

# 13932 Prepare and process documents for financial and banking processes

## **Purpose of this Unit Standard**

Learners will be learning towards obtaining a national qualification at level 3 or are working in an administrative environment, including SMME`s (Small, Medium and Micro Enterprises), where the acquisition of competence against this standard will add value to the learner`s job, or chances of finding employment.

Learners will be well positioned to extend their learning and practice into other areas in the business environment, or to strive towards professional standards and improved performance.

## **The qualifying learner is capable of:**

- Explaining the petty cash and banking procedure according to organisational requirements
- Process petty cash and banking transactions
- Demonstrating an understanding of petty cash handling and banking procedures
- Monitoring petty cash transactions and banking
- Controlling petty cash and banking

## **Learning Assumed to be in Place and Recognition of Prior Learning**

Learners will also have demonstrated competence in communication at NQF level 2.

## **Outcomes**

- SO1: Explain the petty cash procedures according to organisational requirements
- SO2: Process petty cash transactions
- SO3: Explain the banking procedures conducted within the organisational context
- SO4: Process payments
- SO5: Process banking transactions

SAQA US ID	NQF LEVEL	CREDITS	US TITLE
13932	NQF Level 3	5	<b>Prepare and process documents for financial and banking processes</b>

**Duration: 1-Day**

## Content

### Outcome 1

Explain the petty cash procedures according to organisational requirements

- Petty cash procedure for issuing money is explained.
- Restrictions and limitations are identified, listed and explained.
- The procedure of recording petty cash transactions is explained.
- Petty cash terminology is listed and explained.
- The amount of the petty cash float is indicated.
- The replenishment/imprest system is explained.

### Outcome 2

Process petty cash transactions

- Money for petty cash is issued according to organisational procedures.
- Staff are instructed on cash-system operating procedures.
- The cash slip and change is reconciled with the issued petty cash voucher.
- Petty cash transactions are recorded in the prescribed format and time frame.
- Payments are analysed and any irregularities reported and rectified.
- Petty cash float is balanced according to organisational procedures.

### Outcome 3

Explain the banking procedures conducted within the organisational context

- The procedures to follow are described.
- The reasons for having cash, banking, receipt and payment procedures in place are explained to relevant individuals.
- The source documents for processing banking transactions are described.
- Different banking processes are utilised.
- The legal procedures pertaining to banking are explained.

### Outcome 4

Process payments

- All relevant information is gathered for invoicing purposes.
- Invoice is prepared according to organisational format and procedures.
- Invoice is issued to customers.
- Follow-up of payment is undertaken and payment is insured within terms of payment time frames.

### Outcome 5

Process banking transactions

- All source documents are obtained to process banking transactions.
- Source documents are reconciled and any discrepancies noted, reported and rectified.
- Transfers, deposits and withdrawals are processed as per organisational requirements.
- Any suspected irregularities are reported and rectified.
- Security procedures relating to banking transactions are ensured.

<https://www.stafftraining.co.za/workshops/13932-prepare-and-process-documents-for-financial-and-banking-processes>