



“十二五” 高职高专会计专业工学结合规划教材

SHIERWU GAOZHIGAOZHUAN KUIJIZHUANYE GONGXUEJIEHE GUIHUAJIAOCAI

会计英语

李文宁 王 岩 · 主编

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出版说明

财会行业一直是传统行业里的常青树。随着我国经济环境的发展变化,会计行业有了新的发展趋势和职业亮点。国家经济发展与企业发展的需求,催生了对大量新生力量以及优质专业教材的需求。在此背景下,我们组织人员,编写了本套“‘十二五’高职高专会计专业工学结合规划教材”系列丛书。

本套丛书具有以下几个特点:

1. 体现了最新的高职高专教育理念。按照“工学结合”人才培养模式的要求,采用“基于工作过程导向”的设计方法,以工作过程为导向,以项目和工作任务为载体进行应知应会内容的整合,符合教学规律。

2. 定位准确。准确体现财会专业培养方案及课程大纲的要求,内容紧贴财会专业的教学、就业实际,以“必需、够用”为标准进行取舍;充分考虑高职高专院校学生认知特点,语言简练、形式新颖、整体风格活泼,符合现代教学授受规律。

3. 内容新颖。根据最新《企业会计准则》、修订后的《中华人民共和国增值税暂行条例》和《中华人民共和国消费税暂行条例》等编写。内容上突出了会计和税法的新变化,反映了对企业会计业务的最新要求。

4. 校企合作开发教材。本套丛书由企业人员与学校一线教师共同开发完成。教师和企业相关人员共同研究教材内容,企业人员提供一线工作资料,教师执笔写作,编写完成后请企业专家审定,保证了教材内容更贴近会计工作实际。

5. 配有电子教学资料包。教师可以登录中国物资出版社网站(<http://www.clph.cn>)“下载中心”下载教学资料包,该资料包包括教学指南、电子教案、习题答案,为教师教学提供完整服务支持。

本套丛书在编写过程中,得到了众多编写教师、企业人员的大力支持和帮助,他们对教、学、研一体化教学进行了艰辛而有益的探索,为本套丛书的完成奉献了大量的精力和宝贵的时间,在此表示衷心感谢!并恳请各位专家、同行对本套丛书存在的不足之处给予批评和指正。



前言

应社会对高素质人才的需求以及响应国家号召,各高校普遍开设专业英语课程,使学生获得用英语从事专业工作的基本能力。会计作为一种国际商业语言,在全球经济一体化中的作用日益重要。如何提高会计专业英语教学质量,为我国经济发展服务,是当前会计教育改革的当务之急。

《会计英语》一书就是顺应这些需求而生的。本书在总结高职高专和应用型本科会计英语教学改革的基础上,结合会计专业特色,对教材的体例、大纲、内容等方面作了较大的创新,使之更生动有趣、易教、易学、更方便使用。相比较而言,本书具有以下特色:

教材结构新颖。每章设有学习目标、微型案例、正文知识、本章小结、生词语表、阅读资料以及自我测试,便于广大初学会计英语的读者学习使用。

内容针对性强。各校一般在2~4个学期的会计基础课授课结束后,开设专业英语课程,针对本书的授课对象主要是高年级学生的特点,教材在内容安排上,还对具体会计工作及其工作要求作了简要的介绍,强化了理论的实用性和实践的可操作性,使课程理论知识不仅具备前沿性,而且更具有实践性。

教学资源完善。为了方便教师教学和学生自学,本书配有教学指南、电子教案、习题答案等电子参考资料,欢迎索取。

本教材共包括12章,分别是:第1章会计简介;第2章会计恒等式和复式记账法;第3章账户;第4章日记账;第5章分类账;第6章配比原则和账户调整;第7章财务报表;第8章完成会计循环;第9章商业企业会计核算;第10章工业企业会计核算;第11章财务报表分析;第12章会计职业入门。

本书既可作为高职高专、应用型本科院校财经类专业会计英语课程的教学用书,也可作为广大财会从业人员学习英文账务处理的入门书籍。通过本书的学习,读者可以掌握会计的基本理论、基本方法的英语表达方式,提高运用英语处理会计业务的能力。



本书编者均长期从事会计英语教学工作，有丰富的双语教学经验。本书由李文宁、王岩担任主编，王娟、田松梅、仇新忠担任副主编，刘力为参编。参编人员及编写分工如下：李文宁编写第1章、第11章、第12章；王岩编写第2章、第3章、第4章；仇新忠和李文宁共同编写第5章；刘力和李文宁共同编写第6章；王娟编写第7章、第8章；田松梅编写第9章、第10章。全书由李文宁负责协调编写、总纂、修改和定稿。

本书在编写过程中，参考、借鉴了大量文献资料，在此向作者致以诚挚的谢意。同时得到了有关专家学者、院校领导、同仁同事的大力支持和帮助，在此深表感谢！

由于编者水平有限，书中不足与疏漏之处在所难免，恳请各位专家和读者批评指正。

编 者

2011年12月



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Chapter 1 An Introduction to Accounting

Learning objectives

1. Explain the nature of accounting and its main functions.
2. Identify the users of accounting information.
3. Understand the difference between public accounting and private accounting.
4. Understand some of the accounting principles.

Mini case

Andy started a business with \$ 50 to earn some extra money. He offered his service as a helping hands at parties. He would set up the party, serve the food, and clean up afterward. He spent \$ 18 to have 200 fliers printed and \$ 15 to purchase blue aprons. After two months, another partner participated in the business, and in this month they both earned \$ 200 separately.

1.1 The nature of accounting

Accounting is called the language of the business, and most people interact on a daily basis in some way with business enterprises.

1.1.1 The concept of accounting

The importance of understanding accounting information is not restricted to those engaged directly in business. Many people with little knowledge of accounting must interpret accounting data. For example, lawyers must understand the meaning of accounting information if they are to represent their clients effectively, marketing consultants must be aware of the costs of developing advertising campaigns, and engineers and architects must consider cost data when designing equipments and buildings. In fact, every person engages in transactions dealing with the financial aspects of life. Thus, accounting plays a significant role in society, and in a broad sense, everyone is affected by accounting information. The better you understand the language, the better you can manage the financial aspects of living.

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. "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".

1. 1. 2 Forms of the entity

There are three basic forms of business organizations: the proprietorship, the partnership and the corporation. Businesses take one of the three forms of organizations and in some case the accounting procedures depend on the organizational form. Therefore we should understand the difference between them.

The proprietorship has a single owner, called the proprietor, who is usually also the manager. Proprietorships tend to be small retail establishments and individual professional businesses, such as those of physicians, lawyers and accountants. From the accounting viewpoint, each of proprietorship is distinct from its proprietor. Thus, the accounting records of the proprietorship do not include records of the proprietor's personal affairs.

The partnership joins two or more individuals together as co-owners. Each owner is a partner. Many retail establishments, as well as some professional organizations of physicians, lawyers and accountants, are partnerships. Most partnerships are small and medium-sized, but some are quite large. Accounting treats the partnership as a separate organization, distinct from the personal affairs of partner.

The corporation is a business owned by shareholders. It is a legal entity, an "artificial person" that conducts its business in its own name. Like the proprietorship and partnership, the corporation is also an organization with existence separate from its owners.

1. 2 Users of accounting information

1. 2. 1 Two major functions of accounting

The functions of accounting have increased with the rapid development of management science. The process of accumulating and reporting financial information that shows an organization's financial position and the results of its operations to its interested users is referred to as financial accounting. Besides financial accounting, accounting provides the management inside an organization with the accounting infor-



information needed in the organization's internal decision-making that relates to planning, control, and evaluation within an organization. The process of generating and analyzing such accounting information for internal decision-making is often referred to as managerial accounting and the related information reports being prepared are called internal management reports. As contrasted with financial accounting, managerial accounting is not governed by generally accepted accounting principles.

1. 2. 2 Users of accounting information

Users of accounting information are a diverse group. They may be categorized as external users or internal users. This distinction allows us to classify accounting into two fields—financial accounting and managerial accounting.

