## Notes

## Financial Accounting


designed to provide

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\begin{tabular}{|c|c|c|}
\hline Financia & about & Economic \\
\hline Information & & Entities \\
\hline
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    Interedt toe
Useful)
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## INPUT

- Economic Events (Transactions)
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$A=L+S E$ $\qquad$
Assets
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$\qquad$
Something of value $\qquad$ that is owned or controlled.
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$A=L+S E$ Liabilities
A promise to pay cash, provide goods, or perform services in the future.
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A=L+S E
$$ Stockholders' Equity

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A=L+SE Assets = Equities

Claims against the assets.


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## Stockholders' Equity

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Capital Stock

Shares of stock sold to investors who become owners (stockholders).

## Stockholders' Equity

## Retained Earnings

Total earnings from all prior years that have been retained (not distributed to stockholders as dividends).

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Stockholders' Equity $\qquad$
Capital Stock
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+ Net Income
- Dividends


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## Expense

A cost that helps to produce revenue.
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$$
\text { Expense } \xrightarrow{\text { uses }} \text { Asset }
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## Expense

$\qquad$
Beta received a $\$ 200$ telephone bill $\qquad$ and paid it upon receipt.
$\underset{\substack{\mathrm{A} \\-200 \\ \downarrow \\ \text { Cash }}}{\underset{\text { (expense) }}{ }}$

## Expense

$\qquad$
Beta received a $\$ 200$ telephone bill $\qquad$ and paid it at the end of the month. $\qquad$

$$
\begin{array}{ccc}
\mathrm{A} & \mathrm{~L} & + \\
& \mathrm{SE} \\
& +200 & -200 \\
\downarrow & \text { (expens } \\
\text { Utilities Payable }
\end{array}
$$



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| $A=L+S E$ |  |  |
| :---: | :---: | :---: |
| Issued \$5,000 of capital stock. $+5,000$ | +5,000 |  |
| Purchased a \$2,000 computer on credit. $+2,000$ | +2,000 |  |
| Received a $\$ 500$ telephone bill but did not pay it. | +500 | -500 |
| Performed services on $+3,000$ account for $\$ 3,000$. |  | +3,000 |
| $\begin{array}{ll}\text { Obtained a \$4,000 } \\ \text { loan from the bank. }\end{array} \quad+4,000$ | +4,000 |  |
| Paid telephone bill. -500 | -500 | 26 |

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## Debit $\quad$ Credit

Left Side Right Side
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Debitum (debere) Owes us Creditum (credere) Trusts us
$\qquad$
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"A person should not go to sleep at night until the debits equal the credits."

## Left Side = Right Side




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Issued \$5,000 of capital stock. $\qquad$


Cash
Capital Stock
5,000 5,000


| Issued 1,000 shares of \$1 par value common stock for $\$ 5$ per share. |  |  |
| :---: | :---: | :---: |
| Cas | Common PIC Stock | PIC in Excess of Par Value |
| 5,000 | 1,000 | 4,000 |
| Cash | 5,000 |  |
| Commo |  | 1,000 |
| Paid-in Capital in Excess of PV |  | 4,000 |
|  |  | ${ }^{34}$ |

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Purchased a $\$ 2,000$ computer on $\qquad$ credit.

| Equipment |
| :--- |
| 2,000 |$\quad$| Accounts Payable |
| :---: |
| Equipment |
| Accounts Payable |

2,000

Received a $\$ 500$ telephone bill but $\qquad$ did not pay it.


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Obtained a \$4,000 loan from the $\qquad$ bank.



## Accrual Accounting

$\qquad$
Revenues are recorded in $\qquad$ the period earned. $\qquad$
Expenses are matched to the revenues they help produce.

Performed $\$ 1,000$ of services in year 1. Collected $\$ 600$ in year 1 and \$400 in year 2.

Paid $\mathbf{\$ 3 0 0}$ for supplies in year 1; used $\$ 200$ in year 1.
$\sim$
Purchased a $\$ 500$ piece of equipment for cash at the beginning of year 1 (useful life = 5 years).
$\qquad$
year 1 Col 400 . and $\$ 400$ in year 2 .
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$\qquad$ 41

Performed \$1,000 of services in year 1. Collected $\$ 600$ in year 1
$\qquad$
Year 1 Year 2 $\qquad$

Received \$ 600
Earned \$1,000
Received \$ 400 Earned 0

Year 1
Cash \$ 600
Accrual \$1,000
Year 2
$\$ 400$
None
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$

| Year 1 Cash Accrual  <br> Revenues: 1,000  <br> Service Revenue 600  <br>    <br>    <br>    |
| :--- | :--- | :--- |

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Paid \$300 for supplies in year 1; used \$200 in year 1.


| Year 1 <br> Revenues: <br> Service Revenue | 600 | Cash | Accrual |
| :--- | :--- | :--- | :--- |
| Expenses: <br> Supplies | 3000 |  |  |
|  | $\mathbf{3 0 0}$ |  |  |


$\qquad$

Purchased a $\$ 500$ piece of equipment for cash at the beginning of year 1 (useful life = 5 years)

Year 1

## Year 2

$\qquad$

| Paid | $\$ 500$ | Paid | 0 |
| :--- | :--- | :--- | :--- |
| Used | $\$ 100$ | Used $\$ 100$ |  |
|  | $\frac{\text { Year } 1}{}$ | $\frac{\text { Year } 2}{\text { None }}$ |  |
| Cash | $\$ 500$ | $\$ 100$ |  |

