



## SYLLABUS

**Class – B.Com. I Sem.**

**Subject – Financial Accounting**

UNIT – I	Concept of Double Entry System, Accounting Concepts and Conventions Preparation of Journal, Sub division of Journal, Preparation of Ledger and Trial Balance. Final Accounts with Adjustments.
UNIT – II	Introduction to Indian Accounting Standards. Detail study of accounting standard - 6 and 10, Depreciation, Branch Accounts, Departmental Account.
UNIT – III	Royalty Accounts, Insolvency Accounts.
UNIT – IV	Partnership Accounts - Adjustments and Guarantee, Admission of Partner, Retirement and Death of Partner.
UNIT – V	Partnership Accounts- Dissolution, Insolvency, Amalgamation of Partnership Firms, Conversion of Partnership Firm into Joint Stock Company.



## UNIT-I

### FUNDAMENTAL PRINCIPLES OF FINANCIAL ACCOUNTING

According to American Institution of Certified Public Accountant Committee:-

“Accounting as the art of recording, classifying and summarizing 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 thereof”.

From the above definition, it can be said that “Accounting is science of recording and classifying trading transaction of financial nature and is an art in which financial results are summarized and interpreted.”

#### Characteristics of Accounting

- 1) Accounting is science as well as an art.
- 2) The transaction and events relating to financial nature are recorded in it.
- 3) All transaction and events are recorded in monetary terms.
- 4) It maintain complete, accurate, permanent and legible records of all transaction in a systematic manner.
- 5) It analyses the results of all the transaction in detail.

#### Objectives of Accounting

##### 1. To Maintain a Systematic Record

Accounting is done to maintain a systematic record of the monetary transactions of the firm which is the initial step leading to the creation of the financial statements. Once the recording is complete, the records are classified and summarized to depict the financial performance of the enterprise.

##### 2. To Ascertain the Performance of the Business

The income statement also known as the profit and loss account is prepared to reflect the profits earned or losses incurred. All the expenses incurred in the course of conducting the business are aggregated and deducted from the total revenues to arrive at the profit earned or loss suffered during the relevant period.

##### 3. To Protect the properties of the Business

The information about the assets and liabilities with the help of accountancy, provides control over the resources of the firm, because accounting gives information about how much the business has to pay to others ? And how much the business has to recover from others?

##### 4. To Facilitate Financial Reporting

Accounting is the precursor to finance reporting. The vital liquidity/solvency position is comprehended through the Cash and Funds Flow Statement elucidating the capital transactions.

##### 5. To Facilitate Decision making

Accounting facilitates in decision making. The American Accounting Association has explained this while defining the term accounting, it says accounting is, the process of identifying measuring and communicating economic information to permit informed judgments and decisions by users of the information.

#### Accounting As Science and Art

Accounting is both a science and an art. Science as well we know is the systematical body of knowledge establishing relationship between causes and their effects. In other words, science has its own concepts, assumptions and principles which are universal and verifiable. Accounting as discipline has also its own assumptions, concepts and principles, which have got universal application. Accounts have systematically and scientifically developed accounting equation and rules of debit and credit. It makes accounting, Science.

Art is the practical application of the knowledge. Accounting as discipline is used in the maintenance of books of accounts practically in the real life situations and day-to day affairs of the business, so it is an art also. It can now be safely concluded that Accounting is both science and an art.

**BOOK-KEEPING**

Book-Keeping is the proper and systematic keeping or maintenance of the books of accounts. Book-Keeping starts from the identification of business transactions. These transactions must be supported by the documents and they must be financial in nature. For example, selling goods for cash in an accounting transaction, because cash is received and goods are going outside the business. The transaction will increase cash and reduce goods.

Book-Keeping involves the following process:

1. Identifying accounting transactions
2. Initial record of accounting transactions
3. Preparation of ledger accounts
4. Balance Ledger accounts
5. Preparation of trial balance

**DIFFERENCE BETWEEN BOOK-KEEPING AND ACCOUNTING**

S.No	Basis of Difference	Book-Keeping	Accounting
1	Transaction	Trading transactions are recorded in primary books.	Entries written in primary books are checked and verified.
2	Posting	Entries are posted in ledger from journal and subsidiary books	Posting are checked whether correctly posted or not.
3	Total and Balance	It includes totaling of journal and finding of balances of ledger.	On the basis of balances of ledger final accounts are prepared
4	Objects	The object of Book-keeping is to write all trading transactions in a reasonable manner.	The object of accounting is to analyse the transactions written in the books.
5	Adjustments and Rectification of errors	In Book-keeping entries of adjustments and rectification of errors are not included.	Accounting includes entries of adjustments and rectification of errors.
6	Scope	Scope of Book keeping is narrow.	Scope of Accounting is wide.
7	Final Accounts	Final Account is not prepared in Book-Keeping.	Final account preparation is must.

**Accounting Concepts**

**Meaning and Significance:** - Accounting concepts are those basic assumptions or conditions upon which the accounting system is based. Some of the important accounting concepts are as follows :

**1) Business Entity Concept :** As per this concept, business is treated as a separate entity or unit distinct from that of the proprietor. The significance of this concept is that without such a distinction the affairs of the business will be mixed up with the private affairs of the proprietor and the true picture of the business will not be available. The transactions between the proprietor and the business will be recorded in the business books separately and shown separately under the heading capital account. For example, if when the proprietor invests Rs. 50000 in this business, it will be assumed that the owner has given that much money to the business and will be shown as a liability for the business. When he withdraws, say Rs. 10000 from the business it will be charged to his capital account and the net amount due to him will be only Rs. 40000.

**2) Going Concern Concept :** As per this concept it is assumed that a business unit has a perpetual succession or continued existence and transactions are recorded from this point of view. Hence, while valuing the business assets, the accountant does not take into account the realizable or market values of the assets. Assets are valued at cost at which they were originally purchased less depreciations till date, which is calculated on the basis of the original cost only.

The concept presumes that the business will continue in operation long enough to charge the cost of fixed assets over their useful life against the business income. It is only on the basis of this concept that



a distinction is made between capital expenditure and revenue expenditure. If it is expected that the business will exist only for a limited period, the accounting records will be kept accordingly.

**3) Dual Aspect Concept :** Each business transaction has two aspects, i.e., the receiving of a benefit [debit] and giving of a benefit [credit]. For example, if a business purchases furniture, it must have given up cash or have incurred an obligation to pay for it in future. Technically speaking, for every debit, there is a credit this concept is the core of accountancy and upon this the whole superstructure of Double entry system of book keeping has been raised. As each transaction has giving account and receiving account equally, the total assets of a business firm will always be equal to its total equities [i.e. liabilities]. That is

External liabilities + Capital = Total Assets

Total Liabilities = Total Assets

This is called the Accounting or Balance Sheet equation.

**4) Historical Cost Concept :** This concept is based on the going concern concept According to this concept, assets purchased are normally entered in the accounting books at the cost at which they are purchased and this cost is the basis for all subsequent accounting for asset. The market value is immaterial for accounting purpose since the business is not going to be liquidated but is to be continued for a long time to come. This concept also prevents arbitrary values being used for recording purposes, mainly those resulting in the acquisition of assets.

**5) Money Measurement Concept :** According to this concept, accounting records only those transactions, which can be expressed in terms of money. Events or transactions, which cannot be expressed in terms of money cannot find place in the books, however important they may be. Qualitative or non monetary transactions are either omitted or recorded separately. For example a strained relationship between production manager and sales manager, which may affect directly the operating results of the business, does not find place in accounting records.

**6) Realization Concept :** According to this concept, the revenue is recognized only when the sale is made. But the sale is a gradual process, which starts with the purchase of raw materials for production and ends with the sale. If no sale is effected, no revenue is recognized. This is important to stop business firms from inflating their profits. However, there are certain exceptions to this concept like hire purchase sale, or contract etc.

**7) Accrual Concept :** This concept is based on the economic that all transactions are settled in cash but even if cash settlement has not yet taken place, it is proper to bring the transaction or event concerned into the books. Expenditure incurred during the year but not paid and Income earned but not received is called as accrued items. According to this concept these items will be taken into consideration while arriving at profit or loss. This concept enables to define income and expense.

**8) Matching Concept :** The matching concept provides the guidelines as to how the expense be matched with revenues. In other words, costs are reported as expenses in the period in which the associated revenue is reported. Note that costs are matched with, revenues, not the other way round. The expense shown in an income statement must refer to the same accounting period, production units, division or department of business unit to which revenue refers.

**9) Accounting Period concept: -** It is also known as periodicity concepts or time period assumption. According to this assumption, the economic life of an enterprise is artificially split into periodic intervals which are known as accounting periods, at the end of which financial position. The use of this assumption further requires the allocation of expenses between capital and revenue. That portion of capital expenditure which is consumed during the current period is charged as an expense to income statement and the unconsumed during the current period is charged as an expense to income statement and the unconsumed portion is shown in the balance sheet as an asset for future consumption. Truly speaking, measuring since, actual income can be determined only on the liquidation of the enterprise. It may be noted that the custom of using twelve month period applied only for external reporting. For internal reporting, accounts can be prepared even for shorter periods, say monthly, quarterly or half yearly.

**10) Verifiable Objective Concept:-** according to this principle, the accounting data should be definite, verifiable and free from personal bias of the accountant. in other words, this principle requires that





each recorded transaction/event in the books of accounts should have an adequate evidence to support it. in historical cost

accounting, the accounting data are verifiable since, the transactions are recorded on the basis of source documents such as vouchers, receipts, cash memos, invoices, and the like. the supporting documents form the basis for their verification by auditors afterwards.

### Accounting Conventions

**Meaning and Significance :-** Accounting conventions, are those customs, usage and traditions that are being followed by the accountant for along time while preparing the accounting statements.

**1) Convention of Conservatism :** According to this convention, financial statements are usually drawn up on a conservative basis. While preparing accounts and statements, the accountants are expected not to take into account anticipated profits but to provide for all possible anticipated losses. It is only on the basis of this convention, the inventory is valued at cost or market price whichever is lower. Similarly provision for bad and doubtful debts is made in the books before ascertaining profits.

**2) Convention of Consistency :** According to this convention, accounting practices should remain unchanged for a fairly long time. And they should not be changed unless it becomes absolutely essential to change them. For example, if a particular method of charging depreciation on a particular asset is followed, it should be followed consistently. However, consistency does not prevent the introduction of new improved accounting methods or techniques. If any change is required, such change and its effects should be stated clearly. The aim of this convention is to provide for continuity in accounting practices and methods and enable meaningful comparison of accounting statements over a period or between different firms.

**3) Convention of Material Disclosure :** Apart from the legal requirements, good accounting practice demands that all vital information should be disclosed. For example, in addition to asset values, the mode of valuation should also be disclosed. The practice of giving footnotes, references, and parentheses in the statements is in accordance with this convention only. Accountants should report only material information and ignore insignificant details while preparing the accounting statements. What is material depends upon the circumstances and the discretion of the accountant.

### Basic Accounting Terms

Every subject has got its own terminology. Accounting also, as a subject has got its own terms. These terms have their specific meaning in Accounting and used to express financial nature of the business.

#### 1. Business Transactions

The economic event that relates to a business entity is called business transaction.

Every business activity is not an Accounting activity. This is why; every activity is not recorded in the books of accounting. We record only business transactions in financial Accounting. The first step in the accounting process is the identification of business transactions. Every activity of financial nature having documentary evidence, capable of being presented in numerical, monetary term causing effect on assets, liabilities, capital revenue and expenses is termed as Business Transactions.

Special features of Business transactions are as above

- a. Business transactions must be financial in nature.
- b. Business transactions must be supported by documentary evidence.
- c. Business transactions must be presented in numerical monetary terms.
- d. Business transactions must cause an effect on assets, liabilities, capital, revenue and expenses.

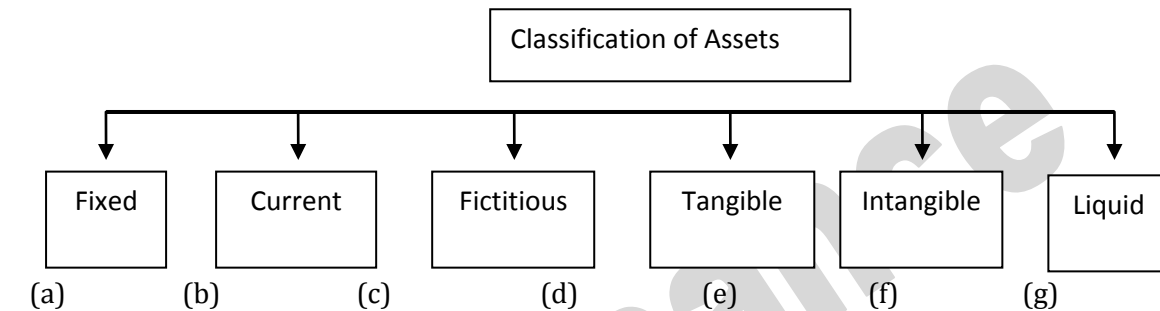
Business transactions as such refer to business activities involving transfer of money or goods or services between two parties or two accounts. Purchase and sale of goods, receipts of income etc. are business transactions. Business transactions may be both Cash or Credit.

#### 2. Assets

The valuable things owned by the business are known as assets. These are the properties owned by the business. Assets are the economic resources of a enterprise which can be expresses in monetary terms.



In the words of Prof. R.N. Anthony, "Assets are valuable resources owned by a business which were acquired at a measurable money cost." These basic terms are discussed as under:



Liquid Assets = Current Assets – (Stock + prepaid expenses)

### 3. Capital

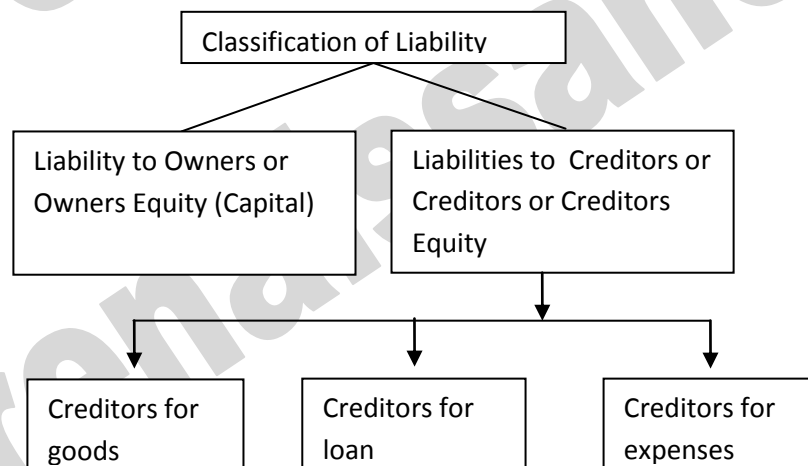
It is that part of wealth which is used for further production and capital consists of all current assets and fixed assets. Cash in hand, Cash at Bank, Building, Plant and Furniture etc. are the capital of the business. Capital should need not necessarily be in cash. It may be in kind als. Capital is classified as fixed capital and working capital:

- Fixed Capital.** The amount invested in acquiring fixed assets is called fixed capital. The money is blocked in fixed assets and not available to meet the current liabilities. The amount spent on purchase or extension or addition to the fixed assets is fixed capital. Plant and machinery, vehicle, furniture and building etc. are some of the examples of fixed capital.
- Floating Capital.** Assets purchased with the intention of sales, such as stock and investments are termed as floating capital.
- Working Capital.** The part of capital available with the firm for day-to-day working of the business is known as working capital. Sufficient funds are required for purchasing goods and incurring direct and indirect expenses. Operational expenses are met with working capital. Current assets and current liabilities constitute working capital. Current assets consist of Cash in hand, Cash at Bank, Bills Receivable, Debtors, Stock in hand etc. and creditors, bills payable, short term loan, income received in advance and outstanding expenses are the current liabilities. Working capital can also be expressed as under:

Working capital = Current Assets – Current Liabilities

### 4. Equity or Liability

Liabilities are the obligations or debts payable by the enterprise in future in the form of money or goods. It is the proprietors' and creditors' claim against the assets of the business. Creditors may be classified as creditors for goods and creditors for expenses. The business should have liability. Liabilities can be classified as under:





## 5. Financial Statement

Statements prepared by an enterprise at the end of accounting year to assess the status of income and assets are termed as Financial statement. It is categorized as Income statement and Position statement traditionally known as Profit and Loss Account and Balance Sheet.

## 6. Accounting Equation

Accounting rotates around three basic terms. These terms are assets, Liabilities and Capital. The true inter-relationship between these terms is represented as Accounting Equations i.e.,

$$\text{Assets} = \text{Liabilities} + \text{Capital}$$

## 7. Goods

Articles purchased for sale at profit or processing by the business or for use in the manufacture of certain other goods as raw material are known as goods. In other words, goods are the commodities, in which the business deals. Furniture will be goods for the firm dealing in furniture but it will be an asset for the firm dealing in stationery. Americans use the term 'merchandise' for goods.

## 8. Purchases

In its routine business, the firm has no either purchase finished goods for sale or purchase raw material for the manufacture of the article, being sold by the firm. The acquisition of these articles is purchases. The purchase of 10,000 metres of silk by Mohan, a cloth merchant is termed as purchases in the business. In the same way, the purchases of ten exhaust fans by Ram, a dealer in electrical appliances for use in the cooler being assembling in his factory will also be the purchases. It is immaterial whether goods have been purchased for cash or on credit. They may be purchased within the country or imported from abroad. Purchases of assets, are not the purchases in accounting terminology as these assets are not meant for sale.

## 9. Sales

The ultimate end of the goods purchased for manufactured by the business is their sales. It includes both cash and credit sales. In accounting terminology, sales means the sale of goods, never the sale of assets, sales should have a regular feature. The sale of ten sets by Ahmad, a furnisher is sales but sale of old furniture by Sarin, a stationery dealer will not be a sale. Sales any be effected within the country or exported abroad.

The maintenance of proper and complete record of sales is necessary, because the profit or loss is associated with the amount of sales. It should be the sincere effort of every business to purchase goods at competitive rates and sell at reasonably higher rates to earn more profit.

## 10. Purchases return or Return outward

It is that part of the purchases of goods, which is returned to the seller. This return may be due to unnecessary, excessive and defective supply of goods. It may also result, if the supplier violates the terms and conditions of the order and agreement. In order to calculate net purchase return is deducted from purchases. Purchases returns are also known as return outward, because it is return of goods outside the business.

