



ACCOUNTING ENGLISH

会 计 英 语

会计英语

Accounting English

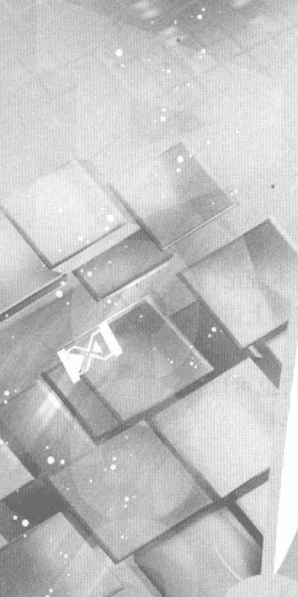
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黄东坡 主 编
李伟 范实秋 副主编



清华大学出版社

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清华大学出版社
北 京

内 容 简 介

本书用英文较为系统地介绍了会计学的基础知识。从内容上讲,本书既包括会计基本理论(如会计的概念、原则等)的介绍,还包括会计实务(日记账、分类账、会计报表等)的介绍。从结构上讲,本书既包括讲解内容,还包括练习和阅读材料,以及会计人员常用的英文会计对话。

本书旨在提高会计专业学生的会计专业素养和会计领域英文阅读、操作及沟通能力,也可以供三资企业会计人员提高业务能力。

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PREFACE

前言

双语教学的主要目的是学生通过英语学习专业知识,借助英语促进专业知识学习,培养既懂专业又会英语,具有国际视野的复合型人才。会计英语教学在会计相关专业的双语教学中有着特殊的重要地位。因为会计英语是会计学双语教学的排头兵,会计英语课程主要是对会计基础知识进行简单介绍。会计英语所包含的会计专业知识对开设会计英语课程的学生来说,已经学习过甚至相当熟悉。所以,会计英语课程的教学目的是通过该课程的学习,使学生掌握原来已经学习过的会计知识的英文表述方法。

会计英语作为会计学双语教学的排头兵,在实际教学中发现并没有特别适合的教材。根据编者的调查,发现现有大部分教材不适合之处主要有:

1. 内容涵盖太广,几乎涉及了广义会计学的每一个分支。由于会计英语一般在大二下半学期或大三上半学期开课,涵盖内容太广的话,会超出学生所学中文会计课程的范围。虽然会计英语的教学目的是帮助会计专业学生提高阅读英语会计文献和使用英语处理会计工作的能力,但实际教学中发现,会计英语涵盖内容过多,一是学生接受不了,二是根据学校安排的课时讲不完全书内容。另外,我们认为,会计英语只是双语教学的入门课,不必内容过多过难,会计学的具体内容可以由以后的原版教材讲授。

2. 现有大部分教材只讲不练,或者练习部分过少,学生厌学情绪大。

基于以上调查,我们在编写该教材时,特别注重:

1. 紧紧围绕基础会计知识而写,适合大学二年级下半学期或大学三年级上半学期开设本课程;

2. 添加 Reading Material 扩展学生知识面;

3. 增设 Exercises 提高学生积极性,使学生学习时有的放矢,进而举一反三;

4. 增设 Appendix A: The Chart of Accounts 和 Appendix B: Journal Entries;

5. 增设 Appendix C: Oral English for Accounting, 授课时可以按照授课内容选择采用,师生互动,提高学生积极性,活跃课堂气氛。

6. 增设 Appendix D: Written English for Accounting, 有助于解决学生工作时遇到的问题,提高了本教材的实用性。

本书由黄东坡担任主编,李伟、范实秋担任副主编。杨纪红编写第1、6、13单元;黄东坡编写第2、3、7单元;李伟编写第4、5、11、12单元;杨德伟编写第8、9、10单元;宋晓文编写第14、15、16单元;范实秋编写第17、18、19、21单元;钱东红编写第20单元。附录部分由李伟编写和提供。本书由黄东坡负责提纲的拟定、初稿的补充和定稿。

