

# Open Awards Qualification Unit



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## 1 Unit Details

Unit Title:	Computerised Accounting
Unit Reference Number:	M/507/5294
Level:	Level 2
Credit Value:	4
Minimum GLH:	25

## 2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Enter accounting data at the beginning of an accounting period	1.1 Set up general ledger accounts, entering opening balances where appropriate
	1.2 Set up customer accounts, entering opening balances where appropriate
	1.3 Set up supplier accounts, entering opening balances where appropriate
2. Record customer transactions	2.1 Process sales invoices and credit notes, accounting for VAT
	2.2 Allocate monies received from customers in partial or full payment of invoices and balances
3. Record supplier transactions	3.1 Process purchase invoices and credit notes, accounting for VAT
	3.2 Allocate monies paid to suppliers in full or partial settlement of invoices and balances
4. Record and reconcile bank and cash transactions	4.1 Process receipts and payments for non-credit transactions
	4.2 Process recurring receipts and payments
	4.3 Process petty cash receipts and payments, accounting for VAT

	4.4	Perform a periodic bank reconciliation
5. Be able to use journals to enter accounting transactions	5.1	Process journals for accounting transactions
	5.2	Use the journal to correct errors
6. Be able to produce reports	6.1	Produce these routine reports for customers and suppliers: <ul style="list-style-type: none"> <li>a) Day books</li> <li>b) Account activity</li> <li>c) Aged analysis</li> <li>d) Statements or remittance advice notes</li> </ul>
	6.2	Produce these routine reports from the general ledger: <ul style="list-style-type: none"> <li>a) Trail balance</li> <li>b) Audit trail</li> <li>c) Account activity</li> </ul>
7. Be able to maintain the safety and security of data held in the computerised accounting system	7.1	Make a copy of accounting data using the backup function of the accounting software
	7.2	Use a software password to protect accounting information