

**BOOK KEEPING AND ACCOUNTANCY**  
**F.Y.J.C COMMERCE SYLLABUS -ACADEMIC YEAR 2020-21**

**Ch – 1                      Introduction to Book-keeping and Accountancy**

**Contents**

- 1.1    Meaning, Definition and Objectives
- 1.2    Importance of Book-keeping
- 1.3    Difference between Book-keeping and Accountancy
- 1.4    Meaning and Definition of Accountancy
- 1.5    Basis of Accounting System.
- 1.6    Qualitative characteristics of accounting information
- 1.7    Basic Accounting Terminologies.
- 1.8    Accounting Concepts, Conventions and Principles.
- 1.9    Accounting Standards (AS) and IFRS

**Ch – 2                      Meaning and Fundamentals of  
                                    Double Entry Book-keeping**

**Contents**

- 2.1    Meaning, and Definition of Double entry Book-keeping System
- 2.2    Methods of Recording Accounting Information (Indian, Single, Double)
- 2.3    Advantages of Double entry Book-keeping system.
- 2.4    Classification of Accounts.
- 2.5    Golden Rules of Debit and Credit (Traditional Approach)
- 2.6    Modern Approach of Rules of Accounts.
- 2.7    Accounting Equations

**Ch – 3                      Journal**

**Contents**

- 3.1    Meaning, Importance and Utility of Accounting Documents.
- 3.2    Meaning, Definition, Importance and Utility of Journal.
- 3.3    Specimen of Journal
- 3.4    Recording of Journal entries with GST.

**Ch – 4                      Ledger**

**Contents**

- 4.1    Meaning, Definition and Importance of Ledger
- 4.2    Specimen of Ledger
- 4.3    Posting of entries from Journal/Subsidiary Books to Ledger.
- 4.4    Balancing of Ledger Accounts.
- 4.5    Preparation of Trial Balance.

## **Ch – 5      Subsidiary – Books**

### **Contents**

- 5.1 Introduction, Meaning and need for maintaining Subsidiary Books.
- 5.2 Cash Book with Cash Column
- 5.3 Cash Book with Cash and Bank Columns.
- 5.4 Simple and Analytical Petty Cash Book under Imprest System
- 5.5 Purchase Book
- 5.6 Purchase Return Book
- 5.7 Sales Book
- 5.8 Sales Return Book
- 5.9 Journal Proper

## **Ch – 6 Bank Reconciliation Statement**

### **Contents**

- 6.1 Meaning, Definition and Utilities of Accounting Documents.
- 6.2 Meaning, Definition, Need and Importance of Bank Reconciliation Statement.
- 6.3 Reasons for difference between Cash Book balance and Pass Book balance.
- 6.4 Specimen of Bank Reconciliation Statement
- 6.5 Preparation of Bank Reconciliation Statement

## **Ch – 7 Depreciation**

### **Contents**

- 7.1 Meaning, Definition and Importance of Depreciation.
- 7.2 Factors of Depreciation
- 7.3 Methods of Depreciation
  - 7.3.1 Straight Line Method.
  - 7.3.2 Written Down Value Method
  - 7.3.3 Difference between Fixed Instalment Method and Written Down Value Method.
- 7.4 Accounting Treatment for Depreciation.

## **Ch 8            Rectification of Errors**

### **Contents**

- 8.1 Meaning & Effects of errors
- 8.2 Types of Errors

- 8.3 Detection & Rectification of errors
- 8.4 Preparation of Suspense Accounts

## **Ch – 9 Final Accounts of a Proprietary concern**

### **Contents**

- 9.1 Meaning, Objectives and Importance of Final Accounts.
- 9.2 Preparation of Trading Account
- 9.3 Preparation of Profit and Loss Account
- 9.4 Preparation of Balance Sheet
- 9.5 Effects of following adjustments.
  - Closing stock
  - Outstanding Expenses
  - Prepaid Expenses
  - Depreciation on assets
  - Bad debts and R.D.D.
  - Discount on Debtors and Creditors
  - Income received in advance
  - Accrued Income
  - Goods distributed as free sample.
  - Goods withdrawn by proprietor for Personal use.
  - Interest on capital
  - Interest on Drawings

## **Ch – 10 Single Entry System**

### **Contents**

- 10.1 Introduction and Meaning of Single Entry System
- 10.2 Difference between Single Entry System and Double Entry System
- 10.3 Preparation of Statement of Affairs
- 10.4 Preparation of Statement of Profit or Loss
- 10.5 Additional Information / Adjustments.
  - Additional Capital
  - Drawings
  - Depreciation of Fixed Assets
  - Bad debts
  - Reserve for Doubtful Debts (RDD)
  - Undervaluation & Overvaluation of Assets & Liabilities
  - Interest on Loan
  - Interest on Capital

- Interest on Drawings
- Outstanding / unpaid expenses
- Prepaid expenses / Expenses paid in Advance / Unexpired Expenses.

FACULTY :-1) RAJKUMAR MULANI  
2) URMILA BORWAKE