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| $\frac{\text { Year 1 }}{\text { Revenues: }}$ | $\underline{\text { Cash }}$ | $\underline{\text { Accrual }}$ |
| :--- | :--- | :--- |
| Service Revenue 600 1,000 <br> Expenses:   <br> Supplies 300 200 <br> Depreciation $\underline{500}$ $\underline{100}$ <br> Net Income $\mathbf{( 2 0 0 )}$ $\mathbf{7 0 0}$ <br>   4${ }^{\text {Nem }}$ |  |  |


| Depreciation Expense <br> Accumulated Depreciation |  |  |  |  | 100 | 100 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Balance Sheet | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 |
| Equipment | 500 | 500 | 500 | 500 | 500 | 500 |
| Less: <br> Accumulated Depreciation | 100 | 200 | 300 | 400 | 500 | 500 |
| Book Value | 400 | 300 | 200 | 100 | 0 | 0 |
| $\begin{aligned} & \text { Loss }=\$ 75-\$ 100=\$ 25 \\ & \text { Gain }=\$ 150-\$ 100=\$ 50 \end{aligned}$ |  |  |  | All | cat | e |

## Depreciation

$\qquad$
Expenses the cost of tangible assets.

## Amortization

Expenses the cost of intangible assets.
Examples: Copyrights, trademarks, patents.

## Depletion

Expenses the cost of natural resources. Examples: Oil, gas, mining, timber.

| Declaration Date |  |
| :---: | :---: |
| Dividends Dividends Payable | 1,000 1,000 |
| Ex-Dividend Date ( 2 to 4 weeks later) |  |
| No entry |  |
| Date of Record (2 days later) |  |
| No entry |  |
| Payment Date ( 2 to 4 weeks later) |  |
| Dividends Payable | 1,000 |
| Cash | 1,000 |



## The Adjusting Process

Adjusting Journal Entries (AJE)
Accrual accounting requires that economic events be recorded in the proper accounting period.

## Year 1 <br> Year 2

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Some economic events affect more than one accounting period. $\qquad$
Some economic events that were not recorded as transactions are required to be recorded as AJEs.
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| Accrued |
| :---: |
| Revenues |
| Earned but not yet |

collected or recorded.

Facts: On December 1, Alpha made a 60-day loan of $\$ 5,000$ to another company. Alpha will receive interest of $\$ 100$ at the end of 60 days.

Dec 31 Interest Receivable 50 Interest Revenue 50



| $\begin{array}{r} \text { Dec } 31 \\ \text { AJE } \end{array}$ | Salaries Expense Salaries Payable | 3,000 | 3,000 |
| :---: | :---: | :---: | :---: |
| Jan 9 | Salaries Expense | 7,000 |  |
|  | Salaries Payable Cash | 3,000 | 10,000 |
| Use of reversing entries - |  |  |  |
| Jan 1 | Salaries Payable | 3,000 |  |
| Reversing | Salaries Expense |  | 3,000 |
| Jan 9 | Salaries Expense Cash | $10,000$ | 10,000 |



| Facts: On December 1, Alpha rented one of its vacant warehouses to another company for 6 months at \$1,000 per month. The total rent of $\$ 6,000$ was received in advance. |  | Collected in advance but not yet earned. |  |
| :---: | :---: | :---: | :---: |
| Dec 1 | Cash Unearned Re | Revenue | 6,000 |
| Dec 31 | Unearned Rent Rent Revenue | nue | 1,000 ${ }_{61}$ |

Facts: On January 1, Alpha purchased a 3year insurance policy

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| Recorded rent received in advance for one year on March 1. |  |  |
| :---: | :---: | :---: |
| Mar 1 | Cash | 12,000 |
|  | Unearned Rent Revenue | 12,000 |
| AJE required to record 10 months of rent revenue is: |  |  |
| $\underset{\text { AJE }}{\text { Dec } 31}$ | Unearned Rent Revenue Rent Revenue | ${ }_{10,000}$ |
| Unusual |  |  |
| Mar 1 | Cash | 12,000 |
|  | Rent Revenue | 12,000 |
| $\underset{\text { AJE }}{\operatorname{Dec}} 31$ | Rent Revenue | 2,000 |
|  | Unearned Rent Revenue | 2,000 |

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## Closing Process

## Permanent <br> (Real)

Temporary
(Nominal)
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Creates zero balances in all temporary $\qquad$ accounts to begin the new accounting period.

Transfers revenues expenses, and $\qquad$ dividends (and all other temporary accounts) into retained earnings




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| Cash | 245 | Cash | 245 |  |
| :--- | ---: | :--- | :--- | :--- |
| Sales Discounts | 5 | Sales Discounts | 5 |  |
| $\left.\begin{array}{llll}\text { Accounts Receivable } & 250 & \text { Accounts Receivable } & \\ & & 250 \\ & & & \end{array}\right)$ |  |  |  |  |

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| Beginning Inventory | 20 | +1 |  |
| :--- | :--- | :--- | :--- |
| Net Purchases | $\underline{70}$ |  | $\underline{70}$ |
| Cost of Goods Available | $\mathbf{9 0}$ | +1 | $\mathbf{9 1}$ |
| Ending Inventory | $\underline{30}$ |  | $\underline{30}$ |
| Cost of Goods Sold | $\mathbf{6 0}$ | +1 |  |

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| Beginning Inventory | 20 |  | 20 |
| :--- | :--- | :--- | :--- |
| Net Purchases | $\underline{70}$ | +1 |  |
| Cost of Goods Available | $\mathbf{9 0}$ | +1 | $\mathbf{9 1}$ |
| Ending Inventory | $\underline{\mathbf{3 0}}$ |  | $\underline{30}$ |
| Cost of Goods Sold | $\mathbf{6 0}$ | +1 |  |

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## Beginning Inventory <br> 20 <br> 70 <br> Cost of Goods Available <br> 90 <br> Ending Inventory <br> Cost of Goods Sold <br> $30+1$ <br> $60-1$

