

财务信息

BUSINESS

HIGHER NATIONAL DIPLOMA

【英】苏格兰学历管理委员会 (SQA)
Scottish Qualifications Authority

Unit Student Guide

Recording Financial Information

DG9K 04



 中国时代经济出版社


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Recording Financial Information

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1

Introduction to the Scottish Qualifications Authority

This Unit (**DG9K 04 Recording Financial Information**) has been devised and developed by the Scottish Qualifications Authority (SQA). Here is an explanation of the SQA and its work:

The SQA is the national body in Scotland responsible for the development, accreditation, assessment, and certification of qualifications other than degrees.

Its website can be viewed on: www.sqa.org.uk

SQA's functions are to:

- devise, develop and validate qualifications, and keep them under review
- accredit qualifications
- approve education and training establishments as being suitable for entering people for these qualifications
- arrange for, assist in, and carry out, the assessment of people taking SQA qualifications

- quality assure education and training establishments which offer SQA qualifications
- issue certificates to candidates.

In order to pass SQA units, students must complete prescribed assessments. These assessments must meet certain standards.

The Unit Specification outlines the (insert number) Outcomes that students must complete in order to achieve this unit. The Specification also details the knowledge and/or skills required to achieve the outcome or outcomes. The Evidence Requirements prescribe the type, standard and amount of evidence required for each outcome or outcomes.

2

Introduction to the Unit

2.1

What is the Purpose of this Unit?

This Unit is designed to enable candidates to develop their manual book-keeping skills. It is intended for candidates who expect to take up a career in accounting and/or financial administration. It is also relevant to those with appropriate work experience and who wish to formalise their manual book-keeping skills.

2.2

What are the Outcomes of this Unit?

On completion of the Unit candidates should be able to:

- 1 Record business transactions into a double entry book-keeping system, extract a trial balance and prepare a VAT return.
- 2 Incorporate control mechanisms into the book-keeping system.

2.3

What do I Need to be Able to do in Order to Achieve this Unit?

For Outcome 1 you will be asked to provide evidence of the following knowledge or skills:

- Main business documents (invoices, cheques, credit notes, cash receipts/payments) and record these in the appropriate books of original entry (Journal, Purchases Day Book, Sales Day Book, Returns Day Books, Cash Book (incorporating VAT and bank and cash))

- Post from the books of original entry to ledger accounts for assets, liabilities, income and expenses conforming to double entry convention
- Standard rated, zero rated and exempt VAT supplies or items
- Account for VAT in accordance with accounting standards
- Extract a Trial Balance
- Prepare a VAT return.

For Outcome 2 you will be asked to provide evidence of the following knowledge or skills:

- Prepare control accounts for sales and purchase ledgers
- Reconcile control account balances with ledger balances
- Prepare a bank reconciliation statement
- Prepare journal entries to correct all errors in the ledger accounts
- Open, post to and clear a suspense account
- Prepare a statement showing the effect of identified

errors on draft profit figures.

2.4

Approximate Study Time for This Unit

The notional time allowed to complete the unit is **40 hours** ; however, some students may need less time, whereas other students may take longer.

2.5

Equipment/ Material Required for this Unit

The various Learning Materials sections are designed so that you can work at your own pace, with tutor support. As you work through the Learning Materials (see Section 5), you will encounter symbols. These symbols indicate that you are expected to do a task. **These tasks are not Outcome Assessments.** They are exercises designed to consolidate learning or encourage thought, in preparation for the Outcome Assessment (see Section 3—Assessment Information for this Unit).

Activity



This symbol indicates an Activity (A). Usually, activities are used to improve or consolidate your understanding of the subject in general or a particular feature of it.

The activities will not serve this purpose if you refer to the responses prior to having attempted the Activity.

Self – Assessed

Question



This symbol indicates a Self-Assessed Question. Using a Self-Assessed Question helps you check your understanding of the content that you have already covered.

Everything is provided for you to check your own responses. Answers to the Self-Assessed Questions are to be found at the back of the Unit Student Guide. Where suggested responses to activities are provided in the Unit Student Guide, **students are strongly discouraged from looking at these responses before they attempt the activity.** The activities throughout the Unit Student Guide will help you to prepare yourself for the formal assessments, and to identify topic areas in which you will require clarification and additional tutor support. The activities will not serve this purpose if you look at the answers before trying the activity!

Self-Assessed Questions and activities are designed to be checked by you. No tutor input is necessary at this stage unless special help is requested, although from time to time your tutor may wish to view your responses to Self-Assessed Questions to see how you are progressing.

3

Assessment Information for this Unit

3.1

What Do I
Have to Do to
Achieve This
Unit?

The assessment for this unit is made up of 2 tasks each of which you must attain 70% of the available marks to achieve this unit. These tasks cover the majority of the book-keeping system of a sole trader including:

- record business transactions into a double-entry book-keeping system, extract a trial balance and prepare a VAT return
- incorporate control mechanisms into the book-keeping system.

Both the assessments will be under closed-book examination conditions with no access to textbooks or notes.

If you achieve this unit there may be opportunities for you to gain exemptions from a number of professional accounting bodies.

4

Suggested Lesson Plan

The Learning Materials (see Section 5) are designed to lead you through a series of activities which will allow you to consolidate your learning and check on your own progress.

5

Learning Material

5.1

Section 1— Introduction

5.1.1 Introduction

Welcome to studying the Higher National unit “Recording Financial Information”. This is a single credit which is part of a range of Higher National course frameworks.

This unit introduces you to manual book-keeping. It will enable you to understand the principles of double entry book-keeping. It will enable you to distinguish between the different types of VAT and record this tax in the accounting records of a sole trader.

5.1.2 Assessment Procedures

The assessment for this unit is made up of 2 tasks each of which you must attain 70% of the available marks to achieve this unit. These tasks cover the majority of the book-keeping system of a sole trader including:

- record business transactions into a double-entry book-keeping system, extract a trial balance and prepare a VAT return
- incorporate control mechanisms into the book-keeping system.

Both the assessments will be under closed-book examination conditions with no access to textbooks or notes.

If you achieve this unit there may be opportunities for you to gain exemptions from a number of professional accounting bodies.

5.1.3 Layout of Study Unit

This unit is divided into 11 sections covering the 2 outcomes (as detailed below.)

Sections	Outcome
1 - 5	1
6 - 11	2

In addition to the theory and examples this unit allows you to practice the topics through:

- SAQs (Self-Assessment Questions) where the solutions can be found at the end of the unit