QUT Business School

School of Accountancy

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BSB110: ACCOUNTING

SEMESTER 1, 2017

ASSESSMENT ITEM NUMBER 1: DECISION MAKING IN ACCOUNTING PART B

Weighting Total: 10%

Due Date and Time: **Upload to Turnitin by 5pm**
Friday 5 May 2017

Assessment submitted **after the due date** without an approved extension will not be marked and will receive a grade of 1 or 0%. If special circumstances prevent you from meeting the assessment due date, you can apply for an extension. If you don't have an approved extension you should submit the work you have completed by the due date and it will be marked against the assessment criteria.

Submission Requirements: You must upload the following reports in pdf format to Turnitin through Assessment/Assignment (Accounting for Decision Making Part B) Submission Area in the BSB110 Blackboard site by 5pm on 5 May 2017.

The reports required from Reckon Software:

1. *Adjusted Trial Balance*: 31 March to 31 March 2017 (Reports → Accountant) and

2. *Audit Trail Report*: (Reports → Accountant → Audit Trail)

   The date range should be from **12/04/2017 to current date (date you are printing).**
   - o In those cases where the Audit Trail Report is not submitted in the appropriate format (including your student number and name printed on the report) investigations into plagiarism may be commenced.
   - o **If no Audit Trail Report is provided, the assignment will not be marked.**
   - Please make sure that your Reckon User Name (student number and surname/family name eg 9876543Smith) are included in the Audit Trail Report generated by Reckon (they may not be handwritten on afterwards).

Group or Individual: **Individual**

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This assessment item assesses the following learning outcome:

Knowledge and Technological Skills (KS)

1.1 Demonstrate and apply theoretical and technical knowledge across the broad field of business.

1.2 Apply technical and technological skills appropriate and effective for real world business purposes and contexts.

The following information is presented as at 31 March 2017 for **CoolApps Pty Ltd**. Reckon accounting software is used to maintain the financial records.

	Debit	Credit
Cash at Bank	16,595	
Accounts Receivable	8,520	
Prepaid Contents Insurance	1,800	
Office Supplies	4,125	
Computers: Original Cost	21,750	
Accumulated Depreciation - Computers		4,350
Accounts Payable		7,704
Revenue Received in Advance		
Wages Payable		
PAYG Withholding*		2,025
Loan Payable – Current		1,947
Tax Payable **		1,619
Loan Payable - Non Current		4,025
Share Capital		21,000
Retained Earnings		4,554
Service Revenue		18,840
Depreciation Expense - Computers		
Contents Insurance Expense		
Interest Expense	114	
Office Cleaning Expense		
Office Supplies Expense		
Repairs Expense		
Rent Expense	2,200	
Telephone and Internet Expense	1,200	
Utilities Expense	3,560	
Wages Expense	6,200	
	66,064	**66,064**

*PAYG withholding is tax withheld from staff wages owed to the government.

** Tax Payable is the GST Clearing account set up for the GST owing. This is a Reckon account and GST amounts will be posted to Tax Payable as you process transactions with GST.

Accounts Receivable Details as at 31 March

Learning Games Pty Ltd	3,300
Meals Express Pty Ltd	3,000
Glam Event Planner Pty Ltd	2,220
Total	**8,520**

Accounts Payable Details as at 31 March

Corporate Express Pty Ltd	2,730
Net Cloud Hosting Pty Ltd	2,622
Sharp Media Pty Ltd	2,352
Total	**7,704**

Reckon Instructions

A Reckon software file with all of the accounts and their opening balances in place has been prepared for you.

