

CONDUCT BASIC FINANCIAL TRANSACTIONS

SAGA Unit Standard ID	14353
NQF Level	2
Credits	3
Duration	1 Days

Course fee per Learner | **R480.00**

Includes Course material, assessment,
light lunch and registration

REG No. 1970/002982/07
VAT Reg. 4030240818
SDL 630701599
TETA03-008

OVERVIEW

Learners will be learning towards obtaining a national qualification at level 2 or are working in an administrative environment, including SMME's (Small, Medium and Micro Enterprises), where the acquisition of competence against this standard will add value to the learner's job, or chances of finding employment.

Learners will be well positioned to extend their learning and practice into other areas in the business environment, or to strive towards professional standards and improved performance.

➤ CREDITED LEARNERS ARE CAPABLE OF

- Explaining and applying is the basic procedures for receiving and receipting payments
- Utilise a petty cash system to purchase office items
- Explaining and applying the procedures for depositing monies and conducting basic banking transactions

➤ THE TYPICAL RANGE OF THIS UNIT STANDARD INCLUDES

- Procedures relating to the receiving of monies include understanding how to keep a receipt book, being able to determine the validity of cheques, correct counting of money and checking of amounts etc.
- Legal procedures include identifying the payer, validating the amounts in letters and in words, the proper keeping of duplicate receipts and the correct signing of the person issuing the receipt, and all the necessary requirements to ensure successful receipting on a computerised and manual system.
- Safekeeping includes the securing of money in a lock-up area, and all receipt books, related documents and cheques.
- Application forms in relation to petty cash include the completion of petty cash vouchers and all other related documents as per organisation requirements.
- Basic banking transactions include the depositing received cash and cheques.

➤ UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

Credited learners understand and can explain:

- Basic understanding of manual and computerised receipting systems.
- Basic understanding of basic bookkeeping principles.
- Basic understanding of banking procedures in respect of deposits.
- Legal procedures in relation to cheques, banking, receipting.

