

Book keeping– the basis of accounting

Book keeping is the record-making phase of accounting which is concerned with the recording of financial transaction and events relating to business in a significant and orderly manner.

Book keeping should not be confused with accounting. Book keeping is the recording phase while accounting is concerned with the summarizing phase of an accounting system. The distinction between the two are as under.

Book keeping	Accounting
1. It is the recording phase of an accounting system.	1) It is the summarizing phase of an accounting system.
2. It is a primary stage and basis for accounting.	2) It is a secondary stage which begins where the book keeping process ends.
3. It is routine in nature and does not require any special skill or knowledge	3) It is analytical in nature and required special skill or knowledge.
4. It is done by junior staff called book-keepers.	4) It is done by senior staff called accountants.
5. It does not give the complete picture of the financial conditions of the business unit.	5) It gives the complete picture of the financial conditions of the business unit.

Types of accounting information

Accounting information can be categorized into following:

1. Information relating to profit or loss i.e. income statement. It shows the net result of business operations of a firm during a particular accounting period.
2. Information relating to financial position i.e. balance sheet. It shows assets on one side and capital & liabilities on the other side.
3. Schedules and notes forming part of balance sheet and income statement to give details of various items shown in Profit and loss statement and Balance sheet.

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RD Boyd



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Computer in Accounting 26 Accounting and Database System I Project Work II Appendix Dictionary of Accounting

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Introduction to Accounting 2 Basic Accounting Terms or Terminology 3 Theory Base of Accounting Accounting Principles Fundamental Assumptions or Concepts 4 Accounting Standards and IFRS 5 Double Entry System 6 Process and Bases of Accounting 7 Origin of Transactions Source Documents and Vouchers 8 Accounting Equation 9 Rules of Debit and Credit 10 Recording of Business Transactions Books of Original Entry Journal 11 Ledger 12 Special Purpose Subsidiary Books I Cash Book 13 Special Purpose Subsidiary Books II 14 Bank Reconciliation Statement 15 Trial Balance and Errors 16 Depreciation 17 Provisions and Reserves 18 Accounting for Bills of Exchange 19 Rectification of Errors 20 Capital and Revenue Expenditures and Receipts 21 Financial Statements Final Accounts Without Adjustment 22 Final Accounts With Adjustment 23 Accounts from Incomplete Records or Single Entry System UNIT Computer in Accounting 1 Introduction to Computer and Accounting Information System AIS 2 Applications of Computer in Accounting 3 Accounting and Database System Project Work Appendix Dictionary of Accounting

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Table of Contents Keeping Accountancy Notes 11th

1. Understanding the eBook Keeping Accountancy Notes 11th
 - The Rise of Digital Reading Keeping Accountancy Notes 11th
 - Advantages of eBooks Over Traditional Books
2. Identifying Keeping Accountancy Notes 11th
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Keeping Accountancy Notes 11th
 - User-Friendly Interface
4. Exploring eBook Recommendations from Keeping Accountancy Notes 11th
 - Personalized Recommendations
 - Keeping Accountancy Notes 11th User Reviews and Ratings

- Keeping Accountancy Notes 11th and Bestseller Lists
- 5. Accessing Keeping Accountancy Notes 11th Free and Paid eBooks
 - Keeping Accountancy Notes 11th Public Domain eBooks
 - Keeping Accountancy Notes 11th eBook Subscription Services
 - Keeping Accountancy Notes 11th Budget-Friendly Options
- 6. Navigating Keeping Accountancy Notes 11th eBook Formats
 - ePub, PDF, MOBI, and More
 - Keeping Accountancy Notes 11th Compatibility with Devices
 - Keeping Accountancy Notes 11th Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Keeping Accountancy Notes 11th
 - Highlighting and Note-Taking Keeping Accountancy Notes 11th
 - Interactive Elements Keeping Accountancy Notes 11th
- 8. Staying Engaged with Keeping Accountancy Notes 11th
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Keeping Accountancy Notes 11th
- 9. Balancing eBooks and Physical Books Keeping Accountancy Notes 11th
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Keeping Accountancy Notes 11th
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Keeping Accountancy Notes 11th
 - Setting Reading Goals Keeping Accountancy Notes 11th
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Keeping Accountancy Notes 11th
 - Fact-Checking eBook Content of Keeping Accountancy Notes 11th
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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