

به نام خدا

# زبان تخصصی حسابداری

نویسنده: فیروز گردی

دقتر سوم

## فهرست مطالب

مقدمه

### فصل سوم : تکمیل چرخه حسابداری

دوره حسابداری

اصل تطابق هزینه های یک دوره با درآمدهای همان دوره

ماهیت فرآیند اصلاح حساب

کاربرگ و صورتهای مالی

روزنامه نویسی و نقل ثبتهای اصلاحی

ماهیت فرآیند بستن حسابها

چرخه حسابداری

### تمرینات پایان فصل سوم شامل :

مطالبی برای ترجمه

سئوالات صحیح - غلط

سئوالات چهارگزینه ای

فرهنگ اصطلاحات حسابداری فصل سوم

## بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

### مقدمه

حمد و ثناء بی حد و حصر ذات مقدّس پروردگاری را سزاست که واضع **حساب** است و بر همه چیز **حسیب**، و سپاس و ستایش او را که **اسرع الحاسبین** است. تفکّر و تفحص در راه پیشبرد دانش خدمت است و هرگاه این خدمت راهگشای معضلات و مشکلات جوامع بشری، بخصوص جامعه اسلامی ایران قرار گیرد در درگاه خداوند تبارک و تعالی عبادت محسوب میشود.

با استعانت از رحمت‌های ایزدی فرصتی حاصل آمد تا مؤلف اقدام به ترجمه و تالیف کتاب حاضر نماید. منظور نویسندگان از تالیف این کتاب، کمکی با کمال اخلاص و فروتنی به دانشجویان، فارغ التحصیلان و معلّّمین است که مایلند در رشته تخصصی خود **(حسابداری)** با استفاده از کتب و منابع خارجی به مطالعه و تحقیق بیشتر بپردازند.

تجربه چندین ساله در زمینه تدریس اصطلاحات و متون حسابداری به زبان انگلیسی انگیزه اصلی نویسندگان در ارائه مطالب به سبک و شیوه موجود میباشد. در خاتمه علیرغم دقت بکار رفته در تهیه و تنظیم این کتاب، ممکن است اشکالاتی مشاهده شود که امیدوارم خوانندگان و استفاده کنندگان عزیز به اینجانب گوشزد نموده و راهنمایی فرمایند.

فیروز کردی

## CHAPTER 3

### Completion Of The Accounting Cycle

#### تکمیل چرخه حسابداری

#### Accounting period

#### دوره حسابداری

*Only in rare cases is a business organized with the expectation of operating for only a certain period of time.*

یک شرکت تنها در موقعیتهای نادر با انتظار انجام فعالیت برای فقط یک مدت معلوم تشکیل میشود.

*In most cases, it is not possible to determine in advance the length of the life of an enterprise, so an assumption must be made.*

در بیشتر موقعیتهای تعیین طول عمر یک شرکت از قبل امکان پذیر نیست بنابراین باید فرضی را در نظر گرفت.

*The going concern concept assumes that a business entity has a reasonable expectation of continuing in business at a profit for an indefinite period of time.*

مفهوم تداوم فعالیت فرض میکند که شخصیت تجاری انتظار معقولی مبنی بر ادامه تجارت با کسب سود برای دوره زمانی نامحدودی را دارد.

*The annual accounting period adopted by an enterprise is known as the fiscal year.*

دوره حسابداری سالیانه ای که توسط یک شرکت اتخاذ شده است تحت عنوان سال مالی شناخته میشود.

*The period most commonly adopted is the calendar year, although other periods corresponding to the enterprise's natural business year may be used, particularly for incorporated enterprises.*

دوره ای که بطور عادی اتخاذ میشود سال تقویمی است هر چند ممکن است دوره های دیگری که با سال مالی و تجاری عادی شرکت منطبق باشد مورد استفاده قرار گیرد مخصوصا برای شرکتهای به ثبت رسیده.

## Matching Principles

اصل تطابق هزینه های یک دوره با درآمدهای همان دوره

*Revenues and expenses may be reported on the income statement by (1) the cash basis or (2) the accrual basis of accounting.*

درآمدها و هزینه ها را میتوان در صورت سود و زیان به دو شکل گزارش نمود (۱) مبنای نقدی و (۲) مبنای تعهدی حسابداری.

*When the cash basis is used, revenues are reported in the period in which cash is received, expenses are reported in the period in which cash is paid.*

هنگامیکه مبنای نقدی مورد استفاده است درآمدها در دوره ای که وجه نقد دریافت و هزینه ها در دوره ای که وجه نقد پرداخت میشود گزارش میگردد.

*Most enterprises, however, use the accrual basis of accounting.*

لیکن بیشتر شرکتهای از حسابداری تعهدی استفاده میکنند.

*Under the accrual method, revenues are reported in the period in which they are earned, and expenses are reported in the period in which they are incurred in the process of generating revenues.*

طبق روش تعهدی، درآمدها در دوره ای که کسب میشوند و هزینه ها در دوره ای که در فرآیند ایجاد درآمد تحمل میشوند گزارش میگردند.

*The accrual basis of accounting requires the use of an adjusting process at the end of the accounting period to match properly the revenues and expenses within the period.*

حسابداری تعهدی بمنظور تطابق صحیح درآمدها و هزینه های دوره، استفاده از فرآیند اصلاح حساب را در پایان دوره حسابداری ایجاب میکند.

## Nature Of The Adjusting Process

### ماهیت فرآیند اصلاح حساب

*At the end of the accounting period, some of the amounts listed on the trial balance are not necessarily correct.*

در پایان دوره حسابداری برخی از مبالغ منعکس در تراز آزمایشی لزوماً صحیح نیستند.

