

Poultry Production

NTQF Level - III

Learning Guide -76

Unit of Competence: - Keep Records for A Primary
Production Business

Module Title: - Keeping Records for A Primary
Production Business

LG Code: AGR PLP3 M19 LO1-LG-76

TTLM Code: AGR PLP3 TTLM0120v1

LO 1: Prepare and store physical records

Instruction Sheet	Learning Guide #-76
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This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics –

- Determining required physical records and inventories
- Using reliable and efficiently methods for collecting information
- Using appropriate interpersonal skills to access relevant information from individuals and teams.
- Organizing Information into a format suitable for analysis, interpretation and dissemination
- using business equipment/technology to maintain information.
- Updating and storing Records

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, **you will be able to –**

- Determine required physical records and inventories
- Use reliable and efficiently methods for collecting information
- Use appropriate interpersonal skills to access relevant information from individuals and teams.
- Organize Information into a format suitable for analysis, interpretation and dissemination
- use business equipment/technology to maintain information.
- updated and stored Records

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described in number 3 to 6.
3. Read the information written in the “Information Sheets 1, 2,3,4,5 and 6” in page 4,12,15,23,26 and 34. Try to understand what are being discussed. Ask your trainer for assistance if you have hard time understanding them.
4. Accomplish the “Self-check1, 2,3,4,5 and 6” in page 11,14,22,25,29 and 34.

5. Ask from your trainer the key to correction (key answers) or you can request your trainer to correct your work. (You are to get the key answer only after you finished answering the Self-check 11, 2,3,4,5 and 6).
6. Submit your accomplished Self-check. This will form part of your training portfolio.

Information Sheet #1

Determining required physical records and inventories

1. Determining required physical records and inventories

Good record keeping can help you protect your business, measure your performance and maximize profits.

Records are the source documents, both physical and electronic, that specify transaction dates and amounts, legal agreements, and private customer and business details.

Business records are specific documents that contain information relevant to the business. A record can be physical or digital, and can include documents that range from meeting minutes to legal contracts. It is important to note that not all documents created by a business, or related to that business, are considered business records. Businesses should have a records management system that dictates what will constitute a record for that business.



Figure1. physical or digital records

1.1. Required Physical records

- Ø Physical records are tangible documents. You can touch them and keep them in a physical location, such as a file cabinet or document library.



Figure2. File cabinet system

1.1.1. Physical records lifecycle

2. Identify: Decide what is a record and classify it according to the file plan.
3. Store: Put the record in the correct location.
4. Track Movement: Manage records requests, loans, and track the record's location.
5. Dispose: Approve records for disposal and destroy them.

Physical Records Lifecycle RecordPoint



1.2. Determine Required physical inventory

1. What is Inventory?

- Ø Make a list of all the physical assets on the farm and the values in birr. examples of assets are land, machinery and buildings on farms, poultry.
- Ø Physical inventory is a process where a business physically counts its entire inventory. A physical inventory may be mandated by financial accounting rules or the tax regulations to place an accurate value on the inventory, or the business may need to count inventory so component parts or raw materials can be restocked

2. **Why inventory? There are many uses for the resource inventory.**

- Ø completing a balance sheet to determine your net worth.
- Ø useful for computing noncash expenses, such as depreciation.
- Ø Annual depreciation is used on the income statement.
- Ø helpful summary of assets to be used as collateral.
- Ø With an up-to-date inventory of your farm's resources, you can consider options for growth and diversification more carefully and efficiently.
- Ø to identify inconsistencies in how information is created, stored, accessed, and managed.
- Ø it serves as the foundation for your records management program and is the basis for many of the other instruments required to manage records effectively.
- Ø to locate, identify, and describe all of your organization's information holdings

3. **Determine the scope of the inventory.**

- Will it cover all business units across the entire enterprise? That's a massive undertaking for a large organization.
- How about all physical locations? Again, this could be quite expensive and effort-intensive.
- How about all information types? If not, perhaps there is some prioritization that can be done
- what about all systems? Again, it might be more helpful to prioritize and do the important, or urgent, systems in the initial phase and catch the other systems in subsequent inventories.

- who will be on your inventory team? This should be a small, dedicated team that will act as a cohesive unit for the duration of the inventory.

4. Carrying out record Inventory

- One of the most important elements in gaining control of your records is the records and information inventory.
- Simply put, you need to know what records and information you have before you can manage it. This ties in directly with one of my favorite general management principles – “you cannot manage what you don’t know about”.
- The primary purpose of the inventory is to identify your organization’s information holdings.
- This can include both records and non-records and both physical and electronic documents. The inventory serves to identify how information is created and used by your employees and by individual groups and users. And
- it identifies where all that information is stored.
- This is especially important for electronic records – with physical records it’s usually pretty easy to tell where it is stored and when it starts getting out of control. But with electronic information, too often it’s “out of sight, out of mind.”
- Before the inventory begins, it’s important to get senior management support. The inventory takes time, energy, and effort and impacts every area of the organization that is within scope. If management in those areas do not support the inventory it will be difficult to conduct it properly and gather all the necessary information.
- One way to do that is to identify and communicate the purpose of the inventory to those managers.

5. Physical records and Inventory template

Table1.Inventory of Machinery and equipment

INVENTORY OF MACHINERY AND EQUIPMENT

	1	2	3	4	5	6	7
					Depreciation		
	Description	Date Owned	Years Life	Total Cost	Annual	Total to Date	Balance
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
Total							

Table1. Inventory of poultry breed purchase

9

10

Self-Check #1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What are farm records? (2pts)
2. Write the Importance of Farm Records. (2pts)
3. Why inventory? (2pts)
4. Explain Physical inventory? (2pts)

Note: Satisfactory rating - 4 points

Unsatisfactory - below 4 points

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

Information Sheet
#2

Using reliable and efficiently methods for collecting information

1. Using reliable and efficiently methods for collecting information

The poultry industry continues to rapidly expand throughout many regions of the world. World production of chicken and eggs is twice the level of only two decades ago. The genetic potential of the broiler, breeder, and egg-type layer has changed dramatically, resulting in a higher producing but more fragile chicken. Thus, the commercial chicken of today requires improved management practices.

In today's highly sophisticated industry, data collection practices implemented by a company determine how data are interpreted and whether conclusions are correct or erroneous. In the field, many potential opportunities to evaluate production are encountered daily. Often these opportunities are lost, as data collection systems are not organized and data generated cannot be evaluated and applied. A poultry producer must have a complete and accessible data bank when production problems are encountered to facilitate a quick and successful resolution. Because live animals are involved, timely and accurate decisions play a major role in preventing greater losses due to disease outbreaks, feed toxicity, poor management, inadequate nutrition, ill-advised health programs, substandard housing, etc. The factor to consider is that most production problems can easily be resolved once the problems are clearly defined. With a comprehensive database, this investigative process is greatly facilitated.

2.1. Why Collect Data

There are numerous reasons for data collection focus primarily on business and marketing related ones:

- Ø It helps you learn more about your customers
- Ø It enables you to discover trends in the way people change their opinions and behavior over time or in different circumstances
- Ø It lets you segment your audience into different customer groups and direct different marketing strategies at each of the groups based on their individual needs

- Ø It facilitates decision making and improves the quality of decisions made
- Ø It helps resolve issues and improve the quality of your product or service based on the feedback obtained

2.2. Methods of collection information

The choice of method is influenced by the data collection strategy, the type of variable, the accuracy required, the collection point and the skill of the enumerator. The main data collection methods are:

1. Registration: registers and licenses are particularly valuable for complete enumeration, but are limited to variables that change slowly.
2. Questionnaires: forms which are completed and returned by respondents. An inexpensive method that is useful where literacy rates are high and respondents are co-operative.
3. Interviews: forms which are completed through an interview with the respondent. More expensive than questionnaires, but they are better for more complex questions, low literacy or less co-operation.
4. Direct observations: making direct measurements is the most accurate method for many variables, but is often expensive.
5. Reporting: the main alternative to making direct measurements is to require poultry farm workers and others to report their activities. Reporting requires literacy and co-operation, but can be backed up by a legal requirement and direct measurements.

Self-Check #2	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Why data Collection. (5pts)
2. Write methods of collection information. (5pts)

Note: Satisfactory rating - 5points

Unsatisfactory - below 5 points

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

Information Sheet#3

Using appropriate interpersonal skills to access relevant information from individuals and teams.

3.1. what are interpersonal skills?

Interpersonal skills are the social skills people use to interact with others. They include the ability to communicate, to build, and to nurture relationships with others. In this people-filled world, interpersonal skills help you to navigate daily interactions, communications, and conflicts with other people.

We all use interpersonal skills every day. Strongly associated with emotional intelligence, interpersonal skills (in a professional context) refer to how we interact with others.

Employers often seek out those candidates who have strong interpersonal skills. They actively look for applicants who can work collaboratively, communicate effectively and have positive relationships with customers and co-workers.



Figure3. positive relationships with customers and co-workers

3.2. Why are Interpersonal Skills Important?

Without interpersonal skills, everyday business would be very difficult, since almost all aspects of work involve communication.

Many jobs also involve collaboration and interaction with different types of people, and interpersonal skills are vital to make this happen.

Even if you have a very technical job, such as an IT role, you will need to interact with colleagues or clients regularly, often imparting complicated information or having to listen carefully to requirements. Having excellent technical capabilities on your resume won't necessarily be enough to get you the job.



3.3. Types of interpersonal skills

Like we mentioned earlier, interpersonal skills are sort of a giant umbrella containing multitudes of skills. Don't be overwhelmed, though. Some people are naturally more inclined to have strengths and weaknesses within their interpersonal skill set.

For example, if you are not a great verbal communicator—like, when you are communicating with a larger group of people—you might employ a different interpersonal skill set, such as written communication.

If you are not great at problem-solving, maybe work on your listening and communication skills so that problems potentially don't arise as much. We are all imperfect humans, so play to your strengths—but also test your own comfort boundaries when building on your own interpersonal skillset.

3.3.1. Key Interpersonal Skills

1. Self-Confidence

- The right level of **self-confidence** in the workplace can open doors and help you to gain recognition. It can also demonstrate how you approach various situations and deal with them both positively and effectively.
- To be successful, it is important to demonstrate self-confidence at every stage of your career, whether you are a graduate looking for an entry position or a more experienced member of the team hoping to secure promotion.
- Self-confidence at work will improve the way people see you and your views, ideas and opinions will be taken more seriously.
- Confidence will help you when communicating with others, as it ensures that you can convey your point clearly and will be listened to.

2. Work Ethic

- Having a strong **work ethic** is viewed favorably by many recruiters. But what exactly does work ethic relate to?

Well, it can be split into three distinct strands:

- **Professionalism** – This incorporates everything from how you present yourself through to your appearance and how you treat others.
- **Respect** – All workplaces require you to work under pressure at some time or another, and exercising grace under stress will earn you more recognition. No matter how short the deadline or how heated things may get, always retain your diplomacy and poise.

- ### 3. Relationship Management

- #### 4. Receptiveness to Feedback

- ## 5. Body Language

- 18

- Your body language will often determine how your verbal communication (your words) are perceived. In fact, your body language will impact your communication skills more than any other factor.

6. Listening

- When improving your interpersonal communication skills, the first thing you need to learn is to **listen**. Failure to listen properly can have disastrous consequences, from failing to follow through on a manager's instructions to not completing a customer's request.
- Active listening is a skill that will help you understand and learn from others and respond correctly to what they are telling you. Giving non-verbal signals that you are actively listening (such as nodding or maintaining eye contact) will also build trust as the people you are collaborating with will feel heard.

