

# **The double-entry system and the Accounting process**

## **Study Unit 4**

Study Unit 4: The double-entry system and the Accounting Process

### **The Double-entry system**

**Lecture 1**

# Double-entry System

- We added an infographic on the double-entry system in Study Unit 2 (Lecture 7)

Go revise that... and the reasons we introduced it... before we carry on!

Lecture 1

Study Unit 2: The Financial Position

## **Class Example: Tim's Garden Services (Double-entry system)**

Lecture 2

Study Unit 2: The Financial Position

## **Tim's Garden Services: First few transactions**

**Lecture 2**

### **Class Example**

- Download the handouts for Tim's Garden Services - I'm going to use this as a basis to explain how we work with the double-entry system practically

Watch the video to see how you should think about the entries. I'll do the first few... you try the rest!

**Lecture 2**

Study Unit 2: The Financial Position

## **Tim's Garden Services: Completed solution**

**Lecture 3**

### **Class Example: Solution**

- Follow with me as I talk you through the rest of the transactions for Tim's Garden Services. This practice will help consolidate your understanding

**Watch out for learning these off-by-heart... you  
need to be able to think about these!**

**Lecture 3**

Study Unit 4: The double-entry system and the Accounting Process

# The General Ledger

Lecture 4

Study Unit 4: The double-entry system and the Accounting Process

# Recording and summarising the transactions

Lecture 4

# The General Ledger entries

- 'Posting'
- Groups of Accounts:
  - Asset accounts
  - Liability accounts
  - Equity accounts
  - Income accounts
  - Expense accounts

Lecture 4

# The General Ledger

Dr				Cr			
<u>Date</u>	<u>Details</u>	<u>Fol</u>	<u>Amount</u>	<u>Date</u>	<u>Details</u>	<u>Fol</u>	<u>Amount</u>

Dr				Cr			
<u>Date</u>	<u>Details</u>	<u>Fol</u>	<u>Amount</u>	<u>Date</u>	<u>Details</u>	<u>Fol</u>	<u>Amount</u>

Lecture 4

# The General Ledger

2 March: Tim paid R500 to StationeryRUS for office stationery. He paid the amount from the business account

Dr				Stationery				Cr			
Date	Details	Fol	Amount		Date	Details	Fol	Amount			
2 Mar	Bank		500								

Dr				Bank				Cr			
Date	Details	Fol	Amount		Date	Details	Fol	Amount			
					2 Mar	Stationery		500			

Lecture 4

Study Unit 4: The double-entry system and the Accounting Process

## Debits and Credits

Lecture 5

## Debits and Credits

- What knowledge do we need to complete the General Ledger?
  - The elements of the AFS
  - Basic Accounting Equation
  - The debits and credits for each element

Lecture 5

## Debits & Credits

- The infographic shows you the rules of the debits and credits for each element of the AFS

Use this infographic to help you learn these rules

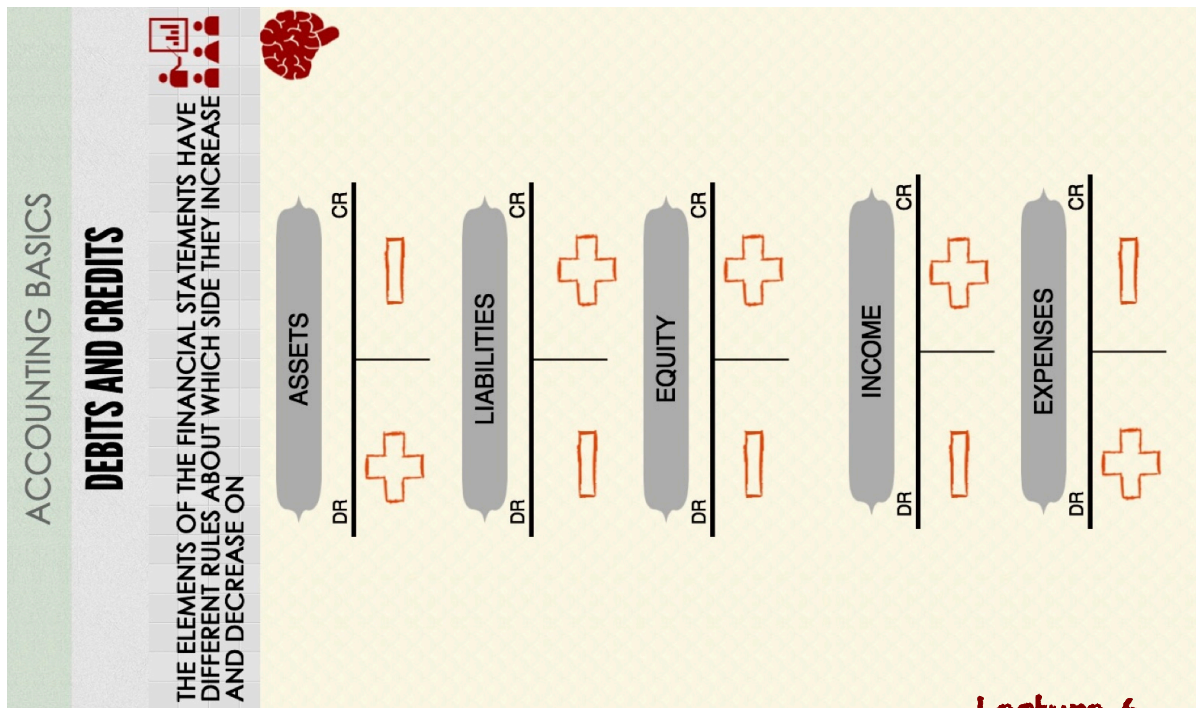
THEY ARE VITAL!