*For example, amounts listed for prepaid expenses are normally overstated because the day-to-day consumption or expiration of these assets has not been recorded.*

بعنوان مثال مبالغ منعکس برای پیش پرداختهای هزینه معمولاً بیش از واقع هستند چون مصرف یا انقضای روزانه این دارائیهها ثبت نشده است.

*Likewise, some revenue or expense items related to the period may not be recorded, since these items are customarily recorded only when cash has been received or paid.*

همچنین برخی اقلام درآمد یا هزینه مرتبط با دوره ممکن است ثبت نشود چون این اقلام بطور عادی فقط هنگامیکه وجه نقد دریافت یا پرداخت شود ثبت میگردد.

*The entries required at the end of the accounting period to bring the accounts up to date and to insure the proper matching of revenues and expenses under the accrual method are called adjusting entries.*

ثبتهای لازم در پایان دوره حسابداری جهت به تاریخ روز رسانیدن (به روز نمودن) حسابها و تضمین تطابق صحیح درآمدها و هزینه ها طبق روش تعهدی، ثبتهای اصلاحی نامیده میشوند.

*The posting of the adjusting entries will bring the ledger up to date as a planned part of the accounting cycle.*

نقل ثبتهای اصلاحی بعنوان بخش برنامه ریزی شده ای از چرخه حسابداری، دفتر کل را به تاریخ روز میرساند.

## Work sheet And Financial Statements

### کاربرگ و صورت های مالی

*Before adjustments are journalized and posted, it is necessary to determine and assemble the relevant data.*

قبل از آنکه اصلاحات و تعدیلات در دفتر روزنامه ثبت و نقل گردد مشخص نمودن و گردآوری اطلاعات مربوط ضروری است.

*A type of working paper that is used frequently by accountants to summarize these data is called a work sheet.*

نوعی ورقه کار که غالباً توسط حسابداران جهت تلخیص این اطلاعات مورد استفاده است کاربرگ نامیده میشود.

*The work sheet is also an aid in preparing the income statement, retained earnings statement, and balance sheet.*

کاربرگ همچنین یک وسیله کمکی در تهیه صورت سود و زیان، صورت سود انباشته و ترازنامه میباشد.

## Journalizing And Posting Adjusting Entries

### روزنامه نویسی و نقل ثبتهای اصلاحی

*At the end of the accounting period, the adjusting entries are recorded in the journal and posted to the ledger.*

در پایان دوره حسابداری ثبتهای اصلاحی در دفتر روزنامه وارد و به دفتر کل نقل میگردد.

*This procedure brings the ledger into agreement with the data reported on the financial statements.*

این مرحله از کار، دفتر کل را با اطلاعات گزارش شده در صورتهای مالی هماهنگ میسازد.

## Nature Of The Closing Process

### ماهیت فرآیند بستن حسابها

*The revenue, expense, and dividends accounts are temporary accounts used in classifying and summarizing changes in owner's equity during an accounting period.*

حسابهای درآمد، هزینه و سود سهام حسابهای موقتی هستند که در طبقه بندی و تلخیص تغییرات حاصله در حقوق مالی مالک در یک دوره حسابداری مورد استفاده قرار میگیرند.

*At the end of the period, the net effect of the balances in these accounts must be recorded in a retained earnings account.*

در پایان دوره اثر خالص مانده های موجود در این حسابها باید در یک حساب سود انباشته ثبت گردد.

*The balances must also be removed from the temporary accounts so that they will be ready for use to accumulate data for the following accounting period.*

این مانده ها باید همچنین از حسابهای موقت خارج شوند بطوریکه این حسابها جهت استفاده در انباشتن اطلاعات برای دوره حسابداری بعد آماده باشد.

*Both of these goals are accomplished by the journalizing and posting of closing entries.*

این اهداف هر دو با روزنامه نویسی و نقل ثبتهای مربوط به بستن حسابها تحقق می یابند.

*In preparing the closing entries, an account titled Income Summary is used for summarizing the data in the revenue and expense accounts.*

در انجام ثبتهای مربوط به بستن حسابها، حسابی تحت عنوان حساب خلاصه سود و زیان برای تلخیص اطلاعات موجود در حسابهای درآمد و هزینه مورد استفاده قرار میگیرد.

*The balance of this account is then closed to the retained earnings account.*

سپس مانده این حساب به حساب سود انباشته بسته میشود.

*Finally, the dividends account is closed to the retained earnings account.*

بالاخره حساب سود سهام به حساب سود انباشته بسته میشود.

*After the closing entries have been journalized and posted to the ledger, the balance in the retained earnings account will correspond to the amounts reported on the retained earnings statement and balance sheet.*

بعد از اینکه ثبت‌های مربوط به بستن حسابها در دفتر روزنامه وارد و به دفتر کل نقل گردید، مانده موجود در حساب سود انباشته با مبالغ گزارش شده در صورت سود انباشته و ترازنامه مطابقت خواهد داشت.

*The last procedure of the accounting cycle is the preparation of a trial balance after all of the temporary accounts have been closed.*

آخرین مرحله از چرخه حسابداری عبارت است از تهیه یک تراز آزمایشی بعد از اینکه تمامی حسابهای موقت بسته شده است.

*The purpose of the post-closing trial balance is to make sure the ledger is in balance at the beginning of the new accounting period.*

هدف تراز آزمایشی اختتامی عبارت است از حصول اطمینان از اینکه در ابتدای دوره حسابداری جدید دفتر کل موازنه میباشد.

*The accounts and amounts should agree exactly with the accounts and amounts listed on the balance sheet at the end of the period.*

حسابها و مبالغ باید دقیقاً با حسابها و مبالغ منعکس در ترازنامه در پایان دوره مطابقت داشته باشد.

## Accounting Cycle

### چرخه حسابداری

*The sequence of accounting procedures during a fiscal period is called the accounting cycle.*

توالی مراحل حسابداری در طی یک دوره، چرخه حسابداری نامیده میشود.

