



Exam ID 173

Qualification

LEVEL 1 Award in Computerised Bookkeeping (QCF)
(Accreditation number: 500/9405/1) – IAB ID 170

Examination

Units:

Unit ID 172: Record routine bookkeeping transactions using a computerised system – R601/3641

Unit ID 171: Prepare and record sales and purchase documents using a computerised system – D601/3643

June 2011

QUESTION PAPER

Time Allowed: 1 hour 30 minutes

INTERNATIONAL ASSOCIATION OF BOOK-KEEPERS

QUALIFICATION TITLE: IAB LEVEL 1 AWARD IN COMPUTERISED BOOKKEEPING

Unit Titles:

**Prepare and record sales and purchase documents using a computerised system
– D601/3643**

**Record routine bookkeeping transactions using a computerised system
– R601/3641**

General Information and Instructions

The following Instructions should be followed:

- 1 You must enter your **Candidate Number, Student Number, Name of Centre, Date of Examination** and **Software used** on the front cover provided.
- 2 Time Allowed: ONE HOUR AND THIRTY MINUTES.
- 3 The use of silent non-programmable calculators is permitted.
- 4 NOTE - This Question Booklet has information and data printed on both sides of the pages.
- 5 **THE VAT RATE FOR THIS PAPER IS 20% AND THEREFORE COMPUTERS SHOULD BE SET TO 20% PRIOR TO STARTING THE QUESTION PAPER.**
- 6 **If possible, you should generate your own printouts, check them and staple them into the Answer Booklet. However, if the examination centre is not set up for you to do that, you should save your reports in PDF format into a folder bearing your name and candidate number. The invigilator or technician will then print all the PDF reports in that folder and staple them into the Answer Booklet.**

SCENARIO

Toni Carranza started business on 1 June 2011, trading as Carranza Jewellers. The business sells ladies and children's jewellery in the shop and also at local exhibitions.

SALES

Sales are recorded in three accounts:

- One for sales of ladies' jewellery
- A second account is for sales of children's jewellery
- A third account is for sales at exhibitions

PURCHASES

There are two Purchase accounts:

- One for the purchase of ladies' jewellery
- A second for the purchase of children's jewellery

Note: The Account numbers given throughout this paper are appropriate to Sage Accounting software – if you are using a different package, use appropriate numbers/names and ensure you have indicated on the Answer Booklet cover page the name of the software you have used.

You have one hour and 30 minutes to complete tasks 1 – 15.

Task 1

- a) Set the Financial Year start date on your system - June 2011.
- b) Set the Program date – 30 June 2011
- c) Enter the name of the business as:

'Carranza Jewellers' (This should be followed by your candidate number)

- d) Enter Carranza Jewellers address as:

**Bath Road
Slough
SL1 5GT**

Task 2

Set up the following accounts in the Nominal Ledger.

ACCOUNT NUMBER	DESCRIPTION
3000	Capital
3001	Drawings
4000	Sales – Ladies' Jewellery
4001	Sales – Children's Jewellery
4002	Sales – Exhibitions
5000	Purchases – Ladies' Jewellery
5001	Purchases – Children's Jewellery
5003	Packaging
6203	Brochures
7000	Wages
7100	Rent

Task 3

Set up the following Supplier accounts.

A/C Reference	SUPPLIER	ADDRESS
GOLD	Gold Chain	12 Stoke Road Slough SL1 7HD
STONES	Stones & Co	5 Wellington Street Slough SL1 9VB
JEWEL	Jewellery Box	1 Herschel Street Slough SL1 3DF

Task 4

Enter the following purchase invoices onto the system. The invoice number should be used as the reference.

Gold Chain 12 Stoke Road Slough SL1 7HD			
Carranza Jewellers Bath Road Slough SL1 5GT		INVOICE	
Invoice Date: 1 June 2011		Invoice No: GC 186	
Details	Unit Price £	VAT Rate	£
15 x Ladies' Gold Necklaces	35.00	20%	525.00
15 x Ladies' Silver Necklaces	28.00	20%	420.00
10 x Ladies' Bracelets	18.00	20%	180.00
Sub Total			1,125.00
VAT at 20%			225.00
Invoice Total			1,350.00

Coding	Supplier A/C	GOLD
	Nominal A/C	5000

Stones & Co 5 Wellington Street Slough SL1 9VB		
Carranza Jewellers Bath Road Slough SL1 5GT		Invoice
Invoice Date: 2 June 2011		Invoice No: 2786
Details	Unit Price £	£
20 x Ladies' Diamond Rings	195.00	3,900.00
Sub Total		3,900.00
VAT at 20%		780.00
Invoice Total		4,680.00

