



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE EXAMINATION

COMPUTERISED FINANCIAL SYSTEMS N6

1 JUNE 2016

This marking guideline consists of 14 pages.

COMPUTERISED FINANCIAL SYSTEMS N6

Educational No: SALLY (Examination nr)

*CTS N6
Set 1 of 2015 Backup*

06/02/15 10:19 Page: 1

PO1

General Journal batch listing for user User 0 - Pre Update Printout

Prepared by: Educational Pack

Per	Date	GCS	Account	Reference	Description	Cost Code	Debit	Credit	Contra
12	28/02/15	G	5100/000-Drawings	J12	Balance		185 000.00		<i>L4</i>
12	28/02/15	G	7500/000-Trading Stock	J12	Balance		245 000.00		<i>L5</i>
12	28/02/15	G	1000/000-Cost of Sales	J12	Balance		598 520.00		<i>L6</i>
12	28/02/15	G	2000/000-Salaries	J12	Balance		198 000.00		<i>L7</i>
12	28/02/15	G	2100/000-Insurance	J12	Balance		28 000.00		<i>L8</i>
12	28/02/15	G	2200/000-Stationery	J12	Balance		12 200.00		<i>L9</i>
12	28/02/15	G	2300/000-Rent paid	J12	Balance		60 500.00		<i>L10</i>
12	28/02/15	G	2400/000-Telephone	J12	Balance		18 741.00		<i>L11</i>
12	28/02/15	G	2500/000-Interest on Overdraft	J12	Balance		2 900.00		<i>L12</i>
12	28/02/15	G	5000/000-Capital	J12	Balance			360 000.00	<i>L13</i>
12	28/02/15	G	7000/000-Bank	J12	Balance			7 901.00	<i>L14</i>
12	28/02/15	G	0010/000-Sales	J12	Balance			980 740.00	<i>L15</i>
12	28/02/15	G	0020/000-Interest on Current Account	J12	Balance			220.00	<i>L16</i>

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

✓ 17 J12 and Balance everywhere

✓ 18 in Balance OR no balancing account OR no Retained income balance,

i.e. only these accounts used, no extras

18

Alternatives:

Mark these amounts on a Trial Balance or Entry Type Details or General Ledger

Mark everything you can see, but give -1 for wrong printout

Note mark 2 is for Period 12 and date (can you see period 12 in the alternative printout?)

Cannot get mark 3 in any alternative

Cannot get mark 18 in the General Ledger

COMPUTERISED FINANCIAL SYSTEMS N6

Computerised Financial Systems N6 Paper 1 Set 2 of 2015 Backup MG

Educational No: Bells (exam nr) S2B 2015

12/06/15 18.33 Page: 1

Examination number ✓ 1 correct examination number

Prepared by: Educational Pack

BELLS

NOTES TO THE BALANCE SHEET ✓ 2 correct words over 2 lines: BELLS + NOTES TO THE BALANCE SHEET

ON 01/07/2015 ✓ 3 correct date

This year ✓ 4 correct heading

R ✓ 5 correct heading

CURRENT ASSETS

		582 750.00 ✓ 6
Bank	8 650.00 ✓ 7	
Petty Cash	350.00 ✓ 8	
Debtors' Control	6 300.00 ✓ 9	
Trading Stock	567 450.00 ✓ 10	

* single column line (mark nr 18)

✓ 11 Only current assets here, no strange accounts

✓ 12 TWO open rows before owner's equity

OWNER'S EQUITY

		582 750.00 ✓ 13
Capital	366 100.00 ✓ 14	
Drawings	<17 350.00> ✓ 15 must be in brackets	
Retained Income	234 000.00 ✓ 16	

✓ 18* single column line (twice)

Note: Make sure that the Drawings are in brackets (as indicated)

✓ 19 double line right through

Can only get marks 6 - 10 and 12 - 15 if the amount is correct AND the item is under the correct heading.

19

No mark can be awarded for a printout of one of the existing Pastel reports, as this report is aimed at testing the knowledge and use of categories.

COMPUTERISED FINANCIAL SYSTEMS N6

Educational No: SALLY (Examination nr)

06/02/15 10:35 Page: 1

set 1 Backup

Entry Type Details : 01/02/15 to 28/02/15

Prepared by: Educational Pack

Date	Account Contra Acc (If Available)	Batch ID (If Available)	Name User Name	Reference	Description	Tax Type	Tax	Amount
Entry Type 1 - General Journal								
28/02/15	5100/000	1	Drawings User 0	J12	Balance	00		185 000.00
28/02/15	7500/000	1	Trading Stock User 0	J12	Balance	00		245 000.00
28/02/15	1000/000	1	Cost of Sales User 0	J12	Balance	00		598 520.00
28/02/15	2000/000	1	Salaries User 0	J12	Balance	00		198 000.00
28/02/15	2100/000	1	Insurance User 0	J12	Balance	00		28 000.00
28/02/15	2200/000	1	Stationery User 0	J12	Balance	00		12 200.00
28/02/15	2300/000	1	Rent paid User 0	J12	Balance	00		60 500.00
28/02/15	2400/000	1	Telephone User 0	J12	Balance	00		18 741.00
28/02/15	2500/000	1	Interest on Overdraft User 0	J12	Balance	00		2 900.00
28/02/15	5000/000	1	Capital User 0	J12	Balance	00		-360 000.00
28/02/15	7000/000	1	Bank User 0	J12	Balance	00		-7 901.00
28/02/15	0010/000	1	Sales User 0	J12	Balance	00		-980 740.00
28/02/15	0020/000	1	Interest on Current Account User 0	J12	Balance	00		-220.00
28/02/15	2300/000	1	Rent paid User 0	J12/1	Rent for February not yet paid	00		5 500.00
28/02/15	2500/000	2	Interest on Overdraft User 0	J12/2	Interest not recorded	00		274.00
28/02/15	7600/000	2	Prepaid Expenses User 0	J12/3	Insurance paid 2 months in advance	00		4 000.00
28/02/15	8100/000	2	Accrued Expenses User 0	ZContras	Generated General Journal	00		-5 500.00
28/02/15	7000/000	2	Bank User 0	ZContras	Generated General Journal	00		-274.00
28/02/15	2100/000	2	Insurance User 0	ZContras	Generated General Journal	00		-4 000.00
Total for Entry Type 1 : General Journal								0.00

End of Report

16

In case of no entry type details, but there is a General Journal Batch Listing, mark what you can see, and give -1 for wrong printout

Can also mark these amounts in a General Ledger or Trial Balance, but pay attention to dr and cr and give -1 for wrong printout

COMPUTERISED FINANCIAL SYSTEMS N6

Educational No: SALLY (Examination nr)

*CFS N6
Set 1 of 2015 Backup*

06/02/15 12:08 Page: 1

PO3

Budget Report - Next Year *1/1*

Prepared by: Educational Pack

	March September	April October	May November	June December	July January	August February	Annual Total
0010/000 Sales	-89900 0	0 0	0 0	0 0	0 0	0 0	-89900 <i>✓5</i>
0020/000 Interest on Current Account	-50 0	0 0	0 0	0 0	0 0	0 0	-50 <i>✓6</i>
1000/000 Cost of Sales	54860 0	0 0	0 0	0 0	0 0	0 0	54860 <i>✓7</i>
2000/000 Salaries	18150 0	0 0	0 0	0 0	0 0	0 0	18150 <i>✓8</i>
2100/000 Insurance	2200 0	0 0	0 0	0 0	0 0	0 0	2200 <i>✓9</i>
2200/000 Stationery	1120 0	0 0	0 0	0 0	0 0	0 0	1120 <i>✓10</i>
2300/000 Rent paid	6050 0	0 0	0 0	0 0	0 0	0 0	6050 <i>✓11</i>
2400/000 Telephone	1720 0	0 0	0 0	0 0	0 0	0 0	1720 <i>✓12</i>
2500/000 Interest on Overdraft	0 0	0 0	0 0	0 0	0 0	0 0	0 <i>✓13</i>

