ANNEXURE C: OPTIONAL ASSIGNMENT 03/2012 (BOTH SEMESTERS)

This assignment is the same for both the first and the second semester.

Do not hand in this assignment – it will not be marked. Do this assignment under examination conditions and mark it yourself (memorandum included as Annexure D).

QUESTION 1  (8 marks)

WRITE THE CORRECT ANSWER (A, B, C OR D) NEXT TO THE RELEVANT QUESTION NUMBER.
EACH CORRECT ANSWER COUNTS ONE (1) MARK.

1.1 A(n) …………….. translates lower-level language programs into machine readable format.
   (A) assembler
   (B) compiler
   (C) linker
   (D) interpreter

1.2 In the expert system a(n) …………….. is the program containing the logic and reasoning that will simulate the logic process of the expert.
   (A) knowledge base
   (B) knowledge base management system
   (C) inference engine
   (D) user interface

1.3 …………….. allows data to be stored or communicated in a format that requires less space than usually.
   (A) Data compression software
   (B) Anti-spam software
   (C) Office suite software
   (D) File defragmentation

1.4 A …………….. is used when information needs to be stored in different levels.
   (A) single variable
   (B) string variable
   (C) table variable
   (D) tree variable
1.5 Which one of the following is not a core aspect of the company set-up structure?
(A) General ledger accounts
(B) Financial categories
(C) Inventory item files
(D) Control accounts

1.6 Which one of the following is not a key element of the material resource planning (MRP II) tool?
(A) Supplier delivery schedule
(B) Master production schedule
(C) Manufacturing control
(D) Capacity requirements planning

1.7 In a(n) database structure the physical data and query language to manipulate the data is organised as an integrated object.
(A) multidimensional
(B) object-oriented
(C) relational
(D) integrated

1.8 Which level, in a database system, represents the whole database, all the data files, data records and all the data fields?
(A) External level
(B) Conceptual level
(C) Internal level
(D) None of the above
QUESTION 2  (8 marks)

INDICATE WHETHER THE FOLLOWING STATEMENTS ARE TRUE OR FALSE. ONLY WRITE THE WORD “TRUE” OR “FALSE” NEXT TO THE RELEVANT QUESTION NUMBER. EACH CORRECT ANSWER COUNTS ONE (1) MARK.

2.1 The operating system tests critical components of the hardware and software on computer boot-up.

2.2 It is the responsibility of the database administrator to ensure that only accurate data is entered into the database.

2.3 Vertical accounting packages are written for businesses in general to cater for normal business functions.

2.4 Groupware will allow employees real-time cooperation even if they are in different physical locations.

2.5 Data created by a user in one of the software packages included in an office suite, can easily be processed further in any of the other packages included in the suite.

2.6 In a transaction processing environment you can run the year-end procedures without waiting for all the financial transactions to be entered.

2.7 In a transaction processing system the processing of a sales order will decrease the inventory quantity.

2.8 A master file contains both strategic and transaction type data.
QUESTION 3  (18 marks)

Yummy Sweets (Pty) Ltd is a company that purchases and sells different types of sweets and other confectioneries. The company uses Pastel Partner as their transaction processing system. Pastel Partner similar to other accounting software uses a database to store all the data and information.

Yummy Sweets’ operational manager does not understand how the information from the operation database flows into the financial system. Management wants you, as their accountant, to create a software solution so that they can create flowcharts and update these when necessary. Management does not want to spend a lot of money and are, therefore, not prepared to hire a qualified programmer.

Required:

3.1 Use the following table format to answer questions 3.1 a and b. (Draw the table in your answer book):

<table>
<thead>
<tr>
<th>Type of processing method</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Input</td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
</tr>
<tr>
<td>b) Processing/Updating</td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
</tr>
</tbody>
</table>

a) List the two (2) methods, in a transaction processing system environment, which can be used to read data into transaction files (input) and briefly explain each method. (4)

b) List the two (2) methods, in a transaction processing system environment, which can be used to update the master file with the records in the transactions files (processing) and briefly explain each method. (4)

3.2 Refer to question 3.1. Name the type of processing method used by Pastel Partner and also explain how you know, from your Pastel Partner experience, that this is in fact the type of processing used by Pastel. (2)

3.3 As the accountant of Yummy Sweets, recommend how you can go about creating the required software solution for management’s flowchart request without spending a lot of money. Briefly explain (give a reason) why your recommendation would be the best way to solve the problem within the given limitations.

Tip: use software generally installed on most computers where possible. (2)

3.4 List the three (3) components of a database management system (DBMS). (3)

3.5 List three (3) functions performed by a database management system (DBMS). (3)
QUESTION 4  (33 marks)

Yummy Sweet (Pty) Ltd is a company that purchases and sells different types of sweets and other confectioneries. The company uses Pastel Partner to record their business transactions. Yummy Sweets is a registered VAT vendor.

Yummy Sweet Pastel users:

Lolly Pop is the sales clerk; she can only capture sales invoices and is not able to update batches. Tobe Lero is the supervisor and has full supervisor rights.

Customer information:

Ms CO Late's normal payment term is 60 days after period end, and she receives 2.5% early payment discount if she pays within 30 days. She always claims the discount if she pays early. She always buys on credit. Ms CO Late is grouped in the “Private - Gold” customer category and receives 5% discount on all the chocolate products she buys. About 1000 transactions are processed yearly for Ms CO Late and she regularly has account queries.

The tax invoice reflected on the Pastel Partner screen on the next page has already been processed by Lolly and updated by Tobe.

Required:

4.1 Which Pastel main menu will you use for the following procedures?

4.1 1. Change the statement messages for customers  (1)
4.1 2. Create a backup  (1)
4.1 3. Print a detailed suppliers ledger  (1)
4.1 4. Create a new inventory item  (1)
4.1 5. Capture a tax invoice  (1)

4.2 Refer to the case study information and the Pastel Partner screen on the next page. Indicate, with reasons, if all the information with regard to the transaction was captured correctly in Pastel or not.  (4)

4.3 Refer to the Pastel Partner screen on the next page. The hard candy was not supposed to be invoiced to Ms CO Late as she cancelled the order for these hard candies and delivery did not take place. This incorrect transaction must be corrected.

Draw the table below in your answer book. Now use this table to write the accounting entries into the general ledger master file for the correction of the hard candy invoiced in error. Note: You are not required to show the accounting entries for cost of sales and inventory.

<table>
<thead>
<tr>
<th>General ledger description</th>
<th>Debit/Credit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tip: draw the T-accounts for yourself as rough work in your answer book to help ensure your debits and credits are correct.  (9)
QUESTION 4 (continued)

The screen print was made from Yummy Sweets (Pty) Ltd Pastel Partner Version 11 accounting software.
**QUESTION 4** (continued)

4.4 Refer to question 4.3. Name the document type that will be used to correct the hard candy entry incorrectly captured. (1)

4.5 Refer to the Pastel Partner screen on the previous page. The transaction was captured using the correct date and period (period 11). On which date (format of date dd/mm/yyyy) did Yummy Sweet (Pty) Ltd financial year start? (1)

4.6 Refer to the Pastel Partner screen on the previous page.

4.6.1. Which warning message did Lolly receive when she captured the tax invoice? (1)

4.6.2. The tax invoice was processed. How did Yummy Sweet ensure that the transaction was completed successfully? (1)

4.7 Customers can be processed using either Balance forward or Open item processing.

4.7.1. Refer to the case study information. Which processing method do you recommend should be used for Ms CO Late’s account? (1)

4.7.2. Refer to the case study information. Provide reasons for your recommendation in 4.7.1. (2)

4.7.3. Name three (3) items which will be printed on an open item customer statement using Pastel Partner. (3)

4.8 What is the impact if “Contra in Detail” is deselected during the setup of entry types (there is not a tick mark in the box)? (2)

4.9 Refer to the Pastel Partner screen on the previous page. Name three (3) database files affected by the transaction. (3)
QUESTION 5  (26 marks)

Emma lives in a small town in the rural areas of South Africa. In 2010 she came up with the bright idea of manufacturing funky products from waste material. She decided to get her community involved. Everybody was very excited when they heard about her idea.

Her business is called Emma’s Evagreen Lifestyle Products. The products manufactured include home accessories and fashion accessories. For some of the products Emma buys waste material which has already been recycled into a useable format from suppliers, but for some of the products the community bring waste material to Emma which she then pays them for.

She has employed a number of people living in the area to each manufacture one specific product. She promised them 5% of the total gross profit excluding VAT as a Christmas bonus if the number of units of the specific product they are manufacturing are equal to or exceeding the average number of units sold for all products. She identifies whose product has been sold by allocating a product code to each type of product manufactured.

Emma has been operating the business from 1 July 2010 – 31 December 2010 when she approached you, her Excel expert friend, to help her get her accounting records in order.

You created a spreadsheet for Emma’s Evagreen Lifestyle Products, after taking the information below into account:

- The Value Added Tax (VAT) percentage is 14% and is entered into cell B5.
- The gross profit percentage on cost of sales is determined by whether Emma buys the waste material from suppliers or from the community. If the waste material has been bought from suppliers (indicated by the code “SUP”), the gross profit percentage is 15%, located in cell B4 and if the waste material has been brought to Emma by the community (indicated by the code “COM”), the gross profit percentage is 10%, located in cell B3.
- Every employee manufactures one unique product.
- The employee code consists of the first three letters of every employee’s name.
- The product code is made up of a combination of the employee code and where the waste material has been bought i.e. the source of the waste material.
- A Christmas bonus of 5% of the total gross profit excluding VAT is paid to every employee whose product sales per unit are equal to or have exceeded the average units sold of all products.

You created the spreadsheet on the following page:
**QUESTION 5 (continued)**

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EMMA’S EVAGREEN LIFESTYLE PRODUCTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Waste supplied by community</td>
<td>10%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Recycled waste bought from suppliers</td>
<td>15%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>VAT percentage</td>
<td>14%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>6</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>8</td>
<td>1 July 2010 - 31 December 2010</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Employee</td>
<td>Employee code</td>
<td>Product description</td>
<td>Suppliers of waste</td>
<td>Product code</td>
<td>Units sold</td>
<td>Cost per unit incl VAT</td>
<td>Gross profit %</td>
<td>Sales price per unit incl VAT</td>
<td>Gross profit per unit excl VAT</td>
<td>Total gross profit excl VAT</td>
<td>Christmas bonus</td>
</tr>
<tr>
<td>10</td>
<td>PAUL</td>
<td>PAU</td>
<td>Bottle wineglass</td>
<td>COM</td>
<td>PAUCOM</td>
<td>500</td>
<td>R15.00</td>
<td>10%</td>
<td>R16.50</td>
<td>R1.3158</td>
<td>R657.89</td>
<td>R339.93</td>
</tr>
<tr>
<td>11</td>
<td>THABO</td>
<td>THA</td>
<td>Bottle wineglass</td>
<td>SUP</td>
<td>THASUP</td>
<td>346</td>
<td>R25.00</td>
<td>15%</td>
<td>R28.75</td>
<td>R3.2895</td>
<td>R1,138.16</td>
<td>R0.00</td>
</tr>
<tr>
<td>12</td>
<td>RUBEN</td>
<td>RUB</td>
<td>Billboard carrybags</td>
<td>COM</td>
<td>RUBCOM</td>
<td>124</td>
<td>R60.00</td>
<td>10%</td>
<td>R66.00</td>
<td>R5.2632</td>
<td>R652.63</td>
<td>R0.00</td>
</tr>
<tr>
<td>13</td>
<td>THSIPIWE</td>
<td>THS</td>
<td>Shopping bag hats</td>
<td>COM</td>
<td>THSCOM</td>
<td>150</td>
<td>R35.00</td>
<td>10%</td>
<td>R38.50</td>
<td>R3.0702</td>
<td>R460.53</td>
<td>R0.00</td>
</tr>
<tr>
<td>14</td>
<td>JOHN</td>
<td>JOH</td>
<td>Shopping bag hats</td>
<td>SUP</td>
<td>JOHSUP</td>
<td>600</td>
<td>R40.00</td>
<td>15%</td>
<td>R46.00</td>
<td>R5.2632</td>
<td>R3,157.89</td>
<td>R339.93</td>
</tr>
<tr>
<td>15</td>
<td>SARAH</td>
<td>SAR</td>
<td>Steelwire flowers</td>
<td>COM</td>
<td>SARCOM</td>
<td>300</td>
<td>R5.00</td>
<td>10%</td>
<td>R5.50</td>
<td>R0.4386</td>
<td>R131.58</td>
<td>R0.00</td>
</tr>
<tr>
<td>16</td>
<td>JOEY</td>
<td>JOE</td>
<td>Steelwire flowers</td>
<td>SUP</td>
<td>JOESUP</td>
<td>456</td>
<td>R10.00</td>
<td>15%</td>
<td>R11.50</td>
<td>R1.3158</td>
<td>R600.00</td>
<td>R339.93</td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Lowest selling product</td>
<td>124</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Highest selling product</td>
<td>600</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Average units sold for all products</td>
<td>354</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
QUESTION 5  (continued)

Required:

Use the provided information and answer the following questions:

Note: Where it is indicated that your formula will be copied to other cells, your formula must take absolute and relative addresses into account, but only where necessary!

5.1 Which spreadsheet formula was entered into cell B10 to extract Paul’s employee code from cell A10?  
**Note: Your formula will be copied to cells B11:B16.**  
(3)

5.2 Which spreadsheet formula was entered into cell E10 to determine the product code for the bottle wineglasses manufactured by Paul?  
**Note: Your formula will be copied to cells E11:E16.**  
(2)

5.3 Which spreadsheet formula was entered into cell H10 to determine which gross profit percentage to use on the bottle wineglasses manufactured by Paul?  
**Note: Your formula will be copied to cells H11:H16.**  
(3)

5.4 Which spreadsheet formula was entered into cell I10 to calculate the sales price per unit including VAT for bottle wineglasses manufactured by Paul?  
**Note: Your formula will be copied to cells I11:I16.**  
(3)

5.5 Which spreadsheet formula was entered into cell J10 to calculate the gross profit per unit excluding VAT for bottle wineglasses manufactured by Paul?  
**Note: Your formula will be copied to cells J11:J16.**  
(4)

5.6 Which spreadsheet formula was entered into cell K10 to calculate the total gross profit excluding VAT earned on bottle wineglasses manufactured by Paul?  
**Note: The formula should round the gross profit to two decimal digits. Your formula will be copied to cells K11:K16.**  
(3)

5.7 Which spreadsheet formula was entered into cell L10 to calculate the Christmas bonus amount to be paid to Paul for the period 1 July 2010 – 31 December 2010?  
**Note: Your formula will be copied to cell L11:L16.**  
(4)

5.8 Which spreadsheet formula was entered into cell F18 to determine which product sold the lowest number of units for the period 1 July 2010 – 31 December 2010?  
(2)

5.9 Which spreadsheet formula was entered into cell F20 to determine the average number of units sold for all products during the period 1 July 2010 – 31 December 2010?  
(2)
QUESTION 6  (7 marks)

You are an employee working for Clever Accounting Services. You have been assigned the following task:

Strawberry Internet Solutions (SIS) needs a summary of employee details including ID numbers and salary structures in order to make the preparation of monthly payslips easier for the period 1 January 2011 – 31 December 2011. The summary must clearly indicate the net salary to be paid to each employee every month.

SIS gave you the following information:

- A spreadsheet table with all employees on their payroll with their ID numbers.
- SIS negotiated a saving scheme with the bank for a twelve month period (1 January 2011 – 31 December 2011) at a monthly interest rate of 9% for all employees. The employees selected a unique amount which they want to have saved in their savings account at the end of the twelve month period. A monthly amount based on the amount selected to be saved is deducted from their salaries at the end of each month and paid over to the bank.
- The monthly interest rate of 9% is entered in cell B13 and the savings term of twelve months is entered in cell B14.
- All the employees’ signed letters of appointment indicating their monthly gross salary, the future value of the amount which is to be in their savings account on 31 December 2011 and their monthly medical aid and pension fund deductions.

You used the Excel Help function to obtain the following formula structures which might come in handy when compiling the spreadsheets for SIS:

- =VLOOKUP(lookup_value,table_array,col_index_num,range_lookup)
- =PMT(rate,nper,pv,fv,type)
- =FV(rate,nper,pmt,pv,type)
- =PV(rate,nper,pmt,fv,type)

You compiled the summary on the next page, below the spreadsheet containing the employee names and ID numbers provided to you by SIS in cell range A4:B11.
### QUESTION 6 (continued)

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>STRAWBERRY INTERNET SOLUTIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1 JANUARY 2011 - 31 DECEMBER 2011</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td><strong>ID NUMBERS OF EMPLOYEES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>DANIEL</td>
<td>8402180123085</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>SUSANNAH</td>
<td>8904071235067</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>MZONDI</td>
<td>6711023457078</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>JOSH</td>
<td>9901017825909</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>PHINDI</td>
<td>8805315890991</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>JOANNE</td>
<td>7803230123411</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>KIVESH</td>
<td>9105063478890</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Monthly interest rate</td>
<td>9%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Term (months)</td>
<td>12</td>
<td></td>
<td></td>
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<td>14</td>
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</tr>
<tr>
<td>15</td>
<td><strong>Employee</strong></td>
<td><strong>KIVESH</strong></td>
<td><strong>PHINDI</strong></td>
<td><strong>SUSANNAH</strong></td>
<td><strong>JOSH</strong></td>
<td><strong>JOANNE</strong></td>
<td><strong>MZONDI</strong></td>
<td><strong>DANIEL</strong></td>
</tr>
<tr>
<td>16</td>
<td>ID number</td>
<td>9105063478890</td>
<td>8805315890991</td>
<td>8904071235067</td>
<td>9901017825909</td>
<td>7803230123411</td>
<td>6711023457078</td>
<td>8402180123085</td>
</tr>
<tr>
<td>17</td>
<td><strong>Future value of savings</strong></td>
<td>R30,000</td>
<td>R50,000</td>
<td>R12,500</td>
<td>R23,000</td>
<td>R5,000</td>
<td>R15,000</td>
<td>R45,000</td>
</tr>
<tr>
<td>18</td>
<td><strong>Gross monthly salary</strong></td>
<td>R40,000</td>
<td>R45,000</td>
<td>R30,000</td>
<td>R30,000</td>
<td>R25,000</td>
<td>R40,000</td>
<td>R50,000</td>
</tr>
<tr>
<td>19</td>
<td><strong>Monthly deductions</strong></td>
<td>-R4,140</td>
<td>-R5,528</td>
<td>-R3,229</td>
<td>-R3,198</td>
<td>-R2,128</td>
<td>-R3,843</td>
<td>-R5,550</td>
</tr>
<tr>
<td>20</td>
<td>Medical aid</td>
<td>-R650</td>
<td>-R1,000</td>
<td>-R1,160</td>
<td>-R650</td>
<td>-R650</td>
<td>-R1,160</td>
<td>-R1,000</td>
</tr>
<tr>
<td>21</td>
<td>Savings</td>
<td>-R1,490</td>
<td>-R2,483</td>
<td>-R621</td>
<td>-R1,142</td>
<td>-R248</td>
<td>-R745</td>
<td>-R2,234</td>
</tr>
<tr>
<td>22</td>
<td>Pension fund</td>
<td>-R2,000</td>
<td>-R2,250</td>
<td>-R1,500</td>
<td>-R1,500</td>
<td>-R1,250</td>
<td>-R2,000</td>
<td>-R2,500</td>
</tr>
</tbody>
</table>

---

- **Employee**: KIVESH, PHINDI, SUSANNAH, JOSH, JOANNE, MZONDI, DANIEL
- **ID numbers**: 9105063478890, 8805315890991, 8904071235067, 9901017825909, 7803230123411, 6711023457078, 8402180123085
- **Monthly interest rate**: 9%
- **Term (months)**: 12
- **Future value of savings**: R30,000, R50,000, R12,500, R23,000, R5,000, R15,000, R45,000
- **Gross monthly salary**: R40,000, R45,000, R30,000, R30,000, R25,000, R40,000, R50,000
- **Monthly deductions**:
  - R4,140, R5,528, R3,229, R3,198, R2,128, R3,843, R5,550
  - R650, R1,000, R1,160, R650, R650, R1,160, R1,000
  - R1,490, R2,483, R621, R1,142, R248, R745, R2,234
  - R2,000, R2,250, R1,500, R1,500, R1,250, R2,000, R2,500
- **Nett monthly salary**: R35,860, R39,267, R26,719, R26,708, R22,852, R36,095, R44,266
QUESTION 6 (continued)

Required:

Use the provided information and answer the following questions:

Note: Where it is indicated that your formula will be copied to other cells, your formula must take absolute and relative addresses into account, but only where necessary!

6.1 Which spreadsheet formula was entered into cell B17 to obtain Kivesh’s ID number from cell range A4:B11? **Note: Your formula will be copied to cells C17:H17.**

6.2 Which spreadsheet formula was entered into cell B22 to determine the monthly savings amount to be deducted from Kivesh’s salary? **Note: Your formula will be copied to cells C22:H22.**
ANNEXURE D: OPTIONAL ASSIGNMENT 03/2012 - MEMORANDUM

QUESTION 1  (8 marks)

1.1. A ISBE par 3.2.3.1
1.2. C ISBE par 3.3.1.6
1.3. A ISBE par 3.2.5
1.4. D ISBE par 5.5.4
1.5. C ISBE par 6.3.3.1
1.6. A ISBE par 6.3.2.4
1.7. B ISBE par 5.6.8.5
1.8. B ISBE par 5.6.6

QUESTION 2  (8 marks)

2.1. True ISBE par 3.2.1.1
2.2. False ISBE par 3.2.4.2
2.3. False ISBE par 3.3.1.5
2.4. True ISBE par 3.3.2.2
2.5. True ISBE par 3.3.1.4
2.6. True ISBE par 6.3.3.4
2.7. False ISBE par 6.3.2.3.2
2.8. True ISBE par 5.7.1.1

QUESTION 3  (18 marks)

3.1

<table>
<thead>
<tr>
<th>Type of processing method</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Input</td>
<td></td>
</tr>
<tr>
<td>Batch inputting ✓</td>
<td>Transactions are collected in batches and entered into the computer system periodically ✓ and stored in the transaction file</td>
</tr>
<tr>
<td>Online inputting ✓</td>
<td>Transactions are immediately entered ✓ into the computer and stored in the transactions files.</td>
</tr>
<tr>
<td>b) Processing/Updating</td>
<td></td>
</tr>
<tr>
<td>Batch processing ✓</td>
<td>Transactions stored in the transaction files are used to update the fields in the master file periodically ✓ (daily, weekly or monthly) or Batch processing is the posting of one or a group of similar transactions all at one time.</td>
</tr>
<tr>
<td>Real-time processing ✓</td>
<td>Once a transaction is entered into the system the master file is immediately updated with this transaction ✓ or transactions are posted one by one as they are captured and are used to update the master file immediately</td>
</tr>
</tbody>
</table>

[ISBE par 5.7.3 & 5.7.4]
3.2 Batch processing
Pastel only updates the accounting records and reports after the open batches have been posted (‘updated’). 

[Pastel assignment & ISBE par 5.7.4]

3.3 Use a graphical package (Microsoft Excel or Powerpoint).
Reasone:
Flow charts can be created without detailed programming knowledge.
Graphical software is relatively cheap, and open source (free) spreadsheets can also be used.

(maximum 2)

[ISBE par 3.3.1.3]

3.4
- Command language
- Data dictionary
- Physical database

(3)

[ISBE par 3.2.4.1.]

3.5 (any 3)
- Create the database structure
- Input of data to the database and deletion, insertion or amendment of these data items
- Extraction and manipulation of data items
- Generation of reports

(maximum 3)

[ISBE par 3.2.4.3.]

QUESTION 4 (33 marks)

4.1.1 Setup menu
4.1.2 File menu
4.1.3 View menu
4.1.4 Edit menu
4.1.5 Process menu

(5)

4.2 The transaction was captured incorrectly (partially correct).

Discount:
- The 5% discount should not have been entered in the invoice heading (applicable on the whole invoice)
- It should only have been captured as a line discount against the chocolate items sold

Payment date:
- Ms CO Late payment term is 60 days after period end. The payment due date should therefore have been entered as 30/11/10.
### 4.3 General ledger account description

<table>
<thead>
<tr>
<th></th>
<th>Debit/Credit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales</td>
<td>Debit</td>
<td>R5 000</td>
</tr>
<tr>
<td>Vat / Tax Control Account</td>
<td>Debit</td>
<td>R700</td>
</tr>
<tr>
<td>Customer Control Account</td>
<td>Credit</td>
<td>R5 700</td>
</tr>
<tr>
<td>Discount</td>
<td>Credit</td>
<td>R250</td>
</tr>
<tr>
<td>Vat on Discount</td>
<td>Credit</td>
<td>R35</td>
</tr>
<tr>
<td>Customer Control Account</td>
<td>Debit</td>
<td>R285</td>
</tr>
</tbody>
</table>

or

<table>
<thead>
<tr>
<th></th>
<th>Debit/Credit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales</td>
<td>Debit</td>
<td>R5 000</td>
</tr>
<tr>
<td>Vat / Tax Control Account</td>
<td>Debit</td>
<td>R665</td>
</tr>
<tr>
<td>Customer Control Account</td>
<td>Credit</td>
<td>R5 415</td>
</tr>
<tr>
<td>Discount</td>
<td>Credit</td>
<td>R250</td>
</tr>
</tbody>
</table>

(9)

### 4.4 Credit note ✓

(1) **(Pastel manual Lesson 9-11)**

### 4.5 01/11/2009 ✓

(1) **(Tutorial letter 102 p26 -27)**

### 4.6.1 “Current balance exceeds credit limit” ✓

(1)

### 4.6.2 The supervisor/Tobe logged in and completed the transaction ✓

(1) **(Pastel assignment)**

### 4.7.1 Open item processing should have been selected ✓

### 4.7.2 Any 2

- Ms CO Late has a large number of transactions – 1000 per year ✓
- She regularly have queries on her account ✓, using open item will make it easier to solve these queries
- She claims discount on early payment ✓, using open item will make it easier to calculate the discount

(2 max) **(Pastel manual Lesson 4 page 24-26)**

### 4.7.3 Any 3

- Original invoices which are still outstanding ✓
- Original invoices which are partly, but not fully paid ✓
- Original invoices which are fully paid in the current period ✓
- Unmatch allocations ✓
- The open item ageing ✓

(3 max) **(Pastel manual Lesson 4 page 25)**
4.8 Pastel will summarise the transactions ✓ and only show the totals in the general ledger printouts ✓, but not the detail. The detail will, however, be available in separate Entry Type reports. ✓

(Tutorial letter 102 par 5.4.3)

4.9 Any 3

- Customer master file ✓
- Inventory master file ✓
- Open sales invoice file ✓
- Sales history file ✓
- Inventory history file ✓
- VAT transaction ✓
- General ledger master file ✓

(max 3)

[ISBE par 6.3.2.3.8]

[33]
The following is applicable to both Excel questions.

Die volgende is van toepassing op beide Excel vrae.

**Marks are deducted as follows:**

(Note: A student can't get less than 0 for a formula.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not starting a formula with =</td>
<td>-1</td>
</tr>
<tr>
<td>Using incorrect syntax i.e. not using , in a function but ;</td>
<td>-1</td>
</tr>
<tr>
<td>Or not using : but</td>
<td>-1</td>
</tr>
<tr>
<td>Not using ” ” when working with text</td>
<td>-1</td>
</tr>
<tr>
<td>Using x instead of * or ÷ instead of /</td>
<td>-1</td>
</tr>
<tr>
<td>Incorrect use of ( ) or not using it where necessary or not closing brackets</td>
<td>-1</td>
</tr>
<tr>
<td>Using [ ] instead of ( )</td>
<td>-1</td>
</tr>
<tr>
<td>Using SUM in a formula where it is not applicable i.e. sum(H18 - H23)</td>
<td>-1</td>
</tr>
<tr>
<td>Using a formula when a function is available i.e. = B5+B6+B7 instead of =sum(B5:B7)</td>
<td>-1</td>
</tr>
</tbody>
</table>

**Punte word as volg afgetrek:**

Let wel: ‘n Student kan nie minder as 0 kry vir ‘n formule nie.

<table>
<thead>
<tr>
<th>Description</th>
<th>Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formule begin nie met ’n = nie</td>
<td>-1</td>
</tr>
<tr>
<td>Gebruik verkeerde sintaks bv. gebruik nie ’n , in ’n funksie nie, maar ’n ;</td>
<td>-1</td>
</tr>
<tr>
<td>Of gebruik nie ’n : maar ’n ;</td>
<td>-1</td>
</tr>
<tr>
<td>Gebruik nie ’n ” ”wanneer teks gebruik word nie</td>
<td>-1</td>
</tr>
<tr>
<td>Gebruik x in plaas van * of + in plaas van /</td>
<td>-1</td>
</tr>
<tr>
<td>Verkeerde gebruik van ( ) of gebruik dit nie wanneer dit nodig is nie, of sluit nie die hakies nie</td>
<td>-1</td>
</tr>
<tr>
<td>Gebruik [ ] in plaas van ( )</td>
<td>-1</td>
</tr>
<tr>
<td>Gebruik SUM in ’n formule wanneer dit toepaslik is nie bv. =sum(H18 - H23)</td>
<td>-1</td>
</tr>
<tr>
<td>Gebruik ’n formule wanneer ’n funksie beskikbaar is bv. = B5+B6+B7 in plaas van =sum(B5:B7)</td>
<td>-1</td>
</tr>
</tbody>
</table>
QUESTION 5  (26 marks)

5.1  =LEFT(A10,3)  
- $A$10 and A$10 is incorrect  

5.2  =B10^&D10  

5.3  =IF(D10="COM",B3^,B4^) OR =IF(D10="SUP",B3^,B4^)  
- 1 Bonus point if only rows include absolute references i.e. B4 and B3  
- $B4, B3,$B3, B4 and B3 is incorrect  

5.4  =(1+H10)*G10 OR =G10+G10*H10  
- $H$10, H$10, G$10 and $G$10 is incorrect  

5.5  =(I10-G10)/(1+$B$5)  
- B$5 and $B$5 is correct  
- 1 Bonus point if only row include absolute references i.e. $B5  
- $B5, B5, $I$10, I$10, G$10  and $G$10  is incorrect  

5.6  =ROUND(F10^*J10^,2)  

5.7  =IF(F10>F20,0.05*K10) OR =IF(F10<0.05*K10)  
- 5% is correct; 5/100 is incorrect  

QUESTION 6  (7 marks)

6.1  =VLOOKUP(B16,$A$5:$B$11,2,FALSE) OR =VLOOKUP(B16,$A5:$B$11,2,FALSE)  
- A5 can be $A4 or $A$4  
- B11 can be $B12 or $B$12  
- Bonus point of 1 if only the columns include absolute references i.e. $A5:$B11  
- $A5:$B$11 and A5:B11 is incorrect  

6.2  =PMT($B13,$B14,0,B18,0) OR =PMT($B13,$B$14,0,$B18,0)  
- Bonus point of 1 if only the columns include absolute references i.e $B13, $B14  
- $B13, B$14, $B18 and $B$18 is incorrect  
- If B13 or B14 is divided or multiplied by 12 it is incorrect  

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