



ACCOUNTING 1

ACCOUNTING BASICS

CONCEPTS, PRINCIPLES & BASIS

A. Entity Concept

- All organizations stand apart from other organizations as a separate economic unit.

B. Costing Concepts Concept

- Entity will continue to operate long enough to recover cost of its assets.

C. Time Period Concept

- Report information at regular intervals.

D. Matching Principle

- Accounting records must be based on the most reliable information by an independent observer-data available.

E. Cost Principle

- Assets are recorded at actual, historical cost.

F. Revenue Principle

- Establish when to record revenue, usually when earned.

- Revenue is earned when the business has completed rendering services to the customer.

G. Matching Principle

- Expenses matched against revenues in same accounting period.

H. The Accounting Period

- Usually one year ending December 31.

- Fiscal year ends on any other date of the year.

I. Cash Basis Accounting

- Impact of events not recognized until cash is paid or received.

J. Accrual Basis Accounting

- Impact of events recognized as they occur.

- Transactions are recorded even when cash not received or paid.

K. Required by GAAP

- Stable Monetary Unit

- Impact of inflation reflected.

THE ACCOUNTING EQUATION

ASSETS=LIABILITIES+OWNERS' EQUITY

A. Assets

- Economic resources expected to benefit company in future.
- Cost: Money, contributions of property, and labor.

- Assets Receivable: Oral or implied promises, usually written notes made to customers, for pecuniary use only.

- Assets Inventories: Merchandise, raw, utility, tools or manufactured items.

- Land: Property the business owns and uses in operations.

- Buildings: Cost of offices, warehouse, garage, etc.

- Equipment, Supplies, & Furniture: Assets that require the cost of efficient operation and wear expenses.

- Established Economic Obligations: Debts.

- Accounts Payable: Oral or implied promises to pay debts when these credit purchases.

- Notes Payable: Amounts the company must pay as a result of signing a pecuniary note for goods or services.

- Dividends Payable: Wages payable, Salary payable.

- Owners' Equity: Changes held by owners, divided into three main categories.

- Contributed or Paid-in Capital: Amounts received in corporation by owners.

- Retained Earnings: Income earned from operations.

- Expended Earnings: An assumed earnings resulting from operations.

- Dividends: Distributions of assets to shareholders (S.E.).

BALANCE SHEET ACCOUNTS

ASSETS=LIABILITIES+OWNERS' EQUITY

ASSETS

LIABILITIES & OWNERS' EQUITY

DEBIT CREDIT

Decreases Increases

JOURNAL ENTRY

Date	Description	Debit	Credit
2000 May 1	Suppliers current accounts Accounts Payable Inventory Suppliers purchased on account		STOCKS \$100,000
	Suppliers on Account	STOCKS \$100,000	Accounts Payable = Liability CREDIT \$100,000
	DEBIT CREDIT	STOCKS \$100,000	
	DEBIT CREDIT		STOCKS \$100,000

FINANCIAL STATEMENTS - FORMAL REPORTS OF AN ENTITY

BALANCE SHEET

A. Assets	Released with the use of liabilities and owner's equity.
B. As of a specific date.	
C. Authorized Statement of Financial Position	
COMPANY BALANCE SHEET	
December 31, 2000	
ASSETS	
Current Assets:	
Cash	\$20,000
Accounts receivable	200,000
Allowance for doubtful accounts	3,000
Notes receivable	10,000
Merchandise inventory	200,000
Prepaid insurance	3,000
Total current assets	\$477,000
Long-term Assets:	
Plant and Equipment	
Land	\$200,000
Buildings	1,000,000
Accrued wages	10,000
Delivery truck	100,000
Accrued wages	6,000
Total long-term assets	1,316,000
DETOTAL ASSETS	\$1,793,000
LIABILITIES	
Current Liabilities:	
Accounts payable	\$100,000
Notes payable	4,000
Salaries payable	2,000
Unearned rent	200
Total current liabilities	104,200
Long-term Liabilities:	
Notes payable	200,000
DETOTAL LIABILITIES	\$304,200
SHAREHOLDERS' EQUITY	
Stockholders' Capital:	
Common stock, \$10 per share authorized	\$1,000,000
and issued	1,000,000
Total paid-in capital	\$1,000,000
Retained Earnings	62,000
DETOTAL SHAREHOLDERS' EQUITY	\$1,062,000
TOTAL LIABILITIES AND STOCKHOLDERS' EQUITY	
	\$1,062,000

