



Australian Government

Department of Education, Employment and Workplace Relations

TLIP3027A Organise freight invoicing and payment

Release: 1

TLIP3027A Organise freight invoicing and payment

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to organise freight invoicing and payment, including preparing invoices, coordinating documentation, and processing payments. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work involves discretion and judgement for self and others in organising freight invoicing and payment. It is performed under limited or minimum supervision with general guidance on progress and outcomes of work.

A range of opportunities may be used to develop the workplace and to support the development of work systems and innovative strategies to deal with contingencies and to encourage the achievement of the organisation's goals and key performance objectives.

Work involves responsibility for the organising of freight invoicing and payment and the provision of leadership of others either individually or in teams.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1 Prepare invoices

- 1.1 Purchase order or documentation regarding request for invoice is registered, validated and filed appropriately
- 1.2 Payment method, timing and ,where required, currency and exchange rates are noted on the documentation
- 1.3 Invoice documents which commit the business to providing goods and services are registered and sourced
- 1.4 An invoice is raised listing items in a full, clear, legible and unambiguous description
- 1.5 Invoice original is checked and authorised by a signatory at an appropriate level
- 1.6 Required documentation is forwarded to business or organisation requesting invoice
- 1.7 Invoice details are recorded and filed in accordance with workplace policy

2 Coordinate documentation

- 2.1 Chart of accounts is checked at the end of the agreed period to verify payment or outstanding debt(s) against invoice(s) raised
- 2.2 Debtor's ledger is produced from balance sheet
- 2.3 Follow-up contacts of any outstanding account(s) are made according to workplace policy
- 2.4 Monthly statements are cross-checked at required intervals
- 2.5 Reminder notices are forwarded to customers in accordance with workplace policy

3 Process payments

- 3.1 Workplace policy and any particular contractual requirements are followed when making payments
- 3.2 Records of payments and any required government returns are completed and filed
- 3.3 Payments received are registered
- 3.4 Receipts are attached to payments with any corresponding documents and filed appropriately
- 3.5 Receipts are forwarded to customers
- 3.6 Files are retained according to archival regulations for audit purposes

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

REQUIRED KNOWLEDGE AND SKILLS

Required knowledge:

- Relevant regulatory and code requirements
- Relevant OH&S and environmental protection policies and procedures
- Workplace protocols and procedures for the organisation of freight invoicing and payment
- Relevant workplace business management policies and practices, including requirements for accounts, payments and record keeping
- Legal and commercial requirements for the work
- Focus of operation of financial systems, resources, management and workplace operating systems
- Resource availability including the processing capacity of equipment and software systems for planning activities
- Typical problems that can occur when organising freight invoicing and payment and related appropriate action that can be taken

Required skills:

- Communicate and negotiate effectively with others when organising freight invoicing and payment
- Read and interpret instructions, procedures and information relevant to the organisation of freight invoicing and payment
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the organisation of freight invoicing and payment
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when organising freight invoicing and payment
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems errors that may occur when organising freight invoicing and payment in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unanticipated situations that may arise when organising freight invoicing and payment
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Work systematically with required attention to detail
- Process invoices and payments
- Select and appropriately apply technology, information systems and procedures to complete workplace tasks

Required skills:

- Adapt to differences in equipment in accordance with standard operating procedures

Evidence Guide**EVIDENCE GUIDE**

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated environment at the registered training organisation, and/or

EVIDENCE GUIDE

- in an appropriate range of situations in the workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

The workplace environment may involve twenty-four hour operation and may include:

- single and multi-site locations
- large, medium or small companies

Services, products, risks, work systems and requirements may potentially :

- vary across different sections of the workplace

Operations involve:

- internal and external customer contact and coordination

Invoices may be:

- raised manually (typed/written) or computer-generated by authorised personnel

Transactions may be:

- in Australian or foreign currency

Consultative processes may involve:

- other employees and supervisors
- customers and suppliers
- management and union representatives
- industrial relations and OH&S specialists
- other professional or technical staff, contractors and maintenance personnel

Communications systems may involve:

- telephone
- fax
- email
- electronic data transfer of information (EDI)
- mail

Depending on the type of organisation concerned and the local terminology used, workplace plans/procedures may include:

- company plans/procedures
- enterprise plans/procedures
- organisational plans/procedures
- established plans/procedures

Information/documentation may include:

- procedures for the organisation of freight invoicing and payment
- workplace records of invoices and payments

RANGE STATEMENT

Applicable regulations and legislation may include:

- customer/client instructions and assessed requirements
- legislation, regulations and related documentation relevant to business operations
- regulations and policies relating to minimising risks to the environment and ensuring compliance with OH&S requirements
- invoices and receipts
- relevant agreements, codes of practice including the National Standards for Services and Operations
- manufacturers/suppliers specifications, advice, recommended procedures, policies and instructions
- workplace financial procedures and processes
- workplace guidelines on appropriate workplace language and communication strategies and interpretation of relevant information
- quality assurance procedures
- relevant regulations, standards and codes of practice
- taxation and trading regulations relevant to business operations
- relevant Australian and state/territory OH&S legislation
- equal employment legislation and related policies
- environmental protection regulations
- hazardous substances and dangerous goods codes
- relevant Australian standards and certification requirements
- licence, patent or copyright arrangements

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

P - Administration and Finance