



BOOKKEEPING

ACCOUNTING FOR *Small Business*



TAXES ACCOUNTS REPORTS ACCOUNTING TRANSACTIONS SALES

BOOKKEEPING BASICS

Why Bookkeeping Matters

- Your financial data is managed through your bookkeeping system.
- Without bookkeeping, business owners would operate blind without the financial data to:
 - Determine the quantity and type of sales.
 - Manage the cash flowing in and out.
 - Keep tabs on wages and sales paid.
 - Prepare reports for bankers, investors, and government agencies.
 - Make crucial decisions regarding the financial health of the company.

Accounting Methods

Cash

- Record any transaction when cash changes hands.
- Cash includes payments by check, credit card, and electronic transfer.

Accrual

- Record transactions when they occur even if no cash changes hands.
 - EX:** A purchase order commits cash to be paid later but is entered at the time of commitment.
- When buying goods on credit and paying later, enter the transaction at the time of the contract.

Which Is Best?

- **Cash-basis accounting:** Best for tracking cash flow, but there is no way to:
 - Provide credit to customers
 - Track customer payments due
- **Accrual-basis accounting:** Best for matching revenues and expenses.
 - With this method, offer credit and track

customer payments using accounts receivable and accounts payable tracking.

- Small businesses often start with cash-basis accounting and change to accrual-basis accounting as business grows.

Exploring Assets, Liabilities & Equity

Assets

Assets include everything your company owns.

- **Current assets:** Items owned and expected to be used within twelve months, including:
 - Cash and inventory
 - Accounts receivable if you sell to customers on store credit
- **Long-term assets:** Items owned that have a life span of more than 12 months.
 - EX:** Buildings, furniture, and equipment

Liabilities

Liabilities include everything your company owes.

- **Current liabilities:** Debts to be paid within twelve months.
 - EX:** Bills from contractors, vendors, and consultants; credit cards payable; and interest payable
- **Long-term liabilities:** Liabilities due more than 12 months in the future.
 - EX:** Mortgages and bonds payable

Equity

Stock ownership is commonly used to track owner's equity, which:

- Includes claims owners have against assets
- Tracks what owners put into the business

Key Accounting Formula

$$\text{Assets} = \text{Liabilities} + \text{Equity}$$

Remember this formula every time you enter a transaction in the books.

Understanding Debits & Credits

Rethink What You Know

- **Debits:** A subtraction from your savings or checking account.
- **Credits:** An addition to your savings or checking account.
- Forget what you think you know about how debits and credits work.

Double-Entry Accounting

- Your entry must balance. This is called double-entry accounting.
- There must be a debit that adds to an account value.
- There must be a credit that subtracts from an account value.
- Depending on the type of account, a debit may add to or subtract from an account.
- The debits must always equal the credits.

Debits

- Debits are always found on the left side of a transaction.
- If the account is an asset account, debits add value to the company.
 - EX:** You buy a car using cash.
 - The debit is an asset if the car adds to the assets owned.
 - The credit is the cash used, which subtracts from cash assets, thereby decreasing other assets owned.

- There is no change to the equation if assets increase and assets decrease.
- If the account is a liability or equity account, a debit decreases the value of the account and increases liability or equity.

EX: You make a payment on a car bought with credit.

- The debit decreases the value of the car payable (a liability), so it decreases the amount owed.
- The credit is cash, which decreases the cash on hand.
- There is no change to the equation if liabilities and assets decrease.

Credits

Credits are always found on the right side of a transaction.

EX: Mortgage payment

- The debit is the mortgage payment, which decreases the amount owed.
- The credit is cash, which decreases the cash on hand.
- There is no change to the equation if liabilities and assets decrease.

How to Differentiate

Is it an Increase or a Decrease?		
Account type	Debits	Credits
Asset	Increase	Decrease
Liabilities	Decrease	Increase
Income	Decrease	Increase
Expense	Increase	Decrease

Use this chart as you prepare double-entry transactions until you fully understand how they impact your accounting formula.

MAPPING THE BOOKS

Developing the Chart of Accounts

The chart of accounts:

- Defines the types of entries for each account
- Enables you to develop accurate financial information knowing transactions are properly categorized
- Provides a roadmap to bookkeeping and accounting staff for how to enter data
 - Is organized by:
 - Balance sheet accounts, which report assets, liabilities, and equities
 - Income statement accounts, which report income and expenses
- Simplifies reporting financial data with proper organization of the transactions.

Balance Sheet Accounts

- **Asset account:** Tracks everything a company owns.