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| Operating expenses Selling expenses |  |  |  |
| :---: | :---: | :---: | :---: |
|  |  |  |  |
| Freight-out | 10 |  |  |
| Advertising expense | 70 | 80 |  |
| General \& administrative expenses |  |  |  |
| Depreciation expense | 100 |  |  |
| Salaries expense | 200 | 300 |  |
| Total operating expenses |  |  | 380 |
| Income from operations |  |  | 20 |
| Other revenues and gains |  |  |  |
| Gain on sale of . . | 20 |  |  |
| Interest revenue | 30 | 50 |  |
| Other expenses and losses |  |  |  |
| Loss on sale of . . . | 5 |  |  |
| Interest expense | 15 | 20 | 30 |
| Income before income taxes |  |  | 50 |
| Income tax expense |  |  | 10 |
| Net income |  |  | 40 |



## Current

Within one year or the normal operating cycle, whichever is longer.

Current Asset
Cash or other assets expected to be converted into cash, sold, or consumed within one year or the normal operating cycle, whichever is longer.

## Current Liability

Obligations expected to be paid (liquidated) with $\qquad$ current assets or the creation of other current liabilities within one year or the normal operating $\qquad$ cycle, whichever is longer.

## Current Ratio <br> Current Assets <br> Current Liabilities <br> Quick Ratio <br> Current Assets (minus prepaids and inventory) <br> Current Liabilities

Remember: Supplies are a prepaid.
Assets
Current assets
Cash ...................................................Fair value
Investment securities ...........
Accounts receivable .......Net realizable value
Inventories ........... $\rightarrow$ Lower of cost or NRV
Prepaids (Prepaid expenses) ....... Cost
Other current assets

Noncurrent assets
Long-term investments
Property, Plant, and Equipment
Intangible assets
Goodwill
Other noncurrent assets

## Liabilities

Current liabilities
Notes payable
Accounts payable
Salaries payable
Interest payable
Income taxes payable
Utilities payable
Unearned revenue
Current portion of long-term debt
Long-term liabilities
Notes payable
Bonds payable
Loans payable
Deferred income taxes

## Stockholders' Equity

Preferred stock Common stock<br>Paid in capital in excess of par<br>Retained earnings<br>Accumulated other comprehensive income<br>Less: Treasury stock

## Disclosure

Full Disclosure Principle
Accounting information that could influence the judgment and decisions of an informed user must be disclosed subject to the costbenefit constraint.

## Disclosure

Parenthetical notations
Supporting schedules
Audit teport
Notes
Summary of Significant Accounting Policies
(Revenue recognition, asset allocation, inventory pricing).
Marketable securities (ACCT 351)
Contingency gains and losses (ACCT 351)
Subsequent events (ACCT 351 and ACCT 460)
Pension plans (ACCT 352)
Changes in stockholders' equity (ACCT 352)
Related-party transactions (ACCT 350 - Chapter 3)
Changes in accounting principles (ACCT 352)
Purchase commitments (ACCT 351)
Segment reporting (ACCT 350 - Chapter 3)

## Related-Party Transactions

Disclosure of transactions with individuals or entities in which preferential treatment might exist (influence).

- Involving top management or their family.
- A business controlled by someone in top management.
- A subsidiary or parent company.
- Purchase or sale of assets below or above market value.
- Loans having below or above normal interest rates.


## Segment Reporting

Disclosure of the different segments of the business.

- $10 \%$ or more of revenues, assets, or net income.
- Or 75\% of total revenue is from segments.
- Disclosures should also include geographic areas and major customers (10\% of revenue).


## Sales

Cost of goods sold Gross profit Operating expenses Income from operations
Other revenues and gains
Other expenses and losses Nonoperating Income before income taxes Income tax expense

- Income from continuing operations
- Discontinued operations (net of taxes)

Net income

## Discontinued Operations

Disposing of a component of a business in which the operations and cash flows can be clearly distinguished (operationally and reporting).
Represents a strategic shift that has a major impact on the operations and financial results. [Judgment]

- Major product or service line
- Major geographical area
- Subsidiary
- Division
(1) Operations and cash flows of component have been (or will be within one year) eliminated.
(2) No significant continuing involvement.

