



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

JUNE 2013

COMPUTERISED FINANCIAL SYSTEMS N4

29 MAY 2013

This memorandum consists of 33 pages.

COMPUTERISED FINANCIAL SYSTEMS N4

Supplier Age Analysis as at 28/02/2013 - Last Year

Prepared by: Educational Pack

Name	120+ Days	90 Days	60 Days	30 Days	Current	Total Due
DHC01 - DHC Suppliers *	0,00	0,00	0,00	1 750,00 ✓	3 000,00 ✓	4 750,00
MM01 - M & M Manufacturers *	0,00	0,00	1 750,00 ✓	1 500,00 ✓	3 250,00 ✓	6 500,00
SME01 - SME Pty (Ltd) *	0,00	0,00	0,00	0,00	0,00	0,00
SPR01 - Springs Office Equipment *	0,00	0,00	2 000,00 ✓	1 500,00 ✓	4 550,00 ✓	8 050,00
TOTAL :	0,00	0,00	3 750,00	4 750,00	10 800,00	19 300,00
PERCENTAGE :	0,00%	0,00%	19,43%	24,61%	55,96%	100,00%
GRAND TOTAL :						19 300,00

----- End of Report -----

10 ÷ 2 = 5

COMPUTERISED FINANCIAL SYSTEMS N4

Softline Technology Park 102 Western Services Road Gallo Manor Ext 6 2191 Educational No: TIMBER J2013 MEMORANDUM PO Box 781893 Sandton 2146 South Africa	Supplier Invoice — 1 All docs Date — 1 01/03/2013 All dates Page 1 Document No SI001
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M & M Manufacturers	Deliver to
---------------------	------------

Account	Your Reference	Tax Exempt	Tax Reference	Sales Code
MM01 ✓	MM1 ✓	N		Exclusive

Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price
SBB	Small Basic Bed	9	Each	260,00		14,00%	2 340,00 ✓
SMC	Small Cushion	10	Each	120,00		14,00%	1 200,00 ✓
MBB	Medium Basic Bed	11	Each	354,00		14,00%	3 894,00 ✓
MDC	Medium Cushion	12	Each	188,00		14,00%	2 256,00 ✓

8

Settlement terms: ✓ 10% within 15 days from period end 8 699,19 until 15/04/2013 Received in good order Signed _____ Date _____

© Softline (Pty) Ltd

Sub Total	9 690,00
Discount @ ✓ 12,50%	1 211,25
Amount Excl Tax	8 478,75
Tax	1 187,03
Total	9 665,78

COMPUTERISED FINANCIAL SYSTEMS N4

Softline Technology Park 102 Western Services Road Gallo Manor Ext 6 2191 Educational No: TIMBER J2013 MEMORANDUM PO Box 781893 Sandton 2146 South Africa	Supplier Invoice Date 25/03/2013 Page 1 Document No SIC03
---	---

SME Pty (Ltd)	Deliver to 52 Nelson Drive 32 Fore Street 1575 KWATHEMA
---------------	--

Account	Your Reference	Tax Exempt	Tax Reference	Sales Code
SME01 ✓	SME001 ✓	N	1326459783	Exclusive

Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price
LBB	Large Basic Bed	2	Each	459,00		14,00%	918,00 ✓
ELH	Extra Large Hammock	3	Each	750,00		14,00%	2 250,00 ✓
MDC	Medium Cushion	2	Each	199,98		14,00%	399,96 ✓

Settlement terms: ✓ 10% within 30 days from period end 3 111,63 until 30/04/2013 Received in good order Signed _____ Date _____

© Softline (Pty) Ltd

Sub Total	3 567,96
Discount @ ✓ 15,00%	535,19
Amount Excl Tax	3 032,77
Tax	424,59
Total	3 457,36

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COMPUTERISED FINANCIAL SYSTEMS N4

Softline Technology Park 102 Western Services Road Gallo Manor Ext 6 2191 Educational No: TIMBER J2013 MEMORANDUM PO Box 781893 Sandton 2146 South Africa	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Supplier Invoice</th> </tr> <tr> <td style="width: 50%;">Date</td> <td style="text-align: right;">06/03/2013</td> </tr> <tr> <td>Page</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Document No</td> <td style="text-align: right;">SI002</td> </tr> </table>	Supplier Invoice		Date	06/03/2013	Page	1	Document No	SI002
Supplier Invoice									
Date	06/03/2013								
Page	1								
Document No	SI002								
DHC Suppliers	Deliver to								

Account	Your Reference	Tax Exempt	Tax Reference	Sales Code
DHC01 ✓	DHC01 ✓	N		Exclusive

Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price
LRC	Large Cushion	5	Each	245,50		14,00%	1 227,50 ✓
LBB	Large Basic Bed	4	Each	594,94		14,00%	2 379,76 ✓
6							

Received in good order Signed _____ Date _____	✓ Settlement terms: 5% within 60 days from period end 3 711,32 until 30/05/2013
---	---

Sub Total	3 607,26
Discount @ ✓ 5,00%	180,36
Amount Excl Tax	3 426,90
Tax	479,77
Total	3 906,67

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COMPUTERISED FINANCIAL SYSTEMS N4

Softline Technology Park 102 Western Services Road Gallo Manor Ext 6 2191 Educational No: TIMBER J2013 MEMORANDUM PO Box 781893 Sandton 2146 South Africa	Return & Debit — All docs
	Date — 04/03/2013 All dates
	Page 1
	Document No DN01

M & M Manufacturers	Deliver to
---------------------	------------

Account	Your Reference	Tax Exempt	Tax Reference	Sales Code
MM01	MM1	N		Exclusive

Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price
MBB	Medium Basic Bed Canvas fabric torned. ✓	1	Each	354,00		14,00%	354,00 ✓
							5

Canvas fabric torned.

Received in good order

Signed _____

Date _____

© Softline (Pty) Ltd

Sub Total	354,00
Discount @ ✓ 12,00%	42,48
Amount Excl Tax	311,52
Tax	43,61
Total	355,13

COMPUTERISED FINANCIAL SYSTEMS N4

Softline Technology Park 102 Western Services Road Gallo Manor Ext 6 2191 Educational No: TIMBER J2013 MEMORANDUM PO Box 781893 Sandton 2146 South Africa	Return & Debit Date 27/03/2013 Page 1 Document No DN02
---	--

SME Pty (Ltd)	Deliver to 52 Nelson Drive 32 Fore Street 1575 KWATHEMA
---------------	--

Account	Your Reference	Tax Exempt	Tax Reference	Sales Code
SME01	✓ SME001	N	1326459783	Exclusive

Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price
------	-------------	----------	------	------------	-------	-----	------------

ELH	Extra Large Hammock 2nd canvas not included. ✓	1	Each	750,00		14,00%	750,00 ✓
-----	---	---	------	--------	--	--------	----------

2nd canvas not included.
Received in good order
Signed _____ Date _____
© Softline (Pty) Ltd

Sub Total	750,00
Discount @ ✓ 15,00%	112,50
Amount Excl Tax	637,50
Tax	89,25
Total	726,75

10

COMPUTERISED FINANCIAL SYSTEMS N4

Softline Technology Park 102 Western Services Road Gallo Manor Ext 6 2191 Educational No: TIMBER J2013 MEMORANDUM PO Box 781893 Sandton 2146 South Africa	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: right;">Tax Invoice — 1 All documents</td> </tr> <tr> <td style="width: 50%;">Date</td> <td style="width: 50%; text-align: right;">— 1 04/03/2013 All dates</td> </tr> <tr> <td>Page</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Document No</td> <td style="text-align: right;">INA10001</td> </tr> </table>	Tax Invoice — 1 All documents		Date	— 1 04/03/2013 All dates	Page	1	Document No	INA10001
Tax Invoice — 1 All documents									
Date	— 1 04/03/2013 All dates								
Page	1								
Document No	INA10001								
Cash Sales	Deliver to R. Rupert ✓								

Account	Your Reference	Tax Exempt	Tax Reference	Sales Code
Z99 ✓	RR	N		Exclusive

Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price
SBB	Small Basic Bed	1	Each	585,00		14,00%	585,00
MBB	Medium Basic Bed	2	Each	776,25		14,00%	1 552,50
LBB	Large Basic Bed	3	Each	1 113,75		14,00%	3 341,25

7

Feel free to contact us should
you require any further
information. ✓

Received in good order

Signed _____

Date _____

© Softline (Pty) Ltd

Sub Total	5 478,75
Discount @ ✓ 12,50%	684,84
Amount Excl Tax	4 793,91
Tax	671,14
Total	5 465,05

COMPUTERISED FINANCIAL SYSTEMS N4

Softline Technology Park 102 Western Services Road Gallo Manor Ext 6 2191 Educational No: TIMBER J2013 MEMORANDUM PO Box 781893 Sandton 2146 South Africa		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Tax Invoice</th> </tr> <tr> <td style="width: 50%;">Date</td> <td style="width: 50%;">08/03/2013</td> </tr> <tr> <td>Page</td> <td>1</td> </tr> <tr> <td>Document No</td> <td>INA10002</td> </tr> </table>		Tax Invoice		Date	08/03/2013	Page	1	Document No	INA10002																																									
Tax Invoice																																																				
Date	08/03/2013																																																			
Page	1																																																			
Document No	INA10002																																																			
L. Barnes		Deliver to																																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%;">Account</th> <th style="width: 35%;">Your Reference</th> <th style="width: 15%;">Tax Exempt</th> <th style="width: 15%;">Tax Reference</th> <th style="width: 20%;">Sales Code</th> </tr> <tr> <td>B001 ✓</td> <td>LB</td> <td>N</td> <td></td> <td>Exclusive</td> </tr> </table>		Account	Your Reference	Tax Exempt	Tax Reference	Sales Code	B001 ✓	LB	N		Exclusive																																									
Account	Your Reference	Tax Exempt	Tax Reference	Sales Code																																																
B001 ✓	LB	N		Exclusive																																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Code</th> <th style="width: 30%;">Description</th> <th style="width: 10%;">Quantity</th> <th style="width: 10%;">Unit</th> <th style="width: 15%;">Unit Price</th> <th style="width: 10%;">Disc%</th> <th style="width: 10%;">Tax</th> <th style="width: 15%;">Nett Price</th> </tr> </thead> <tbody> <tr> <td>LRC</td> <td>Large Cushion</td> <td>4</td> <td>Each</td> <td>551,25</td> <td></td> <td>14,00%</td> <td>2 205,00 ✓</td> </tr> <tr> <td>LBB</td> <td>Large Basic Bed</td> <td>3</td> <td>Each</td> <td>1 113,75</td> <td></td> <td>14,00%</td> <td>3 341,25 ✓</td> </tr> <tr> <td>MDC</td> <td>Medium Cushion</td> <td>2</td> <td>Each</td> <td>405,00</td> <td></td> <td>14,00%</td> <td>810,00 ✓</td> </tr> <tr> <td>MBB</td> <td>Medium Basic Bed</td> <td>1</td> <td>Each</td> <td>776,25</td> <td></td> <td>14,00%</td> <td>776,25 ✓</td> </tr> <tr> <td>TCK</td> <td>Travelling cost</td> <td>25</td> <td>P/km</td> <td>2,65</td> <td></td> <td>14,00%</td> <td>66,25 ✓</td> </tr> </tbody> </table>					Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price	LRC	Large Cushion	4	Each	551,25		14,00%	2 205,00 ✓	LBB	Large Basic Bed	3	Each	1 113,75		14,00%	3 341,25 ✓	MDC	Medium Cushion	2	Each	405,00		14,00%	810,00 ✓	MBB	Medium Basic Bed	1	Each	776,25		14,00%	776,25 ✓	TCK	Travelling cost	25	P/km	2,65		14,00%	66,25 ✓
Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price																																													
LRC	Large Cushion	4	Each	551,25		14,00%	2 205,00 ✓																																													
LBB	Large Basic Bed	3	Each	1 113,75		14,00%	3 341,25 ✓																																													
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TCK	Travelling cost	25	P/km	2,65		14,00%	66,25 ✓																																													
9																																																				
Look out for new range of products. ✓ Received in good order Signed _____ Date _____				Settlement terms: ✓ 5% within 30 days from period end 7 406,44 until 30/04/2013																																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Sub Total</td> <td style="width: 30%;">7 198,75</td> </tr> <tr> <td>Discount @ ✓ 5,00%</td> <td>359,93</td> </tr> <tr> <td>Amount Excl Tax</td> <td>6 838,82</td> </tr> <tr> <td>Tax</td> <td>957,44</td> </tr> <tr> <td>Total</td> <td>7 796,26</td> </tr> </table>					Sub Total	7 198,75	Discount @ ✓ 5,00%	359,93	Amount Excl Tax	6 838,82	Tax	957,44	Total	7 796,26																																						
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COMPUTERISED FINANCIAL SYSTEMS N4

