

# 常用会计英语词汇

## 基本词汇

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| A (1)account 账户,报表                       | A (40)available hours 可用小时               |
| A (2)accounting postulate 会计假设           | A (41)avoidable costs 可避免成本              |
| A (3)accounting valuation 会计计价           | B (42)back-to-back loan 易币贷款             |
| A (4)accountability concept 经营责任概念       | B (43)backflush accounting 倒退成本计算        |
| A (5)accountancy 会计职业                    | B (44)bad debts 坏帐                       |
| A (6)accountant 会计师                      | B (45)bad debts ratio 坏帐比率               |
| A (7)accounting 会计                       | B (46)bank charges 银行手续费                 |
| A (8)agency cost 代理成本                    | B (47)bank overdraft 银行透支                |
| A (9)accounting bases 会计基础               | B (48)bank reconciliation 银行存款调节表        |
| A (10)accounting manual 会计手册             | B (49)bank statement 银行对账单               |
| A (11)accounting period 会计期间             | B (50)bankruptcy 破产                      |
| A (12)accounting policies 会计方针           | B (51)basis of apportionment 分摊基础        |
| A (13)accounting rate of return 会计报酬率    | B (52)batch 批量                           |
| A (14)accounting reference date 会计参照日    | B (53)batch costing 分批成本计算               |
| A (15)accounting reference period 会计参考期间 | B (54)beta factor B (市场)风险因素 B           |
| A (16)accrual concept 应计概念               | B (55)bill 账单                            |
| A (17)accrual expenses 应计费用              | B (56)bill of exchange 汇票                |
| A (18)acid test ratio 速动比率(酸性测试比率)       | B (57)bill of lading 提单                  |
| A (19)acquisition 收购                     | B (58)bill of materials 用料预计单            |
| A (20)acquisition accounting 收购会计        | B (59)bill payable 应付票据                  |
| A (21)adjusting events 调整事项              | B (60)bill receivable 应收票据               |
| A (22)administrative expenses 行政管理费      | B (61)bin card 存货记录卡                     |
| A (23)amortization 摊销                    | B (62)bonus 红利                           |
| A (24)analytical review 分析性复核            | B (63)book-keeping 薄记                    |
| A (25)annual equivalent cost 年度等量成本法     | B (64)Boston classification 波士顿分类        |
| A (26)annual report and accounts 年度报告和报表 | B (65)breakeven chart 保本图                |
| A (27)appraisal cost 检验成本                | B (66)breakeven point 保本点                |
| A (28)appropriation account 盈余分配账户       | B (67)breaking-down time 复位时间            |
| A (29)articles of association 公司章程细则     | B (68)budget 预算                          |
| A (30)assets 资产                          | B (69)budget center 预算中心                 |
| A (31)assets cover 资产担保                  | B (70)budget cost allowance 预算成本折让       |
| A (32)asset value per share 每股资产价值       | B (71)budget manual 预算手册                 |
| A (33)associated company 联营公司            | B (72)budget period 预算期间                 |
| A (34)attainable standard 可达标准           | B (73)budgetary control 预算控制             |
| A (35)attributable profit 可归属利润          | B (74)budgeted capacity 预算生产能力           |
| A (36)audit 审计                           | B (75)business center 经营中心               |
| A (37)audit report 审计报告                  | B (76)business entity 营业个体               |
