

Recording Financial Transactions (FA1) February 2014 to August 2015

This syllabus and study guide are designed to help with teaching and learning and is intended to provide detailed information on what could be assessed in any examination session.

THE STRUCTURE OF THE SYLLABUS AND STUDY GUIDE

Relational diagram with other papers

This diagram shows direct and indirect links between this examination and other examinations which precede or follow it. Some examinations are directly underpinned by others. These links are shown as solid line arrows. The indirect links are shown as dotted line arrows. The relational diagram therefore indicates where learners are expected to have underpinning knowledge and where it would be useful to review previous learning before undertaking study.

Overall aim of the syllabus

This explains briefly the overall objective of the examination and indicates in the broadest sense the capabilities to be developed within the examination.

Main capabilities

This syllabus's aim is broken down into several main capabilities which divide the syllabus and study guide into discrete sections.

Relational diagram of main capabilities

This diagram illustrates the flows and links between the main capabilities (sections) of the syllabus and should be used as an aid to planning teaching and learning in a structured way.

Syllabus rationale

This is a narrative explaining how the syllabus is

structured and how the main capabilities or sections of the syllabus are linked. The rationale also explains in further detail what the examination intends to assess and how.

Detailed syllabus

This shows the breakdown of the main capabilities (sections) of the syllabus into subject areas. This is the blueprint for the detailed study guide.

Approach to examining the syllabus

This section briefly explains the structure of the examination and how it is assessed.

Study Guide

This is the main document that students and learning and content providers should use as the basis of their studies, instruction and materials respectively.

Examinations will be based on the detail of the study guide which comprehensively identifies what could be assessed within any examination session. The study guide is a precise reflection and breakdown of the syllabus. It is divided into sections based on the main capabilities identified in the syllabus. These sections are divided into subject areas which relate to the sub-capabilities included in the detailed syllabus. Subject areas are broken down into sub-headings which describe the detailed outcomes that could be assessed in examinations. These outcomes indicate what exams may require students to demonstrate, and the broad intellectual level at which these may need to be demonstrated (*see intellectual levels below).

LEVEL OF ASSESSMENTS – INTELLECTUAL DEMAND

ACCA qualifications are designed to progressively broaden and deepen the knowledge and skills demonstrated by the student at a range of levels through each qualification.

Throughout, the study guides assess both knowledge and skills. Therefore a clear distinction is drawn, within each subject area, between assessing knowledge and skills and in assessing their application within an accounting or business context. The assessment of knowledge is denoted by a superscript^K and the assessment of skills is denoted by the superscript^S.

VALUE OF ASSESSMENTS – GUIDED LEARNING HOURS AND EDUCATION RECOGNITION

As a member of the International Federation of Accountants, ACCA seeks to enhance the education recognition of its qualification on both national and international education frameworks, and with educational authorities and partners globally. In doing so, ACCA aims to ensure that its qualifications are recognized and valued by governments, regulatory authorities and employers across all sectors. To this end, ACCA qualifications are currently recognized on the education frameworks in several countries. Please refer to your national education framework regulator for further information about recognition.

GUIDE TO EXAM STRUCTURE

The structure of examinations varies within and between modules and levels.

The Foundations examinations contain 100% compulsory questions to encourage candidates to study across the breadth of each syllabus.

All Foundations examinations are assessed by two-hour paper based and computer based examinations.

The pass mark for all FIA examination papers is 50%.

GUIDE TO EXAMINATION ASSESSMENT

ACCA reserves the right to examine anything contained within any study guide within any examination session. This includes knowledge, techniques, principles, theories, and concepts as specified.

For specified financial accounting, audit and tax papers, except where indicated otherwise, ACCA will publish *examinable documents* once a year to indicate exactly what regulations and legislation could potentially be assessed within identified examination sessions.

For this examination regulation *issued* or legislation *passed* on or before 30th September 2013, will be assessed from February 2014 to August 31st 2015. Please refer to the examinable documents for the paper (where relevant) for further information.

