MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTERISED FINANCIAL SYSTEMS N6

28 MAY 2019

This marking guideline consists of 13 pages.

QUESTION 1

PASTEL

Examination number   PRINTOUT 1

1.1   ✓1 correct examination number

This must be a Pastel printout

✓2 LAST YEAR+Period 12+28/02/18

LAST YEAR General Journal Batch listing for user 0 - Pre update printout   Prepared by: Educational Pack

Per	Date	GCS	Account	Ref	Descr	Debit	Credit	Contra	
12	28/02/18	G	5100/000-Drawings	FEB18	Balance	530 000.00			✓3 correct amount and dr
12	28/02/18	G	7500/000-Trading stock	FEB18	Balance	821 000.00			✓4 correct amount and dr
12	28/02/18	G	1000/000-Opening stock	FEB18	Balance	986 000.00			✓5 correct amount and dr
12	28/02/18	G	1100/000-Purchases	FEB18	Balance	2 300 000.00			✓6 correct amount and dr
12	28/02/18	G	2000/000-Rent expense	FEB18	Balance	240 000.00			✓7 correct amount and dr
12	28/02/18	G	2050/000-Stationery	FEB18	Balance	67 400.00			✓8 correct amount and dr
12	28/02/18	G	2100/000-Salaries and wages	FEB18	Balance	180 000.00			✓9 correct amount and dr
12	28/02/18	G	2150/000-Telephone	FEB18	Balance	96 000.00			✓10 correct amount and dr
12	28/02/18	G	2200/000-Water and electricity	FEB18	Balance	123 000.00			✓11 correct amount and dr
12	28/02/18	G	2250/000-Interest on overdraft	FEB18	Balance	2 000.00			✓12 correct amount and dr
12	28/02/18	G	5000/000-Capital	FEB18	Balance		806 400.00		✓13 correct amount, cr
12	28/02/18	G	7000/000-Bank	FEB18	Balance		21 000.00		✓14 correct amount, cr
12	28/02/18	G	0001/000-Sales	FEB18	Balance		3 604 000.00		✓15 correct amount, cr
12	28/02/18	G	0050/000-Commission received	FEB18	Balance		80 000.00		✓16 correct amount, cr
12	28/02/18	G	0100/000-Interest on current account	FEB18	Balance		13 000.00		✓17 correct amount, cr
12	28/02/18	G	1200/000-Closing stock	FEB18	Balance		821 000.00		✓18 correct amount, cr

✓19 FEB18 and Balance everywhere

19

<u>Alternatives:</u>

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

Mark everything you can see, but <u>give -1 for wrong printout</u>

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

                                                          (19)

1.2

Examination number   PRINTOUT 2

Entry Type Details : 01/03/18 to 28/02/19					Prepared by: Educational Pack	
Date	Account	Name	Ref	Description	Tax Type	Tax Amount
Contra Acc (If Available)	Batch ID (If Available)	User Name		**This must be a Pastel printout**		

Entry Type 1 - General journal

              ✓ 5 Dr Capital (amount with no -)   ✓6 amount

Date	Account	Name	Ref	Description	Tax Type	Tax Amount
01/03/18	5000/000	Capital	TRANS18	Closing transfer of	00	530 000.00
	2	User 0		drawings		

              ✓8 Dr Retained income (amount with no -)   ✓9 amount

01/03/18	5200/000	Retained income	TRANS18	Closing transfer of	00	532 600.00
	2	User 0		net profit		

              ✓7 Cr Drawings (same amount as dr capital, with -)

01/03/18	5100/000	Drawings	ZContras	Generated General	00	-530 000.00
	2	User 0		journal		

              ✓10 Cr Capital (same amount as dr retained income, with -)

01/03/18	5000/000	Capital	ZContras	Generated General	00	-532 600.00
	2	User 0		journal		
Total for Entry Type 1 : General journal						0.00

Entry Type 2 - Stock Journal   ✓11 Dr Opening stock (amount with no -)   ✓12 amount

01/03/18	1000/000	Opening stock	TRANS18	Closing transfer of	00	821 000.00
	3	User 0		stock		

              ✓13 Cr Trading stock (same amount as dr opening st, with -)

01/03/18	7500/000	Trading stock	ZContras	Generated Stock	00	-821 000.00
	3	User 0				

              ✓14 Dr Trading stock (amount with no -)   ✓15 amount

28/02/19	7500/000	Trading stock	ADJ19	Final stock brought	00	803 100.00
	3	User 0		into account		

              ✓16 Cr Closing stock (same amount as dr trading st, with -)

