

# ACCA

## BUSINESS AND TECHNOLOGY (BT/FBT)

### CONCEPT BOOK

Master the Concepts, Ace the Exam!

Comprehensive coverage of  
ACCA syllabus topics

Simplified explanations  
for better understanding

Structured approach for  
efficient revision



# CONTENTS

1. Business Organisation .....	1-7
2. Business Organisation Structure.....	8-37
3. Organisation Culture.....	38-44
4. Information Technology and Information Systems in Business.....	45-57
5. Stakeholders in Business Organisations .....	58-60
6. Political and Legal Factors .....	61-68
7. Economic Factors .....	69-89
8. Social Environmental and Technological Factors .....	90-99
9. Competitive Factors.....	100-107
10. Professional Ethics .....	108-117
11. Governance and Social Responsibility .....	118-127
12. Law and Regulation Governing Accounting .....	128-133
13. Accounting and Finance .....	134-147
14. Financial Systems.....	148-160
15. The Relationship Between Accounting and Other Systems .....	161-166
16. Audit and Financial Control .....	167-177
17. Fraud, Fraudulent Behaviour.....	178-188
18. Leadership, Management and Supervision.....	189-202
19. Recruitment of Employees .....	203-210
20. Behaviour of Individuals, Groups and Teams .....	211-220
21. Theory of Motivation.....	221-231
22. Learning and Training at Work.....	232-241
23. Review and Appraisal of Individual Performance.....	242-248
24. Personal Effectiveness at Work .....	249-260
25. Communicating in Business .....	261-270

## WHAT IS A BUSINESS ORGANISATION?

An organisation can be defined as a social arrangement for the controlled performance of collective goals (Buchanan and Huczynski). The three key aspects of this definition are:

(a) **Collective Goals:** Organisations are purpose-driven, defined by their goals. Examples:

- A school's goal is to educate pupils, requiring an organisational structure focused on teaching and learning.
- A company's goal may be profit-making, requiring structures for production, sales, and marketing.

(b) **Social Arrangements:**

- Organisations enable individuals to work together toward common goals.
- Larger organisations typically have formal structures (e.g., hierarchies, departments).
- Example: A football team requires teamwork to achieve its objective of winning matches.

(c) **Controlled Performance:**

- Systems and procedures ensure goals are achieved.
- Example: A manufacturing company monitors production efficiency, while an accountancy training firm evaluates student progress and exam outcomes.



**Key Feature:** Organisations transform inputs into outputs. Examples:

- A manufacturing company converts raw materials into finished products for sale.
- An accountancy training firm transforms students into qualified professionals.
- A football team uses tactics and teamwork to score and win matches.



## WHY DO WE NEED ORGANISATIONS?

### (a) Sharing Skills and Knowledge:

- Organisations enable collective learning and the performance of complex tasks.
- Example: In a hospital, doctors, nurses, and technicians work together, pooling knowledge to save lives.

### (b) Specialisation:

- Individuals focus on specific tasks, gaining expertise.
- Example: In a car manufacturing plant, engineers design vehicles, while assembly line workers specialise in fitting parts.

### (c) Pooling Resources:

- Organisations combine financial, human, and material resources to achieve synergy.
- Example: A charity pools donations and volunteers' time to deliver aid efficiently.

## COMMERCIAL VERSUS NOT-FOR-PROFIT ORGANISATIONS

### (a) Commercial Organisations

- Objective:** Their primary aim is to maximise the wealth of their owners by generating profit.

- Forms of Commercial Organisations:**

- Sole Traders:**

- Owned and run by one person.
- The owner is not legally separate from the business, meaning personal assets are at risk.
- Example: A local bakery run by an individual.
- Risk:** If sued, the owner's personal property can be claimed.

- Partnerships:**

- Owned and run by two or more individuals.
- Traditionally, partnerships have no separate legal identity, so partners are personally liable for debts.
- Recent structures like **Limited Liability Partnerships (LLPs)** in the UK offer limited liability, where liability is restricted to the partners' investments.
- Example: A law firm or accounting firm operating as a partnership.

- Limited Liability Companies:**

- Companies are separate legal entities from their owners (shareholders).
- Owners' liability is limited to the amount they have invested.

- Types of Limited Companies:**

- Private Limited Companies (Ltd):**

- Shares cannot be offered to the general public.
  - Typically smaller businesses, often family-run.
  - Example: A small IT firm with limited shareholders.

- Public Limited Companies (plc):**

- Shares can be traded on the stock exchange, allowing for larger investments and growth.
  - Example: Reliance Industries plc or Tesco plc.

### (b) Not-for-Profit Organisations (NFPs or NPOs)

- Objective:** Profit is not the main goal. Instead, they focus on satisfying societal needs or the needs of their members.

- Examples of NFPs:**

- Government organisations** (e.g., HM Revenue and Customs).
  - Charities** (e.g., Oxfam, Red Cross, Doctors Without Borders).

- **Schools:** Many public or community schools focus on education rather than profit.
- **Hospitals:** Public hospitals focus on patient care.
- **Clubs:** Local recreational or sports clubs cater to members' social or athletic needs.
- **Objectives of NFPs:**
  - **Hospitals:** Provide patient care and improve public health.
  - **Charities:** Support disaster relief, poverty alleviation, or medical aid (e.g., Red Cross).
  - **Councils:** Promote community welfare and services.
  - **Government organisations:** Implement national policies and maintain order (e.g., taxation, public welfare schemes).

