



21 世纪高职高专会计专业规划教材

新编会计英语

主编：张冬梅

XINBIANKUAIJIYINGYU

中南大学出版社





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前言

《新编会计英语》是高职会计专业开设的主干课程之一。本教材是根据 21 世纪高职高专会计专业课程教材总体规划编写的,旨在帮助学生掌握该课程的新知识,强化学生使用英语处理会计工作和阅读英语会计文献的能力,结合职业教育实际情况,具有难易适度、体系完整、与新会计准则和国际会计惯例同步的特色。

该书编写以 2007 年我国新企业会计准则为依据,以外商投资企业会计制度为素材。全书共 8 章,主要包括以下内容:会计概述;会计循环;财务报表;流动资产;长期资产;负债;所有者权益;外商投资企业会计管理制度(节选)。

本书编写特色在于突出“理论够用,重在应用”的高职教育特色,做到理论精讲,结合实例并且附有相应的图表,使教学直观、通俗易懂;在实例应用上,力图体现 2007 年新企业会计准则的相关规定,在会计科目及内容上作了相关调整和补充,并附录了 2007 年新企业会计科目表,以方便学生对照。全书以外商投资企业为背景,对会计工作基本原理和核算程序和基本要素进行了系统的介绍。每章结构统一为三大部分:会计专业知识学习、复习与练习、阅读拓展,并附以中英对照和词汇表。

本书由张冬梅副教授负责设计总体框架、写作大纲、组织作者撰写及承担全书的总纂定稿。参加本书编写的人员都是担任“会计英语”课程多年、具有丰富的教学经验和科研经验的高职院校一线教师。其中,第一章由湖南科技职业技术学院的谭燕老师编写,第二章和第六章由生物机电职业技术学院的邹勇燕老师编写,第三章由湖南科技职业技术学院的谭燕老师与张冬梅老师共同执笔,第四章由湖南工业职业技术学院的刘艳老师执笔,第五章由湖南民政职业技术学院的周艳老师编写,第七、八章由湖南科技职业学院的张冬梅副教授执笔。

在本书的编写过程中,相关编写人员的所在学校,中南大学出版社的谭晓萍老师作为本书策划编辑付出了辛勤的劳动,在此一并致谢!

编者

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Chapter 1 An Overview on Accounting

Accounting Study

1.1 General survey

Accounting is intended to provide investors, creditors, government and the other interest relations exterior to the 'enterprise with needed economic information, control and supervise the complete procedure of enterprises' economic activities, take part in the operating and long-term decision of enterprises, serve to enhance the internal operating management of enterprises. People who are engaged in the activities are called accountants. Guided by fundamental accounting premises (accounting assumption) and accounting principles stipulated by accounting system, accountants shall recognize, calculate, record and report the economic information of accounting elements, i. e. assets, liabilities, equity, revenue, expenses and profit.

1.1.1 The concept of accounting

Accounting, as one of the important parts of modern economic management, is created along with the development of social production and the request of economic management and developed with progress of production and scientific technology.

Accounting is a measure used by an entity (profit or non-profit) to accumulate, dispose, communicate and convey economic information. The gathered and settled data should communicate efficiently with relevant groups outside by the using standard accounting statements (in the sense of types, forms and contents).

Accounting provides various financial information for economic activities. Managers should master some necessary information in order to sign in the invincible position in the vehemence of market competition. Such as current cash reserve, money customers owe, cost of the goods sold, the increase and decrease of sales, accounts receivable, realized profits and so on.

1.1.2 The fundamental characteristic of the financial accounting

(1) Financial accounting mainly serves the group and individual outside the enterprise who are of economic interest with the enterprise. Financial accounting also provides service for the internal management, but its major objective are investors and potential investors, creditors, superior section, financial and tax departments, and groups and individuals in other social management sections outside the enterprise who are of economic interest with it. Therefore, it is also called external accounting.

(2) The target of financial accounting is to offer financial information for service object to make economic decisions and control economic activities. The target of financial accounting refers to the aims and requests it should reach and meet. To large extent, it is confined by such objective conditions as social environment. The target of financial accounting in our country tends to be the same as international ones, that is, to provide financial information concerning making economic decision and controlling economic activities for external interest groups. These information has commonality and comprehensibility, mainly including financial position, operating results and cash flow of the enterprise.

