



BSBSMB412

# Introduce cloud computing into business operation.

## Assessment 2 of 2

### Project



## Introduction

This assessment assumes a simulated workplace – Ace Finance. 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 trainee accountant. Andrew will be your manager and will provide you with the direction of the tasks in the form of an email.

As per Andrews's 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. The workplace documents you need to complete this assessment have been hyperlinked within each task under 'File Attached'.



## Assessment Information

### Submission

You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.



### 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.



Please consider the environment before printing this assessment.

## Task Overview



For this assessment, you will play the role of Jordyn Brown, the Junior Accountant for Ace Finance. Ace Finance is a consultancy service business that provides compliance, financial, human resources, information technology support, and other business services to ensure that businesses have the expertise and support they need to be competitive and prosper.

## Assessment Instructions

This assessment is divided into seven (7) tasks.

- **Task 1** – Review current business computing resources
- **Task 2** – Identify future computing needs and improvements
- **Task 3** – Research cloud-based accounting software options
- **Task 4 (part a and b)** – Risk assessment and project budget
- **Task 5** – Prepare a business case and present your findings
- **Task 6 (part a, b, c and d)** – Plan and implement a cloud computing solution
- **Task 7 (part a, b and c)** – Organise coaching

All tasks must be completed in the template provided at the end of each task or by uploading a document.

You are required to:

- Access and review S&J Real Estate's Accounting System Business Needs document and the extract from their Policy and Procedures manual and analyse their current accounting system, use and future needs.
- Research cloud-based accounting software for small businesses.
- Analyse the information provided by S&J Real Estate and your research.
- Develop a business case to implement a cloud-based accounting software into S&J Real Estate's business operations
- Prepare an implementation plan
- Plan a coaching session.

## Additional resources and supporting documents.

To complete this assessment, you will need:

A computer with internet and email access and a working web browser

Computer Software:

- Microsoft Word
- Access to Microsoft Teams or a web browser to join a Teams Meeting
- Microsoft PowerPoint

An Extract from S&J Real Estate's Policy and Procedures Manual

S&J Real Estate's Accounting System Business Needs Document

## Submission requirements

To be eligible to be deemed competent in this assessment, you must submit this assessment document.

Word documents will not be accepted. Please save this Word document as PDF files before submitting it.

*Most modern web browsers can open and display a PDF file. However, if you have an older operating system, you may need a PDF reader installed on your device, such as the Acrobat Reader, available from [Adobe](#).*

## Windows: Word 2013 and newer

Choose File > Export > Create PDF/XPS.

## Windows: Word 2010

1. Click the **File** tab
2. Click **Save As**
  - o To see the **Save As** dialogue box in Word 2013 and Word 2016, you have to **choose a location and folder**
3. In the **File Name** box, enter a name for the file, if you haven't already
4. In the **Save as type** list, click **PDF (\*.pdf)**.
  - o If you want the file to open in the selected format after saving, select the *Open file after publishing* check box.
  - o If the document requires high print quality, click *Standard* (publishing online and printing).
  - o If the file size is more important than print quality, click *Minimum size* (publishing online).
5. Click **Options** to set the page to be printed, to choose whether markup should be printed, and to select output options. Click **OK** when finished.
6. Click **Save**.

## macOS: Office for Mac

To save your file as a PDF in Office for Mac, follow these easy steps:

1. Click the **File**
2. Click **Save As**
3. Click **File Format** towards the bottom of the window
4. Select **PDF** from the list of available file formats
5. Give your file a **name**, if it doesn't already have one, then click **Export**

For more detailed instructions, refer to [Microsoft Support](#).

## Submission Checklist.

Before submitting your assessment, please check you have completed the following:

<b>Task 1 Requires:</b>	
<input type="checkbox"/>	Statement of Needs- (partially completed submitted after Task 3)
<b>Task 2 Requires:</b>	
<input type="checkbox"/>	Role play exercise - meeting minutes
<b>Task 3 Requires:</b>	
<input type="checkbox"/>	Statement of Needs (fully completed)
<b>Task 4 Requires:</b>	
<input type="checkbox"/>	4a - Risk assessment
<input type="checkbox"/>	4b - Project budget cost comparison
<b>Task 5 Requires:</b>	
<input type="checkbox"/>	Business Case
<b>Task 6 Requires:</b>	
<input type="checkbox"/>	6a - Evidence of consultation with at least one (1) specialist advisor
<input type="checkbox"/>	6b - Implementation plan
<input type="checkbox"/>	6c - Implementation budget
<input type="checkbox"/>	6d - Staff memo
<b>Task 7 Requires:</b>	
<input type="checkbox"/>	7a – Coaching PowerPoint presentation -Video recording of the induction session
<input type="checkbox"/>	7b - Coaching email
<input type="checkbox"/>	7c - Project implementation review questionnaire



## Task 1- Review current business computing resources



### Project Brief

[S&J Policies and Procedures extract](#)  
[S&J Business Accounting Needs](#)

Hi Jordyn,

I require your assistance with a project. Ace Finance has been engaged to recommend a cloud-based accounting system solution for a client of ours, S&J Real Estate. Sondra Hendres is the Chief Executive Officer of S&J Real Estate, and she will be our contact throughout this engagement.

### Background – S&J Real Estate

S&J Real Estate is a small business. They are planning to improve their accounting systems and processes with a focus on:

- streamlining their payroll, quoting, and invoicing systems
- administering all accounting processes from a single application
- being able to access their accounting software from remote locations.

In our initial meeting, Sondra provided a list of S&J Real Estate's accounting system business needs and copies of their policies and procedures that are relevant to this project. I have attached copies of these documents to this email for you to consider.

I need you to develop a business case to introduce a cloud-based accounting software solution for S&J Real Estate. Once they decide on which system they will transition to, you will need to develop a plan and support staff to implement the new cloud-based accounting software solution.

Before making a recommendation, we need to understand S&J Real Estate's business requirements. Review the attached information and in the statement of needs template below list S&J Real Estate's current computer resources and use and their future requirements. You will need to add to the Statement of Needs template in Task 3.

Once we have collated this information, we will organise a follow-up meeting with Sondra to discuss.



Warm regards,

Andrew | Manager  
[andrew@ace.finance](mailto:andrew@ace.finance)

## TASK 1 MARKING GUIDE

Students must identify S&J Real Estate's current computer resources and use and their future requirements. Benchmark standards of student responses are provided below.

### Task 1



### Statement of Needs

Categories	S&J Real Estate's current computer resources and use [To be completed in Task 1]	S&J Real Estate's requirements and future needs [To be completed in Task 1]	Option 1 [To be completed in Task 3] MYOB AccountRight	Option 2 [To be completed in Task 3] Xero
Business use & needs	AccountMe	Integrated accounting system		
	Installed on two (2) single PCs in head office	Installed in the cloud		
	Cost <ul style="list-style-type: none"> <li>• \$85.00 monthly licence fee</li> <li>• \$100.00 monthly support fee</li> <li>• Additional costs for upgrades</li> </ul>			
	Payroll <ul style="list-style-type: none"> <li>• 18 employees</li> <li>• information rekeyed from excel.</li> <li>• Manually reported to the Australian Taxation Office [ATO]</li> </ul>	Integrated Payroll <ul style="list-style-type: none"> <li>• 18 employees with the capacity to scale to 40 employees</li> <li>• Automatically calculates Pay as You GO Tax (PAYG), Superannuation and leave</li> </ul>		



		<ul style="list-style-type: none"> <li>Allows staff to enter timesheets</li> <li>Report through Single Touch Payroll directly to the ATO</li> </ul>		
	<p>Links to Bank Accounts</p> <ul style="list-style-type: none"> <li>Finance Officer (FO) is manually keying 300 transactions a month</li> </ul>	<p>Links to Bank Accounts</p> <ul style="list-style-type: none"> <li>Links to bank accounts, including credit card accounts</li> <li>Imports bank and credit card transactions directly into the software</li> </ul>		
	<p>ATO Reporting</p> <ul style="list-style-type: none"> <li>Reported manually by Chief Financial Officer (CFO) through the ATO business portal</li> </ul>	<p>ATO Reporting</p> <ul style="list-style-type: none"> <li>Business Activity Statement (BAS), PAYG and Goods and Service Tax (GST) reported to the ATO through the accounting software</li> </ul>		
	<p>Access</p> <ul style="list-style-type: none"> <li>Installed on PCs located in head office</li> <li>Limited to CFO and FO</li> </ul>	<p>Access</p> <ul style="list-style-type: none"> <li>5 Concurrent users who can access software from remote locations</li> <li>CFO - access to all functions at the administrator level</li> <li>Chief Executive Officer (CEO) - access to reports only</li> <li>FO - full access to all features and functions except for reports which she can only review</li> </ul>		

		<ul style="list-style-type: none"> <li>• SR – access to add customers and generate quotes and invoices</li> <li>• All employees require access from any location to enter timesheets, view payslips and submit leave.</li> <li>• Ace Finance – Full access</li> </ul>		
		Integrations <ul style="list-style-type: none"> <li>• PropertyMe</li> <li>• Two way integrates with Salesforce through a native app</li> </ul>		
	Employee expense reimbursed through petty cash.	Employee expense management and tracking		
	Bank Reconciliations <ul style="list-style-type: none"> <li>• Finance Officer (FO) manually reconciles the bank accounts</li> </ul>	Bank Reconciliations <ul style="list-style-type: none"> <li>• Automate the bank reconciliation process</li> </ul>		
		CFO – improved reporting functionality <ul style="list-style-type: none"> <li>• Generate reports that span different time periods</li> <li>• Ability to set different date ranges so trends can be spotted when budgeting and forecasting</li> </ul>		
		Security of data <ul style="list-style-type: none"> <li>• Aligns to S&amp;J Real Estate's Privacy Policy</li> </ul>		