RETAINED EARNINGS STATEMENT

A. Summary of changes in retained earnings during specific period.
B. Beginning retained earnings balance at beginning of period.
1. Add net income or subtract net loss.
2. Deduct dividends.
3. End with new retained earnings balance.

INCOME STATEMENT

A. Summary of revenues and expenses and net result.
B. For a period of time.
C. Also called Statement of Earnings or Statement of Operations.
D. Reports net income or net loss of the period.
COMPANY INCOME STATEMENT
For Year Ended December 31, 2000

Salaries	\$100,000
Utilities	
Salaries increases and decreases	10,000
Salaries decreases	10,000
Net salaries	\$100,000

Cost of goods sold:	
Beginning Inventory	
Jan 1, 2000	\$100,000
Purchases	600,000
Total	

Purchases increases	80,000
Total	
Purchases increases and decreases	80,000
Purchases decreases	40,000
Net Purchases	\$460,000

Cost of merchandise purchased	80,000
Merchandise available for sale	500,000
Less ending inventory	
Dec 31, 2000	250,000
Cost of merchandise sold	\$250,000

COMPANY PROFIT ON SALES	
Operating Expenses:	
Selling Expenses	
Sales salaries expense	\$100,000
Advertising expense	1,000
Bad debt expense	1,000
Shipping and delivery expense	
Delivery truck	800
Merchandise expense	200
Sales selling expenses	500,000
Administrative expenses	
Office salaries expense	\$100,000
Rent expense	100,000
Depreciation expense	
Building	9000
Insurance expense	1,000
Office supplies expense	200
Merchandise expense	200
Total selling expenses	200,000
Bad debt expense	
Bad debt expense	800
Business office expenses	\$200,000
Other Expenses:	
Interest income	5,000
Interest expense	100,000
Other expenses	
Interest expense	100,000
NET INCOME	\$45,000

Average number of shares outstanding	100,000
Dividends per share	\$4,000
Interest per share	
Interest per share	5,000
Interest per share	100,000

COMPANY RETAINED EARNINGS STATEMENT	
For Year Ended December 31, 2000	
Retained earnings, January 1, 2000	\$10,000
Net income for year	45,000
Less dividends	10,000
Decrease in Retained earnings	35,000
Retained earnings, December 31, 2000	\$62,000

Accounting Cheat Sheet For Dummies

Stephen L. Nelson

Accounting Cheat Sheet For Dummies:

Bookkeeping and Accounting All-in-One For Dummies - UK Jane E. Kelly, 2015-06-08 UK bookkeeping and accounting basics for the rest of us Unless you're one of those rare numbers people the thought of accounting and bookkeeping probably make your head spin While these pragmatic and confusing practices may not be fun for the rest of us mastering them is absolutely essential in order to run and maintain a successful business Thankfully Bookkeeping Accounting All in One For Dummies UK Edition is here to take the intimidation out of crunching numbers and offers easy to follow step by step instruction on keeping your business finances in order with information specific to a business in the United Kingdom Written in plain English and packed with loads of helpful instruction this approachable and all encompassing guide arms you with everything you need to get up and running on all the latest accounting practices and bookkeeping software Inside you'll find out how to prepare financial statements balance your books keep the tax inspector off your back and so much more Gives you access to supplemental online samples of bookkeeping forms accounting templates and spreadsheets Includes many practical bookkeeping and accounting exercises and templates Simplifies every aspect of accounting and record keeping Shows you how to run your business by the books If you're a small business owner or employee who is confused and intimidated by managing your accounts and books this comprehensive guide empowers you to take charge of those pesky figures to keep your business afloat *Accounting For Dummies* John A. Tracy, 2001-01-23 Not everyone is cut out to be a professional accountant But thanks to Accounting For Dummies 2nd Edition you can get a handle on the financial aspects of your business investments or taxes Accounting professor and author John A Tracy sheds light on the mysteries of Generating income statements and balance sheets Establishing budgets controlling profit and cash flow stemming losses and managing inventory Evaluating profit margins and identifying ways to increase them Making financial decisions that keep investors creditors and managers satisfied Reading financial reports Surviving an audit and using the results to improve your accounting system Putting the latest computer technology to work to help you manage the bottom line If you've steered clear of accounting because you thought it incomprehensible by mere mortals prepare to be enlightened Accounting For Dummies 2nd Edition empowers you with knowledge you can't afford to be without **Bookkeeping and Accounting All-in-One For Dummies - UK** Jane E. Kelly, 2015-03-26 UK bookkeeping and accounting basics for the rest of us Unless you're one of those rare numbers people the thought of accounting and bookkeeping probably make your head spin While these pragmatic and confusing practices may not be fun for the rest of us mastering them is absolutely essential in order to run and maintain a successful business Thankfully Bookkeeping Accounting All in One For Dummies UK Edition is here to take the intimidation out of crunching numbers and offers easy to follow step by step instruction on keeping your business finances in order with information specific to a business in the United Kingdom Written in plain English and packed with loads of helpful instruction this approachable and all encompassing guide arms you with everything you need to get up and running on all the latest

accounting practices and bookkeeping software Inside you ll find out how to prepare financial statements balance your books keep the tax inspector off your back and so much more Gives you access to supplemental online samples of bookkeeping forms accounting templates and spreadsheets Includes many practical bookkeeping and accounting exercises and templates Simplifies every aspect of accounting and record keeping Shows you how to run your business by the books If you re a small business owner or employee who is confused and intimidated by managing your accounts and books this comprehensive guide empowers you to take charge of those pesky figures to keep your business afloat

Quicken 98 For Windows For Dummies

Stephen L. Nelson,1997-10-15 Free Quicken Cheat Sheet Inside Manage Your Personal or Small Business Finances Without All the Headaches Quicken 98 for Windows is a powerful tool for simplifying your financial affairs reducing your financial stress and achieving your financial goals Accomplishing all of this is tricky So what do you Simple Let Stephen Nelson guide you through the ins and outs of Quicken with Quicken 98 For Windows For Dummies and get on the road to financial freedom Ask for IDG Books For Dummies Books the Fun and Easy Way to Find Out About Computers Also look for IDG Books Personal Finance For Dummies 2nd Edition the fun and easy way to manage your money and Accounting For Dummies the fast and friendly way to understand the concepts of accounting Inside find helpful advice on how to Make save and track your money with Quicken s easy to use registers Computerize your checkbook in minutes Keep income tax accounting records that make your Certified Public Accountant salivate and the IRS friendly Track the pulse of your cash flow with Quicken s powerful reports and charts Use the Quicken Retirement Planner to make sure that your golden years really are golden Save time and reduce hassles by doing on line banking and bill paying Protect yourself and your financial records from disaster

QuickBooks 3 for Dummies Steven L. Nelson,1994 An international data group company Level beginner to intermediate Includes index

ACT! 6 For Dummies

Karen S. Fredricks,2003-03-28 ACT organizes customer information in one place providing instant access to names phone numbers addresses appointments call histories follow up activities and more Explores ACT s features including a ready to use contact database with search capabilities Internet links mail fax and e mail merge synchronization with Palm OS handhelds integration with Outlook and other popular products report generation and a customizable database Latest edition of this successful title shows business professionals how to use ACT s new e mail features new active libraries and improved Internet services and Outlook integration

Quickbooks 2001 For Dummies

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Peachtree 8 For Dummies Elaine Marmel,Diane Koers,2000-08-16

