Level 1 Computer accounting software (CAS 7574-117)

ITQ (QCF)
Assignment guide for Candidates
Assignment B
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About this document
This assignment comprises all of the assessment for Level 1 Computer accounting software (CAS 7574-117).

Health and safety
You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

You will not be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.

Time allowance
The recommended time allowance for this assignment is one and a half hours.
Time allowance: One and a half hours

The assignment:

This assignment is made up of five tasks

- Task A - Log onto and prepare a PC and prepare a printer and stationery
- Task B - Edit records, input invoices and credit notes
- Task C - Enter customer receipts
- Task D - Produce customer and supplier reports
- Task E - Back up, log off and close down the computer

Scenario

It is early July.

You are employed as a trainee management accountant with a bakery which specialises in producing bread and platters for large local companies.

As a part of your training, you are required to enter a number of transactions onto the system and to produce some simple reports for your manager.

Read all of the instructions carefully and complete the tasks in the order given.

The tasks set by your line manager are as follows:

Task A – Log onto and prepare a PC and prepare a printer and stationery

1. Power up the computer, identify the accountancy software and log on using the password provided by your assessor.

2. Make sure that you have a suitable storage medium for backup purposes and to save any reports to.

3. Check that you have access to a printer, loaded with paper.

Continued over…
Task B – Edit records, input invoices and credit notes

1. A customer has moved premises. Find and edit the customer details keeping the existing customer code:

   HSBJ Bank
   Suite 7, Highpoint Tower
   Park Lane
   London
   CW1 4AA
   Contact – Mary Hoskins
   Phone - 01653 827 459
   Fax - 01653 827 459
   Email – mary.hoskins@HSBJ.coz

2. Add a memo to the customer file:

   New address entered on [Enter today's date] by [add your initials]

3. Enter the following batch of five customer invoices assigning them to the correct nominal ledger codes:

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Date</th>
<th>Customer</th>
<th>Cust Ref</th>
<th>Description</th>
<th>Unit Price</th>
<th>VAT Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2315</td>
<td>23-04-xx</td>
<td>National Theatre</td>
<td>NAT001</td>
<td>10 Sandwich loaves 150 White rolls</td>
<td>£1.00</td>
<td>Zero</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>24 Pork medium pies 100 Tea cakes</td>
<td>£1.00</td>
<td>Zero</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4 Packs of table napkins</td>
<td>£1.60</td>
<td>17.5%</td>
</tr>
<tr>
<td>2316</td>
<td>24-04-xx</td>
<td>Bank of OZ</td>
<td>BOZ001</td>
<td>Celebration cake (No marzipan requested)</td>
<td>£95.60</td>
<td>Zero</td>
</tr>
<tr>
<td>2317</td>
<td>25-04-xx</td>
<td>Bank of OZ</td>
<td>BOZ003</td>
<td>12 Supreme food platters</td>
<td>£35.00</td>
<td>17.5%</td>
</tr>
<tr>
<td>2318</td>
<td>30-04-xx</td>
<td>National Theatre</td>
<td>NAT002</td>
<td>50 Packs of table napkins 10 Table cloths</td>
<td>£1.60</td>
<td>17.5%</td>
</tr>
<tr>
<td>2319</td>
<td>30-04-xx</td>
<td>HSBJ Bank</td>
<td>HSB001</td>
<td>10 Supreme food platters 20 Pork medium pies</td>
<td>£35.00</td>
<td>17.5%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£1.00</td>
<td>Zero</td>
</tr>
</tbody>
</table>

Make sure that you check all information and respond to any errors or problems that may come up before posting.

Continued over...
Enter the following batch of **three** supplier invoices.

<table>
<thead>
<tr>
<th>Ext. Ref</th>
<th>Date</th>
<th>Supplier</th>
<th>Supp Ref</th>
<th>Description</th>
<th>Net Price</th>
<th>VAT Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>H22578</td>
<td>10-04-xx</td>
<td>Hooves Bakery Supplies</td>
<td>HOV001</td>
<td>50kg White Bread Flour 2kg Yeast</td>
<td>£ 115.50</td>
<td>Zero</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£35.50</td>
<td>Zero</td>
</tr>
<tr>
<td>KE5665</td>
<td>14-04-xx</td>
<td>Keswick Supplies</td>
<td>KES001</td>
<td>200 Packs of table napkins 100 Table cloths</td>
<td>£400.00</td>
<td>17.5%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£200.00</td>
<td>17.5%</td>
</tr>
<tr>
<td>L09-878</td>
<td>20-04-xx</td>
<td>Luxury Fillings</td>
<td>LUX001</td>
<td>8 * 2.5kg Prawn sandwich filling 5 * 2.5kg Coronation chicken filling</td>
<td>£120.00</td>
<td>Zero</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£95.50</td>
<td>Zero</td>
</tr>
</tbody>
</table>

Make sure that you check all information before posting.

