



**higher education  
& training**

Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

# **MARKING GUIDELINE**

**NATIONAL CERTIFICATE**

**COMPUTERISED FINANCIAL SYSTEMS N6**

**11 September 2020**

**This marking guideline consists of 12 pages.**

**QUESTION 1: PASTEL**

Educational No: MAMA (Examination nr)

✓1 correct examination number

PRINTOUT 1

This must be a Pastel printout

Prepared by: Educational Pack

Trial Balance : 01/03/19 to 31/03/19

✓2 correct dates (1-31/03/19) NOT LAST YEAR

Last Year	Account	DR	CR
0.00	5000/000 Capital		2 571 220.00 ✓3 correct amount and cr
0.00	5300/000 Drawings	32 480.00	✓4 correct amount and dr
0.00	5500/000 Retained income	15 500.00	✓5 correct amount and dr
0.00	6000/000 Land and buildings	2 150 000.00	✓6 correct amount and dr
	6500/000 Vehicles		✓7 correct use of main and sub-accounts and NO amount
0.00	6500/001 Vehicles at cost	280 000.00	✓8 correct amount and dr
0.00	6500/002 Vehicles: Accumulated depreciation		56 000.00 ✓9 correct amount and cr
0.00	7000/000 Bank	22 240.00	✓10 correct amount and dr
0.00	7100/000 Petty cash	2 000.00	✓11 correct amount and dr
0.00	7200/000 Cash float	5 000.00	✓12 correct amount and dr
0.00	7400/000 Trading stock	120 000.00	✓13 correct amount and dr
0.00	NO PROFIT OR LOSS		✓14 no profit or loss
0.00		2 627 220.00	2 627 220.00
	NO PROFIT OR LOSS		✓15 Balance Sheet items first, with only B/S items, and only Nominal items in Nominal Section
0.00	1000/000 Opening stock		
0.00	1200/000 Stock purchases		✓16 print zero item, thus any one of these items with NO amount
0.00	1500/000 Closing stock		
0.00			

[16]

Alternatives:

Mark the Trial Balance amounts on an alternative printout that shows Dr and Cr, like a General Journal, Entry Type Details or even General Ledger, but not Income Statement. Mark everything you can see, but give -1 for wrong printout.

Cannot get mark 7, 14 or 15 in an alternative.

Educational No: MAMA (examination nr)

MAMA (examination nr) ✓1 correct examination number

Asset Register on 01/03/2019 ✓2 correct words over 2 lines: MAMA + Asset Register on  
✓3 correct date✓4 Note  
Note✓5 Rand  
RandThis must be a  
Pastel printout

Fixed assets ✓6 correct words (Fixed assets) with no amount

Land and buildings		2 150 000.00	✓7
Vehicles		224 000.00	✓8
Vehicles at cost	280 000.00		✓9
Accumulated depreciation	<56 000.00>		✓10 (ignore brackets)
	✓18 brackets for acc depr		* this line with mark 20
TOTAL FIXED ASSETS		2 374 000.00	✓11
Current assets		149 240.00	✓12
Bank	22 240.00		✓13
Petty cash	2 000.00		✓14
Cash float	5 000.00		✓15
Trading stock	120 000.00		✓16
		✓20 single line both columns, twice *	
TOTAL ASSETS		2 523 240.00	✓17
		✓21 double line one column	

Marks 7 - 17 is for the correct item with correct amount AND the item is under the correct heading.

[21]

No marks for a printout of one of the Pastel's existing reports, as this report is aimed at testing the knowledge and use of categories.

