



**NAMIBIA UNIVERSITY**  
OF SCIENCE AND TECHNOLOGY

**FACULTY OF COMMERCE, HUMAN SCIENCE AND EDUCATION**  
**DEPARTMENT OF ECONOMICS, ACCOUNTING & FINANCE**

<b>QUALIFICATION: BACHELOR OF ACCOUNTING/BACHELOR OF ACCOUNTING (CA)</b>	
<b>QUALIFICATION CODE: 07BOAC/07BACC</b>	<b>LEVEL: 7</b>
<b>COURSE CODE: CAC710S</b>	<b>COURSE NAME: COMPUTERISED ACCOUNTING 301</b>
<b>SESSION: NOVEMBER 2024</b>	<b>PAPER: PRACTICAL</b>
<b>DURATION: 3 HOURS (Including printing and set up)</b>	<b>MARKS: 100</b>

<b>FIRST OPPORTUNITY EXAMINATION QUESTION PAPER</b>	
<b>EXAMINERS:</b>	H Namwandi, Y Elago and E Kangooutui
<b>MODERATOR:</b>	E Milijala

<b>INSTRUCTIONS</b>
<ul style="list-style-type: none"><li>• This question paper comprises one (1) question, split into three parts.</li><li>• Ensure your student number appears on all reports (<b>Generated through the system, not handwritten</b>).</li><li>• It's your responsibility to see that all reports are printed and submitted.</li><li>• Ensure that all work done during the assessment is your own.</li><li>• The use of the internet on any electronic device is prohibited during the assessment.</li><li>• Questions relating to this paper may be raised in the initial 30 minutes after the start of the paper. Thereafter, candidates must use their initiative to deal with any perceived error or ambiguities and any assumption made by the candidate should be clearly stated.</li></ul>

**PERMISSIBLE MATERIALS**

Non-programmable calculator

**THIS QUESTION PAPER CONSISTS OF 7 PAGES (Including this front page)**

**QUESTION 1****100 Marks****Background of the organisation.**

Ntate Vuma established a Hotel a few years back when he saw an opportunity in the market to help residents in the Oshikoto-Omuthiya region who require a good hospitality service within their area to enjoy with their families. He named the hotel "Etotha Hotel Pty". The hotel has been doing well over the past financial years due to the excellent customer service offered, and in future, he would like to expand the business in other Northern parts of the country. Since its inception, Etotha Hotel's accounting records have been recorded on the Quick Books program, and the owner wants all the records to be migrated to the new Patel S50, a program that he recently bought. The business is **registered for Tax (VAT Vendor)**. You are supplied with a list of hotel account balances to help the accountant who is on a month-long vacation leave.

**You are required to create a company on the "C" drive using the following information.**

Company Name:	Student Number
Financial Year:	1 <sup>st</sup> September 2023 - 31 August 2024
Date Format	01/09/2023
Processing Method	Balance Forward
Bankers	Bank Windhoek
Printing	Plain Paper
Supplier Processing	No GRN, Purchase Orders and No inventory creation

You are provided with the following list of account balances for **Etotha Hotel Pty**, as at 1 September 2023, which was extracted from Quick Books records.

	<b>Notes</b>	<b>N\$</b>
Property, Plant and Equipment	1	3 650 330
Cash and cash equivalent	2	121 670
Accounts payables	3	196 350
Accounts receivables	4	100 900
Share capital (issued shares@ N\$2.50 per share)		1 080 300
Allowances for credit losses		20 100
Loan- Standard Bank (8% prime rate)		460 400
Prior year's loss		17 880

**Notes on opening balances:**

<b>Note 1: Property, Plant and Equipment's</b>	<b>N\$</b>
Non-current assets (See assets register)	1 100 000
Building & plot (erf: 110, Omuthiya central)	2 550 330
	<b>3 650 330</b>

**Assets Register:**

Asset number	Description	Acquisition date	Cost price (N\$)	Residual value (N\$)	Life span
PPE001	Master chef-pots, pans, spoons, knives & forks	01/11/2021	55 000	-	5
PPE002	Egyptian cotton blankets & Bed Sheets	01/11/2021	41 500	-	5
PPE002	Lenovo Photocopy & printer machine	01/03/2021	25 000	-	5
PPE003	Office chairs, desks & filing cabinets	01/03/2022	125 000	-	10
PPE004	Iveco Mini-Bus	01/11/2022	645 000	-	10
PPE005	Samsung Laptops	28/02/2022	20 000	-	5
PPE006	Hisense Sound bar & TV	28/02/2022	150 000	-	5
PPE009	Floor mats and curtains	28/02/2022	38 500	-	-
			<b>1 100 000</b>		

