

Practice assessment

Using Accounting Software AAT Foundation Certificate in Accounting

Assessment book

Candidate

- This **practice assessment** is for familiarisation purposes only and **must not** be used in place of a live assessment.
- When you feel prepared to sit the live assessment please contact your Training Provider who can schedule a live assessment for you.

Assessment information

The time allowed to complete this assessment is **2 hours**.

This assessment consists of **13 tasks** and it is important that you attempt them all.

- You will be asked to produce documents and reports to demonstrate your competence.
- You must then upload these documents so they can be marked by AAT.

All documents must be uploaded within the **total time** available. It is important that you upload **all** reports and documents specified in the tasks so your work can be assessed.

You will be able to attach and remove files throughout the duration of this assessment until you click on 'Finish', which will submit your assessment.

All uploaded documents should be saved and titled with the following information:

- evidence number
- your name
- your AAT membership number.

The evidence number to use for each document is stated in the table on page 13.

Example

Your name is Simon White, and your AAT membership number is: 12345678

Evidence 1

A document showing all of the purchase invoices and credit notes (by purchase type) posted in June 20XX.

This document would be saved and uploaded as: Evidence 1 – Simon White – 12345678

If multiple documents are uploaded to show competency in an individual task, name these Evidence 1A and Evidence 1B and so on.

Documents must be produced in one of the following formats: PDF, XLSX, CSV, DOC, DOCX, BMP, GIF, JPEG, PNG. Screenshots may also be submitted using one of these formats. Assessment evidence submitted in alternative file formats will not be marked.

During the assessment, you will only make entries to the nominal ledger accounts you created in Task 3. You will not be required to make any entries to any accounts other than those you have already created.

Information

Using the information on the lower part of this page, ensure your accounting software package is set up correctly before you start the assessment. You should carry out this task yourself, without any help from the invigilator. Note: this task does not form part of the assessment requirements.

The Graze Office Store is a UK furniture business. The business sells a mix of new and second-hand office furniture and has been trading successfully for five years. The owner, Kate Allen, has always used spreadsheets to carry out routine bookkeeping tasks. However, the business has grown significantly over the last 12 months and Kate has decided to start using an accounting software package from 1 June 20XX onwards.

Information relating to the business:

Business name:	The Graze Office Store
Business address:	1 Hope Street Cathertown Lumley LM61 2RT
Business owner:	Kate Allen
Accounting period end:	31 May (each year)
VAT Number:	781163367 (standard scheme)
VAT rate:	Standard rate VAT of 20% charged on all sales.

Sales

Most of The Graze Office Store's income is generated from online sales where customers pay through an online payment system. The business also sells its items to other businesses in the north and south of the United Kingdom. Kate likes to keep a record of the different sales made by the business, by sales type:

- online sales
- sales to shops – North
- sales to shops – South.

Stock

All stock is stored in a rented unit, where goods are despatched from. The business purchases some of its products as completed units, which are ready to be sold on. Other items are produced by the business with the raw materials being purchased from suppliers. Kate likes to monitor these costs separately:

- purchases – completed units
- purchases – raw materials.

You have been asked to carry out the bookkeeping tasks for June 20XX **only**, the first month that the business will be using computerised accounting software and the start of the new accounting period. All documents have been checked for accuracy and have been authorised by Kate Allen.

Before you start the assessment you should:

- Set up the business name, address, owner and accounting period.
- If required by your software, please add the VAT number and rate.
- Set the system software date as **30 June of the current year**.
- Set the financial year to start on **1 June of the current year**.

Depending on the requirements of your software, you may be unable to set the opening balances to the date shown. If this is the case, you may select an alternative opening balance date. Your result will not be affected. Please ensure that any reports prepared cover an appropriate period in relation to the dates you have set.

Task 1 (3 marks)

Refer to the customer listing below and set up customer records to open sales ledger accounts for each customer, entering opening balances at 1 June 20XX.

