

Micro-fin

For Windows

TRAINING

SIMULATION

EXERCISE

TRAINING PRIMARY SCHOOL

The School Governing Body of Training Primary School has decided to start using a computerised financial system from the beginning of January 2011.

They have given you all the information and a laptop and request that you do all the bookkeeping for January 2011. After you have done the bookkeeping they will specify the reports that is needed.

INFORMATION GIVEN TO YOU AS AT 31 DECEMBER 2010.

1. TRAINING PRIMARY SCHOOL TRIAL BALANCE AS AT 31 DECEMBER 2010

DESCRIPTION	DEBIT	CREDIT
Bank	8 526.00	
Petty cash	500.00	
Computer equipment	30 000.00	
Office furniture	20 000.00	
Provision for depreciation		15 000.00
Profit and loss suspense (Unappropriated income)		44 026.00
TOTAL	59 026.00	59 026.00

2. TRAINING PRIMARY SCHOOL BANK RECONCILIATION ON 31 DECEMBER 2010

DESCRIPTION	RAND	RAND
Balance as per general ledger		8 526.00
Outstanding cheques		1 274.00
Number 5 10/12/2010	274.00	
7 15/12/2010	1 000.00	
Balance per bank statement		9 800.00

3. BANK STATEMENT FOR THE MONTH OF JANUARY 2011.

AAB BANK ARCADIA BRANCH PRETORIA		STATEMENT OF BANK ACCOUNT JANUARY 2010	
Date	Description	Amount	Balance
20110101	BALANCE		9,800.00
20110101	SERVICE FEE HQ	-149.96	9,650.04
20110101	TRANSACTION FEE HQ	-210.00	9,440.04
20110102	CHEQUE 7 HEADQ(3.72)	-1,000.00	8,440.04

20110102	CASH-DEP BRANCH FOCHVILLE (5.05) DEP NO : 3113	200.00	8,640.04
20110102	CASH-DEP BRANCH RIVERSQUAR(2.96) DEP NO : 3105	300.00	8,940.04
20110101	ACB CREDIT SETTTL MOFOKENG Katlehu	300.00	9,240.04
20110104	IBANK PAYMENT TO SETTTL ABSA BANK dube 3113	100.00	9,340.04
20110105	CASH-DEP BRANCH THREE RIVE(1.53)	500.00	9,840.04
20110108	IBANK PAYMENT TO SETTTL ABSA BANK JULIES GLAS 12451	-360.00	9,480.04
20110110	IBANK PAYMENT TO SETTTL ABSA BANK ACB Cleaning materials	-2,257.20	7,222.84
20110112	IBANK PAYMENT TO SETTTL ABSA BANK Telkom 3405026 12447	-265.13	6,957.71
20110111	IBANK PAYMENT TO SETTTL ABSA BANK Emfuleni Local municipal account	-3,298.00	3,659.71
20110115	IBANK PAYMENT TO SETTTL ABSA BANK Prestige Stationers	-1,447.69	2,212.02
20110117	IBANK PAYMENT TO SETTTL ABSA BANK FORMULA MOTORS petrol	-188.00	2,024.02
20110118	MIXED DEP BRANCH THREE RIVE(16.38) DEP NO : 1879	400.00	2,424.02
20110119	CHEQUE 10 HEADQ(3.72)	-144.35	2,279.67
20110121	CHEQUE 11 HEADQ(3.72)	-180.37	2,099.30
20110122	IBANK PAYMENT TO SETTTL ABSA BANK FIESTA SWEETS 12462	-2,269.79	-170.49
20110122	CASH-DEP BRANCH THREE RIVE(26.83) DEP NO : 1880 tuckshop sales	4,880.00	4,709.51
20110125	MIXED DEP BRANCH THREE RIVE(16.38) DEP NO : 1881	5,000.00	9,709.51

4. SOFTWARE AND DATA

You must install the software (Microfin) and import program. Use the import program to import the data (exported from SA-SAMS – training data) to get all the parents, children and class information.

After import do parent child link (Processing>Parent child link) and group and account setup (Processing>Group and account setup – choose change to balance brought forward).

5. CREATE NEW ACCOUNTS AND INPUT OF OPENING BALANCES

You must create new general ledger accounts for Computer equipment and Office furniture. (Masters>General ledger)

Do the input of the opening balances in the general ledger from the trial balance as at 31 December 2010. (Setup>Opening balances)

Do the input of the outstanding cheques from the bank recon at the end of the year.

