

AAT

AQ2016

Using Accounting Software

EXAM KIT

This Exam Kit supports 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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Features in this exam kit

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

- Paper specific information and advice on exam technique.
- Our recommended approach to make your revision for this particular subject as effective as possible.

You will find a wealth of other resources to help you with your studies on MyKaplan and AAT websites:

www.mykaplan.co.uk

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.

UNIT-SPECIFIC INFORMATION

THE EXAM

FORMAT OF THE ASSESSMENT

The assessment will consist of one part and will cover the learning outcomes listed in the table below.

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 learning outcomes for this unit are as follows:

	Learning outcome	Weighting
1	Set up accounting software	25%
2	Process sales and purchases transactions	35%
3	Process bank and cash transactions	20%
4	Perform period end routine tasks	15%
5	Produce reports	5%
	Total	100%

Time allowed

2 hours

PASS MARK

The pass mark for all AAT CBAs is 70%.



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

DETAILED SYLLABUS

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

www.aat.org.uk/

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EXAM TECHNIQUE

- **Do not skip any of the material** in the syllabus.
- **Read each question** *very* carefully.
- **Double-check your answer** before committing yourself to it.
- Answer **every** question – if you do not know an answer to a multiple choice question or true/false question, you don't lose anything by guessing. Think carefully before you **guess**.
- If you are answering a multiple-choice question, **eliminate first those answers that you know are wrong**. Then choose the most appropriate answer from those that are left.
- **Don't panic** if you realise you've answered a question incorrectly. Getting one question wrong will not mean the difference between passing and failing

Computer-based exams – tips

- Do not attempt a CBA until you have **completed all study material** relating to it.
- On the AAT website there is a CBA demonstration. It is **ESSENTIAL** that you attempt this before your real CBA. You will become familiar with how to move around the CBA screens and the way that questions are formatted, increasing your confidence and speed in the actual exam.
- Be sure you understand how to use the **software** before you start the exam. If in doubt, ask the assessment centre staff to explain it to you.
- Questions are **displayed on the screen** and answers are entered using keyboard and mouse. At the end of the exam, you are given a certificate showing the result you have achieved.
- In addition to the traditional multiple-choice question type, CBAs will also contain **other types of questions**, such as number entry questions, drag and drop, true/false, pick lists or drop down menus or hybrids of these.
- In some CBAs you will have to type in complete computations or written answers.
- You need to be sure you **know how to answer questions** of this type before you sit the exam, through practice.

Section 1

PRACTICE QUESTIONS

PRACTICE PAPER 1

TOY SHOP

THE SITUATION

This assignment is based on an existing business, Toy Shop, a small manufacturer who has recently set up in business selling:

- Boxed Games
- Computer games
- Jigsaws

The owner of the business is James Free who operates as a sole trader.

At the start of the business James operated a manual bookkeeping system but has now decided that from 1st May 20XX the accounting system will become computerised.

You can assume that all documentation has been checked and authorised by James Free.

Some nominal ledger accounts have already been allocated suitable account codes. **You may need to amend or create other account codes.**

Set the company's Financial Year to start in May of the current year.

Their company details are:-

Toy Shop

64 Long Lane

Langhorne

North Yorkshire

YO21 3EJ

Tel: 01234 567891

You are employed as an accounting technician.

The business is registered for VAT. The rate of VAT charged on all goods and services sold by Toy Shops is 20%. VAT registration number 123456789.

TASK 1

Refer to the customer listing below and set up customer records to open Sales Ledger accounts for each customer.

Customer account code	Customer name, address and contact details	Customer account details
BB01	Busy Bee Toys 832 High Street Oxford OX2 3WG	Credit limit: £4000 Payment Terms: 30 days Opening Balance: £349.20 (relates to invoice 021 dated 12th Apr)
FF02	Forming Fun 21 Newton Quay Knott Mill Manchester M6 3RJ	Credit limit: £4000 Payment Terms: 30 days Opening Balance: £99.60 (relates to invoice 035 dated 8th Apr)
SM03	Space Models 13 Central Street Perth Scotland SC4 8RQ	Credit limit: £3000 Payment Terms: 30 days Opening Balance: £1195.20 (relates to invoice 093 dated 10th Apr)
TP04	Teddy T's Party 3 Paradise Street Wokingham WO4 6QP	Credit limit: £7000 Payment Terms: 30 days Opening Balance: £579.60 (relates to invoice 1003 dated 17th Apr)

TASK 2

Refer to the supplier listing below and set up supplier records to open Purchase Ledger accounts for each supplier.

Supplier account code	Supplier name, address and contact details	Supplier account details
PL01	Abacus C & C Unit 31 Kitts Industrial Estate St Helens Lancs	Credit limit: £5500 Payment Terms: 30 days Opening Balance: £369.60 (relates to invoice B/1874 dated 2nd Apr)
PL02	Compugames Ltd 6 Jury Road Dublin Eire	Credit limit: £4000 Payment Terms: 30 days Opening Balance: £511.20 (relates to invoice 1087 dated 11th Apr)
PL03	Space Models 13 Central Street Perth Scotland	Credit limit: £2000 Payment Terms: 30 days Opening Balance: £306 (relates to invoice F-0193 dated 18th Apr)
PL04	Toys Unlimited 95 Cuscaden Road Edinburgh Scotland	Credit limit: £2000 Payment Terms: 30 days Opening Balance: £970.80 (relates to invoice W/032 dated 18th Apr)

TASK 3.1

Refer to the list of General ledger balances below. Enter the opening balances onto the computerised accounting system, making sure you select/create/amend the appropriate general ledger account codes.