| A (38)auditing standards 审计准则            | B (77)business unit 经营单位                 |
| A (39)authorized share capital 额定股本      | B (78)by-product 副产品                     |
|  | C (79)called-up share capital 催缴股本       |
|  | C (80)capacity 生产能力                      |
|  | C (81)capacity ratios 生产能力比率             |
|  | C (82)capital 资本                         |
|  | C (83)capital assets pricing model 资本资产计 |

价模式	C (121)concept 概念
C (84)capital commitment 承诺资本	C (122)conglomerate 跨行业企业
C (85)capital employed 已运用的资本	C (123)consistency concept 一致性概念
C (86)capital expenditure 资本支出	C (124)consolidated accounts 合并报表
C (87)capital expenditure authorization 资本支出核准	C (125)consolidation accounting 合并会计
C (88)capital expenditure control 资本支出控制	C (126)consortium 财团
C (89)capital expenditure proposal 资本支出申请	C (127)contingency plan 应急计划
C (90)capital funding planning 资本基金筹集计划	C (128)contingent liabilities 或有负债
C (91)capital gain 资本收益	C (129)continuous operation 连续生产
C (92)capital investment appraisal 资本投资评估	C (130)contra 抵消
C (93)capital maintenance 资本保全	C (131)contract cost 合同成本
C (94)capital resource planning 资本资源计划	C (132)contract costing 合同成本计算
C (95)capital surplus 资本盈余	C (133)contribution centre 贡献中心
C (96)capital turnover 资本周转率	C (134)contribution chart 贡献图
C (97)card 记录卡	C (135)control 控制
C (98)cash 现金	C (136)control account 控制账户
C (99)cash account 现金账户	C (137)control limits 控制限度
C (100)cash book 现金账簿	C (138)controllability concept 可控制概念
C (101)cash cow 金牛产品	C (139)controllable cost 可控制成本
C (102)cash flow 现金流量	C (140)conversion cost 加工成本
C (103)cash flow budget 现金流量预算	C (141)convertible loan stock 可转换为股票的贷款
C (104)cash flow statement 现金流量表	C (142)corporate appraisal 公司评估
C (105)cash ledger 现金分类账	C (143)corporate planning 公司计划
C (106)cash limit 现金限额	C (144)corporate social reporting 公司社会报告
C (107)CCA 现时成本会计	C (145)cost 成本
C (108)center 中心	C (146)cost account 成本账户
C (109)changeover time 变更时间	C (147)cost accounting 成本会计
C (110)chartered entity 特许经济个体	C (148)cost accounting manual 成本手册
C (111)cheque 支票	C (149)cost adjustment 成本调整
C (112)cheque register 支票登记簿	C (150)cost allocation 成本分配
C (113)classification 分类	C (151)cost apportionment 成本分摊
C (114)clock card 工时卡	C (152)cost attribution 成本归属
C (115)code 代码	C (153)cost audit 成本审计
C (116)commitment accounting 承诺确认会计	C (154)cost benefit analysis 成本效益分析
C (117)common cost 共同成本	C (155)cost center 成本中心
C (118)company limited by guarantee 有限担保责任公司	C (156)cost driver 成本动因
C (119)company limited by shares 股份有限公司	C (157)cost of capital 资本成本
C (120)competitive position 竞争能力状况	C (158)cost of goods sold 销货成本
	C (159)cost of non-conformance 非相符成本
	C (160)cost of sales 销售成本
	C (161)cost reduction 成本降低
	C (162)cost structure 成本结构
	C (163)cost unit 成本单位

C (164)cost-volume-profit analysis(CVP) 本量利分析	D (205)direct hours yield 直接小时产出率
C (165)costing 成本计算	D (206)direct labour cost percentage rate 直接人工成本百分比
C (166)credit note 贷项通知	D (207)direct labour hour rate 直接人工小时率
C (167)credit report 信贷报告书	D (208)directs on indirect work 间接工作事项上的工时
C (168)creditor 债权人	D (209)discount rate 贴现率
C (169)creditor days ratio 应付账款天数率	D (210)discounted cash flow 现金流量贴现
C (170)creditors ledger 应付账款分类账	D (211)discretionary cost 酬量成本
C (171)critical event 关键事项	D (212)distribution cost 摊销成本
C (172)critical path 关键路线	D (213)diversions 移用