在编写本书的过程中,得到了河南工程学院、郑州大学、河南工业大学和中原工学院四所高校院系领导的大力支持,同时书中参考了许多国外专家、国内学者和同行的大量研究成果和文献资料,在此一并表示感谢。

虽然各位编者在大纲拟定、资料收集与整理、书稿编写与修订过程中尽心尽力,但由于能力所限,书中仍然会有不足和问题,敬请专家与同行批评指正。

黄东坡

2008年10月于河南工程学院

CONTENTS

目录

Unit One	Introduction to Accounting	1
Unit Two	Generally Accepted Accounting Principles	10
Unit Three	Accrual Basis Accounting and Cash Basis Accounting	22
Unit Four	The Accounting Equation and Double Entry	36
Unit Five	Journals	48
Unit Six	Ledgers	60
Unit Seven	Analyzing and Processing Transactions	71
Unit Eight	The Trial Balance	83
Unit Nine	The Balance Sheet	96
Unit Ten	The Income Statement	109
Unit Eleven	The Statement of Owners' Equity	123
Unit Twelve	The Statement of Cash Flows	133
Unit Thirteen	Disclosure Notes to Financial Statements	146
Unit Fourteen	Accounting Cycle	157
Unit Fifteen	Cash and It's Control	176
Unit Sixteen	Inventory	189
Unit Seventeen	Accounts Receivable	209
Unit Eighteen	Fixed Assets	222
Unit Nineteen	Liabilities	236
Unit Twenty	Owners' Equity	248
Unit Twenty-One	Revenue	259
Appendix A	The Chart of Accounts	277
Appendix B	Journal Entries	278
Appendix C	Oral English for Accounting	290
Appendix D	Written English for Accounting	294
Reference		297

目录

CONTENTS

第1单元	会计概述	1
第2单元	公认会计原则	10
第3单元	权责发生制会计与收付实现制会计	22
第4单元	会计等式与复式记账	36
第5单元	日记账	48
第6单元	分类账	60
第7单元	经济业务的分析和处理	71
第8单元	试算平衡表	83
第9单元	资产负债表	96
第10单元	利润表	109
第11单元	所有者权益表	123
第12单元	现金流量表	133
第13单元	财务报表附注	146
第14单元	会计循环	157
第15单元	现金和现金控制	176
第16单元	存货	189
第17单元	应收账款	209
第18单元	固定资产	222
第19单元	负债	236
第20单元	所有者权益	248
第21单元	收入	259
附录A	会计科目表	277
附录B	日记账分录	278
附录C	会计日常用语	290
附录D	会计日常范文	294
参考文献		297

Introduction to Accounting

Today's world is one of information—its preparation, communication, analysis, and use. Accounting is at the heart of this information age. Topics of this unit include:

- Accounting Information
- The Accounting Profession and Careers

ACCOUNTING INFORMATION

You are likely to have a general concept of what an accountant does. They capture information about the transactions and events of a business, and summarize information in reports that are used by persons interested in the entity. But you may not realize the complexity of accomplishing this task. In this unit, you will begin your study of accounting by looking at the overall structure of accounting.

Please note that a true understanding of accounting does not come easily. It only comes with determination and hard work. But, if you persevere, you will be surprised at what you discover about accounting. Knowledge of accounting is very valuable to business success. And, once you master the basics, accounting is actually quite an interesting subject.

1.1 Accounting Defined: It seems fitting to begin with a more formal definition of accounting. Accounting is a set of concepts and techniques that are used to measure and report financial information about an economic unit. The economic unit is generally considered to be a separate enterprise. The information is potentially reported to a variety of different types of interested parties. These include business managers, owners, creditors, governmental units, financial analysts, and even employees. In one way or another, these users of accounting information tend to be concerned about their own interests in the entity. Business managers need accounting information to make sound leadership decisions. Investors hold out hope for profits that may eventually lead to distributions from the business. Creditors are always concerned about the entity's ability to repay its obligations. Governmental units need information to tax and regulate. Analysts use accounting data to form their opinions on which they base their investment recommendations. Employees want to work for successful companies to further their individual careers, and they often have bonuses tied to enterprise performance. Accounting information

about specific entities helps satisfy the needs of all these interested parties.

The diversity of interested parties leads to a logical division in the discipline of accounting: financial accounting and managerial accounting. Financial accounting is concerned with external reporting of information to parties outside the firm. In contrast, managerial accounting is primarily concerned with providing information for internal management.

2. Financial Accounting: Consider that financial accounting is targeted toward a broad base of external users, none of whom control the actual preparation of reports or have access to underlying details. Their ability to understand and their confidence in reports is directly dependent upon standardization of the principles and practices that are used to prepare the reports. Without such standardization, reports of different companies could be hard to understand and even harder to compare. As a result, there are well-organized processes to bring consistency and structure to financial reporting. In China, a governmental department called the Ministry of Finance (MOF) is primarily responsible for developing the rules that form the foundation of financial reporting. In the United States, a private sector group called the Financial Accounting Standards Board (FASB) is primarily responsible for developing the rules that form the foundation of financial reporting. With the development of global trade, the International Accounting Standards Board (IASB) has been steadily gaining prominence as a global accounting rule setter.

Financial reports prepared under the generally accepted accounting principles (GAAP) promulgated by such standard setting bodies are intended to be general purpose in orientation. This means they are not prepared especially for owners, or creditors, or any other particular user group. Instead, they are intended to be equally useful for all user groups. As such, attempts are made to keep them free from bias (neutral).

3. Managerial Accounting: In sharp contrast to financial accounting, managerial accounting information is intended to serve the specific needs of management. Business managers are charged with business planning, controlling, and critical decision-making. As such, they may desire specialized reports, budgets, detailed product costing information, and other details that are generally not reported on an external basis. Furthermore, management may dictate the parameters under which such information is to be accumulated and presented. For instance, GAAP may require that certain research costs be deducted immediately in computing a business' externally reported income; on the other hand, management may see these costs as a long-term investment and stipulate that internal decision-making be based upon income numbers that exclude such costs. This is their prerogative. Such internal reporting is being done logically and rationally, but it need not follow any particular set of guidelines.

THE ACCOUNTING PROFESSION AND CAREERS

1. The Accounting Profession: To decide to be an accountant is no more descriptive than deciding to be a doctor. Obviously, there are many special areas in accounting. Many

accountants engage in the practice of “public” accounting, which involves providing audit, tax, and consulting services to the general public. To engage in the practice of public accounting usually requires one to be licensed as a CPA (Certified Public Accountant). Auditing involves the examination of transactions and systems that underlie an organization’s financial reports, with the ultimate goal of providing an independent report on the appropriateness of financial statements. Tax services relate to the providing of help in the preparation and filing of tax returns and the rendering of advice on the tax consequences of alternative actions. Consulting services can vary dramatically, and include such diverse activities as information systems engineering to evaluating production methods. Many accountants are privately employed directly by small and large businesses (i. e., “industry accounting”) and not-for-profit agencies (such as hospitals, universities, and charitable groups). They may work in areas of product costing and pricing, budgeting, and the examination of investment alternatives. They may focus on internal auditing, which involves reviewing the controls and procedures in use by their employers. Objectives of these reviews are to safeguard company resources and assess the reliability and accuracy of accounting information and accounting systems. They may serve as in-house tax accountants, financial managers, or countless other occupations. And, it probably goes without saying that many accountants work in the governmental sector, whether it be local, state, or national levels.

2. Professional Ethics: Because investors and creditors place great reliance on financial statements in making their investment and credit decisions, it is imperative that the financial reporting process be truthful and dependable. Accountants are expected to behave in an entirely ethical fashion, and this is generally the case. To help ensure integrity in the reporting process, the profession has adopted a code of ethics to which its licensed members must adhere. In addition, checks and balances via the audit process, government oversight, and the ever vigilant “plaintiff’s attorney” all serve a vital role in providing additional safeguards against the errant accountant. If you are preparing to enter the accounting profession, you should do so with the intention of behaving with honor and integrity. If you are not planning to enter the profession, you will likely rely upon accountants in some aspect of your personal or professional life. You have every right to expect those accountants to behave in a completely trustworthy and ethical fashion. After all, you will be entrusting them with your financial resources and confidential information.

Words and Expressions

- | | | | |
|----------------|---------|-----------------------|-----------|
| 1. accountant | n. 会计人员 | 5. entity | n. 主体, 实体 |
| 2. accounting | n. 会计 | 6. measurement | n. 计量 |
| 3. transaction | n. 交易 | 7. interested parties | n. 利益相关方 |
| 4. event | n. 事项 | 8. owners | n. 所有者 |

9. creditors *n.* 债权人
10. external users 外部使用者
11. internal users 内部使用者
12. standardization *n.* 标准化
13. consistency *n.* 一贯性
14. budget *n.* 预算
15. audit *n.* 审计
16. tax returns 纳税申报表
17. industry accounting 工业会计
18. not-for-profit agency 非营利性机构
19. internal auditing 内部审计
20. professional ethics 职业道德
21. integrity *n.* 正直, 诚实

Review and Discussion Questions

1. What is accounting?
2. What are the differences between financial accounting and managerial accounting?
3. Does it necessary for us to have a set of generally accepted accounting principles? And why?
4. What kinds of job does an accountant may do?
5. Why should we have professional ethics in accounting field?

Exercises

I. Choice

1. Which of the following information users are concerned about the distributions from the business?
 - A. Managers
 - B. Creditors
 - C. Investors
 - D. Analyst
2. Which of the following users are not external users of accounting information?
 - A. Managers
 - B. Creditors
 - C. Investors
 - D. employees
3. Which of the following is not an accounting standard-setting organization?
 - A. FASB
 - B. IASB
 - C. MOF
 - D. GAAP
4. The diversity of interested parties leads to a logical division in the discipline of accounting: financial accounting and _____.
 - A. cost accounting
 - B. financial management
 - B. managerial accounting
 - D. tax accounting
5. CPAs provide services of the following except _____.
 - A. audit
 - B. consulting
 - C. tax
 - D. holding examination
6. Which of the following service involves providing an independent report on the appropriateness of financial statements?
 - A. Audit
 - B. Tax
 - C. Consulting
 - D. Budgeting
7. Accountants employed by large corporations may work in the areas of the following except _____.

- A. product costing and pricing B. budgeting
C. internal auditing D. product producing

II. True-False Write T if the statement is true, F if it is false

- () 1. Accounting is a set of concepts and techniques that are used to measure and report financial information about an legal unit.
- () 2. Business managers need accounting information to make sound leadership decisions.
- () 3. Managerial accounting is primarily concerned with providing information to parties outside the firm.
- () 4. External users control the actual preparation of financial reports and do not rely on CPA's opinion on financial reports.
- () 5. Investors and creditors place great reliance on financial statements in making their investment and credit decisions.
- () 6. Code of ethics can resolve all problems of accounting ethics.

