



FNSACC322

ASSESSOR GUIDE

Administer subsidiary accounts and ledgers

Assessment 3 of 3

Case Study

Version 1.0



Assessment Instructions

Task Overview

This is assessment three (3) of three (3) assessments for FNSACC322 Administer subsidiary accounts and ledgers. It is an open book written assessment. You can use your learning materials as a reference.

This assessment requires you to complete four (4) tasks to test your understanding and the skill required for this unit.

- **Task 1:** Reconcile Supplier Statements
- **Task 2:** Prepare Creditor Payments for Authorisation
- **Task 3:** Role Play
- **Task 4:** Record Payments in Accounting System

This assessment uses a simulated business called Ace Finance. To complete the assessment tasks, you must access information, documents, and templates associated with one of Ace Finance's clients, Melissa Murray, from Mel's Makeup Pty Ltd.

For this assessment, you will role-play Patresia Florence, a trainee accountant with Ace Finance. Andrew Black is your manager. To be assessed as competent, you must complete all tasks in the spaces provided in this assessment document or the A3 Excel Workbook.

Read each question carefully before typing your response in the space provided.

Additional resources and supporting documents

To complete this assessment, you will need to access the following:

- Mel's Makeup Finance Policies & Procedures (provided in assessment 2)
- Bank Statement March 2021 (provided in assessment 2)
- A3_Excel Workbook
- Invoices
- Statements
- Date Calculator: Add to or Subtract From a Date – Results (timeanddate.com)

The supporting documents can be downloaded from the learning platform under the Assessment 3 tab.

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 1: Reconcile Supplier Statements

For this assessment task, you must check all supplier statements to account for and reconcile invoices, payment receipts, adjustment notes, and discounts applied to the creditor account and resolve or escalate any discrepancies you identify.

To complete this task, read the email below from Andrew Black and take action on his request.

	
To:	Patresia Florence (p.florence@acefinance.com.au)
From:	Andrew Black (a.black@acefinance.com.au)
Subject:	Mel's Makeup Accounts Payable
Attachments:	Mel's Makeup Finance Policies & Procedures Bank Statement March 2021 A3_Excel Workbook Invoices Statements
<p>Hi Patresia,</p> <p>Melissa Murray from Mel's Makeup contacted me this morning. She has asked if we can check the February and March Supplier statements for Mel's Makeup and confirm they are correct.</p> <p>Could you please:</p> <ol style="list-style-type: none">Reconcile the invoices, payments and credit notes and check all discounts have been applied correctly in the subsidiary ledgersCorrect any errors you identify in the Cash Payments Journal and Accounts Payable Subsidiary LedgersSend Melissa an email outlining the current state of each supplier account. Please include information on any discrepancies in the statements you identify and any follow-up actions she needs to take to escalate the issue. <p>(Approximate word count 270 – 290 words)</p> <p>Ensure you follow Mel's Makeup's Finance Policies & Procedures.</p> <p>I have attached copies of the following:</p> <ul style="list-style-type: none">Bank Statement March 2021, which identifies all payments Melissa has made to suppliers in March.February and March Invoices	

- Suppliers Statements
- A3_Excel Workbook
 - Tab 1 Cash Payments Journal March 2021
 - Tab 2 Accounts Payable Subsidiary Ledgers

Kind Regards,



Andrew Black
 Director – ACE Finance
 PO Box 298 Geebung Qld, 4220
 Phone: 1800 111 222

www.ace.finance.com.au

Assessor Instructions

a. Candidates must check the following:

- Each invoice has been correctly entered in the supplier’s subsidiary ledger.
- Reconcile the payments in the cash payments journal to the payments listed on the bank statement
- identify the following errors:
 - The 04/03/2021 discount was incorrectly recorded in CPJ
 - The 15/05/2021 Cheque book fee was not included in the CPJ
 - The 31/03/2021 Drawings transaction was not recorded in the CPJ
- Reconcile the supplier statements to the Subsidiary Ledger accounts and identify the following discrepancies:
 - Bayside Wholesale - MMP002 Subsidiary Ledger includes a credit transaction for stock that was missing from Invoice 5710-21-114. No credit note has been received from the supplier for this.
 - Fragrance Importers – MMP003 Subsidiary Ledger includes an early payment discount Mel’s Makeup has taken up for invoice 10288.29. This discount was not recognised in the March 2021 statement from the supplier.
 - James & Son – MMP005 Subsidiary Ledger does not include the supplier's 1.2% late payment fee for not paying the invoice within 14 days.

b. Candidates must make the following adjustments to the Cash Payments Journal. The answer provided by the candidate must match the sample answers below.

