

**LEVEL 2 AWARD IN BOOKKEEPING & ACCOUNTING SKILLS  
(COMPUTERISED) - 05528**

**UNIT C4: SETTING UP ACCOUNTING SOFTWARE TO  
MANAGE ACCOUNTING INFORMATION**

**SAMPLE ASSESSMENT**

**WORKED SOLUTIONS**

**TUTOR PRINTOUT**

Date: 22/07/2010

Time: 10:38:32

**Pretty Things C4 Tutor**

Page: 1

**Period Trial Balance**

To Period: Month 2, June 2010

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
0030	Office Equipment	17,200.00	
0031	Office Equipment Depreciation		3,440.00
0041	Furniture/Fixture Depreciation		1,706.25
0050	Motor Vehicles	36,548.00	
0051	Motor Vehicles Depreciation		4,568.50
1100	Debtors Control Account	23,766.32	
1200	Bank Current Account	58,682.78	
1220	Cash Account	1,500.00	
2100	Creditors Control Account		22,205.82
2200	Sales Tax Control Account		7,959.51
2201	Purchase Tax Control Account	4,948.26	
4000	Sales - Ornaments		45,482.95
5000	Purchases - Ornaments	28,275.77	
5001	Purchases - Books	31,564.31	
6201	Advertising	2,873.90	
7000	Gross Wages	48,290.32	
7200	Heat, Light & Power	3,692.65	
7304	Vehicle Expenses	7,536.12	
7501	Postage	1,521.39	
7502	Tel, Fax & Internet	5,682.78	
7800	Repairs and Renewals	464.19	
7901	Bank Charges	52.25	
8204	Insurance	2,678.19	
8205	General Office Expenses	1,428.36	
9998	Suspense Account		191,342.56
	<b>Totals:</b>	<b><u>276,705.59</u></b>	<b><u>276,705.59</u></b>

Date: 22/07/2010  
 Time: 10:38:57

# Pretty Things C4 Tutor

## Audit Trail (Summary)

Date From: 01/01/1980  
 Date To: 31/12/2019

Customer From:  
 Customer To: ZZZZZZZZ

Transaction From: 1  
 Transaction To: 99999999

Supplier From:  
 Supplier To: ZZZZZZZZ

Dept From: 0  
 Dept To: 999

N/C From:  
 N/C To: 99999999

Exclude Deleted Tran: No

No	Type	Date	A/C	N/C	Dept Ref	Details	Net	Tax T/C	Pd	Paid	V	B	Bank Rec. Date
1	JD	30/06/2010	0030	0030	0 O/Bal	Opening Balance	17,200.00	0.00 T9	Y	17,200.00	-	-	
2	JC	30/06/2010	9998	9998	0 O/Bal	Opening Balance	17,200.00	0.00 T9	Y	17,200.00	-	-	
3	JC	30/06/2010	0031	0031	0 O/Bal	Opening Balance	3,440.00	0.00 T9	Y	3,440.00	-	-	
4	JD	30/06/2010	9998	9998	0 O/Bal	Opening Balance	3,440.00	0.00 T9	Y	3,440.00	-	-	
5	JC	30/06/2010	0041	0041	0 O/Bal	Opening Balance	1,706.25	0.00 T9	Y	1,706.25	-	-	
6	JD	30/06/2010	9998	9998	0 O/Bal	Opening Balance	1,706.25	0.00 T9	Y	1,706.25	-	-	
7	JD	30/06/2010	0050	0050	0 O/Bal	Opening Balance	36,548.00	0.00 T9	Y	36,548.00	-	-	
8	JC	30/06/2010	9998	9998	0 O/Bal	Opening Balance	36,548.00	0.00 T9	Y	36,548.00	-	-	
9	JC	30/06/2010	0051	0051	0 O/Bal	Opening Balance	4,568.50	0.00 T9	Y	4,568.50	-	-	
10	JD	30/06/2010	9998	9998	0 O/Bal	Opening Balance	4,568.50	0.00 T9	Y	4,568.50	-	-	
11	JD	30/06/2010	1200	1200	0 O/Bal	Opening Balance	57,682.78	0.00 T9	Y	57,682.78	-	-	
12	JC	30/06/2010	9998	9998	0 O/Bal	Opening Balance	57,682.78	0.00 T9	Y	57,682.78	-	-	
13	JD	30/06/2010	1220	1220	0 O/Bal	Opening Balance	1,500.00	0.00 T9	Y	1,500.00	-	-	
14	JC	30/06/2010	9998	9998	0 O/Bal	Opening Balance	1,500.00	0.00 T9	Y	1,500.00	-	-	
15	JC	30/06/2010	2200	2200	0 O/Bal	Opening Balance	7,959.51	0.00 T9	Y	7,959.51	-	-	
16	JD	30/06/2010	9998	9998	0 O/Bal	Opening Balance	7,959.51	0.00 T9	Y	7,959.51	-	-	
17	JD	30/06/2010	2201	2201	0 O/Bal	Opening Balance	4,948.26	0.00 T9	Y	4,948.26	-	-	
18	JC	30/06/2010	9998	9998	0 O/Bal	Opening Balance	4,948.26	0.00 T9	Y	4,948.26	-	-	
19	JC	30/06/2010	4000	4000	0 O/Bal	Opening Balance	45,482.95	0.00 T9	Y	45,482.95	-	-	
20	JD	30/06/2010	9998	9998	0 O/Bal	Opening Balance	45,482.95	0.00 T9	Y	45,482.95	-	-	
21	JD	30/06/2010	5000	5000	0 O/Bal	Opening Balance	28,275.77	0.00 T9	Y	28,275.77	-	-	
22	JC	30/06/2010	9998	9998	0 O/Bal	Opening Balance	28,275.77	0.00 T9	Y	28,275.77	-	-	
23	JD	30/06/2010	5001	5001	0 O/Bal	Opening Balance	31,564.31	0.00 T9	Y	31,564.31	-	-	
24	JC	30/06/2010	9998	9998	0 O/Bal	Opening Balance	31,564.31	0.00 T9	Y	31,564.31	-	-	
25	JD	30/06/2010	6201	6201	0 O/Bal	Opening Balance	2,873.90	0.00 T9	Y	2,873.90	-	-	
26	JC	30/06/2010	9998	9998	0 O/Bal	Opening Balance	2,873.90	0.00 T9	Y	2,873.90	-	-	
27	JD	30/06/2010	7000	7000	0 O/Bal	Opening Balance	48,290.32	0.00 T9	Y	48,290.32	-	-	
28	JC	30/06/2010	9998	9998	0 O/Bal	Opening Balance	48,290.32	0.00 T9	Y	48,290.32	-	-	
29	JD	30/06/2010	7200	7200	0 O/Bal	Opening Balance	3,692.65	0.00 T9	Y	3,692.65	-	-	
30	JC	30/06/2010	9998	9998	0 O/Bal	Opening Balance	3,692.65	0.00 T9	Y	3,692.65	-	-	
31	JD	30/06/2010	7304	7304	0 O/Bal	Opening Balance	7,536.12	0.00 T9	Y	7,536.12	-	-	
32	JC	30/06/2010	9998	9998	0 O/Bal	Opening Balance	7,536.12	0.00 T9	Y	7,536.12	-	-	
33	JD	30/06/2010	7501	7501	0 O/Bal	Opening Balance	1,521.39	0.00 T9	Y	1,521.39	-	-	
34	JC	30/06/2010	9998	9998	0 O/Bal	Opening Balance	1,521.39	0.00 T9	Y	1,521.39	-	-	
35	JD	30/06/2010	7502	7502	0 O/Bal	Opening Balance	5,682.78	0.00 T9	Y	5,682.78	-	-	
36	JC	30/06/2010	9998	9998	0 O/Bal	Opening Balance	5,682.78	0.00 T9	Y	5,682.78	-	-	
37	JD	30/06/2010	7800	7800	0 O/Bal	Opening Balance	464.19	0.00 T9	Y	464.19	-	-	
38	JC	30/06/2010	9998	9998	0 O/Bal	Opening Balance	464.19	0.00 T9	Y	464.19	-	-	
39	JD	30/06/2010	7901	7901	0 O/Bal	Opening Balance	52.25	0.00 T9	Y	52.25	-	-	
40	JC	30/06/2010	9998	9998	0 O/Bal	Opening Balance	52.25	0.00 T9	Y	52.25	-	-	
41	JD	30/06/2010	8204	8204	0 O/Bal	Opening Balance	2,678.19	0.00 T9	Y	2,678.19	-	-	
42	JC	30/06/2010	9998	9998	0 O/Bal	Opening Balance	2,678.19	0.00 T9	Y	2,678.19	-	-	
43	JD	30/06/2010	8205	8205	0 O/Bal	Opening Balance	1,428.36	0.00 T9	Y	1,428.36	-	-	
44	JC	30/06/2010	9998	9998	0 O/Bal	Opening Balance	1,428.36	0.00 T9	Y	1,428.36	-	-	
45	SI	20/06/2010	AM4	9998	0 8157	Opening Balance	428.40	0.00 T9	N	0.00	-	-	
46	SC	28/06/2010	AM4	9998	0 C71	Opening Balance	84.16	0.00 T9	N	0.00	-	-	
47	SI	14/05/2010	AP8	9998	0 8144	Opening Balance	3,862.29	0.00 T9	N	0.00	-	-	
48	SI	21/06/2010	AP8	9998	0 8158	Opening Balance	1,248.75	0.00 T9	N	0.00	-	-	
49	SI	15/05/2010	BG5	9998	0 8145	Opening Balance	721.32	0.00 T9	N	0.00	-	-	
50	SI	05/06/2010	BG5	9998	0 8154	Opening Balance	1,347.20	0.00 T9	N	0.00	-	-	
51	SA	21/06/2010	BG5	1200	0 1287	Payment on Account	1,500.00	0.00 T9	N	0.00	-	-	N
52	SI	03/05/2010	BK3	9998	0 8143	Opening Balance	1,584.33	0.00 T9	N	0.00	-	-	
53	SI	21/05/2010	BK3	9998	0 8149	Opening Balance	2,187.95	0.00 T9	N	0.00	-	-	
54	SI	06/06/2010	BK3	9998	0 8155	Opening Balance	1,279.73	0.00 T9	N	0.00	-	-	
55	SC	21/06/2010	BK3	9998	0 C70	Opening Balance	241.30	0.00 T9	N	0.00	-	-	
56	SI	28/06/2010	BK3	9998	0 8161	Opening Balance	962.18	0.00 T9	N	0.00	-	-	
57	SA	10/05/2010	CE2	1200	0 1286	Payment on Account	2,500.00	0.00 T9	N	0.00	-	-	N
58	SI	16/05/2010	CE2	9998	0 8146	Opening Balance	1,865.15	0.00 T9	N	0.00	-	-	
59	SC	22/05/2010	CE2	9998	0 C68	Opening Balance	375.16	0.00 T9	N	0.00	-	-	
60	SI	28/05/2010	CE2	9998	0 8152	Opening Balance	2,481.10	0.00 T9	N	0.00	-	-	
61	SI	23/06/2010	CH8	9998	0 8160	Opening Balance	2,412.66	0.00 T9	N	0.00	-	-	
62	SI	22/05/2010	KK2	9998	0 8150	Opening Balance	2,187.34	0.00 T9	N	0.00	-	-	
63	SI	03/06/2010	KK2	9998	0 8153	Opening Balance	1,553.19	0.00 T9	N	0.00	-	-	
64	SI	02/05/2010	TC7	9998	0 8142	Opening Balance	1,483.75	0.00 T9	N	0.00	-	-	
65	SI	18/05/2010	TC7	9998	0 8147	Opening Balance	2,841.60	0.00 T9	N	0.00	-	-	
66	PI	30/06/2010	BK3	9998	0 B492	Opening Balance	948.30	0.00 T9	N	0.00	-	-	
67	PI	16/06/2010	BK3	9998	0 B510	Opening Balance	1,824.97	0.00 T9	N	0.00	-	-	

