

# Learning Assessment Guide

## Unit Standard 333 – Version 5

### Operate computer general ledger accounting systems to produce financial reports

#### Level 3 – 5 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

## Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

This Learning Assessment Guide is made up of:

- Questions for you to answer.
- Practical tasks for you to complete.

The tasks in this assessment are designed to show your assessor that you can:

- 1 Apply information security features and reconciliation procedures in using general ledger accounting software.
- 2 Produce financial reports and related information from general ledger accounting software.
- 3 Complete a scheduled processing cycle and explain yea-end processing options.

## Assessment Task One – Elements 2 & 3

This task is designed to assess your knowledge of the relationship between the Chart of Accounts and reports, and year-end processing options.

### **Task Instructions**

- Answer the following questions either orally or in writing on the task sheet.
- Your assessor may wish to ask further questions of you to confirm and/or clarify your responses.

### **Question One**

Describe the relationship between the Chart of Accounts and report generation options.

You should include the following in your description:

- the computer system
- accounting administration procedures
- financial information needs
- links with other accounting information e.g.
  - fixed asset reports
  - payroll reports
  - data exporting options.

**Question Two**

Explain the year-end processing options in accordance with system requirements and the policies and procedures of your organisation.

## Assessment Task Two – Elements 1, 2 and 3

In this task you must provide evidence that you can perform the following tasks using general ledger accounting software:

- Produce financial reports and related information.
- Apply information security features and reconciliation procedures.
- Complete a scheduled processing cycle.

### ***Task Instructions***

All work must be in accordance with organisational policies and procedures.

- 1 Read the task checklist below. This will give you the requirements in detail.
- 2 The assessor will use the checklist to determine whether you have met the requirements of this unit standard
- 3 Arrange for an opportunity to explain, and if possible demonstrate, to your assessor how you operate computer general ledger accounting systems to produce financial reports.
- 4 Provide your assessor with a copy of all relevant documentation. Please note the number of different reports required.

## Task 2 Checklist

**Tasks in italics must be observed.**

Learner's actions must all be in accordance with organisational requirements, policies and procedures.

Task	Comments	Yes/No
<b><i>Apply information and security features and reconciliation procedures in using general ledger accounting software.</i></b>		
<i>Apply data integrity and security procedures.</i>		Yes/No
Produce audit trails.		Yes/No
<i>Produce control accounts using reconciliation procedures.</i>		Yes/No
<b><i>Produce financial reports and related information from general ledger accounting software.</i></b>		
Produce financial reports from processed transactions to meet financial needs. Reports to include:  <input type="checkbox"/> statement of financial position  <input type="checkbox"/> statement of financial performance.  <input type="checkbox"/> 2 reports attached.		Yes/No
Produce <i>three</i> specialist reports to meet financial information needs.  Reports may include but are not limited to: <input type="checkbox"/> asset schedules <input type="checkbox"/> inventory reports <input type="checkbox"/> statement of source and application of funds		Yes/No

Task	Comments	Yes/No
<input type="checkbox"/> comparative statements <input type="checkbox"/> budgets <input type="checkbox"/> expense reports <input type="checkbox"/> aged debtors / cont.. <input type="checkbox"/> aged creditors.  <input type="checkbox"/> copies of 3 of the above reports attached.		
Use analysis tools to meet financial information needs. Tools must include: <input type="checkbox"/> comparative percentages <input type="checkbox"/> graphed results.  <input type="checkbox"/> 1 copy of each attached.		Yes/No
Process specific user queries related to general ledger transactions and financial reports.  <input type="checkbox"/> documentation tracking 1 user query attached.		Yes/No
<b><i>Complete a scheduled processing cycle and explain year-end processing options.</i></b>		
Complete a scheduled processing cycle. This may include:  <input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> annual <input type="checkbox"/> seasonal  <input type="checkbox"/> documentation tracking 1 processing cycle attached.		Yes/No

<b>Name</b>		<b>Phone</b>	
<b>Position</b>		<b>Date</b>	
<b>E-mail</b>			
<b>Signature</b>			

### Assessment Task Three – Elements 1, 2 and 3

Ask your manager or team leader to complete the following Verification Form.

#### Manager Verification Form

Unit Standard 333 Version 5: Operate computer general ledger accounting systems to produce financial reports.

<b>Learner:</b>		
The above learner is currently being assessed in their ability to use a computerised general ledger system.		
This verification confirms that the learner can perform the tasks listed to the standards required by your organisation on a consistent basis.		
<b>Learner can....</b>	<b>Yes/No</b>	
Apply data integrity and security procedures.		
Produce audit trails.		
Use reconciliation procedures to produce control accounts.		
Produce financial reports are from processed transactions to meet financial information needs including: <ul style="list-style-type: none"> <li>• a statement of financial position</li> <li>• a statement of financial performance.</li> </ul>		
Produce at least three specialist reports to meet financial information needs.		
Use analysis tools to meet financial information needs..		
Process specific user queries related to general ledger transactions and financial reports.		
Complete a scheduled processing cycle.		
<i>Comments</i>		

<b>Name</b>		<b>Phone</b>	
<b>Position</b>		<b>Date</b>	
<b>E-mail</b>			
<b>Signature</b>			

## Assessment Results

These are the judgements that your assessor will use to assess you:

Can the learner apply data integrity and security procedures in accordance with organisational policies and procedures?	<b>Yes</b>	<b>No</b>
Can the learner produce audit trails in accordance with organisational policies and procedures?	<b>Yes</b>	<b>No</b>
Can the learner use reconciliation procedures to produce control accounts in accordance with organisational policies and procedures?	<b>Yes</b>	<b>No</b>
Can the learner describe the relationship between the Chart of Accounts and report generation options?	<b>Yes</b>	<b>No</b>
Has the learner produced financial reports from processed transactions that meet financial information needs and are in accordance with organisational policies and procedures?	<b>Yes</b>	<b>No</b>
Has the learner produced specialist reports that meet financial information needs and are in accordance with organisational policies and procedures?	<b>Yes</b>	<b>No</b>
Can the learner use analysis tools to meet financial information needs in accordance with organisational policies and procedures?	<b>Yes</b>	<b>No</b>
Can the learner process specific user queries related to general ledger transactions and financial reports in accordance with organisational policies and procedures?	<b>Yes</b>	<b>No</b>
Has the learner completed a scheduled processing cycle in accordance with organisational policies and procedures?	<b>Yes</b>	<b>No</b>
Can the learner explain year-end processing options in accordance with system requirements and organisational policies and procedures?	<b>Yes</b>	<b>No</b>