



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>

Assessment Requirements for FNSACM313 Process authorised payments

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- process payment documentation for at least six transactions, at least one of which has a discrepancy.

In the course of the above, the candidate must:

- use at least three different payment systems.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational policies and procedures for:
 - making payments
 - processing financial transaction
 - handling routine queries about payments made and payment systems
 - entering financial and personal data into systems
 - updating and maintaining documentation and authorisations
- different payment systems and their features, fees and procedures
- key requirements of legislation and industry codes of practice relevant to payment systems, including:
 - ePayments code
 - banking codes of practice
- financial and computer system processes for accepting payments and looking up payment history and allocations.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- office equipment, technology, software and consumables
- payment systems
- integrated financial software system and data.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

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