



BSBSMB412

Introduce cloud computing into business operation.

Assessment 1 of 2

Project



Introduction

This assessment assumes a simulated workplace – Ace Finance. Required workplace documents have been provided in hyperlinks under 'File Attached'. The assessment involves knowledge obtained in the learning platform, understanding workplace documents that have been provided, and additional research to be completed.

In this simulated workplace, you will assume the role of a junior accountant and bookkeeper. Andrew will be your manager and will provide you with the direction of the tasks in the form of an email.

As per Andrews instruction, you will be required to engage with fictitious clients of Ace Finance. For this assessment, the client is the company S & J Real Estate.

Assessment Instructions

This assessment is divided into:

- Seven (7) knowledge-based questions (task 1)
- Two (2) case study tasks (task 2 & task 3)

Each task needs to be completed in the templates that have been provided. The templates are hyperlinked under each task email as "File Attached". Alternatively, these templates can also be located in the learning platform, under the module 1 assessment 1 tab.

In this assessment, you will be required to submit a voice recording. This can be recorded on a device such as a phone. Once recorded, upload the file to the platform as part of your submission. Alternatively, this can be recorded straight into the platform. Voicemails simulate an interaction with yourself and the client.



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.



Resources required for assessment.

To complete the assessments students, need to have access to:

- A computer with internet and email access and a working web browser
- Computer Software:
 - MS Word
 - MS Excel
 - Adobe Acrobat Reader
- A video recording device [e.g., mobile phone, webcam, video camera, etc.]

Submission Requirements

To be eligible to be deemed competent in this assessment, you are required to submit the following documents. Do so by saving these to your computer, collate them into a [Zip file](#), and submit your zipped documents once you believe you have successfully completed all required tasks.

Task 1 Requires:	
<input type="checkbox"/>	Research template
Task 2 Requires:	
<input type="checkbox"/>	Business needs analysis template
<input type="checkbox"/>	Risk assessment template
<input type="checkbox"/>	Voicemail
Task 3 Requires:	
<input type="checkbox"/>	Cost-benefit analysis template
<input type="checkbox"/>	Business case template



Please consider the environment before printing this assessment.

Task 1



Project Brief

[FILE ATTACHED](#)
[FILE ATTACHED](#)

Hi there,

I require your assistance with a project which requires Ace Finance to introduce cloud-based computing into business operations for a client of ours, S&J Real Estate.

Background

S&J Real Estate are planning to improve their accounting systems and processes with the intention of streamlining their payroll, quoting, and invoicing systems, and to be able to administer these processes from a single application. They require the ability to access these systems from remote locations.

To begin, I need you to complete the research task attached to this email. You will need to conduct your own research and include references you have used.

For your reference, I have attached our companies Policies and Procedures. I need you to familiarise yourself with this document and assure you are acting according to our company's policies and procedures at all times.



Warm regards,
Andrew | Manager
andrew@ace.finance

Task 1- MARKING GUIDE

- ✓ **Students MUST provide a response to each question.**
- ✓ **Student's responses MUST be in their own words.**

1. In your own words, explain what cloud computing is.
(maximum 100 words)

Marking guide

The student must explain what cloud computing is. The wording may vary in their responses. However, the response must correspond to the benchmark answer provided below.

Cloud computing, or 'the cloud', is an internet-based computing solution where applications, servers, storage and platform are shared and accessed by multiple users from a single system. It allows users to access their computer data and applications using other computers and/or from mobile devices.

The student must indicate the reference where they sourced their response.

2. In your own words, explain virtualisation in relation to cloud-based computing.
(maximum 150 words)

Marking guide

The student must explain what virtualisation is in relation to. The wording may vary in their responses. However, the response must correspond to the benchmark answer provided below.

Virtualisation is the process of creating a virtual environment on an existing server to run your desired program without interfering with any of the other services provided by the server or host platform to other users. The virtual environment can be a single unit or a combination of many such as operating systems, network or application servers, computing environments, storage devices and other similar environments.

Virtualisation makes it possible to run multiple operating systems and multiple applications on the same server at the same time. It makes servers, workstations, storage and other systems independent of the physical hardware.

The student must indicate the reference where they sourced their response.

3. The following are different fundamentals of cloud computing. In your own words, describe each fundamental.
(maximum 400 words)

Marking Guide

The student must explain each fundamental below. The wording will vary; however, the responses must correspond to the benchmark answers provided.

