Level 1 Computerised accounting software (7574-117)

ITQ (QCF)
Assignment guide for Candidates
Assignment C

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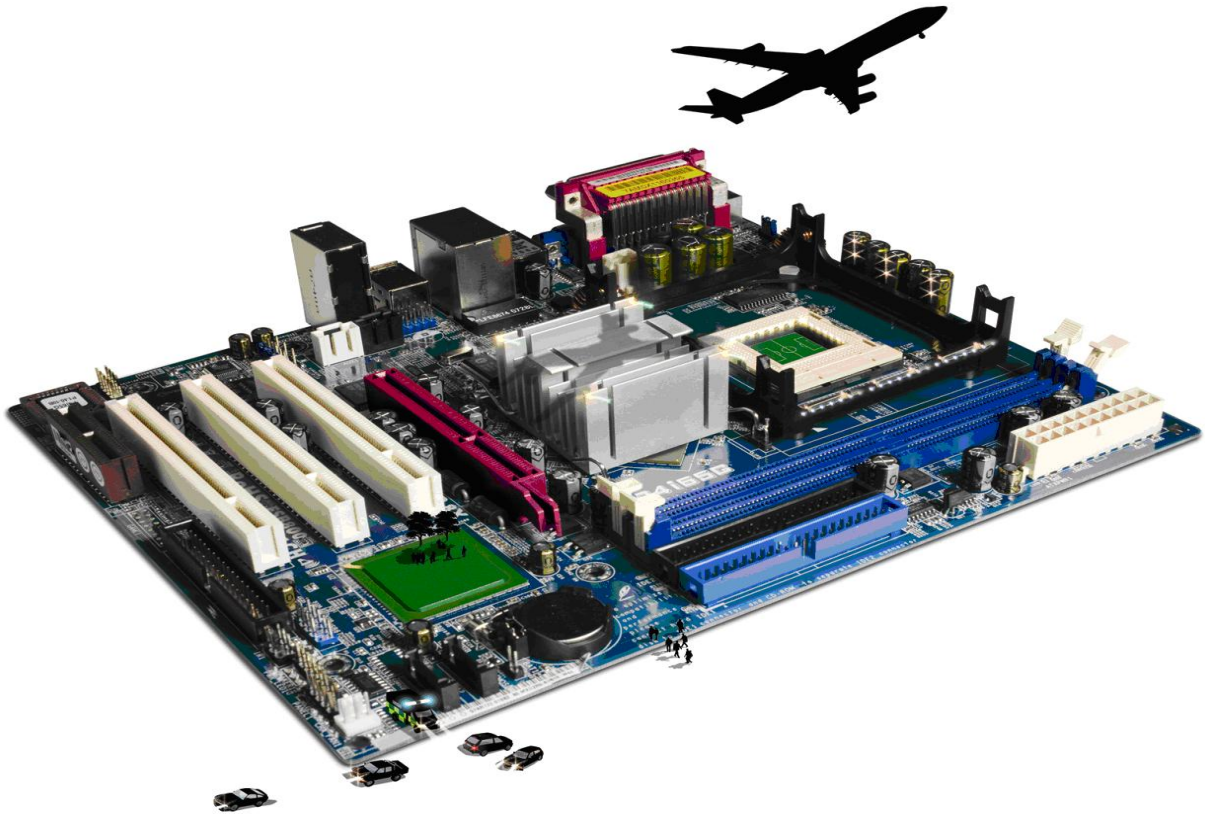

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Level 1Computerised accounting software (7574-117) Assignment C

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Computerised accounting software (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**.

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 reports, supplier reports and reminders
- Task E - Back up, log off and close down the computer

Scenario

You have been employed as a trainee accountant for **Five Star Homes**, a small company that specialises in supplying building firms display furnishings and light refreshments for show houses.

Your responsibilities include: -

- Entering sales invoices into the accounting software
- Entering purchase invoices into the accounting software
- Ordering any stationery supplies and consumables.

There are a number of transactions to enter on the system. Your manager (Mr John Higgins) has set out the tasks which he sees as a priority and he would like you to try to complete as many of these as possible.

It is early June and the financial year started on 1 April

Note: If you are sitting this assignment between April and June use the **previous** year for your accounts.

The tasks set by your line manager are as follows:-

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

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.

2 Ensure 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 sufficient paper.

4 Create a folder in your working area or on removable media named **cas1xx** (where **xx** are your initials).

Copy any supplied files (eg **Answers 117 C.rtf**) and any printouts created for this assignment to this folder.

Using your Answers document provided by your assessor save it as **Answers 117 C_XX** (where XX are your initials).

Note:

Throughout this assignment you will be asked to answer some questions and to enter current values from the company accounts. The answers and values can be entered onto this question paper or, if provided by the centre, the answer sheet (**Answers 117 C.rtf**).