Date: 22/07/2010  
 Time: 10:38:57

**Pretty Things C4 Tutor**  
**Audit Trail (Summary)**

No	Type	Date	A/C	N/C	Dept	Ref	Details	Net	Tax	T/C	Pd	Paid	V	B	Bank Rec. Date
68	PI	28/06/2010	BK3	9998	0	B525	Opening Balance	2,431.16	0.00	T9	N	0.00	-	-	
69	PC	30/06/2010	BK3	9998	0	BC92	Opening Balance	321.90	0.00	T9	N	0.00	-	-	
70	PI	01/05/2010	CC7	9998	0	7831	Opening Balance	1,678.29	0.00	T9	N	0.00	-	-	
71	PA	15/05/2010	DW1	1200	0	16240	Payment on Account	3,000.00	0.00	T9	N	0.00	-	-	N
72	PI	17/05/2010	DW1	9998	0	4123	Opening Balance	1,864.19	0.00	T9	N	0.00	-	-	
73	PI	23/05/2010	DW1	9998	0	4145	Opening Balance	1,972.05	0.00	T9	N	0.00	-	-	
74	PI	10/06/2010	DW1	9998	0	4189	Opening Balance	940.25	0.00	T9	N	0.00	-	-	
75	PI	15/06/2010	NE5	9998	0	N5801	Opening Balance	1,238.76	0.00	T9	N	0.00	-	-	
76	PI	16/05/2010	OU7	9998	0	142	Opening Balance	2,140.16	0.00	T9	N	0.00	-	-	
77	PI	18/06/2010	OU7	9998	0	238	Opening Balance	1,491.68	0.00	T9	N	0.00	-	-	
78	PI	02/05/2010	PD1	9998	0	PD240	Opening Balance	404.35	0.00	T9	N	0.00	-	-	
79	PI	26/06/2010	PD1	9998	0	PD382	Opening Balance	991.18	0.00	T9	N	0.00	-	-	
80	PI	02/06/2010	PR8	9998	0	634	Opening Balance	228.90	0.00	T9	N	0.00	-	-	
81	PI	16/06/2010	PR8	9998	0	658	Opening Balance	314.28	0.00	T9	N	0.00	-	-	
82	PI	18/05/2010	WV10	9998	0	S721	Opening Balance	4,560.30	0.00	T9	N	0.00	-	-	
83	PI	21/06/2010	WV10	9998	0	S947	Opening Balance	2,498.90	0.00	T9	N	0.00	-	-	

Date: 22/07/2010

Time: 10:39:12

**Pretty Things C4 Tutor**

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**Nominal List**

N/C From:  
N/C To: 99999999

<u>N/C</u>	<u>Name</u>
0030	Office Equipment
0031	Office Equipment Depreciation
0041	Furniture/Fixture Depreciation
0050	Motor Vehicles
0051	Motor Vehicles Depreciation
1100	Debtors Control Account
1103	Prepayments
1200	Bank Current Account
1220	Cash Account
2100	Creditors Control Account
2109	Accruals
2200	Sales Tax Control Account
2201	Purchase Tax Control Account
2300	Loans
3200	Profit and Loss Account
4000	Sales - Ornaments
4009	Discounts Allowed
4400	Credit Charges (Late Payments)
4903	Insurance Claims
4904	Rent Income
5000	Purchases - Ornaments
5001	Purchases - Books
5009	Discounts Taken
6201	Advertising
7000	Gross Wages
7200	Heat, Light & Power
7304	Vehicle Expenses
7501	Postage
7502	Tel, Fax & Internet
7800	Repairs and Renewals
7901	Bank Charges
7903	Loan Interest Paid
7906	Exchange Rate Variance
8000	Depreciation
8100	Bad Debt Write Off
8204	Insurance
8205	General Office Expenses
9998	Suspense Account
9999	Mispostings Account

Date: 22/07/2010  
Time: 10:39:34

**Pretty Things C4 Tutor**  
**Aged Debtors Analysis (Detailed)**

Date From: 01/01/1980  
Date To: 30/06/2010  
Include future transactions: No  
Exclude later payments: No

Customer From:  
Customer To: ZZZZZZZZ

\*\* NOTE: All report values are shown in Base Currency, unless otherwise Indicated \*\*

A/C:	AM4	Name:	A Myers Ltd	Contact:	Rita Jones	Tel:	0116 973 2899				
No.	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
45	SI	20/06/2010	8157	Opening Balance	428.40	0.00	428.40	0.00	0.00	0.00	0.00
46	SC	28/06/2010	C71	Opening Balance	-84.16	0.00	-84.16	0.00	0.00	0.00	0.00
<b>Totals:</b>					<u>344.24</u>	<u>0.00</u>	<u>344.24</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:				344.24							
Credit Limit £				0.00							

A/C:	AP8	Name:	Anton Purvis	Contact:	Ivan Gormley	Tel:	01244 876098				
No.	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
47	SI	14/05/2010	8144	Opening Balance	3,882.29	0.00	0.00	3,882.29	0.00	0.00	0.00
48	SI	21/06/2010	8158	Opening Balance	1,248.75	0.00	1,248.75	0.00	0.00	0.00	0.00
<b>Totals:</b>					<u>5,131.04</u>	<u>0.00</u>	<u>1,248.75</u>	<u>3,882.29</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:				5,131.04							
Credit Limit £				0.00							

A/C:	BG5	Name:	Beautiful Gifts	Contact:	Fiona Smith	Tel:	01784 625347				
No.	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
49	SI	15/05/2010	8145	Opening Balance	721.32	0.00	0.00	721.32	0.00	0.00	0.00
50	SI	05/06/2010	8154	Opening Balance	1,347.20	0.00	1,347.20	0.00	0.00	0.00	0.00
51	SA	21/06/2010	1287	Payment on Account	-1,500.00	0.00	-1,500.00	0.00	0.00	0.00	0.00
<b>Totals:</b>					<u>568.52</u>	<u>0.00</u>	<u>-152.80</u>	<u>721.32</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:				2,068.52							
Credit Limit £				0.00							

A/C:	BK3	Name:	Beauty & Knowledge Co	Contact:	Winifred Sampson	Tel:	01603 989265				
No.	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
52	SI	03/05/2010	8143	Opening Balance	1,584.33	0.00	0.00	1,584.33	0.00	0.00	0.00
53	SI	21/05/2010	8149	Opening Balance	2,187.95	0.00	0.00	2,187.95	0.00	0.00	0.00
54	SI	06/06/2010	8155	Opening Balance	1,279.73	0.00	1,279.73	0.00	0.00	0.00	0.00
55	SC	21/06/2010	C70	Opening Balance	-241.30	0.00	-241.30	0.00	0.00	0.00	0.00
56	SI	28/06/2010	8161	Opening Balance	962.18	0.00	962.18	0.00	0.00	0.00	0.00
<b>Totals:</b>					<u>5,772.89</u>	<u>0.00</u>	<u>2,000.61</u>	<u>3,772.28</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:				5,772.89							
Credit Limit £				0.00							

A/C:	CE2	Name:	Collectors Ever	Contact:	Fred Nutall	Tel:	01612 967834				
No.	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
57	SA	10/05/2010	1286	Payment on Account	-2,500.00	0.00	0.00	-2,500.00	0.00	0.00	0.00
58	SI	16/05/2010	8146	Opening Balance	1,865.15	0.00	0.00	1,865.15	0.00	0.00	0.00
59	SC	22/05/2010	C68	Opening Balance	-375.16	0.00	0.00	-375.16	0.00	0.00	0.00
60	SI	28/05/2010	8152	Opening Balance	2,481.10	0.00	0.00	2,481.10	0.00	0.00	0.00
<b>Totals:</b>					<u>1,471.09</u>	<u>0.00</u>	<u>0.00</u>	<u>1,471.09</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:				3,971.09							
Credit Limit £				0.00							

A/C:	CH8	Name:	China Heaven	Contact:	Mary Hall	Tel:	01486 955723				
No.	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
61	SI	23/06/2010	8160	Opening Balance	2,412.66	0.00	2,412.66	0.00	0.00	0.00	0.00
<b>Totals:</b>					<u>2,412.66</u>	<u>0.00</u>	<u>2,412.66</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:				2,412.66							
Credit Limit £				0.00							

