



Pearson LCCI Level 3 Award in Computerised Accounting (ASE20107)

SAMPLE ASSESSMENT MATERIALS

First teaching from June 2019

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Pearson LCCI

SAMPLE ASSESSMENT MATERIAL – QUESTION PAPER

Time: 3 hours

Paper Reference **ASE20107**

Level 3 Award in Computerised Accounting

Sample Assessment Materials

You must have:

Resource Booklet (enclosed), Data restore file, RTF file

Instructions

- Complete **all** tasks in the order given.
- You must not use the internet during this examination.
- Generate and save **all** reports before the end of the examination.
- Submit only the final version of each report.

Information

- The invigilator will tell you where to save your work.
- The total mark is 120.
- Read through the scenario carefully before you begin.
- The marks for each task are shown in brackets.
- You may use a calculator.

Advice

- Read each task carefully.
- Save your work regularly.
- Check your work.

Turn over ►

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The following documents provide evidence to the examiner of your work. The documents will be used to award marks. Marks cannot be awarded if you do not save the documents as instructed. If your computerised software gives you the option of generating a summary or detailed report, you must choose detailed report.

Document	Marks
Aged Trade Payables Report	2
Aged Trade Receivables Report	2
Audit Trial	1
Customer Activity Report	5
Customer Invoice Day Book Report	1
Customer Statements (x 3)	7
Export File	3
Nominal Ledger Activity Report	52
Statement of Financial Position	1
Statement of Profit or Loss	1
Supplier Activity Report	1
Supplier Invoice Day Book Report	1
Trial Balances (x 2)	1
Word processed responses (x 5)	42
Total	120

In task 15 you will be awarded marks for the accuracy of the work in tasks 3–13.

Scenario

You are the Accounts Supervisor of **Thomson Attires**. The business sells a range of clothing to retailers.

Thomson Attires trades from premises at **115 Crookham Road, Barton in the Beans, Leicestershire**. Its financial year end is **31 December**

Following recent computer problems, the accounting data has been restored to a new computer system.

The last recorded accounting data has been provided in the Resource Booklet.

Carry out end of accounting period tasks using the restored data given in the accounting software.

The National Purchase Tax rates are:

Standard Rate	22%
Zero Rate	0%
Exempt	N/A

CREATE a new document using word-processing software.

ADD your initials and candidate number in the header of the document.

TYPE your answers to the tasks in your document.

- 1 Rania is training to be an accountant. As Accounts Supervisor you support Rania with her studies. Rania has asked you for help with her latest assignment.

School of Studies

Accounting Studies – Assignment

Prepare the following topics for a group presentation next week.

- Identify the information that would be shown on a Remittance Advice.
- Research the reasons why a cheque payment may be returned unpaid by the customer's bank.

Prepare a document to help Rania with her assignment.

(a) State **four** pieces of information that are found on a remittance advice. (4)

(b) State **four** reasons why a cheque payment could be dishonoured by a bank. (4)

SAVE the document as **STUDYHELP** in PDF format

(Total for Task 1 = 8 marks)

CREATE a new document using word-processing software.

ADD your initials and candidate number in the header of the document.

TYPE your answers to the tasks in your document.

To	accountsupervisor@thomsonattires.com
From	generalmanager@thomsonattires.com
Subject	Computer Problems
Date	2 September 2018
Hi	
I understand there have been problems with our computer systems, which caused us to carry out a restore of data.	
Can you tell me how the data was restored.	
Many thanks	
Hayley	
General Manager	

2 Referring to the email from the General Manager

- (a) State **four** stages in the process to restore the accounting data. (4)
- (b) Explain **two** reasons why a restore of data may become necessary. (4)
- (c) Explain **two** impacts to Thomson Attires of having to restore data. (4)

SAVE the document as **EMAILREPLY** in PDF format

(Total for Task 2 = 12 marks)

Use accounting software to complete tasks 3–16 in the order given.

All transactions must be entered using the year 2018.

Reports may contain evidence for more than one task.

You have been asked to carry out end of accounting period tasks, using the restored data given in the accounting software.

Use the accounting software to answer the following tasks:

- 3** Amend Thomson Attires' business name to include your initials and candidate number.

Use the following format:

Thomson Attires <initials> <candidate number>

(Total for Task 3 = 1 mark)

You will need to use the data on pages 2, 3 and 4 of the Resource Booklet, to complete task 4.

- 4** Verify that the restored data matches the last recorded accounting data.

Process any corrections using the appropriate accounting techniques.

(Total for Task 4 = 9 marks)

5 Generate the following reports at **31 August 2018**

(a) Aged Trade Receivables (1)

SAVE the report as **AGEDTDRV1** in PDF format

(b) Aged Trade Payables (1)

SAVE the report as **AGEDTCRV1** in PDF format

(c) Trial Balance (1)

SAVE the report as **TBAUG1** in PDF format

(d) Statement of Account

(i) Olivia Brown (1)

SAVE the report as **STBROWN** in PDF format

(ii) Jack Evans (1)

SAVE the report as **STEVANS1** in PDF format

(Total for Task 5 = 5 marks)

You will need to use the data on pages 5 and 6 of the Resource Booklet, to complete task 6.

Referring to the Finance Manager's email:

- 6** Process the required transactions relating to points (a) to (f), using appropriate references.
- | | |
|---------------------------------|------|
| (a) Jessica Davies | (3) |
| (b) Repairs and Renewals | (3) |
| (c) Bank Loan | (3) |
| (d) Additional Capital | (2) |
| (e) Cutting machine purchase | (4) |
| (f) Disposal of packing machine | (10) |
- (Total for Task 6 = 25 marks)**
-

- 7** Following a complaint from Olivia Brown, it is discovered that invoice 3445 has been recorded on her account, when it belongs to Oliver Clarke.

Process the correction, using the original references and dates.

(Total for Task 7 = 2 marks)

- 8** The business credit card balance was paid in full on 24 August 2018 by bank transfer.

Process this bank transfer.

(Total for Task 8 = 2 marks)

9 Monthly Salary information for August 2018

Description	Amount
Gross Salaries	3 614.50
Employee Tax Deductions	795.19
Employee Pensions Deductions	361.45
Net Wages	2 457.86
Employer Payroll Costs	659.85
Employer Pension Contribution Costs	541.18

- (a) Process the salary journal at 31 August 2018, with a reference of JE007 and using **SALAUG18** as the narrative.

The employees were paid by bank transfer, on the 25 August 2018

(8)

- (b) Process the salary payment with a reference of JE008 and using **PAYSAL** as the narrative.

(2)

The business paid the payroll tax liability from July 2018, 1 645.56 on 18 August 2018 by bank transfer.

- (c) Process this payment with a reference of JE009 and using **PAYTAX** as the narrative.

(2)

(Total for Task 9 = 12 marks)

10 The monthly heating and lighting invoice has not been received. It is estimated the charge outstanding at the end of August 2018 is 750.00 (2)

Process this adjustment with a reference of JE10 and using **ADJ821** as the narrative.

(Total for Task 10 = 2 marks)

11 The rent account includes 1 500.00 paid for the three months to 31 October 2018. (2)

Process an adjustment with a reference of JE10 and using **ADJ822** as the narrative.

(Total for Task 11 = 2 marks)

12 Thomson Attires' policy is to:

- Depreciate all non-current assets at 15% per annum using the straight-line method of depreciation.
- Charge depreciation on a month-by-month basis.
- Charge a full month's depreciation in the month of purchase, but none in the month of disposal.
- Post depreciation on the last day of the month.

(2)

Process this adjustment with a reference of JE11 and using **DEPN8** as the narrative.