(Setup>Outstanding cheques and deposits)

6. SETUP OF INVOICE SCALE

Goto setup and school invoice scale. The invoice scale per month is:

1 st child R 500

2 nd child R 400

3 rd child R 300

Rest of children R 0.

The invoices are raised from January to October (10 months)

Do the monthly invoice run for January 2011 (Change your date at the bottom of your computer to 2 January 2011). Transactions>Debtors>Auto invoices>School.

7. BUDGET INPUT

Do the budget input for the following five budget allocations:

Masters>General ledger>Budget

BUDGET ALLOCATION	AMOUNT
2BANK1 – BANK CHARGES	R 5 400 spread over 12 months
2REFR2 - STAFF TEA	R 2 000 spread over 10 months
2BUIL1 – MAINTENANCE BUILDINGS	R 36 000 spread over 10 months
2CLEA1 - CLEANING	R 24 000 spread over 12 months

8. RECEIPTS FROM PARENTS (DEBTORS) AND OTHER

The following cash payments have been made by parents during the month:

NAME	DATE	AMOUNT
3108 – DLAMINI	04/01/2011	500.00
Sean Hood – Class RV	15/01/2011	450.00
LLOYD Donovan	20/01/2011	300.00

The following deposits in the Schools' bank account were made by parents:

NAME/ACC NUMBER	DATE	AMOUNT
3113	02/01/2011	200.00
3105	02/01/2011	300.00
MOFOKENG Katlehu	01/01/2011	300.00
3113	04/01/2011	100.00

The following money was received for the credit of other accounts than Debtors:

BUDGET ALLOCATION	DATE	AMOUNT
2TUCK1 – TUCKSHOP SALES	20/01/2011	4 880.00

9. DEPOSITS

The following deposits were made for cash received at the school. Summary of the deposits:

DEPOSIT NUMBER	DATE	AMOUNT
1878	05/01/2011	500.00
1879	18/01/2011	400.00
1880	22/01/2011	4 880.00
1881	25/01/2011	5 000.00

10. PAYMENTS

The following payments were made for January:

Do the Input of the transactions from the source documents:

PETTY CASH – Transactions>General ledger>Petty cash

CHEQUES AND INTERNET – Transactions>General ledger>Cheques

OUT OF PETTY CASH

PETTY CASH VOUCHER		NUMBER: 10501
TRAINING PRIMARY SCHOOL		
BOUGHT FROM: GARDEN WORLD		DATE: 2/1/2011
Source documents (Proof of delivery and invoice are attached and signed)		
DETAILS	BUDGET ALLOCATION	AMOUNT (R)
PLANTS FOR ENTRANCE	2GARD1	100.00
TOTAL		100.00
Received by: <u>[Signature]</u>		
Authorized by: <u>[Signature]</u>		

PETTY CASH VOUCHER		NUMBER: 10502
TRAINING PRIMARY SCHOOL		
BOUGHT FROM: BBR TECH SERV.		DATE: 10/1/11
Source documents (Proof of delivery and invoice are attached and signed)		
DETAILS	BUDGET ALLOCATION	AMOUNT (R)
REPAIR CLASS EQUIPMENT	2EQU3	150.00
TOTAL		150.00
Received by: <u>[Signature]</u>		
Authorized by: <u>[Signature]</u>		

PETTY CASH VOUCHER		NUMBER: 10503
TRAINING PRIMARY SCHOOL		
BOUGHT FROM: BCR HARDWARE		DATE: 20/1/11
Source documents (Proof of delivery and invoice are attached and signed)		
DETAILS	BUDGET ALLOCATION	AMOUNT (R)
IRRIGATION (FITTINGS TO REPAIR IRRIGATION SYSTEM)	2BUIL1	400.00
TOTAL		400.00
Received by: <u>[Signature]</u>		
Authorized by: <u>[Signature]</u>		

PETTY CASH VOUCHER		NUMBER: 10504
TRAINING PRIMARY SCHOOL		
BOUGHT FROM: POST OFFICE		DATE: 20/1/11
Source documents (Proof of delivery and invoice are attached and signed)		
DETAILS	BUDGET ALLOCATION	AMOUNT (R)
STAMPS	2ADVE1	80.00
TOTAL		80.00
Received by: <u>[Signature]</u>		
Authorized by: <u>[Signature]</u>		

PETTY CASH VOUCHER		NUMBER: 10505
TRAINING PRIMARY SCHOOL		
BOUGHT FROM: PICK A PAY		DATE: 25/1/11
Source documents (Proof of delivery and invoice are attached and signed)		
DETAILS	BUDGET ALLOCATION	AMOUNT (R)
COFFEE, TEA & SUGAR	2REFR2	211.20
TOTAL		211.20
Received by: <u>[Signature]</u>		
Authorized by: <u>[Signature]</u>		

CHEQUES AND INTERNET

OFFICIAL ORDER NUMBER: 10101

TRAINING PRIMARY SCHOOL

Supplier name: JULIES GLASS Date: 8/1/11
LONG ROAD
ARCADIA

DELIVER TO:
Training Primary School
88 Khosha street
Atteridgeville
0158

SEND INVOICE TO:
Training Primary School
P.O. Box 44421
Atteridgeville
0158

The following product/s or service

Description	Qty	Price	Budget allocation
REPLACE BROKEN GLASS AT ROOFS	1	360.00	2BUIL2

ORDER APPROVED: [Signature] [Signature]
Signature on behalf of Principal Signature by Purchaser

FOR OFFICE USE ONLY

Payment details (Source documents - proof of delivery and invoice are attached and signed)
Payment method: Cheque ☐ Internet ☒ Petty cash ☐ DATE: 8/1/11

Invoice number	Amount	Invoice number	Amount
3762	360.00		

PAYMENT APPROVED: [Signature]
Signature on behalf of SGB

OFFICIAL ORDER NUMBER: 10102

TRAINING PRIMARY SCHOOL

Supplier name: AJB CLEANING Date: 9/1/11
10 CHURCH ST.
SLAVYSIDE, TTA.

DELIVER TO:
Training Primary School
88 Khosha street
Atteridgeville
0158

SEND INVOICE TO:
Training Primary School
P.O. Box 44421
Atteridgeville
0158

The following product/s or service

Description	Qty	Price	Budget allocation
HAND SOAP	20.84	2252.20	2CLEA1

ORDER APPROVED: [Signature] [Signature]
Signature on behalf of Principal Signature by Purchaser

FOR OFFICE USE ONLY

Payment details (Source documents - proof of delivery and invoice are attached and signed)
Payment method: Cheque ☐ Internet ☒ Petty cash ☐ DATE: 10/1/11

Invoice number	Amount	Invoice number	Amount
8475	2252.20		

PAYMENT APPROVED: [Signature]
Signature on behalf of SGB

OFFICIAL ORDER NUMBER: 10103

TRAINING PRIMARY SCHOOL

Supplier name: TELKOM Date: 10/1/11
PRETORIA

DELIVER TO:
Training Primary School
88 Khosha street
Atteridgeville
0158

SEND INVOICE TO:
Training Primary School
P.O. Box 44421
Atteridgeville
0158

The following product/s or service

Description	Qty	Price	Budget allocation
TELEPHONE	1	265.00	2TELE1

ORDER APPROVED: [Signature] [Signature]
Signature on behalf of Principal Signature by Purchaser

FOR OFFICE USE ONLY

Payment details (Source documents - proof of delivery and invoice are attached and signed)
Payment method: Cheque ☐ Internet ☒ Petty cash ☐ DATE: 12/1/11

Invoice number	Amount	Invoice number	Amount
67425	265.00		

PAYMENT APPROVED: [Signature]
Signature on behalf of SGB

OFFICIAL ORDER NUMBER: 10104

TRAINING PRIMARY SCHOOL

Supplier name: EMEULENT LOCAL Date: 3/1/11
COUNCIL
PRETORIA

DELIVER TO:
Training Primary School
88 Khosha street
Atteridgeville
0158

SEND INVOICE TO:
Training Primary School
P.O. Box 44421
Atteridgeville
0158

The following product/s or service

Description	Qty	Price	Budget allocation
ELECTRICITY	1	3298.00	2ELEC2

ORDER APPROVED: [Signature] [Signature]
Signature on behalf of Principal Signature by Purchaser

FOR OFFICE USE ONLY

Payment details (Source documents - proof of delivery and invoice are attached and signed)
Payment method: Cheque ☐ Internet ☒ Petty cash ☐ DATE: 13/1/11

