



EDI

LCCI INTERNATIONAL QUALIFICATIONS

LEVEL 2 AWARD IN COMPUTERISED BOOK-KEEPING SKILLS

ASE20054/SAMPLE VI – WORKED ANSWER/MARKING GUIDE

Date: 14/10/2011
Time: 13:56:57

BusiClean
Bank Report - Reconciled

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Date From : 01/06/2010
Date To : 30/06/2010

** NOTE: All values shown on this report are in the Bank Account's operating Currency **

Bank Code : 1200		Bank Name : Bank Current Account					
No	Tp	Date	Refn	Details	Debit	Credit	Balance
				Balance B/Fwd :	22,500.00		22,500.00
11	BP	17/06/2010	SO-1	Insurance		75.00	22,425.00
21	BP	18/06/2010	BP1	HM Revenue and Customs		720.00	21,705.00
22	SA	24/06/2010	CANCEL	Payment on Account	272.55		21,977.55
24	PP	26/06/2010	100075	Purchase Payment		1,200.00	20,777.55
28	PP	27/06/2010	Direct debit	Purchase Payment		1,357.00	19,420.55
33	JC	28/06/2010	J2	June salaries		1,389.66	18,030.89
39	SP	28/06/2010	CANCEL	Cancelled Cheque		272.55	17,758.34
40	BP	28/06/2010	Statement	Returned cheque fee		20.00	17,738.34
				Bank Balance :	<u>22,772.55</u>	<u>5,034.21</u>	<u>17,738.34</u>
					<u><u>22,772.55</u></u>	<u><u>5,034.21</u></u>	<u><u>17,738.34</u></u>

End of Report

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Audit Trail (Summary)

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Date From: 01/01/1980
Date To: 31/12/2019