Softline Technology Park 102 Western Services Road Gallo Manor Ext 6 2191 Educational No: TIMBER J2013 MEMORANDUM PO Box 781893 Sandton 2146 South Africa	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Tax Invoice</th> </tr> <tr> <td style="width: 50%;">Date</td> <td style="width: 50%;">12/03/2013</td> </tr> <tr> <td>Page</td> <td>1</td> </tr> <tr> <td>Document No</td> <td>INA10003</td> </tr> </table>	Tax Invoice		Date	12/03/2013	Page	1	Document No	INA10003
Tax Invoice									
Date	12/03/2013								
Page	1								
Document No	INA10003								
G. Barry PO Box 15 KWATHEMA 1575	Deliver to								

Account	Your Reference	Tax Exempt	Tax Reference	Sales Code
B002 ✓	GB	N	2489537510	Exclusive

Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price
MBB	Medium Basic Bed	2	Each	776,25		14,00%	1 552,50 ✓
SMC	Small Cushion	2	Each	270,00		14,00%	540,00 ✓
SBB	Small Basic Bed	1	Each	585,00		14,00%	585,00 ✓
ELH	Extra Large Hammock	1	Each	1 687,50 ✓		14,00%	1 687,50 ✓
TCK	Travelling cost	12	P/km	2,65		14,00%	31,80 ✓

9

Look out for new range of products. — Received in good order Signed _____ Date _____	Settlement terms: ✓ 10% within 15 days from period end 4 172,80 until 15/04/2013
---	--

Sub Total	4 396,80
Discount @ ✓ 7,50%	329,75
Amount Excl Tax	4 067,05
Tax	569,39
Total	4 636,44

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COMPUTERISED FINANCIAL SYSTEMS N4

Softline Technology Park 102 Western Services Road Gallo Manor Ext 6 2191 Educational No: TIMBER J2013 MEMORANDUM PO Box 781893 Sandton 2146 South Africa	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Tax Invoice</th> </tr> <tr> <td style="width: 50%;">Date</td> <td style="width: 50%;">21/03/2013</td> </tr> <tr> <td>Page</td> <td>1</td> </tr> <tr> <td>Document No</td> <td>INA10004</td> </tr> </table>	Tax Invoice		Date	21/03/2013	Page	1	Document No	INA10004
Tax Invoice									
Date	21/03/2013								
Page	1								
Document No	INA10004								
Cash Sales	Deliver to C. Daries ✓ Mandela Drive KWATHEMA 1575								

Account	Your Reference	Tax Exempt	Tax Reference	Sales Code
Z99	✓ CD	N		

Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price
MDC	Medium Cushion	1	Each	405,00		14,00%	405,00
LBB	Large Basic Bed	2	Each	1 113,75		14,00%	2 227,50
LRC	Large Cushion	3	Each	551,25		14,00%	1 653,75
ELH	Extra Large Hammock	1	Each	1 687,50		14,00%	1 687,50

7

Feel free to contact us should you require any further information. — 1 Received in good order Signed _____ Date _____ © Softline (Pty) Ltd	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Sub Total</td> <td style="width: 30%;">5 973,75</td> </tr> <tr> <td>Discount @ ✓ 12,50%</td> <td>746,72</td> </tr> <tr> <td>Amount Excl Tax</td> <td>5 227,03</td> </tr> <tr> <td>Tax</td> <td>731,78</td> </tr> <tr> <td>Total</td> <td>5 958,81</td> </tr> </table>	Sub Total	5 973,75	Discount @ ✓ 12,50%	746,72	Amount Excl Tax	5 227,03	Tax	731,78	Total	5 958,81
Sub Total	5 973,75										
Discount @ ✓ 12,50%	746,72										
Amount Excl Tax	5 227,03										
Tax	731,78										
Total	5 958,81										

COMPUTERISED FINANCIAL SYSTEMS N4

Softline Technology Park 102 Western Services Road Gallo Manor Ext 6 2191 Educational No: TIMBER J2013 MEMORANDUM PO Box 781893 Sandton 2146 South Africa	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Tax Invoice</th> </tr> <tr> <td style="width: 50%;">Date</td> <td style="width: 50%;">28/03/2013</td> </tr> <tr> <td>Page</td> <td>1</td> </tr> <tr> <td>Document No</td> <td>INA10005</td> </tr> </table>	Tax Invoice		Date	28/03/2013	Page	1	Document No	INA10005
Tax Invoice									
Date	28/03/2013								
Page	1								
Document No	INA10005								
N. Mbababa	Deliver to								

