Accounting for Non-Accounting Professionals

Reading Material

Module 1: Foundations of Accounting

Introduction to Accounting Concepts

Purpose of Financial Statements:

- Provide information about a company's performance, financial position, and changes in financial position
- Enable stakeholders to evaluate past, current, and potential profitability for making economic decisions
- Help investors and lenders assess a company's ability to generate profits, pay dividends, and meet financial obligations.

Entity Concept:

- A business is different from its owners
- When investors invest in a business, two entities are at play:
- A business entity which receives the investment (accounts it as "capital")
- An investor who becomes owner/part-owner (accounts it as "Investment" or "Shares in X & Co.")

Accrual Concept:

- Transactions are recorded when legally committed, not when cash changes hands
- Example: When goods are supplied and accepted, a sale is recorded, and money is shown as receivable from the customer
- Example: When money is deposited in a bank with interest payable after 3 months, interest accrues every day during those three months

Conservatism Principle:

- Losses are recognized when they are known
- Gains are recognized only when they are realized
- Example: If a supplier knows a customer is unlikely to pay its dues, the supplier recognizes the loss immediately
- Example: If a company holds a commodity whose price has increased, the gain is only recorded when the commodity is sold

Fundamentals of Accounting Principles



The Accounting Equation:

- Assets = Capital + Liabilities
- This equation is always in balance
- If assets increase, either capital or liabilities (or both) must increase
- Capital can be calculated as the difference between assets and liabilities

Double-Entry Book-keeping:

- Every financial transaction has two aspects:
- A Debit (The "D" Label)
- A Credit (The "C" Label)
- There can be no debit without a corresponding credit
- There can be no credit without a corresponding debit

Rules for Debits and Credits:

- Debit what 'Comes In'
- o Debit the 'Receiver'
- Debit all 'Expenses'/'Losses'
- Credit what 'Goes Out'
- Credit the 'Giver'
- Credit all 'Incomes'/'Gains'
- o Treat "Debit" and "Credit" as labels, not with their English language meaning

Examples of Transactions:

- When owners put \$100,000 cash into the business:
- Cash A/c Dr. \$100,000
- Capital A/c Cr. \$100,000
- When equipment is purchased using \$100,000:
- Equipment A/c Dr. \$100,000
- Cash A/c Cr. \$100,000
- When fire destroys uninsured equipment:
- Loss on equipment A/c Dr. \$100,000
- Equipment A/c Cr. \$100,000

Balance Rules:

- All Assets have a debit balance
- Any debit to an asset account increases asset levels
- Any credit to an asset account decreases asset levels
- All Liabilities have a credit balance
- Any debit to a liability account decreases liability levels
- Any credit to a liability account increases liability levels
- All Expense Accounts have a debit balance
- Any debit to an expense account increases expense levels
- Any credit to an expense account decreases expense levels
- All Income Accounts have a credit balance
- Any debit to an income account decreases income levels
- Any credit to an income account increases income levels



Comparison of IFRS & GAAP Standards

Global Convergence Progress:

- o Adoption of IFRS by the EU and other countries has advanced the goal of global convergence
- Significant differences still exist between IFRS and US GAAP in global capital markets
- Following EU adoption of IFRS in 2005, many of the world's listed companies use one of these two reporting standards

Coordination Efforts:

- IASB and FASB generally work together to coordinate changes and reduce differences
- A joint IASB/FASB project initiated in 2004 aimed to develop an improved, common conceptual framework
- o In late 2010, convergence of the conceptual frameworks was put on hold
- The IASB reactivated the conceptual framework as an IASB project in December 2012
- o As of year-end 2018, there are no new projects on the convergence agenda

IFRS Framework Purpose:

- Assist standard setters in developing and reviewing standards
- Assist preparers of financial statements in applying standards and dealing with issues not covered by a standard
- o Assist auditors in forming opinions on financial statements
- Assist users in interpreting financial statement information

Qualitative Characteristics of Financial Information:

- Four enhancing qualitative characteristics:
- 1. **Comparability**: Allows users to identify similarities and differences between items; information presented consistently over time and across entities enables easier comparisons
- 2. **Verifiability**: Different knowledgeable and independent observers would agree that the information faithfully represents the economic phenomena
- 3. Timeliness: Information is available to decision-makers before they make decisions
- 4. **Understandability**: Clear and concise presentation enhances understandability; information should be prepared for users with reasonable knowledge of business activities