	From:	Patresia Florence (p.florence@acefinance.com.au)
	Subject:	Accounts payable

Hi Melissa

I have reviewed the statements, supplier bills and credit notes and checked their posting from the cash payments journal to the subsidiary ledgers.

Below is a summary of each supplier's ledger account and a few discrepancies in the statements I have identified that need to be escalated:

Basket Case - MMR001

- A payment was made to Basket Case in March for amounts outstanding at the end of February.
- The total amount outstanding at the end of March is \$713.08.

Bayside Wholesale - MMR002

- A payment was made to Bayside Wholesale in March for amounts outstanding at the end of February.
- Some items on the 12 March 2021 invoice were not delivered, and a credit note has not been issued for these items.
- **Follow-up action** - discussed with the Product Manager, who should be able to confirm if the items were received or missing from the order. Also, ascertain if the supplier was notified of short delivery and, if so, how many days after the delivery was received. Request a credit from the supplier for goods not received.

Fragrance Importers - MMP003

- The \$79.75 early payment discount for Invoice No. 1028829 has not been received from Fragrance Importers.
- **Follow-up action** – Ask the supplier to amend their records to reflect the early payment discount.

Hamilton Smith Pty Ltd - MMR004

- The total amount outstanding at the end of March is \$832.70

James & Son - MMP005

- The total amount outstanding at the end of February was cleared with two payments (\$3,500.00 on 08/03/ 2021 and \$198.00 on 10/03/2021). However, both February and March invoices were not paid within 14 days, resulting in a 1.2% late payment fee for each invoice. The late payment fee was not recognised in the subsidiary ledger, which resulted in an incorrect balance being brought forward on 01/04/2021. I have corrected this in the subsidiary ledger.
- The total amount outstanding at the end of March is \$2419.95.

Please let me know if you have any questions.

Kind regards



Patresia Florence

Trainee Accountant – ACE Finance
PO Box 298 Geebung Qld, 4220
Phone: 1800 111 222
www.ace.finance.com.au

Task 2: Prepare Creditor Payments for Authorisation

To complete this task, read the email below from Andrew Black and take action on his request.



ACE

FINANCE & ACCOUNTING

To:	Patresia Florence (p.florence@acefinance.com.au)
From:	Andrew Black (a.black@acefinance.com.au)
Subject:	Creditor Payments
Attachments:	A3_Excel Workbook

Hi Patresia,

Thank you for correcting the errors you identified in Melissa Murray’s February and March Accounts Payable Subsidiary Ledgers and Cash Payments Journal. Melissa has asked if you could prepare a payment requisition form for each supplier for her to approve. Mel’s Makeups Accounts Payable Policy states:

‘If the Accounts Payable Officer identifies an invoice discrepancy, this should be discussed with the Product Manager, who will assist in resolving the discrepancy and approving or declining the invoice for payment. Invoices with discrepancies **must not** be paid until the discrepancy is resolved. If required, to ensure accurate records are maintained, the Accounts Payable Officers must contact the supplier and request an amended invoice.’

When scheduling the payments, please ensure you take advantage of the suppliers' prompt payment discounts. If the scheduled payment date falls on a weekend or public holiday, the scheduled payment date must be amended to the Friday before the weekend or the working day before the public holiday. Any overdue payments must be scheduled for payment immediately.

Note: Use the date of this email and the [Date Calculator: Add to or Subtract From a Date – Results \(timeanddate.com\)](http://timeanddate.com) to calculate payment dates. All payments must be uploaded to the bank on the payment date listed on the Payment Requisition Form.

I have attached the A3_Excel Workbook. Use Tab 3 to prepare a Payment Requisition Form for each supplier.

Kind Regards,



Andrew Black
Director – ACE Finance
PO Box 298 Geebung Qld, 4220
Phone: 1800 111 222
www.ace.finance.com.au

Assessor Instructions

The candidate must complete a payment requisition form for the following creditors:

Basket Case

- No discount applies as the payment was not made in March 2021.
- The payment date must be Monday, 5 April 2021, 30 days from the invoice date.
- EFT details must be included.
- The answer provided by the candidate must match the sample answers below.



