



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTERISED FINANCIAL SYSTEMS N5

12 NOVEMBER 2018

This marking guideline consists of 15 pages.

QUESTION NUMBER	PRINTOUTS	MARKS	TIME
QUESTION 1	Payroll	80	72 minutes
QUESTION 2A	Printout 1	25	23 minutes
QUESTION 2B	Printout 2	10	9 minutes
QUESTION 3	Printout 3	25	23 minutes
QUESTION 4	Printout 4	30	27 minutes
QUESTION 5	Printout 5	30	27 minutes
TOTAL		200	180 minutes

QUESTION 1

1.6.1

FOR EDUCATIONAL USE ONLY		PERIOD	DATE
COMPANY NAME		1 ✓	31/03/2017
Dinamix			
EMPLOYEE CODE	EMPLOYEE NAME	COST CENTRE	
01	Mr Charl Pauise		

EMPLOYEE CODE	01	EMPLOYEE NAME	Mr Charl Pauise	COST CENTRE		PERIOD	1
DESIGNATION	Director ✓					DATE	31/03/2017
COMPANY NAME	Dinamix					RATE	173.05
PO Box 67		Sandton					
P O Box		4000					
Sandton							
INCOME							
DESCRIPTION		QUANTITY	RATE	AMOUNT			
Basic Salary				30,000.00 ✓			
Commission				2,000.00 ✓			
Overtime @ 1.5		4.00 ✓	259.58	1,038.30 ✓			
Travel Allowance				1,500.00 ✓			
Uniform Allowance				500.00 ✓			
CELL PHONE ALLOWANCE				600.00 ✓			
GROSS EARNINGS				35,638.30			
BENEFITS				COMPANY CONTRIBUTIONS			
Medical Aid Fringe Benefit	2,200.00			Pension		1,050.00 ✓	
				Medical Aid		2,200.00 ✓	
				OID Contribution		92.13 ✓	
				Bonus Accrual		1,950.00 ✓	
DEDUCTIONS							
DESCRIPTION		BALANCE	AMOUNT				
Pension		0.00	700.00 ✓				
Med. Aid Tax Credit Applied		0.00	-1,014.00 ✓				
PAYE Tax		0.00	7,733.82 ✓				
UIF Contribution		0.00	148.72 ✓				
MED AID EMPLOYEE		0.00	3,500.00 ✓				
Staff Saving		1,250.00 ✓	250.00 ✓				
GARNISHEE ORDER		0.00	1,500.00 ✓				
SOCIAL CLUB FIX AMOUNT		0.00	200.00 ✓				
TOTAL DEDUCTIONS				13,018.54			
LEAVE DAYS DUE	5.25 ✓	NETT PAY		22,619.76			
3699 Gross Remuneration	37,338.30	4103 Total Employee's Tax	6,719.82	4005 Medical Aid Contributions	5,700.00	4001 Pension Fund - Current	700.00

(20)

COMPUTERISED FINANCIAL SYSTEMS N5

FOR EDUCATIONAL USE ONLY		PERIOD	DATE
COMPANY NAME Dinamix		1	31/03/2017
EMPLOYEE CODE 02	EMPLOYEE NAME Mrs Zia Crook	COST CENTRE	

