

### 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 1 Cheat Sheet Formulas

**Puja Mehta**



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## **Table of Contents Accounting 1 Cheat Sheet Formulas**

1. Understanding the eBook Accounting 1 Cheat Sheet Formulas
  - The Rise of Digital Reading Accounting 1 Cheat Sheet Formulas
  - Advantages of eBooks Over Traditional Books
2. Identifying Accounting 1 Cheat Sheet Formulas
  - 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 1 Cheat Sheet Formulas
  - User-Friendly Interface
4. Exploring eBook Recommendations from Accounting 1 Cheat Sheet Formulas
  - Personalized Recommendations
  - Accounting 1 Cheat Sheet Formulas User Reviews and Ratings
  - Accounting 1 Cheat Sheet Formulas and Bestseller Lists
5. Accessing Accounting 1 Cheat Sheet Formulas Free and Paid eBooks
  - Accounting 1 Cheat Sheet Formulas Public Domain eBooks
  - Accounting 1 Cheat Sheet Formulas eBook Subscription Services
  - Accounting 1 Cheat Sheet Formulas Budget-Friendly Options

6. Navigating Accounting 1 Cheat Sheet Formulas eBook Formats
  - ePub, PDF, MOBI, and More
  - Accounting 1 Cheat Sheet Formulas Compatibility with Devices
  - Accounting 1 Cheat Sheet Formulas Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Accounting 1 Cheat Sheet Formulas
  - Highlighting and Note-Taking Accounting 1 Cheat Sheet Formulas
  - Interactive Elements Accounting 1 Cheat Sheet Formulas
8. Staying Engaged with Accounting 1 Cheat Sheet Formulas
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Accounting 1 Cheat Sheet Formulas
9. Balancing eBooks and Physical Books Accounting 1 Cheat Sheet Formulas
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Accounting 1 Cheat Sheet Formulas
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Accounting 1 Cheat Sheet Formulas
  - Setting Reading Goals Accounting 1 Cheat Sheet Formulas
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Accounting 1 Cheat Sheet Formulas
  - Fact-Checking eBook Content of Accounting 1 Cheat Sheet Formulas
  - 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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