Regulation issued or legislation passed in accordance with the above dates may be

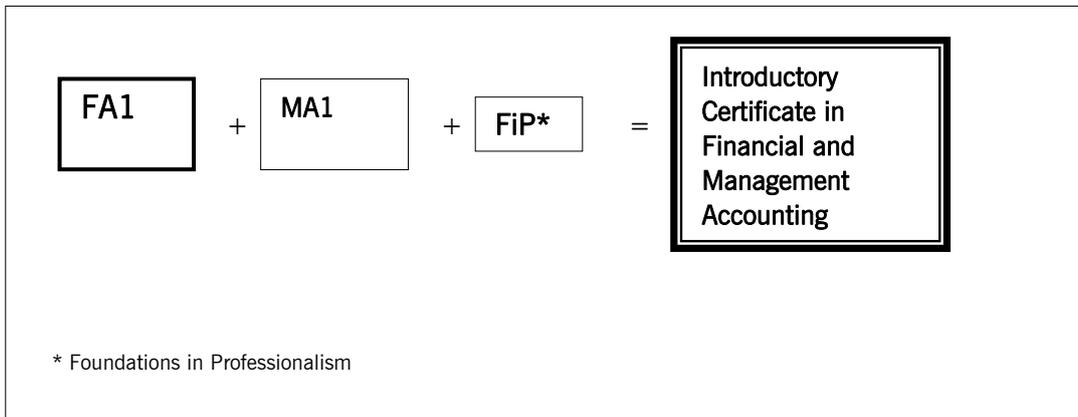
examinable even if the *effective* date is in the future. The term issued or passed relates to when regulation or legislation has been formally approved.

The term effective relates to when regulation or legislation must be applied to entity transactions and business practices.

The study guide offers more detailed guidance on the depth and level at which the examinable documents will be examined. The study guide should therefore be read in conjunction with the examinable documents list.

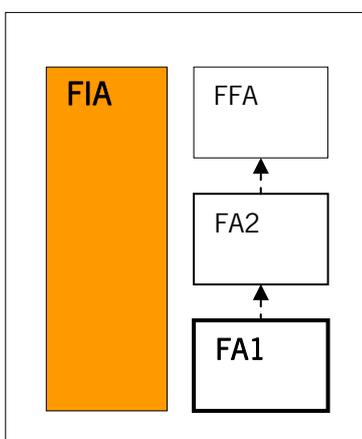
Qualification structure

The qualification structure requires candidates who wish to be awarded the Introductory Certificate in Financial and Management Accounting to pass both the FA1 and MA1 examinations and successfully complete the Foundations in Professionalism module.



Syllabus structure

The FIA suite of qualifications is designed so that a student can progress through three discrete levels; Introductory, Intermediate and Advanced, However, entry is possible at any point. Students are recommended to enter Foundations in Accountancy at the level which is most appropriate to their needs and abilities and to take examinations in order, but this is not a requirement.



