



GOVERNMENT OF TAMIL NADU

HIGHER SECONDARY SECOND YEAR

VOCATIONAL EDUCATION

Auditing

PRACTICAL

A publication under Free Textbook Programme of Government of Tamil Nadu

Department of School Education

Untouchability is Inhuman and a Crime

Government of Tamil Nadu

First Edition - 2019

Revised Edition - 2020

(Published under New Syllabus)

NOT FOR SALE

Content Creation



State Council of Educational Research
and Training

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Printing & Publishing



Tamil Nadu Textbook and Educational
Services Corporation

www.textbooksonline.tn.nic.in

OVERVIEW OF VOCATIONAL AUDITING PRACTICAL

Auditing Practical

Auditing is an independent examination of books of accounts, vouchers, documents, and statutory records of an organisation to ascertain whether the financial statements represent a true and fair view of the state of affairs of the business concern. The scope of the subject *Auditing Practical* involves examination of the system of accounting, checking the accuracy of transaction, verification of the assets and liabilities and ensuring the truthfulness and correctness of the items in Profit and Loss Account and Balance Sheet with a view to express an opinion thereon.

Auditing Practical is an important paper for Commerce students. This book explains basic concepts about auditing in a simple and easy to understand manner. The subject is explained with a practical approach by means of illustrations. All important concepts have been explained in detail with diagrams and flowcharts. Further, summarized form of advantages and limitations to important concepts has been given to make the students remember and recollect the points easily. At the end of each chapter, *summary* has been given to give a clear understanding to the students. A *Glossary* of the key terms used in the book is given at the end of the book.



HOW TO USE THE BOOK?

Objectives 	The book explains basic concepts about practical auditing in a simple and easy to understand manner.
Text Book	The book provides practical approach about the subject with detailed explanation.
Message Box	In depth and additional information are provided within boxes to provide a broad perspective about the subject.
Activity 	Students activity are suggested to acquire practical skill in the subject.
E Resources and QR Code:	E-Resources and QR Code provided in between the chapters which will enable the students to sharpen and enhance knowledge of the subject.
Summary	Summary has been given at the end of each chapter to facilitate easy capitulation.
Key Terms 	Key terms used in each chapter with brief explanation about the concepts are highlighted.
Points to Recall 	Outline of the previous chapter are recalled in Points to Recall at the beginning of next chapter.
Examples	The subject is explained with a practical approach by means of illustrations.

Diagrammatic Presentation	Diagrams, Flowcharts and tabular columns are used for the purpose of quick understanding.
Legal Decisions and Case Studies	Important legal decisions and case studies has been provided to acquire in-depth knowledge about the subject.
Glossary	Key terms used in the subject are arranged alphabetical order in English to Tamil language.
References	Reference books are suggested at the end of each chapter for students to acquire additional knowledge on the subject.



CAREER GUIDANCE AFTER +2



Commerce is that part of business which is concerned with exchange of goods and services and includes all those activities which directly or indirectly facilitate that exchange. With globalisation and digitalisation of economy the importance of commerce and finance has enhanced providing greater opportunities for students pursuing commerce subject.

DEGREE COURSES

- B.Com : Bachelor of Commerce
- B.Com : Bachelor of Commerce – Accounting and Finance
- B.Com : Bachelor of Commerce – Computer Applications
- B.Com : Bachelor of Commerce – Information Systems Management
- B.Com : Bachelor of Commerce – Honours
- B.Com : Bachelor of Commerce – Marketing Management
- B.Com : Bachelor of Commerce – Co-operation
- BCS : Bachelor of Corporate Secretaryship
- BBA : Bachelor of Business Administration
- BBM : Bachelor of Bank Management
- BMS : Bachelor of Management Science
- BBS : Bachelor of Business Studies
- BSW : Bachelor of Social Work
- BA : Bachelor of Arts - Economics

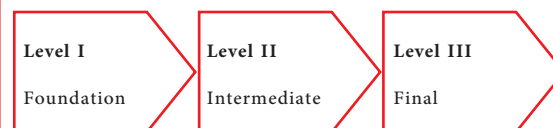
PROFESSIONAL COURSES

CHARTERED ACCOUNTANCY – CA

Chartered Accountancy deals with the management of money and provides financial advice. They maintain records of financial transactions which every organisation is required to keep by statute and also carry out company audits.

Education Pathway:

The Chartered Accountancy Course is regulated by the Institute of Chartered Accountants of India (ICAI) and exam is conducted in three stages.