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

- ✓2 Account 0001-4999 only, i.e. nominal accounts*
- ✓3 Amounts in March, 0 in the other months*
- ✓4 Rounded to R10*

Accept amount within 5, i.e. 5 more or 5 less

COMPUTERISED FINANCIAL SYSTEMS N6

Educational No: SALLY (Examination nr)

06/02/15 12:39 Page: 1

Set 1 of 2015 Backup

Report Format Printout : File - ACCREP09.DAT

Prepared by: Educational Pack

Report Headings

1 Examination number ✓1
2 BUDGET REPORT ON #S ✓2
3
4

Index Description

MY BUDGET

Print Options

Omit Standard Headings N

Report Format

Report Type M
Decimals to Use No Rounding
Note Reference Column N } ✓3

Col	Amt	Typ	From	To	Heading 1	Heading 2	A/C	No.	Description
-----	-----	-----	------	----	-----------	-----------	-----	-----	-------------

01	T	R	-11	0	Actual yr	Feb 2015	A	} ✓4	
02	F	F	1	1	Budget mth	March 2015	A		

Sk	Pri	DC	Sup	Description	Formula	Not e	No.	Act
----	-----	----	-----	-------------	---------	-------	-----	-----

1	Y	C	N	INCOMES ✓5				
1	Y	C	N		CM04		1	A
1	Y	C	N		CM06		1	A
1	Y	C	N	_SC				
1	Y	C	N		TOT1		2	A
1	Y	C	N	_DC				
2	Y	D	N	EXPENSES ✓6				
1	Y	D	N		CB05			
1	Y	D	N		CB07			
1	Y	D	N	_SC				
1	Y	D	N		CT05+ CT07		2	A
1	Y	D	N	_DC				
1	Y	C	N	NET PROFIT ✓7	TOT2			
1	Y	C	N	_DL				
1	Y	C	N					

✓8 lines
✓9 TOT1+2
✓10
1A
1B
2A
2B

End of Report

Alternatives: Printout made in Excel

Mark everything you can see, but give -1 for wrong printout

COMPUTERISED FINANCIAL SYSTEMS N6

Educational No: Bells (exam nr) S2B 2015

12/06/15 18:27 Page: 1

✓1 correct examination number

Prepared by: Educational Pack

Trial Balance : 01/07/15 to 31/07/15 ✓2 Date 31/07/15 (not Last year)

Budget	Account	✓3 Budget in far left column, not last year	DR	CR
0.00	5000/000 Capital		✓✓4,5 (2 of 0)	366 100.00
0.00	5100/000 Drawings		17 350.00 ✓6	
0.00	5200/000 Retained Income			✓7 234 000.00
0.00	7000/000 Bank		8 650.00 ✓8	
0.00	7100/000 Petty Cash		350.00 ✓9	
0.00	7200/000 Debtors' Control		6 300.00 ✓10	
0.00	7500/000 Trading Stock		567 450.00 ✓11	
0.00	NO PROFIT OR LOSS			
0.00	✓12 only Balance Sheet accounts here (no Nominal accounts)		600 100.00	600 100.00
0.00	NO PROFIT OR LOSS	✓13 no profit/loss		
0.00	0001/000 Sales	✓14 Balance Sheet Section first		
0.00	1000/000 Cost of Sales			
✓17 203 190.00	2000/000 Municipal expenses	✓15 Zero items printed, ie can see sales and/or cost of sales with NO AMOUNT		
✓18 544 700.00	2100/000 Wages			
✓19 58 700.00	2200/000 Advertising			
✓20 19 400.00	2300/000 Insurance			
✓21 12 360.00	2400/000 Stationery	✓16 only Nominal accounts here (no Balance Sheet accounts)		
✓22 12 600.00	2500/000 Telephone			
✓23 60 000.00	2600/000 Rent paid			
910 950.00				

