

Title	Demonstrate and apply knowledge of financial transaction source documents		
Level	2	Credits	3

Purpose	People credited with this unit standard are able to demonstrate and apply knowledge of financial transaction source documents.
----------------	--

Classification	Business Administration > Business Administration Services
-----------------------	--

Available grade	Achieved
------------------------	----------

Guidance Information

- 1 Credit and cash transactions recording must be legible and accurate.
- 2 Definitions

Documents refer to electronic or paper-based documents.

Organisation refers to an entire organisation; a part of an organisation such as a cost-centre, department, or branch; a small-to-medium enterprise (SME); a community group such as a sports club.

Organisational requirements refer to the routine processes followed, consistent with relevant organisational policies and procedures, which can be documented or based on workplace good practice models.
- 3 All activities associated with this unit standard must comply with occupational health and safety guidelines and recommendations in relation to working environment and work practices. Reference for this unit standard includes *ACC5637 Guidelines for Using Computers - Preventing and managing discomfort, pain and injury*. Accident Compensation Corporation - Department of Labour, 2010; available from WorkSafe New Zealand, at <https://worksafe.govt.nz/topic-and-industry/work-related-health/ergonomics/safely-using-computers-at-work/>.
- 4 Legislation relevant to this unit standard includes but is not limited to the:
 - Anti-Money Laundering and Countering Financing of Terrorism Act 2009
 - Copyright Act 1994
 - Goods and Services Tax Act 1985
 - Health and Safety at Work Act 2015
 - Privacy Act 1993
 - Protected Disclosures Act 2000
 - Unsolicited Electronic Messages Act 2007
 and any subsequent amendments.
 Current legislation can be accessed at <http://legislation.govt.nz>.

Outcomes and performance criteria

Outcome 1

Demonstrate and apply knowledge of financial transaction source documents.

Performance criteria

1.1 Business transaction documents for the purchase and sale of goods and services are described in terms of the nature and purpose of the document for recording cash and credit transactions.

Range may include but is not limited to – receipts, cheques, deposit slips, orders, invoices, credit notes, statements, remittance advice, EFTPOS, credit cards, debit cards; evidence of six.

1.2 Procedures for ensuring the accuracy and reliability of business financial transaction documents for the purchase and sale of goods and services are described in terms of the entity's internal control system.

Range procedures must be selected from – numbering system, customer codes, cross references, use of copies, supervision of document access and use, cash handling, maintenance of security; evidence of four.

1.3 Calculations are applied to produce business financial transaction documents for the purchase and sale of goods and services in accordance with organisational requirements.

Range evidence of three different business financial transaction documents; must include at least one for each of – GST, discounts.

Planned review date	31 December 2024
----------------------------	------------------

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 March 1993	31 December 2012
Review	2	27 June 1996	31 December 2012
Review	3	28 April 1997	31 December 2012
Review	4	28 June 1999	31 December 2012
Review	5	26 September 2005	31 December 2012
Review	6	9 December 2010	31 December 2017
Rollover	7	16 April 2015	31 December 2022
Review	8	27 February 2020	N/A

Consent and Moderation Requirements (CMR) reference

0113

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.