higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

APPLIED ACCOUNTING
NQF LEVEL 4
(Second paper)

29 November 2024

This marking guideline consists of 19 pages.

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SECTION A

QUESTION 1

1.1	1.1.1	E		
	1.1.2	G		
	1.1.3	A		
	1.1.4	B		
			(4 × 1)	(4)
1.2	1.2.1	performance		
	1.2.2	15%		
	1.2.3	bank statement		
			(3 × 1)	(3)
1.3	1.3.1	A		
	1.3.2	B		
	1.3.3	C		
			(3 × 1)	(3)
1.4	1.4.1	24 200✓ + 33 400✓ + 8 040✓ = 65 640		(3)
	1.4.2	65 640 × 10%✓ = 6 564✓		(2)
	1.4.3	65 640 – 6 564 = 59 076☑ (59 076 × 15%)✓ = 8 861.40✓		(3)
	1.4.4	(59 076 + 8 861.40) ☑ = 67 937.40✓		(2)
				[20]

TOTAL SECTION A: 20

SECTION B

Printout 2.1

Supplier Age Analysis as at 29/02/2024 - Last Year ✓

Name		120+ Days	90 Days	60 Days	30 Days	Current	Total Due
LS1 - Lucky Stores	Description ✓	0.00	0.00	2 000.00 ✓	0.00	5 500.00 ✓	7 500.00
ST2 - Super Traders		0.00	0.00	0.00	0.00	3 500.00	3 500.00
TOTAL :		0.00	0.00	2 000.00	0.00	9 000.00	11 000.00
PERCENTAGE :		0.00%	0.00%	18.18%	0.00%	81.82%	100.00%
GRAND TOTAL :							11 000.00

---------- End of Report ----------

[4]

Printout 2.2

Sage Technology Park
102 Western Services Road
Gallo Manor Ext 6
2191

Educational No: COLBY TRADERS MG
PO Box 781893
Sandton
2146
South Africa

Supplier Invoice

Date 07/03/2024 ✓

All supplier invoices dates must be correct to award this 1 mark: 07 / 14 / 21

Page

Document No SUP01

BAZAAR GROCERS ✓

Deliver to
112 Smith Street ✓
PAROW
7500

Account	Your Reference	Tax Exempt	Tax Reference	Sales Code	
BG3	123 ✓	N	987654321 ✓		Exclusive

Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price
B001	Beef mince	50	500g	55.00		15.00%	2 750.00 ✓
P001	Party pack	60	Each	98.99		15.00%	5 939.40 ✓
W001	Weetbix	70	900g	28.97		15.00%	2 027.90 ✓

Line transactions for all supplier invoices:
Code
Quantity
Unit
Unit Price

-1 incorrect tax (see all supplier invoices)

Early Payment Terms:
5% within 60 days from period end ✓
10 537.79 until 30/05/2024

Received in good order

Signed_____ Date_____

© Sage South Africa (Pty) Ltd

Sub Total	10 717.30
Discount @ ✓ 10.00%	1 071.73
Amount Excl Tax	9 645.57
Tax	1 446.84
Total	11 092.41

(10)

Sage Technology Park
102 Western Services Road
Gallo Manor Ext 6
2191

Educational No: COLBY TRADERS MG
PO Box 781893
Sandton
2146
South Africa

Supplier Invoice

Date	14/03/2024
Page	1
Document No	SUP02

Lucky Stores

Deliver to
63 Tabor Avenue
BOSTON
7530

Account	Your Reference	Tax Exempt	Tax Reference	Sales Code	
LS1 ✓	456 ✓	N	147852369		Exclusive

Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price
T001	Toothpaste	30	Each	23.99		15.00%	719.70 ✓
O001	Omo	20	1.5l	98.98		15.00%	1 979.60 ✓
C001	Chips	10	150g	12.50		15.00%	125.00 ✓

Early Payment Terms:
15% within 15 days from period end ✓
2 346.65 until 15/04/2024

Received in good order

Signed_____ Date_____

Sub Total	2 824.30
Discount @ ✓ 15.00%	423.64
Amount Excl Tax	2 400.66
Tax	360.10
Total	2 760.76

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(7)