		<ul style="list-style-type: none"> <li>Meets Payment Card Industry Data Security Standards (DSS)</li> </ul>		
<p><b>Computer Hardware, Operating System and Internet Details</b></p> <p>Students must be recorded:</p> <ul style="list-style-type: none"> <li>Computer specifications</li> <li>Operating System</li> </ul>	<p><b>CEO</b></p> <ul style="list-style-type: none"> <li>Intel Core i7 8 – Core Base Frequency 3.0 GHz</li> <li>16.0 GB RAM</li> <li>10.0 GB hard disk space</li> <li>32-bit colour, 1920 x 1080 pixel screen resolution</li> <li>CD-ROM drive</li> <li>Operating System - Windows 10 Pro</li> <li>Internet connection with an upload speed of 0.5 Mbps</li> </ul> <p><b>CFO</b></p> <ul style="list-style-type: none"> <li>Intel Core i7 8 – Core Base Frequency 3.0 GHz</li> <li>16.0 GB RAM</li> <li>10.0 GB hard disk space</li> <li>32-bit colour, 1920 x 1080 pixel screen resolution</li> <li>CD-ROM drive</li> <li>Operating System - Windows 10 Pro</li> <li>Internet connection with an upload speed of 0.5 Mbps</li> </ul> <p><b>FO</b></p> <ul style="list-style-type: none"> <li>Intel Core i7 8 – Core Base Frequency 3.0 GHz</li> <li>16.0 GB RAM</li> <li>10.0 GB hard disk space</li> </ul>			

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Computer Software used	<p><b>CEO</b></p> <ul style="list-style-type: none"> <li>• AccountMe – Accounting Software</li> </ul>	<p><b>CEO</b></p> <ul style="list-style-type: none"> <li>• Cloud based Accounting Software</li> </ul>		

<p>Students must be recorded:</p> <ul style="list-style-type: none"> <li>• Software applications used</li> <li>• Internet browser</li> </ul>	<ul style="list-style-type: none"> <li>• Salesforce – Customer Relationship Management [CRM]</li> <li>• Microsoft Office 365</li> <li>• Adobe Reader v7</li> <li>• Browser – Google Chrome</li> </ul> <p>CFO</p> <ul style="list-style-type: none"> <li>• AccountMe – Accounting Software</li> <li>• Salesforce – Customer Relationship Management [CRM]</li> <li>• Microsoft Excel</li> <li>• Microsoft Office 365</li> <li>• Adobe Reader v7</li> <li>• Browser – Google Chrome</li> </ul> <p>FO</p> <ul style="list-style-type: none"> <li>• Microsoft Excel</li> <li>• AccountMe – Accounting Software</li> <li>• Microsoft Office 365</li> <li>• Adobe Reader v7</li> <li>• Browser – Google Chrome</li> </ul> <p>SR</p> <ul style="list-style-type: none"> <li>• Salesforce – Customer Relationship Management [CRM]</li> <li>• Microsoft Office 2010</li> <li>• Adobe Reader v7</li> <li>• Browser – Google Chrome</li> </ul>	<ul style="list-style-type: none"> <li>• Salesforce – Customer Relationship Management [CRM]</li> <li>• Microsoft Office 365</li> <li>• Adobe Reader v7</li> <li>• Browser – Google Chrome</li> </ul> <p>CFO</p> <ul style="list-style-type: none"> <li>• Cloud based Accounting Software</li> <li>• Salesforce – Customer Relationship Management [CRM]</li> <li>• Microsoft Excel</li> <li>• Microsoft Office 365</li> <li>• Adobe Reader v7</li> <li>• Browser – Google Chrome</li> </ul> <p>FO</p> <ul style="list-style-type: none"> <li>• Microsoft Excel</li> <li>• Cloud based Accounting Software</li> <li>• Microsoft Office 365</li> <li>• Adobe Reader v7</li> <li>• Browser – Google Chrome</li> </ul> <p>SR</p> <ul style="list-style-type: none"> <li>• Salesforce – Customer Relationship Management [CRM]</li> <li>• Microsoft Office 2010</li> <li>• Adobe Reader v7</li> <li>• Browser – Google Chrome</li> </ul>		
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	<p>SR</p> <ul style="list-style-type: none"><li>• Salesforce – Customer Relationship Management [CRM]</li><li>• Microsoft Office 2010</li><li>• Adobe Reader v7</li><li>• Browser – Google Chrome</li></ul>	<p>SR</p> <ul style="list-style-type: none"><li>• Salesforce – Customer Relationship Management [CRM]</li><li>• Microsoft Office 2010</li><li>• Adobe Reader v7</li><li>• Browser – Google Chrome</li></ul>		
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## Task 2 – Identify future computing needs and improvements



*Discuss future needs*

Hi Jordyn,

Now that you have identified S&J Real Estate's current computing resources and use, contact Sondra and arrange a meeting. In the meeting, discuss S&J Real Estate's future computing needs and the potential improvements to future business operations they want to achieve with the new cloud-based accounting software.

### Assessment Instructions

This task is a role play.

### Role play instructions

The role play/meeting must include at least number 3 participants, must not exceed 15 minutes duration and must address all elements of the Observation Checklist below.

In this task you will assume the role of Jordyn the Junior Accountant for Ace Finance and participate in a role play meeting with Sondra who will be played by your assessor and another student to take on the role of Dianne Johnson the Finance Officer for S&J Real Estate.

-Please contact your assessor via the Discussion Forum to organise a suitable time. Your assessor will then schedule a session via Teams at the agreed time for this role play to occur.

### Assessor participant

You are not required to record the session.

### Task overview

It requires you to participate in a **Microsoft Teams** meeting with your assessor and one other student to discuss computing needs and potential improvements to S&J Real Estate's business operations.

In this meeting, you will:

- confirm your understanding of S&J Real Estate's current computer hardware and software resources and accounting practices
- identify and discuss S&J Real Estate's future accounting software needs and clarify your understanding of the potential improvements to business operations they want to achieve
- elicit from Sondra any missing information in your statement of needs to assist you in researching evaluating two different small business accounting software options.
- Answer two (2) questions from Diana about monthly costs associated with current cloud computing system

### Additional resources and supporting documents

To complete this assessment, you will need:

- internet access and Teams meeting or access to a phone with recording capability
- participant – assessor
- participant- student
- Statement of Needs created in Task 1

- S&J Real Estate's Policies and Procedures extract.
- Summary Report (to be completed after the role play exercise with the assessor- a quick summary of the conversation and points discussed in your meeting with Shonda)

### Instructions for student

#### Prepare for the Meeting:

This meeting is to be a discussion and should run for 10-15 minutes.

Before your meeting, review the statement of needs that you developed in Task 1. Use the summary report template to document your consultation with Sondra. Your consultation must cover at least:

- one (1) point about current computer hardware and software resources
- two (2) future cloud accounting needs
- four (4) operational improvements.

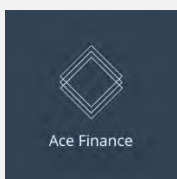
#### During the meeting:

You will assume the role of Jordyn the Junior Accountant for Ace Finance. Your assessor will assume the role of Shondra from S&J Real Estate. During the meeting:

- use appropriate, detailed, and clear language to discuss S&J Real Estate's current computing resources and use, previously documented, to confirm the accuracy
- use listening and questioning skills to:
  - clarify your understanding of S&J Real Estate's future cloud accounting needs
  - identify operational improvements S&J Real Estate want to achieve
- use active listening to confirm points discussed, including cloud computing requirements
- encourage discussion and facilitate effective interactions, influencing the direction and taking a leadership role as appropriate.

#### After the meeting:

- Complete the Summary Report. The report is an overview of the discussion points that were discussed in the meeting to ensure you have covered all talking points and are aware of the expectations and needs of S&J Real Estate.



Warm regards,

Andrew | Manager  
[andrew@ace.finance](mailto:andrew@ace.finance)

### Instructions to Student Participant (Diane):

**Role:** During the presentation you will be assuming the role of Dianne Johnson Finance Officer for S&J Real Estate.

During the role play the student will be discussing with Sondra and yourself will assist with clarifying their understanding of the cloud computing needs and operational improvements S&J Real Estate want to achieve.

As part of this discussion, you are required to ask the following two (2) questions to the student (Jordyn).



**Question 1:** Jordyn can you please confirm what the monthly support fee cost that you have been provided with for AccountMe?

**Question 2:** Jordyn, can you please confirm what the monthly licensing fee cost you have been provided with for AccountMe?

## Instructions to Assessor

You will play the role of Sondra, Chief Executive Officer of S&J Real Estate and participate in a 10 –15-minute discussion with the student. The student will assume the role of Jordyn the Junior Accountant at Ace Finance discussing with you (Sondra) the software needs for S&J Real Estate. During the meeting you must:

1. Discuss at least one [1] key point about S&J Real Estate's current computer hardware and software resources. Possible discussion points may include the following:
  - sales staff's computers don't meet the minimum requirements for a cloud-based accounting system and need to be upgraded as part of the move to a cloud-based accounting system
  - a solution to provide two-way integration between Salesforce and a cloud-based accounting system needs to be investigated as part of the move to a cloud-based accounting system.
2. Discuss at least two [2] future cloud accounting needs. Possible discussion points may include the following:
  - pay rent and real estate fees online through a payment gateway. Ideally, the system should meet Payment Card Industry Data Security Standards (DSS)
  - cloud-based accounting system integration with Salesforce to sync sales quotation and invoicing data in real-time
  - cloud-based accounting system integration with PropertyMe
  - improved reporting functionality, including the ability to create reports that span years, quarters or weeks and set different date range so he can spot trends when budgeting and forecasting
  - functionality for staff to submit timesheets online directly into the payroll system
3. Discuss at least four [4] operational improvements. Possible discussion points may include the following:
  - payroll Management - integrated payroll for 18 employees, including automatically calculating Pay As You Go (PAYG), superannuation and leave as well as allowing staff to enter timesheets
  - links to bank accounts and automatically import banking and credit card transactions
  - ATO reporting – report and lodge BAS, PAYG and GST to the ATO through the accounting software
  - can handle five concurrent users. All users must be able to access the accounting software from computers in remote locations
  - track project costs – Set up and track project costs
  - integration with Salesforce cloud platform for quotes and invoices
  - employee expense management and tracking - able to efficiently manage employees' expense claims
  - easy reconciliation process
4. Dianne asks the student the following questions :
  - **Question 1:** Jordyn can you please confirm what the monthly support fee cost that you have been provided with for AccountMe?
  - **Question 2:** Jordyn, can you please confirm what the monthly licensing fee cost you have been provided with for AccountMe?

