



## AAT Level 2 Certificate in Accounting\*

### A guide to help you succeed

\*In Scotland, AAT Certificate in Accounting at SCQF Level 5.

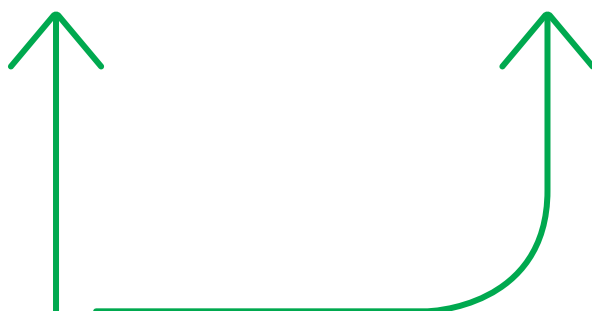
aat

# Your AAT journey

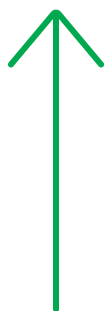
As a standalone qualification, or as a first step towards the intermediate and advanced levels, the introductory level of the AAT Accounting Qualification allows you to move up to further study in accountancy and finance. And we'll be here to help you through your studies and support you every step of the way.

Level 4 (QCF) / Level 8 (SCQF)  
Diploma in Accounting

Level 4 (QCF) Higher Apprenticeship /  
Level 8 (SCQF) Technical Apprenticeship



Level 3 (QCF) / Level 6 (SCQF)  
Diploma in Accounting



Level 2 (QCF)\* / Level 5 (SCQF)\*\*  
Certificate in Accounting

\*QCF: Qualifications and Credit Framework

\*\*SCQF: Scottish Credit and Qualifications Framework

# AAT support

As part of your membership, you also have access to loads of other great resources to help you on your way.

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- Sign up for a MyAAT account to access exclusive services and resources.

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  - Visit our social media channels for help and advice from other AAT students.

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  - Check out our career support resources to help you progress your career further.

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  - Watch a study skills webinar event; they'll help develop your learning and ensure your study is effective.

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  - Visit AAT forums for accountancy help and advice.

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  - Start your full AAT membership and boost your career, job satisfaction and earnings.

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  - Our interview simulator can help you prepare for your job interview increasing your chances of success.

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  - Use our online CV<sup>†</sup> Builder to create a CV<sup>†</sup> that stands out from the crowd.

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  - Interactive tutorials are online sessions that allow you to quickly gain the knowledge and skills you need.

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  - Our Excel e-learning allows you to practice the skills that are relevant to you and develop your understanding of what Excel can do for you as a finance professional.

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  - Look through thousands of jobs on our job search – from trainee positions through to senior management roles.
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## Find out more...

...about getting ready for your assessments and access to our online support materials at [aat.org.uk/level2support](https://aat.org.uk/level2support)

<sup>†</sup> CV refers to resume in the UK.

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# AAT Level 2 (QCF) / Level 5 (SCQF) Certificate in Accounting

The AAT Level 2 Certificate in Accounting is the introductory level of the AAT Accounting Qualification. You'll develop your skills in finance administration: double-entry bookkeeping, basic costing principles and purchase, sales and general ledgers.

Once you've completed the introductory level, you'll be awarded the AAT Level 2 Certificate in Accounting.

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## A guide to help you succeed

If you're looking for a guide to help you complete your AAT Certificate in Accounting, you've come to the right place.

This guide highlights all of the study support materials available to help you complete this level and progress on to the next level. It includes the following information:

- an overview of the units
- study support available for each unit through your MyAAT account
- highlights from the *Assessment performance reports* for each unit.

Support materials are available for all units at this level – this guide helps you make best use of all the resources available to you.

Once you've looked at all of the resources, use the checklist so you can keep track of which units you've prepared for.

# Basic costing (BCST)

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## Overview of unit

- 
- Understanding an organisation's cost recording system and using it to record or extract data.
  - Using spreadsheets to convey information on actual and budgeted income and expenditure.
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## Study support category

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Guidance and standards	2
Mapping document	1
E-learning	4
Green Light test	1
Performance feedback	1
Sample assessment	4

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## Checklist

Use the checklist below to ensure you have accessed all of the support materials available for Basic costing.