EMPLOYEE CODE 02	EMPLOYEE NAME Mrs Zia Crook	COST CENTRE	PERIOD 1
DESIGNATION Accountant			DATE 31/03/2017
COMPANY NAME Dinamix			RATE 144.21
PO Box 67	Sandton		
P O Box	4000		
Sandton			
INCOME			
DESCRIPTION	QUANTITY	RATE	AMOUNT
Basic Salary			26,000.00
PRODUCTION BONUS			1,500.00
Overtime @ 1.5	2.00	218.31	432.63
Travel Allowance			700.00
Uniform Allowance			500.00
GROSS EARNINGS			28,132.63
BENEFITS		COMPANY CONTRIBUTIONS	
Medical Aid Fringe Benefit	2,200.00	Pension	750.00
		Medical Aid	2,200.00
		OID Contribution	70.68
		Bonus Accrual	1,625.00
DEDUCTIONS			
DESCRIPTION	BALANCE	AMOUNT	
Pension	0.00	500.00	
Med. Aid Tax Credit Applied	0.00	-303.00	
PAYE Tax	0.00	5,412.02	
UIF Contribution	0.00	148.72	
MED AID EMPLOYEE	0.00	1,500.00	
Staff Loans	9,000.00	1,000.00	
Staff Saving	300.00	300.00	
SOCIAL CLUB FIX AMOUNT	0.00	200.00	
TOTAL DEDUCTIONS			8,757.74
LEAVE DAYS DUE 3.25	NETT PAY		19,374.89
3599 Gross Remuneration	4103 Total Employee's Tax	4005 Medical Aid Contributions	4001 Pension Fund - Current
29,832.63	5,109.02	3,700.00	500.00

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COMPUTERISED FINANCIAL SYSTEMS N5

FOR EDUCATIONAL USE ONLY		PERIOD	DATE
COMPANY NAME Dinamix		2 ✓	30/04/2017
EMPLOYEE CODE 01	EMPLOYEE NAME Mr Charl Pause	COST CENTRE	

EMPLOYEE CODE 01	EMPLOYEE NAME Mr Charl Pause	PERIOD 2	
DESIGNATION Director	COST CENTRE	DATE 30/04/2017	
COMPANY NAME Dinamix		RATE 181.70	
PO Box 87 P O Box Sandton	Sandton 4000		
INCOME			
DESCRIPTION	QUANTITY	RATE	AMOUNT
Basic Salary			31,500.00 ✓
Commission			2,000.00
Overtime @ 1.5	3.00 ✓	272.55	817.55 ✓
Travel Allowance			2,000.00 ✓
Uniform Allowance			600.00 ✓
Computer Allowance			600.00 ✓
<i>No cellphone allowance - 1 1/2 cell phone allowance.</i>			
GROSS EARNINGS			37,517.66
BENEFITS		COMPANY CONTRIBUTIONS	
Medical Aid Fringe Benefit	2,200.00	Pension	1,050.00
		Medical Aid	2,200.00
		OID Contribution	92.47
		Bonus Accrual	2,047.50
DEDUCTIONS			
DESCRIPTION	BALANCE	AMOUNT	
Pension	0.00	700.00	
Med. Aid Tax Credit Applied	0.00	-1,014.00	
PAYE Tax	0.00	8,338.39	
UIF Contribution	0.00	148.72	
MED AID EMPLOYEE	0.00	3,500.00	
Staff Saving	1,500.00	250.00	
GARNISHEE ORDER	0.00	1,500.00	
SOCIAL CLUB FIX AMOUNT	0.00	200.00	
TOTAL DEDUCTIONS			13,623.11
LEAVE DAYS DUE 6.50	NETT PAY 23,894.55		
3899 Gross Remuneration	4103 Total Employee's Tax	4005 Medical Aid Contributions	4001 Pension Fund - Current
76,455.96	14,044.21	11,400.00	1,400.00

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COMPUTERISED FINANCIAL SYSTEMS N5

FOR EDUCATIONAL USE ONLY		PERIOD	DATE
COMPANY NAME Dinamix		2	30/04/2017
EMPLOYEE CODE 02	EMPLOYEE NAME Mrs Zia Crook	COST CENTRE	

