

# FIA ACCA



Examiner reviewed content

## FFA PAPER F3

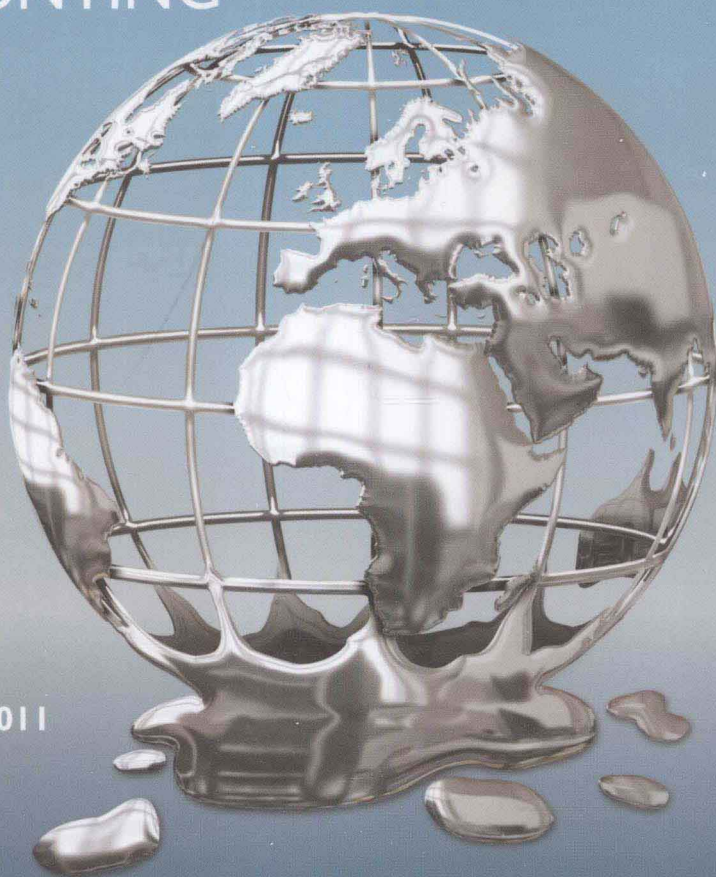
财务会计

## FINANCIAL ACCOUNTING

BPP Learning Media 著

互动式课本  
INTERACTIVE TEXT

FOR EXAMS FROM DECEMBER 2011  
TO DECEMBER 2012



华中科技大学出版社

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# FIA

## FFA

# ACCA

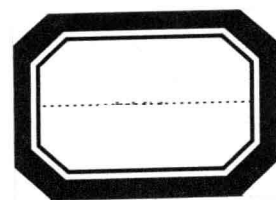
## PAPER F3

### FFA 财务会计

### F3 财务会计

## FINANCIAL ACCOUNTING

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BPP Learning Media is the sole **ACCA Platinum Approved Learning Partner – content** for the FIA and ACCA qualifications. In this, the only FFA/F3 study text to be reviewed by the examiner:

- We **highlight** the **most important elements** in the syllabus and the key skills you will need
- We **signpost** how each chapter links to the syllabus and the study guide
- We **provide** lots of **exam focus points** demonstrating what the examiner will want you to do
- We **emphasise key points** in regular **fast forward summaries**
- We **test your knowledge** of what you've studied in **quick quizzes**
- We **examine your understanding** in our **exam question bank**
- We **reference all the important topics** in our full index

BPP's **Practice & Revision Kit** and **i-Pass** products also support this paper.

#### Note

From December 2011 FIA FFA and ACCA Paper F3 will be examined under the same syllabus and study guide.

**FOR EXAMS FROM DECEMBER 2011 TO DECEMBER 2012**



华中科技大学出版社

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**FFA 财务会计 课本**

**FFA Financial Accounting Studytext**

**F3 财务会计 课本**

**F3 Financial Accounting Studytext**

BPP Learning Media 著

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# 关于 BPP Learning Media

BPP Learning Media 作为一家职业考试资料的出版商，在市场上一直独占鳌头。从 1977 年开始，我们就出版了很多高质量关于会计、营销和金融服务资格方面的产品。BPP 是全球 150 多个国家的学生、培训提供商、公司和专业机构的最佳选择。

BPP Learning Media 是 ACCA 官方认可的唯一的铂金级学习内容合作伙伴。这项与 ACCA 的伙伴关系确保了，在出卷考官的审订下，我们的教材正确的程度上涵盖了考纲并且符合了考试的要求。这项合作也允许我们在练习册内发布新近的考卷内容，包括考官的答案与评分。您可以信赖 BPP Learning Media 的产品，它们包含最新信息且关注重点，传递给您来自 BPP 作者和讲师们的专业知识和丰富经验。

除了 ACCA 系列外，BPP Learning Media 的课本和资料还涉及课程：

- 清算会计
- 商业税收和税收管理查
- 金融营销和市场调查
- 银行业 IT
- 金融英语

## FFA/F3（课本）简介

学完本课本，你将能够了解并理解与财务会计有关的根本原则和概念。我们的课本设计注重大纲中最重要的方面，同时适用于 ACCA 和 FIA 考试，包括：

- 财务报告的内容和目的
- 财务信息的定性特征，以及会计的基本原理
- 复式分录和会计系统的使用
- 交易和事件的记录
- 编制试算平衡表
- 编制基本的财务报表

课本经由考官审核，并根据考官的关于考试中如何考察知识点指导，在内容上注重大纲中的重要部分。课本逐步探讨学员可能遇到困难的知识点，诸如控制账户的调节和暂记账户。每个章节都含有许多例题和习题，帮助学员练习解题技巧。

## BPP 授权华中科技大学出版社在中国发行的 FIA 及 ACCA 课本:

### 基础阶段课程

#### Knowledge Module

##### 知识课程

FAB/F1 Accountant in Business

FAB/F1 会计师与企业

FMA/F2 Management Accounting

FMA/F2 管理会计

FFA/F3 Financial Accounting

FFA/F3 财务会计

#### Skills Module

##### 技能课程

F4 Corporate and Business Law (ENG)

F4 公司法与商法 (英国版)

F4 Corporate and Business Law (CHN)

F4 公司法与商法 (中国版)

F5 Performance Management

F5 业绩管理

F6 Taxation (UK)

F6 税务 (英国版)

F6 Taxation (CHN)

F6 税务 (中国版)

F7 Financial Reporting (INT&UK)

F7 财务报告 (国际版和英国版)

F8 Audit and Assurance (INT)

F8 审计与认证业务 (国际版)

F9 Financial Management

F9 财务管理

### 专业阶段课程

#### Essentials Module

##### 核心课程

P1 Governance, Risk and Ethics

P1 公司治理、风险管理及职业操守

P2 Corporate Reporting (INT&UK)

P2 公司报告 (国际版和英国版)

P3 Business Analysis

P3 商务分析

#### Options Module

##### 选修课程

P4 Advanced Financial Management

P4 高级财务管理

P5 Advanced Performance Management

P5 高级业绩管理

P6 Advanced Taxation (UK)

P6 高级税务 (英国版)

P7 Advanced Audit and Assurance (INT)

P7 高级审计与认证业务 (国际版)

2010/11/10

**Helping you to pass – the ONLY FFA/F3 study text reviewed by the examiner!**

## **BPP Learning Media – the sole Platinum Approved Learning Partner - content**

As ACCA's **sole Platinum Approved Learning Partner – content**, BPP Learning Media gives you the **unique opportunity** to use **examiner-reviewed** study materials for exams from December 2011 to December 2012. By incorporating the examiner's comments and suggestions regarding the depth and breadth of syllabus coverage, the BPP Learning Media Interactive Text provides excellent, **ACCA-approved** support for your studies.

## **The PER alert!**

To become a Certified Accounting Technician or qualify as an ACCA member, you not only have to pass all your exams but also fulfil a **practical experience requirement** (PER). To help you to recognise areas of the syllabus that you might be able to apply in the workplace to achieve different performance objectives, we have introduced the '**PER alert**' feature. You will find this feature throughout the Interactive Text to remind you that what you are **learning in order to pass** your FIA and ACCA exams is **equally useful to the fulfilment of the PER requirement**.

## **Tackling studying**

Studying can be a daunting prospect, particularly when you have lots of other commitments. The **different features** of the Text, the **purposes** of which are explained fully on the **Chapter features** page, will help you whilst studying and improve your chances of **exam success**.