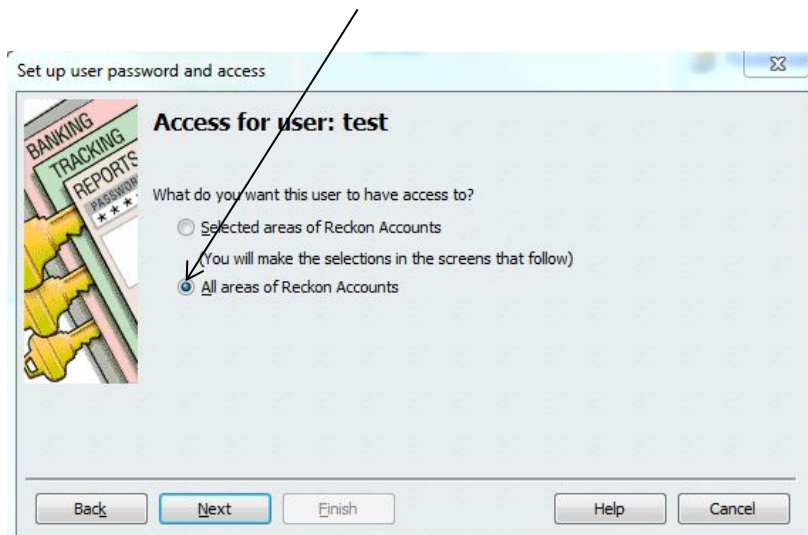The file is located on Blackboard under **Assessment – Assessment Item 1 Part B** and is titled **CoolApps.QBW.**

Required:

1) Before starting any work on this file, ensure you have completed all the practice exercise, watched the Reckon videos, AND read these instructions IN FULL before you start!

2) Save the **CoolApps.QBW** file to your home drive or a USB. Then open this file using Reckon (you will have earlier downloaded Reckon using the software link provided or be using the computer labs at QUT which have Reckon installed).

3) ****IMPORTANT****: Set up user for Audit Trail Log to enable production of an Audit Trail Report, otherwise you will receive 0. This will enable us to identify that it is your own work. Follow the steps below:

- Click on Company in the Menu bar. Click on Set Up Users. Click on Add User. You will see the screen below:

- In the User Name type in your student number followed by your surname/family name (e.g. 9876543Smith). It must not contain any spaces.

- Record your User Name information somewhere safe as you will need 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 <u>All Areas of Reckon Accounts</u> (for the user to enable access).

- Click **Next** then Click on **Yes** to confirm that you do wish to allow the user to access all areas of Reckon.

- Click **Finish** to complete the set up process of the user. Click **Close**.

- <u>Click on **File** in the Menu Bar and Choose **Close Company/Log Off**</u>.

4) **<u>Log on with your new User Name (e.g. 9876543Smith) otherwise you are still logged in as Admin and will receive 0.</u>**

Click on File, Open the **CoolApps.QBW** file from the location that you have saved the file. Note: DO NOT use your desktop, please save the file to your USB or Network drive or both!

Now log into Reckon with the User Name that you just created in the previous step (eg 9876543Smith). If you forget your User Name, log in as Admin and note down the User Name and the repeat the log in process.

<u>The Admin User is not to be used in any of the assignment process, otherwise you could receive 0 for the Reckon component. You must be logged in under your own **User Name**</u>.

Record any necessary transactions in Reckon **<u>logged in and using your User Name</u>**.

<u>Tips:</u>
<u>GST codes</u>: where payments have GST included, use the tax code NCG for expenses
<u>Bank Accounts</u>: Check each receipt and payment is processed to the Cash at Bank account, not Undeposited Funds.
<u>Dates</u>: ensure that dates are entered correctly in the month of March.
<u>Names</u>: 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.

IMPORTANT: Regularly save and backup your files. 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.

5) Print or save to pdf the following reports from Reckon Software: (From the report, choose File Save as PDF **OR** File, Print Report to PDF):

- *Adjusted Trial Balance* 31 March to 31 March 2017 (Reports → Accountant) and
- *Audit Trail Report* *(Date Range: **12/04/17 to current date** (date you are printing) (Reports, Accountant: Audit Trail)

