AAT Computerised Accounting
A guide to help you succeed
Your AAT journey

There are three levels of the Computerised Accounting qualification; introductory, intermediate and advanced. Each level is a stand alone qualification and the full three levels allow you to develop your knowledge and skills in Computerised Accounting. And we’ll be here to help you through your studies and support you every step of the way.

Advanced Computerised Accounting

Intermediate Computerised Accounting

Introductory Computerised Accounting

To access these study support materials, visit aat.org.uk/support
AAT support

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

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

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

→ Attend a study support event; they’ll help develop your learning and give you the best foundation to achieve success.

→ Visit AAT forums for accountancy help and advice.

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

→ 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 finance professional.

Find out more…
…about getting ready for your assessments and access to our online support materials at aat.org.uk/support
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To access these study support materials, visit [aat.org.uk/support](http://aat.org.uk/support)
Computerised Accounting is a key function in most businesses and their finance departments. By completing AAT Computerised Accounting’s three accredited qualifications, you’ll be well placed to put these highly sought after skills to use in the workplace.

You’ll learn everything from creating accounts on the system and processing financial information using this software, through to being able to set up master data, process advanced accounting transactions and deliver accounting reports for management purposes.

Benefits of studying AAT Computerised Accounting

- Develops your skills and knowledge to increase your productivity and be able to support an organisation’s finance team.
- Provides you with the confidence to use any computerised accountancy package.
- Helps to expand the skills of a current professional bookkeeper to develop their services.
- Gives transferable skills to support career changers up-skilling and looking for new job prospects.
- Provides additional units in spreadsheet software and professional ethics to enhance your job prospects.
The AAT Introductory Computerised Accounting qualification introduces you to using computerised accounting software. The qualification enables you to confidently carry out routine accounting tasks to use in your own business or as part of a larger finance team. You’ll also have guidance on entering data and learning basic formulae via the spreadsheet software unit.

Once you’ve completed the introductory level, you’ll be awarded the AAT Level 1 Award in Computerised Accounting.

A guide to help you succeed

This guide helps you complete your AAT Introductory Computerised Accounting qualification.

It highlights all of the study support materials available to help you complete the introductory level and progress on to the intermediate level.

It includes an overview of the units, and highlights the study support materials available for each unit through your MyAAT account.

Support materials are available for all units at the introductory 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.
Computerised accounts (COPA)

Overview of unit

→ Creating accounts using computerised accounts software.
→ Processing accounting information using software.
→ Understanding how to use batch control sheets.
→ Producing reports using computerised software.

Study support category

Guidance and standards 2
Sample assessment 2

Checklist

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

**Computerised accounts study support**

- Standards: unit specification
- Guidance
- Sample assessment (questions 1)
- Sample assessment answers (questions 1)

To access these study support materials, visit [aat.org.uk/support](http://aat.org.uk/support)
## Spreadsheet software (SPRS)

### Overview of unit

- Using a spreadsheet to enter, edit and organise numerical and other data.
- Using appropriate formulas and tools to summarise and display spreadsheet information.
- Selecting and using appropriate tools and techniques to present spreadsheet information effectively.

### Study support category

<table>
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<tr>
<th>Category</th>
<th>Details</th>
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<tr>
<td>Guidance and standards</td>
<td>2</td>
</tr>
<tr>
<td>Sample assessment</td>
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</tbody>
</table>

### Checklist

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

**Spreadsheet software study support**

<table>
<thead>
<tr>
<th>Support Material</th>
<th>Accessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standards: unit specification</td>
<td>❌</td>
</tr>
<tr>
<td>Guidance</td>
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</tr>
<tr>
<td>Sample assessment (questions 1)</td>
<td>❌</td>
</tr>
<tr>
<td>Sample assessment answers (questions 1)</td>
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</tbody>
</table>
The AAT Intermediate Computerised Accounting qualification enhances your skills using computerised accounting software. In particular, how to use a computerised accounting system to enter accounting transactions, perform reconciliations, correct errors and generate a range of reports.

Once you’ve completed the intermediate level, you’ll be awarded the AAT Level 2 Award in Computerised Accounting.

A guide to help you succeed

When you complete the AAT Intermediate Computerised Accounting qualification, you’ll progress on to the advanced level of the qualification.

