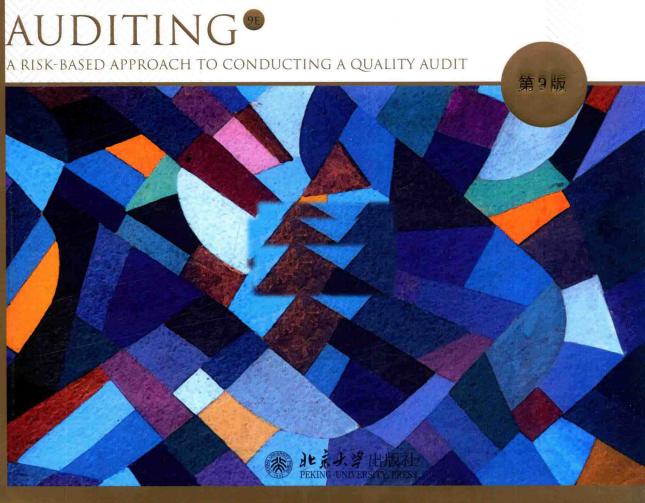


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曹强 译注

# 审计

以风险导向法实施高质量审计



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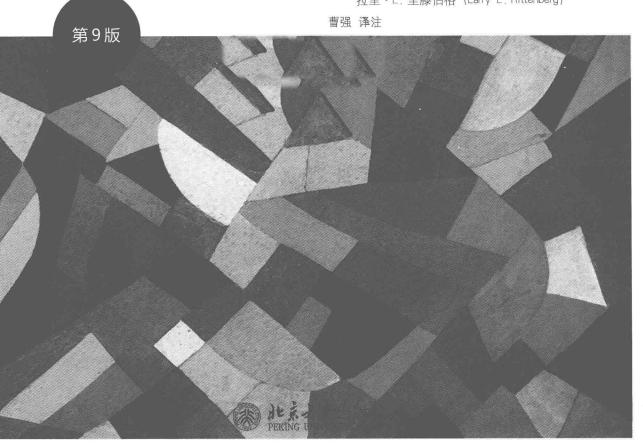
# 以风险导向法实施高质量审计

**9** AUDITING

A RISK-BASED APPROACH TO CONDUCTING A QUALITY AUDIT

卡拉·M. 约翰斯通 (Karla M. Johnstone)

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### 出版者序

作为一家致力于出版和传承经典、与国际接轨的大学出版社,北京大学出版社历来重视国际经典教材,尤其是经管类经典教材的引进和出版。自2003年起,我们与圣智、培生、麦格劳-希尔、约翰-威利等国际著名教育出版机构合作,精选并引进了一大批经济管理类的国际优秀教材。其中,很多图书已经改版多次,得到了广大读者的认可和好评,成为国内市面上的经典。例如,我们引进的世界上最流行的经济学教科书——曼昆的《经济学原理》,已经成为国内最受欢迎、使用面最广的经济学经典教材。

呈现在您面前的这套"引进版精选教材",是主要面向国内经济管理类各专业本科生、研究生的教材系列。经过多年的沉淀和累积、吐故和纳新,本丛书在各方面正逐步趋于完善:在学科范围上,扩展为"经济学精选教材""金融学精选教材""国际商务精选教材""管理学精选教材""会计学精选教材""营销学精选教材"六个子系列;在课程类型上,基本涵盖了经管类各专业的主修课程,并延伸到不少国内缺乏教材的前沿和分支领域;即便针对同一门课程,也有多本教材入选,或难易程度不同,或理论和实践各有侧重,从而为师生提供了更多的选择。同时,我们在出版形式上也进行了一些探索和创新。例如,为了满足国内双语教学的需要,对于部分影印版图书,我们改变了之前的单纯影印形式,在其基础上,由资深授课教师根据该课程的重点,添加重要术语和重要结论的中文注释,使之成为双语注释版。此次,我们更新了丛书的封面和开本,将其以全新的面貌呈现给广大读者。希望这些内容和形式上的改进,能够为教师授课和学生学习提供便利。

在本丛书的出版过程中,我们得到了国际教育出版机构同行们在版权方面的协助和教辅材料方面的支持。国内诸多著名高校的专家学者、一线教师,更是在繁重的教学和科研任务之余,为我们承担了图书的推荐、评审和翻译工作;正是每一位推荐

者和评审者的国际化视野和专业眼光,帮助我们书海拾慧,汇集了各学科的前沿和经典;正是每一位译者的全心投入和细致校译,保证了经典内容的准确传达和最佳呈现。此外,来自广大读者的反馈既是对我们莫大的肯定和鼓舞,也总能让我们找到提升的空间。本丛书凝聚了上述各方的心血和智慧,在此,谨对他们的热忱帮助和卓越贡献深表谢意!

