



higher education  
& training

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

# MARKING GUIDELINE

NATIONAL CERTIFICATE

**COMPUTERISED FINANCIAL SYSTEMS N5**

**8 November 2022**

This marking guideline consists of 13 pages.

**SECTION A: PASTEL PARTNER****QUESTION 1.1.10: PRINTOUT 1**

Educational No: Marking Guideline		30/09/22 11:31 Page: 1	
Trial Balance : 01/03/02 to 30/04/22		Prepared by: Educational Pack	
Last Year	Account	DR	CR
0.00	5100/000 Retained income		562,600.00 ✓✓
0.00	6000/000 Land and buildings	255,600.00 ✓	
	6100/000 Equipment		
0.00	6100/010 Equipment - Cost price	65,000.00 ✓	
0.00	6100/020 Equipment - Accumulated depreciation		12,700.00 ✓
	6200/000 Vehicles		
0.00	6200/010 Vehicles - Cost price	101,000.00 ✓	
0.00	6200/020 Vehicles - Accumulated depreciation		22,900.00 ✓
0.00	7500/000 Trading inventory	156,200.00 ✓	
0.00	8000/000 Trade receivables	42,000.00 ✓	
0.00	8200/000 Provision for credit losses		8,400.00 ✓
0.00	8400/000 Bank	75,100.00 ✓	
0.00	8410/000 Petty cash	6,500.00 ✓	
0.00	9000/000 Trade payables		38,500.00 ✓
0.00	9200/000 VAT control: SARS		16,300.00 ✓
0.00	9500/000 Loan: KK Bank (11%)		40,000.00 ✓
0.00	NO PROFIT OR LOSS		
0.00		701,400.00	701,400.00
0.00	NO PROFIT OR LOSS		
0.00			

(15)

**MARK THE CORRECT AMOUNTS, DEBITED OR CREDITED CORRECTLY****ALTERNATIVE PRINTOUTS:****MARK ENTRY TYPE DETAILS OR GENERAL JOURNAL BATCH LISTINGS****-1 FOR WRONG PRINTOUT**

**QUESTION 1.2.1: PRINTOUT 2**

Educational No: DAR Marking Guideline		23/09/22 10:18 Page: 1	
Report Writer Category List		Prepared by: Educational Pack	
Category	Description		
1	Capital	}	✓✓✓
2	Non-current asse		
3	Current assets		
4	Long-term liabiliti		
5	Current liabilities		
----- End of Report -----			

(3)

**ALL CATEGORIES TYPED IN THE CORRECT ORDER**

**QUESTION 1.2.2: PRINTOUT 3**

Educational No: Marking Guideline		01/10/22 10:50 Page: 1	
General Ledger Master Listing		Prepared by: Educational Pack	
Account	RW Default Cat Tax Mode	Tax Code	External No. of Reference Notes
Financial Category : B15 - Retained Income ✓			
5100/000 Retained income	1 No tax type Default	00	No 0
Financial Category : B35 - Fixed Assets			
6000/000 Land and buildings ✓	2 No tax type Default	00	No 0
6100/000 Equipment ✓	2 No tax allowed	00	No 0
6200/000 Vehicles ✓	2 No tax allowed	00	No 0
----- End of Report -----			
NO SUB-ACCOUNTS PRINTED ✓			

(5)

**QUESTION 1.3.4: PRINTOUT 4**

Educational No: Marking Guideline		30/09/22 11:40 Page: 1						
Budget Report - Next Year ✓		Prepared by: Educational Pack						
	March September	April October	May November	June December	July January	August February	Annual Total	
7500/000	0	0	0	0	0	0		
Trading inventory	0	0	0	0	0	174944 ✓	174944	
8000/000	0	0	0	0	0	0		
Trade receivables	0	0	0	0	0	47040 ✓	47040	
8200/000	0	0	0	0	0	0		
Provision for credit losses	0	0	0	0	0	-9408 ✓	-9408	
8400/000	0	0	0	0	0	0		
Bank	0	0	0	0	0	84112 ✓	84112	
8410/000	0	0	0	0	0	0		
Petty cash	0	0	0	0	0	7280 ✓	7280	
9000/000	0	0	0	0	0	0		
Trade payables	0	0	0	0	0	-43120 ✓	-43120	
9200/000	0	0	0	0	0	0		
VAT control: SARS	0	0	0	0	0	-18256 ✓	-18256	
----- End of Report -----								