Special Terms

1. **Financial Accounting** 财务会计,亦称为对外报告会计。经过长期的发展,现代企业会计已经划分为两大分支,即财务会计和管理会计。财务会计从传统会计发展而来。随着商品经济的高度发展,企业的经营权与所有权逐渐分离。部分所有者及债权人等相关人员,他们不直接参与企业的经营管理,这些人员要了解企业的财务状况和经营成果,只能从企业定期递送或公布的财务会计报告中取得。为了满足各方需求,权威部门需要制定和颁布统一的会计准则,财务会计要按会计准则的要求处理会计数据、提供财务会计报告。为了监督企业提供的财务会计报告的真实性和可靠性,财务会计报告要经过注册会计师的审核验证。会计准则的制定和不断完善以及注册会计师审验的制约,又促进了财务会计的发展和进一步规范化。

2. **Managerial Accounting** 管理会计,亦称对内报告会计。它是随着生产发展与决策需要而逐渐发展起来,为企业当局提供有关预测、决策需要的信息。在1952年会计界正式确认了“管理会计”这个专门名词,它的发展阶段主要是在20世纪60、70年代以后。管理会计不以反映已经发生的经济业务为重点,而是侧重于预测和评价未来的经济活动;它针对企业经营管理中的特定问题、特定对象收集数据,并向其提供会计信息,会计信息和处理程序、计算方法以及提供会计信息的时间、内容、方式等都是根据管理的需要而定,不被会计准则、会计制度所左右;对同一个问题,可以提出多种方案供管理当局抉择。

3. **Ministry of Finance**(中国)财政部,中国企业会计准则的制定机构。

4. **FASB: Financial Accounting Standards Board** 财务会计准则委员会,属民间组织,负责制定美国的会计准则。

5. **IASB: International Accounting Standards Board** 国际会计准则理事会,其前身是国际会计准则委员会(International Accounting Standards Committee,简称 IASC),2000 年进行

全面重组并于2001年年初改为国际会计准则理事会。

6. CPA: Certified Public Accountant 注册会计师

Notes to the Text

1. In one way or another, these users of accounting information tend to be concerned about their own interests in the entity.

(1) in one way or another 以一种或另一种方式。

(2) be concerned about 关心,挂念。

2. Analysts use accounting data to form their opinions on which they base their investment recommendations.

(1) which 引导定语从句,修饰 opinions,定语从句中的谓语结构是 base sth. on sth. 的结构,把介词 on 放在了 which 前面。

3. Their ability to understand and their confidence in reports is directly dependent upon standardization of the principles and practices that are used to prepare the reports.

(1) 句子的主语是 their ability to understand and their confidence in reports 修饰主语。

(2) 谓语的结构是 be dependent upon...

(3) 宾语中心词是 standardization, that 引导的是定语从句,修饰 principles and practices。

4. Auditing involves the examination of transactions and systems that underlie an organization's financial reports, with the ultimate goal of providing an independent report on the appropriateness of financial statements.

(1) 主语是 auditing,谓语动词 involves,宾语中心词 examination。

(2) that 引导的是定语从句,修饰 transactions and systems。

(3) with 引导的介词短语,表示伴随状况。

5. And, it probably goes without saying that many accountants work in the governmental sector, whether it be local, state, or national levels.

(1) it goes without saying that...这个句型表示“不用说……,不用提……”。

Reference Version

第1单元 会计概述

当今世界进入了信息时代——信息的编制、传递、分析和使用。会计是信息时代的核心。本单元的内容包含两部分:会计信息及会计职业生涯。

会计信息

你可能大致了解会计人员的工作。他们首先获取有关一个企业交易和事项的信息,

然后把信息以报告的形式进行汇总提供给企业的利益相关者。但是,你可能并没有意识到这项工作的复杂性。本单元将从整体层面上让你开始学习会计。

人们都说要真正理解会计,并不那么容易。只有下定决心勤奋努力才能够学好会计。只要你持之以恒,你就会为你学到的会计知识而感到惊叹。会计知识对于企业是非常重要的。一旦你掌握了基础知识,会计实际上是一门非常有趣的学科。

1. 会计的定义

首先,我们对会计下一个正式的定义看起来似乎更合适一些。会计是一套概念和技术,这些概念和技术被用于对经济单位的财务信息进行计量和报告。通常,经济单位是一个单独的企业。会计是要向各利益相关方报告信息。这些利益相关方包括:经理、所有者、债权人、政府机构、财务分析师以及雇员。这些会计信息使用者以这种或那种方式来关注他们在企业的利益。企业经理需要利用会计信息来做出良好的领导决策。投资者希望企业获得收益并最终能够向他们分配利润或股利。债权人关心企业偿还负债的能力。政府机构需要利用会计信息对企业征税和进行监管。分析师需要利用会计信息以形成他们的投资建议。雇员在成功的公司工作以开拓他们的个人事业,而且他们的奖金也通常与企业的业绩挂钩。特定企业的会计信息有助于满足所有利益相关方的信息需求。

依照不同的利益相关方,我们可以把会计学科合理地分为两个子学科:财务会计和管理会计。财务会计向企业外部的利益相关方提供外部报告。相反,管理会计主要是向企业内部管理层提供信息。

2. 财务会计

财务会计的服务对象是一个广泛的外部信息使用群体,这个群体中的任何人都无法控制财务报告的实际编制过程,也无法获取相关的详细信息。他们对财务报告的理解能力和信任程度直接取决于会计原则和实务的标准化。没有这样的标准化,我们将很难理解不同公司编制的财务报告,也很难对它们进行比较。结果,就产生了组织良好的程序来统一和规范财务报告。在中国,由一个称为财政部的政府部门来负责会计准则的制定。在美国,主要是由一个叫做财务会计准则委员会的民间组织来负责会计准则的制定。随着全球贸易的发展,国际会计准则委员会作为一个全球会计准则制定机构得到了广泛认可。

依据这些准则制定机构发布的一般公认会计原则所编制的财务报告是通用目的的财务报告。这就意味着这些财务报告不是特别针对所有者,或者债权人,或者其他特殊信息使用群体而编制的。相反,它们要对所有使用者一样有用。同样地,我们应该努力使他们保持中立。

3. 管理会计

与财务会计相比,管理会计信息是要满足管理层的特定需求。企业的管理人员负责企业的计划、控制和关键决策。同样地,它们可能需要专业化的报告、预算、详细的产品成本信息和其他一些在通用财务报告中没有提供的详细信息。再者,管理会计信息的收集和提供可能是在管理层的指示下进行的。例如,一般公认会计原则可能要求企业在对外报告利润的时候要直接扣除某些研究成本;另一方面,管理层可能会把这些成本作为一种长期投资,而在内部计算利润数据的时候不扣除这些成本。这是他们的特权。这种内部报告的编制也是合乎逻辑和道理的,但是它不需要遵循一套特定的指南。

会计职业生涯

1. 会计职业

决定做一名会计就如同决定做一位医生。显然,会计职业有许多专业领域。许多会计人员在公共会计领域执业,这个领域涉及为一般公众提供审计、税务和咨询服务。在公共会计领域执业通常要求一个人取得注册会计师执业证书。审计业务涉及对一个组织财务报告编制基础中的交易和系统进行检查,其最终目标是要对财务报表的适当性出具独立的报告。税务服务与帮助企业编制和呈报纳税申报表有关,也与提供税务筹划建议有关。咨询服务包含的范围极其广泛,它可以包含从设计信息系统到评价生产方法等各种各样的活动。许多会计人员直接受雇于或大或小的企业(比如“工业会计”)和非营利性机构(比如医院、大学和慈善机构)。他们可能的工作领域有产品成本核算和定价、预算、投资决策研究。他们也可能从事内部审计工作,这项工作着眼于检查企业的控制和程序。这些检查工作的目标是要保护公司资源的安全以及评价企业会计信息和会计系统的可靠性与准确性。他们可能在内部税务会计岗位、财务经理岗位或其他许多岗位上工作。不用说,许多会计人员在地方、州或者是全国政府部门中工作。

