

# 商务会计 (高级)

# BUSINESS

HIGHER NATIONAL DIPLOMA

【英】苏格兰学历管理委员会 (SQA)  
Scottish Qualifications Authority

## Unit Student Guide

Business Accounting: Advanced

DG9H 04



中国时代经济出版社

SCOTTISH  
QUALIFICATIONS  
AUTHORITY



# 商务会计 (高级)

# BUSINESS

HIGHER NATIONAL DIPLOMA

【英】苏格兰学历管理委员会 (SQA)  
Scottish Qualifications Authority

## Unit Student Guide

Business Accounting: Advanced

DG9H 04



◆ 中国时代经济出版社

SCOTTISH  
QUALIFICATIONS  
AUTHORITY



著作权合同登记 图字：01-2004-4859号

图书在版编目 (CIP) 数据

商务会计. 高级/苏格兰学历管理委员会著. -北京: 中国时代经济出版社, 2004.9

ISBN 7-80169-585-2

I.商… II.苏… III.商业会计-教材-英文 IV.F715.51

中国版本图书馆CIP数据核字 (2004) 第081928号

“First published by CMEPH”

“All Rights Reserved”

“Authorized Apograph/ Translation/Adaptation of the editions by the Scottish Qualifications Authority. All Intellectual Property Rights vest in the Scottish Qualifications Authority and no part of these “Works” may be reproduced in any form without the express written permission of Scottish Qualifications Authority”

Business Accounting: Advanced

商务会计(高级)

苏格兰学历管理委员会著

出版者	中国时代经济出版社
地址	北京市东城区东四十条24号 青蓝大厦东办公区11层
邮政编码	100007
电话	(010) 68320825 68320517
传真	(010) 68320634
发行	各地新华书店
印刷	北京新丰印刷厂
开本	787×1092 1/16
版次	2004年9月第1版
印次	2004年9月第1次印刷
印张	6
定价	16.00元
书号	ISBN 7-80169-585-2/G·175

版权所有 侵权必究

# Contents

<b>1</b>	<b>Introduction to the Scottish Qualifications Authority</b>	<b>1</b>
<b>2</b>	<b>Introduction to the Unit</b>	<b>3</b>
2.1	What is the Purpose of this Unit?	3
2.2	What are the Outcomes of this Unit?	3
2.3	What do I Need to be Able to do in Order to Achieve this Unit?	4
2.4	Approximate Study Time for This Unit	4
2.5	Equipment/Material Required for this Unit	4
2.6	Symbols Used in this Unit	5
<b>3</b>	<b>Assessment Information for this Unit</b>	<b>7</b>
3.1	What Do I Have to Do to Achieve This Unit?	7
<b>4</b>	<b>Suggested Lesson Plan</b>	<b>9</b>
<b>5</b>	<b>Learning Material for Business Accounting: Advanced</b>	<b>13</b>
5.3	Section 3	13
5.4	Section 4	33
5.5	Section 5	50
<b>6</b>	<b>Additional Reading Material</b>	<b>63</b>

<b>7</b>	<b>Solutions to Self Assessed Questions</b>	<b>65</b>
<b>8</b>	<b>Copyright References</b>	<b>75</b>
<b>9</b>	<b>Acknowledgements</b>	<b>77</b>

# 1

## Introduction to the Scottish Qualifications Authority

The unit **Business Accounting DG9H 04**, has been devised and developed by the Scottish Qualifications Authority (SQA). Here is an explanation of the SQA and its work:

The SQA is the national body in Scotland responsible for the development, accreditation, assessment, and certification of qualifications other than degrees.

Its website can be viewed on: [www.sqa.org.uk](http://www.sqa.org.uk)

SQA's functions are to:

- devise, develop and validate qualifications, and keep them under review
- accredit qualifications
- approve education and training establishments as being suitable for entering people for these qualifications
- arrange for, assist in, and carry out, the assessment of people taking SQA qualifications

- quality assure education and training establishments which offer SQA qualifications
- issue certificates to candidates.

In order to pass SQA units, students must complete prescribed assessments. These assessments must meet certain standards.

The Unit Specification outlines the **five** Outcomes that students must complete in order to achieve this unit. The Specification also details the knowledge and/or skills required to achieve the outcome or outcomes. The Evidence Requirements prescribe the type, standard and amount of evidence required for each outcome or outcomes.

# 2

## Introduction to the Unit

### 2.1

What is the Purpose of this Unit?

This Unit is designed to provide you with an understanding of the use of Accounting Information within a business organisation. This is achieved in the first instance, by providing you with the skills required to prepare basic financial and management accounting reports. In addition, the Unit will also provide you with the skills, knowledge and understanding to enable them to interpret and use financial information for decision making.

### 2.2

What are the Outcomes of this Unit?

There are five Outcomes in this unit:

1. Prepare basic financial accounting information.
2. Prepare basic management accounting information.
3. Identify the users of financial information and the decisions for which they require this information.
4. Describe the various sources of finance available to an organisation.
5. Assess the performance and financial position of a business.

**2.3**

What do I  
Need to be  
Able to do in  
Order to  
Achieve this  
Unit?