If applicable all values are to be in local currency and local taxes will apply.

Ensure that your name is written or typed onto any documents forming the answers to this assignment.

Task B – Edit records, input invoices and credit notes

1 A customer has moved premises. Find and edit the customer details.

Customer	Liverpool Trust 25 Manchester Avenue Bolton LV56, 6TY Contact: Mr John Hemmings New Tel: 01877 945 2589

2 Add the following memo or note to the Liverpool Trust customer file:

New address entered on [*Enter today's date*]

Continued.

3 Enter the following batch of **five** customer invoices.

Ensure that you check all information and respond to any errors or problems that may arise prior to any posting.

Invoice	Date	Customer	Qty	Description	Unit Price	Tax Rate
2305	13-04-xx	Liverpool Trust	1	Devon beige carpet (24 sq mt)	575.00	Std
2306	13-04-xx	Monarch	4	Luminix light fittings	145.00	Std
2307	15-04-xx	Heritage Build	2 2 20	Coat stands Leather reception chairs Finger buffet	96.50 225.75 6.95	Std Std Zero
2308	23-04-xx	Liverpool Trust	1 6 6	Dining table Dining chairs Full place settings	489.50 180.00 56.75	Std Std Std
2309	28-04-xx	Brightbuild	1 40	42" LG LED TV Finger buffet	720.00 6.95	Std Zero

Note: The tax rate may have changed according to the financial year used for this assignment. Where **Std** is shown above tax is payable at the standard rate (e.g. 17.5% or 20%). Accept your systems default settings for tax purposes throughout this assignment.

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

Ensure that you check all information prior to saving.

External Invoice	Date	Supplier	Qty	Description	Net Price	Tax Rate
S2578	20-04-xx	Sherrington's Furnishings	1	Devon beige carpet (24 sq mt)	425.00	Std
LG264	24-04-xx	Lamps Galore	4	Luminix light fittings	120.00	Std
H1257	30-04-xx	Hemmingway Bakers	4 60	Luxury biscuits Standard finger buffet	20.00 5.50	Zero Zero

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

Credit Ref:	Date	Customer	Description	Net Price	VAT Rate
C25	20-04-xx	Monarch	Overcharge on light fittings – invoice 2306. Unit price is 135.00	40.00	Std

External	Date	Supplier	Description	Net Price	VAT Rate

Invoice Ref:					
H1257	10-05-xx	Hemmingway Bakers	Damaged box of luxury biscuits	20.00	Zero

Task C - Enter customer receipts

1 **Three** payments have been received from customers.

Enter the receipts and allocate the payments to customer invoices where appropriate.

Ext. Ref:	Date	Customer	Description	Amount	
LT9124	15-05-xx	Liverpool Trust	Settles Invoice 2305	Tax @ 17.5% Tax @ 20%	675.63 690.00
P9125	16-05-xx	Monarch	Settles Invoice 2306	Tax @ 17.5% Tax @ 20%	634.50 648.00
B2225	23-05-xx	Brightbuild	Settles Invoice 2309	Tax @ 17.5% Tax @ 20%	1124.00 1142.00

Task D - Produce customer reports, supplier reports and reminders

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

Run a suitable report and enter the totals of the transactions in each category in the form below or on the provided answer document **Answers 117 C_XX**

	Net	Tax	Gross
Total of Sales (All customers)			
Total of Purchases (All suppliers)			

2 Run a report showing a list of all the invoices that are outstanding to suppliers.

Print the report or save it with the name **Printout1_XX** (where XX are your initials).

3 Using your report of outstanding invoices. You have been asked to arrange payment to the following supplier for the relevant invoice.

Enter the supplier payment allocating the payment where appropriate.

Cheque	Date	Supplier Name	Details	Amount	
00088	31/05/xx	Lamps Galore	Full payment – Invoice LG264	Tax @ 17.5% Tax @ 20%	564.00 576.00

4 Run suitable reports for the current financial year and fill in the amounts in the table below or on the provided answer document **Answers 117 C_XX**

	Total Amount
Total amount owed by customers	
Total amount owed to suppliers	
Bank balance at 31/05/xx	
Unpaid tax liability due for the current financial year	

5 Your supervisor has requested a statement of account showing all the customer activity (all transactions) in the current financial year to date for customer **Liverpool Trust**.

Print the report or save it with the name **Printout2_XX** (where XX are your initials).

6 Using the available reports, create a first payment reminder or a statement of account for **Heritage Build**.

Print the report or save it with the name **Printout3_XX** (where XX are your initials).

Note: If the letter/report defaults to the current system date then this is acceptable.

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

1 Ensure that you have checked all information and respond to any errors or problems that may have arisen then back up your data to your working folder **cas1xx**.

Name the backup file **cas117cXX** where XX are your initials e.g. cas117cbg.

2 Check that you have saved all of your work to your working folder.

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

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