

Unit Title:	<b>Record routine bookkeeping transactions using a computerised system</b>
OCR unit number:	C1
Level:	1
Credit value:	2
Guided learning hours:	15
Unit reference number:	R/601/3641

## Unit purpose and aim

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For the learner to have a clear understanding of the principles and procedures relating to maintaining the ledgers of a company within a computerised accounting package. To also have a clear understanding of the principles and procedures related to the processing of business transactions and the processing of bank reconciliation.

Learning outcomes	Assessment criteria	Knowledge, understanding and skills
<p><b>The learner will:</b></p> <p>1 Be able to enter and/or restore data using a computerised accounting package</p>	<p><b>The learner can:</b></p> <p>1.1 Enter and/or restore data accurately, for example:-</p> <ul style="list-style-type: none"> <li>• Company name and address</li> <li>• Financial year</li> <li>• Program date</li> <li>• Customer details</li> <li>• Supplier details</li> <li>• Nominal accounts</li> <li>• VAT scheme</li> </ul>	<p>Enter, restore or amend:</p> <ul style="list-style-type: none"> <li>• Company name</li> <li>• Company address</li> <li>• Financial year</li> <li>• Program (software) date</li> <li>• Customer reference</li> <li>• Customer name</li> <li>• Customer address</li> <li>• Customer contact</li> <li>• Customer telephone number</li> <li>• Supplier reference</li> <li>• Supplier name</li> <li>• Supplier address</li> <li>• Supplier contact</li> <li>• Supplier telephone number</li> <li>• Nominal account reference</li> <li>• Nominal account name</li> <li>• VAT scheme</li> </ul>

Learning outcomes	Assessment criteria	Knowledge, understanding and skills
2 Be able to record customer and supplier invoices and credit notes	2.1 Enter information taken from invoices and credit notes into the correct customer and supplier accounts, using the correct Nominal code, date, appropriate reference and details	Enter information taken from invoices and credit notes: <ul style="list-style-type: none"> <li>• Customer account</li> <li>• Supplier account</li> <li>• Reference</li> <li>• Date</li> <li>• Nominal code</li> <li>• Details</li> <li>• Net amount</li> <li>• Tax (VAT) code</li> <li>• Tax (VAT) amount</li> </ul>
3 Be able to process monies received	<p>3.1 Identify amounts due</p> <p>3.2 Allocate cheques and cash received to the correct account, to include full and part payments</p> <p>3.3 Enter the correct reference and date</p>	<p>Identify amounts due by:</p> <ul style="list-style-type: none"> <li>• Customer account</li> <li>• Nominal account</li> <li>• Invoice date</li> <li>• Invoice reference</li> <li>• Aged debtors' list</li> </ul> <p>Allocate cheques, bank transfers and/or cash received:</p> <ul style="list-style-type: none"> <li>• To the correct customer account</li> <li>• To the correct invoice(s)</li> <li>• Taking into account credit note(s)</li> <li>• As full payment</li> <li>• As part payment</li> <li>• As payment on account</li> <li>• To the correct nominal account</li> <li>• Calculating VAT as applicable</li> </ul> <p>Enter correct information for monies received:</p> <ul style="list-style-type: none"> <li>• Reference</li> <li>• Date</li> </ul>
4 Be able to process monies paid	4.1 Identify amounts owed	Identify amounts owed by: <ul style="list-style-type: none"> <li>• Supplier account</li> <li>• Nominal account</li> <li>• Invoice date</li> <li>• Invoice reference</li> <li>• Aged creditors' list</li> </ul>

