



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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NATIONAL CERTIFICATE

COMPUTERISED FINANCIAL SYSTEMS N6

(6030186)

28 May 2019 (X-Paper)

09:00–12:00

This question paper consists of 16 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. Number the answers according to the numbering system prescribed in this question paper.
4. Use the font Arial or Calibri 10 to 12 for spreadsheet questions.
5. The time allocated for the question paper is 3 hours. NO EXTRA TIME will be given for printing.
6. 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.
7. Each answer must be printed on a SEPARATE SHEET OF PAPER and on ONE side of the paper only.
8. 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.
9. 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.
10. 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.
11. 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.

12. 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.
13. 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.
14. 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.
15. 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.
16. Work neatly.

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

QUESTION 1: PASTEL

1.1 You are required to computerise a set of accounts on the PASTEL program for PIRI.

1.1.1 Create a new set of accounts named PIRI.

Do NOT use the Setup Assistant.

Select *File, New*

New Company Name: PIRI

Click on *START NEW COMPANY*

CREATE



Create the following under the SETUP MENU:

COMPANY PARAMETERS:

Company details

Name: PIRI (type your EXAMINATION NUMBER here). Use SHIFT+CONTROL+T (if necessary) to insert it. OK. Untick Use Multicurrency on the Multicurrency tab. OK.

REPORT WRITER CATEGORIES:

- 1 Capital
- 2 Current assets
- 3 Sales
- 4 Cost of sales
- 5 Incomes
- 6 Expenses

ENTRY TYPES: General Journal (D)
Stock Journal (D)

FINANCIAL PERIOD: 1 March to 28 February

This year's periods: Only set up period one (01/03/18 to 31/03/18) and click on Create.


Last year's periods: Only set up period 12 (01/02/18 to 28/02/18) and Enter. OK.


TAX (VAT):

General settings, Tax system: Do NOT use tax. OK. OK.

NOTE: Do NOT set up anything else under the Setup Menu.

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 NO	ACCOUNT NAME	BALANCES ON 28/02/18 (LAST YEAR)
5000	Capital	806 400
5100	Drawings	530 000
5200	Retained income (link to the correct report writer category and to financial category B15 Retained Income)	0
7000	Bank	21 000
7500	Trading stock	821 000
0001	Sales	3 604 000
0050	Commission received	80 000
0100	Interest on current account	13 000
1000	Opening stock	986 000
1100	Purchases	2 300 000
1200	Closing stock	821 000
2000	Rent expense	240 000
2050	Stationery	67 400
2100	Salaries and wages	180 000
2150	Telephone	96 000
2200	Water and electricity 	123 000
2250	Interest on overdraft	2 000

- 1.1.3 Use the general journal to capture last year's balances given in QUESTION 1.1.2 on 28 February 2018. Do NOT use tax in this journal. Use FEB18 as reference and balance as description. Take note that the bank account was overdrawn. This journal 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) last year's general journal to the general ledger. (19)


- 1.2 1.2.1 Use the general journal to journalise the closing transfers of drawings and net profit on 1 March 2018. Use TRANS18 as reference and supply suitable descriptions. 

- 1.2.2 Do NOT print the general journal batch listing of the closing transfers.

- 1.2.3 Post (update) the general journal to the general ledger.
- 1.2.4 Use the STOCK JOURNAL to journalise the closing transfer of the trading stock on 1 March 2018. Use TRANS18 as reference and supply a suitable description.
- 1.2.5 Use the same STOCK JOURNAL to journalise the final stock according to a physical stocktaking on 28 February 2019, R803 100. Use ADJ19 as reference and supply a suitable description.
- 1.2.6 Do NOT print the stock journal batch listing.
- 1.2.7 Post (update) the stock journal to the general ledger.
- 1.2.8 Make ONE PRINTOUT of the entry type details of the general journal and the stock journal (on ONE page) for this year, period 1 to 12. Show generated items – Yes.
- 1.3 The following balances show the effect of the transactions during this year:

ACC NO	ACCOUNT NAME	BALANCES ON 28/2/19
5100	Drawings	583 000
7000	Bank	? (calculate)
0001	Sales	3 964 400
0050	Commission received	88 000
0100	Interest on current account	14 300
1100	Purchases	2 530 000
2000	Rent expense	264 000
2050	Stationery	74 140
2100	Salaries and wages	198 000
2150	Telephone	105 600
2200	Water and electricity	135 600

- 1.3.1 Use the general journal to capture these balances on 28 February 2019. Use FEB19 as reference and balance as description. Calculate the balance of the bank account as the difference between the debit and the credit balances on 28 February 2019.
- 1.3.2 Do NOT print the general journal batch listing.
- 1.3.3 Post (update) the general journal to the general ledger.

