



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



SUBJECT: FINANCIAL MANAGEMENT

LEVEL: 2

MODULE: 8 (HOW TO CONDUCT BASIC BANKING TRANSACTIONS)

HOW TO CONDUCT BASIC BANKING TRANSACTIONS

After completing this topic, you will be able to:

- General guidelines for banking.
- Completing deposit slips and deposit books.
- Verifying cash and cheque deposits against the receipts book.
- Depositing cash at the bank.
- Filing deposit books and deposit slips.

GENERAL GUIDELINES FOR RECEIVING AND DEPOSITING MONEY

- A receipts must be issued by the cashier for all money received.
- Cash should be deposited in bank regularly.
- All payments must be done by cheque or electronic transfer, except for small payments from petty cash.
- Cash received must only be used as payment for invoices if the cashier keeps a careful record of the inflow and outflow of cash.
- All cheques and postal orders should be crossed for further protection.
- For safety and control purposes keep a deposit book instead of a deposit slips.

GENERAL GUIDELINES FOR COMPLETING A DEPOSIT SLIP

- The name of the business, and the address.
- The name of the branch at which the business has its account.
- The business bank account number if you are using a loose deposit slip.
- The date on which the deposit its being made
- The amount being deposited
- The name of the drawers cheque and their bank codes
- The amount of each cheque.
- The total of all the cash and cheque
- The signature of the person making the deposit.

EXAMPLE AND ACTIVITY

- Example of deposit slip (Page 110)
- Activity 8.2