



新基点(New Benchmark)全国高职高专院校商务英语系列规划教材

NEW BENCHMARK

会计英语

Accounting English

房玉靖 主编



对外经济贸易大学出版社

University of International Business and Economics Press

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出版说明

“新基点 (New Benchmark) 全国高职高专院校商务英语系列规划教材”是对外经济贸易大学出版社联合全国重点职业学院的骨干教师推出的一套全新的商务英语系列教材。本套教材适用于全国高职高专院校英语专业商务/应用/外贸英语方向以及财经类专业的学生。

目前高职教育提出了“工学结合，项目为中心，案例驱动教学，边讲边练”为核心理念。本套教材就是贯彻这个理念，着眼于提高学生实际操作能力和就业能力的目的，采取了模块化、多案例、互动式、重实训的编写方式，让学生在理论够用的基础上，在实训环节上有所突破。

根据国家教育指导思想，目前我国高职高专教育的培养目标是以能力培养和技术应用为本位，其基础理论教学以应用为目的、够用为尺度、就业为导向；教材强调应用性和适用性，符合高职高专教育的特点，既能满足学科教育又能满足职业资格教育的“双证书”（毕业证和技术等级证）教学的需要。本套教材编写始终贯彻商务英语教学的基本思路：将英语听说读写译技能与商务知识有机融合，使学生在提高英语语言技能的同时了解有关商务知识，造就学生“两条腿走路”的本领，培养以商务知识为底蕴、语言技能为依托的新时代复合型、实用型人才。

本套教材包括《商务英语综合教程》（1-4册）、《商务英语听说》（1-2册）、《商务英语口语》（1-2册）、《国际商务报刊选读》、《商务英语写作》、《商务英语翻译》、《国际商务函电》、《国际商务谈判》、《国际商务制单》、《商务礼仪》、《英语应用文》、《跨文化交际》、《英美概况》、《旅游英语》、《酒店英语》、《物流英语》、《财经英语》、《文秘英语》、《会计英语》、《餐饮与服务英语》以及《劳动与社会保障英语》等。本套教材不是封闭的，而是随着教学模式、课程设置的课时变化，不断推出新的教材。

本套教材的作者不仅具有丰富的商务英语教学经验，而且具有本专业中级以上职称、企业第一线工作经历，主持或参与过多项应用技术研究，这是本套教材编写质量的重要保证。

此外，本套教材配有教师用书或课件等立体化教学资源，供教师教学参考（见书末赠送课件说明）。

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前 言

随着经济全球化程度的日益加深,我国企业与国际市场的接触越来越频繁,会计市场开放,大量的外国企业、会计公司涌入我国,许多国内公司也走出国门,因此需要大批具有国际社会文化知识、懂外语、熟悉国际会计和商业惯例并能将其融会贯通的复合型人才。

企业经营者和职工文化素质的提高,直接影响着会计工作的社会地位和会计作用的发挥。目前社会对会计人员的要求越来越高,会计人员必须既是一名高水准的会计师,又是一名出色的计算机操作员。此外,会计人员还必须懂外语,熟悉国际会计、商务惯例,具有较广博的国际社会文化背景知识。因此改革会计尤其是会计英语的教学方法,调整教育内容,开阔学生的知识面,提高学生的创新能力、职业判断能力和解决实际问题的能力,加快复合型会计人才的培养,已成为正规院校会计教育的当务之急;同时必须有计划、有步骤、有针对性地对在职会计人员的后续教育,不断更新知识,以适应日新月异的客观环境的需要。

在长期的专业英语教学实践中,笔者感到一本适合高职高专学生水平的教材的重要性,因此,结合多年的教学经验参考丰富的专业资料,根据高职高专的教学要求及岗位需求,编写了本教材。本教材的突出特点是:

1. 体系完整,结构合理,系统性强;
2. 通俗易懂,深入浅出,适用面广;
3. 内容充实,习题丰富,难易适中;
4. 案例具体,解释详细,思路清晰。

此外,本教材还提供了非常丰富的案例分析讲解,并且根据不同的单元内容配备了大量的针对性实训练习。除了适合高职院校会计专业的学生学习外,还适合有初步会计基础的社会人才进行自学,是自我提升的很好途径。

