AIN2601 DISCUSSION CLASS

FINAL MARK CALCULATION

Year mark: 25% 75% 100% Exam mark: Final mark:

You need a final mark of 50% to pass.

Supplementary students:
You need 50% in the exam to pass

Aegrotat students: Last semester's year mark transfers to this semester

Refer to TL103/2013 for more detail

EXAM INFO

QUESTION	MARKS
Multiple choice questions	8
Fill in the missing word questions	8
Longer questions from study guide 1 and 2 and Pastel Training	
Manual.	84
TOTAL	100

Part 1 and 4	Data management and utilisation Management reporting systems	± 30%
Part 3	Transaction processing	± 33%
Part 2	Spreadsheets	± 37%
TOTAL		100%

There are **NO OLD QUESTIONS** from previous exams in this exam paper.
All the questions for this exam are original questions!

WHAT TO STUDY

THEORY:

Part 1

Data management and utilisation

Part4

Management reporting systems

STUDY THE COMPLETE PART

WHAT TO STUDY

PASTEL:

- ▶ Pastel manual
- Part 3 in study guide 2, specifically Topic 6

In both instances look at the assessment questions/guidance

Answers to the Pastel manual questions:

▶ Pastel CD: "Data files accompanying Pastel course ware"

WHAT TO STUDY

EXCEL:

- Part 2 in study guide 1
- PRACTICE EXCEL!!! Complete all activities in Part 2 study guide 1.
- Know structures of Functions
- Given structures PMT, PV, FV & VLOOKUPknow when and how to use

PASTEL

PASTEL

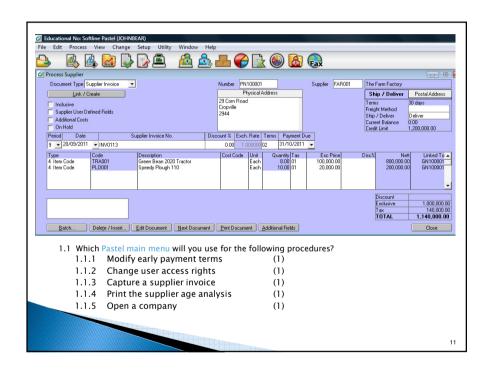
- QUESTION 1 November 2011 Exam paper
- > QUESTION 2 November 2011 Exam paper

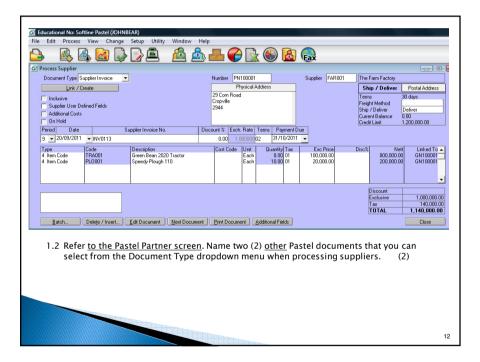
PASTEL QUESTION 1

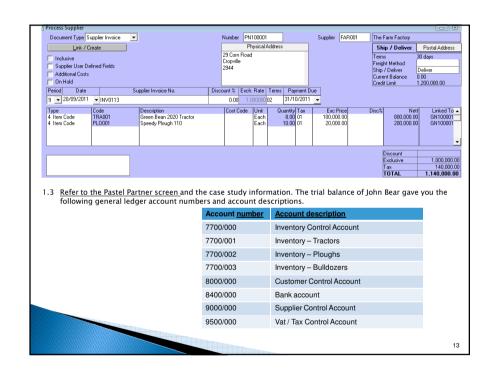
BACKGROUND

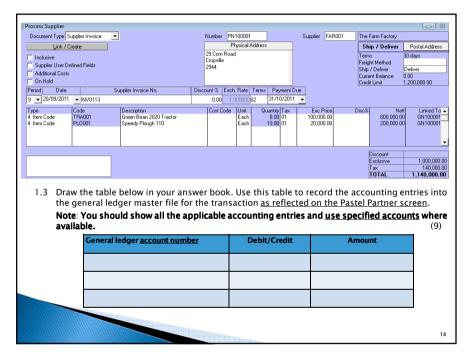
John Bear Equipment is a business that sells various types of farming and construction equipment including tractors, ploughs and bulldozers. They use Pastel to record their business transactions. Both John Bear and The Farm Factory (FAR001) are registered VAT vendors. John Bear always purchases tractors and ploughs on credit from The Farm Factory.

