



FNSACC321

Assessor Guide

Process financial transactions and extract interim reports

Assessment 2 of 3

Case Study



Assessment Instructions

Task overview

This assessment task is divided into 3 Tasks. Read each question carefully before typing your response in the space provided.

Additional resources and supporting documents

To complete this assessment, you will need to access the following files:

Task 1

- FNSACC321_02_Ace Finance Petty Cash Policy
- FNSACC321_02_Case Study_A2T1 Workbook
- FNSACC321_02_Case Study_Petty Cash Receipts
- FNSACC321_02_Case Study_Bank Statement Ace Finance

Task 2

- FNSACC321_02_Case Study_A2T2 Workbook
- FNSACC321_02_Case Study_Bank Statement Isla & Co
- FNSACC321_02_Case Study_Isla & Co P & P Manual

Task 3

- FNSACC321_02_Case Study_A2T3_Workbook
- FNSACC321_02_Case Study_Customer Purchase Orders
- FNSACC321_02_Case Study_Isla & Co Customer Details
- FNSACC321_02_Case Study_Isla & Co Inventory Price List

Assessment Information

Submission

You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.

Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

- the processes for conducting the assessment (e.g. allowing additional time)
- the evidence gathering techniques (e.g. oral rather than written questioning, use of a scribe, modifications to equipment)

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.



Please consider the environment before printing this assessment.


Task 1 Prepare and process petty cash transactions and reconcile bank account

Student Instructions

You are required to assume the role of Dawson Weeks, Undergraduate Accountant at Ace Finance.

For this assessment task, you must check, process and record petty cash claims and vouchers through an impress petty cash system and balance the petty cash records according to Ace Finance's organisational procedures.

Read the following email from Andrew Glass, Small Business Manager for Ace Finance.

	<p>To: Dawson Weeks (dawson.weeks@acefin ncestudent.com.au)</p> <p>From: Andrew Glass (andrew.glass@acefin ncestudent.com.au)</p> <p>Date/time: Monday, 7 Feb 2022, 12:45 p.m.</p> <p>Subject: Petty Cash Reconciliation</p> <p>File Attached: FNSACC321_02_Ace Finance Petty Cash Policy</p> <p>File Attached: FNSACC321_02_Case Study_A2T1 Workbook Jan 2022</p> <p>File Attached: FNSACC321_02_Case Study_Petty Cash Receipts</p> <p>File Attached: FNSACC321_02_Case Study_Bank Statement Ace Finance</p>
<p>Good afternoon Dawson,</p> <p>My name is Andrew Glass, and I am the small business manager here at Ace Finance and will be your direct report. Firstly, congratulations on being accepted into our Undergraduate Cadetship Program. I am sure you will find the position challenging, and it will help shape your bookkeeping career.</p> <p>Ace Finance has a diverse corporate and private client base. We are continually expanding our practice to suit the changing requirements of our clients and provide them with a growing range of services to manage their affairs. You will initially be working with one of our new clients monitoring and recording their financial transactions.</p>	

Before I assign you this casework, I want you to take over responsibility for Ace Finance's Petty Cash.

To complete this task, download the following attachments:

- Ace Finance Petty Cash Policy
 - Jan 2022 Petty Cash Receipts that need to be reimbursed to me
 - December 2022 Bank Statement
 - FNSACC321_02_Case Study_A2T1 Workbook
- a. Familiarise yourself with Ace Finances Petty Cash Policy and identify which of the attached receipts need to be reimbursed through petty cash.

Assessor instructions

Five of the six invoices meet the requirements of Ace Finances' Petty Cash Policy.

Petty cash may be used for the urgent direct acquisition of goods and services up to the maximum value of \$120.00 per transaction. Reimbursement for items of a higher value should be made through accounts payable.

The receipt from Australia Post dated 25/01/2022 for \$382.10 exceeds the reimbursement limit and must not be included in the petty cash book.

