

Bookkeeping

Abstract

It is a necessary task to review and check all invoices and to record them in comprehensible tables/accounts when bookkeeping is done correctly.

In this task students will have to check the invoices from an online store for errors and, if necessary, to find explanations for them.

The aim of this task is to either prove the correctness of the invoice or to explain the error to the online store in an email while requesting correction of the error.



Fig. 1: Bookkeeping (mascil-Team Austria)

Tag

Discipline: Mathematics

Target group: Lower Secondary Education

Age range: 11–12

Duration: 100 min.

Inquiry-based learning:

- Exploring situations ✓
- Planning investigations ✓
- Experimenting systematically ✓
- Interpreting and evaluating ✓
- Communicating results ✓

World of Work:

- **Becoming a(n):** Accountant, Bookkeeper.
- **Context:** Accounting, Bookkeeping.
- **Role:** The students are employees in a small company in the accounting department.
- **Activity:** Students check the invoices, try to reconstruct the calculation, correct the invoice, and explain errors.
- **Product:** Either a short note for the employee or an email to the mail-order store.

Problem

You work for a small company in the accounting department. Your employee is unsure about an invoice from an online store and asks you to check it. He needs net amounts as well as the VAT amounts for each product.

- If the calculation proves to be correct, in a short note explain to your employee why it is correct.
- If you find any errors, write an email to the online store outlining the error.

Menge Artikel	Fach	Unser Preis (netto)	USt. %	Gesamt
2 WENKO 17819100 Power-Loc Wandhaken Uno Sion - Befestigen ohne bohren, Stahl, 4.2 x 7.4 x 4.5 cm, Chrom Haushaltswaren. B001B6T3ZU : 4008838178195	(** 2-A-7 **)	EUR 7,95	20%	EUR 16,04
1 Leifheit 41650 Duschcabinnenreiniger Cabino weiß Misc.. B0002HOUDE : 047738416505	(** 2-A-7 **)	EUR 9,38	20%	EUR 9,46
Versandkosten		EUR 3,00		EUR 3,60
Zwischensumme (netto) 20% EUR 24,24	Zuzueglich USt.: 20% EUR 4,86	USt. Gesamt EUR 4,86	Gesamtsumme (inkl. USt) EUR 29,10	
Mit dieser Warenlieferung ist Ihre Bestellung abgeschlossen.				

Supplementary Material

Youtube Video: Bookkeeping Career Preview

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