(10)

MARK THE CORRECT AMOUNTS IN FEBRUARY (PERIOD 12)  
 ONLY ACCOUNTS 7500 – 9200 PRINTED ✓  
 AMOUNTS ONLY IN FEBRUARY AND ZERO IN THE OTHER MONTHS ✓

**QUESTION 1.4.3: PRINTOUT 5**

Educational No: DAR Marking Guideline							23/09/22 10:24 Page: 1
Budget Report - This Year ✓							Prepared by: Educational Pack
	March September	April October	May November	June December	July January	August April	Annual Total
7500/000 Trading inventory	20442 20442	20442 20442	20442 20442	20442 20442	20442 20442	20442 20540	245402 ✓
8000/000 Trade receivables	7914 7914	7914 7914	7914 7914	7914 7914	7914 7914	7914 7951	95005 ✓
8200/000 Provision for credit losses	1133 1133	1133 1133	1133 1133	1133 1133	1133 1133	1133 1138	13601 ✓
8400/000 Bank	7455 7455	7455 7455	7455 7455	7455 7455	7455 7455	7455 7491	89496 ✓
8410/000 Petty cash	900 900	900 900	900 900	900 900	900 900	900 904	10804 ✓
9000/000 Trade payables	-2441 -2441	-2441 -2441	-2441 -2441	-2441 -2441	-2441 -2441	-2441 -2452	-29303 ✓
9200/000 VAT control: SARS	-1424 -1424	-1424 -1424	-1424 -1424	-1424 -1424	-1424 -1424	-1424 -1431	-17095 ✓
9500/000 Loan:KK Bank @11%	-4165 -4165	-4165 -4165	-4165 -4165	-4165 -4165	-4165 -4165	-4165 -4185	-50000 ✓

(12)

MARK THE CORRECT AMOUNTS (ANNUAL TOTALS)

ONLY ACCOUNTS 7500 – 9500 PRINTED ✓

ANNUAL TOTAL SPLIT (DIVIDED) INTO 12 MONTHS ✓✓✓ (2 or 0)

## QUESTION 1.5.2: PRINTOUT 6

	Note	This year Actual	This year Budgeted	Amount Variance	Next year Budgeted	Amount Variance
Educational No: Marking Guideline NET CURRENT ASSETS REPORT EXAMINATION NUMBER FOR THE PERIOD ENDED 30/04/22 ✓ <i>Correct date, 30/04/22</i>						
30/09/22 12:06 Page: 1 Prepared by: Educational Pack						
<b>CURRENT ASSETS</b>						
Trading inventory		156,200.00	245,402.00	89,202.00+ ✓	74,944.00	70,458.00- ✓
Trade receivables		42,000.00	95,005.00	53,005.00+ ✓	47,040.00	47,965.00- ✓
Provision for credit losses		<8,400.00>	13,601.00	22,001.00+ ✓	<9,408.00>	23,009.00- ✓
Bank		75,100.00	89,496.00	14,396.00+ ✓	84,112.00	5,384.00- ✓
Petty cash		6,500.00	10,804.00	4,304.00+ ✓	7,280.00	3,524.00- ✓
		<u>271,400.00</u>	<u>454,308.00</u>	<u>182,908.00+</u>	<u>303,968.00</u>	<u>150,340.00-</u>
<b>CURRENT LIABILITIES</b>						
Trade payables		38,500.00	29,303.00	9,197.00+ ✓	43,120.00	13,817.00- ✓
VAT control: SARS		16,300.00	17,095.00	795.00- ✓	18,256.00	1,161.00- ✓
		<u>54,800.00</u>	<u>46,398.00</u>	<u>8,402.00+</u>	<u>61,376.00</u>	<u>14,978.00-</u>
<b>NET CURRENT ASSETS</b>		<u>&lt;216,600.00</u>	<u>&lt;407,910.00</u>	<u>191,310.00+ ✓</u>	<u>242,592.00</u>	<u>165,318.00- ✓</u>

