



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

COMPUTERISED FINANCIAL SYSTEMS N6

(6030186)

15 November 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 used in this question paper.
4. Use the font Arial or Calibri 10 pt or 12 pt for spreadsheet questions.
5. 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. Print each answer on a separate sheet of paper and on ONE side of the paper only.
8. Arrange the PRINTOUTS in the same order as the questions in the question paper. Marks will be deducted if PRINTOUTS are NOT in the correct order.
9. Hand in only ONE PRINTOUT per instruction. 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.
-

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

QUESTION 1: PASTEL

1.1 You are the new accountant of ALL who wants to computerise their books on the Pastel program.

1.1.1 Create a new set of accounts named ALI.

Do NOT use the setup assistant. 

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

Create the following under the SETUP MENU:

COMPANY PARAMETERS:

Company details:

Name: ALI (type your EXAMINATION NUMBER here)

Use SHIFT + CONTROL + T to insert it, OK.

Untick *Use Multi-Currency* on the *Multi-Currency* tab, OK.

REPORT WRITER CATEGORIES:

- 1 Capital
- 2 Current assets
- 3 Incomes
- 4 Expenses

ENTRY TYPES:

* General journal (D)

* Cash receipt journal (C)

(link to Cashbook 1, Bank account 7000)

* Cash payment journal (D)



* Please note that in version 14, this link will be done automatically by Partner when you create the bank account with financial category Bank and say Yes to the question: Link to Cashbook?

FINANCIAL PERIOD: 1 July to 30 June

This year periods:

Only set up period 12: June (01/06/19 to 30/06/19), OK.

Do NOT set up anything else under PERIOD.


**TAX (VAT):**

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

NOTE: If your EXAMINATION NUMBER does NOT appear on ALL PRINTOUTS, NO marks will be awarded.



1.1.2 Use the given account numbers to create the following general ledger accounts. Link each account to the correct Report Writer category.

ACC NR	ACCOUNT NAME 
5000	Capital
5100	Retained income (link to the correct Report Writer category and to financial category B15 <i>Retained Income</i>)
5200	Drawings
7000	Bank (link to the correct Report Writer category and to financial category B60 <i>Bank</i> . Create Cash Book? – Yes)
0001	Current income: Services rendered
0050	Commission received
1000	Consumable goods
1050	Telephone
1100	Municipal expenses
1150	Salaries and wages
1200	Rent expense
1250	Stationery
1300	Advertising

1.1.3 Use Receipt as a description in the cash receipt journal and Payment as a description in the cash payment journal to capture the following transactions that took place during June 2019.



Receipts, starting with number 204, were issued for ALL amounts received. ALL payments were made by cheques, starting with number 4007.

Ignore tax in the cash journals (cash books).

Cash transactions for June 2019:



Day details	Details	Amount
1	Capital contribution	2 000 000
3	Consumable goods	12 550
5	Rent paid	8 000
8	Stationery	2 800
11	Advertising	3 200
15	Services rendered during fortnight 1	50 200
17	Consumable goods	22 100
20	Wages	9 000
22	Owner's telephone account	700
27	Municipal expenses	3 750
28	Commission for the month	3 465
29	Services rendered during fortnight 2	88 400
29	Business telephone account	3 210

1.1.4 Do NOT print the cash journal batch listings.



1.1.5 Post (update) the cash journals to the general ledger.

1.1.6 Print the entry-type details of the cash receipt journal and the cash payment journal for June 2019, period 12 on ONE page.



Show generated items – Yes


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1.2 1.2.1 Use the budget assistant to enter the following budgeted amounts for the incomes and expenses for June 2019:

Current income: Services rendered	140 000
Commission received	3 500
Consumable goods	35 000
Telephone	3 000
Municipal expenses	3 600
Salaries and wages	9 000
Rent expense	10 000
Stationery	2 500
Advertising	3 400

1.2.2 Do NOT print this budget.

1.2.3 Export one trial balance on 30 June 2019 from Pastel to Excel to show 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