7. Collaboration

- **Working collaboratively** allows teams to work productively and deliver positive outcomes for clients and the business. Successful collaboration requires the ability to cooperate and respect each other.
- Employers often seek applicants who have a proven track record working successfully within a team and candidates who are willing to compromise and cooperate to deliver exceptional work.
- Being able to collaborate – particularly in challenging situations – is a great selling point when applying for a job. Present yourself with a positive attitude and communicate your enthusiasm for team working.

8. Conflict Management

- A key interpersonal skill for those working in teams is conflict management, especially for those looking at leadership roles. Conflict in the workplace can reduce productivity and cause negativity.

- Good conflict management skills include diplomacy, empathy, negotiation, assertiveness and compromise.
- Being able to put your views across, or defend the views of others, in a professional and respectful way is a key skill in the workplace.

9. Positive Attitude

- Showing **positivity**, even in difficult situations, is important. Be positive from the moment you fill out the application form or write a covering letter through to the interview, your first day at work and beyond.
- Never say anything negative about your current or past employer, even if you feel strongly about it.
- Employees with a positive attitude are more likely to treat others positively, which creates a more harmonious working environment.

10. Workplace Etiquette

- How you come across to others can speak volumes. Learning **workplace etiquette** is a great way to leave a lasting impression on those you meet.
- Check your posture, ensure that you stand straight and make eye contact, turn towards people when they are speaking and smile genuinely at them.
- Follow the dress code of the company and make sure that your accessories such as ties, bags and jewelry are suitable for the workplace.
- Also ensure that you demonstrate kindness and courtesy, and arrive in good time every morning.

3.4. Which Jobs Require Interpersonal Skills?

If you feel you have strong relationship-building capabilities combined with effective collaborative skills, there are certain roles that you will be well suited to.

Any careers that require **client management** would be an ideal choice.

That said, being able to remember the finer details, having the self-confidence to market yourself properly and respecting workplace etiquette are skills that are valued in many roles, including:

- Customer Services
- Property
- Medical Professional
- Financial Planner/Broker
- Sales



Figure4.valuable interpersonal skills for your career

Self-Check #3	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. what are interpersonal skills? (2pts)
2. Why Are Interpersonal Skills Important? (2pts)
3. What Are the 10 Key Interpersonal Skills? (2pts)

Note: Satisfactory rating - 3points

Unsatisfactory - below 3 points

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

Information Sheet#4

Organizing Information into a format suitable for analysis, interpretation and dissemination

4.1. Organizing Information into a format suitable for analysis, interpretation and dissemination



Figure 5. organizing data

Organizing data is very difficult. There are many ways that you can do it. Actually, there is an infinite number of options that you can take to organize the data properly. There are people who have issues with data organization simply because of the huge volumes that it presents itself in. Big data is an asset for your business, but then it also poses an innumerable lot of challenges that you really do not want to experience. Here is the amazing thing that you probably do not know- there are only five ways to organize data.

There is a world of difference between designing the database and the data organization itself. How will the data be organized in the database? This is the question that you need to answer. The answer is bound to be one of the five methods discussed in this article. To put the issue into perspective better, consider this scenario. You are your company's content curator and your boss has asked you to organize all the content related to sales and marketing. How are you going to do the data organization? Some people will go for alphabetical structure while others will go for date of the content creation and such things.

A lot of consideration has to be made in the data planning. This will make it possible for effective communication as well as access to the information from the database. Luckily, as aforementioned, there are only five options that you have to worry about. These data organization options include:

4.2. Five methods for organization of information

1. Location

- Data can be organized by showing a visual depiction of some physical space.
- Maps are the most common ways to organize information based on location.

2. Alphabetical organization

- This is probably the first option that many people consider.
- Organizing data alphabetically sounds easy and very fast. It actually is easy to organize the data alphabetically.

3. Time

- Time is everything all over the universe.
- If you want to find information in a chronological order, then organizing the information based on the time it was created is the best method to use.
- This method is fantastic because it can show you how things happen over a fixed period of time.

4. Hierarchy

- Ø Hierarchies are beneficial when you want to show how one piece of information is related to another one in the order of importance or their ranks.

5. Category

- Ø Categories are very useful for a variety of purposes, for example describing different types of data that are being generated by an institution. The problem with this method is that it is so broad compared to the other methods. You can organize the data in just about any way imaginable- by color, gender, price, shape, model etc. The options are infinite.

Self-Check #4	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Discuss with five methods for organization of information? (6pts)

Note: Satisfactory rating - 3points

Unsatisfactory - below 3 points

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

Information Sheet#5

using business equipment/technology to maintain information

Introduction

What Are the Types of Business Technology?

Few successful companies do not use technology to improve productivity, communicate more efficiently and track customers and goods. In fact, most successful organizations rely on technology for almost every aspect of their business. Although there are many types of technology available, going digital doesn't have to intimidate business owners. It can all be broken down into understandable chunks of functionality.

1.1.Desktop Computers and Laptops

For most companies, the most useful piece of equipment is also the most understood. Desktop computers loaded with office and productivity software packages allow workers to write letters, analyze financial information, send and receive emails, and design sales presentations.

The computer itself could be a desktop model with a separate monitor and keyboard, or a mobile laptop. There are two main types of computers. Personal computers (PCs) operate using Microsoft Windows are the most common, and Macintosh Computers using Apple Computer's operating system are popular among creative professionals.



Figure6.Desktop computer

1.2. Software and Productivity Tools

The three most common business software options are email, spreadsheets, and accounting software. You probably are already familiar with using email. Spreadsheets can be used for client information, inventory, timesheets, scheduling, budgeting, and more. Accounting software manages financial information. Each of these software programs is described in more detail below.



Figure7. Needs of farm management software

1.3. Networking of Computers and Printers

Computers are often linked to form a network. This can allow people within an organization to share documents or information, provide a central repository to store documents, or for people to communicate using email within an office. They also allow several computers to

share a printer or storage device. A network can be limited to computers within a shared office, or span across multiple offices and locations.

1.4. Telephone and Voice Mail Systems

Although you might not consider an office telephone to be a piece of technology, today's business phone systems are quite complex. The most common type of phone system consists of a hardware unit that uses software to split the phone company's line among individual handsets. These systems often include an auto attendant that helps callers find the employee they are seeking and most also include a voice mail system for messages.

1.5. Financial Accounting System

Although technically software, accounting systems deserve their own mention because of their mission-critical role in any business. Accounting systems keep track of every dollar a company spends along with every dollar of revenue. One popular choice for smaller companies is QuickBooks by Intuit, which is simple to set up and maintain.

1.6. Inventory Control System

If your business sells goods, you may want to explore an inventory control system. These systems keep track of every item in your inventory, ensuring you do not run out of stock, nor you order too much. When new inventory arrives, the system is updated to reflect the additions and when it is sold, it is deducted from the totals.

1.7. Customer Relationship Management Systems

A Customer Relationship Management (CRM) System tracks a customer throughout his experience with your company. From the moment you obtain information about the customer, the CRM system will track their interactions with you. If a customer calls to order a product or service, or calls for help or a technical question, the CRM system will tell the service representative when the items were shipped, what is back-ordered and any other conversations the customer may have had with your company.

CRM systems help build relationships with a customer by assembling all the information your company collects from the customer in one place for use, review and proactive response.

Self-Check #5	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What Are the Types of Business Technology? (2pts)
2. What is Poultry Management Software? (2pts)
3. What is the need of farm management software's? (2pts)

Note: Satisfactory rating - 3points

Unsatisfactory - below 3 points

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date:

Short Answer Questions

Information Sheet#6

Updating and Storing Records

3.1. Updating, modifying and filing information

Information used by organizations needs to be regularly monitored to ensure it is current, still necessary and can be easily accessed. It may be your responsibility to do this, so make sure you are familiar with your organization's procedures for updating and modifying information.

1. Updating information

Updating means making sure the information is the latest, most current version. Updating may include:

- Ø placing the latest issue of a newsletter on the top of the newsletter file
- Ø adding the name of a new staff member to a staff list
- Ø changing the answering machine message to include new opening hours
- Ø adding the latest specials to the price list and order form
- Ø adding the latest sales figures to the sales target chart.

There may be serious consequences if the information an organization uses is not current. For example, a new customer may be annoyed if they are not sent a catalogue and newsletter because their name has not been added to the customer database. Or, the sales team may be working towards an incorrect target if updated sales figures are not regularly forwarded to them.

If you receive more current information after you have already sent information to someone, make sure you also send the current information as soon as possible. For example, you may have found information on the Internet and sent it to your supervisor for

a report they were preparing for management and, in the meantime, you were given more up-to date information from a colleague. Your colleagues will expect the latest version of journals and other documents to be available, so make sure these are regularly filed in the library or filing system. Remember to include these regular tasks on your work plan, otherwise it is easy to forget them or leave them to the last moment. Modifying information Modifying means changing or altering information. It may involve reformatting, changing the content, adding information, deleting or moving information. You may need to modify information when existing information is no longer useful or needs to be used for a new purpose. Modifying may include:

- using an existing flyer as a template, and changing the text to advertise a new product
- adding headings, page breaks and pictures to a draft report
- removing all of last year's meeting minutes from the meeting minutes file
- changing a customer's address in the customer database

2. Storing Records

Data is very powerful; it can boost your farm efficiency and yield improvement or it could cause a real headache. Keep it secure and organized. There are many ways of storing information. This varies from business to business. For instance, records can be centralized or decentralized. They can also be filed in different ways and stored in different types of equipment.

Filing and storing information, when you process information, you may be required to catalogue items in the filing system after you have collected, updated or modified them. You'll need to know:

- Ø what information to keep
- Ø the legal requirements of keeping the information
- Ø your organizations' filing procedures
- Ø the security issues surrounding the information.

Filing and storing information is a daily task in most organizations. Items that are regularly filed and stored include:

- | | |
|--------------------------|--|
| Ø correspondence | Ø sales information |
| Ø financial records | Ø magazines, books, videos, CDs and DVDs |
| Ø minutes of meetings | Ø reports |
| Ø administration records | Ø promotional material. |
| Ø customer details | |

Other information to be filed and stored may relate to specific projects, job applications, special promotions and customer complaints. After you have been in your job for a while, you will become familiar with what must be kept and what can be discarded.

Storage equipment for record

There are many different types of storage equipment. When deciding how to store records, an organization must think about:

- how much space is needed?
- how often the files are used?
- how much security is required?
- the cost of the storage equipment?
- how to protect the files from the effects of dust, heat, light and humidity?

Storage equipment used in the office must provide appropriate protection for records based on the format and volume of the records, how frequently they are used, how quickly they need to be accessed, and security requirements.

