

高等院校“十二五”规划教材·经济管理类

会计专业英语



主 编 毕 鹏 田丽开

 哈尔滨工业大学出版社

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内容提要

本书以我国最新的会计准则为基础,兼顾国际会计准则和其他国家准则,适应目前我国经济管理人才培养的需要,用英语对会计的基本理论、会计循环及会计要素的确认、计量和报告进行了阐述。全书共分为17章,教学内容安排合理,克服了目前国外引进的原版教材篇幅大、价格高等不适合学习的缺点。本书注重学生的能力培养和学习的积极性、主动性的提高,为方便学生的学习,每章都附有学习目标、词汇、复习思考题等。

本书是会计学专业首选专业英语教材,也是双语教学不可或缺的教学资料。同时,可作为广大会计从业者掌握会计英文表达、读懂财务报告的学习资料,有助于提高使用者的会计工作水平及适应能力。

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前 言

随着经济全球化、一体化进程的不断加剧,我国经济的国际交往、国际经营活动不断向深度和广度扩展,为适应形势的需要,结合我国新会计准则的颁布,我们编写了这本教材。

本书为教学需要编写,共分为 17 章,涵盖了会计学专业的主要课程内容。为了便于教学和帮助读者系统学习,本书各章内容包括学习目标、小案例、英文课文、复习与讨论、词汇、短语及专业术语与中文参考译文。本书内容丰富、语言简练,具有一定的创新性。英文课文汲取了国内外教材与前沿文章的精华,使得我们能够“站在巨人的肩膀上”成长起来,中文参考译文由本书作者翻译,语言通顺具有较高的会计专业水平,可单独用来学习会计专业知识。

本书适合于会计学在校本科生、硕士研究生及在职自学者,是广大读者学习会计英语语言和会计专业知识的理想教材。

本书第 1 章至第 9 章由佳木斯大学的毕鹏编写,第 10 章至第 17 章由黑龙江工程学院的田丽开编写。哈尔滨工程大学陈伟教授担任本书的主审,在此表示感谢。

本书在编写过程中得到有关同行专家的大力帮助,在此深表谢意。对佳木斯大学及黑龙江工程学院各级领导的大力支持,在此一并致谢。

由于作者水平有限,加之时间仓促,书中难免有疏漏之处,恳请广大读者批评指正。

编者

2014 年 4 月

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Part 1 Accounting Introductions 会计总论

Unit 1 Accounting and Its Environment 会计与会计环境

◎ Learning Objectives 学习目标

After learning unit 1, you should be able to:

1. Understand the nature and content of accounting.
2. Know the objectives of financial reporting.

◎ Mini Case 小案例

Douglas Company makes navigation equipment and would like to diversify into other new productions. The company locates in Guangzhou but the owners are willing to move. The owners have little knowledge about the market for the new productions but feel that it can be profitable. Please identify (1) the accounting information that would be relevant; (2) any other information that would be relevant.

◎ Text 正文

Accounting has been called “the language of business” and every part of business in some way is affected by accounting.

1.1 Nature and Content of Accounting

1.1.1 Business Environment

Most organizations engage in some forms of economic activity. Some of them exist as not-for-profits. These groups may provide services or goods to others but seek to do so without the underlying goal of generating profits. Most of organizations are businesses. They attempt to earn a return over the cost of providing services or goods that satisfy the needs or wants of others. Businesses are typically categorized into three broad groups: service, manufacturing, and merchandising companies. Businesses operate in many different legal forms according to different jurisdiction. Generally there are three legal forms of business: sole proprietorships, partnerships, and corporations. Nearly all organizations use accounting to generate information about their economic activities.

1.1.2 The Nature and Role of Accounting

First and foremost, accounting is a service activity. "Its function is to provide quantitative information, primarily financial in nature, about economic entities that is intended to be useful in making economic decisions—in making reasoned choices among alternative courses of action." Thus, accounting is a means to assist a wide variety of parties in making economic decisions. Sound decisions, based on reliable information, are essential for the efficient distribution and use of the scarce economic resources. Accounting, therefore, plays an important role in our economic and social system.

