

FINANCIA

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# Completing the Accounting Cycle

#### **Learning Objectives**

After studying this chapter, you should be able to:

#### [1] Prepare a worksheet.

- [2] Explain the process of closing the books.
- [3] Describe the content and purpose of a post-closing trial balance.
- [4] State the required steps in the accounting cycle.
- [5] Explain the approaches to preparing correcting entries.
- [6] Identify the sections of a classified balance sheet.

# **Preview of Chapter 4**

	COMPLETING THE A	CCOUNTING CYCLE	
Using a Worksheet	Closing the Books	Summary of the Accounting Cycle	Classified Balance Sheet
<ul> <li>Steps in preparation</li> <li>Preparing financial statements</li> <li>Preparing adjusting entries</li> </ul>	<ul> <li>Preparing closing entries</li> <li>Posting closing entries</li> <li>Preparing a post-closing trial balance</li> </ul>	<ul> <li>Reversing entries—An optional step</li> <li>Correcting entries—An avoidable step</li> </ul>	<ul> <li>Current assets</li> <li>Long-term investments</li> <li>Property, plant, and equipment</li> <li>Intangible assets</li> <li>Current liabilities</li> <li>Long-term liabilities</li> <li>Stockholders' equity</li> </ul>

Financial Accounting Ninth Edition Weygandt • Kimmel • Kieso

# **Using a Worksheet**

#### Worksheet

- Multiple-column form used in preparing financial statements.
- Not a permanent accounting record.
- May be a computerized worksheet using an electronic spreadsheet program such as Excel.
- Prepared using a five step process.
- Use of worksheet is optional.

**Illustration 4-1** 

8	) • ( <sup>3</sup> • ) ₹		Worksh	eet.xls						
	Home Insert Page Lay	out Formulas Data	Review Vie	w						
	P18 (* <i>fx</i>									
	А	B C	D	E	F	G	Н	I	J	K
1										
2 3			Woi	ksheet						
4		Trial Balance	Adjus	tments	Adju Trial P	isted alance		ome	Bala	
4 5	Account Titles	Dr. Cr.			Dr.			ement		eet
6	Account Intes	Dr. Cr.	Dr.	Cr.	Dr.	Cr.	Dr.	Cr.	Dr.	Cr.
7										
8										
° 9									4	
9 10										
10										
11				2	- [	3			4	
12		Prepare a	Er	nter	En	ter	ba		adjusted	iate
		trial balance		tment		isted	balances to appropriat statement columns			
14		on the	d	ata	bala	nces	Tata		5	lumme
15		worksheet				_		l the state		-
								(or net	loss), and	I
1-5				LO 1			(	complete	workshe	et

#### **1. Prepare a Trial Balance on the Worksheet**

					-	usted		ome		
_	Trial Ba	ance	Adjust	ustments Tria		Trial Balance		ment	Balance Sheet	
Account Titles	Dr.	Cr.	Dr.	Cr.	Dr.	Cr.	Dr.	Cr.	Dr.	Cr.
Cash	15,200									
Supplies	2,500									
Prepaid Insurance	600									
Equipment	5,000									
Notes Payable		5,000								
Accounts Payable		2,500								
Unearned Revenue		1,200								
Common Stock		10,000								
Dividends	500									
Service Revenue		10,000								
Salaries and Wages Exp.	4,000									
Rent Exp.	900									
Totals	28,700	28,700								
1	t			Т	rial bala	nce am	ounts o	come		
	L			_	rectly fro					
Include all acc with balance										

Illustration 3-23 General journal showing adjusting entries

Adjusting Journal Entries

(Chapter 3)

	GENERAL JOURNAL			J2
Date	Account Titles and Explanation	Ref.	Debit	Credit
2015 Oct.31	Adjusting Entries Supplies Expense Supplies (To record supplies used)	631 126	1,500	1,500
31	Insurance Expense Prepaid Insurance (To record insurance expired)	722 130	50	50
31	Depreciation Expense Accumulated Depreciation—Equipment (To record monthly depreciation)	711 158	40	40
31	Unearned Service Revenue Service Revenue (To record revenue for services performed)	209 400	400	400
31	Accounts Receivable Service Revenue (To record revenue for services performed)	112 400	200	200
31	Interest Expense Interest Payable (To record interest on notes payable)	905 230	50	50
31	Salaries and Wages Expense Salaries and Wages Payable (To record accrued salaries and wages)	726 212	1,200	1,200

#### 2. Enter the Adjustments in the Adjustments Columns

	Trial Ba	lance	Adjus	tments	•	usted Balance		ome ement	Balance	Sheet
Account Titles	Dr.	Cr.	Dr.	Cr.	Dr.	Cr.	Dr.	Cr.	Dr.	Cr.
Cash Supplies Prepaid Insurance Equipment Notes Payable Accounts Payable Unearned Revenue Common Stock Dividends Service Revenue Salaries and Wages Exp. Rent Exp. Totals	Dr. 15,200 2,500 600 5,000 5,000 4,000 900 28,700 	Cr. 5,000 2,500 1,200 10,000 10,000 28,700	(d) 400 (g)1,200 (a)1,500	(a) 1,500 (b) 50 (d) 400 (e) 200	Dr.	Adjus         (a)       S         (b)       II         (c)       II         (d)       S         (e)       S         (f)       II	<b>stments</b> Supplies nsurance Deprecia Service F	Key: Used. e Expire tion Exp Revenue Revenue	d. ensed. Recogr Accrueo	ized.
Insurance Expense Accumulated Depreciation Depreciation Expense Accounts Receivable Interest Expense Interest Payable Salaries and Wages Payabl Totals Add a 4-8		accour	(c) 40 (e) 200 (f) 50 <u>3,440</u>	(c) 40 (f) 50 ( <u>g) 1,200</u> <u>3,440</u> needed.		Ente	adjustn	ment ar nents co eck for e		otal LO

