

普通高等教育经管类专业“十三五”规划教材·专业英语系列



景 刚 张 淼◎主 编
李 佳 钰 王 文 杰◎副 主 编

会计英语



ACCOUNTING
ENGLISH

本书提供配套课件和习题答案



清华大学出版社

普通高等教育经管类专业“十三五”规划教材

会计英语

景 刚 张 森 主 编
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内 容 简 介

本书是一本为会计英语教学而编写的专业基础教材,内容以基础会计理论、财务会计为主,介绍了资产、负债、所有者权益、收入、费用、利润的会计处理,同时兼顾财务报表及审计的主要内容。该书共有11章,每章由开篇案例、正文、单词注释、拓展阅读、课后练习等组成。通过对本书的学习,读者可以掌握会计学基本理论、基本方法的英语表达方式,对拓展会计专业英文词汇、提高运用英语处理会计业务的能力、阅读会计专业英文文献等大有助益。教材内容充实完整,英文习题丰富齐全,在阐述财务与会计理论和实务方法时,既重视基本理论的深度与广度,又强调具体实务的实际操作方法的运用。选用典型的实例,思路清晰,便于理解。

教材基本素材选自英语原版教材,但表述形式力求符合中国人的思维习惯、价值观念与文化特征,深入浅出、通俗易懂,以适应不同层面学生的学习。本书可作为高等院校本科和高职高专会计、审计、财务管理等专业的会计英语课程教材,也可作为广大财会从业人员学习会计英语的专业书籍。

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前 言

随着国际经济贸易的发展和资本的国际流通，经济全球化已经日益深化。会计学科作为企业经济管理的重要工具，与国际接轨显得尤为重要。社会主义市场经济的到来使得我国在对外贸易、国际融资、跨境投资等领域飞速发展，培养新型的会计国际化人才已经成为财经类高校的一项重要任务。

本书以国际会计准则和美国会计准则为导向，其中包括基础会计的基本理论和中级财务会计的进阶会计知识，同时还包含了审计学科的基本内容。通过学习实务中英文的习惯表达和掌握丰富的会计英语词汇，可以帮助学生提高阅读英文会计文献和使用英语处理常规会计业务的能力，满足学生毕业后胜任工作岗位的实际需要。

本书的创新之处在于每章节后配有中英文对照的词汇表，帮助学生自主学习，减少全英文教材阅读给学生带来的理解困难；同时书后配有扩展阅读，介绍了各章的基本理论，英语水平较为薄弱的同学可以通过扩展阅读把握每一章内容的精髓，非会计专业的学生也可以通过扩展阅读了解会计的基本理论、重点和难点。另外，扩展阅读的亮点在于将中外会计准则的差异进行了对比，使学生明确相关会计问题在不同准则下的处理差异。此外，各章节的文末均配有思考题或计算题，帮助学生练习并巩固相关知识点。

《会计英语》按会计学专业主干课程的架构共设11章，其主要内容包括：会计概述；交易事项；应收账款；存货与销货成本；投资；有形资产与无形资产；财务报表；流动负债与长期负债；所有者权益；收入与费用；审计。各章由基本知识、核心词汇、拓展阅读和练习题组成。

本书由景刚副教授、张淼老师担任主编，李佳钰、王文杰担任副主编。参与编写的人员有：景刚、张淼、李佳钰、王文杰、贺琼、闵雪、王昱睿、王梓菡。具体分工如下：景刚负责全书写作大纲的拟定和编写的组织工作；景刚、张淼负责编写第1~5章；李佳钰、王文杰、贺琼、闵雪、王昱睿、王梓菡负责编写第6~11章。为了进一步提升本书的质量，东北财经大学会计学院傅荣教授作为教材主审，并将其多年来对国内外企业会计准则的研究成果融入教材的内容体系中。英国外教Elms Richard Philip老师为本书英文校对做了大量工作，在此一并表示衷心感谢。

在本书的编写过程中，得到了学校领导和相关部门、老师的大力支持与帮助，对此表示衷心的感谢！由于时间仓促，水平有限，本书难免存在疏漏与不足，恳请专家和读者进行批评指正。

编者
2019年2月

目录

Chapter 1 Fundamentals of Accounting	1
Spotlight	2
Text	2
1.1 Forms of Enterprise Organization	2
1.2 Two Kinds of Accounting	3
1.3 Accounting Concepts and Principles	4
1.4 Elements of the Financial Statements	5
1.5 Accounting Equation	6
1.6 Accrual Basis and Cash Basis	6
Core Words	7
Extended Reading	7
Exercises	9
Chapter 2 Transaction	13
Spotlight	14
Text	14
2.1 Transaction	14
2.2 Accounting Elements	15
2.3 Journal Entry	17
2.4 Accrual Accounting	18
2.5 Posting	20
2.6 Trail Balance	22
2.7 Close the Books	23
Core Words	25
Extended Reading	27
Exercises	27