✓24 Budget rounded to nearest R10 (accept these amounts within 5, ie 5 more or 5 less)

✓25 Only budget for expenses, zero's everywhere else in budget column

25

Alternatives:

Mark the Trial Balance amounts on an alternative printout that shows Dr and Cr, like a General Journal, Entry Type Details or even General Ledger, but not Income Statement. (-1)

Cannot get mark 3, 12, 13, 14, 15, 16

Mark everything you can see, but give -1 for wrong printout

Mark the budget amounts on an alternative printout that shows budget, ie budget report or a comparative Income statement. Can get all 9 marks if shown (-1)

Mark everything you can see, but give -1 for wrong printout

COMPUTERISED FINANCIAL SYSTEMS N6

Educational No: Sally (exam number)

✓1 correct examination number in a header left

Examination number

✓2 PRINTOUT 5 in a header right

PROFIT REPORT Date: 25/12/13

✓✓3,4 printed to Excel

ON 28/02/14 Page: 1

	Note	Actual	Budget		
		Feb 2014	March 2015	April 2015	
INCOMES					(ignore the - sign for now)
Sales		R -240 000	-89900	-98890	✓6
Interest on current account		R -2 900	-50	-55	✓7
		R -246 100	R -249 735	R -98 945	✓8
EXPENSES					
Cost of Sales		R 26 000	54860	57603	✓9
Salaries		R 13 440	18150	18150	✓10
Insurance		R 30 805	2200	2310	✓11
Stationery		R 10 210	1120	1176	✓12
Rent paid		R 9 960	6050	6050	✓13
Telephone		R 3 565	1720	1806	✓14
Interest on Overdraft		R 85 000	0	0	✓15
		R 180 555	R 180 840	R 87 095	✓16
NET PROFIT		R -65 545	R -68 895	R -11 850	✓17

✓18 Sales, Interest on current, total incomes and net profit is negative (cr)

✓19 columns wide enough to display all info, not too wide

✓20 R and no decimals everywhere

✓21 any neat lines

✓22 one portrait page

Examination number

Computerised Financial Systems N6 Set 1 of 2015 Backup MG.xlsx

PRINTOUT 6

Contract cost statement of Rapid Builders for the 3 months ended 30 June 2015

✓ 1 correct examination number and PRINTOUT 6 in a header (any place)

Material	R 243 000	✓ 2,3 (2 or 0)
Labour cost	R 650 000	✓ 4
Overheads	R 140 000	✓ 5
Depreciation on machinery	R 120 000	✓ 6,7 (2 or 0)
Subcontractors	R 449 000	✓ 8 accept from table below
Net contract cost	R 1 602 000	✓ 9
Contract price	R 3 500 000	✓ 10
Certified work		
Uncertified work		ignore any amount here
Extras	R 100 000	✓ 11
Total Contract value	R 3 600 000	✓ 12
Net Profit	R 1 998 000	✓ 13,14 (2 or 0)
Provision for latent defects	R 720 000	✓ 15,16 (2 or 0)
Profit-and-Loss account	R 1 278 000	✓ 17,18 (2 or 0)

36

Summary of subcontractors:

Name	Due date	Date completed	Days over due date	Amount quoted	Penalty %	Amount paid after penalty
XY Roofing	5 May 2015	8 May 2015	3	R 160 000	5%	R 152 000
Zip Electrics	29 May 2015	27 May 2015	-2	R 75 000		R 75 000
Wet Plumbers	29 May 2015	9 June 2015	11	R 110 000	10%	R 99 000
Flat Flooring	24 June 2015	26 June 2015	2	R 123 000		R 123 000
Total paid to subcontractors						R 449 000

✓ 19 Bold ✓ 20 Wrapped ✓ 21 Centered
 ✓ 22 correct amount paid after penalty
 ✓ 23 correct amount paid after penalty
 ✓ 24 correct amount paid after penalty
 ✓ 25 correct amount paid after penalty
 ✓ 26 total

✓ 27,28 all 8 dates exactly so (2 or 0)