#### 3. Complete the Adjusted Trial Balance Columns

Trial Balance         Adjustments         Trial Balance         Statement         Balance           Account Titles         Dr.         Cr.         Dr.         Cr	Chast
Cash         15,200         15,200           Supplies         2,500         (a) 1,500         1,000           Prepaid Insurance         600         (b) 50         550           Equipment         5,000         5,000           Notes Payable         2,500         2,500           Accounts Payable         2,500         2,500           Unearned Revenue         1,200 (d) 400         800           Common Stock         10,000         10,000           Dividends         500         500           Service Revenue         10,000         (d) 400         10,600           (e)         200         5,200         10,600           Salaries and Wages Exp.         4,000         (g)1,200         5,200           Rent Exp.         900         900         900           Totals         28,700         28,700         900           Supplies Expense         (a)1,500         1,500         1,500           Insurance Expense         (b) 50         50         50           Accountlated Depreciation         (c) 40         40         40           Depreciation Expense         (f) 50         50         10           Interest Expense         (f) 50 <th>Cr.</th>	Cr.
Supplies         2,500         (a) 1,500         1,000           Prepaid Insurance         600         (b) 50         550           Equipment         5,000         5,000           Notes Payable         5,000         2,500           Accounts Payable         2,500         2,500           Unearned Revenue         1,200         (d) 400         800           Common Stock         10,000         10,000         10,000           Dividends         500         500         Service Revenue         10,000         (d) 400         10,600           Salaries and Wages Exp.         4,000         (g)1,200         5,200         Service Revenue         10,600         (e) 200         Supplies Expense         (a)1,500         1,500         Insurance Expense         (b) 50         50           Supplies Expense         (b) 50         50         Accumulated Depreciation         (c) 40         40           Depreciation Expense         (c) 40         40         Accounts Receivable         (e) 200         200           Interest Expense         (f) 50         50         50         Interest Payable         50	01.
Prepaid Insurance         600         (b)         50         550           Equipment         5,000         5,000           Notes Payable         5,000         5,000           Accounts Payable         2,500         2,500           Unearned Revenue         1,200         (d) 400         800           Common Stock         10,000         10,000         10,000           Dividends         500         500         500           Service Revenue         10,000         (d) 400         10,600           (e)         200         10,600         (e)         200           Salaries and Wages Exp.         4,000         (g)1,200         5,200           Rent Exp.         900         900         900           Totals         28,700         28,700         900           Supplies Expense         (a) 1,500         1,500           Insurance Expense         (b)         50         50           Accoundlated Depreciation         (c)         40         40           Depreciation Expense         (c)         40         40           Interest Expense         (f)         50         50           Interest Payable         (f)         50	
Equipment         5,000         5,000           Notes Payable         5,000         5,000           Accounts Payable         2,500         2,500           Unearned Revenue         1,200         (d) 400         800           Common Stock         10,000         10,000         10,000           Dividends         500         500         Service Revenue         10,000         (d) 400         10,600         (e) 200         28,700         Service Revenue         10,000         (d) 400         10,600         (e) 200         Service Revenue         Service Revenue         10,000         (d) 400         10,600         (e) 200         Service Revenue         Service Revenue	
Notes Payable         5,000         5,000           Accounts Payable         2,500         2,500           Unearned Revenue         1,200         (d) 400         800           Common Stock         10,000         10,000           Dividends         500         500           Service Revenue         10,000         (d) 400         10,600           (e)         200         5,200         800           Salaries and Wages Exp.         4,000         (g)1,200         5,200           Rent Exp.         900         900         900           Totals         28,700         28,700         900           Supplies Expense         (a)1,500         1,500           Insurance Expense         (b)         50         50           Accounts Receivable         (e)         200         40           Depreciation Expense         (c)         40         40           Accounts Receivable         (e)         200         200           Interest Expense         (f)         50         50           Interest Payable         (f)         50         50	
Accounts Payable       2,500       2,500         Unearned Revenue       1,200       (d) 400       800         Common Stock       10,000       10,000         Dividends       500       500         Service Revenue       10,000       (d) 400       10,600         (e) 200       200       5,200         Salaries and Wages Exp.       4,000       (9)1,200       5,200         Rent Exp.       900       900       900         Totals       28,700       28,700       900         Supplies Expense       (a)1,500       1,500         Insurance Expense       (b) 50       50         Accumulated Depreciation       (c) 40       40         Depreciation Expense       (c) 40       40         Accounts Receivable       (e) 200       200         Interest Expense       (f) 50       50         Interest Payable       (f) 50       50	
Unearned Revenue         1,200         (d) 400         800           Common Stock         10,000         10,000           Dividends         500         500           Service Revenue         10,000         (d) 400         10,600           (e)         200         10,600         (e)         200           Salaries and Wages Exp.         4,000         (g)1,200         5,200         900           Salaries and Wages Exp.         4,000         (g)1,200         5,200         900           Totals         28,700         28,700         900         1,500           Supplies Expense         (a)1,500         1,500         1,500           Insurance Expense         (b) 50         50         50           Accumulated Depreciation         (c) 40         40         40           Depreciation Expense         (c) 40         40         40           Accounts Receivable         (e) 200         200         10           Interest Expense         (f) 50         50         50	
Common Stock         10,000         10,000         10,000           Dividends         500         500         500           Service Revenue         10,000         (d) 400         10,600           (e)         200         10,600         (e)           Salaries and Wages Exp.         4,000         (g)1,200         5,200           Rent Exp.         900         900         900           Totals         28,700         28,700           Supplies Expense         (a)1,500         1,500           Insurance Expense         (b)         50         50           Accumulated Depreciation         (c)         40         40           Depreciation Expense         (c)         40         40           Accounts Receivable         (e)         200         200           Interest Expense         (f)         50         50	
Dividends         500         500           Service Revenue         10,000         (d) 400         10,600           Salaries and Wages Exp.         4,000         (g)1,200         5,200           Rent Exp.         900         900         900           Totals         28,700         28,700         900           Supplies Expense         (a)1,500         1,500           Insurance Expense         (b) 50         50           Accumulated Depreciation         (c) 40         40           Depreciation Expense         (c) 40         40           Accounts Receivable         (e) 200         200           Interest Expense         (f) 50         50	
Service Revenue         10,000         (d) 400 (e) 200         10,600           Salaries and Wages Exp.         4,000         (9)1,200         5,200           Rent Exp.         900         900         900           Totals         28,700         28,700         900           Supplies Expense         (a)1,500         1,500         1,500           Insurance Expense         (b) 50         50         50           Accumulated Depreciation         (c) 40         40           Depreciation Expense         (c) 40         40           Accounts Receivable         (e) 200         200           Interest Expense         (f) 50         50           Interest Payable         (f) 50         50	
Salaries and Wages Exp.       4,000       (g)1,200       5,200         Rent Exp.       900       900         Totals       28,700       28,700         Supplies Expense       (a)1,500       1,500         Insurance Expense       (b) 50       50         Accumulated Depreciation       (c) 40       40         Depreciation Expense       (c) 40       40         Accounts Receivable       (e) 200       200         Interest Expense       (f) 50       50	
Rent Exp.900900Totals28,70028,700Supplies Expense(a)1,5001,500Insurance Expense(b) 5050Accumulated Depreciation(c) 4040Depreciation Expense(c) 4040Accounts Receivable(e) 200200Interest Expense(f) 5050Interest Payable(f) 5050	
Rent Exp.900900Totals28,70028,700Supplies Expense(a)1,5001,500Insurance Expense(b) 5050Accumulated Depreciation(c) 4040Depreciation Expense(c) 4040Accounts Receivable(e) 200200Interest Expense(f) 5050Interest Payable(f) 5050	
Supplies Expense(a)1,5001,500Insurance Expense(b) 5050Accumulated Depreciation(c) 4040Depreciation Expense(c) 4040Accounts Receivable(e) 200200Interest Expense(f) 5050Interest Payable(f) 5050	
Supplies Expense(a)1,5001,500Insurance Expense(b) 5050Accumulated Depreciation(c) 4040Depreciation Expense(c) 4040Accounts Receivable(e) 200200Interest Expense(f) 5050Interest Payable(f) 5050	
Insurance Expense(b) 5050Accumulated Depreciation(c) 4040Depreciation Expense(c) 4040Accounts Receivable(e) 200200Interest Expense(f) 5050Interest Payable(f) 5050	
Accumulated Depreciation(c) 4040Depreciation Expense(c) 4040Accounts Receivable(e) 200200Interest Expense(f) 5050Interest Payable(f) 5050	
Depreciation Expense(c) 4040Accounts Receivable(e) 200200Interest Expense(f) 5050Interest Payable(f) 5050	
Accounts Receivable (e) 200 200 Interest Expense (f) 50 50 Interest Payable (f) 50 50	
Interest Expense (f) 50 50 Interest Payable (f) 50 50	
Interest Payable (f) 50 50	
Salaries and Wages Payable (9) 1,200 1,200	
Totals 3,440 3,440 30,190 30,190	
Net Income	
Total the adjusted trial balance	
4-9 columns and check for equality.	LC

Illustration 4-2

#### **4. Extend Amounts to Financial Statement Columns**

						Adjus		Inco			<b>.</b>
	Trial Ba			ustme		Trial Ba		State		Balance	
Account Titles	Dr.	Cr.	Dr.		Cr.	Dr.	Cr.	Dr.	Cr.	Dr.	Cr.
Cash	15,200			(-)		15,200				15,200	
Supplies	2,500				1,500	1,000				1,000	
Prepaid Insurance	600			(b)	50	550				550	
Equipment	5,000					5,000				5,000	
Notes Payable		5,000					5,000				5,000
Accounts Payable		2,500					2,500				2,500
Unearned Revenue		1,200	(d) 40	D			800				800
Common Stock		10,000					10,000				10,000
Dividends	500					500				500	
Service Revenue		10,000		(d)	400		10,600		10,600		
				(e)	200						
Salaries and Wages E	xp. 4,000		(g)1,20	D		5,200		5,200			
Rent Exp.	900					900		900			
Totals	28,700	28,700	_								
Supplies Expense			= (a)1,50	D		1,500		1,500			
Insurance Expense			(b) 5			50		50			
Accumulated Deprecia	ation		()	(c)	40		40				40
Depreciation Expense			(c) 4			40		40			
Accounts Receivable			(e) 20			200				200	
Interest Expense			(f) 5			50		50		200	
Interest Payable				(f)	50		50				50
Salaries and Wages P	avable			• •	1,200		1,200				1,200
Totals			3,44		3,440	30,190	30,190	7,740	10,600	22,450	19,590
Net Income				<u> </u>	•,++•			· , · + •	10,000	£2,700	10,000
	Extand adjug	tod tria	l hala	<u></u>	ama	unto to					
	Extend adjus										
4-10 8	appropriate f	inancia	l state	me	nt col	umns.					LO 1

#### 5. Total Columns, Compute Net Income (Loss)

						Adjus		Inco	-		<b>.</b>
	Trial Ba			ustme		Trial Ba		State		Balance	
Account Titles	Dr.	Cr.	Dr.		Cr.	Dr.	Cr.	Dr.	Cr.	Dr.	Cr.
Cash	15,200			(-)		15,200				15,200	
Supplies	2,500				1,500	1,000				1,000	
Prepaid Insurance	600			(b)	50	550				550	
Equipment	5,000					5,000				5,000	
Notes Payable		5,000					5,000				5,000
Accounts Payable		2,500					2,500				2,500
Unearned Revenue		1,200	(d) 40	0			800				800
Common Stock		10,000					10,000				10,000
Dividends	500					500				500	
Service Revenue		10,000		(d)	400		10,600		10,600		
				(e)	200						
Salaries and Wages Exp.	4,000		(g)1,20	0		5,200		5,200			
Rent Exp.	900					900		900			
Totals	28,700	28,700	-								
Supplies Expense			_ (a)1,50	0		1,500		1,500			
Insurance Expense			(b) 5	0		50		50			
Accumulated Depreciation				(c)	40		40				40
Depreciation Expense			(c) 4	0		40		40			
Accounts Receivable			(e) 20	0		200				200	
Interest Expense				0		50		50			
Interest Payable				(f)	50		50				50
Salaries and Wages Payable	•				1,200		1,200				1,200
Totals			3,44		3,440	30,190	30,190	7,740	10,600	22,450	19,590
Net Income			-,-			,	,	• 2,860	,	,	→ 2,860
Totals							.   '	10,600	10,600	22,450	22,450
	Comp	ute Net	Incor	ne	or Net	t Loss.		i	<u> </u>	<u> </u>	•
A 44	Somp					000.	1				101

#### **Review Question**

Net income is shown on a worksheet in the:

- a. income statement debit column only.
- b. balance sheet debit column only.
- c. income statement credit column and balance sheet debit column.
- d. income statement debit column and balance sheet credit column.