Customer From:
Customer To: *ZZZZZZZZ*

Transaction From: 1
Transaction To: 99,999,999

Supplier From:
Supplier To: *ZZZZZZZZ*

Dept From: 0
Dept To: 999

N/C From:
N/C To: 99999999

Exclude Deleted Tran: No

No	Type	Date	A/C	N/C	Dept	Ref	Details	Net	Tax	T/C	Pd	Paid	V	B	Bank Rec. Date
1	JD	31/05/2010	0030	0030	0	J1	Opening balance	6,000.00	0.00	T9	Y	6,000.00	-	-	
2	JD	31/05/2010	0040	0040	0	J1	Opening balance	4,000.00	0.00	T9	Y	4,000.00	-	-	
3	JD	31/05/2010	0050	0050	0	J1	Opening balance	9,000.00	0.00	T9	Y	9,000.00	-	-	
4	JD	31/05/2010	1200	1200	0	J1	Opening balance	22,500.00	0.00	T9	Y	22,500.00	-	R	30/06/2010
5	JD	31/05/2010	1230	1230	0	J1	Opening balance	800.00	0.00	T9	Y	800.00	-	-	
6	JC	31/05/2010	2210	2210	0	J1	Opening balance	720.00	0.00	T9	Y	720.00	-	-	
7	JC	31/05/2010	3000	3000	0	J1	Opening balance	16,280.00	0.00	T9	Y	16,280.00	-	-	
8	JC	31/05/2010	4000	4000	0	J1	Opening balance	41,000.00	0.00	T9	Y	41,000.00	-	-	
9	JD	31/05/2010	5000	5000	0	J1	Opening balance	15,000.00	0.00	T9	Y	15,000.00	-	-	
10	JD	31/05/2010	1001	1001	0	J1	Opening balance	700.00	0.00	T9	Y	700.00	-	-	
11	BP	17/06/2010	1200	8204	0	SO-1	Insurance	75.00	0.00	T2	Y	75.00	N	R	30/06/2010
12	PI	01/06/2010	CONN01	7550	0	34521	Telephone bill	1,180.00	177.00	T1	Y	1,357.00	N	-	
13	PI	01/06/2010	GLAS01	7100	0	100045	Rent	1,200.00	0.00	T9	Y	1,200.00	-	-	
14	PI	14/06/2010	PEST01	7803	0	B776	Rent of floor mats - June	175.00	26.25	T1	Y	201.25	N	-	
15	SI	08/06/2010	TAS001	4000	0	673	Mops, dusters	229.00	34.35	T1	N	0.00	N	-	
16	SI	08/06/2010	PES001	4000	0	674	Magic detergent	165.00	24.75	T1	Y	189.75	N	-	
17	SC	12/06/2010	TAS001	4000	0	103	Damaged mops	8.00	1.20	T1	N	0.00	N	-	
18	CP	16/06/2010	1230	7501	0	PCV 24	Postage stamps	54.00	0.00	T2	Y	54.00	N	-	
19	CP	18/06/2010	1230	7502	0	PCV 25	Stationery	30.00	4.50	T1	Y	34.50	N	-	
20	CP	18/06/2010	1230	8205	0	PCV 26	Coffee and sugar	9.50	0.00	T0	Y	9.50	N	-	
21	BP	18/06/2010	1200	2210	0	BP1	HM Revenue and Customs	720.00	0.00	T9	Y	720.00	-	R	30/06/2010
22	SA	24/06/2010	TAS001	1200	0	CANCEL	Payment on Account	272.55	0.00	T9	N	0.00	-	R	30/06/2010
23	CR	24/06/2010	1230	4000	0	PCR 1	Cash sale - cleaning materials	65.00	9.75	T1	Y	74.75	N	-	
24	PP	26/06/2010	GLAS01	1200	0	100075	Purchase Payment	1,200.00	0.00	T9	Y	1,200.00	-	R	30/06/2010
25	PA	27/06/2010	PEST01	1200	0	100076	Payment on Account	11.50	0.00	T9	Y	11.50	-	N	
26	PC	27/06/2010	PEST01	9999	0	Contra	Contra	189.75	0.00	T9	Y	189.75	-	-	
27	SC	27/06/2010	PES001	9999	0	Contra	Contra	189.75	0.00	T9	Y	189.75	-	-	
28	PP	27/06/2010	CONN01	1200	0	Direct debit	Purchase Payment	1,357.00	0.00	T9	Y	1,357.00	-	R	30/06/2010
29	JD	28/06/2010	7000	7000	0	J2	June salaries - net	1,389.66	0.00	T9	Y	1,389.66	-	-	
30	JD	28/06/2010	7000	7000	0	J2	June salaries - tax	404.36	0.00	T9	Y	404.36	-	-	

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Audit Trail (Summary)

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<u>No</u>	<u>Type</u>	<u>Date</u>	<u>A/C</u>	<u>N/C</u>	<u>Dept</u>	<u>Ref</u>	<u>Details</u>	<u>Net</u>	<u>Tax</u>	<u>T/C</u>	<u>Pd</u>	<u>Paid</u>	<u>V</u>	<u>B</u>	<u>Bank Rec. Date</u>
31	JD	28/06/2010	7000	7000	0	J2	June salaries - national insurance	290.20	0.00	T9	Y	290.20	-	-	
32	JD	28/06/2010	7006	7006	0	J2	June salaries	337.68	0.00	T9	Y	337.68	-	-	
33	JC	28/06/2010	1200	1200	0	J2	June salaries	1,389.66	0.00	T9	Y	1,389.66	-	R	30/06/2010
34	JC	28/06/2010	2210	2210	0	J2	June salaries	1,032.24	0.00	T9	Y	1,032.24	-	-	
35	JD	30/06/2010	0030	0030	0	J3	Owner's computer introduced	1,200.00	0.00	T9	Y	1,200.00	-	-	
36	JC	30/06/2010	3000	3000	0	J3	Owner's computer introduced	1,200.00	0.00	T9	Y	1,200.00	-	-	
37	JD	30/06/2010	7103	7103	0	J4	Reallocate tran 13 - rates	1,200.00	0.00	T9	Y	1,200.00	-	-	
38	JC	30/06/2010	7100	7100	0	J4	Reallocate tran 13 - rates	1,200.00	0.00	T9	Y	1,200.00	-	-	
39	SP	28/06/2010	TAS001	1200	0	CANCEL	Cancelled Cheque	272.55	0.00	T9	N	0.00	-	R	30/06/2010
40	BP	28/06/2010	1200	7901	0	Statement	Returned cheque fee	20.00	0.00	T2	Y	20.00	N	R	30/06/2010

