LEVEL 1 AWARD IN BOOKKEEPING SKILLS (COMPUTERISED) MARKING GUIDANCE
C2 Prepare and Record Sales and Purchase Documents using a Computerised System

DETAILS	FAULT AREAS	FAULT TYPES
Failure to Process: When candidates fail to process, they will be penalised as if the task had been completed, but all elements are incorrect, ie, one fault per missing component. Errors in descriptive text for service invoice and service credit note details in this unit **will** be penalised.		
Nominal Accounts: This assignment is not software specific. Candidates must use the nominal accounts specified. They must not create or amend or use any other nominal accounts unless instructed to do so. It is important that nominal codes should not be amended in Invoicing; the default customer sales nominal code should be activated by the software.		
VAT Codes: Various VAT rates will be included in the assignment: standard rate (the standard VAT% will be stated in the assignment), zero rated VAT, VAT exempt, 5% VAT and 'not liable to VAT'.		
Candidates must use the VAT Code/Rate shown on the transaction. Candidates who use an incorrect VAT Code will be penalised with a concept penalty for each incorrect code.		
Note: Centres must ensure that the VAT rates noted above are all available on their centre software.		
Service Invoices: This assignment is designed to introduce candidates to Invoicing without the need for stock entry and it is imperative that Service Invoices are used.		
Unit Price: The EC VAT Invoicing Directive (2001/115/EC), requiring that unit price must be shown for supplies of both goods and services on all invoices, was implemented into UK law by section 24 of the Finance Act 2002. If your software does not print unit price and discount on the same invoice/credit note, the unit price **must** be typed with the descriptive text. More information on this Directive can be found in HM Revenue and Customs VAT Information Sheet 16/03.		

FAULT TYPES: **T** = Textual Accuracy   **N** = Numerical Accuracy   **C** = Conceptual Accuracy

AMEND CUSTOMER, SUPPLIER AND NOMINAL ACCOUNTS			
Customers	Amend customer record details, including trade discount and default nominal sales code.	Record created without instruction Record amended without instruction Record details amended incorrectly Trade discounts incorrect or omitted Default nominal sales code incorrect	T T T C C
Suppliers	Amend supplier record details	Record created without instruction Record amended without instruction Record details amended incorrectly	T T T
Nominal	Amend nominal account details. Candidates must not create or amend nominal accounts unless instructed to do so. This assignment is **not** software specific.	Record created without instruction Record amended without instruction Record details amended incorrectly	T T T
ENTER PURCHASE INVOICES AND CREDIT NOTES			
Purchase invoices and purchase credit notes	Candidates do not have to enter individual items within a batch invoice or credit note. Invoices and credit notes can be processed across two nominal purchase accounts and the items for each nominal account should be processed separately. If the centre software rounds differently from the Net, VAT and gross totals shown on the assignment invoice/credit note, candidates must make the appropriate adjustments to their software. Net, VAT and gross totals must be 100% accurate, ie, the same as those shown on the invoice/credit note. Errors in purchase invoice/credit note descriptive text spelling will not be penalised; the use of the nominal account name where the corresponding entry will be made is best practice. Candidates who make up 'adjustments' for trade discounts will be penalised.	Invoice/credit note date incorrect Invoice/credit note reference incorrect or omitted Descriptive text completely omitted Net, VAT, and gross amounts incorrect Processing type (inv/cr) incorrect Supplier account incorrect Nominal account incorrect VAT code/rate incorrect Inappropriate adjustment for trade discounts	T T T N C C C C C

FAULT TYPES: **T** = Textual Accuracy   **N** = Numerical Accuracy   **C** = Conceptual Accuracy

ENTER SERVICE INVOICES AND SERVICE CREDIT NOTES			
Service invoices and service credit notes	Service Invoices and service credit notes must be prepared using the software's Invoicing module. Candidates must use the Invoicing module to process automatic trade discounts and use the automatic default sales nominal code facility. Candidates must ensure that the invoice reference, customer order number (added via Order Details), date and customer details are entered. Descriptive text, quantity and unit price for each invoice item must be entered accurately. Candidates who make up 'adjustments' for trade discounts will be penalised. If the Centre software rounds VAT differently from that shown on the assignment invoice/credit note, examiners will allow for this, as the candidate cannot amend VAT in the Invoicing facility. The net figure however **must** be correct.	Date incorrect Invoice/credit reference incorrect Customer order number incorrect or omitted Descriptive text incorrect or omitted Quantity incorrect Unit price incorrect or omitted Processing type (Inv/Cr) incorrect Customer account incorrect Inappropriate processing of trade discounts Invoice/credit note not created	T T T T T N C C C T N C
PRINT SERVICE INVOICES AND CREDIT NOTES			
Service invoices and service credit notes	Trade discount (either as an amount or as a percentage) on printed service invoices and service credit notes is used to evidence amendments at Task 2. Unit price **must** be shown on the printed invoices and credit notes (see EC Invoicing Directive).	Customer order number incorrect or omitted Unit price incorrect or omitted Discount information incorrect or omitted Printouts omitted	T C C C
UPDATE LEDGERS AND PRINT UPDATE LEDGER REPORT			
Update ledgers	Candidates are required to use the service invoice and service credit note information to update the sales ledger, debtors control accounts, nominal accounts and sales tax control account. Task is evidenced by either the update ledger report and/or the audit trail. In addition, the update ledger report, trial balance and/or the audit trail is used to evidence default sales nominal code amendment of customer records.	Failure to update ledgers Incomplete ledger update Update ledger report not submitted if requested	C C C