Enter the following sales credit note and supplier credit note:

<table>
<thead>
<tr>
<th>Credit</th>
<th>Date</th>
<th>Customer</th>
<th>Cust Ref</th>
<th>Description</th>
<th>Net Price</th>
<th>VAT Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>125</td>
<td>15-05-xx</td>
<td>Bank of OZ</td>
<td>BOZ003</td>
<td>Unsatisfactory content in 4 of 12 platters - Invoice 2317</td>
<td>£ 140.00</td>
<td>17.5%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ext. Ref</th>
<th>Date</th>
<th>Supplier</th>
<th>Supp Ref</th>
<th>Description</th>
<th>Net Price</th>
<th>VAT Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>K09-012</td>
<td>20-05-xx</td>
<td>Keswick Supplies</td>
<td>KES001</td>
<td>20 damaged table cloths</td>
<td>£40.00</td>
<td>17.5%</td>
</tr>
</tbody>
</table>

**Task C – Enter customer receipts**

Three payments have been received from customers. Enter the receipts and allocate the payments to the correct customer invoices:

<table>
<thead>
<tr>
<th>Ext. Ref</th>
<th>Date</th>
<th>Customer</th>
<th>Ref:</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>OZ-124</td>
<td>25-05-xx</td>
<td>Bank of OZ</td>
<td>BOZ001</td>
<td>Settles Invoice 2316</td>
<td>£95.60</td>
</tr>
<tr>
<td>OZ-125</td>
<td>26-05-xx</td>
<td>Bank of OZ</td>
<td>BOZ003</td>
<td>Settles Invoice 2317</td>
<td>£329.00</td>
</tr>
<tr>
<td>NT1259</td>
<td>27-05-xx</td>
<td>National Theatre</td>
<td>NAT002</td>
<td>Settles Invoice 2318</td>
<td>£152.75</td>
</tr>
</tbody>
</table>

Continued over...
Task D – Produce customer and supplier reports

1. Your supervisor has asked you to check the total value of all sales and invoices from 01 April to 31 May in the current financial year.

Run the day book reports and enter the totals of the transactions in each category on the Answers sheet, provided by your assessor.

<table>
<thead>
<tr>
<th></th>
<th>Net</th>
<th>VAT</th>
<th>Gross</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sales Invoices</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Purchase Invoices</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Run a report showing a list of all the invoices that are outstanding from customers in the current financial year.

Save it to your work area with the name Printout1.

3. Using your report of outstanding invoices, you have been asked to arrange payment to the following supplier for the correct invoice.

Enter the supplier payment allocating the payment correctly.

<table>
<thead>
<tr>
<th>Cheque</th>
<th>Date</th>
<th>Supplier Name</th>
<th>Details</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>003698</td>
<td>31/05/xx</td>
<td>Luxury fillings</td>
<td>Full payment of Invoice L09-878</td>
<td>£215.50</td>
</tr>
</tbody>
</table>

4. Run suitable reports for the current financial year and fill in the amounts in the table below.

<table>
<thead>
<tr>
<th></th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total amount owed by customers</td>
<td></td>
</tr>
<tr>
<td>Total amount owed to suppliers</td>
<td></td>
</tr>
<tr>
<td>Bank balance at 31/05/xx</td>
<td></td>
</tr>
</tbody>
</table>

5. Your supervisor has requested a detailed supplier activity summary report for all transactions in the current financial year to date for supplier references KES001.

Save the report to your work area with the name Printout2.

Continued over...
Generate a statement for any outstanding invoices for HSBJ Bank (HSB001) for the current financial year in any suitable format.

Save this report to your work area with the name Printout3.

Task E – Back up, log off and close down the computer

1. Make sure that you have checked all information and responded to any errors or problems that may have come up. Back up your data onto a suitable storage medium eg USB memory stick.

   Name the backup file cas117b(your initials).

2. Close the accounting package and shut down your computer.

When you have finished working:

- Sign each document above your name and label all removable storage media with your name.
- Hand all paperwork and removable storage media to your assessor.

If the assignment is taken over more than one period, all paperwork and removable media must be returned to the test supervisor at the end of each sitting.

End of assignment