(Total for Task 12 = 2 marks)

13 The business recently reviewed its policy on the provision for doubtful debts. The management agreed that the provision should remain at 6% of the trade receivables balance at the end of August 2018.

Process this adjustment with a reference of JE11 and using **ADJ823** as the narrative.

(Total for Task 13 = 4 marks)

14 GENERATE the following reports.

- (a) Customer Activity (detailed) for August 2018 transactions (1)

SAVE the report as **CUSTOMERACTIVITY** in PDF format

- (b) Customer Invoice Daybook (detailed) for the period 08 August 2018 and 16 August 2018 only (1)

SAVE the report as **CUSTDAYBOOK** in PDF format

- (c) Supplier Invoice Daybook (detailed) for the period 17 August 2018 and 20 August 2018 only (1)

SAVE the report as **SUPPDAYBOOK** in PDF format

- (d) Customer Statement of Account at 31 August 2018 – Laura Toyne (1)

SAVE the report as **STLAURA** in PDF format

- (e) Supplier Activity (detailed) for August 2018 transactions. (1)

SAVE the report as **SUPPLIERACTIVITY** in PDF format

- (f) Nominal Ledger Activity (excluding no transactions) for all transactions at 31 August 2018 (1)

SAVE the report as **NOMINALLEDGER** in PDF format

- (g) Audit Trail (detailed), listing all transactions processed in August 2018 (1)

SAVE the report as **AUDITTRAIL** in PDF format

- (h) Statement of Financial Position at 31 August 2018 (1)

SAVE the report as **SFP-FINAL** in PDF format

(i) Statement of Profit or Loss Account at 31 August 2018

(1)

SAVE the report as **SPL-FINAL** in PDF format

(Total for Task 14 = 9 marks)

15 GENERATE the Trial Balance at 31 August 2018

SAVE the report as **TB-FINAL** in PDF format

(Total for Task 15 = 1 mark)

16 GENERATE the Suppliers Daybook for credit notes issued between 22 August 2018 and 29 August 2018

SAVE the report in a **CSV** file format, ready for use in a spreadsheet, as **SUPCSV**

(Total for Task 16 = 2 marks)

OPEN the document '**NOTES 1**' using word-processing software.

ADD your initials and candidate number in the header of the document.

TYPE your answers to the task in the spaces in the '**NOTES 1**' document.

The Finance Manager has asked you to help them prepare for the upcoming management meeting. You have been told that all the relevant information can be found in the accounting data.

17 Complete the summary of performance.

Save the document as NOTES 1 in PDF format

(7)

(Total for Task 17 = 7 marks)

OPEN the document '**NOTES 2**' using word-processing software.

ADD your initials and candidate number in the header of the document.

TYPE your answers to the task in the spaces in the '**NOTES 2**' document.

Thomson Attires allow all their customers 30 days credit, apart from Olivia Brown, who has negotiated 60 days credit.

18 Complete the cash inflow forecast in full for September 2018.

Save the document as NOTES 2 in PDF format

(5)

(Total for Task 18 = 5 marks)

CREATE a new document using word-processing software.

ADD your initials and candidate number in the header of the document.

TYPE your answers to the tasks in your document.

19 Your manager has asked you to provide her with some additional information for the management meeting.

- (a) Outline **two** concerns about Thomson Attires' liquidity. (2)
- (b) Outline the projected inflow of cash for **September** and **October 2018** (2)
- (c) Outline how profitable the business has been in the period up to 31 August 2018 (3)
- (d) Recommend **three** actions that Thomson Attires may take going forward to develop their business. (3)

SAVE the document as **MEETING** in PDF format

(Total for Task 19 = 10 marks)

TOTAL FOR PAPER = 120 MARKS

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Level 3 Award in Computerised Accounting

Resource Booklet

SAMPLE ASSESSMENT MATERIAL

Time: 3 hours

Instructions

- Refer to the question paper for instructions on how to complete each task.
- Workings and answers written in the resource booklet will **not** be marked.

Resource for task 4

This is the last recorded Trial Balance Thomson Attires had before they restored their accounting data.

Thomson Attires Trial Balance At 31 August 2018

	Dr	Cr
Accruals		
Advertising	2 445.07	
Allowance for Doubtful Debts		625.00
Allowance for Doubtful Debts - Adjustments		
Bank Current Account		4 565.00
Bank Deposit Account	1 000.00	
Credit Card Account		499.52
Capital		18 000.00
Depreciation	2 450.00	
Disposal		
Drawings	1 545.00	
Employer's Payroll Costs	2 245.16	
Furniture and Fixtures - Cost	28 000.00	
Furniture/Fixture Accumulated Depreciation		22 000.00
Heating and Lighting	1 780.25	
Inventory	8 778.17	
Irrecoverable debts		
Loans		
Maintenance		
Net Wages		
Payroll Tax Liability		2 033.15
Pension Liability		
Petty Cash Account	120.00	
Prepayments		
Purchase Tax Control	3 309.54	
Purchases - Accessories	12 585.88	
Purchases - Clothes	42 575.20	
Rent	6 550.00	
Repairs and Renewals	1 245.00	
Sales - Accessories		21 604.05
Sales - Clothes		68 175.18
Sales Tax Control		4 080.11
Trade Payables Control		3 658.36
Trade Receivables Control	7 710.13	
Wages and Salaries	22 900.97	
	145 240.37	145 240.37

Trade Receivables at 31st August 2018

Debtor	Balance	Date	Type	Description	Reference	Value
Olivia Brown	<u>2 115.73</u>	28-Jul-2018	Invoice	Sales - Clothes	3214	1 478.23
Argon Mews		31-Jul-2018	Credit Note	Sales - Clothes	CN143	(165.00)
Crudwell		08-Aug-2018	Invoice	Sales - Clothes	3421	256.50
Nomansland Wiltshire		12-Aug-2018	Invoice	Sales - Clothes	3445	546.00
Oliver Clarke	<u>3 067.35</u>	16-Aug-2018	Invoice	Sales - Accessories	3499	1 936.00
Burlington Place Mudford Sock Somerset		24-Aug-2018	Invoice	Sales - Clothes	3576	1 131.35
Jessica Davies	<u>280.00</u>	17-Jun-2018	Invoice	Sales - Clothes	3199	289.00
Dancer Road Papplewick Nottinghamshire		30-Jun-2018	Credit Note	Sales - Clothes	CN122	(9.00)
Jack Evans	<u>2 247.05</u>	29-Aug-2018	Invoice	Sales - Accessories	3602	2 247.05
Fulham Broadway Upper Bucklebury Berkshire						
Total	7 710.13					

Trade Payables at 31st August 2018

<u>Creditor</u>	<u>Balance</u>	<u>Date</u>	<u>Type</u>	<u>Reference</u>	<u>Value</u>
Harry Hall Fabrics	<u>681.10</u>	01-Jul-2018	Invoice	HH2457	278.50
Hurlingham Road		07-Jul-2018	Invoice	HH2491	16.32
Pucklechurch		10-Jul-2018	Invoice	HH2517	321.00
Gloucestershire		31-Aug-2018	Invoice	HH2643	65.28
Jackson Electricals	<u>1 150.50</u>	20-Aug-2018	Invoice	34997	1 100.00
Grimston Road		31-Aug-2018	Invoice	35766	50.50
Blubberhouses					
North Yorkshire					
Chloe Jones Limited	<u>532.50</u>	17-Aug-2018	Invoice	63199	565.00
North End Road		31-Aug-2018	Credit Note	CN1225	(32.50)
Marsh Gibbon					
Buckinghamshire					
Daisy Johnson & Sons	<u>1 350.00</u>	31-Jul-2018	Invoice	43602	1 350.00
Radipole Road					
Nether Wallop					
Hampshire					
Charlie Roberts	<u>(55.74)</u>	29-Aug-2018	Credit Note	3602	(55.74)
Pulton Place					
Warninglid					
Sussex					
Total	3 658.36				

