

# QUEENSLAND UNIVERSITY OF TECHNOLOGY

QUT Business School  
School of Accountancy

## ***AYN416 Financial Accounting Processes***

Semester 2, 2023

### **Integrated Accounting Project (Weighted Total – 20%)**

**Due:** See AYN416 Canvas site/Modules/ About Assessment/ Assessment 2

- Submissions:**
1. Electronic submission through Canvas of
    - a) Excel file
    - b) Combined 1 PDF file of 8 Reckon Reports or zipped folder or PDF files of 8 individual reports and
    - c) Reckon file with file extension .QBW.
  2. Completion of Reckon quiz in Canvas
  3. Completion of Excel quiz in Canvas

**Type:** Individual

#### **Requirements:**

The Assignment worth 20% has **three (3) compulsory parts** – Part A Reckon (7.5%), Part B Excel (7.5%) and Part C Reconciliation between Reckon and Excel (5%).

#### **When to start:**

**Start Reckon (Part A) as soon as possible after topic 1.** It is recommended to note which area in Reckon each transaction is to be recorded (e.g. Customer/ create sales receipts). Aim to have completed Reckon by topic 5 so then you can start Excel which often takes students longer to finish, particularly if all topic 1 to 5 homework hasn't been completed earlier.

**Start Excel (Part B) any time after topic 5.** It is recommended to note which journal each transaction is to be recorded and whether daily or monthly posting is required.

Tip: Keep up with your weekly homework as Excel will involve all elements of topics 1 to 5. Read the assignment instructions first. Consider the transactions and note which ones will need recording in Reckon/ Excel and which ones are not relevant.

**Assignment Goal: to get the Reckon and Excel records to agree to the provided check figures and also to get the Reckon and Excel records to agree, including the correct profit.**

#### **Assignment Index:**

<b>Description</b>	<b>Page reference</b>
Background Information and Transactions	Pages 2 to 5
Part A: Reckon	Pages 6 to 9
Part B: Excel	Pages 10 to 11
Part C: Reconciliation	Pages 11
Support, FAQ and CRA	Pages 12 to 13

## AMAZING APPLIANCES BACKGROUND AND FACTS: RECKON AND EXCEL

Sam Schultz is the owner of a kitchen appliance store located in Brisbane that he established 3 years ago. He operates as a sole trader. He does have an approved overdraft facility with his bank (ANZ).

Sam uses accrual accounting and prepares monthly adjusting entries and financial statements. Sam submits his Business Activity Statements (GST Return) quarterly on an accruals basis.

Sam is currently using a manual system to prepare his financial records. He has come to you to implement Reckon software. To ensure the accuracy of the software implementation, he has asked you to prepare both manual records and records in Reckon for the month ending 31 July, 2023.

Refer to Chart of Accounts below when preparing journals for the account numbers and names used.

### Amazing Appliances: Chart of Accounts and Trial Balance as at 30 June, 2023

Refer to Chart of Accounts below when preparing journals.

Account No.	Account Name	Balance	
		DR	CR
101	Cash at Bank - ANZ	34,245	
110	Accounts Receivable	56,518	
112	Inventory	56,675	
115	Prepaid Insurance	-	
116	Prepaid Rent	15,000	
118	Office Supplies	1,520	
130	Store Equipment	29,080	
131	Accumulated Depreciation - Store Equipment		14,040
135	Computer Equipment	24,460	
136	Accumulated Depreciation - Computer Equipment		15,288
200	GST Clearing (Tax Payable GST)**		12,450
201	Accounts Payable		28,970
203	Wages Payable		-
205	PAYG Tax Payable*		5,180
301	Capital		141,570
	<b>Total</b>	<b>217,498</b>	<b>217,498</b>
302	Drawings		
307	Profit or Loss Summary		
401	Sales Revenue		
402	Sales Returns & Allowances		
501	Cost of Sales		
503	Bank Charges		
505	Depreciation Expense - Computer Equipment		
506	Depreciation Expense - Store Equipment		
510	Electrical Repairs Expense		
520	Insurance Expense		
542	Office Supplies Expense		
560	Rent Expense		
580	Telephone and Internet Expense		
582	Utilities Expense		
585	Wages Expense		

\*PAYG Tax Payable is tax withheld from staff wages owed to the government.

\*\*GST Clearing (Tax Payable GST) is the account set up for the GST owing. Reckon will also add another account named Tax Payable as you process transactions with GST. You will have 2 GST accounts when your assignment is complete: GST Clearing (Tax Payable) will have a zero balance and Tax Payable should have the same balance as your 1 general ledger account for GST in Excel.