The student must indicate the reference where they sourced their response.

Fundamental	Description
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Security	<p>Through encryption, password access, security codes and additional security questions needed to access a cloud-based system, there is a higher level of security in place. This minimises the risk of individuals accessing unauthorised information. By storing the data in the cloud, there is no longer a need to house paper-based documentation, which further reduces the risk of security breaches regarding information and data.</p>
Data loss prevention	<p>Cloud-based computing services automatically save data. For example, if operating a cloud-based accounting system such as Xero, data is saved as soon as it is entered. This drastically reduces the loss of data due to hardware or software issues on computers and laptops etc. There is no longer a need to have data stored in several backups in case of equipment malfunction.</p>
Privacy	<p>Data in a cloud cannot be accessed without the appropriate authorisation. This ensures that information is maintained securely to only those with permission to retrieve personal and business data, e.g. payroll officers accessing personal information to complete group certificates, process payroll, process superannuation payments, etc.</p>
Online technical support	<p>Technical support for cloud systems can be accessed directly online through chat lines. Most cloud systems also have a help section that gives access to guidance and manuals on how to complete specific tasks in the service being provided. Helplines are also available. This reduces the need to wait for an IT or service provider to come to the site to aid, minimising wastage of time and money.</p>

4. Describe how to undertake a cost-benefit analysis for a cloud-based computing system.
[max 300 words]

<p>Marking guide</p> <p>The student must describe the steps followed in undertaking a cost-benefit analysis for a cloud-based computing system. The wording may vary. However, the responses must correspond to the benchmark answers provided below.</p>
<p>To complete a basic cost-benefit analysis, it is necessary to complete the steps below:</p> <p>Step 1: Identify all costs of each cloud-based computing system, using the same time values, both actual and potential:</p> <ul style="list-style-type: none"> ▪ Include implementation costs, consultancy fees, payroll, admin resources (printing costs, time, and additional software), machinery hire and maintenance. ▪ Identify risks such as employee time lost due to being involved in specifying, testing, and accepting the new application. Assign monetary values to intangible actions. ▪ Add all costs to arrive at a total cost value of the project/option. <p>Step 2: Identify benefits and opportunities, both tangible and intangible, as well as real and potential:</p>

- Include payroll savings, environmental issues such as saving on energy and printing costs, improved health and safety, improved morale due to a better quality of life resulting from decentralised work, outsourcing of resources or intellectual property.
- Assign monetary values.
- Add all monetary values for a total value of benefits.

Step 3: Compare all options to identify the most appropriate option for implementation:

- If Costs is greater than Benefits, then the option isn't viable.
- If the Benefits is greater than Costs, then the option is viable.

If the Costs = Benefits (or are close together), then investigate further with more detailed calculations.

5. Describe the steps taken when preparing a budget for setting up a cloud-based computing system. (max 300 words)

Marking guide

The student must describe the steps followed in preparing a budget for a cloud-based computing system. The wording may vary. However, the responses must correspond to the benchmark answers provided below.

- Review the internet service provider fees – check if they have different plans available and if these are scalable according to users and traffic.
- Identify when migration will take place and clarify any scheduling which may be required.
- Calculate how the migration will affect clients and other processes
- Calculate the cost of any downtime.
- Investigate savings on energy and environmental rebates.
- Include the revenue from selling redundant hardware if it couldn't be exchanged for new hardware. Include the cost of securing any redundant equipment by removing all information stored on each device.
- Determine migration costs and schedule if not included in the provider agreement.
- Include the costs of additional applications which may be purchased to support the system.
- Identify any income from selling/sharing services with a third party.
- Include all planning stages and associated costs – travel, consultants' fees, admin costs, etc.
- Estimate the costs for any training which will be provided to employees

6. The following are considerations for using cloud-based computing services of service providers. For each consideration, provide a summary of the business protocols that need to be followed when using these services. (maximum 700 words)

Marking guide

The student must provide a summary of the business protocols that need to be followed when using these services for each consideration listed.