Chapter 3 Receivables.....	31
Spotlight.....	32
Text.....	32
3.1 Variety of Receivables.....	32
3.2 Account for Uncollectible Account.....	33
3.3 Measurement of Uncollectible Account.....	34
3.4 Notes Receivable.....	35
Core Words.....	37
Extended Reading.....	37
Exercises.....	38
 Chapter 4 Inventory and Cost of Goods Sold.....	 41
Spotlight.....	42
Text.....	42
4.1 Classifications of Inventory.....	42
4.2 Inventory and Cost of Goods Sold.....	42
4.3 Gross Profit.....	43
4.4 Accounting for Inventory.....	43
4.5 Various Inventory Costing Method.....	44
4.6 Summary of Inventory.....	46
4.7 Lower-of-Cost-or-Market Rule (LCM).....	47
Core Words.....	47
Extended Reading.....	48
Exercises.....	49
 Chapter 5 Investment.....	 53
Spotlight.....	54
Text.....	55
5.1 Short-term Investments and Long-term Investments.....	55
5.2 Account for Trading Investment.....	55
5.3 Account for Available-for-sale Investment.....	57
Core Words.....	59
Extended Reading.....	60
Exercises.....	61

Chapter 6 Tangible Assets and Intangible Assets	63
Spotlight	64
Text	65
6.1 Long-lived Assets	65
6.2 Acquisition Cost of Tangible Assets	65
6.3 Capitalized Expenditures and Expensed Expenditures	66
6.4 Account for Depreciation of Plant Asset	66
6.5 Depreciation Method	67
6.6 Intangible Assets	69
Core Words	72
Extended Reading	73
Exercises	73
Chapter 7 Liabilities	77
Spotlight	78
Text	79
7.1 Current Liabilities	79
7.2 Long-term Liabilities	82
7.3 Other Liabilities	87
Core Words	88
Extended Reading	89
Exercises	90
Chapter 8 Stockholders' Equity	95
Spotlight	96
Text	97
8.1 Background on Stockholders' Equity	97
8.2 Classes of Stock	99
8.3 Issuing Stock	100
8.4 Cash Dividends	101
8.5 Stock dividends	101
Core Words	103
Extended Reading	104
Exercises	106

Chapter 9 Revenues and Expenses	109
Spotlight	110
Text	111
9.1 Accrual Basis and Cash Basis	111
9.2 Measurement of Sales Revenue	111
9.3 Merchandise Returns and Allowances	112
9.4 Cash and Trade Discounts	113
9.5 Expenses	114
Core Words	116
Extended Reading	116
Exercises	117
Chapter 10 Financial Statement	121
Spotlight	122
Text	122
10.1 Overview of a Financial Statement	122
10.2 Formats for Financial Statements	123
Core Words	128
Extended Reading	128
Exercises	129
Chapter 11 Auditing	131
Spotlight	132
Text	133
11.1 Audit Framework	133
11.2 Professional Ethics and Codes of Conduct	135
11.3 Standards of Reporting	137
Core Words	139
Extended Reading	140
Exercises	141



Chapter 1

Fundamentals of Accounting

Spotlight

Accounting is the important basic work for modern enterprises. It focuses on providing useful information to help make decisions through a series of accounting procedures. The quality of the basic accounting work directly affects the judgment of the information users on situation inside and outside the enterprise. Enterprise managers can forecast and analyze the business status of enterprise through financial information, and evaluate and control all the economic activities of the enterprise. They can also analyze the planning of the enterprise, so that the enterprise can seize the opportunities and avoid risk.

This chapter begins with the basic theory of accounting, and introduces the types of accounting, the basic assumptions of accounting, the accounting elements and accounting equations. It is important to note that all forms of corporate organization require accounting.

Text

1.1 Forms of Enterprise Organization

1.1.1 Proprietorship

A **proprietorship** can also be called a **sole trader**. It is a business with only one owner. Proprietorships shall bear unlimited joint and several liabilities. They tend to be small retail establishments and individual professional businesses such as those of dentists, small restaurants, physicians and attorneys.

1.1.2 Partnership

A **partnership** has two or more persons as co-owners. It is a cooperative relationship between people or groups who agree to share responsibility for achieving some specific goals. Usually, a partnership also bears unlimited joint and several liabilities. The simplest kind of partnership would be that several of you got together and formed a business.