### Accounts Receivable Subsidiary Ledger as at 30 June

Burrow Properties Pty Ltd	23,120
Graham Developments Pty Ltd	7,448
Studio Apartments Pty Ltd	25,950
<b>Total</b>	<b>56,518</b>

### Accounts Payable Subsidiary Ledger as at 30 June

Bayside Accountants Pty Ltd	3,850
LG Pty Ltd	16,500
Review Computers Pty Ltd	4,520
Westinghouse Pty Ltd	4,100
<b>Total</b>	<b>28,970</b>

### Inventory Balances as at 30 June

Amazing Appliances uses a perpetual inventory system and sells inventory items indicated below. The stocktake at 30 June showed:

Item Description	Units on Hand	Unit Cost \$ (excluding GST)	Total Value \$ (excluding GST)	Unit Selling Price \$ (excluding GST)
Dishwasher	24	350	8,400	700
Refrigerator	28	800	22,400	1,600
Oven	20	550	11,000	1,100
Washing Machine	35	425	14,875	850
			<b>56,675</b>	

Cost price of inventory items remains constant for the month and thus the inventory cost flow method is irrelevant for this assignment.

### **Accounting Information**

The business uses the following specialised journals to record its business transactions:

- A **Sales Journal** is used to record the sale of inventory on credit during the month (not sales returns).
- A **Cash Receipts Journal** is used to record all cash received.
- A **Cash Payments Journal** is used to record all cash paid.
- A **Purchases Journal** is used to record all purchases of inventory on credit (not purchase returns).
- A **General Journal** is used to record all other transactions. (Narrations are not required for general journal transactions.)

The business uses a general ledger, an accounts receivable subsidiary ledger and an accounts payable subsidiary ledger. The 4 column **running balance** form of ledger account is used.

The business does use a Sales Returns and Allowances account in the Excel to record sales returns from customers. Note that there is no ability in our Reckon student version software to record Sales Returns separately. Instead the software will process a sales return as a reduction from Sales Revenue. **Do not create a separate Sales Returns account in Reckon.**

**NOTE:** There is an extra column in the ledger accounts to make a note of source document numbers etc. We do not have such information so **leave this column blank.**

Financial statements are prepared monthly. **Reckon software is to be used to prepare computerised records. An Excel template is available on Blackboard to be used to complete the Excel task. Reckon and Excel records must reconcile to each other.**

## **July 2023 Transactions to enter into both Reckon and Excel where relevant:**

The business transactions that occurred in July 2023 are as follows: (refer chart of accounts for account names and numbers. Do not make up your own account names).

**Tip:** You need to decide if each transaction involves: a normal Reckon/Excel transaction, an adjusting entry or requires NO transaction at all for the month of **July 2023**.

1. July 1 Sold 4 ovens as a cash sale, \$4,840 (including GST \$440).
2. July 1 Purchased a computer on credit from Review Computers, \$1,386 (including GST \$126).
3. July 2 Purchased office supplies with cheque number 58, \$1,100 (including GST \$100). Record this using the Office Supplies account.
4. July 2 Sold 10 dishwashers on credit to Burrow Properties, invoice number MA32, \$7,700 (including GST \$700).
5. July 3 Paid for electrical repairs for \$605 (including GST \$55) with cheque number 59.
6. July 3 Purchased 40 dishwashers on credit from Westinghouse, \$15,400 (including GST \$1,400).
7. July 4 Paid for prepaid insurance of \$1,584 for 12 months effective 1 July (including GST \$144) with cheque number 60.
8. July 4 Hired a new staff member who will start on August 1 with an annual salary of \$100,000.
9. July 5 Sam withdrew \$1,000 cash for personal use with cheque number 61 (no GST is applicable.)
10. July 5 Paid the monthly net wages of the staff of \$4,200 with cheque number 62 (no GST is applicable.) See transaction 21 for the PAYG tax withheld from staff wages.
11. July 10 Sold 6 Refrigerators and 30 washing machines on credit to Graham Developments Invoice Number MA33, \$38,610 (including GST \$3,510).
12. July 11 Purchased 20 Washing Machines on credit from LG, \$ 9,350 (including GST \$850).
13. July 14 Paid Bayside Accountants the balance owing of \$3,850 with cheque number 63.
14. July 21 Paid LG with a part payment of \$16,500 with cheque number 64.
15. July 21 Issued a credit note to Graham Developments for return of 2 Washing Machines, Credit Number 14, \$1,870 (including GST \$170). (Retain as an available credit in Reckon).
16. July 22 Received \$23,120 from Burrow Properties as payment on account.
17. July 26 Paid the monthly telephone and internet expense with cheque number 65, \$924 (including GST \$84).
18. July 26 Invoiced Studio Apartments for 20 Washing Machines and 20 dishwashers, Invoice Number MA34, \$34,100 (including GST \$3,100).
19. July 28 Received \$7,000 on account from Graham Developments.
20. July 28 Returned 2 dishwashers to Westinghouse and received a credit of \$770 (including GST \$70).
21. July 28 Sold 6 Refrigerators as a cash sale, \$10,560 (including GST \$960).
22. July 28 Signed a 6-month agreement to rent additional storage space from September 1, 2023 for \$2,090 monthly (including GST \$190).