(3) The main task of financial accounting is to recognize, calculate, record and report accounting items (the items that cause the increase and decrease of accounting elements). Accounting recognition refers to that the accounting items happened or finished in economic activities are to be recognized and classified according to the stipulated standard of accounting standard in order to affirm its nature, item category, and the time of entry. Accounting calculation refers to procedure that the recognized accounting items are to be measured and calculated according to the calculation unit and calculation nature stipulated by accounting standard in order to affirm the entry amount and cost value. Accounting record refers to the procedure that the recognized and calculated accounting items are to be made entry in the book using double entry rules, including establishing book system, setting accounts, filling in documents, and making entry. Accounting report refers to the procedure of making financial reports and relevant materials, and sending to the user of accounting information periodically according the request in the standard. Accounting recognition, calculation and record associate closely and progress simultaneous, while accounting report is the final result of accounting verification, and should be made periodically.

(4) Financial accounting should strictly abide by the accounting standards and

system for enterprises in order to secure the common interest of the user and provide them with general financial information. Generally Accepted Accounting Principles (GAAP) is the authoritative agreement that should be abide by when recognizing, calculating, recording and reporting accounting items in certain period.

1.1.3 Accountant—specialized occupation

After long-term accounting practice, accountants have achieved the same position as lawyers and doctors. Let's take America as example, the license is issued by state government. The requirements for licensed accountants are not exactly the same in different states. Most states require bachelor degree and experience of learning the course of accounting and enterprises management. Each state request candidate takes part in and passes the unified examination. Many states request candidates have 1 – 2 years working experience in accountants' office or similar. People who pass the CPA (Certified Public Accountant) examination and conform to the requirements of degree and working experience stipulated by the state will obtain the license and title of licensed accountant. In Britain, the equivalent of CPA is Chartered Accountant.

CPAs can provide service for the public and charge fee based on agreement with clients. In the aspect of charging, CPAs are like doctors and lawyers. They can open sole business, partnership or employed by accounting firms.

1.2 Accounting assumptions and accounting principles

Accounting business is changing and developing with the development and demand of society. In long-term practice of accounting, lots of accounting practice has been created. Along with the progress of communication and intercourse among enterprises, these practice has been generally accepted by accounting field and become the generally accepted accounting principles (GAAP).

The premise of accounting calculation is also called accounting assumption which refers to the objective and reasonable judgment made by accountants concerning the continuously changing environment for accounting calculation. It is the precondition of accounting calculation. The use of all the procedures and methods stipulated in Accounting Standards of Enterprises must be applied to the premise of accounting calculation.

1.2.1 The fundamental assumption and premise for enterprise to make accounting recognition, calculation and reporting

(1) Accounting entity assumption. Enterprises should recognize, calculate and report the transactions and events happened to itself. The accounting recognition, calculation and reporting are used to explain the transactions and events happened in a particular enterprise. The records and reflection of various producing and operating activities for the particular entity must be apart from the activities of its owner, creditors and the trading counterparts.

(2) Going-concern assumption. The accounting recognition, calculation and reporting of enterprises should make going-concerning assumption as premise. The operating activities of accounting entity will go on with the current form and definite goal. In the foreseeable future, the accounting entity will not liquidate and the assets it owns will be consumed, sold and assigned in the normal operating process according to the preconcerted goal. Its debts will be repaid on schedule.

Going-concerning assumption is the basis of the establishment of accrual system. E. g. assets can be measured by various methods: historical cost, replacement cost, current market price, realization value, etc. Which measurement is adopted in a financial statement is of close relation with the premise of going-concern.

(3) Accounting period assumption. Accounting period can be classified as annual and mid-term. Mid-term means a reporting period which is shorter than a complete accounting year. Continuous operating process can be divided into equal period units in order to reflect the business position of enterprises in time and continuously. The artificial classification of equal time units for the need of accounting calculation is called accounting period.

(4) Currency-measurement assumption. The reasons why currency can be the measurement of accounting information are as follows:

◆ Currency is the measure of value. Whichever form it takes, real object, labor, or other forms of wealth, it can be represented by currency.

◆ Currency is the media of transaction. It is the best unit to record the economic transaction from the aspect of value.

◆ Currency could be made as the measure of credit and standard of deferred payment. Therefore, it is the basis of the creation and smooth carrying out of debit-credit contract or other agreements.

◆ Currency is a mark of wealth. It is the final form of enterprises' organizing input and output.

From the above, currency is the natural means for calculating, describing operating activities and financial results.

(5) Enterprises should carry out accounting recognition, calculation and reporting based on accrual system. Accrual system means that the revenue and expense in accounting should be identified according to the period it actually affects, but not the period of cash receipt and payment.

1.2.2 Accounting calculation principle, i. e. the quality requirement for accounting information

(1) Reliability

It comprises such three aspects as "reflection", "truthfulness", "completeness". The reliability is the fundamental quality requirement for accounting information. It must be based on reflection and completeness. Enterprises must carry out accounting recognition, calculation and reporting according to the transaction and event actually happened, truthfully reflect the accounting elements and other relevant information that meet the demand of recognition and calculation in order to make sure the truthfulness and completeness of accounting information. It emphasizes that the reflected should be the transaction and event incurred actually.

(2) Relevance

The accounting information provided by enterprises should be linked to the need for economic decision of the user of financial statements, which facilitates them to comment or predict the passed, current and future states of the enterprises. The relevance here means the predicted value, reflected value and timeliness of accounting information.

(3) Pellucidity

The accounting information provided by enterprises should be clear to facilitate the user of financial statements to understand and use. To persist in pellucidity principle in accounting calculation will facilitate the user to grasp the intended contents precisely and completely, therefore, making better use of them.

(4) Comparability

The accounting information provided by enterprises should be comparable. It consists in two aspects: i. e. comparability in time and in space. Comparability in

time refers to the same or similar transactions and events happened to one enterprise in different periods. It should adopt consistent accounting policy and could not be changed at random. As to those that need to be changed should be explained in notes. Comparability in space refers to the same or similar transactions and items happened in different enterprises. It should adopt stipulated accounting policy and make sure that the accounting information is spoken in one voice and comparable.

(5) Essence, not form

Enterprises should carry out accounting recognition, calculation and reporting according to the economic essence of transactions and events, but not just take the legal form as evidence. It can be understood as when the legal form cannot present the economic essence, the enterprise should go beyond it and calculate with economic essence. In other words, such laws and provisions as tax law stipulates the rules of relevant accounting recognition, calculation and reporting, but it doesn't mean that accounting statements that aim at replaying the financial pictures of enterprises must also abide by the provisions and deviate the economic essence of transactions and events.

(6) Importance

The accounting information provided by enterprises should reflect the financial status, business results and cash flow of enterprises and other relevant important transactions and events. At the same time, importance principle requests accounting calculation give prominence to stressed point based on general reflection in order to facilitate users of financial reports grasp the key contents that affect greatly on their judgment.

(7) Prudence

When carrying out accounting recognition, calculation and reporting on transactions and events, enterprises should keep prudent, not to overvalue assets or profit, and undervalue liabilities and expense. Prudence principles represents accountants' attitude of bearing responsibility. To some extent, it can reduce the likely risk caused by the overoptimistic attitudes authorities have.

(8) Timeliness

Enterprises should recognize, calculate and report the transactions and events that have happened in time without advancement or delay. The timeliness principle demands that accounting calculation should be efficient, handle in time to make good use of accounting information in good time.

1.3 Accounting elements and accounting equation

1.3.1 Accounting elements

Accounting elements are the specific classification of accounting calculation. They are the fundamental elements consisting in financial accounting reports.

(1) Assets

Assets refer to the resources that are formed in the passed transactions and events of enterprises, owned and controlled by enterprises and expected to bring economic interest. It is consisted of three meanings:

- ◆ Assets are resources formed by passed, not future transactions and events.
- ◆ Assets should be owned and controlled by enterprises.
- ◆ The important characteristic of assets is to be expected to bring enterprises with economic interest.

Assets are the material basis for enterprises to carry out producing and operating activities and obtain interest, including cash and other economic resources measured by currency. For example: accounts receivable, raw materials, unfinished goods, finished goods, machinery, factories, other buildings and other tangible assets, and patent, trademark, fame, tenure and other intangible assets. These are essential components for assuring the normal operation or industrial enterprises. With the progress of production, the change of market's demand on products and the development of science and technology, these assets are continuously consumed, compensated or replaced and become one of the key contents in accounting calculation.

(2) Liabilities

Liabilities are current obligations formed in passed transactions and events of enterprises and expected to take interest out of enterprises. Current obligations mean the duties that the enterprises bear under current condition. Obligations formed by future transactions and events are not current obligations and therefore, cannot be recognized as liabilities. Its fundamental characteristics include:

- ◆ Based on passed transactions and events.
- ◆ Liabilities are the current obligations enterprises bear.
- ◆ The execution of current obligation is linked with the abandon of assets with