## 11. Sales return or Return inward

It is that part of goods which is actually returned to us by purchasers. This return may also be due to excessive, unnecessary and defective supply of goods or violation of terms of agreement. Sales return, also known as returns inward is deducted from sales, in order to calculate net sales.

## 12. Stock

The goods available with the business for sale on a particular date is termed as stock. It varies i.e., increases or decreases and goes on changing. In accounting, we use the term stock widely as opening and closing stock. In case of business which is being carried on for the last so many years, the value of goods on the opening day of the accounting year is known as opening stock. In the same way, the value of goods on the closing day of the accounting year will be closing stock. For example, Mohan and Sons started their business on Jan. 1, 1986 and decided to close their books 31<sup>st</sup> December every year. The firm will not have any opening stock on Jan. 1, 1986, because the business did not exist before Jan. 1, 1986. If the firm has goods worth Rs. 50,000 on 31<sup>st</sup> December 31, 1986, it will be the closing stock on this date. On January 1, 1987, the closing stock of December 31, 1986 will be the opening stock of the



year 1987. it should always be kept in mind that stock is valued at cost price or market price, whichever is lower.

In case of manufacturing enterprises stock is classified as under:

- a. Stock of raw material. Raw material required for manufacturing of the product in which the business deals is known as stock of raw material. Cotton in case of cotton mill is its example.
- b. Work in progress. It is the stock of partly finished or partly manufactured goods just as price of thread and unfinished cloth in case of cotton mill.
- c. Stock of finished goods. Manufactured and finished goods for sale are known as stock of finished goods. Finished cloth is its example.

### **13. Revenue**

Revenue in accounting means the amount realised or receivable from the sale of goods. Amount received from sale of assets or borrowing loan is not revenue. In wider sense, revenue is also used to mean receipt of rent, commission and discount etc. such receipts should be revenue receipts. It should be concerned with the day-to-day affairs of the business. It should also be regular in nature. Other titles and sources of revenue are common to many businesses. According to Finney and Miller, "revenue is an inflow of assets which results in an increase of owner's equity." Here, the term 'revenue' has been used in wider sense and confuses with income.

Welsch and Anthony rightly view that revenue is the amount or goods received or receivable from the sale of goods and services. Revenue should not be confused with income. Revenue is concerned with receipts or receivable in the day-to-day working of the business. Income is calculated by deducting expenses from revenue.

### **14. Expenses**

Expenses are cost incurred by the business in the earning revenues. Generating income is the foremost objective of every business the firm has to use certain goods and services to produce articles, sold by it. Payment for these goods and services is called 'expenses'. Cost of raw material for the manufacture of goods or the cost of goods purchased for sale, expenses incurred in manufacturing or acquiring goods, such as wages, carriage, freight and amount spent for selling and distribution goods such as salaries, rent, advertising and insurance etc. Are known as 'expenses' in accounting terminology. According to Finney and Miller, "Expenses is the cost of use of things or services for the purpose of generating revenue. Expenses are voluntarily incurred to generate income."

### **15. Expenditure**

Expenditure is the amount of resources consumed. It is long term in nature. It is the benefit to be derived in future. It is the amount spent for the purchase of assets. Expenditure can be made through cash, or exchanged for other assets or commodities or a promise to make the payment is made. Expenditure increases the profit earning capacity of the business and profit is expected from them in future. Expenditure are incurred to acquire assets of the business.

### **16. Losses**

Losses are unwanted burden which the business is forced to bear. Loss of goods due to theft or fire, or flood or storm or accidents are termed as 'loss' in accounting. Losses are different from expenses in the sense that expenses are voluntarily incurred to generate income where losses are forced to bear.

Losses may be classified as normal and abnormal. Normal loss is due to the inherent weakness in the commodities i.e., coal, cement, oil, ghee, ice, petrol. There will be shortage in their weight due to leakage, melt age, evaporation, spoilage and wastage during the journey. Abnormal loss on the other hand, is an extra ordinary loss due earthquake, fire, flood, storm, theft and accidents.

Losses adversely affect the profit of the business, so it should be the sincere effort of every firm to adopt preventive measures to minimize losses.

### **17. Profit**

Excess of revenue over expenses is termed as profit. In other words excess of sale proceeds over cost of goods sold is income. Here, sales, means net sales i.e., sales less sales return. Cost of goods sold, also known as cost of sales is opening stock plus net purchases plus direct expenses less closing stock. Income must be regular in nature. It must concern routine activities of the business. It is always the





part of revenue receipt. It must relate to the business of the current year. It is shown at the credit side of profit and loss A/c. profit is generated through business activities.

### 18. Income

Increase in the net worth of the enterprise either from business activities or other activities is termed as income. Income is wider term, which includes profit also. From Accounting point of view income is the positive change in the wealth of the enterprise over a period of time.

### 19. Gain

Change in the net worth (equity) due to change in the form and place of goods and holding of assets for a long period, whether realized or unrealized is termed as gain. It may either be of capital nature or revenue nature or both.

### 20. Debtors

The term 'debtor' represents the persons or parties who have purchased goods on credit from us and have not paid for the goods sold to them. They still owe to the business. For example, if goods worth Rs. 20,000 have been sold to Mahesh, he will continue to remain the debtor of the business so far he does not make the full payment, in case, he makes a payment of Rs. 16,000, he will remain to be debtor for Rs. 20,000 – 16,000 = 4,000.

In case, the firm is a service institution and the payment for service still remains to be realized, beneficiaries of the service will also be known as 'debtors'.

### 21. Creditors

In addition to cash purchases the firm has to make credit purchases also. The seller of goods on credit to the firm is known as its creditors for goods. Creditors are the liability of the business. They will continue to remain the creditors of the firm so far the full payment is not made to them. Liability to creditors will reduce with the payment made to them.

Creditors may also be known as creditors for expenses. In case, certain expenses such as salaries, rent, repairs, etc., remain unpaid during the accounting period, it will be termed as outstanding expenses. Parties rendering these services will be our creditors. Creditors are current liability so the firm should have sufficient current assets to make their timely payment.

### 22. Receivables

Receivable means, what business has to receive from outside parties on revenue account. When we sell goods on credit, purchases are known as debtors. Certain debtors accept bills drawn by us and become part of bills receivable. The total of Debtors and Bills Receivable is known as Receivable. These are current assets realized within a year. Receivables are shown at the assets side of the Balance Sheet.

**23. Payables:** -Payable means, what the business has to pay to outside parties. When we purchase goods on credit. Sellers are known as creditors. We accept bills drawn by certain creditors, which becomes a part of Bills Payable. The total of Creditors and Bills Payable is termed as Payables. It is shown at the liabilities side of the Balance Sheet.

### 24. Proprietor

An individual or groups of persons who undertake the risk of the business are known as 'proprietor'. They invest their funds into the business as capital. Proprietors are adventurous persons who make arrangement of land, labour, capital and organization. They pay wages to labour, rent to land, interest to capital and salary to organization. After meeting all the expenses of business, if there remains any surplus, it is known as profit. The proprietor is rewarded with profit for the risk undertaken by him. If expenses exceed revenue the deficit is a loss to be borne by the proprietor.

In case of profit, proprietor's capital increases and in case of loss, the capital decreases. Proprietor is an individual in case of sole trade, partners in case of partnership firm and shareholders in case of company.

### 25. Drawings

Amount or goods withdrawn by the proprietor for his private or personal use is termed as 'drawing'. The cost of using business assets for private or domestic use is also drawing. Use of business car for domestic use or use of business premises for residential purpose is also drawing. Acquiring personal assets with business funds is also drawing. Certain examples of drawings are as under:



- a. Amount withdrawn by proprietor for personal use.
- b. Goods taken by the proprietor for domestic use.
- c. Purchasing pocket transistor for proprietor's son.
- d. Using business vehicles for domestic use.
- e. Using business premises for residential purpose.

## 26. Solvent

Solvent are those persons and firms who are capable of meeting their liabilities out of their own resources. Solvent firm have sufficient funds and assets to meet proprietors' and creditors' claim. Solvency shows the financial soundness of the business.

## 27. Insolvent

All business firms who have been suffering losses for the last many years and are not even capable of meeting their liabilities out of their assets are financially unsound. Only the court can declare the business firm as insolvent if it is satisfied that the continuation of the firm will be against the interest of the public or creditors. No firm can declare itself as insolvent. In case of solvency, the assets of the business are sold and liabilities paid with the funds realized from the sale of assets. If the funds realized fall short of the liabilities creditors are paid proportionately.

## 28. Vouchers

Accounting transactions must be supported by documents. These documents proofs in support of the transactions are termed as vouchers. It may be a receipt, cash memo, invoice, wages bill, salaries bill, deeds or any document as an evidence of transaction having taken place. The contents of vouchers are date, amount paid, purpose of the payment, payment passed by competent authority, payment made and cancelled the voucher. Vouchers are the basis of accounting records. They facilitate accounting. Vouchers are also used for verification and auditing of business records. Vouchers may also be used for detecting embezzlement and frauds.