Customer listing

Customer name and address	Customer account code	Customer account details at 1 June 20XX
Giffall Recruitment 3 High Street Meadowville ME2 6US	GIF001	Opening balance: £844.26 Payment term: 30 days
Happy Engineers Ltd 27 The Grange Totton TT21 2SA	HAP001	Opening balance: £1,425.65 Payment term: 30 days
Perry Cars 25 Edge Avenue Jeanpurt JE3 8TY	PER001	Opening balance: £4,680.00 Payment term: 45 days

Task 2 (3 marks)

Refer to the supplier listing below and set up supplier records to open purchase ledger accounts for each supplier, entering opening balances at 1 June 20XX.

Supplier listing

Supplier name and address	Supplier account code	Supplier account details at 1 June 20XX
Fabrics Delight Unit 3, The Dome Centre Whittingham Greater Whitt GW2 3TX	FAB001	Opening balance: £1,320.11 Payment term: 60 days
QC Exclusive Ocean House London NW2 9GY	QCE001	Opening balance: £920.46 Payment term: 30 days
Totally Wood 35 Montpellier Street Great Lowe Georgemarnier GM3 8LD	TOT001	Opening balance: £135.56 Payment term: 30 days

Task 3 (19 marks)

Refer to the list of nominal ledger accounts below taken from the spreadsheet that the business has been using.

Set up nominal ledger records for each account, entering opening balances (if applicable) at 1 June 20XX, ensuring you select, amend or create appropriate nominal ledger account codes.

Opening Trial Balance as at 1 June 20XX

Account names	Note	Debit balance £	Credit balance £
Computer equipment – cost		4,600.00	
Computer equipment – accumulated depreciation			1,200.00
Delivery vehicles – cost		22,800.00	
Delivery vehicles – accumulated depreciation			5,000.00
Fixtures and fittings – cost		6,445.00	
Fixtures and fittings – accumulated depreciation			1,625.00
Bank current account		13,984.24	
Petty cash		75.00	
Sales ledger control account	1	6,949.91	
Purchase ledger control account	1		2,376.13
Sales tax control account	2		12,100.00
Purchase tax control account	2	7,540.00	
Capital			40,093.02
Online sales	3		NIL
Sales to shops – North	3		NIL
Sales to shops – South	3		NIL
Purchases – completed units	3	NIL	
Purchases – raw materials	3	NIL	
Wages	3	NIL	
Rent and rates	3	NIL	
Electricity	3	NIL	
Delivery vehicle expenses	3	NIL	
Bank charges	3	NIL	
Stationery	3	NIL	
Travel and subsistence	3	NIL	
		62,394.15	62,394.15

Notes

- As the individual customer and supplier balances have already been posted, the accounting software you are using may require you to make a separate adjustment for these.
- The software you are using may not require you to post these balances individually. The opening balance on the account is £4,560 (credit) if posting as a single brought forward balance.
- These nominal accounts are needed for transactions taking place in June 20XX.

In the rest of the assessment, you will only make entries to the nominal ledger accounts you created in Task 3. You will not be required to make any entries to any accounts other than those you have already created.

Task 4 (15 marks)

Refer to the following summary of sales invoices and summary of sales credit notes. Enter these transactions into the accounting software, ensuring you enter all the information below and select the correct sales code.

Summary of sales invoices

Date	Customer	Invoice number	Gross £	VAT £	Net £	Sales analysis £	
						Shop sales – North	Shop sales – South
6 June	Happy Engineers Ltd	001/24	960.00	160.00	800.00	800.00	
12 June	Giffall Recruitment	001/17	510.00	85.00	425.00	425.00	
24 June	Perry Cars	001/4	2,460.00	410.00	2,050.00		2,050.00
28 June	Happy Engineers Ltd	001/25	2,237.94	372.99	1,864.95	1,864.95	
Totals			6,167.94	1,027.99	5,139.95	3,089.95	2,050.00

Summary of sales credit notes

Date	Customer	Credit note number	Gross £	VAT £	Net £	Sales analysis £	
						Shop sales - North	Shop sales – South
26 June	Happy Engineers Ltd	001/600*	186.00	31.00	155.00	155.00	
Totals			186.00	31.00	155.00	155.00	

* The credit note relates to some items on invoice 001/24.

Task 5 (9 marks)

Refer to the following purchase invoices and the purchase credit note and enter these transactions into the accounting software, ensuring you enter all the information below and select the correct purchases code.