- 1.3.4 Use the Budget Assistant to draw up a budget for the income and expenses for the financial year ending 29 February 2020 only.
- 1.3.5 Copy this year's actual amounts to next year's budget.
- 1.3.6 Increase ALL income and expenses with 8% and round off to the nearest R10. 
- 1.3.7 Remember that the final stock on 28 February 2019 is the budgeted opening stock on 1 March 2019.
- 1.3.8 PIRI wants the final stock on 29 February 2020 to be 10% less than the stock on 28 February 2019 and wants the budget to reflect this.
- 1.3.9 Make a PRINTOUT of the budget, showing the income and expenses only, for the year ended 29 February 2020. Print zero amounts – Yes. (17)

1.4 1.4.1 Use the Report Writer to create the following net profit statement. (Create a new report from scratch.)

Use the following report format.

REPORT HEADINGS 

Line 1: PIRI
 Line 2: NET PROFIT STATEMENT
 Line 3: FOR THE YEAR ENDED #E

INDEX DESCRIPTION:	MY NET PROFIT
REPORT TYPE:	Multicolumn (M)
ROUNDING:	R100
NOTE REFERENCE COLUMN:	No
OMIT STANDARD HEADINGS:	No
EXCLUDE MAIN ACCOUNT NAME:	No

Save the report headings.

REPORT COLUMNS 


COL	AMT	TYPE	FROM	TO	HEADING 1	HEADING 2
1	This year (T)	Runtime periods (R)	-11	0	This year	Actual
2	Future budget (F)	Fixed periods (F)	1	12	Next year	Budget

Save the report columns.

REPORT LINES 


SK	PRT	DC	SUP	DESCRIPTION	FORMULA	NO	ACT
1	Y	C	N	Sales	CT03	1	Add
1	Y	D	N	Cost of sales	CT04	1	Add
1	Y	D	N	_SC			
1	Y	C	N	Gross profit	TOT1	2	Add
1	Y	C	N	Other income	CT05	2	Add
1	Y	D	N	Expenses	CT06	2	Add
1	Y	D	N	_SC			
1	Y	C	N	Net profit	TOT2		
1	Y	C	N	_DC			
2	Y	C	N	Note for expenses			
2	Y	D	N		CB06		

Save the report lines.

- 1.4.2 Use the Report Writer Assistant to display the net profit statement with Index Description MY NET PROFIT (created in QUESTION 1.4.1) on 28 February 2019 with amounts in MS Excel on the screen (run). Show zero lines – Yes.
Be sure to also export the headers of the report to MS Excel.
- 1.4.3 Do NOT print the report yet. 

1.4.4 Do the following in MS Excel before you print the net profit statement:

Make sure that you exported your own report to MS Excel, as NO marks will be awarded if you make the changes to ONE of the existing Pastel reports.

- (a) Adjust the column widths so that the names of the accounts and ALL amounts are clearly and neatly visible.
- (b) Display ALL amounts with TWO decimals and a thousand separators, but NO currency sign.
- (c) Underline the heading: Note for expenses.
- (d) Sort the expenses in the note from the biggest actual expense to the smallest.
- (e) Insert any neat horizontal and vertical lines to enhance the appearance of the report.
- (f) Insert as a header: Your EXAMINATION NUMBER (left) and PRINTOUT 4 (right). 
- (g) Do NOT make any other changes to the spreadsheet.

1.4.5 Save the document as NET PROFIT.

1.4.6 Print on ONE portrait page.

(22)
[74]

QUESTION 2: SPREADSHEET**2.1 LABOUR**

Mr C Clay is an unmarried employee of Nkandla Producers. He is paid weekly. The following information was made available to you, the accountant:

Normal weekly hours: 8 hours per day
5 days per week (Monday to Friday)

Normal tariff per hour: R200 per hour

Overtime: Saturdays: Normal tariff times 1.6
Sundays: Double the normal tariff

During the week ended 9 June 2019, Mr Clay worked all his normal hours and five weekend hours. Three of these hours were on a Saturday.

