

Question 35

You are required to reconcile Tax Invoice No. LP4104 with the supporting source documentation and the price list on pages 14 and 15 listing any errors found and then suggesting the type of action that should be taken to rectify the situation.

Able Communications ABN 97 553 555 223 97 Ham Road MANSFIELD QLD 4122		Phone (07) 3849 1140 Fax (07) 3849 2215 Email byron@able.com.au	ORDER NO. AC 3319			
		10 May 20				
<input type="checkbox"/> Lazerproducts ABN 11 009 389 000 3 Banksia Road CAPALABA QLD 4157		Please deliver to:- <input type="checkbox"/> Able Communications Unit 15 Creek Road MANSFIELD QLD 4122				
PLEASE SUPPLY THE FOLLOWING GOODS QUOTING THE ABOVE PURCHASE ORDER NO.:						
ITEM CODE	QTY	DESCRIPTION OF ACQUISITION	PRICE	PER	AMOUNT	
					\$	¢
CP014	10	Reams 110 gsm A4 yellow copy paper				
OP221	50	A4 ruled office pads				
LA113	5	Black A4 PVC lever arch files				
DELIVERY REQUIRED: 17 May 20			SUB-TOTAL			
DELIVERY INSTRUCTIONS: Intrastate Road Express			PLUS 10% GST			
Authorised Signature <i>Aimee Byron</i>			TOTAL			

Lazerproducts ABN 11 009 389 000 3 Banksia Road CAPALABA QLD 4157		Phone (07) 3245 3841 Fax (07) 3245 9662 Email jackson@lazerproducts.com.au	DELIVERY 2788 NOTE NO.
		9 June 20	
<input type="checkbox"/> Able Communications Unit 15 Creek Road MANSFIELD QLD 4122			
RECEIVED IN GOOD ORDER AND CONDITION:		CONSIGNMENT NOTE NO. W56800	
ITEM CODE	QTY	DESCRIPTION OF SUPPLY	
CP014	10	Reams 110 gsm A4 yellow copy paper	<i>5 reams delivered</i>
OP221	50	A4 ruled office pads	✓
LA113	5	Black A4 PVC lever arch files	✓
DELIVERY INSTRUCTIONS: Northern Freight Co.			
SIGNED: <i>Michael Hudson</i>		PURCHASE ORDER NO. AC 3319	

Error 3

Error 1

Error 2

Question 35 *continued*

Lazerproducts ABN 11 009 389 000 3 Banksia Road CAPALABA QLD 4157		Phone (07) 3245 3841 Fax (07) 3245 9662 Email jackson@lazerproducts.com.au		TAX INVOICE NO. LP4104		
[Able Communications] ABN 97553 555 223 97 Ham Road [MANSFIELD QLD 4122]		Please deliver to:- [Able Communications] Unit 15 Creek Road [MANSFIELD QLD 4122]				
TAX INVOICE DATE		ORDER NO.	DATE OF ORDER	ACCOUNT NO.	CON. NOTE NO.	
10 June 20__		AC 3319	10 May 20__	112	W56800	
ITEM CODE	QTY	DESCRIPTION OF SUPPLY		PRICE	PER	AMOUNT
CP014	10	Reams 110 gsm A4 yellow copy paper		\$14.90	ream	\$149.00
OP221	50	A4 ruled office pads		8.35	pack	417.50
LA113	5	Black A4 PVC lever arch files		3.30	each	16.50
F755		Freight				10.00
TERMS: Net 30 days DELIVERY INSTRUCTIONS: Northern Freight Co. E. & O. E.				SUB-TOTAL 593.00 LESS 20% TRADE DISCOUNT 118.60 474.40 PLUS 10% GST 47.44 TOTAL \$ 426.96		

Error 1

Error 4

Error 5

Error 5

Error 5

Error 5

Error 6

Error 2

Error 1 Ordered 10 reams of 110 gsm A4 yellow copy paper - only 5 reams delivered - charged for 10 reams. Action to be taken: request from the supplier a credit adjustment for the overcharge or a further delivery of 5 reams of 110 gsm A4 yellow copy paper.

Error 2 Use of incorrect freight company. Action to be taken: notify supplier all goods must be delivered by the preferred freight company - Intrastate Road Express.

Error 3 Supplier not meeting deadline for the delivery as per the purchase order. Action to be taken: contact supplier about lateness of delivery emphasising importance of on time delivery.

Error 4 Incorrect price charged for black A4 PVC lever arch files - charged \$3.30 - should be \$3.20. Action to be taken: request credit for the overcharge from the supplier.

Error 5 Addition and consequential calculation errors - subtotal should be \$518 not \$593. Action to be taken: request credit for overcharge from the supplier.

Error 6 GST should be added - not subtracted. Action to be taken: request an adjustment note for the undercharge from the supplier.