



陕西财经职业技术学院示范院校建设教材

NEW ACCOUNTING ENGLISH

新 编

# 会计英语

主 编 / 康 涛

副主编 / 李 娟 雒 妮

ACCOUNTING



西北大学出版社  
NORTHWEST UNIVERSITY PRESS



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主 审 / 范 忠

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参 编 / 王国辉 杨 璐



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# 修订说明

会计英语是加强我院会计类专业学生的专业英语认知和应用能力，体现高等职业院校技能教育特色的重要学科。为了不断优化我院会计类专业学生的专业英语教学，使其更好地服务于学生的专业课程学习，在《会计英语》教材的基础上，我们对该教材进行了修订和完善。

本次修订坚持了原教材的系统性、全面性、适中性、前沿性原则，主要优化了专业知识的讲解，使学生更加容易理解，删减了补充阅读部分的内容，使教材结构简洁实用，并对原教材的一些字体格式和拼写错误进行了勘正。为了保持知识体系的完整性，本教材依然保留了十二个单元，每单元包括知识要点介绍、对话、课文、词汇注释、单元总结、课后练习共六部分，层次分明，环节明晰。教师在讲授过程中可根据课时安排和学生需要等情况进行适当调整。

本教材第一单元由康涛老师编写，第二、三、四单元由李娟老师编写，第五、六、七单元由雒妮老师编写，第八、九单元由杨璐老师编写，第十、十一、十二单元由王国辉老师编写。本教材在专业知识方面得到了马西牛教授和刘燕妮副教授的精心指导。全书在编写和出版过程中得到了陕西财经职业技术学院范忠副院长和基础课教学部主任崔斗的大力支持，在此一并表示感谢。

由于编者的水平有限，加之会计领域的新知识不断涌现，恳请各位老师在使用过程中给予中肯的建议和指正。

编者

2018年7月

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# Unit 1

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## The Introduction to Accounting



### Learning Objectives

- ❑ To gain some knowledge about the history of accounting;
- ❑ To know the definition of accounting;
- ❑ To know the general divisions of accounting fields;
- ❑ To know the professional ethics of accounting.



### Dialogue

*Wang Lei is a student majoring in accounting. He meets his accounting teacher, Liu Fang, on his way to the classroom.*

**Wang Lei:** Hello, Ms. Liu, I'm very glad that you teach us Accounting English this term. But what on earth is the importance of Accounting English?

**Liu Fang:** Hello, Xiao Wang. Accounting English belongs to ESP, that is, English for Special Purpose. As its name **implies**, Accounting English is more closely related to your future **career**, especially in a worldwide market.

**Wang Lei:** You mean that Accounting English is helpful in having a desirable job?

**Liu Fang:** Definitely. It will ensure you an advantage over your competitors in the tight job market.

**Wang Lei:** Now that it is so significant, how can I do it well?



**Liu Fang:** Try hard to get as many “bricks”—professional terms as possible, then use your English knowledge to analyze the sentences that involve complication. Certainly it is amazing if you do it with your Fundamental Accounting Book as reference.

**Wang Lei:** I’ll follow your advice. I hear that accounting has a really interesting history, hasn’t it?

**Liu Fang:** Don’t you think it funny for a tiny abacus to be **transformed** into a giant computer?

**Wang Lei:** I see what you mean. Look forward to more of your help later.

**Liu Fang:** You are always welcome.

## Introduction

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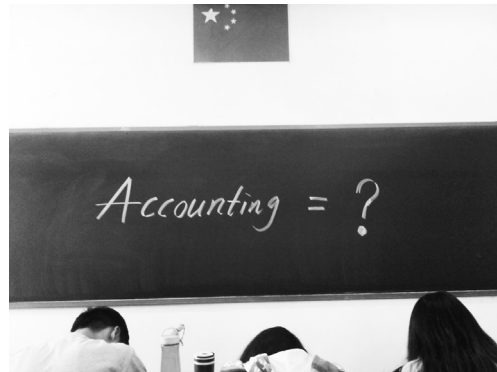
Accounting has a long history. It plays a significant role in making sound business decisions in that it can serve people’s purpose to take part in an economic activity. The primary purpose of accounting is to provide accounting information for managers and other interest-related people by means of accounting practice, so that they can make a wise decision or make a new choice. Influenced by the further development of modern science and technology and affected by modern economy control theory and approach, accounting is now one of the fastest growing fields in the modern business world, where the demand for competent accountants is generally greater than the supply. Accounting provides a solid basis for business experience. That is why there are so many people devoting themselves to the career of accountants in today’s world.