## 29. Accounting year

Books of accounts are closed annually. From the balance of different ledger accounts we prepare income statement and position statement. Income statement shows gross and net income of the business. Position statement, traditionally known as Balance sheet is a mirror, which reflects the true value of assets and liabilities on a particular date. There is no legal restriction about the accounting year of sole proprietorship and partnership firm. They may adopt the accounting year of their choice. It may be between January 1<sup>st</sup> to December 31<sup>st</sup> of the same year or July 1<sup>st</sup> of the year to June 30<sup>th</sup> of the next year or between two Diwalis or even financial year, i.e., April 1<sup>st</sup> to March 31<sup>st</sup> of the next year. The only restriction is that accounting period must consist of 12 months. Companies must adopt financial year as their accounting year.

## ACCOUNTING SYSTEMS

The main systems of Financial Accounting are as under:

**(1) Cash system** – In this system, only cash entries are recorded in the accounts. All credit entries are written in a handbook and are entered in Cash Book only when they are paid or received. This system is kept by small trades, professional persons or non-trading institutions where most of the transactions are in cash.

**(2) Mahajani system** – It is oldest method of keeping accounts in India. Long Bahis are used for recording transactions and entries can be made in Mudia, Urdu, Sarafi, Hindi and any regional language. This system is completely scientific system as it is based on certain principles.

**(3) Single entry system** – Under it, some transactions are recorded at one place, some other transactions at two places and some transactions are recorded at all. Cash book and personal accounts are kept in it. It is an incomplete and unscientific system. Hence it is rarely used.

**(4) Double entry system** – Under it, every entry is recorded at two sides of the account so that the effect on each side of the account may remain equal. There are debit and credit side in it. This system was originated in Italy. Being a complete and scientific method, it is widely used and is more popular.



## CONCEPT OF DOUBLE ENTRY SYSTEM

There are many systems of presenting business transactions in accounting books e.g., Mahajani system, Cash system, Double entry system etc. The use of these systems depends upon the size and type of business and nature of transactions. But in modern business world, double entry system of book-keeping is more popular and widely used.

The focus of the double entry system is that every business transaction has two aspects, i.e., when we receive something, we give something else in return. This approach of writing both the aspects of the transactions is known double entry system of accounting. Of the two accounts one account is given debit while the other is given credit with an equal amount. Thus, on any date the debits must be equal to the credits.

### Evolution of Double Entry system:

The double entry system was originated in Italy in 15<sup>th</sup> century. First of all in 1494 Lucas Pacioli, the famous mathematician of Venice of Venice city of Italy wrote his first book 'De Computis et Scripturis' and mentioned method of accounting in one of its part. Emphasis was given on division and utility of waste book, Journal, Ledger etc. In 1543 Hugo Old Castle translated it in English and after that many learned persons showed their views and gave it a new shape.

The following are the three distinct stages of a complete system of double entry :

- a) Recording the transactions in the journal.
- b) Classifying the transactions in the journal by posting them to the appropriate ledger accounts and then preparing a trial balance.
- c) Closing the books and preparing the final accounts

### Merits of Double Entry System

1. Full description: Every financial transaction is recorded in two related accounts separately in which full particulars are given for each transaction.
2. Knowledge of some important information regarding business: In Double entry system, real and nominal accounts are also maintained together with personal accounts. The information about capital employed, assets and liabilities can be obtained easily.
3. Testing of Mathematical Accuracy: Under this system, each debit entry has a credit entry due to which arithmetical accuracy can be checked with the help of trial balance.
4. Less chances of fraud: Under this system, double entry of each transaction reduces the possibility of forgery and fraud. Fraud can be avoided and traced easily.
5. Information of Profit and Loss: under this system, profit and loss account is prepared at the end of the certain period to find profit and loss.
6. Knowledge of Economic Status: With the help of balance sheet, the economic and financial status of the business can be obtained easily.
7. Comparatively Study and useful results: Trading, profit and loss account and balance sheet of current year can be compared with trading, profit & loss account and balance sheet of previous year to obtain useful analysis and conclusions.

### Demerits and Limitations of Double Entry system

1. it is difficult to follow the rules of debit and credit in this system.
2. Though this system is fully scientific even then there are chances of errors and mistakes.
3. It is necessary to follow the principles and even a small mistake may give erroneous results.
4. It is an expensive system for small traders.
5. In order to get full efficiency in the system, it is necessary to have education, training and practical knowledge of accounts.

## CLASSIFICATION OF ACCOUNTS

### 1) PERSONAL ACCOUNTS

a) Natural Personal Account : The term Natural persons means persons who are created by the almighty. For example : Shyam's Account, Gopals's Account etc.



b) Artificial Personal Account : These accounts include accounts of institutions or companies which are recognized as persons in business dealings. For example, the account of a Club, the account of an Insurance Company, Banking Company.

c) Representative Personal Account : These are accounts which represent a certain person or group of persons. For example, if the rent is due to the landlord, an account for the outstanding amount will be opened. Likewise for salaries due to the employees (not paid) an outstanding salaries account will be opened. The outstanding rent account represents the account of the landlord to whom the rent is to be paid while the outstanding salaries account represents the account of the person to whom the salaries have to be paid therefore such accounts are called as representative personal accountant.

## 2) REAL ACCOUNTS

- Intangible Assets : These accounts represent things which cannot be touched. However, they can be measured in terms of money, for example goodwill account, patents accounts.
- Tangible Accounts : Tangible accounts are those which relate to things which can be touched, felt, measured etc. Examples of such accounts are furniture account, stock account, building account etc.

## 3) Nominal Accounts: -

Accounts related to income and gain or expenditure and loss are known as Nominal Accounts, e.g. Rent A/c, Interest A/c, Salary A/c, discount A/c, etc.

Nominal Accounts are divided into two parts as:

- Revenue Account: - Such as rent received, interest received, commission paid, salary paid, discount allowed, etc.
- Expenditure Account: - Such as rent paid, interest paid, commission paid, salary paid, discount received, etc.

At the end of each financial year, the balances of nominal accounts are transferred to Trading A/c or Profit & Loss A/c

## RULES OF DOUBLE ENTRY SYSTEM

The rules related to debit and credit of any account in double entry system are as under:

<b>Personal accounts</b>	<b>:-</b>	<b>Debit the receiver, and credit the giver.</b>
<b>Real accounts</b>	<b>:-</b>	<b>Debit what comes in, and credit what goes out</b>
<b>Nominal accounts</b>	<b>:-</b>	<b>Debit all expenses and losses and credit all incomes and gains.</b>
		<b>Capital and revenue</b>

## Classification of capital and revenue

The Going Concern Assumption allows the accountant to classify the expenditure and receipts as Capital expenditure, Revenue expenditure, Deferred Revenue expenditure, Capital Receipts, Revenue Receipts. The expenditure and receipts may be classified as follows:

**Capital Expenditure:** Capital Expenditure is that expenditure which is incurred (a) for acquiring or bringing into existence an asset or advantage of an enduring benefit or (b) for extending or improving a fixed asset an asset or advantage of an enduring benefit or (b) for extending or improving a fixed asset or (c) for substantial replacement of an existing fixed asset. An asset of advantage of an enduring nature does not mean that it should last forever, it should not at the same time be so transitory and ephemeral that it can be terminated at any time. Basically, the capital expenditure is incurred with a view to bringing in improvement in productivity or earning capacity. The examples of capital expenditure include cost of land and building, plant and machinery, furniture and fixtures etc. Such expenditure normally yields benefits which extended beyond the current accounting period.

**Revenue Expenditure:** Revenue Expenditure is that expenditure which is incurred for maintaining productivity or earning capacity of a business. Such expenditure yields benefits in the current accounting period. The examples of revenues expenditure include Office and Administrative expenses such as Salaries, Rent, Insurance, Telephone Exp., Electricity Charges, etc. Selling and Distribution





Expenses such as Advertising, Travelling expenses, Commission to Salesman, Sales Promotion Expenses etc. Non-operating expenses and losses such as interest on loan taken, loss by theft etc.

**Deferred Revenue Expenditure:** Deferred Revenue Expenditure is that expenditure which yields benefits which extend beyond a current accounting period, but to relatively a short period as compared to the period for which a capital expenditure is expected to yield benefits. Such expenditure should normally be written-off over a period of 3 to 5 years. The examples of such, expenditure include heavy Advertising Campaign, Research and Development Expenditure.

**Capital Receipts Vs Revenue Receipts** There is no specific test to draw a clear cut demarcation between a capital receipt and a revenue receipt. In order to determine whether a receipt is capital or revenue in nature, one has to look into its true nature and substance over the form in the hands of its receipts. For example, sale proceeds of a land in the hands of a dealer in real estate is revenue receipt whereas the same in the hands of a dealer in cars is a capital receipt.

The examples of capital receipts include sale of fixed assets, capital contribution, loaned receipts, and the examples of revenue receipts include sale of stock-in-trade, revenue from services rendered in the normal course of business, revenue from permitting other to use the assets of the enterprise, such as interest, rent royalty.

### ACCOUNTING STANDARDS

Accounting as a 'language of business' communicates the financial performance and position of an enterprise to various interested parties by means of financial statements which have to exhibit a 'true and fair' view of financial results and its state of affairs. As a result a wide variety of accounting methods were used by different companies. It was, then, felt that there should be some standardized set of rules and accounting principles to reduce or eliminate confusing variation in the methods used to prepare financial statements. However, such accounting rules should have a reasonable degree of flexibility in view of specific circumstances of an enterprise and also in line with the changes in the economic environment, social needs, legal requirements and technological developments. The setting of accounting standards is a social decision. Standards place restrictions on behaviour and therefore they must be accepted by affected parties.

