

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 1 AWARD IN BOOKKEEPING SKILLS (MANUAL) 05524

LEVEL 1 EXTENDED AWARD IN BOOKKEEPING SKILLS 05526

UNIT M1: PREPARING AND PROCESSING BOOKKEEPING DOCUMENTS

SAMPLE ASSESSMENT

TIME: 45 MINUTES

INSTRUCTIONS TO CANDIDATES

- 1 You have TEN minutes to read through this assignment before the start of the assessment.
- 2 You must write the following Assignment Code in the appropriate boxes on the front of the Submission Cover Sheet: SAM
- 3 You should answer all questions.
- 4 You must use the answer booklet provided and attach your completed answer booklet to the Submission Cover Sheet.
- 5 Please write your answers clearly as you may incur errors for untidy work.
- 6 Answers should be written in ink or ballpoint pen.
- 7 Calculators may be used.
- 8 Correction fluid may be used.

Ofqual Qualification Reference Number: M/600/8740

This assignment consists of 10 printed pages

You work in the accounts department of Beads Galore and it is your responsibility to prepare sales invoices and sales credit notes. You are also required to check the accuracy of invoices and credit notes received from suppliers.

		Assessment Criteria
1	Prepare sales invoices using the purchase orders on page 3 and the price list on page 4.	1.1
2	Accurately calculate the Value Added Tax (VAT). The standard rate of VAT to be used is 20%.	1.2
3	Ensure sales invoices are correctly dated and coded. The next available invoice number is 882 and invoices should be dated 15 January 2011.	1.3
4	Prepare sales credit notes using the price list on page 4 and goods returns notes on page 5.	1.1
5	Accurately calculate the VAT. The standard rate of VAT to be used is 20%.	1.2
6	Ensure sales credit notes are correctly dated and coded. The next available credit note number is 54 and credit notes should be dated 15 January 2011.	1.3
7	Check the accuracy of invoices received from suppliers on page 6 against purchase orders on page 7 and delivery notes on page 8.	2.1
8	Check that trade discount has been correctly calculated and accurately applied.	2.2
9	Check supplier invoices are correctly coded.	2.3
10	In the table provided in your answer booklet, indicate the reason if any invoices cannot be processed for payment.	2.1
11	Check the accuracy of credit notes received from suppliers on page 9 against goods returned notes on page 10.	2.1
12	Check that trade discount has been correctly calculated and accurately applied.	2.2
13	Check supplier credit notes are correctly coded.	2.3
14	In the table provided in your answer booklet, indicate the reason if any credit notes cannot be processed.	2.1

Purchase order received from Tiara Crafts

Tiara Crafts Croxted Farm Groombridge TN29 9YC PURCHASE ORDER		
Supplier: Beads Galore Turnpike Lane CROYDON CR10 9XZ	Purchase Order no: 149/11 Date: 8 January 2011	
Please supply the following:	Pack Size	Quantity
Description		
Gold plated lobster-claw clasps	10 pieces	18 packs
Mixed pearl beads - pink tones	7.5 grams	9 packs
Mixed pearl beads - grey tones	7.5 grams	5 packs

Purchase order received from Bethany & Babs

Bethany & Babs Bull Lane Bishopstoke EASTLEIGH SO70 9XZ PURCHASE ORDER		
Supplier: Beads Galore Turnpike Lane CROYDON CR10 9XZ	Purchase Order no: 67812 Date: 12 January 2011	
Please supply the following:	Pack Size	Quantity
Description		
Matt round seed beads - black	7.5 grams	20 packs
Gloss round seed beads - white	7.5 grams	18 packs
Silver lined seed beads - clear	7.5 grams	8 packs

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Beads Galore Price List

Product Code	Description	Pack Size	Price (£)
A2190	Gold plated spring clasps	10 pieces	1.98
A2191	Sterling silver spring clasps	10 pieces	2.50
A2192	Silver plated spring clasps	10 pieces	1.30
A3055	Gold plated lobster-claw clasps	10 pieces	2.34
A3056	Sterling silver lobster-claw clasps	10 pieces	2.98
B0035	6 x 4mm Oval glass beads (all colours)	7.5 grams	3.30
B0144	Mixed pearl beads (all colours)	7.5 grams	3.60
B1363	Matt round seed beads (all colours)	7.5 grams	2.14
B1364	Silver lined seed beads (all colours)	7.5 grams	2.48
B1365	Gloss round seed beads (all colours)	7.5 grams	2.26
D0598	Blue & white porcelain 12mm round beads	16 inch strand	3.16
D0599	Navy & white porcelain 10mm round beads	16 inch strand	2.75
D0785	Natural amber 3mm oval beads	16 inch strand	3.18
D0786	Natural amethyst 8mm round beads	16 inch strand	3.46
D0787	Natural garnet 4mm round beads	16 inch strand	2.45

GOODS RETURNS NOTE			
Honeycomb Crafts Lawers Drive Broughty Ferry Dundee DD5 9RP			
Purchase order no: B56		Date 11 January 2011	
Supplier name: Address:	Beads Galore Turnpike Lane CROYDON CR10 9XZ		
Product Code	Description	Qty	Nature of Problem
A2192	Silver plated spring clasps	10 packs	Sterling silver ordered
B0035	6 x 4mm Oval glass beads - white	1 pack	Pack split

GOODS RETURNS NOTE			
The Craft Box 22 Friarage Street Tarleton Preston PR13 7PU			
Purchase order no: 567/23		Date 12 January 2011	
Supplier name: Address:	Beads Galore Turnpike Lane CROYDON CR10 9XZ		
Product Code	Description	Qty	Nature of Problem
D0598	Blue & white porcelain 12mm round beads	1	Strand broken

