

**LEVEL 1 AWARD IN BOOKKEEPING SKILLS
(COMPUTERISED) - 05525**

**UNIT C1: RECORD ROUTINE BOOKKEEPING TRANSACTIONS
USING A COMPUTERISED SYSTEM**

SAMPLE ASSESSMENT

WORKED SOLUTIONS

TUTOR PRINTOUT

Date: 19/07/2010
Time: 16:47:17

Hargreaves Hardware Ltd C1 Tutor

Page: 1

Period Trial Balance

To Period: Month 1, January 2010

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
0050	Motor Vehicles	6,328.50	
1100	Debtors Control Account	9,703.11	
1200	Bank Current Account	33,783.00	
1220	Cash Account	500.00	
2100	Creditors Control Account		13,508.49
2200	Sales Tax Control Account		1,445.15
2201	Purchase Tax Control Account	1,993.35	
3000	Capital		34,283.00
4000	Sales - Paint		2,721.48
4001	Sales - Hardware		5,816.16
4050	Sales Returns - Paint	196.48	
4051	Sales Returns - Hardware	83.20	
5000	Purchases - Paint	4,124.92	
5050	Purchase Returns - Paint		95.40
6201	Advertising	695.37	
7200	Heat, Light & Power	174.50	
7504	Office Stationery	287.25	
	Totals:	<u>57,869.68</u>	<u>57,869.68</u>

Date: 19/07/2010
Time: 16:47:46

Hargreaves Hardware Ltd C1 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	JC	01/01/2010	3000	3000	0	O/Bal	Opening Balance	34,283.00	0.00	T9	Y	34,283.00	-	-	
2	JD	01/01/2010	9998	9998	0	O/Bal	Opening Balance	34,283.00	0.00	T9	Y	34,283.00	-	-	
3	JD	01/01/2010	1200	1200	0	O/Bal	Opening Balance	33,783.00	0.00	T9	Y	33,783.00	-	-	
4	JC	01/01/2010	9998	9998	0	O/Bal	Opening Balance	33,783.00	0.00	T9	Y	33,783.00	-	-	
5	JD	01/01/2010	1220	1220	0	O/Bal	Opening Balance	500.00	0.00	T9	Y	500.00	-	-	
6	JC	01/01/2010	9998	9998	0	O/Bal	Opening Balance	500.00	0.00	T9	Y	500.00	-	-	
7	PI	02/01/2010	AG4	6201	0	1045	Advertising	267.85	46.87	T1	N	0.00	N	-	
8	PI	18/01/2010	AG4	6201	0	1156	Advertising	167.30	29.28	T1	N	0.00	N	-	
9	PI	22/01/2010	AG4	6201	0	1195	Brochures	324.60	56.81	T1	N	0.00	N	-	
10	PI	13/01/2010	EP3	7504	0	964	Stationery	437.75	78.60	T1	N	0.00	N	-	
11	PI	07/01/2010	HS7	5000	0	S242	Paint	637.22	111.51	T1	N	0.00	N	-	
12	PI	21/01/2010	MP6	7200	0	P4610	Electricity	174.50	8.72	T10	N	0.00	N	-	
13	PI	05/01/2010	PR7	5000	0	68/10	Paint	195.30	34.18	T1	N	0.00	N	-	
14	PI	19/01/2010	PR7	5000	0	86/10	Paint	554.20	96.99	T1	N	0.00	N	-	
15	PI	10/01/2010	RS4	5000	0	RS109	Paint	694.10	121.47	T1	N	0.00	N	-	
16	PI	24/01/2010	RS4	5000	0	RS258	Paint	489.40	85.65	T1	N	0.00	N	-	
17	PI	22/12/2009	SW28	5000	0	W82	Paint	1,289.40	225.65	T1	N	0.00	N	-	
18	PI	20/01/2010	SW28	5000	0	W120	Paint	265.30	46.43	T1	N	0.00	N	-	
19	PI	06/01/2010	TS9	0050	0	TS335	Van	5,893.00	1,031.28	T1	N	0.00	N	-	
20	PI	14/01/2010	TS9	0050	0	TS467	Fog lights	435.50	76.21	T1	N	0.00	N	-	
21	PC	15/01/2010	AG4	6201	0	Ref 94	Overcharge	64.38	11.27	T1	N	0.00	N	-	
22	PC	21/01/2010	EP3	7504	0	CR323	Damaged paper	150.50	26.33	T1	N	0.00	N	-	
23	PC	10/01/2010	PR7	5050	0	C95/10	Returns - Paint	95.40	16.70	T1	N	0.00	N	-	
24	SI	08/01/2010	AD12	4001	0	2683	Sales - Hardware	549.30	96.13	T1	N	0.00	N	-	
25	SI	20/01/2010	AD12	4001	0	2689	Sales - Hardware	439.20	76.86	T1	N	0.00	N	-	
26	SI	02/01/2010	BD8	4000	0	2679	Sales - Paint	1,267.48	221.81	T1	N	0.00	N	-	
27	SI	16/01/2010	BD8	4000	0	2686	Sales - Paint	562.11	98.37	T1	N	0.00	N	-	
28	SI	06/01/2010	EG2	4001	0	2682	Sales - Hardware	366.58	64.15	T1	N	0.00	N	-	
29	SI	18/01/2010	EG2	4001	0	2688	Sales - Hardware	422.14	73.87	T1	N	0.00	N	-	
30	SI	15/01/2010	JJ1	4000	0	2685	Sales - Paint	429.90	75.23	T1	N	0.00	N	-	
31	SI	25/01/2010	JJ1	4000	0	2691	Sales - Paint	143.00	25.03	T1	N	0.00	N	-	
32	SI	04/01/2010	NB1	4001	0	2680	Sales - Hardware	1,456.11	254.82	T1	N	0.00	N	-	
33	SI	29/01/2010	NB1	4001	0	2692	Sales - Hardware	143.32	25.08	T1	N	0.00	N	-	
34	SI	17/01/2010	OH9	4000	0	2687	Sales - Paint	318.99	55.82	T1	N	0.00	N	-	
35	SI	06/01/2010	TI5	4001	0	2681	Sales - Hardware	225.40	39.45	T1	N	0.00	N	-	
36	SI	11/01/2010	TI5	4001	0	2684	Sales - Hardware	159.42	27.90	T1	N	0.00	N	-	
37	SI	21/01/2010	TI5	4001	0	2690	Sales - Hardware	485.10	84.89	T1	N	0.00	N	-	
38	SI	29/12/2009	WH8	4001	0	2678	Sales - Hardware	1,569.59	274.68	T1	N	0.00	N	-	
39	SC	21/01/2010	JJ1	4050	0	CR244	Returns	143.88	25.18	T1	N	0.00	N	-	
40	SC	25/01/2010	OH9	4050	0	CR245	Returns	52.60	9.20	T1	N	0.00	N	-	
41	SC	15/01/2010	TI5	4051	0	CR246	Returns	83.20	14.56	T1	N	0.00	N	-	

Date: 19/07/2010

Time: 16:48:18

Hargreaves Hardware Ltd C1 Tutor

Page: 1

Nominal List

N/C From:
N/C To: 99999999

<u>N/C</u>	<u>Name</u>
0050	Motor Vehicles
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
3000	Capital
3200	Profit and Loss Account
4000	Sales - Paint
4001	Sales - Hardware
4009	Discounts Allowed
4050	Sales Returns - Paint
4051	Sales Returns - Hardware
4400	Credit Charges (Late Payments)
5000	Purchases - Paint
5009	Discounts Taken
5050	Purchase Returns - Paint
6201	Advertising
7200	Heat, Light & Power
7502	Telephone, Fax & Internet
7504	Office Stationery
7906	Exchange Rate Variance
8100	Bad Debt Write Off
9998	Suspense Account
9999	Mispostings Account

Date: 19/07/2010
Time: 16:48:40

Hargreaves Hardware Ltd C1 Tutor
Aged Debtors Analysis (Detailed)

Page: 1

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

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:	Name:	Contact:	Tel:								
A/C: AD12	Name: Allen & Dale Industries	Contact: Georgina Allen	Tel: 01736 862498								
No	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
24	SI	08/01/2010	2683	Sales - Hardware	645.43	0.00	645.43	0.00	0.00	0.00	0.00
25	SI	20/01/2010	2689	Sales - Hardware	516.06	0.00	516.06	0.00	0.00	0.00	0.00
Totals:					<u>1,161.49</u>	<u>0.00</u>	<u>1,161.49</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:		988.50									
Credit Limit £		0.00									
A/C: BD8	Name: Bromley DIY	Contact: Fred March	Tel: 01406 997312								
No	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
26	SI	02/01/2010	2679	Sales - Paint	1,489.29	0.00	1,489.29	0.00	0.00	0.00	0.00
27	SI	16/01/2010	2686	Sales - Paint	660.48	0.00	660.48	0.00	0.00	0.00	0.00
Totals:					<u>2,149.77</u>	<u>0.00</u>	<u>2,149.77</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:		1,829.59									
Credit Limit £		0.00									
A/C: EG2	Name: Edith Granger	Contact: Mary Granger	Tel: 01624 516512								
No	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
28	SI	06/01/2010	2682	Sales - Hardware	430.73	0.00	430.73	0.00	0.00	0.00	0.00
29	SI	18/01/2010	2688	Sales - Hardware	496.01	0.00	496.01	0.00	0.00	0.00	0.00
Totals:					<u>926.74</u>	<u>0.00</u>	<u>926.74</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:		788.72									
Credit Limit £		0.00									
A/C: JJ1	Name: Jones & Jane Ltd	Contact: Kenneth Jane	Tel: 01452 150745								
No	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
30	SI	15/01/2010	2685	Sales - Paint	505.13	0.00	505.13	0.00	0.00	0.00	0.00
31	SI	25/01/2010	2691	Sales - Paint	168.03	0.00	168.03	0.00	0.00	0.00	0.00
39	SC	21/01/2010	CR244	Returns	-169.06	0.00	-169.06	0.00	0.00	0.00	0.00
Totals:					<u>504.10</u>	<u>0.00</u>	<u>504.10</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:		429.02									
Credit Limit £		0.00									
A/C: NB1	Name: Nuts and Bolts Co	Contact: Kenneth Needham	Tel: 07771 741675								
No	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
32	SI	04/01/2010	2680	Sales - Hardware	1,710.93	0.00	1,710.93	0.00	0.00	0.00	0.00
33	SI	29/01/2010	2692	Sales - Hardware	168.40	0.00	168.40	0.00	0.00	0.00	0.00
Totals:					<u>1,879.33</u>	<u>0.00</u>	<u>1,879.33</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:		1,599.43									
Credit Limit £		0.00									
A/C: OH9	Name: The Osborne Hotel	Contact: Mary Osborne	Tel: 01548 453265								
No	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
34	SI	17/01/2010	2687	Sales - Paint	374.81	0.00	374.81	0.00	0.00	0.00	0.00
40	SC	25/01/2010	CR245	Returns	-61.80	0.00	-61.80	0.00	0.00	0.00	0.00
Totals:					<u>313.01</u>	<u>0.00</u>	<u>313.01</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:		266.39									
Credit Limit £		0.00									

Date: 19/07/2010
 Time: 16:48:40

Hargreaves Hardware Ltd C1 Tutor
Aged Debtors Analysis (Detailed)

Page: 2

A/C: T15 Name: The Ironworks Contact: Poppy Harcoastle Tel: 01257 245773

No	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
35	SI	06/01/2010	2681	Sales - Hardware	264.85	0.00	264.85	0.00	0.00	0.00	0.00
36	SI	11/01/2010	2684	Sales - Hardware	187.32	0.00	187.32	0.00	0.00	0.00	0.00
37	SI	21/01/2010	2690	Sales - Hardware	569.99	0.00	569.99	0.00	0.00	0.00	0.00
41	SC	15/01/2010	CR246	Returns	-97.76	0.00	-97.76	0.00	0.00	0.00	0.00
Totals:					<u>924.40</u>	<u>0.00</u>	<u>924.40</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Turnover: 786.72
 Credit Limit £ 0.00

A/C: WH8 Name: West Country Hardware Contact: Jennifer Foster Tel: 01752 774564

No	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
38	SI	29/12/2009	2678	Sales - Hardware	1,844.27	0.00	0.00	1,844.27	0.00	0.00	0.00
Totals:					<u>1,844.27</u>	<u>0.00</u>	<u>0.00</u>	<u>1,844.27</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Turnover: 0.00
 Credit Limit £ 0.00

Grand Totals: 9,703.11 0.00 7,858.84 1,844.27 0.00 0.00 0.00

Date: 19/07/2010

Time: 16:48:53

Hargreaves Hardware Ltd C1 Tutor

Page: 1

Customer Address List

Customer From:

Customer To: ZZZZZZZZ

<u>A/C</u>	<u>Name & Address</u>	<u>Contact Name</u>	<u>Telephone</u>	<u>Fax</u>
AD12	Allen & Dale Industries Apricot Lane West Street Penzance TR6 5TE	Georgina Allen	01736 862498	
BD8	Bromley DIY Rose Hill Estate Kings Bromley Tamworth TM48 2WP	Fred March	01406 997312	
EG2	Edith Granger 25 Spencer Road Kettering Northamptonshire NN14 1NR	Mary Granger	01624 516512	
JJ1	Jones & Jane Ltd Southern Gardens 20 Bridge Road Canterbury CT84 2DU	Kenneth Jane	01452 150745	
NB1	Nuts and Bolts Co 24 Priory Avenue Upper Heysham Swadlincote MD18 2DF	Kenneth Needham	07771 741675	
OH9	The Osborne Hotel 7 Windsor Road Tabley Knutsford WA46 1RF	Mary Osborne	01548 453265	
TI5	The Ironworks 12 Chiswick Grove Faversham Kent MA14 8QD	Poppy Hardcastle	01257 245773	
WH8	West Country Hardware 29 Highbury Terrace Brookshill Gate Plymouth PL1 5JH	Jennifer Foster	01752 774564	

