



FACULTY/COLLEGE	College of Business and Economics
SCHOOL	School of Accounting
DEPARTMENT	Department of Accountancy
CAMPUS(ES)	APK
MODULE NAME	Business Information Systems 2B
MODULE CODE	BIS2B01 / BIS22B2
SEMESTER	Second
ASSESSMENT OPPORTUNITY	Final Summative Assessment Opportunity
MONTH AND YEAR	November 2019

ASSESSMENT DATE	12 November 2019	SESSION	12:30 – 15:30
ASSESSOR(S)	Mr Y Ebrahim / Mr N Strydom		
MODERATOR(S)	Mr J Wessels		
DURATION	3 hours (180 min)	TOTAL MARKS	100

NUMBER OF PAGES OF QUESTION PAPER (Including cover page)	9
---	---

STUDENT NUMBER:															
INITIALS & SURNAME:															
IDENTITY NUMBER															
TELEPHONE NUMBER:															
COMPANY NAME:															

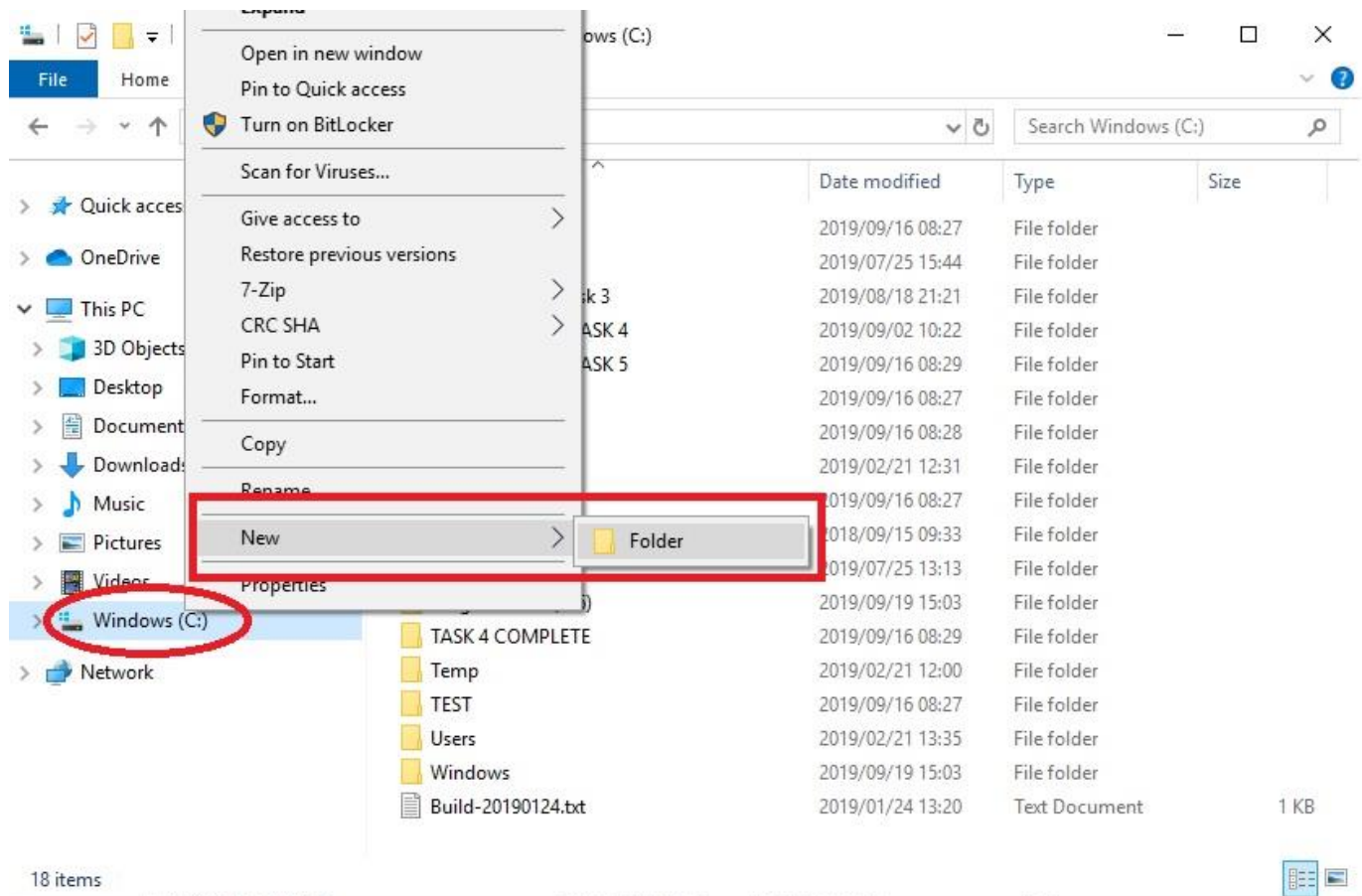
Note: Please ensure we can reach you immediately after the exam at this number, in case your files are missing

