

**Module: Analytical Accounting**

Lecturer: M.Sc. Paulina Gospodarczyk

Semester: Winter/Summer

Hours: 15

Type: Consultation

Credit: Class test

ECTS: 4

General characteristics of financial statements – contents of the balance sheet, interpreting balance sheet figures, relationship between balance sheet and profit and loss account.. The fundamental rules for recording transactions in a double – entry accounting system. Books of prime entry. Cash and credit transactions. Fixed assets transactions - cost “T” account, accumulated depreciation "T" account and disposals. Characteristics of reconciliations – bank, debtors and creditors reconciliations. Studying about year – end procedures, closing off “T” accounts, making the trial balance.