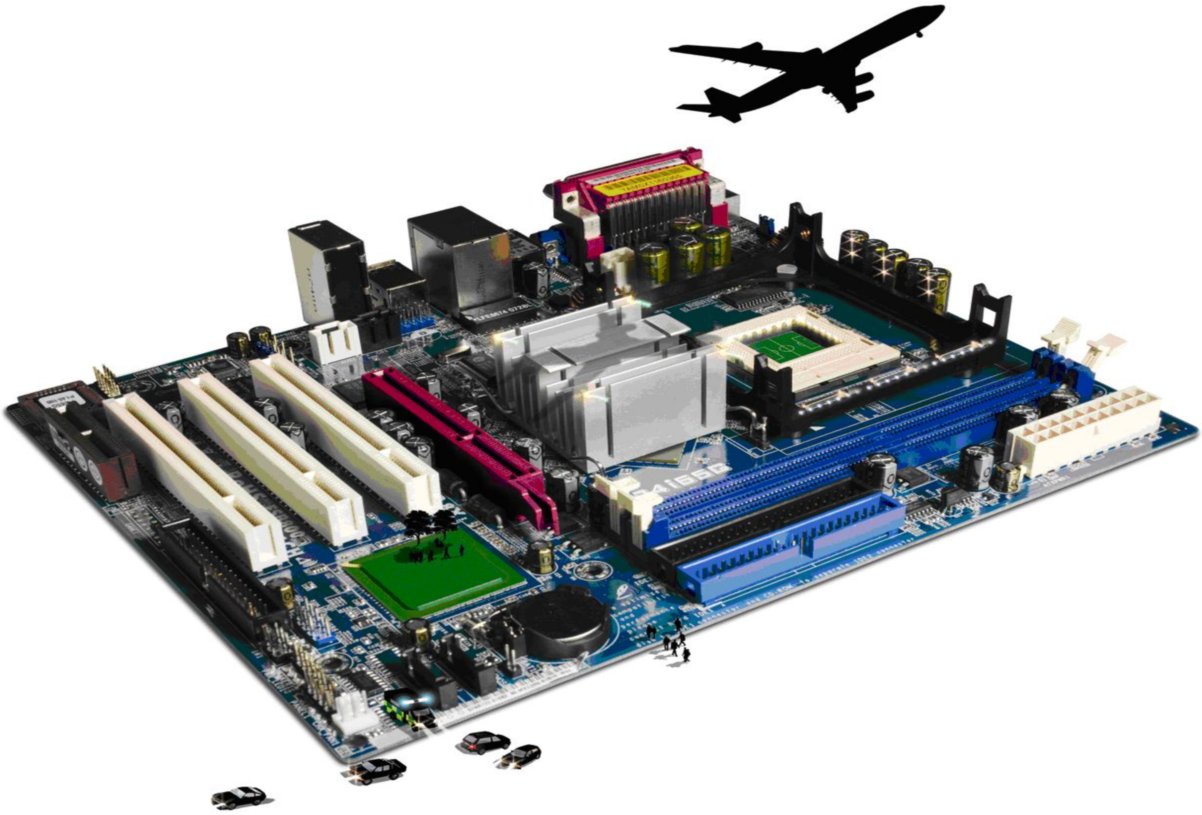
Level 1 Computer accounting software (CAS 7574-117)

ITQ (QCF)

Assignment guide for Candidates

Assignment A

www.cityandguilds.com/e-quals07
February 2010
Version 1



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Contents

Unit 117 – Computer accounting software Level 1

Assignment A

Introduction – Information for Candidates 2
Candidate instructions 3

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

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) Assignment A

Candidate instructions

Time allowance: One and a half hours

Assignment set up:

This assignment is broken down into **four** parts:

Task A – Edit records, input invoices and credit notes
Task B – Enter customer receipts
Task C – Produce customer and supplier reports
Task D – 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.

Task A – Edit records, input invoices and credit notes

1 Access your accountancy software using the password provided.

2 A customer has moved premises. Find and edit the customer details (keeping the existing customer code).

Customer	Majestic Productions Edgeware Studios, Palace Way, London R11 6KT Contact - Edward Gordon Phone - 01876 843 465 Fax - 01876 843 466 Email - enquiries@majestic.coz

Continued over…

3 Add the following note/memo to your updated customer file:

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

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

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

Note: Where XX appears you should type the current year eg 2010.

