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**Analysis and Translation of Accounting
Handbooks**

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ABSTRACT

This paper illustrates the difficulties encountered in translating an Accounting Self-Study Manual and the different ways of dealing with them. I have applied the translation processes proposed by Newmark. The translation tools I have used to approach my work are parallel texts, term extractors, dictionaries and terminology databases. The problems faced during the translation process are discussed and classified according to the required process. The analysis of the terminology is a fundamental part of the work as it is one of the major translation problems. I obtained a list of candidate terms through TermoStat and after cleaning the noise, I organized the accounting terms in a database including linguistic information. Based on the results, the processes and tools used in translation have been very useful, but there are far more to discover.

Keywords: Analysis, Specialized Translation, Terminology, Accounting.

RESUMEN

El presente trabajo muestra las dificultades de traducción que se encuentran dentro de un Manual de Autoaprendizaje de Contabilidad y las diferentes formas de abordarlas. He empleado los procesos de traducción propuesto por Newmark. Las herramientas de traducción que he usado para abordar mi trabajo son textos paralelos, extractores de términos, diccionarios y bases de datos terminológicas. Los problemas presentados a la hora de traducir se tratan en un apartado donde los clasifico según el proceso llevado a cabo. La terminología es un eje fundamental del trabajo al ser uno de los mayores problemas traductológicos. A través de TermoStat he conseguido un listado de términos, y, eliminando el ruido, un listado de la terminología contable. A la vista de los resultados, los procesos y las herramientas utilizadas en la traducción han sido muy útiles, pero aún queda mucho por descubrir.

Palabras Clave: Análisis, Traducción Especializada, Terminología, Contabilidad.

CONTENT TABLE

<i>1. INTRODUCTION</i>	7
<i>2. THEORETICAL BACKGROUND</i>	8
<i>3. METHODOLOGY AND MATERIALS</i>	12
<i>4. TOOLS</i>	14
4.1 Parallel Texts	14
4.2 Term Extractors	15
4.3 Dictionaries	16
4.4 Terminology Databases	17
<i>5. DISCUSSION OF TRANSLATION PROBLEMS</i>	17
<i>6. TERMINOLOGY</i>	23
<i>7. CONCLUSIONS</i>	26
<i>8. REFERENCES AND BIBLIOGRAPHY</i>	27
<i>9. APPENDIX: TRANSLATION</i>	30

1. INTRODUCTION

This work aims to be a growth to the practice of specialized translation, with the purpose of contributing to this area of work, so that translators can overcome the challenge of translating a technical text by means of the use of the current tools available to them. Over the last years, specialized translation has been the subject of study for translators due to both the difficulties and the characteristics of the texts on which the translation activity is carried out.

According to Gómez, a translator begins to deal with texts such as manuals or textbooks aimed at students or those concerned with certain areas (54) that require knowledge of the subject matter. This is where the first difficulty with a specialized text is encountered. The translator, initially, does not have very basic knowledge of the text to be translated. Similarly, there are problems with documentation and terminology that require greater effort. The second difficulty is the type of text because in this sense, the more specialized the field, the more knowledge the translator needs and the more challenging it is. However, if there is extensive and useful documentation, it is possible to master the terminology and solve subject and cultural problems more easily.

For this reason, it is important to have a clear idea of what specialized translation is since translators must use all the resources at their disposal so that the target text can keep all the characteristics of the original text when it is translated into the target language.

In this sense, a self-study manual on accounting was selected as the text for the analysis taking into consideration the following objectives:

The general objective of this final dissertation is to analyze translation problems of the self-study manual on accounting to provide viable solutions to the difficulties faced.

Specific objectives: to present the criteria that define a text as specialized and how these are classified; to describe the various tools I have used to translate the specialized text; to carry out a contrastive study of a self-study manual on accounting in English and Spanish language; to state the translation problems faced in the translation of the text for

the analysis and to analyze the terminology extracted from the text under study in my final dissertation and create a terminology database with these terms.

Regarding the organization of this final undergraduate dissertation, first of all, a theoretical framework is included in order to put into context what is required to work on the analysis and translation. Further on, there is a section on methodology, which is explained below. Below, there is a section on the tools to be used. This is followed by a discussion of the translation problems identified and Terminology, respectively. The conclusions, references and bibliography and appendix sections follow.

2. *THEORETICAL BACKGROUND*

The analysis and translation of the selected text have been carried out from the point of view of the genre and considering the topic of the text (Accounting) within the specialized language of Economics. Additionally, we state the working definitions that we have used in this dissertation, which refer to the following concepts: genre, economic language, specialized language, and translation.

Genre, according to Martin, is defined as “a purposeful, goal-oriented, staged activity in which speakers participate as members of our culture” (38). Also, García Izquierdo points out that genre is a semiotic concept that represents a sign for each culture. It is a dynamic and hybrid category, hence the difficulty of establishing the boundaries between genres, especially in specialized fields. Swales points out (1990):

A genre comprises a type of communicative events that share a set of communicative purposes. These purposes are recognized by the expert members of the professional or academic community in which they occur and thus constitute the foundation of the genre in question. This foundation forms the schematic structure of the discourse and influences and determines the choice of content and style. (Swales 58).

In this way, genre represents the category that helps the translation process most effectively, because it systematizes the established conventions. Given the difficulty for the specialized translator in explaining the conventions of specialized genres between two languages, it is necessary to review the conceptualization of the genre before translation.

In order to delimit the field of specialty of the present study, Bolaños makes a distinction between human realities (social sciences, such as Law, Economics and Administration, as well as human sciences, such as Linguistics, Psychology and

Anthropology) and non-human realities (physical sciences, such as Geology, Chemistry and Biology) (3). Taking into account this distinction, the present work is part of the specialized field of human realities, specifically, Economics. According to Samuelson, "Economics is the study of the way in which men and society use scarce productive resources, with or without money, to obtain different goods and distribute them for present or future consumption among the various individuals and groups that make up society" (5).

The self-study manual of accounting belongs to the field of Economy. In the words of the accounting expert Harold Averkamp in his blog, accounting is:

The recording of financial transactions along with storing, sorting, retrieving, summarizing, and presenting the results in various reports and analyses. Accounting is also a field of study and profession dedicated to carrying out those tasks (Averkamp).

Before defining specialized text, it is necessary to understand the concept of text. According to Bernárdez:

Texto es la unidad lingüística comunicativa fundamental, producto de la actividad verbal humana, que posee siempre carácter social; está caracterizado por su cierre semántico y comunicativo, así como por su coherencia profunda y superficial, debida a la intención (comunicativa) del hablante de crear un texto íntegro, y a su estructuración mediante dos conjuntos de reglas: las propias del nivel textual y las del sistema de la lengua (Bernárdez 85)¹.

Cabré (1993) considers that any type of text that departs from general texts for linguistic, pragmatic, or functional reasons is considered a specialized text (136). Subsequently, Cabré (2001) provides a more satisfactory definition for specialized texts, defining them as:

Predominantly verbal products, in specific communicative registers, dealing with subjects specific to a field of specialization (or rather, a specialized field of knowledge), respecting rhetorical and stylistic conventions and traditions, and giving rise to specific textual classes. (Cabré 22)

In this sense, Cabré's definition is the one applied in this study, as it is the most appropriate and adequate for the purpose of the work to be carried out.

The field of economics involves specialized language. It is necessary to know the specific terminology due to its vital importance for the translator's work. In this sense,

¹ My translation: Text is the fundamental communicative linguistic unit, the product of human activity, which always has a social character; it is characterized by its semantic and communicative binding, as well as by its deep and superficial coherence, due to the speaker's (communicative) intention to create a complete text, and by its structure by two sets of rules: those of the textual level and those of the language system.

Powell, who is one of the world's leading Business English communications trainers, stresses its importance by saying that learning business English is learning the word partnerships of business, such as the following examples: clearing house, credit card, face value, break-even point, documents against acceptance, foreign exchange market, irrevocable letter of credit, asset, and liability management committee.

Concerning terminology, Gómez notes the following:

Properly technical terms are those that are used only and exclusively in a particular science or discipline. They are creations specific to that science. In the specific field of economics and finance we could cite the English terms bad debt, cash flow, marketing, overbooking, broker, blue chip, etc.

"Sub-technical vocabulary": these are words which are not specific to a specialty, but which appear regularly in scientific and technical texts [...]. Students often have difficulty in understanding these words. (Gómez 116).

Some authors point out specialized terms as a peculiar feature of specialized texts, including Fraas who states that "the specialized vocabulary used is an essential element in characterizing a text as specialized or identifying an utterance as specialized" (428).

Specialized texts can be classified according to the context, the vocabulary, and the field to which the text belongs, among others. In this sense, Bathia et al. state that "...genre analysis was on a limited range of specialized business, legal and research contexts, as these were seen as crucial for the development of LSP programs". As for the classification of specialized texts, based on the thematic area, Corbacho proposes a conceptualization of domain, in which the social context plays a determining role. Thus, he distinguishes between scientific-technical, administrative, political, religious, literary, journalistic, legal, and commercial texts. In turn, each of the aforementioned domains encompasses specific genres. Zaro and Truman continue Corbacho's line, focusing their classification in the same way on the thematic basis of the texts, and more inclined towards their professional orientation, that is to say, towards a specific professional framework.

Hence, these authors take an approach based on the training of translators and take into consideration the texts that are most frequently translated professionally to design their own classification distributed into content areas: 1) legal and administrative; 2) literary and entertainment; 3) socio-economic; 4) journalistic; 5) educational; 6) consumer-oriented; and 7) technology and science. To sum up, the present study belongs

to Corbacho's classification of the administrative domain, and according to Zaro and Truman's taxonomy to the 1) legal-administrative area or also to the 3) socio-economic area.

In line with the object of this study, it is worth defining the term translation. For Klaudy, translation is:

The activity of understanding a text in one language (source text) and then re-expressing it in a different language (target text) while preserving the meaning, style and function of the source text re-expressing it in a different language (target text) while retaining the meaning, style and function of the source text (Klaudy 459).

Translation, according to Nida, (quoted by Parkinson de Saz 95) implies a loss of information from the source language to the target language during the translation process, so it is important that the translation enables the receiver to respond to the message, both in form and content, just as the original reader would respond to it. For this reason, the translators' role is essential because they must know the type of reader the text is aimed at, as well as what its functions are, to achieve a satisfactory translation.

Bolaños also points out:

A good translation is one in which the merit of the original work is so fully transferred to another language that it is so clearly perceived and so strongly felt not only by the native speaker of the country to which that language belongs but also by those who speak the language belongs but also by those who speak the language of the original language (Bolaños 2).

Newmark states that "to translate is often, but not always, to render into another language the meaning of a text in the sense intended by the author" (21). Thus, Newmark's statement indicates that the essential components of translation skill are the terms 'sense' and 'meaning', not only to translate the message from one language to another, but also to translate the author's intended meaning, which includes culture, feelings, and historical reality. Therefore, translators need to develop their translating competence, due to the fact that they are communication specialists. As Klaudy refers, translation competence consists of:

- Linguistic knowledge, reading skills in the source language and translation skills in the target language.
- Knowledge of the extra-linguistic elements of the target language.
- Reading skills, i.e., comprehension and production of texts.
- Predisposition to the linguistic field (Klaudy 485).

In short, the translator's job is to be a communicator, ensuring that the translation is natural, being expressed in a language understandable to the receiver of the information, ensuring the author's expressions without adding or omitting anything, so as to fulfil the golden rule of translation: to translate ideas and not words, and above all, to be faithful to the original.

3. METHODOLOGY AND MATERIALS

In relation to the methodology employed, Newmark's (1988) procedures were used, distinguishing between the procedures that affect sentences and smaller linguistic units, and those that affects complete texts, comprising procedures such as recognized translation, functional equivalent, naturalization, and translation label, among others.

Recognized translation is understood as the officially accepted terminology, while the functional equivalent requires the use of a culturally neutral word. As for naturalization, it derives from transfer, adapting a word from the source language to both the pronunciation and the morphology of the target language. According to Newmark (1988), translation label is "a provisional translation, usually of a new institutional term".

For the purpose of translating the self-study text that belongs to the field of economics, specifically accounting, CAT (Computer Aided Translation) tools are helpful to facilitate the translation. I am familiar with these tools, but I have discarded the option of using them given the length of the text and the lack of translation memories of the same subject matter and genre, choosing instead to do a manual translation following the translation processes proposed by Newmark. The methodology consists first of a general reading to become familiar with the text, documenting the translation, writing the first draft with the information obtained from the documentation process, then a detailed reading, followed by a review of the translation with the assistance of specialized dictionaries, terminology databases, consultations with experts and parallel texts when difficulties are faced in the translation (Newmark, 1988). Due to the type of translation difficulties, the methodology I have decided to use involves consulting an expert, as well as other sources such as online dictionaries like eleconomista.es, [economipedia](http://economipedia.com) and dictionary of accounting terms, among others, which helped the translation process.

The text presented in this final dissertation is a university manual for self-study, in the specific area of accounting, published in 2015. It is divided into didactic units, a common feature of syllabuses. Likewise, it is possible to appreciate a theoretical presentation of certain terms with various explanations, summaries, exercises, and even a list of key words within each unit.

It is worth noting that the place of publication is Dresden, located in Germany. Its author is Chandra Shekhar. The original text (ST) is originally written in English, so the author is probably a native English speaker, or the text has been revised by a native speaker before being published. This self-study manual consists of 418 pages, of which I have translated the excerpt from page 1 "Accounting is a system for measuring business..." up to and including page 9 (excluding the last two lines which belong to another section) "...to the tailor-made needs of decision-makers...", 3379 words).

One aspect that is particularly useful is to make a comparison of this genre in English (ST) and Spanish. To carry out the contrastive study, I have used the ST (university self-study manual) and Spanish parallel texts belonging to the same genre and topic. In this sense, in the following lines, we have observed the differences presented in the composition, type of language, explicit presence or absence of the subject and verb tenses.

Regarding the rhetorical structure, I have used four parallel texts, but I opted to analyze mainly Villarroya's *Manual of Financial and Analytical Accounting*, since it is more complete, and the similarities are more visual. Analyzing both manuals in Spanish and English, certain similarities can be observed. Firstly, both manuals have a title page, a table of contents, content of the accounting syllabus divided into sections, and finally, the bibliography. Self-study manuals are divided into sections, thus making them more visual and organized to read (both in English and Spanish). Another characteristic that can be observed is that the manual is written in the first-person plural; this can be seen in ST and parallel texts. Also, the tone of a self-study narrative should reflect the institution's unique character and its capacity for analysis, neither dry nor lofty (England Commission of Higher). Tone in this case can be seen through features such as voice, tense and person. Thanks to the use of the active voice, the first-person plural, and the present tense, the self-study manual acquires an informative tone and hence fulfills the didactic function in an objective form in both languages. Self-study manuals are written in present; this is a

feature that does not differ in Spanish, since both use the present tense with an informative tone. Informative tone aims to inform the reader about a particular subject and has to be neutral and objective

4. TOOLS

This section analyses the tools that assist the translation process, such as parallel texts, term extractors, dictionaries, CAT and term databases. These tools are particularly handy to help translators with their work. Having all the terms compiled in a database, you can easily search for the correct term easily. Also, the use of parallel texts is useful to obtain information about the characteristics of the text in the target language, in concrete about the rhetorical structure of the genre and about the morphological and syntactic characteristics; it also allows to see the use of terminology in context.

