

MODULE 15: DAILY TASKS

CODE: 961 154 Duration: 60 hours

A. Gather and organize the source documents

- Proper procedure for gathering documents using accounting software
- Grouping of documents according to type of transaction
- Observance of rules established with respect to internal and external communications

B. Follow up transactions affecting

- Verification of consistency between: receivables.
- Data on tax-related documents and documents related to the sale of merchandise and assets
- Receipts and reimbursements and the
- Subsidiary ledger
- Correct issue of source documents such as cheques, credit notes, etc.
- Correct application of the procedure for exchanging information
- Appropriate use of telecommunications tools

C. Follow up transactions affecting

- Verification of consistency between: payables
- Data on documents related to purchases, loans, payroll and taxes
- Disbursements and reimbursements and the subsidiary ledger
- Correct issue of source documents such as cheques, stubs, registers, memos, etc.
- Correct application of the procedure for exchanging information within and outside the company
- Appropriate use of telecommunications tools