



OCR LEVEL 2 AWARD IN BOOKKEEPING AND ACCOUNTING SKILLS (MANUAL) 05527

UNIT M8 PROCESS LEDGER TRANSACTIONS AND EXTRACTING A TRIAL BALANCE

MARKING CRITERIA

Method of Assessment

- 1 Candidates should note that the individual components of Textual, Numerical and Conceptual Accuracy, will be assessed separately.

Textual faults will be classified as entering text

Numerical faults will be classified as entering and calculating monetary amounts

Conceptual faults will be classified against double entry principles

- 2 In order to achieve a Pass, candidates will need to satisfy the examiner that each of the components of Textual, Numerical and Conceptual Accuracy have been demonstrated to the prescribed level.

Error Tolerances

	PASS
TEXTUAL	4
NUMERICAL	2
CONCEPTUAL	2

Criteria of Assessment

TEXTUAL ACCURACY (Pass - 4 faults)

Omissions, Additions and Inaccuracies

One fault* will be given for each instance of:

- a) Customer or supplier name incorrectly spelt or illegible - see detail
- b) Account name incorrectly spelt or illegible - see detail
- c) Date incorrect, incomplete, illegible or omitted - see detail
- d) Narrative incorrectly spelt or illegible
- e) Account totals not parallel
- f) Trial balance date incorrect, illegible or omitted
- g) Trial balance – business name incorrectly spelt or illegible - see note
- h) Trial balance column headings incorrect or omitted
- i) Word 'Total' omitted from day book postings to Sales, Sales returns, Purchases, Purchase returns and VAT accounts

DETAIL

Same name incorrectly spelt only penalise once.

Same name incorrectly spelt only penalise once.

2T maximum per paper irrespective of type of fault or number of occurrences. Ditto marks are not acceptable.

DR and CR

2T maximum irrespective of the number of occurrences.

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

- * A fault is described as a string of characters that contain incorrect, additional or omitted characters. A string is defined as:
customer, supplier account name
transaction narrative
transaction date

NUMERICAL ACCURACY (Pass - 2 faults)

Omitted, additional and incorrect monetary amounts

One fault will be given per instance of:

- a) Opening balance amount incorrect, illegible or omitted
- b) Invoice or credit note amounts incorrect, illegible or omitted
- c) Cheque and/or cash amount incorrect, illegible or omitted
- d) Discount allowed amount incorrect, illegible or omitted
- e) Discount received amount incorrect, illegible or omitted

- f) Balance c/d incorrect, illegible or omitted - see detail
- g) Totals, debit or credit incorrect, illegible or omitted
- h) Balance b/d incorrect, illegible or omitted - see detail
- i) Account balance incorrect or omitted in trial balance
- j) Trial balance totals incorrect, illegible or omitted - see detail

DETAIL

Figures that include pence should be displayed to two decimal places, when they are not penalty is one Numeric fault per occurrence up to 2N maximum. Do not penalise whole pounds when not stated to two decimal places. This applies to all items in this fault category.

Date Text fault
Narrative Concept fault

Date Text fault
Narrative Concept fault

Debit 1N Credit 1N

NOTE: Where candidates have entered incorrect figures or omitted figures, their own figures must be accepted and accounts and Trial balance recalculated to ensure penalties apply only to incorrect or omitted figures.

CONCEPTUAL ACCURACY (Pass - 2 faults)

One fault will be given per instance of:

- a) Opening balance entered at incorrect side of account
- b) Transaction posted to incorrect account
- c) Narrative incorrect or omitted – see detail

- d) Transaction posted to incorrect side of account
- e) Balance c/d entered at incorrect side of account
- f) Balance b/d entered at incorrect side of account
- g) Zero balance brought down for account without a balance
- h) Individual items of discount entered in Discount allowed account - see detail
- i) Individual items of discount entered in Discount received account - see detail

- j) Individual items entered in Purchases account - see detail
- k) Individual items entered in Purchase returns account - see detail
- l) Individual items entered in Sales account - see detail
- m) Individual items entered in Sales returns account - see detail
- n) Individual items of Purchases, Purchase returns, Sales or Sales returns entered in Value Added Tax account - see detail

DETAIL

Accept reasonable alternatives:
opening balance, closing balance, PDB, PRDB, SDB, SRDB.
Word 'Balance' omitted from Balance c/d or Balance b/d 2C maximum irrespective of the number of occurrences. Ditto marks are not acceptable.

Discount allowed and Discount received accounts should contain cash book totals for the month.

Should be day book total for the month.
Should be day book total for the month.

Should be day book total for the month.
Should be day book total for the month.
Should be day book total for the month.

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|--|---|
| o) Expense items included with cash purchases – see detail | 1T 2N 1C
Accept cash sales and cash purchases posted individually or as a total. |
| p) Two postings from different columns of petty cash account entered as one amount | |
| q) Trial balance – account name incorrect or omitted | |
| r) Balance entered into incorrect column of Trial balance | |
| s) Account with zero balance included in Trial balance | |