



CYPRUS HEALTH
AND SOCIAL SCIENCES
UNIVERSITY



İŞLETME TERMINOLOJİSİ SÖZLÜĞÜ



Absolute Advantage: an advantage a country has because it can produce a particular type of product more cheaply than another country (Bir ülkenin bir ürün ya da hizmeti diğer ülkelerden daha ucuza üretebilme kabiliyeti).

Accounting: the skill or activity of keeping records of the money a person or organization earn and spends (Muhasebe)

Accrual basis of accounting definition: the accounting method under which revenues are recognized on the income statement when they are earned, rather than when the cash is received (Muhasebenin tahakkuk esası)

Accumulated (amortisation, interest, profit or loss): gather together or acquire an increasing number or quantity of (Birikmiş itfa payları, faiz, kâr veya zarar)

Accumulating compensated absences: a term used in accounting that refers to employees' time off with pay for vacations, holidays, and sick days (Birikmiş ücretli izinler)

Achieve comparability: having features in common with something else (Karşılaştırılabilirliğin sağlanması)

Acquisition: the process of getting something, something that someone buys, often to add to a collection of things (Edinme, bir şey alma süreci)

Acquired goodwill: an intangible asset that arises when a buyer acquires an existing business (Edinilen şerefiye)

Acquired in a business combination: a transaction in which the acquirer obtains control of another business (Bir işletme birleşmesinin edinilmesi)

Administrative: the arrangements and tasks needed to control the operation of a plan or organization (İdari)

Administrative expenses: expenses that are not directly attributable to the production of goods and services and include audit fees, legal fees, rent (Yönetim ve genel işletme giderleri)

Additional comparative information: the amounts and disclosures included in the financial report in respect of one or more prior periods in accordance with the applicable financial reporting framework (Karşılaştırmalı ek bilgi)

Agreement date: the date on which a contract is signed by the parties (Anlaşma tarihi)

Annual leave: the amount of hours or days employees of an organization is permitted to be away from their employment position within a year's time without consequences. This time off is paid by the company (Yıllık izin)

Arbitrage: the method on the stock exchange of buying something in one place and selling it in another place at the same time, in order to make a profit from the difference in price in the two places (Arbitraj)

Asset – Backed Security: A security whose income payments and hence value are derived from and collateralized by a specified pool of underlying assets. (Varlığa dayalı menkul kıymet)



Assets: a useful or valuable quality, skill, or person (İşletmenin sahip olduğuya da kiraladığı tüm varlıklar)

Associated Company: a company which is partly owned by another company (though less than 50 per cent), which exerts some management control over it . (İştirak)

Auditing: to make an official examination of the accounts of a business and produce a report (Finansal denetim)

Authority: the moral or legal right or ability to control (Otorite, Organizasyondaki yöneticilerin pozisyonlarından ötürü sahip oldukları resmi yetkilerin tamamı.)

Balance of Payments: the difference between the money that a country receives from exports and the money that it spends on imports (Ülkenin ödemeler dengesi)

Balance Sheet: a statement that shows the value of a company's assets (= things of positive value) and its debts (Bilanço)

Bankruptcy: a situation in which a business or a person becomes bankrupt (İflas)

Barrier to Entry: something, such as official rules or high costs, that makes it difficult for a person or company to get into a particular type of business (Bir işletmenin bir pazara girerek faaliyet göstermesini engelleyen ya da zorlaştıran etmenler)

Benchmark treatment: standard against which the performance of a business can be measured (Temel Yöntem)

Best estimate: precise forecasting (En iyi tahmin)

Bias: inclination or prejudice for or against one person or group, especially in a way considered to be unfair (Sapma)

Board of Directors: something, such as official rules or high costs, that makes it difficult for a person or company to get into a particular type of business: (Yönetim kurulu)

Bond: a close connection joining two or more people (İşletmelerin veya hazinenin finansal ihtiyaçlarını karşılamak için yayınladığı, alıcılarına belirtilen dönem içinde faiz sağlayan ve dönem sonunda işletme ya da hazinenin üzerindeki değerden geri aldığı finansal araçlardır)

Book Value: the net asset value of a company calculated as total assets minus intangible assets (patents, goodwill) and liabilities (Defter Değeri)

Bookkeeper: someone whose job is keeping an exact record of the money that has been spent or received by a business or other organization (Muhasebeci)

Brand Loyalty: the habit of always buying a product with the same name, made by the same company (Müşterinin belli bir markaya olan bağlılığı)

Break-even Analysis: a study to find out when a business will start to make as much money as it has spent on a particular product, activity, etc. (Firmanın tüm maliyetlerini karşılayabilmek için satması gereken ürün miktarını belirlemede kullanılan yöntem)

Break-even Point: the point at which a business starts to make as much money as it has spent on a particular product, activity, etc. (Firmanın tüm maliyetlerini karşılayabilmek için satması gereken ürün miktarı)



Broker: a person who buys and sells foreign money, shares in companies, etc. for other people. (Üye Temsilcisi)

Budget: a plan to show how much money a person or organization will earn and how much they will need or be able to spend (Bütçe)

Business Ethics: a set of principles that should guide businessmen in their activities (İş Etiği)

Business Law: Business law is a branch of law that investigates issues in this area, including workers' wages, working conditions, employer-worker relations and trade unions (İş Hukuku)

Business Segment: amounts in which one of the smaller groups or larger group or quantity can be allocated in the enterprise (Faaliyet bölümü)

Business: the activity of buying and selling goods and services (İşletme)

Business Combinations: a transaction in which the acquirer obtains control of another business (İşletme Birleşmeleri)

Business segment: a part of a company that can be identified by the products it provides or by the services or geographical locations it operates in (Faaliyet bölümü)

By-Product: Another product that occurs when a main product is obtained in industry (Yan ürün)

Call Option: An agreement that gives an investor the right to buy a particular number of shares, or other financial assets, at a fixed price and before a fixed date (Alım opsiyonu)

Capital Gains: profits made by selling property or an investment (Bir varlığın satış fiyatı ile alış fiyatı arasındaki fark)

Capital: money and possessions, especially a large amount of money used for producing more wealth or for starting a new business (Sermaye)

Carry forward: closing account balance from the previous accounting period, carried over as the opening account balance for a new accounting period (Aktarma)

Cash on hand: the amount of money in the form of cash that a company has after it has paid all its costs (Nakit mevcudu)

Centralization: The decisions about the organization are taken from the headquarters by the top management (Örgüt ile ilgili kararların, merkezden, üst yönetim tarafından alınması durumu.)

Chain of Command: the way that people with authority in an organization, especially in the military, are ranked, from the person with the most authority to the next one below, and so on (Komuta zinciri)

Chief Executive Officer (CEO): the person with the most important position in a company (Holdinge yönetim kurulu tarafından atanan, ve tüm holdingin faaliyetlerinden sorumlu olan üst düzey yönetici).

Collateral: supplementary item accompanying a primary item. (Teminat)

Combined instrument: derivative (Karma finansal araç)

Commercialization: the organization of something in a way intended to make a profit (Ürünün seri üretime geçilerek, piyasada satışa sunulması).



Commodity: a substance or product that can be traded, bought, or sold (Ticari Mal)

Comparability over time: the extent to which elements show discrepancies or similarities as the time passes (Zaman sürecinde karşılaştırılabilirlik)

Comparable interim period: the extent to which the period under consideration show discrepancies or similarities (Karşılaştırılabilir ara dönem)

Compensated absences: absences for which employees will be paid, such as vacation, sick leave, and sabbatical leave (Ücretli izinler)

Completeness: the state or condition of having all the necessary or appropriate parts (Tamlik, bütünlük)

Competition: a situation in which someone is trying to win something or be more successful than someone else (Rekabet)

Competitive Advantage: the conditions that make a business more successful than the businesses it is competing with, or a particular thing that makes it more successful (Rekabetçi avantaj; bir veya fazla şeyi rakiplerden daha iyi yapabilme kabiliyeti).

Compliance with International Financial Standards: set of accounting standards developed by an independent, not-for-profit organization called the International Accounting Standards Board (Uluslararası Finansal Standartları ile Uyum)

Confidence level: the probability that the value of a parameter falls within a specified range of values (Güvenilirlik düzeyi)

Consumer Price Index: a measurement of the changes in the cost of basic goods and services (Tüketici fiyatları endeksi)

Consumer: a person who buys goods or services for their own use (Tüketici)

Contract: a legal document that states and explains a formal agreement between two different people or groups, or the agreement itself. (Sözleşme)

Contractual rights: the set of rights guaranteed whenever people enter into a valid contract with one another. (Sözleşmeden doğan haklar)

Core Competence: a skill that is necessary to be able to do a particular activity or job (Temel yeterlilikler; firmayı rakiplerinden farklı kılan ve öne geçmesini sağlayan bilgi ve becerileri).

Corporation: a large company or group of companies that is controlled together as a single organization (Anonim Şirket)

Cost: the amount of money needed to buy, do, or make something (Maliyet)

Cost of conversion: the combination of direct labor costs plus manufacturing overhead costs (Dönüştürme maliyeti)

Credit facilities: a type of loan made in a business (Kredi olanakları)

Cross-reference: a reference to another text or part of a text, typically given in order to elaborate on a point (Çapraz atıf)

Currency: the money in use in a particular country (Para birimi)



Date of acquisition: the date on which a business is purchased as indicated on a contract or certificate (Edinme tarihi)

Decentralization: to move the control of an organization from a single place to several smaller ones (Örgüt ile ilgili kararlarda alt kademelerde yar alan çalışanların da yetkilendirildiği yapı.)

Decision tree: decision support tool that uses a tree-like graph or model of decisions and their possible consequences, including chance event outcomes, resource costs, and utility (Karar ağacı)

Deduction: Business expenses or losses which are legally permitted to be subtracted from the gross revenue of a firm in computing its taxable income. (Mahsup)

Deflation: an economic situation in which prices fall, (Fiyatların düşmesi)

Depreciation: reducing the value of an asset in accounts over a certain length of time (Amortisman; muhasebe kayıtlarında işletmenin sahip olduğu varlıklar için belirli bir tarih aralığında her dönem ayırdığı yıpranma payı.)

Doubtful debts: debts which a business or individual is unlikely to be able to collect (Şüpheli borçlar)

Direct operating expenses: expenditures that a business incurs to engage in any activities not directly associated with the production of goods or services (Direkt faaliyet giderleri)

Disclosure requirement: act of releasing all relevant information on a company that may influence an investment decision (Açıklama hükmü)

Distribution: the process of transporting products from a manufacturer to customers (Mal ve hizmetlerin tüketiciye ulaştırılması için dağıtımı.)

Dividends: a payment by a company of a part of its profit to the people who own shares (İşletmelerin dağıttığı kar payı.)

Dual listed corporation: the company that is operating in more than one market (Birden fazla borsada işlem gören bir anonim şirket)

Earnings: money obtained in return for labour or services (Kazançlar, karlar)

Economies of Scale: the reduction of production costs that is a result of making and selling goods in large quantities (İşletmelerin bir üründen büyük miktarlarda ürettiklerinde birim maliyetin düşmesiyle elde ettikleri maliyet avantajı.)

Effect of assumed conversions: the process of changing or causing something to change from one form to another (Varsayılan dönüştürme etkisi)

Employer: a person or company that pays people to work for them (İşveren)

the process of passing legislation (Yasalaşma)

Entity: a business (İşletme)



Entrepreneur: someone who starts their own business, especially when this involves seeing a new opportunity (Girişimci)

Environmental obligations: potential legal obligation to make a future expenditure due to the ongoing or future manufacture, use, release, or threatened release of a particular substance, or other activities that adversely affect the environment. (Çevresel yükümlülükler)

Exchange Rate: the rate at which the money of one country can be changed for the money of another country (Döviz kuru)

Exemptions: the action of freeing or state of being free from an obligation or liability imposed on others (Muafiyetler)

Export: to send goods to another country for sale (İhracat)

Factors of Production: something that is needed in order to make a particular product, for example labour, land, or materials (Üretimde kullanılan temel girdiler; doğal kaynaklar, işgücü, sermaye, girişimcilik, bilgi.)

Financial Intermediary: a person who sells financial products, such as an independent financial adviser (Aracılık)

Fixed Costs: costs such as wages, rent, and interest that does not change in relation to how much a business produces (Üretim miktarına göre artıp azalmayan, sabit maliyetler.)

Foreign Exchange Rate: Conversion rate of one currency into another (Döviz kuru)

Forgivable loans: a form of loan in which its entirety, or a portion of it, can be forgiven or deferred (Geri ödenmesi kreditorce talep edilmeyebilecek krediler)

Funding: Money made available for a particular purpose (Fonlama)

Futures Contract: Binding contract to buy or sell a commodity, financial instrument, or security, on a stated future date at a specified price. (Vadeli İşlem Sözleşmesi)

Goods: items for sale, or the things that you own (Mal)

Goodwill: the established reputation of a business regarded as a quantifiable asset and calculated as part of its value when it is sold. (Şerefiye, firma değeri)

Gross Profit: a company's profit from selling goods or services before costs not directly related to producing them (Brüt kar)

Hedging: the activity of reducing the risk of losing money, by buying futures or options (Finansal Riskten Korunma)

Highly probable: something that has a big chance to happen (Yüksek olasılıklı)

Human Resources: the department of an organization that deals with finding new employees, keeping records about all the organization's employees, and helping them with any problems (İnsan kaynakları)

Key management personnel: are those people having authority and responsibility for planning, directing, and controlling the activities of an entity (Kilit yönetici personel) **Import:** to buy or bring in products from another country (İthalat)



Incentive: something that encourages a person to do something (Teşvik)

Income Statement: a document that shows a company's profit or loss in a particular period of time (Gelir tablosu)

Income: money that is earned from doing work or received from investments (Gelir)

Index: a system of numbers used for comparing values of things that change according to each other or a fixed standard (Endeks)

Inflation: an increase in prices over time (Enflasyon)

Incidental operations: happening or likely to happen in an unplanned or subordinate conjunction with something else (Göz ardı edilebilir faaliyetler)

Insider Trading: the illegal buying and selling of company shares by people who have special information because they are involved with the company (Bilgi Suistimali, İçeriden Öğrenenlerin Ticareti)

Integral foreign operation: the activities of which are an integral part of those of the reporting enterprise (Yabancı ülkedeki bütünleşik faaliyetler)

Inventory: a detailed list of goods, property, etc (Stok)

Investment: the act of putting money, effort, time, etc. into something to make a profit or get an advantage, or the money, effort, time, etc. used to do this (Yatırım)

Job Analysis: a detailed examination of the tasks involved in a particular job and the skills, knowledge, and experience needed to do it (İş analizi)

Job Description: a list of the responsibilities that you have and the duties that you are expected to perform in your work (Görev Tanımı)

Joint Stock Corporation: a company that is owned and controlled by shareholders, with shares that are traded on a stock market (Anonim Şirket)

Joint venture: a commercial enterprise undertaken jointly by two or more parties which otherwise retain their distinct identities (İş ortaklığı)

Labour: all the effort and work that have been involved in doing a particular piece of work (Emek, işgücü)

Management: the control and organization of something, the group of people responsible for controlling and organizing a company (Yönetim)

Management commentary: a narrative report that relates to financial statements (Yönetimin görüşü)

Manufacturing: The business of producing goods in large numbers (Üretim, imalat)

Margin Trading: The act of buying something such as shares with money that is partly borrowed. (Kredili İşlem)

Market: The people who might want to buy something, or a part of the world where something is sold (Piyasa, pazar)



Mass Production: to produce a lot of goods cheaply using machines in a factory (Seri üretim)

Maturity: Time to completion of a project or program, or the period for which a contractual agreement, financial instrument, guaranty, insurance policy, loan, or offer is issued or is in force. (Vade)

Merchant: a person whose job is to buy and sell products in large amounts, especially by trading with other countries (Tüccar)

Mergers and acquisitions: The activity of combining with or buying another company. (Birleşme ve devralma)

Mission Statement: a short written description of the aims of a business, charity, government department, or public organization (Misyon, örgütün varlık nedeni)

Monopoly: (an organization or group that has) complete control of something, especially an area of business, so that others have no share (Tekel, tek bir üretici ya da satıcının bulunduğu piyasa)

Mutual Fund: an investment vehicle made up of a pool of money collected from many investors for the purpose of investing in securities such as stocks, bonds, money market instruments and other assets. (Yatırım Fonu)

Net basis: The use of budgetary totals from which offsetting collections have been deducted (Net esasına göre)

Normal capacity of production facilities: the amount that can be normally produced (Üretim tesislerinin normal kapasitesi)

Objective: the aim (Tarafsız, nesnel, amaç)

Oligopoly: a situation in which a small number of organizations or companies has control of an area of business, so that others have no share (Az sayıda üretici ya da satıcının bulunduğu piyasa)

Operating activities: the actions of enterprises to achieve their goals (İşletme Faaliyetleri)

Operator: a company that does a particular type of business (İşletmeci)

Outsourcing: If a company outsources, it pays to have part of its work done by another company (Dış kaynak kullanımı; Örgütlerde belli mal ve hizmetlerin örgüt tarafından üretilmesi yerine maliyet, kapasite gibi nedenlerle dışarıdan alımı.)

Over The Counter (OTC) Market: a market in which shares are bought and sold directly on a computer system rather than through a stock market (Tezgâh üstü piyasa)

Owner: belonging to or done by a particular person or thing (Ortak, sahip)

Portfolio Management: the activity of managing a collection of shares and other investments that are owned by a particular person or organization (Portföy Yönetimi)

Preference Share: A share in a company that gives the owner the right to receive a dividend before dividends are paid to owners of common shares (İmtiyazlı hisse senedi)

Price: the amount of money for which something is sold (Fiyat)



Prior period error: an omission from, or a misstatement of, prior-period financial statements (Önceki dönem hatası)

Private Placement: The sale of shares directly to a small group of investors rather than on a stock market. (Tahsisli satış)

Privatisation: The process of selling companies or organizations that are owned by the government to private investors (Özelleştirme)

Probable maximum loss: the maximum loss that an insurer would be expected to incur on a policy (Olası zarar tavanı)

Product: something that is made to be sold, usually something that is produced by an industrial process or, less commonly, something that is grown or obtained through farming (Ürün)

Production: the process of making or growing goods to be sold (Üretim)

Profit: money that is earned in trade or business after paying the costs of producing and selling goods and services (Kar)

Progress payment: payments made to a contractor at different stages as the work (or delivery) progresses, instead of making one full payment on the completion (Hakediş ödemesi) **Promotion:** activities to advertise something (Tutundurma faaliyetlerinin tümü)

Prospectus: A legal document offering a company's shares for sale, and giving details about the company and its activities (İzahname)

Proxy: a figure that can be used to represent the value of something in a calculation (Gösterge, temsilci)

Purchasing: the activity of buying supplies for a company (Satın alma)

Put Option: An arrangement that allows the sale of shares, etc. at an agreed price until or on a particular date (Satım opsiyonu)

Quality: how good or bad something is (Kalite)

Ranking of securities by agencies on the basis of the issuer's financial stability, earnings record, creditworthiness, etc. (Derecelendirme)

Retailer: the activity of selling goods to the public, usually in shops (Perakendeci)

Revenue: the income that a government or company receives regularly (Gelir)

Salary: a fixed amount of money agreed every year as pay for an employee, usually paid directly into his or her bank account every month (Maaş)

Sales: the number of items sold, Sales is also the department that sells a company's products (Satışlar)

Security: A financing or investment instrument issued by a company or government agency that denotes an ownership interest and provides evidence of a debt, a right to share in the earnings of the issuer. (Menkul kıymet)



Settlement: The process by which shares and money are exchanged at the end of a day of trading on a financial market (Takas)

Spread: to (cause to) cover, reach, or have an effect on a wider or increasing area (Yayıma)

Stakeholder: a person who owns shares in a company and therefore gets part of the company's profits and the right to vote on how the company is controlled (Paydaş, işletmeyle ilgili tüm kişi ve gruplar)

Stock Exchange: a place where shares are bought and sold (Borsa)

Subsidiary: a company that is owned by a larger company (Bağlı Ortaklık)

Supply: to provide something that is wanted or needed, often in large quantities and over a long period of time (Arz)

Tax: (an amount of) money paid to the government that is based on your income or the cost of goods or services you have bought (Vergi)

Trade Deficit: a situation in which the value of goods a country imports (= buys from other countries) is greater than the value of goods it exports (= sells to other countries), or the size of this difference (Dış ticaret açığı)

Trade: the activity of buying and selling, or exchanging, goods and/or services between people or countries (Ticaret)

Treasury Bill: Short-term (usually less than one year) maturity promissory note issued by a national (Hazine Bonosu)

Underwriting: the acceptance of a specific transaction's risk by a financial institution, more specifically financing or guaranteeing. (Finansal Risk Yüklenimi)

Unemployment: the number of people who do not have a job that provides money (İşsizlik)

Unit trust: a service where financial experts invest the money of many people in many different companies (Tröst birliği)

Utility: a service that is used by the public, such as an electricity or gas supply or a train service (Fayda, yarar)

Value Date: Date on which the item that was bought or sold must be delivered. (Valör)

Variable Costs: a cost that changes according to how much of a product is being produced or used (Değişken maliyet; Üretim miktarı ile birlikte artan ve azalan maliyet.)

Venture Capitalist: a person or company that invests money (gives or lends it in order to make a profit) in new companies, especially when this involves risk (Risk sermayesi)

Volatility: Statistical measure of the dispersion of returns for a given security or market index (Oynaklık)

Wage: a particular amount of money that is paid, usually every week, to an employee, especially one who does work that needs physical skills or strength, rather than a job needing a college education (Ücret)

Warranty: a written promise from a company to repair or replace a product that develops a fault within a particular period of time, or to do a piece of work again if it is not satisfactory (Garanti)



Work: an activity, such as a job, that a person uses physical or mental effort to do, usually for money (İş, çalışma)

Worker: someone who works in a particular job or in a particular way (İşçi)

Working capital: the money belonging to a company that is immediately available for business use, rather than money it has in investments or property (İşletme sermayesi)