## Section I What’s Accounting?



The subject of accounting is **accountancy**. Accountancy is the financial report of the business to the owners and the shareholders. The owners will want to know about the business—how well the business is doing. The success of a business is measured by how much profit the business makes. Nobody wants the business to go in a loss. Losing money

is no one's wish. And investment should be done where the returns are greater than invested amount. Who will want his investment to go **in vain**? When it comes to the shareholders, they would also want the business to **flourish**.<sup>1</sup> In that case they would be able to earn greater returns from the investments they have made. All the information of the investments they have done comes from the reports **generated** in the pages of accounting. Accountancy thus helps in keeping the people—the owners and the shareholders well informed of their money invested.



Accounting can be seen as the proper documenting, reporting and proper analysis of all the financial transactions of a business. Now keeping such records and then analyzing them require a specific set of rules and knowledge. Accounting requires a specific set of rules and knowledge and reports are generated on the basis of such rules and knowledge.<sup>2</sup> The definition of accounting might appear to be very simple but in essence the task is a very complex one. Accounting requires severe number **crunching** ability and one has to be very patient while generating such reports. A slight mistake in accounting might end up generating a wrong report of the business.

As a matter of fact, the definition of accounting includes the following three layers of meaning:

### **1. Accounting is the language of business**

It has been said that accounting is the language of business. Because business people often use accounting data in communicating about a firm's activities. With the help of the information from accountants, managers and other executives can understand the results of business transactions and interpret the financial position of their organization. Then, managers can make decisions in their daily operation such as production, marketing and financing.

### **2. Accounting is 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 two basic functions:

1) The business accounting function

The business accounting function is to report the economic activities of every unit by means of confirming, calculating, recording, reporting and so on, to provide economic information for the relevant parties.

2) The supervision function

The supervision function of accounting means that accounting must adjust and control activities according to a certain purpose and requirement. Accounting supervision is an important aspect of economic **superintendence**.

With the development of economy, the functions of accounting are **expanding**. On the basis of business accounting and supervision, accounting has to analyze economic state, forecast economic **prospects** and participate in economic decisions.<sup>3</sup>

### 3. Accounting is the basis for decision-making

Accounting is the basis for decision-making. Its purpose is to provide useful information for a variety of users so that they can make informed decisions, such as individuals, businesses, investors and creditors, governmental agencies, tax authorities, nonprofit organizations, etc.

**To sum up**, accounting is one part of the economic management, which regards currency as the main measuring unit and **adopts** a series of specialized methods to comprehensively, continually and systematically assess and supervise the economic activities of enterprises, governments, groups, etc.<sup>4</sup> It analyzes, forecasts and controls what has already been achieved, and provides information for the relevant parties to improve their economic benefit.

#### ◆ *Learning Tips*

*It is important to distinguish an accountant from a bookkeeper. Being an accountant is much more difficult than being a bookkeeper. Accountants use the work done by bookkeepers to produce and analyze financial reports. Although following the same principle and rules as bookkeeping, the business of an accountant goes beyond just basic*

number-crunching. Bookkeeping is only a tiny part of an accountant's daily work.

Bookkeeping involves keeping a record of all financial transactions and then preparing financial statements such as balance sheets and income statements. It is only a small part of accounting. Generally speaking, it is mechanical. A bookkeeper is referred to as a person who is solely in charge of putting accounting information in writing.

### ◆ Use Your Head

*In what ways does an accounting system perform its functions?*

## Useful Terms and Expressions

1. imply v.	隐含
2. career n.	职业
3. transform v.	改变, 转变
4. accountancy n.	会计, 会计职业
5. in vain	徒劳地
6. flourish v.	繁荣, 兴旺
7. generate v.	产生, 发生
8. crunch v.	咬碎, 敲碎
9. necessitate v.	使……变得必要
10. superintendence n.	指挥; 主管; 监督
11. expand v.	膨胀, 扩张
12. prospect n.	前景, 希望
13. to sum up v.	总结
14. adopt v.	采用, 采纳

## Notes

1. When it comes to the shareholders, they would also want the business to flourish.

对于股东而言, 他们也希望企业能够繁荣兴旺。

when it comes to “当谈到……时; 对……而言”

e.g. When it comes to accounting skills, plenty of practice is necessary.

谈到会计技能, 需要大量的会计实训。

2. Accounting requires a specific set of rules and knowledge and reports are generated on the basis of such rules and knowledge.

会计需要一套专门的规则和知识,会计报告在此基础上产生。

on the basis of“在……的基础上”

☞ A number of specialized accounting fields came *on the basis of* rapid development of modern business.

在现代企业迅速发展的基础上,出现了许多专门领域的会计。

3. On the basis of business accounting and supervision, accounting has to analyze economic state, forecast economic prospects and participate in economic decisions.

在核算和监督基础上,会计还承担了分析经济状况、预测经济前景和参与经济决策的职能。

participate in“参加,参与”

☞ He didn't *participate in* the meeting of the investment last week because he had no faith in the prospect of the business' profitability.

他没有参加上周的投资会,因为他并不看好这家企业的盈利前景。

4. To sum up, accounting is one part of the economic management, which regards currency as the main measuring unit and adopts a series of specialized methods to comprehensively, continually and systematically assess and supervise the economic activities of enterprises, governments, groups, etc.

总的来说,会计是经济管理工作的一部分。它把货币看作主要计量单位,采用一系列专业方法,全面、持续、系统地评估和监督公司,政府和组织团体的经济活动。

sum up“总而言之”

☞ *To sum up*, accounting is a process of analyzing, recording, classifying, summarizing, reporting and interpreting of financial information.

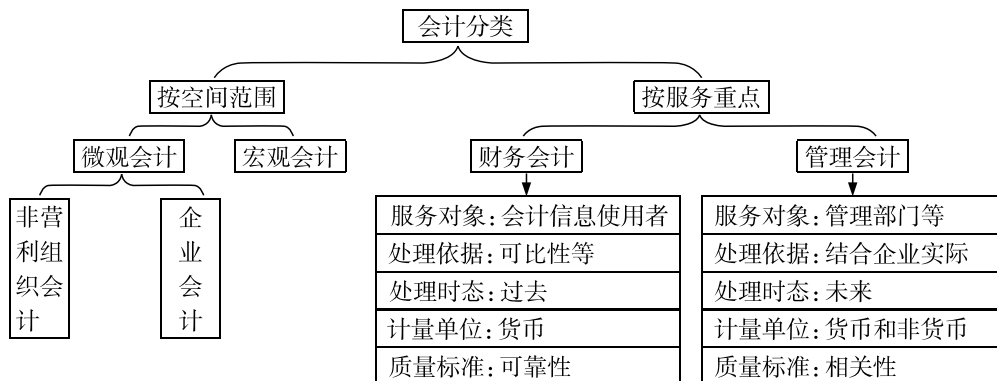
总而言之,会计是一个分析、记录、分类、总结、报告和解释财务信息的过程。

## Section II Accounting Profession and Professional Ethics

Accounting practices generally fall into two major types—financial accounting and managerial accounting.

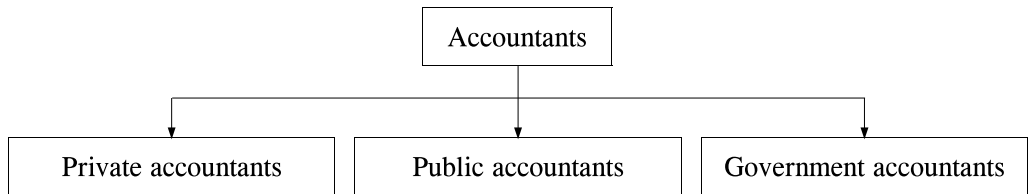
Financial accounting is usually public information. It is one branch of accounting and historically has involved the processes by which financial information about a business is recorded, classified, summarized, interpreted, and communicated. It is concerned with the preparation of financial statements for external decision-makers. Financial accounting mainly reports information on financial position and operating results of a business **annually**. Its information is summarized and communicated to the interested users in the form of financial reports which counts significantly in financial statements.<sup>1</sup> The fundamental need for financial accounting is to reduce **principal-agent problem** by measuring and monitoring agents' performance. The heart of modern financial accounting is double-entry bookkeeping system. This system originated in the 13th century in Italy. Some accounting reform measures have been taken in each generation in an attempt to keep bookkeeping relevant to capital assets or production capacity.<sup>2</sup> However, these have not changed the basic principles.