Date: 19/07/2010

Time: 16:49:03

Hargreaves Hardware Ltd C1 Tutor

Page: 1

Aged Creditors Analysis (Detailed)Date From: 01/01/1980
Date To: 31/01/2010Supplier From:
Supplier To: ZZZZZZZZInclude future transactions No
Exclude later payments: No

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

A/C:	AG4	Name:	Arnold Granger Co Ltd	Contact:	Jim Grainger	Tel:	01752 898424				
No:	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
7	PI	02/01/2010	1045	Advertising	314.72	0.00	314.72	0.00	0.00	0.00	0.00
8	PI	18/01/2010	1156	Advertising	196.58	0.00	196.58	0.00	0.00	0.00	0.00
9	PI	22/01/2010	1195	Brochures	381.41	0.00	381.41	0.00	0.00	0.00	0.00
21	PC	15/01/2010	Ret 94	Overcharge	-75.65	0.00	-75.65	0.00	0.00	0.00	0.00
Totals:					<u>817.06</u>	<u>0.00</u>	<u>817.06</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:					695.37						
Credit Limit £					0.00						
A/C:	EP3	Name:	Excelsior Products Ltd	Contact:	Pauline Miller	Tel:	01654 358012				
No:	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
10	PI	13/01/2010	964	Stationery	514.35	0.00	514.35	0.00	0.00	0.00	0.00
22	PC	21/01/2010	CR323	Damaged paper	-176.83	0.00	-176.83	0.00	0.00	0.00	0.00
Totals:					<u>337.52</u>	<u>0.00</u>	<u>337.52</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:					287.25						
Credit Limit £					0.00						
A/C:	HS7	Name:	Henry Sanders plc	Contact:	Joan Sanders	Tel:	01207 452631				
No:	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
11	PI	07/01/2010	S242	Paint	748.73	0.00	748.73	0.00	0.00	0.00	0.00
Totals:					<u>748.73</u>	<u>0.00</u>	<u>748.73</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:					637.22						
Credit Limit £					0.00						
A/C:	MP6	Name:	Mid-country Power	Contact:	Nigel Davies	Tel:	07771 845773				
No:	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
12	PI	21/01/2010	P4610	Electricity	183.22	0.00	183.22	0.00	0.00	0.00	0.00
Totals:					<u>183.22</u>	<u>0.00</u>	<u>183.22</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:					174.50						
Credit Limit £					0.00						
A/C:	PR7	Name:	The Paint Room	Contact:	Claire Littlejohn	Tel:	01642 957111				
No:	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
13	PI	05/01/2010	68/10	Paint	229.48	0.00	229.48	0.00	0.00	0.00	0.00
14	PI	19/01/2010	86/10	Paint	651.19	0.00	651.19	0.00	0.00	0.00	0.00
23	PC	10/01/2010	C95/10	Returns - Paint	-112.10	0.00	-112.10	0.00	0.00	0.00	0.00
Totals:					<u>768.57</u>	<u>0.00</u>	<u>768.57</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:					654.10						
Credit Limit £					0.00						
A/C:	RS4	Name:	Rainbow Spectrum	Contact:	Kenneth Nicholson	Tel:	01674 845922				
No:	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
15	PI	10/01/2010	RS109	Paint	815.57	0.00	815.57	0.00	0.00	0.00	0.00
16	PI	24/01/2010	RS258	Paint	575.05	0.00	575.05	0.00	0.00	0.00	0.00
Totals:					<u>1,390.62</u>	<u>0.00</u>	<u>1,390.62</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:					1,183.50						
Credit Limit £					0.00						

Date: 19/07/2010
Time: 16:49:03

Hargreaves Hardware Ltd C1 Tutor
Aged Creditors Analysis (Detailed)

Page: 2

A/C:		Name:		Contact:		Tel:					
SW28		Sidney Woollacott UK		Roy Woollacott		07771 741662					
No:	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
17	PI	22/12/2009	W82	Paint	1,515.05	0.00	0.00	1,515.05	0.00	0.00	0.00
18	PI	20/01/2010	W120	Paint	311.73	0.00	311.73	0.00	0.00	0.00	0.00
				Totals:	<u>1,826.78</u>	<u>0.00</u>	<u>311.73</u>	<u>1,515.05</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:				265.30							
Credit Limit £				0.00							
A/C:		Name:		Contact:		Tel:					
TS9		Tom Sanders & Son		Lesley Sanders		07447 862454					
No:	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
19	PI	06/01/2010	TS335	Van	6,924.28	0.00	6,924.28	0.00	0.00	0.00	0.00
20	PI	14/01/2010	TS467	Fog lights	511.71	0.00	511.71	0.00	0.00	0.00	0.00
				Totals:	<u>7,435.99</u>	<u>0.00</u>	<u>7,435.99</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:				6,328.50							
Credit Limit £				0.00							
Grand Totals:					<u>13,508.49</u>	<u>0.00</u>	<u>11,993.44</u>	<u>1,515.05</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Date: 19/07/2010

Time: 16:49:12

Hargreaves Hardware Ltd C1 Tutor

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>
AG4	Arnold Granger Co Ltd Tolcarne Avenue Fowey Cornwall PL9 5GK	Jim Grainger	01752 898424	
EP3	Excelsior Products Ltd 52 Virginia Street Burghfield Reading RH57 5MS	Pauline Miller	01654 358012	
HS7	Henry Sanders plc 12 Town Farm Estate Biddulph Stoke on Trent ST29 0AN	Joan Sanders	01207 452631	
MP6	Mid-country Power 54 Medway Court Brentwood Matlock CM62 8GL	Nigel Davies	07771 845773	
PR7	The Paint Room Riverside Walk Norton Stockton on Tees TS20 5GF	Claire Littlejohn	01642 957111	
RS4	Rainbow Spectrum 15 High Gate Fore Street York YO6 8RT	Kenneth Nicholson	01674 845922	
SW28	Sidney Woollacott UK White Valley Estate Gorebridge Burton on Trent DE42 8FJ	Roy Woollacott	07771 741662	
TS9	Tom Sanders & Son Turret Works 52 Maplin Street Sheffield S2 7PL	Lesley Sanders	07447 862454	

CANDIDATE PRINTOUT

Hargreaves Hardware Ltd C1 Candidate
Tower Market Buildings
High Cross Street
Whitstable
Kent
MA13 5DH

P1

Jennifer Foster
West Country Hardware
29 Highbury Terrace
Brookshill Gate
Plymouth
PL1 5JH

28/02/2010

Dear Sir / Madam,

Your account with us is overdue, details as noted below. Please can we have your full payment by return post.

