

aat

YOUR BOOK  
OF ESSENTIAL  
STUDY SUPPORT

# AN INTRO TO STUDY SUPPORT

Whatever qualification you're studying, you can benefit from a helping hand every now and again. And that's where AAT's study support resources come in. We've got everything you need to help you study and prepare for an assessment, with a wide range of support options available for every one of our modules from foundation right up to professional.

Whatever your learning style, there'll be something to suit you, from interactive exercises to help embed your knowledge and practice assessments to test you on key areas to real-life scenarios which show you how to apply your learning.

Throughout this guide we'll be taking a closer look at the types of study support available, hearing how they've helped other AAT students and letting you know where you can find the resources you need.

**7** QUALIFICATIONS  
**24** UNITS  
**255** PIECES OF SUPPORT

# TYPES OF STUDY SUPPORT

## Green Light tests

Green Light tests allow you to test your knowledge as you move along the modules. They're not practice assessments, but they do help you judge how well you understand the areas you're studying and whether you're ready for the assessment.

Each test features a number of multiple choice questions and when you've finished you'll be scored green – showing you have good understanding of the topic, amber – suggesting some further work is needed before assessment, or red – showing you should definitely spend some more time studying this topic.

You'll also get a results breakdown showing which questions you answered incorrectly, along with the right answer and an explanation.

## TOP TIP

The questions are drawn at random from a database so you can sit each Green Light test more than once.

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“I loved the Green Light tests, they really help you know your strengths and weaknesses. Definitely helped me to prepare my assessments.”

**Rachel Landscheit** Student

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## E-learning

Stuck on something in particular and can't find the answer in your text book? Never fear. Our award-winning e-learning modules take some of the trickiest areas and condense them into bite-sized chunks which you can access anywhere, anytime. Interactive elements, animations and screencasts help bring learning to life.

130+  
E-LEARNING  
MODULES

## Practice assessments

Sitting a practice assessment is a useful way for you to prepare for your assessment. These practice assessments are provided within the assessment platform to help get you familiar with the format, layout and structure of the assessments as well as the nature of the tasks.

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“The practice assessments are vital for getting used to the wording used on the real assessments. Really helped me to understand what the questions were asking.”

Katie Diffey Student

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## Real-life scenarios

See how what you're learning applies to real life situations you'll encounter as a finance professional with these handy scenarios. Focusing on real-life scenarios embeds your knowledge and helps you retain it. It also makes it easier to engage with the material, as you can see how it directly relates to you and your needs – again making it easier to remember.

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“Practise, practise, practise, to put meaning to what you learn.”

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## Key calculations

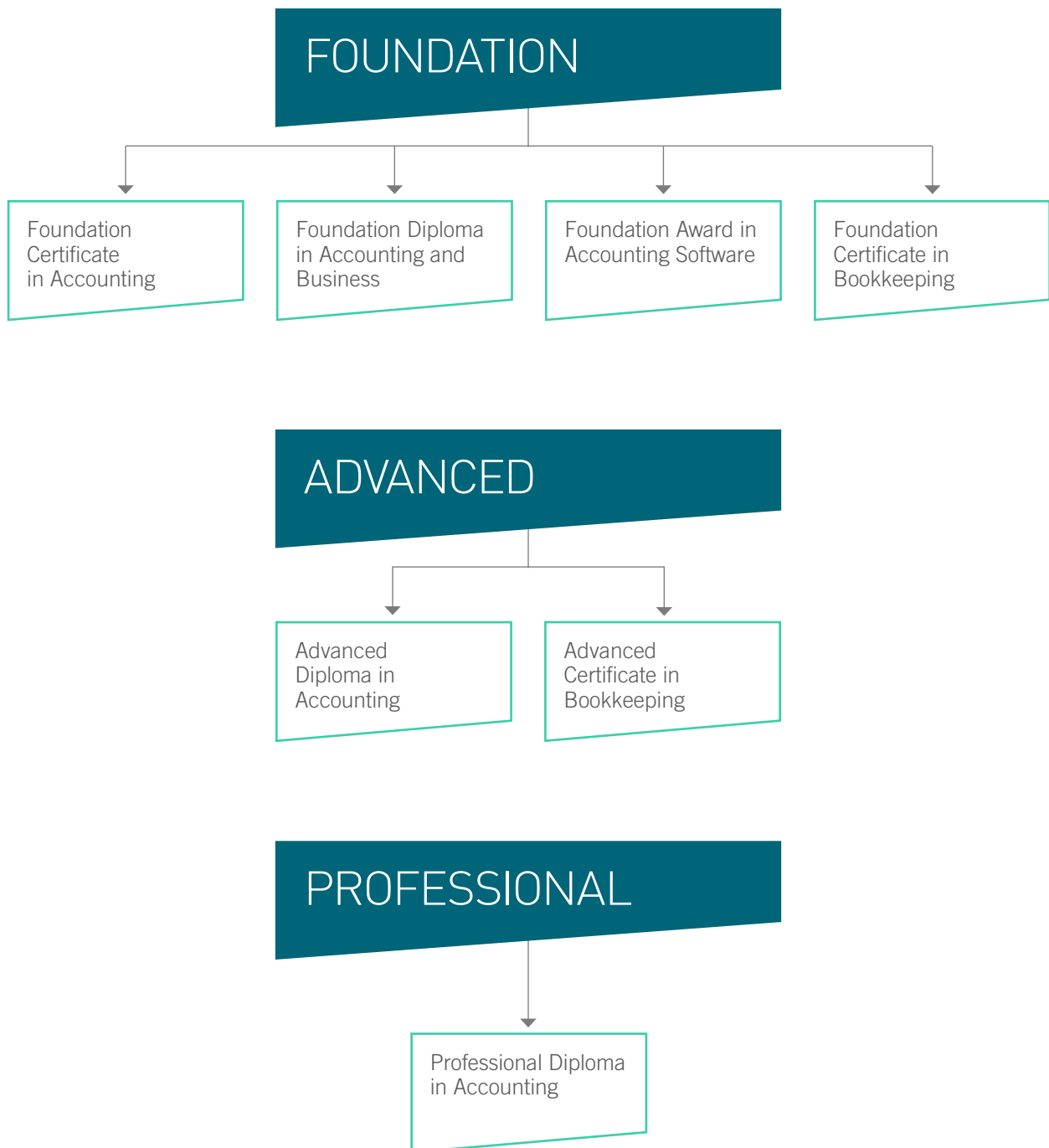
Calculations make up an important part of each module and you'll need to know them backwards and forwards. AAT's key calculations are tutor-led recordings going over some of the more difficult calculations from across the curriculum.

Listening to the tutors can help you understand the logic behind the calculations, rather than just learning them by rote, so you won't be thrown if they come up in a different format in the assessment.

## TOP TIP

These resources will also help you prep for job interviews.

# OUR QUALIFICATIONS



# FOUNDATION QUALIFICATIONS

## INTRODUCTION TO FOUNDATION QUALIFICATIONS

AAT's foundation qualifications are perfect for people starting their career in finance and looking to develop the required skills.

There are a range of support resources available to help you test your skills and understanding of everyday accounting and business skills, ranging from basic accounting principles and techniques to costing and double-entry bookkeeping and accounting software.

### Foundation qualifications

- Foundation Certificate in Accounting
- Foundation Diploma in Accounting and Business
- Foundation Certificate in Bookkeeping
- Foundation Award in Accounting Software

Check out the level specific support available including lucky dip tests, synoptic assessments and an introduction to the qualification video.

## UNIT OVERVIEW

### Foundation qualifications

	Foundation Certificate in Accounting	Foundation Diploma in Accounting and Business	Foundation Certificate in Bookkeeping	Foundation Award in Accounting Software
Using Accounting Software	✓	✓		✓
Bookkeeping Transactions	✓	✓	✓	
Bookkeeping Controls	✓	✓	✓	
Elements of Costing	✓	✓		
Work Effectively in Finance	✓	✓		
Business Communications and Personal Skills			✓	
Developing Lifelong Learning Skills		✓		
Introduction to Payroll		✓		
Introduction to Business and Company Law		✓		

## Using Accounting Software

### Real-life scenarios

- Using Accounting Software and Work Effectively in Finance
- Bookkeeping Controls and Using Accounting Software
- Bookkeeping Transactions, Bookkeeping Controls and Accounting Software

### E-learning

- Processing invoices and credit notes
- Entering opening balances

### Practice assessments

- One practice assessment

## Bookkeeping Transactions

### Real-life scenarios

- Bookkeeping Transactions, Bookkeeping Controls and Accounting Software
- Bookkeeping Transactions

### Green light tests

- Basic principles of double entry
- Cash books
- Day books

### Key calculations

- Balancing the accounts
- Discounts received / Discounts allowed
- Calculating VAT for cash settlements