本书由房玉靖担任主编,张怡任副主编,王晓红、王君妍、杨文侠、李平参与了编写工作。教材的编写得到了对外经济贸易大学出版社的鼎力支持和帮助,胡小平老师在整个编写过程中一直予以关心和指导,在此致谢。

编 者

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Unit One

Introduction to Accounting

Learning Objectives

1. To describe the information system of accounting
2. To describe the profession of accounting
3. To state the accounting equation
4. To describe financial statements
5. To describe professional ethics in accounting

Warming-up

What is accounting? Is accounting important to you? Yes, accounting is important in your personal life as well as your career, even though you may not become an accountant.

Text

Introduction to Accounting

1.1 Accounting: An Information System

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

In developing information about the activities of a business, every accounting system performs the following basic functions:

- (1) Interpret and record the effects of business transactions.
- (2) Classify the effects of similar transactions in a manner that permits determination of the various totals and subtotals useful to management and used in accounting reports.
- (3) Summarize and communicate the information contained in the system to decision-makers.

Accounting systems are designed to provide information that managers and outsiders can use in decision-making. They also serve other purposes: to produce operating documents, to

protect the company's assets, to provide data for company tax returns, and, in some cases, to provide the basis for reimbursement of costs by clients or customers. The accounting organization also must prepare documents that serve what might be called private information purposes, such as the employees' own records of their salaries and wages. Many of these documents aim to serve other accounting purposes, but they would have to be prepared even if no information reports were necessary. Measured by the number of people involved and the amount of time required, document preparation is one of accounting's biggest jobs.

Accounting is a system of gathering, summarizing, and communicating financial information for a business firm, government, or other organizations. Accounting, also called accountancy, enables decision-makers to interpret financial information and use results in planning for the future. For example, such data tell executives which products or departments are doing well or poorly.

1.2 Accounting and Its Profession

Accounting has a long history. Ancient accounting evidences were found in China, Babylonia, Greece, and Egypt. In the fifteenth century, Luca Pacioli, an Italian, established a system of record keeping which came to be called "double entry". "It is one of the most beautiful inventions of the human spirit, and every good businessman should use it in his economic undertakings," said Goethe, the German poet. Double-entry-system is the foundation of the modern accounting. During the eighteenth century, the Industrial Revolution brought many social and economic changes. The specialized field of cost accounting emerged to meet the need for the analysis of various costs and for recording techniques. In the nineteenth century, the growth of corporations speeded the development of accounting. More and more individuals and institutions looked to accountants to provide information about these enterprises. The development of corporation also created a new social need — the need for an independent audit to provide some assurance that management's financial representations were reliable. In the United States, American Institute of Certified Public Accountants (AICPA) is the largest professional organization of accountants, equivalent to Chinese Institute of Certified Public Accountants (CICPA) in China. Computers have revolutionized accounting recently. We have outstanding software to help us quickly and easily. In summary, accounting has developed new concepts and techniques to meet the ever-increasing needs for financial information.

Accounting practices are in three main fields — financial accounting, managerial accounting, and tax accounting. Please notice that this illustration **does not include** not-for-profit accounting, which is performed for hospitals, universities, and **other not-for-profit** agencies. Figure 1.1 provides a summary of the activities performed by accountants in their fields.

Accountants can also be categorized based on the **kinds of organizations** they work in.

