emetack®
EXPLORE ENDLESS POSSIBILITIES TOGETHER

ADA SCHOOL

QUICK BOOKS EXAM

EXAMINATION INSTRUCTIONS

1. Use QuickBooks Pro 2016 Desktop to complete all tasks.
2. Create a new company file named `KAMPALA OFFICE SUPPLIES LTD`.
3. Set the financial year to begin on 1 January 2026.
4. Use the accrual accounting method.
5. Use UGX as the home currency.
6. For this examination, disable sales tax/VAT to simplify transaction entry.
7. Enter all opening balances as at **1 October 2026**.
8. Enter transactions using the correct QuickBooks forms and accounts.
9. Use the supplied lists for bulk entry of customers, suppliers and inventory items.
10. Save your company file and print or export the required reports.
11. Do not delete or alter transactions merely to force the accounts to balance. Investigate errors and correct them properly.

SECTION A: COMPANY SETUP (10 MARKS)

Create a new company in QuickBooks Pro 2016 using the following details.

Field	Information
Company Name	Kampala Office Supplies Ltd
Address	Plot 18, Kampala Road, Kampala, Uganda
Telephone	0700 123 456
Email	accounts@kampalaoffice.example
Business Type	Office equipment and stationery
Accounting Method	Accrual
Financial Year Start	1 January 2026
Opening Balance Date	1 October 2026
Home Currency	UGX
Tax Setting	No sales tax for this examination

Required tasks:

a. Create the company file. (3 marks)

b. Enter the company information. (2 marks)

c. Configure the accounting preferences. (3 marks)

d. Save and verify the company file. (2 marks)

SECTION B: CHART OF ACCOUNTS AND OPENING BALANCES (15 MARKS)

Task 1: Create the chart of accounts

Create the following accounts where they do not already exist.

Account Name	Account Type
Cash on Hand	Bank
Centenary Bank	Bank
Accounts Receivable	Accounts Receivable
Inventory Asset	Other Current Asset
Office Equipment	Fixed Asset
Accounts Payable	Accounts Payable
Business Loan	Long Term Liability
Owner's Capital	Equity
Sales Revenue	Income
Cost of Goods Sold	Cost of Goods Sold
Rent Expense	Expense
Electricity Expense	Expense
Internet Expense	Expense
Transport Expense	Expense
Office Supplies Expense	Expense
Bank Charges	Expense

Note: Use QuickBooks' existing Accounts Receivable, Accounts Payable, Inventory Asset and Cost of Goods Sold accounts where appropriate. Do not create duplicate control accounts.

Task 2: Enter opening balances

Enter the following balances as at 1 October 2026.

Account	Debit (UGX)	Credit (UGX)
Cash on Hand	2,500,000	—
Centenary Bank	18,000,000	—
Accounts Receivable	4,200,000	—
Inventory Asset	8,000,000	—
Office Equipment	6,000,000	—
Accounts Payable	—	3,700,000
Business Loan	—	5,000,000

Owner's Capital	—	30,000,000
TOTAL	**38,700,000**	**38,700,000**

Enter customer and supplier opening balances through the appropriate customer and supplier records so that their balances agree with the control accounts.

Important: Do not enter the Accounts Receivable or Accounts Payable balances twice. Ensure the total customer balances equal UGX 4,200,000 and the total supplier balances equal UGX 3,700,000.

SECTION C: BULK CUSTOMER DATA ENTRY (10 MARKS)

Create the following ten customers in QuickBooks.

No.	Customer Name	Telephone	Opening Balance (UGX)
1	ABC Secondary School	0701 111 001	850,000
2	Bright Future School	0701 111 002	650,000
3	City Medical Centre	0701 111 003	500,000
4	Green Valley Hotel	0701 111 004	400,000
5	Hope Foundation	0701 111 005	350,000
6	Jinja Business Centre	0701 111 006	300,000
7	Masaka Training Institute	0701 111 007	250,000
8	New Vision Enterprises	0701 111 008	250,000
9	Pearl Consultants	0701 111 009	350,000
10	Royal Academy	0701 111 010	300,000
	TOTAL		**4,200,000**

Required tasks:

a. Enter all ten customers. (4 marks)

b. Enter their telephone numbers. (2 marks)

c. Enter opening balances correctly. (3 marks)

d. Display the Customer Balance Summary report. (1 mark)

SECTION D: BULK SUPPLIER DATA ENTRY (8 MARKS)

Create the following suppliers.

No.	Supplier Name	Telephone	Opening Balance (UGX)

1	Kampala Electronics Ltd	0750 222 001	900,000
2	Uganda Stationers Ltd	0750 222 002	700,000
3	Office World Uganda	0750 222 003	650,000
4	Tech Solutions Uganda	0750 222 004	550,000
5	City Distributors Ltd	0750 222 005	500,000
6	**TOTAL**		**3,300,000**

Correction for examination data: The supplier list above is incomplete for the stated opening balance of UGX 3,700,000. Add the following sixth supplier and adjust the numbering of the total row:

No.	Supplier Name	Telephone	Opening Balance (UGX)
6	Masaka General Supplies	0750 222 006	400,000
	TOTAL		**3,700,000**

Required tasks:

a. Create all six supplier records. (3 marks)

b. Enter contact details. (2 marks)

c. Enter opening balances. (2 marks)

d. Display the Vendor Balance Summary report. (1 mark)

SECTION E: BULK INVENTORY ITEM ENTRY (12 MARKS)

Create the following inventory items. All quantities and values represent opening stock on 1 October 2026.

