

## Assessment 2 Instructions

<b>Subject Code:</b>	<b>CISM4000</b>
<b>Subject Name:</b>	Information Systems in Accounting
<b>Assessment Title:</b>	Portfolio Activities
<b>Assessment Type:</b>	Individual Excel Worksheets and Report
<b>Weighting:</b>	40%
<b>Total Marks:</b>	40
<b>Submission:</b>	Via Turnitin – Excel file incl. summary notes
<b>Due Dates:</b>	<b>Tuesday of Week 9 by 11:59 PM (AEDT)</b>

### Your Task

You are required to assist the proprietors of a small business by preparing appropriate reports that will support the evaluation of data.

### Assessment Description

This assessment requires an Excel data file (provided) and case study background (provided). All requirements are to be completed by adding to and adapting the Excel data file.

### Assessment Instructions

- You are required to access supplied data sets (provided in a single Excel file) and complete the assigned tasks by adding additional worksheets to the workbook.
- The updated workbook, including additional worksheets containing your reports, summary notes and evaluation, is to be uploaded via Turnitin



## Assessment 2 Instructions

### PHASE 1

- a) Prepare appropriate reports that will support the evaluation of data in Phase 1. **(10 marks)**

There are many reports that may be produced from the data provided. You are to select reports that will help address the proprietor's concerns.

Some reports that may support your evaluation could include:

- For each location, number of jobs completed and total revenue
- A periodic summary (weekly/monthly/quarterly) of jobs completed and total revenue
- Identification of customers with repeat business
- Identification of queries that didn't result in a sale

The reports are to be produced in a single additional Worksheet labelled **Phase 1 – reports**

- b) For **one** of your reports, outline the steps taken to select, prepare and format the report. **(3 marks)**

This should be presented in dot point format.

This is to be completed by adding an additional Worksheet labelled **Phase 1 – report process**

- c) Prepare a brief written summary of your evaluation of the data in Phase 1. **(7 marks)**

Each of the reports that you have prepared should be used as the basis for an expanded summary note including:

- A statement explaining the information in your report (i.e., numerical)
- Why the information is important to the business
- A description and explanation of a suggested improvement to the data collected (may relate to inputs, processes, or outputs)

This is to be completed by adding an additional Worksheet labelled **Phase 1 – evaluation summary**



## Assessment 2 Instructions

### PHASE 2

- a) Prepare appropriate reports that will support the evaluation of data in Phase 2. **(10 marks)**

With additional data provided, you are to select reports that will help address the proprietor's concerns.

Some reports that may support your evaluation could include:

- Reports suggested for Phase 1
- Payroll variances or discrepancies
- Jobs completed and hours worked by staff members
- Service and customer mix (e.g., Standard v Premium; Private v Business)

- b) For **one** of your reports (that is different from reports produced for Phase 1), outline the steps taken to select, prepare and format the report. **(3 marks)**

This should be brief and presented in dot point format.

- c) Prepare a brief written summary of your evaluation of the data in Phase 2. **(7 marks)**

Each of the reports that you have prepared should be used as the basis for an expanded summary note including:

- A statement explaining the information in your report (i.e., numerical)
- Why the information is important to the business
- A description and explanation of a suggested improvement to the data collected (may relate to inputs, processes, or outputs)

## Academic Integrity Policy

KBS values **academic integrity**. All students must understand the meaning and consequences of cheating, plagiarism and other academic offences under the Academic Integrity and Conduct Policy.

*What is academic integrity and misconduct?*

*What are the penalties for academic misconduct?*

*What are the late penalties?*

*How can I appeal my grade?*

Click here for answers to these questions:

<http://www.kbs.edu.au/current-students/student-policies/>.

## Study Assistance

Students may seek study assistance from their local Academic Learning Advisor or refer to the resources on the MyKBS Academic Success Centre page. Click [here](#) for this information.