PASTEL PRACTICAL QUESTION

100 MARKS

Create a new folder under the Local Disk (C:). The name of the folder should be **your surname and backup** (for example Ebrahim Backup).

(Open Windows Explorer, click on local disk (C:), right click on Windows (C:), select New, select Folder)



Open Pastel Partner Version 18.

For the last 5 years, Mr Wheeler has been running a well-known Vehicle Dealership close to the UJ campus in Auckland Park, called **Wheeler Dealer**. Recently, Mr Wheeler found out that accounting software could help him to keep better track of his business. He therefore decided to replace his current manual system with Pastel Partner Version 18 on 1 October 2019. As his accountant, you are required to create, set up and maintain the set of accounts on Pastel Partner Version 18. All the company information and requirements for the new system are set out below:

SETTING UP THE COMPANY

(19)

1. Use the Setup Assistant to create the following company on the local C:/ drive of the computer. (Use the last 7 digits of your student number to create the company with the Setup Assistant):

Company Name	Last 7 digits of your student number	Price list	Retail
Date sequence:	DMY	Year format	2 digits
Financial Year	01/10/2019 – 30/09/2020	Chart of Accounts	Retail
Default Terms	30 days	Processing	Open Item
Document Printing	Plain Single Sheet	Bank accounts	Standard Bank account Petty cash account

2. This company will use one set of document numbers

SETTING UP THE COMPANY (CONTINUED)

3. You will be User 00, your username will be your surname and your initials.

PASSWORD:

Please note: **Your password should be: Bis@123**

It is **EXTREMELY** important that you use the correct password, as we will NOT be able to access your exam script if the wrong password was used. The password is case sensitive.

4. Remember to rename the descriptions of the two cashbooks. Rename the account access of the two cashbooks to any account.
5. Your company is registered for Normal VAT, and the default entry method of taxation is inclusive of VAT.
6. Set all Customer and Supplier Control details to print Tax Amounts on documents.
7. A 10% early settlement discount will be offered to customers settling their accounts within 14 days from the transaction date.
8. Add a default Customer Quotation message "This quotation is valid for 7 days only!"
9. Goods Received Notes will be mandatory.
10. A 5% early settlement discount will be claimed to suppliers accounts settled within 30 days from date of statement.
11. Add a default message on all the purchase orders: "Please deliver ASAP! Thank you!"
12. Do not allow the inventory quantities to fall below zero and you want the system to check the reorder level when processing.
13. Set the default units for inventory to 'Each'.
14. Create the following Inventory categories:
- Sedans
 - Hatchbacks
15. You need to create the following 2 sub-accounts
- 001 Sedans
 - 002 Hatchbacks
- for the all of the following main accounts:
- 1000 – Sales
 - 2000 – Cost of Sales
 - 2100 – Inventory Adjustment
 - 2150 – Inventory Count Variance
 - 2200 – Purchase Variance
 - 7700 – Inventory Control

The description of all the sub-accounts should start with the main account description, and then the sub-account description e.g. Sales Sedans etc.

16. Note: Inventory is fully integrated into the general ledger, remember to add all the sub-accounts detail created in 15. in the inventory setup screen

Note:

All other setup settings remain as the default settings.