"干淘万漉虽辛苦,吹尽狂沙始到金。"在图书市场竞争日趋激烈的今天,北京大学出版社始终秉承"教材优先,学术为本"的宗旨,把精品教材的建设作为一项长期的事业。尽管其中会有探索,有坚持,有舍弃,但我们深信,经典必将长远传承,并历久弥新。我们的事业也需要您的热情参与!在此,诚邀各位专家学者和一线教师为我们推荐优秀的经济管理图书(em@pup.cn),并期待来自广大读者的批评和建议。您的需要始终是我们为之努力的目标方向,您的支持是激励我们不断前行的动力源泉!让我们共同引进经典,传播智慧,为提升中国经济管理教育的国际化水平做出贡献!

北京大学出版社经济与管理图书事业部

## 关于本书

### 适用对象

本书适合作为"审计学"课程本科生或硕士生的教材,也可以作为对审计领域相关知识感兴趣的业界人士或一般读者的参考读物。

### 内容简介

当下,审计环境在持续不断地变化着,而大学毕业生在参加实际工作前要具备高度的专业水平。《审计:以风险导向法实施高质量审计》(第9版)包含最新的专业指导,并涵盖详细的审计准则和最新的 PCAOB 准则。该书还讨论了 COSO 的最新《内部控制——整合框架》,而且对舞弊风险的探讨贯穿全书。总之,该书能够帮助学生理解变化的全球环境下全方面的审计事项。

### 主要特色

- 加强和整合对审计质量的讨论,并在各章强调舞弊调查的重要性。
- 涉及交易循环的各章(第九章至第十三章)基于一个统一的框架,以使读者有整体概念。
- 章末习题丰富且全面更新,从易到难,实用性更强。

### 本版更新

- 全书更新了 AICPA 和 IAASB 的所有审计标准。读者将会学习到最新的审计准则和实践。
  - 第二章加强了对舞弊风险的介绍,以后各章也对这一重点问题不断强化。
  - 第三章更新了与财务报告内部控制有关的内容。
- 全书强调审计质量,以第一章介绍的《审计质量框架》(Audit Quality Framework)为主线,并在第十四章进行了总结。

### 教辅资源

本书配套的教辅资源包括教师手册、PPT课件、试题库软件。教师请填写并反馈书后的教辅资料申请表,以获得相关教辅资源的下载权限。

### 改编说明

在第9版中,我们根据教学需要,删除了原书第八章、第十六章、第十七章的内容,部分习题以及附录内容。读者可基于本书内容,自行扩展阅读。感谢中央财经大学会计学院曹强副教授为本书提供了审慎而细致的改编方案和中文注释。欢迎广大读者在使用中提出意见和建议。

### Dedication

We dedicate this book to our families who encourage and support us through many hours of development, to our students who inspire us to always improve, to our mentors who guide us, to our professional friends who continue to educate us, and to our colleagues who challenge us.

KARLA M. JOHNSTONE AUDREY A. GRAMLING LARRY E. RITTENBERG

### PREFACE

The auditing environment continues to change in dramatic ways, and university graduates entering the profession must be prepared for a high standard of responsibility. Here are only three examples of these changes:

- The American Institute of Certified Public Accountants (AICPA) and the International Auditing and Assurance Standards Board (IAASB) have issued clarifications that harmonize auditing standards in the United States (for nonpublic entities) and internationally.
- The Committee of Sponsoring Organizations (COSO) of the Treadway Commission has issued an updated *Internal Control-Integrated* Framework.
- The AICPA recently issued new audit sampling guidance.

