

Unit Title:	<b>Maintaining control accounts</b>
OCR unit number:	M9
Level:	2
Credit value:	1
Guided learning hours:	8
Unit reference number:	K/600/8770

## Unit purpose and aim

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For the learner to understand the importance of maintaining control over debtors and creditors aided by preparation and use of debtor and creditor control accounts.

Learning outcomes	Assessment criteria	Knowledge, understanding and skills
<p><b>The learner will:</b></p> <p>1 Prepare sales and purchase ledger and tax control accounts</p>	<p><b>The learner can:</b></p> <p>1.1 Prepare a sales ledger control account from information extracted from the books of prime entry</p>	<ul style="list-style-type: none"> <li>• Enter opening balances into sales ledger accounts; enter correct date, narrative and amount</li> <li>• Enter transactions from day books and cash book (including discount) into sales ledger accounts; enter correct date, narrative and amount</li> <li>• Enter bad debts in the sales ledger which have already been entered in the journal as appropriate</li> <li>• Accurately total and balance all sales ledger accounts</li> <li>• Prepare sales ledger control account; enter correct date, narrative and amount for opening balance, total sales, total sales returns, total bank, total cash, total discount, total returned cheques, total bad debts</li> </ul>

Learning outcomes	Assessment criteria	Knowledge, understanding and skills
	<p>1.2 Balance the sales ledger control account</p> <p>1.3 Prepare a purchase ledger control account from information extracted from the books of prime entry</p> <p>1.4 Balance the purchase ledger control account</p> <p>1.5 Prepare a tax control account from information extracted from the books of prime entry</p>	<ul style="list-style-type: none"> <li>• Accurately total and balance sales ledger control account.</li> <li>• Enter opening balances into purchase ledger accounts, enter correct date, narrative and amount</li> <li>• Enter transactions from day books and cash book (including discount) into purchase ledger accounts, enter correct date, narrative and amount</li> <li>• Accurately total and balance all purchase ledger accounts</li> <li>• Prepare purchase ledger control account, enter correct date, narrative and amount for opening balance, total purchases, total purchase returns, total bank, total cash, total discount</li> <li>• Accurately total and balance purchase ledger control account</li> <li>• Enter Value Added Tax totals from day books and cash book; enter correct date, narrative and amount</li> </ul>
<p>2 Reconcile sales and purchase ledger and tax control accounts</p>	<p>2.1 Reconcile the balance on the sales ledger control account with a list of debtors</p> <p>2.2 Reconcile the balance on the purchase ledger control account with a list of creditors</p> <p>2.3 Reconcile the balances on the tax control account</p>	<ul style="list-style-type: none"> <li>• Enter the balance on each debtor's account into the Debtors' list and total; reconcile with the balance on the sales ledger control account</li> <li>• Enter the balance on each creditor's account into the Creditors' list and total; reconcile with the balance on the purchase ledger control account</li> <li>• Total and balance the Value Added Tax account.</li> </ul>

## Assessment

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Assessment will consist of candidates completing a 1 hour assignment set and marked by OCR. There will be 10 minutes reading time before the 1 hour assignment starts. The assignment may be taken at any time convenient to the centre and the candidate, but must be taken under examination conditions.

Results will be graded Pass or Fail.

## Evidence requirements

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Candidates must complete the assignment for this unit within the stated fault tolerances in order to satisfy the evidence requirements.

## Guidance on assessment and evidence requirements

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All elements included in the 'Knowledge, understanding and skills' section can be included in the assignment.

## Details of relationship between the unit and national occupational standards

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

## Additional information

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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](http://www.ocr.org.uk).