The main types of filing equipment are:

1. **Vertical filing cabinets**
2. Bookshelves.
3. Lateral filing units.
4. Mobile shelving

Self-Check #6	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Why data is very powerful? 2pts
2. Write ways of storing information? 2pts
3. Describe types of records that need be kept on a poultry enterprise? 2pts
4. Discuss with forms data filling system? 2pts

Note: Satisfactory rating - 3points

Unsatisfactory - below 3 points

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

List of Reference Materials

1. WEB ADDRESSES

- <http://southafrica.co.za/farm-recordkeeping.html>
- <https://www.slideshare.net/ronelcana/farm-records-and-accounting>
- https://en.wikipedia.org/wiki/Physical_inventory
- <https://community.aiim.org/blogs/carl-weise/2012/02/03/carrying-out-a-records-inventory>
- <https://edis.ifas.ufl.edu/pdffiles/VM/VM10500.pdf>
- <http://www.fao.org/3/x2465e/x2465e09.htm>
- <https://study.com/academy/lesson/interpersonal-skills-in-the-workplace-examples-and-importance.html>
- <https://www.thebalancecareers.com/interpersonal-skills-list-2063724>
- <https://www.wikijob.co.uk/content/interview-advice/competencies/interpersonal-skills>
- <https://www.careeraddict.com/the-importance-of-interpersonal-skills-in-the-workplace>
- <https://smallbusiness.chron.com/types-business-technology-167.html>
- <https://www.1099-etc.com/blog/business/poultry-farm-management-software/>
- <http://kccvetbusiness.weebly.com/process-and-maintain-workplace-information.html>
- <https://www.ucl.ac.uk/library/about-us/records-office/storing-paper-records>
- http://mghsbusinessservices.weebly.com/uploads/3/0/8/6/30867217/bsbinm201-process_maintain_workplace_information4weebly.pdf
- http://ptgmedia.pearsoncmg.com/images/0789729695/samplechapter/ch08_0789729695.pdf
- https://www.it.iitb.ac.in/~vijaya/ssrvvm/dokuwiki/media/cm5_l3.pdf
- <https://study.com/academy/lesson/business-records-classification-categories.html>
- https://www.sba.gov/sites/default/files/files/PARTICIPANT_GUIDE_RECORD_KEEPIING.pdf

Poultry Production

NTQF Level - III

Learning Guide -77

Unit of Competence: - Keep Records for A Primary
Production Business

Module Title: - Keeping Records for A Primary
Production Business

LG Code: AGR PLP3 M19 LO2-LG-77

TTLM Code: AGR P3P2 TTLM0120v1

LO 2: Process petty cash transactions

Information Sheet #1	Checking Petty cash claims and vouchers
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1. Checking Petty cash claims and vouchers

1.1. What is Petty Cash?

Petty cash or cash at hand is defined as a small amount of money set aside to cover for minor expenses in the company without having to write a check. The payment can be used to reimburse staff members for small expenditures. the amount of money in a petty cash fund differs for each enterprise depending on how frequent the company makes small purchases. For some, \$50 is sufficient while others may require \$200 in their account. Usually, a business will reserve enough money in their fund to meet their monthly needs. This saves time from filing and using up checks. Also, some retailers do not accept credit or debit card purchases for payments below a certain amount.



1.2. What is a petty cash voucher?

A petty cash voucher is usually a small form that is used to document a disbursement (payment) from a petty cash fund. Petty cash vouchers are also referred to as petty cash receipts and can be purchased from office supply stores.

Some petty cash vouchers are prenumbered and sometimes a number is assigned for reference and control. Receipts or other documentation justifying the disbursement should be attached to the petty cash voucher.

When the petty cash fund is replenished, the completed petty cash vouchers provide the documentation for the replenishment check

1.3. Typical information found on a petty cash voucher

- Name of the person using the cash
- Date the cash was given
- The amount of cash given-often in words and numbers
- A brief description of what the cash was used for
- A code if the amount is to be charged to a particular department/ area
- A place for the person in charge to sign to say that they have handed the cash over
- A place for the recipient of the cash to sign to say that they have received the cash



Petty Cash Voucher NO. _____

DATE _____

PAID TO _____

FOR _____ ACCOUNT _____

FOR _____ ACCOUNT _____
(attach documentation)

RECEIVED BY _____ PAID BY _____

AMOUNT

Fig.1. Shown above is an example of a petty cash voucher

2. Checking Petty cash claims and vouchers

Petty cash claims and vouchers are checked for accuracy and authenticity before processing. Part of the role of the person responsible for petty cash is to check the vouchers, purchase receipts and other petty cash claims that are submitted before they are paid to the person making the claim. Petty cash vouchers are usually fairly simple but they need to be filled out correctly. If there is any information missing, or if the writing is hard to read, the person responsible for petty cash might make errors in payment.

2.1. Responsibilities

The Director of Financial Management is responsible for the policy in relation to petty cash, ensuring it is reviewed regularly and provides value for money. He is also responsible for the security of cash and to the opening and closing of petty cash facilities. The Director can suspend the use of a petty cash facility if he considers it is not being operated properly.

The Senior Accounts Officer in the FMD Treasury Function is responsible for the day to day safekeeping, issue and replenishment of petty cash and the reconciliation of cash holdings to financial records. They should immediately inform the Director of Finance of any irregular or fraudulent activity or loss.

Each Department has at least one staff member who holds petty cash. Departmental petty cash holders are responsible for the day to day safekeeping, issue and replenishment of petty cash (through the Treasury Function) and the reconciliation of cash holdings to financial records. They should immediately notify the Senior Accounts Clerk of any irregular or fraudulent activity or loss.

Authorized signatories are responsible for signing cheques in order to replenish petty cash holdings and ensure the replenishment is valid.

Employees are responsible for submitting appropriate, accurate and timely requests for petty cash that meet the requirements of this guidance and the objectives of the House of Commons.

Checklists

Responsibility	Check	Frequency
Petty Cash Claimant	<p>On submitting a petty cash claim ensure:</p> <ul style="list-style-type: none"> - The purpose of the cash is valid ie supports House objectives - The claim is appropriate for cash reimbursement ie would payment by card or reimbursement by expenses be feasible - It is supported by valid documentation eg a receipt 	On submission of each claim

	<ul style="list-style-type: none"> - An FO9 is completed and appropriately authorised <p>On receipt of cash, ensure the FO9 is signed.</p>	
Senior Accounts Officer	<p>Petty cash levels are monitored and replenished as appropriate.</p> <p>Cash is kept secure.</p> <p>Cash and accounting records are reconciled.</p> <p>Check petty cash claims to ensure:</p> <ul style="list-style-type: none"> - The purpose of the cash is valid ie supports House objectives - The claim is appropriate for cash reimbursement ie would payment by card or reimbursement of expenses be feasible - It is supported by valid documentation eg a receipt - An FO9 has been completed correctly and authorised <p>The 'Manager' Code on the safe is altered annually and when new to the job.</p> <p>Perform annual cash checks on departmental petty cash.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Monthly</p> <p>On receipt of petty cash claim</p> <p>Annually/on change of staff</p> <p>Annual</p>

<p>Departmental Petty Cash Holders</p>	<p>Petty cash levels are monitored and replenished as appropriate.</p> <p>Cash is kept secure.</p> <p>Cash is reconciled to accounting records and reported to the Senior Accounts Officer in the Treasury Function, FMD.</p> <p>Check petty cash claims to ensure:</p> <ul style="list-style-type: none"> - The purpose of the cash is valid ie supports House objectives - The claim is appropriate for cash reimbursement ie would payment by card or reimbursement of expenses be feasible - It is supported by valid documentation eg a receipt - An FO9 has been completed correctly and authorised 	<p>Ongoing</p> <p>Ongoing</p> <p>Monthly</p> <p>On receipt of petty cash claim</p>
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Self-Check -1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. what is Petty Cash? (2pts)
2. What is a petty cash voucher? (2pts)
3. Discuss typical information found on a petty cash voucher? (2pts)
4. Why checking Petty cash claims and vouchers? (3pts)

Note: Satisfactory rating - 4points

Unsatisfactory - below 4 points

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

Information Sheet #2

Processing and Recording petty cash transactions

1. Processing and recording petty cash transactions

1.1. What is Petty Cash Transaction?

A petty cash transaction is one in which an employee or business owner takes money out of the petty cash fund for the purpose of buying something for the business.

Processing and recording petty cash transactions

1. The establishment of a petty cash system begins by making out a check to cash, cashing it, and placing the cash in a petty cash box:



A petty cash custodian should be designated to safeguard and make payments from this fund. At the time the fund is established, the following journal entry is needed. This journal entry, in essence, subdivides the petty cash portion of available funds into a separate account.

01-31-X4	Petty Cash		1,000	
	Cash			1,000
	To establish a \$1,000 petty cash fund			

Policies should be established regarding appropriate expenditures that can be paid from petty cash. When a disbursement is made from the fund, a receipt should be placed in the petty cash box. The receipt should set forth the amount and nature of expenditure. The receipts are known as petty cash vouchers. At any point in time, the receipts plus the remaining cash should equal the balance of the petty cash fund (i.e., the amount of cash originally placed in the fund).

2. Replenish Petty Cash

As expenditures occur, cash in the box will be depleted. Eventually the fund will require replenishment. A check for cash is prepared in an amount to bring the fund back up to the original level. The check is cashed and the proceeds are placed in the petty cash box. At the same time, receipts are removed from the petty cash box and formally recorded as expenses



The journal entry for this action involves debits to appropriate expense accounts as represented by the receipts, and a credit to Cash for the amount of the replenishment. Notice that the **Petty Cash** account is not impacted — it was originally established as a base amount, and its balance has not been changed by virtue of this activity.

02-28-X4	Supplies Expense		390	
	Fuel Expense		155	
	Miscellaneous Expense		70	
	Cash			615
	<i>To replenish petty cash; receipts on hand totaled \$615 related to office supplies (\$390), gasoline (\$155), coffee and drinks (\$70). Remaining cash in the fund was \$385, bringing the total to \$1,000 (\$615 + \$385).</i>			

Cash Short and Over

Occasional errors may cause the petty cash fund to be out of balance. The sum of the cash and receipts will differ from the correct Petty Cash balance. This might be the result of simple mistakes, such as math errors in making change, or perhaps someone failed to provide a receipt for an appropriate expenditure. Whatever the cause, the available cash must be brought back to the appropriate level.

The journal entry to record full replenishment may require an additional debit (for shortages) or credit (for overages) to Cash Short (Over). In the following entry, \$635 is placed back into the fund, even though receipts amount to only \$615. The difference is debited to Cash Short (Over):

02-28-X4	Supplies Expense		390	
	Fuel Expense		155	
	Miscellaneous Expense		70	
	Cash Short (Over)		20	
	Cash			635
	<i>To replenish petty cash; receipts on hand totaled \$615 related to office supplies (\$390), gasoline (\$155), coffee and drinks (\$70). Remaining cash in the fund was \$365, bringing the total to \$980 (\$615 + \$365); a \$20 shortage was noted and replenished.</i>			

The Cash Short (Over) account is an income statement type account. It is also applicable to situations other than petty cash. For example, a retailer will compare daily cash sales to the actual cash found in the cash register drawers. If a surplus or shortage is discovered, the difference will be recorded in Cash Short (Over); a debit balance indicates a shortage (expense), while a credit represents an overage (revenue).

The four steps to do petty cash accounting and recording are:

1. Establish Petty Cash Policy & Procedures

The first thing you need to do is document your petty cash procedures and communicate them to all employees.

Below is the key information that should be included in your petty cash policy and procedures:

- Assign one person to be in charge of petty cash, known as the petty cash custodian. This should be someone that you trust to adhere to the petty cash procedures.

- Determine the Birr amount you will keep in petty cash. In general, a small office might only need a couple hundred dollars; however, a larger office might need as much as \$500.
- Inform employees that a receipt is required for all petty cash purchases of \$75 or more; a receipt scanner app can help minimize the chance of lost receipts.
- The petty cash account should be reconciled on a monthly basis or each time it is replenished (whichever comes first).
- Petty cash purchases should be recorded on the books on a monthly basis if not more often.
- While establishing a petty cash policy won't eliminate common issues that may arise like theft, abuse of funds or lost receipts, it will help to minimize some of these issues. To further reduce these issues, many business owners are moving away from cash and instead using prepaid business cards. Check out our How to Do Petty Cash Accounting with Business Credit Cards section for more details.

2. Set Up a Petty Cash Log

A petty cash log is a detailed account of all deposits and withdrawals made from the petty cash account, including the date of purchase, a brief description of what was purchased, the account it should be charged to, who received the funds and who approved it. In general, you should keep one petty cash log template per month.

