



FNSACC321

ASSESSOR GUIDE

## Process financial transactions and extract interim reports

Assessment 3 of 3

Case Study

## Assessment Instructions

### Task overview

This assessment task is divided into four (4) 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

- A3T1&2 Workbook
- Ace Finance Cash Handling Policy

#### Task 2

- A3T1&2 Workbook
- Invoices

#### Task 3

- A3T3&4 Workbook

#### Task 4

- A3T3&4 Workbook

## 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 Preparing Banking

### Student Instructions

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

For this assessment task, you must select deposit files to prepare a bank deposit for Ace Finance.

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



To: Dawson Weeks  
(dawson.weeks@acefinancestudent.com.au)

From: Andrew Glass (andrew.glass@acefinancestudent.com.au)

Date/time: Friday, 11 April 2022, 10:45 a.m.

Subject: Ace Finance Bank Deposit

File Attached: A3T1&2 Workbook

File Attached: Ace Finance Cash Handling Policy

Good morning Dawson

I hope your day is going well. One of our accounts staff is on leave today, and I would like you to assist with preparing today's banking.

The banking is to be deposited in our Commonwealth Bank Trading Account. The details of the account are as follows:

- Account Name: Ace Finance Trading Account No2.
- Branch: Sydney Pitt St
- BSB No: 023-233
- Account No: 1098888

a. Download:

- Ace Finance Cash Handling Policy
- A3T1&2 Workbook

Familiarise yourself with Ace Finance Cash Handling Policy. Today you must bank the payments that were received yesterday.

Review each tab in the workbook to identify the deposits that need to be banked, complete the deposit slip and store the deposit following Ace Finances' organisational procedure.

### Assessor Instructions

Students use the information in the FNSACC321\_03\_Case Study\_A3T1&2 Workbook tabs:

- Cash
- Cheques

Students do not need to use the information in the direct deposit or credit card payment tabs to complete the deposit slip.

*Please refer to FNSACC321\_AG\_03\_Case Study\_A3T1 &2 Workbook, Tab Deposit Slip for a benchmark answer.*

b. In the table below, list two [2] security and one [1] safety measure you have followed when preparing the bank deposit.

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](http://www.acefinance.com.au)



b. Security Measure [Approximately 25-50 words]

**Assessor Instructions**

Students must refer to Ace Finance Cash Handling Policy which contains security measures for cash receipting, adequate separation of duties and cash banking. Students must list two of the benchmark answers below.

- Cash received must be banked within 24hrs and entered into the Ace Finances accounting system.
- Cheques received in the mail are to be receipted and banked within 24hrs.
- Sequentially numbered receipts must be issued for all cash and cheques received. Copies of the receipts must be retained to support the daily cash collection totals and included in the daily payment spreadsheet.
- Employees responsible for collecting cash should not be responsible for preparing banking or banking cash into Ace Finances bank account.

Safety Measure [Approximately 25-30 words]

**Assessor Instructions**

Students must refer to Ace Finance Cash Handling Policy which contains safety measures for storing cash. A correct response must match the benchmark answer below.

Once the deposit slip has been prepared, it must be stored in the safe with the cash and cheques until deposited at a CommBank branch.

A copy of the A3T1&2 Workbook must be submitted as evidence for assessment.

Save your workbook as FNSACC321\_03\_Case Study\_A3T1&2 Workbook [your\_name]

## Task 2 Process Banking

### Student Instructions

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

For this assessment task, you must apply Ace Finance's banking security and safety measures to identify and obtain proof of banking deposits.

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



To: Dawson Weeks  
[dawson.weeks@acefinancestudent.com.au]

From: Andrew Glass  
[andrew.glass@acefinancestudent.com.au]

Date/time: Monday, 14 April 2022, 9:30 a.m.

Subject: Ace Finance Bank Deposit

File Attached: [A3T1&2 Workbook](#)  
[Invoices](#)

Good morning Dawson

Thank you for preparing Friday's banking. Kim from accounts banked the cash and cheques on Friday afternoon.

To assist the accounts staff, please record the transaction for 10/04/2022 in the cash receipts journal and reconcile the transactions to the bank statement I downloaded for you. You will notice there was a deposit of \$20,000.00 on Friday. This payment was a capital contribution from Sophie Townsend, one of the partners here at Ace Finance.



## Business Trading Account

Enjoy the convenience and security of withdrawing what you need, when you need it. Plus, you can have your monthly account fee waived if you deposit at least \$2,000 each calendar month.

Name: Ace Finance Trading Account No2

Note: Have you checked your statement today? It's easy to find out more information about each of your transactions by logging on to the CommBank App or NetBank. Should you have any questions on fees or see an error please contact us on the details above. Cheque proceeds are available when cleared.

