Step by Step Approach to

Maintaining Inventory Records

using MYOB AccountRight Plus v19.8

MYOB
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Unit 1:
Introduction

Welcome to the world of MYOB AccountRight.

The following pages are designed to help you become familiar with the material in the book. Please read carefully before progressing.

Purpose of this workbook

This workbook provides the participant with the knowledge and skills to operate a computerised inventory system linked to a general ledger and produce reports.

Content and websites in this workbook

The information in this workbook is accurate at the time of publishing. Because legislation and websites are constantly changing, information, URLs and website images used in this workbook may have changed.

Relationship to Competency Standards

This workbook covers the following unit of competency in the Financial Services Package FNS10.

FNSACC405A Maintain inventory records

This unit describes the performance outcomes, skills and knowledge required to comply with organisational inventory procedures, reconcile inventory records to general ledgers, record inventory flows, prepare schedules and produce ad hoc reports.

Element	Performance criteria	Covered in
1 Process inventory purchase	1.1 Purchase of inventory is recorded from appropriate documentation in subsidiary ledger	Units 5– 7
	1.2 Periodic and perpetual records of inventory are maintained.	Units 2–7
2 Record inventory flows	2.1 Inventory flow assumptions are applied as appropriate	Units 3, 4 and 7
	2.2 Inventory is valued using appropriate valuation rules.	Unit 2 and 7 – opening balances Also manual stock cards
3 Reconcile inventory records to general ledgers	3.1 All inventory records to the accounts are reconciled in accordance with organisation's policies, procedures and practices.	Unit 2 Page 138 Inventory Valuation Reconciliation reports
	3.2 Discrepancies are identified and actioned according to organisation's policies, procedures and practices.	Units 5 and 7, discrepancies in orders and Tax Invoices
4 Prepare inventory schedules and ad hoc reports	4.1 Schedules of inventory turnover and other procedures are developed and documented	Throughout workbook Reports Inventory turnover
	4.2 Spreadsheets and ad hoc reports reporting on inventory status are prepared as required or requested.	Units 5–7 - various reports and use of Excel

Required Skills and Knowledge		Covered in

Required skills:	• communication skills to:
	  • determine and confirm work requirements, using questioning and active listening as required.
	  • liaise with others, share information, listen and understand.
	  • use language and concepts appropriate to cultural differences
		Unit 7 – clarify an order

	• research skills such as:
	  • accessing and managing information
	  • interpreting documentation
	  • coordinating tasks
		Unit 3 – research standards
		Interpretation of documents throughout workbook

	• numeracy and IT skills such as: • calculating financial ratios and related information • accessing and using appropriate software such as spreadsheets and databases	Calculation of stock balances in workbook Unit 7 – analysis MYOB AccountRight and Excel are used in this workbook.
	• literacy skills to read and interpret documentation from a variety of sources and recording, gathering and consolidating financial information.	Procedures in Units 5 and 7 Documentation interpreted throughout workbook
	• organisational skills, including the ability to plan and sequence work.	Throughout workbook
	• problem solving skills to address data integrity issues.	Pages 138 and 142
Required knowledge:	• banking processes	Units 5, 7
	• process for entering data into general ledgers	Units 5, 6 and 7
	• inventory valuation rules	Pages 7, 23 and throughout workbook
	• reconciliation process	Inventory valuation reconciliation reports
	• spreadsheet functions	Excel

Creating Cards for Suppliers

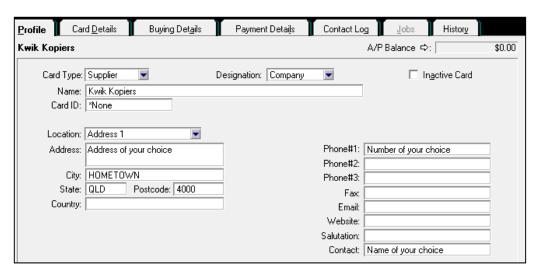Create cards for the following suppliers.

(i)   Select **Card File** Command Centre.

(ii)   Select **Cards List**.