## **Developing exam awareness**

Our Texts are completely **focused** on helping you pass your exam.

Our advice on **Studying FFA/F3** outlines the **content** of the paper and the **recommended approach to studying**.

**Exam focus points** are included within the chapters to highlight when and how specific topics might be examined.

## **Using the Syllabus and Study Guide**

You can find the Syllabus and Study Guide on page ix of this Interactive Text.







## **Testing what you can do**

Testing yourself helps you develop the skills you need to pass the exam and also confirms that you can recall what you have learnt.

We include **Questions** – lots of them – both within chapters and in the **Exam Question Bank**, as well as **Quick Quizzes** at the end of each chapter to test your knowledge of the chapter content.

## Chapter features

Each chapter contains a number of helpful features to guide you through each topic.

<b>Topic list</b>	Tells you what you will be studying in this chapter and the relevant section numbers, together with the ACCA syllabus references.
<b>Introduction</b>	Puts the chapter content in the context of the syllabus as a whole.
<b>Study Guide</b>	Links the chapter content with ACCA guidance.
	<b>Fast Forward</b> Summarises the content of main chapter headings, allowing you to preview and review each section easily.
	<b>Key Term</b> Definitions of important concepts that can often earn you easy marks in exams.
	<b>Exam Focus Point</b> Tell you how specific topics may be examined.
	<b>Formula</b> Formulae which have to be learnt.
	<b>PER Alert</b> This feature gives you a useful indication of syllabus areas that closely relate to performance objectives in your Practical Experience Requirement (PER).
	<b>Question</b> Gives you essential practice of techniques covered in the chapter.
<b>Chapter Roundup</b>	A full list of the Fast Forwards included in the chapter, providing an easy source of review.
<b>Quick Quiz</b>	A quick test of your knowledge of the main topics in the chapter.
<b>Exam Question Bank</b>	Found at the back of the Interactive Text with more exam-style chapter questions. Cross referenced for easy navigation.



## Studying FFA/F3

### How to Use this Interactive Text

#### Aim of this Interactive Text

To provide the knowledge and practice to help you succeed in the examination for Paper FFA/F3 *Financial Accounting*.

To pass the examination you need a thorough understanding in all areas covered by the syllabus and teaching guide.

#### Recommended approach

- (a) To pass you need to be able to answer questions on **everything** specified by the syllabus and teaching guide. Read the Text very carefully and do not skip any of it.
- (b) Learning is an **active** process. Do **all** the questions as you work through the Text so you can be sure you really understand what you have read.
- (c) After you have covered the material in the Interactive Text, work through the **Exam Question Bank**, checking your answers carefully against the **Exam Answer Bank**.
- (d) Before you take the exam, check that you still remember the material using the following quick revision plan.
  - (i) Read through the **chapter topic list** at the beginning of each chapter. Are there any gaps in your knowledge? If so, study the section again.
  - (ii) Read and learn the **key terms**.
  - (iii) Look at the **exam focus points**. These show the ways in which topics might be examined.
  - (iv) Read the **chapter roundups**, which are a summary of the **fast forwards** in each chapter.
  - (v) Do the **quick quizzes** again. If you know what you're doing, they shouldn't take long.

This approach is only a suggestion. You or your college may well adapt it to suit your needs. Remember this is a **practical** course.

- (a) Try to relate the material to your experience in the workplace or any other work experience you may have had.
- (b) Try to make as many links as you can to other papers at the Introductory and Intermediate levels.

For practice and revision use BPP Learning Media's Practice and Revision Kit, iPass and Passcards.

### What FFA/F3 is about

Paper FFA/F3 aims to develop your knowledge and understanding of the underlying principles, concepts and regulations relating to financial accounting. You will need to demonstrate technical proficiency in the use of double entry techniques, including the preparation of basic financial statements for incorporated and unincorporated entities, as well as simple consolidated financial statements for group incorporated entities. You also need to be able to conduct a basic interpretation of financial statements. If you plan to progress through the ACCA qualification, the skills you learn at F3 will be built upon in papers F7 and P2.

## Approach to examining the syllabus

Paper FFA/F3 is a two-hour paper. It can be taken as a written paper or a computer based examination. The questions in the computer based examination are objective test questions – multiple choice, number entry and multiple response. (See page xix for frequently asked questions about computer based examinations.)