### ACCOUNTING STANDARDS ISSUED BY THE ICAI

The Institute of Chartered Accountants of India has thus far issued the following standard effective from the date noted against them.

(i)	AS-1	Disclosure of Accounting Policies	(1-4-1991)
(ii)	AS-2	Valuation of Inventories	(1-4-1991)(Revised)
(iii)	AS-3	Cash Flow Statement	(1-6-1991)(Revised)
(iv)	AS-4	Contingencies and events occurring after the Balance Sheet Date	(1-4-1995)
(v)	AS-5	Net Profit or Loss for the period, prior items and changes in Accounting Policies	(1-4-1996)
(vi)	AS-6	Depreciation Accounting	(1-4-1995)
(vii)	AS-7	Accounting for Construction contracts	(1-4-1991)
(viii)	AS-8	Accounting for Research and Development	(1-4-1991)
(ix)	AS-9	Revenue Recognition	(1-4-1991)
(x)	AS-10	Accounting for Fixed Assets	(1-4-1991)
(xi)	AS-11	Accounting for the effects of changes in Foreign Exchange Rates	(1-4-1995)
(xii)	AS-12	Accounting for Government Grants	(1-4-1994)
(xiii)	AS-13	Accounting for Investments	(1-4-1995)
(xiv)	AS-14	Accounting for Amalgamation	(1-4-1995)
(xv)	AS-15	Accounting for retirement benefits in the financial statements of employers	(1-4-1995)
(xvi)	AS-16	Borrowing Costs	(1-4-2000)



(xvii)	AS-17	Segment Reporting	(1-4-2001)
(xviii)	AS-18	Related Party Disclosures	(1-4-2001)
(xix)	AS-19	Leases	(1-4-2001)
(xx)	AS-20	Earning per share	(1-4-2001)
(xxi)	AS-21	Consolidated Financial Statements	(1-4-2001)
(xxii)	AS-22	accounting for Taxes on Income	(1-4-2002)
(xxiii)	AS-23	Accounting for Investments in Associates in consolidated Financial Statements	(1-4-2002)
(xxiv)	AS-24	Discontinuing Operations	(1-4-2002)
(xxv)	AS-25	Interim financial Reporting	(1-4-2002)
(xxvi)	AS-26	Intangible Assets	(1-4-2003)
(xxvii)	AS-27	Financial Reporting of Interest in Joint Ventures	(1-4-2002)
(xxviii)	AS-28	Impairment of Assets	(1-4-2004)
(xxix)	AS-29	Provisions, Contingent Liabilities and Contingent Assets	(1-4-2004)

### JOURNAL

It is the fundamental book of account which is necessarily used by each organization whether it is a small or large institution. It can be known as foundation stone of accounting palace.

A journal may be defined as the book of original entry containing a chronological record of the transactions. The process of recording the transactions in a journal is called Journalizing.

Date	Particulars	L/F	Debit amount	Credit Amount
2009 July,25	.....A/c Dr To .....A/c (.....)			

### COMPOUND JOURNAL ENTRY

If two or more transactions of the same nature occur on the same day and either debit account and/or credit account are common in them, instead of passing a separate entry for each such transaction, one combined entry may be passed. Such type of entry is known as compound journal entry.

Example: Postage a/c dr.  
Stationary a/c dr.  
Cartage a/c dr.  
To Cash a/c

### DISCOUNT

#### Types of Discount :-

- 1) Trade discount:** is allowed at the time of purchase or sale of goods by one trader another in order to promote sales. For example, a manufacturer may allow discount on sale goods to wholesaler or wholesaler may allow discount to a retailer. It is always allowed a certain percentage on sale price i.e., invoice price. The trade discount is not normally record in the books of account. In other words, only the net amount of purchase or sale i.e., invoice price minus trade discount is recorded in the journal.
- 2) Cash discount:** is a discount allowed at the time of making payments or receipts of cash. It is allowdd as certain percentage the amounts due. It is allowed to a debtor by a creditor in order to induce hirt pay on time. As the cash discount is calculated on the amounts already recorded in the books, it is shown in the book. Cash discount allowed to a debtor is a loss and it should be debited to discount a/c. Cash discount received from a creditor is a gain and it should be credited to discount a/c.



## DISTINCTIONS BETWEEN TRADE DISCOUNT AND CASH DISCOUNT

S.No.	Trade Discount	Cash Discount
1.	It is allowed at the time of making purchases or sales.	It is allowed at the time of making payments or receipts of cash.
2	It is calculated as certain percentage on the invoice price of goods purchased or sold.	It is calculated as certain percentage on the amounts due to creditors or amounts due from debtors.
3	It is not shown in the books of accounts. Only the net amount of purchase or sale is recorded in the books.	It is shown in the books : discount allowed as debit entry and discount received as a credit entry.
4	It is allowed in order to promote more sales of purchases	It is allowed in order to encourage parties to make payments on time.

### Cash Book

#### Meaning of Cash Book

Cash book may be defined as the record of transactions concerning cash receipts and cash payments. In other words in Cash Book, all transactions (i.e., receipts and payments of cash) are recorded as soon as they take place.

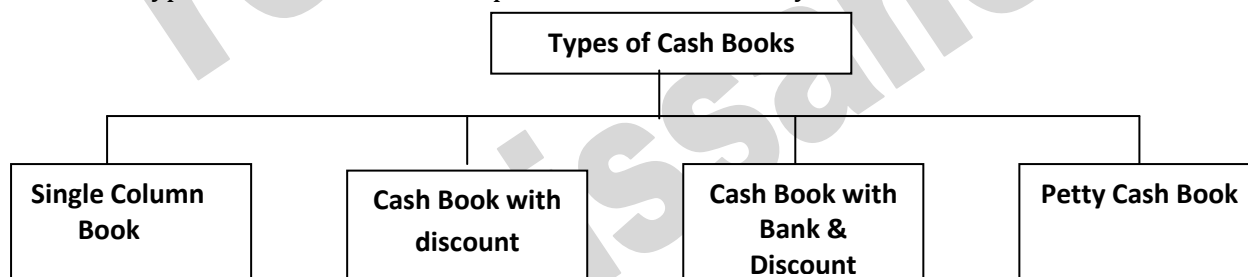
Cash Book is in the form of an account and actually it serves the purpose of Cash Account also. It has two sides-debit and credit side. On the debit side, all receipts of cash are recorded while on the credit side, all the payments of cash are recorded. Items on the debit side of the cash book are posted on the credit side of the ledger accounts and items on the credit side are posted on the debit side of the ledger accounts.

#### Features of cash book:

- Only cash transactions are recorded in the cash book.
- It performs the functions of both journal and ledger at the same time.
- All cash receipts are recorded in the debit side and all cash payments are recorded in the credit side.
- It records only one aspect of transactions i.e. cash.
- All cash transactions are recorded chronologically in the cash book.

#### Types of Cash Book

The various types of cash book from the point of view of uses may be as follows:



#### 1 Single Cash Book

Single Column Book has one amount column on each side. All cash receipts are recorded on the debit side and all cash payments on the credit side. In fact, this book is nothing but a Cash Account. Hence, there is no need to open this account in the ledger.

Format of Single Column Cash Book:



**Dr. Single Column Cash Book**

Date	Particulars	L.F.	Amount Rs	Date	Particulars	L.F.	Amount Rs

**Cr.**

## 2 Cash Book with Discount Column

Cash book with discount Column has two amount columns (one for cash and another for discount) as each side. All cash receipts and cash discount allowed are recorded on the debit side and all cash payments and cash discount received are recorded on the credit side.

### Format of Cash Book with Discount Column:

**Dr. Cash Book with Discount Column**

Date	Particulars	L.F.	Dis.	Cash	Date	Particulars	L.F.	Dis.	Cash

**Cr.**

## 3. Three Column Cash Book

Three Column Book has three amount columns (one for cash, one for Bank, and one for Discount) on each side. All cash receipts, deposits into bank and discount allowed are recorded on debit side and all cash payments, withdrawals from bank and discount received are recorded on the credit side. In fact, a three-column cash book serves the purposes of Cash Account and Bank Account. Hence, there is no open these two accounts in the ledger.

### Contra Entries

### Format of Cash Book with Discount Column

**Dr. Three Column Cash Book**

Date	Particulars	L.F.	Dis.	Cash Rs	Bank Rs	Date	Particulars	L.F.	Dis.	Cash Rs	Bank Rs

**Cr.**

## 4. Petty Cash Book (Imprest system)

Petty Cash Book is the book which is used for the purposes of recording the payment of petty cash expenses.

### Meaning of Petty Cashier

Petty Cashier is the person who is authorized to make payments of petty cash expenses and to record them in petty cash book.

### Features of Petty Cash Book

1. The amount of cash received from the main cashier is recorded on the left hand side column.
2. The payments of petty cash expenses are recorded on the right hand side in the respective columns.
3. It can never show a credit balance the cash payments can never exceed the cash receipts.
4. Its balance represents unspent petty cash in hand.





5. Recording is done on the basis of internal as well as external vouchers.
6. All the column of expenses are totaled periodically and such periodic totals are individually posted.
7. Petty Cash Book is both a book of original entry as well as a book of final entry.

Receipts				Payment								
Date	Particular	Cash Book Folio	Total Rs.	Date	Particular	Voucher No.	Postage Rs.	Conveyance Rs.	Cartage Rs.	Printing & Stationery Rs.	Miscellaneous Rs.	Total Rs.