***IMPORTANT:** Where these reports are not submitted in the appropriate format (including your student number and name) investigations into plagiarism may be commenced. Please make sure that your Reckon User Name (Student number and Surname) are included in the Audit Trail Report generated by Reckon (they may not be written on or inserted afterwards).
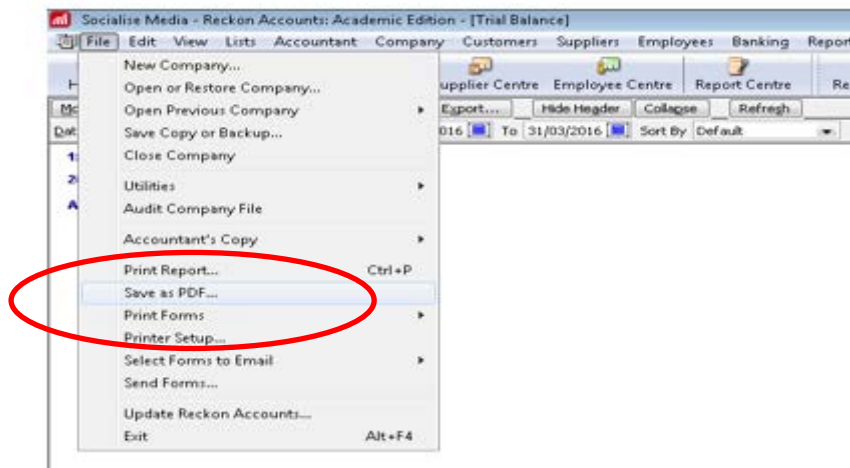**If no Audit Trail Report is provided, the assignment will not be marked.**
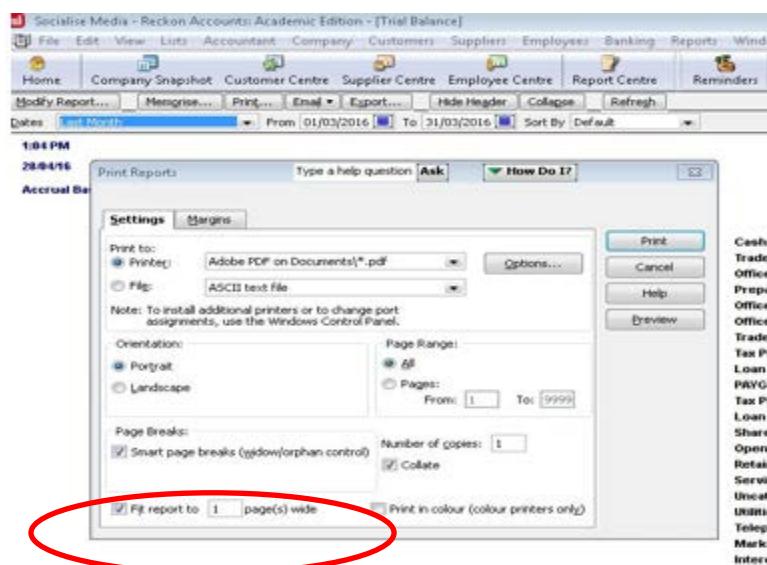

Combine into 1 pdf if possible for ease of marking.

If you don't have access to Adobe software you can manually print then scan into pdf.

Some helpful instructions re printing or saving to pdf:

1) Maximise the report to the whole screen

2) Choose File, Save as PDF **OR** Choose File Print Report. Then choose Printer Adobe Pdf.

Please tick the box to fit report to 1 page wide.

If you don't have access to Adobe software you can manually print then scan into pdf.

Please ensure the box is also ticked to fit each report to 1 page wide. This is **very important** and if this is not done, marks will be deducted!!!!

BSB110 Semester 1 2017 Assignment 1 – Part B

Company Information: CoolApps Pty Ltd

The owner of CoolApps Pty Ltd, Ethan Webb, has provided the following transactions for you, the Graduate Accountant, to determine the accounting implications. You need to decide if each transaction involves: a normal Reckon transaction, an adjusting entry or requires NO transaction at all.

CoolApps Pty Ltd uses accrual accounting and prepares adjusting entries and financial statements on a monthly basis.

Further information

1. 31 March Invoiced Learning Games Pty Ltd for educational apps services, Invoice number CA126 for $8,800 (including GST $800).

2. 31 March The manager of Toowong Soccer Club advised by email that they wish to go ahead with the quote from CoolApps Pty Ltd to develop an app for the club. This is expected to generate annual revenue of approximately $6,600 (including GST $600). The effective date for services to start is 1 June 2017.

3. 31 March Received cash of $1,500 as part payment on account from Meals Express Pty Ltd. (Ensure the 'Deposit To' shows the 'Cash at Bank' account!).

4. 31 March Received a quote from a network electrician to repair wiring in the office for $2,420 (including GST $220).

5. 31 March Received an invoice from Corporate Express Pty Ltd for $946 (including GST $86) in relation to utilities expenses during March.