*It begins with the analysis of transactions and ends with the post-closing trial balance.*

چرخه حسابداری با تجزیه و تحلیل معاملات شروع میشود و با تراز آزمایشی اختتامی پایان می یابد.

*The most significant output of the accounting cycle is the financial statements.*

مهمترین محصول چرخه حسابداری صورتهای مالی است.

## MATERIAL FOR TRANSLATION

*The accounting period assumption states that users of financial information require periodic reports.*

*Thus, we divide the life of a business in 12-month reporting periods.*

*Cash-basis accounting recognizes revenues and expenses when the cash is exchanged.*

*Under accrual-basis accounting, we recognize revenues and expenses when benefits are exchanged.*

*The matching principle matches revenues earned during a period against the expenses incurred to generate the revenues.*

*Adjusting entries update the ledger accounts to include revenues that have been earned and expenses that have been incurred.*

*They also states assets, liabilities, and owner's equity at their proper amounts.*

*At the end of the accounting period, portions of certain assets have either expired or been physically used up.*

.....

*A prepaid expense adjustment transfers the amount consumed from an asset account to an expense account.*

.....

*Depreciation expense is the portion of the cost of a property, plant, and equipment asset assigned to the accounting period.*

.....

*To compute the expense using the straight-line method, divide the cost minus residual value by the useful life.*

.....

*Debit this amount to the appropriate expense account, and credit the contra asset Accumulated Depreciation.*

.....

*Unearned revenues are usually recorded in liability accounts when received.*

.....

*Unearned revenue adjustments allocate the previously recorded revenue to current and future accounting periods.*

.....

*Accrued revenue adjustments recognize revenues that have accumulated or accrued during the accounting period.*

.....

*To adjust for accrued revenues, record increases in revenue and asset accounts.*

.....

*Accrued expense adjustments recognize expenses that have accumulated or accrued during the accounting period.*

.....

*To adjust for accrued expenses, record increases in expense and liability accounts.*

.....  
*The materiality concept allows accountants to ignore adjustments for insignificant trivial items.*  
.....

*If failure to disclose an item would be misleading to a user of information, that item is material.*  
.....

*There are five steps in preparing the work sheet:*  
.....

*1) Enter the headings at the top of the work sheet.*  
.....

*Enter the account numbers, titles, and general ledger account balances in the trial balance columns.*  
.....

*2) Enter the adjustments in the adjustments columns.*  
.....

*3) Calculate the adjusted trial balance in the Adjusted Trial Balance columns.*  
.....

*4) Extend the amounts in the Adjusted Trial Balance to the Income Statement columns or Balance Sheet columns.*  
.....

*5) Subtotal the four financial statements columns of the work sheet.*  
.....

*Determine the amount that will balance the Income Statement and Balance Sheet columns.*  
.....

*After completing the work sheet, we prepare the income statement from the amounts in the Income Statement columns of the work sheet.*  
.....

We then prepare the statement of owner's equity and balance sheet from the Balance Sheet column.

Although we enter the adjustments on the work sheet, we must still journalize and post the adjusting entries.

We take the adjusting entries directly from the Adjustments columns of the work sheet.

Closing entries serve two primary purposes.

1) They close the temporary or nominal accounts to zero balances so that they are ready to accumulate information in the new accounting period.

2) They transfer the net income or net loss for the current accounting period to the owner's capital account.

They also close the owner's withdrawals account to the owner's capital account.

We can make the closing entries directly from the work sheet in the following four-step sequence.

1) Debit each account in the Income Statement Credit column; and credit their sum (the subtotal in the Credit column) to the Income Summary account.

2) Credit each account in the Income Statement Debit column, and debit their sum (the subtotal in the Debit column) to the Income Summary account.

3) *Transfer the balance of Income Summary to the owner's capital account.*

4) *Close the balance of the owner's withdrawals account to the owner's capital account.*

*We prepare the post-closing trial balance after posting the closing entries.*

*It contains only real or permanent accounts.*

*The post-closing trial balance tests the debit and credit equality of the general ledger before the accounts receive postings of the next accounting period.*

*Reversing entries are made at the beginning of the new accounting period and are the reverse of certain adjusting entries made at the end of the previous period.*

*They simplify the recording of transactions by eliminating the need to consider any asset or liability accounts established by the adjusting entries.*

*The adjustments that may be reversed are: .....*

*Accrued expense adjustments, accrued revenue adjustments, prepaid expense adjustments originally recorded as expense, and unearned revenue adjustments originally recorded as revenues.*

*Two closing entries for a corporation differ from those of a proprietorship; the closing of net income and dividends.*

*We close both to a Retained Earnings account.*

## TRUE-FALSE QUESTIONS

Write the Letter T or F in the Parentheses

- 1) *Accountants use the term fairly to mean that the financial statements reflect the underlying economic events and transactions within an acceptable range of accuracy.* ( )
- 2) *Accruals include goods and services collected or paid for in advance of benefits given or received.* ( )
- 3) *After all the external transactions have been recorded, an adjusted trial balance is prepared.* ( )
- 4) *The operating cycle is the length of time it takes to pay the current liabilities.* ( )
- 5) *Under the cash basis of accounting, it is easy to manipulate profits.* ( )
- 6) *Work sheets are not part of the permanent accounting records of a business entity.* ( )
- 7) *Interim statements are prepared informally from the work sheet on a monthly or quarterly basis.* ( )
- 8) *Unearned Rental Revenue is an example of a temporary or nominal account.* ( )
- 9) *The post-closing trial balance is prepared directly from the adjusted trial balance.* ( )
- 10) *The adjusting and closing entries are typically journalized after the work sheet is completed.* ( )
- 11) *Current assets include those assets expected to be used or consumed through operations of the business within one year or one operating cycle, whichever is longer.* ( )
- 12) *Property, plant, and equipment are intangible assets with relatively short economic lives.* ( )

