



Computerized Accounting Course Book

Chapter 1 Exercise 1.3

By: Stella & Peter

Exercise 1.3

In this exercise, you are required to:

- by using AutoCount Accounting software, create a new account book with appropriate company details;
- perform the necessary setup, including Company Profile, Fiscal Year, Chart of Accounts, Payment Methods...etc.;
- read the instructions carefully and complete the whole exercise;
- produce the required reports and check the contents with given reports answers in PDF form.
- backup your database.

PPX Ideas Gift & Stationery is a gift and stationery distributor who closes its account on 31st of December. The company has just purchased AutoCount Accounting Software and planned to start using the software for the new financial year of 20xx.

Company Name : PPX Ideas Gift & Stationery (751???-A)
 Registered Address : Lot 1234, Jalan Cicak, Kepong Baru Selatan, 52100 Kuala Lumpur
 Fiscal Year Start Date : 01/01/20xx
 Actual Data Start Date : 01/01/20xx
 Home Currency : Ringgit Malaysia
 Account Code Format : AAA-AAAA

Chart of Accounts			
PPX Ideas Gift & Stationery			
<i>Acc. No.</i>	<i>Description</i>	<i>Currency</i>	<i>Special Acc Type</i>
CAPITAL			
100-0000	CAPITAL	MYR	
101-0000	DRAWINGS	MYR	
RETAINED EARNING			
150-0000	RETAINED EARNING	MYR	SRE
FIXED ASSETS			
200-0000	FIXED ASSETS		
200-1000	PLANT & MACHINERY	MYR	SFA
200-1005	ACCUM. DEPRN. - PLANT & MACHINERY	MYR	SAD
200-2000	FURNITURE & FITTING	MYR	SFA
200-2005	ACCUM. DEPRN. - FURNITURE & FITTING	MYR	SAD
200-3000	OFFICE EQUIPMENT	MYR	SFA
200-3005	ACCUM. DEPRN. - OFFICE EQUIPMENT	MYR	SAD
200-4000	MOTOR VEHICLES	MYR	SFA
200-4005	ACCUM. DEPRN. MOTOR VEHICLES	MYR	SAD
200-5000	LAND & BUILDING	MYR	SFA
200-5005	ACCUM. DEPRN. LAND & BUILDING	MYR	SAD
CURRENT ASSETS			
300-0000	TRADE DEBTORS	MYR	SDC
300-C001	CARING LOVING HEART SDN BHD	MYR	SDR
300-G001	GOLDEN BLOCKS BERHAD	MYR	SDR
300-G002	GTE CENTRE	MYR	SDR
300-T001	TOYO PREMIUM ENTERPRISE	MYR	SDR

300-T002	TOP ONE GIFT ENTERPRISE	MYR	SDR
310-0000	CASH AT BANK	MYR	
310-HLB1	HLB-PJ	MYR	SBK
310-HSBC	HSBC-KL	MYR	SBK
320-0000	CASH IN HAND	MYR	SCH
330-0000	STOCK - BS	MYR	SBS
CURRENT LIABILITIES			
400-0000	TRADE CREDITORS	MYR	SCC
400-B001	BETTY HOUSE OF ARTS	MYR	SCR
400-K001	KANGAROO GIFT SUPPLIES	MYR	SCR
400-P001	PP DESIGNS SDN BHD	MYR	SCR
410-0000	ACCRUALS	MYR	
490-0000	TEMPORARY ACCOUNT FOR CONTRA	MYR	
SALES			
500-0000	SALES	MYR	
500-1000	CASH SALES	MYR	
SALES ADJUSTMENTS			
510-0000	RETURN INWARDS	MYR	
520-0000	DISCOUNT ALLOWED	MYR	
COST OF GOODS SOLD			
600-0000	STOCK - OPENING	MYR	SOS
610-0000	PURCHASES	MYR	
612-0000	RETURN OUTWARDS	MYR	
620-0000	STOCK - CLOSING	MYR	SCS
OTHER INCOMES			
540-0000	DISCOUNT RECEIVED	MYR	
EXPENSES			
901-0000	ADVERTISEMENT & PROMOTION	MYR	
902-1000	SALES EXPENSES	MYR	
902-2000	MARKETING EXPENSES	MYR	
903-0000	DEPRECIATION OF FIXED ASSETS	MYR	
904-0000	SALARIES	MYR	
905-0000	TRAVELLING EXPENSES	MYR	
906-0000	UPKEEP OF MOTOR VEHICLES	MYR	
907-0000	WATER & ELECTRICITY	MYR	
908-0000	PRINTING & STATIONERY	MYR	
909-0000	TELEPHONE CHARGES	MYR	
910-0000	BANK CHARGES	MYR	
911-0000	INTEREST EXPENSES	MYR	
912-0000	POSTAGES & PRINTING	MYR	
913-0000	COMMISSION & ALLOWANCES	MYR	
914-0000	OFFICE RENTAL	MYR	
915-0000	GENERAL EXPENSES	MYR	

