

# 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 1 Study Guide

**Jeffrey Parker**



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