(18)

MARK THE CORRECT AMOUNTS FOR AMOUNT VARIANCE IN BOTH COLUMNS  
ONE MARK ALLOCATED ABOVE FOR THE TOTAL CURRENT LIABILITIES

**QUESTION 1.5.3: PRINTOUT 7**

Educational No: Marking Guideline 30/09/22 12:08 Page: 1

Prepared by: Educational Pack

Report Format Printout : File - ACCREP09.DAT

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Report Headings  
 1NET CURRENT ASSETS REPORT } ✓  
 2EXAMINATION NUMBER  
 3FOR THE PERIOD ENDED #E  
 4

Index Description ✓  
 REPORT

Print Options  
 Omit Standard Headings N } ✓

Report Format  
 Report Type M  
 Decimals to Use No Rounding  
 Note Reference Column Y

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Col	Amt	Typ	From	To	Heading 1	Heading 2	A/ C	No.	Description
01	T	F	12	12	This year	Actual	A	✓	(All column headings correct)
02	B	F	1	12	This year	Budgeted	A	✓	
03	V	A	1	2	Amount	Variance	A	✓	
04	F	F	12	12	Next year	Budgeted	A	✓	
05	V	A	2	4	Amount	Variance	A	✓	

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Sk	Prt	DC	Sup	Description	Formula	Not e	No.	Act
1	Y	D	N	CURRENT ASSETS				
2	Y	D	N		CB03		1	A
1	Y	D	N	_SC				
1	Y	D	N		TOT1		1	A
1	Y	D	N	_DC				
1	Y	C	N	CURRENT LIABILITIES				
2	Y	C	N		CB05		2	A
1	Y	C	N	_SC				
1	Y	C	N		TOT2		2	A
1	Y	C	N	_DC				
1	Y	C	N	NET CURRENT ASSETS				
1	Y	C	N		CT03+ CT05		3	A
1	Y	C	N	_DC				

f Report -----

✓ \_SC X 2  
 ✓ \_DC X 3

(10)

REPORT HEADINGS – LINE 1,2 AND 3 MUST BE CORRECT TO AWARD 1 MARK  
 PRINT OPTIONS – N, M NO ROUNDING, N TO AWARD 1 MARK

**QUESTION 1.6.3: PRINTOUT 8**

	This year	This year	Amount	Next year	Amount
	Actual	Budgeted	Variance	Budgeted	Variance
<b>CURRENT ASSETS</b>					
Trading inventory	156200.00	245402.00	89202.00	174944.00	-70458.00
Trade receivables	42000.00	95005.00	53005.00	47040.00	-47965.00
Provision for credit losses	-8400.00	13601.00	22001.00	-9408.00	-23009.00
Bank	75100.00	89496.00	14396.00	84112.00	-5384.00
Petty cash	6500.00	10804.00	4304.00	7280.00	-3524.00
	271400.00	454308.00	182908.00	303968.00	-150340.00
<b>CURRENT LIABILITIES</b>					
Trade payables	-38500.00	-29303.00	9197.00	-43120.00	-13817.00
VAT control: SARS	-16300.00	-17095.00	-795.00	-18256.00	-1161.00
	-54800.00	-46398.00	8402.00	-61376.00	-14978.00
<b>NET CURRENT ASSETS</b>	216600.00	407910.00	191310.00	242592.00	-165318.00