Learning outcomes	Assessment criteria	Knowledge, understanding and skills
	<p>4.2 Allocate cheques and cash to the correct accounts to include full and part payments</p> <p>4.3 Enter the correct reference and date</p>	<p>Allocate cheques, bank transfer and/or cash paid:</p> <ul style="list-style-type: none"> <li>• To the correct account</li> <li>• To the correct invoice(s)</li> <li>• Take into account credit note(s)</li> <li>• As full payment</li> <li>• As part payment</li> <li>• As payment on account</li> <li>• To the correct nominal account</li> <li>• Calculating VAT as applicable</li> </ul> <p>Enter correct information for monies paid:</p> <ul style="list-style-type: none"> <li>• Reference</li> <li>• Date</li> </ul>
<p>5 Be able to correct transaction errors</p>	<p>5.1 Make simple corrections to sales and purchase ledger transactions, for example:-</p> <ul style="list-style-type: none"> <li>• change of customer or supplier account</li> <li>• change of reference</li> <li>• change of amount</li> </ul>	<p>Correct:</p> <ul style="list-style-type: none"> <li>• Customer account</li> <li>• Supplier account</li> <li>• Reference</li> <li>• Net amount</li> <li>• Tax (VAT) code</li> <li>• Tax (VAT) amount</li> </ul>
<p>6 Be able to carry out bank reconciliation</p>	<p>6.1 Match individual items on the bank statement against the computer bank record</p> <p>6.2 Reconcile the computer bank record</p>	<ul style="list-style-type: none"> <li>• Enter the date</li> <li>• Enter the statement end balance</li> <li>• Identify and match bank statement cheques</li> <li>• Identify and match bank statement deposits</li> <li>• Identify and match bank statement transfers</li> <li>• Mark matched transactions as reconciled</li> </ul>

Learning outcomes	Assessment criteria	Knowledge, understanding and skills
7 Be able to produce reports using selection criteria and parameters	7.1 Produce a variety of routine reports using correct selection criteria and parameters, for example:- <ul style="list-style-type: none"> <li>• Customer and Supplier Address Lists</li> <li>• Customer and Supplier Histories/Activity Reports</li> <li>• Remittance Advice Notes</li> <li>• Customer account overdue letter</li> <li>• Aged Debtor and Aged Creditor Analysis</li> <li>• Nominal Account Histories/Activity Reports</li> <li>• Audit Trail</li> <li>• Trial Balance</li> <li>• Bank Statement</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Address List</li> <li>• Supplier Address List</li> <li>• Customer Histories/Activity Reports</li> <li>• Supplier Histories/Activity Reports</li> <li>• Remittance Advice Notes</li> <li>• Customer Account overdue letter</li> <li>• Aged Debtors' Analysis</li> <li>• Aged Creditors' Analysis</li> <li>• Nominal Account Histories/Activity Report</li> <li>• Audit Trail</li> <li>• Trial Balance</li> <li>• Bank Statement</li> </ul>

## Assessment

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Assessment will consist of candidates producing specified printed reports within a 1 hour 30 minute assignment set and marked by OCR. There will be 10 minutes reading time before the 1 hour 30 minute assignment starts. The assignment may be taken at any time convenient to the centre and 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 OCR assignment for this unit within the stated fault tolerances. Candidates **must** carry out all their own printing.

## Guidance on assessment and evidence requirements

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The assignment is not software specific. Candidates must use the nominal accounts specified and must not create, amend or use any other nominal accounts unless instructed to do so.

Candidates must ensure their name is shown on each submitted report.

A copy of the Tutor Set-up must be sent with each completed batch of scripts dispatched to the Examiner-Moderator.

All elements included in the 'Knowledge, understanding & skills' section can be included in the assignment but may be varied from one assignment to another.

## 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.

## Resources

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Equipment:

- Bookkeeping/accounting software that enables candidates to meet the assessment criteria. OCR will not make allowances for software that does not permit candidates to achieve the objectives as specified.
- Printer
- Stationery: A4 plain paper will be required

## Administration Guidance

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In order to ensure that the equipment will allow candidates to meet the assessment criteria, centres must ensure that tutors work the assignments in advance of assessment, using the chosen software and hardware.

## 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) .