

BINDURA UNIVERSITY OF SCIENCE EDUCATION

FACULTY OF COMMERCE

DEPARTMENT OF ACCOUNTANCY

PROGRAMME:

Bachelor of Accountancy (Honours) Degree

APR 2025

PRACTICAL APPLICATION OF ACCOUNTING SOFTWARE PACKAGES (AC115)
EXAMINATION PAPER

TIME ALLOWED: 3 HOURS

TOTAL MARKS: 100

INSTRUCTIONS TO CANDIDATES:

- 1. This is a practical examination.**
 - 2. Answer all questions.**
 - 3. No cell phones are allowed in the examination room.**
 - 4. Use your registration number as the name of set of books.**
 - 5. Use Turbocash setup assistant to set up your company.**
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EXAMINATION REQUIREMENTS

A computer installed with Turbo Cash version 3.7.5.4

Task 1

Mr Tonny, a businessman, opened a shop in Bindura on 01 June 2019. The following Trial Balance relates to balances as at 31 May 2023.

Trial Balance as at 31 May 2023

	Dr (\$)	Cr (\$)
Capital		70 000
Drawings	48 600	
Cash in hand	112	
Debtors	38 100	
Creditors		26 300
Inventory	72 410	
Motor vehicles	5 650	
Office Equipment	7 470	
Sales		391 400
Purchases	259 234	
Return inwards	2 110	
Carriage inwards	760	
Return outwards		1 240
Carriage outwards	2 850	
Motor expenses	1 490	
Rent	8 525	
Telephone charges	680	
Wages and Salaries	39 600	
Insurance	741	
Office expenses	392	
General expenses	216	
	488 940	488 940

Creating a company

Use the following information to set up the company.

Company information

Company name	Tonny Pvt Ltd
Address	113 Mugabe St Bindura
Postal code	020
E-mail	info@Tonny.co.zw
Tel	022-400600-2
Fax	020-400603
Company Reg No	TT/04/18
Tax Reg No	426
Bank	Make Bank
Starting date of computerisation	01 June 2023
VAT	Normal VAT registered

Company documents

<u>Document</u>	<u>Title</u>	<u>Document number</u>	<u>Document message</u>
Invoice	Tax invoice	IN001	Thank you, call again
Credit note	Credit note	CN001	We care for you
Purchases	GRN	GR001	Thank you for your support
Orders	Purchase order	PO001	We will inform you of any change
Quotation	Quotation	QT001	Valid for 30 days
Purchase returns	Purchase returns	PR001	We sympathise with you

NB Allowing reference to increase in each case;

- i. Use GJ01 as your first general journal reference number
- ii. Use IJ01 as your first reference number for inventory journal
- iii. Use SJ01 as your first reference number for sales journal
- iv. Use PJ01 as your first reference number for purchases journal
- v. Use CR01 as your first reference number for cash received journal
- vi. Use CP01 as your first reference number for cash payment journal

- vii. Use RJ01 as your first reference number for receipts journal
- viii. Use PJ 01 as your first reference number for payment journal

REQUIRED:

Create a company which enable you to take on opening balances.

[TOTAL: 24 marks]

Task 2

Customer master file

All customers will be processed using open item and tax inclusive. Use the given address as the delivery address.

Details	Customer 1	Customer 2
Code	ND001	FS002
Name	Nok Dealer	Fone Dealer
Address	10 R. Mugabe r/d Bindura	8 Takawira R/D Bindura
Telephone	020- 987699	020-45381
Fax	020-987700	020-45382
e-mail	peter@nok.co.zw	info@fone.co.zw
VAT Number	765	345
Contact Person	Peter	Toki
Credit Limit	\$20 000	\$35 500
Terms	30 Days	30 Days

REQUIRED:

Create a customer master file.

[TOTAL: 5 marks]

Task 3

Supplier master file

All suppliers are processed using open item and tax inclusive method. Use the given address as the delivery address.

Details	Supplier 1	Supplier 2
Code	BW001	EI002
Name	Billion Whosale Ltd	Etone Investments
Address	90 Manyika R/D Harare	12 Speke Harare
Telephone	04-45663-9	04-75634
Fax	04-45663	04-75635
e-mail	info@yahoo.co.uk	ronald@etonet.co.zw
VAT Number	1900	2559
Contact Person	Tapiwa	Ronald
Credit Limit	\$25 000	\$30 000
Terms	30 Days	30 days

REQUIRED:

Create a supplier master file.

