TACC403 – Accounting Information systems

Individual Assignment

Semester 2, 2018

Total Marks: 20% of total marks for TACC403

Link to submit assignment to Turnitin is available on the course site on Moodle

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You are required to use the following case study and complete the tasks that are listed at the end of it and submit your answers as a report.

Although most medium and large companies have implemented sophisticated payroll and HRM systems, many smaller companies still maintain separate payroll and HRM systems that employ many manual procedures. Typical of such small companies is the Kowal Manufacturing Company (KMC), which employs about 50 production workers and has the following payroll procedures:

- The factory supervisor interviews and hires all job applicants. The new employee prepares a W-4 form (Employee's Withholding Exemption Certificate) and gives it to the supervisor. The supervisor writes the hourly rate of pay for the new employee in the corner of the W-4 form and then gives the form to the payroll clerk as notice that a new worker has been hired. The supervisor verbally advises the payroll department of any subsequent pay raises.

- A supply of blank time cards is kept in a box near the entrance to the factory. All workers take a time card on Monday morning and fill in their names. During the week they record the time they arrive and leave work by punching their time cards in the time clock located near the main entrance to the factory. At the end of the week the workers drop the time cards in a box near the exit. A payroll clerk retrieves the completed time cards from the box on Monday morning. Employees are automatically removed from the payroll master file when they fail to turn in a time card.

- The payroll checks are manually signed by the chief accountant and then given to the factory supervisor, who distributes them to the employees. The factory supervisor arranges for delivery of the paychecks to any employee who is absent on payday.

- The payroll bank account is reconciled by the chief accountant, who also prepares the various quarterly and annual tax reports.

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 Tasks

Complete the following tasks and submit your answers as report. Make sure to follow the requirements and report structure mentioned below under a separate heading.

As the business/IT consultant, you need to advise KMC on possibilities that would best suit the requirements. They will need advice on what types of information systems can help the business and how the introduction of information systems will impact the business. You need to write a report which should cover the following tasks:

1. Identify weaknesses in current procedures, and explain the threats that they may allow to occur.

2. Suggest ways to improve the KMC's internal controls over hiring and payroll processing.

3. What types of information systems could be used to support KMC payroll and HRM?

4. Explain how these information systems could help KMC in managing the business. How will the introduction of information systems affect management decision-making?

5. Explain how collaboration and communication among key stakeholders could be supported using information systems. Explain the use of computer networks (intranets and extranets) and the Internet to serve their needs.

6. What management challenges will affect organisational change during the implementation of the computerised information system?

7. State and explain the security and ethical issues that may arise from the introduction of information systems in the business?

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Requirements & report structure

Reference sources from general websites are not acceptable.

At least six (6) credible references must be used and at least three (3) of these must be from academic (scholarly) journals. The remaining three (3) may be from industry magazines or books. The references can be from printed or online sources and must be current (i.e. within the last seven

(7) years). You can use material from organisational web sites as an example to support your arguments but it is not counted towards the references' quota (i.e., 6 references).

You are to complete the tasks listed at the end of the case study and **submit your answers as a report (3000 words, excluding executive summary and reference list)**.

For report, create a WORD file to develop your report and include the following:

Title page (no borders or frames, required details include a suitable report title, assignment title, your name, student number, course code and title, and due date)

Executive summary (briefly describe the purpose of the report and the date on which it was requested, a brief summary of your major findings, conclusions, and recommendations.)

Table of contents (use the feature in WORD for auto generated TOC, the headings 'Title page', 'Executive summary' and 'Table of contents' and also the individual headings on the title page should not appear in the table of contents that is generated.)

Introduction (identify the purpose of the report and what you will be discussing within the report.)

Discussion (This is the main body of the report, after 'Introduction' and before 'Conclusion' headings. This is where you will present the arguments for your recommendations. You will need to consider headings and sub-headings, as many as your discussion requires, between 'Introduction' and 'Conclusion', using WORD heading styles to guide your discussion to answer the tasks listed for the case study. You will need to determine in which order you present your material. You should not include the tasks, but a discussion about those issues that have been highlighted in the tasks.)

