



**higher education  
& training**

Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

# **MARKING GUIDELINE**

**NATIONAL CERTIFICATE**

**COMPUTERISED FINANCIAL SYSTEMS N6**

**20 November 2023**

**This marking guideline consists of 11 pages.**

## QUESTION 1

|                  |                  |             |            |
|------------------|------------------|-------------|------------|
| COMPANY NAME     |                  | PERIOD      | DATE       |
| Stellies Traders |                  | 01          | 04/03/2022 |
| EMPLOYEE CODE    | EMPLOYEE NAME    | COST CENTRE |            |
| 001              | Mr Prince Galane |             |            |

|                                                                                                                                                   |                                   |                                |                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------------|-----------------------------|
| EMPLOYEE CODE                                                                                                                                     | 001                               | EMPLOYEE NAME                  | Mr Prince Galane            |
| DESIGNATION                                                                                                                                       | Supervisor ✓ 1 Name & Designation | COST CENTRE                    |                             |
| COMPANY NAME                                                                                                                                      | Stellies Traders                  | PERIOD                         | 01                          |
| PO Box 21                                                                                                                                         |                                   | DATE                           | 04/03/2022                  |
|                                                                                                                                                   |                                   | RATE                           | 120.00                      |
|                                                                                                                                                   |                                   | NORMAL HRS                     | 40.00                       |
| NEWCASTLE                                                                                                                                         | 2951                              |                                |                             |
| <b>INCOME</b>                                                                                                                                     |                                   |                                |                             |
| DESCRIPTION                                                                                                                                       | QUANTITY                          | RATE                           | AMOUNT                      |
| Hourly Wage                                                                                                                                       | 40.00 ✓ 3                         | 120.00 ✓ 4                     | 4,800.00                    |
| NIGHT OUT                                                                                                                                         |                                   |                                | 3,600.00 ✓ 5                |
| Overtime @ 1.5                                                                                                                                    | 6.00 ✓ 6                          | 180.00 ✓ 7                     | 1,080.00                    |
| Travel Allowance                                                                                                                                  |                                   |                                | 800.00 ✓ 8                  |
| Uniform Allowance                                                                                                                                 |                                   |                                | 250.00 ✓ 9                  |
| CELL PHONE ALLOWANCE                                                                                                                              |                                   |                                | 400.00 ✓ 10                 |
| ✓ 2 Rename of on all payslips:<br>NIGHT OUT<br>CELL PHONE ALLOWANCES<br>SPECIAL BONUS<br>STAFF ASSOCIATION<br>MED AID EMPLOYEE<br>GARNISHEE ORDER |                                   |                                |                             |
| <b>GROSS EARNINGS</b>                                                                                                                             |                                   |                                | 10,930.00                   |
| <b>BENEFITS</b>                                                                                                                                   |                                   | <b>COMPANY CONTRIBUTIONS</b>   |                             |
| Taxable Travel Portion                                                                                                                            | 640.00 ✓ 11                       | Pension                        | 300.00 ✓ 12                 |
| Medical Aid Fringe Benefit                                                                                                                        | 150.00                            | Medical Aid                    | 150.00 ✓ 13                 |
| Pension Fund Fringe Benefit                                                                                                                       | 300.00                            | Leave Accrual Value            | 655.38 ✓ 14 (both)          |
|                                                                                                                                                   |                                   | Bonus Accrual                  | 216.00                      |
| <b>DEDUCTIONS</b>                                                                                                                                 |                                   |                                |                             |
| DESCRIPTION                                                                                                                                       | BALANCE                           | AMOUNT                         |                             |
| STAFF ASSOCIATION                                                                                                                                 | 0.00                              | 75.00 ✓ 15                     |                             |
| Pension                                                                                                                                           | 0.00                              | 400.00 ✓ 16                    |                             |
| Med. Aid Tax Credit Applied                                                                                                                       | 0.00                              | -290.50                        |                             |
| PAYE Tax                                                                                                                                          | 0.00                              | 2,006.64                       |                             |
| UIF Contribution                                                                                                                                  | 0.00                              | 109.70                         |                             |
| MED AID EMPLOYEE                                                                                                                                  | 0.00                              | 300.00 ✓ 17                    |                             |
| Staff Loans                                                                                                                                       | 3,000.00 ✓ 18                     | 1,500.00 (both amounts)        |                             |
| Staff Saving                                                                                                                                      | 2,000.00 ✓ 19                     | 400.00 (both amounts)          |                             |
| GARNISHEE ORDER                                                                                                                                   | 0.00                              | 400.00 ✓ 20                    |                             |
| <b>TOTAL DEDUCTIONS</b>                                                                                                                           |                                   |                                | 4,900.84                    |
| <b>LEAVE DAYS DUE</b>                                                                                                                             | 4.33 ✓ 21                         | <b>NETT PAY</b>                |                             |
|                                                                                                                                                   |                                   | 6,029.16                       |                             |
| 3699 Gross Remuneration                                                                                                                           | 4103 Total Employee's Tax         | 4005 Medical Aid Contributions | 4001 Pension Fund - Current |
| 11,130.00                                                                                                                                         | 1,716.14                          | 450.00                         | 400.00                      |

