Assessment Requirements for FNSACM302 Prepare, match and process receipts

Release: 1

Assessment Requirements for FNSACM302 Prepare, match and process receipts

Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- check, batch and match receipts accurately to relevant documentation following organisational policy and procedures for processing receipts
- follow up discrepancies with appropriate personnel to solve outstanding issues
- enter data into the organisational systems and correctly file documentation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify the key requirements of legislation relevant to payment systems
- outline organisational policy and procedures relating to receipting payments
- identify possible areas of discrepancy when processing receipts.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the account management field of work and include access to:

- common office equipment, technology, software and consumables
- an integrated financial software system and data.

Assessors must satisfy NVR/AQTF assessor requirements.

PwC's Skills for Australia

Links

Companion Volume implementation guides are found in VETNet -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe