

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

**LEVEL 2 AWARD IN BOOKKEEPING AND
ACCOUNTING SKILLS (MANUAL)**

05527

**LEVEL 2 CERTIFICATE IN BOOKKEEPING AND
ACCOUNTING SKILLS**

05529

UNIT M6: PREPARING AND RECORDING FINANCIAL DOCUMENTATION

SAMPLE ASSESSMENT

TIME: 2 HOURS

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: J/600/8758

This assignment consists of 16 printed pages

You work in the accounts department of S Theroux & Son and it is your responsibility to prepare sales invoices, sales credit notes and process receipts from customers. You are also required to check the accuracy of invoices and credit notes received from suppliers, reconcile supplier accounts and prepare remittance advices to accompany payments to suppliers.

		Assessment Criteria
1	Prepare sales invoices using the company information and stock list on page 4 and the purchase orders on page 5, ensuring they are correctly dated and coded.	1.1, 2.1
	Accurately calculate the net price, trade discount, settlement discount and Value Added Tax (VAT) as appropriate. The standard rate of VAT to be used is 20%.	1.2
2	Prepare a sales credit note using the company information and stock list on page 4 and the goods returned note on page 6, ensuring it is correctly dated and coded.	1.1, 2.1
	Accurately calculate the net price, trade discount, settlement discount and VAT as appropriate. The standard rate of VAT to be used is 20%.	1.2
3	Enter the sales invoices and sales credit note into the books of prime entry.	2.2
4	Check the accuracy of cheques received from customers on page 7 against the remittance advice notes on page 8.	3.1
5	If there are any discrepancies between the cheques received and supporting documentation, briefly indicate in the memo on page 6 of your answer booklet, the reason for not processing the cheque. Date the memo 30 June 2011 and suggest what steps should be taken to rectify the error(s).	3.2
6	Post information from the books of prime entry, payments received and settlement discount to the relevant accounts in the Sales Ledger. Balance the accounts.	1.3, 3.3
7	Produce a statement of account to be sent to Pascoe Ltd and date the statement 30 June 2011. The next statement number is 38.	1.3
8	Check the accuracy of invoices received from suppliers on pages 10 and 11 against goods received notes on pages 12 and 13, using the company information and stock lists on page 9.	4.1
	Check the accuracy of bulk unit price, trade discount, settlement discount and VAT as appropriate. The standard rate of VAT to be used is 20%.	4.2
9	Check the accuracy of credit notes received from suppliers on page 14 against the goods returned notes on page 15, using the company information and stock lists on page 9.	4.1
	Check the accuracy of bulk unit price, trade discount, settlement discount and VAT as appropriate. The standard rate of VAT to be used is 20%.	4.2

		Assessment Criteria
10	If there are any discrepancies between the invoices and credit notes received and supporting documentation, briefly indicate in the memo on page 6 of your answer booklet, the reason for not processing them. Date the memo 30 June 2011 and explain what steps should be taken to rectify the error(s).	4.1, 4.2
11	Enter the correct purchase invoices and purchase credit notes into the books of prime entry.	5.1, 5.2
12	Post information from the books of prime entry to the relevant accounts in the Purchase Ledger and balance the accounts.	6.1
13	Reconcile the supplier statements on page 16 with the relevant documentation. Complete a reconciliation statement for any supplier whose statement does not agree with the Purchase Ledger account balance, dating it 30 June 2011.	6.1
14	Calculate the payment due to Mark Goodins UK and prepare a remittance advice note to accompany the payment, dating it 1 July 2011.	6.2, 6.3
15	Prepare a cheque for Mark Goodins UK ready for signing by the company director, dating it 1 July 2011. The next cheque number is 018467.	6.3

Company Information for S Theroux & Son

VAT Registration No is 276 9345 62.

Settlement discount is set at 5% for payment within 10 days for all customers.

The next available invoice number is 3679.

Date invoices 2 days later than the purchase order date.

The next available credit note number is 104.

Date credit notes 2 days later than the goods returned note date.