- 1.2.4 Do NOT print the trial balance yet.
- 1.2.5 Do the following in Excel before you print the trial balance:
- (a) Adjust the column widths so that the names of the accounts and ALL amounts are clearly visible and neat. 
 - (b) Display ALL amounts as integers with a thousand separator but NO currency sign.
 - (c) Sort the expenses alphabetically.
 - (d) Hide the TWO rows showing net profit. 
 - (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 2 (right).
- 1.2.6 Do NOT make any other changes to the trial balance.
- 1.2.7 Save the spreadsheet as Trial Balance. 
- 1.2.8 Print on ONE landscape-oriented page. (28)



1.3 1.3.1

Use the Report Writer to create the following financial report from scratch by using the following report format:

Report headings:

Line 1: Type your EXAMINATION NUMBER here 

Line 2: ALL

Line 3: FINANCIAL REPORT FOR THE YEAR ENDED #E

INDEX DESCRIPTION: MY SUMMARY
 REPORT TYPE: Multicolumns (M)
 ROUNDING: R1,00
 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
1	Y	C	N	INCOME STATEMENT			
1	Y	C	N	Total Incomes	CT03	1	Add
1	Y	C	N	Less: Total Expenses	CT04	1	Add
1	Y	C	N	_SC			
1	Y	C	N	Net Profit	TOT1		
1	Y	C	N	_SL			
3	Y	C	N	BALANCE SHEET			
1	Y	C	N		CM01	2	Add
1	Y	C	N	Net Profit	TOT1	2	Add
1	Y	C	N	_SC			
1	Y	C	N	Total Equity	TOT2		
1	Y	C	N	_DC			
2	Y	D	N		CM02		
1	Y	D	N	_SC			
1	Y	D	N	Total Assets	CT02		
1	Y	D	N	_DL			

Save the report lines. 

1.3.2 Use the Report Writer Assistant to make a Pastel PRINTOUT of the financial report, with Index Description MY SUMMARY (created in QUESTION 1.3.1) on 30 June 2019 with AMOUNTS (Run).


Show zero lines – No 

1.3.3 Note that this report must NOT be exported to Excel before printing.

1.3.4 Make sure that you have printed 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 Report Writer Assistant again to make a Pastel PRINTOUT of the report format of the financial report with Index Description MY SUMMARY (created in QUESTION 1.3.1).


1.4.2 Note that this report must NOT be exported to Excel before printing. 

1.4.3 Make sure that you have printed your own report format, as NO marks will be awarded if you print and hand in the format of ONE of the existing Pastel reports.

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[77]

QUESTION 2: SPREADSHEET

2.1 Cash budget:

The bookkeeper of Nina's Shebeen got very sick and you are appointed as the temporary bookkeeper for three months. On investigation of her work, you discovered that she was almost done with their cash budget for April 2019. The only item missing from the cash budget and left for you to do, was the amount received from debtors. 

The following information is available:

Bank overdraft balance on 31 March 2019: R 35 200

Actual and budgeted amounts for:

	Sales	Purchases
January 2019	R150 000	R51 200
February 2019	R175 500	R55 000
March 2019	R190 000	R66 000
April 2019	R220 000	R75 000
May 2019	R225 500	R88 000
June 2019	R280 000	R98 000



- 65% of purchases are cash.
- Creditors are paid in full in the month after the purchase.
- 80% of sales are on credit.
- Debtors are collected as follows:
 - 55% in the month of the sales
 - 25% in the month after the sales
 - 15% two months after the sales
- 5% of ALL credit sales are written off as irrecoverable.
- Debtors who pay their accounts in the month of the sales are allowed discount of 10%.

- 2.1.1 Use the given information to do the calculation of the receipts from debtors during April 2019.
- 2.1.2 Show ALL calculations clearly as NO marks will be awarded for a single answer only.
- 2.1.3 Do NOT draft the cash budget of Nina's Shebeen for April 2019.
- 2.1.4 Clearly indicate the final answer by typing 'Received during April 2019' next to it.
- 2.1.5 Display ALL amounts as integers.
- 2.1.6 Insert as a header: Your EXAMINATION NUMBER (left) and PRINTOUT 5 (right).
- 2.1.7 Save the document as Cash.
- 2.1.8 Print on ONE landscape-oriented page.