Invoice	Date	Customer	Cust Ref	Description	Unit Price	VAT Rate
2305	13-04-xx	Bank of OZ	BOZ001	6 Supreme food platters	£ 35.00	17.5%
2306	13-04-xx	National Theatre	NAT001	30 Sandwich loaves 150 White rolls 24 Pork medium pies 4 Packs of table napkins	£1.00 £0.10 £1.00 £1.60	Zero Zero 17.5% 17.5%
2307	15-04-xx	Bank of OZ	BOZ003	1 (Special Order) Celebration leaving cake	£216.50	Zero
2308	23-04-xx	HSBJ Bank	HSB001	8 Supreme food platters	£35.00	17.5%
2309	28-04-xx	National Theatre	NAT002	50 * Tea cake selection 12 Supreme food platters 8 Packs of table napkins 4 Table cloths	£2.50 £35.00 £1.60 £5.00	17.5% 17.5% 17.5% 17.5%

Continued over…

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

Make sure that you check **all** information before posting.

Post the transactions.

Ext. Ref	**Date**	**Supplier**	**Supp Ref**	**Description**	**Net Price**	**VAT Rate**
H12578	10-04-xx	Hooves Bakery Supplies	HOV001	50kg White Bread Flour 2kg Yeast	£ 115.50 £35.50	Zero Zero
KES264	14-04-xx	Keswick Supplies	KES001	100 Packs of table napkins 20 Table cloths	£200.00 £42.00	17.5% 17.5%
L09-874	20-04-xx	Luxury Fillings	LUX001	50kg Pork pie filling 6 Prawn sandwich filling 4 Coronation chicken filling 5 Blocks cheddar cheese	£110.00 £60.00 £48.00 £50.50	Zero Zero Zero Zero

6 Enter the following **sales credit note** and s**upplier credit note**.

Make sure that you check **all** information before posting.

Post the transactions.

Credit	**Date**	**Customer**	**Cust Ref**	**Description**	**Net Price**	**VAT Rate**
12	20-04-xx	Bank of OZ	BOZ003	Overcharge on cake – Invoice 2307	£ 100.00	Zero

Ext. Ref	**Date**	**Supplier**	**Supp Ref**	**Description**	**Net Price**	**VAT Rate**
L09-951	10-05-xx	Luxury Fillings	LUX001	Damaged 10kg box of pork pie filling	£22.00	Zero

Task B - Enter customer receipts

1 Three payments have been received from customers today. Enter the receipts and allocate the payments to customer invoices where appropriate.

Ext. Ref:	**Date**	**Customer**	**Ref:**	**Description**	**Amount**
P9124	15-05-xx	Bank of OZ	BOZ001	Settles Invoice 2305	£246.75
P9125	16-05-xx	Bank of OZ	BOZ003	Settles Invoice 2307	£116.50
S2225	23-05-xx	HSBJ Bank	HSB001	Settles Invoice 2308	£329.00

Task C - Produce customer reports, supplier reports and reminders

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

Run the day book reports and enter the totals of the transactions on the **Answers** document provided by your Assessor.

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

Save it to your work area with the name **Supplier Invoices Due**.

3 You have been asked to arrange payment to the following supplier for the relevant invoice.

Enter the supplier payment shown below, allocating the payment where appropriate.

Cheque	Date	Supplier Name	Details	Amount
003689	31/05/xx	Luxury fillings	Full payment of Invoice L09-874	£246.50

4 Run suitable reports for the current financial year and fill in the amounts on your **Answers** document.

5 Your supervisor has requested a statement of account showing a detailed customer activity report for all transactions in the current financial year to date for customer reference **NAT002**.

Save the report with the name **Cust NAT002**.

6 Print a first payment reminder for National Theatre (NAT002).
Save this report as **Rem NAT002**.

Note: If the letter date is 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 onto a suitable storage medium.

Name the backup file **cas117a**(your initials) eg cas117acg.

2 On your **Answers** document identify **one** risk to data protection when using a computerised accounts package.

3 Close the accounting package and shut down your computer.

Continued over…

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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