

④

Book-keeping

→ meaning → Keep - to put, रखना

Process of B.K.

E.g. →

→ recording of B.T. in books or A/c in systematic way

• Some rules must be followed while recording.

1) Identification of B.T.

→ ? is it measurable in money

→ ? Any written evidence / proof of B.T.

Ex. if we buy from shop, they give bill,

2) Initial recording of B.T.

→ in primary book - 'Journal' (Rep copy)

3) Classification of B.T.

→ after Journal it record in Ledger (Hakin)

⑤

Accounting

→ meaning - recording of B.T. & at the

Process

end prepare final A/c (report-card or mukhtaar of business) at the end of the year.

→ first three process of B.K. same

→ summarizing of B.T. → prepare final A/c (end result) of business

Parts of final A/c

① Trading & Profit & Loss A/c

→ meaning - it shows Profit/Loss of the year

② Balance sheet

→ meaning - it shows about Asset/Liability / Capital of business.