



CATAPULT

FNSACC416

Set up and operate a computerised accounting system
using MYOB (Catapult code: FNSACC416_MYOB)

Table of Contents (Extract)

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This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit FNSACC416.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

https://catapultlearning.com.au/product/FNSACC416_MYOB/

Trainer/assessor guide

FNSACC416

Set up and operate a computerised accounting system — MYOB

Welcome to this unit of study

This unit describes the skills and knowledge required to establish, operate, and modify an integrated computerised accounting system. This is generally under supervision and encompasses processing transactions in the system, maintaining the system, producing reports, and ensuring system integrity.

It applies to individuals who, within the scope of own responsibility, use specialised knowledge, information technology, and planning and organising skills to establish and maintain an organisational system in service and trading environments.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Implement integrated accounting system.....	5
Overview	5
Open MYOB.....	7
Create a new business	8
Set up tax codes.....	15
Security and preferences	16
Create a chart of accounts.....	22
Create bank accounts.....	29
Create customer list	33
Create supplier list.....	38
Create inventory	44
Check your understanding	49
Topic 2: Process transactions in system.....	51
Opening and closing MYOB.....	51
Customising invoices.....	58
Record purchases	63
Record sales	69
Credit notes	70
Paying creditors	73
Debtor payments.....	77
Printing invoices.....	80
Statements.....	83
Bank Reconciliation	84
Journal entries.....	86
End of period accounting.....	88
Check your understanding	97
Topic 3: Maintain system.....	99
Maintain the chart of accounts	99
Maintain suppliers.....	103
Maintain inventory.....	105
Check your understanding	107
Topic 4: Produce reports	109
Produce reports	109
GST and BAS	115
Store information securely.....	119
Maintain secure record of processed transactions.....	122
Additional knowledge.....	126
Check your understanding	135
References.....	137

Assessment workbook	139
Unit information	141
What is competency-based assessment?.....	142
How will my competency be assessed?	143
Assessment agreement	144
Foundation skills checklist.....	145
Skills recognition	146
Topic 1: Implement integrated accounting system.....	147
Topic 2: Process transactions in system.....	148
Topic 3: Maintain system.....	149
Topic 4: Produce reports	150
Knowledge questions	151
Topic 1: Implement integrated accounting system.....	152
Topic 2: Process transactions in system.....	163
Topic 3: Maintain system.....	173
Topic 4: Produce reports	177
Topic 5: Specific knowledge evidence.....	185
Performance tasks	189
Third party evidence collection agreement	190
Topic 1: Implement integrated accounting system.....	191
Topic 2: Process transactions in system.....	192
Topic 3: Maintain system.....	194
Topic 4: Produce reports	195
Completion record	197
Unit mapping and assessment checklist	198
Trainer/ assessor user instructions	201

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Implement integrated accounting system
- » Process transactions in system
- » Maintain system
- » Produce reports

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

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