



Note to candidate:
Please ensure you upload before the end of the as If you do not upload you it will not be marked.

Advanced Diploma Synoptic (AQ2016)
For use in AAT qualifications (see below for more information)

Practice assessment 2: Assessment book and data
This practice task is for familiarisation purposes only and must not be used in place of a 'live' task.
When you feel prepared to sit the live assessment please contact your Training Provider who can schedule a live assessment for you.

Task 2.2

Notice to candidates

You must:

- download files as instructed
- save and rename files as instructed
- upload the required files to the assessment platform within the time allowed
- make sure you have uploaded the correct files before deleting locally saved copies at the end of the assessment.

You must **not**:

- use the internet, other than to access the assessment platform
- access email and unauthorised data, however stored.

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Task 2.2 (30 marks)

Your role
You are Chris Makepeace, a part-qualified Accounting Technician. You work for NewPlace, a business which retails office equipment. NewPlace is owned and run by Mo Hussain.
You cover all aspects of bookkeeping and accounting for the business. NewPlace also uses the services of Addo & Co, a firm of accountants. Kiera Jackson is the accountant at Addo & Co who carries out tasks for NewPlace.

Situation
NewPlace holds inventory of office equipment at its three separate stores. Identical product lists have been used to perform a stock take at each store. The results are shown in the worksheets labelled 'Store 1', 'Store 2' and 'Store 3'. Mo Hussain wants to identify high value items in inventory and also the value of the inventory that NewPlace holds from non-furniture suppliers (NFS).
Today's date is 28 March 20X8.

You must save this spreadsheet file from the assessment environment. Save the spreadsheet file in the appropriate location and rename it using the following format: **'your initial-surname-AAT no-ddmmy-Task2-2'**.
For example: J-Donnovan-123456-1203xx-Task2-2
A high degree of accuracy is required. You must save your work as a **XLSX** file at regular intervals to avoid losing your work.

- Tasks**
- (a) Open the worksheet called 'Summary'. It lists the inventory items held by NewPlace. Column B needs to show the total quantity of each inventory item that NewPlace holds across the three stores.
- In Column B, construct a suitable formula to show the total quantity of each item held by NewPlace, by linking to the appropriate inventory item in the 'Store 1', 'Store 2' and 'Store 3' worksheets.
 - In Column D, use formulas to calculate the total value of each item, and to calculate the total value of all the items held in cell D76.
 - Freeze row 1 and 2 of the headings so that the headings always remain visible when scrolling down the list.
- (b) An analysis is required of the value of the inventory that NewPlace holds that was bought from non-furniture suppliers (NFS) in the 'Summary' worksheet.
- Produce a pivot chart and pivot table in a new worksheet showing the total value of inventory that was bought from each of the five approved suppliers in Column G.
 - Filter the pivot table to exclude the furniture supplier, DJ Furniture.
 - Rename this worksheet 'NFS Inventory'.
 - Change the chart to a 3D exploded pie type.
 - Add the following title to the chart: 'Total inventory value from non-furniture suppliers'.
- (c) Open the 'Summary' worksheet. Kiera Jackson wants you to ensure that whoever completes this worksheet can only use the approved suppliers from Column G in Column E.
- Apply data validation to the range E3:E75 so that:
- Only the list of approved suppliers shown in cells G3:G7 can be selected from a drop down list.
 - When any cell in the range E3:E75 is chosen, the message 'Please choose from the drop down list' appears.
 - It stops users manually entering a supplier that is not on the approved list into any cell in the range E3:E75 and shows a suitable warning if this is attempted.
 - Sort the data A3:E75 by supplier (column E).
 - Use the appropriate function to subtotal total quantity (column B) for each supplier (column E). Do not show a summary below data.
 - Cells G3:G7 are protected with the password 123.

You are required to complete an extended trial balance for NewPlace for the year ended 31 December 20X8.

- (d) Some of the information from the ledger accounts has already been populated in the extended trial balance worksheet named 'ETB'. However, some figures were placed in a text file, and as a result some of the ledger balances are missing.
- Using the 'Data' tab, import the text file titled 'AVSY_B2_Task_2_2_ETB' and load it into any cell in a new worksheet.
 - Rename this worksheet 'Imported Data'.
 - Using the cursor highlight the data within the cells to copy and paste each of the amounts for purchases and wages into the relevant cells in the ledger balances columns of the 'ETB' worksheet.
 - Using the cursor highlight the data within the cells to copy and paste the Rent total and the Rates total into the appropriate cells in the ledger balances columns of the 'ETB' worksheet.
 - In the 'ETB' worksheet, format all currency cells to Accounting style, in whole numbers (no decimals). Make sure that the contents of every cell can be clearly seen.