3. Create Journal Entries to Record Petty Cash

Petty cash transactions should be recorded at least once a month, if not more often. Whether you use an accounting software like QuickBooks or an Excel spreadsheet to keep track of your income and expenses, these purchases are recorded as a debit (increase) to an expense account and a credit (decrease) to the petty cash account. In the How to Set Up Petty Cash in QuickBooks section, we show you how QuickBooks records these purchases behind the scenes. If you use Excel, head over to the How to Track Petty Cash with an Excel Spreadsheet to see how this works.

4. Reconcile the Petty Cash Account

Reconciling petty cash entails making sure you have a receipt for every petty cash purchase in your petty cash log and creating a journal entry to record it on the books. While I firmly believe you should require a receipt for all transactions (regardless of amount), the IRS only requires a receipt for purchases that are \$75 or more.

Now that we have covered the key steps of petty cash accounting, we'll take a closer look at the three primary ways to record petty cash: with accounting software like QuickBooks, with a spreadsheet like Excel, and importing from credit card statements

Self-Check -2	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page (2pts each)

1. What is Petty Cash Transaction?
2. Discuss with processing and recording petty cash transactions?
3. What is the Cash Short (Over) account?

Note: Satisfactory rating - 3points

Unsatisfactory - below 3 points

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

Information Sheet #3	Balancing Petty cash book
-----------------------------	----------------------------------

1. Balancing Petty cash book

Cash Book is a Book in which all cash receipts and cash payments are recorded. It is also one of the books of original entry. It starts with the cash or bank balance at the beginning of the period. In case of new business, there is no cash balance to start with. It is prepared by all organizations. When a cash book is maintained, cash transactions are not recorded in the Journal, and no cash or bank account is required to be maintained in the ledger as Cash Book serves the purpose of Cash Account.

1.1. Petty Cash Book Types and Preparation

The petty cash book is of the following two types:

1. Simple Petty Cash Book
2. Analytical Petty Cash Book

1. Simple Petty Cash Book

Simple Petty Cash Book is just like the main cash book. Cash received by the petty cashier is recorded on debit side and all payments for petty expenses are recorded on credit side in one column.

Table. Format of Simple Petty Cash Book

Specimen of Simple Petty Cash Book

Cash Received	C.B. Folio	Date	Particulars	V.N.	Total Payment (\$)

Example of Simple Petty Cash Book

Record the following transactions in a Simple Petty Cash Book for the Month or January 2019.

2019		\$
Jan. 01	Cash received from head cashier for petty expenses	1,000
Jan. 05	Paid Telephone Expenses	100
Jan. 07	Paid Postage Expenses	15
Jan. 10	Cartage paid	50
Jan. 11	Traveling Expenses paid	100
Jan. 12	Paid Office Expenses	300
Jan. 15	Postage Expenses paid	20
Jan. 20	Paid Telephone Bill	100
Jan. 28	Miscellaneous Expenses	75
Jan. 31	Cartage paid	20

Solution

Cash Received	C.B. Folio	Date	Particulars	V.N.	Total Payment (\$)
		2019			
1,000		Jan. 01	Bank account		
		Jan. 05	Telephone Account		100
		Jan. 07	Postage Account		15
		Jan. 10	Cartage account		50
		Jan. 11	Traveling		100
		Jan. 12	Office Exp. Account		300
		Jan. 15	Postage Account		20
		Jan. 20	Telephone Account		100
		Jan. 28	Miscellaneous Exp. Account		75
		Jan. 31	Cartage Account		20
			Balance c/d		220
1,000					1,000
220		Feb. 01	Balance b/d		
780		Feb. 01	Bank Account		

Self-Check -3	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What is Cash Book? (2)
2. Describe Petty Cash Book Types? (2)
3. How to balance petty cash book? (2)

Note: Satisfactory rating - 3points

Unsatisfactory - below 3 points

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

List of Reference Materials

1- WEB ADDRESSES

- <https://www.parliament.uk/documents/commons-commission/speaker-petty-cash.pdf>
- https://mghsbusinessservices.weebly.com/uploads/3/0/8/6/30867217/petty_cash_checking_1b.pdf
- https://www.google.com/url?sa=i&source=images&cd=&ved=2ahUKEwi-puyuxN_mAhUZWMBHVVEEBBIQjRx6BAgBEAQ&url=http%3A%2F%2Fsimplestudies.com%2Faccounting-and-procedures-for-petty-cash.html%2Fpage%2F4&psig=AOvVaw0nsm5ib_Mq_bi3M7Wl6fa&ust=1577869568498661
- <https://fitsmallbusiness.com/petty-cash-accounting/>
- <https://smallbusiness.chron.com/balance-petty-cash-55507.html>
- <https://bizfluent.com/info-8364127-definition-petty-cash-transaction.html>

Poultry Production NTQF Level - III

Learning Guide -78

Unit of Competence: - Keep Records for A Primary
Production Business

Module Title: - Keeping Records for A Primary
Production Business

LG Code: AGR PLP3 M19 LO3-LG-78

TTLM Code: AGR PLP3 TTLM01 20v1

LO 3: Establish and maintain a cash book in
accordance with organizational requirements

Instruction Sheet

Learning Guide #-78

This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics –

- Creating and checking cash receipts, payments book documentation
- Reconciling Cashbook balances with bank and creditor statements.
- Using cashbook balances
- Preparing cash flow statements

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, **you will be able to –**

- Create and check cash receipts, payments book documentation relating to financial transactions for validity prior to processing
- Reconcile cashbook balances with bank and creditor statements.
- Use cashbook balances to complete legislative reporting requirements.
- prepare Cash flow statements on the basis of summarized cashbook entries.

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described in number 3 to 6.
3. Read the information written in the “Information Sheets 1, 2,3 and 4” in page 2,4,9, and 11. Try to understand what are being discussed. Ask your trainer for assistance if you have hard time understanding them.
4. Accomplish the “Self-check1, 2,3 and 4 in page 3,8,10 and 15.
5. Ask from your trainer the key to correction (key answers) or you can request your trainer to correct your work. (You are to get the key answer only after you finished answering the Self-check 1,2,3 and 4).
6. Submit your accomplished Self-check. This will form part of your training portfolio.

Information Sheet #1	Checking cash receipts and payments book documentation
-----------------------------	---

1. Checking cash receipts and payments book documentation

A receipt and payment account are a summarized cash book for a given period". "This is a summary of the cash transactions as in the cash book".

1.1. Characteristics of Receipt and Payment Account

- Ø It is a summary of the cash book.
- Ø We record all the cash receipts during the whole year on its debit side. Whereas, we write all the cash payments for the whole year on its credit side.
- Ø We include both receipts and payments in cash whether they are of capital and revenue nature.
- Ø We record only cash transactions in receipt and payment account.
- Ø It generally shows a debit balance. In the case of overdraft balance, its net balance may be credit.
- Ø Its closing balance shows closing cash in hand and closing cash at the bank.
- Ø Non-cash items such as depreciation, outstanding expenses, accrued incomes are also shown in this account.

The process of receiving cash is highly regimented, because the task of processing checks is loaded with controls. They are needed to ensure that checks are recorded correctly, deposited promptly, and not stolen or altered anywhere in the process. The procedure for

1.2. check receipts processing is outlined below:

1. Record checks and cash.
2. Forward payments.
3. Apply cash to invoices.
4. Record other cash (optional).
5. Match to bank receipt.

Self-Check -1

Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What is a receipt and payment account? (3pts)
2. Describe characteristics of Receipt and Payment Account? (3pts)

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Question

Information Sheet-2	Reconciling cashbook balances with bank and creditor statements
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1. Reconciling cashbook balances with bank and creditor statements

A bank reconciliation compares the bank statement and our company's records and reconciles or balances to two account balances.

For example, the internal record of cash receipts and disbursements can be compared to the bank statement to see if the records agree with each other. The process of reconciliation confirms that the amount leaving the account is spent properly and that the two are balanced at the end of the accounting period.

1.1. Reconciliation Process

In most organizations, the reconciliation process is usually automated, using accounting software. However, since some transactions may not be captured in the system, human involvement is required to identify such unexplained differences. The objective of doing reconciliations is to make sure that the internal cash register agrees with the bank statement. Once any differences have been identified and rectified, both internal and external records should be equal in order to demonstrate good financial health.

Your reconciliation activities confirm that you've recorded transactions correctly. Perform monthly reconciliations of cash receipts and bank account statements to provide good checks and balances.

Best practices:

- Ø Compare receipts to deposit records.
- Ø Record cash receipts when received.
- Ø Count and balance cash receipts daily.
- Ø Perform periodic surprise cash counts

1.2. Potential consequences if review and reconciliation activities are not performed:

- Ø Errors, discrepancies, or irregularities not detected
- Ø Lost or stolen cash receipts

- Ø Inaccurate application of cash receipts to department accounts

1.3. Benefits of preparing a BRS

- Ø Detecting errors:
- Ø Tracking Interest and Fee
- Ø Detecting Fraud
- Ø Tracking Receivables

1.4. Reconciliation Methods

Reconciliation must be performed on a regular and continuous basis on all balance sheet accounts as a way of ensuring the integrity of financial records. This helps uncover omissions, duplication, theft, and fraudulent transactions.

There are two ways of reconciling financial records, as follows:

1. Document review

- Ø The document review method involves reviewing existing transactions or documents to make sure that the amount recorded is the amount that was actually spent. The review is mostly carried out using accounting software.

2. Analytics Review

- Ø Analytics review uses previous account activity levels or historical activity to estimate the amount that should be recorded in the account. It looks at the cash account or bank statement to identify any irregularity, balance sheet errors, or fraudulent activity.

1.5. Reconcile the monthly bank statement

Sometimes the difference between the bank balance and the book balance is due to errors.

Errors made by banks	Errors made by businesses
Arithmetic errors	Arithmetic errors
Giving credit to the wrong depositor	Not recording a check or deposit
Charging a check against the wrong account	Recording a check or deposit for the wrong amount

Many banks require that errors in the bank statement be reported within a short period of time, usually 10 days. Other than errors, there are four reasons why the book balance of cash may not agree with the balance on the bank statement.

1. Outstanding checks.
2. Deposit in transit.
3. Service charges and other deductions not recorded in the business records.
2. Deposits, such as the collection of promissory notes, not recorded in the business records.

1.6. Format of a bank reconciliation statement

First Section		Second Section	
Bank statement balance		Book balance	
+ deposits in transit		+ deposits not recorded	
– outstanding checks		– deductions	
+ or – bank errors		+ or – errors in books	
Adjusted bank balance		Adjusted book balance	

1.7. Tips to ensure efficient BRS

1. Firstly, it's essential to have all the required documentation and information in hand. That means, if all the required documentation and information are at your disposal you get a better view of things.
2. Avoiding common errors, such as:
 - Ø Error relating to duplication of entries.
 - Ø Not accounting for a transaction that would cause a difference equal to the missed amount
 - Ø Errors while entering commas and dots, which cause discrepancies that, could be of significant value.
 - Ø Transposition errors while entering figures in the books.
3. Banks can make mistakes too: It is possible that your bank might have committed a mistake. They might debit incorrect amounts from your account, or credit deposits which doesn't belong to you. For this reason, in case you find errors for which you don't find any explanations, or for which you're in doubt, the best thing is to consult your bank.

4. Reconciling items: Listing differences and reconciling them and then forgetting it is possible. In case differences keep on accumulating with no action taken, your bank reconciliation would become meaningless. It is needed that a constant check is kept on the reconciled transactions so that they are reflected in the right way in the bank column of the cash book and in the bank statement.

Self-Check -2	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What is bank reconciliation? (2pts)
2. Describe Benefits of preparing a BRS? (3pts)
3. Discuss with reconciliation Methods? (3pts)

Note: Satisfactory rating - 4 points

Unsatisfactory - below 4 points

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

Information Sheet#3

Using cashbook balances

1. Using cashbook balances

1.1. What Is a Cash Book?

A cash book is a financial journal that contains all cash receipts and disbursements, including bank deposits and withdrawals. Entries in the cash book are then posted into the general ledger.

