

Accounting Exam 1 Study Guide

Chapter 1

- Accounting consists of three basic activities
 - Identifies
 - Records
 - Communicates
- Identify
 - Identifies the economic events relevant to its business
- Records
 - Records those events in order to provide a history of financial activities
 - Recording consists of keeping a systematic, chronological diary of events
- Communicates
 - Communicates the collected information to interested users by means of accounting reports
 - Most common of these reports are called financial statements
 - Such data are said to be reported in the aggregate
 - By doing this, the accounting process simplifies a multitude of transactions and makes a series of activities understandable and meaningful
 - A vital element of communicating is the ability to analyze and interpret
- Analyze and Interpret
 - Analyze and interpret the reported information
 - Analysis
 - Involves use of ratios, percentages, graphs, and charts to highlight significant financial trends and relationships
 - Interpretation
 - Involves explaining the uses, meaning, and limitations of reported data
- Accounting Process
 - Includes the bookkeeping function
 - Bookkeeping involves only the recording of economic events
 - In total, accounting involves the entire process of identifying, recording, and communicating economic events.
- Internal Users (within company)
 - Managers who plan, organize, and run the business.
 - This includes
 - Marketing managers
 - Production supervisors
 - Finance directors
 - Company Officers
 - Groups
 - Marketing
 - Management
 - Finance
 - Human Resources
- External Users (Outside the company)
 - Individuals and organizations outside a company who want financial information about the company
 - Investors (Owners)
 - Use accounting information to decide whether to buy, hold, or sell ownership shares of a company.
 - Creditors (Such as suppliers and bankers)
 - Use accounting information to evaluate the risks of granting credit or lending money.
 - Taxing Authorities
 - IRS (Internal Revenue Service)
 - Want to know whether the company complies with tax laws
 - Regulatory Agencies
 - Securities and Exchange Commission
 - Federal Trade Commission
 - Wants to know whether the company is operating within prescribed rules.
 - Customers
 - Interested in whether a company will continue to honor product warranties and support its product lines.
 - Labor Unions
 - Want to know whether the owners have the ability to pay increased wages and benefits
- Ethics
 - The standards of conduct by which actions are judged as right or wrong, honest or dishonest, fair or not fair
- Analyzing Ethics Cases
 - Recognize an ethical situation and the ethical issues involved

Accounting Officer Exam Study Guide

**Roger K. Doost, Edward J.
Blocher, Kung H. Chen, Thomas W. Lin**

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