

## **PAPER:- GF-5P – BOOK KEEPING FOR ACCOUNTS**

*Learning Objective- To develop a conceptual understanding of Book Keeping for Accounts and their application in business with the use of computer skill.*

1. Introduction : Meaning, Definition, Objectives and Scope of Book Keeping, Accounting Concepts, Principles and Conventions, Accounting Terminology.
2. Books of Accounts: Basic Accounting Rules, Type of Accounts, Accounting Entries, Subsidiary books, Ledger and Preparation of Trial Balance.
3. Errors and their Rectification, Bank Reconciliation Statement.
4. Final Accounts of Profit making Entities: Trading Account, Profit and Loss Account and Balance Sheet, Adjustment Entries.
5. Final Accounts of Non-profit making Entities: Preparation of Receipt and Payment Account, Income and Expenditure Account.

*Learning Outcome: The student may able to understand the process of accounting and able to prepare financial statements of business with the help of computer skill.*

### **Suggested Books:**

1. Financial Accounting-R.L Gupta, V.K Gupta( Sultan Chand& Sons)
2. Modern Accountancy-A Mukharjee, M Hanif. (Tata Mc- Graw-Hill)
3. Fundamentals of Financial Accounting- Dr Ashok Sehgal, Dr Deepak Sehgal (TaxMann's)
4. Book Keeping and Accounts- Jain, Khandelwal Pareek( Ajmera Book Company)
5. Financial Accounting, R K Tailor, Ajmera Book company, Jaipur
6. Financial accounting Sharma, Shah, Mangal, RBD Publications