

173 Exam ID

June 2014

Question Paper for the following Qualification:

170: Level 1 Award in Computerised Bookkeeping QCF: 50094051

Units

171: Prepare and record sales and purchase documents using a computerised system:
D6013643

172: Record routine bookkeeping transactions using a computerised system: R6013641

Time Allowed 1 Hour 30 Minutes

Paper No: 0042

General Instructions

1. Enter your IAB Student Number, Candidate Number, Name of Examination Centre and Software used in the boxes provided on the front cover of your Answer Booklet
2. Calculators are permitted
3. The Question Paper and Answer Booklet have information and data printed on both sides of the pages
4. The VAT rate for this paper is 20% and therefore computers should be set to 20% prior to starting the paper
5. 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.
6. Mobile phones are not permitted

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SCENARIO

Katie Richardson started business on 1 June 2014, trading as Ladybugs Gardening Services. The business sells plants and hanging baskets, there are also gardeners available to hire for gardening services. The business is registered for VAT on the Standard Accounting Scheme and will be trading on both a credit and cash basis.

SALES

Sales are recorded in three accounts:

- One for income – gardening services
- A second account is for sales – plants
- A third account is for sales – hanging baskets

PURCHASES

There are two Purchase accounts:

- One for the purchase of plants
- A second for the purchase of hanging baskets

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 thirty minutes to complete tasks 1 – 15.

Task 1

- a) Set the Financial Year start date on your system - June 2014.
- b) Set the Program date – 30 June 2014
- c) Enter the name of the business as:

Ladybugs Gardening Services (This should be followed by your candidate number)

- d) Enter Ladybugs Gardening Services address as:

**1 Broad Street
Ludlow
Shropshire
SY3 9WL**

Task 2

Set up, where appropriate, the following accounts in the Nominal Ledger.

ACCOUNT NUMBER	DESCRIPTION
3010	Capital
3050	Drawings
4000	Income – Gardening Services
4001	Sales – Plants
4002	Sales – Hanging Baskets
5000	Purchases – Plants
5001	Purchases – Hanging Baskets
6201	Advertising
7005	Casual Wages
7803	Premises Expenses
8202	Staff Uniform

Task 3

Set up the following Supplier accounts.

A/C Reference	SUPPLIER	ADDRESS
BLOOM	Bloomers Ltd	7 West Street Ludlow Shropshire SY1 9LP
CLARKE	Clarke & Son	18 Foldgate Street Leominster Herefordshire HR5 4FD
WORC	Worcester Garden Supplies	2 Fishmore Road Worcester Worcestershire WR1 2WM

Task 4

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

Bloomers Ltd 7 West Street Ludlow Shropshire SY1 9LP			
Ladybugs Gardening Services 1 Broad Street Ludlow Shropshire SY3 9WL		INVOICE	
Invoice Date: 2 June 2014		Invoice No: 10675	
Details	Unit Price £	VAT Rate	£
50 x Bedding Plants	5.95	20%	297.50
50 x Herb Plants	4.95	20%	247.50
50 x Woody Plants	4.95	20%	247.50
Sub Total			792.50
VAT at 20%			158.50
Invoice Total			951.00
Coding	Supplier A/C Nominal A/C	BLOOM 5000	

CLARKE & SON 18 FOLDGATE STREET LEOMINSTER HEREFORDSHIRE HR5 4FD			
Ladybugs Gardening Services 1 Broad Street Ludlow Shropshire SY3 9WL		Invoice	
Invoice Date: 2 June 2014		Invoice No: 0895	
Details	Unit Price £	£	
100 x Mixed Hanging Baskets (Plastic, cone and standard)	9.99	999.00	
Sub Total			999.00
VAT at 20%			199.80
Invoice Total			1,198.80
Coding	Supplier A/C Nominal A/C	CLARKE 5001	

<p style="text-align: center;">WORCESTER GARDEN SUPPLIES 2 Fishmore Road Worcester Worcestershire WR1 2WM</p>		
Ladybugs Gardening Services 1 Broad Street Ludlow Shropshire SY3 9WL	Invoice	
Invoice Date: 3 June 2014	Invoice No: W0453	
Details	Unit Price £	£
100 x Mixed Plants	6.99	699.00
	Sub Total	699.00
	VAT @ 20%	139.80
	Invoice Total	838.80

Coding	Supplier A/C	WORC
	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.