– Current assets

- ◊ **Cash in checking:** Daily use of cash for operations.
- ◊ **Cash in savings:** Surplus cash in interest-bearing accounts for future use.
- ◊ **Cash on hand:** Tracks cash in cash registers and petty cash or other possible uses of a business's cash at the office or in retail stores.
- ◊ **Accounts receivable:** Tracks products sold to customers on company credit.
- ◊ **Inventory:** Tracks products on hand to sell to customers.
- ◊ **Prepaid insurance:** Tracks insurance paid in advance.

EX: Property insurance paid on a company building

– Long-term assets

- ◊ **Land:** Tracks transactions involving land owned by a company.
- ◊ **Buildings:** Tracks transactions involving buildings owned by a company.
 - Accumulated depreciation: Tracks the cumulative amount used to depreciate assets over time.
- ◊ **Leasehold improvements:** Tracks the value of improvements to business assets (e.g., a store that has been leased by a company).
 - Accumulated depreciation: Tracks the cumulative amount used to depreciate leased assets over time.
- ◊ **Vehicles:** Tracks transactions involving cars, trucks, and other vehicles used for a business.
 - Accumulated depreciation: Tracks

the cumulative amount used to depreciate vehicles over time.

- ◊ **Organization costs:** Tracks expenses used to start a business.
 - Amortization: Tracks write-offs of start-up expenses.
- ◊ **Patents:** Tracks costs associated with the expenses incurred to get a patent.
 - Amortization: Tracks write-offs of patent expenses.
- ◊ **Copyrights:** Tracks costs incurred to establish copyrights.
 - Amortization: Tracks expenses written off through the life of the copyright.
- ◊ **Trademarks:** Tracks costs incurred to establish trademarks.
- **Liability account:** Tracks everything a company owes.

APPENDIX

APPENDIX

Bookkeeping Study Guide

Henry J. Kaluza



Bookkeeping Study Guide:

Clear and Simple Guide to Bookkeeping Barbara Gilder Quint,1981 An invaluable sourcebook for the novice or the professional for on the job or personal use this step by step guide to bookkeeping explains every procedure carefully without unnecessary jargon *Bookkeeper, Account Clerk* Hy Hammer,1983 *Bookkeeping for Success* Ferey Kian,2013-09-28 This targeted study guide cuts away all the excess information to simply give you what you need to know This is a clear cut study aids presenting the absolute Key Points and precise steps to help you master the art of bookkeeping Ferey Kian the well known educator and author of several tax books and professor of accounting bookkeeping and business planning has compiled this study guide from dozens of books to save you time and put you on the fast track This shortcut no nonsense tightly focused study guide uses what has worked in hundreds of classes with successful students and business people who were in a hurry to learn In no other books you will find these topics in such a concise collection Introduction to Bookkeeping and Accounting Open University B190/Course guide,2009 Study Guide and Working Papers to Accompany Introductory College Accounting, with Microcomputer Applications, Second Edition Henry J. Kaluza,1992 **Accounting Basics** Michael Celender,2013-08 Accounting Basics Study Guide is probably the most comprehensive basic accounting theory book in existence today And with its concise and clear explanations and 130 diagrams and images to bring the subject to life it is also the simplest It is quite simply the perfect guidebook and study aide for the accounting student And while Accounting Basics Study Guide has been tailor made for both high school and college students it is also very handy for working professionals who need to brush up on all the basic accounting concepts and practices Using this book you will Fully understand the double entry system of accounting i e why one debits one thing and credits another Learn the connection between the basic accounting equation and every single accounting entry you will ever make No longer need to memorize debits and credits you ll jump your grades at the same time Learn the format for T accounts the trial balance and all the financial statements Fully grasp inventory the cost of goods sold formula and manufacturing businesses Master depreciation doubtful debts and closing year end entries And much much more Also available in this series Accounting Basics Workbook The companion workbook containing 88 questions and exercises which correspond to all of the lessons and chapters in the Study Guide Accounting Basics Dictionary The companion dictionary in the Accounting Basics series with over 300 accounting and business terms defined Accounting Basics Complete Guide A compilation of the Study Guide Workbook and Dictionary in a single Accounting Basics publication Accounting Basics, Concepts & Principles (Blokehead Easy Study Guide) The Blokehead,2015-06-10 Accounting is the recording keeping processing presenting and reporting of financial information It is typically related to the finances or the financial aspect of a business or company It allows business owners investors suppliers and regulators to have knowledge of this information Grab The Easy Study Guide now **Bookkeeper (C-89)** National Learning Corporation,2018-11 Test preparation study guide questions answers Cover **Pamphlet - Dept.**

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