4.1 Parallel Texts

Considering translation as an action between texts, it is evident that the translator must furthermore know the communicative situation in which the text is found, as well the particularities of the text presented to him/her, not only in the culture and language of the original text, but also in the target culture and language. In this sense, the translator uses parallel texts, which are used in the same communicative situation, with the same function but in diverse cultures.

With regard to parallel texts, Neubert and Shreve (1992) state that:

The collection of parallel texts about real situations and specific contexts is of utmost importance for the translator. In this way, the benefit of a comparative analysis of these texts can be obtained, not only because they guide the translator in completing the textual expectations of the Target Culture (TC), but also because they help the translator to make decisions about the method to be followed in certain cases, making a series of useful contributions: By using parallel texts as guides, a translator is consciously reconfiguring elements of intentionality, acceptability, situationality, informativity, coherence, and cohesion to conform to the textual expectations (Neubert & Shreve 118).

Thus, parallel texts are an important source of documentation for the translator and at the same time an instrument of analysis. In this sense, Schäffner (1997) refers to the relevance of feature analysis for the translator, not merely because it reveals the typical conventions of each text in the various degrees of textual, syntactic, or lexical

realization, and also because it contributes to the improvement of the quality of the translated text.

The parallel text by Villaroya (2015), along with those of Urías Valiente (2009), Herrador Alcalde (2019) and Gallego Díez (2008) have been used in this paper because it coincides with the field of Economics, subfield of accounting and the genre of self-study. All the parallel texts can be found in the references section of this final dissertation.

4.2 Term Extractors

An essential characteristic of specialized texts is their terminology, which reflects their field of expertise and is thus a source of difficulty when it comes to providing a good translation, hence the need to manage the terminology and use terminology extractors.

Cabré (1993) indicates that terminotics is concerned with the relationship between computer science and terminology, specifically the application of computer science to terminological work. Thus, the introduction of computer science in the area of terminology is relevant, specifically in Terminography, in tasks such as documentation, corpus formation, the verification of information, among others. Undoubtedly, terminology extraction has played a key role in the field of computer science, and the extraction of terminological information, terminology extraction (TE), has been actively developed.

According to Cabré et al. (2001), Terminology allows not only to create dictionaries and glossaries, but also has a great utility in machine translation, automatic summarization, knowledge bases, in expert systems, among other activities. Approximately since 2000, researchers in computational linguistics and applied linguistics, as well as translators, interpreters, computer scientists and engineers have been interested in the automatic splitting of terminology from texts. Therefore, systems that automatically and quickly extract terminology from enormous amounts of text, have been developed. In this sense, the developers of terminology extraction systems have analyzed the following difficulties, according to Cabré et al (2001):

- Identification of complex terms, it is necessary to recognize their beginning and end.
- Identification of the terminological nature of a lexical unit, i.e., recognizing within a specialized text when a lexical unit is terminological in nature or is part of the general language.
- The suitability of a terminological unit in a given vocabulary.

As can be seen, term extractors are particularly useful for carrying out the translation process of the object of study of this work, because they allow for a quick and automatic selection of the specialized accounting terminology. In section 6 “Terminology”, I discuss the terminology extractors in more depth.

4.3 Dictionaries

Dictionaries are one of the most typical instruments for translation. In this respect, Cortés (2000) brings up that the dictionary groups together a set of words in a book, this printed format presents limitations of space, typographical overcrowding and access (164) and, for this reason, they are optimized electronically. Millán (1998) states that in recent years Lexicography, like other disciplines, has tended to modernize by turning to computers, resulting in electronic dictionaries (72). These dictionaries include all the contents and advantages of printed dictionaries, as well as the interactive audio-visual multimedia content available on the Internet, with a fast and accurate search effect.

Both printed dictionaries and online dictionaries constitute a valuable tool for the translation process, specifically in specialized translation, as they contribute greatly to the search of specific terminology. The topic of this work requires a bilingual dictionary of accounting. Fuertes and Nielsen (2012) were of great help in the process of selecting the appropriate terminology for the translation of the accounting self-study manual.

It is important to highlight Fuertes' and Nielsen's point of view on online dictionaries, and more specifically on specialized online dictionaries. Both agree that this type of dictionary helps to translate specialized texts, to understand them, to produce them and to acquire both general and specific knowledge about factual or linguistic issues in one or more thematic fields (Fuertes & Nielsen 193).

One of the dictionaries mentioned in Fuertes-Olivera and Nielsen's article is "The English-Spanish Dictionary of Accounting", which is freely available online and has been used in this final dissertation. Also, I have used Enrique Alcaraz's economy dictionary. The other specialized dictionary that I have used for the terminology search is Nora Sanchez's accounting dictionary. The criterion I have used to check its validity when translating this fragment of this self-study manual has been mainly the number of entries and the linguistic information that they include.

4.4 Terminology Databases

Around 1960s, the need to set up terminology departments on the initiative of the linguistic services of industry and official institutions emerge, with the main purpose of providing translators with reliable terminology, guaranteeing the use of homogeneous terminology and increasing their productivity. Due to the large amount of data pertaining to various terminologies to be analyzed, evaluated, recorded, and stored, computer technology is used.

Consequently, databases were created to bring together the greatest possible number of concepts corresponding to different disciplines and to serve the greatest possible number of users (Irazazabal and Schwarz 306).

Terminology databases are practical for translation purposes. It is advisable to select a specific terminology database, in this case for accounting. The Inter Active Terminology for Europe (IATE) database, which contains terms, abbreviations, acronyms, and phraseology in the official languages of the European Union, was used for this work. It covers a wide range of subject areas, although it focuses on EU-related topics, including accounting. It allows several filters to be set according to various parameters (such as source language, target language, subject area, etc.) and to maintain user profiles. IATE also includes information from various EU databases, such as Euterpe and TIS, which can be consulted independently.

5. DISCUSSION OF TRANSLATION PROBLEMS

Numerous translation problems affect the translation. For this reason, I have organized them in different sections according to the difficulties presented, thus dividing them into two groups: in the first place, terminology problems, and in the second one, figurative language, nominalization, and personification. At the end of the final work, in the section "appendix: translation" is the complete text with its translation.

The terminological problems have been clarified by using four different methods: looking up a general dictionary and specialized dictionaries in the field of economics, consulting an expert in the field and finally, using parallel texts related to the field. This first table shows the translation problems referring to terminology and the solutions that I have presented in the final translation.