Resource for task 6

To	accountsupervisor@thomsonattires.com
From	finmgr@thomsonattires.com
Subject	Period End Adjustments - August 2018
Date	28 August 2018
<p>Hi</p> <p>The senior management team have met today, details are below</p> <p>(a) Jessica Davies She has ceased trading because of cash flow problems – there is no possibility that we will receive any money. Please write off at the end of this month.</p> <p>(b) Repairs and Renewals Mike from operations asks that you split the repairs and renewals account to show a figure for 'Maintenance', using reference JE003. He's calculated that up to the 31 August 2018 there has been 785.00 of maintenance.</p> <p>(c) Bank Loan We met with the bank this morning, and agreed a loan of 9 500.00, for the purchase of a cutting machine. Funds will be in our bank current account tomorrow. Use reference JE004.</p> <p>(d) Additional Capital The bank set a condition for the loan, point (c) above, that the owners introduce a further 4 000.00 of capital into the business in the form of cash. They did this during the meeting. Use reference JE005.</p> <p>(e) Cutting machine purchase The invoice for the new machine is attached. Please pay the invoice by bank transfer on 31st August 2018. Use the invoice number as the reference.</p> <p>(f) Disposal of packing machine The old packing machine is now beyond repair and has been sold. Its original cost was 1 824.00 and is in our books at 184.00. Use reference JE006 to process this transaction.</p> <p>Invoice E724 for the old packing machine has been raised today for 420.00 plus standard rate tax. To Laura Toyne, she is a new customer. Her address is Heckfield Place, Burton Coggles, Lincolnshire. Process using reference E724.</p> <p>Please process these.</p> <p>Many thanks, Joe Shoby Finance Manager</p>	

SewSew Machinery <i>Cotton Avenue Papplewick Nottinghamshire</i>		Invoice	
Thomson Attires 115 Crookham Road Barton in the Beans Leicestershire		<i>Invoice Date:</i>	31 August 2018
		<i>Purchase Order:</i>	TA23671
		<i>Invoice Number:</i>	78597
<i>Quantity</i>	<i>Description</i>	<i>Unit Cost</i>	<i>Total Cost</i>
1	Cutting Machine Serial No CM888723		
<i>Terms: Payment on Delivery</i>		<i>Net</i>	9 855.16
		<i>Tax 22%</i> <i>Invoice Total</i>	

General Marking Guidance

- All candidates must receive the same treatment. Examiners must mark the first candidate in exactly the same way as they mark the last.
- Mark schemes should be applied positively. Candidates must be rewarded for what they have shown they can do rather than penalised for omissions.
- Examiners should mark according to the mark scheme not according to their perception of where the grade boundaries may lie.
- There is no ceiling on achievement. All marks on the mark scheme should be used appropriately.
- All the marks on the mark scheme are designed to be awarded. Examiners should always award full marks if deserved, i.e. if the answer matches the mark scheme. Examiners should also be prepared to award zero marks if the candidate's response is not worthy of credit according to the mark scheme.
- Where some judgement is required, mark schemes will provide the principles by which marks will be awarded and exemplification may be limited.
- When examiners are in doubt regarding the application of the mark scheme to a candidate's response, the team leader must be consulted.
- Crossed out work should be marked UNLESS the candidate has replaced it with an alternative response.
- Where marks are awarded for own figure answers, these marks can only be awarded if evidence of how the candidate arrived at their values has been provided (their workings).
- If candidates fail to provide their workings when instructed in the paper, it may not be possible to achieve all marks associated with the question, even if the final answer is correct.
- For calculation questions full marks can be awarded where correct answer is seen with no workings shown, unless question states that candidate must provide workings.
- Candidates can only be penalised once for incorrect data entry, examiners should be mindful that the error may continue through the paper as own figure. Provided processes are correct candidates should not be further penalised.
- Do not mark shaded boxes. These boxes identify information that should be replicated.

Abbreviation

of Own Figure rule

Accuracy marks can be awarded where the candidates' answer does not match the mark scheme, though is accurate based on their valid method.

Ecf Error Carried Forward

Marks can be awarded where the candidate gives a wrong answer in an earlier part of a question but it is used correctly in answer to a later part of the same question.

Task	Answer (AO1) 4	Mark
1(a)	<p>Award 1 mark for each piece of information. Maximum 4 marks.</p> <ul style="list-style-type: none"> • Date of remittance advice (1) • Details of Invoices / Credit Notes being paid/taken (1) • Payee's details / Name & Address (1) • Payor's details / Name & Address (1) • Total value of the payment (1) 	(4)

Task	Answer (AO1) 4	Mark
1(b)	<p>Award 1 mark for each reason. Maximum 4 marks.</p> <ul style="list-style-type: none"> • Account is closed (1) • Cheque has been post-dated (1) • Cheque is out of date/old (1) • Insufficient funds available (1) • Not signed in accordance with the bank mandate (1) • Payee is not recognised (1) • Words and numbers do not match (1) 	(4)

Task	Answer (AO1) 4	Mark
2(a)	<p>Award 1 mark for each stage. Maximum 4 marks.</p> <ul style="list-style-type: none"> • Establish the last reliable backup (1) • Identify the data that has been entered since the last reliable backup (1) • Address any hardware issues (1) • Transfer/copy data from the source to the correct location (1) • Verify the data has been transferred correctly (1) 	(4)
	<p>Additional Guidance:</p> <ul style="list-style-type: none"> • The above points do not need to be given in any particular order for the marks to be awarded. 	

Task	Answer (AO3) 4	Mark
2(b)	<p>Any two explanations that include a reason (1) and a linked justification of that reason (1).</p> <ul style="list-style-type: none"> • Hardware failure (1) which has resulted in a loss of data (1) • Attack by a virus and/or malware (1) causing the system to become unusable (1) • Data corruption (1) which has caused the data to be inaccurate (1) <p>Accept any other valid responses. Do not award marks for the same justification.</p>	(4)

Task	Answer (AO3) 4	Mark
2(c)	<p>Any two explanations that include an impact (1) and a linked justification of that impact (1).</p> <ul style="list-style-type: none"> • Repair/replace the failed computer component(s) (1) which results in additional costs to the business (1) • Staff being unable to work (1) causing work to be delayed (1) • Potential for errors in the restored data (1) requiring staff time to verify the data is correct (1) <p>Accept any other valid responses. Do not award marks for the same justification.</p>	(4)

Task	Answer (AO2.4) 1	Mark
3	All reports	
	Award 1 mark for the correct format.	
	Thomson Attires <Initials> <Candidate No.>	(1)
	Do not award the mark if there are any changes to the business name: Thomson Attires	
	Ignore typographical errors in the candidate's details.	