Debtors & Creditors Account

<i>Debtor A/C</i>	<i>Company Name</i>	<i>Address</i>
300-C001	CARING LOVING HEART SDN BHD	C 1-1, Tower B, Jalan 1/44, 46300 Petaling Jaya.
300-G001	GOLDEN BLOCKS BERHAD	23, Block C, Jalan 1/22, 53300 Kuala Lumpur.
300-G002	GTE CENTRE	Unit 3-13, Bandar Ulu Ulu, 46300 Petaling Jaya.
300-T001	TOYO PREMIUM ENTERPRISE	7-1, Jalan Anggur, Damansara Selatan, 41200 Klang.
300-T002	TOP ONE GIFT ENTERPRISE	4-A-4, Empower Tower, Jalan 229, 53300 Kuala Lumpur

<i>Creditor A/C</i>	<i>Company Name</i>	<i>Address</i>
400-B001	BETTY HOUSE OF ARTS	3A, Jalan Damansara Lima, 47300 Petaling Jaya.
400-K001	KANGAROO GIFT SUPPLIES	Lot 12455, Jalan Bangkok, 50450 Kuala Lumpur.
400-P001	PP DESIGNS SDN BHD	25, Jalan SS 11/3A, Taman Maju, 47301 Petaling Jaya.

Reproduce the following transaction:

- The Owner of PPX Ideas Gift & Stationery, Stella, deposited RM 100,000 into company's bank account (HLB-PJ) as initial capital.

JOURNAL VOUCHER

PPX Ideas Gift & Stationery (751???-A)

NO : JV-000001
DATE : 03-01-2014

G/L CODE	G/L NAME	DESCRIPTION	DEBIT	CREDIT
310-HLB1	HLB-PJ	Initial capital	100,000.00	
100-0000	CAPITAL	Initial capital		100,000.00

Total amount of this voucher : 100,000.00

This journal voucher was prepared by AutoCount Accounting

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2. Issued a cheque (HLB 336654) to a supplier (KKK Supplies) for goods purchased (Cash Bill no: 5656).

PPX Ideas Gift & Stationery		
Lot 1234, Jalan Cicak, Kepong Baru Selatan, 52100 Kuala Lumpur.		
PAYMENT VOUCHER		
PAY TO	KKK Suplies	Voucher No.: PV-000001
		Date: 04-01-2014
PAY THE SUM OF	<u>RINGGIT MALAYSIA TWELVE THOUSAND ONLY</u>	
<i>Payment Issued</i>		
Payment By	Cheque No.	Payment Amount
CHEQUE	336654	12,000.00
<i>Paid For</i>		
Acc. No.	Description	Amount
610-0000	Cash purchases (Cash bill no: 5656)	12,000.00
TOTAL:		12,000.00
This payment voucher was prepared by AutoCount Accounting		
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3. The following items were sold to a walk-in customer: 10 sets of Supermug and 10 sets of MiniCup. He paid cash.

PPX Ideas Gift & Stationery		
Lot 1234, Jalan Cicak, Kepong Baru Selatan, 52100 Kuala Lumpur.		
OFFICIAL RECEIPT		
RECEIVED FROM	Walk-in Customer	Voucher No.: OR-000001
		Date: 10-01-2014
RECEIVE THE SUM OF <u>RINGGIT MALAYSIA TWENTY THREE THOUSAND ONLY</u>		
<i>Payment Issued</i>		
Payment By	Cheque No.	Payment Amount
Cash		23,000.00
<i>Paid For</i>		
Acc. No.	Description	Amount
500-1000	10 sets of Sepermugs and 10 sets of Minicup	23,000.00
		TOTAL: 23,000.00
N.B Validity of This Receipt Subject to Clearing of Cheque		
FOR PPX Ideas Gift & Stationery		



4. RM 20,000 worth of items were sold to a regular customer NEON BIG who paid with a cheque (PBB 986555). The cheque was banked in to HLB-PJ.

