NATIONAL CERTIFICATE

COMPUTERISED FINANCIAL SYSTEMS N6

(6030186)

11 September 2020 (X-paper)
09:00–12:00

This question paper consists of 15 pages.

041Q1B2011

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
COMPUTERISED FINANCIAL SYSTEMS N6
TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS AND INFORMATION

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 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 allowed for printing.

6.   Save your work regularly to prevent loss of work in the event of a power failure or computer breakdown. Only the actual time lost due to such an event 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 the questions. Marks will be deducted if PRINTOUTS are not in the correct order.

9.   Only ONE PRINTOUT per instruction should 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. PRINTOUTS without a printed EXAMINATION NUMBER or with a handwritten number will not be marked. Your name and/or surname should not appear in any answers.

11.   At the end of the examination session all PRINTOUTS to be marked must be placed in the correct order 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 from the examination room.

12. No examination paper may be taken from 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 and must be included in the candidate's EXAMINATION 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 candidates' answers (Excel and Pastel) from the computers/hard drives/network before the 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

You are required to computerise a set of accounts on the Pastel program for MAMA.

1.1   TRIAL BALANCE

    1.1.1   Create a new set of accounts named MAMA.

        Do not use the Setup Assistant.

        Select *File, New*
        New Company Name: MAMA
        Click *Start New Company*
        Click *Create*

        Create the following under the Setup Menu:

COMPANY PARAMETERS:

Company details:

Name: MAMA (Type your EXAMINATION NUMBER here).
Use Shift+Control+T to insert (if necessary), click *OK*.
Untick *Use Multi-Currency* on the *Multi-Currency* tab, click *OK*.

REPORT WRITER CATEGORIES:

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

ENTRY TYPES:

General journal (D)

FINANCIAL PERIOD: 1 March to 28 February

This year periods: Only set up period 1 (01/03/19 to 31/03/19), *Enter* and click *Create*

Last year periods: Only set up period 12 (01/02/19 to 28/02/19), *Enter* and click *OK*.

TAX:

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

Do not set up anything else under the Setup Menu.

Please note that no marks will be awarded for any PRINTOUT without your printed EXAMINATION NUMBER. ✄

1.1.2 Use the following account numbers to create the given general ledger accounts. Link each account to the correct financial and report writer category.

ACC NR	ACCOUNT NAME	BALANCE
5000	Capital	R2 571 220
5300	Drawings	R32 480
5500	Retained income (link to the correct report writer category and financial category B15 retained income)	R15 500
6000	Land and buildings	R2 150 000
6500/000	Vehicles	
6500/001	Vehicles at cost	R280 000
6500/002	Vehicles: Accumulated depreciation	R56 000
7000	Bank	R22 240
7100	Petty cash	R2 000
7200	Cash float	R5 000
7400	Trading stock	R120 000
1000	Opening stock	
1200	Stock purchases	
1500	Closing stock	

1.1.3 Use the general journal to capture the balances given in QUESTION 1.1.2 on 1 March 2019. Use GJ1 as reference and Balance as description. ✄

Note that the bank account had a positive balance and that the retained income account showed the loss made in the previous financial year.

This journal batch should balance. Use balance control (account number 9990) as a balancing account only if you are unable to balance the batch.

1.1.4 Do not print the general journal batch listing.

1.1.5 Post (update) the general journal to the general ledger.

1.1.6 Make ONE PRINTOUT of the pre-closing transfers trial balance for March 2019. ✄

Use Sub Accounts – select *Yes*
Print Zero Items – select *Yes*
Print Balance Sheet Accounts First – select *Yes*

(16)

Please note that this trial balance must be printed now, before the closing transfers (required in QUESTION 1.4) are posted to the general ledger.

1.2   REPORT WRITER

1.2.1   Create the following asset register by using Report Writer. (Create a new report from scratch.)

Use the following report format.

REPORT HEADINGS

Line 1: MAMA (type your EXAMINATION NUMBER here)
Line 2: Asset register on #S

Index Description:	My Asset Register
Report Type:	*User Defined (u)*
Rounding:	*No Rounding*
Note Reference Column:	*Yes*
Omit Standard Headings:	*Yes*
Exclude Main Account Name	*No*

Save the report headings.

