

21世纪中职中专规划教材·会计岗位通用系列

会计岗位英语

KUAIJI GANGWEI YINGYU

王莉萍 主编

 东北财经大学出版社
Dongbei University of Finance & Economics Press



21世纪中职中专规划教材·会计岗位通用系列

会计岗位英语

KUAIJI GANGWEI YINGYU

王莉萍 主编

FE 东北财经大学出版社
Dongbei University of Finance & Economics Press

大 连

© 王莉萍 2010

图书在版编目 (CIP) 数据

会计岗位英语 / 王莉萍主编. —大连: 东北财经大学出版社, 2010. 9

(21 世纪中职中专规划教材·会计岗位通用系列)

ISBN 978 - 7 - 5654 - 0115 - 2

I. 会… II. 王… III. 会计 - 英语 - 专业 - 教材 IV. H31

中国版本图书馆 CIP 数据核字 (2010) 第 168902 号

主编 王莉萍

东北财经大学出版社出版

(大连市黑石礁尖山街 217 号 邮政编码: 116025)

教学支持: (0411) 84710309

营销部: (0411) 84710711

总编室: (0411) 84710523

网 址: <http://www.dufep.cn>

读者信箱: dufep@dufe.edu.cn

大连图腾彩色印刷有限公司印刷 东北财经大学出版社发行

幅面尺寸: 170mm × 240mm

字数: 71 千字

印张: 7

2010 年 9 月第 1 版

2010 年 9 月第 1 次印刷

责任编辑: 杨慧敏

责任校对: 何力

封面设计: 张智波

版式设计: 钟福建

ISBN 978 - 7 - 5654 - 0115 - 2

定价: 22.00 元

前 言

经济活动全球化要求教育国际化、人才国际化、就业范围全球化，而分层逐步开展财经岗位英语教学是国际化的必由之路。鉴于此，针对中职生的学习能力现状，我们积极探索“以能力为本位、以就业为导向”为宗旨的会计岗位英语教材开发，尝试通过学生反复运用专业英语，促使其初步掌握会计英语专业知识、会计岗位英语专业技能，从而树立国际观。本书的特点如下：

1. 内容安排突出能力培养

首先，本书重在培养学生计算能力；其次，培养学生初步掌握经济业务的分析能力和处理能力；再次，培养学生诚实、谨慎的职业操守；最后，培养学生自主学习的能力。

2. 编写体例力求简洁明了

本书的编写按学习目标、专业术语、共同探究、随堂小练（依据难易程度分为想想、练练等形式）、焦点突破、归纳总结等模块展开。为便于学生明确学习任务，课后练习部分分为快速学习（含是非、选择等题型）、技能练习（计算题和简单账务处理等题型）、综合运用（较复杂的账务处理）三大板块，练习内容由点到面、由浅入深，有利于学生迅速、系统地掌握相应的会计岗位英语基础知识与基本技能。

3. 配有中文附录辅助教学

本书附录部分对每章学习重点、学习难点、教学方法和学习时间安排加以说明，且附有随堂练习的部分答案以供参考。

4. 教学内容可按需组合

若一学期周课时2节，可组合1至3章内容作为教学内容，若一学期周课时4节，可将1至5章内容作为教学内容。建议涉外会计班选择第二方案组织教学，而会计专业其余班级可选择第一方案组织教学。

本书由王莉萍主编，朱晓将、朱立菲、吴彬参编。在写作过程中，我们得到了上海市商业学校学术委员会的精心指导，还得到上海财经大学有关专家和上海市商业学校的领导、师生的大力支持和帮助，在此一并表示衷心感谢！

虽然本书无论从内容设置到形式安排，从知识点归纳到教法的运用，都进行了大胆探索与尝试，意欲为中等职业教材的编写与探索尽微薄之力，但由于时间仓促、水平有限，不足之处还望有关专家、学者以及使用本书的师生提出宝贵意见，以帮助我们进一步修改完善。

编者
2010年5月

Contents

Chapter 1

| | |
|--|---|
| Accounting: Information for Decision Making | 1 |
| ■ Overview | 1 |
| ■ Do you know | 1 |
| 1.1 What Is Accounting | 1 |
| 1.2 Role of Accounting in Business | 2 |
| ■ Summary | 3 |
| ■ Assess Your Progress | 3 |

Chapter 2

| | |
|---|----|
| Accounting Equation | 7 |
| ■ Overview | 7 |
| ■ Do you know | 7 |
| 2.1 Previewing Financial Statements | 7 |
| 2.2 Accounting Equation | 11 |
| 2.3 Use the Accounting Equation to Analyze Transactions | 12 |
| ■ Summary | 14 |
| ■ Assess Your Progress | 14 |

Chapter 3

| | |
|--|----|
| Analyzing and Recording Transaction | 26 |
| ■ Overview | 26 |
| ■ Do you know | 26 |
| 3.1 The Account | 26 |
| 3.2 Double-Entry Accounting | 28 |
| 3.3 The T-Account | 29 |
| 3.4 Increase and Decrease in the Accounts | 31 |
| 3.5 Flow of Accounting Data | 32 |
| 3.6 Source Documents | 33 |
| 3.7 The Journal Entry | 35 |
| 3.8 Posting Journal Entries to Ledger | 36 |
| 3.9 Trial Balance | 38 |
| ■ Summary | 39 |
| ■ Assess Your Progress | 39 |

Chapter 4

| | |
|---|----|
| Measuring Business Income: The Adjusting Process | 55 |
| ■ Overview | 55 |
| ■ Do you know | 55 |
| 4.1 Purpose of Adjusting | 55 |
| 4.2 Identify the Types of Adjustments | 56 |
| 4.3 Supplies Used | 56 |
| 4.4 Depreciation | 57 |
| 4.5 Unearned Revenues | 58 |
| 4.6 Accrued Expenses | 60 |
| 4.7 Accrued Revenues | 61 |
| 4.8 Adjusted Trial Balance | 63 |
| ■ Summary | 63 |
| ■ Assess Your Progress | 64 |

Chapter 5

| | |
|--|----|
| Completing Accounting Cycle | 73 |
| ■ Overview | 73 |
| ■ Do you know | 73 |
| 5.1 Work Sheet | 73 |
| 5.2 Closing Process | 75 |
| 5.3 Identify Accounts for Closing | 75 |
| 5.4 Closing Entries | 76 |
| 5.5 Post-Closing Trial Balance | 80 |
| 5.6 Reviewing the Accounting Cycle | 80 |
| ■ Summary | 81 |
| ■ Assess Your Progress | 82 |

附录：学习指导与练习参考答案

第1章

| | |
|------------------|----|
| 会计：提供决策的信息 | 87 |
| ◆ 学习指导 | 87 |
| ■ 学习目标 | 87 |
| ■ 学习重点 | 87 |
| ■ 学习难点 | 87 |
| ■ 教学方法 | 87 |

| | |
|------------------|----|
| ■ 学习时间安排 | 88 |
| ◆ 本章练习参考答案 | 88 |
| ■ 专业术语中文解释 | 88 |
| ■ 随堂小练参考答案 | 88 |

第2章

| | |
|------------------|----|
| 会计等式 | 89 |
| ◆ 学习指导 | 89 |
| ■ 学习目标 | 89 |
| ■ 学习重点 | 89 |
| ■ 学习难点 | 89 |
| ■ 教学方法 | 89 |
| ■ 学习时间安排 | 90 |
| ◆ 本章练习参考答案 | 90 |
| ■ 专业术语中文解释 | 90 |
| ■ 随堂小练参考答案 | 90 |

第3章

| | |
|------------------|----|
| 分析和记录经济业务 | 92 |
| ◆ 学习指导 | 92 |
| ■ 学习目标 | 92 |
| ■ 学习重点 | 92 |
| ■ 学习难点 | 93 |
| ■ 教学方法 | 93 |
| ■ 学习时间安排 | 94 |
| ◆ 本章练习参考答案 | 94 |
| ■ 专业术语中文解释 | 94 |
| ■ 随堂小练参考答案 | 95 |

第4章


| | |
|-------------------|----|
| 衡量企业利润：调整过程 | 97 |
| ◆ 学习指导 | 97 |
| ■ 学习目标 | 97 |
| ■ 学习重点 | 97 |
| ■ 学习难点 | 97 |
| ■ 教学方法 | 97 |
| ■ 学习时间安排 | 97 |
| ◆ 本章练习参考答案 | 98 |
| ■ 专业术语中文解释 | 98 |

| | |
|---------------------|-----------|
| ■ 随堂小练参考答案 | 98 |
| 第5章 | |
| 完成会计循环 | 99 |
| ◆ 学习指导 | 99 |
| ■ 学习目标 | 99 |
| ■ 学习重点 | 100 |
| ■ 学习难点 | 100 |
| ■ 教学方法 | 100 |
| ■ 学习时间安排 | 100 |
| ◆ 本章练习参考答案 | 100 |
| ■ 专业术语中文解释 | 100 |
| ■ 随堂小练参考答案 | 101 |

Chapter I

Accounting: Information for Decision Making

Overview


- 
- Describe accounting and its goals.
 - Distinguish between accounting and recordkeeping.
 - Describe the relationship between profit, revenue, and expenses.

Do you know



| | | | |
|-------------------------|----------|------------------|----------|
| 1. count | () | 2. account | () |
| 3. accounting | () | 4. accountant | () |
| 5. financial accounting | () | 6. recordkeeping | () |
| 7. revenue | () | 8. expense | () |
| 9. earnings | () | 10. profit | () |

What Is Accounting



Let's learn.

Accounting is an information system that identifies, measures, records and communicates relevant, reliable, consistent and comparable information about an organization's economic activities. This example is shown graphically in Illustration 1—1.

Its objective is to help people make better decisions. It also helps people better assess opportunities, products, investments, and social and community responsibilities. In addition to reporting on the performance of a business, what the business owns, and what it owes, accounting opens our eyes to new and exciting possibilities.

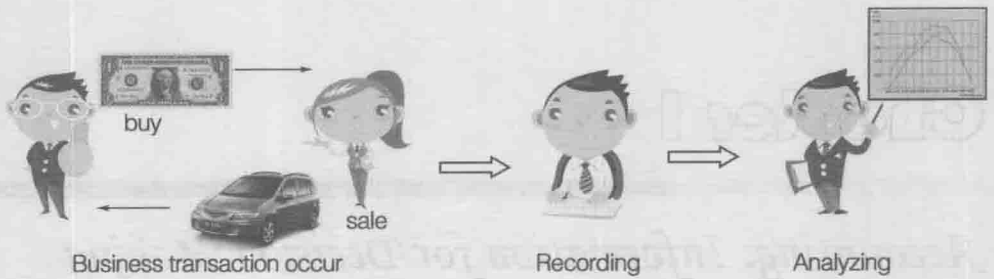


Illustration 1—1 Accounting Activities



Key Point

Distinguish between accounting and recordkeeping

Recordkeeping is the recording of financial transactions and events either manually or electronically. While recordkeeping is essential to data reliability, accounting is this and much more, which includes identifying, measuring, recording, reporting and analyzing economic events and transactions. It involves interpreting information, and designing information systems to provide useful reports that monitor and control an organization's activities.

Role of Accounting in Business



Let's learn.

Accounting can measure business profit and report details to interested individuals.

Profit, also called net income or earnings, is the amount that a business earns after subtracting all expenses necessary to earn revenues.

Revenues, also called sales, are the amounts earned from selling products and services.

Expenses are the costs incurred in generating (or producing) revenues.

Relation :

$$\text{Revenues} - \text{Expenses} = \text{Net Income} \leftarrow \text{When expenses less than revenues}$$

$$\text{Revenues} - \text{Expenses} = \text{Net Loss} \leftarrow \text{When expenses greater than revenues}$$



Your Turn

customers \$ 20.

Lawn Service provides yard care to homeowners. During the month of April, Grog Alko, the owner and operator, mowed 83 lawns and charged each of his

He also rototilled 36 garden plots and received \$ 25 for each. Grog spent \$ 248 on gasoline and oil for equipment during the month, along with \$ 702 for equipment rental. After paying a customer \$ 40 to replace a flower planter that was accidentally broken, Grog is wondering if he is making a profit this month.

Calculate the profit earned by Lawn Service during the month of April.

Planning the Solution:

1) Calculate the revenues.

$$\begin{aligned} & (\text{___ lawns} \times \text{___ each}) + (\text{___ garden plots} \times \text{___ each}) \\ & = \text{___} + \text{___} = \text{___} \end{aligned}$$

2) Calculate the expenses.

$$\begin{aligned} & \text{___ for gasoline and oil} + \text{___ for equipment rental} + \text{___ for flower planter} \\ & = \text{___} \end{aligned}$$

3) Subtract expenses from revenues to determine the net income or net loss.

$$\begin{aligned} & \text{Revenues of ___} - \text{Expenses of ___} \\ & = \text{___} \text{ (Net Income or Profit)} \end{aligned}$$

Summary



- ☉ Distinguish between accounting and recordkeeping.
- ☉ Describe profit, revenues and expense.



Assess Your Progress



Quick Study

True or False

- Accounting is an information and measurement system that communicates economic information to users.
- The primary objective of accounting is to provide useful information for decision making.
- Accounting is known as the “language of business”, because accounting is the way important information about businesses is reported to decision makers.
- Accounting information is only relevant for people in business.
- Revenues are the amounts earned from selling products and services.

6. A loss arises when sales are more than expenses.
7. Earnings is the amount a business earns after subtracting all expenses necessary for sales.

Choice

1. Accounting is an information and measurement system that:
- A. Identifies economic activities.
 - B. Records economic activities.
 - C. Communicates economic information.
 - D. All of the above.
 - E. A and B.
2. External users of accounting information include:
- A. Shareholders.
 - B. Customers.
 - C. Creditors.
 - D. Government regulators.
 - E. All of the above.
3. Internal users of accounting information include:
- A. Shareholders.
 - B. Managers.
 - C. Creditors.
 - D. Investors.
 - E. B and C.
4. Opportunities in accounting include:
- A. Budgeting.
 - B. Auditing.
 - C. Cost accounting.
 - D. B and C.
 - E. All of the above.
5. Revenues are:
- A. Profits.
 - B. The amount a business earns after subtracting all expenses from sales.
 - C. Earnings.
 - D. The amounts earned from selling products and services.
 - E. Costs incurred with sales.
6. Expenses:
- A. Are the amounts a business earns after subtracting all cost.

- B. Are the amounts earned from selling products and services.
- C. Are the costs incurred with sales.
- D. Occur when costs are greater than sales.
- E. A and C.
7. Profits are:
- A. Also called net earnings.
- B. Also called net income.
- C. The amount a business earned after subtracting all expenses necessary for its sales.
- D. A and B.
- E. All of the above.
8. Earnings are:
- A. The amount a business receives after subtracting all expenses from sales.
- B. Revenues.
- C. Amounts earned from selling products and services.
- D. Sales.
- E. Costs incurred with sales.



Exercise

1. In its most recent year, Jumbo Electronics had total revenues of \$ 850,000. Expenses were \$ 740,000. Did Jumbo earn a profit or a loss?
2. At the end of its current year, Molly's Maid Services showed a net loss of \$ 18,000. Expenses had totalled \$ 56,000. Calculate total revenues.



Problem

1. Determining profits, revenues, and expenses

Little Lambs Daycare showed daycare revenues totaling \$ 312,000 for the past year. The business also received rental income of \$ 4,800 from its basement tenants. Salaries, utilities, food, and art supplies used by the children for the year were \$ 246,000.

Required

Calculate the net income or net loss.

2. Determining profits, revenues, and expenses

Roy Rogers Riding Academy provides riding lessons and boards horses. Riding lessons for the past year generated total revenues of \$ 260,000. Boarding revenues were \$ 84,000 for the same period. Salaries, feed, maintenance, and other expenses totalled

\$ 350,000.


Required


Calculate the net income or net loss.

Chapter 2

Accounting Equation

Overview

- 
- 1. Explain the relationships among the financial statement.
 - 2. Explain accounting equation.
 - 3. Using accounting equation to analyze transactions.



Do you know

| | | | |
|-------------------------|-----|-----------------------------|-----|
| 1. financial statement | () | 2. accounting equation | () |
| 3. business transaction | () | 4. asset | () |
| 5. liability | () | 6. owner's equity | () |
| 7. balance sheet | () | 8. owner's equity statement | () |
| 9. income statement | () | 10. withdrawal | () |
| 11. invest | () | 12. account receivable | () |
| 13. account payable | () | 14. on credit | () |
| 15. on account | () | 16. note payable | () |

Previewing Financial Statements



Let's learn.

Income Statement

An income statement reports revenues earned less expenses incurred by business over

a period of time. A net income, or profit, means that revenues exceed expenses. A net loss (or, simply, a loss) means that expenses exceed revenues. The Income Statement is shown in Illustration 2—1.

| Bert Zimm Freelance Writer | |
|---------------------------------|--------------|
| Income Statement | |
| For Month Ended March 31, 2009 | |
| Revenues: | |
| Freelance service revenue | \$ 3,500 |
| Operating expenses: | |
| Salary expense: | \$ 900 |
| Rent expense: | 600 |
| Total operating expenses | <u>1,500</u> |
| Net income | <u>2,000</u> |

Illustration 2—1 Income Statement



Stop & Think

Fill in the blanks:

- 1) _____ are inflows of assets in exchange for products and services provided to customers as part of a business's primary operations.
- 2) _____ are outflows or the using up of assets from providing products and services to customers.
- 3) Calculate "Net income or Net loss".

| Revenues | - | Expenses | = | Net income or Net loss |
|----------|---|----------|---|------------------------|
| \$ 100 | - | \$ 75 | = | ? |
| \$ 300 | - | \$ 360 | = | ? |

Statement of Owner's Equity

The statement of owner's equity reports on changes in equity over the reporting period. This statement starts with beginning equity and adjusts it for events that:

- (1) increase it {
 - investments by the owner
 - net income
- (2) decrease it {
 - owner withdrawals (dividends declared).
 - net loss

The statement of owner's equity is shown in Illustration 2—2.

| Bert Zimm Freelance Writer Statement of Owner's Equity For Month Ended March 31, 2009 | | | |
|---|--------------|--|--------------|
| Bert Zimm, capital, March 1 | | | \$ 0 |
| Add: Investments by owner | \$ 5,000 | | |
| Net income | <u>2,000</u> | | |
| Bert Zimm, capital, March 31 | | | <u>7,000</u> |

Illustration 2—2 The Statement Of Owner's Equity



Your Turn

Calculate the amount of the missing item in each of the following independent cases:

| | A | B | C | D |
|-------------------------------------|---------|----------|----------|----------|
| Owner's equity, January 1 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Owner's investments during the year | 120,000 | ? | 63,000 | 75,000 |
| Owner's withdrawals during the year | ? | (54,000) | (30,000) | (31,500) |
| Net income (loss) for the year | 31,500 | 81,000 | (9,000) | ? |
| Owner's equity, December 31 | 102,000 | 99,000 | ? | 85,500 |

Balance Sheet

The balance sheet, or statement of financial position, reports the financial position of a business at a point in time, usually at the end of a month or year. It describes financial position by listing the types and dollar amounts of assets, liabilities and equity. The balance sheet is shown in Illustration 2—3.

| Bert Zimm Freelance Writer Balance Sheet March 31, 2009 | | | |
|---|--------------|--------------------------|--------------|
| Assets | | Liabilities | |
| Cash | \$ 1,000 | Accounts payable | \$ 300 |
| Accounts receivable | 1,000 | | |
| Supplies | 300 | Owner's Equity | |
| Equipment | 5,000 | Bert Zimm, capital | 7,000 |
| | <u>7,300</u> | | |
| | | Total liabilities and | |
| Total assets | <u>7,300</u> | owner's equity | <u>7,300</u> |

Illustration 2—3 Balance Sheet