Payment Requisition Form

Date: Monday, 5 April 2021

Total Amount of Payment: \$ 713.08

Payee Name: Basket Case

Bank Account Name: Basket Case

BSB No: 022-544

Account No: 9858426

Details of payment (Invoice number) INV 413541-98

Journal entry to record payment

GL account name to be used to record transaction	Debit	Credit
Accounts Payable Control	713.08	
Subsidiary Ledger - Basket Case	713.08	
Cash at Bank		713.08

Requested by: Students Name

Students Signature: Students Signature

Authorised by: Melissa Murray

Signature:

Date:

Please complete all fields. Missing information will hold up the payment process.

Bayside Wholesale

- Only invoice 5710-21-112, dated 08/03/2021, is to be paid as there is a discrepancy with invoice 5710-21-114, dated 12/03/2021. Mel's Makeup's Accounts Payable Policy states, 'Invoices with discrepancies **must not** be paid until the discrepancy is resolved.'
- The payment date must be Monday, 5/04/2021, 30 days from the invoice date.
- A 2.5% discount that applies if the invoice is paid on or before 04/04/2021 must be taken up.
- Journal entry must include the discount and the adjustment for GST input tax credit.
- EFT details must be included.
- The answer provided by the candidate must match the sample answers below.



Payment Requisition Form

Date: 4/04/2021

Total Amount of Payment: \$ 426.32

Payee Name: Bayside Wholesale

Bank Account Name: Bayside Wholesale

BSB No: 457-895

Account No: 4.3E+07

Details of payment (Invoice num) INV 5710-21-112

Journal entry to record payment

GL account name to be used to record transaction	Debit	Credit
Accounts Payable Control	437.25	
Discount Received		9.94
GST Input Tax Credit		0.99
Subsidiary Ledger - Bayside Wholesale	437.25	
Cash at Bank		426.32

Requested by: Students Name

Students Signatu Students Signature

Authorised by: Melissa Murray

Signature:

Date:

Please complete all fields. Missing information will hold up the payment process.

Fragrance Importers

- No discount applies.
- The payment date must be Tuesday, 13 April 2021, 30 days from the invoice date.
- EFT details must be included.
- The answer provided by the candidate must match the sample answers below.



Payment Requisition Form

Date: 13/04/2021

Total Amount of Payment: \$ 3397.90

Payee Name: Fragrance Importers

Bank Account Name: Fragrance Importers

BSB No: 002-918

Account No: 267577

Details of payment [Invoice number] INV 1028829

Journal entry to record payment

GL account name to be used to record transaction	Debit	Credit
Accounts Payable Control	3397.90	
Subsidiary Ledger - Fragrance Importers	3397.90	
Cash at Bank		3397.90

Requested by: Students Name

Students Signature: *Students Signature*

Authorised by: Melissa Murray

Signature:

Date:

Please complete all fields. Missing information will hold up the payment process.

Hamilton Smith Pty Ltd

- No discount applies as the payment was not made in March 2021.
- The payment date must be Monday, 03/04/2021.
- EFT details must be included.
- The answer provided by the candidate must match the sample answers below.



Payment Requisition Form

Payment Date: 3/04/2021

Total Amount of Payment: \$ 832.70

Payee Name: Hamilton Smith Pty Ltd

Bank Account Name: Hamilton Smith Pty Ltd

BSB No: 017-965

Account No: 1479931

Details of payment (Invoice number) INV-1475963

Journal entry to record payment

GL account name to be used to record transaction	Debit	Credit
Accounts Payable Control	832.70	
Subsidiary Ledger - Hamilton Smith P/L		832.70
Cash at Bank		832.70

Requested by: Students Name

Students Signature: Students Signature

Authorised by: Melissa Murray

Signature:

Date:

Please complete all fields. Missing information will hold up the payment process.

James & Son

- Two late fees must be included in the payment. (\$44.38 – Invoice 38201788 & \$28.17 Invoice 38201826)
- Payment is overdue and must be paid immediately and dated 01/04/2021.
- EFT details must be included.
- The answer provided by the candidate must match the sample answers below.



Payment Requisition Form

Payment Date: 1/04/2021

Total Amount of Payment: \$ 2419.95

Payee Name: James & Son

Bank Account Name: James & Son

BSB No: 123-877

Account No: 987655

Details of payment (Invoice number) INV-38201826 + 2 x late payment fees

Journal entry to record payment

GL account name to be used to record transaction	Debit	Credit
Accounts Payable Control	2419.95	
Subsidiary Ledger - James & Son	2419.95	
Cash at Bank		2419.95

Requested by: Students Name

Students Signature: Students Signature

Authorised by: Melissa Murray

Signature:

Date:

Please complete all fields. Missing information will hold up the payment process.