(iii)   Select **New**.

(a)   Key in the profile details as demonstrated below.

Name   <Kwik Kopiers>
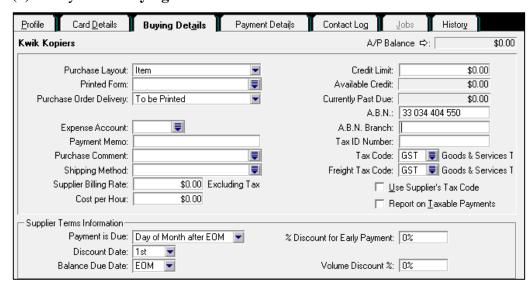Address   <One of your choice>
Telephone <Number of your choice>
Contact Person: <Name of your choice>

(b)   Key in the **Buying Detail**s:

(iv)   Create supplier cards for the following suppliers in the same manner.

Illawarra Stationers

Address of your choice
Telephone Number of your choice
Contact Person: Name of your choice
Purchase Layout: Item *[An **Item** Invoice is used when this supplier is used.]*
ABN: [number of your choice]

Computer Software Suppliers

Address	One of your choice
Telephone	Number of your choice
Contact Person:	Name of your choice
Purchase Layout:	**Item**
ABN:	Number of your choice

(v)   Return to the **Command Centre**.

The Perpetual Inventory Method

Accounts NOW wants to track the following information:

- number and value of items purchased;
- number and value of items sold;
- number and value of items on hand;
- items which fall below minimum levels on hand;
- where items are stored;
- average cost of each item [weighted average]; and
- profit margins for each item.

Before creating your item cards, item numbers must be considered.

Planning your Item Numbers

Designing your item numbers is very important. Some thought should be given to your numbering system before creating your item cards.

There is provision for **30 characters/numbers** in your item number.

Accounts NOW's numbering system is built on the basic design below – using six characters/numbers only. [Remember 30 can be used.]

The first character will indicate whether this item is purchased or this item consists of other items: P = Purchased A = Auto-build	The second character will indicate the type of item: M = Manual S = Software O = Other	The third, fourth and fifth characters will indicate the name of the manual or software e.g. PFB = PALER for Beginners			The sixth character will indicate the PALER version, e.g. 3 = Version 3

Note:

Some businesses use the purchasing item number as their sales item number, however this can be a problem if the supplier changes the item number or the seller changes his supplier.

Therefore the item number for a <u>software</u> item – PALER Accounting V3 will be:

> PSPAC3 – This item number is meaningful to the owners.

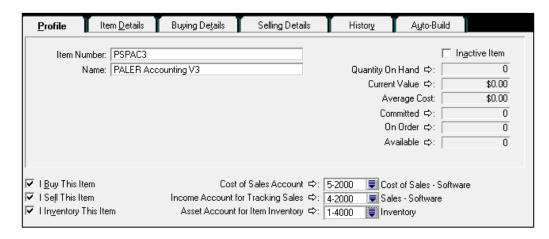| P	=	Purchased
S	=	Software
PAC	=	Paler Accounting
3	=	V3

Creating Item Cards using Perpetual Inventory

Creating the first item – PALER Accounting V3

(i) In the Inventory Command Centre, select **Items List**.

(ii) Select **New**.

(iii) Create the first item card: PALER Accounting V3 [Software].

(a) Key in the following **Profile** information:

Explanation:

Item Number:	**P**(urchased) **S**(oftware) **PAC**(PALER Accounting) **3**	
Item:	**I Buy**	Purchased
	I Sell	Sold
	I Inventory	The number left on hand is tracked
Linked a/cs:	When an item is received into the store, the value is added to **Inventory.**	
	When an item is sold, the average cost is deducted from **Inventory** and posted to **Cost of Sales**, and recorded in **Sales** at the selling price.	

You will see how perpetual inventory works when you begin processing Sales.

(b)   View **Item Details** tab - no item details will be entered in this workbook.

(c)   Select the **Buying Details** tab and key in the following information.

(d)   Key in the **Selling Details** of this item like this:

Selling price is $499.00 inc GST.