FAULT TYPES: **T** = Textual Accuracy   **N** = Numerical Accuracy   **C** = Conceptual Accuracy

PROCESS SUPPLIER PAYMENTS			
Payments	Supplier payments are processed using the following methods: pay invoice(s) in full, part payment, payment taking into account credit notes and payment on account. Candidates must process the payment using the correct method and allocate the payment correctly to invoices and credit notes as instructed. Supplier payments must be processed using the supplier payment option. Candidates who process payments using the wrong processing type, ie, Bank Payment, will incur additional faults as supplier and creditor control accounts will not be updated. They may also incur additional faults for incorrect VAT code.	Payment date incorrect Payment reference incorrect or omitted Payment value incorrect Payment account/type incorrect (bank/cash/transfer) Payment allocation incorrect Supplier account incorrect	T T N C C C
PROCESS CUSTOMER RECEIPTS			
Receipts	Customer receipts are processed using the following methods: pay invoice(s) in full, part payment, payment taking into account credit notes and payment on account. Candidates must process the receipt using the correct method and allocate the receipt to invoices and credit notes as instructed. Customer receipts must be processed using the customer receipt option. Candidates who process receipts using the wrong processing type, ie, Bank Receipt, will incur additional faults as customer and debtor control accounts will not be updated. They may also incur additional faults for incorrect VAT code.	Receipt date incorrect Receipt reference incorrect or omitted Receipt value incorrect Receipt account/type incorrect (bank/cash/transfer) Receipt allocation incorrect Customer account incorrect	T T N C C C
PROCESS PETTY CASH PAYMENTS AND RECEIPTS			
Petty cash payments and receipts	Petty cash payments and receipts are processed using the 'bank' payment/receipt facility. Vouchers may contain two items analysed to different nominal accounts or attracting different VAT rates. Candidates must process each item individually. Candidates to calculate the VAT, when given the VAT rate and gross amount. Candidates are expected to enter a brief descriptive text. Evidenced by various nominal/bank activity reports.	Date incorrect Reference incorrect or omitted Descriptive text completely omitted Net, VAT and gross amounts incorrect Transaction type incorrect Nominal account incorrect Bank account incorrect VAT code incorrect	T T T N C C C C

FAULT TYPES: **T** = Textual Accuracy   **N** = Numerical Accuracy   **C** = Conceptual Accuracy

RESTORE PETTY CASH IMPREST			
Restore petty cash imprest	Candidates to use the software transfer facility to restore the petty cash imprest (float). Candidates are expected to calculate and enter the correct amount, reference, date and narrative.	Date incorrect Reference incorrect or omitted Descriptive text completely omitted Incorrect amount Transaction type incorrect Bank account incorrect	**T** **T** **T** **N** **C** **C**

REPORTS			
It is important that candidates use the correct report option, correct date range and ensure all accounts and their processing details are included in their printouts. They should **not** add criteria for customer, supplier or nominal account references to their report window as this often results in missing transaction data in the printed report. Missing transaction data cannot be evidenced and as a result the candidate may fail the assignment. It is vital that candidates realise the importance of submitting all requested printouts. It is through printouts that their processing is evidenced. Failure to submit sufficient printouts may result in candidates failing the assignment. Please ask candidates to submit printouts in the order in which they are requested. **Please note:-** A selection of the following routine reports will be requested and can be varied from one assignment to another			
Remittance advice notes	Remittance advice notes may be used to evidence cheque allocation. Failure to print remittance advice notes also results in the examiner's inability to evidence supplier record amendment. Candidates who find themselves in this position should print alternative reports so that their processing can be evidenced.	Remittance advice note not submitted if requested Omitted items required for evidence will be penalised as if not entered	**C** **T/N/C**
Customer Statements	Customer statements showing **all** transactions. Please note that an incorrect date range may cause inaccurate 'Ageing' amounts on the statement. These may be used to evidence customer record amendment and receipt allocation.	Incorrect date range Incomplete or missing statement	**C** **C**
Summary Audit Trail	Used to evidence candidate processing including nominal codes, net amount, VAT amount, VAT codes, payment dates and ledger update. Candidates must submit the SUMMARY form of the audit trail as a BRIEF audit trail does not show all the data required. This must include all transactions including tutor input.	Missing/incomplete report Omitted items required for evidence will be penalised as if not entered	**C** **T/N/C**

FAULT TYPES: **T** = Textual Accuracy   **N** = Numerical Accuracy   **C** = Conceptual Accuracy

Trial Balance	Used to evidence amendments to nominal account names, supplier payments, customer receipts and ledger update. Nominal accounts amended by candidates are evidenced using trial balance.	Incorrect date range Missing report	**C** **C**
Routine reports	Reports are used to evidence customer, supplier and nominal account codes, names and details, invoices, credit notes, supplier payments, customer receipts and petty cash processing and may include any of the following: Customer/supplier address lists Customer statements Customer/supplier histories/activity reports Aged debtors'/creditors' analysis Update ledger report Remittance advice notes Nominal account histories/activity reports Audit trail Trial balance	Missing or incomplete report Incorrect date range Omitted transactions required for evidence will be penalised as if not entered	**C** **C** **T/N/C**

FAULT TYPES: **T** = Textual Accuracy   **N** = Numerical Accuracy   **C** = Conceptual Accuracy