



OCR LEVEL 1 AWARD IN BOOKKEEPING SKILLS (MANUAL)

05524

UNIT M3 MAKING AND RECEIVING PAYMENTS

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	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) Date incorrect, incomplete, illegible or omitted – see detail
- b) Outstanding Invoice List – payment valid Yes/No when abbreviated to Y or N – see detail
- c) Supplier's name incorrectly spelt or illegible
- d) Supplier's address, per line, incomplete, incorrectly spelt, illegible or omitted
- e) Customer's name incomplete, incorrectly spelt or illegible
- f) Cheque number incorrect, illegible or omitted
- g) Invoice number incorrect, illegible or omitted
- h) Order number incorrect, illegible or omitted
- i) Payee on cheque or counterfoil incomplete, incorrect, illegible or omitted
- j) Amount in words on cheque incorrectly spelt or illegible
- k) Cheque signed by candidate

DETAIL

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

2T maximum irrespective of the number of occurrences.

See note

See note

1T irrespective of number of occurrences.
See note.

Amount in words omitted
see Concept faults

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.
Supplier's business name
Supplier's address
Customer's business name

NUMERICAL ACCURACY (Pass - 2 faults)

Omitted, additional and incorrect monetary amounts

One fault will be given per instance of:

- a) Quantity for each note and coin category incorrect, illegible or omitted
- b) Total amount for each note or coin category, incorrect, illegible or omitted
- c) Daily receipts cash total incorrect, illegible or omitted
- d) Cash or Float total, incorrect, illegible or omitted
- e) Cash to Bank incorrect, illegible or omitted
- f) Paying in slip – individual analysis totals incorrect, illegible or omitted
- g) Total cash incorrect, illegible or omitted
- h) Individual cheque amount incorrect, illegible or omitted
- i) Cheque total incorrect, illegible or omitted
- j) Cash request slip – quantity for each note and coin category incorrect, illegible or omitted
- k) Each quantity total, on cash request slip incorrect, illegible or omitted
- l) Cash payment total incorrect, illegible or omitted
- m) Invoice amount incorrect, illegible or omitted
- n) Total payment incorrect, illegible or omitted
- o) Amount in figures on cheque, incorrect, illegible or omitted
- p) Counterfoil amount not identical to cheque amount

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 or when there are pence only provided stated correctly, for example .05 or .50. This applies to all items in this fault category.

2N maximum.

MUST consist of least number of notes and coins possible. (When it does not see Concept faults)

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) Invalid cheque not identified
- b) Customer name incorrect or omitted
- c) Correct cheque entered as invalid
- d) Method of payment – incorrect, illegible or omitted - do NOT penalise word 'cheque' abbreviated
- e) Payment valid (Yes or No) incorrect, illegible or omitted - see detail
- f) Reason cheque is not valid incorrect, illegible or omitted
- g) Valid cheque or bank payment omitted from Outstanding invoice list
- h) One cheque entered as two separate amounts on paying in slip
- i) Two cheques entered as one amount on paying slip
- j) Cash analysis and total cash entered on cheque paying in slip – see detail
- k) Total cheques entered against 'total cash' on cheque paying in slip
- l) Cheque numbers entered instead of customers' names on paying in slip, see detail
- m) Cash request slip: when it is numerically accurate but does not consist of the least number of notes and coins possible - see detail
- n) Supplier name incorrect or omitted
- o) Amount in figures and words not identical on cheque
- p) Amount in words on cheque omitted
- q) Company name entered on cheque instead of payee name

DETAIL

Cheque, CT, BGC, BACS, CHAPS, etc
DO NOT penalise when word 'cheque' is abbreviated.

Do not penalise when invalid cheque is entered on paying in slip, this will have been penalised at (c).

1C for cash analysis and 1N for omitted cheque total.

2C maximum irrespective of the number of occurrences

1C only.