✓ 29,30 sorted according to due date, then date completed (2 or 0) exactly this order for all columns, or 0
 ✓ 31,32 all 4 'days over due date' correct, accept 1 mark for 3 correct, 2 or more wrong = 0

✓ 33,34 correct % (not amount), must correspond with days
 2 or less days = blank or 0%, 3 to 7 days = 5%, 8 and more days = 10%
 (2 marks for all correct, accept 1 mark for 1 mistake, 5% or 10%
 in blank is a mistake, or numbers in stead of %, also wrong)

✓ 35 R and NO decimals everywhere applicable

✓ 36 lines exactly as shown

COMPUTERISED FINANCIAL SYSTEMS N6

Examination number

A	B	C	D	E	F	G	H	I
1	Contract cost statement of Rapid Builders							
2	for the 3 months ended 30 June 2015							
3	Material		R 243 000	✓ 1 PRINTOUT changed to PRINTOUT 7 (any place)				
4	Labour cost		R 650 000	✓ 2				
5	Overheads		R 140 000					
6	Depreciation on machinery		R 120 000	✓ 3				
7	Subcontractors		R 449 000	✓ 4				
8	Net contract cost			✓ 5				
9	Contract price							
12	Extras		R 100 000					
13	Total Contract value		R 3 600 000	✓ 6 or =D9 + D12, but not 2 following cells, like =D9 + D10				
14	Net Profit		R 1 998 000	✓ 7				
15	Provision for latent defects		R 720 000	✓ 8 or =D11*20% or 3 600 000*20%				
16	Profit-and-Loss account		R 1 278 000	✓ 9				
17								
18	Summary of subcontractors:							
19	Name	Due date	Date completed	Days over due date	Amount quoted	Penalty %	Amount paid after penalty	
20	XY Roofing	5 May 2015	8 May 2015	3	R 160 000	5%	R 152 000	✓ 10 correct formula for amount paid after
21	Zip Electrics	29 May 2015	27 May 2015	-2	R 75 000		R 75 000	
22	Wet	29 May 2015	9 June 2015	11	R 110 000	10%	R 99 000	✓ 11 correct formula for amount paid after
23	Flat Flooring	24 June 2015	26 June 2015	2	R 123 000		R 123 000	
24	Total paid to subcontractors							
25					R		R 449 000	
25	✓ 12 these numbers for dates or =DATE(15:5:5)							
26								
27								
28	✓ 13 =C20-B20, etc in all 4 rows							
28	✓ 14 row and column headings							
29	✓ 15 Hide Certified work and uncertified work, i.e. row 10 and 11 is missing, not deleted (can only get these 2 marks if row and column headings is shown)							
30	✓ 16 one landscape page, with columns wide enough to see all, but not i							

16

Salary Journal of Princetown Motors for June 2015

Name	Gross salary	Pension 7.5%	PAYE 20%	UIF 1%	Medical Aid	Total deductions	Net salary
J. Green	11250.00	843.75	2081.25	112.50	1500.00	4537.50	6712.50
W. Linga	12500.00	937.50	2312.50	125.00	1250.00	4625.00	7875.00
Totals	R 23 750.00	R 1 781.25	R 4 393.75	R 237.50	R 2 750.00	R 9 162.50	R 14 587.50

- ✓ 2 ALL column headings centred
- ✓ 3 decimal and % in 7.5%, 20%, 1%
- ✓ 4 2 dec everywhere, but no R (row4 +5)
- ✓ 5 R and 2 decimals in ALL totals
- ✓ 20 for any totals (right or wrong)
- ✓ 21 for ALL totals correct
- ✓ 22 any neat lines
- ✓ 23 one landscape page

✓ 6,7 ✓ 8,9 ✓ 10,11 ✓ 12,13 ✓ 14,15 ✓ 16,17 ✓ 18,19

Mark 6 - 19 is one each for the correct amounts for Green and Linga, no accept marks must be right)

23

✓ 1 correct examination number and PRINTOUT 8 in a footer (any side)