## PUBLIC VERSUS PRIVATE SECTOR ORGANISATIONS

### (a) Public Sector Organisations

- **Controlled by:** The government.
- **Purpose:** Provide basic services to the public, often essential services.
- **Characteristics:**
  - Not profit-driven.
  - Focus on accessibility and equity in services.
  - Funded by taxes and government budgets.
- **Examples:**
  - **Police and Military:** Ensure safety and security.
  - **Public Transport:** Railways or buses operated by the government (e.g., Indian Railways).
  - **Education:** Public schools provide free or subsidised education.
  - **Healthcare:** Public hospitals serve the poor or uninsured populations.

### (b) Private Sector Organisations

- **Controlled by:** Private individuals or groups.
- **Purpose:** Operate for profit, though some may be non-profit (e.g., private schools or charities).
- **Characteristics:**
  - Run independently of government.
  - Can cater to niche markets or specific societal needs.
- **Examples:**
  - **Profit-oriented:** Private companies like Apple, Tata Motors.
  - **Non-profit-oriented:** Private NGOs like Greenpeace or Doctors Without Borders.

### (c) Non-Governmental Organisations (NGOs)

- **Objective:** Promote political, social, or environmental change.
- **Not-for-profit:** These are independent of government control and do not aim for profit.
- **Characteristics:**
  - Operate globally or locally.
  - Funded through donations, grants, and sponsorships.
- **Examples:**
  - **Red Cross:** Disaster relief.
  - **Greenpeace:** Environmental conservation.
  - **Amnesty International:** Advocacy for human rights.

## CO-OPERATIVES

### □ Definition:

- Organisations owned and democratically controlled by their members (those who use their goods or services).
- Each member has one vote, ensuring equality in decision-making.

### □ Objective: Meet the needs of member-owners rather than maximizing profits.

### □ Profit Sharing: Profits are distributed among members or reinvested into the organisation.

### □ Types of Co-operatives:

#### 1. Consumer Co-operatives:

- Owned by consumers who buy goods or services.
- Example: The Co-operative Group (UK).

#### 2. Producer Co-operatives:

- Owned by producers who collaborate for better market access.
- Example: Amul Dairy (India).

#### 3. Worker Co-operatives:

- Owned and operated by workers who share profits and decision-making.
- Example: Mondragon Corporation (Spain).

## Important For Exams

Feature	Commercial Organisations	Not-for-Profit Organisations	Non-Governmental Organisations (NGOs)
Primary Goal	Profit generation for owners/shareholders	Social, educational, or charitable goals	Social, environmental, or humanitarian goals
Ownership	Privately owned or publicly traded companies	Owned by members, governed by a board	Owned by private individuals or groups, independent of government
Funding Source	Revenue from selling goods or services, investment capita	Government Donations, grants, membership fees, fundraising	Donations, grants, fundraising events, membership fees

## SUMMARY

1. **Commercial Organisations:** Focus on profit generation. Examples include sole traders, partnerships, and companies (Ltd, plc).
2. **Not-for-Profit Organisations:** Aim to fulfil societal or member needs. Examples include charities, schools, and government agencies.
3. **Public Sector:** Government-controlled organisations like police, public transport, and healthcare.
4. **Private Sector:** Privately run businesses, both for-profit (e.g., Apple) and NGOs (e.g., Greenpeace).
5. **Co-operatives:** Democratically controlled organisations prioritising member welfare (e.g., Amul Dairy, The Co-operative Group).

## Sectors in which Organisations Operate

Organisations operate across various sectors based on their activities and markets. The primary sectors include:

### (a) Agriculture

- Involves the production, processing, and packaging of foodstuffs.
- Example: Farming businesses producing crops and livestock.

### (b) Mining

- Focuses on the extraction and processing of minerals and raw materials.
- Example: Coal mining companies or iron ore extraction firms.

# ACCA

## BUSINESS AND TECHNOLOGY (BT/FBT)

### QUESTION BANK

Practice. Improve. Excel!

Extensive collection of past  
exam-style questions

Step-by-step solutions for  
effective learning

Designed to boost confidence  
and exam performance



# CONTENTS

1. The Business Organisation .....	1-4
2. Business Organisation and Structure .....	5-7
3. Organisational Culture in Business .....	8-11
4. Information Technology .....	12-15
5. Stakeholders in Business Organisations .....	16-19
6. Political and Legal Factors .....	20-23
7. Economic Factors .....	24-29
8. Social Factors .....	30-32
9. Competitive Factors .....	33-36
10. Professional Ethics .....	37-40
11. Governance and Social Responsibility .....	41-44
12. Law and Regulation Governing Accounting .....	45-48
13. Accounting and Finance .....	49-52
14. Financial Systems .....	53-56
15. The Relationship Between Accounting .....	57-59
16. Audit and Financial Control .....	60-63
17. Fraud, Fraudulent Behaviour .....	64-66
18. Leadership, Management and Supervision .....	67-69
19. Recruitment and Selection of Employees .....	70-73
20. Individual, Group and Team Behaviour .....	74-76
21. Motivating Individuals and Groups .....	77-81
22. Learning and Training at Work .....	82-84
23. Review and Appraisal of Individual Performance .....	85-87
24. Personal Effectiveness at Work .....	88-92
25. Communicating in Business .....	93-96
26. Mock Test .....	97-107
27. Multi Task Questions .....	108-115
28. Case Based MCQ 1 .....	116-132
29. Case Based MCQ 2 .....	133-138