Alternative:

On their OWN Budget Report Format: Mark what you can see, namely:

Mark 1, 2, 5, 6

Mark everything you can see, but give -1 for wrong printout

Maximum 4-1=3

This must be a Pastel printout
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PRINTOUT 3

Educational No: MAMA (Examination nr)

Prepared by: Educational Pack

Budget Report - Next Year

✓1 Next year

	March September	April October	May November	June December	July January	August February	Annual Total	
7000/000 Bank	24020 0	0 0	0 0	0 0	0 0	0 24020	24020	✓5
7100/000 Petty cash	2160 0	0 0	0 0	0 0	0 0	0 2160	2160	✓6
7200/000 Cash float	5400 0	0 0	0 0	0 0	0 0	0 5400	5400	✓7
7400/000 Trading stock	129600 0	0 0	0 0	0 0	0 0	0 129600	129600	✓8

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

✓2 Account 7000 - 7400 only, i.e. only current assets

✓3 Amounts in March, 0 in the other months

✓4 rounded to R10

Mark 5 - 8: correct amount in total column with correct item

Make sure that all amounts are positive (do not show -)

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

[8]

Alternative:

If NO budget is given, mark these items on PRINTOUT 5, the Exel budget.

No need to give -1 for wrong printout, because it is still the budget done in Pastel

Cannot get mark 2 and 3, because extra items could have been deleted in Excel.

Educational No: MAMA: (Examination nr)

PRINTOUT 4

This must be a Pastel printout

General Journal batch listing for user User 0 - Pre update printout

Prepared by: Educational Pack

✓2 CTR1, CTR2, CTR3 (nothing else is correct)

Per	Date	Account	Reference	Description	Debit	Credit	Contra
✓1 Period 1 + 01/03/19, NOT LAST YEAR							
1	01/03/19	G 5000/000-Capital	✓7, Dr CTR1	Closing transfer of net loss	15 500.00	✓4	5500/000
1	01/03/19	G 5000/000-Capital	✓8, Dr CTR2	Closing transfer of opening stock	32 480.00	✓5	5300/000
1	01/03/19	G 1000/000-Opening stock	✓9, Dr CTR3	Closing transfer of drawings	120 000.00	✓6	7400/000
1	01/03/19	G 5500/000-Retained income	✓10, Cr ZContras	Generated General Journal		15 500.00	5500/000
1	01/03/19	G 5300/000-Drawings	✓11, Cr ZContras	Generated General Journal		32 480.00	5300/000
1	01/03/19	G 7400/000-Trading stock	✓12, Cr ZContras	Generated General Journal		120 000.00	7400/000

✓3 any SUITABLE descriptions

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

Mark 4-6: Cannot get mark for amount if the credit has a different amount

Mark 7-9: Capital and Opening stock debited, even if Cr was given first

Mark 10-12: Ret Inc, Drawings, Trading stock credited, even if Cr is shown first

Mark 7-12: Is for correct item dr or credit, ignore amounts

Alternatives:

Mark these items on Entry Type Details or General Ledger

Mark everything you can see, but give -1 for wrong printout

Note mark 1 is for Period 11 and date (can you see period 1 in the alternative?)

[12]

Examination number PRINTOUT 5 ✓1 Examination nr and PRINTOUT 5

Prepared by: Educational Pack ✓2 printed to Excel, ✓3 Pastel budget, not retyped

Budget Report - Next Year ✓4 next year, ✓5 Current assets only  
 ✓6 Month columns deleted (not visible)

	2020 ✓7	2021
	Total	Total
7000/000		
Bank	24020	=B8*110%
7100/000		
Petty cash	2160	=B10*110%
7200/000		
Cash float	5400	=B12*110%
7400/000		
Trading stock	129600	=B14*110%
=TODAY()		

✓8 correct heading

✓9 correct formula

(or =110%\*B7

or =B7\*10%+B7)

✓10 same correct formula copied to other cells, not retyped (so, must be in exact same format as first one)

✓✓11,12 this correct formula (2 or 0), nothing else correct

✓13 any neat horizontal AND vertical lines

✓14 ONE portrait page

[14]

[71]