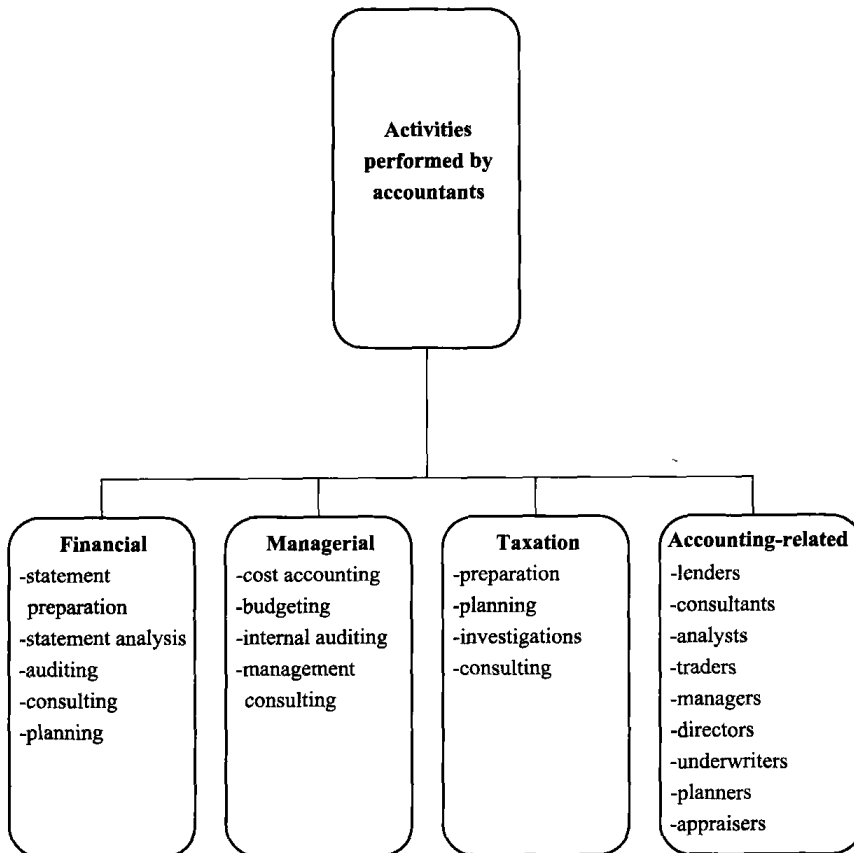
Private accountants normally work for **one employer and** offer services such as

accounting, budgeting, and internal auditing.

Public accountants work for many clients and offer auditing, management advisory, and tax services.

Government accountants audit tax returns and accumulate financial information for federal, provincial, and municipal agencies.

Figure 1.1



1.3 Accounting Equation

There are six elements in accounting: assets, liabilities, owner's equity, revenue, expense and profit. There exist well-organized quantitative relations among the six accounting elements. Taking industrial enterprises as an example, with the progressing of manufacturing and operation, purchases, input, output and sales are alternating all the time. The form and amount of accounting elements are also changing without stop. However, the equation between the total amount of assets and source amount owned by an enterprise won't be changed. The total amount of assets will always equal to the claim rights of these assets by creditors and owner's equity. Accounting equation accounts for the common quantitative relation among accounting elements:

$$\text{Assets} = \text{Liabilities} + \text{Owner's Equity}$$

The above equation shows the quantitative relation among the three accounting elements: assets, liabilities and equity, which is the fundamental account equation. The following one shows the quantitative relation among the three accounting elements: revenue, expense, and profit.

$$\text{Revenue} - \text{Expense} = \text{Profit}$$

The balance of profit distribution after tax is accumulated in “retained earning” accounts’ which is an item in owner’s equity. Therefore, the two equations above can be consolidated as:

$$\text{Assets} = \text{Liabilities} + \text{Owner's Equity} + (\text{Revenue} - \text{Expense})$$

$$\text{Or: Assets} = \text{Liabilities} + \text{Owner's Equity} + \text{Profit}$$

At the end of an accounting year, the balance of profit distribution after tax is transferred into “retained earnings” through accounting calculation. The equation restores to:

$$\text{Assets} = \text{Liabilities} + \text{Owner's Equity}$$

Accounting equation is the basis for double-entry rule. The set of accounting items and the establishment of accounts, the record of business, the preparation of report and the calculation of all economic index are all based on accounting equation.

