

Accounting Definitions

Account - The place where financial entries of a similar nature are recorded, for example the 'Sales' account is where business income goes, the 'Stationery' account is where all pens, paper, staplers etc go. A list of account names is called the Chart of Accounts.

Accounting Equation

- $\text{Assets} = \text{Liabilities} + \text{Equity}$
- $\text{Assets} = \text{Liabilities} + \text{Capital}$
- $\text{Assets} = \text{Opening Capital} + \text{New Capital} + \text{Profit/Loss} + \text{Liabilities}$

Accounts Payables (A/P) - Unpaid supplier invoices and bills (that is money owed by the business to other businesses) are grouped under the Accounts Payable account - 'AP' for short - and are found on the balance sheet as a liability. Once a bill is paid it is removed from this group.

Accounts Receivables (A/R) - Unpaid sales invoices (that is money owed to the business by customers) are grouped under Accounts Receivable - 'AR' for short - and are found on the balance sheet as an asset. Once the customer pays their invoice it is removed from this group.

Accrual Accounting - Recognizes income and expenses when they are incurred, not when they are paid. E.g. Mr S buys a book in December, gets the bill and only pays the bill in January. In the accounts, the purchase is recorded and shown on the Income Statement in December at the date of the bill, not in January when it was paid.

Asset - Items of value owned by a business. Assets are found on the balance sheet and include current assets like cash in the bank accounts, cash in petty cash box, accounts receivable and non-current assets like equipment, land and buildings, vehicles.

Bad Debts - These are sales invoices that have been written off because the payments are overdue and never likely to be paid. Sales invoices are only written off after some effort to retrieve the funds including going through debt collection agencies. Bad debts are expensed in the accounts.

Balance Sheet - A balance sheet report shows the business owners and managers how much equity is in the business, how many assets the business owns, and what the business owes in liabilities. The balance sheet falls in line with the accounting equation.

Capital - The personal funds a business owner introduces to their business so that it can operate.

Cash Accounting - Recognizes income and expenses when they are paid for, not when they are incurred. E.g. Mr S buys a book in December, gets the bill dated December and only pays the bill in January. In the accounts, the purchase is recorded and shown on the Income Statement in January - the date of payment.

Accounting Definitions For Beginners

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