Date: 22/07/2010  
 Time: 10:39:34

**Pretty Things C4 Tutor**  
**Aged Debtors Analysis (Detailed)**

A/C:		Name:		Contact:		Tel:					
KK2		Knick-Knacks		Jane Tomlinson		02841 871434					
No	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
62	SI	22/05/2010	8150	Opening Balance	2,187.34	0.00	0.00	2,187.34	0.00	0.00	0.00
63	SI	03/06/2010	8153	Opening Balance	1,553.19	0.00	1,553.19	0.00	0.00	0.00	0.00
Totals:					<u>3,740.53</u>	<u>0.00</u>	<u>1,553.19</u>	<u>2,187.34</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:				3,740.53							
Credit Limit £				0.00							
A/C:		Name:		Contact:		Tel:					
TC7		The Thoughtful Company		John Hudson		01273 608623					
No	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
64	SI	02/05/2010	8142	Opening Balance	1,483.75	0.00	0.00	1,483.75	0.00	0.00	0.00
65	SI	18/05/2010	8147	Opening Balance	2,841.60	0.00	0.00	2,841.60	0.00	0.00	0.00
Totals:					<u>4,325.35</u>	<u>0.00</u>	<u>0.00</u>	<u>4,325.35</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:				4,325.35							
Credit Limit £				0.00							
Grand Totals:					<u>23,766.32</u>	<u>0.00</u>	<u>7,406.65</u>	<u>16,359.67</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>



Date: 22/07/2010  
Time: 10:40:04

**Pretty Things C4 Tutor**  
**Aged Creditors Analysis (Detailed)**

Date From: 01/01/1980  
Date To: 30/06/2010

Supplier From:  
Supplier To: 77777777

Include future transactions/No  
Exclude later payments: No

\*\* NOTE: All report values are shown in Base Currency, unless otherwise indicated \*\*

A/C:	BK3	Name:	Beauty & Knowledge Co	Contact:	Mary Marks	Tel:	01603 989265				
No.	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
66	PI	30/06/2010	B492	Opening Balance	948.30	0.00	948.30	0.00	0.00	0.00	0.00
67	PI	16/06/2010	B510	Opening Balance	1,824.97	0.00	1,824.97	0.00	0.00	0.00	0.00
68	PI	28/06/2010	B525	Opening Balance	2,431.16	0.00	2,431.16	0.00	0.00	0.00	0.00
69	PC	30/06/2010	BC92	Opening Balance	-321.90	0.00	-321.90	0.00	0.00	0.00	0.00
<b>Totals:</b>					<b>4,882.53</b>	<b>0.00</b>	<b>4,882.53</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Turnover:					4,882.53						
Credit Limit £					0.00						
A/C:	CC7	Name:	Cheshire County Council	Contact:	Customer services	Tel:	01244 224587				
No.	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
70	PI	01/05/2010	7831	Opening Balance	1,678.29	0.00	0.00	1,678.29	0.00	0.00	0.00
<b>Totals:</b>					<b>1,678.29</b>	<b>0.00</b>	<b>0.00</b>	<b>1,678.29</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Turnover:					1,678.29						
Credit Limit £					0.00						
A/C:	DW1	Name:	decorativeware.com	Contact:	Eileen Jolley	Tel:	01908 377971				
No.	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
71	PA	15/05/2010	16240	Payment on Account	-3,000.00	0.00	0.00	-3,000.00	0.00	0.00	0.00
72	PI	17/05/2010	4123	Opening Balance	1,864.19	0.00	0.00	1,864.19	0.00	0.00	0.00
73	PI	23/05/2010	4145	Opening Balance	1,972.05	0.00	0.00	1,972.05	0.00	0.00	0.00
74	PI	10/06/2010	4189	Opening Balance	940.25	0.00	940.25	0.00	0.00	0.00	0.00
<b>Totals:</b>					<b>1,776.49</b>	<b>0.00</b>	<b>940.25</b>	<b>836.24</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Turnover:					4,776.49						
Credit Limit £					0.00						
A/C:	NE5	Name:	North East Stationers Ltd	Contact:	Umberto Maffei	Tel:	01326 987254				
No.	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
75	PI	15/06/2010	N5801	Opening Balance	1,238.76	0.00	1,238.76	0.00	0.00	0.00	0.00
<b>Totals:</b>					<b>1,238.76</b>	<b>0.00</b>	<b>1,238.76</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Turnover:					1,238.76						
Credit Limit £					0.00						
A/C:	OU7	Name:	Ornaments UK	Contact:	Jade Richardson	Tel:	01326 326976				
No.	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
76	PI	16/05/2010	142	Opening Balance	2,140.16	0.00	0.00	2,140.16	0.00	0.00	0.00
77	PI	18/06/2010	238	Opening Balance	1,491.68	0.00	1,491.68	0.00	0.00	0.00	0.00
<b>Totals:</b>					<b>3,631.84</b>	<b>0.00</b>	<b>1,491.68</b>	<b>2,140.16</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Turnover:					3,631.84						
Credit Limit £					0.00						
A/C:	PD1	Name:	The Pleasure Dome	Contact:	Tom Hutchinson	Tel:	02333 576234				
No.	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
78	PI	02/05/2010	PD240	Opening Balance	404.35	0.00	0.00	404.35	0.00	0.00	0.00
79	PI	26/06/2010	PD362	Opening Balance	991.18	0.00	991.18	0.00	0.00	0.00	0.00
<b>Totals:</b>					<b>1,395.53</b>	<b>0.00</b>	<b>991.18</b>	<b>404.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Turnover:					1,395.53						
Credit Limit £					0.00						

Date: 22/07/2010

Time: 10:40:04

**Pretty Things C4 Tutor**  
**Aged Creditors Analysis (Detailed)**

Page: 2

A/C:		Name:		Contact:		Tel:					
PR8		Presents4U		Miriam Khan		0204 872143					
No:	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
80	PI	02/08/2010	634	Opening Balance	228.90	0.00	228.90	0.00	0.00	0.00	0.00
81	PI	16/06/2010	658	Opening Balance	314.28	0.00	314.28	0.00	0.00	0.00	0.00
				<b>Totals:</b>	<u>543.18</u>	<u>0.00</u>	<u>543.18</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:				543.18							
Credit Limit £				0.00							
A/C:		Name:		Contact:		Tel:					
WV10		Words & Verse		Anna Patel		07771 876234					
No:	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
82	PI	18/05/2010	S721	Opening Balance	4,560.30	0.00	0.00	4,560.30	0.00	0.00	0.00
83	PI	21/06/2010	S947	Opening Balance	2,498.90	0.00	2,498.90	0.00	0.00	0.00	0.00
				<b>Totals:</b>	<u>7,059.20</u>	<u>0.00</u>	<u>2,498.90</u>	<u>4,560.30</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:				7,059.20							
Credit Limit £				0.00							
<b>Grand Totals:</b>					<u>22,205.82</u>	<u>0.00</u>	<u>12,586.48</u>	<u>9,619.34</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Date: 22/07/2010

Time: 10:39:44

**Pretty Things C4 Tutor**

Page: 1

**Customer Address List**

Customer From:

Customer To: 7777777

<u>A/C</u>	<u>Name &amp; Address</u>	<u>Contact Name</u>	<u>Telephone</u>	<u>Fax</u>
AM4	A Myers Ltd The Old Vicarage Wigston Magna Wigston Leicestershire LE18 5QR	Rita Jones	0116 973 2899	
AP8	Anton Purvis The Strand Sutton Way Ellesmere Port Cheshire CH65 2KR	Ivan Gormley	01244 876098	
BG5	Beautiful Gifts Hilltop House Redhall Street Croydon Surrey CR9 9TY	Fiona Smith	01784 625347	
BK3	Beauty & Knowledge Co 54 Mile End Road Lakenham Norwich Norfolk NR2 2PX	Winifred Sampson	01603 989265	
CE2	Collectors Ever 88 Chester Street Werneth Park Bolton Lancs BL17 9XC	Fred Nutall	01612 967834	
CH8	China Heaven Friars Trading Estate Midhall Bury Lancs M46 8DC	Mary Hall	01486 955723	
KK2	Knick-Knacks Quarry Pump House 24 Newport Road Dungannon Co Tyrone BT71 7UA	Jane Tomlinson	02841 871434	
TC7	The Thoughtful Company 15 Rope Walk Tollygally Burgess Hill West Sussex RH15 7TC	John Hudson	01273 606623	

Date: 22/07/2010  
Time: 10:40:17

**Pretty Things C4 Tutor**  
**Supplier Address List**

Page: 1

Supplier From:  
Supplier To: ZZZZZZZZ

<u>A/C</u>	<u>Name</u>	<u>Contact</u>	<u>Telephone</u>	<u>Fax</u>
BK3	Beauty & Knowledge Co 54 Mille End Road Lakenham Norwich Norfolk NR2 2PX	Mary Marks	01603 989265	
CC7	Cheshire County Council 8 High Cross Mille End Road Chester Cheshire CH1 6UH	Customer services	01244 224587	
DW1	decorativeware.com Commercial Road Stony Stratford Milton Keynes Buckinghamshire MK11 9TX	Eileen Jolley	01908 377971	
NE5	North East Stationers Ltd 10 Meneage Street St Johns Helston Cornwall TR12 8FG	Umberto Maffei	01326 987254	
OU7	Ornaments UK Piggy Lane St Martin Falmouth Cornwall TR14 8GH	Jade Richardson	01326 326976	
PD1	The Pleasure Dome Longton House Cross Street Tewkesbury Gloucs GL3 5GH	Tom Hutchinson	02333 576234	
PR8	Presents4U Thannet House 2 Bridge Street Worcester Worcs WR39DD	Miriam Khan	0204 872143	
WV10	Words & Verse The Workshop Tannery Row Wells Somerset BA3 9TG	Anna Patel	07771 876234	

**CANDIDATE PRINTOUT**

The Gift Box UK C4 Candidate name  
Century House  
Market Street  
Nantwich  
Cheshire  
NT6 9GH

DW1

decorativeware.com  
Commercial Road  
Stony Stratford  
Milton Keynes  
Buckinghamshire  
MK11 9TX

06/07/2010

16242

NOTE: All values are shown in Pound Sterling

15/05/2010	16240	Payment on Account	£	3,000.00		
17/05/2010	4123	Opening Balance			£	1,864.19
23/05/2010	4145	Opening Balance			£	1,972.05

£ 836.24

The Gift Box UK C4 Candidate name  
 Century House  
 Market Street  
 Nantwich  
 Cheshire  
 NT6 9GH

PD1

The Pleasure Dome  
 Longton House  
 Cross Street  
 Tewkesbury  
 Gloucs  
 GL3 5GH

14/07/2010

16243

NOTE: All values are shown in **Pound Sterling**

02/05/2010	PD240	Opening Balance	£	404.35
26/06/2010	PD382	Opening Balance	£	991.18
14/07/2010		Discount	£	49.60