1.4 Financial Statements

After transactions have been recorded and summarized, reports are prepared for users. The accounting reports that provide this information are called financial statements. The principal financial statements of a proprietorship are the income statement, the statement of owner’s equity, the balance sheet, and the statement of cash flows. The order in which the statements are normally prepared and the nature of the data presented in each statement are as follows:

Income Statement — A summary of the revenue and expenses for a specific period of time, such as a month or a year.

Statement of Owner’s Equity — A summary of the changes in the owner’s equity that have occurred during a specific period of time, such as a month or a year.

Balance Sheet — A list of the assets, liabilities, and owner’s equity at a specific date, usually at the close of the last day of a month or a year.

Statement of Cash Flows — A summary of the cash receipts and cash payments for a specific period of time, such as a month or a year.

1.5 Professional Ethics in Accounting

Ethics is essentially the study of right and wrong, and has been a prominent and sensitive issue in the accounting profession for years.

Ethical codes serve as a foundation for developing ethical behaviour in professions. They also provide a framework for ethical practice. In recent years there has been widespread interest in accounting ethics, due partly to wide media coverage of events involving a host of

misdeeds, such as insider trading, tax evasion, audit failure, and fraud. Reports of unethical behaviour are a threat to public confidence in the accounting profession.

A full explanation of ethical standards in accounting is beyond the scope of this introductory course. However, it is not too early to introduce some basic ethical standards that are expected of professional accountants. Four key standards are below:

Integrity. Accountants have a responsibility to report favourable as well as unfavourable information and to refrain from taking actions which undermine an organization's legitimate and ethical objectives. Integrity implies that accountants should not take unfair advantage of information and should act in the interests not only of their clients but of other indirect users. Accountants should also disassociate themselves from any attempts to disclose misleading information.

Confidentiality. Accountants have a duty to refrain from disclosing confidential information unless legally obligated to do so. The work of the accountant regularly involves dealing with confidential files about the personal and business affairs of their clients. Decisions made on information provided by accountants can materially affect the lives of clients and others, often referred to as third parties, which include employees, creditors, investors, suppliers, customers, government, and the general public.

Competence. Accountants have a duty to perform their professional duties according to high standards and to ensure that they stay current with changes in the profession. Users of accounting information may not have accounting expertise. Thus, members of the accounting profession enjoy a position of power. To be worthy of user confidence, accountants must not abuse this power and must act according to a high ethical standard. Accountants have an ethical obligation to maintain both technical competence and moral competence.

Objectivity. Accountants must fully disclose all relevant information that assists users to understand financial reports. Businesses, governments, and the public at large depend on the accounting profession to provide fair financial reporting and business advisory services. Accountants, therefore, are obligated to provide information that is objective so that users can rely on its accuracy when making investment and credit decisions.

Vocabulary

accounting	会计,会计学
accountant	会计师,会计从业人员
bookkeeping	簿记
enterprise	企业
business	商业,企业
decision-making	制定决策
transaction	交易,经济业务
investor	投资者

creditor	债权人
asset	资产
liability	负债
owner's equity / capital	所有者权益
revenue	收入
expense	费用
income	收益
double-entry system	复式记账
American Institute of Certified Public Accountants (AICPA)	美国注册会计师协会
Chinese Institute of Certified Public Accountants (CICPA)	中国注册会计师协会
financial accounting	财务会计
managerial accounting	管理会计
tax accounting	税务会计
accounting equation	会计等式
business transaction	经济业务
ethics of accounting	会计职业道德

Notes

1. Classify the effects of similar transactions in a manner that permits determination of the various totals and subtotals useful to management and used in accounting reports.
按照一定的方法将相似商业交易的影响进行分类,并将其加总或部分加总,以便提供给管理层和编制会计报告。
2. The development of corporation also created a new social need — the need for an independent audit to provide some assurance that management's financial representations were reliable.
同时,公司的发展产生了一项新的社会需求,即需要独立审计针对企业管理部门所呈报的财务报表是否可靠提供相应的鉴证。
3. Certified Public Accountant (CPA)
注册会计师。他们是有资格执行审计业务的专业人员,一般需满足三个方面的条件才能获得这种资格:(1)接受过专业教育,通常要有本科学历,有的国家甚至要求更高的学历;(2)具有一定期限的会计或审计工作经验;(3)通过由专业会计团体举办的统一考试。注册会计师在英国及英联邦国家称为 CA,即 Chartered Accountant。
4. American Institute of Certified Accountants
美国注册会计师协会,简称 AICPA,是美国全国性的民间会计专业团体,负责制定会计师执业标准和规则,进行会计方面的科学研究并出版一些会计学刊物,组织并为会员提供继续教育的机会,组织一年两度的注册会计师统一考试,在国际上有较大影响。
5. The set of accounting items and the establishment of accounts, the record of business, the preparation of report and the calculation of all economic index are all based on accounting