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QuickBooks 4 for Dummies Stephen L. Nelson,1996 Financial guru Stephen Nelson provides detail on the most used features of QuickBooks such as doing payroll creating reports printing checks and charting business finances

QuickBooks 2004 For Dummies Stephen L. Nelson,2004-01-13 Build your business create a budget and pay your bills Improve your business processes while making accounting and financial management easy Drowning in debits and credits Bogged down in bags of paperwork It s time to break free of the daily accounting grind and focus on making your business grow With this book to help QuickBooks 2004 will get your finances in order so you can get down to business Stephen L Nelson MBA CPA provides accounting business advisory and tax preparation and planning services to small businesses He is the author of over 100 books on computer and business topics The Dummies Way Explanations in plain English Get in get out information Icons and other navigational aids Tear out cheat sheet Top ten lists A dash of humor and fun Discover how to Balance your books and print checks Generate comprehensive financial reports Design your own invoices and statements Determine which customers owe money Estimate projects and track expenses

QuickBooks 2003 For Dummies Stephen L. Nelson,2003-01-31 Running or working in a small business can be a highly rewarding experience especially if the businessowner knows how to

make the most of financial management tools such as the accounting software QuickBooks QuickBooks 2003 For Dummies shows you how to turn your PC into a valued business partner Bookkeeping becomes a breeze as you discover ways and means to Track accounts receivable and payable Set up online banking and bill paying Monitor inventory Print checks Pay your employees Prepare quarterly and annual tax returns The number crunching know how of QuickBooks automation comes in several flavors QuickBooks Basic QuickBooks Pro and QuickBooks Premier QuickBooks Pro adds advanced job costing and time estimating features QuickBooks Premier build on all that with features for accountants and auditors who want to use QuickBooks for rather large small businesses QuickBooks 2003 For Dummies explores the nuances of these variations with information and insight into Entering names of products employees customers and vendors into lists Installing QuickBooks for network use Printing credit memos in a batch Tracking customer open invoices and collections Adjusting inventory records to reflect what's really in stock Balancing a non online bank account Restoring your QuickBooks data if you lose it You don't need to know much about accounting or double entry bookkeeping to use QuickBooks which is most of its appeal With the power of QuickBooks 2003 For Dummies financial details can be tamed the fun and easy way as get down to the business of building your moneymaking enterprise

Retail Business Kit For Dummies Rick Segel,2001-06-15

Do you dream of opening up your own retail business but don't know how to get started In Retail Business Kit For Dummies retail marketing guru Rick Segel gives you the expert advice you need to get your business on its feet with unbeatable advice on branding marketing and merchandising You'll figure out how to start and run your business including day to day operations and procedures as well as all the little details retail professionals handle on a daily basis If you've ever wanted to make your living interacting with customers and being your own boss this book offers all the inside advice you need to get going In fact this book is perfect for anyone Who wants to be her own boss Considering a career in retailing Who loves working with people Thinking about opening their own business Who loves to sell Retail Business Kit For Dummies covers all the nuts and bolts of setting up shop finding the perfect location choosing and purchasing merchandise and hiring employees You'll also discover how to write a business plan and deal with paperwork like taxes permits registrations and other requirements There's also great advice on the art of selling and the fundamentals of promotion and advertising You'll also benefit from such practical advice like the ten keys to retailing success and ten ways to impress customers And there's much more Branding your business Identifying and targeting your ideal customer Developing a marketing plan Pricing your merchandise Fulfilling legal and financial responsibilities Getting the word out Choosing the right media to advertise in Setting up and running a sale Fundamentals of accounting and financial statements The book also includes a helpful CD ROM packed with sample financial reports customizable legal and business forms checklists and tools for building your own coupons gift certificates and much more Whether you're thinking about starting a business or need help running the business you already own Retail Business Kit For Dummies is the fun and easy guide to big profits