Sage Technology Park
102 Western Services Road
Gallo Manor Ext 6
2191

Educational No: COLBY TRADERS MG
PO Box 781893
Sandton
2146
South Africa

Supplier Invoice

Date	21/03/2024
Page	1
Document No	SUP03

Super Traders

Deliver to
15 Church Street
BELLVILLE
7530

Account	Your Reference	Tax Exempt	Tax Reference	Sales Code	
ST2 ✓	789 ✓	N	357159852		Exclusive

Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price
R001	Ricoffy	12	750g	119.40		15.00%	1 432.80 ✓
C002 ←✓→	CHICKEN	10	5kg ✓	108.00		15.00%	1 080.00 ✓

Early Payment Terms:
10% within 30 days from period end
2 535.73 until 30/04/2024 ✓

Received in good order

Signed_____ Date_____

© Sage South Africa (Pty) Ltd

Sub Total	2 512.80
Discount @ ✓ 2.50%	62.82
Amount Excl Tax	2 449.98
Tax	367.50
Total	2 817.48

(8)

[25]

Printout 2.3

Sage Technology Park
102 Western Services Road
Gallo Manor Ext 6
2191

Educational No: COLBY TRADERS MG
PO Box 781893
Sandton
2146
South Africa

Debit Note

Date 10/03/2024 ✓

Page

All debit notes
10 / 23

Document No DN01

BAZAAR GROCERS

Deliver to
112 Smith Street
PAROW
7500

Account	Your Reference	Tax Exempt	Tax Reference	Sales Code
BG3 ✓	123 ✓	N	987654321	Exclusive

Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price
P001	Party pack Not according to order ✓	10	Each	98.99		15.00%	989.90 ✓
W001	Weetbix Boxes opened ✓	5	900g	28.97		15.00%	144.85 ✓

Quantity and unit price for both items must be correct to allocate nett price mark.

P001 - Not according to order
W001 -Boxes opened

OR
Code & reasons must appear to get mark for reason

Received in good order

Signed_____ Date_____

Sub Total	1 134.75
Discount @ ☑ 10.00%	113.47
Amount Excl Tax	1 021.28
Tax	153.20
Total	1 174.48

(8)

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Sage Technology Park
102 Western Services Road
Gallo Manor Ext 6
2191

Educational No: COLBY TRADERS MG
PO Box 781893
Sandton
2146
South Africa

Debit Note

Date	23/03/2024
Page	1
Document No	DN02

Super Traders

Deliver to
15 Church Street
BELLVILLE
7530

Account	Your Reference	Tax Exempt	Tax Reference	Sales Code	
ST2 ✓	789 ✓	N	357159852		Exclusive

Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price
R001	Ricoffy Wrong flavour ✓	2	750g	119.40		15.00%	238.80 ✓

Quantity and unit price for item must be correct to allocate nett price mark.

Wrong flavour

Received in good order

Signed_____ Date_____

© Sage South Africa (Pty) Ltd

Sub Total	238.80
Discount @ ☑ 2.50%	5.97
Amount Excl Tax	232.83
Tax	34.92
Total	267.75

(5)

[13]

Printout 2.4

Sage Technology Park
102 Western Services Road
Gallo Manor Ext 6
2191

Educational No: COLBY TRADERS MG
PO Box 781893
Sandton
2146
South Africa

Tax Invoice

Date 05/03/2024 ✓

Page

All tax invoices dates must be correct to award this 1 mark: 05 / 13 / 21 / 29

Document No TAX01

I. Klue

Deliver to

Account	Your Reference	Tax Exempt	Tax Reference	Sales Code
CUS2 ✓		N		Exclusive

Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price
W001	Weetbix	21	900g	50.39		15.00%	1 058.19 ✓
R001	Ricoffy	14	750g	208.95		15.00%	2 925.30 ✓
B001	Beef mince	7	500g	94.49		15.00%	661.43 ✓
DC	Delivery cost	1	Each	250.00		15.00%	250.00 ✓

Line transactions for all **tax invoices**:
Code
Quantity
Unit
Unit Price

-1 incorrect tax
(for all tax invoices)

Early Payment Terms:
15% within 15 days from period end ✓
4 600.90 until 15/04/2024

Received in good order

Signed_____ Date_____

© Sage South Africa (Pty) Ltd

Sub Total	4 894.92
Discount @ ✓5.00%	232.24
Amount Excl Tax	4 662.68
Tax	699.40
Total	5 362.08

(8)

Sage Technology Park
102 Western Services Road
Gallo Manor Ext 6
2191

Educational No: COLBY TRADERS MG
PO Box 781893
Sandton
2146
South Africa

Tax Invoice

Date	13/03/2024
Page	1
Document No	TAX02

Z. Ferreira

Deliver to

Account	Your Reference	Tax Exempt	Tax Reference	Sales Code	
CUS1 ✓		N			Exclusive

Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price
P001	Party pack	15	Each	156.45		15.00%	2 346.75 ✓
C001	Chips	30	150g	21.00		15.00%	630.00 ✓

Early Payment Terms:
5% within 60 days from period end ✓
3 252.10 until 30/05/2024

Received in good order

Signed_____ Date_____

Sub Total		2 976.75
Discount @	0.00% ✓	0.00
Amount Excl Tax		2 976.75
Tax		446.51
Total		3 423.26

(5)

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Sage Technology Park
102 Western Services Road
Gallo Manor Ext 6
2191

Educational No: COLBY TRADERS MG
PO Box 781893
Sandton
2146
South Africa

Tax Invoice

Date	21/03/2024
Page	1
Document No	TAX03

R ROULAIN ✓

Name & Account code (CUS3)

Deliver to
63 Walton Drive
EPPING ✓
7530

Account	Your Reference	Tax Exempt	Tax Reference	Sales Code	
CUS3		N	123456789 ✓		Exclusive

Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price
O001	Omo	10	1.5l	189.00		15.00%	1 890.00 ✓
T001	Toothpaste	15	Each	41.99		15.00%	629.85 ✓
C001	Chips	20	150g	21.00		15.00%	420.00 ✓
DC	Delivery cost	1	Each	250.00		15.00%	250.00 ✓

Early Payment Terms:
10% within 30 days from period end ✓
3 178.11 until 30/04/2024

Received in good order

Signed_____ Date_____

© Sage South Africa (Pty) Ltd

Sub Total	3 189.85
Discount @ ✓ 5.00%	146.99
Amount Excl Tax	3 042.86
Tax	456.43
Total	3 499.29

(9)

Sage Technology Park
102 Western Services Road
Gallo Manor Ext 6
2191

Educational No: COLBY TRADERS MG
PO Box 781893
Sandton
2146
South Africa

Tax Invoice

Date	29/03/2024
Page	1
Document No	TAX04

Cash sales

Deliver to
C. PETERS ✓
2 Regan Street
GOODWOOD

Account	Your Reference	Tax Exempt	Tax Reference	Sales Code
Z99 ✓		N		Exclusive

Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price
P001	Party pack	25	Each	156.45		15.00%	3 911.25 ✓
C001	Chips	15	150g	21.00		15.00%	315.00 ✓
C002	CHICKEN	5	5kg	189.00 ✓		15.00%	945.00 ✓

☑ Acceptance mark for nett price if quantity for CHICKEN is correct.

THANK YOU FOR SHOPPING WITH US. ✓

ONLY ON THIS INVOICE - no mark if the message appears on other invoices

Received in good order

Signed_____ Date_____

© Sage South Africa (Pty) Ltd

Sub Total	5 171.25
Discount @ ✓ 7.50%	387.83
Amount Excl Tax	4 783.42
Tax	717.52
Total	5 500.94

(8)

[30]

Printout 2.5

Sage Technology Park
102 Western Services Road
Gallo Manor Ext 6
2191

Educational No: COLBY TRADERS MG
PO Box 781893
Sandton
2146
South Africa

Credit Note

Date	14/03/2024 ✓
Page	1
Document No	CN01

Z. Ferreira

Deliver to

Account	Your Reference	Tax Exempt	Tax Reference	Sales Code
CUS1 ✓	TAX02 ✓	N		Exclusive

Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price
P001	Party pack Delivered to S. Ferreira ✓	2	Each	156.45		15.00%	312.90 ✓
C001	Chips Not ordered ✓	4	150g	21.00		15.00%	84.00 ✓

Quantity and unit price for both items must be correct to allocate nett price mark.

P001 - Delivered to S Ferreira
C001 - Not ordered

OR
Code & reasons must appear to get mark for reason

Received in good order

Signed_____ Date_____

© Sage South Africa (Pty) Ltd

Sub Total		396.90
Discount @	0.00%	0.00
Amount Excl Tax		396.90
Tax		59.54
Total		456.44

(7)

[7]

Printout 2.6

Prepared by: Educational Pack

CB 2 Payments batch listing for user User 0 - Pre Update Printout

Per	Date	GCS	Account	Reference	Description	Project	Tx	Exclusive	Inclusive		Contra
1	07/03/2024	G	✓3600/000-Donations	V001	Ceder		00	250,00	250,00	D	8410/000✓
1	14/03/2024	G	4650/000-Wages	V002	JANTJIES		00	180,00	180,00	D	8410/000✓
1	21/03/2024	G	3300/000-Computer / Printer Expenses	V003 ✓	Repair printer		01	282,61	325,00	D	8410/000✓
1	21/03/2024	G	5400/000-Drawings	V003	Repair son's computer		00 ✓	150,00	150,00	D	8410/000 ✓
1	21/03/2024	x G	8410/000-Petty Cash	ZContras	Generated CB 2 Payments		00	905,00	905,00	C	
1	31/03/2024	x G	9500/000-Vat Control Account	ZContras	ZContras - Tax entry		00	42,39	42,39	D	

✓ Dates

Print with contra ✓

---------- End of Report ----------

- **Line transactions**: Account & Amount, unless a mark (tick) is indicated next to an account or an amount.

[9]

Printout 2.7

CB 1 Receipts batch listing for user User 0 - Pre Update Printout

Per	Date	GCS	Account	Reference	Description	Project	Tx	Exclusive	Inclusive		Contra
1	03/03/2024	G	5100/000-Capital	D3/1	R31 Nancy Jacobs		00	10 000.00	10 000.00	C	8400/000✓
1	10/03/2024	C	CUS2 -Klue, I.	D3/2	R32 Settle invoice on 05/03/24		00	4 600.90	4 600.90	C	8400/000✓
1	15/03/2024	G	✓2950/000-RENT RECEIVED	D3/3 ✓	R33 T. McDonald		01 ✓	8 434.78	9 700.00	C	8400/000✓
1	22/03/2024	G	2850/000-Bad Debts Recovered	D3/3	R34 V. Vuso		04	1 565.22	1 800.00	C	8400/000✓
1	25/03/2024	G	✓2900/000-COMMISSION RECEIVED	D3/3	R35 A. Davids		01	4 826.09	5 550.00	C	8400/000✓
1	29/03/2024	C	Z99 -Cash sales	D3/4	CRR301		00	5 500.94	5 500.94	C	8400/000✓
1	10/03/2024	C	CUS2 -Klue, I.	D3/2	Discount		01	661.90	761.18	C	3550/000✓
1	29/03/2024	x G	8400/000-Bank	ZContras	Generated CB 1 Receipts		00	37 151.84	37 151.84	D	
1	29/03/2024	x G	3550/000-Discount Allowed	ZContras	Generated Discount - ZContras		00	661.90	661.90	D	3550/000
1	31/03/2024	x G	9500/000-Vat Control Account	ZContras	ZContras - Tax		00	2 124.63	2 124.63	C	

✓ Dates

Print with contra ✓

Description: ✓

---------- End of Report ----------

- **Line transactions**: Account & Amount, unless a mark (tick) is indicated next to an account or an amount.
- -2 if processed in the incorrect journal.

[14]