**1. Which statement best reflects the concept of “collective goals” and synergy within an organization?**

- (a) Each team focuses on achieving its own targets, assuming that individual success automatically leads to organizational success.
- (b) Synergy is achieved when different departments compete to deliver the best results independently.
- (c) Collective goals ensure that departments and individuals work together, leveraging their strengths to achieve results greater than the sum of their individual efforts.
- (d) Organizations prioritize the goals of key stakeholders, even if it comes at the expense of others.

**2. Which of the following definitions most accurately defines specialization within an economic or organizational context?**

- (a) The division of labour wherein individuals or units focus on a limited scope of tasks, enhancing proficiency and efficiency through concentrated expertise.
- (b) The dynamic redistribution of tasks among individuals to foster adaptability and reduce redundancy in operational processes.
- (c) The strategic allocation of resources across broad organizational domains to maximize utility and minimize cost.
- (d) The process by which organizations diversify their operational capabilities to ensure resilience across unpredictable market fluctuations.

**3. Which of the following statements is/are true in the context of Sole Trader, Partnership, and Companies?**

- (a) The owner and business are the same legal entity, and the owner is entitled to all the profits.<sup>1</sup>
- (b) In the case of a partnership, the business and owner are always separate.
- (c) In the case of companies, owners have a direct claim on profits.

**Options:**

- (a) 1 only
- (b) 1 and 2 only
- (c) 2 and 3 only
- (d) 1 and 3 only
- (e) 1, 2, and 3 only

**4. Identify whether the given statement is True/False**

**Statement:** Non-Profit Organizations (NPOs) do not have a profit objective at all.

- (a) True
- (b) False

**5. Which statement best differentiates efficiency, effectiveness, and economy in an organizational context?**

- (a) Efficiency is achieving goals with minimal resources, effectiveness is accomplishing desired outcomes, and the economy is reducing costs by compromising on quality.
- (b) Efficiency focuses on minimizing waste, effectiveness ensures desired results are achieved, and economy involves obtaining resources at the best value while maintaining quality.
- (c) Efficiency ensures maximum resource usage, effectiveness reduces costs, and the economy emphasizes timely procurement of resources.
- (d) Efficiency is about increasing output regardless of quality, effectiveness focuses on process execution, and the economy reduces costs by eliminating non-essential processes.

**14. Which of the following best describes the primary role of a social enterprise?**

- (a) To maximize profits for shareholders by competing in the open market.
- (b) To focus primarily on social and environmental goals while reinvesting profits into the business.
- (c) To function as a government-owned entity delivering public services.
- (d) To operate entirely on donations and grants without generating revenue.

**15. Which factor distinguishes a cooperative from other forms of business organizations?**

- (a) Decisions are made based on one-member, one-vote principle rather than capital contribution.
- (b) Ownership is determined by the number of shares held by each investor.
- (c) It is owned and managed exclusively by government authorities.
- (d) It primarily seeks to generate profits for external investors.

**16. What is a key advantage of a private limited company (Ltd) compared to a sole proprietorship?**

- (a) Unlimited liability ensures business debts are shared equally among all owners.
- (b) It allows shares to be freely sold to the public for raising capital.
- (c) Owners benefit from limited liability, reducing personal financial risk.
- (d) The business must be operated by a single owner without external investment.

**17. Which of the following is NOT a defining feature of a franchise?**

- (a) The franchisee pays an initial fee and ongoing royalties to the franchisor.
- (b) The franchisor provides branding, operational guidelines, and marketing support.
- (c) The franchisee has complete autonomy to modify branding and business operations.
- (d) The business model allows expansion through third-party ownership under a common brand.

## SOLUTION

1. (c) **Rationale:** Synergy occurs when teams collaborate effectively, combining their skills and resources to create outcomes that exceed what could be achieved individually. Collective goals align everyone in the organization toward a shared purpose, fostering this collaborative advantage.
2. (a) **Rationale:** Specialization is the process of focusing on a narrow set of tasks or skills to achieve higher efficiency and proficiency. *Pitfall:* Option (b) might look similar, but it is talking about flexibility, not specialization.
3. (a) **Rationale:** There are two primary forms of partnership: the general partnership, in which the owners and the business are considered one entity, and the limited liability partnership, where the partnership possesses a distinct legal identity. Statement 3 is incorrect because the decision to distribute profits lies at the discretion of the company.
4. (b) **Rationale:** Non-profit organizations (NPOs) do not seek to generate profits for owners or shareholders. Nonetheless, they endeavor to produce surplus funds to support their missions and sustain their activities. While profit is not their primary objective, the availability of additional funds is critical for their growth and ongoing viability.
5. (b) **Rationale:** Efficiency is about doing things right and using resources optimally, while effectiveness focuses on outcome and economy emphasizes cost control.
6. (b) **Rationale:** A public sector company is owned and governed by the government.
7. (c) **Rationale:** Cooperatives prioritize member control, and funding typically comes from members themselves, not external investors. While this ensures democratic control and reduces exploitation, it may limit rapid expansion due to restricted access to capital.

