



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

- Expense matched against revenue 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

THE ACCOUNTING EQUATION

ASSETS = LIABILITIES + OWNERS' EQUITY

A. Assets

- Economic resources expected to benefit company in future.
 - Capital Assets: Contributions of property, plant, and equipment.

- Accrued Receivable: Oral or implied promise, usually when sales made to customers, not necessarily due yet.

- Notes Receivable: Promissory notes.

- Inventories: Merchandise, raw, utility, tools or manufacturing units.

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

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

- Equipment, Supplies, & Furniture: Accounts that record the cost of office equipment and more equipment.

- Established Economic Obligations: Debts.

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

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

- Interest Payable: Wages payable, Salary payable.

- Owner's 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 (e.g.,

BALANCE SHEET ACCOUNTS

ASSETS = LIABILITIES + OWNERS' EQUITY

DEBIT = CREDIT

Decreases = Decreases

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	STOCKS \$100,000	CREDIT \$100,000
	DEBIT	STOCKS \$100,000	CREDIT \$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
Inventory	250,000
Prepaid insurance	5,000
Total current assets	\$477,000
Long-term Assets:	
Plant and Equipment	
Land	\$200,000
Buildings	1,000,000
Accrued slope	10,000
Delivery truck	100,000
Accrued slope	5,000
Total long-term assets	1,115,000
DETOTAL ASSETS	\$1,592,000
LIABILITIES	
Current Liabilities:	
Accounts payable	\$100,000
Notes payable	4,000
Salaries payable	2,000
Unearned rent	500
Total current liabilities	106,500
Long-term Liabilities:	
Notes payable	200,000
DETOTAL LIABILITIES	\$306,500
SHAREHOLDERS' EQUITY	
Stockholders' Capital:	
Common stock, \$10 per share authorized	\$1,000,000
and issued	1,000,000
Paid-in excess of par	50,000
Total paid-in capital	1,050,000
Retained Earnings	60,000
DETOTAL SHAREHOLDERS' EQUITY	1,110,000
TOTAL LIABILITIES AND STOCKHOLDERS' EQUITY	
	\$1,592,000

RETAINED EARNINGS STATEMENT

A. Summary of changes in retained earnings during specific period.
B. Begins with 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 of an entity.
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
Less:	
Sales returns and allowances	10,000
Sales discounts	5,000
Net sales	\$85,000
Cost of goods sold:	
Beginning Inventory	
Jan. 1, 2000	\$10,000
Purchases	600,000
Less:	
Purchase returns and allowances	8,000
Purchase discounts	10,000
Net Purchases	582,000
Add: Transportation in	3,000
Cost of merchandise purchased	585,000
Merchandise available for sale	595,000
Less ending inventory	
Dec. 31, 2000	50,000
Cost of merchandise sold	545,000
GROSS PROFIT ON SALES:	
Operating Expenses:	
Salaries	
Sales salaries expense	100,000
Advertising expense	1,000
Bad debt expense	1,000
Shipping-out expense	
Delivery truck	8,000
Merchandise expense	20,000
Administrative expenses	
Office salaries expense	50,000
Rental expense	10,000
Depreciation expense	
Building	9,000
Equipment	1,000
Insurance expense	1,000
Office supplies expense	2,000
Miscellaneous expense	2,000
Bad debt expense	20,000
Rental operating expenses	
Business office expenses	50,000
Retail operating expenses	
Bad debt expense	50,000
Business office expenses	50,000
Retail office expenses	50,000
Salaries	50,000
Wages	50,000
Utilities	50,000
Equipment	50,000
Depreciation	50,000
Inventory	50,000
Merchandise	50,000
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Accounting Cheat Sheet For Dummies

Steven 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

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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 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

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