### E-learning

- Balance ledger accounting
- Accounting equation and basic posting
- Writing up sales and purchase day books
- Posting from sales and sales return day books
- Posting from purchase and purchase return day books

### Practice assessments

- Two practice assessments

## Bookkeeping Controls

### E-learning

- Correcting errors
- Sales and purchases ledger control accounts
- Wages control account

### Real-life scenarios

- Bookkeeping Transactions, Bookkeeping Controls and Accounting Software
- Bookkeeping Controls and Using Accounting Software

### Green light tests

- Journal and error correction
- Bank reconciliations
- Credit Accounts

### Key calculations

- Cash book receipts to general ledger
- Cash book payments to general ledger
- Cash book as part of the general ledger

### Practice assessments

- Two practice assessments

## Elements of Costing

### E-learning

- Actual and expected costs
- Manufacturing accounts
- Total and units costs

### Green light tests

- Cost identification
- Costing for materials and labour
- Variance analysis

### Key calculations

- LIFO
- FIFO
- Fixed, variable and semi-variable costs

### Real-life scenarios

- Elements of Costing

### Practice assessments

- Two practice assessments

Click on the resource headers to find relevant AAT study support



## Work Effectively in Finance

### E-learning

- Solvency
- Report writing
- The accounts department
- Personal development plans
- Sustainability
- Introduction to professional ethics

### Real-life scenarios

- Using Accounting Software and Work Effectively in Finance

*This unit is assessed by the synoptic assessment only, so doesn't have an individual practice assessment.*

## Business Communications and Personal Skills

### E-learning

- Apply effective communication skills in your workplace
- Communication in your business environment
- Evaluate your own business communication skills

### Practice assessments

- One practice assessment – combined sample assessment with Developing Lifelong Learning Skills

Click on the resource headers to find relevant AAT study support



## Developing Lifelong Learning Skills

### E-learning

- Planning your work
- Using information

### Practice assessments

- One practice assessment – combined sample assessment with Business Communications and Personal Skills

## Introduction to payroll

### E-learning

- Introduction to payroll systems
- Putting into practice: statutory pay entitlements
- Putting in to practice: net pay

### Key calculations

- National insurance calculations
- Calculating net pay
- Tax free deductions and other deductions

### Real-life scenarios

- Introduction to Payroll, Business and Company Law

### Practice assessments

- Two practice assessments

## Introduction to Business and Company Law

### Real-life scenarios

- Introduction to Payroll, Business and Company Law
- Introduction to Business and Company Law: Business structures
- Introduction to Business and Company Law: Redundancy

### Practice assessments

- Two practice assessments



# ADVANCED QUALIFICATIONS

## INTRODUCTION TO ADVANCED QUALIFICATIONS

If you already have a good grasp of accounting principles, AAT's advanced qualifications will equip you with the skills you need to take things to the next level. Our support resources will help you put them into practice and help you tackle more complex accounting tasks like maintaining cost accounting records and the preparation of reports and returns.

### Advanced qualifications

- Advanced Diploma in Accounting
- Advanced Certificate in Bookkeeping

Check out the level specific support available including lucky dip tests, synoptic assessments and an introduction to the qualification video

## UNIT OVERVIEW

Advanced qualifications		
	Advanced Diploma in Accounting	Advanced Certificate in Bookkeeping
Advanced Bookkeeping	✓	✓
Final Accounts Preparation	✓	✓
Spreadsheets for Accounting	✓	
Ethics for Accountants	✓	
Management Accounting: Costing	✓	
Indirect Tax	✓	✓

## Advanced Bookkeeping

### E-learning

- Bank reconciliations
- Accounting for the part-exchange of non-current (fixed) assets
- Adjusting for accrued and prepaid income and expenses in ledger accounts
- Suspense accounts
- Non-current assets and depreciation

### Green light test

- Non-current assets
- Post-trial balance adjustments
- Correction of errors

### Key calculations

- Accruals and / or Prepayments – calculate the charge to the statement of profit or loss and the amount carried in the SOFP
- Disposal of a non-current asset
- Depreciation charge

### Real-life scenarios

- Advanced Bookkeeping, Ethics and Spreadsheets

### Practice assessments

- Two practice assessments

## Final Accounts Preparation

### E-learning

- Using mark-up and margin to solve incomplete records
- Further aspects of incomplete records – use of accounting equations, cash and bank accounts

### Green Light test

- Incomplete records – using ledger accounts
- Incomplete records – using equations
- Partnerships