8. (b) **Rationale:** The cooperative structure emphasizes democratic decision-making, member ownership, and profit-sharing based on contribution (not capital), aligning with the description. *Pitfall:* Partnerships generally do not operate under a democratic system; rather, profits are distributed in proportion to the capital invested.
9. (b) **Rationale:** Public organizations can engage in commercial activities, such as providing goods or services for profit, while still maintaining public funding and serving the public interest. Examples include State-Owned Enterprises (SOEs) that generate income but remain under government ownership.
10. (b) **Rationale:** LLCs provide limited liability protection to their members, meaning their personal assets are protected from the company's debts. However, unlike corporations, LLCs generally avoid double taxation. Instead, they are typically taxed only at the individual level, with profits flowing through to the members, who report them on their personal tax returns. This is a key advantage over corporations, where profits are taxed at both the corporate and individual levels (through dividends).
11. (a) **Rationale:** The division of labor refers to assigning specific tasks to individuals or groups to improve efficiency and expertise. This specialization enhances productivity and reduces redundancy.
12. (b) **Rationale:** A Public Limited Company (PLC) can raise capital by selling shares on the stock exchange, making it different from private companies, which have ownership restrictions.
13. (b) **Rationale:** A partnership agreement formally outlines the responsibilities, profit-sharing, and decision-making structure, preventing disputes and ensuring clarity among partners.
14. (b) **Rationale:** Social enterprises prioritize social or environmental missions while reinvesting profits to further their cause rather than distributing them to shareholders.
15. (a) **Rationale:** Cooperatives follow the principle of "one-member, one-vote," ensuring democratic decision-making, regardless of capital contribution.
16. (c) **Rationale:** Private limited companies (Ltd) provide limited liability, meaning owners' personal assets are protected from business debts, unlike sole proprietorships, where the owner has unlimited liability.
17. (c) **Rationale:** In a franchise, the franchisee must adhere to the franchisor's branding and operational standards. They do not have complete autonomy to modify business operations.

Version 1.0



# ACCA

## MANAGEMENT ACCOUNTING (MA/FMA)

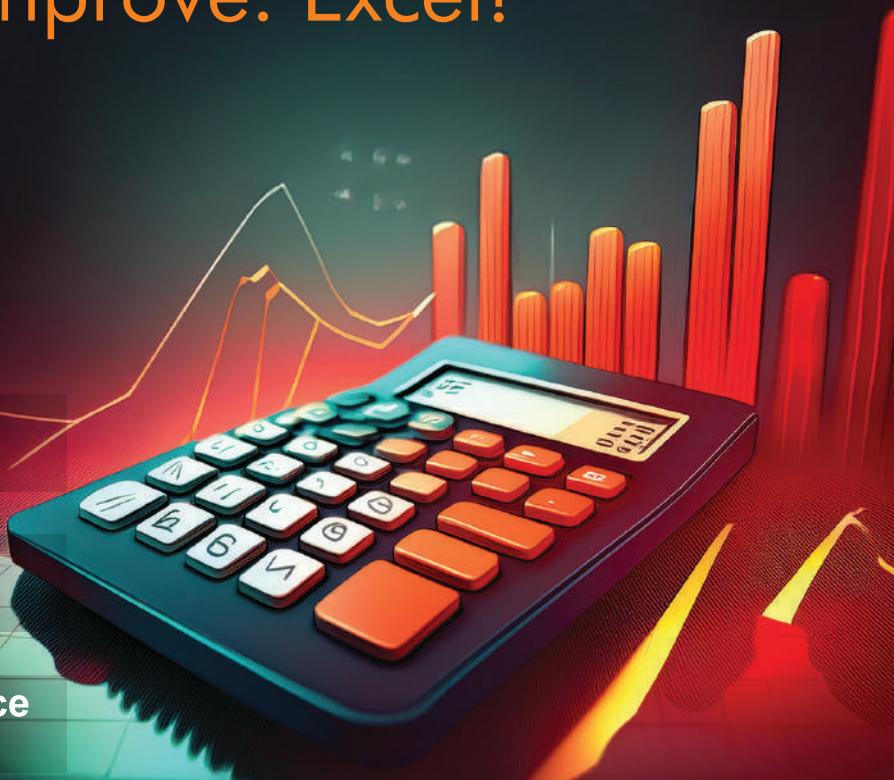
### QUESTION BANK

Practice. Improve. Excel!

Extensive collection of  
past exam-style questions

Step-by-step solutions for  
effective learning

Designed to boost confidence  
and exam performance



# CONTENTS

1. Accounting for Management.....	1
2. Cost Classification.....	10
3. Accounting for Material .....	20
4. Accounting for Labor .....	27
5. Overheads .....	33
6-7. Absorption Costing and Marginal Costing.....	41
8. Job, Batch and Service Costing .....	46
9. Process and Joint Product Costing.....	53
10. Alternative Cost Accounting .....	61
11. Sources of Data and Sampling Techniques .....	66
12. Analysing Data .....	70
13. Analytical Techniques in Budgeting and Forecasting .....	75
14. Budgeting.....	83
15. Investment Appraisal .....	100
16. Standard Costing.....	109
17. Performance Measurement .....	123
18. Presenting Information .....	134

Version 1.0



# ACCA

## MANAGEMENT ACCOUNTING (MA/FMA)

### CONCEPT BOOK

Master the Concepts, Ace the Exam!