£ 1,345.93

The Gift Box UK C4 Candidate name  
Century House  
Market Street  
Nantwich  
Cheshire  
NT6 9GH

CC7

Cheshire County Council  
8 High Cross  
Mile End Road  
Chester  
Cheshire  
CH1 6UH

15/07/2010

INT15

NOTE: All values are shown in Pound Sterling

01/05/2010	7831	Opening Balance	£	1,678.29
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£ 1,678.29



Date: 22/07/2010

The Gift Box UK C4 Candidate name

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Time: 10:48:44

Period Trial Balance

To Period: Month 3, July 2010

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
0030	Office Equipment	17,673.35	
0031	Office Equipment Depreciation		3,440.00
0040	Furniture and Fixtures	6,824.50	
0041	Furniture/Fixture Depreciation		1,706.25
0050	Motor Vehicles	36,548.00	
0051	Motor Vehicles Depreciation		4,568.50
1100	Debtors Control Account	11,837.30	
1200	Bank Current Account	62,010.36	
1220	Cash Account	2,000.00	
2100	Creditors Control Account		16,752.22
2200	Sales Tax Control Account		7,982.74
2201	Purchase Tax Control Account	5,070.62	
3000	Capital		187,000.00
4000	Sales - Ornaments		45,482.95
4001	Sales - Books		26,045.08
4009	Discounts Allowed	120.63	
4903	Insurance Claims		1,536.75
4904	Rent Income		132.77
5000	Purchases - Ornaments	28,275.77	
5001	Purchases - Books	31,564.31	
5009	Discounts Taken		49.60
6201	Advertising	2,873.90	
7000	Gross Wages	48,290.32	
7100	Rent & Rates	11,281.15	
7200	Heat, Light & Power	4,320.68	
7304	Vehicle Expenses	7,955.28	
7501	Postage	1,521.39	
7502	Tel, Fax & Internet	5,682.78	
7504	Office Stationery	2,175.10	
7800	Repairs and Renewals	91.52	
7901	Bank Charges	52.25	
8100	Bad Debt Write Off	4,421.10	
8204	Insurance	2,678.19	
8205	General Office Expenses	1,428.36	
	<b>Totals:</b>	<u>294,696.86</u>	<u>294,696.86</u>

Date: 22/07/2010  
Time: 10:48:53

The Gift Box UK C4 Candidate name

Audit Trail (Summary)

Date From: 01/01/1980  
Date To: 31/12/2019

Customer From:  
Customer To: ZZZZZZZZ

Transaction From: 1  
Transaction To: 99999999

Supplier From:  
Supplier To: ZZZZZZZZ

Dept From: 0  
Dept To: 999

N/C From:  
N/C To: 99999999

Exclude Deleted Tran: No

No	Type	Date	A/C	N/C	Dept	Ref	Details	Net	Tax	T/C	Pd	Paid	V	B	Bank Rec.	Date
1	JD	30/06/2010	0030	0030	0	O/Bal	Opening Balance	17,200.00	0.00	T9	Y	17,200.00	-	-		
2	JC	30/06/2010	9998	9998	0	O/Bal	Opening Balance	17,200.00	0.00	T9	Y	17,200.00	-	-		
3	JC	30/06/2010	0031	0031	0	O/Bal	Opening Balance	3,440.00	0.00	T9	Y	3,440.00	-	-		
4	JD	30/06/2010	9998	9998	0	O/Bal	Opening Balance	3,440.00	0.00	T9	Y	3,440.00	-	-		
5	JC	30/06/2010	0041	0041	0	O/Bal	Opening Balance	1,706.25	0.00	T9	Y	1,706.25	-	-		
6	JD	30/06/2010	9998	9998	0	O/Bal	Opening Balance	1,706.25	0.00	T9	Y	1,706.25	-	-		
7	JD	30/06/2010	0050	0050	0	O/Bal	Opening Balance	36,548.00	0.00	T9	Y	36,548.00	-	-		
8	JC	30/06/2010	9998	9998	0	O/Bal	Opening Balance	36,548.00	0.00	T9	Y	36,548.00	-	-		
9	JC	30/06/2010	0051	0051	0	O/Bal	Opening Balance	4,568.50	0.00	T9	Y	4,568.50	-	-		
10	JD	30/06/2010	9998	9998	0	O/Bal	Opening Balance	4,568.50	0.00	T9	Y	4,568.50	-	-		
11	JD	30/06/2010	1200	1200	0	O/Bal	Opening Balance	57,682.78	0.00	T9	Y	57,682.78	-	-		
12	JC	30/06/2010	9998	9998	0	O/Bal	Opening Balance	57,682.78	0.00	T9	Y	57,682.78	-	-		
13	JD	30/06/2010	1220	1220	0	O/Bal	Opening Balance	1,500.00	0.00	T9	Y	1,500.00	-	-		
14	JC	30/06/2010	9998	9998	0	O/Bal	Opening Balance	1,500.00	0.00	T9	Y	1,500.00	-	-		
15	JC	30/06/2010	2200	2200	0	O/Bal	Opening Balance	7,959.51	0.00	T9	Y	7,959.51	-	-		
16	JD	30/06/2010	9998	9998	0	O/Bal	Opening Balance	7,959.51	0.00	T9	Y	7,959.51	-	-		
17	JD	30/06/2010	2201	2201	0	O/Bal	Opening Balance	4,948.26	0.00	T9	Y	4,948.26	-	-		
18	JC	30/06/2010	9998	9998	0	O/Bal	Opening Balance	4,948.26	0.00	T9	Y	4,948.26	-	-		
19	JC	30/06/2010	4000	4000	0	O/Bal	Opening Balance	45,482.95	0.00	T9	Y	45,482.95	-	-		
20	JD	30/06/2010	9998	9998	0	O/Bal	Opening Balance	45,482.95	0.00	T9	Y	45,482.95	-	-		
21	JD	30/06/2010	5000	5000	0	O/Bal	Opening Balance	28,275.77	0.00	T9	Y	28,275.77	-	-		
22	JC	30/06/2010	9998	9998	0	O/Bal	Opening Balance	28,275.77	0.00	T9	Y	28,275.77	-	-		
23	JD	30/06/2010	5001	5001	0	O/Bal	Opening Balance	31,564.31	0.00	T9	Y	31,564.31	-	-		
24	JC	30/06/2010	9998	9998	0	O/Bal	Opening Balance	31,564.31	0.00	T9	Y	31,564.31	-	-		
25	JD	30/06/2010	6201	6201	0	O/Bal	Opening Balance	2,873.90	0.00	T9	Y	2,873.90	-	-		
26	JC	30/06/2010	9998	9998	0	O/Bal	Opening Balance	2,873.90	0.00	T9	Y	2,873.90	-	-		
27	JD	30/06/2010	7000	7000	0	O/Bal	Opening Balance	48,290.32	0.00	T9	Y	48,290.32	-	-		
28	JC	30/06/2010	9998	9998	0	O/Bal	Opening Balance	48,290.32	0.00	T9	Y	48,290.32	-	-		
29	JD	30/06/2010	7200	7200	0	O/Bal	Opening Balance	3,692.65	0.00	T9	Y	3,692.65	-	-		
30	JC	30/06/2010	9998	9998	0	O/Bal	Opening Balance	3,692.65	0.00	T9	Y	3,692.65	-	-		
31	JD	30/06/2010	7304	7304	0	O/Bal	Opening Balance	7,536.12	0.00	T9	Y	7,536.12	-	-		
32	JC	30/06/2010	9998	9998	0	O/Bal	Opening Balance	7,536.12	0.00	T9	Y	7,536.12	-	-		
33	JD	30/06/2010	7501	7501	0	O/Bal	Opening Balance	1,521.39	0.00	T9	Y	1,521.39	-	-		
34	JC	30/06/2010	9998	9998	0	O/Bal	Opening Balance	1,521.39	0.00	T9	Y	1,521.39	-	-		
35	JD	30/06/2010	7502	7502	0	O/Bal	Opening Balance	5,682.78	0.00	T9	Y	5,682.78	-	-		
36	JC	30/06/2010	9998	9998	0	O/Bal	Opening Balance	5,682.78	0.00	T9	Y	5,682.78	-	-		
37	JD	30/06/2010	7800	7800	0	O/Bal	Opening Balance	464.19	0.00	T9	Y	464.19	-	-		
38	JC	30/06/2010	9998	9998	0	O/Bal	Opening Balance	464.19	0.00	T9	Y	464.19	-	-		
39	JD	30/06/2010	7901	7901	0	O/Bal	Opening Balance	52.25	0.00	T9	Y	52.25	-	-		
40	JC	30/06/2010	9998	9998	0	O/Bal	Opening Balance	52.25	0.00	T9	Y	52.25	-	-		
41	JD	30/06/2010	8204	8204	0	O/Bal	Opening Balance	2,678.19	0.00	T9	Y	2,678.19	-	-		
42	JC	30/06/2010	9998	9998	0	O/Bal	Opening Balance	2,678.19	0.00	T9	Y	2,678.19	-	-		
43	JD	30/06/2010	8205	8205	0	O/Bal	Opening Balance	1,428.36	0.00	T9	Y	1,428.36	-	-		
44	JC	30/06/2010	9998	9998	0	O/Bal	Opening Balance	1,428.36	0.00	T9	Y	1,428.36	-	-		
45	SI	20/06/2010	AM4	9998	0	8157	Opening Balance	428.40	0.00	T9	Y	428.40	-	-		
46	SC	28/06/2010	AM4	9998	0	C71	Opening Balance	84.16	0.00	T9	Y	84.16	-	-		
47	SI	14/05/2010	AP8	9998	0	8144	Opening Balance	3,882.29	0.00	T9	N	0.00	-	-		
48	SI	21/06/2010	AP8	9998	0	8158	Opening Balance	1,248.75	0.00	T9	N	0.00	-	-		
49	SI	15/05/2010	BG5	9998	0	8145	Opening Balance	721.32	0.00	T9	N	0.00	-	-		
50	SI	05/06/2010	BG5	9998	0	8154	Opening Balance	1,347.20	0.00	T9	N	0.00	-	-		
51	SA	21/06/2010	BG5	1200	0	CANCEL	Payment on Account	1,500.00	0.00	T9	Y	1,500.00	-	-		N
52	SI	03/05/2010	BK3	9998	0	8143	Opening Balance	1,584.33	0.00	T9	Y	1,584.33	-	-		
53	SI	21/05/2010	BK3	9998	0	8149	Opening Balance	2,187.95	0.00	T9	Y	2,187.95	-	-		
54	SI	06/06/2010	BK3	9998	0	8155	Opening Balance	1,279.73	0.00	T9	N	1,110.25	-	-		
55	SC	21/06/2010	BK3	9998	0	C70	Opening Balance	241.30	0.00	T9	N	0.00	-	-		
56	SI	23/06/2010	BK3	9998	0	8161	Opening Balance	962.18	0.00	T9	N	0.00	-	-		
57	SA	10/05/2010	CE2	1200	0	1288	Payment on Account	2,500.00	0.00	T9	N	0.00	-	-		N
58	SI	16/05/2010	CE2	9998	0	8146	Opening Balance	1,865.15	0.00	T9	N	0.00	-	-		
59	SC	22/05/2010	CE2	9998	0	C68	Opening Balance	375.16	0.00	T9	N	0.00	-	-		
60	SI	28/05/2010	CE2	9998	0	8152	Opening Balance	2,481.10	0.00	T9	N	0.00	-	-		
61	SI	23/06/2010	CH8	9998	0	8160	Opening Balance	2,412.66	0.00	T9	Y	2,412.66	-	-		
62	SI	22/05/2010	KK2	9998	0	8150	Opening Balance	2,187.34	0.00	T9	Y	2,187.34	-	-		
63	SI	03/06/2010	KK2	9998	0	8153	Opening Balance	1,553.19	0.00	T9	N	812.66	-	-		
64	SI	02/05/2010	TC7	9998	0	8142	Opening Balance	1,483.75	0.00	T9	Y	1,483.75	-	-		
65	SI	18/05/2010	TC7	9998	0	8147	Opening Balance	2,841.60	0.00	T9	Y	2,841.60	-	-		
66	PI	30/06/2010	BK3	9998	0	B492	Opening Balance	948.30	0.00	T9	Y	948.30	-	-		
67	PI	16/06/2010	BK3	9998	0	B510	Opening Balance	1,824.97	0.00	T9	Y	1,824.97	-	-		

