TLIP2038 Conduct, balance and secure financial transactions

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the knowledge and skills required to communicate with customers and to operate a range of point-of-sale equipment to perform sales transactions, and to balance and reconcile a register or terminal.

It involves conducting transactions, clearing the register, counting money, calculating non-cash transactions, and reconciling and recording takings.

This unit applies to frontline staff working under some supervision and requires the application of organisational policy and procedures in undertaking work tasks.

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

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration & Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Operate point-of-sale equipment	1.1 Point-of-sale equipment is operated in accordance with design specifications
	1.2 Point-of-sale terminal is opened and closed in accordance with organisational policies and procedures

1.3 Point-of-sale terminal is cleared and tender is transferred in accordance with organisational policies and procedures

1.4 Cash handling is conducted in accordance with organisational security procedures

1.5 Supplies of change and cash float are maintained in point-of-sale terminal in accordance with organisational policies and procedures

1.6 Records of transaction errors are recorded in accordance with organisational policies and procedures

1.7 Adequate supplies of dockets, vouchers and point-of-sale documents are maintained

2 Perform point-of-sale transactions

2.1 Point-of-sale transactions are completed in accordance with organisational policies and procedures, and relevant legislation

2.2 Organisational procedures for cash and non-cash transactions are identified and applied

2.3 Organisational policies and procedures for exchanges and returns are identified and applied

2.4 Information is entered correctly into point-of-sale equipment

2.5 Total price and amount of cash received is verbally stated and correct change is tendered

3 Complete sales

3.1 Relevant documentation is completed in accordance with organisational policies and procedures

3.2 Sales transactions are processed in a timely manner in accordance with organisational policies and procedures

4 Remove takings from register or terminal

4.1 Register or terminal is balanced at designated times in accordance with organisational policies and procedures

4.2 Cash float is separated from takings prior to balancing and is secured in accordance with organisational policies and procedures

4.3 Change is supplied to register or terminal in accordance with organisational policies and procedures

4.4 Register or terminal reading or printout is obtained and interpreted

	4.5	Cash and non-cash documents are removed and secured in accordance with organisational policies and procedures
5 Reconcile takings	5.1	Cash is counted accurately
	5.2	Non-cash documents are calculated accurately
	5.3	Balance between register or terminal reading and sum of cash and non-cash transactions is determined correctly and recorded in accordance with organisational policies and procedures
	5.4	Discrepancies between register or terminal reading and sum of cash are determined correctly and recorded in accordance with organisational policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP2038A Conduct, balance and secure financial transactions.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851