- b. Record the receipts in FNSACC321_02_Case Study_A2T1 Workbook according to Ace Finances Petty Cash Policy.

Please note: petty cash vouchers have been generated for January receipts that have been authorised (vouchers 110 – 115). These vouchers are included in the workbook. You cannot edit these vouchers. The first petty cash voucher you must complete is voucher 116.

Assessor instructions

Please note Vouchers 110 – 115 have already been completed in the workbook. The cells have been locked to prevent students from changing this information. Students must complete vouchers 116 – 120.

Students must create a petty cash voucher for five invoices:

- Zoom
- Officeworks X2
- Shutterstock
- Fresh Flowers to You

A benchmark answer has been provided in the FNSACC321_02_Case Study_A2T1 Workbook tab January Petty Cash Vouchers

- c. On 28/12/2021, cheque no 01112 was used to reimburse the petty cash fund. Reconcile the December bank statement amount to the petty

cash book to confirm the correct reimbursement amount has been recorded. Adjust if necessary.

Record the petty cash transactions in the petty cash book. If there is no column to allocate the receipt in the petty cash book, record it as a miscellaneous expense.

Assessor instructions

Students must identify the reimbursement cheque has been recorded incorrectly in the petty cash book. They must correct this error by changing the Cheque 01112 receipts amount to \$500.00.

Voucher No	Date	Details	Receipts
			\$
Cheque 01112	28/12/2021	Imprest Cheque	500.00

Students must then record information from the petty cash vouchers in the petty cash book, ensuring the GST is correctly accounted for.

A benchmark answer has been provided in the FNSACC321_02_Case Study_A2T1 Workbook tab Petty Cash Book.

- d. The cash amount in the petty cash tin on 31/01/2022 was \$ 7.50. Use this amount to balance the petty cash book.

In the table below, record:

- i. the journal entry you would create to post the January 2022 petty cash to the general ledger
- ii. the journal entry to reimburse the petty cash fund at the end of January 2022.

Assessor instructions

Students must balance the petty cash book and identify a 35-cent cash shortage. They must then record the journal entries to post the January 2022 petty cash to the general ledger and the journal entry to reimburse the petty cash fund.

A benchmark answer has been provided in the table below.

Thank you for your assistance, and please let me know if you have any questions.

Kind Regards,
Andrew Glass

Small Business Manager – Ace Finance
 100 Growth Street, Sydney, NSW 2000
 Phone: 1800 111 222
www.acefinance.com.au



A copy of the FNSACC321_02_Case Study_A2T1 Workbook must be submitted as evidence for assessment.
 Save your workbook as FNSACC321_Case Study_A2T1 Workbook [your_name]

MARKING GUIDE

i. Journal entry to post the January 2022 petty cash to the general ledger			
Date	Details	Debit	Credit
31/01/2022	Misc Expenses	108.21	
	Subscriptions	70.00	
	Computer Expense	101.82	
	Advertising	52.77	
	Postage, Printing & Stationery	124.00	
	Cash Shortage or Over	.35	
	Petty Cash Expense		492.50
Petty cash expense for January 2022			

ii. Journal entry to reimburse the petty cash fund			
Date	Details	Debit	Credit
31/01/2022	Petty Cash	492.50	
	Bank		492.50
To reimburse petty cash fund 31/01/2022			


Task 2 Prepare Bank Reconciliation

Student Instructions

You are required to assume the role of Dawson Weeks, Undergraduate Accountant at Ace Finance.

For this assessment task, you must reconcile the bank statement to transactions in Isla & Co's financial records, process a journal entry to correct errors, and generate a bank reconciliation statement.

Read the following email from Andrew Glass, Small Business Manager for Ace Finance.

	<p>To: Dawson Weeks (dawson.weeks@acefinancestudent.com.au)</p>
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From: Andrew Glass
(andrew.glass@acefinancestudent.com.au)

Date/time: Tuesday, 8 April 2022, 9:45 a.m.