Task 3: Role Play

This task is a role play. To complete this task, you will need to access the following:

- Invoices
- Statements.
- Email sent to Melissa Murray in Task 1

The role play/meeting must include at least two (2) other participants, must not exceed ten (10) minutes in duration and must address all elements of the Observation Checklist below.

For this assessment, you will role-play Patresia Florence, a trainee accountant with Ace Finance. You must participate in a role-playing meeting with two other people. They may be resourced using one of the following options:

1. Two peers you are already working with within the industry your qualification relates to.
2. Two fellow students. One will play the role of Melissa Murray, and the other will play the role of Simon Page.

Please contact your fellow students via the Discussion Forum and coordinate your role-play with them directly.

If you cannot find two participants to play the roles, contact your assessor via the Discussion Forum, who will discuss options for pairing up with other students to complete this task.

Option 1: Peer participants

Should you complete this task with your peers, you must fully brief the participants, providing them with the context of the role play/meeting, a role outline to play and a copy of the observation checklist so they can prepare for the recording.

Your peers must state their name and job title at the start of the recording to inform consent.

Option 2: Fellow student participants

Fellow students participating in the recording must be provided context for their roles and responsibilities in the session. They must have reviewed the assessment activity and observation checklist to prepare for the recording.

Students will need to state their name and that they are a student (as their job title) at the start of the recording to inform consent.

Recording instructions

Your role play must be recorded with all participants captured in a virtual room using a system such as Zoom, Skype or 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 beginning of the recording, with all participants replying by providing 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.

Instructions to Candidate

You will play the role of Patresia Florence, a trainee accountant with Ace Finance. Ace Finance has been engaged by Melissa Murray, owner of Mel's Makeup Pty Ltd, to assist in managing their bills and investigating some invoicing discrepancies. Your manager, Andrew Back, has assigned you this work.

In this task, you will participate in a role-play meeting with two other people, Melissa Murray and Simon Page. Melissa Murray authorises the payment of Mel's Makeups supplier invoices. Simon Page is the Product Manager at Mel's Makeup and is responsible for ordering stock, resolving invoicing discrepancies and approving or declining invoices for payment.

Melissa Murray has reviewed the March Creditor Statements and the Payment Request Forms you have prepared. She has identified discrepancies between the amount owing on some of the statements and the payment amount on the Payment Request Forms. She has asked to meet with you to discuss this. The Product Manager Simon Page has also been invited to the meeting.

Before the meeting

Familiarise yourself with Mel's Makeups' Accounts Payable Policy and Accounts Payable Payment Procedure.

Access and review the following:

- Invoices
- Statements
- Email sent to Melissa Murray in Task 1.
- Payment Request Forms prepared in Task 2

During the meeting

During the meeting, you must:

1. Explain to Melissa Murray why the balance due on the March statement is different to the amount listed for payment on the Payment Request Form for the following creditors:
 - Bayside Wholesale
 - Fragrance Importers.
2. Ask Melissa Murray to authorise the payment of the creditors as per the Payment Request Form.
3. Escalate the discrepancy on the statement from Bayside Wholesale by asking Simon Page to confirm if some of the items listed on invoice 5710-21-114 from Bayside Wholesale were not delivered and confirm if the supplier was notified and when.
4. Suggest how the discrepancy with invoice 5710-21-114 from Bayside Wholesale can be rectified per Mel's Makeup's Accounts Payable Policy.
5. Address all elements of the Observation Checklist below.

Observation Checklist Criteria

The student must:

- Follows accepted communication practices and protocols to liaise with others.

- Participated in verbal exchanges and used questioning and active listening to convey and clarify information and instructions.
- Escalate discrepancies in statements to the supervisor, where required.
- Request authorisation for payment from designated personnel.
- Followed organisational policies and procedures relevant to the work role.

Participant 1 (Melissa Murray) - role-play context and role outline

You will play the role of Melissa Murray, owner of Mel's Makeup. You have engaged Ace Finance to assist in managing your account's payables. Patresia Florence, a trainee accountant with Ace Finance, has been assigned this work. She has recently checked your February and March supplier statements to account for and reconcile invoices, payment receipts, adjustment notes and discounts applied to your creditor accounts. She has also prepared Payment Requisition Forms for all creditors with outstanding balances at the end of March.

You have reviewed the March Statements and the Payment Requisition Forms and identified the balance due on the March statement is different to the amount listed for payment on the Payment Request Form for the following creditors:

- Bayside Wholesale
- Fragrance Importers.