**QUESTION 2: SPREADSHEET**

Examination number ✓1 LEFT header

8

PRINTOUT 6

Visitors log for the week ended 5 April 2020

✓3 bold, ✓4 merged and centred

✓2 RIGHT header

Cost per night per person: R 1 950 ✓5 R+integer (no decimals)

Surname	Nr of guests	Date in	Date out	Nights stayed
Bala	6	Apr 4	09-Apr '20	5
Botha	3	Apr 3	05-Apr '20	2
Fish	4	Mar 30	03-Apr '20	4
Naidoo	2	Apr 1	05-Apr '20	4
Prins	4	Apr 3	12-Apr '20	9
Sibiya	2	Mar 30	05-Apr '20	6

✓6 wrap, ✓7 centred horizontally and vertically

✓8

✓9 Mark 8-13: nights stayed

✓10 (Give mark if the 5 is not next to Bala, but is

✓11 still next to Apr 4 and 09-Apr '20. Loose marks

✓12 15,16 for sort)

✓13

✓14 no Total cost column (hide F)

✓✓15,16 sorted full rows alphabetically (2 or 0)

✓✓17,18 for all "dates in" in correct format, exactly as shown (not Apr 0\_4)

✓✓19,20 for all "dates out" in correct format, exactly as shown

(must have 0, -, space and ' in: 09-Apr '20)

✓21 any neat horizontal AND vertical lines

✓22 ONE landscape page

[22]

Examination number

9

PRINTOUT 7

✓1 correct examination number and header changed to 7  
(any place)

	A	B	C	D	E	F	G
1	<b>Visitors log for the week ended 5 April 2020</b>						✓2 Total cost column visible (unhide F)
2	✓✓3,4 Row 3 hidden (2 or 0) Can only get these 2 marks if row numbers are visible						
4	Surname	Nr of guests	Date in	Date out	Nights stayed	Total cost	
5	Bala	6	43925	43930	=D5-C5	=\$D\$3*B5*E5	
6	Botha	3	43924	43926	=D6-C6	=\$D\$3*B6*E6	
7	Fish	4	43920	43924	=D7-C7	=\$D\$3*B7*E7	Mark 5: Date in
8	Naidoo	2	43922	43926	=D8-C8	=\$D\$3*B8*E8	Mark 6: Date out
9	Prins	4	43924	43933	=D9-C9	=\$D\$3*B9*E9	(must be exactly those numbers or
10	Sibiya	2	43920	43926	=D10-C10	=\$D\$3*B10*E10	=DATE(year,month,day))
11			✓5	✓6	✓7 (D-C)	✓8 correct formula D*B*E, ignore \$, ✓9 correct use of \$	
12	Shortest stay	✓10 correct text			=MIN(E5:E10)	✓12 MIN	
13	Longest stay	✓11 correct text			=MAX(E5:E10)	✓13 MAX	
14	✓✓14,15 row and column headings (2 or 0)						
15	✓16 ONE landscape page						
16	✓17 columns wide enough, but not too wide, 100% size, not too small						
17							

[19]

5 April 2020 ✓18 left footer, ✓19 text exactly correct in footer any place

[41]



**QUESTION 3: SPREADSHEET**

Examination number

10

PRINTOUT 8

✓1 correct examination number, PRINTOUT 8 in a header (any place)

Wage analysis of P. Shabalala  
for the week ended 9 May 2020

✓2 bold and over 2 rows

Normal wage	R 7 200.00	✓3
Overtime	R 3 960.00	✓4
Production bonus	R 900.00	✓5
<b>Gross earnings</b>	<b>R 12 060.00</b>	✓6
Pension	R 540.00	✓7
Medical aid	R 500.00	✓8
Social club	R 80.00	✓9
Income tax	R 2 188.80	✓10
<b>Total deductions</b>	<b>R 3 308.80</b>	✓11
<b>Net pay</b>	<b>R 8 751.20</b>	✓12
<b>Additional calculations</b>		
Overtime hours	11	✓13
Overtime rate	R 360.00	✓14
Number of batches completed	10	✓15
Taxable income	R 11 520.00	✓16
<b>Employer's contributions</b>		
Pension	R 1 080.00	✓17
Medical aid	R 1 000.00	✓18