<b>Basic costing study support</b>	<input checked="" type="checkbox"/>
Standards: unit specification	<input type="checkbox"/>
Guidance	<input type="checkbox"/>
Mapping document	<input type="checkbox"/>
Inventory valuation using AVCO e-learning module	<input type="checkbox"/>
Inventory valuation using FIFO and LIFO e-learning module	<input type="checkbox"/>
Actual and expected costs e-learning module	<input type="checkbox"/>
Manufacturing accounts e-learning module	<input type="checkbox"/>
Green Light test	<input type="checkbox"/>
Assessment performance report	<input type="checkbox"/>
Sample assessment (questions 1)	<input type="checkbox"/>
Sample assessment answers (questions 1)	<input type="checkbox"/>
Sample assessment (questions 2)	<input type="checkbox"/>
Sample assessment answers (questions 2)	<input type="checkbox"/>

# Assessment performance feedback for Basic costing

The *Assessment performance report*, published by the Lead Assessment Writer for Basic costing, reviews student performance in all Basic costing assessments taken from 1 October 2014 to 31 March 2015. In the report, we provide task by task feedback and advice to form a comprehensive review of this unit. This includes advice on how best to approach the assessment.

The full report, including the tasks highlighted below where student performance was strong and where it was weak, is available at [aat.org.uk/level2support](http://aat.org.uk/level2support)



## Strong performance

**The task which students have performed strongest in is task 16 – Spreadsheet exercise reorganising budgeted and actual data on income and expenditure.**

Nearly 90% of students either met or exceeded competence requirements, maintaining the standard reported in last year's performance report where competence achievement was the same.



## Weak performance

**The task which students have found most challenging is task 6 – Classification of fixed, variable and semi-variable cost.**

Task 6 is divided into two parts. Student performance for this task was the same as last year with 50% of students meeting or exceeding the competence criteria. This is clearly the weakest task for student performance for the period under review and there has been little improvement from performance outcomes as reported in last year's performance review.

Have you read the Basic costing *Assessment performance report*?  
This is available at [aat.org.uk/level2support](http://aat.org.uk/level2support)

# Computerised accounting (CPAG)

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## Overview of unit

- 
- Entering data at the start of an accounting period to set up customer and supplier accounts.
  - Recording and processing customer and supplier transactions.
  - Recording and reconciling bank and cash transactions.
  - Processing and using journals to enter accounting transactions.
  - Production of reports (day books, account activity, aged analysis, statements or remittance advice).
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## Study support category

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Guidance and standards	2
Mapping document	1
E-learning	5
Sample assessment	2

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## Checklist

Use the checklist below to ensure you have accessed all of the support materials available for Computerised accounting.

<b>Computerised accounting study support</b>	<input checked="" type="checkbox"/>
Standards: unit specification	<input type="checkbox"/>
Guidance	<input type="checkbox"/>
Mapping document	<input type="checkbox"/>
Taking backup copies of data e-learning module	<input type="checkbox"/>
Processing invoices and credit notes e-learning module	<input type="checkbox"/>
How to choose a password e-learning module	<input type="checkbox"/>
Entering receipts from customers e-learning module	<input type="checkbox"/>
Entering opening balances e-learning module	<input type="checkbox"/>
Sample assessment (questions 1)	<input type="checkbox"/>
Sample assessment answers (questions 1)	<input type="checkbox"/>

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**Akash Paul MAAT**  
RSM

“Everything I needed was on MyAAT. The online sample assessments were great at preparing me for the real assessments and really helped me succeed.”



# Working effectively in accounting and finance (WKAF)

## Overview of unit

- Understanding an organisation's accounting or payroll function.
- Using numeracy and literacy communication skills.
- Working independently or in a team to prioritise tasks and manage colleagues' responsibilities.
- Understanding ethical values, principles and importance of confidentiality.
- Understanding and explaining benefits to organisations of sustainable values.

## Study support category

Guidance and standards	2
Mapping document	1
E-learning	7
Performance feedback	1
Sample assessment	4

## Checklist

Use the checklist below to ensure you have accessed all of the support materials available for Working effectively in accounting and finance.

