

COMPUTERISED FINANCIAL SYSTEMS N4 NOTES

PREPARING TO ANSWER THE QUESTION PAPER

1. Make sure you are in the correct company on Pastel.
2. Make sure your ID number/ Student Number is inserted into the program.

Typing in your examination number in pastel

Setup → Company Parameters

- Under the Company name click there
- Press **Control + Shift + T** and a Set up Company Parameters box will appear where you will be able to type your examination number.
- Click ok and exit the screen.

3. Read the scenario that you are given on the question paper.
 4. Do **ADDITIONAL PARAMETER SETUP** before you start processing the transactions of the company.
- **ADDITIONAL PARAMETER SETUP** is done under the setup tab.
 - Information used below is from June 2019 Question Paper

3. **ADDITIONAL PARAMETER SETUP**

- The details on the Setup, Customers, Documents screen and the Supplier, Documents screen are incomplete. Those details must be completed using the information below:
Supplier Invoice No.: SI0501
Credit Note No.: CN051
- Add the following service item:
Code: FR
Description: Freight
Discount: None
Unit: per/km
Selling price: 3,75 per km (exclusive)
Tick: Show quantity and unit
- Add the Bad Debts Journal as a new entry type.
- If there is no early payment term for an invoice, create/add the specific term.

Bullet 1

SUPPLIER INVOICE NO.

Setup → Suppliers → Documents → Supplier Invoice tab
Under Entry type should be Supplier journal

N4 Computerised Financial System Question Paper 201

Lei Huang



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