(e)   Click on **OK**.

Creating the second item – PALER Accounting with Payroll V3

Item Number: PSPAP3

Item Name: PALER Accounting with Payroll V3

The profile should be entered like this:

The name field provides for only 30 characters, therefore the full name will have to be keyed in **Item Details** like this.

Minimum Level:	2
Supplier:	Computer Software Suppliers
Reorder Number:	WINPAP
Restocking Qty:	0
Selling Price:	$699.00 including GST

Create the third Item Card: PALER for Beginners V3.

This item is a workbook or manual. It is purchased from a printer/publisher. However, the manual cannot be sold in this form. A test drive CD, plastic pocket and a data CD have to be added to the book before resale.

Therefore, this item will be purchased and inventoried only - not sold.

(a)   Key in the following **Profile** details:

| Profile | Item Details | Buying Details | Selling Details | History | Auto-Build |

Item Number: PMPFB3   ☐ Inactive Item
Name: PALER for Beginners V3

Quantity On Hand ⇨: 0
Current Value ⇨: $0.00
Average Cost: $0.00
Committed ⇨: 0
On Order ⇨: 0
Available ⇨: 0

☑ I **B**uy This Item
☐ I **S**ell This Item
☑ I In**v**entory This Item   Asset Account for Item Inventory ⇨: 1-4000 ▼ Inventory

(b)   Key in the **Buying Details** like this:

| Profile | Item Details | **Buying Details** | Selling Details | History | Auto-Build |

PMPFB3   **PALER for Beginners V3**
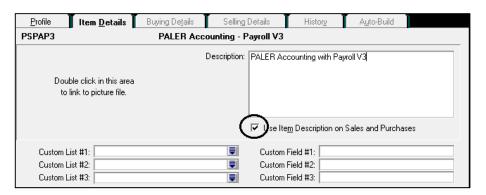
Last Purchase Price: $0.00   Including Tax
Standard Cost: $0.00   Tax Code When Bought ⇨: GST ▼ Goods & Services Tax
Buying Unit of Measure: each
Number of Items per Buying Unit: 1

Optional Restocking Information for the To Do List
Minimum Level for Restocking Alert: 15
Primary Supplier for Reorders ⇨: Kwik Kopiers ▼
Supplier Item Number: PFB3
Default Reorder Quantity: 15   ◄ The business orders 15 copies of this workbook every time they order.

Create the fourth Item Card: PALER Payroll V3 [manual]

Item Number:	PMPPY3
Item Name:	PALER Payroll V3
Buy Only:	Select I Buy, I Inventory

Re-Stock Information:

Minimum Level:	15
Supplier:	Kwik Kopiers
Supplier Number:	PPY3
Reorder Qty:	15

Create the fifth Item Card: PALER Advanced V3 [manual]

Item Number: PMPAD3
Item Name: PALER Advanced V3
Buy Only: Select **I Buy**, **I Inventory**

Re-Stock Information:

Minimum Level: 15
Supplier: Kwik Kopiers
Supplier Number: PAD3
Reorder Qty: 15

(vi) **Return to the Command Centre**.

Create the sixth Item Card: CD Adhesive Pockets

These pockets are bought in <u>boxes of 100</u>. The business uses 1 in the back of each manual.

(a) Key in the following **Profile** details:

(b) Key in the **Buying Details** like this:

Create the seventh Item Card: CDR 25 [Data CDs]

CDs are purchased in spindles of **25** and 1 is placed in the back of each workbook with data files.

(a) Key in the following **Profile** details:

(b) The **Buying Details** should look like this:

Create the eighth Item Card: PALER Test Drive V3

Test Drives [Software]:

- Bought in packets of 10 and one is placed in the back of each PALER for Beginners Workbook (only).

- The test drive is not placed in the back of the Payroll or Advanced Workbooks because users already have a test drive when they purchased the Beginners workbook.

- The test drives are also **sold separately**.