Subject: Isla & Co March Bank Reconciliation

File Attached: [FNSACC321_02_Case Study_A2T2 Workbook](#)
File Attached: [FNSACC321_02_Case Study_Bank Statement Isla & Co](#)
File Attached: [FNSACC321_Case Study_Isla & Co P & P Manual](#)

Good morning Dawson,

I would like you to assist me with a new client we have recently onboarded, Isla & Co. Isla & Co is a wholesale clothing store owned and operated by Joelle Diamond. Joelle currently has a warehouse in Geebung, Queensland, with a small retail outlet attached. The retail store is open three (3) days a week, Friday, Saturday and Sunday. Over the next 12 months, Joelle plans to open three more warehouses in Sydney, Melbourne and Adelaide and retail outlets in Sydney and Melbourne.

The business has grown rapidly and keeping accurate and complete financial records has become quite demanding for Joelle as she uses a manual paper-based bookkeeping system. We have discussed moving her accounts to MYOB; however, we have decided to continue with the current paper-based system until the end of this financial year.

Joelle has engaged Ace Finance to manage Isla & Co's bookkeeping, reconcile her bank statements and generate an adjusted trial balance every month.

I need you to reconcile Isla & Co's bank statement against her financial records.

To complete this task, you will need to access the following:

- The following tabs in [FNSACC321_02_Case Study_A2T2 Workbook](#):
 - March 2022 CPJ - Cash Payments Journal
 - March 2022 CRJ - Cash Receipts Journal
 - GL Cash at Bank - General Ledger (Extract) Cash at Bank
 - Bank Rec Statement March 22 - Bank Reconciliation Statement template.
- [FNSACC321_02_Case Study_Bank Statement Isla & Co](#)
- [FNSACC321_Case Study_Isla & Co P & P Manual](#)

Joelle has advised us:

- all the March 2021 transactions processed by the Bookkeeper have been entered into the cash payments and cash receipts journal
- there were two unpresented cheques at the end of February:
 - cheque no 01006 for \$1085.00 issued 26/02/2022
 - cheque no 01008 for \$73.00 issued 28/02/2022.

Assessor instructions

This information is provided to the student so they can check whether the cheques listed on the February bank reconciliation statement as outstanding have been presented to the bank in March.

- Cheque 01006 was presented at the bank on 02/03/2021 and appeared on the March bank statement

- Cheque 01008 was presented at the bank on 18/03/2021 and appeared on the March bank statement.
- The bank deposit dated 28/02/2022 for \$895.00 did not appear on the February bank statement.

Assessor instructions

This information is provided to the student to check whether the deposits listed on the previous February bank reconciliation statement as outstanding have been recorded by the bank in March.

- The deposit for \$895.00 appears on the March bank statement on 01/03/2021

Familiarise yourself with the Bank Reconciliation Procedure in Isla & Co's Policy & Procedures Manual to complete this task.

- Compare the deposits and withdrawals with the transactions on the bank statement. Make any necessary adjustments to ensure the bank statement matches the transactions in the cash payments journal (Tab March 2022 CPJ) and cash receipts journal (Tab March 2022 CRJ).

Assessor instructions

Students must download the bank statement and compare the transaction on the bank statement with the transaction in Isla & Co's cash payments journal (Tab March 2022 CPJ) and the cash receipts journal (Tab March 2022 CRJ).

The student must undertake the following checks:

- Check whether any payments (cheques) listed on the February bank reconciliation statement as outstanding have been presented to the bank in March.
- Check whether any deposits listed on the February bank reconciliation statement as outstanding have been recorded by the bank in March.
- Check whether any cheques or EFT payments listed in the March cash payments journal are still outstanding at the end of March.
- Check whether any deposits listed in the March cash receipts journal are still outstanding at the end of March.

The student must add the following transaction to the cash payments journal (Tab March 2022 CPJ). These transactions appear on the bank statement but not in the cash payments journal.

