ACCA

ACCA OFFICIAL PUBLISHER

PAPER F2

管理会计
MANAGEMENT ACCOUNTING

BPP Learning Media 著

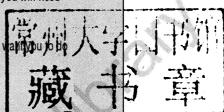FOR EXAMS IN JUNE AND DECEMBER 2010

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MANAGEMENT ACCOUNTING
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In this edition approved by ACCA

- We **discuss** the **best strategies** for studying for ACCA exams
- We **highlight** the **most important elements** in the syllabus and the **key skills** you will need
- We **signpost** how each chapter links to the syllabus and the study guide
- We **provide** lots of **exam focus points** demonstrating what the examiner will want you to do
- We emphasise key points in regular **fast forward** summaries
- We **test your knowledge** of what you've studied in **quick quizzes**
- We **examine your understanding** in our **exam question bank**
- We **reference** all the important topics in our **full index**

BPP's **i-Learn** and **i-Pass** products also support this paper.

FOR EXAMS IN JUNE AND DECEMBER 2010

关于 BPP Learning Media

BPP Learning Media 作为一家职业考试资料的出版商，在市场上一直独占鳌头。从 1977 年开始，我们就出版了很多高质量关于会计、营销和金融服务资格方面的产品。BPP 是全球 150 多个国家的学生、培训提供商、公司和专业机构的最佳选择。

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- 清算会计
- 商业税收和税收管理
- 金融营销和市场调查
- 银行业 IT
- 金融英语

F2（课本）简介

本课本讲述有关基本成本和商业决策所需的定量信息的知识，并增进学员对于这些课题的理解。我们的课本设计注重大纲中最重要的方面，包括：

- 成本与管理会计的性质和目的

- 成本分类、性态和目的

- 商业数学和电子数据表

- 成本会计技术

- 短期商业决策技术

F2 课本经由考官审核，并根据考官的关于考试中如何考察知识点指导，在内容上注重大纲中的重要部分。课本逐步探讨知识点，并提供大量习题供学员练习计算。为了学员便于复习相应知识，课本还用整章篇幅详述电子数据表，同时搭配基础数学附录。

BPP 授权华中科技大学出版社在中国发行的 ACCA 课本：

基础阶段课程

专业阶段课程

Knowledge Module
知识课程

F1 Accountant in Business
F1 会计师与企业
F2 Management Accounting
F2 管理会计
F3 Financial Accounting (INT)
F3 财务会计（INT）

Essentials Module
核心课程

P1 Professional Accountant
P1 专业会计师
P2 Corporate Reporting (INT)
P2 公司报告（INT）
P3 Business Analysis
P3 商务分析

Skills Module
技能课程

F4 Corporate and Business Law (UK)
F4 公司法与商法（UK）
F4 Corporate and Business Law (China)
F4 公司法与商法（中国版）
F5 Performance Management
F5 业绩管理
F6 Taxation (UK)
F6 税务（UK）
F6 Taxation (China)
F6 税务（中国版）
F7 Financial Reporting (INT)
F7 财务报告（INT）
F8 Audit and Assurance (INT)
F8 审计与认证业务（INT）
F9 Financial Management
F9 财务管理

Options Module
选修课程

P4 Advanced Financial Management
P4 高级财务管理
P5 Advanced Performance Management
P5 高级业绩管理
P6 Advanced Taxation (UK)
P6 高级税务（UK）
P6 Advanced Taxation (China)
P6 高级税务（中国版）
P7 Advanced Audit and Assurance (INT)
P7 高级审计与认证业务（INT）

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How the BPP ACCA-approved Study Text can help you pass – AND help you with your Practical Experience Requirement!

Before you can qualify as an ACCA member, you do not only have to pass all your exams but also fulfil a three year **practical experience requirement** (PER). To help you to recognise areas of the syllabus that you might be able to apply in the workplace to achieve different performance objectives, we have introduced the '**PER alert**' feature. You will find this feature throughout the Study Text to remind you that what you are **learning to pass** your ACCA exams is **equally useful to the fulfilment of the PER requirement**.

Tackling studying

Studying can be a daunting prospect, particularly when you have lots of other commitments. The **different features** of the text, the **purposes** of which are explained fully on the **Chapter features** page, will help you whilst studying and improve your chances of **exam success**.