(a)　Key in the following item **Profile** details:

Profile	Item Details	Buying Details	Selling Details	History	Auto-Build

Item Number: PSTED3 ☐ Inactive Item
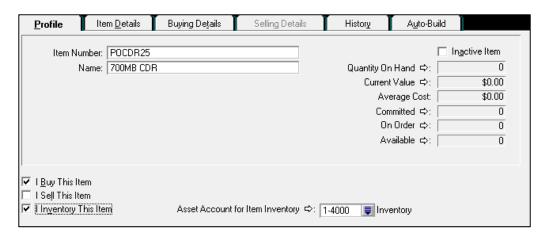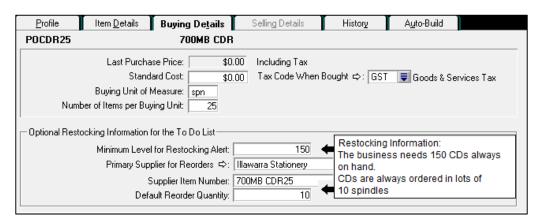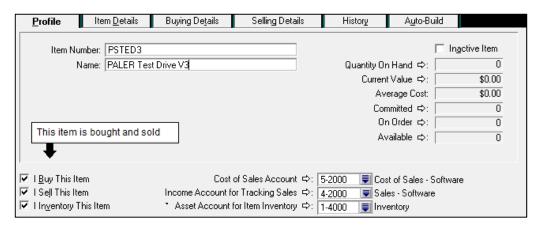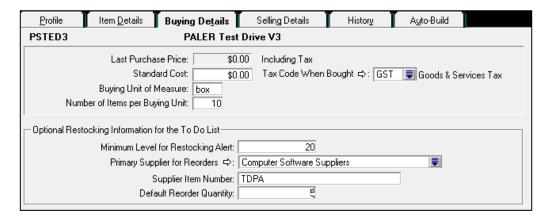Name: PALER Test Drive V3
Quantity On Hand ⇨: 0
Current Value ⇨: $0.00
Average Cost: $0.00
Committed ⇨: 0
On Order ⇨: 0
Available ⇨: 0

This item is bought and sold ⬇

☑ I Buy This Item — Cost of Sales Account ⇨: 5-2000 ▼ Cost of Sales - Software
☑ I Sell This Item — Income Account for Tracking Sales ⇨: 4-2000 ▼ Sales - Software
☑ I Inventory This Item — ˙ Asset Account for Item Inventory ⇨: 1-4000 ▼ Inventory

(b)　The **Buying Details** should look like this:

Profile	Item Details	Buying Details	Selling Details	History	Auto-Build

PSTED3　　　　PALER Test Drive V3

Last Purchase Price: $0.00　Including Tax
Standard Cost: $0.00　Tax Code When Bought ⇨: GST ▼ Goods & Services Tax
Buying Unit of Measure: box
Number of Items per Buying Unit: 10

Optional Restocking Information for the To Do List

Minimum Level for Restocking Alert: 20
Primary Supplier for Reorders ⇨: Computer Software Suppliers ▼
Supplier Item Number: TDPA
Default Reorder Quantity: 5

(c)　The **Selling Details** should look like this:

Profile	Item Details	Buying Details	Selling Details	History	Auto-Build

PSTED3　　　　PALER Test Drive V3

Base Selling Price: $11.00　Tax Code When Sold ⇨: GST ▼ Goods & Services Tax
Selling Unit of Measure: each　Inclusive/Exclusive: ☑ Prices are Tax Inclusive
Number of Items per Selling Unit: 1　Calculate Sales Tax on: Actual Selling Price ▼

Checking the Items List

    (i)   Display your **Items List**. Does it look like this?

