



# AAT Level 2 Certificate in Accounting\*

## A guide to help you succeed

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

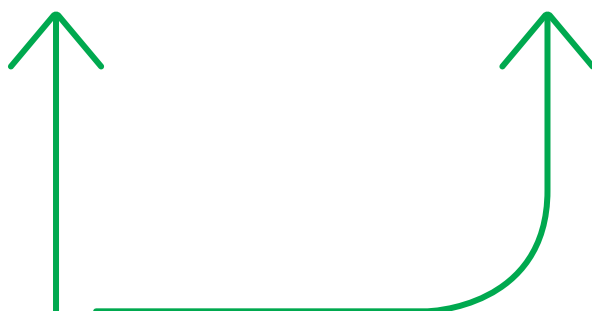
aat

# Your AAT journey

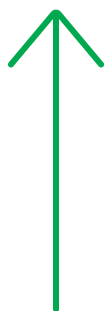
As a standalone qualification, or as a first step towards the intermediate and advanced levels, the introductory level of the AAT Accounting Qualification allows you to move up to further study in accountancy and finance. And we'll be here to help you through your studies and support you every step of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

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- 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	8
Green Light test	1
Performance feedback	2
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.

### Basic costing study support



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Standards: unit specification

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Guidance

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Mapping document

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Inventory valuation using AVCO e-learning module

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Inventory valuation using FIFO and LIFO e-learning module

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Labour payments (PDF)

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Total and unit costs e-learning module

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Actual and expected costs e-learning module

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Manufacturing accounts e-learning module

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Green Light test

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Assessment performance reports

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Sample assessment (questions 1)

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Sample assessment answers (questions 1)

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Sample assessment (questions 2)

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Sample assessment answers (questions 2)

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# 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 2015 to 31 March 2016. 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 8 – Identify different types of inventory using a manufacturing account.**

This task uses a manufacturing account to show the transition from an inventory of raw material through to an inventory of finished goods. Student performance for the review period was very good, where most students either met or exceeded competence requirements for the task.



## Weak performance

**The task which students have found most challenging is task 6**  
**a) Classification of fixed, variable and semi-variable cost**  
**b) Identification of cost as fixed or variable.**

This is a clear weak area for student performance for the period under review. The importance of the subject matter of the task, cost behaviour, is an area that provides the initial understanding that is developed further in the later units for the qualification.

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

Guidance and standards	2
Mapping document	1
E-learning	5
Sample assessment	3

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## Checklist

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

### Computerised accounting study support



Standards: unit specification

Guidance

Mapping document

Taking backup copies of data e-learning module

Processing invoices and credit notes e-learning module

How to choose a password e-learning module

Customer receipts e-learning module

Entering opening balances e-learning module

Sample assessment (questions 1)

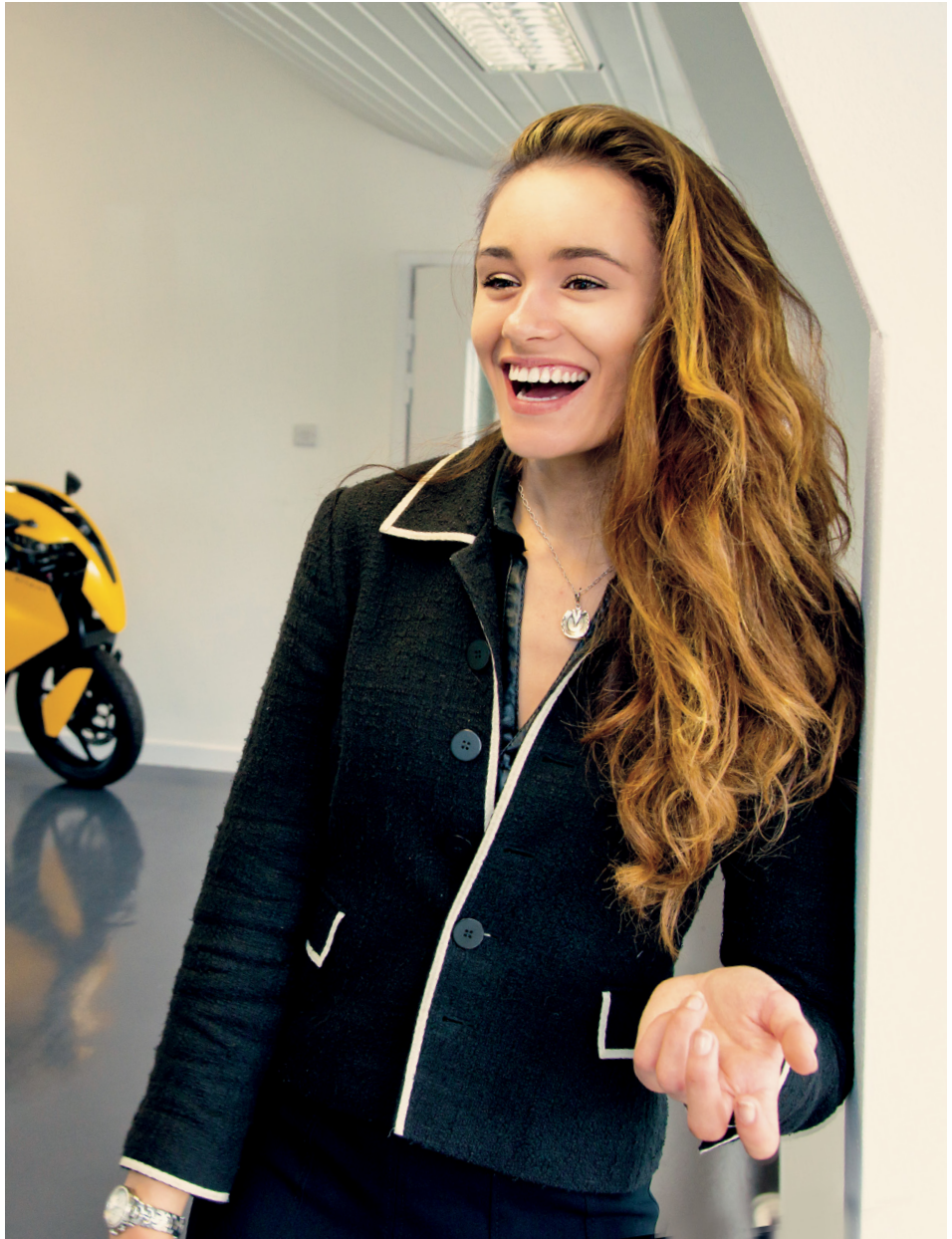
Sample assessment answers (questions 1)