A professional entity that provides paid service to its clients with specialized knowledge and skills may form a specialized general partnership, which can be called a limited liability partnership. In limited liability partnerships, each partner is liable only for his own actions and those under his control. The number of partners can be huge. International accounting firms PwC for example, has over 400 partners in China and the Singapore region.

1.1.3 Limited Liability Company

A **limited liability company (LLC)** is a legal form of a company that provides limited liability to its owners in many jurisdictions. Unlike proprietorship and partnership, the business undertakes limited liability for debts with registered capital instead of individuals. The creditors, such as banks, ordinarily have claims against the corporate assets only, not against the personal assets of the owners.

1.1.4 Public Company

A **public company** is also called a **listed company and corporation**. A public company can offer its shares for sale on the stock exchange. In some jurisdictions, public companies over a certain size must be listed on an exchange. A public company also undertakes limited liability for debts with registered capital. China does not allow unlimited liability companies to exist.

The differences of organization forms are shown in Table 1-1.

Table 1-1 The differences of organization forms

Item	Proprietorship	Partnership	LLC	Public Company
Owner	One owner	Two or more owners	Members	Stockholders
Personal liability of owner for business debts	Personally liable	Personally liable	Not personally liable	Not personally liable

1.2 Two Kinds of Accounting

1.2.1 Management Accounting

Management accounting is also called managerial accounting. It is concerned with the provisions and use of accounting information to managers within organizations (internal users), such as top executives, to provide them with the basis to make informed business decisions that will allow them to be better equipped in their management and control functions.

1.2.2 Financial Accounting

Financial accounting is the field of accounting concerned with the summary, analysis

and reporting of financial transactions pertaining to a business. It serves external decision makers (external users), such as stockholders, creditors, suppliers, banks and government.

1.3 Accounting Concepts and Principles

1.3.1 The Entity Concept

The entity concept requires that the transactions of each entity are accounted for separately from the transactions of all other organizations and people. It is the most basic accounting concept. The accounting entity concept is applied to all organization forms of business: single proprietorship, partnership, and corporation.

1.3.2 The Going-concern Concept

The going-concern concept is the assumption that ordinarily an entity persists indefinitely. In other words, an entity will remain in operation long enough to use existing assets for their intended purpose. Under this assumption, an entity reports its long-term assets, such as plant and equipment, based on their historical cost rather than the liquidation value.

1.3.3 The Time-period Concept

For accounting information to be useful, it must be made available at regular intervals. **The time-period concept** ensures that accounting information is reported at regular intervals. The basic accounting period is one year, for example, an entity prepares annual financial reports. An entity also prepares financial statements for interim periods, such as a month, a quarter, and a semiannual period.

1.3.4 The Cost Principle

The cost principle states that assets should be recorded at their historical cost, which is more reliable. In addition to the historical cost, there are other measurement methods, for example, fair value, present value, replacement cost, and net realizable value.

1.3.5 The Stable-monetary-unit Concept

In China, we record transactions in RMB while Americans record transactions in US dollar. The value of RMB changes all the time. A rise in the general price level is called inflation. A decline in the general price level is called deflation. Under **the stable-monetary-unit concept**, we ignore inflation and deflation. Accountants assume that the currency value is stable.

1.4 Elements of the Financial Statements

1.4.1 Financial Position

1. Asset

According to FASB, “an asset is a probable future economic benefit obtained or controlled by an entity as a result of a past transaction or event”. That means an **asset** is an economic resource controlled by the entity as a result of past events, which is expected to produce a future benefit, for example, cash, land, plant and inventory. A coffee shop can identify the coffee machine as an asset, since coffee produced by coffee machine can be sold for money.

2. Liability

According to FASB, “a liability is a probable future sacrifice of economic benefits arising from present obligations of an entity to transfer assets or provide services as a result of a past event or transaction.” That means a **liability** is a present obligation of the entity arising from past events, which will result in an outflow of resource from the entity. They are debts that are payable to creditors. For example, a bank loan can be identified as a liability, since an entity needs to pay off the principle and interest within a certain time period.

3. Owner’s equity

Equity means ownership. In accounting, equity is the residual value or interest of the most junior class of investors in assets, after all liabilities are paid. If liability exceeds asset, a negative equity exists. It is a residual value, which is equal to assets minus liabilities. There are two main sub-parts in **owner’s equity**: paid in capital and retained earnings.

