

## **UNIT C5 - LEVEL 2 AWARD IN BOOKKEEPING AND ACCOUNTING SKILLS: MARKING CRITERIA**

### **Methods of Assessment**

- 1 Individual components of Text, Numeric and Concept will be assessed separately against the Assessment Criteria

Text faults will be classified as entering text

Numeric faults will be classified as entering monetary amounts

Concept faults will be classified against incorrect use or omission of correct procedures

- 2 In order to achieve a Pass, candidates will need to satisfy the examiner that each of the components of Text, Numeric and Concept Accuracy have been demonstrated to the prescribed level

### **Error Tolerances**

TEXT	4 faults
NUMERIC	1 fault
CONCEPT	3 faults

## Criteria of Assessment

### TEXT ACCURACY (4 faults)

Omissions, additions and inaccuracies

One fault\* will be given for each instance of:

- a) Stock code created incorrectly
- b) Stock description entered incorrectly or missing
- c) Stock location entered incorrectly or missing
- d) Unit of Sale entered incorrectly or missing
- e) Incorrect or missing transaction dates
- f) Incorrect or missing transaction order numbers/references
- g) Incorrect reference for Stock adjustments in and out
- h) Incorrect or missing delivery address

### DETAIL

See note

See note

Check on Product Audit Trail if report requested

1T per line to a maximum of 4T

### NOTE

\* A fault is described as a string of characters which contain incorrect, additional or missing characters. A string is defined as:

stock code

stock description

stock location

transaction order number/reference

transaction date

delivery address (1 fault per line entry to a maximum of 4T)

## NUMERIC ACCURACY (1 fault)

Omitted, additional and incorrect figures

One fault will be given per instance of:

- a) Incorrect or missing stock sale price
- b) Incorrect or missing stock cost price
- c) Re-order level entered incorrectly or missing
- d) Incorrect, superfluous or missing carriage charge
- e) Incorrect or missing in-stock quantity
- f) Incorrect or missing adjustment in quantity
- g) Incorrect or missing adjustment out quantity
- h) Incorrect or missing quantity for sales orders, purchase orders, stock invoices and credit notes
- i) New stock items omitted from Product Valuation Report
- j) Incorrect part delivered, omitted or despatched stock item

## DETAIL

1N per Sales or Purchase Order, Invoice or Credit Note  
See note

Per item  
See note below

1N per Sales or Purchase Order

For reversal of 'part stock' amounts despatched see C

## NOTE

Errors in invoices resulting from errors in the underlying sales order should not be penalised. The fault should be attributed to the sales order

VAT may be rounded up or down due to software variation and cannot be altered by the candidate. The net amount should be accurate

Penalise 1N for each new Stock Cost Price if it does not appear on the Product Valuation Report as this means it has been entered incorrectly in the Product Record screen.

## CONCEPT ACCURACY (3 faults)

## DETAIL

One fault will be given per instance of :

- |   |   |
|---|---|
| a) Incorrect customer account for sales orders and stock credit notes                                     |   |
| b) Delivery name and address entered instead of customer name and address                                 |   |
| c) Incorrect supplier account for stock records and purchase orders                                       |   |
| d) Incorrect, missing or superfluous stock items for sales orders, purchase orders and stock credit note  | 1C per item to maximum 3C per document  |
| e) Incorrect sales nominal account for stock records  |   |
| f) Incorrect or missing nominal carriage account for sales orders, purchase orders and stock credit notes | Only able to evidence if orders have been despatched or delivered (figure in Trial Balance) |
| g) Incorrect tax code for stock item  |   |
| h) Incorrect, missing or inappropriate cancellation of sales order or purchase order                      |   |
| i) Incorrect status for sales and purchase orders   | See note  |
| j) Failure to despatch sales order; invoice generation omitted  | See note  |
| k) Reversal of 'part delivered' stock amounts   | 1C only (stock figures and 'delivered purchase order' report will reflect this error)       |
| l) Failure to update nominal ledger accounts  | Often just the credit note update omitted   |
| m) Failure to update stock records  | Software usually updates stock automatically  |
| n) Failure to print specified Sales Orders  | See note  |
| o) Failure to print specified Purchase Orders   | See note  |
| p) Failure to print specified Delivery Note   | See note  |
| q) Failure to print specified Stock Invoices  | See note  |
| r) Failure to print specified Stock Credit Note   | See note  |
| s) Failure to print specified Trial Balance (includes incorrect date)                                     | See note  |

## CONCEPTUAL ACCURACY (cont)

- t) Failure to print specified Stock Details Report
- u) Failure to print specified Product Valuation Report
- v) Failure to print specified Stock Re-Order Levels Report
- w) Failure to print specified Stock Re-Order List
- x) Failure to print specified Stock Movement Report (includes date range)
- y) Failure to print specified Product Audit Trail (includes date range)
- z) Failure to print specified Sales Order Report (includes date range)
- aa) Failure to print specified Sales Order Status Report
- bb) Failure to print specified Purchase Order Report (includes date range)
- cc) Failure to print specified Purchase Order Status Report
- dd) Failure to print any requested report

*If different reports from those above are requested in any assignments, penalties will be circulated as standardisation points; if not 1C penalty each*

## DETAIL

- See note
- See note
- See note
- See note
- See 'Missing or Duplicated Transactions'
- See note
- For date range see note 3C See 'Missing or Duplicated Transactions'
- See note
- For date range see note 3C See 'Missing or Duplicated Transactions'

## NOTE

Errors in invoices resulting from errors in the underlying sales order should not be penalised; the fault should be attributed to the sales order. Printing invoices and credit notes and updating ledgers is used to evidence invoice and credit note generation.