Date	Details	Ref	Cash at Bank	GST	Sundry	GL Account
01/03/2022	Telstra Monthly Mobile Cost	Direct EFT	\$125.00	\$11.36	\$113.64	Telephone
31/03/2022	Account Fee	Direct EFT	\$29.95		\$29.95	Bank Fees
31/03/2022	EFTPOS Fees	Direct EFT	\$134.26	\$12.21	\$122.05	Bank Fees
31/03/2022	AGL	Direct EFT	\$85.00	\$7.73	\$77.27	Utilities

Please refer to FNSACC321_AG_02_Case Study_A2T2 Workbook, Tab March 2022 CPJ as this Worksheet provides a benchmark answer.

The student must add the following transaction to the cash receipts journal (Tab March 2022 CRJ). This transaction appears on the bank statement but not in the cash receipts journal.

Date	Details	Ref	Cash at Bank	GST	Interest
05/03/2022	Bank Interest	Direct	\$5.95		\$5.95

Please refer to FNSACC321_AG_02_Case Study_A2T2 Workbook, Tab March 2022 CRJ, as this Worksheet provides a benchmark answer.

- b. Adjust the cash account in the general ledger.

Assessor instructions

Once the student has made the adjustments to the cash payments journal and cash receipts journal, they must total the cash at bank columns, post the totals to the general ledger (Tab GL Cash at Bank) and close the cash at bank ledger account for March.

The Cash at Bank account in the General Ledger must have a balance carried down of \$49,381.74 at 31 March 2022. This is the balance as per cash at bank account figure the student must include in the Bank Reconciliation Statement.

Please refer to FNSACC321_AG_02_Case Study_A2T2 Workbook, Tab GL Cash at Bank, as this Worksheet provides a benchmark answer.

- c. Produce a bank reconciliation statement for the period ending 31/03/2022.

Assessor instructions

The student must use Tab Bank Rec Statement March 22 to produce a bank reconciliation statement for the period ending 31/03/2022. The bank reconciliation statement must include the following:

- the bank statement balance at 31/03/2022
- the deposits listed in the March cash receipts journal that are still outstanding at the end of March
- the cheques or EFT payments listed in the March cash payments journal that are unrepresented at the end of March
- the balance of the cash at bank general ledger account.

Please refer to FNSACC321_AG_02_Case Study_A2T2 Workbook, Tab Ban Rec Statement March 22, as this Worksheet provides a benchmark answer.

Thank you for your assistance.

Kind Regards,
Andrew Glass

Small Business Manager – Ace Finance

100 Growth Street, Sydney, NSW 2000

Phone: 1800 111 222

www.acefinance.com.au



A copy of the FNSACC321_02_Case Study_A2T2 Workbook must be submitted as evidence for assessment.


Save your workbook as FNSACC321_Case Study_A2T2 Workbook [your_name]

Task 3 Prepare invoices and process journal entries

You are required to assume the role of Dawson Weeks, Undergraduate Accountant at Ace Finance.

For this assessment task, you must use information from customer purchase orders to create and file six (6) invoices for Isla & Co's. The invoices must align with Isla & Co's policies and procedures. Once you have created the invoices, you must record them in Isla & Co's accounting system and file them for audit purposes.

Read the following email from Andrew Glass, Small Business Manager for Ace Finance.

	<p>To: Dawson Weeks (dawson.weeks@acefinancestudent.com.au)</p> <p>From: Andrew Glass (andrew.glass@acefinancestudent.com.au)</p> <p>Date/time: Thursday, 9 April 2022, 3:00 p.m.</p> <p>Subject: Generate invoices for Isla & Co</p> <p>File Attached: FNSACC321_02_Case Study_A2T3_Workbook</p> <p>File Attached: FNSACC321_02_Case Study_Customer Purchase Orders</p> <p>File Attached: FNSACC321_02_Case Study_Isla & Co Customer Details</p> <p>File Attached: FNSACC321_02_Case Study_Isla & Co Inventory Price List</p>
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Good afternoon Dawson,

Thank you for completing the bank reconciliation statement for Isla & Co.