1.2. How a Cash Book Is Used?

A cash book is set up as a subsidiary to the general ledger in which all cash transactions made during an accounting period are recorded in chronological order. Larger organizations usually divide the cash book into two parts: the cash disbursement journal which records all cash payments, and the cash receipts journal, which records all cash received into the business.

The cash disbursement journal would include items such as payments made to vendors to reduce accounts payable, and the cash receipts journal would include items such as payments made by customers on outstanding accounts receivable or cash sales.

1.3. Cash Book vs. Cash Account

A cash book and a cash account differ in a few ways. A cash book is a separate ledger in which cash transactions are recorded, whereas a cash account is an account within a general ledger. A cash book serves the purpose of both journal and ledger, whereas a cash account is structured like a ledger. Details or narration about the source or use of funds are required in a cash book but not in a cash account.

There are numerous reasons why a business might record transactions using a cash book instead of a cash account. Daily cash balances are easy to access and determine. Mistakes can be detected easily through verification, and entries are kept up-to-date, since the balance is verified daily. With cash accounts, balances are commonly reconciled at the end of the month after the issuance of the monthly bank statement.

Self-Check -3	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What Is a Cash Book? (3pts)
2. How a Cash Book Is Used? (3pts)

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

Information Sheet-4

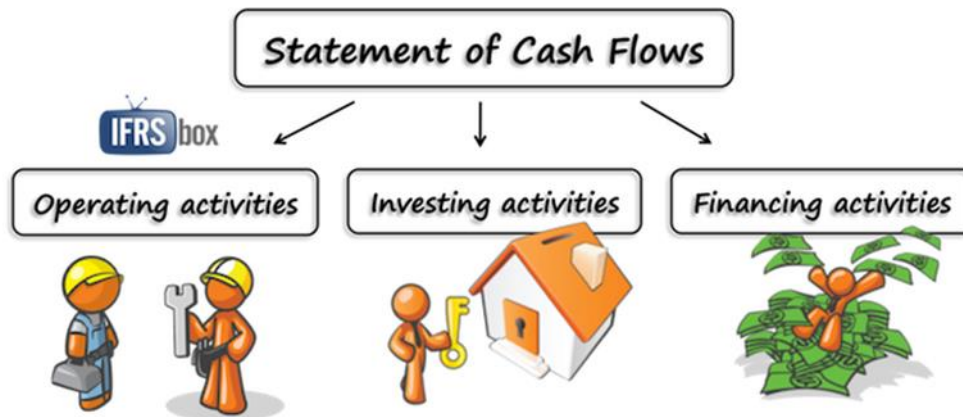
Preparing cash flow statements



4.1. What Is the Cash Flow Statement?

- Ø A cash flow statement provides information beyond that available from other financial statements, such as the Income Statement and the Balance Sheet, through providing a reconciliation between the beginning and ending balances of cash and cash equivalents of a firm over a fiscal or accounting period.
- Ø A Cash Flow Statement (also called the Statement of Cash Flows) shows how much cash is generated and used during a given time period

- 1. The main categories found in a cash flow statement are** (1) operating activities, (2) investing activities, and (3) financing activities of a company and are organized respectively. The total cash provided from or used by each of the three activities is summed to arrive at the total change in cash for the period, which is then added to the opening cash balance to arrive at the cash flow statement's bottom line, the closing cash balance.



4.2. Importance of Cash Flow Accounting

- Ø It is usually measured during a specified, finite period of time, or accounting period.
- Ø The measurement of cash flow can be used for calculating other parameters that give information on a company's value, liquidity or solvency, and situation.
- Ø Without positive cash flow, a company cannot meet its financial obligations.
- Ø Management is interested in the company's cash inflows and cash outflows because these determine the availability of cash necessary to pay its financial obligations.
- Ø In addition, management uses cash flow for the following:
 - To determine problems with a company's liquidity
 - To determine a project's rate of return or value
 - To determine the timeliness of cash flows into and out of projects, which are used as inputs in financial models such as internal rate of return and net present value
 - Being profitable does not necessarily mean being liquid. A company can fail because of a shortage of cash even when it is profitable.
 - Cash flow is often used as an alternative measure of a company's profitability when it is believed that accrual accounting concepts do not represent economic realities.

4.3. What the Cash Flow Statement Does Not Tell Us

- Ø does not tell us the profit earned or lost during a particular period.

- Ø does not tell the whole profitability story, and it is not a reliable indicator of the overall financial well-being of the company.
- Ø While a company's cash situation is significant, it is not reflective of the company's entire financial condition.
- Ø does not account for liabilities and assets, which are recorded on the balance sheet.

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	Startup year						Terminal year
	2016	2017	2018	2019	2020	2021	2022
Balance Sheet Check	OK	OK	OK	OK	OK	OK	OK

Cash Flow Statement

Cash from Operations

Net Income	(2,573,040)	(1,340,320)	42,855	925,320	2,086,560	3,706,200	4,303,920
Depreciation	100,000	120,000	140,000	250,000	300,000	420,000	520,000
Changes in non cash working capital							
Accounts Receivable	52,529	23,456	45,022	68,373	72,976	105,363	68,813
Inventory	900,493	154,849	396,740	733,068	766,356	1,084,438	755,260
Accounts Payable	880,708	(111,228)	7,108	69,245	265,394	383,178	256,961
1 Total	(2,545,354)	(1,509,854)	(251,799)	443,124	1,812,621	3,319,576	4,256,808

Cash Invested

Capital Expenditures	500,000	100,000	100,000	550,000	250,000	1,100,000	600,000
Acquisitions	0	0	0	0	0	0	0
2 Total	500,000	100,000	100,000	550,000	250,000	1,100,000	600,000

Cash from Financing

Increase (decrease) in Debt	0	0	0	0	0	0	0
Equity Issued (repurchased)	8,000,000	0	0	0	0	0	0
Dividends Paid	0	0	0	0	0	0	0
3 Total	8,000,000	0	0	0	0	0	0

Total Cash	4,954,646	(1,609,854)	(351,799)	(106,876)	1,562,621	2,219,576	3,656,808
------------	-----------	-------------	-----------	-----------	-----------	-----------	-----------

Opening balance	0	4,954,646	3,344,792	2,992,993	2,886,117	4,448,738	6,668,315
Increase (Decrease)	4,954,646	(1,609,854)	(351,799)	(106,876)	1,562,621	2,219,576	3,656,808
4 Closing balance	4,954,646	3,344,792	2,992,993	2,886,117	4,448,738	6,668,315	10,325,123

4.4. Prepare Statement of Cash Flows

How many times did you sit with the head in your hands worrying about the statement of cash flows? Lots of work, preparation, calculations, adjustments.... and damn it, figures just do not add up! It's very frustrating and creates headaches. I've been there.

Before Start

This method works only if you understand the following matters:

- Ø You already know what the statement of cash flow is and what parts it has (operating, investing, financing and final reconciliation). You understand the basics of cash flows, relationship between individual components of financial statements (balance sheet, income statement and others), accounting etc.
- Ø Availability of various accounting information is generally good and you can easily access them. Sometimes you will need to do some adjustments resulting from supporting data and it would be lovely if you could get all pieces of info in the blink of an eye.
- Ø You will stay cool, no nerves, no stress, just patience and concentration on this lovely work.

Self-Check -4	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What Is the Cash Flow Statement? (2pts)
2. Describe the main categories found in a cash flow statement? (2pts)
3. Write Importance of Cash Flow Accounting? (2pts)
4. What the Cash Flow Statement does not tell us? (2pts)

Note: Satisfactory rating - 4 points

Unsatisfactory - below 4 points

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

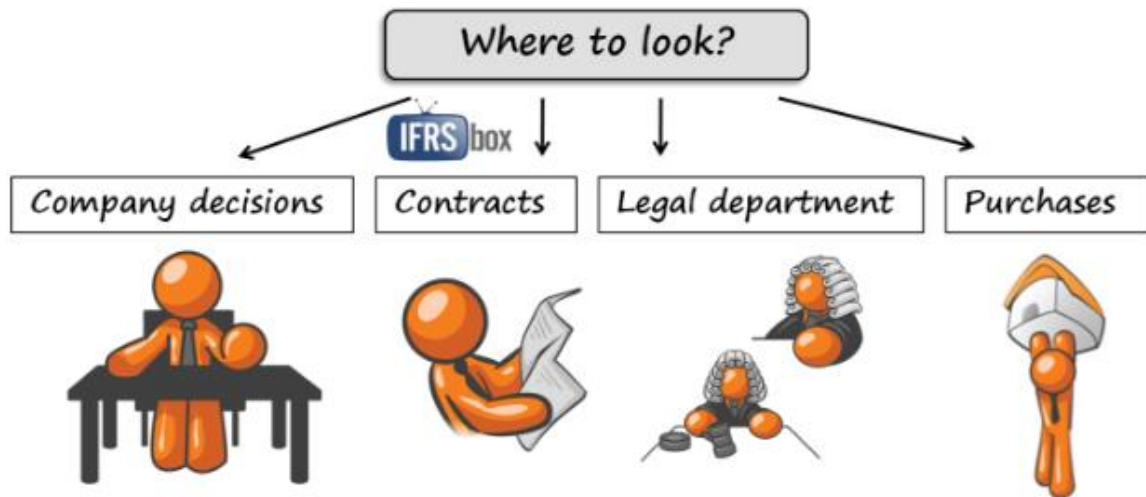
Short Answer Questions

Operation Sheet #1

Preparing cash flow statements

Steps for preparing cash flow statements

Step 1: Prepare—Gather Basic Documents and Data



Step 2: Calculate Changes in the Balance Sheet

Step 3: Put Each Change in B/S to the Statement of Cash Flows

Step 4: Make Adjustments for Non-cash Items from Statement of Total Comprehensive Income

Step 5: Make Adjustments for Non-cash Items from Other Information

Step 6: Prepare Movements in Material Balance Sheet Items to Verify Completeness

Step 7: Add Up and Perform Final Check

Operation Sheet # 2**Steps to prepare the bank reconciliation statement****Steps to prepare the bank reconciliation statement****1. First Section**

1. Enter the balance on the bank statement.
2. Compare the deposits in the checkbook with the deposits on the bank statement.
3. List the outstanding checks.
4. List any bank errors.
5. Compute the adjusted bank balance.

2. Second Section

1. Enter the balance in books from the Cash account.
2. Record any deposits made by the bank that have not been recorded in the accounting records.
3. Record deductions made by the bank.
4. Record any errors in the accounting records that were
 1. discovered during the reconciliation process.
 2. Compute the adjusted book balance.

LAP Test	Practical Demonstration
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within 2 hours.

Task 1. Prepare cash flow statements

Task 2. prepare the bank reconciliation statement

List of Reference Materials

1. WEB ADDRESSES

- <https://www.investopedia.com/investing/read-corporate-cash-flow-statement/>
- <https://corporatefinanceinstitute.com/resources/knowledge/accounting/cash-flow-statement%E2%80%8B/>
- <https://www.ifrsbox.com/how-to-prepare-statement-of-cash-flows-in-7-steps/>
- <https://courses.lumenlearning.com/boundless-accounting/chapter/cash-flow-accounting/>
- <https://corporatefinanceinstitute.com/resources/knowledge/accounting/reconciliation/>
- http://www.mccc.edu/~horowitz/documents/Chapter09_001.pdf
- <https://cleartax.in/s/bank-reconciliation-statement>
- <https://courses.lumenlearning.com/sac-finaccounting/chapter/preparing-a-bank-reconciliation/>
- https://docs.oracle.com/cd/E26228_01/doc.93/e40563/ch_cash_book_rpt.htm#WEARU357
- <https://www.toppr.com/guides/accountancy/accounting-for-not-for-profit-organisations/receipt-payment-account/>
- <https://www.recordpoint.com/physical-records/>

Poultry Production

NTQF Level - III

Learning Guide -79

**Unit of Competence: - Keep Records for A Primary
Production Business**

**Module Title: - Keeping Records for A Primary
Production Business**

LG Code: AGR PLP3 M20 LO4-LG-79

TTLM Code: AGR PLP3 TTLM0120v1

**LO 4: Reconcile invoices for payment to
creditors**

Instruction Sheet

Learning Guide #-79

This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics –

- Identifying, reporting and rectifying adjustments and errors
- Making invoices processed and payment

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, **you will be able to –**

- Identify, report and rectify adjustments and errors in accordance with organizational requirements.
- Make invoices processed and payment in accordance with organizational requirements.