NOTE: All values are shown in Pound Sterling

<u>Inv Ref</u>	<u>Date</u>	<u>Details</u>		<u>Value</u>
2678	29/12/2009	Goods/Services	£	1844.27
Total Amount Overdue :			£	1844.27

Yours faithfully

for
Hargreaves Hardware Ltd C1 Candidate name

Date: 19/07/2010

Hargreaves Hardware Ltd C1 Candidate name

Page: 1

Time: 16:53:14

Period Trial Balance

To Period: Month 2, February 2010

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
0040	Fixtures & Fittings	282.54	
0050	Motor Vehicles	6,328.50	
1100	Debtors Control Account	10,023.15	
1200	Bank Current Account	28,257.92	
1220	Cash Account	456.99	
2100	Creditors Control Account		7,188.25
2200	Sales Tax Control Account		1,836.50
2201	Purchase Tax Control Account	2,226.85	
3000	Capital		34,283.00
4000	Sales - Paint		4,239.32
4001	Sales - Hardware		6,670.08
4050	Sales Returns - Paint	250.33	
4051	Sales Returns - Hardware	164.83	
5000	Purchases - Paint	4,264.92	
5001	Purchases - Hardware	612.20	
5050	Purchase Returns - Paint		106.60
5051	Purchase Returns - Hardware		53.75
6201	Advertising	695.37	
7200	Heat, Light & Power	157.15	
7301	Repairs & Servicing	369.50	
7504	Office Stationery	287.25	
	Totals:	<u>54,377.50</u>	<u>54,377.50</u>

Date: 19/07/2010
Time: 16:53:46

Hargreaves Hardware Ltd C1 Candidate name

Audit Trail (Summary)

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

Transaction From: 1
Transaction To: 99999999

Dept From: 0
Dept To: 999

Customer From:
Customer To: ZZZZZZZZ

Supplier From:
Supplier To: ZZZZZZZZ

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	JC	01/01/2010	3000	3000	0	O/Bal	Opening Balance	34,283.00	0.00 T9	Y	34,283.00	-	-
2	JD	01/01/2010	9998	9998	0	O/Bal	Opening Balance	34,283.00	0.00 T9	Y	34,283.00	-	-
3	JD	01/01/2010	1200	1200	0	O/Bal	Opening Balance	33,783.00	0.00 T9	Y	33,783.00	-	-
4	JC	01/01/2010	9998	9998	0	O/Bal	Opening Balance	33,783.00	0.00 T9	Y	33,783.00	-	-
5	JD	01/01/2010	1220	1220	0	O/Bal	Opening Balance	500.00	0.00 T9	Y	500.00	-	-
6	JC	01/01/2010	9998	9998	0	O/Bal	Opening Balance	500.00	0.00 T9	Y	500.00	-	-
7	PI	02/01/2010	AG4	6201	0	1045	Advertising	267.85	46.87 T1	Y	314.72	N	-
8	PI	18/01/2010	AG4	6201	0	1156	Advertising	167.30	29.28 T1	Y	196.58	N	-
9	PI	22/01/2010	AG4	6201	0	1195	Brochures	324.60	56.81 T1	N	0.00	N	-
10	PI	13/01/2010	EP3	7504	0	964	Stationery	437.75	76.60 T1	N	0.00	N	-
11	PI	07/01/2010	HS7	5000	0	S242	Paint	637.22	111.51 T1	N	548.73	N	-
12	PI	21/01/2010	MP6	7200	0	P4610	Electricity	174.50	8.72 T10	Y	183.22	N	-
13	PI	05/01/2010	PR7	5000	0	68/10	Paint	195.30	34.18 T1	Y	229.48	N	-
14	PI	19/01/2010	PR7	5000	0	86/10	Paint	554.20	96.99 T1	N	0.00	N	-
15	PI	10/01/2010	PR7	5000	0	72/10	Paint	694.10	121.47 T1	N	0.00	N	-
16	PI	24/01/2010	RS4	5000	0	RS258	Paint	489.40	85.65 T1	N	0.00	N	-
17	PI	22/12/2009	SW28	5000	0	W82	Paint	1,289.40	225.65 T1	Y	1,515.05	N	-
18	PI	20/01/2010	SW28	5000	0	W120	Paint	265.30	46.43 T1	N	0.00	N	-
19	PI	06/01/2010	TS9	0050	0	TS335	Van	5,893.00	1,031.28 T1	N	0.00	N	-
20	PI	14/01/2010	TS9	0050	0	TS467	Fog lights	435.50	76.21 T1	N	0.00	N	-
21	PC	15/01/2010	AG4	6201	0	Ret 94	Overcharge	64.38	11.27 T1	N	0.00	N	-
22	PC	21/01/2010	EP3	7504	0	CR323	Damaged paper	150.50	26.33 T1	N	0.00	N	-
23	PC	10/01/2010	PR7	5050	0	C95/10	Returns - Paint	95.40	16.70 T1	Y	112.10	N	-
24	SI	08/01/2010	AD12	4001	0	2683	Sales - Hardware	549.30	96.13 T1	N	0.00	N	-
25	SI	20/01/2010	AD12	4001	0	2689	Sales - Hardware	439.20	76.86 T1	N	0.00	N	-
26	SI	02/01/2010	BD8	4000	0	2679	Sales - Paint	1,267.48	221.81 T1	N	1,200.00	N	-
27	SI	16/01/2010	BD8	4000	0	2686	Sales - Paint	562.11	98.37 T1	N	0.00	N	-
28	SI	06/01/2010	EG2	4001	0	2682	Sales - Hardware	366.58	64.15 T1	N	0.00	N	-
29	SI	18/01/2010	EG2	4001	0	2688	Sales - Hardware	422.14	73.87 T1	N	0.00	N	-
30	SI	15/01/2010	JJ1	4000	0	2685	Sales - Paint	429.90	75.23 T1	N	0.00	N	-
31	SI	25/01/2010	JJ1	4000	0	2691	Sales - Paint	143.00	25.03 T1	Y	168.03	N	-
32	SI	04/01/2010	NB1	4001	0	2680	Sales - Hardware	1,456.11	254.82 T1	N	0.00	N	-
33	SI	29/01/2010	NB1	4001	0	2692	Sales - Hardware	168.40	29.47 T1	N	0.00	N	-
34	SI	17/01/2010	OH9	4000	0	2687	Sales - Paint	318.99	55.82 T1	N	0.00	N	-
35	SI	06/01/2010	TI5	4001	0	2681	Sales - Hardware	225.40	39.45 T1	N	0.00	N	-
36	SI	11/01/2010	TI5	4001	0	2684	Sales - Hardware	159.42	27.90 T1	Y	187.32	N	-
37	SI	21/01/2010	TI5	4001	0	2690	Sales - Hardware	485.10	84.89 T1	N	0.00	N	-
38	SI	29/12/2009	WH8	4001	0	2678	Sales - Hardware	1,569.59	274.68 T1	N	0.00	N	-
39	SC	21/01/2010	JJ1	4050	0	CR244	Returns	143.88	25.18 T1	N	0.00	N	-
40	SC	25/01/2010	OH9	4050	0	CR245	Returns	52.60	9.20 T1	N	0.00	N	-
41	SC	15/01/2010	TI5	4051	0	CR246	Returns	83.20	14.56 T1	Y	97.76	N	-
42	PI	04/02/2010	LB20	5001	0	3356	Purchases - Hardware	294.00	51.45 T1	N	0.00	N	-
43	PI	06/02/2010	TS9	7301	0	TS528	Repairs & Servicing	369.50	64.66 T1	N	0.00	N	-
44	PI	11/02/2010	RS4	5000	0	RS379	Purchases - Paint	140.00	24.50 T1	N	0.00	N	-
45	PI	11/02/2010	RS4	5001	0	RS379	Purchases - Hardware	318.20	55.69 T1	N	0.00	N	-
46	PI	15/02/2010	FG8	0040	0	535/2	Fixtures & Fittings	282.54	49.44 T1	N	0.00	N	-
47	PC	23/02/2010	RS4	5051	0	C/RS43	P Returns - Hardware	53.75	9.41 T1	N	0.00	N	-
48	PC	23/02/2010	RS4	5050	0	C/RS43	P Returns - Paint	11.20	1.96 T1	N	0.00	N	-
49	PC	26/02/2010	MP6	7200	0	R465P	Heat, Light & Power	17.35	0.87 T10	N	0.00	N	-
50	SI	03/02/2010	WS4	4000	0	2693	Sales - Paint	174.58	30.55 T1	N	0.00	N	-
51	SI	03/02/2010	WS4	4001	0	2693	Sales - Hardware	297.50	52.06 T1	N	0.00	N	-
52	SI	09/02/2010	JJ1	4000	0	2694	Sales - Paint	362.26	63.40 T1	N	0.00	N	-
53	SI	17/02/2010	TI5	4001	0	2695	Sales - Hardware	531.34	92.98 T1	N	0.00	N	-
54	SI	25/02/2010	FS6	4000	0	2696	Sales - Paint	981.00	171.68 T1	N	0.00	N	-
55	SC	21/02/2010	NB1	4051	0	CR247	S Returns - Hardware	64.73	11.33 T1	N	0.00	N	-
56	SC	22/02/2010	AD12	4050	0	CR248	S Returns - Paint	53.85	9.42 T1	N	0.00	N	-
57	SC	22/02/2010	AD12	4051	0	CR248	S Returns - Hardware	16.90	2.96 T1	N	0.00	N	-
58	SA	02/02/2010	AD12	1200	0	745	Payment on Account	850.00	0.00 T9	N	0.00	-	R 28/02/2010
59	SR	16/02/2010	BD8	1200	0	746	Sales Receipt	1,200.00	0.00 T9	Y	1,200.00	-	R 28/02/2010
60	SR	27/02/2010	JJ1	1220	0	74	Sales Receipt	168.03	0.00 T9	Y	168.03	-	N
61	SR	28/02/2010	TI5	1220	0	75	Sales Receipt	89.56	0.00 T9	Y	89.56	-	N
62	PA	01/02/2010	TS9	1200	0	5524	Payment on Account	5,000.00	0.00 T9	N	0.00	-	R 28/02/2010
63	PP	22/02/2010	AG4	1200	0	5525	Purchase Payment	511.30	0.00 T9	Y	511.30	-	R 28/02/2010
64	PP	23/02/2010	HS7	1200	0	5526	Purchase Payment	548.73	0.00 T9	Y	548.73	-	R 28/02/2010
65	PP	17/02/2010	PR7	1220	0	186	Purchase Payment	117.38	0.00 T9	Y	117.38	-	N
66	PP	23/02/2010	MP6	1220	0	56/34	Purchase Payment	183.22	0.00 T9	Y	183.22	-	N
67	PP	28/02/2010	SW28	1200	0	5527	Purchase Payment	1,515.05	0.00 T9	Y	1,515.05	-	N