Unlike financial accountancy information, managerial accounting information is used within an organization and is usually confidential. Managerial accounting is often called internal reports in that it is concerned with the provisions and use of accounting information to managers within organizations, to assist management in making decisions and managerial control functions. According to CIMA, the Chartered Institute of Management Accountants (皇家特许管理会计师公会), managerial accounting is “the process of **identification**, measurement, accumulation, analysis, preparation, interpretation and communication of information used by management to plan, evaluate and control within an entity and to assure



**appropriate** use of accountability for its resources” .<sup>3</sup> Emphasis on managerial accounting has increased in recent years as a result of the utilization of computers and **sophisticated** tools. **As contrasted with** financial accounting, managerial accounting is not governed by the **generally accepted accounting principles**(GAAP) .<sup>4</sup>

Accountants can also be grouped on the basis of the kinds of organizations they work in.



Private accountants normally work for one employer and offer services. They are internal accountants reporting to the managers of the entity. Private accounting involves preparing financial reports, budgets, and a comprehensive analysis of financial operations for a particular company.

Public accountants work for many clients, who may be corporations, governments, nonprofits, or individuals, and offer auditing, management advisory, and tax services. The public accountants should be designated.

Government accountants audit tax returns and **accumulate** financial information for governmental agencies.

Whatever fields an accountant works in, it is a must for him to observe his ethics. Accounting ethics are primarily a field of professional ethics, which can be defined as “a set of distinct guidelines for a business to maintain clean balance sheets, account for their profits, losses and expenses incurred and prevent it from mishandling financial reports and statements”. In recent years, there has been widespread interest in accounting ethics, due partly to media coverage of events involving many misdeeds, such as insider trading, tax evasion, audit failure, and **fraud**.<sup>5</sup> Reports of unethical behavior are a **threat** to public confidence in the accounting profession. Basic ethical standards include the following:

### ***Integrity***

Accountants have a responsibility to report favorable as well as unfavorable information. Integrity implies that accountants should not take unfair advantage of information and should act in the interests not only of their clients but also other indirect

users. Accountants should also **disassociate** themselves from misleading information.<sup>6</sup>

### ***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. Accountants have an ethical obligation to maintain both technical and moral competence.

### ***Confidentiality***

The work of the accountant regularly involves dealing with files about the personal and business affairs of their clients. Accountants have a duty to refrain from disclosing **confidential** information unless they are legally **obligated** to do so.

### ***Objectivity***

Accountants must fully disclose all relevant information that assists users to understand financial reports. Accountants, therefore, are obligated to provide information that is objective so that users can rely on its accuracy when making investment and credit decisions.

The nature of the work carried out by accountants requires high level of ethics. In the current business world, with more and more business fraud and corporate collapses coming out, intensive attention has been drawn to ethical standards accepted within accounting profession.

## **◆ Learning Tips**

*A number of specialized fields of accounting have evolved in addition to financial accounting and managerial accounting as a result of the growth of organizations, changes in technology, government regulations, and the globalization of economy during the twentieth century, such as auditing, cost accounting, tax accounting, budgetary accounting, governmental and non-profit accounting, human resources accounting, environmental accounting, social accounting, international accounting, etc. However, all forms of accounting, in the end, are to provide information to related users and help them make decisions.*

## **◆ Use Your Head**

*Wang Hong works as an accountant in the Financial Department of Chang Jiang Household Appliance Company. She is devoted to her work and valued greatly by her fellow*

workers and the manager, Mr. Hu. In response to Hu's request, she recorded some nonexistent transaction in the income statement to satisfy the annual inspection of the board of the directors. What professional ethics did she violate?

## Useful Terms and Expressions

1. ethics <i>n.</i>	道德
2. annually <i>adv.</i>	年度的, 一年一次地
3. principal-agent problem	委托代理
4. identification <i>n.</i>	鉴别, 识别
5. appropriate <i>adj.</i>	合适的, 恰当的
6. sophisticated <i>adj.</i>	复杂的
7. as contrasted with	与……相对照
8. generally accepted accounting principles	公认会计准则
9. accumulate <i>v.</i>	积累
10. fraud <i>n.</i>	敲诈, 勒索
11. threat <i>n.</i>	威胁
12. integrity <i>n.</i>	诚实, 真实
13. disassociate <i>v.</i>	使……分离
14. competent <i>adj.</i>	合格的
15. confidential <i>adj.</i>	机密的
16. obligate <i>v.</i>	强迫, 强制

## Notes

1. Its information is summarized and communicated to the interested users in the form of financial reports which counts significantly in financial statements.

会计信息以财务报告的形式被总结和通知给感兴趣的用户。在财务报表中, 财务报告是十分重要的。

(1) in the form of “以……的形式”

☞ All the employees want to get paid *in the form of* cash.

所有的员工希望以现金形式得到工资。

(2) count 在句中用作动词, 意思是“有重要性、有价值”, 相当于 matter。

☞ What *counts* is how we can apply what we learn in *Accounting English* to our future post.

重要的是我们怎样才能把在《会计英语》中学到的知识应用到未来的工作岗位上。

2. Some accounting reform measures have been taken in each generation in an attempt to keep bookkeeping relevant to capital assets or production capacity.

在每一时代,一些会计改革措施都被采取以保持会计账目和资本资产与生产能力间的相关性。

in an attempt to “企图,为了”

☞ Government has take measures *in an attempt to* keep the healthy and sustainable development of the stock market.

政府已经采取措施来保持股票市场的健康和可持续性发展。

3. ...managerial accounting is “the process of identification, measurement, accumulation, analysis, preparation, interpretation and communication of information used by management to plan, evaluate and control within an entity and to assure appropriate use of accountability for its resources”.

管理会计是“一个确认、计量、汇总、分析、准备、解释和交流信息的过程,管理部门使用这些信息在经济实体内进行策划、评估和控制,以确保公司资源的正确使用。”

(1) “identification, measurement, accumulation, analysis, preparation, interpretation and communication” 是并列的数个名词作介词 of 的宾语。

(2) “used by management to plan, evaluate and control within an entity and to assure appropriate use of accountability for its resources” 是过去分词作后置定语,修饰 information。其中 “to plan, evaluate and control within an entity and to assure appropriate use of accountability for its resources” 是目的状语。

4. As contrasted with financial accounting, managerial accounting is not governed by the generally accepted accounting principles(GAAP).

与财务会计对比,管理会计不受公认会计准则的约束。

as contrasted with “与……相对照”

☞ *As contrasted with* financial accounting, cost accounting is more specific.

与财务会计相对比,成本会计更具体。

5. In recent years, there has been widespread interest in accounting ethics, due partly to media coverage of events involving many misdeeds, such as insider trading, tax

evasion, audit failure, and fraud.

近年来,会计职业道德得到广泛关注,部分原因是媒体对一些违法事件的报道,譬如内幕交易、逃税、审计失败和经济诈骗。

due to“由于,因为”

☞ The company closed down *due to* the lack of accurate accounting information.

公司因为缺乏准确的会计信息而倒闭。

6. Integrity implies that accountants should not take unfair advantage of information and should act in the interests not only of their clients but also other indirect users. Accountants should also disassociate themselves from misleading information.

诚信意味着会计人员不得获取信息的不当得利。同时不仅要代表他们客户的利益,还要代表其他会计信息间接使用者的利益。会计人员还必须远离误导性信息。

(1) take advantage of“利用”

☞ Some accountants *take advantage of* their managers' ignorance of financial knowledge to make crook accounts.

某些会计人员利用管理者对财务知识的无知做假账。

(2) disassociate from“使与……相分离”

☞ *Disassociated from* accounting information, the owner of corporation has no knowing about the current financial position of his business.

由于不能得到会计信息,公司的所有者无法了解企业当前的财务状况。

## Summary of the Unit

Accounting is now one of the fastest growing fields in today's business world. Its history of accounting can date back to the ancient civilizations of Roman, Egypt and Greece. Many individuals and groups have interest in accounting. Accounting plays a key role in business activities. It can be best understood as the language of business, an information system and the basis for decision-making. Accounting enables decision-makers to interpret financial information to plan for the future by gathering, summarizing, and communicating financial information for a business firm, government, or other organizations. There are two major fields in accounting profession, namely, financial accounting and managerial accounting. The former is largely concerned with external decision-makers of