Task	Answer (AO2.4) 9	Mark																													
4	Report – Aged Trade Receivables at 31 August 2018																														
	Award 1 mark per correct row, including Date, Dr/Cr and Balance.																														
	<table border="1"> <thead> <tr> <th>Name</th> <th>Date</th> <th>Ref</th> <th>Dr</th> <th>Cr</th> <th>Balance</th> <th></th> </tr> </thead> <tbody> <tr> <td>Jack Evans</td> <td>31 Aug 2018</td> <td>CN156</td> <td></td> <td>27.00</td> <td>2 247.05</td> <td>(1)</td> </tr> </tbody> </table>	Name	Date	Ref	Dr	Cr	Balance		Jack Evans	31 Aug 2018	CN156		27.00	2 247.05	(1)																
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	Date	Dr	Cr																												
Purchases – Accessories	31 Aug 2018		32.50	(1)																											
Sales – Accessories	31 Aug 2018	27.00		(1)																											
Report – Customer Statement for Olivia Brown																															
Award 1 mark for the correct location																															
Argon Mews Crudwell Nomansland (1) Wiltshire																															
		(9)																													

	<p>Additional Guidance:</p> <p>Trade Payables Control value mark</p> <ul style="list-style-type: none"> • ecf is for values in the date and reference column (shaded element) being the same as Chloe Jones • Do not award Trade Payables Control value mark if the reference is left blank or is different to Chloe Jones supplier account <p>Trade Receivables Control value mark</p> <ul style="list-style-type: none"> • ecf is for values in the date and reference column (shaded element) being the same as Jack Evans • Do not award Trade Receivables Control value mark if the reference is left blank or is different to Jack Evans supplier account 	
--	--	--

Task	Answer (AO2.4) 1	Mark
5(a)	Report – Aged Receivables at 31 August 2018	
	<p>Award 1 mark for correct 'To' date.</p> <p>Report dated: To: 31 August 2018 (1)</p>	(1)

Task	Answer (AO2.4) 1	Mark
5(b)	Report – Aged Payables at 31 August 2018	
	<p>Award 1 mark for correct 'To' date.</p> <p>Report dated: To: 31 August 2018 (1)</p>	(1)

Task	Answer (AO2.4) 1	Mark
5(c)	Report – Trial Balance at 31 August 2018	
	<p>Award 1 mark for correct 'To' date</p> <p>Report dated: To: 31 August 2018 (1)</p>	(1)

Task	Answer (AO2.4) 1	Mark
5(d)(i)	Report - Statement of Account - Olivia Brown	
	<p>Award 1 mark for correct 'To' date.</p> <p>Report dated: To: 31 August 2018 (1)</p>	(1)

Task	Answer (AO2.4) 1	Mark
5(d)(ii)	Report - Statement of Account – Jack Evans	
	<p>Award 1 mark for correct 'To' date.</p> <p>Report dated: To: 31 August 2018 (1)</p>	(1)

Task	Answer (AO2.2) 2 (AO2.4) 1	Mark												
6(a)	Reports – Customer Activity at 31 August 2018 – Nominal Ledger Activity Report at 31 August 2018													
	<p>Customer Activity Report: Award 1 mark for each correct row.</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Ref</th> <th>Dr</th> <th>Cr</th> <th></th> </tr> </thead> <tbody> <tr> <td>Jessica Davies</td> <td>31 Aug 2018</td> <td>W/Off*</td> <td></td> <td>280.00</td> <td>(1)</td> </tr> </tbody> </table> <p>* Award mark if reference or details indicate that transaction has been treated as a write off.</p>		Date	Ref	Dr	Cr		Jessica Davies	31 Aug 2018	W/Off*		280.00	(1)	(3)
		Date	Ref	Dr	Cr									
	Jessica Davies	31 Aug 2018	W/Off*		280.00	(1)								
<p>Nominal Ledger Activity Report: Award 1 mark for each correct row; value, the correct column and allocated to the appropriate nominal account.</p> <p>Award 1 mark for correct allocation to Irrecoverable Debts.</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Ref</th> <th>Dr</th> <th>Cr</th> <th></th> </tr> </thead> <tbody> <tr> <td>Irrecoverable Debts (1)</td> <td>31 Aug 2018</td> <td>W/Off</td> <td>280.00</td> <td></td> <td>(1)ecf</td> </tr> </tbody> </table>		Date	Ref	Dr	Cr		Irrecoverable Debts (1)	31 Aug 2018	W/Off	280.00		(1)ecf		
	Date	Ref	Dr	Cr										
Irrecoverable Debts (1)	31 Aug 2018	W/Off	280.00		(1)ecf									
<p>Additional Guidance:</p> <p>Irrecoverable debts value mark</p> <ul style="list-style-type: none"> • ecf is for values in the date and reference column (shaded element) being the same as Jessica Davies supplier account • Do not award Irrecoverable Debts value mark if the reference is left blank or is different to Jessica Davies supplier account <p>Irrecoverable debts account mark</p> <ul style="list-style-type: none"> • Award mark for identifying the correct nominal account 														

Task	Answer (AO2.2) 2 (AO2.4) 1	Mark																		
6(b)	Reports – Nominal Ledger Activity Report as at 31 August 2018																			
	<p>Nominal Ledger Activity Report: Award 1 mark for each correct row; value, the correct column and allocated to the appropriate nominal account.</p> <p>Award 1 mark for correct allocation to the Maintenance account.</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Ref</th> <th>Dr</th> <th>Cr</th> <th></th> </tr> </thead> <tbody> <tr> <td>Repairs and Renewals</td> <td>31 Aug 2018</td> <td>JE003</td> <td></td> <td>785.00</td> <td>(1)</td> </tr> <tr> <td>Maintenance (1)</td> <td>31 Aug 2018</td> <td>JE003</td> <td>785.00</td> <td></td> <td>(1)ecf</td> </tr> </tbody> </table>		Date	Ref	Dr	Cr		Repairs and Renewals	31 Aug 2018	JE003		785.00	(1)	Maintenance (1)	31 Aug 2018	JE003	785.00		(1)ecf	(3)
		Date	Ref	Dr	Cr															
Repairs and Renewals	31 Aug 2018	JE003		785.00	(1)															
Maintenance (1)	31 Aug 2018	JE003	785.00		(1)ecf															
<p>Additional Guidance:</p> <p>Maintenance value mark</p> <ul style="list-style-type: none"> • ecf is for values in the date and reference column (shaded element) being the same as Repairs and Renewals • Do not award Maintenance value mark if the reference is left blank or is different to Repairs and Renewals <p>Maintenance account mark</p> <ul style="list-style-type: none"> • Award mark for identifying the correct nominal account 																				

Task	Answer (AO2.2) 2 (AO2.4) 1	Mark																		
6(c)	Reports – Nominal Ledger Activity Report as at 31 August 2018																			
	<p>Nominal Ledger Activity Report: Award 1 mark for each correct row; value, the correct column and allocated to the appropriate nominal account.</p> <p>Award 1 mark for correct allocation to Loans account.</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Ref</th> <th>Dr</th> <th>Cr</th> <th></th> </tr> </thead> <tbody> <tr> <td>Bank current account</td> <td>29 Aug 2018</td> <td>JE004</td> <td>9 500.00</td> <td></td> <td>(1)</td> </tr> <tr> <td>Loans (1)</td> <td>29 Aug 2018</td> <td>JE004</td> <td></td> <td>9 500.00</td> <td>(1)ecf</td> </tr> </tbody> </table>		Date	Ref	Dr	Cr		Bank current account	29 Aug 2018	JE004	9 500.00		(1)	Loans (1)	29 Aug 2018	JE004		9 500.00	(1)ecf	(3)
		Date	Ref	Dr	Cr															
Bank current account	29 Aug 2018	JE004	9 500.00		(1)															
Loans (1)	29 Aug 2018	JE004		9 500.00	(1)ecf															
<p>Additional Guidance:</p> <p>Loans value mark</p> <ul style="list-style-type: none"> • ecf is for values in the date and reference column (shaded element) being the same as Bank current account • Do not award Loans value mark if the reference is left blank or is different to Bank current account <p>Loans account mark</p> <ul style="list-style-type: none"> • Award mark for identifying the correct nominal account 																				