C (173)cumulative preference shares 累积优先股	D (214)diverted hours 移用小时
C (174)current asset 流动资产	D (215)diverted hours ratio 移用工时比率
C (175)current cost accounting 现时成本会计	D (216)dividend 股利
C (176)current liabilities 流动负债	D (217)dividend cover 股利产出率
C (177)current purchasing power accounting 现时购买力会计	D (218)dividend per share 每股股利
C (178)current ratio 流动比率	D (219)dog 瘦软产品
C (179)cut-off 截止	D (220)double entry accounting 复式会计
C (180)CVP 本量利分析	D (221)double-entry book-keeping 复式薄记
C (181)cycle time 周转时间	D (222)doubtful debts 可疑债务
D (182)debenture 债券	D (223)down time 停工时间
D (183)debit note 借项通知	D (224)dynamic programming 动态规划
D (184)debit capacity 举债能力	E (225)earning per share 每股盈利
D (185)debt ratio 债务比率	E (226)earning ratio 市盈率
D (186)debtor 债务人;应收账款	E (227)economic order quantity(EOQ) 经济订购批量
D (187)debtor days ratio 应收账款天数率	E (228)efficient market hypothesis 有效市场假设
D (188)debtors ledger 应收账款分类账	E (229)efficiency ration 效率性比率
D (189)debtor' age analysis 应收账款账龄分析	E (230)element of cost 成本要素
D (190)decision driven costs 决策连动成本	E (231)entity 经济个体
D (191)decision tree 决策树	E (232)environmental audit 环境审计
D (192)defects 次品	E (233)environmental impact assessment 环境影响评价
D (193)deferred expenditure 递延支出	E (234)EOQ 经济订购批量
D (194)deferred shares 递延股份	E (235)equity 权益
D (195)deferred taxation 递延税款	E (236)equity method of accounting 权益法会计计算
D (196)delivery note 交货单	E (237)equity share capital 权益股本
D (197)departmental accounts 部门报表	E (238)equivalent units 当量
D (198)departmental budget 部门预算	E (239)event 事项
D (199)depreciation 折旧	E (240)exceptional items 例外事项
D (200)dispatch note 发运单	E (241)expected value 期望值
D (201)development cost 开发成本	E (242)expenditure 支出
D (202)differential cost 差别成本	
D (203)direct cost 直接成本	
D (204)direct debit 直接借项	

- E (243)expenses 费用  
E (244)external audit 外部审计  
E (245)external failure cost 外部损失成本  
E (246)extraordinary items 非常事项  
F (247)factory goods 让售商品  
F (248)factoring 应收帐款让售  
F (249)fair value 公允价值  
F (250)feedback 反馈  
F (251)FIFO 先近先出法  
F (252)final accounts 年终报表  
F (253)finance lease 融资租赁  
F (254)financial accounting 财务会计  
F (255)financial accounts calendar adjustment  
财务报表的日历时间调整  
F (256)financial management 财务管理  
F (257)financial planning 财务计划  
F (258)financial statement 财务报表  
F (259)finished goods 完成品  
F (260)fixed asset 固定资产  
F (261)fixed overhead 固定制造费用  
F (262)fixed asset turnover 固定资产周转率  
F (263)fixed assets register 固定资产登记簿  
F (264)fixed cost 固定成本  
F (265)flexed budget 变动限额预算  
F (266)flexible budget 弹性预算  
F (267)float time 浮动时间  
F (268)floating charge 流动抵押  
F (269)flow of funds statement 资金流量表  
F (270)forecasting 预测  
F (271)founder's shares 发起人股份  
F (272)full capacity 满负荷生产能力  
F (273)function costing 职能成本计算  
F (274)functional budget 职能预算  
F (275)fund accounting 基金会计  
F (276)fundamental accounting concept 基础会计概念  
F (277)fungible assets 可互换资产  
F (278)futuristic planning 远景计划  
G (279)gap analysis 间距分析  
G (280)gearing 举债经营比率(杠杆)  
G (281)goal congruence 目标一致性  
G (282)going concern concept 持续经营概念  
G (283)goods received note 商品收讫单  
G (284)goodwill 商誉
- G (285)gross dividend yield 总股息产出率  
G (286)gross margin 总边际  
G (287)gross profit 毛利润  
G (288)gross profit percentage 毛利润百分比  
G (289)group 企业集团  
G (290)group accounts 集团报表  
H (291)high-gearied 高结合杠杆(比例)  
H (292)hire purchase 租购  
