



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

05527

UNIT M6 PREPARING AND RECORDING FINANCIAL DOCUMENTATION

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 against understanding relevant procedures.

- 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 has 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) Company name incorrect or omitted
- b) Company address per line, incorrectly spelt, illegible or omitted
- c) Date incorrect, incomplete or omitted - see detail
- d) Invoice or Credit note number incorrect or omitted - see detail
- e) Purchase order number incorrect or omitted - see detail
- f) VAT Registration number incorrect, illegible or omitted - see detail
- g) Stock quantity incorrect, illegible or omitted
- h) Customer's name incorrectly spelt, illegible or omitted - see detail
- i) Customer's address per line, incorrectly spelt, illegible or omitted - see note
- j) Supplier's name incorrectly spelt or illegible - see detail
- k) Supplier's address per line incorrectly spelt or illegible - see note
- l) Invoice or Credit note quantity, incorrect illegible or omitted
- m) Descriptive details per word, misspelled, illegible or omitted - see detail
- n) Reference (Day Book) incorrect, illegible or omitted
- o) Candidate's name incorrect or omitted on Memo, see note
- p) Account name incorrectly spelt, illegible or omitted
- q) Cheque number omitted on Memo

DETAIL

* Multiple misspelling of the same name or address 2T maximum.

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

2T maximum irrespective of number of occurrences.

2T maximum irrespective of number of occurrences.

2T maximum irrespective of number of occurrences.

Full name required
Ditto marks are not acceptable - see note

Full name required.
Ditto marks are not acceptable.

Same word incorrectly spelt multiple times 2T maximum.

- | | |
|--|----------|
| r) Statement number incorrect, illegible or omitted | See note |
| s) Memo - do not penalise candidates own words incorrectly spelt | |
| t) Payee incorrect or omitted | |
| u) Amount in words on cheque incorrectly spelt | |
| v) Signature on cheque: candidate should NOT sign cheque | |
| w) Credit note – reason for return omitted | |

NOTE Memo: Candidate's own words incorrectly spelt should NOT be penalised.

Accept from 'Accounts Department' or candidate's name.

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

- *A fault is described as a string of characters that contain illegible, incorrect, additional or omitted characters. A string is defined as:
Customers' name
Customer's address per line
Supplier's name

NUMERICAL ACCURACY (Pass – 2 faults)

Omitted, additional, illegible or incorrect monetary amounts

One fault will be given per instance of:

- a) Unit price on Invoice or Credit note incorrect, illegible or omitted
- b) Net price incorrect, illegible or omitted
- c) Invoice or Credit note calculation per item, incorrect, illegible or omitted
- d) Sub-total for Invoice or Credit note, incorrect, illegible or omitted
- e) Trade discount calculation – Invoice or Credit note, incorrect, illegible or omitted
- f) VAT calculation - Invoice or Credit note, incorrect, illegible or omitted
- g) Calculation of settlement discount, incorrect, illegible or omitted
- h) Invoice total, incorrect, illegible or omitted
- i) Credit note total, incorrect, illegible or omitted
- j) Gross amount, incorrect, illegible or omitted
- k) Any calculated total incorrect, illegible or omitted
- l) Balance to carry down incorrect, illegible or omitted
- m) Balance brought down, incorrect, illegible or omitted
- n) Amount of each transaction, incorrect, illegible or omitted
- o) Transaction omitted - see detail
- p) Statement – balance, incorrect, illegible or omitted
- q) Amount due, incorrect, illegible or omitted
- r) Balance as per ledger, incorrect, illegible or omitted - see detail
- s) Balance as per Statement, incorrect, illegible or omitted
- t) Cheque amount, incorrect, illegible or omitted
- u) Invoice or credit note omitted - see detail

DETAIL

Figures 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 1T Narrative 1C

Date 1T Narrative 1C

2T 1N 2C

NOTE: 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) Company and customer details reversed
- b) Incorrect customer invoiced
- c) Invoice product stock code, incorrect, illegible or omitted
- d) Credit note product stock code, incorrect, illegible or omitted
- e) Incorrect description for product stock code, per item see detail
- f) Omission of product size/amplification on invoices and credit notes - see detail
- g) Incorrect percentage rate of trade discount
- h) Trade or cash settlement discount information incorrect or omitted
- i) Supplier name omitted
- j) Supplier address omitted
- k) Incorrect percentage rate of settlement discount - see detail
- l) Customer or supplier account name incorrect or omitted
- m) Transaction posted to incorrect account
- n) Transaction posted to incorrect side of ledger account
- o) Narrative incorrect or omitted – see detail

- p) Invoice or credit note that should NOT have been entered into day book
- q) Document information omitted
- r) Information from incorrect document entered into accounts - see detail
- s) Reason for not processing document, incorrect, illegible or omitted
- t) Steps to rectify error(s) not acceptable
- u) Statement produced for incorrect customer
- v) Statement - transaction amounts entered into incorrect column - see detail

DETAIL

Product description must match product code.

2C maximum per paper.

2C maximum per paper.

When word 'Balance' is omitted from Balance c/d 2C maximum irrespective of the number of occurrences.
Accept SDB and SRDB
PDB and PRDB. Ditto marks are not acceptable

2C per document

1C irrespective of number of occurrences

w)	Remittance Advice note – transaction amounts entered into incorrect column or omitted - see detail	1C irrespective of number of occurrences
x)	Debit or credit balance reference incorrect	
y)	Invoice or credit note omitted from reconciliation statement	
z)	Incorrect invoice or credit note included in reconciliation statement	
aa)	Remittance advice produced for incorrect supplier	
bb)	Amount in figures and words on cheque not identical	
cc)	Amount in words on cheque omitted	
dd)	Assignment company name entered as payee on cheque	
ee)	Memo not attempted - see detail	2C
ff)	Reconciliation statement not attempted - see detail	2T 1C 2N