



# 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 to almost the financial data for:
  - Determine the quantity and type of sales.
  - Manage the cash flowing in and out.
  - Keep tabs on wages and salaries 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.
  - EDC: 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, other 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 on credit or store credit
- **Long-term assets:** Items owned that have a life span of more than 12 months.
  - EDC: Buildings, furniture, and equipment

##### Liabilities

Liabilities include everything your company owes.

- **Current liabilities:** Duties to be paid within twelve months.
  - EDC: Bills from contractors, vendors, and consultants; credit cards payable; and interest payable
- **Long-term liabilities:** Liabilities due more than 12 months in the future.
  - EDC: 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 debits and credits now.

##### Double-Entry Accounting

- Your entry must balance. This is called double-entry accounting.
- There must be a debit to an asset or an account value.
- There must 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 listed on the left side of a transaction.
- If the account is an asset account, debits add value to the company.
  - EDC: 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.

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

- The debit decreases the value of other 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 listed on the right side of a transaction.

##### EDC: 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	Debit	Credit
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
    - It 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 accounts: Tracks everything a company owns.

- Current assets:
  - Cash in checking: Daily use of cash for operations.
  - Cash in savings: Supplies 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.
- EDC: 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.
  - Leasedhold 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.
- Start-up: Tracks costs associated with the expenses incurred to get a patient.
  - Amortization: Tracks write-offs of patient expenses.
- Copyright: Tracks costs incurred to establish copyrights.
  - Amortization: Tracks expenses written off through the life of the copyright.
- Trademark: Tracks costs incurred to establish trademarks.
- Liability account: Tracks everything a company owns.

# Bookkeeping Study Guide

**National Learning Corporation**

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