

MODULE 10: PERIODIC ACCOUNTING TASKS

CODE: 960 104 Duration: 60 hours

A. Carry out bank reconciliation

- Observance of procedures for noting cheques, direct payments and other documents
- Correct determination of total amount of cheques in circulation and deposits
- Inward and outward movement of non-accounted funds
- Correct accomplishment of a bank reconciliation
- Accurate entry of data Allocation to appropriate accounts

B. Produce reports

- Observance of stages of production for types of reports offered by the application
- Printing in accordance with the required types of reports

C. Carry out end-of-period procedures

- Observance of stages for closing a period Production of appropriate end-of-period reports

D. Fill out regulation forms

- Use of appropriate forms
- Correct entry of information and calculations
- Relevance of documents attached to forms
- Accurate entry of data Allocation of appropriate accounts and modules

E. Modify parameters in the modules of the accounting application

- Accuracy of modifications to parameters related to suppliers clients