



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N260(E)(N14)H

NATIONAL CERTIFICATE

COMPUTERISED FINANCIAL SYSTEMS N6

(6030186)

14 November 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. Number the answers according to the numbering system used in this question paper.
4. Use the font Arial or Calibri 10 or 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 the 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. 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.

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, but 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 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 and include it 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 examination room.
 16. Work neatly.
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**WAIT FOR THE INSTRUCTION FROM THE INVIGILATOR BEFORE YOU
TURN THE PAGE.**

QUESTION 1: PASTEL

1.1 You are the new accountant of Arrow Retailers and have to computerise the accounts on the PASTEL program.

1.1.1 Create a new set of accounts named ARROW.

Do NOT use the setup assistant.

Select File, New

New Company Name: ARROW

Click on START NEW COMPANY

CREATE

Create the following under the setup menu:

COMPANY PARAMETERS:

Name of the business: Arrow (type your own EXAMINATION NUMBER here) Use SHIFT+CONTROL+T (if necessary). Untick Use Multi-Currency on the Multi-Currency Tab. OK.

REPORT WRITER CATEGORIES:

- 1 Capital
- 2 Fixed assets
- 3 Current assets
- 4 Current liabilities
- 5 Long-term liabilities
- 6 Cost of sales
- 7 Expenses
- 8 Sales
- 9 Incomes

ENTRY TYPES: General Journal (Dr)

FINANCIAL PERIOD: 1 March to 28 February

This year's periods: Only set up period 1 (01/03/17 to 31/03/17) and then select Use end date and click on Create.

Last year's periods: Only set up period 12 (01/02/17 to 28/02/17), enter OK.

TAX (VAT): Do NOT use tax.

NOTE: DO NOT SET UP ANYTHING ELSE UNDER SETUP.

IMPORTANT: If your EXAMINATION NUMBER does not appear on ALL the 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	BALANCE
5000	Capital	R1 000 191
5100	Retained Income (link to the correct report writer category and financial category B15 <i>Retained Income</i>)	R0
5200	Drawings	R32 480
6000	Land and buildings	R1 156 879
6100/000	Equipment	
6100/001	Equipment at cost	R108 000
6100/002	Equipment: Accumulated depreciation	R36 120
7000	Bank	R36 240
7200	Debtors' control	R52 060
7300	Prepaid expenses	R0
7400	Accrued income	R0
7500	Trading stock	R0
8100	Accrued expenses	R0
8200	Income received in advance	R0
9000	Loan: IOU Bank (14% pa)	R132 000
0001	Sales	R1 202 400
0050	Rent income	R55 400
1000	Opening stock	R98 480
1050	Stock purchases	R800 050
1100	Closing stock	R0
2000	Bad debts	R1 800
2050	Stationery	R6 860
2100	Salaries and wages	R180 892
2150	Insurance	R11 400
2200	Water and electricity	R13 450

- 1.1.3 Use the general journal to capture the balances given in QUESTION 1.1.2 on 28 February 2017, period 12 of last year. Use GJ12 as reference and Balance as description. Please 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 to balance.
- 1.1.4 Post (update) the general journal to the general ledger. Do NOT print the general journal batch listing.
- 1.1.5 Make a PRINTOUT of the Entry Type Details of the general journal for February 2017, period 12 of last year. Show generated items – Yes.

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- 1.2 1.2.1 Use the general journal to journalise the adjustments given below on 28 February 2017, period 12 of last year. Ignore VAT. Use MEMO1, MEMO2, etc. as reference and supply suitable descriptions. If a new account needs to be created, follow the number structure used in QUESTION 1.1.1.
- (a) A debtor, Paul Price, disappeared and his debt must be written off as irrecoverable, R1 200.
 - (b) The rent increased by R200 on 1 December 2016. The rent has been received until 31 March 2017.
 - (c) The loan from IOU Bank was made in 2015. On 1 September 2016 R9 000 was repaid. The interest for the year has not yet been paid.
 - (d) An insurance premium of R9 840 was paid on 1 April 2016 and expires on 31 March 2017.
 - (e) According to a physical stocktaking on 28 February 2017 trading stock on hand amounted to R96 930.
- 1.2.2 Print the general journal batch listing of the adjustments with contras on 28 February 2017.
- 1.2.3 Post (update) the general journal to the general ledger. (21)
- 1.3 1.3.1 Use the report writer to create the following trial balance. (Create a new report from scratch.)
- Use the following report format:
- REPORT HEADINGS**
- Line 1: Type your EXAMINATION NUMBER
Line 2: TRIAL BALANCE OF ARROW RETAILERS
Line 3: ON #S
- INDEX DESCRIPTION: MY TRIAL BALANCE**
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 (T)	Runtime Periods (R)	-11	0	Rand

Save the report columns.