You’ll find all of the study support materials available to help you complete the intermediate level, and progress on to the advanced level.

It includes an overview of the unit and shows you what study support materials are available through your MyAAT account.

Support materials are available for the unit at the intermediate level – this guide will help you to make best use of all the resources available to you.

To access these study support materials, visit aat.org.uk/support
Computerised accounting (CPAG)

Overview of unit

- Entering accounting data at the beginning of an accounting period.
- Recording customer transactions.
- Recording supplier transactions.
- Recording and reconcile bank and cash transactions.
- Using journals to enter accounting transaction.
- Producing reports.
- Maintaining the safety and security of data held in the computerised accounting system.

Study support category

- Guidance and standards
- E-learning
- Sample assessment

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
- Taking backup copies of data e-learning module
- Processing invoices and credit notes e-learning module
- How to choose a password e-learning module
- Entering receipts from customers e-learning module
- Entering opening balances e-learning module
- Sample assessment (questions 1)
- Sample assessment answers (questions 1)
Emma King MAAT  
SRC Taxation Consultancy Ltd  

“I used the sample assessments as they help you to see how the questions are laid out.”
The AAT Advanced Computerised Accounting qualification provides you with advanced skills using a computerised accounting package. In particular setting up master data and processing advanced accounting transactions. You will also gain advanced spreadsheet software skills, and understand the importance of ethics and sustainability to modern businesses.

Once you’ve completed the advanced level, you’ll be awarded the AAT Level 3 Certificate in Computerised Accounting and Ethics.

A guide to help you succeed

You’ll find all of the study support materials available to help you complete the advanced level of the AAT Computerised Accounting qualification, in the next section of this guide.

It includes an overview of the units and shows you what study support materials are available for each unit through your MyAAT account.

Support materials are available for all units at the advanced 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.
Computerised accounting
(COAG)

Overview of unit

Setting up master data on a computerised accounts software package.

Processing accounting transactions on a computerised accounts software package.

Understanding how to process adjustments.

Understanding how to process period end adjustments.

Selecting and printing accounting reports for management purposes.

Study support category

Guidance and standards  2

Sample assessment  2

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 | ☐ |
| Sample assessment (questions 1) | ☐ |
| Sample assessment answers (questions 1) | ☐ |

To access these study support materials, visit [aat.org.uk/support](http://aat.org.uk/support)
Overview of unit

- Using a spreadsheet to enter, edit and organise numerical and other data.
- Selecting and using appropriate formulae and data analysis tools and techniques.
- Presenting, formatting and publishing spreadsheet information.

Study support category

- Guidance and standards
- Mapping document
- E-learning
- Sample assessment

Checklist

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

<table>
<thead>
<tr>
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<tr>
<td>Standards: unit specification</td>
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<td>Guidance</td>
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<td>Mapping document</td>
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<td>Basic spreadsheet techniques and formatting</td>
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<td>Logical functions e-learning module</td>
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<td>Pivot tables, charts and data filtering</td>
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<tr>
<td>Sample assessment data (questions 1)</td>
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<tr>
<td>Sample assessment (questions 1)</td>
</tr>
<tr>
<td>Sample assessment answers (questions 1)</td>
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Professional ethics (PETH)

Overview of unit

- Understanding principles of ethical working.
- Understanding ethical behaviour when working with internal and external customers.
- Understanding when and how to take appropriate action following suspected ethical codes breaches.
- Understanding the ethical responsibility of finance professionals in promoting sustainability.

Study support category

<table>
<thead>
<tr>
<th>Guidance and standards</th>
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<tbody>
<tr>
<td>Mapping document</td>
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<td>E-learning</td>
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<td>Green Light test</td>
<td>1</td>
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<tr>
<td>Sample assessment</td>
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</tbody>
</table>

Checklist

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

**Professional ethics study support**

- Standards: unit specification
- Guidance
- Mapping document
- The Conceptual Framework e-learning module
- Conflicts of interest e-learning module
- Remuneration and fees e-learning module
- Professional appointment e-learning module
- Money laundering e-learning module
- Green Light test
- Sample assessment (questions 1)
- Sample assessment answers (questions 1)

To access these study support materials, visit [aat.org.uk/support](http://aat.org.uk/support)
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/support