

# Glossary

- acquisition** [N-COUNT-U15] An **acquisition** is the act of one company absorbing another. **nabycie/przejęcie (innej firmy)**
- activity-based costing** [N-PHRASE-U5] **Activity-based costing** is a method for allocating indirect costs as parts of production costs. **rachunek kosztów działań**
- administrative leave** [N-UNCOUNT-U3] **Administrative leave** is a condition in which an employee is not allowed to come to work. **odsunięcie od pracy**
- adopt** [V-T-U9] To **adopt** something is to decide to use it. **przyjąć**
- advisory** [ADJ-U11] If something is **advisory**, its purpose is to provide guidance. **doradczy**
- anomalous** [ADJ-U7] If something is **anomalous**, it is out of the ordinary. **nietypowy**
- apply (something) globally** [V-PHRASE-U9] To **apply something globally** is to make it a regular policy all over the world. **stosować globalnie/na skalę światową**
- astronomical** [ADJ-U11] If something is **astronomical**, it is very large. **astronomiczny (np. cena)**
- attest service** [N-COUNT-U15] An **attest service** is a service performed by an accountant in which the accountant offers his or her professional opinion about something (e.g., an audit opinion). **usługa księgową**
- audit opinion** [N-COUNT-U15] An **audit opinion** is the professional opinion of an accountant regarding the results of an audit. **poświadczenie wyników kontroli księgowej**
- bar** [V-T-U4] To **bar** something is to exclude or not consider it. **wykluczać**
- board of accountancy** [N-UNCOUNT-U14] The **board of accountancy** is a governing body that oversees CPAs. **izba/urząd kontroli**
- body language** [N-UNCOUNT-U10] **Body language** is the way that people send signals with their bodies (e.g., facial expressions). **mowa/język ciała**
- break-even point** [N-UNCOUNT-U8] **Break-even point** is the level at which revenue equals costs. **próg rentowności**
- bribery** [N-UNCOUNT-U3] **Bribery** is the act of giving someone money in exchange for favorable treatment. **przekupstwo**
- business association** [N-COUNT-U13] A **business association** is a voluntary union of businesses. **stowarzyszenie biznesu**
- business budgeting** [N-UNCOUNT-U6] **Business budgeting** is the act of creating a budget for a business. **budżetowanie biznesu**
- buyout** [N-COUNT-U11] A **buyout** is the act of purchasing a company. **wykup**
- capitalize** [V-T-U7] To **capitalize** something is to record it as an asset. **kapitalizować**
- catastrophe** [N-COUNT-U4] A **catastrophe** is a disaster or event that causes a lot of damage. **katastrofa**
- chief operating officer (COO)** [N-COUNT-U7] A **chief operating officer** is a corporate executive who is in charge of a company's operations. **dyrektor operacyjny**
- clean opinion** [N-PHRASE-U7] A **clean opinion** is a statement by an auditor saying that a company's records have no improprieties. **opinia audytora poświadczająca brak błędów/niezgodności w dokumentach**
- clerical error** [N-COUNT-U7] A **clerical error** is an unintentional mistake made while doing paperwork. **błąd urzędniczy**
- combine** [V-T-U1] To **combine** things is to put them together. **łączyć**
- concrete goal** [N-COUNT-U6] A **concrete goal** is a well-defined achievement to pursue. **wytyczony cel**

**convenience** [N-UNCOUNT-U10] **Convenience** is the state of being easy, useful, and comfortable. **wygoda, udogodnienie**

**convention** [N-COUNT-U1] A **convention** is a generally accepted policy or pattern of behavior. **konwencja**

**cooking the books** [N-PHRASE-U3] **Cooking the books** is the act of recording false information to hide some illegal activity. **fałszowanie kont bankowych, defraudowanie pieniędzy**

**cost driver** [N-COUNT-U5] **Cost drivers** are categories of production costs into which indirect costs are allocated. **czynnik kosztowy**

**cost effective** [ADJ-U11] If something is **cost effective**, it will generate sufficient income in comparison to how much was invested in it. **opłacalny**

**creditor** [N-COUNT-U2] A **creditor** is someone to whom money is owed. **wierzyciel**

**current ratio** [N-UNCOUNT-U4] A **current ratio** is the result of dividing a company's assets by its liabilities. **wskaźnik bieżącej płynności; stosunek bieżących zobowiązań i aktywów**

**custom** [N-COUNT-U1] A **custom** is a generally accepted pattern of behavior. **zwyczaj**

**cutoff point** [N-COUNT-U7] A **cutoff point** is the level that must be reached in order to receive some reward. **wartość graniczna**

**debt-to-equity ratio** [N-COUNT-U2] The **debt-to-equity ratio** is a comparison of how much a company owes to how much it is worth. **wskaźnik długu do kapitału**

**delicate** [ADJ-U8] If something is **delicate**, it is easily damaged, changed, or broken. **delikatny**

**direct cost** [N-COUNT-U5] A **direct cost** is an expense that rises and falls with the volume of production. **koszty bezpośrednie**

**direct labor** [N-UNCOUNT-U5] **Direct labor** is the wages of employees who make a company's products. **bezpośrednie koszty robocizny**

**direct materials** [N-COUNT-U5] **Direct materials** are the materials that are used to make products. **materiały bezpośrednie**

**double underline** [N-COUNT-U1] A **double underline** is two lines under a number indicating the bottom line or most important part(s) of a financial statement. **podwójna linia/podwójne podkreślenie**

**down-payment** [N-COUNT-U12] A **down-payment** is a percentage of an item's total value that must be paid at the time of purchase in order to finance the rest of the purchase price. **zaliczka, przedpłata**

**early termination** [N-UNCOUNT-U12] **Early termination** is the act of ending a lease prior to the end of the lease term. **wcześniejsze rozwiązanie umowy**

**electronic commerce** [N-UNCOUNT-U15] **Electronic commerce** is business that is conducted via computers and the Internet. **handel elektroniczny**

**erroneous** [ADJ-U7] If something is **erroneous**, it is false. **błędny, mylny**

**evaluate** [V-T-U14] To **evaluate** something is to test it. **ocenić, oszacować**

**expertise** [N-UNCOUNT-U14] **Expertise** is a high level of knowledge and experience within a given field. **wiedza specjalistyczna**

**finance** [V-T-U12] To **finance** something is to borrow money in order to purchase it. **finansować**

**financier** [N-COUNT-U12] A **financier** is someone who lends money. **finansista**

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**fixed cost** [N-COUNT-U5] A **fixed cost** is an expense that stays the same regardless of the volume of production. **koszt stały**

**fixed overhead** [N-COUNT-U5] **Fixed overheads** are costs such as rents and insurance premiums that stay the same regardless of the volume of production. **stałe koszty ogólne**

**flat tax** [N-UNCOUNT-U13] A **flat tax** is a system in which everyone pays the same rate of tax no matter how much they make. **podatek liniowy**

**flex location** [N-UNCOUNT-U15] **Flex location** is the ability to work from any location. **dowolne/elastyczne miejsce pracy**

**flextime** [N-UNCOUNT-U15] **Flextime** is the ability to work any schedule. **nienormowany/elastyczny czas pracy**

**forecast** [N-COUNT-U6] A **forecast** is a prediction about the future. **prognoza**

**free circulation** [N-UNCOUNT-U9] **Free circulation** is the act of transferring things broadly and without restraint. **swobodny przepływ**

**fundamental analysis** [N-UNCOUNT-U2] **Fundamental analysis** is a series of evaluations performed to determine a company's value and growth potential. **analiza fundamentalna**

**general and administrative costs** [N-PHRASE-U1] **General and administrative costs** are the amounts paid for basic business operations. **koszty ogólnego zarządu**

**globalized standard** [N-COUNT-U9] A **globalized standard** is a rule that is applied all over the world. **standard globalny**