Mr Clay also receives a production bonus of R120 for every box of items completed. 80 items fit in one box. During this week, he completed 780 items.

The following deductions are calculated on normal earnings:

UIF 1%
Pension 7,5%
Medical Aid 11% for unmarried workers and 18% for married workers

PAYE of 19% is paid on the first R5 000 of taxable income per week and 25% on the rest of the taxable income.

2.1.1 Use the following example to complete the payslip of C Clay for the week ended 9 June 2019. Do the payslip exactly as shown in the example.

Payslip for the week ended 9 June 2019**SECTION A: PERSONAL DETAILS**



Name of worker	C Clay
Date of birth	20 April 1996
Date started	1 May 2015
Today's date	?
Age at start date	?
Current age	?

SECTION B: EARNINGS FOR THE WEEK

Income	Hours worked	Rate per hour	Amount
Normal wage	?	?	?
Saturday overtime	?	?	?
Sunday overtime	?	?	?
Bonus			?
Gross earnings			?

SECTION C: NET PAY FOR THE WEEK 

Gross earnings	Deductions				Total deductions	Net Pay
	UIF	Medical	Pension	PAYE		
?	?	?	?	?	?	?

- 2.1.2 Display the main heading in bold and font size 16.
- 2.1.3 Use the date function to insert all dates on the payslip.
- 2.1.4  Use the correct date function to insert today's date. This function must allow the date to change automatically if the payslip must be reprinted at a later date.
- 2.1.5 Ensure that ALL dates appear in exactly the same format as in the example.
- 2.1.6 Calculate 'Age at start date' in years as: Date started minus the Date of birth, divided by 365.
- 2.1.7 Calculate 'Current age' in years as: Today's date minus the Date of birth, divided by 365.
- 2.1.8 Use the Excel function to round the age off (calculated in QUESTIONS 2.1.6 and 2.1.7) correctly and display it as an integer. Remember that your age only changes to the next integer on your birthday. 
- 2.1.9 Use formulae and/or cell references to calculate the missing amounts (where question marks appear) in SECTIONS B and C.
- 2.1.10 Use a cell reference to transfer the gross earnings from SECTION B to SECTION C.
- 2.1.11 Display ALL amounts in SECTION C as Rand-currency with two decimals.

2.1.12 Insert any neat horizontal and vertical lines to enhance the appearance of the entire payslip.

2.1.13 Insert your EXAMINATION NUMBER (left) and PRINTOUT 5 (right) as a header. 

2.1.14 Save the document as PAYSIP.

2.1.15 PRINT on one landscape page. (27)


2.2 FORMULAE

2.2.1 Switch the spreadsheet of QUESTION 2.1 to display the formulae used, instead of the values.

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

2.2.3 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.

2.2.4 Change the header to PRINTOUT 6.

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

2.2.6 Hide the rows showing the date of birth and the age at start date.

2.2.7 Save the changed document as FORMULAE1.

2.2.8 Print (with row and column headings) on ONE landscape page. (20)
[47]

QUESTION 3: SPREADSHEET**3.1 ADVANCED EXCEL**

The following budget was extracted from the books of Sissy Fashions.


- 3.1.1 Type the following budget exactly as given. Do NOT type the column (A, B, C, etc.) and the row (1, 2, 3, etc.) headings in the shaded areas. It is only an indication of the columns and rows to be used.

	A	B	C	D
1	<i>Variable budget of Sissy Fashions</i>			
2	CAPACITY			
3		70%	90%	100%
4	Sales	350 000	?	?
5	Less: Total costs	?	?	?
6	Variable costs	?	135 000	?
7	Fixed costs	?	?	76 000
8	Net profit	?	?	?