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described in number 3 to 6.
3. Read the information written in the “Information Sheets 1 and 2” in page 2 and 7. Try to understand what are being discussed. Ask your trainer for assistance if you have hard time understanding them.
4. Accomplish the “Self-check 1 and 2 in page 6 and 13.
5. Ask from your trainer the key to correction (key answers) or you can request your trainer to correct your work. (You are to get the key answer only after you finished answering the Self-check 1 and 2).
6. Submit your accomplished Self-check. This will form part of your training portfolio.

Information Sheet #1

Identifying, reporting and rectifying adjustments and errors

1. Identifying, reporting and rectifying adjustments and errors

The quickest and easiest way to identify accounts Payable errors in QuickBooks is from a review of the Accounts Payable Aging Summary report. The Accounts Payable Aging Summary report provides a quick snapshot of the outstanding bills as of a specific date. Most of the outstanding bills should be relatively current. An aged bill in the >90 days may indicate an error or a transaction that requires an adjustment.

Errors

- Ø Client enters bills and then writes checks
- Ø There are unapplied vendor credits

Symptoms

- Ø Accounts Payable balance is high with many aged bills
- Ø Expenses seem unreasonably high
- Ø The bank account balance appears correct
- Ø Numerous unapplied vendor credits

1.1. How to Fix Invoice Mistakes



Invoice mistakes happen, and most clients are understanding about the process of correcting these mistakes, as long as it isn't too complicated and doesn't occur too often. Whether you bill customers electronically or on paper, you should correct invoice mistakes quickly and communicate clearly about the changes and, if applicable, the reasons behind them. Similarly, when asking a vendor to fix a mistake on an invoice issued to your company, be clear and professional while directing your comments toward addressing the specific error.

1. Electronic Mistakes

When you catch an electronic invoice mistake before you send the invoice to the customer, you can simply correct the problem in your own system and then print and issue another invoice without the customer ever knowing. Most billing systems will adjust balances and amounts due based on the adjustment, without even showing on the final invoice that a change has been made. If you have already issued the invoice but the customer has not paid, send a friendly email or make a polite phone call explaining the mistake, and then issue a new invoice. If the customer has already paid, make a correction adjustment on a future invoice, or issue another invoice or credit correcting the mistake.

2. Handwritten Invoice Mistakes

You can fix a mistake on a handwritten invoice by simply crossing out the wrong number and writing in the correct amount. However, your invoice will look more professional -- even if it is handwritten -- if you start over with a fresh invoice. Keep a copy of the voided bill if your invoices are numbered to document the sequence gap. To correct a mistake on a handwritten invoice you have already given to a customer, write a corrected version, mail it with a note explaining the correction, and keep copies of both the incorrect and corrected invoices.

3. Recurring Invoice Mistakes

A business that makes recurring invoice mistakes such as faulty addition or incorrect prices most likely has systemic problems behind the errors. Identify the source of the recurring mistakes such as failure to update price information regularly, and address it at a systemic

level. For example, if your invoices repeatedly list a price for a single item when they should list a case price, tinker with the item list to clarify the distinction between the two options.

4. Invoice Mistakes from Vendors

When you find a mistake on an invoice that a vendor has provided for you, correct the amount on your bill or payment stub and provide documentation of the correction when making your payment. Often, the mistakes are obvious and need little or no explanation, such as a price or quantity that contradicts the packing slip. When the mistake involves a large sum or requires additional explanation, call or email the company's bookkeeper to address the issue.

1.2. Correcting Invoicing and Receipting Errors

As humans, we're going to make mistakes. It's what makes us human! It's not unexpected then that in the busy day to day running of a practice your human nature will shine through and lead to a billing or receipting error. Genie understands that there are going to be times these errors creep in and as such allows you to quickly rectify any of these errors with a few simple clicks.

Before you begin

To ensure that only the appropriate people are modifying/deleting invoices and payments there are two security preferences that will need to be enabled to allow staff to change financial records. These preferences are at both a user level and a practice level.

Edit Groups

In order for a user to be able to edit an existing invoice or payment they will need to be a member of the appropriate security group; specifically, one with the Modify Saved Invoices and Modify Payments/Credits/Discounts preferences selected, respectively. These preferences can be selected within **File > Edit Groups**.

Practice Preferences

In order to be able to delete incorrect invoices a preference needs to be selected at a Practice Preference level. This preference is specific to the clinic you log into at the

beginning of the day and is specific to only deleting invoice, not payments. To tick this preference, navigate to **File > Practice Preferences** double click on the clinic that you are signed in under, tick the option 'Allow Invoices to Be Deleted' than select the Save button at the bottom right.

Determining the best way to correct billing/receipting errors

The way you adjust an invoice or payment will depend on exactly why you need to make an adjustment and at what stage of the invoice/receipt life cycle the transaction is at. To assist you in identifying how you can correct any errors you should ask yourself the following questions before proceeding. Whether or not you can make all adjustments will depend on whether the invoice has been receipted, whether the banking was sealed and whether or not it was sent via ECLIPSE.

Self-Check -2	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

2. Write invoice error? (5pts)
3. How to fix invoice mistakes? (5pts)

Note: Satisfactory rating - 5points

Unsatisfactory - below 5 points

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

Information Sheet #2

Making invoices processed and payment

1. Making invoices processed and payment



1.1. Invoice and Payment Process

Invoice processing is the entire process your company's accounts payable uses to handle supplier invoices. It starts when you receive an invoice and finishes when payment has been made and recorded in the general ledger.

When a supplier payment needs to be generated, the recording of the invoice received from the supplier (or other payment request documentation such as a check request) is approved and entered as an invoice into the accounts payable module in Oracle. Invoices can be entered prior to the date the check is to be produced. Based on the payment terms entered (for example, Immediate, Net 30) the invoice is selected to be included in the payment process, which is done overnight by RF central office. The payment process generates the check.

1.2. Types of Payments

In addition to payments to vendors, an invoice must be processed for the following types of payments:

- Ø Human Subjects - If a project director is using a checking account to make cash payments to human subjects, the project director must be on the Supplier File to draw a check to fund the checking account. Refer to Paying Human Subjects for more information.
- Ø Participant Stipend (see Participant Stipend Payments for more information)
- Ø Reimbursement of Employee Expenses
- Ø Independent Contractor
- Ø Subrecipients
- Ø Central Stores and Service Center
- Ø Petty Cash - An invoice must be processed to generate a check to fund petty cash. The payee must be on the Supplier File.

1.3. Types of Invoices

There are several types of invoices such as

- Ø Recurring Invoices - A recurring invoice is an invoice for an expense that occurs regularly and is usually not invoiced.
- Ø PO Matched - The invoice is matched to a purchase order and must meet defined tolerances.
- Ø Direct Payment - Direct payment invoices are not matched to a purchase order.

1.4. Reasons to Automate Your Invoice Processing Procedure

2. Reduce or Eliminate Human Error

With today's available technology, there's no reason to be relying on email and spreadsheets to handle your invoicing needs. This method works, of course, but also relies on manual data entry in the general ledger, which always has the potential for human error regardless of how well your AP department is trained.

Purchasing software automates the process so you don't have to spend time manually organizing all the incoming invoices. When an invoice comes in, it can be stored as an attachment or scanned image in the central database. Then, it can be searched and matched with the right purchase order in seconds.

3. Save Money by Avoiding Late Fees

No matter the size of your business or how long you've been operating, at some point or another an invoice will be misplaced or forgotten as a result of human error. Vendors will often charge late fees as a result of the missed payment, which costs you more money in the long run. If the missed invoice is a large sum of money and the late fee is a percentage of the invoice amount rather than a flat fee, that's a potentially damaging hit to your cash flow.

Automating your invoice processing procedure eliminates the risk of missing invoices due to human error, enabling you to pay all your invoices by the payment date. Not only do you save money by no longer running into late fees on vendor payments, but you also maintain an excellent standing with all your suppliers. This may improve your credit with them in the form of additional funds or better payment terms.

4. Cut Down on Unnecessary Costs

Manual invoicing processes means paying man-hours and other resources for each of those invoices.

Depending on what you pay employees and how long they spend on the process, you could lose anywhere from \$8 to \$60 on each invoice. These costs come from labor, storage, manually routing the invoices, and misfiling. If your employee cannot locate documents to support a particular invoice, the cost may also increase.

With the right invoice processing software, you can minimize manual AP process work by up to 20x, allowing your team to focus on their other job functions and saving you money.

5. Protect Your Business with Better Fraud Prevention

Invoice fraud is among the most common types of business fraud. It happens so much that even enterprise tech giants like Google and Facebook fall victim to it, too. In their case, they lost more than \$100 million, paying fake invoices over two years. While the companies were

strong enough to take those losses and stay afloat at the time, that's not the case for many small and medium-size businesses.

Invoice fraud occurs in multiple ways. Sometimes, it's a fake invoice sent with a fake business name and email address. It may be suppliers sending duplicate invoices, so you pay twice what you actually owe. Spotting this manually may not happen for months, or even years, and that's what the fraudsters are counting on.

Invoice processing solutions flag suspicious activity like this, so you can catch it before approving and paying the invoice.

6. Reporting Made Easy

Reporting is a necessary part of business operations, and if you don't have the right systems in place, you spend lots of money in man-hours while your team manually collects all the information, they need to produce accurate reports. This means spending hours coming through supplier invoice data, invoice numbers, order receipts to make sure you received the items on the invoice and so on.

With the right invoice processing procedures in place, all the necessary information is stored in a central database and organized in such a way that reports can be automatically generated in a few clicks, in less than a few minutes. The finance department can then rest assured their cash flow is accurate, and any cash flow projections are based on the latest information available.

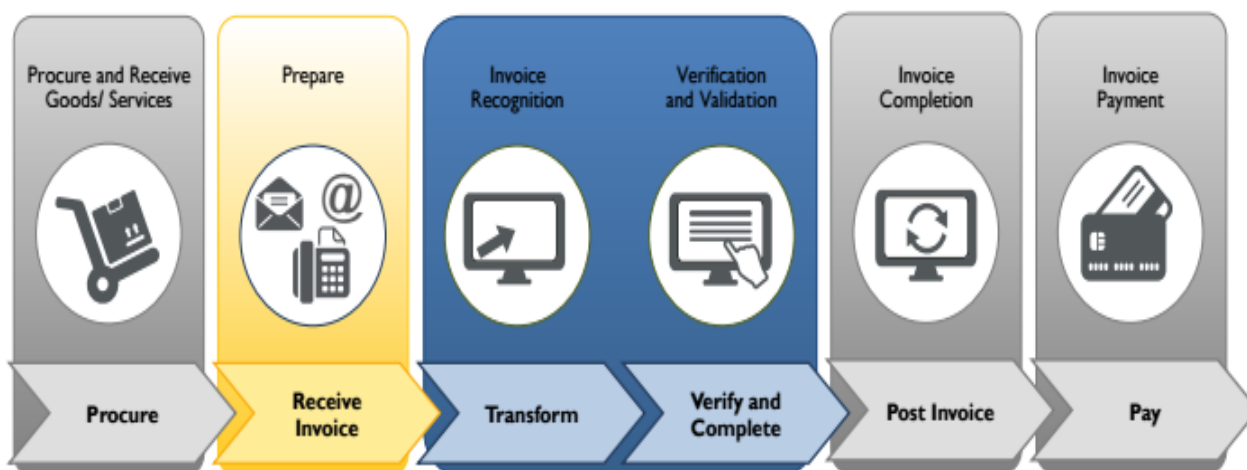
The right invoice processing method has the potential to make a massive difference in your business. Not only should you see enhanced operations because accounting doesn't have to manually chase invoices to approve and pay them, but you'll also see more profit in your pocket since everything is automated and costs go down.