	Item Number	Name	On Hand	Last Cost	Sell Price	
⇨	PMPAD3	PALER Advanced V3	0	$0.00		
⇨	PMPFB3	PALER for Beginners V	0	$0.00		
⇨	PMPPY3	PALER Payroll v3	0	$0.00		
⇨	POCDR25	700MB CDR	0	$0.00		
⇨	POPKT	CD Adhesive Pockets	0	$0.00		
⇨	PSPAC3	PALER Accounting V3	0	$0.00	$499.00	*
⇨	PSPAP3	PALER Accounting - F	0	$0.00	$699.00	*
⇨	PSTED3	PALER Test Drive V3	0	$0.00	$11.00	*

All Items / Sold / Bought / Inventoried

Search by: Item Number

Found: 8

    (ii)   Click on the ⇨ to the left of any incorrect items and make the necessary adjustments.

Creating Auto Build Items

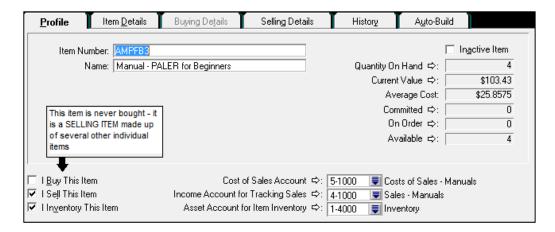## Create the ninth Item Card: Manual - PALER for Beginners V3

This manual is a pack which will contain the following:

- PALER for Beginners V3
- CD
- Adhesive pocket
- Test drive
- Sold as a combined pack for $44.00

    (a)   Enter the **Profile** details:

Item Number:	AMPFB3 - **A**[uto-build] **M**[anual]
	PFB [PALER for Beginners 3]
Item Name:	Manual – PALER for Beginners V3

Profile / Item Details / Buying Details / Selling Details / History / Auto-Build

Item Number: AMPFB3

Name: Manual - PALER for Beginners

☐ Inactive Item

Quantity On Hand ⇨: 4

Current Value ⇨: $103.43

Average Cost: $25.8575

Committed ⇨: 0

On Order ⇨: 0

Available ⇨: 4

This item is never bought – it is a SELLING ITEM made up of several other individual items

☐ I Buy This Item

☑ I Sell This Item

☑ I Inventory This Item

Cost of Sales Account ⇨: 5-1000 Costs of Sales - Manuals

Income Account for Tracking Sales ⇨: 4-1000 Sales - Manuals

Asset Account for Item Inventory ⇨: 1-4000 Inventory

Recording the Delivery of Items in MYOB

The delivery note, copy of the purchase order and the tax invoice has been received by the Account department.

To record the delivery of the items:

(i) Select the **To Do List**.

(ii) Select **Orders**.

(iii) Call up **Order Number 1** [click on the ZOOM ARROW].

The tax invoice received looks like this.:

Kwik Kopiers				Tax Invoice	
ABN 33 034 404 550					13382
Address					

TO: Accounts NOW
HOMETOWN QLD 4000

Deliver to: 64 Training Avenue
HOMETOWN QLD 4000

Date: 10/month		PO Number: 001	Terms: EOM after EOM		
Quantity	Item Number	Description	Unit Price Inc GST	Total inc GST	Tax Code
15	PAD3	PALER Advanced v3	$20.35	$305.25	GST
15	PFB3	PALER for Beginners V3	$23.10	$346.50	GST
15	PPY3	PALER Payroll V3	$19.25	$288.75	GST
				$940.50	
Amount of GST in this invoice: **$85.50**					

Delivery Method: Courier
Delivery Date: 10/month

(iv) Check the tax invoice against the order to make sure the business is being charged for the correct items and billed the correct price.

(v) Check the tax invoice is valid; supplier quoted his ABN?

(vi) Check the calculations in MYOB.

The correct goods have been received and the tax invoice is correct.

(vii) Change the date to <**10/current month**>

(viii) Click on the **Bill** button to change to bill *[note the change in colour].*

(ix) Key in the supplier's invoice number <**13382**>.

(x) Is the invoice total in MYOB the same as the tax invoice total?
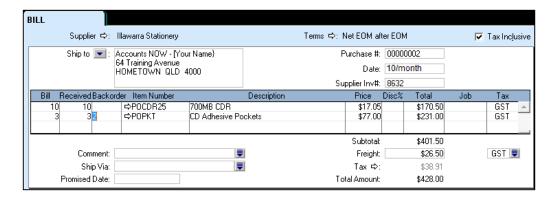
(xi) Click on **Record**. [Do not print.]

