



AAT

Advanced Diploma Synoptic Assessment and Spreadsheets for Accounting

Pocket Notes

These Pocket Notes support study for the following AAT qualifications:

AAT Advanced Diploma in Accounting – Level 3

AAT Advanced Certificate in Bookkeeping – Level 3

AAT Advanced Diploma in Accounting at SCQF Level 6



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Preface

These Pocket Notes contain the key points you need to know for the ADSY and SPSH exams, presented in a unique visual way that makes revision easy and effective.

Written by experienced lecturers and authors, these Pocket Notes break down content into manageable chunks to maximise your concentration.

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A guide to the assessment

The assessments

All units within the Advanced Diploma in Accounting are mandatory. Four units are assessed individually in end of unit assessments, but this qualification also includes a synoptic assessment, sat towards the end of the qualification, which draws on and assesses knowledge and understanding from across the qualification.

In any one assessment, students may not be assessed on all content, or on the full depth or breadth of a piece of content. The content assessed may change over time to ensure validity of assessment, but all assessment criteria will be tested over time.

The ADSY assessment

ADSY is assessed by means of a computer based assessment. The CBA will last for 2 hours 30 minutes and will consist of six tasks.

To pass ADSY a mark of 70% or more is required. ADSY contributes 35% to the overall qualification grade for the Advanced Diploma in Accounting qualification.

The SPSH assignment

SPSH is assessed by means of a computer based assignment. The assignment should take no more than 2 hours. The assignment must be saved as an .XLSX file, any evidence submitted in alternative file formats will not be marked.

SPSH will be graded as a pass if more than 70% is achieved. SPSH does not contribute towards the overall achievement grade but it must be successfully achieved in order to gain the Advanced Diploma in Accounting qualification.

ADSY learning outcomes and weightings

Assessment objective	Weighting
A01 Demonstrate an understanding of the relevance of the ethical code for accountants, the need to act ethically in a given situation and the appropriate action to take in reporting questionable behaviour	19%
A02 Prepare accounting records and respond to errors, omissions and other concerns, in accordance with accounting and ethical principles and relevant regulations	15%
A03 Demonstrate an understanding of the inter-relationship between the financial accounting and management accounting systems of an organisation and how they can be used to support managers in decision-making	16%
A04 Apply ethical and accounting principles when preparing final accounts for different types of organisation, develop ethical courses of action and communicate relevant information effectively	19%
A05 Analyse, interpret and report management accounting data	15%
A06 Prepare financial accounting information, comprising extended trial balances and final accounts for sole traders and partnerships.	16%
Total	100%

SPSH Learning outcomes and weightings

Assessment objective	Weighting
L01 Design and structure appropriate spreadsheets to meet customer needs	10%
L02 Use spreadsheet software to record, format and organise data	30%
L03 Use relevant tools to manipulate and analyse data	30%
L04 Use software tools to verify accuracy and protect data	15%
L05 Use tools and techniques to prepare and report accounting information	15%
Total	100%

chapter

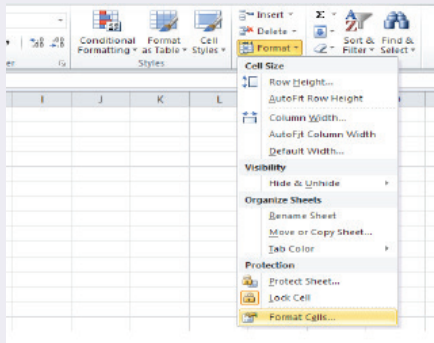
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Formatting

- Formatting.

Formatting

Formatting is a process whereby you change the visual aspects of your worksheet.



Number Changes number formats, for example the number of decimal places, currency type or percentages.

Alignment Allows adjustment of where data is shown within a cell for example left or right alignment, and merging cells together.

Font Appearance and size of text, along with special features like bold and underline.

Border Affects the cell itself, rather than the data within – place lines of varying size and colours around the cell.

Fill Colour the cell in various shades and patterns.

Protection Affects whether a cell can be edited.

To Exit the menu, click OK to accept any changes, or Cancel to reject them.