Date	Transaction	Debit	Credit	Balance
10-April	2022 OPENING BALANCE			21,150.00 CR
10-April	Branch Deposit Teller 223 Cash & Cheques Pitt St Sydney NSW		22,487.00	43,637.00 CR
10-April	Transfer from EFTPOS Settlement Settlement date 10 April 2022		7,475.00	51,112.00 CR
10-April	EFT K Bowers TFR # 43121410471		7,600.00	58,712.00 CR
10-April	EFT Books & Bric-a-brac Pty Ltd TFR # 989378787979		1,595.00	60,307.00 CR
10-April	EFT NetBank - S Townsend Transfer # 987655555		20,000.00	80,307.00 CR

To do this, download the following:

- A3T1&2 Workbook. This file contains the payments received on 10/04/2022.
- Invoices

Identify all cash, cheque, direct deposit and credit card payments for 10/04/2022.

Check the invoices against payments to ensure accuracy and correct any identified errors.

Record the payments in the cash receipts journal A3T1&2 Workbook, tab CRJ.

### Assessor Instructions

Students must check the information in the FNSACC321\_03\_Case Study\_A3T1&2 Workbook tabs:

- Cash
- Cheques
- Direct Deposits
- Credit Card Payments

agrees with the amounts owing on the invoices before processing the journal transactions to the cash receipts journal.

They must identify the payment recorded from Kathy Bowers has not been reduced to include the early payment discount of 5%.

*Please refer to FNSACC321\_AG\_03\_Case Study\_A3T1&2 Workbook, Tab Direct Deposit and Cash Receipts Journal for a benchmark answer.*

Following Ace Finances' procedure to obtain proof of deposit by reconciling the transactions recorded in the cash receipts journal to the transactions on the bank statement extract I have downloaded.

Correct any errors or omissions you identify in the cash receipts journal and use the email template below to investigate any errors.

[Approximate word count: 70-90 words]

### Assessor Instructions

Students must reconcile the payments in FNSACC321\_03\_Case Study\_A3T1&2 Workbook tab Cash Receipts Journal to the transactions on the bank statement extract.

Students must:

- Record the capital contribution of \$20,000.00 from Sophie Townsend in the cash receipts journal
- Identify the direct deposit from Books & Bric-a-brac Pty Ltd has been recorded by the bank as \$1,595.00 and amend the amount in the cash receipts journal from \$1,895.00.
- Correctly record the early payment discount of 5% for Kathy Bowers in the cash receipts journal

*Please refer to FNSACC321\_AG\_03\_Case Study\_A3T1 &2 Workbook, Tab Cash Receipts Journal for a benchmark answer.*

Students must then use the email template below to alert the Small Business Manager of the discrepancy between the payment amount and the amount recorded on the bank statement for Books & Bric-a-brac Pty Ltd.

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

Kind Regards,

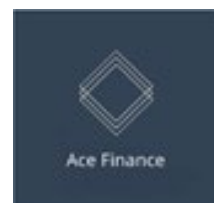
Andrew Glass

Small Business Manager – Ace Finance

100 Growth Street, Sydney, NSW 2000

Phone: 1800 111 222

[www.acefinance.com.au](http://www.acefinance.com.au)



A copy of the A3T1 Workbook must be submitted as evidence for assessment.

Save your workbook as FNSACC321\_03\_Case Study\_A3T1 Workbook [your\_name]

Email Template

To: Andrew Glass (andrew.glass@acefinancestudent.com.au)  
From: Dawson Weeks  
Subject: Error on the bank statement  
Date: 14 April 2022

Hi Andrew,

I have reconciled the 10/04/2022 transactions in the cash receipts journal to the transactions on the bank statement and have identified an error that I want to bring to your attention.

The bank statement recorded the deposit amount from Books & Bric-a-brac Pty Ltd as \$1,595.00. Our records indicate the payment was for \$1,895.00.

Please let me know if you want me to investigate the error by contacting the bank or Books & Bric-a-brac Pty Ltd accounts department.

Dawson Weeks

Undergraduate Accountant - Ace Finance

100 Growth Street, Sydney, NSW 2000

Phone: 1800 111 222

[www.acefinance.com.au](http://www.acefinance.com.au)





## Task 3 Check Ledger Accounts

### Student Instructions

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

For this assessment task, you must review transactions posted to the general ledger for accuracy and extract an interim trial balance.

