

Introductory Accounting

Andrew Duncan

ISBN: 978 1 76073 052 9

Thirteenth Edition, July 2018

www.learnnowbiz.com

Published by National Core Accounting Publications

PO Box 340, Strawberry Hills NSW 2012

Phone (02) 8039 5390

© This book is copyright and all rights are reserved. No part of this work is to be reproduced other than in accordance with the Copyright Act, or with the written permission of the publishers. The Copyright Act 1968 of Australia allows a maximum of one chapter or 10% of this book, whichever is the greater, to be copied by any educational institution for its educational purposes **provided that that educational institution (or the body that administers it) has given a remuneration notice to Copyright Agency Limited (CAL)** under the Act. For details of the CAL licence for educational institutions contact: Copyright Agency Limited, telephone: (02) 9394 7600, email: info@copyright.com.au

Contents

BOOK ONE: FINANCIAL TRANSACTIONS, SUBSIDIARY LEDGERS AND INTERIM REPORTS

01	Accounting and Bookkeeping	9
02	Fundamentals of Accounting and GST	29
03	Cash Receipts	63
04	Cash Payments	89
05	The Double Entry System	109
06	Petty Cash	163
07	Credit Purchases and Credit Sales	187
08	Managing Debtors and Creditors	279
09	Periodic Inventory Systems	331
10	Specialised Journals	355
11	Bank Reconciliations	397
12	Special Transactions	435
13	Interim Reports	471
Appendix: Little Pear Juice Company – Finance Policy and Procedure Manual		517

Introductory Accounting: Prepare Financial Reports

Andrew Duncan

ISBN: 978 1 76073 053 6

Thirteenth Edition, July 2018

www.learnnowbiz.com

Published by National Core Accounting Publications

PO Box 340, Strawberry Hills NSW 2012

Phone (02) 8039 5390

© This book is copyright and all rights are reserved. No part of this work is to be reproduced other than in accordance with the Copyright Act, or with the written permission of the publishers. The Copyright Act 1968 of Australia allows a maximum of one chapter or 10% of this book, whichever is the greater, to be copied by any educational institution for its educational purposes **provided that that educational institution (or the body that administers it) has given a remuneration notice to Copyright Agency Limited (CAL)** under the Act. For details of the CAL licence for educational institutions contact: Copyright Agency Limited, telephone: (02) 9394 7600, email: info@copyright.com.au



Contents

BOOK TWO: PREPARE FINANCIAL REPORTS

14	Depreciation and the Asset Register	7
15	Balance Day Adjustments	71
16	Closing Entries	131
17	Final Reports	217
18	Review Examinations	309