Comprehensive coverage of  
ACCA syllabus topics

Simplified explanations  
for better understanding

Structured approach for  
efficient revision



# CONTENTS

1. Accounting for Management.....	1-3
2. Cost Classification.....	4-11
3. Accounting for Materials.....	12-16
4. Accounting for Labour .....	17-18
5. Accounting for Overheads.....	19-21
6. Absorption Costing.....	22-23
7. Marginal Costing .....	24-25
8. Job, Batch and Service Costing .....	26-27
9. Process and Joint Product Costing.....	28-31
10. Alternative Cost Accounting .....	32-34
11. Sources of Data and Sampling.....	35-39
12. Analysing Data .....	40-51
13. Analytical Techniques in Budgeting and Forecasting .....	52-68
14. Budgeting.....	69-72
15. Investment Appraisal .....	73-100
16. Standard Costing.....	101-117
17. Performance Measurement.....	118-122
18. Presenting Information .....	123-134

# ACCA

## FINANCIAL ACCOUNTING (FA/FFA)

### QUESTION BANK

Practice. Improve. Excel!

Extensive collection of past  
exam-style questions

Step-by-step solutions  
for effective learning

Designed to boost confidence  
and exam performance

Perfect your fundamentals with  
hands-on practice of Basics  
and financial statements.



# CONTENTS

1. Financial Reporting and the Financial Statements .....	1-8
2. Double Entry Bookkeeping .....	9-15
3. Accounting Conventions and Policies.....	16-22
4. Journal Entries .....	23-29
5. Formats of Financial Statements .....	30-35
6. The Regulatory Framework.....	36-50
7. Sales Tax.....	51-55
8. Markup and Margins .....	56-61
9. IAS 37 – Provisions, Contingent Liabilities and Contingent Assets .....	62-67
10. The Provisions of IAS 16 Property, Plant and Equipment .....	68-88
11. Irrecoverable Debts and Allowances .....	89-97
12. Inventory and IAS 2 .....	98-108
13. Accruals and Prepayments.....	109-115
14. Capital Structure and Finance Cost .....	116-129
15. Statements of Cash Flows.....	130-142
16. Bank Reconciliations.....	143-153
17. Supplier Statement Reconciliation .....	154-158
18. Trial Balance and Rectification of Errors.....	159-181
19. IFRS 15 & IAS 10 – Events after the Reporting Period.....	182-186
20. IAS 38 – Intangible Assets Goodwill, Research and Development .....	187-193
21. Interpretation of Financial Statements.....	194-209
22. Consolidated Financial Statements.....	210-226
23. Preparing Basic Financial Statements .....	227-238
24. The Use of Computers in Accounting .....	239-244

