

Asignatura: PROCESO INTEGRAL DE LA ACTIVIDAD COMERCIAL

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Título de la Unidad: THE ACCOUNTING PROCESS. DOBLE ENTRY BOOKKEEPING.

Curso: 1º CFGS

1. INTRODUCCIÓN

Dentro del marco del proyecto bilingüe del centro, el ciclo formativo de Administración y Finanzas está integrado dentro del mismo. El módulo profesional de Proceso Integral de la Actividad Comerciales uno de los impartidos en inglés siguiendo la normativa bilingüe vigente.

Se integra dentro de los módulos del primer curso del ciclo y entre sus contenidos está el estudio de los procesos básicos contables a partir del análisis del patrimonio empresarial y su diferenciación entre bienes, derechos y obligaciones.

2. OBJETIVOS

2.1. Objetivos Generales

Interpretar la normativa y metodología aplicable para realizar la gestión contable y fiscal.

2.2. Objetivos Bilingües

Conocer la terminología básica del proceso contable, del patrimonio empresarial y del proceso de la partida doble en inglés.

3. CONTENIDOS

- Determinar los elementos patrimoniales de la empresa analizando la actividad empresarial.
- Integrar la normativa contable y el método de la partida doble analizando el PGCPYME y la metodología contable.

4. METODOLOGÍA

La metodología aplicada deberá ser activa, de manera que el alumno no sea únicamente receptor pasivo, sino que observe, reflexione, participe, investigue, construya, etc. En este sentido, se propiciará a través de las actividades el análisis y la elaboración de conclusiones con respecto al trabajo que se está realizando.

5. ATENCIÓN A LA DIVERSIDAD

Nuestra actuación se centrará en dar respuesta a los distintos ritmos de aprendizaje, intereses, expectativas y motivaciones del alumnado. Para ello se organizarán actividades de refuerzo y ampliación, en concreto:

- Actividades con diferentes grados de dificultad, adaptados a las necesidades individuales del alumnado.
- Actividades en grupo, para fomentar la colaboración y cooperación de los/as alumnos/as con mayor nivel de conocimientos, con los que presenten un nivel más bajo.
- Actividades de refuerzo, para aquellos alumnos/as que en una evaluación no hayan obtenido un resultado positivo, o no hayan alcanzado los objetivos mínimos programados.
- Actividades de ampliación, destinados al alumnado con mayor nivel de conocimientos.

6. ACTIVIDADES

Exercise 1

Record Keeping

In which journal would you record each of the following transactions? Indicate your selection with a tick (✓)

Scenario		Cash Payments Journal	Cash Receipts Journal	Purchases Journal	Sales Journal
1	You received a cheque for goods you sold	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	You collected the car from your garage mechanic after it had been serviced that day and you wrote a cheque to cover the invoice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	You called in at the printer and collected the printing you ordered. The printer gave you an invoice and put the amount on your account.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	The bank paid you interest on the money you had in your bank account.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	You supplied sports equipment to ten members of your sports club on the condition that they will pay you in one month's time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	The monthly telephone bill arrives in the mail and must be entered into the accounting system of the company.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	You paid rent with a cheque	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	You received a cheque from a customer who paid his account.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	You took delivery of stock which you purchased on account from your supplier	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	You received a telephone call from your customer ordering goods to be sent on his account.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11	Invoices from your suppliers for goods you have purchased on account would be recorded where?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	Receipts for items you paid for would be recorded where?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	Receipts you have issued to your customers would be recorded where?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14	Invoices which you have issued to your customers for items they have purchased on credit would be recorded where?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Exercise 2

Double Entry Bookkeeping principles

For each of the scenarios below, indicate whether the affect will result in a debit or credit of the type of account (indicated in bold).

Scenario	Debit	Credit
If an asset is increasing	<input type="radio"/>	<input type="radio"/>
If a liability is decreasing	<input type="radio"/>	<input type="radio"/>
If an expense is increasing	<input type="radio"/>	<input type="radio"/>
If a revenue is decreasing	<input type="radio"/>	<input type="radio"/>
If an ownership equity account is increasing	<input type="radio"/>	<input type="radio"/>
If an asset is decreasing	<input type="radio"/>	<input type="radio"/>
If a liability is increasing	<input type="radio"/>	<input type="radio"/>
If an expense is decreasing	<input type="radio"/>	<input type="radio"/>
If a revenue is increasing	<input type="radio"/>	<input type="radio"/>
If an ownership equity account is decreasing	<input type="radio"/>	<input type="radio"/>

For each of the scenarios below, indicate whether the affect is increasing or decreasing the type of account.

Scenario	Increasing	Decreasing
If you receive a telephone bill, is your expense increasing or decreasing?	<input type="radio"/>	<input type="radio"/>
If you pay salaries, is your expense increasing or decreasing?	<input type="radio"/>	<input type="radio"/>
If you purchase a motor vehicle, is your asset value increasing or decreasing?	<input type="radio"/>	<input type="radio"/>
If you take out a bank loan, is your liability increasing or decreasing?	<input type="radio"/>	<input type="radio"/>

If you refund fees paid by a customer is your revenue increasing or decreasing?	<input type="radio"/>	<input type="radio"/>
If you sell a motor vehicle is your asset value increasing or decreasing?	<input type="radio"/>	<input type="radio"/>
If you are informed that your last insurance bill was overstated and that you will receive a credit, is your expense increasing or decreasing?	<input type="radio"/>	<input type="radio"/>
If you receive notification from the bank that you have been charged bank fees, is your asset (the bank account) increasing or decreasing?	<input type="radio"/>	<input type="radio"/>
If you write off an amount owed by a debtor as a bad debt, is your asset (debtors) increasing or decreasing?	<input type="radio"/>	<input type="radio"/>

Exercise 3

Assets and Liabilities

1. Provide a definition of "Asset"

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2. Determine which of the following is an asset and which is liability.

	Asset	Liability
Stock		
Accounts Payable		
Plant and Machinery		
Buildings		
Bank Loan		
Accounts Receivable		
Cash at Bank		
Motor Vehicles		
Intellectual Property		

3. What does "Net Assets" mean?

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4. What is the word used to describe the falling value of an asset?

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5. What is meant by "liquidity"?

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6. How is "liquidity" calculated?

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