equation.

会计科目的设置和账户的建立,经济业务的记录,报告的编制,以及各经济指标的计算等等,都是以会计等式为依据的。

6. Accountants have a responsibility to report favorable as well as unfavorable information and to refrain from taking actions which undermine an organization’s legitimate and ethical objectives.

会计有责任报告与企业相关的全部信息,包括有利的和不利的信息,同时要抵制那些破坏企业的合法性和道德宗旨的行为。

7. Decisions made on information provided by accountants can materially affect the lives of lives of clients and others, often referred to as third parties, which include employees, creditors, investors, suppliers, customers, government and the general public.

会计决定披露哪些信息可能对企业客户或其他人(我们称之为第三方)的生活产生重大影响。第三方包括雇员、债权人、投资者、供应商、顾客、政府和公众。

8. Assets: current assets, non-current assets; fix assets, intangible assets, etc.

资产可以分为流动资产和非流动资产;固定资产和无形资产等。

Exercises

I. Answer the following questions.

- 1. What is accounting?
- 2. What is the primary purpose of accounting?
- 3. What is the main task of the financial accounting?
- 4. What are the accounting elements?
- 5. What is the accounting equation?
- 6. Evaluate the role of ethics in the accounting process.

II. Term Study

Match the terms in column A with the definitions in column B.

A	B
1. accounting	A. provide useful information for decision-making
2. public accountant	B. person must pass a series of examinations and meet certain other requirements
3. Certified Public Accountant	C. work for one employer and offer services such as accounting, budgeting, and internal auditing
4. private accountant	D. audit tax returns and accumulate financial information for federal, provincial, and municipal agencies
5. objectives of financial accounting	E. the language of business
6. government accountant	F. offer auditing, management advisory, and tax services

III. Decide whether the following statements are true or false. Write T for true and F for false.

- () 1. Accounting is a system of gathering, summarizing and communicating financial information for a business firm, government or other organizations.
- () 2. Accounting practices are in two main fields — financial accounting and managerial accounting.
- () 3. Accounting equation accounts for the common quantitative relation among accounting elements: $\text{Assets} = \text{Liabilities} + \text{Owner's Equity}$
- () 4. Accountants have an ethical obligation to maintain only moral competence.

IV. Choose the best answer.

- Which of the following describes accounting?
 - is the language of business
 - is an information system
 - is useful decision making
 - all of the above
- Accounting is an information system that _____.
 - measures business activities
 - processes information into reports
 - communicates findings to decision-makers
 - all of the above
- Accounting information is used by _____.
 - businesses
 - government regulation agencies
 - labor unions
 - all of the above
- A procedural element of accounting is _____.
 - planning
 - control
 - bookkeeping
 - auditing
- Purposes of an accounting system include all of the following except _____.
 - interpret and record the effects of business transactions
 - classify the effects of transactions to facilitate the preparation of reports
 - summarize and communicate information to decision-makers
 - dictate the specific types of business transactions that the enterprise may engage in
- An accounting process includes all of the following steps except _____.
 - analyzing
 - planning
 - classifying
 - summarizing

V. Translate the following into English.

1. 会计的作用是为决策提供财务信息。
2. 会计系统是管理信息系统的重要组成部分。
3. 企业外部的有关人士包括业主、银行家、其他债权人、潜在投资者、工会、政府机构和