You have requested a meeting with Patresia to discuss this. Simon Page, the Product Manager at Mel's Makeup, responsible for ordering stock, resolving invoicing discrepancies, and approving or declining invoices for payment, will also attend the meeting.

Before the meeting

Familiarise yourself with Mel's Makeups' Accounts Payable Policy and Accounts Payable Payment Procedure.

Access and review the following:

- Invoices
- Statements
- Copy of email sent to Melissa Murray from Patresia Florence.
- Payment Request Forms

During the meeting

During the meeting, you must:

1. Ask Patresia Florence why the balance due on the March statement is different to the amount listed for payment on the Payment Request Form for the following creditors:
 - Bayside Wholesale
 - Fragrance Importers.
2. When Patresia Florence asks, authorise payment of all creditor's invoices as per the Payment Request Forms.

During the meeting, the student must address all elements of the Observation Checklist below.

Observation Checklist Criteria

The student must:

- Follows accepted communication practices and protocols to liaise with others.
- Participated in verbal exchanges and used questioning and active listening to convey and clarify information and instructions.
- Escalate discrepancies in statements to the supervisor, where required.
- Request authorisation for payment from designated personnel.
- Followed organisational policies and procedures relevant to the work role.

Participant 2 (Simon Page) - role-play context and role outline

You will play the role of Simon Page, the Product Manager at Mel's Makeup. Your job includes ordering stock, resolving invoicing discrepancies and approving or declining invoices for Melissa Murray, the owner of Mel's Makeup.

In this task, you will participate in a role-play meeting with two other people, Melissa Murray, owner of Mel's Makeup and Patresia Florence, a trainee accountant with Ace Finance. Melissa Murray has engaged Ace Finance to assist in managing their bills and investigating invoicing discrepancies.

Patresia Florence has recently checked Mel's Makeups February and March supplier statements to account for and reconcile invoices, payment receipts, adjustment notes and discounts applied to creditor accounts. She has identified a discrepancy between the stock received from Bayside Wholesale Invoice 5710-21-114 dated 12/03/2021 and the invoice amount shown on the statement.

Mel's Makeup's Accounts Payable Policy contains the following information:

Only invoices and payment requisitions that are properly approved will be processed for payment. At the store level, each invoice is verified by the person who placed the initial order (requisitioner) before forwarding it to the Accounts Payable Officer.

If the Accounts Payable Officer identifies an error, this should be discussed with the Product Manager, who will assist in resolving the discrepancy and approving or declining the invoice for payment. If required, to ensure accurate records are maintained, the Accounts Payable Officers must contact the supplier and request an amended invoice.

Once an invoice is received, the Accounts Payable Officer must check its validity. This is achieved by matching the invoice with the purchase order. If, for whatever reason, an invoice does not match the purchase order, payment should be stopped pending further information. The Accounts Payable Officer should seek further clarification from the person requisitioning the stock and then liaise with the supplier to request an amended invoice.

Once an invoice is approved, a payment requisition is generated. All requisitions should be accompanied by supporting documentation, coded and approved. Missing supporting documents, coding, or approvals will delay processing the payment requisition. Overdue payments must be scheduled for payment immediately.

Before the meeting

Familiarise yourself with Mel's Makeups' Accounts Payable Policy and Accounts Payable Payment Procedure. Access and review the following:

- Invoices (Bayside Wholesale Invoice 5710-21-114 dated 12/03/2021)
- Statements (Bayside Wholesale March Statement)

During the meeting

1. When asked by Patresia Florence, confirm that the stock listed on invoice 5710-21-114 from Bayside Wholesale dated 12/03/2021 was missing from the order.
2. Confirm Sam, the distribution supervisor at Bayside Wholesale, was notified of the on 13/03/2021, which was within the notification period. (Incomplete orders or damaged stock must be notified within two days of delivery.)
3. Come to an agreement with Patresia Florence on what action needs to be taken to rectify the discrepancy with invoice 5710-21-114 from Bayside Wholesale as per Mel's Makeup's Accounts Payable Policy.

During the meeting, the student must address all elements of the Observation Checklist below.

Observation Checklist Criteria
The student must:
<ul style="list-style-type: none">• Follows accepted communication practices and protocols to liaise with others.
<ul style="list-style-type: none">• Participated in verbal exchanges and used questioning and active listening to convey and clarify information and instructions.
<ul style="list-style-type: none">• Escalate discrepancies in statements to the supervisor, where required.
<ul style="list-style-type: none">• Request authorisation for payment from designated personnel.
<ul style="list-style-type: none">• Followed organisational policies and procedures relevant to the work role.

