

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

**OCR LEVEL 1 AWARD IN BOOKKEEPING SKILLS
(MANUAL) - 05524**

**OCR LEVEL 1 EXTENDED AWARD IN BOOKKEEPING
SKILLS - 05526**

**UNIT M1: PREPARING AND PROCESSING
BOOKKEEPING DOCUMENTS**

**SAMPLE ASSESSMENT
ANSWER BOOKLET**

Candidate name:

Centre number:

Centre name:

Notes for candidates:

- 1 This answer booklet must ONLY be used for the qualification unit listed above. If you have been given an incorrect answer booklet, please inform your Invigilator immediately.
- 2 After you have completed the tasks, please ensure that this answer booklet is attached to your completed Submission Cover Sheet.

INVOICE

**Beads Galore
Turnpike Lane
CROYDON
CR10 9XZ**

VAT Registration No 161 3672 75

Telephone 020 877219

| | |
|---|--|
| Customer | Invoice No: Date: Customer Order No: |
|---|--|

| Qty | Product Code | Description | Unit Price £ | Total £ |
|------------------|--------------|-------------|-----------------|------------|
| | | | | |
| Terms of trading | | | Sub-total | |
| Net 30 days | | | VAT @ | |
| | | | Invoice total | |

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CREDIT NOTE

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| | | | | |

| | |
|--------------------|-------------------|
| Reason for return: | Sub-total |
| | VAT @ |
| | Credit Note total |

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| | | | | |

| | | |
|--------------------|-------------------|--|
| Reason for return: | Sub-total | |
| | VAT @ | |
| | Credit Note total | |

| Supplier | Purchase Order Number | Invoice Number | Reason invoice cannot be processed |
|-----------------|------------------------------|-----------------------|---|
| | | | |
| | | | |

| Supplier | Purchase Order Number | Credit Note Number | Reason credit note cannot be processed |
|-----------------|------------------------------|---------------------------|---|
| | | | |
| | | | |