

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.

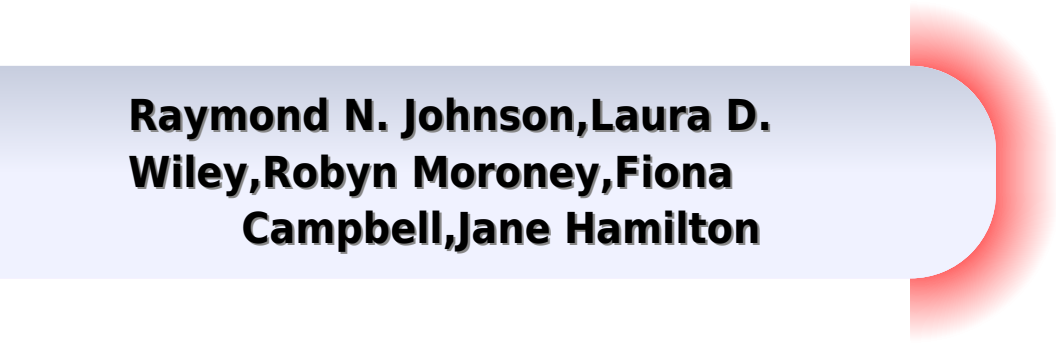
Capital | Drawings | Profit - are all accounted for separately throughout the year and only come together @ y.e.

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 1final Exam Cheat Sheet 1441

**Raymond N. Johnson, Laura D.
Wiley, Robyn Moroney, Fiona
Campbell, Jane Hamilton**



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Table of Contents Accounting 1final Exam Cheat Sheet 1441

1. Understanding the eBook Accounting 1final Exam Cheat Sheet 1441
 - The Rise of Digital Reading Accounting 1final Exam Cheat Sheet 1441
 - Advantages of eBooks Over Traditional Books
2. Identifying Accounting 1final Exam Cheat Sheet 1441
 - 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 1final Exam Cheat Sheet 1441
 - User-Friendly Interface
4. Exploring eBook Recommendations from Accounting 1final Exam Cheat Sheet 1441
 - Personalized Recommendations
 - Accounting 1final Exam Cheat Sheet 1441 User Reviews and Ratings
 - Accounting 1final Exam Cheat Sheet 1441 and Bestseller Lists

5. Accessing Accounting 1final Exam Cheat Sheet 1441 Free and Paid eBooks
 - Accounting 1final Exam Cheat Sheet 1441 Public Domain eBooks
 - Accounting 1final Exam Cheat Sheet 1441 eBook Subscription Services
 - Accounting 1final Exam Cheat Sheet 1441 Budget-Friendly Options
6. Navigating Accounting 1final Exam Cheat Sheet 1441 eBook Formats
 - ePub, PDF, MOBI, and More
 - Accounting 1final Exam Cheat Sheet 1441 Compatibility with Devices
 - Accounting 1final Exam Cheat Sheet 1441 Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Accounting 1final Exam Cheat Sheet 1441
 - Highlighting and Note-Taking Accounting 1final Exam Cheat Sheet 1441
 - Interactive Elements Accounting 1final Exam Cheat Sheet 1441
8. Staying Engaged with Accounting 1final Exam Cheat Sheet 1441
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Accounting 1final Exam Cheat Sheet 1441
9. Balancing eBooks and Physical Books Accounting 1final Exam Cheat Sheet 1441
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Accounting 1final Exam Cheat Sheet 1441
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Accounting 1final Exam Cheat Sheet 1441
 - Setting Reading Goals Accounting 1final Exam Cheat Sheet 1441
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Accounting 1final Exam Cheat Sheet 1441
 - Fact-Checking eBook Content of Accounting 1final Exam Cheat Sheet 1441
 - 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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web see suggested staff training topics for a listing of clinical protocols and administrative systems found in many dental practices that are suitable topics for a staff training module it s a good idea to require staff members who submit agenda topics for consideration to put their initials on the form they use

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web the bulk of your meeting should focus on improving your practice through education and training this is your opportunity to teach it s also the time to share new ideas review scripts and rehearse role play the most critical patient interactions involving scheduling and financial matters

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web another point to drive home in your staff meeting is that you and the staff are a team a group that has a very valuable service that is needed and wanted by the community staff meetings are a very good time to hone your skills as a team as the leader you need to participate and be involved in the meeting and if needed the training

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web jun 11 2019 sample staff meeting agenda part 1 1 call to order 2 roll call 3 minutes from last meeting someone needs to take the minutes at staff meetings so that they can be referred to later 4 open issues new policy on vacation days owner or om discussion of whether or not to change labs owner or employee who will lead discussion part 2

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web jan 16 2018 while the reputation of meetings in general might be that they are unpopular and unproductive a new structure may improve participation and outcome dental teams can look to meetings as an environment for learning training and practice growth here are a few ways to improve your staff meetings

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web dec 27 2019 each employee must contribute a positive comment experience about someone or something in the office role play training 5 minutes topic suggestions telephones treatment plans financial presentations hand off new product service etc agenda items 15 minutes topic name of person the estimated time needed to discuss

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web jan 4 2015 figure 19 1 captures a moment in a meeting in the staff lounge of a dental practice dental team a group of people with different background skills and abilities working together toward a common goal for which they hold themselves accountable and for which they are held accountable as a group figure 19 1

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web nov 22 2019 by rotating the leader or assigning each person to an agenda item you encourage participation and give everyone a chance to be heard stick to the agenda and stay on track if agenda items need to be tabled or revisited make a note of it take notes meeting minutes are the best way to know how you reached decisions during the meeting

the perfect dental practice meeting dental coach kevin rose - Jun 21 2023

web may 11 2023 there is nothing more intimidating than attending a meeting where the chair has the agenda as long as their arm but nobody else knows what is on it team meetings should be documented and all staff should have a training manual so utilise the meeting as training as well