Date: 19/07/2010
Time: 16:53:46

Hargreaves Hardware Ltd C1 Candidate name

Audit Trail (Summary)

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>A/C</u>	<u>N/C</u>	<u>Dept Ref</u>	<u>Details</u>	<u>Net</u>	<u>Tax T/C</u>	<u>Pd</u>	<u>PaId</u>	<u>Y</u>	<u>B</u>	<u>Bank Rec. Date</u>
68	SI	29/01/2010	NB1	4001	0 2692	Deleted - see tran 33	143.32	25.08 T1	N	0.00	-	-	
69	PI	10/01/2010	RS4	5000	0 RS109	Deleted - see tran 15	694.10	121.47 T1	N	0.00	-	-	

Date: 19/07/2010
Time: 16:54:08

Bank Statement

1200
Bank Current Account
Currency: Pound Sterling

Hargreaves Hardware Ltd C1 Candidate name
Tower Market Buildings
High Cross Street
Whitstable
Kent
MA13 5DH

Book Balance: 28257.92

Date From: 01/01/1980
Date To: 28/02/2010

No	Date	Ref	Details	Payments	Receipts	Balance
			B/Fwd Balance			33,783.00
58	01/02/2010	745	Payment on Account		850.00	34,633.00
59	16/02/2010	746	Sales Receipt		1,200.00	35,833.00
62	01/02/2010	5524	Payment on Account	5,000.00		30,833.00
63	22/02/2010	5525	Purchase Payment	511.30		30,321.70
64	23/02/2010	5526	Purchase Payment	548.73		29,772.97

Date: 19/07/2010
Time: 16:54:44

Hargreaves Hardware Ltd C1 Candidate name

Customer Activity (Detailed)

Date From: 01/01/1980
Date To: 28/02/2010
Transaction From: 1
Transaction To: 99999999
Inc b/fwd transaction: No
Exc later payment: No

Customer From:
Customer To: ZZZZZZZZ
N/C From:
N/C To: 99999999
Dept From: 0
Dept To: 999

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

A/C:	AD12	Name:	Allen & Dale Industries	Contact:	Georgina Allen	Tel:	01736 862498						
No	Type	Date	Ref	N/C	Details	Dept	T/C	Value	O/S	Debit	Credit	V	B
24	SI	08/01/2010	2683	4001	Sales - Hardware	0	T1	645.43 *	645.43	645.43		N	-
25	SI	20/01/2010	2689	4001	Sales - Hardware	0	T1	516.06 *	516.06	516.06		N	-
56	SC	22/02/2010	CR248	4050	S Returns - Paint	0	T1	63.27 *	-63.27		63.27	N	-
57	SC	22/02/2010	CR248	4051	S Returns - Hardware	0	T1	19.86 *	-19.86		19.86	N	-
58	SA	01/02/2010	745	1200	Payment on Account	0	T9	850.00 *	-850.00		850.00	-	R
Totals:								<u>228.36</u>	<u>228.36</u>	<u>1,161.49</u>	<u>933.13</u>		
Amount Outstanding								228.36					
Amount Paid this period								850.00					
Credit Limit £								0.00					
Turnover YTD								917.75					

A/C:	BD8	Name:	Bromley DIY	Contact:	Fred March	Tel:	01406 997312						
No	Type	Date	Ref	N/C	Details	Dept	T/C	Value	O/S	Debit	Credit	V	B
26	SI	02/01/2010	2679	4000	Sales - Paint	0	T1	1,489.29 p	289.29	1,489.29		N	-
27	SI	16/01/2010	2686	4000	Sales - Paint	0	T1	680.48 *	680.48	660.48		N	-
59	SR	16/02/2010	746	1200	Sales Receipt	0	T9	1,200.00			1,200.00	-	R
Totals:								<u>949.77</u>	<u>949.77</u>	<u>2,149.77</u>	<u>1,200.00</u>		
Amount Outstanding								949.77					
Amount Paid this period								1,200.00					
Credit Limit £								0.00					
Turnover YTD								1,829.59					