Assessor Checklist	Yes	No
Students must demonstrate they have:		
Used appropriate language in their communication	<input type="checkbox"/>	<input type="checkbox"/>
Used detailed and clear language to identify your needs	<input type="checkbox"/>	<input type="checkbox"/>

Used active listening to confirm points discussed, including cloud computing requirements	<input type="checkbox"/>	<input type="checkbox"/>
Used questioning skills to confirm points discussed, including cloud computing requirements	<input type="checkbox"/>	<input type="checkbox"/>
Discussed at least one point about your current computing resources and used previously documented to confirm the accuracy	<input type="checkbox"/>	<input type="checkbox"/>
Discussed at least two [2] future cloud accounting needs	<input type="checkbox"/>	<input type="checkbox"/>
Discussed at least four [4] operational improvements	<input type="checkbox"/>	<input type="checkbox"/>
Facilitated effective group interaction	<input type="checkbox"/>	<input type="checkbox"/>
Influenced the direction of the group discussion, as appropriate	<input type="checkbox"/>	<input type="checkbox"/>
Answered Dianne's question on the Monthly support fee cost <ul style="list-style-type: none"> <li>\$100.00 monthly support fee</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Answered Dianne's question on the Monthly licencing fee cost <ul style="list-style-type: none"> <li>\$85.00 monthly licence fee</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

## TASK 2 MARKING GUIDE

Students must demonstrate they have met with Sondra, role played by an assessor. During the meeting, they must discuss S&J Real Estate's current computer hardware and software resources and the potential improvements to future business operations they want to achieve with the new cloud-based accounting software.

Their discussion must include:

- one [1] point about current computer hardware and software resources
- two [2] future cloud accounting needs
- four [4] operational improvements.

Benchmark standards of student responses are provided below for each of the following sections of the form.

### Task 2

#### Discuss future needs

#### Summary Report Template

Summary Report	
Date	Date of meeting
Time	Time of meeting
Meeting purpose	To discuss S&J Real Estate's current computer hardware and software resources and the potential improvements to future business operations they want to achieve with the new cloud-based accounting software.
Facilitator	Student's Name

Notetaker	Student's Name
Start and End time of the meeting	Start and finish time of the meeting
Attendees	Name of people in attendance

Key Point	Students must demonstrate they have discussed at least one (1) key point about S&J Real Estate's current computer hardware and software resources with Sondra.
Agenda Item Talking Points	Students' answers could include one of the following key points: <ul style="list-style-type: none"> <li>• sales staff's computers will not meet the minimum requirements for a cloud-based accounting system.</li> <li>• two-way integration between Salesforce and a cloud-based accounting system</li> </ul>
Minutes from Agenda Item	Students must document the discussion with Sondra.

Key Point	Students must demonstrate they have discussed at least two (2) future cloud accounting needs with Sondra
Agenda Item Talking Points	Students' answers could include the following future cloud accounting needs: <ul style="list-style-type: none"> <li>• pay rent and real estate fees online through a payment gateway. Ideally, the system should meet Payment Card Industry Data Security Standards (DSS)</li> <li>• the cloud-based accounting system can integrate with Salesforce to sync sales quotation and invoicing data in real-time</li> <li>• cloud-based accounting integrates with PropertyMe</li> <li>• improved reporting functionality, including the ability to create reports that span years, quarters or weeks and set different date range so he can spot trends when budgeting and forecasting</li> <li>• as the organisation grows, all staff will have to submit timesheets, which needs to be a feature of the new accounting system.</li> </ul>
Minutes from Agenda Item	Students must document their discussion with Sondra

Key Point	Students must demonstrate they have discussed at least four (4) operational improvements.
Agenda Item Talking Points	Students' answers could include the following improvements:

	<ul style="list-style-type: none"> <li>• payroll management - integrated payroll for 18 employees, including automatically calculating Pay As You Go (PAYG), Superannuation and leave as well as allowing staff to enter timesheets.</li> <li>• links to bank accounts and automatically import banking and credit card transactions</li> <li>• ATO reporting – report and lodge BAS, PAYG and GST to the ATO through the accounting software</li> <li>• can handle five concurrent users. All users must be able to access the accounting software from computers in remote locations</li> <li>• track project costs – Set up and track project costs</li> <li>• integration with Salesforce cloud platform for quotes and invoicing</li> <li>• integration with PropertyMe</li> <li>• employee expense management and tracking - able to efficiently manage employees expense claims.</li> <li>• easy reconciliation process</li> </ul>
Minutes from Agenda Item	Students must document their discussion with Sondra

### Task 3 – Research cloud-based accounting software options



#### *Research options*

Hi there,

Now that you have met with Sondra, I need you to research two (2) alternative cloud-based accounting software packages that could potentially meet S&J Real Estate's requirements.

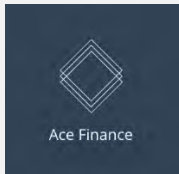
Before undertaking this research, update the Statement of Needs template used in Task 1 with any new information you obtained during your meeting.

Specifically, you will need to research:

- MYOB
- Xero

Include specifications relevant to the identified business needs, the cost of the software that will cover the features required to address the identified needs and a reference where you sourced this information from.

To help make a decision on which would be the best accounting software solution, document your research to the Statement of Needs template.



Warm regards,

Andrew | Manager  
[andrew@ace.finance](mailto:andrew@ace.finance)

### TASK 3 MARKING GUIDE

Students must complete the Statement of Needs provided in Task 1 with information about the Xero and MYOB features that address the identified needs of S&J Real Estate's. Benchmark standards of student responses are provided below.

#### Task 3

#### Statement of Needs



Categories	S&J Real Estate's current computer resources and use [To be completed in Task 1]	S&J Real Estate's requirements and future needs [To be completed in Task 1]	Option 1 [To be completed in Task 3] MYOB	Option 2 [To be completed in Task 3] Xero
Business use & needs	AccountMe	Integrated accounting system	MYOB – AccountRight Plus	Xero – Premium 20
	Installed on (2) two single PCs in head office	Installed in the cloud	Installed in the cloud	Installed in the cloud
	Cost <ul style="list-style-type: none"> <li>• \$85.00 monthly licence fee</li> <li>• \$100.00 monthly support fee</li> <li>• Additional costs for upgrades</li> </ul>		Cost <ul style="list-style-type: none"> <li>• \$54.50 for three months [50% discount]</li> <li>• \$109.00 per month from month four onwards [Price as at 23/08/2021]</li> </ul>	Cost <ul style="list-style-type: none"> <li>• \$46.00 for three months [50% discount]</li> <li>• \$92.00 per month from month four onwards</li> <li>• Premium 50 127.00 per month from month four onwards [Prices as at 23/08/2021]</li> </ul>
	Payroll <ul style="list-style-type: none"> <li>• 18 employees</li> <li>• information rekeyed from excel.</li> </ul>	Integrated Payroll <ul style="list-style-type: none"> <li>• 18 employees with the capacity to scale to 40 employees</li> </ul>	Integrated Payroll <ul style="list-style-type: none"> <li>• Payroll unlimited staff</li> <li>• Single touch payroll</li> <li>• Automatically calculate tax, leave and Superannuation</li> </ul>	Integrated Payroll <ul style="list-style-type: none"> <li>• Pay 20 (or 50) people each calendar month, send payslips and run reports.</li> <li>• Single touch payroll</li> </ul>

	<ul style="list-style-type: none"> <li>Manually reported to the Australian Taxation Office (ATO)</li> </ul>	<ul style="list-style-type: none"> <li>Automatically calculates Pay as You GO Tax (PAYG), Superannuation and leave</li> <li>Allows staff to enter timesheets</li> <li>Report through Single Touch Payroll directly to the ATO</li> </ul>	<ul style="list-style-type: none"> <li>pay all employees' wages, superannuation and leave entitlements with zero limits</li> <li>Onboard new employees remotely through MYOB Teams</li> <li>Teams enable staff to record their hours in the app, including spilt shifts – and send timesheets for approval.</li> </ul>	<ul style="list-style-type: none"> <li>Automatically calculate tax, leave and Superannuation</li> <li>Tracks hours with timesheets</li> </ul>
	<p>Links to Bank Accounts</p> <ul style="list-style-type: none"> <li>Finance Officer (FO) is manually keying 300 transactions a month</li> </ul>	<p>Links to Bank Accounts</p> <ul style="list-style-type: none"> <li>Links to bank accounts, including credit card accounts</li> <li>Imports bank and credit card transactions directly into the software</li> </ul>	<p>Links to Bank Accounts</p> <ul style="list-style-type: none"> <li>Bank feeds allow information from your financial institution to be sent straight to AccountRight</li> <li>You need to set up a bank feed for the primary credit card number. This is because a bank feed can only be associated with a single bank or credit card account.</li> </ul>	<p>Links to Bank Accounts</p> <p>Connect your bank to Xero and set up bank feeds. Transactions flow securely straight into Xero each business day.</p> <ul style="list-style-type: none"> <li>Set up feeds from multiple banks, including credit cards</li> <li>Get feeds from any number of bank accounts</li> <li>Import up to 12 months of historical data when you connect</li> </ul>
	<p>ATO Reporting</p> <ul style="list-style-type: none"> <li>Reported manually by Chief Financial Officer (CFO) through the ATO business portal</li> </ul>	<p>ATO Reporting</p> <ul style="list-style-type: none"> <li>Business Activity Statement (BAS), PAYG and Goods and Service Tax (GST) reported to the ATO through the accounting software</li> </ul>	<p>ATO Reporting</p> <ul style="list-style-type: none"> <li>You can choose to lodge your activity statements online using AccountRight or do it manually with the help of MYOB's BASlink tool.</li> </ul>	<p>ATO Reporting</p> <ul style="list-style-type: none"> <li>Allows you to complete your Activity Statement and submit it to the ATO without leaving Xero.</li> <li>To lodge an Activity Statement from Xero, you need the Submit BAS user permission.</li> </ul>
	Access	Access	Access	Access