23. July 28 Sam lodged his quarterly Business Activity Statement (BAS return) and paid cheque number 66 to the ATO for a total of \$17,630 for 2 items:
- 1) GST Clearing Tax Payable GST of \$12,450 and
  - 2) PAYG tax payable of \$5,180.
- (Excel: Record each item in a separate row)*  
*(Reckon: Use Write Cheques with a separate line each for GST & PAYG).*
24. July 30 Paid for utilities expense for July with cheque number 67, \$814 (including GST \$74).
25. July 30 Paid for electrical repairs for \$297, with cheque number 68 (including GST \$27).
26. July 31 Received \$22,000 from Studio Apartments as payment on account.
27. July 31 Bank Statement: Paid bank charges of \$40 (no GST applicable). (Use Write Cheques function in Reckon)
28. July 31 Record the general journal entry below for \$2,060 for the total PAYG tax withheld on the monthly wages. (PAYG tax payable is tax withheld from staff wages owed to the government.)
- |                      |           |                         |                |                |  |
|----------------------|-----------|-------------------------|----------------|----------------|--|
| <i>Wages expense</i> | <i>Dr</i> |                         |                |                |  |
|                      |           |                         | <i>\$2,060</i> |                |  |
|                      |           | <i>PAYG Tax Payable</i> | <i>Cr</i>      |                |  |
|                      |           |                         |                | <i>\$2,060</i> |  |
29. July 31 Sam contributed \$2,500 of capital into the business bank account.
30. July 31 Sam got a quote to install new LED lights in the store for \$3,300 (including GST \$300).

## **July 2023 Adjusting Entries to enter into Reckon and Excel**

**Note: Adjusting entries are prepared monthly**

**Use the letters (A) to (E) below in your Excel worksheet for the Letter of Adjustment column to ensure that you have a debit and a matching credit for each adjustment.**

### **A) Accrued Wages**

Wages owing as at 31 July are \$850.

### **B) Insurance**

Noted in the transactions above, 12 months of insurance was prepaid on July 4.

### **C) Depreciation – Store Equipment**

Annual Depreciation on Store Equipment has been calculated at \$5,928.

### **D) Depreciation – Computers**

Annual Depreciation on Computers has been calculated at \$7,440.

### **E) Office Supplies Expense**

On 31 July, a stocktake of office supplies was conducted and there was \$880 of supplies remaining.

### **F) Rent**

On June 30, two (2) months of rent was prepaid. (Refer Prepaid Rent general ledger account for the amount paid).

**Before Starting Reckon Component:**

It is vital that you complete the 2 Essential Reckon exercises under Canvas/ Modules/ Overview /Requirements & preparations before starting the Reckon component of this assignment.

Reckon software is to be used to prepare computerised records to ensure they agree with Excel. It is important to save and backup regularly to your QUT student network drive or other secure location rather than relying on a USB or to the local drives of QUT computers which are cleared as users log off. Do not rely on one file location in case there is a problem such as corruption, losing USB etc. Reckon will name your original files with the extension. QBW and the backup files .QBB.

Marks will be allocated, where students have produced correct reports that reconcile to the required values. Remember, key figures such as profit are provided and the client is expecting you to ensure Reckon and Excel agree. If they don't agree or you don't allow enough time, low marks will result.

1) Establish a new data base in Reckon.

**Step 1** Company Information. On the Reckon menu bar, click **File > New company**. Click **Start Interview**

Enter Company Name and add your student number and surname and to the end of the company name. (e.g. Amazing Appliances 9084574 Marsland). Leave other fields blank.

Note: Click **Next** at each step of the interview to move on.

**Step 2:** Select your industry. Select Product Sales/ Retail

**Step 3:** How is your company organised? Select Individual Tax Return

**Step 4:** Select the first month of your financial year. Select: July

**Step 5:** Ignore passwords

**Step 6:** Create your company file, indicating a directory to save to. Click Save.

**Step 7:** Customising:

In the interview process, choose the Preferences below. Take care to enter carefully as you can't change these preferences and would otherwise need to start again:

<b>Field</b>	<b>Select</b>	<b>Then</b>
What do you sell?	<b>Products only</b>	Click <b>Next</b>
Do you track tax?	<b>Yes</b>	Click <b>Next</b>
Do you want to create estimates in Reckon?	<b>No</b>	Click <b>Next</b>
Do you want to track sales orders before you tax invoice your customers?	<b>No</b>	Click <b>Next</b>
Do you want to use sales receipts in Reckon?	<b>Yes</b>	Click <b>Next</b>
Do you want to use billing statements in Reckon?	<b>No</b>	Click <b>Next</b>
Do you want to use invoices in Reckon?	<b>Yes</b>	Click <b>Next</b>
Do you want to use progress invoicing?	<b>No</b>	Click <b>Next</b>
Do you want to keep track of the bills you owe?	<b>Yes</b>	Click <b>Next</b>
Do you want to track inventory in Reckon?	<b>Yes</b>	Click <b>Next</b>
Do you want to track time in Reckon?	<b>No</b>	Click <b>Next</b>

Field	Select	Then
Do you have employees?	<b>No</b>	Click <b>Next</b> twice
Select a start date to start tracking your finances	<b>Enter 30/6/2023</b>	Click <b>Next</b>
Would you like to add an existing bank account?	<b>Yes</b>	Click <b>Next</b>

Key in ANZ Bank Account for the name of the bank account. Click on or after 30/6/2023. Click Next three times. Click Finish to complete the initial set up process.

- 2) **Set up preferences for banking for all receipts and payments** to process to the ANZ Bank Account (otherwise they will default to Undeposited Funds). (Edit Preferences.) *(This needs to be done before you set up your individual user account in step 3 as only the Admin user can change the preferences: if you don't do this step, your receipts will go automatically to undeposited funds and you can move them later by a general journal). See Reckon New Business Exercise for steps.*
- 3) **Important:** Set up user for Audit Trail Log to enable production of an Audit Trail Report.

Click on Company. Click on Set Up Users. Click on Add User.

Enter your student number followed by your surname (e.g. 9084574 Marsland). Record exactly what you have typed safely as you will use it to log in and record all of the assignment transactions. Do not enter Passwords. Click Next. Click No that you do not want to enter a password.

Click on **All Areas** of Reckon Accounts (for the user to enable access).

Click Yes to confirm you do wish to allow the user to access all areas of Reckon. Click Finish & Close.

- 4) Choose the option **File/ Close Company/(Log Off** and Open the Amazing Appliances.QBW File that you have established. Now log into Reckon using the User Name that you established earlier.

(if you forget your username, log in as Admin and note down the user name and repeat the log in process). **The Administration User is not to be used in any of the assignment process, otherwise you will receive 0 for the Reckon component.**

Set up lists and Opening Balances for Inventory, Customers and Suppliers as at 30 June 2023. (Addresses are not required for this project for customers or suppliers).

- 5) Run an Audit Trail Report (Reports/Accountant: Audit Trail) 1/1 to today's date to ensure that you can see your User Name in all the transactions (not the Admin user). If you fail to submit an Audit Trail Report or submit an Audit Trail with the Admin user only recorded, you will receive 0 for the Reckon component.
- 6) Enter **opening balances for all other permanent accounts** as at 30 June 2023. *(Consider the appropriate classification in Reckon: other current assets, other current liabilities, fixed assets etc).* Note: temporary accounts will not have opening balances.
- 7) Run a trial balance as at 30 June 2023 to ensure all opening balances are accurate. Process a **general journal entry to correct the items in the trial balance which require adjustment including Uncategorized income, Uncategorized expenses and Opening Balance (equity).** See Reckon Essential Exercise – Existing Business for a demonstration.
- 8) Save your file. Also, backup your Reckon file using the Save Copy or Backup function (which will name it with the extension.QBB).
- 9) **Record the July transactions in Reckon, opening new accounts as necessary** and appropriate (e.g. current assets, fixed assets, liabilities, equity, revenues, expenses, etc). For Reckon, you do not need to use the account numbers provided in the Chart of Accounts.

**Tips for entering Reckon transactions:**

- To edit or delete transactions: Use the magnifying glass function by hovering over a trial balance or other report to identify accounts that are in error (e.g. undeposited funds) and drill down to the original transactions to change or delete. Most transactions can be changed for details such as amounts, dates etc or deleted using Edit Delete. You can also work through transaction types (e.g. Create Invoices) by using the Previous and Next functions to move through and edit or delete as required.
- GST codes: if payments have GST included, use tax code NCG for expenses & CAG for computer purchase.
- Bank Accounts: Check each receipt and payment is processed to ANZ bank, not Undeposited Funds).
- Dates: ensure that dates are entered correctly in the month of July.
- Names: are required if the transactions involve Accounts Receivable or Accounts Payable but for other transactions such as Cash Sales and Cash Cheques, you can simply enter “Cash Sale” or “Cash” respectively by adding these items.

Regularly save and backup your files. Reckon will name your original files with the extension. QBW and the backup files .QBB

10) **Prepare a trial balance as at 31 July 2023.** (Reckon Trial Balance total should be \$300,594 as Sales Returns is netted off against Sales in Reckon, not displayed separately as it is in Excel). Note that there is no ability in our Reckon student version software to record Sales Returns separately. Instead the software will process a sales return as a reduction from Sales Revenue.  
**Do not create a separate Sales Returns account in Reckon.**

11) Process the adjusting entries indicated earlier.