Syllabus

AIM

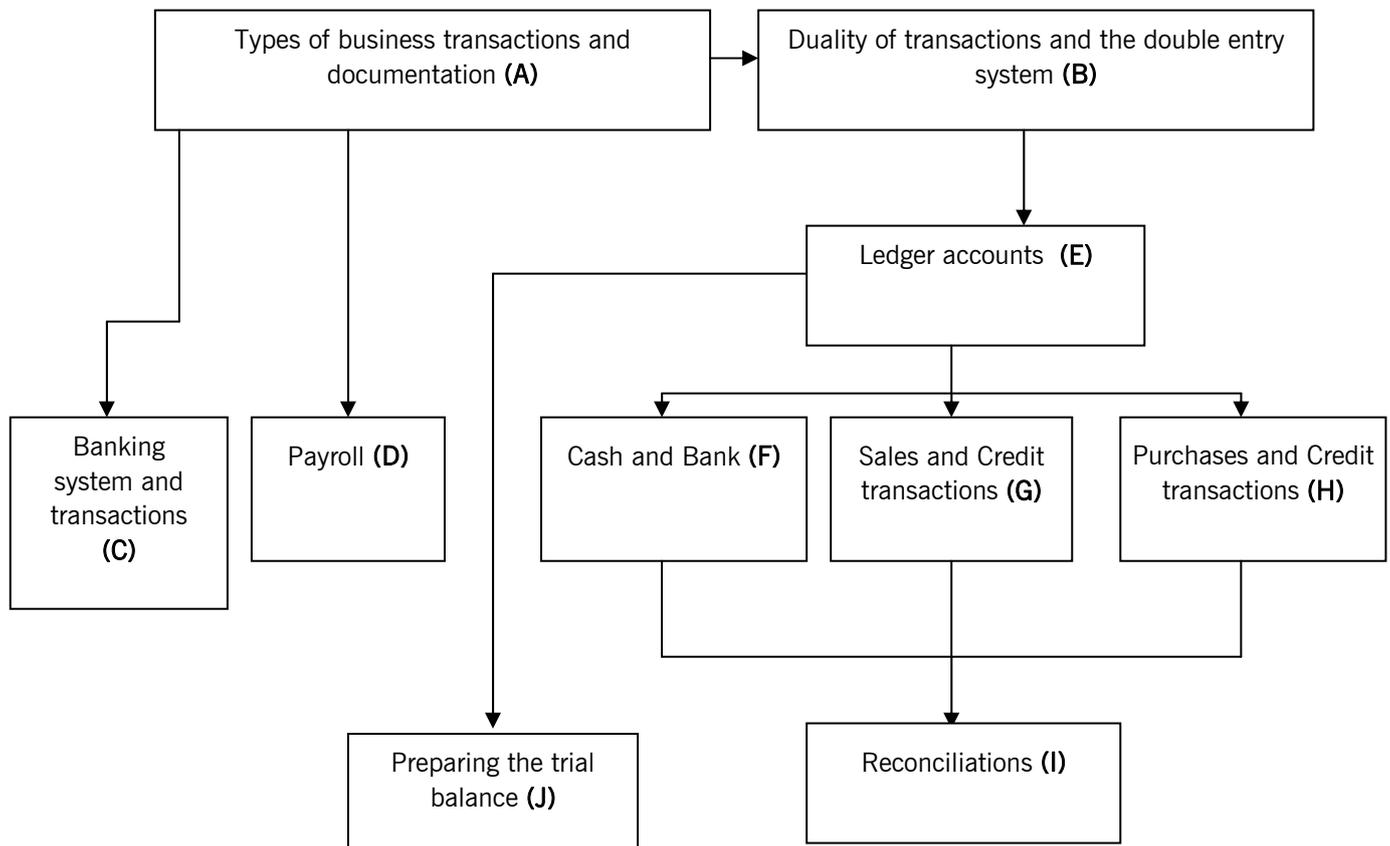
To develop knowledge and understanding of the main types of business transactions and documentation and how these are recorded in an accounting system up to the trial balance stage.

RATIONALE

The syllabus for Paper FA1, *Recording financial transactions*, introduces the candidate to the fundamentals of preparing and recording financial documentation from originating documents and processing ledger transactions up to the trial balance stage. It also covers relevant banking procedures associated with bookkeeping, maintaining and reconciling cash and petty cash records and preparing the journal and relevant control accounts and identifying and correcting errors.

MAIN CAPABILITIES

RELATIONAL DIAGRAM OF MAIN CAPABILITIES



On successful completion of this paper, candidates should be able to explain and understand the following:

- A. Types of business transactions and documentation
- B. Duality of transactions and the double entry system
- C. Banking system and transactions
- D. Payroll
- E. Ledger accounts
- F. Cash and Bank
- G. Sales and Credit transactions
- H. Purchases and Credit transactions
- I. Reconciliation
- J. Preparing the trial balance

DETAILED SYLLABUS

A Types of business transactions and documentation

1. Types of business transaction
2. Types of business documentation
3. Process of recording business transactions within the accounting system

B Duality of transactions and the double entry system

1. Books of prime entry
2. Double entry system
3. The journal
4. Elements of financial statements

C Banking system and transactions

1. The banking process
2. Documentation

D Payroll

1. Processing payroll transactions into the accounting system

E Ledger accounts

1. Prepare ledger accounts

F Cash and Bank

1. Maintaining a cashbook
2. Maintaining petty cashbook

G Sales and Credit transactions

1. Recording sales
2. Customer account balances and control accounts

H Purchases and credit transactions

1. Recording purchases
2. Supplier balances and reconciliations

I Reconciliation

1. Purpose of control accounts and reconciliation
2. Reconcile the cashbook
3. Reconcile the receivables control account
4. Reconcile the payables control account

J Preparing the Trial Balance

1. Prepare the trial balance
2. Correcting errors

APPROACH TO EXAMINING THE SYLLABUS

The syllabus is assessed by a two hour paper-based or computer-based examination. Questions will assess all parts of the syllabus and will include both computational and non-computational elements. The examination will consist of 50 two mark questions.