- 13) *Accrual accounting reports transactions only when cash has been received or paid for them.* ( )
- 14) *Adjusting entries are only necessary if errors have been made in the journal during the accounting period.* ( )
- 15) *The annual accounting period adopted by an enterprise is known as its fiscal year.* ( )
- 16) *Generally accepted accounting principles require the use of cash basis of accounting.* ( )
- 17) *Under accrual basis of accounting, revenues are recognized in the period earned and expenses are recognized in the period incurred in the process of generating revenues.* ( )
- 18) *The entries required at the end of an accounting period to bring the accounts up to date and to assure the proper matching of revenues and expenses are called adjusting entries.* ( )
- 19) *Bringing the ledger up to date at the end of a period is part of the accounting procedure.* ( )
- 20) *An accumulated depreciation account is an expense account.* ( )
- 21) *The work sheet is an aid in preparing the financial statements.* ( )
- 22) *The first procedure of the accounting cycle is the preparation of a trial balance after all of the temporary accounts have been closed.* ( )
- 23) *The purpose of the post-closing trial balance is to make sure that the ledger is in balance at the beginning of the new accounting period.* ( )
- 24) *The sequence of procedures is frequently called the accounting cycle.* ( )
- 25) *The most significant output of the accounting cycle is the financial statements.* ( )

- 26) A contra account is one that is paired with and added to another related account in the financial statements. ( )
- 27) Accrued revenues are revenues for which the service has been performed or the goods delivered but for which no entry has been recorded. ( )
- 28) Every adjusting entry involves the recognition of either revenue or expense. ( )
- 29) Every adjusting entry affects both an income statement account and a balance sheet account. ( )
- 30) Adjusting entries are based upon monthly bills or month-end transactions, not upon the concepts of accrual accounting. ( )

## SELF-TEST QUESTIONS

- 1) If the supplies account, before adjustment on May 31, indicated a balance of \$2,250, and an inventory of supplies on hand at May 31 totaled \$950, the adjusting entry would be:
- debit Supplies, \$950; credit Supplies Expense, \$950.
  - debit Supplies, \$1,300; credit Supplies Expense, \$1,300.
  - debit Supplies Expense, \$950; credit Supplies, \$950.
  - debit Supplies Expense, \$1,300; credit Supplies, \$1,300.
- 2) If the estimated amount of depreciation on equipment for a period is \$2,000, the adjusting entry to record depreciation would:
- debit Depreciation Expense, \$2,000; credit Equipment, \$2,000.
  - debit Equipment, \$2,000; credit Depreciation Expense, \$2,000.
  - debit Depreciation Expense, \$2,000; credit Accumulated Depreciation, \$2,000.
  - debit Accumulated Depreciation, \$2,000; credit Depreciation Expense, \$2,000.
- 3) If the equipment account has a balance of \$22,500 and its accumulated depreciation account has a balance of \$14,000, the book value of the equipment is:
- \$36,500
  - \$22,500
  - \$14,000
  - \$8,500

4)The current asset category would include:

- a)cash      b)accounts receivable      c)supplies on hand      d)all of the above

5)Which of the following accounts would be closed to the income summary account at the end of a period?

- a)Sales      b)Salary Expense   
c)Both Sales and Salary Expense      d)Neither Sales nor Salary Expense

6)Net income:

- a)is computed in the income statement, appears in the statement of owner's equity, and also causes an increase in the amount of cash shown in the balance sheet.  
b)is equal to revenue minus expenses and withdrawals by the owner.  
c)is computed in the income statement, appears in the statement of owner's equity, and increases the amount of owner's equity shown in the balance sheet.  
d)appears in both the income statement and the statement of owner's equity, but has no effect upon any balance sheet account.

7)The net increase in owner's equity resulting from business operations is called:

- a)net income      b)revenue      c)expense      d)asset

8)In general, the accounts in the income statement are known as :

- a)permanent accounts      b)temporary accounts  
c)unearned revenue accounts      d)contra-asset accounts

9)A business may choose a fiscal year that corresponds to

- a)the calendar year      b)the natural business year  
c)any twelve-month period      d)any of the above

10)Assigning revenues to the accounting period in which the goods were delivered or the services performed and expenses to the accounting period in which they were used to produce revenues is known as the :

- a)accounting period      b)continuity assumption  
c)matching rule      d)recognition rule

11) *The objective of accrual accounting would not necessarily be met by :*

- a) *recording all revenues when cash was received.*
- b) *applying the matching rule.*
- c) *recognizing expenses when incurred.*
- d) *adjusting the accounts.*

12) *Which of the following is an example of a deferral?*

- a) *Apportioning costs between two or more periods*
- b) *Recognizing an accrued expense*
- c) *Recognizing an unrecorded revenue*
- d) *Recognizing an accrued revenue*

13) *Prepaid Insurance has an ending balance of \$2,300. During the period, insurance in the amount of \$1,200 expired. The adjusting entry would contain a debit to :*

- a) *Prepaid Insurance for \$1,200*
- b) *Insurance Expense for \$1,200*
- c) *Unexpired Insurance for \$1,100*
- d) *Insurance Expense for \$1,100*

14) *The adjusted trial balance is a list of accounts and their balances*

- a) *at the beginning of the accounting period.*
- b) *at the end of the accounting period immediately following the posting of adjusting entries.*
- c) *at the end of the accounting period.*
- d) *at any point during the accounting period when desired.*

15) *An important reason for preparing adjusting entries is*

- a) *to make financial statements from one period to the next period more comparable.*
- b) *to make net income more readily reflect cash flow.*
- c) *to correct errors in the recording of earlier transactions.*
- d) *to record transactions initially.*

16) *A purchase of office supplies that was incorrectly recorded as office equipment would require a correcting entry that*

- a) *credits office supplies.*
- b) *credits cash.*

c) debits office equipment.

d) credits office equipment.

