ACCOUNTING DATA PROCESSING 202

Duration: 2 Hours

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

This paper consists of 9 pages.

N.B.

1. This paper consists of eight (8) questions.
2. All questions must be answered.
3. The pass rate for this paper is 50%.

QUESTION 1 (10 marks)

Give one term to describe each of the following definitions. Only write the relevant term next to the question number. Each correct answer counts one (1) mark.

1.1 The unauthorised access and use of computer systems.

1.2 The physical equipment used in data processing.

1.3 An optical disk technology for microcomputers featuring laser disks with a storage capacity of over 500 megabytes.

1.4 The computer programs and procedures concerned with the operation of an information system.

1.5 The processing of data, accumulated in advance, in such a manner that each accumulation is processed in the same run.

[TURN OVER]
QUESTION 1 (continued)

1.6 The devices that form images on paper through the pressing of a printing element and an ink ribbon against the face of a sheet of paper.

1.7 A group of computers connected by communication lines.

1.8 A set of related records treated as a unit.

1.9 The information system that records and reports business transactions and the flow of funds through an organisation and produces financial statements.

1.10 The use of video communication to allow business conferences to be held with participants who are scattered across the country.

QUESTION 2 (14 marks)

Indicate the correct answer for each of the following questions, by writing the correct number for each question in your answer book. ONLY ONE ANSWER PER QUESTION IS PERMITTED. Each correct answer counts one (1) mark.

2.1 The end of period function, refers to:
   2.1.1 the making of backup copies of data files;
   2.1.2 the updating of the accounting system at the end of the financial period;
   2.1.3 the deleting of data files from the hard disk; or
   2.1.4 both 2.1.1 and 2.1.2.

2.2 The procedure to restore the file UNISA.BAT, which was deleted from a floppy diskette, is as follows:
   2.2.1 A:\> UNDELETE UNISA.BAT <ENTER>;
   2.2.2 C:\> RESTORE UNISA BAT A:\ <ENTER>;
   2.2.3 C:\> UNDELETE UNISA.BAT <ENTER>; or
   2.2.4 A:\> UNDEL UNISA.BAT <ENTER>.

2.3 The function of the $ symbol in a spreadsheet formula, is to:
   2.3.1 create relative cell references;
   2.3.2 create absolute cell references;
   2.3.3 create database references; or
   2.3.4 create automatic cell references.
QUESTION 2 (continued)

2.4 The message "CIRC" on a spreadsheet, refers to:

2.4.1 the listing of files stored on a diskette;
2.4.2 the exiting of the spreadsheet system;
2.4.3 the bypassing of a formula that is no longer needed; or
2.4.4 a formula that is referencing to itself.

2.5 The formula @MAX is a:

2.5.1 financial operation;
2.5.2 logical operation;
2.5.3 statistical operation; or
2.5.4 help operation.

2.6 The total on the computer and the batch label total may differ, because:

2.6.1 the source document numbers were incorrectly entered into the computer;
2.6.2 an amount was entered twice;
2.6.3 the source documents were not sorted into groups; or
2.6.4 the batch label was not stamped "processed".

2.7 The function of the arithmetic logic unit is:

2.7.1 to control the input and output devices;
2.7.2 to compare two numbers in order to determine which is the greater;
2.7.3 to maintain an orderly system of files on the hard disk; or
2.7.4 to fetch, interpret and execute instructions.

2.8 A record consists of:

2.8.1 a collection of related data fields;
2.8.2 a single entry category;
2.8.3 a group of files; or
2.8.4 none of the above.

2.9 A double sided high density floppy diskette's storage capacity is measured in terms of:

2.9.1 kilobytes;
2.9.2 kilobits;
2.9.3 megabytes; or
2.9.4 megabits.
QUESTION 2 (continued)

2.10 The command to copy all the files from a subdirectory SPREAD on a floppy diskette to a subdirectory SHEETS on the hard disk, is:

2.10.1 A:\SPREAD> COPY ** C:\SHEET <ENTER>;
2.10.2 A:\SPREAD> COPY ** C:\SHEET <ENTER>;
2.10.3 A:\SPREAD> COPY ** C:\SHEET <ENTER>; or
2.10.4 A:\SPREAD> COPY ** C:\SHEETS <ENTER>.

2.11 In an open item debtors system, the payment received from the customer must:

2.11.1 be taken off the total amount outstanding;
2.11.2 be allocated to a specific credit note;
2.11.3 be allocated to a specific invoice; or
2.11.4 be taken off the opening balance shown.

2.12 The procedure to remove the contents of a subdirectory ADP on the hard disk, is as follows:

2.12.1 C:\ADP> ERASE ** <ENTER>;
2.12.2 C:\> ERASE ** <ENTER>;
2.12.3 C:\> RD ADP; or
2.12.4 C:\ADP> ERASE ** <ENTER>.

2.13 The term "batch processing" can be described as:

2.13.1 the grouping of source documents into bundles of equal size;
2.13.2 the grouping of source documents into bundles of equal size, each bundle containing the same document type;
2.13.3 the collective name for batch files; or
2.13.4 none of the above.

2.14 The procedure to locate file allocation errors on a floppy diskette, is as follows:

2.14.1 C:\> VERIFY A: <ENTER>;
2.14.2 C:\> CHKDSK A: <ENTER>;
2.14.3 C:\> VERIFY CHK* <ENTER>; or
2.14.4 C:\> CHKDSK *.CHK <ENTER>.

[TURN OVER]
QUESTION 3 (6 marks)

A computer can be connected to a large number of other computers to form a network. Use the network configuration shown below and answer the following questions:

3.1 What is this type of network configuration called? (1)

3.2 If this configuration is used within a single office block, what is this type of network called? (1)

3.3 This network type is controlled by a single processor. What is this processor called? (1)

3.4 What is the function of this processor in the network? (2)

3.5 If the processor malfunctions, what will happen to the network? (1)

[TURN OVER]
QUESTION 4 (10 marks)

You are currently working on a 233MHz MMX Pentium computer with a 2.1 Gb hard drive and a 1.44 Mb drive.

Write down the following DOS commands assuming you are currently in the root directory of your hard disk:

4.1 Initialise a double sided double density micro diskette in drive A. (2)

4.2 Create a mirror image of all the files from an existing data diskette to the diskette previously initialised in 4.1 above. (2)

4.3 Create a subdirectory called WWW on the hard disk. (2)

4.4 Transfer all the files from the source diskette, created in 4.2 above, to the subdirectory WWW on the hard disk. (2)

4.5 Display the whole structure of the hard disk. (2)

QUESTION 5 (10 marks)

By defining the company's profile, system parameters are set which are used for configuration of the accounting package to suit the company's particular accounting requirements.

Required:

If you are responsible for computerising the accounting function of the company that you work for, list the parameters you will set up in order to configure the accounting package.

(Each parameter counts one 1 mark.)
QUESTION 6 (12 marks)

You are currently capturing cheques and cash received from customers on an integrated computerised accounting system.

Required:

6.1 List the procedures that you should follow to ensure that these receipts are correctly captured and transferred to the relevant accounts in the General ledger. (5)

6.2 Name two (2) financial reports that you can print which will indicate that the money received from the customers were posted to the correct debtors accounts. (2)

6.3 List five (5) internal control procedures that should be implemented to ensure the effective functioning of the Accounts receivable and cash receipts department. (5)
QUESTION 7 (16 marks)

7.1 Design a formula for each of the following statements when using a spreadsheet:

7.1.1 "Determine the lowest amount in the range A5 to F12." (2)

7.1.2 "If the entry in cell address B6 is greater than 600, then cell address B6 must be multiplied by cell address C7, otherwise the value in cell address B6 must be equal to 0." (2)

7.1.3 "Add the values of cell addresses C4, C5, C6, C7 and C8 and subtract the total of cell addresses D4, D5, D6, D7 and D8 from it." (2)

7.2 You have created the following database, using a spreadsheet.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name</td>
<td>Number</td>
<td>Amount</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Kenny R</td>
<td>123-111</td>
<td>100 000</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Smit T</td>
<td>123-222</td>
<td>2 000</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Grobler Y</td>
<td>123-333</td>
<td>80 000</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Schaap D</td>
<td>123-444</td>
<td>22 000</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Answer the following questions regarding the above database:

7.2.1 What do numbers ① and ② represent in the above database? (4)

7.2.2 If this database is to be sorted in numeric sequence, which range will be used as the primary range? (2)

7.2.3 If question 7.2.2 is to be sorted in descending order, what does this mean? (2)

7.2.4 What is meant by the statement "extracting information from a database"? (2)
QUESTION 8 (22 marks)

You are given the following spreadsheet:

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>SALES COMMISSION PER AREA PER EMPLOYEE FOR THE MONTH</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>JANUARY 2000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>EMPLOYEE</td>
<td>AREA 1</td>
<td>AREA 2</td>
<td>AREA 3</td>
<td>AVERAGE</td>
</tr>
<tr>
<td>5</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Jones M</td>
<td>*****</td>
<td>45000</td>
<td>67850</td>
<td>?</td>
</tr>
<tr>
<td>7</td>
<td>Guji C</td>
<td>19453</td>
<td>15542</td>
<td>12985</td>
<td>?</td>
</tr>
<tr>
<td>8</td>
<td>Botha P</td>
<td>65231</td>
<td>32189</td>
<td>19452</td>
<td>?</td>
</tr>
<tr>
<td>9</td>
<td>Naidoo R</td>
<td>12543</td>
<td>12567</td>
<td>34087</td>
<td>?</td>
</tr>
<tr>
<td>10</td>
<td>Musemwa L</td>
<td>45672</td>
<td>37453</td>
<td>67342</td>
<td>?</td>
</tr>
<tr>
<td>11</td>
<td>Smith P</td>
<td>67432</td>
<td>77543</td>
<td>86432</td>
<td>?</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Total commission:</td>
<td>?</td>
<td>?</td>
<td>?</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Highest average amount of commission achieved:</td>
<td>?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Lowest commission amount during the year:</td>
<td>?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

8.1 Which method was used to place the R sign in the centre of cell addresses B5, C5, D5 and E5?  

8.2 Why is the entry in cell address B6 displayed as *****?  

8.3 If the actual sales commission figure in cell address B6 is 123567, explain, step by step, how you will ensure that the actual sales commission figure is displayed instead of the *****.  

8.4 Which spreadsheet formula should be entered in cell address C13 in order to calculate the total sales commission for Area 2?  

8.5 Which spreadsheet formula should be entered in cell address E7 in order to calculate the average sales commission of employee Guji C.?  

8.6 Which spreadsheet formula should be entered in cell address E15 in order to calculate the highest average amount of sales commission achieved during January 2000?  

8.7 Which spreadsheet formula should be entered in cell address E17 in order to calculate the lowest sales commission amount achieved during January 2000?  

8.8 Explain, step by step, how you will place all the sales commission information in sequence, so that the average sales commission are displayed from the highest to the lowest amount.  

8.9 Explain, step by step, how you will transfer the spreadsheet information onto a diskette using the name SALES.COM.  

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