Consideration	Summary of Business Protocols
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Competency	<p>The response may cover but not limited to the following discussion points.</p> <ul style="list-style-type: none"> ▪ Evaluate the provider's capabilities to deliver the service as advertised and compare to the business needs. ▪ If possible seek feedback or reviews from their existing customers to find out if they are happy with the service.
Capacity	<p>The response may cover but not limited to the following discussion points.</p> <ul style="list-style-type: none"> ▪ Evaluate the capacity of the provider to offer the service and how quickly they can respond to market influences. ▪ Confirm the security and privacy protocols of the service ▪ Confirm the availability of training and ongoing support. ▪ Determine if they have resources and appropriate processes to address internal issues such staffing stability and security.
Control	<p>The response may cover but not limited to the following discussion points.</p> <ul style="list-style-type: none"> ▪ Establish and confirm the controls and who is responsible for managing the service. Is it a public, private or hybrid service? ▪ Financial liquidity ▪ Research and evaluate the financial health of the provider. How many customers do they have, what is their reputation etc.?
Price	<p>The response may cover but not limited to the following discussion points.</p> <ul style="list-style-type: none"> ▪ Include a cost-benefit analysis of each provider to determine if their services will benefit the business.
Communication	<p>The response may cover but not limited to the following discussion points.</p> <ul style="list-style-type: none"> ▪ Ensure the provider has procedures in place to communicate in the event of a crisis that affects clients. ▪ Confirm communication channels and schedules. Chat lines, direct emails and notifications directly from within the service, e.g. Xero provides notifications directly on the site when a user has logged in.
Reliability	<p>The response may cover but not limited to the following discussion points.</p> <ul style="list-style-type: none"> ▪ Confirm the terms of any contract with the provider to ensure that are reliable and will deliver its service consistently – time, cost, quality.

7. Considering S&J Real Estate are a small business, outline sources of information about cloud computing to assist with this project. [Maximum 300 words]

Students MUST provide research for cloud computing for small businesses.

Students' answers may vary, however a benchmark answer has been provided:

Source: <https://www.businessnewsdaily.com/4427-cloud-computing-small-business.html>

Benefits to small business include:

- Extremely accessible data
- Maintains consistency between users
- Allows for remote programs
- Easy data backup
- Cost-effective

The top marketed cloud computing software for small business include:

- **Xero** : Best overall accounting software.
- **FreshBooks** : Best invoicing.
- **QuickBooks** : Most user-friendly.
- **Wave** : Most affordable.
- **Zoho Books** : Best automation.
- **Sage Business Cloud Accounting** : Best user experience runner-up.
- **OneUp** : Best for sales teams.
- **Kashoo** : Easiest setup

Source: <https://www.business.org/finance/accounting/best-small-business-accounting-software/>

Task 2



Business needs

[FILE ATTACHED](#)
[FILE ATTACHED](#)

Hi there,

Great, thank you for that research.

I have forwarded an email from Sondra including her policies and procedures, computer requirements and business needs.

The information contained in Sondra's email will support you to complete the following:

- Evaluate their current system and compare these to the expectations of Sondra.
- Identify the gaps in their current system.
- Investigate alternative cloud-based computing solutions that could meet S & J's demands.

To ensure we investigate cloud computing services to meet Sondra's needs efficiently, using the file attached complete the following three (3) tasks.

1. Complete the business needs analysis
2. Risk assessment
3. Review the information we have been provided to complete a cost-benefit analysis. Call Sondra to arrange for the missing information and confirm your understanding.



Warm regards,
Andrew | Manager
andrew@ace.finance

Email Forwarded



Business Needs

Good afternoon Andrew and team,

I am happy to provide the information needed for this project.

S&J Real Estate currently uses an old, custom built account application called AccountMe.

This software is installed on two single PCs at our head office. This accounting software is quite limited as our account team, Michael and Dianne can only access this in the office.

S&J Real Estate currently pays a monthly support fee of \$100 per user to access and maintain the software. This doesn't include updates.

Michael has looked into getting his AccountMe software updated to meet these needs and determined that for a business our size, this simply isn't feasible. The custom software update would require a new web server as well as a huge upfront investment to develop the software.

Michael would also be up for any related expenses in updating the software for future taxation or business changes.

Here are Michael and Dianne's needs for the new cloud-based accounting software:

- Integrated payroll for 18 employees, including Superannuation and leave. (See more info below under payroll)
- Automatically Import banking and credit card transactions. (See more info below under Bank Reconciliation)
- GST, PAYG, and BAS – Create and Lodge BAS, PAYG and GST reports to ATO
- Inventory - Manage inventory, including purchase and sales prices and know what's in stock and what is on order
- Can handle five concurrent users. All users can access their accounting software in the cloud from computers in remote locations. (See more info below under User Access)
- Track Project Costs – Set up and track project costs
- Integrations with Salesforce cloud platform for Quotes and Invoices. (See more info below under Sales Teams Needs)

They would like to see improvements in the following areas:

User Access

With the expansion of the business, there is a need for various departments to have specific access restrictions to different functions such as sales, accounts, reports and payroll.