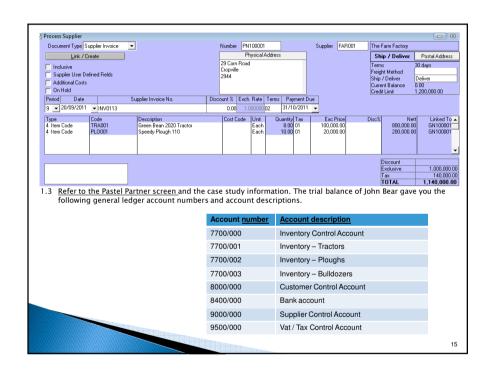
Pastel has been setup that the <u>inventory is integrated with</u> <u>the general ledger</u> (perpetual inventory system), and the inventory quantity on hand is therefore reflected as soon as it has been received into the system. It is the policy of John Bear to record the inventory immediately when received or sold.

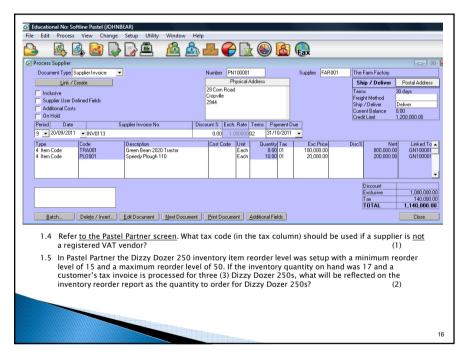












PASTEL QUESTION 2

BACKGROUND

John Bear Equipment is a business that sells various types of farming and construction equipment including tractors, ploughs and bulldozers. They use Pastel to record their business transactions. John Bear is a registered VAT vendor and they use both open item and balance forward processing for their supplier accounts.

John Bear purchase tractors and ploughs from their supplier The Farm Factory who is also a registered VAT vendor. The Farm Factory has <u>early payment terms</u> of 5% if payment is made within 10 days from period end.

C	vsis as at 31/10/2011				r	repared by. Educ	auunai rauk
Name	ysis als at 31/10/2011	120+ Days	90 Days	60 Days	30 Days	Current	Total Due
ivame		i∠∪+ Days	eu Days	ou Days	30 Days	Current	rotal Due
	- Dozing for Africa						
13/06/2011	PN100004	478,800.00	0.00	0.00	0.00	0.00	478,800.00
14/06/2011	PN100009	159,600.00	0.00	0.00	0.00	0.00	159,600.00
29/07/2011	PN100005		763,800.00	0.00	0.00	0.00	763,800.00
31/07/2011	EFT0118		478,800.00	0.00	0.00	0.00	-478,800.00
11/08/2011	PN100007	0.00	0.00	79,800.00	0.00	0.00	79,800.00
02/09/2011	EFT0123	0.00	0.00	0.00	-763,800.00	0.00	-763,800.00
23/09/2011	PN100002	0.00	0.00	0.00	741,000.00	0.00	741,000.00
31/10/2011	EFT0144	0.00	0.00	0.00	0.00	-741,000.00	-741,000.00
TOTAL : DOZ001	- Dozing for Africa	0.00	0.00	0.00	239,400.00	0.00	239,400.00
Address	PO Box 1112		: 018 459 7136		Currency Code:		
	Mudslide Valley		: 018 459 7138			1,500,000.00	
	2131		: Nandi Negobo)	Payment Terms:		
		Last Amt Paid				???????	
		Mobile Phone	: 083 164 8494		Email Address:	ncgoboN@dfa.co	o.za
Supplier FAR001	- The Farm Factory						
14/06/2011	INV0079	45 600 00	0.00	0.00	0.00	0.00	45,600.00
23/08/2011	INV0098	0.00	0.00	752 400 00	0.00	0.00	752.400.00
19/09/2011	EFT0129	0.00		-752 400 00	0.00	0.00	-752,400.00
20/09/2011	INV0113	0.00	0.00	0.00	1,140,000.00	0.00	1,140,000,00
07/10/2011	EFT0143	0.00	0.00	0.00	-1,140,000.00	0.00	-1.140.000.00
12/10/2011	INV0121	0.00	0.00	0.00	0.00	570,000.00	570,000.00
TOTAL : FAR001	- The Farm Factory	45,600.00	0.00	0.00	0.00	570,000.00	615,600.00
Address	PO Box 7983		019 889 4733		Currency Code:		
	Cropville		019 889 4734			1,200,000.00	
	2944		James Jones		Payment Terms:		
		Last Amt Paid				???????	
		Mobile Phone	: 082 741 1111		Email Address:	james@farmfact	ory.com
TOTAL:		45,600.00	0.00	0.00	239,400.00	570,000.00	855,000.00
		5.33%	0.00%	0.00%	28.00%	66.67%	100.00%
PERCENTAGE :			0.0070	5.0070	20.0070		

- 2.1 Refer to the <u>printed Pastel Partner Supplier Age Analysis</u>.
 2.1.1 Which supplier account was processed using <u>open item processing</u>? Provide a reason for your answer.
 (2)
 2.1.2 Which supplier account was processed using <u>balance forward processing</u>? Provide a reason for your answer.
 (2)

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2.2 Name one (1) reason why is it important to keep record of <u>early payment terms</u> provided by suppliers. (1)

2.3 In Pastel Partner early payment terms can be set from two timing periods / dates. What are the two (2) timing periods / dates from which early payment terms can be calculated?

Supplier A	ge Analysis as at 31/10/2011				-	repared by. Educ	vational Face	
Name		120+ Days	90 Days	60 Days	30 Days	Current	Total Due	
Supplier:C 13/06/201 14/06/201 29/07/201 31/07/201 11/08/201 02/09/201 23/09/201 31/10/201	1 PN100009 1 PN100005 1 EFT0118 1 PN100007 1 EFT0123 1 PN100002	478,800.00 159,600.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 763,800.00 -478,800.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 79,800.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 -763,800.00 741,000.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	478,800.00 159,600.00 763,800.00 -478,800.00 79,800.00 -763,800.00 741,000.00	_
TOTAL : E	OZ001 - Dozing for Africa	0.00	0.00	0.00	239,400.00	0.00	239,400.00	
Address	PO Box 1112 Mudslide Valley 2131	Cont Last Amt P	ne: 018 459 7136 ax: 018 459 7138 act: Nandi Negobo aid: 777777 ne: 083 164 8494		Payment Terms: Date:	1,500,000.00	o.za	
SupplierF 14/06/201 23/08/201 19/09/201 20/09/201 07/10/201 12/10/201	1 INV0098 1 EFT0129 1 INV0113 1 EFT0143	45,600.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 752,400.00 -752,400.00 0.00 0.00 0.00	0.00 0.00 0.00 1,140,000.00 -1,140,000.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 570,000.00	45,600.00 752,400.00 -752,400.00 1,140,000.00 -1,140,000.00 570,000.00	_
TOTAL : F	AR001 - The Farm Factory	45,600.00	0.00	0.00	0.00	570,000.00	615,600.00	
Address	PO Box 7983 Cropville 2944	Cont Last Amt P	ne: 019 889 4733 ax: 019 889 4734 act: James Jones aid: ??????? ine: 082 741 1111		Payment Terms: Date:	1,200,000.00	ory.com	
TOTAL: PERCENT	AGE:	45,600.00 5.33%	0.00 0.00%	0.00 0.00%	239,400.00 28.00%	570,000.00 66.67%	855,000.00 100.00%	
GRAND T	OTAL:						855,000.00	
Farm Factory	printed Pastel Pa was paid by Joh amount paid in	n Bear us	ing the re	ferenc	e EFT01	43.		
	part of your an		oiiii beai	to The		ictory: 311	ow detail	or you

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EXCEL

EXCEL - WHAT TO KNOW BEFORE YOU START

Signs/operators (Topic 2, SU4 par. 2.1)

Order of operations (Topic 2, SU4 par. 2.2)

- 1. Brackets ()
- 2. Exponents ^
- 3. Multiplication (*) and Division (/) from left to right
- 4. Addition (+) and Subtraction (-) from left to right Example: 100 + 100 * 2 = ??? (100 + 100) * 2 = ???

EXCEL - WHAT TO KNOW BEFORE YOU START

Changing the sign of an amount (Topic 2, SU4 par. 2.3)

-1 or add a - before the cell reference i.e. -B40 or function i.e. -IF

Percentages (Topic 2, SU4 par. 2.4)

A percentage = a fraction i.e. 100% = 1.

Cell formatted as %	Microsoft Office Excel underlying value in cell
7%	
14%	
72.5%	
100%	

Minus 1 mark if *100 or /100

Working with VAT (Topic 2, SU4 par. 2.5)

	R	%	Microsoft Office Excel underlying value
Amount excluding VAT			
VAT			
Amount including VAT			

The amount you need in R = the amount you need in % / the amount you have in % X the amount you have in R

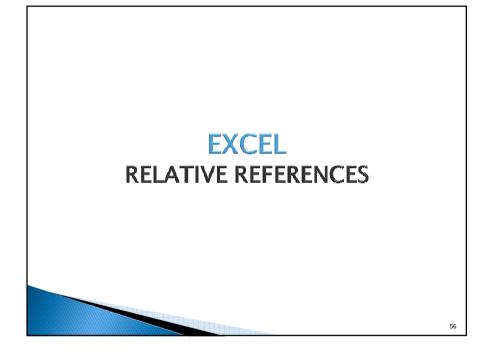
Amount including VAT = R3192 VAT% = 14% Amount excluding VAT = R???

Working with Gross profit (Topic 2, SU4 par. 2.5)

	R	%	Microsoft Office Excel underlying value
Cost of sales			
Gross profit			
Sales			

The amount you need in R = the amount you need in % / the amount you have in % X the amount you have in R

Sales = R4000 Gross profit % based on cost price= 25% Gross profit R = ?



Relative reference Copy down rows

	Α	В	С	D
1	500	130	98	5
2	600	220	57	7
3	700	990	15	9
4	900	380	37	6
5	200	870	42	3
6				
7	=A1*D1			
8				
9				
10				

Relative reference

Copy across columns

	Α	В	С	D	E
1	500	130	98	5	5
2	600	220	57	7	7
3	700	990	15	9	9
4	900	380	37	6	6
5	200	870	42	3	3
6					
7	=A1*B1				
8					

EXCELABSOLUTE REFERENCES

Absolute reference (\$)

Like glue!!

Locks the row and/or column reference in a cell reference

- Lock the row reference only: Insert \$ in front of row reference i.e. A\$1
- ▶ Lock the column reference only: Insert \$ in front of column reference i.e. \$A1
- Lock both the row and column reference: Insert \$ in front of both the row and column reference i.e. \$A\$1

Absolute reference

Copy down rows

Formula will be copied to range B9:B10. Reference to cell A1 must not change

	Α	В	С
1	14%	R 15.00	
2	33%	R 22.00	
3			
4	500	130	5
5	600	220	7
6	700	990	9
7			
8		=A1*C4	
9			
10			

Absolute reference

Copy across columns

Formula will be copied to range B8:C8. Reference to cell B1 must not change

	Α	В	С	D	E
1	14%	R 15.00			
2	33%	R 22.00			
3					
4	500	130	5	150	51
5	600	220	7	411	45
6	700	990	9	153	11
7					
8	=B1*C5				
9					

Absolute reference

Copy down rows and across columns

Formula will be copied to cells B9,C10. Reference to cell A1 must not change

	Α	В	С	D	E
1	14%	R 15.00			
2	33%	R 22.00			
3					
4	500	130	5	150	51
5	600	220	7	411	45
6	700	990	9	153	11
7					
8	=A1*B4				
9					
10					

HOW TO ANSWER AN EXCEL QUESTION

- Write down the structure of the Excel functions you must know out of your head
 Example = IF(logical_test,value_if_true,value-_if_false)
- READ all the provided information and underline/highlight the important information
- READ through the spreadsheet (left to right & top to bottom)
- If an amount/% is given in a cell you MUST use that cell reference in your formula/function
- Writing a formula: Write the formula using amounts and replace the amounts with the applicable cell reference
- -1 marks in exam Refer to Topic 2, SU5 paragraph 7
- Topic 2, SU5 very last self assessment activity

Excel questions

- QUESTION 1 November 2011 Exam paper
- > QUESTION 2 November 2011 Exam paper

EXCEL QUESTION 1

Excel 1

THE FOLLOWING IS APPLICABLE TO EXCEL QUESTION 1AND 2

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 questions 1 and 1:

- =VLOOKUP(lookup_value,table_array,col_index_num,range_lookup)
- =PMT(rate,nper,pv,fv,type)
- =FV(rate,nper,pmt,pv,type)
- $=\! \mathsf{PV}(\mathsf{rate},\!\mathsf{nper},\!\mathsf{pmt},\!\mathsf{fv},\!\mathsf{type})$

Excel 1

Lilly is the owner of Buttercup Bakery. She considers every day an opportunity to make people happy by baking mouth watering treats. Her specialities are red velvet cupcakes, fudge brownies, pecan nut pie, apple crumble, chocolate mousse and baked cheesecake. General ledger accounts, spreadsheets and reconciliations are in her opinion dull and boring. However, she does realise the importance of proper accounting records. Fortunately you are her best friend who is very good at compiling spreadsheets.

You offered to compile a spreadsheet for her to record her orders and calculate her gross profit for July 2011 and in return she offered to bake you fudge brownies.

She gave you the following information:

The gross profit percentage is based on cost of sales.

- The gross profit percentage is not the same for all products. Characters 4–6 of the product code indicate the gross profit percentage to use.
- > The structure of the product code is as follows:

1	2	3	4	5	6	7	8	9
x	x	х	1	1	1	v	V	v

| X | X | 1 | 1 | 1 | y | y | y | Characters 1-3: The first three letters come from the product description in column A.

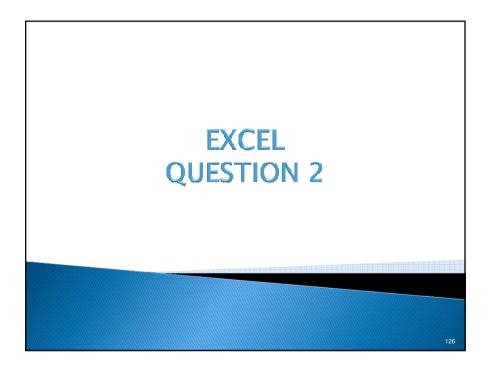
Characters 4-6: Indicates the gross profit percentage i.e. 'gross profit indicator'

Characters 7-9: The last three letters come from the product description in column A.

- The gross profit percentage is 25% (refer to cell B4) in the instance where the 'gross profit indicator' is smaller than 500.
- > The gross profit percentage is 30% (refer to cell B5) in the instance where the 'gross profit indicator' is 500 or higher.
- The details of all orders placed and delivered for July 2011.
- > The sales price per unit excluding VAT for every baked treat.
- > The order number is a combination of the customer code and the date of the order.
- Buttercup Bakery is a VAT vendor.

Excel 1 1 Buttercup Bakery 3 Gross profit percentage 4 Gross profit indicator <500 Gross profit 30% indicator >=500 7 CUSTOMER SUSAN DANIEL NONKU 8 Date of order 9 Customer code 10/07/2011 18/07/2011 05/07/2011 SAN NKU 10 Order number SAN10/07/2011 IEL18/07/2011 NKU05/07/2011 Product Product Units sold Units sold Units sold description sold 12 Red Velvet RED449KES Cupcakes 13 Fudge Brownies FUD500IES 22 14 Pecan Nut Pie PEC690PIE
15 Apple Crumble APP301BLE CHO741SSE Mousse Cheesecake BAK550AKE 18 TOTAL 20 GROSS PROFIT CALCULATION AS AT 31/07/2011 Cost per Gross profit Gross indicator profit% Sales price per unit excl VAT product excl Units sold gross VAT 22 BAK550AKE 550 R 15 30% 23 FUD500IES 24 RED449KES 500 30% R 70 R 54 R 352 449 25% R 15 R 12 R 162 APP301BLE 301 25% R 55 R 44 R 44 R 63 PEC690PIE R 40 R 31 690 30% R 80 CHO741SSE 741 30% R 62 6 R 108 124