Account	Your Reference	Tax Exempt	Tax Reference	Sales Code
M001 ✓	NM	N		

Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price
LBB	Large Basic Bed	1	Each	1 113,75		14,00%	1 113,75 ✓
ELH	Extra Large Hammock	2	Each	1 687,50		14,00%	3 375,00 ✓
TCK	Travelling cost	36	P/km	2,65		14,00%	95,40 ✓

6

Look out for new range of products. - 1

Settlement terms:
 ✓ 5% within 30 days from period end
 4 964,64 until 30/04/2013

Received in good order

Signed _____

Date _____

© Softline (Pty) Ltd

Sub Total	4 584,15
Discount @ ✓ 0,00%	0,00
Amount Excl Tax	4 584,15
Tax	641,79
Total	5 225,94

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COMPUTERISED FINANCIAL SYSTEMS N4

Softline Technology Park 102 Western Services Road Gallo Manor Ext 6 2191 Educational No: TIMBER J2013 MEMORANDUM PO Box 781893 Sandton 2146 South Africa	Credit Note — 1 All docs Date — 1 All docs 20/03/2013 Page 1 Document No ICA10001
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L. Barnes	Deliver to
-----------	------------

Account	Your Reference	Tax Exempt	Tax Reference	Sales Code
B001 ✓	INA10002 ✓	N		
				Exclusive

Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price
LBB	Large Basic Bed	1	Each	1 113,75		14,00%	1 113,75 ✓
MDC	Side support broken ✓						
	Medium Cushion ✓	1	Each	405,00		14,00%	405,00 ✓
	Incorrect pattern ✓						

LBB - Side support broken MDC - Incorrect pattern Received in good order Signed _____ Date _____ © Softline (Pty) Ltd

Sub Total	1 518,75
Discount @ ✓ 5,00%	75,94
Amount Excl Tax	1 442,81
Tax	202,00
Total	1 644,81

COMPUTERISED FINANCIAL SYSTEMS N4

Softline Technology Park 102 Western Services Road Gallo Manor Ext 6 2191 Educational No: TIMBER J2013 MEMORANDUM PO Box 781893 Sandton 2146 South Africa	Credit Note Date 25/03/2013 Page 1 Document No ICA10002
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Cash Sales	Deliver to C. Daries Mandela Drive ✓ KWATHEMA 1575
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Account	Your Reference	Tax Exempt	Tax Reference	Sales Code
Z99 ✓	INA10004 ✓	N		Exclusive

Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price
ELH	Extra Large Hammock ✓ Incorrectly invoiced ✓	1	Each	1 687,50		14,00%	1 687,50 ✓

6

Incorrectly invoiced.	
Received in good order	
Signed _____	Date _____

© Softline (Pty) Ltd

Sub Total	1 687,50
Discount @ ✓ 12,50%	210,94
Amount Excl Tax	1 476,56
Tax	206,72
Total	1 683,28

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COMPUTERISED FINANCIAL SYSTEMS N4

Educational No: TIMBER J2013 MEMORANDUM

04/11/2012 09:57 Page: 1

Suppliers Journal batch listing for user User 0 - Pre Update Printout

Prepared by: Educational Pack

Per	Date	GCS	Account	Reference	Description	Cost Code	Tx	Exclusive	Inclusive	Contra
1	14/03/2013	S	✓ SPR01 -Springs Office Equipment	SOE32	3 Steel 12 compartment lockers		05	4 471,00	✓ 5 096,94	C ✓ 6300/010
1	14/03/2013	S	SPR01 -Springs Office Equipment	SOE32	2 Packets of whiteboard markers		01	44,30	✓ 50,50	C ✓ 4200/000
1	14/03/2013	S	SPR01 -Springs Office Equipment	SOE32	3 Ink cartridges		01	917,13	✓ 1 045,53	C ✓ 3350/000
1	14/03/2013	G	6300/010-Office Equipment - @ Cost	ZContras	Generated Suppliers Journal		00	4 471,00	4 471,00	D 6300/010
1	14/03/2013	G	4200/000-Printing & Stationery	ZContras	Generated Suppliers Journal		00	44,30	44,30	D 4200/000
1	14/03/2013	G	3350/000-Consumable goods	ZContras	Generated Suppliers Journal		00	917,13	917,13	D 3350/000
1	31/03/2013	G	9500/000-Vat / Tax Control Account	ZContras	ZContras - Tax entry		00	760,54	760,54	D

-1 Date

End of Report

-2 Tax

-2 Description

-1 Z Contra

8

Educational No: TIMBER J2013 MEMORANDUM

04/11/2012 09:57 Page: 1

Suppliers Allowance batch listing for user User 0 - Pre Update Printout

Prepared by: Educational Pack

Per	Date	GCS	Account	Reference	Description	Cost Code	Tx	Exclusive	Inclusive	Contra
1	18/03/2013	SV	SPR01 -Springs Office Equipment	SOE32	Discount on steel cabinets omitted		05	109,65	125,00	D 6300/010
1	18/03/2013	G	6300/010-Office Equipment - @ Cost	ZContras	Generated Suppliers Allowance		00	109,65	109,65	C 6300/010
1	31/03/2013	G	9500/000-Vat / Tax Control Account	ZContras	ZContras - Tax entry		00	15,35	15,35	C

- 1 Date

End of Report

- 1 Description

- 1 ZContra

5

Educational No: TIMBER J2013 MEMORANDUM

05/11/2012 20:26 Page: 1

General Journal batch listing for user User 0 - Pre Update Printout

Prepared by: Educational Pack

Per	Date	GCS	Account	Reference	Description	Cost Code	Debit	Credit	Contra
1	31/03/2013	G	3450/000-Depreciation	3/1	Depreciation 20% pa on Book value		2 037,80 ✓		6300/020 ✓
1	31/03/2013	G	3450/000-Depreciation	3/1	Depreciation 12,5% pa on Cost price		3 885,42 ✓		6200/020 ✓
1	31/03/2013	G	5400/000-Drawings	3/2	Owner took stock for personal use		949,70 ✓		2000/000 ✓
1	31/03/2013	G	6300/020-Office Equipment - Accum Depre	ZContras	Generated General Journal			2 037,80	6300/020
1	31/03/2013	G	6200/020-Motor Vehicles - Accum Depre	ZContras	Generated General Journal			3 885,42	6200/020
1	31/03/2013	G	2000/000-Cost of Sales / Purchases	ZContras	Generated General Journal			949,70	2000/000