17) Income that has been earned but not yet received is known as :

a) accrued income

b) deferred revenue

c) deferred charges

d) a liability

18) Expenses that have been incurred but not yet paid for are known as :

a) deferred credits

b) deferred charges

c) accrued expenses

d) prepaid expenses

19) Revenue and expense accounts are designated as :

a) permanent or nominal accounts.

b) real or temporary accounts.

c) temporary or nominal accounts.

d) real or permanent accounts.

20) An adjusting entry that records the expired amount of prepaid insurance would debit the :

a) liability account.

b) expense account.

c) prepaid insurance account.

d) insurance expense account.

21) The matching principle refers to :

a) relating revenue to cost incurred to produce that revenue.

b) matching all accounting forms.

c) comparing the current operations with preceding year.

d) comparing ending inventory with beginning inventory.

22) Which of the following items should not be classified as a liability?

a) payroll taxes payable

b) deferred charges

c) creditors

d) accounts payable

23) Which of the following items should be classified as a current asset in a balance sheet?

a) Machinery

b) Marketable securities

c) Goodwill

d) property

24) Inventories are classified on the balance sheet as which type of asset?

- a)fixed      b)perpetual      c)current      d)other

25) Adjusting entries are needed to :

- a)balance the books for the year.      b)record the year's sales  
c)correct the accounts at year-end      d)close out the yearly expenses.

26) Which of the following accounts would not be included on a balance sheet?

- a)Accumulated depreciation      b)Discount on common stock  
c)Service fees      d)Salaries payable

27) Which of the following items should not be included in current liabilities?

- a)Accrued salaries      b)Income taxes payable  
c)Stock dividends payable      d)Interest payable

28) Which one of the following responses correctly completes the sentence?

Net earnings determination for a going concern is usually computed by :

- a)matching cash receipts and payments.  
b)matching revenue and expense for the period on an accrual basis.  
c)waiting until the termination of the business.  
d)applying the rules in the income tax laws.

29) Which of the following would not be found in the current assets section of the statement of financial position?

- a)Marketable securities      b)Unexpired insurance  
c)Accrued wages payable      d)Accrued interest receivable

30) Amounts that are received in advance of being earned are termed :

- a)deferred revenues      b)deferred charges      c)accrued revenues      d)accrued interest

31) Liabilities resulting from contractual commitments or government regulations are referred to as :

- a)current liabilities      b)accrued liabilities      c)long-term liabilities      d)tax debts

32) Adjusting entries are needed to :

- a) match revenues and expenses  
 b) update the ledger accounts  
 c) a and b  
 d) none of the above

33) Every adjusting entry affects :

- a) the income statement  
 b) the balance sheet  
 c) a and b  
 d) revenue

34) Adjusting entries are made to :

- a) apportion unrecorded revenue and expense  
 b) apportion recorded costs  
 c) apportion unearned revenue  
 d) all of the above

35) If adjusting entries were not made :

- a) the income statement is inaccurate.  
 b) the balance sheet is inaccurate.  
 c) both statements are inaccurate.  
 d) neither statement is affected.

36) A work sheet :

- a) is a financial statement.  
 b) is not a formal part of the accounting records.  
 c) is an accounting book.  
 d) none of the above

37) On a work sheet the following column must balance :

- a) trial balance column  
 b) adjustments column  
 c) income statement column  
 d) trial balance and adjustments column

38) Long-term liabilities do not include :

- a) bonds  
 b) dividends payable  
 c) notes  
 d) mortgages

39) Deferred credits represents revenue :

- a) credited to accounts receivable.  
 b) credited to asset accounts

c) earned but not yet received                      d) received but not yet earned  
 40) Which of the following is real account?  
 a) cash            b) service fees earned            c) wages expense            d) none of the above

41) If accrued salaries payable are not recorded :  
 a) expenses will be understated                      b) liabilities will be understated  
 c) assets will be overstated                      d) a and b

42) When a firm has net income, the net income figure is entered into the work sheet in the :  
 a) credit side of the income statement column.  
 b) debit side of the income statement column.  
 c) debit side of the balance sheet column.  
 d) debit side of the adjusted trial balance column.

43) The following is an example of deferral :  
 a) unearned revenue    b) earned revenue    c) expired cost    d) uncollected billed fees

44) Adjusting entries are needed to recognize :  
 a) accrued expenses    b) accrued revenues    c) depreciation    d) all of the above

45) Which of the following accounts is least likely to be adjusted on the work sheet?  
 a) Prepaid Rent    b) Land    c) Unearned Delivery Fees    d) Supplies on hand

46) The work sheet is a type :  
 a) ledger    b) journal                      c) working paper                      d) financial statement

47) When preparing a work sheet, the amount of which of the following is shown directly on the work sheet?  
 a) Ending owner's capital    b) Total liabilities    c) Total assets    d) net income

48) The work sheet is useful in :

- a)preparing financial statements  
c)recording adjusting entries
- b)recording closing entries  
d)all of the above

49)An important purpose of closing entries is :

- a)to adjust the accounts in the ledger.  
b)to set balance sheet accounts to zero in order to begin the next period.  
c)to set income statement accounts to zero in order to begin the next period.  
d)none of the above

50)In preparing closing entries, it is helpful to refer first to :

- a)the adjustments columns of the work sheet.  
b)the adjusted trial balance columns of the work sheet.  
c)the income statements columns of the work sheet.  
d)the general journal

51)After all closing entries have been posted, the balance of Income Summary account will be :

- a)a debit if a net income has been earned.  
b)a debit if a net loss has been incurred.  
c)a credit if a net loss has been incurred.  
d)zero

52)The post-closing trial balance will :

- a)contain only income statement accounts.  
b)cotain only balance sheet accounts.  
c)contain both income statement and balance sheet accounts.  
d)be prepared before closing entries are posted to the ledger.