The ninth edition of Auditing: A Risk-Based Approach to Conducting a Quality Audit represents the most up-to-date professional guidance available, and reflects the clarified auditing standards and the newest PCAOB standards. It discusses COSO's updated Internal Control-Integrated Framework and integrates discussions of fraud risk throughout the textbook. In short, the ninth edition helps students understand the full range of auditing issues in the evolving global environment.

Just as significantly, the ninth edition features entirely new and significantly revised end-of-chapter materials that have been developed to help students prepare for exams and understand real-life auditing scenarios. This material is updated, streamlined, and user friendly, with each problem linked to a specific learning objective. In addition, students will gain valuable experience by using the professional ACL auditing software that is packaged with each new textbook.

### Revision Themes of the Ninth Edition

1. Enhance and integrate discussion of audit quality and the importance of fraud detection throughout all chapters. Many instructors indicate that they support an increased focus of the ninth edition on audit quality. And fraud detection is a recurring theme of importance among auditing instructors. Accordingly, the authors thoroughly revised Chapter 2 to focus on audit quality and the importance of fraud detection. Significant fraud-related

- material from the eighth edition's Chapter 9 was moved to Chapter 2, which enables the early introduction of this topic and allows for integration of the topic of fraud throughout the chapters dealing with audit risk, audit evidence, and auditing specific cycles. Moreover, the authors introduced the Financial Reporting Council's *Audit Quality Framework* in Chapter 1. Elements of this framework are applied throughout subsequent chapters of the textbook, with particular focus continuing in the chapter on completing the audit (Chapter 14). Finally, a section of each relevant chapter includes a new fraud-related discussion with both U.S. and international examples and applications.
- 2. Implement a unifying framework for the chapters containing transaction cycles to provide users with a big picture perspective (Chapters 9–13). Each chapter covering one of the primary transaction cycles has been restructured and contains a unifying framework to address key audit activities. This unifying framework is initially introduced in Chapter 5. The activities comprising the framework include identifying significant accounts, disclosures, and relevant assertions; identifying and assessing inherent risks, fraud risks, and control risks; using preliminary analytical procedures to identify possible material misstatement; determining appropriate responses to identified risks of material misstatement; determining appropriate tests of controls and considering results of tests of controls; and determining and applying sufficient appropriate substantive audit procedures.
- 3. Restructure and streamline end-of-chapter materials. The end-of-chapter materials have been thoroughly updated and streamlined to be much more user friendly. They are organized into the following categories: True-False Questions, Multiple-Choice Questions, Review and Short Case Questions, Contemporary and Historical Cases. Further, each end-of-chapter item is linked to a specific learning objective identified at the beginning of the chapter.
- 4. Appropriately balance increased international focus. A significant number of auditing instructors plan to increase coverage of international auditing standards and practices as U.S. and international standards converge. However, an equally large number of instructors counsel caution, saying that until the standards converge they will continue to moderate their international coverage. In response to these diverse opinions, the authors include more cases, examples, and descriptions of frauds containing international coverage, and they have updated coverage of international auditing standards. All the while, the revised textbook continues with extensive coverage of U.S. trends in standards and practices.

### New, Revised, and Enhanced Ninth Edition

The ninth edition reflects the evolving nature of the auditing profession and the environment in which it operates.

**New:** Incorporates all AICPA and IAASB clarified auditing standards. Users of the ninth edition can be sure that they will be fully up-to-date in all auditing rules and practices. The textbook has been significantly revised to reflect the clarified standards.

Revised: Advanced topics in Chapter 16 concerning complex audit judgments. This revised Chapter 16 covers a variety of important, complex audit judgments, including determining materiality; resolving detected financial statement misstatements; distinguishing between material weaknesses and significant deficiencies in internal control; assessing the quality of a client's internal audit function; identifying and describing concepts of fair value and impairment, including goodwill impairment; and considering approaches to auditing significant management estimates.

Revised: Emphasis on internal control. A newly revised Chapter 3 discusses the importance of internal control to quality reporting and auditing and provides complete coverage of the Committee of Sponsoring Organizations of the Treadway Commission's updated Internal Control-Integrated Framework issued in 2013.