✓19 R and 2 decimals everywhere,

except hours and number of batches

✓20 hours and number of batches as integers (no R)

✓21 any neat horizontal AND vertical lines

✓22 ONE portrait page

**[22]**

Examination number

11

PRINTOUT 9

✓1 correct examination number and header changed to 9,  
(any place)

	A	B	C	D
1	<b>Wage analysis of P. Shabalala</b>			
2	<b>for the week ended 9 May 2020</b>			
3	Normal wage	=40*180	✓2	
4	Overtime	=B15*B16	✓3	
5	Production bonus	=B17*90	✓4	
6	Gross earnings	=SUM(B3:B5)	*	
7	Pension	=B3*7.5%	✓5	
8	Medical aid	500		
9	Social club	80		
10	Income tax	=B18*19%	✓6	
11	<b>Total deductions</b>	=SUM(B7:B10)	✓7 (twice)*	
12	<b>Net pay</b>	=B6-B11	✓8	
13				
14	<b>Additional calculations</b>			
15	Overtime hours	=51-40	✓9	
16	Overtime rate	=180*2	✓10	
17	Number of batches completed	=ROUNDDOWN(810/75,0)	✓11 correct formula without round, ✓12 correct use of rounddown	
18	Taxable income	=B6-B7	✓13	Formula without round: 810/75=0.8 Not just: 810/75 That is wrong!
19				
20	<b>Employer's contributions</b>			
21	Pension	=B3*15%	✓14	
22	Medical aid	=B8*2	✓15	
23	✓16 row and column headings			
24	✓17 ONE landscape page			
25	✓18 columns wide enough, but not too wide, 100% size, not too small			

[18]

[40]

**QUESTION 4: SPREADSHEET**

Examination number

12

PRINTOUT 10

*✓1 correct examination number, PRINTOUT 10 in a header (any place)*

Contract cost statement for the year ended 30 April 2020

	Contract: Rose	Contract: Budd
Material	520 000 ✓✓2,3	157 660 ✓✓16,17
Direct wages	460 000 ✓4	58 000 ✓18
Direct overhead expenses	240 000 ✓5	32 000 ✓19
Subcontractors	28 000 ✓6	4 300 ✓20
Depreciation on machinery	440 000 ✓✓7,8	74 000 ✓✓21,22
Net contract cost	1 688 000 ✓9	325 960 ✓23
Contract price	1 720 000 ✓10	(ignore amount here)
Certified work	(ignore amount here)	374 000 ✓24
Uncertified work	(ignore amount here)	84 000 ✓25
Extras	108 000 ✓11	(ignore amount here)
Total contract value	1 828 000 ✓12	458 000 ✓26
Net profit	140 000 ✓13	132 040 ✓27
Provision	21 000 ✓14	19 806 ✓28
Profit-and-loss account	119 000 ✓15	112 234 ✓29

*✓30 integers everywhere (no R or decimals)**✓31 ANY neat horizontal AND vertical lines**✓32 lines EXACTLY as shown**✓33 ONE portrait page***[33]**

Examination number *✓1 examination nr and Q 4.2* Question 4.2

Production budget for May 2020

	<u>Slabs</u>	<u>Poles</u>
Expected orders	1 284 <i>✓✓2,3</i>	214 <i>✓✓4,5</i>
LESS: Opening stock <i>✓6 LESS</i>	-250 <i>✓7</i>	-45 <i>✓8</i>
ADD: Closing stock <i>✓9 ADD</i>	60 <i>✓✓10,11</i>	10 <i>✓✓12,13</i>
Expected production	<u>1 094</u> <i>✓14</i>	<u>179</u> <i>✓15</i>

*[15]*

**[48]**

**TOTAL: 200**