



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

COMPUTERISED FINANCIAL SYSTEMS N6

(6030186)

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This question paper consists of 15 pages.

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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 pt for spreadsheet questions.
5. The time allocated for the question paper is THREE 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 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 PRINTOUTS in the EXAMINATION FOLDER in the same order as the questions in the question paper. Marks may 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 for the same question is handed in, only the first PRINTOUT will be marked, and marks may be deducted for extra PRINTOUTS.
10. Your EXAMINATION NUMBER must be printed on all PRINTOUTS. No PRINTOUTS without a printed EXAMINATION NUMBER will be marked. Do not key in your name and/or surname.
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 in to the invigilator. No PRINTOUTS may be taken from the examination room.

12. No examination paper may be taken from 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.
 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. 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.
 15. At the end of each examination session the invigilators must delete all candidates' answers (Excel and Pastel) from the computers/hard drives/network before candidates for the next session are allowed into the examination room.
 16. Write neatly and legibly.
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**WAIT FOR THE INVIGILATOR'S INSTRUCTION
BEFORE TURNING THE PAGE.**

QUESTION 1: PASTEL AND SPREADSHEET

You are required to computerise a set of accounts on the PASTEL-program for RAKA.

1.1 ENTRY TYPE DETAILS

1.1.1 Create a new set of accounts for RAKA.

Select *File, New* 
New Company Name: RAKA
 DO NOT use the setup assistant.
 Click on *Start new company*
Create


Create the following under the SETUP MENU:

COMPANY PARAMETERS:

Company details

Name: RAKA (*Type your EXAMINATION NUMBER here*).
 Use SHIFT+CONTROL+T to insert (if necessary), OK.
 Untick *Use Multi-Currency* on the Multi-Currency Tab, OK.

REPORT WRITER CATEGORIES:

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

ENTRY TYPES:

General Journal (D)

FINANCIAL PERIODS: 1 March to 28 February

This year periods: Only set up period 1 (01/03/20 to 31/03/20),
enter and click *Create*

Last year periods: Only set up period 12 (01/02/20 to 29/02/20),
enter, OK.



TAX:

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

Do not set up anything else under the Setup Menu.

No marks will be awarded for any PRINTOUT without your printed EXAMINATION NUMBER.



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

Acc nr	Account name	Balance on 29/02/2020 (last year)
5000	Capital	R1 962 680
5200	Drawings	R25 454
5400	Retained income (link to the correct report writer category and financial category <i>B15 Retained Income</i>)	R0
9000	Mortgage bond (12% pa)	R1 587 000
8000	Suppliers control	R8 400
6000	Land and buildings	R3 560 000
7000	Bank	R7 600
7100	Petty cash	R500
7200	Cash float	R750
7500	Customers control	R10 351
7700	Trading stock	R20 500
0001	Sales	R544 258
1000	Cost of sales	R245 829
2000	Discount received	R650
3000	Salaries	R120 000
3100	Advertising	R6 420
3200	Telephone	R14 830
3300	Water and electricity	R87 954
3400	Insurance	R18 000



- 1.1.3 Use the General Journal to capture the balances given in QUESTION 1.1.2 on 29 February 2020. Use *BAL* as reference and *Balance* as description.

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 Do not print the General Journal batch listing.
- 1.1.5 Post (update) the General Journal to the General Ledger.

- 1.1.6 Make a PRINTOUT of the Entry Type Details of the General Journal for February 2020. ☸

Show generated items – Yes

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1.2 PASTEL BUDGET

- 1.2.1 Use the Budget Assistant to enter the following budgeted amounts for the expenses for the current book year. Note that these amounts are for the year and not for one month only.

Salaries	R132 000
Advertising	R7 500
Telephone	R16 300
Water and electricity	R96 750
Insurance	R19 800

- 1.2.2 Make a PRINTOUT of this budget for the expenses only.

Print zero items – Yes.



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1.3 REPORT WRITER

- 1.3.1 Use the Report writer assistant to create the following EXPENSE ANALYSIS.

Create a new report from scratch.

Use the following report format.

REPORT HEADINGS

Line 1: Expense analysis of RAKA ☸

Line 2: *(type your own examination number here)*

Line 3: on #S

INDEX DESCRIPTION:	MY EXPENSES
REPORT TYPE:	Multiple columns (M)
ROUNDING:	R10
NOTE REFERENCE COLUMN:	No
OMIT STANDARD HEADINGS:	Yes
EXCLUDE MAIN ACCOUNT NAME	No

Save the report headings, OK.

REPORT COLUMNS 

Col	Amount	Type	From	To	Heading 1	Heading 2
1	Last year	Fixed periods	1	12	Last year	Actual
2	This year budget	Fixed periods	1	12	This year	Budget
3	Column variance	Percentage variance	1	2	Variance	%

Save the report columns.

REPORT LINES 

SK	PRT	DC	SUP	DESCRIPTION	FORMULA	NO	ACT
1	Y	D	N	EXPENSES			
2	Y	D	N		CM07		
1	Y	D	N	_SC			
1	Y	D	N		CT07		
1	Y	D	N	_DC			

Save the report lines.


- 1.3.2 Use the Report Writer Assistant to print the EXPENSE ANALYSIS (created in QUESTION 1.3.1 with Index description MY EXPENSES) on 1 March 2020 with amounts (*Run*).

Show Zero Lines – Yes.

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1.4 TRIAL BALANCE PRINTED TO EXCEL

- 1.4.1 Display ONE trial balance for March 2020 on the screen in MS Excel.

Use sub accounts – No 
Print zero items – Yes
Show which comparative – Budget
Include opening balances – Yes
Print balance sheet accounts first – Yes

- 1.4.2 Do not print the trial balance yet.

- 1.4.3 Make the following changes to the trial balance in MS Excel:

- Adjust the column widths so that the names of the accounts and all amounts are clearly visible.
- Insert any neat horizontal and vertical lines to enhance the appearance of the trial balance.

- 1.4.4 Do not make any other changes to the trial balance, but do not print yet. ☹
- 1.4.5 Use the information in the trial balance to do the following calculations below the trial balance:
- (a) Current ratio
 - (b) Acid test ratio
- 1.4.6 Type each formula in words (:, +, -, / and x may be used, and need not be typed out).
- 1.4.7 Show all calculations in clear and logical steps.
- 1.4.8 Show your final answers correct to one decimal. ☹
- 1.4.9 Insert your own EXAMINATION NUMBER as a left header and PRINTOUT 4 as a right header.
- 1.4.10 Save this spreadsheet as CALC.
- 1.4.11 Print this trial balance and calculations on ONE portrait page.

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QUESTION 2: SPREADSHEET

2.1 LABOUR COST

Pro Kid works for Imbewu Shop and is paid weekly. The following information is available:

A normal workweek is 8 hours per day from Monday to Friday at R220 per hour.

Overtime is earned at time and a half if more than 8 hours is worked on any day. ☹

Lunch (at no pay) is for one hour every day. Workers may choose to take a shorter lunch to finish their 8 hours earlier.



A housing subsidy is earned at 5% of normal pay per week.


- 2.1.1 Use the following example to complete the clock card of Pro Kid for the week ended 7 August 2020. Then calculate the gross wage below the clock card on the same page, as shown in the example:

Clock card of Pro Kid for the week ended 7 August 2020 

Lunch		In	Out	Hours worked per day			
Day	Date			Total	Normal	Overtime	
	Monday	Aug 3	08:00	17:00			
	Tuesday	Aug 4	07:45	17:15			
	Wednesday	Aug 5	07:30	17:00			
	Thursday	Aug 6	08:00	18:15			
	Friday	Aug 7	07:45	16:30			



Earnings	Hours worked	Rate per hour	Amount
Normal time			
Overtime			
Housing subsidy			
Gross wage			

- 2.1.2 Display the main heading in row 1 in bold and centred across the width of the clock card.
- 2.1.3 Use wrap, merge and centre to make all the column headings appear as shown in the example.
- 2.1.4 Use the date function to insert the dates in the date column on the clock card. Ensure that the dates appear in exactly the same format as in the example. 
- 2.1.5 Type the times in and the times out exactly as indicated in the example.
- 2.1.6 Type the word, Lunch, in bold on the clock card (as shown) and indicate in the next open cell that Pro Kid chose to take 45 minutes lunch every day. Ensure that this is typed in time format to be used in the calculation of the hours worked per day. 
- 2.1.7 Use formulae and cell references to calculate the hours worked on the clock card. Use absolute cell references correctly, where needed. Ensure that these hours are displayed in time format.
- 2.1.8 Use formulae and cell references, as well as the information from the clock card to show the hours worked in the calculation of the gross wage below the clock card. Note that the hours here should not be displayed in time format. Display correct with 2 decimals.

- 2.1.9 Display the rates and the amounts in the calculation of the gross wage below the clock card in rand currency with 2 decimals.
- 2.1.10 Insert any neat horizontal and vertical lines. 
- 2.1.11 Insert your own EXAMINATION NUMBER as a left header and PRINTOUT 5 as a right header.
- 2.1.12 Save the clock card and gross wage as CLOCK CARD.
- 2.1.13 Print the clock card and gross wage on ONE landscape page.

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2.2 FORMULA PAGE

- 2.2.1 Switch the spreadsheet in QUESTION 2.1 to display the formulae used, instead of the values. 
- 2.2.2 Change the right header to PRINTOUT 6.
- 2.2.3 Display row (1, 2, 3...) and column (A, B, C...) headings. Do not type these headings.
- 2.2.4 Adjust the column widths to fit the spreadsheet on ONE landscape page. Ensure that all information is still visible (except for the time formats, where more than THREE decimals need not be visible).
- 2.2.5 Do not use the fit-to-page option. Printing smaller than 100% Arial or Calibri 10 to 12 pt is not acceptable.
- 2.2.6 Save the changed spreadsheet as FORMULA. 
- 2.2.7 Print (with row and column headings) on ONE landscape page.

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QUESTION 3: SPREADSHEET

Brandy supplied the following information for October 2020:

Total fixed cost	R4 500
Total variable cost	R11 700
Number of units	600
Selling price per unit	R45

**3.1 BREAKEVEN CALCULATIONS**

3.1.1 Use the given information to do the following calculations for October 2020:

- (a) Variable cost per unit
- (b) Marginal income per unit
- (c) Breakeven quantity

3.1.2 Type each formula in words (+, -, / and x may be used, and need not be typed out).



3.1.3 Show all calculations in clear and logical steps.

3.1.4 Display answers as currency with 2 decimals, where applicable.

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

3.1.6 Save these calculations as BECALC. 

3.1.7 Print these calculations on ONE portrait page.

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3.2 BREAKEVEN TABLE

3.2.1 Use the given information and your answers in QUESTION 3.1 to draw up a table with the following columns:

Number of units	Fixed cost	Variable cost	Total cost	Sales	Profit or Loss
-----------------	------------	---------------	------------	-------	----------------

3.2.2 Complete the table for 12 equal intervals of 50 units each. ☹

3.2.3 Display all amounts as integers with thousand separators, but no currency sign.

3.2.4 Insert any neat horizontal and vertical lines.

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

3.2.6 Save the table as TABLE.

3.2.7 Print the TABLE on ONE landscape page.

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3.3 BREAKEVEN GRAPH

3.3.1 Use the table created in QUESTION 3.2 to draw a line graph (with markers) on a separate sheet to show the breakeven point and breakeven quantity clearly. ☹

3.3.2 Show the two lines needed to form the breakeven point, as well as the line for fixed cost. No other lines must be shown.

3.3.3 Show the number of units on the X-axis of the graph.

3.3.4 Insert appropriate titles for the X- and Y-axis.


3.3.5 Insert the following chart title above the graph over 2 lines as indicated below:

BREAKEVEN OF BRANDY
PRINTOUT 9

3.3.6 Place the legend at the top of the graph.



3.3.7 Insert a text box next to each line on the graph and indicate what each line represents in the text boxes. ☹

3.3.8 Insert another text box at the appropriate place below the X-axis and type the breakeven quantity, as calculated in QUESTION 3.1, in this text box.

- 3.3.9 Insert only ONE vertical line on the graph from the breakeven point to this text box below the X-axis (created in QUESTION 3.3.8).
- 3.3.10 Insert your own EXAMINATION NUMBER as a left header.
- 3.3.11 Save the graph as LINE. 
- 3.3.12 Print the graph on ONE separate landscape page.

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3.4 SALES BUDGET

- 3.4.1 Use the information that Brandy supplied for October 2020 to show the sales budget for October and November 2020. Brandy plans to increase the selling price per unit with 8% and expects to sell 10% more units in November 2020. 
- 3.4.2 Type a budget format in words, clearly showing the actual (for October 2020) and expected (for November 2020) number of units, selling price and total sales value.
- 3.4.3 Show clear calculations.
- 3.4.4 Display all amounts as integers in rand currency.
- 3.4.5 Insert your own EXAMINATION NUMBER (PRINTOUT 10) as a centred footer. 
- 3.4.6 Save the budget as SALES.
- 3.4.7 Print the budget on ONE portrait page.

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QUESTION 4: SPREADSHEET**4.1 CONTRACT COST**

We Build It Contractors supplied the following information on 31 July 2020, the end of the financial year:



Book value of machinery on 1 August 2019	R1 800 000
Material bought	R730 000
Direct labour	R520 000
Direct overhead expenses paid	R160 000
Material received from another contract	R13 145
Building license paid	R6 500
Work done by subcontractors	R48 300
Faulty material returned to suppliers	R2 520
Material on hand on 31 July 2020	R117 000

Additional information:

45% of the building license must be allocated to this contract.

Depreciation on machinery is 20% pa of the book value.

4.1.1 Use the following example to draw up an extract from the contract cost statement in the books of We Build It Contractors on 31 July 2020:



Extract from contract cost statement:

Material	
Direct labour	
Direct overhead expenses	
Subcontractors	
Building license	
Depreciation on machinery	
Net contract cost	

4.1.2 Insert your own EXAMINATION NUMBER as a left header and PRINTOUT 11 as a right header.

4.1.3 Insert any neat horizontal and vertical lines.

4.1.4 Display all amounts as integers, with no currency sign.



4.1.5 Save the extract from the contract cost statement as EXTRACT.

4.1.6 Print the extract on ONE portrait page.



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4.2 FORMULA PAGE

- 4.2.1 Switch the spreadsheet in QUESTION 4.1 to display the formulae used, in stead of the values. 
- 4.2.2 Sort the contract costs alphabetically.
- 4.2.3 Hide the row showing the direct overhead expenses.
- 4.2.4 Change the right header to PRINTOUT 12.
- 4.2.5 Display row (1, 2, 3...) and column (A, B, C...) headings. Do not type these headings.
- 4.2.6 Adjust the column widths to fit the spreadsheet on ONE landscape page. Ensure that all information is still visible. 
- 4.2.7 Do not use the fit-to-page option. Printing smaller than 100% Arial or Calibri 10 to 12 pt is not acceptable.
- 4.2.8 Save the changed spreadsheet as FORMULAE.
- 4.2.9 Print (with row-and-column headings) on ONE portrait page.

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TOTAL: 200