Developing exam awareness

Our Texts are completely **focused** on helping you pass your exam.

Our advice on **Studying F2** outlines the **content** of the paper, the **necessary skills** the examiner expects you to demonstrate and any **brought forward knowledge** you are expected to have.

Exam focus points are included within the chapters to provide information about skills that you will need in the exam and reminders of important points within the specific subject areas.

Using the Syllabus and Study Guide

You can find the syllabus, Study Guide and other useful resources for F2 on the ACCA web site:

www.accaglobal.com/students/study_exams/qualifications/acca_choose/acca/fundamentals/ma

The Study Text covers **all aspects** of the syllabus to ensure you are as fully prepared for the exam as possible.

Testing what you can do

Testing yourself helps you develop the skills you need to pass the exam and also confirms that you can recall what you have learnt.

We include **Exam-style Questions** – lots of them - both within chapters and in the **Exam Question Bank**, as well as **Quick Quizzes** at the end of each chapter to test your knowledge of the chapter content.

Chapter features

Each chapter contains a number of helpful features to guide you through each topic.

Topic list

Topic list	Syllabus reference

Tells you what you will be studying in this chapter and the relevant section numbers, together with the ACCA syllabus references.

Introduction

Puts the chapter content in the context of the syllabus as a whole.

Study Guide

Links the chapter content with ACCA guidance.

Exam Guide

Highlights how examinable the chapter content is likely to be and the ways in which it could be examined.

FAST FORWARD ▶▶

Summarises the content of main chapter headings, allowing you to preview and review each section easily.

Examples

Demonstrate how to apply key knowledge and techniques.

Key terms

Definitions of important concepts that can often earn you easy marks in exams.

Exam focus points

Provide information about skills you will need in the exam and reminders of important points within the specific subject area.

Formula to learn

Formulae that are not given in the exam but which have to be learnt.

⚠ PER alert

This is a new feature that gives you a useful indication of syllabus areas that closely relate to performance objectives in your PER.

🖉 Question

Give you essential practice of techniques covered in the chapter.

📖 Case Study

Provide real world examples of theories and techniques.

Chapter Roundup

A full list of the Fast Forwards included in the chapter, providing an easy source of review.

Quick Quiz

A quick test of your knowledge of the main topics in the chapter.

Exam Question Bank

Found at the back of the Study Text with more comprehensive chapter questions.

Studying F2

This paper introduces you to costing and management accounting techniques, including those techniques that are used to make and support decisions. It provides a basis for Paper F5 – *Performance Management*.

The examiner for this paper is **David Forster** who was previously the examiner for Paper 1.2 under the previous syllabus. His aims are to test your knowledge of basic costing and management accounting techniques and also to test basic application of knowledge.

1 What F2 is about

F2 is one of the three papers that form the **Knowledge** base for your ACCA studies. Whilst Paper F1 – *Accountant in Business* gives you a broad overview of the role and function of the accountant, Papers F2 – *Management Accounting* and F3 – *Financial Accounting* give you technical knowledge at a fundamental level of the two major areas of accounting. Paper F2 will give you a good grounding in all the basic techniques you need to know in order to progress through the ACCA qualification and will help you with Papers F5 – *Performance Management* and P5 – *Advanced Performance Management* in particular.

2 What skills are required?

The paper is examined by computer-based exam or a written exam consisting of objective test questions (mainly multiple-choice questions). You are not required, at this level, to demonstrate any written skills. However you will be required to demonstrate the following.

- **Core knowledge** – classification and treatment of costs, accounting for overheads, budgeting and standard costing, decision-making.

- **Numerical and mathematical skills** – regression analysis, linear programming.

- **Spreadsheet skills** – the paper will test your understanding of what can be done with spreadsheets. This section will be particularly useful to you in the workplace.

3 How to improve your chances of passing

You must bear the following points in mind.

- All questions in the paper are compulsory. This means that you cannot avoid studying any part of the syllabus. The examiner can examine any part of the syllabus and you must be prepared for him to do so.