Customer Information	Trade discount offered
Michael Dodds	8%
Pascoe Ltd	10%

Stock List (Door Handles)

Stock Code	Description	Type	Length	Price per pair
E/S145	Edwardian straight	Nickel	100mm	5.95
E/S146	Edwardian straight	Brass	100mm	5.95
E/S271	Edwardian scroll	Nickel	95mm	6.55
E/S272	Edwardian scroll	Brass	95mm	6.55
E/S635	Edwardian lever	Nickel	80mm	5.10
E/S636	Edwardian lever	Brass	80mm	5.10
T/E446	Texas external	Chrome	110mm	15.81
T/E447	Texas external	Antique	110mm	15.81
D/L352	Dorset latch	Chrome	95mm	14.75
D/L353	Dorset latch	Antique	95mm	14.75
C/D893	Cumbrian dimple	Chrome	80mm	13.60
C/D894	Cumbrian dimple	Antique	80mm	13.60

Stock List (Padlocks)

Stock Code	Description	Colour	Width	Price each
C534	4-digit combination	Brass	50mm	7.65
C535	4-digit combination	Chrome	50mm	7.65
C536	4 digit combination	Black	50mm	7.65
R257	Rectangular lock	Brass	48mm	5.94
R258	Rectangular lock	Chrome	48mm	5.94
R259	Rectangular lock	Black	48mm	5.94
S188	Shutter lock	Brass	60mm	19.38
S189	Shutter lock	Chrome	60mm	19.38
S190	Shutter lock	Black	60mm	19.38
O462	Old English lock	Brass	35mm	6.80
O463	Old English lock	Chrome	35mm	6.80
O464	Old English lock	Black	35mm	6.80

**Pascoe Ltd
32 The Avenue
REDRUTH
TR14 7AW**

PURCHASE ORDER

S Theroux & Son
4 Hollis Road
COVENTRY
CV2 7WG

Purchase Order No: 265

Date: 3 June 2011

Description	Size	Quantity
Edwardian lever handles – nickel	80mm	65 pairs
Dorset latch – chrome	95mm	20 pairs

**Michael Dodds
The Workshop
BIRMINGHAM
B3 8TE**

PURCHASE ORDER

S Theroux & Son
4 Hollis Road
COVENTRY
CV2 7WG

Purchase Order no: MD84

Date: 5 June 2011

Description	Size	Quantity
Shutter lock – brass	60mm	25
Cumbrian dimple handle – antique	80mm	35

[Turn over

GOODS RETURNED NOTE

***Pascoe Ltd
32 The Avenue
REDRUTH
TR14 7AW***

S Theroux & Son
4 Hollis Road
COVENTRY
CV2 7WG

Ref PO No: 234

Date: 7 June 2011

Product Code:	Description	Unit price	Qty	Nature of problem
R257	Rectangular lock – brass 48mm	5.94	14	Wrong size
Subject to 10% trade discount				

Cheques received from customers

National Banking plc		39-28-71
The Parade, Main Street REDRUTH TR14 8HY		Date: 14 June 2011
Pay <i>S Theroux & Son</i>		
<i>Five hundred and fifty seven</i>		£ 557.46
<i>pounds 46p</i>		Pascoe Ltd
		<i>J Pascoe</i>
Cheque No 0015492	Sort Code 392871	Account No 00418934

FIRST BIRMINGHAM BANK PLC		89-29-79
Mount Folly, Herald Street BIRMINGHAM, B3 9WS		Date: 28 June 2011
Pay <i>S Theroux & Son</i>		
<i>One thousand and seven pounds</i>		£ 1,007.37
<i>37p</i>		Michael Dodds
		<i>Ray Cavell</i>
Cheque No 020559	Sort Code 892979	Account No 0034934

[Turn over

Pascoe Ltd
32 The Avenue
REDRUTH
TR14 7AW

REMITTANCE ADVICE NOTE

S Theroux & Son
 4 Hollis Road
 COVENTRY
 CV2 7WG

Date: 14 June 2011

Cheque No: 0015492

Date	Ref	Details	Debit	Credit
05/06/11	3679	Purchases		670.98
09/06/11	104	Purchase returns	89.07	
14/06/11	0015492	Payment	557.46	
14/06/11		Discount	24.45	
				Amount Paid
				£557.46

Michael Dodds
The Workshop
BIRMINGHAM
B3 8TE

REMITTANCE ADVICE NOTE

S Theroux & Son
 4 Hollis Road
 COVENTRY
 CV2 7WG

Date: 28 June 2011

Cheque No: 020559

Date	Ref	Details	Debit	Credit
07/06/11	3680	Purchases		1,051.55
28/06/11	020559	Payment	1,007.37	
28/06/11		Discount	44.18	
				Amount Paid
				£1,007.37

Supplier Information

Mark Goodins UK		Offers 4% settlement discount for payment within 10 days		
Stock Code	Description	Material	Size (mm)	Price per pk
W34	Washed hinges	Steel	102 x 65	3.40
W35	Washed hinges	Brass	102 x 65	3.40
B62	Ball bearing hinges	Steel	102 x 76	5.52
B63	Ball bearing hinges	Brass	102 x 76	5.52
F85	Flap hinges	Steel	38 x 102	25.52
F86	Flap hinges	Brass	38 x 102	25.52
S94	Security hinges	Steel	102 x 76	6.80
S95	Security hinges	Brass	102 x 76	6.80