Task	Answer (AO2.2) 2	Mark																	
6(d)	Reports – Nominal Ledger Activity Report as at 31 August 2018																		
	<p>Nominal Ledger Activity Report: Award 1 mark for each correct row; value, the correct column and allocated to the correct nominal account.</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Ref</th> <th>Dr</th> <th>Cr</th> <th></th> </tr> </thead> <tbody> <tr> <td>Bank current account</td> <td>28 Aug 2018</td> <td>JE005</td> <td>4 000.00</td> <td></td> <td>(1)</td> </tr> <tr> <td>Capital</td> <td>28 Aug 2018</td> <td>JE005</td> <td></td> <td>4 000.00</td> <td>(1)ecf</td> </tr> </tbody> </table>		Date	Ref	Dr	Cr		Bank current account	28 Aug 2018	JE005	4 000.00		(1)	Capital	28 Aug 2018	JE005		4 000.00	(1)ecf
	Date	Ref	Dr	Cr															
Bank current account	28 Aug 2018	JE005	4 000.00		(1)														
Capital	28 Aug 2018	JE005		4 000.00	(1)ecf														
	<p>Additional Guidance: Capital value mark</p> <ul style="list-style-type: none"> ecf is for values in the date and reference column (shaded element) being the same as Bank current account Do not award Capital value mark if the reference is left blank or is different to Bank current account 																		

Task	Answer (AO2.2) 4	Mark																							
6(e)	Reports – Nominal Ledger Activity Report as at 31 August 2018																								
	<p>Nominal Ledger Activity Report: Award 1 mark for each correct row; value, the correct column and allocated to the correct nominal account.</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Ref</th> <th>Dr</th> <th>Cr</th> <th></th> </tr> </thead> <tbody> <tr> <td>Fixtures and Fittings – Cost</td> <td>31 Aug 2018</td> <td>78597</td> <td>8 078.00 (1)*</td> <td></td> <td>(1)</td> </tr> <tr> <td>Purchase Tax Control Account</td> <td>31 Aug 2018</td> <td>78597</td> <td>1 777.16</td> <td></td> <td>(1)</td> </tr> <tr> <td>Bank current account</td> <td>31 Aug 2018</td> <td>78597</td> <td></td> <td>9 855.16**</td> <td>(1)ecf</td> </tr> </tbody> </table>		Date	Ref	Dr	Cr		Fixtures and Fittings – Cost	31 Aug 2018	78597	8 078.00 (1)*		(1)	Purchase Tax Control Account	31 Aug 2018	78597	1 777.16		(1)	Bank current account	31 Aug 2018	78597		9 855.16**	(1)ecf
	Date	Ref	Dr	Cr																					
Fixtures and Fittings – Cost	31 Aug 2018	78597	8 078.00 (1)*		(1)																				
Purchase Tax Control Account	31 Aug 2018	78597	1 777.16		(1)																				
Bank current account	31 Aug 2018	78597		9 855.16**	(1)ecf																				
	<p>Additional Guidance: Bank current account value mark</p> <ul style="list-style-type: none"> ecf is for values in the date and reference column (shaded element) being the same as Fixtures and Fittings – Cost. Do not award Bank current account value mark if the reference is left blank or is different to Fixtures and Fittings – Cost The candidate may post the NET amount to the bank in error, see ecf note. * Mark is awarded for the correct calculation of the NET invoice **value mark for Bank Current Account can be awarded if total is for Fixtures and Fittings – Cost plus Purchase Tax Control Account values 																								

Task	Answer (AO2.2) 8 (AO2.4) 2	Mark																																																						
6(f)	<p>Reports – Nominal Ledger Activity Report as at 31 August 2018</p> <p>Nominal Ledger Activity Report: Award 1 mark for each correct row; value, the correct column and allocated to the appropriate nominal account. Award 1 mark for the correct allocation to Disposals account.</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Ref</th> <th>Dr</th> <th>Cr</th> <th></th> </tr> </thead> <tbody> <tr> <td>Furniture and Fixtures – Cost</td> <td>28 Aug 2018</td> <td>JE006</td> <td></td> <td>1 824.00</td> <td>(1)</td> </tr> <tr> <td>Furniture/Fixture Accumulated Depn</td> <td>28 Aug 2018</td> <td>JE006</td> <td>1 640.00</td> <td></td> <td>(1)ecf</td> </tr> <tr> <td>Disposals (1)</td> <td>28 Aug 2018</td> <td>JE006</td> <td>184.00</td> <td></td> <td>(1)ecf</td> </tr> <tr> <td>Disposals</td> <td>28 Aug 2018</td> <td>E724</td> <td></td> <td>420.00</td> <td>(1)ecf</td> </tr> <tr> <td>Trade Receivables Control</td> <td>28 Aug 2018</td> <td>E724</td> <td>512.40</td> <td></td> <td>(1)ecf</td> </tr> <tr> <td>Sales Tax Control</td> <td>28 Aug 2018</td> <td>E724</td> <td></td> <td>92.40</td> <td>(1)ecf</td> </tr> </tbody> </table> <p>Report – Customer Activity at 31 August 2018</p> <p>Award 1 mark per correct row, including Date, Dr/Cr and Balance. If no date details provided for each transaction, assume the report date to be the date for the transactions and mark accordingly.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Date</th> <th>Ref</th> <th>Dr</th> <th>Cr</th> <th></th> </tr> </thead> <tbody> <tr> <td>Laura Toyne</td> <td>28 Aug 2018</td> <td>E724</td> <td>512.40</td> <td></td> <td>(1)</td> </tr> </tbody> </table> <p>Report - Statement of Account - Laura Toyne at 31 August 2018</p> <p>Award 1 mark (AO2) for correct customer name. Award 1 mark (AO2) for correct address.</p> <p>Laura Toyne (1) Heckfield Place Burton Coggles Lincolnshire (1)</p>		Date	Ref	Dr	Cr		Furniture and Fixtures – Cost	28 Aug 2018	JE006		1 824.00	(1)	Furniture/Fixture Accumulated Depn	28 Aug 2018	JE006	1 640.00		(1)ecf	Disposals (1)	28 Aug 2018	JE006	184.00		(1)ecf	Disposals	28 Aug 2018	E724		420.00	(1)ecf	Trade Receivables Control	28 Aug 2018	E724	512.40		(1)ecf	Sales Tax Control	28 Aug 2018	E724		92.40	(1)ecf	Name	Date	Ref	Dr	Cr		Laura Toyne	28 Aug 2018	E724	512.40		(1)	(10)
		Date	Ref	Dr	Cr																																																			
Furniture and Fixtures – Cost	28 Aug 2018	JE006		1 824.00	(1)																																																			
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Laura Toyne	28 Aug 2018	E724	512.40		(1)																																																			
<p>Additional Guidance:</p> <ul style="list-style-type: none"> • ecf is for values in the date and reference column (shaded element) being the same as Fixtures and Fittings – Cost • Do not award the Journal Entry value marks if the reference is left blank or is different to Fixtures and Fittings – Cost • Do not penalise candidate if the customer name contains typographical errors within the Customer Activity report <p>In the Statement of Account, do not award a mark if there are any typographical errors in name or address. Typographical errors include:</p> <ul style="list-style-type: none"> • inaccurate capitalisation • incorrect spelling. 																																																								

Task	Answer (AO2.2) 2	Mark																
7	Report – Customer Activity at 31 August 2018	(2)																
	Award 1 mark for each correct value, in the correct column and allocated to the correct customer account.																	
	<table border="1"> <thead> <tr> <th>Name</th> <th>Date</th> <th>Ref</th> <th>Dr</th> <th>Cr</th> <th></th> </tr> </thead> <tbody> <tr> <td>Olivia Brown</td> <td>12 Aug 2018</td> <td>3445</td> <td></td> <td>546.00</td> <td>(1)</td> </tr> <tr> <td>Oliver Clarke</td> <td>12 Aug 2018</td> <td>3445</td> <td>546.00</td> <td></td> <td>(1)ecf</td> </tr> </tbody> </table>		Name	Date	Ref	Dr	Cr		Olivia Brown	12 Aug 2018	3445		546.00	(1)	Oliver Clarke	12 Aug 2018	3445	546.00
Name	Date	Ref	Dr	Cr														
Olivia Brown	12 Aug 2018	3445		546.00	(1)													
Oliver Clarke	12 Aug 2018	3445	546.00		(1)ecf													
	Additional Guidance: <ul style="list-style-type: none"> • ecf is for values in the date and reference column (shaded element) being the same as Olivia Brown • Do not award the Oliver Clarke value marks if the reference is left blank or is different to Olivia Brown 																	