Purchase invoices

QC Exclusive	Date: 1 June 20XX
Ocean House London NW2 9GY VAT Registration No 554 222 657 14	
Invoice No: 365	
To: The Graze Office Store 1 Hope Street Cathertown Lumley LM61 2RT	
	£
150 plastic chairs (Net)	1,500.00
VAT @ 20%	300.00
Total	1,800.00

Totally Wood	Date: 12 June 20XX
35 Montpellier Street Great Lowe Georgemarnier GM3 8LD	
Invoice No: PRE/14	
To: The Graze Office Store 1 Hope Street Cathertown Lumley LM61 2RT	
	£
40 metres of 2 inch plywood (Net)	340.00
VAT @ 20%	68.00
Total	408.00

Purchase credit note

Totally Wood	Date: 18 June 20XX
35 Montpellier Street Great Lowe Georgemarnier GM3 8LD	
Credit Note No: PRE/CN3 Linked to Invoice No: PRE/14	
To: The Graze Office Store 1 Hope Street Cathertown Lumley LM61 2RT	
	£
12 metres of 2 inch plywood (Net)	102.00
VAT @ 20%	20.40
Total	122.40
Detail: Inferior quality plywood	

The Graze Office Store sells to most of its customers online. All payments made by customers are done through a secure online payment system called CashChum.

CashChum make payments to The Graze Office Store at the end of each week using 'Faster Payments'.

Task 6a (6 marks)

Refer to the following 'Online cash sales listing' and enter these receipts into the accounting software.

Online cash sales listing for June (Bank receipts)

Week ending	Amount received from CashChum* £
9 June 20XX	4,255.66
16 June 20XX	3,854.25
23 June 20XX	3,614.22
30 June 20XX	1,996.99

*All online sales include VAT at the standard rate.

Task 6b (3 marks)

Refer to the following email from Kate Allen and enter this transaction into the accounting software.

Email From: Kate Allen To: Accounting Technician Date: 16 June 20XX Subject: Delivery Drivers Wages
Hi, Wages for the month are £6,200 and this will be paid today by BACS. Thanks, Kate

Task 7 (6 marks)

Refer to the following BACS remittance advices received from customers and enter these transactions into the accounting software, ensuring you allocate all amounts as stated on each remittance advice note.

BACS remittance advices

Happy Engineers
BACS Remittance Advice
To: The Graze Office Store
Date: 22 June 20XX
Amount: £1,425.65

Detail: Payment of balance owed as at 1 June 20XX.

Giffall Recruitment
BACS Remittance Advice
To: The Graze Office Store
Date: 30 June 20XX
Amount: £1,265.00

Detail: Payment of balance owed as at 1 June 20XX plus part payment of invoice number 001/17.

Task 8 (9 marks)

Refer to the following summary of cheque payments made to credit and cash suppliers. Enter these transactions into the accounting software, ensuring you allocate (where applicable) all amounts as shown in the details column.

Cheques paid listing

Date	Cheque number	Supplier	£	Details
16 June	000294	Fabrics Delight	1,320.11	Payment of opening balance
29 June	000295	Totally Wood	421.16	Payment of opening balance plus Invoice No: PRE/14 and Credit Note No: PRE/CN3
30 June	000296	Mick's Motors*	450.00 (including £75 VAT)	Repair of delivery van and new tyres

*Mick's Motors is not a credit supplier and does not have an account with the business.

Task 9 (4 marks)

Refer to the following standing order schedule below and:

- set up the recurring entry for rent
- save a screenshot of the screen setting up the recurring entry **prior** to processing. **You will be provided with the required evidence number for this in Task 13.**
- process the first payment.

Standing order schedule

Details	Amount £	Frequency of payment	Payment start date
Monthly rent	600	Each month	01 June 20XX
<p>Detail:</p> <p>The owner of the unit block increases the monthly rent charge annually on 1 June. The recurring payment is set up each year on 1 June and is set up for 12 months. VAT is not applicable.</p>			

Task 10 (3 marks)

Refer to the following petty cash vouchers and enter these into the accounting software.