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Period Trial Balance

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To Period: Month 6, June 2010

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
0030	Office Equipment	7,200.00	
0040	Furniture and Fixtures	4,000.00	
0050	Motor Vehicles	9,000.00	
1001	Stock	700.00	
1100	Debtors Control Account	254.15	
1200	Bank Current Account	17,726.84	
1230	Petty Cash	776.75	
2200	Sales Tax Control Account		67.65
2201	Purchase Tax Control Account	207.75	
2210	Tax and National Insurance Liability		1,032.24
3000	Capital		17,480.00
4000	Sales - Cleaning Products		41,451.00
5000	Purchases - Cleaning Products	15,000.00	
7000	Staff Salaries	2,084.22	
7006	Employer's National Insurance	337.68	
7103	General Rates	1,200.00	
7501	Postage	54.00	
7502	Office Stationery	30.00	
7550	Telephone	1,180.00	
7803	Premises Expenses	175.00	
7901	Bank Charges	20.00	
8204	Insurances	75.00	
8205	Refreshments	9.50	
	Totals:	<u><u>60,030.89</u></u>	<u><u>60,030.89</u></u>

End of Report

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Nominal Activity - Excluding No Transactions

Date From: 01/01/1980
 Date To: 30/06/2010
 Transaction From: 1
 Transaction To: 99,999,999

N/C From:
 N/C To: 99999999

N/C: 0030 Name: Office Equipment Account Balance: 7,200.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
1	JD	31/05/2010	0030	J1	Opening balance	0	T9	6,000.00	6,000.00	-	-	
35	JD	30/06/2010	0030	J3	Owner's computer introduced	0	T9	1,200.00	1,200.00	-	-	
									Totals:	7,200.00		
									History Balance:	7,200.00		

N/C: 0040 Name: Furniture and Fixtures Account Balance: 4,000.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
2	JD	31/05/2010	0040	J1	Opening balance	0	T9	4,000.00	4,000.00	-	-	
									Totals:	4,000.00		
									History Balance:	4,000.00		

N/C: 0050 Name: Motor Vehicles Account Balance: 9,000.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
3	JD	31/05/2010	0050	J1	Opening balance	0	T9	9,000.00	9,000.00	-	-	
									Totals:	9,000.00		
									History Balance:	9,000.00		

N/C: 1001 Name: Stock Account Balance: 700.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
10	JD	31/05/2010	1001	J1	Opening balance	0	T9	700.00	700.00	-	-	
									Totals:	700.00		
									History Balance:	700.00		

N/C: 1100 Name: Debtors Control Account Account Balance: 254.15 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B	
15	SI	08/06/2010	TAS001	673	Mops, dusters	0	T1	263.35	263.35		N	-	
16	SI	08/06/2010	PES001	674	Magic detergent	0	T1	189.75	189.75		N	-	
17	SC	12/06/2010	TAS001	103	Damaged mops	0	T1	9.20		9.20	N	-	
22	SA	24/06/2010	TAS001	CANCEL	Payment on Account	0	T9	272.55		272.55	-	R	
27	SC	27/06/2010	PES001	Contra	Contra	0	T9	189.75		189.75	-	-	
39	SP	28/06/2010	TAS001	CANCEL	Cancelled Cheque	0	T9	272.55	272.55		-	R	
									Totals:	725.65	471.50		
									History Balance:	254.15			

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Nominal Activity - Excluding No Transactions

N/C: 1200 Name: Bank Current Account Account Balance: 17,726.84 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
4	JD	31/05/2010	1200	J1	Opening balance	0	T9	22,500.00	22,500.00		-	R
11	BP	17/06/2010	1200	SO-1	Insurance	0	T2	75.00		75.00	N	R
21	BP	18/06/2010	1200	BP1	HM Revenue and Customs	0	T9	720.00		720.00	-	R
22	SA	24/06/2010	TAS001	CANCEL	Payment on Account	0	T9	272.55	272.55		-	R
24	PP	26/06/2010	GLAS01	100075	Purchase Payment	0	T9	1,200.00		1,200.00	-	R
25	PA	27/06/2010	PEST01	100076	Payment on Account	0	T9	11.50		11.50	-	N
28	PP	27/06/2010	CONN01	Direct debit	Purchase Payment	0	T9	1,357.00		1,357.00	-	R
33	JC	28/06/2010	1200	J2	June salaries	0	T9	1,389.66		1,389.66	-	R
39	SP	28/06/2010	TAS001	CANCEL	Cancelled Cheque	0	T9	272.55		272.55	-	R
40	BP	28/06/2010	1200	Statement	Returned cheque fee	0	T2	20.00		20.00	N	R
Totals:									22,772.55		5,045.71	
History Balance:									17,726.84			

N/C: 1230 Name: Petty Cash Account Balance: 776.75 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
5	JD	31/05/2010	1230	J1	Opening balance	0	T9	800.00	800.00		-	-
18	CP	16/06/2010	1230	PCV 24	Postage stamps	0	T2	54.00		54.00	N	-
19	CP	18/06/2010	1230	PCV 25	Stationery	0	T1	34.50		34.50	N	-
20	CP	18/06/2010	1230	PCV 26	Coffee and sugar	0	T0	9.50		9.50	N	-
23	CR	24/06/2010	1230	PCR 1	Cash sale - cleaning materials	0	T1	74.75	74.75		N	-
Totals:									874.75		98.00	
History Balance:									776.75			

N/C: 2100 Name: Creditors Control Account Account Balance: 0.00

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
12	PI	01/06/2010	CONN01	34521	Telephone bill	0	T1	1,357.00		1,357.00	N	-
13	PI	01/06/2010	GLAS01	100045	Rent	0	T9	1,200.00		1,200.00	-	-
14	PI	14/06/2010	PEST01	B776	Rent of floor mats - June	0	T1	201.25		201.25	N	-
24	PP	26/06/2010	GLAS01	100075	Purchase Payment	0	T9	1,200.00	1,200.00		-	R
25	PA	27/06/2010	PEST01	100076	Payment on Account	0	T9	11.50	11.50		-	N
26	PC	27/06/2010	PEST01	Contra	Contra	0	T9	189.75	189.75		-	-
28	PP	27/06/2010	CONN01	Direct debit	Purchase Payment	0	T9	1,357.00	1,357.00		-	R
Totals:									2,758.25		2,758.25	
History Balance:												

N/C: 2200 Name: Sales Tax Control Account Account Balance: 67.65 CR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
15	SI	08/06/2010	TAS001	673	Mops, dusters	0	T1	34.35		34.35	N	-
16	SI	08/06/2010	PES001	674	Magic detergent	0	T1	24.75		24.75	N	-
17	SC	12/06/2010	TAS001	103	Damaged mops	0	T1	1.20	1.20		N	-
23	CR	24/06/2010	1230	PCR 1	Cash sale - cleaning materials	0	T1	9.75		9.75	N	-
Totals:									1.20		68.85	
History Balance:											67.65	

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Nominal Activity - Excluding No Transactions

N/C: 2201 Name: Purchase Tax Control Account Account Balance: 207.75 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
12	PI	01/06/2010	CONN01	34521	Telephone bill	0	T1	177.00	177.00		N	-
14	PI	14/06/2010	PEST01	B776	Rent of floor mats - June	0	T1	26.25	26.25		N	-
19	CP	18/06/2010	1230	PCV 25	Stationery	0	T1	4.50	4.50		N	-
Totals:									207.75			
History Balance:									207.75			

N/C: 2210 Name: Tax and National Insurance Liability Account Balance: 1,032.24 CR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
6	JC	31/05/2010	2210	J1	Opening balance	0	T9	720.00		720.00	-	-
21	BP	18/06/2010	1200	BP1	HM Revenue and Customs	0	T9	720.00	720.00		-	R
34	JC	28/06/2010	2210	J2	June salaries	0	T9	1,032.24		1,032.24	-	-
Totals:									720.00		1,752.24	
History Balance:											1,032.24	

