# Open Awards Qualification Unit



## Form OAQU

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### 1 Unit Details

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|---|---|
| Unit Title: | Computerised Accounting Software |
| QAC Code: | T/506/3471 |
| Level: | Level 2 |
| Credit Value: | 3 |
| Minimum GLH: | 20 |

### 2 Learning Outcomes and Criteria

| Learning Outcome (The Learner will): | Assessment Criterion (The Learner can): |
|---|---|
| 1. Access, enter and edit accounting information | 1.1 Describe the sources and characteristics of accounting data |
| | 1.2 Set up and create new accounting data records accurately to meet requirements |
| | 1.3 Locate and display accounting data records to meet requirements |
| | 1.4 Check data records meet needs using IT tools, making corrections as necessary |
| | 1.5 Respond appropriately to data entry error messages |
| | 1.6 Describe the risks to data security and procedures used for data protection |
| | 1.7 Apply local and/or legal guidelines for the storage and use of data |
| 2. Select and use tools and techniques to process business transactions | 2.1 Select and use appropriate tools and techniques to enter and process transactions |
| | 2.2 Review transaction process and identify any errors |

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| | | 2.3 | Respond appropriately to any transaction errors and problems |
| | | 2.4 | Select and use appropriate tools and techniques to process period end routines |
| 3. | Produce accounting documents and summary reports to meet requirements | 3.1 | Describe what information is required and how to present it |
| | | 3.2 | Prepare and generate accounting documents |
| | | 3.3 | Prepare and generate management reports as required |
| | | 3.4 | Import and export data and link to other systems and software |