	<ul style="list-style-type: none"> <li>• Installed on PCs located in head office</li> <li>• Limited to CFO and FO</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Concurrent users who can access software from remote locations</li> <li>• CFO - access to all functions at the administrator level</li> <li>• Chief Executive Officer (CEO) - access to reports only</li> <li>• FO - full access to all features and functions except for reports which she can only review</li> <li>• SR – access to add customers and generate quotes and invoices</li> <li>• All employees require access from any location to enter timesheets, view payslips and submit leave.</li> <li>• Ace Finance – Full access</li> </ul>	<ul style="list-style-type: none"> <li>• Unlimited concurrent users</li> <li>• You can set up and invite anyone you'd like to access your online company file.</li> <li>• You can invite as many users as you like including people who work for your business, such as sales staff and payroll officers, and people who work outside your business, such as your accountant, bookkeeper, and financial advisor.</li> <li>• The online administrator can work with any company file listed under the owner's software serial number. In addition to this, an online administrator can: <ul style="list-style-type: none"> <li>○ set up a file for online access</li> <li>○ purchase additional online files</li> <li>○ invite file users to access an online company file</li> <li>○ manage your AccountRight subscription.</li> </ul> </li> </ul>	<p>Only a user with manage users' permission can invite new or update existing users.</p> <p>User roles in Xero determine the level of access a user has in a Xero organisation. You can give them:</p> <ul style="list-style-type: none"> <li>• Full access to all or most features</li> <li>• Access to only enter customer invoices or supplier bills, or both</li> <li>• The ability to only view existing transactions</li> <li>• Full or restricted access to Xero Expenses, Projects or Payroll</li> </ul>
		<p>Integrations</p> <ul style="list-style-type: none"> <li>• PropertyMe</li> <li>• Two way integrates with Salesforce through a native app</li> </ul>	<p>Integrations</p> <ul style="list-style-type: none"> <li>• PropertyMe – No MYOB integration through app. (as at 23/08/2021)</li> </ul>	<p>Integrations</p> <ul style="list-style-type: none"> <li>• PropertyMe - By integrating with Xero, every time you pay money from your trust</li> </ul>

			<ul style="list-style-type: none"> <li>• Salesforce Integrates through an integration tool that synchronises the data through an API.</li> </ul>	<p>account to your business account, PropertyMe will add the invoice details to Xero. This means that data will be ready to auto reconcile the following day</p> <ul style="list-style-type: none"> <li>• Salesforce - Breadwinner, the leading integration between Salesforce and Xero. It works through a native integration app. By using Xero's rigid structure, it replicates Xero data back to Salesforce.</li> </ul>
	Click or tap here to enter text.	<p>Tracking project costs</p> <p>Project cost management and tracking</p>	<p>Project cost tracking</p> <ul style="list-style-type: none"> <li>• MYOB Project Cost Management -Automatically tracks project costs and budget and integrates with financials.</li> <li>• In addition, there are a range of apps compatible with MYOB, e.g.TimeTrak, Abtrac, ProEst. There is duplication in what these apps do and the features in AccountRight Plus.</li> </ul>	<p>Project cost tracking</p> <ul style="list-style-type: none"> <li>• Premium 20 allows you to set up tracking categories to see how different business areas are performing.</li> <li>• Tracking categories are not designed to be used for job costing. Xero Projects is Xero's recommended job costing solution. Cost - \$13.50 per month.</li> </ul>
	<p>Bank Reconciliations</p> <ul style="list-style-type: none"> <li>• Finance Officer (FO) manually reconciles the bank accounts</li> </ul>	<p>Bank Reconciliations</p> <ul style="list-style-type: none"> <li>• Automate the bank reconciliation process</li> </ul>	<p>Transactions feed into AccountRight automatically, allowing you to match, add and reconcile transactions.</p>	<p>With daily bank feeds, you can reconcile your bank transactions daily, knowing where your business stands. Categorise each transaction in Xero or simply confirm what Xero suggests.</p>

		<p>CFO – improved reporting functionality</p> <ul style="list-style-type: none"> <li>• Generate reports that span different time period</li> <li>• Ability to set different date ranges so trends can be spotted when budgeting and forecasting</li> </ul>	<p>There are many reports that can help monitor your business. This includes reports to:</p> <ul style="list-style-type: none"> <li>• analyse and make decisions about your business</li> <li>• track the health of the business</li> <li>• finalise reporting requirements with the ATO</li> </ul> <p>If the default reports don't meet your needs, you can customise them to show the information and appearance you want.</p>	<p>Advisers have full access to reports and budgets. Standard users must have the view reports permission to access reports and budgets.</p> <p>Xero offers 55 different reports covering everything from sales and budgeting to cash flow and more.</p> <p>Reports can be customised as needed, and you can save your favourite reports for quick access.</p> <p>You can use the Budget Manager report to create a three-month, six-month, 12-month, or 24-month budget. You can run a Budget Summary at any time.</p>
		<p>Security of data</p> <ul style="list-style-type: none"> <li>• Aligns to S&amp;J Real Estate Privacy Policy</li> <li>• Meets Payment Card Industry Data Security Standards (DSS)</li> </ul>	<p>MYOB use industry-standard internet security measures to protect the information that's sent between your practice server and the MYOB Practice server, including:</p> <ul style="list-style-type: none"> <li>• TLS 1.2 encryption</li> <li>• OAuth authentication</li> <li>• security tokens</li> <li>• Amazon Web Services provide security.</li> <li>• Meets Payment Card Industry Data Security Standards (DSS)</li> </ul>	<ul style="list-style-type: none"> <li>• User access – Access to your Xero file is by invitation only and with a level of user permission nominated by the administrator.</li> <li>• User passwords – All users must choose a strong password, and automatic lockouts are enforced when incorrect passwords are repeatedly entered. Xero does not allow internet browsers to save your login details to eliminate access from a stolen or compromised computer. If you leave Xero unattended for an extended period of</li> </ul>

				<p>time, it will automatically log you out.</p> <ul style="list-style-type: none"><li>• Backups – All customer data is backed up daily. Continuous off-site backup service into a second facility allows for further real-time data protection.</li><li>• Data protection – Xero retains multiple copies of customer data in multiple geographic locations for real-time data protection.</li><li>• SSL – this ensures that your data is encrypted when in the cloud. This encryption is the same as that used in Internet Banking.</li><li>• Firewalls &amp; network security – External server access is controlled by multiple layers of firewalls, intrusion protection systems &amp; routers. The internal computer networks of the Xero offices have no access to any customer data.</li><li>• Physical security – Access to the location of the Xero servers is restricted to authorised onsite staff and 24/7 onsite security guards.</li><li>• Meets Payment Card Industry Data Security Standards (DSS)</li></ul>
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Reference			<a href="https://myob.com">AccountRight [myob.com]</a>	<a href="#">Xero Accounting Software   Xero AU</a>
Computer Hardware, Operating System and Internet Details	<p><b>CEO</b></p> <ul style="list-style-type: none"> <li>• Intel Core i7 8 – Core Base Frequency 3.0 GHz</li> <li>• 16. 0 GB RAM</li> <li>• 10.0 GB hard disk space</li> <li>• 32-bit colour, 1920 x 1080-pixel screen resolution</li> <li>• CD-ROM drive</li> <li>• Operating System - Windows 10 Pro</li> <li>• Internet connection with an upload speed of 0.5 Mbps</li> </ul> <p><b>CFO</b></p> <ul style="list-style-type: none"> <li>• Intel Core i7 8 – Core Base Frequency 3.0 GHz</li> <li>• 16. 0 GB RAM</li> <li>• 10.0 GB hard disk space</li> <li>• 32-bit colour, 1920 x 1080-pixel screen resolution</li> <li>• CD-ROM drive</li> <li>• Operating System - Windows 10 Pro</li> <li>• Internet connection with an upload speed of 0.5 Mbps</li> </ul> <p><b>FO</b></p> <ul style="list-style-type: none"> <li>• Intel Core i7 8 – Core Base Frequency 3.0 GHz</li> <li>• 16. 0 GB RAM</li> <li>• 10.0 GB hard disk space</li> </ul>		<ul style="list-style-type: none"> <li>• Equivalent to Intel i5 or greater</li> <li>• 4 GB RAM or more</li> <li>• 1.5 GB hard disk space</li> <li>• Screen resolution set to at least 1440 x 900.</li> <li>• Windows 10 Pro/Enterprise</li> <li>• Internet Connection</li> </ul>	<ul style="list-style-type: none"> <li>• Intel Core i3 Quad-Core Base Frequency 2.6 GHz or Better</li> <li>• 8.0 GB Available RAM [4 Available Processors]</li> <li>• 6.0 GB Available Hard Drive Space</li> <li>• 32-bit colour, 1920 x 1080-pixel screen resolution</li> <li>• Windows 10 Pro/Enterprise</li> <li>• A high-speed internet connection is required to work online.</li> </ul>

	<ul style="list-style-type: none"> <li>• 32-bit colour, 1920 x 1080-pixel screen resolution</li> <li>• CD-ROM drive</li> <li>• Operating System - Windows 10 Pro</li> <li>• Internet connection with an upload speed of 0.5 Mbps</li> <li>•</li> </ul> <p>SR</p> <ul style="list-style-type: none"> <li>• Intel Core i5</li> <li>• 2.0 GB RAM</li> <li>• 10.0 GB hard disk space</li> <li>• 32-bit colour, 1920 x 1080-pixel screen resolution</li> <li>• CD-ROM drive</li> <li>• Operating System - Windows 10</li> <li>• Internet connection with an upload speed of 0.5 Mbps</li> </ul> <p>SR</p> <ul style="list-style-type: none"> <li>• Intel Core i5</li> <li>• 2.0 GB RAM</li> <li>• 10.0 GB hard disk space</li> <li>• 32-bit colour, 1920 x 1080-pixel screen resolution</li> <li>• CD-ROM drive</li> <li>• Operating System - Windows 10</li> <li>• Internet connection with an upload speed of 0.5 Mbps</li> </ul>			
Computer Software used	<p>CEO</p> <ul style="list-style-type: none"> <li>• AccountMe – Accounting Software</li> </ul>	<p>CEO</p> <ul style="list-style-type: none"> <li>• Cloud based Accounting Software</li> </ul>	<p>Supported Operating Systems:</p> <ul style="list-style-type: none"> <li>• Microsoft Office 2019</li> <li>• Microsoft Office 2016</li> <li>• Microsoft Office 2013</li> </ul>	<p>Operating Systems:</p> <ul style="list-style-type: none"> <li>• Microsoft Office 2010 or later (32bit versions only)</li> </ul>