53)After all closing entries have been posted, which of the following accounts would have a nonzero balance?

- a)Service Revenue Earned  
c)Depreciation Expense
- b)Unearned service Revenue  
d)Service Wages Payable

54)The current portion of long-term debt is normally classified as :

a)current assets    b)current liabilities    c)long-term liabilities    d)owner's equity

55)The determination of the periodic income of a business enterprise depends on the measurement of its economic resources and obligations and changes in them as these changes occur. This pertains to :

a)disclosure    b)accrual accounting    c)materiality    d)the matching principle

56)A basic accounting statement that represents the financial position of a firm on a given date is called :

a)statement of changes in financial position.    b)statement of income.  
c)statement of source and use of funds.    d)balance sheet.

57)A debit balance from expenditures not recognized as expense of current or prior periods but which involves future benefits that are carried forward as an asset to be matched with future revenues is referred to as :

a)long-term obligations.    b)deferred credits.  
c)deferred charges.    d)accrued liabilities.

58)Failure to record a liability will probably :

a)have no effect on net income.  
b)result in overstated net income.  
c)result in overstated total assets.  
d)result in overstated total liabilities and owner's equity.

59)Unpaid obligations resulting from contractual commitments are referred to as :

a)deferred credits.    b)paid credits.    c)current credits.    d)accrued liabilities.

60)The balance in Unearned Rent at the end of a period represents :

a)an asset.    b)a liability.    c)a revenue    d)an expense

61)The purpose of adjusting entries is to :

- a) adjust the owner's capital account for the revenue, expense, and withdrawal transactions which occurred during the year.
- b) adjust daily the balances in asset, liability, revenue, and expense accounts for the effects of business transactions.
- c) apply the realization principle and the matching principle to transactions affecting two or more accounting periods.
- d) prepare revenue and expense accounts for recording the transactions of the next accounting period.

62) The CPA firm auditing ABC Studio found that owner's equity was understated and liabilities were overstated. Which of the following errors could have been the cause?

- a) Making the adjustment entry for depreciation expense twice.
- b) Failure to record interest occurred on a note payable.
- c) Failure to make the adjusting entry to record revenue which had been earned, but not yet billed to customers.
- d) Failure to record the earned portion of fees received in advance.

63) When a work sheet is prepared at year-end :

- a) revenue and expense accounts do not have to be closed to the Income Summary account because the income statement is prepared from the work sheet and net income is already computed.
- b) adjusting entries must be journalized and posted, even though the Adjustments column is properly completed.
- c) the amount of net income appears as a credit in the Income Statement column of the work sheet when revenue exceeds total expenses.
- d) The Income Statement columns and Balance Sheet columns of the work sheet eliminate the need to prepare formal financial statements.

64) Which of the following sequences of actions describes the proper sequence in the accounting cycle?

- a) post, record, analyze, prepare, close, adjust
- b) analyze, record, post, adjust, prepare, close
- c) prepare, record, post, adjust, analyze, close
- d) enter, record, close, prepare, adjust, analyze

65) For which of the following adjustments would a reversing entry facilitate bookkeeping procedures?

- a) Adjustment for depreciation expense
- b) Adjustment to allocate prepaid insurance to the current period
- c) Adjustment made as a result of inventory of supplies
- d) Adjustment for wages earned by employees but not yet paid to them

66) The matching rule :

- a) necessitates the recording of an estimated amount for bad debts.
- b) is violated when the allowance method is employed.
- c) results in the recording of an exact amount for bad debts losses.
- d) requires that bad debts losses be recorded when an individual customer defaults.

67) The accounting cycle for a business enterprise includes all the following procedures except :

- a) closing the accounting records.
- b) classifying data by posting to ledger accounts.
- c) preparation of supporting document for a business transaction.
- d) adjusting, correcting, and updating recorded data.

68) Accrued expenses :

- a) decrease assets.
- b) increase liabilities.
- c) decrease liabilities.
- d) increase controlling accounts.

69) In a work sheet for a merchandising business, the same dollar amount of an item appears both in the debit column of the income statement section and the credit column of the balance sheet section. It is reasonable to surmise that this item is :

- a) the net loss for the period
- b) the net income for the period
- c) cost of goods sold
- d) the beginning inventory

70) An adjusted trial balance contain :

- a) asset, liability, owner's equity, revenue, and expense accounts.
- b) revenue and expense accounts only.
- c) asset, liability, and owner's equity accounts only.
- d) adjusted asset and liability accounts only.

71) Which of the following adjusting entries causes a decrease in total assets and total owner's equity?

- a) The entry to record accrued interest payable.
- b) The entry to record depreciation.
- c) The entry to record the earned portion of rental revenue received in advance.
- d) The entry to record commissions earned but not yet received.

72) Which of the following is accounted for differently under the cash and accrual bases of accounting?

- a) prepay rent for two years
- b) receive cash from sale of merchandise to customers
- c) pay salaries in cash
- d) pay for services received

73) When an item of revenue or expense has been incurred but not yet paid or recorded, it is normally called a/an ..... Revenue or expense.