28/02/19	1200/000	3 Closing stock	User 0	ZContras	Generated Stock Journal	00	-803 100.00

Total for Entry Type 2 : Stock Journal			16			0.00

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

✓1 General Journal for Drawings + profit; Stock journal for stock only

✓2 Correct dates in both Journals: 01/03/18 for Transfers and 28/02/19 for adj

✓3 Correct reference in both Journals: TRANS18 for Transfers and ADJ19 for adj

✓4 Correct descriptions in both Journals: NOT Transfer for final stock

<u>Alternatives:</u>

In case of no entry type details, but there is a GJ and/or SJ, mark what you can see,
and <u>give -1 for wrong printout</u>

Can also mark these amounts in a General Ledger, but pay attention to dr and cr
and <u>give -1 for wrong printout</u>

                                                                 (16)

1.3

Examination number   PRINTOUT 3

This must be a Pastel printout

PRINTOUT 3

Educational No: PIRI (Examination nr)   Prepared by: Educational Pack

Budget Report - Next Year   ✓1 Next year

	March Sept	April Oct	May Nov	June Dec	July Jan	August February	Annual Total	
0001/000 Sales	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / -4281550	-4281550	✓6
0050/000 Commission received	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / -95040	-95040	✓7
0100/000 Interest on current account	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / -15440	-15440	✓8
1000/000 Opening stock	803100 ✓2 Amount in March (accept amount) / 0	0	0	0	0	0	803100	✓9
1100/000 Purchases	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 2732400	2732400	✓10
1200/000 Closing stock	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / -722790	-722790	✓11
2000/000 Rent expense	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 285120	285120	✓12
2050/000 Stationery	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 80070	80070	✓13
2100/000 Salaries and wages	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 213840	213840	✓14
2150/000 Telephone	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 114050	114050	✓15
2200/000 Water and electricity	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 146450	146450	✓16
2250/000 Interest on overdraft	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0	✓17

✓3 Account 0001-4999 only, i.e, only incomes and expenses

✓4 Amounts in Feb, 0 in the other months (except Opening stock)

✓5 rounded to R10

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

Mark 6-17: correct amount in total column

Make sure to have the - in the 4 negative amounts (must show -)

17

(17)

1.4

Examination number   PRINTOUT 4

✓1 correct examination number in a LEFT header   ✓2 PRINTOUT 4 in a RIGHT header

Educational No: PIRI (Examination nr)

✓✓3,4 (2 or 0) Printed to Excel with headers

PIRI   ✓5 correct heading over 3 lines: PIRI......ENDED

NET PROFIT STATEMENT   ✓6 correct date - 28/02/19

FOR THE YEAR ENDED 28/02/19

✓8 correct heading: Next year Budget

		This year	Next year	
✓7 correct heading: This year Actual		Actual	Budget	
Sales		-3 964 400.00	-4 281 600.00	✓9 correct actual sales
Cost of sales	*11	2 547 900.00	2 812 700.00	
Gross profit	*11	-1 416 500.00	-1 468 900.00	
Other income		-102 300.00	-110 400.00	✓10 correct actual incomes
Expenses	*11	777 300.00	839 600.00	✓11 accept amounts for
				Cost of sales, GP, Exp and
Net profit	*11	-741 500.00	-739 700.00	NP (*11). Check correct
				words and dr or cr(-)
Note for expenses	✓12 correct heading and underlined			
Rent expense	✓✓ 13,14 correct actual expenses	264 000.00	285 100.00	
Salaries and wages		198 000.00	213 800.00	
Water and electricity		135 600.00	146 500.00	
Telephone		105 600.00	114 100.00	
Stationery		74 100.00	80 100.00	
Interest on overdraft		✓15 Interest shown, but no amount or 0		

Mark 13,14: 2 marks for all correct, 1 mark for only 1 wrong, 0 for more than 1 wrong

✓16 Next year amounts bigger than this year

✓17 All amounts rounded to R100

✓18 All amounts with 2 dec and 1000 seperator (space or ,) but no R

✓✓19,20 (2 or 0) Expenses sorted from biggest to smallest

✓21 Any neat horisontal and vertical lines

✓22 One portrait page

22

(22)
[74]

QUESTION 2

LABOUR

Examination number   PRINTOUT 5

2.1   ✓1 correct examination number(left) and PRINTOUT 5 (right) in a header

Payslip for the week ended 9 June 2019
              ✓2 heading bold and bigger (font 16)