12) Print to pdf the following reports from Reckon. Combine into 1 pdf or zipped folder of 8 Reckon reports for ease of marking. Please name your report files for submission with a **file name less than 12 characters** so that we can download them for marking.(e.g. TB.pdf).

**Please name your Reckon report files** as indicated below:

1. **JNL:** Journals: 1 July to 31 July 2023 (Reports Accountant)
2. **TB:** Trial Balance at 31 July 2023 (Reports Accountant) (This is the final trial balance as it includes the adjusting entries. We don't need the Adjusted Trial Balance)
3. **PL:** Profit and Loss Standard: 1 to 31 July 2023\* (Reports Company & Financial)
4. **BS:** Balance Sheet as at 31 July 2023 (Reports Company & Financial)
5. **INV:** Inventory Valuation Summary as at 31 July 2023 (Reports Inventory)
6. **CUS:** Customer Balance Detail as at 31 July 2023 (Reports Customers & Receivables)
7. **SUP:** Supplier Balance Detail as at 31 July 2023 (Reports Suppliers & Payables)
8. **AUD:** Audit Trail Report (Date Range: 1/1 to today's date) (Reports Accountant: Audit Trail)

\* Note Profit and Loss does not need to be classified into Business Function for Reckon.

Closing entries are not required in Reckon as they are done automatically by the software.

13) **Check against values provided below to ensure that your Reckon values are accurate.**

**RECKON CHECK VALUES TO ASSIST YOU TO COMPLETE ACCURATELY:**

Trial Balance <b>before adjusting entries</b> (due to netting off sales returns)	<b>\$300,594</b>
Trial Balance <b>after adjusting entries</b> (due to netting off sales returns)	<b>\$302,558</b>
Net profit for July	<b>\$22,776</b>

**Practice Reckon Quiz Question & Answer**

Example: how many categories of inventory are shown on the Inventory Valuation Summary? 4

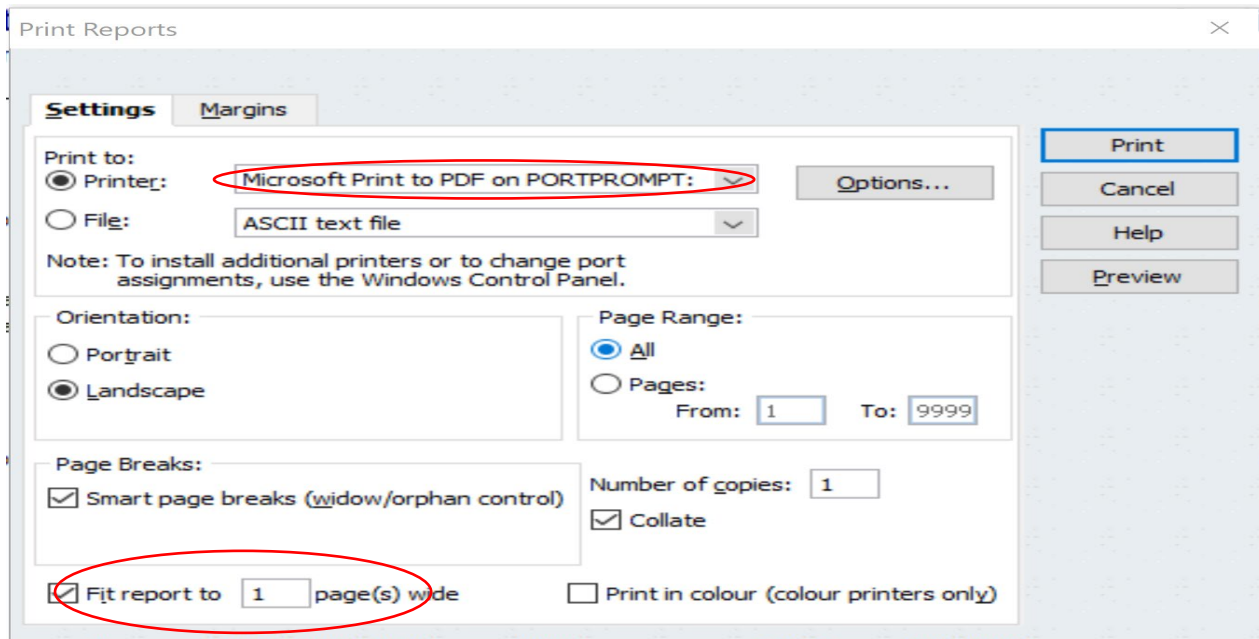
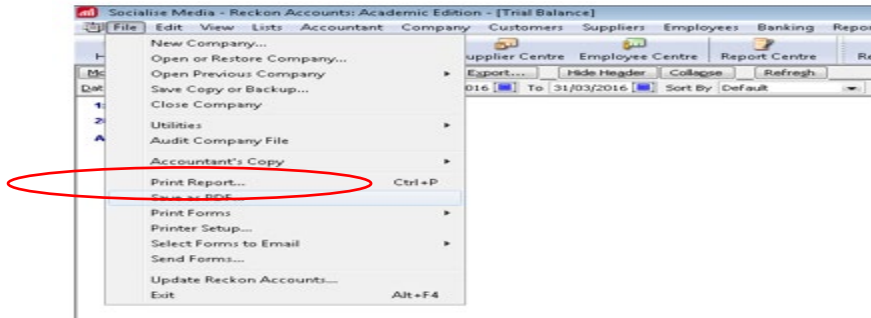