[TOTAL: 6 marks]

Task 4

Inventory master file

All prices are tax inclusive

Details	Inventory1	Inventory2	Inventory3	Inventory4	Inventory5
Code	TB001	SP01	BB01	LC0001	DE011
Item	Tablet	Samsung pocket	Black berry	LCD	Decoder
Unit	Each	Each	Each	Each	Set
SP	\$700	\$160	\$560	\$500	\$85
Cost price	\$500	\$100	\$480	\$400	\$50
Preferred supplier	BW001	BW001	EI002	EI002	BW001
Re-order	30	35	40	45	80

REQUIRED:

Create an inventory master file.

[TOTAL: 6 marks]

Task 5

REQUIRED:

Process the receivables age and payables age analysis for Tonny Ltd as at 31 June 2023.

i. Receivables age analysis for Tonny Ltd as at 31 May 2023

Debtor	Acc no	Total (\$)	Current (\$)	30 days (\$)	60 days (\$)	+90 days (\$)
Nok Dealer	ND001	20 000	5 000	5 000	5 000	5 000
Fone Sales	FS002	18 100	7 500	4 000	1 000	5 600
Total		38 100	11 500	9 000	6 000	10 600

(6 marks)

ii. Payables age analysis as at 31 May 2023

Creditor	Acc no	Total (\$)	Current (\$)	30 days (\$)	+60 days (\$)
Billion Ltd	BW001	18 000	11 000	5 000	2 000
Etone	EI002	8 300	4 000	4 000	300
Total		26 300	15 000	9 000	2 300

(5 marks)

[TOTAL: 11 marks]

Task 6

Processing

(a) Supplier's Documents

REQUIRED:

Prepare supplier documents and update the batches given the following information:

i. Orders placed on the 4th of June 2023:

Item	TB001	SP01	BB01	LC0001	DE011
Quantity	15	10	20	10	40

(3 marks)

ii. Quantities of goods delivered on the 5th of June 2023.

Item	TB001	SP01	BB01	LC0001	DE011
Quantity	18	9	29	18	35

(3 marks)

The shop owner told you that on the 5th of June 2023 upon delivery of the goods, he discovered that 4 units of DE011 and 2 units of BB01 had some faults. All faulty items were returned on the 6th of June 2023.

(4 marks)

(b) Customer's Documents

REQUIRED:

Process customer's documents and update batches.

- i. The following customers requested the quotations on the 9th of June 2023;

Item	TB001	SP01	BB01	LC0001	DE011
ND001	14	5	5	4	15
FS002	6	6	3	5	9

(4 marks)

- ii. All of the above customers accepted the quotations and the goods were delivered to them on the 10th of June 2023. (4 marks)
- iii. Some of the items sold on cash to ND001 on 22 June 2023 were 3 units of BB01 and 5 units of DE011 at a 5% cash discount. (4 marks)

[TOTAL 22 marks]

Task 7

Receipts and payments

REQUIRED:

Process receipts and payments for the following transactions;

- i. On 20 June 2023 Tonny Ltd received a cheque for \$ 15 400 from ND001 which was paid directly into the bank as part payment of his account. On the same day FS002 paid \$20 000 and the money was banked intact. (2 marks)
- ii. On 20 June 2023 Tonny Ltd sold 5 units of TB001 and 7 units of DE011 for cash. (2 marks)
- iii. The following payments to suppliers were made during the month:

Date	Supplier	Cheque number	(\$)
15 June 2023	BW001	026	12 000
18 June 2023	EI002	034	1 000

27 June 2023	BW001	046	16 500
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(3 marks)

- iv. Some of the payments during the month were as follows:

Date	Description	Cheque number	(\$)
02 June 2023	Water & rates	023	200
05 June 2023	Electricity accrual	024	570
25 June 2023	Rentals	029	1 800

(3 marks)

- v. The company paid salaries to its employees on 24 June 2023 amounting to \$20 000 by electronic transfer. (1 mark)
- vi. On 23 June 2023 Tonny Ltd purchased 6 units of TB001 and 7 units of BB01 by cheque. On the same day he withdrew \$400 from the bank for office use. (4 marks)
- vii. Tonny Ltd paid the entire Value Added Tax (VAT) amount owing to Zimra by cheque on 30 June 2023. (2 marks)
- viii. Bank charges by Make Bank for the month amounted to \$ 300. (1 mark)
- ix. On the 30th of June 2023 the cheque paid for rentals of \$1 800 was unrepresented. (2 marks)

[TOTAL:20 marks]

Task 8

Bank reconciliation

REQUIRED:

Prepare a bank reconciliation report for the month of June 2023 using the above information.

[TOTAL: 6 marks]

END OF EXAMINATION PAPER