<p style="text-align: center;">Bloomers Ltd 7 West Street Ludlow Shropshire SY1 9LP</p>		
Ladybugs Gardening Services 1 Broad Street Ludlow Shropshire SY3 9WL	Credit Note	
Date: 9 June 2014	Credit Note No: CR195	
Details	Unit Price £	£
Reference Invoice no. 10675 5 x Bedding Plants – damaged	5.95	29.75
	Sub Total	29.75
	VAT at 20%	5.95
	Invoice Total	35.70

Coding	Supplier A/C	BLOOM
	Nominal A/C	5000

Task 6

Set up the following credit customer account details.

A/C Reference	CUSTOMER	ADDRESS
SANDER	Sanders & Son	5 Broad Street Ludlow Shropshire SY3 7DT
PEACO	Peacocks Ltd	Peacock House Maple Road Leominster Herefordshire HR5 4FD

Task 7

You have received the following orders from Customers. Use the information from the orders to create service invoices dated 2 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>	Sanders & Son 5 Broad Street Ludlow Shropshire SY3 7DT
To: Ladybugs Gardening Services 1 Broad Street Ludlow Shropshire SY3 9WL	Purchase Order No. S 0735
	Date 02.06.14
Gardening services – one day	£200.00

Our Sales Order No. 2

<i>PURCHASE ORDER</i>	<i>Peacocks Ltd</i> <i>Peacock House</i> <i>Maple Road</i> <i>Leominster</i> <i>Herefordshire</i> <i>HR5 4FD</i>
To: Ladybugs Gardening Services 1 Broad Street Ludlow Shropshire SY3 9WL	Purchase Order No. P 4635
	Date 02.06.14
Gardening services – two days	£400.00

Task 8

You have received the following order cancellation from Sanders & Son. Use the information from the order to create a service credit note dated 5 June (which will be subject to VAT at 20%). Print the Customer credit note and update the accounts.

Our Sales Credit No. 3

<i>PURCHASE ORDER CANCELLATION</i>	Sanders & Son 5 Broad Street Ludlow Shropshire SY3 7DT	
To: Ladybugs Gardening Services 1 Broad Street Ludlow Shropshire SY3 9WL	Purchase Order Cancellation No.	S 0735
	Date	05.06.14
Gardening services – one day		£200.00

Task 9

Enter the following transactions for the month of June.

DATE	Reference	Account	DETAILS
2 June	BR1	3010	Katie paid £15,000.00 into the business bank account as her Capital. (Tax code T9)
2 June	001		Drew cheque 001 for £150.00 for petty cash float
3 June	BP1	8202	Paid £120.00 including VAT to cover staff uniform.
3 June	PC1	7803	Paid £30.00 including VAT for shop paint from petty cash, using petty cash voucher PC1.
3 June	PC2	6201	Paid £40.00 including VAT for advertising from petty cash, using petty cash voucher PC2.
6 June	PC3	7005	Paid £50.00 for casual wages, using petty cash voucher PC3. (Tax code T9)
13 June	PP1	BLOOM	Paid £915.30 to Bloomers Ltd to pay their invoice number 10675, taking into account their credit note CR195.
13 June	002	WORC	Made cheque 002 for £500.00 payable to Worcester Garden Supplies. This should be treated as a part payment of their invoice W0453.
13 June	003	CLARKE	Made cheque 003 for £500.00 payable to Clarke & Son. This should be treated as a payment on account.
16 June	004	3050	Katie drew cheque 004 for £750.00 to cover her personal drawings. This is outside the scope of VAT.
16 June	BR2	4001	Banked £540.00, including VAT, received from cash sales of plants.

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 10, OR
ALTERNATIVELY SAVE THE REPORTS AND PRINT OUT AT THE END OF
THE EXAM IN THE PRINTING TIME ALLOWED**

PLEASE TURN OVER

Task 11

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

INVOICE		
To: Sanders & Son 5 Broad Street Ludlow Shropshire SY3 7DT	From: <i>Ladybugs Gardening Services</i> 1 Broad Street Ludlow Shropshire SY3 9WL	
Invoice Date: 17 June 2014	Invoice No: L 003	
Details	Unit Price £	£
15 x Bedding Plants	9.52	142.80
20 x Woody Plants	7.92	158.40
20 x Herb Plants	7.92	158.40
	Sub Total	459.60
	VAT at 20%	91.92
	Invoice Total	551.52
Coding	Customer A/C	SANDER
	Nominal A/C	4001