N/C: 3000 Name: Capital Account Balance: 17,480.00 CR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
7	JC	31/05/2010	3000	J1	Opening balance	0	T9	16,280.00		16,280.00	-	-
36	JC	30/06/2010	3000	J3	Owner's computer introduced	0	T9	1,200.00		1,200.00	-	-
Totals:											17,480.00	
History Balance:											17,480.00	

N/C: 4000 Name: Sales - Cleaning Products Account Balance: 41,451.00 CR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
8	JC	31/05/2010	4000	J1	Opening balance	0	T9	41,000.00		41,000.00	-	-
15	SI	08/06/2010	TAS001	673	Mops, dusters	0	T1	229.00		229.00	N	-
16	SI	08/06/2010	PES001	674	Magic detergent	0	T1	165.00		165.00	N	-
17	SC	12/06/2010	TAS001	103	Damaged mops	0	T1	8.00	8.00			N
23	CR	24/06/2010	1230	PCR 1	Cash sale - cleaning materials	0	T1	65.00		65.00	N	-
Totals:									8.00		41,459.00	
History Balance:											41,451.00	

N/C: 5000 Name: Purchases - Cleaning Products Account Balance: 15,000.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
9	JD	31/05/2010	5000	J1	Opening balance	0	T9	15,000.00	15,000.00		-	-
Totals:									15,000.00			
History Balance:											15,000.00	

N/C: 7000 Name: Staff Salaries Account Balance: 2,084.22 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
29	JD	28/06/2010	7000	J2	June salaries - net	0	T9	1,389.66	1,389.66		-	-
30	JD	28/06/2010	7000	J2	June salaries - tax	0	T9	404.36	404.36		-	-
31	JD	28/06/2010	7000	J2	June salaries - national insurance	0	T9	290.20	290.20		-	-
Totals:									2,084.22			
History Balance:											2,084.22	

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Nominal Activity - Excluding No Transactions

N/C:	7006	Name:	Employer's National Insurance			Account Balance:	337.68 DR					
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Ref</u>	<u>Details</u>	<u>Dept</u>	<u>T/C</u>	<u>Value</u>	<u>Debit</u>	<u>Credit</u>	<u>V</u>	<u>B</u>
32	JD	28/06/2010	7006	J2	June salaries	0	T9	337.68	337.68	-	-	-
									Totals:	337.68		
									History Balance:	337.68		
N/C:	7100	Name:	Rent			Account Balance:	0.00					
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Ref</u>	<u>Details</u>	<u>Dept</u>	<u>T/C</u>	<u>Value</u>	<u>Debit</u>	<u>Credit</u>	<u>V</u>	<u>B</u>
13	PI	01/06/2010	GLAS01	100045	Rent	0	T9	1,200.00	1,200.00	-	-	-
38	JC	30/06/2010	7100	J4	Reallocate tran 13 - rates entered	0	T9	1,200.00		1,200.00	-	-
									Totals:	1,200.00	1,200.00	
									History Balance:			
N/C:	7103	Name:	General Rates			Account Balance:	1,200.00 DR					
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Ref</u>	<u>Details</u>	<u>Dept</u>	<u>T/C</u>	<u>Value</u>	<u>Debit</u>	<u>Credit</u>	<u>V</u>	<u>B</u>
37	JD	30/06/2010	7103	J4	Reallocate tran 13 - rates entered	0	T9	1,200.00	1,200.00	-	-	-
									Totals:	1,200.00		
									History Balance:	1,200.00		
N/C:	7501	Name:	Postage			Account Balance:	54.00 DR					
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Ref</u>	<u>Details</u>	<u>Dept</u>	<u>T/C</u>	<u>Value</u>	<u>Debit</u>	<u>Credit</u>	<u>V</u>	<u>B</u>
18	CP	16/06/2010	1230	PCV 24	Postage stamps	0	T2	54.00	54.00		N	-
									Totals:	54.00		
									History Balance:	54.00		
N/C:	7502	Name:	Office Stationery			Account Balance:	30.00 DR					
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Ref</u>	<u>Details</u>	<u>Dept</u>	<u>T/C</u>	<u>Value</u>	<u>Debit</u>	<u>Credit</u>	<u>V</u>	<u>B</u>
19	CP	18/06/2010	1230	PCV 25	Stationery	0	T1	30.00	30.00		N	-
									Totals:	30.00		
									History Balance:	30.00		
N/C:	7550	Name:	Telephone			Account Balance:	1,180.00 DR					
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Ref</u>	<u>Details</u>	<u>Dept</u>	<u>T/C</u>	<u>Value</u>	<u>Debit</u>	<u>Credit</u>	<u>V</u>	<u>B</u>
12	PI	01/06/2010	CONN01	34521	Telephone bill	0	T1	1,180.00	1,180.00		N	-
									Totals:	1,180.00		
									History Balance:	1,180.00		
N/C:	7803	Name:	Premises Expenses			Account Balance:	175.00 DR					
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Ref</u>	<u>Details</u>	<u>Dept</u>	<u>T/C</u>	<u>Value</u>	<u>Debit</u>	<u>Credit</u>	<u>V</u>	<u>B</u>
14	PI	14/06/2010	PEST01	B776	Rent of floor mats - June	0	T1	175.00	175.00		N	-
									Totals:	175.00		
									History Balance:	175.00		