A/C:	EG2	Name:	Edith Granger	Contact:	Mary Granger	Tel:	01624 516512						
No	Type	Date	Ref	N/C	Details	Dept	T/C	Value	O/S	Debit	Credit	V	B
28	SI	06/01/2010	2682	4001	Sales - Hardware	0	T1	430.73 *	430.73	430.73		N	-
29	SI	18/01/2010	2688	4001	Sales - Hardware	0	T1	496.01 *	496.01	496.01		N	-
Totals:								<u>926.74</u>	<u>926.74</u>	<u>926.74</u>			
Amount Outstanding								926.74					
Amount Paid this period								0.00					
Credit Limit £								0.00					
Turnover YTD								788.72					

A/C:	FS6	Name:	Factory Supplies	Contact:	Ramsey Tolkin	Tel:	01777 974565						
No	Type	Date	Ref	N/C	Details	Dept	T/C	Value	O/S	Debit	Credit	V	B
54	SI	25/02/2010	2696	4000	Sales - Paint	0	T1	1,152.68 *	1,152.68	1,152.68		N	-
Totals:								<u>1,152.68</u>	<u>1,152.68</u>	<u>1,152.68</u>			
Amount Outstanding								1,152.68					
Amount Paid this period								0.00					
Credit Limit £								0.00					
Turnover YTD								981.00					

Customer Activity (Detailed)

A/C: JJ1 Name: Jones & Jane Ltd Contact: Kenneth Jane Tel: 01452 150745

No	Type	Date	Ref	N/C	Details	Dept	T/C	Value	O/S	Debit	Credit	V	B
30	SI	15/01/2010	2685	4000	Sales - Paint	0	T1	505.13 *	505.13	505.13		N	-
31	SI	25/01/2010	2691	4000	Sales - Paint	0	T1	168.03		168.03		N	-
39	SC	21/01/2010	CR244	4050	Returns	0	T1	169.06 *	-169.06		169.06	N	-
52	SI	09/02/2010	2694	4000	Sales - Paint	0	T1	425.66 *	425.66	425.66		N	-
60	SR	27/02/2010	74	1220	Sales Receipt	0	T9	168.03			168.03	-	N
Totals:								<u>761.73</u>	<u>761.73</u>	<u>1,098.82</u>	<u>337.09</u>		

Amount Outstanding 761.73
 Amount Paid this period 168.03
 Credit Limit £ 0.00
 Turnover YTD 791.28

A/C: NB1 Name: Nuts and Bolts Co Contact: Kenneth Needham Tel: 07771 741675

No	Type	Date	Ref	N/C	Details	Dept	T/C	Value	O/S	Debit	Credit	V	B
32	SI	04/01/2010	2680	4001	Sales - Hardware	0	T1	1,710.93 *	1,710.93	1,710.93		N	-
33	SI	29/01/2010	2692	4001	Sales - Hardware	0	T1	197.87 *	197.87	197.87		N	-
55	SC	21/02/2010	CR247	4051	S Returns - Hardware	0	T1	76.06 *	-76.06		76.06	N	-
Totals:								<u>1,832.74</u>	<u>1,832.74</u>	<u>1,908.80</u>	<u>76.06</u>		

Amount Outstanding 1,832.74
 Amount Paid this period 0.00
 Credit Limit £ 0.00
 Turnover YTD 1,559.78

A/C: OH9 Name: The Osborne Hotel Contact: Mary Osborne Tel: 01548 453265

No	Type	Date	Ref	N/C	Details	Dept	T/C	Value	O/S	Debit	Credit	V	B
34	SI	17/01/2010	2687	4000	Sales - Paint	0	T1	374.81 *	374.81	374.81		N	-
40	SC	25/01/2010	CR245	4050	Returns	0	T1	61.80 *	-61.80		61.80	N	-
Totals:								<u>313.01</u>	<u>313.01</u>	<u>374.81</u>	<u>61.80</u>		

Amount Outstanding 313.01
 Amount Paid this period 0.00
 Credit Limit £ 0.00
 Turnover YTD 266.39

A/C: TI5 Name: The Ironworks Contact: Poppy Hardcastle Tel: 01257 245773

No	Type	Date	Ref	N/C	Details	Dept	T/C	Value	O/S	Debit	Credit	V	B
35	SI	06/01/2010	2681	4001	Sales - Hardware	0	T1	264.85 *	264.85	264.85		N	-
36	SI	11/01/2010	2684	4001	Sales - Hardware	0	T1	187.32		187.32		N	-
37	SI	21/01/2010	2690	4001	Sales - Hardware	0	T1	569.99 *	569.99	569.99		N	-
41	SC	15/01/2010	CR246	4051	Returns	0	T1	97.76			97.76	N	-
53	SI	17/02/2010	2695	4001	Sales - Hardware	0	T1	624.32 *	624.32	624.32		N	-
61	SR	28/02/2010	75	1220	Sales Receipt	0	T9	89.56			89.56	-	N
Totals:								<u>1,459.16</u>	<u>1,459.16</u>	<u>1,646.48</u>	<u>187.32</u>		

Amount Outstanding 1,459.16
 Amount Paid this period 89.56
 Credit Limit £ 0.00
 Turnover YTD 1,318.06

A/C: WH8 Name: West Country Hardware Contact: Jennifer Foster Tel: 01752 774564

No	Type	Date	Ref	N/C	Details	Dept	T/C	Value	O/S	Debit	Credit	V	B
38	SI	29/12/2009	2678	4001	Sales - Hardware	0	T1	1,844.27 *	1,844.27	1,844.27		N	-
Totals:								<u>1,844.27</u>	<u>1,844.27</u>	<u>1,844.27</u>			

Amount Outstanding 1,844.27
 Amount Paid this period 0.00
 Credit Limit £ 0.00
 Turnover YTD 0.00

Date: 19/07/2010
Time: 16:54:44

Hargreaves Hardware Ltd C1 Candidate name

Page: 3

P5

Customer Activity (Detailed)

A/C: WS4 Name: Wilkinson & Sons Contact: John Wilkinson Tel: 01205 598234

No	Type	Date	Ref	N/C	Details	Dept	T/C	Value	O/S	Debit	Credit	V	B
50	SI	03/02/2011	2693	4000	Sales - Paint	0	T1	205.13 *	205.13	205.13		N	-
51	SI	03/02/2011	2693	4001	Sales - Hardware	0	T1	349.56 *	349.56	349.56		N	-
Totals:								<u>554.69</u>	<u>554.69</u>	<u>554.69</u>			

Amount Outstanding 554.69
Amount Paid this period 0.00
Credit Limit £ 0.00
Turnover YTD 472.08

Date: 19/07/2010
Time: 16:55:17

Hargreaves Hardware Ltd C1 Candidate name

Supplier Activity (Detailed)

Date From: 01/01/1980
Date To: 28/02/2010
Transaction From: 1
Transaction To: 99999999
Inc b/fwd transaction: No
Exc later payment: No