Michael's immediate user needs are:

- Two (2) sales staff must ONLY have access to add customers and create quotes and

invoices.

- The Finance Officer requires complete administrator access to be able to access all features and functions. This includes payroll.
- Michael wants access to all functions at the administrator level and wants that he'll be the only one with this access.
- Michael wants his accountant to be the ONLY one who has access to the reporting Functions

Sales Teams Needs

Michael also has two (2) sales staff who produce quotes and invoices in Salesforce, a Customer Relationship Management application.

These customers, invoice, details, and payments are then also transferred to AccountMe by the finance officer each month, creating duplication of tasks. It is estimated that this unnecessary transfer of data takes the Finance Officer 7.6 hours a month at \$45 per hour.

Michael wants to ensure that the cloud-based accounting system can integrate with Salesforce to sync their quotation and invoicing data in real time. He believes this will remove the time wasted by duplication of invoicing tasks in his business and create greater efficiency and accuracy. These sales staff will also require access to the new cloud accounting system.

Michael estimates that each salesperson sends around 10 quotes/invoices per day.

Pay Roll

The finance officer processes payroll for 18 people each month. However, the new system will need to be able to scale up to 40 users as the business grows over the next two years.

Initial payroll will need to service a minimum of 18 employees to accommodate current payroll needs.

All payroll transactions are currently calculated and reported using an Excel Spreadsheet application and then transferred manually through to AccountMe. Michael would like the payroll feature to be part of the new Cloud Accounting Application. He envisages that the time savings for our Finance Officer would be around 2 hours per week at \$45 per hour.



We currently employ 15 people but have forecasted that over the next two years an expected increase of employees to at least 40. The employees will be based in three states (Vic, NSW, and QLD). There is a large volume of products which need to be managed in the inventory as regular stocktakes will be necessary to ensure that costs are managed effectively.



Michael needs help sourcing and introducing a cloud-based accounting system, to move away from the AccountMe program that we currently use.


Bank Reconciliations

At the moment, our finance officer is manually entering the bank statement information into AccountMe. She processes around 300 transactions a month. We would like the new Cloud Accounting Application to import info from Bank Statements. Michael believes that this automation will save around 5 hours a month at \$45 per hour. He also thinks that the finance officer will need some training on how to use this feature.

Our Teams Computer Requirements

	Employee Name	PC Details
	Sondra Hendres - Chief Executive	i7 2.6 GHz Intel Pentium Core 2 Duo processor 8 GB RAM o 500 GB hard disk space 32-bit colour, 1024x768 screen resolution CD-ROM drive Operating System - Windows 10 Pro Browser – Google Chrome
	Accounting Related Software Used:	AccountMe – Accounting Software Salesforce – CRM – Customer Relationship Management application. <i>Sondra uses these for financial reporting, staff reporting and follow ups.</i>
	Employee Name	PC Details
	Michael Brett - Chief Finance Office	i7 2.6 GHz Intel Pentium Core 2 Duo processor 8 GB RAM 500 GB hard disk space 32-bit colour, 1024x768 screen resolution CD-ROM drive Operating System - Windows 10 Pro Browser – Google Chrome

	Accounting Related Software Used:	AccountMe – Accounting Software Salesforce – CRM – Customer Relationship Management application. <i>Michael uses these for financial reporting.</i>
	Employee Name	PC Details
	Dianne Johnson - Finance Officer	i7 2.6 GHz Intel Pentium Core 2 Duo processor 8 GB RAM 500 GB hard disk space 32-bit colour, 1024x768 screen resolution CD-ROM drive Operating System - Windows 10 Pro Browser – Google Chrome
	Accounting Related Software Used:	Microsoft Excel AccountMe – Accounting Software <i>Dianne uses these for processing and recording payroll and for the following core accounting functions: sales, purchases, bank reconciliations, financial reporting, forecasts/budgets, and inventory.</i>
	Employee Details	PC Details
	Julia Toogood - Sales Representative	i5 2.6 GHz Intel Pentium Core 2 Duo processor 6 GB RAM 500 GB hard disk space 32-bit colour, 1024x768 screen resolution CD-ROM drive o Operating System - Windows 10 Pro Browser – Google Chrome