EMPLOYEE CODE	02	EMPLOYEE NAME	Mrs Zia Crook	COST CENTRE		PERIOD	2
DESIGNATION	Accountant					DATE	30/04/2017
COMPANY NAME	Dinamix					RATE	151.42
PO Box 67		Sandton					
P O Box		4000					
Sandton							
INCOME							
DESCRIPTION		QUANTITY		RATE		AMOUNT	
Basic Salary						26,250.00	✓
PRODUCTION BONUS						1,500.00	
Overtime @ 1.5		✓ 2.00		227.13		454.26	✓
Travel Allowance						1,000.00	✓
Uniform Allowance						600.00	✓
Computer Allowance						450.00	✓
CELL PHONE ALLOWANCE						300.00	✓
GROSS EARNINGS						30,554.26	
BENEFITS				COMPANY CONTRIBUTIONS			
Medical Aid Fringe Benefit	2,200.00			Pension		750.00	
				Medical Aid		2,200.00	
				OID Contribution		74.94	
				Bonus Accrual		1,706.25	
DEDUCTIONS							
DESCRIPTION				BALANCE		AMOUNT	
Pension				0.00		500.00	
Med. Aid Tax Credit Applied				0.00		-303.00	
PAYE Tax				0.00		6,113.12	
UIF Contribution				0.00		148.72	
MED AID EMPLOYEE				0.00		1,500.00	
Staff Loans				8,000.00		1,000.00	
Staff Saving				600.00		300.00	
SOCIAL CLUB FIX AMOUNT				0.00		200.00	
TOTAL DEDUCTIONS						9,458.84	
LEAVE DAYS DUE		4.50	NETT PAY		21,095.42		
3599 Gross Remuneration	4103 Total Employee's Tax	4005 Medical Aid Contributions	4001 Pension Fund - Current				
61,985.89	10,919.14	7,400.00	1,000.00				

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FOR EDUCATIONAL USE ONLY

COMPANY NAME	PERIOD	DATE
Dinamix	2	30/04/2017
EMPLOYEE CODE	EMPLOYEE NAME	COST CENTRE
03	Mrs Xola Ngini ✓	

EMPLOYEE CODE 03	EMPLOYEE NAME Mrs Xola Ngini	COST CENTRE	PERIOD 2
DESIGNATION Production Manager ✓			DATE 30/04/2017
COMPANY NAME Dinamix			RATE 88.53
PO Box 67	Sandton		
P O Box	4000		
Sandton			

INCOME			
DESCRIPTION	QUANTITY	RATE	AMOUNT
Basic Salary			15,000.00 ✓
Travel Allowance			500.00 ✓
Uniform Allowance			300.00 ✓
Computer Allowance			200.00 ✓
GROSS EARNINGS			16,000.00

BENEFITS		COMPANY CONTRIBUTIONS	
Medical Aid Fringe Benefit	2,200.00	Pension	750.00 ✓
		Medical Aid	2,200.00 ✓
		OID Contribution	42.63
		Bonus Accrual	975.00 ✓

DEDUCTIONS		
DESCRIPTION	BALANCE	AMOUNT
Pension	0.00	500.00 ✓
Med. Aid Tax Credit Applied	0.00	-810.00 ✓
PAYE Tax	0.00	2,095.85 ✓
UIF Contribution	0.00	148.72 ✓
MED AID EMPLOYEE	0.00	2,000.00 ✓
Staff Saving	450.00 ✓	450.00 ✓
SOCIAL CLUB FIX AMOUNT	0.00	200.00 ✓
TOTAL DEDUCTIONS		4,584.57

LEAVE DAYS DUE 1.25	NETT PAY 11,415.43
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3699 Gross Remuneration 17,900.00	4103 Total Employee's Tax 1,285.85	4005 Medical Aid Contributions 4,200.00	4001 Pension Fund - Current 500.00
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1.6.2

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Dinamix

Educational Pack (For Educational Use Only) - Dinamix

Employee Masterfile

✓ (Must be both Employees)

Profile : 1000 Status : Processed

02 Mrs Zia Crook

Personal

Details

Start Date 01/03/2008 } ✓
 Date of Birth 14/06/1983 }
 Identification Number 8306141018068 }
 Passport Number
 Country of Issue
 Gender Female
 Marital Status Single
 Dependants 0