Career Opportunities:

1. Independent Auditor
2. Accounts Manager / Executive
3. Finance Manager / Executive
4. Chief Financial Officer (CFO)
5. Financial Analyst
6. Financial Consultant
7. Financial Controller

PROFESSIONAL COURSES

COST AND MANAGEMENT ACCOUNTANT - CMA

Cost Accountant creates budgets to manage costs and maximise profitability of a company. They provide detailed cost information that management needs to control costs and further aids management to take decisions.

Education Pathway:

The Cost and Management Accountant Course is regulated by the Institute of Cost Accountants of India and exam is conducted in three stages.



Career Opportunities:

1. Cost and Management Accountant
2. Cost Controller
3. Cost Auditor

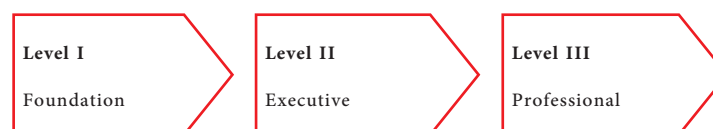
PROFESSIONAL COURSES

COMPANY SECRETARY - CS

Company Secretary is one of the principal officer of the company. They keep the company's records, complete tax returns, advise the Board of Directors of their legal obligations and ensure that companies comply with statutory legislation.

Education Pathway:

The Company Secretary Course is regulated by the Institute of Company Secretaries of India (ICSI) and exam is conducted in three stages.



Career Opportunities:

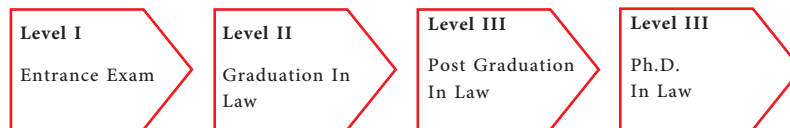
1. Company Secretary
2. Legal Advisor
3. Corporate Policymaker
4. Administrative Officer

PROFESSIONAL COURSES

CORPORATE LAWYERS

Corporate lawyers undertake all legal processes related to the formation, operation and governance of a corporation. They are responsible for all aspects of corporate law practice.

Education Pathway:



Career Opportunities:

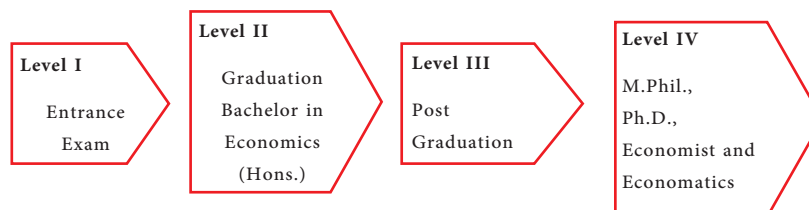
1. Lawyer
2. Legal Advisor
3. Legal Consultant

PROFESSIONAL COURSES

ECONOMIST

Economist provides advice and practical information that will aid managerial planning and decision-making tasks. They analyse and interpret complicated numerical and financial information.

Education Pathway:



Career Opportunities:

1. Economist
2. Analyst
3. Research Associate

PROFESSIONAL COURSES

ACTUARY

Actuarial Science is a course that uses mathematics and statistics to determine risks in sectors like insurance, finance and other relevant fields. The Institute of Actuaries of India (IAI) is the Government body responsible for actuarial education in India.

Education Pathway:

Level I

Any Graduate Degree

Level II

Certification from Institute of Actuaries of India

Career Opportunities:

1. Chief Actuary
2. Analyst
3. Intern
4. Associate

POST GRADUATION COURSES

- M.Com : Master of Commerce
- MBA : Master of Business Administration
- MMS : Master of Management Science
- MSW : Master of Social Work
- MCS : Master of Corporate Secretaryship

INTERNATIONAL COURSES

- CMA : Certified Management Accountant
- CPA : Certified Public Accountant
- ACCA : Association of Chartered Certified Accountants
- CFA : Chartered Financial Analyst

AFTER POST GRADUATION COURSES

- B.Ed., M.Ed.,
- M. Phil
- Ph.D.

Career Opportunities:

1. Post graduate teacher
2. Assistant professor of College/Univesity in India/Foriegn Countries
3. Research Associate in Univesity in India/Foriegn Countries

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E-book



Assessment



DIGI links



Lets use the QR code in the text books ! How ?

- Download the QR code scanner from the Google PlayStore/ Apple App Store into your smartphone
- Open the QR code scanner application
- Once the scanner button in the application is clicked, camera opens and then bring it closer to the QR code in the text book.
- Once the camera detects the QR code, a url appears in the screen.Click the url and goto the content page.

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