(21)

|                      |                      |                    |             |
|----------------------|----------------------|--------------------|-------------|
| <b>COMPANY NAME</b>  |                      | <b>PERIOD</b>      | <b>DATE</b> |
| Stellies Traders     |                      | 02                 | 11/03/2022  |
| <b>EMPLOYEE CODE</b> | <b>EMPLOYEE NAME</b> | <b>COST CENTRE</b> |             |
| 001                  | Mr Prince Galane     |                    |             |

|                             |                           |                                |                             |
|-----------------------------|---------------------------|--------------------------------|-----------------------------|
| <b>EMPLOYEE CODE</b>        | 001                       | <b>EMPLOYEE NAME</b>           | Mr Prince Galane            |
| <b>DESIGNATION</b>          | Supervisor                | <b>COST CENTRE</b>             |                             |
| <b>COMPANY NAME</b>         | Stellies Traders          | <b>PERIOD</b>                  | 02                          |
| PO Box 21                   |                           | <b>DATE</b>                    | 11/03/2022                  |
|                             |                           | <b>RATE</b>                    | 150.00                      |
| NEWCASTLE                   | 2951                      | <b>NORMAL HRS</b>              | 40.00                       |
| <b>INCOME</b>               |                           |                                |                             |
| <b>DESCRIPTION</b>          | <b>QUANTITY</b>           | <b>RATE</b>                    | <b>AMOUNT</b>               |
| Hourly Wage                 | 38.00 ✓ 1                 | 150.00 ✓ 2                     | 5,700.00                    |
| SPECIAL BONUS               |                           |                                | 1,000.00 ✓ 3                |
| NIGHT OUT                   |                           |                                | 2,550.00 ✓ 4                |
| Commission                  |                           |                                | 1,500.00                    |
| Overtime @ 1.5              | 5.00 ✓ 5 (both)           | 225.00                         | 1,125.00                    |
| Travel Allowance            |                           |                                | 800.00                      |
| Uniform Allowance           |                           |                                | 250.00                      |
| CELL PHONE ALLOWANCE        |                           |                                | 400.00                      |
| <b>GROSS EARNINGS</b>       |                           |                                | <b>13,325.00</b>            |
| <b>BENEFITS</b>             |                           | <b>COMPANY CONTRIBUTIONS</b>   |                             |
| Taxable Travel Portion      | 640.00                    | Pension                        | 300.00                      |
| Medical Aid Fringe Benefit  | 150.00                    | Medical Aid                    | 150.00                      |
| Pension Fund Fringe Benefit | 300.00                    | Leave Accrual Value            | 655.38                      |
|                             |                           | Bonus Accrual                  | 270.00                      |
| <b>DEDUCTIONS</b>           |                           |                                |                             |
| <b>DESCRIPTION</b>          | <b>BALANCE</b>            | <b>AMOUNT</b>                  |                             |
| STAFF ASSOCIATION           | 0.00                      | 75.00                          |                             |
| Pension                     | 0.00                      | 400.00                         |                             |
| Med. Aid Tax Credit Applied | 0.00                      | -290.50                        |                             |
| PAYE Tax                    | 0.00                      | 3,097.06                       |                             |
| UIF Contribution            | 0.00                      | 67.42                          |                             |
| MED AID EMPLOYEE            | 0.00                      | 300.00                         |                             |
| Staff Loans                 | 1,500.00                  | 1,500.00                       |                             |
| Staff Saving                | 2,400.00                  | 400.00                         |                             |
| GARNISHEE ORDER             | 0.00                      | 200.00 ✓ 6                     |                             |
| <b>TOTAL DEDUCTIONS</b>     |                           |                                | <b>5,748.98</b>             |
| <b>LEAVE DAYS DUE</b>       | <b>4.66</b>               | <b>NETT PAY</b>                | <b>7,576.02</b>             |
| 3699 Gross Remuneration     | 4103 Total Employee's Tax | 4005 Medical Aid Contributions | 4001 Pension Fund - Current |
| 24,655.00                   | 4,522.70                  | 900.00                         | 800.00                      |

