



MODERN'S
abc
OF

ACCOUNTANCY

Class-XI

Dr. L.M. Prasad
Dr. Rakesh Kumar

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MODERN'S
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ACCOUNTANCY

CLASS-XI

PROJECT WORK INCLUDED

Strictly in accordance with the Latest Syllabus &
Guidelines issued by CBSE

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OUR OUTSTANDING PUBLICATION FOR CLASS XI

- ➔ **Modern's** abc of Business Studies
- ➔ **Modern's** abc of Economics
- ➔ **Modern's** abc of Mathematics
- ➔ **Modern's** abc of Computer Science C++

We are committed to serve students with best of our knowledge and resources. We have taken utmost care and paid much attention while editing and printing this book but we would beg to state that Authors and Publishers should not be held responsible for unintentional mistakes that might have crept in. However, errors brought to our notice shall be gratefully acknowledged and attended to.

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PREFACE

It gives us immense pleasure in presenting **Modern's abc of Accountancy for class XI**. It is a comprehensive book written in simple and lucid language with neat and logical presentation of subject matter. Written according to the latest CBSE Syllabus, it meets the requirements of Senior Secondary/Pre-degree students appearing for their board examination and also students preparing for different competitive examinations.

In this book, all possible efforts have been made to overcome the practical difficulties which students generally face during the preparation of accounts. Thus, all the details and concepts have been explained with sufficient examples.

Keeping in view the importance of tables in accountancy, all the chapters have been profusely illustrated with eye-catching tables which make the subject matter easily comprehensible for the students. The book has also been written keeping the latest trends of examinations in mind.

Above all, an attempt has been made to explain why an item should be treated in a particular manner. It has been done to remove ambiguity, if any, in interpreting and treating various accounting terms and also business transactions.

The book is thus, likely to suit the students of CBSE Accountancy class XI, the most.

Suggestions to improve the book will be highly appreciated and duly acknowledged.

—Authors





SYLLABUS

ACCOUNTANCY

Class-XI

One Paper 3 Hours 90 Marks

Units	Periods	Marks
Part A: Financial Accounting-I		
Unit 1. Theoretical Framework	25	15
Unit 2. Accounting Process and Special Accounting Treatment	95	35
	<u>120</u>	<u>50</u>
Part B: Financial Accounting-II		
Unit 3. Financial Statements of Sole Proprietorship: From Complete and Incomplete Records	40	15
Unit 4. Financial Statements of Not-for-Profit Organisations	30	15
Unit 5. Computers in Accounting	20	10
	<u>90</u>	<u>40</u>
Part C: Practical Work	30	10

Part A : Financial Accounting-I (50 Marks)

UNIT 1 : Theoretical Framework 25 Periods

Introduction to Accounting (11 Periods)

- Accounting-objectives, advantages and limitations, types of accounting information; users of accounting information and their needs.
- Basic accounting terms : business transaction, account, capital, drawings, liability (Non-current and current); asset (Non-current; tangible and intangible assets and current assets), receipts (capital and revenue), expenditure (capital, revenue and deferred), expense, income, profits, gains and losses, purchases, purchases returns, sales, sales returns, stock, trade receivables (debtors and bills receivable), trade payables (creditors and bills payable), goods, cost, vouchers, discount-trade and cash.

Theory Base of Accounting (14 Periods)

- Fundamental accounting assumptions : going concern, consistency, and accrual.
- Accounting principles : accounting entity, money measurement, accounting period, full disclosure, materiality, prudence, cost concept, matching concept and dual aspect.
- Bases of accounting-cash basis and accrual basis.
- Accounting Standards and IFRS (International Financial Reporting Standards) : Concept and Objectives.

UNIT 2 : Accounting Process and Special Accounting Treatment 95 Periods

Recording of Transactions (23 Periods)

- Accounting equation : analysis of transactions using accounting equation.
- Rules of debit and credit : for assets, liabilities, capital, revenue and expenses.
- Origin of transactions–source documents (invoice, cash memo, pay in slip, cheque), preparation of vouchers-cash (debit and credit) and non-cash (transfer).





- Books of original entry: format and recording–Journal.
- Cash Book : Simple, Cash Book, Cash Book with Discount Column and Cash Book with Bank and Discount Columns, Petty Cash Book.
- Other books : purchases book, sales book, purchases returns book, sales returns book and journal proper.

Preparation of Bank Reconciliation Statement, Ledger and Trial Balance

(23 Periods)

- Bank reconciliation statement : calculating bank balance at accounting date: need and preparation. Corrected cash book balance.
- Ledger-format, posting from journal, cash book and other special purpose books, balancing of accounts.
- Trial balance : objectives and preparation.
(Scope: Trial Balance with balance method only)

Depreciation, Provisions and Reserves

(16 Periods)

- Depreciation : concept need and factors affecting depreciation; methods of computation of depreciation : straight line method, written down value method (excluding change in method)
- Accounting treatment of depreciation : by charging to asset account, by creating provision for depreciation/accumulated depreciation account, treatment of disposal of asset.
- Provisions and reserves : concept, objectives and difference between provisions and reserves; types of reserves-revenue reserve, capital reserve, general reserve and specific reserves.