Salary Journal of Princetown Motors for June 2015							
Name	Gross salary	Pension 7.5%	PAYE 20%	UIF 1%	Medical Aid	Total deductions	Net salary
J. Gr	11250.00	843.75	2081.25	112.50	1500.00	4537.50	6712.50
W. L	12500.00	937.50	2312.50	125.00	1250.00	4625.00	7875.00
Total R	23 750.00	R 1 781.25	R 4 393.75	R 237.50	R 2 750.00	R 9 162.50	R 14 587.50

✓ 2 main heading merged and centred

✓ 9 SUM() for

✓ 7 sum(C4:F4),
not
C4+D4+E4+F4
✓ 8 =B4-G4 OR
=B5-G5

✓ 3 correct formula (ignore \$), ie
B4*C3 OR B5*C3
✓ 4 correct formula (ignore \$), ie
(B4-C4)*D3 OR (B5-
Or (B5-
B4)*E3 OR
B5*E3
✓ 5 correct formula (ignore \$), ie
B4*E3 OR
B5*E3

✓ 6 correct use of \$, ie \$ with C3, D3, E3, NO extra \$

✓ 10 row and column headings

12

✓ 11 one landscape page

✓ 12 columns wide enough to see all, but not too wide and font not too small

✓ 1 PRINTOUT 8 changed to PRINTOUT 9 (any place, header or footer)

COMPUTERISED FINANCIAL SYSTEMS N6

Fixed cost per unit	142.00	✓✓ 2,3 (2 or 0)			
Selling price per unit	850.50	✓✓ 4,5 (2 or 0)		✓ 1 correct examination number and PRINTOUT 10 in a header (any place)	
Variable cost per unit	495.50	✓✓ 6,7 (2 or 0)			
Units	Fixed cost	Variable cost	Total cost	Sales	Profit/ Loss
100	142 000.00	49 550.00	191 550.00	85 050.00	-106 500.00
200	142 000.00	99 100.00	241 100.00	170 100.00	-71 000.00
300	142 000.00	148 650.00	290 650.00	255 150.00	-35 500.00
400	142 000.00	198 200.00	340 200.00	340 200.00	0.00
500	142 000.00	247 750.00	389 750.00	425 250.00	35 500.00
600	142 000.00	297 300.00	439 300.00	510 300.00	71 000.00
700	142 000.00	346 850.00	488 850.00	595 350.00	106 500.00
800	142 000.00	396 400.00	538 400.00	680 400.00	142 000.00
900	142 000.00	445 950.00	587 950.00	765 450.00	177 500.00
1000	142 000.00	495 500.00	637 500.00	850 500.00	213 000.00

✓ 8 correct intervals, 100, 200, 300, etc

✓✓ 10,11 (2 or 0)

✓ 12

✓ 14

✓ 16

✓ 18

For 12,14,16,18: Look only at values for 100 (ignore others)

✓ 9 up to 1 000

✓ 13

✓ 15

✓ 17

✓ 19

For 13,15,17,19: Look only at values for 1000 (ignore others)

