higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N260**(E)**(N16)H
NOVEMBER EXAMINATION

NATIONAL CERTIFICATE

COMPUTERISED FINANCIAL SYSTEMS N6

(6030186)

16 November 2016 (Y-Paper)
13:00–16:00

This question paper consists of 15 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.   Read ALL the questions carefully and answer ALL the questions.

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

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

4.   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.

5.   Each answer must be printed on a SEPARATE SHEET OF PAPER and on ONE SIDE of the paper only.

6.   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.

7.   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.

8.   Your EXAMINATION NUMBER must be <u>printed</u> on ALL printouts. NO PRINTOUTS WITHOUT AN EXAMINATION NUMBER OR WITH A HAND-WRITTEN NUMBER WILL BE MARKED. Do not type your name and/or surname.

9.   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.

10.   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.

11. 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.

12. 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.**

13. 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) [52]

The owner of Angel Playroom asked you to computerise his set of accounts on the PASTEL program.

1.1   1.1.1   Create a new set of accounts named ANGEL.

                DO NOT use the setup assistant.

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

                CREATE THE FOLLOWING UNDER THE SETUP MENU:

COMPANY PARAMETERS

Name of the business: Angel (*type your own **examination number** here*) Use SHIFT+CONTROL+T (if necessary) to insert your own **examination number.** Untick *Use Multi-Currency* on the Multi-Currency Tab. OK.

REPORT WRITER CATEGORIES

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

ENTRY TYPES: General journal (Dr)

FINANCIAL PERIOD: 1 March to 28 February

This year periods: Only set up period one (01/03/15 to 31/03/15), then select *Use end date* and click on *Create*.

Last year periods: Only set up period 12 (01/02/15 to 28/02/15) and *enter*. OK.

TAX (VAT): Do not use tax.

NOTE: YOU DO NOT HAVE TO SET UP ANYTHING ELSE UNDER SETUP.

                IMPORTANT: 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 <u>financial and report writer category</u>.

ACC NR	ACCOUNT NAME
0001	Sales
0100	Commission received
0200	Discount received
1000	Cost of sales
2000	Water and electricity
2100	Salaries
2200	Advertising
2300	Insurance
2400	Stationery
2500	Telephone
2600	Rent paid
5000	Capital
5100	Drawings
5200	Retained income (link to report writer category Capital and to financial category B15 *Retained Income*)
7000	Bank
8000	Creditors' control

1.1.3   Use the general journal to capture the following balances for the financial year on 29 February 2016. Do not use Tax in this journal. Use Balance Control (account number 9999) as a balancing account, if necessary.

ACC NR	ACCOUNT NAME	BALANCE
0001	Sales	R 726 170
0100	Commission received	R 96 000
0200	Discount received	R 3 200
1000	Cost of sales	R 160 000
2000	Water and electricity	R 103 440
2100	Salaries	R 108 000
2200	Advertising	R 13 250
2300	Insurance	R 59 600
2400	Stationery	R 35 620
2500	Telephone	R 15 750
2600	Rent paid	R 180 000
5000	Capital	R 458 500
5100	Drawings	R 268 750
7000	Bank	R 377 210
8000	Creditors' control	R 37 750

Please note that the bank account has a favourable (positive) balance.

                                                   Please turn over

       1.1.4   Post (update) the general journal to the general ledger. **Do not print** the general journal BATCH LISTING. No marks will be awarded for this journal printout.

       1.1.5   Make a **printout** of **the income statement** (one of Pastel's financial reports) for the year ended 29 February 2016.

                Print zero items – Yes
                Print detailed lines – Yes
                Show budget comparison – No

                                                                       (19)

1.2   1.2.1   Use the Budget Assistant to draw up the **annual** budget for the **expenses only** of Angel Playroom for next year.

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

       1.2.3   Increase the expenses with 15% and round to the nearest R1.

       1.2.4   The monthly rent will remain fixed till 30 June 2015, before it increases with 15%.

       1.2.5   The budgeted amounts must be shown for every period of next year.

       1.2.6   Make a **printout** of the **annual budget of the expenses only**, clearly showing budgeted amounts for every period of next year.

                Print zero amounts – Yes

                                                                         (13)

1.3   1.3.1   Create the following REPORT by means of the REPORT WRITER. (*Create a new report from scratch.*)

                Use the following report format.

                REPORT HEADINGS

                Line 1: Type your own EXAMINATION NUMBER here
                Line 2: Angel Playroom
                Line 3: SHORT BALANCE SHEET ON #E

INDEX DESCRIPTION:	MY SHORT B/S
REPORT TYPE:	User defined (U)
ROUNDING:	R10
NOTE REFERENCE COLUMN:	Yes
OMIT STANDARD HEADINGS:	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	Rand

Save the report columns.