## Reckon Report Printing Instructions to pdf (Practise these by week 5):

If you **don't have access to Adobe software** you can use the **Windows Snipping Tool** or manually print then scan into pdf or use QUT computer labs or other computers which have the full version of Adobe which allows saving to pdf rather than just opening a pdf. IT Helpdesk can also assist with PDF creation.

Some helpful instructions re printing or saving to pdf:

- 1) **Maximise the report** to the whole screen
- 2) Choose **File Print Report**. Then choose Printer: Microsoft Print to PDF (or Choose File Save as PDF and Printer Adobe Pdf).



Important!

**Please tick the box to fit report to 1 page wide so it can be marked.**

Combine into 1 pdf if possible, for ease of marking. See above for screenshots to fit your printing to 1 page in width so that it can be marked.

**Tip: Ensure to practise printing a Reckon report to pdf by week 5 to ensure that you can complete this necessary step as we need the Reckon reports to allocate marks (we can't mark only a Reckon file submitted without reports).**

**Before Starting Excel Component using Assignment Excel template in Canvas:**

Please ensure you have done all the **homework questions for topics 1 to 5** especially topic 5 special journals. The **in-class example for topic 3** is helpful to show the entire accounting process including adjusting entries, closing entries and the worksheet. There is also **sample Excel file** provided to demonstrate similar transactions to guide you including use of Excel formulas for efficiency.

**It is vital to complete PSA6.6 from the textbook, which covers special journals and the required postings before you start the Excel component as the assignment follows the same process.**

**Useful Tips using the Assessment Assignment Excel template**

- *To minimise errors & maximise efficiency, I recommend to enter values in journals tab only, then use Excel formulae to post to general &/or subsidiary ledger & other template areas.*
- Enough space has been provided in the Excel template – do not insert extra rows or columns.
- Proofs have been inserted in the journals to prove Total Debits = Total Credits. (Proof should = 0).
- Formulas exist in some areas of the template, but other formulas are required in some accounts (e.g. general ledger accounts balances for Profit & Loss Summary, drawings, revenue & expenses)
- To insert a √ for your subsidiary ledger postings, use Insert Symbol and scroll down to find the tick.
- The 2<sup>nd</sup> column of the General Ledger and Subsidiary Ledger accounts can be left blank.

- 1) Open up the Excel student template provided in Canvas and **enter your name and student number into the footer section on the first tab** (Chart of Accounts)
- 2) Record the July transactions in the journals: cash payments, cash receipts, purchases, sales and general journal. (Opening balances are already entered into general ledger and subsidiary accounts).

Postings are done either daily or monthly. Post daily to the subsidiary ledgers. Post daily from the general journal. Post the monthly totals of the special journals to the general ledger. Include posting references in the journals. (There will be only 2 postings to the ANZ Bank Account – total receipts and total payments). **NOTE: For posting reference purposes** in the ledgers, please use the journal page numbers indicated next to the journal title (e.g. SJ18, PJ18, CPJ25, CRJ17, GJ62, GJ63, & GJ64).

- 3) Prepare a trial balance as at 31 July 2023, in the trial balance columns of the worksheet.
- 4) Complete the worksheet using the required adjusting entries above **for the month of July** :
- 5) Prepare and post the **adjusting entries for the month of July.**
- 6) Prepare the following statements for month ended 31 July in accordance with AASB 101:
  - a classified income statement classified by business function (expense classification below)
  - a statement of changes in equity, and
  - a classified statement of financial position (or balance sheet) with comparative values as at 30 June. (Use separate columns to compare **30 June values with 31 July values**). **Do not copy the Reckon formats as these are not the same formats required for Excel.**

You must split Sales and Sales Returns separately in Excel.

