



# Accounting and Book-keeping

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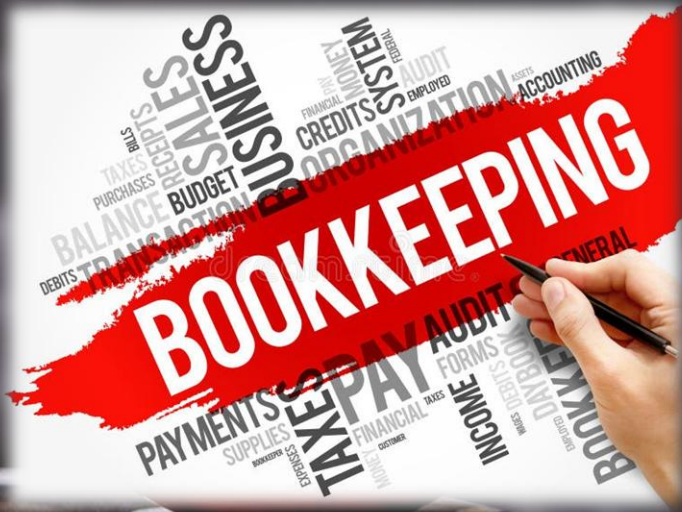


## What is Accounting & Book-keeping?

**Book-keeping** is the process of recording all financial transactions of a business on a daily basis. It includes sales, purchases, payments, receipts, and other monetary activities.

**Accounting** is the systematic process of summarizing, analyzing, interpreting, and reporting financial data based on the information gathered by book-keeping.

# Benefits of Accounting & Book-keeping



01

Maintains an accurate record of transactions

02

Simplifies tax filing and compliance

03

Supports financial planning and investment

04

Assesses business profitability and performance

# Process of Accounting & Book-keeping



**Identify transactions**  
Sales, purchases,  
payments, receipts,  
etc.



**Record entries**  
in books or software  
(cashbook, ledger, etc.)



**Classify transactions**  
into categories (income,  
expenses, assets,  
liabilities)



**Reconcile records**  
with bank  
statements



**Prepare trial balance**  
at period end

2018

2019

2020

2021

2022

**Post transactions**  
from book-keeping  
into accounting  
ledgers

**Adjust entries**  
for depreciation,  
accruals, and  
provisions

**Prepare financial  
statements**  
(Profit & Loss,  
Balance Sheet,  
Cash Flow)

**Analyze financial data**  
for trends, ratios,  
and performance  
indicators

**Report to stakeholders**  
business owners,  
investors, tax  
authorities

# Accounting and Book-keeping — Required Documents

## Other Supporting Documents

Inventory Statements, Details of advances given and received ,  
Debtors and Creditors List with balances,  
Any other relevant financial documents

## Legal & Statutory Documents

Agreements, Loan / Investment documents,  
Previous year's audited / unaudited financial  
statements

## Taxation Documents

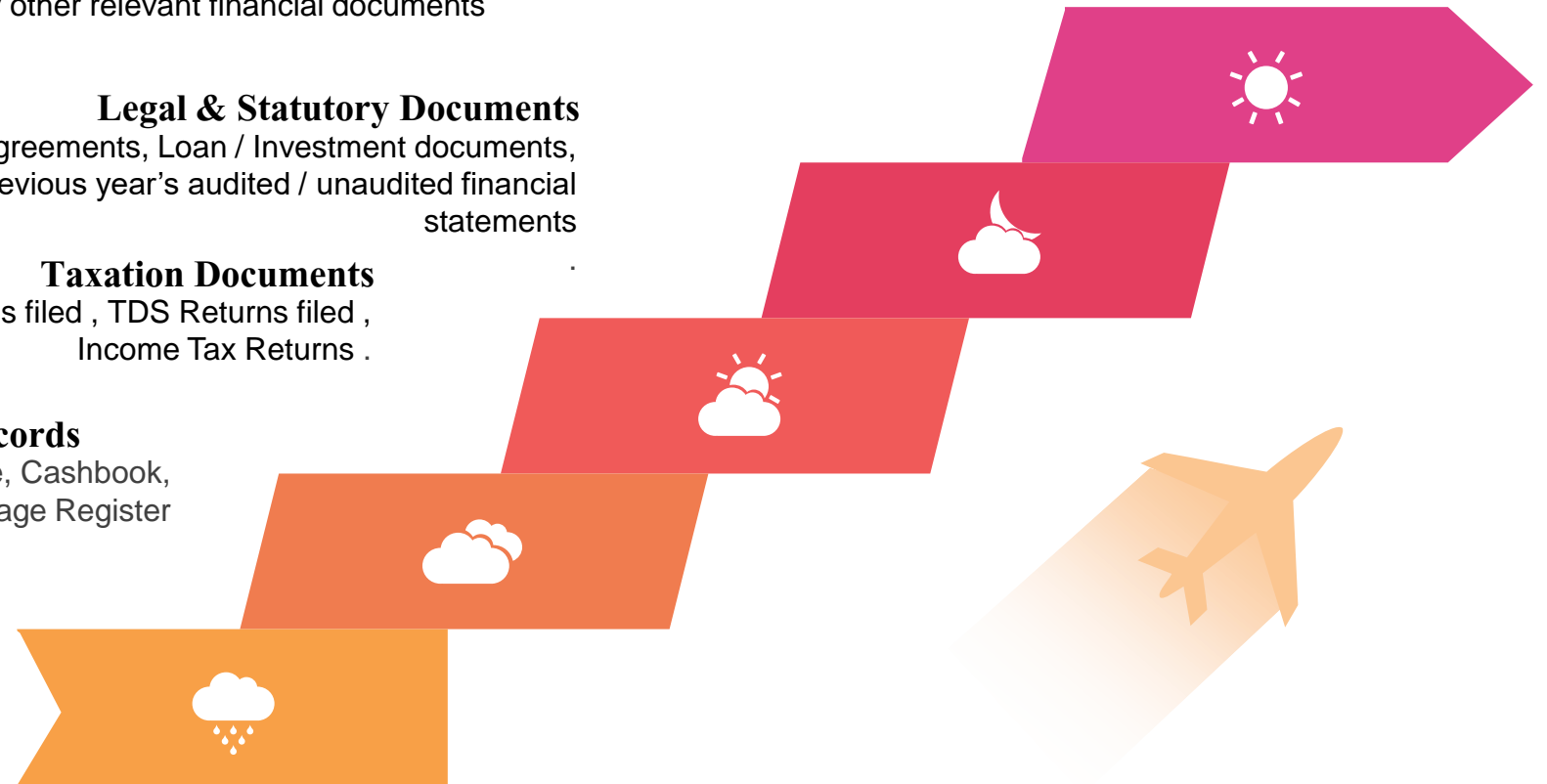
GST Returns filed , TDS Returns filed ,  
Income Tax Returns .

## Financial Records

Business Statement, Sales Invoice, Cashbook,  
Purchase Invoices , Salary and Wage Register

## Business Registration Documents

Certificate of Incorporation / Registration  
Partnership Deed (if applicable)  
PAN Card of the business  
GST Registration Certificate (if applicable)





THANK YOU  
PRIYA GROUP TEAM



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