



AAT

Principles of Bookkeeping Controls

Pocket Notes

These Pocket Notes support study for the following AAT qualifications:

AAT Level 2 Certificate in Accounting

AAT Level 2 Certificate in Bookkeeping

AAT Certificate in Accounting at SCQF Level 6

KAPLAN
PUBLISHING

British library cataloguing-in-publication data

A catalogue record for this book is available from the British Library.

Published by:
Kaplan Publishing UK
Unit 2 The Business Centre
Molly Millars Lane
Wokingham
Berkshire
RG41 2QZ

ISBN 978-1-83996-072-7

© Kaplan Financial Limited, 2021

Printed and bound in Great Britain.

The text in this material and any others made available by any Kaplan Group company does not amount to advice on a particular matter and should not be taken as such. No reliance should be placed on the content as the basis for any investment or other decision or in connection with any advice given to third parties. Please consult your appropriate professional adviser as necessary. Kaplan Publishing Limited and all other Kaplan group companies expressly disclaim all liability to any person in respect of any losses or other claims, whether direct, indirect, incidental, consequential or otherwise arising in relation to the use of such materials.

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior written permission of Kaplan Publishing.

CONTENTS

	Study text chapter	Page Number
A guide to the assessment		1
Chapter 1 Double entry bookkeeping.....	1	3
Chapter 2 Control account and reconciliations	2	15
Chapter 3 Errors and suspense accounts	3	37
Chapter 4 Payroll procedures	4	49
Chapter 5 The banking system and bank reconciliations	5	57
Index		I.1

Preface

These Pocket Notes contain the key things that you need to know for the exam, presented in a unique visual way that makes revision easy and effective.

Written by experienced lecturers and authors, these Pocket Notes break down content into manageable chunks to maximise your concentration.

Quality and accuracy are of the utmost importance to us so if you spot an error in any of our products, please send an email to mykaplanreporting@kaplan.com with full details, or follow the link to the feedback form in MyKaplan.

Our Quality Co-ordinator will work with our technical team to verify the error and take action to ensure it is corrected in future editions.

The page features several thick, overlapping, curved lines in a light pink color that sweep from the bottom left towards the top right, framing the central text.

A guide to the assessment

The assessment

Principles of Bookkeeping Controls (POBC) is the second of two financial accounting assessments at Level 2 Certificate in Accounting, building on the knowledge and skills from Introduction to Bookkeeping (ITBK).

ITBK should be completed prior to commencement of your POBC studies.

Examination

POBC is assessed by means of a Computer-Based Assessment (CBA) comprised of 8 tasks. The time allowed for the CBA is 1½ hours.

In any one assessment, learners may not be assessed on all content, or on the full depth or breadth of a piece of content. The content assessed may change over time to ensure validity of assessment, but all assessment criteria will be tested over time.

Learning outcomes & weighting

1. Use control accounts	25%
2. Reconcile a bank statement with the cash book	25%
3. Use the journal	25%
4. Produce trial balances	25%
Total	100%

Pass mark

To pass a unit assessment, students need to achieve a mark of 70% or more.

This unit contributes 25% of the total amount required for the Foundation Certificate in Accounting qualification.