The Accounting Cycle

Financial Statements Built Through Transactions:

- Every transaction is associated with one of four categories:
- Assets
- Liabilities
- Income
- Expenditure
- Each type must have its own 'account' ('box') in the General Ledger
- If a transaction occurs for which there is no 'account', a new account must be established before recording the transaction



General Ledger Structure:

- The GL (General Ledger) is a set of "boxes"
- Each box has a name and an associated default label (Debit or Credit)
- Each transaction affects exactly two of these boxes
- The Balance Sheet combines assets (debit balances) and liabilities (credit balances)
- o The Income Statement combines income (credit balances) and expenses (debit balances)
- The net effect of all transactions aggregated in the Income Statement reaches the Balance Sheet as a single number (profit or loss)

Profit and Loss Labels:

- Profit has a credit balance:
- Adds to shareholders' funds/surplus
- o Loss has a debit balance:
- If total debits exceed total credits, losses/deficits have a debit balance

Module 2: Financial Statements and Analysis (Banking Focused) Types of Financial Statements

Financial Statement Package:

- Includes three primary components:
- 1. Balance Sheet
- 2. Income Statement
- 3. Cash Flow Statement
- Additional information includes:
- Notes to the financial statements
- Supplementary schedules
- Management Discussion & Analysis (MD&A)
- External Auditor's report

Key Differences Between Financial Statements:

- Balance Sheet: Snapshot as of the ending date; states the position of the enterprise as of a specific date (e.g., December 31, 20XX)
- o **Income Statement**: Relates to a period (e.g., January 1 to December 31, 20XX); shows income, expenditure, and profit/loss
- Cash Flow Statement: Relates to the same period as the Income Statement; shows cash inflows/outflows and resulting changes in cash position

Balance Sheet Components and Analysis

Balance Sheet Concept:

- The Balance Sheet shows where money was sourced from and how it was applied
- Sources of funds include:
- Owners (equity/capital)
- Lenders (debt/liabilities)
- o Applications of funds include:
- Productive capacity
- Working capital



Balance Sheet Structure:

- o The accounting equation must always balance:
- Sources (Owners + Lenders) = Applications (Productive Capacity + Working Capital)
- o Example:
- Sources: Owners (\$100) + Lenders (\$200) = \$300 Total
- Applications: Productive Capacity (\$225) + Working Capital (\$75) = \$300 Total

Banking Balance Sheet Components:

- Assets (Applications):
 - Core Banking Lending (approximately 1/3 of the balance sheet)
 - Inter-bank lending
 - Central-bank lending
 - Secured Money Market Lending
 - Trading Assets
 - Debt Market instruments
 - Non-Banking Assets (branches, equipment)
 - Intangibles
- Liabilities (Sources):
 - Checking Accounts (non-interest-bearing transaction accounts)
 - Savings & Deposit Accounts
 - Federal funds and securities sold
 - Trading account liabilities
 - Derivative liabilities
 - Other short-term borrowings
 - Long-term debt

Banking Asset Specifics:

- Loans are assets for banks as they provide future economic benefits through interest payments
- Loans include consumer products (mortgages, personal loans) and wholesale lending products
- Consumer Banking Products:
 - Overdrafts: Accounts which can have negative balances
 - Personal Loans: Typically unsecured loans for 3-5 years
 - Student Loans: Education loans for students
 - Auto Loans: Loans to buy vehicles, with the vehicle as security
 - Mortgages: Loans to buy homes, with the home as security
 - Credit Cards: Unsecured loans available when and where needed

Banking Liability Specifics:

- Deposits in the US are insured by the FDIC (Federal Deposit Insurance Corporation)
- FDIC protects depositors against loss of their money in the event of a bank failure
- Each depositor's accounts are insured up to \$250,000 per bank
- Banks pay insurance premiums to FDIC for this protection

