



高职高专行业英语系列教材

财务会计英语 (第二版)

Financial Accounting English (Second Edition)

孙耀远 编著 祁 渊 主审



外语教学与研究出版社

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序

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和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二年级下学期水平，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》、《汽车英语》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

本教材主要供会计类、经济类、管理类高职高专学生使用，也可供财务会计工作者自学英语使用。

全书共有9个单元，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，以及财务报表、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，本教材在第一单元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，主要依据美国的一般公认会计准则编写，同时在一定程度上参考了我国的《企业会计准则》，具有如下特点：

一、教材的编写以实用为主，够用为度，充分满足高职高专技能型、实用型人才培养的需求；

二、内容以财务会计实务中的必备知识为主，使学生通过本教材的学习，既能掌握用英语做账的实际操作能力，又能强化已学过的英语知识；

三、以案例教学为主，案例均采用外国企业的商号及交易；

四、将服务性企业、商业企业和制造业企业的主要交易贯穿于既互相联系又各具特色的整套会计处理中，最后形成完整的会计循环。

为了与中华人民共和国财政部2006年制定的《企业会计准则》保持一致，编者结合实际使用中的反馈意见，对本教材进行了认真修订。首先，应广大读者的要求，教材后面增加了参考译文，对数字的来龙去脉进行了更详细的解释，并充实了词汇的注释。其次，编者根据新的《企业会计准则》对有关内容进行了适当的调整。最后，编者对一些数字、词汇、角注、表格、分录等进行了更精确的处理。

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。在本版修订过程中，东北财经大学会计学院讲师祁渊博士对全书的理论、概念、术语和译名等内容进行了主审和校对，在此深表谢意。

由于编者水平有限，疏漏之处在所难免，敬请专家和读者不吝赐教。

编者

2010年7月

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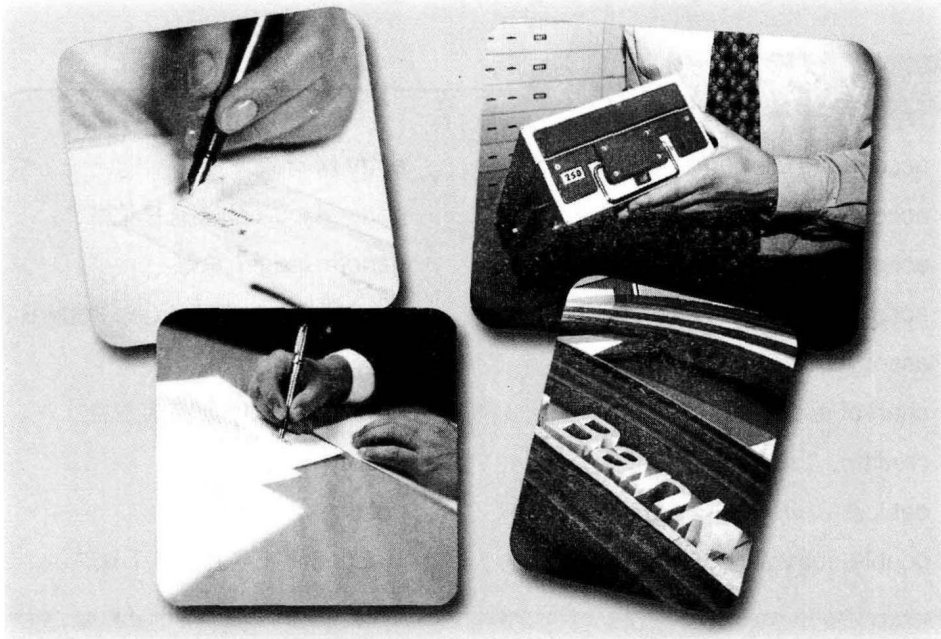
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Unit One

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

posting *n.* 过账

T account 丁字账户, T 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 asset, liability, owner's equity, revenue, expense, and profit of a business.

- **Asset (资产)** Assets are economic resources that are owned or controlled by a business as a result of past transactions or events and are expected to generate economic benefits to the business. Assets can be classified as current assets, fixed assets, and 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 into 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 non-current 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 non-current 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.
- **Liability (负债)** Liabilities are debts of a business owed to suppliers, banks, etc., arising from past transactions or events which are expected to give rise to an outflow of economic benefits from the business. Liabilities are usually classified as current liabilities and non-current liabilities. **Current liabilities (流动负债)** are expected to be paid within one year. They include accounts payable, taxes payable, salaries payable, etc. A typical current liability would usually be paid within 30 days. **Non-current liabilities (非流动负债)** may last from one year to 20 or 30 years until it is fully paid. Mortgage payable is an example of non-current liabilities.
- **Owner's equity (所有者权益)** Owner's equity is the residual interest in the assets of a business after deducting all its liabilities, i.e. 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 business' operations. If a business is profitable, owner's equity is increased; if a business is not profitable, owner's equity is decreased.

[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。

- Revenue (收入) Revenue is the gross inflow of economic benefits derived from the course of ordinary activities that result in increase in owner's equity, other than the increase relating to contributions from owners. 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 legal 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 gross outflow of economic benefits resulted from the course of ordinary activities resulting in decreases in owner's equity caused by the business' revenue-producing operations, other than the decreases from distributions of profits to owners. 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 over a specific accounting period. 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

Assets	=	Liabilities	+	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 balancing condition of the accounting equation. Assume that a business owns assets of \$10,000, borrows from creditor \$2,000, and invests by the owner \$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, 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 a 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 over a specific 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 the horizontal bar, 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, either called the debit balance or the credit balance.

Exhibit 1-2 T Account

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

2.2 Double-entry system (复式记账)

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>	
<i>Dr.</i>	<i>Cr.</i>	<i>Dr.</i>	<i>Cr.</i>
+	-	-	+
<i>(Increases)</i>	<i>(Decreases)</i>	<i>(Decreases)</i>	<i>(Increases)</i>

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

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, 2007, 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，意为“……账户”，属专有名词。以后各单元同解。

<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			