



higher education  
& training

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

N270(E)(J5)H

**NATIONAL CERTIFICATE**  
**COMPUTERISED FINANCIAL SYSTEMS N5**

(6030175)

**5 June 2017 (X-Paper)**  
**09:00–12:00**

**This question paper consists of 16 pages.**

**INSTRUCTIONS TO CANDIDATES AND LECTURERS**

**CANDIDATES HAVE 15 MINUTES TO READ THROUGH THE QUESTION PAPER.**

**WAIT FOR THE INSTRUCTION FROM THE INVIGILATOR(S) BEFORE YOU TURN THE PAGE.**

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**  
**REPUBLIC OF SOUTH AFRICA**  
NATIONAL CERTIFICATE  
COMPUTERISED FINANCIAL SYSTEMS N5  
TIME: 3 HOURS  
MARKS: 200

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**INSTRUCTIONS AND INFORMATION**

1. This question paper consists of:

SECTION A	QUESTION 1	PAYROLL	80 marks
SECTION B	QUESTIONS 2, 3, 4 and 5	SPREADSHEETS	120 marks
GRAND TOTAL			200 marks

2. Answer ALL the questions.

3. Read ALL the questions carefully.

4. Number the answers according to the numbering system used in this question paper.

5. Use the font Arial or Calibri 10 or 12 for spreadsheet questions.

6. The time allocated for the question paper is 3 hours. NO extra time will be allowed for printing.

7. Save your work regularly to prevent loss of work in the event of a power failure. The invigilator will only add the actual time lost. NO additional time will be allowed to redo lost work.

8. Each answer must be printed on a separate sheet of paper and on ONE side of the paper only.

9. Arrange your 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.

10. 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 and marks will be deducted for extra printouts.

11. Your EXAMINATION NUMBER must be printed on ALL printouts. NO printouts without an EXAMINATION NUMBER or handwritten will be marked. Do NOT type your name and/or surname.

12. At the end of the examination session, ALL printouts to be marked must be placed in the EXAMINATION FOLDER and handed to the invigilator.
  13. Question papers may NOT be taken out of the examination room but must be handed in.
  14. No candidate may print his/her work for another candidate, 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.
  15. 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 included in the candidate's folder. Printouts with different watermarks or WORKSTATION NUMBER in the same folder are NOT acceptable and will be treated as an irregularity.
  16. At the end of each examination session the invigilators must delete ALL work/answers from the computers/hard drives/network before candidates for the next session are allowed into the room.
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**SECTION A (PAYROLL)****QUESTION 1**

- 1.1 The company Jealousy Trading (JEALOUSY) has already been created on the payroll system. Open this file.

Enter your EXAMINATION NUMBER after the company name and next to it your COMPUTER/WORKSTATION NUMBER in brackets.

Check ALL information to make sure that it has been captured in the system.

**COMPANY INFORMATION**

COMPANY NAME	: Jealousy Trading
PHYSICAL ADDRESS 1	: 529 Dunnottar Avenue : Overport : Durban
POSTAL CODE	: 4000
COUNTRY	: South Africa
POSTAL ADDRESS	: PO Box 78 : Dormeton : 4001
COMPANY INFORMATION	: Tel: (031) 987 5813
LET ME USE MY OWN CODING	: Yes, use own coding
DATE FORMAT	: DD/MM/YY
ACTIVATION OF NET PAY ROUNDING	: No
COMPULSORY DEDUCTIONS	: Yes
PAY FREQUENCIES	: Monthly
FIRST PROCESSING WEEK	: 31 March 2016
FIRST PAY PERIOD	: 1 for monthly
STANDARD INDUSTRY CLASSIFICATION CODE	: Select 01110

**EMPLOYEE INFORMATION**

CODE	AKA100
PROFILE	-
SURNAME	Forbes
TITLE	Mr
FIRST NAME	Kiernan Jarryd
DATE STARTED	01/11/2009
BIRTH DATE	28/01/1988
IDENTITY NUMBER	8801281018088
GENDER	Male
MARITAL STATUS	Single
SPOUSE'S NAME	-
DEPENDANTS	0
PHYSICAL ADDRESS 1	85 East Street
PHYSICAL ADDRESS 2	Pinetown
PHYSICAL ADDRESS 3	Durban
POSTAL CODE	4001
COUNTRY	South Africa
POSTAL ADDRESS	Same as physical address

**PAY FREQUENCY AND PAY METHOD**

PAY FREQUENCY	Monthly
PAYMENT METHOD	Cheque

**RATES**

HOURS PER DAY	8
HOURS PER WEEK	40
DAYS PER MONTH	21.67

**TAX**

TAX METHOD	Average
TAX OFFICE	Durban
NATURE OF PERSON	Normal employee with ID
EMPLOYMENT	Permanent employee

**STATUTORY**

MEDICAL AID	Beneficiaries = 1
ETI	Standard industry classification code select 01110

**FUNDS**

RETIREMENT FUND DETAILS	Tick (check) PENSION FUND box
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At this stage, you should have entered your IDENTITY NUMBER as well as your WORKSTATION/COMPUTER NUMBER, as indicated earlier.

**INSTRUCTIONS:**

- 1.1 1.1.1 Capture the personal information of the following employees:  
 Ms Pearl Sithembile Xola  
 Mr Cassper Nyovest
- 1.1.2 Capture the different leave balances for ALL three employees (Forbes, Xola and Nyovest).
- 1.1.3 Make relevant changes to the transactions in the transaction list of the setup menu.
- 1.1.4 Plan your work using the relevant codes.
- 1.1.5 Process the payslips for March 2016.
- 1.2 The following printouts must be handed in:
- 1.2.1 Payslips for Forbes (1), Xola (1) and Nyovest (1)
- 1.2.2 Employee master files of Xola and Nyovest showing personal details only
- 1.2.3 Leave history for ALL three employees
- 1.3 Capture the employee information for:

CODE	XOL200
PROFILE	-
SURNAME	Xola
TITLE	Ms
FIRST NAME	Pearl Sithembile
DATE STARTED	01/06/2010
BIRTH DATE	13/05/1988
IDENTITY NUMBER	8805135129082
GENDER	Female
MARITAL STATUS	Married
SPOUSE'S NAME	Jabu
DEPENDANTS	1
PHYSICAL ADDRESS 1	69 Old Main Road
PHYSICAL ADDRESS 2	Pinetown
PHYSICAL ADDRESS 3	Durban
POSTAL CODE	4001
COUNTRY	South Africa
POSTAL ADDRESS	Same as physical address

**PAY FREQUENCY AND PAY METHOD**

PAY FREQUENCY	Monthly
PAYMENT METHOD	Cheque

**RATES**

HOURS PER DAY	8
HOURS PER WEEK	40
DAYS PER MONTH	21.67

**TAX**

TAX METHOD	Average
TAX OFFICE	Durban
NATURE OF PERSON	Normal employee with ID
EMPLOYMENT	Permanent employee

**STATUTORY**

MEDICAL AID	Beneficiaries = 2
ETI	Standard industry classification code select 01110

**FUNDS**

RETIREMENT FUND DETAILS	Tick (check) PENSION FUND box
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1.4 Capture the employee information for:

CODE	NYO300
PROFILE	-
SURNAME	Nyovest
TITLE	Mr
FIRST NAME	Cassper
DATE STARTED	01/03/2016
BIRTH DATE	18/06/1963
IDENTITY NUMBER	6306185921082
GENDER	Male
MARITAL STATUS	Married
SPOUSE'S NAME	Hlengiwe
DEPENDANTS	3
PHYSICAL ADDRESS 1	25 Campbell Road
PHYSICAL ADDRESS 2	Claire Estate
PHYSICAL ADDRESS 3	Durban
POSTAL CODE	4001
COUNTRY	South Africa
POSTAL ADDRESS	Same as physical address



**PAY FREQUENCY AND PAY METHOD**

PAY FREQUENCY	Monthly
PAYMENT METHOD	Cheque

**RATES**

HOURS PER DAY	8
HOURS PER WEEK	40
DAYS PER MONTH	21.67

**TAX**

TAX METHOD	Average
TAX OFFICE	Durban
NATURE OF PERSON	Normal employee with ID
EMPLOYMENT	Permanent employee

**STATUTORY**

Medical aid	Beneficiaries = 3
ETI	Standard industry classification code select 01110

**FUNDS**

Retirement fund details	Tick (check) PENSION FUND box
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1.5

**LEAVE**

Forbes

<u>Annual leave</u>	
Opening balance	8
Entitlement	20
<u>Family responsibility</u>	
Opening balance	2
Entitlement	5
<u>Sick leave</u>	
Opening balance	9
Entitlement three-year cycle	36

Xola

<u>Annual leave</u>	
Opening balance	3
Entitlement	20
<u>Family responsibility</u>	
Opening balance	1
Entitlement	5
<u>Sick leave</u>	
Opening balance	7
Entitlement three-year cycle	36

## Nyovest

<u>Annual leave</u>	
Opening balance	0
Entitlement	15
<u>Family responsibility</u>	
Opening balance	0
Entitlement	5
<u>Sick leave</u>	
Opening balance	0
Entitlement three-year cycle	36

## 1.6

**PROCESSING OF PAYSLIPS****Earnings, benefits, deductions and employer contributions**

Read the following and make the required changes to the transaction list of the setup menu. Use the following transaction codes to plan and process the payslips:

**INCOME TRANSACTIONS**

5000	Basic salary
5300	Commission
5321	Overtime – change the description as well as the payslip description to (Overtime)
5501	Travel allowance
5720	Telephone allowance
5050	Change the description to (Workshops refunds) as well as the payslip description.
5205	Irregular payment

**BENEFITS**

6026	Taxable travel portion (Print on payslip must be ON)
6410	Pension fund fringe benefit (Print on payslip must be ON)

**EMPLOYEE DEDUCTIONS**

7000	Pension fund employee amount (pro rata start/end must be ON)
8090	Medical aid – employee amount
1000	Create a new transaction with the description (Activity Fitness Club). Link transaction to Sundry 1 (Template 8500) (Print on payslip must be ON).
8150	Staff loans – reducing balance (Print on payslip must be ON)
8170	Staff savings (Print on payslip must be ON)

**COMPANY CONTRIBUTIONS** – compulsory for ALL employees

**NOTE:** ALL four of these company contributions must appear on ALL three employees' payslips. You must capture these codes when processing ALL three payslips.

9002	Pension fund contribution (capture 13%, pro rata start/end must be ON and Print on payslip must be ON)
9091	Medical aid – employer amount (Print on payslip must be ON, pro rata start/end ON, capture the amount of R1 500)
9120	Leave accrual value (Print on payslip must be ON)
9142	Bonus accrual – fixed % (capture 5.5%, pro rata start/end must be ON and Print on payslip must be ON)

1.7 **DETAILS ON MEDICAL AID DEDUCTIONS**

All employees belong to the medical aid. Deductions are made on a monthly basis and the amounts for each month are as follows:

Member	R1 000
Member plus one dependant	R1 350
Member plus two dependants	R1 700
Member plus three dependants	R2 000

1.8 **Transactions for March 2016:**

Forbes

- Receives a monthly salary of R25 200
- Worked 4 hours overtime during March 2016
- Receives R12 480 per annum for telephone allowance and receives the telephone allowance on a monthly basis
- Contributes R1 800 per month towards the pension fund (include the code for pension fund fringe benefit)
- Belongs to the Active Fitness Club and contributes R515 per month
- Belongs to a medical aid fund (deductions are made on a monthly basis)
- Receives a travel allowance of R6 500 per month (taxable travel portion is compulsory for this entry)
- Received a workshop refund of R1 200
- Started saving an amount of R2 500 with the staff savings plan this month (intends to save an amount of R35 000)

## Xola

- Receives a salary of R28 000 per month
- Worked 6 hours overtime in March 2016
- Received a commission of R500
- Received a telephone allowance of R1 000 per month
- Contributes R1 680 per month towards the pension fund (include the code for pension fund fringe benefit)
- Belongs to a medical aid fund (deductions are made on a monthly basis)
- Took family responsibility leave on 8 and 9 March 2016
- Receives a travel allowance of R5 000 per month (taxable travel portion is compulsory for this entry)
- Pays an amount of R1 900 every month towards a staff loan (outstanding balance is R12 000)

## Nyovest

- Receives a salary of R21 000 per month
- Contributes R1 260 per month towards the pension fund (include the code for pension fund fringe benefit)
- Belongs to a medical aid fund (deductions are made on a monthly basis)
- Received an irregular payment of R3 000 during March 2016
- Started saving an amount of R1 500 (wants to save up to R25 000) (80)

**TOTAL SECTION A: 80**

**SECTION B (SPREADSHEETS)**

QUESTIONS 2, 3, 4 and 5 must be answered on a spreadsheet. Type your EXAMINATION NUMBER in a footer (right) and the QUESTION NUMBER (left) on ALL pages. Enter your COMPUTER/WORKSTATION NUMBER next to your EXAMINATION NUMBER.

**QUESTION 2**

Use the information below to draw up a balance sheet with notes:

**POST-CLOSING TRIAL BALANCE OF KHULI CHANA TRADING AS ON 28 FEBRUARY 2017**

Land and buildings	145 000.00
Motor vehicles	450 000.00
Furniture and equipment	680 000.00
Accumulated depreciation on motor vehicles	320 000.00
Accumulated depreciation on furniture and equipment	250 000.00
Trading stock	890 000.00
Consumable stores on hand	2 800.00
Debtors control	65 000.00
Accrued income	1 250.00
Prepaid expenses	800.00
Capital	900 000.00
Drawings	270 000.00
Net profit for the year	820 350.00
Creditors control	80 000.00
Bank overdraft	25 000.00
Accrued expenses	9 500.00
Income received in advance	1 000.00
Petty cash	300.00
Cash float	700.00
Loan with AKA Bank	100 000.00

- 2.1 The following notes must be done:
- 2.1.1 Fixed assets
  - 2.1.2 Trade and other receivables/Debtors
  - 2.1.3 Owners' equity
  - 2.1.4 Trade and other payables/Creditors
- 2.2 The balance sheet of Khuli Chana Trading as on 28 February 2017
- 2.3 Display ALL amounts with TWO decimals.

- 2.4 Insert horizontal and vertical lines.
- 2.5 Printout must be in portrait and ONE page. (Do NOT use the fit to page function.)

**[30]****QUESTION 3**

Use the information given below to draw up the stock costing statement of Pantsula Jabba Retailers on 30 June 2017.

CODE	DESCRIPTION	QUANTITY	COST PER UNIT
IP25	Ifane	25	99.00
PM30	Morale	65	150.00
KP90	Kwesta	75	85.00
MD70	Drake	94	675.00
BM12	Bruno Mars	32	230.00

**NOTE:** To determine the selling price VAT exclusive, Ifane and Drake are marked up by 20% and the rest by 25%.

Use the following column headings when drawing up the schedule:

Code  
 Description  
 Quantity  
 Cost price  
 Total cost  
 SP – VAT excl.+  
 VAT (14%)  
 SP VAT incl.  
 GP per unit (gross profit per unit)  
 GP % (gross profit percentage)  
 Stock on hand

- 3.1 Provide the stock sheet with a suitable heading.
- 3.2 Insert vertical and horizontal lines to enhance the appearance of your work.
- 3.3 Display amounts with TWO decimals.
- 3.4 Printout must be in landscape.

**[30]**

**QUESTION 4**

Chris Brown, the owner of Kanye West Shoes, asked you to use the information stated below:

Part income statement for the year ending 31 December 2016

	<b>31 December 2015</b>	<b>31 December 2016</b>
Sales	680 000.00	540 000.00
Interest paid	2 500.00	1 200.00
Interest income	900.00	500.00
Profit on sale of asset	1 500.00	2 700.00
Other expenses	1 850.00	2 000.00
Depreciation	2 500.00	3 000.00
Net income transferred to capital	85 000.00	164 500.00

Part balance sheet as on 31 December 2016

	<b>31 December 2015</b>	<b>31 December 2016</b>
Stock	203 700.00	289 000.00
Debtors control	55 000.00	72 000.00
Cash	12 400.00	45 900.00
Fixed assets	540 000.00	570 000.00
Mortgage bond	159 000.00	125 000.00
Capital	90 000.00	141 000.00
Creditors	33 000.00	17 000.00

4.1 Draw up the following notes to the cash flow statement as on 31 December 2016:

- Cash received from clients
- Cash paid to employees and suppliers
- Reconciliation of profit

4.2 The cash flow statement as on 31 December 2016.

4.3 ALL amounts must be displayed without any decimals.

4.4 Insert vertical and horizontal lines.

4.5 Printout must be in portrait.

**[40]**

**QUESTION 5**

The following information was taken from the books of Lebogang Mothibe Wholesalers on 31 January 2017.

There were 26 bags of flour in stock on 1 January 2017 at R80.00 per bag.

The following bags of flour were bought during January 2017:

3      25 bags at R82.00 per bag  
10     70 bags at R78.00 per bag

The following bags of flour were sold during January 2017:

8      20 bags  
12     15 bags  
23     50 bags

- 5.1 Use the following headings to draw an inventory stock sheet using the first-in-first-out (FIFO) price method to determine the value of stock on hand.

**INVENTORY REPORT FOR FLOUR ON 31 JANUARY 2017**

DATE	PURCHASES			SALES			BALANCE ON HAND		
	Units	Price	Total	Units	Price	Total	Units	Price	Total

- 5.2 Insert vertical and horizontal lines.

- 5.3 Show amounts with TWO decimals.

- 5.4 The printout must be in landscape.

[20]

**TOTAL SECTION B: 120**  
**GRAND TOTAL: 200**