CREATING CUSTOMER, SUPPLIER AND INVENTORY ACCOUNTS

17. Create the following Customer Accounts:

(4)

Customer Listing

Acc Name	KRU001 Krusty Cars	Telephone:	011 - 123 4567	Cr Limit:	R1 450 000
Delivery Address	PO Box 1234 Randburg	Contact person:	Krusty	Price List:	Retail
		Type:	Open Item	Normal Terms:	60
				Early Terms:	01

Acc Name	CAS001 Cash Sales	Telephone:		Cr Limit:	R9 999 999
Delivery Address		Contact person:		Price List:	Retail
		Type:	Balance Forward	Normal Terms:	Current
				Early Terms:	No terms

Acc Name	PIN001 Pineapple Motors	Telephone:	011 - 567 7665	Cr Limit:	R1 300 000
Delivery Address	PO Box 12 Garies	Contact person:	Sandy	Price List:	Retail
		Type:	Open Item	Normal Terms:	60
				Early Terms:	01

Note:

You should select the default tax type, and the VAT standard rate tax code for all of the created customers.

All other customer settings remain as the default settings.

18. Create the following Supplier Accounts:

(2)

Acc Name	CLE01 Clean Cars	Telephone:	012 - 676 8990
Physical Address	PO Box 101 Centurion	Contact person:	Basetsana
		Type:	Open Item
		Early Terms	02
		Normal Terms	60

Acc Name	LUX01 Luxury Motors	Telephone:	011 - 676 8989
Physical Address	PO Box 5541 Midrand	Contact person:	Billy
		Type:	Open Item
		Early Terms	02
		Normal Terms	60

Note:

You should select the default tax type, and the VAT standard rate tax code for all of the created suppliers.

All other supplier settings remain as the default settings.

19. Create the following Inventory Items:

Please note that Selling Prices are inclusive of VAT.

(5)

INVENTORY LISTING

Code Description	Unit Size	Disc	Reorder Levels		--- Tax Type ---		Service Item	Inventory Category/ Group	Selling Price
			Min	Max	Sales	Purch			
ASS0001 A Series Sedan	Each	Both	2	25	1	1	No	Sedan	R 130 000
BSS0001 B Series Sedan	Each	Both	1	25	1	1	No	Sedan	R 185 500
CSS0001 C Series Sedan	Each	Both	1	30	1	1	No	Sedan	R 199 000
HAL0001 Half Class Hatchback	Each	Both	2	30	1	1	No	Hatchback	R 88 800
VAL0001 Super Wash Valet	Per hour	Both	N/A	N/A	1	1	Yes	Hatchback	R 1 000

PROCESSING

Remember to update all batches after capturing

20. Process the following opening take-on balances:

(20)

Note:

- Remember to create all the necessary sub accounts for account # 9990 – opening balances.
 - 9990/001 – General Ledger Opening Balance
 - 9990/002 – Customer Opening Balance
 - 9990/003 – Suppliers Opening Balance
 - 9990/004 – Inventory Opening Balance
 - 9990/005 – Bank Opening Balance
- Reference # for Opening balances is **OB** and the description is **Take on Balance**
- Remember to update all journal and cashbook batches after capturing

The Closing Trial Balance at 30 September 2019 for Wheeler Dealer is as follows:

Trial Balance		
1 October 2018 – 30 September 2019		
	DR	CR
Retained Income		2 532 550.00
Computer Equipment - @ Cost	40 000.00	
Computer Equipment - Accumulated Depreciation		15 000.00
Furniture & Fittings - @ Cost	102 000.00	
Furniture & Fittings - Accumulated Depreciation		23 000.00
Inventory Control	2 404 000.00	
Customer Control Account	504 000.00	
Standard Bank Current Account		20 000.00
Supplier Control Account		447 450.00
VAT / Tax Control Account		12 000.00
	3 050 000.00	3 050 000.00

The Customer Age Analysis at the end of September 2019 is as follows:

Wheeler Dealer			
Customer Age Analysis			
September 2019			
	30 Days	Current	Total
Krusty Cars		114 000	114 000
Pineapple Motors	178 000	212 000	390 000
	178 000	326 000	504 000

The Supplier Age Analysis at the end September 2019 is as follows:

Wheeler Dealer		
Supplier Age Analysis		
September 2019		
	Current	Total
Clean Cars	270 000	270 000
Luxury Motors	177 450	177 450
	447 450	447 450

The inventory Valuation at the end September 2019 is as follows:

Wheeler Dealer			
Inventory Evaluation			
September 2019			
	Quantity	Price	Total
ASS0001	5	R 105 500	R 527 500
BSS0001	3	R 168 500	R 505 500
CSS0001	6	R 159 900	R 959 400
HAL0001	7	R 58 800	R 411 600
			R2 404 000

Process the following Supplier documents:

(18)

21. Create a Purchase Order for the following inventory from Clean Cars on the 4th of October 2019:
 - * 3 x A Series Sedan (Cost price incl. VAT – R 110 850) and
 - * 4 x B Series Sedan (Cost price incl. VAT – R 155 990)
22. Clean Cars delivered the following stock on the 8th of October 2019. Issue the Goods Received note:
 - * 4 x A Series Sedan (Cost price incl. VAT – R 110 850) and
 - * 5 x B Series Sedan (Cost price incl. VAT – R 155 990)
 - * Add the following remark to the purchase goods received note: “Accept full delivery.”
23. The suppliers invoice from Clean Cars is received on the 9th of October 2019. The invoice also includes a delivery fee of R2 650 excl. VAT. You may use the Freight GL account for the delivery fee. The invoice number for this entire transaction is invoice #CC586. Issue the Suppliers Invoice.
24. Create a Purchase Order for the following inventory from Luxury Motors on the 10th of October 2019:
 - * 2 x C Series Sedan (Cost price excl. VAT - R 154 900) and
 - * 2 x Half Class Hatchback (Cost price excl. VAT - R 48 800)

Supplier processing (continued)

25. Luxury Motors delivered the ordered stock the next day, the 11th of October. Issue the Goods Received Note.
 - * Add the following remark to the purchase goods received note: *"Thank you for the quick delivery!"*
26. The suppliers invoice from Luxury Motors for the goods delivered is received via email on the 12th of October 2019. Invoice # LM1205. Issue the suppliers invoice.
27. 1 x B Series Sedan was returned to Clean Cars on 14 October 2019 due to a manufacturing defect. Issue the Goods Return Note.
28. Remember to update all of your supplier batches.

Process the following Customer documents:

(6)

29. On 13/10/2019, customer Ford Hendry bought the following for cash:
 - * 2 x A Series Sedan
 - Mr Wheeler decides to give Ford a 5% discount on the entire purchase because he is a loyal customer. Process the invoice accordingly.*
30. On 22/10/2019 Krusty Cars bought the following on account:
 - * 3 x A Series Sedan
 - * 2 x C Series Sedan and
 - * Krusty also had a Super Wash Valet for one of the cars. The Valet took 2 hours.
 - Mr Wheeler decides to give Krusty a 10% discount on the C Series Sedans only. Process the invoice accordingly.*
31. Remember to update all of your customer batches.

Process the following journals:

(10)

32. You have calculated the following yearly depreciation amount:

- R 6 000 per year for computer equipment. Ref. D10-2019

Process the above monthly depreciation journal for the month October 2019.

Note: Provide proper descriptions.

- 33.1 Create the following accounts:

- 3460/000 Impairment Loss (I/S)
 - Income statement financial category: I25
 - Report writer category: 25
- 6700/000 Accumulated Impairment: F & F (B/S)
 - Balance sheet financial category: B35
 - Report writer category: 99

- 33.2 Rename the following account:

- 6200/010 to Repair Machines

- 33.3 You have calculated an impairment loss of R 9 000 for furniture and fittings after a small fire at the shop on 30 October 2019. Process the applicable journal using the accounts created in 33.1. Ref. 10-2019.

Note: Provide proper descriptions

34. On 17 October 2019, Mr Wheeler buys an Alloy Wheel repair machine from Clean Cars for R12 000 excluding VAT. Process the relevant supplier invoice for this transaction. Remember to use the Capital Goods option in the tax field, and use the applicable general ledger account for repair machines. Invoice number: CC9826.

Remember to update all of your journal batches.