Restaurant sells its fast food chain.
Sporting Goods Inc. sells its bicycle division.
Sells one of several manufacturing plants.
Sells manufacturing plant and outsources
Shoe manufacturer and distributor
Sells retail stores.
Sells west coast manufacturing division.
Office supplies and furniture manufacturer
Sells furniture business.
Product groups (must get out of the business) Bausch \& Lomb (sold its sunglass business)

```
If disposal is completed by end of year - 
    Report (net of taxes)
(a) Income (loss) from DO
(b) Gain (loss) on disposal of DO
If disposal is not completed by end of year Report as held-for-sale (net of taxes)
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(a) Income (loss) from DO
(b) Impairment loss (if any)

Separate the assets/liabilities as held-for-sale - Do not depreciate or amortize assets.

## Net of Income Taxes

## IBIT

\$200,000
Income tax expense (20\%) $-40,000$
Net income (net of taxes) \$160,000
Assume "income from operations" of $\$ 300,000$ and a "loss" of \$100,000.
Sales
\$xxx,xxx
Cost of goods sold
$\underline{x x x, x x x}$ XxX,Xxx
Operating expenses $\quad x x x, x x x$ Income from operations $\$ 300,000$
Other expenses and losses 100,000
IBIT
Income tax expense (20\%)
$\$ 200,000$
Net income $\xlongequal{\$ 160,000} \xlongequal{\text { Tax Benefit } \underset{99}{\$ 20,000}}$

| Net of Income Taxes |  |
| :---: | :---: |
|  | IBIT \$200,000 |
|  | Income tax expense (20\%) |
|  | Net income (net of taxes) \$160,000 |
| Assume "income from operations" of $\$ 300,000$ and a "loss" of \$100,000. |  |
| Sales | \$xxx,xxx |
| Cost of goods sold | goods sold $\quad \underline{x x x, x x x}$ |
| Gross profit | rofit $\quad \frac{x x x, x x x}{}$ |
| Operating expenses | g expenses $\quad$ xxx,xxx |
| Income from operations \$ | from operations $\quad \$ 300,000 \times 20 \%=\$ 60,000$ |
| Other expenses and losses | expenses and losses 100,000 |
|  | \$200,000 |
| Income tax expense (20\%) | tax expense (20\%) 40,000 $\longrightarrow 40,000$ |
| Net income \$ | me $\quad \$ 160,000$ Tax Benefit \$20,000 |
|  | 99 |

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| Loss $\$ 100,000$ <br> $20 \%$ tax benefit $\frac{-20,000}{80,000}$ <br> Loss (net of taxes)  |  |  |
| :---: | :---: | :---: |
| IBIT | \$300,000 |  |
| Income tax expense | 60,000 | Discontinued |
| Income from CO | \$240,000 | Operations |
| Loss from DO (net) | 80,000 |  |
| Net income | \$160,000 |  |
| IBIT | \$200,000 | Not |
| Income tax expense | 40,000 | Discontinued |
| Net income | \$160,000 | Operations |

Change in Accounting Principle

- Change from one GAAP method to another.
- New method must be preferable or required
- Disclosure note
- Retrospectively adjust financial statements
- Report the cumulative effect of net income on retained earnings prior to earliest year reported.
Example: Alpha changes from LIFO to FIFO in year 6. Alpha has been in existence for 6 years.



## Change in Accounting Estimate

- Do not restate or report cumulative effect (report prospectively)
- Disclosure note if material


## Change in Reporting Entity

- Restate prior period financial statements
- Disclosure note


## Correction of Accounting Errors

- If material, make prior period adjustment to RE.
- Correct account balances
- Restate prior period financial statements.
- Disclosure note

| Comprehensive Income |  |
| :---: | :---: |
| All changes in stockholders' equity (net assets) except those resulting from investments by and distributions to owners. |  |
| Controlled by external market conditions, not a result of operations. |  |
|  | Net income + Other Comprehensive Income (OCI) |
|  | Comprehensive Income |
| Net Income $\left\{\begin{array}{l}\text { Foreign Currency Translation Adjustment } \\ \text { Unrealized Gains/Losses on Available-for-Sale Securities } \\ \text { Impairment of Investment in Debt Securities }\end{array}\right.$ |  |
|  |  |
|  |  |
| Deferred Gains/Losses on Derivative Financial Instruments Minimum Pension Liability |  |
| Comprehensive Income ${ }_{103}$ |  |



| Cash Basis versus Accrual Basis <br> Cash Basis |
| :--- |
| - Revenues are recognized when cash is |
| received. |
| - Expenses are recognized when cash is |
| paid. |
| Accrual Basis |
| - Revenues are recognized when earned. |
| - Expenses are recognized when they help |
| to produce a revenue. |

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Net income
$\qquad$ Impairment of investment in debt seurities Deferred gains/losses on derivative financial instruments Comprehensive income



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## Assets are created by Revenues

- Cash, A/R, and other receivables

Liabilities are created by Expenses
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$\qquad$

- A/P and other payables

Assets are used up by Expenses

- Cash, Supplies, and Inventory

Liabilities are created by receipt of Cash - Unearned revenue and notes payable

Assets are created by payment of Cash

- Supplies and inventory

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## Accrual Basis Net Income

Un-expense? Removing an expense from net income.
Example:
Net income $=$ \$100,000 containing an expense of $\$ 1,000$.
If the $\$ 1,000$ is un-expensed, net income = ?

## Questions to ask . . .

## 1. Does the CA/CL increase or decrease?

2. What kind of journal entry creates that increase or decrease?
3. Does that journal entry affect cash basis or accrual basis?

If cash basis, remove it. If accrual basis, include it.






| Assets 12/31/year 1 |  |  | Cash to Accrual |  |
| :---: | :---: | :---: | :---: | :---: |
|  | \$6,000 | Change | CGS | N |
| $\frac{\text { Assets }}{\text { Inventory }} \mathbf{\$ 5 , 0 0 0}$ |  | +\$1,000 | -\$1,000 | +\$1,000 |
| Liabilities |  |  |  |  |
| A/P (for inventory) $\mathbf{2 , 0 0 0}$ | \$3,000 | +\$1,000 | +\$1,000 | -\$1,000 |
| Cash paid for inventory (CGS) = \$120,000 |  |  |  |  |
| Accrual Basis CGS = |  |  |  |  |
| Cash Basis NI = \$50,000 |  |  |  |  |
| Accrual Basis $\mathbf{N I =}$ |  |  |  |  |

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FASB Accounting Standards Codification

The official source of authoritative, nongovernmental U.S. GAAP.
http://asc.fasb.org



Financial Accounting Standards Board (FASB) current year) Accounting Standards Codification (ASC) paras 10-25-1, Revenue Recognition - Ouorall - RecognitionRevenue and Gains Retrieved (current date), from http://asc.fasb.org.