公众。

4. 专业会计师
5. 经济活动
6. 会计信息

VI. Translate the following passage into Chinese.

Many people and organizations use accounting information that accountants prepare in order to make sound decisions. That's why it is important for these people to understand how this information is created. To facilitate communication, accountants establish regulations that business people can use to ensure they are talking about the same thing. Suppose, a bookstore sells books: when should the accountant record the sale — at the moment the books are shipped (accrual accounting) or at the time the cash for these books is received (cash accounting)? Whether the store owner uses the accrual basis accounting or the cash basis accounting rule is not important as long as a rule is established that requires the owner to disclose which system of rule is being used in the reporting process. All the rules of measurement for accounting are collected in one group and called Generally Accepted Accounting Principles (GAAP).

VII. Discussion

1. Why can we say that accounting provides exciting career opportunities?
2. Why is accounting so important for decision-making?

Unit Two

Accounting Elements, Accounting Equation and Double Entry

Learning Objectives

1. To name elements of financial statements
2. To describe relationship of elements of financial statements
3. To analyze business transactions and determine their effects in elements of financial statements
4. To record effects of business transactions on accounts in terms of debit and credit five different types of accounts
5. To describe the rules of Double-entry Procedure

Warming-up

If a company's assets increase by \$ 20,000 and its liabilities decrease by \$ 5,000, how much does the owner's equity increase or decrease?

Text

Accounting Elements, Accounting Equation and Double Entry

2.1 Elements of Financial Statements

Elements of financial statements are terms or jargon of accounting. FASB defines ten interrelated elements in Concept Statement No. 6. These elements most directly relate to measuring the performance and financial position of an enterprise.

Assets: probable future economic benefits obtained or controlled by a particular entity as a result of past transactions or events

Assets can be classified into current assets and non-current assets. Current assets include cash, accounts receivable, notes receivable, inventories, etc. Long-term investments, plant and equipment, and intangible assets all are typical examples of non-current assets.

Liabilities: probable future sacrifices of economic benefits arising from present

obligations of a particular entity to transfer assets or provide services to other entities in the future as a result of past transactions or events

Liabilities normally are divided into current liabilities and non-current liabilities. The examples of current liabilities include accounts payable, notes payable, taxes payable, salaries payable, etc. Generally, non-current liabilities include long-term note payable, mortgages and bonds payable, etc.

Equity or net assets: residual interest in the assets of a entity that remains after deducting its liabilities

In a business enterprise the entity is the ownership interest.

Investments by owners: increases in net assets of an particular enterprise resulting from transfers to it from other entities of something of value to obtain or increase ownership interests (or equity) in it

Assets are most commonly received as investments by owners, but that which is received may also include services or transaction or conversion of liabilities of the enterprise.

Distributions to owners: decreases in net assets of a particular enterprise resulting from transferring assets, rendering services, or incurring liabilities by the enterprise to owners

Distributions to owners decrease ownership interests (or equity) in an enterprise.

Comprehensive income: change in equity (net assets) of an entity during a period from transactions and circumstances from non-owner sources

It includes all changes in equity during a period except those resulting from investments by owners and distributions to owners.

Revenues: inflows or other enhancements of assets of an entity or settlement of its liabilities (or a combination of both) during a period from delivering or producing goods, rendering services that constitute the entity's ongoing major or central operations

Expenses: outflows or other using up of assets or incurrence of liabilities (or a combination of both) during a period from delivering or producing goods, rendering services, or carrying out other activities that constitute the entity's ongoing major or central operations

Gains: increases in equity (net assets) from peripheral or incidental transactions of an entity and from all other transactions and other events and circumstances affecting the entity during a period except those that resulting from expenses or distributions to owners

Losses: decreases in equity (net assets) from peripheral or incidental transactions of an entity and from all other transactions and other events and circumstances affecting the entity during a period except those that resulting from expenses or distributions to owners

The ten elements mentioned above can be grouped into five basic elements, just as the International Accounting Standards (IAS) has defined in its *Framework for Presentation of Financial Statements*: assets, liabilities, owner's equity, revenues and expenses.