

Introduction to accounting

Learning summary

By the end of this chapter you should understand:

- how to explain the difference between book-keeping and accounting
- the purposes of measuring business profit and loss
- the role of accounting in providing information for monitoring progress and decision-making
- the meaning of assets, liabilities and owner's equity
- explain and apply the accounting equation
- that statements of financial position record assets and liabilities on a specified date.

TERMS

Accounting is the process of using the information collected by the book-keeper to calculate key measures such as a business's profit or loss and what the business owns (assets) and owes (liabilities).

Assets are items a business owns or amounts owed to them by others. They can be categorised as current assets (to be used within the business with the aim to make profit, i.e. cash or inventory) or non-current assets (large, expensive items such as machinery and premises which stay longer in a business but also help to generate profit).

Book-keeping is the recording of a business's financial transactions. These transactions are placed in the books of prime entry.

Liabilities are amounts owed by the business to others and they can also be current (within the financial year or next 12 months) or non-current (due for repayment after the end of the current financial year or over 12 months).

Loss is when total costs exceed total revenue.

Owner's equity or capital represents the amount of money or assets, such as machinery or vehicles, an owner introduces into the business. It is essentially what the business owes to the owner.

Profit is when total revenue exceeds total costs.

Differences between book-keeping and accounting

It is essential that every business keeps track of its transactions in order to accurately calculate profit or loss at the end of the financial year. However, perhaps more important for the business owner themselves, keeping track of transactions enables them to make

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