Paragraph	Source Text	Target Text
1	In monetary terms, are called financial statements	En términos monetarios se denominan estados financieros
2	A business may have a lot of aspects which may not be of financial nature	Un negocio puede tener muchos aspectos que pueden no ser de naturaleza financiera
2	A better way to understand accounting could be to call it “ The Language of Business Decisions ”	Una mejor manera de entender la contabilidad podría ser denominarla “ El Lenguaje de las Decisiones Financieras ”
2	...are based on accounting , personal financial planning, investments, income-tax, loans, etc.	...se basan en la contabilidad , la planificación financiera personal, las inversiones, los impuestos sobre la renta, los préstamos, etc.
2	...are based on accounting, personal financial planning , investments, income-tax, loans, etc.	...se basan en la contabilidad, la planificación financiera personal , las inversiones, los impuestos sobre la renta, los préstamos, etc.
2	...are based on accounting, personal financial planning, investments, income-tax , loans, etc.	...se basan en la contabilidad, la planificación financiera personal, las inversiones, los impuestos sobre la renta , los préstamos, etc.
3	To answer questions of such nature, we need to have information generated through the accounting process	Para responder preguntas de esta naturaleza, necesitamos tener información generada a través del proceso de contabilidad
8	Business transactions occur	Las operaciones comerciales se llevan a cabo
9	Accountants prepare reports to show the results of business operations.	Los contables preparan informes para mostrar los resultados de las operaciones comerciales.
12	Development on Accounting Discipline	El desarrollo de la Disciplina Presupuestaria
13	Accounting records can be traced back to the ancient civilizations of...	Los registros contables se remontan a las antiguas civilizaciones de...
22	Since the managers would always want to know the financial performance of the business.	Ya que lo gerentes siempre querrán saber el rendimiento financiero del negocio.
22	Balance Sheet , which is a statement of assets and liabilities of the business at a point of a time...	Balance de Situación , que es un estado de los activos y pasivos del negocio en un momento dado...
22	The person who prepares them is called a financial accountant .	La persona que los prepara se denomina contable financiero .

23	Seen from this point of view, an accountant can be referred to as a management accountant	Visto desde este punto de vista, un contable puede ser referido como un gerente contable
24	Tax planning is an important area as far as...	La planificación tributaria es un área importante en ...
24	...the fiscal management of a company is concerned	... lo que respecta a la gestión fiscal de una empresa.
24	... by indicating ways to minimize the tax liability through his knowledge of concessions...	... indicando formas de minimizar la responsabilidad fiscal a través de su conocimiento de las concesiones...
24	... and incentives available under the existing taxation framework of the country.	... e incentivos disponibles bajo el marco fiscal existente en el país.
26	He is the one who classifies the financial information for internal use (management accounting function); and information or external use (financial accounting function).	Es quien clasifica la información financiera en información para uso interno (función de contabilidad y gestión); e información o uso externo (función de contabilidad financiera).
28	...whereas management accounting cover areas such as interpretation of financial statements, cost accounting , etc.	...mientras que la contabilidad de gestión abarca áreas como la interpretación de los estados financieros, la contabilidad de costes , etc.
30	... of providing information to various interested groups like creditors , banks, shareholders...	... de proporcionar información a los diversos grupos interesados, como creedores , bancos, accionistas...
30	...creditors, banks, shareholdersacreedores, bancos, accionistas ...
31	...and to frame relevant managerial policies related to areas like production, sales, financing , etc.	...y a enmarcar las políticas de gestión pertinentes relacionadas con áreas como la producción, las ventas, la financiación , etc.

Looking closely at the table that lists all the terminological difficulties, it can be seen that it does not include many terms, due to the fact that the text does not present a high density of terminology because of its didactic function, as manuals introduce terminology progressively.

Two specific terms have been cleared up with the help of a general dictionary as their translations do not require the use of a specialized dictionary: "accounting" [2] and "accountants" [19]. The first term is found in the second paragraph, which is the single term "accounting" itself. Depending on the context, it has different meanings, such as

“explicación”, “cálculos” or “justificación”, but by looking it up in a general language dictionary the meaning that I have chosen appears, which is “contabilidad”. The translation of the term “accountants” (contables) can be found in all types of documents related to the subject matter. Its translation has been resolved through an online general dictionary; I choose the equivalent “contable” because it is the one that fits better in the field of accounting. Its translation has not proved to be complex, and it can be said that it has no different meanings based on its use in one field or another, that is, it is not polysemic.

In second place, there are two terms whose translation I have solved with the help of a specialized dictionary: “financial statements” [1] and balance sheet [22].

“Financial statements” is a single term with two grams and not two independent words (financial, statement). A simple query in Nora Sánchez (2003), specialized dictionary gives the equivalent “estados financieros”. General dictionaries include both words separately, but not the term, and hence the need to consult specialized dictionaries. In these dictionaries, various equivalents can be found (estado contable, estado financiero, estado de situación financiera, estado de situación patrimonial and estados contables básicos), which makes translation difficult. Among these options, Nora Sánchez (2003) includes “estados financieros”, an equivalent that also appears in parallel texts. That is the solution that I have presented. The term “balance sheet” [22] can have different designations depending on the cultural context in which it is used, for example, in this context it is called “balance de situación” but in other contexts, it is called “hoja de balance” or “balance general”. In Spanish, the term “hoja de balance” is used as a financial statement that informs about the liabilities, and assets of a company. The term “hoja de balance” is not properly considered peninsular Spanish. This term is correct if it refers to Latin American Spanish, from consulting an article written by Stefano Gasbarrino related to balance sheets and their use. Gasbarrino writes to people from America and Latin America. The term “balance general” is used as a tool that indicates the basic information of a company (such as the cash that the company has, the amount of debt, or the assets at its disposal). After documenting the use of this term, I concluded that the best translation is “balance de situación”.

In third place there are the translation problems addressed through the advice of an expert in the field of accounting. An expert is defined as a person with experience in

a specific field, and thus, when the translation is problematic, experts are especially useful since they know the use of the terms in the field. The terms in which the expert has been essential are: "income tax" [2], "accounting discipline" [12], "tax planning" [24], "taxation framework" [24] and "auditing the accounts" [25].

For the translation of "income tax", I consulted an expert in the field, who gave me the appropriate translation "Impuestos sobre la renta". In paragraph twelve, "accounting discipline" could be translated as "disciplina presupuestaria" or "disciplina contable", one more informal than the other. As I hesitated between the two options, I consulted an expert who concluded that the most suitable translation for this manual is, as stated before, "disciplina presupuestaria". "Tax-planning" [24] is a term that implied a certain degree of difficulty since, depending on which dictionary you look at, it offers a different translation. After reviewing the online dictionaries Oxford Learners Dictionary and Cambridge Dictionary and obtaining two possible translations "planificación fiscal" y "planificación tributaria" I choose the second one because the expert in the field considered this to be the best option for this type of texts (student's handbook). In the same paragraph, we find the term "taxation framework". I found several equivalents in different dictionaries (marco fiscal, marco de inversión y marco regulatorio) but the linguistic data of these entries did not provide enough information to choose the most suitable one, hence the need to consult an expert who agreed that the most accurate one was 'marco fiscal'. "Auditing the accounts" [25] can be translated as "auditoría de cuentas" since it appears as a verb in the source text, but in the target text I had to make a transposition, which is a translation technique that involves the change of the grammatical category, to make the sentence more precise. Besides, I considered the opinion of a law expert to confirm my translation and, looking into the notes of the law subject that I attended at the degree, I decided to make the transposition.

Finally, there are the translation problems handled by using parallel texts. As the most complex terms are found in this section, dictionaries and experts' help were not enough to find the most appropriate translation for them. The term "tax liability" (paragraph 24) is related to the field of finance. The translation I chose for this term was "responsabilidad fiscal". The difficulty in this term relies on its second element (liability). In some contexts, liability can be translated as "pasivo" but, in this case, after searching a manual of accounting that includes this word to see different contexts (Revenue 2021)

and consulting an expert for the most suitable equivalent, I concluded that “responsabilidad fiscal” is the one that refers to the same concept. In paragraph 26, the term "financial accounting" can be noted that its translation as "contabilidad financiera" seemed too literal, but looking at parallel texts, I have seen that it is the right translation.

