Term-I

XI

Topic: Introduction to Accounting (Class XI).

Previous Knowledge Testing :- Students will be asked about the meaning of Business, Economic Activity, Non-Economic Activity.

Vocabulary Used: Commerce, Aids to Commerce, Business Transactions, Journal, Ledger, Trial Balance, Trading and Profit & Loss Account, Balance Sheet, Financial Position, Profitability Position.

Innovative Methods/Techniques used to explain the Topic:
Before coming to the Introduction of Accounting, students will be asked to relate to the preparation of School diary. Students will be asked how the School diary is useful to them, what purpose does it serve. Based on the replies of the students, it will be linked to the meaning of accounting and why is it needed?

Procedure: Lecture method will be followed. Students will be told about the following topics:

* Meaning of Accounting
* Attributes / Characteristics of Accounting
* Objectives of Accounting.
* Functions, Advantages of Accounting.
* Book-keeping, Accounting and Accountancy.
* Accounting Process and Accounting Cycle.
* Users of Accounting Information. * Branches of Accounting.

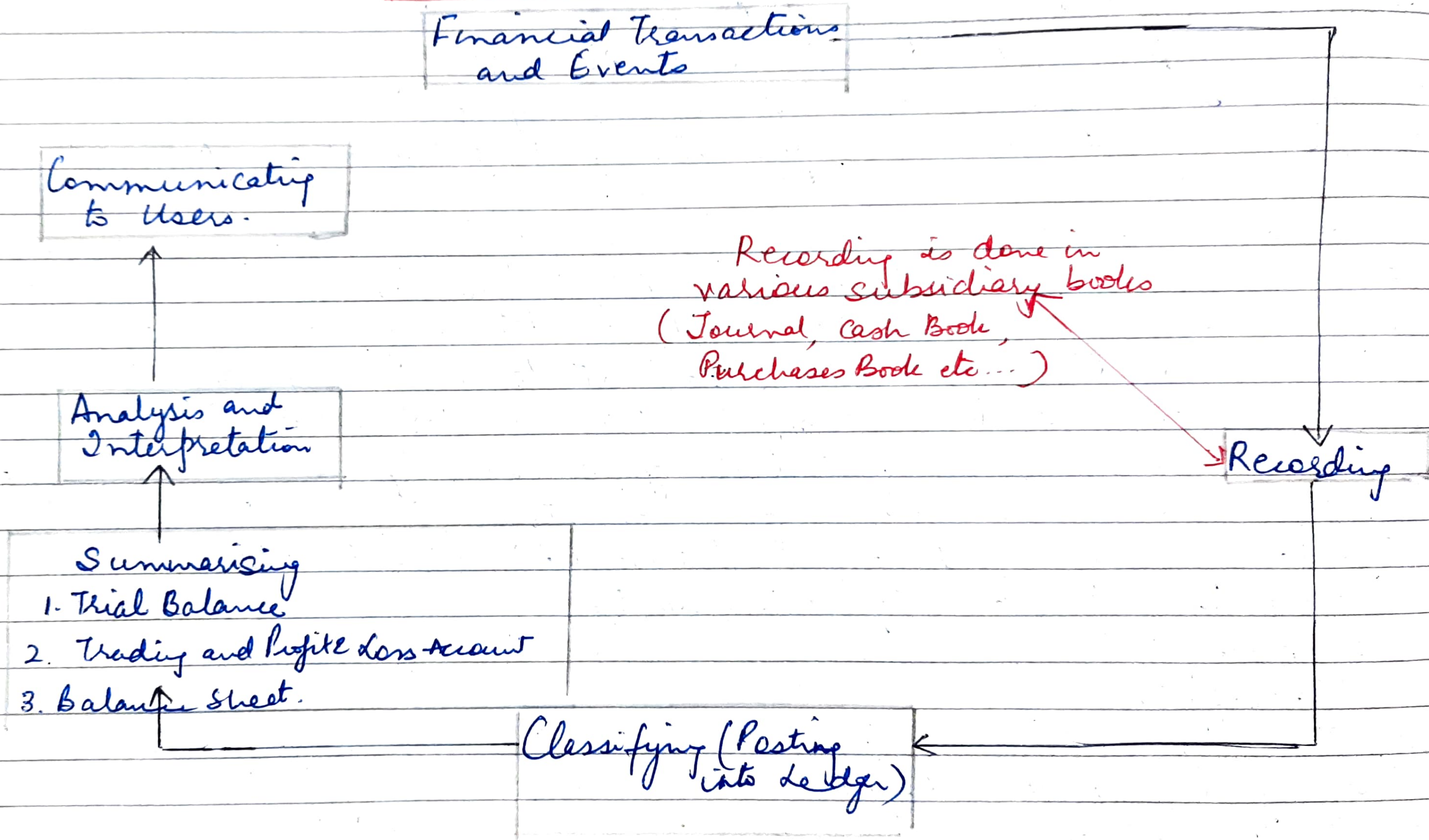
According to "American Institute of Certified Public Accountants", Accounting is the art of recording, classifying and summarising in a significant manner and in terms of money, transactions and events which are, in part at least, of a financial character, and interpreting the results there of."

The above definition of accounting brings to light the following attributes of accounting:-

1. Identification of Financial Transactions and Events.
2. Measuring the Identified Transactions.
3. Recording
4. Classifying
5. Summarising
6. Analysis and Interpretation.
7. Communicating.

Also, objectives, functions and advantages of accounting will be discussed.

ACCOUNTING PROCESS

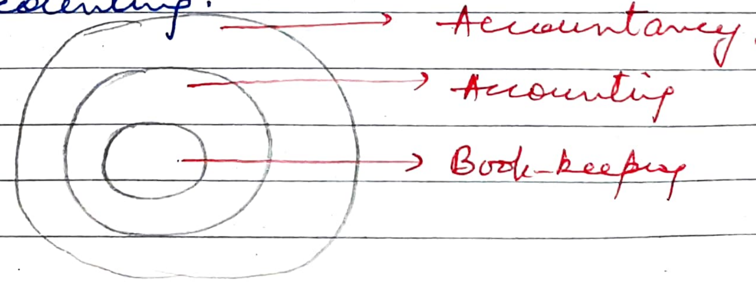


Accounting Cycle :- is the period of 12 months comprising of the first four stages of the accounting process. This further leads to the discussion of three very important terms used :- Book-keeping, Accounting and Accountancy.

Book-keeping is a part of accounting being a process of recording financial transactions and events in the books of account. Thus, it includes, identifying the financial transactions, measuring them in terms of money, recording and classifying.

Accounting being a wider concept includes book-keeping, alongwith summarising the financial transactions and analysis and interpretation of results and communicating it to the users.

Accountancy :- It refers to the entire body of the theory and practice of accounting.



Having explained the basic concepts,

Participation of Students:- Students will be asked to participate in the discussion of users of Accounting Information. Students will be made to speak ~~about~~ * who are the users of accounting information;

* what are their areas of interest.

Recapitulation:- Meaning of accounting, attributes of accounting will be again revised in the class.

Assignments:- Read thoroughly all the topics from the book in detail. learning some of the important definitions.

Topic:- Basic Accounting Terms (Class XI)

Previous knowledge Testing:- Students will be asked some important terms discussed in the previous chapter like, accounting, trade, aids to trade.

Vocabulary used:- Terms.

Procedure:- Since the chapter ~~with~~ deals with the accounting terms which needs to be followed every where, so students will be explained the terminology used in detail.

