

EXAM-DAY · 90-MIN REVISION CARD

Introduction to Accounting

Print this · Fold it · Carry to the exam-hall gate · Revise once · Then walk in.

FORMULAS & KEY RESULTS

Accounting process (in order):
IDENTIFY → MEASURE →
RECORD → CLASSIFY →
SUMMARISE → ANALYSE →
INTERPRET → COMMUNICATE

Accounting equation (preview):
Assets = Liabilities + Capital

Capital = Assets – Liabilities
(owner's claim on the business)

Profit = Revenue (income) –
Expenses

Expenditure = Capital
expenditure (long-term benefit,
asset) + Revenue expenditure
(current-period benefit,
expense)

Closing Capital = Opening
Capital + Additional Capital +
Profit – Drawings – Loss

Cost of goods sold = Opening
Stock + Purchases – Closing
Stock

Book-keeping c Accounting c
Accountancy (each contains the
previous)

Debtor = owes money TO the
business (asset); Creditor =
business owes money to HIM
(liability)

Trade discount = off list price,
NO entry; Cash discount = for
early payment, HAS an entry

TOP 5 PYQ PATTERNS

1 Define accounting and list the steps in the accounting process

4 marks · 80% of years

Define as identifying-measuring-recording-communicating of financial information, then list the 7-8 steps in order.

2 Users of accounting information (internal vs external)

4 marks · 85% of years

Two-bucket frame: 3 internal + 4 external, each with its specific need.

3 Any four objectives of accounting

4 marks · 70% of years

Record · Profit/Loss · Financial position · Information for decisions. One sentence each.

4 Define / identify basic accounting terms

3 marks · 90% of years

Crisp one-line definitions; watch capital=liability, debtor=asset, purchases=goods only.

5 Distinguish (book-keeping vs accounting / trade vs cash discount / expense vs expenditure)

3 marks · 60% of years

Basis-wise two-column points, never prose; close with an example.

90-MIN REVISION FLOW

0-15 min

Recite the 8-step accounting process out loud. Draw the Users tree (3 internal + 6 external) from memory.

15-35 min

Write crisp one-line definitions of the 20 basic terms. Self-check capital=liability, debtor=asset, drawings≠expense, purchases=goods only.

35-55 min

Write the 4 objectives + 4 advantages + 3 limitations as bullet points. Memorise the 4 qualitative characteristics.

55-70 min

Take the 15-MCQ Quick Drill under a 20-min timer.

70-85 min

Review wrong answers. Re-draw any distinction you got wrong (book-keeping vs accounting / trade vs cash discount).

85-90 min

Final flash: book-keeping c accounting c accountancy; Assets = Liabilities + Capital; trade discount has NO entry.

Confidence, not anxiety. You've practised this all year. Trust your steps. Don't change strategy on exam morning.
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