Section A: Personal Details

Name of worker	C. Clay
Date of Birth	20 April 1996
Date started	1 May 2015
Today's date	1 June 2019
Age at start date	19
Current age	23

✓✓3,4 for all 3 dates in correct format, exactly as shown (not 01 May)
✓5 correct date - date of this exam (correct this when date is known)
✓6 correct age
✓7 correct age
✓8 both ages displayed as integers

Section B: Earnings for the week

Income	Hours worked	Rate per hour	Amount
Normal wage	40 ✓9	200 ✓12	8000 ✓15
Saturday overtime	3 ✓10	320 ✓13	960 ✓16
Sunday overtime	2 ✓11	400 ✓14	800 ✓17
Bonus			1080 ✓18
Gross earnings			10840 ✓19

Section C: Net pay for the week

Gross earnings	Deductions				Total deductions	Net Pay
	UIF	Medical	Pension	PAYE		
R 10 840.00	R 80.00 ✓20	R 880.00 ✓21	R 600.00 ✓22	R 2 260.00 ✓23	R 3 820.00	R 7 020.00 ✓24

✓25 R and 2 decimals in section C
✓26 Any neat horisontal and vertical lines
✓27 One landscape page

27   (27)

FORMULAE

Examination number   PRINTOUT 6

2.2

	A	B	C	D	E	F	G	H	I	J	K
1	**Payslip for the week ended 9 June 2019**								✓1 PRINTOUT 5 changed to PRINTOUT 6 (right)		
2						✓2 heading bold and bigger (font 16)					
3	Section A: Personal Details										
4	Name of worker			C. Clay							
6	Date started			42125				✓3 for date as this number or =DATE(year, month, day)			
7	Today's date			=today()				✓4 for this date as =TODAY(), nothing else			
9	Current age			=ROUNDDOWN((D7-D5)/365,0)				✓5 correct formula: (D7-D5)/365 (ignore rounddown)			
10											
11	Section B: Earnings for the week										
12	Income			Hours worked		Rate per hour		Amount			
13	Normal wage			=8*5		200		=D13*F13	✓7 amount formulae: D*F		
14	Saturday overtime			3		=F13*1.6		=D14*F14			
15	Sunday overtime			2		=F13*2		=D15*F15			
16	Bonus					✓6 both rates		=ROUNDDOWN(780/80,0)*120	✓8 correct bonus formula:		
17	Gross earnings					formulae		=SUM(H13:H16)	(780/80-0.75)*120		
18									(must have -.75 if no rounddown)		
19	Section C: Net pay for the week								✓9 correct use of rounddown		
20	Gross					Deductions			Total		
21	earnings	UIF		Medical		Pension		PAYE	deductions	Net Pay	
22	=H17	=H13*1% ✓11		=H13*11% ✓12		=H13*7.5% ✓13		=5000*19%+(H17-F22-5000)*25%	=SUM(B22:H22)	=A22-F22	✓16
23	✓10 Gross earnings pointed							✓14 PAYE formula: 5000*19%+something*25%			
24								✓15 PAYE formula: (H17-F22-5000)			
25	✓17 row + column headings										
26	✓18 row 5 hidden, not deleted (cannot get this mark if row and column headings not shown)										
27	✓19 row 8 hidden, not deleted (cannot get this mark if row and column headings not shown)										
28	✓20 one 100% sized landscape page (not too small) with columns wide enough, but not too wide										
29											
30							20				
31											

(20)
[47]

QUESTION 3

ADVANCED EXCEL

Examination number   PRINTOUT 7

3.1

✓1 correct examination number (left) and PRINTOUT 7 (right) in a header

Variable budget of Sissy Fashions			
	CAPACITY		
	70%	90%	100%
Sales	350 000	450 000	500 000
Less: Total Costs	181 000	211 000	226 000
Variable costs	105 000	135 000	150 000
Fixed costs	76 000	76 000	76 000
Net profit	169 000	239 000	274 000

✓2 heading italic and centred over A-D
✓3 sub heading merged and centred B-D
✓4 %'s centred in B,C,D
✓5 for 450 000   ✓6 for 500 000
✓7 accept all 3 total costs added as Variable Cost + Fixed Cost
✓8 for 105 000   ✓9 for 150 000
✓10 all 3 76 000
✓11 accept all 3 Net Profit subtracted Sales-Total cost