Printout 2.8

CB 1 Payments batch listing for user User 0 - Pre Update Printout

Per	Date	GCS	Account	Reference	Description	Project	Tx	Exclusive	Inclusive		Contra
1	04/03/2024	S	LS1 -Lucky Stores	T001	Settle account		00	6 750.00	6 750.00	D	8400/000 ✓
1	06/03/2024	G	6250/010-Computer Equipment: Cost	T002	Computer Smart - Laptop		05	8 588.26	9 876.50	D	8400/000 ✓
1	12/03/2024	G	4200/000-Printing & Stationery	T003	WC Stationers - Pens, paper		01	1 043.48	1 200.00	D	8400/000 ✓
1	14/03/2024	G	4400/000-Salaries	T004	P. Sigwaga		00	25 678.00	25 678.00	D	8400/000 ✓
1	19/03/2024	G	3050/000-Advertising	T005	Courier Ride - Promotion material		01	✓ 434.78	500.00	D	8400/000 ✓
1	21/03/2024	G	3650/000-Electricity & Water	T006	Parow Municipality		01	3 913.04	4 500.00	D	8400/000 ✓
1	21/03/2024	G	5400/000-Drawings	T006	Parow Municipality - E & W		00	1 500.00	1 500.00	D	8400/000 ✓
1	28/03/2024	G	4150/010-Motor Vehicle - Petrol & Oil	T007	Breedenet - diesel		00	1 234.56	1 234.56	D	8400/000 ✓
1	30/03/2024	G	8410/000-Petty Cash	T008	Cash - restore imprest amount		00	905.00	905.00	D	8400/000 ✓
1	04/03/2024	S	LS1 -Lucky Stores	T001	Discount		01	652.17	750.00	D	2700/000 ✓
1	30/03/2024	x G	8400/000-Bank	ZContras	Generated CB 1 Payments		00	52 144.06	52 144.06	C	
1	30/03/2024	x G	2700/000-Discount Received	ZContras	Generated Discount - ZContras		00	652.17	652.17	C	2700/000
1	31/03/2024	x G	9500/000-Vat Control Account	ZContras	ZContras - Tax entry		00	1 999.11	1 999.11	D	

✓ Dates

Print with contra ✓

Description ✓

End ----------

- **Line transactions**: Account & Amount, unless a mark (tick) is indicated next to an account or an amount.
- -2 if processed in the incorrect journal.

[15]

Printout 2.9

Sage Technology Park
102 Western Services Road
Gallo Manor Ext 6
2191

Educational No: COLBY TRADERS MG
PO Box 781893
Sandton
2146
South Africa

STATEMENT

Date ✓ 31/03/2024

Page 1

Statement & Date

Account Number CUS2

I. Klue ✓

Only Klue

Educational No: COLBY TRADERS MG
PO Box 781893
Sandton
2146
South Africa

Account	Date	Page
CUS2	31/03/2024	1

Date	Reference	Description	Debit	Credit
05/03/2024	TAX01	Tax Invoice	5 362.08	
10/03/2024	D3/2	R32 Settle invoice on 05/03/24		5 362.08

Account	Date	Page
CUS2	31/03/2024	1

Date	Reference	Amount
05/03/2024	TAX01	5 362.08D
10/03/2024	D3/2	5 362.08C

120+ Days	90 Days	60 Days	30 Days	Current
0.00	0.00	0.00	0.00	0.00

This message prints when the customer's balance is within their terms

Total Due ✓ 0.00

Amount Due	0.00
Amount Paid:	5 362.08
Comments:	

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[3]

TOTAL SECTION B: 120

SECTION C

Printout 3.1.1

CB 1 Receipts batch listing for user 123 - Pre Update Printout

Per	Date	GCS	Account	Reference	Description	Project	Tx	Exclusive	Inclusive		Contra
1	03/03/2024	* G	5100/000-Capital	DEP23	R31 Pulane Langa		00	25 000.00	25 000.00	C	8400/000
1	10/03/2024	* C	G001 -Gcaza, K.	DEP23	R32 Settle 01/03		00	9 200.00	9 200.00	C	8400/000
1	17/03/2024	* G	2900/000-Commission received	DEP24	R33 M Khokhoto		01	4 782.61	5 500.00	C	8400/000
1	24/03/2024	* C	M001 -Mene, V.	DEP24	R34 Settle invoice		00	8 630.09	8 630.09	C	8400/000
1	27/03/2024	* C	Z99 -Cash sales	DEP25	CRR03		00	9 563.40	9 563.40	C	8400/000
1	31/03/2024	G	2950/000-Rent received	DEP26	R35 T Mfeyile		01	10 652.17	12 250.00	C	8400/000
1	05/03/2024	* G	7400/000-HOME TRUST (19% P/A) ✓	BS105	HOME TRUST		00	50 000.00	50 000.00	C ✓	8400/000
1	12/03/2024	* G	2850/000-Bad Debts Recovered	BS106 ✓	C. PLATO		03 ✓	2 039.71	2 345.67	C ✓	8400/000
1	31/03/2024	* G ✓	2960/000-INTEREST ON CURRENT ACCOUNT	BS107	FINANCE BANK		00	123.45	123.45	C ✓	8400/000
1	10/03/2024	C	G001 -Gcaza, K.	DEP23	Discount		01	195.65	225.00	C	3550/000
1	24/03/2024	C	M001 -Mene, V.	DEP24	Discount		01	394.97	454.22	C	3550/000
1	31/03/2024	x G	8400/000-Bank	ZContras	Generated CB 1 Receipts		00	122 612.61	122 612.61	D	
1	31/03/2024	x G	3550/000-Discount Allowed	ZContras	Generated Discount - ZContras		00	590.62	590.62	D	3550/000
1	31/03/2024	x G	9500/000-Vat Control Account	ZContras	ZContras - Tax entry		00	2 532.58	2 532.58	C	