Accounting is the language of business and like other languages this language also has its grammar. So, the various terms will be discussed. These terms are:-

(1) Business Transaction
(2) Capital
(3) Assets and Types of assets
(4) Liabilities and Types of Liabilities
(5) Drawings
(6) Goods - Purchases, Sales, Purchases Return, Sales Return.
(7) Opening Stock, Closing Stock.

(8) Debtor and Creditor

(9) Expenditure /Expense — Capital / Revenue

(10) Revenue / Income

(11) Profit / Loss.

(12) Bad Debts

(13) Depreciation.

(14) Insolvency

Participation of Students :- Recapitulation — Students will be asked to relate these terms in their daily routine which they observe at home or in the Society.

Assignment: Learn these terms.

Topic: Theory Base of Accounting, Accounting Standards and International Financial Reporting Standards (IFRS)

CLASS: XI.

Previous knowledge Testing:- Students will be asked about the basic accounting terms discussed in the previous chapter.

Vocabulary Used:- Generally Accepted Accounting Principles, Concepts, Conventions, IFRS

Procedure:- All the concepts, principles, assumptions will be discussed at a time in detail giving the students a better insight of the principles. The principles are:-

1. Going Concern Concept:- The business will continue for an indefinite period and there is no intention to close the business or downsize its operations significantly.

2. Consistency Concept: All accounting principles and methods should be applied in a similar way from one period to the next so that data reported in financial statements can be compared from one period to another period.

3. **Accrual Concept:-** This concept recognises revenues and expenses as they are earned or incurred respectively ignoring the date of receipt or payment.

4. **Business Entity Concept:-** Business is treated as a separate and distinct entity from its owners.

5. **Money Measurement Principle:-** Transactions and events that can be measured in money terms are recorded in the books of account.

6. **Accounting Period Principle:-** Life of the business be broken into small time intervals to know the performance of the business.

7. **Full Disclosure Principle:-** All significant information relating to the economic affairs of the entity should be reported in the financial statements in an understandable manner.

8. **Materiality Principle:-** An item is recorded in the books of account on the basis of materiality.

9. **Prudence or Conservatism Principle:-** The concept is often stated as "Anticipate no profit, but provide for all possible losses."

(10) Historical Cost Concept :- According to this concept, the asset must be shown at it's cost price, which is the cost of acquisition less depreciation.

(11) Matching Principle :- This principle states that, cost incurred to earn revenue should be recognised as expense in the period when revenue is recognised as earned.

(12) Dual Aspect Principle :- Every transaction has two aspects a debit and a credit of equal amount.

(13) Revenue Recognition Concept :- Revenue is recognised when sale has been made or service has been rendered.

(14) Verifiable Objective Concept :- All business transactions needs to be supported by business documents and free from bias.

Recapitulation :- All the principles will be revised asking students by giving them a tag line.

Assignment :- Read the concepts thoroughly and solve the exercises.

Topic, Accounting Equation
Class: XI

Previous knowledge Testing - Students will be asked the meaning of the following terms - Assets, Liabilities, Capital. Also state the Principle of Duality.

Vocabulary Used - Accounting Equation, Balance Sheet, Net Worth

Procedure - Assets = Liabilities + Capital

An Accounting Equation is a mathematical expression which shows that the assets and liabilities of a firm are equal. This equation is based on the Dual Aspect Concept of accounting meaning, every transaction has dual aspect or two aspects - debit and credit.

The claims are known as Equities, where Capital is Owner's Equity and liabilities are Outsider's Equity.

An Accounting equation always holds true with every change that occurs due to a transaction entered into. Transactions from the Accounting Equation viewpoint, can be divided into two, i.e,

(i) Transactions affecting Two Items, and

(2) Transactions Affecting More than two items.

Examples

(1) Rakesh started with cash ₹ 20,000.

Assets ~~Assets~~ = Liabilities + Capital

Cash = 0 + Capital

20,000 = + 20,000

(2) He purchases furniture for cash ₹ 500

Cash = Liabilities + Capital

20,000 = 0 + 20,000

−500 + Furniture 500 = 0 + 0

Cash + Furniture = Liabilities + Capital

New Equation: 19,500 + 500 = 0 + 20,000

(3) Purchased goods for ₹ 1,000 in cash.

Cash + Furniture = Liabilities + Capital

19,500 + 500 Goods = 0 + 20,000

−1,000 + 1,000 = 0 + 0

Cash + Furniture + Goods = Liabilities + Capital

New Eq. 18,500 + 500 + 1,000 = 0 + 20,000

4) Purchased goods on credit ₹ 2,000

Cash + Furniture + Goods = Liabilities + Capital

18,500 + 500 + 1,000 = 0 + 20,000

Creditor

0 + 0 + 2,000 = 2,000 + 0

New Eq. Cash + Furniture + Goods = Creditor + Capital

18,500 + 500 + 3,000 = 2,000 + 20,000

5) Sold goods costing ₹ 2,500 on credit for ₹ 4,000.

Cash + Furniture + Goods = Creditor + Capital

18,500 + 500 + 3,000 Debtor 2,000 + 20,000

0 + 0 - 2,500 + 4,000 = 0 + 1,500

New Eq. Cash + Furniture + Goods + Debtor = Creditor + Capital

18,500 + 500 + 500 + 4,000 = 2,000 + 21,500

6) Paid ₹ 1,000 for Rent and ₹ 5,000 for Salaries.

Cash + Furniture + Goods + Debtor = Creditor + Capital

18,500 + 500 + 500 + 4,000 = 2,000 + 21,500

- 6,000 + 0 + 0 + 0 = 0 - 6,000

New Equation Cash + Furniture + Goods + Debtor = Creditor + Capital

12,500 + 500 + 500 + 4,000 = 2,000 + 15,500

Date:

(7) Rakesh withdraws ₹ 2,000 for his personal use.

Cash +	Furniture +	Goods +	Debtor	=	Creditor +	Capital
12,500 +	500	+ 500	+ 4,000	=	2,000	+ 15,500
− 2,000	+ 0	+ 0	+ 0	=	0	− 2,000

New Eq. Cash + Furniture + Goods + Debtor = Creditor + Capital

10,500 + 500 + 500 + 4,000 = 2,000 + 13,500

Balance Sheet
as on ..

Liabilities	Amount ₹	Assets	Amount ₹
Creditors	2,000	Cash	10,500
Capital	13,500	Furniture	500
		Goods	500
		Debtor	4,000
	15,500		15,500

Assignment: Back exercises to be done. Some will be solved in class and remaining will be given as homework.

Recapitulation:- Sample transactions will be given to students and they will be asked to solve it.

Topic: Accounting Procedures — Rules of Debit and Credit.
Class: XI

Previous knowledge Testing:- Basic Accounting Concepts & Terms.

Vocabulary Used:- Account, Debit, Credit, Traditional Approach, Modern Approach.

Procedure: • An Account is a summarised record of relevant transactions at one place relating to a particular head. It records not only the amount of transactions but also their effect and direction.

• Debit and Credit:- Debit and Credit are simply additions to or subtraction from an account. In accounting, debit refers to the left hand side of any account and credit refers to the right hand side. In accounting the abbreviated form Dr. stands for debit and Cr stands for credit.
Both debit and credit may represent either increase or decrease depending upon the nature of an account.

* Traditional Classification of Accounts

- Account
  - Personal
    - Natural
    - Artificial
    - Representative
  - Impersonal
    - Real
    - Nominal

* The Rule of debit and credit depends on the nature of an account.