<b>Working effectively in accounting and finance study support</b>	<input checked="" type="checkbox"/>
Standards: unit specification	<input type="checkbox"/>
Guidance	<input type="checkbox"/>
Mapping document	<input type="checkbox"/>
Solvency e-learning module	<input type="checkbox"/>
Report writing e-learning module	<input type="checkbox"/>
Conflict resolution e-learning module	<input type="checkbox"/>
The accounts department e-learning module	<input type="checkbox"/>
Personal development plans e-learning module	<input type="checkbox"/>
Sustainability e-learning module	<input type="checkbox"/>
Introduction to professional ethics e-learning module	<input type="checkbox"/>
Assessment performance report	<input type="checkbox"/>
Sample assessment (questions 1)	<input type="checkbox"/>
Sample assessment answers (questions 1)	<input type="checkbox"/>
Sample assessment (questions 2)	<input type="checkbox"/>
Sample assessment answers (questions 2)	<input type="checkbox"/>

# Assessment performance feedback for Working effectively in accounting and finance

The *Assessment performance report*, published by the Lead Assessment Writer for Working effectively in accounting and finance, reviews student performance in all Working effectively in accounting and finance assessments taken from 1 October 2014 to 31 March 2015. In the report, we provide task by task feedback and advice to form a comprehensive review of this unit. This includes advice on how best to approach the assessment.

The full report, including the tasks highlighted below where student performance was strong and where it was weak, is available at [aat.org.uk/level2support](http://aat.org.uk/level2support)



## Strong performance

**The task which students have performed strongest in is task 9 – Impact of work on others and dissatisfaction.**

Task 9 is particularly well answered by the majority of students. They appear to be able to understand that the non-completion of specific tasks will impact on others. They may be assessed by being given a specific task which has not been completed and being asked to identify the impact on others within their team, the finance function or the organisation as a whole.



## Weak performance

**The task which students have found most challenging is task 6 – Numeracy.**

Task 6 assesses the student's generic numeracy skills and is restricted to add, subtract, multiply, divide, and calculate averages, percentages, fractions, ratios and proportions. Many students find this task challenging.

Have you read the Working effectively in accounting and finance *Assessment performance report*?

This is available at [aat.org.uk/level2support](http://aat.org.uk/level2support)



# Processing bookkeeping transactions (PBKT)

## Overview of unit

- Understanding the double-entry bookkeeping system.
- Understanding discounts and settlement, trade and bulk discount differences.
- Preparing and processing customer and supplier invoices and credit notes.
- Totalling and balancing a three-column analysed cash book.
- Totalling, balancing and reconciling petty cash records within an analysed petty cash book.
- Processing ledger transactions and extracting a trial balance.

## Study support category

Guidance and standards	2
Mapping document	1
E-learning	5
Green Light test	1
Study support webinar	2
Performance feedback	1
Sample assessment	4

## Checklist

Use the checklist below to ensure you have accessed all of the support materials available for Processing bookkeeping transactions.

<b>Processing bookkeeping transactions study support</b>	<input checked="" type="checkbox"/>
Standards: unit specification	<input type="checkbox"/>
Guidance	<input type="checkbox"/>
Mapping document	<input type="checkbox"/>
Balancing ledger accounts e-learning module	<input type="checkbox"/>
Accounting Equation and Basic Posting e-learning module	<input type="checkbox"/>
Writing up sales and purchases day books e-learning module	<input type="checkbox"/>
Posting from sales and sales returns day books e-learning module	<input type="checkbox"/>
Posting from purchases and purchases returns day book e-learning module	<input type="checkbox"/>
Green Light test	<input type="checkbox"/>
Webinar recording and supporting notes	<input type="checkbox"/>
Assessment performance report	<input type="checkbox"/>
Sample assessment (questions 1)	<input type="checkbox"/>
Sample assessment answers (questions 1)	<input type="checkbox"/>
Sample assessment (questions 2)	<input type="checkbox"/>
Sample assessment answers (questions 2)	<input type="checkbox"/>

# Assessment performance feedback for Processing bookkeeping transactions

The *Assessment performance report*, published by the Lead Assessment Writer for Processing bookkeeping transactions, reviews student performance in all Processing bookkeeping transactions assessments taken from 1 October 2014 to 31 March 2015. In the report, we provide task by task feedback and advice to form a comprehensive review of this unit. This includes advice on how best to approach the assessment.

