Level 1 Computer accounting software (CAS 7574-117)

ITQ (QCF)
Assignment guide for Candidates
Assignment B

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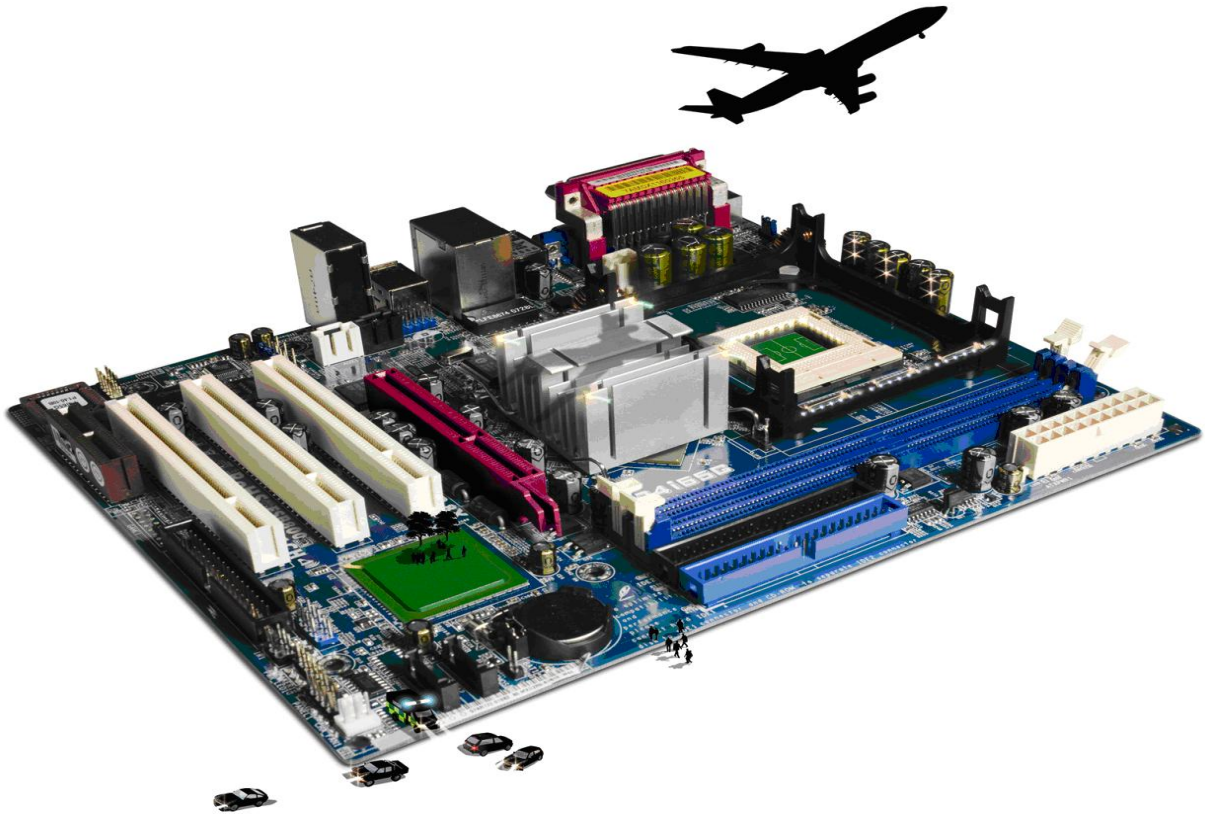

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City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)844 543 0000 (Centres) **www.cityandguilds.com**
T +44 (0)844 543 0033 (Learners) **learnersupport@cityandguilds.com**

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Level 1 Computer accounting software (CAS 7574-117) Assignment B

Introduction – Information for Candidates

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**.

Level 1 Computer accounting software (CAS 7574-117)
Candidate instructions

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:

Invoice	Date	Customer	Cust Ref	Description	Unit Price	VAT Rate
2315	23-04-xx	National Theatre	NAT001	10 Sandwich loaves 150 White rolls 24 Pork medium pies 100 Tea cakes 4 Packs of table napkins	£1.00 £0.25 £1.00 £0.35 £1.60	Zero Zero Zero Zero 17.5%
2316	24-04-xx	Bank of OZ	BOZ001	Celebration cake (No marzipan requested)	£95.60	Zero
2317	25-04-xx	Bank of OZ	BOZ003	12 Supreme food platters	£35.00	17.5%
2318	30-04-xx	National Theatre	NAT002	50 Packs of table napkins 10 Table cloths	£1.60 £5.00	17.5% 17.5%
2319	30-04-xx	HSBJ Bank	HSB001	10 Supreme food platters 20 Pork medium pies	£35.00 £1.00	17.5% Zero

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

Continued over…

4 Enter the following batch of **three** supplier invoices.

Ext. Ref	Date	Supplier	Supp Ref	Description	Net Price	VAT Rate
H22578	10-04-xx	Hooves Bakery Supplies	HOV001	50kg White Bread Flour 2kg Yeast	£ 115.50 £35.50	Zero Zero
KES665	14-04-xx	Keswick Supplies	KES001	200 Packs of table napkins 100 Table cloths	£400.00 £200.00	17.5% 17.5%
L09-878	20-04-xx	Luxury Fillings	LUX001	8 * 2.5kg Prawn sandwich filling 5 * 2.5kg Coronation chicken filling	£120.00 £95.50	Zero Zero

Make sure that you check all information before posting.

5 Enter the following sales credit note and supplier credit note:

Credit	Date	Customer	Cust Ref	Description	Net Price	VAT Rate
125	15-05-xx	Bank of OZ	BOZ003	Unsatisfactory content in 4 of 12 platters - Invoice 2317	£ 140.00	17.5%

Ext. Ref	Date	Supplier	Supp Ref	Description	Net Price	VAT Rate
K09-012	20-05-xx	Keswick Supplies	KES001	20 damaged table cloths	£40.00	17.5%

Task C – Enter customer receipts

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

Ext. Ref:	Date	Customer	Ref:	Description	Amount
OZ-124	25-05-xx	Bank of OZ	BOZ001	Settles Invoice 2316	£95.60
OZ-125	26-05-xx	Bank of OZ	BOZ003	Settles Invoice 2317	£329.00
NT1259	27-05-xx	National Theatre	NAT002	Settles Invoice 2318	£152.75

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.

	Net	VAT	Gross
Total Sales Invoices			
Total Purchase Invoices			

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.

Cheque	Date	Supplier Name	Details	Amount
003698	31/05/xx	Luxury fillings	Full payment of Invoice L09-878	£215.50

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

	Total Amount
Total amount owed by customers	
Total amount owed to suppliers	
Bank balance at 31/05/xx	

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...

6 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

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com

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