REPORT LINES

SK	PRT	DC	SUP	DESCRIPTION	FORMULA	NO	ACT
1	R	D	N	CURRENT ASSETS	CT02	1	Add
1	L	D	N		CB02		
1	L	D	N	_XC			
1	R	D	N	TOTAL ASSETS	TOT1		
1	R	D	N	_DC			
3	R	C	N	OWNER'S EQUITY	CT01+CT04+ CT05+CT06 +CT07	2	Add
1	L	C	N		CM01		
1	L	C	N	Net profit	CT04+CT05+ CT06+CT07		
1	L	C	N	_SC			
2	R	C	N	CURRENT LIABILITIES	CT03	2	Add
1	L	C	N		CM03		
1	L	C	N	_XC			
1	R	C	N	TOTAL EQUITY+LIABILITIES	TOT2		
1	R	C	N	_DC			

Save the report lines.

1.3.2 Use the Report Writer Assistant to **print** the SHORT BALANCE SHEET (created in QUESTION 1.3.1 with index description **MY SHORT B/S**) on 29 February 2016 with AMOUNTS (*Run*).

Show zero lines – No
(This report must be printed in Pastel.)

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. (20)

QUESTION 2 (SPREADSHEET – ANALYSIS OF STATEMENTS)   [27]

The following information was taken from the books of Gold Services for the last two years, ending 30 June 2015:

		2014		**2015**
Income statement				
Sales (75% credit)	R	1 150 100	R	1 350 000
Other income	R	75 500	R	89 555
Operating expenses	R	535 750	R	598 750
Stock purchases (20% cash)	R	455 500	R	501 100
Balance sheet				
Trading stock	R	38 500	R	29 760
Debtors	R	19 500	R	14 550
Bank (dr balance)	R	87 500	R	73 250
Creditors	R	50 140	R	69 975

REQUIRED

2.1   Use the balances supplied by Gold Services to calculate the following ratios:

      2.1.1   Stock turnover rate   (8)

      2.1.2   Gross profit percentage   (7)

      2.1.3   Creditors' payment period (in days)   (8)

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

2.3   Insert your own EXAMINATION NUMBER (left) and PRINTOUT 4 (right) as a
      header.   (2)

2.4   Show all answers correct to one decimal.   (1)

2.5   Save the document as ANALYSIS.

2.6   **Print** the spreadsheet on one **portrait** page.   (1)

Please turn over

QUESTION 3 (SPREADSHEET - BUDGETS) [26]

Daywear Manufacturers manufactures leather jackets. The following information was made available to you on 31 October 2015, the end of the financial year:

Composition of ONE finished leather jacket
Leather: 1,5 metres
Metal studs: 10
Direct labour: 1 hour 45 minutes

Costs
Leather: R120,00 per metre
Metal studs: R300,00 per kg
Direct labour: R200,00 per hour

Please note that 50 metal studs weigh 1kg.

Expected sales (for the next financial year):
980 leather jackets at R1 199,00 per jacket

Closing stock on 31 October 2015
Leather jackets: 34 leather jackets
Leather: 59 metres
Metal studs: 6 kg

Expected closing stock on 31 October 2016
Leather jackets: 40 leather jackets
Leather: 80 metres
Metal studs: 8 kg

REQUIRED

3.1 Use the information supplied by Daywear Manufacturers to draw up the following budgets for the financial year ending 31 October 2016:

    3.1.1 Production budget in units

    3.1.2 Raw material budget in Rands

    3.1.3 Direct labour budget in Rands

3.2 Type a budget format **in words** and show **all calculations** clearly.

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

3.4 Save the document as BUDGET.

3.5 **Print** the budgets on **one portrait** page.

QUESTION 4 (SPREADSHEET)   [54]

4.1 LABOUR COST

Silver Services supplied the following information, regarding their three employees, for the week ending 25 July 2015:

Casey I (married, with one child) worked 42 hours
Otis H (single) worked 38 hours
Mills P (single) worked 41 and a half hours

A normal workweek for all employees is: 7 hours a day from Monday to Friday and 3 and a half hours every Saturday

Normal tariff: R250 per hour

Overtime is earned at normal time and a half

UIF is 1% of normal wage. Otis is still on probation and has not yet been registered for UIF contributions.

PAYE is calculated at 19% of taxable income.

Pension fund contributions are 7,5% of normal income.

Weekly medical aid contributions are as follows:

Member: R300
Member plus one dependant   R500
Member plus two dependants   R650

REQUIRED

4.1.1 Use the following example to prepare the wage statement of Silver Services for the week ended 25 July 2015, **exactly as shown**. (**Do not type** the A, B, C and the 1, 2, 3, etc., as it is only an indication of which columns and rows to use):

	A	B	C	D	E	F	G	H
1	**WAGE STATEMENT OF SILVER SERVICES FOR THE WEEK ENDED:**							
2	**July 25, 2015**							
3	Name	Gross	UIF	PAYE	Pension	Medical	Total	Net
4		wage	1%	19%	7,5%		deductions	wage
5	Casey I	?	?	?	?	?	?	?
6	Otis H	?	?	?	?	?	?	?
7	Mills P	?	?	?	?	?	?	?
8	TOTALS	?	?	?	?	?	?	?
9								
10								
11	Calculation of Gross Wages for the week							
12	Name	Normal wage		Overtime		Gross		
13		Hours	Amt	Hours	Amt	wage		
14	Rate:		?		?			
15	Casey I	?	?	?	?	?		
16	Otis H	?	?	?	?	?		
17	Mills P	?	?	?	?	?		
18	TOTALS	?	?	?	?	?		

