



# **Computerized Accounting Course Book**

## **Chapter 1   Exercise 1.2**

By: Najaa & Peter

## Exercise 1.2

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.

**Nia CabinetMaker** is a sole trader who sells cabinets, cupboards and desks. Its chart of account is as follows:

Chart of Accounts			
Nia CabinetMaker			
<i>Acc. No.</i>	<i>Description</i>	<i>Currency</i>	<i>Special Acc Type</i>
<b>CAPITAL</b>			
100-0000	CAPITAL	MYR	
<b>RETAINED EARNING</b>			
160-0000	RETAINED EARNING	MYR	SRE
<b>FIXED ASSETS</b>			
200-0000	FIXED ASSETS		
200-1000	FURNITURE	MYR	SFA
200-1005	ACCUM. DEPRN. - FURNITURE	MYR	SAD
200-2000	OFFICE EQUIPMENT	MYR	SFA
200-2005	ACCUM. DEPRN. - OFFICE EQUIPMENT	MYR	SAD
200-3000	VEHICLES	MYR	SFA
200-3005	ACCUM. DEPRN. VEHICLES	MYR	SAD
200-4000	LAND & BUILDING	MYR	SFA
200-4005	ACCUM. DEPRN. LAND & BUILDING	MYR	SAD
<b>CURRENT ASSETS</b>			
300-0000	TRADE DEBTORS	MYR	SDC
310-0000	CASH AT BANK	MYR	
310-AMB1	AMBANK-KL	MYR	SBK
310-MBB1	MBB-KL	MYR	SBK
320-0000	CASH IN HAND	MYR	SCH
330-0000	STOCK	MYR	SBS
340-0000	DEPOSIT & PREPAYMENT	MYR	
<b>CURRENT LIABILITIES</b>			
400-0000	TRADE CREDITORS	MYR	SCC
410-0000	ACCRUALS & DEPOSIT RECEIVED	MYR	
420-0000	TEMPORARY ACCOUNT FOR CONTRA	MYR	
430-0000	EPF ACCRUAL	MYR	
440-0000	SOCSSO ACCRUAL	MYR	

<b>LONG TERM LIABILITIES</b>			
470-0000	MORTGAGE LOAN	MYR	
480-0000	LOAN FROM AUTOCOUNT SDN BHD	MYR	
<b>SALES</b>			
500-0000	SALES	MYR	
500-1000	SALES – CABINETS	MYR	
500-2000	SALES – CUPBOARDS	MYR	
500-3000	SALES – DESKS	MYR	
505-0000	CASH SALES		
<b>SALES ADJUSTMENTS</b>			
510-0000	RETURN INWARDS	MYR	
520-0000	DISCOUNT ALLOWED	MYR	
<b>COST OF GOODS SOLD</b>			
610-0000	STOCK - OPENING	MYR	SOS
620-0000	PURCHASES	MYR	
630-0000	RETURN OUTWARDS	MYR	
640-0000	CARRIAGE INWARDS	MYR	
690-0000	STOCK - CLOSING	MYR	SCS
<b>OTHER INCOMES</b>			
540-0000	DISCOUNT RECEIVED	MYR	
<b>EXPENSES</b>			
901-0000	ADVERTISEMENT	MYR	
902-0000	BANK CHARGES	MYR	
903-0000	DEPRECIATION OF FIXED ASSETS	MYR	
904-0000	SALARIES	MYR	
905-0000	COMMISSION & ALLOWANCES	MYR	
906-0000	UPKEEP OF VEHICLES	MYR	
907-0000	WATER & ELECTRICITY	MYR	
908-0000	PRINTING & STATIONERY	MYR	
909-0000	POSTAGE & STAMPS	MYR	
910-0000	OFFICE RENTAL	MYR	
911-0000	INTEREST EXPENSES	MYR	
912-0000	DELIVERY EXPENSES	MYR	
913-0000	OTHER EXPENSES	MYR	
914-0000	EPF (Employer)	MYR	
915-0000	SOCSSO (Employer)	MYR	

**The following transactions took place in January, 20xx:**

**Journal Entries**

<i>Description</i>	<i>Journal V. No</i>	<i>Date</i>	<i>Acc.No/Desc.</i>	<i>Debit</i>	<i>Credit</i>
Starting Capital	<<New>> JV-000001	02 Jan	320-0000 Cash in Hand	5,000	
			310-AMB1 AMBANK-KL	25,000	
			310-MBB1 MBB-KL	20,000	
			200-3000 Vehicles	10,000	
			100-0000 Capital		60,000

