

AAT

Foundation Certificate in Accounting Foundation Diploma in Accounting Synoptic Assessment

Pocket Notes

These Pocket Notes support study for the following AAT qualifications:

AAT Foundation Certificate in Accounting - Level 2

AAT Foundation Diploma in Accounting and Business - Level 2

AAT Foundation Certificate in Bookkeeping - Level 2

AAT Foundation Award in Accounting Software - Level 2

AAT Level 2 Award in Accounting Skills to Run Your Business

AAT Foundation Certificate in Accounting at SCQF Level 5



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Synoptic Assessment

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Synoptic Assessment

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Preface

These Pocket Notes contain the key things that you need to know for the exam, 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.

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.



A guide to the assessment

The assessment

The synoptic assessment is a compulsory component of the AAT Foundation Certificate and Foundation Diploma qualification. It combines elements of learning outcomes from the following units into a scenario-based assessment:

- Bookkeeping Transactions
- Bookkeeping Controls
- Elements of Costing
- Work Effectively in Finance

Not all of the learning outcomes of the above units is assessable in the synoptic assessment.

Based upon the specimen assessments released by AAT, the synoptic assessment will comprise seven tasks, based upon a 'scenario', and will be for two hours. The synoptic assessment is partially human-marked and partially computer-marked.

Pass mark

To pass an assessment, students need to achieve a mark of 70% or more.

A guide to the assessment

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The syllabus for the synoptic assessment comprises four Assessment Objectives based upon the learning objectives of the underlying units as follows:

Assessment Objective	Weighting
A01	24%
Demonstrate an understanding of the finance function and the roles and procedures carried out by members of an accounting team	
A02	24%
Process transactions, complete calculations and make journal entries	

A03	34%
Compare, produce and reconcile journals and accounts	
A04	18%
Communicate financial information effectively	
Total	100%

A guide to the assessment

Composition of assessment objectives

Assessment objective 1	Demonstrate an understanding of the finance function and the roles and procedures carried out by members of an accounting team					
	Work Effectively in Finance					
	LO1 Understand the finance function within an organisation					
Related learning	LO2 Use personal skills development in finance					
outcomes	LO3 Produce work effectively					
	LO4 Understand Corporate Social Responsibility (CSR), ethics and sustainability within organisations					
Assessment objective 2	Process transactions, complete calculations and make journal entries					
	Bookkeeping Transactions					
	LO2 Process customer transactions					
Related learning outcomes	LO3 Process supplier transactions					
	LO4 Process receipts and payments					
	LO5 Process transactions through the ledgers to the trial balance					

Assessment objective 3	Compare, produce and reconcile journals and accounts			
	Bookkeeping Controls			
	LO3 Use control accounts			
	LO4 Use the journal			
Related learning outcomes	LO5 Reconcile a bank statement with the cash book			
	Elements of Costing			
	LO2 Use cost recording techniques			
	LO3 Provide information on actual and budgeted costs and income			
Assessment objective 4	Communicate financial information effectively			
Related learning	Work Effectively in Finance			
outcome	LO3 Produce work effectively			

chapter

1

Books of prime entry

- Introduction.
- Sales day book.
- Sales returns day book.
- Purchases day book.
- Purchases returns day book.
- Cash receipts book.
- VAT.
- Cash payments book.
- Discounts allowed day book.
- Discounts received day book.
- Petty cash book.

Introduction

Rather than entering each individual transaction into the ledger accounts as they happen, books of prime entry are used to record transactions/documents of the same type before they are processed further.



Sales day book

- list of invoices sent out to credit customers
- date
- invoice number
- customer name/account code
- invoice total analysed into net, VAT and gross (total)

- information copied from sales invoices
- before further processing, must be totalled
- totals can be checked by cross casting £3,794.14 + £758.82 = £4,552.96.

Sales Day book									
Date	Invoice No	Customer Name	Sales ledger code	Total (gross) £	VAT (20%) £	Net £			
12/08/X3	69489	TJ Builder	SL21	2,004.12	334.02	1,670.10			
12/08/X3	69490	McCarthy & Sons	SL08	1,485.74	247.62	1,238.12			
12/08/X3	69491	Trevor Partner	SL10	1,063.10	177.18	885.92			
				4,552.96	758.82	3,794.14			

Analysed sales day book

Sometimes the net figure (actual sales) is analysed into different types of sale/product type.

Sales day book										
Date	Invoice No	Customer Name	Code	Total (gross) £	VAT £	Russia £	Poland £	Spain £	Germany £	France £
15/08/X1	167	Worldwide News	W5	3,000.00	500.00					2,500.00
	168	Local News	L1	240.00	40.00			200.00		
	169	The Press Today	P2	360.00	60.00				300.00	
	170	Home Call	H1	240.00	40.00			200.00		
	171	Tomorrow	T1	120.00	20.00					100.00
	172	Worldwide news	W5	3,600.00	600.00	3,000.00	-			
				7,560.00	1,260.00	3,000.00	-	400.00	300.00	2,600.00

Sales returns day book

- list of credit notes sent out to credit customers
- date
- credit note number
- customer name/account code
- credit note total analysed into net, VAT and total
- information copied from credit note.

SALES RETURNS DAY BOOK									
Date	Credit Note No.	Customer Name	Code	Total (gross) £	VAT £	Net £			
28/08/X3	03561	Trevor Partner	SL10	125.48	20.91	104.57			
28/08/X3	03562	TJ Builder	SL21	_151.74_	_25.29_	126.45			
				277.22	_46.20_	231.02			

Purchases day book

- list of invoices received from credit suppliers
- date
- purchase invoice number (often internal consecutive number allocated)
- supplier name/account code

- invoice total analysed into net, VAT and total (gross)
- · information copied from purchase invoice
- before further processing, must be totalled
- totals can be checked by cross casting f663.90 + f132.77 = f796.67.