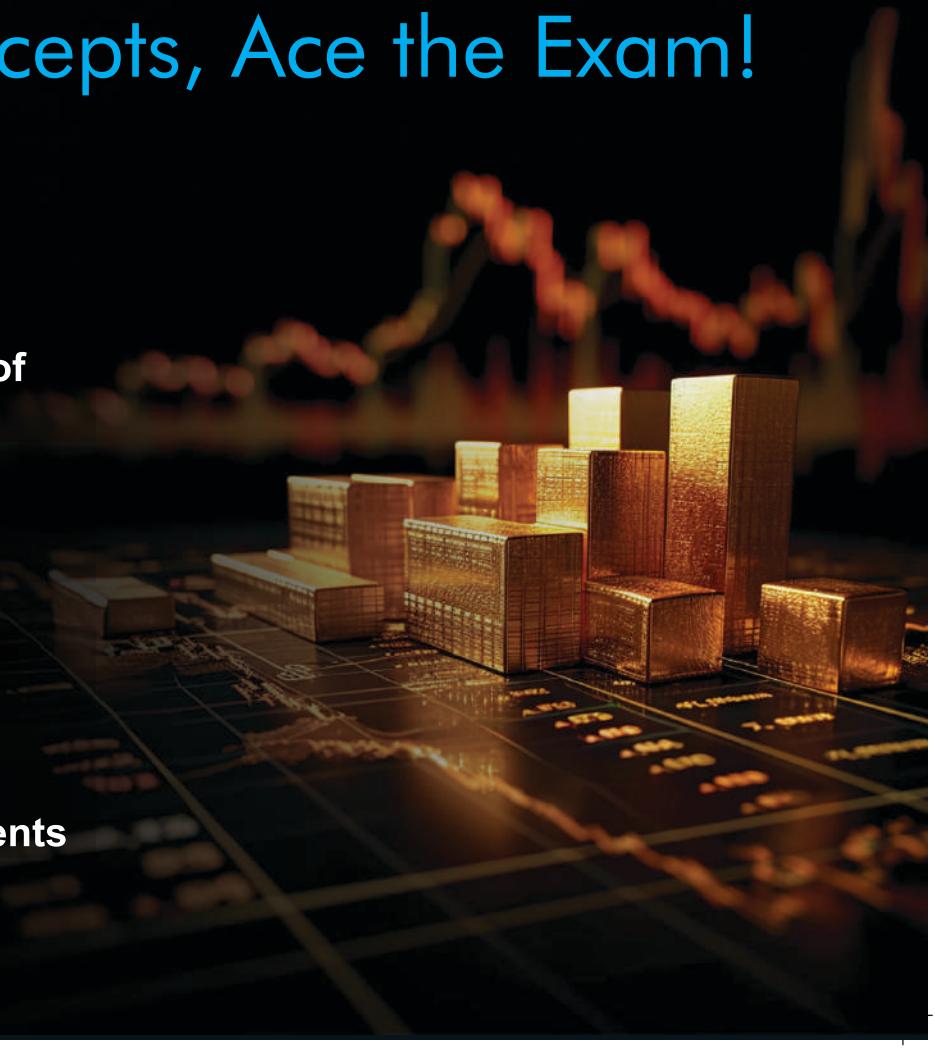
# ACCA

## FINANCIAL ACCOUNTING (FA/FFA)

### CONCEPT BOOK

Master the Concepts, Ace the Exam!

- Comprehensive coverage of ACCA syllabus topics
- Simplified explanations for better understanding
- Structured approach for efficient revision
- Step-by-step guidance on preparing financial statements



# CONTENTS

1. Introduction to Accounting.....	1-8
2. Double Entry Bookkeeping.....	9-15
3. Accounting Conventions and Policies.....	16-22
4. Journal Entries.....	23-30
5. Formats of Financial Statements .....	31-40
6. The Regulatory Framework.....	41-43
7. Sales Tax.....	44-48
8. Mark-Up and Gross Profit Margin .....	49-51
9. IAS 37 – Provisions, Contingent Liabilities, and Contingent Assets .....	52-56
10. The Provisions of IAS 16 Property, Plant and Equipment .....	57-66
11. Irrecoverable Debts and Allowances .....	67-71
12. Inventory and IAS 2 .....	72-82
13. Accruals and Prepayments.....	83-87
14. Capital Structure and Finance Cost .....	88-103
15. Statements of Cash Flows.....	104-114
16. Bank Reconciliations.....	115-120
17. Supplier Statement Reconciliation .....	121-124
18. Trial Balance and Rectification of Errors.....	125-133
19. IFRS 15 & IAS 10 – Events after the Reporting Period.....	134-141
20. IAS 38 – Intangible Assets: Goodwill, Research and Development .....	142-151
21. Interpretation of Financial Statements.....	152-174
22. Principles of Consolidated Financial Statements .....	175-178
23. Consolidated Statement of Financial Position.....	179-197
24. Consolidated Statement of Profit or Loss (CSPL).....	198-210
25. Investments in Associates.....	211-215
26. Preparing Basic Financial Statements .....	216-238
27. The Use of Computers in Accounting .....	239-242

Version 1.0



# ACCA

## CORPORATE AND BUSINESS LAW (LW)

### QUESTION BANK

Practice. Improve. Excel!

Extensive collection of  
past exam-style questions

Step-by-step solutions  
for effective learning

Designed to boost confidence  
and exam performance



# CONTENTS

1. Essential Elements of Legal System.....	1-2
2. International Commercial Arbitration .....	3-5
3. Formation of Contract .....	6-8
4. Obligations in Contract.....	9-13
5. Risks and Payments in Contracts.....	14-16
6. Agency Contracts .....	17-19
7. Types of Business Organisation.....	20-23
8. Corporations and Legal Personality .....	24-27
9. Capital and Financing.....	28-33
10. Directors .....	34-36
11. Corporate Administration .....	37-41
12. Insolvency.....	42-44
13. Fraudulent Behaviour in Corporates.....	45-48
14. Case Study .....	49-74



# ACCA

## CORPORATE AND BUSINESS LAW (LW)

CONCEPT BOOK

Master the Concepts, Ace the Exam!

Comprehensive coverage of  
ACCA syllabus topics

Simplified explanations  
for better understanding

Structured approach for  
efficient revision



# CONTENTS

1. Essential Elements of Legal System.....	1-16
2. International Commercial Arbitration .....	17-25
3. Formation of Contract .....	26-35
4. Obligations in Contract.....	36-49
5. Risk and Payment in Contracts.....	50-63
6. Agency Contracts .....	64-68
7. Types of Business Organisations .....	69-75
8. Corporation and Legal Personality .....	76-90
9. Capital and Financing.....	91-100
10. Directors .....	101-106
11. Corporate Administration .....	107-112
12. Insolvency.....	113-118
13. Corporate and Fraudulent Behaviour .....	119-126



# ACCA

## FINANCIAL REPORTING

### (FR)

CONCEPT BOOK

Master the Concepts, Ace the Exam!