✓ Dates ---------- End of Rep Description ✓ ----------

- **Line transactions**: Account & Amount, unless a mark (tick) is indicated next to an account or an amount.
- **References for supplementary transactions**: A mark for references should be awarded for any references used as long as they are logical and are reconciled correctly.
- -1 if recorded in the incorrect journal.

(9)

Printout 3.1.2

CB 1 Payments batch listing for user 123 - Pre Update Printout

Per	Date	GCS	Account	Reference	Description	Project	Tx	Exclusive	Inclusive		Contra
1	02/03/2024	* G	6300/010-Office Equipment: Cost	001	Situra Furnishers		04	18 921.73	21 759.99	D	8400/000
1	03/03/2024	* G	4200/000-Printing & Stationery	002	Qase Stationers		01	259.99	298.99	D ✓	8400/000
1	04/03/2024	* G	4150/000-Motor Vehicle Expenses	003	Shell		00	750.00	750.00	D	8400/000
1	16/03/2024	S	S002 -Melaat Suppliers	004	Full settlement		00	29 708.64	29 708.64	D	8400/000
1	17/03/2024	* G	3050/000-Advertising	005	NC Promotions		01	208.70	240.00	D	8400/000
1	20/03/2024	* G	3650/000-Electricity & Water	006	UP Municipality		01	1 739.13	2 000.00	D	8400/000
1	20/03/2024	* G	5400/000-Drawings	006	UP Municipality		00	1 000.00	1 000.00	D	8400/000
1	30/03/2024	* S	S004 -MLX Bros	007	Settle account		00	14 831.96	14 831.96	D	8400/000
1	31/03/2024	G	4400/000-Salaries & Wages	008	AP Paul		00	695.88	695.88	D	8400/000
1	03/03/2024	* G	3850/000-Insurance	BS101	PSG INSURERS		01	3 913.04	4 500.00	D ✓	8400/000
1	15/03/2024	* G	4400/000-Salaries & Wages	BS102	N MAPUTO		00	25 000.00	25 000.00	D ✓	8400/000
1	15/03/2024	* G	3200/000-Bank Charges ✓	BS103 ✓	FINANCE BANK - service fee		01 ✓	10.73	12.34	D ✓	8400/000
1	25/03/2024	* G	5400/000-Drawings	BS104	CELC - owner cell phone		00	754.32	754.32	D ✓	8400/000
1	30/03/2024	* G	3200/000-Bank Charges	BS103	FINANCE BANK - transaction fee		01	5.65	6.50	D ✓	8400/000
1	16/03/2024	S	S002 -Melaat Suppliers	004	Discount		01	662.40	761.76	D	2700/000
1	30/03/2024	S	S004 -MLX Bros	007	Discount		01	1 433.04	1 648.00	D	2700/000
1	31/03/2024	x G	8400/000-Bank	ZContras	Generated CB 1 Payments		00	101 558.62	101 558.62	C	
1	31/03/2024	x G	2700/000-Discount Received	ZContras	Generated Discount - ZContras		00	2 095.44	2 095.44	C	2700/000
1	31/03/2024	x G	9500/000-Vat Control Account	ZContras	ZContras - Tax entry		00	3 444.53	3 444.53	D	

Reconciled items

Dates ✓ Print with contra ✓ End Description ✓ ----------

- **Line transactions**: Account & Amount, unless a mark (tick) is indicated next to an account or an amount.
- -1 if recorded in the incorrect journal.
- Accept different referencing methods for bank charges as long as it is logical
- **References for supplementary transactions**: A mark for references should be awarded for any references used as long as they are logical and are reconciled correctly.