REPORT COLUMNS

COL	AMT	TYPE	FROM	TO	HEADING 1
1	This year	Runtime periods	-11	0	Rand

Save the report columns, click *OK*

REPORT LINES

SK	PRT	DC	SUP	DESCRIPTION	FORMULA	NO	ACT
1	L	D	N	Fixed assets			
2	R	D	N		CM01		
1	L	D	N	Vehicles at cost	ACC6500001		
1	L	D	N	Accumulated depreciation	ACC6500002		
1	L	D	N	_XC			
1	R	D	N	TOTAL FIXED ASSETS	CT01	1	Add
2	R	D	N	Current assets	CT02	1	Add
2	L	D	N		CB02		
1	L	D	N	_XC			
1	R	D	N	TOTAL ASSETS	TOT1		
1	R	D	N	_DC			

Save the report lines.

Please turn over

1.2.2 Use the Report Writer Assistant to print the assets register (created in QUESTION 1.2.1 with index description My Asset Register) on 1 March 2019 with amounts (select *Run*).

Show Zero Lines – Yes.

(21)

1.3 PASTEL BUDGET

MAMA would like to know what the current assets would be on the first day of the next year if the business should grow by 8% during this year.

1.3.1 Use the Budget Assistant to draw up a budget for current assets only.

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

1.3.3 Increase current assets by 8% and round to the nearest R10.

1.3.4 Do not make any other changes to this budget.

1.3.5 Make a PRINTOUT of this budget for March 2020.

Print Zero Items – Yes. (8)

1.4 GENERAL JOURNAL OF CLOSING TRANSFERS

1.4.1 Use the general journal to journalise the closing transfers of the net loss, drawings and opening stock on 1 March 2019. Use CTR1, CTR2 and CTR3 respectively as references and supply suitable descriptions.

1.4.2 Print the general journal batch listing of the closing transfers, with contras, on 1 March 2019.

1.4.3 Post (update) the general journal to the general ledger.

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1.5 BUDGET PRINTED TO MS EXCEL

1.5.1 Use the Budget Assistant to display next year's budget for current assets (created in QUESTION 1.3) on the screen in MS Excel.

1.5.2 Do not print the budget yet.

1.5.3 Do the following in MS Excel before printing the budget:

(a) Delete the columns showing the months of the year, so that only the columns showing current assets and annual total remain.

(b) Change the heading, Annual total, to read: 2020 Total

(c) Add another money column to the budget, with the following heading: 2021 Total.

(d) The new column was added to show the budgeted current assets for 2021 should the assets grow by 10% from 2020 to 2021. Use MS Excel formulae and cell references to increase the 2020 values by 10%.

(e) Insert an MS Excel function in the next open line below the budget to display today's date. This function should enable MS Excel to change the date automatically if the budget is printed at a later date.

(f) Insert any neat horizontal and vertical lines.

(g) Switch the appearance of the spreadsheet to display the formulae used instead of the values.

(h) Insert a new row, 1, and type the following in this row, above the budget:

Type your EXAMINATION NUMBER here   PRINTOUT 5

(i) Adjust the column widths to ensure that all information is clearly visible, but that the columns are not too wide.

(j) Do not use the *Fit to 1 page* option. Printing smaller than 100% Arial or Calibri 10 to 12 is not acceptable.

1.5.4   Do not make any other changes to this document.

1.5.5   Save this budget as PASTEL.

1.5.6   Print this budget on ONE portrait page.

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QUESTION 2: SPREADSHEET

2.1 ADVANCED EXCEL

You are an employee in the finance department of the Kwa-Zulu Game Park.

2.1.1 Type the following spreadsheet exactly as shown. Do not key in the column (A, B, C …) or row (1, 2, 3 …) headings shown in the shaded areas. These are only shown as an indication of the correct columns and rows to be used.