ALL AMOUNTS DISPLAYED AS A NUMBER WITH TWO DECIMALS ✓  
 MAIN HEADING, BOLD, ITALIC AND FONT SIZE 16 ✓✓ (2 marks or 0)  
 SUB-HEADINGS, CURRENT ASSETS AND LIABILITIES, BOLD ✓✓ (2 marks or 0)  
 ANY NEAT LINES ✓  
 HEADER: EXAM NUMBER left and EXCEL REPORT in centre ✓

(7)  
 [80]

**TOTAL SECTION A: 80**

## SECTION B: EXCEL SPREADSHEET

## QUESTION 2: PRINTOUT 9

EXAMINATION NUMBER							QUESTION 2	
INVENTORY SHEET OF TECH MOBILITY ON 31 JULY 2022								
DAY	QUANTITIES			AVERAGE UNIT PRICE	COST PRICE			
	PURCHASES	SALES	ON HAND		PURCHASES	SALES	ON HAND	
1			✓ 120	R950.00			✓ R1 14,000.00	
4	100			R1,300.00	✓ R130,000.00			
			220	R1,109.09			R244,000.00	
6		✓ 35	✓ 185	✓ R1,109.09		✓ R38,818.18	✓ R205,181.82	
9		✓ 50	✓ 135	✓ R1,109.09		✓ R55,454.55	✓ R149,727.27	
13	200			R1,200.00	✓ R240,000.00			
			335	R1,163.36			R389,727.27	
17		✓ 90	✓ 245	✓ R1,163.36		✓ R104,702.85	✓ R285,024.42	
20	230			R1,280.00	✓ R294,400.00			
			475	✓ R1,219.84			R579,424.42	
30	140			R1,000.00	✓ R140,000.00			
			615	R1,169.80			R719,424.42	
31		✓ 150	✓ 465	✓ R1,169.80		✓ R175,469.37	✓ R543,955.05	

✓ Monetary amounts shown in currency (R) and two decimals  
 ✓ Printed on ONE page landscape  
 ✓ Neat horizontal and vertical lines

**[30]**

**QUESTION 3: PRINTOUT 10**

3.1.1 Inventory turnover rate:

Cost of sales/Average inventory✓

 $650\,000 - 215\,000 \checkmark / (342\,600 + 258\,100) / 2 \checkmark$  $435\,000 \checkmark / 300\,350 \checkmark$ 

1✓ time✓

(7)

3.1.2 Gross profit percentage:

Gross profit/Sales revenue × 100✓

 $215\,000 \checkmark / 650\,000 \times 100 \checkmark$ 

33,1%✓ (Accept 33,08% or 33%)

(4)

3.1.3 Net profit percentage:

Net profit/Sales revenue × 100✓

 $215\,000 \checkmark - 148\,400 \checkmark + 12\,170 \checkmark / 650\,000 \times 100 \checkmark$  $78\,770 \checkmark / 650\,000 \times 100 \checkmark$ 

12,12%✓ (Accept 12% or 12,1%)

(8)

3.1.4 Current ratio:

Current assets:Current liabilities✓

 $258\,100 \checkmark + 277\,900 \checkmark : 887\,000 \checkmark - 92\,480 \checkmark - 529\,600 \checkmark$  $536\,000 \checkmark : 264\,920 \checkmark$ 

2✓ : 1✓ (Accept 2.1)

(10)