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2.2 Contracts

The following information was extracted from the financial records of Jozi Building Contractors for the year ending 30 June 2019:

Contract price	R1 800 000
Material issued	R200 000
Value of machinery on 30 June 2018	R500 000
Work certified by building inspector	R1 300 000
Cost of uncertified work	R200 000
Wages paid	R700 000
Material returned to suppliers	R40 000
Direct overheads	R72 000
Work done by subcontractors	R65 000
Extras	R750 000
Cash received	R1 100 000
Material on hand on 30 June 2019	R10 000

Additional information:

- A Depreciation on machinery is 20% of the book value.
 B 15% of certified work is a provision for latent defects.
 C The remainder of profits must be taken to the profit and loss account.

- 2.2.1 Jozi Building Contractors supplied their previous contract cost statement to you to use as an example.

Type this example exactly as given:

Contract cost statement for the year ended:	
30 June 2018	
Material used	
Labour	
Direct 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	

- 2.2.2 Remember to change the date of the old example to the current year and ensure that this date appears in bold and in exactly the same format as the example.

- 2.2.3 Since Jozi Building Contractors did not use any subcontractors during last year, you have to add subcontractors to the statement for this year. Display ALL amounts as integers with a thousand separator. Insert any neat horizontal and vertical lines.

- 2.2.4 Insert your EXAMINATION NUMBER as a left header and PRINTOUT 6 as a right header.

- 2.2.5 Save the document as Contract.

- 2.2.6 Print on ONE portrait-oriented page.

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QUESTION 3: SPREADSHEET**3.1 Advanced Excel**

You work for the City of Cape Town and were asked to prepare a schedule to investigate load-shedding during July 2019.

- 3.1.1 Type the following schedule 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	E	F
1	Schedule for load-shedding – July 2019					
2				EXPECTED		
3	SUBURB	PHASE	DAY OF WEEK	TIME CUT	DURATION OFF	TIME ON
4	Parow	1	Monday	07:00	?	?
5	Bellville	2	Monday	11:00	?	?
6	Tableview	3	Friday	07:00	?	?
7	Woodstock	1	Tuesday	15:00	?	?
8	Gugulethu	2	Thursday	03:00	?	?
9	Kayamandi	3	Thursday	23:00	?	?
10	Newlands	1	Tuesday	19:00	?	?
11	Melkbos	2	Friday	11:00	?	?

- 3.1.2 Centre the main heading in row 1 over the width of the spreadsheet. Display this heading in bold and font size 16 pt.
- 3.1.3 Centre the heading in row 2 over columns D, E and F (as shown).
- 3.1.4 Centre and wrap the column headings in row 3. 
- 3.1.5 Sort the suburbs (in ONE step) in ascending order according to the phase and then chronologically (Mon-Fri) according to the days of the week.



HINT: You may use a custom list for the sort order.

- 3.1.6 The following table shows how long the power will be off during each phase. Type the relevant times (as determined by the phase, in time format) in the DURATION OFF column, where question marks appear.

Phase 1:	2 hours
Phase 2:	2,5 hours
Phase 3:	3 hours and 15 minutes

3.1.7 EXPECTED TIME ON is the time that the power is expected to be switched back on after the load-shedding.



Use cell references to calculate the EXPECTED TIME ON, where question marks appear. Calculate this by adding the DURATION OFF to the TIME CUT and make sure that the answer is still in time format.

3.1.8 Add the following TWO columns to the schedule (in row 3):

	G	H
3	COST PER HOUR	TOTAL COST

3.1.9 The following table shows the cost to businesses per hour that the power is off. Type the relevant cost (as determined by the day of the week) in the COST PER HOUR column (column G).

DAY	COST PER HOUR
Monday	R500
Tuesday–Thursday	R625
Friday	R800



3.1.10 Use cell references to calculate the TOTAL COST in column H. TOTAL COST is the number of hours (in DURATION OFF) multiplied by 24 multiplied by the COST PER HOUR.

