



高职高专行业英语系列教材

财务会计英语

Financial Accounting in English

孙耀远 / 主编



外语教学与研究出版社

FOREIGN LANGUAGE TEACHING AND RESEARCH PRESS



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序

在中国，外语教学特别是英语教学这几年来一直是倍受争议的事情。尽管上至国家领导，下至学生和家长都给予了极大的关心和重视，政府和学校投入也很大，但教学效果却始终不能令人满意。每年各级各类学校都有大量外语毕业生走向社会，大学英语四、六级参考人数也逐步扩大到上千万之多，可学生口语不流利，专业知识缺乏，对国际贸易规则陌生等等，都令社会各界抱怨不已。这是为什么？是哪里出了问题？我们该怎么办？

近十年来，我国高等职业教育研究与实践已经取得了十分丰硕的成果，但仍然有一些基本问题没有解决，这和我们的英语教育颇有相似之处，那就是教育人才培养的效果与市场需求之间存在着系统性偏差，其表现为：高职院校毕业生的职业能力不适合用人单位的要求，社会对高职学生就业能力的认同度低；学生及家长对学校提供的课程不满意，认为在学校学习期间未能获得就业能力的有效培养。我们认为，在高职专业名称与社会需求接轨后，产生系统性偏差的主要原因是目前高职课程体系 and 培养模式不符合高等职业教育培养人才的内在规律，而我们外语教育出现的问题也在于此！我们的外语教育内容和方法没有能够与时俱进，教学效果没能满足社会的需求。

高等职业技术教育应该以培养面向基层、面向服务和管理第一线需要的高等技术应用型人才为目标，职业技术教育以技术应用为主、以能力教学为核心。应按照“实际、实用、实践”的原则，改革专业教学内容、课程体系，制定各专业的人才规格和知识能力结构。高职教学内容必须强调实用性、针对性，必须根据就业需要去有的放矢地选择教学内容，恰当处理好近期的就业“必需够用”和将来的发展“迁移可用”的关系，科学构建针对性强、能培养高等实用性人才的课程结构。而高职高专的英语教学也必须遵循这个原则，这也正是本套教材编写的原则和特点。

本系列教材在全面贯彻《高职高专教育英语课程教学基本要求（试行）》的前提下，结合一线教学实际，突出了以下几个特点：

- (1) 设置课程原则——面向行业。
- (2) 设定培养目标的原则——以能力为本位。
- (3) 设定课程内容的原则——适应学生智能特点，真实，可操作性强。
- (4) 设计教学活动原则——任务驱动、整体模块，听、说、读、写全方位与专业接轨。

本系列教材难易程度相当于高职高专基础英语的第四册水平，主张“降低难度，小步前进，力求实效”的编写理念，所以，既可作为高职高专基础英语教材的配套

教材使用，也可单独用于业务英语的教学和培训。

本系列教材包括：《商务英语》、《财务会计英语》、《文秘英语》、《电子商务英语》、《饭店英语》、《旅游英语》、《计算机英语》、《医护英语》、《机械英语》、《物流英语》、《电力英语》等，以满足不同专业对于行业英语教学和培训的需求。

当然，任何一种新的事物都将接受实践的考验，但我们有信心为中国的高职英语教育做出应有的贡献。恳请各位专家学者不吝赐教。

郑仰成

2007年3月24日于三晋并州

前 言

前几年,谈到我国的科教状况时,流行着这样一种说法:“卫星上天,马桶漏水”。意思是说我国的高科技能赶上去,可应用技术比较落后,连马桶漏水问题都解决不了。从某方面讲,这不能不归咎于职业技术教育的落后。因此,自1999年起,教育部开始重视职业技术教育,在教育行政管理方面加大了工作力度,在财政资金等方面加大了投入,迄今职业技术教育思路越来越清晰,教育理念日趋成熟。

本教材正是在这种高职教育改革的新形势下编写的。本教材适用于会计类、经济类、管理类高职高专学生。按教育部外语教学大纲的要求,各校在2-4个学期的基础英语授课结束后,开设专业英语课程,使学生获得用英语从事专业工作的基本能力。

用英语进行财务会计教学并不是可望不可及的,根据会计英语教学一线教师的反馈,通过实务、案例教学,学生兴趣浓厚,教学效果可圈可点,学生毕业后基本能胜任外企的财务会计工作、BPO的财务外包工作、甚至会计英语的教学工作。

