



## **Mapping of the Pre-2015 LCCI Level 1 Certificate in Book-keeping – ASE1017**

**To:**

**Pearson LCCI Level 1 Certificate in Bookkeeping  
(VRQ) - Issue 2 (First teaching September  
2015) – ASE20091**

Pre-2015 qualification: Level 1 Certificate in Book-keeping – ASE1017		Pearson LCCI Level 1 Certificate in Bookkeeping (VRQ) – Issue 2 (First teaching September 2015) – ASE20091
Syllabus Topic	Items Covered	Map: State whether Fully covered/Partially covered/Not covered and the subject content area reference(s), e.g. 2.1 (a)
<b>1. The Accounting Equation and the basis of double-entry</b>	1.1 Explain and use the terms debtor, creditor, asset, liability, capital	Learners will be required to demonstrate their knowledge of these terms throughout their studies at Level 1.
	1.2 Apply the Accounting Equation: Assets = Capital + Liabilities and its expression in the Balance Sheet	Fully covered 1.1 (a)
	1.3 Calculate the effect of basic business transactions upon the accounting equation	Fully covered 1.1 (b)
<b>2. Recording transactions through double entry</b>	2.1 Complete debit and credit entries recording individual transactions	Fully covered 1.2 (a)
	2.2 Prepare T-type accounts	Fully covered 1.2 (a)
	2.3 Prepare a transaction/entry within an account, ie date together with, normally, the name of the 'other' account involved in that particular transaction/entry	Fully covered 1.2 (a)
<b>3. Balancing accounts</b>	3.1 Balance the T-type ledger account including bringing the balance down for the start of the next accounting period	Fully covered 1.2 (b)
	3.2 Explain the significance of any particular account balance, eg a credit balance on a creditor account, a debit balance on an expense account	Fully covered 1.2 (c)

	3.3 Prepare accounts in running balance form		Fully covered 1.2 (a)
	3.4 Transfer a balance at period end to Trading Account or Profit and Loss Account, as appropriate (see 19.1)		Fully covered 4.5 (a) and (b)
	3.5 Show the procedure for other end-of-period balancing, and ruling off, of accounts		Fully covered 1.2 (b)
<b>4. Purchases/Sales/Returns</b>	4.1 Record the effects on double-entry accounts of purchases of goods/services:	4.1.1 For cash	Fully covered 1.2 (a)
		4.2.2 On credit	Fully covered 1.2 (a)
	4.2 Show the effects on double-entry accounts of the sale of goods/services:	4.2.1 For cash	Fully covered 1.2 (a)
		4.2.2 On credit	Fully covered 1.2 (a)
	4.3 Record the return of goods previously bought or sold (or alternatively of an allowance being made in lieu of actual return of goods)		Fully covered 1.2 (a)
	4.4 Show the use of the term Returns, both inwards and outwards; recognise the alternative terms in use, sales returns and purchases returns		Fully covered 1.2 (a)
	4.5 Explain the part played in book-keeping by the invoice and the credit note		Fully covered 1.3 (a)

	4.6 Explain trade discount		Fully covered 1.3 (c)
	4.7 Calculate trade discount, from list prices to obtain net price		Fully covered 1.3 (c)
	4.8 Explain the differences between trade discount and cash discount and the different bookkeeping effects		Fully covered 1.3 (g) (h)
<b>5. The Ledger: its sub-division</b>	5.1 Explain the functions of the Ledger		Fully covered 1.2 (f)
	5.2 Show how the Ledger might be sub-divided, e.g. Sales Ledger, Purchases Ledger, Cash Book, General Ledger		Fully covered 1.2 (f)
	5.3 State the alternative names for the different Ledgers, e.g. Debtors Ledger, Creditors Ledger, Nominal Ledger		Fully covered 1.2 (f)
	5.4 Identify from a list of accounts, or from transaction details, the naming of the Ledger(s) in which each would be recorded		Fully covered 1.2 (f)
	5.5 Distinguish between personal, real and nominal accounts		Fully covered 1.2 (f)
	5.6 Show how the Sales Ledger might be sub-divided		Fully covered 1.2 (f)
<b>6. Day Books</b>	6.1 Prepare Purchases, Sales, Returns Outwards and Returns Inwards Day Books		Fully covered 1.3 (e)
	6.2 Show the alternative names used for these various Day Books, i.e. purchases returns and sales		Fully covered 1.3 (e)

