

ACCA Diploma in Financial and Management Accounting (RQF Level 2)

MA1

Management Information

STUDY TEXT

KAPLAN PUBLISHING'S STATEMENT OF PRINCIPLES

LINGUISTIC DIVERSITY, EQUALITY AND INCLUSION

We are committed to diversity, equality and inclusion and strive to deliver content that all users can relate to.

We are here to make a difference to the success of every learner.

Clarity, accessibility and ease of use for our learners are key to our approach.

We will use contemporary examples that are rich, engaging and representative of a diverse workplace.

We will include a representative mix of race and gender at the various levels of seniority within the businesses in our examples to support all our learners in aspiring to achieve their potential within their chosen careers.

Roles played by characters in our examples will demonstrate richness and diversity by the use of different names, backgrounds, ethnicity and gender, with a mix of sexuality, relationships and beliefs where these are relevant to the syllabus.

It must always be obvious who is being referred to in each stage of any example so that we do not detract from clarity and ease of use for each of our learners.

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We will seek to devise simple measures that can be used by independent assessors to randomly check our success in the implementation of our Linguistic Equality, Diversity and Inclusion Policy.

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INTRODUCTION

This is the new edition of the FIA study text for MA1 *Management Information*, approved by the ACCA and fully updated and revised according to the examiner's comments.

Tailored to fully cover the syllabus, this Study Text has been written specifically for FIA students. Clear and comprehensive style, numerous examples and highlighted key terms help you to acquire the information easily. Plenty of activities and self-test questions enable you to practise what you have learnt.

At the end of most of the chapters you will find multiple-choice questions. These are exam-style questions and will give you a very good idea of the way you will be tested in your examination.

ACCA SUPPORT

For additional support with your studies please also refer to the ACCA Global website.

SYLLABUS AND STUDY GUIDE

Position of the subject in the overall syllabus

No prior knowledge is required before commencing study for MA1. This subject provides the basic techniques required to use a computer system safely and to effectively recognise, provide and maintain management information.

Candidates require a sound understanding of the methods and techniques covered in this subject to enable them to move on to the more complex systems and management control problems covered at subsequent levels.

Some of the methods introduced in this subject are revisited and extended in MA2, *Managing Costs and Finance*.

Syllabus

A THE NATURE AND PURPOSE OF COST AND MANAGEMENT ACCOUNTING

- 1 Nature of business organisation and accounting systems
- 2 Nature and purpose of management information

B SOURCE DOCUMENTS AND CODING

- 1 Sources of information
- 2 Coding system

C COST CLASSIFICATION AND MEASUREMENT

- 1 Cost classification and behaviour
- 2 Cost units, cost centres, profit centres and investment centres

D RECORDING COSTS

- 1 Accounting for materials
- 2 Accounting for labour
- 3 Accounting for other expenses
- 4 Accounting for product costs

E THE SPREADSHEET SYSTEM

- 1 Spreadsheets overview
- 2 Creating and using spreadsheets
- 3 Presenting and printing spreadsheet data/information

Key areas of the syllabus

All areas of the syllabus are equally important.