

## SUMMARY NOTE YR8 B/S

### WEEK 1

#### TOPIC : DOCUMENT HANDLED BY RECEPTIONIST

There are number of document handled by a receptionist ;some of them are

##### 1. VISITOR'S BOOK

Receptionist in many firms keep register of callers or a visitor's book, has a column for the caller's names, address, the date and time of visit, the person visitor has called to see time in and time out and signatures .

##### 2. TELEPHONE MESSAGE PAD

The telephone message pad is made up of printed sheets for recording telephone messages .The printed details on the pad help to prevent the omission of essential information.

##### 3 REQUEST FORM

Some office, especially government office, requires all visitors to fill out a request form on their arrival at the reception area .

##### 4 BUSINESS CARD

Sometimes visitors from another company may introduce themselves by giving the reception a business card

### WEEK 2

#### OFFICE CORRESPONDENCE RECORD

Types of correspondence Record

The mail room in most organization keeps a number of books for the smooth running of the office

These books include :

1. Mail inward book/register
2. Mail outward book/register
3. Postage book
4. Despatch book

### 1. Mail inwards book /register

The mail inward book/register is used to record all mail which are received in an organised

### 2. Mail outward book/register

The mail outward book/register is used for recording letters that are prepared for postage in an organisation

### 3. postage book

Business organisation keep postage books for two reasons :to record the number of stamps used and to keep a record of letter posted .

### 4. Despatch Book

A despatch book is kept by an organisation and government office to record letters that are delivered by hand from one office to another so that they receiver sign for it

## WEEK3

### TOPIC: OFFICE DOCUMENT

Meaning of office document

Office document are document used in an office to facilitate the work of the organisation.

Types of Office Document

#### 1. Purchases document

#### 2. Sales document

Sales document are document used to keep records of all sales transactions .

Records are kept of what is sold These sales document are invoice, debit note and credit note

Purchases Document are document used to keep record of purchases in an organisation .These purchase document are the order form and receipt .

## WEEK 4 AND 5

### TOPIC: BANKING SERVICES

Bank are places where money and valuable items is kept until the owner requires it.

Commercial banks is a financial institution where business men and women keep their money

and other valuables such as jewelries, certificate, will, agreement etc

Central banks

Service Provided by the Commercial bank

1. Acceptance of deposit : Commercial bank accept deposit from customers who wish to save part of their excesses with them
2. Provision of credit facilities like over draft and loans
3. Assistance in foreign exchange
4. Foreign transfer - It helps to transfer of money from one country to another and so on

FUNCTION OF COMMERCIAL BANK

E- BANKING

OVER DRAFT

ATM SERVICE

CHEQUE