Invoice number	Amount	Invoice number	Amount
E.2284056	3298.00		

PAYMENT APPROVED: [Signature]
Signature on behalf of SGB

OFFICIAL ORDER NUMBER: 10105

TRAINING PRIMARY SCHOOL

Supplier name: PRESTIGE STAT Date: 5/1/11
211 PRETORIUS ST.
PRETORIA

DELIVER TO:
Training Primary School
88 Khosha street
Atteridgeville
0158

SEND INVOICE TO:
Training Primary School
P.O. Box 44421
Atteridgeville
0158

The following product/s or service

Description	Qty	Price	Budget allocation
TYPEX PHOTO COPY PAPER	20	1447.69	2STAT1

ORDER APPROVED: [Signature] [Signature]
Signature on behalf of Principal Signature by Purchaser

FOR OFFICE USE ONLY

Payment details (Source documents - proof of delivery and invoice are attached and signed)
Payment method: Cheque ☐ Internet ☒ Petty cash ☐ DATE: 15/1/11

Invoice number	Amount	Invoice number	Amount
778849	1447.69		

PAYMENT APPROVED: [Signature]
Signature on behalf of SGB

OFFICIAL ORDER NUMBER: 10106

TRAINING PRIMARY SCHOOL

Supplier name: FORMULA MOTORS Date: 16/1/11
341 VERMPULLEN ST.
PRETORIA

DELIVER TO:
Training Primary School
88 Khosha street
Atteridgeville
0158

SEND INVOICE TO:
Training Primary School
P.O. Box 44421
Atteridgeville
0158

The following product/s or service

Description	Qty	Price	Budget allocation
PETROL FOR LAWNMOWER	20.84	188.00	2LAWN1

ORDER APPROVED: [Signature] [Signature]
Signature on behalf of Principal Signature by Purchaser

FOR OFFICE USE ONLY

Payment details (Source documents - proof of delivery and invoice are attached and signed)
Payment method: Cheque ☐ Internet ☒ Petty cash ☐ DATE: 16/1/11

Invoice number	Amount	Invoice number	Amount
5127	188.00		

PAYMENT APPROVED: [Signature]
Signature on behalf of SGB

OFFICIAL ORDER NUMBER: 10107

TRAINING PRIMARY SCHOOL

Supplier name: WALTONS Date: 12/1/11
37 OUTUM ST.
PRETORIA

DELIVER TO:
 Training Primary School
 98 Khosha street
 Atteridgeville
 0078

SEND INVOICE TO:
 Training Primary School
 P.O. Box 44421
 Atteridgeville
 0158

The following product(s) or service

Description	Qty	Price	Budget allocation
FILE COVERS	14	144.35	231ATZ

ORDER APPROVED: [Signature] [Signature]
 Signature on behalf of Principal Signature by Purchaser

FOR OFFICE USE ONLY

Payment details (Source documents - proof of delivery and invoice are attached and signed)
 Payment method: ☒ Cheque ☐ Internet ☐ Petty cash ☐ DATE: 12/1/11
 INVOICE NUMBER: 4747 Amount: 144.35 Invoice number: Amount:

PAYMENT APPROVED: [Signature]
 Signature on behalf of SGB

OFFICIAL ORDER NUMBER: 10108

TRAINING PRIMARY SCHOOL

Supplier name: SPARK ELECTRICAL Date: 15/1/11
222 KENSLOO ST.
PRETORIA

DELIVER TO:
 Training Primary School
 98 Khosha street
 Atteridgeville
 0078

SEND INVOICE TO:
 Training Primary School
 P.O. Box 44421
 Atteridgeville
 0158

The following product(s) or service

Description	Qty	Price	Budget allocation
FIX COMPUTER PLUGS	1	180.87	2ELEC1

ORDER APPROVED: [Signature] [Signature]
 Signature on behalf of Principal Signature by Purchaser

FOR OFFICE USE ONLY

Payment details (Source documents - proof of delivery and invoice are attached and signed)
 Payment method: ☒ Cheque ☐ Internet ☐ Petty cash ☐ DATE: 15/1/11
 INVOICE NUMBER: 8532 Amount: 180.87 Invoice number: Amount:

PAYMENT APPROVED: [Signature]
 Signature on behalf of SGB

OFFICIAL ORDER NUMBER: 10109

TRAINING PRIMARY SCHOOL

Supplier name: ALPHA PHARMACY Date: 10/1/11
ARCADIA
PRETORIA

DELIVER TO:
 Training Primary School
 98 Khosha street
 Atteridgeville
 0078

SEND INVOICE TO:
 Training Primary School
 P.O. Box 44421
 Atteridgeville
 0158

The following product(s) or service

Description	Qty	Price	Budget allocation
FIRST AID KIT	1	200.00	2FERS2

ORDER APPROVED: [Signature] [Signature]
 Signature on behalf of Principal Signature by Purchaser

