

## **MODULE 7: COMMON ACCOUNTING TASKS**

**CODE: 960 078 Duration: 120 hours**

### **A. Organize the work.**

- Organization of vouchers according to order of tasks
- Matching of vouchers with corresponding files

### **B. Prepare the deposits**

- Agreement of data, cheque amounts and credit card sales with the deposit slip
- Correct entry of data
- Allocation of appropriate accounts and modules

### **C. Process the vouchers related to merchandise**

- Proper writing up of purchase orders
- Orders placed according to need
- Appropriate follow-up of orders

### **D. Process the purchase invoices**

- Agreement of the bill to be paid with the receiving voucher
- Observance of payment deadlines
- Correct amount and other information written on cheque
- Accurate entry of data
- Allocation of appropriate accounts and modules

### **E. Produce invoices**

- Agreement between delivery orders and invoices
- Correct preparation of invoices
- Accurate entry of data
- Allocation of appropriate accounts

### **F. Manage a petty cash fund.**

### **G. Carry out payroll tasks.**