

## **NOTICE TO CENTRES**

**FAO:** Exams Officer/Head of IT Department

**Date:** October 2015

**Subject:** Level 1 Award in Bookkeeping Skills (computerised) and Level 2 Award in Bookkeeping and Accounting Skills (computerised) – Accounting Software (OCR-supplied CSV files)

**UNITS INVOLVED:**

**05525 C1 and C2**

**05526 C1 and C2**

**05528 C4 and C5**

**05529 C4 and C5**

It has been brought to our attention that some versions of accounting software will not print certain documents after importing customer and supplier details from the CSV files we supply. Where this problem occurs, it may be avoided by entering customer and supplier details manually.

Please remember that tutors should work through each assignment in its entirety before candidates are due to sit these qualifications, this will help to identify any issues at an early stage and will ensure that all assessment criteria can be met by the accounting software you are using.

Once completed, worked copies must be kept under secure conditions and not made available to candidates.

If you have any queries about this notice, please call our Customer Contact Centre on 024 76 851509