- 1 Date

End of Report

- 2 Description

- 1 ZContra

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Educational No: TIMBER J2013 MEMORANDUM

05/11/2012 20:22 Page: 1

Inventory Journal Batch Report for user User 0 - in Period 01

Prepared by: Educational Pack

Inventory Code Description	Narration Cost Code	Curr Cost	Date Unit Cost	Reference New Cost	Curr Qty GL Acc	Adj Qty By Adj Value By	New Qty Line Value
MBB Medium Basic Bed	Owner	309,57	31/03/2013 309,57	3/2 309,57	5	-2 ✓	3 -619,14
MDC Medium Cushion	Owner	165,28	31/03/2013 165,28	3/2 165,28	12	-2 ✓	10 -330,56
TOTAL:							-949,70

----- End of Report -----

2

COMPUTERISED FINANCIAL SYSTEMS N4

Educational No: TIMBER J2013 MEMORANDUM

05/11/2012 20:29 Page: 1

Stock Journal batch listing for user User 0 - Pre Update Printout

Prepared by: Educational Pack

Per	Date	GCS	Account	Reference	Description	Cost Code	Debit	Credit	Contra
1	31/03/2013	G	7700/000-Inventory Control Account	3/3	Transfer of closing stock		10 081,06		2020/000
1	31/03/2013	G	2020/000-Closing stock	ZContras	Generated Stock Journal			10 081,06	2020/000

End of Report

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COMPUTERISED FINANCIAL SYSTEMS N4

Educational No: TIMBER J2013 MEMORANDUM

05/11/2012 17:37 Page: 1

CB 1 Payments batch listing for user User 0 - Pre Update Printout

Prepared by: Educational Pack

Per	Date	GCS	Account	Reference	Description	Cost Tx	Exclusive	Inclusive	Contra
1	01/03/2013	*G	4300/000-Rent Paid	326	Maas Properties	01	6 578,95	✓ 7 500,00	D 8400/000
1	04/03/2013	*S	MM01 -M & M	327	Settlement	00	6 000,00	✓ 6 000,00	D 8400/000
1	06/03/2013	*G	6300/010-Office	328	01/03/2013				
1	08/03/2013	*G	Equipment - @ Cost	329	Spring Furn -	05	1 888,19	✓ 2 152,54	D 8400/000
1	08/03/2013	*G	3650/000-Electricity & Water	329	filing cabinet	01	2 192,81	✓ 2 499,80	D 8400/000
1	08/03/2013	*G	5400/000-Drawings	329	KSP Municipality	00	755,75	✓ 755,75	D 8400/000
1	12/03/2013	*S	DHC01 -DHC Suppliers	330	Settle account	00	8 461,32	✓ 8 461,32	D 8400/000
1	14/03/2013	*G	3850/000-Insurance	331	Impi Insurers	01	1 315,79	✓ 1 500,00	D 8400/000
1	18/03/2013	*G	3050/000-Advertising & Promotions	332	KK Marketers	01	822,37	✓ 937,50	D 8400/000
1	20/03/2013	C	299 -Cash Sales	333	C Daries - refund	00	1 683,28	✓ 1 683,28	D 8400/000
1	26/03/2013	S	MM01 -M & M	334	Settle account	00	8 379,58	✓ 8 379,58	D 8400/000
1	28/03/2013	G	8410/000-Petty Cash	335	Cash - restore	00	716,74	✓ 716,74	D 8400/000
1	29/03/2013	*S	SPR01 -Springs Office	336	imprest amount	00	5 764,57	✓ 5 764,57	D 8400/000
1	30/03/2013	S	Equipment	337	Settle invoice	00	2 457,55	✓ 2 457,55	D 8400/000
1	02/03/2013	*G	SME01 -SME Pty (Ltd)	337	SOE32	00	656,56	✓ 656,56	D 8400/000
1	09/03/2013	*G	4700/000-Rates and Taxes	BS7501	Settle account	00	174,46	✓ 198,89	D 8400/000
1	09/03/2013	*G	3200/000-Bank Charges	BS7502	KWS Municipality	00	65,79	✓ 75,00	D 8400/000
1	19/03/2013	*G	3200/000-Bank Charges	BS7502	RT654	01	3,75	✓ 3,75	D 8400/000
1	28/03/2013	*G	3200/000-Bank Charges	BS7503	OLD Bank - service fee	00	15 750,00	✓ 15 750,00	D 8400/000
1	30/03/2013	*G	4400/000-Salaries & Wages	BS7504	OLD Bank - cheque book	01			
1	04/03/2013	S	MM01 -M & M	327	OLD Bank - tax levy	00	438,60	✓ 500,00	D 2700/000
1	12/03/2013	S	Manufacturers	330	HH Patterson	01	171,36	✓ 195,35	D 2700/000
1	26/03/2013	S	MM01 -M & M	334	EMP31 March 2013	01	816,73	✓ 931,07	D 2700/000
1	29/03/2013	S	Manufacturers	336	Discount	01	266,14	✓ 303,40	D 2700/000
1	30/03/2013	S	SPR01 -Springs Office	337	Discount	01	239,53	✓ 273,06	D 2700/000
1	30/03/2013	xG	Equipment	ZContras	Generated CB 1	00	65 492,83	65 492,83	C 2700/000
1	30/03/2013	xG	SME01 -SME Pty (Ltd)	337	Payments	00	1 932,36	1 932,36	C 2700/000
1	30/03/2013	xG	8400/000-Bank	ZContras	Generated	00	1 554,85	1 554,85	D
1	30/03/2013	xG	2700/000-Discount	ZContras	Discount -				
1	30/03/2013	xG	Received for Cash	ZContras	ZContras - Tax entry				
1	31/03/2013	xG	9500/000-Vat / Tax Control Account	ZContras					

