ZIMBABWE

MINISTRY OF HIGHER AND TERTIARY EDUCATION, INNOVATION, SCIENCE AND TECHNOLOGY DEVELOPMENT

HIGHER EDUCATION EXAMINATIONS COUNCIL (HEXCO)

NATIONAL CERTIFICATE

IN

ACCOUNTANCY

MODULE: Accounts Administration **PAPER NO:** 310/22/M03

DURATION: 3 hours

JUNE 2026 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

1. Answer all questions.
2. Show all relevant workings.
3. A silent non-programmable calculator may be used.
4. Begin each answer to a new question on a fresh page.

QUESTION 1

a) Describe any five (5) factors that determine what quantity of a good that buyer demand. (10 marks)

b) State five (5) benefits of obtaining the right quality. (5 marks)

c) Define the following terms as they are used in accounts administration:

i) Requisition
ii) Quotation
iii) Purchase order
iv) Invoice
v) Goods received note (5 marks)

QUESTION 2

a) Define electronic purchasing. (5 marks)

b) What are the benefits of electronic purchasing? (15 marks)

QUESTION 3

Define five (5) rights of the purchasing process and state two (2) advantages of each of the rights. (20 marks)

QUESTION 4

The following information was extracted from the business of A J Moyo for a certain product for 2022.

	Bought			Sold	
January	10 @ $30 each	300	May	8 for $50 each	400
	10 @ $34 each	340	Nov	24 for $60 each	1440
	20 @ $40 each	800		—	
	40	1440		32	1840

Compute the value of closing inventory using the following methods:

a) FIFO (9 marks)

b) LIFO (9 marks)

c) Draw up comparative trading accounts using two (2) methods . (2 marks)

QUESTION 5

A manufacturing company places a semi-annual order of 24 000 units at a price of $20 per unit. Its carrying cost is 15% and the order cost is $12 per order.

a) Required calculate:

i) The most economical order quantity. (6 marks)

ii) The number of orders that need to be placed during the year. (5 marks)

iii) How often should an order be placed? (5 marks)

b) State two (2) advantages and two (2) disadvantages of calculating the economic order quantity. (4 marks)

.../jl