

**CLASS XII**  
**SUBJECT – COMMERCE**  
**ACCOUNTANCY-II**

**PAPER-II**

**SEMESTER- I & II**

This paper will consist of three Parts as under:-

1. Theory Paper	Time 3 Hours	Max. Marks: 55 (Each Semester)
2. Practical	Times 1 Hour	Max. Marks: 20 (Only in 2nd Semester)
3. Internal Assessment		Max. Marks: 10 (Each Semester)

TOTAL MARKS - 55 +55 (Theory Semester I & II) + 20 (Practical only in semester - II) + 10 +10  
(Internal Assessment Semester I & II) =150 Marks

**STRUCTURE OF QUESTION PAPER (SEM I & II)**

1. Question Paper will have three Sections, A, B and C.
- 2.15 Questions will be set in the Question Paper.

**SECTION -A**

Question No 1-7 will be objective i.e very short answer type question.  
carrying one mark each.

**SECTION-B**

Question No: 8-11 will be very short answer type.

Questions carrying 2 marks each.

Out of these 5 Questions 3 Questions will be of theoretical nature and two will be numerical type.

Theoretical Questions are to be answered in 8-10 lines.

There is no line limit for Numerical Questions.

**SECTION-C**

Question No: 12 to 15 will be long answer type Questions with internal choice, carrying ten marks each.

Question No: 12 & 14 will be of numerical nature with internal choice.

In Question No: 13 & 15 there will be internal choice between numerical & theoretical questions.

3. The use of non- programmable simple calculator is allowed.

**CLASS-XII**  
**SUBJECT-COMMERCE**  
**ACCOUNTANCY -II**

**SYLLABUS- SEMESTER-I**

**UNIT 1:- ACCOUNTING FOR NOT-FOR-PROFIT ORGANIZATION.**

1. Meaning, Basic Concepts
2. Receipts and Payments: Meaning and Concept of Fund Based and Non Fund Based Accounting
3. Preparation of Income and Expenditure Account and Balance Sheet from Receipt and Payment Account with additional information

**UNIT 2: ACCOUNTING FOR PARTNERSHIP**

1. Nature of Partnership Firm, Partnership Deed (Meaning and Importance)
2. Final Account of Partnership: Fixed v/s Fluctuating Capital, Division of Profit among Partners (excluding guarantee) and past adjustments. Preparation of Profit and Loss Appropriation Account

**UNIT 3: RECONSTITUTION OF PARTNERSHIP**

1. Change in Profit Sharing Ratio among the existing Partners- Sacrificing Ratio and Gaining Ratio
2. Accounting for Revaluation of Assets and Liabilities and distribution of reserves and accumulated profits
3. Goodwill: Meaning, Nature, Factors affecting and Methods of Valuation.  
Average profits, Super profits and Capitalization Methods
4. Admission of a Partner:- Effect of Admission of Partner, change in Profit Sharing Ratio, Accounting Treatment of Goodwill (as per accounting standard 10). Revaluation of Assets and Liabilities, Reserves (Accumulated profits) and Adjustment of capitals
5. Retirement/ Death of a Partner:- Change in Profit Sharing Ratio, Accounting Treatment of Goodwill, Revaluation of Assets and Liabilities, Treatment of Accumulated Profits (Reserve), Adjustment of continuing P.capitals, Payment to Retiring Partner/ Deceased Partners.

**UNIT 4: DISSOLUTION OF PARTNERSHIP FIRM**

- Meaning and Various Modes of Dissolution of Partnership Firm, settlement of Accounts.  
Preparation of realization Account and related Accounts (excluding Piece Meal distribution, Sale to a Company and Insolvency of a Partner).

**ACCOUNTANCY-II**  
**SYLLABUS**  
**SEMESTER-II**  
**PART -I**

**UNIT 1:- ACCOUNTING FOR SHARE CAPITAL AND DEBENTURES**

1. Share Capital:- Meaning, Nature Types
2. Accounting for Share Capital:- Issue and Allotment of Equity and Prefer Shares, Over Subscription and under Subscription, Issue at Par Securities Premium and Discount, Calls in Advance, Calls in Arrears, Issue of Shares for Consideration other than cash.
3. Forfeiture of Shares:- Accounting Treatment Reissue of Forfeited Shares.
4. Presentation of Share Capital in Company's Balance Sheet
5. Issue of Debentures:- Meaning, Types of Debentures, Issue at Par, Premium and Discount, Issue of Debentures for Consideration other than cash, Debenture Issues as Collateral Security.
6. Redemption of Debentures:- Out of proceeds of fresh issue, Accumulated Profits and Sinking Fund.

**UNIT 2:- ANALYSIS OF FINANCIAL STATEMENTS**

1. Financial Statement of Company:- Balance Sheet of a Company in the prescribed form with major heading only ( schedule VI)
2. Financial Analysis:- Meaning, Significance and Purpose, Limitations.
3. Tools for Financial Analysis:- Comparative statements, Common Size Statement and Trend Analysis.
4. Accounting Ratio: - Meaning and Objectives Types.
5. Liquidity Ratio: - Current Ratio, Liquidity Ratio
6. Solvency Ratio: - Debt to Equity, Total Assets to Debt, Proprietary Ratio.
7. Activity Ratio: Inventory Turn over , Debtors Turnover, Creditors Turnover, Working Capital Turnover, Fixed Assets, Turnover, Currents Assets Turnover ratio.
- Profitability Ratio:- Gross Profit, Operating Profit ratio, Net Profit Ratio, Operating Ratio, Return on Investment, Earning Per Share, Dividend Per Share, Price Earning Ratio.

**UNIT 3:- STATEMENT OF CHANGES IN FINANCIAL POSITION**

- Cash Flow Statement: - Meaning and Objectives, Preparation, Adjustments relating to Depreciation, Dividend, Tax, Purchase and Sale of non current assets (as per revised standard issued by ICAI)

## **PART-II**

### **COMPUTERISED ACCOUNTING SYSTEM**

#### **UNIT 4:- OVERVIEW OF COMPUTERIZED ACCOUNTING SYSTEM**

1. Concepts and Types of Computerized Accounting System(CAS)
2. Features of a Computerized Accounting System
3. Structure of a Computerized Accounting System

#### **UNIT 5:-USING COMPUTERIZED ACCOUNTING SYSTEM**

1. Steps in installation of CAS, preparation of chart of accounts, codification and hierarchy of account heads.
2. Data entry, Data Validation and Data Verification.
3. Adjustment entries, preparation of financial statements, Closing Entries and Opening Entries.
4. Security of CAS and security features generally available in CAS (Student are expected to understand and practice the entire accounting process using an accounting package).

#### **UNIT 6:- ACCOUNTING USING DATA BASE MANAGEMENT SYSTEM(DBMS)**

1. Concepts of DBMS.
2. Objective in DBMS: Tables, Queries, Forms, Reports.
3. Creating data Tables for Accounting
4. Using queries, forms and reports for generating accounting information, Applications of DBMS in generating accounting information such as shareholders records, sale reports, customers profile, suppliers profile payroll, employees' profile and petty cash register.

#### **UNIT 7:-ACCOUNTING APPLICATION OF ELECTRONIC SPREAD SHEET**

1. Concept of an Electric Spread Sheet (ES).
2. Features offered by Electronic Spread Sheet.
3. Applications of Electronic Spread Sheet in generating accounting information, preparing Depreciation Schedule, Loan Repayment Schedule, Payroll Accounting and other such applications.