6. 31 March Paid Net Cloud Pty Ltd $622 with cheque number 264.

7. 31 March Prepared a quote for Glam Event Planner Pty Ltd for $9,020 (including GST $820) for developing an event management app to be completed in July 2017.

8. 31 March Paid the monthly office cleaning expense with cheque number 265 for $440 (including GST $40).

9. 31 March Hired a new intern programmer whose annual salary is $36,000 and who will commence work on 1 May, 2017.

10. 31 March Received cash of $2,200 (including GST $200) from a client for app services completed. (Ensure the 'Deposit To' shows the 'Cash at Bank' account).

11. 31 March Submitted a proposal for a tender to supply app update services to Brisbane City Library for $15,730 (including GST $1,430).

12. 31 March Signed a lease for new office effective from 1 June 2017 with annual rent of $26,620 (including GST $2,420), with monthly payment required from 1 June.

13. Depreciation on Computers is calculated using the Straight Line Method over 5 years with $0 estimated residual value. Round the amount of depreciation to the nearest whole dollar. Note that the calculation is for 1 month only (i.e. March depreciation only).

14. Prepaid 6 months of Contents Insurance on 1 March (The GST has already been recorded and can be ignored (refer trial balance)).

15. Wages owing as at 31 March are $3,100.

16. Office Supplies on hand at 31 March total $2,125.

Support Provided:

- **To assist you with using Reckon and to access the software download link please access the resources on Blackboard: Learning Resources/ Reckon Software Materials.**

  There is no cost to use this Reckon software. Unfortunately there is no Mac version (unless you can use Windows emulation mode) so you will need to access a Windows PC or laptop or to use the QUT labs which have Reckon installed. A list of these rooms and opening hours is provided but generally weekend access is limited.

  The Reckon Practice exercise located under Learning Resources/ Reckon Software Materials should be completed first so that you can see the detailed screen shots in the demonstration.

- There are also 3 Reckon demonstration videos that you can watch.
- Consultation with Staff and Student Learning Advisors who are able to assist

- Discussion Board on Blackboard

- Frequently Asked Questions on Blackboard to enable any clarifications or answer any common questions – this will be an iterative document that will be developed as students make enquiries (including through Discussion Board)
- IT Helpdesk can assist with installation of Reckon and have provided instructions to assist with downloading for Windows 8 and 10.

Reckon is available in computer labs at QUT and for home use as below.

Lab opening times
https://www.student.qut.edu.au/about/faculties-institutes-and-divisions/faculties/business/manage-your-studies/student-spaces

Labs containing Reckon software
https://secure.qut.edu.au/ithelpdesk/qut/labsoftware/labsoftware.jsp?id=1167&sw=Reckon%20Accounts:%20Academic%20Edition&os=Win

You can also download it for use at home via the following link
http://downloads.reckon.com.au/Reckon%20Accounts%202014%20Academic%20Edition.exe

Here is a summary table to help you when using Reckon

Transaction	Section in Reckon
Entering invoices received from Accounts Payable (Suppliers)	**Suppliers section – Enter Bills**
To pay existing suppliers (Accounts Payable)	**Suppliers section – Pay Bills**
Entering invoices issued (Sales on Credit – Accounts Receivable)	**Customers section – Create Invoices**
To enter money received from Accounts Receivable	**Customers section – Receive payments**
To enter cash receipts (NOT Accounts Receivable receipts)	**Customers section – Create Sales Receipts**
To enter cash payments (NOT Accounts Payable payments)	**Banking section – Write Cheques**
To enter Adjusting Entries	**Click on Accountant in Menu bar, Choose Make General Journal entries**
To create reports	**Click on Reports in the Menu bar, Choose Accountant or Company/Financial**

Some Basic Reminders When Using Reckon

- Check all transaction dates carefully – both in this document and when entering into Reckon (remember it will default to today's date so you will need to change it).

- Check all account names and account types carefully in Reckon.

- Check the GST (tax) amount and totals very carefully (where applicable).

- Double and triple check the entry before you hit Save and Close in Reckon.

- Dates for Reports can be changed manually at the top (dates From and To).

- If you have problems refer back to the Practice Exercise and Instructions to find the answer as everything you need to know is covered in those instructions.