



UNIT-1

Introduction to Accounting

Staff Training Solutions

Learning Outcomes

By the end of this unit the learner will be able to:

- ✓ Describe the art of finance and key financial terms
- ✓ Determine your role in company finances
- ✓ Find the rules and regulations for your area and industry.

Unit 1

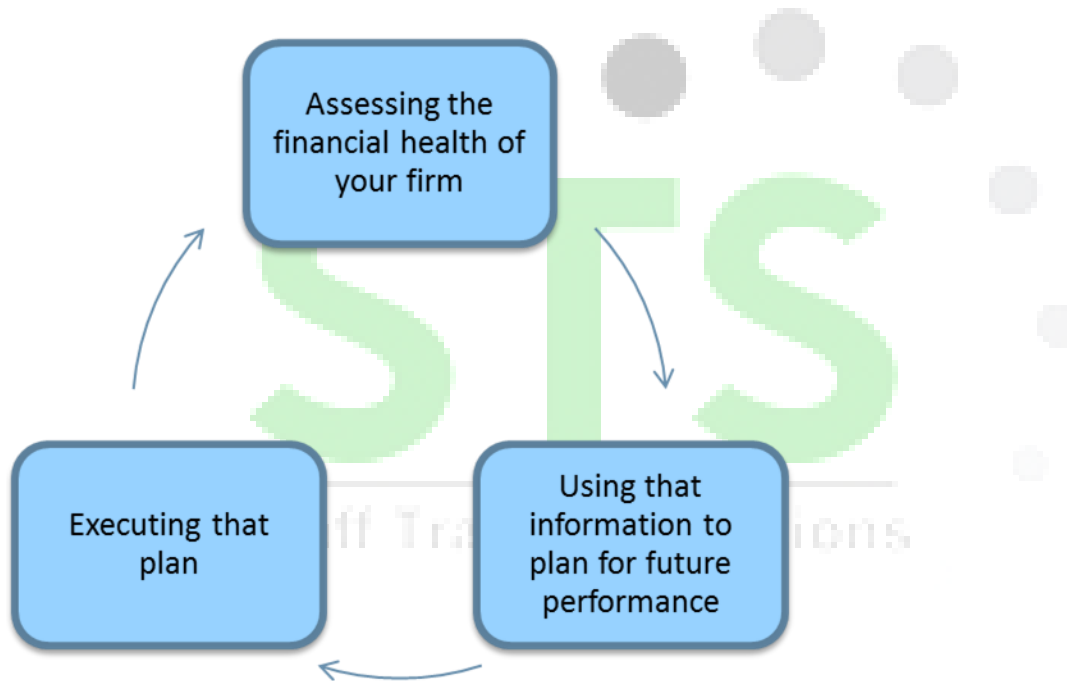
Introduction to Accounting

Starting with the Basics

Finance

The Encarta Dictionary defines finance as, “the business or art of managing the monetary resources of an organization, country, or person.” Bookkeeping, banking, and accounting, are all separate processes with their own definitions.

Seth Godin describes finance as a three-cycle process that continues endlessly:



Once a company finishes the third step – executing its plan – it goes back and reassesses its performance again, and this cycle of finance repeats itself in a continuous loop.

Recording Financial Transactions

Bookkeeping is the exercise of identifying, categorizing, and recording all the transactions that take place in a business. In general, everything a company does results in a bookkeeping transaction, including things that take place between the business and:

- Customers, who buy products and services sold by the business
- Employees, who are paid wages and provided benefits
- Vendors, who sell services, equipment, and supplies to the business

- Government agencies, who collect taxes from the business
- Sources of equity capital (investors or owners who put money in and take it out of the business)
- Sources of debt capital (banks and lending institutions)

Accounting, on the other hand, is the methodology used to record the transactions and prepare financial statements and reports. Accounting guidelines govern how businesses record transactions. They also dictate the design of the recordkeeping system that a business uses and how reports are prepared, based on the information gathered and put into the system.

This brings us to another question. Often, we hear the terms “financial statements” and “financial reports” used interchangeably. Is there a difference?

For the purpose of our courses, yes, there is a major difference. A **financial report** is a document prepared for internal use. It can come in many forms and be used for many purposes as it is usually company specific. A **financial statement** is a more widely requested formal document that is prepared in a specific format as outlined by your region’s Generally Accepted Accounting Principles (which we will discuss in a moment) or another governing organization (such as your tax legislation).