### Advantages of Petty Cash Book

1. Economy of time: The time of chief cashier is saved when petty expenses are recorded in petty cash book.
2. Saving of labour in posting : There is saving in labour in posting because :
  - a. Limited number of accounts are opened for heads of petty expenses only,
  - b. Periodical totals (say monthly) of each column of expenses are posted to the debit of the respective ledger accounts.
3. Lesser chance of mistakes: The chances of mistakes are reduced since the chief cashier regularly examines the petty cash book.
4. Control over petty expenses: Petty expenses are kept within the limits of imprest since the petty cashier can never spend more than the available petty cash.
5. Control over fraud: Misappropriation if any, is always kept within the limits of imprest.
6. Benefits of specialization: The benefits of specialization are available since recording of cash transactions is divided between main cash book and petty cash book.

### Posting of Petty Cash Book in ledger

1. Petty Cash Book as a part of Journal or Double Entry system
2. Petty Cash Book as a Memorandum book.

### Imprest vs. Non-Imprest System of Petty Cash Book

The amount which the main cashier hands over to the petty cashier in order to meet the petty cash expenses of a given period is known as 'Imprest' or 'Float'.

Petty cash book may be maintained on imprest system on non-imprest system.

### Features of imprest system of petty cash

1. Estimation by chief cashier: The Chief Cashier estimates the total petty cash expenses for a particular fixed period.
2. Advances by chief cashier: The Chief Cashier advance the estimated amount to the petty cashier in the beginning of the period.
3. Submission of petty cash book by petty cashier: The Petty Cashier submits the petty cash book along with supporting vouchers to the chief cashier at the end of the period.
4. Examination of petty cash bank by chief cashier: The Chief Cashier examines the petty cash book.



5. Reimbursement of amount spent: The Chief Cashier makes the reimbursement of the amount spent by the Petty Cashier.
6. Availability of same amount of petty cash: The Petty Cashier again has the same amount of petty cash in the beginning of new period.

## Ledger

Ledger is the principal book or final book under double entry system of accounting in which the transactions recorded in subsidiary books are classified in various accounts chronologically with a view to knowing the position of business account-wise in a particular period.

## Characteristics of Ledger

1. Major or principal book of accounts.
2. Index- The initial pages of ledger are left for indexing. These pages are not numbered. With the help of index one can find on which page of ledger a particular account is opened.
3. Pages booked- For every account one separate page or pages called folio is engaged in ledger.
4. One debit one credit- For every transaction one account is debited and other account is credited.
5. Books of final entry- Ledger is the last stage of daily accounting or book keeping.
6. Classification of transactions- While journal a bunch of various accounts, ledger is the classification of these accounts.

## Utility or importance or Advantages of Ledger

1. Knowledge of account
2. Details of income and expenditure
3. Assessment of financial position
4. Text of accuracy
5. Knowledge of profit and loss
6. Economy of time
7. Knowledge of assets
8. Knowledge of liabilities
9. Assessment of overall position of business
10. Evidence in business disputes-

## Difference between journal and Ledger

S. No.	Basic of Differences	Journal	Ledger
1	Nature of book	It is the book of first or original entry	It is the book of final entry
2	Record	It is the book for chronological record	It is the book of analytical record
3	Weight in legal evidence	It is the book of source entry and has a greater weight as legal evidence	It has a lesser weight as legal evidence as it is based on journal
4	Unit of classification of data	The unit of classification of data within the journal is transaction	The unit of classification of data within the ledger is account
5	Process of recording	The process of recording in the journal is called 'journaling'	The process of recording in the ledger is called 'posting'
6	Place	More than one transactions regarding one account are written at different places date-wise	More than one transaction regarding one account are written at one place

## Proforma of Account

### Name of Account

Dr. Date	Particular	J.F.	Account	Date	Particular	J.F.	Cr. Amount
	To				By		



## Posting

When the transactions entered in journal are recorded in the ledger, it is called posting. In other words, posting is the process of transferring the debits and credits of journal entries to the ledger account. The subject of such posting is to have a fixed classified record of various transactions pertaining to each account.

### Procedure for Posting

1. Opening of separate account – Since each transaction affects two accounts, separate accounts, therefore, will be opened in the ledger. Such accounts may be personal, real and nominal.
2. Posting journal entry to the concerning side – The debit side of the journal is posted to the debit side of the account and on the other side the reference is given of the fact which is put on the credit side of the journal entry.
3. Sides to be posted - The credit side of the journal entry is posted to the credit side of the account and on that side the reference is given of that fact which is put on the debit side of the credit side of the journal entry.
4. Use of words, "To" and "By" – The word "To" is prefixed to the posting of debit side and the word "By" is prefixed to the credit side in each account.

### Ledger posting of Opening Journal Entry

While making ledger accounts of assets and liabilities appearing in the opening journal entry, opening balance as represented in the journal entry must be shown in the beginning of the ledger account as "To Balance b/d" at the debit side for assets and "by balance b/d" at the credit side of liabilities. Remaining posting in the concerned A/c will be made as usual.

### Balancing of ledger Accounts

Assets, liabilities and capital accounts have certain closing balance at the end of the accounting period, so their values are to be carried forward to the next accounting period. This is why they are closed as "By Balance b/d" or "To Balance c/d". The balance of those accounts is carried forward to the next accounting period, because the firm has to carry on its business with these assets, liabilities and capital in hand. While closing these accounts we write the 'Balance c/d' to show the closing balance of the account.

While closing nominal accounts or those accounts which are either an expense or revenue, we do not use the word balance c/d because the balance of these accounts needs to be carried forward to the next period. Whatever has been paid on account of expenses has been paid once and for ever. This is the expense of the business, so it should be directly posted to the debit side of the profit and loss account or trading account. In the same way, accounts relating to income or gain or revenues are also closed by transfer to profit and loss account. Receipts i.e. rent, interest and discount are revenue of the business, so while closing these accounts their balance will be transferred to profit and loss account.

### Subsidiary Book

#### Preparation of Purchase Day Book

This book is maintained mainly to record credit purchases of goods. The term goods refers to all such commodities and services in which we deal.

Date	Particulars (Names of suppliers)	Invoice No.	L.F.	Amount Rs.	Net Amount Rs.

Posting : Each supplier's personal account is credited in the ledger with its respective amount with the words "By purchases a/c". The monthly total of this book is debited to purchases a/c in the ledger with the words "To sundries as per Purchases Book"

**Preparation of Sales Book**

This book is maintained mainly to record credit sales of goods. Hence the cash sales of goods and assets sold are not entered in this book. Entries in this book are made from the outward invoice of credit sales.

Date	Particulars (Names of Customer /Party)	Invoice No.	L.F.	Amount Rs.	Net Amount Rs

Postings : Each Customer's personal account is debited in the ledger with its respective amount with the words "*to Sales a/c*". The periodical total of this book is credited to sales a/c with the words "*By sundries as per sales book*".

**Preparation of Returns Outward of Purchase Return Book**

This book is maintained to record the return of goods purchased earlier from the suppliers on credit. When goods are returned a debit note is made out and sent to the supplier to whom goods are returned.

Date	Particulars	Debit Note No.	I.F.	Amount Rs.

Postings : Each suppliers account mentioned in the purchased earlier from the suppliers on credit. When goods are returned a debit note is made out and sent to the supplier to whom goods are returned

**Preparation of Return inward or Sales Return Book**

This Book is maintained manly the returns of goods sold to customers on credit. On receipt of the goods the firm prepares a Credit Note in the name of the customer and sends its original copy to the customer. Entries are made from credit note book into the sales returns books.

Date	Particulars	Credit Note No.	I.F.	Amount Rs.

Posting: Each customer's personal account {as given in the sales returns book} is credited with the amount of goods returned by him with the words "*By Sales a/c*". The sales return A/c in the ledger gets the debit with the periodical total of Sales Returns Book with the words "*To sundries as per Sales returns Book*".

**Preparation of Bills Receivables Book**

This books is maintained to keep a detailed record of the bills receivable received by the firm. This book provides a medium for posting bills receivable transactions. The ruling of this book is given below:

Date When received	Drawer	Acceptor	Where Payable	Date of bill	Term	Due date	I.F.	Amount Rs.	Remark

Posting: - The personal account of the person from whom the bill is received is credit with the amount of that bill and the periodical total of the Bills Receivable Book is debit to Bills Receivable a/c in the ledger.





### Preparation of Bills Payable Book

This book is maintained to keep a detailed record of all bills payable accepted by firm.

Date of Acceptance	To whom given	Payee	Where payable	Date of bill	Term	Due date	L/F	Amount Rs.	Remark

Posting: The person account of the person whose bill as accepted is debited with the amount of that bill and the periodical total of the Bills Payables Book is credited to Bills Payables in the ledger.

### TRIAL BALANCE

#### Meaning

When all the accounts of a concern are balanced off they are put in a list, debit balances on one side and credit balances on the other side. The list so prepared is called trial balance. The total of the debit side of the trial balance must be equal to that of its credit side. This is based on the principle that in double entry system. For every debit there must be a corresponding credit. The preparation of a trial balance is an essential part of the process because if totals of both the sides are the same then it is proved that book are at least arithmetically correct.