Access to this Unit is at the discretion of your centre, but it would be beneficial you had competence in numeracy and communications.

You will be required to complete 2 Student Unit Guides to achieve the unit:

Business Accounting: An Introduction

Business Accounting: Advanced

**2.4**

Approximate  
Study Time for  
This Unit

The average time allowed to complete the unit is 80 hours; however, you may take less time, or you may take longer. Try to follow the schedule provided by your tutor.

**2.5**

Equipment/  
Material  
Required for  
this Unit

There are no mandatory materials required for this unit other than the Learning Materials provided. However, you should be aware that the use of a calculator is permitted. You will also require access to answer paper, preferably accounting paper, to complete the majority of self assessment questions.

At pertinent places throughout the section and in the appendices, reference is made to relevant web address. Access to the Internet would also be beneficial but not essential.

## 2.6 Symbols Used in this Unit

The various Learning Materials sections are designed so that you can work at your own pace, with tutor support. As you work through the Learning Materials (see Section 5), you will encounter symbols. These symbols indicate that you are expected to do a task. **These tasks are not Outcome Assessments.** They are exercises designed to consolidate learning or encourage thought, in preparation for the Outcome Assessment (see Section 3 — Assessment Information for this Unit).

### Activity



This symbol indicates an Activity (A). Usually, activities are used to improve or consolidate your understanding of the subject in general or a particular feature of it.

In this unit, you are asked to undertake short written answers to establish your prior knowledge before introducing new concepts.

The activities will not serve this purpose if you refer to the responses prior to having attempted the Activity.

### Self Assessed Question



This symbol indicates a Self Assessed Question. Using

a Self Assessed Question helps you check your understanding of the content that you have already covered. The Self Assessed Questions in this guide will often take the form of preparing accounts to calculate how much profit the business had made, what the business is worth and how much cash is available.

Other Self Assessed Questions require you to analyse the performance of a business and how it is financed.

Everything is provided for you to check your own responses. Answers to the Self Assessed Questions are to be found at the back of the Unit Student Guide. Where suggested responses to activities are provided in the Unit Student Guide, **students are strongly discouraged from looking at these responses before they attempt the activity.** The activities throughout the Unit Student Guide will help you to prepare yourself for the formal assessments, and to identify topic areas in which you will require clarification and additional tutor support. The activities will not serve this purpose if you look at the answers before trying the activity!

Self Assessed Questions and activities are designed to be checked by you. No tutor input is necessary at this stage unless special help is requested, although from time to time your tutor may wish to view your responses to Self Assessed Questions to see how you are progressing.

# 3

## Assessment Information for this Unit

### 3.1

What Do I  
Have to Do to  
Achieve This  
Unit?

There are two formal Assessments in this Unit that relate to the five outcomes of the course.

The first assessment, which is computational in nature, covers Outcomes 1 and 2 of the Unit. This assessment will be carried out under controlled conditions and should last approximately two hours. In order to pass this assessment you will be required to prepare various financial and management accounts with a minimum number of errors using an acceptable layout.

**This assessment is covered by the Guide for Business Accounting: An Introduction.**

The second assessment, covering Outcomes 3, 4 and 5, requires you to produce a report and answer questions based on a case study. The write up of the report should take place under controlled conditions during a session lasting approximately two hours. You may be given a copy of the case study 7 – 10 days

before the assessment takes place. In order to pass this assessment you will be required to analyse the performance of the company and its capital structure.

**This assessment is covered by the Guide for Business Accounting: Advanced.**

# 4

## Suggested Lesson Plan

The Learning Materials (see Section 5) are designed to lead you through a series of activities which will allow you to consolidate your learning and check on your own progress.

The Unit Student Guide for Business Accounting: An Introduction covers the Learning Material for Outcome 1 and Outcome 2 for the unit.

The Unit Student Guide for Business Accounting: Advanced covers the Learning Material for Outcome 3, Outcome 4 and Outcome 5 for the unit.

Below is a suggested timetable for working through the Learning Materials in both Unit Student Guides.

### Unit Student Guide for Business Accounting : An Introduction

#### **Outcome 1 — Prepare basic financial accounting information**

Final accounts of a sole trader	6 hours
Adjustments to final accounts	6 hours

---

Final accounts of a company	<u>16 hours</u>
	28 hours

**Outcome 2 — Prepare basic management accounting information**

Sales and production budgets	3 hours
Cash budget	8 hours
Break-even analysis	<u>3 hours</u>
	14 hours

**Unit Student Guide for Business Accounting : Advanced**

**Outcome 3 — Users of financial information**

Users of financial information	1 hour
Purposes of financial information	1 hour
Sources of financial information	<u>2 hours</u>
	4 hours

**Outcome 4 — Sources of finance**

Categories of finance	1.5 hours
Sources of short-term finance	1.5 hours
Sources of medium-term finance	1.5 hours
Sources of long-term finance	<u>1.5 hours</u>
	6 hours

**Outcome 5 — Assess the performance and financial position of a business**

Profitability ratios	2 hours
Liquidity ratios	2 hours
Efficiency ratios	2 hours
Investment ratios	2 hours
Cash flow position	6 hours
Consolidation	6 hours
	<hr/>
	20 hours

