

## Session Briefs

10

### *Balancing Desk Stock*

#### Objectives:

1. How to balance a desk stock
2. Practice in balancing a desk stock

<b>Counter Skills</b> <b>Related Unit(s) :</b>		<b>Agents Training</b> <b>Related Unit(s): 1</b>
<b>Time Required :</b> Week 1 - 1hr45mins Week 2 - 1hr30mins		
Trainee requires <i>Desk stock p4483 HSUG Guide to Balancing with Horizon Balancing handout</i>	Instructor requires <i>Previous balances or p4483 (Printout) Horizon HSUG Guide to Balancing with Horizon</i>	<i>Not Applicable</i>

#### Key content

- ◆ Recording of items
- ◆ Correct attitude
- ◆ Adopting a sequence
- ◆ Speed of balancing
- ◆ Common errors / error correction
- ◆ Keys / icons to be used in balancing
- ◆ Recap on previous balances
- ◆ Use of previous balance to locate errors in the event of a misbalance
- ◆ Issue Balancing handout

Remember to collect all vouchers and docketts after completion and destroy as per local instructions.