

Post-16 Transition Support

A Level Accountancy

Transition Project

In preparation for your course, you should consider completing the following tasks so that you become more familiar with the ethical issues in accountancy:

Knowledge Topics

task 1.

Using a trustworthy search engine, research the following terms used in the context of accounting information/financial reporting:

- Fair presentation
- Faithful presentation
- Creative accounting
- Impression management
- Financial fraud

Task 2.

From your research give a brief definition and example for each of the terms researched in Task 1.

Task 3.

Using the link below read the article and provide a brief explanation as to why **Tesco** was under investigation for **unethical** accounting practices.

[Tesco, what went wrong?](#)

Task 4:

In preparation carry out some **independent research** into the following **source documents**:

- Purchase Order
- Delivery Note
- Invoice
- Credit Note
- Statement of Account
- Paying-in slip counterfoils
- Cheque counterfoils

For each document

- a) Obtain an example of the document (you may copy and paste an image from the internet)
- b) Explain its key purpose
- c) Identify its key content / the key details contained in the document.

An example is shown below:



Excellence & Opportunity

Post-16 Transition Support

A Level Geography

1. Purchase order

PurchaseControl
Purchase Order

Supplier Details:
Supplier: 000004
Order Ref: 000004
Supplier Ref: 000004

Buyer Details:
Buyer: 000004
Order Ref: 000004
Supplier Ref: 000004

Item Code	Description	Quantity	Unit Price	Total Price
000004	Item 1	100	10.00	1000.00
000004	Item 2	50	20.00	1000.00
000004	Item 3	25	40.00	1000.00
000004	Item 4	10	100.00	1000.00
000004	Item 5	5	200.00	1000.00

A purchase order is the first official offer issued by a buyer to a seller indicating types, quantities, and prices for products or services. It is used to control the purchasing of products and services from external suppliers.

Contains item names, codes, prices, quantities, supplier, delivery address and date, order number and order total.