The full report, including the tasks highlighted below where student performance was strong and where it was weak, is available at [aat.org.uk/level2support](http://aat.org.uk/level2support)



## Strong performance

**The task which students have performed strongest in is task 1 – Make entries in an analysed day-book.**

Task 1 requires students to make entries into a partially completed analysed sales/sales returns/purchases/purchases returns day-book using source documents and/or other information. Students may be required to calculate net, VAT and total amounts and to add account codes. The majority of students perform very well in this task.



## Weak performance

**The task which students have found most challenging is task 4 – Transfer data from a three column cash-book.**

Task 4 is challenging for students and performance is the poorest of the whole assessment. Common errors include reversal of entries and selecting incorrect control accounts. Some students select a general ledger account name to record a payment or receipt in the purchases/sales ledger. However, by far the most common challenge is how the entries are affected when the cash-book is a book of prime entry only.

Have you read the Processing bookkeeping transactions *Assessment performance report*?

This is available at [aat.org.uk/level2support](http://aat.org.uk/level2support)



# Control accounts, journals and the banking system (CJBS)

## Overview of unit

- Understanding the purpose and use of control accounts and journals.
- Maintaining and using control accounts and the journal.
- Reconciling a bank statement with the cash book.
- Understanding the banking process and main services of banks and building societies.
- Understanding retention and storage requirements.

## Study support category

Guidance and standards	2
Mapping document	1
E-learning	5
Green Light test	1
Study support webinar	2
Sample assessment	4

## Checklist

Use the checklist below to ensure you have accessed all of the support materials available for Control accounts, journals and the banking system.

<b>Control accounts, journals and the banking system study support</b>	<input checked="" type="checkbox"/>
Standards: unit specification	<input type="checkbox"/>
Guidance	<input type="checkbox"/>
Mapping document	<input type="checkbox"/>
Correcting errors e-learning module	<input type="checkbox"/>
Sales and Purchases Ledger Control Accounts e-learning module	<input type="checkbox"/>
Wages Control Account e-learning module	<input type="checkbox"/>
Analysed cash payments book e-learning module	<input type="checkbox"/>
Analysed cash receipts book e-learning module	<input type="checkbox"/>
Green Light test	<input type="checkbox"/>
Webinar recording and supporting notes	<input type="checkbox"/>
Sample assessment (questions 1)	<input type="checkbox"/>
Sample assessment answers (questions 1)	<input type="checkbox"/>
Sample assessment (questions 2)	<input type="checkbox"/>
Sample assessment answers (questions 2)	<input type="checkbox"/>

# Assessment performance feedback for Control accounts, journals and the banking system

The *Assessment performance report*, published by the Lead Assessment Writer for Control accounts, journals and the banking system, reviews student performance in all Control accounts, journals and the banking system assessments taken from 1 October 2014 to 31 March 2015. In the report, we provide task by task feedback and advice to form a comprehensive review of this unit. This includes advice on how best to approach the assessment.

The full report, including the tasks highlighted below where student performance was strong and where it was weak, is available at [aat.org.uk/level2support](http://aat.org.uk/level2support)



## Strong performance

**The task which students have performed strongest in is task 1 – Prepare journals for opening entries.**

Task 1 requires students to prepare journal entries to record the opening trial balance for a new business. Performance in this task is excellent, giving this task the highest achievement percentage of the assessment.



## Weak performance

**The task which students have found most challenging is task 5 – Balance the trial balance and prepare journals for correction of errors.**

Task 5 proves challenging for some students. Common errors include reversal of entries and identifying incorrect account names. Students also produce journals that do not balance.

Have you read the Control accounts, journals and the banking system *Assessment performance report*?

This is available at [aat.org.uk/level2support](http://aat.org.uk/level2support)



# Any questions?

Call our Customer Service team on **+44 (0)20 3735 2468**.  
Lines are open 09.00 to 17.00 (UK time), Monday to Friday.  
Or to access these study support materials visit **[aat.org.uk/level2support](https://aat.org.uk/level2support)**



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**[forums.aat.org.uk](https://forums.aat.org.uk)**

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