Enhanced: Emphasis on fraud. A newly revised Chapter 2 introduces the topic of fraud very early in the textbook, and this important topic is emphasized in relevant chapters and their end-of-chapter materials throughout the textbook. Chapter 2 covers the risk of fraud and mechanisms to address fraud, including regulation, corporate governance, and audit quality.

Enhanced: Emphasis on audit quality. As reflected in the new subtitle, the ninth edition focuses on audit quality, including the determinants of audit quality that are introduced through the Financial Reporting Council's Audit Quality Framework in Chapter 1. This edition applies elements of this framework throughout selected chapters, with a particular focus in Chapter 14 on completing the audit.

Enhanced: Research analysis problems. Because academic research yields insights on auditor decisions, the end-of-chapter materials in the ninth edition provide at least one problem related to an academic research paper addressing a relevant topic. Each research analysis problem requires the student to obtain an identified research paper, read it, and answer a set of uniform questions tied to the chapter's topics. These activities help students link the topical theory of the chapter with relevant contemporary academic research. The new research analysis problems are ideal for instructors who wish to extend students' theoretical understanding of the chapter concepts, particularly for graduate-level classes. Academic research articles have been selected that are approachable to students and yet highlight the complexities in the real practice of auditing. These research analysis problems address the recommendation of the recent report from the Pathways Commission to embed academic research into learning experiences for all accounting students.

### Hallmark Pedagogical Features

Continued emphasis on professional skepticism. This emphasis provides students with the tools to learn how to apply the concept of professional skepticism. This textbook contains an introduction to this topic in Chapter 1 as well as in end-of-chapter materials throughout the textbook. This emphasis helps students see the practical application of this concept.

Continued emphasis on professional judgment. In addition to the focus on professional judgment in this textbook, numerous exercises emphasize this key auditing skill, including analyses of Ford and Toyota's SEC filings and proxy statements. Further, this textbook contains end-of-chapter materials to help ensure that students understand the link between mandatory financial reporting and auditing, risk assessment, transaction cycles, and analytical procedures.

Professional Judgment in Context feature. Each chapter opens with a reallife example from practice that illustrates the judgments involved in auditing. The examples tie to the learning objectives in the chapter and address important topics such as fraud, regulation, audit quality, and internal control. The following provides an example from Chapter 1.

### PROFESSIONAL JUDGMENT IN CONTEXT

### The Importance of Conducting a Quality Audit and Complying with Professional Standards

On December 20, 2011, the Public Company Accounting Oversight Board (PCAOB) revoked the ability of Bentleys Brisbane Partnership (an external audit firm) to audit public company audits, and the Board imposed a monetary penalty of \$10,000 on Robert Forbes, the audit partner in charge of the audit of Alloy Steel International. These penalties were imposed because the PCAOB concluded that Bentleys and Forbes failed to exercise due professional care (a standard of care expected to be demonstrated by a competent auditing professional), failed to exercise professional skepticism (an attitude that includes a questioning mind and critical assessment of audit evidence), and failed to obtain sufficient evidence necessary to issue an audit opinion on the financial statements of Alloy Steel's 2006 fiscal year end financial statements. The PCAOB also concluded that Bentleys violated PCAOB quality control standards because the firm did not develop policies to ensure that the work performed by its personnel met PCAOB auditing standards and the Board said that the firm did not undertake audits that the firm could reasonably expect to be completed with professional competence.

Alloy Steel International is an American company headquartered in Malaga, Australia. Alloy's stock was traded on the Over the Counter (OTC) Bulletin Board and as such was subject to Securities and Exchange Commission (SEC) rules and requirements. Its auditors were subject to PCAOB rules and requirements. On the

audit of Alloy, Bentleys and Forbes made a number of critical quality control mistakes. Bentleys and Forbes used an unregistered audit firm in Australia to actually perform the audit work, rather than performing the audit work themselves. Bentleys' and Forbes' involvement on the engagement was limited to reviewing the unregistered audit firm's workpapers. The unregistered audit firm's personnel had no training or experience in conducting audits that complied with PCAOB standards. Despite these factors, Bentleys and Forbes issued and signed an unqualified audit report on Alloy's 2006 financial statements. For further information about this scenario, see PCAOB disciplinary proceedings in Release No. 105-2011-007.