Assessor Instructions

In this role-play task, the student will act as Patresia Florence, a trainee accountant at Ace Finance, in a meeting with Melissa Murray, the owner of Mel's Makeup Pty Ltd, and Simon Page, the Product Manager.

The student will discuss the discrepancies identified by Melissa between the March Creditor Statements and the Payment Request Forms they prepared. The student will need to explain the discrepancies, address any questions from Melissa and Simon, and collaborate with Simon to resolve the issues related to invoicing and payment approvals.

Use the following Observation Checklist to record your observations while you watch the video. In the Student Assessment Feedback Form, write a general comment where all criteria are demonstrated. Where one or more criteria are not demonstrated to a satisfactory standard, make a specific comment for each criterion requiring re-submission, including constructive feedback in the Student Assessment Feedback Form.


Observation Checklist
(to be completed by the Assessor)

Use this checklist while reviewing the recorded role play:

Did the student...	Satisfactory/Not Yet Satisfactory
<p>Follows accepted communication practices and protocols to liaise with others.</p> <p>The candidate must demonstrate they have:</p> <ul style="list-style-type: none"> • Introduced themselves to the other participants • Practice Active Listening • Respond appropriately • Used clear language 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Yet Satisfactory
<p>Participated in verbal exchanges and used questioning and active listening to convey and clarify information and instructions.</p> <p>The candidate must:</p> <ul style="list-style-type: none"> • Explaining to Melissa Murray why the balance due on the March statement is different to the amount listed for payment on the Payment Request Form for the following creditors: <ul style="list-style-type: none"> • Bayside Wholesale • Fragrance Importers • Eliciting confirmation from Simon Page, stock listed on invoice 5710-21-114 from Bayside Wholesale dated 12/03/2021 was missing from the order. • Eliciting confirmation from Simon Page, Sam, the distribution supervisor at Bayside Wholesale, was notified of the incomplete order on 13/03/2021, which was within the notification period. (Incomplete orders or damaged stock must be notified within two days of delivery) • Come to an agreement with Simon Page on what action needs to be taken to rectify the discrepancy with invoice 5710-21-114 from Bayside Wholesale as per Mel's Makeup's Accounts Payable Policy. 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Yet Satisfactory
<p>Escalated discrepancies in statements to the supervisor, where required.</p> <p>The candidate must:</p> <ul style="list-style-type: none"> • Escalate a discrepancy on the statement from Bayside Wholesale Invoice 5710-21-114 dated 12/03/2021 by discussing it with Simon Page. 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Yet Satisfactory
<p>Request authorisation for payment from designated personnel.</p> <p>The candidate must:</p>	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Yet Satisfactory

<ul style="list-style-type: none"> Request authorisation for payment of creditors' invoices from Melissa Murray 	
<p>Followed organisational policies and procedures relevant to the work role.</p> <p>The candidate must:</p> <ul style="list-style-type: none"> Come to an agreement with Simon Page, the Accounts Payable Officers will contact Bayside Wholesale and request an amended invoice 5710-21-114. 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Yet Satisfactory

Task 4: Record Payments in Accounting System

		
To:	Patresia Florence (p.florence@acefinance.com.au)	
From:	Andrew Black (a.black@acefinance.com.au)	
Subject:	Creditor Payments	
Attachments:	A3_Excel Workbook	
<p>Hi Patresia,</p> <p>Melissa Murray has authorised the payment of the creditor invoices.</p> <p>Please record the creditor's payments in Mel's Makeup's April Cash Payments Journal. Use the date listed in each Payment Request Form as the payment date. All payments were made by EFT.</p> <p>I have attached A3_Excel Workbook. Use Tab 4. April 2021 CPJ to complete this task.</p> <p>Kind Regards,</p>		

Congratulations, you have reached the end of Assessment 3

© UP Education Online Pty Ltd 2024

Except as permitted by the copyright law applicable to you, you may not reproduce or communicate any of the content on this website, including files downloadable from this website, without the permission of the copyright owner.

Copyright © 2018 Compliant Learning Resources. All rights reserved. No part of this publication may be reproduced or distributed in any form or by any means or stored in a database or retrieval system other than pursuant to the terms of the Copyright Act 1968 (Commonwealth), without the prior written permission of Compliant Learning Resources.