Financial accounting focuses on information for people outside the firm. Creditors and outside investors, for example, are not part of the day-to-day management of a business. Likewise, government agencies and the general public are external users of a firm's accounting information. Managerial accounting focuses on information for internal decision-makers, such as top executives, department heads, university deans and hospital administrators. In any case, the users include the following ones:

1. External users

Individuals use accounting information in day-to-day affairs to manage their bank accounts, evaluate job prospects, make investments, and decide whether to rent or buy a house.

Investors and creditors provide the money that businesses need to begin operations. To decide whether to help start up a new venture, potential investors evaluate what return they can reasonably expect on their investment. This means analyzing the financial statements of the new business. Those people who do invest monitor the progress of the business by analyzing the company's financial statements and keeping up with its developments in the business press. Before making a loan, potential lenders determine the borrower's ability to meet scheduled payments. This evaluation includes a projection of future operations, which is based on accounting information.

Government Regulation Agencies ask that businesses, which sell their shares or borrow money from the public, disclose certain financial information to the investing public. They base their regulatory activity in part on the accounting information they receive from the firms that they watch over.

Taxing Authorities levy taxes on individuals and businesses. The amount of the tax is

figured using accounting information. Businesses determine their goods and services tax and sales tax based on their accounting records that show how much they have sold. Individuals and businesses compute their income tax based on how much money their record show they have earned.

Nonprofit organizations, such as churches, hospitals, government agencies and colleges, which operate for purposes other than to earn a profit, use accounting information in much the same way that profit-oriented businesses do, that is, to manage and control their operations. Both profit organizations and nonprofit organizations deal with budgets, payrolls, rent payments, and the like—all from the accounting system.

2. Internal users

Businesses managers of businesses use accounting information to set goals for their organizations, evaluate their progress toward those goals, and take corrective action if necessary. Decisions based on accounting information may include which building and equipment to purchase, how much merchandise inventory to keep on hand, and how much cash to borrow.

Employees may make wage demands based on the accounting information that shows their employer's reported income.

1.3 The accounting profession

The rapid development of accounting in current century brings about large number of professionally trained accountants. Factors contributing to this development have been the tremendous growth of economies all over the world and accompanying increasingly complex taxation and other restrictions imposed on business concerns by government regulation. Positions in the field of accounting may be divided into several areas. Two general classifications are public accounting and private accounting.

Private accountants work for a single business such as a local department store, educational institutions and government agencies. The chief accounting officer usually has the title of controller, treasurer or chief financial officer. Whatever the title is, this person usually carries the status of vice-president.

Public accountants are those who serve the general public and collect professional fees for their work, such as doctors and lawyers do. Their work includes auditing, income tax planning and preparation of returns, management consulting, and various accounting services. Public accountants represent about a quarter of all professional accountants.



1.4 The accounting principles

The objective of financial report is to provide information to internal and external users for their decision-making use. Decision-making requires information that must be comparable with prior periods as well as other business in the industry. In other words, accountants need standards in preparing financial statements. These standards and practices developed over time by the accounting profession are called generally accepted accounting principles, acronym GAAP. They include four basic assumptions, four basic principles and four basic constraints.

1.4.1 Basic accounting assumptions

There are four basic accounting assumptions. They are accounting entity assumption, going concern assumption, monetary unit assumption and periodicity assumption.

1. Accounting entity assumption

Under accounting entity concept, for accounting purposes, all forms of business concerns are conceived and treated as a separate entity, separate and distinct from its owner or owners, as well as from other concerns. Either the transactions or the assets of a concern should not include those of owner or owners. As for the transactions between the concern and the owners in accounting procedures, they should be treated as those with other concerns. As a result, all the accounting records and reports should be made by a concern as an independent entity rather than by owners personally. From this point of view, the separate entity is also called "accounting entity".

2. Going concern assumption

Going concern assumption assumes that the business will be in operation indefinitely. This validates the methods of asset capitalization, depreciation, and amortization. But, when liquidation is certain, this assumption is not applicable.

3. Monetary unit assumption

Monetary unit assumption assumes that a stable currency is going to be the unit of record. The FASB accepts the nominal value of the US dollar as the monetary unit of record unadjusted for inflation.

4. Periodicity assumption

Periodicity assumption implies that the economic activities of an enterprise can be divided into artificial time periods and it is possible to report the complex and ongoing activities of a business in relatively short, distinct time intervals such as one