Conclusion (a very brief summary of your judgement)

Recommendations (after discussion and analysis, state explicitly what your recommendations are)

References, a complete reference list at the end of the report using **Harvard** referencing style

Headers (only include <Assignment title> as centred, and <page numbers> as right aligned)

Footers (only include <your student ID, LASTNAME> as left aligned, and <course code> as right aligned)

Header and footer should start from the page containing 'Introduction' heading.

Paragraph formatting (should be left aligned, single spaced and 6 pt space after each paragraph.)

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Headings and sub-headings should not be in number or bullet style.

'Title page' 'Executive summary', and 'Table of contents' should be on separate pages.

'Introduction' heading should start from a new page and after that there should not be any white space (blank line spaces) between headings.

'References' heading should start on a new page and references should be in alphabetical order by authors.

References, under the 'References' heading, should not be numbered or have bullets.

Notes:

In report, marks will be awarded based on content that constitutes your work in terms of argument development.

Avoid discussing specific hardware and software requirements.

Make any assumptions that you find necessary; however, be sure to state your assumptions within the report.

There is no correct solution for the report. It is possible for students to make different recommendations. What is crucial is that the argument presented is logical and consistent, and clearly demonstrates that the organisation's needs are met, and that the tasks, in the case, have been addressed.

Note particularly: The work submitted must be in your own words. Lengthy quotes, even if referenced correctly, are not considered to be your own work

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Projects and Reports Rubric

Assessment Criteria and Performance Standards for Report

Assessment criteria	Mark	Performance Standard				
		Low – Learning outcome not achieved	Low but some evidence of attainment of required learning outcome	Learning outcome achieved as required but some inaccuracies and errors	Learning outcome achieved as required with very few inaccuracies or errors	Exceptional attainment of learning outcome with additional outcomes and information provided
Executive Summary and introduction	/2	0 - 1	2	3	4	5
		No clear executive summary and introduction provided	Brief executive summary and introduction but incomplete and inaccurate	Executive summary and introduction provided but could be more concise and clear	Clear executive summary and introduction provided too wordy	Clear, concise and well expressed executive summary and introduction provided
Research and data collection	/4	0 - 1	2	3	4	5
		No evident research into the topic	Some research evident but little quantifiable research presented	Some research is evident but limited citations appropriate to context	Adequate secondary and some primary research is evident with supporting data and citations appropriate to context	Primary and secondary research and data collection is extensive with particularly insighGFul citations
Critical thinking, analysis & synthesis	/6	0 - 1	2	3	4	5
		Very little or no evidence of understanding of the topic	Some understanding of the topic evident but with little evidence of analysis	Understanding of the topic evident – some critical thinking with analysis and synthesis of available literature	Good understanding of the topic with evidence of critical thinking with deep analysis and synthesis of information	Very high level of understanding of the topic with insighGFul evaluative comments and conclusions
Conclusion and recommendation	/4	0 - 1	2	3	4	5
		No clear recommendation or conclusion Provided	Brief conclusion and recommendation provided but not particularly clear or relevant	Well summarised but not totally relevant to context	Well summarised clear, relevant and concise conclusion & recommendation	Exceptional conclusion & recommendation - clear, concise and insighGFul
		0 - 1	2	3	4	5
		Very poor	Some evidence	Structured	Good structured	Very good

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Report Structure, writing style & grammar	/2	structure, grammatical expression and spelling errors	of desired structure with low levels of writing ability evident, simple expression with	report with average levels of writing ability with some spelling and grammatical	report with high level of writing ability – clear concise expression with few grammatical	structured with very high level of writing ability with no grammatical or spelling errors.
			many spelling and grammatical errors	errors	or spelling inaccuracies	
Referencing		0 - 1	2	3	4	5
	/2	None or few references, citations or appendices	Some references but lacking in accuracy or proper use of a referencing style	Appropriate references with use of appendices to support main report but some inaccuracies in the use of a referencing style	Appropriate references with use of appendices to support main report; very few inaccuracies in the use of a referencing style	References fully accurate and report supported by extensive use of appendices and go well beyond suggested by lecturer
Total Marks and Feedback	/20	Detailed Comments (these might be directly written on the hard copy or electronic copy				
		Areas of improvement				