The second table shows translation problems related to figurative language, collocations and active/passive voice.

14	During 1400s, accounting grew further because the needs for information of merchants in Venis City of Italy increased	A lo largo del 1400, la contabilidad creció aún más porque la demanda de información de los comerciantes en la ciudad de Venecia, Italia, aumentó.
21	The following paragraphs examine the functions of accounting and what role does an accountant play in discharging these functions	En los siguientes párrafos se examinan las funciones de la contabilidad y el papel que desempeña un contable en el cumplimiento de estas funciones.
22	The person who prepares them is called a financial accountant .	La persona que los prepara se denomina contable .
25	He can act as a man who verifies and certifies the authenticity of accounts of a company by auditing the accounts .	Puede actuar como un hombre que verifica y certifica la autenticidad de las cuentas de una empresa mediante una auditoría de cuentas .

Looking at the document, we can find the term "needs" [14], which, as a word, would be translated as "necesidades", but, in this context, it is a term, and it should be translated as "demanda". In addition to the translation of the figurative language, the change of person from plural to singular can also be appreciated. In this way, we turn the subject into a single entity.

Besides, it is important to emphasize one of the translation difficulties related to a term due to its collocation: ‘to audit the accounts’. In English, the term "auditing the accounts" [25] has a verb and a complement. For its translation and considering that it is a self-study manual, it is more appropriate to make a transposition, concretely nominalization, which is an action expressed as an abstract noun since in the target language it is more common to use nouns to refer to specific terms.

If we look at paragraph 22, “financial accountant”, the proper translation is "contable". It can be considered a translation technique in which I use reduction to solve the terminological difficulty of collocation.

An example of figurative language in English can be seen in paragraph 21: personification. In the translation of this sentence, it can be seen how in Spanish I have decided not to keep the personification, turning it into an impersonal form. In fact, the personification can be maintained, translating it as "Los siguientes párrafos examinan ..." but I have chosen the option "En los siguientes párrafos se examinan..." since from the aesthetic point of view is a better option. Personification consists of giving human attributes or characteristics to something non-human, or the representation of an abstract quality in a human form.

6. TERMINOLOGY

Terminology is a major element in this final dissertation, as it is the most complicated part and the one in which we have encountered the major difficulties. According to Faber, Terminology is a set of activities for recording, structuring, and analyzing terms (109). A particularly useful tool for classifying and detecting terminology is the terminology extractor, which, according to Estopà (2000) in Benavent and Parrilla's dissertation, can be defined as “un conjunto de programas informáticos que reconoce y extrae las unidades terminológicas (UT) que aparecen en un corpus de textos especializado”.² Automatic extraction systems have been developed to assist specialized translation professionals in their work. One of the limitations of these programs is the amount of noise, which is what the program identifies as a term, but which is not really a term for several reasons, such as being a general language word, or a term that is not specific to the field of study, accounting in this work. Another problem is the amount of silence, which refers to the terms that have not been identify as such. Any terminology extractor generates noise and silence as the result of the extraction, which is a list of candidate terms. This means that it is not a "clean" list. In my final work, after using

² My translation: "a set of computer programs that recognize and extract terminological units (TUs) appearing in a corpus of specialized texts"

TermoStat to get a list of term candidates, I have cleaned up the results to remove the noise.

With regard to terminology extraction, it should be noted that there are two ways to carry it out; a manual extraction can be performed, if the text is short, or an automatic extraction if the text is longer. Within the terminology extractors we can find various programs such as ExtraTerm, TermoStat, Termine, Translated LABS, or Fivefilters, among others. There are also terminology extractors that offer you a free version and then become payable and the results they generate are worse and with fewer identified terms.

The terminology extractor that most suited my needs and that I have decided to use is TermoStat, developed at the University of Montreal for term extraction by using a statistical and linguistic method to identify candidate terms; it is a web-based program, free for research purposes. I have previously worked with TermoStat in subjects within the English Studies degree. To use this program, first, you must register. Then, to obtain the list of term candidates once you are logged in, you have to upload your text or corpus as a txt. file, as this is the only format accepted by this terminology extractor. This program can be used to extract 'single-word terms' (categories to be selected: adjectives, adverbs, nouns and verbs) and 'multi-word terms (nominal)'; it includes the following options: Term List (default), Cloud, Stat, Structuring, and Bigrams. It has been especially useful to search for complex terms and collocations, such as the term "audit of accounts", which has different collocations in Spanish than in English. The number of term candidates I have obtained is a total of 155. From this, I have eliminated the noise, resulting in a total of 66 terms that I have used as the basis for my terminology database. Within this extraction you can see a lot of noise, such as: "alternative method of", "point of time", "cash need" or "first known description of double entry book".

Candidate (grouping variant)	Frequency	Score (Specificity)	Variants	Pattern
accounting	47	243.47	accounting	Common_Noun
financial accounting	12	197.97	financial accounting	Adjective Common_Noun
accounting information	4	116.68	accounting information	Common_Noun Common_Noun
financial statement	6	94.65	financial statements	Adjective Common_Noun
accountant	15	94.22	accountant accountants	Common_Noun
business organisation	3	74.53	business organisation business organisations	Common_Noun Common_Noun
type of accounting	2	70.72	types of accounting	Common_Noun Preposition Common_Noun
procedural element	2	70.72	procedural element	Adjective Common_Noun
accounting process	2	70.72	accounting process	Common_Noun Common_Noun
function of accounting	2	70.72	functions of accounting	Common_Noun Preposition Common_Noun
preparation of financial statement	2	70.72	preparation of financial statements	Common_Noun Preposition Adjective Common_Noun
information management	2	57.73	information management	Common_Noun Common_Noun
financial	29	56.61	financial	Adjective

Figure 1. Candidate Terms from TermoStat organized by Score

When the list of candidate terms is cleaned up, the translator needs to organize it, which is why it is convenient to use a terminology manager. Among all the possibilities that translators have, there are paid options, which usually have a free trial period and then become payable, such as SLD Trados, which is a translation program with terminology manager that offers a free trial and then becomes a payment program; there are options for Office users such as Access or Excel; and finally, there are free options such as Terminologue, a website where you can create your online terminology base. I have chosen Terminologue because the other terminology managers only give you payment options, I cannot use Access because it is not compatible with my computer (Apple), and I have not used Excel as it is not specifically designed for terminology management.

Terminologue is an online tool that allows you to create your terminology database from a template or from scratch. Furthermore, this terminology manager allows you to create as many databases as you want and delete them without any problem. Each database has a URL and if you decide to make it public, just by sharing the URL it will be visible. Terminologue allows you to define, as a user, the language settings when you design each terminology database. Many fields such as definition, source, example, etc. can be added. The fields that my terminology database has are domain, term, Spanish term, grammatical category, grammatical category in Spanish, definition, definition in Spanish, source of the definition, source of the definition in Spanish, example, example

in Spanish, source of the example and source of the example in Spanish. Additionally, I have also added a field of linguistic comments of interesting use for the translator in which irregularities, unusual collocations, abbreviations, etc. are included. I have chosen these as they are quite common. There are sixty-six terms in my terminology database (Accounting_JuliaSanz). This the link to it <https://www.terminologie.org/mydictionaryofaccounting/> and it includes the terms I considered most relevant (the most complex ones and the ones I have had the most problems when translating. You can access it by clicking on the editing option. The generated terminology database can be downloaded in TBX (TermBase eXchange) format, an international standard compatible with computer-assisted translation programs.