End of Report

- 2 Tax

- 2 Date

- 2 Description

- 1 ZContra

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COMPUTERISED FINANCIAL SYSTEMS N4

Educational No: TIMBER J2013 MEMORANDUM

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CB 1 Receipts batch listing for user User 0 - Pre Update Printout

Prepared by: Educational Pack

Per	Date	GCS	Account	Reference	Description	Cost Code	Tx	Exclusive	Inclusive	Contra
1	01/03/2013	* G	7200/000-Fixed Deposit: CAP Bank 18% pa	BDS21	R123 BOB Bank		00	75 000,00	✓ 75 000,00	C 8400/000
1	01/03/2013	* G	2950/000-Interest on Fixed Deposit	BDS21	R123 BOB Bank		00	8 500,00	✓ 8 500,00	C 8400/000
1	04/03/2013	* C	Z99 -Cash Sales	BDS21	CRR 159		00	5 465,05	✓ 5 465,05	C 8400/000
1	15/03/2013	C	B002 -Barry, G.	BDS22	R124 Settle invoice INA10003		00	4 172,80	✓ 4 172,80	C 8400/000
1	21/03/2013	C	Z99 -Cash Sales	BDS22	CRR 160		00	5 958,81	✓ 5 958,81	C 8400/000
1	22/03/2013	C	B001 -Barnes, L.	BDS22	R125 Settle account		00	5 843,88	✓ 5 843,88	C 8400/000
1	30/03/2013	* C	M001 -Mbababa, N.	BDS23	R126 Payment on account		00	4 964,64	✓ 4 964,64	C 8400/000
1	01/03/2013	* G	5550/000-Loan: OLD Bank 17.5% pa	BS7505	OLD Bank		00	25 000,00	✓ 25 000,00	C 8400/000
1	30/03/2013	* G	2960/000-Interest on current account	BS7506	OLD Bank		00	295,65	✓ 295,65	C 8400/000
1	15/03/2013	C	B002 -Barry, G.	BDS22	Discount		01	406,70	✓ 463,64	C 3550/000
1	22/03/2013	C	B001 -Barnes, L.	BDS22	Discount		01	269,80	✓ 307,57	C 3550/000
1	30/03/2013	C	M001 -Mbababa, N.	BDS23	Discount		01	229,21	✓ 261,30	C 3550/000
1	30/03/2013	x G	8400/000-Bank	ZContras	Generated CB 1 Receipts		00	135 200,83	135 200,83	D 3550/000
1	30/03/2013	x G	3550/000-Discount Allowed for Cash	ZContras	Generated Discount - ZContras		00	905,71	905,71	D 3550/000
1	31/03/2013	x G	9500/000-Vat / Tax Control Account	ZContras	ZContras - Tax entry		00	126,80	126,80	D

End of Report

- 2 Date

- 2 Description

- 1 ZContra

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COMPUTERISED FINANCIAL SYSTEMS N4

Educational No: TIMBER J2013 MEMORANDUM

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Reconciliation Output : Cash Book 1 - 8400/000 - Bank

Prepared by: Educational Pack

Closing Balance As Per Bank Statement	66 969,66 ✓
Less Outstanding CB 1 Payments :	
333 ✓ 20/03/2013 C Daries - refund	1 683,28
334 ✓ 26/03/2013 Settle account	8 379,58
335 ✓ 28/03/2013 Cash - restore imprest amount	716,74
337 ✓ 30/03/2013 Settle account	2 457,55
Sub Total	13 237,15 CR
Plus Outstanding CB 1 Receipts :	
BDS22 ✓ 15/03/2013 R124 Settle invoice INA10003	15 975,49
Sub Total	15 975,49 DR
Reconciled Bank Balance	69 708,00
Computer Bank Balance As At 30/03/2013 ✓	69 708,00
Diff	0,00 ✓

----- End of Report -----

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COMPUTERISED FINANCIAL SYSTEMS N4

Educational No: TIMBER J2013 MEMORANDUM

05/11/2012 17:36 Page: 1

Reconciliation Output : Cash Book 1 - 8400/000 - Bank

Prepared by: Educational Pack

Closing Balance As Per Bank Statement			66 969,66 ✓
Less Outstanding CB 1 Payments :			
333 ✓	20/03/2013	C Daries - refund	1 683,28
334 ✓	26/03/2013	Settle account	8 379,58
335 ✓	28/03/2013	Cash - restore imprest amount	716,74
337 ✓	30/03/2013	Settle account	2 457,55
Sub Total			13 237,15 CR
Plus Outstanding CB 1 Receipts :			
BDS22 ✓	15/03/2013	R124 Settle invoice INA10003	15 975,49
Sub Total			15 975,49 DR
Reconciled Bank Balance			69 708,00
Computer Bank Balance As At 30/03/2013 ✓			69 708,00
Diff			0,00 ✓

----- End of Report -----

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COMPUTERISED FINANCIAL SYSTEMS N4

