



Consulting and Training | Reach New Heights

**Course Name**

# Banking Transactions - Entry to Mid

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**Sector Name**

Finance, Accounting and Banking

**Document Type**

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## Banking Transactions - Entry to Mid

### Course Introduction

In today's business world, understanding basic banking transactions is critical for smooth financial operations. Whether it's managing day-to-day deposits, withdrawals, or understanding the various banking services available, having a solid grasp of how banking works can help non-financial professionals communicate effectively with financial teams, vendors, and stakeholders.

Developed by **Boost**, this course is designed for entry to mid-level professionals who need to understand the fundamentals of banking transactions. The program covers common banking activities such as deposits, withdrawals, and wire transfers, and how these transactions impact the business.

**Boost's** Banking Transactions – Entry to Mid-course enables participants to build a practical understanding of banking systems, supporting informed decision-making and efficient communication with finance and banking partners.

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## Banking Transactions - Entry to Mid

### Target Audience

- ✓ Entry-level and mid-level professionals
- ✓ Staff involved in operations, finance, or administration
- ✓ Employees who handle cash, payments, or financial transactions
- ✓ Supervisors, team leaders, and managers with minimal banking knowledge
- ✓ Professionals seeking practical understanding of basic banking systems

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## Banking Transactions - Entry to Mid

### Learning Objectives

- ✓ Understand the basic banking transactions and services used in business
- ✓ Know how to manage deposits, withdrawals, and bank transfers
- ✓ Understand the role of banks in facilitating business transactions
- ✓ Interpret basic banking documents and reports
- ✓ Effectively communicate with banking partners or financial teams
- ✓ Apply banking knowledge to improve financial decision-making in business

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## Banking Transactions - Entry to Mid

### Course Outline

#### ✓ DAY 01

##### **Introduction to Banking Transactions**

##### **Module 1: What Are Banking Transactions?**

- ✓ The role of banking transactions in business
- ✓ Types of transactions (deposits, withdrawals, transfers)
- ✓ Understanding Banking Terminology

##### **Module 2: Overview of Banking Systems**

- ✓ How banks operate and the role they play in business
- ✓ Different types of bank accounts
- ✓ Understanding business vs. personal banking

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## Banking Transactions - Entry to Mid

### Course Outline

#### ✓ Day 02

##### **Deposits and Withdrawals**

##### **Module 3: Managing Deposits**

- ✓ Types of deposits (cash, checks, electronic transfers)
- ✓ How deposits affect business accounts
- ✓ Security measures for handling deposits

##### **Module 4: Managing Withdrawals**

- ✓ Cash withdrawals and their documentation
- ✓ Bank fees and charges related to withdrawals
- ✓ Tracking withdrawals and understanding limits

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## Banking Transactions - Entry to Mid

### Course Outline

#### ✓ Day 03

##### **Bank Transfers and Electronic Payments**

##### **Module 5: Bank Transfers**

- ✓ How to initiate a wire transfer
- ✓ International vs. domestic transfers
- ✓ Fees and timing for wire transfers

##### **Module 6: Electronic Payments and Online Banking**

- ✓ Overview of online banking systems
- ✓ Understanding electronic funds transfers (EFT)
- ✓ Using business accounts for payments and receipts

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## Banking Transactions - Entry to Mid

### Course Outline

#### ✓ Day 04

##### **Banking Documents and Reporting**

##### **Module 7: Understanding Bank Statements**

- ✓ How to read and interpret bank statements
- ✓ Identifying deposits, withdrawals, and charges
- ✓ Matching transactions to internal records

##### **Module 8: Banking Reports for Businesses**

- ✓ Types of banking reports businesses may receive
- ✓ Understanding cash flow reports, balance sheets, and transaction summaries
- ✓ Using reports for financial decision-making

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## Banking Transactions - Entry to Mid

### Course Outline

#### ✓ Day 05

##### **Managing Banking Relationships and Security**

##### **Module 9: Communicating with Banking Partners**

- ✓ Building and managing banking relationships
- ✓ Effective communication with bank officers
- ✓ How to handle disputes or errors in transactions

##### **Module 10: Security in Banking Transactions**

- ✓ Ensuring the security of financial transactions
- ✓ Preventing fraud and protecting business funds
- ✓ Using security protocols for online banking

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## Banking Transactions - Entry to Mid

### Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 14, 2026	June 18, 2026	5 days	4250.00 \$	KSA , Riyadh
Aug. 10, 2026	Aug. 14, 2026	5 days	2150.00 \$	Virtual , Online
Nov. 2, 2026	Nov. 6, 2026	5 days	5950.00 \$	switzerland , Geneva
Jan. 18, 2027	Jan. 22, 2027	5 days	4250.00 \$	UAE , Dubai

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