- a) cash
- b) accrued
- c) estimated
- d) prepaid

74) During ABC Company's first year of operations, a balance sheet account was debited in the amount of \$1,480 for office supplies purchased during the year. At year-end, office supplies on hand were counted and determined to represent a cost of \$540. The appropriate adjusting entry would :

- a) have no effect on net income
- b) decrease assets \$540
- c) increase expenses \$940
- d) decrease expenses \$540

75) Adjusting entries are always necessary if the accounts are not already at their proper balances :

- a) at the end of each month.
- b) at the end of each calendar year.
- c) to bring accounts to their proper balances before financial statements are prepared.
- d) All of the above are correct

## Accounting Terms

Accounting book.....	دفتر حسابداری
Accounting forms.....	فرمهای حسابداری
Accounting period assumption.....	فرض دوره حسابداری
Accrual accounting.....	حسابداری تعهدی
Accrual-basis accounting.....	حسابداری تعهدی
Accrual basis of accounting.....	روش تعهدی حسابداری
Accruals.....	اقلام تعهدی (اقلام ثبت نشده و پرداخت نشده)
Accrued expense.....	هزینه تحمل شده اما ثبت و پرداخت نشده
Accrued liabilities.....	بدهیهای ثبت و پرداخت نشده
Accrued revenue.....	درآمد تحقق یافته اما ثبت و دریافت نشده - درآمد دریافتنی
Adjusted trial balance.....	تراز آزمایشی اصلاح شده
Adjusted trial balance columns.....	ستونهای تراز آزمایشی اصلاح شده
Adjusting process.....	فرآیند اصلاح حسابها
Adjustments.....	اصلاحات - تعدیلات
adjustments columns.....	ستونهای اصلاحات
Allocate.....	سرشکن کردن
Allowance method.....	روش ذخیره گیری
Analysis.....	تجزیه و تحلیل
Annual accounting period.....	دوره حسابداری سالانه
Apportion.....	تخصیص دادن - تسهیم کردن - تقسیم کردن
Bad debts.....	مطالبات لاوصول (مشکوک الوصول)
Bad debts loss.....	زیان ناشی از لاوصول ماندن مطالبات
Balance sheet columns.....	ستونهای ترازنامه
Beginning inventory.....	موجودی کالای ابتدای دوره

Benefit.....	منفعت – نفع – فایده – استفاده
Bonds.....	اوراق قرضه
Bookkeeping procedures.....	روشهای دفتر داری
Book value.....	ارزش دفتری
Calendar year.....	سال تقویمی
Carry forward.....	نقل به بعد کردن
Cash-basis accounting.....	حسابداری نقدی
Cash basis of accounting.....	روش نقدی حسابداری
Cash payments.....	پرداختهای نقدی
Cash receipts.....	دریافتهای نقدی
Closing entries.....	اقلام بستن حسابها
Closing process.....	فرآیند بستن حسابها
Commission.....	کمیسیون – حق العمل
Commitment.....	تعهد
Consumption.....	مصرف
Continuity assumption.....	فرض تداوم فعالیت
Contra account.....	حساب کاهنده
Contra asset.....	دارائی منفی – کاهنده دارائی
Cotrolling account.....	حساب کنترل
Cost of goods sold.....	بهای تمام شده کالای فروش رفته
Current accounting period.....	دوره حسابداری جاری
Current portion.....	حصه جاری
Default.....	قصور در پرداخت بدهی – نکول کردن
Deferrals.....	اقلام انتقالی به دوره های آتی (از قبیل درآمد، هزینه یا بدهی)
Deferred charges.....	مخارج انتقالی به دوره های آتی
Deferred credits.....	درآمدهای انتقالی به دوره های آتی

Depreciation expense.....هزینه استهلاک

Disclose.....افشاء کردن

Disclosure.....افشاء

Discount on common stock.....کسر سهام عادی

Earn.....کسب کردن

Economic life.....عمر اقتصادی

Ending inventory.....موجودی کالای پایان دوره

Ending owner's capital.....سرمایه مالک در پایان دوره

Estimated amount of depreciation.....مبلغ برآوردی استهلاک

Exchange.....مبادله کردن - معاوضه کردن - رد و بدل کردن

Expenditures.....مخارج

Expiration.....انقضاء

Expire.....منقضی شدن

External transactions.....معاملات خارجی (معامله با اشخاص خارج از سازمان)