Depreciation - Jan	<<New>> JV-000002	31 Jan	903-0000 Depreciation of Fixed Assets	285	
			200-1005 Accum.Deprn.- Furniture		50
			200-2005 Accum.Deprn.- Office Equipment		35
			200-3005 Accum.Deprn.- Vehicles		200

Staff salary - Jan	<<New>> JV-000003	31 Jan	904-0000 Salaries	220	
			430-0000 EPF Accrual		220
			904-0000 Salaries	20	
			440-0000 SOCSO Accrual		20
			914-0000 EPF (Employer)	260	
			430-0000 EPF Accrual		260
			915-0000 SOCSO (Employer)	35	
			440-0000 SOCSO Accrual		35

**Payment Vouchers:**
**Nia CabinetMaker**

A3A4, Northpoint Office, Mid Valley City.  
59200 Kuala Lumpur.

**Payment Voucher No:** PV-000001

**Date:** 04 Jan 20xx

Pay to: *Wholesale EEC Sdn Bhd*

Pay for: Supply of Cupboards AA3322 (10 units) and Desks 1255 (10 units).

Amount: RM 6,450.00

Cheque No: MBB 123321

Authorized Signature:

**SSDD SUPPLIES SDN BHD (121212-L)**

123, Jalan Jasa Jane, 55000 Kuala Lumpur.

**CASH SALE**

No. 23352

To: Nia CabinetMaker

**Date:** 05 Jan 20xx

<i>Item</i>	<i>Description</i>	<i>Qty</i>	<i>UOM</i>	<i>Unit Price</i>	<i>Amount</i>
1	Kancil Sofa Set 4+1	1	set	3,000	3,000
2	AC Air Purifier 2223C	4	unit	500	2,000
<b>Total</b>					<b>5,000</b>

Note: this bill is paid in cash, payment voucher no: PV-000002

**Nia CabinetMaker**

A3A4, Northpoint Office, Mid Valley City.  
59200 Kuala Lumpur.

**Payment Voucher No:** PV-000003

**Date:** 25 Jan 20xx

Pay to: *Nina Charmer*

Pay for: Office cleaning fees – January

Amount: RM 500.00

Cheque No: -- Cash

Authorized Signature:

**Nia CabinetMaker**

A3A4, Northpoint Office, Mid Valley City.  
59200 Kuala Lumpur.

**Payment Voucher No:** PV-000004

Date: 28 Jan 20xx

Pay to: *Victor Lee*

Pay for: Office rental - January.

Amount: RM 850.00

Cheque No: MBB 123322

Authorized Signature:

**Nia CabinetMaker**

A3A4, Northpoint Office, Mid Valley City.  
59200 Kuala Lumpur.

**Payment Voucher No:** PV-000005

Date: 28 Jan 20xx

Pay to: *POS Malaysia*

Pay for: Water bill (RM 35.00) and Electricity bill (RM 120.00)

Amount: RM 155.00

Cheque No: -- Cash

Authorized Signature:

**Nia CabinetMaker**

A3A4, Northpoint Office, Mid Valley City.  
59200 Kuala Lumpur.

**Payment Voucher No:** PV-000006

Date: 31 Jan 20xx

Pay to: *Staff*

Pay for: Net Salary - January.

- Gross 2,000.00; Deduction EPF 220.00; Deduction SOCSO 20.00

Employer's contribution: EPF 260.00; SOCSO 35.00

Amount: RM 1,760.00

Cheque No: MBB 123323

Authorized Signature:

**Receipt Vouchers:**

<i>Receive From</i>	<i>Description</i>	<i>Voucher No</i>	<i>Date</i>	<i>Pay.Method</i>	<i>Acc.No/Desc</i>	<i>Description</i>	<i>Amount RM</i>
Exotic Sdn Bhd	Sales	<<New>> OR-000001	04 Jan	MBB-KL PBB 232232	500-2000 Sales -Cupboards	Item 8056	19,000
One World College	Sales	<<New>> OR-000002	10 Jan	CASH	500-3000 Sales - Desks	Item 8766	6,000
Adam Music Enterprise	Sales	<<New>> OR-000003	15 Jan	MBB-KL HLB 695644	500-1000 Sales - Cabinets	Item 6547	10,000
Lia Network Sdn bhd	Sales	<<New>> OR-000004	17 Jan	CASH	500-1000 Sales - Cabinets	Item 6434	5,000

The **closing stock** value for January 20xx is: **1,200.00**

**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