Australian Government

FNSACM411 Authorise valid expense 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 verify the validity and accuracy of payment requests, prepare payment documentation, authorise payments, liaise with suppliers and investigate issues.

The unit applies to those who may work under limited supervision and hold responsibility for ensuring that controls are adhered to when processing financial transactions.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Verify validity and accuracy of payment request	1.1 Match payment requests with required supporting information according to purchasing and accounts procedures 1.2 Check supporting documentation for completeness and accuracy 1.3 Confirm authorisation of request and follow up and rectify discrepancies as required 1.4 Obtain confirmation of goods and services supply as required and validate request for payment 1.5 Identify and report financial risk situations as required
2. Prepare payment	2.1 Authorise payments and approval information according to organisational policies and procedures and commercial terms 2.2 Escalate approvals in excess of personal delegated authority according to organisational policy and procedures

ELEMENT	PERFORMANCE CRITERIA
3. Action required adjustments to payments	3.1 Verify GST treatment of payment according to organisational policy and procedures 3.2 Request and process required credit notes and adjustment notes 3.3 Apply billing adjustments to the payment as required according to organisational policies and procedures 3.4 Liaise with suppliers to resolve billing issues as required
4. Make payment and complete documentation	4.1 Make payment using required payment system according to organisational policies and procedures 4.2 Update and maintain documentation and authorisations required according to organisational policies and procedures and legislative obligations 4.3 Update and maintain records of payment according to organisational policies and procedures and legislative obligations

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 to perform mathematical calculations and reconciles numerical and financial data
Oral communication	• Uses active listening, questioning and summarising skills to identify and confirm requirements • Negotiates with suppliers
Reading	• Interprets and analyses information from a range of sources and confirms accuracy
Writing	• Uses clear and specialised language to document requirements and outcomes
Planning and organising	• Plans, organises and implements tasks according to organisational requirements • Follows structured processes to determine payment status and handle discrepancies
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 FNSACM401 Evaluate and authorise payment requests.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe