



ACCOUNTING LIBRARY RESOURCE GUIDE SHAKE LEARNING RESOURCES CENTER

Compiled by
Joseph H. Helms, Reference Librarian
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Shake Library offers students, faculty, and staff a wide array of resources to use in locating information on any given topic. From traditional print material such as books to more popular online resources such as INSPIRE, one can find information about a topic. Four professional librarians are available to assist library users in finding and locating information. **If you need help, ask a librarian at the Reference Desk.**

INFORMATION PATHWAYS

- Find Books: VU WebCat Online Catalog (books, music, videos, ebooks, periodicals, etc.)
- Find Articles: Electronic Periodical Databases (EBSCOhost, ProQuest, etc.)
- Library Reference Collection: (dictionaries, encyclopedias, handbooks, statistics, etc.)
- Internet Resources

I. FIND BOOKS: VU WEBCAT (LIBRARY CATALOG)

WebCat is VU's computerized catalog of books, ebooks, videotapes, music CD's, periodicals subscribed to by the library, and some useful web sites. *WebCat* is available in the library and through the World Wide Web (You access the VU Library home page at <http://www.vinu.edu/>, then select the Academic Resources tab at the top of the page, then click Shake Library, then Find Books, and then VU WebCat).

The user can find materials quickly using the Simple Search screen (the default screen you see when you access *WebCat*, which allows searching the *WebCat* database by the following menu choices:

- Author Browse
- Exact Title
- Subject Browse (use topics like, accounting, bookkeeping, cost accounting, financial statements, managerial accounting, etc.)
- Call Number Browse
- Command Search (keywords)
- Journal Title (Searches for titles of magazines and journals in VU's Periodical Collection)

The Dewey Decimal Classification area for accounting is 657.

II. FIND ARTICLES (ELECTRONIC PERIODICAL DATABASES)

Shake Library offers researchers many choices of electronic databases for use in locating articles on specific topics in periodical literature (newspapers, journals, magazines, etc). After accessing online databases, use the help information available with each database to become familiar with its search options. If you need assistance with using a database, please ask for help from a librarian at the Reference Desk. To search periodical databases, go to the VU Library home page at <http://www.vinu.edu/>, then select the Academic Resources tab at the top of the page, then click Shake Library, then Find Articles, and then click the database you want to search.

ELECTRONIC JOURNALS

This resource provides a searchable listing of all full text periodicals available through library database vendors like *EBSCOhost*, *ProQuest*, and *LexisNexis Academic Universe*. You can search by title, subject, or keywords. This is an excellent tool to use to see what online publications are available in specific subject areas. You access this resource by following the instructions noted above in getting to the library's Web page. You then select the link "Electronic Journals" found under Shake Library. After accessing "Electronic Journals," select the subject "Business and Economics" from the menu box found under "Browse e-journals by subject." A list of subjects will appear with the number of publications available under each subject. Accounting is the first subject on the list.

LEXISNEXIS ACADEMIC UNIVERSE BUSINESS

Whether you're looking for company financial information from government or private sources, business news, market research, industry reports or actual SEC filings, *Academic Universe Business* provides timely information that lets researchers conduct substantive research from credible sources with relevant results. These include the following four business categories: news, accounting literature, company information, and business resources.

News

- *Business News Journals* – This includes business articles from newspapers, magazines, journals, wires & transcripts including sources like *Accountancy Age*, *Ad Age Global*, *American Economic Review*, *Buyouts*, *Chain Store Age*, *Mergers and Acquisitions Report* and more.
- *Industry & Market News* – This contains data from over 25 industries.

Accounting Literature

Accounting – The researcher will find accounting information from over twenty accounting publications such as *Accountant's Liability*, *Accounting and Auditing Enforcement Release*, *Accounting Today*, *AICPA Journal of Accountancy*, *Miller GAAP Guide*, *Miller GAAS Guide*, and *Practical Accountant*.

Company Information

- *Company Financial Reports* – This provides detailed financial information for U.S. companies from Disclosure Reports.
- *Company Profiles* – Main focus is information about companies such as executives, revenue and competitors. Sources include *Bankruptcy Reports*, *Hoover Company*

Reports, International Company Reports, S & P Corporate Descriptions, U.S. Private Companies, and U.S. Public Companies.

- *Compare Companies* – This allows one to compare companies based on a variety of criteria.
- *SEC Filings and Reports* – Federal law requires American companies to file annual reports with the Security and Exchange Commission. These filings and reports from over 10,000 American companies are found here.

Business Resources

Directories – A database providing contact and resource information for companies and industries.

EBSCOhost (INSPIRE)

Business Source Premier offers accounting researchers access to many accounting resources like *Accountancy, Accounting and Business Research, Accounting and Finance, Accounting Horizons, Accounting Review, Accounting Technology, Auditing, Bank Accounting & Finance, Contemporary Accounting Research, Journal of Accounting Research*, etc.

PROQUEST

ProQuest offers a suite of databases that cover everything from career and vocational education to social science. More than 3,000 publications are listed in *ProQuest*, with many available in full text. There are many full text business-related periodicals in *ProQuest*, including such publications as *Accounting Horizons, Business Communications Review, Direct Marketing, Journal of Business, Journal of Small Business Management, Sales and Marketing Management, Survey of Current Business*, and the *Wall Street Journal*.

III. LIBRARY REFERENCE COLLECTION

Accountants' Cost Handbook (Ref. 657 B938a)

Accountants' Handbook (Ref. 657 A172a)

Accounting and Law in a Nutshell (Ref. 348.7326 W516n)

Accounting, Budgeting, and Finance: A Reference for Managers (Ref. 657.03 W842a)

Accounting Reference Desktop (Ref. 657 B813ar)

Dictionary of Accounting (Ref. 657 E79d)

Dictionary of Accounting Terms (Ref. 657.03 S571d)

Handbook of Accounting and Auditing (Ref. 657 B974h)

Handbook of Modern Accounting (Ref. 657 D253h)

Hoover's Handbook of American Business (Ref. 338.74 H789a)

Hoover's Handbook of World Business (Ref. 338.74 H789b)

IV. INTERNET RESOURCES

AICPA Online

<http://www.aicpa.org>

This is the official Web site for the American Institute of Certified Public Accountants. It provides access to current news in accounting, products, and career opportunities.

Internal Revenue Service

<http://www.irs.gov/>

This is the official Web site for the Internal Revenue Service (IRS), and it provides information on current tax laws, tax scams, and other tax information.

SmartPros Accounting

<http://accounting.smartpros.com>

A Web site designed for both professionals and students. It provides information about current accounting news and insights related to the accounting profession.

Tax and Accounting Sites Directory

<http://www.taxsites.com>

This award winning site created and maintained by an accounting professor in Iowa provides links to topical areas that will serve as a starting point for people who are searching for tax and accounting information, products, and services.

V. INDUSTRY RATIOS

Almanac of Business and Industrial Financial Ratios (Ref. 338 A445b)

Located at Lending Services Desk, this resource provides industry ratios for about 180 industries.

MSN Money – Stock Research

<http://moneycentral.msn.com/investor/research/welcome.asp>

Enter a company name or a company stock symbol, and then look in the left margin menu bar for **Financial Results**. Next, click on **Key Ratios**.

Value Line Investment Survey (Ref. 322.64 V215H)

Located at Lending Services Desk, this resource provides industry ratios at the beginning of each section as well as ratios per company.

Yahoo! Finance

<http://finance.yahoo.com/>

First, enter a company ticker symbol, then look in the left margin menu bar for the link **Competitors**. This will give you ratios for both your company and its direct competitors, but also aggregate ratios for the industry.

Yahoo! Finance – Industry Summary

http://biz.yahoo.com/p/sum_conameu.html

This provides a list of the industries covered. Click on the industry name to get a list of companies in it, ratios for each company and for the industry.