	Accounting Related Software Used:	Salesforce – CRM – Customer Relationship Management application. <i>Julia uses this for lead/sales management, quotations, and Invoicing, as well as sales reporting</i>
	Employee Details	PC Details
	Regine Salestar - Sales Representative	i5 2.6 GHz Intel Pentium Core 2 Duo processor 6 GB RAM 500 GB hard disk space 32-bit colour, 1024x768 screen resolution CD-ROM drive Operating System - Windows 10 Pro Browser – Google Chrome
	Accounting Related Software Used:	Salesforce – CRM – Customer Relationship Management application. <i>Regine uses this for lead/sales management, quotations and Invoicing, as well as sales reporting.</i>

We look forward to receiving your solutions.



Kind regards,
Sondra | Chief Executive
sondra@s&j

Task 2 – Marking GUIDE

Students use the following template to complete this task.

Business Needs Analysis.

Create a template including the following information:

Student's wording will vary; however, it must reflect:

- Review of current systems
- Summary of system requirements
- Evaluation of choices
- Recommendation of new system.

<input type="checkbox"/>	<p>Students must include an Executive Summary Benchmark example: 20.6+ hours per month are lost with the current system. Their current accountME system is not suited for their current business structure, or the predicted business growth.</p> <p>S & J requires an automated and integrated system that will suit their business structure, save wasted hours and be able to support the future growth of the company.</p>
<input type="checkbox"/>	<p>Students must include a Statement of Need (Include evaluation of current system and a comparison to the expectations of Sondra) Benchmark example: Statement of need (system requirements) –</p> <ul style="list-style-type: none"> - Integrated payroll for 18 employees including super with the opportunity to add more employees as the business grows - Automatically import banking and credit card transactions - GST, PAYG and BAS - report to the ATO - Can handle 5 concurrent users - Track project costs - Integrations with salesforce cloud platform for quotes and invoices. - Ability to give access with specific permissions - Integrated bank reconciliation
<input type="checkbox"/>	<p>Students must include a Project Description Benchmark example:</p> <ul style="list-style-type: none"> - Research feasible integrated accounting software. - Integrated accounting software must meet the needs mentioned above and be feasible as an ongoing cost.
<input type="checkbox"/>	<p>Students must include Organisation Details Benchmark example:</p> <ul style="list-style-type: none"> - S & J Real Estate. - Small business with the plans to expand - 2 teams – sales and finance. <p>Current operating system: i5 2.6 GHz Intel Pentium Core 2 Duo processor</p> <p>6 GB RAM</p> <p>500 GB hard disk space</p> <p>32-bit colour, 1024x768 screen resolution</p> <p>CD-ROM drive</p> <p>Operating System - Windows 10 Pro</p> <p>Browser – Google Chrome</p> <p>Sales force – CRM</p>
<input type="checkbox"/>	<p>Students must include a Conclusion (Include alternative solutions) Benchmark examples: Zoho Books</p>

	<p>Cloud based accounting solution that features invoice processing, payment management, accounts payable, bookkeeping, general ledger reporting time tracking, bank reconciliation and inventory management.</p> <p>Has the following integrations:</p> <ul style="list-style-type: none"> - CRM Software - Ecommerce platforms - Payment processing solutions <p>FreshBooks</p> <p>Is a cloud-based accounting solution that helps users automate accounting tasks such as invoicing, expense management, billing, and time tracking. The software also lets users generate various types of accounting and financial reports, including profit and loss, sales tax summary, invoice details and expense reports.</p> <p>Integration includes:</p> <ul style="list-style-type: none"> - Payment processing tools - Credit cards - Payroll systems <p>Does not include CRM integration</p> <p>Xero</p> <p>Is a cloud-based accounting tool that allows users to manage accounting processes such as invoicing, fixed asset and inventory management, payment processing, and purchase order creation.</p> <p>Highlight features:</p> <ul style="list-style-type: none"> - Expense management functionality - Record receipts - Track mileage claims - Reconcile expense reports - Monitor spending in real time <p>Integrations include:</p> <ul style="list-style-type: none"> - Payroll solutions - Payment processing tools - Point of sale (POS) systems.
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Risk Assessment

