

Unit Title: **Making and receiving payments**  
 OCR unit number: M3  
 Level: 1  
 Credit value: 1  
 Guided learning hours: 6  
 Unit reference number: J/600/8744

### Unit purpose and aim

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For the learner to have a clear understanding of the principles and procedures related to the processing of business transactions.

Learning outcomes	Assessment criteria	Knowledge, understanding and skills
<p><b>The learner will:</b></p> <p>1 Process cash receipts</p>	<p><b>The learner can:</b></p> <p>1.1 Check supporting documents against cash received</p> <p>1.2 Prepare a till contents sheet or equivalent and reconcile daily takings</p> <p>1.3 Prepare notes and coins for banking by completing a paying-in slip</p>	<ul style="list-style-type: none"> <li>• Accurately calculate notes and coins and complete till contents sheet</li> <li>• Accurately calculate cash takings from cash sales receipts and reconcile with till contents sheet. Deduct cash float which must be retained, consisting of original note and coin analysis</li> <li>• Accurately complete paying in slip with correct details</li> </ul>
<p>2 Process cheques received and other forms of receipts</p>	<p>2.1 Identify whether cheques received are valid</p>	<ul style="list-style-type: none"> <li>• Carry out checking procedures to ensure cheques received are valid</li> </ul> <p>Check:</p> <ul style="list-style-type: none"> <li>- date</li> <li>- payee amount in figures</li> <li>- amount in words</li> <li>- cheque is signed</li> </ul>

Learning outcomes	Assessment criteria	Knowledge, understanding and skills
	2.2 Check supporting documents against payments received  2.3 Prepare cheques for banking by completing a paying-in slip	<ul style="list-style-type: none"> <li>• Compare and complete outstanding invoice list against cheques received and payments received through banking system eg Banks Automated Clearing System (BACS), Clearing House Automated Payment System (CHAPS)</li> <li>• Accurately complete paying in slip with correct details</li> </ul>
3 Process payments in cash	3.1 Check supporting documents to ensure correct cash payments are made	<ul style="list-style-type: none"> <li>• Carry out checking procedures to ensure calculations are accurate on purchase invoice</li> <li>• Accurately complete cash request slip which must consist of the least number of notes and coins possible for payment in cash</li> </ul>
4 Make payments by cheque	4.1 Complete a cheque correctly	<ul style="list-style-type: none"> <li>• Accurately complete cheque ready for signature</li> </ul>
5 Prepare a remittance advice	5.1 Complete a remittance advice	<ul style="list-style-type: none"> <li>• Accurately complete remittance advice note</li> </ul>

## Assessment

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Assessment will consist of candidates completing a 45 minute assignment set and marked by OCR. There will be 10 minutes reading time before the 45 minute assignment starts. The assignment may be taken at any time convenient to the centre and the candidate, but must be taken under examination conditions.

Results will be graded Pass or Fail.

## Evidence requirements

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Candidates must complete the assignment for this unit within the stated fault tolerances in order to satisfy the evidence requirements.

## Guidance on assessment and evidence requirements

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All elements included in the 'Knowledge, understanding and skills' section can be included in the assignment.

## Details of relationship between the unit and national occupational standards

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This unit was developed from the national occupational standards for Accountancy and Finance.

## Additional information

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For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk) .