**growth potential** [N-UNCOUNT-U2] **Growth potential** is the ability of a business to expand. **potencjał wzrostowy**

**impose** [V-T-U13] To **impose** something is to forcefully require it. **nakładać, narzucać**

**impropriety** [N-COUNT-U7] An **impropriety** is any activity that is unethical. **nieprawidłowość**

**indicator** [N-COUNT-U4] An **indicator** is a sign or trait that reveals something about a person or company. **wskaźnik**

**indirect cost** [N-COUNT-U5] An **indirect cost** is an expense that stays the same regardless of the volume of production. **koszty pośrednie**

**inevitable** [ADJ-U9] If something is **inevitable**, it is certain to happen. **nieunikniony**

**in-house** [ADV-U14] If something is done **in-house**, it is done only by employees of a particular company. **wewnątrzzakładowy, wewnętrzny**

**instant clarification** [N-UNCOUNT-U10] **Instant clarification** is the ability to elaborate on messages immediately. **natychmiastowe wyjaśnienie**

**insurance premium** [N-COUNT-U1] An **insurance premium** is a fee that is paid for financial protection.  **premia ubezpieczeniowa**

**International Accounting Standards Committee (IASC)** [N-UNCOUNT-U9] The **IASC** is a governing body that has designed a set of global accounting rules. **Komitet Międzynarodowych Standardów Rachunkowości**

**involuntary bankruptcy** [N-UNCOUNT-U4] **Involuntary bankruptcy** is a bankruptcy petition made by creditors who are seeking to get money back from a company that cannot pay its debts to them. **ogłoszenie upadłości**

**jargon** [N-UNCOUNT-U1] **Jargon** is language that is only used by a certain group of people. **żargon**

**juggling the accounts** [N-PHRASE-U3] **Juggling the accounts** is the act of recording false information. **falszowanie danych**

**lease** [V-T-U12] To **lease** something is to pay to use it for a period of time. **wynajmować, dzierżawić**

**lease term** [N-COUNT-U12] A **lease term** is the period of time until a lease expires. **termin wynajmu**

**lessee** [N-COUNT-U12] A **lessee** is a person who leases property. **dzierżawca, najemca**

**lessor** [N-COUNT-U12] A **lessor** is a person who owns leased property. **osoba wynajmująca (komuś), wynajmujący**

**levy** [V-T-U13] To **levy** something is to impose it. **nakładać**

**linguistic cues** [N-COUNT-U10] **Linguistic cues** are signals that are sent through patterns in language. **sygnały językowe**

**litigation support** [N-UNCOUNT-U15] **Litigation support** is an accounting field in which an accountant assists law professionals. **obsługa prawna**

**local knowledge** [N-UNCOUNT-U11] **Local knowledge** is familiarity with a particular region. **znajomość warunków lokalnych**

**locked in** [ADJ- U8] If something is **locked in**, it cannot change. **zablokowane, zatrzymane**

**long-term** [ADJ-U6] If something is **long-term**, it is taking place over a lengthy period of time. **długoterminowy**

**loss zone** [N-UNCOUNT-U8] The **loss zone** is a state in which a company spends more money than it earns. **strefa strat**

**making false entries** [N-PHRASE-U3] **Making false entries** is the act of intentionally recording incorrect information. **robić fałszywe zapisy/wprowadzać fałszywe dane**

**margin ratio** [N-UNCOUNT-U8] **Margin ratio** is margin divided by revenue. **stopa marży**

**material adjustment** [N-COUNT-U7] A **material adjustment** is an entry that is recorded to correct an incorrect or false entry. **istotna korekta/poprawka**

**merger** [N-COUNT-U15] A **merger** is the joining of two companies. **fuzja**

**mid-sized** [ADJ-U9] If something is **mid-sized**, it is between large and small. **średniej wielkości**

**minus sign** [N-COUNT-U1] A **minus sign** is the mathematical symbol that indicates subtraction. **znak minus**

**model** [N-COUNT-U6] A **model** is a representation of something that is expected to happen. **model**

**money-laundering** [N-UNCOUNT-U3] **Money-laundering** is the act of directing money through a corporation to hide illegal activity. **pranie brudnych pieniędzy**

