

MODULE 4: CALCULATIONS RELATED TO SOURCE DOCUMENTS

CODE: 961 042 Duration: 30 hours

A. Do calculations and prepare source documents

- Consistency of information between documents related to purchases and source documents sales. Writing of information in appropriate places
- Correct calculations

B. Calculate discounts and prepare source documents

- Accurate determination of type of discount (cash or volume) and the cash rebate
- Correct calculations

C. Calculate international payments, Accurate conversion of amounts

- Foreign currencies
- Accurate determination of type of documents to be used (money orders, drafts or bills of exchange)

D. Calculate simple interest

- Accurate determination of the term used to calculate interest
- Correct application of formula

E. Calculate compound interest

- Accurate determination of the number of prepare loan amortization tables
- Payments and the applicable interest rate
- Appropriate choice of interest table
- Observance of instructions regarding the preparation of the tables