

### Accounting Cheat Sheet

by yotka via cheatography.com/39104/cs/12194/

#### DEAD CLIC

Dv	Or	
Expenses	Lisbillies	
Assets	Income	
Drawings	Capital	

All accounting transactions can be classisfied as one of those 6 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
Dy	Sales/Income (Cr)

Purchase It's reduction of Expense (Dr)

#### Objectives of an effective accounts system

- to process all transactions completely and effectively
- to report accurately (financial strets 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 soc. records are true and fair refelection of business fianacial situation.
- stakeholder who rely on this info: Bank (loans), Suppliers (credit checks), Employee (job security)

#### Control Procedures - examples

transact.	signing off expenditure
processing control	bank reconciliation
physical control	kocks, pin pads
neviews	monthly review, run reports

#### Control Procedures - examples (cont)

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

#### Year-end adjusting journals

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

- » Aconusis & Prepayments.
- Asset acquisition | depreciation | disposal
- Doubtful & Imegoverable debts.

#### Gross Profit

Pleverson / Sales

£ 0061

- Giross Profit

#### Cost Structure

	MARGIN	MARK-UP
Sales	100%	120%
(COS)	(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

privis: Prunchasees

pitus: Carriage invards

less: Closing Inventory

-0008

#### Credit Transactions

Credit transactions are made possible by the agreement that a Supplier puts in place to extend credit to Customer / Cilent. 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 TMENG of the payment.

#### Credit Transactions (cont)

Suppliers of GOODS sell to CUSTOMERS

Suppliers of SERVICES set to CLIENTS.

In Credit Transactions:

- money paid after time.
- Initially transaction recorded in PDB, show asset (SLCA) or liability (PLCA)
- posted to indyvidual clients/suppliers
- not VAT analysable, as VAT accountes 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 busines 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 capitalized 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 byus 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 separetely throughout the year and only come together @ y.e.

#### CAPEX-capital expenditure results in:

a acquisition, replacement or improvement of N-C asset

» It is capitalised and receorded in the nonourrent asset register

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# **Accounting Exam Cheat Sheet**

## **MUHAMMAD ZAIN**

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