Australian Government

AURSCA004 Carry out cash and non-cash payment operations

Release: 1

AURSCA004 Carry out cash and non-cash payment operations

Modification History

Release	Comment
Release 1	New unit of competency.

Application

This unit describes the performance outcomes required to undertake cash and non-cash transactions and prepare and distribute invoices.

It applies to those working in administration and sales finance roles in the automotive sales and service industry.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Competency Field

Sales and Parts, Administration and Management

Unit Sector

Sales and Marketing

Elements and Performance Criteria

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold and italicised text is used, further information is detailed in the range of conditions section.

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1. Handle cash and non-cash payment transactions	1.1 Transaction amount is determined taking into account factors that impact on the balance 1.2 Cash is received and counted, and correct change is given 1.3 Credit and debit card transactions are processed using correct equipment and according to financial provider and workplace procedures 1.4 Cheques are received and examined for correctness 1.5 Cash, cheques and credit and debit card records are stored according to workplace procedures 1.6 Irregularities are noted and referred to supervisor for resolution 1.7 Receipts are issued and transactions documented according to workplace procedures
2. Carry out invoicing procedures	2.1 Invoicing requirements are determined and calculations performed to produce accurate customer invoices 2.2 Documentation is completed and content checked for accuracy 2.3 Invoices are distributed to appropriate persons or section for verification and approval prior to being dispatched 2.4 Approved invoices are dispatched within designated timeframes 2.5 Invoice copies are filed for auditing purposes according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance and are not explicit in the performance criteria.

Skills	Description
Reading skills to:	• interpret information in a range of financial operation documentation and workplace procedures.
Writing skills to:	• legibly and accurately prepare receipts and invoices relating to transactions.
Oral communication skills to:	• participate in verbal exchanges to convey and clarify information relating to irregularities in payment transactions.

Skills	Description
Numeracy skills to:	• perform mathematical operations, including, addition, subtraction, multiplication, division, percentages and fractions, to determine accurate pricing and payment requirements.
Digital literacy skills to:	• use digital systems and tools to access, search and retrieve information relating to financial information.
Technology skills to:	• use workplace office or sales equipment when processing financial transactions • use workplace and point-of-sale technology to process a sale.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

There is no Range of Conditions for this unit.

Unit Mapping Information

Equivalent to AURSCA2004 Carry out cash, credit and funds transfers

Links

Companion Volume implementation guides are found in VETNet -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b4278d82-d487-4070-a8c4-78045ec695b1

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