	<ul style="list-style-type: none"> <li>• Salesforce – Customer Relationship Management [CRM]</li> <li>• Microsoft Office 365</li> <li>• Adobe Reader v7</li> <li>• Browser – Google Chrome</li> </ul> <p>CFO</p> <ul style="list-style-type: none"> <li>• AccountMe – Accounting Software</li> <li>• Salesforce – Customer Relationship Management [CRM]</li> <li>• Microsoft Excel</li> <li>• Microsoft Office 365</li> <li>• Adobe Reader v7</li> <li>• Browser – Google Chrome</li> </ul> <p>FO</p> <ul style="list-style-type: none"> <li>• Microsoft Excel</li> <li>• AccountMe – Accounting Software</li> <li>• Microsoft Office 365</li> <li>• Adobe Reader v7</li> <li>• Browser – Google Chrome</li> </ul> <p>SR</p> <ul style="list-style-type: none"> <li>• Salesforce – Customer Relationship Management [CRM]</li> <li>• Microsoft Office 2010</li> <li>• Adobe Reader v7</li> <li>• Browser – Google Chrome</li> </ul>	<ul style="list-style-type: none"> <li>• Salesforce – Customer Relationship Management [CRM]</li> <li>• Microsoft Office 365</li> <li>• Adobe Reader v7</li> <li>• Browser – Google Chrome</li> </ul> <p>CFO</p> <ul style="list-style-type: none"> <li>• Cloud based Accounting Software</li> <li>• Salesforce – Customer Relationship Management [CRM]</li> <li>• Microsoft Excel</li> <li>• Microsoft Office 365</li> <li>• Adobe Reader v7</li> <li>• Browser – Google Chrome</li> </ul> <p>FO</p> <ul style="list-style-type: none"> <li>• Microsoft Excel</li> <li>• Cloud based Accounting Software</li> <li>• Microsoft Office 365</li> <li>• Adobe Reader v7</li> <li>• Browser – Google Chrome</li> </ul> <p>SR</p> <ul style="list-style-type: none"> <li>• Salesforce – Customer Relationship Management [CRM]</li> <li>• PropertyMe</li> <li>• Microsoft Office 2010</li> <li>• Adobe Reader v7</li> </ul>	<ul style="list-style-type: none"> <li>• Microsoft Office 365</li> <li>• Microsoft Office 2010</li> </ul> <p>Supported Browsers:</p> <ul style="list-style-type: none"> <li>• Firefox</li> <li>• Google Chrome</li> <li>• Safari</li> </ul>	<p>Xero supports these web browsers:</p> <ul style="list-style-type: none"> <li>• Google Chrome</li> <li>• Microsoft Edge</li> <li>• Mozilla Firefox</li> <li>• Safari</li> </ul>
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	<p>SR</p> <ul style="list-style-type: none"><li>• Salesforce – Customer Relationship Management [CRM]</li><li>• Microsoft Office 2010</li><li>• Adobe Reader v7</li><li>• Browser – Google Chrome</li></ul>	<ul style="list-style-type: none"><li>• Browser – Google Chrome</li></ul> <p>SR</p> <ul style="list-style-type: none"><li>• Salesforce – Customer Relationship Management [CRM]</li><li>• PropertyMe</li><li>• Microsoft Office 2010</li><li>• Adobe Reader v7</li><li>• Browser – Google Chrome</li></ul>		
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<p>Software</p>	<p>Students must list the basic specifications of S&amp;J Real Estate's user's computer.</p> <ul style="list-style-type: none"> <li>• Microsoft Office 2010</li> <li>• Adobe Reader v7</li> <li>• Browser – Google Chrome</li> </ul>		<p>Students must list the recommended software specifications required to run MYOB AccountRight.</p> <ul style="list-style-type: none"> <li>• The latest Firefox or Chrome browser, or Internet Explorer v9 or later</li> <li>• Microsoft Office 2010 or later [32 bit] required for specific functions such as [tech writer to fill in]</li> <li>• Adobe Reader v7 or later for certain features such as reports</li> </ul>	<p>Students must list the recommended software specifications required to run Xero.</p> <ul style="list-style-type: none"> <li>• Microsoft Office 2010 or later [32bit versions only]</li> </ul>
<p>Internet</p>	<p>Students must list the basic specifications of the S&amp;J Real Estate's user's computer.</p> <ul style="list-style-type: none"> <li>• Internet connection with an upload speed of 0.5 Mbps</li> </ul>		<p>Students must list the recommended internet speed required to run MYOB AccountRight.</p> <p>A high-speed internet connection is required to work online. A minimum upload speed of 0.5 Mbps is recommended. Internet access is also needed to activate and confirm files, access Live Services including bank feeds, receive software updates and access help.</p>	<p>Students must list the recommended internet speed required to run Xero.</p> <p>A high-speed internet connection is required to work online.</p>

Operating System	<p>Students must list the basic specifications of the S&amp;J Real Estate's user's computer.</p> <ul style="list-style-type: none"><li>• Windows 10</li></ul>		<p>Students must list the recommended operating system specifications required to run MYOB AccountRight.</p> <ul style="list-style-type: none"><li>• Microsoft Windows 10</li><li>• Microsoft Windows 8.1</li><li>• Windows Server 2019</li><li>• Windows Server 2016</li><li>• Windows Server 2012</li></ul>	<p>Students must list the recommended operating system specifications required to run Xero.</p> <ul style="list-style-type: none"><li>• Microsoft Windows 8,</li><li>• Microsoft Windows 10 (Windows 10 recommended)</li></ul>
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## Task 4 – Risk Assessment & Project Budget



Conduct a risk assessment and develop a project budget

Hi Jordyn,

Thank you for collating the research information on cloud-based accounting software. Before developing a business case, I need you to undertake a risk assessment for both Xero and MYOB and prepare a project budget comparing the current accounting system with the cloud-based accounting software best suited to S&J Real Estate's business needs.

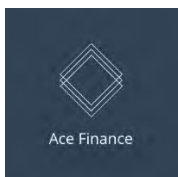
Based on the information you have provided to date, I have prepared the following quote for Ace Finance to implement the new cloud-based accounting system. You will need to include this in your project budget.

S&J Real Estate Cloud-Based Accounting System Implementation Quote		
Implementation Task	Number of Hours	Cost
Initial Setup (Add employees and roles and payroll setup)	5 hours	\$1,000.00
Data migration	10 hours	\$2,000.00
Training	4 hours	\$800.00
Salesforce integration	4 hours	\$800.00
Configure reports	2 hours	\$400.00
<b>Total Cost</b>	<b>25 hours</b>	<b>\$5,000.00</b>

The project budget must:

- identify the monthly costs for the existing system and the monthly costs for the new system, including where relevant:
  - monthly user license costs
  - monthly support costs
  - costs associated with manual accounting processes that could be replaced with automation in the implementation of the new systems
- identify the upfront costs associated with Xero and MYOB 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
- describe the benefits the business will receive through the recommended cloud accounting platform, OVER and ABOVE the current system benefits.

Use the Risk Assessment and Project Budget Cost Comparison template below to document your completion of this task.



Warm regards,

Andrew | Manager  
andrew@ace.finance

## Task 4a MARKING GUIDE

Students must identify and assess the risks associated with S&J Real Estate implementing a cloud-based accounting system. Once assessed, they must list how S&J Real Estate can control the risk and develop a review plan to ensure the control measures are working. Benchmark standards of student responses are provided below for each of the following sections of the form.

Task 4a.

### Risk Assessment

Risk Assessment									
Client: S&J Real Estate									
Identify & Assess the Risks									
<p><i>Manually add the risk</i></p> <p><i>Assess the risk using a colour from the risk table.</i></p> <p><i>Identify the risk and change the colour for the following table sections</i></p> <ul style="list-style-type: none"> <li><i>Risk Severity</i></li> <li><i>Risk Likelihood</i></li> <li><i>Risk Level</i></li> </ul>	<p>Risk Table</p> <table border="1"> <tr> <td>LOW</td> </tr> <tr> <td>MEDIUM</td> </tr> <tr> <td>HIGH</td> </tr> </table>	LOW	MEDIUM	HIGH	<p>Risk Xero</p> <p>Examples of possible answers could include:</p> <ol style="list-style-type: none"> <li>Unreliable or unstable internet connection – Access to a cloud-based accounting system depends on the reliability of the internet connection. If the internet is down or</li> </ol>	<p>Risk MYOB</p> <p>Examples of possible answers could include:</p> <ol style="list-style-type: none"> <li>Unreliable or unstable internet connection – Access to a cloud-based accounting system depends on the reliability of the internet connection. If the internet is down or unstable, the</li> </ol>	<p>Risk Severity</p>	<p>Risk Likelihood</p>	<p>Risk Level</p>
	LOW								
MEDIUM									
HIGH									

	unstable, the accounting system may not be accessible.	accounting system may not be accessible.			
	2. Unauthorised access and data security - Hosting on the cloud increases the likelihood that someone outside the company gains access to company data for malicious purposes.	2. Unauthorised access and data security - Hosting on the cloud increases the likelihood that someone outside the company gains access to company data for malicious purposes.			
	3. Loss of control - The software platform that hosts the accounting system could be changed by the provider if they add new functionality or remove existing features. This may require the company to change business processes to stay in line with the accounting system.	3. Loss of control - The software platform that hosts the accounting system could be changed by the provider if they add new functionality or remove existing features. This may require the company to change business processes to stay in line with the accounting system. Especially with MYOB transferring to a cloud-based system and losing their desktop-system.			

		based computer systems.			
	4. Availability – System availability is subject to the provider's infrastructure stability and maintenance requirements. There is a risk that the system is unavailable at essential times for crucial business processes.	4.Availability – System availability is subject to the provider's infrastructure stability and maintenance requirements. There is a risk that the system is unavailable at essential times for crucial business processes.			
	5. Theft of work device – A work device could be stolen from the place of business or while an employee is working remotely. There is a risk data could be accessed by unauthorised persons.	5.Theft of work device – A work device could be stolen from the place of business or while an employee is working remotely. There is a risk data could be accessed by unauthorised persons.			
Control the Risks [Please provide three risks]	<p>Examples of possible answers could include:</p> <ol style="list-style-type: none"> <li>1. Ensure that internet services are sourced from a reputable supplier. Have service-level agreements (SLAs) in place with the provider. Ensure staff have access to an internet device with a sim card that could be used in an emergency.</li> </ol>				