During the current year, Alpha Software Company began and completed the creation of the new Houdini computer software program to be sold to customers. Alpha incurred a total project cost of $\$ 10$ million prior to marketing the software. Of this amount, $\$ 7$ million was spent creating the product design and working model of Houdini that provided certainty that the software could be produced as designed. The remaining \$3 million was spent performing final testing, debugging, minor coding adjustments, finetuning, and creating master copies. You are asked for your advice about how to account for the $\$ 10$ million of research and development costs - expense it, capitalize it, or some combination of both.

The computer software cost of $\$ 7$ million that is incurred prior to reaching technological feasibility should be expensed as research and development. (FASB, 20XX, ASC para. 985-20-25-1)

Technological feasibility is reached when "all planning, designing, coding, and testing activities that are necessary to establish that the product can be produced to meet its design specifications" have been completed such as creating a detailed program design or a working model and product design. (FASB, 20XX, ASC para. 985-20-25-2)

The remaining costs of $\$ 3$ million incurred after reaching technological feasibility should be capitalized. (FASB, 20XX, ASC para. 985-20-25-3)
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## Purpose Paragraph

You have requested that our firm provide Alpha Software Company advice about whether the costs to produce the Houdini software should be expensed or capitalized. Our recommendation is that your company should expense $\$ 7$ million in the current year as research and development, and capitalize the remaining $\$ 3$ million.

## Supporting Paragraph

$\qquad$
The costs Alpha incurred prior to reaching technological feasibility should be expensed and the remaining costs should be capitalized. Alpha incurred a total of $\$ 10$ million of research and development costs to produce the software. Of this amount, the $\$ 7$ million incurred to create the product design and working model of the Houdini software prior to reaching technological feasibility should be expensed in the current period. (FASB, 20XX, ASC para. 985-20-25-1)

Technological feasibility is reached when "all planning, designing, coding, and testing activities that are necessary to establish that the product can be produced to meet its design specifications" have been completed. (FASB, 20XX, ASC para. 985-20-25-2) The remaining costs of $\$ 3$ million incurred to perform final testing, debugging, minor coding adjustments, fine-tuning, and creating master copies should be capitalized. (FASB, 20XX, ASC para. 985-20-25-3)

## Goodwill Closing Paragraph

We appreciate the opportunity to have advised you and look forward to doing so again in the future. If you have any additional questions or would like further clarification, please contact me at your convenience.

## Attachments and Schedules

Include the important numbers and data in the text of the document so that the reader doesn't have to look for it in the schedule or attachment.
Letter
Date
Name, title and address of recipient
Salutation
Purpose paragraph
a. Briefly describe why this letter is being sent (connect to the
recipient).
b. Identify the issue.
c. Provide recommendation/conclusion/advice.
Supporting paragraph(s): The body should have one paragraph
for each major issue or alternative.
$\quad$ a. 1st sentence (topic sentence) - Summarize the content of the
paragraph.
b. Explain "why" by weaving the relevant facts into your
analysis.
c. Cite sources to support your analysis.
Goodwill closing paragraph
Closing greeting
Signature, name, and title

MemO
To, From, Date, Subject
No name, title and address of recipient
No Salutation
Purpose paragraph
a. Briefly describe why this memo is being sent.
b. Identify the issue.
c. Provide recommendation/conclusion/advice.
Supporting paragraph(s): The body should have one paragraph
for each major issue or alternative.
a. 1st sentence (topic sentence) - Summarize the content of the
paragraph.
b. Explain "why" by weaving the relevant facts into your
analysis.
c. Cite sources to support your analysis.
Goodwill closing paragraph
No closing greeting
No signature, name, and title


| Email <br> Subject line: Brief description that describes the content of the email. <br> No name, title and address of recipient <br> Salutation <br> Introductory paragraph: Only if the recipient doesn't know you or why you are writing. <br> Purpose paragraph <br> a. Briefly describe why this email is being sent. <br> $b$. Identify the issue. <br> c. Provide recommendation/conclusion/advice. <br> Supporting paragraph <br> a. $1^{\text {st }}$ sentence (topic sentence) - Summarize the content of the paragraph. <br> b. "Briefly" explain your analysis (much less than for a letter or memo). <br> c. Cite sources to support your analysis. <br> Goodwill closing paragraph <br> Closing greeting <br> Use signature box for contact information. |  |  |
| :---: | :---: | :---: |
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## How to Improve Your Writing Skills

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1. Read one good novel every three to six months. $\qquad$
2. Utilize the services at the Learning Resource Center at https://www.csun.edu/undergraduate-studies/learning-resource-center $\qquad$
3. Obtain online help for Handout 7 writing assignment. See https://youtu.be/3ACppa0U0wc to view a tutorial about how $\qquad$ to make an appointment for online help.
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## Paraphrasing

* The goal is to make it simpler and easier for the reader to understand.

Converting someone else's words into your own.

* Even though you use your own words, you must cite the original source because it is someone else's idea, concept, or work product.


## Spiceland, chapter 6, p. 275

According to the FASB's conceptual framework, "Revenues are inflows or other enhancements of assets of an entity or settlements of its liabilities (or a combination of both) from delivering or producing goods, rendering services, or other activities that constitute the entity's ongoing major or central operations."

In simpler terms, revenue is the inflow of cash or accounts receivable that a business receives when it provides goods or services to its customers.

