

ACCOUNTING 1

ACCOUNTING BASICS

CONCEPTS, PRINCIPLES & BASIS

- Entity Concept**
 - An organization stands apart from other organizations as a separate economic unit.
- Going Concern Concept**
 - Entity will continue to operate long enough to recover cost of its assets.
- Time Period Concept**
 - Report information at regular intervals.
- Reliability Principle**
 - Accounting records must be based on the most reliable (verifiable by an independent observer) data available.
- Cost Principle**
 - Assets/services acquired are recorded at actual, historical cost.
- Revenue Principle**
 - Establishes when to record revenue, usually when earned.
 - Revenue is earned when the business has completed rendering services to the customer.
 - Amount to record is equal to cash value of services or goods.
- Matching Principle**
 - Expenses matched against revenues in same accounting period.
- The Accounting Period**
 - Usually one year ending December 31.
 - Fiscal year ends on any other date of the year.
- Cash Basis Accounting**
 - Impact of events not recognized until cash is paid or received.
- Accrual Basis Accounting**
 - Impact of events recognized as they occur.
 - Transactions are recorded even when cash not received or paid.
 - Regulated by GAAP.
- Stable Monetary Unit**
 - Basis for ignoring inflation.

THE ACCOUNTING EQUATION

ASSETS=LIABILITIES+OWNERS' EQUITY

- Assets**
 - Economic resources expected to benefit company in future.
 - Cash; Money; certificates of deposit; and checks.
 - Accounts Receivable:** Oral or implied promise, usually arise from sales made to customers, on promissory note system.
 - Notes Receivable:** Promissory notes.
 - Inventory:** Merchandise the entity holds or manufactures for sale.
 - Land:** Property the business owns and uses in operations.
 - Buildings:** Cost of an office, warehouse, garage, etc.
 - Equipment, Furniture, & Fixtures:** Accounts that record the cost of office equipment and more equipment.
- Liabilities:** Economic obligations, debts.
 - Accounts Payable:** Oral or implied promise to pay debts which arise from credit purchases.
 - Notes Payable:** Accounts that company must pay as a result of signing a promissory note for goods or services.
 - Taxes payable:** Wages payable, Salary payable.
- Owners' Equity:** Claims held by owners, divided into two main categories.
 - Contributed or Paid in Capital:** Amounts invested in corporation by owners.
 - Retained Earnings:** Income earned from operations.
 - Expenses Deducted in retained earnings resulting from operations.
 - Revenue Increases in retained earnings resulting from operations.
 - Dividends:** Distributions of assets to shareholders decrease R.E.

BALANCE SHEET ACCOUNTS

ASSETS		LIABILITIES & OWNERS' EQUITY	
DEBIT	CREDIT	DEBIT	CREDIT
Increases	Decreases	Decreases	Increases

JOURNAL ENTRY

Date	Description	Ref.	Debit	Credit
2009 May 1	Supplies (asset increase) Accounts Payable (liability increase) Supplies purchased on account		\$500.00	\$500.00
Supplies = Asset		Accounts Payable = Liability		
DEBIT	CREDIT	DEBIT	CREDIT	
\$500.00			\$500.00	

FINANCIAL STATEMENTS - FORMAL REPORTS OF AN ENTITY

BALANCE SHEET

- Assets balanced with the sum of liabilities and owner's equity.
- As of a specific date.
- Also called Statement of Financial Position.

COMPANY BALANCE SHEET December 31, 200x			
ASSETS			
Current Assets:			
Cash		\$38,200	
Accounts receivable	50,000		
Allowance for doubtful accounts	3,100	47,900	
Notes receivable		8,000	
Merchandise inventory		30,000	
Prepaid insurance		8,000	
Total current assets			\$177,400
Long-Term Assets:			
Plant and Equipment			
Land		\$40,000	
Building	110,000		
Accum. depr.	60,000	40,000	
Delivery truck #1	13,000		
Accum. depr.	8,200	3,800	
Total long-term assets			113,000
TOTAL ASSETS			\$290,400
LIABILITIES			
Current (Liabilities):			
Accounts payable		\$30,000	
Notes payable		4,000	
Salaries payable		2,000	
Unearned rent		500	
Total current liabilities			36,500
Long-term Liabilities:			
Notes payable		30,000	
TOTAL LIABILITIES			\$66,500
STOCKHOLDERS' EQUITY			
Paid-in capital:			
Common stock, \$10 per share			
(10,000 authorized and issued)	5,000,000		
Paid-in excess of par	42,000		
Total paid-in capital		5,042,000	
Retained Earnings		62,900	
TOTAL STOCKHOLDERS' EQUITY			\$223,900
TOTAL LIABILITIES AND STOCKHOLDERS' EQUITY			\$290,400

RETAINED EARNINGS STATEMENT

- Summary of changes in retained earnings during specific period.
- Begin with retained earnings balance at beginning of period.
 - Add net income or subtract net loss.
 - Deduct dividends.
- End with new retained earnings balance.