H (293)historical cost 历史成本  
H (294)historical cost accounting 历史成本会计  
H (295)hours 小时  
H (296)hurdle rate 最低可接受的报酬率  
I (297)ideal standard 理想标准  
I (298)idle capacity ration 闲置生产能力比率  
I (299)idle time 闲置时间  
I (300)impersonal accounts 非记名账户  
I (301)imprest system 定额备用制度  
I (302)income and expenditure account 收益和支出报表  
I (303)incomplete records 不完善记录  
I (304)incremental cost 增量成本  
I (305)incremental yield 增量产出率  
I (306)indirect cost 间接成本  
I (307)indirect hours 间接小时  
I (308)insolvency 无力偿付  
I (309)intangible asset 无形资产  
I (310)integrated accounts 综合报表  
I (311)interdependency concept 关联性概念  
I (312)interest cover 利息保障倍数  
I (313)interlocking accounts 连锁报表  
I (314)internal audit 内部审计  
I (315)internal check 内部牵制  
I (316)internal control system 内部控制体系  
I (317)internal failure cost 内部损失成本  
I (318)internal rate of return(IRR) 内含报酬率  
I (319)inventory 存货  
I (320)investment 投资  
I (321)investment center 投资中心  
I (322)invoice register 发票登记簿  
I (323)issued share capital 已发行股本  
J (324)job 定单  
J (325)job card 工作卡  
J (326)job costing 工作成本计算  
J (327)job sheet 工作单

J (328)joint cost 联合成本	则
J (329)joint products 联产品	M (369)margin 边际
J (330)joint stock company 股份公司	M (370)margin of safety ration 安全边际比率
J (331)joint venture 合资经营	M (371)margin cost 边际成本
J (332)journal 日记账	M (372)margin costing 边际成本计算
J (333)just-in-time(JIT) 适时制度	M (373)mark-down 降低标价
J (334)just-in-time production 适时生产	M (374)mark-up 提高标价
J (335)just-in-time purchasing 适时购买	M (375)market risk premium 市场分险补偿
K (336)key factor 关键因素	M (376)market share 市场份额
L (337)labour 人工	M (377)marketing cost 营销成本
L (338)labour transfer note 人工转移单	M (378)matching concept 配比概念
L (339)leaning curve 学习曲线	M (379)materiality concept 重要性概念
L (340)ledger 分类账户	M (380)materials requisition 领料单
L (341)length of order book 定单平均周期	M (381)materials returned note 退料单
L (342)letter of credit 信用证	M (382)materials transfer note 材料转移单
L (343)leverage 举债经营比率	M (383)memorandum of association 公司设立
L (344)liabilities 负债	细则
L (345)life cycle costing 寿命周期成本计算	M (384)merger 兼并
L (346)LIFO 后近先出法	M (385)merger accounting 兼并会计
L (347)limited liability company 有限责任公司	M (386)minority interest 少数股权
L (348)limiting factor 限制因素	M (387)mixed cost 混合成本
L (349)line-item budget 明细支出预算	N (388)net assets 净资产
L (350)liner programming 线性规划	N (389)net book value 净账面价值
L (351)liquid assets 变现资产	N (390)net liquid funds 净可变现资金
L (352)liquidation 清算	N (391)net margin 净边际
L (353)liquidity ratios 易变现比率	N (392)net present value(NPV) 净现值
L (354)loan 贷款	N (393)net profit 净利润
L (355)loan capital 借入资本	N (394)net realizable value 可变现净值
L (356)long range planning 长期计划	N (395)net worth 资产净值
L (357)lost time record 虚耗时间记录	N (396)network analysis 网络分析
L (358)low geared 低结合杠杆(比例)	N (397)noise 干扰
L (359)lower of cost or net realizable value	N (398)nominal account 名义账户
concept 成本或可变净价孰低概念	N (399)nominal share capital 名义股本
M (360)machine hour rate 机器小时率	N (400)nominal holding 代理持有股份
M (361)machine time record 机器时间记录	N (401)non-adjusting events 非调整事项
M (362)managed cost 管理成本	N (402)non-financial performance measurement
M (363)management accounting 管理会计	非财务业绩计量
M (364)management accounting concept 管理	N (403)non-integrated accounts 非综合报表
会计概念	N (404)non-liner programming 非线性规划
M (365)management accounting guides 管理会	N (405)non-voting shares 无表决权的股份
计指导方针	N (406)notional cost 名义成本