Create a template including the following information:

Student's wording will vary; however, it must reflect:

- Identify the hazards
- Assess the risks
- Control the risks
- Continuous improvement plan

<input type="checkbox"/>	<p>Students must Identify the hazards</p> <p>Benchmark example:</p> <ul style="list-style-type: none"> ● System not being flexible enough ● Expensive configuration ● Change management with the new integration ● Expensive annual maintenance fees ● Failure to meet integration requirements ● Delayed in payback. ● Transaction volume and crashes ● Hardware and software compatibility ● Internet stability and availability ● Cloud accounting server stability and availability ● Data security ● Data loss ● Data maintenance and backup ●
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<input type="checkbox"/>	Students must Assess the risks	
	Benchmark example:	
	System not being flexible enough	Highly risk
	Expensive configuration	Medium risk
	Change management with the new integration	Highly risk
	Expensive annual maintenance fees	Medium risk
	Failure to meet integration requirements	Highly risk
	Delayed in payback.	Highly risk
	Transaction volume and crashes	
	Hardware and software compatibility	Highly risk
	Internet stability and availability	Highly risk
	Cloud accounting server stability and availability	Highly risk
	Data security	Highly risk
	Data loss	Highly risk
	Data maintenance and backup	Medium risk
<input type="checkbox"/>	Students must Control the risks	
	Benchmark example:	
	System not being flexible enough	This needs to be a required consideration during the planning stage.
	Expensive configuration	This needs to be a required consideration during the planning stage.
	Change management with the new integration	This needs to be a consideration in the implementation plan and needs to be supported by S & J.
	Expensive annual maintenance fees	This needs to be a requirement before choosing the system.
	Failure to meet integration requirements	This needs to be a requirement before choosing the system.
	Delayed in payback.	This needs to be a requirement before choosing the system.
	Transaction volume and crashes	Further research into the solution.
	Hardware and software compatibility	This needs to be a requirement before choosing the system.
	Internet stability and availability	Based on S & J software requirements this will be low.
	Cloud accounting server stability and availability	Consideration before choosing software
	Data security	Must be a requirement in place on the integrated accounting system. IT support needs to be provided
	Data loss	Must be a requirement in place on the integrated accounting system. IT support needs to be provided
	Data maintenance and backup	Must be a requirement in place on the integrated accounting system. IT support needs to be provided

Students must Create a plan to continually review the control measures to make sure they are working

Benchmark example:
A risk register will be provided, and staff will receive training. All staff will have their input and this will be continuously monitored in weekly meetings.

Risk	Category	Causes	Impacts	Controls in place

The software will be added into KPIs for staff.

Voicemail

Students MUST:

- ✓ **Greet Sondra**
- ✓ **Speak clearly and concisely**
- ✓ **Confirm their understanding of the information**
 e.g. software needs to include integrated payroll for 18 employees, including super.
 Automatically import banking and credit card transactions.
 GST, PAYG, and BAS.
 Inventory – Manage inventory, including purchase and sales prices and know what's in stock and what is on order.
 Can handle five concurrent users – all accessible via the cloud.
 Track project costs
 Integration with salesforce cloud platform for quotes and invoices.
- ✓ **MUST ask for costs associated with AccountMe**

Task 3



Business case

Hi there,

Sondra has left a message relating to the costing information requested.



Prepare a business case, using the attached document, to implement the identified system for Sondra to review with her management team that outlines the following:

- Features and benefits of the new system
- Opportunities and risks of moving to a new platform/system
- Cost-benefit analysis of introducing the new system
- A budget and timeline for implementing the new system
- A broad implementation plan with short and long term priorities
- Ensure that you reference your sources of information, including specialist advisors.



Warm regards,
Andrew | Manager
andrew@ace.finance

Task 3- MARKING GUIDE

Students business case wording will vary, however must include a detailed:

- ✓ Introduction

- ✓ **Opportunities**
- ✓ **Risks**
- ✓ **Recommendations**

Benchmark answer example:

Marking guide

For a satisfactory result, the student must submit the following:

Business case

Addressing the following:

Introduction – addressing all of the following points:

- The student's reason for putting forward this business case to implement a new cloud-based accounting platform in the business
- Description of current accounting system(s) in use and any limitations or inefficiencies impacting the business.
- The explanation that the student will be exploring both the risks and opportunities in moving to the new cloud accounting platform in your business case.