(5)

|                  |                  |             |            |
|------------------|------------------|-------------|------------|
| COMPANY NAME     |                  | PERIOD      | DATE       |
| Stellies Traders |                  | 03          | 18/03/2022 |
| EMPLOYEE CODE    | EMPLOYEE NAME    | COST CENTRE |            |
| 001              | Mr Prince Galane |             |            |

|                                |                           |                                |                             |
|--------------------------------|---------------------------|--------------------------------|-----------------------------|
| EMPLOYEE CODE                  | 001                       | EMPLOYEE NAME                  | Mr Prince Galane            |
| DESIGNATION                    | Supervisor                | COST CENTRE                    |                             |
| COMPANY NAME                   | Stellies Traders          | PERIOD                         | 03                          |
| PO Box 21                      |                           | DATE                           | 18/03/2022                  |
|                                |                           | RATE                           | 150.00                      |
| NEWCASTLE                      | 2951                      | NORMAL HRS                     | 40.00                       |
| <b>INCOME</b>                  |                           |                                |                             |
| DESCRIPTION                    | QUANTITY                  | RATE                           | AMOUNT                      |
| Hourly Wage                    | 35.00 ✓ 1                 | 150.00                         | 5,250.00                    |
| Leave Pay Paid Out             |                           | Leave days due must be 0.00    | 11,105.25 ✓ 2               |
| Travel Allowance               |                           |                                | 800.00                      |
| Uniform Allowance              |                           |                                | 250.00                      |
| CELL PHONE ALLOWANCE           |                           |                                | 400.00                      |
| <b>GROSS EARNINGS</b>          |                           |                                | <b>17,805.25</b>            |
| <b>BENEFITS</b>                |                           | <b>COMPANY CONTRIBUTIONS</b>   |                             |
| Taxable Travel Portion         | 640.00                    | Pension                        | 300.00                      |
| Medical Aid Fringe Benefit     | 150.00                    | Medical Aid                    | 150.00                      |
| Pension Fund Fringe Benefit    | 300.00                    | Leave Accrual Value            | 734.42                      |
|                                |                           | Bonus Accrual                  | 270.00                      |
| <b>DEDUCTIONS</b>              |                           |                                |                             |
| DESCRIPTION                    | BALANCE                   | AMOUNT                         |                             |
| STAFF ASSOCIATION              | 0.00                      | 75.00                          |                             |
| Pension                        | 0.00                      | 400.00                         |                             |
| Med. Aid Tax Credit Applied    | 0.00                      | -290.50                        |                             |
| PAYE Tax                       | 0.00                      | 4,311.95                       |                             |
| MED AID EMPLOYEE               | 0.00                      | 300.00                         |                             |
| Staff Loans                    | 0.00                      | 1,500.00                       |                             |
| Staff Saving                   | 0.00 ✓ 3                  | 2,400.00                       |                             |
| GARNISHEE ORDER                | 0.00                      | 400.00                         |                             |
| <b>TOTAL DEDUCTIONS</b>        |                           |                                | <b>4,296.45</b>             |
| <b>LEAVE DAYS DUE</b> ✓ 2 0.00 |                           | <b>NETT PAY</b> 13,508.80      |                             |
| 3689 Gross Remuneration        | 4103 Total Employee's Tax | 4005 Medical Aid Contributions | 4001 Pension Fund - Current |
| 42,660.25                      | 8,544.15                  | 1,350.00                       | 1,200.00                    |
| (3)                            |                           |                                |                             |

|                  |                |             |            |
|------------------|----------------|-------------|------------|
| COMPANY NAME     |                | PERIOD      | DATE       |
| Stellies Traders |                | 4           | 25/03/2022 |
| EMPLOYEE CODE    | EMPLOYEE NAME  | COST CENTRE |            |
| 002              | Mrs Annah Dube |             |            |

|                             |                           |                                |                             |
|-----------------------------|---------------------------|--------------------------------|-----------------------------|
| EMPLOYEE CODE               | 002                       | EMPLOYEE NAME                  | Mrs Annah Dube              |
| DESIGNATION                 | Finance Manager           | ✓ 1 (both name & designation)  | COST CENTRE                 |
| COMPANY NAME                | Stellies Traders          | PERIOD                         | 4                           |
| PO Box 21                   |                           | DATE                           | 25/03/2022                  |
| NEWCASTLE                   | 2951                      | RATE                           | 125.00                      |
|                             |                           | NORMAL HRS                     | 40.00                       |
| <b>INCOME</b>               |                           |                                |                             |
| DESCRIPTION                 | QUANTITY                  | RATE                           | AMOUNT                      |
| Hourly Wage                 | 40.00 ✓ 2                 | 125.00 ✓ 3                     | 5,000.00                    |
| NIGHT OUT                   |                           |                                | 1,400.00 ✓ 4                |
| Overtime @ 1.5              | 4.00 ✓ 5                  | 167.50 ✓ 6                     | 750.00                      |
| CELL PHONE ALLOWANCE        |                           |                                | 200.00 ✓ 7                  |
| <b>GROSS EARNINGS</b>       |                           |                                | 7,350.00                    |
| <b>BENEFITS</b>             |                           | <b>COMPANY CONTRIBUTIONS</b>   |                             |
| Pension Fund Fringe Benefit | 71.00                     | Pension                        | 71.00 ✓ 8                   |
|                             |                           | Leave Accrual Value            | 386.48 ✓ 9                  |
|                             |                           | Bonus Accrual                  | 159.75                      |
| <b>DEDUCTIONS</b>           |                           |                                |                             |
| DESCRIPTION                 | BALANCE                   | AMOUNT                         |                             |
| STAFF ASSOCIATION           | 0.00                      | 100.00 ✓ 10                    |                             |
| Pension                     | 0.00                      | 200.00 ✓ 11                    |                             |
| PAYE Tax                    | 0.00                      | 1,504.32                       |                             |
| UIF Contribution            | 0.00                      | 74.21                          |                             |
| Staff Saving                | Balance and amount        | -2,750.00 ✓ 12                 | 550.00                      |
| GARNISHEE ORDER             | 0.00                      | 500.00 ✓ 13                    |                             |
| <b>TOTAL DEDUCTIONS</b>     |                           |                                | 2,928.53                    |
| LEAVE DAYS DUE              | 0.19 ✓ 14                 | <b>NETT PAY</b>                |                             |
| 3699 Gross Remuneration     | 4103 Total Employee's Tax | 4005 Medical Aid Contributions | 4001 Pension Fund - Current |
| 7,421.00                    | 1,504.32                  | 0.00                           | 271.00                      |
| (14)                        |                           |                                |                             |

Educational Pack (For Educational Use Only) - Stellies Traders

Print Note

| Type     | Code    | Status | Subject      | Action Date | Entry Date |
|----------|---------|--------|--------------|-------------|------------|
| Employee | ✓ 1 001 | Open   | FAMILY LEAVE | 03/05/2023  | 03/05/2023 |

Note

Prince Galane took family responsibility leave from 8 - 10 March 2022 due to a family member passing away. ✓ 2

(2)

Employee Masterfile

|                        |                        |                             |                    |
|------------------------|------------------------|-----------------------------|--------------------|
| 002                    | Mrs Annah Dube         | Profile :                   | Status : Processed |
| <b>Personal</b>        |                        |                             |                    |
| <b>Details</b>         |                        | <b>Contacts</b>             |                    |
| Start Date             | 21/03/2022             | Work Phone No.              |                    |
| Date of Birth          | 16/06/1982 ✓ 1         | Home Phone No.              |                    |
| Identification Number  | 8206164510088          | Cell Number                 |                    |
| Passport Number        |                        | Fax No.                     |                    |
| Country of Issue       | ZAF                    | Contact Name                | Joshua             |
| Gender                 | Female ✓ 2             | Contact No.                 |                    |
| Marital Status         | Married                | E-mail Address              |                    |
| Dependants             | 2 Contact Name as well |                             |                    |
| <b>Preferences</b>     |                        |                             |                    |
| Self Service           | No                     |                             |                    |
| <b>Addresses</b>       |                        |                             |                    |
| <b>Postal Address</b>  |                        | <b>Residential Address</b>  |                    |
| Same as Residential    |                        | Unit Number                 |                    |
|                        |                        | Complex                     |                    |
|                        |                        | Street Number               | 150                |
|                        |                        | Street/Name of Farm         | Van Walt Street    |
|                        |                        | Suburb/District             | Newcastle ✓ 3      |
|                        |                        | City/Town                   | Durban             |
|                        |                        | Postal Code                 | 2951               |
|                        |                        | Country Code                | ZA                 |
| <b>Payment Details</b> |                        |                             |                    |
| Pay Frequency          | Weekly                 | Bank/Branch                 | 02                 |
| Payment Method         | Bank Transfer          | Account Number              | 152013             |
| Pay Point              |                        | Account Holder              | Dube A ✓ 4         |
| Payslip Language       | ENG English            | Account Holder Relationship | Own                |
|                        |                        | Account Type                | Transmission       |
|                        |                        | Foreign Bank Account        | False              |
|                        |                        | Credit Line No.             |                    |
| Cost Centre            |                        |                             |                    |
| Job Code               |                        |                             |                    |
| Department Code        |                        |                             |                    |
| Occupation             | Finance Manager        |                             |                    |
| Reports To             |                        |                             |                    |

