

LEVEL 2 AWARD IN BOOKKEEPING AND ACCOUNTING SKILLS (COMPUTERISED) MARKING GUIDANCE
C5 Carry Out Stock Control Processes using a Computerised System

DETAILS		FAULT AREAS	FAULT TYPES
<p>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.</p> <p>Nominal Accounts: This assignment is not software specific. Candidates must use the nominal accounts specified. They must not create, amend or use any other nominal accounts unless instructed to do so.</p> <p>VAT Codes: 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 and 'not liable to VAT'. Candidates must use the VAT Code/Rate shown on the transaction. Candidates who use an incorrect VAT Code will be penalised with a concept penalty for each incorrect code.</p> <p>Note: Centres must ensure that the VAT rates noted above are all available on their centre software.</p>			
ADD NEW STOCK ITEMS			
Enter Stock Items	Each new stock item comprises the following information: Stock code, description, location, sales nominal account, supplier account, sale price, tax rate, in-stock quantity, cost price (entered via O/Bal window), unit of sale and re-order level.	Stock code incorrect Stock description incorrect or omitted Location incorrect or omitted Unit of sale incorrect or omitted Sale price incorrect Cost price incorrect In-stock quantity incorrect Re-order level incorrect Supplier account code incorrect or omitted Sales nominal account incorrect Tax code incorrect	T T T T N N N N C C C

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

AMEND STOCK RECORDS			
Edit Stock Records	Editing tasks include amending stock description, location, sale price, cost price, re-order level, supplier account, sales nominal code, unit of sale, 'adjustment in', 'adjustment out' and tax code.	Stock description incorrect or omitted Location incorrect or omitted Unit of sale incorrect or omitted Sale price incorrect Cost price incorrect Adjustment in/out quantity incorrect Re-order level incorrect Supplier account code incorrect or omitted Sales nominal account incorrect Tax code incorrect	T T T N N N N C C C
EDIT SALES AND PURCHASE ORDERS			
Edit Sales and Purchase Orders	Six sales and purchase orders, at least 3 of which will be Sales Orders. Tasks can include: incorrect date, incorrect customer/supplier account, incorrect stock code item, incorrect quantity, superfluous stock item, missing stock item, superfluous carriage, missing carriage and cancelled order.	Date incorrect Quantity incorrect Carriage amount missing, incorrect or superfluous Carriage nominal account incorrect Order not cancelled when requested or cancelled in error Stock item missing, incorrect or superfluous Customer/supplier account incorrect Stock item incorrect	T N N C C C C C
CREATE NEW SALES AND PURCHASE ORDERS			
Enter Sales and Purchase Orders	Five sales and purchase orders to be created, at least 2 of which will be sales orders. Each order may have several stock items. Orders may include carriage and/or a different delivery address. Candidate processing evidenced by various reports.	Date incorrect Order reference incorrect Delivery address incorrect or omitted Quantity incorrect Carriage amount missing, incorrect or superfluous Customer/supplier account incorrect Stock code incorrect Carriage nominal account incorrect	T T T N N C C C

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

PRINT SALES AND PURCHASE ORDERS			
Print Sales and Purchase Orders	Instructions to candidates to print specific sales and purchase orders. Candidate processing evidenced by printed orders.	Missing printouts Omitted transactions which cannot be evidenced will be penalised as if not entered	C T/N/C
CHANGE SALES AND PURCHASE ORDER STATUS			
Change Sales and Purchase Order Status	Order status to be amended to, eg: on order, allocated, unallocated, held, completed, part completed, delivered or part delivered. Delivery note(s) to be printed. Candidate processing evidenced by various reports including Sales and Purchase Order Status Reports.	Order status incorrect Sales order not despatched Delivery note not printed Stock records not updated where appropriate	C C C C

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CREATE STOCK INVOICE AND STOCK CREDIT NOTE			
Generate Invoices and Create a Credit Note	<p>Stock invoices generated are based on sales orders. Print stock invoices and use the details to update sales and nominal ledgers. Stock credit note created and printed. Credit note details used to update sales, nominal ledgers and stock. Candidates must update stock records only if required by their software. NOTE: The Purchase Ledger should not be updated. The Update icon in POP enables creation of invoices from Purchase Orders. This is not requested in the assignment and will be penalised if activated. Invoice/credit note must show unit price, net, VAT, gross and carriage when applicable. Candidate processing evidenced by printed Invoice, Credit Note and Trial Balance.</p>	<p>Credit note date incorrect Credit note reference incorrect Stock quantity incorrect Customer account incorrect Stock code incorrect Update ledgers omitted or incomplete Invoice generation omitted Stock invoice omitted Stock credit note omitted Failure to update stock records where appropriate Purchase ledger updated when not requested</p>	<p>T T N C C C C C C C C</p>
<p>REPORTS It is important that candidates use the correct date range and ensure all accounts and processing details requested are included in their printouts. They should not add criteria for customer, supplier or nominal accounts to their report window as this often results in missing transaction data in the printed report. Missing transaction data cannot be evidenced and as a result your candidate may fail the assignment. It is vital that candidates realise the importance of submitting all printouts in the requested format. It is through printouts that their processing can be evidenced. Failure to submit sufficient printouts may result in candidates failing the assignment. 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.</p>			

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