M (366)management audit 管理审计	N (407)number of days stock 存货周转天数
M (367)management buy-out 管理性购买产权	N (408)number of weeks stock 存货周转周数
M (368)management by exception 例外管理原	O (409)objective classification 客体分类

O (410)obsolescence 陈旧	P (449)planning 计划
O (411)off balance sheet finance 资产负债表外筹资	P (450)planning horizon 计划时限
O (412)offer for sale 标价出售	P (451)planning period 计划期间
O (413)operating budget 经营预算	P (452)policy cost 政策成本
O (414)operating lease 经营租赁	P (453)position audit 状况审计
O (415)operating statement 营业报表	P (454)post balance sheet events 资产负债表编后事项
O (416)operation time 操作时间	P (455)practical capacity 实际生产能力
O (417)operational control 经营控制	P (456)pre-acquisition losses 购置前损失
O (418)operational gearing 经营杠杆	P (457)pre-acquisition profits 购置前利润
O (419)operating plans 经营计划	P (458)preference shares 优先股
O (420)opportunity cost 机会成本	P (459)preference creditors 优先债权人
O (421)order 定单	P (460)preferred creditors 优先债权人
O (422)ordinary shares 普通股	P (461)prepayments 预付款项
O (423)out-of-date cheque 过期支票	P (462)present value 现值
O (424)over capitalization 过分资本化	P (463)prevention cost 预防成本
O (425)overhead 制造费用	P (464)price ratio 市盈率
O (426)overhead absorption rate 制造费用分配率	P (465)prime cost 主要成本
O (427)overhead cost 制造费用	P (466)prime entry-books of 原始分录登记簿
O (428)overtrading 超过营业资金的经营	P (467)principal budget factor 主要预算因素
P (429)paid cheque 已付支票	P (468)prior charge capital 优先股
P (430)paid-up share capital 认定股本	P (469)prior year adjustments 以前年度调整
P (431)parent company 母公司	P (470)priority base budgeting 优先顺序体制的预算
P (432)pareto distribution 帕累托分布	P (471)private company 私人公司
P (433)participating preference shares 参与优先股	P (472)pro-forma invoice 预开发票
P (434)partnership 合伙	P (473)problem child 问号产品
P (435)payable ledger 应付款项账户	P (474)process costing 分步成本计算
P (436)payback 回收期	P (475)process time 加工时间
P (437)payments and receipts account 收入和支出报表	P (476)product cost 产品成本
P (438)payments withheld 保留款额	P (477)Product life cycle 产品生命周期
P (439)payroll 工资单	P (478)production cost 生产成本
P (440)payroll analysis 工资分析	P (479)production cost of sales 售货成本
P (441)percentage profit on turnover 利润对营业额比率	P (480)production volume ratio 生产业务量比率
P (442)period cost 期间成本	P (481)profit center 利润中心
P (443)perpetual inventory 永续盘存	P (482)profit per employee 每员工利润
P (444)personal account 记名账户	P (483)profit retained for the year 年度利润留存
P (445)PEPT 项目评审法	P (484)profit to turnover ratio 利润对营业额比率
P (446)petty cash account 备用金账户	P (485)profit-volume graph 利量图
P (447)petty cash voucher 备用金凭证	P (486)profitability index 盈利指数
P (448)physical inventory 实地盘存	P (487)programming 规划

P (488)project evaluation and review technique	R (527)revenue expenditure 收益支出
项目评审法	R (528)revenue investment 收入性投资
P (489)projection 预计	R (529)right issue 认股权发行
P (490)promissory note 本票	R (530)rolling budget 滚动预算
P (491)prospectus 募债说明书	R (531)rolling forecast 滚动预测
P (492)provisions for liabilities and charges 债和费用准备	S (532)sales ledger 销售分类账
P (493)prudent concept 稳健性概念	S (533)sales order 销售定单
P (494)public company 公开公司	S (534)sales per employee 每员工销售额
P (495)purchase order 订购单	S (535)scrap 废料
P (496)purchase requisition 请购单	S (536)scrip issue 红股发行
P (497)purchase ledger 采购账户	S (537)secured creditors 有担保的债权人
Q (498)quality related costs 质量有关成本	S (538)segmental reporting 分部报告
Q (499)queuing time 排队时间	S (539)selling cost 销售成本
