



Computerised Accounting



Level 2

Sample Assignment /Suggested Answers

Effective from 1 March 2004

The Case

Mr John Tan started a sole proprietorship business, **Advent Electrical Co.** on 1 January 2003 with an initial startup capital of \$50,000. The business buys household electrical appliances and sells them to retailers. The company adopts the standard 12-months financial year commencing on 1 January 2003.

You are required to:

1. Setup the company data file according to the facts given. The company address is:

(ID:<Your Candidate No>)

150 Rowell Road

Singapore 083309

Tel: 6222 3355

Fax: 6222 3399

[2 marks]

The company data file should be setup with the correct company information and financial period.

Refer to the **Balance Sheet or Profit & Loss Statement.**

1 mark for the correct company name and address on report header

1 mark for the header shows the year "2003"

[Total of 2 marks]

2. Setup the Accounts List as what you see in **Appendix A.** You must set the Header, Detail and Detail Cheque Accounts accordingly.

Generate the **Accounts List Detail** in Report Level 4 format to show all accounts (including those with zero balances), account type, header and details, account level, and cheque detail accounts.

[13 marks]

Refer to the **Level 4 Accounts List Detail report.**

Marks will be allocated as follows:

5 marks for the report "Accounts List [Detail]" is generated showing account number and other details for all accounts, including zero balances.

8 marks for the report also shows the account level details, header/detail, including detail cheque accounts for accounts of "1-2110 Cheque Account", "1-2140 Petty Cash", and "1-2160 Undeposited Funds".

[Total of 13 marks]

3. The following transactions are made in January 2003. Record these transactions in MYOB according to the dates and details given below.

Transactions for the Month of January 2003.

1 January	<p>Open business account with the bank and deposited \$50,000 as capital. [2 marks]</p> <p>Refer to Cash Receipts Journal. 1 mark for charging to correct account 1 mark for accuracy</p> <p style="text-align: right;">[Total of 2 marks]</p> <p>Pay deposit and rent to City Building Limited by cheque #100100 for \$6,000. This consists of 2 months deposit and 1 month rent for January 2003. [3 marks]</p> <p>Refer to Cash Disbursements Journal. 2 marks for charging to correct account 1 mark for accuracy</p> <p style="text-align: right;">[Total of 3 marks]</p>
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<p>3 January</p>	<p>A Purchase Order (PO001) was raised to purchase the following inventory items from main supplier, Blue Electric Pte Ltd, on 30 days credit terms:</p> <ul style="list-style-type: none"> • 200 units of Blue Electric Kettle (Item number BK01) for \$20 each • 10 units of Blue Coffee Maker (Item number BC02) for \$100 each <p>Generate this purchase order.</p> <p style="text-align: right;">[10 marks]</p> <p>Refer to Purchase Order. The following marks will be awarded:</p> <ul style="list-style-type: none"> • 1 mark for printing "Purchase Order" in the Item Layout format • 1 mark for PO reference "PO001" and date of "5/1/03" • 1 mark for the correct supplier, "Blue Electric Pte Ltd" • 1 mark for the correct terms "Net 30 days" • 3 marks for 200 units (1) of "BK01 Blue Electric Kettle" (1) and unit price of \$20.00 (1) • 3 marks for 10 units (1) of "BC02 Blue Coffee Maker" (1) and unit price of \$100.00 (1) <p style="text-align: right;">[Total of 10 marks]</p>
<p>5 January</p>	<p>All the goods ordered from Blue Electric Pte Ltd was received along with the supplier bill for a total of \$5,000. 30 days credit terms was stated on the bill.</p> <p style="text-align: right;">[2 marks]</p> <p>Refer to Purchases & Payables Journal. 1 mark for charging to correct account 1 mark for accuracy.</p> <p style="text-align: right;">[Total of 2 marks]</p>
<p>7 January</p>	<p>Paid invoice \$9,000 by cheque # 100101 to OS Furniture for chairs, shelves and desks.</p> <p style="text-align: right;">[2 marks]</p> <p>Refer to Cash Disbursements Journal. 1 mark for charging to correct account 1 mark for accuracy</p> <p style="text-align: right;">[Total of 2 marks]</p> <p>Received invoice from Car Traders Pte Ltd for the purchase of delivery van for \$24,000. Payment will be made 30 days later.</p> <p style="text-align: right;">[2 marks]</p> <p>Refer to Purchases & Payables Journal. 1 mark for charging to correct account 1 mark for accuracy</p> <p style="text-align: right;">[Total of 2 marks]</p>