	returns		
	6.3 Record individual transactions in the Day Books		Fully covered 1.3 (e)
	6.4 Make individual postings from the Day Books to personal accounts		Fully covered 1.3 (e)
	6.5 Make postings of period Day Book totals to the Purchases, Sales and Returns Accounts in the General Ledger		Fully covered 1.3 (e)
<b>7. Bank facilities/methods of payment or receipt of money</b>	7.1 Differentiate between and explain the main types of bank account and their key features		Fully covered 1.4 (a)
	7.2 Distinguish between the key aspects of the following methods of payment and receipt of money:	7.2.1 Cash	Fully covered 1.4 (a)
		7.2.2 Cheque	Fully covered 1.4 (a)
		7.2.3 Credit transfer	Fully covered 1.4 (c)
		7.2.4 Standing order	Fully covered 1.4 (c)
		7.2.5 Direct debit	Fully covered 1.4 (c)
	7.3 Define a bank overdraft and explain how an overdraft might arise		Fully covered 1.4 (a)
	7.4 Record and state the differences between:	7.4.1 Interest receivable (by the customer) on a bank account	

		7.4.2 Interest payable on a bank loan or overdraft	Fully covered 1.4 (a)
		7.4.3 Bank charges as charged by a bank for operating an account	Fully covered 1.4 (a)
	7.5 State the name of and explain the use of the following abbreviations:	7.5.1 DD or D/D - direct debit	Fully covered 1.4 (c)
		7.5.2 CT or C/T - credit transfer	Fully covered 1.4 (c)
		7.5.3 STO or S/O - standing order	Fully covered 1.4 (c)
		7.5.4 Div - dividend	Fully covered 1.4 (c)
	7.6 Explain the significance of the following terms:	7.6.1 Bank paying-in book	Fully covered 1.4 (a)
		7.6.2 Banker's order	Fully covered 1.4 (a)
		7.6.3 Cheque book counterfoils/stubs	Fully covered 1.4 (a)
		7.6.4 Drawer	Fully covered 1.4 (a)
		7.6.5 Drawee	Fully covered 1.4 (a)
		7.6.6 Remittance	Fully covered 1.4 (a)
<b>8. Cash Book and cash discount</b>	8.1 Explain the dual role of the Cash Book as a book of prime entry and an integral part of the double-entry record		Fully covered 1.3 (g)

8.2 Prepare a three-column Cash Book (the bank columns recording the Bank Current Account only)		Fully covered 1.3 (g)
8.3 Record individual transactions from the Cash Book to the Ledger		Fully covered 1.3 (g)
8.4 Record the differences in bookkeeping entries regarding the withdrawal of funds from the bank, as between:	8.4.1 That for use in the business – a contra entry	Fully covered 1.3 (g)
	8.4.2 That for private use – drawings (see 18.2)	Fully covered 1.3 (g)
8.5 Record the variations of entry arising on and from the sale of goods for cash, eg the immediate banking of cash as against the delayed banking of cash		Fully covered 1.3 (g)
8.6 Record the bookkeeping entries required on the transfer of funds between the Bank Current Account and the Bank Deposit Account		Fully covered 1.3 (g)
8.7 Explain how Cash discount can be part of the terms of sale		Fully covered 1.3 (h)
8.8 Calculate cash discount		Fully covered 1.3 (h)
8.9 Record the double-entry effect of discount allowed and discount received respectively		Fully covered 1.3 (h)
8.10 Record entries in the discount columns in the Cash Book		Fully covered 1.3 (h)

	8.11 Prepare the periodic updating of the Cash Book from the bank statement (see 9.2)		Fully covered 1.4 (a)
	8.12 Explain the possible reasons for the dishonouring of a cheque and its significance		Fully covered 1.4 (c)
	8.13 Record the bookkeeping entries arising on the dishonouring of a cheque		Fully covered 1.4 (c)
	8.14 Balance the Cash Book, bringing the balance down for the start of the new period		Fully covered 1.4 (d)
	8.15 Record the periodic posting of discount-column totals from the Cash Book to the Discount Allowed and Discount Received Accounts in the General Ledger		Fully covered 1.3 (h)
<b>9. Bank reconciliation</b>	9.1 Explain the need for periodic reconciliation between the balance in the Bank Statement and the balance in the Cash Book (Bank Current Account)		Fully covered 1.4 (b)
	9.2 Record the updating of the Cash Book (bank column) with as yet non-recorded items which are revealed in the Bank Statement		Fully covered 1.4 (c)
	9.3 Explain the terms:	9.3.1 Unpresented cheques (or cheques drawn, not yet presented)	Fully covered 1.4 (e)
		9.3.2 Cheques paid in (lodged), not yet credited	Fully covered 1.4 (e)



	9.4 Prepare a statement reconciling the balance in the Cash Book (Bank Current Account) with that shown in the Bank Statement, in respect of items still causing a difference		Fully covered 1.4 (e)
<b>10. Petty Cash Book and the Imprest System</b>	10.1 Explain the use of Petty Cash as a system for effecting minor disbursements		Fully covered 1.3 (i)
	10.2 Use sequentially numbered vouchers and be aware that they are an authorisation for payment		Fully covered 1.3 (i)
	10.3 Explain the practice of setting a limit to the amount allowed in reimbursement per claim/voucher		Fully covered 1.3 (i)
	10.4 Apply the basis of the Imprest System: i.e. the periodic reimbursement of the (controlled) float		Fully covered 1.3 (i)
	10.5 Record the incidental receipts of money into petty cash, other than the periodic reimbursement of the float		Fully covered 1.3 (i)
	10.6 Balance the Petty Cash Book and prepare the book-keeping entries relating to the reimbursement of the float as well as in respect of any adjustment of the float		Fully covered 1.3 (i)
	10.7 Analyse petty cash outlay, the totalling of the analysis columns, and post these totals as required to appropriate Ledger accounts		Fully covered 1.3 (i)

	10.8 Explain the dual role of the Petty Cash Book as a book of prime entry and an integral part of the double-entry record		Fully covered 1.3 (i)
<b>11. Trial Balance</b>	11.1 Explain the purpose of the Trial Balance		Fully covered 1.2 (d)
	11.2 Prepare a Trial Balance from a list of account balances		Fully covered 1.2 (d)
	11.3 Prepare a revised Trial Balance from one initially drafted incorrectly		Fully covered 1.2 (d)
	11.4 Prepare a final Trial Balance after taking account of adjustments		This is now covered at Level 2. At this level learners will only be expected to prepare a trial balance from given data.
	11.5 Identify and explain the limitations of the Trial Balance as a means of checking the accuracy of the double entry		This is now covered at Level 2. At Level 1 learners will only be expected to know the purpose of a trial balance and how to prepare a trial balance.
<b>12. Adjusting for accruals and prepayments</b>	12.1 Explain the meaning of an expense accrual		Fully covered 4.2 (a)
<b>Exclusion:</b> Candidates will not be required to prepare end of period adjustments in expense or income accounts for accruals or prepayments	12.2 Explain the meaning of an expense prepayment		Fully covered 4.2 (a)
	12.3 Make adjustments for end-of-period expense accruals and expense prepayments in the Profit and Loss Account and Balance Sheet		Fully covered 4.2 (a)
	12.4 Explain the meaning of an income accrual		Fully covered 4.2 (a)

	12.5 Explain the meaning of an income prepayment		Fully covered 4.2 (a)
<b>13. Depreciation of fixed assets</b>	13.1 Explain the nature of depreciation of fixed assets and the need for making provision in the accounts (with the awareness that this is not the putting by of cash for replacement)		Fully covered 4.1 (a)
	13.2 Explain the basis of the straight line (or fixed instalment) method of depreciation		Fully covered 4.1 (b)
	13.3 Calculate the amount of annual depreciation and its effect on the book value of a fixed asset, using the straight line method		Fully covered 4.1 (a)
	13.4 Explain the basis of the reducing balance (or diminishing balance) method of depreciation		Fully covered 4.1 (a)
	13.5 Calculate the amount of annual depreciation and its effect on the book value of a fixed asset, using the reducing balance method		Fully covered 4.1 (a)
	13.6 Record the accounting entries for the straight line and reducing balance methods of depreciation, keeping the fixed assets account at cost and using a Provision for Depreciation Account to accumulate the yearly depreciation		This is now covered at Level 2. At Level 1 learners will be required to know the reasons why businesses depreciate non-current assets and the methods of calculating depreciation. Additionally learners will be expected to make the necessary entries in the financial statements.