Build-It		No settlement discount offered		
Stock Code	Description	Size (mm)	Price per pk	
			1 pk	10 pk
2456-63	Joist screws	6.5 x 80	5.96	5.57
2457-63	Joist screws	6.6 x 100	6.98	6.53
2458-63	Joist screws	6.5 x 145	8.68	7.95
2459-63	Joist screws	6.5 x 200	10.47	9.30
4058-22	Decking screws	4.5 x 65	2.55	2.10
4059-22	Decking screws	4.5 x 75	2.75	2.37
4060-22	Decking screws	4.5 x 80	2.98	2.54
4061-22	Decking screws	4.5 x 85	3.25	2.85
7191-57	Tile screws	3.9 x 29	1.87	1.20
7192-57	Tile screws	3.9 x 30	2.55	1.95
7193-57	Tile screws	4.2 x 45	3.83	3.31
7194-57	Tile screws	4.2 x 55	4.68	3.97

Build-It Rose Way EXETER EX2 9FT				
VAT Registration No 945 3589 45		Telephone 01572 8846		
INVOICE				
S Theroux & Son 4 Hollis Road COVENTRY CV2 7WG			Inv No: B745 Date: 22 June 2011 PO No: ST8576	
Qty	Stock Code	Description	Unit price £	£
57 pk	4060-22	Decking screws 4.5 x 80	2.98	169.86
		Trade discount @ 12%		20.38
		VAT @ 20%		149.48
				29.89
				179.37

Build-It Rose Way EXETER EX2 9FT				
VAT Registration No 945 3589 45		Telephone 01572 8846		
INVOICE				
S Theroux & Son 4 Hollis Road COVENTRY CV2 7WG			Inv No: B861 Date: 24 June 2011 PO No: ST8945	
Qty	Stock Code	Description	Unit price £	£
84 pk	2459-63	Joist screws 6.5 x 200	9.30	781.20
9 pk	7194-57	Tile screws 4.2 x 55	4.68	42.12
		Trade discount @ 12%		823.32
		VAT @ 20%		98.79
				724.53
				144.90
				869.43

Mark Goodins UK Quarry Street GLOUCESTER GL5 7DF				
VAT Registration No 647 8224 53			Telephone 01892 9487	
INVOICE				
S Theroux & Son 4 Hollis Road COVENTRY CV2 7WG			Inv No: 8146 Date: 25 June 2011 PO No: ST8986	
Qty	Stock Code	Description	Unit price £	£
53 pk	W35	Washed hinges brass 102 x 65	3.40	180.20
30 pk	F85	Flap hinges steel 38 x 102	25.52	765.60
Trade discount @ 10%				945.80
VAT @ 20%				94.58
				851.22
				163.43
				1,014.65
Cash settlement discount 4% = £34.04 for payment within 10 days				

Mark Goodins UK Quarry Street GLOUCESTER GL5 7DF				
VAT Registration No 647 8224 53			Telephone 01892 9487	
INVOICE				
S Theroux & Son 4 Hollis Road COVENTRY CV2 7WG			Inv No: 8243 Date: 27 June 2011 PO No: ST9354	
Qty	Stock Code	Description	Unit price £	£
25 pk	B62	Ball bearing hinges steel 102 x 76	5.52	138.00
58 pk	S95	Security hinges brass 102 x 76	6.80	394.40
Trade discount @ 10%				532.40
VAT @ 20%				53.24
				479.16
				92.00
				571.16
Cash settlement discount 4% = £19.16 for payment within 10 days				

[Turn over

GOODS RECEIVED NOTE				
S Theroux & Son 4 Hollis Road COVENTRY CV2 7WG				
VAT Registration No 276 9345 62			Telephone 024 76845	
Build-It Rose Way EXETER EX2 9FT			GRN No: GR856 Date: 23 June 2011	
Purchase Order Code	Quantity	Stock Code	Description	Quantity Received
ST8576	57 pk	4060-22	Decking screws 4.5 x 80	57 pk

GOODS RECEIVED NOTE				
S Theroux & Son 4 Hollis Road COVENTRY CV2 7WG				
VAT Registration No 276 9345 62			Telephone 024 76845	
Build-It Rose Way EXETER EX2 9FT			GRN No: GR894 Date: 26 June 2011	
Purchase Order Code	Quantity	Stock Code	Description	Quantity Received
ST8945	84 pk	2459-63	Joist screws 6.5 x 200	84 pk
ST8945	9 pk	7194-57	Tile screws 4.2 x 55	9 pk

