higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N260**(E)**(J5)H

NATIONAL CERTIFICATE

COMPUTERISED FINANCIAL SYSTEMS N6

(6030186)

5 June 2018 (X-Paper)
09:00–12:00

This question paper consists of 13 pages.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
COMPUTERISED FINANCIAL SYSTEMS N6
TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS TO CANDIDATES AND INVIGILATORS

Candidates have 10 minutes to read through the following instructions.

1.   Answer ALL the questions.

2.   Read ALL the questions carefully.

3.   Use the font **Arial or Calibri 10 or 12** for spreadsheet questions.

4.   The time allocated for the question paper is 3 hours. NO EXTRA TIME will be given for printing.

5.   SAVE your work REGULARLY to prevent loss of work in the event of a power failure or breakdown of a computer. Only the actual time lost will be added by the invigilator. NO additional time will be allowed to redo lost work.

6.   Each answer must be printed on a SEPARATE SHEET OF PAPER and on one side of the paper only.

7.   Arrange your PRINTOUTS in THE SAME ORDER as that of the questions in the question paper. Marks will be deducted if PRINTOUTS are not in the correct order.

8.   Only ONE PRINTOUT PER INSTRUCTION must be handed in. If more than one printout of the same question is handed in, only the first printout will be marked and marks will be deducted for extra PRINTOUTS.

9.   Your **EXAMINATION NUMBER** must be **printed** on ALL PRINTOUTS. NO PRINTOUTS WITHOUT AN EXAMINATION NUMBER OR WITH A HANDWRITTEN NUMBER WILL BE MARKED. Do not type your name and/or surname.

10.   At the end of the examination session all PRINTOUTS TO BE MARKED must be placed in the EXAMINATION FOLDER and handed to the invigilator. All extra (faulty) PRINTOUTS must also be handed to the invigilator. No PRINTOUTS may be taken out of the examination room.

11.   NO examination paper may be taken out of the examination room. ALL examination papers must be handed in. The papers may be returned to candidates on completion of all sessions of the examination.

Please turn over

12. NO candidate may print his/her work for another candidate or make his/her work available to another candidate or access other candidates' work. Any attempt to access information from or transfer information to another candidate in whatever manner is a contravention of the examination rules and will be viewed in a very serious light.

13. If a candidate should move from one computer to another during the examination session, the invigilators must write a report to explain the reason for the change. This report must be signed by the invigilator. Include the report in the candidate's folder. **PRINTOUTS with different watermarks in the same folder are not acceptable and will be treated as an irregularity.**

14. At the end of each examination session the invigilators must delete all answers of candidates (Excel and Pastel) from the computers/hard drives/network before candidates for the next session are allowed into the room.

WAIT FOR THE INSTRUCTION FROM THE INVIGILATOR BEFORE YOU TURN THE PAGE.

QUESTION 1 (PASTEL) 79

You are the accountant of STEVE. The owner asked you to computerise his set of accounts in the PASTEL-program.

1.1   1.1.1   Create a new set of accounts named STEVE.

DO NOT use the Setup Assistant.

Select *File, New*
New Company Name: STEVE
Click on *START NEW COMPANY*
CREATE

CREATE THE FOLLOWING UNDER THE SETUP MENU:

COMPANY PARAMETERS

Name of the business: Steve (Type your own EXAMINATION NUMBER here). Use SHIFT+CONTROL+T (if necessary). Untick *Use Multicurrency* on the Multicurrency tab. OK.

REPORT WRITER CATEGORIES

1   Capital
2   Fixed assets
3   Current assets
4   Sales
5   Cost of sales
6   Income
7   Expenses

ENTRY TYPES: General journal (Dr)

FINANCIAL PERIOD: 1 July to 30 June

This year periods: Only set up period one (01/07/17 to 31/07/17) and then select *Use end date* and click on *Create*.

Last year periods: Only set up period 12 (01/06/17 to 30/06/17) and *enter*. OK.

TAX (VAT): Do not use tax.

NOTE: YOU DON'T HAVE TO SET UP ANYTHING ELSE UNDER SETUP.

PLEASE NOTE: If your **EXAMINATION NUMBER** does not appear on ALL your PRINTOUTS, **no marks will be awarded**.

