

Content

Introduction	2
BOOK I	3
1. Concepts and principles of accounting	4
1.1. Accounting as an information system	4
1.2. Users of accounting information	4
1.3. Financial and managerial accounting	4
1.4. Development of financial accounting concepts and principles	5
1.5. Practical keeping of accounting evidence	6
2. The Czech accounting legislation	7
2.1. Accounting systems in the Czech Republic	7
2.2. Accounting documents	8
2.3. Valuation in the Czech accounting	9
3. Assets, liabilities and owner's equity	12
3.1. The Balance Sheet	12
3.2. Definitions of the balance sheet components	13
4. Transactions and the accounting equation	17
5. The Profit and Loss Statement (The income statement), cash-flow statement and appendix	19
6. Nature of an account and basic accounting concepts and principles	23
6.1. Types of accounts	23
6.2. Accounting books in double-entry accounting	31
6.3. Basic accounting concepts and principles	32
7. Tax system in the Czech Republic	34
8. Checking tools in financial accounting	37
9. Complex accounting example	41
10. Inventories	46
10.1. Special valuation of decrease of inventories of the same kind	51
BOOK II	53
1. Assets and Equities – The Balance Sheet	54
2. Costs and revenues – The profit and loss statement	66
3. Accounts and list of accounts	74
4. Inventories	86
The list of accounts (the obligatory structuring of accounting classes and accounting groups according to edict of Ministry of finance no. 500/2002)	93
The sample account classification (including numbers of accounts used by the most Czech accounting units)	95
Literature	102