### Key calculations

- Incomplete records: sales calculation
- Calculate mark-up and margin
- Partnership appropriation account (calculate, appropriate and account for residual profit)

### Real-life scenarios

- Final Accounts Preparation, Ethics and Spreadsheets

### Practice assessments

- Two practice assessments

## Spreadsheets for Accounting

### E-learning

- VLOOKUP and HLOOKUP
- Logical functions
- Working with numbers

### Real-life scenarios

- Advanced Bookkeeping, Ethics and Spreadsheets
- Final Accounts Preparation, Ethics and Spreadsheets
- Management Accounting – Costing, Ethics and Spreadsheets
- Indirect Tax, Ethics and Spreadsheets

*This unit is assessed by the synoptic assessment only, so doesn't have an individual practice assessment*

Click on the resource headers to find relevant AAT study support



## Ethics for Accountants

### E-learning

- The conceptual framework
- Conflicts of interest
- Money laundering

### Green Light test

- Fundamental principles of ethical working
- Ethical requirements of the accounting profession
- Legal considerations

### Real-life scenarios

- Advanced Bookkeeping, Ethics and Spreadsheets
- Final Accounts Preparation, Ethics and Spreadsheets
- Management Accounting – Costing, Ethics and Spreadsheets
- Indirect Tax, Ethics and Spreadsheets

*This unit is assessed by the synoptic assessment only, so doesn't have an individual practice assessment*

## Management Accounting: Costing

### E-learning

- Under and over absorption of overheads
- Equivalent units

### Green light test

- Budgeting
- Short term decision making

### Key calculations

- CVP analysis: break even calculations
- Economic order quality calculation
- Net present value calculation

### Real-life scenarios

- Management Accounting – Costing, Ethics and Spreadsheets

### Practice assessments

- Two practice assessments

## Indirect Tax

### E-learning

- VAT invoicing - tax points and dates of issue
- VAT invoices and discounts
- VAT – what can be claimed?
- VAT registration and deregistration

### Green light test

- VAT returns
- VAT calculations
- VAT regulations

### Key calculations

- Calculating VAT from the net and gross amount
- Bad debt relief
- Purchase, imports and acquisitions

### Real-life scenarios

- Indirect Tax, Ethics and Spreadsheets

### Practice assessments

- Two practice assessments

Click on the resource headers to find relevant AAT study support



# PROFESSIONAL QUALIFICATIONS

## INTRODUCTION TO PROFESSIONAL QUALIFICATIONS

AAT's professional qualification involves substantial accounting tasks including drafting financial statements, managing budgets and evaluating financial performance. These support resources will help guide you through all these areas and more.

### Professional qualification

- Professional Diploma in Accounting

Check out the level specific support available including lucky dip tests, synoptic assessments and an introduction to the qualification video

## UNIT OVERVIEW

	Professional qualification
	Professional Diploma in Accounting
Financial Statements of Limited Companies	✓
Management Accounting: Budgeting	✓
Management Accounting: Decision and Control	✓
Accounting Systems and Controls	✓
Business Tax	✓
Personal Tax	✓
Credit Management	✓
External Auditing	✓
Cash and Treasury Management	✓

## Financial Statements of Limited Companies

### E-learning

- Accounting adjustments
- Statement of cash flows
- Statement of changes in equity
- How to prepare financial statements

### Green light test

- Consolidated financial statements
- International accounting standards
- Interpretation of financial statements
- Cash flow

### Key calculations

- Statements of cash flows
- Interpretation of ratios
- Consolidated accounts

### Real-life scenarios

- Financial Statements of Limited Companies

### Practice assessments

- Two practice assessments

## Management Accounting: Budgeting

### E-learning

- Preparing production budgets with inventory and faulty production
- Preparing production budgets with limiting factors
- Preparing materials, labour and machine time budgets

### Green light test

- Preparing production budgets (including defective products)
- Preparing labour and material usage and cost budgets
- Limiting factors

### Key calculations

- Flexed budgets
- Step down method of apportionment
- Index number

### Real-life scenarios

- Management Accounting: Budgeting
- Management Accounting: Decision and Control

### Practice assessments

- Two practice assessments

## Management Accounting: Decision and Control

### E-learning

- Material and labour variances
- Lifecycle costing
- Forecasting – statistical analysis
- Causes of variance

### Green light test

- Calculation of material and labour variance
- Calculation of fixed overhead variance
- Calculating performance indicators
- Target costing
- Analysing changes in performance indicators