✓12 any neat lines
✓13 lines exactly as shown
(so lines exactly as shown = 2 marks, not exactly as shown = 1 mark)
✓14 all amounts as integers and 1000 seperator (space or ,) but no R
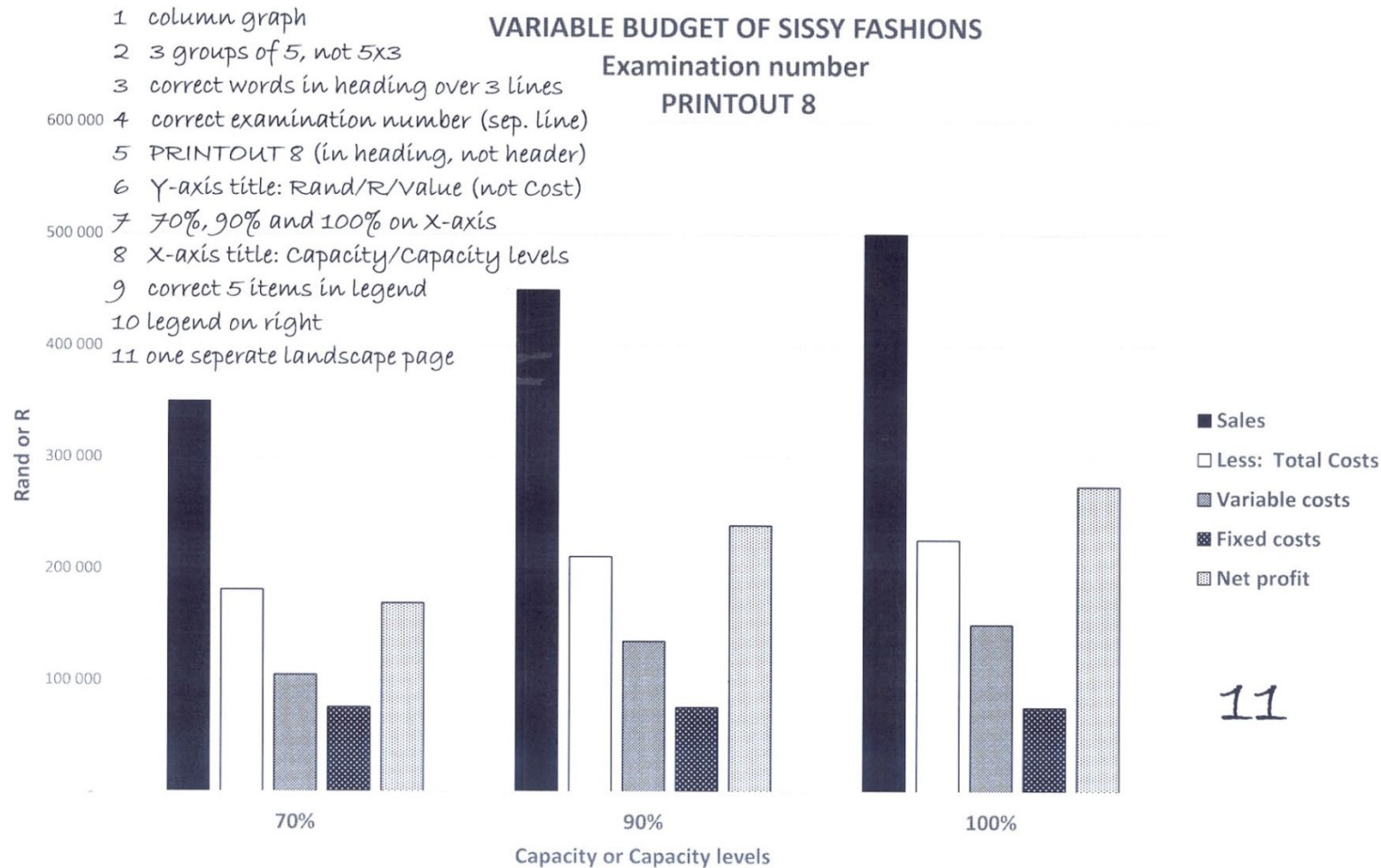✓15 one 100% portrait page

15   (I only printed mine landscape for the notes to marks)

(15)

                                              Please turn over

3.2

1   column graph
2   3 groups of 5, not 5x3
3   correct words in heading over 3 lines
4   correct examination number (sep. line)
5   PRINTOUT 8 (in heading, not header)
6   Y-axis title: Rand/R/Value (not Cost)
7   70%, 90% and 100% on X-axis
8   X-axis title: Capacity/Capacity levels
9   correct 5 items in legend
10 legend on right
11 one seperate landscape page