1.4.2 Business Performance

1. Revenue

An entity creates **revenue** by providing goods and services to customers. In many countries, revenue is referred to as turnover. In accounting, revenue is often referred to as the “top line” due to its position on the income statement at the very top. This is to be contrasted with the “bottom line” which denotes net income. Revenues will increase the net income as well as the owner’s equity of an entity.

2. Expense

In common usage, an **expense** is an outflow of money to another person or group to pay for an item or service, or for a category of costs. For a tenant, rent is an expense. For students, tuition fees are an expense. Buying food, clothing, furniture is often referred to

as an expense.

In accounting, an expense has a very specific meaning. It is an outflow of cash or other valuable assets from a person or a company to another person or company. According to International Accounting Standards Board, an expense is defined as “decreases in economic benefits during the accounting period in the form of outflows or depletion of assets or incurrence of liabilities that result in decreases in equity, other than those relating to distributions to equity participants”. Expenses are decreases in economic benefits during the accounting period in the form of outflow of assets. Expenses will decrease the net income as well as the owner’s equity of an entity.

3. Income

Income is also called profit or earnings. It is the excess of revenues over expenses. When the expenses are more than revenues, an entity recognizes loss.

1.5 The Accounting Equation

The accounting equation states that assets equal liabilities plus owners’ equity. This equation will always hold as long as no error has been made. This equation is the basis of double-entry bookkeeping system, and the basis of the statement of financial position. The accounting equations are shown in Table 1-2.

Table 1-2 Accounting equations

Assets = Liabilities + Owners’ equity
Assets = Liabilities + Paid in capital + Retained earnings
Income = Revenues - Expenses

1.6 Accrual Basis and Cash Basis

1.6.1 Accrual Basis

Accrual basis is an accounting method that recognizes the impact of transactions on the financial statements in the time periods when revenues and expenses occur.

1.6.2 Cash Basis

Cash basis is an accounting method that recognizes the impact of transactions on the financial statements only when a company receives or pays cash.

Core Words

Proprietorship	个人独资企业
Partnership	合伙制企业
Limited liability company	有限责任公司
Public company	上市公司
Management accounting	管理会计
Financial accounting	财务会计
The entity concept	会计主体假设
The going-concern concept	持续经营假设
The time-period concept	会计分期假设
The cost principle	成本原则
The stable-monetary-unit concept	币值稳定假设
Asset	资产
Liability	负债
Owner's equity	所有者权益
Revenue	收入
Expense	费用
Income	利润
The accounting equation	会计等式
Accrual basis	权责发生制
Cash basis	收付实现制

Extended Reading

1. 资产

资产是指由过去的交易或者事项形成的、由企业拥有或者控制的、预期会给企业带来经济利益的资源。

2. 负债

负债是指由过去的交易或事项所形成的、预期会导致经济利益流出企业的现时义务。

3. 所有者权益

所有者权益也称股东权益，是指企业资产扣除负债后由所有者享有的剩余权益。它在数值上等于企业全部资产减去全部负债后的余额。其实质是企业从投资者手中所吸收的投入资本及其增值，同时也是企业进行经济活动的“本钱”。

4. 收入

收入是指企业在日常活动中形成的、会导致所有者权益增加的、与所有者投入资本无关的经济利益总流入。

按照中国的会计准则，收入按照业务比重进行确认，主要包括主营业务收入、其他业务收入和投资收益等。而本书基于国际会计准则，收入多按照企业业务类型进行分类，分为服务收入(service revenue)、销售收入(sales revenue)、租金收入(rent revenue)等。具体业务处理会在后续章节讲解。

5. 费用

费用是指企业在日常活动中发生的、会导致所有者权益减少的、与向所有者分配利润无关的经济利益的总流出。在我国会计准则中，习惯将成本和费用分开核算，成本与收入一样，按照业务所占比重可分为主营业务成本和其他业务成本；而国际会计准则习惯不区分，直接使用已销商品成本(cost of goods sold)来进行核算。对于期间费用，我国习惯按照费用的用途分为销售费用、管理费用、财务费用，但国际会计准则没有这种分类，而是采用更为细化的会计科目，如广告费(advertising expense)、人工费(salary expense)、房租费(rent expense)等。

6. 利润

会计利润是指企业的总收益减去所有的显性成本或者会计成本以后的余额。会计利润是根据会计准则计算的结果。计算的基本方法是，按照实现原则确定在一定期间的收入，按照配比原则确定在同一期间的费用成本，将收入与相关的费用成本相减，即为企业在这一会计期间的利润。为了便于使用者对企业经营情况和盈利能力进行比较和分