Task	Answer (AO2.2) 2	Mark																
8	Reports – Nominal Ledger Activity Report as at 31 August 2018	(2)																
	Nominal Ledger Activity Report: Award 1 mark for each correct value, in the correct column and allocated to the correct nominal account.																	
	<table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Ref</th> <th>Dr</th> <th>Cr</th> <th></th> </tr> </thead> <tbody> <tr> <td>Company Credit Card</td> <td>24 Aug 2018</td> <td>TRANS</td> <td>499.52</td> <td></td> <td>(1)</td> </tr> <tr> <td>Bank Current Account</td> <td>24 Aug 2018</td> <td>TRANS</td> <td></td> <td>499.52</td> <td>(1)ecf</td> </tr> </tbody> </table>			Date	Ref	Dr	Cr		Company Credit Card	24 Aug 2018	TRANS	499.52		(1)	Bank Current Account	24 Aug 2018	TRANS	
	Date	Ref	Dr	Cr														
Company Credit Card	24 Aug 2018	TRANS	499.52		(1)													
Bank Current Account	24 Aug 2018	TRANS		499.52	(1)ecf													
	Additional Guidance: <ul style="list-style-type: none"> • ecf is for values in the date and reference column (shaded element) being the same as Credit Card Account • Do not award the Bank Current Account value mark if the reference is left blank or is different Credit Card Account 																	

Task	Answer (AO2.2) 8	Mark
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9(a)

Report – Nominal Ledger Activity Report as at 31 August 2018

Nominal Ledger Activity Report

Award 1 mark for each correctly processed row, including being allocated to the correct nominal account with the specified dates.

No typographical errors and with all values in correct columns.

	Date	Ref	Narrative	Dr	Cr	
Wages and Salaries	31 Aug 17	JE007	SAL AUG18	3 614.50		(1)
Payroll Tax Liability*	31 Aug 17	JE007	SAL AUG18		795.19	(1)ecf
Pension Liability**	31 Aug 17	JE007	SAL AUG18		361.45	(1)ecf
Net Wages	31 Aug 17	JE007	SAL AUG18		2 457.86	(1)ecf
Employer's Payroll Costs	31 Aug 17	JE007	SAL AUG18	659.85		(1)
Employer's Pension Costs	31 Aug 17	JE007	SAL AUG18	541.18		(1)ecf
Payroll Tax Liability*	31 Aug 17	JE007	SAL AUG18		659.85	(1)ecf
Pension Liability**	31 Aug 17	JE007	SAL AUG18		541.18	(1)ecf

***Award marks where the amounts have been combined together as a single entry – Payroll Tax Liability.**

Payroll Tax Liability*	31 Aug 17	SAL AUG18		1 455.04	(2)
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****Award marks where the amounts have been combined together as a single entry – Pension Liability.**

Pension Liability**	31 Aug 17	SAL AUG18		902.63	(2)
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(8)

Additional Guidance:

- ecf is for values in the date and reference column (shaded element) being the same as Wages and Salaries
- Do not award the Journal Entry value marks if the reference is left blank or is different to Wages and Salaries

Task	Answer (AO2.2) 2	Mark																					
9(b)	<p>Report – Nominal Ledger Activity Report as at 31 August 2018</p> <p>Nominal Ledger Activity Report Award 1 mark for each correctly processed row, including being allocated to the correct nominal account with the specified dates.</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Ref</th> <th>Narrative</th> <th>Dr</th> <th>Cr</th> <th></th> </tr> </thead> <tbody> <tr> <td>Bank Current Account</td> <td>25 Aug 17</td> <td>JE008</td> <td>PAYSAL</td> <td></td> <td>2 457.86</td> <td>(1)</td> </tr> <tr> <td>Net Wages</td> <td>25 Aug 17</td> <td>JE008</td> <td>PAYSAL</td> <td>2 457.86</td> <td></td> <td>(1)ecf</td> </tr> </tbody> </table>		Date	Ref	Narrative	Dr	Cr		Bank Current Account	25 Aug 17	JE008	PAYSAL		2 457.86	(1)	Net Wages	25 Aug 17	JE008	PAYSAL	2 457.86		(1)ecf	(2)
		Date	Ref	Narrative	Dr	Cr																	
Bank Current Account	25 Aug 17	JE008	PAYSAL		2 457.86	(1)																	
Net Wages	25 Aug 17	JE008	PAYSAL	2 457.86		(1)ecf																	
<p>Additional Guidance:</p> <ul style="list-style-type: none"> • ecf is for values in the date and reference column (shaded element) being the same as Bank Current Account • Do not award the Net Wages value mark if the reference is left blank or is different Bank Current Account 																							

Task	Answer (AO2.2) 2	Mark																					
9(c)	<p>Report – Nominal Ledger Activity Report as at 31 August 2018</p> <p>Nominal Ledger Activity Report Award 1 mark for each correctly processed row, including being allocated to the correct nominal account with the specified dates.</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Ref</th> <th>Narrative</th> <th>Dr</th> <th>Cr</th> <th></th> </tr> </thead> <tbody> <tr> <td>Bank Current Account</td> <td>18 Aug 17</td> <td>JE009</td> <td>PAYTAX</td> <td></td> <td>1 645.56</td> <td>(1)</td> </tr> <tr> <td>Payroll Tax Liability</td> <td>18 Aug 17</td> <td>JE009</td> <td>PAYTAX</td> <td>1 645.56</td> <td></td> <td>(1)ecf</td> </tr> </tbody> </table>		Date	Ref	Narrative	Dr	Cr		Bank Current Account	18 Aug 17	JE009	PAYTAX		1 645.56	(1)	Payroll Tax Liability	18 Aug 17	JE009	PAYTAX	1 645.56		(1)ecf	(2)
		Date	Ref	Narrative	Dr	Cr																	
Bank Current Account	18 Aug 17	JE009	PAYTAX		1 645.56	(1)																	
Payroll Tax Liability	18 Aug 17	JE009	PAYTAX	1 645.56		(1)ecf																	
<p>Additional Guidance:</p> <ul style="list-style-type: none"> • ecf is for values in the date and reference column (shaded element) being the same as Bank Current Account • Do not award the Payroll Tax Liability value mark if the reference is left blank or is different to the Bank Current Account 																							

Task	Answer (AO2.2) 2	Mark																					
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		Date	Ref	Narrative	Dr	Cr																	
Heating and Lighting	31 Aug 17	JE10	ADJ821	750.00		(1)																	
Accruals	31 Aug 17	JE10	ADJ821		750.00	(1)ecf																	
<p>Additional Guidance:</p> <ul style="list-style-type: none"> • ecf is for values in the date and reference column (shaded element) being the same as Heating and Lighting Account. • Do not award the Accruals Account value mark if the reference is left blank or is different to Heating and Lighting Account 																							