Accounting for Bills of Exchange

(16 Periods)

- Bills of exchange and promissory note : definition, features, parties, specimen and distinction.
- Important terms : term of bill, due date, days of grace, date of maturity, discounting of bill, endorsement of bill, bill sent for collection, dishonour of bill, noting of bill, retirement and renewal of a bill.
- Accounting treatment of bill transactions.

Rectification of Errors

(17 Periods)

- Errors : types-errors of omission, commission, principles, and compensating; their effect on Trial Balance.
- Detection and rectification of errors; preparation of suspense account.

Part B : Financial Accounting-II

(40 Marks)

UNIT 3 : Financial Statements of Sole Proprietorship: From Complete and Incomplete Records

(40 Periods)

- Financial Statements: objective and importance.
- Profit and loss account : gross profit, operating profit and net profit.
- Balance Sheet : need, grouping, marshalling of assets and liabilities.
- Adjustments in preparation of financial statements : with respect to closing stock, outstanding expenses, prepaid expenses, accrued income, income received in advance, depreciation, bad debts, provision for doubtful debts, provision for discount on debtors, manager's commission, abnormal loss, goods taken for personal use and goods distributed as free samples.





- Preparation of Trading and Profit and Loss Account and Balance Sheet of sole proprietorship.
- Incomplete records: use and limitations. Ascertainment of profit/loss by statement of affairs method.

UNIT 4 : Financial Statements of Not-for-Profit Organisations (30 Periods)

- Not-for-profit organizations : concept.
- Receipts and Payment account : features.
- Income and Expenditure account : features. Preparation of Income and Expenditure account and Balance Sheet from the given Receipts and Payments account with additional information.

Scope:

- (i) Adjustments in a question should not exceed 3 or 4 in number restricted to subscriptions, consumption of consumables, and sale of assets/old material.
- (ii) Entrance/admission fees and general donations are to be treated as revenue receipts.
- (iii) Trading Account of incidental activities is not to be prepared.

UNIT 5 : Computers in Accounting (20 Periods)

- Introduction to Computer and Accounting Information System (AIS): Introduction to computers (Elements, Capabilities, Limitations of Computer System).
- Introduction to operating software, utility software and application software. Introduction to Accounting Information System (AIS), as a part of MIS.
- Automation of Accounting Process. Meaning.
- Stages in automation (a) Accounting process in a computerised environment (Comparison between manual accounting process and Computerised accounting process.) (b) Sourcing of accounting Software (Kinds of software: readymade software; customised software and tailor-made software; Generic Considerations before sourcing accounting software.) (c) Creation of Account groups and hierarchy. (d) Generation of reports-Trial balance, Profit and Loss account and Balance Sheet.

Scope:

- The scope of the unit is to understand accounting as an information system for the generation of accounting information and preparation of accounting reports.
- It is presumed that the working knowledge of Tally software will be given to the students for the generation of accounting software. For this, the teachers may refer Chapter 4 of Class XII NCERT textbook on Computerised Accounting System.

Part C : Project Work (Any One) 10 Marks (30 Periods)

1. Collection of Source Documents, Preparation of Vouchers, Recording of Transactions with the help of vouchers.
2. Preparation of Bank Reconciliation Statement with the given cash book and the pass book with twenty to twenty-five transactions.
3. Comprehensive project starting with journal entries regarding any sole proprietorship business, posting them to the ledger and preparation of Trial Balance. The students will then prepare Trading and Profit and Loss Account on the basis of the prepared trial balance. Expenses, incomes and profit (loss) are to be depicted using pie chart/ bar diagram.





Suggested Question Paper Design

Accountancy (Code 055)

Class XI

Marks : 90

Duration : 3 hrs.

S. No.	Typology of Questions	Very Short Answer MCQ 1 Mark	Short Answer I 3 Marks	Short Answer II 4 Marks	Long Answer I 6 Marks	Long Answer II 8 Marks	Marks	%
1.	Remembering- (Knowledge based Simple recall questions, to know specific facts, terms, concepts, principles, or theories; Identify, define, or recite, information)	2	2	2	1	–	22	25
2.	Understanding- (Comprehension to be familiar with meaning and to understand conceptually, interpret, compare, contrast, explain, paraphrase, or interpret information)	–	1	–	2	1	23	25
3.	Application (Use abstract information in concrete situation, to apply knowledge to new situations; Use given content to interpret a situation, provide an example, or solve a problem)	–	–	1	1	1	18	20
4.	Higher Order Thinking Skills (Analysis & Synthesis– Classify, compare, contrast, or differentiate between different pieces of information; Organize and/or integrate unique pieces of information from a variety of sources)	2	2	1	1	–	18	20
5.	Evaluation (Appraise, judge and/or justify the value or worth of a decision or outcome, or to predict outcomes based on values)	2	1	1	–	–	9	10
	TOTAL	6×1=6	6×3=18	5×4=20	5×6=30	2×8=16	90(24) 100%	100



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