Petty cash vouchers

Date: 9 June 20XX	
Name: Jim Murfin	
Authorised by: Kate Allen	
Voucher: 124	
	£
Stationery	6.00
VAT	1.20
Total amount	7.20

Date: 9 June 20XX	
Name: Sandra Owen	
Authorised by: Kate Allen	
Voucher: 125	
	£
Travel for course	14.00 (No VAT)

Date: 14 June 20XX	
Name: Suki Joshi	
Authorised by: Kate Allen	
Voucher: 126	
	£
Train fare	4.75 (No VAT)

Task 11 (4 marks)

Refer to the following journal entries and enter them into the accounting software.

Journals

Date	Account	Debit £	Credit £
30 June 20XX	Computer equipment – cost	95.00	
30 June 20XX	Fixtures and fittings – cost		95.00
Narrative: Being the correction of an incorrectly coded non-current asset purchase invoice from May.			
30 June 20XX	Wages	25.95	
30 June 20XX	Bank current account		25.95
Narrative: Being an error in the wages figure shown in the email on 16 June 20XX.			

Task 12 (11 marks)

Refer to the following bank statement. Using the accounting software and the transactions you have already posted:

- (a) Enter any additional items on the bank statement that have yet to be recorded, into the accounting software (ignore VAT on any of these transactions).
- (b) Save a screenshot of the bank reconciliation screen. **You will be provided with the required evidence number for this in Task 13.**
- (c) Reconcile the bank statement. If the bank statement does not reconcile, check your work and make the necessary corrections.

Bank of Markham 201 Manor Road Lumley LM61 2RT				
The Graze Office Store 1 Hope Street Cathertown Lumley LM61 2RT				
Sort code: 44 - 21 - 09				
Account Number: 01872249				
Statement date: 30 June 20XX				
Statement of account				
Date 20XX	Details	Money In £	Money Out £	Balance £
01 June	Opening balance			13,984.24
01 June	SO – Rent		600.00	13,384.24
09 June	FP – CashChum	4,255.66		17,639.90
16 June	Cheque 294		1,320.11	16,319.79
16 June	FP – CashChum	3,854.25		20,174.04
16 June	BACS – Wages		6,225.95	13,948.09
22 June	BACS – Happy Engineers	1,425.65		15,373.74
23 June	FP – CashChum	3,614.22		18,987.96
27 June	DD – Electricity		101.00	18,886.96
28 June	Bank charges		14.00	18,872.96
29 June	Cheque 295		421.16	18,451.80
30 June	BACS – Giffall Recruitment	1,265.00		19,716.80
30 June	FP – CashChum	1,996.99		21,713.79
30 June	Cheque 296		450.00	21,263.79

Task 13 (5 marks)

Documentation of evidence

You are now required to generate the following documents to demonstrate your competence:

Document and reports	Save / upload as:
<p>A document showing all transactions with each customer during June 20XX.</p> <p>A document showing the balance owed by each customer as at 30 June 20XX.</p> <p><i>The following information must be evidenced within these documents:</i></p> <ul style="list-style-type: none"> • Customer name • Account code 	<p>Evidence 1a – Name – AAT Number</p> <p>Evidence 1b – Name – AAT Number</p> <p><i>Depending on your software, you may need to upload one or more documents.</i></p>
<p>A document showing all transactions with each supplier during June 20XX.</p> <p>A document showing the balance owed to each supplier as at 30 June 20XX.</p> <p><i>The following information must be evidenced within these documents:</i></p> <ul style="list-style-type: none"> • Supplier name • Account code 	<p>Evidence 2a – Name – AAT Number</p> <p>Evidence 2b – Name – AAT Number</p> <p><i>Depending on your software, you may need to upload one or more documents.</i></p>
<p>Audit trail, showing full details of all transactions, including details of receipts/payments allocated to items in customer/supplier accounts and details in the bank account that have been reconciled.</p>	<p>Evidence 3 – Name – AAT Number</p>
<p>Trial balance as at 30 June 20XX.</p>	<p>Evidence 4 – Name – AAT Number</p>
<p>A screenshot of the recurring entry screen including all relevant input details.</p>	<p>Evidence 5 – Name – AAT Number</p>
<p>A screenshot of the bank reconciliation screen.</p>	<p>Evidence 6 – Name – AAT Number</p>