

QUICK
PRACTICE
BASIC
ACCOUNTING

*Marshita Hashim
Radziah Mahmud
Nor Suhailali Abdul Manan
Nor Hayati Md Nor
Siti Sakinah Azzizan*

PENERBIT 
UNIVERSITI TEKNOLOGI MARA

© UiTM Press, UiTM 2019

All rights reserved. No part of this publication may be reproduced, copied, stored in any retrieval system or transmitted in any form or by any means; electronic, mechanical, photocopying, recording or otherwise; without prior permission in writing from the Director of UiTM Press, Universiti Teknologi MARA, 40450 Shah Alam, Selangor Darul Ehsan, Malaysia.
E-mail: penerbit@salam.uitm.edu.my

UiTM Press is a member of
MALAYSIAN SCHOLARLY PUBLISHING COUNCIL

Perpustakaan Negara Malaysia

Cataloguing-in-Publication Data

Marshita Hashim

QUICK PRACTICE BASIC ACCOUNTING / Marshita Hashim, Radziah Mahmud,

Nor Suhailati Abdul Manan, Nor Hayati Md Nor, Siti Sakinah Azizan.

ISBN 978-967-363-582-5

I. Accounting--Problems, exercises, etc.

2. Government publications--Malaysia.

I. Radziah Mahmud. II. Nor Suhailati Abdul Manan.

III. Nor Hayati Md Nor. IV. Siti Sakinah Azizan.

V. Title.

657.076

Printed in Malaysia by: UiTM Printing Centre
Faculty of Art & Design
Universiti Teknologi MARA
40450, Shah Alam
Selangor

Contents

<i>Preface</i>	vii
Topic 1: Types of Business and Accounting Concepts	1
Topic 2: Accounting Equation and Accounting Classifications	7
Topic 3: Principles of Double Entry	15
Topic 4: Trial Balance	23
Topic 5: Book of Prime Entry - Specialised Journals	35
Topic 6: Financial Statements	43
Topic 7: Financial Statement Analysis (Ratio Analysis)	63
Topic 8: Bank Reconciliation Statement	77
Topic 9: Partnership	93
Topic 10: Non-Profit Organisations	109
<i>Solutions</i>	121
<i>References</i>	231

Preface

The aim of this book is to allow students to understand basic accounting concepts and practise through practical exercises. After many years of teaching several accounting courses to various undergraduates accounting and non-accounting students, we believed that there was a need for a book that can provide various exercises for non-accounting students to better understand this course and able to pass their accounting paper's examination with flying colours. Many textbooks provide detailed description of accounting treatments and practices, however, this book is written mainly to provide students with many different types of questions in order to help them prepare themselves for the examination. The topical questions are arranged in a manner that can help the students to understand better the basic accounting topics.

Marshita Hashim

Radziah Mahmud

Nor Suhailati Abdul Manan

Nor Hayati Md Nor

Siti Sakinah Azizan

Types of Business and Accounting Concepts

LEARNING OBJECTIVES

After completing this topic, students should be able to:

- Identify the different types of businesses
- Explain characteristics of the different types of businesses
- Explain the basic accounting concepts and conventions
- Apply the various accounting concepts in different scenarios

ESSENTIAL NOTES

Types of Businesses

In Malaysia, there are several types or forms of businesses. In accounting field, the various types of business can be classified into three major forms namely sole trading or sole proprietorship, partnership and company or corporation. Sole trading is a business that is owned and managed by a single or sole owner. The owner of this type of business is entitled to all profits generated by the business operation and at the same time will have to bear all losses made by the business. Partnership is a form of business where two or more persons combine their funds and own the business. A formal agreement has to be made in order to describe the partners' capital contributions as well as the share of profit and loss of the business among the partners. Company is a body that is formed by the provision of an act (the Companies Act 2016). The business is owned by a group of owners known as shareholders who contributed capital to the company by shares buying activities. Company can be classified into two: a limited liability company and an unlimited liability company. The company can also be categorised into a private company or a public company.