1.1.2 Create the following general ledger accounts. Use the given account numbers and link each account to the correct **report writer category.**

ACC NR	ACCOUNT NAME	DR	CR
0100	Sales		1 980 300
1000	Opening stock	990 200	
1100	Purchases	712 500	
1500	Closing stock		400 400
2000	Interest on current account		13 711
2100	Sundry incomes		8 460
3000	Advertising	3 000	
3050	Bank charges	1 960	
3100	Municipal expenses	72 800	
3150	Stationery	33 700	
3200	Wages	94 400	
3250	Depreciation	38 692	
5000	Capital		1 467 800
5100	Drawings	36 800	
5200	Retained income (link to report writer category Capital and to financial category B15 Retained Income)		
6000/000	Vehicles		
6000/001	Vehicles at cost price	168 460	
6000/002	Vehicles: Accumulated depreciation		65 600
7000	Bank	1 383 359	
7500	Trading stock	400 400	

1.1.3 Use the general journal to capture the balances given in QUESTION 1.1.2 on 30 June 2017, period 12 of the previous year. Use **TB12** as reference and **balance** as description. This batch should be in balance. Use balance control (account number 9999) as a balancing account, **only if you cannot get the batch in balance.**

1.1.4 **Print** the general journal BATCH LISTING, with contras.

1.1.5 Post (update) the general journal to the general ledger. (24)

1.2 1.2.1 Use the Budget Assistant to draw up a budget for the **income and expenses (including sales and cost of sales)** of Steve for the financial year ending 30 June 2018.

1.2.2 Copy last year's actual amounts to this year's budget.

1.2.3   Increase the sales, purchases and expenses with 6,5% and round off to the nearest R10.

1.2.4   Remember that this year's opening stock is last year's closing stock and must not be calculated or increased, but entered as given.

1.2.5   Decrease the other income and the closing stock with 2% and round to the nearest R10.

1.2.6   **Do not print** this budget.

1.2.7   Make **one PRINTOUT** of the **TRIAL BALANCE on 30 June 2018,** showing the account balances, as well as the budgeted amounts.

Print zero items – Yes
Show which comparative – Budget
Include opening balances – Yes
Print balance sheet accounts first – Yes   (24)

1.3   1.3.1   Use the GENERAL JOURNAL to journalise the closing transfers of drawings, net profit and opening stock on 1 July 2017. Use TRANSFER as reference and supply suitable descriptions.

1.3.2   Post (update) the general journal to the general ledger. **Do not print** the general journal BATCH LISTING.

1.3.3   Make a **printout** of **the Entry Type Details** of the general journal for July 2017, period 1 of this year. Show generated items – Yes.   (11)

1.4   1.4.1   Use the Report Writer to create the balance sheet (without Notes) for Steve. (Create a new report from scratch.)

Use the following report format:

REPORT HEADINGS

Line 1:   Type your own **EXAMINATION NUMBER** here.
Line 2:   BOOKS OF STEVE
Line 3:   BALANCE SHEET ON #S

INDEX DESCRIPTION**:**   MY B/S WITHOUT NOTES
REPORT TYPE: User defined (U)
ROUNDING: No rounding
NOTE REFERENCE COLUMN: No
OMIT STANDARD HEADINGS: No

Save the report headings.

REPORT COLUMNS

COL	AMT	TYPE	FROM	TO	HEADING 1
1	This year	Runtime periods	-11	0	Rand

Save the report columns.

REPORT LINES

SK	PRT	DC	SUP	DESCRIPTION	FORMULA	NO	ACT
1	R	D	N	FIXED ASSETS	CT02	1	Add
1	L	D	N		CS02		
1	L	D	N	_SC			
2	R	D	N	CURRENT ASSETS	CT03+ACC1000000	1	Add
1	L	D	N		CB03		
1	L	D	N	Trading Stock	ACC1000000		
1	L	D	N	_XC			
1	R	D	N	TOTAL ASSETS	TOT1		
1	R	D	N	_DC			
2	R	C	N	OWNER'S EQUITY	CT01	2	Add
1	L	C	N		CM01		
1	L	C	N	__XC			
1	R	C	N	TOTAL EQUITY	TOT2		
1	R	C	N	_DC			

Save the report lines.

1.4.2   Use the Report Writer Assistant to **print** the BALANCE SHEET WITHOUT NOTES (created in QUESTION 1.4.1 with index description **MY B/S WITHOUT NOTES**) on 1 July 2017 with AMOUNTS (Run).

Show zero lines – Yes

(This report must be printed in Pastel.) (20)

Make sure that you print YOUR OWN REPORT, as no marks will be awarded if you print and hand in one of the existing Pastel reports.