Item Name	Opening Qty	Cost per Unit (UGX)	Sales Price per Unit (UGX)
Laptop Computer	5	1,200,000	1,500,000
Laser Printer	4	250,000	350,000
Computer Keyboard	20	20,000	35,000
Computer Mouse	20	10,000	20,000
Flash Disk 32GB	20	15,000	25,000
Wireless Router	2	50,000	85,000
TOTAL OPENING STOCK VALUE			**8,000,000 cost value**

Required tasks:

a. Create all six inventory items. (3 marks)

b. Set the correct inventory asset, income and Cost of Goods Sold accounts. (3 marks)

c. Enter the opening quantities and cost values correctly. (3 marks)

d. Verify the Inventory Valuation Summary report. (3 marks)

The opening inventory must total UGX 8,000,000 at cost. Enter the opening stock through the appropriate item setup process and ensure the resulting inventory asset balance agrees with the opening trial balance.

SECTION F: BULK TRANSACTION DATA ENTRY (25 MARKS)

Enter the following transactions in chronological order. Use the correct customer, supplier, item and account records created in the previous sections.

Transactions for October 2026

Date	Transaction Details	Amount (UGX)
01 Oct	Paid October office rent in cash	800,000
02 Oct	Purchased 2 laptops on credit from Kampala Electronics Ltd	2,400,000
03 Oct	Sold 1 laptop on credit to ABC Secondary School	1,500,000
04 Oct	Sold 2 printers for cash	700,000
05 Oct	Purchased 10 keyboards on credit from Uganda Stationers Ltd	200,000
06 Oct	Received payment from Bright Future School against its opening balance	400,000
07 Oct	Paid Kampala Electronics Ltd against its opening balance	500,000
08 Oct	Paid electricity bill in cash	180,000
09 Oct	Sold 5 mice on credit to City Medical Centre	100,000
10 Oct	Purchased 10 flash disks for cash	150,000
11 Oct	Received cash from Green Valley Hotel against its opening balance	200,000
12 Oct	Paid internet expenses through Centenary Bank	120,000
13	Sold 1 laptop for cash	1,500,000

Oct		
14 Oct	Purchased 1 printer on credit from Office World Uganda	250,000
15 Oct	Paid transport expenses in cash	90,000
16 Oct	Sold 5 keyboards on credit to Hope Foundation	175,000
17 Oct	Received payment from ABC Secondary School against its opening balance	500,000
18 Oct	Paid Uganda Stationers Ltd against its opening balance	300,000
19 Oct	Purchased 2 routers for cash	100,000
20 Oct	Paid bank charges through Centenary Bank	25,000
21 Oct	Sold 3 flash disks for cash	75,000
22 Oct	Sold 1 printer on credit to Jinja Business Centre	350,000
23 Oct	Paid office supplies expense in cash	65,000
24 Oct	Received payment from Pearl Consultants against its opening balance	150,000
25 Oct	Purchased 2 laptops on credit from Tech Solutions Uganda	2,400,000
26 Oct	Sold 2 mice and 2 keyboards for cash	110,000
27 Oct	Paid City Distributors Ltd against its opening balance	200,000
28 Oct	Deposited cash into Centenary Bank	1,000,000
29 Oct	Sold 1 laptop on credit to Royal Academy	1,500,000
30 Oct	Paid transport expenses in cash	110,000

Required tasks

a. Enter all 30 transactions with the correct dates. (10 marks)

b. Select the correct customer or supplier for every applicable transaction. (4 marks)

c. Use inventory items for inventory purchases and sales. (4 marks)

d. Use the appropriate expense and bank accounts. (3 marks)

e. Enter customer receipts and supplier payments against the correct outstanding balances. (2 marks)

f. Record the cash deposit as a transfer between Cash on Hand and Centenary Bank. (2 marks)

SECTION G: JOURNAL ENTRY AND BANKING TASKS (5 MARKS)

Enter the following additional transactions.

Date	Details	Debit Account	Credit Account	Amount (UGX)
30 Oct	Monthly depreciation on office equipment	Depreciation Expense	Accumulated Depreciation	100,000
30 Oct	Loan repayment — principal portion	Business Loan	Centenary Bank	300,000

Required tasks:

a. Create Depreciation Expense and Accumulated Depreciation accounts. (2 marks)

b. Enter both journal entries correctly. (2 marks)

c. Verify the entries in the General Ledger. (1 mark)

The depreciation entry reduces the carrying value of office equipment through accumulated depreciation. Do not credit the Office Equipment asset account directly unless instructed by the accounting policy.

SECTION H: FINANCIAL REPORTS AND PRINTING (5 MARKS)

Generate the following reports for October 2026.

1. Trial Balance.
2. Profit and Loss Statement.
3. Balance Sheet.
4. Customer Balance Summary.
5. Vendor Balance Summary.

Required tasks:

a. Generate the reports using the correct reporting dates. (2 marks)

b. Confirm that total debits equal total credits in the Trial Balance. (1 mark)

c. Print or export the Profit and Loss Statement and Balance Sheet. (1 mark)

d. Save the final company file. (1 mark)