

MODULE 8: HANDLING CASH

CODE: 961 083 Duration: 45 hours

A. Prepare a deposit

- Grouping of the following items as per sections of the deposit slip:
- Cheques cash credit card slips drafts and money orders
- Correct recording of items on the deposit slip
- Accuracy of subtotals and totals on the deposit slip
- Accuracy of information and amounts recorded in the general journal

B. Transfer funds

- Correct transfer of funds in terms of: accounts used amounts transferred
- Accuracy of information and amounts recorded in the general journal
- Correctly written and forwarded letter confirming the transfer

C. Balance the cash registers

- Exact calculation of contents of the till
- Verification of consistency between content of till and the opening balance and the total indicated on the cash register tape
- Correct maintenance of cash in the cash register
- Accuracy of information on the cash register statement
- Observance of control procedure