



Australian Government

TLIP3027 Organise freight invoicing and payment

Release: 1

TLIP3027 Organise freight invoicing and payment

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 skills and knowledge required to organise freight invoicing and payment.

It includes preparing invoices, coordinating documentation and processing payments.

Work involves discretion and judgment 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.

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	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
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, as required, currency and exchange rates, are noted on the documentation 1.3 Invoice documents that commit the business to providing goods and services are registered and sourced

- 1.4 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 ledger is produced from balance sheet
 - 2.3 Follow-up contacts of outstanding account/s are made in accordance with 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 contractual requirements are followed when making payments
 - 3.2 Records of payments and required government returns are completed and filed
 - 3.3 Payments received are registered
 - 3.4 Receipts and corresponding documents are attached to payments and are filed appropriately
 - 3.5 Receipts are forwarded to customers
 - 3.6 Files are retained in accordance with archival regulations for audit purposes

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 TLIP3027A Organise freight invoicing and payment.

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 TLIP3027 Organise freight invoicing and payment

Modification History

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Performance Evidence

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

- adapting to differences in equipment in accordance with operating procedures
- applying relevant legislation and workplace procedures
- communicating and negotiating effectively with others
- completing relevant documentation
- interpreting and following operational instructions
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- processing invoices and payments
- reading, interpreting and following relevant instructions, procedures, information and signs
- selecting and appropriately applying technology, information systems and procedures
- working collaboratively with others
- working systematically with required attention to detail.

Knowledge Evidence

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

- legal and commercial requirements for the work
- operational financial systems, resources, management and workplace operating systems
- relevant regulatory and code requirements
- relevant workplace business management policies and practices, including requirements for accounts, payments and record keeping
- resource availability including the processing capacity of equipment and software systems for planning activities

- typical problems that can occur and related appropriate action that can be taken
- workplace protocols and procedures for organising freight invoicing and payment.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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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 include:

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

Links

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