QUICKBOOKS PRACTICAL EXAMINATION

Course: Computerized Accounting – QuickBooks
Business: Smart Shopper's Supermarket
Examination: Practical Examination
Duration: 3 Hours
Total Marks: 100

QUESTION

You have been employed as an **Accounts Assistant at Smart Shopper's Supermarket**, a retail supermarket dealing in food, beverages, household products, toiletries and other consumer goods.

Management has instructed you to set up the supermarket's accounts in **QuickBooks** and record all business transactions for **October 2026**.

You are required to demonstrate your ability to manage a supermarket's accounting records using QuickBooks.

PART A: CREATE THE COMPANY — 10 MARKS

Create a new QuickBooks company with:

Company Name: Smart Shopper's Supermarket
Location: Masaka City, Uganda
Currency: Uganda Shillings (UGX)
Financial Year: January–December 2026

Create the following accounts:

Assets

- Cash
- Stanbic Bank
- Inventory/Stock
- Shop Equipment
- Furniture & Fittings

Income

- Sales

Expenses

- Rent Expense
- Electricity Expense
- Water Expense
- Internet Expense
- Transport Expense
- Advertising Expense
- Salaries & Wages
- Cleaning Expense
- Telephone Expense

Liabilities

- Accounts Payable

PART B: CREATE PRODUCTS/INVENTORY ITEMS — 15 MARKS

Create the following inventory items.

No.	Item	Unit	Selling Price	Cost Price
1	Sugar 1kg	Packet	5,000	4,200
2	Rice 1kg	Packet	4,500	3,700
3	Cooking Oil 1L	Bottle	8,500	7,200
4	Bread	Loaf	4,000	3,200
5	Milk 500ml	Bottle	2,000	1,500
6	Soda 500ml	Bottle	2,500	1,800

7	Mineral Water 1.5L	Bottle	2,500	1,700
8	Laundry Soap	Bar	5,000	4,000
9	Bathing Soap	Bar	4,000	3,000
10	Toothpaste	Tube	6,500	5,200
11	Salt 1kg	Packet	2,000	1,400
12	Eggs	Tray	15,000	12,500

PART C: CREATE SUPPLIERS — 10 MARKS

Create the following suppliers:

1. **Uganda Food Distributors Ltd**
2. **Masaka Wholesale Traders**
3. **Fresh Foods Uganda Ltd**
4. **Sunrise Beverages Ltd**
5. **Household Products Distributors**

PART D: RECEIVE INVENTORY / PURCHASE STOCK — 15 MARKS

Record the following purchases.

1 October — Uganda Food Distributors Ltd

Receive:

- 100 packets Sugar 1kg @ UGX 4,200
- 100 packets Rice 1kg @ UGX 3,700
- 50 bottles Cooking Oil @ UGX 7,200

Payment: Credit

3 October — Fresh Foods Uganda Ltd

Receive:

- 100 loaves Bread @ UGX 3,200
- 100 bottles Milk @ UGX 1,500
- 50 trays Eggs @ UGX 12,500

Payment: Credit

5 October — Sunrise Beverages Ltd

Receive:

- 100 bottles Soda @ UGX 1,800
- 100 bottles Mineral Water @ UGX 1,700

Payment: Credit

7 October — Household Products Distributors

Receive:

- 50 bars Laundry Soap @ UGX 4,000
- 50 bars Bathing Soap @ UGX 3,000
- 30 tubes Toothpaste @ UGX 5,200

Payment: Credit

PART E: ENTER SUPPLIER BILLS — 10 MARKS

Record the supplier bills for the inventory received above.

The students must:

1. Select the correct supplier.
2. Enter the correct products.
3. Enter quantities.
4. Enter unit costs.
5. Confirm the total bill.
6. Ensure the stock quantities increase.

7. Ensure the supplier balance increases.

PART F: ENTER SALES — 15 MARKS

Record the following supermarket sales.

Sale 1 — 10 October

A customer purchases:

- 5 Sugar @ UGX 5,000
- 5 Rice @ UGX 4,500
- 2 Cooking Oil @ UGX 8,500
- 2 Bread @ UGX 4,000

Payment: Cash

Sale 2 — 11 October

A customer purchases:

- 10 Milk @ UGX 2,000
- 10 Soda @ UGX 2,500
- 5 Mineral Water @ UGX 2,500

Payment: Cash

Sale 3 — 12 October

Masaka Guest House purchases:

- 20 Sugar @ UGX 5,000
- 20 Rice @ UGX 4,500
- 10 Cooking Oil @ UGX 8,500
- 10 Eggs @ UGX 15,000

Payment: Credit

Create **Masaka Guest House** as a customer.

Sale 4 — 15 October

A customer purchases:

- 10 Laundry Soap @ UGX 5,000
- 10 Bathing Soap @ UGX 4,000
- 5 Toothpaste @ UGX 6,500

Payment: Cash

Sale 5 — 18 October

Masaka Guest House makes another credit purchase:

- 10 Sugar @ UGX 5,000
- 10 Rice @ UGX 4,500
- 5 Milk @ UGX 2,000

PART G: RECEIVE CUSTOMER PAYMENT — 5 MARKS

On **20 October**, Masaka Guest House pays **UGX 300,000** toward its outstanding balance.

Record the payment correctly in QuickBooks.

PART H: PAY SUPPLIER BILLS — 5 MARKS

On **22 October**, Smart Shopper's Supermarket pays:

Uganda Food Distributors Ltd — UGX 700,000

Payment is made through **Stanbic Bank**.

Record the supplier payment and ensure the supplier's outstanding balance is reduced.

PART I: OPERATING EXPENSES — 10 MARKS

Record the following supermarket expenses:

Date	Expense	Amount	Payment
Oct 2	Shop Rent	UGX 800,000	Bank
Oct 4	Electricity	UGX 250,000	Cash
Oct 6	Water	UGX 80,000	Cash
Oct 8	Internet	UGX 120,000	Bank
Oct 13	Transport	UGX 150,000	Cash
Oct 16	Advertising	UGX 200,000	Bank
Oct 21	Cleaning	UGX 100,000	Cash
Oct 25	Telephone	UGX 75,000	Cash

Students must select the **correct expense account** for each transaction.

PART J: STOCK ADJUSTMENT — 5 MARKS

On **27 October**, the storekeeper discovers that:

- 2 bottles of Soda were damaged.
- 1 packet of Sugar was damaged.
- 1 bottle of Cooking Oil was damaged.

Record the stock adjustment in QuickBooks.

The student must ensure that the damaged goods are removed from available inventory and recorded appropriately.

PART K: REPORTS — 10 MARKS

Generate the following reports for **1–31 October 2026**:

1. Profit & Loss — 2 marks

Show:

- Sales
- Cost of Goods Sold
- Gross Profit
- Operating Expenses
- Net Profit/Loss

2. Balance Sheet — 2 marks

Show:

- Cash
- Bank
- Inventory
- Other assets
- Accounts payable
- Equity

3. Inventory/Stock Report — 2 marks

Show:

- Product
- Quantity purchased
- Quantity sold
- Quantity remaining
- Cost
- Selling price

4. Accounts Payable — 2 marks

Show the amount owed to each supplier.

5. Accounts Receivable — 2 marks

Show the outstanding balance of Masaka Guest House.