The written examination is structured as follows:

	<i>Number of marks</i>
50 compulsory multiple choice questions of two marks each	100

# Syllabus and Study guide

## Syllabus

### AIM

To develop knowledge and understanding of the underlying principles and concepts relating to financial accounting and technical proficiency in the use of double-entry accounting techniques including the preparation of basic financial statements

### RATIONALE

The syllabus for Paper FFA/F3, *Foundations of Financial Accounting*, introduces the candidate to the fundamentals of the regulatory framework relating to accounts preparation and to the qualitative characteristics of useful information. The syllabus then covers drafting financial statements and to principles of accounts preparation. The syllabus then concentrates in depth on recording, processing, and reporting business transactions and events. The syllabus then covers the use of the trial balance and how to identify and correct errors, and then the preparation of financial statements for incorporated and unincorporated entities. The syllabus then moves in two directions, firstly requiring candidates to be able to conduct a basic interpretation of financial statements; and secondly requiring the preparation of simple consolidated

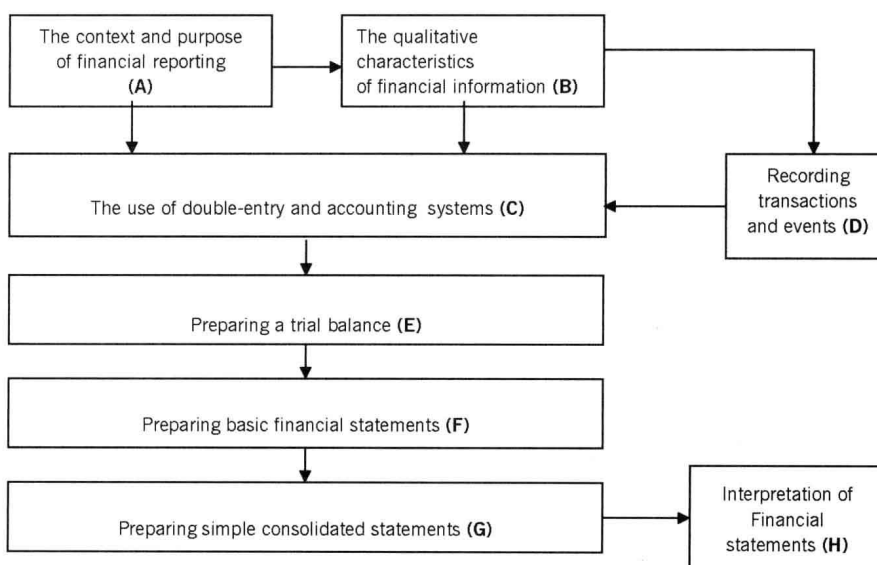
financial statements from the individual financial statements of group incorporated entities

### MAIN CAPABILITIES

On successful completion of this paper, candidates should be able to:

- A. Explain the context and purpose of financial reporting
- B. Define the qualitative characteristics of financial information
- C. Demonstrate the use of double-entry and accounting systems
- D. Record transactions and events
- E. Prepare a trial balance (including identifying and correcting error)
- F. Prepare basic financial statements for incorporated and unincorporated entities.
- G. Prepare simple consolidated financial statements
- H. Interpretation of financial statements

### RELATIONAL DIAGRAM OF MAIN CAPABILITIES



**DETAILED SYLLABUS****A The context and purpose of financial reporting**

1. The scope and purpose of, financial statements for external reporting
2. Users' and stakeholders' needs
3. The main elements of financial reports
4. The regulatory framework (legislation and regulation, reasons and limitations, relevance of accounting standards)
5. Duties and responsibilities of those charged with governance.

