![OCR logo — RECOGNISING ACHIEVEMENT]

Unit Title:	**Carry out stock control processes using a computerised system**
OCR unit number:	C5
Level:	2
Credit value:	2
Guided learning hours:	10
Unit reference number:	F/601/3652

Unit purpose and aim

Upon the completion of study for this unit, it is intended that the candidate will be able to:

- Demonstrate competence in using a computerised accounting system to add and amend stock records

- Produce sales and purchase orders

- Generate and print stock invoices

- Create stock credit notes

- Update the sales ledger and stock levels as appropriate

- Produce appropriate reports using selection criteria and parameters

Learning outcomes	Assessment criteria	Knowledge, understanding and skills
The learner will:	**The learner can:**	
1 Be able to enter and/or restore data using a computerised accounting package	1.1 Enter and/or restore data accurately, for example:- • Company name and address • Financial year • Program date • Customer details • Supplier details • Nominal accounts • Stock details • VAT scheme	Enter, restore or amend: • Company name and address • Customer name and address • Supplier name and address • Financial year • Program date • Nominal account reference • Nominal account name • VAT Scheme • Stock code

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Learning outcomes	Assessment criteria	Knowledge, understanding and skills
		• Stock description • Stock location • Stock nominal code • Stock supplier • Stock cost price • Stock sale price • Stock VAT rate • Stock unit of sale • Stock re-order level • Stock quantity
2 Be able to create and edit sales orders	2.1 Create and edit sales orders accurately including, for example:- • correct customer • reference • date • stock quantity • stock item • carriage charge • delivery address	Enter or edit: • Customer account • Customer reference • Order number • Order date • Stock quantity • Stock item • Carriage charge • Carriage nominal account • VAT rate • Delivery address • Sales order
3 Be able to create and edit purchase orders	3.1 Create and edit purchase orders accurately including, for example:- • correct supplier • reference • date • stock quantity • stock item • carriage charge • delivery address	Enter or edit: • Supplier account • Supplier reference • Order number • Order date • Stock quantity • Stock item • Carriage charge • Carriage nominal account • Delivery address • Purchase order cancellation

Learning outcomes	Assessment criteria	Knowledge, understanding and skills
4 Be able to amend sales order status	4.1 Process sales order status, for example:- • Allocate stock to a sales order • Unallocate stock from a sales order • Place sales order 'on hold' • Despatch or part Despatch a sales order • Delete a sales order	• Allocate stock to a sales order • Unallocate stock from a sales order • Place sales order 'on hold' • Despatch sales order • Part despatch sales order • Delete a sales order
5 Be able to amend purchase order status	5.1 Process purchase order status, for example:- • Place purchase order 'on order' • Place purchase order 'on hold' • Process delivery or 'part delivery' of stock • Delete a purchase order	• Place purchase order 'on order' • Place purchase order 'on hold' • Process delivery of stock • Process part delivery of stock • Cancel a purchase order • Delete a purchase order
6 Be able to generate sales invoices	6.1 Generate sales invoices based on sales order details	• Despatch sales order • Part despatch sales order • Create invoice details • Update stock • Record despatch
7 Be able to create stock credit notes	7.1 Create stock credit notes	Enter: • Customer account • Customer reference • Credit note number • Credit note date • Stock quantity • Stock item
8 Be able to update the sales ledger and stock levels	8.1 Update the sales ledger from invoices and credit notes	• Update customer account • Update debtors control account • Update nominal sales account • Update VAT account • Update carriage account

Learning outcomes	Assessment criteria	Knowledge, understanding and skills
	8.2 Update stock levels as appropriate	• Check automatic stock update • Update stock levels if required
9 Be able to produce reports using selection criteria and parameters	9.1 Produce a variety of reports using correct selection criteria and parameters, for example:- • Sales Orders • Purchase Orders • Delivery Notes • Invoices • Credit Notes • Aged Debtors and Aged Creditors Analysis • Stock Detail and Valuation Reports • Stock Activity Reports • Sales and Purchase Order Reports • Status Reports • Trial Balance	Produce: • Sales order • Purchase order • Delivery note • Goods received note • Delivered purchase order report • Invoice • Credit note • Aged debtor and aged creditor analysis • Customer activity report • Supplier activity report • Trial balance • Transaction audit trail • Sales order list • Sales order status report • Sales order shortfall report • Outstanding sales order report • Purchase order list • Purchase order status report • Purchase re-order list • Outstanding purchase order report • Stock detail report • Stock valuation report • Stock activity report • Stock re-order levels report • Stock movement report • Stock audit trail

Assessment

Assessment will consist of candidates producing specified printed reports within a 2 hour assignment set and marked by OCR. There will be 10 minutes reading time before the 2 hour 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

Candidates must complete the OCR assignment for this unit within the designated fault tolerances. Candidates **must** carry out all their own printing.

Guidance on assessment and evidence requirements

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

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

Resources

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

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

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 .