

## **UNIT C1 - LEVEL 1 AWARD IN BOOKKEEPING SKILLS: MARKING CRITERIA**

### **Methods of Assessment**

- 1 Individual components of Text, Numeric and Concept will be assessed separately against the Assessment Criteria

Text faults will be classified as entering text

Numeric faults will be classified as entering monetary amounts

Concept faults will be classified against incorrect use or omission of correct procedures

- 2 In order to achieve a Pass, candidates will need to satisfy the examiner that each of the components of Text, Numeric and Concept Accuracy have been demonstrated to the prescribed level

### **Error Tolerances**

TEXT	4 faults
NUMERIC	1 fault
CONCEPT	3 faults

## Criteria of Assessment

### TEXT ACCURACY (4 faults)

Omissions, additions and inaccuracies

One fault\* will be given for each instance of:

- |  | DETAIL                            |
|--|-----------------------------------|
| a) Incorrect customer or supplier account code   |                                   |
| b) Customer or supplier account name not created, created incorrectly, amended or created without instruction    | See note                          |
| c) Customer or supplier account details not created, created incorrectly, amended or created without instruction | See note                          |
| d) Nominal account name not created, created incorrectly, amended or created without instruction                 | See note<br>N/C is penalised at C |
| e) Incorrect transaction date  | See note                          |
| f) Incorrect customer cheque 'banking' date  | 4T maximum                        |
| g) Incorrect PAY reference number  | 4T maximum                        |
| h) Incorrect or missing invoice/credit note reference, supplier payment reference or customer receipt reference  | See note                          |
| i) Incorrect or omitted reference for error correction   |                                   |
| j) Completely omitted transaction details  |                                   |

### NOTE

\* A fault is described as a string of characters which contain incorrect, additional or missing characters. A string is defined as:

customer or supplier account code  
customer, supplier or nominal account name  
customer or supplier address details  
customer or supplier contact name  
customer or supplier telephone number  
invoice/credit note reference, supplier payment reference or customer receipt reference  
transaction dates

Company name: accept 'Ltd' instead of 'Limited' or '&' instead of 'and' without penalty.

Do not penalise date of letter requesting payment of invoice, as some software versions do not print the programme date but print the actual day of printing (assessment date).

Customer and supplier details, for each incorrect line, penalty one text fault.

No penalty for closed punctuation, omitted apostrophes, CAPITALS/inconsistent case or additional/omitted spaces or dashes in telephone numbers.

Cheque paying in date and PAY number must be accurate. Do NOT accept cheque date or cheque number.

### NUMERIC ACCURACY (1 fault)

Omitted, additional and incorrect monetary amounts

One fault will be given per instance of:

- a) Incorrect or missing Net or VAT amount for invoices and credit notes
- b) Incorrect or missing customer receipt amount
- c) Incorrect or missing supplier payment amount
- d) Incorrect or missing error correction amount

### DETAIL

1N per transaction to include both Net & VAT  
See C for VAT codes

1N per transaction to include both Net & VAT

### NOTE

If wrong tax code entered do not penalise Net and VAT amounts if correct to candidates' own tax code. Penalise the tax code as a concept fault.

### CONCEPT ACCURACY (3 faults)

One fault will be given per instance of :

- a) Customer or supplier account entered as both a customer and a supplier
- b) Nominal account code not created, created incorrectly, or created without instruction
- c) Transaction posted to incorrect nominal account
- d) Transaction posted to incorrect customer/supplier account
- e) Transaction posted to incorrect bank/cash account
- f) Incorrect processing type for sales or purchase transaction, purchase payment or customer receipt
- g) Incorrect payment/receipt method
- h) Payment/receipt not allocated or allocated to wrong invoice or credit note
- i) Incorrect use of 20%, 5%, 0%, VAT Exempt and Not Liable to VAT tax codes

### DETAIL

1C per account

Name penalised at T

SI instead of SC, PI instead of PC, BP instead of PP, BR instead of SR

Part payment instead of Payment on Account (see note)

T9 (not liable to VAT) is a centre software default code for customer receipts and supplier payments. If incorrect do not penalise, but note the error on the Centre Report

