

BUSINESS ENGLISH

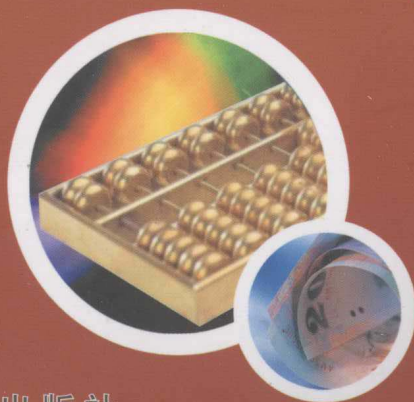
21世纪商务英语系列教材

丛书主编 / 高嘉勇

会计英语

(第二版)

主编 / 胡锦涛 程燕飞 审校 / Donald Granger



南开大学出版社

21 世纪商务英语系列教材

会 计 英 语

Accounting English

(第二版)

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总 序

进入 21 世纪, 伴随中国对外开放的深入和全球经济一体化的到来, 中国企业的机遇与挑战相伴而来。一方面, 中国企业的市场范围扩展到全球范围; 另一方面, 中国企业要面临国内外对手的激烈竞争。企业生存环境的变化引发了对外语人才需求的变化。越来越多的企业需要的外语人才不仅要精通语言与文化, 亦要掌握某一领域的专业知识。

为迎接挑战, 近年来国内许多高校纷纷开设双语教学课, 并使用国外原版教材, 但这引发了如下问题: 大多数国外原版教材的视角和商务环境是美国, 案例分析也多来自美国, 教材内容与中国商务与文化环境并不相符, 这极大影响了学习的效率与效果。

基于 21 世纪中国外语教学和对外经贸工作的迫切需要, 我们编写并出版了这套“21 世纪商务英语系列教材”。先期出版 10 本, 即《金融英语》、《会计英语》、《物流英语》、《跨文化商务交际(英文版)》、《市场营销英语》、《国际商务翻译》、《求职英语》、《商务英语》、《经贸英语阅读》、《组织行为学(英文版)》。我们编写本套教材的宗旨是为中国经济建设和改革开放培养高水平的“外语+专业”的复合型人才。本系列教材的内容力求反映中国经济特点, 坚持理论与实践相结合, 主要体现以下几个特点:

1. 理论全面性与前瞻性兼备。本系列教材在参考国内外最新科研成果的基础上, 大量吸收相关学术领域的前沿理论。同时, 本系列教材亦强调理论框架的完整性和全面性。

2. 写作规范、语言准确。本套教材在编写体例上, 力求规范与统一。各书主编均为在国内著名高校具有国外留学或教学经验的业务骨干, 并聘请天津外国语大学 ESEC 项目美国专家审校了本套教材的英

文部分。

3. 兼顾各类人才培养。本系列教材以大学本科教学需要为立足点,重视讲授基本理论,符合外语专业和经贸专业本科生的培养目标和教学要求,既为外语专业本科生奠定经济和贸易专业理论基础,使学生掌握基本理论和专业技能,也满足经济类本科生的专业外语学习要求。同时,本系列教材也适用于满足高专、各类成人教育的学习和职业培训的实践要求。

“21 世纪商务英语系列教材”由天津外国语学院、南开大学、天津财经大学、广东外经贸大学、天津商业大学等院校知名教师联合编写。我们真诚希望这套丛书能够促进我国商务英语专业教材的建设与更新,对提升商务英语、经济、管理专业学生和我国商务人员专业英语有所帮助。

读者对这套丛书有何意见,可以随时反映给我们。书中若有不妥和错误之处,敬请指正。

高嘉勇

2008 年 5 月

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第二版前言

本书第一版自 2008 年 8 月出版以来,得到了众多读者和专家学者的厚爱,很多高校的教师与学生对本教材的使用效果给予了中肯的评价。在肯定本书的同时,他们也指出了书中所存在的各种错误和不足,提出了许多建设性意见。这促使编者着手本书的修订工作,以便更好地适应读者对会计英语学习需要。

本次修订保持了第一版的基本结构和内容体系,在此基础上调整了部分篇目的顺序,对各章内容都作了认真的修订。修订的重点放在对一些重要的基本理论或知识点加以充实,补充部分章节内容,使有关内容更完整,并将所有资料和数据都更新到最近水平,针对理论难点增补了一些实例,以更好地支持书中理论,帮助读者更好地去理解这些难点,读起来更顺畅。

其次,编者还对概念注释、词汇表和练习题部分进行了增删和调整,以便读者能加深理解有关章节所阐述的会计理论与方法,并自我检测学习效果。

最后,第二版增加了全书英文部分的翻译,这对广大同学的自学提供了便利。整体而言,第二版保留了原书的风格,清晰易懂、难易适度、深入浅出。

编者相信,经过修订和完善,本书理论更加完善、内容更加充实,在规范性和实用性等方面将会得到进一步提高,能更好地满足广大读者的需要。

最后衷心感谢广大读者对本书的支持和厚爱。第二版仍可能存在一些不足之处,敬请各位专家、教授、同行及广大同学提出宝贵意见和建议。来信请寄:fgaojy@126.com。

编者

2011 年 6 月于南开园

前 言

本书是在经济全球化背景下编写的会计英语教材，是会计基础知识和标准英文表达的完美结合，适合于双语教学的会计课堂。使用本书的高校学生在迅速掌握会计通用词汇和会计基础知识的同时，还可以学习到纯正的会计英语表达，真正符合外资、合资企业对国际化会计人才的需求。同时本书也可以满足广大会计从业人员迅速了解掌握相关英文会计表达并提高英语水平的需求。

全书以基础会计制度为基础，同时兼顾了西方国家特别是美国的会计习惯做法，对会计的基本理念，基本流程作了详细介绍。内容涉及基础会计理论，财务会计，管理会计还有部分审计内容。全书共分十五个单元。分别介绍了会计要素，会计恒等式，会计循环，基本财务报表，财务报表的分析，管理会计以及审计等内容。同时每个章节都配有相应的词汇表，概念注释和练习题。书中大量图表能够帮助读者快速、有效的理解会计内容和流程。

本书深入浅出，难易适度，具备如下特点。第一，考虑到教学过程中，中文太多会影响双语教学效果，文中尽量使用简洁、标准、易懂的英文诠释会计知识。第二，内容全面系统，以简单明快英文语言向读者分别介绍了资产、负债、所有者权益，收入、费用等各项会计要素的确认和核算过程，会计报表的编制和分析，公司的基本组成形式，以及财务会计和管理会计的对比分析。第三，英语语言严谨规范，阅完此书，读者除了对会计知识有所了解外，英语水平也将有一定提高。

此书编写过程中参考了大量国内外学者的成果和资料，汲取了许多精粹。编者在此表示衷心的感谢。由于编者水平有限，书中难免有疏漏和不足之处，请广大读者见谅并提出宝贵意见。

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英文部分

Unit 1 Introduction to Accounting

Accounting is known as the language of business. It is used by every profit-seeking business organization that has economic resources such as money, machinery, and buildings to provide relevant financial information on their resources and the effects of the use of these resources for their stakeholders. Not-for-profit organizations also utilize accounting in order to manage their normal operations and measure their activities.

I. Definition of Accounting

Figure 1-1 Accounting Definition

What Is Accounting?



Source: google images

Accounting can be defined as the information system that identifies, records and communicates economic events to the interested users for the purpose of decision-making. Another definition is that accounting is the recording, reporting, and analysis of financial transactions of a business. Early accounting tended to focus on the traditional record-keeping functions of the accountant. Modern accounting, in contrast, involves more planning, controlling, budgeting and forecasting.

II. Users and Classifications of Accounting

Accounting information is used to satisfy the needs of two main groups of users: external users who are outside a business but have direct interest in the business, such as investors, creditors, customers and tax authority; internal users like managers and employees who have direct concerns in a business. The larger the entity, the greater interests are from various groups of people.

Accordingly, accounting is split into two types: financial accounting and managerial accounting. Financial accounting is related to the preparations of financial reports for users mainly outside the business, and is also called external accounting. While managerial accounting mainly provides information to internal management of a firm for decision-making, it's also called internal accounting since it's used basically inside the business.

III. Accounting Assumptions and Principles

To develop accounting standards, there are a series of assumptions and principles that serve as basic guidelines in accounting activities called Generally Accepted Accounting Principles (GAAP). These assumptions and principles form a foundation for financial reporting internationally.

1. Assumptions

(1) Economic Entity Assumption

Economic entity assumption is also called accounting entity assumption. Accounting entity is the space restriction on accounting recognition, measurement and reporting. This assumption requires that activities of the entity should be kept separate and distinct from the activities of its owners and all other economic entities. A company's accounting reflects only the financial activities of the company, not the owner. So it must be ensured that only those transactions of the company are reported in the company's financial reports and transactions of the owners are excluded. For example, if you are a stockholder in Dove, the amount of cash in your personal bank account is not reported in the Dove's financial report.

(2) Going Concern Assumption

The going concern assumption states that the entity will continue in operation in the foreseeable future and there is no intention to put the entity into liquidation or to make drastic cutbacks to the scale of the operations. This assumption makes sure that asset evaluation, depreciation calculation and financial reports are prepared in a continuous mode.

(3) Accounting Period Assumption

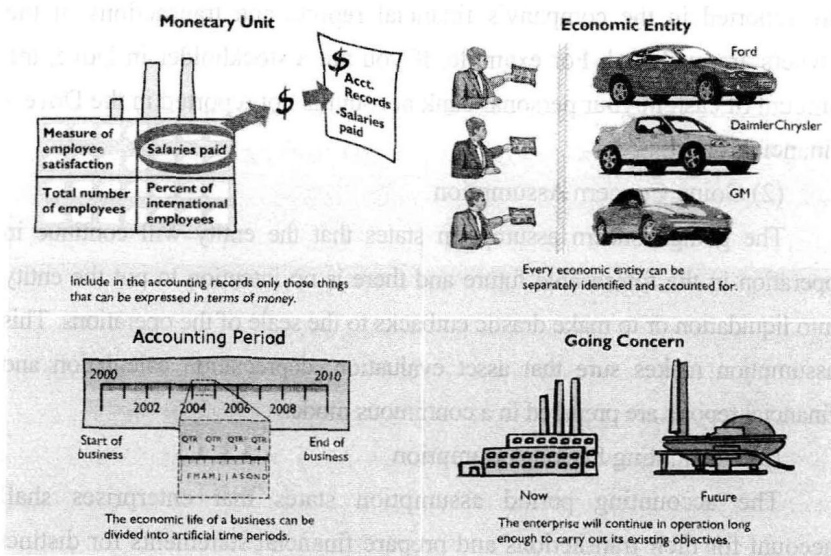
The accounting period assumption states that enterprises shall account for their transactions and prepare financial statements for distinct time periods. In other words, the life of a business is artificially split into equal time periods end to end to make it easier to calculate profits and reflect the financial situation of a business. An accounting period is typically one month, one quarter or one year. This principle is an important supplement to the previous assumption.

(4) Monetary Unit Assumption

The monetary unit assumption requires that only those things that can be expressed in money are included in the accounting records. This

assumption has important implications for financial reporting. Because the receipts and payments of cash are fundamental to business transactions, it makes sense that a business is measured in terms of money. However, it also means that certain important information needed by investors, creditors, and managers is not reported in the financial reports as they can't be measured in terms of money. For example, customer satisfaction is important to every firm, but it is not easily quantified in dollar terms, thus it is not reported in the financial statements.

Figure 1-2 Accounting Assumptions



Source: Kimmel, Weygandt, Kieso. Financial Accounting-Tools for Business Decision Making. 2004

2. Principles

(1) Historical Cost Principle

It requires that assets are recorded at cost when they're obtained or the expenditures incurred on acquisition rather than fair market value. This also applies to liabilities. For example, if Wal-Mart purchases a piece of

land for \$300,000, the cost of the land is reported at this amount in the financial reports, regardless of its market value. This principle provides reliable information, which removes the opportunity to provide subjective and potentially biased market values, but it's not very relevant. Sometimes, it cannot reflect true value of assets and liabilities.

(2) Revenue Realization Principle

This principle requires that revenues or expenses should be recorded when revenues are actually realized or realizable and when expenses are incurred, rather than when cash is received or paid. This way of accounting is called accrual basis accounting. Financial statements except cash flow statement are prepared on accrual basis.

(3) Full Disclosure Principle

This principle requires that all information that would make a difference to financial statement should be disclosed. If an important item can not be reasonably reported directly in the financial statements, notes should be made about it.

(4) Matching Principle

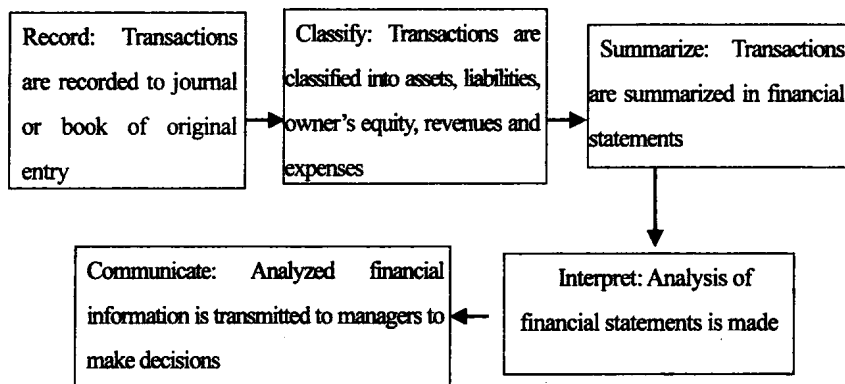
This principle requires that revenues have to be matched with related expenses or costs in a certain accounting period in order to produce proper profit or loss. Expenses are recognized not when the service is performed, or when a product is produced, but when the service or the product actually makes its contribution to revenue.

IV. Financial Statements

The daily accounting information is normally detailed, specific, enormous and disperse. In order to get a clear picture of the financial position, performance and changes in the financial position of an enterprise, measures need to be taken to record, classify, summarize, and interpret the daily accounting data. The results finally are communicated

to the decision-makers.

Figure 1-3 Measures to Analyze Accounting Data



Source: developed by the author

In the communication stage, documents and forms are prepared to present the financial situation of the company. These are called financial statements. Financial statements are the final product of the accounting process, because users need to know how the business is operating to make economic decisions. However, financial statements do not provide all the information that users may need to make economic decisions, since they largely portray the financial effects of past events and do not necessarily provide non-financial information.

The objective of financial statements is to provide information about the financial position, performance and cash flows of a business. Information about financial position is primarily provided in a balance sheet. Information about operating performance of the company is primarily portrayed in an income statement. Information on cash flow is provided by a cash flow statement. Balance sheet and income statement are the two basic financial statements that are most commonly used.