**B The qualitative characteristics of financial information**

1. The qualitative characteristics of financial information

**C The use of double-entry and accounting systems**

1. Double-entry book-keeping principles including the maintenance of accounting records and sources of accounting information
2. Ledger accounts, books of prime entry, and journals

**D Recording transactions and events**

1. Sales and purchases
2. Cash
3. Inventory
4. Tangible non-current assets
5. Depreciation
6. Intangible non-current assets and amortisation
7. Accruals and prepayments
8. Receivables and payables
9. Provisions and contingencies

10. Capital structure and finance costs

**E Preparing a trial balance**

1. Trial balance
2. Correction of errors
3. Control accounts and reconciliations
4. Bank reconciliations
5. Suspense accounts

**F Preparing basic financial statements**

1. Statements of financial position
2. Income statements and statements of comprehensive income
3. Disclosure notes
4. Events after the reporting period
5. Statements of cash flows (excluding partnerships)
6. Incomplete records

**G Preparing simple consolidated financial statements**

1. Subsidiaries
2. Associates

**H Interpretation of financial statements**

1. Importance and purpose of analysis of financial statements
2. Ratios
3. Analysis of financial statements

**APPROACH TO EXAMINING THE SYLLABUS****THE SYLLABUS IS ASSESSED BY A TWO HOUR  
PAPER-BASED OR COMPUTER-BASED  
EXAMINATION.**

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. ACCA will introduce longer style questions in the future and as such approved learning content materials will contain some of these longer style questions. ACCA will provide sufficient notice on when the longer style questions will be introduced.



## Study Guide

### A THE CONTEXT AND PURPOSE OF FINANCIAL REPORTING

#### 1. The scope and purpose of, financial statements for external reporting

- a) Define financial reporting – recording, analysing and summarising financial data.<sup>[K]</sup>
- b) Identify and define types of business entity – sole trader, partnership, limited liability company.<sup>[K]</sup>
- c) Recognise the legal differences between a sole trader, partnership and a limited liability company.<sup>[K]</sup>
- d) Identify the advantages and disadvantages of operating as a limited liability company, sole trader or partnership.<sup>[K]</sup>
- e) Understand the nature, principles and scope of financial reporting.<sup>[K]</sup>

#### 2. Users' and stakeholders' needs

- a) Identify the users of financial statements and state and differentiate between their information needs.<sup>[K]</sup>

#### 3. The main elements of financial reports

- a) Understand and identify the purpose of each of the main financial statements.<sup>[K]</sup>
- b) Define and identify assets, liabilities, equity, revenue and expenses.<sup>[K]</sup>

#### 4. The regulatory framework

- a) Understand the role of the regulatory system including the roles of the IFRS Foundation (IFRSF), the International Accounting Standards Board (IASB), the IFRS Advisory Council (IFRS AC) and the IFRS Interpretations Committee (IFRS IC).<sup>[K]</sup>
- b) Understand the role of International Financial Reporting Standards.<sup>[K]</sup>

#### 5. Duties and responsibilities of those charged

#### with governance

- a) Explain what is meant by governance specifically in the context of the preparation of financial statements.<sup>[K]</sup>
- b) Describe the duties and responsibilities of directors and other parties covering the preparation of the financial statements.<sup>[K]</sup>

### B THE QUALITATIVE CHARACTERISTICS OF FINANCIAL INFORMATION

#### 1. The qualitative characteristics of financial information

- a) Define, understand and apply accounting concepts and qualitative characteristics.<sup>[K]</sup>
  - i) Fair presentation
  - ii) Going concern
  - iii) Accruals
  - iv) Consistency
  - v) Materiality
  - vi) Relevance
  - vii) Reliability
  - viii) Faithful representation
  - ix) Substance over form
  - x) Neutrality
  - xi) Prudence
  - xii) Completeness
  - xiii) Comparability
  - xiv) Understandability
  - xv) Business entity concept
- b) Understand the balance between qualitative characteristics.<sup>[K]</sup>

### C THE USE OF DOUBLE-ENTRY AND ACCOUNTING SYSTEMS

#### 1. Double-entry book-keeping principles including the maintenance of accounting records

- a) Identify and explain the function of the main data sources in an accounting system.<sup>[K]</sup>
- b) Outline the contents and purpose of different types of business documentation, including: quotation, sales order, purchase order, goods received note, goods despatched note, invoice, statement, credit note, debit note, remittance advice, receipt.<sup>[K]</sup>

- c) Understand and apply the concept of double-entry accounting and the duality concept.<sup>[K]</sup>
- d) Understand and apply the accounting equation.<sup>[S]</sup>
- e) Understand how the accounting system contributes to providing useful accounting information and complies with organisational policies and deadlines.<sup>[K]</sup>
- f) Identify the main types of business transactions e.g. sales, purchases, payments, receipts.<sup>[K]</sup>