Income Statement Structure

- Income Statement Components:
- Shows revenue and expenditure for a specific period of operations
- Income: Revenue from core activities
 - For banks, the main revenue is interest income from lending
- Other Income: Revenue from non-core sources (e.g., sale of scrap)
- Expenditure:
 - Cost of Goods Sold: How much it cost to make goods actually sold
 - Other expenses: Sales, marketing, and administrative costs
- Net Income (Profit): Income minus all expenses
- Banking Income Statement Specifics:
- Revenue primarily comes from interest on loans
- o Interest is the spread between interest income and expenses
- This margin determines how profitable a bank's lending activities will be
- o The efficiency ratio measures a bank's operating expenses relative to its revenue
 - Lower ratios indicate better cost management and typically lead to higher profitability
- Non-Cash Charges:
- Depreciation/Provisions/Amortization:
 - These expenses reduce profits but don't involve actual cash outflow
 - Depreciation: The wear and tear suffered by assets as they are put to use
 - Each item has impacts on the Balance Sheet and Cash Flow
 - Current year depreciation is charged to this year's income statement
 - The depreciation figure must be reduced from the asset value shown in the previous year's balance sheet

EBITDA:

- Stands for "Earnings Before Interest, Taxes, Depreciation, and Amortization"
- Calculated by adding back these components to Net Profit
- o Formula: Net Profit + Depreciation + Provisions + Amortizations = Cash from Operations
- Formula: Cash from Operations + Interest + Taxes = EBITDA
- EBITDA focuses on earnings generated by core business operations
- It isolates the impact of financing decisions on profits
- o It also isolates profits from the taxation environment, which may vary

Cash Flow Statement

- Purpose of Cash Flow Statement:
- Shows the actual movement of money
- Reveals the liquidity position by showing inflows and outflows during a specific period
- Helps determine if profits are real
- Difference Between Profit and Cash:
- Simple Business Example:
 - Scenario 1: Investor puts \$100 in business, buys goods with cash, sells for \$120 cash
 - Ending position: Profit \$20, Cash \$120
 - Scenario 2: Investor puts \$100 in business, buys goods with cash, sells for \$120 on credit
 - If the debtor runs away: Profit \$0, Loss of original investment \$100



- o Not all sales are in cash; businesses often give credit (up to 180 days) to customers
- Not all expenses are in cash; suppliers give businesses time to pay (up to 180 days)
- Some expenses (like depreciation) are non-cash in nature

Financial Ratio Analysis for Banking

- Key Banking Performance Metrics:
- Net Interest Yield: Net Interest Income / Average Assets
- o Return on Average Allocated Capital: Net Interest Income / Capital
- o Efficiency Ratio: Operating Expenses / Net Interest Income
- Performance Metrics by Business Line (Example):
- o Consumer Banking:
 - Net Interest Yield: 2.8%
 - Return on Average Allocated Capital: 52.54%
 - Efficiency Ratio: 63%

GWIM (Global Wealth and Investment Management):

- Net Interest Yield: 2.17%
- Return on Average Allocated Capital: 21%
- Efficiency Ratio: 75.04%

Global Banking:

- Net Interest Yield: 2.73%
- Return on Average Allocated Capital: 21%
- Efficiency Ratio: 45.75%

Global Markets:

- Net Interest Yield: Not a banking activity, no yields
- Return on Average Allocated Capital: 10%
- Efficiency Ratio: 67.63%



Module 3: Account Structures and Organization

Ledgers and Sub-ledgers

- General Ledger (GL):
- Contains different accounts
- Each account has its own "box" where related transactions are recorded and tracked
- o The GL is a set of boxes, each with a name and an associated default label (Debit or Credit)
- Sub-ledgers:
- o Detailed records that support the general ledger accounts
- Allow for more detailed tracking of specific types of transactions

Chart of Accounts

- Four Broad Heads of Accounts:
- Assets
- Liabilities
- o Income
- Expenditure
- o Each type has different subcategories and must have its own account
- o Examples of accounts:
 - Capital (Credit balance)
 - Cash (Debit balance)
 - Salaries (Debit balance)
 - Sales (Credit balance)
 - Payables (Credit balance)
 - Loans Taken (Credit balance)
 - Office Equipment (Debit balance)
 - Receivables (Debit balance)

Accounting Labels for Different Items:

Salaries: DebitRent: DebitSales: Credit

Office Equipment: DebitInvestment Income: Credit

Capital: CreditLoans taken: CreditLoans Given: Debit



Finance Dimensions and Segments

- Banking-Specific Product Parameters:
- o Deposit Parameters:
 - Customer-driven:
 - Currency
 - Amount
 - Period
 - Interest Rate (Fixed/Floating/Spread over benchmark)
 - Premature withdrawal permitted
 - Penal Interest
 - Nomination
 - Issuance (Computerized/Demat/CD)
 - Residence Status
 - Master-driven:
 - Minimum Period
 - Special Features
 - Regulatory Restrictions
 - Tax threshold
 - Tax rate

o Loan Parameters:

- Loan Type: Revolving or Instalment
- Security: Secured or Unsecured
- Security Type: General or Specific
- Master Parameters:
- Security held
- Security Value
- Loan to Value (LTV)
- Mark-to-Market (MTM) periodicity
- Loan Amount (Min/Max)
- Margin call at LTV %
- Prepayment permitted
- Prepayment after minimum period
- Prepayment penalty rate
- Tenor (Min/Max)
- Sanction Parameters:
- Loan Granted
- Tenor Granted
- LTV
- Interest Rate
- EMI
- Loan purpose



Code-block Mapping and Maintenance

Code Block Governance:

- Ownership and Responsibilities: Clear roles for code block management
- o Approval Processes: Workflow for creating and modifying code blocks
- o Documentation Requirements: Standard templates and repositories
- o Control Procedures: Ensuring integrity of the code block structure
- Audit Trails: Tracking changes to code blocks over time
- o Compliance Requirements: Ensuring alignment with regulatory expectations

Code Combinations

Banking Transaction Information:

- Every banking transaction involves a product
- Every product has typical characteristics
- Every product has non-transactional/non-financial characteristics necessary to capture for different reporting needs
- Some information is not triggered by transactions or is externally triggered (accruals, defaults, credit decisions)

• Information Categories:

- "Product Master"
- Client Categorization
- Client Profiling
- Client Rating
- Location
- Risk Categorization
- Regulatory Reporting Category
- Management Reporting Requirements
- Information from other systems (Origination, Collections, Credit, Recovery)
- Transaction-related information

Module 4: Banking-Specific Accounting Areas

GL Operations

Banking vs. Commercial Organizations:

- In banking, the transaction is the accounting entry
- The record of the transaction and the place where the money is held are one and the same
- In commercial organizations, goods are sold/invoices written first, then accounting entries are made
- Banking differs because moving money between accounts constitutes both the business activity and its recording



Transaction Impact:

- Every banking transaction will have two impacts, ensuring the two sides of the balance sheet remain equal
- o Examples:
- When a checking account is opened: Cash increases (Asset), Demand Liabilities increase (Liability)
- When a term deposit is taken: Cash increases (Asset), Term Liabilities increase (Liability)
- When a deposit is repaid: Cash decreases (Asset), Term Liabilities decrease (Liability)

GL Journal Entry Process

Banking Accounting Entries:

- o When a checking/savings account is opened:
 - Cash A/c Dr. \$100
 - Demand Liabilities Cr. \$100
- When a term deposit is taken:
 - Cash A/c Dr. \$100
 - Term Deposits Cr. \$100
- o When interest is paid on a deposit:
 - Interest Paid Dr. \$8 (Income Statement)
 - Cash A/c Cr. \$7 (If tax is withheld)
 - Tax Due Cr. \$1 (For withholding tax)
- When a loan is given:
 - Loan A/c Dr. \$100 (Asset increases)
 - Processing Fee Cr. \$2 (Income)
 - Cash A/c Cr. \$98 (Asset decreases)
- o When a loan installment (EMI) is paid:
 - Cash A/c Dr. \$10 (Asset increases)
 - Interest Income Cr. \$8 (Income)
 - Loan A/c Cr. \$2 (Asset decreases)
- When a loan is prepaid:
 - Cash A/c Dr. \$108 (Asset increases)
 - Loan A/c Cr. \$98 (Asset decreases)
 - Interest Income Cr. \$8 (Income)
 - Prepayment Fee Cr. \$2 (Income)

Non-Cash Accounting Entries:

- Accrual of Income:
 - Income Receivable Dr. \$25 (Asset)
 - Accrued Income Cr. \$25 (Income)
- Receipt of Income (previously accrued):
 - Cash Dr. \$25 (Asset)
 - Income Receivable Cr. \$25 (Asset decreases)
- Accrual of Expense:
 - Interest Dr. \$50 (Expense)
 - Interest Payable Cr. \$50 (Liability)
- Payment of Expense (previously accrued):
 - Interest Payable Dr. \$50 (Liability decreases)
 - Cash Cr. \$50 (Asset decreases)



Fx Rates: Revaluation

- Investment Valuation:
- Investments are valued at their market prices whether or not they are traded
- Unrealized gain example:
 - Investment bought at \$1,000, current market value \$1,500
 - Unrealized gain of \$500 is recorded
 - Entry: Investment value Dr. \$500, Unrealized gain Cr. \$500
- Unrealized loss example:
 - Investment bought at \$1,000, current market value \$750
 - Unrealized loss of \$250 is recorded
 - Entry: Unrealized loss Dr. \$250, Investment value Cr. \$250

Fx Rates: Translation

Derivatives:

- A derivative is a financial contract whose value depends on an underlying asset
- These instruments typically require only a small margin payment (like a security deposit) rather than the full value
- Derivative positions can generate:
 - Unrealized gains (when market movements are favorable)
 - Unrealized losses (when market movements are unfavorable)
- Unrealized gains are shown as assets; unrealized losses are shown as liabilities
- o At reporting dates, a valuation exercise is carried out

Inter-company Transactions

Logical Pairs for Transactions:

- o Interest Expense paired with:
- 1. Interest Payable OR
- 2. Cash/Bank/Customer Account
- o Interest Income paired with:
- 1. Interest Receivable OR
- 2. Cash/Bank/Customer Account
- Deposit Accounts paired with Cash
- Loan Accounts paired with Cash
- Examples of Dangerous Transaction Pairs:
- o Interest Expense, Income, Deposit Accounts, or Loan Accounts linked with:
 - Suspense Accounts
 - Other Internal Accounts



- Entries in Suspense Accounts/Internal Accounts:
 - May require "level-skip" sign-off
 - Both "Entries-in" and "Entries-out" can require authorization
 - Entries before/after key dates are also an alert

Accounts Payable Processes

- Interest Calculation Parameters:
- Interest Rate
- Rule for determining amount
- Number of days to be considered in a year (365 or 360)
- o Periodicity of Calculation (Weekly, Monthly, Quarterly, Semi-annually, Annually)
- Date for interest payment
- o Minimum balance or average balance between dates

Fixed Assets Management

- Depreciation Management:
- o Depreciation represents the wear and tear of assets being used in operations
- o This non-cash expense reduces reported profits but doesn't involve actual monetary outflow
- The depreciation figure must be reduced from the asset value shown in the previous year's balance sheet

Finance Reconciliation Procedures

- Accounting Integrity:
- o Financial statements must correctly reflect the reality at the transaction level
- o Questions to ensure integrity:
- "Can I be sure that everything in the Financial Statements correctly reflects the reality at a transaction level?"
- "Can I be sure that everything that happened at Transaction Level is reflected in the Financial Statements?"
- o Under the US Sarbanes-Oxley law, the CEO/CFO can face legal consequences for:
 - Not knowing or being unsure
 - Signing incorrect documents
 - Signing based on others' assurances
 - Signing flawed results due to process integrity failures

Corporate Tax Fundamentals for Banking

- Withholding Tax Example:
- When interest is paid on a deposit:
 - Interest is calculated
 - Tax is deducted at source (Withholding Tax) from the amount payable to the customer
 - Tax is remitted to the government tax department
 - Customer receives interest less tax withheld



- When the Withholding Tax is paid to the government:
 - "Tax Due" decreases
 - Cash in hand decreases by the same amount

Accounts Closing and Balance Carry Forward Processes, Checks

- Loan Loss Provisioning and Write-offs:
- Provisioning for Non-Performing Assets:
 - Provision Dr. \$5 (Expense)
 - Provisions held Cr. \$5 (Liability)
 - Impact: Profit decreases by \$5, no impact on asset value yet
- When the loan is written off:
 - Provisions held Dr. \$5 (Liability decreases)
 - Loan Cr. \$5 (Asset decreases)
 - Impact: No effect on profit in the year of write-off if losses are within provisioned amounts
- Modern disclosure norms require banks to disclose provisions for each credit rating category