PPX Ideas Gift & Stationery		
Lot 1234, Jalan Cicak, Kepong Baru Selatan, 52100 Kuala Lumpur.		
OFFICIAL RECEIPT		
RECEIVED FROM	NEON BIG	Voucher No.: OR-000002
		Date: 15-01-2014
RECEIVE THE SUM OF <u>RINGGIT MALAYSIA TWENTY THOUSAND ONLY</u>		
<i>Payment Issued</i>		
Payment By	Cheque No.	Payment Amount
Cheque	PBB 986555	20,000.00
<i>Paid For</i>		
Acc. No.	Description	Amount
500-1000	Cash Sales	20,000.00
		TOTAL: 20,000.00
N.B Validity of This Receipt Subject to Clearing of Cheque		
FOR PPX Ideas Gift & Stationery		



5. Paid monthly rental to Ming Hua (Malaysia) Berhad. A cheque (HLB 336655) is issued.

PPX Ideas Gift & Stationery		
Lot 1234, Jalan Cicak, Kepong Baru Selatan, 52100 Kuala Lumpur.		
PAYMENT VOUCHER		
PAY TO	Ming Hua (Malaysia) Berhad	Voucher No.: PV-000002
		Date: 20-01-2014
PAY THE SUM OF	<u>RINGGIT MALAYSIA SIX THOUSAND ONLY</u>	
<i>Payment Issued</i>		
Payment By	Cheque No.	Payment Amount
CHEQUE	336655	6,000.00
<i>Paid For</i>		
Acc. No.	Description	Amount
914-0000	Rental-January	6,000.00
TOTAL:		6,000.00
This payment voucher was prepared by AutoCount Accounting		
APPROVED BY		RECEIVED BY



6. Issued a cheque (HLB 336656) to Heavy Northman Supplies for the following items:
- Meeting table and chairs
 - Photocopier Z1145s
 - Second hand motorvan Ford 4999

PPX Ideas Gift & Stationery		
Lot 1234, Jalan Cicak, Kepong Baru Selatan, 52100 Kuala Lumpur.		
PAYMENT VOUCHER		
PAY TO	Heavy Northman Supplies	Voucher No.: PV-000003
		Date: 23-01-2014
PAY THE SUM OF	<u>RINGGIT MALAYSIA TWENTY SEVEN THOUSAND FIVE HUNDRED ONLY</u>	
<i>Payment Issued</i>		
Payment By	Cheque No.	Payment Amount
CHEQUE	336656	27,500.00
<i>Paid For</i>		
Acc. No.	Description	Amount
200-2000	Meeting table and chairs	2,000.00
200-3000	Photocopier Z1145s	5,500.00
200-4000	Second hand motorvan Ford 4999	20,000.00
		TOTAL: 27,500.00
This payment voucher was prepared by AutoCount Accounting		
APPROVED BY		RECEIVED BY



7. Paid cash to a staff (Johnny Woo) on the following reimbursement:
- Electricity bill
 - Water bill
 - Telephone bill
 - Salesperson's hotel stay: AC Hotel, Sabah

PPX Ideas Gift & Stationery
Lot 1234, Jalan Cicak, Kepong Baru Selatan, 52100 Kuala Lumpur.

PAYMENT VOUCHER

PAY TO Johnny Woo

Voucher No.: PV-000004
Date: 30-01-2014

PAY THE SUM OF RINGGIT MALAYSIA TWO HUNDRED NINETY FIVE ONLY
Payment Issued

Payment By	Cheque No.	Payment Amount
Cash		295.00

Paid For

Acc. No.	Description	Amount
907-0000	Electricity bill	88.00
907-0000	Water bill	12.00
909-0000	Telephone bill	65.00
905-0000	Salesperson's hotel stay: AC Hotel, Sabah	130.00
TOTAL:		295.00

This payment voucher was prepared by AutoCount Accounting

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8. The owner, Stella, has made an ATM withdrawal from HLB-PJ for her personal use.

JOURNAL VOUCHER

PPX Ideas Gift & Stationery (751???-A)

NO : JV-000002

DATE : 30-01-2014

G/L CODE	G/L NAME	DESCRIPTION	DEBIT	CREDIT
101-0000	DRAWINGS	ATM Withdrawal - drawings	7,000.00	
310-HLB1	HLB-PJ	ATM Withdrawal - drawings		7,000.00

Total amount of this voucher : 7,000.00

This journal voucher was prepared by AutoCount Accounting

APPROVED BY _____

The **closing stock** value for January 20xx is: **2,350.00**

Produce the following reports in PDF format:

1. Chart of account (including debtors and creditors)
2. Payment Method Maintenance Listing (Export to PDF)
3. Journal of Transaction Listing for January 20xx
4. Ledger Report for January 20xx (Standard Ledger)
5. Trial Balance as at 31-01-20xx
6. Profit & Loss Statement for the year ended 31-01-20xx
7. Balance Sheet as at 31-01-20xx