**THESIS OUTLINE**

MAJOR: ACCOUNTING

**TOPIC: ACCOUNTING FOR SALES AND INCOME SUMMARY**

**AT ABC COMPANY**

TABLES OF CONTENTS

LIST OF ABBREVIATIONS

LIST OF TABLES

LIST OF FIGURES

**INTRODUCTION**

- Rationales for choosing the topic

- Thesis structure.

**CHAPTER 1**

**FEATURES OF SALES, ORGANIZING AND MANAGING SALES**

**AND INCOME SUMMARY AT… (2 points)**

**1.1. Features of sales at…**

***1.1.1. List of the company’s goods (or services)***

*In this section, students have to describe to what extend the products or services of the company contribute to the total revenues of the company.*

***1.1.2. Market of the company***

*In this section, students have to describe* *company’s main markets, market share as well as some close customers*

***1.1.3. Sales methods of the company***

*In this section, students have to describe* *company’s sales methods and sales policies*

**1.2. Sales management at ABC Company**

*In this section, students have to describe the functions and responsibilities of individuals as well as departments of the company which related to: Marketing; Preparing Sales contracts; Delivery and shipping goods, controlling sales, receiving payments, warranties, sales discounts, …*

**CHAPTER 2**

**ACCOUNTING FOR SALES AND INCOME SUMMARY**

**AT ABC COMPANY (4 points)**

**2.1. Accounting for sales**

***2.1.1. Accounting documents and procedures***

*In this section, students have to describe sales accounting documents and procedures associated with each sales methods, for example: students take two transactions of sale methods such as: retail sales, whole sales, consignment sales, instalment sales… and one transaction of sales returns/sales allowances/ sales discounts. For those transactions, students have to provide accounting documents such as sales contracts, sales invoices… for illustration.*

***2.1.2. Accounting of revenue in details at ABC Company***

*In this section, students have to describe the process of recording gross sales and sale reductions in detailed accounting books and in the gross sales and sales reductions summary. Students have to illustrate the process by the real data of the company.*

***2.1.3. General Accounting for sales at ABC Company***

*In this section, students have to describe accounts used and the process of recording sales transactions in general ledger, revenues ledger corresponding with the company’s selected accounting book form.*

*For example: If the company choose General Ledger Accounting Form, students have to present accounting books such as: General Ledger, Revenues Ledger, Sales Returns Ledger, Sales Allowances Ledger, Sales Discounts Ledger (including closing amounts and total amounts, amounts carried and amounts forwarded)*

**2.2. Accounting for cost of goods sold**

***2.2.1. Accounting documents and procedures***

*In this section, students have to describe accounting documents and procedures* *to determine cost of goods sold of the company*, *such as: goods delivery bill, minutes of receiving goods, minutes of delivery goods (Note: Goods sold in this sections have to match with goods sold in revenue section above).*

*In addition, students have to show the calculation of cost of goods sold (give an example of calculation for specific goods)*

***2.2.2. Accounting for cost of goods sold in details at ABC Company***

*In this section, students have to describe the process of recording cost of goods sold in detailed accounting books and in the Cost of Goods Sold summary.*

***2.2.3. General Accounting for cost of goods sold at ABC Company***

*In this section, students have to describe accounts used and the process of recording cost of goods sold transactions in general ledger, cost of goods sold ledger corresponding with the company’s selected accounting book form.*

**2.3. Accounting for selling expenses**

***2.3.1. Accounting documents and procedures***

*In this section, students have to describe accounting documents and documents movements for each type of selling expenses. In addition, students have to submit accounting documents proved for transactions related to selling expenses.*

*For example: Students have to present vouchers such as: Payroll of Sales Department, goods delivery bill served for Sales Department, Depreciation Sheet of Sales Department, Invoices for buying other services for Sales Operations, …*

***2.3.2. Detailed accounting of selling expenses***

*In this section, students have to describe the recording procedures of selling expenses. Then, students have to describe the accounting books of detailed selling expenses as well as summary of detailed selling expenses.*

***2.3.3. General Accounting for selling expenses***

*In this section, students have to describe accounts used and the process of recording selling expenses transactions in general ledger, selling expenses ledger corresponding with the company’s selected accounting book form.*

*Example: if the company choosed General Journal Accounting Form, students have to present general journal, Selling Expense Ledgers (Account No. 641). Those accounting books must include closing amounts and total amounts, amounts carried and amounts forwarded,)*

**2.4. Accounting for administrative expenses**

***2.4.1. Accounting documents and procedures***

*In this section, students have to describe accounting documents and documents movements for each type of administrative expenses. In addition, students have to submit accounting documents proved for transactions related to administrative expenses.*

*For example: Students have to present vouchers such as: Payroll of Administration Department, goods delivery bill served for Administration Department, Depreciation Sheet of Administration Department, Invoices for buying other services for Administration Department, …*

***2.4.2. Detailed accounting of administrative expenses***

*In this section, students have to describe the recording procedures of administrative expenses. Then, students have to describe the accounting books of detailed administrative expenses as well as summary of detailed administrative expenses.*

**2.4.3. General Accounting for administrative expenses**

*In this section, students have to describe accounts used and the process of recording Administration expenses transactions in general ledger, selling expenses ledger corresponding with the company’s selected accounting book form.*

*Example: if the company choosed General Journal Accounting Form, students have to present general journal, Administrative Expense Ledgers (Account No. 642). Those accounting books must include closing amounts and total amounts, amounts carried and amounts forwarded, …)*

**2.5. Income summary**

*In this section, students have to describe:*

*- Accounting period,*

*- Income summary process,*

*- Determine loss or profit of the company*

*- Income summary Ledger (Account No.911)*

**CHAPTER 3**

**IMPORVING ACCOUNTING FOR SALES AND INCOME SUMMARY**

**AT ABC COMPANY (2 points)**

**3.1. Assessment the current accounting for sales and income summary at ABC Company**

*3.1.1. Strenghs*

*3.1.2. Weakness*

**3.2. Solutions to improve accounting for sales and income summary at ABC Company**

*3.2.1.* ***Sales management***

***3.2.2. Uses of accounts***

*In this section, students have to give solutions related to Accounts: the reasons for adding detailed T-Account or the reasons for removing detailed T-account and the show how to make accounting entries from proposed T-accounts*

***3.2.3. Accounting vouchers and accounting vouchers flows***

*In this section, students have to make recommendations related to adding or removing vouchers, process of making vouchers and vouchers flows*

***3.2.4. Accounting books in details***

*In this section, students have to make recommendations related to adding or removing accounting books in details*

***3.2.5. General accounting books***

*In this section, students have to show opinion about the appropriate forms of the accounting book. In addition, students have to give comment on changing the recording method or removing some accounting books*

***3.2.6. Financial reporting***

*In this section, students have to comment on current accounts receivables report forms and then students have to recommend the company to make more accounts receivables reports or eliminate some accounts receivables reports.*

**3.2.7. Conditions to implement proposed solutions**

**CONCLUSION**

REFERENCES

CONFIRMATION OF ABC COMPANY

APPENDIX

***Notes:***

* Form of the thesis: 1 point;
* Content of the thesis: 9 points
* The thesis must include three chapters with a minimum 50 pages
* This topic is appropriate for manufacturing companies, merchandising operations and providing services company.