Sample assessment (question 1) LearnPlus format



**Laura Thyer** MAAT  
Portman Healthcare

“The online resources mean I can revise wherever I am and complete e-learning modules when studying.”



# 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	2
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.

### Working effectively in accounting and finance study support



Standards: unit specification

Guidance

Mapping document

Solvency e-learning module

Report writing e-learning module

Conflict resolution e-learning module

The accounts department e-learning module

Personal development plans e-learning module

Sustainability e-learning module

Introduction to professional ethics e-learning module

Assessment performance reports

Sample assessment (questions 1)

Sample assessment answers (questions 1)

Sample assessment (questions 2)

Sample assessment answers (questions 2)

# 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 2015 to 31 March 2016. 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 11 – Sustainability initiatives and the resultant benefits.**

Sustainability covers three broad areas, environmental, social and economic. Student performance over the whole task is analysed as being the best in the whole assessment.



## Weak performance

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

The task 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 and this is the task with the poorest performance statistics across the whole of the assessment.

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	3
Mapping document	1
E-learning	3
Green Light test	1
Study support webinar	3
Performance feedback	2
Sample assessment	8

## Checklist

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

### Processing bookkeeping transactions study support



Standards: unit specification

Guidance

Mapping document

Writing up sales and purchases day books e-learning module

Posting from sales and sales returns day books e-learning module

Posting from purchases and purchases returns day book e-learning module

Green Light test

Webinar recording and supporting notes

Assessment performance reports

Sample assessment (questions 1)

Sample assessment answers (questions 1)

Sample assessment (questions 2)

Sample assessment answers (questions 2)

# 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 2015 to 31 March 2016. 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.**

This task 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. The majority of students continue to perform very well.



## Weak performance

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

This task continues to prove a challenge for students and performance is the poorest of the whole assessment. Common errors include selecting bank or cash in the general ledger, even though the cash-book is part of the double entry system.

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	3
Mapping document	1
E-learning	5
Green Light test	1
Study support webinar	2
Sample assessment	6
Performance feedback	2
Study support webinar	2

## Checklist

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

### Control accounts, journals and the banking system study support



Standards: unit specification

Guidance

Mapping document

Correcting errors e-learning module

Sales and purchases ledger control accounts e-learning module

Wages control account e-learning module

Analysed cash payments book e-learning module

Analysed cash receipts book e-learning module

Green Light test

Webinar recording and supporting notes

Assessment performance reports

Sample assessment (questions 1)

Sample assessment answers (questions 1)

Sample assessment (questions 2)

Sample assessment answers (questions 2)

# 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 2015 to 31 March 2016. 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.**

This task requires students to prepare journal entries to record the opening trial balance for a new business. The majority of students continue to complete this task to a very high standard.



## Weak performance

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

Students continue to find this one of the more challenging tasks. They are often able to identify the entry needed to balance the trial balance but find recording the journal entries more difficult.

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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