Type of Account	Account to be Debited	Account to be Credited
1. Personal A/c	Debit the Receiver	Credit the Giver
2. Real A/c	Debit what comes in	Credit what goes out.
3. Nominal A/c	Debit all expenses & Losses.	Credit all incomes & gains.

* Modern Classification of Accounts.

Account

- Asset A/c
- Liability A/c
- Capital A/c
- Revenue A/c
- Expense A/c

The rule of debit and credit depends on the nature of an account.

Types of Account	Account to be Debited	Account to be Credited
1. Asset A/c	Increase is debited	Decrease is Credited
2. Liability A/c	Decrease is debited	Increase is Credited
3. Capital A/c	Decrease is debited	Increase is Credited.
4. Revenue A/c	Decrease is debited	Increase is Credited.
5. Expense A/c	Increase is debited	Decrease is Credited.

Recapitulation :- Classify the accounts according to Traditional Approach as well as Modern Approach

Assignment:- Illustrations and questions from back exercises.

Topic :- Journal (Without GST)
Class :- XI

Previous knowledge Testing :- Rules of Accounting according to Traditional and Modern Approach.

Vocabulary Used :- Journal, Book of Original Entry, Subsidiary Book, Day Book, Ledger Folio, Narration

Procedure :- Journal is a book of original entry in which transactions are first recorded in a chronological order, i.e in the order of or sequence they are entered. Transactions are recorded in the Journal book from the accounting vouchers that are prepared on the basis of source documents, i.e, cash memos, invoices, purchase bills etc.

* An entry recorded in the journal is called a Journal entry.
* The process of recording a transaction in a Journal is known as Journalising.

Journal is divided into five columns. These are : Date, Particulars, Ledger Folio (L.F.), Debit Amount and Credit Amount.

In the books of ---

Journal

Date	Particulars	L/F	Dr. Amount ₹	Cr. Amount ₹

Date:- In this column, the transaction date is written.

Particulars:- Both debit and credit aspects of a transaction are written in this column. The A/c to be debited ~~first~~ is written first followed by 'To' for the A/c to be credited.

Narration: A brief description of the transaction is also written after the entry.

Ledger Folio (L/F):- In this column the number of the Ledger Page is written to which the debit and credit aspect is posted.

Debit Amount: In this column, the amount debited is written.

Credit Amount: In this column, the amount credited is written.

For Eg:- Dutta started business and introduced Capital of ₹ 1,00,000.

Traditional Approach

1. Two a/cs affected = Cash A/c
   Capital A/c

2. Classify these A/cs.
   Cash A/c — Real A/c
   Capital A/c — Personal A/c

3. Apply the rule acc. to approach

Real A/c - Dr. what comes in
Cr. what goes out

Since, Cash is coming in — Dr.

Personal A/c - Dr. the receiver
Cr. the giver

Since, Dutta is giving Capital — Cr.

Modern Approach

1. Two a/cs affected = Cash A/c
   Capital A/c

2. Classify these A/cs
   Cash A/c — Asset A/c
   Capital A/c — Capital A/c

3. Apply the rule acc. to approach

Asset A/c - Cash is increasing — So Dr.

Capital A/c - Capital is increasing So — Cr.

Result of both the approach is the same

Journal entry: Cash A/c ...Dr 1,00,000

To Capital A/c 1,00,000

(Being business started with cash)

Recapitulation: Rules as well as important terms will be revised.

Assignment: Illustrations and questions from back exercise

Topic:- Bases of Accounting

Class:- XI

Previous knowledge Testing:- Students will be asked to give the meaning of the following concepts:-
(1) Accrual Concept
(2) Principle of Matching.
Also, to define (a) Outstanding Expenses, (b) Pre-paid Expenses, (c) Accrued Income, (d) Income Received in Advance.

Vocabulary Used:- Receipts, Payments, Cash transactions, Credit transactions.

Procedure:- Students will be explained in detail the meaning of Cash Basis of Accounting and Accrual Basis of Accounting.

Cash Basis of Accounting:- is a system in which transactions are recorded when cash is transacted, whether received or paid. It means revenue is recognised on receipt of cash and expenses are recorded as incurred when they have been actually paid. The difference between the total incomes and total expenses represents Profit or Loss of a business for the accounting period.

Thus, when Cash Basis of Accounting is followed, outstanding expenses and prepaid expenses, income received in advance or accrued incomes are not considered.

Accrual Basis of Accounting is based on the concept of realisation and expiration and follows two basic accounting principles, i.e, Revenue Recognition Principle and Matching Principle. Thus, expenses and incomes are considered to be incurred and generated even if they have been actually paid or received.

Advantages and Disadvantages of both the basis of accounting will be discussed.

Recapitulation :- Topic will be revised by pointing out the differences between the two basis of accounting.

Assignment :- Learn the meaning, advantages, disadvantages and difference of Cash basis and accrual basis of accounting.

Topic :- Origin of Documents - Source Documents

Class :- XI

Previous knowledge Testing :- (1) Define the concept Verifiable Objective Concept.

Vocabulary Used :- Source Documents, Supporting Documents, Journal,

Procedure :- Meaning of source documents will be explained along with one by one explanation of all the documents separately.

Transactions are recorded in the books of account on the basis of evidence which are bills of purchase, invoice for sales, debit and credit notes etc. These evidences being the basis of recording entry, are known as Source Documents. They are sometimes also called as Supporting Document.

① Cash Memo : is prepared by the seller when goods are sold against cash. It has details of goods sold, quantity, rate of each item and the total amount received, besides the date of transaction and other terms and conditions.

(2) Invoice or Bill: is prepared by the seller when goods are sold on credit. It has details of the party to whom goods are sold, and the total amount of sale.

(3) Receipt: when cash or cheque is received from a customer, a receipt for the amount received is issued.

(4) Pay-in-slip:- is a source document used for depositing cash or cheques into bank.

(5) Cheque:- is a document in writing, drawn upon the bank with which the account is held and is payable on demand.

(6) Debit note:- is made out evidencing that a debit has been made to the account of the party named in the debit note. It details the reason for the debit.

(7) Credit Note:- is made out evidencing that credit has been granted to a debtor. The effect of this note is that customer's indebtedness is reduced.

Recapitulation and Assignment:- All the document will be revised and students will be asked to learn them.

XI- ACCOUNTANCY

CHAPTER - LEDGER

Objective Students must be taught the next step of ACCONTING PROCESS - CLASSIFYING, of the transactions already recorded in JOURNAL. Clear understanding to be made in Opening and closing LEDGER ACCOUNTS.

P.K. Testing Journal entries already done in the previous chapter are randamly taken up. Golden Rules and different Accounts are discussed.

Vocabulary Book of Final Entry / Principal Book, Balancing of Ledger Accounts will be new Learning.

Explanation and Method

Method - zoom classes, Screen Sharing, Lectures

Explanation

1. Ledger is the book where various Accounts (Assets, Liabilities, Capital, Revenue, Expenses) are separately opened and TRANSACTIONS

related to each ACCOUNT is separately POSTED to that respective ACCOUNT.

★ It helps the business in knowing the COMPLETE INFORMATION of a particular Account at one place at any moment of TIME

2 FORMAT OF A LEDGER ACCOUNT

Dr PURCHASES ACCOUNT Cr

Date	Particulars	J.F	Amount ₹	Date	Particulars	J.F	Amount ₹
Date of Transaction	Name of Other Account		Amount of Transaction	Date of the Transaction	Name of Other Account		Amount of Transaction

JOURNAL FOLIO (J.F) denotes page number on which that Journal Entry is written

3 POSTING OF ENTRIES

Process of transferring JOURNAL to a ledger. the OPPOSITE ACCOUNTS are posted in each Account

POSTING OF SIMPLE ENTRY

JOURNAL

Date	Particulars		L.F.	Debit ₹	Credit ₹
2019 Sept 1	Salary a/c	Dr.		5,000	
	To Bank a/c				5,000
	(Being Salary paid through cheque)				

LEDGER

Dr. Cr.

Date	Particulars	J.F.	Amount ₹	Date	Particulars	J.F.	Amount ₹
			SALARY ACCOUNT				
Sept 1	To Bank a/c		5,000				
			BANK ACCOUNT				
				Sept 1	By Salary a/c		5,000

₹ 5,000 will be Debited to SALARY a/c and on Debit of it - "To Bank a/c" will be written and Bank a/c be credited - "By Salary a/c"

POSTING OF COMPOUND ENTRIES

JOURNAL

Date	Particulars		L.F.	Debit ₹	Credit ₹
2019 Aug 1	Cash a/c —	Dr		9,500	
	Discount Allowed a/c —	Dr		500	
	To Ajay				10,000
	(Being cash received in full settlement)				

LEDGER

Dr. | | | | | | | Cr.

CASH ACCOUNT

Date	Particulars	J.F.	Amount ₹	Date	Particulars	J.F.	Amount ₹
2019 Aug 1	To Ajay		9,500				

DISCOUNT ALLOWED ACCOUNT

Date	Particulars	J.F.	Amount ₹	Date	Particulars	J.F.	Amount ₹
2019 Aug 1	To Ajay						

AJAY

Date	Particulars	J.F.	Amount ₹	Date	Particulars	J.F.	Amount ₹
				2019 Aug 1	By Cash a/c		9,500
				Aug 1	By Discount Allowed a/c		500

In the previous entry the posting will be made
(a) Cash a/c is Debited with opposite a/c "To Ajay".
(b) Discount allowed a/c is Debited with opposite a/c "To Ajay".
(c) Ajay a/c will be Credited with 2 opposite a/c "Cash a/c" / "Discount Allowed a/c"

POSTING OF OPENING ENTRY

JOURNAL

Date	Particulars		LF	Debit ₹	Credit ₹
2018 April 1	Cash a/c —	Dr		20,000	
	Debtors a/c —	Dr		40,000	
	Stock a/c —	Dr		30,000	
	Plant a/c —	Dr		80,000	
	To Creditors a/c				20,000
	To Capital a/c *				1,50,000
	(Being last year's balances brought forward)				

* Excess of Assets over Liabilities is CAPITAL

Dr. **LEDGER** Cr.

Date	Particulars	₹ Amount	Date	Particulars	₹ Amount

CASH ACCOUNT

Date	Particulars	₹ Amount	Date	Particulars	₹ Amount
2018 Apl	To Balance b/d	20,000			

DEBTOR ACCOUNT

Date	Particulars	₹ Amount	Date	Particulars	₹ Amount
2018 Apl	To Balance b/d	40,000			

STOCK ACCOUNT

Date	Particulars	₹ Amount	Date	Particulars	₹ Amount
2018 Apl	To Balance b/d	30,000			

PLANT ACCOUNT

Date	Particulars	₹ Amount	Date	Particulars	₹ Amount
2018 Apl	To Balance b/d	80,000			

CREDITORS ACCOUNT

Date	Particulars	₹ Amount	Date	Particulars	₹ Amount
			2018 Apl	By Balance b/d	20,000

CAPITAL ACCOUNT

Date	Particulars	₹ Amount	Date	Particulars	₹ Amount
			2018 Apl	By Balance b/d	1,50,000

All accounts with Debit Balances are forwarded on the DEBIT SIDE of Respective LEDGER A/C

- " To BALANCE b/d "

All accounts with Credit Balances are Forwarded on the CREDIT SIDE of Respective "LEDGER A/C"

- " By BALANCE b/d "

BALANCING LEDGER ACCOUNT

After posting the transactions, accounts are balanced after one FINANCIAL YEAR (often). Balancing means the two sides of One Account are totalled and difference in TOTAL OF TWO SIDES is written on the side where TOTAL WILL BE LESS.

NOMINAL ACCOUNT (Traditional Approach) / EXPENSES and REVENUES (MODERN Approach) are transferred to TRADING AND PROFIT AND LOSS ACCOUNT

PERSONAL and REAL (Traditional)
ASSETS, LIABILITIES, CAPITAL (Modern)] BALANCE SHEET

Dr PURCHASES ACCOUNT Cr.

Date	Particulars	J.F.	Amount ₹	Date	Particulars	J.F.	Amount ₹
2019 Jan 1	To Cash a/c		5,000	Jan 15	By Drawings a/c		3,000
Jan 5	To Ramesh		15,000	Jan 20	By Charity a/c		7,000
Jan 10	To Bank a/c		27,000	Jan 31	By Balance c/d		1,20,000
Jan 12	To Satish		33,000				
Jan 25	To Ajay		50,000				
			1,30,000				1,30,000
Feb 1	To Balance b/d		1,20,000				

Balancing the ACCOUNT

4 TRIAL BALANCE

After balancing ledger Accounts a STATEMENT is prepared to show INDIVIDUALLY DEBIT / CREDIT balances. DUAL ASPECT makes the possibility of EQUALITY of TRIAL BALANCE

Prepared at the end of a Period. with all the Balances (which are there at the End of Accounting Period)

Students Participation Students will practice similar sums.

Assignment The back sums will be given for solving.

Learning Outcome Students will understand the preparation of ledger along with closing the Accounts.

CHAPTER CASH BOOK [Special Purpose Books I]

Objective As transactions are numerous and it is difficult to record all the transactions to Record, so students will be taught the Importance of CASH BOOK in Saving Time.

P.K. Testing The JOURNAL entries related to Cash and Bank transactions already done in the chapter of JOURNAL.

Vocabulary Contra Entry, Double Column Cash Book, Petty Cash Book. will be taken. Cheque-in-hand, Post dated cheques.

Explanation / Method

Method - Zoom classes, Screen Sharing, Lectures Explanation

Due to huge velocity of Business transactions, the recording aspect is sub divided into various parts for the CONVENIENCE of Business Man. These are known as Subsidiary Books, further divided in :-

(a) Cash Book – Transactions related to Cash and Bank (Receipt or Payments)
(b) Purchases Book – Credit Purchase of Goods
(c) Sales Book – Credit Sales of Goods
(d) Purchases Return Book – To Record the return of Goods previously purchased on Credit.
(e) Sales Return Book – To Record the return of Credit sales made by --- Customers.
(f) JOURNAL PROPER – Those transactions which won't be recorded in above stated Books, will be recorded here.

2 Advantages of Subsidary Books will be discussed

3 Cash Book meaning / features will be taken up

4 Types of Cash Book will be discussed:
(a) Single Column Cash Book (Cash Column)
(b) Double Colum Cash Book (Cash and Bank Column)
(c) Petty Cash Book – simple
– Analytical

Important Points to be discussed

(a) Cash Column can **never** have **CREDIT BALANCE**

(b) Cash Book is **both**
- Subsidiary Book
- Principal Book

(c) Cash Book is Real Account / Asset Account
[Traditional] [Modern]

(d) Format of Cash Book is like **LEDGER**

(e) In **Double** Column Cash Book
Cash Column will only have a DEBIT BALANCE
Bank Column can have DEBIT / CREDIT
[Favourable] [Unfavourable OVERDRAFT]

(f) The **received cheques** can be
- (a) Deposited some other date in Bank
- (b) Can be Endorsed to 3rd Party (Creditor (Liability))
- (c) Can be discounted with Bank at charges (Post Dated Cheques)

5/

SINGLE COLUMN CASH BOOK

Dr. | Cr.