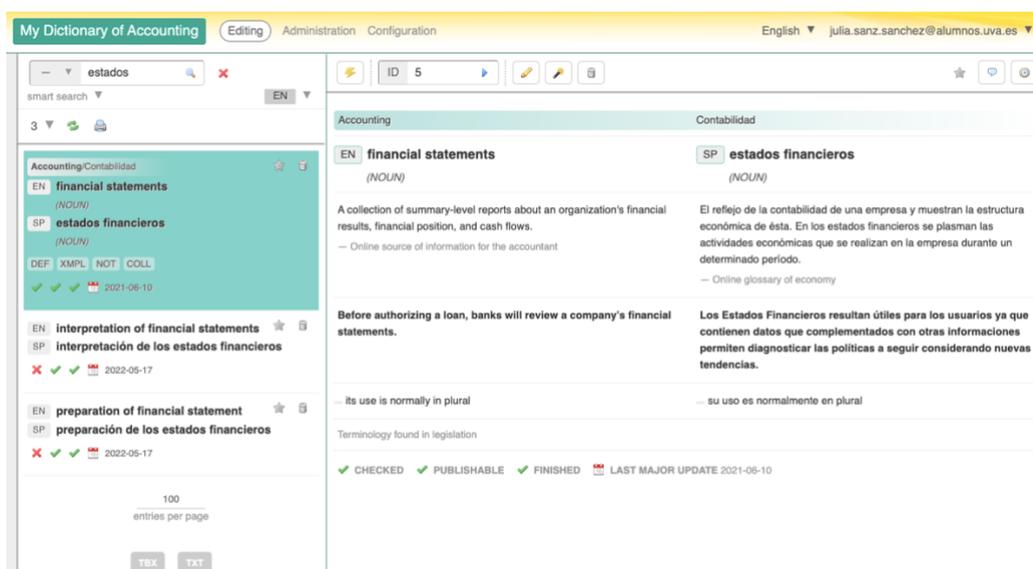


Figure 2. Term example from Terminologie Termbase

7. CONCLUSIONS

The work herein presented offers an insight into the issues of translation and analysis faced in a specialized text of the self-study genre. The purpose of this paper is to illustrate the difficulties encountered by a translator when it comes to translate a self-study manual in the accounting field and their respective solutions. In order to do that, I have followed Newmark's translation processes and used different translation tools for

the translation of the manual. As a result of the contrastive study, I have found that both Spanish and English texts follow a similar pattern in terms of genre structure, complex noun phrases and tone through the use of parallel texts in the contrastive study, in particular Villarroya's *Financial and Analytical Accounting Manual*. I have also acknowledged that both manuals in both languages share an informative tone. This proves that “the narrative tone of a self-study manual should illustrate the unique character of the institution and its capacity for analysis, without being dry or lofty”, according to New England Commission of Higher Education.

Regarding translation tools, I have observed that in my work, all of them have had their function and usefulness: parallel texts to achieve a contrastive study; terminology extractors to obtain the terminology that I then cleaned and collected, together with linguistic information, in a terminology database generated and managed with the web-bases Terminologue software; dictionaries, whether general or specialized, to address translation issues related to terminology; and terminology databases have served as an example to carry out my own. It is also relevant to note the design of a database for the translator with linguistic information relevant to the translation context and which differs from the information that can be found in general dictionaries because it is not specifically focused on the translator. I have done this with Terminologue. This terminology database will be expanded over time to help more translators specialized in the field. Observing the results obtained after analyzing an excerpt of a self-study manual, and thanks to the translation tools mentioned above, I have been able to localize and overcome all the difficulties faced, demonstrating that with the right methodology and tools, difficulties can be solved. It is true that nowadays there are multiple tools that allow us the identification and resolution of difficulties, and in view of the studies carried out, there is still a lot of research to be done and new tools to be discovered that will make it even easier to detect and solve these problems.

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9. APPENDIX: TRANSLATION

SOURCE TEXT

TARGET TEXT

PARAGRAPH

1.1 INTRODUCTION	1.1. INTRODUCCIÓN	
Accounting is a system meant for measuring business activities, processing of information into reports and making the findings available to decision-makers. The documents, which communicate these findings about the performance of an organisation in monetary terms, are called financial statements.	La contabilidad es un sistema destinado a medir las actividades comerciales, procesar la información en documentos y presentar los resultados a disposición de los responsables de la toma de decisiones. Los documentos que comunican estos resultados sobre el desempeño de una organización en términos	1

	monetarios se denominan estados financieros.	
Usually, accounting is understood as the Language of Business . However, a business may have a lot of aspects which may not be of financial nature. As such, a better way to understand accounting could be to call it “ The Language of Financial Decisions ”. The better the understanding of the language, the better is the management of financial aspects of living. Many aspects of our lives are based on accounting, personal financial planning, investments, income-tax, loans, etc. We have different roles to perform in life-the role of a student, of a family head, of a manager, of an investor, etc. The knowledge of accounting is an added advantage in performing different roles. However, we shall limit our scope of discussion to a business organisation and the various financial aspects of such an organisation.	Por lo general, la contabilidad se considera el Idioma de los negocios . Sin embargo, un negocio puede tener muchos aspectos que pueden no ser de naturaleza financiera. Como tal, una mejor manera de entender la contabilidad podría ser denominarla “ El Lenguaje de las Decisiones Financieras ”. Cuanto mejor sea la comprensión del idioma, mejor será la gestión de los aspectos financieros de la calidad de vida. Muchos aspectos de nuestras vidas se basan en la contabilidad, la planificación financiera personal, las inversiones, los impuestos sobre la renta, los préstamos, etc. Tenemos diferentes papeles que desempeñar en la vida: el papel de un estudiante, de un cabeza de familia, de un gerente, de un inversor, etc. El conocimiento de la contabilidad es una ventaja adicional en el desempeño de diferentes funciones. Sin embargo, limitaremos nuestro ámbito de discusión a una organización empresarial y a los diversos aspectos financieros de dicha organización.	2
When we focus our thoughts on a business organisation, many questions (is our business profitable, should a new product line be introduced, are the sales sufficient, etc.) strike our mind. To answer questions of such nature, we need to have information generated through the accounting process. The people who take policy decisions and frame business plans use such information.	Cuando enfocamos nuestros pensamientos en una organización empresarial, muchas preguntas (es nuestro negocio rentable, si se introduce una nueva línea de productos, si las ventas son suficientes, etc.) nos llaman la atención. Para responder a preguntas de esta naturaleza, necesitamos tener información generada a través del proceso de contabilidad. Las personas que toman las decisiones políticas y elaboran los planes de negocios utilizan esa información.	3
All business organisations work in an ever-changing dynamic environment. Any new programme	Todas las organizaciones empresariales trabajan en un entorno dinámico en constante	4

