

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

FA1

Recording Financial Transactions

EXAM KIT

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Acknowledgements

These materials are reviewed by the ACCA examining team. The objective of the review is to ensure that the material properly covers the syllabus and study guide outcomes, used by the examining team in setting the exams, in the appropriate breadth and depth. The review does not ensure that every eventuality, combination or application of examinable topics is addressed by the ACCA Approved Content. Nor does the review comprise a detailed technical check of the content as the Approved Content Provider has its own quality assurance processes in place in this respect.

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INTRODUCTION

Packed with practice and exam-type questions, this book will help you to successfully prepare for your exam.

- All questions are grouped by syllabus topics with separate sections for ‘study support questions’ (Section 1 of this book) and ‘multiple choice questions’ (Section 2).
- The study support questions (in section 1) are designed to test your understanding of the syllabus topics. These can be attempted either during your initial study or your early revision phase. In the approach to the exam you should turn your focus away from these to the exam style multiple-choice questions to gain exam practice.
- The multiple choice questions (in section 2) are all in exam style and of exam standard. You should ensure that in the last few days/weeks of your preparation before the exam you focus exclusively on this style of question to ensure you are sufficiently rehearsed in this style of question.
- A mock exam is provided at the back of the book. You should try this under timed conditions and this will give you an idea of how you will perform in your exam.

ENHANCEMENTS

We have added the following enhancement to the answers in this exam kit:



Tutorial note

Some answers include tutorial notes to explain some of the technical points in more detail.

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SYLLABUS AND REVISION GUIDANCE

SYLLABUS CONTENT

A TYPES OF BUSINESS TRANSACTION AND DOCUMENTATION

1 Types of business transaction

- (a) Understand a range of business transactions including:
 - (i) sales
 - (ii) purchases
 - (iii) receipts
 - (iv) payments
 - (v) petty cash
 - (vi) payroll
- (b) Understand the various types of discount including where applicable the effect that trade discounts have on sales tax.
- (c) Describe the processing and security procedures relating to the use of:
 - (i) cash
 - (ii) cheques
 - (iii) credit and debit cards
 - (iv) debit cards for receipts and payments and electronic payment methods.

2 Types of business documentation

- (a) Outline the content of a range of business documents to include but not limited to:
 - (i) invoice
 - (ii) credit note
 - (iii) remittance advice
- (b) Prepare the financial documents to be sent to credit customers including:
 - (i) sales invoices
 - (ii) credit notes
 - (iii) statements of account.
- (c) Prepare remittance advices to accompany payments to suppliers.
- (d) Prepare a petty cash voucher including the sales tax element of an expense when presented with an inclusive amount.