According to the FASB's conceptual framework, "Revenues are inflows or other enhancements of assets of an entity or settlements of its liabilities (or a combination of both) from delivering or producing goods, rendering services, or other activities that constitute the entity's ongoing major or central operations."

In simpler terms, revenue is the inflow of cash or $\qquad$ accounts receivable that a business receives when it provides goods or services to its customers.

According to the FASB's conceptual framework, "Reyenues are inflows . . . [of cash or accounts receivable] of an entity or settlements of its liabilities [such as unearned revenue] . . . from delivering or producing goods, rendering services . . ."
$\qquad$

According to the FASB's conceptual framework, " $[r]$ gvenues are inflows . . . [of cash or accounts receivable] of an entity or settlements of its liabilities [such as unearned revenue] . . . from delivering or producing goods, rendering services . . ."

## Proofreading

- Don't rely only on a spell checker.
- Check for grammar, tone, and typos.
- Have someone else read what you wrote and tell you what it means.
- Examples of how the typo of a single letter or misplaced word can change the meaning:

Correct: "As a result of our meeting, we are now able to prepare your financial statements by the deadline."
Error: "As a result of our meeting, we are not able to prepare your financial statements by the deadline."
$\square$ Placement of the word "only" can give multiple meanings.

- Maria received an offer for an internship from XYZ.
- Only Maria received an offer for an internship from XYZ.
- Maria only received an offer for an internship from XYZ.
- Maria received an offer for an internship only from XYZ.


## Farther (distance) \& Further (additional)

- I can go much farther.
- I provided further information.


Than (more than) \& Then (if $\ldots$. then)
We studied more than they did.
If they study, then we will also study.
Imply \& Infer (the speaker implies, the listener infers)
Did the professor imply that the exam would be difficult?
Did the students infer that the exam would be difficult?

Spell Receivable, Depreciation, \& Dividend correctly. Wrong: Recievable, Depriciation, \& Divident

## Advise (verb) \& Advice (noun)

- Please advise that person about the rules.

I gave the person good advice.
Insure (insurance) \& Ensure (guarantee) \& Assure (to convince)
Did that insurance company insure your car?

- I will ensure that the door is locked.
- I assure you that everything is good.

May (permission) \& Can (physical act)
May I leave the room? (Not can I leave the room?)
Can I finish the marathon? (Physically able to finish?)
Principle (rule) \& Principal (money or person)

Affect (verb) \& Effect (noun)
Cold winters affect the quality of grapes.
The effect of cold winters on the quality of grapes is bad.
i.e. (saying it differently to clarify) \& e.g. (for example)

- The weather has been unusual (i.e., really hot).
- The weather has been warm (e.g., 100 degrees in March).

Who (verb follows) \& Whom (follows a preposition)
I know who is going to the concert.
I know to whom I will give the concert tickets. Who is saying what to Whom?
It's correct if you can substitute the following pronouns for who and whom. <br> \section*{\section*{Don't End a Sentence With a <br> \section*{\section*{Don't End a Sentence With a Preposition Preposition <br> <br> I don't know who l'm going to <br> <br> I don't know who l'm going to give this gift to. give this gift to. <br> <br> I don't know to whom l'm going <br> <br> I don't know to whom l'm going to give this gift.} to give this gift.}

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## Avoid saying . . .

Basically...

Like...
Ya know...
Uh... Um...
Whatever...
To be honest . . . or To tell you the truth ... To be candid . . . Believe me when I tell you . .

The response to "thank you" should be
"you're welcome", not "no problem." ${ }_{45}$
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## AICPA Code of Professional Conduct

In the performance of any professional service, a member shall maintain objectivity and integrity, shall be free of conflicts of interest, and shall not knowingly misrepresent facts or subordinate his or her judgment to others.
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$\qquad$
Subordinate - someone has a duty or responsibility to make a decision but lets others make it.

Objectivity - a state of mind; imposes the obligation to be impartial, intellectually honest, and free of conflicts of interest.

Integrity - a character trait that relates to honesty. Looks beyond the letter of the law to its underlying spirit.

| Handout 5 C | Cash Basis | Change | Accrual Basis |
| :---: | :---: | :---: | :---: |
| Sales | \$67,300 | +1,700 A/R Increase | \$69,000 |
| Cost of goods sold | 30,600 | + 900 A/P Increase <br> - 700 Inv Increase | 30,800 |
| Gross profit | \$36,700 |  | \$38,200 |
| Salaries expense | \$15,500 | + $400 \mathrm{~S} / \mathrm{P}$ Increase | \$15,900 |
| Supplies expense | 2,500 | +1,100 Supplies Decrease | 3,600 |
| Depreciation expense | se | +1,200 | 1,200 |
| Dividends | 6,000 | -6,000 |  |
| Other OE | 5,500 |  | 5,500 |
| Total expenses | \$29,500 |  | \$26,200 |
| IBIT | \$ 7,200 |  | \$12,000 |
| Income tax expense | 2,000 |  | 3,000 |
| Net income | \$ 5,200 |  | \$9,000 |



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| Sales |  | \$69,000 |
| :---: | :---: | :---: |
| Beginning inventory | \$ 5,600 |  |
| Purchases | 31,500 |  |
| Cost of goods available for sale | \$37,100 |  |
| Less: Ending Inventory | 6,300 |  |
| Cost of goods sold |  | 30,800 |
| Gross profit |  | \$38,200 |
| Operating expenses: |  |  |
| Salaries expense | \$15,900 |  |
| Supplies expense | 3,600 |  |
| Depreciation expense | 1,200 |  |
| Other operating expenses | 5,500 |  |
| Total operating expenses |  | $\underline{26.200}$ |
| Income before income taxes |  | \$12,000 |
| Income tax expense |  | 3,000 |
| Net income |  | \$ 9,000 |
|  |  | 149 |


| Cash |  |
| :--- | ---: |
| Accounts receivable | $\$ 7,900$ |
| Supplies | 5,900 |
| Inventory | 1,000 |
| Equipment | 6,300 |
| Less: Accumulated depreciation | $\$ 12,000$ |
| Total assets | $\underline{6,000}$ |
|  | $\$ \underline{6,000}$ |
| Accounts payable | $\$ 7,000$ |
| Salaries payable | 900 |
| Income tax payable | $\underline{3,000}$ |
