

Reference No.

**SELF ASSESSMENT GUIDE**

<b>Qualification Title:</b>	<b>BOOKKEEPING NC III</b>		
<b>Units of Competency:</b>	<ul style="list-style-type: none"> <li>• <b>Journalize Transactions</b></li> <li>• <b>Post Transactions</b></li> <li>• <b>Prepare Trial Balance</b></li> <li>• <b>Prepare Financial Reports</b></li> <li>• </li> </ul>		
<b>Instruction:</b>			
<ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answers.</li> </ul>			
<b>Can I?</b>	<b>YES</b>	<b>NO</b>	
• Prepare chart of accounts			
• Analyze documents			
• Prepare journal entry			
• Prepare ledger			
• Transfer journal entries			
• Summarize ledger			
• List account titles			
• Transfer balance from the ledger			
• Summarize trial balance			
• Prepare financial statements			
• Analyzes financial statements *			
• Checks policy compliance*			
• Prepares policy compliance report*			
<p><b>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.</b></p>			
<b>Candidate's Signature:</b>	<b>Date:</b>		