4.1.2 Use the date function to insert the date in row 2. Ensure that the date appears in **exactly the same format** as in the example.

4.1.3 Centre the headings in row 1 and 2 over the width of the spreadsheet.

4.1.4 Type the percentages in row 4 as shown, to be used in the calculations.

4.1.5 Type the nomal time and overtime rates in row 14, where ? appears.

4.1.6 Use FORMULAE and CELL REFERENCES to calculate the missing amounts (where question marks appear). Use absolute cell references in formulae, where applicable.

4.1.7 Use cell references to transfer the calculated gross wages to the wage statement.

4.1.8   Insert as a header: Your own EXAMINATION NUMBER (left) and PRINTOUT 6 (right).

4.1.9   Display all amounts with 2 decimals but no currency sign.

4.1.10   Insert any neat horizontal and vertical lines to enhance the quality of the statement.

4.1.11   Save the document as LABOUR.

4.1.12   **Print** the wage statement on one **<u>landscape</u>** page.

(33)

4.2 FORMULAE

4.2.1   Switch the spreadsheet of QUESTION 4.1 to display the formulae used in stead of the values.

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

4.2.3   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.

4.2.4   Change the header to PRINTOUT 7.

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

4.2.6   Hide column G (total deductions). Do not delete the column.

4.2.7   Hide row 8 (totals of the wage statement). Do not delete the row.

4.2.8   Save the changed document as FORMULAE.

4.2.9   **Print** (with row and column headings) on one **<u>landscape</u>** page.

(21)

QUESTION 5 (SPREADSHEET) [41]

5.1 CONTRACT COST

The following information was extracted from the records of Platinum Builders on 30 June 2015, regarding two of their contracts.

	CONTRACT: E	CONTRACT: F
Contract price	R 8 000 000	R 370 000
Material issued	R 190 000	R 134 000
Wages paid	R 360 000	R 55 000
Overheads	R 220 000	R 23 000
Material returned to suppliers	R 15 000	R 6 000
Material transferred from contract E to contract F	R 40 000	R 40 000
Machinery (balance on 1 July 2014)	R 550 000	R 126 000
Material on hand (30 June 2015)	R 18 000	R 0
Machinery (balance on 30 June 2015)	R 480 000	R 0
Machinery from contract F to contract E	R 96 000	R 96 000
Certified work	R 1 000 000	R 374 000
Uncertified work	R 200 000	R 0
Cash received	R 950 000	R 362 000
Extras	R 400 000	R 4 000

PLEASE NOTE

1. 20% of the profit of unfinished contracts must be treated as a provision for latent defects.

2. In finished contracts the retention money is regarded as this provision.

3. The remainder of the profit on contracts must be transferred to the Profit-and-Loss account.

REQUIRED

5.1.1 Draw up a contract cost statement for **Contract E and Contract F** according to the example below.

Contract cost statement for the year ended 30 June 2015

	Contract: E	Contract: F
Material		
Wages paid		
Overheads		
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		

5.1.2 Insert as a footer: Your EXAMINATION NUMBER (left) and PRINTOUT 8 (right).

2.1.3 Display all amounts as integers with the R-currency sign.

5.1.4 Insert horizontal and vertical lines **exactly** as indicated.

5.1.5 Save the document as CONTRACT.

5.1.6 **Print** the spreadsheet on one **portrait** page.

(28)

5.2 GRAPH

5.2.1   Use the spreadsheet in QUESTION 5.1 to draw a COLUMN GRAPH (on a separate sheet) to compare the 4 costs of the two contracts indicated in the statement.

5.2.2   Show the costs (shown in the statement) on the X-axis of the graph.

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

COMPARISON OF CONTRACT COSTS
(Type your own EXAMINATION NUMBER here.)

5.2.4   Insert appropriate (suitable) titles for the X- and Y-axis.

5.2.5   Show the legend above the graph.

5.2.6   Insert a data label above every column, clearly showing the amount of every cost.

5.2.7   Insert PRINTOUT 9 as a centred footer.

5.2.8   Save the graph as COLUMN.

5.2.9   **Print** the graph on a separate **landscape** sheet.

Please make sure that your own EXAMINATION NUMBER appears on your graph before printing, as no marks will be awarded for a printout without your own examination number. (13)

TOTAL: 200