### Key calculations

- Fixed overhead variances
- Breakeven analysis
- Limiting factor analysis
- Activity based costing
- Gearing

### Real-life scenarios

- Management Accounting: Budgeting
- Management Accounting: Decision and Control

### Practice assessments

- Two practice assessments

## Accounting systems and Controls

### Practice synoptic assessment pre-release

### Live synoptic assessment pre-release

*This unit is assessed by the synoptic assessment only, so doesn't have an individual practice assessment.*

## Business Tax

### E-learning

- Sole trader losses
- Opening and closing year rules
- Partnership Tax returns
- Adjustment of profits
- Assessable profits
- Corporation tax calculations
- Capital allowances

### Key calculations

- Trade losses
- Taxation shares
- Calculation of corporation tax (including marginal relief)
- Capital gains tax

### Real-life scenarios

- Business Tax

### Practice assessments

- Two practice assessments

## Personal Tax

### Green light test

- Rental only
- Chargeable gains
- Calculating income tax
- Benefits in kind
- Capital gains on the sales of shares and chattels
- Rental income and expenses

### Real-life scenarios

- Personal Tax

### Key calculations

- Share pools
- Calculations of taxable income
- Calculation of tax payable
- Capital gains exemptions and loss
- Benefits in kind, other than cars
- Payment on account

### Practice assessments

- Two practice assessments

## Credit Management

### E-learning

- Contract law
- Taking legal action
- Granting (and refusing) credit

### Green light test

- Contract law
- Legislation and credit management
- Assessing credit worthiness

### Key calculations

- Credit limit assessment using ratios
- Credit collection selection of action
- Credit control analysis and suggested action
- Early settlement discounts

### Real-life scenarios

- Credit Management

### Practice assessments

- Two practice assessments

## External Auditing

### E-learning

- Audit sampling
- Control testing and substantive testing
- Audits of different types of entity

### Green light test

- Audit risk
- Sampling
- Internal control and control testing

### Key calculations

- Verification of items in the financial statements
- Modified audit reports
- Devise tests
- Assurance

### Real-life scenarios

- External Auditing

### Practice assessments

- Two practice assessments

Click on the resource headers to find relevant AAT study support



## Cash and Treasury Management

### E-learning

- The impact of cash settlement discounts on cash flow
- Sensitivity analysis
- Time series analysis

### Green light test

- Logged receipts/payments and discounts
- Calculating receipts and payments for inclusion in a cash budget
- Choice of investment options

### Key calculations

- Raising finance – comparing financing options
- Cash receipts payments and their relationships with profit
- Savings and borrowings terms
- Cash budgets and cash flows

### Real-life scenarios

- Cash and Treasury Management

### Practice assessments

- Two practice assessments

Click on the resource headers to find relevant AAT study support



# YOUR AAT STUDY CHECKLIST

As you can see, whichever qualification you're working towards there are lots of study resources at your fingertips. But do you have everything you need in place to help you make the most out of them?

## **Make sure you can access the resources**

All our resources are hosted online and can be accessed through a computer, laptop, tablet or smartphone. Whichever device you choose, check that you can open the resource using your current operating system.

## **Do you have your MyAAT access?**

You'll need to login to your MyAAT account to access these support resources through the study support search.

## **Create a working space**

Whether it's a whole room to study in or just a corner of your bedroom or living space, decide where you're going to do your work. Ideally it should be somewhere quiet and comfortable, away from distractions like the TV.

## **Create a study plan**

With so many resources available, you need to think about which you're going to use. Why not test your knowledge with a Green Light test and then once you've identified some gaps, focus on the e-learning modules and key calculations in those areas. Finish off with some practice assessments to put your new knowledge into practice.



# EXTRA HELP

As well as our range of study resources, there are plenty of other tools available to help you study whatever qualification you're on.

## **Events**

Cement your learning and knowledge of the units you're studying with our study support webinars.

Find out what's going on and when by subscribing to the AAT events calendar or registering your interest for upcoming webinars. Missed an event? Don't worry. You can watch previous recordings in our study support webinar library.

## **Online community**

Chat to fellow students and find out their best study hints and tips through the online community. There are threads for most qualifications which are great for discussing particularly tricky aspects of the courses and finding out which study resources people have found most helpful.

**Check out the online community**

# ANY QUESTIONS?

Our Customer Support team is here to answer any questions, you can call them on **+44 (0)20 3735 2468**.

Lines are open 09.00 to 17.00 (UK time), Monday to Friday.

Otherwise you can email them at **customersupport@aat.org.uk**



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