FNSACC301A Process financial transactions and extract interim reports
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Modification History
Not applicable.

Unit Descriptor

<table>
<thead>
<tr>
<th>Unit descriptor</th>
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<tbody>
<tr>
<td>This unit describes the functions involved in preparation and processing of routine financial documents, preparing journal entries, posting journals to ledgers, preparing, banking and reconciling financial receipts, and extracting a trial balance and interim reports.</td>
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</table>

This unit may apply to job roles subject to licensing, legislative, regulatory or certification requirements so the varying Commonwealth, State or Territory requirements should be confirmed with the relevant body.

Application of the Unit

<table>
<thead>
<tr>
<th>Application of the unit</th>
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<tbody>
<tr>
<td>The unit can be applied to all sectors of the financial services sector and to job roles such as account clerks and bookkeepers.</td>
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Licensing/Regulatory Information
Not applicable.

Pre-Requisites

<table>
<thead>
<tr>
<th>Prerequisite units</th>
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Employability Skills Information

| Employability skills | This unit contains employability skills. |

Elements and Performance Criteria Pre-Content

| Elements describe the essential outcomes of a unit of competency. | Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide. |
## Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENT</th>
<th>PERFORMANCE CRITERIA</th>
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</table>
| 1. Check and verify supporting documentation | 1.1. *Information* from *documents* is identified, checked and recorded  
1.2. *Supporting documentation* is examined to establish accuracy and completeness and to ensure authorisation by appropriate personnel |
| 2. Prepare and process banking and petty cash documents | 2.1. Deposits and withdrawals are accurately entered and balanced according to organisational procedures  
2.2. Cheques and card vouchers are checked for *validity* before processing  
2.3. Banking documentation is reconciled with organisation's financial records  
2.4. Petty cash claims and vouchers are checked, processed and recorded and the petty cash book is balanced according to organisational procedures |
| 3. Prepare and process invoices for payment to creditors and for debtors | 3.1. Invoices are prepared in accordance with organisational procedures  
3.2. Invoices are checked against source documents for accuracy and any errors corrected  
3.3. All invoices and related documents are filed for auditing purposes |
| 4. Prepare journals and batch monetary items | 4.1. *Journals* are prepared *accurately and completely* and items batched within organisational timelines  
4.2. *Batch items* are precisely matched to initial receipt records  
4.3. Journals are authorised in accordance with *organisational policy and procedures* |
| 5. Post journals to ledger | 5.1. Journals are posted to ledger accurately and in accordance with organisation input standards with transactions correctly allocated to system and accounts |
| 6. Enter data into system | 6.1. Data is entered into system accurately and in accordance with organisation input standards with transactions correctly allocated to system and accounts  
6.2. Related systems are updated to maintain the integrity of relationships between financial systems |
| 7. Prepare deposit facility and lodge flows | 7.1. A *deposit facility* is selected appropriate to the *banking method* to be used  
7.2. Batch is balanced with deposit facility without error |
<table>
<thead>
<tr>
<th>ELEMENT</th>
<th>PERFORMANCE CRITERIA</th>
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</table>
| 7.3. Security and safety precautions are taken appropriate to the method of banking in accordance with organisational policy and **industry and legislative requirements**  
7.4. Proof of lodgement is obtained and filed so that it is easily accessible and traceable | |
| 8. Extract a trial balance and interim reports | 8.1. Any **special transactions** are processed accurately  
8.2. Cash and credit journals are completed and posted to general ledger  
8.3. A trial balance is extracted and checked and other required **reports** prepared  
8.4. Any **errors** are found and corrected |
## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

### Required skills

- Communication skills to:
  - determine and confirm work requirements, using questioning and active listening as required
  - share information, listen and understand
  - read and interpret documentation from a variety of sources
  - use language and concepts appropriate to cultural differences
- Numeracy skills to make financial calculations
- Information technology skills for accessing and using spreadsheets and databases
- Literacy skills for data analysis and interpretation
- Evaluative and general analytical skills
- Organisational skills, including the ability to plan and sequence work

