

Assessor Input

Setup Information

This information given here assignment is based around a Sage Line 50 package. Most parameters will be recognisable in other computerised accounts systems and assessors should set up other systems to behave in a manner which is consistent with these parameters.

Password

Protect the file using the password

Vauxhall

Company Name

Cellini Arts Limited, 45 Manet St., London W1D 5YH

Phone 0181 5672087

Fax 0181 5672087

Financial Year

Starting in the May prior to the time of the assessment

Customer defaults

Standard VAT rate	17.5%
Default nominal code	4000
Ageing 30,60,90 and 120 days	

Supplier defaults

Standard VAT rate	17.5%
Default nominal code	5000
Ageing 30,60,90 and 120 days	

VAT Settings

Zero Rated	=	T0
Standard Rated	=	T1
Exempt	=	T2
Outside scope	=	T9

Nominal Ledger Data

The nominal ledger codes should be set up as is shown below. No other data should be present. Opening balances as listed should be input

Code	Description	Type	Dr	Cr
1100	Debtors Control Account	control account		
1103	Prepayments	control account		
1200	Bank Current Account	control account		
2100	Creditors Control Account	control account		
2109	Accruals			
2200	Sales Tax Control Account	control account		
2201	Purchase Tax Control Account	control account		
2300	Bank Loan			
3200	Profit and Loss Account	control account		
4000	Sales of Paintings			1638.29
4001	Sales of Sculpture			850.46
4002	Sales of Antique Furniture			2320.52
4003	Sales of Books and Manuscripts			820.10
4004	Sales of Mirrors			524.63
4009	Discounts Allowed	control account		
4400	Credit Charges (Late Payments)	control account		
5000	Purchases of Paintings		1257.51	
5001	Purchases of Sculpture		591.94	
5002	Purchases of Antique Furniture		1795.28	
5003	Purchases of Books and Manuscripts		399.26	
5004	Purchases of Mirrors		458.22	
5005	Purchases of Repair and Consumable Materials		1651.79	
5009	Discounts Taken	control account		
6201	Advertising			
7501	Postage			
7504	Stationery			
7600	Legal Fees			
7601	Accountancy			
7906	Exchange Rate Variance	control account		
8000	Depreciation			
8100	Bad Debt Write Off	control account		
9998	Suspense Account	control account		
9999	Mispostings Account	control account		

Customer Data

The following customer details should be input

A/c No	Name	Address	Contact	Phone & Fax No	E mail
BER003	Berkley Castle Bookshop	Berkley Castle Berkley, Gloucester GL7 8AU	Alfred Gainsborough	01453 827 454 01453 827 454	gainsbrough@berkley.org.uk
NAT014	National Trust	Poleford Lacey House Poleford Lacey Dawlish EX7 5TT	Jim Turner	0531 444 1111 0531 444 8888	jmt@nt.org.uk
NEW003	Newbury District Arts Society	Council Offices Canal Street Newbury, Berks RG5 8YY	Jane Constable	0118 465 9111 0118 465 9111	jcon@arts.newbury.gov.uk

Supplier Data

The following supplier details should be input

A/c No	Name	Address	Contact	Phone & Fax No	E-mail
CEN002	Century Galleries	Sonning Eye Sonning, Berkshire RG2 6OS	John Paper	0118 963 574 0118 963 577	paper@centgall.co.uk
HEN016	Henry Moore Galleries	Gallery Street Bristol BS8 4BB	Barbara Hopworth	0117 984 9271 0117 984 9279	bh@moore.com
KES003	Keswick Pencil Company	Rowney Works River Street Keswick Cumbria CA12 2MH	William Cowper	01768 735224 01768 735220	will@kpc.co.uk

Chart of Accounts

The Chart of accounts should be set up as follows

Main header	Detail	From	To
Sales	Product Sales	4000	4099
	Credit Charges (Late Payments)	4400	4400
Purchases	Purchases	5000	5099
	Discounts Taken	2999	2999
Overheads	Advertising	6201	6201
	Postage	7501	7501
	Stationery	7504	7504
	Legal fees	7600	7600
	Accountancy	7601	7601
	Depreciation	8000	8000
	Bad Debt Written Off	8100	8100
	Suspense and Mispostings	9998	9999
	Exchange Rate Variance	7906	7906
	Current Assets	Prepayments	1103
Bank Account		1200	1200
VAT Liability		2200	2209
Debtors Control Account		1100	1100
Current Liabilities	Accruals	2109	2109
	Creditors Control Account	2100	2100
	Bank Account	1200	1200
	VAT Liability	2200	2209
	Debtors Control Account	1100	1100
Long Term Liabilities	Bank Loan Received	2300	2300
Financed by	Profit and Loss	3200	3200