Process the following cheque payments through the Standard bank account: (6)

35. Create the following sub-account: 9990/006: 'Cash book transfer account' for the petty cash transfer.
36. Remember to select the cash book transfer account: 9990/006 in the setup menu.
37. **Cheque payments:**

CH# 401 06/10/2019 Electricity and Water R2 550 Normal VAT	CH# 402 07/10/2019 Engen Garage Fuel for delivery vehicle R5 100 Zero Rated VAT	CH# 403 24/10/2019 Salaries R24 500 No VAT
CH# 404 30/10/2019 Draw cheque for petty cash R 1 000 No VAT	CH# 405 28/10/2019 Clean Cars Paid Account (refer to take on balance) R270 000	CH# 406 28/10/2019 Luxury Motors Paid Account (refer to Invoice # LM1205 dated 12 October 2019) R468 510

38. **Process the following deposits received through the Standard bank account: (2)**

Dep # 200 01/10/2019 Interest received R 900 No VAT	Dep # 202 28/10/2019 Krusty Cars (Payment refers to take on balance) R 114 000
---	---

39. The following bank statement for October 2019 was received by the bank. Complete the bank reconciliation and make the necessary entries to the cash book.

(8)

STANDARD BANK

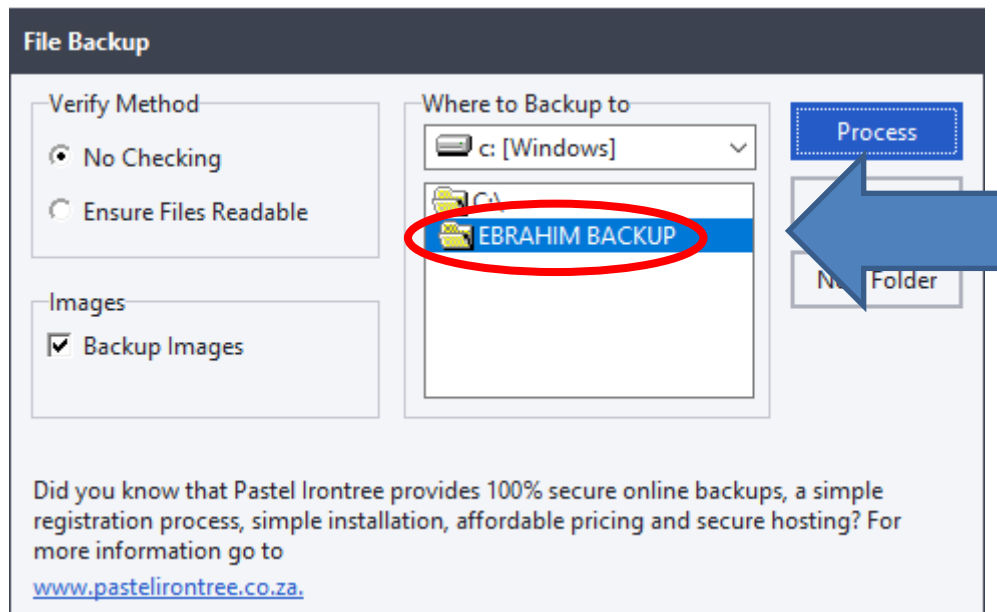
Bank statement from 1 October 2019 to 30 October 2019

Date	Description	Ref#	Amount	CR / DR	Balance	CR / DR
30/09/2019	Opening Balance				20 000	DR
01/10/2019	Deposit	200	900	CR	19 100	DR
06/10/2019	Cheque	402	5 100	DR	24 200	DR
07/10/2019	Cheque	401	2 550	DR	26 750	DR
26/10/2019	Cheque	403	24 500	DR	51 250	DR
30/10/2019	Service Fees	BS102019	450	DR	51 700	DR
	Closing Balance				51 700	DR

40. Remember to update all your cashbook and bank reconciliation batches.

Submit your exam on Blackboard:

41. Create a backup of your Company Data under the folder of your surname on the local disk (C:) (File, Backup).



42. Upload and submit the company backup ZIP file (name: last 7 digits of your student number) to Blackboard under Assignments, November Exam. Do not forget to attach the file (*Add attachment*) before clicking on the Submit button

PLEASE NOTE:

- Please hand in this questionnaire.
- Only your Blackboard file is used for marking
- Do not zip your file through any normal Windows Zip method, only the formal backup process through Pastel is valid and will be marked.
- Ensure that the front page of this questionnaire is completed and that you have uploaded, attached AND submitted your correct zip file in the correct place
- No marks can be awarded for files that are not uploaded, attached and submitted.
- No second opportunity will be granted if files are not uploaded, attached and submitted.
- If you are unsure, ask an assistant to help you.