Contacts

Work Phone No.
 Home Phone No
 Cell Number
 Fax No
 Contact Name
 Contact No.
 E-mail Address

Addresses

Postal Address

Same as Residential

Residential Address

Unit Number 18 } ✓
 Complex Sunrise Clove }
 Street Number 18 }
 Street/Name of Farm Montrosa Street }
 Suburb/District Sandton }
 City/Town Sandton }
 Postal Code 4000 }
 Country Code ZA }

Skills & Equity

Race
 Province
 Citizenship RSA
 Foreign National No
 Disabled No

Occupational Level
 Occupational Category
 Occupational Function
 Workplace Category

Profile : 1000 Status : Processed

03 Mrs Xola Ngini

Personal

Details

Start Date 01/04/2017 } ✓
 Date of Birth 30/03/1953 }
 Identification Number 5303300064089 }
 Passport Number
 Country of Issue
 Gender Female
 Marital Status Married
 Dependants 2

Contacts

Work Phone No.
 Home Phone No
 Cell Number
 Fax No
 Contact Name Sanda
 Contact No.
 E-mail Address

Addresses

Postal Address

Same as Residential

Residential Address

Unit Number 20 } ✓
 Complex Richmans Clove }
 Street Number 20 }
 Street/Name of Farm Relief Street }
 Suburb/District Sandton }
 City/Town Sandton }
 Postal Code 4000 }
 Country Code ZA }

Skills & Equity

Race
 Province
 Citizenship RSA
 Foreign National No
 Disabled No

Occupational Level
 Occupational Category
 Occupational Function
 Workplace Category

End of Report

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COMPUTERISED FINANCIAL SYSTEMS N5

1.6.3

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Dinamix Educational Pack (For Educational Use Only) – Dinamix

Leave History for date range - 13/06/2018 - 13/06/2018

Leave Code	Description	Opening Balance	Days Accrued	Days Taken	Days Due	Leave Entitlement
Monthly Employees						
01	Mr Charl Pause					
0001	Annual Leave	4.00	2.50	0.00	6.50	15.00
					Liability	10,884.32
0003	Family Responsibility Leave	2.00	0.00	1.00	1.00	5.00
					Liability	0.00
0020	Sick Leave	2.00	10.00	0.00	12.00	12.00
					Liability	20,095.04
					Employee Total Liability	30,979.86
					Total Liability	30,979.86

----- End of Report -----

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COMPUTERISED FINANCIAL SYSTEMS N5

1.6.4

Dinamix

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Educational Pack (For Educational Use Only) - Dinamix

Print Note

Type	Code	Status	Subject	Action Date	Entry Date
Employee	01	Open	Misusing- Cell	30/03/2017	30/03/2017

Note

Date: 30 March
Mr Paulse receive a written warning for misusing the cellphone allowance.

(2)
[80]

QUESTION 2A**EXAMINATION NUMBER****PRINTOUT 1**

WEEKLY WAGE FOR MRS LANGA 25 MARCH 2017			
INCOME			DEDUCTIONS
Normal Wage	R 6,000	✓✓	PAYE R 1,661
Overtime Wage	R 1,125	✓✓	Pension R 480
Gross Wage	R 7,125	✓	Medical R 250
			UIF R 71
Taxable Income	R 6,645	✓✓	
Nett Income	R 4,663	✓✓	Total deductions R 2,463

Exact Layout

✓✓

Currency no decimals

✓

Header Examination nr Left and Printout 1 right

✓✓

Horizontal and vertical lines

✓✓

One page portrait

✓

Total

(25)

