



Australian Government

FNSACM313 Process authorised payments

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 6.0.

Application

This unit describes the skills and knowledge required to process business financial payments such as paying suppliers, and to initiate non-cash payment services and facilities on the behalf of customers.

The unit applies to those who may work under supervision but have responsibility for ensuring the prompt and accurate processing of business expense payments, or initiating non-cash payment facilities on behalf of customers

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Account management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Verify payment facility requirements	1.1 Confirm payment has been correctly authorised 1.2 Obtain and update data required to facilitate payment 1.3 Identify and adhere to payment system security requirements
2. Create payment facility	2.1 Process payment facility according to organisational policies and procedures 2.2 Create payment records and provide payment receipts as required according to organisational policies and procedures
3. Address routine enquiries and issues about payments made	3.1 Respond to queries about payments made according to organisational policies and procedures 3.2 Investigate concerns about incorrect payments

ELEMENT	PERFORMANCE CRITERIA
	3.3 Update payment details as advised according to organisational policies and procedures
4. Complete documentation process	4.1 Update and maintain documentation and authorisations required according to organisational policies and procedures and legislative obligations 4.2 Provide copies of payment facility documentation to others as required

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Numeracy	Uses calculators or tools to perform mathematical calculations and checks accuracy of data
Oral communication	- Uses appropriate vocabulary to provide or gather information - Uses questioning and active listening to confirm requirements
Reading	Interprets and analyses information from a range of sources to confirm accuracy and determine required actions
Planning and organising	Plans, organises and implements tasks according to organisational requirements
Problem solving	Follows structured processes to make routine decisions relevant to own role
Technology	Uses the main features and functions of digital tools to complete work tasks

Unit Mapping Information

No equivalent unit. Supersedes and is not equivalent to FNSACM303 Process payment documentation.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe>