# EXAMINATION CONTENT AND AREAS OF FOCUS:

## PART 1 AND 4          +- 25%

TOPIC 1- DATA MANAGEMENT AND UTILISATION

TOPIC 7- MANAGING REPORTING SYSTEMS

QUESTIONS TO EXPECT:

  MULTIPLE CHOICE QUESTIONS
  SHORT/LONGER QUESTIONS
  TRUE/FALSE QUESTIONS
  FILL-IN MISSING WORDS

MAKE SURE YOU UNDERSTAND THE CONTEXT WELL **DONOT JUST CRAME**

## PART 2               +-35%

TOPIC 2- SPREADSHEET

WHAT TO FOCUS ON:

  APPLICATION OF EXCELL TO SCENARIOS AND CALCULATIONS
  ALL FUNCTIONS AND FORMULAS
  **MAKE SURE YOU KNOW ALL THE FORMATS OF THE FUNCTIONS OFF BY HEART.**
  RISKS AND CONTROLS OF SPREADSHEET
  MAKE SURE YOU UNDERSTAND THE THEORY BEHIND SPREADSHEET

## PART 3                +-40%

TOPIC 3-6  TRANSACTION PROCESSING AND PASTEL

WHAT TO FOFUS ON:

  FAMILIARISE WITH BASIC ACCOUNTING CONCEPTS( ACCOUNTING EQUATIONS).
  ACCOUNTING ENTRIES IN DIFFERENT CYCLES AND SOURCE DOCUMENTS USED.
  PASTEL(CAPTURING OF TRANSACTIONS). **WORK THROUGH THE MANUAL**
  EXPECT LONGER QUESTIONS AND HAVE THE ABILITY TO APPLY THE SCENARIO TO THE
  CONCEPTS OF PASTEL.
  **STUDY IN DETAIL**

# MAY/JUNE 2018

**QUESTION 1**

1.1 C **(PG207 SG2)**

1.2 B **(PG205 SG2)**

1.3 D **(PG13 SG2)**

1.4 A **(PG27 SG2)**

1.5 B **(PG106 SG2)**

1.6 C **(PG204 SG2)**

1.7 B **(PG57 SG2)**

1.8 A **(PG20 SG2)**


**QUESTION 2**

2.1 TRUE **(PG207 SG2)**

2.2 FASE **(PG205 SG2)**

2.3 TRUE **(PG209 SG2)**

2.4 FALSE **(PG20 SG2)**

2.5 FALSE **(PG26 SG2)**

2.6 TRUE **(PG31 SG2)**

2.7 FALSE **(PG214 SG2)**

2.8 TRUE **(PG32 SG2)**


**QUESTION 3**

3.1.1 **DATABASE** – AN ORGNANISED COLLECTION OF RELATED DATA THAT IS MANAGED AND STORED ELECTRONICALLY AND CAN PROVIDE DATA TO DIFFEREENT APPLICATION SOFTWARE IN THE ORGANISATION.

3.1.2 **DATABASE MANAGEMENT SYSTEM(DBMS)** – AN INTERGRATED SET OF SOFTWARES THAT PROVIDE A USER FRIENDLY INTERFACE TO THE USERS FOR ALL DATA INTERACTIONS BETWEEN THE USER AND THE PHYSICAL DATABASE.

3.1.3 **DATA DICTIONARY** – A CENTRALISED FILE CONTAINING DETAILED INFORMATION ABOUT THE DATABASE AND THE DATA CONTAINED IN THE DATABASE.

3.2

- THE ACQUIRED DBMS AND DATABASE SHOULD CLOSELY MATCH THE REQUIREMENTS OF THE ORGANISATION.
- CAN THE DBMS AND DATABASE BE INTERGRATED WITH THE REST OF THE ORGANISATION'S INFORMATION SYSTEM?

3.3

- START-UP AND OPERATING COST CAN BE EXPENSIVE.
- DATABASE SYSTEMS ARE COMPLEX TO DESIGN AND USE.
- IT IS TIME CONSUMING TO DESIGN A PROPER DATABSE.
- DATABASE OR DATABASE MANAGEMENT SOFTWARE FAILURE WILL AFFECT ALL APPLICATION SOFTWARE LINKED TO THAT SPECIFIC DATABASE.

3.4

- IMPLEMENT AND MAINTAIN DATABASE MANAGEMENT STANDARDS AND CONVENTIONS.
- ENSURE APPLICATION SOFTWARE COMPLIES TO DATABASE MANAGEMNET STANDARDS AND CONVENTIONS BY ESTABLISHING PROGRAMMING STANDARDS.
- DEFINE DATABSE STRUCTURES.

3.5.1 **CLASSIFYING** – DATA IS ARRANGED INTO DIFFERENT GROUPS/CATEGORIES USING SOME OF THE DATA'S SPECIFIC CHARACTERISTICS E.G. CASH OR CREDIT SALES.

3.5.2 **SORTING**- DATA IS ORGANISED /SORTED IN AN ORDERLY SEQUENCE BASED ON SPECIFIC CRITERIA.

3.5.3 **CALCULATING** – ARITHMATICAL AND LOGICAL CALCULATIONS CAN BE PERFORMED ON DATA.

## QUESTION 4

4.1.1 PROCESSING

4.1.2 EDIT

4.1.3 SETUP

4.1.4 CHANGE

4.1.5 FILE

4.2 10 STANDARD PRICELISTS

4.3 100 BOTLES*R10*98% (2% INVOICE DISCOUNT) = **R9 800.00**

**PAID WITHIN 10 DAYS FROM INVOICE DATE AND THEREFORE QUALIFIES FOR 5% EARLY PAYMENT DISCOUNT.**

R9 800.00*95% (5% EARLY PAYMENT DISCOUNT)*1.14= **R10 613.40**

4.4

- INVOICE DATE
- PERIOD END

4.5

| GENERAL LEDGER <u>ACCOUNT DESCRIPTION</u> | DEBIT/CREDIT | AMOUNT R |
|---|---|---|
| DEBTORS/CUSTOMERS CONTROL ( R1 470+R206) | DEBIT | 1 676 |
| SALES (75 BOTTLES*R20*98%) | CREDIT | 1 470 |
| VAT (R1 470*0.14) | CREDIT | 206 |
| COST OF SALES (75 BOTTLES*R15) | DEBIT | 1 125 |
| INVENTORY | CREDIT | 1 125 |
|  |  |  |

**NB: INVENTORY IS VALUED EXCLUSIVE OF VAT PG66(SG2)**

4.6

- CUSTOMER MASTERFILE
- INVENTORY MASTERFILE
- DELIVERY NOTE TRANSACTION FILE

4.7

- ORIGINAL INVOICES WHICH ARE STILL OUTSTANDING.
- ORIGINAL INVOICES WHICH ARE PARTLY PAID BUT NOT FULLY PAID.
- ORIGINAL INVOICES WHICH ARE FULLY PAID.
- UNMATCHES ALLOCATIONS.
- ORIGINAL INVOICES WHICH ARE FULLY PAID IN THE CURRENT PERIOD.

4.8 **IF: PER 5- 31/07/2018**

THEN: PER 4- JUN 2018

    PER 3- MAY 2018

    PER 2- APR 2018

    PER 1- MAR 2018

THEREFORE: THE FINANCIAL PERIOD BEGINS ON **01/03/2018**

4.9

R345 367.00- (R176.50+350.00)

=**R 344 840.50**


**QUESTION 5**

5.1 =RIGHT(B12,3)

5.2 =PV(B16/12,B17,B18,0,1)*-1

5.3 =VLOOKUP(B14,$D$3:$F$9,3,TRUE)

5.4 =B12&"-"&B21

5.5 =IF("B21=3 YEARS" , $B$5,$B$4)*B22

5.6 =ROUND(B22*(1+B5),2)

5.7 =B24*(1+$B$6)

5.8 =B25/(1+$B$3)

5.9 =MIN(B26:F26)

5.10 **PG211 (SG1)**

- COMPLEXITY
- FREQUENCY OF USE AND UPDATING
- NUMBER OF USERS USING A SPREADSHEET
- TIME IN USE

# ADDITIONAL QUESTION TO PRACTICTICE FROM:

# OCTOBER/NOVEMBER 2017

## QUESTION 1

1.1 C

1.2 C

1.3 C

1.4 B

1.5 A

1.6 C

1.7 C

1.8 C

## QUESTION 2

2.1 FALSE

2.2 FALSE

2.3 FALSE

2.4 TRUE

2.5 TRUE

2.6 FALSE

2.7 FALSE

2.8 TRUE


**QUESTION 3**

3.1 ENTERPRISE LEVEL ORGANISATION

3.2 SAGE 300

3.3

- ❖ **REQUIREMENT ANALYSIS** - THE ORGANISATION MUST FIRST DETERMINE ITS REQUIREMENTS FOR THE AIS, THESE SHOULD ALSO INCLUDE PLANNED FUTURE GROWTH IN THE ORGANISATION.
- ❖ **BUDGET** – WE NEED TO UNDERSTAND HOW MUCH BUDGET IS AVAILABLE FOR THE INITIAL INVESTMENT IN SOFTWARE, TRAINING AND IMPLEMENTATION AS WELL AS FOR SUCCEEDING YEARS MAINTENANCE, SUPPORT AND LICENSE FEE COST.
- ❖ **IMPLEMENTATION PERIOD** – IN THE SAME WAY AS THE ORGANISATION NEEDS TO BUDGET FOR THE COSTS,IT ALSO HAS TO BUDGET AND PLAN FOR THE TIME IT WILL TAKE TO IMPLEMENT THE AIS.

3.4 RETRIEVE

3.5 **XBRL** – THE ELECTRONIC COMMUNICATION OF FINANCIAL AND BUSINESS INFORMATION TO ALL STAKEHOLDERS.

3.6

- **INEXPERIENCED USERS** – SINCE XBRL IS STILL A FAIRLY NEW CONCEPT, NOT ALL USERS OR ACCOUNTANTS ARE FAMILIAR WITH IT,YET RESULTING IN MANY ERRORS.
- **COMPATIBILITY** – A CONCERN IS THAT NOT ALL TPS CAN EXPORT TO XBRL.

3.7

- REVENUE AND RECEIPT CYCLE

- PURCHASE AND PAYMENT CYCLE
- INVENTORY AND PRODUCTION CYCLE

3.8 **OLAP** – A SOFTWARE THAT ENABLES USERS TO INTERACTIVELY AND RAPIDILY ANALYSE LARGE DATA SETS FROM VARIOUS VIEWPOINTS.

3.9 BOTH OLAP AND DATA MINING ARE BUSINESS INTELLIGENCE TOOLS THAT COMPLEMENT EACH OTHER AND THEY ARE USED IN CONJUCTION WITH EACH OTHER.

## QUESTION 4

4.1 =RIGHT(A14,4)

4.2 =IF(E14< "5000","YES","NO")

4.3 =B14&" "&C14

4.4 =PMT(D22,C22,B22,0,0)

4.5 =ROUND((C22*E22),0)

4.6 =MIN(D22:D26)

4.7 =VLOOKUP(A6,A$14:H$18,8,FALSE)

4.8 =VLOOKUP(D6,$A$21:$F$26,2,TRUE)

4.9 =SUM(C6:C10)

4.10 =FV(C$3/12,F$6,C$4,G6,0)

4.11 =COUNTIF(F14:F18,"YES")

## QUESTION 5

5.1

| GENERAL LEDGER ACCOUNT DESCRIPTION | DEBIT/CREDT | AMOUNT R |
|---|---|---|
| CUSTOMER SUSPENSE ACCOUNT | DEBIT | 85 000.00 |
| LONG-TERM LOAN | CREDIT | 250 000.00 |
| OPENING BALANCE-LEDGER (MAIN SUSPENSE ACCOUNT) | DEBIT | 165 000.00 |

5.2.1 PROCESSING

5.2.2 FILE

5.2.3 VIEW

5.2.4 CHANGE

5.2.5 FILE

5.3 THERE WAS INSUFFICIENT QUANTITY ON HAND TO PLACE THE SALES ORDER HAS THE INVENTORY ITEM REACHED ITS MAXIMUM ORDER QUANTITY.

5.4

- PERPETUAL
- PERIODIC

5.5

- USER FIELDS
- BILLS OF MATERIAL

5.6 99

5.7.1 H

5.7.2 I

5.7.3 M

5.8.1 A PREFERRED SUPPLIER IS THE SUPPLIER FROM WHOM WE WILL ALWAYS FIRST TRY TO BUY BEFORE WE CONTACT ANY OTHER SUPPLIER FOR THE SAME INVENTORY ITEM.

5.8.2

- HE HAS THE LOWEST PRICES
- THE BBEST QUALITY
- ON-TIME DELIVERY
- PREFERENTIAL PAYMENTS TERMS

5.9

- CUSTOMER MASTERFILE
- INVENTORY MASTERFILE

- VAT REFERENCE FILE

5.10 **REORDER QUANTITY**= MAX REORDER QUANTITY –QUANTITY ON HAND

= 700-20

= **680**