#### Main Characteristics and uses of a Trial Balance

Following are the main characteristics of a trial balance :

1. It is a statement prepared in a tabular form. It has two columns- one for debit balance and another for credit balances.
2. Closing balance, i.e., balance at the end of the period as shown by ledger accounts, are shown in the statement.
3. Trial balance is not an account. It is only a statement of balance.
4. It can be prepared on any date provided accounts are balanced.
5. It is a consolidated list of all ledger balances at the end of a period at one place.
6. It is a method of verifying the arithmetical accuracy of entries made in the ledger. The agreement of the trial balance means that the total of the debit column agrees with the total of the credit column of the trial balance.
7. It is a big help in preparation of Trading A/c, Profit and Loss A/c and Balance Sheet at the end of the period which exhibit the financial position of the firm.

#### Objects of preparing a Trial Balance

The following are the important objects or purposes of preparing a trial balance :

1. If the two sides of the trial balance are equal, it is proved that the book are at least arithmetically correct.
2. Error in casting the books of subsidiary records is immediately known.
3. Error in posting from the books of subsidiary records to ledger is found out.
4. Error in balancing the ledger accounts is found out.
5. Schedules of debtors and creditors are verified to be correct.

#### Limitations of a Trial Balance

A trial balance is not a conclusive proof of the absolute accuracy of the accounts books. If the trial balance agrees, it does not mean that now there are absolutely no errors in books. Even if trial balance agrees, some errors may remain undetected and will not be disclosed by the trial balance. This is the limitation of a trial balance. The errors which are not disclosed by a trial balance are as under :

**Errors of Omission:** - If an entry has not been recorded in the original or subsidiary book at all, then both the aspects of the transaction will be omitted and the trial balance will not be affected.

1. **Errors of Commission:** - Posting an item on the correct side but to the wrong account.
2. **Error in subsidiary books:** - Wrong amount entered in the subsidiary book.



3. **Compensating errors-** These are errors arising from the excess-debits on under debits of accounts being neutralized by excess credit or under credit to the same extent of some other accounts.
4. **Error of principle-** Whenever any amount is not properly allocated between capital and revenue or some double entry principles are violated the error so made is known as error of principle.
5. **Compensatory Errors-** Under it, the errors on one side of the ledger account are compensated by errors of the same amounts on the other side or on the same side.

### Methods of Preparation of Trial Balance –

1. **Total Method** – Under this method debit and credit total of each account of ledger are recorded in trial balance.

**Trial Balance**  
(As on .....)

Title of Accounts	L.F.	Debit Total Rs.	Credit Total Rs.
<b>Total</b>			

2. **Balance Method-** Under this method only balance of each account of ledger is recorded in trial balance.

**Trial Balance**  
(As on .....)

Title of Accounts	L.F.	Debit Balance Rs.	Credit Balance Rs.
<b>Total</b>			

3. **Total Cum Balance Method-** This method is a combination of Total method and Balances method.

**Trial Balance**  
(As on .....)

Title of Accounts	L.F.	Debit Total Rs.	Credit Total Rs.	Debit Balance Rs.	Credit Balance Rs.
<b>Total</b>					



## Final Accounts

The final object of every businessman is to earn profit. He is interested to know how much profit he has earned or how much loss he has incurred during the year. For the purpose income tax payment, financial position, distribution of dividend and for the future planning it becomes necessary to ascertain the profit or loss for the year. At the end of the year a trial balance is extracted from the ledger balances and then on the basis of the trial balance, closing entries are passed and final Accounts are prepared. The process of preparing Final Accounts from the original records is as under.

Recording of transaction in Journal or Subsidiary books



Postings into ledger from Journal or subsidiary books.



Preparation of Trial balance from ledger accounts



Preparation of Final Accounts on the basis of Trial balance and other information

To know the trading results (Profit or loss) for the accounting period and the financial position as it the end of accounting period the final accounts are prepared. The final accounts consists of :

1. Manufacturing Account
2. Trading and Profit & Loss Account
3. Balance sheet

The followings points must be considered while preparing final accounts from trial balance

1. Debit items of Trial Balance:- The items of expenses or assets appear on debit side of Trial balance. The expenses (the benefit of which is derived within the accounting year in which they are incurred are called revenue expenses. These are debited either to trading account or profit & Loss Account.) Direct expenses such wages. Carriage inwards, freight etc. are debited to trading and indirect exp. such as salaries, rent repairs etc. are debited to profit & Loss account. The expenses the benefit of which is derived in many years are called capital expenditure. These expenditure are called assets and they appear in the assets side of Balance sheet e.g. Building, Machinery, Furniture, Vehicle etc.
2. Credit items of Trial Balance: The items of incomes, gains or liabilities appear in the credit side of trial balance. The receipts are divided into two parts capital receipts and revenue receipts. Capital receipts are liabilities items they are mentioned in the liabilities side or deducted from the assets side of Balance sheet. Revenue receipts are called incomes. It is again divided into direct and indirect incomes. Direct incomes means sale proceeds of the goods which is credited to Trading Account. Indirect incomes are other incomes not directly related to the main business activities such as rent commission, interest, dividend etc received. These are credited to profit and loss account.

## Trading Account

Trading Account is prepare to calculate gross profit. It can be prepared separately or combined with profit and loss account. Normally it is prepared jointly with profit and loss account. It is the first part of profit and loss account.

### Trading Account A/c

For the Year ending.....

	Rs.		Rs.
To Opening Stock	-	By Sales	-
To Purchase	-	Less: Returns Inward	-
Less: Ret. Outward	-	-----	
-----		By Goods Sent on Consignment	
To Wages	-	By Closing Stock	-
To Carriage	-	By Gross Loss c/d	-
To Fuel	-	(Balancing figure )	



To Motive Power	-		
To Octroi	-		
To Import Duty	-		
To Clearing Charges	-		
To Dock Charges	-		
To Stores Consumed	-		
To Royalty based on Production	-		
To Manufacturing Exp.	-		
To Gross Profit c/d (Balancing figure) -	-		
Rs.	-	Rs.	-

### Profit and Loss Account

Profit and loss accounts is prepared to ascertain net profit or loss. This is the second stage of ascertaining trading results. Gross Profit calculated as per trading account is credited to Profit and loss account then all the indirect expenses are debited and all the indirect incomes are credited. The excess of credits side over debit side is called net Profit and vice versa. The format of P & L account is as under:

### Profit and Loss A/c (For the year ending)

To Gross Loss	-	By Gross Profit	-
To Office Salaries & Wages	-	By Discount received	-
To Office Rent, Rates and Taxes	-	By Bad debts recovered	-
To Office Printing and Stationery	-	By Income from Investment	-
To Office Lighting	-	By Commission received	-
To Insurance Premium	-	By Interest on Deposits	-
To Repairs & Maintenance	-	By Profit on sale of fixed assets	-
To Postage & Telegram	-	By Apprenticeship Premium	-
To Legal expenses	-	By Interest on Drawings	-
To Trade expenses	-	By Net Loss (Transferred to Capital Account)	-
To Audit fees	-		
To Telephone expenses	-		
To General expenses	-		
To Bank Charges	-		
To Discount allowed	-		
To Interest on Capital	-		
To Interest on loan	-		
To Discount of Rebate on bills of exchange	-		
To Carriage outward	-		
To Freight outward	-		
To Bad debts	-		
To Entertainment expenses	-		
To Travelling Expenses	-		
To Cost of Samples	-		
To Catalogue expenses	-		
To Salesmen's salaries	-		
To Expenses and commission	-		
To Advertising expenses	-		
To Depreciation on fixed Assets	-		
To Loss on sale of fixed assets	-		
To Net Profit (Transferred to capital account)	-		
Rs.		Rs.	





## Balance Sheet As on 31 March .....

Liabilities	Rs.	Assets	Rs.
Capital	-	Fixed Assets:	-
Long term liabilities	-	Patent	-
Debentures	-	Goodwill	-
Bank Loan	-	Land and Building	-
Current Liabilities:	-	Plant & Machinery	-
Advance Income	-	Furniture and fixtures	-
Outstanding expenses	-	Current Assets:	-
Bank overdraft	-	Short terms Investment	-
Bills Payable	-	Prepaid expenses)	-
Creditors	-	Accrued Income	--
Unearned Income	-	Debtors	-
		Closing Stock	-
		Bank Balance	-
		Cash Balance	-

## Closing Entries

At the end of the year after preparing trial balance a list of unrecorded items is prepared which is called list of adjustment for which adjustment entries are passed. Now closing entries will be passed. The purpose of closing entries is to closed all those accounts which comes in trading and profit & Loss and these accounts are mainly related to goods and expenses and incomes.

