

SimpleAcc Practice Workbook

Exercises and answer key | Use with the Student Guide

Write your answers before reading the key. All amounts below exclude VAT. Assume each document is valid and issued unless stated otherwise.

Activity 1 | Follow the organogram

Place these actions in a sensible order: A Match bank entry; B Add customer and stocked item; C Issue customer invoice; D Verify backup; E Record and allocate receipt; F Review customer balance.

Order: _____

Activity 2 | Customer balance

Customer M receives invoice INV-201 for R1,250. A receipt of R750 is allocated to it. An issued credit note for R100 later reduces the charge.

- a) Balance after receipt: _____ b) Balance after credit note: _____
c) What source evidence should be checked before recording the receipt? _____

Activity 3 | Supplier and stock

A supplier invoice records 12 stocked valves at R90 each. Four valves are sold at R150 each. A supplier payment of R500 is allocated to the bill.

- a) Supplier invoice total: _____ b) Supplier balance: _____
c) Stock quantity on hand: _____ d) Customer invoice total: _____
e) Explain what happens if the sale line is typed manually without choosing the stocked valve:

Activity 4 | Spot the workflow exception

For each case, write the next action.

Case	Next action
A customer pays R900 toward an invoice with R700 outstanding.	_____
The bank statement has two identical R250 entries on the same date.	_____
A stocktake finds 9 units, but the system says 11.	_____
A bank entry has no recorded payment to match.	_____

Activity 5 | Choose the correct document

- a) An issued customer invoice charged for one item too many. Which correction document is appropriate?

b) A supplier accepts a returned item and reduces its bill. Which document should be captured? _____

c) A business buys a product for resale. Which document adds the selected product to stock? _____

Activity 6 | Short explanation

In 3-4 sentences, explain why matching a bank entry is different from recording a customer receipt. Mention what happens when an entry cannot be matched.

Answer key and teaching notes

These are model answers. Accept equivalent wording when the reasoning is sound.

Activity 1

$B \rightarrow C \rightarrow E \rightarrow A \rightarrow F \rightarrow D$. A balance may also be checked immediately after the invoice or receipt; the key dependency is that the party and item exist before invoicing, and the payment exists before matching.

Activity 2

a) R500. b) R400. c) Check evidence such as the bank entry or remittance advice, payer, date, amount and the invoice being settled.

Activity 3

a) $12 \times R90 = R1,080$. b) $R1,080 - R500 = R580$. c) $12 - 4 = 8$ valves. d) $4 \times R150 = R600$. e) The manual line may leave inventory unchanged, so select the stocked product and verify the movement.

Activity 4

- R900 receipt: do not allocate R900 to a R700 balance. Investigate the excess and record it as unapplied or handle it through the appropriate payment process.
- Identical bank entries: verify both against the original statement; do not assume one is a duplicate.
- Stock difference: investigate movements and count again if needed; document any approved stocktake adjustment.
- Unmatched bank entry: investigate and record a missing transaction only with supporting evidence, then match it.

Activity 5

a) Customer credit note. b) Supplier credit note. c) Supplier invoice with the stocked product selected.

Activity 6

A receipt records money received from a customer and can reduce a specified invoice balance. Bank matching compares that recorded receipt with independent bank evidence. Importing a bank entry alone does not create the receipt. An unmatched entry must be investigated.

Assessment guide

Suggested marking: Activity 1 (2), Activity 2 (4), Activity 3 (5), Activity 4 (8), Activity 5 (3), Activity 6 (3): total 25. Give credit for clear reasoning and correct use of source documents. VAT is outside this assessment.

Instructor note: This pack teaches the workflow, not tax filing or a full general ledger. Do not describe the working profit and loss or VAT figures as audited financial statements.