For **Income Statement business function expense classification**, use the following 3 classifications:

**1. Selling Expenses:** Wages

**2. Administrative Expenses:** Depreciation – Computer Equipment, Depreciation – Store Equipment, Electrical Repairs Expense, Insurance Expense, Office Supplies Expense, Rent Expense, Telephone and Internet Expense, Utilities Expense

**3. Finance Expenses:** Bank Charges

- 7) **Prepare and post the closing entries** to the general ledger accounts to prepare for the next month.
- 8) **Prepare a post-closing trial balance** and confirm whether the total of the subsidiary ledgers agree with the relevant control accounts in the general ledger for accounts receivable and accounts payable.
- 9) **Check that the values match those below and Reckon** for everything except the trial balance totals as Reckon treats sales returns differently so the Reckon trial balance numbers are different.

**EXCEL CHECK VALUES TO ASSIST YOU TO COMPLETE THE SET ACCURATELY:**

Total of the Unadjusted Trial Balance Columns of the Worksheet	<b>\$302,294</b>
Total of the Adjustments Columns of the Worksheet	<b>\$11,224</b>
Total of the Adjusted Trial Balance Columns of the Worksheet	<b>\$304,258</b>
Net profit for July	<b>\$22,776</b>

**Practice Excel Quiz Questions & Answers** (no number formats such as \$, decimals etc)

1. What is the total sales revenue for the month of July? 87100
2. What is the total of the non-current assets as at 30 June on the Comparative Statement of Financial Position? 24212
3. What Posting Reference appears below the total of the "Other Accounts" column in the Cash Payments Journal? A cross or x
4. What is the amount of the credit posting in the accounts receivable general ledger account on 31 July? 52120
5. What is the balance of the accounts receivable general ledger account on 31 July? 82938
6. How much did Studio Apartments owe to Amazing Appliances as at 31 July? 38050
7. How many individual Administrative Expenses are listed in the Classified Income Statement? 8
8. In the Accounts Receivable general ledger account, what is the posting reference in the Jnl Ref column for the credit entry on 31 July? CRJ17

**Part C Reconciliation of Reckon & Excel**

**5%**

Ensure all Reckon reports agree with Excel (except for different treatment of Sales Returns in Reckon as Sales Returns is netted off Sales in Reckon not displayed separately as in Excel.)

There are minor differences in Reckon names (e.g. Trade Receivables, Trade Creditors and Tax Payable have equivalent names to Excel Chart of Accounts and don't need to be altered).

Similarly, the order of accounts must be logical and in the correct categories within Current Assets, Fixed Assets, Current Liabilities and Equity. Ensure that the Balance Sheet displays Original Cost of Fixed Assets above Accumulated Depreciation and that Capital displays above Drawings. These can be altered in the Chart of Accounts as demonstrated in sample exercises.

In Reckon, there is no need to remove accounts with a zero balance: just leave them. For Reckon, you do not need to use the account numbers provided in the chart of accounts.

**Check that the Reckon and Excel Check Values match those provided earlier.**

**Check the following 6 items to ensure they are the same in both Excel and in Reckon:**

1. **Gross Profit**
2. **Net Income or Net Profit (and agrees to provided profit of \$22,776)**
3. **Total Assets**
4. **Total Equity**
5. **Accounts Receivable**
6. **Accounts Payable**

Once you have checked these, there is nothing additional needed to be included for Part C as the marker will confirm that Reckon and Excel do reconcile. The items must all reconcile to get the full 5%. If none of the specified items reconcile between Reckon and Excel, no marks will be awarded for part C.

## Support Provided:

- Materials are on Canvas to assist with Reckon and Excel.
- Echo videos are provided to demonstrate the Reckon exercises.
- Consultation with Staff
- Appointments with Student Learning Advisors <https://www.facebook.com/QUTBusinessLawSLA>
- .IT Helpdesk can assist with installation of Reckon on computers operating with Windows or if you have a Mac, setting up technology so that you can access the QUT networks.

## Frequently Asked Questions and Answers:

### Reckon:

- **Why do I have Uncategorized Income and Uncategorized Expenses with values on my Trial Balance?** Answer: follow the steps in the Essential Reckon Exercise (Existing Business - School Book Supplies) to show you how to deal with these accounts.
- **Are we allowed to change the account titles?** E.g. "Trade receivable" to "Accounts Receivable" so that we have the same name as in the instructions? Answer: You can but you don't need to - just leave as is because Reckon calls them slightly different names.
- **Are we allowed to create new accounts like "Prepaid Insurance" because there are no prepaid accounts in Reckon yet?** Answer: Yes - you need to.
- **Do we have to add the account numbers in Reckon?** Answer: No - no need for account numbers in Reckon.
- **Some account names are too long in Reckon like "Accumulated Depreciation - Store Equipment". How do we abbreviate the names best?** Answer: Accum Depcn - Store
- **Why is there a second Tax account ("PAYG Tax Payable")? I don't know what that transactions affect this account.** Answer: PAYG is the tax withheld from staff wages which we owe to the government. All transactions you need for this account are described in the instructions so you can deal with it.
- **I have been trying to set up my chart of accounts for Reckon and I am unsure on entering the GST Clearing (Tax Payable GST) opening balance. Is this even the correct account to enter the opening balance? Does all the GST paid and received automatically post to here – I can't see anywhere that would indicate this also?** Answer: That is why we create a slightly different name - if you create this account exactly as it is named in the assignment, you can add an opening balance just like the other opening balances. We will just then pay this balance. The remainder of the GST transactions Reckon will process automatically to another account simply called Tax Payable.