As you read through this chapter, consider the following questions:

- What is the objective of auditing, and what process should auditors follow to accomplish this objective? (LO 1)
- Why do companies obtain audited financial statements? (LO 1)
- Who are the users of audited financial statements? (LO 1)
- What skills and knowledge are needed to be a competent audit professional? (LO 3)
- Why is it vital to perform an audit in a quality manner? (LO 5)
- Why are low quality audits, like those performed in this case, harmful? (LO 5)

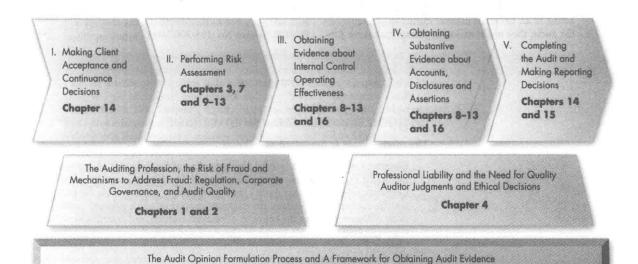
Professional decision-making and ethical decision-making frameworks. Decision-making frameworks, complete with a chapter-opening Professional Judgment in Context feature, require students to think about real-life professional and ethical decisions associated with that chapter. End-of-chapter materials continue the use of these professional and ethical decision-making frameworks to help students address contemporary issues.

Continued emphasis on the audit opinion formulation process to help organize study. A chapter-opening *Audit Opinion Formulation Process* figure helps students identify the major phases in the audit process and see how those steps within that process relate to specific chapters.

This textbook describes how auditors go through a structured judgment process to issue an audit opinion. This process is referred to as the *Audit Opinion Formulation Process*, and it serves as the foundation for this textbook. The process consists of five phases. Phase I concerns client acceptance and continuance. Once a client is accepted (or the audit firm decides to continue to provide services to a client), the auditor needs to perform risk assessment procedures to thoroughly understand the client's business (or update prior knowledge in the

case of a continuing client), its industry, its competition, and its management and governance processes (including internal controls) to determine the likelihood that financial accounts might be materially misstated (Phase II). In some audits, the auditor also obtains evidence about internal control operating effectiveness through testing those controls (Phase III). Much of what most people think of as auditing, the obtaining of substantive evidence about accounts, disclosures, and assertions occurs in Phase IV. The information gathered in Phases I through III greatly influences the amount of testing to be performed in Phase IV. Finally, in Phase V, the auditor completes the audit and makes a decision about what type of audit report to issue.

Also fundamental to students' understanding is the framework's inclusion of the auditing profession, fraud, regulation, corporate governance, and audit quality. Further fundamentals highlighted in the *Audit Opinion Formulation Process* include discussion of professional liability and the need for quality audit judgments and ethical decisions, as depicted below.



Chapters 5 and 6

Auditing in Practice features and chapter exhibits. Each chapter contains multiple Auditing in Practice features and exhibits that highlight important, relevant, and practical examples and information related to chapter topics. Selected end-of-chapter materials require students to review these features and exhibits to answer related questions. Below is an example of an Auditing in Practice feature from Chapter 1.

# Why Is Owning Stock in an Audit Client Unacceptable?

In 2005, Susan Birkert was an audit senior working for KPMG on the audit engagement of Comtech Corporation. One of Susan's friends asked her whether she thought that Comtech stock was a good investment. She responded that, indeed, it was a good investment. At that point, her friend asked if she would like him to purchase Comtech stock on her behalf. She agreed, and gave her friend \$5,000 to make the purchase under his name rather than hers. She did so because she was aware that owning stock in one's audit client is not allowed because of independence concerns. If auditors own stock in their audit clients, they are not independent of their clients because they are part owners. Therefore, rather than acting in an unbiased manner during the conduct of the audit, they might make judgments that favor the

AUDITING IN PRACTICE

client company rather than external users of the financial statements. Even if the auditor does not actually behave in a biased manner and is independent in fact, external users may *perceive* an independence conflict—the auditor would not be independent in appearance.

Susan continued working on the Comtech engagement well into 2006, and she lied when she responded to KPMG's yearly written requirements to comply with the firm's independence policies. Prompted by an anonymous tip later in 2006, KPMG launched an internal investigation into the matter and terminated her employment. The PCAOB barred her from serving as an external auditor for a period of at least one year. For further details on this case, see PCAOB Release No. 105-2007-003.

