

Methodological tool: Identify Mistakes

Number of methodological Tool	EUPANEXT_LO_017_M_001
Work Area Code and Title	5 FILING SYSTEM DOCUMENTATION AND DATABASES
Unit Code and Title	2.10 Interpret routine business documents
Learning Outcome Number and Title	LO017: Demonstrate the ability to prepare, interpret and check entries of routine business documents.
Objective of the methodological tool	After the completion of this exercise the participants will be in a position to: <ol style="list-style-type: none"> 1. Prepare, interpret and check entries of business documents 2. Be able to design and identify troubleshooting documents
Individual or group exercise	<input checked="" type="checkbox"/> Group
Type of methodological tool	<input checked="" type="checkbox"/> Written Exercise
Description of the exercise/Procedure	The participants will receive three receipts and one email. They have to identify possible mistakes in these documents.
Exercise is accompanied by	<ol style="list-style-type: none"> 1. EUPANEXT_LO017_M01_Att1 (Receipt 1) 2. EUPANEXT_LO017_M01_Att2 (Receipt 2) 3. EUPANEXT_LO017_M01_Att3 (Receipt 3) 4. Email
Exercise solution	<p>ATTACHMENT 1:</p> <p>Some errors have been found in the above receipt which makes it invalid as a document.</p> <ol style="list-style-type: none"> 1. 1st error: There is no official stamp from MMC, which should be placed near the signature 2. 2nd error: Inconsistency between the payment method field and the cheque number field: The payment method field indicates <i>cash</i> but a <i>cheque number</i> is indicated in the cheque number field. <p>ATTACHMENT 2:</p> <p>Some errors have been found in the above receipt.</p>

	<ol style="list-style-type: none"> 1. 1st error: The amount indicated in the alphabetic field (two hundred and fifty nine) is different from the one mentioned in the numeric field (184.00 Euros). 2. 2nd error: The date (25/08/2019) is not valid (as it is a future date). <p>ATTACHMENT 3:</p> <p>General Notes and Comments</p> <p>A valid receipt should mention:</p> <ol style="list-style-type: none"> 1. The name of the person or the organisation which has made the payment (and to whom we issue the receipt), 2. The official stamp of the company that is involved in the transaction, 3. The number of receipt, 4. Date of issue of the receipt, 5. Time of issue of the receipt, 6. The amount paid in words, 7. The amount paid in numbers, 8. The payment method (cash, cheque, visa, etc.), 9. Bank Name (in case of cheque) and the cheque number, 10. Signature of the person who has issued the receipt. <p>ATTACHMENT 4:</p> <p>Some entries are missing:</p> <ul style="list-style-type: none"> - Customer's name - Receipt No. - Date - Tax ID
Other comments to the trainer	The documents included in this methodological tool are just indicative. The trainer should provide other documents as well, or develop his/her own documents. Objective is for the learners to develop attention to detail so that they will be able to spot mistakes.
Approximate Time needed for the completion of this exercise	