of the organisation or of its competitor will affect the business. Accounting serves as an effective tool for measuring the financial pulse rate of the company. It is a continuous	cambio. Cualquier nuevo programa de la organización o de su competidor afectará a la empresa. La contabilidad sirve como una herramienta efectiva para medir el pulso financiero de la empresa.	
It is a continuous cycle of measurement of results and reporting of results to decision-makers.	Es un ciclo continuo de medición de resultados y de presentación de informes de resultados a los responsables de la toma de decisiones.	5
Just like arithmetic is a procedural element of mathematics, book keeping is the procedural element of accounting. Figure 1 shows how an accounting system operates in business and how the flow of information occurs.	Así como la aritmética es un elemento procesal de las matemáticas, la contabilidad es el elemento procesal de la contabilidad. La Figura 1 muestra cómo funciona un sistema de contabilidad en las empresas y cómo se produce el flujo de información.	6
People make decision	La gente toma decisiones	7
Business transactions occur	Las operaciones comerciales se llevan a cabo	8
Accountants prepare reports to show the results of business operations	Los contables preparan informes para mostrar los resultados de las operaciones comerciales	9
FIG 1: THE ACCOUNTING SYSTEM	FIGURA 1: EL SISTEMA CONTABLE	10
Source: Liorngren, Harrison and Robinson, Financial and Management Accounting, Prentice Hall, New Jersey, 1994.	Fuente: Liorngren, Harrison y Robinson, Financial and Management Accounting, Prentice Hall, New Jersey, 1994.	11
1.2 DEVELOPMENT OF ACCOUNTING DISCIPLINE	1.2. EL DESARROLLO DE LA DISCIPLINA PRESUPUESTARIA	12
The history of accounting can be traced back to ancient times. According to some beliefs, the very art of writing originated in order to record accounting information. Though this may seem to be an exaggeration, but there is no denying the fact that accounting has a long history. Accounting records can be traced back to the ancient civilizations of China, Babylonia, Greece and Egypt. Accounting was used to keep records regarding the	La historia de la contabilidad se remonta a tiempos antiguos. Según algunas creencias, el arte mismo de la escritura se originó con el fin de registrar la información contable. Aunque esto puede parecer una exageración, no se puede negar el hecho de que la contabilidad tiene una larga historia. Los registros contables se remontan a las antiguas civilizaciones de China, Babilonia, Grecia y Egipto. La	13

cost of labour and materials used in building great structures like the Pyramids.	contabilidad se utilizó para llevar a cabo registros sobre el costo de la mano de obra y los materiales utilizados en la construcción de grandes estructuras como las pirámides.	
During 1400s, accounting grew further because the needs for information of merchants in the Venis City of Italy increased. The first known description of double entry book keeping was first published in	A lo largo del 1400, la contabilidad creció aún mas porque la demanda de información de los comerciantes en la ciudad de Venecia, Italia, aumentaron. La primera descripción conocida de la contabilidad de doble entrada fue publicada por primera vez en	14
1994 by Lucas Pacioli. He was a mathematician and a friend of Leonardo Ileda Vinci.	1994 por Lucas Pacioli. Él era matemático y amigo de Leonardo Da Vinci.	15
The onset of the industrial revolution necessitated the development of more sophisticated accounting system, rather than pricing the goods based on guesses about the costs. The increase in competition and mass production of goods led to the rise of accounting as a formal branch of study.	El comienzo de la Revolución Industrial hizo necesario el desarrollo de un sistema de contabilidad mas sofisticado, en lugar de fijar un precio de los bienes basándose en suposiciones sobre los costos. El aumento de la competencia y la producción masiva de bienes condujo al ascenso de la contabilidad como una rama formal del estudio.	16
With the passage of time, the corporate world grew. In the nineteenth century, companies came up in many areas of infrastructure like the railways, steel, communication, etc. It led to a rapid growth in accounting. As the complexities of business grew, ownership and management of business was divorced. As such, managers had to come up with well-defined, structured systems of accounting to report the performance of the business to its owners.	Con el paso del tiempo, el mundo corporativo creció. En el siglo diecinueve, surgieron empresas en muchas áreas de infraestructura como los ferrocarriles, el acero, la comunicación, etc. Esto condujo a un rápido crecimiento de la contabilidad. A medida que las complejidades de los negocios crecían, la propiedad y la administración de los negocios se divorciaban. Como tal, los gerentes tuvieron que idear sistemas de contabilidad bien definidos y estructurados para informar a sus dueños sobre el desempeño de la empresa.	17
Government also has had a lot to do with more accounting developments. The Income Tax brought about the concept of □income□. Government takes a host of other decisions, relating to	El gobierno también ha tenido mucho que ver con más desarrollos contables. El Impuesto sobre la Renta trajo consigo el concepto de renta. El gobierno toma una serie de diversas	18

education, health, economic planning, for which it needs accurate and reliable information. As such, the government demands stringent accountability in the corporate sector, which forces the accounting process to be as objective and formal as possible.	decisiones, relacionadas con la educación, la salud, la planificación económica, para las que necesita información precisa y fiable. Como tal, el gobierno exige una estricta rendición de cuentas en el sector empresarial, lo que obliga a que el proceso contable sea lo más objetivo y formal posible.	
1.3 AN ACCOUNTANTS JOB PROFILE: FUNCTIONS OF ACCOUNTING	1.3. UN PERFIL DE TRABAJO DE LOS CONTABLES: FUNCIONES DE LA CONTABILIDAD	19
A man who is involved in the process of book keeping and accounting is called an accountant. With the coming up accounting as a specialised field of knowledge, an accountant has a special place in the structure of an organisation, because he performs certain vital functions.	Un hombre que está involucrado en el proceso de registro y la contabilidad se llama contable. Con la llegada de la contabilidad como un campo de conocimiento especializado, un contable tiene un lugar especial dentro de la estructura de una organización, porque realiza ciertas funciones vitales.	20
The following paragraphs examine the functions of accounting and what role does an accountant play in discharging these functions.	En los siguientes párrafos se examinan las funciones de la contabilidad y el papel que desempeña un contable en el cumplimiento de estas funciones.	21
An accountant is a person who does the basic job of maintaining accounts as he is the man who is engaged in book keeping. Since the managers would always want to know the financial performance of the business. An accountant prepares profit and loss account which reports the profits/losses of the business during the accounting period, Balance Sheet, which is a statement of assets and liabilities of the business at a point of time, is also proposed by all accountants. Since both statements are called financial statements, the person who prepares them is called a financial accountant.	Un contable es una persona que hace el simple trabajo de mantener las cuentas, ya que es el hombre que se dedica a la contabilidad. Ya que los gerentes siempre querrán saber el rendimiento financiero del negocio. Un contable prepara la cuenta de pérdidas y ganancias que reporta las ganancias/pérdidas del negocio durante un periodo contable, el Balance de Situación, que es un estado de los activos y pasivos del negocio en un momento dado, también es propuesto por todos los contables. Dado que ambos estados se denominan estados financieros, la persona que los prepara se denomina contable.	22
Accounting information serves many purposes. A part from revealing the level of performance,	La información contable sirve para muchos propósitos. A parte de revelar el nivel de rendimiento,	23