Date: 19/01/2012
 Time: 18:56:30

BusiClean

Page: 5

Nominal Activity - Excluding No Transactions

N/C: 7901 Name: Bank Charges Account Balance: 20.00 DR

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Ref</u>	<u>Details</u>	<u>Dept</u>	<u>T/C</u>	<u>Value</u>	<u>Debit</u>	<u>Credit</u>	<u>V</u>	<u>B</u>
40	BP	28/06/2010	1200	Statement	Returned cheque fee	0	T2	20.00	20.00		N	R
Totals:									20.00			
History Balance:									20.00			

N/C: 8204 Name: Insurances Account Balance: 75.00 DR

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Ref</u>	<u>Details</u>	<u>Dept</u>	<u>T/C</u>	<u>Value</u>	<u>Debit</u>	<u>Credit</u>	<u>V</u>	<u>B</u>
11	BP	17/06/2010	1200	SO-1	Insurance	0	T2	75.00	75.00		N	R
Totals:									75.00			
History Balance:									75.00			

N/C: 8205 Name: Refreshments Account Balance: 9.50 DR

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Ref</u>	<u>Details</u>	<u>Dept</u>	<u>T/C</u>	<u>Value</u>	<u>Debit</u>	<u>Credit</u>	<u>V</u>	<u>B</u>
20	CP	18/06/2010	1230	PCV 26	Coffee and sugar	0	T0	9.50	9.50		N	-
Totals:									9.50			
History Balance:									9.50			

N/C: 9999 Name: Mispostings Account Account Balance: 0.00

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Ref</u>	<u>Details</u>	<u>Dept</u>	<u>T/C</u>	<u>Value</u>	<u>Debit</u>	<u>Credit</u>	<u>V</u>	<u>B</u>
26	PC	27/06/2010	PEST01	Contra	Contra	0	T9	189.75		189.75	-	-
27	SC	27/06/2010	PES001	Contra	Contra	0	T9	189.75	189.75		-	-
Totals:									189.75		189.75	
History Balance:											189.75	

End of Report

Date: 14/10/2011
 Time: 12:12:19

BusiClean
Customer Activity (Detailed)

Page: 1

Date From: 01/01/1980
 Date To: 30/06/2010
 Transaction From: 1
 Transaction To: 99,999,999
 Inc b/fwd transaction: No
 Exc later payment: No

Customer From:
 Customer To: ZZZZZZZZ
 N/C From:
 N/C To: 99999999
 Dept From: 0
 Dept To: 999

** NOTE: All report values are shown in Base Currency, unless otherwise indicated **

A/C:		Name:		Contact:				Tel:					
No	Type	Date	Ref	N/C	Details	Dept	T/C	Value	O/S	Debit	Credit	V	B
A/C: PES001		Name: Pestokil Ltd		Contact:				Tel:					
16	SI	08/06/2010	674	4000	Magic detergent	0	T1	189.75		189.75		N	-
27	SC	27/06/2010	Contra	9999	Contra	0	T9	189.75			189.75	-	-
Totals:								<u>0.00</u>	<u>0.00</u>	<u>189.75</u>	<u>189.75</u>		
Amount Outstanding					0.00								
Amount Paid this period					0.00								
Credit Limit £					0.00								
Turnover YTD					-24.75								