General Accepted Accounting Principles (GAAP)

Accounting forces people to measure things in a relatively consistent manner. A good budget is prepared based on consistent rules as well. Accountants refer to the rules in their rule book as **generally accepted accounting principles** (GAAP). The objective of GAAP is to ensure comparability among different companies and overall reliability of information.

There can be slight differences between regions, but GAAP typically includes the following principles:

- **Comparability** among different companies.
- **Reliability** of information.
- The **business entity concept**: A business is a separate distinct entity from its owner/owners.
- The **matching principle**: Earnings and expenses must be recorded in the same accounting period that they relate to each other.
- The **cost principle**: Assets and service, and the resulting liability, are taken into the accounting records at cost.
- The **consistency principle**: A company’s accounting procedures need to remain consistent over time. If they are changed, the reasons for the change and the financial impact of the change must be documented in detail.
- The **time period principle**: The operating period of the business is divided into equal periods of time, such as a month or a quarter.
- The **going-concern principle**: The business will continue to operate, using its assets to carry on its operations and, with the exception of merchandise, not offering the assets for sale that are necessary to run the business.

- The **objectivity principle**: Whenever possible, the amounts used in recording transactions are based upon objective evidence rather than on subjective judgments.
- The **stable currency assumption**: The idea that the purchasing power of the unit of measure used in accounting (such as the dollar or the euro) does not change. (In other words, a dollar bill will not become worthless overnight.)
- The **realization principle**: This principle defines revenue as an inflow of assets (not necessarily cash) in exchange for goods or services. It requires the revenue to be recognized at the time, but not before it is earned.

Getting to Know the Players

What's My Role?

Understanding the cycle of finance will help you figure out where you fit into your company's financial structure. No matter what your role is, you can help save your company money. Small savings add up!

What if...

- You work in the company's payroll department and you could save \$2.50 per employee check, per payday? How much could you save your company over one pay period?
- You supervise a team that produces widgets and you find a way for them to produce two extra widgets a day without any extra cost? If they sell for \$49.99 each, how much income would the extra two items bring in per year?
- You find a new advertising method that has the same reach but saves \$30,000 a month. What else could you do with that money?