Date: 22/07/2010  
Time: 10:48:53

**The Gift Box UK C4 Candidate name**

**Audit Trail (Summary)**

No	Type	Date	A/C	N/C	Dept	Ref	Details	Net	Tax T/C	Pd	Paid	V	B	Bank Rec. Date
68	PI	28/06/2010	BK3	9998	0	B525	Opening Balance	2,431.16	0.00 T9	Y	2,431.16	-	-	
69	PC	30/06/2010	BK3	9998	0	BC92	Opening Balance	321.90	0.00 T9	Y	321.90	-	-	
70	PI	01/05/2010	CC7	9998	0	7831	Opening Balance	1,678.29	0.00 T9	Y	1,678.29	-	-	
71	PA	15/05/2010	DW1	1200	0	16240	Payment on Account	3,000.00	0.00 T9	Y	3,000.00	-	-	N
72	PI	17/05/2010	DW1	9998	0	4123	Opening Balance	1,864.19	0.00 T9	Y	1,864.19	-	-	
73	PI	23/05/2010	DW1	9998	0	4145	Opening Balance	1,972.05	0.00 T9	Y	1,972.05	-	-	
74	PI	10/06/2010	DW1	9998	0	4189	Opening Balance	940.25	0.00 T9	N	0.00	-	-	
75	PI	15/06/2010	NE5	9998	0	N5801	Opening Balance	1,238.76	0.00 T9	N	0.00	-	-	
76	PI	16/05/2010	OU7	9998	0	142	Opening Balance	2,140.16	0.00 T9	N	0.00	-	-	
77	PI	18/06/2010	OU7	9998	0	238	Opening Balance	1,491.68	0.00 T9	N	0.00	-	-	
78	PI	02/05/2010	PD1	9998	0	PD240	Opening Balance	404.35	0.00 T9	Y	404.35	-	-	
79	PI	26/06/2010	PD1	9998	0	PD382	Opening Balance	991.18	0.00 T9	Y	991.18	-	-	
80	PI	02/06/2010	PR8	9998	0	634	Opening Balance	228.90	0.00 T9	N	175.00	-	-	
81	PI	16/06/2010	PR8	9998	0	658	Opening Balance	314.28	0.00 T9	N	0.00	-	-	
82	PI	18/05/2010	WV10	9998	0	S721	Opening Balance	4,560.30	0.00 T9	N	0.00	-	-	
83	PI	21/06/2010	WV10	9998	0	S947	Opening Balance	2,498.90	0.00 T9	N	0.00	-	-	
84	SA	01/05/2010	BA1	1200	0	1285	Payment on Account	1,450.00	0.00 T9	N	0.00	-	-	N
85	SI	20/05/2010	BA1	9998	0	8148	Opening Balance	2,756.52	0.00 T9	N	0.00	-	-	
86	SI	15/06/2010	BA1	9998	0	8156	Opening Balance	573.25	0.00 T9	N	0.00	-	-	
87	SI	25/05/2010	GG6	9998	0	8151	Opening Balance	2,415.67	0.00 T9	N	0.00	-	-	
88	SC	16/06/2010	GG6	9998	0	C69	Opening Balance	572.19	0.00 T9	N	0.00	-	-	
89	SI	22/06/2010	GG6	9998	0	8159	Opening Balance	1,312.51	0.00 T9	N	0.00	-	-	
90	PI	03/05/2010	GH5	9998	0	G241	Opening Balance	864.13	0.00 T9	N	0.00	-	-	
91	PI	31/05/2010	GH5	9998	0	G283	Opening Balance	1,243.90	0.00 T9	N	0.00	-	-	
92	PA	08/08/2010	GH5	1200	0	16241	Payment on Account	1,550.00	0.00 T9	N	0.00	-	-	N
93	PI	10/05/2010	PS9	9998	0	1684	Opening Balance	1,258.17	0.00 T9	N	0.00	-	-	
94	PC	20/05/2010	PS9	9998	0	Ret108	Opening Balance	721.06	0.00 T9	N	0.00	-	-	
95	PI	13/06/2010	PS9	9998	0	1721	Opening Balance	2,418.85	0.00 T9	N	0.00	-	-	
96	JD	30/06/2010	0040	0040	0	O/Bal	Opening Balance	6,824.50	0.00 T9	Y	6,824.50	-	-	
97	JC	30/06/2010	9998	9998	0	O/Bal	Opening Balance	6,824.50	0.00 T9	Y	6,824.50	-	-	
98	JC	30/06/2010	3000	3000	0	O/Bal	Opening Balance	187,000.00	0.00 T9	Y	187,000.00	-	-	
99	JD	30/06/2010	9998	9998	0	O/Bal	Opening Balance	187,000.00	0.00 T9	Y	187,000.00	-	-	
100	JC	30/06/2010	4001	4001	0	O/Bal	Opening Balance	26,045.08	0.00 T9	Y	26,045.08	-	-	
101	JD	30/06/2010	9998	9998	0	O/Bal	Opening Balance	26,045.08	0.00 T9	Y	26,045.08	-	-	
102	JD	30/06/2010	7100	7100	0	O/Bal	Opening Balance	11,281.15	0.00 T9	Y	11,281.15	-	-	
103	JC	30/06/2010	9998	9998	0	O/Bal	Opening Balance	11,281.15	0.00 T9	Y	11,281.15	-	-	
104	JD	30/06/2010	7504	7504	0	O/Bal	Opening Balance	2,175.10	0.00 T9	Y	2,175.10	-	-	
105	JC	30/06/2010	9998	9998	0	O/Bal	Opening Balance	2,175.10	0.00 T9	Y	2,175.10	-	-	
106	SR	10/07/2010	KK2	1200	0	1288	Sales Receipt	3,000.00	0.00 T9	Y	3,000.00	-	-	N
107	SR	15/07/2010	CH8	1200	0	1289	Sales Receipt	2,292.03	0.00 T9	Y	2,292.03	-	-	N
108	SD	15/07/2010	CH8	4009	0	1289	Sales Discount	120.63	0.00 T9	Y	120.63	-	-	
109	SA	18/07/2010	AP8	1200	0	CT13	Payment on Account	3,500.00	0.00 T9	N	0.00	-	-	N
110	SR	22/07/2010	AM4	1220	0	42	Sales Receipt	344.24	0.00 T9	Y	344.24	-	-	N
111	BR	24/07/2010	1200	4903	0	1290	Insurance claim	1,536.75	0.00 T9	Y	1,536.75	-	-	N
112	CR	30/07/2010	1220	4904	0	43	Rent income	132.77	23.23 T1	Y	156.00	N	N	
113	PP	08/07/2010	DW1	1200	0	16242	Purchase Payment	836.24	0.00 T9	Y	836.24	-	-	N
114	PP	14/07/2010	PD1	1200	0	16243	Purchase Payment	1,345.93	0.00 T9	Y	1,345.93	-	-	N
115	PD	14/07/2010	PD1	5009	0	16243	Purchase Discount	49.60	0.00 T9	Y	49.60	-	-	
116	PP	15/07/2010	CC7	1200	0	INT15	Purchase Payment	1,678.29	0.00 T9	Y	1,678.29	-	-	N
117	PP	19/07/2010	PR8	1220	0	R64	Purchase Payment	175.00	0.00 T9	Y	175.00	-	-	N
118	BP	20/07/2010	1200	7200	0	16244	June electricity	628.03	31.40 T10	Y	659.43	N	N	
119	CP	25/07/2010	1220	7304	0	G36	Petrol	46.49	8.13 T1	Y	54.62	N	N	
120	JC	31/07/2010	1200	1200	0	16245	Bank Transfer to petty ce	229.38	0.00 T9	Y	229.38	-	-	N
121	JD	31/07/2010	1220	1220	0	16245	Bank Transfer to petty ce	229.38	0.00 T9	Y	229.38	-	-	N
122	SR	31/07/2010	BK3	1200	0	CONTRA	Contra Receipt	4,882.53	0.00 T9	Y	4,882.53	-	-	N
123	PP	31/07/2010	BK3	1200	0	CONTRA	Contra Payment	4,882.53	0.00 T9	Y	4,882.53	-	-	N
124	SI	21/06/2010	BG5	9999	0	CANCEL	Cancelled Cheque	1,500.00	0.00 T9	Y	1,500.00	-	-	
125	JC	21/06/2010	1200	1200	0	VOID	Cancelled Cheque - BGF	1,500.00	0.00 T9	Y	1,500.00	-	-	N
126	JD	21/06/2010	9999	9999	0	VOID	Cancelled Cheque - BGF	1,500.00	0.00 T9	Y	1,500.00	-	-	
127	SC	15/07/2010	TC7	8100	0	BADDBT	Bad Debt Write Off	1,483.75	0.00 T9	Y	1,483.75	-	-	
128	SC	15/07/2010	TC7	8100	0	BADDBT	Bad Debt Write Off	2,841.60	0.00 T9	Y	2,841.60	-	-	
129	JD	31/07/2010	7304	7304	0	JNL1	Error of commission	372.67	0.00 T9	Y	372.67	-	-	
130	JC	31/07/2010	7800	7800	0	JNL1	Error of commission	372.67	0.00 T9	Y	372.67	-	-	
131	JD	31/07/2010	0030	0030	0	JNL2	New computer net	473.35	0.00 T1	Y	473.35	N	-	
132	JD	31/07/2010	2201	2201	0	JNL2	New computer VAT	82.83	0.00 T1	Y	82.83	N	-	
133	JC	31/07/2010	1200	1200	0	JNL2	Cheque 16246	556.18	0.00 T9	Y	556.18	-	-	N
134	JD	31/07/2010	8100	8100	0	JNL3	Bad debt from cash sale	95.75	0.00 T9	Y	95.75	-	-	
135	JC	31/07/2010	1200	1200	0	JNL3	Bad debt from cash sale	95.75	0.00 T9	Y	95.75	-	-	N