Date	Particulars	L F	Cash ₹	Date	Particulars	L F	Cash ₹
2019 Ap1	To Balance b/d		90,000	Ap 6	By Purchases a/c		40,000
Ap5	To Sales a/c		20,000	Ap 7	By Salary a/c		1,000

The transaction to be recorded in Single Column Cash Book as above and **OPPOSITE** account will be **posted** in ledger.

LEDGER (POSTING)

Dr. | Cr.

Date	Particulars	J F	Amount ₹	Date	Particulars	J F	Amount ₹
			SALES ACCOUNT				
				Ap5	By Cash a/c		20,000
			PURCHASES ACCOUNT				
Ap6	To Cash a/c		40,000				
			SALARY ACCOUNT				
Ap7	To Cash a/c		1,000				

6

DOUBLE COLUMN CASH BOOK

Dr. Cr.

Date	Particulars	L/F	Cash₹	Bank₹	Date	Particulars	L/F	Cash₹	Bank₹
2019 Ap1	To Balance b/d		1,00,000		2018 Ap1	By Balance b/d			7,000
Ap2	To Debtor a/c			80,000	Ap7	By Rent a/c			10,000
Ap3	To Sales a/c			50,000		By Bank a/c	C	30,000	
Ap4	To Commission Received a/c		9,000						
Ap9	To Cheque-in-hand a/c			10,000					
Ap10	To Cash a/c	C		30,000					

★ As in the above recording transaction dated Ap10 is both recorded in Double Column Cash Book and ledger accounts of both CASH and BANK won't be made. Such entries are known as CONTRA ENTRIES and Opposite Accounts will be posted in ledger like taught in Single Column.

★ Concept of Cheque-in-hand is already discussed in chapter of JOURNAL. With Cash and Bank transactions, remaining part of "DISCOUNT ALLOWED / RECEIVED" are recorded in JOURNAL PROPER.

7 PETTY CASH BOOK

It is used to record the expenses involving small amounts. Receipts from main cashier is Recorded along with expenses. It is like Cash Book.

Imprest System of Petty Cash Book is taken where FIXED amount is provided for FIXED period (a day, week, fortnight, month) which keeps on being reimbursed.

Simple Petty Cash Book

Amount Received ₹	LF	Date	Particulars	LF	Amount Paid ₹

Analytical Petty Cash Book

Receipts ₹	Date	Particulars	Total Payments ₹	Postage	Conveyance	Cartage	Stationery	Sundries

Purpose of Simple and Analytical Petty Cash Book will be taken up. Differences are discussed along utilities. Posting from both be taken up.

Students Participation Related sums will be taken up and concepts already discussed are to be solved

Assignment Sums, MCQs will be given

Learning Outcome Students will understand preparation of Cash Book

CHAPTER - OTHER SUBSIDIARY BOOKS II

Objective To make students know the accounting process of making Other Subsidiary Books.

P.K. Testing The Journal Entries of Goods on Credit will be asked.

Vocabulary Subsidiary Books, Journal Proper

Explanation/Method

Method - Zoom Class, Screen Share, Lectures

Explanation

Meaning and method of making

1 Purchases Book / Sales Book / Return Inward / Return Outward Books will be taken up.

Students will be guided that 2 conditions need to be checked before recording transactions in these books.

(a) The transaction should be of Goods

(b) It should be on CREDIT.

There of the ledger posting will be taken up with the help of text sums.

Formats will be taught.

In the Books of ...

Purchases Book

Date 2019	Particulars	L F	Details ₹	Amount ₹
Feb 1	M/s S.M. Traders			
	- 10 gross pencils @ ₹ 1200 per gross		12,000	
	- 2 dozen Registers @ ₹ 1500 per dozen		3,000	15,000
Feb 28	Purchases a/c			

Ledger

Dr. | | | | | | | Cr.

Date	Particulars	J F	Amount ₹	Date	Particulars	J F	Amount ₹
			PURCHASES A/C				
Feb 28	To Sundries as per Purchases Book		15,000				
			M/s S.M. Traders a/c				
				Feb 1	By Purchases a/c		15,000

Posting will be taken to Purchases a/c at the end of a FIXED PERIOD from Purchases Book and Opposite account will be posted in chronological order.

If in a transaction Freight / Cartage / Packing and other charges are mentioned, the format will be different.

Purchases Book

Date	Particulars	L.F.	Details ₹	Cost ₹	Freight Cartage ₹	Amount ₹

* In case of Sales Book, the COLUMN OF COST is replaced with SALE VALUE.

LEDGER

PURCHASES A/C

Date	Particulars	J.F.	Amount ₹	Date	Particulars	J.F.	Amount ₹
End of Year	To Sundries as per Purchases Book						

FREIGHT / CARTAGE A/C

Date	Particulars	J.F.	Amount ₹	Date	Particulars	J.F.	Amount ₹
End of Year	To Sundries as per Purchases Book						

CREDITOR A/C

Date	Particulars	J.F.	Amount ₹	Date	Particulars	J.F.	Amount ₹
				Date of transaction	By Purchases a/c By Freight / Cartage a/c		

4

Same pattern is to be followed for rest of the Subsidiary Book.

In the End from ALL SUBSIDIARY BOOKS ledger posting will be done and after closing accounts, TRIAL BALANCE is made.

5 Difference between following be discussed.
(a) Purchases Book and Purchases account
(b) Sales " and Sales "
(c) Purchases Return Book and Account
(d) Sales Return Book " "

6 DEBIT NOTE / CREDIT NOTE
will be explained as SOURCE DOCUMENT
for (a) Sales Return (c) Overvaluation
(b) Purchases Return (d) Undervaluation

7 Special Journal and General Journal will be discussed

8 TRIAL BALANCE will be prepared at the

End of Year (Period) [which is already discussed in the previous chapter of LEDGER].

Students will be helped in solving sums as per text and practice for Closing the Books (ledger accounts only) will be taken up.

Students Participation students will be encouraged in solving the related sums.

Assignment MCQs, HOTS and related sums will be given for practice

Learning Outcome Students will understand the classification and Summarising process of Accounting

TOPIC ACCOUNTING FOR GST
(Goods and Service Tax)

Objective Students will be made clear with concept of GST in business and books of Accounts

P.K. Testing Journal entries and recording of transactions in Subsidiary books will be recalled

Vocabulary GST, Set off, SGST, CGST, IGST, Input and Output tax

Explanation/ Method

Method Zoom Class, Screen Share, Lectures

Explanation

Students will be taught Meaning,
(A) Features, Objectives and Implementation of GST.

1) Goods and service tax (GST) is Indirect Tax charged at Prescribed Rate when Goods or Services are sold and purchased.

2) As the result all Indirect taxes are merged in one
3) This helps in better GDP and FDI.

