



会计英语阅读



韩东平 王晓巍 编

哈尔滨工业大学出版社

ACCOUNTING READING IN ENGLISH

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内 容 简 介

全书将会计分为两大部分,即财务会计和成本(管理)会计。

财务会计部分主要包括:财务报表、企业和组织形式、经济交易对财务状况的影响、账户、复式记账系统、试算平衡表、调整分录、会计循环、工作底稿、结账分录、会计系统、流动资产及内容控制。

成本会计部分主要包括:成本行为类型、量-本-利分析、成本系统、变动成本和完全成本、预算、标准成本、差异分析、决策成本。

此书可作为有关专业的教材,也可供有关人员阅读参考。

会 计 英 语 阅 读

Kuaiji Yingyu Yuedu

韩东平 王晓巍 编

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前 言

随着对外交流的进一步加强和对外合作的广泛开展,越来越多的企业投资者和管理者关注国外企业财务状况和经营成果,因而作为介绍和阐述企业财务状况和经营成果表达方式的会计英语就显得越来越迫切。

会计英语的介绍和阐述有两种方式,一是以简单的会计内容为背景,介绍会计专业的基本知识,即 English for Accounting,目的是帮助读者掌握会计词汇;二是用英语讲授会计的专业知识,即 Accounting in English,目的是通过阅读使读者掌握专业知识。随着交流和合作的增加,第一种方式显然已经满足不了形势的需要,因此本书在编写过程中采用的是第二种方式。

本书内容经过细心挑选而成,挑选过程中力争使全书概括会计的主要内容,并对难词、难句进行了注释。

本书在正式出版前已经经过了三届学生的使用,使用效果良好,遂才决定交出版社正式出版。本书在编写过程中将会计分为两大部分,即财务会计和成本管理会计。各章节内容之间保持连贯和衔接。

本书由韩东平(第一部分)和王晓巍(第二部分)共同编写。由于水平有限,在编写过程中难免存在疏漏和不足之处,恳请读者批评指正。

编 者

1998 年 10 月

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Part One Financial Accounting

Chapter 1 General View of The Accounting

Your first accounting course begins with a general view of the accounting discipline and profession. In this chapter you will learn about the important role that accountants play in society and about the organizations where they work. You will also be introduced to accounting as an information system, and recognize the many users of accounting information in society.

1. THE ROLE OF ACCOUNTING

The major reason for studying accounting is to acquire the knowledge and the skills to participate in important economic decisions both within and outside the business enterprise. Thus accounting information is a tool and, like most tools, cannot be of much direct help to those who are unable or unwilling to use it or who misuse it. Its use can be learned, however, and [accounting] should provide information that can be used by all-nonprofessionals as well as professionals—who are willing to learn to use it properly.

The first step in this learning process is to understand how decisions are made and some of the ways in which accountants can contribute to the process.

To make a wise decision and carry it out effectively, the decision maker must answer the following questions:

What is the goal to be achieved? (Step 1)

What different ways are available to reach the goal? (Step 2)

Which alternative provides the best way to achieve the goal? (Step 3)

What action should be taken? (Step 4)

Was the goal achieved? (Step 5)

Figure 1-1 shows the steps that an individual or an institution follows in making a decision.

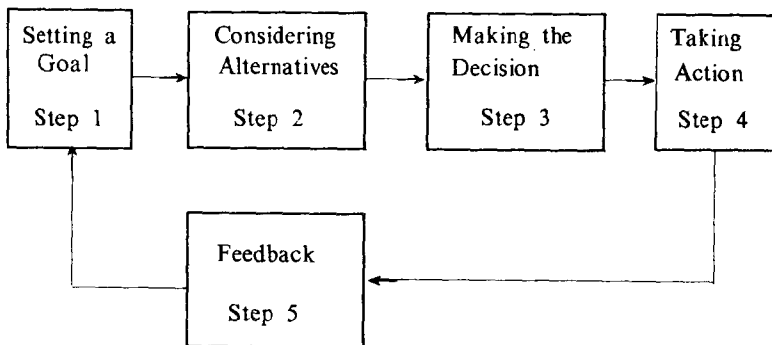


Figure 1-1 A Decision System

When the decision involves business and economic questions, accounting information is essential to the decision system because it provides quantitative information for three functions: planning, control, and evaluation.