QUESTION 2B

EXAMINATION NUMBER

PRINTOUT 2

	A	B	C	D	E	F
1	WEEKLY WAGE FOR MRS LANGA 25 MARCH 2017					
2	INCOME			DEDUCTIONS		
3	Normal Wage	=8*5*150	✓	PAYE	=25/100*B7	}
4	Overtime Wage	=1.5*150)*(2+3)	✓	Pension	=8/100*B3	
5	Gross Wage	=SUM(B3:B4)	✓	Medical	250	
6				UIF	=1/100*B5	
7	Taxable Income	=B5-E4	✓			
8	Nett Income	=B5-E8	✓	Total deductions	=SUM(E3:E7)	✓
9						
10	Changed to Printout 2		✓			
11	Printed landscape with row and column headings		✓			
12	TOTAL					
13						
14						
15						
16						
17						
18						

(10)
[35]

QUESTION 3

EXAMINATION NR

PRINTOUT 3

STOCK SHEET FOR MARCH 2017 FOR DINAMIX RETAIL STORE.									
Code	Description	Qty	Cost Price per unit	Selling Price Excl Vat	VAT 14%	Selling Price Incl Vat	Gross profit per unit	Gross profit %	Cost of stock on Hand
A001	Apple iPhone 6s	5	R 13,999.00	R 15,398.90	R 2,155.85	R 17,554.75	R 1,399.90	9%	R 69,995.00
A002	Apple iPhone SE Rose	2	R 8,499.00	R 8,923.95	R 1,249.35	R 10,173.30	R 424.95	5%	R 16,998.00
A003	Apple iPhone SE Gold	3	R 5,850.00	R 6,142.50	R 859.95	R 7,002.45	R 292.50	5%	R 17,550.00
A004	Apple iPhone 6s Gold	4	R 11,600.00	R 12,760	R 1,786.40	R 14,546.40	R 1,160.00	9%	R 46,400.00

Headings Bold; Merged: and centred(layout exactly as example)
Horizontal and Vertical lines ✓
Format to currency with 2 dec ✓

All amounts must be calculated correctly.

One mark if two out of the four amount

[25]

QUESTION 4

PRODUCTION COST STATEMENT OF DINAMIX MANUFACTURES

RAW MATERIAL USED		32500	✓
PLUS: Opening stock for Raw Material	12000		✓
Purchases of Raw Material	20000		✓
Freight on carriage for Raw Material	1500		✓
	33500		
Less: Closing stock for Raw Material	1000		✓
Plus: Direct labour		30000	✓
Primary cost		62500	✓✓
Plus Factory Overheads		31980	✓
Water and Electricity	4000		✓✓
Rent Factory	12000		✓
Telephone	2400		✓✓
Insurance	800		✓✓
Administrative cost	480		✓✓
Indirect labour(factory)	10000		✓
Factory plant maintenance	2300		✓
PRODUCTION COST BEFORE GOOD IN PROCESS		94480	✓
Plus : Opening stock for goods in process		2000	✓
Minus : Closing stock of goods in process		3000	✓
PRODUCTION COST		93480	✓
PRODUCTION COST PER UNIT		187	✓✓

Examination nr left and Printout 4 right in footer ✓

Horizontal and Vertical Lines ✓

Correct layout ✓✓

[30]

QUESTION 5

EXAMINATION NR

PRINTOUT 5

INCOMESTATEMENT FOR DINAMIX MANUFACTURERS		
Sales (402400-1460)		R 400,940
Less: Cost of Sales		R 241,400
Gross Profit		R 159,540
Plus: Other Income		R 44,110
Commission income	R 14,110	
Rent Income	R 30,000	
Gross Income		R 203,650
Less: Other Expenses		R 200,120
Bad debts	R 1,640	
Trading Licence	R 2,000	
Advertising	R 12,800	
Salaries and wages	R 152,000	
Stationery	R 12,180	
Trading stock deficit	R 1,600	
Water and electricity	R 13,300	
Depreciation	R 4,600	
NETT PROFIT		R 3,530

INCOMESTATEMENT	22	
Horizontal and Vertical Line	2	✓✓
Currency no decimals	2	✓✓
Layout correct	2	✓✓
Footer	2	✓✓

TOTAL [30]

TOTAL: 200