<p>it throws light on the causes of weakness and deviation from plans (in any). In this way an accountant becomes an important functionary who plays a vital role in the process of management control, which is a process of diagnosing and solving a problem. Seen from this point of view, an accountant can be referred to as a management accountant.</p>	<p>arroja luz sobre las causas de la debilidad y la desviación de los planes (en cualquiera). De esta manera, un contable se convierte en un funcionario importante que desempeña un papel vital en el proceso de control de gestión, que es un proceso de diagnóstico y solución de un problema. Visto desde este punto de vista, un contable puede ser referido como un gerente contable.</p>	
<p>Tax planning is an important area as far as the fiscal management of a company is concerned. An accountant has a suggestive but very specific job to do in this regard by indicating ways to minimise the tax liability through his knowledge of concessions and incentives available under the existing taxation framework of the country.</p>	<p>La planificación tributaria es un área importante en lo que respecta a la gestión fiscal de una empresa. Un contable tiene un trabajo sugestivo pero muy específico en este sentido, indicando las formas de minimizar la responsabilidad fiscal a través de su conocimiento de las concesiones e incentivos disponibles bajo el marco fiscal existente en el país.</p>	24
<p>An accountant can influence a company even by not being an employee. He can act as a man who verifies and certifies the authenticity of accounts of a company by auditing the accounts. It is a strictly professional job and is done by persons who are formally trained and qualified for the purpose. They have an educational status and a prescribed code of conduct like the Chartered Accountants in India and Certified Public Accountants in USA.</p>	<p>Un contable puede influir en una empresa incluso sin ser un empleado. Puede actuar como un hombre que verifica y certifica la autenticidad de las cuentas de una empresa mediante la auditoría de cuentas. Es un trabajo estrictamente profesional y lo realizan personas formadas y cualificadas para ello. Tienen un estatus educativo un código de conducta prescrito como los Contadores Públicos Colegiados en la India y los Contadores Públicos Certificados en los Estados Unidos.</p>	25
<p>Information management is another area which keeps an accountant busy. He is the one who classifies the financial information into information for internal use (management accounting function); and information or external use (financial accounting function). Irrespective of the size and degree of automation of a business, information management is a key area and many organisations are known to have perished because</p>	<p>La gestión de la información es otra área que mantiene ocupado al contable. El es quien clasifica la información financiera en información para uso interno (función de contabilidad y gestión); e información o uso externo (función de contabilidad financiera). Independientemente del tamaño y el grado de automatización de un negocio, la gestión de la información es un área clave y se sabe que muchas</p>	26

they failed to recognise this as an important function of an accountant because information system is imperative for effective cost control, to forecast cash needs and to plan for future growth of the organisation.	organizaciones han perecido porque no reconocieron esto como una función importante de un contable porque el sistema de información es imperativo para el control efectivo de los costos, para pronosticar las necesidades de efectivo y para planificar el crecimiento futuro de la organización.	
1.5 TYPES OF ACCOUNTING	1.5 TIPOS DE CONTABILIDAD	27
The financial literature classifies accounting into two broad categories, viz, Financial Accounting and Management Accounting. Financial accounting is primarily concerned with the preparation of financial statements whereas management accounting covers areas such as interpretation of financial statements, cost accounting, etc. Both these types of accounting are examined in the following paragraphs.	La documentación financiera clasifica la contabilidad en dos grandes categorías, a saber, la contabilidad financiera y la contabilidad de gestión. La contabilidad financiera se ocupa principalmente de la preparación de los estados financieros, mientras que la contabilidad de gestión abarca áreas como la interpretación de los estados financieros, la contabilidad de costes, etc. Ambos tipos de contabilidad se examinan en los siguientes párrafos.	28
1.5.1 Financial accounting	1.5.1. Contabilidad Financiera	29
As mentioned earlier, financial accounting deals with the preparation of financial statements for the basic purpose of providing information to various interested groups like creditors, banks, shareholders, financial institutions, government, consumers, etc. Financial statements, i.e., the income statement and the balance sheet indicate the way in which the activities of the business have been conducted during a given period of time. Financial accounting is charged with the primary responsibility of external reporting. The users of information generated by financial accounting, like bankers, financial institutions,	Como se ha mencionado anteriormente, la contabilidad financiera se ocupa de la preparación de los estados financieros con el simple propósito de proporcionar información a los diversos grupos interesados, como los acreedores, bancos, accionistas, instituciones financieras, gobierno, consumidores, etc. Los estados financieros, es decir, la cuenta de resultados y balance, indican la forma en que se han llevado a cabo las actividades de la empresa durante un período de tiempo determinado. La contabilidad financiera es la principal responsabilidad de los	30

<p>regulatory authorities, government, investors, etc. want the accounting information to be consistent so as to facilitate comparison.</p>	<p>informes externos. Los usuarios de la información generada por la contabilidad financiera, como los banqueros, las instituciones financieras, las autoridades reguladoras, el gobierno, los inversores, etc., quieren que la información contable sea coherente para facilitar la comparación.</p>	
<p>Therefore, financial accounting is based on certain concepts and conventions which include separate business entity, going concern concept, money measurement concept, cost concept, dual aspect concept, accounting period concept, matching concept, realization concept and conventions of conservatism, disclosure, consistency, etc. All such concepts and conventions would be dealt with detail in subsequent lessons. The significance of financial accounting lies in the fact that it aids the management in directing and controlling the activities of the firm and to frame relevant managerial policies related to areas like production, sales, financing, etc. However, it suffers from certain drawbacks which are discussed in the following paragraphs. · The information provided by financial accounting is consolidated in nature. It does not indicate a break-up for different departments, processes, products and jobs. As such, it becomes difficult to evaluate the performance of different sub-units of the organisation. Financial accounting does not help in</p>	<p>Por lo tanto, la contabilidad financiera se basa en ciertos conceptos y convenciones que incluyen la entidad comercial separada, el concepto de empresa en funcionamiento, el concepto de medición de dinero, el concepto de costo, el concepto de doble aspecto, el concepto de periodo contable, el concepto de comparación, el concepto de realización, y las convenciones de conservadurismo, divulgación, consistencia, etc. Todos estos conceptos y convenciones se tratarán con detalle en las lecciones siguientes. La importancia de la contabilidad financiera radica en el hecho de que ayuda a la dirección a dirigir y controlar las actividades de la empresa y a enmarcar las políticas de gestión pertinentes relacionadas con áreas como la producción, las ventas, la financiación, etc. Sin embargo, presenta ciertos inconvenientes que se comentan en los siguientes párrafos. - La información proporcionada por la contabilidad financiera es de carácter consolidado. No indica una división por departamentos, procesos, productos y puestos de trabajo.</p>	<p>31</p>

<p>knowing the cost behaviour as it does not distinguish between fixed and variable costs.</p>	<p>Por ello, resulta difícil evaluar el rendimiento de las distintas subunidades de la organización. La contabilidad financiera no ayuda a conocer el comportamiento de los costos, ya que no distingue entre costos fijos y variables.</p>	
<p>The information provided by financial accounting is historical in nature and as such the predictability of such information is limited. The management of a company has to solve certain ticklish questions like expansion of business, making or buying a component, adding or deleting a product line, deciding on alternative methods of production, etc. The financial accounting information is of little help in answering these questions. The limitations of financial accounting, however, should not lead one to believe that it is of no use. It is the basic foundation on which other branches and tools of accounting analysis are based. It is the source of information, which can be further analysed and interpreted according to the tailor-made requirements of decision-makers.</p>	<p>La información proporcionada por la contabilidad financiera es de carácter histórico, y, por tanto, la previsibilidad de dicha información es limitada. a dirección de una empresa tiene que resolver ciertas cuestiones delicadas como la expansión del negocio, la fabricación o compra de un componente, la adición o eliminación de una línea de productos, la decisión de métodos alternativos de producción, etc. La información financiera y contable es de poca ayuda para responder a estas preguntas. Sin embargo, las limitaciones de la contabilidad financiera no deben hacernos creer que no sirve para nada. Es la base fundamental en la que se apoyan otras ramas y herramientas de análisis contable. Es la fuente de información, que puede ser analizada e interpretada más a fondo de acuerdo con las necesidades específicas de los responsables de la toma de decisiones.</p>	<p>32</p>