AAT

AQ2016

ADVANCED DIPLOMA IN ACCOUNTING

Spreadsheets for Accounting

EXAM KIT

This Exam Kit supports 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

KAPLAN
PUBLISHING

CONTENTS

Features in this exam kit

In addition to providing a range of real exam style questions, we have also included in this kit:

- unit-specific information and advice on exam technique

- our recommended approach to make your revision for this particular unit as effective as possible.

You will find a wealth of other resources to help you with your studies on the AAT website:

www.aat.org.uk/

Quality and accuracy are of the utmost importance to us so if you spot an error in any of our products, please send an email to mykaplanreporting@kaplan.com with full details, or follow the link to the feedback form in MyKaplan.

Our Quality Co-ordinator will work with our technical team to verify the error and take action to ensure it is corrected in future editions.

SPREASHEETS FOR ACCOUNTING

UNIT GUIDE

This Advanced level unit is about using spreadsheets to accurately enter, analyse and present information so that informed accountancy judgements can be made. The skills and knowledge from this unit integrate spreadsheet use within the other Advanced level accountancy subjects.

Accounting technicians need to use spreadsheets as it is important that financial information is accurately analysed and presented in an unambiguous way. Spreadsheets are widely used within industry, commerce and practice, and a variety of spreadsheet packages are available specifically to assist with accounting roles (routine and one-off): Features of spreadsheet packages allow calculations, manipulation of data, analysis, budgeting, preparing financial statements, reporting, forecasting and decision making.

Students must have access to a suitable spreadsheet software package as part of their study for this unit and for the assessment. The program selected by learning providers must be capable of producing reports in the following format at various stages of the process: XLSX. Assessment evidence submitted in alternative file formats will not be marked.

LEARNING OUTCOMES

LO1	Design and structure appropriate spreadsheets to meet customer needs
LO2	Use spreadsheet software to record, format and organise data
LO3	Use relevant tools to manipulate and analyse data
LO4	Use software tools to verify accuracy and protect data
LO5	Use tools and techniques to prepare and report accounting information

FORMAT OF THE ASSESSMENT

The practice assessment comprises five tasks and covers all assessment objectives. Students will be assessed by computer-based assessment. Marking of the assessment is wholly by humans.

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 following weighting is based upon the AAT Qualification Specification documentation which may be subject to variation.

	Assessment objective	Weighting
LO1	Design and structure appropriate spreadsheets to meet customer needs	5%
LO2	Use spreadsheet software to record, format and organise data	25%
LO3	Use relevant tools to manipulate and analyse data	45%
LO4	Use software tools to verify accuracy and protect data	10%
LO5	Use tools and techniques to prepare and report accounting information	15%
		100%

Time allowed: 2 hours

PASS MARK: The pass mark for all AAT assessments is 70%.

Always keep your eye on the clock and make sure you attempt all questions!

The detailed syllabus and study guide written by the AAT can be found at:

www.aat.org.uk/

INDEX TO QUESTIONS AND ANSWERS

The workbooks and the answers to these scenarios can be found as excel files on your MyKaplan account.

The answers to the tasks in these scenarios can be found as spreadsheet files on your MyKaplan account (together with the text and word files required).

Please go to www.mykaplan.co.uk and login using your username and password

SPSH PRACTICE SCENARIOS

The excel workbooks and answers can be within the SPSH course on MyKaplan.

Please go to www.mykaplan.co.uk and login using your username and password.

SCENARIO 1

SLICK PARTZ

You are an Accounting Technician working for the UK Branch of a company called Slick Partz. Your branch is a franchise of the parent company which is based in Europe. Slick Partz manufactures parts for hospital equipment at its factory in main land Europe and these are then sold to franchisees. The franchise is then responsible for selling the parts to hospitals in its sales area.

The franchise buys the parts from the parent company in Euros (€) but sells to the hospitals in GB Pounds (£).

Required:

TASK 1

On 'Sheet 1' worksheet:

(a)   In Column D format the Cost Price data as currency. It should be formatted as € Euros (€ 123) to 2 decimal places.

(b)   In Columns E and F format the Cost Price and Sale Price data as currency. It should be formatted to GB Pounds to 2 decimal places.

(c)   Rename Sheet 1 as 'Data'.

(d)   Copy the 'Data' worksheet to a new worksheet in the same workbook and name it as 'Subtotals'.

(e)   Go back to the 'Data' worksheet and set the page orientation to portrait and fit the data to the width of one page.

(f)   Save the workbook as 'Slick Partz'.

TASK 2

On the 'Subtotals' worksheet:

(a)   Sort the data before carrying out subtotalling. The subtotals that are needed are for Model and Salesperson.

(b)   Create subtotals for Model, summing the Sales quantity.

(c)   Create a further subtotal for Salesperson, summing the Sales quantity.

(d)   Convert the worksheet to show formulas.

(e)   Set the page orientation to landscape.

(f)   Save the workbook.