Comprehensive coverage of  
ACCA syllabus topics

Simplified explanations  
for better understanding

Structured approach for  
efficient revision

In-depth coverage of  
IFRS and IAS



# CONTENTS

1. Presentation of Financial Statements.....	1-12
2. Non-Current Assets.....	13-41
3. Impairments (IAS 36).....	42-49
4. Intangible Assets (IAS 38).....	50-64
5. Earnings Per Share (IAS 33) .....	65-73
6. Provisions, Contingent Assets and Contingent Liabilities (IAS 37) .....	74-84
7. Events After the Reporting Date (IAS 10).....	85-88
8. Income Taxes (IAS 12).....	89-103
9. Financial Instruments IFRS 9 .....	104-118
10. Leases IFRS-16.....	119-127
11. Revenue from Contracts with Customers (IFRS 15).....	128-144
12. Foreign Currency (IAS 21).....	145-152
13. IFRS 13 Fair Value Measurement .....	153-155
14. Statement of Cash Flows (IAS 7).....	156-169
15. Interpretation of Financial Statement .....	170-194
16. Conceptual Principles of Groups.....	195-199
17. Consolidated Statement of Financial Position.....	200-230
18. Group Statement of Profit and Loss .....	231-246
19. Associates (IAS 28) .....	247-258
20. Non-Current Assets Held for Sale and Discontinued Operations (IFRS 5) .....	259-268
21. Accounting Policies, Changes in Accounting Estimate and Errors (IAS 8).....	269-275
22. IAS 2: Inventories and IAS 41: Agriculture .....	276-284
23. IASB Conceptual Framework .....	285-291
24. Regulatory Framework .....	292-300

# ACCA

## FINANCIAL REPORTING

### (FR)

#### QUESTION BANK

Practice. Improve. Excel!

Extensive collection of past  
exam-style questions

Step-by-step solutions  
for effective learning

Designed to boost confidence  
and exam performance

Master complex exam scenarios  
on group accounts, financial  
statement and ratio analysis.



# CONTENTS

1. Presentation of Financial Statements (IAS 1).....	1-23
2. Non-current Assets- IAS 16.....	24-35
3. IAS 20.....	36-43
4. IAS 23.....	44-50
5. IAS 40.....	51-57
6. Impairments (IAS 36).....	58-68
7. Intangible Assets (IAS 38).....	69-80
8. Earnings Per Share (IAS 33) .....	81-91
9. Provisions, Contingent Assets and Contingent Liabilities (IAS 37) .....	92-99
10. Events After the Reporting Date (IAS 10).....	100-107
11. Income Taxes (IAS 12) .....	108-117
12. Financial Instruments (IFRS 9) .....	118-126
13. Leases (IFRS 16) .....	127-135
14. Revenue from Contracts with Customers (IFRS 15).....	136-148
15. Foreign Currency (IAS 21).....	149-155
16. Fair Value (IFRS 13).....	156-159
17. Statement of Cash Flows (IAS 7).....	160-177
18. Interpretation of Financial Statement .....	178-214
19. Conceptual Principles of Groups.....	215-220
20. Consolidated Statement of Financial Position.....	221-262
21. Group Statement of Profit and Loss .....	263-294
22. Associates (IAS 28) .....	295-305
23. Non-current Assets held for Sale and Discontinued Operations (IFRS 5) .....	306-310
24. Accounting Policies, Changes in Accounting Estimate and Errors (IAS 8).....	311-319
25. Inventory (IAS 2) and Agriculture (IAS 41) .....	320-326
26. IASB Conceptual Framework .....	327-331
27. Regulatory Framework .....	332-340
28. Multiple Standards.....	341-356



# ACCA

## PERFORMANCE MANAGEMENT (PM)

CONCEPT BOOK

Master the Concepts, Ace the Exam!

Comprehensive coverage of  
ACCA syllabus topics

Simplified explanations  
for better understanding

Structured approach for  
efficient revision



# CONTENTS

1. MA Important Concepts .....	1-3
2. Activity Based Costing.....	4-5
3. Target and Life Cycle Costing.....	6-8
4. Throughput Costing.....	9-10
5. Limiting Factors .....	11-25
6. Pricing.....	26-34
7. Cost Volume Profit Analysis.....	35-41
8. Relevant Costing.....	42-51
9. Risk and Uncertainty .....	52-60
10. Budgeting.....	61-70
11. Quantitative Techniques .....	71-80
12. Advance Variances .....	81-92
13. Performance Measurement and Control.....	93-99
14. Divisional Performance Measurement and Transfer Pricing.....	100-113
15. Performance Measurement in Not for Profit Organisation .....	114-122
16. Managing and Using Information Systems .....	123-130

# ACCA

## PERFORMANCE MANAGEMENT (PM)

### QUESTION BANK

Practice. Improve. Excel!

Extensive collection of  
past exam-style questions

Step-by-step solutions  
for effective learning

Designed to boost confidence  
and exam performance



# CONTENTS

1. MA Important Concepts .....	1-5
2. Activity Based Costing.....	6-10
3. Target and Life Cycle Costing.....	11-14
4. Throughput Accounting.....	15-19
5. Limiting Factors .....	20-25
6. Pricing.....	26-31
7. Cost Volume Profit Analysis.....	32-36
8. Relevant Costing.....	37-42
9. Risk and Uncertainty .....	43-48
10. Budgetary System and Types of Budget.....	49-54
11. Quantitative Techniques .....	55-60
12. Advance Variance .....	61-72
13. Performance Measurement and Control .....	73-84
14. Divisional Performance Measurement and Transfer Pricing.....	85-95
15. Performance Measurement in NPO .....	96-97
16. Management Information Systems and Data Analytics .....	98-100

Version 1.0



# ACCA

## AUDIT AND ASSURANCE (AA)

### QUESTION BANK

Practice. Improve. Excel!