	<p>2. Ensure Two-factor authentication is a requirement for all users. Set permission levels for all users' online access. Remove access when staff leave the organisation. Monitor software for phishing emails. Keep your software up to date. Conduct regular data security audits and monitor security systems to identify and manage threats.</p> <p>3. Monitor emails from software providers regarding changes to functionality and removal of features. Provide feedback when software providers request industry consultation on proposed changes.</p> <p>4. Monitor emails from software providers regarding scheduled maintenance times. Ensure there are policy and procedures in place that lists who to contact in the event of system failure.</p> <p>5. Ensure all electronic devices are password protected. Ensure Two-factor authentication is a requirement for all users. Staff required to validate passwords regularly.</p>
<p>Create a plan to continually review the control measures to make sure they are working</p>	<p>Students' answers must include a review plan to monitor the specific control measures listed above to ensure they are working. Examples of possible answers could include:</p> <ul style="list-style-type: none"> <li>• the plan to manage the risks will require a set of regular activities occurring at varying intervals</li> <li>• cloud-based accounting software user reports to be generated and emailed daily to the Financial Officer</li> <li>• a weekly report of vendor system maintenance activity, including backup dates produced and reviewed by the Financial Officer</li> <li>• a monthly meeting between the vendor and the company representatives in which system uptime, maintenance outages (planned and unplanned), SLA performance, and projected system changes are discussed</li> <li>• checklist to ensure when staff are terminated, they have their access to cloud-based accounting systems removed</li> <li>• quarterly audit by the authorised person to ensure staff only have permission to access the features they require.</li> </ul>
<p>Date Completed</p>	<p>Date risk assessment was completed</p>

Name of person completing the Risk Assessment	Student's name
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## Task 4b MARKING GUIDE

For a satisfactory result, students must complete the Project Budget Cost Comparison comparing *AccountMe*, *MYOB* and *Xero*. Benchmark standards of student responses are provided below for each of the following sections of the form.

Task 4b.

### Project Budget Cost Comparison

Project Budget Cost Comparison	
Completed By	Students Name
Completed For	S&J Real Estate
Date Completed	Date when candidate completed this template

Monthly Cost Comparison			
Item	Current Costs AccountMe	Cloud-Based Costs Xero	Cloud-Based Costs MYOB
<p>Monthly cost comparison. This must identify monthly costs for S&amp;J Real Estate's existing accounting system and the monthly costs for the new system, including where relevant:</p> <ul style="list-style-type: none"> <li>• monthly user licence costs</li> <li>• monthly support costs</li> <li>• monthly internet costs</li> <li>• costs associated with manual accounting processes that would be replaced with automation in implementing the new systems.</li> </ul>			
Monthly Licence Fee	\$85.00	N/A	\$60.00
Monthly Support Fee (2 users)	\$200.00	N/A	N/A
Manual Transfer of Payroll Data	\$225.00	N/A	N/A
Manual Transfer of Sales and Quote Data	\$342.00	N/A	N/A
Manual Bank Reconciliation - Data Entry	\$225.00	N/A	N/A
Xero Subscription (5 users) - Premium 20	N/A	Premium 20	N/A

[Price current at 18/08/2021.Price may increase; however, based on paying 18 employees, S&J Real Estate will need a Premium 20 plan. As the business grows, they will need to upgrade to a Premium 50 plan currently \$127.00 per month]		\$46.00 for three months (50% discount) \$92.00 per month from month four onwards  Premium 50 127.00 per month from month four onwards  Used \$92.00 for this exercise	
Salesforce (unlimited users)	\$75.00	\$75.00	\$75.00
Salesforce/Xero two-way integration App – (Breadwinner)	N/A	\$149.00	\$149.00
Telstra Business Broadband	\$85.00	\$85.00	\$85.00
<b>Total Monthly Costs</b>	<b>\$1,237.00</b>	<b>\$401.00</b>	<b>\$462.00</b>
<b>Implementation Costs</b>			
Implementation costs - Students must identify the implementation costs associated with the current and new system, including the cost of upgrading existing software and hardware systems to meet new requirements.	AccountMe	Xero	MYOB
Upgrade to 2 sales computers	\$6,000.00	\$6,000.00	\$6,000.00
Ace Finance Implementation Cost		\$5,000.00	\$5,000.00
<b>Total Implementation Costs</b>	<b>\$6,000.00</b>	<b>\$11,000.00</b>	<b>\$11,000.00</b>

<b>Project Benefits</b>
Students must describe the benefits the business will receive from the recommended cloud accounting platform, OVER and ABOVE the current system benefits.
Examples of possible answers include:

- Xero monthly subscription, unlimited users \$46.00 for three months (50% discount), \$92.00 per month from month four onwards. Five users on AccountMe would cost \$585.00
- 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 five 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 AccountMe data. Xero will do these reports automatically, saving many hours on quarterly and monthly reports
  - can handle five concurrent users immediately and meet the business's future user growth needs
  - all users can access their accounting software in the cloud from computers and devices in remote locations. This will provide the business 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 need
  - to 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 greater intelligence in the performance of projects and whether they are keeping to budgets.
  - Can integrate quoting and invoicing with Salesforce. 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. Reassessing data 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.

## Task 5- Prepare a business case and present your findings



### *Business Case*

Hi Jordyn,

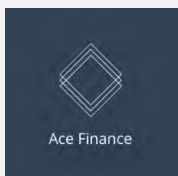
Based on:

- the statement of needs (Task 3)
- your research (Task 3)
- the risk assessment (Task 4a)
- the project budget cost comparison (Task 4b)

Make a formal recommendation to the CEO of S&J Real Estate to implement Xero as their cloud-based accounting software solution. Use the business case template to record your findings and make your recommendations.

Your business case must include the following:

- an executive summary
- background information, including a description of S&J Real Estate's current accounting system in use and any limitations or inefficiencies impacting the business
- the business objective in moving to the cloud-based accounting system
- benefits and risks of moving to a new system
- three (3) year cost-benefit analysis calculation
- a recommendation in which you provide a clear business case for implementing the new cloud accounting platform. Your business case must be convincing and address all the following points:
  - identify the cloud accounting platform you recommend
  - discuss why you believe the new system should be implemented
  - present the three (3) most significant benefits for the business in moving to this new cloud accounting platform
  - discuss why the benefits and opportunities outweigh the risks
  - discuss why you have recommended this platform over and above the other services
  - compare the total cost of the current system and the new system over three 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.



Warm regards,

Andrew | Manager  
[andrew@ace.finance](mailto:andrew@ace.finance)

## 5 MARKING GUIDE

Students must prepare a business case and make a recommendation to S&J Real Estate.

### Task 5

#### Business Case

Business Case	
Completed by	Students Name
For Name & Title	Sondra Hendres - Chief Executive Officer (CEO)
Organisation/ Workplace	S&J Real Estate
Date Completed	Date Student completed

#### Executive Summary

This section must contain a summary of the main points of the business case. This section must cover all the important information covered in the business case and provide sufficient context for your reader. It will include:

- the reason for the business case
- a mention of the current accounting system being used (AccountMe) and its limitations
- S&J Real Estate's future accounting system needs and user access
- identifying Xero as the recommended cloud-based accounting solution.

#### Background Information

This section must contain background information about S&J Real Estate and the reason for the project, including the problems it attempts to address. Examples of possible answers include:

- S&J Real Estate is a small business, currently employing 18 people, and is headed by its CEO, Sondra Hendres
- the finance team is led by the Chief Financial Officer, Michael Brett, with many of the core accounting functions and payroll managed by the Finance Officer, Dianne Johnson
- the business is projected to expand into different regional areas, including Victoria, New South Wales and Queensland, in the next two years and to increase its employees to 40
- there are two sales staff, Julia Toogood and Regine Salestar, who manage the quotes, invoicing, and payments
- the projected expansion of S&J Real Estate within the next two years has highlighted the need for a more streamlined, flexible, and efficient cloud-based accounting system
- the existing accounting system, AccountMe, is limited to two users
- the existing accounting system AccountMe can only be accessed from the PCs in head office
- the option of updating the AccountMe software is not cost-effective as it would require a new server and a significant upfront investment that would be onerous to the company
- there are several critical areas of AccountMe that are currently requiring the duplication of work.
- payroll currently requires the Finance Officer to complete a two-part process; inputting into Excel and then manually transferring to AccountMe

- bank reconciliations currently require the Finance Officer to manually process bank statement information
- the sales team record all quotes and invoices in Salesforce, which is then transferred to AccountMe by the Finance Officer
- the CEO and CFO are currently using a PC with AccountMe software and Salesforce for financial and staff reporting. In addition to this, the CFO uses Microsoft Excel for budgeting and forecasting
- the Finance Officer uses Microsoft Excel and AccountMe for payroll and accounting functions
- the two sales staff are using Salesforce for sales and reporting
- the sales staff's PCs currently do not have the minimum system requirements to run cloud-based accounting software.

### Business Objective

Students must discuss the business objective S&J Real Estate wants to achieve in moving to a cloud-based accounting system.

Examples of possible business objectives include:

- the projected expansion of S&J Real Estate within the next two years both in geographical locations; to Victoria, New South Wales and Queensland and the number of employees increasing from 18 to 40, has highlighted the need for a more streamlined, flexible, and efficient cloud-based accounting system
- the CEO and CFO require their finance and sales departments and external third parties such as their accountant to have access to specific data and files on the system
- enable User access to be administered inhouse by the CFO
- allow at least five concurrent users to access the software remotely from different locations
- efficiencies and accuracy of data are achieved by integration of Salesforce and a cloud-based accounting system
- able to efficiently track costs and income from projects and report how different areas of the business are performing
- streamlines the payroll process, integrate Superannuation, and leave and allow this information to be easily sent to the ATO in order to comply with the Government's single touch payroll requirement.
- achieve compliance with ATO reporting requirements such as BAS, GST and PAYG
- improve the bank reconciliation process by importing transactions directly from the bank via a live bank feed
- integrate a number of different software programs into one single application.

### Risks

Students must discuss the risks of implementing a new cloud-based accounting system.

Examples of possible risks include:

- lack of Control – The software platform is subject to change by the vendor as they add new functionality and sometimes change or remove existing features. This may require the company to change business processes to stay in line with the accounting system
- vendor security – S&J Real Estate's data will be hosted on a third parties' infrastructure. This could potentially expose the data to people outside the company
- availability - although cloud solutions usually have high availability, S&J Real Estate would be wholly reliant on a third party to be able to access the system and conduct normal business operations
- unauthorised Access - Data is hosted by a third party and could be open to hackers and cybercrime.