**near-term** [ADJ-U6] If something is **near-term**, it is taking place over a small period of time. **krótkoterminowy**

**negative outlook** [N-PHRASE-U6] A **negative outlook** is a gloomy view of the future. **złe/negatywne perspektywy; pesymistyczne spojrzenie**

**non-verbal cues** [N-COUNT-U10] **Non-verbal cues** are signals that are sent without using sound. **sygnały niewerbalne**

**operating cycle** [N-COUNT-U4] An **operating cycle** is the pattern of purchasing materials and using them to earn a profit. **cykl operacyjny**

**optimal** [ADJ-U8] If something is **optimal**, it is of the best possible nature for a situation. **optymalny**

**outsource** [V-T-U14] To **outsource** work is to hire people from outside a company to do the company's work. **podwybierać, zlecić np. innej firmie**

**plant** [N-COUNT-U11] A **plant** is a building used to manufacture something. **fabryka, zakład produkcyjny**

**positive outlook** [N-PHRASE-U6] A **positive outlook** is an optimistic view of the future. **optymistyczne spojrzenie/dobre perspektywy**

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- privacy policy** [N-COUNT-U14] A **privacy policy** is a formal statement of how a company will handle its clients' private information. **polityka prywatności**
- professional skepticism** [N-PHRASE-U7] **Professional skepticism** is the critical attitude that auditors must have when reviewing records. **profesjonalny sceptycyzm**
- profit zone** [N-UNCOUNT-U8] The **profit zone** is a state in which a company earns more than it spends. **strefa zysku**
- progressive taxation** [N-UNCOUNT-U13] **Progressive taxation** is a system in which high-income earners are required to pay a higher tax rate than low-income earners. **opodatkowanie progresywne**
- promote** [V-T-U13] To **promote** something is to encourage or stimulate its growth. **promować**
- public practice** [N-UNCOUNT-U15] **Public practice** consists of any field of accounting, such as tax preparation, in which the accountant works with the general public. **sektor finansów publicznych**
- quality assurance** [N-UNCOUNT-U14] **Quality assurance** is a group of employees within an organization that monitor the organization's operations, records, etc. **grupa zarządzania jakością**
- raise capital** [V-PHRASE-U11] To **raise capital** is to gather money. **gromadzić kapitał**
- recoup** [V-T-U8] To **recoup** expenses is to pay back money that was spent. **wyrównywać straty**
- reflection** [N-UNCOUNT-U10] **Reflection** is the act of thinking about something. **refleksja, przemyślenia**
- repetitive** [ADJ-U4] If something is **repetitive**, it happens over and over. **powtarzający się**
- reroute** [V-T-U3] To **reroute** something is to direct it to a different destination. **przekierowywać**
- review process** [N-UNCOUNT-U14] A **review process** is a procedure in which documents are inspected for accuracy. **sprawdzanie dokładności dokumentów**
- risk assessment** [N-UNCOUNT-U15] **Risk assessment** is an accounting field in which an accountant analyzes business activities and determines the risks associated with them. **ocena ryzyka**
- run the numbers** [V-PHRASE-U12] To **run the numbers** is to make calculations in order to analyze one or more scenarios. **przeprowadzać kalkulacje**
- sales-skimming** [N-UNCOUNT-U3] **Sales-skimming** is the act of taking money from an employer's revenue. **przestępstwo polegające na zaokrągłaniu „w dół” dochodu pracodawcy ze sprzedaży**
- second-nature** [ADJ- U1] If something is **second-nature**, it has been practiced so much that it can be done with little or no thought. **druga natura**
- security valuation** [N-UNCOUNT-U2] **Security valuation** is the act of setting stock prices. **ustalenie kursu akcji**
- service-based economy** [N-UNCOUNT-U15] A **service-based economy** is a system in which most of the workforce works in jobs that require knowledge and customer service skills, rather than physical labor. **gospodarka usługowa**
- short-term** [ADJ-U6] If something is **short-term**, it is taking place over a small period of time. **krótkoterminowy**
- side-by-side comparison** [N-COUNT-U2] A **side-by-side comparison** is an evaluation of two things and how they relate to one another. **porównywanie równoczesne/równoległe**
- slang** [N-UNCOUNT-U10] **Slang** is casual speech, often including idioms. **slang**
- slump** [V-I-U8] To **slump** is to decrease for a long period. **gwałtownie spadać**
- solvency** [N-UNCOUNT-U4] **Solvency** is the ability to pay debts. **wypłacalność**
- statement of financial condition** [N-COUNT-U2] A **statement of financial condition** is a balance sheet. **bilans finansowy, sprawozdanie finansowe**