(b)

CATEGORIES OF GST

1. Central Goods and Service Tax (CGST)] sale within state INTRA
2. State Goods and Service Tax (SGST)]
3. Integrated Goods and Service Tax (IGST)] outside the state INTER

INTRA = when goods and services are traded within same state

INTER = when the trading of goods and services is from ONE STATE TO OTHER

In Intra prescribed rate is divided in ONE HALF
* (HALF for State HALF for Center)

(c)

INPUT GST and OUTPUT GST

GST is collected by the seller on behalf of Government - OUTPUT GST

GST is paid by the purchaser - INPUT GST

GST Paid (Input GST) is set off against GST Collected (Output GST) in PRESRIBED Manner

GST Collected is never Income of seller

If goods already traded are returned so GST are cancelled too. / Reversed

There are few exemptions where GST is not charged (Salary, wage, electricity, water, Health Services, Educational Services) etc

②

INTRA-STATE TRASACTIONS + GST

JOURNAL

Date	Particulars		L.F.	Debit ₹	Credit ₹
	Purchases a/c —	Dr		5,000	
	Input CGST a/c —	Dr		450	
	Input SGST a/c —	Dr		450	
	To Cash a/c				5,900
	(Being goods purchased and GST paid 9% each)				
	Cash a/c —	Dr		9,440	
	To Sales a/c				8,000
	To Output CGST a/c				720
	To Output SGST a/c				720
	(Being goods sold and GST collected @ 9% each)				
	Cash a/c —	Dr		1,180	
	To Purchases Return a/c				1,000
	To Input CGST a/c				90
	To Input SGST a/c				90
	(Being return of goods purchased GST reversed)				

Sales Return a/c — Dr		2,000	
Output CGST a/c — Dr		180	
Output SGST a/c — Dr		180	
To Cash a/c			2,360
(Being sold goods returned and GST reversed)			

INTER STATE TRANSATIONS + GST

Date	Particulars	₹	Debit ₹	Credit ₹
	Purchases a/c — Dr		10,000	
	Input IGST a/c — Dr		900	
	To James a/c			10,900
	(Being goods bought and GST charged @ 9%)			
	James a/c — Dr		2,180	
	To Purchases Return a/c			2,000
	To Input IGST a/c			180
	(Being goods returned and GST reversed)			

(E) SET OFF of INPUT GST

Students will be explained the procedure of SETTING OFF INPUT GST

Input IGST is set off against Output IGST
" CGST " " " " " CGST
" SGST " " " " " SGST

STEP 2 Balance in Input CGST (if any) is set off against Output IGST

Balance in Input SGST (if any) is set off against Output IGST

STEP 1

If Input IGST has balance (if any) to be set off against Output CGST and Output SGST

Student Participation students will be involved in recording / setting off GST

Assignment Students will be made solving the related sums. Sums and MCQ's will be given.

Learning Outcome

Understanding and Implementation of topics taken up.

CHAPTER - BANK RECONCILIATION STATEMENT

Objective To make students able to understand the need and purpose of Bank Reconciliation Statement. Its preparation will be learnt.

P.K. Testing The Journal entries related to Bank will be revised and knowledge of Books of Accounts of Banks will be provided / tested.

Vocabulary Reconciliation Statement, Pass Book, Balances as per Pass Book (Debit and Credit)

Explanation / Method

Method = Zoom classes, Screen Sharing, Lectures

Explanation

Students will be taught that at times Balance of Bank (as per Cash Book) is not same show by Pass Book (maintained by Bank on behalf of Customer / Business)

Both [Cash Book and Pass Book] need to be RECONCILED with the help of a STATEMENT.

These differences can be because of various reasons. / errors

Bank Reconciliation Statement is made for a Period (a week, fortnight, month) depending upon the requirements of the Business.

Its not part of Book keeping but just a method to find the errors / ommissions.

Its needed to find accurate balances and to keep transperancy in transactions related to Bank of Business

{Reasons}

① Differce due to timings	② Transactions Recorded by Bank	③ Errors
(a) cheques Issued not yet presented for payment	a) Interest credited by Bank not recorded in Cash Book	a) Errors
(b) cheques deposited into Bank but not cleared.		b) Ommissions

b) Bank Charges, Interest charged by Bank Dishonour of Discounted Bill not in C.B

c) Direct Deposit by Customer, Bills Collected by Bank, Interest, Dividend Collected by Bank not recorded in CB

d) Direct Payments by Banks

Method of Preparation of Bank Reconciliation Statement

There are few methods but we will take up DEBIT / CREDIT method. Students will explained the procedure with few important tips

a) There should be information in the sum related to any of the following:

(i) Balance as Per Cash Book [DEBIT]
(ii) Overdraft as Per Cash Book [CREDIT]
(iii) Balance as Per Pass Book [CREDIT]
(iv) Overdraft as Per Pass Book [DEBIT]

Sum is started with one of this Information.

(b) This statement is not prepared with point of view of any Party, neither Business nor Bank (under above stated Method)

(c) whatever is ommitted / missed / Excess / less / wrongly written in any of the Book will be corrected in this statement.

(d) After Corrections of differences for a Particular

A

Period the answer / result is same as the Balance shown by other book.
(as sum is started with inforation of ONE BOOK, the answer comes as information of OTHER BOOK)
[If all differences are sorted for a period].

Bank Reconciliation Statement
As on ---

S.NO	Particulars	DEBIT ₹	CREDIT ₹
1)	Balance as per Cash Book / Pass Book / Overdraft as per Cash Book / Pass Book.		
	DIFFERENCES		
	Balance as per Cash Book / Pass Book / Overdraft as per Cash Book / Pass Book.		

Note: If sum starts with the Information of Cash Book, it ends with the Information of Pass Book and Vica-Versa.

Student Participation students will solve the related sums to find the Balances.

Assignment The back sums of the text book along with MCQ's and Illustrations will be solved

Learning Objectives The students will be able to understand the need of this statement in routine life and learn the way to make it.

CHAPTER - TRIAL BALANCE

Objective to make students able to make a statement with the closing balances of all Ledger Accounts.

P.K.-Testing Already taken up closing ledger Accounts and their balances will be discussed

Vocabulary Arithmetic Accuracy

Explanation / Method

Method Zoom Classes, Screen Share

Explanation

- Students will be explained how the statement will be made with balances of Ledger Accounts (Personal, Real, Nominal)
- Features, Objectives, Limitations of Trial Balance will be explained.
- As shown by ledger account, the closing balances (being on DEBIT or CREDIT) determine the side where balance of respective account needs to be written.

Trial Balance
As on ---

S.No	Name of the Account	L.F	Debit ₹	Credit ₹

Students Participation Students will be given wrong sided accounts in a trial Balance for correction and depending upon the Basic nature of Accounts, Correct trial Balances will be drafted.

Assignment ~~Text~~ sums will be given

Learning Outcome Better understanding in the Preparation of Trial Balance will be taught.

CHAPTER - DEPRECIATION

Objective Explain the necessity of Providing Depreciation and develop the skills of using different methods of calculating Depreciation and Accounting treatment of it.

P.K. Testing Concept of Depreciation and its Journal and Ledger Account will be discussed.

Vocabulary = Provision for Depriciation, Methods of Charging Depreciation

Explanation/ Method

Method = Zoom Class, Screen Share

Explanation - Meaning of Depreciation will be discussed again, as FALL in the value of TANGIBLE-FIXED Asset (with an exception of Land).

1

- Its features will be taken up
- Differences among DEPRECIATION/ AMORTISATION/ DEPLETION/ OBSOLESCENCE will be explained.
- Objectives and Needs of it will be taken up
- Causes of it will be taken.
- Methods of Recording Depreciation will be taught.
- Methods of charging

2 Methods of CHARGING DEPRECIATION will be explained

(a) Straight Line Method / Fixed Instalment Method / Original Cost Method

(b) Diminishing Balance Method / Reducing Instalment Method / Written Down Value Method

3 Methods of RECORDING DEPRECIATION will be explained

(a) When depreciation is charged, Reducing value of Asset.