QuickBooks All-in-One Desk Reference For

Dummies Stephen L. Nelson,2003-02-21 If you re a small business owner you ve already come face to face with the accounting monster that voracious beast that consumes your valuable time exhausts your patience and tries to lead you up dark and dangerous paths Fortunately there is a mighty weapon at your disposal that can help you subdue the beast QuickBooks QuickBooks automates many of the accounting tasks involved in running a business while saving you a bundle on accountant s fees It also offers you powerful business planning and management tools that can help you grow you business and keep it on track Your one stop guide to small business financial management QuickBooks All in One Desk Reference For Dummies brings together eight self contained minibooks including Accounting Primer Getting Ready to Use QuickBooks Bookkeeping Chores Financial Management Business Plans Care and Maintenance Additional Business Resources Each book features step by step instructions expert tips and examples that help you practice and fine tune your skills From the ABCs of accounting to using all of QuickBooks advanced features QuickBooks All in One Desk Reference For Dummies shows you how to set your company up in QuickBooks and how to use that software s features to the max In plain English it tells you what you need to know to Streamline your business accounting Automate most daily bookkeeping and accounting chores

Effortlessly keep track of all your credits and debits Eliminate tax time headaches Write and print checks Manage general ledger tasks Keep track of inventory Create budget and balance sheets Develop bang up business plans Automate payroll functions Keep your financial information safe from prying eyes Keep track of your company s financial performance With QuickBooks and QuickBooks All in One Desk Reference in your corner you ll have the business accounting beast eating out of your hand in no time

Quicken 2004 For Dummies Stephen L. Nelson,2003-08-29 Effectively managing money is essential to achieving your financial goals but if the mere thought of money management makes your palms sweat you re not alone If you run a small business financial management can be the key to success Whether it be personal or business finances you ll have a tough time if you don t take care of the dollars with sense Money management programs like Quicken can save the day but some of those are almost as confusing as the whole financial management mystery itself Furthermore the constant changes in tax laws and interest rates require them to be updated frequently That s where Quicken 2004 For Dummies comes in Whether you ve just bought Quicken software for the first time or you re updating from a previous version this book will help you Set up Quicken 2004 for your personal or business needs Handle your checkbook Manage accounts payable and receivable Take control of your finances Prepare for tax time If you re familiar with an earlier version of Quicken you can skip the basics and jump right into upgrading the program and using the newest revision Either way you ll find out how to Manage the bills for your family or business and set up a checkbook Maintain detailed financial records and generate reports Track your expenses and tax deductions Make the most of your investments and set up a savings program to reach your goals Control your credit cards and unlock the mystery of interest accrual Handle accounts payable and receivable and keep track of business income and outgo Set up the records you ll need to make filing taxes much easier With Quicken 2004

as your electronic financial assistant you may find managing your finances is no longer scary Quicken 2004 For Dummies makes it quick and easy to find out **EBusiness Legal Kit For Dummies** Susan P. Butler,2000-09-14 This guidebook offers plain English explanations of the pertinent legal topics that small business owners need to understand to maintain a successful e business Includes a CD ROM with checklists forms sample letters and agreements **Quicken 5 for Windows for Dummies** Steven L. Nelson,1995 With this easy to understand reference users will gain the guidance they need to control their budgets They will get control quickly and then move on to other tasks such as setting up accounts tracking debts and learning about principal interest This book even offers advice that is geared specifically for bookkeepers and the small business owner **MCSE Exchange Server 5.5 For Dummies?** Scott Rachui,Curt Simmons,1999-05-03 Stay on track to your Microsoft certification with this great guide to mastering elective exam 70 081 Implementing and Supporting Microsoft Exchange Server 5 5 From a crash course in the fundamentals of Exchange Server 5 5 through planning implementation configuration managing resource access optimization and troubleshooting MCSE Exchange Server 5 5 For Dummies helps you score big Written by Microsoft certified experts who know their stuff inside and out MCSE Exchange Server 5 5 For Dummies follows the exam objectives set out in the Microsoft exam preparation guide The exam measures your ability to implement administer and troubleshoot information systems that incorporate Exchange Server 5 5 and this invaluable primer gives you a solid background in Exchange Server and messaging technologies before you begin to help you brush up on the basics After you ve refreshed yourself about Exchange Server dive headlong into a time saving study program with Quick Assessment tests at the beginning of each chapter and Prep Test questions and answers that review what you ve just learned This book also has a bonus CD ROM that contains an array of For Dummies test prep tools including the fast paced QuickLearn arcade game practice exams that feature our exclusive test engine and demos of other test prep software programs to get you ready for exam day Covers Exam 070 081 **Accounting Workbook For Dummies** John A. Tracy,2006-08-07 Balance the books learn important accounting concepts and master the basics Accounting Workbook For Dummies is for business bookkeepers and accountants who need a refresher on the subject as well as students taking their first accounting class It s a comprehensive study guide that can help you improve your accounting skills and lay the foundation for further advancement Whether you re trying to get certified and become an accountant or own a small business and need a little help balancing your books this hands on guide provides the learning and helpful practice you need The third edition of Accounting For Dummies contains guidance on incorporating principles to adhere to the Sarbanes Oxley Act reading financial reports generating income statements and balance sheets and establishing budgets Accounting Workbook For Dummies provides you with real world exercises to see these principals in action although you don t need to have read Accounting For Dummies Accounting Workbook For Dummies focuses on business accounting explains how business transactions are recorded in the accounts of a business and the financial statements that are prepared for a business to