Do not penalise for incorrect date range for the Status Reports as well as for the Sales and Purchase Order Reports, as the Status Reports are included as part of the same request in the assignment.

Check the Sales Order Status if invoices are missing, as invoices are not generated if the Sales Order has not been despatched. Penalise 1C for incorrect status, but do not penalise for missing invoice as well.

There may be variations in the Stock Re-Order Report and Stock Re-Order List depending on different versions of software. Newer versions give stock levels that are **'equal to'** and **'less than'** the re-order level, whereas older versions only include stock levels that are **'less than'** the re-order level. (Not always requested)

Errors include missing data, wrong date range and incorrect report option. Missing transactions are penalised using Text, Numeric and Concept penalties

## MISSING OR DUPLICATED TRANSACTIONS

Transaction	Posting details	Faults
Missing/duplicated stock entry	stock code, description, location, unit of sale, sales price, cost price, re-order level, stock quantity, nominal code, supplier account, tax code	<b>4T (stock code, description, location, unit of sale)</b> <b>4N (sales price, cost price, re-order level, stock quantity)</b> <b>3C (nominal code, supplier account, tax code)</b>
Duplicated/not created Sales Order	date, order number, customer account, quantity, stock item  if delivery address cannot be evidenced if carriage cannot be evidenced	<b>2T (date/order no)</b> <b>1N (quantity)</b> <b>2C (customer account, stock item)</b>  <b>Add 4T</b> <b>Add 1N</b>
Duplicated/not created Purchase Order	date, order number, supplier account, quantity, stock item  if delivery address cannot be evidenced if carriage cannot be evidenced	<b>2T (date, order no)</b> <b>1N (quantity)</b> <b>2C (supplier account, stock item)</b>  <b>Add 4T</b> <b>Add 1N</b>
Missing newly created SO or PO (for orders not printed or despatched) if SO/PO Lists are missing	order number, date, customer/supplier, quantity, stock item	<b>Find order number, date and customer/supplier on Sales Order/Purchase Order Status Report</b> <b>1N (quantity)</b> <b>1C (each stock item)</b>
Missing (not printed) invoice	Sales Order despatched, but invoice not printed  Do not penalise for both non-despatch and non-printed invoice	<b>1C only (check quantity and items on the Sales Order List)</b>  <b>1C only (incorrect status)</b>
Missing (not created) Credit Note (details can only be evidenced if printed)	date, reference, customer account, quantity, stock item	<b>2T (date, ref)</b> <b>1N (quantity)</b> <b>2C (customer account, stock item)</b>

## MISSING OR DUPLICATED TRANSACTIONS (cont)

<b>Transaction</b>	<b>Posting details</b>	<b>Faults</b>
Missing Product Audit Trail	Stock transactions and references for adjustments in and out	<b>2T (references)</b> <b>1C (stock movement)</b>
Missing Sales Order Status Report	on order, allocated, unallocated, held, part despatched, despatched	<b>3C (no matter how many status items should be shown)</b>
Missing Purchase Order Status Report	on order, part delivered, delivered	<b>3C (no matter how many status items should be shown)</b>
Sales or Purchase Order Lists omitted	unable to evidence stock quantity and stock items for orders not printed individually or despatched as invoices	<b>1N per item (quantity)</b> <b>1C per item (stock item)</b>
Product List submitted instead of Product Details Reports	three new stock items	<b>6T (location, unit of sale)</b> <b>9N (cost price, re-order level, stock quantity)</b> <b>6C (supplier, tax code)</b>

## PRINTOUT ERRORS

Report Error	Missing details	Find on
Missing/incorrect Sales Order	Order number, date, customer, quantity, stock items, price, carriage, delivery address	Sales Order List Invoice (if SO has been despatched) (carriage, VAT on carriage and delivery address cannot be evidenced)
Missing/incorrect Purchase Order	Order number, date, supplier, quantity, stock items, price, carriage, delivery address	Purchase Order List (carriage, VAT on carriage and delivery address cannot be evidenced)
Missing Delivery Note	Date, quantity, stock items, customer, price	Invoice Sales Order List (if invoice is missing Sales Order Status Report gives proof of despatch)
Missing Invoice	Date, quantity, stock items, customer, price	Sales Order List (details) Sales Order Status Report (proof of despatch)
Missing Credit Note	Credit note number, date, quantity, stock code item, customer	Cannot evidence unless candidate has supplied Update Ledger Report (not requested)
Missing Sales Order Status Report	Allocated/unallocated status, held, despatch/part despatched status	Invoice (despatch status) Unable to evidence allocated/unallocated, held status
Missing Purchase Order Status Report	Order status, delivery status	Unable to evidence
Missing Sales Order/Purchase Order Lists	Order number, date, customer/supplier, quantity, stock code item	Sales Order/Purchase Order Status Report (order no, date, customer or supplier) Unable to evidence quantity and stock code items