Depreciation a/c — Dr
 To Asset a/c
(Being Depreciation charged)

Profit and Loss a/c — Dr
 To Depreciation a/c
(Being Depreciation transferred to Profit/loss a/c)

* Its Balance sheet treatment will be Explained.

(5) When depreciation doesn't reduce value of Asset but its credited to PROVISION FOR DEPRECIATION A/C

Depreciation a/c — Dr
to Provision for Depreciation a/c
(Being depreciation charged)

Profit / loss a/c — Dr
to Depreciation a/c
(Being Depreciation transferred to Profit / loss a/c)

4.

- Difference in Straight line / Diminishing Balance will be discussed
- Difference between Depreciation a/c / Provision for Depreciation a/c will be discussed
- Extension of Asset and its Depreciation will be taken up
- Depreciation on Asset sold depending upon time period used will be taken up.
- Asset Disposal Account will be taken up
- Implication of GST will be discussed

5 Students will be explained about mandatory information in the sums for calculation of Depreciation

(a) Accounting Period followed by business
(b) Method of Charging Depreciation
(c) Method of Recording Depreciation
(d) Rate of Percentage for Depreciation.

If Rate of Depreciation Percentage is missing the following Formula will be taken up

$$\text{Amount of Depreciation} = \frac{\text{Cost of Asset} - \text{Estimated Realisable Value (Scrap Value / Residual Value)}}{\text{Number of years of Expected Useful Life}}$$

6 Students will be explained how depreciation to be charged both in

- Straight Line Method
- Written Down Value Method

] Balance Sheet Presentation will be Taken up.

7 Recording of Depreciation will be taken up through
- Asset A/c
- Provision for Depreciation a/c
in the class

] Balance Sheet Presentation will be discussed

Students Participation Related sums will be taken up from text book for Practice of Journal, Ledger and Balance Sheet (for related topics)

Assignment
Back sums with MCQ's will be given

Learning Outcome Students will understand and attempt the sums, with better understanding of the concepts.

CHAPTER - PROVISIONS AND RESERVES

Objective To make students able to learn the meaning and differences of both Provisions and Reserves. Its importance and principles associated.

Pre Testing Entries will be revised for Provision for Depriciation done in the previous chapter.

Vocabulary Charge (Depreciation Provisions and any Provisions), Appropriations (Reserves)

Explanation / Method

Method = Zoom Classes, Screen Share

Explanation

Students will be explained the meaning of PROVISION and RESERVES. The differences will be made clear on the following basis:

- Meaning
- Features
- Creation
- Objective
- Importance
- Principle / Concept followed.

Discussion will be done on the points of differences in both and for better understanding of concepts.

Students Participation Students will try to give various examples from their activities for better understanding

Assignment The theory will be given to be read with text questions / MCQs

Learning Objective Students will learn the usage and creation of both based on their features.

Term -II

- **Chapter-17** **Subject-Accounts** **Class-XI**

Rectification of Errors

Objectives:-This Chapter will enable the students to understand

- The Classification of Errors
- Errors allocating the trial balance or trial balance or one sided errors
- Locating Errors and suspense account

P.K. Testing:-

- Can you explain trial balance in detail?
- Do you know how to put journal entry?
- If omission of an entry how subsidiary books still match
- What do you mean by revenue expenditure and capital expenditure

Vocabulary / Important Spellings:-

- Error of Omission
- Error of Commission
- Compensating Errors
- Suspense Account

Explanation with Innovative methods:-

- Black board, Smart board, Chalk, Duster

Procedure – Challenges how to address them:-

Students will be explained the following cases:

- When error involves posting of an individual transaction recorded in the cash book
- When error involves posting of an individual transaction recorded in other subsidiary
- Error involves casting of subsidiary books.
- Error involves in committed in posting

Students Participation:- Student will be asked to prepare proper notes of the chapter as well as some questions will be given to the students. So that they will solve it on the board. A Short test will be conducted in the class.

Recapitulation / Assignment:- The students will be asked to answer the following questions.

- Give one example of Compensating Error
- What do you mean by suspense account

Pass the necessary journal entries to rectify the following errors.

- Credit sale of Rs 570 to Mohan was recorded as Rs 750
- Sale to Vinod of Rs 173 posted to his account as Rs 137
- Goods returned by Mohan of Rs 1500 not recorded in books.

Art integration with other domain:-

Students will be given an assignment of various questions

Learning outcome:-

Students will be able to learn various question related to various errors. Students are also able to solve extra questions given by the teacher.

Resource:- Extra marks , Extra notes from internet, white board, Text book

Co scholastic Activities:-Students will be given MCQ's as well as class test to be solve in the class.
Assessment:- Many open ended question will be asked from the students

- **Chapter-18** **Subject-Accounts** **Class-XI**

Financial Statements of Sole Proprietorship

Objectives:-

- To State the meaning of financial Statement
- To discuss the objectives or needs and importance of financial statement.
- Preparation of trading account, profit and loss accounts and statements balance sheet
- Difference between- trading and P/L account, balance sheet, classification of assets and liabilities.

P.K. Testing :-

- Can you explain the meaning of sole proprietorship?
- Explain the terms opening stock, closing stock, Purchase (Cash as well as credit), Sales (Cash as well as credit)

Vocabulary / Important Spellings:-

- Work in process, finished goods factory expense, freight inward carriage inward , royalties, consumable stores, repairs and renewable dividend on shares.

Explanation with Innovative methods:-

- Smart board, Chalk, Duster, Black board, diagrammatical presentation on the board

Procedure – Challenges how to address them:-

Students will be explained meaning and objectives of financial statement, uses of financial statements, classification of capital and revenue items, trading account, direct expenses, adjusted purchases, preparation of trading account, format of trading account, profit and loss of account, items of profit and loss account.

Students Participation:-Student will be asked to sit in pairs for the group discussion on the various topics allotted by the teacher. A short test will be conducted in the class.

Recapitulation / Assignment:-

- Q1- which type of expenses are shown in trading account.
- Q2- Opening capital is Rs 15000, Closing capital Rs 27500, Drawing Rs 25000, further capital introduced Rs45000. What is gross profit.
- Q3- Net sales during the year 2011 is Rs 285000 , Gross profit is 25% on sales. Find out cost of goods sold.

Art integration with other domain:-

Students will be asked to prepare the format of trading account, profit and loss account and balance sheet.

Learning outcome:-

Students will be able to understand that how to prepare trading account, profit and loss account and balance sheet.

Resource :- Black board, Chalk, Smart board and terms from net.

Co scholastic Activities:-Text book related questions as well as MCQ's will be given to the students to be solve in the class.

Assessment:- A class test will be conducted in the class and recorded.

- **Chapter-19** **Subject-Accounts** **Class-XI**

Adjustments in preparation of financial statement

Objectives:- To state the need for adjustments in the final accounts to discuss the adjustments in the preparation of financial statement with respect to:

i. Closing stock or inventory
ii. Income received in advance
iii. Bad debts
iv. Outstanding expenses
v. Accured or outstanding income
vi. Interest on Capital

P.K. Testing:-Following questions will be asked from the students

- Q1- What do you mean by outstanding expenses.
- Q2- Explain accrual assumption.
- Q3-What is the journal entry for prepaid insurance premium.
- Q4- Can you explain the meaning of depreciation.

Vocabulary / Important Spellings:-

- Adjustment entries, commission payable, outstanding salaries, unexpired insurance premium, rent received.