Date: 22/07/2010  
Time: 10:49:11

**The Gift Box UK C4 Candidate name**  
**Nominal Ledger Quarterly Budgets**

Nominal Code From :  
Nominal Code To : 99999999

<u>Account Ref</u>	<u>Name</u>	<u>Year Budget</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>
4000	Sales - Ornaments	90,350.00	22,587.51	22,587.51	22,587.51	22,587.47
4001	Sales - Books	45,860.00	11,465.01	11,465.01	11,465.01	11,464.97
4904	Rent Income	2,550.00	637.50	637.50	637.50	637.50
5000	Purchases - Ornaments	50,500.00	12,624.99	12,624.99	12,624.99	12,625.03
5001	Purchases - Books	48,475.00	12,118.74	12,118.74	12,118.74	12,118.78
6201	Advertising	5,350.00	1,337.49	1,337.49	1,337.49	1,337.53
7000	Gross Wages	80,000.00	20,000.01	20,000.01	20,000.01	19,999.97
7100	Rent & Rates	52,240.00	13,059.99	13,059.99	13,059.99	13,060.03
7200	Heat, Light & Power	9,460.00	2,364.99	2,364.99	2,364.99	2,365.03
7304	Vehicle Expenses	16,750.00	4,187.49	4,187.49	4,187.49	4,187.53
7501	Postage	3,250.00	812.49	812.49	812.49	812.53
7502	Tel, Fax & Internet	10,800.00	2,700.00	2,700.00	2,700.00	2,700.00
7504	Office Stationery	6,146.00	1,536.51	1,536.51	1,536.51	1,536.47
7800	Repairs and Renewals	1,257.00	314.25	314.25	314.25	314.25
7901	Bank Charges	120.00	30.00	30.00	30.00	30.00
8204	Insurance	2,800.00	699.99	699.99	699.99	700.03
8205	General Office Expenses	4,680.00	1,170.00	1,170.00	1,170.00	1,170.00
		<u>430,588.00</u>	<u>107,646.96</u>	<u>107,646.96</u>	<u>107,646.96</u>	<u>107,647.12</u>

Date: 22/07/2010  
Time: 10:49:30

**The Gift Box UK C4 Candidate name**

**Nominal Activity**

Date From: 01/01/1980  
Date To: 31/07/2010

N/C From:  
N/C To: 99999999

Transaction From: 1  
Transaction To: 99999999

N/C: 1200      Name: Bank Current Account      Account Balance: 62,010.36 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
11	JD	30/06/2010	1200	O/Bal	Opening Balance	0	T9	57,682.78	57,682.78	-	-	
51	SA	21/06/2010	BG5	CANCEL	Payment on Account	0	T9	1,500.00	1,500.00	-	-	N
57	SA	10/05/2010	CE2	1286	Payment on Account	0	T9	2,500.00	2,500.00	-	-	N
71	PA	15/05/2010	DW1	16240	Payment on Account	0	T9	3,000.00		3,000.00	-	N
84	SA	01/05/2010	BA1	1285	Payment on Account	0	T9	1,450.00	1,450.00		-	N
92	PA	06/06/2010	GH5	16241	Payment on Account	0	T9	1,550.00		1,550.00	-	N
106	SR	10/07/2010	KK2	1288	Sales Receipt	0	T9	3,000.00	3,000.00		-	N
107	SR	15/07/2010	CH8	1289	Sales Receipt	0	T9	2,292.03	2,292.03		-	N
109	SA	18/07/2010	AP8	CT13	Payment on Account	0	T9	3,500.00	3,500.00		-	N
111	BR	24/07/2010	1200	1290	Insurance claim	0	T9	1,536.75	1,536.75		-	N
113	PP	06/07/2010	DW1	16242	Purchase Payment	0	T9	836.24		836.24	-	N
114	PP	14/07/2010	PD1	16243	Purchase Payment	0	T9	1,345.93		1,345.93	-	N
116	PP	15/07/2010	CC7	INT15	Purchase Payment	0	T9	1,678.29		1,678.29	-	N
118	BP	20/07/2010	1200	16244	June electricity	0	T10	659.43		659.43	N	N
120	JC	31/07/2010	1200	16245	Bank Transfer to petty cash	0	T9	229.38		229.38	-	N
122	SR	31/07/2010	BK3	CONTRA	Contra Receipt	0	T9	4,882.53	4,882.53		-	N
123	PP	31/07/2010	BK3	CONTRA	Contra Payment	0	T9	4,882.53		4,882.53	-	N
125	JC	21/06/2010	1200	VOID	Cancelled Cheque - BG5	0	T9	1,500.00		1,500.00	-	N
133	JC	31/07/2010	1200	JNL.2	Cheque 16246	0	T9	556.18		556.18	-	N
135	JC	31/07/2010	1200	JNL.3	Bad debt from cash sale	0	T9	95.75		95.75	-	N
<b>Totals:</b>									78,344.09	16,333.73		
<b>History Balance:</b>									62,010.36			

N/C: 1220      Name: Cash Account      Account Balance: 2,000.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
13	JD	30/06/2010	1220	O/Bal	Opening Balance	0	T9	1,500.00	1,500.00	-	-	
110	SR	22/07/2010	AM4	42	Sales Receipt	0	T9	344.24	344.24		-	N
112	CR	30/07/2010	1220	43	Rent income	0	T1	156.00	156.00		N	N
117	PP	19/07/2010	PR8	R64	Purchase Payment	0	T9	175.00		175.00	-	N
119	CP	25/07/2010	1220	G36	Petrol	0	T1	54.62		54.62	N	N
121	JD	31/07/2010	1220	16245	Bank Transfer to petty cash	0	T9	229.38	229.38		-	N
<b>Totals:</b>									2,229.62	229.62		
<b>History Balance:</b>									2,000.00			

Date: 22/07/2010  
Time: 10:49:45

**The Gift Box UK C4 Candidate name**  
**Aged Debtors Analysis (Detailed)**

Date From: 01/01/1980  
Date To: 31/07/2010

Customer From:  
Customer To: 77777777

Include future transactions: No  
Exclude later payments: No

\*\* NOTE: All report values are shown in Base Currency, unless otherwise indicated \*\*

A/C:	AP8	Name:	Anton Purvis	Contact:	Ivan Gormley	Tel:	01244 876098				
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Balance</u>	<u>Future</u>	<u>Current</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Older</u>
47	SI	14/05/2010	8144	Opening Balance	3,882.29	0.00	0.00	0.00	3,882.29	0.00	0.00
48	SI	21/06/2010	8158	Opening Balance	1,248.75	0.00	0.00	1,248.75	0.00	0.00	0.00
109	SA	18/07/2010	CT13	Payment on Account	-3,500.00	0.00	-3,500.00	0.00	0.00	0.00	0.00
<b>Totals:</b>					<u>1,631.04</u>	<u>0.00</u>	<u>-3,500.00</u>	<u>1,248.75</u>	<u>3,882.29</u>	<u>0.00</u>	<u>0.00</u>

Turnover: 5,131.04  
Credit Limit £ 0.00

A/C:	BA1	Name:	Books Always	Contact:	Marilyn Kingdom	Tel:	01876 564982				
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Balance</u>	<u>Future</u>	<u>Current</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Older</u>
84	SA	01/05/2010	1285	Payment on Account	-1,450.00	0.00	0.00	0.00	-1,450.00	0.00	0.00
85	SI	20/05/2010	8148	Opening Balance	2,756.52	0.00	0.00	0.00	2,756.52	0.00	0.00
86	SI	15/06/2010	8156	Opening Balance	573.25	0.00	0.00	573.25	0.00	0.00	0.00
<b>Totals:</b>					<u>1,879.77</u>	<u>0.00</u>	<u>0.00</u>	<u>573.25</u>	<u>1,306.52</u>	<u>0.00</u>	<u>0.00</u>

Turnover: 3,329.77  
Credit Limit £ 0.00

A/C:	BG5	Name:	Beautiful Gifts	Contact:	Fiona Smith	Tel:	01784 625347				
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Balance</u>	<u>Future</u>	<u>Current</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Older</u>
49	SI	15/05/2010	8145	Opening Balance	721.32	0.00	0.00	0.00	721.32	0.00	0.00
50	SI	05/06/2010	8154	Opening Balance	1,347.20	0.00	0.00	1,347.20	0.00	0.00	0.00
<b>Totals:</b>					<u>2,068.52</u>	<u>0.00</u>	<u>0.00</u>	<u>1,347.20</u>	<u>721.32</u>	<u>0.00</u>	<u>0.00</u>