| Total liabilities | $\$ 10,900$ |
| Common stock | 7,000 |
| Retained earnings | $\underline{9,200}$ |
| Total stockholders' equity | $\$ 16,200$ |
| Total liabilities and stockholders' equity | $\$ \underline{27,100}$ |
|  |  |
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|  |  |
| :--- | :--- |
| Cash Basis Net Income | $\$ 5,200$ |
| Accounts Receivable (Inc) | $+1,700$ |
| Inventory (Inc) | +700 |
| Dividends | $+6,000$ |
| Depreciation | $-1,200$ |
| Supplies (Dec) | $-1,100$ |
| Accounts Payable (Inc) | -900 |
| Salaries Payable (Inc) | -400 |
| Income Tax Payable (Inc) | $-1,000$ |
| Accrual Basis Net Income | $\$ 9,000$ |
|  |  |

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## Statement of Cash Flows

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- Ability to generate positive future net cash $\qquad$ flows.
- Ability to meet obligations and pay dividends.
- Need for external funding.
- Reasons for differences between net income and associated cash receipts and payments. $\qquad$
- Assess the cash and noncash aspects of financing and investing activities.

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## Operating Activities

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Operating activities involve the cash effects of transactions that enter into the determination of net income, such as cash receipts from sales of goods and services and cash payments to suppliers and employees for acquisitions of inventory and expenses.

## Investing Activities

$\qquad$

Examples of investing activities $\qquad$ include transactions involving:
$\checkmark$ Making and collecting loans.
$\checkmark$ Acquiring and selling investments $\qquad$
$\checkmark$ Acquiring and selling property, plant, and equipment.
$\qquad$
$\qquad$

## Financing Activities

$\qquad$
Typical financing activities include $\qquad$ transactions involving:

区 Obtaining capital from owners.
® Providing owners with a return on, and a return of, their investment.
区 Obtaining cash from creditors.
® Repaying creditors for amounts borrowed.
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| Adjustments |
| :--- |
| Net Income |
| + Depreciation and Amortization Expense |
| + Losses |
| - Gains |
| - Increases in Current Assets (other than cash) |
| + Decreases in Current Assets (other than cash) |
| + Increases in Current Liabilities |
| - Decreases in Current Liabilities |
| = Cash Flow from Operating Activities |

## Questions to ask . . .

1. Does the CA/CL increase or decrease?
2. What kind of journal entry creates
$\qquad$ that increase or decrease?
3. Does that journal entry affect cash basis or accrual basis?

If accrual basis, remove it. If cash basis, include it.

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| Indirect Method |  |  |
| :---: | :---: | :---: |
| Net Cash Flow from Operating Activities |  |  |
| Net income | \$15,000 |  |
| Adjustments for differences between income flows and cash flows from operating activities: |  |  |
| Add: Depreciation expense | 3,000 |  |
| Decrease in accounts receivable | 7,000 |  |
| Increase in accounts payable | 3,000 |  |
| Increase in salaries payable | 3,000 |  |
| Less: Increase in inventory | $(12,000)$ |  |
| Increase in prepaid rent | $(2,000)$ |  |
| Net cash provided by operating activities |  | 17,000 |
| Cash Flows from Investing Activities |  |  |
| Payment for purchase of equipment Net cash used for investing activities | $(8,000)$ | $(8,000)$ |
| Cash Flows from Financing Activities |  |  |
| Issuance of common stock | 1,000 |  |
| Payment of dividends | $(6,000)$ |  |
| Net cash provided by financing activities |  | $(5,000)$ |
| Net increase in cash |  | \$ 4,000 167 |






## Time Value of Money Present Value

## Simple Interest

Interest on original principal only.
Principal X Rate X Time

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Compounded Semiannually $\qquad$
$\qquad$
2 interest periods per year
4 years = $\mathbf{8}$ periods
$8 \%=4 \%$
Table 2 $\qquad$
4 interest periods per year
4 years = $\mathbf{1 6}$ periods

$$
8 \%=\mathbf{2 \%}
$$

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## Present Value of a Single Sum

$\qquad$
PV \$10,000
$\begin{array}{ccccc}L & \mathrm{C} & \mathrm{C} & \mathrm{C} \\ \text { Year 1 } & \text { Year 2 } & \text { Year 3 } & \text { Year 4 } & \text { Year 5 }\end{array}$
Table 2, compounded annually
$(n=4, i=8 \%) \quad \$ 10,000(0.73503)=\$ 7,350$


Table 2, compounded semiannually
$\qquad$
$\qquad$
$\qquad$
$(n=8, i=4 \%) \quad \$ 10,000(0.73069)=\$ 7,307$
$\qquad$ <br> \section*{Annuity
$\begin{gathered}\text { Series of equal periodic } \\ \text { payments or receipts. }\end{gathered}$ <br> \section*{Annuity
$\begin{gathered}\text { Series of equal periodic } \\ \text { payments or receipts. }\end{gathered}$ <br> <br> Annuity
$\begin{gathered}\text { Series of equal periodic } \\ \text { payments or receipts. }\end{gathered}$ <br> <br> Annuity
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$\begin{gathered}\text { Series of equal periodic } \\ \text { payments or receipts. }\end{gathered}$} <br> <br> Annuity
$\begin{gathered}\text { Series of equal periodic } \\ \text { payments or receipts. }\end{gathered}$}

Present Value of an Ordinary Annuity PV one period before the first payment or receipt.


Table 4, compounded annually
$(n=4, i=8 \%) \quad \$ 2,500(3.31213)=\$ 8,280$
182
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## Generally Accepted Accounting Principles (GAAP)

GAAP are the guidelines, procedures, and practices that a company is required to use in recording and reporting the accounting information in its audited financial statements.
"Generally accepted" means that either an !authoritative accounting rule-making body has ! established a principle of reporting in a given area
! or that over time a given practice has been
! accepted because of universal application.


## Audit Review Compilation

Level of assurance: Whether material modification of financial statements is needed and/or whether the financial statements are free from material misstatement.

Compilation: "No" assurance that material modification isn't needed to the financial statements. Merely prepares financial statements using what the client provides.

Review: "Limited" assurance that material modification isn't needed to the financial statements.