8 January	<p>Sold the following items to customer, Best Home Electrical Pte Ltd on 30 days terms:</p> <ul style="list-style-type: none"> • 10 units of Blue Electric Kettle (Item number BK01) for \$40 each • 5 units of Blue Coffee Maker (Item number BC02) for \$165 each <p>Generate this sales invoice.</p> <p style="text-align: right;">[10 marks]</p> <p>Refer to Sales Invoice. The following marks will be awarded:</p> <ul style="list-style-type: none"> • 1 mark for printing "Invoice" in the Item Layout format • 1 mark for date of "8/1/03" • 1 mark for the correct customer, "Best Home Electrical Pte Ltd" • 1 mark for the correct terms "Net 30 days" • 3 marks for 10 units (1) of "BK01 Blue Electric Kettle" (1) and unit price of \$40.00 (1) • 3 marks for 5 units (1) of "BC02 Blue Coffee Maker" (1) and unit price of \$165.00 (1) <p style="text-align: right;">[Total of 10 marks]</p>
9 January	<p>Payment made to office cleaner, Mr Ahmed Ashar, by cheque #100102 for \$200.</p> <p style="text-align: right;">[2 marks]</p> <p>Refer to Cash Disbursements Journal. 1 mark for charging to correct account 1 mark for accuracy</p> <p style="text-align: right;">[Total of 2 marks]</p>
13 January	<p>Sold the following items to customer, Great World Trading on cash terms:</p> <ul style="list-style-type: none"> • 5 units of Blue Electric Kettle (Item number BK01) for \$45 each • 2 units of Blue Coffee Maker (Item number BC02) for \$165 each <p>Full payment of \$555 by cheque was received and banked in on the same day. Generate this sales invoice.</p> <p style="text-align: right;">[12 marks]</p> <p>Refer to Sales Invoice. The following marks will be awarded:</p> <ul style="list-style-type: none"> • 1 mark for printing "Invoice" in the Item Layout format • 1 mark for date of "13/1/03" • 1 mark for the correct customer, "Great World Trading" • 1 mark for the correct terms "Cash" • 3 marks for 5 units (1) of "BK01 Blue Electric Kettle" (1) and unit price of \$45.00 (1) • 3 marks for 2 units (1) of "BC02 Blue Coffee Maker" (1) and unit price of \$165.00 (1) • 2 marks for recording cash payment on invoice. <p style="text-align: right;">[Total of 12 marks]</p>

23 January	<p>Received a \$1,000 invoice from Samuel Liew & Co. for professional services rendered on business registration and administration. [2 marks]</p> <p>Refer to Purchases & Payables Journal. 1 mark for charging to correct account 1 mark for accuracy. [Total of 2 marks]</p> <p>Paid \$300 by cheque #100103 to Mr John Tan for entertainment expenses incurred. [2 marks]</p> <p>Refer to Cash Disbursements Journal. 1 mark for charging to correct account 1 mark for accuracy [Total of 2 marks]</p> <p>Paid \$400 by cheque #100104 to Super Motors for motor vehicle servicing and repairs. [2 marks]</p> <p>Refer to Cash Disbursements Journal. 1 mark for charging to correct account 1 mark for accuracy [Total of 2 marks]</p>
25 January	<p>The total salary for January 2003 is \$12,000. A cheque #100105 was drawn, converted to cash and paid to the various employees on the same day. [2 marks]</p> <p>Refer to Cash Disbursements Journal. 1 mark for charging to correct account 1 mark for accuracy [Total of 2 marks]</p>
26 January	<p>A purchase order (PO002) was placed with Blue Electric Pte Ltd to replenish the stock of Blue Coffee Maker (BC02) to a total of 20 units. Check the quantity on hand of Blue Coffee Maker (BC02) from the system to determine the additional quantity to be ordered so that the total stock on-hand will be 20 units.</p> <p>The purchase price of Blue Coffee Maker (BC02) is \$100 per unit. Generate this purchase order.</p> <p>Refer to Purchase Order The following marks will be awarded:</p> <ul style="list-style-type: none"> • 1 mark for printing "Purchase Order" in the Item Layout format • 1 mark for PO reference "PO002" and date of "26/1/03" • 1 mark for the correct supplier, "Blue Electric Pte Ltd" • 1 mark for the correct terms "Net 30 days" • 3 marks for 17 units (1) of "BC02 Blue Coffee Maker" (1) and unit price of \$100.00 (1) <p style="text-align: right;">[Total of 7 marks]</p>