Isla & Co have received six (6) purchase orders. Joelle has asked if we can generate an invoice for each customer and record the transactions in the Sales Journal.

To assist with this task, Joelle has provided the attached documents:

- [FNSACC321_02_Case Study_Isla & Co Customer Details](#) – Customers' contact details
- [FNSACC321_02_Case Study_Purchase Orders](#) – six (6) purchase orders
- [FNSACC321_02_Case Study_A2T3 Workbook](#) – Isla & Co's Invoice template, Sales Journal and Sales returns Journal
- [FNSACC321_02_Case Study_Isla & Co Inventory Price List](#) – Isla & Co Inventory Price List effective 01/03/2022

She has also advised:

- The next sequential invoice number is 202204-001
- The invoice date is to be the same as on the purchase order
- All customers have been notified of a price increase effective 01/03/2022
- Moobit receive a 2.5% discount on clothing
- Coffee on Kent gets a 2.5% discount for orders over \$1,700.00
- Freight Cost \$30 will be charged to all the customers

For the end of the financial year auditing purposes, we need to keep copies of the purchase orders and invoices. I suggest, for now, you create a file on your desktop. Once we have finalised Isla & Co's April accounts, we will move the folder into a shared drive that both Ace Finance and Isla & Co can access.

Once you have created and filed the April 2022 invoices, please enter the invoices in Isla & Co's sales journal.

Thank you for your assistance.

Kind Regards,

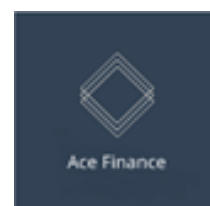
Andrew Glass

Small Business Manager – Ace Finance

100 Growth Street, Sydney, NSW 2000

Phone: 1800 111 222

www.acefinance.com.au



- a. Download the attached documents. Use the Invoice tabs in [FNSACC321_02_Case Study_A2T3_Workbook](#), to prepare an invoice for each purchase order according to Isla & Co's Isla & Co's Accounts Receivable and Invoicing Policy. Check the invoices for accuracy and correct any identified errors.

Students must refer to Isla & Co's Accounts Receivable and Invoicing Policy which contains detailed instructions on what must be included on a tax invoice. They must use this information to create six (6) tax invoices.

Invoices must include the following:

- an invoice number issued in numerical sequence order
- have the date the invoice was issued, which must correspond to the purchase order date
- payment due date 30 days from the date of the invoice
- a brief description of the items sold, including the quantity and the price
- Identify if the customer has received a discount
- identify all items include GST of 10%
- include the customer's identity
- Include the customer's ABN.

Students must correct the following errors.

- Sails Away - The wrong price for sunglasses is quoted on the purchase order. Students must invoice the sunglasses at \$165.00 + GST per pair.
- Coffee on Kent – Coffee on Kent has included a 5% discount on the purchase order. Students must invoice a 2.5% discount only.
- Active Skin – The policy and procedure manual states, *A \$30.00 + GST charge will be added to all invoices to cover postage, freight and courier fees.* Students must add this charge to the invoice.
- Moobit – Students must invoice Moobit a 2.5% discount on clothing only. The discount does not apply to the sunglasses. Students must also add the \$30.00 +GST postage, freight and courier fee.

Please refer to FNSACC321_AG_02_Case Study_A2T3 Workbook for a benchmark answer.

b. In the table below outline Isla & Co's storage method for invoices and purchase orders. Provide a screenshot of the naming convention you have used when saving one (1) purchase order and one (1) invoice.