### **Using a Worksheet**

# Preparing Financial Statements from a Worksheet

- Income statement is prepared from the income statement columns.
- Balance sheet and retained earnings statement are prepared from the balance sheet columns.
- Companies can prepare financial statements before they journalize and post adjusting entries.

#### **Preparing Statements from a Worksheet**

PIONEER ADVERTISING Income Stater For the Month Ended Oc	nent	Illustration 4-3
Revenues		
Service revenue		\$10,600
Expenses		
Salaries and wages expense	\$5,200	
Supplies expense	1,500	
Rent expense	900	
Insurance expense	50	
Interest expense	50	
Depreciation expense	40	
Total expenses		7,740
Net income		\$ 2,860

#### **Preparing Statements from a Worksheet**

	<b>PIONEER ADVERTISING AGENCY INC.</b> Retained Earnings Statement For the Month Ended October 31, 2015	Illustration 4-3
Retained earnin Add: Net income		$\frac{-0-2,860}{2,860}$
Less: Dividends Retained earnin	gs, October 31	<u>500</u> \$2,360

#### **Preparing Statements from a Worksheet**

Bal	<b>RTISING AGENCY INC.</b> ance Sheet ber 31, 2015	Illustration 4-3
	Assets	
Cash		\$15,200
Accounts receivable		200
Supplies		1,000
Prepaid insurance		550
Equipment	\$5,000	
Less: Accumulated depreciation-e	quipment 40	4,960
Total assets		\$21,910
Liabilities and	Stockholders' Equity	
Liabilities		
Notes payable	\$5,000	
Accounts payable	2,500	
Interest payable	50	
Unearned service revenue	800	
Salaries and wages payable	1,200	
Total liabilities		\$ 9,550
Stockholders' equity		
Common stock	10,000	
Retained earnings	2,360	
Total stockholders' equity		12,360
Total liabilities and stockholde	rs' equity	\$21,910

#### **Preparing Adjusting Entries from a Worksheet**

- Adjusting entries are prepared from the adjustments columns of the worksheet.
- Journalizing and posting of adjusting entries follows the preparation of financial statements when a worksheet is used.

# > DO IT!

Susan Elbe is preparing a worksheet. Explain to Susan how she should extend the following adjusted trial balance accounts to the financial statement columns of the worksheet.

Cash Accumulated Depreciation Accounts Payable Dividends Service Revenue Salaries and Wages Expense Balance sheet (debit column)
Balance Sheet (credit column)
Balance Sheet (credit column)
Balance sheet (debit column)
Income statement (credit column)
Income statement (debit column)

# Completing the Accounting Cycle

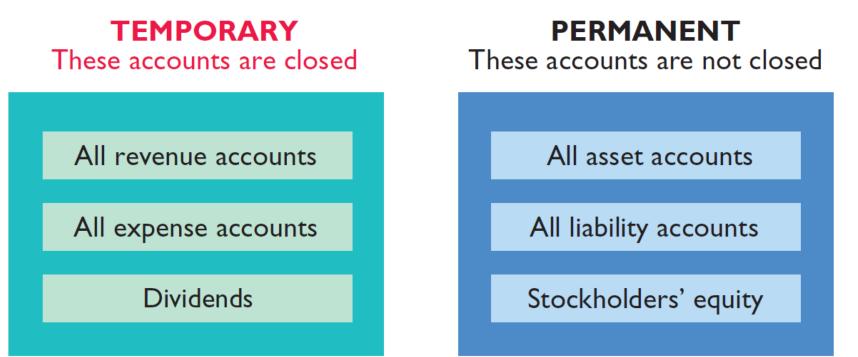
#### **Learning Objectives**

After studying this chapter, you should be able to:

- [1] Prepare a worksheet.
- [2] Explain the process of closing the books.
- [3] Describe the content and purpose of a post-closing trial balance.
- [4] State the required steps in the accounting cycle.
- [5] Explain the approaches to preparing correcting entries.
- [6] Identify the sections of a classified balance sheet.

At the end of the accounting period, the company makes the accounts ready for the next period.

**Illustration 4-4** 



#### **Preparing Closing Entries**

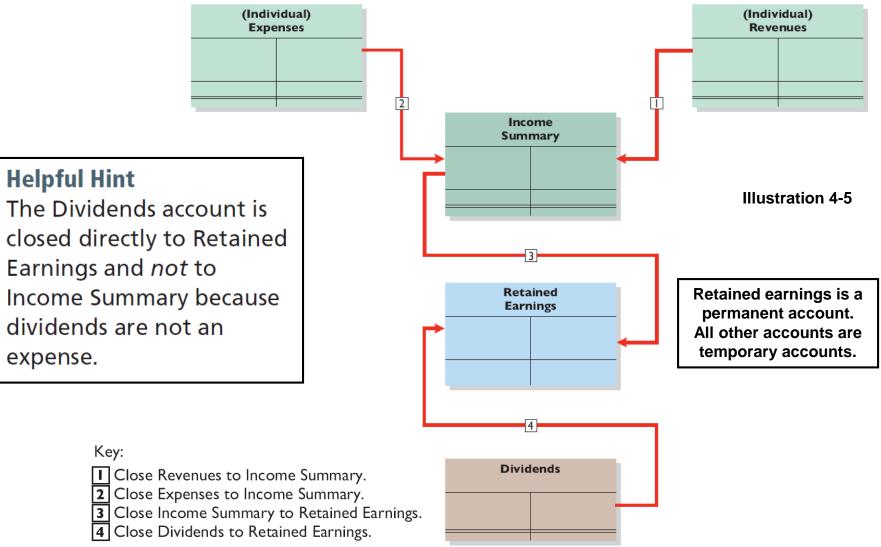
**Closing entries** formally recognize in the ledger the transfer of

- net income (or net loss) and
- Dividends

to Retained Earnings.

Companies generally journalize and post closing entries only at the end of the annual accounting period.

Closing entries produce a zero balance in each temporary account.

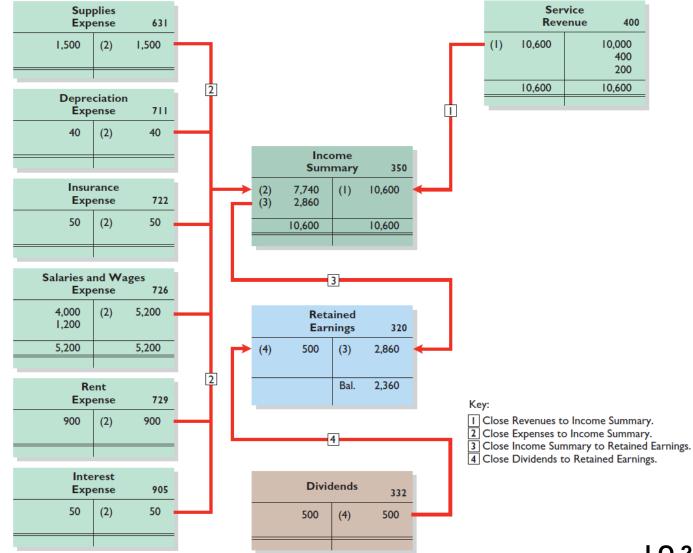


Closing Entries Illustrated

> **Illustration 4-6** Closing entries journalized

		GENERAL JOURNAL			J3
	Date	Account Titles and Explanation	Ref.	Debit	Credit
	2015	Closing Entries (1)			
b	Oct. 31	Service Revenue Income Summary (To close revenue account) (2)	400 350	10,600	10,600
	31	Income Summary Supplies Expense Depreciation Expense Insurance Expense Salaries and Wages Expense Rent Expense Interest Expense (To close expense accounts)	350 631 711 722 726 729 905	7,740	1,500 40 50 5,200 900 50
	31	(3) Income Summary Retained Earnings (To close net income to retained earnings)	350 320	2,860	2,860
	31	(4) Retained Earnings Dividends (To close dividends to retained earnings)	320 332	500	500

Posting Closing Entries



**Illustration 4-7** 

#### ACCOUNTING ACROSS THE ORGANIZATION



#### **Cisco Performs the Virtual Close**

Technology has dramatically shortened the closing process. Recent surveys have reported that the average company now takes only six to seven days to close, rather than 20 days. But a few companies do much better. Cisco Systems can perform a "virtual close"—closing within 24 hours on any day in the quarter. The same is true at Lockheed Martin Corp., which improved its closing time by 85% in just the last few years. Not very long ago, it took 14 to 16 days. Managers at these companies emphasize that this increased speed has not reduced the accuracy and completeness of the data.

This is not just showing off. Knowing exactly where you are financially all of the time allows the company to respond faster than competitors. It also means that the hundreds of people who used to spend 10 to 20 days a quarter tracking transactions can now be more usefully employed on things such as mining data for business intelligence to find new business opportunities.

Source: "Reporting Practices: Few Do It All," Financial Executive (November 2003), p. 11.

Who else benefits from a shorter closing process? (See page 215.)

# > DO IT!

The worksheet for Hancock Company shows the following in the financial statement columns:

Dividends	\$15,000
Common stock	\$42,000
Net income	\$18,000

Prepare the closing entries at December 31 that affect stockholders' equity.

Income summary	18,000	
Retained earnings		18,000
Retained earnings	15,000	
Dividends		15,000

# Completing the Accounting Cycle

#### **Learning Objectives**

After studying this chapter, you should be able to:

- [1] Prepare a worksheet.
- [2] Explain the process of closing the books.
- [3] Describe the content and purpose of a post-closing trial balance.
- [4] State the required steps in the accounting cycle.
- [5] Explain the approaches to preparing correcting entries.
- [6] Identify the sections of a classified balance sheet.

# **Preparing a Post-Closing Trial Balance**

**Purpose** is to prove the equality of the permanent account balances carried forward into the next accounting period.

PIONEER ADVERTISING A Post-Closing Trial Ba October 31, 201	ance	Post-closing tri
	Debit	Credit
Cash	\$ 15,200	
Accounts Receivable	200	
Supplies	1,000	
Prepaid Insurance	550	
Equipment	5,000	
Accumulated Depreciation—Equipment	,	\$ 40
Notes Payable		5,000
Accounts Payable		2,500
Unearned Service Revenue		800
Salaries and Wages Payable		1,200
Interest Payable		50
Common Stock		10,000
Retained Earnings		2,360
	\$21,950	\$21,950
	φ=1,200	φ <b>ωι</b> , σου

Illustration 1-8

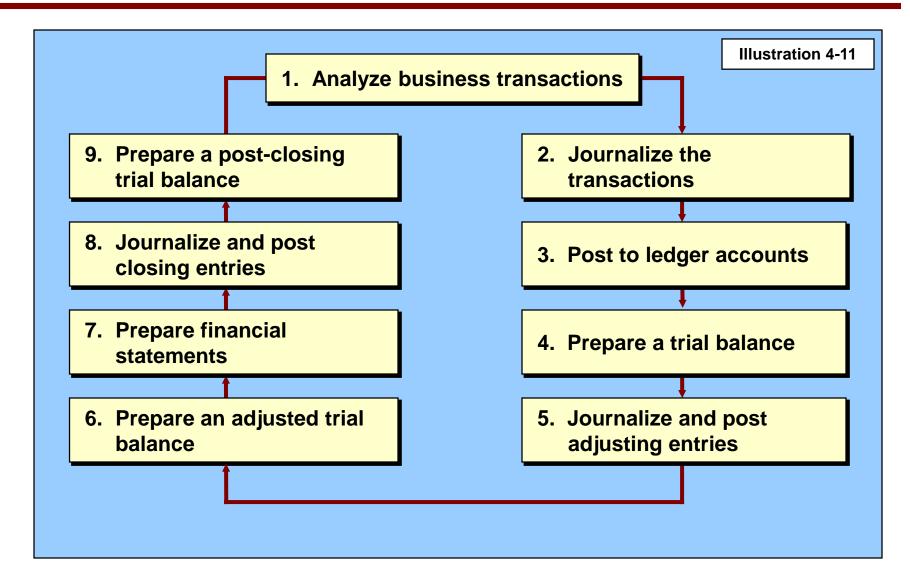
# Completing the Accounting Cycle

#### **Learning Objectives**

After studying this chapter, you should be able to:

- [1] Prepare a worksheet.
- [2] Explain the process of closing the books.
- [3] Describe the content and purpose of a post-closing trial balance.
- [4] State the required steps in the accounting cycle.
- [5] Explain the approaches to preparing correcting entries.
- [6] Identify the sections of a classified balance sheet.

# Summary of the Accounting Cycle



# Completing the Accounting Cycle

#### **Learning Objectives**

After studying this chapter, you should be able to:

- [1] Prepare a worksheet.
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- [6] Identify the sections of a classified balance sheet.

# Summary of the Accounting Cycle

#### **Correcting Entries—An Avoidable Step**

- Unnecessary if accounting records are free of errors.
- Made whenever an error is discovered.
- Must be posted before closing entries.

Instead of preparing a correcting entry, it is possible to reverse the incorrect entry and then prepare the correct entry.

### **Correcting Entries—An Avoidable Step**

**Case 1:** On May 10, Mercato Co. journalized and posted a \$50 cash collection on account from a customer as a debit to Cash \$50 and a credit to Service Revenue \$50. The company discovered the error on May 20, when the customer paid the remaining balance in full.

Incorrect	Cash	50
entry	Service Revenue	50
Correct	Cash	50
entry	Accounts Receivable	50
Correcting entry	Service Revenue	50
	Accounts Receivable	50

# **Correcting Entries—An Avoidable Step**

**Case 2:** On May 18, Mercato purchased on account equipment costing \$450. The transaction was journalized and posted as a debit to Equipment \$45 and a credit to Accounts Payable \$45. The error was discovered on June 3.

Incorrect	Equipment	45	
entry	Accounts Payable		45
Correct	Equipment	450	
entry	Accounts Payable		450
Correcting entry	Equipment	405	
	Accounts Payable		405

#### **ACCOUNTING ACROSS THE ORGANIZATION**



#### Yale Express Loses Some Transportation Bills

Yale Express, a short-haul trucking firm, turned over much of its cargo to local truckers to complete deliveries. Yale collected the entire delivery charge. When billed by the local trucker, Yale sent payment for the final phase to the local trucker. Yale used a cutoff period of 20 days into the next accounting period in making its adjusting entries for accrued liabilities. That is, it waited 20 days to receive the local truckers' bills to determine the amount of the unpaid but incurred delivery charges as of the balance sheet date.

On the other hand, Republic Carloading, a nationwide, long-distance freight forwarder, frequently did not receive transportation bills from truckers to whom it passed on cargo until months after the year-end. In making its year-end adjusting entries, Republic waited for months in order to include all of these outstanding transportation bills.

When Yale Express merged with Republic Carloading, Yale's vice president employed the 20-day cutoff procedure for both firms. As a result, millions of dollars of Republic's accrued transportation bills went unrecorded. When the company detected the error and made correcting entries, these and other errors changed a reported profit of \$1.14 million into a loss of \$1.88 million!



What might Yale Express's vice president have done to produce more accurate financial statements without waiting months for Republic's outstanding transportation bills? (See page 215.)

# Completing the Accounting Cycle

#### **Learning Objectives**

After studying this chapter, you should be able to:

- [1] Prepare a worksheet.
- [2] Explain the process of closing the books.
- [3] Describe the content and purpose of a post-closing trial balance.
- [4] State the required steps in the accounting cycle.
- [5] Explain the approaches to preparing correcting entries.
- [6] Identify the sections of a classified balance sheet.

- Presents a snapshot at a point in time.
- To improve understanding, companies group similar assets and similar liabilities together.

#### **Standard Classifications**

Illustration 4-16

Assets	Liabilities and Owner's Equity	
Current assets	Current liabilities	
Long-term investments	Long-term liabilities	
Property, plant, and equipment	Stockholders' equity	
Intangible assets		

	FRANKLIN CORPORATION Balance Sheet October 31, 2015		ustration 4-17
	Assets		
Current assets			
Cash		\$ 6,600	
Debt investments		2,000	
Accounts receivable		7,000	
Notes receivable		1,000	
Inventory		3,000	
Supplies		2,100	
Prepaid insurance		400	
Total current assets			\$22,100
Long-term investments			
Stock investments		5,200	
Investment in real estate	:	2,000	7,200
Property, plant, and equi	pment		
Land		10,000	
Equipment	\$24,000		
Less: Accumulated depre	eciation—		
equipment	5,000	19,000	29,000
Intangible assets			
Patents			3,100
Total assets			\$61,400

FRANKLIN CORPORA Balance Sheet October 31, 2015	TION IIIu	Istration 4-17
Liabilities and Stockholde	rs' Equity	
Current liabilities		
Notes payable	\$11,000	
Accounts payable	2,100	
Unearned service revenue	900	
Salaries and wages payable	1,600	
Interest payable	450	
Total current liabilities		\$16,050
Long-term liabilities		
Mortgage payable	10,000	
Notes payable	1,300	
Total long-term liabilities		11,300
Total liabilities		27,350
Stockholders' equity		
Common stock	20,000	
Retained earnings	14,050	
Total stockholders' equity		34,050
Total liabilities and stockholders' equity		\$61,400

#### **Current Assets**

- Assets that a company expects to convert to cash or use up within one year or the operating cycle, whichever is longer.
- Operating cycle is the average time that it takes to purchase inventory, sell it on account, and then collect cash from customers.