- (e) This extended trial balance was constructed badly by a person who has since left the business.
- The correct figure for profit for the year has been calculated at £384,890. Insert this figure in the relevant cells of the 'ETB' worksheet. ✓
- As well as the ledger balance omissions which you have corrected in part (d), there are also two errors in the last four columns of the extended trial balance, so the columns cannot balance.
- Using relevant spreadsheet skills, together with your accounting knowledge, locate the errors and correct them. ✓
- (4 marks)

At the end of this task you should have one spreadsheet (saved as a .XLSX file) to upload to the assessment environment. This should have eight worksheets titled: 'Assessment tasks', 'NFS Inventory', 'Summary', 'Store 1', 'Store 2', 'Store 3', 'ETB', and 'Imported Data', with information and data in them.



Advanced Diploma Synoptic Assessment

Assessment book and data

Advanced Diploma Synoptic forms part of the following qualifications:
AAT Advanced Diploma in Accounting (AQ2018)
QCF qual ref: 601/6554/6

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INVESTOR IN PEOPLE



Task 2.2 (a)

Column B Formula.

- [in cell B3 in 'Summary Tab'] = 'Store 1'!B3 + 'Store 2'!B3 + 'Store 3'!B3
- Copy down cells in Column B.

Column D Formula.

- [in cell D3 in 'Summary Tab'] = B3 * C3
- Copy down cells in column D.

Freeze Panes.

- Select row 3
- 'View' Tab, Freeze Panes, Freeze panes

Task 2.2 (b)

Pivot Table

- Select table of data
- 'Insert' Tab, 'PivotTable'
- choose 'New Worksheet', 'Ok'

To set up Pivot Table:

- Filters: N/A
- Columns: N/A
- Rows: "Supplied by"
- Σ Values: "Total Value" (will say 'Sum of Total Value')

Filter Pivot Table:

- click on row labels drop down
- Uncheck DJ Furniture, 'Ok'

Rename Worksheet

- click on Tabs and change from 'Sheet 1' to 'NFS Inventory'

Insert Pivot Chart:

- click in pivot table
- Select 'PivotTable Analyze' Tab
- click 'PivotChart'
- click 'Pie', 'Ok'
- Need to explode pie chart manually by dragging pieces out

To change Total

- click on 'Total' and delete word
- Add in title 'Total Inventory value from non-furniture suppliers'

Task 2.2 (c)

- Select Cells E3: E75.
- 'Data' Tab, 'Data Validation', 'Data Validation'

In Data Validation box:

Settings:

Allow: List

Source: Select Cells G3: G7

Input Message:

- In 'Input message' box (No need for title)
- 'Please choose from the drop down list'

Error Alert:

- Style: Stop
- Error Message: 'Please do not choose a supplier that is not on the approved list'

Sort the data by Supplier:

- Select cells A3: E75
- 'Data' Tab, 'Sort'
- Sort by: 'Column E' (A to Z)

Subtotal Total Quantity

- Select Cells A2: E75 (incl. header rows)
- 'Data' tab, 'Subtotal'
- At each change in: 'Supplied by'
- use Function: 'sum'
- Add subtotal to: Total Quantity
- Uncheck 'summary below data'

Password Protect Cells G3: G7.

- Select cells G3: G7 (Now shown as G5: G9 with subtotals)
- 'Review' Tab, 'Protect Sheet'
- Enter password '123' and reenter to confirm

$$F1P \times 1 + F2P = F53P \times 2 = F118P$$

$$F1P \times 3 = F178 \times 1 = F178P$$

F25 sheet

F1P row

Need to be in 'chrome' not 'Edge'

Task 2.2 (d)

- Open .txt file
- 'Save as' (right click) and save to desktop

In Excel:

- 'Data' tab, 'From Text/CSV', select file, 'Import', check data, 'Load'

Rename Worksheet:

- click on tab and change from 'Sheet 2' to 'Imported Data'

Copy and Paste Figures into 'ETB' Tab.

- Copy figures individually and 'paste values' *

Set currency cells to 'Accounting style'

- Select currency cells
- 'Number', 'Format cells', 'Accounting', 0 Decimal places
- Expand cells to ensure all cell contents are visible

Task 2.2 (e)

- Enter £384,890 in cells F31 and I31

Correction of Errors

- F18: Change formula to $= B18 - E18$
- H20: Move figure to I24 $= E24$

* Copying and pasting Figures.

Need to follow this process to ensure formatting correct:

- In 'Imported Data' tab, click on figure in Column 3
- In data bar (for editing) select data and right click to Copy data
- Go to ETB tab and click on 'paste'.