

FUNDAMENTALS OF ACCOUNTING AND FINANCIAL REPORT

Degree in Touristic Activities Management

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Code: 13802

Main Scientific Area: Accounting and Financial Reporting

Lecturer: José Manuel Teixeira Pereira

Language of Instruction: Portuguese

Regime: S1

Contact Hours: 60h Total Workload: 108h

ECTS: 6,0

Objectives

It is intended with this curricular unit to provide the necessary knowledge about some basic concepts in accounting and financial reporting, concerning the analysis of the new Accounting Standards System (SNC), as well as the main accounting financial statements.

It is also intended that students should be able to interpret and understand the accounting information system outputs, giving their critical opinion about the financial and economic situation of the entities.

Learning Outcomes

It is intended that students acquire the following knowledge and skills:

- Understand the basic concepts in accounting and financial reporting that allows the comprehension and analysis of the accounting information system;
- Understand the fundamental accounting equation and its importance;
- Understand the concepts underlying the Accounting Standards System (SNC);
- Understand the principles and standards underlying the preparation and presentation of financial statements, including its interpretation;
- Understand the issues concerning financial reporting in relation to the Societies Law and the Tax Administration.

Course Contents

1. Fundamental concepts. Representation of the Financial Position and Income
2. Accounting Standardization and Harmonization
3. Accounting Report of Operations

- 3.1 Cash and current accounts
- 3.2 Purchases and other operations with suppliers
- 3.3 Sales and other operations with customers
- 3.4 Inventories
- 3.5 Implications of the Value Added Tax (VAT) in the record of operations
- 3.6 Investments - Fixed Assets
- 3.7 Accounts payable (salary processing)

- 4. Analysis of end-of-period operations and closing of accounts

- 5. Financial Statements

- 6. Financial reporting and accountability

Recommended Bibliography

- Borges, Antonio; Rodrigues, Jose Azevedo; Rodrigues, Rogerio (2021). Elementos de Contabilidade Geral, 27ª edicao, Areas Editora.
- Cascais, Domingos; Kaizeler, Ana Catarina; Farinha, Jose Pedro (2017). Novo SNC – Todas as normas em casos praticos, Editora Objectiva.
- Costa, Carlos Baptista; Alves, Gabriel Correia (2021). Contabilidade Financeira, 10ª edicao, Rei dos Livros.
- Gomes, Joao; Pires, Jorge (2015). SNC - Teoria e Pratica, 5ª edicao, Vida Economica. (Em conformidade com SNC aprovado em 2009)
- Goncalves, Cristina; Santos, Dolores; Rodrigo, Jose; Sant'Ana Fernandes (2017). Contabilidade Financeira Explicada – Manuel Pratico, 3ª edicao, Vida Economica.
- Jorge, Susana; Pimentel, Liliana; Crus, Isabel (2019). Aplicações De Contabilidade Financeira, Almedina
- Lopes, Ilidio (2017). Contabilidade Financeira. Preparação das demonstrações financeiras e análise, Escolar Editora
- Lopes, Ilidio (2021). Contabilidade Financeira: Exercícios resolvidos e propostos, Almedina
- Lourenço, Isabel; Morais, Ana Isabel; Lopes, Ana (2017). Fundamentos de Contabilidade Financeira. Teoria e Casos, Edições Sílabo
- Monteiro, Sonia (2012). Manual de Contabilidade Financeira, Vida Economica. (Em conformidade com SNC aprovado em 2009)
- Moreira, José António (2019). Contabilidade - da preparação à interpretação da Informação financeira, Edições

Sílabo

Moreira, José António (2019). Contabilidade- Informação financeira: casos práticos, Edições Sílabo

Nabais, Carlos; Nabais, Francisco (2021). Pratica Contabilistica SNC + NCM, 7ª edicao, Editora Lidel.

Rodrigues, Ana; Carvalho, Carla; Cravo, Domingos; Azevedo, Graca (2015). SNC - Contabilidade Financeira: sua aplicacao (reimpressao da 2a edicao), Editora Almedina. (Em conformidade com SNC aprovado em 2009)

Rodrigues, Joao (2022). Sistema de Normalizacao Contabilistica Explicado, 8ª edicao, Porto Editora.

Silva, Eduardo Sa; Anjos, Paulo; Silva, Tania (2015). O novo SNC – Decreto-Lei no 98/2015 de 2 de junho, Vida Economica.

Learning and Teaching Methods

The contents were defined with relation to the objectives to be attained within this curricular unit, as well as the competencies to be achieved by the students. The consistency of these parameters is exemplified in the next paragraphs.

To understand some general concepts that are essential to the understanding of financial accounting, will be studied, in chapter 1, some basic concepts and principles, which will be deeply analyzed and applied in chapters 3 and 4.

Given the current developments in terms of accounting harmonization and standardization, and for better interpretation and understanding of current national and international standards, in chapters 2 we study the latest developments in the standardization and harmonization of accounts.

In order to provide some knowledge on financial reporting and periodic publication of entities' accounts, in chapter 5 and 5 are mentioned the demands of financial reporting under the corporate, accounting and tax legislation.

At the end of the semester, students will have acquired the basic knowledge required for the interpretation and implementation of a large part of current legislation in the financial accounting.

Assessment Methods

Students will be submitted to a continuous evaluation. The final classification will be the result of the following components:

- Project 50/10 with a weighting of 15% for the final grade (this assessment element does not have a minimum grade);
- Two tests:
 - o The first with a weighting of 35% for the final grade (minimum grade required of 7 values).
 - o The second with a weighting of 50% for the final grade (minimum grade required of 7 values).

The Multidisciplinary and Creative Project “FASA 50/10” is mandatory for all students, who started this course in the academic year of 2022/23 or later years.

The Multidisciplinary and Creative Project "FASA 50/10" has a weight of 15% in the final grade of all curricular units. This grade is applicable in all assessment periods (continuous assessment and in all exam periods).

Students who do not complete the Multidisciplinary and Creative Project "FASA 50/10", or the replacement work (when applicable), will receive a grade of zero in this component.

The multidisciplinary and creative project "FASA 50/10" has no minimum grade.

Exceptional cases: repeating students, student workers or other "special statuses" and students who wish to improve their grades, proving that they cannot participate in classes and their work, have to request, via MOODLE, the "REPLACEMENT METHODOLOGY", up to 15 October 2023. The application must be submitted in the Moodle of each curricular unit.

GRADE IMPROVEMENT EXAMINATIONS: in the case of students who intend to improve their grade in curricular units that they obtained approval for before the implementation of the "FASA 50/10 project" in the curricular year in which the UC is included, the exam must be weighted in 100%.

It is not allowed the use of mobile phones, tablets, laptops and smartwatches in the classroom or during any examination, unless strictly authorized by the professor responsible for the curricular unit. Therefore, these equipments must remain turned off during classes and examination periods.

Graphing calculators are not allowed during examinations.