#### **Current Assets**

**Illustration 4-18** 

Real World	SOUTHWEST AIRLINES CO. Balance Sheet (partial) (in millions)	
Current assets		
Cash and cas	h equivalents	\$1,390
Short-term investments		369
Accounts receivable		241
Inventories		181
Prepaid expenses and other current assets		420
Total curre	nt assets	\$2,601

Usually listed in the order they expect to convert them into cash.

### **Review Question**

The correct order of presentation in a classified balance sheet for the following current assets is:

- a. accounts receivable, cash, prepaid insurance, inventory.
- b. cash, inventory, accounts receivable, prepaid insurance.
- c. cash, accounts receivable, inventory, prepaid insurance.
- d. inventory, cash, accounts receivable, prepaid insurance.

#### **Long-Term Investments**

- Investments in stocks and bonds of other companies.
- Investments in long-term assets such as land or buildings that is not currently being used in operating activities.
- Long-term notes receivable.

**Illustration 4-19** 



### **Property, Plant, and Equipment**

- Long useful lives.
- Currently used in operations.
- Depreciation allocating the cost of assets to a number of years.
- Accumulated depreciation total amount of depreciation expensed thus far in the asset's life.

Alternative Terminology

Property, plant, and equipment is sometimes called *fixed assets* or *plant assets*.

### **Property, Plant, and Equipment**

**Illustration 4-20** 

Real World World (in thousa	: (partial)	
<b>Property, plant, and equipment</b> Land and land improvements Buildings	\$ 41,553 298,706	
Machinery and equipment Molds, cores, and rings Less: Accumulated depreciation	1,636,091 268,158	\$2,244,508 1,252,692 \$ 991,816

#### **Intangible Assets**

Long-lived assets that do not have physical substance.

Real World World (in millions)	Illustration 4-21
Intangible assets	
Goodwill	\$40,953
Film library	2,690
Customer lists	2,540
Cable television franchises	38,048
Sports franchises	262
Brands, trademarks, and other intangible assets	8,313
	\$92,806

### Question

Patents and copyrights are

- a. Current assets.
- b. Intangible assets.
  - c. Long-term investments.
  - d. Property, plant, and equipment.

#### PEOPLE, PLANET, AND PROFIT INSIGHT

#### **Regaining Goodwill**



After falling to unforeseen lows amidst scandals, recalls, and economic crises, the American public's positive perception of the reputation of corporate America is on the rise. Overall corporate reputation is experiencing rehabilitation as the American public gives high marks overall to corporate America, specific industries, and the largest number of individual companies in a dozen years. This is according to the findings of the *2011 Harris Interactive RQ Study*, which measures the reputations of the 60 most visible companies in the United States.

The survey focuses on six reputational dimensions that influence reputation and consumer behavior. Four of these dimensions, along with the five corporations that ranked highest within each, are as follows.

- **Social Responsibility:** (1) Whole Foods Market, (2) Johnson & Johnson, (3) Google, (4) The Walt Disney Company, (5) Procter & Gamble Co.
- Emotional Appeal: (1) Johnson & Johnson, (2) Amazon.com, (3) UPS, (4) General Mills, (5) Kraft Foods
- Financial Performance: (1) Google, (2) Berkshire Hathaway, (3) Apple, (4) Intel, (5) The Walt Disney Company
- Products and Services: (1) Intel Corporation, (2) 3M Company, (3) Johnson & Johnson, (4) Google, (5) Procter & Gamble Co.

Source: www.harrisinteractive.com.



Name two industries today which are probably rated low on the reputational characteristics of "being trusted" and "having high ethical standards." (See page 215.)

# > DO IT!

Baxter Hoffman recently received the following information related to Hoffman Company's December 31, 2015, balance sheet.

Prepaid insurance	\$ 2,300	Inventory	\$3,400
Cash	800	Accumulated depreciation—	
Equipment	10,700	equipment	2,700
		Accounts receivable	1,100

Prepare the asset section of Hoffman Company's classified balance sheet.

Assets

Current assets

Total current assets Property, plant, and equipment

Total assets

### **Current Liabilities**

- Obligations the company is to pay within the coming year or its operating cycle, whichever is longer.
- Usually list notes payable first, followed by accounts payable. Other items follow in order of magnitude.
- Common examples are accounts payable, salaries and wages payable, notes payable, interest payable, income taxes payable current maturities of long-term obligations.
- Liquidity ability to pay obligations expected to be due within the next year.

### **Current Liabilities**

**Illustration 4-22** 

Real World Balance Sheet (partial) (in thousands)	
Current liabilities	
Notes payable	\$ 239
Accounts payable	24,242
Current maturities of long-term debt	57,250
Other current liabilities	27,477
Income taxes payable	11,215
Salaries and wages payable	6,720
Total current liabilities	\$127,143

#### ACCOUNTING ACROSS THE ORGANIZATION



#### Can a Company Be Too Liquid?

There actually is a point where a company can be too liquid—that is, it can have too much working capital (current assets less current liabilities). While it is important to be liquid enough to be able to pay short-term bills as they come due, a company does not want to tie up its cash in extra inventory or receivables that are not earning the company money.

By one estimate from the REL Consultancy Group, the thousand largest U.S. companies have on their books cumulative excess working capital of \$764 billion. Based on this figure, companies could have reduced debt by 36% or increased net income by 9%. Given that managers throughout a company are interested in improving profitability, it is clear that they should have an eye toward managing working capital. They need to aim for a "Goldilocks solution" not too much, not too little, but just right.