### Excel:

- **I am not sure how to enter the information into the special journals and subsidiary ledgers.** Answer: follow steps in PSA6.6 from the textbook & use this format to complete your Excel template.
- **Is there an example file that I can look at?** Answer : Yes: A sample Excel file is provided as an example for you with some similar transactions to guide you including use of Excel formulas for efficiency.
- **Can I copy the financial statements from Reckon?**  
Answer: no as these are not the same format that we are using for Excel and the values must flow from your Excel (i.e. general ledger into worksheet into financial statements).

## How long will the assignment take? When should I start? When should I aim to finish?

**A past student's advice:** I would conservatively estimate that it took me around 25-30 hours (inclusive of learning Reckon program, setting up database correctly, how-to videos etc.)

I have a bit of experience using MYOB so the Reckon component was actually not too difficult to learn. I already understood the importance of correct dates for reports and entries and inputting data for entries, so outside setting of up the initial database I did not run into many issues. (Approx. 5-10 hours total)

The Excel component took a larger portion of time. I was going slower to limit mistakes and ensure I did not accidentally skip or miss things while navigating between tabs. I found the assignment instructions to be a significant help in this regard, as were the notes on the lecture slides highlighting important sections relevant for the assignment. (Approx. 15-20 hours total)

If I were to give advice to other students I would recommend starting early in week 1 or 2 and getting a good grasp on Reckon on a week-to-week basis so you can spend more time looking at Excel and understanding how everything flows together. Aim to finish two to three days before the due date to allow for problems.

## AYN416 FINANCIAL ACCOUNTING PROCESSES – ASSIGNMENT CRITERIA SHEET

Student Name: .....

Student No.: .....

Date: .....

<b>Part A – Reckon Accounting Task (7.5% weighting) Assessed using Canvas Reckon Quiz: 15 questions in 20 minutes using your printed Reckon reports</b>						
Criteria	<4 (< 50%)	4 (50% - 64%)	5 (65% - 74%)	6 (75% - 84%)	7 (> 85%)	Mark
<b>Knowledge and Skills (KS1.2)</b>	Demonstrated a lack of proficiency in the use of accounting software and summarising results.	Demonstrated some competence in the use of accounting software and summarising results.	Demonstrated competence in the use of accounting software and summarising results.	Demonstrated proficiency in the use of accounting software and summarising results.	Demonstrated high proficiency in the use of accounting software and summarising results.	/ 7.5

<b>Part B – Excel Accounting Task (7.5% weighting) Assessed using Canvas Excel Quiz: 15 questions in 20 minutes using your complete printed Excel template</b>						
Criteria	<4	4	5	6	7	Mark
<b>Knowledge and Skills (KS 1.2)</b>	Demonstrated little understanding of relevant concepts, principles and practices in Excel. Major inaccuracies evident.	Demonstrated some understanding of relevant concepts, principles and practices in Excel. Some inaccuracies evident.	Demonstrated a good understanding of relevant concepts, principles and practices with some minor inaccuracies in Excel.	Demonstrated a good understanding of relevant concepts, principles and practices in Excel.	Demonstrated a comprehensive understanding of relevant concepts, principles and practices in Excel.	/ 7.5

<b>Part C – Reconciliation of Reckon and Excel (5% weighting): Need to submit both Reckon and Excel</b>						
Criteria	<4	4	5	6	7	Mark
<b>Higher Order Thinking Skills (HO2.1)</b>	Demonstrated a lack of proficiency of critical evaluation between Reckon and Excel reports to initially identify any differences and ultimately to reconcile to each other.	Demonstrated some competence of critical evaluation between Reckon and Excel reports to initially identify any differences and ultimately to reconcile to each other.	Demonstrated competence of critical evaluation between Reckon and Excel reports to initially identify any differences and ultimately to reconcile to each other.	Demonstrated proficiency of critical evaluation between Reckon and Excel reports to initially identify any differences and ultimately to reconcile to each other.	Demonstrated high level of critical evaluation between Reckon and Excel reports to initially identify any differences and ultimately to reconcile to each other.	/ 5

<b>Total Marks</b>	<b>(20% weighting)</b>					<b>Marks</b>
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