Fiscal period.....دوره مالی

Fiscal year.....سال مالی

Future accounting period.....دوره حسابداری آتی

Future benefits.....منافع آتی

Future revenues.....درآمدهای آتی

Going concern concept.....مفهوم تداوم فعالیت

Goodwill.....سرقفلی

Income.....درآمد

Income statements columns.....ستونهای صورت سود و زیان

Income summary account.....حساب خلاصه سود و زیان

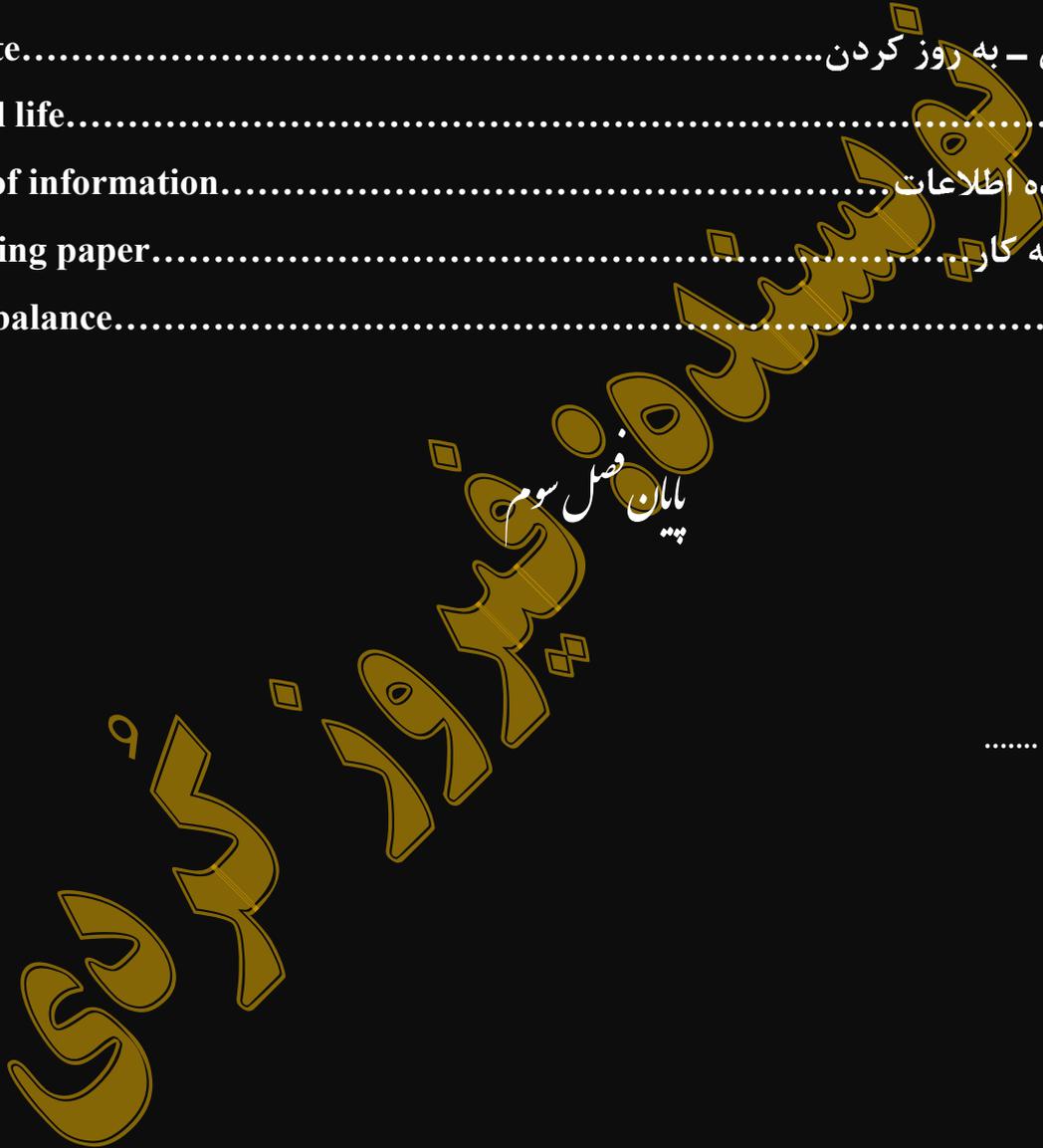
Income tax laws.....قوانین مالیات بر درآمد

Income taxes payable.....مالیات بر درآمد پرداختنی

Incorporated enterprise.....	شرکت به ثبت رسیده.....
Incur.....	متحمل شدن – تحمل کردن.....
Intangible assets.....	دارائی های نامشهود.....
Interest.....	بهره.....
Interim statements.....	صورت‌های میان دوره ای.....
Inventory.....	موجودی کالا.....
Long-term obligations.....	تعهدات بلند مدت.....
Machinery.....	ماشین آلات.....
Manipulate profits.....	دستکاری کردن سود.....
Marketable securities.....	اوراق بهادار قابل داد و ستد.....
Matching principle.....	اصل تطابق هزینه های یک دوره با درآمدهای همان دوره.....
Matching rule.....	قاعده تطابق.....
Materiality concept.....	مفهوم اهمیت.....
Merchandise.....	کالا.....
Merchandising business.....	شرکت فروشنده کالا.....
Natural business year.....	سال تجاری طبیعی – سال مالی و تجاری عادی.....
Net earnings.....	سود خالص.....
Net income figure.....	رقم سود خالص.....
Nominal accounts.....	حسابهای اسمی.....
Nonzero balance.....	مانده غیر صفر.....
Office supplies.....	ملزومات اداری.....
Operating cycle.....	چرخه عملیاتی.....
Overstate.....	بیش از واقع بیان کردن.....
Payroll taxes payable.....	مالیات حقوق و دستمزد پرداختنی.....
Periodic reports.....	گزارشهای ادواری.....
Permanent accounting records.....	مدارک دائمی حسابداری.....

Permanents accounts.....	حسابهای دائمی.....
Post-closing trial balance.....	تراز آزمایشی اختتامی.....
Prepay.....	پیش پرداخت کردن.....
Prior periods.....	دوره های قبل.....
Property.....	مال - دارائی.....
Real accounts.....	حسابهای حقیقی - حسابهای دائمی - حسابهای واقعی.....
Realization principle.....	اصل تحقق - اصل شناخت.....
Recognition rule.....	قاعده شناخت.....
Recognize.....	شناسایی کردن.....
Recorded data.....	اطلاعات ثبت شده.....
Relevant data.....	اطلاعات مربوط.....
Reporting period.....	دوره مورد گزارش.....
Residual value.....	ارزش اسقاط.....
Reversing entries.....	ثبتهای معکوس.....
Service fees.....	حق الزحمه خدمات.....
Services received.....	خدمات دریافتی.....
Statement of changes in financial position.....	صورت تغییرات در وضعیت مالی.....
Statement of financial position.....	صورت وضعیت مالی.....
Statement of source and use of funds.....	صورت منبع و مصرف وجوه.....
Stock dividends.....	سود سهمی.....
Straight-line method.....	روش خط مستقیم.....
Supplies on hand.....	ملزومات موجود.....
Supporting documents.....	اسناد و مدارک مثبته.....
Tax debts.....	دیون مالیاتی.....
Temporary accounts.....	حسابهای موقت.....
Trial balance columns.....	ستونهای تراز آزمایشی.....

Understate.....	کمتر از واقع بیان کردن.....
Unearned revenues.....	درآمدهای تحقق نیافته (کسب نشده).....
Unpaid obligations.....	تعهدات پرداخت نشده.....
Unrecorded expense.....	هزینه ثبت نشده.....
Unrecorded revenue.....	درآمد ثبت نشده.....
Update.....	بهنگام نمودن - به روز کردن.....
Useful life.....	عمر مفید.....
User of information.....	استفاده کننده اطلاعات.....
Working paper.....	کاربرگ - ورقه کار.....
Zero balance.....	مانده صفر.....



مطلب ادامه دارد .....