

Title	Solve variances in reconciliation of sales records and takings		
Level	4	Credits	4

Purpose	People credited with this unit standard are able to identify the causes of, and solve variances in reconciliation of sales records and takings.
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Classification	Retail, Distribution, and Sales > Retail and Distribution Management
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Available grade	Achieved
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Guidance Information

1 Definitions

Organisational procedures referred to in this unit standard may include but are not limited to the applicable procedures found in the following: organisational performance guidelines and standards; Government and local body legislation.

Sales records – one or more of sales dockets, till receipts.

Takings may include but are not limited to – cash (coin, notes), cheques, company account sales vouchers, credit card vouchers, debit card vouchers, gift vouchers, foreign currency, travellers' cheques, EFTPOS.

Till receipts – may include but are not limited to electronic or hard copy records of: cash, cheques, debit cards, credit cards, refunds, returned goods, account payments, lay-by and hire purchase deposits, foreign currency transactions, petty cash.

2 Any relevant Acts, regulations, and bylaws must be complied with during assessment against this standard.

3 Evidence is required for solving variances in reconciliation of sales records and takings on three occasions.

Outcomes and performance criteria

Outcome 1

Identify causes of variances in reconciliation of sales records and takings.

Performance criteria

1.1 Variance in reconciliation is identified and its cause is analysed

Range amount and type of variance, supported by evidence.

1.2 Cause of variance is documented in accordance with organisational procedures.

Outcome 2

Solve variances in reconciliation of sales records and takings.

Performance criteria

- 2.1 Records of sales and takings are amended consistent with identified cause of variance.
- 2.2 A solution to variance in reconciliation of sales records and takings is produced in accordance with organisational procedures.
- 2.3 Opportunities to prevent similar variances are identified and proposed to authorised personnel in accordance with organisational procedures.
- 2.4 Solution to variance in reconciliation of sales records and takings is completed in accordance with organisational procedures.

Planned review date	31 December 2027
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	31 October 1997	31 December 2018
Review	2	26 November 2003	31 December 2018
Review	3	8 December 2016	31 December 2024
Review	4	26 January 2023	N/A

Consent and Moderation Requirements (CMR) reference	0112
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Ringa Hora Services Workforce Development Council qualifications@ringahora.nz if you wish to suggest changes to the content of this unit standard.