Recording the Delivery of Purchase Order 2

The following tax invoice has been received.

Illawarra Stationery				**Tax Invoice**	
ABN 31 245 784 444					8932
Address					

TO:	Accounts NOW		**Delivery Address:**	
	64 Training Avenue		64 Training Avenue	
	YOUR CITY STATE 4000		YOUR CITY STATE 4000	

Date: 10/month		PO Number: 002		Terms: EOM after EOM		
Quantity	**Item Number**	**Description**	**Unit Price Inc GST**	**Total inc GST**	**Tax Code**	
10	700MB CDR25	700MB CDR	$17.05	$170.50	GST	
3	8180-100	CD Adhesive Pockets	$77.00	$231.00	GST	
2	8180-100	ON BACKORDER				
		Freight		26.50	GST	
Amount of GST in this invoice: **$38.91**				**$428.00**		

(i)   Call up order number 2.

(ii)   Select **Bill**.

(iii)   Change the date to <**10/current month>.**

(iv)   Key in supplier invoice number <**8932>**.

(v)   Change Terms to **Net EOM after EOM**.

(vi)   Key in <**$26.50 inc GST> Freight** at the bottom of the invoice.

(vii)   Change the price of **CDs** to <**$17.05> inc GST** per spindle.

(viii) Only **3** boxes of pockets were received. **Put the remaining 2 on backorder.**

The body of your order should look like this:

(ix)   Check the total of $428.00, then **record** the purchase. [Do not print.]

The items on backorder will remain in order number 2.

Recording the Delivery of Purchase Order 3

The items on purchase order 3 have now been received.

Tax invoice also received. All details correct.

   (i)   Call up purchase order number 3.

   (ii)   Select **Bill**.

   (iii) Change the date to <**10/current month**>.

   (iv)   Key in the supplier's invoice number <**S114**>.

   (v)   **Record** the bill. Do not print.

   (vi)   Return to the **Command Centre**.

Recording the Delivery of Purchase Order 3 on Stock Cards

Turn back to page 64 to the partly completed stock cards.

From PO 3, record the delivery of purchase order 3 [not the test drives] on the stock cards for PALER Accounting V3 and PALER Accounting with Payroll V3 using weighted average.

Bill	Received	Backorder	Item Number	Description	Price	Disc%	Total	Job	Tax
5	5		⇨PSPAC3	PALER Accounting V3	$325.00		$1,625.00		GST
3	3		⇨PSPAP3	PALER Accounting with Payroll V3	$495.00		$1,485.00		GST
5	5		⇨PSTED3	PALER Test Drive V3	$59.00		$295.00		GST

PALER Accounting V3   **$295.45 ex GST**
PALER Accounting with Payroll V3   **$450.00 ex GST**

You can check your completed stock cards in Solutions.

Unit 7:

Inventory Exercise

In this Unit you will:

- ✓ create an MYOB company file to meet the needs of the business
- ✓ read policies and procedures bright promotions
- ✓ print a stock alert report [purchase requisition]
- ✓ enter purchase orders
- ✓ receive delivery of goods
- ✓ put goods on backorder
- ✓ complete goods received slip
- ✓ enter tax invoices received
- ✓ enter return of goods and adjustments
- ✓ print sales and inventory reports
- ✓ analyse sales and profit margins
- ✓ reconcile stock ledger with general ledger.

BRIGHT PROMOTIONS Pty Ltd
Extract from
ACCOUNTING POLICIES AND PROCEDURES – Purchases

INVENTORY

Perpetual inventory is used for all stock with the exception of Signature Bears which uses periodic inventory because this item is usually only purchased when required by clients.

An item card is set up for each stock item. Minimum numbers [no reorder quantities] are entered to optimise stock levels and assist with automatic reordering of stock

PURCHASES

1. Each morning the Stock Alert report is printed. The printout is handed to the manager who authorises which stock is to be ordered that day. This printout acts as a Purchase Requisition.