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QUESTION 2: SPREADSHEET – BREAKEVEN   **50**

QUESTION 2.1: CALCULATIONS

The following information was made available to you, the accountant of Pradeep Manufacturers:

Variable cost   R90 per unit
Marginal income   R150 per unit
Total fixed cost   R11 250

REQUIRED

2.1   2.1.1   Use the given information to calculate the following for October 2017:

(a)   Breakeven quantity
(b)   Selling price per unit
(c)   Breakeven value

                                                                   (3 × 5)   (15)

         2.1.2   Type each **formula in words** and show **all calculations** clearly.

         2.1.3   Display answers as currency with 2 decimals, **where applicable**.

         2.1.4   Insert your EXAMINATION NUMBER (left) and PRINTOUT 5 (right) as a footer.

         2.1.5   Save the document as BREAKEVEN.

         2.1.6   **Print** the spreadsheet on ONE **portrait** page.

                                                                   (5 × 2)   (10)

QUESTION 2.2: TABLE

2.2   2.2.1   Use the information of QUESTION 2.1 to draw up a table with the following 3 columns only:

NUMBER OF UNITS	TOTAL COST	SALES

         2.2.2   Complete the table for 25, 50, 75,100, 125, 150, 175 and 200 units.

         2.2.3   Display all amounts as integers.

         2.2.4   Insert any neat horizontal and vertical lines to enhance the appearance of the table.

2.2.5 Insert your EXAMINATION NUMBER (left) and PRINTOUT 6 (right) as a header.

2.2.6 Save the document as TABLE.

2.2.7 **Print** the spreadsheet on ONE **portrait** page.

(11)

QUESTION 2.3: GRAPH

2.3 2.3.1 Use the table created in QUESTION 2.2 to draw a LINE GRAPH (with markers) on a separate sheet to show the *breakeven point*, *breakeven quantity* and *breakeven value* clearly.

2.3.2 Show the number of units on the X-axis of the graph.

2.3.3 Insert the following headings above the graph (not as a header), **over 2 lines**, as indicated below:

BREAKEVEN ANALYSIS OF PRADEEP MANUFACTURERS
(Type your EXAMINATION NUMBER here.)

2.3.4 Insert appropriate titles for the X-axis and Y-axis.

2.3.5 Place the legend on the right-hand side of the graph.

2.3.6 Insert **ONE VERTICAL LINE** on the graph from the breakeven point to the X-axis.

2.3.7 Insert **ONE HORIZONTAL LINE** on the graph from the breakeven point to the Y-axis. Insert a text box at this point next to the Y-axis.

2.3.8 Type the **breakeven value,** as calculated in QUESTION 2.1.1, in the text box (created in QUESTION 2.3.7).

2.3.9 Insert PRINTOUT 7 as a centred footer.

2.3.10 Save the breakeven analysis as GRAPH.

2.3.11 **Print** the breakeven analysis on a separate **landscape** sheet.

(14)

Please ensure that your own EXAMINATION NUMBER appears on your graph before printing! **[50]**

QUESTION 3: SPREADSHEET 44

QUESTION 3.1: BUDGET AND ADVANCED EXCEL

Pillay's Bunny Chows provided you with their actual expenses for 2017 and the following information:

- Pillay's new cellphone contract for 2018 offers uncapped data and 600 any time minutes at a fixed cost of R2 000 per month.

- Pillay accepted an offer from the bank for an option with fixed bank charges of R500 per month for 2018.

- Pillay expects transport costs and water and electricity to be 6% higher in 2018.

- Pillay will pay the same monthly wage (as in 2017) for the first 6 months of 2018 and will increase the wage with R950 per month on 1 July 2018.

- Pillay expects consumable goods to amount to a total of R80 000 for 2018.

- Pillay will try to limit advertising costs to a total of R5 000 for 2018 by using more of the free unlimited data included in his cellphone contract.

REQUIRED

3.1 3.1.1 Use the given information to complete the following expense budget for the year ended 31 December 2018. Type this example **exactly as shown** and use formulae and cell references to calculate the missing amounts where **?** appear:

EXPENSE BUDGET OF PILLAY'S BUNNY CHOWS FOR 2018

EXPENSES	ACTUAL: 2017	BUDGETED: 2018	% INCREASE/ DECREASE
Advertising	5 220,00	? (A)	? (C)
Bank charges	12 826,00	? (A)	? (C)
Cellphone and data	25 140,00	? (A)	? (C)
Consumable goods	65 000,00	? (A)	? (C)
Transport costs	10 600,00	? (A)	? (C)
Wages	114 000,00	? (A)	? (C)
Water and electricity	34 675,00	? (A)	? (C)
Total expenses	? (B)	? (B)	? (C)
Average	? (B)	? (B)	? (C)
Highest	? (D)	? (D)	? (E)
Lowest	? (D)	? (D)	? (E)

3.1.2   Centre the main heading over the width of the spreadsheet and display in bold.

3.1.3   Wrap the column heading '% increase/ decrease' as indicated.

3.1.4   Display the given expenses for 2017 with 2 decimals, but no currency sign.

3.1.5   Calculate the budgeted expenses for 2018 (A). Display these answers as integers with the R currency sign.

3.1.6   Use Excel formulae to determine the total expenses and average expense for 2017 and 2018 (B). Display these answers with 2 decimals and the R currency sign.