Task	Answer (AO2.2) 2	Mark																					
11	<p>Report – Nominal Ledger Activity Report as at 31 August 2018</p> <p>Nominal Ledger Activity Report Award 1 mark for each correctly processed row, including being allocated to the correct nominal account with the specified dates.</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Ref</th> <th>Narrative</th> <th>Dr</th> <th>Cr</th> <th></th> </tr> </thead> <tbody> <tr> <td>Prepayments</td> <td>31 Aug 17</td> <td>JE10</td> <td>ADJ822</td> <td>1000.00</td> <td></td> <td>(1)</td> </tr> <tr> <td>Rent</td> <td>31 Aug 17</td> <td>JE10</td> <td>ADJ822</td> <td></td> <td>1000.00</td> <td>(1)ecf</td> </tr> </tbody> </table>		Date	Ref	Narrative	Dr	Cr		Prepayments	31 Aug 17	JE10	ADJ822	1000.00		(1)	Rent	31 Aug 17	JE10	ADJ822		1000.00	(1)ecf	(2)
		Date	Ref	Narrative	Dr	Cr																	
Prepayments	31 Aug 17	JE10	ADJ822	1000.00		(1)																	
Rent	31 Aug 17	JE10	ADJ822		1000.00	(1)ecf																	
<p>Additional Guidance:</p> <ul style="list-style-type: none"> • ecf is for values in the date and reference column (shaded element) being the same as Prepayments Account • Do not award the Rent Account value mark if the reference is left blank or is different to Prepayments Account 																							

Task	Answer (AO2.2) 2	Mark																																			
12	<p>Report – Nominal Ledger Activity Report as at 31 August 2018</p> <hr/> <p>Workings</p> <table border="1"> <thead> <tr> <th colspan="2">Furniture and Fixtures - Cost</th> </tr> </thead> <tbody> <tr> <td>Original TB Balance</td> <td>28 000.00</td> </tr> <tr> <td>Additions</td> <td>8 078.00</td> </tr> <tr> <td>Disposals</td> <td>(1 824.00)</td> </tr> <tr> <td>Revised TB Balance</td> <td>34 254.00</td> </tr> <tr> <td>Depreciation pa @15%</td> <td>5 138.00</td> </tr> <tr> <td>Depreciation pm ÷12</td> <td>429</td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Examiners need to check the Fixture and Fittings Cost balance, (Final TB or NL Activity Report) apply the 15% depreciation and divide by 12 to give a monthly figure. Award own figure mark if the matches the journal. Award no marks if the calculation is not correct.</p> </div> <p>Nominal Ledger Activity Report Award 1 mark for each correctly processed row, including being allocated to the correct nominal account with the specified dates.</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Ref</th> <th>Narrative</th> <th>Dr</th> <th>Cr</th> <th></th> </tr> </thead> <tbody> <tr> <td>Depreciation</td> <td>31 Aug 17</td> <td>JE11</td> <td>DEPN8</td> <td>429</td> <td></td> <td>(1)</td> </tr> <tr> <td>Furniture/Fixtures Accumulated Depreciation</td> <td>31 Aug 17</td> <td>JE11</td> <td>DEPN8</td> <td></td> <td>429</td> <td>(1)ecf</td> </tr> </tbody> </table>	Furniture and Fixtures - Cost		Original TB Balance	28 000.00	Additions	8 078.00	Disposals	(1 824.00)	Revised TB Balance	34 254.00	Depreciation pa @15%	5 138.00	Depreciation pm ÷12	429		Date	Ref	Narrative	Dr	Cr		Depreciation	31 Aug 17	JE11	DEPN8	429		(1)	Furniture/Fixtures Accumulated Depreciation	31 Aug 17	JE11	DEPN8		429	(1)ecf	(2)
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<p>Additional guidance:</p> <ul style="list-style-type: none"> • ecf is for values in the date and reference column (shaded element) being the same as Depreciation Account. • Do not award the Fixtures and Fittings – Accumulated Depreciation Account value mark if the reference is left blank or is different to Depreciation Account • Accept appropriate rounding 428/429. 																																					

Task	Answer (AO2.2) 4	Mark						
13	Report – Nominal Ledger Activity Report as at 31 August 2018							
	Workings							
	Trade Receivables	7 942.53						
	Allowance for Doubtful Debts @ 6%	476.55						
	Original balance	625.00						
	Adjustment required	(148.45)						
	Nominal Ledger Activity Report							
	Award 1 mark for each correctly processed row including the specified dates and award 1 mark for allocation to the correct nominal account.							
		Date		Ref	Narrative	Dr	Cr	
	Allowance for Doubtful Debts (1)	31 Aug 17		JE11	ADJ823	148.45		(1)
	Allowance for Doubtful Debts-Adjustment (1)	31 Aug 17		JE11	ADJ823		148.45	(1)ecf
	Accept:							
	Awarding a maximum of 4 marks – 2 marks for each pair of entries							
Pair		Date	Reference	Dr	Cr			
(1)	Allowance for Doubtful Debts	31 Aug 17	ADJ823	625.00		(1) ecf		
	Allowance for Doubtful Debts-Adjustment	31 Aug 17	ADJ823		625.00			
(1)	Allowance for Doubtful Debts	31 Aug 17	ADJ823		476.55	(1) ecf		
	Allowance for Doubtful Debts-Adjustment	31 Aug 17	ADJ823	476.55				
(4)								

	<p>Additional guidance:</p> <ul style="list-style-type: none"> • ecf is for values in the date and reference column (shaded element) being the same as Allowance for Doubtful Debts Account. • Do not award the Allowance for Doubtful Debts – Adjustment Account value mark if the reference is left blank or is different to Allowance for Doubtful Debts Account • Accept appropriate rounding 148-149 or 476-477 	
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Task	Answer (AO2.3) 1	Mark
14(a)	Report – Customer Activity (detailed) at 31 August 2018	
	<p>Award 1 mark for correct date.</p> <p>Report dated: 31 August 2018 (1)</p>	(1)

Task	Answer (AO2.3) 1	Mark
14(b)	Report – Customer Invoice Daybook for a specified period	
	<p>Award 1 mark for correct 'From' date and correct 'To' date.</p> <p>Report dated: From: 08 August 2018 To: 16 August 2018 (1)</p>	(1)

Task	Answer (AO2.3) 1	Mark
14(c)	Report – Supplier Invoice Daybook for a specified period	
	<p>Award 1 mark for correct 'From' date and correct 'To' date.</p> <p>Report dated: From: 17 August 2018 To: 20 August 2018 (1)</p>	(1)

Task	Answer (AO2.3) 1	Mark
14(d)	Report – Customer Statement of Account – Laura Toyne	
	<p>Award 1 mark for correct date</p> <p>Report dated: 31 August 2018 (1)</p>	(1)

Task	Answer (AO2.3) 1	Mark
14(e)	Report – Supplier Activity at 31 August 2018	
	Award 1 mark for correct date Report dated: 31 August 2018 (1)	(1)

Task	Answer (AO2.3) 1	Mark
14(f)	Report – Nominal Ledger Activity at 31 August 2018	
	Award 1 mark for correct date. Report dated: 31 August 2018 (1)	(1)

Task	Answer (AO2.3) 1	Mark
14(g)	Report – Audit Trial at 31 August 2018	
	Award 1 mark for correct date. Report dated: 31 August 2018 (1)	(1)

Task	Answer (AO2.3) 1	Mark
14(h)	Report – Statement of Financial Position at 31 August 2018	
	Award 1 mark for correct date. Report dated: 31 August 2018 (1)	(1)

Task	Answer (AO2.3) 1	Mark
14(i)	Report – Statement of Profit or Loss at 31 August 2018	
	Award 1 mark for correct date. Report dated: 31 August 2018 (1)	(1)

