RECOGNISING ACHIEVEMENT

LEVEL 1 AWARD IN BOOKKEEPING SKILLS (COMPUTERISED) MARKING GUIDANCE
C1 Record Routine Bookkeeping Transactions using a Computerised System

DETAILS		FAULT AREAS	FAULT TYPE
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. **Nominal Accounts:** This assignment is **not** software specific. Candidates must only use the nominal accounts specified in the Nominal Ledger Listing and Trial Balance. They must not create, amend or use any other nominal accounts unless instructed to do so. **VAT Rates** 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'. **Note**: Centres must ensure that the VAT rates noted above are all available on their centre software.			
CREATE CUSTOMER, SUPPLIER AND NOMINAL ACCOUNTS			
Customers	Add customer record details; account reference, name, address, contact and telephone number.	Record details not created Record details created incorrectly Record created without instruction	T T T
Suppliers	Add supplier record details; account reference, name, address, contact and telephone number.	Record details not created Record details created incorrectly Record created without instruction	T T T
Nominal	Add nominal account details; account reference code and name. Candidates must not create nominal accounts unless instructed to do so; this assignment not software specific.	Account name not created, created incorrectly or created without instruction Nominal account code not created, created incorrectly or created without instruction	T C

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

PROCESS PURCHASE INVOICES AND CREDIT NOTES			
Purchase invoices and purchase credit notes	Candidates do not have to enter individual items within an 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. At least one invoice or credit note is processed using the lower VAT Rate. This VAT rate should be set up separately by the centre as candidates who process this transaction using the standard, zero, exempt or 'not liable to VAT' rate will be penalised. 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 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
PROCESS SALES INVOICES AND CREDIT NOTES			
Sales invoices and sales credit notes	Candidates do not have to enter individual items within an invoice or credit note. Invoices and credit notes can be processed across two nominal sales 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 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.	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 Customer account incorrect Nominal account incorrect VAT code/rate incorrect Inappropriate adjustment for trade discounts	T T T N C C C C C

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PROCESS CUSTOMER RECEIPTS AND SUPPLIER PAYMENTS			
Receipts and payments	Receipts and payments processed using the following methods: pay invoice(s) in full; pay invoice taking into account credit note, part payment and payment on account. Candidates must process the receipt or payment using the correct bank/cash account and method, and allocate it to correct invoices and credit notes as instructed. Candidates must enter the correct reference number. Transactions must be processed using the correct payment type, ie, customer receipt or supplier payment option. Candidates who process payments using the wrong processing type, eg, bank receipt/payment, will incur additional faults as the supplier and creditors control accounts will not be updated. They may also incur faults for incorrect VAT code. Gross amounts must be 100% accurate.	Receipt/payment date incorrect Receipt/payment reference incorrect or omitted Receipt/payment value incorrect Receipt/payment account/type incorrect (bank/cash/transfer) Customer/supplier account incorrect Receipt/payment method incorrect Receipt/payment allocation incorrect VAT rate incorrect	T T N C C C C C

IDENTIFY AND REQUEST PAYMENT FOR AGED DEBTOR INVOICES			
Identify overdue customer invoice	Candidates must identify customer invoice(s) which are overdue, by customer account, invoice date, invoice reference or aged debtors' report. A letter requesting full payment of the specified invoice(s) must be printed, ensuring the invoice date, reference and amount are printed on each letter. **Please note:-** If your software does not print the invoice details on letters requesting payment, please add the invoice dates, references and amounts manually.	Invoice date omitted or incorrect Invoice reference omitted or incorrect Invoice amount omitted or incorrect Customer account incorrect Letter not printed	T T N C T/N/C

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IDENTIFY AND PAY AGED CREDITOR INVOICES			
Identify overdue supplier invoice	Candidates must identify supplier invoice(s) which are overdue by supplier account, invoice date, invoice reference or aged creditors' report. Pay identified invoice(s) by the method requested in the assignment.	Payment date incorrect Payment reference incorrect or omitted Payment value incorrect Payment account/type incorrect (bank/cash/transfer) Supplier account incorrect Payment method incorrect Payment allocation incorrect	**T** **T** **N** **C** **C** **C** **C**
PROCESS ERROR CORRECTIONS			
Error corrections	Error corrections which can include change of customer/supplier account, change of reference and correction of Net, VAT, Gross amount and/or Tax code. Candidates should be encouraged to use the software's error correction facility.	Incorrect reference or failure to process Incorrect amount or failure to process Incorrect account or failure to process Incorrect tax code	**T** **N** **C** **C**
BANK RECONCILIATION			
Reconciliation	The bank statement reconciliation date is the last day of the accounting period. Candidates must identify and match cheques, deposits and bank transfers from the bank statement provided, against the computer bank record and mark matched transactions as reconciled.	Transactions not marked as reconciled Transaction not included in reconciliation	**C** **T/N/C**

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REPORTS			
It is important that candidates use the correct report option, correct date range as requested 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 from 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 reports in the requested format/date range. It is through printouts that their processing is evidenced. Please ask candidates to submit printouts in the order in which they are requested. **Please note:** A selection of routine reports will be requested and can be varied from one assignment to another.			
Routine reports	Reports are used to evidence customer, supplier and nominal account codes, names and details, invoices, credit notes, supplier payments, customer receipts, error corrections and bank reconciliation. They may include any of the following:- Customer/supplier address list Customer/supplier histories/activity report Aged debtors'/creditors' analysis Customer letter requesting payment Remittance advice note Nominal account histories/activity report Audit trail Trial balance Bank statement	Missing or incomplete report Incorrect date range Omitted transactions required for evidence will be penalised as if not entered	**C** **C** **T/N/C**

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