(12)

Printout 3.1.3

Reconciliation Output : Cash Book 1 - 8400/000 - Bank

Closing Balance As Per Bank Statement				-30 791.49
Less Outstanding CB 1 Payments :				
004	16/03/2024	Full settlement		29 708.64
008	31/03/2024	AP Paul		695.88
Sub Total				30 404.52 CR
Plus Outstanding CB 1 Receipts :				
DEP26	31/03/2024	R35 T Mfeyile		12 250.00
Sub Total				12 250.00 DR
Reconciled Bank Balance				-48 946.01
Computer Bank Balance As At 31/03/2024				-48 946.01
Diff				0.00

---------- End of Report ----------

(7)

Printout 3.2

General Journal batch listing for user User 99 - Pre Update Printout

Prepared by: Educational Pack

Per	Date	GCS	Account	Reference	Description	Project	Debit	Credit	Contra
1	31/03/2024	G	3450/000-Depreciation	1/1	(75000 - 5000) x 25% /12 = 1458,33		1 500,00		6300/020
1	31/03/2024	G	3250/000-Courier	1/3	Correction of errors		240,00		3050/000
1	31/03/2024	G	6300/020-Office Equipment: Accum Depre	1/1	(75000 - 5000) x 25% /12 = 1458,33			1 500,00	6300/020
1	31/03/2024	G	3050/000-Advertising	1/3	Correction of errors			240,00	3050/000

Print with contra

Bad Debts Journal batch listing for user 123 - Pre Update Printout

Per	Date	GCS	Account	Ref	Description	Project	Tx	Exclusive	Inclusive		Cont
	01/03/2024	C	M001 -Mene, V.	1/2	Write off due to insufficient funds		03	1 969.57	2 265.00	C	3150/000
1	01/03/2024	G	9500/000-Vat Control Account	ZContras	1/2 - Tax entry		00	295.43	295.43	D	
1	01/03/2024	G	3150/000-Bad Debts	1/2	Write off due to insufficient funds			1 969.57	1 969.57	D	

Print with contra

(25)

Printout 3.3

✓ ✓
Trial Balance : 01/03/2024 to 31/03/2024

Last Year	Account		✓	Income Statement accounts first	DR	CR
0.00	1000/000	Sales				64 743.07
0.00	2000/000	Cost of Sales			50 730.60	
0.00	2700/000	Discount Received				2 095.44
0.00	2850/000	Bad Debts Recovered				2 039.71
0.00	2900/000	Commission received				4 782.61
0.00	2950/000	Rent received				10 652.17
0.00	2960/000	INTEREST ON CURRENT ACCOUNT	✓			123.45
0.00	3050/000	Advertising				31.30
0.00	3150/000	Bad Debts			1 969.57	
0.00	3200/000	Bank Charges			16.38	
0.00	3250/000	Courier			240.00	
0.00	3450/000	Depreciation			1 500.00	
0.00	3550/000	Discount Allowed			590.62	
0.00	3650/000	Electricity & Water			1 739.13	
0.00	3850/000	Insurance			3 913.04	
0.00	4150/000	Motor Vehicle Expenses			750.00	
0.00	4200/000	Printing & Stationery			259.99	
0.00	4400/000	Salaries & Wages			25 695.88	
0.00		**Nett Loss**				2 937.46
0.00					87 405.21	87 405.21
0.00		**Nett Loss**			2 937.46	
0.00	5100/000	Capital				25 000.00
0.00	5400/000	Drawings			1 754.32	
	6300/000	Office Equipment				
0.00	6300/010	Office Equipment: Cost			18 921.73	
0.00	6300/020	Office Equipment: Accum Depre				1 500.00
0.00	7400/000	HOME TRUST (19% P/A)	✓			50 000.00
0.00	**8000/000**	**Customer Control Account**			44 116.82	
0.00	8400/000	Bank			21 053.99	
0.00	**9000/000**	**Supplier Control Account**				11 389.83
0.00	9500/000	Vat Control Account				894.49
0.00					88 784.32	88 784.32

No zero items ✓ Do not include opening balances ✓

(7)

TOTAL SECTION C: 60
GRAND TOTAL: 200

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