



PURCHASING

Purchases

- Credit Purchases – Purchase Journal Entry
 - Cash Purchases - Payment
 - Update Inventory Adjustment

Purchase Returns

- Purchase Journal Entry

View the following Reports

- Accounting Reports
- Inventory Reports

Task 21**Maintain Purchase Journal as conditions below:**

- (a) Only open Purchase Journal for January 2009, close Purchase Journal for other months
- (b) Only enable the right of usage for GL accounts shown below:
 - (i) Trade Creditors
 - (ii) Purchases of Hardware
 - (iii) Purchases of Software
 - (iv) Purchases of Accessories
 - (v) Returns Outwards

Task 22**Maintain Cash Journal as conditions below:**

- (c) Only open Cash Journal for January 2009, close Cash Journal for other months

Task 23**Maintain Bank Journal as conditions below:**

- (d) Only open Bank Journal for January 2009, close Bank Journal for other months

Task 24

Goods were received from supplier, you have to perform journal entry of Accounting system and inventory adjustments to update inventory quantity on hand:

<u>Supplier's Bill No</u>	<u>Supplier</u>	<u>Date</u>	<u>Item No</u>	<u>Qty</u>	<u>U.Price(RM)</u>	<u>Amt (RM)</u>
CC098/09	4000/C01	Jan 04	HWP-P001	20	230.00	4,600.00
			HWP-P002	10	400.00	<u>4,000.00</u>
						<u>8,600.00</u>
0312-09	4000/K01	Jan 05	SWS-U001	50	700.00	35,000.00
			ACC-A001	100	12.00	1,200.00
			ACC-A002	25	28.00	<u>700.00</u>
						<u>36,900.00</u>

Task 25

Goods were purchased by paying cash; you have to perform inventory adjustments and cash payment entry in Accounting system:

<u>Supplier's Bill No</u>	<u>Supplier</u>	<u>Date</u>	<u>Item No</u>	<u>Qty</u>	<u>U.Price(RM)</u>	<u>Amt (RM)</u>
0884/09	4000/K01	Jan 08	ACC-A002	5	12.00	60.00

Task 26 Goods were purchased by **paying cheque**; you have to perform inventory adjustments and **bank payment** entry in Accounting system:

<u>Supplier's Bill No</u>	<u>Supplier</u>	<u>Date</u>	<u>Item No</u>	<u>Qty</u>	<u>U.Price(RM)</u>	<u>Amt (RM)</u>
CS-0125	4000/C01	Jan 12	SWS-U002	2	600.00	1,200.00

Task 27 Goods are returned to supplier, issue a Purchase Return:

<u>Bill No</u>	<u>Supplier</u>	<u>Date</u>	<u>Item No</u>	<u>Qty</u>	<u>U.Price(RM)</u>	<u>Amt (RM)</u>
1-023-09	4000/K01	Jan 07	ACC-A002	25	28.00	700.00

Task 28 View the following reports:

Accounting Reports

- (a) Accounting → Reports → Balance Sheet
- (b) Accounting → Enquiry → Creditor Ledger
- (c) Accounting → Reports → Creditors Aging
- (d) Accounting → Reports → Creditors Aging Details
- (e) Accounting → Reports → Profit & Loss
- (f) Accounting → Reports → Trial Balance
- (g) Accounting → Reports → Bank Transaction
- (h) Accounting → Reports → Journal Voucher
- (i) Accounting → Reports → Payment Voucher

Inventory Reports

- (j) Inventory → Reports → Inventory Journal
- (k) Inventory → Reports → Inventory Valuation
- (l) Inventory → Reports → Item Movement

Task 29 Backup

Backup data into C:\backup.