



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.

VERIFYING CASH AND CHEQUE DEPOSIT AGAINST THE RECEIPTS BOOK

- In the previous unit you completed a deposit slip for banking money and cheques
- A very important rule is to verify the completed deposit slip against the receipt book.
- In the case of cash, add up all the receipts that were issued for cash received.
- For better control you have to write all the receipts numbers.

VERIFYING CASH AND CHEQUE DEPOSIT AGAINST THE RECEIPTS BOOK

- You have to add up the all the amount and verify the totals with the sections on the deposit slip for cash. Follow the methods of the cheque.
- Always cheque if the is cancelled cheque.
- The list for cash and the list for cheques can then be attached to the copy of the deposit slip in the deposit slip in the deposit book.
- This will make it easier for the auditor when the books are checked.

EXAMPLE AND ACTIVITY

- Example of deposit slip (Page 110)
- Activity 8.3