



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

Sekolah Pendidikan  
Profesional dan  
Pendidikan  
Berterusan  
(SPACE)

**FINAL EXAMINATION / PEPERIKSAAN AKHIR  
SEMESTER II – SESSION 2022 / 2023  
PROGRAM KERJASAMA**

COURSE CODE : DDWP 2323  
KOD KURSUS

COURSE NAME : ACCOUNTING INFORMATION SYSTEMS (MYOB – PRACTICAL)  
NAMA KURSUS : SISTEM MAKLUMAT PERAKAUNAN (MYOB – PRAKTIKAL)

YEAR / PROGRAMME : 2 DDWP  
TAHUN / PROGRAM

DURATION : 2 HOURS 30 MINUTES  
TEMPOH : 2 JAM 30 MINIT

DATE : JUNE 2023  
TARIKH : JUN 2023

INSTRUCTION :  
ARAHAN

ANSWER **ALL** QUESTIONS IN THE ANSWER BOOKLET(S) PROVIDED.

JAWAB **SEMUA** SOALAN DI DALAM BUKU JAWAPAN YANG DISEDIAKAN.

(You are required to write your name and your lecturer's name on your answer script)  
(Pelajar dikehendaki tuliskan nama dan nama pensyarah pada skrip jawapan)

NAME / NAMA PELAJAR	:	.....
I.C NO. / NO. K/PENGENALAN	:	.....
YEAR / PROGRAMME TAHUN / PROGRAM	:	.....
COLLEGE NAME NAMA KOLEJ	:	.....
LECTURER'S NAME NAMA PENSYARAH	:	.....

This examination paper consists of ...8.... pages including the cover  
Kertas soalan ini mengandungi ...8..... muka surat termasuk kulit hadapan

**Computerised Accounting Examination (20%)**

**Instructions to Candidates**

1. You will have 2 1/2 hours to complete the assignment. Answer all questions in the assignment.
2. Please check that you have MYOB Premier Version 7 or higher on your computer. If you do not see it please inform the invigilator for assistance.
3. You are NOT allowed to bring any diskettes or paper into the examination room.
4. You are not allowed to communicate with other examination candidates throughout the examination.
5. In the event of any unforeseen circumstances e.g. electricity blackout or computer failure, that prohibits the candidate from continuing with the examination, and such event is not the cause of the candidates own action(s), the candidate will be allocated extra time to complete the examination at the discretion of the Invigilator.
6. If you should encounter any technical difficulties with the computer during the examination, please inform the invigilator for assistance.
7. Non-programmable electronic calculators are allowed for this examination.
8. You are required to **type/key in your matrix number** in the address field when you set up the company data file. Eg. **Ho Advertising Co, (ID: <Your matrix number>)**, followed by the company's address.
9. You are NOT allowed to leave the examination room without the permission of the invigilator.
10. The assignment and any used or unused paper, must be returned to the Invigilator at the end of the examination.
11. You should backup your data from time to time to avoid any unexpected loss of data during the examination.

**The Case**

En. Cemerlang started a business, **Cemerlang Computer Sdn Bhd** on 1 January 2023 with an initial startup capital of RM200,000. His company sells computer equipment, and provides installation and maintenance service on the equipment he sells. The company adopts the standard 12-months financial year commencing on 1 January 2023.

**You are required to:**

1. Setup the company data file according to the facts given. Enter your candidate number and the company address as follows:  
(ID: <Your Candidate Number>)  
Unit 102 Jln Semarak  
Tel: 8522 3900  
Fax: 8522 5900  

**[2 marks]**
2. Setup the Accounts List as what you see in Appendix A. You must set the Header, Detail and Account Types accordingly. **Generate the Level 4 Accounts List Detail** to show all accounts (including those with zero balances), account type, header and details, account level, and account types as of 1 January 2023.  

**[12 marks]**
3. The following transactions are made in January 2023. Record these transactions according to the dates and details given below. Transactions for the Month of January 2023.