1.1.3 Users and Accounting Information

Generally speaking, the users of accounting information can be classified into two major categories: internal and external users.

The major internal users are the managers and the directors of the business, who need the accounting information to assist them in planning and controlling business operations and managing business resources.

External users include both individuals who have or intend to have a direct economic interest in a business and those who have an indirect interest. These users include present and potential investors and creditors, suppliers, customers, financial analysts and advisors and so forth. They need diversified information to meet their different objectives, and mainly rely on the information provided by managers.

1.1.4 Fields of Accounting

The growth of organizations, changes in technology, government regulation, and the globalization of economy during the twenty-first century have spurred the development of accounting. As a result, a number of specialized fields of accounting have evolved in addition to financial accounting and managerial accounting, which include auditing, cost accounting, tax accounting, governmental and not-for-profit accounting, human resource accounting, environmental accounting, social accounting, international accounting, etc. For example, tax accounting encompasses the preparation of tax returns and the consideration of the tax consequences of proposed business transactions or alternative courses of action. Governmental and not-for-profit accounting specializes in recording and reporting the transactions of various governmental units and other not-for-profit organizations. International accounting is concerned with the special problems associated with the international trade of multinational business organization. All forms of accounting, in the end, provide information to the related users and help them make decisions.

1.1.5 The Accounting Process

Accounting process is identifying, measuring, recording, and communicating economic information. It includes three major components:

1. Identifying information relevant to business decision making

Only business transactions will be recognized by the accounting system. A business transaction is an event which affects the financial position of an entity and can be reliably measured and recorded.

2. Measuring of information

“Measuring of information” can be referred to as the analysis of business transactions and the recording and classifying of business transactions, which identifies how transactions will affect an entity’s position, and groups together similar items such as expenses and income.

3. Communicating of relevant information through accounting reports

The final component is the communicating of relevant information through accounting reports, such as income statement and the balance sheet, for decision-making purposes for the various users.

1.2 Objectives of Financial Reporting

The overall objective of financial reporting is to provide financial information to the external and internal users, it includes: (1) provide information about the financial position, performance and changes in financial position of any entity that is useful to a wide range of users in making economic decisions; (2) show the results of the management, or the accountability of management for the resources entrusted to it.

1.2.1 Financial Position, Performance and Changes in Financial Position

The objective of financial reporting is to provide about the financial position, performance and changes in financial position of an entity that is useful to a wide range of users in making economic decisions.

1. Financial position

The financial position of an entity is affected by the economic resources it controls, its financial structure, its liquidity and solvency, and its capacity to adapt to changes in the environment in which it operates. It can be defined as the status of the assets, liabilities, and owners’ equity (and their interrelationships) of an organization, as reflected in its financial statements, also called financial positions.

2. Performance

Information about the performance of an entity, in particular its profitability, is required in order to assess the capacity of the entity to generate cash flows from its existing resource base. Information about variability of performance is important in this respect. It is also useful in forming judgments about the effectiveness with which the entity might employ additional resources. Information about the performance is primarily provided in an income statement.

3. Changes in the financial position

Information concerning changes in the financial position of an entity is useful in order to assess its investing, financing and operating activities during the reporting period. This

information is useful in providing the user with a basis to assess the ability of the entity to generate cash and cash equivalents and the needs of the entity to utilize those cash flows. In constructing a statement of changes in financial position, funds usually are defined as cash. Therefore, cash flow statements provide information about changes in financial position.

1.2.2 Stewardship of Management

The second objective of financial reporting is to show the results of the stewardship of management, or the accountability of management for the resources entrusted to it. Managements are accountable for planning and controlling the operations of the entity to those who provide resources.

◎Review and Discussion Questions 复习与讨论

1. What does accounting frequently offer the qualified persons?
2. Why is accounting one of the fastest growing fields in the modern business world?
3. What are the main divisions in the field of accounting?

◎New Words, Phrases and Special Terms 词汇、短语及专业术语

- | | |
|--|-------------|
| 1. accounting <i>n.</i> | 会计,会计学 |
| 2. creditors <i>n.</i> | 债权人 |
| 3. potential <i>adj.</i> | 潜在的,可能的 |
| 4. financial accounting | 财务会计 |
| 5. managerial accounting | 管理会计 |
| 6. auditing <i>n.</i> | 审计 |
| 7. cost accounting | 成本会计 |
| 8. tax accounting | 税务会计 |
| 9. governmental and not-for-profit accounting | 政府与非营利组织会计 |
| 10. human resources accounting | 人力资源会计 |
| 11. environmental accounting | 环境会计 |
| 12. social accounting | 社会会计 |
| 13. international accounting | 国际会计 |
| 14. accounting process | 会计过程,会计处理办法 |
| 15. decision-making | 决策 |
| 16. financial report | 财务报告 |
| 17. financial position | 财务状况 |
| 18. performance <i>n.</i> | 工作成绩,业绩 |
| 19. liquidity <i>n.</i> | 变现能力,清偿能力 |
| 20. cash flows | 现金流量 |
| 21. stewardship(or accountability) of management | 管理当局的受托责任 |
| 22. International Accounting Standard Board (IASB) | 国际会计准则理事会 |

参考译文

会计被称为是商业语言。某种程度上企业的各个部分都要受到会计的影响。

1.1 会计的本质及内容

1.1.1 商业环境

大多数企业(组织)都会从事某种形式的经济活动。其中有些企业(组织)是非营利组织。他们不以盈利为目的为他人提供服务、供应商品。多数企业(组织)是商业机构。他们试图通过提供能够满足他人需要和需求的服务以及商品的同时获取利润。商业企业分为三类:服务业、生产制造业、商业。根据管辖范围的不同,企业存在许多不同的合法经营方式。一般来讲,有三种合法企业形式:独资企业、合伙企业、合作企业。几乎所有的企业用会计记录他们经济活动的信息。

1.1.2 会计的本质及角色

首先,会计是一项服务活动。“它的作用在于提供一定数量的信息,主要是财务信息,这些关于经济实体的信息可以有效地帮助企业作出经济决策——在众多可供选择的方案中选择更为合理的方案。”因此,会计是帮助多数企业作出经济决策的手段。基于可靠的信息,合理的决策是有效地分配和使用稀缺经济资源的必要条件。因此,会计在我们经济及社会体系中起到了很重要的作用。

1.1.3 会计的使用者及会计信息

一般说来,会计信息的使用者(决策者)主要分为两类:内部使用者和外部使用者。

会计信息主要的内部使用者是经营者或者是企业的决策者。内部使用者需要会计信息来制定规划、掌控企业的经营状况及管理企业资源。

会计信息的外部使用者包括已经在企业取得或者打算取得经济利益的个人,以及那些间接取得企业经济利益的人。这些使用者包括当前及潜在的投资者、债权人、供应商、顾客、金融分析师及顾问等。他们需要多元化的信息以满足他们不同的目标。这些多元化的信息主要依赖于管理者所提供。

1.1.4 会计领域

21 世纪中期,各类组织的增长、技术革新、政府监管以及经济全球化推动了会计的发展。从而出现了一系列除财务会计和管理会计以外的会计新领域:审计、成本会计、税务会计、预算会计、政府及非营利组织会计、人力资源会计、环境会计、社会会计、国际会计,等等。例如,税务会计涉及纳税申报单的编制以及研究经济业务或不同措施可能产生的纳税影响;政府及非营利组织会计专注于记录和报告不同政府部门和其他非营利组织的经济业务;国际会计研究跨国公司在国际贸易过程中遇到的特殊会计问题。总之,任何会计的目的都是为了向使用者提供有助于他们决策的信息。

1.1.5 会计流程

会计流程是指确认、计量、记录以及传递经济信息的过程,它主要有三个组成部分:

1. 识别与企业决策相关的信息

只有商业交易才可以被会计系统予以确认和计量。商业交易是一项可以影响到企业实体财务状况,并且可以准确无误地计量和记录的事项。

2. 确认会计信息

“确认会计信息”可以简称为商业交易的分析以及商业交易的记录和分类,从而确定交易将如何影响实体的经营状况,将类似的项目组合在一起,如费用和收入。

3. 凭借会计报表传递会计信息

最后的一个部分就是利用会计报表来传递相关信息,如损益表、资产负债表等,对多数的使用者来讲均用作决策使用的目的。

1.2 财务报告的目标

财务报告的总体目标是提供会计信息给企业内部和外部的使用者,它包括:(1)提供企业财务状况的信息、经营业绩,以及为广泛的会计信息使用者们提供企业(经济实体)财务状况变化的信息,这些信息对信息使用者作出决策起到很重要的作用。(2)表明经营管理的结果,或委托给它的资源管理问责制的结果。

1.2.1 财务状况、经营业绩和财务状况的改变

财务报告的目标是提供财务状况信息、衡量经营业绩以及反映企业财务状况发生的变动情况,企业财务状况的变动情况对于信息使用者作出科学的决策起到至关重要的作用。

1. 财务状况

一个企业实体的财务状况受控于它所掌控的经济资源、它的财务结构、资产的流动性和偿债能力以及在其经营的环境中适应环境变化的能力。企业的财务状况可以定义为企业资产、负债、所有者权益之间的关系和状态,反映在企业的财务报表中,就是所谓的企业财务状况。

2. 经营业绩

企业实体的经营业绩的信息,尤其是它的盈利能力,是必需的,以评估实体从现有的资源基础上产生的现金流量的能力。从这个角度上来说,企业实体经营业绩的变化信息是非常重要的。企业实体经营业绩信息对于企业增聘资源、作出有效判断同样有着重要作用。企业经营业绩主要反映在损益表之中。

3. 财务状况变化

关于企业实体财务状况变化的信息是非常有用的,用以评估其在报告期间内的投资、融资及经营活动。这个信息有效地提供给使用者一个评估实体获得现金及现金等价物和实体利用现金流量需求的基础。在编制财务状况变动表的时候,资金通常被定义为现金。因此,现金流量表提供有关财务状况变动的信息。

1.2.2 管理当局的受托责任

财务报告的第二个目标是反映管理当局的受托责任,或委托给它的资源管理问责制的结果。管理者当局向那些为企业实体提供资源的人们负责规划和控制企业的经营。

Unit 2 Accounting Concepts and Basic Conventions

会计概念与基本惯例

◎ Learning Objectives 学习目标

After learning unit 2, you should be able to:

1. Know the accounting is an information system.
2. Understand the accounting basic functions and objectives.
3. Master the qualitative characteristics of useful accounting information.

◎ Mini Case 小案例

China Securities Regulatory Commission (CSRC) requires the listed companies disclose their annual reports within four months after the end date of each accounting period. Billy, a student major in accounting, argued, “Nowadays, timeliness is a vital characteristic of information. Information provided four months later is useless because the situations have changed greatly.” Do you agree or not, Why?

◎ Text 正文

Accounting is an information system necessitated by the great complexity of modern business.

2.1 Accounting Is an Information System

Accounting is often described as an information system. It is the system that measures business activity, processes information into reports and communicates these findings to decision makers. The scope of accounting includes first identifying economic events, then measuring, recording, summarizing, and reporting the information to users. Accounting covers a broader scope of activities than bookkeeping. Figure 2-1 presents the flow of information in an accounting system. Bookkeeping is only the part of accounting that records transactions and events. Accounting includes the analysis and interpretation of accounting information intended to be used by both external and internal users in making economic decisions.

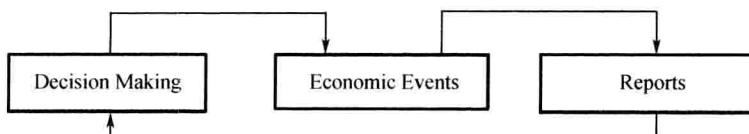


Figure 2-1

The primary users of accounting information are investors and creditors, government, labor unions, and the general public also uses accounting information. Financial statements report

accounting information about resources, earning prospects, expected cash collections, incurred expenses, repayment ability, tax collection, and negotiating wage agreement.