## 2. Ledger accounts, books of prime entry and journals

- a) Identify the main types of ledger accounts and books of prime entry, and understand their nature and function.<sup>[K]</sup>
- b) Understand and illustrate the uses of journals and the posting of journal entries into ledger accounts.<sup>[S]</sup>
- c) Identify correct journals from given narrative.<sup>[S]</sup>
- d) Illustrate how to balance and close a ledger account.<sup>[S]</sup>

## D RECORDING TRANSACTIONS AND EVENTS

### 1. Sales and purchases

- a) Record sale and purchase transactions in ledger accounts.<sup>[S]</sup>
- b) Understand and record sales and purchase returns.<sup>[S]</sup>
- c) Understand the general principles of the operation of a sales tax.<sup>[K]</sup>
- d) Calculate sales tax on transactions and record the consequent accounting entries.<sup>[S]</sup>
- e) Account for discounts allowed and discounts received.<sup>[S]</sup>

### 2. Cash

- a) Record cash transactions in ledger accounts.<sup>[S]</sup>
- b) Understand the need for a record of petty cash transactions.<sup>[K]</sup>

### 3. Inventory

- a) Recognise the need for adjustments for inventory in preparing financial statements.<sup>[K]</sup>
- b) Record opening and closing inventory.<sup>[S]</sup>
- c) Identify the alternative methods of valuing inventory.<sup>[K]</sup>
- d) Understand and apply the IASB requirements for valuing inventories.<sup>[S]</sup>
- e) Recognise which costs should be included in valuing inventories.<sup>[S]</sup>
- f) Understand the use of continuous and period end inventory records.<sup>[K]</sup>
- g) Calculate the value of closing inventory using FIFO (first in, first out) and AVCO (average cost).<sup>[S]</sup>
- h) Understand the impact of accounting concepts on the valuation of inventory.<sup>[K]</sup>
- i) Identify the impact of inventory valuation methods on profit and on assets.<sup>[S]</sup>

### 4. Tangible non-current assets

- a) Define non-current assets.<sup>[K]</sup>
- b) Recognise the difference between current and non-current assets.<sup>[K]</sup>
- c) Explain the difference between capital and revenue items.<sup>[K]</sup>
- d) Classify expenditure as capital or revenue expenditure.<sup>[S]</sup>
- e) Prepare ledger entries to record the acquisition and disposal of non-current assets.<sup>[S]</sup>
- f) Calculate and record profits or losses on disposal of non-current assets in the income

statement including part exchange transactions.<sup>[S]</sup>

- g) Record the revaluation of a non-current asset in ledger accounts, the statement of comprehensive income and in the statement of financial position.<sup>[S]</sup>
- h) Calculate the profit or loss on disposal of a revalued asset.<sup>[S]</sup>
- i) Illustrate how non-current asset balances and movements are disclosed in financial statements.<sup>[S]</sup>
- j) Explain the purpose and function of an asset register.<sup>[K]</sup>

#### 5. Depreciation

- a) Understand and explain the purpose of depreciation.<sup>[K]</sup>
- b) Calculate the charge for depreciation using straight line and reducing balance methods.<sup>[S]</sup>
- c) Identify the circumstances where different methods of depreciation would be appropriate.<sup>[K]</sup>
- d) Illustrate how depreciation expense and accumulated depreciation are recorded in ledger accounts.<sup>[S]</sup>
- e) Calculate depreciation on a revalued non-current asset including the transfer of excess depreciation between the revaluation reserve and retained earnings.<sup>[S]</sup>
- f) Calculate the adjustments to depreciation necessary if changes are made in the estimated useful life and/or residual value of a non-current asset.<sup>[S]</sup>
- g) Record depreciation in the income statement and statement of financial position.<sup>[S]</sup>

#### 6. Intangible non-current assets and amortisation

- a) Recognise the difference between tangible and intangible non-current assets.<sup>[K]</sup>
- b) Identify types of intangible assets.<sup>[K]</sup>

- c) Identify the definition and treatment of “research costs” and “development costs” in accordance with International Financial Reporting Standards.<sup>[K]</sup>
- d) Calculate amounts to be capitalised as development expenditure or to be expensed from given information.<sup>[S]</sup>
- e) Explain the purpose of amortisation.<sup>[K]</sup>
- f) Calculate and account for the charge for amortisation.<sup>[S]</sup>

