



The Co-operative University of Kenya
Quality co-operative training

**SCHOOL OF COOPERATIVE
BACHELOR OF COOPERATIVE MANAGEMENT
HCOB 2419: COMPUTERIZED ACCOUNTING
JANUARY-APRIL END SEMESTER EXAMS**

SECTION A

QUESTION ONE (30 MARKS)

(Answer all the questions in this Section)

- a). Discuss **Four** function of Accounting Information System (AIS) **(4Marks)**
- b).The accounting process begins when an economic event is recognized by an accounting information system, which records the economic event as an accounting transaction. Explain **Three** Conceptual Accounting cycle **(3Marks)**
- c). Discuss **Three** quality of a successful Accounting Information System **(3Marks)**
- d). Enumerate the Four steps necessary for setting up or creating a company file in quick book **(4Marks)**
- e). Discuss the role of the following quick book icons
- i). Customer Centre **(3Marks)**
 - ii). Vendor Centre **(3Marks)**
 - iii). Employee Centre **(3Marks)**
- f).When you set up your company file, QuickBooks sets up certain accounts for you automatically. However, as your business grows or changes, you might need to add new accounts to your chart of accounts to better organize your finances. Discuss steps of adding accounts in quick book **(4Marks)**
- g). Explain **Three** limitation of computerized accounting **(3Marks)**

SECTION B

(Answer ANY TWO questions in this Section)

QUESTION TWO (20 MARKS)

- a). Discuss the use of sub accounts in quick book **(4Marks)**
- b). Enumerate **Three** requirements, one need to identify before setting up sales tax **(6Marks)**
- c). Estimate form can be used to prepare estimates, bids, quotes, or proposals for your customers. Discuss the process of creating estimates. **(6 Marks)**
- d). Discuss the following concepts
- i). Expenditure Cycle **(2Marks)**
 - ii). Input acquisition Cycle **(2Marks)**

QUESTION THREE (20 MARKS)

- a). Discuss the following object oriented design concepts as used in the design of accounting information system
- i. Encapsulation **(2Marks)**
 - ii. Modularity **(2Marks)**
 - iii. Polymorphism **(2Marks)**
 - iv. inheritance **(2Marks)**
- b). Explain Three features that can be turned on and off in Easy step interview during advance/detailed setup **(3 Marks)**
- b). Discuss Three functions of List in quick book **(3Marks)**
- c). Differentiate between ‘Cash’ and ‘Accrual’ basis accounting **(3Marks)**
- d). Enumerate three methods through which data can be keyed into quick book **(3 Marks)**

QUESTION FOUR (20 MARKS)

- a) Explain Three ways how one can secure QuickBooks Self-Employed account **(6 Marks)**
- b) State four component of Accountant Reports in QuickBooks **(4Marks)**
- c). Explain how to set a reminder for your overdue invoices in QuickBooks **(4Marks)**
- d). Discuss how to check for duplicate invoice or sales receipt in QuickBooks **(3Marks)**
- e). **Explain how to import files in Quickbooks** **(3Marks)**

QUESTION FIVE (20 MARKS)

- a). Discuss how to “fix” a customer deposit that was entered as income straight into the register, but then you realized that the invoice belonging to that deposit still shows an open balance **(3Marks)**

- b). Differentiate between a Custom Summary Report and a Custom Transaction Detail Report **(3Marks)**

- c). You are setting up a QuickBooks file from scratch for a company that has been open for many years. Explain how to handle opening balances of assets and liabilities **(4Marks)**

- d). Explain negative Inventory and how it can be corrected **(3Marks)**

- e). Enumerate the procedure of restoring a company file from a backup copy **(3Marks)**

- f). If you associate a service item with two accounts, explain how QuickBooks know which account to use on a transaction. **(4Marks)**