PRINT THEM... LEARN THEM... LOVE THEM!

Lecture 6



# Debits & Credits



# Debits and Credits

- Debits and Credits are the terms we use to indicate the side of the General Ledger Account the transaction is to be recorded in
- Each element of the AFS have their own debit and credit rules
- You have to learn these well!

Lecture 7

Study Unit 4: The double-entry system and the Accounting Process

## General Ledger:

### Multiple transactions in accounts

Lecture 7

## Multiple transactions

Additional note for discussion covered in the video

- With all the transactions that happen during the month, there will definitely be more than one transaction in some accounts
- Instead of opening new accounts for these transactions, we use the same account to capture them

Lecture 7

# Example

## Additional example not covered in the video

- Tim's Garden Services:
  - 2 March: Tim paid R500 to StationeryRUS for office stationery. He paid the amount from the business account
  - 25 March: He paid R350 for paper and stationery from OfficeSupply from the business account

Lecture 7

# Example - Solution

Dr				Stationery				Cr			
Date	Details	Fol	Amount	Date	Details	Fol	Amount				
2 Mar	Bank		500								
25 Mar	Bank		350								

Dr				Bank				Cr			
Date	Details	Fol	Amount	Date	Details	Fol	Amount				
				2 Mar	Stationery		500				
				25 Mar	Stationery		350				

Lecture 7

Study Unit 4: The double-entry system and the Accounting Process

## **General Ledger:**

## **Closing off the Accounts**

**Lecture 8**

## **Closing-off: Income and Expenses**

- Think of the debits and credits for Income and Expenses:
  - Revenue transactions are credited
  - Expense transactions are debited
- If there are only credits / debits in an account, then you just need a total

**Lecture 8**

# Closing-off: Income and Expenses

Dr				Stationery				Cr			
Date	Details	Fol	Amount		Date	Details	Fol	Amount			
2 Mar	Bank		500								
25 Mar	Bank		350								
			850								

Lecture 8

# Closing-off: Assets & Liabilities

- Think of the debits and credits for Assets & Liabilities:
  - Asset transactions are debited
  - Liability transactions are credited
- If there are only credits OR debits in an account, then you just need a total

**BUT**

Lecture 8

# Closing-off: Assets & Liabilities

- The Bank Account:
  - When cash from sales or capital is deposited, the bank account is debited
  - When expenses or liabilities are paid, the bank account is credited
- We need to close these accounts off slightly differently

Lecture 8

## Example

- Tim's Garden Services:
  - 2 March: Tim paid R500 to StationeryRUS for office stationery. He paid the amount from the business account
  - 7 March: Tim was paid R1 200 for services rendered
  - 25 March: He paid R350 for paper and stationery from OfficeSupply from the business account

Lecture 8

## Closing-off: Income and Expenses

Dr				Stationery	Cr			
Date	Details	Fol	Amount		Date	Details	Fol	Amount
2 Mar	Bank		500					
25 Mar	Bank		350					
			850					

Dr				Services Rendered	Cr			
Date	Details	Fol	Amount		Date	Details	Fol	Amount
					7 Mar	Bank		1 200

Lecture 8

## Closing-off: Assets & Liabilities

Dr				Bank	Cr			
Date	Details	Fol	Amount		Date	Details	Fol	Amount
7 Mar	Services Rendered		1 200		2 Mar	Stationery		500
					25 Mar	Stationery		350
						Balance	c/d	350
			1 200					1 200
	Balance	b/d	350					

Lecture 8

Study Unit 2: The Financial Position

## **Class Example: Tim's Garden Services (General Ledger) – First few examples**

Lecture 9

### **Class Example**

- Download the handouts for Tim's Garden Services – we'll use this to practice our General Ledger postings

I'll do the first few... you try the rest using the blank GL format I've included!