Source: K. Richardson, "Companies Fall Behind in Cash Management," Wall Street Journal (June 19, 2007).



What can various company managers do to ensure that working capital is managed efficiently to maximize net income? (See page 215.)

### **Long-Term Liabilities**

• Obligations a company expects to pay after one year.

**Illustration 4-23** 

Real World THE PROCTER & GAMBLE COMPANY Balance Sheet (partial) (in millions)	
Long-term liabilities	
Long-term debt	\$23,375
Deferred income taxes	12,015
Other noncurrent liabilities	5,147
Total long-term liabilities	\$40,537

### Question

Which of the following is not a long-term liability?

- a. Bonds payable
- b. Current maturities of long-term obligations
  - c. Long-term notes payable
  - d. Mortgages payable

### **Stockholders' (Owner's) Equity**

Proprietorship - one capital account.

#### Alternative Terminology

Common stock is sometimes called *capital stock*.

- Partnership capital account for each partner.
- Corporation Common Stock and Retained Earnings.

Real World	<b>NORDSTROM, INC.</b> Balance Sheet (partial) (\$ in thousands)	Illustration 4-24
Retained earn	k, 271,331 shares	\$ 685,934 <u>1,406,747</u> \$2,092,681

#### **Reversing Entries**

- It is often helpful to reverse some of the adjusting entries before recording the regular transactions of the next period.
- Companies make a reversing entry at the beginning of the next accounting period.
- Each reversing entry is the exact opposite of the adjusting entry made in the previous period.
- The use of reversing entries does not change the amounts reported in the financial statements.

**Illustration:** To illustrate the optional use of reversing entries for accrued expenses, we will use the salaries expense transactions for Pioneer Advertising Agency.

- 1. October 26 (initial salary entry): Pioneer pays \$4,000 of salaries and wages earned between October 15 and October 26.
- October 31 (adjusting entry): Salaries and wages earned between October 29 and October 31 are \$1,200. The company will pay these in the November 9 payroll.
- November 9 (subsequent salary entry): Salaries and wages paid are \$4,000. Of this amount, \$1,200 applied to accrued salaries and wages payable and \$2,800 was earned between November 1 and November 9.

**Illustration 4A-1** 

Without Reversing Entries (per chapter)	With Reversing Entries (per appendix)
Initial Salary EntryOct. 26Salaries and Wages Expense4,000Cash4,000	Oct. 26 Initial Salary Entry Same entry
Adjusting EntryOct. 31Salaries and Wages Expense1,200Salaries and Wages Payable1,200	Adjusting EntryOct. 31Same entry
Closing EntryOct. 31Income Summary5,200Salaries and Wages Expense5,200	Closing EntryOct. 31Same entry
Reversing Entry Nov. 1 No reversing entry is made.	Reversing Entry Nov. 1 Salaries and Wages Payable 1,200 Salaries and Wages Expense 1,200
Subsequent Salary EntryNov. 9Salaries and Wages Payable1,200Salaries and Wages Expense2,8004,000	Subsequent Salary EntryNov. 9Salaries and Wages Expense4,000Cash4,000

**4-58** Advance slide in presentation mode to reveal answer.

**Illustration 4A-2** Postings with reversing entries

Salaries and Wages Expense				
10/26	Paid	4,000	10/31 Closing	5,200
31	Adjusting	1,200		
		5,200		5,200
11/9	Paid	4,000	11/1 Reversing	1,200

Salaries and Wages Payable				
11/1	Reversing	1,200	10/31 Adjusting	1,200

Compare the procedures for the closing process under GAAP and IFRS.

#### **Key Points**

- The procedures of the closing process are applicable to all companies, whether they are using IFRS or GAAP.
- IFRS recommends but does not require the use of the title "statement of financial position" rather than balance sheet.
- The format of statement of financial position information is often presented differently under IFRS. Most companies that follow IFRS present statement of financial position information in this order:
  - Non-current assets
  - Current assets

- Equity
- Non-current liabilities
- Current liabilities

#### **Key Points**

- IFRS requires a classified statement of financial position except in very limited situations. IFRS follows the same guidelines as this textbook for distinguishing between current and noncurrent assets and liabilities.
- Under IFRS, current assets are usually listed in the reverse order of liquidity.
- Some companies report the subtotal **net assets**, which equals total assets minus total liabilities.
- IFRS has many differences in terminology that you will notice in this textbook.

#### **Key Points**

- Both IFRS and GAAP require disclosures about (1) accounting policies followed, (2) judgments that management has made in the process of applying the entity's accounting policies, and (3) the key assumptions and estimation uncertainty that could result in a material adjustment to the carrying amounts of assets and liabilities within the next financial year.
- Comparative prior-period information must be presented and financial statements must be prepared annually.
- Both GAAP and IFRS are increasing the use of fair value to report assets. Under IFRS companies can apply fair value to property, plant, and equipment; natural resources; and in some cases intangible assets.

#### Looking to the Future

The IASB and the FASB are working on a project to converge their standards related to financial statement presentation. A key feature of the proposed framework is that each of the statements will be organized in the same format, to separate an entity's financing activities from its operating and investing activities and, further, to separate financing activities into transactions with owners and creditors.

#### **IFRS Self-Test Questions**

Which of the following statements is false?

- a) Assets equals liabilities plus equity.
- b) Under IFRS, companies sometimes net liabilities against assets to report "net assets."
  - c) The FASB and IASB are working on a joint conceptual framework project.
  - d) Under IFRS, the statement of financial position is usually referred to as the statement of assets and equity.

#### **IFRS Self-Test Questions**

A company has purchased a tract of land and expects to build a production plant on the land in approximately 5 years. During the 5 years before construction, the land will be idle. Under IFRS, the land should be reported as:

- a) land expense.
- b) property, plant, and equipment.
- c) an intangible asset.
- d) a long-term investment.

#### **IFRS Self-Test Questions**

Current assets under IFRS are listed generally:

- a) by importance.
- b) in the reverse order of their expected conversion to cash.
  - c) by longevity.
  - d) alphabetically.

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