

1. Bookkeeping and accounting are not the same. Bookkeeping involves the recording of financial transactions, while accounting encompasses a broader scope, including interpreting, analyzing, and summarizing financial data to make informed business decisions <sup>40</sup>.
2. The three basic forms of business organizations for profit-oriented enterprises are sole proprietorships, partnerships, and corporations <sup>29</sup>.
3.
  - Assets: Economic resources that are expected to benefit the business in the future, such as cash, inventory, and land <sup>12</sup>.
  - Liabilities: Debts payable to outsiders, such as accounts payable and notes payable <sup>12</sup>.
  - Owner's Equity: The owners' claims to the assets of the business, also known as stockholders' equity in corporations <sup>12</sup>.
4. Internal users of accounting data include managers, employees, and owners who use financial information for decision-making within the organization <sup>29</sup>.
5. The basic accounting equation is  $\text{Assets} = \text{Liabilities} + \text{Equity}$ , where assets represent what is owned, liabilities represent what is owed, and equity represents the net worth of the business <sup>12</sup>.
6. The expanded accounting equation is  $\text{Assets} = \text{Liabilities} + \text{Common Stock} + \text{Retained Earnings}$ , which includes common stock and retained earnings in addition to liabilities and equity <sup>2</sup>.
7. The steps in the accounting process typically include analyzing transactions, journalizing transactions, posting to the ledger, preparing a trial balance, adjusting entries, preparing financial statements, and closing the books <sup>29</sup>.
8. Accounting is indeed ingrained in our society and vital to our economic system as it provides crucial financial information for decision-making, resource allocation, and assessing the financial health of businesses and the economy as a whole <sup>40</sup>.
9. Internal users of accounting data include managers, employees, and owners who use financial information for decision-making within the organization <sup>29</sup>.
10. Personal accounting equation refers to an individual's assets minus liabilities, representing their net worth. Education can contribute to increasing one's net worth by enhancing skills, qualifications, and earning potential <sup>14</sup>.

1. Accounts, journals, and ledgers are essential components of the accounting process for recording transactions:
  - Accounts: Detailed records of changes in individual assets, liabilities, or equity during a specific period. They help organize and track financial information.
  - Journals: Chronological records of transactions, providing a complete history of financial activities.
  - Ledgers: Books containing all accounts and their balances, serving as a central repository for financial data. Common accounts include Cash, Accounts Receivable, Accounts Payable, Inventory, Equipment, and Retained Earnings <sup>42</sup>.

2. In accounting, the terms debit and credit do not necessarily mean increase and decrease. Debits and credits are used to record transactions in double-entry accounting, where each transaction affects at least two accounts. Debits and credits depend on the account type and the transaction being recorded <sup>77</sup>.

3.

- Debits and credits: In double-entry accounting, debits and credits are used to record transactions. Debits typically increase assets and expenses, while credits increase liabilities, equity, and revenue.
- Normal account balances: The balance that appears on the side of an account (debit or credit) where increases are recorded.
- Double-entry accounting: A system where every transaction affects at least two accounts to maintain the accounting equation ( $\text{Assets} = \text{Liabilities} + \text{Equity}$ ).
- T-accounts: Visual representations of accounts in a T-shape format, showing debits on the left side and credits on the right side.

4. Steps of the transaction recording process typically include:

- Identifying the transaction
- Analyzing the transaction's impact on accounts
- Recording the transaction in the journal using debits and credits
- Posting the journal entry to the respective accounts in the ledger
- Preparing a trial balance to ensure debits equal credits
- Making any necessary adjusting entries
- Generating financial statements based on the adjusted trial balance <sup>42</sup>.

1. The time period assumption impacts an accountant's analysis of business transactions by dividing the business activities into specific time periods for reporting purposes.

- Fiscal year: A 12-month accounting period that may not coincide with the calendar year, often chosen based on business cycles or convenience.
- Calendar year: The 12-month period from January 1 to December 31, commonly used for financial reporting.
- Interim periods: Shorter time periods within the fiscal or calendar year used for interim financial reporting, such as quarterly or monthly reports.

2. Accrual-basis financial statements provide more useful information than cash-basis statements because they match revenues with expenses in the period they occur, reflecting a more accurate depiction of a company's financial performance and position. Accrual accounting provides a more comprehensive view of a company's operations by recognizing transactions when they happen, regardless of cash flow timing.

3. Adjusting entries are necessary to ensure that financial statements adhere to the matching principle, not specifically due to the historical cost principle. The historical cost principle states that assets should be recorded at their original cost, but adjusting entries are made to ensure revenues and expenses are recognized in the period they occur, aligning with the matching principle.
4. There are two categories of adjusting entries:
  - Prepayments: Adjustments for expenses or revenues that were initially recorded as assets or liabilities. Types include prepaid expenses and unearned revenues.
  - Accruals: Adjustments for expenses or revenues that have been incurred or earned but not yet recorded. Types include accrued expenses and accrued revenues.
5. Depreciation is not a valuation process but an allocation of the cost of a tangible asset over its useful life. It reflects the consumption of the asset's economic benefits over time, impacting the income statement through depreciation expense. Depreciation does not aim to report the fair value of the asset but rather to allocate its cost systematically over its estimated useful life for financial reporting purposes.