Educational No: TIMBER J2013 MEMORANDUM

05/11/2012 21:03 Page: 1

Entry Type Details : 01/03/2013 to 31/03/2013

Prepared by: Educational Pack

Date	Account Contra Acc (If Available)	Name Batch ID (If Available) User Name	Reference	Description	Tax Type	Tax	Amount
Entry Type 3 : 8410/000 - Petty Cash - CB 2 Payments							
05/03/2013	4200/000	Printing & Stationery User 0	252	Springs Stationers - stencils/eraser	01	6,79	✓ 48,46
11/03/2013	3350/000	Consumable goods User 0	253	MultiSave - soap dishwashers	01	4,42	✓ 31,57
18/03/2013	3400/000	Courier & Postage User 0	254 ✓	Post Office - registering letter	01	3,13	✓ 22,37
25/03/2013	5400/000	Drawings User 0	255	Traffic Department - fine	00		✓ 250,00
30/03/2013	3300/000	Computer Expenses User 0	256	Repcomp - repairs	01	42,98	✓ 307,02
30/03/2013	8410/000	Petty Cash User 0	ZContras	Generated CB 2 Payments	00		-716,74
31/03/2013	9500/000	Vat / Tax Control Account User 0	ZContras	ZContras - Tax entry	00		57,32
8410/000	4						
Total for Entry Type 3 : 8410/000 - Petty Cash - CB 2 Payments							0,00

- 1 Date

End of Report

- 2 Description

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line transactions

COMPUTERISED FINANCIAL SYSTEMS N4

Educational No: TIMBER J2013 MEMORANDUM

05/11/2012 21:03 Page: 1

Entry Type Details : 01/03/2013 to 31/03/2013

Prepared by: Educational Pack

Date	Contra Acc (If Available)	Account Batch ID (If Available)	Name User Name	Reference	Description	Tax Type	Tax	Amount
Entry Type 3 : 8410/000 - Petty Cash - CB 2 Payments								
05/03/2013		4200/000	Printing & Stationery	252	Springs Stationers - stencils/eraser	01	6,79	✓ 48,46
11/03/2013		3350/000	User 0 Consumable goods	253	MultiSave - soap dishwashers	01	4,42	✓ 31,57
18/03/2013		3400/000	User 0 Courier & Postage	254	✓ Post Office - registering letter	01	3,13	✓ 22,37
25/03/2013		5400/000	User 0 Drawings	255	Traffic Department - fine	00		✓ 250,00
30/03/2013		3300/000	User 0 Computer Expenses	256	Repcomp - repairs	01	42,98	✓ 307,02
30/03/2013		8410/000	Petty Cash	ZContras	Generated CB 2 Payments	00		-716,74
31/03/2013		9500/000	User 0 Vat / Tax Control	ZContras	ZContras - Tax entry	00		57,32
		8410/000	Account User 0					
Total for Entry Type 3 : 8410/000 - Petty Cash - CB 2 Payments								0,00

- 1 Date

End of Report

- 2 Description

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line transactions

COMPUTERISED FINANCIAL SYSTEMS N4

Softline Technology Park 102 Western Services Road Gallo Manor Ext 6 2191					REMITTANCE ADVICE																																																							
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M & M Manufacturers					Educational No: TIMBER J2013 PO Box 781893 Sandton 2146 South Africa																																																							
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COMPUTERISED FINANCIAL SYSTEMS N4

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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Date</th> <th>Reference</th> <th>Description</th> <th>Debit</th> <th>Credit</th> </tr> <tr> <td>01/03/2013</td> <td></td> <td>BROUGHT FORWARD</td> <td></td> <td>8 050,00</td> </tr> <tr> <td>14/03/2013</td> <td>SOE32</td> <td>3 Steel 12 compartment lockers</td> <td></td> <td>6 067,97</td> </tr> <tr> <td>29/03/2013</td> <td>336</td> <td>Settle invoice SOE32</td> <td>6 067,97</td> <td></td> </tr> <tr> <td>31/03/2013</td> <td>3/4</td> <td>Interest on outstanding account</td> <td></td> <td>✓ 100,63</td> </tr> </table>					Date	Reference	Description	Debit	Credit	01/03/2013		BROUGHT FORWARD		8 050,00	14/03/2013	SOE32	3 Steel 12 compartment lockers		6 067,97	29/03/2013	336	Settle invoice SOE32	6 067,97		31/03/2013	3/4	Interest on outstanding account		✓ 100,63	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Date</th> <th>Reference</th> <th>Amount</th> </tr> <tr> <td>01/03/2013</td> <td></td> <td>8 050,00C</td> </tr> <tr> <td>14/03/2013</td> <td>SOE32</td> <td>6 067,97C</td> </tr> <tr> <td>29/03/2013</td> <td>336</td> <td>6 067,97D</td> </tr> <tr> <td>31/03/2013</td> <td>3/4</td> <td>100,63C</td> </tr> </table>		Date	Reference	Amount	01/03/2013		8 050,00C	14/03/2013	SOE32	6 067,97C	29/03/2013	336	6 067,97D	31/03/2013	3/4	100,63C
Date	Reference	Description	Debit	Credit																																										
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120+ Days	90 Days	60 Days	30 Days	Current																																										
This message prints on the Supplier's remittance advice.					Amount Paid: 6 067,97																																									
					Comments:																																									
Total Due 8 150,63																																														

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- 2 if other remittances are printed