(4)

[50]

**QUESTION 2**

EXAMINATION (#)

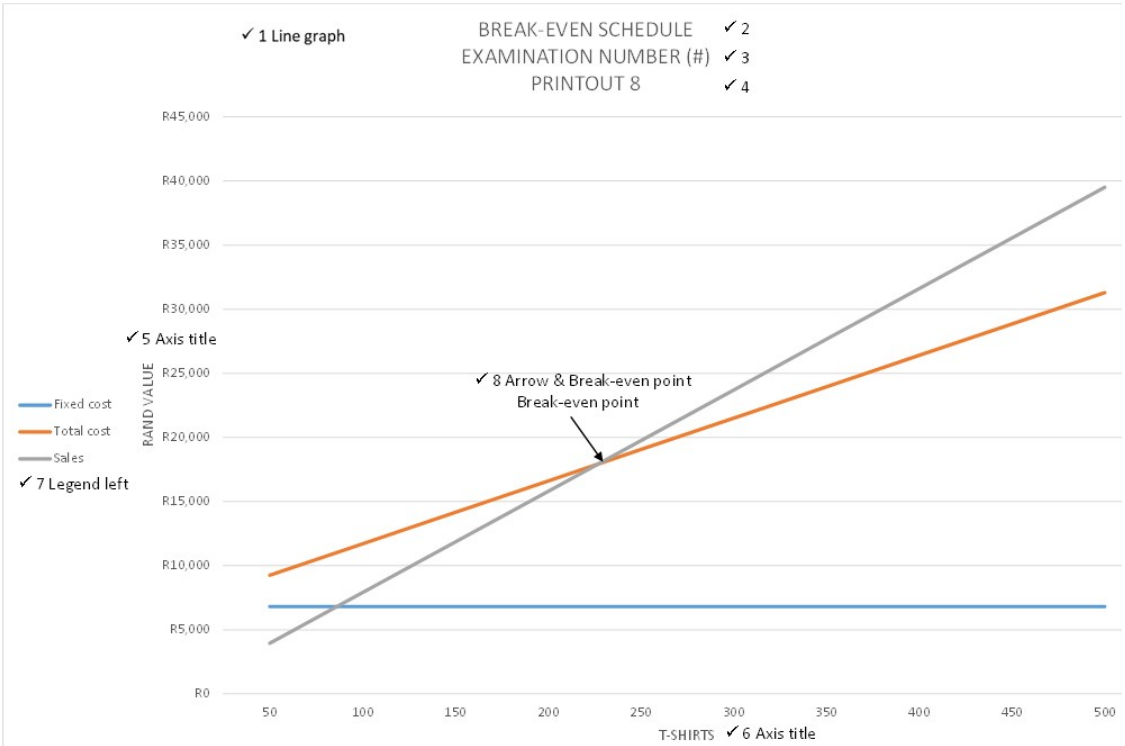
PRINTOUT 7

- 2.1 2.1.1 Marginal income per unit  
 Selling price per unit – Variable cost price unit 1  
 $R79\checkmark - R49\checkmark$  2, 3  
 $R30\checkmark$  4
- 2.1.2 Break-even quantity  
 Total fixed cost/Marginal income per unit 1  
 $R6\ 800\checkmark / R30\checkmark$  2, 3  
 227 T-shirts $\checkmark$  4
- 2.1.3 Break-even value  
 Break-even quantity \* Selling price unit 1  
 $227\checkmark * R79\checkmark$  2, 3  
 $17\ 993\checkmark$  4
- 2.1.4 Safety margin in R  
 Sales-break-even quantity $\checkmark$  1  
 $(79 * 500) - 17\ 933\checkmark$  2  
 $39\ 500 - 17\ 933\checkmark$  3  
 $R21\ 567\checkmark$  4