3.1.7   Calculate the % increase or decrease for every expense, as well as for the total expenses and the average (C). Indicate a decrease with a minus (-), Display these answers as % with no decimals.

3.1.8   Use Excel formulae to determine the highest and lowest expense for 2017 and 2018 (D). Display these answers with 2 decimals and the R currency sign.

3.1.9   Use Excel formulae to determine the biggest increase and biggest decrease (E). Display these answers as % with 2 decimals.

3.1.10   Insert any neat horizontal and vertical lines to enhance the appearance of the budget.

3.1.11   Insert your EXAMINATION NUMBER (left) and PRINTOUT 8 (right) as a footer.

3.1.12   Save the document as BUDGET.

3.1.13   **Print** the spreadsheet on ONE **portrait** page.

(28)

QUESTION 3.2: FORMULAE

3.2   3.2.1   Switch the spreadsheet of QUESTION 3.1 to display the formulae used, instead of the values.

3.2.2   Adjust column widths to fit the spreadsheet on one landscape page. Ensure that ALL information is still visible.

3.2.3   DO NOT use the '*fit to one page*' option, as no marks will be awarded for printing smaller than 100% Arial or Calibri 10 or 12.

3.2.4   Change the footer to PRINTOUT 9.

3.2.5 Display the row (1, 2, 3 ...) and column (A, B, C ...) headings. Do not type these headings.

3.2.6 Hide column B with the amounts for 2017.

3.2.7 Save the switched spreadsheet as FORMULAE.

3.2.8 **Print** (with row and column headings) on ONE **landscape** page.

(16)
[44]

QUESTION 4: SPREADSHEET – CONTRACTS   27

The financial year of Sifiso Contractors ended on 30 September 2017. The following information was presented to you regarding one of the four contracts they worked on during the financial year:

Contract debtor	K. Kumara
Commencement date	1 October 2016
Contract price	R987 000
Annual builder's license fee	R2 400
Value of machinery delivered on 01/10/2016	R90 500
Material bought during the year	R40 700
Direct wages paid	R102 400
Direct overheads paid	R5 800
Paid to subcontractors	R45 200
Faulty material returned to suppliers	R2 400
Unused material transferred to another contract	R4 100
Work certified	R550 000
Work completed, but not yet certified	R45 200
Material on hand on 30/09/2017	R6 300
Cash received	R510 000
Extras	R13 000

ADDITIONAL INFORMATION

- All contractors must pay an annual builder's license fee at the local council of R2 400, irrespective of the number of contracts they work on during the year. Sifiso Contractors allocate an equal part of this fee to every contract that they work on during the financial year.

- 20% of the value of the machinery must be treated as a cost for this contract.

- Sifiso keeps 10% of certified work as a provision for latent defects. The remainder of the profit must be transferred to the profit and loss account.

REQUIRED

4.1 Use the following example to draw up a contract cost statement in the books of the contractor:

Books of (name of contractor?)
Contract cost statement for (name of debtor?)
For the year ended **30 September 2017**

Material	
Direct wages	
Direct overheads	
Subcontractors	
Builder's license	
Depreciation on machinery	
Net contract cost	
Contract price	
Certified work	
Uncertified work	
Extras	
Total contract value	
Net profit	
Provision for latent defects	
Profit and loss account	

4.2 Type the heading over 3 lines as shown.

4.3 Replace (name of contractor?) with the correct name of the contractor and underline this line.

4.4 Replace (name of debtor?) with the correct name of the contract debtor.

4.5 Use the date function to display the date in bold in exactly the same format as shown.

4.6 Insert any neat horizontal and vertical lines.

4.7 Display all amounts as integers, with no currency sign.

4.8 Insert as a header your EXAMINATION NUMBER (left) and PRINTOUT 10 (right).

4.9 Save the document as CONTRACT.

4.10 **Print** on ONE **portrait** page.

[27]

TOTAL: 200