Study Guide

A TYPES OF BUSINESS TRANSACTION AND DOCUMENTATION

1. Types of business transaction

- a) Understand a range of business transactions including:^[K]
 - 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.^[K]
- c) Describe the processing and security procedures relating to the use of:^[K]
 - i) Cash
 - ii) Cheques
 - iii) Credit Cards
 - iv) Debit cards for receipts and payments

2. Types of business documentation

- a) Outline the purpose and content of a range of business documents to include but not limited to:^[K]
 - i) Invoice
 - ii) Credit note
 - iii) Remittance Advice
- b) Prepare the financial documents to be sent to credit customers including:^[S]
 - i) Sales invoices
 - ii) Credit notes
 - iii) Statements of account
- c) Prepare remittance advices to accompany payments to suppliers.^[S]
- d) Prepare a petty cash voucher including the sales tax element of an expense when presented with an inclusive amount.^[S]

3. Process of recording business transactions within the accounting system

- a) Identify the characteristics of accounting data and the sources of accounting data records, showing understanding of how the accounting data and records meet the business' requirements.^[K]
- b) Understand how users locate, display and check accounting data records to meet user requirements and understand how data entry errors are dealt with.^[K]
- c) Outline the tools and techniques used to process accounting transactions and period-end routines and consider how errors are identified and dealt with.^[K]
- d) Consider the risks to data security, data protection procedures and the storage of data.^[K]
- e) Understand the principles of coding in entering accounting transactions including:^[K]
 - i) Describing the need for a coding system for financial transactions within a double entry book-keeping system
 - ii) Describe the use of a coding system within a filing system
- f) Code sales invoices, supplier invoices and credit notes ready for entry into the books of prime entry.^[S]
- g) Describe the accounting documents and management reports produced by computerised accounting systems and understand the link between the accounting system and other systems in the business.^[K]

B DUALITY OF TRANSACTIONS AND THE DOUBLE ENTRY SYSTEM

1. Books of prime entry

- a) Outline the purpose and content of the books of prime entry including their format.^[K]
- b) Explain how transactions are entered in the books of prime entry.^[K]

- c) Outline how the books of prime entry integrate with the double entry book-keeping system.^[K]
- d) Enter transactions including the sales tax effect where applicable into the books of prime entry.^[S]

2. Double entry system

- a) Define the accounting equation.^[K]
- b) Understand and apply the accounting equation.^[K]
- c) Understand how the accounting equation relates to the double entry book-keeping system.^[K]
- d) Process financial transactions from the books of prime entry into the double entry bookkeeping system.^[S]

3. The journal

- a) Understand the use of the journal including the reasons for, content and format of the journal.^[K]
- b) Prepare journal entries directly from transactions, books of prime entry as applicable or to correct errors.^[S]

4. Elements of the financial statements

- a) Define and distinguish between the elements of the financial statements.^[K]
- b) Identify the content of a statement of financial position and statement of profit or loss and other comprehensive income.^[K]

C BANK SYSTEM AND TRANSACTIONS

1. The banking process

- a) Explain the differences between the services offered by banks and banking institutions.^[K]
- b) Describe how the banking clearing system works.^[K]
- c) Identify and compare different forms of payment.^[K]

- d) Outline the processing and security procedures relating to the use of cash, cheques, credit cards, debit cards for receipts and payments.^[K]

2. Documentation

- a) Explain why it is important for an organisation to have a formal document retention policy.^[K]
- b) Identify the different categories of documents that may be stored as part of a document retention policy.^[K]

D PAYROLL

1. Process payroll transactions within the accounting system

- a) Prepare and enter the journal entries in the general ledger to process payroll transactions including:
 - i) Calculation of gross wages for employees paid by the hour, paid by output and salaried workers
 - ii) Accounting for payroll costs and deductions
 - iii) The employers responsibilities for taxes, state benefit contributions and other deductions.^[S]
- b) Identify the different payment methods in a payroll system, e.g. cash, cheques, automated payment.^[K]
- c) Explain why authorisation of payroll transactions and security of payroll information is important in an organisation.^[K]

E LEDGER ACCOUNTS

1. Prepare ledger accounts

- a) Enter transactions from the books of prime entry into the ledgers.^[S]
- b) Record journal entries in the ledger accounts.^[S]
- c) Balance and close off ledger accounts.^[S]