Supplier From:
Supplier To: ZZZZZZZZZ
N/C From:
N/C To: 99999999
Dept From: 0
Dept To: 999

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

A/C:		AG4		Name:		Arnold Granger Co Ltd		Contact:		Jim Grainger		Tel:		01752 898424	
No	Type	Date	Ref	N/C	Details	Dept T/C		Value	O/S	Debit	Credit	V	B		
7	PI	02/01/2010	1045	6201	Advertising	0	T1	314.72	0.00		314.72	N	-		
8	PI	18/01/2010	1156	6201	Advertising	0	T1	196.58	0.00		196.58	N	-		
9	PI	22/01/2010	1195	6201	Brochures	0	T1	381.41 *	381.41		381.41	N	-		
21	PC	15/01/2010	Ret 94	6201	Overcharge	0	T1	75.65 *	-75.65	75.65		N	-		
63	PP	22/02/2010	5525	1200	Purchase Payment	0	T9	511.30	0.00	511.30		-	R		
Totals:								<u>305.76</u>	<u>305.76</u>	<u>586.95</u>	<u>892.71</u>				
Amount Outstanding							305.76								
Amount paid this period							511.30								
Credit Limit £							0.00								
Turnover YTD							695.37								

A/C:		EP3		Name:		Excelsior Products Ltd		Contact:		Pauline Miller		Tel:		01654 358012	
No	Type	Date	Ref	N/C	Details	Dept T/C		Value	O/S	Debit	Credit	V	B		
10	PI	13/01/2010	964	7504	Stationery	0	T1	514.35 *	514.35		514.35	N	-		
22	PC	21/01/2010	CR323	7504	Damaged paper	0	T1	176.83 *	-176.83	176.83		N	-		
Totals:								<u>337.52</u>	<u>337.52</u>	<u>176.83</u>	<u>514.35</u>				
Amount Outstanding							337.52								
Amount paid this period							0.00								
Credit Limit £							0.00								
Turnover YTD							287.25								

A/C:		FG8		Name:		Fitting Galore plc		Contact:		Ruth Sampson		Tel:		01853 775645	
No	Type	Date	Ref	N/C	Details	Dept T/C		Value	O/S	Debit	Credit	V	B		
46	PI	15/02/2010	535/2	0040	Fixtures & Fittings	0	T1	331.98 *	331.98		331.98	N	-		
Totals:								<u>331.98</u>	<u>331.98</u>	<u>0.00</u>	<u>331.98</u>				
Amount Outstanding							331.98								
Amount paid this period							0.00								
Credit Limit £							0.00								
Turnover YTD							282.54								

A/C:		HS7		Name:		Henry Sanders plc		Contact:		Joan Sanders		Tel:		01207 452631	
No	Type	Date	Ref	N/C	Details	Dept T/C		Value	O/S	Debit	Credit	V	B		
11	PI	07/01/2010	S242	5000	Paint	0	T1	748.73 p	200.00		748.73	N	-		
64	PP	23/02/2010	5526	1200	Purchase Payment	0	T9	548.73	0.00	548.73		-	R		
Totals:								<u>200.00</u>	<u>200.00</u>	<u>548.73</u>	<u>748.73</u>				
Amount Outstanding							200.00								
Amount paid this period							548.73								
Credit Limit £							0.00								
Turnover YTD							637.22								

A/C:		LB20		Name:		The Lock & Bolt Co		Contact:		Harry Hawthorne		Tel:		01205 845620	
No	Type	Date	Ref	N/C	Details	Dept T/C		Value	O/S	Debit	Credit	V	B		
42	PI	04/02/2010	3356	5001	Purchases - Hardware	0	T1	345.45 *	345.45		345.45	N	-		
Totals:								<u>345.45</u>	<u>345.45</u>	<u>0.00</u>	<u>345.45</u>				
Amount Outstanding							345.45								
Amount paid this period							0.00								
Credit Limit £							0.00								
Turnover YTD							294.00								

Date: 19/07/2010
Time: 16:55:17

Hargreaves Hardware Ltd C1 Candidate name
Supplier Activity (Detailed)

Page: 2 P6

A/C: MP6 Name: Mid-country Power Contact: Nigel Davies Tel: 07771 845773

No	Type	Date	Ref	N/C	Details	Dept T/C	Value	O/S	Debit	Credit	V	B
12	PI	21/01/2010	P4610	7200	Electricity	0 T10	183.22	0.00		183.22	N	-
49	PC	26/02/2010	R465P	7200	Heat, Light & Power	0 T10	18.22 *	-18.22	18.22		N	-
66	PP	23/02/2010	56/34	1220	Purchase Payment	0 T9	183.22	0.00	183.22		-	N
Totals:							<u>-18.22</u>	<u>-18.22</u>	<u>201.44</u>	<u>183.22</u>		

Amount Outstanding -18.22
Amount paid this period 183.22
Credit Limit £ 0.00
Turnover YTD 157.15

A/C: PR7 Name: The Paint Room Contact: Claire Littlejohn Tel: 01642 957111

No	Type	Date	Ref	N/C	Details	Dept T/C	Value	O/S	Debit	Credit	V	B
13	PI	05/01/2010	68/10	5000	Paint	0 T1	229.48	0.00		229.48	N	-
14	PI	19/01/2010	86/10	5000	Paint	0 T1	651.19 *	651.19		651.19	N	-
15	PI	10/01/2010	72/10	5000	Paint	0 T1	815.57 *	815.57		815.57	N	-
23	PC	10/01/2010	C95/10	5050	Returns - Paint	0 T1	112.10	0.00	112.10		N	-
65	PP	17/02/2010	185	1220	Purchase Payment	0 T9	117.38	0.00	117.38		-	N
Totals:							<u>1,466.76</u>	<u>1,466.76</u>	<u>229.48</u>	<u>1,696.24</u>		

Amount Outstanding 1,466.76
Amount paid this period 117.38
Credit Limit £ 0.00
Turnover YTD 1,348.20

A/C: RS4 Name: Rainbow Spectrum Contact: Kenneth Nicholson Tel: 01674 845922

No	Type	Date	Ref	N/C	Details	Dept T/C	Value	O/S	Debit	Credit	V	B
16	PI	24/01/2010	RS258	5000	Paint	0 T1	575.05 *	575.05		575.05	N	-
44	PI	11/02/2010	RS379	5000	Purchases - Paint	0 T1	164.50 *	164.50		164.50	N	-
45	PI	11/02/2010	RS379	5001	Purchases - Hardware	0 T1	373.89 *	373.89		373.89	N	-
47	PC	23/02/2010	C/RS43	5051	P Returns - Hardware	0 T1	63.16 *	-63.16	63.16		N	-
48	PC	23/02/2010	C/RS43	5050	P Returns - Paint	0 T1	13.16 *	-13.16	13.16		N	-
Totals:							<u>1,037.12</u>	<u>1,037.12</u>	<u>76.32</u>	<u>1,113.44</u>		

Amount Outstanding 1,037.12
Amount paid this period 0.00
Credit Limit £ 0.00
Turnover YTD 862.65