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



To: Dawson Weeks [dawson.weeks@acefinance.com.au]  
From: Andrew Glass [Andrew.glass@acefinance.com.au]  
Date/time: Monday, 24 April 2022, 4:30 p.m.  
Subject: Herbs by Harry & Co  
File Attached: [A3T3&4 Workbook](#)

Good afternoon Dawson,

I have an urgent task for you to do.

I have attached a copy of Herb's by Harry & Co's manual accounting system in consideration of this request.  
[A3T3&4 Workbook](#)

Harry Mint owns a business, Herbs by Harry & Co. He has asked if we can finalise his end-of-year accounts urgently as he is looking to apply for additional finance.

The bookkeeper has entered all transactions, and Herbs by Harry & Co's bank accounts have been reconciled up to 30/06/2021. The transactions have been posted to the ledger.

Herbs by Harry & Co's policies and procedures, state:

*All journal entries must have the following characteristics before being posted:*

- *The sum of the debits and credits must be equal for each transaction to be processed.*
- *Follow generally accepted accounting principles (GAAP) and the rules of double-entry bookkeeping.*

*A trial balance must be generated to ensure Herbs by Harry & Co's bookkeeping entry processes are mathematically correct.*

For accuracy, I require you to review the transactions posted to the general ledger. Correct any identified errors according to Herbs by Harry & Co's policies and procedures.

### Assessor Instructions

Students must:

- **Apply the rules of double-entry bookkeeping to check the accuracy of the carried forward balances in the trial balance dated 31 May 2021 (Tab TB May 21) against the balances in the general ledger**

- Check the special journals have been correctly totalled and posted.
  - All columns in the special journals are totalled.
  - All totals except the amounts in the sundry column are posted to the appropriate general ledger accounts.
  - The amounts in the sundry column are separately posted to the appropriate accounts in the general ledger.
- Students must identify and correct the following errors:
  - 30/06/2021 CPJ Cash at Bank (100) has been posted as a debit. It should be a credit.
  - 30/06/2021 CRJ Cash at Bank (100) has been posted as a credit. It should be a debit.
  - 30/06/2021 CPJ Discount Income (405) has been posted as a debit. It should be a credit
  - 01/06/2021 Retained Earnings balance b/f is incorrect. It should be \$7,000.00, not \$4,000.
  - 01/06/2021 Telephone and Internet (550) balance b/f is incorrect. It should be \$1,250.00, not \$1,520.
  - 30/06/2021 GST (210) \$11.36 from the SRAJ has not been posted to the general ledger.
  - 30/06/2021 GST (210) \$10.91 from the PRAJ has not been posted to the general ledger.

Use A3T3&4 Workbook tab TB June 2021 to generate a trial balance as at 30 June 2021.

### Assessor Instructions

To align with Herbs by Harry & Co's policies and procedures and demonstrate they have identified and corrected the posting errors, students must generate a trial balance dated 30 June 2021.

Please refer to FNSACC321\_03\_Case Study\_A3T3&4 Workbook, Tab TB June 2021, for a benchmark answer.

Kind Regards,  
Andrew Glass

Small Business Manager – Ace Finance  
100 Growth Street, Sydney, NSW 2000  
Phone: 1800 111 222  
[www.acefinance.com.au](http://www.acefinance.com.au)



## Task 4 Extract and Review Interim Reports

### Student Instructions

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

For this assessment task, you must process balance day adjustments and special transactions for Herbs by Harry & Co before finalising the trial balance and extracting interim reports.

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



To: Dawson Weeks [dawson.weeks@acefinance.com.au]  
From: Andrew Glass [Andrew.glass@acefinance.com.au]  
Date/time: Tuesday, 25 April 2022, 9:30 a.m.  
Subject: Herbs by Harry & Co Interim Reports  
File Attached: [A3T3&4 Workbook](#)

Good morning Dawson,

Thank you for reviewing the accounts for Herbs by Harry's & Co and correcting the posting errors.

Before we finalise the accounts for 30 June 2021, we need to process the adjusting journal entries and some special transactions.

- a. In [A3T3&4 Workbook, Tab GJ](#) process the following at 30 June 2021 and post them to the general ledger.
  - On 30/06/2021, the business owed its employees \$800.00 in wages that were paid on 05/07/2021.
  - Record depreciation for June 2021 of:
    - Office Equipment \$65.00
    - Plant & Equipment \$220.00
  - Advertising Expenses of \$1000.00 were paid 12 months in advance on 01/01/2021 and recognised in the accounts as an expense.
  - Harry wishes to make a provision for bad debts for \$1000.00
  - Harry bought a new van at the beginning of June 2021 for \$ 40,000. Due to the business's needs, he transferred the ownership of the vehicle to the business. The vehicle is to be treated as a capital contribution based on a fair value price of \$40,000.
  - In March, the bookkeeper incorrectly recorded a telephone bill for \$150.00 as a utilities expense. Correct the error.