Procedure for closing entries- The accounts which are shown on the debit side of trading and profit & Loss account are transferred to these account by writing "By Trading account/Profit and loss account" in all those accounts. Similar in the accounts (appearing on the credit side of trading and profit and loss account) To trading or profit & Loss account is written The major closing entries are as under:

- (1) For opening stock, purchase, sales return and all direct expenses

Trading A/c                      Dr.  
                     To Opening Stock A/c  
                     To Purchases A/c  
                     To Sales return A/c  
                     To Wages a/c  
                     To Carriage Inward A/c

- (2) For sales and purchase return

Sales A/c                      Dr.  
                     Purchase return Dr.  
                                     To Trading A/c

- (3) For gross profit or loss:

(a) Profit Trading A/c                      Dr.  
                                     To Profit and Loss A/c  
                     (b) loss Profit and loss A/c                      Dr.  
                                     To Trading Account

- (4) For indirect expenses

Profit & Loss A/c                      Dr.  
                     To Salaries A/c  
                     To Commission a/c  
                     To Discount allowed a/c  
                     To Advertisement A/c



(5) For indirect incomes and gains

Interest earned a/c Dr.  
Discount a/c Dr.  
Commission a/c Dr.  
Dividend a/c Dr.  
To Profit & Loss A/c

(6) For Net profit or net loss

(a) For Net Profit

P & L A/c Dr.  
To Capital A/c

(b) For Net loss A/c

Capital A/c Dr.  
To P & L Account

### Adjustments at a glance

S.No.	Adjustments	Entry	Effects on Trading and Profit & Loss Account	Effects on Balance Sheet
1	Closing Stock	Closing Stock A/c Dr. To Trading A/c	Credited to trading A/c	Shown on assets side.
2	If closing Stock is given in trial balance	-	-	Shown on assets side.
(i)	Outstanding expenses (Expenses still unpaid)	Expenses A/c Dr. To O/s Exp. A/c	Add to the concerned exp. on debit side.	Shown on liabilities side.
	O/S Exp. in trial Balance If they are of opening date i.e. of last year	O/S Exp. A/c To Expenses A/c	Deducted from the concerned expenses on debit side.	-
	If they are of closing date i.e. of current year.	-	-	Shown on liabilities side.
3	Prepaid Expenses: (Expenses of next year paid in advance this year)	P.P. Expenses A/c Dr. To Expenses A/c	Deducted from the concerned expenses on debit side.	Shown on Assets side
(i)	P.P. Exp. in trial balance. If they are of opening date i.e. of last year	Expenses A/c Dr. To P.P. Exp. A/c	Added to the concerned expenses on debit side	-
(i)	If they are of closing date i.e. of last year	-	-	Shown on assets side.
4.	Accrued, Earned or Receivable Income	Acc. Income A/c Dr. To Income A/c	Added to the concerned income on credit side of P & L A/c	Shown on assets side.
(i)	If it is of op. date i.e. of last year	Income A/c Dr. To Acc. Income a/c	Deducted from concerned income on credit side of P & L a/c.	-
(ii)	If it is of closing date i.e. of current year	-	-	Shown on assets side.
5.	Uncured, unearned or advanced income (Income of next year received in advance this year.)	Income A/c Dr. To Unacc. Income a/c	Deducted from the concerned income on the credit side of P & L a/c	Shown on liabilities side.
	Unacc. Income in trial	Unacc. Income A/c Dr.	Added to concerned	-



(i)	balance- If it is of op. date i.e. of last year	To Income a/c	income on credit side of P & L A/c	
(ii)	If it is of closing date i.e. of current year	-	-	Shown on liabilities side.
6.	Depreciation	Depreciation A/c Dr. To Assets a/c	Shown on the debit side of P & L A/c	Deducted from the concerned assets side.
	Dep. in trial balance	-	Debited to P & L A/c	-
7.	Interest on Capital/Loan	Int. on Cap./loan A/c Dr. To Cap./loan A/c	Shown on the debit side of P & L A/c	Added to capital/Loan on liabilities side.
	Interest on capital/Loan in trial balance	-	Shown on the debits side of P & L a/c	-
8.	Interest on Drawings.	Drawings. A/c Dr. To Int. on Drawings	Shown on the credit side of P & L A/c	Deducted from capital on liabilities side.
9	Credit purchases not recorded	Purchase A/c Dr. To Creditor's A/c	Added to purchases on the debit side of Trading A/c	Added to creditors on liabilities side.
10.	Credit purchases return not recorded.	Creditor's A/c Dr. To P/R a/c	Deducted from purchases on the debit side	Deducted from creditors on liabilities side.
11	Credit sales not recorded	Debtor's A/c Dr. To Sales A/c	Added to sales on the credit side of Trading A/c.	Added to debtors on assets side.
12.	Credit sales returns not recorded.	S/R A/c Dr. To Debtor's A/c	Deducted from sales on the credit side of Trading A/c.	Deducted from debtors on assets side.
13.	Goods given as charity or free samples	Charity/Adv. A/c Dr. To Purchases Trading A/c	i. Deducted from purchases/credited to trading A/c	-
			ii. Shown on the debit side of P & L A/c	
14.	Drawings of goods by owner	Drawings A/c Dr. To Purchases/Trad. A/c	Deducted from purchases credited to trading A/c	Deducted from capital on liabilities side.
15.	Goods stolen/damaged by fire: Example : Goods of Rs. 10,000 stolen, claim accepted 6,000	Ins. Co. A/c Dr. 6000 P & L A/c Dr. 4000 To Purchases/Trad. A/c 10,000	i. Rs. 10,000 deducted from purchases/credited to Trading A/c ii. Rs. 4,000 debited to P & L A/c	Rs. 6,000 shown on assets side as Insurance Co.
16.	Goods in transit: (Goods bought yet in transit)			
	i. If it is already included in purchases	Goods in transit A/c Dr. To Trading A/c	Credited to Trading A/c	Shown on assets side.
	ii. If it is not already included in Purchases. (Note: If nothing is cleared in the sum, a note must be	i. Purchases A/c Dr. To Creditor's A/c ii. Goods in trans. A/c Dr.	ii. Credited to Trad. A/c	ii. Shown on asse. Side.



	given.	To Trading A/c		
17.	Goods sold on approval basis: Example- Goods costing Rs. 500 sold on approval for Rs. 600 which is recorded as actual sales.	i. Sales A/c Dr. 600 To Customer 600 Note- This entry is passed by sale price.	i. Rs. 600 deducted from sales on credit side of Trading A/c	i. Rs. 600 deducted from debtors on assets side.
		ii. Stock on approval a/c Dr. 600 To Trading A/c 600 Note- This entry is passed by lower of the cost or market price of the goods sold.	ii. Rs. 500 (Being lower of cost or market price) are shown on credit side of Trading A/c	ii. Rs. 500 (Being lower of cost or market price) are shown on assets side.
18.	Purchase of assets:		-	i. Shown on assets side.
a.	Not rerecorded at all	Assets A/c Dr. To vendor		ii. Shown on lib. Side
b.	Wrongly included in purchases A/c	Asset A/c Dr. To Purchases A/c	Deducted from purchases on debit side of Trad. A/c	Shown on assets side.
c.	Installation charges included in wages A/c	Asset A/c Dr. To Wages A/c	Deducted from wages on debit side of Trad. A/c	Added to the concerned asset on assets side.
d.	Depreciation on the above asset.	Depreciation A/c Dr. To Asset A/c	Debited to P & L A/c	Deducted from the asset on assets side.
19	Over/under valuation of stock:			
a.	Over valuation of Opening Stock.	Capital A/c Dr. To Op. Stock/Trad. A/c	The Difference is either deducted from op. stock or credited to Trading A/c	The Difference is deducted from capital on liabilities side.
b.	Under valuation of opening stock.	Op. stock/Trad. A/c Dr. To Capital A/c	The Difference is either added to op. stock or debited to Trading A/c	The difference is added to capital on liabilities side
c.	Over valuation of closing stock.	Trading A/c Dr. To Cost stock A/c	The Difference is either deducted from clo. Stock or debited to Trading A/c	The difference is added to closing stock.
20.	Personal use of business assets: Example- 25% of the use of business car is for personal purposes. Car exp. Rs. 2000 and deprecation Rs. 800	Drawings A/c Dr. 700 To Car Exp. A/c 500 To Car Dep. A/c 200	P & L A/c - To Car Exp. (2000×75%) 1500 To Car Dep. (800×75%) 600	i. Liab. Rs. 700 deducted from Cap. ii. Assets: Rs. 800 deducted from car.
21.	Cheque/B/R/ received from debtors:	Bank/B/R/ A/c Dr. To Debtor's A/c		Assets Side: i. Deducted from deb. ii. Added to Bank/B/R.
22.	Dishonour of Cheque/ B/R received from debtors	Debtor's A/c Dr. To Bank/B/R A/c	-	Assets Side: Add to debtor deducted from





				Bank.
23.	Dishonour of discounted/endorsed B/R	Debtor's A/c Dr. To Bank/Creditors'	-	i. Assets side : added to debtors ii. Deducted from bank on assets side/added to creditors on liabilities side.
24.	Discounting of a B/R due next year.	-	-	Liabilities side : shown below total in inner column as contingent liabilities.
25.	Deposit from debtor wrongly deducted from debtor's A/c	Debtor's A/c – Dr. To Deposit from debtors A/c	-	i. Assets side : Added to debtors. ii. Liabilities side : Added to creditors
26.	Settlement with creditors: Example: A creditor for Rs. 400 is settled at Rs. 320.	-	-	-
a.	If it is assumed that payment of Rs. 320 is recorded but discount is not recorded.	Creditors A/c Dr. 80 To Discount 80	P & L A/c: By Discount A/c 80	Liabilities side: Rs. 400 deducted from creditors.
b.	If it assumed that whole the transaction is omitted.	Creditors A/c Dr. 400 To Bank A/c 320 To Discount 80	P & L A/c: By Discount A/c 80	Liabilities side: Rs. 400 deducted from creditors. Asset side : Rs. 320 deducted from bank