Explanation with Innovative methods:-

- Smart board, Chalk, Duster, Black board

Procedure – Challenges how to address them:-

Students will be explained the following questions in the class.

i. Adjustments related to closing stock.
ii. Outstanding expenses, prepaid expenses, accrued income, income received in advance, depreciation, will be explained.

Students Participation:- Student will be asked to sit roll number wise, different sets will be given to the students to be solve in the class. A short test will be conducted in the class

Recapitulation / Assignment:-

- Q1- Why provision of outstanding expenses is required.
- Q2- Sundry debtors in a trial balance are Rs 90000. Write off Rs 5000 as bad debts and make a provision for doubtful debts @10% on sundry debtors
- Q3- Why is input GST account credited when goods are given as charity and goods are damaged?

Art integration with other domain:-

Students will be asked to put various debits and credit balance s in the format of trading, P/L and balance sheet

Learning outcome:-

Students will be able to understand that how to prepare trading account, profit and loss account and balance sheet with adjustments

Resource:- Black board, Smart board, chalk, duster and terms from net.

Co scholastic Activities:-Question related to adjustment with GST will be given to the students
Assessment:- A class test will be conducted in the class and recorded.

- **Chapter-20** **Subject-Accounts** **Class-XI**

Accounts from incomplete records

Objectives:-
- To state the meaning of single entry system
- To explain the features, advantages, disadvantages of single entry system
- To explain difference between double entry system and single entry system
- To explain as certain of profits under the single entry system by statement of affairs method.

P.K. Testing :-Students will be asked following questions:
- Q1-What do you mean by double entry system.
- Q2-What are various aspects recorded in double entry system.
- Q3- Can you explain features of double entry system.

Vocabulary / Important Spellings:-
- Incomplete records
- Internal check
- Net worth
- Collection from debtors

Explanation with Innovative methods:-
- Smart board, Chalk, Duster, Black board

Procedure – Challenges how to address them:-
Students will be explained that under the single entry system, Dual aspect principle of accounting does not hold goods or two fold effects of each and transaction are not recorded. As well as of single entry system into double entry system will be explained

Students Participation:- Student will be asked to sit in pairs for the group discussion on the various topics allotted by the teachers. A short test will also be conducted in the class.

Recapitulation / Assignment:- Following questions will be asked
- Q1- Single entry system can be adopted by……………?
- Q2-When closing capital is greater than opening capital it means………..?
- Q3- Bill Payable honored during the year will be debited to………….?

Art integration with other domain:-
Students will be asked to prepare formats of statement of affairs, Total debtors account, Bill receivable account, Total creditors account

Learning outcome:-
Students will be able to understand that how to prepare cashbook, total debtors account, bill receivable account, creditors account as well as statement of affairs.

Resource:- Black board, smart board, chalk, duster

Co scholastic Activities:-Students will be given MCQ's as well as class test to be solve in the class.

Assessment:- Many open ended question will be asked from the students

- **Chapter-22** **Subject-Accounts** **Class-XI**

Tally

Objectives:- To state the meaning of accounting software

- To explain introduction accounting software
- To discuss the setup and installation of accounting software - Tally
- To explain accounts group, creation of group, creation of ledger, voucher entry

P.K. Testing :-

- Do you know how to prepare ledgers manually?
- Can you explain how to prepare balance sheet manually.

Vocabulary / Important Spellings:-

- Accounts group
- Creation of group
- Creation of Ledger
- Voucher Entry

Explanation with Innovative methods:-

- Smart board, Chalk, Duster, Black board.

Procedure – Challenges how to address them:-

Students will be explained how to create company in software tally ERP 9 then how to create accounts group then creation of ledgers and the voucher entry. Then how to print balance sheets from tally ERP 9.

Students Participation:- Student will be asked to sit in the pairs for group discussion on the various topics allotted by the teacher as well as students will be given task to make a company and prepare accounts.

Recapitulation / Assignment:-

- Q1- What do you mean by accounting software - Tally
- Q2- Why computerized accounting is used by most of the firms.
- Q3- Which accounting is useful for the large firms?
- Q4- Can you explain in detail about balance sheet?

Art integration with other domain:-

Students will be asked to make a Company and create account groups and ledger.

Learning outcome:-

Students will be able to understand the meaning of accounting software, features and company creation, company selection process, company features in tally ERP 9, account groups, creation of group, creation of ledger, voucher entry, reports

Resource :- Black board, Smart board, chalk, duster, textbook , extra marks.

Co scholastic Activities:-Multiple choice questions will be asked from the students

Assessment:- Many open ended question will be asked from the students as well as A class test will be conducted in the class.

CHAPTER - ACCOUNTING FOR BILL OF EXCHANGE

Objective To make students understand the Meaning and utility of Bill of Exchange in business world as important Negotiable Instruments for TRADE

P.K. Testing knowledge and learning of Credit deals will be taken up

Vocabulary Drawer, Drawee, Payee, Due date of Bill of Exchange, Bills Receivable, Bills Payable, Endorsee. Noting Charges.

Explanation/ Method

Method - Zoom Classes, Screen Share.

Explanation - Students will be taught that when and how Bills of Exchange can be used

Its meaning as Legal Instrument in writing containing UNCONDITIONAL ORDER, signed by maker, directing the acceptor (of Bill) to pay certain amount to the holder of the bill, will be ELABORATED

Parties to Bill of Exchange will be explained through discussed definition:

- DRAWER = The one who SELLS goods/on CREDIT
- DRAWEE = The one who PURCHASES on CREDIT
- PAYEE = The one who gets the PAYMENT of the BILL on due date.

After Drawing the Bill of Exchange, it becomes

For Drawer = Bills Receivables (Current Asset)
For Drawee = Bills Payable (Current Liability)

The Drawer after receiving the Bill can
(a) keep the Bill with himself till the due date
(b) Get it discounted with Bank at some discount charges
(c) Endorse it to third party
(d) Sends it to Bank for Collection.

The Payee can be (a) DRAWER HIMSELF / HERSELF / ITSELF (b) BANK (c) ENDORSEE (d) BANK

The Bills of Exchange treatment will be explained with the help of Journal Entries in the Books of
- DRAWER - DRAWEE - PAYEE

HONOURING and DISHONOURING of these Bills will be explained with the help of JOURNAL ENTRIES in the books of accounts of all
- DRAWER - DRAWEE - PAYEE

Concept of Noting charges will be taken up in class where as due dishonour of a Bill of Exchange, the holder/bearer/payee can get the information of DISHONOUR with NOTARY PUBLIC and pays noting charges

Noting charges are always paid by the holder (of the bill at the time of dishonour) and ultimately to be BORNE by DRAWEE

* Due date of Bill of Exchange is calculated on the basis of time mentioned on the Bill + 3 Days of GRACE.

* In case due date happens to be on "Public Holiday", the day of payment is decided as on a day PRECEDING that holiday (Business Day).

* The Bill can be Discounted by the holder of the Bill (drawer / endorsee) before the due date, as Discounting charges being expense for same. This charge depends on the INTEREST RATE and time left for Due Date

* In Case of Honour, the money is received and Bill of Exchange is returned

* In Case of Dishonour, the existing entries related to Bill Drawn / Bill Accepted / Bill Discounted will be cancelled and NOTING CHARGES are adjusted.

* As its a written proof, has made the business fearless in doing Credit deals, whereas the Purchaser / Acceptor has to make the payment due.

Students Participation students will be made to do Journal Entries and Ledger Accounts of the topics discussed

Assignment The sums from Text Book along with MCQ's will be given.

Learning Outcome The students will be able to understand the Accounting treatment of Bill of Exchange.