	PURCHASES DAY BOOK									
Date	Invoice No.	code	supplier	Total (gross) £	VAT £	Net £				
20X1										
7 May	2814	PL06	J Taylor	190.41	31.73	158.68				
8 May	2815	PL13	McMinn Partners	288.14	48.02	240.12				
	2816	PL27	D B Bros	96.54	16.09	80.45				
9 May	2817	PL03	J S Ltd	221.58	36.93	184.65				
				700.07	400.77					
				796.67 ———	132.77	663.90				

Analysed purchases day book

Sometimes the net figure (actual purchases) is analysed into different types of purchase/product type.

	PURCHASES DAY BOOK										
Date	Invoice no	Code	Supplier	Total (gross) £	VAT £	01 £	02 £	03 £	04 £		
05/02/X5	1161	053	Calderwood & Co	20.16	3.36	16.80					
05/02/X5	1162	259	Mellor & Cross	112.86	18.81		94.05				
05/02/X5	1163	360	Thompson Bros Ltd	42.86	7.14	35.72					

Purchases returns day book

- list of credit notes received from credit suppliers
- date
- credit note number (often internal consecutive number allocated)
- customer name/account code
- · credit note total analysed into net, VAT and total
- information copied from credit note.

PURCHASES RETURNS DAY BOOK									
Date	Credit note no	Supplier	Code	Total (gross) £	VAT £	Net £			
09/05/X1	02456	McMinn Partners	PL13	64.80	10.80	54.00			
09/05/X1	02457	J S Ltd	PL03	72.00	12.00	60.00			
				136.80	22.80	114.00			

Cash receipts book

The cash receipts book records all money received into the business bank account for whatever reason.

Cash receipts book						
Date	Narrative	Total £	VAT £	Receivables £	Cash sales £	Sundry £
3 Jul A Brown 5 Jul S Smith & Co Ltd P Priest		20.54 9.30 60.80	3.42	9.30 60.80	17.12	
6 Jul	James & Jeans LS Moore L White Ltd	39.02 17.00 5.16	6.50	17.00 5.16	32.52	
7 Jul	M N Furnishers Ltd R B Roberts Light and Shade	112.58 23.65 86.95		23.65 86.95		112.58
	†	375.00	9.92	202.86	49.64	112.58
Date of receipt Details of receipt Total of receipts Total vat receipts from receipts from receipts from receivables Total receipts from sundry income Total receipts from receivables Total receipts from sundry income Total receipts Total receip						

- entries to the cash receipts book come from either the remittance list or a photocopy of the paying in slip
- to check the totalling the cross casts should be checked:

	£
VAT	9.92
Receivables	202.86
Cash sales	49.64
Sundry income	112.58
Total	375.00

VAT

- VAT is only ever recorded in the cash receipts book on cash sales or other income
- any VAT on sales on credit (i.e. receipts from receivables) has already been recorded in the sales day book and posted to the ledger accounts from there.

Cash payments book

The cash payments book records all money paid out of the business bank account for whatever reason.

Date	Details	Cheque No	Total	VAT	Purchases ledger £	Cash	Post
14/2	K Ellis	1152	80.00		80.00		
15/2	Hutt Ltd	1153	120.00	20.00		100.00	
16/2	Biggs Ltd	1154	200.00				200.00
	†	1	400.00	20.00	80.00	100.00	200.00
Date of payment	Details of payment	Total of payment	Total VAT on cash purchases	Total payment to payables	Total payr for cas purchas	h paym	otal nent for ost

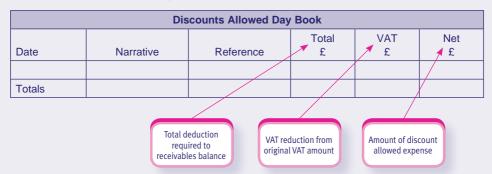
- entries to the cash payments book come from either the cheque stubs or other banking documentation (see later chapter)
- to check the totalling the cross casts should be checked:

£
20.00
80.00
100.00
200.00
400.00

VAT is only ever recorded in the cash payments book on cash purchases, or other payments for expenditure that attract VAT, which have not been entered in the purchases day book.

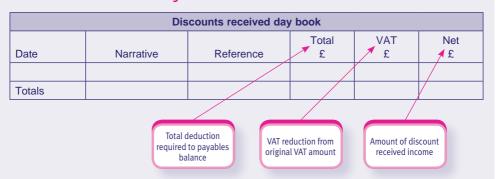
 any VAT on purchases on credit (i.e. payments to payables) has already been recorded in the purchases day book and posted to the ledger accounts from there.

Discounts allowed day book

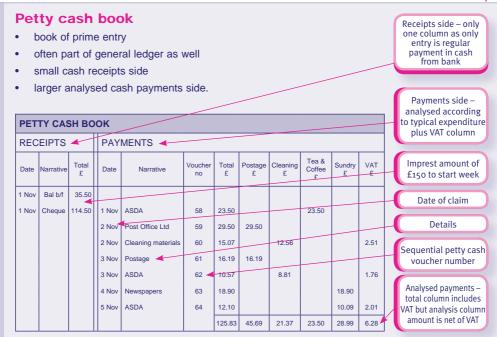


The discounts allowed day book records the credit notes issued due to a customer taking advantage of a prompt payment discount.

Discounts received day book



The discounts received day book records the credit notes received from a supplier due to us taking advantage of a prompt payment discount.



When petty cash book has been written up for a period it must be totalled. Totals should then be checked by cross-casting:

	£
Postage	45.69
Cleaning	21.37
Tea & coffee	23.50
Sundry	28.99
VAT	6.28
Total	125.83