

Session Briefs

10A

Cash Account Production (Agents only)

Objective:

1. How to produce an Office Cash Account

Counter Skills		Agents Training
Time Required : 1 hr		Related Unit(s): 4
Trainee Requires <i>A4 Printer 25 x sheets A4 Paper</i>	Instructor Requires <i>Balancing With Horizon</i>	<i>Not Applicable</i>

NOTE: For Agents training ensure one system is connected to the A4 printer and there are sufficient supplies of A4 paper

Key content

- ◆ Recap - all stock units must be balanced and rolled over into the next CAP before the Cash Account can be produced.
- ◆ Explain production of mandatory weekly summaries and reports.
- ◆ Explain to trainees that the procedure for balancing and completing the Cash Account are detailed in the Balancing With Horizon Guide (HSUG15/2) and the Balancing Checklist (HSUG25/1)
- ◆ HSUG is the Definitive Guide.
- ◆ Checking the Cash Account Week Number.
- ◆ No Changes can be made to the Paper Copy.
- ◆ Sign and Datestamp Both copies of the FINAL Account.
- ◆ Despatch one copy to Chesterfield and retain the other at the Office (6yrs).
- ◆ The Cash Account must be produced every week unless other arrangements have been authorised.
- ◆ Availability of extended Cash Account and why used.
- ◆ Correcting errors.