## Benefits

Examples of possible answers include:

- Xero monthly subscription, unlimited users \$46.00 for three months (50% discount), \$92.00 per month from month four onwards. Five users on AccountMe would cost \$585.00.
- 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 5 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 AccountMe data. Xero will do these reports automatically, saving many hours on Quarterly and Monthly reports
  - can handle five concurrent users immediately and meet the business's future user growth needs
  - all users can access their accounting software in the cloud from computers and devices in remote locations. This will provide the business 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 need
  - 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 greater intelligence in the performance of projects and whether they are meeting the budget.
  - can integrate quoting and invoicing with Salesforce. 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
  - cloud-based software offers a number of other protections such as firewalls, multi-factor authentication and automatic backup, which offers enhanced protection to data
  - 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 reaccess data 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
  - having all the companies accounting data located in one place, rather than recorded on different platforms such as Excel and AccountMe, will lead to more up to date and accurate financial reporting,

## Cost-Benefit Analysis

	0	Year 1	Year 2	Year 3
<b>Benefits</b>				
Saving - Monthly licence fee AccountMe		\$1,020.00	\$1,020.00	\$1,020.00
Saving - Monthly support AccountMe		\$2,400.00	\$2,400.00	\$2,400.00
Saving Wages - Manual processes and work duplication		\$9,504.00	\$9,504.00	\$9,504.00
<b>Total Benefit</b>		<b>\$12,924.00</b>	<b>\$12,924.00</b>	<b>\$12,924.00</b>
<b>Costs</b>				
<b>Upfront Costs</b>				
Upgrade 2 sales computers	\$6,000.00			
ACE Finance project implementation	\$5,000.00			
<b>Ongoing Costs</b>				
Xero Premium 20 Months 1-3		\$138.00		
Xero Premium 20 Months 4-12		\$828.00		
Xero Premium 50			\$1,524.00	\$1,524.00
Breadwinner -Salesforce/Xero intergration app.		\$1,788.00	\$1,788.00	\$1,788.00
Contractor to implement 2 way intergration Xero - Salesforce	\$2,500.00			
<b>Total costs</b>	<b>\$13,500.00</b>	<b>\$2,754.00</b>	<b>\$3,312.00</b>	<b>\$3,312.00</b>
Net Cash Flow	<b>-\$13,500.00</b>	\$10,170.00	\$9,612.00	\$9,612.00

## Recommendations

Students must provide a clear business case for implementing the new cloud accounting platform. The candidate's business case must be convincing and include the following points:

- identify Xero as the cloud accounting platform they are recommending
- outline why they believe the new system should be implemented
- present the 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 three 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, explain why the benefits outweigh the new costs.



## Task 6 - Plan and implement a cloud computing solution



### Implementation Plan

---

Hi Jordyn,

Congratulations, your business case was accepted by S&J Real Estate, and they would like to proceed with the proposal. I need you to develop a plan to implement the cloud-based accounting system to facilitate the smooth transition from S&J Real Estate's current system to Xero.

Use the template below to develop your implementation plan.

- a. While completing the implementation plan, you must seek the assistance of at least one [1] specialist advisor. You need to consult with them to guide you in identifying the activities and the steps required to complete each goal outlined in your plan.

A specialist advisor is anyone who can provide advice relevant to the implementation of the plan and may include but not be limited to accounting personnel, tech support or product support.

After completing this task, you will need to submit evidence of your consultation with at least one [1] specialist advisor.

The evidence you submit may be:

- if the consultation was done through a meeting, either online or face to face:
  - meeting minutes if the consultation was done through a meeting
  - video/audio recording of the meeting.

These must clearly show you have consulted with the specialist advisor, and they have provided you with advice relevant to the activities and steps in your implementation plan.

- if the consultation was done in writing:
  - email correspondence with the specialist advisor
  - a screenshot of your inquiry posted on an internet forum
  - a screenshot of a chat with Xero support.

These must clearly show you have sent or posted an inquiry on the activities and steps in your assessment plan and have received the relevant advice from the specialist advisor.

- b. Your Implementation Plan must include:

- at least two [2] short-term goals for up to one [1] month
- at least two [2] long-term goals for up to three [3] months
  - at least one [1] activity that needs to be completed to achieve each short-term and long-term goal
  - a step-by-step process for completing each activity [must include at least one [1] step or action item for each activity]
- timeframe or date for each activity
- training required to achieve at least one [1] goal
- coaching required to achieve at least one [1] goal.

Both the training and coaching you organise must assist the business in maximising its cloud accounting potential. They must align with the needs of the business you identified in Task 1 and the business objectives you identified in Task 5.

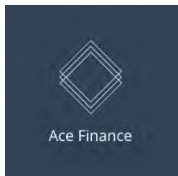
c. Create an implementation budget that includes:

- an itemised list for all costs associated with implementing the plan for months one [1], two [2], three [3] and four [4] and beyond
- all activities, training, coaching included in the training plan and costs included in the project budget you developed in Task 4b.

The budget must align with the business format and requirements.

d. Write a memo to all staff named in S&J Real Estate Accounting System Business Needs statement to communicate the implementation of the new cloud accounting system and the key points of your implementation plan. In the memo, ensure that you demonstrate:

- supporting the work teams to becoming more efficient using cloud computing
- encouraging the work teams to become more efficient using cloud computing
- using clear language and workplace conventions to convey information
- you have considered S&J Real Estate's collaborative culture.



Warm regards,

Andrew | Manager

[andrew@ace.finance](mailto:andrew@ace.finance)

## TASK 6a MARKING GUIDE

Students must submit evidence that they have consulted with a specialist advisor to guide them in identifying the activities and the steps required to complete each goal outlined in their implementation plan. Specialist advisors may include but are not limited to accounting personnel, tech support or product support.

Evidence submitted may include but is not limited to:

- if the consultation was done through a meeting, either online or face to face:
  - meeting minutes if the consultation was done through a meeting
  - video/audio recording of the meeting.

These must clearly show the candidate consulted with the specialist advisor and they have provided them with advice relevant to the activities and steps in the implementation plan.

- If the consultation was done in writing:
  - email correspondence with the specialist advisor
  - a screenshot of your inquiry posted on an internet forum
  - a screenshot of a chat with Xero support.

These must clearly show the candidate sent or posted an inquiry on the activities and steps in your assessment plan and have received the relevant advice from the specialist advisor.

## TASK 6b MARKING GUIDE

Students must submit a completed Implementation Plan which addresses all of the following:

- at least two (2) short-term goals for up to one (1) month.
- at least two (2) long-term goals for up to three (3) months
- at least one (1) activity that needs to be completed to achieve each short-term and long-term goal.
- a step-by-step process for completing each activity (must include at least one (2) steps/action item for each activity)
- timeframe or date for each activity
- training required to achieve at least one (1) goal
- coaching required to achieve at least one (1) goal
- assessor to note that training and coaching are different. The table below outlines the differences.

Training	Coaching
• Transferring knowledge	• Enhancing knowledge or skills
• Often used in a group setting	• Usually, one-on-one
• Frequently off-site, at a special facility, or online	• Usually, on-the-job
• Usually, structured	• Usually, unstructured
• Formal	• Informal, conversational
• Learning focused	• Development focused

- both the training and coaching they organise must assist the business in maximising its cloud computing potential, e.g., training and coaching on the system, its different features, etc. They must also align with the needs of the business students identified in Task 1 and the business objectives identified in Task 5.

Benchmark standards of student responses are provided below for each of the following sections of the form.

### Task 6b.

#### Implementation Plan

Implementation Plan		
Completed by	Students Name	
For	S&J Real Estate	
Date	Date Completed	
Short Term Goals (Within 1 Month) [example provided below]		
Short Term Goal 1	Set up and configure Xero	
Date	Activity	Steps/Action Item
xx/xx/20xx 20xx must be the current year, and dates must be sequential	Purchase Xero Premium 20	CFO - Purchase Xero Premium 20
xx/xx/20xx		FO and CFO - Attend a two-day face to face Xero accounting course.

		<a href="#">Xero Accounting Training Course   Dynamic Web Training</a>
xx/xx/20xx	Migration from AccountMe to Xero Premium 20	CFO – Setup user permissions
xx/xx/20xx		Ace Finance - Set up Xero Premium 20
xx/xx/20xx		Ace Finance - Data migration from AccountMe into Xero
xx/xx/20xx		FO - Commence entering data into Xero [Running both AccountMe and Xero concurrently to ensure the integrity of data]
xx/xx/20xx		CFO - Analyse and check the integrity of data [Run reports in Xero and checks against reports in AccountMe to verify the integrity of the data]
xx/xx/20xx	Integrate Xero to Salesforce	FO - Source quotes from Salesforce implementation specialist to Integrate Xero and Salesforce - send quote and sales data from Salesforce to Xero
xx/xx/20xx		CFO - Review quotes
xx/xx/20xx		CFO - Accept quote
xx/xx/20xx		Salesforce Implementation Specialist to implement 2-way integration between Xero with Salesforce to send quote and sales data.
xx/xx/20xx		FO Attend a one-day face to face Xero payroll course. <a href="#">Xero Payroll Training Course   Dynamic Web Training</a>
xx/xx/20xx	Setup Payroll	FO - Configure payroll settings in Xero, including pay calendars, Single Touch payroll
xx/xx/20xx		FO - Verify the accuracy of all staff's payrolls information and leave entitlements from Excel
xx/xx/20xx		FO – Set up employees in Xero, including Superannuation, tax, and bank account details, leave entitlement balances, pay templates and timesheets.
xx/xx/20xx		FO - Run payroll in Xero and Excel concurrently
xx/xx/20xx		CFO - Analyse and check the integrity of data [Run reports in Xero and checks against Excel to verify the integrity of the data]
<b>Short Term Goal 2</b>		
<b>Date</b>	<b>Activity</b>	<b>Steps</b>
<b>Long Term Goals [Within 3 Month] [example provided below]</b>		
<b>Long Term Goal 1</b>		<b>Create customer reports</b>
<b>Date</b>	<b>Activity</b>	<b>Steps</b>
xx/xx/20xx	Meeting	CFO - Meet with CEO, Sales Manager (SM) and Ace Finance to discuss custom reporting requirement

xx/xx/20xx		FO – Based on meeting minutes, confirm in writing reporting requirements with Sales Manager CEO and CFO
xx/xx/20xx	Customised report creation	FO – Create customised reports in Xero
xx/xx/20xx		FO – Send reports to stakeholders for review and feedback
xx/xx/20xx		FO – Address feedback and finalise report template
xx/xx/20xx	Coaching session	FO – Develop resources for the coaching session
xx/xx/20xx		FO – Schedule coaching session
xx/xx/20xx		FO – Deliver coaching session to CEO & SM on how to generate and interpret reports in Xero
<b>Long Term Goal 2</b>		
<b>Date</b>	<b>Activity</b>	<b>Steps</b>

### MARKING GUIDE 6c

Students must complete an implementation budget. The implementation budget will be different for every student but must align with their business format and requirements. Answers must include:

- an itemised list for all costs associated with implementing the plan for months one [1], two [2], three [3] and four [4] and beyond
- all activities, training, coaching included in the training plan and costs included in the project budget students developed in Task 4b
- a monthly total
- an implementation budget total.

