

**Accreditation** : This Module is a Nationally Accredited Course  
**Title** : **WRRF2B – PERFORM RETAIL FINANCE DUTIES**  
**Field Of Study** : **FINANCE**

### What is this course all about?

This unit encompasses the skills, knowledge and attitudes required to perform retail finance duties. It involves processing petty cash and non-cash transactions, preparing banking documents, reconciling invoices for payment and preparing invoices for debtors.

### When you have finished this course you should be able to demonstrate your ability to:

#### Process petty cash transactions - WRRF2B/01

- ❑ Petty cash claims checked for approval, accuracy and authenticity before processing.
- ❑ Transactions balanced and checked according to store policy and procedures.
- ❑ Irregularities noted and referred to relevant personnel for resolution.
- ❑ Petty cash transactions processed and recorded within designated time limits

#### Prepare banking documents - WRRF2B/02

- ❑ Cashbook entries balanced against record of takings.
- ❑ Deposit entries accurately compiled and balanced.
- ❑ Cash and non-cash transactions listed on banking deposit forms in accordance with the banking institution's guidelines.
- ❑ In-store credit systems processed according to store policy.

#### Process non-cash transactions - WRRF2B/03

- ❑ Credit card transactions balanced and presented to relevant personnel for checking.
- ❑ Irregularities noted and referred to relevant personnel for resolution.

## Reconcile invoices for payment to creditors - WRRF2B/04

- ❑ Discrepancies between invoices and delivery and delivery notes identified and reported to relevant personnel/section for resolution.
- ❑ Errors in invoice charges identified and reported to relevant personnel/section for correction/resolution
- ❑ Discrepancies and errors rectified, as directed.
- ❑ Corrected and authorised invoices processed for payment within designated time limits.
- ❑ Creditor inquiries resolved and/or referred to relevant personnel/section for resolution.

## Prepare invoices for debtors - WRRF2B/05

- ❑ Preparatory calculations performed to produce accurate customer invoices.
- ❑ Relevant documentation completed to ensure accuracy of contents
- ❑ Documents distributed to relevant personnel/section for certification prior to being dispatched.
- ❑ Verified documents dispatched within designated time limits.
- ❑ Documents copied and filed for auditing purposes

## Some examples of individuals that will benefit from these courses are: -

- ❑ Managers /Supervisors / Team leaders
- ❑ Administration
- ❑ Sales / Customer Services Staff / Operations Staff

## You will have better skills & knowledge and familiarise yourself more in the following areas –

*Competency in this unit requires evidence that, you the candidate: -*

- ❑ Consistently applies store policies and procedures, in regard to petty cash and non-cash transactions, invoicing, banking processes and processing delivery and document discrepancies.
- ❑ Consistently and responsibly applies skills pertaining to the reconciliation and payments of invoices for creditors and debtors, in accordance with store policies and procedures;

Store policies and procedures, in regard to:

- ❑ register/terminal balance;
- ❑ cash and non-cash transactions security
- ❑ petty cash;
- ❑ cash balances;
- ❑ banking procedures;
- ❑ purchase requisitions/orders;
- ❑ issuing of receipts.

- ❑ delivery dockets.
- ❑ credit notes.
- ❑ Statements.
- ❑ remittance advices.
- ❑ cash register rolls
- ❑ deposit books
- ❑ change required and denomination of change
- ❑ operation of equipment used at register/terminal
- ❑ processing delivery and delivery document discrepancies
- ❑ invoicing procedures for debtors and creditors
- ❑ Payment/invoice procedures including Goods and Services Tax (GST) requirements
- ❑ opening and closing point of sale terminal.
- ❑ clearance of terminal and transference of tender.
- ❑ maintenance of cash balances.
- ❑ counting cash,
- ❑ calculating non-cash documents.
- ❑ customer credit ratings.
- ❑ balancing point of sale terminal,
- ❑ recording takings,
- ❑ security of cash and non-cash transactions.
- ❑ change required and denominations of change
- ❑ EFTPOS/credit cards
- ❑ processing of cheques.
- ❑ gift vouchers/lay by.
- ❑ cash on delivery (COD)
- ❑ lay-by.
- ❑ credits and returns
- ❑ customer refunds

Skills in:

- ❑ Completing tasks in set timeframes;
- ❑ Literacy skills in regard to interpreting documentation;
- ❑ processing petty cash transactions
- ❑ balancing cashbook entries and takings

### **What Recognition will you achieve?**

Where demonstrated competencies have been achieved in accordance with the endorsed Australian Quality Training Framework (AQTF) standards, a Statement of Results can be issued for those competencies successfully completed in this course. These can be combined with additional competencies achieved later, and together may build towards the issuing of qualification, at Certificate II plus. A certificate will be issued upon successful completion of this module.

### How will you be assessed?

Demonstration of competencies for this qualification is achieved via formal assessment. Participants complete a work related project/activities, which incorporates the range of competencies covered for each unit.

### Will you be eligible for subject exceptions?

The units can be completed through attendance at MTG training courses. You may have already attained some competencies covered in the units through previous training, work, or life experience. If you feel you can already demonstrate a competency, then you should apply for **Recognition of Current Competencies (RCC)**. An RCC application form can be found in the MTG trainee welcome kit where you can fill out and fax back to us on (03) 9854-6124 or simply visit our website on [www.matrixtraininggroup.com/downloads.php](http://www.matrixtraininggroup.com/downloads.php) In order to download this application.

### What training materials and training aids will you have?

1. **Learner Guides:** - Matrix Training Group will supply each trainee with a module for each unit which contains must know information, learning activities and projects, which will keep you enthusiastically involved in the course. Upon completion of each module these activities will be handed in to the trainer, assessed then returned to trainees with relevant comments to keep you informed with your progress.
2. **Online Support:** - Your Trainer is always available through E-mail & Website support. Our website address is [www.matrixtraininggroup.com](http://www.matrixtraininggroup.com)
3. **Telephone Support:** - You may call your trainer during business hours for over the telephone support.