



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

January 2011

QUESTION PAPER

Time Allowed: 1 hour 30 minutes

INTERNATIONAL ASSOCIATION OF BOOK-KEEPERS

**QUALIFICATION TITLE:
IAB LEVEL 1 AWARD IN COMPUTERISED BOOKKEEPING QCF**

Unit Titles:

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

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

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.**

SCENARIO

Helen Daniel started business on 1 January 2011, trading as H D Car Care. The business carries out car valeting for its customers and also sells car mats.

SALES

Sales are recorded in two accounts:

- One for valeting services
- A second account is for sales of car mats.

PURCHASES

There are two Purchase accounts:

- One to reflect the purchase of car cleaning materials.
- A second to reflect the purchase of car mats.

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 the following tasks (with the exception of printing reports, which may be carried out after completion of the one and a half hours):

Task 1

a) Set the Financial Year start date on your system - January 2011.

b) Set the Program date – 31 January 2011

c) Enter the name of the business as:

'H D Car Care' (This should be followed by your candidate number)

d) Enter H D Car Care's address as:

**25 Bank Street
Wolverhampton
West Midlands
WV10 5TT**

Note: this paper has been produced using 20% as the standard rate of VAT.

Task 2

Set up the following accounts in the Nominal Ledger.

ACCOUNT NUMBER	DESCRIPTION
3000	Capital
3001	Drawings
4000	Sales - Valeting Services
4001	Sales – Car Mats
5000	Purchases - Car Cleaning Materials
5001	Purchases - Car Mats
7000	Wages
7103	Business Rates
7300	Petrol
8201	Subscriptions

Task 3

Set up the following Supplier accounts.

A/C Reference	SUPPLIER	ADDRESS
ULTIMATE	The Ultimate Finish	10 Maple Avenue Wolverhampton WV10 6HJ
CAR	Car Care	126 Nestle Brook Wednesfield WV11 4FG
SHINE	Shine & Co.	Unit 5 Grand Retail Park Wolverhampton WV10 8JK

Task 4

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

The Ultimate Finish 10 Maple Avenue Wolverhampton WV10 6HJ			
H D Car Care 25 Bank Street Wolverhampton WV10 5TT		INVOICE	
Invoice Date: 2 January 2011		Invoice No: 967	
Details	Unit Price £	VAT Rate	£
10 Sets Black Car Mats	12.00	20%	120.00
10 Sets Blue Car Mats	12.00	20%	120.00
5 Sets Red Car Mats	12.00	20%	60.00
Sub Total			300.00
VAT at 20%			60.00
Invoice Total			360.00

Coding	Supplier A/C	ULTIMATE
	Nominal A/C	5001

Car Care 126 Nestle Brook Wednesfield WV11 4FG		
H D Car Care 25 Bank Street Wolverhampton WV10 5TT		Invoice
Invoice Date: 4 January 2011		Invoice No: CC1056
Details	Unit Price £	£
100 Packs of Car Cleaning Materials	11.50	1,150.00
Sub Total		1,150.00
VAT at 20%		230.00
Invoice Total		1,380.00

Coding	Supplier A/C	CAR
	Nominal A/C	5000

Task 5

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

The Ultimate Finish 10 Maple Avenue Wolverhampton WV10 6HJ								
H D Car Care 25 Bank Street Wolverhampton WV10 5TT	Credit Note							
Invoice Date: 9 January 2011	Credit Note No: CR234							
Details	Unit Price £	£						
Reference Invoice no. 967 1 Set Black Car Mats - damaged	12.00	12.00						
	Sub Total	12.00						
	VAT at 20%	2.40						
	Invoice Total	14.40						
<table border="1" style="border-collapse: collapse;"> <tr> <td style="padding: 2px;">Coding</td> <td style="padding: 2px;">Supplier A/C</td> <td style="padding: 2px;">ULTIMATE</td> </tr> <tr> <td></td> <td style="padding: 2px;">Nominal A/C</td> <td style="padding: 2px;">5001</td> </tr> </table>	Coding	Supplier A/C	ULTIMATE		Nominal A/C	5001		
Coding	Supplier A/C	ULTIMATE						
	Nominal A/C	5001						

Task 6

Set up the following credit customer account details.

A/C Reference	CUSTOMER	ADDRESS
CLEAN	Clean Image	White House Upper Brook Street Wolverhampton WV11 7DF
AUTO	Auto Clean	34 Millbank Street Wolverhampton WV11 8SC

Task 7

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

Our Sales Order No. 1

PURCHASE ORDER	Clean Image White House Upper Brook Street Wolverhampton WV11 7DF		
To: <i>H D Car Care</i> 25 Bank Street Wolverhampton WV10 5TT		Purchase Order No.	1056
		Date	01.01.11
Commercial valeting services w/c 1 st January for one week			£80.00

Our Sales Order No. 2

PURCHASE ORDER	Auto Clean 34 Millbank Street Wolverhampton WV11 8SC		
To: <i>H D Car Care</i> 25 Bank Street Wolverhampton WV10 5TT		Purchase Order No.	AC234
		Date	01.01.11
Valeting services w/c 1 st January for one week			£105.00

Task 8

Helen has set up a Standing Order to pay her Business Rates (Nominal Code 7103). It is to be paid on the 1st of each month, starting in January and is £220. Set this up as a Recurring Entry with the reference S/O1 and post it for January. Rates are outside the scope of VAT (T9).

