



应用型本科院校“十二五”规划教材/经济管理类

Accounting English

会计英语



- 适用面广
- 应用性强
- 促进教学
- 面向就业



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内容提要

本书根据国际企业会计准则体系及会计改革的最新成果编写,共分为 10 个单元,主要包括会计概述、企业组织形式、财务报表、会计循环、流动资产、非流动资产、流动负债、非流动负债、所有者权益和财务报表分析等。每个单元都结合授课对象及本课程的特点对重点内容进行讲解,可培养学生的分析能力和综合运用知识能力。

本书适合应用型本科院校财会专业学生、教师及爱好者学习使用。

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序

哈尔滨工业大学出版社策划的《应用型本科院校“十二五”规划教材》即将付梓,诚可贺也。

该系列教材卷帙浩繁,凡百余种,涉及众多学科门类,定位准确,内容新颖,体系完整,实用性强,突出实践能力培养。不仅便于教师教学和学生学学习,而且满足就业市场对应用型人才的迫切需求。

应用型本科院校的人才培养目标是面对现代社会生产、建设、管理、服务等一线岗位,培养能直接从事实际工作、解决具体问题、维持工作有效运行的高等应用型人才。应用型本科与研究型本科和高职高专院校在人才培养上有着明显的区别,其培养的人才特征是:①就业导向与社会需求高度吻合;②扎实的理论基础和过硬的实践能力紧密结合;③具备良好的人文素质和科学技术素质;④富于面对职业应用的创新精神。因此,应用型本科院校只有着力培养“进入角色快、业务水平高、动手能力强、综合素质好”的人才,才能在激烈的就业市场竞争中站稳脚跟。

目前国内应用型本科院校所采用的教材往往只是对理论性较强的本科院校教材的简单删减,针对性、应用性不够突出,因材施教的目的难以达到。因此亟须既有一定的理论深度又注重实践能力培养的系列教材,以满足应用型本科院校教学目标、培养方向和办学特色的需要。

哈尔滨工业大学出版社出版的《应用型本科院校“十二五”规划教材》,在选题设计思路上认真贯彻教育部关于培养适应地方、区域经济和社会发展的需要“本科应用型高级专门人才”精神,根据黑龙江省委书记吉炳轩同志提出的关于加强应用型本科院校建设的意见,在应用型本科试点院校成功经验总结的基础上,特邀请黑龙江省9所知名的应用型本科院校的专家、学者联合编写。

本系列教材突出与办学定位、教学目标的一致性和适应性,既严格遵照学科

体系的知识构成和教材编写的一般规律,又针对应用型本科人才培养目标及与之相适应的教学特点,精心设计写作体例,科学安排知识内容,围绕应用讲授理论,做到“基础知识够用、实践技能实用、专业理论管用”。同时注意适当融入新理论、新技术、新工艺、新成果,并且制作了与本书配套的 PPT 多媒体教学课件,形成立体化教材,供教师参考使用。

《应用型本科院校“十二五”规划教材》的编辑出版,是适应“科教兴国”战略对复合型、应用型人才的需求,是推动相对滞后的应用型本科院校教材建设的一种有益尝试,在应用型创新人才培养方面是一件具有开创意义的工作,为应用型人才的培养提供了及时、可靠、坚实的保证。

希望本系列教材在使用过程中,通过编者、作者和读者的共同努力,厚积薄发、推陈出新、细上加细、精益求精,不断丰富、不断完善、不断创新,力争成为同类教材中的精品。

马长利

前 言

随着国际贸易范围的不断扩大,我国越来越多地参与国际竞争。整个中国的经济和社会发展既面临着千载难逢的发展机遇,又面临着史无前例的严峻挑战。随着贸易和融资壁垒的逐步解除,外国企业落户中国,中国企业走向世界,这是世界经济一体化发展的必然趋势。会计作为一门世界通用的商业语言,其国际化的发展方向已成定局。美国会计学会(AAA)下属的会计教育改革委员会(AECC)要求,会计教育要加强对会计思想的培育,进一步强化学生的交流性技巧,重视会计教育的国际化。我国的会计工作已经处在一个全新的国际经济环境之中,所以,AECC 的要求对我国会计专业的教改工作也是适用的。

本书每个单元都有配套的自测题和练习题,这样编排是为了使读者通过练习,更好地掌握所学内容。本书最后附录部分为比较国际会计,主要目的是使读者能够了解国际间会计核算惯例,了解不同国家会计核算体系。

本书由黑龙江财经学院刘鑫、哈尔滨剑桥学院刘莹莹任主编,黑龙江财经学院刘沓、哈尔滨剑桥学院李昂任副主编。主编负责构思全书框架结构、制定编写大纲并总纂定稿。本书各单元编写分工如下:由刘鑫编写 Unit One、Unit Three、Unit Four 和 Appendix,由刘莹莹编写 Unit Two、Unit Five 和 Unit Six,由刘沓编写 Unit Seven 和 Unit Eight,由李昂编写 Unit Nine 和 Unit Ten。

