

 **School of Accountancy**





 **110.249**

 **Accounting Information Systems**

 **Assignment 2**

 **Semester 2, 2019 (1902)**

 **Due Date: 30 September 2019**

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**LEARNING OUTCOME**

This assignment mainly relates to Learning Outcome 2

“Demonstrate the need to plan for the use of computerised accounting information systems, taking into account their design, implementation, operation and management together with emerging technologies that help enable use”.

Learning outcome 3 is also relevant

“Explain the nature of informational risk as a component of overall business risk and select appropriate control process for furthering systems reliability”.

***[This assignment is marked out of 100 but contributes 15% towards your final grade.]***

**SUBMISSION OF ASSIGNMENT**

1. Your answers should be submitted via Stream by 10 p.m. on Monday, September 30th. The specific items to be submitted are given in the ‘Required’ section on pages 3.
2. The Honesty Declaration Quiz must be completed before you will be able to submit Assignment 2. If you completed it before Assignment 1 then that should suffice.
3. Apply the following **File naming convention** to the files you submit**: *Family* *name\_student#*** *(e.g. Hitt\_12345678 where 12345678 is the student#*. There should be no space/s in the file name). Make sure to retain the file type extension (*docx/.doc/.pdf*). Your file will not be readable if you erase the file type extension. Take care you do not submit Assignment 1 files.
4. Keep a copy of all work you submit. *Do not make changes to this work after submission in order to avoid changing the original date/time stamp on your files.* In the event your submission has failed in any regard, or if your files turn out corrupt, you will be required to submit your work again.
5. To upload the file containing your work click on Assignment 2 Submission Point in the Assignments block on Stream. A box with *Browse* beside it will appear. Click *Browse* and select your Assignment files one at a time. The file name will appear in the box – click *Upload* this file. Alternatively if you are using Firefox or Chrome you will be able to drag and drop your files. When you are satisfied that the correct file has been uploaded click on *Send for marking.* Ignore the message *Export to portfolio*
6. If you miss the deadline and you did not ask for an extension, you may still submit your assignment late. However:
* A penalty of 2 marks out of 100 per day (including weekends) will be applied to the final mark.
* Assignments that are 8-14 days late will receive little, if any, written feedback and may not be returned within the three-week turnaround time.
* ***If your assignment arrives 15+ days after the deadline, it will not be marked and you will receive a zero grade****.*

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**SECTION A USING AN ACCOUNTING PACKAGE - XERO**

**(Materials for Part A are provided courtesy of Xero)**

On Stream in the Assignments block there is a folder entitled Assignment 2 Materials Folder. This contains electronic copies of the following:

1. Xero Accounting Software: Student Manual which includes the case study “Your name Kayaks”.
2. Xero Sample Exercise Kayaks in a folder. Includes “introanswers” file to check your answers
3. **Xero Assignment Exercise Boots (folder)**

Exercise 1 Boots (word file)

CoA-boots student (.csv file). This is the Chart of Accounts which you will import for use in setting up the company Boots

BS-boots (.csv file). This is the Bank Statement file which you will import to perform your bank reconciliation.

**Required for Assessment**

Complete Exercise 1 Boots which includes setting up a business using the Xero Demo Company, importing and modifying a Chart of Accounts (CoA-boots-student.csv) and completing the conversion process as at 1 January 2013 and then processing transactions for the month of January 2013. When all the frequent transactions have been entered, complete the Bank Reconciliation process (BS-boots.csv).

You are required to submit to Stream the following:

1. The Bank Reconciliation Report for **Boots** as at 31 January 2013 **(6 marks)**
2. The Profit & Loss for Your Name **Boots** for the period 1 January 2013 to 31 January 2013. **(30 marks)**
3. The Balance Sheet for **Boots** as at 31 January 2013 **(24 marks)**

**Useful tips**

Login in to Xero at [www.xero.com](http://www.xero.com)

Select Free Trial

Enter your details. Make sure you use EDU as a prefix in your trial company name e.g. EDU Joe Yan Kayaks Ltd or EDU Joe Yan Boots Ltd. This will save you receiving calls from Xero sales staff.

It will prove easier to complete the Boots assignment if you have first worked through the Kayaks one, especially the “Frequent Transactions”.

Resetting the Demo Company does not reset some current 2019 transactions which are there for the benefit of users who want to know how Xero works. They will have no impact on your Financial Statements as long as all your transactions and reports relate to 2013.

Xero automatically resets the Demo company after 28 days. This appears to happen around the end of the calendar month so in order to allow enough time please start early in September and complete before the 28th of September, even though the assignment is not due until 30 September.

In the Xero calendar if you click on the current month and the year it will give you the option to select the month (January) and the year (2013) which saves clicking back through the months and years.

**SECTION B CONTROLS RELATING TO XERO**

The COBIT framework requires adequate controls so that information provided to management satisfies seven key criteria: effectiveness; efficiency; confidentiality; integrity; availability; compliance; reliability (Refer page 419).

**Required:**

For the following four criteria, efficiency, confidentiality, availability and compliance discuss how features in XERO contribute to meeting these criteria. Use at least two examples in your discussion of each criteria.

Whilst some of the examples from XERO could be applied to different criteria, you are required to use examples only once in the assignment.

List your criteria 1 to 4 and indicate for each the criteria you are addressing. (Word limit 800 for all of Section B).

A marking grid for Section B is included in Appendix B.

 **(40 marks)**

**Appendix B Marking Grid for Section B Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Qualities | Fail0-4 | C Pass5 | B Pass6-7 | A Pass8-10 | MaxMark | StudentMark |
|  | *Very brief or the focus is inadequate.*  | *Work makes some relevant points but is not adequately focused on the question* | *Work displays an understanding of the question and provides a range of relevant evidence in answering it.* | *Work which engages closely with the question and addresses its implications as well as its “surface sense”.* |  |  |
| Efficiency |  |  |  |  | 10 |  |
| Confidentiality |  |  |  |  | 10 |  |
| Availability |  |  |  |  | 10 |  |
| Compliance |  |  |  |  | 10 |  |
| **Total** |  |  |  |  | 100 |  |