

K L UNIVERSITY
DEPARTMENT OF COMMERCE
B.Com (Honours) (Accounting & Finance)
VI - SEMESTER

Commerce Lab I (Accounting)

- Lab 1:** Documents required to start sole trader business - Accounting Vouchers – Invoices – Receipt Vouchers.
- Lab 2:** Preparation of Specimen of Vouchers and Documents – at least three Vouchers for different purposes.
- Lab 3:** Day book, Ledger of sole-trader, preparing similar books.
- Lab 4:** Subsidiary books,
- Lab 5:** Specimen of Cheque with MICR technology, Specimen of Debit and Credit cards. Collect loan application forms for short, medium and long term loans, Deposit forms and withdrawal forms of commercial banks and filling.
- Lab 6:** Application forms for opening a Fixed, Current and Savings Bank A/cs. specimen of Travellers Cheques / Gift cheques / Credit cheques, Cheque Books, pass books, bank statements, Demand draft.
- Lab 7:** Identification of differences between CB and PB. List customer services offered by atleast 2 banks of your choice. Visits to banks, insurance houses, warehouse, trade centers, companies and other business houses. Collection of BRS Statement.
- Lab 8:** Promissory notes, Bills of Exchange, Crossed cheques. Preparation of Bills of Exchange
- Lab 9:** Knowing the procedure of noting a Bill and necessary documents in case of dishonour and insolvency of Drawee
- Lab 10:** Trial Balance
- Lab 11:** Financial statements, and Annual Reports/Annual Accounts Reports of sole trading organization.
- Lab 12:** Analyzing and commenting on the liquidity and profitability.
- Lab 13:** Audit firm documents – finding frauds and errors
- Lab 14:** procedure followed by them in Auditing and rectifying errors in the books
- Lab 15:** Books of Consignment and discussion of their transactions.
- Lab 16:** Collecting Specimens of Proforma Invoice, Accounts Sales, Transport and ware-house documents,
- Lab 17:** Identifying 5 products cause Normal Loss. Documents required to claim compensation from Insurance company in case of Abnormal Loss. Knowing the Insurance formalities and Premium in case of Consignment.
- Lab 18:** Collection of partnership deed and prepare a simple partnership deed.
- Lab 19:** Books of Partnership firms (Admission – Retirement – Dissolution)
- Lab 20:** Formalities of registration of a company including documents. Collection of application form of a Company for shares and filling.
- Lab 21:** Memorandum of Association, Articles of Association and Prospectus of a company and deciding whether or not to Invest in the shares of that company recording reasons - Preparation of Model memorandum of association, articles of association and prospectus

Lab 22: institutional underwriters – Shares Certificate - Debentures - Demat Account Documents and formalities - Buying and selling of securities in Primary Market and Secondary Market

Lab 23: membership in organizations – procedure and documents

Lab 24: Receipts and Payments account – Income and Expenditure Account and B/S