1.4. Invoice/payment process

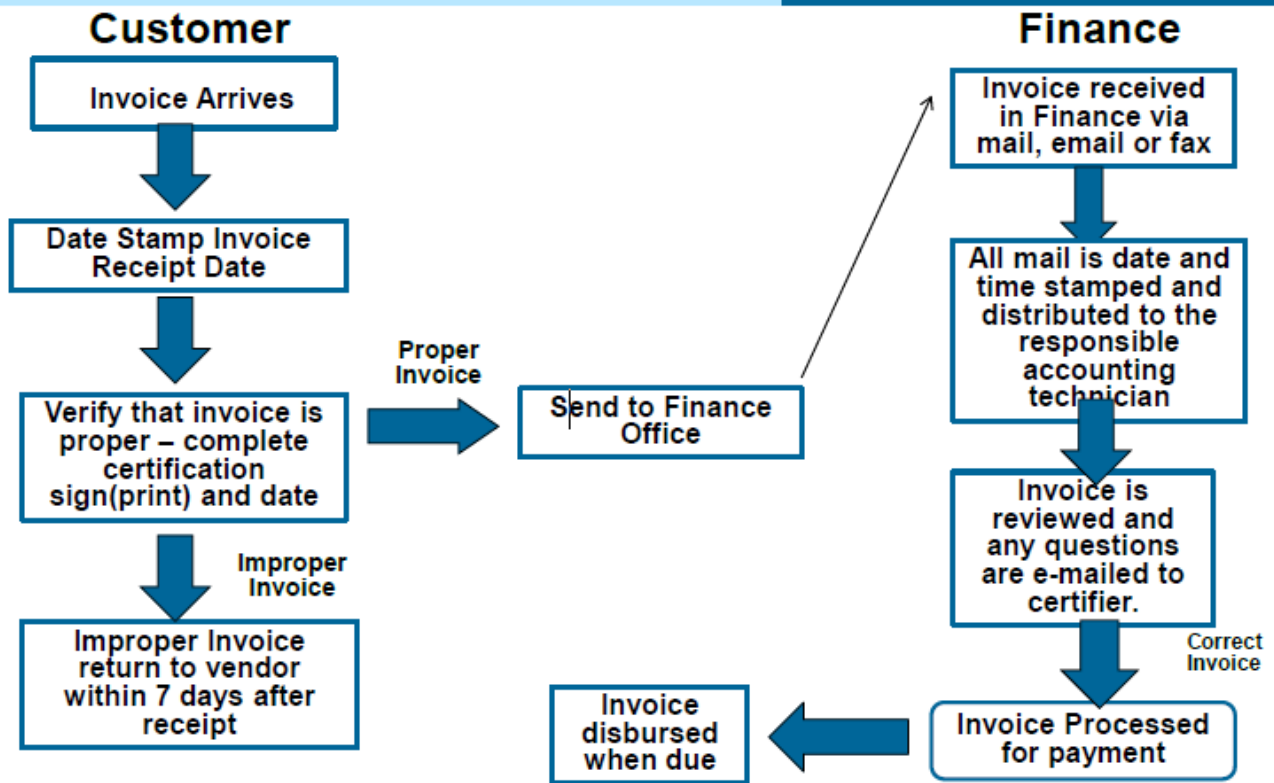
Table .1. The invoice/payment process

Step	Action
1	Receive an invoice or request for payment from a supplier.
2	Manually approve invoice/payment.
3	Determine if the supplier is on the Supplier File. If not, request that

	supplier is added and/or campus site information is added to the Supplier File. Refer to “Supplier File Updates” for more information.
4	Enter the invoice information into the accounts payable module.
5	Review invoice information.
6	If invoice is matched to a purchase order, perform the match to P.O. on-line.
7	Approve invoice online.
8	Review invoices on hold and take appropriate action. Refer to “Invoice Holds” for more information.
9	Checks are generated for approved invoices when central office performs the batch payment run. Refer to “Check Production and Distribution” for more information.



Payment Process Flow Chart



4

Self-Check -2	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

- 1) What is Invoice and Payment Process? (2pts)
- 2) Write types of Payments? (2pts)
- 3) Discuss with types of Invoices? (2pts)
- 4) Describe reasons to automate your Invoice Processing Procedure? (2pts)
- 5) Write Invoice/payment process? (2pts)

Note: Satisfactory rating - 5 points

Unsatisfactory - below 5 points

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

List of Reference Materials

2. WEB ADDRESSES

- Ø <https://smallbusiness.chron.com/fix-invoice-mistakes-80684.html>
- Ø <https://www.purchasecontrol.com/blog/invoice-processing-why-it-matters/>
- Ø <https://geniesupport.geniesolutions.com.au/hc/en-us/articles/360016258392-Correcting-Invoicing-and-Receipting-Errors>
- Ø https://www.rfsuny.org/media/rfsuny/procedures/ap_invoice-payment-process_pro.htm
- Ø <https://www.firmofthefuture.com/content/accounts-payable-errors-accounting-client-errors-fixes-in-quickbooks/>

Poultry Production

NTQF Level - III

Learning Guide -80

**Unit of Competence: - Keep Records for A Primary
Production Business**

**Module Title: - Keeping Records for A Primary
Production Business**

LG Code: AGR PLP3 M20 LO5-LG-80

TTLM Code: AGR PLP3 TTLM 0120v1

LO 5: Prepare invoices for debtor

Instruction Sheet

Learning Guide #-80

This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics –

- Preparing and distributing invoices to nominated person for verification prior to dispatch.
- Making adjustments as required.
- Copy and file Invoices and other related documents

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, **you will be able to –**

- Preparing and distributing invoices if required to nominated person for verification prior to dispatch.
- Making adjustments as required in accordance with organizational requirements.
- Coping and filing Invoices and other related documents in accordance with organizational requirements for taxation and auditing purposes

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described in number 3 to 6.
3. Read the information written in the “Information Sheets 1, 2, and 3” in page 2,8 and 12.
Try to understand what are being discussed. Ask your trainer for assistance if you have hard time understanding them.
4. Accomplish the “Self-check1, 2 and 3 in page 7,8 and 17.
5. Ask from your trainer the key to correction (key answers) or you can request your trainer to correct your work. (You are to get the key answer only after you finished answering the Self-check 1,2 and 3).
6. Submit your accomplished Self-check. This will form part of your training portfolio.

Information Sheet #1

Preparing and distributing invoices

1. Preparing and distributing invoices

An invoice is a written document where the supplier lists the goods and/or services provided in detail and requests payment from the customer.

1.1. Properly Prepared Invoice

- Ø Vendor Name
- Ø Invoice Date
- Ø Vendor Invoice Number or Account Number
- Ø Obligating Document Number for Contract, Purchase Order, Work Order or SF-182 authorizing purchase of goods or services
- Ø Description (including, for example, contract line/sub line number), price, and quantity of goods and services rendered
- Ø Shipping and Payment Terms (unless mutually agreed that this information is only required in the contract)
- Ø Taxpayer Identification Number (TIN), DUN's Number (if more than one)
- Ø Banking information, unless agency procedures provide otherwise, or except in situations where the EFT requirement is waived
- Ø Contact Name, Title and Telephone Number (if available)
- Ø Other substantiating documentation or information required by the contract

Note: AOD may return improper documentation to the line office for correction.

Improper invoices should be returned to the vendor for correction within 7 days after receipt.

1.2. Distributing invoices to the right people. Manually

Getting invoices ready for distribution is not a trivial task. Often it takes very experienced staffers to know who is to approve what invoices. And the distribution itself is costly - no matter if the approvers collect by themselves, get it delivered to their desk, or work in a

remote location serviced by post or parcel services. The more people and the more locations you involve, the more complex it gets. And just for the record. Sending it around by e-mail won't make it much better.



Example of Poultry invoice

Movement of Poultry Within the New Jersey Live Bird Marketing System

DATE OF MOVEMENT:		INVOICE #:			
PREMISES OF ORIGIN INFORMATION:		PREMISES OF DESTINATION INFORMATION:			
Name		Name			
Address		Address			
City/State/Zip Code		City/State/Zip Code:			
QUANTITY / UNITS	DESCRIPTION- BREED, TYPE and COLOR		PRICE		AMOUNT
		TOTAL			
<p>By providing this invoice, the distributor certifies that all poultry have tested NEGATIVE for Avian Influenza.</p>					

Jones Fresh Poultry
1995 E 1st St
Anytown, NJ 01234

275651

INVOICE

SOLD TO ABC Live Poultry Market		SHIP TO	
ADDRESS 1246 W Main St		ADDRESS	
CITY, STATE, ZIP Anytown, NJ 01234		CITY, STATE, ZIP	
CUSTOMER ORDER NO.	SOLD BY	TERMS	F.O.B.
			DATE 8/24/05
ORDERED	SHIPPED	DESCRIPTION	PRICE UNIT AMOUNT
1 crate		White Broilers	XX XX XX
3 crates		Light Fowl, Red	XX XX XX
		Total	XX XX


All poultry on this invoice have tested **NEGATIVE** for Avian Influenza

Statement of negative Avian Influenza status

Figure B: Sample Departmental Poultry Invoice

new jersey department of agriculture		Approved Poultry Invoice <i>For Movement of Poultry Into Live Bird Markets</i>		Date of movement
Date of Movement:	8/24/05	Invoice #:	XXXXX	Name and address of the premises of origin (p/s flock or poultry distributor)
Distributor Name:	Jones Fresh Poultry	Live Poultry Market Name:	ABC Live Poultry Market	
Distributor Address:	1995 E 1st St Anytown, NJ 01234	Live Poultry Market Address:	1246 W Main St Anytown, NJ 01234	
				Name and address of the premises of destination (LBM or 2 nd distributor)
QUANTITY/UNITS	DESCRIPTION- BREED, TYPE, COLOR, AND/OR OFFICIAL ID	PRICE	AMOUNT	Breeds and quantity
1 crate	White Broilers	XX XX XX	X	
3 crates	Light Fowl, Red	XX XX	XX XX	Statement of negative Avian Influenza status
4 crates	TOTAL	XXX XX		
By providing this invoice, the distributor certifies that all poultry have tested NEGATIVE for Avian Influenza.				
Name and address of the premises of origin (p/s flock or poultry distributor)				

Figure C: Sample Computer Poultry Invoice



Jones Fresh Poultry
1995 E 1st St
Anytown, NJ 01234

INVOICE

INVOICE NO: XXXXXX
DATE OF MOVEMENT: August 24, 2005

To:

ABC Live Poultry Market
1246 W Main St
Anytown, NJ 01234

QUANTITY/UNIT	DESCRIPTION—BREED, TYPE, COLOR AND/OR OFFICIAL ID	UNIT PRICE	AMOUNT
1	Crate White Broilers	XXX	XXX
30	Chickens Light Fowl, Red	XXX	XXX
SUBTOTAL			XX
SALES TAX			XX
TOTAL DUE			XXXX

All poultry listed on this invoice have tested NEGATIVE for Avian Influenza.

