ACCOUNTING DATA PROCESSING 202

Duration : 2 Hours

EXAMINERS:
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Use of a non-programmable pocket calculator permissible.

This paper consists of eight (8) pages.

INSTRUCTIONS:
1. This paper consists of eleven (11) questions.
2. All questions must be answered.
3. The pass rate for this paper is 50%.

QUESTION 1 (10 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 The automation of data entries has given rise to devices like:

(A) Barcode scanners and smart cards
(B) Punch cards
(C) Paper tape
(D) Wireless keyboards.

1.2 A query language is defined as:

(A) A program that translates a high-level code language into machine code
(B) A program that translates source code into machine code
(C) A high-level interface provided by DBMSs for accessing data stored in the database
(D) An object orientated language that challenge paradigms.
QUESTION 1 (continued)

1.3 The rules for the exchange of data between devices on a network is referred to as:

(A) Topology
(B) Hierarchy
(C) WAN (Wide Area Networks)
(D) Protocol.

1.4 Which of the following Windows applications allows you to delete, copy, rename or move files:

(A) My computer
(B) Windows explorer
(C) Recycle bin
(D) Accessories.

1.5 The taskbar on a Windows 98 screen is usually found:

(A) At the top left hand corner of the screen
(B) At the bottom right hand corner of the screen
(C) At the top right hand corner of the screen
(D) At the bottom left hand corner of the screen.

1.6 A method commonly used to implement a new system:

(A) Phased approach
(B) Running in parallel
(C) Direct implementation
(D) All of the above.

1.7 A report that you should print before you do year-end procedures in an accounting package:

(A) A detailed ledger for all accounts
(B) An income statement
(C) A customer and supplier age analysis
(D) All of the above.

1.8 Managerial reports are:

(A) Used for general control purposes
(B) Specially designed to aid management in decision-making
(C) Generated only in response to specific conditions
(D) Interactive reports created by the on-line Accounts Payable and Cash Disbursements system.

1.9 The inventory master file:

(A) Contains details of all raw materials or merchandise
(B) Is a transaction file
(C) Contains details of received materials and goods
(D) Is a file in which the details of inventory items issued, are saved.

[TURN OVER]
QUESTION 1 (continued)

1.10 Which command allows you to save a file under a different name:

(A) File → Save
(B) File → Save As
(C) File → Open
(D) File → Close.

[10]

QUESTION 2 (10 marks)

Indicate whether the following statements are TRUE or FALSE. Only write the word TRUE or FALSE next to the question number. Each correct answer counts one (1) mark.

2.1 ✗ E-commerce or electronic commerce concerns the conducting of business electronically, using only the Internet.

2.2 ✗ In a batch processing system, data is accumulated in batches over a period of time before being processed.

2.3 ✗ A mouse is an absolute necessity in Windows because it is impossible to use only a keyboard.

2.4 ✗ In order to copy text in Wordpad, the user must select the text, click Edit, and then click Cut.

2.5 ✗ In Windows 98, your only means of communication is through your Desktop.

2.6 ✗ When ******* or ####### appears in a spreadsheet cell, it means that the cell is not formatted correctly.

2.7 ✗ The inventory master files from the purchase orders and goods received application are necessary when insufficient quantities of inventory are available to fulfill sales orders.

2.8 ✗ Range formatting refers to the formatting of the range of cells. These format settings will not override the worksheet settings.

2.9 ✗ The function of $ symbol used in a worksheet formula, is to create relative cell references.

2.10 ✗ When you copy formulas in a spreadsheet the formulas will have new cell references.

[10]
QUESTION 3  (4 marks)

GENERAL KNOWLEDGE

"USB is an industry-standard technology development to improve ease-of-use, performance and speed of PC peripheral devices".

3.1 What does the abbreviation USB represent?  

3.2 List any two (2) peripheral devices that can be connected to a PC via a USB port.

QUESTION 4  (8 marks)

HARDWARE

"Although microchip-based memory is virtually the only technology used by today's computers, there are many different types of memory chips."

4.1 Explain the main difference between RAM and ROM.

4.2 List three (3) reasons why data is never stored permanently in the CPU.

4.3 List a main disadvantage of a CD-ROM

4.4 List two (2) advantages of a DVD (Digital Video Disk).

QUESTION 5  (7 marks)

COMPUTER CLASSIFICATION

Until recently, mainframe computers were the only option for the processing requirements of large organisations with many simultaneous users.

5.1 List three (3) characteristics of a mainframe.

5.2 There are many different types of networks. Name four (4) categories of networks that can be classified according to their size or geographic dispersion.

[TURN OVER]
QUESTION 6 (15 marks)

OPERATING SYSTEM AND DATABASES

6.1 One of the functions of an operating system is spooling, multi-tasking and virtual storage.

6.1.1 Explain what is meant by spooling. (2)
6.1.2 List one (1) advantage of multi-tasking. (1)
6.1.3 What is the purpose of virtual storage. (2)

Most organisations have data requirements that are so complex that traditional file organisation is inadequate.

6.2 List four (4) advantages of databases. (4)

6.3 When designing a database, one must take into account the many and complex inter-relationships between the records in the database.

Name six (6) database relationship structures. (6)

[15]

QUESTION 7 (6 marks)

OPERATING SYSTEM

7.1 Name one example of:

7.1.1 A command driven operating system, and (1)
7.1.2 A multi-task operating system. (1)

7.2 List a function of the following Desktop icons.

7.2.1 My computer (1)
7.2.2 Network neighbourhood (1)
7.2.3 Recycle bin (1)

7.3 When a window has been minimised in Windows 98, how can the window be made active again? (1)

[6]

[TURN OVER]
QUESTION 8 (10 marks)

SPREADSHEETS - TWO-DIMENSIONAL CHART

Complete the following question by indicating the appropriate name for each specific area (8.1 to 8.10). Each correct answer counts one (1) mark.
**QUESTION 9 (11 marks)**

The following spreadsheet is presented to you with all of the world cup cricket tournament tickets available at each cricket stadium:

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Item</td>
<td>Quantity</td>
<td>Available</td>
<td>Price per</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total issued</td>
<td>balance</td>
<td>ticket</td>
</tr>
<tr>
<td>3</td>
<td>Newlands</td>
<td>100</td>
<td>?</td>
<td>R65,00</td>
</tr>
<tr>
<td>4</td>
<td>Super Sport Park</td>
<td>88</td>
<td>?</td>
<td>R99,00</td>
</tr>
<tr>
<td>5</td>
<td>Wanderers</td>
<td>176</td>
<td>?</td>
<td>R35,00</td>
</tr>
<tr>
<td>6</td>
<td>St Georges Park</td>
<td>50</td>
<td>?</td>
<td>R70,00</td>
</tr>
</tbody>
</table>

8

9 Total

10

11

12 Highest value of tickets available

13

14 Average price per ticket

**REQUIRED:**

Use the information displayed in the above spreadsheet and answer the following questions:

9.1 Which spreadsheet formula must be entered into cell address D5 to calculate the available balance of tickets at Wanderers? (2)

9.2 Which spreadsheet formula must be entered into cell address F4 to calculate the value of tickets available at Super Sport Park? (2)

9.3 Which spreadsheet formula must be entered into cell address F9 to calculate the total value of tickets available? (2)

9.4 What is the total Rand value to be displayed in F9? (1)

9.5 Which spreadsheet formula must be entered into cell address F12 to calculate the highest value of tickets available? (2)

9.6 Which spreadsheet formula must be entered into cell address E14 to calculate the average price per ticket? (2)
**QUESTION 10** (13 marks)

**MARKETING AND SALES**

The main objective of the marketing and sales system is to satisfy the needs of groups of customers and, in the process, generate sufficient revenue to maximise profits. In the sales and shipping function certain risks of fraud and theft is applicable. To prevent this, a proper set of general and application controls is necessary.

10.1 List three (3) general controls for the marketing and sales system.

10.2 List four (4) control points within the sales and shipping function.

10.3 List six (6) application controls that are applicable to transactions associated with the sales and shipping function.

[13]

**QUESTION 11** (6 marks)

**INVENTORY MANAGEMENT**

Inventory management reports are designed to provide information regarding various analysis, position or status reports, and information for planning and co-ordination.

List six (6) operational listings and/or reports that are used for general control purposes within the inventory management system.

[6]