**CONCEPT ACCURACY (cont)****DETAIL**

- |  |   |
|--|---|
| j) Previous transaction customer/supplier account amendment, omitted or amended incorrectly (error correction)         |   |
| k) Inappropriate adjustment for trade discount   | Eg journal adjustment                               |
| l) Failure to print specified letter to customer requesting full payment of invoice which is 60 days old or over       | See Missing or Duplicated Transactions              |
| m) Failure to print specified Supplier Remittance Advice Notes if requested  | 1C to a maximum of 3C                               |
| n) Failure to print specified Trial Balance (includes incorrect date)  | See note  |
| o) Missing or incomplete Summary Audit Trail   | Do not penalise date if all transactions are listed |
| p) Reconciled bank transactions not flagged, but correct Bank Statement submitted                                      | 1C per script only                                  |
| q) Missing or incorrect Bank Statement (includes incorrect date range)   | See Missing or Duplicated Transactions              |
| r) Failure to print specified Detailed Customer Activity Report or Transaction History (includes incorrect date range) | See note  |
| s) Failure to print specified Detailed Supplier Activity Report or Transaction History (includes incorrect date range) | See note  |
| t) Failure to print specified Nominal Activity Report (includes incorrect date range)                                  | See note  |
| u) Failure to print specified Customer Address List  | See note  |
| v) Failure to print specified Supplier Address List  | See note  |
| w) Failure to print any requested report   |   |

*If different reports from those above are requested in any assignments, penalties will be circulated as standardisation points; if not 1C penalty each*

**NOTE**

A payment on account entered as a receipt or payment, will produce a part-payment of an invoice. Penalise for the underlying error and not for the resulting part payment as well.

Omission of allocation of a credit note will produce a part-payment of an invoice. Penalise for the underlying error of the omitted credit note allocation and not for the resulting part payment as well.

Failure to print specified reports includes incorrect or omitted data due to incorrect date range if requested or incorrect report option eg, Brief Audit Trail or Summary Customer/Supplier Activity.

Only penalise for reconciled bank transactions not flagged if the Bank Statement is correct, otherwise see Missing or Duplicated transactions.

Note that some versions of software are printing Statements for Cash and Petty Cash Accounts as well as for the Bank. Do not penalise this as candidates have no control over the software.

Accept a Bank Statement which includes both Reconciled and Unreconciled transactions provided they are divided into separate sections.

Transaction details that cannot be evidenced are to be penalised under Text, Numeric and Concept Accuracy.

See Missing/Duplicated Transactions for penalties for missing/duplicated invoices, credit notes, payments, receipts, customer letter, reconciled bank transactions and missing error corrections.

### MISSING OR DUPLICATED TRANSACTIONS

Transaction	Posting details	Faults
Missing/duplicated invoice or credit notes	date, ref, account, nominal code, tax code, amount	2T (date, ref) 1N (amount) 3C (A/C, N/C, tax code)
Missing/duplicated supplier payment or customer receipt (Includes payment of purchase invoice which is 60 days old or over)	date, ref, account, method, allocation, amount	2T (date, ref) 1N (amount) 3C (A/C, method, allocation) No penalty for tax code as this is automatic
Missing letter to customer identifying invoice 60 days old or over (or letter to incorrect customer) (Letter layouts may vary depending on the version of software in use)	Invoice date, reference, amount, customer account, invoice, letter type	2T (date, ref) 1N (amount) 3C (account, invoice, type)
	Accept 'Communications Details Report' with all details	
	Letter to customer printed, but date/reference and amount of the invoice not identified, or extra invoice included	2T (date, ref) 1N (amount) 1C (invoice not identified)
Missing error correction	Accept information entered manually for invoice number, date and amount, or 'in-date' invoices manually deleted	
	Change of reference Change of account Change of tax code Change of amount	1T 1C 1C 1N
Missing bank statement or missing/duplicated reconciled bank transactions	date, ref, nominal code, tax code, method (receipt/payment), amount	2T (date, ref) 1N (amount) 3C (method, N/C, tax code) (maximum penalty per script)

## PRINTOUT ERRORS

Report Error	Missing details	Find on
Missing Address Lists	Account Reference, Name, Contact & Telephone Number  Address	Activity Report  Cannot be evidenced
Summary Activity Reports	VAT and Nominal Codes	Summary Audit Trail
Brief Audit Trail	Nominal Code, Tax rate	Detailed Customer/Supplier Activity Report
Incorrect date range on Detailed Activity Reports	Customer/supplier account  Nominal accounts and amounts  VAT Rates, reference, date, payment method	Processing to correct account can be evidenced from Audit Trail It may not be possible to evidence payment/receipt allocation  Audit Trail or if one transaction missing use Trial Balance  Audit Trail
If candidate submits Brief Audit Trail with an incomplete or Brief Activity Report it may not be possible to evidence the following transactions	Nominal Codes VAT Rates Part Payment Payment Allocation	