### Assessor Instructions

Students must use the FNSACC321\_03\_Case Study\_A3T3&4 Workbook, Tab GJ, to process balance day adjustments and special journal transactions.

Please refer to FNSACC321\_03\_Case Study\_A3T3&4 Workbook, Tab GJ and Tab GL for a benchmark answer.

- b. Use [A3T3&4 Workbook Tab Adj TB June 2021](#) to generate an adjusted trial balance as at 30 June 2021. Review trial balance for accuracy.

### Assessor Instructions

Students must use the FNSACC321\_03\_Case Study\_A3T3&4 Workbook, Tab [Adj TB June 2021](#) and prepare an adjusted trial balance for Herbs by Harry.

Please refer to FNSACC321\_03\_Case Study\_A3T3&4 Workbook, [Adj TB June 2021](#), for a benchmark answer.

- c. Use [A3T3&4 Workbook Tabs P & L and BS](#) to prepare a profit & loss statement for 01/07/2020 20/06/2021 and a balance sheet dated 30/06/2021. Review reports for accuracy and completeness.

### Assessor Instructions

Students must use the FNSACC321\_03\_Case Study\_A3T3&4 Workbook, Tab [P&L and BS](#) and prepare a profit & loss statement and balance sheet for Herbs by Harry.

Please refer to FNSACC321\_03\_Case Study\_A3T3&4 Workbook, Tab [P&L and Tab BS](#) for a benchmark answer.

- d. Due to recent cyber security breaches in Australia, Ace Finance sends all documents via a secure link. Please follow the instructions below to generate a secure link for the reports you have prepared for Herbs by Harry.

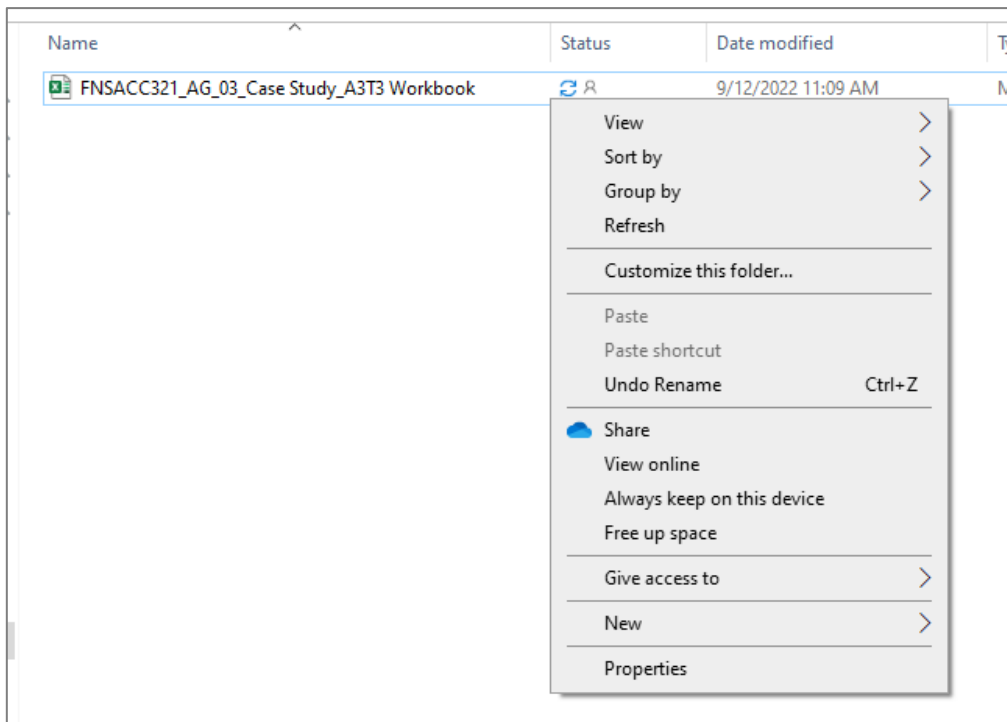
Please email me a copy of the link and ask me to review and approve you sending the financial statements to Harry Mint. Allow me permission to edit the files. Use the email template below.