Audit: "High level" of assurance that the financial statements are free from material misstatement.

Statements on Standards for Accounting \& Review Services (SSARS) contain the standards for compilations and reviews. Statements on Auditing Standards (SAS) contain the standards for audits. (Both are issued by committees of the AICPA)

## 1933-1934

## - Securities Act

Securities Exchange Act

- Created the Securities and Exchange Commission

SEC has the legal authority to prescribe accounting principles and reporting practices for all companies issuing publicly traded securities.

- 5 commissioners appointed by the President of the United States for 5-year terms.
- One of the commissioners serves as chair (also appointed by the President).
- No more than 3 may be from the same political party.
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## Financial Accounting Foundation

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- American Accounting Association
- American Institute of Certified Public Accountants $\qquad$
- Chartered Financial Analyst Institute
- Financial Executives International
- Government Finance Officers Association
- Institute of Management Accountants
- National Association of State Auditors, Comptrollers and Treasurers
$\qquad$
$\qquad$
- Securities Industry and Financial Markets Association


## Private Company Council

## Emerging Issues Task Force

Public Company Accounting Oversight Board (PCAOB)

- Created as a result of the Sarbanes-Oxley Act.
- Establishes auditing, quality control, ethics, and independence standards and rules.
- Appointed by the SEC.
- Five members, limited to two CPAs.
- If chair is a CPA, cannot have practiced in the last 5 years.


## Sarbanes-Oxley Act

- The lead audit partner and review partner must rotate every 5 years.
- Auditors are prohibited from offering a variety of nonaudit services to audit clients.
- CEOs and CFOs must personally certify the financial statements and disclosures.
- The audit committee hires the auditor, determines compensation, oversees the auditor's work, and resolves disagreements between the auditor and management (auditors report directly to the audit committee).
- Code of ethics is required for senior financial officers.
- Companies must document and assess the effectiveness of their internal controls.


## Charges Given to the FASB

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$\qquad$
To develop a conceptual framework of accounting theory.

## Charges Given to the FASB

To establish standards (GAAP)
for financial accounting practices.

## FASB Conceptual Framework

- To guide the FASB in establishing accounting standards.
- To provide a frame of reference for resolving accounting questions in situations where a standard does not exist.
- To determine the bounds for judgment in the preparation of financial statements.
- To increase users' understanding of and confidence in financial reporting.
- To enhance comparability.

Slides 200-203 will not be covered in the class lecture. For the exam, study these slides and pp. 17-24 in Spiceland.


Fundamental Qualitative Characteristics

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## Verifiability: Independent measurers, using the same measurement methods, obtain similar results.

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The primary concern of auditing is termed the attest function, which is the review of a sample of a company's transactions to provide assurance that the recording and
$\qquad$ reporting of the financial information can be duplicated substantially by an independent measurer (CPA). $\qquad$
Timeliness: Available to users before information loses its capacity to influence their decisions.

Understandability: Classifying, characterizing, and presenting information clearly and concisely.

Comparability: Accounting information enables users to identify and explain similarities and differences
between two or more enterprises.

## Materiality: Examines both the nature of an item and the relative size of an item (rather than the absolute size).

- The $5 \%$ rule ( $5 \%$ of net income or assets).

$\qquad$
Example of a bright-line (a quantitative measure).
In addition to the 5\% rule, the SEC considers an item material
$\qquad$ if any of the following exist (uses judgment, not bright-lines): $\qquad$
- Results in meeting Wall Street or analysts targets.
$\qquad$

[^2]$\square$
Principles

## Historical Cost Principle

Assets and liabilities are reported at the exchange or acquisition price.

## Exceptions

- Lower of cost and net realizable value (inventory)
- Fair value (debt and equity security investments)
- Net realizable value (account receivables)


| International Accounting Standards Board (IASB) <br> 14 members <br> Requires 9 to approve <br> International Financial Reporting Standards (IFRS) <br> IASC ${ }_{(1973-2001)}$ issued 41 IAS <br> IASB (2001-present) has implemented 17 IFRS <br> U.S. GAAP $\square$ Convergence International GAAP 208 |
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| GAAP | IFRS <br> Rules Based |
| :---: | :---: |
| Principles Based <br> (Objectives Oriented) |  |
|  <br> bright-line tests. | Professional <br>  <br> achieving the <br> objective. |
| Avoid litigation, <br> but there is risk of <br> gaming the rules. | $\square$ <br> Loss of |

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## FASB $\Rightarrow$ convergence $\longmapsto$ IASB

- Based on conceptual framework.
- State objective of the standard.
$\qquad$
- Provide enough detail, but not too much.
- Minimize exceptions.
- Avoid bright-line or percentage tests that achieve technical compliance but evade the intent of the standard.

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[^0]:    Cash Basis $\xrightarrow{\text { Net Income }}$ Accrual Basis
    Cash Basis $\boldsymbol{F}_{\text {Accrual Basis }}$
    Cash Sales (Also fees and other revenues)
    Cash Expenses
    Cash Basis $>$ Accrual Basis
    Unearned Revenue (Cash received in advance)
    Credit Expenses
    Satisfying a Receivable
    Cash Basis < Accrual Basis
    Credit Sales (Also fees and other revenues)
    Prepaids (Cash paid in advance)
    Satisfying a Liability (Payable) 108

[^1]:    (l, he, she) is (am) saying what to (me, him, her)?

[^2]:    - Preserves a positive earnings pattern.
    - Converts a loss into a profit or vice versa
    - Increases management's compensation (bonuses)
    - Hides an illegal transaction