Excel 1 Required: Use the provided information to 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! 1.1 Which spreadsheet formula was entered into cell D10 to determine the order number for Susan? Note: Your formula will be copied to cells E10:F10. 1.2 Which spreadsheet formula was entered into cell G12 to determine the total number of red velvet cupcakes sold in July 2011? Note: Your formula will be copies to cells G13:G17. 1.3 Which spreadsheet formula was entered into cell B22 to extract the 'gross profit indicator' from the product code in cell A22 for baked cheesecake (product code: BAK550AKE)? Note: Your formula will be copied to cells B23:B27. 1.4Which spreadsheet formula was entered into cell C22 to determine the gross profit percentage for baked cheesecake (product code: BAK550AKE)? Note: Your formula will be copied to cells C23:C27. 1.5 Which spreadsheet formula was entered into cell E22 to calculate the cost price per unit excluding VAT for baked cheesecake (product code: BAK550AKE)? Note: Your formula will be copied to cells E23:E27. 1.6Which spreadsheet formula was entered into cell F22 to obtain the total number of baked cheesecakes (product code: BAK550AKE) sold from the cell range B12:G17? Note: Your formula will be copied to cells F23:F27. [17] 125



Excel 2

Lilly is planning to host a birthday party for Buttercup Bakery to celebrate one year of being in business. She is considering three themes for the party and has obtained quotations for every theme. The three possible themes are 'High tea', 'Champagne breakfast' or 'Cocktail evening'. All quotations have been obtained from <u>VAT vendors</u>, but are exclusive of VAT.

She saves a monthly amount of R2 000 at a quarterly interest rate of 5% specifically for the birthday party, but is uncertain as to how much money she will have saved after one year. You compiled a spreadsheet for Lilly to calculate the total saved amount after a year.

Even though the 'High tea' theme party is the <u>most expensive option</u>, it is her favourite and she would love to go with this option. She decided to rather keep saving money than host the party, unless the most expensive option is less than the amount she will have saved after one year.

You obtained the following information from Lilly:

- A monthly amount of R2 000 is saved at the <u>beginning of every month</u>, refer to cell B4, over a period of one year, refer cell B6.
- A quarterly interest rate of 5% (refer to cell B5) will be applicable for one year
- > The Value Added Tax (VAT) percentage is 14%, refer to cell B9.
- Documentation for the quotations she has obtained, with estimated amounts exclusive of VAT.
- The linen, cutlery, crockery amounts are calculated as 50% of the quoted amount for venue hire.
- She will host the party provided she has saved enough money to afford the most expensive option, otherwise she will rather keep saving money.

The following spreadsheet has been compiled by you:

Excel 2

	Α	В	С	D
1	Buttercup Baker	y		
2	Birthday party planning			
3	, <u>,</u>			
4	Monthly amount to be			
	saved	R 2 000		
5	Quarterly interest rate	5%		
6	Term (years)	1		
7	Money available after			
	one year	R 26 766		
8				
9	VAT percentage	14%		
10				
11	Theme	High tea	Champagne breakfast	Cocktail evening
12	Venue	R 4 000	R 5 000	R 3 000
13	Flowers	R 4 500	R 3 000	R 1 000
14	Linen, cutlery, crockery	R 2 000	R 2 500	R 1 500
15	Photographer	R 500	R 500	R 500
16	Music	R 800	R 700	R 7 000
17	Decor	R 5 000	R 2 500	R 2 700
18	Food, beverages	R 3 500	R 4 000	R 3 200
19	Total excluding VAT	R 20 300	R 18 200	R 18 900
20	CASH BUDGET			
	AMOUNT (incl VAT)	23,142	20,748	21,546
21				
22	Most expensive theme	R 23 142		
	party			
23				
24	Will host the party?	Will host the party		
CLOSEGUE OF THE PARTY OF THE PA	HT0a			

Excel 2 Required: Use the provided information to 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! 2.1 Which spreadsheet formula was entered into cell B7 to calculate the amount which Lilly will have saved after one year? Note: Your answer should be a positive amount. 2.2 Which spreadsheet formula was entered into cell B14 to calculate the amount quoted for linen, cutlery and crockery for the 'High tea' theme party? The answer should be rounded to zero decimal digits. Note: Your formula will be copied to cells C14:D14. 2.3Which spreadsheet formula was entered into cell B20 to calculate the cash budget amount for the 'High tea' theme party? Note: Your formula will be copied to cells C20:D20. 2.4 Which spreadsheet formula was entered into cell B22 to determine which theme party will be the most expensive and will require the highest cash budget amount? 2.5 Which spreadsheet formula was entered into cell B24 to determine whether she will host the 'High tea' theme 5 Which spreadsheet formula was entered into cell B24 to determine whether she will host the range was party? She will host the party when the most expensive option costs less than the amount saved after one year, (3) otherwise she will rather **keep saving money**. [16] 129

Good luck with the exam!!