(Approximately 15 - 25 words)

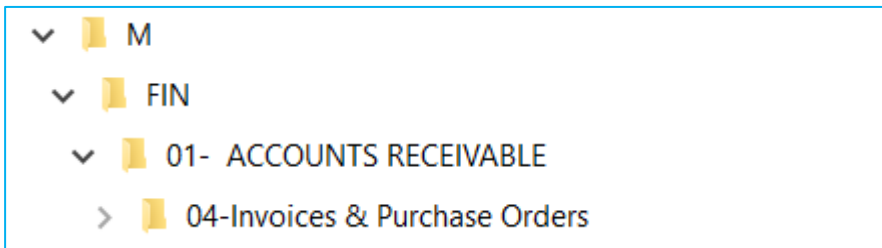
Task 3b Isla & Co's storage method for invoices and purchase orders

Assessor instructions

Students must refer to Isla & Co's Financial Documents Filing and Saving Policy which contains instructions on naming and saving financial documents, including invoices and purchase orders.

Student responses will likely be in a different format than the sample answers provided. However, an acceptable response must:

- explain the hierarchical file system for filing invoices and purchase orders
- describe the naming convention used when filing invoices and purchase orders
- reflect the exemplar answers below.



Invoices and purchase orders are filed using the following naming convention

- YYYYMMDD_invoice number_invoice
- YYYYMMDD_invoice number_purchase order

The naming convention for Invoices and Purchase Orders

Assessor instructions

Students must refer to Isla & Co's Financial Documents Filing and Saving Policy which contains instructions on naming and saving financial documents, including invoices and purchase orders.

The date and invoice number (highlighted) may vary; however, an acceptable response must match the naming format in the exemplar answers below.

Name	Status	Date modified	Type	Size
20220402_202204-002 Invoice	OK	5/12/2022 10:55 AM	Adobe Acrobat D...	30 KB
20220402_202204-002 Purchase Order	OK	5/12/2022 10:55 AM	Adobe Acrobat D...	30 KB

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- c. Using the Sales Journal tab in FNSACC321_02_Case Study_A2T3_Workbook, process a journal entry for each April invoice following Isla and Co's policies and procedures.

Assessor instructions

Students must refer to Isla & Co's Accounts Receivable and Invoicing Policy which contains instructions on processing journal entries. They must use this information to record the credit sales for Isla & Co.

The Accounts Receivable amount must equal the Sales and GST amount.

Please refer to FNSACC321_AG_02_Case Study_A2T3 Workbook, Tab Sales Journal for a benchmark answer.

A copy of the FNSACC321_02_Case Study_A2T3 Workbook must be submitted as evidence for assessment.

Save your workbook as FNSACC321_Case Study_A2T3 Workbook [your_name]

Congratulations, you have reached the end of Assessment 2



Assessment checklist:

Students must have completed all activities within this assessment before submitting. This includes:

Task 1	<ul style="list-style-type: none"> • FNSACC321_02_Case Study_A2T1 Workbook <ul style="list-style-type: none"> ○ Tab January Petty Cash Vouchers completed ○ Tab Petty Cash Book completed • Journal entry to post the January 2022 petty cash to the general ledger (this assessment document) • Journal entry to reimburse the petty cash fund (this assessment document) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Task 2	<ul style="list-style-type: none"> • FNSACC321_02_Case Study_A2T2 Workbook <ul style="list-style-type: none"> ○ Tab March 2022 CPJ completed ○ Tab March 2022 CRJ completed ○ Tab GL Cash at Bank completed ○ Tab Bank Rec Statement March 22 completed 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Task 3	<ul style="list-style-type: none"> • Task 3a FNSACC321_02_Case Study_A2T3 Workbook <ul style="list-style-type: none"> ○ Tab Sails Away completed ○ Tab Rorke Real Estate completed ○ Tab Coffee on Kent completed 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<ul style="list-style-type: none"> ○ Tab Active Skin completed ○ Tab Moobit completed ○ Tab Barratta Florist completed ● Task 3b: <ul style="list-style-type: none"> ○ Isla & Co's storage process for invoices and purchase orders completed ○ Screenshot of saving convention for Invoice and Purchase Order ● Task 3c FNSACC321_02_Case Study_A2T3 Workbook <ul style="list-style-type: none"> ○ Tab Sales Journal 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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