### Organization of the Ninth Edition

The ninth edition is organized as follows:

Chapters 1 and 2: A Foundational Understanding of the Role of Auditing as Integral to the Economy; Implications of Fraud; and The Importance of Regulation, Corporate Governance, and Audit Quality. Chapters 1 and 2 provide the foundation for students to understand the economic context in which external auditing exists. Chapter 1 defines the objective of external auditing and describes its role in meeting society's demands for reliable financial and internal control information. Chapter 1 identifies parties involved in preparing and auditing financial statements, lists the types of audit service providers, identifies organizations that affect the external auditing profession, defines audit quality and introduces the Financial Reporting Council's Audit Quality Framework, and identifies professional requirements that help to achieve high quality and minimize auditor exposure to lawsuits. Chapter 2 defines the types of fraud and the fraud triangle, describes examples of recent financial reporting frauds, explains the findings of the third COSO report on fraud, discusses users' expectations of auditors' fraud-related responsibilities, explains how the requirements of the Sarbanes-Oxley Act of 2002 reflect frauds perpetrated in the late 1990s and early 2000s, and defines corporate governance and identifies parties involved in corporate governance.

Chapter 3: Internal Control over Financial Reporting: Management's Responsibilities and Importance to the External Auditors. Chapter 3 articulates the importance of internal control over financial reporting, defines management's responsibility related to internal control, defines internal control as presented in COSO's updated Internal Control-Integrated Framework, identifies and describes the components and principles of internal control as presented in that framework, identifies management's responsibilities related to documenting internal control over financial reporting, and describes management's responsibility to evaluate and report on internal controls.

Chapter 4. Professional Liability and the Need for Quality Auditor Judgments and Ethical Decisions. Chapter 4 discusses the liability environment in which auditors operate and explores the effects of lawsuits on audit firms; lists laws from which

auditor liability is derived; and describes possible causes of action, remedies or sanctions, and auditor defenses under both common and statutory law. Chapter 4 also articulates frameworks for making quality professional and ethical decisions and illustrates how to apply these frameworks in selected audit settings. Finally, Chapter 4 describes and applies the IESBA's Code of Ethics and the AICPA's Code of Professional Conduct.

Chapter 5. Professional Auditing Standards and the Audit Opinion Formulation Process. Chapter 5 identifies and compares the various auditing standards, discusses the foundational principles underlying the auditing standards, lists the phases and related activities in the audit opinion formulation process, explains the concept of accounting cycles, describes the assertions that are inherent to financial statements, defines audit evidence and the purpose and types of audit procedures used to obtain audit evidence, and discusses the importance of audit documentation.

Chapter 6. A Framework for Audit Evidence. Chapter 6 discusses the importance of the evidence concepts of sufficiency and appropriateness, identifies factors affecting the sufficiency and appropriateness of audit evidence, illustrates professional judgments about the type and timing of audit procedures, discusses the use and application of substantive analytical procedures, identifies issues relating to audit evidence needed for accounts involving management estimates, and discusses issues involving specialists and related-party transactions. Chapter 6 also describes the characteristics of quality audit documentation and explains the nature, design, and purposes of audit programs.

Chapter 7. Planning the Audit: Identifying and Responding to the Risks of Material Misstatement. Chapter 7 defines the concept of material misstatement and discusses the importance of materiality judgments in the audit context. Chapter 7 also identifies the risks of material misstatement and describes how they relate to audit risk and detection risk. Chapter 7 illustrates the use of preliminary analytical procedures and brainstorming to identify areas of heightened risk of material misstatement, along with describing how auditors respond to assessed risks of material misstatement.

Chapter 8. Specialized Audit Tools: Sampling and Generalized Audit Software. Chapter 8 conveys all the new terminology and approaches recommended in the AICPA's 2012 sampling guidance. Chapter 8 describes how auditors use sampling and generalized audit software, explains the objectives of sampling for testing controls and account balances, compares and contrasts nonstatistical and statistical sampling, describes attribute sampling, describes the sampling process used to gather evidence about misstatements in account balances and assertions, describes monetary unit sampling, and explains how to use generalized audit software to automate the audit process.

