

Module 1.4. Other Administrative Tools and Systems

**Identify the two administrative tools
used in the scenario below
(worth 2)**

12. Multiple choice questions

- 1. Job order
 - Refers to the entry book that lists the cost of materials used on the job
- 2. Invoice
 - Shows amount paid (amount) and balance
- 3. General ledger
 - T-A
- 4. Journal entry
 -
- 5. Receipt
 - Receipt paper
- 6. Bill
 - Invoice
- 7. Memorandum
 - Memo
- 8. Bill (Material)
 - Invoice
- 9. Receipt
 - Receipt paper, Receipt by customer, Invoice and Receipt by customer, and the Receipt paper only
- 10. Receipt (Job)
 - The receipt for work done on the job

13. Multiple choice questions

Company/Service	Job Order	Job Cost Sheet
1. Manufacturing company (Job Order)	Yes	Yes
2. Retail store for customer services (Job Order)	Yes	Yes
3. Hospital for specialized services (Job Order)	Yes	Yes
4. Restaurant for customer services (Job Order)	Yes	Yes
5. Law firm (Job Order)	Yes	Yes

14. Multiple choice questions

Best Answer

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QUESTION 1.1. (100 MARKS) [100%] (100 MARKS)

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1.1.1.2. (100 MARKS) [100%] (100 MARKS)

Item	Value	Percentage
1.1.1.2.1. (100 MARKS) [100%] (100 MARKS)	100	100%
1.1.1.2.2. (100 MARKS) [100%] (100 MARKS)	100	100%
1.1.1.2.3. (100 MARKS) [100%] (100 MARKS)	100	100%
1.1.1.2.4. (100 MARKS) [100%] (100 MARKS)	100	100%
1.1.1.2.5. (100 MARKS) [100%] (100 MARKS)	100	100%
1.1.1.2.6. (100 MARKS) [100%] (100 MARKS)	100	100%

1.1.1.3. (100 MARKS) [100%] (100 MARKS)

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Signature and name of the student.

Date and other administrative information.