| Units |                | Variable Cost |                | Fixed Cost |                | Total Cost |                | Sales   |                 | Profit/Loss |                 |
|-------|----------------|---------------|----------------|------------|----------------|------------|----------------|---------|-----------------|-------------|-----------------|
| 50    | $\checkmark$ 1 | R2,450        | $\checkmark$ 3 | R6,800     | $\checkmark$ 5 | R9,250     | $\checkmark$ 7 | R3,950  | $\checkmark$ 9  | -R5,300     | $\checkmark$ 11 |
| 100   |                | R4,900        |                | R6,800     |                | R11,700    |                | R7,900  |                 | -R3,800     |                 |
| 150   |                | R7,350        |                | R6,800     |                | R14,150    |                | R11,850 |                 | -R2,300     |                 |
| 200   |                | R9,800        |                | R6,800     |                | R16,600    |                | R15,800 |                 | -R800       |                 |
| 250   |                | R12,250       |                | R6,800     |                | R19,050    |                | R19,750 |                 | R700        |                 |
| 300   |                | R14,700       |                | R6,800     |                | R21,500    |                | R23,700 |                 | R2,200      |                 |
| 350   |                | R17,150       |                | R6,800     |                | R23,950    |                | R27,650 |                 | R3,700      |                 |
| 400   |                | R19,600       |                | R6,800     |                | R26,400    |                | R31,600 |                 | R5,200      |                 |
| 450   |                | R22,050       |                | R6,800     |                | R28,850    |                | R35,550 |                 | R6,700      |                 |
| 500   | $\checkmark$ 2 | R24,500       | $\checkmark$ 4 | R6,800     | $\checkmark$ 6 | R31,300    | $\checkmark$ 8 | R39,500 | $\checkmark$ 10 | R8,200      | $\checkmark$ 12 |

- Any neat lines  $\checkmark$  (13)  
 Rands currency  $\checkmark$  (14)  
 Amounts as integers  $\checkmark$  (15)  
 Portrait page  $\checkmark$  (16)

(16)



(8)  
[40]

## QUESTION 3

EXAMINATION NUMBER (#)

PRINTOUT 9

**SALARY STATEMENT OF STELLIES TRADERS**  
**September 2022**

| NAME        | NORMAL<br>SALARY<br>TOTAL |        | OVERTIME<br>TOTAL |      | GROSS<br>SALARY |      | TOTAL<br>DEDUCTIONS |      | NET SALARY |
|-------------|---------------------------|--------|-------------------|------|-----------------|------|---------------------|------|------------|
| Behardien T | R15,000.00                | ✓✓ 4,5 | R0.00             |      | R15,000.00      | ✓ 6  | R5,710.00           |      | R9,290.00  |
| Mkrola F    | R16,500.00                | ✓ 7    | R1,680.00         | ✓ 8  | R18,180.00      | ✓ 9  | R6,896.80           | ✓ 10 | R11,283.20 |
| Sigwetu U   | R16,500.00                | ✓ 12   | R3,937.50         | ✓ 13 | R20,437.50      | ✓ 14 | R7,646.63           |      | R12,790.88 |
| TOTAL       | R48,000.00                |        | R5,617.50         |      | R53,617.50      |      | R20,253.43          |      | R33,364.08 |

✓ 1 **Bold & capital letters**✓ 2 **Date format**✓ 3 **Heading centre**

✓ 11

✓ 15

**DEDUCTIONS**

| NAME        | TAX<br>30% |      | PENSION<br>12% |  | MEDICAL<br>AID |  | UIF<br>1% |      | TOTAL<br>DEDUCTIONS |
|-------------|------------|------|----------------|--|----------------|--|-----------|------|---------------------|
| Behardien T | R3,010.00  |      | R1,800.00      |  | R750.00        |  | R150.00   |      | R5,710.00           |
| Mkrola F    | R3,910.00  | ✓ 18 | R1,980.00      |  | R825.00        |  | R181.80   | ✓ 19 | R6,896.80           |
| Sigwetu U   | R4,587.25  |      | R1,980.00      |  | R875.00        |  | R204.38   |      | R7,646.63           |
| TOTAL       | R11,507.25 |      | R5,760.00      |  | R2,450.00      |  | R536.18   |      | R20,253.43          |

✓ 16 **Bold**✓ 17 **Heading centre**

✓ 20

|                              |  |           |  |           |      |         |      |           |
|------------------------------|--|-----------|--|-----------|------|---------|------|-----------|
| <b>COMPANY CONTRIBUTIONS</b> |  | R4,800.00 |  | R1,837.50 | ✓ 21 | R536.18 | ✓ 22 | R7,173.68 |
|------------------------------|--|-----------|--|-----------|------|---------|------|-----------|

