Tutorial Letter 101/3/2018

Practical Accounting Data Processing
AIN2601

Semesters 1 and 2

Department of Management Accounting

This tutorial letter contains important information about your module.
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1 INTRODUCTION

Dear Student

Welcome to the module AIN2601. We hope that you will have an enjoyable and successful year of study. We will do our best to make your study of this module successful. You will be well on your way to success if you start studying early in the semester and resolve to do the assignments properly.

Should you be faced with specific problems in your studies, please do not hesitate to contact us. If you wish to see one of us personally, please make an appointment.

All the best with your studies.

Kind regards,

AIN2601 lecturers

2 PURPOSE AND OUTCOMES

2.1 Purpose

This module is primarily intended for people who are interested in qualifying as registered chartered accountants (SAICA) or management accountants (CIMA). It will enable students to develop the necessary competencies prescribed by these professional bodies.

The purpose of the module is to provide you with knowledge about the fundamental data and transaction processing principles you need to understand operating and accounting information systems (AISs).

The module will also equip you – in your capacity as user, designer and evaluator – with the skills to apply your theoretical knowledge of accounting information systems in a practical business context.

2.2 Outcomes

Specific outcome 1: Explain the various information technology concepts with regard to the management and utilisation of data

Assessment criteria

- Database terminology, applications and structures are defined.
- Database management systems are explained based on an understanding of the operating environment.
- The importance of database management systems for accountants and auditors is described.

Specific outcome 2: Develop and create spreadsheets to solve problems in a business and accounting context

Assessment criteria

- User-friendly spreadsheets are created to assist financial users in their daily operations and
routines.
- Spreadsheet formulas and functions are identified and applied to solve business and accounting problems.
- Spreadsheet security risks and controls are described.

**Specific outcome 3:** Explain and apply financial reporting structures and accounting software applications to accounting transaction processing cycles

**Assessment criteria**
- Accounting transaction processing cycles are explained based on an understanding of the information system environment.
- A financial reporting structure is developed and evaluated which includes a chart of accounts and staffing level requirements.
- Various accounting software applications are evaluated to select the most appropriate application for the task.
- Pastel Partner accounting software is utilised to process and retrieve financial information.
- Accounting software security risks and controls are described.

**Specific outcome 4:** Explain management reporting systems

**Assessment criteria**
- Management information systems are described.
- The role of management reporting systems in the organisation’s financial strategy is explained.
- New sources of technology that enhance reporting are identified.
- The importance of access to accurate and timely information is explained.

### 3 LECTURER(S) AND CONTACT DETAILS

#### 3.1 Lecturer(s)

The lecturers for this module are as follow:

**Mr A Rampershad**
Samuel Pauw, room 4-34
Tel: 012 429 4558

**Ms P Mabika**
Samuel Pauw, Room 4-14
Tel: 012 429 4437

**Mr D Kock**
Samuel Pauw, Room 4-19
Tel: 012 429 4181
Fax: 086 477 2144

**E-mail:**
First semester: AIN2601-18-S1@unisa.ac.za
Second semester: AIN2601-18-S2@unisa.ac.za
3.2 Department

All queries that are not of a purely administrative nature, but are about the content of this module, should be directed to us. Please have your study material with you when you contact us.

The e-mail address and telephone numbers are included above, but you might also want to write to us. Letters should be sent to:

The Module Leader (AIN2601)
Department of Management Accounting
PO Box 392
Unisa
0003

PLEASE NOTE: Letters to lecturers may not be enclosed with or inserted into assignments.

3.3 University

Contact addresses of the various administrative departments are included in my Studies @ Unisa, which you received with your study package.

How students can contact Unisa

Please consult the publication my Studies @ Unisa that you received with your study material, if you need to contact the university about matters not related to the content of this module. For all module content-related matters, refer to paragraph 3.1.

Always have your student number ready when you contact the university.

For your convenience we have included some of the methods to contact the university.

Website: http://www.unisa.ac.za or Mobi: http://mobi.unisa.ac.za

<table>
<thead>
<tr>
<th>E-mail addresses</th>
<th>SMS/telephone numbers</th>
<th>Use to enquire about:</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:study-info@unisa.ac.za">study-info@unisa.ac.za</a></td>
<td>43578</td>
<td>Applications and registrations</td>
</tr>
<tr>
<td><a href="mailto:assign@unisa.ac.za">assign@unisa.ac.za</a></td>
<td>43584</td>
<td>Assignments (not for submission purposes)</td>
</tr>
<tr>
<td><a href="mailto:exams@unisa.ac.za">exams@unisa.ac.za</a></td>
<td>43584</td>
<td>Examinations</td>
</tr>
<tr>
<td><a href="mailto:despatch@unisa.ac.za">despatch@unisa.ac.za</a></td>
<td>43579</td>
<td>Study material</td>
</tr>
<tr>
<td><a href="mailto:finan@unisa.ac.za">finan@unisa.ac.za</a></td>
<td>31954</td>
<td>Student accounts</td>
</tr>
<tr>
<td><a href="mailto:myUnisaHelp@unisa.ac.za">myUnisaHelp@unisa.ac.za</a></td>
<td>43582</td>
<td>myUnisa</td>
</tr>
<tr>
<td><a href="mailto:myLifeHelp@unisa.ac.za">myLifeHelp@unisa.ac.za</a></td>
<td>43582</td>
<td>myLife e-mail accounts</td>
</tr>
<tr>
<td><a href="mailto:CASenquiries-Undergraduate@unisa.ac.za">CASenquiries-Undergraduate@unisa.ac.za</a></td>
<td>012 429 4211</td>
<td>General college (CAS) enquiries</td>
</tr>
</tbody>
</table>
3.4 Sage Pastel – Prescribed book supplier

Information relating to Sage Pastel to order the Sage Pastel training manual and educational software:

Telephone: 011 304 3435 / 3674
E-mail: unisa@sage.com
Fax: 086 567 4805

(Fax/e-mail the Addendum H order form, the proof of payment and the Addendum I proof of payment cover sheet.)

Please also refer to paragraph 4.1.

3.5 Sage Pastel – Technical queries and who to direct them to

If you experience any registration or technical problems while installing your software or processing in the software, you can contact Sage for assistance. When contacting Sage, please make a note of the Runtime error number or Status number so that the support consultant can assist you efficiently. You can either email or phone Sage for assistance. Sage will not assist you with any processing queries that you may have and you should contact your lecturer for assistance.

The following table sets out contact details of Sage depending on the nature of query:

<table>
<thead>
<tr>
<th>Training Manual or e-book orders/purchases</th>
<th>Telephone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>011 304 3435 / 3674</td>
<td><a href="mailto:unisa@sage.com">unisa@sage.com</a></td>
</tr>
<tr>
<td>Technical support</td>
<td>011 304 3435 / 3674</td>
<td><a href="mailto:unisa@sage.com">unisa@sage.com</a></td>
</tr>
<tr>
<td>Software registration</td>
<td>011 304 3435 / 3674</td>
<td><a href="mailto:unisa@sage.com">unisa@sage.com</a></td>
</tr>
<tr>
<td>Fax number</td>
<td>086 567 4805</td>
<td></td>
</tr>
</tbody>
</table>

When contacting Sage Pastel, please do the following:

- Inform them that you are a UNISA student;
- Provide them with your UNISA student number;
- Provide a detailed description of the circumstances of the problem you are experiencing; and
- Make screenshots of the error messages and paste it in Microsoft Word and attach it to the e-mail

Please do not leave the installation of your Sage Pastel software to the last minute – install it early to solve technical difficulties on time.
The following table further sets out when to contact the lecturer and when to contact Sage, depending on the nature of the query:

<table>
<thead>
<tr>
<th>Contact your lecturer when:</th>
<th>Contact Sage when:</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have a processing query.</td>
<td>You have an installation problem.</td>
</tr>
<tr>
<td>You have an assignment query.</td>
<td>You have software registration problems.</td>
</tr>
<tr>
<td>You require assistance submitting your assignment.</td>
<td>You require technical support with Pastel.</td>
</tr>
<tr>
<td></td>
<td>You receive a Runtime Error.</td>
</tr>
<tr>
<td></td>
<td>You receive a Status Error.</td>
</tr>
</tbody>
</table>

4 RESOURCES

The Department of Despatch should supply you with the following study material for this module:

- Study guide (MO001 and MO002)
- Tutorial Letter 101 at registration

Apart from Tutorial Letter 101, you will also receive other tutorial letters during the semester. These tutorial letters will not necessarily be available at the time of registration. Tutorial letters will be despatched to you as soon as they are available or needed (for instance, for feedback on assignments).

NB: You can view and download the study guides and tutorial letters for the modules for which you are registered on the university’s online campus, myUnisa, at http://myunisa.ac.za.

For more information with regard to study material you need to acquire yourself, refer to paragraph 4.1.

Inventory letter

At the time of registration, you will receive an inventory letter that will inform you of what you have received in your study package and also show items that are still outstanding. Also see the brochure entitled my Studies @ Unisa.

Check the study material that you have received against the inventory letter. You should have received all the items listed in the letter, unless there is a statement like “out of stock” or “not available”. If any item is missing, follow the instructions on the back of the inventory letter without delay.

PLEASE NOTE: Your lecturers cannot help you with missing study material. Please contact despatch@unisa.ac.za or send an SMS to 43579 (also see par 3.3).

Keep in mind that all the AIN2601 tutorial matter is available on myUnisa.
4.1 Prescribed books
Sage Pastel Partner V14 – Unisa Training Manual: 2018.1

PLEASE NOTE: It is essential that you either acquire or have the Sage Pastel Partner training manual (printed or e-book) at your disposal. According to the course requirements, you must have access to a computer with the Sage Pastel Partner software and either Microsoft Office Excel or Open Office Calc successfully installed on it. You must also have at least 20 hours access to the internet.

Refer to Addendum G for detailed step-by-step procedures on how to create a personal profile on the Sage Training Zone and order the printed manual or e-book.

4.1.1 Sole prescribed book supplier

You may purchase the Sage Pastel Partner Version 14 training manual (printed or e-book) and educational software from Sage Pastel only. The Sage Pastel Partner training manual has been specially compiled for Unisa students and includes delivery to your door, and the e-book can be accessed via the internet. You will require a constant internet connection to view the e-book. The e-book is a non-downloadable, non-printable and non-transferable e-book. The e-book is only valid for 1 year (365 days) from the date you register the e-book serial number.

The serial number (registration code) for the educational software is printed in the Sage Pastel Partner V14 training manual.

On your invoice you will have an assessment serial number. This online assessment is for the Sage Pastel assessment and is optional. If you are not successful with your first attempt, you can contact Sage Pastel to purchase a re-write to write the online assessment again. This online assessment result will not have any influence on your Unisa results.

If you purchase an e-book, you will have two serial numbers. One serial number is the e-book serial number and the second serial number is the online assessment serial number.

Bear in mind that the Sage Pastel Partner educational software bought during 2018 will expire on 31 December 2018. Students that cannot complete the module in 2018 and need to carry over to the next year will receive a new registration serial code valid for six months.

Refer to paragraph 3.4 for Sage Pastel’s contact details.

4.1.2 Price of prescribed software

The price for the training manual and educational software, including delivery to a RSA physical address is R650.00, or if you choose to purchase the e-book instead, this will cost R350.00.

The price for a printed manual to an international postal or physical address is $49.00 excluding delivery, and the price for an e-book is $26.00. International students must request a quotation from Sage Pastel before they order. Please refer to paragraph 4.1.6 below.
4.1.3 Ordering methods

You can order via fax or e-mail.

4.1.3.1 Fax or e-mail

You can order via fax or e-mail by sending the order form (addendum H) to:

E-mail: unisa@sage.com
Fax: 086 567 4805

4.1.4 Proof of payment

For fax or e-mail orders, you must fax or e-mail your proof of payment (eg deposit slip) together with the proof of payment cover sheet (Addendum I) to Sage Pastel.

You can also pay for your online order with a credit card.

Sage Pastel will start processing your order only after they have received both your proof of payment and proof of payment cover sheet and only if they can match the proof of payment and proof of payment cover sheet with your order form.

Please make sure your details are written legibly on the proof of payment cover sheet and proof of payment before you fax or e-mail the documents to Sage Pastel.

<table>
<thead>
<tr>
<th>Sage Pastel Banking Details:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank</td>
</tr>
<tr>
<td>Branch</td>
</tr>
<tr>
<td>Branch Code</td>
</tr>
<tr>
<td>Account Name</td>
</tr>
<tr>
<td>Account Number</td>
</tr>
<tr>
<td>Type of Account</td>
</tr>
<tr>
<td>Reference</td>
</tr>
</tbody>
</table>

4.1.5 Delivery

The manual will be delivered by a courier to the delivery address provided on the order form. Your delivery address can therefore not be a post box. Please make sure there is a person at the delivery address who can sign for and receive the Pastel manual. You need to be available on your telephone/cell phone on the day of delivery. Delivery takes place from Monday to Friday – there are no deliveries over weekends.

We encourage you to order your Sage Pastel training manual and software as soon as possible, preferably by placing your order online. Although Sage Pastel promises to deliver within five business days (in RSA only) after proof of payment was received, delays can happen if everybody postpones until close to the due date. If you place your order a week before the
deadline for Assignment 02, the promise of delivery within 5 business days unfortunately no longer applies.

Please follow up directly with Sage Pastel if you do not receive your manual within 5 business days. Refer to paragraph 3.4 for their contact details.

4.1.6 International students

Provide Sage Pastel with your student number and physical address. Sage Pastel will then provide you with the amount payable for delivering the training manual and educational software. Prices start at R650.00.

4.1.7 Quick process overview

Step 1: Complete Addendum H and fax/e-mail to Sage Pastel.
Step 2: Deposit the necessary amount into Sage Pastel’s bank account.
Step 3: Fax or e-mail the legible proof of payment and proof of payment cover sheet (Addendum I) to Sage Pastel.
Step 4: Follow up with Sage Pastel if the material is not received after five (5) business days.
Step 5: Again follow up with Sage Pastel if the material is not received after ten (10) business days and cc the AIN2601 e-mail address in your correspondence with Sage Pastel.

4.2 Library services and resources information

For brief information, go to www.unisa.ac.za/brochures/studies

For detailed information, go to the Unisa website at http://www.unisa.ac.za/ and click on Library.

For research support and services of personal librarians, go to http://www.unisa.ac.za/Default.asp?Cmd=ViewContent&ContentID=7102.

The library has compiled a number of library guides:

- finding recommended reading in the print collection and e-reserves – http://libguides.unisa.ac.za/request/undergrad
- requesting material – http://libguides.unisa.ac.za/request/request
- postgraduate information services – http://libguides.unisa.ac.za/request/postgrad
- finding, obtaining and using library resources and tools to assist in doing research – http://libguides.unisa.ac.za/Research_Skills
- how to contact the library/finding us on social media/frequently asked questions – http://libguides.unisa.ac.za/ask

5 STUDENT SUPPORT SERVICES

For information on the various student support systems and services available at Unisa (eg student counselling, tutorial classes, language support), please consult the publication my Studies @ Unisa which you have received with your study material.
5.1 Study groups

It is advisable to have contact with fellow students. One way to do this, is to form study groups. The addresses of students in your area may be obtained from the following department:

Directorate: Student Administration and Registration
PO Box 392
Unisa
0003

You can also make contact with fellow students using the discussion forum on myUnisa.

5.2 myUnisa

You can quickly access resources and information at the university on the myUnisa website. The myUnisa learning management system is Unisa’s online campus that will help you to communicate with your lecturers, with other students and with administrative departments of Unisa – all through the use of a computer and the internet.

To go to the myUnisa website, start at the main Unisa website, http://www.unisa.ac.za, and then click on the “Login to myUnisa” link on the right-hand side of the screen. This should take you to the myUnisa website. You can also access the site directly by typing in http://my.unisa.ac.za.

Please consult the publication my Studies @ Unisa, which you received with your study material, for more information on myUnisa.

Note: All AIN2601 study material is available on myUnisa.

5.3 Tutorial classes

Tutorial services are provided per region. You must therefore contact your regional centre for more information. Your my Studies @ Unisa brochure contains the regional offices’ contact details relating to tutorial services.

5.4 E-tutors

Unisa offers online tutorials (e-tutoring) to students registered for the module AIN2601.

Once you have been registered for a qualifying module, you will be allocated to a group of students with whom you will be interacting during the tuition period, as well as an e-tutor who will be your tutorial facilitator. Thereafter, you will receive an SMS informing you about your group, the name of your e-tutor and instructions on how to log onto myUnisa in order to receive further information on the e-tutoring process.

Online tutorials are conducted by qualified e-tutors who are appointed by Unisa and are offered free of charge. All you need to be able to participate in e-tutoring, is a computer with internet connection. If you live close to a Unisa regional centre or a Telecentre contracted with Unisa, please feel free to visit any of these to access the internet. It is the role of the e-tutor to guide you through your study material during this interaction process. For you to get the most out of
online tutoring, you need to participate in the online discussions that the e-tutor will be facilitating.

5.5 Free computer and internet access

Unisa has entered into partnerships with establishments (referred to as Telecentres) in various locations across South Africa to enable you (as a Unisa student) free access to computers and the Internet. This access enables you to conduct the following academic related activities: registration; online submission of assignments; engaging in e-tutoring activities and signature courses; etc. Please note that any other activity outside of these are for your own costing e.g. printing, photocopying, etc. For more information on the Telecentre nearest to you, please visit www.unisa.ac.za/telecentres.

6 STUDY PLAN

Use your my Studies @ Unisa brochure for general time management and planning skills.

If you follow a specific study programme, you may encounter fewer problems with your studies. Take the following into account when creating your own study programme for this module:

1. Complete reading through this tutorial letter.

2. **Order and pay for the Pastel manual and software from Sage Pastel – see Addendum G for step-by-step process.**

3. Study the contents of all study guides.

4. Complete **Assignment 01 (compulsory assignment)** and hand it in on time. Assignment 01 contributes 8% towards your year mark and **covers topic 1.**

5. Install either Microsoft Excel or Open Office Calc on your computer and then work through topic 2 in the study guide (spreadsheets) systematically. You need to spend at least 25 hours practicing your spreadsheet skills on the computer.

6. Install the Pastel software on your computer and then work through the whole Pastel manual step by step by referring to topic 6 (Pastel) in the study guide. Working through the Pastel training manual step by step will take you approximately 40 hours (depending on your level of computer literacy and typing speed). Obtaining these skills is a prerequisite before you will be able to do the Pastel Project (which is part of compulsory Assignment 02). Do not postpone this until it is too late.

7. Complete **Assignment 02 (compulsory assignment)** and hand it in at Unisa on time. Assignment 02 is necessary as it contributes 80% towards your year mark. It **covers topic 2 (spreadsheets) and topic 6 (Pastel Partner)** in your study guides and the complete Pastel training manual.

8. Complete **Assignment 03 (compulsory assignment)** and hand it in on time. Assignment 03 is necessary because it contributes 12% towards your year mark and **covers topics 3, 4, 5 and 7.**

9. After the completion/submission of an assignment, carry on with the study programme. Do not wait for the return of the assignment or for the suggested solutions.
10. When assignments are returned to you, mark them by using the suggested solution which will be sent to you after the due date of the assignment.

To assist students a study programme is provided. This programme indicates the dates on which certain sections of the study material as well as assignments should be completed.

The study programme is based on the standard 120 estimated hours required for a module over a 15-week semester.

If you adhere to this programme, you should have no difficulty in mastering the subject. It is extremely important that the subject matter covered in each of the study units is mastered and not just skimmed. If you happen to register late or fall behind with this programme, extra effort on your part will be necessary to catch up.

PLEASE NOTE: Learning only the solutions to the assignments or the self-assessment questions in the study guide are not enough to help you to pass the examination. You need the practical skills as well as a deeper level of understanding of the theory.

**Health conditions such as HIV/AIDS**

If you are a student with a health-related condition such as HIV/AIDS, or have a close family member with this or another health condition, then you need to take cognisance thereof in planning your studies. It will be unwise to cram tasks as this creates enormous stress which negatively impacts on your performance as a student, as well as your health. Planning your studies is essential so that you work consistently and make progress.

It would be wise to know your health status (HIV/AIDS, blood pressure, diabetes, cholesterol, etc.). If you are informed by medical tests, with the necessary medical and supportive interventions you can prolong and improve the quality of your life and your success in your studies.

The URL to the Unisa Student Health and Wellness site is included here for your convenience:

Unisa Online - Student Health and Wellness
## Proposed study programme for the first semester 2018

<table>
<thead>
<tr>
<th>Week</th>
<th>Starting date of week</th>
<th>Actions required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registration</strong>&lt;br&gt;02 – 26 January 2018</td>
<td>Obtain the Pastel manual and a computer. Read Tutorial Letter 101. Skim through the study guides.</td>
<td></td>
</tr>
</tbody>
</table>
| 1 | 26-Jan-18 | Work in detail through:  
- Part 1, topic 1 (*Data management and Utilisation*). |
| 2 | 01-Feb-18 | Work in detail through:  
- Part 2, topic 2 (*Spreadsheets*). |
| 3 | 08-Feb-18 | **Complete Assignment 01 (Topic 1)**  
Work in detail through:  
- Part 3, topic 3 (*Accounting cycles*). |
| 4 | 15-Feb-18 | Work in detail through:  
- Part 3 - topic 6, study unit 15 (*Getting started on Pastel Partner*). |
| 5 | 22-Feb-18 | Work in detail through:  
- Part 3 - topic 6, study unit 16 (*Customers, Suppliers, Inventory and General Ledger accounts*). |
| 6 | 01-Mar-18 | Work in detail through:  
- Part 3 - topic 6, study unit 17 (*Process transactions*). |
| 7 | 02-Mar-18 | **Due date for the submission of compulsory Assignment 01.** |
| 8 | 08-Mar-18 | Work in detail through:  
- Part 3 - topic 6, study unit 18 (*Retrieve information and sundry processing*). |
| 9 | 15-Mar-18 | Do question 1 (Pastel) and question 2 (Excel) of assignment 02 |
| 10 | 22-Mar-18 | **Complete Assignment 02 (Topics 2 and 6 and Pastel manual).** |
| 11 | 29-Mar-18 | Work in detail through:  
- Part 3, topic 4 (*Financial reporting infrastructure*)  
- Part 3, topic 5 (*Accounting information system applications*) |
| 12 | 29-Mar-18 | **Due date for the submission of compulsory Assignment 02.** |
| 13 | 05-Apr-18 | Work in detail through:  
- Part 4, topic 7 (Management reporting systems) |
| 14 | 12-Apr-18 | **Complete Assignment 03 (Topics 3, 4, 5 and 7)** |
| 15 | 19-Apr-18 | Due date for compulsory Assignment 03 |
| 16 | 19-Apr-18 | Revision of Part 1 and 4 |
| 17 | 26-Apr-18 | Revision of Part 2 |
| 18 | 03-May-18 | Revision of Part 3 |
| May/Jun | | Examination |
6.2 Proposed study programme for the second semester 2018

<table>
<thead>
<tr>
<th>Week</th>
<th>Start date of week</th>
<th>Actions required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registration</strong>&lt;br&gt;11 June - 13 July 2018</td>
<td>Obtain the Pastel manual and a computer.&lt;br&gt;Read through Tutorial Letter 101&lt;br&gt;Skim through the study guides.</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>13-Jul-18</td>
<td>Work in detail through:&lt;br&gt;• Part 1, topic 1 (<em>Data management and utilisation</em>).</td>
</tr>
<tr>
<td>2</td>
<td>19-Jul-18</td>
<td>Work in detail through:&lt;br&gt;• Part 2, topic 2 (<em>Spreadsheets</em>).</td>
</tr>
<tr>
<td>3</td>
<td>26-Jul-18</td>
<td><strong>Complete Assignment 01 (Topic 1)</strong>&lt;br&gt;Work in detail through:&lt;br&gt;• Part 3, topic 3 (<em>Accounting cycles</em>).</td>
</tr>
<tr>
<td>4</td>
<td>02-Aug-18</td>
<td>Work in detail through:&lt;br&gt;• Part 3, topic 6, study unit 15 (<em>Getting started on Pastel Partner</em>).</td>
</tr>
<tr>
<td>5</td>
<td>09-Aug-18</td>
<td>Work in detail through:&lt;br&gt;• Part 3, topic 6, study unit 16 (<em>Customers, Suppliers, Inventory and General ledger</em>).</td>
</tr>
<tr>
<td>6</td>
<td>16-Aug-18</td>
<td>Work in detail through:&lt;br&gt;• Part 3, topic 6, study unit 17 (<em>Process transactions</em>).</td>
</tr>
<tr>
<td><strong>17-Aug-18</strong></td>
<td><strong>Due date for the submission of compulsory Assignment 01.</strong></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>23-Aug-18</td>
<td>Work in detail through:&lt;br&gt;• Part 3, topic 6, study unit 18 (<em>Retrieve information and sundry processing</em>).</td>
</tr>
<tr>
<td>8</td>
<td>30-Aug-18</td>
<td>Do question 1 (Pastel) and question 2 (Excel) of assignment 02.</td>
</tr>
<tr>
<td>9</td>
<td>06-Sept-18</td>
<td><strong>Complete Assignment 02 (Topics 2 and 6 and Pastel manual)</strong></td>
</tr>
<tr>
<td>10</td>
<td>13-Sept-18</td>
<td>Work in detail through:&lt;br&gt;• Part 3, topic 4 (<em>Reporting infrastructure</em>).&lt;br&gt;• Part 3, topic 5 (<em>AIS applications</em>).</td>
</tr>
<tr>
<td><strong>14-Sept-18</strong></td>
<td><strong>Due date for the submission of compulsory Assignment 02.</strong></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>20-Sept-18</td>
<td>Work in detail through:&lt;br&gt;• Part 4, topic 7 (Management reporting systems).</td>
</tr>
<tr>
<td>12</td>
<td>27-Sept-18</td>
<td><strong>Complete Assignment 03 (Topics 3, 4, 5 and 7)</strong></td>
</tr>
<tr>
<td><strong>28-Sept-18</strong></td>
<td><strong>Due date for the submission of compulsory Assignment 03.</strong></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>04-Oct-18</td>
<td>Revision of Part 1 and 4</td>
</tr>
<tr>
<td>14</td>
<td>11-Oct-18</td>
<td>Revision of Part 2</td>
</tr>
<tr>
<td>15</td>
<td>15-Oct-18</td>
<td>Revision of Part 3</td>
</tr>
<tr>
<td>Oct/Nov</td>
<td></td>
<td>Examination</td>
</tr>
</tbody>
</table>
7 ASSESSMENT

7.1 Assessment plan

There are three assignments. You must submit at least one of the three compulsory assignments to obtain admission to the examination.

NOTE: Failure to submit at least one assignment will result in you not being admitted to the examination.

7.1.1 Year mark

The marks earned for your assignments will contribute towards your year mark as follows:

<table>
<thead>
<tr>
<th>Assignment number</th>
<th>Maximum contribution towards year mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 01</td>
<td>8%</td>
</tr>
<tr>
<td>Assignment 02</td>
<td>80%</td>
</tr>
<tr>
<td>Assignment 03</td>
<td>12%</td>
</tr>
<tr>
<td>Year mark</td>
<td>100%</td>
</tr>
</tbody>
</table>

For example: If you get a 100% for Assignment 01; 78% for Assignment 02; and 80% for Assignment 03, your year mark will be 80% \((100\% \times 8\%) + (78\% \times 80\%) + (80\% \times 12\%) = 80\%\).

7.1.2 Final mark

The mark you earn in the examination will count 75% and your year mark will count a maximum of 25% towards your final mark.

Year mark: 25%
Examination mark: 75%
Final mark: 100%

For example, if you attain 60% for the examination and have 80% for your year mark (Assignments 01, 02 and 03), your final mark will be 65% \([(60\% \times 75\%) + (80\% \times 25\%) = 65\%]\).

You will undoubtedly realise the importance of commencing your study programme timeously so that you can earn a good year mark.

A subminimum of 40% in the examination is required. Your year mark will not count if you did not obtain the subminimum of 40% in the examination.

For example, if you earn 36% for the examination and have 80% for your year mark (Assignments 01, 02 and 03), your final mark will be 36%.

NOTE: You need a final mark of 50% to pass AIN2601.
7.2 Assignment numbers

7.2.1 General assignment numbers

Assignments are numbered consecutively per module, starting from 01.

The results of Assignment 01, Assignment 02 and Assignment 03 are important, because they count towards your year mark. We, therefore, strongly advise you to submit accurate and complete assignments on time.

7.2.2 Unique assignment numbers and due dates

Your answers in respect of the assignments should be addressed to the Registrar (not to the lecturer concerned) and should reach the university not later than the dates specified below.

<table>
<thead>
<tr>
<th>Assignment number</th>
<th>Submission due date</th>
<th>Assignment type</th>
<th>Unique number</th>
<th>Addendum</th>
<th>Contribution to year mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>First semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>2 March 2018</td>
<td>Compulsory</td>
<td>709342</td>
<td>A</td>
<td>8%</td>
</tr>
<tr>
<td>02</td>
<td>29 March 2018</td>
<td>Compulsory</td>
<td>772138</td>
<td>B</td>
<td>80%</td>
</tr>
<tr>
<td>03</td>
<td>13 April 2018</td>
<td>Compulsory</td>
<td>813045</td>
<td>C</td>
<td>12%</td>
</tr>
<tr>
<td>Second semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>17 August 2018</td>
<td>Compulsory</td>
<td>528465</td>
<td>D</td>
<td>8%</td>
</tr>
<tr>
<td>02</td>
<td>14 September 2018</td>
<td>Compulsory</td>
<td>878848</td>
<td>E</td>
<td>80%</td>
</tr>
<tr>
<td>03</td>
<td>28 September 2018</td>
<td>Compulsory</td>
<td>826006</td>
<td>F</td>
<td>12%</td>
</tr>
</tbody>
</table>

Please clearly indicate the relevant unique number for all your assignments.

Assignments submitted after the due date will not be marked. If you submit your assignment late, you will receive 0% for the assignment. Make sure you submit your assignments on time.
7.3 Submission of assignments

For detailed information and requirements as far as assignments are concerned, see myStudies@Unisa, which you received with your tutorial matter.

7.3.1 General

a) Please diarise the due dates on which you are to submit your answers in respect of the various assignments so that they reach the university on or before the due date. Please allow adequate time for postal delays.

b) PLEASE NOTE: Any assignment received after the due date will not be marked and you will receive 0% for the assignment.

c) Please ensure that your name, address (including your correct postal code), student number, module code and assignment number appear on the first page of your answer and make sure that they are correct. Failure to comply with this requirement may cause a considerable delay in the marking of your assignment.

d) The answers to assignment questions should be arranged numerically, the question number indicated on the page, and all pages should be numbered sequentially. Please ensure that the pages of your answer book have been stapled together in a proper manner. Do not attach answers to different assignments to one another.

Remember that your assignment should have precisely the same number as the one specified in the relevant tutorial letter (01, 02 or 03 as the case might be).

e) Your answers in respect of the various questions in any one assignment should under no circumstances be despatched to the university in separate envelopes or partly online and partly via post. Each assignment is a unit and should be submitted as such. **It is not possible to combine the marks of the separate parts later on and, unfortunately, only the marks of one of these parts will then be awarded for the assignment.**

f) Ensure that you receive confirmation that your assignment was successfully submitted (online) or received by Unisa (post).

g) All assignment mark queries must reach the lecturers before the module examination date. No assignment mark queries, including the adjustment of assignment marks, will be considered after the module examination date.

7.3.2 Plagiarism

**Plagiarism:** Plagiarism is the act of taking the words, ideas and thoughts of others and passing them off as your own. It is a form of theft, which involves a number of dishonest academic activities.

*my Studies @ Unisa Disciplinary Codes (2011)* is given to all students at registration. Students are advised to study the Code. Also, please read the University’s Copyright Infringement and Plagiarism Policy.
All your assignments must be your own work. This includes assignments requiring work to be done on computer. You will receive 0% for your whole assignment if it’s deemed that plagiarism was committed in any part of the assignment.

Everyone must obtain the required skills to ensure that you will be able to make a valuable contribution in the workplace.

7.3.3 Submission and marking of Assignments 01 and 03

There are different assignments for semester 1 and semester 2. Please ensure you answer the correct questions.

Either do Assignments 01 and 03 on a mark-reading sheet and post it to Unisa or submit it online via myUnisa.

7.3.3.1 Submit Assignments 01 and 03 using a mark-reading sheet

- Please remember to indicate the provided relevant unique number for Assignments 01 and 03 on the mark-reading sheet, or else the computer will be unable to mark your assignment.
- All information on a mark-reading sheet should be filled in with an HB pencil.
- Do not use a pen to fill in the mark-reading sheet.
- Do not attach a barcode label to the mark-reading sheet;
- Use only the orange mark-reading sheet that you received with your study material.
- For more details regarding the completion of the mark-reading sheet, we refer you to my Studies @ Unisa.

7.3.3.2 Submit Assignments 01 and 03 using myUnisa

- Go to www.unisa.ac.za.
- Go to myUnisa.
- Enter your student number and password.
- Select your module from the orange strip.
- Click on "Assignments".
- Find the AIN2601 course code in the "Course" column.
- Find the corresponding number of the assignment, eg 01 or 03 in the "AssNo" column.
- Click on the "Submit" link in the "Action" column next to the assignment number.
- Enter the total number of questions for your assignment in the "Number of Questions" field.
- Click on the "Continue" button.
The number of questions requested in the previous step will now be displayed with five answer options next to each one. Please note that each row represents a question in your assignment.

Click on the radio button (the small circle) that corresponds to your answer for that question. If you want to restart the assignment, click on "Clear Form" to remove all your selections and start anew.

Click on the "Continue" button after you have completed all the questions, and check if you are happy with all your answers.

If you want to redo the answers to the assignment, click "Back".

Click on the "Continue" button to submit your assignment. If you do not click "Continue", no submission action will take place.

The assignment submission report is your proof that your assignment was submitted. You must print this page for record purposes.

Click on the "Return to Assignment List" button to go back to the assignment overview screen.

7.3.4 Submission and marking of Assignment 02

7.3.4.1 General

Assignment 02 requires a unique number.

There are different Assignment 02 questions for each semester. Semester 1 relates to Isabella’s Ballet Supplies Ltd (Isabella’s) and semester 2 to Xtreme Splash Auto Bath (XSAB). Please ensure you complete the correct assignment.

You have to use Topic 6 in your study guide as a guide for working through the Pastel Partner training manual. Read it carefully and follow the instructions in the study guide.

Do not start with Assignment 02 without first working through topic 2 (spreadsheets), topic 6 (Pastel Partner) and the Pastel Partner training manual. Please note: this means that you need to complete all the activities in the study guides and the exercises in the Pastel Partner training manual.

Do not worry if you make a mistake while working through the exercises for Spotless Cleaning Service in the Sage Pastel Partner training manual! It will not count for marks. Learn from your mistakes and continue. Do not waste too much time on correcting it. Mistakes will, however, affect the results on some of your reports, so do not worry if your reports do not perfectly match those printed in the manual.

Do not delete any companies in Pastel. Should you feel you made too many mistakes and rather want to start afresh, start a new company without deleting any of your old companies.

Students seem to struggle with the take-on of balances. Read the applicable section in study unit 18 very carefully until you understand the reasons behind the take-on process fully. Now do
the take-on exercises in a separate company in lesson 12. Only after all of this, attempt to do Assignment 02. Your take-on balances affect almost all your printouts!

When you start with Assignment 02, create a separate company for Isabella’s/XSAB. Do not attempt to enter the details of Isabella’s/XSAB as part of Spotless Cleaning Service or any other company in Pastel. This is similar to doing the accounting work for your local grocery store, butchery and hairdresser – everyone should be handled as a separate company in Pastel!

Make **regular backups** while doing Isabella’s/XSAB. Make these backups into **separate subdirectories**. The task numbers should be used as the names for the subdirectories so that you know up to what task number you have last made a backup of your data. If you make a mistake after the backup, you can restore your backup from the last task number before the error and just continue. This will save you from redoing the same work over and over again.

Please also make a regular backup to an external storage device (such as a memory stick). You will then be able to recover your assignment in case your computer crashes or is stolen or lost.

Please backup regularly including to an external storage device!

*Remember that you will not be able to complete Assignment 02 without working through the study guides’ topic 2 (spreadsheets) and topic 6 (Pastel Partner) in conjunction with the Pastel Partner training manual. This will require a significant time investment – do not leave it until it is too late!*

Either print out the computer printouts (Pastel and Excel) required for Assignment 02, staple it together and post it to Unisa, or submit it online via myUnisa.

**Please note:**

- **Do NOT** submit your assignment both by post and online. **Do NOT** submit parts of your assignment separately! The mark capturing system at Unisa will override whatever mark is already on the system for you for Assignment 02, and the last mark will be captured. It is not possible to combine the marks of parts which are separately received and marked again.

- **Important:** By submitting your assignment you confirm that you accept the terms of the declaration included in Addendum B (semester 1) and Addendum E (semester 2) and of this tutorial letter. If you are in violation of the declaration, you will receive 0% for Assignment 02. If you copied all or a portion of your assignment from someone else, both you and the person you copied from will receive 0% for the assignment.

- Please note that it is the policy of this Department not to mark the whole assignment. Only one or two questions or parts of questions may be marked. Your mark for the whole assignment will therefore be the mark which you obtain for the specific section(s) marked.
7.3.4.2 Assignment 02 on a paper printout submitted via post

In order to submit Assignment 02 via post, **you must:**

- Write the individual task number on top of each paper printout.
- **Sort** and submit your printouts in the correct number order. A total of 5 marks will be deducted if the task number does not appear on the top of each page and/or if the printouts are not submitted in number order.
- **Remember to print your Excel formulas too!** Otherwise we cannot give marks for it.
- **Keep a photocopy of your assignment.**

**Please note:**

- You can have your printouts scanned in at Q-Photo, Postnet or an internet café into PDF format if you want to submit it electronically. Remember to take a memory stick with you or a CD to save and take the files home with you again!
- For question 1 (Pastel Partner) **do not** make screen prints of your Pastel Partner documents, reports or input screens (question 1), paste it into Microsoft Word, Microsoft Excel or Microsoft OneNote, and then print and submit these documents. Screen prints are not the printed documents and reports as required by the assignment, and will not be marked.
- For question 1 (Pastel Partner) **do not** print from Pastel to Microsoft Word, Microsoft Excel or OneNote and then print them to paper. These documents will not be marked.

7.3.4.3 Assignment 02 printed to an electronic file and submitted online via myUnisa

In order to submit Assignment 02 **online**, **you must:**

- Create a separate subdirectory for Assignment 02 on your computer for all your assignment files.
- Pastel: Use a virtual printer such as CutePDF, PDF Creator, Microsoft Office Document Image Writer or Microsoft XPS Document Writer as your default printer and ‘print’ your Pastel documents and reports as .PDF files, .TIF files or .XPS files. **Do not** hand in screen prints of your Pastel documents, reports or input screens. **Do not** print from Pastel to Microsoft Word, Microsoft Excel or OneNote-screens.
- Excel: Save your Excel files after completing the exercises as Excel files, or save your Open Office Calc files as Open Office Calc files.
- Use either WinZip or 7-Zip to compress all your various Pastel and Excel files into a **single zip file**. (For instructions on how to compress your files, refer to paragraph 8, question and answer 9.)
Submit this **single zip file** on myUnisa by selecting for folders compressed using **WinZip** the “ASSIGNMENT 2 .zip FILE” type/format and for folders compressed using **7-Zip** the “ASSIGNMENT 2 .7z FILE” type/format. **Do not choose any other file format other than “ASSIGNMENT 2 .zip FILE” or “ASSIGNMENT 2 .7z FILE”**.

**Do not submit the individual assignment files on myUnisa.** myUnisa will only accept the first file uploaded, and you will not be able to submit all your assignment documents. You may upload only a **single zip file** on myUnisa.

**Please note:**

- You can download the free virtual printers CutePDF and PDF Creator, as well as the free spreadsheet software Open Office Calc, from the internet.
- **Save** your virtual printouts electronically by using the task number as the file name. **A total of 5 marks will be deducted if the task number is not reflected in the file name.**
- Keep an electronic backup of the zip file you have submitted as well as the original files before you have compressed them.
- **Submit only one zip file via myUnisa.** Do not try and submit individual files and any file other than a zip or 7z file.

Refer to the FAQ paragraph 8 if you do not know how to compress your folder/files.

- Keep your online submission receipt number or a print screen of your submission receipt as proof of online submission. If you did not receive confirmation that your assignment was submitted successfully, then your assignment wasn’t submitted. Please submit your assignment again until you have received confirmation that your assignment was submitted successfully.
- **Do NOT** resubmit your assignment online on myUnisa. Make sure before you click the "Submit" button the first time. (This is similar to dropping your posted package in the post box – what is done is done.) Do not call or e-mail the lecturers with requests to resubmit your assignment.
- **Do NOT** submit a backup of your Pastel project. A backup is not the same as your virtual printouts saved electronically and then zipped together. You will get 0% for a backup of your Pastel project. Make sure before submission!
- **Do NOT** wait until the last day to submit Assignment 02 online on myUnisa. The servers can’t handle a large volume of big files uploaded all at the same time. As a result, you might perhaps not be able to upload your assignment before the deadline.
- **Do NOT** e-mail or fax your assignment to your lecturers or the Assignment Section at Unisa.
**File names:**

Save your virtual printouts electronically by using the task number as the file name.

For example: Task 15.1 requires a trial balance to be printed. You print it to your virtual printer (eg PDF Creator) and save it as ‘Task 15.1’. When viewing this file through My Computer or Windows Explorer, it will be listed as ‘Task 15.1.pdf’ if you used a PDF printer or as ‘Task 15.1.xps’ if you used Microsoft Office XPS Document Writer. There is no need to add a detailed description for the file, because we need to be able to sort it in task number order for marking purposes. A total of **5 marks** will be deducted if the task number is not reflected in the file name.

**Formats of files:**

The format of your files is determined by the type of virtual printer you use.

- The **only acceptable file formats for question 1 (Pastel)** for this assignment are:
  - .pdf (various PDF writers)
  - .xps (Microsoft XPS Document Writer) or .oxps
  - .mdi (Microsoft Document Image Writer)
  - .tif

Please open your files again to make sure it printed correctly and that you can open each one.

- The **only acceptable file formats for question 2 (Excel)** for this assignment are:
  - .xls or xlsx
  - .ods

- The following file formats **are not acceptable** and tasks in this formats will/cannot be marked (you will receive 0% for tasks in these formats):
  - .lnk or shortcut files. We do not have access to your hard drive and will not be able to see your printouts.
  - Screen prints of your Pastel Partner documents, reports or input screens (question 1) pasted into Microsoft Word, Microsoft Excel or Microsoft OneNote.
  - Pastel Partner (question 1) printouts printed to Microsoft Word, Microsoft Excel or Microsoft OneNote. This distorts the printouts and the Microsoft options enable editing of the printouts which will therefore not be marked.
  - Files with other file formats where the file extension is renamed to make it look like a .pdf, .xps, .tif or .mdi file. It does not work and wastes a lot of time. Your file will still not be readable and we will not be able to mark that printout.
Size of files:
The total file size of your zip-file (called this after being compressed) should not exceed 5 MB!

To submit Assignment 02 via myUnisa:

➢ Go to www.unisa.ac.za.
➢ Go to myUnisa.
➢ Enter your student number and password.
➢ Select your module from the orange strip.
➢ Click on Assignments.
➢ Find the AIN2601 course code in the Course column.
➢ Find the corresponding number of the assignment, ie 2 in the AssNo column.
➢ Click on the Submit link in the Action column next to the assignment number.
➢ Click on the Browse button next to File Name.
➢ In the Choose File dialog box, select the file you want to upload, eg AIN2601 Assignment 2.zip, and then click OK.
➢ Select the correct file format from the File Format drop-down list (ie ASSIGNMENT 2 .zip FILE for WinZip/Compressed (zipped) files or ASSIGNMENT 2 .7z FILE for 7-Zip files.)
➢ Click on the Continue button.
➢ Verify that you are uploading the correct file to AIN2601 and Assignment 02. If the wrong details, eg file name, appear on the screen, click on Back to restart the file upload process.
➢ Click on the Continue button to submit your assignment file. If you do not click Continue, no submission action will take place. Large files will take longer to upload than small files. Please be patient after you have clicked Continue.
➢ The Assignment submission report is your proof that your assignment was submitted. You must print this page for record purposes.
➢ Click on the Return to Assignment List button to go back to the Assignment overview screen.

Do not wait till the due date if you plan to submit your assignment online via myUnisa. The web server might experience high traffic volumes and it may result in the late submission of your assignment.
Please do NOT click the RESUBMIT button unless you want to submit the assignment again from the beginning. When you click this button, it immediately cancels your previous submission.

7.3.5 Enquiries relating to assignments

Enquiries about assignments, including mark adjustments, will only be accepted until the examination date.

7.3.6 Finality of due dates

Assignments which are received after their due dates disrupt our marking programme. The uncontrolled submission of assignments also creates administrative problems. We therefore request you to pay particular attention to the undermentioned requirements and suggestions, and to adhere strictly to them:

No extension will be given for the submission of assignments as solutions to the assignments will be forwarded automatically to all students after the due date.

It is your OWN responsibility to ensure that your submitted assignment is registered and marked. No correspondence or telephone conversation will be conducted in this regard.

ASSIGNMENTS RECEIVED AFTER THE DUE DATE WILL NOT BE MARKED.

YOU WILL RECEIVE 0% FOR ASSIGNMENTS SUBMITTED LATE.
7.4 The examination

7.4.1 Examination period

This module is offered in a semester period of 15 weeks. This means that if you are registered for the first semester, you will write the examination in May/June 2018 and the supplementary examination will be written in October/November 2018. If you are registered for the second semester, you will write the examination in October/November 2018 and the supplementary examination will be written in May/June 2019.

During the semester, the Examination Section will provide you with information regarding the examination in general, examination venues, examination dates and examination times.

7.4.2 Examination paper

You will be expected to write a two-hour examination paper at the end of the academic semester.

You will be provided with a copy of a previous examination paper and its memorandum in a later tutorial letter. It is to be used as an example only – you will write a different examination paper consisting of entirely new questions.

A final mark (examination mark and year mark together) of 50% is required to pass AIN2601. A subminimum of 40% in the examination is required. The year mark will not count in the case where the subminimum of 40% was not obtained. Please refer to the previous section on how to calculate your year mark and final mark. A supplementary examination is awarded at the discretion of Unisa and is based on the final mark obtained.

7.4.3 Previous examination papers

Working through previous examination question papers will help you sharpen your skills and will give you an idea of the format of the exam paper. However, we strongly advise you not to focus on previous examination papers only, as there are no old questions in the examination.

Previous examination papers’ solutions are not distributed. You can, however, send your answers to us, your lecturers. We will mark them and send them back to you with comments. This will help you to see where you went wrong or where you did not understand a concept. Please note that the only way for you to obtain the answers to the previous examination papers, is to send us your solutions.
7.4.4 Tutorial letter with information on the examination

To help you in your preparation for the examination, you will receive a tutorial letter that will explain the format of the examination paper and set out clearly what material you have to study for examination purposes.

This examination guidance tutorial letter will also contain a copy of a previous examination paper and its memorandum as an example of the format of the examination paper. Please note that you will be writing a different examination paper consisting of entirely new questions.

The above-mentioned tutorial letter will contain more information on this, but it is important to take note at this stage already of the Microsoft Excel function structures which will be provided in the examination:

- PV (Present value)
- FV (Future value)
- PMT (Payment)
- VLOOKUP

The function structures above will be provided to you in the examination and you will need to know how to apply it. You will, however, be required to know all other function structures and their application from memory.

You are advised to consult the examination timetable in good time to plan your final revision programme accordingly. Please get down to an early start to avoid cramming at the last moment. Please consult your final examination timetable to confirm the date, time and venue of your examination.

7.4.5 The importance of a positive study method

Examination statistics have proved that students who prepare thoroughly and who complete all the assignments have a better chance of obtaining a pass in the examination than those students who do the minimum.

Only after you have acquired the necessary knowledge should you read through the assignment for the first time, work out the solutions and submit your answers to us, so that they will reach the university on or before the due date of the assignment (not after the due date).

The assignment should, in effect, constitute your first revision of the work that you have studied. In other words, the assignment should not serve as a checklist of the work to be studied for the completion of the assignment, but should, when the assignment is attempted, serve as a test of the knowledge you have acquired by studying the work.

When you receive the solutions and compare the suggested solutions with your own, you are provided with an opportunity of revising the work for a second time.

If you persevere with such a rigid programme of study, you will reap the benefits of sustained practice in answering questions and you will undoubtedly enjoy success in the examination.
## FREQUENTLY ASKED QUESTIONS

<table>
<thead>
<tr>
<th>Q1</th>
<th>May I postpone my examination to the following semester and what will the implications be?</th>
</tr>
</thead>
</table>
| A1 | Yes you can postpone your examination however students are requested to contact Unisa examination department for such arrangements. **Please note the implications are:**
|    | • You are deemed to be an “aegrotat” student.                                              |
|    | • Your year mark (which contributes 25% towards your final mark) will transfer to the following semester. Your year mark in the following semester will therefore be equal to this semester’s year mark. |
|    | • You **cannot** redo and resubmit your assignments during the following semester.        |
|    | • You can still use your study material from this semester in the following semester.     |

<table>
<thead>
<tr>
<th>Q2</th>
<th>May the examination venue/address be changed after registration?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2</td>
<td>Yes, please contact the university to arrange this.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q3</th>
<th>What happens if I get sick on the day of exam?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A3</td>
<td>Students who are unable to write due to illness need to provide the university with a signed doctor’s note. Students are then requested to apply for admission from the examination’s department to write the exam the following semester. Please refer Q1 and A1.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q4</th>
<th>I am writing a supplementary examination. What mark must I obtain in the examination to pass?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4</td>
<td>Your year mark obtained during the previous examination period will be taken into consideration in calculating your final mark. The mark obtained in the supplementary examination will contribute 75% towards your final mark and the year mark obtained in the previous examination period will contribute the other 25% towards your final mark. Your final mark will therefore be calculated as follow:</td>
</tr>
</tbody>
</table>

| Year mark (as per the previous exam period): | 25% |
| Supplementary Examination mark:             | 75% |
| Final mark:                                 | 100% |
For example: If you were to obtain 60% for the supplementary examination and your year mark was 80% (based on submitted assignment 01, 02 and 03) your final mark after the supplementary examination will be 65% \( [(60\% \times 75\%) + (80\% \times 25\%)] = 65\% \). 

Further note that you need to obtain a sub-minimum of 40% in the supplementary examination for your year mark contribution (25%) to be taken into account. The year mark contribution will therefore not be taken into account, where your supplementary examination mark is below the 40% subminimum.

For example: If you obtain 36% in the supplementary examination and you had 80% for your year mark (assignment 01, 02 and 03) your final mark will be 36% (the supplementary examination mark only).

NOTE: You need a final mark of 50% to pass the module.

Please note:

- Marks from your assignments submitted during the previous examination period will be used to calculate your year mark. You therefore cannot redo and resubmit your assignments.
- You can still use your study guides to prepare for your supplementary examination.
- All the current examination period study material is available on the previous semester’s AIN2601 myUnisa site under Official study material and Additional Resources.

<table>
<thead>
<tr>
<th>ASSIGNMENTS - GENERAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q5</td>
</tr>
<tr>
<td>A5</td>
</tr>
<tr>
<td>Q6</td>
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<tr>
<td>A6</td>
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<td>Q7</td>
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<td>A7</td>
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<td>Q8</td>
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<td>A8</td>
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<td>Q9</td>
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<td>A9</td>
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</tbody>
</table>
Your zip file will have been created in the parent folder of your assignment folder. In the example above the zip file will be in the My Documents folder and will have the name of your assignment folder, but with a .zip file extension.

**Compress your AIN2601 Assignment 2 folder using 7-zip**

To zip with 7-zip:
- From the Start menu open 7-zip File Manager

In the 7-Zip File manager screen:
- Select the name of the folder (i.e. AIN2601 Assignment 2) which includes all your assignment files.
- Right click (while standing with your cursor on the folder name) to show the pop-up menu.

- From the pop-up menus select 7-Zip and Add to “AIN2601 Assignment 2.7z” (“AIN2601 Assignment 2.7z” will be replaced by the name of your assignment folder).
Your 7-zip file will have been created in the parent subdirectory of your assignment subdirectory. In the example above the zip file will be in the My Documents and will have the name of your assignment folder, but with a .7z file extension.

**.zip and 7-zip files:**

This one zip or 7z file that you have created is the one file you will upload onto myUnisa.

Please open your zip/7z file again to make sure that it was not corrupted during creation and that you have included ALL the documents you want to submit in the zip file.

<table>
<thead>
<tr>
<th>Q10</th>
<th>I do not see my Isabella’s Ballet Supplies Ltd (Isabella’s) Customers/Suppliers/Inventory items in the BDS Tools company?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A10</td>
<td>• Do not capture Isabella’s information in BDS Tools and visa versa. If you do, it’s the same as capturing Spar’s transactions in Pick ‘n Pay’s records. Isabella’s and BDS Tools are two different entities.</td>
</tr>
<tr>
<td></td>
<td>• You must complete the entire question 1 (sections A, B, C and D) in Isabella’s.</td>
</tr>
<tr>
<td></td>
<td>• Do not attempt to complete section B if you have not worked through study unit 18 in the study guide 2 and lesson 12 in the Sage Pastel manual.</td>
</tr>
<tr>
<td></td>
<td>• Do not call/e-mail/post questions with regard to the take-on of opening balances if you haven’t worked through study unit 18 in the study guide 2 and lesson 12 in the Sage Pastel manual, as the lecturers will only refer you back to lesson 12 and study unit 18.</td>
</tr>
</tbody>
</table>
### Q11
Where do I find the BDS Tools company backup file which is needed to practice Lesson 12 in the Sage Pastel manual?

**A11**
You can find BDS Tools (please note that the BDS Tools file is a .zip file) on the “Data files accompanying Pastel courseware” CD using one of the following options:

**Option 1:**
- Using Windows Explorer open the CD/DVD drive
- You will find the BDS Tools.zip file under FET University\ TAKEON

**Option 2: Auto-run:**
- The CD has an auto-run function.
- Click on Sage Pastel Partner.
- Click on FET/University
- Click on Take-on.

### Q12
How do I open the BDS Tools company?

**A12**
Firstly you need to copy the BDS Tools.zip file to the Pastel 14 folder on your C: drive by doing the following:

- Select BDS Tools.zip file.
- Right click (while standing with your cursor on the file name) to show the pop-up menu.
- From the pop-up menu select Copy.
- Go to your local drive (in this example C:).
- Click on the Pastel14 folder.
- Right click (while standing with your cursor on the folder name) to show the pop-up menu.
- From the pop-up menu select Paste.

You can now use one of the following options to open the BDS Tools company in Sage Pastel:

- Option 1: Follow the steps as set-out in the Sage Pastel manual lesson 12.
- Option 2: Follow the steps as set-out in study guide 2, study unit 18, computer activity 18.5 (“Add-company” method).

### Q13
May I use Sage Pastel Xpress, Sage Pastel Xpress Start-up, My Business, My Business online, Evolution or Sage One?

**A13**
No, you may only use Sage Pastel Partner Version 14.
<table>
<thead>
<tr>
<th>Q14</th>
<th>What do I do if I get an error message with an error code when installing or working on Sage Pastel Partner?</th>
</tr>
</thead>
</table>
| A14 | Please make a screen print of the error code, paste it into Microsoft Word and send it via email to Pastel together with a description of the circumstances of the problem. Also mention that you are a Unisa student and provide your student number in the email. Technical queries regarding the Sage Pastel software should be directed to:  
Email: unisa@sage.com  
Telephone: +27 11 304 3435 / 3674  
Please do not leave the installation of your Sage Pastel software to the last minute – install it early to solve technical difficulties on time.  
Any other enquiries relating to the content of Sage Pastel must please be directed to your lecturers. Do not contact Sage Pastel with assignment related queries. |

<table>
<thead>
<tr>
<th>Q15</th>
<th>I bought my Sage Pastel Partner Educational software during 2017. May I still use it?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A15</td>
<td>Sage Pastel Partner Educational software bought during 2017 expires on 31 December 2017. Please contact Sage Pastel for any extensions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q16</th>
<th>I bought my Sage Pastel Partner Educational software prior to 2017 (e.g. 2016 and before) from Sage Pastel. May I still use it?</th>
</tr>
</thead>
</table>
| A16 | No, you can no longer use the educational software as it has expired.  
You have two options:  
**Option 1:** You may still use the educational manual for version 12 but you will need to obtain access to the Sage Pastel Partner version 12 software somewhere else for example at work, or  
**Option 2:** You must acquire new educational software and training manual from Sage Pastel.  
Please contact Sage Pastel on 011 304 3435 / 3674. |

<table>
<thead>
<tr>
<th>Q17</th>
<th>May I use Sage Pastel Partner Version 14 installed on my computer or my work’s computer and not buy the prescribed Sage Pastel Partner Version 14 educational software?</th>
</tr>
</thead>
</table>
| A17 | Yes, you may use the Sage Pastel Partner Version 14 already installed on your/your employer’s computer and you do not need to buy the Sage Pastel Partner educational manual and software however,  
i. You should review topic 6 in study guide 2 and make sure you are able to study this topic without the Sage Pastel educational manual. The study guide does not replace the Sage Pastel manual but adds to the information given in |
the manual. Some students, due to their prior knowledge and experience on Sage Pastel, may find the study guide sufficient. You are however the only person who can determine if your current knowledge and experience on Sage Pastel Partner is sufficient.

ii. You must be comfortable that you can complete assignment 02 without the Sage Pastel manual. Please note lecturers will refer you to the manual if a certain aspect is covered in the manual and will not re-explain it to you because you don't have access to the manual. Examination questions can also be based on the information provided in the manual.

iii. You should obtain your employers permission to use their Sage Pastel Partner software for your studies and assignment.

When marking assignment 02 we do not look at the “Prepared by” printed on the Sage Pastel Partner reports. We only penalise students if their student number does not reflect where the assignment instructs them to do so.

Q18 May I use another version of Sage Pastel Partner than the prescribed Sage Pastel Partner Version 14?

A18 When you do your Sage Pastel Project (Question 1 of Assignment 2), you may use other versions of Sage Pastel Partner and you do not need to buy the Sage Pastel manual and education software however,

i. You must be comfortable that you can complete your assignment 2 without the Sage Pastel manual. Please note that lecturers will refer you back to the manual if a certain aspect is covered in the manual and will not re-explain it to you because you do not have access to the manual. Examination questions can also be based on the information provided in the manual.

ii. You should review topic 6 in study guide 2 and make sure you are able to study this topic without the Sage Pastel educational manual. The study guide does not replace the Sage Pastel manual but adds to the information given in the manual. Some students, due to their prior knowledge and experience on Sage Pastel, may find the study guide sufficient. You are however the only person who can determine if your current knowledge and experience on Sage Pastel Partner is sufficient.

iii. It is your responsibility to ensure that your version of Sage Pastel Partner has the required functionality for all the setup, transactions and reporting as required by assignment 02.

iv. It is also your responsibility to make the necessary adjustments for the differences between Sage Pastel Partner Version 14 and the Sage Pastel version you are using.

Also consider that you are preparing yourself for the business world and it would probably be best to obtain/sharpen your skills on the latest version of Sage Pastel.
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A19</td>
<td>Yes, you may use Microsoft Excel 2003, 2007, 2010 or 2013. The formulas are the same in the different Microsoft Excel versions but there are however differences on how to get to and perform certain tasks/actions, for example the creation of graphs, how to sort &amp; filter etc. It is your responsibility to make your own adjustments for these differences.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q20</th>
<th>May I use Microsoft Excel starter?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A20</td>
<td>No, Microsoft Excel starter does not have all the functionalities needed for assignment 02, especially if you want to print your assignment to paper.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q21</th>
<th>What alternative do I have if I do not have access to Microsoft Office Excel?</th>
</tr>
</thead>
</table>
| A21 | You can download “Apache OpenOffice Calc” from [www.openoffice.org](http://www.openoffice.org).  
Please take note of the following:  
i. The software is free, but you will still be charged for data usage.  
i. The file extension will be .ods – DO NOT change this to .xls or any other file extension.  
ii. You will need to make the necessary adjustments between Apache OpenOffice Calc and Microsoft Office Excel.  
You will not be able to export from Pastel to Excel as required in Assignment 2, Question 2. You must therefore recreate the export based on the screen prints and information provided in the assignment. |

### 9 IN CLOSING

We trust that you will enjoy the AIN2601 journey with us and gain knowledge, insight and practical skills to advance your future studies and career. We wish you the best in your studies!
10 ADDENDUM
Please refer below.

FIRST SEMESTER COMPULSORY ASSIGNMENTS 2018

ADDENDUM A: COMPULSORY ASSIGNMENT 01/2018 (semester 1 only)

ADDENDUM B: COMPULSORY ASSIGNMENT 02/2018 (semester 1 only)

ADDENDUM C: COMPULSORY ASSIGNMENT 03/2018 (semester 1 only)

SECOND SEMESTER COMPULSORY ASSIGNMENTS 2018

ADDENDUM D: COMPULSORY ASSIGNMENT 01/2018 (semester 2 only)

ADDENDUM E: COMPULSORY ASSIGNMENT 02/2018 (semester 2 only)

ADDENDUM F: COMPULSORY ASSIGNMENT 03/2018 (semester 2 only)

PASTEL ORDER AND INSTALLATION, MANUAL ORDER FORM AND PROOF OF PAYMENT

ADDENDUM G: SAGE PASTEL ORDER AND INSTALLATION PROCESS

ADDENDUM H: SAGE PASTEL MANUAL ORDER FORM

ADDENDUM I: SAGE PASTEL PROOF OF PAYMENT COVER SHEET
ADDENDUM A: COMPULSORY ASSIGNMENT 01/2018 (semester 1 only)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Assignment nr</th>
<th>Submission due date</th>
<th>Unique number</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>1</td>
<td>2 March 2018</td>
<td>709342</td>
</tr>
</tbody>
</table>

ADDENDUM A IS ONLY APPLICABLE TO THE FIRST SEMESTER

Please ensure that this compulsory assignment reaches the University before the due date – if it is received late, you will not be admitted to the examination.

Before you start with this assignment please carefully read paragraphs 7.2 and 7.3 (especially paragraph 7.3.3) of this tutorial letter.

REQUIRED:

Instructions for questions 1 – 10:

Please select the most appropriate answer to the question and mark it on the mark-reading sheet. Each correct answer counts one (1) mark.

1. __________ is a method of data processing and refers to data that is organised in an orderly sequence based on specific criteria.
   1) Organising
   2) Arranging
   3) Sorting
   4) Categorising

2. The following is NOT a method of data processing:
   1) Summarising data
   2) Performing calculations
   3) Transporting data
   4) Classifying data

3. Which one of the following is NOT a function of the database administrator?
   1) Monitor and maintain database performance.
   2) Implement, maintain and evaluate database access policies.
   3) Design and create databases in line with database management standards.
   4) Share data between multiple users simultaneously.

4. When a primary key of a database is entered into another data file to create a relation between the two files the primary key in the other data file is known as a(n) __________.
   1) attribute
   2) foreign key
   3) data record
   4) primary data field
5. A/An _________ is an integrated set of software that provides a user-friendly interface to the user for all data interactions between the user and the physical database.

1) database management system
2) software system
3) application system
4) operating system

6. “What can the possible reasons be why retired individuals move to smaller cities?” The answer to this question can be uncovered using __________ software.

1) Data editing
2) Data mart
3) Data mining
4) Online analytical processing (OLAP)

CASE STUDY A – Deonko Car Parts (Deonko)

Please use the below information (case study) to answer questions 7 and 8

Deonko Car Parts (Deonko) is a company that sells car parts and does not have branches. Deonko made a decision to implement a Computerised Information System (CIS) as part of its operations. The CIS will increase the speed in assisting clients when they order parts. The system will also advise the sales consultant as to whether the specific parts are available or out of stock.

A client enters the store and places an order with the sales consultant. The consultant enters the order into the computer. Once the client has paid for their order, the order immediately appears on the computer screen situated in the stockroom. The screen informs the parts technician what he needs to bring to the dispatch counter.

7. Deonko is using which processing system?

1) Batch input, batch processing and batch output
2) Online input, batch processing and interactive output
3) Batch input, real-time processing and batch output
4) Online input, real-time processing and interactive output

8. Based on the case study's information, which physical location would you recommend Deonko to store its data and information?

1) Replicated database
2) Centralised database
3) Distributed database
4) Partitioned database

....END OF CASE STUDY A....
9. The storage of computer systems' data and information in a __________ environment is when files are not related to one another and the users of data and information each keep their own data and information
   1) flat file
   2) sub-file
   3) database file
   4) single file

10. The database environment consists of three components. Select the option that does not form part of the three components
   1) Users
   2) Processors
   3) Database management systems (DBMS)
   4) Physical database

Instructions for questions 11 to 20:
Indicate whether the following statements are true or false. Use a 1 on your mark reading sheet to indicate a true statement and a 2 to indicate a false statement. Each correct answer counts one (1) mark.

1  – True
2  – False

11. Because information is obtained by processing raw data, it is essential that the raw data captured in the computerised information system should be accurate, complete, reliable and verifiable.

12. An advantage of using a database environment is that database systems are always simple to design and use.

13. A disadvantage of using a database environment is that data redundancy is increased and data can only be made available to one user at a time.

14. Running queries on the data warehouse can be very slow because of the size of the data warehouse.

15. A data mart is a smaller data warehouse extracted from the organisation’s various data warehouses.

16. The data dictionary contains a record of each data field in the database and this record gives a detailed description of that data field.

17. One of the responsibilities of the database analyst is the management of the integrity of the data in the database.

18. The external level, also called the user view, is the individual end-user’s view of the data and the database.

19. Data manipulation language can be used by all the database users, but the level of use will only be determined by their depth of knowledge.

20. OLAP and data mining are technically similar. Both are business intelligence tools that complement each other, and they are used in conjunction with each other.
ADDENDUM B: COMPULSORY ASSIGNMENT 02/2018 (semester 1 only)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Assignment nr</th>
<th>Due date</th>
<th>Unique number</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>2</td>
<td>29 March 2018</td>
<td>772138</td>
</tr>
</tbody>
</table>

ADDENDUM B IS ONLY APPLICABLE TO THE FIRST SEMESTER

Before you start this assignment:

- Carefully read paragraphs 7.2 and 7.3 of this tutorial letter. Read sub paragraph 7.3.4 especially carefully.
- Please refer to Unisa’s policy on plagiarism. You are also reminded that your assignment should be your own work. This is NOT a group assignment!
  - You will therefore be required to enter your student number in specified fields several times, for example, where you see Student nr xxxxxxxx or “Your own student number”. Your student number will then appear on the documents and reports requested for marking. Should your student number not appear on those documents and reports you will be awarded 0% for your whole assignment.
  - Further steps will also be taken in terms of the Student Disciplinary Code for work (or part thereof) submitted, and which appears not to be authentic or your own work.
  - WE SINCERELY APOLOGISE FOR THESE EXTRA MEASURES TAKEN, but with a year mark of 25% for the module we have to be sure that the marks obtained is a reflection of your own abilities.
- Assignments received after the due date will not be marked and you will receive 0% for the assignment.

AIN2601’s assignment 02 consists of a declaration, a completion checklist and two questions.

Completion checklist: This is there to help you make sure that you have printed all the documents and reports required.

Declaration: By submitting your assignment you confirm that you accept and will adhere to the terms of the declaration on page 46 of this tutorial letter. If you are in violation of the declaration you will receive 0% for Assignment 02. If you copied all or a portion of your assignment from someone else, both you and the person you copied from will receive 0%. This declaration holds you accountable for completing your assignment on your own.

Question 1: This question will mainly test your Pastel skills and has four sections. You should follow the steps and print the documents and reports specified. You can either print these documents and reports with your normal printer on paper (then submit your assignment 02 by post), or you can print it to a virtual printer using the task number as the file name (and then submit it electronically with myUnisa).

Please print these documents and reports immediately when the task instructs you to do so. It is often not possible to print these documents at a later stage, or the information on the printout can differ at a later stage. So print it immediately.

It is imperative that you should have worked through your Pastel Training Manual and Topic 6 in the study guide before you attempt this question. The Pastel Help function may be used wherever necessary.

Question 2: This question will test your spreadsheet (Microsoft Office Excel) skills and has 1 section. It is imperative that you should have worked through Topic 2 in the study guide before you attempt this question. In the Excel section you will use information generated in Question 1, the Pastel section. If your export from Pastel to Microsoft Excel was unsuccessful, you can recreate the export based on the screen print provided in Question 2 and the information contained in Pastel as processed in Question 1.
DECLARATION

By submitting my assignment 02, I declare that:

- I have read the Students’ Disciplinary Code;

- I know what plagiarism is, that plagiarism is wrong and that disciplinary steps can be taken against me if I am found guilty of plagiarism;

- Assignment 02 for AIN2601 has been completed entirely by myself without any assistance from another person;

- All the printouts (or electronic files) submitted for the AIN2601 Assignment 02 are originals made by myself and were not copied from someone else.

- I have not given assistance or made my printouts (or electronic files) for the AIN2601 Assignment 02 available to any other UNISA student.

- I know that if I am found to be in violation of this declaration I will receive 0% for Assignment 02.

Please note: You do not have to submit the declaration. By submitting your assignment you declare that you adhere to all of the above.
## QUESTION 1

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Handed in?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SECTION A – COMPANY SETUP:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.8</td>
<td>Inventory groups listing</td>
<td></td>
</tr>
<tr>
<td>7.2</td>
<td>Supplier account (master) listing</td>
<td></td>
</tr>
<tr>
<td>8.3</td>
<td>Customer account (master) listing</td>
<td></td>
</tr>
<tr>
<td>9.3</td>
<td>Item based price list</td>
<td></td>
</tr>
<tr>
<td>9.4</td>
<td>Preferred supplier listing</td>
<td></td>
</tr>
<tr>
<td><strong>SECTION B – TAKE-ON OF OPENING BALANCES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.3</td>
<td>General journal without contras (take-on journal)</td>
<td></td>
</tr>
<tr>
<td>11.2</td>
<td>Supplier detailed ledger: period 1 to 12 of 2017</td>
<td></td>
</tr>
<tr>
<td>11.3</td>
<td>Supplier age analysis: period 1 of 2018</td>
<td></td>
</tr>
<tr>
<td>12.2</td>
<td>Inventory reorder report: period 1 of 2018</td>
<td></td>
</tr>
<tr>
<td>13.2</td>
<td>Customer detailed ledger: period 1 to 12 of 2017</td>
<td></td>
</tr>
<tr>
<td>13.3</td>
<td>Customer age analysis: period 1 of 2018</td>
<td></td>
</tr>
<tr>
<td>14.4</td>
<td>Bank reconciliation: period 12 of 2017</td>
<td></td>
</tr>
<tr>
<td>15.1</td>
<td>Trial balance: 1 September 2016 to 31 August 2017</td>
<td></td>
</tr>
<tr>
<td><strong>SECTION C – PROCESSING OF DAILY TRANSACTIONS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.5</td>
<td>Payment cashbook batch</td>
<td></td>
</tr>
<tr>
<td>16.6</td>
<td>Sales quotation – Debbie’s Dance Shoppe</td>
<td></td>
</tr>
<tr>
<td>16.7</td>
<td>Tax invoice – Lindiwe Masenya</td>
<td></td>
</tr>
<tr>
<td>16.15</td>
<td>Receipt cashbook batch</td>
<td></td>
</tr>
<tr>
<td>16.19</td>
<td>Purchase order – Twirls &amp; Tiaras</td>
<td></td>
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<tr>
<td>16.21</td>
<td>Tax invoice – Debbie’s Dance Shoppe</td>
<td></td>
</tr>
<tr>
<td>16.22</td>
<td>Sales order – Debbie’s Dance Shoppe</td>
<td></td>
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<tr>
<td>16.23</td>
<td>Back orders – Details by Item report</td>
<td></td>
</tr>
<tr>
<td>16.24</td>
<td>Supplier invoice – Twirls &amp; Tiaras</td>
<td></td>
</tr>
<tr>
<td>16.27</td>
<td>Goods received note – Princess Slippers Ltd</td>
<td></td>
</tr>
<tr>
<td>16.28</td>
<td>Supplier invoice – Princess Slippers Ltd</td>
<td></td>
</tr>
<tr>
<td>16.29</td>
<td>Supplier invoice summary listing</td>
<td></td>
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<tr>
<td>16.35</td>
<td>Tax invoice summary listing</td>
<td></td>
</tr>
<tr>
<td>16.38</td>
<td>Outstanding GRN’s – Details by Item report</td>
<td></td>
</tr>
<tr>
<td>16.39</td>
<td>Detailed ledger – Petty cash account period 1 of 2018</td>
<td></td>
</tr>
<tr>
<td>16.41</td>
<td>Purchase return – Twirls &amp; Tiaras</td>
<td></td>
</tr>
<tr>
<td>16.43</td>
<td>Excel spreadsheet – Depreciation calculation</td>
<td></td>
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<tr>
<td>16.44</td>
<td>Depreciation journal</td>
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</tr>
<tr>
<td>16.45</td>
<td>Reversed journal</td>
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</tbody>
</table>
Completion Checklist (page 2 of 2)

**Question 1 (continued)**

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
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<tbody>
<tr>
<td></td>
<td><strong>SECTION D – MONTH END PROCESSING:</strong></td>
<td></td>
</tr>
<tr>
<td>17.3</td>
<td>Bank reconciliation – September 2017</td>
<td></td>
</tr>
<tr>
<td>18.1</td>
<td>Trial balance: period 1 of 2018</td>
<td></td>
</tr>
<tr>
<td>18.2</td>
<td>Income statement: period 1 of 2018</td>
<td></td>
</tr>
<tr>
<td>18.3</td>
<td>Balance sheet: period 1 of 2018</td>
<td></td>
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<tr>
<td>18.4</td>
<td>Cash movement report: period 1 of 2018</td>
<td></td>
</tr>
<tr>
<td>18.5</td>
<td>Cash book details – Capitec current account: period 1 of 2018</td>
<td></td>
</tr>
<tr>
<td>18.6</td>
<td>Open item customer statement – Debbie’s Dance Shoppe period 1 of 2018</td>
<td></td>
</tr>
<tr>
<td>18.7</td>
<td>Balance forward customer statement – Ballerina Barre period 1 of 2017</td>
<td></td>
</tr>
<tr>
<td>18.8</td>
<td>Customer age analysis: period 1 of 2018</td>
<td></td>
</tr>
<tr>
<td>18.9</td>
<td>Supplier age analysis: period 1 of 2018</td>
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</tr>
<tr>
<td>18.10</td>
<td>Inventory valuation report: period 1 of 2018</td>
<td></td>
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<tr>
<td>18.11</td>
<td>Tax type report for the 201709 tax period</td>
<td></td>
</tr>
</tbody>
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**Question 2**

<table>
<thead>
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<th>Description</th>
<th>Handed in?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Task 1a: Pivot Table</strong></td>
<td></td>
</tr>
<tr>
<td>1.15</td>
<td>Pivot table [FORMATTING]</td>
<td></td>
</tr>
<tr>
<td>1.18</td>
<td>Pivot table [FORMULAS]</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Task 1b: Creating a 2D Clustered Column Chart</strong></td>
<td></td>
</tr>
<tr>
<td>1.25</td>
<td>2D Clustered Column Chart</td>
<td></td>
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<tr>
<td></td>
<td><strong>Task 1c: Price calculations</strong></td>
<td></td>
</tr>
<tr>
<td>1.48</td>
<td>Price calculations [FORMATTING]</td>
<td></td>
</tr>
<tr>
<td>1.51</td>
<td>Price calculations [FORMULAS]</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Task 1d: Monthly instalment calculation</strong></td>
<td></td>
</tr>
<tr>
<td>1.59</td>
<td>Instalment calculation [FORMATTING]</td>
<td></td>
</tr>
<tr>
<td>1.63</td>
<td>Instalment calculation [FORMULAS]</td>
<td></td>
</tr>
</tbody>
</table>
question 1 – sage pastel (70 marks) & excel (3 marks)

- ensure that you have carefully read paragraph 7.3.4 before you start with this question.
- immediately print (either to paper or to a file using a virtual printer) when instructed to do so.
- you will be required to enter your student number in specified fields several times, for example, where you see “student nr xxxxxxxx” or “your own student number” or “xxxxxxxxx”. you only need to include your student number in numbers and not the description “student number”. your student number will then appear on the documents and reports requested for marking. should your student number not appear on those documents and reports you will be awarded 0% for your whole assignment.

madame isabella is the owner of isabella’s ballet supplies ltd (isabella’s). this business sells ballet shoes (ballet pumps and pointe shoes), leotards and skirts to individuals as well as to retail stores. isabella’s is located in groenkloof, pretoria, but delivers to customers across gauteng.

isabella’s has been in business for the past three years and has decided to convert to pastel partner for their transaction processing.

madame isabella has invested r300,000 (share capital) to set-up isabella’s ballet supplies ltd.

section a – company setup

task 1: use the setup assistant to create isabella’s ballet supplies ltd (isabella’s) on pastel partner.

1.1 use the following information (use the default information provided, unless specific information is given):

- postal address: po box 369, groenkloof, 0025;
- date sequence: dmy, with four digits per year, confirm that the sample date format is correct i.e. dd/mm/yyyy;
- start date of financial year (current financial year): 01/09/2017, with each period ending on the last day of the month. isabella’s uses one period for each month of the year;
- in this assignment period x of 2017 will refer to the xth period falling within the 2017 financial year which ends on 31/08/2017 and period x of 2018 will refer to the xth period falling within the 2018 financial year which ends on 31/08/2018.
- use the retail chart of accounts as the standard chart of accounts for isabella’s;
- isabella’s has a current account at capitec bank. they also use a petty cash account to pay for smaller, ad-hoc expenses;
- isabella’s has two price lists – wholesale and individual. store owners are charged ‘wholesale’ prices should they register as a wholesale distributors by supplying certain documentation required by isabella’s. ‘individual’ prices are the most common (default) prices to be used for all individual customers unless the ‘wholesale’ prices have specifically been authorised by the financial manager;
- the default terms for customers are 30 days and the customer accounts are prepared using open item processing;
- isabella’s has a fast laser printer for printing all their business documents and correspondence on plain paper. (before you continue please ensure that the virtual and/or physical printer you are using paper size is set to a4. refer to pastel manual lesson 1 for instructions)

2.1 use the following information to create the supervisor’s user account name and password:

- do not force strong password.
- user nr 0
User Name: Emma
Password: Dance@1
Security question: Which module am I busy with?
Security answer: AIN2601

Task 3: Edit the Chart of Accounts.

3.1 View the Trial Balance to familiarise yourself with the various general ledger accounts available in the Retail Chart of Accounts you have selected during setup.

3.2 Edit the following general ledger accounts, by setting the Tax processing to VAT – Standard rated (14%):

<table>
<thead>
<tr>
<th>Main account number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Sales</td>
</tr>
<tr>
<td>2000</td>
<td>Cost of Sales / Purchases</td>
</tr>
</tbody>
</table>

3.3 Add the following general ledger accounts:

NB! Type your own student number in after “Cost of Sales - Shoes” as well as “Inventory – Skirts” account description (where the “xxxxxxxxx” is indicated). If the documents/printouts required later do not reflect your own student number where required, you will receive zero percent (0%) for your whole assignment!

<table>
<thead>
<tr>
<th>Main account number</th>
<th>Sub-account number</th>
<th>Description</th>
<th>Financial category</th>
<th>Report writer category</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>100</td>
<td>Sales – Shoes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td>200</td>
<td>Sales – Skirts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td>300</td>
<td>Sales – Leotards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td>400</td>
<td>Sales – Delivery fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000</td>
<td>100</td>
<td>Cost of Sales – Shoes (Student nr: xxxxxxxxxx)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000</td>
<td>200</td>
<td>Cost of Sales – Skirts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000</td>
<td>300</td>
<td>Cost of Sales – Leotards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7700</td>
<td>100</td>
<td>Inventory – Shoes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7700</td>
<td>200</td>
<td>Inventory – Skirts (Student nr: xxxxxxxxxx)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7700</td>
<td>300</td>
<td>Inventory – Leotards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5450</td>
<td></td>
<td>Long term Bank loan (Student nr: xxxxxxxxxx)</td>
<td>Long term borrowings</td>
<td>Long term liabilities</td>
</tr>
<tr>
<td>8450</td>
<td></td>
<td>Inter Bank Transfers (when asked “Would you like to create Cash Book 03”– select “No”)</td>
<td>Bank</td>
<td>Bank</td>
</tr>
</tbody>
</table>

3.4 Make a backup of Isabella’s Pastel company in a new folder named “Isabella’s Task 3.4”. Save a copy of this backup on an external memory device.
Task 4: Setup the Company parameters.

4.1 If you are using the Educational version, Sage Pastel has automatically changed your company name (Isabella’s Ballet Supplies Ltd) to “Educational No: Sage Pastel” to prevent misuse. This is fine – do not worry!

However, we need to know that your Pastel assignment was your own work, therefore, **you must** change the name again to reflect your student number (**all students need to do this, regardless of whether they are working on the full or educational software**). Do the following:

**If you are working on the Educational software:**
- Select Setup – Company Parameters from the main menu
- Click inside the Company Details - Name field;
- Simultaneously press Ctrl-Shift-T;
- Enter “Isabella’s” and **your own student number**, then click OK;
- The company name should now display as follows:
  - “Educational No: Isabella’s xxxxxxxx” (where xxxxxxxx will reflect your own student number).
- Click inside the Company Details – Trading Name field;
- Enter “Isabella’s” and **your own student number**
- The Trading name should now display as follows: Isabella’s xxxxxxxx” (where xxxxxxxx will reflect your own student number).
- Please note that if you are using another version of Pastel than version 14 you will not have the option to insert a Trading name – that is fine.

**If you are working on the full version of Pastel Partner:**
- Select Setup – Company Parameters from the main menu
- Click inside the Company Details - Name field;
- Enter “Isabella’s” and **your own student number**, then click OK;
- The company name should now display as follows:
  - “Isabella’s xxxxxxxx” (where xxxxxxxx will reflect your own student number).
- Click inside the Company Details – Trading Name field;
- Enter “Isabella’s” and **your own student number**
- The Trading name should now display as follows: Isabella’s xxxxxxxx” (where xxxxxxxx will reflect your own student number).
- Please note that if you are using another version of Pastel than version 14 you will not have the option to insert a Trading name – that is fine.

**NB! If ALL the Pastel printouts required DO NOT reflect your own student number next to the company’s name you will receive zero percent (0%) for your assignment!**

4.2 Use the following information:
- Contact name: Amelie
- Contact surname: Danraj
- E-mail: ami@bellas.co.za
- Telephone 1: 0124583547 (Pastel will not accept the number if you include spaces).
- VAT Registration number: 4879475691. You will receive an error message “VAT registration number is invalid. Please ensure you have entered the number correctly.” This happens because Pastel has a built in VAT registration number validation process to ensure only valid VAT numbers are entered.
4.3 You are welcome to leave this field blank for assignment purposes, alternatively make use of an existing company’s VAT number which can be found on a till slip or the internet. You will note that Pastel will accept this VAT number as it is a valid registered number.

4.4 Isabella’s uses only one set of numbers for their company and they have decided to start the new financial year with the default Pastel document numbers.

4.5 Enter the *Inter Bank Transfers account* as the Cash Books Transfer Account.

**Task 5: Setup the users, entry types and tax**

**Users:**

5.1 Isabella’s has four people working in their accounts department. Separate functions are allocated to each of the four people on Pastel to ensure segregation of duties.

Setup the users listed below with the access rights as indicated:

<table>
<thead>
<tr>
<th>Designation</th>
<th>Accountant</th>
<th>Sales clerk</th>
<th>Purchase clerk</th>
<th>Cashbook clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Name</td>
<td>Emma</td>
<td>Sarah</td>
<td>Naledi</td>
<td>Sureshni</td>
</tr>
<tr>
<td>User nr</td>
<td>00</td>
<td>01</td>
<td>02</td>
<td>03</td>
</tr>
</tbody>
</table>

The below mentioned passwords are case sensitive so please type it carefully and exactly as given:

<table>
<thead>
<tr>
<th>Email</th>
<th><a href="mailto:Emma@bellas.co.za">Emma@bellas.co.za</a></th>
<th><a href="mailto:sarah@bellas.co.za">sarah@bellas.co.za</a></th>
<th><a href="mailto:naledi@bellas.co.za">naledi@bellas.co.za</a></th>
<th><a href="mailto:sureshni@bellas.co.za">sureshni@bellas.co.za</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td>Dance@1</td>
<td>Spin@2</td>
<td>Jump@3</td>
<td>Stretch@4</td>
</tr>
<tr>
<td>User Group</td>
<td>Supervisor</td>
<td>Personalised</td>
<td>Personalised</td>
<td>Personalised</td>
</tr>
</tbody>
</table>

Select: **Copy from Group** N/A Update batches No update of batches No update of batches

You can only adjust the **Menu access** and **Processing** options for each user as instructed below after copying from the above-mentioned group (that means you need to click on “Copy from Group” after selecting from the drop down menu). When copying from a group you will be asked if you want to overwrite the user - select yes.

<table>
<thead>
<tr>
<th>Menu Access</th>
<th>Update the <em>Edit</em> menu as follow:</th>
<th>Update the <em>Edit</em> menu as follow:</th>
<th>Update the <em>Edit</em> menu as follow:</th>
<th>Update the <em>Edit</em> menu as follow:</th>
</tr>
</thead>
<tbody>
<tr>
<td>All.</td>
<td>Only <em>Customers</em> must be selected.</td>
<td>Only <em>Suppliers</em> must be selected.</td>
<td>Only <em>Suppliers</em> must be selected.</td>
<td>Deselect all options under the <em>Edit</em> menu.</td>
</tr>
<tr>
<td>Keep options as automatically selected.</td>
<td>All other options under the <em>Edit</em> menu must be deselected.</td>
<td>All other options under the <em>Edit</em> menu must be deselected.</td>
<td>All other options under the <em>Edit</em> menu must be deselected.</td>
<td>Deselect all options under the <em>Edit</em> menu.</td>
</tr>
</tbody>
</table>

Update the *Process* menu as follow:

- *Only Customers* must be selected.
- All other options under the *Process* menu must be deselected.

Update the *Process* menu as follow:

- *Only Customers and Match open item* must be selected.
- All other options under the *Process* menu must be deselected.

Update the *Process* menu as follow:

- *Only Suppliers* must be selected.
- All other options under the *Process* menu must be deselected.

Update the *Process* menu as follow:

- *Only Cashbook; Bank Reconciliation; Match open item and Receipts* must be selected.
- All other options under the *Process* menu must be deselected.

Keep all other *Menu options* as is.
When you return to a user already created you will note that the “Copy from Group” selection reflects as “Supervisor”. This is fine – do not worry! The selections you have made for each user has not disappeared therefore please do not click on “Copy from Group” again. Pastel changes the dropdown list back to “Supervisor” in the event you want to change the specific user’s settings and want to copy from group again.

**Entry types:**

5.2 Change the *Entry type descriptions* for the two cashbooks so that the payments and receipts reflect the bank account names, refer back to Task 1.1, rather than CB1 or CB2 and select *Contra in Detail* for both cash books.

**Tax:**

5.3 Ensure the Tax *Default Entry method* is set to Inclusive.
5.4 Setup the Tax Manager’s Tax Reporting Frequency as Category A – 2 Monthly, ending at the end of every odd month.

5.5 Make a backup of Isabella’s Pastel company in a new folder named “Isabella’s Task 5.5”. Save a copy of this backup on an external memory device.

Task 6: Setup of Customers control, Suppliers control and Inventory

Customers control:

6.1 Setup the Customers control configuration to Print the Tax amount on the document lines and insert the correct Tax Reference Prompt Amount as per the VAT guidelines.

6.2 Setup the Customer statements to have three Ageing totals, and the Customer statements to display the following messages:

- Terms: “Pay immediately to obtain a 10% discount.”
- Terms + 1: “Your account is overdue. Please pay ASAP.”
- Terms + 2: “Your account is long overdue. Please pay immediately.”

6.3 Setup the Customer Early Payment Terms as 10% within 15 days from period end; setup the Default Tax Entry Method as Inclusive and the Customer Default processing method as open item.

Suppliers control:

6.4 Setup the Suppliers control configuration to Print the Tax amount on the document lines and ensure the Goods Received Notes are set to mandatory.

6.5 Setup the Normal monthly payment terms as 60 days; Supplier Early Payment Terms as 5% within 10 days from invoice date; the Supplier Default processing methods as open item and the Default Tax Entry Method as Inclusive.

Inventory:

6.6 Setup the Inventory Decimals for Quantity to 0; set both the Maximum Line Discount % and the Maximum Invoice Discount % to 10%.

6.7 On the Integration/Groups tab:

- Ensure the Integrate Inventory to General Ledger tick box is ticked;
- Select Automatic Allocation of Costs to Projects at Time of Sale;
- Enter the information as per the table below:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Default Buy tax</th>
<th>Default Sell tax</th>
<th>Sales</th>
<th>Adjustment</th>
<th>Cost of sales</th>
<th>Inventory</th>
<th>Count variance</th>
<th>Purchase variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Shoes</td>
<td>01</td>
<td>01</td>
<td>1000/100</td>
<td>2100/000</td>
<td>2000/100</td>
<td>7700/100</td>
<td>2150/000</td>
<td>2200/000</td>
</tr>
<tr>
<td>002</td>
<td>Skirts</td>
<td>01</td>
<td>01</td>
<td>1000/200</td>
<td>2100/000</td>
<td>2000/200</td>
<td>7700/200</td>
<td>2150/000</td>
<td>2200/000</td>
</tr>
<tr>
<td>003</td>
<td>Leotards</td>
<td>01</td>
<td>01</td>
<td>1000/300</td>
<td>2100/000</td>
<td>2000/300</td>
<td>7700/300</td>
<td>2150/000</td>
<td>2200/000</td>
</tr>
<tr>
<td>004</td>
<td>Delivery fees</td>
<td>01</td>
<td>01</td>
<td>1000/400</td>
<td>2100/000</td>
<td>1000/400</td>
<td>1000/400</td>
<td>2150/000</td>
<td>2200/000</td>
</tr>
</tbody>
</table>

- Note: The above integration is critical to ensure that your transactions will be posted to the correct general ledger accounts!

6.8 Print the Inventory Groups Listing for all inventory groups.
6.9 Make a backup of Isabella’s Pastel company in a new folder named “Isabella’s Task 6.9”. Save a copy of this backup on an external memory device.

Tasks 7 and 8: VAT implications on supplier and customer setup

Please take note of the following when completing Tasks 7 and 8:

- When the customer is NOT a registered VAT-vendor: The default tax type will still be selected as 01, as Isabella’s is a registered VAT-vendor entitled to claim input VAT on purchases and in turn should raise output VAT on all sales. (The customer will not have a VAT registration number).

- When the supplier is NOT a registered VAT-vendor: The default tax type will be selected as 00, as the supplier will not raise output VAT on their sales. Isabella’s is therefore not allowed to claim input VAT on purchases from a supplier who is not registered for VAT.

Task 7: Edit Supplier accounts.

7.1 Create Supplier accounts for the suppliers listed below:

NB! Type your own student number in after each supplier name (where the “xxxxxxxx” is indicated).

<table>
<thead>
<tr>
<th>Description:</th>
<th>Princess Slippers Ltd (Student nr: xxxxxxxx)</th>
<th>Twirls &amp; Tiaras (Student nr: xxxxxxxx)</th>
<th>Dance Wear Inc (Student nr: xxxxxxxx)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account code:</td>
<td>PRS145</td>
<td>TWT432</td>
<td>DAW589</td>
</tr>
<tr>
<td>Postal address:</td>
<td>PO Box 426 Wingate park 0044</td>
<td>PO Box 589 Faerie Glen 0027</td>
<td>PO Box 145 Brooklyn 0081</td>
</tr>
<tr>
<td>Delivery address:</td>
<td>44 Rubenstein Road Wingate park 0044</td>
<td>23 St Bernard Street Faerie Glen 0027</td>
<td>47 Fehrsen Street Brooklyn 0081</td>
</tr>
<tr>
<td>Contact name:</td>
<td>Your own student number</td>
<td>Your own student number</td>
<td>Your own student number</td>
</tr>
<tr>
<td>Telephone:</td>
<td>(012) 412-7854</td>
<td>(012) 874-5674</td>
<td>(012) 425-1342</td>
</tr>
<tr>
<td>Fax:</td>
<td>(012) 412-7954</td>
<td>(012) 874-5774</td>
<td>(012) 425-1442</td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:info@princess.co.za">info@princess.co.za</a></td>
<td><a href="mailto:admin@twirls.co.za">admin@twirls.co.za</a></td>
<td><a href="mailto:enquiries@dancewear.co.za">enquiries@dancewear.co.za</a></td>
</tr>
<tr>
<td>Tax code:</td>
<td>Not a registered VAT vendor</td>
<td>VAT standard rated</td>
<td>VAT standard rated</td>
</tr>
<tr>
<td>Tax reference:</td>
<td>Not applicable</td>
<td>4124587968</td>
<td>4894785623</td>
</tr>
<tr>
<td>Credit limit:</td>
<td>R200,000.00</td>
<td>R650,000.00</td>
<td>R550,000.00</td>
</tr>
</tbody>
</table>

NB! If the documents/printouts required later do not reflect your own student number where required, you will receive zero percent (0%) for your whole assignment!

7.2 Print the Supplier account (master) listing, sorted in supplier code sequence with details shown.

7.3 Make a backup of Isabella’s Pastel company in a new folder named “Isabella’s Task 7.3”. Save a copy of this backup on an external memory device.
Task 8: Edit Customer accounts.

8.1 Create Customer categories with the same names as the Price lists (see Task 1.1).

8.2 Create Customer accounts for the customers listed below and allocate each customer to the correct customer category:

NB! Type your own student number in after each customer name (where the “xxxxxxxxx” is indicated).

<table>
<thead>
<tr>
<th>Description</th>
<th>Debbie’s Dance Shoppe</th>
<th>Ballerina Barre</th>
<th>Lindiwe Masenya</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Student nr: xxxxxxxx)</td>
<td>(Student nr: xxxxxxxx)</td>
<td>(Student nr: xxxxxxxx)</td>
</tr>
<tr>
<td>Account code:</td>
<td>DDS145</td>
<td>BAB784</td>
<td>LIM475</td>
</tr>
<tr>
<td>Postal address:</td>
<td>Create your own</td>
<td>Create your own</td>
<td>Create your own</td>
</tr>
<tr>
<td>Delivery address:</td>
<td>Create your own</td>
<td>Create your own</td>
<td>Create your own</td>
</tr>
<tr>
<td>Contact name:</td>
<td>Your own name</td>
<td>Your own name</td>
<td>Your own name</td>
</tr>
<tr>
<td>Telephone:</td>
<td>Your own student number</td>
<td>Your own student number</td>
<td>Your own student number</td>
</tr>
<tr>
<td>Fax:</td>
<td>Create your own</td>
<td>Create your own</td>
<td>Create your own</td>
</tr>
<tr>
<td>E-mail:</td>
<td>Create your own</td>
<td>Create your own</td>
<td>Create your own</td>
</tr>
<tr>
<td>Tax code:</td>
<td>VAT standard rated</td>
<td>VAT standard rated</td>
<td>VAT standard rated</td>
</tr>
<tr>
<td>Tax reference:</td>
<td>4594689745</td>
<td>4433015056</td>
<td>Not a VAT Vendor</td>
</tr>
<tr>
<td>Price list:</td>
<td>Wholesale</td>
<td>Wholesale</td>
<td>Individual</td>
</tr>
<tr>
<td>Invoice discount %</td>
<td>5%</td>
<td>6%</td>
<td>0%</td>
</tr>
<tr>
<td>Credit limit:</td>
<td>R 350,000.00</td>
<td>R 650,000.00</td>
<td>R 10,000.00</td>
</tr>
</tbody>
</table>

NB! If the documents/printouts required later do not reflect your own name as the contact name, or your own student number where required, or unique contact details where you have to create your own information above, you will receive zero percent (0%) for your whole assignment!

8.3 Print the Customer account (master) listing, sorted in customer account name sequence for all customer categories and with details shown.

8.4 Make a backup of Isabella’s Pastel company in a new folder named “Isabella’s Task 8.4”. Save a copy of this backup on an external memory device.
Task 9: Edit Inventory categories and items.

9.1 Create four Inventory categories namely Shoes, Skirts, Leotards and Delivery fees.

9.2 Create the Inventory items listed below, using the correct category and inventory group according to the item description. When creating the inventory items:

- Insert your student number as the inventory code for the inventory item “Skirt - chiffon”. Note: if your student number is not 8 characters long add a Z at the end of your student number to ensure it is 8 characters in length
- Create your own unique inventory code for the “Delivery <=50km” inventory item indicated as ????????? in the table. Note the inventory code must be 8 characters in length.

<table>
<thead>
<tr>
<th>Inventory Code and Description</th>
<th>Unit</th>
<th>Wholesale Selling Price (Incl. VAT)</th>
<th>Individual Selling Price (Incl. VAT)</th>
<th>Preferred Supplier Code</th>
<th>Supplier Inventory Code</th>
<th>Min Qty</th>
<th>Max Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>123BAP25 Ballet pumps</td>
<td>Each</td>
<td>427.50</td>
<td>855.00</td>
<td>PRS145</td>
<td>BPS258</td>
<td>130</td>
<td>150</td>
</tr>
<tr>
<td>456POS75 Pointe shoes</td>
<td>Each</td>
<td>855.00</td>
<td>1,710.00</td>
<td>PRS145</td>
<td>PSS458</td>
<td>40</td>
<td>145</td>
</tr>
<tr>
<td>Your own student number</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skirt - chiffon</td>
<td>Each</td>
<td>285.00</td>
<td>570.00</td>
<td>TWT432</td>
<td>SCH897</td>
<td>160</td>
<td>180</td>
</tr>
<tr>
<td>123SKL37 Skirt - lycra</td>
<td>Each</td>
<td>285.00</td>
<td>570.00</td>
<td>TWT432</td>
<td>SLY589</td>
<td>140</td>
<td>160</td>
</tr>
<tr>
<td>589LES42 Leotard with straps</td>
<td>Each</td>
<td>486.78</td>
<td>973.56</td>
<td>DAW589</td>
<td>LST547</td>
<td>200</td>
<td>220</td>
</tr>
<tr>
<td>145LEO31 Leotard with sleeves</td>
<td>Each</td>
<td>570.00</td>
<td>1,140.00</td>
<td>DAW589</td>
<td>LWS478</td>
<td>220</td>
<td>240</td>
</tr>
<tr>
<td>????????? Delivery &lt;=50km</td>
<td>Each</td>
<td>142.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>502SHP89 Delivery &gt;50km</td>
<td>Each</td>
<td>285.00</td>
<td>285.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Note: remember that if you select the wrong inventory group, your allocations in the financial statements will be wrong!
- NB! If the documents/printouts required subsequently do not reflect your own student number as the inventory code for the “Skirt - chiffon” or your own unique inventory code for the “Delivery <=50km” you will receive zero percent (0%) for your whole assignment!

9.3 Print the Item based price list, sorted by description, inclusive of VAT for both Wholesale and Individual prices and show zero quantity items.

9.4 Print the Preferred supplier listing, showing preferred supplier only, grouped by supplier.

9.5 Make a backup of Isabella’s Pastel company in a new folder named “Isabella’s Task 9.5”. Save a copy of this backup on an external memory device.
SECTION B – TAKE-ON OF OPENING BALANCES

Task 10: Process take-on general journals

10.1 Create the four sub-accounts required for the take-on of the opening balances.

10.2 Process (but do not update) the General Journals to take-on the trial balance using the appropriate opening balance sub-accounts.

Isabella’s Ballet Supplies Ltd

Trial Balance

31 August 2017

<table>
<thead>
<tr>
<th>Account</th>
<th>Dr</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retained Income</td>
<td></td>
<td>145,632.00</td>
</tr>
<tr>
<td>Share Capital</td>
<td></td>
<td>300,000.00</td>
</tr>
<tr>
<td>Long term Bank Loan (student number XXXXXX)</td>
<td></td>
<td>150,000.00</td>
</tr>
<tr>
<td>Motor Vehicles @ Cost</td>
<td>102,000.00</td>
<td></td>
</tr>
<tr>
<td>Motor Vehicles - Accumulated depreciation</td>
<td>33,000.00</td>
<td></td>
</tr>
<tr>
<td>Computer Equipment @ Cost</td>
<td>20,000.00</td>
<td></td>
</tr>
<tr>
<td>Computer Equipment - Accumulated depreciation</td>
<td>5,000.00</td>
<td></td>
</tr>
<tr>
<td>Office Equipment @ Cost</td>
<td>15,000.00</td>
<td></td>
</tr>
<tr>
<td>Office Equipment - Accumulated depreciation</td>
<td>5,000.00</td>
<td></td>
</tr>
<tr>
<td>Capitec Bank Current Account</td>
<td>454,215.57</td>
<td></td>
</tr>
<tr>
<td>Petty Cash (float)</td>
<td>2,000.00</td>
<td></td>
</tr>
<tr>
<td>Inventory Control</td>
<td>200,460.50</td>
<td></td>
</tr>
<tr>
<td>Customer Control</td>
<td>310,616.15</td>
<td></td>
</tr>
<tr>
<td>Supplier Control</td>
<td>458,152.07</td>
<td></td>
</tr>
<tr>
<td>VAT Control</td>
<td>7,508.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1,104,292.22</td>
<td>1,104,292.22</td>
</tr>
</tbody>
</table>

10.3 Print the General Journal without contra.

10.4 Update the General Journal batch.

10.5 Make a backup of Isabella’s Pastel company in a new folder named “Isabella’s Task 10.5”. Save a copy of this backup on an external memory device.
Task 11: Process take-on supplier journals

11.1 Process and update the Supplier Journals to take-on the supplier invoice details in the correct periods for age analysis purposes.

Isabella's Ballet Supplies Ltd
Supplier Age Analysis
31 August 2017

<table>
<thead>
<tr>
<th>Supplier code</th>
<th>90 days</th>
<th>60 days</th>
<th>30 days</th>
<th>Current</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRS145</td>
<td>4,125.30</td>
<td>15,478.23</td>
<td>2,356.42</td>
<td>43,490.33</td>
<td>65,450.28</td>
</tr>
<tr>
<td>TWT432</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAW589</td>
<td>78,562.31</td>
<td></td>
<td>42,513.25</td>
<td>58,912.00</td>
<td>179,987.56</td>
</tr>
</tbody>
</table>

82,687.61 | 61,101.35 | 130,293.23 | 184,069.88 | 458,152.07 |

The supplier balances are made up as follows:

PRS145
20-May-17 Invoice INT248 4,125.30 4,125.30
13-Jun-17 Invoice INT253 15,478.23 15,478.23
30-Jul-17 Invoice INT260 2,356.42 2,356.42
13-Aug-17 Invoice INT267 10,583.24
24-Aug-17 Invoice INT275 32,907.09 43,490.33

65,450.28

TWT432
15-Jun-17 Invoice TW523 45,623.12 45,623.12
19-Jul-17 Invoice TW530 85,423.56 85,423.56
23-Aug-17 Invoice TW535 81,667.55 81,667.55

212,714.23

DAW589
18-May-17 Invoice D425 78,562.31 78,562.31
24-Jul-17 Invoice D430 42,513.25 42,513.25
31-Aug-17 Invoice D445 58,912.00 58,912.00

179,987.56

11.2 Print the Supplier Detailed Ledger by Entry type for period 1 to 12 of 2017, with Each period shown separately.

11.3 Print the Supplier Age Analysis for all suppliers for period 1 of 2018, sorted in Supplier code sequence, Print the descriptions, as well as the Full details, but Do not print transactions.

11.4 Make a backup of Isabella's Pastel company in a new folder named “Isabella's Task 11.4”. Save a copy of this backup on an external memory device.
Task 12: Process take-on inventory journals

12.1 Process and update the *Inventory Journals* to take-on the inventory items at year end.

- Note: The ????????? represents the unique inventory code you have created in Task 9.2.
- **Your own student number** will be reflected as the inventory code of the inventory item “Skirt - chiffon” if you have followed the instructions in Task 9.2 correctly.

### Isabella’s Ballet Supplies Ltd

*Inventory valuation*

31 August 2017

<table>
<thead>
<tr>
<th>Inventory code</th>
<th>Description</th>
<th>Quantity</th>
<th>Latest cost price (excl. VAT)</th>
<th>Total (excl. VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>123BAP25</td>
<td>Ballet pumps</td>
<td>125</td>
<td>187.50</td>
<td>R 23,437.50</td>
</tr>
<tr>
<td>456POS75</td>
<td>Pointe shoes</td>
<td>123</td>
<td>375.00</td>
<td>R 46,125.00</td>
</tr>
<tr>
<td>Your own student number</td>
<td>Skirt - chiffon</td>
<td>146</td>
<td>125.00</td>
<td>R 18,250.00</td>
</tr>
<tr>
<td>123SKL37</td>
<td>Skirt - lycra</td>
<td>133</td>
<td>125.00</td>
<td>R 16,625.00</td>
</tr>
<tr>
<td>589LES42</td>
<td>Leotard with straps</td>
<td>198</td>
<td>213.50</td>
<td>R 42,273.00</td>
</tr>
<tr>
<td>145LEO31</td>
<td>Leotard with sleeves</td>
<td>215</td>
<td>250.00</td>
<td>R 53,750.00</td>
</tr>
<tr>
<td>?????????</td>
<td>Delivery &lt;=50km</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>502SHP</td>
<td>Delivery &gt;50km</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Grand Total**

R 200,460.50

12.2 Print the *Inventory reorder report* for period 1 of **2018**, sorted by *Inventory code*, grouped by *Supplier*, *Without supplier details* and *Include zero quantity to order items*.

12.3 Make a backup of Isabella’s Pastel company in a **new folder** named “Isabella’s Task 12.3”. Save a copy of this backup on an external memory device.
Task 13: Process take-on customer journals

13.1 Process and update the Customer Journals to take-on the customer invoice details in the correct periods for age analysis purposes.

<table>
<thead>
<tr>
<th>Customer code</th>
<th>90 days</th>
<th>60 days</th>
<th>30 days</th>
<th>Current</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDS145</td>
<td>45,763.54</td>
<td>23,254.00</td>
<td>38,621.90</td>
<td>107,639.44</td>
<td></td>
</tr>
<tr>
<td>BAB784</td>
<td>89,756.23</td>
<td>32,658.17</td>
<td>26,589.47</td>
<td>197,901.37</td>
<td></td>
</tr>
<tr>
<td>LIM475</td>
<td>895.36</td>
<td>1,564.58</td>
<td>2,615.40</td>
<td>5,075.34</td>
<td></td>
</tr>
<tr>
<td></td>
<td>90,651.59</td>
<td>79,986.29</td>
<td>49,843.47</td>
<td>310,616.15</td>
<td></td>
</tr>
</tbody>
</table>

The customer balances are made up as follows:

**DDS145**

<table>
<thead>
<tr>
<th>Date</th>
<th>Invoice</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-Jun-17</td>
<td>IN0161</td>
<td>45,763.54</td>
</tr>
<tr>
<td>12-Jul-17</td>
<td>IN0170</td>
<td>23,254.00</td>
</tr>
<tr>
<td>31-Aug-17</td>
<td>IN0198</td>
<td>38,621.90</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>107,639.44</td>
</tr>
</tbody>
</table>

**BAB784**

<table>
<thead>
<tr>
<th>Date</th>
<th>Invoice</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-May-17</td>
<td>IN0156</td>
<td>89,756.23</td>
</tr>
<tr>
<td>06-Jun-17</td>
<td>IN0169</td>
<td>32,658.17</td>
</tr>
<tr>
<td>26-Jul-17</td>
<td>IN0173</td>
<td>26,589.47</td>
</tr>
<tr>
<td>17-Aug-17</td>
<td>IN0192</td>
<td>12,568.80</td>
</tr>
<tr>
<td>27-Aug-17</td>
<td>IN0195</td>
<td>36,328.70</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>197,901.37</td>
</tr>
</tbody>
</table>

**LIM475**

<table>
<thead>
<tr>
<th>Date</th>
<th>Invoice</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>29-May-17</td>
<td>IN0149</td>
<td>895.36</td>
</tr>
<tr>
<td>23-Jun-17</td>
<td>IN0154</td>
<td>1,564.58</td>
</tr>
<tr>
<td>25-Aug-17</td>
<td>IN0165</td>
<td>987.60</td>
</tr>
<tr>
<td>31-Aug-17</td>
<td>IN0180</td>
<td>1,627.80</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>5,075.34</td>
</tr>
</tbody>
</table>

13.2 Print the Customer Detailed Ledger by Customer for period 1 to 12 of 2017, sorted in Account name sequence, with Each period shown separately.

13.3 Print the Customer Age Analysis for period 1 of 2018, sorted by Description, Print the descriptions, as well as the Full details, but Do not print transactions.

13.4 Make a backup of Isabella’s Pastel company in a new folder named “Isabella’s Task 13.4”. Save a copy of this backup on an external memory device.
Task 14: Process take-on cashbook

14.1 Process and update the current account and petty cash opening balances in the cashbook by referring to the trial balance in Task 10.2.

14.2 For August 2017, process and update the outstanding payments and deposits from the Bank Reconciliation into the current account cashbook.

**NB! Type your own student number where the “xxxxxxxxx” is indicated when processing the receipt or you will receive zero percent (0%) for your assignment!**

Isabella’s Ballet Supplies Ltd
Bank Reconciliation Statement
31 August 2017

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance per Bank Statement</td>
<td>439,650.22</td>
</tr>
<tr>
<td>Less: Cheques not yet presented</td>
<td></td>
</tr>
<tr>
<td>09-Aug-17 Q256 Tshwane: Electricity</td>
<td>6,705.32</td>
</tr>
<tr>
<td>16-Aug-17 Q260 Student nr: xxxxxxx</td>
<td>2,316.45</td>
</tr>
<tr>
<td>Total outstanding cheques:</td>
<td>9,021.77</td>
</tr>
<tr>
<td>Plus: Receipts not yet deposited</td>
<td></td>
</tr>
<tr>
<td>31-Aug-17 RC368 Ballerina Barre</td>
<td>23,587.12</td>
</tr>
<tr>
<td>Total outstanding deposits:</td>
<td>23,587.12</td>
</tr>
<tr>
<td>Reconciled Bank Balance</td>
<td>454,215.57</td>
</tr>
<tr>
<td>Bank balance per Trial Balance</td>
<td>454,215.57</td>
</tr>
<tr>
<td>Difference</td>
<td>0.00</td>
</tr>
</tbody>
</table>

14.3 Reconcile only the bank opening balance amount so that the bank reconciliation on Pastel Partner resembles the bank reconciliation provided above. Update the bank reconciliation.

14.4 Print the bank reconciliation for period 12 of 2017.

Task 15: Print take-on trial balance

15.1 Print the trial balance as from 1 September 2016 to 31 August 2017 with sub-accounts, but Do not print zero items.

15.2 Make a backup of Isabella’s Pastel company in a new folder named “Year-end 31 August 2017”. Save a copy of this backup on an external memory device.
SECTION C – PROCESSING OF DAILY TRANSACTIONS

Task 16: Process transactions

NOTE: All calculations should be rounded to two decimal digits if necessary.

NB! You will have to log-on as the correct employee to process the various transactions.

Refer to the User setup information in Task 5.1 to review the User functions and passwords. To log-on as a different user you need to go to the File menu, then open and select the Isabella's company, then insert the password for the required user. Repeat this for every change in user. Always use the lowest level of employee to complete the task. Notice how the menu and functions are limited for the various users.

The first time you use a new user you will be required to create a security question and security answer. For each user create the following:

- Security question: Which module am I busy with?
- Security answer: AIN2601

You can also create your own security questions and answers but please note that if you forget your security answers, lecturers will not be able to help you.

16.1 Use the Remittance Assistant on 2 September 2017 to pay Princess Slippers and Twirls & Tiara’s the full amount due on or before 31 August 2017. Do not pay any amount only due in the 2018 financial year. Use EFT0123 as the starting reference number. Do not print remittances and cheques. Note: use F3 to manually match the payments and discounts (if applicable) in the cashbook.

16.2 On 4 September 2017, pay R3,364.50 with cheque Q261 to the One Stop Garage, a registered VAT vendor, for the service of the delivery vehicle (R2,850.00) and Petrol (R514.50). (Petrol is a zero-rated VAT item).

16.3 On 5 September 2017, pay R4,789.71 to Telkom for August 2017 telephone costs with cheque Q262.

16.4 On 6 September 2017 pay Dance Wear Inc, with cheque Q263, the full amount outstanding on this date. (Tip: You may want to carefully examine the suppliers' account setup and the supplier age analysis.) Note: you must use your student number in the description column, else you will receive zero percent (0%) for your whole assignment! Note: use F3 to manually match the payment and discount (if applicable) in the cashbook.

16.5 Print the Payment cashbook batch with contras.

16.6 Prepare a sales quotation for Debbie’s Dance Shoppe dated 7 September 2017 to expire after 10 days for:

- 125 Ballet pumps
- 26 Pointe shoes
- 20 Skirts - chiffon
- 15 Leotards with straps
- 1 Delivery >50km
- 1 Delivery <=50km

Print this sales quotation.

(Note: if your printer’s paper settings are not on A4, the bottom part of your documents will not print correctly! Refer to the Pastel Manual for detail guidance on how to correct this.)
16.7 Sell the following items to Lindiwe Masenya with a tax invoice dated 8 September 2017. Give her an additional 2% discount on all Skirts bought. Her order number is 542L. *(Take note of the built in Pastel control! Consider what you will do in a real life situation to solve this problem. Make sure you DO manage to sell these items to the customer!)*:

- 4 Ballet pumps
- 3 Skirt - lycra
- 3 Leotard with straps
- 3 Leotard with sleeves

Print this tax invoice.

16.8 Increase the petty cash float amount to R2,500.00 by transferring the necessary amount from Capitec Bank current account to the Petty Cash account on 8 September 2017 with cash cheque Q264.

16.9 Fairy Dusters cleans the shop floors and shelves for the fixed amount of R500 per week. Fairy Dusters is not a registered VAT vendor. Pay Fairy Dusters the standard weekly amount on 9 September 2017 out of Petty Cash (petty cash voucher PC31).

16.10 Update all open batches which can be updated. *(Tip: Remember to log on with the correct user, view open batches, then jump to correct batch and update from there.)*

16.11 Make a backup of Isabella’s Pastel company in a new folder named “Week-end 9 September”. Save a copy of this backup on an external memory device.

16.12 On 12 September 2017 Debbie’s Dance Shoppe pays Isabella’s for the full amount outstanding on this date. *(Tip: You may want to carefully examine the customers’ account setup and the customer age analysis.) Capture receipt RC370 for this payment received. Match the receipt amount and discount (if applicable) to the sales invoices for Debbie’s Dance Shoppe.*

16.13 On 12 September 2017 Lindiwe Masenya pays the full amount due on 31 August 2017. Capture receipt nr RC371 for this payment received. *(Tip: You may want to carefully examine the customers’ account setup and the customer age analysis.) Match the receipt amount and discount (if applicable) to the sales invoices for Lindiwe Masenya.*

16.14 On 13 September 2017 Ballerina Barre pays the full amount outstanding on 31 August 2017. Capture receipt nr RC372 for this payment received *(Tip: You may want to carefully examine the customers’ account setup and the customer age analysis.) Note: you must use your student number in the description column, else you will receive zero percent (0%) for your whole assignment. Match the receipt amount and discount (if applicable) to the sales invoices for Ballerina Barre.*

16.15 Print the Receipt cashbook batch with contras.

16.16 Pay Fairy Dusters on 16 September 2017 out of Petty Cash (petty cash voucher PC32) the standard weekly amount.

16.17 Update all open batches which can be updated. *(Tip: Remember to log on with the correct user, view open batches, then jump to correct batch and update from there.)*

16.18 Make a backup of Isabella’s Pastel company in a new folder named “Week-end 19 September”. Save a copy of this backup on an external memory device.
For the following items prepare a purchase order for Twirls & Tiaras dated 18 September 2017. Enter the latest cost price excluding VAT:

- 15 Skirt - chiffon
- 10 Skirt - lycra

Include this message: “Please include new price lists.”

Print this Purchase order.

Convert the purchase order of Twirls & Tiaras to a goods received note dated 19 September 2017 for all the items ordered. Remove the whole original purchase order.

Convert the sales quotation to a tax invoice for Debbie’s Dance Shoppe on 19 September 2017. Their order number is DD25. They have accepted the quotation in full, except that they now only want sixteen (16) Chiffon skirts. Remove the whole original sales quotation.

Notice how Pastel has automatically changed the quantity of Ballet pumps (as per the quotation) to 121, because only 121 pairs of Ballet pumps are currently in stock.

However, Debbie’s Dance Shoppe still wants these four (4) pairs of Ballet pumps; we therefore have to create another sales order. Move your cursor to the quantities field for Ballet pumps and press F5 or click on the magnifying glass. Click on the create order button. Type in the Sales Order Qty block the number of pairs of Ballet pumps Debbie’s Dance Shoppe still wants, but what we are currently unable to deliver (4). Click on the Sales/Purchase Order button. Click OK. Then finalise the current sales invoice (note only 121 pairs of Ballet pumps are actually sold on this invoice as you cannot sell more stock than what you have!).

Print this tax invoice.

Go to sales orders and print the sales order for Debbie’s Dance Shoppe dated 19 September 2017, which was automatically prepared in 16.21 above.

Print the Back Orders – Details by Item report (back orders for all items). Print descriptions, do not print totals only.

You received supplier invoice nr TW543 from Twirls & Tiaras. Convert the goods received note of Twirls & Tiaras to a supplier invoice dated 20 September 2017. All the quantities and prices on the supplier invoice agree with the details on the goods received note. Twirls & Tiaras has a “slow season” sale and has therefore given a 5% invoice discount.

Print this invoice.

For the following items prepare a sales order (order number 256BB) for Ballerina Barre dated 22 September 2017:

- 50 Pointe shoes
- 30 Skirt - chiffon
- 32 Skirt - lycra
- 25 Leotard with straps
- 23 Leotard with sleeves
- 1 Delivery >50km

Print this sales order.
16.26 For the following item prepare a purchase order for Princess Slippers Ltd dated 23 September 2017. Enter the latest cost price excluding VAT:

- 140 Ballet pumps

16.27 Convert the purchase order of Princess Slippers Ltd to a goods received note dated 23 September 2017 taking into consideration that only 138 pairs of Ballet pumps have been delivered. Remove the whole original purchase order.

Print this goods received note.

16.28 You received supplier invoice nr INt289 from Princess Slippers Ltd. Convert the goods received note for Princess Slippers Ltd to a supplier invoice dated 23 September 2017. The Ballet pumps however now cost R190.00 per pair excluding VAT. Because of the short delivery, they have also given you a 2% line discount on the Ballet pumps.

Print this invoice.

16.29 Print the Supplier Invoice Summary Listing.

16.30 Pay Fairy Dusters on 23 September 2017 out of Petty Cash (petty cash voucher PC33) the standard weekly amount.

16.31 On 23 September 2017 reimburse the shop assistant out of Petty Cash (petty cash voucher PC34). She bought stationery to the value of R570.00 from Pick ‘n Pay (a registered VAT-vendor).

16.32 Update all open batches which can be updated. (Tip: Remember to log on with the correct user, view open batches, then jump to correct batch and update from there.)

16.33 Make a backup of Isabella’s Pastel company in a new folder named “Week-end 23 September”. Save a copy of this backup on an external memory device.

16.34 Convert the sales order created in task 16.25 for Ballerina Barre to a tax invoice dated 27 September 2017. Remove the whole original sales order. On the same tax invoice also sell the following items to Ballerina Barre. (Their order number is 257BB and should be added to the “Customer Ref” field).

- 6 Ballet pumps

16.35 Print the Tax Invoice Summary Listing.

16.36 On 28 September 2017 you realise that you have stock items that are below the minimum order quantity. For all inventory items use the Reorder Assistant to prepare the required purchase orders and Include sales orders.

Open each of the purchase orders created with the Reorder Assistant. For each item, on the created purchase orders, where no amount is reflected in the Inc Price field insert the correct amount by using the latest cost price excluding VAT to calculate the latest cost price including VAT. (Tip: Refer back to task 7.1 and note each supplier’s VAT vendor status).

16.37 Convert the purchase orders created in task 16.36 to goods received notes dated 28 September 2017. For all these GRN’s the VAT exclusive prices must be used. All items ordered were received. Remove the whole original purchase orders. For both these GRN’s and for each item on the GRN move your cursor to the Exc Price field and press F5 or click on the magnifying glass. Select the Average cost price for each item.

16.38 Print the Outstanding GRNs – Details by Item report. Do not Show totals only and do not print descriptions.
16.39 Print the *Detailed Ledger* for the Petty Cash account only (period 1 of 2018).

16.40 Use the printout in 16.39 to calculate how much is required to restore the petty cash float (as increased by you in 16.8) to its limit. Transfer the required amount as calculated by you to restore the petty cash float from the Capitec current account to the Petty Cash bank account on 29 September 2017 with cash cheque Q265.

16.41 On 29 September 2017 Isabella’s returned three (3) Chiffon skirts as well as five (5) Lycra skirts, which was invoiced on 20 September 2017, to Twirls & Tiaras. These skirts’ hems were frayed. Process a purchase return document for Twirls & Tiaras, including an appropriate remark on the purchase return document. (Note: be careful to choose the correct document type for this transaction!) (Tip: You may want to carefully examine the related original supplier invoice before processing this purchase return.)

Print this purchase return.

16.42 Pay Fairy Dusters on 30 September 2017 out of Petty Cash (petty cash voucher PC35) the standard weekly amount.

16.43 Calculate the monthly depreciation amount on assets on 30 September 2017 by making use of the provided spreadsheet. All assets are depreciated on a straight line basis. The annual depreciation rates are:

- Motor Vehicles 5%
- Computer Equipment 20%
- Office Equipment 15%

Create the spreadsheet below and save it as Question_1_Task16

<table>
<thead>
<tr>
<th>Asset category (xxxxxxxx)</th>
<th>Rate</th>
<th>Cost Price</th>
<th>Depreciation: September 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor Vehicles</td>
<td>5%</td>
<td>102,000.00</td>
<td></td>
</tr>
<tr>
<td>Computer Equipment</td>
<td>20%</td>
<td>20,000.00</td>
<td></td>
</tr>
<tr>
<td>Office Equipment</td>
<td>15%</td>
<td>15,000.00</td>
<td></td>
</tr>
</tbody>
</table>

- Enter your *student number* in cell A3 after “Asset category”. Thus the following is displayed in cell A3 - “Asset category (xxxxxxxx)” with the xxxxxxxx representing your student number.
- Enter a formula in cell D4 to calculate the monthly depreciation amount for Motor Vehicles for September 2017. The formula must round your answer to two decimal digits. (TIP: The *Depreciation journal* is processed monthly and you might need to consider calculating a monthly depreciation rate.
- Copy your formula in cell D4 to D5:D6.
- Insert you *student number* as Header (centre section), *page number* as Footer (centre section) and current *time and current date* as Footer (right section). This detail will only display when printing your spreadsheet. (If you submit your assignment via myUnisa you must still complete this step but you do not need to physically print the sheet). NB! If the spreadsheet does not reflect your own student number in the header you will receive zero percent (0%) for your whole assignment!
- Set range A1:D6 as the *print area*.
- Set the *page layout* with narrow margins, landscape orientation, scale to fit onto 1 page wide and 1 page high, view and print gridlines and view and print column en row headings.
- Save your spreadsheet as Question_1_Task16.
If you are going to hand in your assignment by post, you need to do the following additionally for Question 1 Task 16.43:

- **Display the formulas** you have entered onto your spreadsheets. (Tip: use the F1 Help function and search on 'show formulas' or refer back to study guide 1 study unit 6).

- Resize the spreadsheet columns so that it is as small as possible, but **all the formulas are still fully visible**. Please note that if the formula is not visible it cannot be marked.

- **Print your spreadsheet with the formulas being displayed**

16.44 Process the **monthly depreciation journal** on assets on 30 September 2017 as calculated in 16.43. **Print this journal with contras.**

16.45 On 30 September 2017 Isabella’s has not yet received an invoice for telephone expenses for September 2017 from Telkom. They decided to provide for this expense by raising an accrual based on the August 2017 amount of R4,201.50 (excluding VAT). Process a journal on 30 September to account for this journal.

**Print and update this journal** and select for this journal to be **reversed automatically** in the following month as the actual tax invoice will only be received from the municipality and processed during October 2017.

16.46 Update all open batches which can be updated. (Tip: Remember to log on with the correct user, view open batches, then jump to correct batch and update from there.)

16.47 Make a backup of Isabella’s Pastel company in a new folder named “Month-end”. Save a copy of this backup on an external memory device.
SECTION D – MONTH END PROCESSING

Task 17: Prepare a bank reconciliation

Use the following bank statement:

**Capitec Current Account**
Bank Statement of Isabella’s Ballet Supplies Ltd
30 September 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-Sep-17</td>
<td>Balance brought forward</td>
<td>439,650.22</td>
<td>CR</td>
</tr>
<tr>
<td>02-Sep-17</td>
<td>EFT</td>
<td>19,603.53</td>
<td>DR  420,046.69</td>
</tr>
<tr>
<td>02-Sep-17</td>
<td>EFT</td>
<td>45,623.12</td>
<td>DR  374,423.57</td>
</tr>
<tr>
<td>03-Sep-17</td>
<td>Q256</td>
<td>6,705.32</td>
<td>DR  367,718.25</td>
</tr>
<tr>
<td>03-Sep-17</td>
<td>Q260</td>
<td>2,316.45</td>
<td>DR  365,401.80</td>
</tr>
<tr>
<td>04-Sep-17</td>
<td>Deposit</td>
<td>23,587.12</td>
<td>CR  388,988.92</td>
</tr>
<tr>
<td>05-Sep-17</td>
<td>Q261</td>
<td>3,364.50</td>
<td>DR  385,624.42</td>
</tr>
<tr>
<td>07-Sep-17</td>
<td>Q263</td>
<td>177,041.96</td>
<td>DR  208,582.46</td>
</tr>
<tr>
<td>09-Sep-17</td>
<td>Q264</td>
<td>500.00</td>
<td>DR  208,082.46</td>
</tr>
<tr>
<td>13-Sep-17</td>
<td>Deposit</td>
<td>103,777.25</td>
<td>CR  311,859.71</td>
</tr>
<tr>
<td>15-Sep-17</td>
<td>Deposit</td>
<td>193,011.62</td>
<td>CR  504,871.33</td>
</tr>
<tr>
<td>30-Sep-17</td>
<td>Bank charges Sept 2017</td>
<td>285.00</td>
<td>DR  504,586.33</td>
</tr>
<tr>
<td>30-Sep-17</td>
<td>Interest</td>
<td>200.00</td>
<td>CR  504,786.33</td>
</tr>
<tr>
<td>30-Sep-17</td>
<td>Internet bank charges</td>
<td>570</td>
<td>DR  504,216.33</td>
</tr>
<tr>
<td>30-Sep-17</td>
<td>Closing balance</td>
<td></td>
<td>504,216.33</td>
</tr>
</tbody>
</table>

17.1 Capture and update the bank related transactions from the bank statement into the cashbook.

17.2 Balance and update the bank reconciliation for Isabella’s for September 2017.

17.3 Print the bank reconciliation for Isabella’s for September 2017.

17.4 Make a backup of Isabella’s Pastel company in a new folder named “month-end bank recon”. Save a copy of this backup on an external memory device.
Task 18: Month end reporting

18.1 Print the **Trial balance** as for period 1 of **2018**, include opening balances and use sub-accounts, but do **not** print zero items. Print Balance Sheet accounts first.

18.2 Print the **Income statement** for period 1 of **2018**, with detail lines and sub accounts, but do **not** print zero items.

18.3 Print the **Balance sheet** for period 1 of **2018**, with detail lines, but do **not** print zero items, do **not** print alternative layout and print the Asset section first.

18.4 Print the **Cash Movement Report** for period 1 of **2018**, from cashbook 01 to 02, but do **not** show only the totals and include sub accounts.

18.5 Print the **Cash book details** for the Capitec Bank current account for period 1 of **2018**, with the opening balance included, but do **not** show the totals only, show each period separately – show full transaction details.

18.6 Print the **Open item customer statement** for Debbie’s Dance Shoppe for period 1 of **2018**.

18.7 Change only **Ballerina Barre** from **Open-item processing** to **Balance forward processing**. Now print the **Balance forward customer statement** for Ballerina Barre for period 1 of **2018**.

- Carefully examine both printouts 18.6 and 18.7. Note the differences on the statements between open item and balance forward processing.

18.8 Print the **Customer age analysis** for period 1 of **2018**, sorted by Customer category, with descriptions, full details, printing of transactions and print zero items.

- Carefully examine the ageing for Debbie’s Dance Shoppe and Ballerina Barre in 18.8. Note the differences on the age analysis between open item and balance forward processing.

18.9 Print the **Supplier age analysis** for period 1 of **2018**, sorted by Supplier description, with descriptions, partial details, printing of transactions and print zero items.

18.10 Print the **Inventory valuation report** for period 1 of **2018**, sorted by description, do not use last costs and include unposted quantities.

18.11 Print the **Tax type report** for the **201709** (01/08/2017 – 30/09/2017) tax period. In order to view the report you need to follow the instructions below:

- You will receive the following message: “You need to close your previous Tax Periods before viewing your tax reports. Please select your Current Tax Period. All tax periods prior to this will be closed.”
- Click on the drop down list next to the tax period field and select **201709** (01/08/2017 – 30/09/2017).
- Click on OK.
- You will receive the following message: “Your previous Tax Periods are now closed. All processing will continue in your current Tax Period **201709** (01/08/2017 – 30/09/2017).
- Click on OK.
- On the next screen make sure that the following is selected: “View Reports”, “Tax Type Report”, “View current Tax Period”. The following must be deselected: “View closed Tax Period(s), “Close the current Tax Period”.
- Click on next.
- After performing the procedures above, you have to print the **Tax type report** for the current tax period, **all** tax types, **show** details, print descriptions, **do not** print a new page per account, **do not** offset credits against sales/purchases.
You are a good friend of Madame Isabella, the owner of Isabella’s Ballet Supplies Ltd. She heard that you have had some experience in using Excel and asked you to assist her in performing certain calculations using Microsoft Excel.

Please note that the ??????? relates to the unique inventory item code as created in Question 1 based on Pastel, it will be replaced by the inventory item code as created by you in Question 1. The xxxxxxx will be replaced by your student number. The #### will be replaced by the numbers as exported from Pastel.

Isabella provided you with the following background information:

Inventory codes

Isabella’s currently makes use of an eight character inventory code for all inventory items. The decision was taken to change the inventory codes. The new inventory code is formed by combining characters 3-6 from the old inventory code with two asterisks (**).

Eg. The existing (old) inventory code for inventory item 502SHP89 is structured as follows.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>0</td>
<td>2</td>
<td>S</td>
<td>H</td>
<td>P</td>
<td>8</td>
<td>9</td>
</tr>
</tbody>
</table>

The new inventory code for the inventory item above will be 2SHP**

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>S</td>
<td>H</td>
<td>P</td>
<td>*</td>
<td>*</td>
</tr>
</tbody>
</table>

Price calculations

Isabella’s has a target to sell 50 of each inventory item in September 2017. An adjustment will be made to the current selling price excluding VAT, should this quantity to be sold target not have been met. The current selling price excluding VAT will be decreased with 5%. New cost prices excluding VAT will be renegotiated to maintain a 50% markup margin based on individual prices (not wholesale prices).

You will find the VAT percentage of 14% in cell C14; the quantity target of 50 units in cell C15; the decrease percentage of 5% in cell C16 and the markup margin of 50% in cell C17.
SECTION A – INVENTORY

Task 1a: Pivot Table (Sales Journal)

1.1 Using Pastel Partner Version 14 print Isabella’s Sales Journal to Microsoft Excel. Print the sales journal by selecting View/Customer/Analyse Sales/Sales Journal for September 2017, Invoices only, Show details, but do not print descriptions. Print the sales journal to Microsoft Excel by choosing the “Print to” option to either Microsoft Excel. This will open a spreadsheet with the sales journal. **DO NOT print to Microsoft Excel in Question 1, only use this option for Question 2, Task 1a.**

After you have completed task 1.1 your spreadsheet will appear as follows.

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Project</th>
<th>Unit Cost</th>
<th>Unit Selling Qty</th>
<th>Exclusive</th>
<th>Tax</th>
<th>Inclusive</th>
</tr>
</thead>
<tbody>
<tr>
<td>123BAP25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1235KL37</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>589LES42</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>145LEO31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Tax Invoice : INF0108/09/2017 Order : 542L</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer : DDS145 - Debbie’s Dance Shoppe (xxxxxxx)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>123BAP25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>456POS75</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>xxxxxxx</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>589LES42</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>502SHOP89</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>???????</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Tax Invoice : INF02019/09/2017 Order : DD25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer : BAB784 - Ballerina Barre (xxxxxxx)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>456POS75</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>xxxxxxx</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1235KL37</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>589LES42</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>145LEO31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>502SHOP89</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>123BAP25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Tax Invoice : INF02017/09/2017 Order : 2568BB &amp; 257BB</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** If your export was unsuccessful as per the screen print above or if you are using Open Office Calc, recreate the export based on the screen print above and the information contained in Pastel as processed. (TIP: Either print the Pastel report to the screen or paper and use this information to recreate the export).

1.2 Save the spreadsheet with the exported sales journal (sales journal printed to Microsoft Excel) as Question 2.

1.3 Delete rows 1 to 3.

1.4 Select range A2:I24 and sort the information based on Column A from A to Z.

1.5 Delete columns B and C.

1.6 Delete rows 19 to 25.

1.7 Rename this active worksheet name as “**Info for Pivot**”. **Never delete this tab.**
1.8 Insert a pivot table by performing the following steps:

- Place your cursor on cell I2, or any other cell you prefer to put the pivot, as long as is not in the data range A1:G18.
- Click on “Insert” tab on the ribbon.
- On the Tables ribbon group, click on “Pivot Table” icon
- The “Create PivotTable” window will then appear.
- Click on the “Table/Range” field and with your mouse, select the data range as A1:G18
- Click on “New Worksheet.”
- Click on OK, to apply all the selected settings.
- You will automatically be on this “New Worksheet” now.
- Rename this active worksheet name as “Pivot Table”.

- In the “PivotTable Fields” window: Click and drag the “Item Code” icon in “Choose fields to add to report” and drop it on the “Row Labels” window
- In the “PivotTable Fields” window: Click and drag the “Quantity” icon in “Choose fields to add to report” and drop it on the “Σ Values” window
- Click in any cell in the worksheet and the “PivotTable Fields” window will disappear.

1.9 Insert the following text in cell A1: “Pivot Table – Quantities Sold: September 2017 (Student number: xxxxxxxx).

1.10 On the Pivot Table tab, replace the existing content of the cells below with the following:

- Cell A3: Replace “Row Labels” with “Inventory Code”
- Cell B3: Replace “Sum of Qty” with “Quantity sold”

1.11 On the Pivot Table tab, insert the following text:

- Cell A14: “Average quantity sold”
- Cell A15: “Highest quantity sold”
- Cell A16: “Lowest quantity sold”

1.12 On the Pivot Table tab, insert the following formulas:

- Cell B14: A formula to determine the average quantity sold for all inventory items
- Cell B15: A formula to determine the highest quantity sold for all inventory items
- Cell B16: A formula to determine the lowest quantity sold for all inventory items

After you have completed tasks 1.8 to 1.12 the “Pivot Table” tab on your spreadsheet will appear as follows:
1.13 Save your spreadsheet as Question 2.

If you are going to hand in your assignment by post, you must do the following additionally for Question 2 Task 1a:

1.14 Set range A1:B16 as the print area.

1.15 Print your spreadsheet as it currently is, so it fits onto 1 page wide, landscape, show gridlines and show column and row headings.

1.16 Display the formulas you have entered onto your spreadsheets. (Tip: use the F1 Help function and search on ‘show formulas’ or refer to study guide 2 topic 2 study unit 6 paragraph 3).

1.17 Resize the spreadsheet columns so that it is as small as possible, but all the formulas are still fully visible. Please note that if the formula is not visible it cannot be marked.

1.18 Print your spreadsheets with the formulas being displayed, so that it fits onto 1 page, landscape, show gridlines and show column and row headings.

Task 1b: Creating a 2D Clustered Column Chart

1.19 On worksheet Pivot Table, select ranges A3:B11. While this range is selected insert a 2D clustered column chart.

1.20 Move this chart into a new sheet called ‘Column Chart’.

1.21 Ensure that the chart legend appears at the top of the chart.

1.22 Insert “Amount” as the primary vertical axis title.

1.23 The chart title must be positioned above the chart. Add the following as the chart title: “Quantities sold – September 2017 and your own student number”. The chart title will display as “Quantities sold – September 2017 xxxxxx” (where xxxxxx will reflect your own student number). Note: you must use your own student number in this title else you will receive zero percent (0%) for your whole assignment!

1.24 Insert your student number as Header (centre section), page number as Footer (centre section) and current time and current date as Footer (right section). This detail will only display when printing your spreadsheet. (If you submit your assignment via myUnisa you must still complete this step but you do not need to physically print the sheet). NB! If the spreadsheet does not reflect your own student number in the header you will receive zero percent (0%) for your whole assignment!
1.25 Save your spreadsheet, named Question_2, containing three worksheets “Pivot Info”; “Pivot Table” and “Column Chart”.

**If you are going to hand in your assignment by post, you need to do the following additionally for Question 2 Task 1b:**

1.26 Print your chart on landscape layout, so that it fits onto 1 page.

**Task 1c: Price calculations**

1.27 On the same spreadsheet (Question 2 Task 1), start working on a new blank active worksheet.

1.28 Rename this active worksheet name as Price calculations.

1.29 On the Pivot Table tab, select range A3:B11.

1.30 Copy the range selected in task 1.29 into range A3:B11 on the Price calculations worksheet.

1.31 Insert an additional column between column A and B.

1.32 Insert the following text

- Cell B1: “Price calculations: September 2017”
- Cell A3: “Old inventory code”
- Cell B3: “New inventory code”
- Cell B12: “GRAND TOTAL (xxxxxxxx)”. Where the xxxxxx will be replaced by your student number.
- Cell B14: “VAT percentage”
- Cell C14: 14%
- Cell B15: “Quantities target”
- Cell C15: 50
- Cell B16: “Decrease percentage”
- Cell C16: 5%
- Cell B17: “Markup margin”
- Cell C17: 50%

1.33 Refer back to the case study information and insert a formula in cell B4 to determine the new inventory code. Copy the formula to range B5:B11.

1.34 Insert a formula in cell C12 to calculate the total quantity sold for all inventory items for September 2017.

1.35 **Using Pastel Partner Version 14 print Isabella’s Item based price list to Microsoft Excel. Print the Item based price list, sorted by code, inclusive of VAT, for both Wholesale and Individual price lists and show zero quantity items. Print the Item based price list to Microsoft Excel by choosing the “Print to” option to Microsoft Excel. This will open a spreadsheet with the Item based price lists.**

After you have completed tasks 1.35 your spreadsheet will appear as follows.
Note: If your export was unsuccessful as per the screen print above, recreate the export based on the screen print above and the information contained in Pastel as processed. (TIP: Either print the Pastel report to the screen or paper and use this information to recreate the export).

1.36 The exported information is now on a new spreadsheet. **After** following all the instructions below, you will be required to copy and paste the formatted information on the same worksheet (Price calculations) as created in tasks 1.27 to 1.34.

1.37 Delete the content of column D.

1.38 Delete column B.

1.39 Insert one row below row 2.

1.40 Insert the following text:

   Cell A4: “Item code”
   Cell B4: “New item code”
   Cell C4: “Quantity sold”
   Cell D3: “Selling price incl VAT”
   Cell F3: “Selling price excl VAT”
   Cell F4: “Individual”
   Cell G4: “Wholesale”
   Cell H3: “New selling price excl VAT”
   Cell H4: “Individual”
   Cell I4: “Wholesale”
   Cell J3: “Cost price excl VAT:
   Cell J4: “To be negotiated”

1.41 After you have completed tasks 1.36 to 1.40 your spreadsheet will appear as follows.
1.42 Select range A3:J12. Copy this range and paste this spreadsheet range onto worksheet *Price calculations*. The range must be pasted into the range A19:J28 on worksheet *Price calculations*.

1.43 Increase the width of columns A to J so that all information included in the cells are visible.

1.44 Apply the following formatting to the worksheet:

- Select Arial 11 pt as the font type and size for the whole worksheet
- Range B1:J1 Merge cells, wrap text, horizontally and vertically centred, bold, italic with a thick bottom border
- Range B4:C11 All borders
- Range B3:C3 Bold with a thick box border
- Cell C12 Top and thick bottom border
- Range B14:B17 Italic
- Range D21:J28 Currency, two decimal places, Rand symbol
- Range B20:J28 All borders
- Range B20:J20 Vertically and horizontally centred
- Ranges D19:E19; F19:G19; H19:I19 and cell J19 Merge cells, wrap text, horizontally and vertically centred
- Ranges D19:E28; F19:G28; H19:I28 and J19:J28 Thick box border

1.45 After completing tasks 1.42 to 1.44 your spreadsheet will appear as follows:
1.46 Enter the following formulas (do not forget to refer back to the case study information for Question 2):

- Cell B21: Enter a formula to obtain the new inventory code for the inventory item in cell A21 from range A3:C11. Copy your formula to range B22:B28.

- Cell C21: Enter a formula to obtain the quantity sold for the inventory item in cell A21 from range B3:C11. Copy your formula to range C22:C28.


- Cell H21: Enter a formula to calculate the new Individual selling price excluding VAT for the inventory item in cell A21. Copy your formula to range H22:H28.


- Cell J21: Enter a formula to calculate the cost price excluding VAT Isabella’s would like to negotiate with the supplier of the inventory item in cell A21. Copy your formula to range J22:J28.

1.47 Hide column A.

1.48 Save your spreadsheet, named Question_2, containing four worksheets “Pivot Info”; “Pivot Table”, “Column Chart” and “Price calculations”.

If you are going to hand in your assignment by post, you need to do the following additionally for Question 2 Task 1:

1.49 Set range B1:J28 as the print area.

1.50 Print your spreadsheet as it currently is, so it fits onto 1 page wide, landscape, show gridlines and show column and row headings.

1.51 Display the formulas you have entered onto your spreadsheets. (Tip: use the F1 Help function and search on ‘display formulas’).
Resize the spreadsheet columns so that it is as small as possible, but all the formulas are still fully visible.

Print your spreadsheets with the formulas being displayed, so that it fits onto 1 page wide, landscape, show gridlines and show column and row headings.

SECTION B: VEHICLE FINANCE

Task 1d: Calculating the monthly instalment

Madame Isabella is considering buying a new vehicle for delivery purposes and will finance it by taking out a loan. The finance term will be for five years, with equal monthly instalments paid at the end of the month, incurring interest at an annual rate of 9.3%. The loan will be paid off by the end of the finance term. The cost price of the vehicle is R250,000.00

On the same spreadsheet (Question 2 Task 1), start working on a new blank active worksheet.

Rename this active worksheet name as Finance.

Insert the information below on the worksheet called “Finance”.

Insert a formula into cell B8 to calculate the monthly instalment amount. Your formula should return a positive answer.

Insert your student number as Header (centre section), page numbers as Footer (centre section) and date stamp as Footer (right section). This detail will only display when printing your spreadsheet. (If you submit your assignment via myUnisa you must still complete this step but you do not need to physically print the sheet. The markers will use Print preview to mark the required headers and footers.)

Save your spreadsheet, named Question_2, containing five worksheets “Pivot Info”; “Pivot Table”, “Column Chart”, “Price calculations” and “Finance”.

If you are going to hand in your assignment by post, you need to do the following additionally for Question 2 Task 1:

Print your spreadsheets as it currently is, so it fits onto 1 page wide, landscape, show gridlines and show column and row headings.

Display the formulas you have entered onto your spreadsheet. (Tip: use the F1 Help function and search on ‘display formulas’).

Resize the spreadsheet columns so that it is as small as possible, but all the formulas are still fully and clearly visible.
1.63 Print your spreadsheet with the formulas being displayed, so that it fits onto 1 page wide, landscape, show gridlines and show column and row headings.

If you made the printouts with a physical printer, remember to sort your printouts in numerical order according to the completeness checklist and to number each page with the corresponding task number!

If you made the printouts with a virtual printer and save the files electronically for electronic submission, remember that the task numbers should be used for the file names. You should also Zip all the files into one combined file before you can submit it on myUnisa. Refer to paragraph 7.3.4.3 and paragraph 8 question and answer 9.
ADDENDUM C: COMPULSORY ASSIGNMENT 03/2018 (semester 1 only)

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ADDENDUM C IS ONLY APPLICABLE TO THE FIRST SEMESTER

Please ensure that this compulsory assignment reaches the University before the due date – if it is received late you will not be admitted to the examination.

Before you start with this assignment please carefully read paragraphs 7.2 and 7.3 (especially paragraph 7.3.3) of this tutorial letter.

REQUIRED:

Instructions for questions 1 – 15:

Please select the most appropriate answer to the question and mark it on the mark-reading sheet. Each correct answer counts one (1) mark.

1. A ________ is a business activity that generates financial data and can usually be expressed in monetary terms.
   1) electronic transaction
   2) financial transaction
   3) non-financial transaction
   4) AIS

2. Which one of the following is not an aspect to consider when investigating a new AIS?
   1) Ease of use.
   2) Flexibility.
   3) Hardware requirements.
   4) Staff technical knowledge.

3. Which one of the following is NOT an accounting / auditing cycle?
   1) Revenue and receipts cycle
   2) Payroll and personnel cycle
   3) Bank and cash cycle
   4) Finance and investment cycle

4. Which one of the following is NOT a functionality of payroll software?
   1) The calculation of annual leave pay.
   2) The creation of statutory returns for tax, SDL, UIF, etc.
   3) The creation of disciplinary hearing reports.
   4) The calculation of income tax.

5. Which one of the following is an example of short-term finance?
   1) Bonds
   2) Lease
   3) Shares
   4) Bank Overdraft
6. Which one of the following is NOT an advantage of Extensible Business Reporting Language (XBRL)?
   1) Increase in accuracy of reporting.
   2) Compatible with all transaction processing systems.
   3) Cost and time efficient reporting.
   4) Crossing the language barrier.

7. An entry-level AIS can best be described as an AIS ________________.
   1) with basic features and generally no provision for segregation of duties.
   2) allowing access to between twenty and fifty users.
   3) which seamlessly integrates with the organisation’s other systems.
   4) which is highly customisable and can be tailored to suit the organisation’s needs.

8. Which one of the following database files is NOT accessed, updated or modified to record an investment made, in the accounting information system (AIS)?
   1) The payment cashbook transaction file
   2) The receipt cashbook transaction file
   3) Several general ledger master files
   4) The general ledger transaction files

9. Accounting information systems for __________ organisations usually allow 20 to 50 users.
   1) entry level
   2) small to medium
   3) medium to large
   4) enterprise level

10. A financial management information system (MIS) integrates financial and operational information from various sources into one system. An example of a use of a financial management information system report includes ________.
    1) order backlogs
    2) summaries of cash-flow information
    3) market analyses and research
    4) payroll administration

11. The manufacturing management information system (MIS) provides information to meet the needs of the manufacturing function and reports include ________.
    1) promotional strategies
    2) market research
    3) selection and recruitment
    4) throughput rates

12. The management information system (MIS) converts data into various reports disseminated to management. Which one of the following is NOT a general type of report generated by the management information system?
    1) Purchase reports
    2) Demand reports
    3) Scheduled reports
    4) Exception reports
13. The business world has been revolutionised by Extensible Business Reporting Language (XBRL) in terms of financial reporting. Which one of the following is a disadvantage of XBRL?

1) IFRS requirements are not met.
2) There is no evidence of increase in accuracy of reports
3) XBRL cannot cross the language barrier
4) The initial cost of tagging XBRL data is high

14. The ____________________ specifies, for each finished goods inventory item, the type and quantities of raw materials needed in the manufacturing.

1) bill of materials
2) master production schedule
3) material resource planning
4) product design

15. Which of the following is a factor influencing the staffing level requirements of the organisation’s finance team?

1) The cost of hardware and software used by the organisation
2) The level of support and training obtained from the software vendor
3) The integration of the AIS with the operational information systems
4) The technical knowledge of the IT staff

Instructions for question 16 to 30:
Indicate whether the following statements are true or false. Use a 1 on your mark reading sheet to indicate a true statement and a 2 to indicate a false statement. Each correct answer counts one (1) mark.

1 – True
2 – False

16. A transaction processing system collects an organisation’s daily business transactions, processes them into valuable information and stores and retrieves the data and information required.

17. Printing to a modifiable file format such as Microsoft Word does not create a risk for fraud.

18. The fact that there are no accounting entries for some of the processes, does not mean there are no data entries.

19. An open source document is linked or matched to another source document or transaction.

20. Settlement discount received is applicable to both credit and cash purchases.

21. The supplier invoice and linked return debit note will remain closed until payment has been made.

22. A master production schedule is created based on the planned production.

23. Computer-integrated manufacturing controls and coordinates only the machines used in the manufacturing process such as conveyor systems, cutting and welding machines.

24. Recruitment is one of the functions included in human resource management systems.
A chart of accounts (CoA) is a list of accounts used in the organisation’s general ledger.

Feedback obtained from the different role players on a draft CoA is taken into account when planning for an adjusted CoA.

Backups will allow the organisation to restore the data to the point the last transaction was captured on the day the restore of data is made.

Management information system (MIS) has the ability to provide user-friendly reports by generating standard and tailored reports.

Examples of uses of marketing MIS reports include pricing decisions.

The business intelligence software can provide a dashboard, which can be located on a computer desktop to give management access to the information with the click of a button.
ADDENDUM D: COMPULSORY ASSIGNMENT 01/2018 (semester 2 only)

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**ADDENDUM D IS ONLY APPLICABLE TO THE SECOND SEMESTER**

Please ensure that this compulsory assignment reaches the University **before the due date** – if it is received late you will **not be admitted to the examination**.

Before you start with this assignment please **carefully read paragraphs 7.2 and 7.3** (especially paragraph 7.3.3) of this tutorial letter.

**REQUIRED:**

*Instructions for questions 1 – 10:*

Please select the most appropriate answer to the question and mark it on the mark-reading sheet. Each correct answer counts one (1) mark.

1. An advantage of batch input is__________.
   1) using economies of scale increases productivity
   2) no additional batch controls and procedures need to be implemented in the organisations environment
   3) the data is always up to date
   4) because data is captured immediately, any corrections to the data is also made immediately

2. The following refers to a ____________.

   ![Diagram](image.png)

   1) sub-file environment
   2) single file environment
   3) database environment
   4) flat file environment
3. ______________ is a method of data processing and refers to data that is condensed by extracting only specific data based on criteria provided by users.
   1) Sorting
   2) Summarising
   3) Classifying
   4) Transporting

4. ____________ are responsible for creating, maintaining, updating and managing the application and database management system software which the end-user uses to interact with the physical database.
   1) End-users
   2) System software programmers
   3) Application programmers
   4) Database administrators

5. A/An ______________, commonly known as a column, represents one unique characteristic of a single database file.
   1) field name
   2) data record
   3) data value
   4) attribute

**CASE STUDY A – International Flexi Trade Dealers (IFTD)**

Please use the below information (case study) to answer questions 6, 7, and 8

International Flexi Trade Dealers (IFTD) specialises in the purchase and sale of secondhand vehicles and has three branches, namely Cape Town (CT), Durban (DBN) and Polokwane (POL). IFTD’s head office is situated in Johannesburg. Each branch has its own unique branch code. Below is an extract from the IFTD relational database.

**Branch Summary File**

<table>
<thead>
<tr>
<th>Branch name</th>
<th>Branch Code</th>
<th>Branch Telephone nr</th>
<th>Branch Sales Manager</th>
<th>Total Sales by branch (c)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cape Town</td>
<td>CT001 (b)</td>
<td>021-563 8997</td>
<td>Alvin</td>
<td>31,000</td>
</tr>
<tr>
<td>Durban</td>
<td>DBN01</td>
<td>031-743 3322</td>
<td>Albert</td>
<td>120,000</td>
</tr>
<tr>
<td>Polokwane</td>
<td>POL01</td>
<td>015-987 4772</td>
<td>Zsuzsanna</td>
<td>39,000</td>
</tr>
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</table>

**July 2018 Sales file**

<table>
<thead>
<tr>
<th>Sales person (a)</th>
<th>Branch Code</th>
<th>Total Sales</th>
<th>Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandla</td>
<td>CT001</td>
<td>16,000</td>
<td>1,600</td>
</tr>
<tr>
<td>Alvin</td>
<td>CT001</td>
<td>15,000</td>
<td>1,500</td>
</tr>
<tr>
<td>Albert</td>
<td>DBN01</td>
<td>65,000</td>
<td>6,500</td>
</tr>
<tr>
<td>Ben</td>
<td>DBN01</td>
<td>55,000</td>
<td>5,500</td>
</tr>
<tr>
<td>Zsuzsanna</td>
<td>POL01</td>
<td>21,000</td>
<td>2,100</td>
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<tr>
<td>Vuyelwa</td>
<td>POL01</td>
<td>18,000</td>
<td>1,800</td>
</tr>
</tbody>
</table>
6. The database term for the shaded area as indicated by (a) “Sales person” in the “July 2018 Sales file” is:
   1) field name
   2) data record
   3) primary key
   4) attribute

7. The database term for “CT001” as indicated by (b) in the “Branch Summary file” is?
   1) data record
   2) primary key
   3) field name
   4) attribute

8. What processing method is used in the shaded area in the “Branch Summary file”?
   1) Transforming data
   2) Classifying data
   3) Summarising data
   4) Sorting data

……END OF CASE STUDY A……

9. The scheduled monthly production reports for all branches of a company in South Africa are extracted on
   the first day of each month; this is an example of __________ output.
   1) bundle
   2) group
   3) batch
   4) real-time

10. A __________ is an integrated set of software that provides a user-friendly interface to the users for all
    data interactions between the user and the physical database – in other words, it enables the users to
    operate and interact with the database
    1) database management system (DBMS)
    2) processor
    3) data administrator
    4) physical database
Instructions for question 11 to 20:
Indicate whether the following statements are true or false. Use a 1 on your mark reading sheet to indicate a true statement and a 2 to indicate a false statement. Each correct answer counts one (1) mark.

1 - True  
2 - False

11. The main drawback when using batch processing is that the transaction files are only up to date once the updating of the master files has occurred.

12. Raw data has little or no value for the organisation in the decision-making process.

13. Real-time processing occurs when users are directly connected to the CIS and can request certain information and receive it immediately.

14. Application programmers capture data in the database and extract information from the database using database management system software.

15. The internal level, also called the physical view, is the low-level view of how the data is physically stored on a storage device such as a magnetic hard drive disk.

16. The relationship between the data records is based on a one-to-one relationship, also known as a parent/child relationship.

17. A disadvantage of a relational database is that the database structure cannot be easily customized for most types of data storage.

18. Pastel Partner software uses a relational database to store data.

19. Online analytical processing (OLAP) software enables users to interactively and rapidly analyse large data sets from various viewpoints

20. The main advantage of using online input is that the data in the CIS is always up to date.
ADDENDUM E: COMPULSORY ASSIGNMENT 02/2018 (semester 2 only)

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ADDENDUM E IS ONLY APPLICABLE TO THE SECOND SEMESTER

Before you start this assignment:

- Carefully read paragraphs 7.2 and 7.3 of this tutorial letter. Read sub paragraph 7.3.4 especially carefully.
- Please refer to Unisa’s policy on plagiarism. You are also reminded that your assignment should be your own work. This is NOT a group assignment!
  - You will therefore be required to enter your student number in specified fields several times, for example, where you see Student nr xxxxxxxx or “Your own student number”. Your student number will then appear on the documents and reports requested for marking. Should your student number not appear on those documents and reports you will be awarded 0% for your whole assignment.
  - Further steps will also be taken in terms of the Student Disciplinary Code for work (or part thereof) submitted, and which appears not to be authentic or your own work.
  - WE SINCERELY APOLOGISE FOR THESE EXTRA MEASURES TAKEN, but with a year mark of 25% for the module we have to be sure that the marks obtained are a reflection of your own abilities.
- Assignments received after the due date will not be marked and you will receive 0% for the assignment.

AIN2601’s assignment 02 consists of a declaration, a completion checklist and two questions.

Completion checklist: This is there to help you make sure that you have printed all the documents and reports required.

Declaration: By submitting your assignment you confirm that you accept and will adhere to the terms of the declaration on the next page of this tutorial letter. If you are in violation of the declaration you will receive 0% for Assignment 02. If you copied all or a portion of your assignment from someone else, both you and the person you copied from will receive 0%. This declaration holds you accountable for completing your assignment on your own.

Question 1: This question will mainly test your Pastel skills and has four sections. You should follow the steps and print the documents and reports specified. You can either print these documents and reports with your normal printer on paper (then submit your assignment 02 by post), or you can print it to a virtual printer using the task number as the file name (and then submit it electronically on myUnisa).

Please print these documents and reports immediately when the task instructs you to do so. It is often not possible to print these documents at a later stage, or the information on the printout can differ at a later stage. So print it immediately.

It is imperative that you should have worked through your Pastel Training Manual and Topic 6 in the study guide before you attempt this question. The Pastel Help function may be used wherever necessary.

Question 2: This question will test your spreadsheet (Microsoft Office Excel) skills and has 1 section. It is imperative that you should have worked through Topic 2 in the study guide before you attempt this question. In the Excel section you will use information generated in Question 1, the Pastel section. If your export from Pastel to Microsoft Excel was unsuccessful, you can recreate the export based on the screen print provided in Question 2 and the information contained in Pastel as processed in Question 1.
DECLARATION

By submitting my assignment 02, I declare that:

- I have read the Student Disciplinary Code;

- I know what plagiarism is, that plagiarism is wrong and that disciplinary steps can be taken against me if I am found guilty of plagiarism;

- Assignment 02 for AIN2601 has been completed entirely by myself without any assistance from another person;

- All the printouts (or electronic files) submitted for the AIN2601 Assignment 02 are originals made by myself and were not copied from someone else.

- I have not given assistance or made my printouts (or electronic files) for the AIN2601 Assignment 02 available to any other UNISA student.

- I know that if I am found to be in violation of this declaration I will receive 0% for Assignment 02.

Please note: You do not have to submit the declaration. By submitting your assignment you declare that you adhere to all of the above.
# COMPLETION CHECKLIST

**QUESTION 1**

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<tr>
<td>6.8</td>
<td>Inventory groups listing</td>
<td></td>
</tr>
<tr>
<td>7.2</td>
<td>Supplier account (master) listing</td>
<td></td>
</tr>
<tr>
<td>8.3</td>
<td>Customer account (master) listing</td>
<td></td>
</tr>
<tr>
<td>9.3</td>
<td>Item based price list</td>
<td></td>
</tr>
<tr>
<td>9.4</td>
<td>Preferred supplier listing</td>
<td></td>
</tr>
<tr>
<td><strong>SECTION B – TAKE-ON OF OPENING BALANCES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.3</td>
<td>General journal without contras (take-on journal)</td>
<td></td>
</tr>
<tr>
<td>11.2</td>
<td>Inventory reorder report: period 1 of 2019</td>
<td></td>
</tr>
<tr>
<td>12.4</td>
<td>Bank reconciliation: period 12 of 2018</td>
<td></td>
</tr>
<tr>
<td>13.2</td>
<td>Supplier detailed ledger: period 1 to 12 of 2018</td>
<td></td>
</tr>
<tr>
<td>13.3</td>
<td>Supplier age analysis: period 1 of 2019</td>
<td></td>
</tr>
<tr>
<td>14.2</td>
<td>Customer detailed ledger: period 1 to 12 of 2018</td>
<td></td>
</tr>
<tr>
<td>14.3</td>
<td>Customer age analysis: period 1 of 2019</td>
<td></td>
</tr>
<tr>
<td>15.1</td>
<td>Trial balance: period 1 to 12 of 2018</td>
<td></td>
</tr>
<tr>
<td><strong>SECTION C – PROCESSING OF DAILY TRANSACTIONS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.3</td>
<td>Receipt cashbook batch</td>
<td></td>
</tr>
<tr>
<td>16.4</td>
<td>Purchase order – Auto Polish</td>
<td></td>
</tr>
<tr>
<td>16.5</td>
<td>Goods received note – Auto Polish</td>
<td></td>
</tr>
<tr>
<td>16.10</td>
<td>Sales quotation – Auto Shower</td>
<td></td>
</tr>
<tr>
<td>16.11</td>
<td>Tax invoice – Mister Sponge</td>
<td></td>
</tr>
<tr>
<td>16.15</td>
<td>Payment cashbook batch</td>
<td></td>
</tr>
<tr>
<td>16.17</td>
<td>Tax invoice – Auto Shower</td>
<td></td>
</tr>
<tr>
<td>16.18</td>
<td>Sales order – Auto Shower</td>
<td></td>
</tr>
<tr>
<td>16.19</td>
<td>Back orders – Details by Item report</td>
<td></td>
</tr>
<tr>
<td>16.26</td>
<td>Outstanding GRN’s – Details by Supplier report</td>
<td></td>
</tr>
<tr>
<td>16.28</td>
<td>Sales return – Mister Sponge</td>
<td></td>
</tr>
<tr>
<td>16.29</td>
<td>Tax invoice – Bae Roger</td>
<td></td>
</tr>
<tr>
<td>16.33</td>
<td>Supplier invoice – Auto Polish</td>
<td></td>
</tr>
<tr>
<td>16.34</td>
<td>Supplier invoice – Dash Deo</td>
<td></td>
</tr>
<tr>
<td>16.35</td>
<td>Supplier invoice summary listing</td>
<td></td>
</tr>
<tr>
<td>16.38</td>
<td>Tax invoice summary listing</td>
<td></td>
</tr>
<tr>
<td>16.39</td>
<td>Detailed ledger – Petty cash account period 1 of 2019</td>
<td></td>
</tr>
<tr>
<td>16.45</td>
<td>Excel spreadsheet – Current value of Asset</td>
<td></td>
</tr>
<tr>
<td>16.46</td>
<td>Journal</td>
<td></td>
</tr>
<tr>
<td>16.47</td>
<td>Accrual journal</td>
<td></td>
</tr>
</tbody>
</table>
## QUESTION 1 (continued)

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Handed in?</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.3</td>
<td>Bank reconciliation – August 2018</td>
<td></td>
</tr>
<tr>
<td>18.1</td>
<td>Trial balance as from 1 August 2018 to 31 August 2018</td>
<td></td>
</tr>
<tr>
<td>18.2</td>
<td>Income statement: period 1 of 2019</td>
<td></td>
</tr>
<tr>
<td>18.3</td>
<td>Balance sheet: period 1 of 2019</td>
<td></td>
</tr>
<tr>
<td>18.4</td>
<td>Cash movement report: period 1 of 2019</td>
<td></td>
</tr>
<tr>
<td>18.5</td>
<td>Cash book details – Nedbank Bank account: period 1 of 2019</td>
<td></td>
</tr>
<tr>
<td>18.6</td>
<td>Inventory valuation report: period 1 of 2019</td>
<td></td>
</tr>
<tr>
<td>18.8</td>
<td>Open item remittance statement – Splish Shampoo</td>
<td></td>
</tr>
<tr>
<td>18.9</td>
<td>Balance forward remittance statement – Dash Deo</td>
<td></td>
</tr>
<tr>
<td>18.10</td>
<td>Customer age analysis: period 1 of 2019</td>
<td></td>
</tr>
<tr>
<td>18.11</td>
<td>Supplier age analysis: period 1 of 2019</td>
<td></td>
</tr>
</tbody>
</table>

## QUESTION 2

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Handed in?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.41</td>
<td>Maximum purchase price - FORMATTING</td>
<td></td>
</tr>
<tr>
<td>1.44</td>
<td>Maximum purchase price - FORMULAS</td>
<td></td>
</tr>
<tr>
<td>2.9</td>
<td>3D Clustered bar chart</td>
<td></td>
</tr>
</tbody>
</table>
QUESTION 1 – Pastel (70 marks) & Excel (4 marks)

- Ensure that you have carefully read paragraph 7.3.4 and pages 21 and 22 before you start with this question.
- Immediately print (either to paper or to a file using a virtual printer) when instructed to do so.
- You will be required to enter your student number in specified fields several times, for example, where you see “Student nr xxxxxxxx” or “Your own student number” or “xxxxxxxxx”. You only need to include your student number in numbers and not the description “student number”. Your student number will then appear on the documents and reports requested for marking. Should your student number not appear on those documents and reports you will be awarded 0% for your whole assignment.

Mr Raikane Van Wyk is the owner of Xtreme Splash Auto Bath (XSAB).

Raikane is an experienced car salesman who has worked for different car dealers throughout his entire career. Raikane decided to retire early and used part of his retirement package to open a car wash business.

XSAB sells car wash chemicals including car shampoo, tyre polish and dashboard cleaner to customers. XSAB also provides a car wash service to car wash businesses as well as individuals.

XSAB has 4 full time employees. Anna is the Accountant and also supervises the other staff members. Mike is responsible for customers, Charmaine for the suppliers and Jabb manages the cash book. The employees receive the following monthly net salary amounts: Anna – R30 000; Mike - R18 000; Charmaine - R15 000 and Jabb - R15 000.

XSAB has grown significantly over the past two years and has decided to convert to Sage Pastel Partner for their transaction processing.
SECTION A – COMPANY SETUP

Task 1: Use the Setup Assistant to create Xtreme Splash Auto Bath (XSAB) on Pastel Partner.

1.1 Use the following information (use the default information provided, unless specific information is given):

- Postal address: PO Box 61010, Calvinia, 8190.
- Date sequence: DMY, with four digits per year, confirm that the Sample Date format is correct i.e. dd/mm/yyyy.
- Start date of financial year (current financial year): 01/08/2018, with each period ending on the last day of the month. XSAB uses one period for each month of the year.

In this assignment period x of 2018 will refer to the x\textsuperscript{th} period falling within the 2018 financial year which ends on 31/07/2018 and period x of 2019 will refer to the x\textsuperscript{th} period falling within the 2019 financial year which ends on 31/07/2019.

- Use the Generic Chart of Accounts as the standard chart of accounts for XSAB.
- XSAB has a **current** account at Nedbank. They also use a **Petty Cash** account to pay for smaller, ad-hoc expenses.
- XSAB has two price lists – ‘Supreme’ and ‘Standard’. Car wash businesses are charged the ‘Supreme’ prices provided their purchasing volume is sufficient to warrant the lower prices. The ‘Standard’ price list is to be used for all other customers unless the ‘Supreme’ prices have specifically been authorised by the Accountant.
- XSAB sells mostly to Car wash businesses.
- The default terms for customers are 30 days and the customer accounts are prepared using open item processing.
- XSAB uses a fast laser printer for printing all their business documents and correspondence on plain paper. *(Before you continue, please ensure that the virtual and/or physical printer you are using is set to A4 paper size. Refer to Pastel Manual Lesson 1 for instructions)*

Task 2: User security

2.2 Use the following information to create the supervisor’s user account name and password:

- **Do not** Force strong password.
- User nr 0
  - User Name: Anna
  - Password: Splash
  - Security question: Which module am I busy with?
  - Security answer: AIN2601

Task 3: Edit the Chart of Accounts.

3.1 View the Trial Balance to familiarise yourself with the various general ledger accounts available in the Generic Chart of Accounts you have selected during setup.

3.2 Edit the following general ledger accounts, by setting the **Tax processing to VAT – Standard rated (14%)**:

<table>
<thead>
<tr>
<th>Main account number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Sales</td>
</tr>
<tr>
<td>2000</td>
<td>Cost of Sales / Purchases</td>
</tr>
</tbody>
</table>
3.3 Add the following general ledger accounts:

NB! Type your own student number in after “Sales – Car shampoo” as well as “Car Wash Equipment – Net value” account description (where the “xxxxxxxx” is indicated). If the documents/printouts required later do not reflect your own student number where required, you will receive zero percent (0%) for your whole assignment!

<table>
<thead>
<tr>
<th>Main account number</th>
<th>Sub-account number</th>
<th>Description</th>
<th>Financial category</th>
<th>Report writer category</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>100</td>
<td>Sales – Car shampoo (Student nr xxxxxxxx)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td>200</td>
<td>Sales – Tyre polish</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td>300</td>
<td>Sales – Dashboard cleaner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td>400</td>
<td>Sales – Car wash service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000</td>
<td>100</td>
<td>Cost of Sales – Car shampoo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000</td>
<td>200</td>
<td>Cost of Sales – Tyre polish</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000</td>
<td>300</td>
<td>Cost of Sales – Dashboard cleaner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7700</td>
<td>100</td>
<td>Inventory – Car shampoo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7700</td>
<td>200</td>
<td>Inventory – Tyre polish</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7700</td>
<td>300</td>
<td>Inventory – Dashboard cleaner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5100</td>
<td>000</td>
<td>Share capital</td>
<td>Share Capital</td>
<td>Share Capital</td>
</tr>
<tr>
<td>6500</td>
<td>000</td>
<td>Car Wash Equipment – Net value (xxxxxxxxxxx)</td>
<td>Fixed assets</td>
<td>FA - Other assets 1</td>
</tr>
<tr>
<td>6500</td>
<td>010</td>
<td>Car Wash Equipment @ Cost</td>
<td>Fixed assets</td>
<td>FA - Other assets 1</td>
</tr>
<tr>
<td>6500</td>
<td>020</td>
<td>Car Wash Equipment – Accum Depreciation</td>
<td>Fixed assets</td>
<td>FA - Other assets 1</td>
</tr>
<tr>
<td>8450</td>
<td>000</td>
<td>Inter Bank Transfers (when asked “Would you like to create Cash Book 03” – select “No”)</td>
<td>Bank</td>
<td>Bank</td>
</tr>
</tbody>
</table>

Task 4: Setup the Company parameters.

4.1 If you are using the Educational Pastel version, Pastel has automatically changed your company name (Xtreme Splash Auto Bath Ltd) to “Educational No: Sage Pastel” to prevent misuse. This is fine – do not worry!

However, we need to know that your Pastel assignment was your own work, therefore, you must change the name again to reflect your student number (all students need to do this, regardless of whether they are working on the full or educational software). Do the following:

If you are working on the Educational software:
- Select Setup – Company Parameters from the main menu
- Click inside the Company Details - Name field;
- Simultaneously press Ctrl-Shift-T;
- Enter “XSAB” and your own student number, then click OK;
- The company name should now display as follows: “Educational No: XSAB xxxxxxxx” (where xxxxxxxx will reflect your own student number).
- Click inside the Company Details – Trading Name field;
- Enter “XSAB” and your own student number;
- The Trading name should now display as follows: XSAB xxxxxxxx” (where xxxxxxxx will reflect your own student number).
Please note that if you are using another version of Pastel than version 14 you will not have the option to insert a Trading name – that is fine.

If you are working on the full version of Pastel Partner:

- Select Setup – Company Parameters from the main menu
- Click inside the Company Details - Name field;
- Enter “XSAB” and your own student number, then click OK;
- The company name should now display as follows:
- “XSAB xxxxxxxx” (where xxxxxxxx will reflect your own student number).
- Click inside the Company Details – Trading Name field;
- Enter “XSAB” and your own student number
- The Trading name should now display as follows: XSAB xxxxxxxx” (where xxxxxxxx will reflect your own student number).
- Please note that if you are using another version of Pastel than version 14 you’ll will not have the option to insert a Trading name – that is fine.

NB!!! If ALL the required Pastel printouts do not reflect your own student number next to the company’s name, you will receive zero percent (0%) for your assignment!

4.2 Use the following information:

- Contact name: Raikane
- Contact surname: Van Wyk
- E-mail: raikane@xsab.co.za
- Telephone 1: 027 1083310
- VAT Registration number: 4568725647 – You will receive an error message “VAT registration number is invalid. Please ensure you have entered the number correctly.” This happens because Pastel has a built in VAT registration number validation process to ensure only valid VAT numbers are entered.
- You are welcome to leave this field blank for assignment purposes, alternatively make use of an existing company’s VAT number which can be found on a till slip or the internet. You will note that Pastel will accept this VAT number, as it is a valid registered number.

4.3 XSAB uses only one set of numbers for their company and they have decided to start the new financial year with the default Pastel document numbers.

4.4 Enter the Inter Bank Transfers account as the Cash Books Transfer Account.

4.5 Make a backup of XSAB Pastel Company in a new folder named “XSAB parameters”. Save a copy of this backup on an external memory device.
Task 5: Setup the users, entry types and tax

Users:

XSAB has four people working in their accounts department. Separate functions are allocated to each of the four people on Pastel to ensure segregation of duties.

5.1 Setup the users listed below with the access rights as indicated:

<table>
<thead>
<tr>
<th>Designation</th>
<th>Accountant</th>
<th>Sales clerk</th>
<th>Purchase clerk</th>
<th>Cashbook clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td>User nr</td>
<td>00</td>
<td>01</td>
<td>02</td>
<td>03</td>
</tr>
<tr>
<td>User Name</td>
<td>Anna</td>
<td>Mike</td>
<td>Charmaine</td>
<td>Jabb</td>
</tr>
<tr>
<td>Password</td>
<td>Splash</td>
<td>Shampoo</td>
<td>Polish</td>
<td>Dashboard</td>
</tr>
</tbody>
</table>

The above mentioned passwords are case sensitive so please type it carefully

<table>
<thead>
<tr>
<th>Email</th>
<th><a href="mailto:anna@xsab.co.za">anna@xsab.co.za</a></th>
<th><a href="mailto:mike@xsab.co.za">mike@xsab.co.za</a></th>
<th><a href="mailto:charmaine@xsab.co.za">charmaine@xsab.co.za</a></th>
<th><a href="mailto:jabb@xsab.co.za">jabb@xsab.co.za</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>User Group</td>
<td>Supervisor</td>
<td>Personalised</td>
<td>Personalised</td>
<td>Personalised</td>
</tr>
<tr>
<td>Select: Copy from Group</td>
<td>N/A</td>
<td>Update batches</td>
<td>No update of batches</td>
<td>No update of batches</td>
</tr>
</tbody>
</table>

You can only adjust the Menu access and Processing options for each user as instructed below after copying from the above-mentioned group (that means you need to click on “Copy from Group” after selecting from the drop down menu). When copying from a group you will be asked if you want to overwrite the user - select yes.

<p>| Menu Access | All. Keep options as automatically selected. | Update the Edit menu as follow: Only Customers must be selected. All other options under the Edit menu must be deselected. Update the Process menu as follow: Only Customers and Match open item must be selected. All other options under the Process menu must be deselected. Keep all other Menu options as is. | Update the Edit menu as follow: Only Suppliers must be selected. All other options under the Edit menu must be deselected. Update the Process menu as follow: Only Suppliers and Match open item must be selected. All other options under the Process menu must be deselected. Keep all other Menu options as is. | Update the Edit menu as follow: Deselect all options under the Edit menu. Update the Process menu as follow: Only Cashbook; Bank Reconciliation; Match open item and all options under Receipts must be selected. All other options under the Process menu must be deselected. Keep all other Menu options as is. |</p>
<table>
<thead>
<tr>
<th>User Name</th>
<th>Accountant</th>
<th>Sales clerk</th>
<th>Purchase clerk</th>
<th>Cashbook clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td>00 – Anna</td>
<td>01 - Mike</td>
<td>02 - Charmaine</td>
<td>03 - Jabb</td>
<td></td>
</tr>
<tr>
<td>Processing options</td>
<td>All. Keep options as automatically selected.</td>
<td>General ledger: Only select: - Multi Period Processing - Can change transaction date - Can update batches - Can delete batches</td>
<td>General ledger: Only select: - Multi Period Processing - Can change transaction date - Can delete batches</td>
<td>General ledger: Keep all the current options selected as is. Additionally also select the following: - Can process bank transfers. - Can change transaction date - Multi Period Processing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Customers: Keep all the current options selected as is. Additionally also select the following: - Change discounts while processing. - Can delete documents. - Can process invoices if customer is overdue. Deselect the following: - Can exceed credit limit.</td>
<td>Customers: Deselect all options.</td>
<td>Suppliers: Deselect all options.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Suppliers: Deselect all options.</td>
<td></td>
<td>Suppliers: Deselect all options.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inventory: Deselect all options.</td>
<td></td>
<td>Inventory: Deselect all options.</td>
</tr>
</tbody>
</table>

When you return to a user already created you will note that the “Copy from Group” selection reflects as “Supervisor”. This is fine – do not worry! The selections you have made for each user has not disappeared therefore please do not click on “Copy from Group” again. Pastel changes the dropdown list back to “Supervisor” in the event you want to change the specific user’s settings and want to copy from group again.

**Entry types:**

5.2 Change the *Entry type descriptions* for the two cashbooks so that the payments and receipts reflect the bank account names, refer back to Task 1.1, rather than CB1 or CB2 and select *Contra in Detail* for both cash books.

**Tax:**

5.3 Ensure the Tax *Default Entry method* is set to Inclusive.

5.4 Set the Tax Manager Tax Reporting Frequency as *Category A – 2 Monthly, ending at the end of every odd month.*
Task 6: Setup of Customers control, Suppliers control and Inventory

Customers control:

6.1 Setup the Customers control configuration to *Print the Tax amount* on the document lines and insert the correct *Tax Reference Prompt Amount* as per the VAT guidelines.

6.2 Setup the Customer statements to have three *Ageing totals*, and the Customer statements to display the following messages:
- Terms: “Please pay before the end of the month.”
- Terms + 1: “Your account is overdue. Please pay ASAP.”
- Terms + 2: “Your account is long overdue. Please pay immediately.”

6.3 Setup the Customer *Early Payment Terms* as 5% within 10 days from invoice date and setup the Default *Tax Entry Method* as Inclusive and the Customer Default processing method as open item.

Suppliers control:

6.4 Setup the Suppliers control configuration to *Print the Tax amount* on the document lines and ensure the Goods Received Notes are set to mandatory.

6.5 Setup the Normal monthly payment terms as 60 days; Supplier Early Payment Terms as 10% within 15 days from last day of period; the Supplier Default processing method as open item and the Default Tax Entry Method as Inclusive.

Inventory:

6.6 Setup the Inventory Decimals for Quantity to 0; set both the Maximum Line Discount % and the Maximum Invoice Discount % to 20%.

6.7 On the Integration/Groups tab:
- Ensure the Integrate Inventory to General Ledger tick box is ticked;
- Select Automatic Allocation of Costs to Projects at Time of Sale;
- Enter the information as per the table below:

<table>
<thead>
<tr>
<th>Code</th>
<th>001</th>
<th>002</th>
<th>003</th>
<th>004</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Description</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Car shampoo</td>
<td>Tyre polish</td>
<td>Dashboard cleaner</td>
<td>Car wash service</td>
</tr>
<tr>
<td>Default Buy tax</td>
<td>01</td>
<td>01</td>
<td>01</td>
<td>01</td>
</tr>
<tr>
<td>Default Sell tax</td>
<td>01</td>
<td>01</td>
<td>01</td>
<td>01</td>
</tr>
<tr>
<td>Sales</td>
<td>1000/100</td>
<td>1000/200</td>
<td>1000/300</td>
<td>1000/400</td>
</tr>
<tr>
<td>Adjustment</td>
<td>2100/000</td>
<td>2100/000</td>
<td>2100/000</td>
<td>2100/000</td>
</tr>
<tr>
<td>Cost of sales</td>
<td>2000/100</td>
<td>2000/200</td>
<td>2000/300</td>
<td>1000/400</td>
</tr>
<tr>
<td>Inventory</td>
<td>7700/100</td>
<td>7700/200</td>
<td>7700/300</td>
<td>1000/400</td>
</tr>
<tr>
<td>Count variance</td>
<td>2150/000</td>
<td>2150/000</td>
<td>2150/000</td>
<td>2150/000</td>
</tr>
<tr>
<td>Purchase variance</td>
<td>2200/000</td>
<td>2200/000</td>
<td>2200/000</td>
<td>2200/000</td>
</tr>
</tbody>
</table>

- Note: The above integration is critical to ensure that your transactions will be posted to the correct general ledger accounts!

6.8 Print the Inventory Groups Listing for all inventory groups.

6.9 Make a backup of XSAB Pastel company in a new folder named “XSAB defaults”. Save a copy of this backup on an external memory device.
Tasks 7 and 8: VAT implications on supplier and customer account setup

Please take note of the following when completing Tasks 7 and 8:

- The customer is NOT a registered VAT-vendor: The default tax type will still be selected as 01, as Xtreme Splash Auto Bath Ltd is a registered VAT-vendor and should raise output VAT on all sales and in turn is entitled to claim input VAT on purchases. (The customer will not have a VAT registration number).

- The supplier is NOT a registered VAT-vendor: The default tax type will be selected as 00, as the supplier will not raise output VAT on their sales. Xtreme Splash Auto Bath Ltd is therefore not allowed to claim input VAT on purchases from a supplier who is not registered for VAT.

Task 7: Edit Supplier accounts.

7.1 Create Supplier accounts for the suppliers listed below:

NB! Type your own student number in after each supplier name (where the “xxxxxxxx” is indicated).

<table>
<thead>
<tr>
<th>Description</th>
<th>Splish Shampoo (Student nr: xxxxxxxx)</th>
<th>Auto Polish (Student nr: xxxxxxxx)</th>
<th>Dash Deo (Student nr: xxxxxxxx)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account code</td>
<td>SSHA01</td>
<td>APOL03</td>
<td>DDEO02</td>
</tr>
<tr>
<td>Postal address</td>
<td>PO Box 337 Mafikeng 2745</td>
<td>PO Box 66 Upington 8801</td>
<td>PO Box 13 Beaufort West 6970</td>
</tr>
<tr>
<td>Delivery address</td>
<td>3 Valley Road Mafikeng 2745</td>
<td>6 Harrow Road Upington 8801</td>
<td>54 South Road Beaufort West 6970</td>
</tr>
<tr>
<td>Contact name</td>
<td>Your own first name</td>
<td>Your own first name</td>
<td>Your own first name</td>
</tr>
<tr>
<td>Telephone</td>
<td>(016) 278-7385</td>
<td>(054) 376-4073</td>
<td>(023) 111-1730</td>
</tr>
<tr>
<td>Fax</td>
<td>(016) 278-7394</td>
<td>(054) 376-4074</td>
<td>(023) 111-1731</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:carshampoo@ssha.com">carshampoo@ssha.com</a></td>
<td><a href="mailto:account@auto.co.za">account@auto.co.za</a></td>
<td><a href="mailto:sales@deo.com">sales@deo.com</a></td>
</tr>
<tr>
<td>Tax code</td>
<td>VAT standard rated</td>
<td>VAT standard rated</td>
<td>Not a registered VAT vendor</td>
</tr>
<tr>
<td>Tax reference</td>
<td>432198765</td>
<td>498765432</td>
<td>N/A</td>
</tr>
<tr>
<td>Credit limit</td>
<td>R300,000.00</td>
<td>R450,000.00</td>
<td>R63,000.00</td>
</tr>
</tbody>
</table>

NB! If the documents/printouts required later do not reflect your own student number as part of the supplier name or your own first name as the contact name, you will receive zero percent (0%) for your whole assignment!

7.2 Print the Supplier account (master) listing, sorted in supplier code sequence with details shown.
Task 8: Edit Customer accounts.

8.1 Create Customer categories with the same names as the Price lists.

8.2 Create Customer accounts for the customers listed below and allocate each customer to the correct customer category:

NB! Type your own student number in after each customer name (where the “xxxxxxxx” is indicated).

<table>
<thead>
<tr>
<th>Description</th>
<th>Mister Sponge (Student nr: xxxxxxxx)</th>
<th>Bae Roger (Student nr: xxxxxxxx)</th>
<th>Auto Shower (Student nr: xxxxxxxx)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account code:</td>
<td>MISS21</td>
<td>BAER37</td>
<td>AUTS57</td>
</tr>
<tr>
<td>Postal address:</td>
<td>Create your own</td>
<td>Create your own</td>
<td>Create your own</td>
</tr>
<tr>
<td>Delivery address:</td>
<td>Create your own</td>
<td>Create your own</td>
<td>Create your own</td>
</tr>
<tr>
<td>Contact name:</td>
<td>Your own surname</td>
<td>Your own surname</td>
<td>Your own surname</td>
</tr>
<tr>
<td>Telephone:</td>
<td>Create your own</td>
<td>Create your own</td>
<td>Create your own</td>
</tr>
<tr>
<td>Fax:</td>
<td>Create your own</td>
<td>Create your own</td>
<td>Create your own</td>
</tr>
<tr>
<td>E-mail:</td>
<td>Create your own</td>
<td>Create your own</td>
<td>Create your own</td>
</tr>
<tr>
<td>Tax code:</td>
<td>VAT standard rated</td>
<td>Not a registered VAT vendor</td>
<td>VAT standard rated</td>
</tr>
<tr>
<td>Tax reference:</td>
<td>4098765412</td>
<td>N/A</td>
<td>4165478932</td>
</tr>
<tr>
<td>Price list:</td>
<td>Supreme</td>
<td>Standard</td>
<td>Supreme</td>
</tr>
<tr>
<td>Invoice discount %</td>
<td>0%</td>
<td>2%</td>
<td>5%</td>
</tr>
<tr>
<td>Credit limit:</td>
<td>R300,000.00</td>
<td>R50,000.00</td>
<td>R560,000.00</td>
</tr>
</tbody>
</table>

NB! If the documents/printouts required later do not reflect your own student number as part of the customer name, your own surname as the contact name or other unique contact details where you have to create your own information above, you will receive zero percent (0%) for your whole assignment!

8.3 Print the Customer account (master) listing, sorted in customer account name sequence for all customer categories and with details shown.

8.4 Make a backup of XSAB Pastel company in a new folder named “XSAB S&C setup”. Save a copy of this backup on an external memory device.
Task 9: Edit Inventory categories and items.

9.1 Create four Inventory categories namely Car shampoo, Tyre polish, Dashboard cleaner and Car wash service.

9.2 Create the Inventory items listed below, using the correct category and inventory group according to the item description. When creating the inventory items:

- Insert your student number as the inventory code for the inventory item “Foam car shampoo”. Note: if your student number is not 8 characters long add a U at the end of your student number to ensure it is 8 characters in length
- Create your own unique inventory code for the “Eco dashboard cleaner” inventory item indicated as “?????????” in the table. Note the inventory code must be 8 characters in length.

<table>
<thead>
<tr>
<th>Inventory Code and Description</th>
<th>Unit</th>
<th>Supreme Selling Price (Incl. VAT)</th>
<th>Standard Selling Price (Incl. VAT)</th>
<th>Preferred Supplier Code</th>
<th>Supplier Inventory Code</th>
<th>Min Qty</th>
<th>Max Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPRPOL80 Spray tyre polish</td>
<td>Each</td>
<td>R 359.10</td>
<td>R 399.00</td>
<td>DDEO02</td>
<td>SPOL200</td>
<td>50</td>
<td>150</td>
</tr>
<tr>
<td>WAXTYR91 Wax tyre polish</td>
<td>Each</td>
<td>R 246.24</td>
<td>R 273.60</td>
<td>DDEO02</td>
<td>WTP02</td>
<td>100</td>
<td>175</td>
</tr>
<tr>
<td>WATSHA70 Waterless car shampoo</td>
<td>Each</td>
<td>R 882.36</td>
<td>R 980.40</td>
<td>SSHA01</td>
<td>WCS111</td>
<td>125</td>
<td>300</td>
</tr>
<tr>
<td>Your own student number Foam car shampoo</td>
<td>Each</td>
<td>R 779.76</td>
<td>R866.40</td>
<td>SSHA01</td>
<td>FCS431</td>
<td>175</td>
<td>450</td>
</tr>
<tr>
<td>DEODAS85 Deo dashboard cleaner</td>
<td>Each</td>
<td>R 389.88</td>
<td>R 433.20</td>
<td>APOL03</td>
<td>DEO82</td>
<td>200</td>
<td>375</td>
</tr>
<tr>
<td>????????? Eco dashboard cleaner</td>
<td>Each</td>
<td>R 482.22</td>
<td>R 535.80</td>
<td>APOL03</td>
<td>ECO61</td>
<td>150</td>
<td>550</td>
</tr>
<tr>
<td>FULLSERV Full service wash</td>
<td>Per car (p/c)</td>
<td>R 513.00</td>
<td>R 570.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DETASERV Detail service wash</td>
<td>Per car (p/c)</td>
<td>R 718.20</td>
<td>R 798.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Note: remember that if you select the wrong inventory group, your allocations in the financial statements will be wrong!
- NB! If the documents/printouts required subsequently do not reflect your own student number as the inventory code for the “Foam car shampoo” or your own unique inventory code for the “Eco dashboard cleaner” you will receive zero percent (0%) for your whole assignment!

9.3 Print the Item based price list, sorted by category, inclusive of VAT for both Supreme and Standard prices and show zero quantity items.

9.4 Print the Preferred supplier listing, showing preferred supplier only, grouped by suppliers.

9.5 Make a backup of XSAB Pastel company in a new folder named “XSAB setup”. Save a copy of this backup.
on an external memory device.

**SECTION B – TAKE-ON OF OPENING BALANCES**

**Task 10: Process take-on general journals**

10.1 Create the four sub-accounts required for the take-on of the opening balances.

10.2 Process **(but do not update)** the General Journals to take-on the trial balance balances using the appropriate opening balance sub-accounts.

---

**Xtreme Splash Auto Bath Ltd**

**Trial Balance**

**31 July 2018**

<table>
<thead>
<tr>
<th></th>
<th>Dr</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retained Income</td>
<td>941 617.84</td>
<td></td>
</tr>
<tr>
<td>Share Capital</td>
<td>700 000.00</td>
<td></td>
</tr>
<tr>
<td>Investments</td>
<td>150 000.00</td>
<td></td>
</tr>
<tr>
<td>Computer Equipment @ Cost</td>
<td>270 000.00</td>
<td></td>
</tr>
<tr>
<td>Computer Equipment - Accumulated Depreciation</td>
<td>160 380.00</td>
<td></td>
</tr>
<tr>
<td>Furniture and Fittings @ Cost</td>
<td>145 710.00</td>
<td></td>
</tr>
<tr>
<td>Furniture and Fittings - Accumulated Depreciation</td>
<td>26 227.80</td>
<td></td>
</tr>
<tr>
<td>Car Wash Equipment @ Cost</td>
<td>800 000.00</td>
<td></td>
</tr>
<tr>
<td>Car Wash Equipment - Accumulated Depreciation</td>
<td>220 000.00</td>
<td></td>
</tr>
<tr>
<td>Nedbank Current Account</td>
<td>296 256.06</td>
<td></td>
</tr>
<tr>
<td>Petty Cash (float)</td>
<td>8 300.00</td>
<td></td>
</tr>
<tr>
<td>Inventory Control</td>
<td>312 600.00</td>
<td></td>
</tr>
<tr>
<td>Customer Control</td>
<td>430 040.20</td>
<td></td>
</tr>
<tr>
<td>Supplier Control</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VAT Control</td>
<td>349 698.87</td>
<td></td>
</tr>
<tr>
<td></td>
<td>14 981.75</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2 412 906.26</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2 412 906.26</strong></td>
<td></td>
</tr>
</tbody>
</table>

10.3 Print the General Journal **without contras**.

10.4 Update the General Journal batch.

10.5 Make a backup of XSAB Pastel company in a new folder named “Takeon TB”. Save a copy of this backup on an external memory device.
Task 11: Process take-on inventory journals

11.1 Process and update the *Inventory Journals* to take-on the inventory items at year end.

- Note: The ???????? represents the unique inventory code you have created in Task 9.2 for the “Eco Dashboard cleaner” inventory item
- **Your own student number** will be reflected as the inventory code of the inventory item “Foam car shampoo” if you have followed the instructions in Task 9.2 correctly.

---

**Xtreme Splash Auto Bath Ltd**

**Inventory valuation**

**31 July 2018**

<table>
<thead>
<tr>
<th>Inventory code</th>
<th>Description</th>
<th>Quantity</th>
<th>Latest cost price (excl. VAT)</th>
<th>Total</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPRPOL80</td>
<td>Spray tyre polish</td>
<td>60</td>
<td>R 175.00</td>
<td>R 10 500.00</td>
<td></td>
</tr>
<tr>
<td>WAXTYR91</td>
<td>Wax tyre polish</td>
<td>115</td>
<td>R 120.00</td>
<td>R 13 800.00</td>
<td>R 24 300.00</td>
</tr>
<tr>
<td>WATSHA70</td>
<td>Waterless car shampoo</td>
<td>205</td>
<td>R 430.00</td>
<td>R 88 150.00</td>
<td></td>
</tr>
<tr>
<td><strong>Your own student number</strong></td>
<td>Foam car shampoo</td>
<td>250</td>
<td>R 380.00</td>
<td>R 95 000.00</td>
<td>R 183 150.00</td>
</tr>
<tr>
<td>DEODAS85</td>
<td>Deo dashboard cleaner</td>
<td>170</td>
<td>R 190.00</td>
<td>R 32 300.00</td>
<td></td>
</tr>
<tr>
<td>??????????</td>
<td>Eco Dashboard cleaner</td>
<td>310</td>
<td>R 235.00</td>
<td>R 72 850.00</td>
<td>R 105 150.00</td>
</tr>
<tr>
<td>FULLSERV</td>
<td>Full service wash</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DETASERV</td>
<td>Detail service wash</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**

R 312 600.00

11.2 *Print the Inventory reorder report* for period 1 of 2019, sorted by Inventory Category, grouped by Supplier, *Without supplier details*, *Include zero minimum reorder items* and *include zero quantity to order items*.

11.3 Make a backup of XSAB Pastel company in a new folder named “Takeon Inventory”. Save a copy of this backup on an external memory device.
Task 12: Process take-on cashbook

12.1 Process and update the current account and petty cash opening balances in the cashbook by referring to the Trial Balance in Task 10.2.

12.2 For July 2018, process and update the outstanding payments and deposits from the Bank Reconciliation into the current account cashbook.

NB! Type your own student number where the “xxxxxxxx” is indicated when processing RC163 or you will receive zero percent (0%) for your assignment!

_Xtreme Splash Auto Bath Ltd_
_Bank Reconciliation Statement_
_31 July 2018_

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance per Bank Statement</td>
<td>294 403.10</td>
</tr>
<tr>
<td>Plus: Receipts not yet deposited</td>
<td></td>
</tr>
<tr>
<td>30 Jul 2018 RC163 Student nr: xxxxxxxx</td>
<td>3 713.85</td>
</tr>
<tr>
<td>Total outstanding deposits:</td>
<td>3 713.85</td>
</tr>
<tr>
<td>Less: Cheques not yet presented</td>
<td></td>
</tr>
<tr>
<td>28 Jul 2018 Q355 Hantam Local Municipality</td>
<td>967.40</td>
</tr>
<tr>
<td>30 Jul 2018 Q362 Telkom</td>
<td>893.49</td>
</tr>
<tr>
<td>Total outstanding cheques:</td>
<td>1 860.89</td>
</tr>
</tbody>
</table>

Reconciled Bank Balance 296 256.06
Bank balance per Trial Balance 296 256.06
Difference 0.00

12.3 Reconcile **only the bank opening balance** amount so that the bank reconciliation on Pastel Partner resemble the bank reconciliation provided. Update the bank reconciliation.

12.4 **Print the bank reconciliation** for period 12 of 2018.

12.5 Make a backup of XSAB Pastel company in a new folder named “Takeon Cashbook”. Save a copy of this backup on an external memory device.
Task 13: Process take-on supplier journals

13.1 Process and update the Supplier Journals to take-on the supplier invoice details in the correct periods for age analysis purposes.

Xtreme Splash Auto Bath Ltd
Supplier Age Analysis
31 Jul 2018

<table>
<thead>
<tr>
<th>Supplier code</th>
<th>90 days</th>
<th>60 days</th>
<th>30 days</th>
<th>Current</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSHA01</td>
<td>93 724.07</td>
<td></td>
<td>35 241.60</td>
<td>128 965.67</td>
<td></td>
</tr>
<tr>
<td>APOL03</td>
<td>80 982.56</td>
<td>34 369.24</td>
<td>65 831.40</td>
<td>181 183.20</td>
<td></td>
</tr>
<tr>
<td>DDEO02</td>
<td>15 250.00</td>
<td>24 300.00</td>
<td></td>
<td>39 550.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15 250.00</td>
<td>174 706.63</td>
<td>58 669.24</td>
<td>101 073.00</td>
<td>349 698.87</td>
</tr>
</tbody>
</table>

The supplier balances are made up as follows:

SSHA01
- 18 May 18 Invoice 783: 24 778.71
- 31 May 18 Invoice 1012: 68 945.36: 93 724.07
- 30 Jul 18 Invoice 1350: 35 241.60: 35 241.60

Total: 128 965.67

APOL03
- 14 May 18 Invoice I465: 80 982.56
- 29 Jun 18 Invoice I746: 34 369.24
- 22 Jul 18 Invoice I887: 56 115.30
- 31 Jul 18 Invoice I1058: 9 716.10: 65 831.40

Total: 181 183.20

DDEO02
- 30 Apr 18 Invoice DD233: 15 250.00
- 16 Jun 18 Invoice DD298: 24 300.00: 39 550.00

Total: 39 550.00

13.2 Print the Supplier Detailed Ledger by Entry type for period 1 to 12 of 2018, with Each period shown separately.

13.3 Print the Supplier Age Analysis for period 1 of 2019, sorted in Supplier code sequence, Print the descriptions, as well as the Full details, but Do not print transactions.

13.4 Make a backup of XSAB Pastel company in a new folder named “Takeon Suppliers”. Save a copy of this backup on an external memory device.
Task 14: Process take-on customer journals

14.1 Process and update the Customer Journals to take-on the customer invoice details in the correct periods for age analysis purposes.

<table>
<thead>
<tr>
<th>Customer code</th>
<th>60 days</th>
<th>30 days</th>
<th>Current</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MISS211</td>
<td>55 971.20</td>
<td>147 183.50</td>
<td>203 154.70</td>
<td></td>
</tr>
<tr>
<td>BAER372</td>
<td>2 679.00</td>
<td>9 006.00</td>
<td>11 685.00</td>
<td></td>
</tr>
<tr>
<td>AUTS573</td>
<td>56 430.50</td>
<td>30 520.00</td>
<td>128 250.00</td>
<td>215 200.50</td>
</tr>
</tbody>
</table>

Xtreme Splash Auto Bath Ltd
Customer Age Analysis
31 July 2018

The customer balances are made up as follows:

**MISS21**
- 12 Jun 18 IN407 55 971.20 55 971.20
- 07 Jul 18 IN452 48 673.50
- 23 Jul 18 IN464 98 510.00 147 183.50

**BAER37**
- 29 Jun 18 IN438 2 679.00 2 679.00
- 20 Jul 18 IN469 9 006.00 9 006.00

**AUTS57**
- 18 May 18 IN370 56 430.50 56 430.50
- 04 Jun 18 IN397 30 520.00 30 520.00
- 30 Jul 18 IN496 128 250.00 128 250.00

14.2 Print the *Customer Detailed Ledger* by Customer for period 1 to 12 of 2018, sorted in *Account name sequence*, with *Each period shown separately*.

14.3 Print the *Customer Age Analysis* for period 1 of 2019, sorted by *Description*, *Print the descriptions*, as well as the *Full details*, but *Do not print transactions*.

14.4 Make a backup of XSAB Pastel company in a new folder named “Takeon Customers”. Save a copy of this backup on an external memory device.
Task 15: Print take-on trial balance

15.1 Print the trial balance for period 1 to 12 of 2018, use sub-accounts, but Do not print zero items.

SECTION C – PROCESSING OF DAILY TRANSACTIONS

Task 16: Process transactions

NOTE: All calculations should be rounded to two decimal digits if necessary.

NB! You will have to log-on as the correct employee to process the various transactions.

Refer to the User setup information in Task 5.1 to review the User functions and passwords. To log-on as a different user you need to go to the File menu, then open and select the XSAB company, then insert the password for the required user. Repeat this for every change in user. Always use the lowest level of employee to complete the task. Notice how the menu and functions are limited for the various users.

The first time you use a new user you will be required to create a security question and security answer. For each user create the following:

- Security question: Which module am I busy with?
- Security answer: AIN2601

You can also create your own security questions and answers but please note that if you forget your security answers, lecturers will not be able to help you.

16.1 On 1 August 2018 Mister Sponge and Bae Roger pay the full amount due on 31 July 2018. Capture receipt nr RC164 and RC165 respectively for these payments received. (Tip: You may want to carefully examine the customers’ account setup and the customer age analysis.) Match the receipt amount and discount (if applicable) to the sales invoices for Mister Sponge and Bae Roger.

16.2 On 2 August 2018 Auto Shower pays XSAB for the full amount outstanding on this date. (Tip: You may want to carefully examine the customers’ account setup and the customer age analysis.) Capture receipt RC166 for this payment received. Note: you must use your student number in the description column, else you will receive zero percent (0%) for your whole assignment! Match the receipt amount and discount (if applicable) to the sales invoices for Auto Shower.

16.3 Print the Receipt cashbook batch with contras.

16.4 For the following items prepare a purchase order for Auto Polish dated 3 August 2018. Enter the latest cost price excluding VAT:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>175</td>
<td>Deo dashboard cleaner</td>
</tr>
<tr>
<td>240</td>
<td>Eco Dashboard cleaner</td>
</tr>
</tbody>
</table>

Include this remark after the Eco Dashboard cleaner: “Please provide “Go Green” cleaner only”. Print this Purchase order.

(Note: if your printer’s paper settings are not on A4, the bottom part of your documents will not print correctly! Refer to the Pastel Manual for detail guidance on how to correct this.)

16.5 Convert the purchase order of Auto Polish to a goods received note dated 4 August 2018 for all the items ordered, except that only 125 Eco dashboard cleaners were delivered. Remove the whole original purchase order.
16.6 Increase the petty cash float amount to R9 000 by transferring the necessary amount from Nedbank current account to the Petty Cash account on 4 August 2018 with cash cheque Q365.

16.7 Karoo Services do the maintenance of the car wash equipment for a standard weekly fee of R1 105.80 including VAT. Karoo Services is a registered VAT vendor. Pay Karoo Services on 5 August 2018 out of Petty Cash (petty cash voucher PC169) the standard weekly amount.

16.8 Update all open batches which can be updated. (Tip: Remember to log on with the correct user, view open batches, then jump to correct batch and update from there.)

16.9 Make a backup of XSAB Pastel company in a new folder named “Week-end 5 Aug”. Save a copy of this backup on an external memory device.

16.10 Prepare a sales quotation for Auto Shower dated 8 August 2018 to expire after 7 days for:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Waterless car shampoo</td>
</tr>
<tr>
<td>165</td>
<td>Foam car shampoo</td>
</tr>
<tr>
<td>200</td>
<td>Eco Dashboard cleaner</td>
</tr>
<tr>
<td>280</td>
<td>Full service wash</td>
</tr>
<tr>
<td>20</td>
<td>Detail service wash</td>
</tr>
</tbody>
</table>

Print this Sales quotation.

16.11 Sell the following items to Mister Sponge with a tax invoice dated 9 August 2018. Give them an additional 15% discount on all car shampoo bought. Their order number is MSP561. (Take note of the built in Pastel control! Consider what you will do in a real life situation to solve this problem. Make sure you DO manage to sell these items to the customer!):

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>Spray tyre polish</td>
</tr>
<tr>
<td>40</td>
<td>Wax tyre polish</td>
</tr>
<tr>
<td>5</td>
<td>Waterless car shampoo</td>
</tr>
<tr>
<td>120</td>
<td>Foam car shampoo</td>
</tr>
<tr>
<td>45</td>
<td>Deo dashboard cleaner</td>
</tr>
<tr>
<td>185</td>
<td>Eco Dashboard cleaner</td>
</tr>
<tr>
<td>50</td>
<td>Full service wash</td>
</tr>
<tr>
<td>10</td>
<td>Detail service wash</td>
</tr>
</tbody>
</table>

Print this Tax invoice.

16.12 Use the Remittance Assistant on 10 August 2018 to pay Auto Polish and Dash Deo the full amount due on or before 31 July 2018. Do not pay any amount only due in the 2019 financial year. Use RAUG01 as the starting reference number. Do not print remittances and cheques. Note: use F3 to manually match the payments created in the cashbook.

16.13 On 11 August 2018 pay Splish Shampoo, with cheque Q366, the full amount outstanding on this date. (Tip: You may want to carefully examine the suppliers’ account setup and the supplier age analysis.) Note: you must use your student number in the description column, else you will receive zero percent (0%) for your whole assignment! Match the payment amount and discount (if applicable) to the supplier invoices for Splish Shampoo.
16.14 On 11 August 2018, pay R2 439.60 with cheque Q367 to Friends Tech, a registered VAT vendor, for the repair of a telephone handset (R159.60) and the purchase of a new telephone system (R2 280). The new telephone system is capital goods (office equipment) and the repair is allocated to telephone costs.

16.15 On 11 August 2018, pay R2,758.80 to MTN for cellphone calls with cheque Q368.

16.16 **Print the Payment cashbook batch with contras.**

16.17 Convert the sales quotation created in task 16.10 for Auto Shower to a tax invoice dated 12 August 2018. They have accepted the quotation in full. Notice how Pastel has automatically changed the quantity of Foam car shampoo from 165 (as per the quotation) to 130, because only 130 foam car shampoos are currently in stock. Remove the whole original document. Their order number is AUS117.

Although only 130 Foam car shampoos are currently in stock, Auto Shower still wants 165 Foam car shampoos, we therefore have to create another sales order. Move your cursor to the quantities field for Foam car shampoo and press F5 or click on the magnifying glass. Click on the **create order** button. Type in the **Sales Order Qty** block the number of Foam car shampoo Auto Shower still wants, but what we are currently unable to deliver (35). Click on the **Sales/Purchase Order** button. Click OK. Then finalise the current sales invoice (note only 130 Foam car shampoo are actually sold on this invoice as you can't sell more stock than what you have!)

**Print this tax invoice.**

16.18 Go to sales orders and **print the sales order for Auto Shower** dated 12 August 2018, which was automatically prepared in 16.17 above. The order number is AUS117 and the delivery date 19 August 2018.

16.19 **Print the Back Orders – Details by Item report** (back orders for all items). **Print Descriptions** and Do not **Show totals only.**

16.20 Pay Karoo Services on 12 August 2018 out of Petty Cash (petty cash voucher PC170) the standard weekly amount.

16.21 On 12 August 2018 reimburse the accountant out of Petty Cash (petty cash voucher PC171). She printed posters for an outdoor exhibition to the value of R689.70 at Jetprint (not a registered VAT-vendor).

16.22 Update all open batches which can be updated. (Tip: Remember to log on with the correct user, view open batches, then jump to correct batch and update from there.)

16.23 Make a backup of XSAB Pastel company in a new folder named “Week-end 12 Aug”. Save a copy of this backup on an external memory device.

16.24 On 15 August 2018 you realise that you have items of stock that are below the minimum order quantity. For all inventory items, use the **Reorder Assistant** to prepare the required purchase orders. Include **Outstanding sales orders.**

Open each of the purchase orders created with the Reorder Assistant. For each item, on the created purchase orders, where no amount is reflected in the **Inc Price** field insert the correct amount by using the latest cost price excluding VAT to calculate the latest cost price including VAT. (Tip: Refer back to task 7.1 and note each supplier’s VAT vendor status)

16.25 Convert Dash Deo and Auto Polish’s purchase orders created in 16.24 to a goods received notes dated 16 August 2018 for all the items ordered. Remove the whole original purchase order.

16.26 **Print the Outstanding GRNs – Details by Supplier for all suppliers.**
16.27 Create a sales order, dated 17 August 2018, for Bae Roger who sent an order for the following items. His order number is BR109.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>Spray tyre polish</td>
</tr>
<tr>
<td>15</td>
<td>Wax tyre polish</td>
</tr>
<tr>
<td>10</td>
<td>Deo dashboard cleaner</td>
</tr>
<tr>
<td>20</td>
<td>Eco Dashboard cleaner</td>
</tr>
<tr>
<td>10</td>
<td>Detail service wash</td>
</tr>
</tbody>
</table>

16.28 On 18 August 2018 Mister Sponge returned 20 Foam car shampoo as well as 40 Eco dashboard cleaner sold to them on 9 August 2018. Both items are no longer needed as the customers who previously booked their cars for wash cancelled their bookings. These items can therefore still be sold. Process a sales return document for Mister Sponge, including an appropriate message on the sales return document. (Make sure you choose the correct document type for this transaction!) (Tip: You may want to carefully examine the related original tax invoice before processing this sales return).

Update and print this sales return.

16.29 Convert the sales order to a tax invoice for Bae Roger on 19 August 2018. Remove the whole original sales order. He has accepted the sales order in full, except that he now wants 25 Eco dashboard cleaner and only 20 Spray tyre polish.

Print this tax invoice.

16.30 Pay Karoo Services on 19 August 2018 out of Petty Cash (petty cash voucher PC172) the standard weekly amount.

16.31 Update all open batches which can be updated. (Tip: Remember to log on with the correct user, view open batches, then jump to correct batch and update from there.)

16.32 Make a backup of XSAB Pastel company in a new folder named “Week-end 19 Aug”. Save a copy of this backup on an external memory device.

16.33 You received supplier invoice nr I1337 from Auto Polish. Convert both the goods received notes for Auto Polish to a supplier invoice dated 22 August 2018. (Tip: After you have converted the first goods received note click on link to convert the other goods received note) Auto Polish has used the latest cost price (incl. VAT) for the entire Eco dashboard cleaner. The Deo dashboard cleaner however now cost R227.43 each including VAT. Because of the short delivery on 4 August, they have also given you a 10% discount on the 125 Eco dashboard cleaner (on this item only) received on 4 August.

Print this invoice.

16.34 You received supplier invoice nr DD310 from Dash Deo. Convert the goods received note of Dash Deo to a supplier invoice dated 23 August 2018. All the quantities and prices on the supplier invoice agree with the details on the goods received note. Dash Deo however ran a marketing campaign and has therefore given a 7% invoice discount.

Print this invoice.

16.35 Print the Supplier Invoice Summary Listing

16.36 Convert the purchase order of Splish Shampoo (created in task 16.24) to a goods received note dated 24 August 2018. For this GRN the latest cost price exclusive VAT price must be used. All items ordered were received. Remove the whole original purchase order.
16.37 Convert the sales order created in task 16.17 & 16.18 for Auto Shower to a tax invoice dated 25 August 2018. Remove the whole original document. On the same tax invoice also sell the following items to Auto Shower. Their order number is AUS117B.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Spray tyre polish</td>
</tr>
<tr>
<td>50</td>
<td>Wax tyre polish</td>
</tr>
<tr>
<td>175</td>
<td>Deo dashboard cleaner</td>
</tr>
</tbody>
</table>

16.38 Print the **Tax Invoice Summary Listing**.

16.39 Print the **Detailed Ledger** for the Petty Cash account only (period 1 of 2019).

16.40 Use the printout in 16.39 to calculate how much is required to restore the petty cash float (as increased by you in 16.6) to its limit. Transfer the required amount as calculated by you to restore the petty cash float from the Nedbank current account to the Petty Cash account on 26 August 2018 with cash cheque Q369.

16.41 Pay Karoo Services on 26 August 2018 out of Petty Cash (petty cash voucher PC173) the standard weekly amount.

16.42 Update all open batches which can be updated. (Tip: Remember to log on with the correct user, view open batches, then jump to correct batch and update from there.)

16.43 Make a backup of XSAB Pastel company in a new folder named “Week-end 26 Aug”. Save a copy of this backup on an external memory device.

16.44 On 30 August 2018, pay the staff their monthly salaries using electronic transfer to their bank accounts. Use AugSal01 as starting reference number. Refer to the company information given at the beginning of the assignment.

16.45 XSAB bought a motor vehicle on a finance lease from Surf4Cars Ltd. In terms of the lease, XSAB will pay off this motor vehicle in equal monthly instalments over 3 years. The monthly instalment amount of R7 703.45 excluding VAT was calculated using an annual interest rate of 15%. The instalments are paid at the beginning of each month. At the lease commencement date, both the non-current asset and the related finance lease liability are recognised in the general ledger at the asset's current value (excluding VAT) using the terms applicable to the finance lease. At the end of lease term the motor vehicle’s residual value is expected to be Rnil (zero).

Create the spreadsheet below and save it as Question_1_Task16

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>1</td>
<td><strong>XSAB - Asset value calculation (Student nr XXXXXXXX)</strong></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td><strong>Monthly payment</strong></td>
</tr>
<tr>
<td>4</td>
<td><strong>Terms in years</strong></td>
</tr>
<tr>
<td>5</td>
<td><strong>Annual interest rate</strong></td>
</tr>
<tr>
<td>6</td>
<td><strong>Current value of the asset</strong></td>
</tr>
</tbody>
</table>

- Enter your *student number* in cell A1 after “XSAB- Asset value calculation”. Thus the following is displayed in cell A1 - “XSAB - Asset value calculation (Student nr xxxxxxxxxx)”.
• Enter a formula in cell B6 to calculate the current value of the asset. Take into account that instalments are paid at the beginning of each month. Your formula should return a positive answer.

• Format the cell B6 as currency with Rand symbol and zero decimal places.

• Insert your student number as Header (right section), page number as Footer (left section) and current time and current date as Footer (right section). This detail will only display when printing your spreadsheet. (If you submit your assignment via myUnisa you must still complete this step but you do not need to physically print the sheet). NB! If the spreadsheet does not reflect your own student number in the header you will receive zero percent (0%) for your whole assignment!

• Set range A1:B7 as the print area.

• Set the page layout with narrow margins, landscape orientation, scale to fit onto 1 page wide and 1 page high, view and print gridlines and view and print column and row headings.

• Save your spreadsheet as Question_1_Task16.

If you are going to hand in your assignment by post, you need to do the following additionally for Question 1 Task 16.45:

• Display the formulas you have entered onto your spreadsheets. (Tip: use the F1 Help function and search on ‘show formulas’ or refer back to study guide 1 study unit 6).

• Resize the spreadsheet columns so that it is as small as possible, but all the formulas are still fully visible. Please note that if the formula is not visible it cannot be marked.

• Print your spreadsheet with the formulas being displayed

16.46 Refer to task 16.45. The lease commenced on 30 August 2018. Process a journal to recognise both the non-current asset and the related finance lease liability in the general ledger on this date. When processing the journal use the amount as it is displayed in cell B6 i.e. ignore any cents.

Print and update this journal.

16.47 In addition to the weekly maintenance of the car wash equipment Karoo Services also consults on safety issues. Karoo Services consulted XSAB on 31 August 2018. Karoo Services’ original quote was R2 280 including VAT. The tax invoice will be based on the actual time spend at XSAB. On 31 August 2018 accrue for the consultation based on the quotation amount so that the expense is reflected in the income statement.

Print and update this journal and select for this journal to be reversed automatically in the following month as the actual tax invoice will only be received from Karoo Services and processed during September 2018.

16.48 Process the monthly depreciation journal on assets on 31 August 2018. All assets are depreciated on a straight line basis. The annual depreciation rates are:

• Computer Equipment 33%
• Furniture and Fittings 10%
• Car Wash Equipment 25%

You must only process depreciation relating to the asset types listed above. Do not process the depreciation journal with regards to office equipment and motor vehicles.

(TIP: The Depreciation journal is processed monthly and you might need to consider calculating a monthly depreciation rate. Round each asset type’s depreciation to two decimal places)

16.49 Update all open batches which can be updated. (Tip: Remember to log on with the correct user, view open batches, then jump to correct batch and update from there.)

16.50 Make a backup of XSAB Pastel company in a new folder named “31 August”. Save a copy of this backup on an external memory device.
**SECTION D – MONTH END PROCESSING**

Task 17: Prepare a bank reconciliation

Use the following bank statement:

**Nedbank current account**

Bank Statement of Xtreme Splash Auto Bath Ltd

31 August 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-Aug-16</td>
<td>Balance brought forward</td>
<td></td>
<td></td>
<td>294 403.10 CR</td>
</tr>
<tr>
<td>01-Aug-16</td>
<td>Deposit</td>
<td></td>
<td>3 713.85</td>
<td>298 116.95 CR</td>
</tr>
<tr>
<td>02-Aug-16</td>
<td>Q362</td>
<td>893.49</td>
<td></td>
<td>297 223.46 CR</td>
</tr>
<tr>
<td>03-Aug-16</td>
<td>Q355</td>
<td>967.40</td>
<td></td>
<td>296 256.06 CR</td>
</tr>
<tr>
<td>03-Aug-16</td>
<td>Deposit</td>
<td></td>
<td>2 679.00</td>
<td>298 935.06 CR</td>
</tr>
<tr>
<td>05-Aug-16</td>
<td>Q365</td>
<td>700.00</td>
<td></td>
<td>298 235.06 CR</td>
</tr>
<tr>
<td>19-Aug-16</td>
<td>Q368</td>
<td>2 758.80</td>
<td></td>
<td>295 476.26 CR</td>
</tr>
<tr>
<td>11-Aug-16</td>
<td>EFT</td>
<td>15 250.00</td>
<td></td>
<td>280 226.26 CR</td>
</tr>
<tr>
<td>23-Aug-16</td>
<td>Q367</td>
<td>2 439.60</td>
<td></td>
<td>277 786.66 CR</td>
</tr>
<tr>
<td>31-Aug-16</td>
<td>EFT</td>
<td>15 000.00</td>
<td></td>
<td>262 786.66 CR</td>
</tr>
<tr>
<td>31-Aug-16</td>
<td>EFT</td>
<td>15 000.00</td>
<td></td>
<td>247 786.66 CR</td>
</tr>
<tr>
<td>31-Aug-16</td>
<td>EFT</td>
<td>18 000.00</td>
<td></td>
<td>229 786.66 CR</td>
</tr>
<tr>
<td>31-Aug-16</td>
<td>EFT</td>
<td>30 000.00</td>
<td></td>
<td>199 786.66 CR</td>
</tr>
<tr>
<td>31-Aug-16</td>
<td>Credit interest</td>
<td></td>
<td>307.00</td>
<td>200 093.66 CR</td>
</tr>
<tr>
<td>31-Aug-16</td>
<td>Cash withdrawal fees</td>
<td>146.03</td>
<td></td>
<td>199 947.63 CR</td>
</tr>
<tr>
<td>31-Aug-16</td>
<td>Monthly bank fees</td>
<td>1 329.00</td>
<td></td>
<td>198 618.63 CR</td>
</tr>
<tr>
<td>31-Aug-16</td>
<td>Closing Balance</td>
<td></td>
<td></td>
<td>198 618.63 CR</td>
</tr>
</tbody>
</table>

17.1 Capture and update the bank related transactions from the bank statement into the cashbook.

17.2 Balance and update the bank reconciliation for XSAB for August 2018.

17.3 Print the bank reconciliation for XSAB for August 2018.

17.4 Make a backup of XSAB Pastel company in a new folder named “month-end bank recon”. Save a copy of this backup on an external memory device.
Task 18: Month end reporting

18.1 Print the **Trial balance** as from 1 August 2018 to 31 August 2018, include opening balances and use sub-accounts, but do **not** print zero items. Print Balance Sheet accounts first.

18.2 Print the **Income statement** for **period 1 of 2019**, with detail lines and include sub-accounts, but do **not** print zero items.

18.3 Print the **Balance sheet** for **period 1 of 2019**, with detail lines, but do **not** print zero items and do **not** print the Asset section first.

18.4 Print the **Cash Movement Report** for **period 1 of 2019**, for cashbook 01 (Nedbank) only, include sub-accounts but do **not** show only the totals.

18.5 Print the **Cash book details** for Nedbank current account for **period 1 of 2019**, with the opening balance included, but do **not** show the totals only.

18.6 Print the **Inventory valuation report** for **period 1 of 2019**, sorted by description, do **not use** last costs, show zero quantity items and do **not** include unposted quantities.

18.7 Print the **Tax type report** for the 201809 (01/08/2018 – 30/09/2018) tax period. In order to view the report you need to follow the instructions below:

- You will receive the following message: “You need to close your previous Tax Periods before viewing your tax reports. Please select your Current Tax Period. All tax periods prior to this will be closed.”
- Click on the drop down list next to the tax period field and select 201809 (01/08/2018 – 30/09/2018).
- Click on OK.
- You will receive the following message: “Your previous Tax Periods are now closed. All processing will continue in your current Tax Period 201809 (01/08/2018 – 30/09/2018).”
- Click on OK.
- On the next screen make sure that the following is selected: “View Reports”, “Tax Type Report”, “View current Tax Period”. The following must be deselected: “View closed Tax Period(s), “Close the current Tax Period”.
- Click on next.
- After performing the procedures above, you have to print the **Tax type report** for the current tax period, **all tax types, show details, print descriptions, do not print a new page per account, do not offset credits against sales/purchases**.

18.8 Print the **Open item remittance statement** for Splish Shampoo for **period 1 of 2019**. Do **not** show paid items only.

18.9 Change only Dash Deo from **Open-item processing** to **Balance forward processing**. Now print the **Balance forward remittance statement** for Dash Deo for **period 1 of 2019**. Do **not** show paid items only.

- Carefully examine both printout 18.8 and 18.9. Note the differences on the statements between open item and balance forward processing.

18.10 Print the **Customer age analysis** for **period 1 of 2019**, sorted by **Customer code**, with **descriptions**, partial details, printing of transactions and print zero items.

18.11 Print the **Supplier age analysis** for **period 1 of 2019**, sorted by **Supplier description**, with **full details**, **descriptions**, printing of transactions and print zero items.

- Carefully examine printout 18.11. Note the differences on the age analysis between Splish Shampoo (open item processing) and Dash Deo (balance forward processing).
QUESTION 2 – Spreadsheets (26 marks)

You are a friend of Mr Raikane Van Wyk, the owner of Xtreme Splash Auto Bath (XSAB). He knows that you have some experience in using Microsoft Excel and asked if you could assist him in performing certain calculations using Microsoft Excel.

XSAB obtained the general industry gross profit margins. XSAB want to use these margins to determine what the maximum amount is that they can purchase their inventory items for if they do not change the selling prices.

He provided you with the following information:

- The general industry gross profit margin table, starting in cell B4, indicates the gross profit margins used by the industry. The gross profit margins are based on an inventory item’s cost price per unit excluding VAT. For example an inventory item with a cost price per unit of R300 excluding VAT will have an industry gross profit margin of 38% as it falls within the R201 to R400 bracket. (Refer to Task 1.10 and 1.13)

- The Value Added Tax (VAT) percentage is 14%.

- All inventory codes consist of 8 characters.

- The selling price per unit including VAT is calculated using the quantity sold (qty sold) and the total sales including VAT (Total selling including VAT).

- XSAB inventory item’s gross profit margin calculation is based on the relevant excluding VAT per unit amounts.

- The Maximum purchase price is determined as follow:
  
  o Where the XSAB gross profit margin is higher than the industry gross profit margin the maximum purchase price will be an adjusted cost price per unit excluding VAT calculated using the industry gross profit margin and the selling price per unit excluding VAT.

  o Where the XSAB gross profit margin is lower and equal to the industry gross profit margin the maximum purchase price will be equal to the current Cost price per unit excluding VAT.
Task 1: Maximum purchase price

This task requires you to use information from Question 1 as generated by Pastel Partner Version 14. No marks are allocated in Question 2, Task 1, for amounts, but only for formats, functions and formulas used.

1.1 Using Pastel Partner Version 14 print the Sales by Item report for XSAB to Microsoft Excel. Click on Customers, Analyse Sales, Sales by Item report. Print the Sales by Item report, in inventory group sequence, for codes 001 to 003, for 1 August to 31 August 2018, do not show gross profit, do not show details, show inventory totals. Print the Sales by Item report to Microsoft Excel by choosing the “Print to” option to Microsoft Excel. This will open a spreadsheet with the Sales by Item report. DO NOT print to Microsoft Excel in Question 1, only use this option for Question 2, Task 1.

After you have completed task 1.1 your spreadsheet will appear as follows. Please note, as instructed in Question 1 (Pastel), the ????????? will relate to the unique inventory item code created and xxxxxxxx to your student number. The ????????? will therefore be replaced by the inventory item code as created by you in Question 1 and the xxxxxxxx will be replaced by your student number. The #### will be replaced by the numbers as exported from Pastel to Microsoft Excel.

Note: If your export was unsuccessful as per the screen print above or if you are using Open Office Calc, recreate the export based on the screen print above and the information contained in Pastel as processed. (TIP: Either print the Pastel report to the screen or paper and use this information to recreate the export).

1.2 Save this spreadsheet with the exported Sales by Item as Question_2.

1.3 Cut range E3:F3 and paste into range B3:C3

1.4 Delete the rows containing the following text:
- Group: 001 Car shampoo (row 4)
- Total for Group: 001 (row 7)
- Group: 002 Tyre polish (row 8)
- Total for Group: 002 (row 11)
- Group: 003 Dashboard cleaner (row 12)
- Total for Group: 003 (row 15)
- GRAND TOTAL (row 16)
1.5 Task 1.4 will have the effect that only the inventory items (with the code and description) and the headings in rows 1 to 3 will be left on the spreadsheet.

1.6 Delete the contents of row 1 and row 2. These 2 rows should now be empty.

1.7 Insert 11 rows (empty rows) after row 1.

1.8 Tasks 1.6 and 1.7 will have the effect that there should now be 13 empty rows (rows 1 to 13) at the top of the spreadsheet.

1.9 Insert an empty column between column A and column B.

1.10 Insert the following text:
   - Cell A1: Xtreme Splash Auto Bath Ltd
   - Cell A2: Maximum purchase price calculation (student number: xxxxxxxx) NB! If the printouts required later do not reflect your own student number in this heading you will receive zero percent (0%) for your whole assignment!
   - Cell B4: General industry gross profit margins
   - Cell B6: Cost price excluding VAT
   - Cell D6: Gross profit margin
   - Cell B7: Lower limit
   - Cell C7: Upper limit
   - Cell B12: VAT %
   - Cell A14: Inventory code & item description
   - Cell B14: Inventory code
   - Cell C14: Qty sold
   - Cell D14: Total Selling including VAT
   - Cell E14: Selling price per unit including VAT
   - Cell F14: Selling price per unit excluding VAT

1.11 Insert the following amounts and percentages:
   - Cell C12: 14%
   - Cell B8: 1
   - Cell C8: 200
   - Cell D8: 30%
   - Cell B9: 201
   - Cell C9: 400
   - Cell D9: 38%
   - Cell B10: 401
   - Cell C10: 600
   - Cell D10: 40%
1.12 Format the spreadsheet as follows:

- Range A1:I1: Merged, bold, vertically and horizontally centred, font type Comic Sans MS and font size 16.
- Range A2:I2: Merged, bold, vertically and horizontally centred, font type Comic Sans MS and font size 14.
- Range B4:D10: Thick box border.
- Range B4:D4: Merged, bold, vertically and horizontally centred.
- Range B6:C6: Merged, bold, vertically and horizontally centred
- Cell D6: Bold, vertically and horizontally centred, wrap text
- Range B7:C7: Italic, aligned right
- Range B8:C10: Currency, with the Rand symbol and zero decimal places
- Range D8:D10 and cell C12: Percentage with zero decimal place.
- Range A14:F14: Bold, italic, wrap text, vertically and horizontally centred with a top and thick bottom border, increase row height so that all text is visible.
- Ranges D15:F20: Number, use 1000 separator and two decimal places

1.13 After you have completed tasks 1.1 to 1.12 your spreadsheet (Question_2) will appear as follows:

Please note, as instructed in Question 1 (Pastel), the ??????? will relate to the unique inventory item code created and xxxxxxxx to your student number. The ??????? will therefore be replaced by the inventory item code as created by you in Question 1 and the xxxxxxxx will be replaced by your student number. The #### will be replaced by the numbers as exported from Pastel to Microsoft Excel.

1.14 Using Pastel Partner Version 14 print XSAB Inventory valuation report to Microsoft Excel. Print the Inventory valuation report, sorted by description, for all inventory items, for period 1 of 2019, show zero quantity items, do not use last cost and include unposted quantities. Print the Inventory valuation report to Microsoft Excel by choosing the “Print to” option to Microsoft Excel. This will open a spreadsheet with the Inventory valuation report.

1.15 On the Inventory valuation report delete column C (Empty), column D (Group), column E (Unit), column F (On Hand including unposted) and column H (Value).
1.16 After you have completed tasks 1.14 to 1.15 the *Inventory valuation report* will appear as follows

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by: Educational Pack</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inventory Valuation using Average cost as at 31/08/2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>xxxxxxxx</td>
<td>Foam car shampoo</td>
<td>####</td>
</tr>
<tr>
<td>WATSHA70</td>
<td>Waterless car Shampoo</td>
<td>####</td>
</tr>
<tr>
<td>DEODAS85</td>
<td>Deo dashboard cleaner</td>
<td>####</td>
</tr>
<tr>
<td>????????</td>
<td>Eco dashboard cleaner</td>
<td>####</td>
</tr>
<tr>
<td>SPRPCL80</td>
<td>Spray tyre polish</td>
<td>####</td>
</tr>
<tr>
<td>WAXTYR91</td>
<td>Wax tyre polish</td>
<td>####</td>
</tr>
<tr>
<td>TOTAL OF SELECTED</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note, as instructed in Question 1 (Pastel), the ???????? will relate to the unique inventory item code created and xxxxxxxx to your student number. The ???????? will therefore be replaced by the inventory item code as created by you in Question 1 and the xxxxxxxx will be replaced by your student number. The #### will be replaced by the numbers as exported from Pastel to Microsoft Excel.

1.17 Select range A5:C11 on the *Inventory valuation report* and copy.

1.18 Paste the range copied in 1.17 onto Question_2's spreadsheet (refer back to Task 1.13) in range B24:D30.

1.19 Insert the following text:

- Cell B24: Inventory code
- Cell C24: Inventory item description
- Cell D24: Cost price per unit excluding VAT
- Cell E24: Selling price per unit excluding VAT
- Cell F24: XSAB gross profit margin
- Cell G24: Industry gross profit margin
- Cell H24: Maximum purchase price
- Cell B33: Highest maximum purchase price
- Cell B34: Lowest maximum purchase price

1.20 Format the spreadsheet as follows:

- Range B24:H24: Bold, wrap text, horizontally centred, vertically top, font type Arial and font size 10, and thick bottom border. Increase row height so that all text is visible.
- Range B25:B30: Text
- Ranges D25:E30 and H25:H34: Currency, with the Rand symbol and zero decimal places
- Range F25:G30: Percentage with two decimal places
- Range B24:H30: Outside border
- Column I: Set the width of the column to 26 pixels
1.21 After you have completed tasks 1.1 to 1.20 your spreadsheet (Question_2) will appear as:

![Spreadsheet Image]

Please note, as instructed in Question 1 (Pastel), the ????????? will relate to the unique inventory item code created and xxxxxxxx to your student number. The ????????? will therefore be replaced by the inventory item code as created by you in Question 1 and the xxxxxxxx will be replaced by your student number. The #### will be replaced by the numbers as exported from Pastel to Microsoft Excel.

Note: If your export was unsuccessful as per the screen print above or if you are using Open Office Calc, recreate the export based on the screen print above and the information contained in Pastel as processed. (TIP: Either print the Pastel report to the screen or paper and use this information to recreate the export).

1.22 Before you continue with the remaining tasks refer back to the information given to you by XSAB at the beginning of question 2.

Note: Where it is indicated that your formula will be copied to other cells, your formula should take absolute and relative references into account.

1.23 Insert a formula into cell B15 to extract the Inventory code from the Inventory code & item description. Copy the formula to range B16:B20.

1.24 Insert a formula into cell E15 to calculate the Selling price per unit including VAT. The formula should round your answer to 0 decimal digits. Copy the formula to range E16:E20.

1.25 Insert a formula into cell F15 to calculate the Selling price per unit excluding VAT. Copy the formula to range F16:F20.

1.26 Insert a formula into cell E25 to obtain the Selling price per unit excluding VAT from the range starting in cell B14. Copy the formula to range E26:E30 (TIP: If the formula answer for the student number inventory code returns a N/A# answer do the following: Double click in the cell containing your student number, as if you would like to edit the student number, and then press enter. The answer should now reflect correctly)

1.27 Insert a formula into cell F25 to calculate the XSAB gross profit margin. Copy the formula to range
Insert a formula into cell G25 to obtain the Industry gross profit margin from the provided Industry gross profit margin table. Copy the formula to range G26:G30.

Insert a formula into cell H25 to calculate the Maximum purchase price. Copy the formula to range H26:H30.

Insert a formula into cell H33 to determine the Highest maximum purchase price.

Insert a formula into cell H34 to determine the Lowest maximum purchase price.

Select range A15:F20. Sort this range so that the Qty sold is displayed from the smallest to the largest amount.

Format Range B24:H30 with Outside borders

Insert your student number as Header (centre section), page number as Footer (centre section) and current time and current date as Footer (right section). This detail will only display when printing your spreadsheet. (If you submit your assignment via myUnisa you must still complete this step but you do not need to physically print the sheet). NB! If the spreadsheet does not reflect your own student number in the header you will receive zero percent (0%) for your whole assignment!

Set range A1:I35 as the print area.

Hide column A

Set the page layout with narrow margins, landscape orientation, scale to fit onto 1 page wide and 1 page high, view and print gridlines and view and print column en row headings.

Rename this active worksheet name (“Sheet 1”) to Task 1.

Save your spreadsheet as Question_2.

On worksheet Task 1, use the control key and select ranges B24:B30; D24:D30 and H24:H30. While these ranges are selected insert a 3-D clustered bar chart. The chart should display the inventory items on the vertical axis.

Move this chart into a new sheet called ‘Task 2’.

Ensure that the chart legends appear at the top of the chart.

The chart title must be positioned above the chart. Add the following as the chart title: “Purchase prices: and your own student number”. The chart title will display as “Purchase prices: xxxxxxxx” (where xxxxxxxx will reflect your own student number) Note: you must use your own student number in this title else you will receive zero percent (0%) for your whole assignment!

Insert “Inventory item” as the primary vertical axis title (rotate title 270°).
2.6   Insert “Rand” as the primary horizontal axis title below the axis.

2.7   Insert your student number as Header (centre section), page number as Footer (centre section) and current time and current date as Footer (right section). This detail will only display when printing your spreadsheet. (If you submit your assignment via myUnisa you must still complete this step but you do not need to physically print the sheet). NB! If the spreadsheet does not reflect your own student number in the header you will receive zero percent (0%) for your whole assignment!

2.8   Save your spreadsheet, named Question_2, containing both worksheets “Task 1” and “Task 2”.

If you are going to hand in your assignment by post, you need to do the following additionally for Question 2 Task 2:

2.9   Print your chart on landscape layout, so that it fits onto 1 page.

NB! All three (3) printouts (tasks 1.41; 1.44 and 2.9) are necessary for us to be able to give you marks for the formatting, as well as the formulas!

If you made the printouts with a physical printer, remember to sort your printouts in numerical order according to the completeness checklist and to number each page with the corresponding task number!

If you made the printouts with a virtual printer and saved the files electronically for electronic submission, remember that the task numbers should be used for the file names. You should also Zip all the files into one combined file before you can submit it on myUnisa. Refer to paragraph 7.3.4.3.
ADDENDUM F: COMPULSORY ASSIGNMENT 03/2018 (semester 2 only)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Assignment nr</th>
<th>Due date</th>
<th>Unique number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second</td>
<td>3</td>
<td>28 September 2018</td>
<td>826006</td>
</tr>
</tbody>
</table>

ADDENDUM F IS ONLY APPLICABLE TO THE SECOND SEMESTER

Please ensure that this compulsory assignment reaches the University before the due date – if it is received late you will not be admitted to the examination.

Before you start with this assignment please carefully read paragraphs 7.2 and 7.3 (especially paragraph 7.3.3) of this tutorial letter.

REQUIRED:

Instructions for questions 1 – 15:

Please select the most appropriate answer to the question and mark it on the mark-reading sheet. Each correct answer counts one (1) mark.

1. To ensure that daily and monthly processing was accurate and complete and that all the transactions processed are valid and did occur certain controls will be performed at month-end. Which of the following is NOT a month-end control?

   1) Update all open batches and move the general ledger transactions to a separate history file for reference purposes.
   2) A comparison of the physical cash counted in the petty cash against the calculated petty cash balance in the general ledger.
   3) An analytical review of all material income statement accounts.
   4) A bank reconciliation (comparison of your cash book information against the bank statement received from the bank).

2. A(n) _______________ collects an organisation’s day-to-day financial and nonfinancial transactions, processes them into valuable financial information and stores and retrieves the data and financial information.

   1) financial processing system
   2) transaction processing system
   3) billing processing system
   4) accounting transaction processing system

3. A(n) _______________ report can be printed to show all quotations not yet converted into a sales order and which have not yet reached their expiry dates.

   1) inventory conversion
   2) inventory re-order
   3) outstanding quotation
   4) sales order
4. Smokey Chimney (Pty) Ltd received a supplier invoice from Cam Steel Suppliers Ltd, from whom they always buy on credit. Smokey Chimney uses a perpetual inventory system. Which one of the following is a source document to which the supplier invoice must be matched, to ensure that the organisation is only billed for items ordered and received?
   1) Goods Received Note (GRN)
   2) Credit note
   3) Sales invoice
   4) Debit note

5. One of the subsystems found in computer-integrated manufacturing (CIM) software is a ____________.
   1) computer aid manufacturing (CAM)
   2) computer resource planning (CRP)
   3) computerised manufacturing system (CMS)
   4) computerised production report (CPR)

6. Human resource management (HRM) systems are used by the HR department in organisations to help ease the burden of managing the numerous regulations applicable to personnel management. Which one is NOT a function of HRM programs/modules?
   1) Performance management
   2) Talent management
   3) Absence management
   4) Tax payment management

7. Which one of the following does NOT influence the staffing level requirements of the organisation’s finance team?
   1) The AIS software used
   2) The size and structure of the competitors
   3) The number of manual interventions needed
   4) The complexity and volume of reporting required

8. An effective designed and setup Chart of Accounts (CoA) produces better financial reporting and saves time and costs. The CoA structure should assist the organisation in the accurate and consistent posting of transactions. It is therefore essential to spend enough time properly planning a new or adjusted CoA.
   
   In planning for new or adjusted CoA the following development guidelines amongst others should be considered:
   
   a) Plan for the future
   b) Plan of action
   c) Consistent
   d) Logical
   e) The organisation’s structure
   f) Feedback
The correct combination of these development guidelines is option____?
1) a), c), d) and e) only
2) a), b), c), d), e) and f)
3) a), c), d), e) and f) only
4) b), c), d), e) and f) only

9. When selecting a new accounting program, we need to first determine the general AIS requirements before looking at individual AIS providers and the software they offer. Select the option that does not form part of what needs to be determined first.
1) Requirement analysis
2) Budget
3) Location
4) Implementation period

10. When investigating new AISs, you should consider the following?
   
   a) Flexibility
   b) Integration
   c) Consistency
   d) Country suitability
   e) Implementation
   f) Upgrades

   The correct combination of these development guidelines is option____?
1) a), c), d), e) and f) only
2) a), b), d), e), and f) only
3) b), c), d), and f) only
4) b), c), d), e) and f) only

11. Which one of the following is NOT a characteristic of valuable information?
1) Confidential
2) Economical
3) Relevant
4) Timely
12. A financial MIS integrates financial and operation information from various sources into one system. Examples of uses of financial MIS reports exclude ___________.
   1) payment summaries
   2) order backlogs
   3) reporting on exceptions and deviations
   4) budget and capital budget setting and control

13. A marketing MIS supports management in the development of new products and marketing campaigns, price setting and sales forecasting. Examples of uses of marketing MIS reports exclude ___________.
   1) sales information
   2) pricing decisions
   3) market analysis and research
   4) inventory information

14. Which of the following types of output are not typically generated by MISs?
   1) Supplier reports
   2) Scheduled reports
   3) Demand reports
   4) Drill-down reports

15. The business world has been revolutionised by Extensible Business Reporting Language (XBRL) in terms of financial reporting. Which one of the following is a disadvantage of XBRL?
   1) XBRL does not allow for automated machine-to-machine communication.
   2) Decrease in accuracy of reporting.
   3) Not all TPSs can export to XBRL.
   4) XBRL has been designed in such a way that specifications do not meet the requirements of US GAAP and IFRS.

**Instructions for question 16 to 30:**
Indicate whether the following statements are true or false. Use a 1 on your mark reading sheet to indicate a true statement and a 2 to indicate a false statement. Each correct answer counts one (1) mark.

1 – True
2 – False

16. In a manual transaction processing system, the cash flow statement is prepared based on the source documents to indicate an organisation’s cash flow position.

17. In a computerized transaction processing system, the computer requires all the data to be typed/scanned in every time a transaction is entered (captured), because no data is stored on the computer in the master files.

18. An open source document is not linked to another source document or transaction when looking at the sales order process.
19. During the purchase order process, an outstanding/open purchase order report can be printed to show all purchase orders converted into GRNs.

20. In the production cycle, also referred to as the conversion cycle, raw material inventory purchased during the acquisition and payments cycle, is converted into finished goods inventory.

21. In a non-integrated system, the costing reports from the accounting information system are used to record the payroll transactions in the payroll system.

22. In the finance and investment cycle, the organisation can invest in a multitude of investment vehicles as the investment decision will be based on the organisation’s sales strategy.

23. A chart of accounts is a list of accounts used in the organisation’s general ledger.

24. When selecting an appropriate AIS, the acquisition and implementation thereof, can require a substantial investment in time and money.

25. When investigating software it is not necessary to request product demonstrations from the vendors to see how the program works, as this could be a waste of resources and undermines the competency of the users.

26. The main aim of an MIS is to provide valuable information in a usable format, to the relevant person at the right time.

27. In applying an MIS in various business scenarios, the various functional managers will typically have access to reports other than those relating to their specific functional area.

28. Demand reports are generated as outputs by the MIS and is produced at the specific request of a user.

29. A markup language is associated with formatting of text files using specific codes called tags to process, define and present text. HTML is a frequently used markup language.

30. An advantage of XBRL is that the initial cost of tagging XBRL data is low, as it does not require intensive labour input.
ADDENDUM G: SAGE ORDER AND INSTALLATION PROCESS

Sage Accounting manual order and installation process

Create a personal profile on the Sage Training Zone. https://zones.pastel.co.za/TrainingZone/Login.aspx

Order either a printed manual or the e-book. If you order both, you will be invoiced for both.

Ordered a printed manual

Receive printed training manual.

Install Sage Pastel Partner using the installation disk at back of the manual. Follow steps in lesson 1.

Register Sage Pastel Partner following the steps in lesson 1.

Complete Sage Pastel manual order form and email or fax the form to Sage.

Ordered an e-book (Non-printable, non-downloadable, non-transferable. You need to connect to the internet each time you want to view or work through the book). Only available for 1 year.

Receive invoice with e-book serial number on it.

Register e-book serial number on your profile on the Sage Training Zone.

Download Pervasive V10 (155 MB) and Sage Pastel Partner (97 MB) from the Software download tab.

Install Pervasive V10. Select the folder Pervasive SQL 10.3 – Workgroup for Windows

Install Pastel Partner.

Log into the Sage Training Zone and open the e-book. Select Partner Intermediate.

Register Sage Pastel Partner following the steps in lesson 1.
Creating a Personal Profile on the Sage Training Zone

1. To open the Sage website, enter the address [http://www.sage.com/ZA](http://www.sage.com/ZA) in your browser.

2. The following screen will be displayed:

3. Click on the **Login** option at the top of the screen and click on the Customers Login link:
4. The following screen will be displayed:

5. Click on the Training Zone option.

6. The following screen will be displayed:

7. If you already have a profile, click on the **Login** option.

8. The following screen will be displayed:
9. Enter your **User Name** and **Password** in the respective fields.

10. Click on the **Login** button to log into the Training Zone.

11. If you do not have a profile, click on the **Create Personal Profile** option.

12. The following screen will be displayed:

![Create Personal Profile](image)

13. Select your country from the **Country** drop down menu.

14. Enter your **ID number** or **Passport number** in the respective field.

15. Enter your **Student number**.

16. Enter your first name and last name in the **First name** and **Last name** fields.

17. Enter your email address in the **Email address** field and confirm the same email address in the **Confirm email address** field.

18. Enter a user name in the **User name** field. This field must have a minimum of 6 characters.

19. Enter a password in the **Password** field and confirm the same password in the **Confirm Password** field. These fields must have a minimum of 6 characters.

20. Click on the **Submit** button to create the personal profile.

21. You will receive an email with your user name and password.

**Important note**

Ensure all details are entered correctly as this will display on your certificate.
Important note

If you receive a message that the user name has already been used, please enter a different user name.

Important note

If you receive a message that your ID / Passport number has already been used, you already have a profile, and cannot register another one. Please click on the Login option to log into your existing profile. If you do not remember your login details, please send an email with your ID/Passport number to unisa@sage.com

22. After creating a profile or logging in, the following screen will be displayed:

![Sage Pastel Accounting interface](image)

**Update your Personal Details**

1. Click on the **My Profile** main menu, followed by the **Update Personal Details** option.

2. The following screen is displayed:

![Personal Details interface](image)
3. Enter all your personal details.

4. Click on the Submit button at the bottom of the screen.

On your invoice for your training manual, (printed and e-book) there will be an assessment serial number. This assessment serial number is for the Sage Pastel online assessment. The assessment is optional. To write the assessment, register the assessment serial number on the Sage Training Zone.

If you write the assessment and are found competent, your results will be uploaded to the Fasset SETA database.
ADDENDUM H: SAGE PASTEL MANUAL ORDER FORM

Training manual order form

The details entered on the order form must be the same as the details you entered when you created your profile on the Sage Training Zone.

<table>
<thead>
<tr>
<th>Student name and surname</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>UNISA student number</td>
<td></td>
</tr>
<tr>
<td>Telephone number</td>
<td></td>
</tr>
<tr>
<td>E-mail address</td>
<td></td>
</tr>
</tbody>
</table>

**Delivery address**
(NB! This is where your order will be delivered – physical address needed NOT postal address!)

<table>
<thead>
<tr>
<th>Banking details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Account holder</td>
<td>Sage South Africa (Pty) Ltd</td>
</tr>
<tr>
<td>Bank</td>
<td>Nedbank</td>
</tr>
<tr>
<td>Branch</td>
<td>Sandton</td>
</tr>
<tr>
<td>Branch code</td>
<td>197005</td>
</tr>
<tr>
<td>Account number</td>
<td>1970572752</td>
</tr>
</tbody>
</table>

Please send this form, (Training manual order form) together with the proof of payment and the proof of payment form to email - unisa@sage.com

Strictly Cash deposits/electronic payments/credit card/NSFAS vouchers are accepted.

Regret NO CHEQUES or COD.

### RSA

<table>
<thead>
<tr>
<th>Pastel Partner Version 14–UNISA Training Manual 2018.1</th>
<th>Price per unit Incl. VAT</th>
<th>QTY</th>
<th>Total Incl. VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Printed Manual</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To: RSA physical address (courier service)</td>
<td>R 650.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Delivery within 5 working days from receipt of proof of payment)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>E-book</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet required to view the e-book. Non printable and non downloadable.</td>
<td>R 350.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### International

<table>
<thead>
<tr>
<th>Pastel Partner Version 14–UNISA Training Manual 2018.1</th>
<th>Price per unit Incl. VAT</th>
<th>QTY</th>
<th>Total Incl. VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Printed Manual</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To: International postal address (postal service).</td>
<td>From $ 49.00 (request quotation)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Delivery within 10 working days after payment)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To: International physical address (courier service).</td>
<td>From $ 49.00 (request quotation)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Delivery varies depending on destination).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>E-book</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet required to view the e-book. Non printable and non downloadable.</td>
<td>$ 26.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### ADDENDUM I: SAGE PASTEL PROOF OF PAYMENT COVER SHEET

#### Proof of payment

Please send a copy of this proof of payment cover sheet together with your proof of payment: (e.g. bank stamped deposit slip)

<table>
<thead>
<tr>
<th>For attention</th>
<th>Perdick Mzizi / Nicoleen Naidoo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sage email / Fax number</td>
<td><a href="mailto:unisa@sage.com">unisa@sage.com</a> / 0861123456</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and Surname</td>
</tr>
<tr>
<td>UNISA Student number (use your student number as reference when making payment)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact telephone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount paid</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Method of payment (Mark one)</th>
<th>EFT</th>
<th>Cash Deposit</th>
<th>Credit / Card</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attached proof of payment (Mark one)</td>
</tr>
<tr>
<td>EFT payment confirmation letter</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
</tr>
</thead>
</table>

Please make sure your proof of payment is clear and readable.

Please note your payment has to be received before 12h00 to count as 1 working day.