- 3.1.2 Centre the main heading in row 1 over the width of the spreadsheet. Display this heading in italics.
- 3.1.3 Centre the subheading in row 2 over the width of columns B–D.
- 3.1.4 Centre the column headings in row 3.
- 3.1.5 Use formulae and/or cell references to calculate the missing amounts where question marks appear.
- 3.1.6 Insert horizontal and vertical lines exactly as shown. Do NOT print the row and column headings.,
- 3.1.7 Display amounts as integers with a thousand separator (no R sign).
- 3.1.8 Insert your EXAMINATION NUMBER as a left header and PRINTOUT 7 as a right header.
- 3.1.9 Save the spreadsheet as ADVANCED.
- 3.1.10 Print the spreadsheet on one portrait page. (15)

3.2 GRAPH

3.2.1 Use the spreadsheet in QUESTION 3.1 to draw a column graph on a separate sheet to compare the given three capacity levels of the five items in the budget.

3.2.2 Show the capacity levels (shown in the budget) on the X-axis of the graph. 

3.2.3 Insert appropriate (suitable) titles for the X- and Y-axes.

3.2.4 Insert the following headings above the graph (NOT as a header), over 3 lines, as indicated below:

VARIABLE BUDGET OF SISSY FASHIONS
(Type your EXAMINATION NUMBER here)
PRINTOUT 8

3.2.5 Show the legend on the right-hand side of the graph.

3.2.6 Save the graph as GRAPH. 


3.2.7 Print the graph on a separate landscape sheet. (11)

3.3 FORMULAE

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

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

3.3.3 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.

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

3.3.5 Change the header to PRINTOUT 9.

3.3.6 Save the changed document as FORMULAE2.

3.3.7 Print (with row-and-column headings) on ONE portrait page. (8)
[34]

QUESTION 4 (SPREADSHEET)**4.1 BREAKEVEN CALCULATIONS**

Big Makers provided the following information on 31 May 2018:

Selling price per unit	R25
Variable cost per unit	R13
Breakeven quantity	3 000 units
Total sales for May 2018	R125 000

4.1.1 Use the given information to calculate the following on 31 May 2018:

- (a) Marginal income (5)
- (b) Total fixed cost (5)
- (c) Number of units sold in May 2018 (5)

4.1.2 Type each formula in words and show all calculations clearly.

4.1.3 Display answers as South African currency with 2 decimals, where applicable. (1)

4.1.4 Insert your EXAMINATION NUMBER as a left header and PRINTOUT 10 as a right header. (1)

4.1.5 Save the document as BREAKEVEN.

4.1.6 Print on ONE portrait page. (1)

4.2 BREAKEVEN TABLE

Big Makers reached their maximum number of units produced and sold in May 2018.

4.2.1 Use the information of QUESTION 4.1 to draw up a table with the following columns.

UNITS	VARIABLE COST	FIXED COST	TOTAL COST	SALES
-------	---------------	------------	------------	-------

4.2.2 Complete the table for 10 equal intervals, based on the maximum number of units produced and sold.

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

4.2.4 Display ALL amounts as integers.

4.2.5 Insert your EXAMINATION NUMBER as a left footer and PRINTOUT 11 as a right footer. 


4.2.6 Save the document as TABLE.

4.2.7 Print on ONE portrait page.

(13)
[31]


QUESTION 5 (SPREADSHEET - CONTRACTS)

New World Builders supplied the following information regarding one of their contracts:


Contract price	3 500 000	
Depreciation on machinery	700 000	
Certified work	1 750 000	
Work not yet certified	200 000	
Labour	360 000	
Overheads	50% of labour	
Material used	190 000	
Extras	250 000	
Cash received	875 000	
Provision for latent defects	10% of net profit	

5.1 Use the given example to draw up a contract cost statement in the books of New World Builders:

CONTRACT COST STATEMENT	
Depreciation on machinery	
Labour	
Overheads	
Material used	
NET CONTRACT COST	
Contract price	
Certified work	
Uncertified work	
Extras	
TOTAL CONTRACT VALUE	
Net Profit	
Provision for latent defects	
Profit-and-Loss account	

5.2 Display ALL amounts with 2 decimals. 

5.3 Insert any neat horizontal and vertical lines.

5.4  Insert your EXAMINATION NUMBER as a left header and PRINTOUT 12 as a right header.

5.5 Save the document as CONTRACT.

5.6 Print on ONE portrait page.  [14]

TOTAL: 200