REPORT LINES

SK	PRT	DC	SUP	DESCRIPTION	FORMULA	NO	ACT
2	R	C	Y		CM01	1	Add
2	L	D	Y		CM01	2	Add
2	L	D	Y		CB02	2	Add
2	R	C	Y		CS02	1	Add
2	L	D	Y		CM03	2	Add
2	R	C	Y		CM03	1	Add
2	R	C	Y		CM04	1	Add
2	L	D	Y		CM04	2	Add
2	R	C	Y		CM05	1	Add
2	L	D	Y		CM05	2	Add
1	L	D	N	_XC			
1	R	C	N		TOT1		
1	L	D	N		TOT2		
1	L	D	N	_XC			

Save the report lines.

- 1.3.2 Use the Report Writer Assistant to print the TRIAL BALANCE (created in question with Index Description MY TRIAL BALANCE) on 1 March 2017 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.)

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- 1.4 1.4.1 Use the Budget Assistant to draw up a budget for the expenses only (excluding cost of sales) for the financial year ending 28 February 2018.

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

1.4.3 Increase the expenses with 8% and round to the nearest R10.

1.4.4 Make a PRINTOUT of this budget for expenses only for the year ending 28 February 2018. Print zero amounts – Yes.

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QUESTION 2: SPREADSHEET

ISIDINGO manufactures cast iron pots and braai grids. They provided the following information on 30 June 2018:

	POTS	GRIDS
Estimated sales for July 2018	600 units	1 000 units
Selling price per unit	R400	R125
Number of finished units in stock on 30 June 2018	30	106
Number of finished units required on 31 July 2018	20	100
Cost of production wages per hour	R110	R90
Production hours per unit	12	3
Marginal income per unit	R250	R50
Breakeven value	R30 000	R6 000

QUESTION 2.1: BUDGETS

- 2.1 2.1.1 Use the given information to draw up the following budgets for ISIDINGO for July 2018:
- (a) Production budget in units
 - (b) Labour budget in rands
- 2.1.2 Type a budget format in words and show all calculations clearly.
- 2.1.3 Display AMOUNTS as integers with the R currency sign.
- 2.1.4 Insert your EXAMINATION NUMBER (left) and PRINTOUT 5 (right) as a header.
- 2.1.5 Save the document as BUDGET.
- 2.1.6 Print on ONE portrait page.

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QUESTION 2.2: BREAKEVEN CALCULATIONS

- 2.2 2.2.1 Use the given information to do the following calculations for ISIDINGO's cast iron pots for July 2018:
- (a) Variable cost per unit (5)
 - (b) Breakeven quantity (7)
 - (c) Total fixed cost (6)
 - (d) Estimated total variable cost (6)

- 2.2.2 Type each formula in words and show ALL calculations clearly.
- 2.2.3 Display answers as currency with TWO decimals, where applicable. (1)
- 2.2.4 Insert your EXAMINATION NUMBER (left) and PRINTOUT 6 (right) as a header. (1)
- 2.2.5 Save the document as BREAKEVEN. (1)
- 2.2.6 Print on ONE portrait page.

[44]**QUESTION 3: SPREADSHEET****QUESTION 3.1: ADVANCED EXCEL**

G. Zamdela buys perishable food products to be sold at his spaza shop. He noticed that the perishable food is seldom sold out on the sell-by date, and asks you to draw up a spreadsheet to investigate the wastage of stock bought during the two weeks ended 10 March 2018.

- 3.1 3.1.1 Type the following spreadsheet exactly as given. Do NOT type the column and the row headings in the shaded areas. It is only an indication of the columns and rows to be used.

	A	B	C	D	E	F	G	H	I
1	Books of G. Zamdela								
2	Wastage Analysis for stock bought during the 2 weeks ended 10 March 2018								
3	Description	Nr of units purchased	Unit description	Date unpacked	Days on shelf	Sell by date (SBD)	Nr of units on hand on SBD	Nr of units sold	Waste %
4	Bread	40	each	26-2-18	5	?	5	?	?
5	Rolls	48	each	5-3-18	6	?	2	?	?
6	Rice	60	1 kg bag	1-3-18	55	?	4	?	?
7	Milk	100	1 liter box	28-2-18	21	?	6	?	?
8	Samp	50	2 kg bag	6-3-18	40	?	1	?	?
9	Beans	20	500g bag	6-3-18	60	?	2	?	?

- 3.1.2 Centre the main heading (in row 1 and 2) over the width of the spreadsheet. Display this heading in bold.
- 3.1.2 Centre the column headings in row 3 horizontally and vertically as shown, and wrap where needed.
- 3.1.4 Use the date function to display the dates in column D in exactly the same format as shown.
- 3.1.5 Use a formula and cell references to calculate the sell-by date (SBD) in cell F4 and copy this formula to row 5–9 (where ? appears).

- 3.1.6 Use a formula and cell references to calculate the number of units sold in cell H4 and copy this formula to row 5–9 (where ? appears).
- 3.1.7 Use a formula and cell references to calculate the waste % in cell I4 and copy this formula to row 5–9 (where ? appears). The waste % is calculated as the number of units on hand on SBD divided by the number of units purchased. Display ALL answers in column I as % with ONE decimal.
- 3.1.8 Insert any neat horizontal and vertical lines to enhance the appearance of the spreadsheet.
- 3.1.9 Insert your EXAMINATION NUMBER as a left header and PRINTOUT 7 as a right header.
- 3.1.10 Save the spreadsheet as ADVANCED.
- 3.1.11 Print the spreadsheet on ONE portrait page.