F CASH AND BANK

1. Maintaining a cash book

- a) Record applicable transactions within the cashbook, including any sales tax effect where applicable.^[S]
- b) Prepare the total, balance and cross cast cash book columns.^[S]
- c) Identify and deal with discrepancies.^[S]

2. Maintaining a petty cash book

- a) Enter and analyse petty cash transactions in the petty cash book including any sales tax effect where applicable.^[S]
- b) Balance off the petty cash book using imprest and non imprest systems.^[S]
- c) Reconcile the petty cash book with cash in hand.^[S]
- d) Prepare and account for petty cash reimbursement.^[S]

G SALES AND CREDIT TRANSACTIONS

1. Recording Sales

- a) Record sales transactions taking into account:
 - i) Various types of discount
 - ii) Sales tax
 - iii) The impact on the sales tax ledger account where applicable.^[S]
- b) Prepare the financial documents to be sent to credit customers.^[S]

2. Customer account balances and control accounts

- a) Understand the purpose of an aged receivable analysis.^[K]
- b) Produce statements of account to be sent to credit customers.^[S]
- c) Explain the need to deal with discrepancies quickly and professionally.^[K]

- d) Prepare the receivables control account or receivables ledgers by accounting for:^[S]
 - i) Sales
 - ii) Sales returns
 - iii) Payments from customers including checking the accuracy and validity of receipts against relevant supporting information
 - iv) Settlement discounts
 - v) Irrecoverable debt and allowances for irrecoverable debts including any effect of sales tax where applicable

H. PURCHASES AND CREDIT TRANSACTIONS

1. Recording Purchases

- a) Record purchase transactions taking into account:
 - i) Various types of discount
 - ii) Sales tax
 - iii) The impact on the sales tax ledger account where applicable^{i[S]}
- b) Enter supplier invoices and credit notes into the appropriate book of prime entry.^[S]

2. Supplier balances and reconciliations

- a) Prepare the payables control account or payables ledgers by accounting for:^[S]
 - i) Purchases
 - ii) Purchase returns
 - iii) Payments to suppliers including checking the accuracy and validity of the payment against relevant supporting information
 - iv) Settlement discounts

I RECONCILIATION

1. Purpose of control accounts and reconciliation

- a) Describe the purpose of control accounts as a checking device to aid management and help identify book-keeping errors.^[K]
- b) Explain why it is important to reconcile control accounts regularly and deal with discrepancies quickly and professionally.^[K]

2. Reconcile the cash book

- a) Reconcile a bank statement with the cash book. ^[S]

3. Reconcile the receivables control account

- a) Reconcile the balance on the receivables control account with the list of balances. ^[S]

4. Reconcile the payables control account

- a) Reconcile the balance on the payables control account with the list of balances. ^[S]

J PREPARING THE TRIAL BALANCE

1. Prepare the trial balance

- a) Prepare ledger balances, clearly showing the balances carried down and brought down as appropriate. ^[S]
- b) Extract an initial trial balance. ^[S]

2. Correcting errors

- a) Identify types of error in a book-keeping system that are disclosed by extracting a trial balance. ^[K]
- b) Identify types of error in a book-keeping system that are not disclosed by extracting a trial balance. ^[K]
- c) Use the journal to correct errors disclosed by the trial balance. ^[S]
- d) Use the journal to correct errors not disclosed by the trial balance. ^[S]
- e) Identify when a suspense account is required and clear the suspense account using the journal. ^[S]
- f) Redraft the trial balance following correction of all errors. ^[S]

**NOTE OF SIGNIFICANT CHANGES TO STUDY
GUIDE PAPER FA1**

ACCA periodically reviews its qualification syllabuses so that they fully meet the needs of stakeholders such as employers, students, regulatory and advisory bodies and learning providers.

Table 1 – Additions to FA1

There have not been any additions to the 2013 study guide for 2014. However there have been minor amendments to the wording of some of the study guide outcomes corresponding to changes within examinable documents.

Table 2 – Deletions to FA1

There have not been any deletions to the 2013 study guide for 2014. However there have been minor amendments to the wording of some of the study guide outcomes corresponding to changes within examinable documents.

Note:

FA1 does not specifically refer to any examinable documents, but ACCA has decided to use the revised IAS 1 terminology “statement of profit or loss” instead of “income statement” consistently in all exams. Outcome B4(b) has also been reworded to refer to the statement of profit or loss and other comprehensive income.