



Australian Government

Department of Education, Employment and Workplace Relations

BSBCM308A Maintain financial records

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers the maintenance of financial records for a business. It includes activities such as the maintenance of daily financial records, including reconciling debtors' and creditors' systems and preparing a maintaining a general ledger and preparing a trial balance. It also includes activities associated with the monitoring of cash control for accounting purposes. This unit is related to BSBCM207A Prepare and process financial/business documents and BSBCM408A Report on financial activity.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Maintain daily financial records	1.1 Daily financial records are maintained correctly and in accordance with organisational requirements for accounting purposes 1.2 Discrepancies or errors in documentation or transactions are identified and rectified or referred to designated persons in accordance with organisational requirements 1.3 Credit and debit transactions are accurately and promptly entered into journals in accordance with organisational requirements
2 Maintain general ledger	2.1 General ledger is maintained in accordance with organisational requirements 2.2 Transactions are posted into the general ledger in accordance with organisational reporting requirements 2.3 Debtors' and creditors' systems are reconciled with general ledger 2.4 Trial balance is accurately prepared from general ledger in accordance with organisational requirements
3 Monitor cash control	3.1 Cash flow is accurately accounted for in accordance with organisational requirements 3.2 Payments are made and received in accordance with organisational requirements 3.3 Outstanding accounts are collected or followed up within designated timelines 3.4 Payment documentation is checked for accuracy of information and despatched to creditors within designated timeline

Required Skills and Knowledge

Not applicable.

Evidence Guide

The Evidence Guide identifies the critical aspects, underpinning knowledge and skills to be demonstrated to confirm competency for this unit. This is an integral part of the assessment of competency and should be read in conjunction with the Range Statement.

Critical Aspects of Evidence

Identifying and responding to discrepancies and errors

Transferring and recording financial data accurately

Identifying and complying with organisational requirements

Reconciling expenditures and revenue

Recommending options for financial decision making

Underpinning Knowledge*

* At this level the learner must demonstrate some relevant theoretical knowledge.

The relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination

Knowledge of organisational policies and procedures relating to maintaining financial records

Understanding processes to identify relevant source documents and information contained within source documents

Understanding of the importance of a general ledger chart of accounts in relation to maintain and reporting financial data

Understanding the definition of credits/creditors and debits/debtors

Principles of double entry bookkeeping and accrual accounting

Understanding methods of presenting financial data

Knowledge of financial legislation references and information

Understanding practices to include ethical considerations in all areas of work

Underpinning Skills

Literacy skills to identify financial information; to read and understand the organisation's accounting procedures

Proofreading and editing skills to ensure conformity to organisational requirements, check for accuracy and consistency of information

Communication skills to clarify information and refer errors or discrepancies to appropriate people

Numeracy skills to reconcile figures; prepare cash analysis sheets

Analysis skills to read and interpret financial data

Problem solving skills for a defined range of problems

Ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities

Resource Implications

The learner and trainer should have access to appropriate documentation and resources normally used in the workplace

Consistency of Performance

In order to achieve consistency of performance, evidence should be collected over a set period of time which is sufficient to include dealings with an appropriate range and variety of situations

Context/s of Assessment

Competency is demonstrated by performance of all stated criteria, including paying particular attention to the critical aspects and the knowledge and skills elaborated in the Evidence Guide, and within the scope as defined by the Range Statement

Assessment must take account of the endorsed assessment guidelines in the Business Services Training Package

Assessment of performance requirements in this unit should be undertaken in an actual workplace or simulated environment

Assessment should reinforce the integration of the key competencies and the Business Services Common Competencies for the particular AQF Level. Refer to the Key Competency Levels at the end of this unit

Key Competency Levels

Collecting, analysing and organising information (Level 2) - to process financial documentation

Communicating ideas and information (Level 2) - with members of the work team

Planning and organising activities (Level 2) - for payment of invoices etc within designated timeframes

Working with teams and others (Level 1) - in completing scheduled tasks

Using mathematical ideas and techniques (Level 2) - in reconciling financial documents

Solving problems (Level 1) - to identify discrepancies and errors

Using technology (Level 2) - to complete allocated tasks

Please refer to the Assessment Guidelines for advice on how to use the Key Competencies

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Range Statement

The Range Statement provides advice to interpret the scope and context of this unit of competency, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment. The following variables may be present for this particular unit:

Legislation, codes and national standards relevant to the workplace which may include:

- award and enterprise agreements and relevant industrial instruments
- relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination
- relevant industry codes of practice

Organisational requirements may include:

- quality assurances and/or procedures manuals
- procedures for totalling adjusted journals
- resolution procedures
- legal and organisational policy/guidelines and requirements
- security procedures
- Occupational Health and Safety policies, procedures and programs
- guidelines for reconciling journals
- Australian accounting and auditing standards
- designated timelines

Discrepancies may relate to:

- bank charges
- interest
- dishonoured cheques
- errors in transposing between source documents and journals

Documentation may include:

- sales invoices
- purchase invoices
- sales credit notes
- purchase credit notes

Designated persons may include:

- supervisor
- bank
- organisation's authorisations department
- line management
- statutory body

Journals may include:

- sales and sales returns
- cash receipts
- purchases and purchase returns
- cash payments

Transactions may include:

- purchase of a fixed asset on credit
- sale of a fixed asset on credit
- correction of posting errors
- write-off a bad debt

interest expense
interest receivable
commencing business entries
withdrawal of stock/assets by owner
non-cash transactions (eg writing off depreciation, stock losses)

Reconciling debtors'/creditors' systems may include:

checking accuracy of debtor account balances (eg cash receipts journal, sales return journal, general journal)
checking accuracy of creditor account balances (eg cash payments journal, purchases journal, purchases returns journal, general journal)
checking the total of the debtor's schedule equals the balance of the debtor's control account
checking the total of the creditor's schedule equals the balance of the creditor's control account

Payments may include:

cheque
credit card
cash
direct debit

Designated timelines may specify:

within agreed period
monthly
by month end
within organisational deadline

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Unit Sector(s)

Not applicable.