

## Mapping to Unit FNSACC311: Process financial transactions and extract interim reports

This unit describes the skills and knowledge required to prepare and process routine financial documents, prepare journal entries, post journal entries to ledgers, prepare banking and reconcile financial receipts, and extract a trial balance and interim reports. The following table maps the elements to the manual title with the same name.

Element	Performance Criteria	Reference
1 Check and verify supporting documentation	1.1 Identify, check and record information from financial documents	Units 9, 13, 14
	1.2 Examine supporting documentation to establish accuracy and completeness and to confirm authorisation by required personnel	Units 2, 4, 6, 9, 13, 14
2 Prepare and process banking and petty cash documents	2.1 Enter and balance deposits and withdrawals according to organisational procedures	Units 2, 3, 4, 13, 14
	2.2 Confirm validity of cheques and electronic payments before processing	Units 6, 7, 9, 10, 13, 14
	2.3 Reconcile banking documentation against organisation's financial records	Units 10, 13, 14
	2.4 Check, process and record petty cash claims and vouchers, and balance petty cash book according to organisational procedures	Units 13, 14
3 Prepare and process payable and received invoices	3.1 Prepare invoices according to organisational policies and procedures	Units 2, 3, 4, 5, 6, 7, 14
	3.2 Check invoices against source documents for accuracy and correct identified errors	Units 2, 3, 4, 5, 6, 7, 14
	3.3 File invoices and related documents for auditing purposes	Units 2, 3, 4, 5, 6, 7, 14
4 Prepare journals	4.1 Prepare required journal entries within organisational timeframes	Units 8, 14
	4.2 Confirm authorisation of journals by required personnel, and process them according to organisational policies and procedures	Units 8, 14
5 Update financial data and systems	5.1 Post journals to ledger in line with organisational input standards	Units 8, 14
	5.2 Enter data into system according to organisational input standards and allocate transactions to system and accounts	Units 9, 13, 14
	5.3 Update related systems to maintain integrity of relationships between financial systems	Units 9, 13, 14
6 Prepare deposit facility and lodge flows	6.1 Select deposit facility appropriate to the banking method to be used	Units 9, 14
	6.2 Apply security and safety measures required for banking method according to organisational policies and industry and legislative requirements	Units 2, 9, 14
	6.3 Obtain and file proof of lodgement according to organisational protocols	Units 9, 14
7 Finalise trial balance and interim reports	7.1 Process accurately any special transactions	Units 8, 14
	7.2 Complete cash and credit journals and post to general ledger	Units 8, 14
	7.3 Extract and check trial balance and prepare other required reports	Units 12, 14
	7.4 Review trial balance and interim reports for accuracy and completeness	Units 8, 12, 14
	7.5 Finalise and file trial balance and interim reports according to organisational and regulatory requirements	Units 8, 12, 14