本书在编写过程中,我们参考了大量的英文原版书籍和资料,在此,谨向这些文献的作者表示衷心的感谢。

由于编者水平和时间有限,书中难免有疏漏和不足,恳请读者批评指正,以利于本书的改进与完善。

编 者

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Unit One

Introduction to Accounting

Vocabulary

accounting	会计, 会计学
profit-seeking	营利性的
not-for-profit	非营利性的
budget	预算
forecast	预测
classification	分类
creditor	债权人
accounting principle	会计原则
generally Accepted Accounting Principles (GAAP)	一般公认会计准则
accounting period	会计期间
depreciation	折旧
accrual basis	权责发生制
full disclosure principle	充分披露原则
operating results	经营成果
maturity	(款项的) 到期
investment	投资
profit distribution	利润分配
terminology	术语
consumption	消耗
recovery	(款项的) 收回
liquidity	流动性

property, plant, and equipment	土地,厂房和设备
fixed assets	固定资产
intangible assets	无形资产
receivable	应收款项
short-term investment	短期投资
patents	专利权
copyright	版权
trademark	商标
goodwill	商誉
outflow	(资金等的)外流,流出
International Accounting Standards Committee (IASC)	国际会计准则委员会
settlement	解决,(债务的)清算
current liabilities	流动负债
long-term liabilities	长期负债
equilibrium	平衡关系
on account/credit	赊账
general expense	一般费用,总务费用
collection	(账款的)收取,收回
withdraw	提取,提款
debit	借记,借方
credit	贷记,贷方
balance	余额
debit balance	借方余额
credit balance	贷方余额

Accounting is known as the language of business. It is used by every profit-seeking business organization that has economic resources such as money, machinery, and buildings to provide relevant financial information on their resources and the effects of the use of these resources. Not-for-profit organizations also utilize accounting in order to measure their activities.

1.1 Definition of Accounting

Accounting can be defined as the information system that identifies, records and communicates economic events to the interested users for the purpose of decision-making. Another definition is the recording, reporting, and analysis of financial transactions of a business. Early accounting tended to focus on the traditional record-keeping functions of the accountant. Modern accounting, in contrast, involves more planning, controlling and budgeting and forecasting.

1.2 Users and Classifications of Accounting

Accounting information is used to satisfy the needs of two main groups of users: external users who are outside a business but have direct financial interest in the business, such as owners, investors, creditors, and brokers; internal users like managers, employees and unions that have direct concerns in a business.

Accordingly, accounting is split into two types: financial accounting and managerial accounting. Financial accounting is related to the preparations of financial reports and statements for users mainly outside the business, and is also called external accounting. While managerial accounting mainly provides information to internal management of a firm for decision-making, it's also called internal accounting since it's used basically inside the business.

1.3 Accounting Assumptions and Principles

To develop accounting standards, there are a series of assumptions and principles that serve as basic guidelines in accounting activities called Generally Accepted Accounting Principles (GAAP). These assumptions and principles form a foundation for financial reporting internationally.

1. Assumptions

(1) Monetary Unit Assumption

The monetary unit assumption requires that only those things that can be expressed in money are included in the accounting records. This assumption has important implications for financial reporting. Because the exchange of money is fundamental to business transactions, it makes sense that a business is measured in terms of money. However, it also means that certain important information needed by investors, creditors, and managers is not reported in the financial reports as they can't be measured in terms of money. For example, customer satisfaction is important to every business, but it is not easily quantified in dollar terms, thus it is not reported in the financial statements.

(2) Economic Entity Assumption

Economic entity assumption is also called accounting entity assumption. The economic entity assumptions states that every economic entity must be separately identified and accounted for. In light of this, an economic entity's accounting must be independent of other entities and the owner of the enterprises. That means a company is a separate entity from its owners and its accounting reflects only the financial activities of the company, not the owner. It must be ensured that all the transactions of the company, and only those transactions are reported in the company's financial reports. In

particular, it is necessary to ensure that transactions of the owners are excluded. For example, if you are a stock holder in Dove, the amount of cash you have in your personal bank account is not reported in the Dove's financial report.

(3) Time Period Assumption

The time period assumption states that enterprises shall account for their transactions and prepare financial statements for distinct time periods. In other words, the life of business is artificially split into equal short time periods to make it easier to calculate profits and reflect the financial situation of business. This is called an accounting period, typically one month, one quarter or one year. This principle is an important supplement to the previous assumption.

(4) Going Concern Assumption

The going concern assumption states that the business will remain in operation in the foreseeable future unless sufficient and negative proofs are provided to stop it. This assumption makes sure asset evaluation, depreciation calculation and accounting report are prepared in a continuous mode.