3.1.11 Display the amounts in column G and H with the South African currency and TWO decimals.

3.1.12 Insert any neat horizontal and vertical lines. Do NOT print the row and column headings.

3.1.13 Insert your EXAMINATION NUMBER as a left header and PRINTOUT 7 as a right header.



3.1.14 Save the spreadsheet as Advanced.

3.1.15 Print the spreadsheet on ONE landscape-oriented page. (24)



3.2 **Formulae**

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-oriented page. Ensure that ALL information is still visible.




3.2.3 Hide column D (TIME CUT) and COLUMN E (DURATION OFF).

- 3.2.4 Use the filter function to display only the suburbs that experience load-shedding on a Tuesday and a Thursday. 
- 3.2.5 Do NOT use the fit-to-one page option, as NO marks will be awarded for printing smaller than 100% Arial or Calibri 10 pt or 12 pt.
- Display the row (1, 2, 3 ...) and column (A, B, C ...) headings. Do NOT type these headings. 
- Change the header to PRINTOUT 8.
- 3.2.6 Save the changed document as Formulae.
- 3.2.7 Print (with row and column headings) on ONE landscape-oriented page.

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[35]**QUESTION 4: SPREADSHEET****4.1 Breakeven table**



The following information was extracted from the books of Ramaphosa Designs:

Number of units sold	8 000 units
Total sales	R400 000
Total fixed cost	R150 000
Variable cost per unit	R20




- 4.1.1 Draw a table with the following columns:

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



- 4.1.2 Show the following number of units in the table:
1 000, 2 000, 3 000, 4 000, 5 000, 6 000, 7 000 and 8 000
- 4.1.3 Insert any neat horizontal and vertical lines to enhance the appearance of the table. 
- 4.1.4 Display ALL amounts as integers with the rand currency sign.
- 4.1.5 Insert your EXAMINATION NUMBER as a left header and PRINTOUT 9 as a right header.
- 4.1.6 Save the document as Table. 
- 4.1.7 Print on ONE portrait-oriented page.

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4.2 Graph

- 4.2.1 Use the table created in QUESTION 4.1 to draw a line graph (with markers) on a separate sheet to show the breakeven point clearly.
- 4.2.2 Show the number of units on the x -axis of the graph and the other THREE columns of the table as lines on the line graph. 
- 4.2.3 Insert the following headings above the graph over TWO lines as indicated below:

RAMAPHOSA DESIGNS
BREAKEVEN ANALYSIS

- 4.2.4 Insert appropriate titles for the x - and y -axis.
- 4.2.5 Remove the legend of the graph.
- 4.2.6 Insert a text box next to each line on the line graph and type in these text boxes what each line represents. 
- 4.2.7 Insert ONE arrow on the graph that points directly at the breakeven point. More than ONE arrow or an arrow NOT pointing at the breakeven point will be ignored.
- 4.2.8 Insert your EXAMINATION NUMBER and PRINTOUT 10 as a centred footer.
- 4.2.9 Save the graph as Graph. 
- 4.2.10 Print the graph on a separate landscape-oriented sheet.

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QUESTION 5: SPREADSHEET – LABOUR

Buthelezi Builders has only one worker and supplied the following information:




John worked 40 hours at R150 per hour during the week. The weekly fee for the social club is R100.



- 5.1 Use the given example to complete the wage journal for the week ended 28 October 2019:

Wage journal for the week ended 28 October 2019

Name	Gross wage	Deductions					Total deductions	Net wage
		Pension	Medical	UIF	Social club	PAYE		
		8%	12,25%	1%		19%		

- 5.2 Centre the heading over the width of the journal.
- 5.3 Wrap and centre the column headings as shown. 
- 5.4 Display the percentages for the deductions exactly as shown.
- 5.5 Use formulae and cell references to complete the wage journal. Use the percentages given in the journal.
- 5.6 Display ALL amounts with TWO decimals in South African currency.
- 5.7 Insert any neat horizontal and vertical lines. 
- 5.8 Insert your EXAMINATION NUMBER (left) and PRINTOUT 11 (right) as a header.
- 5.9 Save the document as Wage. 
- 5.10 Print on ONE landscape page. [21]

TOTAL: 200