Chapters 9–13. Performing Audits Using the Transaction Cycle Approach: Revenue; Cash and Marketable Securities; Inventory, Goods and Services, and Accounts Payable; Long-Lived Assets; and Debt Obligations and Stockholders' Equity Transactions. Chapters 9–13 focus on the application of concepts developed earlier for assessing risk, identifying and testing controls designed to address those risks, and using substantive approaches to testing account balances. Each chapter contains topic-relevant discussion of identifying significant accounts, disclosures, and relevant assertions; identifying and assessing inherent risks, fraud risks, and control risks; using preliminary analytical procedures to identify possible material misstatement; determining appropriate responses to identified risks of material misstatement; determining appropriate tests of controls and considering results of tests of controls; and determining and applying sufficient appropriate substantive audit procedures.

Chapters 14–15. Activities Required in Completing a Quality Audit and Audit Reporting Decisions. Chapter 14 discusses numerous tasks that are conducted as part of completing the audit. These include reviewing activities relating to detected misstatements, loss contingencies, accounting estimates, disclosure adequacy, noncompliance with laws or regulations, going-concern considerations, analytical review, management representations, subsequent events, omitted audit procedures, and

engagement quality review; audit committee and management communications; and issues relating to audit firm portfolio management (client acceptance and continuance decisions), audit partner rotation, and audit firm rotation. Once these activities are completed, the auditor makes a reporting decision, which is described in Chapter 15. This chapter identifies the principles underlying audit reporting on financial statements, describes the information that is included in a standard unqualified audit report, and describes financial statements requiring the following report modifications: unqualified audit report with explanatory language, qualified report, adverse report, and a disclaimer of opinion. Chapter 15 also describes the information that is included in a standard unqualified audit report on internal control over financial reporting and identifies the appropriate audit report modifications for situations requiring other than an unqualified report on internal control over financial reporting.

Chapter 16. Advanced Topics Concerning Complex Auditing Judgments. Chapter 16 discusses the nature and types of complex judgments that permeate audit engagements and identifies complex audit judgments based on a review of a company's financial statements. Chapter 16 describes a process for making judgments about materiality and assessing whether misstatements are material. It also describes audit considerations for long-term liabilities involving subjectivity, merger and acquisition activities, and assessing management's fair value estimates and related impairment judgments. It describes audit considerations for financial instruments, distinguishing between material weaknesses and significant deficiencies in internal control over financial reporting, and understanding and evaluating the client's internal audit function.

Chapter 17. Other Services Provided by Audit Firms. Chapter 17 describes other services provided by audit firms. This chapter explains review and compilation engagements, procedures and reporting requirements for providing assurance on interim financial information, special considerations for unique financial statement audit situations, and attestation engagements. Chapter 17 also discusses forensic accounting and distinguishes between forensic accounting and auditing. Finally, Chapter 17 describes sustainability reporting and articulates the auditor's role in providing assurance on management sustainability reports.

### Supplements

CengageBrain. Instructors and students can find most of the textbook's support materials online at CengageBrain (www.cengagebrain.com), including the solutions manual, PowerPoint slides, ACL data spreadsheet files, and other resources.

Solutions Manual. The Solutions Manual contains the solutions to all end-of-chapter assignments. It is available on the instructor's page at www.cengagebrain.com and may be ordered in print form using this ISBN number.

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PowerPoint Slides: Instructors can bring their lectures to life with engaging PowerPoint slides that are interesting, visually stimulating, and paced for student comprehension. These slides are ideal as lecture tools and provide a clear guide for student study and note-taking. PowerPoint slides are downloadable by chapter on the instructor's page at www.cengagebrain.com

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Test Bank in Word: A proven Test Bank features the questions instructors need to efficiently assess students' comprehension. These files are available

along with the ExamView on the Instructor's Resource CD. These files are not accessible on the textbook Web site for security reasons.

Example Syllabi. The authors' syllabi for this edition of the textbook are available at the instructor's page at www.cengagebrain.com. These may be helpful to instructors as they consider alternative ways to use the textbook and alternative presentation formats for the syllabi. Instructors should feel free to update these to individual uses.

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