



Banking Training

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Company: _____ Signed: _____

Name: _____ Position: _____ Date: _____

Trainee to complete: Please tick

1. [] **Payments**
Have you watch the payments video?
2. [] **Deposits and Cheques**
Where are these type of entries normally done
3. [] **Deposit Entry**
What is a Deposit Entry?
4. [] **Deposited List**
What information can be found in the Deposited List?
5. [] **To Be Deposited**
Has it been explained how the 'To Be Deposited' screen should be used for multiple deposits?
6. [] **POS Deposits**
Where do the takings from the tills typically display?
7. [] **Group Payments**
Do you understand the benefit of grouping all your deposits, before banking them?
8. [] **Preferences**
Have you defined your preferences for payments?
9. [] **Group Deposits**
Do you understand the benefit of grouping your cash sales for the "To Be Deposited" screen?
- 10.[] **Bank Report**
Can you open your Bank Report list?
- 11.[] **Drill Downs**
Can you drill into the transactions?
- 12.[] **Cheque**
How do you create a Cheque?
- 13.[] **Memorised Transaction**
How do you memorise and repeat a transaction?
- 14.[] **Print Cheques**
Can you print multiple Cheques?

- 15.[] **EFT**
How do you send a transaction to the EFT module?
- 16.[] **Reconciliations**
How do you Reconcile a Bank Account?
- 17.[] **On Hold**
How do you place a Reconciliation on Hold?

Notes:

Are there any aspects in this area that more training would be useful?