INCOME STATEMENT

- Summary of revenues and expenses of an entity.
- For a period in time.
- Also called: Statement of Earnings or Statement of Operations.
- Reports net income or net loss of the period.

COMPANY INCOME STATEMENT For Year Ended December 31, 200x			
Sales			\$600,000
Less:			
Sales returns and allowances	9,000		
Sales discounts	4,000	13,000	
Net sales			\$586,000
Cost of goods sold:			
Beginning inventory, Jan. 1, 200x			\$15,000
Purchases	690,000		
Less:			
Purchase returns and allowances	8,000		
Purchase discounts	4,000	12,000	
Net purchases			\$478,000
Add: Transportation in		8,000	
Cost of merchandise purchased			\$486,000
Merchandise available for sale			\$501,000
Less ending inventory, Dec. 31, 200x			20,000
Cost of merchandise sold			\$481,000
GROSS PROFIT ON SALES			\$105,000
Operating Expenses:			
Selling Expenses:			
Sales salaries expense		\$74,100	
Advertising expense		1,200	
Bad debt expense		1,000	
Depreciation expense—delivery truck		800	
Miscellaneous expenses		200	
Total selling expenses			\$47,300
Administrative expenses:			
Office salaries expense		\$13,000	
Rent expense		10,000	
Depreciation expense—building		900	
Insurance expense		1,000	
Office supplies expense		340	
Miscellaneous expenses		180	
Total admin. expenses			\$26,320
Total operating expenses			\$68,620
Income from operations			\$36,380
Other Revenues:			
Interest income		\$800	
Rental income		10,000	
Other revenues			\$10,800
Income before taxes			\$47,180
Income tax expense			\$2,800
NET INCOME			\$44,380
Other Information:			
Average number of shares outstanding		10,000	
Earnings per share		\$4.44	

COMPANY RETAINED EARNINGS STATEMENT

For Year Ended December 31, 200x			
Retained earnings, January 1, 200x			\$16,320
Net income for year		44,380	
Less dividends			15,320
Increase in Retained earnings			\$29,060
Retained earnings, December 31, 200x			\$45,380

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

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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

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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

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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 professional 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 your 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 hang 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

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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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Table of Contents Accounting Cheat Sheet For Dummies

1. Understanding the eBook Accounting Cheat Sheet For Dummies
 - The Rise of Digital Reading Accounting Cheat Sheet For Dummies
 - Advantages of eBooks Over Traditional Books
2. Identifying Accounting Cheat Sheet For Dummies
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Accounting Cheat Sheet For Dummies
 - User-Friendly Interface
4. Exploring eBook Recommendations from Accounting Cheat Sheet For Dummies
 - Personalized Recommendations
 - Accounting Cheat Sheet For Dummies User Reviews and Ratings
 - Accounting Cheat Sheet For Dummies and Bestseller Lists

5. Accessing Accounting Cheat Sheet For Dummies Free and Paid eBooks
 - Accounting Cheat Sheet For Dummies Public Domain eBooks
 - Accounting Cheat Sheet For Dummies eBook Subscription Services
 - Accounting Cheat Sheet For Dummies Budget-Friendly Options
6. Navigating Accounting Cheat Sheet For Dummies eBook Formats
 - ePub, PDF, MOBI, and More
 - Accounting Cheat Sheet For Dummies Compatibility with Devices
 - Accounting Cheat Sheet For Dummies Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Accounting Cheat Sheet For Dummies
 - Highlighting and Note-Taking Accounting Cheat Sheet For Dummies
 - Interactive Elements Accounting Cheat Sheet For Dummies
8. Staying Engaged with Accounting Cheat Sheet For Dummies
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Accounting Cheat Sheet For Dummies
9. Balancing eBooks and Physical Books Accounting Cheat Sheet For Dummies
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Accounting Cheat Sheet For Dummies
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Accounting Cheat Sheet For Dummies
 - Setting Reading Goals Accounting Cheat Sheet For Dummies
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Accounting Cheat Sheet For Dummies
 - Fact-Checking eBook Content of Accounting Cheat Sheet For Dummies
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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