



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Interpret And Analyse Different Source Documents Training

Communication Studies and Language / Communication Studies

Unit Standard 116795 · NQF Level 7 · 15 Credits · 12 Days

COURSE OVERVIEW

This course equips learners with the skills to interpret and analyse source documents such as invoices, receipts, and contracts. It enables accurate financial recording and decision-making within an organisation.

Category	Communication Studies and Language
Subfield	Communication Studies
Unit Standard	116795
Accreditation	SAQA Accredited · NQF Level 7 · 15 Credits
Duration	12 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Identify and interpret various types of source documents used in financial transactions.
- Analyse source documents to ensure accuracy and compliance with organisational policies.
- Apply principles of internal control to verify the authenticity of source documents.
- Evaluate discrepancies in source documents and recommend corrective actions.
- Demonstrate the ability to file and retrieve source documents for audit purposes.
- Design a systematic approach to categorise and store source documents.

WHO SHOULD ATTEND

- This course is ideal for administrative staff, finance clerks, and junior accountants who handle financial source documents in their daily work.

COURSE OUTLINE

Day 1: Introduction to Source Documents and Their Role in Business

- What are source documents?
- Overview of source documents in accounting and administration.
- Legal framework: SA tax laws, Companies Act, and record-keeping requirements.
- Categories of source documents: invoices, receipts, contracts, bank statements, etc.
- Consequences of missing or incorrect source documents.
- Introduction to document flow in a business cycle.

Day 2: Invoices, Credit Notes, and Debit Notes

- Anatomy of an invoice: header, line items, totals, VAT.
- Tax invoice requirements for VAT vendors.
- When and why credit notes are issued.
- Debit notes: purpose and usage.
- Practical examples of invoice corrections.
- Exercises: identifying errors in sample invoices.

Day 3: Purchase Orders, Delivery Notes, and Goods Received Notes

- Purchase order process and authorisation.
- Delivery note: evidence of receipt.
- Goods received note: internal recording.
- Three-way matching: PO vs DN vs Invoice.
- Handling partial deliveries and back orders.
- Case studies: matching errors and resolution.

Day 4: Bank Statements, Deposit Slips, and Payment Proofs

- Reading a bank statement: codes, dates, amounts.
- Deposit slips: cash and cheque deposits.
- Proof of payment: EFT, debit order, and card payments.
- Bank reconciliation basics.
- Spotting fraudulent or duplicate entries.
- Practical exercise: reconciling a sample statement.

Day 5: Contracts, Agreements, and Legal Documents

- Types of contracts: sales, service, lease, employment.
- Key clauses: payment terms, delivery, warranties, termination.
- Signatures and dates: validity requirements.
- Amendments and addendums.
- Legal consequences of non-compliance.
- Exercise: reviewing a standard service agreement.

Day 6: Petty Cash Vouchers, Expense Reports, and Reimbursement Forms

- Petty cash system: imprest and reimbursement.
- Petty cash voucher: completion and approval.
- Expense report components: date, description, amount, receipts.
- Company expense policies.
- Common red flags: missing receipts, over-claiming.

- Practical: reviewing a sample expense report.

Day 7: Payroll Documents: Payslips, IRP5/IT3(a), and UIF Documents

- Payslip components: earnings, deductions, net pay.
- Statutory deductions: PAYE, UIF, SDL, pension.
- IRP5/IT3(a): annual tax certificate.
- UIF documents: UI-19 and monthly declarations.
- Reconciliation of payroll to bank statements.
- Practical: comparing payslip with IRP5.

Day 8: Source Documents in Inventory Management: Stock Count Sheets and Transfer Notes

- Stock count procedures: periodic and perpetual.
- Stock count sheet: layout and data recording.
- Transfer note: origin, destination, authorisation.
- Inventory reconciliation process.
- Investigating variances: theft, damage, errors.
- Exercise: reconciling a sample stock count.

Day 9: Electronic Source Documents: Emails, Digital Invoices, and System Reports

- ECTA: Electronic Communications and Transactions Act.
- Digital signatures and authenticity.
- Email trails as source documents.
- System reports: sales, purchases, inventory.
- Data integrity and backup.
- Practical: verifying a digital invoice.

Day 10: Fraud Detection and Document Verification Techniques

- Types of document fraud: forgery, alteration, fictitious documents.
- Red flags: inconsistent fonts, missing details, unusual patterns.
- Verification methods: cross-referencing, authentication.
- Internal controls: segregation of duties, authorisation.
- Case studies: invoice fraud, payroll fraud.
- Practical: examining suspicious documents.

Day 11: Integrating Source Document Analysis into Business Processes

- Document workflow design: capture, approval, filing.
- Using source documents for budgeting and forecasting.
- Document retention policies per SA regulations.
- Audit trails and compliance.
- Role of source documents in financial statements.
- Group activity: creating a document management plan.

Day 12: Capstone Project and Course Review

- Capstone project: real-world scenario with invoices, bank statements, contracts, etc.
- Document analysis and reconciliation.
- Presentation of findings.
- Course review: key concepts and skills.
- Final assessment.
- Feedback and certification.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **15 NQF credits** at **NQF Level 7**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 47,100.00	R 47,100.00
1	In-House	R 61,300.00	R 61,300.00
1	On-Campus (Pretoria)	R 70,700.00	R 70,700.00

UPCOMING SESSIONS

Start	End	Method	Venue
07 Aug 2026	24 Aug 2026	On-Campus	Mauritius
10 Aug 2026	25 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	26 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	27 Aug 2026	On-Campus	Abu Dhabi, UAE
13 Aug 2026	28 Aug 2026	On-Campus	Durban, South Africa
13 Aug 2026	28 Aug 2026	On-Campus	Mauritius
14 Aug 2026	31 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	01 Sep 2026	On-Campus	Pretoria, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 116795) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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