

- This is a guideline for covering the syllabus till your exams
- Allocated Hours per topic are ideal in nature, one can change the same as per the confidence and coverage required
- Remember Friends, Accounts preparation cannot be oral, it needs to be prepared along with question answer writing practice
- Almost 25% of the paper is allocated to theory questions, one should not ignore the theory of each of the chapters.
- Important links to support your preparation are given at the end of this planner.
- Take full advantage of of this planner and complete your exam with best of the marks.

## Resources

Cash Book

ICAI Module

MTP / RTP

- Jun. 2024
- Sept. 2024
- Jan. 2025

Practice  
Questions  
– MT Series

## TRACK YOUR PROGRESS

Topic Name	Ideal Hours	ICAI Chp. No. & Unit	Concept / Class	ICAI	MTP	RTP	Practice
Bank Reconciliation Statement	8	3					
Rectification of Errors	8	2 – U6					
Bill of Exchange	8	6					
Depreciation and Amortisation	12	5					
Inventories	8	4					
Preparation of Final Accounts of Sole Proprietors	20	7					
Financial Statements of Not-for-Profit Organisations	14	8					
Partnership Accounts	30	10					
Company Accounts	25	11					
Accounts from Incomplete Records	12	9					

## TOPICS WISE CONCEPTS TO BE COVERED

Sr. No.	Topic Name	Prepare
1.	Bank Reconciliation Statement	<ul style="list-style-type: none"> <li>☞ Types of balances</li> <li>☞ Process of reconciliation</li> <li>☞ Casting Error</li> <li>☞ Adjusted CashBook</li> </ul>
2.	Rectification of Errors	<ul style="list-style-type: none"> <li>☞ Before trial Balance</li> <li>☞ After trial balance</li> <li>☞ After Final Account</li> <li>☞ Types of Errors</li> </ul>
3.	Bill of Exchange	<ul style="list-style-type: none"> <li>☞ Trade bill                             <ul style="list-style-type: none"> <li>○ Books of Drawer</li> <li>○ Books of Drawee</li> <li>○ Retirement of Bill</li> <li>○ Renewal of Bill</li> </ul> </li> <li>☞ Accommodation Bills</li> </ul>
4.	Depreciation and Amortisation	<ul style="list-style-type: none"> <li>☞ Method of calculation                             <ul style="list-style-type: none"> <li>○ SLM</li> <li>○ WDV</li> <li>○ Sum of digits</li> <li>○ Machine Hour</li> <li>○ Depletion</li> </ul> </li> <li>☞ Methods of Accounting                             <ul style="list-style-type: none"> <li>○ Normal</li> <li>○ Provision for Depreciation</li> </ul> </li> <li>☞ Change in Depreciation</li> </ul>
5.	Inventories	<ul style="list-style-type: none"> <li>☞ Specific Identification Method</li> <li>☞ Retail Price Method</li> <li>☞ FIFO Method</li> <li>☞ LIFO Method</li> <li>☞ Weighted Average Method</li> <li>☞ Abnormal Transactions</li> <li>☞ Reconciliation of Inventory</li> </ul>
6.	Preparation of Final Accounts of Sole Proprietors	<ul style="list-style-type: none"> <li>☞ Formats - Manufacturing / Trading / P&amp;L / Balance Sheet</li> <li>☞ Adjusting Entries                             <ul style="list-style-type: none"> <li>○ Closing Stock</li> </ul> </li> </ul>

## TOPICS WISE CONCEPTS TO BE COVERED

Sr. No.	Topic Name	Prepare
		<ul style="list-style-type: none"> <li>○ Stock of Cons.</li> <li>○ Goods lost/ Distributed</li> <li>○ Outstanding or Prepaid Expenses</li> <li>○ Income Accrued or Pre- received</li> <li>○ Bad Debts</li> <li>○ Bad Debts Recovered</li> <li>○ Common Debtor &amp; Creditor</li> <li>○ Provision for bad debts</li> <li>○ Provision for Discount</li> <li>○ Managerial Comm.</li> <li>○ Depreciation</li> </ul>
6.	Financial Statements of Not-for-Profit Organisations	<ul style="list-style-type: none"> <li>☞ Formats                             <ul style="list-style-type: none"> <li>○ Receipt and Payment Account</li> <li>○ Income and Expenditure Account</li> <li>○ Balance sheet</li> </ul> </li> <li>☞ Adjustment                             <ul style="list-style-type: none"> <li>○ Donation/ grants</li> <li>○ Subscription</li> <li>○ Sale of Asset</li> <li>○ Sports Material/Stationery/Medicine etc</li> <li>○ Entrance fees</li> </ul> </li> <li>☞ Types of Questions                             <ul style="list-style-type: none"> <li>○ Prepare I/E / Balance Sheet</li> <li>○ Prepare I/E / R/P</li> <li>○ Prepare R/P &amp; Balance Sheet</li> <li>○ Prepare R/P / I/E / Balance Sheet</li> </ul> </li> </ul>
7.	Partnership Accounts	<ul style="list-style-type: none"> <li>☞ Provisions of Indian Partnership Act</li> <li>☞ P/L Appropriation Account</li> <li>☞ Profit Sharing Ratio</li> <li>☞ Goodwill                             <ul style="list-style-type: none"> <li>○ Valuation</li> <li>○ Accounting</li> </ul> </li> <li>☞ Revaluation of Assets/ Liability                             <ul style="list-style-type: none"> <li>○ Normal</li> <li>○ Memorandum</li> </ul> </li> </ul>

## TOPICS WISE CONCEPTS TO BE COVERED

Sr. No.	Topic Name	Prepare
		<ul style="list-style-type: none"> <li>☞ Reserves &amp; Surplus</li> <li>☞ Capital Re adjustment</li> <li>☞ JLP &amp; SLP</li> <li>☞ Admission of partner</li> <li>☞ Retirement / Death of Partner</li> <li>☞ Dissolution                             <ul style="list-style-type: none"> <li>○ One lot                                     <ul style="list-style-type: none"> <li>▪ Normal</li> <li>▪ Insolvency of partner</li> </ul> </li> <li>○ Piecemeal Distribution                                     <ul style="list-style-type: none"> <li>▪ Max loss Method</li> <li>▪ Surplus capital Method</li> </ul> </li> </ul> </li> </ul>
8.	Company Accounts	<ul style="list-style-type: none"> <li>☞ Provisions of company account</li> <li>☞ Securities premium</li> <li>☞ Issue, forfeiture/ reissue</li> <li>☞ Redemption of preference shares</li> <li>☞ Redemption of debentures</li> <li>☞ Bonus / Rights</li> </ul>
9.	Accounts from Incomplete Records	<ul style="list-style-type: none"> <li>☞ Format:                             <ul style="list-style-type: none"> <li>○ Opening Balance sheet</li> <li>○ Debtors account</li> <li>○ Creditors account</li> <li>○ Cash/ bank account</li> <li>○ Capital account</li> </ul> </li> </ul>

## Useful links - Practice with MT Series

Topics	Links
Practice with MT – Vol 1	<a href="#">CLICK HERE</a>
Practice with MT – Vol 2	<a href="#">CLICK HERE</a>
Short Bytes of Accounts	<a href="#">CLICK HERE</a>
ICAI Module Question Practice	<a href="#">CLICK HERE</a>
Accounts Theory Sessions	<a href="#">CLICK HERE</a>
Diwali Morning Sessions	<a href="#">CLICK HERE</a>