



Business Management
Chapter 15 - Financial Records In Business

(A) asset , (B) budget, (C) obsolescence, (D) data processing center , (E) depreciation, (F) fixed assets, (G) capital budget, (H) merchandising budget, (I) accounts receivable record , (J) accounts payable record, (K) accounting records, (L) income statement budget, (M) advertising budget, (N) asset book value, (O) sales budget, (P) outsourcing, (Q) point-of-sale terminal (R) cash budget.

1. Organized summaries of a business's financial activities. _____
2. Hiring an outside firm to perform specialized tasks for a business. _____
3. Business that uses computers to analyze and organize data for other businesses for a fee.
_____.
4. Sophisticated cash registers connected to computers, used by most large stores _____
5. Records showing what each customer owes and pays on credit sales _____
6. Records showing what a business owes and payments made to purchase supplies and merchandise on credit. _____.
7. Anything of value owned by a business. Businesses use assets, such as tools and computers, in their normal operations. _____.
8. Gradual loss of an asset's value due to age and wear is called. _____.
9. Material assets that will last a long time – land, equipment, and buildings. _____ or _____ assets.
10. An asset that may become out of date or inadequate for a particular purpose. _____.
11. Original cost less accumulated depreciation. Record provides date of purchase, cost, and monthly depreciation expense _____.
12. A financial plan extending usually for one year. Shows the business's estimated revenue and expenses over the time period. _____.
13. Forecast of the sales revenue a company expects to receive for month, a quarter (three months), or a year. _____

14. Forecast of the amount of merchandise the company expects to sell to customers over the specified time period. _____.
15. Plan for the amount of money a firm should spend for advertising, based on estimated sales. _____.
16. Estimate of the flow of cash ino and out of the business over a specified time period. _____
17. Financial plan for replacing fixed assets or acquiring new ones. _____.
18. Plan showing projected sales, costs, expenses, and profits for a future period, such as for one month, three months, or a year. _____

Review Facts

1. Name five kinds of information that a manager or owner of a business should expect to obtain from the accounting records.
2. What is Petty Cash used for? What other safe handling of cash could a business use? (Give Three)
3. Name the types of information that must be recorded for social security and payroll tax purposes for each employee and for all employees as a group.
4. What budget should be set first? What are five other budgets?
5. What are three reason's why a business's expenditures exceed budgeted amounts?