✓ 23

**Bold** ✓ 24

Header: EXAMINATION NUMBER (#), PRINTOUT 9

✓ 25

2 Decimals

✓✓ 26,27

Horizontal &amp; vertical lines

✓✓ 28,29

Column widths

✓ 30

1 Landscape page

✓ 31

**[31]**

QUESTION 4

EXAMINATION NUMBER (#)

PRINTOUT 10

| <b><i>STELLIES TRADERS</i></b> ✓ 1 Center, font size 16, bold, italics, underline |           |          |      |             |      |                |      |          |               |
|-----------------------------------------------------------------------------------|-----------|----------|------|-------------|------|----------------|------|----------|---------------|
| Discount rate: 15%                                                                |           |          |      |             |      |                |      |          |               |
| DATE PURCHASED                                                                    | ITEM      | QUANTITY |      | TOTAL PRICE |      | PRICE PER UNIT |      | DISCOUNT | NET PRICE     |
| 2022-07-10                                                                        | Rings     | 110      |      | 11 880.00   |      | 108.00         | ✓ 2  | 16.20    | ✓ 3 R 91.80   |
| 2022-08-01                                                                        | Chains    | 214      |      | 33 384.00   |      | 156.00         | ✓ 5  | 23.40    | ✓ 6 R 132.60  |
| 2022-10-21                                                                        | Watches   | 84       |      | 22 680.00   |      | 270.00         | ✓ 8  | 40.50    | ✓ 9 R 229.50  |
| 2022-11-05                                                                        | Earrings  | 312      |      | 14 664.00   |      | 47.00          | ✓ 11 | 7.05     | ✓ 12 R 39.95  |
| 2022-11-12                                                                        | Bracelets | 98       |      | 14 210.00   |      | 145.00         | ✓ 14 | 21.75    | ✓ 15 R 123.25 |
| TOTAL                                                                             |           | 818      | ✓ 17 | 96 818.00   | ✓ 18 |                |      |          |               |
| AVERAGE                                                                           |           |          |      |             |      | 145.20         | ✓ 19 |          |               |
| 2023-05-09                                                                        |           |          |      |             |      |                |      |          |               |

Align the word discount rate in cell F2 and 15% in G2

Insert the lines as indicated

Date same format & insert =TODAY() in cell A11

Sort all information in date order

2 decimals and currency

Examination number and PRINTOUT 10 as a header

✓ 20

✓ 21

✓ 22

✓ 23

✓ 24

✓ 25

TOTAL: 25

EXAMINATION NUMBER (#)

PRINTOUT 11

| <b><i>STELLIES TRADERS</i></b> |           |             |     |             |     |                 |     |            |           |
|--------------------------------|-----------|-------------|-----|-------------|-----|-----------------|-----|------------|-----------|
| Discount rate: 0.15            |           |             |     |             |     |                 |     |            |           |
| DATE PURCHASED                 | ITEM      | QUANTITY    |     | TOTAL PRICE |     | PRICE PER UNIT  |     | DISCOUNT   | NET PRICE |
| 44752                          | Rings     | 110         |     | 11880       |     | =F4/C4          |     | =I4*\$M\$2 | =I4-L4    |
| 44774                          | Chains    | 214         |     | 33384       |     | =F5/C5          |     | =I5*\$M\$2 | =I5-L5    |
| 44855                          | Watches   | 84          |     | 22680       |     | =F6/C6          |     | =I6*\$M\$2 | =I6-L6    |
| 44870                          | Earrings  | 312         |     | 14664       |     | =F7/C7          |     | =I7*\$M\$2 | =I7-L7    |
| 44877                          | Bracelets | 98          |     | 14210       |     | =F8/C8          |     | =I8*\$M\$2 | =I8-L8    |
| TOTAL                          |           | =SUM(C4:C8) | ✓ 1 | =SUM(F4:F8) | ✓ 2 |                 | ✓ 3 | ✓✓         | ✓         |
| AVERAGE                        |           |             |     |             |     | =AVERAGE(I4:I8) | ✓ 4 | 5,6        | 7         |
| =TODAY()                       |           |             |     |             |     |                 |     |            |           |

Absolute cell

TOTAL: 7

EXAMINATION NUMBER (#)