Extensive collection of past  
exam-style questions

Step-by-step solutions for  
effective learning

Designed to boost confidence  
and exam performance



# CONTENTS

1. Mixed Question Bank .....	1-27
2. Governance Area .....	28-34
3. Professional Ethics .....	35-42
4. Audit Documentation and Quality Management.....	43-46
5. Fraud, Laws Regulations .....	47-50
6. Internal Control.....	51-53
7. Accounting Systems and Automated Tools .....	54-58
8. Audit Evidence .....	59-61
9. Audit Sampling.....	62-65
10. Trade Receivables.....	66-67
11. Inventory.....	68-72
12. Written Representation .....	73-76
13. Independent Audit Report.....	77-80
14. Contingent Asset and Liability .....	81-84
15. Past Papers Based Questions .....	85-136

Version 1.0



# ACCA

## AUDIT AND ASSURANCE (AA)

### CONCEPT BOOK

Master the Concepts, Ace the Exam!

Comprehensive coverage of  
ACCA syllabus topics

Simplified explanations  
for better understanding

Structured approach for  
efficient revision



# CONTENTS

1. Assurance.....	1-6
2. Corporate Governance.....	7-12
3. Auditors Right Appointment, Removal .....	13-17
4. Professional Ethics .....	18-23
5. Stages of Audit-Appointment .....	24-29
6. Stage of Audit-After Appointment .....	30-36
7. Audit Risk.....	37-41
8. Audit Document and Quality Management.....	42-47
9. Fraud Laws and Regulations .....	48-52
10. Internal Control.....	53-57
11. Accounting System.....	58-62
12. Computer System and Controls.....	63-68
13. Automated Tools and Techniques.....	69-72
14. Audit Evidence .....	73-77
15. Audit Sampling.....	78-82
16. The Final Audit-The Assertions Revisited.....	83-84
17. Trade Receivables.....	85-88
18. Trade Payables.....	89-93
19. Accruals and Prepayments.....	94-98
20. Inventory.....	99-105
21. Bank and Cash.....	106-109
22. Non Current Assets.....	110-115
23. Using the Work of Others .....	116-119
24. Subsequent Events.....	120-122
25. Contingent Assets and Liabilities .....	123-125
26. Written Representations.....	126-128
27. The Auditors Report .....	129-133
28. Audit Opinions .....	134-138

# ACCA

## FINANCIAL MANAGEMENT (FM)

### QUESTION BANK

Practice. Improve. Excel!

Extensive collection of past  
exam-style questions

Step-by-step solutions  
for effective learning

Designed to boost confidence  
and exam performance

Sharpen your skills on NPV, IRR,  
and financial risk management  
with exam-style questions.



# CONTENTS

1. Financial Management Objectives .....	1-9
2. Basics of Investment Decisions .....	10-15
3. Investment Appraisal – Discounted Cash Flow Methods .....	16-37
4. Relevant Cash Flows for DCF.....	38-50
5. Discounted Cash Flow – Further Aspects.....	51-73
6. Investment Appraisal Under Uncertainty .....	74-95
7. Management of Working Capital (1).....	96-111
8. Management of Working Capital (2) – Inventory .....	112-124
9. Management of Working Capital (3) – Receivables and Payables.....	125-140
10. Management of Working Capital (4) – Cash.....	141-160
11. Sources of Finance – Equity, Debt, Islamic Finance .....	161-184
12. The Cost of Capital.....	185-193
13. Capital Structure, CAPM and Gearing Impact.....	194-229
14. Financial Ratios .....	230-238
15. The Valuation of Securities.....	239-255
16. Forecasting Foreign Currency Exchange Rates.....	256-259
17. Foreign Exchange Risk Management.....	260-272
18. Interest Rate Risk Management.....	273-283
19. The Treasury Function.....	284-287
20. The Financial Management Environment .....	288-296

# ACCA

## FINANCIAL MANAGEMENT (FM)

### CONCEPT BOOK

Master the Concepts, Ace the Exam!

Comprehensive coverage of  
ACCA syllabus topics

Simplified explanations  
for better understanding

Structured approach for  
efficient revision

Simplified explanations of  
investment appraisal, business  
valuation, and risk management



# CONTENTS

1. Financial Management Objectives .....	1-8
2. Basic Investment Decisions.....	9-12
3. Investment Appraisal — Discounted Cash Flow Methods.....	13-23
4. Relevant Cash Flows for DCF.....	24-35
5. Discounted Cash Flow – Further Aspects.....	36-46
6. Investment Appraisal Under Uncertainty .....	47-54
7. Management of Working Capital (1).....	55-66
8. Management of Working Capital (2) – Inventory .....	67-72
9. Management of Working Capital (3) – Receivables and Payables.....	73-80
10. Management of Working Capital (4) – Cash.....	81-93
11. Sources of Finance – Equity, Debt, Islamic Finance .....	94-114
12. The Cost of Capital.....	115-127
13. Capital Structure, Gearing Impact and CAPM.....	128-147
14. Financial Ratios .....	148-158
15. The Valuation of Securities.....	159-170
16. Forecasting Foreign Currency Exchange Rates.....	171-174
17. Foreign Exchange Risk Management.....	175-182
18. Interest Rate Risk Management.....	183-186
19. The Treasury Function.....	187-189
20. The Financial Management Environment .....	190-204

# Other Books in This Series