- The best preparation for any exam is to practise lots of questions. Work your way through the **Quick Quizzes** at the end of each chapter in this Study Text and then attempt the questions in the **Exam Question Bank**. You should also make full use of the **BPP Practice and Revision Kit**.

- In the exam, **read the questions carefully**. Beware any question that looks like one you have seen before – it is probably different in some way that you haven't spotted.

- If you really cannot answer something, move on. You can always come back to it.

- If at the end of the exam you find you have not answered all of the questions, have a guess. You are not penalised for getting a question wrong and there is a chance you may have guessed correctly. If you fail to choose an answer, you have no chance of getting any marks.

The exam paper

Format of the paper

Guidance

The exam is a two hour paper that can be taken either as a paper-based or computer-based exam.

There are 50 questions in the paper – 40 questions will be worth two marks each whilst the remaining 10 questions are worth one mark each. There are therefore 90 marks available.

The two mark questions will have a choice of four possible answers (A/B/C/D) whilst the one mark questions will have a choice of two (A/B) or three possible answers (A/B/C). The one and two mark questions will be interspersed and questions will appear in random order (that is, not in Study Guide order). Questions on the same topic will not necessarily be grouped together.

Questions will be a mix of calculation and non-calculation questions in a similar mix to the pilot paper. The pilot paper can be found on the ACCA web site:
www.accaglobal.com/students/study_exams/qualifications/acca_choose/acca/fundamentals/ma/past_papers.

The examiner has indicated that the pilot paper is an extremely useful guide to the mix of questions that you might expect to find in the 'real' exams. You should therefore study the pilot paper carefully to get an idea of the weighting that each syllabus area will be given in the exam.

Exam formulae sheet

You will be given an exam formulae sheet in your exam. This is reproduced below, together with the chapters of the Study Text in which you can find the formulae.

Regression analysis
(Chapter 4 of Study Text)

$$a = \frac{\Sigma Y}{n} - \frac{b\Sigma x}{n}$$

$$b = \frac{n\Sigma xy - \Sigma x\Sigma y}{n\Sigma x^2 - (\Sigma x)^2}$$

$$r = \frac{n\Sigma xy - \Sigma x\Sigma y}{\sqrt{(n\Sigma x^2 - (\Sigma x)^2)(n\Sigma y^2 - (\Sigma y)^2)}}$$

Economic order quantity
(Chapter 6 of Study Text)

$$\sqrt{\frac{2C_0 D}{C_h}}$$

Economic batch quantity

(Chapter 6 of Study Text)

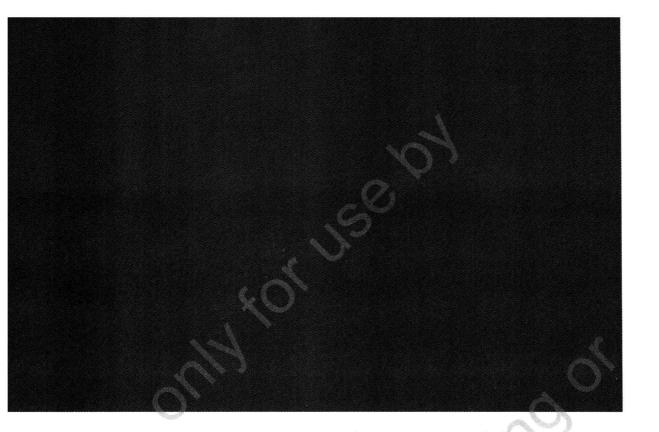$$\sqrt{\frac{2C_0 D}{C_h(1 - \frac{D}{R})}}$$

目录

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Before you begin … Are you confident with basic maths?

1 Using this introductory chapter

The Paper F2 – *Management Accounting* syllabus assumes that you have some knowledge of basic mathematics and statistics. The purpose of this introductory chapter is to provide the knowledge required in this area if you haven't studied it before, or to provide a means of reminding you of basic maths and statistics if you are feeling a little rusty in one or two areas!

Accordingly, this introductory chapter sets out from first principles a good deal of the knowledge that you are assumed to possess in the main chapters of the Study Text. You may wish to work right through it now. You may prefer to dip into it as and when you need to. You may just like to try a few questions to sharpen up your knowledge. Don't feel obliged to learn everything in the following pages: they are intended as an extra resource to be used in whatever way best suits you.

