

FUNDAMENTALS OF ACCOUNTING



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Description

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FUNDAMENTALS OF ACCOUNTING

OBJECTIVE

The objective of this subject is to acquaint students with the accounting concepts, tools

and techniques

influencing business organizations.

Unit 1: INTRODUCTION TO FINANCIAL ACCOUNTING

Introduction – Meaning and Definition – Objectives of Accounting – Functions of Accounting – Users of

Accounting Information – Limitations of Accounting – Accounting Principles – Accounting Concepts and

Accounting Conventions. Accounting Standards –List of Indian Accounting Standards.

Unit 2: ACCOUNTING PROCESS

Meaning – Process of Accounting – Kinds of Accounts – Rules - Transaction Analysis – Journal – Ledger –

Balancing of Accounts – Trial Balance – Problems.

Unit 3: SUBSIDIARY BOOKS

Meaning – Significance – Types of Subsidiary Books – Purchases Book – Sales Book – Purchase Returns

Book – Sales Return Book – Bills Receivable Book – Bills Payable Book – Cash Book (Simple Cash Book,

Double Column Cash Book, Three Column Cash Book and Petty Cash Book) and Journal proper. Bank

Reconciliation Statement – Preparation of Bank Reconciliation Statement.

Unit 4: FINAL ACCOUNTS OF PROPRIETARY CONCERN

Preparation of Profit & Loss Account and Balance Sheet (Vertical form).

Unit 5: SINGLE ENTRY SYSTEM

Meaning – Features – Types – Merits – Demerits – Differences between single entry and double entry

systems – Preparation of Opening Statement of Affairs, Closing Statement of Affairs, Computation of

Profit/Loss and Revised Statement of Affairs. Conversion of single entry to double entry system

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