



OCR LEVEL 1 AWARD IN BOOKKEEPING SKILLS (MANUAL)

05524

UNIT M2 RECORDING CREDIT TRANSACTIONS

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 dates and text.

Numerical faults will be classified as entering and calculating monetary amounts.

Conceptual faults will be classified in accordance with 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	2
NUMERICAL	2
CONCEPTUAL	2

Criteria of Assessment

TEXTUAL ACCURACY (Pass – 2 Faults)

Omissions, Additions and Inaccuracies

One fault will be given for each instance of:

- a) Transaction date incorrect, incomplete, illegible or omitted
- see detail
- b) Month end date incorrect, illegible or omitted - see detail
- c) Customer's name misspelled, illegible or omitted
- d) Supplier's name misspelled, illegible or omitted

DETAIL

Dates 2T maximum per paper irrespective of type of fault or number of occurrences.
'Incomplete' meaning year omitted.

If candidates incur penalties at (a) do NOT penalise month end dates.
Month end date - 2T maximum irrespective of number of omissions

Full name is required.
Multiple misspelling of the same name only penalise once.
Ditto marks are not acceptable.

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NOTE

- * A fault is described as a string of characters that contain incorrect, additional or omitted characters.
Company name: accept 'Ltd' instead of 'Limited' or '&' instead of 'and' without penalty.
Customer's name
Supplier's name

NUMERICAL ACCURACY (Pass – 2 faults)

Omitted, additional and incorrect monetary amounts

One fault will be given per instance of:

- a) Invoice amounts for **Goods**, inaccurate, illegible or omitted
- b) Invoice amounts for **VAT** inaccurate, illegible or omitted
- c) Invoice amounts for **Total** inaccurate, illegible or omitted
- d) Credit note amounts for **Goods**, inaccurate, illegible or omitted
- e) Credit note amounts for **VAT** inaccurate, illegible or omitted
- f) Credit note amounts for **Total**, inaccurate, illegible or omitted
- g) Day Book totals for **Goods column** inaccurate, illegible or omitted
- h) Day Book totals for **VAT column** inaccurate, illegible or omitted
- i) Day Book totals for **Total column** inaccurate, illegible or omitted
- j) Inaccurate cross cast of analysis columns

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.

Document entered into incorrect day book – see Concept faults.

NOTE

Invoice or Credit note duplicated or omitted would incur 2 Text, 1 Numeric and 2 Concept faults.

Where candidates have entered incorrect figures or omitted figures, their own figures when accurate must be accepted and documents 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) Invoice entered into incorrect day book
- b) Credit note entered into incorrect day book
- c) Figures entered into incorrect column
- d) Invoice - individual items entered instead of totals
- e) Credit note - individual items entered instead of totals
- f) Own company name entered instead of customer or supplier name

DETAIL