In short, accounting is a process of recording, classifying, summarizing, and interpreting of those business activities that can be expressed in monetary terms. It records the past growth or decline of the business. Carefully analysis of these results and trends may suggest the ways in which the business may grow in the future. Expansion or reorganization should not be planned without the proper analysis of the accounting information; and new products and the campaign to advertise and sell them should not be launched without the help of accounting expertise.

2.2 Conventions of Accounting

To be useful, financial accounting relies on certain standards or guides that have proved useful over the years in imparting economic data. These standards are called accounting conventions.

2.2.1 Accounting Entity

Each entity should be accounted for separately. According to basic accounting standard for business enterprise of China, this convention means that an enterprise shall recognize, measure and report transactions or events that the enterprise itself has occurred. The most fundamental concept in accounting is the entity. An accounting entity is an economic unit with identifiable boundaries for which accountants accumulate and report financial information. Before accountants can analyze and report activities, they must identify the particular entity for which they are accounting. Every financial report specifies the entity in its heading.

2.2.2 Accounting Period

Accounting reports relate to specific periods—typically, one year. According to basic accounting standard for business enterprise of China, this convention means that an enterprise closes the accounts and prepares financial report for each separate accounting period.

The operations of most businesses are virtually continuous except for some changes associated with cyclical time periods seasons, or dates. Thus, any division of the total life of a business into segments based on annual periods is somewhat artificial. However, the idea of accounting periods is useful. Many taxes are assessed on an annual basis, and comprehensive reports to corporation stockholders are made annually. In addition, many other non-economic tend to consider the year a natural division of time.

2.2.3 Going Concern

In the absence of evidence to the contrary, a business is assumed to have an indefinite life. With few exceptions, business organizations have no anticipated termination date. Most firms operate profitably for indefinite periods and are, in fact, going concerns. Firms that do not succeed usually have indications of impending termination for some time before operations actually

cease.

The going concern assumption has important implications for accounting procedures. It allows firms to defer costs—such as ending inventories, prepaid expenses and un-depreciated asset balances—that will be charged against the revenue of future periods. Furthermore, the going concern concept assumes the use of cost based accounting measures rather than market based liquidation values. Firms that expect to continue profitable operations do not ordinarily sell their operating assets; therefore, potential liquidation prices for these assets at the end of an accounting period may not be especially relevant. In this sense, the going concern assumption justifies the use of historical cost as the primary basis for accounting entries.

2.2.4 Measuring Unit

The unit of measure in accounting is the base money unit of the most relevant currency. Although other descriptive information is often relevant, money is the common measure for recording accounting transactions. By expressing all assets and equities in terms of money, the accountant creates a common denominator that permits addition and subtraction of all forms of assets and equities and makes possible the preparation of financial statements. Expressing all statement items in money terms also permits the comparison of various elements in the financial statements of a firm, different sets of statements for the same firm, and the statements of two or more firms. This principle also assumes that the unit of measure is stable; that is, changes in its general purchasing power are not considered sufficiently important to require adjustments to the basic financial statements.

2.2.5 Objectivity

Whenever possible, accounting entries must be based on objectively determined evidence. The concept of objectivity requires bias free and verifiable accounting data.

Users want accounting data that are not subject to the capricious whim of either management or the accountant who prepares or audits the statements. Consequently, whenever possible, accounting determinations are based on actual invoices, documents, bank statements, and physical counts of items involved. In China, it requires that an enterprise shall recognize measure and report for accounting purposes transactions or events that have actually occurred, to faithfully represent the accounting elements which satisfy recognition and measurement requirements and other relevant information, and ensure the accounting information is true, reliable and complete.

Obviously, variations in accounting measurements lead to variations in reported income. Thus, the more subjective accounting records are, the greater variety there may be in reported income. Because highly subjective determinations are not readily verifiable, a user of a subjectively derived accounting report does not know where this particular statement falls in the range of reportable income figures. An even greater disadvantage is that the user has no way of knowing the motives of the individual preparing the statements. Was he or she trying to be “fair” or attempting to minimize or maximize reported income? We have no reliable source of answers to this question. For this reason, accountants—particularly independent auditors—look for objective