

ACHARYA NAGARJUNA UNIVERSITY :: NAGARJUNANAGAR-522 510

B.A.

Accountancy

Paper No.	Title	Internal Assessment	External Assessment	Maximum Marks	Total Marks	Time
	Accountancy-I					

**Part-II : ACCOUNTANCY-I
(Semester 1)**

UNIT-I : Introduction - Need for accounting - Definition of Accounting - Scope of Accounting - Book-Keeping and Accounting - Branches of Accounting Advantages and Limitations - Basic Accounting concepts and conventions - Accounting Process – Journalizing - Classification of Accounts - Interpretation of Balances on Ledger – Accounts – Preparation of Trial Balance.

UNIT-II : Practical system of Book-keeping - Subsidiary books - Cash Book - Types - Banking Transactions - posting from cash books - Petty Cash Book - Imprest system - Purchases Book - Sales Books Returns Inward Book - returns Outward Book – Bills receivable book – Bills payable book – Journal proper.

UNIT-III : Bank Reconciliation Statement

Need Reasons for difference between cash books and pass book balances – Problems with four able balance overdraft – problems with extracts – cash book and pass book – Ascertainment of correct cash book balance.

UNIT-IV : Bills of Exchange

Definition - Promissory note and bill of exchange - bills receivable and bills payable books - recording of bills transactions journal and ledger - books of drawer and acceptor - honor and dishonor of bills - renewal of bills - Retiring a bill under rebate - Accommodation bills.

UNIT-V

Final accounts of a sole trader – trial balance – capital and revenue expenditure and receipts – accounting concepts and conventions relating to final accounts – trading account, manufacturing account, profit and loss account and balance sheet – adjusting and closing entries.

