
Accounting for Windows

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Glossary of Terms

Account

A record in which changes for a certain balance sheet or income statement are recorded. For example, a cash account keeps track of your cash balance.

Account Payable

The amount that a business owes to a supplier. It is a liability that usually results from purchasing goods or services on credit. An example of accounts payable are invoices that you have not paid.

Account Receivable

An unwritten promise by a client to pay at a later date for goods purchased or services used.

Accounting Period

The period of time over which an income statement summarizes the changes in owner's equity. Usually the official period is one year, but income statements are also prepared for a shorter, or interim, period.

Accrual Accounting

Accounting for revenues in the period in which they are earned, and recording expenses in the period in which they are incurred. This is normal accounting practice.

Asset

Physical objects and intangible rights that have commercial or exchange value for its owner.

Balance Sheet

A financial statement that reports the assets, liabilities, and capital of a company at a specified date. For a balance sheet to be correct, the sum of all the assets should be equal to the sum of all the liabilities and capital. It is also known as a statement of financial position.

Capital

Funds that support a business and its tools (machinery, buildings, vehicles) to produce goods and services. A name used for owner's equity, especially in a proprietorship or a partnership.

Credit

The right-hand side of an account or an amount entered on the right-hand side of an account. It is also called the "Source of the money".

Debit

The left-hand side of an account or an amount entered on the left-hand side of an account. It is also called the "Application of the money".

Expense

Costs created in the process of generating revenues.

Income

Revenues that are generated from the sale of goods and services or from miscellaneous sources such as interest, rents, or royalties.

Income Statement

Sometimes called **Profit and Loss Statement** shows how a business's revenues/profits compare with its expenses for a given period of time, typically one year.

Liability

A legal obligation of a business to pay a debt

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