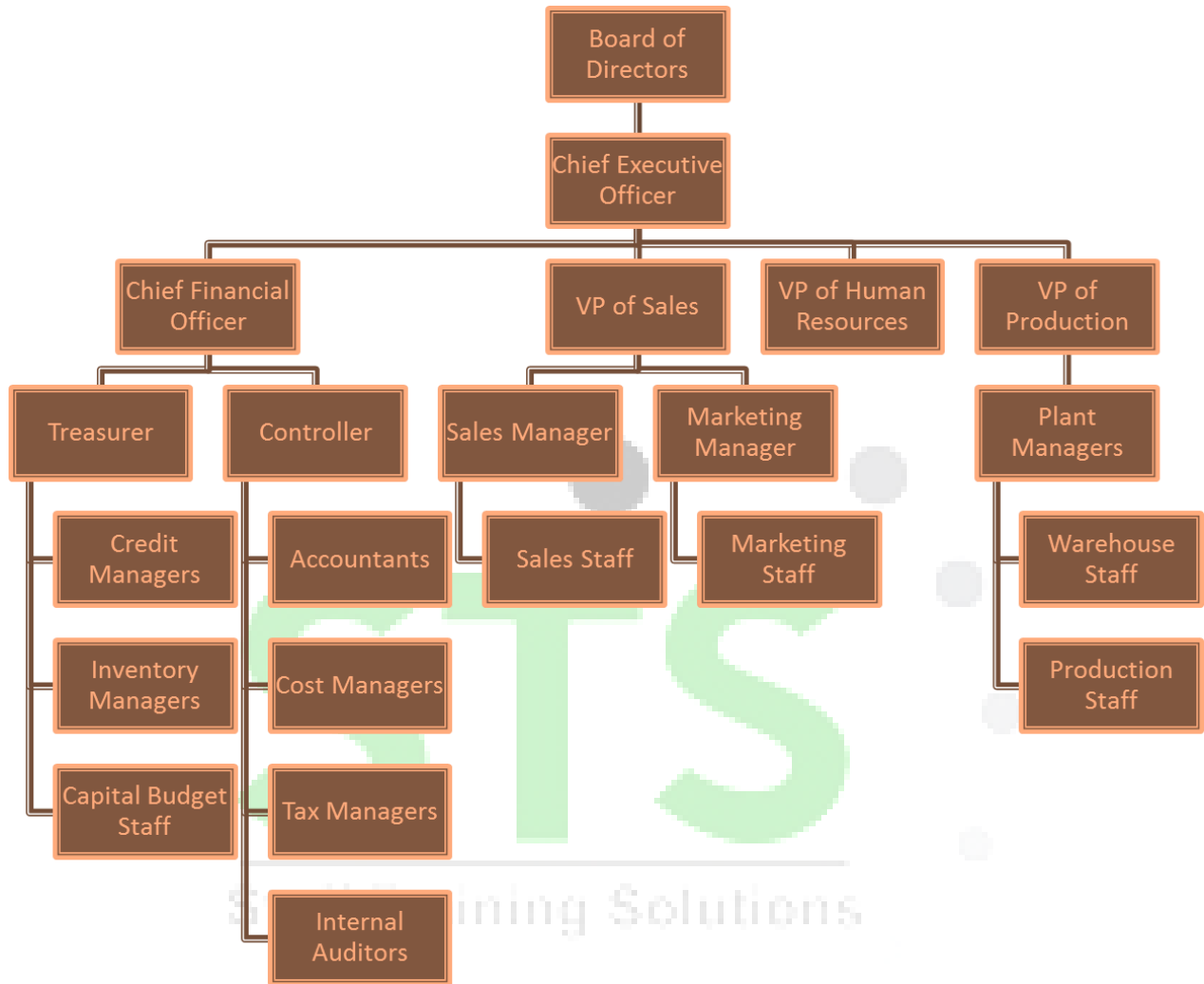
Test Your Knowledge

What can you do to improve your organization's finances?

The Big Picture

Once you've thought about your role, think about your organization and look at what financial-based roles exist. Understanding their responsibilities will help you get a better picture of what your role is, and it will help you identify who to go to when you need help.

Here is how many mid-sized organizations are structured, although not all organizations will have all roles:



The board of directors usually leads the company’s financial direction. Their vision is usually carried out by the Chief Executive Officer (CEO).The CFO, or Chief Financial Officer of a company, is just behind the CEO.

Identifying the Key Players in Your Organization

Test Your Knowledge

Learning Points

Area	Organization	website
Australia	Australian Securities & Investments Commission	http://www.asic.gov.au/asic/asic.nsf
Canada	Canadian Securities Administrators	http://www.securities-administrators.ca/
China	China Securities Regulatory Commission	http://www.csrc.gov.cn/pub/csrc_en/
Hong Kong	Securities and Futures Commission	http://www.sfc.hk/sfc/
India	Securities and Exchange Board of India	http://www.sebi.gov.in/
International	Bank for International Settlements and Basel Committee	http://www.bis.org/
International	International Organization of Securities Commissions	http://www.iosco.org
International	International Association of Insurance Supervisors	http://www.iaisweb.org/
International	IFRS Foundation, including International Accounting Standards Board and IFRS Interpretations Committee	http://www.ifrs.org
Japan	Securities and Exchange Surveillance Commission	http://www.fsa.go.jp/sesc/english/index.htm
New Zealand	Financial Markets Authority	http://www.fma.govt.nz/
United Kingdom	European Securities Committee	http://ec.europa.eu/internal_market/securities/esc/index_en.htm
United Kingdom	European Securities and Markets Authority	http://www.esma.europa.eu/
United States	U.S. Securities and Exchange Commission	http://www.sec.gov/

Wikipedia also offers a list of financial regulatory authorities (organized by country) at http://en.wikipedia.org/wiki/List_of_financial_regulatory_authorities_by_country.

The Accounting Cycle

Underlying Principles

Methods of Recording Transactions

There are two basic methods for recording transactions: the cash method and the accrual method. The most commonly accepting accounting method is the accrual method.

The **cash accounting method** is a system which records income when it is received and records expenses when they are paid. For example, if you sold goods and gave the purchaser 30 days to pay you, you would not book the sale until you are paid, which could be as long as 30 days. Only certain types of businesses, primarily farmers and fishermen, are permitted to use this method of accounting. Cash accounting is not widely used because it does not give the most accurate picture of what is happening in the business, particularly in countries where it is common practice to extend credit to customers.