2. Principles

(1) Historical Cost Principle

It requires that assets are recorded at cost when they're obtained or the expenses incurred on acquisition rather than fair market value. This also applies to liabilities. For example, if Wal-Mart purchases a piece of land for \$300 000, the cost of the land is reported at this amount in the financial reports, regardless of how much its market value increased. This principle provides information that is reliable, which removes the opportunity to provide subjective and potentially biased market values, but it's not very relevant.

(2) Revenue Recognition Principle

This principle requires revenues or expenses to be recorded when revenues are actually realized and when expenses are incurred, rather than when cash is received.

This way of accounting is called accrual basis accounting.

(3) Full Disclosure Principle

This principle requires that all circumstances and events that would make a difference to financial statement be disclosed. If an important item can not be reasonably reported directly in the financial statements, notes should be made about it.

(4) Matching Principle

This principle requires that revenues have to be matched with related expenses or costs in accounting. Expenses are recognized not when the work is performed, or when a product is produced, but when the work or the product actually makes its contribution to revenue. This principle helps to calculate the net income or loss in a certain accounting period.

1.4 Accounting Elements & Accounting Equation

Accounting is meant to reflect the movement of operating funds of a business. To accomplish this objective, accounts are set up to provide useful information about these fund movements. An account is an element in the accounting system that is used to classify and summarize measurements of business activity.

1. Accounting Elements

(1) Definition of Accounting Elements

Accounting elements refer to the basic classification for accounting objects, and the specification of accounting calculation objects. They are used for the purpose of reflecting and determining the operating results of a business.

(2) Classifications of Accounting Elements

In static terms, all forms of economic resources a business owns (called assets in accounting) have a specific source. They do not just appear. There are normally two

usually a business can attain funds; first is loans from outsiders (called creditors) that can be used only for a limited period of time and need to be repaid at the time of maturity; the other is the owner's investments in the business that can be used for the long term. It participates in profit distribution and will either increase or decrease the assets of the business. The former source is in accounting terminology called liabilities, the latter is called owner's equity. Assets, liabilities and owner's equity are the three basic accounting elements that are contained in the balance sheet.

Dynamically, the operating activities of a business will inevitably cause changes in the capital value of a business. The consumption and recovery of the capital are called expenses and revenues respectively. These two are presented in the income statement.

Based on their economic content, accounting elements can be divided into assets, liabilities, owner's equity, revenues, expenses. Economic contents of accounts refer to specific contents of accounting objects. Such classification helps understand the content of calculation and supervision of each account, and helps analyzing the financial statements.

◆ Assets

A more complete definition of assets are: any economic resources of monetary value owned or controlled by a business that are expected to benefit future operations, such as cash, land, buildings, etc. As to their liquidity, assets can be divided into three main groups: current assets; property, plant and equipment (fixed assets); and intangible assets.

Current assets are those that are expected to be converted to cash or used up by the business within one year or an operating cycle longer than one year. It can be sub-categorized into cash, receivables (money owed to the company), prepayment, inventories (goods held for sale), short-term investments, etc.

Current assets are like blood to the business without which the measurement of all economic activities of the business, such as purchases, sales, etc., will be impossible, just as the inflow and outflow of the current assets forms the normal business ac-

tivities.

Property, plant and equipment, also known as fixed assets, refer to long-term or relatively permanent assets owned by a company. They usually have relatively long lives and include land, buildings, machinery, furniture and equipment, etc. They are also considered material, tangible assets.

Intangible assets are those assets owned by a company such as patents, copyrights, trademarks or goodwill, etc. They do not have physical substance, yet they for the most part, are very valuable to the company.

◆ Liabilities

According to the International Accounting Standards Committee (IASC), a liability is recognized in the balance sheet when it is probable that an outflow of resource indicating economic benefits will result from the settlement of a present obligation. A much simpler understanding is liabilities are debts owed to outsiders (creditors). Liabilities are often easy to identify, because most of them carry the titles with the word "payable". For instance, accounts payable, notes payable, etc. Liabilities fall into two categories: current liabilities and long-term liabilities.

Current liabilities are debts or obligations that must be repaid within one year or within the accounting period longer than one year. Common forms of current liabilities are accounts payable, notes payable, interest payable, tax payable, etc. The purpose of borrowing current liabilities is to meet the short-term demands of the business operation.

Long-term liabilities involve a pay back period longer than a year. Compared with current liabilities, long-term liabilities are normally of substantial amount.

◆ Owner's Equity

Owner's equity refers to the resources invested in the business by the owner or accumulated during the course of operations. If it's an incorporated company, it's called stockholder's equity. According to the accounting equation, owner's equity in a business is the difference between the assets and the liabilities.

It stands for the owner's claim against the business assets which mainly falls in