GOODS RECEIVED NOTE				
S Theroux & Son 4 Hollis Road COVENTRY CV2 7WG				
VAT Registration No 276 9345 62			Telephone 024 76845	
Mark Goodins UK Quarry Street GLOUCESTER GL5 7DF			GRN No: GR932 Date: 26 June 2011	
Purchase Order Code	Quantity	Stock Code	Description	Quantity Received
ST8986	53 pk	W35	Washed hinges brass 102 x 65	53 pk
ST8986	30 pk	F85	Flap hinges steel 38 x 102	30 pk

GOODS RECEIVED NOTE				
S Theroux & Son 4 Hollis Road COVENTRY CV2 7WG				
VAT Registration No 276 9345 62			Telephone 024 76845	
Mark Goodins UK Quarry Street GLOUCESTER GL5 7DF			GRN No: GR945 Date: 28 June 2011	
Purchase Order Code	Quantity	Stock Code	Description	Quantity Received
ST9354	25 pk	B62	Ball bearing hinges steel 102 x 76	25 pk
ST9354	58 pk	S95	Security hinges brass 102 x 76	58 pk

Build-It Rose Way EXETER EX2 9FT				
VAT Registration No 945 3589 45			Telephone 01572 8846	
CREDIT NOTE				
S Theroux & Son 4 Hollis Road COVENTRY CV2 7WG			Cr Note No: C97 Date: 23 June 2011 Purchase Order No: ST8164	
Qty	Stock Code	Description	Unit price £	£
45 pk	2457-63	Joist screws 6.6 x 100 (wrong size)	6.53	293.85
		Trade discount @ 12%		35.26
		VAT @ 20%		258.59
				51.71
				310.30

Mark Goodins UK Quarry Street GLOUCESTER GL5 7DF				
VAT Registration No 647 8224 53			Telephone 01892 9487	
CREDIT NOTE				
S Theroux & Son 4 Hollis Road COVENTRY CV2 7WG			Cr Note No: CR164/G Date: 29 June 2011 Purchase Order No: ST8358	
Qty	Stock Code	Description	Unit price £	£
25 pk	B63	Ball bearing hinges brass 102 x 76 (steel hinges ordered)	5.52	138.00
		Trade discount @ 10%		13.80
		VAT @ 20%		124.20
				23.84
				148.04
Cash settlement discount 4% = £4.96				

GOODS RETURNED NOTE

S Theroux & Son
4 Hollis Road
COVENTRY
CV2 7WG

Build-It
Rose Way
EXETER
EX2 9FT

Ref PO No: ST8164

Date: 20 June 2011

Product Code:	Description	Qty	Nature of problem
2457-63	Joist screws 6.6 x 100 @ £6.53 Subject to 12% trade discount	45 pk	Wrong size

GOODS RETURNED NOTE

S Theroux & Son
4 Hollis Road
COVENTRY
CV2 7WG

Mark Goodins UK
Quarry Street
GLOUCESTER
GL5 7DF

Ref PO No: ST8358

Date: 24 June 2011

Product Code:	Description	Qty	Nature of problem
B63	Ball bearing hinges brass 102 x 76 @ £5.52 Subject to 10% trade discount	25 pk	Steel hinges ordered

[Turn over

STATEMENT					
			Build-It Rose Way EXETER EX2 9FT		
VAT Registration No 945 3589 45			Telephone 01572 8846		
S Theroux & Son 4 Hollis Road COVENTRY CV2 7WG			Statement No: 57 Date: 30 June 2011		
Date	Ref No		Dr	Cr	Balance
22/6/11	B745	Sales	179.37		179.37 Dr
23/6/11	C97	Sales returns		310.30	130.93 Cr
24/6/11	B861	Sales	869.43		738.50 Dr
				Amount due £738.50	

STATEMENT					
			Mark Goodins UK Quarry Street GLOUCESTER GL5 7DF		
VAT Registration No 647 8224 53			Telephone 01892 9487		
S Theroux & Son 4 Hollis Road COVENTRY CV2 7WG			Statement No: G76 Date: 30 June 2011		
Date	Ref No		Dr	Cr	Balance
25/6/11	8146	Sales	1,014.65		1,014.65
27/6/11	8243	Sales	571.16		1,585.81
29/6/11	CR164/G	Sales returns		148.04	1,437.77
Cash settlement discount 4% for payment within 10 days				Amount due £1,437.77	