Lecture 9



Study Unit 2: The Financial Position

## **Class Example: Tim's Garden Services (General Ledger) – Completed Solution**

Lecture 10

### **Class Example: Solution**

- Follow with me as I talk you through the rest of the transactions for Tim's Garden Services. This practice will help consolidate your understanding
- Also, consider what the information actually tells us about his business

Watch out for learning these off-by-heart... you need to be able to think about these!

Lecture 10

Study Unit 4: The double-entry system and the Accounting Process

# **Trial Balance**

**Lecture 11**

Study Unit 4: The double-entry system and the Accounting Process

# **What is the Trial Balance**

**Lecture 11**

## What is a Trial Balance?

- Think of all the entries you've made in the General Ledger.
  - Every transaction should have a debit and a credit
  - Every account should affect the Basic Accounting Equation in the correct way
  - All the numbers should be entered properly and accurately
  - All the accounts should be closed off correctly, and have an accurate balance

Lecture 11

## What is a Trial Balance?

- Every debit has a credit...
  - If you've accounted for all these properly, and created all the accounts necessary...
  - If you add up the balances for all the accounts with debit balances, and all the accounts with credit balances... they should be the same!
- This is what we use a Trial Balance for!

Lecture 11

## Remember our example...

- Tim's Garden Services:
  - 2 March: Tim paid R500 to StationeryRUS for office stationery. He paid the amount from the business account
  - 7 March: Tim was paid R1 200 for services rendered
  - 25 March: He paid R350 for paper and stationery from OfficeSupply from the business account

Lecture 11

## Closing-off: Income and Expenses

Dr				Stationery				Cr			
Date	Details	Fol	Amount	Date	Details	Fol	Amount				
2 Mar	Bank		500								
25 Mar	Bank		350								
			850								

Lecture 11

# Closing-off: Income and Expenses

Dr				Sales				Cr			
Date	Details	Fol	Amount	Date	Details	Fol	Amount				
				2 Mar	Bank		1 200				
					Balance		1 200				

Lecture 11

# Closing-off: Assets & Liabilities

Dr				Bank				Cr			
Date	Details	Fol	Amount	Date	Details	Fol	Amount				
7 Mar	Services Rendered		1 200	2 Mar	Stationery		500				
				25 Mar	Stationery		350				
					Balance	c/d	350				
			<u>1 200</u>				<u>1 200</u>				
	Balance	b/d	<u>350</u>				<u>350</u>				

Lecture 11

## Trial Balance for our example...

Account	Debit	Credit
Bank	350	
Services Rendered		1 200
Stationery	850	
	<u>1 200</u>	<u>1 200</u>

Lecture 11

## What if it doesn't balance?

- Check whether you have a debit and credit for every transaction
- Check your calculations and closing off calculations

Lecture 11

## If it balances... everything is perfect?

**NO!**

- What if you did create a credit for every debit, but you used the wrong account? (eg: you credited Salaries instead of Sales)
  - The TB can't tell you whether it's in the correct account
- What if you got the amount wrong, in both the debit AND credit? (ie: you posted R15 instead of R51 in both accounts)
  - The TB will still balance, but would still be wrong!

**Lecture 11**

## Trial Balance

- Checks whether you have applied the debit & credit rules properly
- Checks your calculations and accuracy
- Summarises all your account balances to help you prepare the Statement of Profit or Loss and other Comprehensive Income and the Statement of Financial Position

**Lecture 11**

Study Unit 2: The Financial Position

## Tim's Garden Services (Trial Balance)

Lecture 12

### Class Example

- Download the handouts for Tim's Garden Services – let's use the GL we created for the transactions to create the Trial Balance

I'll do the Trial Balance without any 'sorting', as this is how we'd do it in exams

Lecture 12



## Class Example: Solution

- Also, consider what the information actually tells us about his business

Watch out for learning these off-by-heart... you need to be able to think about these!

**Lecture 12**

Study Unit 4: The double-entry system and the Accounting Process

## **The Annual Financial Statements**

**Lecture 13**

Study Unit 4: The double-entry system and the Accounting Process

## **Tim's Garden Services – The Statement of Profit or Loss; The Statement of Changes in Equity**

**Lecture 13**

### **Class Example**

- Download the handouts for Tim's Garden Services – We've created the Trial Balance, now we can compile the Annual Financial Statements
- Use the blank AFS formats I've provided to attempt these yourself

**I'll do the Statement of Profit or Loss and the Statement of Changes in Equity with you**

**Lecture 13**

Study Unit 4: The double-entry system and the Accounting Process

## **Tim's Garden Services – The Statement of Financial Position**

**Lecture 13**

### **Class Example: Solution**

- Use the blank Statement of Financial Position format to complete the AFS, once we've got the Equity figure
- Learn the Notes to the AFS

Again, pay attention to headings and account  
names

**Lecture 14**