1/3

COMPUTERISED FINANCIAL SYSTEMS N4

Educational No: TIMBER J2013 MEMORANDUM

05/11/2012 20:50 Page: 1

Customer Detailed Ledger 01/03/2013 to 31/03/2013

Prepared by: Educational Pack

Date	Entry Type	Reference	Contra Acc. (If Avail)	Description	Debit	Credit	Cumulative
B001 : Barnes, L.							
Opening Balance as at 01/03/2013					0,00		
03/03/2013	Customers Journal	INA10002		Tax Invoice - LB	7 796,26		7 796,26
20/03/2013	Customer Allowance	ICA10001		Credit Note - INA10002		1 644,81	6 151,45
22/03/2013	CB 1 Receipts	BDS22		R125 Settle account		5 843,88	307,57
22/03/2013	CB 1 Receipts	BDS22		Discount		307,57	0,00
Closing Balance as at 31/03/2013					0,00 ✓		
B002 : Barry, G.							
Opening Balance as at 01/03/2013					0,00		
12/03/2013	Customers Journal	INA10003		Tax Invoice - GB	4 636,44		4 636,44
15/03/2013	CB 1 Receipts	BDS22		R124 Settle invoice INA10003		4 172,80	463,64
15/03/2013	CB 1 Receipts	BDS22		Discount		463,64	0,00
Closing Balance as at 31/03/2013					0,00 ✓		
M001 : Mbababa, N.							
Opening Balance as at 01/03/2013					0,00		
28/03/2013	Customers Journal	INA10005		Tax Invoice - NM	5 225,94		5 225,94
30/03/2013	CB 1 Receipts	BDS23		R126 Payment on account		4 964,64	261,30
30/03/2013	CB 1 Receipts	BDS23		Discount		261,30	0,00
Closing Balance as at 31/03/2013					0,00 ✓		
Z99 : Cash Sales							
Opening Balance as at 01/03/2013					0,00		
04/03/2013	CB 1 Receipts	BDS21		CRR 159		5 465,05	-5 465,05
04/03/2013	Customers Journal	INA10001		Tax Invoice - RR	5 465,05		0,00
20/03/2013	CB 1 Payments	333		C Daries - refund	1 683,28		1 683,28
21/03/2013	CB 1 Receipts	BDS22		CRR 160		5 958,81	-4 275,53
21/03/2013	Customers Journal	INA10004		Tax Invoice - CD	5 958,81		1 683,28
25/03/2013	Customer Allowance	ICA10003		Credit Note - INA10004		1 683,28	0,00
Closing Balance as at 31/03/2013					0,00 ✓		
TOTAL CLOSING BALANCE AS AT 31/03/2013					0,00		

End of Report

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COMPUTERISED FINANCIAL SYSTEMS N4

Educational No: TIMBER J2013 MEMORANDUM

05/11/2012 20:27 Page: 1

Inventory Valuation using Average Cost as at 31/03/2013

Prepared by: Educational Pack

Code	Description	Group	Unit	On Hand Including Unposted	Cost	Value
ELH	Extra Large Hammock	002	Each	4	637,50	2 550,00
LBB	Large Basic Bed	002	Each	4	506,84	2 027,36
LRC	Large Cushion	002	Each	3	233,23	699,69
MBB	Medium Basic Bed	002	Each	3	309,57	928,71
MDC	Medium Cushion	002	Each	10	165,28	1 652,80
SBB	Small Basic Bed	002	Each	7	227,50	1 592,50
SMC	Small Cushion	002	Each	6	105,00	630,00
TOTAL OF SELECTED RANGE						10 081,06 ✓✓

End of Report

(2)

Educational No: TIMBER J2013 MEMORANDUM

05/11/2012 20:52 Page: 1

Cash Movement Report as at 31/03/2013 for 1 month(s)

Prepared by: Educational Pack

Period(s)	March	Total
8410/000 Petty Cash		
TOTAL OPENING BANK BALANCE	0,00	0,00
CASH RECEIVED		
Receipts from Customers	0,00	0,00
TOTAL RECEIPTS	0,00	0,00
CASH PAID OUT		
Payments to Suppliers	0,00	0,00
Computer Expenses	350,00	350,00
Consumable goods	35,99	35,99
Courier & Postage	25,50	25,50
Printing & Stationery	55,25	55,25
Drawings	250,00	250,00
TOTAL PAYMENTS	716,74	716,74
NET CASH MOVEMENT	-716,74	-716,74
JOURNAL ENTRIES PROCESSED	716,74	716,74
TOTAL CLOSING BANK BALANCE	0,00	0,00

----- End of Report -----

(1)

COMPUTERISED FINANCIAL SYSTEMS N4

Educational No: TIMBER J2013 MEMORANDUM

05/11/2012 20:53 Page: 1

INCOME STATEMENT : 01/03/2013 to 31/03/2013

Prepared by: Educational Pack

SALES		
Sales	22 591,59	22 591,59
COST OF SALES		
Cost of Sales / Purchases	13 039,70	
Closing stock	(10 081,06)	2 958,64
GROSS PROFIT / (LOSS)		19 632,95
OTHER INCOME		
Discount Received for Cash	1 932,36	
Interest on Fixed Deposit	8 500,00	
Interest on current account ✓	295,65	10 728,01
		30 360,96
EXPENSES		
Advertising & Promotions	822,37	
Bank Charges	244,00	
Computer Expenses	307,02	
Consumable goods	948,70	
Courier & Postage	22,37	
Depreciation	5 923,22	
Discount Allowed for Cash	905,71	
Electricity & Water	2 192,81	
Insurance	1 315,79	
Interest Paid	100,63	
Printing & Stationery	92,76	
Rent Paid	6 578,95	
Salaries & Wages	15 750,00	
Rates and Taxes ✓	656,56	35 860,89
NET PROFIT / (LOSS) BEFORE TAX		(5 499,93)
TAX		
DIVIDENDS		
NET PROFIT / (LOSS)		(5 499,93)

(2)

Educational No: TIMBER J2013 MEMORANDUM

05/11/2012 20:44 Page: 1

Prepared by: Educational Pack

Notes

Other	SECTION B	Open	SECTION B	05/11/2012	05/11/2012
1. Value Added Tax	✓✓				
2. Indirect tax	✓				
3. Zero-rated	✓				
4. $4321 \times 14/114 = 530,65$	✓				
5.1 Bad Debts Journal	✓				
5.2 Bad Debts VAT	✓				
5.3 Debit Bad Debts - R2815.79	✓✓				
VAT control - R394.21	✓✓				
Credit Customer - R3210.00	✓✓				
6. VAT on fixed assets like Equipment, Vehicles.	✓✓				
7.1 Payable	✓				
7.2 R459,10	✓✓				

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----- End of Report -----