



Australian Government

AURSCA104 Carry out cash and non-cash payment operations

Release: 1

AURSCA104 Carry out cash and non-cash payment operations

Modification History

Release	Comments
Release 1	This version first released with AUR Automotive Retail, Service and Repair Training Package Version 6.0

Application

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

The unit applies to those working in administration and financial sales roles in the automotive sales and service industry.

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

Unit Sector

Sales and Parts, Administration and Management Sales and Marketing

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Handle cash and non-cash payment transactions	1.1 Determine transaction amount taking into account factors that impact on the balance 1.2 Receive and count cash, and give change 1.3 Process credit and debit card transactions using required equipment and according to financial provider and workplace procedures 1.4 Receive cheques and examine for correctness 1.5 Store cash, cheques and credit and debit card records according to workplace procedures 1.6 Note and refer irregularities to supervisor for resolution 1.7 Issue receipts and document transactions according to workplace procedures

ELEMENTS	PERFORMANCE CRITERIA
2. Carry out invoicing procedures	2.1 Determine invoicing requirements and perform calculations to produce customer invoices 2.2 Complete documentation and check content for accuracy 2.3 Distribute invoices to required persons or section for verification and approval prior to being dispatched 2.4 Dispatch approved invoices within designated timeframes 2.5 File invoice copies for auditing purposes according to workplace procedures

Foundation Skills

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

SKILL	DESCRIPTION
Learning	<ul style="list-style-type: none"> Locates required sources of information efficiently.
Numeracy	<ul style="list-style-type: none"> Performs mathematical operations, including, addition, subtraction, multiplication, division, percentages and fractions, to determine pricing and payment requirements.
Oral communication	<ul style="list-style-type: none"> Participates in verbal exchanges to convey and clarify information relating to irregularities in payment transactions.
Reading	<ul style="list-style-type: none"> Interprets information in a range of financial operation documentation and workplace procedures.
Writing	<ul style="list-style-type: none"> Prepares receipts and invoices relating to transactions legibly.
Technology	<ul style="list-style-type: none"> Uses workplace office or sales equipment Operates specialised point-of-sale equipment Uses digital systems and tools.

Unit Mapping Information

Supersedes and is equivalent to AURSCA004 Carry out cash and non-cash payment operations.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b4278d82-d487-4070-a8c4-78045ec695b1>