FOR OFFICE USE ONLY

Payment details (Source documents - proof of delivery and invoice are attached and signed)
 Payment method: ☒ Cheque ☐ Internet ☐ Petty cash ☐ DATE: 10/1/11
 INVOICE NUMBER: 423 Amount: 200.00 Invoice number: Amount:

PAYMENT APPROVED: [Signature]
 Signature on behalf of SGB

OFFICIAL ORDER NUMBER: 10110

TRAINING PRIMARY SCHOOL

Supplier name: A. ELS Date: 22/1/11
22 CHURCH ST.
PRETORIA

DELIVER TO:
 Training Primary School
 98 Khosha street
 Atteridgeville
 0078

SEND INVOICE TO:
 Training Primary School
 P.O. Box 44421
 Atteridgeville
 0158

The following product(s) or service

Description	Qty	Price	Budget allocation
CASUAL LABOUR (ASSIST IN LAB)		300.00	2SALA1

ORDER APPROVED: [Signature] [Signature]
 Signature on behalf of Principal Signature by Purchaser

FOR OFFICE USE ONLY

Payment details (Source documents - proof of delivery and invoice are attached and signed)
 Payment method: ☒ Cheque ☐ Internet ☐ Petty cash ☐ DATE: 22/1/11
 INVOICE NUMBER: N.A. Amount: 300.00 Invoice number: Amount:

PAYMENT APPROVED: [Signature]
 Signature on behalf of SGB

OFFICIAL ORDER NUMBER: 10111

TRAINING PRIMARY SCHOOL

Supplier name: A. ADAMS Date: 2/1/11

DELIVER TO:
 Training Primary School
 98 Khosha street
 Atteridgeville
 0078

SEND INVOICE TO:
 Training Primary School
 P.O. Box 44421
 Atteridgeville
 0158

The following product(s) or service

Description	Qty	Price	Budget allocation
PETTY CASH		1000.00	10TR1 PETTY

ORDER APPROVED: [Signature] [Signature]
 Signature on behalf of Principal Signature by Purchaser

FOR OFFICE USE ONLY

Payment details (Source documents - proof of delivery and invoice are attached and signed)
 Payment method: ☒ Cheque ☐ Internet ☐ Petty cash ☐ DATE: 2/1/11
 INVOICE NUMBER: NA Amount: 1000.00 Invoice number: Amount:

PAYMENT APPROVED: [Signature]
 Signature on behalf of SGB

OFFICIAL ORDER NUMBER: 10112

TRAINING PRIMARY SCHOOL

Supplier name: FIESTA SWEETS Date: 22/1/11
14 DAN AVE
SUNNYSIDE

DELIVER TO:
 Training Primary School
 98 Khosha street
 Atteridgeville
 0078

SEND INVOICE TO:
 Training Primary School
 P.O. Box 44421
 Atteridgeville
 0158

The following product(s) or service

Description	Qty	Price	Budget allocation
SWEETS FOR TUCK SHOP		2269.79	2TUCK1

ORDER APPROVED: [Signature] [Signature]
 Signature on behalf of Principal Signature by Purchaser

FOR OFFICE USE ONLY

Payment details (Source documents - proof of delivery and invoice are attached and signed)
 Payment method: ☒ Cheque ☐ Internet ☐ Petty cash ☐ DATE: 22/1/11
 INVOICE NUMBER: 2469 Amount: 2269.79 Invoice number: Amount:

PAYMENT APPROVED: [Signature]
 Signature on behalf of SGB

11. INPUT FOR ITEMS ON BANK STATEMENT

Do input for items on the bank statement (bank charges etc.)

Transactions>General ledger>Cheques

12. DO THE BANK RECONCILIATION

13. PRINT THE FOLLOWING FOR JANUARY 2011:

- Trial balance – per group without zero balances
- Last page of Debtors age analysis
- Bank reconciliation
- Debtors Statement for account 3113
- Budget analysis without zero balances
- General ledger detail – Cash control account
- General ledger detail – Petty cash control account

MAKE A BACKUP ON A CD AND GIVE TO THE LECTURER WITH YOUR NAME AND CONTACT DETAILS ON THE CD OR EMAIL TO vut@profin.co.za.