### Required knowledge

- Accounting conventions, processes and procedures
- Banking procedures and guidelines
- Industry codes of practice
- Legislative and regulatory requirements relevant to the work
- Organisational policy and procedures
- Relevant Acts and regulations
- Security procedures for handling cheques, vouchers and cash
# Evidence Guide

<table>
<thead>
<tr>
<th>EVIDENCE GUIDE</th>
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<tbody>
<tr>
<td>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</td>
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</table>

<table>
<thead>
<tr>
<th>Overview of assessment</th>
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<tbody>
<tr>
<td>Critical aspects for assessment and evidence required to demonstrate competency in this unit</td>
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<tr>
<th>Context of and specific resources for assessment</th>
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<tbody>
<tr>
<td>Assessment must ensure:</td>
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<tr>
<th>Method of assessment</th>
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<td>A range of assessment methods should be used to assess practical skills and knowledge. The following examples, in combination, are appropriate for this unit:</td>
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<td>EVIDENCE GUIDE</td>
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Range Statement

**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

| Information includes: | • account numbers  
| | • addresses  
| | • amounts of money, figures  
| | • card numbers  
| | • cheque numbers  
| | • dates  
| | • names. |

| Documents may include: | • application forms  
| | • claim forms  
| | • petty cash vouchers  
| | • invoices  
| | • purchase orders  
| | • receipts  
| | • credit notes  
| | • statements  
| | • deposit books  
| | • delivery dockets  
| | • remittance advice. |

| Supporting documentation may include information that supports the transaction such as: | • suspense reports  
| | • reconciliations. |

| Validity may include: | • signature  
| | • dates  
| | • amounts. |

| Journals may include: | • general  
| | • cash receipts  
| | • cash payments  
| | • sales  
| | • purchases  
| | • returns and allowances. |
### RANGE STATEMENT

| Preparing journals **accurately and completely** means: | • meaningful notation  
• effective date specified  
• correct allocation  
• balanced transaction. |
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<tr>
<td><strong>Batch items</strong> are:</td>
<td>• grouped receipts treated as a separate transaction entity.</td>
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</table>
| **Organisational policy and procedures** may include: | • operations manual  
• internal control guidelines  
• computer system documentation. |
| **Deposit facilities** may include: | • bank deposit slips  
• direct debit transaction reports. |
| **Banking methods** include: | • personal  
• through a third party security company  
• by pick-up. |
| **Security and safety precautions** may include: | • banking of all negotiable instruments on day received  
• all batches posted on day of receipt  
• cash management processes. |
| **Industry and legislative requirements** may cover: | • Anti-Money Laundering and Counter Terrorism Financing Acts  
• Australian Accounting Standards  
• Australian Securities and Investments Commission (ASIC) Code  
• consumer credit legislation  
• industry codes of practice  
• occupational health and safety (OHS) Acts and guidelines  
• Privacy Act  
• relevant Insurance Act  
• Stamp Duties Act  
• Taxation Act  
• Trade Practices Act. |
| **Proof of lodgement** may include: | • bank stamped deposit facility  
• verified transaction listing. |
| **Special transactions** may include: | • introduction of additional capital  
• drawings of cash and goods  
• purchase and sale of non-current assets at book value  
• interest payable and receivable on overdue accounts  
• dishonour of cheques including write-back of discount |
### RANGE STATEMENT

- bad debts written off or recovered.

**Reports** may include:
- balance sheet
- trial balance
- unadjusted income statement.

**Errors** may include:
- a transaction not being recorded in a journal or recorded incorrectly
- a journal entry not posted to the ledger or posted twice
- an entry being made in an incorrect ledger account but on the correct side
- entries being made on the wrong side of two ledger accounts
- offsetting errors (compensating errors) where two independent errors for the same amount are made.

### Unit Sector(s)

| Unit sector | Accounting |

### Competency field

| Competency field |   |