#### 7. Accruals and prepayments

- a) Understand how the matching concept applies to accruals and prepayments.<sup>[K]</sup>
- b) Identify and calculate the adjustments needed for accruals and prepayments in preparing financial statements.<sup>[S]</sup>
- c) Illustrate the process of adjusting for accruals and prepayments in preparing financial statements.<sup>[S]</sup>
- d) Prepare the journal entries and ledger entries for the creation of an accrual or prepayment.<sup>[S]</sup>
- e) Understand and identify the impact on profit and net assets of accruals and prepayments.<sup>[S]</sup>

#### 8. Receivables and payables

- a) Explain and identify examples of receivables and payables.<sup>[K]</sup>
- b) Identify the benefits and costs of offering credit facilities to customers.<sup>[K]</sup>
- c) Understand the purpose of an aged receivables analysis.<sup>[K]</sup>
- d) Understand the purpose of credit limits.<sup>[K]</sup>
- e) Prepare the bookkeeping entries to write off an irrecoverable debt.<sup>[S]</sup>
- f) Record an irrecoverable debt recovered.<sup>[S]</sup>

- g) Identify the impact of irrecoverable debts on the income statement and on the statement of financial position.<sup>[S]</sup>
  - h) Prepare the bookkeeping entries to create and adjust an allowance for receivables.<sup>[S]</sup>
  - i) Illustrate how to include movements in the allowance for receivables in the income statement and how the closing balance of the allowance should appear in the statement of financial position.<sup>[S]</sup>
  - j) Account for contras between trade receivables and payables.<sup>[S]</sup>
  - k) Prepare, reconcile and understand the purpose of supplier statements.<sup>[S]</sup>
  - l) Classify items as current or non-current liabilities in the statement of financial position.<sup>[S]</sup>
- 9. Provisions and contingencies**
- a) Understand the definition of "provision", "contingent liability" and "contingent asset".<sup>[K]</sup>
  - b) Distinguish between and classify items as provisions, contingent liabilities or contingent assets.<sup>[K]</sup>
  - c) Identify and illustrate the different methods of accounting for provisions, contingent liabilities and contingent assets.<sup>[K]</sup>
  - d) Calculate provisions and changes in provisions.<sup>[S]</sup>
  - e) Account for the movement in provisions.<sup>[S]</sup>
  - f) Report provisions in the final accounts.<sup>[S]</sup>
- 10. Capital structure and finance costs**
- a) Understand the capital structure of a limited liability company including:<sup>[K]</sup>
    - i) Ordinary shares
    - ii) Preference shares (redeemable and irredeemable)
    - iii) Loan notes.
  - b) Record movements in the share capital and share premium accounts.<sup>[S]</sup>
  - c) Identify and record the other reserves which may appear in the company statement of financial position.<sup>[S]</sup>
  - d) Define a bonus (capitalisation) issue and its advantages and disadvantages.<sup>[K]</sup>
  - e) Define a rights issue and its advantages and disadvantages.<sup>[K]</sup>
  - f) Record and show the effects of a bonus (capitalisation) issue in the statement of financial position.<sup>[S]</sup>
  - g) Record and show the effects of a rights issue in the statement of financial position.<sup>[S]</sup>
  - h) Record dividends in ledger accounts and the financial statements.<sup>[S]</sup>
  - i) Calculate and record finance costs in ledger accounts and the financial statements.<sup>[S]</sup>
  - j) Identify the components of the statement of changes in equity.<sup>[K]</sup>
- E PREPARING A TRIAL BALANCE**
- 1. Trial balance**
- a) Identify the purpose of a trial balance.<sup>[K]</sup>
  - b) Extract ledger balances into a trial balance.<sup>[S]</sup>
  - c) Prepare extracts of an opening trial balance.<sup>[S]</sup>
  - d) Identify and understand the limitations of a trial balance.<sup>[K]</sup>
- 2. Correction of errors**
- a) Identify the types of error which may occur in bookkeeping systems.<sup>[K]</sup>
  - b) Identify errors which would be highlighted by the extraction of a trial balance.<sup>[K]</sup>
  - c) Prepare journal entries to correct errors.<sup>[S]</sup>