The **accrual method of accounting** counts income and expenses when they are due to or from the business, as distinct from when they are received or paid. Income is recorded when the business has the right to receive the income, and expenses are recorded and considered when they are due, even if they haven't yet been paid.

This accounting process measures a firm's income by matching a firm's revenues against its expenses within an accounting period. (Properly enough, this is called the **matching principle**.)

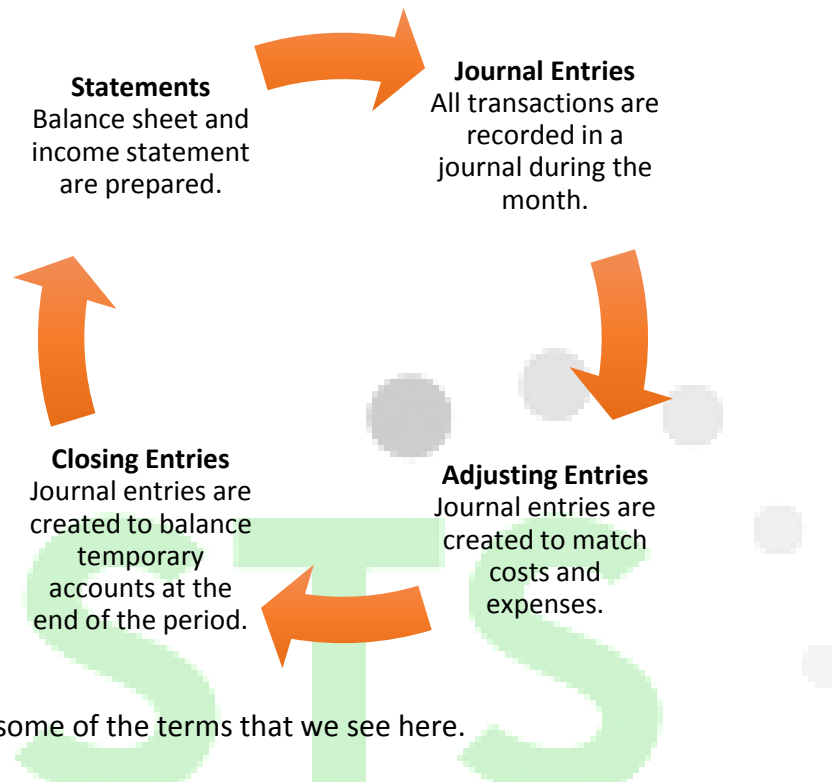
Under accrual accounting, the total sales on the income statement seldom match the firm's actual cash receipts during a particular operating period. Nor do the expenses duplicate its cash disbursements. One area where "incurred" expenses often deviate from "paid" expenses is employee expense reports: the company has incurred these expenses but they have not been paid because the employee has not submitted his expense claim.

Accounting Periods

At the beginning of its existence, a business establishes its fiscal year end. This is any 12 consecutive months. Many businesses use the calendar year end (December 31st) as their fiscal year end but they do not have to. Many businesses also break their fiscal year into smaller accounting periods, such as 12 monthly periods or four quarterly periods of three months. Management will use the accounting periods to compare results against prior periods or even against a budget.

Overview of the Accounting Cycle

Let's take a look at the life cycle of accounts in a business. This cycle takes place during each accounting period (typically a month or a quarter).



Now, let's define some of the terms that we see here.

The **journal** is the book that all transactions are originally recorded in (although these days, it's often an electronic document, not an actual book!). Generally they are recorded in chronological order and given an entry number. The **ledger** is the final book of entry, with transactions recorded by account and according to whether they are a debit or credit. (We'll take a brief look at these classifications in our next session.)

A **transaction** can be any kind of financial event, such as a bill being paid, a sale being received, a check being written, etc.

Balance sheets and **income statements** are two of the most important financial statements. They should be prepared at the end of each financial period. (We'll look at these statements later on in the course.)

Permanent accounts are those that appear on a balance sheet (such as cash or accounts to be paid). These accounts always carry a balance (as long as your business is in business, of course!). **Temporary accounts** (such as expenses and revenue) are closed at the end of each period, so that they do not carry over a balance.