

**LEVEL 2 AWARD IN BOOKKEEPING AND ACCOUNTING SKILLS (MANUAL) MARKING GUIDANCE**  
**M9 Maintaining Control Accounts**

DETAILS		FAULT AREAS	FAULT TYPE
<p>Candidates will be allowed 1 hour to complete this assessment</p> <p><b>VAT Rates:</b> The Standard Value Added Tax (VAT) rate in use in this assignment will be stated in the assignment. VAT rounding up or down to the nearest 1p will be accepted without penalty.</p> <p><b>Note:</b> Monetary amounts <b>MUST</b> be shown to <b>2 decimal places</b>.</p> <p>It is recommended that candidates approach the tasks in the order in which they are listed in the assignment.</p>			
<b>ENTER OPENING BALANCES INTO SALES AND PURCHASE LEDGER ACCOUNTS</b>			
Enter Opening Balances	<p>Candidate to enter opening balances into sales and purchase ledger accounts at a specified date.</p> <p>Enter account name, date, narrative and correct balance</p>	<p>Account name spelt incorrectly or omitted</p> <p>Date incorrect or omitted</p> <p>Amount incorrect or omitted</p> <p>Narrative incorrect or omitted</p> <p>Details entered at incorrect side of account</p> <p>Entry omitted</p>	<p><b>T</b></p> <p><b>T</b></p> <p><b>N</b></p> <p><b>C</b></p> <p><b>C</b></p> <p><b>T/N/C</b></p>
<b>ENTER CORRECT DETAILS FROM DAY BOOKS INTO SALES AND PURCHASE LEDGER ACCOUNTS</b>			
Enter Transactions from Day Books	<p>Candidate to enter transactions from the day books into sales and purchase ledger accounts</p> <p>Enter date, narrative and total amount of invoice/credit note into appropriate supplier or customer account</p>	<p>Date incorrect or omitted</p> <p>Amount incorrect or omitted</p> <p>Narrative incorrect or omitted</p> <p>Details entered at incorrect side of account</p> <p>Details entered into incorrect account</p> <p>Transaction omitted</p>	<p><b>T</b></p> <p><b>N</b></p> <p><b>C</b></p> <p><b>C</b></p> <p><b>C</b></p> <p><b>T/N/C</b></p>

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<b>ENTER CORRECT DETAILS FROM THE CASH BOOK INTO SALES AND PURCHASE LEDGER ACCOUNTS</b>			
Enter Transactions from Cash Book	Candidate to enter transactions from the cash book into sales and purchase ledger accounts, including discount where appropriate Enter date, narrative and amount into the relevant account	Date incorrect or omitted Amount incorrect or omitted Narrative incorrect or omitted Details entered at incorrect side of account Details entered into incorrect account Transaction omitted	T N C C C T/N/C
<b>ENTER INFORMATION FROM JOURNAL ENTRIES AS APPROPRIATE (EG: BAD DEBTS)</b>			
Enter Relevant Journal Entries	Candidate to enter appropriate journal entries (eg bad debts) into the ledgers Enter date, narrative and amount into the relevant account	Date incorrect or omitted Amount incorrect or omitted Narrative incorrect or omitted Entry omitted	T N C T/N/C
<b>BALANCE SALES AND PURCHASE LEDGER ACCOUNTS</b>			
Balance Ledger Account	Candidate to balance sales and purchase ledger accounts Balance all sales and purchase ledger accounts clearly showing balances brought down for the start of the next month	Date incorrect or omitted Totals not parallel Amount of balance to carry down incorrect or omitted Total incorrect or omitted Amount of balance brought down incorrect or omitted Narrative incorrect or omitted Balance to carry down entered at incorrect side of account Balance brought down entered at incorrect side of account	T T N N N C  C  C