Ceramic Creations Croxted Farm Groombridge TN29 9YC			
VAT Registration No 349 8316 84		Telephone 01892 7729	
INVOICE			
Beads Galore Turnpike Lane CROYDON CR10 9XZ		Invoice No B52290 Date 14 January 2011 Purchase Order No: BG554	
Quantity	Description	Unit Price £	£
5000	LS4 Blue & white porcelain 12mm round beads	75.60 per 1000	378.00
4000	LS7 Navy & white porcelain 10mm round beads	68.40 per 1000	259.20
			637.20
	Less trade discount 18%		114.70
			522.50
	VAT at 20%		104.50
			627.00

Gems Galore Unit 5 The Green Haddenham Berkshire SL15 9PW			
VAT Registration No 842 0827 72		Telephone 01344 1317	
INVOICE			
Beads Galore Turnpike Lane CROYDON CR10 9XZ		Date 17 January 2011 Invoice No 11/354 Purchase Order No: BG569	
Quantity	Description	Unit Price £	£
3000	NA94 Natural amethyst 8mm round beads	88.50 per 1000	265.50
2000	NG76 Natural garnet 4mm round beads	48.50 per 1000	97.00
6000	NA35 Natural amber 3mm oval beads	85.70 per 1000	514.20
			876.70
	Less trade discount 12.5%		109.59
			767.11
	VAT at 20%		153.42
			920.53

Beads Galore Turnpike Lane CROYDON CR10 9XZ PURCHASE ORDER			
Supplier: Ceramic Creations Croxted Farm Groombridge TN29 9YC		Purchase Order no: BG554 Date: 8 January 2011	
Please supply the following:			
Product Code	Description	Unit Price	Quantity
LS4	Blue & white porcelain 12mm round beads	75.60 per 1000	5000
LS7	Navy & white porcelain 10mm round beads	68.40 per 1000	4000

Beads Galore Turnpike Lane CROYDON CR10 9XZ PURCHASE ORDER			
Supplier: Gems Galore Unit 5 The Green Haddenham Berkshire SL15 9PW		Purchase Order no: BG569 Date: 8 January 2011	
Please supply the following:			
Product Code	Description	Unit Price	Quantity
NA94	Natural amethyst 8mm round beads	88.50 per 1000	3000
NG76	Natural garnet 4mm round beads	48.50 per 1000	2000
NA35	Natural amber 3mm oval beads	85.70 per 1000	6000

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Ceramic Creations Croxted Farm Groombridge TN29 9YC			
VAT Registration No 349 8316 84		Telephone 01892 7729	
DELIVERY NOTE			
Beads Galore Turnpike Lane CROYDON CR10 9XZ		Invoice No B52290 Date 14 January 2011 Purchase Order No: BG554	
Quantity	Description	Unit Price £	£
5000 4000	LS4 Blue & white porcelain 12mm round beads LS7 Navy & white porcelain 10mm round beads		

Gems Galore Unit 5 The Green Haddenham Berkshire SL15 9PW			
VAT Registration No 842 0827 72		Telephone 01344 1317	
DELIVERY NOTE			
Beads Galore Turnpike Lane CROYDON CR10 9XZ		Date 17 January 2011 Invoice No 11/354 Purchase Order No: BG569	
Quantity	Description	Unit Price £	£
3000 2000 6000	NA94 Natural amethyst 8mm round beads NG76 Natural garnet 4mm round beads NA35 Natural amber 3mm oval beads		

Metal Findings Spire Green Centre Harlow CM91 5TR			
VAT Registration No 301 1776 34		Telephone 01279 5728	
CREDIT NOTE			
Beads Galore Turnpike Lane CROYDON CR10 9XZ		Credit Note No: Ret 563 Date 18 January 2011 Purchase Order No: BG542	
Quantity	Description	Unit Price £	£
200	SP75 - Silver plated spring clasps	9.45 per 100	18.90
	Trade discount 5%		0.95
	VAT at 20%		17.95
	Plating faulty		3.59
			21.54

International Bead Co Sedgefield Business Park Gateshead NE21 0YJ			
VAT Registration No 922 7313 27		Telephone 0191 4015	
CREDIT NOTE			
Beads Galore Turnpike Lane CROYDON CR10 9XZ		Date 21 January 2011 Credit Note No 2044 Purchase Order No: BG551	
Quantity	Description	Unit Price £	£
800 g	MP 47/312 Mixed pearl beads - Rose Pink	42.00 per 100 g	336.00
	Trade discount 8%		26.88
	VAT at 20%		362.88
	Wrong colour supplied		72.57
			435.45

GOODS RETURNED NOTE				
Beads Galore Turnpike Lane CROYDON CR10 9XZ				
Purchase order no: BG542			Date 9 January 2011	
Supplier name: Address:	Metal Findings Spire Green Centre Harlow CM91 5TR			
Product Code	Description	Unit Price	Qty	Nature of Problem
SP75	Silver plated spring clasps Subject to 5% trade discount	9.45 per 100	200	Plating faulty

GOODS RETURNED NOTE				
Beads Galore Turnpike Lane CROYDON CR10 9XZ				
Purchase order no: BG551			Date 10 January 2011	
Supplier name: Address:	International Bead Co Sedgefield Business Park Gateshead NE21 0YJ			
Product Code	Description	Unit Price	Qty	Nature of Problem
MP 47/312	Mixed pearl beads (Rose Pink) Subject to 8% trade discount	42.00 per 100 g	800 g	Wrong colour