	13.7 Compare, through basic calculation, use of the straight line method and use of the reducing balance method		This is now covered at Level 2.
	13.8 Record the entries in the Profit and Loss Account and Balance Sheet relating to fixed assets and their depreciation		Fully covered 4.1 (a)
	13.9 Use the terms aggregate depreciation and net book value in the Balance Sheet		Fully covered 4.1 (a)
<b>14. Bad debts</b>  <b>Exclusion:</b> Candidates will not be required to prepare a provision for doubtful debts account	14.1 Record the accounting entries for writing off individual debtor balances, in whole or in part, using a Bad Debts Account		This is now covered at Level 2. At Level 1 learners will be required to know the effect of irrecoverable debts on the profit for the year but will not be required to show the entries in the ledger.
	14.2 Record the end-of-period transfer of total debts written off from Bad Debts Account to the Profit and Loss Account		Fully covered 4.3 (a)
	14.3 Record the accounting entries relating to the recovery of debts previously written off:	14.3.1 If recovered within the same financial period in which the debt was written off; and/or	This is now covered at Level 2.
		14.3.2 If recovered after the year of writing off	This is now covered at Level 2.
<b>15. The Journal</b>  <b>Note:</b>	15.1 Explain that the Journal is one of the Books of Original Entry		Fully covered 1.3 (f)

Each Journal entry should include the relevant date. It should also include a suitable narration, unless the question states that it is not required	15.2 Explain the advantages of having a Journal, as a support to the double-entry system, and its main uses		Fully covered 1.3 (f)
	15.3 Record journal entries, in standard format, covering:	15.3.1 The purchase and sale on credit of fixed assets	Fully covered 1.3 (f)
		15.3.2 The correction of errors	Fully covered 1.3 (f)
		15.3.3 Opening entries	Fully covered 1.3 (f)
		15.3.4 Other non-regular transactions or adjustments	Fully covered 1.3 (f)
<b>16. Capital and revenue expenditure</b>	16.1 Define, in brief, capital expenditure and revenue expenditure		Fully covered 1.2 (g)
	16.2 Classify a list of items into capital expenditure and revenue expenditure respectively		Fully covered 1.2 (g)
	16.3 Show the different ways in which capital expenditure and revenue expenditure items are dealt with in the accounts		Fully covered 1.2 (g)
	16.4 Calculate the effect on final accounts of the incorrect treatment of capital expenditure and/or revenue expenditure		Fully covered 1.2 (g)

<b>17. Errors in the accounts</b>  <b>Exclusion:</b> The preparation of a Suspense Account is not required at this level	17.1 Explain the difference between errors which affect agreement of the Trial Balance and those errors which do not affect such agreement		Fully covered 1.2 (e)
	17.2 Identify those errors that do not affect agreement of the Trial Balance; and types of such errors		Fully covered 1.2 (e)
	17.3 Select the relevant type of error from data provided		Fully covered 1.2 (e)
	17.4 Record adjusting Journal entries		Fully covered 1.2 (e)
	17.5 Show the effect of errors and/or the effect of the correction of errors both in principle as well as by calculation on:	17.5.1 The Trial Balance (see 11.3)	At this level learners will be required to identify and correct errors that do not affect the trial balance. Errors will include: <ul style="list-style-type: none"> <li>● commission</li> <li>● omission</li> <li>● principle</li> <li>● compensating</li> <li>● original entry</li> <li>● reversal</li> </ul> Learners will not be required to show the effect of errors on financial statements.
		17.5.2 Gross Profit	This is now covered at Level 2. At Level 1 learners will only be required to identify and correct errors that do not affect the trial balance
		17.5.3 Net Profit	This is now covered at Level 2. At Level 1 learners will only be required to identify and correct errors that do not affect the trial balance
		17.5.4 The Balance Sheet	This is now covered at Level 2. At Level 1 learners will only be required to identify and correct errors that do not affect the trial balance.

<b>18. Effect of Profit (or Loss) and drawings upon capital</b>	18.1 Explain and show that Profit (or Loss) is the difference between opening and closing capital balances (allowing for any drawings or the introduction of additional capital)		The preparation of financial statements from incomplete records is now assessed at Level 2.
	18.2 Explain the meaning of the term drawings; the various forms of drawings		Learners are expected to know the types of drawings as a prerequisite to drawing up the financial statements of a sole trader.
	18.3 Record the book-keeping entries for drawings		Learners may be required to show these as part of a bookkeeping exercise.
	18.4 Calculate the possible effect of drawings upon the amount of capital		The preparation of financial statements from incomplete records is now assessed at Level 2.
	18.5 Record how drawings are stated in the Balance Sheet and, where necessary, in the Trading Account (where goods are withdrawn for private benefit)		The preparation of financial statements from incomplete records is now assessed at Level 2. At Level 1 learners will be expected to prepare the financial statements of a sole trader which may contain drawings.
<b>19. Trading and Profit and Loss Accounts</b>  <b>Note:</b> Wages should be included in the Trading Account only if a particular question requires this to be done	19.1 Explain that the Trading and Profit and Loss Accounts are part of the double-entry system		Fully covered 4.5 (a)
	19.2 Record the basic structure of income, costs and profit in a business		Fully covered 4.5 (a)
	19.3 Record returns inwards and returns outwards suitably deducted to reveal net sales and net purchases respectively		Fully covered 4.5 (a)