1 January	En. Cemerlang opened business account with the bank and deposited RM200,000 as capital. <p style="text-align: right;"><b>[2 marks]</b></p> Signed an office lease agreement with Kencana Properties Ltd and paid RM6,500 via cheque #330101. This payment is for one month of rent (i.e. January 2003), two months of deposit, plus RM500 of administrative fees. <p style="text-align: right;"><b>[3 marks]</b></p>
2 January	Purchased a delivery van for RM30,000 from Hud Vans Sdn Bhd. Payment was made via cheque #330102. <p style="text-align: right;"><b>[2 marks]</b></p> Ordered office furniture from Oval Furniture on Cash on Delivery (COD) basis for RM4,500. Cheque #330103 was issued for this amount. <p style="text-align: right;"><b>[2 marks]</b></p>

3 January	A Purchase Order (P001) was raised to purchase the following inventory items from his main supplier, Gate Ltd, on 14 days credit terms: <ul style="list-style-type: none"> <li>• 15 units of Hard Drive (Item number HD01) for RM200 each</li> <li>• 25 units of LCD Monitor (Item number LM01) for RM170 each</li> </ul> <b>Generate this purchase order.</b> <p style="text-align: right;">[8 marks]</p>
6 January	All the goods ordered from Gate Ltd were received along with the supplier bill. This being the first purchase from the supplier, there will be a upfront payment of RM2,500 by cheque #330104, and the balance to be paid within 14 days (as stated on the bill). <p style="text-align: right;">[2 marks]</p>
8 January	A sale was made to Jobs Computer Sdn Bhd on 30 days credit terms: <ul style="list-style-type: none"> <li>• 5 units of LCD Monitor (Item number LM01) for RM230 each</li> <li>• 3 unit of Hard Drive (Item number HD01) for RM350 each</li> </ul> There was a service charge of RM1,200 for installation. Remember to charge to the appropriate income accounts. <b>Generate this sales invoice.</b> <p style="text-align: right;">[6 marks]</p>
10 January	Payment made to casual worker, En. Lau, by cheque #330105 for RM200 being general repairs on the office. <p style="text-align: right;">[2 marks]</p>
13 January	Sold the following items to customer, Hi-Five Computer Sdn Bhd on cash terms: <ul style="list-style-type: none"> <li>• 6 units of Hard Drive (Item number HD01) for RM360 each</li> <li>• 10 units of LCD Monitor (Item number LM01) for RM270 each</li> </ul> Full payment by cheque was received and banked in on the same day. Record and <b>generate this sales invoice.</b> <p style="text-align: right;">[6 marks]</p>
20 January	A cheque #330106 was issued to Gate Ltd to settle all outstanding supplier bills. Record this payment. <p style="text-align: right;">[2 marks]</p>
21 January	Received a RM1,200 invoice from Hud Advocates and Solicitors for professional services rendered on business registration and administration. Payment was made via cheque #330107. <p style="text-align: right;">[2 marks]</p> Paid RM243 by cheque #330108 to employee En Johan for reimbursement of expense claims. RM120 is for mobile telephone, and the balance is for transport. <p style="text-align: right;">[3 marks]</p> Paid RM560 by cheque #330109 to Am Workshop for motor vehicle servicing and repairs. <p style="text-align: right;">[2 marks]</p>

25 January	A contract was secured to supply 12 units of LM01 and 20 units of HD01 to Putra Apartments; the goods must be shipped on 30 January. Check the quantity on-hand of these units to determine the additional quantities to be ordered so that this order can be fulfilled. Issue a purchase order (P0002) with Gate Ltd to replenish the stock based on the previous purchase price. Credit term is 14 days. Record and <b>generate this Purchase Order.</b> <p style="text-align: right;">[8 marks]</p>
26 January	A bill was received from TM Company for telecommunications expenses of RM320 and for telephone equipment of RM2,200. Record this payment by cheque #330110. <p style="text-align: right;">[3 marks]</p>
29 January	The goods ordered in P0002 arrived from Gate Ltd. However, it was short of one unit of HD01. Record this Supplier Bill. <p style="text-align: right;">[2 marks]</p>
30 January	The goods ordered by Putra Apartments were shipped out, and an invoice was issued. The selling price of LM01 and HD01 were RM335 and RM220 respectively. <b>Generate this Sales Invoice</b> on 30 days credit terms. <p style="text-align: right;">[5 marks]</p>
30 January	The total salary for January 2023 is RM16,000. A cheque #330111 was drawn, converted to cash and paid to the various employees on the same day. <p style="text-align: right;">[2 marks]</p>
31 January	To compensate Putra Apartments for the short shipment of HD01, a Credit Note was issued to Putra Apartments for RM500, being discount on the previous invoice. <b>Generate this Credit Note.</b> <p style="text-align: right;">[3 marks]</p>
31 January	A refund of RM87 was received from TM Company for errors in the telecommunications charges. The cheque was banked in on the same day. Record this refund. <p style="text-align: right;">[2 marks]</p>
31 January	Payment for January utilities was made by cheque #330112 for RM250 to TNB. <p style="text-align: right;">[2 marks]</p>

4. On 31 January a physical stock count was conducted, and the quantities of the following items were noted:

- HD01 – short 1 unit compared to MYOB's record.
- LM01 – short 2 units compared to MYOB's record.