Coding	Supplier A/C	STONES
	Nominal A/C	5000

Jewellery Box 1 Herschel Street Slough SL1 3DF		
Carranza Jewellers Bath Road Slough SL1 5GT	Invoice	
Invoice Date: 4 June 2011	Invoice No: J 458	
Details	Unit Price £	£
30 x Children's Gold Bracelets	15.00	450.00
	Sub Total	450.00
	VAT at 20%	90.00
	Invoice Total	540.00
Coding	Supplier A/C	JEWEL
	Nominal A/C	5001

Task 5

Enter the following purchase credit note onto the system. The credit note number should be used as the reference.

Gold Chain 12 Stoke Road Slough SL1 7HD		
Carranza Jewellers Bath Road Slough SL1 5GT	Credit Note	
Invoice Date: 5 June 2011	Credit Note No: CR134	
Details	Unit Price £	£
Reference Invoice no. GC 186 2 x Ladies' Gold Necklaces - damaged	35.00	70.00
	Sub Total	70.00
	VAT at 20%	14.00
	Invoice Total	84.00
Coding	Supplier A/C	GOLD
	Nominal A/C	5000

Task 6

Set up the following credit customer account details.

A/C Reference	CUSTOMER	ADDRESS
RUBY	Ruby Jewellers	14 Chapel Street Slough SL1 3KS
KATIE	Katie's Jewellery Store	2 Osbourne Street Slough SL1 4GC

Task 7

You have received the following orders from Customers. Use the information from the orders to create service invoices dated 1 June (which will be subject to VAT at 20%). Print the Customer invoices and update the accounts.

Our Sales Order No. 1

<i>PURCHASE ORDER</i>	Ruby Jewellers 14 Chapel Street Slough SL1 3KS		
To: Carranza Jewellers Bath Road Slough SL1 5GT		Purchase Order No.	RJ 176
		Date	01.06.11
One day stand at jewellery exhibition			£250.00
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Our Sales Order No. 2

<i>PURCHASE ORDER</i>	Katie's Jewellery Store 2 Osbourne Street Slough SL1 4GC		
To: Carranza Jewellers Bath Road Slough SL1 5GT		Purchase Order No.	K1563
		Date	01.06.11
Three day stand at jewellery exhibition			£600.00
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Task 8

A Standing Order has been set up to pay shop insurance (Nominal Code 7104). It is to be paid on the 8th of each month, starting in June and is £1,000. Set this up as a Recurring Entry with the reference S/O1 and post it for June. Insurance is exempt from VAT (T2).

Task 9

Enter the following transactions for the month of June. Ensure each one has a unique reference number.

DATE	Reference	Account	DETAILS
1 June	BR1	3000	Toni paid £30,000.00 into the business bank account as her Capital. (Tax code T9)
1 June	001		Drew cheque 001 for £350.00 for petty cash
2 June	PC1	5003	Paid £45 including VAT for packaging from petty cash, using petty cash voucher PC1.
2 June	PC2	6203	Paid £95 including VAT for brochures from petty cash, using petty cash voucher PC2.
5 June	PC3	7000	Paid £80 for staff wages, using petty cash voucher PC3. This is outside the scope of VAT.
6 June	002	GOLD	Made cheque 002 for £1,266.00 payable to Gold Chain to pay their invoice number GC 186, taking into account their credit note CR134.
6 June	003	3001	Toni drew cheque 003 for £200.00 to cover her personal drawings. This is outside the scope of VAT.
7 June	004	STONES	Made cheque 004 for £2,500.00 payable to Stones & Co as a part payment against invoice 2786
8 June	BR2	4002	Banked £1,200.00 received from exhibition sales, this included VAT.
10 June	2657	KATIE	Received cheque number 2657 for £300.00 from Katie's Jewellery Store as a payment on account.

Task 10

Print the following reports at the end of June.

- Trial Balance
- Summary Audit Trail

THE ABOVE REPORTS MUST BE PRINTED BEFORE STARTING TASK 11, OR ALTERNATIVELY SAVE THE REPORTS AND PRINT OUT AT THE END OF THE EXAM IN THE PRINTING TIME ALLOWED

Task 11

Enter the following credit customer invoices. The invoice number should be used as the reference.