List of general ledger balances as at the **1st May**

Account name	DR	CR
	£	£
Furniture and fixtures	5800.00	
Motor Vehicles	3000.00	
Bank	4225.00	
Petty Cash	300.00	
Sales Ledger Control Account *	2223.60	
Purchase Ledger Control Account *		2157.60
VAT on sales		543.00
VAT on purchases	109.00	
Capital		20000.00
Drawings	355.00	
Sales – Computer Games		6080.00
Sales – Jigsaws		700.00
Sales – Boxed Games		1967.00
Purchases – Computer Games	8000.00	
Purchases – Jigsaws	3200.00	
Purchases – Boxed Games	2465.00	
Office Stationery	53.00	
Electricity	167.00	
Rent and Rates	1550.00	
*Note You do not need to enter these figures as you have already entered opening balances for customers and suppliers		

TASK 3.2

Transfer £500 from the bank current account to the bank deposit account. Enter this on the computerised accounting system using reference TRANS01 dated 1st May.

TASK 3.3

Produce the following reports and **identify and correct any errors**:

- Customer Address List
- Supplier Address List
- Trial Balance Report

TASK 4

Enter the following sales invoices and credit note onto the computerised accounting system.

Telephone: 0121 765 3213 Email: jp@toyshops.co.uk	Toy Shops 64 Long Lane Langhorne North Yorkshire YO21 3EJ
Sales Invoice No 2021 Date: 4th May 20XX	
Busy Bee Toys 832 High Street Oxford OX2 3WG	
Description	£
Computer Games	2585.00
VAT @ 20.00%	517.00
Total for payment	3102.00
Terms 30 days	

Telephone: 0121 765 3213 Email: jp@toyshops.co.uk	Toy Shops 64 Long Lane Langhorne North Yorkshire YO21 3EJ
Sales Invoice No 2022 Date: 4th May 20XX	
Forming Fun 21 Newton Quay Knott Mill Manchester M6 3RJ	
Description	£
Boxed Games	500.00
VAT @ 20.00%	100.00
Total for payment	600.00
Terms 30 days	

Toy Shops 64 Long Lane Langhorne North Yorkshire YO21 3EJ	
Telephone: 0121 765 3213 Email: jp@toyshops.co.uk	Sales Invoice No 2023 Date: 6th May 20XX
Teddy T's Party 3 Paradise Street Wokingham WO4 6QP	
Description	£
Computer games	5000.00
VAT @ 20.00%	1000.00
Total for payment	6000.00
Terms 30 days	

Toy Shops 64 Long Lane Langhorne North Yorkshire YO21 3EJ	
Telephone: 0121 765 3213 Email: jp@toyshops.co.uk	Credit Note No CN101 Date: 13th May 20XX
Teddy T's Party 3 Paradise Street Wokingham WO4 6QP	
Description	£
Return faulty Computer games	320.00
VAT @ 20.00%	64.00
Total credit	384.00

TASK 5.1

Enter the following purchases invoices onto the computer system.

Date	A/C No.	Invoice Ref	Gross	Vat	Net	Computer games	Jigsaws	Boxed Games
3rd May	PL01	B/989	540.00	90.00	450.00	450.00		
5th May	PL02	145215	600.00	100.00	500.00			500.00
10th May	PL03	C-32632	1200.00	200.00	1000.00	1000.00		
10th May	PL04	12421	18.00	0.00	18.00		18.00	

TASK 5.2

Enter the following purchase credit note onto the computer system.

Date	Supplier	N/C	Credit Note Ref	Description	Details
15th May	Compugames	5000	11245	Computer Games	£88.00 Plus tax

TASK 6

The following remittance advices were received from customers. Enter the receipts onto the computerised accounting system.

<p>Busy Bee Toys</p> <p>Remittance Advice</p>
<p>To: Toy Shop</p> <p>Date: 17 May 20XX</p> <p>A cheque for £349.20 (number 100322) is attached in payment of invoice no 021.</p>

<p>Forming Fun</p> <p>Remittance Advice</p>
<p>To: Toy Shop</p> <p>Date: 17 May 20XX</p> <p>A cheque for £99.60 (number 267543) is attached in payment of invoice 035.</p>

Teddy T's Party
BACS Remittance Advice
<p>To: Toy Shop</p> <p>Date: 26 May 20XX</p> <p>An amount of £195.60 has been paid directly into your bank account in payment of invoice 1003, including credit note CN101.</p>

TASK 7

The following cheque payments were sent to suppliers; enter the payments on the accounts system. **Produce the relevant remittance advices.**

Date	Cheque No	Supplier	Amount	Details
22nd May	101333	Abacus C & C	369.60	Inv B/1874
22nd May	101334	Compugames	1005.60	Settle account in full.

TASK 8

Refer to the following cash sales and enter receipts into the computer. Use the bank current account for this transaction and enter 'cash sales' as the reference.

Date	Receipt Type	Gross	VAT	NET	Nominal code
13th May	Cash sale	1,200.00	200.00	1,000.00	4000
13th May	Cash sale	2,879.40	479.90	2,399.50	4001
20th May	Cash sale	995.00	0.00	995.00	4000

TASK 9

Enter the following petty cash payments onto the computerised accounting system.

Petty Cash Voucher	
Date:	20.05.XX
Voucher No:	012
Details	£
Subscriptions	32.00
<i>(no Vat)</i>	
Authorised By;	<i>James Free</i>
Receipt attached	

Petty Cash Voucher	
Date:	21.05.XX
Voucher No:	013
Details	£
Refreshments	10.40
VAT	2.08
Total	12.48
Authorised By;	<i>James Free</i>
Receipt attached	