

ACCA Diploma in Financial and
Management Accounting
(RQF Level 3)

MA2

Managing Costs and Finance

EXAM KIT

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Acknowledgements

These materials are reviewed by the ACCA examining team. The objective of the review is to ensure that the material properly covers the syllabus and study guide outcomes, used by the examining team in setting the exams, in the appropriate breadth and depth. The review does not ensure that every eventuality, combination or application of examinable topics is addressed by the ACCA Approved Content. Nor does the review comprise a detailed technical check of the content as the Approved Content Provider has its own quality assurance processes in place in this respect.

INTRODUCTION

Packed with past exam questions, this book will help you to successfully prepare for your exam.

- Practice questions are grouped by syllabus topics
- All questions are of exam standard and format – this enables you to master the exam techniques.

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Features in this edition

In addition to providing a wide ranging bank of practice questions, we have also included in this edition:

- Details of the examination format.
- Examples of 'objective test' and 'multi-task' questions that will form part of the examination format.
- Exam-specific information and advice on exam technique.
- Our recommended approach to make your revision for this particular subject as effective as possible.

This includes step-by-step guidance on how best to use our Kaplan material (Study Text, Pocket Notes and Exam Kit) at this stage in your studies.

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

www.MyKaplan.co.uk and www.accaglobal.com/students/

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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.

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SYLLABUS AND REVISION GUIDANCE

Position of the exam in the overall syllabus

Knowledge of MA1, *Management Information*, at the introductory level is required before commencing study for MA2.

This exam provides the basic techniques required to enable candidates to develop knowledge and understanding of how to prepare, process and present basic cost information to support management in planning and decision making in a variety of business contexts.

Candidates will need a sound understanding of the methods and techniques introduced in this exam to ensure that they can take them further in subsequent exams. The methods introduced in this exam are revisited and extended in FMA, *Management Accounting*.

Syllabus

A	Management information	Section 1 and Section 6	C	Costing techniques	Section 3
	1	Management information requirements		1	Absorption costing
	2	Cost accounting systems		2	Marginal costing
	3	Cost classification		3	Job and batch costing
	4	Information for comparison		4	Process costing
	5	Reporting management information		5	Service costing
B	Cost recording	Section 2	D	Decision making	Section 4
	1	Accounting for materials		1	Cost- volume- profit analysis
	2	Accounting for labour		2	Factors affecting short term decision making
	3	Accounting for other expenses		3	Principles of discounted cash flow
			E	Cash management	Section 5
				1	Nature of cash and cash flow
				2	Cash management
				3	Cash budgets
				4	Investing and financing