INVOICE		
To: Ruby Jewellers 14 Chapel Street Slough SL1 3KS	From: <i>Carranza Jewellers</i> <i>Bath Road</i> <i>Slough</i> <i>SL1 5GT</i>	
Invoice Date: 11 June 2011	Invoice No: CJ003	
Details	Unit Price £	£
5 x Ladies' Diamond Rings	270.00	1,350.00
2 x Ladies' Gold Necklaces	45.00	90.00
2 x Ladies' Gold Bracelets	22.00	44.00
	Sub Total	1,484.00
	VAT at 20%	296.80
	Invoice Total	1,780.80

Coding	Customer A/C	RUBY
	Nominal A/C	4000

INVOICE		
To: Katie's Jewellery Store 2 Osbourne Street Slough SL1 4GC	From: <i>Carranza Jewellers</i> <i>Bath Road</i> <i>Slough</i> <i>SL1 5GT</i>	
Invoice Date: 14 June 2011	Invoice No: CJ004	
Details	Unit Price £	£
12 x Children's Gold Bracelets	19.00	228.00
	Sub Total	228.00
	VAT at 20%	45.60
	Invoice Total	273.60
Coding	Supplier A/C	KATIE
	Nominal A/C	4001

Task 12

Enter the following purchase invoices onto the system. The invoice number should be used as the reference.

Gold Chain			
12 Stoke Road Slough SL1 7HD			
Carranza Jewellers Bath Road Slough SL1 5GT	INVOICE		
Invoice Date: 18 June 2011	Invoice No: GC 197		
Details	Unit Price £	VAT Rate	£
5 x Ladies' Gold Watches	175.00	20%	875.00
5 x Ladies' Silver Watches	145.00	20%	725.00
10 x Ladies' Silver Diamante Bracelets	52.00	20%	520.00
	Sub Total		2,120.00
	VAT at 20%		424.00
	Invoice Total		2,544.00
Coding	Supplier A/C	GOLD	
	Nominal A/C	5000	

Jewellery Box 1 Herschel Street Slough SL1 3DF		
Carranza Jewellers Bath Road Slough SL1 5GT	Invoice	
Invoice Date: 24 June 2011	Invoice No: J 472	
Details	Unit Price £	£
20 x Children's Silver Bracelets	11.00	220.00
	Sub Total	220.00
	VAT at 20%	44.00
	Invoice Total	264.00

Coding	Supplier A/C	JEWEL
	Nominal A/C	5001

Task 13

Enter the following transactions for the month of June. Ensure each one has a unique reference number.

DATE	Reference	Account	DETAILS
19 June	2766	RUBY	Received cheque number 2766 for £300.00 from Ruby Jewellers in full payment of our invoice dated 1 st June 2011.
26 June	005	JEWEL	Identify how much is owed to Jewellery Box. Enter the payment, using cheque number 005.
27 June	006	STONES	Made cheque 006 for £2,180.00 payable to Stones & Co to pay the remainder of invoice 2786.

Task 14

It is found that the petty cash payment for wages on PC3 has been wrongly entered; it was for £180.00 and not £80.00. Correct this error.

Task 15

Toni has received the following Bank Statement for June – you should now reconcile it to the computer Bank records.

SLOUGH BANK LTD		STATEMENT OF ACCOUNT		
Account Number: 10452846		Sheet No. 1		
Toni Carranza Carranza Jewellers Bath Road Slough SL1 5GT		Sort Code: 10-20-30		
		Telephone: 01753 673425		
		30 th June 2011		
Date	Particulars	Payments	Receipts	Balance
1 June	Counter Credit		30,000.00	30,000.00
1 June	001	350.00		29,650.00
8 June	Standing Order	1,000.00		28,650.00
9 June	002	1,266.00		27,384.00
10 June	003	200.00		27,184.00
10 June	Counter Credit		1,200.00	28,384.00
11 June	004	2,500.00		25,884.00
14 June	Counter Credit		300.00	26,184.00
21 June	Counter Credit		300.00	26,484.00
28 June	005	804.00		25,680.00

(PLEASE TURN OVER)

Task 16

Print the additional following reports at the end of June.

- Trial Balance
- Summary Audit Trail
- Detailed Aged Debtors Analysis
- Detailed Aged Creditors Analysis
- Customer Activity Report for Ruby Jewellers
- Customer Address List
- Customer Statement for Katie's Jewellery Store
- Bank Statement
- Nominal Activity Report for all categories of Sales and Purchases
- Also attach the two invoices printed at Task 7

THIS IS THE END OF THE QUESTION PAPER