2 Integers, fractions and decimals

2.1 Integers, fractions and decimals

An **integer** is a whole number and can be either positive or negative. The integers are therefore as follows.

$$.....,-5, -4, -3, -2, -1, 0, 1, 2, 3, 4, 5..... .$$

Fractions (such as $1/2$, $1/4$, $19/35$, $101/377$, ...) and **decimals** (0.1, 0.25, 0.3135 .....) are both ways of showing parts of a whole. Fractions can be turned into decimals by dividing the numerator by the denominator (in other words, the top line by the bottom line). To turn decimals into fractions, all you have to do is remember that places after the decimal point stand for tenths, hundredths, thousandths and so on.

2.2 Significant digits

Sometimes a decimal number has too many digits in it for practical use. This problem can be overcome by rounding the decimal number to a specific number of **significant digits** by discarding digits using the following rule.

If the first digit to be discarded is greater than or equal to five then add one to the previous digit. Otherwise the previous digit is unchanged.

2.3 Example: Significant digits

(a)   187.392 correct to five significant digits is 187.39

Discarding a 2 causes nothing to be added to the 9.

(b)   187.392 correct to four significant digits is 187.4

Discarding the 9 causes one to be added to the 3.

(c)   187.392 correct to three significant digits is 187

Discarding a 3 causes nothing to be added to the 7.

Question	Significant digits

What is 17.385 correct to four significant digits?

Answer

17.39

3 Mathematical notation

3.1 Brackets

Brackets are commonly used to indicate which parts of a mathematical expression should be grouped together, and calculated before other parts. In other words, brackets can indicate a priority, or an order in which calculations should be made. The rule is as follows.

(a)   Do things in brackets before doing things outside them.

(b)   Subject to rule (a), do things in this order.

      (i)   Powers and roots
      (ii)   Multiplications and divisions, working from left to right
      (iii)   Additions and subtractions, working from left to right

Thus brackets are used for the sake of **clarity**. Here are some examples.

(a) $3 + 6 \times 8 = 51$. This is the same as writing $3 + (6 \times 8) = 51$.
(b) $(3 + 6) \times 8 = 72$. The brackets indicate that we wish to multiply the sum of 3 and 6 by 8.
(c) $12 - 4 \div 2 = 10$. This is the same as writing $12 - (4 \div 2) = 10$ or $12 - (4/2) = 10$.
(d) $(12 - 4) \div 2 = 4$. The brackets tell us to do the subtraction first.

A figure outside a bracket may be multiplied by two or more figures inside a bracket, linked by addition or subtraction signs. Here is an example.

$$5(6 + 8) = 5 \times (6 + 8) = 5 \times 6 + 5 \times 8 = 70$$

This is the same as $5(14) = 5 \times 14 = 70$

The multiplication sign after the 5 can be omitted, as shown here $(5(6 + 8))$, but there is no harm in putting it in $(5 \times (6 + 8))$ if you want to.

Similarly:

$$5(8 - 6) = 5(2) = 10; \text{ or}$$
$$5 \times 8 - 5 \times 6 = 10$$

When two sets of figures linked by addition or subtraction signs within brackets are multiplied together, each figure in one bracket is multiplied in turn by every figure in the second bracket. Thus:

$$(8 + 4)(7 + 2) = (12)(9) = 108 \text{ or}$$
$$8 \times 7 + 8 \times 2 + 4 \times 7 + 4 \times 2 =$$
$$56 + 16 + 28 + 8 = 108$$

3.2 Negative numbers

When a negative number $(-p)$ is added to another number (q), the net effect is to subtract p from q.

(a) $10 + (-6) = 10 - 6 = 4$
(b) $-10 + (-6) = -10 - 6 = -16$

When a negative number $(-p)$ is subtracted from another number (q), the net effect is to add p to q.

(a) $12 - (-8) = 12 + 8 = 20$
(b) $-12 - (-8) = -12 + 8 = -4$

When a negative number is multiplied or divided by another negative number, the result is a positive number.

$$-8 \times (-4) = +32$$
$$-18/(-3) = +6$$

If there is only one negative number in a multiplication or division, the result is negative.