

PREMIER TRAINING

Which level is best for you?

One of the most common questions we get asked at Premier Training concerns the most appropriate level to choose when starting an AAT qualification. It is possible to start at the Intermediate/Advanced Certificate level but it should be remembered that this level assumes a certain amount of knowledge of basic bookkeeping and double entry.

In order to help you judge whether you need to brush up on these skills and to give your tutor an idea of your current knowledge, we have designed a short series of tasks covering classification of accounting items, completion of ledger accounts, production of a trial balance and the effect of certain transactions on the purchase ledger. These tasks should take about 40 minutes to complete.

You can download the tasks, complete either on the computer or manually, and then return to Premier Training, either by email or post. A tutor will then review your answers and telephone you to discuss the most appropriate level for you. Please ensure that you complete the details below.

Name	
Address	
Contact telephone number	
Email	
Date completed	
Brief outline of your experience to date	
Relevant accounting qualifications e.g. GCSE Accounts	

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Task 1

It is important in accounting systems that items are classified according to their type, Insert the following items into the correct column of the table below:

- Delivery van
- Motor vehicle expenses
- Sale of goods
- Petty cash
- Stock of goods for resale
- Rent and rates paid
- Bank loan
- Purchase of factory

Income	Expenses	Fixed assets	Current assets	Liabilities

Task 2

As an accounting technician it is important that you are able to process payments correctly. Enter the following payments into the cashbook below.

- 1st January Cheque 456 £30.00 Payment to supplier
- 3rd January By DD £45.00 Scottish County Council
- 7th January BACS £549.72 Wages payment
- 10th January Cheque 457 £266.99 Payment to supplier
- 12th January Cheque 458 £75.00 Private drawings by owner
- 14th January BACS £549.72 Wages payment

Task 3

Double entry is the basis of bookkeeping and accounts production.

Jo Smith started in business on 1st April 2004. In the first month of business the following transactions occurred. Complete the ledger accounts to reflect this information.

- 1st Jo opened a business bank account with £3,000 of her own money and introduced a van valued at £1,500
- 2nd The business purchased goods for resale and paid a cheque for £750
- 4th Sales of £1,200 were made to GS Ltd, half in cash and half on credit
- 5th Rent of £325 was paid by cheque
- 8th Jo took drawings of £75
- 9th Jo purchased goods for resale from FM Wholesalers Ltd, of £995 on credit
- 16th Sales of £1,800 were made to GS Ltd, all on credit
- 20th Jo wrote out a cheque of £39 for petrol for the delivery van
- 22nd Cheque received from GS Ltd for £600
- 25th Jo opened a high interest savings account for the business. She transferred £1,500 from the current bank account.
- 28th A cheque payment of £500 was sent to FM Wholesalers
- 30th Jo took drawings of £75

Bank Account

Date	Details	£	Date	Details	£

Capital account

Date	Details	£	Date	Details	£

Purchases

Date	Details	£	Date	Details	£

Van

Date	Details	£	Date	Details	£

Sales

Date	Details	£	Date	Details	£

GS Ltd

Date	Details	£	Date	Details	£

Rent

Date	Details	£	Date	Details	£

Drawings

Date	Details	£	Date	Details	£

FM Wholesalers

Date	Details	£	Date	Details	£

Petrol

Date	Details	£	Date	Details	£

High Interest Savings Account

Date	Details	£	Date	Details	£

TRIAL BALANCE

	Dr £	Cr £
Bank account		
Capital account		
Purchases		
Van		
Sales		
GS Ltd		
Rent		
Drawings		
FM Wholesalers		
Petrol		
High Interest Savings Account		
TOTAL		

Task 4

The following errors were found to have occurred on the purchase transactions of Wigs & Co. Identify whether the errors would affect the control account, the list of balances extracted from the subsidiary ledger accounts or both.

	Control Account	List of Balances	Both
There was an addition error on the ledger account of Manco Ltd			
Discount allowed of £15 had not been entered in the cash book			
An invoice for £445 had been entered into the Purchase Day Book as £455			
The Purchase Returns Day Book was undercast by £200			