A/C:		Name:		Contact:				Tel:					
No	Type	Date	Ref	N/C	Details	Dept	T/C	Value	O/S	Debit	Credit	V	B
A/C: TAS001		Name: Taskers Ltd		Contact:				Tel:					
15	SI	08/06/2010	673	4000	Mops, dusters	0	T1	263.35 *	263.35	263.35		N	-
17	SC	12/06/2010	103	4000	Damaged mops	0	T1	9.20 *	-9.20		9.20	N	-
22	SA	24/06/2010	CANCEL	1200	Payment on Account	0	T9	272.55 *	-272.55		272.55	-	R
39	SP	28/06/2010	CANCEL	1200	Cancelled Cheque	0	T9	272.55	272.55	272.55		-	R
Totals:								<u>254.15</u>	<u>254.15</u>	<u>535.90</u>	<u>281.75</u>		
Amount Outstanding					254.15								
Amount Paid this period					0.00								
Credit Limit £					0.00								
Turnover YTD					221.00								

End of Report

Date: 14/10/2011

Time: 12:12:37

BusiClean
Customer Address List

Page: 1

Customer From:

Customer To: ZZZZZZZZ

<u>A/C</u>	<u>Name & Address</u>	<u>Contact Name</u>	<u>Telephone</u>	<u>Fax</u>
PES001	Pestokil Ltd 11 Commercial Road Glasgow			
TAS001	Taskers Ltd 178 Derby Boulevard Glasgow			

End of Report

Date: 14/10/2011
 Time: 12:12:55

BusiClean
Aged Debtors Analysis (Detailed)

Page: 1

Date From: 01/01/1980
 Date To: 30/06/2010
 Include future transactions: No
 Exclude later payments: No

Customer From:
 Customer To: ZZZZZZZZ

** NOTE: All report values are shown in Base Currency, unless otherwise indicated **

A/C: TAS001 Name: Taskers Ltd

Contact:

Tel:

No	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
15	SI	08/06/2010	673	Mops, dusters	263.35	0.00	263.35	0.00	0.00	0.00	0.00
17	SC	12/06/2010	103	Damaged mops	-9.20	0.00	-9.20	0.00	0.00	0.00	0.00
22	SA	24/06/2010	CANCEL	Cancelled Cheque	-272.55	0.00	-272.55	0.00	0.00	0.00	0.00
39	SP	28/06/2010	CANCEL	Cancelled Cheque	272.55	0.00	272.55	0.00	0.00	0.00	0.00
Totals:					<u>254.15</u>	<u>0.00</u>	<u>254.15</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Turnover: 221.00
 Credit Limit £ 0.00

Grand Totals: 254.15 0.00 254.15 0.00 0.00 0.00 0.00

End of Report

Date: 14/10/2011
Time: 12:13:22

BusiClean
Supplier Activity (Detailed)

Page: 1

Date From: 01/01/1980
Date To: 30/06/2010
Transaction From: 1
Transaction To: 99,999,999
Inc b/fwd transaction: No
Exc later payment: No

Supplier From:
Supplier To: ZZZZZZZZ
N/C From:
N/C To: 99999999
Dept From: 0
Dept To: 999

** NOTE: All report values are shown in Base Currency, unless otherwise indicated **

A/C: CONN01 Name: Connectafone Plc

Contact:

Tel:

No	Type	Date	Ref	N/C	Details	Dept	T/C	Value	O/S	Debit	Credit	V	B
12	PI	01/06/2010	34521	7550	Telephone bill	0	T1	1,357.00	0.00		1,357.00	N	-
28	PP	27/06/2010	Direct debit	1200	Purchase Payment	0	T9	1,357.00	0.00	1,357.00		-	R
Totals:								<u>0.00</u>	<u>0.00</u>	<u>1,357.00</u>	<u>1,357.00</u>		