INVOICE		
To: Peacocks Ltd Peacock House Maple Road Leominster Herefordshire HR5 4FD	From: <i>Ladybugs Gardening Services</i> 1 Broad Street Ludlow Shropshire SY3 9WL	
Invoice Date: 18 June 2014	Invoice No: L 004	
Details	Unit Price £	£
30 x Plastic Hanging Baskets	7.98	239.40
10 x Cone Hanging Baskets	15.98	159.80
	Sub Total	399.20
	VAT at 20%	79.84
	Invoice Total	479.04
Coding	Supplier A/C	PEACO
	Nominal A/C	4002

Task 12

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

Bloomers Ltd 7 West Street Ludlow Shropshire SY1 9LP			
Ladybugs Gardening Services 1 Broad Street Ludlow Shropshire SY3 9WL		INVOICE	
Invoice Date: 23 June 2014		Invoice No: 10734	
Details	Unit Price £	VAT Rate	£
50 x Bedding Plants	5.95	20%	297.50
40 x Woody Plants	4.95	20%	198.00
Sub Total			495.50
VAT at 20%			99.10
Invoice Total			594.60
Coding	Supplier A/C Nominal A/C	BLOOM 5000	

CLARKE & SON 18 FOLDGATE STREET LEOMINSTER HEREFORDSHIRE HR5 4FD			
Ladybugs Gardening Services 1 Broad Street Ludlow Shropshire SY3 9WL		Invoice	
Invoice Date: 24 June 2014		Invoice No: 0923	
Details	Unit Price £		£
50 x Plastic Hanging Baskets	4.99		249.50
50 x Cone Hanging Baskets	9.99		499.50
Sub Total			749.00
VAT at 20%			149.80
Invoice Total			898.80
Coding	Supplier A/C Nominal A/C	CLARKE 5001	

Task 13

Enter the following transactions for the month of June.

DATE	Reference	Account	DETAILS
23 June	6035	PEACO	Received cheque number 6035 for £480.00 from Peacocks Ltd in full payment of our invoice dated 2 June 2014.
24 June	5291	SANDER	Received cheque number 5291 for £551.52 from Sanders & Son in full payment of our invoice number L003.
24 June	005	BLOOM	Made cheque 005 for £500.00 payable to Bloomers Ltd. This should be treated as a payment on account.
28 June	BP3	WORC	Identify how much is owed to Worcester Garden Supplies and enter this payment.

Task 14

It is found that the payment on account to Bloomers Ltd on 24 June has been wrongly entered; it was for £400.00 and not £500.00. Correct this error.

Task 15

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

LOUDLOW BANK LTD

Account Number: 16452856

Ladybugs Gardening Services
1 Broad Street
Ludlow
Shropshire
SY3 9WL

STATEMENT OF ACCOUNT

Sheet No. 1

Sort Code: 10-20-30

Telephone: 0300 400 5000

30 June 2014

Date	Particulars	Payments	Receipts	Balance
2 June	Counter Credit		15,000.00	15,000.00
2 June	001	150.00		14,850.00
3 June	BP	120.00		14,730.00
13 June	BP	915.30		13,814.70
16 June	002	500.00		13,314.70
16 June	Counter Credit		540.00	13,854.70
16 June	003	500.00		13,354.70
16 June	004	750.00		12,604.70
24 June	Counter Credit		551.52	13,156.22
27 June	Counter Credit		480.00	13,636.22
27 June	005	400.00		13,236.22

Task 16

This Task may be carried out after completion of the one and a half hour examination time.

Print the additional following reports at the end of June and file in the order below in your answer booklet.

- Trial Balance
- Summary Audit Trail
- Detailed Aged Debtors Analysis
- Detailed Customer Activity Report for Peacocks Ltd
- Remittance Advice Slip for Worcester Garden Supplies
- Detailed Aged Creditors Analysis
- Customer Address List
- Supplier Address List
- Bank Statement
- Nominal Activity Report for all categories of Sales and Purchases
- Also attach the two invoices and service credit note printed at Tasks 7 and 8

**ENSURE ALL REPORTS ARE COLLATED IN THE CORRECT ORDER,
FAILURE TO DO SO WILL RESULT IN A DEDUCTION OF MARKS.**

THIS IS THE END OF THE QUESTION PAPER