Date of movement

Name and address of the premises of destination (LBM or 2nd poultry distributor)

Breeds and quantity

Statement of negative Avian Influenza status

Self-Check -1

Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What is invoice? (3)
2. Describe invoice preparation and distribution? (3)

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

Information Sheet #2

Making adjustments as required

1. Making adjustments as required

1.1. How to adjust an invoice in Accounts Payable?

Invoices can be adjusted if an it entered with the incorrect amount, dates, General Ledger distribution, etc. There are different resolution scenarios depending on if the invoice has been posted, paid, or both where an invoice can be posted in Accounts Payable. Refer to the appropriate fix listed below to resolve your issue.

- Ø How to edit an invoice
- Ø Change invoice distribution
- Ø Change an invoice
- Ø correct an invoice
- Ø invoice is wrong

If the invoice is unpaid and not yet posted:

- Ø In Records, Invoices, open the invoice record.
- Ø Select the Invoice tab and verify the Status is Pending.
Note: If the status is Approved, change it to Pending and click Save.
- Ø Make the appropriate changes and save the invoice.

If the invoice is unpaid and posted:

- Ø In Records, Invoices, open the invoice record.
- Ø Select the Invoice tab and verify the Status is Pending.
Note: If the status is Approved, change it to Pending and click save.
- Ø Click Invoice, New Adjustment from the menu bar.

Enter the Adjustment date, New transaction amount (this can be the same), Adjustment postdate, Reason and any applicable Notes.

1. Select the New distribution tab and update the distribution if appropriate.

2. Click OK.
3. Save and close the invoice.

Note: Four adjusting transactions are created: two reversing the original entries and two posting the adjusted entries.

4. To change the Post date of a posted invoice, you must delete the invoice and recreate it using the correct dates.

If the invoice is paid and not yet posted, select one of the following two options:

To adjust invoice without posting:

1. Void the check. It may also be necessary to Purge the check.
2. Open the invoice record.
3. Select the Invoice tab.
4. Verify the Status is Pending. If it is Approved, change it back to Pending.
5. Select the GL Distribution tab.
6. Enter the new amount and distribution, and save the invoice.

OR

Post invoice and check, then refer to the steps below for paid, posted invoices.

If the invoice is paid and posted:

Note: You do not need to void the check to only update the invoice distribution. If the check is not voided, the check distribution will not be updated when adjusting the invoice distribution.

1. Void and Purge the check. (Voiding and Purging is only necessary if the credit distribution of the invoice is being adjusted, if only adjusting the debit distribution then continue to step 2)
2. In Records, Invoices, open the invoice record.
3. Click Invoice, New Adjustment from the menu bar.
4. Enter the Adjustment date, New transaction amount (this can be the same), Adjustment postdate, Reason and any applicable Notes.

5. Select the GL Distribution tab and update the distribution, if appropriate.
Note: To add a transaction attribute, click in the amount field and then click Attributes.
6. Click OK and then save and close the invoice.
7. Print the check using the same check number to blank paper or an electronic format such as PDF if it is configured on your system.
Note: Four adjusting transactions are created: two reversing the original entries and two posting the adjusted entries

Self-Check -1

Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. How to adjust an invoice in Accounts Payable? (10pts)

Note: Satisfactory rating - 5points

Unsatisfactory - below 5 points

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

Information Sheet #3

Copying and filing Invoices and other related documents

1. Copying and filing Invoices and other related documents

1.1. How to File Receipts for Small Business?



If for no other reason, you need to file your receipts in an orderly manner to take some of the panic out of tax preparation time. It also helps to know what you've spent by category so you can evaluate if you're on budget or not. A filing system for a small business takes only a few minutes to set up and limited supplies: You'll need folders, files, a pen and a filing cabinet.

It's important to know what files are most important, who needs to access them, and how they can be retrieved easily and efficiently.

Filing receipts and invoices properly is one of the most important things a small business needs to do. A nonexistent or messy filing system can add days of extra effort at income tax time as you don't want to miss out on tax deductions because of missing receipts. If your business is ever subject to an audit and you are unable to produce the required documents in support of your expenses your claims will most likely be rejected and your tax return re-assessed.

As a small business owner, you need to be able to operate at your desk swiftly and easily. Though setting up a paper filing system sounds difficult, it is a relatively easy task that can be made easier through a few filing tips and tricks

1.2. Getting Started

- Ø File the receipts as they come in rather than waiting to do a month's worth of receipts at one time.
- Ø If the purpose of the receipt is not obvious, write down what **is was** for as soon as you receive it.
- 1. Sort by Type of Expense
- 2. Folders and Files
- 3. Chronological
- 4. Envelopes

1.2.1. 5 Steps to Organize a Filing System

To get yourself and your business on the right track, follow five steps to make sure papers are easily accessible and easily identifiable.

- 1. Assess personal and office habits:** Think about which employees need access to files, where they work, and what will make the most sense based on their work stations. If you are the person who is most in need of access to papers, think about how you use your workstation. If that filing cabinet to your right instinctively makes sense, that's probably a good starting point. If it is someone else, get their input—what works for one person won't always work for another.
- 2. Decide on a filing system:** What you do as a business will determine, to a certain extent, whether you choose to file numerically, alphabetically, or some other way. For example, do you search for customer information by name or account number? Do you file paperwork by category, such as expenses, financial, marketing, etc.? This is a critical step, as it will determine how you will lay out your filing system. Do this before you buy anything for your filing system.
- 3. Calculate storage needs:** If you have a large number of files that you access daily, they should be at your fingertips. If you access them less frequently, you might not need them at your workspace, but you still might need them close by. There may be a combination. Some files might be needed daily while others can be filed in long-

term storage further away. Allow for growth when looking at filing cabinets—buy something to accommodate twice the files you think you will have now. This will limit the number of times you will have to reorganize your filing system.

4. **Invest in a good labeling system:** Being able to read file labels sounds obvious, but clarity in labeling will save you more filing time than you can imagine. Most companies who make labels provide templates that integrate with the most popular word processing software. You may want to consider one of the small label-making systems that also can print out individual mailing labels. Items that perform double duty are usually a wise investment.
5. **Purchase file folders:** The best investment is to purchase colored hanging folders with plastic label tabs and plain manila file folders. Colored hanging folders are easily available and easily recognizable. For example, if you put all of your client files in yellow hanging folders, financial information in blue folders, and anything related to marketing in red folders, you easily can see roughly where you should be searching for a particular file.

1.3. Business Filing Systems

1. Paper Filing Systems

- Ø Control your filing system with physical folders you keep on shelves or in filing cabinets.
- Ø Benefits: If all power sources or wifi and mobile data facilities fail, you still have all your printed documents to work with.
- Ø The number of folders or binders you need will depend on how many transactions your business carries out.
- Ø Very small or new businesses can start off with one folder filled with dividers for each section. As the business grows the sections can be split out into new folders.

For bookkeeping purposes, you will need some of, if not all, the following sections/dividers:

- Ø creditors (unpaid bills and paid bills)
- Ø debtors (unpaid sales and paid sales)
- Ø bank statements
- Ø bank reconciliations
- Ø credit card statements
- Ø payroll
- Ø employee information
- Ø tax
- Ø loans
- Ø assets
- Ø company information
- Ø correspondence



Fig. Paper filing system

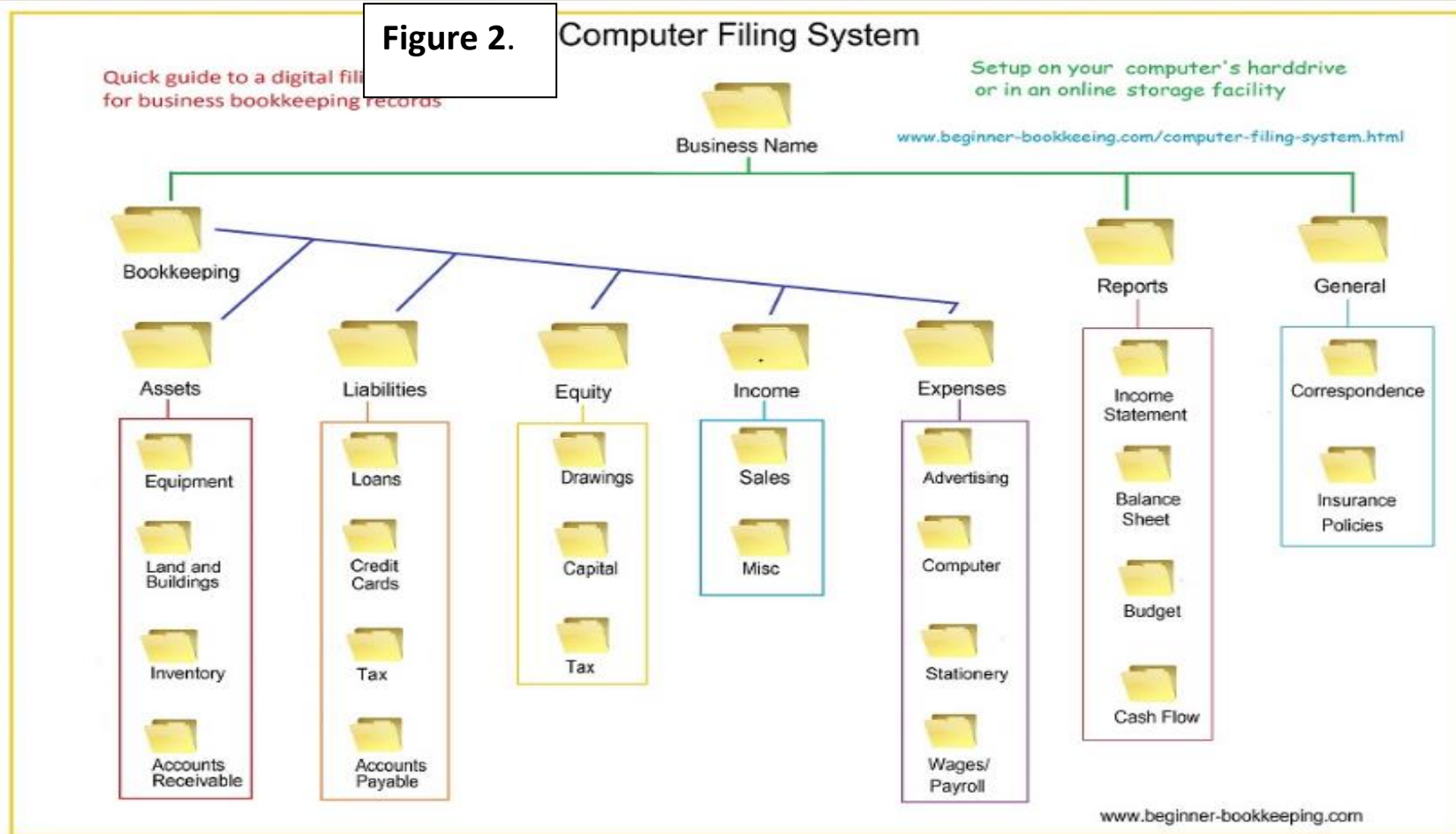
2. Paper/less Systems

Control your business filing system with a computer filing system either on your computer's hard drive or in the cloud.

Benefits: This digital method is becoming increasingly popular as people move away from physical folders towards virtual filing.

- Ø Document sharing is much easier with online storage.
- Ø Physical folders take up a lot of space and can be damaged in a disaster – this problem is non-existent with virtual filing.

Figure 2. Computer Filing System



Self-Check -1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. How to File Receipts for Small Business? (2pts)
2. Describe the 5 Steps to Organize a Filing System? (2pts)
3. Discuss with business filing system? (2pts)

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