28 January	<p>Only 10 out of the total quantity ordered arrived. The bill was also received from Blue Electric for 10 units of Blue Coffee Maker (BC02).</p> <p>Refer to Purchases & Payables Journal. 1 mark for charging to correct account 1 mark for accuracy</p> <p style="text-align: right;">[Total of 2 marks]</p>
30 January	<p>Received telephone bill from Access Telecoms for January 2003, and it is paid by cheque #100106 for \$120.</p> <p style="text-align: right;">[2 marks]</p> <p>Refer to Cash Disbursements Journal. 1 mark for charging to correct account 1 mark for accuracy</p> <p style="text-align: right;">[Total of 2 marks]</p>
31 January	<p>Mr John Tan, the owner, withdrew \$2,000 via cheque #100107 for personal use.</p> <p style="text-align: right;">[2 marks]</p> <p>Refer to Cash Disbursements Journal. 1 mark for charging to correct account 1 mark for accuracy</p> <p style="text-align: right;">[Total of 2 marks]</p>
31 January	<p>Payment for January 2003 utilities was made by cheque #100108 for \$150.</p> <p style="text-align: right;">[2 marks]</p> <p>Refer to Cash Disbursements Journal. 1 mark for charging to correct account 1 mark for accuracy</p> <p style="text-align: right;">[Total of 2 marks]</p>

4. In addition to the transactions above, prepare a journal entry to record the depreciation for January 2003, for the following asset categories:

- Furniture & Fittings \$150.
- Motor Vehicles \$200.

[4 marks]

<p>Refer to General Journal. 3 marks for charging to the correct accounts 1 mark for accuracy.</p> <p style="text-align: right;">[Total of 4 marks]</p>

5. Perform a bank reconciliation for the month of January 2003. The bank statement shows a balance of \$22,615 on 31 January 2003. As at 31 January 2003, there are 3 unpresented cheques:

- Cheque #100106 for \$120
- Cheque #100107 for \$2,000
- Cheque #100108 for \$150.

There is also a bank charge of \$40 for the month, which has been directly credited from the bank account.

Generate the bank reconciliation report for 31 January 2003.

[5 marks]

Refer to the **Bank reconciliation**.

The following marks will be awarded:

1 mark for printing the Reconciliation Report

1 mark for selecting cheque account "1-2110" for 31/1/03.

1 mark for recording the \$40 bank charges on 31 January 2003

1 mark for the 3 outstanding cheques

1 mark for accuracy, i.e. The balance on statement should be \$22,615.00 and if it isn't you don't get a mark

[Total of 5 marks]

6. Generate the following financial reports:

(a) Profit & Loss statement for the month ending 31 January 2003

(b) Balance Sheet as at 31 January 2003

(c) The following reports from 1 to 31 January 2003:

- General Journal
- Sales & Receivables Journal
- Purchases & Payables Journal
- Item Register (detail)
- Cash Receipts Journal
- Cash Disbursements Journal.

[8 marks]

Refer to the **Financial reports**

1 mark each for the correct report and date range of the reports.

[Total of 8 marks]

-- End of assignment marking guide --