✓ HEADER: EXAM NUMBER left and QUESTION 3 centre

## QUESTION 4.2.4: PRINTOUT 11

EXAMINATION NUMBER		QUESTION 4	
MANUFACTURING COST REPORT FOR THE MONTH ENDED 31 MAY 2022			
	UNIT COST	UNITS	TOTAL COST
Balance of raw material (1 May)	✓ R123	2600	✓ R319,800
Plus: Inventory purchases	✓ R186	6900	✓ R1,283,400
<b>Raw materials available</b>		✓ 9500	✓ R1,603,200
Less: Balance of raw material (31 May)	✓ R118	1780	✓ R210,040
Cost of raw material used			✓✓ R1,393,160
Plus: Direct labour @R44 per hour	✓ R44	600	✓ R26,400
Primary cost			✓ R1,419,560
Plus: Factory overheads incurred	✓ R25	17200	✓ R430,000
			R0
<b>Cost of goods manufactured</b>			✓ R1,849,560
Plus: Work in process (1 May)	R257	380	✓ R97,660
Less: Work in process (31 May)	R196	295	✓ R57,820
<b>Cost of finished goods</b>	✓✓ R245	7720	✓ R1,889,400

- ✓ Currency with no decimals
- ✓ Header: EXAMINATION NUMBER (centre) and QUESTION 4 (right)
- ✓ Neat horizontal and vertical lines
- ✓ Printed on one page in portrait format

(25)

## QUESTION 4.2.5: PRINTOUT 12

	A	B	C	D
1	<b>MANUFACTURING COST REPORT FOR THE MONTH ENDED 31 MAY 2022</b>			
2				
3		<b>UNIT COST</b>	<b>UNITS</b>	<b>TOTAL COST</b>
4	Balance of raw material (1 May)	123	2600	=B4*C4 ✓
5	Plus: Inventory purchases	186	6900	=B5*C5
6	<b>Raw materials available</b>		=SUM(C4: C5)	=SUM(D4:D5) ✓
7	Less: Balance of raw material (31 May)	118	1780	=B7*C7
8				
9	Cost of raw material used			=D6-D7
10	Plus: Direct labour @R44 per hour	44	600	=B10*C10
11	Primary cost			=D9+D10
12	Plus: Factory overheads incurred	25	17200	=B12*C12
13				=B13*C13
14	<b>Cost of goods manufactured</b>			=D9+D10+D12
15	Plus: Work in process (1 May)	257	380	=B15*C15
16	Less: Work in process (31 May)	196	295	=B16*C16
17	<b>Cost of finished goods</b>	=D17/C17 ✓	7720	=D14+D15-D16
18				
19	✓	Row and column headings displayed		(5)
20	✓	Footer (right) changed to Formula printout		
21				<b>[30]</b>

**QUESTION 5.1.6: PRINTOUT 13**

EXAMINATION NUMBER		QUESTION 5
<b><u>STATEMENT OF COMPREHENSIVE INCOME OF ORIT AS AT 30 JUNE 2022</u></b>		
Sales (780 023 - 13 000)		✓✓ R767,023.00
<b>Less:</b> Cost of sales		✓ R108,458.00
Opening inventory	✓ R80,478.00	
<b>Plus:</b> Purchases	✓ R95,200.00	
Carriage on purchases	✓ R895.00	
Custom duty	✓ R385.00	
<b>Less:</b> Closing inventory	✓ R68,500.00	
Gross profit		✓ R658,565.00
<b>Plus:</b> Other income		☑ R11,050.00
Commission income (4 300 + 450)	✓✓ R4,750.00	
Rent income (12 500 - 6 200)	✓✓ R6,300.00	
Gross income		☑ R669,615.00
<b>Less:</b> Operating expenses		☑ R311,234.00
Carriage on sales	✓ R1,050.00	
Depreciation on vehicles	✓ R1,234.00	
Packing materials	✓ R860.00	
Salaries (300 000 - 7 410)	✓✓ R292,590.00	
Telephone and fax	✓ R1,300.00	
Wages (12 000 + 800)	✓✓ R12,800.00	
Water and electricity	✓ R1,400.00	
<b>NET PROFIT</b>		☑ R358,381.00

- ✓ Correct format used
- ✓ Currency with two decimals
- ✓ Bold and underline the main heading
- ✓ Merge and centre the main heading

**[30]**

**TOTAL SECTION B: 120**  
**GRAND TOTAL: 200**