Task 9

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

DATE	Reference	Account	DETAILS
1 Jan	BR1	3000	Helen paid £5,000.00 into the business bank account as her Capital. (Tax code T9)
1 Jan	001		Helen drew cheque 001 for £250.00 for petty cash
2 Jan	PC1	7300	Paid £42 including VAT for petrol from petty cash, using petty cash voucher PC1.
3 Jan	PC2	8201	Paid £80 from petty cash for magazine subscriptions, tax code T0, using petty cash voucher PC2.
5 Jan	BR2	4001	Helen paid £156, including VAT, into the business bank account. This related to cash sales at a local market.
6 Jan	PC3	7000	Helen paid her staff wages for manning the market stall, £40.00 from petty cash using petty cash voucher PC3. This is outside the scope of VAT.
9 Jan	002	CAR	Helen drew cheque 002 for £1,380.00 payable to Car Care to pay their invoice number CC1056 in full.
10 Jan	003	3001	Helen drew cheque 003 for £200.00 to cover her personal drawings. This is outside the scope of VAT.
11 Jan	004	ULTIMATE	Helen drew cheque 004 for £345.60 payable to The Ultimate Finish to pay their invoice number 967, taking into account their credit note CR234
11 Jan	2367	CLEAN	Helen received cheque number 2367 for £40.00 from the Clean Image as a payment on account.

Task 10

Print the following reports at the end of January.

- Trial Balance
- Summary Audit Trail
- Customers Address List
- Suppliers Address List
- Customer Statement for Auto Clean
- Detailed Aged Debtors Analysis
- Supplier Activity Report for The Ultimate Finish
- Nominal Activity Report for both categories of Purchases
- Also attach the two invoices printed at Task 7

- **THE ABOVE REPORTS MUST BE PRINTED BEFORE STARTING TASK 11 ***

Task 11

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

INVOICE		
To: Clean Image White House Upper Brook Street Wolverhampton WV11 7DF	From: H D Car Care 25 Bank Street Wolverhampton WV10 5TT	
Invoice Date: 13 January 2011	Invoice No: HD003	
Details	Unit Price £	£
5 Sets Black Car Mats	18.00	90.00
5 Sets Red Car Mats	18.00	90.00
5 Sets Blue Car Mats	18.00	90.00
	Sub Total	270.00
	VAT at 20%	54.00
	Invoice Total	324.00

Coding	Customer A/C	CLEAN
	Nominal A/C	4001

INVOICE		
To: Auto Clean 34 Millbank Street Wolverhampton WV11 8SC	From: H D Car Care 25 Bank Street Wolverhampton WV10 5TT	
Invoice Date: 14 January 2011	Invoice No: HD004	
Details	Unit Price £	£
10 Sets Mixed Colour Car Mats	20.00	200.00
10 Sets Red Car Mats	18.00	180.00
	Sub Total	380.00
	VAT at 20%	76.00
	Invoice Total	456.00

Coding	Supplier A/C	AUTO
	Nominal A/C	4001

Task 12

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

Shine & Co. Unit 5 Grand Retail Park Wolverhampton WV10 8JK			
H D Car Care 25 Bank Street Wolverhampton WV10 5TT	Invoice		
Invoice Date: 16 January 2011	Invoice No: S 178		
Details		Unit Price £	£
10 packs of car cleaning spray		9.00	90.00
5 packs of window polisher		4.50	22.50
	Sub Total		112.50
	VAT at 20%		22.50
	Invoice Total		135.00

Coding	Supplier A/C	SHINE
	Nominal A/C	5000

Car Care 126 Nestle Brook Wednesfield WV11 4FG			
H D Car Care 25 Bank Street Wolverhampton WV10 5TT	INVOICE		
Invoice Date: 22 January 2011	Invoice No: CC1087		
Details	Unit Price £	VAT Rate	£
5 Sets Black Car Mats	11.00	20%	55.00
2 Sets Red Car Mats	11.00	20%	22.00
2 Sets Grey Car Mats	11.00	20%	22.00
	Sub Total		99.00
	VAT at 20%		19.80
	Invoice Total		118.80

Coding	Supplier A/C	CAR
	Nominal A/C	5001

Task 13

It is found that the cheque number entered for the receipt from Clean Image on 11 January was incorrect. It should have been 2376, not 2367. Correct this error.

Task 14

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

DATE	Reference	Account	DETAILS
22 Jan	005	SHINE	Identify how much is owed to Shine & Co. Enter the payment, using cheque number 005.
24 Jan	1256	AUTO	Received cheque number 1256 for £126.00 from Auto Clean in full payment of our invoice dated 1 st January 2011.
28 Jan	2392	CLEAN	Received cheque number 2392 for £150.00 in part payment of invoice HD003.

Task 15

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

MIDLANDS BANK LTD		STATEMENT OF ACCOUNT		
Account Number: 10563829		Sheet No. 1		
Helen Daniel H D Car Care 25 Bank Street Wolverhampton West Midlands WV10 5TT		Sort Code: 40-50-60		
		Telephone: 01902 657483		
		31st January 2011		
Date	Particulars	Payments	Receipts	Balance
1 Jan	Counter Credit		5,000.00	5,000.00
1 Jan	Standing Order	220.00		4,780.00
2 Jan	001	250.00		4,530.00
5 Jan	Counter Credit		156.00	4,686.00
11 Jan	002	1380.00		3,306.00
12 Jan	003	200.00		3,106.00
15 Jan	004	345.60		2,760.40
12 Jan	Counter Credit		40.00	2,800.40
24 Jan	005	135.00		2,665.40
26 Jan	Counter Credit		126.00	2,791.40

Task 16

Print the additional following reports at the end of January.

- Trial Balance
- Summary Audit Trail
- Detailed Aged Debtors Analysis
- Detailed Aged Creditors Analysis
- Bank Statement
- Nominal Activity Report for both categories of Sales
- Customer Account Overdue Letter for Clean Image

THIS IS THE END OF THE QUESTION PAPER

