

Unit Title: **Process routine payments and receipts using a computerised system**

OCR unit number: C3

Level: 2

Credit value: 3

Guided learning hours: 20

Unit reference number:: A/601/3651

Unit purpose and aim

Upon the completion of study for this unit, it is intended that the candidate will be able to:

- Understand the business and computer environment
- Enter transactions into the nominal ledger
- Correct transaction errors
- Process salary journals
- Carry out reconciliations to verify information generated
- Produce reports using relevant selection criteria and parameters

Learning outcomes	Assessment criteria	Knowledge, understanding and skills
<p>The learner will:</p> <p>1 Be able to enter and/or restore data using a computerised accounting package</p>	<p>The learner can:</p> <p>1.1 Enter and/or restore data accurately, for example:-</p> <ul style="list-style-type: none"> • Company name and address • Financial year • Program date • Nominal accounts • VAT scheme 	<p>Enter, restore or amend:</p> <ul style="list-style-type: none"> • Company name • Company address • Financial year • Program date • Nominal account reference • Nominal account name • VAT Scheme

Learning outcomes	Assessment criteria	Knowledge, understanding and skills
<p>2 Be able to process petty cash payments and receipts</p>	<p>2.1 Introduce or restore and/or increase a petty cash float</p> <p>2.2 Enter petty cash voucher and receipt details ensuring that they are coded to the correct nominal code</p> <p>2.3 Calculate the tax element (eg VAT) where the gross amount and rate of tax is given, for both payments and receipts</p>	<ul style="list-style-type: none"> • Introduce a petty cash float • Calculate the balance • Restore and/or increase a petty cash float <p>Voucher or receipt:</p> <ul style="list-style-type: none"> • Bank account • Processing type: payment, receipt or transfer • Reference • Date • Nominal account • Details <p>Voucher or receipt:</p> <ul style="list-style-type: none"> • Gross amount • Net amount • Tax (VAT) code • Tax (VAT) amount
<p>3 Be able to process non-credit payments and receipts</p>	<p>3.1 Process cash and cheque payments and receipts for expenditure and income made on a non-credit basis</p> <p>3.2 Process recurring payments and receipts such as direct debits, standing orders, credit transfers, etc</p>	<p>Identify:</p> <ul style="list-style-type: none"> • Bank/cash account • Processing type: payment, receipt or transfer • Reference • Date • Nominal account • Details <ul style="list-style-type: none"> • Standing order • Direct debit • Credit transfer • Bankers' Automated Clearing Services (BACS) • Bank Giro (BGC) • Clearing House Automated Payments System (CHAPS) • Electronic transfers

Learning outcomes	Assessment criteria	Knowledge, understanding and skills
	3.3 Calculate the tax amount (eg VAT) where the gross amount and the rate of tax is given, for both payments and receipts	<ul style="list-style-type: none"> • Gross amount • Net amount • Tax (VAT) code • Tax (VAT) amount
4 Be able to correct transaction errors	4.1 Make simple corrections to nominal ledger transactions, for example:- <ul style="list-style-type: none"> • changes of account • references • amounts • tax codes 	Correction of: <ul style="list-style-type: none"> • Bank/cash/petty cash account • Reference • Nominal account • Net amount • Tax code • Tax amount
5 Be able to process salary journals	5.1 Enter details from wages and salary information provided including: <ul style="list-style-type: none"> • Gross wages and salaries • Net wages and salaries • Statutory deductions owed to HM Revenue & Customs • Payments to the Collector of Taxes • Non-statutory deductions 	<ul style="list-style-type: none"> • Gross wages and salaries • Net wages and salaries • PAYE (Pay As You Earn) • National Insurance • Pension schemes • SAYE (Save As You Earn) • Charity payments • Internal club payments/savings
6 Be able to carry out bank reconciliation	6.1 Match individual items on the bank statement against the computer bank record 6.2 Update the computer bank record with additional items from the bank statement	<ul style="list-style-type: none"> • Enter the date • Enter the statement end balance • Identify and match bank statement cheques • Identify and match bank statement deposits • Identify and match recurring entries • Update nominal ledger • Flag matched items as reconciled <p>Update the bank record with:</p> <ul style="list-style-type: none"> • Direct debit • Standing order • Credit transfer • Bank charge

Learning outcomes	Assessment criteria	Knowledge, understanding and skills
		<ul style="list-style-type: none"> • Bank interest • Bankers Automated Clearing Service (BACS) • Bank Giro (BGC) • Clearing House Automated Payments System (CHAPS) • Electronic transfers
7 Be able to produce reports using selection criteria and parameters	7.1 Produce a variety of routine reports using correct selection criteria and parameters, for example:- <ul style="list-style-type: none"> • Bank Receipts and Payments Day Books • Cash and Petty Cash Activity Reports • Nominal Account Histories/Activity Reports • Bank Statement • Audit Trail • Trial Balance 	<ul style="list-style-type: none"> • Bank receipts day book • Bank payments day book • Cash receipts day book • Cash payments day book • Reconciled and unreconciled transaction report • Bank statement • Cash and petty cash activity report • Nominal account activity report • Audit trail • Trial balance

Assessment

Assessment will consist of candidates producing specified printed reports within a 2 hour assignment set and marked by OCR. There will be 10 minutes reading time before the 2 hour assignment starts. The assignment may be taken at any time convenient to the centre and candidate, but must be taken under examination conditions.

Results will be graded Pass or Fail.

Evidence requirements

Candidates must complete the OCR assignment for this unit within the designated fault tolerances. Candidates **must** carry out all their own printing.

Guidance on assessment and evidence requirements

The assignment is not software specific. Candidates must use the nominal accounts specified and must not create, amend or use any other nominal accounts unless instructed to do so.

Candidates must ensure their name is shown on each submitted report.

A copy of the Tutor Set-up must be sent with each completed batch of scripts dispatched to the Examiner-Moderator.

All elements included in the 'Knowledge, Understanding & Skills' section can be included in the Assignment, but may be varied from one assignment to another.

Details of relationship between the unit and national occupational standards

This unit was developed from the national occupational standards for Accountancy and Finance.

Resources

Equipment:

- Bookkeeping/accounting software that enables candidates to meet the assessment criteria. OCR will not make allowances for software that does not permit candidates to achieve the objectives as specified.
- Printer
- Stationery: A4 plain paper will be required

Administration guidance

In order to ensure that the equipment will allow candidates to meet the assessment criteria, centres must ensure that tutors work the assignments in advance of assessment, using the chosen software and hardware.

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website www.ocr.org.uk .