



**Australian Government**

# **TLIP2029 Prepare and process financial documents**

**Release: 2**

# TLIP2029 Prepare and process financial documents

## Modification History

**Release 2.** This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

- Minor change to unit Application
- Typing error fixed in Competency Field
- Minor wording change to Performance Evidence
- Assessment Conditions updated.

**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 skills and knowledge required to prepare and process financial documents.

It includes recording and balancing petty cash transactions, balancing all other transactions, rectifying discrepancies as directed, preparing invoices for debtors, and preparing and processing banking documents in compliance with the relevant financial codes of practice and regulations.

Work is performed under general supervision.

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

## Pre-requisite Unit

Not applicable.

## Competency Field

P - Administration and Finance.

## Unit Sector

Not applicable.

## Elements and Performance Criteria

### ELEMENTS

Elements describe the

### PERFORMANCE CRITERIA

Performance criteria describe the performance needed to

essential outcomes.

demonstrate achievement of the element.

**1 Record and balance petty cash transactions**

- 1.1 Petty cash vouchers are prepared in accordance with workplace procedures
- 1.2 Before processing, petty cash claims and vouchers are checked for accuracy and authenticity
- 1.3 Petty cash transactions are recorded
- 1.4 Irregularities are noted and referred to nominated person/section in accordance with workplace procedures

**2 Balance all transactions**

- 2.1 Transactions are presented to nominated person/section for checking in accordance with workplace procedures
- 2.2 Invoices for payment to creditors are reconciled in accordance with workplace procedures
- 2.3 Discrepancies between invoices and delivery notes/service agreements are identified and reported for resolution in accordance with workplace procedures
- 2.4 Errors in invoice charges are identified and corrective action is undertaken within scope of authority in accordance with workplace procedures

**3 Rectify discrepancies as directed**

- 3.1 Correct and authorised invoices are processed for payment and entered into financial records as required
- 3.2 Creditor inquiries are resolved within scope of authority or referred to appropriate personnel in accordance with workplace procedures

**4 Prepare invoices for debtors**

- 4.1 Preparatory calculations are performed to produce accurate invoices
- 4.2 Relevant documentation is completed to ensure accuracy of contents
- 4.3 Invoices are distributed to nominated personnel for verification prior to despatch
- 4.4 Verified invoices are despatched within designated timelines
- 4.5 Verified figures are entered into financial journals
- 4.6 Documents are filed for auditing purposes and follow-up action is taken, as required

**5 Prepare and process banking documents**

- 5.1** Financial transactions are listed on deposit forms in accordance with financial institution requirements
- 5.2** Pay-in documentation is balanced with all financial calculations
- 5.3** Financial institution deposit totals are balanced with internal records
- 5.4** Deposits are lodged with the financial institution

**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 TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

**Unit Mapping Information**

This unit replaces and is equivalent to TLIP2029A Prepare and process financial documents.

**Links**

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>

# Assessment Requirements for TLIP2029 Prepare and process financial documents

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## Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with standard operating procedures (SOPs)
- applying relevant legislation and workplace procedures
- communicating effectively with others when preparing and processing financial documents
- completing documentation related to preparing, processing and recording financial transactions
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- performing required calculations both manually and with the aid of relevant equipment and calculators
- reading and interpreting instructions, procedures and information relevant to preparing and processing financial documents
- reporting and/or rectifying identified problems promptly in accordance with regulatory requirements and workplace procedures
- selecting and using relevant equipment when preparing and processing financial documents, including the use of an appropriate range of office equipment, computer systems and financial software packages
- working collaboratively with others when preparing and processing financial documents
- working systematically with required attention to detail.

## Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- contacts and sources of information/documentation needed for preparing and processing financial documents
- customer service policies and procedures
- documentation requirements of banking institutions, governments and other relevant agencies
- relevant financial regulations, codes and procedures, including pertinent taxation documentation requirements
- scope of authority when preparing documents
- typical problems that can occur when preparing and processing financial documents and appropriate actions that can be taken to prevent or solve these problems
- workplace procedures for preparing and processing financial documents.

## Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including legislation, regulations, codes of practice, workplace procedures and operation manuals.

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