Opportunities – includes at least two (2) opportunities that the new cloud-based accounting platform can provide to the business. These may include but are not limited to:

- Cost-benefit opportunities
- Operational efficiency opportunities
- Software integration opportunities
- Data security opportunities
- Any other benefits

Risks – includes at least two (2) risks associated with implementing the new system. Risks the student outlines may be associated with setting up and migrating to the cloud accounting system or using the system.

Recommendations – must provide a clear business case for implementing the new cloud accounting platform. The student's business case must be convincing and address all of the following points:

- Identify the cloud accounting platform they are recommending
- Discuss why they believe the new system should be implemented
- Present the three (3) biggest benefits for the business in moving to this new cloud accounting platform
- Discuss why the benefits and opportunities outweigh the risks
- Discuss why they have recommended this platform over and above the other services
- Compare the total cost of the current system and the new system over a span of two years and includes all monthly and upfront costs in their total
- Where the cost of the cloud accounting system is greater than the current system, and explain why the benefits outweigh the new costs

Page Break

BUSINESS CASE	
Completed by:	Student's name
Title/Designation:	Student's title/designation
Organisation/Workplace:	Student's organisation/workplace
Date completed:	Date when student completed this report.

Introduction

The student must write a brief introduction to their cloud accounting platform business case. Their introductions must address the following points:

- Provide the reason for putting forward this business case to implement a new cloud accounting platform in the business
- Describe the current accounting system/s in use, and any limitations or inefficiencies impacting the business
- Identify the cloud accounting platform recommended
- Explain that you will be exploring both the risks and opportunities in moving to a new cloud accounting platform in this business case.

Opportunities

The student must describe the opportunities that the new cloud accounting platform will provide the business. These must include the following opportunities, where applicable:

- Cost-Benefit Opportunities
- Operational Efficiency Opportunities
- Software Integration Opportunities
- Data Security Opportunities
- Any other benefits or opportunities that you identify in your research and analysis

In the simulated pathway, the student must identify that the MYOB cloud accounting platform provides the following opportunities for the business:

- Streamlining business process through automation and integration of systems, saving upwards of 16.6 hours of staff time and salaries each month. These include:
 - Payroll Integration
 - Quotes and Invoices integration (MYOB and Salesforce)
 - Automated Bank and Credit Card Reconciliations
- New ability to Manage Project Costs

- New ability to manage inventory to provide powerful business insights
- Unlimited growth opportunities
- User level access allowing more users to have access to the system, with specific levels of access to the system features they need to use
- Accessible from any computer or smart device in any location that has an internet connection and recommended web browser

Risks

The student must describe two (2) risks associated with the following:

- Set up and migrate to the cloud accounting system
- Using a cloud accounting system

Possible answers here may include, however, are not limited to:

Risks associated with set up and migration to the cloud accounting system

- Data Loss Risk -During the data migration process, data loss can occur. When the data is migrated to the new system, some of the data may not migrate over from the source system. This risk can be mitigated by conducting data migration analysis and testing.
- Extended Downtime - The risk of extended downtime comes when the data migration process takes longer than expected. During the migration process, neither the source system nor the new system is active, so this poses potential risks for organisations and stakeholders.

Risks associated with using the new cloud accounting system

- Internet Loss – losing an internet connection would result in losing access to the accounting system until the internet is restored.
- Lose Access to Accounting System - may lose access to the data if the subscription terminates.

Recommendations

The student must provide a clear business case for implementing the new cloud accounting platform. Their business case should be convincing, and they must address the following points:

- Identify the cloud accounting platform they recommend
 - Describe why they believe the new system should be implemented
 - Describe the three biggest benefits for the business in moving to this new cloud accounting platform
 - Describe why the benefits and opportunities outweigh the risks
 - Describe why they have recommended this platform over and above the other platform you analysed in Task 3
-
- Compare the total cost of the current system and the new system over two years. Include all monthly and upfront costs in your total
 - Where the cost of the cloud accounting system is greater than the current system. Explain why the benefits outweigh the new costs

The student **MUST** include the below:

Cost Benefiting Analysis

To provide evidence of active listening from Sondra's voice message, the student **MUST** have included:

AccountMe costs:

- ✓ Monthly support cost for two users \$100
- ✓ Manual transfer of payroll data \$225
- ✓ Manual transfer of sales and quote data \$342
- ✓ Manual bank reconciliation data entry \$180

- ✓ Need to compare these expenses with a new system

- ✓ Need to include an upfront cost for set up and migration in the new system

- ✓ Include a budget of \$1500 setup.

