

Specification of Competency Standards
for the Manufacturing Technology Industry
Unit of Competency

Functional Area - Financial Management

Title	Carry out receiving payment arrangement and apply double-entry bookkeeping for record
Code	106451L3
Range	This unit of competency is applicable to the logistics staff of the Manufacturing Technologies Industries corporation. Practitioners should be capable to Carry out receiving payment arrangement with the suppliers and customers, and apply double-entry bookkeeping to complete relevant deposit work
Level	3
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand relevant knowledge of receiving payment arrangement and double-entry bookkeeping</p> <ul style="list-style-type: none"> • Understand the functions and procedures of bookkeeping • Understand the principles of double-entry bookkeeping and original accounting books • Understand all kinds of handling procedures of internal payment receive <p>2. Carry out receiving payment arrangement and apply double-entry bookkeeping for record</p> <ul style="list-style-type: none"> • Apply double-entry bookkeeping to record the relevant assets, liabilities, expenses and revenue transactions of the corporation • Compile the original accounting books, such as the books of sales, purchase, sales return, withdraw from purchase , cash and petty cash • Apply all kinds of accounting books to make record • Follow the internal payment processing procedures and handle all kinds of payments arrangements with suppliers and clients <p>3. Professional handling of receiving payment arrangement and record</p> <ul style="list-style-type: none"> • Ensure the accuracy of receiving payment arrangement and record • Prevent any abuse or corruption during receiving payment arrangement and record
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to apply double-entry bookkeeping to make record correctly • Capable to follow the internal payment processing procedures and carry out all kinds of receiving payments arrangements
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