**Property, Plant and Equipment's depreciation policy:**

Property, plant and Equipment owned by the hotel are depreciated using the following policy:

- All property, plants and equipment owned by Etotha Hotel Pty are depreciated using the fixed instalment method at a rate of 10%.
- Depreciation is calculated on assets in existence at the end of each year, using the basis of one month's ownership.
- No depreciation is to be charged on assets in the year of disposal.
- The building, plot, TV, soundbar, floor mats and curtains are not depreciated.

**Note 2: Cash and cash equivalent****N\$**

Bank Windhoek investment	65 150
Bank Windhoek current account (balance as per cash book)	56 520 Dr
Petty cash	-
	<b>121 670</b>

**Note 3: Accounts payable****N\$**

Pick n Pay (PP001)	81 340
Metro Liquor Store (ML002)	100 010
Readi Bites Butchery (RB003)	15 000
	<b>196 350</b>

**Notes 4: Accounts receivable****N\$**

Ministry of Defence (MD001)	27 500
UNAM (UN002)	68 200
Chili Agent Ltd (CA003)	5 200
	<b>100 900</b>



**Required:**

You are required to capture the opening balances of Etotha Hotel Pty accounts, including the **accumulated depreciation** for all non-current assets as at 1 September 2023 (**Period one**).

**UPDATE YOUR TRANSACTIONS BEFORE PROCEEDING TO THE NEXT QUESTION.**

**NB: No report is required to be printed at this stage.**

**Part B: Period One Transactions**

In this section, you are required to process supplier and customer transactions. All transactions must be processed in the general ledger (GL) only.

**NB:** Since all transactions will be processed under the general ledger (GL), you are required to calculate the total costs for customer and supplier transactions separately. Once you are done, you may enter the final amount into the system.

**NB: No inventory items to be processed or created.**

You are provided with the following price list. **All price lists are exclusive of VAT.**

Table 1: Cost price list

Items	Cost (N\$)
Clover Milk – 1 litre	21.50
Mozerera Cheese – 1 kg	35.00
Eggs – One pack	110.00
1kg Tastic Rice	38.00
1kg Top Score Meal	32.00
1kg Marathon sugar	40.00
1kg Grade 3 beef	76.00
1kg Chicken	82.00
1kg pork	67.00
1litre Cooking Oil	29.00
1kg Butter	33.00
1kg Vegetables	73.00
Cool drink – 330ml (each)	11.00
Alcoholic beverages – 440ml (each)	19.00
Wines 750ml bottle (each)	73.00

Table 2: Selling price list

Items	Selling price (N\$)
Double Room rate (per day)	850.00
Single Room rate (per day)	500.00
Break Fast- per person	140.00
Lunch – per person	110.00
Dinner – per person	210.00
Buffet – Breakfast per person	170.00
Buffet – Dinner per person	350.00

Cool drink – 330ml (each)	20.00
Alcoholic beverages – 440ml (each)	30.00
Wines bottle (each)	105.00

The following transactions (purchases and sales) took place during the period of 1 September 2023. All transactions were on account.

Supplier	Invoice number	Items bought
Pick n Pay	PP541	50 litres of Clover milk
		3 pack of eggs
		15 kg of Mozerera cheese
		4kg of Tastic Rice
		6kg of Marathon Sugar
Metro Liquor store	MR245	13 bottles of 750ml wine
		96 Cool drinks- 330ml
		144 Alcoholic beverages – 440ml
Readi Bites Butchery	RB369	25kg of Grade 3 beef
		56kg of Pork
		70kg of Chicken

Customer	Invoice number	Service/goods sold
Ministry of Defence	NI001	Served 24 buffet breakfasts each day for 10 days
		Served 24 dinners each day for 10 days
		Served 24 lunches each day for 10 days
		Served 72 cool drinks each day for 10 days
		Single room booked for 24 people for 10 days
UNAM	NI002	Served 12 lunches each day for 5 for days
		Served 12 dinners each day for 5 days
		Served 6 cool drinks each day for 5 days
		Served 6 alcoholic beverages each day for 5 days

### Part C: Year-end adjustments

Ntate Vuma provided you with the following year-end adjustments and cash book transactions, which have not yet been recorded in the hotel's books. All year-end adjustments should be processed in **period 2**.