Turnover: 2,068.52  
Credit Limit £ 0.00

A/C:	BK3	Name:	Beauty & Knowledge Co	Contact:	Winifred Sampson	Tel:	01603 989265				
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Balance</u>	<u>Future</u>	<u>Current</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Older</u>
54	SI	06/06/2010	8155	Opening Balance	169.48	0.00	0.00	169.48	0.00	0.00	0.00
55	SC	21/06/2010	C70	Opening Balance	-241.30	0.00	0.00	-241.30	0.00	0.00	0.00
56	SI	28/06/2010	8161	Opening Balance	962.18	0.00	0.00	962.18	0.00	0.00	0.00
<b>Totals:</b>					<u>890.36</u>	<u>0.00</u>	<u>0.00</u>	<u>890.36</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Turnover: 5,772.89  
Credit Limit £ 0.00

A/C:	CE2	Name:	Collectors Ever	Contact:	Fred Nutall	Tel:	01612 967834				
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Balance</u>	<u>Future</u>	<u>Current</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Older</u>
57	SA	10/05/2010	1286	Payment on Account	-2,500.00	0.00	0.00	0.00	-2,500.00	0.00	0.00
58	SI	16/05/2010	8146	Opening Balance	1,865.15	0.00	0.00	0.00	1,865.15	0.00	0.00
59	SC	22/05/2010	C68	Opening Balance	-375.16	0.00	0.00	0.00	-375.16	0.00	0.00
60	SI	28/05/2010	8152	Opening Balance	2,481.10	0.00	0.00	0.00	2,481.10	0.00	0.00
<b>Totals:</b>					<u>1,471.09</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,471.09</u>	<u>0.00</u>	<u>0.00</u>

Turnover: 3,971.09  
Credit Limit £ 0.00

Date: 22/07/2010

**The Gift Box UK C4 Candidate name**

Page: 2

Time: 10:49:45

**Aged Debtors Analysis (Detailed)**

A/C:		Name:		Contact:		Tel:					
GG6		Gifts Galore Ltd		James Donaldson		01711 356924					
No	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
87	SI	25/05/2010	8151	Opening Balance	2,415.67	0.00	0.00	0.00	2,415.67	0.00	0.00
88	SC	18/06/2010	C69	Opening Balance	-572.19	0.00	0.00	-572.19	0.00	0.00	0.00
89	SI	22/06/2010	8159	Opening Balance	1,312.51	0.00	0.00	1,312.51	0.00	0.00	0.00
<b>Totals:</b>					<u>3,155.99</u>	<u>0.00</u>	<u>0.00</u>	<u>740.32</u>	<u>2,415.67</u>	<u>0.00</u>	<u>0.00</u>
Turnover:				3,155.99							
Credit Limit £				0.00							
A/C:		Name:		Contact:		Tel:					
KK2		Knick-Knacks		Jane Tomlinson		02841 871434					
No	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
63	SI	03/06/2010	8153	Opening Balance	740.53	0.00	0.00	740.53	0.00	0.00	0.00
<b>Totals:</b>					<u>740.53</u>	<u>0.00</u>	<u>0.00</u>	<u>740.53</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:				3,740.53							
Credit Limit £				0.00							
<b>Grand Totals:</b>					<u>11,837.30</u>	<u>0.00</u>	<u>-3,500.00</u>	<u>5,540.41</u>	<u>9,796.89</u>	<u>0.00</u>	<u>0.00</u>

# PERIOD AGEING

P6

Date: 22/07/2010  
Time: 10:52:25

## The Gift Box UK C4 Candidate name Aged Debtors Analysis (Detailed)

Page: 1

Date From: 01/01/1980  
Date To: 31/07/2010

Customer From:  
Customer To: ZZZZZZZZ

Include future transactions: No  
Exclude later payments: No

\*\* NOTE: All report values are shown in Base Currency, unless otherwise indicated \*\*

A/C: AP8      Name: Anton Purvis      Contact: Ivan Gormley      Tel: 01244 876098

No	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
47	SI	14/05/2010	8144	Opening Balance	3,882.29	0.00	0.00	0.00	3,882.29	0.00	0.00
48	SI	21/06/2010	8158	Opening Balance	1,248.75	0.00	0.00	1,248.75	0.00	0.00	0.00
109	SA	18/07/2010	CT13	Payment on Accoun	-3,500.00	0.00	-3,500.00	0.00	0.00	0.00	0.00
<b>Totals:</b>					<u>1,631.04</u>	<u>0.00</u>	<u>-3,500.00</u>	<u>1,248.75</u>	<u>3,882.29</u>	<u>0.00</u>	<u>0.00</u>

Turnover: 5,131.04  
Credit Limit £ 0.00

A/C: BA1      Name: Books Always      Contact: Marilyn Kingdom      Tel: 01876 564982

No	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
84	SA	01/05/2010	1285	Payment on Accoun	-1,450.00	0.00	0.00	0.00	0.00	-1,450.00	0.00
85	SI	20/05/2010	8148	Opening Balance	2,756.52	0.00	0.00	0.00	2,756.52	0.00	0.00
86	SI	15/06/2010	8156	Opening Balance	573.25	0.00	0.00	573.25	0.00	0.00	0.00
<b>Totals:</b>					<u>1,879.77</u>	<u>0.00</u>	<u>0.00</u>	<u>573.25</u>	<u>2,756.52</u>	<u>-1,450.00</u>	<u>0.00</u>

Turnover: 3,329.77  
Credit Limit £ 0.00

A/C: BG5      Name: Beautiful Gifts      Contact: Fiona Smith      Tel: 01784 625347

No	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
49	SI	15/05/2010	8145	Opening Balance	721.32	0.00	0.00	0.00	721.32	0.00	0.00
50	SI	05/06/2010	8154	Opening Balance	1,347.20	0.00	0.00	1,347.20	0.00	0.00	0.00
<b>Totals:</b>					<u>2,068.52</u>	<u>0.00</u>	<u>0.00</u>	<u>1,347.20</u>	<u>721.32</u>	<u>0.00</u>	<u>0.00</u>

Turnover: 2,068.52  
Credit Limit £ 0.00

A/C: BK3      Name: Beauty & Knowledge Co      Contact: Winifred Sampson      Tel: 01603 989265

No	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
54	SI	06/06/2010	8155	Opening Balance	169.48	0.00	0.00	169.48	0.00	0.00	0.00
55	SC	21/06/2010	C70	Opening Balance	-241.30	0.00	0.00	-241.30	0.00	0.00	0.00
56	SI	28/06/2010	8161	Opening Balance	962.18	0.00	0.00	962.18	0.00	0.00	0.00
<b>Totals:</b>					<u>890.36</u>	<u>0.00</u>	<u>0.00</u>	<u>890.36</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Turnover: 5,772.89  
Credit Limit £ 0.00

A/C: CE2      Name: Collectors Ever      Contact: Fred Nutall      Tel: 01612 967834

No	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
57	SA	10/05/2010	1286	Payment on Accoun	-2,500.00	0.00	0.00	0.00	-2,500.00	0.00	0.00
58	SI	16/05/2010	8146	Opening Balance	1,865.15	0.00	0.00	0.00	1,865.15	0.00	0.00
59	SC	22/05/2010	C68	Opening Balance	-375.16	0.00	0.00	0.00	-375.16	0.00	0.00
60	SI	28/05/2010	8152	Opening Balance	2,481.10	0.00	0.00	0.00	2,481.10	0.00	0.00
<b>Totals:</b>					<u>1,471.09</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,471.09</u>	<u>0.00</u>	<u>0.00</u>

Turnover: 3,971.09  
Credit Limit £ 0.00



# PERIOD AGEING

Pb

Date: 22/07/2010

## The Gift Box UK C4 Candidate name

Page: 2

Time: 10:52:25

### Aged Debtors Analysis (Detailed)

A/C: GG6      Name: Gifts Galore Ltd      Contact: James Donaldson      Tel: 01711 356924

No	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
87	SI	25/05/2010	8151	Opening Balance	2,415.67	0.00	0.00	0.00	2,415.67	0.00	0.00
88	SC	16/06/2010	C69	Opening Balance	-572.19	0.00	0.00	-572.19	0.00	0.00	0.00
89	SI	22/06/2010	8159	Opening Balance	1,312.51	0.00	0.00	1,312.51	0.00	0.00	0.00
<b>Totals:</b>					<u>3,155.99</u>	<u>0.00</u>	<u>0.00</u>	<u>740.32</u>	<u>2,415.67</u>	<u>0.00</u>	<u>0.00</u>

Turnover: 3,155.99  
Credit Limit £ 0.00

A/C: KK2      Name: Knick-Knacks      Contact: Jane Tomlinson      Tel: 02841 871434

No	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
63	SI	03/06/2010	8153	Opening Balance	740.53	0.00	0.00	740.53	0.00	0.00	0.00
<b>Totals:</b>					<u>740.53</u>	<u>0.00</u>	<u>0.00</u>	<u>740.53</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Turnover: 3,740.53  
Credit Limit £ 0.00

**Grand Totals:**      11,837.30      0.00      -3,500.00      5,540.41      11,246.89      -1,450.00      0.00

# CALENDAR MONTHLY / PERIOD AGEING

P7

Date: 22/07/2010  
Time: 10:50:48

## The Gift Box UK C4 Candidate name Aged Creditors Analysis (Detailed)

Page: 1

Date From: 01/01/1980  
Date To: 31/07/2010

Supplier From:  
Supplier To: ZZZZZZZZ

Include future transactions/No  
Exclude later payments: No

\*\* NOTE: All report values are shown in Base Currency, unless otherwise indicated \*\*