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<b>PREPARE SALES LEDGER CONTROL ACCOUNT</b>			
Prepare Sales Ledger Control Account	<p>Candidate to prepare sales ledger control account</p> <p>Control accounts are total accounts and must be constructed of totals</p> <p>Enter opening balance (total debtors at start of month), total sales including VAT, total sales returns including VAT, total bank/cash receipts, total discount allowed, total bad debts and total dishonoured cheques (refer to drawer)</p> <p>Closing balance should agree with total of Debtors' List</p>	<p>Date incorrect or omitted</p> <p>Account name incorrectly spelt or omitted</p> <p>Totals not parallel</p> <p>Opening balance incorrect or omitted</p> <p>Sales day book total incorrect or omitted</p> <p>Sales returns day book total incorrect or omitted</p> <p>Bank and cash total incorrect or omitted</p> <p>Discount allowed total incorrect or omitted</p> <p>Bad debts total incorrect or omitted</p> <p>Dishonoured cheque(s) total incorrect or omitted</p> <p>Balance to carry down incorrect or omitted</p> <p>Balance brought down incorrect or omitted</p> <p>Totals incorrect or omitted</p> <p>Narrative incorrect or omitted</p> <p>Sales, sales returns, bank and cash, discount allowed, bad debts or dishonoured cheque(s) figure not entered as a total for month</p> <p>Balance to carry down entered at incorrect side of account</p> <p>Balance brought down entered at incorrect side of account</p>	<p><b>T</b></p> <p><b>T</b></p> <p><b>T</b></p> <p><b>N</b></p> <p><b>N</b></p> <p><b>N</b></p> <p><b>N</b></p> <p><b>N</b></p> <p><b>N</b></p> <p><b>N</b></p> <p><b>N</b></p> <p><b>N</b></p> <p><b>N</b></p> <p><b>N</b></p> <p><b>C</b></p> <p><b>C</b></p> <p><b>C</b></p> <p><b>C</b></p>

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<b>PREPARE PURCHASE LEDGER CONTROL ACCOUNT</b>			
Prepare Purchase Ledger Control Account	<p>Candidate to prepare purchase ledger control account</p> <p>Control accounts are total accounts and must be constructed of totals</p> <p>Enter opening balance (total of creditors at start of month), total purchases including VAT, total of purchase returns including VAT, total bank/cash payments and total discount received</p> <p>Closing balance should agree with total of Creditors' List</p>	<p>Date incorrect or omitted</p> <p>Account name incorrectly spelt or omitted</p> <p>Totals not parallel</p> <p>Opening balance incorrect or omitted</p> <p>Purchase day book total incorrect or omitted</p> <p>Purchase returns day book total incorrect or omitted</p> <p>Bank and cash total incorrect or omitted</p> <p>Discount received total incorrect or omitted</p> <p>Balance to carry down incorrect or omitted</p> <p>Balance brought down incorrect or omitted</p> <p>Totals incorrect or omitted</p> <p>Narrative incorrect or omitted</p> <p>Purchases, purchase returns, bank and cash or discount received figure not entered as a total for month</p> <p>Balance to carry down entered at incorrect side of account</p> <p>Balance brought down entered at incorrect side of account</p>	<p>T</p> <p>T</p> <p>T</p> <p>N</p> <p>N</p> <p>N</p> <p>N</p> <p>N</p> <p>N</p> <p>N</p> <p>N</p> <p>N</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p>
<b>PREPARE DEBTORS' LIST</b>			
Prepare a Debtors' List	<p>Candidate to prepare a list of balances on customers' accounts</p> <p>Enter name of each customer account and relevant balance brought down at the end of the month</p> <p>Total the list of balances and reconcile with the sales ledger control account (enter narrative to explain that the total is the same as the final balance on the sales ledger control account)</p>	<p>Customer name incorrectly spelt</p> <p>Reconciliation explanation omitted</p> <p>Account balance incorrect or omitted</p> <p>Total incorrect or omitted</p> <p>Customer name omitted</p> <p>Account with zero balance included in list</p>	<p>T</p> <p>T</p> <p>N</p> <p>N</p> <p>C</p> <p>C</p>

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<b>PREPARE CREDITORS' LIST</b>			
Prepare a Creditors' List	Candidate to prepare a list of balances on suppliers' accounts Enter name of each supplier account and relevant balance brought down at the end of the month Total the list of balances and reconcile with the purchase ledger control account (enter narrative to explain that the total is the same as the final balance on the purchase ledger control account)	Supplier name incorrectly spelt Reconciliation explanation omitted Account balance incorrect or omitted Total incorrect or omitted Supplier name omitted Account with zero balance included in list	T T N N C C
<b>PREPARE A TAX CONTROL ACCOUNT FROM INFORMATION IN THE DAY BOOKS AND CASH BOOK</b>			
Prepare a Tax Control Account	Candidate to prepare a tax (VAT) control account Enter VAT totals from the day books into the relevant side of the account. Enter the total of VAT on cash sales and the total of VAT on cash purchases into the relevant side of the account Balance the account clearly showing the balance brought down to the start of the next month	Date incorrect or omitted Account name incorrectly spelt or omitted Totals not parallel Day book totals incorrect or omitted Total of VAT on cash sales or cash purchases incorrect or omitted Amount of balance to carry down incorrect or omitted Totals incorrect or omitted Amount of balance brought down incorrect or omitted Narrative incorrect or omitted Balance to carry down entered at incorrect side of account Balance brought down entered at incorrect side of account Any VAT amounts not entered as totals	T T T N  N  N N N C C  C C

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