2. Orders are generated automatically or keyed in and printed or emailed to the supplier.

3. A copy of the purchase order is sent to the goods inwards section. Each purchase order will be numbered consecutively in MYOB and missing purchase order numbers must be accounted for.

4. The purchase order must contain a complete description of the goods ordered and price including GST, delivery address and any special delivery instructions.

5. When goods are received, the store person must check that the goods are in good order and condition. Goods must be checked against the purchase order to make sure the correct goods and quantity have been delivered. If a Packing slip or delivery note was sent with the goods, this must be attached to the Purchase Order and forwarded to the Accounts department. If no packing slip was received, a goods received slip must be completed and signed and attached to the purchase order.

6. Any discrepancies in the order must be attended to immediately by the bookkeeper after checking the tax invoice with the purchase order and goods received slip or packing slip.

7. If goods are to be returned for any reason, a goods returned slip should be completed and forwarded to the Accounts department for entry into MYOB.

8. Should there be goods on backorder, a copy of the purchase order must be kept in the store noting the goods on backorder. When goods are received, the purchase order is then forwarded to the Accounts department.

9. Any invoices received with the goods must be forwarded to the Accounts department immediately. It is the responsibility of the Accounts department to check the prices on the tax invoice and calculations and attach the tax invoice to the purchase order on file plus the purchase order and delivery note or goods received as proof of delivery of the goods. The purchase order in MYOB should then be changed to a bill checking prices, invoice total and enter the supplier's tax invoice number and invoice date.

10. A physical stocktake is conducted to check on the accuracy of stock numbers in the company file.

About the business

You are employed as the bookkeeper of **Bright Promotions Pty Ltd**, Advertising Lane, HOMETOWN STATE POSTCODE.

The business buys items such as pens, glasses and T-Shirts, and packages the products for sale as promotional items. These items are inventoried.

The business also buys and sells Signature Bears [usually only when required for clients]. Only a small number is kept on hand at any time. This item will not be inventoried.

The business has an ABN [35 933 355 333] and is registered for GST, reporting monthly on an accrual basis. The business is not taking advantage of the Small Business Entity concessions.

Task 1 – Business Information

Before entering date you must:

(i)   Read the policies and procedures on page 134

(ii)   Review the chart of accounts on the following page to be used by the business. This chart was drawn up in consultation with the accountant for the business.

Task 2 – Create the Company File

Create the MYOB company file for the business from the following details.

(i)   Key in the business details as above.

(ii)   Use the current month as your conversion month.

(iii)   Thirteen [13] accounting periods are required.

(iv)   Use the **I would like to build my own account list…** option.

Task 3 – Adjust Preferences

(i)   Check the following **Security** preferences are selected to meet the needs of the business:

- **Audit Trail** option
- **Back up** when exiting the company file

Deselect all other options in this exercise.

(ii)   Check the following **Purchases** preferences are selected to meet the needs of the business:

- Automatically Print Purchase Order …….
- Warn for Duplicate Purchase Order and Supplier Invoice Numbers
- Show Supplier Invoice Number in Payments
- Retain Original Purchase Order Number on Backorders
- Default Terms**:** Payment is due EOM after EOM

Deselect all other options in this exercise.

(iii) Check the following **Sales** preferences are selected to meet the needs of the business:

- Warn for Duplicate Invoice and Purchase Order Numbers
- Do not select Retain Original Invoice Number on Backorders
- Default Terms: Payment is due 30 days from the date of the invoice

Task 4 – Check the setting up of the Tax Codes

(i)   Check the setting up of the tax codes and delete the following codes:

ABN, VWH, WST, IMP, GW, LCG, WEG, WET, LCT

FNS
Financial Services
Training Package
Supplement

This workbook can be used by learners completing a qualification in the
FNS Financial Services Training Package.

FNSACC405 Maintain inventory records

Application

This unit describes the skills and knowledge required to comply with organisational inventory procedures, reconcile inventory records to general ledgers, record inventory flows, prepare schedules and produce ad hoc reports.