19.4 Explain and apply the valuation concept of stock: the lower of cost or net realisable value		This is now covered in Level 2 Cost Accounting. At this level learners would be expected to deal correctly with inventory in the financial statements only.
19.5 Calculate cost of goods sold		Fully covered 4.5 (a)
19.6 Show the make-up of 'cost of goods sold'		Fully covered 4.5 (a)
19.7 Differentiate between trading income and other income		Fully covered 4.5 (a)
19.8 Record in the Stock Account the double-entry relationship between the Trading Account and the Stock Account		This is now covered in Level 2 Cost Accounting. At this level learners would be expected to deal correctly with inventory in the financial statements only.
19.9 Record end-of-period transfer of balances from the General Ledger to the Trading Account (Purchase Account, Sales Account, Returns Outwards Account and Returns Inwards Account)		This is now covered at Level 2. At Level 1 learners are required to be able to prepare the financial statements of sole traders from given data.
19.10 Explain the difference between carriage inwards and carriage outwards and record them in the Trading Account and Profit and Loss Account respectively		Fully covered 4.5 (a)
19.11 Record the double-entries for expense amounts between the Profit and Loss Account and the individual expense accounts		This is now covered at Level 2. At Level 1 learners are required to be able to prepare the financial statements of sole traders from given data.



	19.12 Show income and expenses within the final accounts, with related items being suitably brought together		Fully covered 4.5 (a)
	19.13 Prepare a Trading and/or Profit and Loss Account and calculate gross profit/net profit. (The presentation in the vertical format is preferred but the horizontal format will also be accepted).		Fully covered 4.5 (a)
<b>20. The Balance Sheet</b>	20.1 Explain the function of the Balance Sheet and, in particular, the recognition that it stands outside the double-entry system		Fully covered 4.5 (b)
	20.2 Define the significance and use of the terms fixed assets and current assets		Fully covered 4.5 (b)
	20.3 Understand the difference between long-term liabilities and amounts payable within 12 months (current liabilities); the naming of accounts which might appear under each of these headings		Fully covered 4.5 (b)
	20.4 Prepare a Balance Sheet in effective format. (The presentation in the vertical format is preferred but the horizontal format will also be accepted).		Fully covered 4.5 (b)
	Show the appropriate grouping of items within the Balance Sheet:	20.5.1 Fixed Assets	Fully covered 4.5 (b)
		20.5.2 Current Assets	Fully covered 4.5 (b)

		20.5.3 Capital (or Proprietor's Interest)	Fully covered 4.5 (b)
		20.5.4 Long-term liabilities	Fully covered 4.5 (b)
		20.5.5 Amounts payable within 12 months (Current Liabilities)	Fully covered 4.5 (b)
	20.6 Show the effective presentation of fixed assets to show, if appropriate: cost, aggregate depreciation, net book value		Fully covered 4.5 (b)
	20.7 Show the appropriate inclusion of prepayments and accruals under 'Current Assets' and 'Amounts payable within 12 months' respectively		Fully covered 4.5 (b)
<b>21. Control Accounts an introduction</b>	21.1 Explain that control accounts are an independent check on the sales and purchases ledgers		Fully covered 3.1 (a)
	21.2 Explain that control accounts may be used to provide totals of debtors and creditors and locate errors		Fully covered 3.1 (a)
	21.3 Identify and use the books of prime entry as sources of information for the control account entries		Fully covered 3.1 (a)
	21.4 Record the following items into the relevant control accounts:	21.4.1 Sales and purchases	Fully covered 3.1 (b,c)
		21.4.2 Receipts and payments	Fully covered 3.1 (b,c)

		21.4.3 Discounts	Fully covered 3.1 (b,c)
		21.4.4 Returns	Fully covered 3.1 (b,c)
		21.4.5 Bad debts	Fully covered 3.1 (b,c)