A/C: SW28 Name: Sidney Woollacott UK Contact: Roy Woollacott Tel: 07771 741662

No	Type	Date	Ref	N/C	Details	Dept T/C	Value	O/S	Debit	Credit	V	B
17	PI	22/12/2009	W82	5000	Paint	0 T1	1,515.05	0.00		1,515.05	N	-
18	PI	20/01/2010	W120	5000	Paint	0 T1	311.73 *	311.73		311.73	N	-
67	PP	28/02/2010	5527	1200	Purchase Payment	0 T9	1,515.05	0.00	1,515.05		-	N
Totals:							<u>311.73</u>	<u>311.73</u>	<u>1,515.05</u>	<u>1,826.78</u>		

Amount Outstanding 311.73
Amount paid this period 1,515.05
Credit Limit £ 0.00
Turnover YTD 265.30

A/C: TS9 Name: Tom Sanders & Son Contact: Lesley Sanders Tel: 07447 862454

No	Type	Date	Ref	N/C	Details	Dept T/C	Value	O/S	Debit	Credit	V	B
19	PI	06/01/2010	TS335	0050	Van	0 T1	6,924.28 *	6,924.28		6,924.28	N	-
20	PI	14/01/2010	TS467	0050	Fog lights	0 T1	511.71 *	511.71		511.71	N	-
43	PI	06/02/2010	TS528	7301	Repairs & Servicing	0 T1	434.16 *	434.16		434.16	N	-
62	PA	01/02/2010	5524	1200	Payment on Account	0 T9	5,000.00 *	-5,000.00	5,000.00		-	R
Totals:							<u>2,870.15</u>	<u>2,870.15</u>	<u>5,000.00</u>	<u>7,870.15</u>		

Amount Outstanding 2,870.15
Amount paid this period 5,000.00
Credit Limit £ 0.00
Turnover YTD 6,698.00

Date: 19/07/2010

Hargreaves Hardware Ltd C1 Candidate name

Page: 1

Time: 16:55:45

Nominal Activity

Date From: 01/01/1980
Date To: 28/02/2010

N/C From:
N/C To: 99999999

Transaction From: 1
Transaction To: 99999999

N/C: 1200 Name: Bank Current Account Account Balance: 28,257.92 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
3	JD	01/01/2010	1200	O/Bal	Opening Balance	0	T9	33,783.00	33,783.00	-	-	-
58	SA	01/02/2010	AD12	745	Payment on Account	0	T9	850.00	850.00	-	-	R
59	SR	16/02/2010	BD8	746	Sales Receipt	0	T9	1,200.00	1,200.00	-	-	R
62	PA	01/02/2010	TS9	5524	Payment on Account	0	T9	5,000.00		5,000.00	-	R
63	PP	22/02/2010	AG4	5525	Purchase Payment	0	T9	511.30		511.30	-	R
64	PP	23/02/2010	HS7	5526	Purchase Payment	0	T9	548.73		548.73	-	R
67	PP	28/02/2010	SW28	5527	Purchase Payment	0	T9	1,515.05		1,515.05	-	N
Totals:									35,833.00	7,575.08		
History Balance:									28,257.92			

N/C: 1220 Name: Cash Account Account Balance: 456.99 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
5	JD	01/01/2010	1220	O/Bal	Opening Balance	0	T9	500.00	500.00	-	-	-
60	SR	27/02/2010	JJ1	74	Sales Receipt	0	T9	168.03	168.03	-	-	N
61	SR	28/02/2010	TI5	75	Sales Receipt	0	T9	89.56	89.56	-	-	N
65	PP	17/02/2010	PR7	186	Purchase Payment	0	T9	117.38		117.38	-	N
66	PP	23/02/2010	MP6	56/34	Purchase Payment	0	T9	183.22		183.22	-	N
Totals:									757.59	300.60		
History Balance:									456.99			

Date: 19/07/2010

Hargreaves Hardware Ltd C1 Candidate name

Page: 1

Time: 16:54:59

Customer Address List

Customer From:

Customer To: 77777777

<u>A/C</u>	<u>Name & Address</u>	<u>Contact Name</u>	<u>Telephone</u>	<u>Fax</u>
AD12	Allen & Dale Industries Apricot Lane West Street Penzance TR6 5TE	Georgina Allen	01736 862498	
BD8	Bromley DIY Rose Hill Estate Kings Bromley Tamworth TM48 2WP	Fred March	01406 997312	
EG2	Edith Granger 25 Spencer Road Kettering Northamptonshire NN14 1NR	Mary Granger	01624 516512	
FS6	Factory Supplies Channel Estate Penzance TR16 8SS	Ramsey Tolkin	01777 974565	
JJ1	Jones & Jane Ltd Southern Gardens 20 Bridge Road Canterbury CT84 2DU	Kenneth Jane	01452 150745	
NB1	Nuts and Bolts Co 24 Priory Avenue Upper Heysham Swadlincote MD18 2DF	Kenneth Needham	07771 741675	
OH9	The Osborne Hotel 7 Windsor Road Tabley Knutsford WA46 1RF	Mary Osborne	01548 453265	
TI5	The Ironworks 12 Chiswick Grove Faversham Kent MA14 8QD	Poppy Hardcastle	01257 245773	
WH8	West Country Hardware 29 Highbury Terrace Brookshill Gate Plymouth PL1 5JH	Jennifer Foster	01752 774564	
WS4	Wilkinson & Sons Myrtle Springs Matlock S41 6JE	John Wilkinson	01205 598234	

Date: 19/07/2010

Hargreaves Hardware Ltd C1 Candidate name

Page: 1

Time: 16:55:24

Supplier Address List

Supplier From:

Supplier To: ZZZZZZZZ

<u>A/C</u>	<u>Name</u>	<u>Contact</u>	<u>Telephone</u>	<u>Fax</u>
AG4	Arnold Granger Co Ltd Tolcarne Avenue Fowey Cornwall PL9 5GK	Jim Grainger	01752 898424	
EP3	Excelsior Products Ltd 52 Virginia Street Burghfield Reading RH57 5MS	Pauline Miller	01654 358012	
FG8	Fitting Galore plc Arlington Parade Cambridge CB23 2JS	Ruth Sampson	01853 775645	
HS7	Henry Sanders plc 12 Town Farm Estate Biddulph Stoke on Trent ST29 0AN	Joan Sanders	01207 452631	
LB20	The Lock & Bolt Co Blackfriars Crescent Matlock S41 6HG	Harry Hawthorne	01205 845620	
MP6	Mid-country Power 54 Medway Court Brentwood Matlock CM62 8GL	Nigel Davies	07771 845773	
PR7	The Paint Room Riverside Walk Norton Stockton on Tees TS20 5GF	Claire Littlejohn	01642 957111	
RS4	Rainbow Spectrum 15 High Gate Fore Street York YO6 8RT	Kenneth Nicholson	01674 845922	
SW28	Sidney Woollacott UK White Valley Estate Gorebridge Burton on Trent DE42 8FJ	Roy Woollacott	07771 741662	
TS9	Tom Sanders & Son Turret Works 52 Maplin Street Sheffield S2 7PL	Lesley Sanders	07447 862454	