本教材内容包括资产、负债、所有者权益、收入、成本与费用、利润六项会计要素的核算,还包括财务报表、财务报表分析等内容。考虑到通过英语学习财务会计的现实需要,本教材在第一章里适当地介绍了复式记账法、账户设置等内容,以填补基础会计与财务处理之间的空白。

本教材依据高职高专的最新教育理念而编写,具有如下特点:一、理论以够用、必需为度,充分体现高职高专技能型、实用型人才的培养要求;二、内容为财务会计实务中应知应会的部分,通过本教材的学习,学生既能掌握用英语做账的实际操作能力又能使学生学习并巩固已经学过的英语知识;三、本教材所编写的会计实务以国际会计惯例为主,教材中的案例均采用外国企业的商号及会计事项;四、作为案例性教材,本教材将一个服务性企业和一个商业企业的整套会计事项,贯穿于整个会计循环中;五、书中对与国内会计准则不同的地方,在注释中进行解释;六、教材的编写语言为简易美语;七、教材配有全文译文、习题答案、会计科目一览表和其他常用报表。教师可登录教材指定网站下载。

本教材供一个学期使用,需36个学时。

在本教材的编写过程中,埃森哲信息技术(大连)有限公司的包国恩会计师为本书提供了大量的资料,并对会计业务进行了审阅。大连外国语学院的谷华老师对本书的语言进行了审阅。在此向他们表示感谢。

编著者

2007年1月

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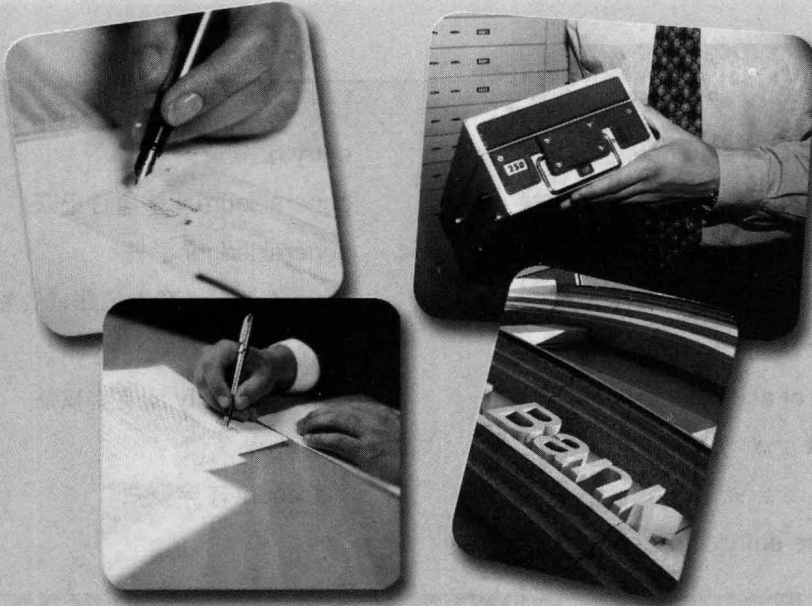
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Unit One

General Introduction to Financial Accounting



Unit Objectives

In this unit, you will

- ▶ learn the accounting equation;
- ▶ learn the meaning of each accounting element;
- ▶ learn to make entries in the T accounts and the ledger accounts using double-entry system;
- ▶ learn to journalize transactions and post them to the ledgers;
- ▶ know what financial statements look like.



Introduction

To begin with, we'd like to make a general introduction to the essentials of accounting. Thus, accounting elements, accounting equation, T account and double-entry system, the ledger and chart of accounts, journalizing and posting are introduced in this unit. The purpose of this unit is to pave the way for the study of this course.

Key Words and Terms

accounting elements 会计要素

accounting equation 会计等式

accounts payable 应付账款

accounts receivable 应收账款

asset *n.* 资产

chart of accounts 会计科目表

credit *n. & vt.* 贷方; 贷记

debit *n. & vt.* 借方; 借记

double-entry *a.* 复式的, 复式记账的

entry *n.* 分录

general journal 普通日记账

general ledger 总账

journalizing *n.* 登日记账, 编制日记账
分录

owner's equity 所有者权益

liability *n.* 负债

T account 丁字账户

Section 1

Accounting Equation and Accounting Elements

1.1 The accounting equation

The accounting equation shows the basic relationship between the accounting elements, i.e. the balance position of assets on one side whereas liabilities and owner's equity on the other side. So the accounting equation is:

$$\text{Assets} = \text{Liabilities} + \text{Owner's equity}$$

1.2 Accounting elements

Accounting elements include assets, liabilities, owner's equity, revenue, expenses, and profits of a business.

- Assets (资产)** Assets are economic resources that are owned or controlled by a business. Assets can be classified as current assets, fixed assets, or intangible assets. **Current assets (流动资产)** are short-term assets including cash, **bank deposit**^[1], accounts receivable, inventory, etc. They can be converted to cash within one year. Current assets are generally listed according to liquidity (convertibility to cash), so cash is always listed first. **Fixed assets (固定资产)** are long-term or long-lived assets, including land, buildings, equipment, furniture, etc. They are used in business operations, not for direct sale. **Intangible assets (无形资产)** are also long-lived assets, including patents, copyrights, licenses, franchises, goodwill, etc. They are also used in the business operation but they have no physical form. In most cases, they provide their owners with competitive advantages over other firms.

[1] bank deposit 为中国会计概念，指企业存在银行或其他金融机构的货币资金，包括人民币和外币存款。而在国际会计中，一律用 cash (现金) 表示。
- Liability (负债)** Liabilities are debts of a business owed to suppliers, banks, etc. Liabilities are usually classified as current liabilities and long-term liabilities. **Current liabilities (流动负债)** are expected to be paid within one year. They include accounts payable, tax payable, salaries payable, etc. A typical current liability would usually be paid within 30 days. **Long-term liabilities (长期负债)** may last from one year to 20 or 30 years until it is fully paid. Mortgage payable is an example of long-term liabilities.
- Owner's equity (所有者权益)** Owner's equity is the net assets of a business. It is the owner's interest in the business. When a business is owned by one person, the owner's equity is shown as "**Capital**" (资本). When it is owned by stockholders, it is shown as "**Stockholder's Equity**" (股东权益). Owner's equity is affected by the results of a company's operations. If a business is profitable, owner's equity is increased; if a business is not profitable, owner's equity is decreased.
- Revenue (收入)** Revenue is the increase in owner's equity resulting from the sales of goods or services by the business. Manufacturing and merchandising businesses receive revenues from the sale of products or merchandise. A service enterprise such as a law firm gets revenues from the fees it charges for the services it provides. Note that a cash receipt qualifies as revenue only when it helps increase owner's equity. Thus, cash borrowed from

a bank is not revenue but simply liability.

- **Expense (费用)** Expenses are the decrease in owner's equity caused by the company's revenue-producing operations. Like revenues, expenses represent flows of resources during a period of time, but expenses are outflows whereas revenue is inflows. In amount, the expense is equal to the value of goods or services used up in gaining revenue. Please note that a cash payment can be regarded as an expense only if it decreases owner's equity. Thus, purchasing supplies, which is an exchange of one asset for another asset, is not an expense. Worth also bearing in mind is that dividend payments and drawings are not expenses since they are not related to revenue-producing operations of a business.
 - **Profit (利润)** Profit, often called net income, is also the increase in owner's equity resulting from profitable operation^[2] of a business. If revenues exceed expenses, the result is called net income or profit; if expenses exceed revenues, the difference is called net loss.
- Revenue is a "gross" concept, whereas profit is a "net" concept.

[2] revenue-producing operation 指企业创造毛利的经营活动，而 profitable operation 指企业创造净利的经营活动。

The last three accounting elements, i.e. revenue, expense and profit are temporary accounts because they are opened at the beginning of an accounting period, and closed at the end of the period. In the accounting equation, they belong to owner's equity.

1.3 Accounting elements in the accounting equation

Exhibit 1-1 shows the relationship of the accounting elements in the accounting equation.

Exhibit 1-1 Accounting Elements in the Accounting Equation

$$\text{Assets} = \text{Liabilities} + \text{Owner's Equity}$$

$$\$9,830 = \$400 + \$9,430$$

Cash \$7,330 Supplies \$500 Furniture \$2,000	=	Accounts Payable \$400	+	Owner's Equity \$7,530 Profit \$1,900 (Revenue \$3,500 - Expenses \$1,600)
---	---	------------------------	---	---

After defining the accounting elements, now let's examine the balance condition of the accounting equation. Assume that a business owns assets of \$10,000, borrows from

creditor \$2,000, and that the owner invests \$8,000. The entries made in the accounting equation would be:

Assets	=	Liabilities	+	Owner's equity
--------	---	-------------	---	----------------

\$10,000	=	\$2,000	+	\$8,000
----------	---	---------	---	---------

Suppose that \$1,600 in cash has been used to pay for a debt, the changed equation would then be:

Assets	=	Liabilities	+	Owner's equity
--------	---	-------------	---	----------------

\$8,400	=	\$400	+	\$8,000
---------	---	-------	---	---------

Suppose again that the business has received \$3,500 as an income; the accounting equation is as follows:

Assets	=	Liabilities	+	Owner's equity
--------	---	-------------	---	----------------

\$11,900	=	\$400	+	\$11,500
----------	---	-------	---	----------

Any business event that alters the amount of the accounting elements is called a **transaction (会计事项)**.

Exercises



- 1.1 The accounting elements include _____, _____, _____, _____, _____, and _____.
- 1.2 Such things as cash, accounts receivables, inventory, supplies, equipment, buildings, and land, etc. are included in _____.
- 1.3 Liabilities are _____ of a business.
- 1.4 The net assets of a business are called _____.
- 1.5 Cash borrowed from a bank is not _____ but simply liability.
- 1.6 Expenses are the decrease in owner's equity caused by the company's _____ operations.
- 1.7 Profit is the _____ of revenue over expenses for the accounting period.
- 1.8 The accounting equation is: _____ = _____ + _____.
- 1.9 Record the following transaction in the accounting equation: Bought an automobile for \$9,800, paying \$3,000 cash and giving a note for the balance.

Assets = Liabilities + Owner's equity

Cash and Equipment

Notes Payable

Balance \$15,000

=

\$15,000

Entry

+

Balance

+

=

+

=



Section 2

T Account, Double-entry System, the Ledger and Chart of Accounts

2.1 T account (丁字账户)

T account is the simplest form of the account. It is so called because it resembles the letter "T". On top of the T account is the account title (written in the middle) and the account number (written on the right side). Below on each side of the vertical line are the debit which is on the left side and the credit which is on the right side. Often the debit and credit are abbreviated as Dr. and Cr. When an amount is placed on the left side of the account, the account is said to be debited. If the amount is entered on the right side, the account is credited. The difference between the debit and the credit is called the balance of the account.

Exhibit 1-2 T Account

<i>Account Title</i>		<i>13</i>
<i>Debit</i>	<i>Credit</i>	

2.2 Double-entry system (复式会计制度)

In double-entry system, whether an account is to be debited or credited depends on the type of the accounting element. By convention, increases in assets and expenses are recorded as debits, whereas increases in liability, owner's equity, revenue and profit are recorded as credits. Asset and expense decreases are recorded as credits, whereas liability, owner's

equity, revenue and profit decreases are recorded as debits.

Exhibit 1-3 Entries in the T Account

<i>Assets and Expenses</i>		<i>Liability, Owner's Equity, Revenue and Profit</i>	
Dr.	Cr.	Dr.	Cr.
+	-	-	+
(Increases)	(Decreases)	(Decreases)	(Increases)

Just keep in mind that in double-entry system there are equal debit and credit entries for every transaction. When only two accounts are affected, the debit and credit amounts are equal. If more than two accounts are affected, the total of the debit entries must equal the total of the credit entries.

Exercises



- 1.10 T account is so called because it resembles the letter _____.
- 1.11 The debit is on the _____ side of the vertical line. The credit is on the _____ side of the account.
- 1.12 "Dr." stands for _____, while "Cr." is the abbreviation for _____.
- 1.13 If an amount is recorded on the debit side, account is said to be _____.
- 1.14 Asset and expense increases are recorded as _____.
- 1.15 Liability, owner's equity, revenue and profit decreases are recorded as _____.
- 1.16 In double-entry system, the debit and credit entries for every transaction must be _____.
- 1.17 In each of the following T accounts, enter an increase by writing "+" and a decrease by writing "-".

<i>Assets</i>	
Dr.	Cr.

<i>Liabilities</i>	
Dr.	Cr.

<i>Owner's Equity</i>	
Dr.	Cr.

<i>Revenue</i>	
Dr.	Cr.

<i>Expenses</i>	
Dr.	Cr.

2.3 The ledger (总账)

In an accounting system, accounts are grouped according to accounting elements. These groups of accounts are called the ledger.

Now let us show you how the accountant makes a meaningful record of a series of transactions step by step with the double entry system in the ledger accounts.

Example 1.1

During the month of January, 2006, Ted Lott, a lawyer

- (1) Invested \$8,000 to open his practice, Lott Law Firm.
- (2) Bought office supplies (stationery, forms, pencils, and so on) for cash, \$700.
- (3) Bought several pieces of office furniture from Ferraro Furniture Co. on account, \$2,000.
- (4) Received \$3,500 in service fees earned during the month.
- (5) Paid office rent for January, \$600.
- (6) Paid salary for part-time help, \$800.
- (7) Paid \$1,600 to Ferraro Furniture Co. on account.
- (8) After taking inventory at the end of the month, Lott found that he had used \$200 worth of supplies.
- (9) Withdrew \$470 for personal use.
- (10) Paid bank service charge \$23.

These transactions might be analyzed and recorded in the accounts as follow:



Transaction 1: Invested \$8,000 to open his practice.

Two accounts are affected in this transaction. They are Cash and Capital^[3]. Remember that an increase in an asset (cash) is debited, whereas an increase in owner's equity (capital) is credited.

[3] Cash 和 Capital 等词采用大写形式，意“...账户”，属专有名词。以后各章同解。

<i>Cash</i>		<i>Capital</i>	
<i>Dr.</i>	<i>Cr.</i>	<i>Dr.</i>	<i>Cr.</i>
+	-	-	+
(1) 8000 ^[4]			8000 (1)

[4] 显示丁字账户和日记账中的数字不使用逗号和美元符号。如：不能用\$8,000，而只能用8000来显示。

Transaction 2: Bought office supplies for cash, \$700. Here we are substituting one asset (cash) for another asset (supplies). We debit Supplies because we are receiving supplies. We credit Cash because we are paying out cash.

<i>Cash</i>		<i>Supplies</i>	
<i>Dr.</i>	<i>Cr.</i>	<i>Dr.</i>	<i>Cr.</i>
+	-	+	-
8000	700 (2)	(2) 700	

Transaction 3: Bought office furniture from Ferraro Furniture Co. on account, \$2,000. We are receiving an asset (fixed asset) and, therefore, debit Furniture^[5] to show the increase. We are not paying cash but creating a liability, thereby increasing the liability account (Accounts Payable).

[5] Furniture 在国际会计中为一级账户，而在中国为二级账户。

<i>Furniture</i>		<i>Accounts Payable</i>	
<i>Dr.</i>	<i>Cr.</i>	<i>Dr.</i>	<i>Cr.</i>
+	-	-	+
(3) 2000			2000 (3)

Transaction 4: Received \$3,500 in service fees earned during the month. In this case, we are increasing the asset account Cash, since we have received \$3,500. Therefore, we debit it. We are increasing the owner's equity, yet we do not credit Capital. We contemporarily separate the revenue from the owner's equity (capital) and create a new account, Fees Income.

<i>Cash</i>		<i>Fees Income</i>	
<i>Dr.</i>	<i>Cr.</i>	<i>Dr.</i>	<i>Cr.</i>
+	-	-	+
8000	700		3500 (4)
(4) 3500			

Transaction 5: Paid office rent for January, \$600. We must decrease the asset account Cash because we are paying out money. Therefore, we credit Cash for \$600. Expenses are also separated from the owner's equity. Therefore, a new account, Rent Expense, is opened. The \$600 is entered on the left side of Rent Expense since expense decreases capital.

<i>Cash</i>		<i>Accounts Payable</i>	
<i>Dr.</i>	<i>Cr.</i>	<i>Dr.</i>	<i>Cr.</i>
+	-	+	-
8000	700		
3500	600 (5)	(5) 600	