R (500)rate 率	S (540)semi-fixed cost 半固定成本
R (501)ratio 比率	S (541)semi-variable cost 半变动成本
R (502)ration pyramid 比率金字塔	S (542)sensitivity analysis 敏感性分析
R (503)raw material 原材料	S (543)service cost center 服务成本中心
R (504)receipts and payments account 收入和支付报表	S (544)service costing 服务成本计算
R (505)receivable ledger 应收款项账户	S (545)set-up time 安装时间
R (506)redeemable shares 可赎回股份	S (546)shadow prices 影子价格
R (507)redemption 赎回	S (547)share 股票
R (508)registered share capital 注册资本	S (548)share capital 股份资本
R (509)rejects 废品	S (549)share option scheme 购股权证方案
R (510)relevancy concept 相关性概念	S (550)share premium 股票溢价
R (511)relevant costs 相关成本	S (551)sight draft 即期汇票
R (512)relevant range 相关范围	S (552)single-entry book-keeping 单式薄记
R (513)reliability concept 可靠性概念	S (553)sinking fund 偿债基金
R (514)replacement price 重置价格	S (554)slack time 松弛时间
R (515)report 报表	S (555)social responsibility cost 社会责任成本
R (516)reporting 报告	S (556)sole trader 独资经营者
R (517)research cost, applied 应用性研究成本	S (557)source and application of funds statement 资金来源和运用表
R (518)research cost, pure or basic 理论或基础研究成本	S (558)special order costing 特殊定单成本计算
R (519)reserves 留存收益	S (559)staff costs 职工成本
R (520)residual income 剩余收益	S (560)statement of account 营业账单
R (521)responsibility center 责任中心	S (561)statement of affairs 财务状况表
R (522)retention money 保留款额	S (562)statutory body 法定实体
R (523)return on capital employed 运用资本报 酬率	S (563)stock 存货
R (524)returns 退回	S (564)stock control 存货控制
R (525)revenue 收入	S (565)stock turnover 存货周转率
R (526)revenue center 收入中心	S (566)stocktaking 盘点存货
	S (567)stores requisition 领料申请单
	S (568)strategic business unit 战略性经营单位
	S (569)strategic management accounting 战略管

理会计	V (609)value added 增值
S (570)strategic planning 战略计划	V (610)value analysis 价值分析
S (571)strategy 战略	V (611)value for money audit 经济效益审计
S (572)subjective classification 主体分类	V (612)vote 表决
S (573)subscribed share capital 已认购的股本	V (613)voucher 凭证
S (574)subsidiary undertaking 子公司	W (614)waiting time 等候时间
S (575)sunk cost 沉没成本	W (615)waste 废品(料)
S (576)supply estimate 预算估计	W (616)wasting asset 递耗资产
S (577)supply expenditure 预算支出	W (617)weighted average cost of capital 资本的 加权平均成本
S (578)suspense account 暂记账户	W (618)weighted average price 加权平均价格
S (579)SWOT analysis 长处和短处,机会和威 胁分析	W (619)with resource 有追索权
S (580)system 制度,体系	W (620)without recourse 无追索权
T (581)tactical planning 策略计划	W (621)working capital 营运资本
T (582)tactics 策略	W (622)write-down 减值
T (583)take-over 接收	Z (623)zero base budgeting 零基预算
T (584)tangible asset 有形资产	Z (624)zero coupon bond 无息债券
T (585)tangible fixed asset statement 有形固定 资产表	Z (625)Z score 破产预测计分法
T (586)target cost 目标成本	
T (587)terotechnology 设备综合工程学	
T (588)throughput accounting 生产量会计	
T (589)time 时间	
T (590)time sheet 时间记录表	
T (591)total assets 总资产	
T (592)total quality management 全面质量管理	
T (593)total stocks 存货总计	
T (594)trade creditors 购货客户(应付账款)	
T (595)trade debtors 销货客户(应收账款)	
T (596)trading profit and loss account 营业损益 表	
T (597)transfer price 转让价格	
T (598)transit time 中转时间	
T (599)treasurership 财务长制度	
T (600)trial balance 试算平衡表	
T (601)turnover 营业额	
U (602)uncalled share capital 未催缴股本	
U (603)under capitalization 不足资本化	
U (604)under or over-absorbed overhead 少吸收 或多吸收的制造费用	
U (605)uniform accounting 统一会计	
U (606)uniform costing 统一成本计算	
U (607)unissued share capital 未发行股本	
V (608)value 价值	