report its profit and loss financial condition and cash flows It also shows you how business managers use accounting information for decision making The book's four parts cover topics like recordkeeping basics financial statements accounting for business managers and investment accounting You'll learn to Record transactions track costs and manage accounts Open and close bookkeeping cycles Analyze business performance and profit Choose the right accounting method Master investment accounting fundamentals Understand manufacturing cost accounting With your own copy of Accounting Workbook For Dummies you can learn how to do all of that find out what you need to know about financial statements get tips for management accounting and more **Bookkeeping For Dummies** Lita Epstein, 2014-12-31 The fast and easy way to master the art of bookkeeping If you're a business owner or an employee who manages finances the latest edition of Bookkeeping For Dummies is for you This handy guide gives you clear and concise information on how to keep track of accounts prepare balance sheets organize ledgers or journals create financial statements and so much more Packed with the most up to date bookkeeping practices tax information and small business laws Bookkeeping For Dummies is an accessible invaluable resource you'll turn to again and again Accurate and complete bookkeeping is crucial to any business owner but jumping in headfirst without knowing your accounts from your balance sheets can confuse even the most astute businessperson That's where Bookkeeping For Dummies helps Written in the familiar and friendly tone that has defined the For Dummies brand for more than twenty years this clear and comprehensive guide covers everything you'll encounter as you set out to tackle your company's books ensuring you're on the right track and saving you tons of headaches along the way So what are you waiting for It's time to hit the books Offers easy to follow instructions to keep track of your business financial well being Covers managing assets and liabilities Includes updated QuickBooks screenshots and Excel spreadsheets Provides guidance on producing balance sheets and creating financial statements Whether you're just starting out with bookkeeping or a bookkeeper who needs to brush up on your skills Bookkeeping For Dummies sets you up for success

Quicken 6 For Macs For Dummies Stephen L. Nelson, 1995-10-24 Keeping track of your money and your bills has become much easier over the past few years thanks to Quicken one of the most popular personal financial programs available To get the most out of Quicken's rich array of features however you need Quicken 6 For Macs For Dummies 2nd Edition Here you find explained all of Quicken's features including the TaxPlanner module the QuickReport feature and QuickMath Best of all with Quicken 6 For Macs For Dummies 2nd Edition you get the sound financial advice of author Stephen L Nelson so that you can be as savvy with your finances as you are with your computer

Eventually, you will completely discover a extra experience and finishing by spending more cash. nevertheless when? realize you tolerate that you require to get those all needs taking into account having significantly cash? Why dont you try to get something basic in the beginning? Thats something that will guide you to understand even more regarding the globe, experience, some places, similar to history, amusement, and a lot more?

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