A/C:		Name:		Contact:		Tel:					
A/C: DW1		Name: decorativeware.com		Contact: Eileen Jolley		Tel: 01908 377971					
No:	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
74	PI	10/06/2010	4189	Opening Balance	940.25	0.00	0.00	940.25	0.00	0.00	0.00
Totals:					<u>940.25</u>	<u>0.00</u>	<u>0.00</u>	<u>940.25</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:		4,776.49									
Credit Limit £		0.00									
A/C: GH5		Name: The Glass House		Contact: Iain Malcolm		Tel: 02765 834921					
No:	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
90	PI	03/05/2010	G241	Opening Balance	864.13	0.00	0.00	0.00	864.13	0.00	0.00
91	PI	31/05/2010	G283	Opening Balance	1,243.90	0.00	0.00	0.00	1,243.90	0.00	0.00
92	PA	06/06/2010	16241	Payment on Account	-1,550.00	0.00	0.00	-1,550.00	0.00	0.00	0.00
Totals:					<u>864.13</u>	<u>0.00</u>	<u>0.00</u>	<u>-1,550.00</u>	<u>2,108.03</u>	<u>0.00</u>	<u>0.00</u>
Turnover:		2,108.03									
Credit Limit £		0.00									
A/C: NE5		Name: North East Stationers Ltd		Contact: Umberto Maffei		Tel: 01326 987254					
No:	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
75	PI	15/06/2010	N5801	Opening Balance	1,238.76	0.00	0.00	1,238.76	0.00	0.00	0.00
Totals:					<u>1,238.76</u>	<u>0.00</u>	<u>0.00</u>	<u>1,238.76</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:		1,238.76									
Credit Limit £		0.00									
A/C: OU7		Name: Ornaments UK		Contact: Jade Richardson		Tel: 01326 328976					
No:	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
76	PI	16/05/2010	142	Opening Balance	2,140.16	0.00	0.00	0.00	2,140.16	0.00	0.00
77	PI	18/06/2010	238	Opening Balance	1,491.68	0.00	0.00	1,491.68	0.00	0.00	0.00
Totals:					<u>3,631.84</u>	<u>0.00</u>	<u>0.00</u>	<u>1,491.68</u>	<u>2,140.16</u>	<u>0.00</u>	<u>0.00</u>
Turnover:		3,631.84									
Credit Limit £		0.00									
A/C: PR3		Name: Presents4U		Contact: Miriam Khan		Tel: 0204 872143					
No:	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
80	PI	02/06/2010	634	Opening Balance	53.90	0.00	0.00	53.90	0.00	0.00	0.00
81	PI	16/06/2010	658	Opening Balance	314.28	0.00	0.00	314.28	0.00	0.00	0.00
Totals:					<u>368.18</u>	<u>0.00</u>	<u>0.00</u>	<u>368.18</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:		543.18									
Credit Limit £		0.00									
A/C: PS9		Name: Polly's Shop		Contact: Polly Dumas		Tel: 01726 624551					
No:	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
93	PI	10/05/2010	1684	Opening Balance	1,258.17	0.00	0.00	0.00	1,258.17	0.00	0.00
94	PC	20/05/2010	Ret108	Opening Balance	-721.06	0.00	0.00	0.00	-721.06	0.00	0.00
95	PI	13/06/2010	1721	Opening Balance	2,418.85	0.00	0.00	2,418.85	0.00	0.00	0.00
Totals:					<u>2,955.96</u>	<u>0.00</u>	<u>0.00</u>	<u>2,418.85</u>	<u>537.11</u>	<u>0.00</u>	<u>0.00</u>
Turnover:		2,955.96									
Credit Limit £		0.00									

Date: 22/07/2010  
Time: 10:50:48

**The Gift Box UK C4 Candidate name**  
**Aged Creditors Analysis (Detailed)**

A/C: WV10				Name:	Words & Verse	Contact:	Anna Patel	Tel: 07771 876234			
No:	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
82	PI	18/05/2010	S721	Opening Balance	4,560.30	0.00	0.00	0.00	4,560.30	0.00	0.00
83	PI	21/06/2010	S947	Opening Balance	2,498.90	0.00	0.00	2,498.90	0.00	0.00	0.00
Totals:					<u>7,059.20</u>	<u>0.00</u>	<u>0.00</u>	<u>2,498.90</u>	<u>4,560.30</u>	<u>0.00</u>	<u>0.00</u>
Turnover:					7,059.20						
Credit Limit £					0.00						
Grand Totals:					<u>16,752.22</u>	<u>0.00</u>	<u>0.00</u>	<u>7,406.62</u>	<u>9,345.60</u>	<u>0.00</u>	<u>0.00</u>

The Gift Box UK C4 Candidate name  
 Century House  
 Market Street  
 Nantwich  
 Cheshire  
 NT6 9GH

The Gift Box UK C4 Candidate name  
 Century House  
 Market Street  
 Nantwich  
 Cheshire  
 NT6 9GH

A Myers Ltd  
 The Old Vicarage  
 Wigston Magna  
 Wigston  
 Leicestershire  
 LE18 5QR

AM4  
 31/07/2010  
 1

A Myers Ltd  
 The Old Vicarage  
 Wigston Magna  
 Wigston  
 Leicestershire  
 LE18 5QR

AM4  
 31/07/2010  
 1

NOTE All values are shown in Pound Sterling

20/06/10	8157	Opening Balance	428.40	
28/06/10	C71	Opening Balance	84.16	
22/07/10	42	Sales Receipt	344.24	

NOTE All values are shown in Pound Sterling

20/06/10	Opening Balance	428.40
28/06/10	Opening Balance	84.16
22/07/10	Sales Receipt	344.24

£ 0.00    £ 0.00    £ 0.00    £ 0.00    £ 0.00    £ 0.00

£ 0.00

£ 0.00

The Gift Box UK C4 Candidate name  
Century House  
Market Street  
Nantwich  
Cheshire  
NT6 9GH

The Gift Box UK C4 Candidate name  
Century House  
Market Street  
Nantwich  
Cheshire  
NT6 9GH

China Heaven  
Friars Trading Estate  
Midhall  
Bury  
Lancs  
M46 8DC

CH8  
31/07/2010  
1

China Heaven  
Friars Trading Estate  
Midhall  
Bury  
Lancs  
M46 8DC

CH8  
31/07/2010  
1

NOTE All values are shown in Pound Sterling

23/06/10	8160	Opening Balance	2,412.66
15/07/10	1289	Sales Receipt	2,292.03
15/07/10	1289	Sales Discount	120.63

NOTE All values are shown in Pound Sterling

23/06/10	Opening Balance	2,412.66
15/07/10	Sales Receipt	2,292.03
15/07/10	Sales Discount	120.63

£ 0.00    £ 0.00    £ 0.00    £ 0.00    £ 0.00    £ 0.00

£ 0.00

£ 0.00

The Gift Box UK C4 Candidate name  
Century House  
Market Street  
Nantwich  
Cheshire  
NT6 9GH

The Gift Box UK C4 Candidate name  
Century House  
Market Street  
Nantwich  
Cheshire  
NT6 9GH

Knick-Knacks  
Quarry Pump House  
24 Newport Road  
Dungannon  
Co Tyrone  
BT71 7UA

KK2

31/07/2010

1

Knick-Knacks  
Quarry Pump House  
24 Newport Road  
Dungannon  
Co Tyrone  
BT71 7UA

KK2

31/07/2010

1

NOTE All values are shown in Pound Sterling

22/05/10	8150	Opening Balance	2,187.34	
03/06/10	8153	Opening Balance	1,553.19p	
10/07/10	1288	Sales Receipt		3,000.00

NOTE All values are shown in Pound Sterling

22/05/10	Opening Balance	2,187.34	
03/06/10	Opening Balance	1,553.19	
10/07/10	Sales Receipt		3,000.00

£ 0.00    £ 740.53    £ 0.00    £ 0.00    £ 0.00

£ 740.53

£ 740.53

Date: 22/07/2010

The Gift Box UK C4 Candidate name

Page: 1

Time: 10:50:00

Customer Address List

Customer From:  
Customer To: ZZZZZZZZ

<u>A/C</u>	<u>Name &amp; Address</u>	<u>Contact Name</u>	<u>Telephone</u>	<u>Fax</u>
AM4	A Myers Ltd The Old Vicarage Wigston Magna Wigston Leicestershire LE18 5QR	Rita Jones	0116 973 2899	
AP8	Anton Purvis The Strand Sutton Way Ellesmere Port Cheshire CH65 2KR	Ivan Gormley	01244 876098	
BA1	Books Always Vale House 24 Lister Avenue Warwick Warwickshire CV34 6RH	Marilyn Kingdom	01876 564982	
BG5	Beautiful Gifts Hilltop House Redhall Street Croydon Surrey CR9 9TY	Fiona Smith	01784 625347	
BK3	Beauty & Knowledge Co 54 Mile End Road Lakenham Norwich Norfolk NR2 2PX	Winifred Sampson	01603 989265	
CE2	Collectors Ever 88 Chester Street Werneth Park Bolton Lancs BL17 9XC	Fred Nutall	01612 967834	
CH8	China Heaven Friars Trading Estate Mldhall Bury Lancs M46 8DC	Mary Hall	01486 955723	
GG6	Gifts Galore Ltd Penarvon Grange Tower Road Evesham Worcs WR8 8FR	James Donaldson	01711 356924	
KK2	Knick-Knacks Quarry Pump House 24 Newport Road Dungannon Co Tyrone BT71 7UA	Jane Tomlinson	02841 871434	
TC7	The Thoughtful Company 15 Rope Walk Tollygally Burgess Hill West Sussex RH15 7TC	John Hudson	01273 606623	

Date: 22/07/2010

Time: 10:50:58

**The Gift Box UK C4 Candidate name**

Page: 1

**Supplier Address List**Supplier From:  
Supplier To: ZZZZZZZZ

<u>A/C</u>	<u>Name</u>	<u>Contact</u>	<u>Telephone</u>	<u>Fax</u>
BK3	Beauty & Knowledge Co 54 Mile End Road Lakenham Norwich Norfolk NR2 2PX	Mary Marks	01603 989265	
CC7	Cheshire County Council 8 High Cross Mile End Road Chester Cheshire CH1 6UH	Customer services	01244 224587	
DW1	decorativeware.com Commercial Road Stony Stratford Milton Keynes Buckinghamshire MK11 9TX	Eileen Jolley	01908 377971	
GH5	The Glass House Southover Mill Millers Lane Aston Birmingham BA6 8ED	Iain Malcolm	02765 834921	
NE5	North East Stationers Ltd 10 Meneage Street St Johns Helston Cornwall TR12 8FG	Umberto Maffei	01326 987254	
OU7	Ornaments UK Piggy Lane St Martin Falmouth Cornwall TR14 8GH	Jade Richardson	01326 326976	
PD1	The Pleasure Dome Longton House Cross Street Tewkesbury Gloucs GL3 5GH	Tom Hutchinson	02333 576234	
PR8	Presents4U Thannet House 2 Bridge Street Worcester Worcs WR39DD	Miriam Khan	0204 872143	
PS9	Polly's Shop 6 Wrighton Lane Mevagissey St Austell Cornwall PL25 7FS	Polly Dumas	01726 624551	
WV10	Words & Verse The Workshop Tannery Row Wells Somerset BA3 9TG	Anna Patel	07771 876234	