

Methodological tool: Payments through the development of posters

Number of methodological Tool	EUPA_LO_020_M_001
Work Area Code and Title	6 Bookkeeping, Accounting and Financial Transactions
Unit Code and Title	2.12 Perform routine business transactions
Learning Outcome Number and Title	LO020: Be able to make payments to suppliers and receive payments from customers in conformity with organisational procedures
Title of methodological tool	Payments through the development of posters
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. Make payments to suppliers 2. Receive payments from customers
Individual or group exercise	<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Group
Type of methodological tool	<input type="checkbox"/> Written exercise <input type="checkbox"/> Video analysis <input type="checkbox"/> Simulation <input type="checkbox"/> Multiple choice <input type="checkbox"/> Group exercise with cards <input type="checkbox"/> Exercise using ICT <input type="checkbox"/> Role play <input type="checkbox"/> Competition <input type="checkbox"/> Group discussion <input type="checkbox"/> Case study <input checked="" type="checkbox"/> Creative Group Work
Description of the exercise	<p>The participants form two groups and they are given the task to create a poster through which they will demonstrate their understanding in making payments to suppliers or receiving payments from customers.</p> <p>Participants are encouraged to demonstrate the procedure of payment and also to demonstrate their understanding of the importance of paying attention to detail.</p>
Exercise is accompanied by	-
Exercise solution	There is no right or wrong answer. However, through their posters the participants should demonstrate their understanding of the different stages involved in the payment procedure as well as important details they should take into account.
Other comments to the trainer	-

