

DEAD-CLIC

Dr	Cr
Expenses	Liabilities
Assets	Income
Drawings	Capital

All accounting transactions can be classified as one of those 8 categories.

Bank and VAT can have both Dr or Cr bal., though 'natural' balances are: Bank (Dr)/Asset and VAT(Cr)/Liability

Sales returns:	It's a reduction of Sales/Income (Cr)
Dr	
Purchase returns:	It's reduction of Expense (Dr)
Cr	

Objectives of an effective accounts system

- to process all transactions completely and effectively
- to report accurately (financial stmts are produced in cost-effective manner, they are timely and reliable)
- to comply with laws and regulations

Organisational Policies & Procedures

- in place to ensure that acc. records are true and fair reflection of business financial situation.
- stakeholder who rely on this info: Bank (loans), Suppliers (credit checks), Employee (job security)

Control Procedures - examples

authorisation of transact.	signing off expenditure
processing control	bank reconciliation
physical control	locks, pin pads
reviews	monthly review, run reports

Control Procedures - examples (cont)

written record procedures	manual listing, policies and procedures
segregation of duties	a number of people involved

Year-end adjusting journals

Every adjusting entry will require at least one BS and one PL account. The purpose of adj. entry is to get both BS and PL accurate.

- Accruals & Prepayments
- Asset acquisition | depreciation | disposal
- Doubtful & Inrecoverable debts

Gross Profit

Revenue / Sales
(COG)
= Gross Profit

Cost Structure

	MARGIN	MARK-UP
Sales	100%	120%
(C O S)	(80%)	(100%)
Gross Profit	20%	20%

Margin-how much profit a business makes in proportion to what a business sells.

Cost of Goods Sold

Opening Inventory
plus: Purchases
plus: Carriage Inwards
less: Closing Inventory
= C O G S

Credit Transactions

Credit transactions are made possible by the agreement that a Supplier puts in place to extend credit to Customer / Client. Customer has applied to Seller for CREDIT; Seller has set up Customer account. Method of payment has no bearing on whether sale /purchase is cash or credit transaction. The crucial distinction is the **TIMING** of the payment.

Credit Transactions (cont)

Suppliers of GOODS sell to CUSTOMERS
Suppliers of SERVICES sell to CLIENTS.

In Credit Transactions:

- money paid after time,
- initially transaction recorded in PDB, show asset (SLCA) or liability (PLCA)
- posted to individual clients/suppliers accounts
- not VAT analysable, as VAT accounts for in SDB / PDB

NOTE: in cash transactions; money change hands immediately, first record of transact. in the accountin system is in **Cash Book**, analysable to VAT, net, total.

VAT treatment on N-C asset

VAT registered business can claim the paid VAT back, so it is not a true cost for the business. Therefore **CANNOT** be capitalised.

if business not VAT registered - VAT **CAN** be capitalised along with other costs.

Capital accounts

Capital - the amount that a business, at any time, owes to its owner(s). It is not fixed; it changes as the business buys assets, borrows funds and makes Profit or Loss.

It is a constant and unremovable feature of accounts, but with a constantly changing balance.

Capital | Drawings | Profit - are all accounted for separately throughout the year and only come together @ y.e.

CAPEX-capital expenditure results in:

- acquisition, replacement or improvement of N-C asset
- it is capitalised and recorded in the non-current asset register

Accounting Exam Cheat Sheet

MUHAMMAD ZAIN

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the name bar.

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