VARIABLE BUDGET OF SISSY FASHIONS
Examination number
PRINTOUT 8

Legend:
- Sales
- Less: Total Costs
- Variable costs
- Fixed costs
- Net profit

Y-axis: Rand or R — 100 000, 200 000, 300 000, 400 000, 500 000, 600 000

X-axis: 70%, 90%, 100% — Capacity or Capacity levels

11

(11)

     Please turn over

QUESTION 3

ADVANCED EXCEL

Examination number   PRINTOUT 9

3.3

	A	B	C	D	E	F	G
1					✓1 PRINTOUT 7 changed to PRINTOUT 9 (right)		
2		*Variable budget of Sissy Fashions*					
3			CAPACITY				
4		70%	90%	100%	(accept formula with or without $)		
5	Sales	350 000	=$B$5/$B$4*C4	=$B$5/$B$4*D4	✓2 correct formula: B5/B4*C4 or B5*D4/B5		
6	Less: Total Costs	=SUM(B7:B8)	=SUM(C7:C8)	=SUM(D7:D8)	✓3 =Sum(B7:B8) OR =C7+C8		
7	Variable costs	=$C$7/$C$4*B4	135 000	=$C$7/$C$4*D4	✓4 correct formula: C7/C4*B4 or C7*D4/C4		
8	Fixed costs	=$D$8	=$D$8	76 000	✓5 =D8 twice		
9	Net profit	=B5-B6	=C5-C6	=D5-D6	✓6 =B5-B6, C5-C6, D5-D6 NOT =SUM(B5-B6)		
10							
11	✓7 row + column headings						
12	✓8 one 100% <u>portrait</u> page						
13	(I only printed mine landscape for the notes to marks)						
14							
15							
16		8					

(8)

                                                      Please turn over

QUESTION 4

BREAKEVEN CALCULATIONS

Examination number   PRINTOUT 10

4.1   ✓1 correct examination number (left) and PRINTOUT 10 (right) in a header

         ✓2 R and 2 decimals in the answers of QUESTION a and b, but NOT in c

         ✓3 one portrait page   (3)

a   Marginal income = Selling price per unit - variable cost per unit   ✓1
                        =   25-13   ✓2   ✓3
                        =   R 12.00   ✓✓4,5 (2 or 0)   (5)

b   Total Fixed Cost = Break Even Quantity x Marginal Income   ✓1
                        =   3000 x 12   ✓2   ✓3 accept from a
                        =   R 36 000.00   ✓✓4,5 (2 or 0)   (5)

c   Number of units sold = Total sales / Selling price per unit   ✓1   (5)
                        = 125000 / 25   ✓2   ✓3
                        =   5000   ✓✓4,5 (2 or 0)

                              18

                                                                                                      (18)

Please turn over

4.2

Units	Variable cost	Fixed cost	Total cost	Sales
500	6500	36000	42500	12500
1000	13000	36000	49000	25000
1500	19500	36000	55500	37500
2000	26000	36000	62000	50000
2500	32500	36000	68500	62500
3000	39000	36000	75000	75000
3500	45500	36000	81500	87500
4000	52000	36000	88000	100000
4500	58500	36000	94500	112500
5000	65000	36000	101000	125000

✓2 correct intervals: 500, 1000, 1500, etc

✓4

✓✓6,7 (2 or 0)

✓8

✓10

For marks 4,8 and 10: Look only at the values for 500 units (ignore others)

✓3 up to 5000

✓5

✓9

✓11

For marks 5,9 and 11: Look only at values for 5000 units (ignore others)

✓12 integers everywhere
✓13 any neat lines

13

✓1 correct examination number (left) and PRINTOUT 11 (right) in a FOOTER

Examination number   PRINTOUT 11

(13)
[31]

QUESTION 5

CONTRACTS

Examination number   PRINTOUT 12

✓1 correct examination number (left) and PRINTOUT 12 (right) in a header

CONTRACT COST STATEMENT

Depreciation on machinery	700 000.00	✓2
Labour	360 000.00	✓3
Overheads	180 000.00	✓4
Material used	190 000.00	✓5
NET CONTRACT COST	1 430 000.00	✓6
Contract price		ignore any amount here
Certified work	1 750 000.00	✓7
Uncertified work	200 000.00	✓8
Extras		ignore any amount here
TOTAL CONTRACT VALUE	1 950 000.00	✓9
Net profit	520 000.00	✓10
Provision for latent defects	52 000.00	✓11
Profit-and-loss account	468 000.00	✓✓12,13 (2 or 0)

✓14   2 decimals everywhere

14

[14]
TOTAL: [200]