**stay in touch** [V-PHRASE-U10] To **stay in touch** with someone is to communicate with him or her regularly. **pozostawać w kontakcie**

**strategic decision** [N-COUNT-U9] A **strategic decision** is a decision that is made for the purpose of improving one's situation. **strategiczna decyzja**

**supply and distribution channels** [N-COUNT-U11] **Supply and distribution channels** are established patterns of commerce. **kanały zaopatrzenia i dystrybucji**

**tax avoidance** [N-UNCOUNT-U13] **Tax avoidance** is any activity done to avoid paying taxes. **unikanie płacenia podatków**

**tax brackets** [N-COUNT-U13] **Tax brackets** are divisions based on income that are each required to pay a different rate of tax. **widelki podatkowe**

**tax breaks** [N-COUNT-U13] **Tax breaks** are discounts on taxes that are offered to encourage some desired behavior. **ulgi podatkowe**

**tax evasion** [N-UNCOUNT-U13] **Tax evasion** is a crime involving the avoidance of paying taxes. **uchylanie się od płacenia podatków**

**tedious** [ADJ-U14] If something is **tedious**, it is repetitive and boring. **monotonny, żmudny**

**think twice** [V-PHRASE -U4] To **think twice** is to reconsider a situation before acting due to concerns regarding potential failure or danger. **pomyśleć dwa razy**

**third party** [N-COUNT-U14] A **third party** is someone other than the two principal parties in an agreement. **trzecia strona**

**tighten** [V-T-U6] To **tighten** something is to reduce its activity and flexibility. **zaciskać, zacieśniać**

**tonal cues** [N-COUNT-U10] **Tonal cues** are signals that are sent through changes in vocal pitch. **sygnały tonalne**

**under-the-table payoff** [N-PHRASE-U3] An **under-the-table payoff** is a bribe. **łapówka**

**unforeseen** [ADJ-U4] If something is **unforeseen**, it is not expected. **nieprzewidziany**

**useful life** [N-COUNT-U12] A product's **useful life** is the period of time in which it can be used. **okres użytkowania**

**utilities** [N-COUNT-U1] **Utilities** are modern conveniences like running water, gas, and electricity. **media**

**variable cost** [N-COUNT-U5] A **variable cost** is an expense that rises and falls with the volume of production. **koszty zmienne**

**variable overhead** [N-UNCOUNT-U5] **Variable overheads** are costs such as utilities that rise and fall with the volume of production. **zmienne koszty ogólne**

**venture** [N-COUNT-U11] A **venture** is an investment for the purpose of generating more income. **przedsięwzięcie**

**verbal cues** [N-COUNT-U10] **Verbal cues** are signals that are sent through patterns in words. **sygnały werbalne**

**vernacular** [N-UNCOUNT-U10] **Vernacular** is common, everyday language. **tu: język potoczny; gwara**

**viability** [N-UNCOUNT-U11] **Viability** is the ability to survive and be successful. **rentowność, zdolność do utrzymania się na rynku**

**working capital** [N-UNCOUNT-U2] **Working capital** is assets minus liabilities. **kapitał obrotowy**

**worldwide trend** [N-COUNT-U9] A **worldwide trend** is a pattern of behavior that is happening all over the world. **światowy trend**

**yardstick** [N-COUNT-U6] A **yardstick** is a tool used to measure things. **miara**