AIN2601

PRACTICAL ACCOUNTING DATA PROCESSING

Duration 2 Hours 100 Marks

EXAMINERS
FIRST: MS C LEONARD
SECOND: MS GM VIVIERS

Use of a non-programmable pocket calculator is permissible.

Closed book examination.

This examination question paper remains the property of the University of South Africa and may not be removed from the examination venue.

THIS EXAMINATION PAPER CONSISTS OF FOURTEEN (14) PAGES.

PLEASE NOTE:

1. All questions must be answered.
2. Each question must commence on a separate page.
3. Write the main question numbers numerically on the cover of the answer book.
4. Answer books may not be completed in pencil.
5. This paper consists of the following six (6) questions:

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>TOPIC</th>
<th>MARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Short questions (Multiple choice)</td>
<td>8</td>
</tr>
<tr>
<td>2</td>
<td>Short questions (Missing word)</td>
<td>8</td>
</tr>
<tr>
<td>3</td>
<td>Software and data processing</td>
<td>19</td>
</tr>
<tr>
<td>4</td>
<td>Pastel and transaction processing</td>
<td>19</td>
</tr>
<tr>
<td>5</td>
<td>Pastel and transaction processing</td>
<td>13</td>
</tr>
<tr>
<td>6</td>
<td>Excel spreadsheets</td>
<td>33</td>
</tr>
</tbody>
</table>

100

[TURN OVER]
QUESTION 1  (8 marks)

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

1 1 ___________ output occurs when users are directly connected to the computerised information system process (CIS) and can request certain information and receive it immediately

(A) Interactive
(B) Batch
(C) Real-time
(D) Online

1 2 Which one of the following is NOT a functionality included in most payroll software

(A) The calculation of annual leave pay
(B) The creation of statutory returns for tax, SDL and UIF
(C) The creation of disciplinary hearing reports
(D) The calculation of income tax, based on different tax methods

1 3 Which one of the following is an example of short-term finance?

(A) Bonds
(B) Term loans
(C) Shares
(D) Bank overdraft

1 4 When investigating individual accounting information systems (AIS), the scalability of the AIS must be considered. If the AIS is scalable it means ________________

(A) the software can be integrated with the organisation's other systems
(B) the product can be implemented easily
(C) the software can be tailored to the organisation's needs
(D) the product can grow with the organisation

1 5 Which one of the following is NOT an advantage of Extensible Business Reporting Language (XBRL)?

(A) Increase in accuracy of reporting
(B) Compatible with all transaction processing systems (TPS)
(C) Cost and time efficient reporting
(D) Crossing the language barrier

[TURN OVER]
QUESTION 1  (continued)

16 Which one of the following best describes the online input method?
(A) The master files are updated with the transaction files periodically, that is, daily, weekly or monthly
(B) Similar source documents are grouped together and entered into the computerised information system (CIS) periodically
(C) Data is immediately captured into the computerised information system (CIS) at the point where the activity occurs
(D) The master files are updated with the transaction files immediately when the transaction occurs

17 Which one of the following is NOT a function associated with the database management system (DBMS)?
(A) Implement and maintain database management standards and conventions
(B) Design, create and maintain the database structure and the database
(C) Control the organisation, storage and retrieval of data in the database
(D) Capture, maintain (delete, insert and delete) and manipulate data in the database

18 An entry-level AIS can best be described as an AIS

(A) with basic features and generally no provision for segregation of duties
(B) allowing access to between twenty and fifty users
(C) which seamlessly integrates with the organisation's other systems
(D) which is highly customisable and can be tailored to suit the organisation's needs

[TURN OVER]
QUESTION 2  (8 marks)

COMPLETE THE FOLLOWING STATEMENTS BY INSERTING THE CORRECT WORD(S) WRITE DOWN THE QUESTION NUMBER AND THE CORRECT WORD(S) ONLY EACH CORRECT ANSWER COUNTS ONE (1) MARK

2.1 For raw data to become information it must be processed using one of the following methods Classifying data, sorting data, summarising data, performing calculations or ____________

2.2 ____________ should performed monthly, no matter the size of the team, and these must be reviewed by a person other than the person responsible for the mentioned control

2.3 If the benefit of obtaining information outweighs the cost of producing the information, the information can be described as ____________ and is therefore considered valuable in making sound decisions

2.4 Extensible Business Reporting Language (XBRL) is used when financial information is exchanged in XML format and refers to standardised XML ____________ to describe financial information

2.5 A ____________ is a smaller data warehouse extracted from the main data warehouse and contains specific related data extracted from a specific organisational user group such as the finance department or the marketing department

2.6 Throughput rates, order backlogs and bottlenecks are all examples of uses of ____________ management information system (MIS) reports

2.7 When selecting a new accounting program, we need to first determine the general AIS requirements. This includes determining the ____________ because money will always be a constraint for any organisation

2.8 With the click of a button the ____________ can be located on a computer’s desktop to give management access to an overall picture of the organisation’s activities to make strategic decisions

[8]
QUESTION 3  (19 marks)

This Is Africa Taxidermy (TIA) is a taxidermy that prepares, stuffs and mounts the skins of animals. Their head office is located in Pretoria and they have several branches across South Africa.

No services are rendered to the general public, TIA only deals with registered professional hunters (PH) who take individual hunters on hunting expeditions. TIA receives an average of two thousand trophies per year from thirty PHs.

Before doing a transaction with a PH, TIA requires the PH to supply them with a valid registration number.

Every branch keeps an individual spreadsheet with the PH's details and registration number. The branches send these spreadsheets to head office twice a year. At head office, the individual spreadsheets are copied and pasted onto one spreadsheet to consolidate the information.

In the past year a couple of transactions have been done with PHs without registration numbers or with invalid registration numbers. When the matter was investigated, TIA realised that the branches did not have access to all the information and that the information was not always up to date.

Upon your recommendation, TIA considers creating a relational database to solve this issue.

The management and accounting staff do not have knowledge of databases and therefore have a number of questions.

**Required:**

Refer to the case study information above and answer the following questions.

3.1 Explain the garbage-in-garbage-out principle to TIA (2)

3.2 Define a database (2)

3.3 List four (4) benefits associated with the relational database model (4)

3.4 TIA wants to develop a new chart of accounts (CoA) and has already taken the following into consideration:
   - The organisation's business operations and industry
   - The organisation's structure
   - Reporting detail required
   - Plan for the future

List and briefly explain three (3) guidelines (apart from those already considered) which should be taken into account when developing a new chart of accounts (CoA) (6)

[TURN OVER]
3.5 TIA is not familiar with database terminology. Below are two extracts from the database.

Customer master file

<table>
<thead>
<tr>
<th>PH registration number (a)</th>
<th>PH name (b)</th>
<th>Telephone (c)</th>
<th>Credit limit (d)</th>
<th>Balance (e)</th>
</tr>
</thead>
<tbody>
<tr>
<td>128755345</td>
<td>Piet Mabusela</td>
<td>+2773 287 5900</td>
<td>R20,000 00</td>
<td>6,789 00</td>
</tr>
<tr>
<td>237899099</td>
<td>Sarel Vermaak</td>
<td>+2783 543 1245</td>
<td>R30,000 00</td>
<td>3,478 50</td>
</tr>
</tbody>
</table>

Sales transaction file

<table>
<thead>
<tr>
<th>Invoice no (f)</th>
<th>PH registration number (g)</th>
<th>Date of sale (h)</th>
<th>Service rendered (i)</th>
<th>Quantity (j)</th>
<th>Price per unit (k)</th>
<th>VAT (l)</th>
<th>Total (m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIA239</td>
<td>237899099</td>
<td>18/02/2013</td>
<td>MOU243</td>
<td>3</td>
<td>2,000 00</td>
<td>840 00</td>
<td>6,840 00</td>
</tr>
<tr>
<td>TIA267</td>
<td>128755345</td>
<td>25/02/2013</td>
<td>DIP876</td>
<td>5</td>
<td>3,100 00</td>
<td>2,170 00</td>
<td>17,670 00</td>
</tr>
</tbody>
</table>

3.5.1 Define a primary data field (primary key)  
3.5.2 Refer to the letters next to each field name in the customer master file and indicate the primary data field (primary key) by only writing down the correct letter.  
3.5.3 Define a foreign key  
3.5.4 Refer to the letters next to each field name in the sales transaction file and indicate the foreign key by only writing down the correct letter.
QUESTION 4 (19 marks)

Pear Corporation is a wholesaler of personal electronic devices such as notebooks and music players. They use Pastel Partner to record all the transactions. Pear Corporation is a registered VAT vendor. Pear Corporation's best-selling product is the PearAir Notebook. However, the latest batch of PearAirs sold to a loyal client Manny, did not have the required USB 3.0 ports. Manny realized this and returned these notebooks to Pear Corporation. Pear Corporation processed a credit note for the return and linked the credit note to the original cash sale transaction. The cost price of these returned PearAir Notebooks was R 541 500.00 (including VAT).

Required:

4.1 The Menu Bar is one way to navigate in Pastel Partner. Name two other ways to navigate in Pastel Partner. (2)

4.2 Is the following statement true or false?
"It is mandatory in Pastel Partner to link the credit note to an original invoice. You will not be able to continue without linking it." (1)

Please refer to the screenshot from Pastel Partner Version 12 below to answer questions 4.3 to 4.5.

4.3 What option would you select in the "Type" column so that you can provide more detail about the reason for the return? (1)
QUESTION 4  (continued)

4 4  Refer to the case study information and the Pastel screenshots on the previous page and below.

The trial balance of Pear Corporation gave you the following general ledger account numbers and account descriptions.

<table>
<thead>
<tr>
<th>Account number</th>
<th>Account description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8000/000</td>
<td>Customer Control Account</td>
</tr>
<tr>
<td>8400/000</td>
<td>Bank account</td>
</tr>
<tr>
<td>9000/000</td>
<td>Supplier Control Account</td>
</tr>
<tr>
<td>9500/000</td>
<td>Vat / Tax Control Account</td>
</tr>
</tbody>
</table>

The sales, cost of sales and inventory accounts have been set up as follows.

<table>
<thead>
<tr>
<th>Configuration</th>
<th>Integration / Groups</th>
<th>User Fields</th>
<th>Bills of Materials</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Integrate Inventory to General Ledger
- Automatic Allocation of Costs to Projects at Time of Sale
- Allocate Costs to Projects Yourself at Time of Purchase

Integration Entry Type: 15 - Inventory Journal

<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</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>002</td>
<td>Notebooks</td>
<td>01</td>
<td>01</td>
<td>1000/001</td>
<td>2100/000</td>
<td>2000/001</td>
<td>7700/001</td>
<td>2150</td>
<td></td>
</tr>
<tr>
<td>003</td>
<td>Music Players</td>
<td>01</td>
<td>01</td>
<td>1000/002</td>
<td>2100/000</td>
<td>2000/002</td>
<td>7700/002</td>
<td>2150</td>
<td></td>
</tr>
</tbody>
</table>

Draw the table below in your answer book. Use this table to record the accounting entries into the general ledger master file to account for the sales returned. Note: The initial purchase transaction has already been processed. You should show all the applicable accounting entries. Use specified accounts where available.

<table>
<thead>
<tr>
<th>General ledger account number</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.

4 5  Which Pastel Partner main menu will you use for the following procedures?

4 5 1  Capture general journal transactions

4 5 2  Print the suppliers age analysis

4 5 3  Create the inventory integration

4 5 4  Capture a goods received note

4 5 5  Convert a supplier from one type of processing to another type of processing

[19] [TURN OVER]
**QUESTION 5**  (13 marks)

*Pear Corporation* is a registered VAT vendor and has a policy of using open item processing for suppliers.

Phil, Pear Corporation's Accounts Payable Manager, has to manage the suppliers. One of his duties is to make sure that all suppliers are paid on time. To do this, he has to take into account Pear Corporation's cash flow as well as available discounts and relationships with suppliers.

Phil was eager to go on leave at the end of September and neglected to complete a few of his normal duties.

He only requested payments be made to the top twenty (20) largest balances out of two hundred and fifty (250) outstanding balances. This resulted in several long overdue accounts not being paid. Some of these suppliers have now stopped supplying to Pear Corporation because they haven't received their money. This is disrupting the business of Pear Corporation.

The financial year end of Pear Corporation is 28 February.

**Required:**

5.1 Name the report that Phil should have drawn to view the outstanding balances for suppliers and the amount of time that they have been outstanding.

(1)

**5.2** With reference to the case study information given above, name one (1) reason why it is important to establish normal payment terms with suppliers.

(1)

*Please refer to the screenshot from Pastel Partner Version 12 below to answer questions 5.3 to 5.4.*

<table>
<thead>
<tr>
<th>RELIANCE ADVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Why The Face Limited</td>
</tr>
<tr>
<td>Account Number</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Account</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>01/03/2013</td>
</tr>
<tr>
<td>11/11/2013</td>
</tr>
</tbody>
</table>

[TURN OVER]
QUESTION 5 (continued)

5 3 Phil did not review the new suppliers that were added on to the system and therefore a supplier was incorrectly set up

When considering the company policy regarding supplier processing, what is wrong with the remittance? (1)

5 4 Phil did not ensure that the suppliers clerk send out supplier remittances to the suppliers
Briefly explain the purpose of sending out supplier remittances? (1)

5 5 Phil did not ensure that the newest supplier clerk Glona receive training. The clerk tried to capture several October 2013 supplier invoices on Pastel Partner but received the same message every time, as per the screenshot below

![Screenshot of Pastel Partner with WARNING message]

In which accounting period (when processing in Pastel Partner) should Glona have captured these October invoices? Write down the number of the accounting period (1)

5 6 Briefly explain why it is important to process transactions in the correct accounting period? (2)

5 7 List three (3) database files that will be accessed, updated and modified when paying a supplier (3)

5 8 Pear Corporation always uses the Pastel Partner reorder assistant to process purchase orders

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Quantity on Hand</th>
<th>Minimum Reorder</th>
<th>Maximum Reorder</th>
<th>Quantity to Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEARAIR</td>
<td>PearAir Notebook</td>
<td>10</td>
<td>100</td>
<td>500</td>
<td>581</td>
</tr>
<tr>
<td>PEARPOD</td>
<td>PearPod Music Player</td>
<td>470</td>
<td>300</td>
<td>1000</td>
<td>582</td>
</tr>
</tbody>
</table>

Using the inventory information above, calculate the purchase order quantities generated by the reorder assistant, for

5 8 1 PearAir Notebook
5 8 2 PearPod Music Player

(3) [13]

[TURN OVER]
THE FOLLOWING IS APPLICABLE TO QUESTION 6

~Please leave a line open after each individual question

~You used the Excel Help function to obtain the following formula structures which might come in handy when answering question 6

- =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)

QUESTION 6  (33 marks)

You and your friend are the shareholders GerKu Properties Ltd (GerKu), a registered VAT vendor. GerKu rents out buildings containing office space (commercial properties). Due to your extensive Excel skills, your friend asked you to calculate the total rental amount and the new monthly rental amount based on an 8% increase, for each property. You also want the change the current property code by including the square meters of each rental property in the property code.

You have the following information:

a) The Value Added Tax (VAT) percentage is 14% (refer to cell B3) Commercial rental income is subject to VAT

b) The base rental amount ("cost price") is the sum of the monthly payment and the monthly property tax. The total rental amount is GerKu's selling price.

c) Properties with a 1 and 2-year rental agreement term have a mark-up margin of 20% (refer to cell B4) Properties with a 3-year rental agreement term have a mark-up margin of 15% (refer to cell B5)

d) The new rental amount assumes an 8% (refer to cell B6) increase in the total rental amount

e) The current property code contains the rental agreement term, the area code and a sequence number.

The current property code structure is as follows:

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>24</td>
<td>X</td>
<td>X</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Characters 1 and 2 24 (The rental agreement term in months)
Characters 3 and 4 XX (Area code)
Characters 5 and 6 01 (Sequence number)

[TURN OVER]
f) The new property code should contain the rental agreement term, the area code, sequence number, a hyphen and the square meters (refer to row 13)

   The new property code structure must be as follow

   
<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>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>0</td>
<td>1</td>
<td>-</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
</tbody>
</table>

   Characters 1 and 2   24 (The rental agreement term in months)
   Characters 3 and 4   XX (Area code)
   Characters 5 and 6   01 (Sequence number)
   Character 7          - (Hyphen)
   Characters 8 to 10   999 (Square meters)

   g) Property tax is based on the value of the property i.e. a property with a value of R 710 000 will attract property tax of R 690 (Provided in range D3 F9)

   h) For each property, the property value is equal to the current value of the property's finance loan. All finance loans' monthly payments (row 14) are made at the beginning of each month and each property has its own specific annual interest rate (row 15) and term in months (row 16). All finance loans are fully repayable
### QUESTION 6 (continued)

You created the spreadsheet below:

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>VAT</td>
<td>14%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Mark-up margin</td>
<td>1 and 2 years</td>
<td>20%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Mark-up margin</td>
<td>3 years</td>
<td>15%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Rental increase</td>
<td>8%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Property code</td>
<td>24MP01</td>
<td>36WB02</td>
<td>12MK03</td>
<td>24MP04</td>
<td>36WB05</td>
</tr>
<tr>
<td>11</td>
<td>Rental agreement term (months)</td>
<td>24</td>
<td>36</td>
<td>12</td>
<td>24</td>
<td>36</td>
</tr>
<tr>
<td>12</td>
<td>Square meters</td>
<td>330</td>
<td>150</td>
<td>220</td>
<td>290</td>
<td>370</td>
</tr>
<tr>
<td>13</td>
<td>New property code</td>
<td>24MP01-330</td>
<td>36WB02-150</td>
<td>12MK03-220</td>
<td>24MP04-290</td>
<td>36WB05-370</td>
</tr>
<tr>
<td>14</td>
<td>Monthly payment</td>
<td>R 8,336.02</td>
<td>R 5,001.47</td>
<td>R 6,037.29</td>
<td>R 6,996.77</td>
<td>R 10,156.21</td>
</tr>
<tr>
<td>15</td>
<td>Annual interest rate</td>
<td>10.0%</td>
<td>11.0%</td>
<td>10.5%</td>
<td>9.0%</td>
<td>10.5%</td>
</tr>
<tr>
<td>16</td>
<td>Finance term (months)</td>
<td>300</td>
<td>360</td>
<td>240</td>
<td>300</td>
<td>360</td>
</tr>
<tr>
<td>17</td>
<td>Property value</td>
<td>R 925,000</td>
<td>R 530,000</td>
<td>R 810,000</td>
<td>R 840,000</td>
<td>R 1,120,000</td>
</tr>
<tr>
<td>18</td>
<td>Property tax incl VAT</td>
<td>R 750</td>
<td>R 580</td>
<td>R 580</td>
<td>R 690</td>
<td>R 900</td>
</tr>
<tr>
<td>19</td>
<td>Base rental amount incl VAT</td>
<td>R 9,086</td>
<td>R 5,581</td>
<td>R 6,617</td>
<td>R 7,687</td>
<td>R 11,056</td>
</tr>
<tr>
<td>20</td>
<td>Mark-up incl VAT</td>
<td>R 1,817</td>
<td>R 837</td>
<td>R 1,323</td>
<td>R 1,537</td>
<td>R 1,658</td>
</tr>
<tr>
<td>21</td>
<td>Total rental amount incl VAT</td>
<td>R 10,903.22</td>
<td>R 6,418.69</td>
<td>R 7,940.75</td>
<td>R 9,224.12</td>
<td>R 12,714.64</td>
</tr>
<tr>
<td>22</td>
<td>New rental amount incl VAT</td>
<td>R 11,775.48</td>
<td>R 6,932.19</td>
<td>R 8,576.01</td>
<td>R 9,962.05</td>
<td>R 13,731.81</td>
</tr>
<tr>
<td>23</td>
<td>New rental amount excl VAT</td>
<td>R 10,329.37</td>
<td>R 6,080.86</td>
<td>R 7,522.82</td>
<td>R 8,738.64</td>
<td>R 12,045.45</td>
</tr>
<tr>
<td>24</td>
<td>Highest new rental amount excl VAT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>R 12,045.45</td>
</tr>
<tr>
<td>25</td>
<td>Lowest new rental amount excl VAT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>R 6,080.86</td>
</tr>
</tbody>
</table>

[TURN OVER]
QUESTION 6  (continued)

Required:

Use the information provided to answer the following questions based on the spreadsheet provided to you.

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 B12 to extract the rental agreement term for 24MP01 from the property code? Note: Your formula will be copied to cells C12:F12. (3)

6 2 Which spreadsheet formula was entered into cell B14 to determine the new property code for 24MP01? Note: Your formula will be copied to cells C14:F14. (2.5)

6 3 Which spreadsheet formula was entered into cell B19 to calculate the property value for 24MP01? The formula should return a positive answer. Note: Your formula will be copied to cells C19:F19. (4)

6 4 Which spreadsheet formula was entered into cell B20 to obtain the monthly property tax for 24MP01 from the property tax scale starting in cell D5? Note: Your formula will be copied to cells C20:F20. (4.5)

6 5 Which spreadsheet formula was entered into cell B22 to calculate the mark-up including VAT for 24MP01? Note: Your formula will be copied to cells C22:F22. (4)

6 6 Which spreadsheet formula was entered into cell B23 to calculate the total rental amount including VAT for 24MP01? Note: Your formula will be copied to cells C23:F23. Your formula should round the answer to two decimal places. (3)

6 7 Which spreadsheet formula was entered into cell B24 to calculate the new rental amount including VAT for 24MP01? Note: Your formula will be copied to cells C24:F24. (3)

6 8 Which spreadsheet formula was entered into cell B25 to calculate the new rental amount excluding VAT for 24MP01? Note: Your formula will be copied to cells C25:F25. (3)

6 9 Which spreadsheet formula was entered into cell F27 to calculate the highest new rental amount including VAT for all properties? (2)

6 10 List four (4) factors to consider when assessing the risk potential for spreadsheets. (4)

[33]

Total [100]

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