Financial Restatements, Prior Period Items

- Example of Accounting Manipulation (Future Group/Pantaloon's case):
- o In 2006-07, inventory was valued at "Retail price less markup"
- This implied inventory could be shown at 'greater than cost', showing higher profits
- o In 2007-08, the company shifted to a more acceptable method
- Inventory valued at 'Cost or realizable value, whichever is less'
- o Impact: Profits of 2006-07 were overstated by 41% of real profit

Reported profit: 119

Real profit: 70

Difference: 49.09 billion

Module 5: Roles and Responsibilities

Financial Controllers

- Financial Statement Integrity:
- o Financial controllers worry about unauthorized transactions at the GL level
- They ensure numbers result only from authorized transactions entered by authorized personnel
- They verify that aggregation rules, once set up, cannot be tampered with



GL Operation Teams

System Safeguards:

- Some accounts can be blocked to prevent improper entries
- o Transactions must follow logical pairs
- o Example: If salary is being paid, corresponding entries would be either:
- Salary paid from bank/cash balance
- Salary provided for as payable
- It would be unacceptable for the corresponding entry to go into unrelated accounts (e.g., Inventory)

Finance Maintenance Users

Code Block Governance:

- Ownership and Responsibilities: Clear roles for code block management
- Approval Processes: Workflow for creating and modifying code blocks
- o Documentation Requirements: Standard templates and repositories
- o Control Procedures: Ensuring integrity of the code block structure
- o Audit Trails: Tracking changes to code blocks over time

Business Units

Core Retail Banking Systems Integration:

- o Demand Deposits: Savings, Checking, Retirement
- o Time Deposits: Term, Recurring, Auto, CD
- o Credit: Origination, Overdraft, Revolving Credit, Term loans, Collection
- Customer Management: Customer info, View, Alerts
- Retail services: Sweeps, Standing Instructions, Payments, Utility payments
- o Information delivery: Account statements, Dr/Cr advices, Tax statements, Emails, mails
- Service Charges, Relationship pricing, Interest Plans, Tax Structure

Interdepartmental Collaboration

Information Gathering Systems:

- Loan Origination Systems capture borrower data
- Screening criteria filter out ineligible borrowers
- o Approval criteria include:
- Occupation listing
- Minimum income
- Age (Min-Max)
- Location of person/asset
- Profession listing
- Acceptable income sources
- Fixed Obligations to Income Ratio
- Loan to Value ratio
- Credit history and repayment record provide information on creditworthiness
- In India, Credit Info Bureau of India Ltd. (CIBIL) maintains such records

Module 6: Managerial Accounting and Budgeting

Financial Accounting vs. Management Accounting

• Differences in Purpose:

- Financial Accounting:
 - Provides information to external stakeholders
 - Based on historical data
 - Follows required accounting standards (GAAP/IFRS)
 - Focused on the entire entity
- Management Accounting:
 - Provides information to internal management
 - Combines historical data with forecasts
 - No required standards; focused on usefulness
 - Can focus on segments, products, or departments

Budgeting

• Budgeting Purpose:

- o Planning tool for future periods
- Establishes performance targets
- Provides basis for performance evaluation
- Helps coordinate activities across departments

Types of Budgets

EBITDA Analysis:

- Business analysts adjust Net Profit to understand the impact of depreciation and amortizations
- EBITDA shows how much cash the business generates from core operations
- EBITDA stands for "Earnings Before Interest, Taxes, Depreciation, and Amortization"
- Calculated by adding back these components to Net Profit

Allocation and Apportionment of Costs

Banking Performance Analysis:

- o Business lines contribute differently to overall performance
- o Performance metrics by business segment allow for better management
- o Examples include:
- Consumer Banking
 - Global Wealth and Investment Management
 - Global Banking
 - Global Markets



Importance in Management Accounting

- Strategic Planning and Management:
- o Strategic Planning determines what kind of business to be in
- o Capital Budgeting decides where to raise money from and at what cost
- o Project Management sets up productive capacities within planned cost and time
- Business Management runs the business according to plan
- Financial Management ensures generated cash is sufficient to repay loans and generate profits for owners