

*Aspley State High School*  
**Business & Information Technology Department**  
**BSB20107 Certificate II in Business**

Project 2 Semester 2, 2009

Practical Classroom Booklet Tasks

Time: 4 Weeks

**Project Issued: 15/10/09**

**Project Due: 11/11/09**

Student Name: .....

Supervisor: Mrs Hopes/Mrs Anderson

**FNSICGEN305B – Element 4 only**

**Maintain daily financial/business records**

**Unit Descriptor** This unit covers the preparation and processing of routine financial documents

Element – Performance Criteria	Task	WTC	
		Y	N
<b>Element 4 <i>Prepare and process invoices for payment to creditors and to debtors</i></b>			
4.1 Invoices are prepared in accordance with organisational procedures	Complete workbook Q's: 1, 2, 3, 5, 6, 7, 8, 9, 10, 13, 14, 16  Tax Invoice Class Activity 1		
4.2 Invoices are checked against source documents for accuracy			
4.3 Any errors or inaccuracies are corrected			
4.4 Invoices and related documents are filed for auditing purposes			

**Student Feedback:** *What did you like about this Unit?*

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**Teacher Feedback:**.....

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