[2 marks]

5. In addition to the transactions above, prepare a journal entry to record the depreciation for January 2023, for the following asset categories:

- Furniture & Fittings RM75
- Motor Vehicles RM250
- Office Equipment RM37

[2 marks]

6. Perform a bank reconciliation for the month of January 2023. The bank statement shows a balance of RM26,871.52 on 31 January 2023. As at 31 January 2023, these are the unrepresented cheques and uncleared deposits:

- Cheque #330111 issued for salary payments
- Cheque #330112 issued to TNB
- Cheque #886723 from TM Company.

There is also a bank charge of RM20 for the month, and an interest earned of RM4.52. These have been directly credited from/into the bank account.

Generate the bank reconciliation report for 31 January 2023.

[7 marks]

7. Generate the following financial reports:

- (a) Profit & Loss statement for the month ending 31 January 2023
- (b) Balance Sheet as at 31 January 2023
- (c) The following reports from 1 to 31 January 2023:

- General Journal
- Sales & Receivables Journal
- Purchases & Payables Journal
- Item Register (detail)
- Cash Receipts Journal
- Cash Disbursements Journal.

[8 marks]

-- End of assignment --

### APPENDIX A

Cemerlang Computer Sdn Bhd's Accounts List is as follow.

Account No.	Account Name	Header/Detail
1-0000	Assets	Header
1-1000	Fixed Assets	Header
1-1100	Furniture & Fittings	Header
1-1110	Furniture & Fittings at Cost	Detail
1-1120	Furniture & Fittings Accum Dep	Detail
1-1200	Motor Vehicles	Header
1-1210	Motor Vehicles at Cost	Detail
1-1220	Motor Vehicles Accum Dep	Detail
1-1300	Office Equipment	Header
1-1310	Office Equipment at Cost	Detail
1-1320	Office Equipment Accum Dep	Detail
1-2000	Current Assets	Header
1-2100	Cash On Hand	Header
1-2110	Cheque Account	Detail
1-2140	Petty Cash	Detail
1-2160	Undeposited Funds	Detail
1-2200	Trade Debtors	Detail
1-2300	Inventory	Detail
1-2400	Deposits Paid	Detail
2-0000	Liabilities	Header
2-2000	Current Liabilities	Header
2-2200	Trade Creditors	Detail
2-2300	Tax	Header
2-2310	Tax Collected	Detail
2-2330	Tax Paid	Detail
2-2360	Import Duty Payable	Detail
2-2400	Sales Tax Payable	Detail
2-2500	Customer Deposits	Detail
3-0000	Equity	Header
3-1000	Owner/Shareholders Equity	Header
3-1100	Owner/Sharehldr Capital	Detail
3-1200	Owner/Sharehldr Drawings	Detail
3-8000	Retained Earnings	Detail
3-9000	Current Year Earnings	Detail

3-9999	Historical Balancing	Detail
4-0000	Income	Header
4-1000	Sales	Header
4-1100	Equipment Sales	Detail
4-1200	Services Rendered	Detail
4-4000	Discounts to Customers	Detail
4-5000	Freight Collected	Detail
4-6000	Late Fees Collected	Detail
5-0000	Cost Of Sales	Header
5-1000	Purchases	Header
5-1100	Equipment Purchases	Detail
5-3000	Discounts from Suppliers	Detail
6-0000	Expenses	Header
6-1100	Legal & Professional Fees	Detail
6-1200	Bank Charges	Detail
6-1300	Depreciation	Detail
6-1400	Office Cleaning & Repairs	Detail
6-1500	Transport	Detail
6-1700	Freight Paid	Detail
6-1800	Late Fees Paid	Detail
6-1900	Office Supplies	Detail
6-2000	Telephone	Detail
6-2100	Utilities	Detail
6-2200	Rent	Detail
6-2300	Wages & Salaries	Detail
6-2400	Administrative Charges	Detail
6-2500	Motor Vehicle Repairs	Detail
8-0000	Other Income	Header
8-1000	Interest Income	Detail
9-0000	Other Expenses	Header
9-1000	Interest Expense	Detail
9-2000	Income Tax Expense	Detail