It applies to individuals who use specialised financial knowledge and follow procedures to ensure compliance with required standards.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Elements and Performance Criteria

Element *Elements describe the essential outcomes.*	Performance criteria *Performance criteria describe the performance needed to demonstrate achievement of the element.*	Workbook reference	Assessment task option 1	Assessment task option 2
1. Process inventory purchase	1.1 Record purchase of inventory from appropriate documentation in subsidiary ledger	Units 5–7	Throughout assessment	Throughout assessment
	1.2 Maintain periodic and perpetual records of inventory	Units 2–7	Throughout assessment Task 22	Throughout assessment Task 22
2. Record inventory flows	2.1 Apply inventory flow assumptions as appropriate	Units 3, 4 and 7	Throughout assessment	Throughout assessment
	2.2 Value inventory using appropriate valuation rules	Unit 2 and 7 – opening balances Manual stock cards	Throughout assessment	Throughout assessment
3. Reconcile inventory records to general ledgers	3.1 Reconcile all inventory records to accounts in accordance with organisational policy, procedures and practices	Unit 2 Inventory valuation reconciliation reports	Printout 8 Task 19	Printout 8 Task 19
	3.2 Identify and action discrepancies according to organisational policy, procedures and practices	Units 5 and 7, discrepancies in orders and tax invoices	Transaction 4 and 12	Transaction 4 and 12
4. Prepare inventory schedules and ad hoc reports	4.1 Develop and document schedules of inventory turnover and other procedures	Throughout workbook Reports inventory turnover	Printouts 8 and 9	Printouts 8 and 9
	4.2 Prepare spreadsheets and ad hoc reports on inventory status as required or requested	Units 5–7 various reports and use of Excel	Printouts 1–10	Printouts 1–10

Foundation skills

Skill	Performance criteria	Description	Workbook reference
Reading	1.1, 3.2	• Reviews documentation from a range of sources and matches and analyses information for accuracy, completeness and possible discrepancies	Throughout workbook
Writing	1.1, 1.2, 4.1, 4.2	• Records information accurately using correct spelling, grammar and conventions	Throughout workbook
		• Prepares concise and logically structured reports and schedules appropriate to the audience and purpose	Throughout workbook
Oral communication	4.2	• Uses active listening and questioning to clarify and confirm information and instructions	Unit 7
Numeracy	1.1, 1.2, 2.1, 2.2, 3.1, 3.2, 4.1, 4.2	• Performs mathematical calculations, including financial ratios, to check accuracy, consolidate and report on financial data	Throughout workbook
Navigate the world of work	3.1, 3.2	• Recognises and complies with relevant protocols, policies and procedures	Throughout workbook
Get the work done	1.2, 2.1, 2.2, 3.1, 3.2, 4.1, 4.2	• Plans, sequences and implements tasks to meet organisational requirements	Throughout workbook
		• Recognises and responds to predictable problems and implements solutions to address data integrity issues	Unit 7
		• Uses digital systems and programs to assist with planning, implementing, monitoring and reporting	Throughout workbook

Assessment requirements v1.0

Performance evidence

Evidence of the ability to:	Assessment task option 1	Assessment task option 2
• make inventory flow assumptions and record inventory flows using generally accepted accounting principles and inventory valuation rules	Throughout assessment	Throughout assessment
• prepare schedules and ad hoc reports.	Printouts 1–10	Printouts 1–10

Knowledge evidence

To complete the unit requirements safely and effectively, the individual must:

To complete the unit requirements safely and effectively, the individual must:	Assessment task option 1	Assessment task option 2
• outline organisational procedures and practices and generally accepted accounting principles relevant to maintaining inventory records	Transaction 4 and 12	Transaction 4 and 12
• describe the key steps in the inventory management processes and relevant documentation and recording systems	Throughout assessment	Throughout assessment
• identify and explain the process for entering data into systems or ledgers	Throughout assessment	Throughout assessment
• explain the key features of inventory valuation rules and reconciliation processes.	FIFO and weighted average Reference to AASB102	FIFO and weighted average Reference to AASB102