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QUESTION 3.2: GRAPH

- 3.2 3.2.1 Use the spreadsheet in QUESTION 3.1 to draw a pie graph (on a separate sheet) to compare the days on shelf of the SIX food items as indicated in the wastage analysis.
- 3.2.2 Insert the following headings above the graph (not as a header) over THREE lines as indicated below:

G. ZAMDELA
DAYS ON SHELF
(Type your EXAMINATION NUMBER here)
- 3.2.3 Do NOT show a legend
- 3.2.4 Show the category name and the % next to each segment of the graph.
- 3.2.5 Explode the biggest segment to indicate which product has the most days on the shelf.
- 3.2.6 Save the graph as PIE.
- 3.2.7 Insert PRINTOUT 8 as a centred footer.
- 3.2.8 Print the graph on a separate landscape sheet.

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QUESTION 3.3: FORMULAE

- 3.3 3.3.1 Switch the spreadsheet of QUESTION 3.1 to display the formulae used instead of the values.
- 3.3.2 Adjust column widths to fit the spreadsheet on ONE landscape page. Ensure that all information is visible.
- 3.3.3 Do NOT use the fit-to-one-page option, as NO marks will be rewarded for printing smaller than 100% or not in Arial or Calibri 10 or 12.
- 3.3.4 Sort the spreadsheet in a declining order according to the number of units on hand on the sell-by date. If there is more than one item with the same value, those items must be sorted alphabetically.
- 3.3.5 Display the row and column headings. Do NOT type these headings.
- 3.3.6 Hide the number of units unpacked (column B), the unit description (column C) and the days on shelf (column E).
- 3.3.7 Change the header to PRINTOUT 9.
- 3.3.8 Save the changed document as FORMULAE.
- 3.3.9 Print with row and column headings on ONE landscape page.

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QUESTION 4: SPREADSHEET**QUESTION 4.1: LABOUR**

MAMELODI BUILDERS supplied the information below regarding their office executive, S. Filander, for the week ending 18 May 2018.

A normal workweek is 8 hours a day from Monday to Friday at R250 per hour.

Overtime is earned at 150% of the normal rate for any hours worked over 8 hours per day or on a Saturday.

NOTE: If Miss Filander fails to work 8 hours on any day of the week, those hours must be made up on a Saturday at normal rate. Extra hours on that Saturday will still be paid at overtime rate.

REQUIRED:

- 4.1 4.1.1 Use the clock card below to calculate the hours of S. Filander for the week ended 18 May 2018.

Clock card of S. Filander for the week ended 18 May 2018

DAY	MORNING		AFTERNOON		HOURS PER DAY		
	In	Out	In	Out	Total	Normal	Overtime
Monday	8:10	12:00	13:00	17:00	?	?	?
Tuesday	8:00	12:30	13:00	17:00	?	?	?
Wednesday	7:30	12:00	13:00	16:30	?	?	?
Thursday	7:45	12:00	13:00	17:00	?	?	?
Friday	8:00	12:00	13:05	16:30	?	?	?
Saturday	9:00	13:20			?	???	???
TOTAL HOURS FOR THE WEEK					??	??	??

- 4.1.2 Type the times in and the times out exactly as indicated in the example.
- 4.1.3 Use FORMULAE and CELL REFERENCES to calculate the missing amounts (where ? appears).
- 4.1.4 Display the TOTAL HOURS FOR THE WEEK as a general number, not as time, (where ?? appears). Remember to multiply the value with 24 before changing the format to general.
- 4.1.5 Indicate what part of the Saturday hours will be paid at normal and at overtime rate (where ??? appears).
- 4.1.6 Insert horizontal and vertical lines.
- 4.1.7 Insert your EXAMINATION NUMBER (left) and PRINTOUT 10 (right) as a header.
- 4.1.8 Save the document as WAGES.
- 4.1.9 Print on ONE landscape page.

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QUESTION 4.2: CONTRACTS

MAMELODI BUILDERS also supplied the information below regarding one of their contracts.

Contract price	R625 000
Total cost to date	R700 000
Certified work	R1 000 000
Cash received	R875 000
Extras	R375 000

NOTE: The retention money must be treated as a provision for latent defects. The rest of the profit must be transferred to the profit and loss account.

REQUIRED:

- 4.2 4.2.1 Draw up a contract cost statement in the books of MAMELODI BUILDERS according to the example below:

Contract cost statement

NET CONTRACT COST	
Contract price	
Certified work	
Uncertified work	
Extras	
TOTAL CONTRACT VALUE	
Net profit	
Provision for latent defects	
Profit and loss account	

- 4.2.2 Display ALL amounts with TWO decimals.
- 4.2.3 Insert any neat horizontal and vertical lines.
- 4.2.4 Insert your EXAMINATION NUMBER (left) and PRINTOUT 11 (right) as a header.
- 4.2.5 Save the document as CONTRACT.
- 4.2.6 Print on ONE portrait page.

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TOTAL: 200