Planning is the process of formulating a course of action. It includes setting a goal, finding alternative ways of accomplishing the goal, and deciding which alternative is the best course of action. At this stage, the accountant should be able to present a clear statement of the financial alternatives. Accounting information dealing with projections of income and budgets of cash requirements would also be important in

planning for the future.

Control is the process of seeing that plans are, in fact, carried out. In other words, do actions agree with plans? At this point, the accountant might be expected to give information on actual costs, as compared with costs planned earlier.

Evaluation, which involves the whole decision system, is the process of looking carefully at the decision system in order to improve it. It asks the question. Was the original goal met (feedback)? If not, the reason could have been poor planning or control, or perhaps the wrong goal was chosen. Evaluation information may be given in annual reports and other financial statements based on accounting information.

2. ACCOUNTING AS AN INFORMATION SYSTEM

Early definitions of accounting generally focused on the traditional record-keeping functions of the accountant. In 1941, the American Institute of Certified Public Accountants (AICPA) defined accounting as "the art of recording, classifying, and summarizing in a significant manner and in terms of money, transactions and events which are, in part at least, of a financial character, and interpreting the results thereof."⁽¹⁾ The modern definition of accounting, however, is much broader. In 1970, the AICPA stated that the function of accounting is "to provide quantitative information, primarily financial in nature, about economic entities that is intended to be useful in making economic decisions."⁽²⁾ (An economic entity is a unit such as a business that has an independent existence.)

The modern accountant, therefore, is concerned not only

with record keeping but also with a whole range of activities involving planning and problem solving; control and attention directing; and evaluation, review, and auditing. The new focus of accounting is on the ultimate needs of those who use accounting information, whether these users are inside or outside the business itself. So **accounting** "is not an end in itself" but must be viewed as an information system that measures, processes, and communicates financial information about an identifiable entity. This information allows users to make "reasoned choices among alternative uses of scarce resources in the conduct of business and economic activities."

This modern view of accounting is shown in Figure 1-2. In this view, accounting is seen as a service activity. It is a link between business activities and decision makers. First, accounting records data on business activities for future use. Second, through data processing, the data are stored until needed, then processed in such a way as to become useful information. Third, the information is communicated through reports to those who can use it in making decisions. One

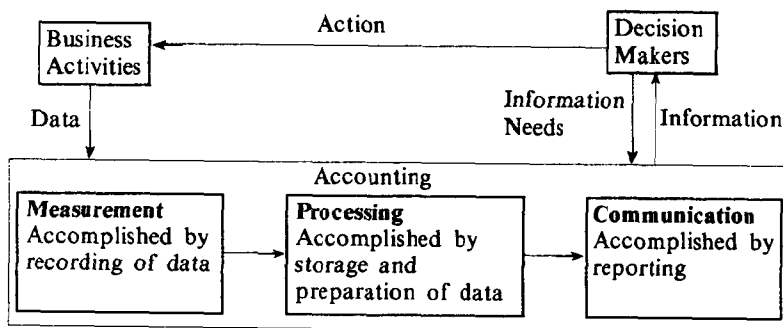


Figure 1-2 Accounting as an Information System for Business Decisions

might say that data about business activities are the input to the accounting system, and useful information for decision makers is the output.

It is important to clarify the relationships of accounting to bookkeeping, the computer, and management information systems to avoid certain misunderstandings about accounting.

People often fail to understand the difference between accounting and bookkeeping. **Bookkeeping**, which is a process of accounting, is the means of recording transactions and keeping records. Mechanical and repetitive, bookkeeping is only a small, simple part of accounting. Accounting, on the other hand, includes the design of an information system that meets user needs. The major goal of accounting is the analysis, interpretation, and use of information. Accountants look for important relationships in the figures they produce. They are interested in finding trends and studying the effects of different alternatives. Accounting includes systems design, budgeting, cost analysis, auditing, income tax preparation or planning, and computer programming.

The **computer** is an electronic tool that can collect, organize, and communicate vast amounts of information with great speed. Accountants have been among the earliest and most enthusiastic users of computers. Before the age of computers, the millions of transactions of large organizations had to be recorded by hand. It often took months to produce financial reports that now take days or hours. Although it may appear that the computer is doing the accountant's job, it is in fact only a tool that is instructed to do the routine bookkeeping operations. Because it is important that the user of accounting information and the

new accountant understand the processes underlying accounting, most examples in this book are treated from the standpoint of manual accounting. You should remember, however, that in practice most large accounting operations are now computerized.

Most businesses use a large amount of information that is not financial in nature. Their marketing departments, for example, are interested in the style or packaging of competitors' products. Personnel departments keep health and employment records of employees. With the widespread use of the computer today, many of these varied information needs are being organized into what might be called a **Management Information System (MIS)**. The management information system consists of the interconnected subsystems that provide the information needed to run a business. The accounting information system is the most important subsystem because it plays the primary role of managing the flow of economic data to all parts of a business and to interested parties outside the business. Accounting is the financial hub of the management information system. It gives both management and outsiders a complete view of the business organization.

3. RECOGNIZE THE USERS OF ACCOUNTING INFORMATION.

Accounting and accounting information are used more than commonly realized. The users of accounting can be divided roughly into three groups: (1) those who manage a business, (2) those outside a business enterprise who have direct financial interest in the business, and (3) those persons, groups, or agencies that have an indirect financial interest in

the business. These groups are shown in Figure 1-3.

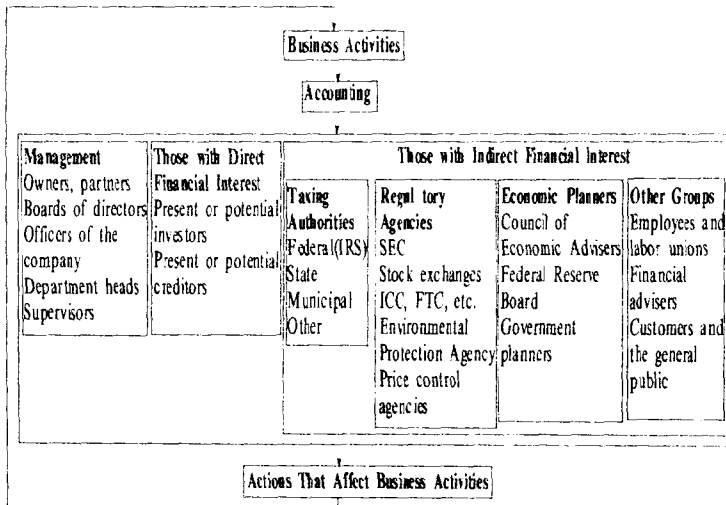


Figure 1-3 The Users of Accounting

3.1 Management

Management is the group of people in a business with overall responsibility for achieving the company's goals. Business goals may include providing quality goods and services at low cost, creating new and improved products, increasing the number of jobs available, improving the environment, and accomplishing many other social tasks. To achieve any of these goals, of course, the company must be successful. Success and survival in a tough, competitive business environment require that management concentrate much of its effort on two major goals: profitability and liquidity. **Profitability** is the ability to make a profit sufficient to attract and hold investment capital. **Liquidity** means

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enough funds on hand to pay debts when they fall due.

Managers must constantly decide what to do, how to do it, and whether the results match the original plans. Successful managers consistently make the right decisions on the basis of timely and valid information. Many of these decisions are based on the flow of accounting data and their analysis. For this reason, management is one of the most important users of accounting information, and a major function of accounting is to provide management with relevant and useful information. For example, here are some questions a manager might ask: How much profit did the company make during the last quarter? Does the company have enough cash? What are the projected cash needs in six months? What products are most profitable? What is the cost of manufacturing each product?

3.2 Users with a Direct Financial Interest

A major function of accounting is to measure and report information about how a business has performed. Most businesses publish periodically a set of general-purpose financial statements that report on their success in meeting objectives of profitability and liquidity. Though these statements show what has happened in the past, they are important guides to future success. Today there are many people outside the company who carefully study these financial reports.

Present or Potential Investors Those who are thinking of investing in a company are interested in the past success of the business and its potential for profits in the future. A thorough study of the company's financial statements will help potential investors judge the prospects for a profitable

After investing in a company, investors must continually review their commitment.

Present or Potential Creditors Most companies must borrow money for both long and short-term operating needs. The creditors, who lend the money, are interested primarily in whether the company will have the cash to pay the interest charges and repay the debt at the appropriate time. They will study the liquidity and cash flow as well as the profitability of the company. Banks, finance companies, mortgage companies, securities firms, insurance firms, individuals, and others who lend money expect to analyze a company's financial position before making a loan to that company.

3.3 Users with an Indirect Financial Interest

Society as a whole, through its government officials and public groups, has in recent years become one of the biggest and most important users of accounting information. Some of the users who need accounting information to make decisions on public questions are (1) taxing authorities, (2) regulatory agencies, (3) economic planners, and (4) other groups.

Taxing Authorities Our governments are financed through the payment of taxes. Under federal, state, and local laws, companies and individuals pay many kinds of taxes. Among these are federal, state, and city income taxes, social security and other payroll taxes, excise taxes, and sales taxes. Each tax requires special tax returns and often a complex set of records as well. Proper reporting is generally a matter of law and can be very complicated. The Internal Revenue Code of the federal government contains thousands of rules relating to the preparation of the financial statements used in computing federal income taxes.

Regulatory Agencies Most companies must report to one or more regulatory agencies at the federal, state, and local levels. All public corporations must report periodically to the Securities and Exchange Commission, which was set up by Congress to protect the public, and therefore regulates the issuing, buying, and selling of stocks in the United States. Companies that are listed on stock exchanges, such as the New York Stock Exchange, must also meet the special reporting requirements of the exchange. The Interstate Commerce Commission regulates industries such as trucking and railroads, and the Federal Aviation Administration regulates airlines. All public utilities such as electric, gas, and telephone companies are regulated and must defend their rates with accounting reports.

Several new and broader requirements must also be met today. The Environmental Protection Agency is interested in the cost and speed of reducing environmental pollution. The various price control agencies of the U.S. government often require that all price rises be justified on the basis of rises in costs. Accounting reports are of course an important part of this process.

Economic Planners Since the 1930s, the government's wish to take a more active part in planning and forecasting economic activity has led to greater use of accounting. A system called national income accounting has been developed for the whole economy. It deals with the total production, inventories, income, dividends, taxes, and so forth of our country. Planners who are members of the President's Council of Economic Advisers or are connected with the Federal Reserve System use this information to set economic policies

and judge economic programs.

Other Groups Employees, consumers, and the general public all have an interest in the financial statements of businesses. Employees and labor unions study the financial statements of corporations as part of their task of preparing for labor negotiations. The amount and computation of profits and costs are often important in these negotiations. Those who advise investors and creditors also have an indirect interest in the financial performance and prospects of a business. In this group are financial analysts and advisers, brokers, underwriters, lawyers, economists, and the financial press. Consumers' groups, customers, and the general public have become more curious about the financing and profits of corporations as well as with the effects that corporations have on inflation, the environment, social problems, and the quality of life.⁽³⁾

Vocabulary

- | | |
|------------------------------|---------------|
| 1. professional <i>n.</i> | 专业人员 |
| 2. alternative <i>n.</i> | 备选方案, 选择之事物 |
| <i>a.</i> | 选择的, 二者可选其一的 |
| 3. quantitative <i>a.</i> | 定量的, 与量有关的 |
| 4. accounting <i>n.</i> | 会计; 会计学 |
| 5. budget <i>n. & v.</i> | 预算 |
| 6. hub <i>n.</i> | 中心, 中枢 |
| 7. liquidity <i>n.</i> | 偿债能力; 流动性 |
| 8. bookkeeping <i>n.</i> | 登记账簿 |
| 9. auditing <i>n.</i> | 审计; 审计学 |
| 10. financial <i>a.</i> | 财政的, 金融的, 财务的 |
| financial statement | 财务报表 |