Task	Answer (AO2.3) 1 (AO2.5) 29	Mark																																																																																																																																																																				
15	<p>Report – Trial Balance as at 31 August 2018</p> <p>Award 1 mark for correct total</p> <p>*Accept Tax Liability if Sales and Purchase Tax not shown separately</p> <p style="text-align: center;">Trial Balance at 31 August 2018</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Dr</th> <th style="text-align: center;">Cr</th> <th></th> </tr> </thead> <tbody> <tr><td>Accruals</td><td></td><td style="text-align: right;">750.00</td><td></td></tr> <tr><td>Advertising</td><td style="text-align: right;">2445.07</td><td></td><td></td></tr> <tr><td>Allowance for Doubtful Debts</td><td></td><td style="text-align: right;">476.55</td><td></td></tr> <tr><td>Allowance for Doubtful Debts - Adjustments</td><td></td><td style="text-align: right;">148.45</td><td></td></tr> <tr><td>Bank Current Account</td><td></td><td style="text-align: right;">5523.10</td><td></td></tr> <tr><td>Bank Deposit Account</td><td style="text-align: right;">1000.00</td><td></td><td></td></tr> <tr><td>Capital</td><td></td><td style="text-align: right;">22000.00</td><td></td></tr> <tr><td>#Credit Card Account</td><td></td><td></td><td></td></tr> <tr><td>Depreciation</td><td style="text-align: right;">2879.00</td><td></td><td></td></tr> <tr><td>Disposals</td><td></td><td style="text-align: right;">236.00</td><td></td></tr> <tr><td>Drawings</td><td style="text-align: right;">1545.00</td><td></td><td></td></tr> <tr><td>Employer's Payroll Costs</td><td style="text-align: right;">2905.01</td><td></td><td></td></tr> <tr><td>Employer's Pension Costs</td><td style="text-align: right;">541.18</td><td></td><td></td></tr> <tr><td>Furniture and Fixtures - 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Task	Answer (AO2.3) 3	Mark
16	Report – Suppliers Daybook for credit notes	
	<p>Award marks as shown on the report.</p> <p>Report dated: From: 22 August 2018, To: 29 August 2018 (1)</p> <p>Format – CSV – Comma Separated Variables (1)</p>	(2)

Task	Answer (AO3) 4 (AO4) 3	Mark																														
17	<p>Award 1ecf mark for each correct row, as shown. Award 1 mark for totals if mathematically correct. If no totals provided no total mark.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="3">Summary of Performance</th> </tr> </thead> <tbody> <tr> <td>Non-current assets</td> <td>13 465.00</td> <td>(1)ecf</td> </tr> <tr> <td>Total Inventories</td> <td>8 778.17</td> <td>(1)ecf</td> </tr> <tr> <td>Total Current Assets</td> <td>19 278.34</td> <td>(1)ecf</td> </tr> <tr> <td>Total Current Liabilities</td> <td>12 676.72</td> <td>(1)ecf</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <th colspan="3">Ratios</th> </tr> <tr> <td>Current ratio</td> <td>1.52:1</td> <td>(1)ecf</td> </tr> <tr> <td>Acid test ratio</td> <td>0.83:1</td> <td>(1)ecf</td> </tr> <tr> <td>Return on capital employed</td> <td>-54.9%</td> <td>(1)ecf</td> </tr> </tbody> </table>	Summary of Performance			Non-current assets	13 465.00	(1)ecf	Total Inventories	8 778.17	(1)ecf	Total Current Assets	19 278.34	(1)ecf	Total Current Liabilities	12 676.72	(1)ecf				Ratios			Current ratio	1.52:1	(1)ecf	Acid test ratio	0.83:1	(1)ecf	Return on capital employed	-54.9%	(1)ecf	(7)
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Task	Answer (AO3) 1 (AO4) 4	Mark																															
18	<p>Award 1 mark for each correct value per customer Award 1of mark for Grand Total if mathematically correct</p> <p>Workings</p> <table border="1"> <thead> <tr> <th rowspan="2"></th> <th colspan="3">Cash Inflow Sept 2018</th> </tr> <tr> <th>Total</th> <th>July</th> <th>August</th> </tr> </thead> <tbody> <tr> <td>Olivia Brown</td> <td>1 313</td> <td>1 313(1)ecf</td> <td></td> </tr> <tr> <td>Oliver Clarke</td> <td>3 613</td> <td></td> <td>3 613 (1)ecf</td> </tr> <tr> <td>Jack Evans</td> <td>2 247</td> <td></td> <td>2 247(1)ecf</td> </tr> <tr> <td>Laura Toyne</td> <td>512</td> <td></td> <td>512 (1)ecf</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Grand Total</td> <td>7 686 (1)of</td> <td>1 313</td> <td>6 373</td> </tr> </tbody> </table>		Cash Inflow Sept 2018			Total	July	August	Olivia Brown	1 313	1 313 (1)ecf		Oliver Clarke	3 613		3 613 (1)ecf	Jack Evans	2 247		2 247 (1)ecf	Laura Toyne	512		512 (1)ecf					Grand Total	7 686 (1)of	1 313	6 373	
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Task	Answer (AO3) 2	Mark
19(a)	<p>Award 1 mark for each appropriate comment. Maximum 2.</p> <p>Thomson Attires' liquidity</p> <ul style="list-style-type: none"> • the level of inventory is high (1) • lack of liquid funds to immediately meet liabilities (1) • potential cash flow crisis (1) <p>Accept other valid responses/comments</p>	(2)
	<p>Additional guidance:</p> <ul style="list-style-type: none"> • Award marks for candidate comments based on their responses in task 18 	

Task	Answer (AO3) 2	Mark
19(b)	<p>Award 1 mark for each appropriate comment. Maximum 2.</p> <p>The projected inflow of cash for September and October 2018</p> <ul style="list-style-type: none"> • In September <ul style="list-style-type: none"> ○ 4 customers should settle accounts during September totalling 7 686 (1) <p>OR</p> <ul style="list-style-type: none"> ○ Cash collection should be monitored closely (1) <ul style="list-style-type: none"> • In October <ul style="list-style-type: none"> ○ The low sales figure for Olivia Brown in August will have an impact on the level of inflow of cash (1) <p>OR</p> <ul style="list-style-type: none"> ○ Unable to determine cash inflows for other accounts due to sales not yet raised (1) <p>Accept other valid responses/comments</p>	(2)
	<p>Additional guidance:</p> <ul style="list-style-type: none"> • Award marks for candidate comments based on their responses in task 18 	

Task	Answer (AO3) 1 (AO4) 2	Mark
19(c)	<p>Award 1 mark for each appropriate comment. Maximum 3.</p> <p>The profitability of the business</p> <ul style="list-style-type: none"> • For the period up to 31 August 2018 <ul style="list-style-type: none"> ○ The overheads exceed the gross profit made by the business (1) ○ The business is achieving -54.5% return on capital employed. (1) ○ The business has lost a customer because they have ceased trading (Jessica Davies) (1) ○ Despite high asset holdings, the business currently is not profitable (1) <p>Accept other valid responses/comments</p>	(3)
	<p>Additional guidance:</p> <ul style="list-style-type: none"> • Award marks for candidate comments based on their responses in task 17 and 18 	


Task	Answer (AO4) 3	Mark
19(d)	<p>Award 1 mark for each appropriate comment. Maximum 3.</p> <p>Recommendations going forward</p> <ul style="list-style-type: none"> • Review the sales budget to address the loss of Jessica Davies business (1) • Renegotiate the credit terms with customers, particularly Olivia Brown (1) • Review the marketing plan to target potential customers to increase sales revenue (1) • Review the costs of the business to re-establish profitability (1) • Reduce inventory levels (1) <p>Accept other valid responses/comments</p>	(3)
	<p>Additional guidance:</p> <ul style="list-style-type: none"> • Award marks for candidate comments based on their responses in task 17 and 18 	

June 2018

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