2. 会计职业道德

因为投资者和债权人在很大程度上要依赖财务报表做出投资和信贷决策,因此财务报告过程必须真实、可靠。人们通常期望会计人员能够完全遵从职业道德行事。为了有助于确保报告过程的真实完整,会计执业界要求执业的会计人员必须遵守职业道德规范。此外,审计过程、政府监管和法律诉讼的制衡在保证会计人员遵守职业道德中也发挥了至关重要的作用。如果你准备进入会计行业,你应该打算做一个正直诚信的人。如果你不准备进入会计行业,你也可能在你的个人或职业生涯的某个方面依赖会计人员。你有权期望会计人员完全诚信和遵守职业道德。毕竟,你将把你的资金和机密信息托付于他们。

Reading Material

Origin of Accounting and Bookkeeping

In her notes compiled in 1979, Professor Linda Plunkett of the College of Charleston S. C., called accounting the “oldest profession”; in fact, since prehistoric times families had to account for food and clothing to face the cold seasons. Later, as man began to trade, we established the concept of value and developed a monetary system. Evidence of accounting records can be found in the Babylonian Empire (4 500 B C), in pharaohs' Egypt and in the Code of Hammurabi (2 250 B C). Eventually, with the advent of taxation, record keeping became a necessity for governments to sustain social orders.

The Italian Renaissance brought the artistic accomplishments of man to new heights. At this time, Venice was the business cradle of Europe, and it was here among merchants that double entry accounting was invented and practiced. During this period Fra Luca Pacioli wrote

his "Summa" dealing with record keeping and double-entry accounting, one of the very first published books of the time that would become the accounting "textbook" for the next 500 years.

Answers to Questions

1. Accounting is a set of concepts and techniques that are used to measure and report financial information about an economic unit.

2. There are two differences: (1) Financial accounting is concerned with external reporting of information to parties outside the firm while managerial accounting is primarily concerned with providing information for internal management; (2) Financial accounting is regulated by uniform accounting standards while managerial accounting is dictated by management.

3. Yes, it does. Because financial accounting is targeted toward a broad base of external users, none of whom control the actual preparation of reports or have access to underlying details. Their ability to understand and their confidence in reports is directly dependent upon standardization of the principles and practices that are used to prepare the reports. Without such standardization, reports of different companies could be hard to understand and even harder to compare.

4. An accountant may engage in the practice of "public" accounting, or he or she may be employed by companies, or he or she may work in not-for-profit agencies or governmental agencies at all levels.

5. Because investors and creditors and other outside information users place great reliance on financial statements in making their economic decisions.

Answers to Exercises

I. 1. B 2. A 3. D 4. C 5. D 6. A 7. D

II. F T F F T F

Generally Accepted Accounting Principles

Financial accounting practice is governed by concepts and rules known as generally accepted accounting principles (GAAP). To use and interpret financial statements effectively, we need to understand these principles. GAAP aims to ensure the information in financial statements relevant, reliable, and comparable. Relevant information affects the decisions of its users. Reliable information is trusted by users. Comparable information is helpful in contrasting organizations.

ACCOUNTING ENTITY PRINCIPLE

The accounting entity means that a business is accounted for separately from other business, including its owner. The reason for this principle is that separate information about each business is necessary for good decisions. For each accounting entity a self-contained, double-entry accounting system is employed. Transactions between accounting entities are recorded in the accounts of both entities.

In any particular case the identification of the accounting entity may be difficult. Consider the case of a large chain of retail stores. Is the accounting entity the whole business, a regional operation, a single store or a single department in that store? The answer can be found only by looking at the organization of the business. If a department has its own accounting system and records transactions with other departments, then it is an entity for accounting purposes. If it has no such records, then it is not an accounting entity. The accounting entity is, therefore, identified as the smallest unit of activity with a self-contained accounting system.

GOING-CONCERN PRINCIPLE

The going-concern principle means that accounting information reflects an assumption that the business will continue operating instead of being closed or sold. This implies that property is reported at cost instead of liquidation values that assume closure. The principle does not refer simply to its continued existence. It also assumes that it will continue in the same lines of business as those in which it is currently involved.