✓ 20 any neat lines

✓ 21 one portrait page

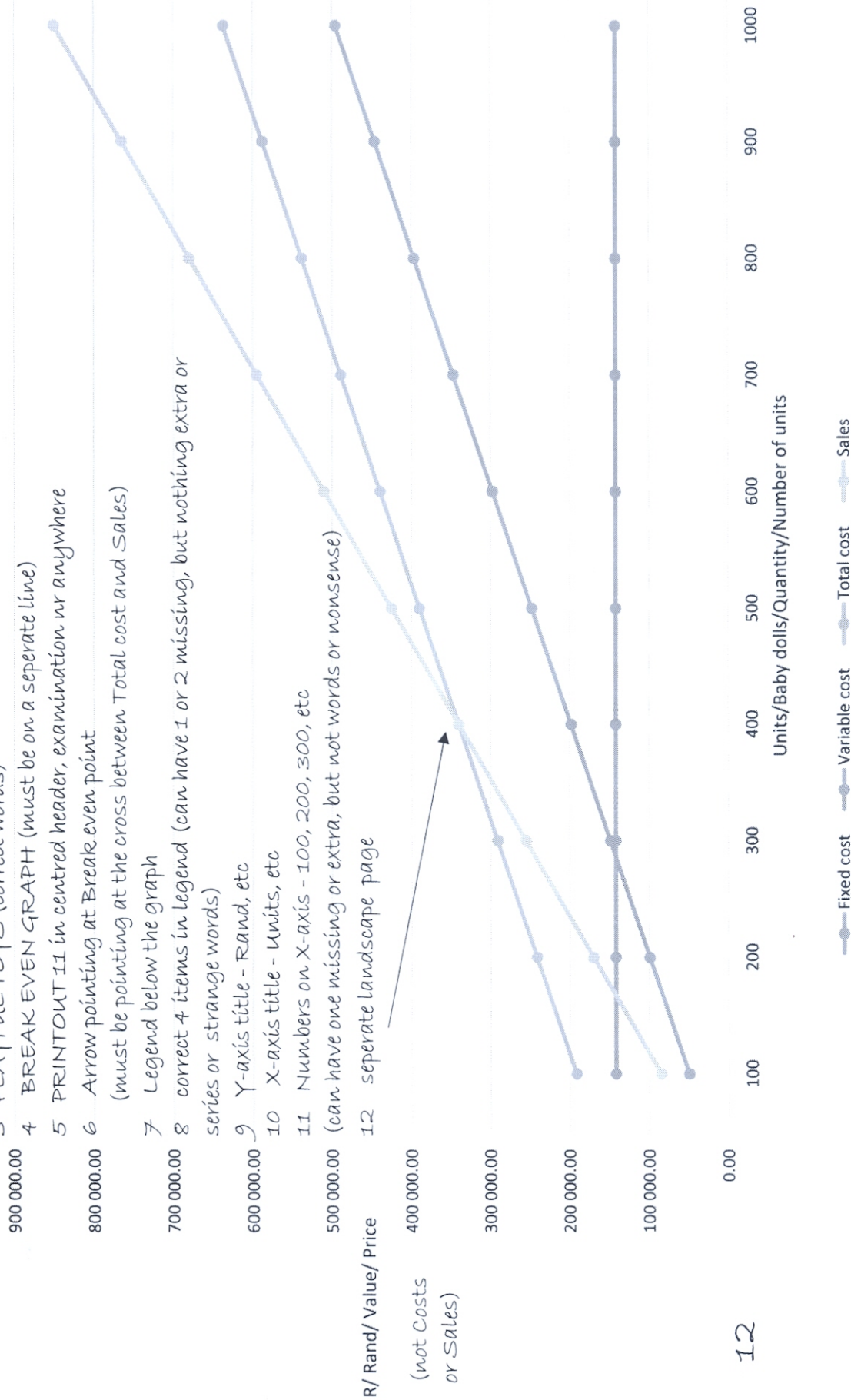
✓ 22 2 dec everywhere, also in row 1,2 and 3, but NOT in units

COMPUTERISED FINANCIAL SYSTEMS N6

PRINTOUT 11

**PLAYFUL TOYS
BREAK EVEN GRAPH**

- 1 line graph
- 2 any 4 lines
- 3 PLAYFUL TOYS (correct words)
- 4 BREAK EVEN GRAPH (must be on a separate line)
- 5 PRINTOUT 11 in centred header, examination nr anywhere
- 6 Arrow pointing at Break even point
(must be pointing at the cross between Total cost and Sales)
- 7 Legend below the graph
- 8 correct 4 items in legend (can have 1 or 2 missing, but nothing extra or series or strange words)
- 9 Y-axis title - Rand, etc
- 10 X-axis title - Units, etc
- 11 Numbers on X-axis - 100, 200, 300, etc
(can have one missing or extra, but not words or nonsense)
- 12 separate landscape page



12

examination number