

## **ACCOUNTANCY (Code No. 055)**

**Class-XI**

### **PART A: FINANCIAL ACCOUNTING - I**

#### **Unit-2: Accounting Process**

##### **Topics Deleted**

##### **Bank Reconciliation Statement:**

- Bank Reconciliation Statement with Adjusted Cash Book

##### **Accounting for Bills of Exchange**

Retirement of bill

Renewal of bill

### **Part B: Financial Accounting - II**

#### **Unit 3: Financial Statements of Sole Proprietorship**

##### **Units/Topics**

##### **Incomplete Records**

Difference between accounts from incomplete records and Statement of Affairs.

Preparation of Trading, Profit and Loss account and Balance Sheet.

#### **Unit 4: Computers in Accounting**

##### **Units/Topics**

- Introduction to operating software, utility software and application software.  
Introduction to accounting information system (AIS) as a part of Management Information System.
- 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