Benchmark standards of student responses are provided below for each of the following sections of the form.

#### Task 6c.

#### Implementation Budget

Implementation Budget				
Implementation Costs	Month 1 Costs	Month 2 Costs	Month 3 Costs	Month 4 and Beyond Costs
Purchase Xero Premium 20 subscription	\$46.00	\$46.00	\$46.00	\$92.00

Xero Set-up	\$1,000.00	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Xero Accounting Training	\$1,540.00	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Xero Payroll Training	\$385.00	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Upgrade 2 Sales staff computers	\$6,000.00	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Xero Data Migration	\$2,000.00	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Salesforce/Xero two-way integration App – [Breadwinner]	\$149.00	\$149.00	\$149.00	\$149.00
Contractor to integrate Xero with Salesforce	\$2,500.00	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Monthly Total</b>	<b>\$13,620.00</b>	<b>\$195.00</b>	<b>\$195.00</b>	<b>\$241.00</b>
<b>Total Implementation budget required</b>	<b>\$14,251.00</b>			

## TASK 6d MARKING GUIDE

Students must write a memo to the staff named in S&J Real Estate Accounting System Business Needs statement to communicate the implementation of the new cloud accounting system and the key points of their implementation plan. In the memo, ensure that you demonstrate:

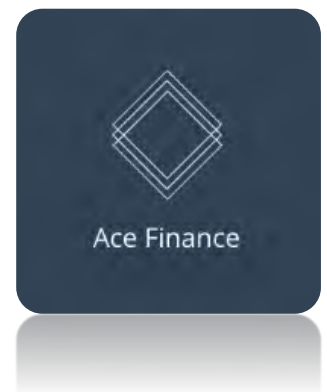
- supporting the work teams to become more efficient using cloud computing. This can be evidenced through:
  - informing staff that training and coaching will be provided to support them during the transition
  - asking staff if they have any questions or concerns regarding the new cloud accounting system
  - directing staff to helpful materials and resources on the new cloud accounting system
- Encouraging the work teams to become more efficient using cloud computing. This can be evidenced through:
  - encouraging and motivating staff in students' communication
  - using positive language
  - discussing the benefits staff can get from becoming more efficient using cloud computing
- Using clear language and workplace conventions to convey information. This can be evidenced through:
  - clear language, which may include but is not limited to the use of correct syntax, grammar and spelling
  - a memo containing specific information which is relevant to the reader/audience
  - content is logically arranged and easy to follow
  - workplace conventions may include but are not limited to the use of workplace terminologies and following organisation's procedures for preparing documents
- You have considered S&J Real Estate's collaborative culture.

### Task 6d

### Memo

memo

**To:** CEO, CFO, FO Sales staff  
**From:** Student's Name  
**CC:** andrew@ace.finance  
**Date:** Date of memo  
**Re:** S&J Real Estate's cloud-based accounting system



Click or tap here to enter text.



## Task 7 - Organise coaching



### Coaching

#### [S&J Real Estate Policy Extract](#)

Hi Jordyn,

Now that S&J Real Estate has finished implementing Xero, they want to encourage and support users to become more efficient using the new cloud-based accounting software and maximise the accounting systems' potential whilst working remotely. Sondra has asked us to deliver a coaching session for all staff on the WHS aspects of working remotely.

#### **Assessment Instructions:**

This task is a role play. You will assume the role as Jordyn the Junior Accountant for Ace Finance. You will be assisting with the induction of two new Property Managers for S& J Real Estate, WH&S whilst working remotely at home.

- a. I would like you to undertake this task. To do this effectively, you need to develop a coaching resource in a PowerPoint presentation or similar (maximum 12 slides including title page) that can be delivered online via teams. The PowerPoint presentation must include the following:
- aim of the coaching session
  - Work Health and Safety Act
  - WHS risks of working from home
  - setting up your workstation and work environment
  - communication
  - work practices
  - mental health
  - where to go for further information
  - privacy and security of data.

#### **Student Role play instructions:**

The role play/meeting must include three [3] participants, must not exceed 15 minutes duration, and must address all elements of the presentation above.

In this task you will participate in a role play meeting with two others. These participants may be resourced using one of the following options:

1. Peers / Friends
2. Fellow students

Prior to the role play that you need to record for submission you are required to create a PowerPoint addressing the elements outlined in task 7a.

If you are unable to find participants to play the role of the other team members, contact your assessor via the Discussion Forum who will discuss options for pairing up with other students to complete this task.

### **During the Role Play:**

You are to deliver a training session using the PowerPoint presentation that you have created for task 7a. This is to be presented as part of the induction training for the two [2] new Property Managers for S&J Real Estate who will be working remotely. During the role play you are required to explain the workplace health and safety requirements for working from home and maximise the company's initiative.

During the role play you must ask two [2] questions to the property managers to illicit their understanding of the S&J Real Estate workplace health and safety requirements and to facilitate group interactions.

### **Participants Role play instructions:**

The participants will assume the role of the new Property Managers that are being inducted to S&J Real Estate. The participants are going to take part in an offsite remote induction session, explaining S&K Real Estate's workplace health and safety requirements when working from home. Clarify and ask any questions about S&J Real Estate working from home requirements.

### **Recording instructions**

Your role play must be recorded with all participants captured in a virtual room using a system such as Zoom, Skype or Microsoft Teams.

Consent to participate in the recording must be captured for all participants at the start of the meeting. This is achieved by the student reading the following statement at the start of the recording, with all participants replying their name and job title to inform consent.

*"This session/presentation is being recorded for assessment purposes for my course with Swinburne Open Education. This session will be recorded and submitted through my course online learning platform to my Assessor for grading. All participants in this session indicate their consent to be included in this recording by stating their name and job title."*

The time taken to capture consent at the start of the recording does not count towards the recording time limit.

Include this recording as part of your assessment submission.

b. Using the template provided, draft an email to all staff to organise the coaching sessions.

In your email, ensure you:

- introduce yourself and the reason for you contacting them
- confirm the date and time of the training
- outline what will be covered in the training
- confirm what equipment and resources are needed for the training
- use clear language and workplace conventions to convey information, and the tone and language are appropriate for the audience.

- c. Create a questionnaire for Sondra to complete to enable Ace Finance to reflect on the success of implementing the cloud-based accounting system and identify future improvements.

Use the template provided to create five questions:

- determine whether the project goals were achieved
- determine the satisfaction of S&J Real Estate with the project outcome
- identify future improvements.

The questionnaire should include the name of the client and a one [1] sentence description of the project.



Warm regards,

Andrew | Manager  
[andrew@ace.finance](mailto:andrew@ace.finance)

## TASK 7a MARKING GUIDE

Students' response must demonstrate their ability to encourage and support users to become more efficient using the new cloud-based accounting software and maximise the accounting systems potential when working remotely

### Task 7a

#### PowerPoint Presentation

The coaching session is to be in the form of a PowerPoint presentation or similar (maximum 12 slides including title page), which covers the following:

- aim of the coaching session
- what is to be included in the coaching session, for example:
  - aim of the coaching session
  - Work Health and Safety Act
  - WHS risks of working from home
  - setting up your workstation and work environment
  - communication
  - work practices
  - mental health
  - where to go for further information
  - privacy and security of data.
- where to go for further information
- work health & safety aspects whilst working
- privacy and security of data

#### Coaching Session

Observation Checklist	Competent
Students must demonstrate they	<input type="checkbox"/>
○ Collaborates with others, to achieve joint outcomes	<input type="checkbox"/>
○ playing an active role in facilitating effective group interaction	<input type="checkbox"/>
○ influencing direction and taking a leadership role on occasion	<input type="checkbox"/>
○ Actively reinforces workplace learning by encouraging personnel to expand their computing knowledge	<input type="checkbox"/>
○ prepare a plan and support others to implement cloud computing	<input type="checkbox"/>

## TASK 7b MARKING GUIDE

Students must submit an email addressed to Dianne Johnson that organise a coaching session to maximise the potential of the new cloud-based accounting software.

### Task 7b

#### Coaching Email

To: [dianne.j@sandjrealestate.com](mailto:dianne.j@sandjrealestate.com)  
Cc:  
Subject: Bank reconciliation coaching session

Student's email must demonstrate they have:

- introduce themselves and the reason for contacting her
- confirmed the date and time of the training
- outline what will be covered in the training
- confirm what equipment and resources are needed for the training.
- use clear language and workplace conventions to convey information, and the tone and language are appropriate for the audience.



Warm regards,

## TASK 7c MARKING GUIDE

Students must create a questionnaire (5 questions) that they can use to monitor the implementation of the cloud-based accounting solution and reflect on the outcome for future improvements. The questionnaire will be different for every student; however, it must:

- include the name of the client
- have a one (1) sentence description of the project
- ask questions that determine whether the project goals were achieved
- ask questions that determine the satisfaction of S&J Real Estate with the project outcome
- ask questions that identify future improvements.

## Task 7c

### Project Implementation Review Questionnaire

Client name	S&J Real Estate
Project description	Introduce cloud-based accounting systems into business operations.
Name of person completing the questionnaire	
Question 1:	
Click or tap here to enter text.	
Question 2:	
Click or tap here to enter text.	
Question 3:	
Click or tap here to enter text.	
Question 4:	
Click or tap here to enter text.	
Question 5:	
Click or tap here to enter text.	



**Congratulations, you have reached the end of Assessment 2!**

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