- One of Etotha Hotel Pty customers, Chilli Agent Ltd was declared insolvent by the high court. Ntate Vuma decided to write off the whole balance.
- The directors of Etotha Hotel declared a dividend of N\$0.75 per share on all issued share capital, which will be paid in the next financial year.

- The auditor discovered that the Samsung laptop value was overstated by N\$ 2,000 as on the acquisition date and recommended that an adjustment be made accordingly.
- Interest on loan for the current period has not yet been paid but must be accounted for in the books.

You were informed that the transactions in period two (2) for the Bank Windhoek bank account were not all recorded. The accountant asked you to assist in updating this account's transactions and prepare a bank reconciliation after receiving the bank statement (**see Annexure A on page 7**).

**The following EFT payments and receipts were made in the hotel books.**

EFT1601	Hotel special promotion through The Namibian newspaper	N\$10 500
EFT1602	Petty cash transfer	N\$4 000
EFT1603	Readi Bites Butchery-account payment	N\$12 350
EFT1604	PUMA Service- Mini-bus diesel	N\$8 470
EFT1605	Air Technology-Rooms Air-condition service	N\$6 500
DEP001	UNAM-account payment	N\$11 690
DEP002	Interest-Bank Windhoek investment	N\$3 710
DEP003	Alcoholic beverages- cash sales	N\$13 280

**Required:**

1. Make the necessary entries in the books of original entry for October transactions (In Period two). Prepare a bank reconciliation statement for October 2023 in period two. Print out a bank reconciliation report on the same date.
2. Print out a detailed ledger as of 31 October 2023. (View – General ledger – Transaction – Detailed ledger)
  - Account start 1000 – Account end 9990
  - Sub account start 000 – Sub account end 999
  - **Period 1 – Period 2**
3. Print out all supplier's and customer's detailed ledger as at 31 October 2023.
  - Customers: View – Customers – Detailed ledger – By customers
  - Suppliers: View – Suppliers – Detailed ledger – By suppliers
  - **Period: 1 – Period 2**

**THE END**



## ANNEXURE A

Bank Windhoek			
Bank Statement- Etotha Hotel Pty: October/November 2023			
Date	Details	Dr/Cr (N\$)	Balance (N\$)
1 Oct 23	Balance b/f	-	56 520
1 Oct 23	KPMG – internal audit fees	(11 450)	45 070
2 Oct 23	Petty cash-Transfer	(4 000)	41 070
3 Oct 23	Omuthiya Town council- Rates & Taxes	(2 680)	38 390
9 Oct 23	Investment interest-Investment	3 710	42 100
10 Oct 23	Amilema Village- Grocery donation	(10 980)	31 120
12 Oct 23	Readi Bites Butchery-payment	(12 350)	18 770
15 Oct 23	Windhoek Flower cc- Rooms decoration	(6 185)	12 585
15 Oct 23	Rent a Drum Cleaner- service fees	(5 000)	7 585
17 Oct 23	DHL-fees	(1 680)	5 905
17 Oct 23	Kadhila Amoomo Lawyers- attorney charges	(3 570)	2 335
20 Oct 23	Ministry of Defence-payment	14 000	16 335
21 Oct 23	Waltons Namibia-office accessories	(1 490)	14 845
24 Oct 23	Pick n Pay-payment	(15 660)	(815)
25 Oct 23	Staff remunerations	(34 580)	(35 395)
27 Oct 23	Bank Windhoek- account service fees	(860)	(36 255)
28 Oct 23	Metro Liquor Store-payment	(20 940)	(57 195)
28 Oct 23	NUST Hotel School-Culinary Classes fees	(10 080)	(67 275)
30 Oct 23	TN Mobile- Service charges	(2 540)	(69 815)
1 Nov 23	Cash sales-Alcoholic beverages	13 280	(56 535)
3 Nov 23	PUMA Service-Diesel	(8 470)	(65 005)