PRINTOUT 12

|    | A                                            | B         | C        | D              | E                    | F          | G            |
|----|----------------------------------------------|-----------|----------|----------------|----------------------|------------|--------------|
| 1  | <u><b>STELLIES TRADERS</b></u>               |           |          |                |                      |            |              |
| 2  | Discount rate: 0.15                          |           |          |                |                      |            |              |
|    | DATE<br>PURCHASED                            | ITEM      | QUANTITY | TOTAL<br>PRICE | PRICE<br>PER<br>UNIT | DISCOUNT   | NET<br>PRICE |
| 3  |                                              |           |          |                |                      |            |              |
| 4  | 44752                                        | Rings     | 110      | 11880          | =D4/C4               | =E4*\$G\$2 | =E4-F4       |
| 7  | 44870                                        | Earrings  | 312      | 14664          | =D7/C7               | =E7*\$G\$2 | =E7-F7       |
| 8  | 44877                                        | Bracelets | 98       | 14210          | =D8/C8               | =E8*\$G\$2 | =E8-F8       |
| 11 | =TODAY()                                     |           |          |                |                      |            |              |
| 12 |                                              |           |          |                |                      |            |              |
| 13 | Display only Rings, Earrings & Bracelets     | ✓✓✓       | 1,2,3    |                |                      |            |              |
| 14 | Footer: Centered                             | ✓         | 4        |                |                      |            |              |
| 15 | Footer: Rename sheet to PRICE LESS THAN R125 | ✓         | 5        |                |                      |            |              |
| 16 | Adjust column widths                         | ✓         | 6        |                |                      |            |              |
| 17 | Print with row and column headings           | ✓         | 7        |                |                      |            |              |
| 18 | PRINTOUT 12 as a header                      | ✓         | 8        |                |                      |            |              |
| 19 | TOTAL: 8                                     |           |          |                |                      |            |              |

PRICE LESS THAN R125

**QUESTION 5**

EXAMINATION NUMBER (#)

PRINTOUT 13

**CASH BUDGET OF STELLIES TRADERS**

|                       | SEPTEMBER 2022 |    |       |
|-----------------------|----------------|----|-------|
| Opening Balance       | 300 300        | ✓  | 1     |
| ESTIMATED RECEIPTS    |                |    |       |
| Cash Sales            | 601 250        | ✓✓ | 2,3   |
| Receipts from Debtors | 1 300 000      |    |       |
| TOTAL CASH AVAILABLE  | 2 201 550      | ✓  | 4     |
| ESTIMATED PAYMENTS    | 1 647 725      | ✓  | 5     |
| Payments to creditors | 1 170 150      | ✓✓ | 6,7   |
| Cash Purchases        | 288 000        | ✓✓ | 8,9   |
| Wages                 | 145 275        | ✓✓ | 10,11 |
| Rent Paid             | 17 325         | ✓✓ | 12,13 |
| Other Expenses        | 26 975         | ✓✓ | 14,15 |
| CLOSING BALANCE       | 553 825        | ✓✓ | 16,17 |

Header: EXAMINATION NUMBER (#), PRINTOUT 13 ✓ 18

Integers and letter space as thousand separator ✓ 19

Lines ✓ 20

(20)

EXAMINATION (#)

PRINTOUT 14

5.8 5.8.1

|                          |             |                    |        |
|--------------------------|-------------|--------------------|--------|
| Sales Budget             | T-SHIRTS    | LONG-SLEEVE SHIRTS |        |
| Expected sales           | 150000      | 100000             |        |
| x Selling price per unit | R90         | R125               |        |
|                          | R13,500,000 | R12,500,000        | ✓✓ 3,4 |

5.8.2

|                      |          |                    |      |
|----------------------|----------|--------------------|------|
| Production Budget    | T-SHIRTS | LONG-SLEEVE SHIRTS |      |
| Sales required       | 150000   | 100000             | ✓ 6  |
| Add: Closing Stock   | 10000    | 12000              | ✓ 8  |
|                      | 160000   | 112000             |      |
| Less: Opening Stock  | 15000    | 8000               | ✓ 10 |
| Units to be produced | 145000   | 104000             | ✓ 12 |

5.8.3

|                         |             |                    |                |
|-------------------------|-------------|--------------------|----------------|
| Labour Budget           | T-SHIRTS    | LONG-SLEEVE SHIRTS |                |
| Production required     | 145000      | 104000             |                |
| x Labour hours per unit | 2           | 3                  |                |
| Total labour hours      | 290000      | 312000             |                |
| x Labour rate per unit  | R35         | R45                |                |
| Total labour cost       | R10,150,000 | R14,040,000        | ✓✓ 13,14 15,16 |

5.8.4

|                                                 |            |      |
|-------------------------------------------------|------------|------|
| Manufacturing Overhead budget                   |            |      |
| Variable overheads (145000+104000=249000) x 3.5 | R871,500   | ✓ 17 |
| Fixed overheads (40000 x 12 months)             | R480,000   | ✓ 18 |
|                                                 | R1,351,500 | ✓ 19 |

(19)

[39]

**TOTAL: 200**