

CONTENTS

About HKIAAT and About the Authors	
The AAT Examination	v
Syllabus	vi
How to Use This Study Text	xi
Section 1: Accounting	1
Chapter	
1 The nature and role of accounting	3
2 Framework of financial statements	19
3 Double-entry book-keeping system	39
4 Books of prime entry	57
5 Balance Day adjustments	81
6 Control accounts and bank reconciliation	111
7 Inventories	131
8 Non-current assets	147
9 Sole traders	169
10 Partnerships	189
11 Limited companies	227
12 Clubs and societies	253
13 Manufacturing accounts	275
14 Correction of errors	291
15 Incomplete records	309
16 Financial statement analysis	329
Section 2: Computerized Accounts	355
Chapter	
17 Starting with computerized accounting software	357
18 Managing customers and suppliers	381
19 Entering opening balances	391
20 Recording purchases and sales transactions under periodic inventory system	401
21 Recording purchases and sales transactions under perpetual inventory system	423
22 Recording receipts and payments transactions	441
23 Preparing bank reconciliations	455
24 Recording entries in general ledger	465
25 Printing reports	473
26 Starting a new financial year	491
27 Understanding of risks inherent in using accounting software	497
References	505
Pilot Examination Paper	506
Answers	530
Index	625