Identify costs

Identify benefits and opportunities

This must describe the benefits the business will receive through the recommended cloud accounting platform, OVER and ABOVE the current system benefits.

Model answers below are provided for the simulated pathway.

- Monthly subscription for up to 5 users is only \$100; 5 users on AccountMe would cost \$250.
- Streamlined Business Processes including:
 - Payroll processing – Integrated Payroll for 18 employees, including Superannuation and leave. This will save the business 5 hours a month at \$45 per hour.
 - Automatically Import banking and credit card transactions. This will save the business 4 hours a month at \$45 per hour.
 - GST, PAYG and BAS – Create and Lodge BAS, PAYG and GST reports to ATO. These are currently created manually from Excel payroll information and from AccountMe data. MYOB will do these reports automatically, saving many hours on Quarterly and Monthly reports.
 - Inventory - Manage inventory, including purchase and sales prices and know what's in stock and what is on order. There is currently no system for managing inventory in the business, so this is going to introduce incredible efficiencies around orders, stock levels and product sales.

	<ul style="list-style-type: none"> ▪ Can handle five concurrent users immediately and meet the business future user growth needs. ▪ All users can access their accounting software in the cloud from computers and devices in remote locations. This is going to provide the business with massive flexibility with its workforce being able to work from anywhere in Australia. Sales staff will be able to quote and invoice from their mobiles. ▪ Users can have access to specific accounting functions. This will mean Sales, finance, Management, and Accountants will all have access to the information they require to do their jobs, providing further efficiencies with everyone having "real time" access to the data and reporting they require. ▪ Track Project Costs – Set up and track project costs – New functionality available to the business to set up and manage project costs. This will provide management with greater intelligence in the performance of projects and whether they are on a budget. ▪ Can Integrate Quoting and Invoicing with Salesforce. Huge savings will be achieved here as finance currently transfer all sales data from Salesforce to AccountMe manually. Approximately 7.6 hours a month at \$45 per hour will be saved on this new integration alone. ▪ Access to Automatic Updates ▪ Business continuity – In case of natural disaster, power failure or other crisis, having data stored in the cloud ensures it is backed up and protected in a secure and safe location. Being able to access data again quickly allows the organisation to conduct business as usual, minimising any downtime and loss of productivity. ▪ Reduced Accounting Costs – Monthly Subscription is cheaper for the number of users, and efficiencies gained provide further savings in staff salaries.
☐	Compare options.

For a satisfactory result, the student must submit a completed *Cost-Benefit Analysis* with all of the following sections completed:

- **Monthly cost comparison.** This must identify monthly costs for the existing system and the monthly costs for the new system, including where relevant:
 - Hardware required for hosting software, e.g. a web server or local server maintenance, if applicable.
 - Monthly user licence costs
 - Monthly support costs
 - Costs associated with manual accounting processes could be replaced with automation in the implementation of the new systems.
- **Upfront cost comparison.** This must identify the upfront costs associated with both systems, including:
 - Cost of upgrading existing software systems to meet current needs, where relevant.
 - Cost of upgrading existing hardware systems to meet current needs, where relevant.
- **Benefits.** This must describe the benefits the business will receive through the recommended cloud accounting platform, OVER and ABOVE the current system benefits.

COST-BENEFIT ANALYSIS	
Completed by:	Student's name
Title/Designation:	Student's title/designation
Organisation/Workplace:	Student's organisation/workplace
Date completed:	Date when student completed this research template

Monthly Cost Comparison		
Item	Current Costs	Cloud-Based Costs
Assessor to ensure all monthly accounting system costs have been listed. The model answers below are for students that are completing the simulated pathway:	System: Account Me	System: MYOB accountright plus
Monthly Support Cost (2 users)	\$100.00	NA
Manual Transfer of Payroll Data	\$225.00	NA

Manual Transfer of Sales and Quote Data	\$342.00	NA
Manual Bank Reconciliation - Data Entry	\$180.00	NA
MYOB Accountright Plus Subscription (5 users)	NA	\$100.00*
Total Monthly Costs	\$847.00	\$100.00

*Source: <https://www.myob.com/au/campaign/comms/accountright>



Congratulations, you have reached the end of Assessment 1!

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