[Approximate word count 35-45words]

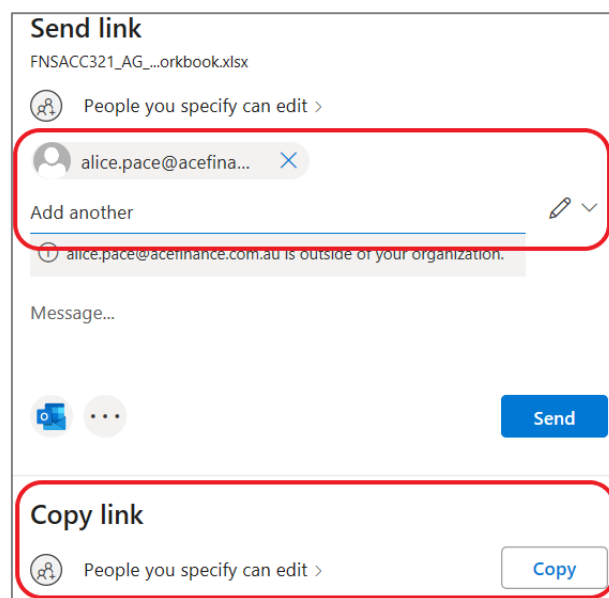
### Assessor Instructions

Students must save [FNSACC321\\_03\\_Case Study\\_A3T3&4 Workbook](#) to their desktop and create a secure link to the file. They must then use the email template below to send the link to Andrew Glass, asking him to review, approve and confirm the reports can be sent to Harry Mint.

Create a folder on your desktop for the client. Save the documents in the folder. Right-click on the saved document and select **Share**.



Add an email address for the person you want to share the file with and give the person permission to edit or view the file.



If you receive an error message



Click 'People you specify can view' and select 'Anyone with link.'

## Link settings

FNSACC321\_AG\_...orkbook.xlsx

Who would you like this link to work for? [Learn more](#)



Anyone with the link

A secure link will be generated for you to copy.

Kind Regards,

Andrew Glass

Small Business Manager – Ace Finance

100 Growth Street, Sydney, NSW 2000

Phone: 1800 111 222

[www.acefinance.com.au](http://www.acefinance.com.au)



### Email Template

To:	Andrew Glass (andrew.glass@acefinance.com.au)
From:	Dawson Weeks
Subject:	Herbs by Harry's Financial Statements
Date:	26 April 2022

Hi Andrew,

The financial statements for Herbs by Harry are ready for you to review and approve.  
Please find below a link to the files.

[https://myacg-my.sharepoint.com/:x:/g/personal/gayelene\\_townsend\\_up\\_education/ESDrRIRB1wNNsMPPoIQSPgkBTqZ4RXTXIsfV-Fz5wFLfGA?e=y07Lz5](https://myacg-my.sharepoint.com/:x:/g/personal/gayelene_townsend_up_education/ESDrRIRB1wNNsMPPoIQSPgkBTqZ4RXTXIsfV-Fz5wFLfGA?e=y07Lz5)

Please advise when you have finished your review, and the reports can be sent to Harry Mint.

Kind regards

Dawson Weeks

Undergraduate Accountant - Ace Finance

100 Growth Street, Sydney, NSW 2000

Phone: 1800 111 222

[www.acefinance.com.au](http://www.acefinance.com.au)



## Assessment Checklist

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

Task 1	<ul style="list-style-type: none"> <li>a. FNSACC321_03_Case Study_A3T1&amp;2 Workbook               <ul style="list-style-type: none"> <li>○ Tab deposit slip</li> </ul> </li> <li>b. Security Measure and Safety Measure Table in assessment document</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
Task 2	<ul style="list-style-type: none"> <li>FNSACC321_03_Case Study_A3T1&amp;2 Workbook               <ul style="list-style-type: none"> <li>○ Tab Cash Receipts Journal completed</li> </ul> </li> <li>Email Template</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
Task 3	<ul style="list-style-type: none"> <li>FNSACC321_03_Case Study_A3T3&amp;4 Workbook               <ul style="list-style-type: none"> <li>○ Tab GL</li> <li>○ Tab TB June 2021</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
Task 4	<ul style="list-style-type: none"> <li>a. FNSACC321_03_Case Study_A3T3&amp;4 Workbook               <ul style="list-style-type: none"> <li>○ Tab GL</li> <li>○ Tab GJ</li> </ul> </li> <li>b. FNSACC321_03_Case Study_A3T3&amp;4 Workbook               <ul style="list-style-type: none"> <li>○ Tab Adj TB June 2021</li> </ul> </li> <li>c. FNSACC321_03_Case Study_A3T3&amp;4 Workbook               <ul style="list-style-type: none"> <li>○ Tab P&amp;L</li> <li>○ Tab BS</li> </ul> </li> <li>d. Completed Email template</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**Congratulations, you have reached the end of the Assessment 3**

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