	A	B	C	D	E	F
1	VISITORS LOG FOR THE WEEK ENDED 5 APRIL 2020					
2						
3	Cost per night per person:			1 950		
4	Surname	Nr of guests	Date in	Date out	Nights stayed	Total cost
5	Sibiya	2	Mar 30	05-Apr '20		
6	Fish	4	Mar 30	03-Apr '20		
7	Naidoo	2	Apr 1	05-Apr '20		
8	Botha	3	Apr 3	05-Apr '20		
9	Prins	4	Apr 3	12-Apr '20		
10	Bala	6	Apr 4	09-Apr '20		

2.1.2 Display the main heading in row 1 in bold and centred over the width of the spreadsheet.

2.1.3 Display the cost per night per person in cell D3 as an integer with the rand currency sign.

2.1.4 Wrap the column headings in row 4 and centre horizontally and vertically.

2.1.5 Ensure that the dates under Date in and Date out appear in exactly the same format as in the example, but that the dates were entered in such a way that they can be used to calculate the number of nights stayed.

2.1.6 Use formulae and cell references to calculate nights stayed and total cost in the relevant columns. Be sure to use absolute cell references correctly, where required, and to enter the formulae in such a way that each formula can be typed once and copied to the other cells.

2.1.7 Calculate total cost as cost per person per night multiplied by the number of guests multiplied by the number of nights stayed.

2.1.8 Sort the guests in the visitors log alphabetically.

2.1.9 Hide column F (Total cost).

2.1.10   Insert any neat horizontal and vertical lines.

2.1.11   Insert your EXAMINATION NUMBER as left header and PRINTOUT 6 as right header.

2.1.12   Save the visitors' log as LOG.

2.1.13   Print the visitors' log on ONE landscape page.

(22)

2.2   FORMULA PAGE

2.2.1   Change the visitors' log in QUESTION 2.1 to display the formulae used instead of the values.

2.2.2   Unhide column F (Total cost).

2.2.3   Hide row 3 (Cost per person per night).

2.2.4   Change the right header to PRINTOUT 7.

2.2.5   Insert the following left footer: 5 April 2020

2.2.6   Add the following text in cells A12 and A13 respectively:

| 12 | Shortest stay |
| 13 | Longest stay |

2.2.7   Insert MS Excel formulae in cells E12 and E13 to determine the shortest and longest stays respectively.

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

2.2.9   Adjust the column widths to fit the spreadsheet on ONE landscape page. Ensure that all information is clearly visible.

2.2.10   Do not use the *Fit to 1 page* option. Printing smaller than 100% Arial or Calibri 10 to 12 is not acceptable.

2.2.11   Save the changed visitors' log as FORMULAE.

2.2.12   Print the spreadsheet (with row and column headings) on ONE landscape page.

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QUESTION 3: SPREADSHEET

3.1   LABOUR COST

Mandela Producers provided the following information:

Normal working hours	40 hours per week
Normal wage rate	R180 per hour
Overtime wage rate	Double the normal wage rate
Production bonus	R90 for every batch of 75 units completed

Actual hours worked	51 hours for this week
Actual production	810 units

Contributions to the pension fund:

Employee:	7,5% of normal remuneration
Employer:	15% of normal remuneration

Contributions to the medical aid fund:

Single employee:	R300 per week
Married employee:	R500 per week
Married, with children:	R750 per week
Employer:	R2 for every R1 that the employee contributes

Other deductions:

Social club	R80 per week
Income tax	19% of taxable income

3.1.1   Use the following example (exactly as shown) to do the wage analysis of P. Shabalala who was recently married but has no children yet. Do not change, leave out or add anything to the example.

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

Normal wage	
Overtime	
Production bonus	
Gross earnings	
Pension	
Medical aid	
Social club	
Income tax	
Total deductions	
Net pay	

Additional calculations

Overtime hours	
Overtime rate	
Number of batches completed	
Taxable income	

Employer's contributions

Pension	
Medical aid	

3.1.2   Display the main heading in bold in TWO rows.

3.1.3   Use formulae and cell references to complete the wage analysis, including the additional calculations and the employer's contributions.

3.1.4   Be sure to complete the appropriate item(s) under Additional calculations before you calculate Overtime, Production bonus and Income tax so that these additional items may be used in your calculations.

3.1.5   Use an MS Excel function to round the number of batches completed correctly and display as an integer, before you calculate the production bonus.

3.1.6   Display all amounts as rand currency with TWO decimals.

3.1.7   Display overtime hours and number of batches completed as integers.

3.1.8   Insert any neat horizontal and vertical lines.

3.1.9   Insert your EXAMINATION NUMBER as a left header and PRINTOUT 8 as a right header.

3.1.10   Save the wage analysis as WAGE.

3.1.11   Print the wage analysis on ONE portrait page.

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3.2 FORMULA PAGE

    3.2.1   Change the wage analysis in QUESTION 3.1 to display the formulae used instead of the values.

    3.2.2   Change the right header to PRINTOUT 9.

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

    3.2.4   Adjust the column widths to fit the spreadsheet on ONE landscape page. Ensure that all information is clearly visible.

    3.2.5   Do not use the *Fit to 1 page* option. Printing smaller than 100% Arial or Calibri 10 to 12 is not acceptable.

    3.2.6   Save the changed wage analysis as FORMULAE 2.

    3.2.7   Print (with row and column headings) on ONE landscape page.

                                                   (18)
                                                  [40]

QUESTION 4: SPREADSHEET

4.1 CONTRACT COST

Muvhango Builders supplied the following information on 30 April 2020, the end of their financial year:

	Contract: Rose	Contract: Budd
Contract price	R 1 720 000	R 870 000
Cash received	R 1 600 000	R 362 000
Material bought	R 590 000	R 123 000
Direct wages paid	R 460 000	R 58 000
Direct overhead expenses paid	R 240 000	R 32 000
Unused material transferred from contract: Rose to contract: Budd	R 55 000	R 55 000
Paid to subcontractors	R 28 000	R 4 300
Faulty material returned	R 15 000	R 2 340
Machinery on 1 May 2019	R 650 000	R 126 000
Material on hand on 30 April 2020	R 0	R 18 000
Machinery on 30 April 2020	R 0	R 52 000
Value of machinery returned to store	R 210 000	R 0
Work certified	R 1 828 000	R 374 000
Work not yet certified	R 0	R 84 000
Extras	R 108 000	R 4 000

Additional information:

15% of the profit on all contracts must be treated as a provision. The remainder of the profit on all contracts must be transferred to the profit and loss account.

4.1.1 Use the following example (exactly as shown) to draw up the contract cost statement for the TWO contracts in the books of Muvhango Builders:

Contract cost statement for the year ending 30 April 2020

	Contract: Rose	Contract: Budd
Material		
Direct wages		
Direct overhead expenses		
Subcontractors		
Depreciation on machinery		
Net contract cost		
Contract price		
Certified work		
Uncertified work		
Extras		
Total contract value		
Net profit		
Provision		
Profit and loss account		

4.1.2 Insert your EXAMINATION NUMBER as a left header and PRINTOUT 10 as a right header.

4.1.3 Insert horizontal and vertical lines exactly as shown in the example.

4.1.4 Display all amounts as integers with no currency sign.

4.1.5 Save the contract cost statement as CONTRACTS.

4.1.6 Print the contract cost statement on ONE portrait page.

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4.2 PRODUCTION BUDGET

Muvhango Builders have a subsidiary department that makes Vibacrete slabs and poles for the erection of Vibacrete walls. They supplied the following information:

	Slabs	Poles
Required to erect 1,5 metres of a wall SIX slabs high	6	1
Closing stock on 30 April 2020	250	45
Selling price per unit during May 2020	R45	R60

They already have orders for 121 metres of wall and expect to receive orders for another 200 metres before the end of May 2020. All the walls to be erected in 2020 will be SIX slabs high.

Expected closing stock at the end of May 2020 should be enough for 15 metres of wall.

4.2.1 Use the following example to draw up the production budget for Muvhango Builders' subsidiary department for May 2020:

Type your EXAMINATION NUMBER here		Question 4.2
Production budget for May 2020		
	Slabs	Poles
Expected orders		
Opening stock		
Closing stock		
Expected production		

4.2.2 Be sure to clearly indicate whether the opening stock and closing stock should be added or subtracted by adding the words ADD or LESS in the correct places to the example given in QUESTION 4.2.1.

4.2.3 Save the production budget as BUDGET.

4.2.4 Print the production budget on ONE page.

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TOTAL: **200**