Amount Outstanding 0.00
Amount paid this period 1,357.00
Credit Limit £ 0.00
Turnover YTD 1,180.00

A/C: GLAS01 Name: Glasgow City Council

Contact:

Tel:

No	Type	Date	Ref	N/C	Details	Dept	T/C	Value	O/S	Debit	Credit	V	B
13	PI	01/06/2010	100045	7100	Rent	0	T9	1,200.00	0.00		1,200.00	-	-
24	PP	26/06/2010	100075	1200	Purchase Payment	0	T9	1,200.00	0.00	1,200.00		-	R
Totals:								<u>0.00</u>	<u>0.00</u>	<u>1,200.00</u>	<u>1,200.00</u>		

Amount Outstanding 0.00
Amount paid this period 1,200.00
Credit Limit £ 0.00
Turnover YTD 1,200.00

A/C: PEST01 Name: Pestokil Ltd

Contact:

Tel:

No	Type	Date	Ref	N/C	Details	Dept	T/C	Value	O/S	Debit	Credit	V	B
14	PI	14/06/2010	B776	7803	Rent of floor mats - June	0	T1	201.25	0.00		201.25	N	-
25	PA	27/06/2010	100076	1200	Payment on Account	0	T9	11.50	0.00	11.50		-	N
26	PC	27/06/2010	Contra	9999	Contra	0	T9	189.75	0.00	189.75		-	-
Totals:								<u>0.00</u>	<u>0.00</u>	<u>201.25</u>	<u>201.25</u>		

Amount Outstanding 0.00
Amount paid this period 11.50
Credit Limit £ 0.00
Turnover YTD -14.75

End of Report

Date: 14/10/2011

Time: 12:13:42

BusiClean
Supplier Address List

Page: 1

Supplier From:

Supplier To: ZZZZZZZZ

<u>A/C</u>	<u>Name</u>	<u>Contact</u>	<u>Telephone</u>	<u>Fax</u>
CONN01	Connectafone Plc 180 Argyle Street Glasgow			
GLAS01	Glasgow City Council Corporation Street Glasgow G4 2RP			
PEST01	Pestokil Ltd 11 Commercial Road Glasgow			

End of Report

Date: 14/10/2011

Time: 12:15:41

BusiClean Budget Report

Page: 1

From: Month 6, June 2010
To: Month 6, June 2010

Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
Sales								
Product Sales	451.00	100.00	8,333.33	(7,882.33)	41,451.00	100.00	49,999.98	(8,548.98)
	451.00	100.00	8,333.33	(7,882.33)	41,451.00	100.00	49,999.98	(8,548.98)
Purchases								
Purchases	0.00	0.00	2,500.00	(2,500.00)	15,000.00	36.19	15,000.00	0.00
	0.00	0.00	2,500.00	(2,500.00)	15,000.00	36.19	15,000.00	0.00
Direct Expenses								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gross Profit/(Loss):	451.00	100.00	5,833.33	(5,382.33)	26,451.00	63.81	34,999.98	(8,548.98)
Overheads								
Gross Wages	2,421.90	537.01	0.00	2,421.90	2,421.90	5.84	0.00	2,421.90
Rent and Rates	1,200.00	266.08	0.00	1,200.00	1,200.00	2.89	0.00	1,200.00
Printing and Stationery	84.00	18.63	0.00	84.00	84.00	0.20	0.00	84.00
Telephone and Computer charges	1,180.00	261.64	0.00	1,180.00	1,180.00	2.85	0.00	1,180.00
Maintenance	175.00	38.80	0.00	175.00	175.00	0.42	0.00	175.00
Bank Charges and Interest	20.00	4.43	0.00	20.00	20.00	0.05	0.00	20.00
General Expenses	84.50	18.74	0.00	84.50	84.50	0.20	0.00	84.50
	5,165.40	1,145.32	0.00	5,165.40	5,165.40	12.46	0.00	5,165.40
Net Profit/(Loss):	(4,714.40)	(1,045.32)	5,833.33	(10,547.73)	21,285.60	51.35	34,999.98	(13,714.38)