

RECORDING OF TRANSACTIONS – II

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Question 1: Briefly state how the cash book is both journal and a ledger?

ANSWER:

Transactions are recorded directly from source documents in the Cash Book, so there is no need to record transactions in the Journal book. Further, on the basis of the cash transactions recorded in the Cash Book, cash and bank balances can be determined, and so there is no need to prepare cash account (which is a part of ledger) separately. Thus, the Cash Book serves the purpose of both Journal as well as ledger.

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Question 2: What is the purpose of contra entry?

ANSWER:

Contra entry represents deposits or withdrawals of cash from bank or vice versa. The purpose of contra entry is to indicate the transactions that effect both cash and bank balances. This entry does not affect the financial positions of a business. A contra entry is recorded in both sides of a two column Cash Book and is denoted by 'C' in the ledger folio column.

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Question 3: What are special purpose books?

ANSWER:

Business transactions are large in number and difficult to record; so, journal is sub-divided for quick, efficient and accurate recording of the business transactions. Special purpose books like, sales book and purchases book are maintained for those transactions that are routine and repetitive in nature. Recording through these books is economical and enables division of work among accountants.

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Question 4: What is petty cash book? How it is prepared?

ANSWER:

Petty Cash Book is used for recording payment of petty expenses, which are of smaller denominations like postage, stationery, conveyance, refreshment, etc. Person who maintains petty cash book is known as petty cashier and these small expenses are termed as petty expenses.

It is prepared by two methods:

- 1. Ordinary system:** In this case, a fixed sum of money is paid to petty cashier for the payment of petty expenses and after spending the whole amount, the account is submitted by the petty cashier to the main cashier.
- 2. Imprest system:** In this case, a fixed sum of the money is given to the petty cashier in the beginning of a period and at the end of the period the amount spent by him is reimbursed, so that he has a fixed amount in the beginning of every new period.

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Question 5: Explain the meaning of posting of journal entries?

ANSWER:

Posting is the process of transferring the business transactions from Journal to ledgers.

Every transaction is first recorded in the Journal and subsequently transferred to their respective accounts.

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Question 6: Define the purpose of maintaining subsidiary journal.

ANSWER:

The process of accounting starts from identification of financial and non-financial events. Financial events are first recorded in a Journal. A small business has lesser number of transactions and thereby it may be possible to record these transactions through Journal entry. However, on the contrary, as the business grows, there will be voluminous number of transactions and the firm may experience difficulty, thereby it becomes tedious to record through Journal entry. Thus, in order to save time and effort, it is recommended to sub-divide Journal. Sub-division of Journal provides scope for division of work. This leads to the improvement of efficiency and effectiveness and infuses higher degree of accountability to the accountants for the specific subsidiary Journal assigned to them. The purposes of maintaining subsidiary Journal are given below.

1. It saves time and efforts in recording.
2. It enables division of work, leading to an enhancement of efficiency and effectiveness, as particular accountant takes care of particular books.
3. It also makes each accountant more responsible and accountable for the books assigned to them.
4. It records routine and repetitive transactions at one place, which leads to easy accessibility of information and hassle-free communication.

Question 7: Write the difference between return inwards and return outwards.

ANSWER:

Basis of Difference	Return Inwards	Return Outwards
Meaning	Goods sold to the customers, are returned by them.	Goods purchased are returned to the suppliers.
Balance	It has debit balance.	It has credit balance.
Treatment	It is deducted from Sales in the Trading Account.	It is deducted from Purchases in the Trading Account.
Issued	Credit note is prepared by the seller.	Debit note is prepared by the buyer.
Reduction	It reduces the payment from the Debtors.	It reduces the payment made to the Creditors.
Term	It is also termed as Sales Returns.	It is also termed as Purchases Returns.

Question 8: What do you understand by ledger folio?

ANSWER:

Ledger folio is a page number of an account in ledger that is written in the L.F. column of a journal format. In journal entry, ledger folio number is written corresponding to the name of the account in the L.F. column. It helps in easy locating of the account in the ledger book. It reduces the time in recording and rechecking.

Question 9: What is difference between trade discount and cash discount?

ANSWER:

Basis of Difference	Trade Discount	Cash Discount
Meaning	It is allowed when goods are purchase or sold.	It is allowed at the time of payment.
Recording in books	It is recorded in invoice/bill but not in the books.	It is recorded in the discount column of the Cash Book's debit side, if allowed, and credit side, if received.
Purpose	It is allowed to increase sale.	It is allowed for earlier payment.
Deduction	It is deducted from the price-list of the goods.	It is not deducted from the price-list of the goods.

Question 10: Write the process of preparing ledger from a journal.

ANSWER:

The process of preparing ledger from Journal can be explained with the help of an example. Let us suppose that machinery is purchased from Mr. X, so, the journal entry will be:

Machinery A/c Dr.

To Mr. X Account

In this example, Machinery Account is debited and Mr. X Account is credited. Let us understand the process of preparing ledger from the journal entry.

Account which is debited in the entry:

Step 1: Identify the account in ledger that is debited, i.e., 'Machinery Account'.

Step 2: Enter date in the debit side of the 'Machinery Account' in the 'Date' column.

Step 3: Enter the name of the account as 'Mr. X Account' (which is credited in the entry) in the 'Particulars' column in the debit side of the Machinery Account.

Step 4: Enter the page number of the journal, where the entry is recorded in the 'J.F.' (journal folio) column.

Step 5: Post the corresponding amount in the 'Amount' column, which is recorded against 'Machinery Account' in the journal entry.

Account which is credited in entry:

Step 1: Identify the account in ledger that is credited, i.e., 'Mr. X Account'.

Step 2: Enter date in the credit side of 'Mr. X Account' in the 'Date' column.

Step 3: Enter the name of the account as 'Machinery Account' (which is debited in the entry) in the 'Particulars' column in the credit side of the 'Machinery Account'.

Step 4: Enter the page number of the journal where the entry is recorded in the 'J.F.' (journal folio) column.

Step 5: Post the corresponding amount in the 'Amount' column, which is recorded against 'Mr. X Account' in the journal entry.

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Question 11: What do you understand by Imprest amount in petty cash book?

ANSWER:

Imprest amount is an amount of money given by the main cashier to the petty cashier in the beginning of a period. At the end of the period, the amount spent by the petty cashier gets reimbursed in such a manner, that he has the same amount of cash in hand in the beginning of next period. For example, if the main cashier gives an impress amount of Rs 1,000 to the petty cashier on April 01, 2011 and at the end of the month the petty expenses amount to be Rs 850, which is spent by the petty cashier during the month. In this case, Rs 850 will be reimbursed, so, that on May 01, 2011, the petty cashier will have Rs 1,000 at his disposable to meet petty expenses for the next month.

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Question 1: Explain the need for drawing up the special purpose books.

ANSWER:

The needs for drawing up the special purpose book are given below.

1. **Quick and efficient recording:** It is a time consuming process to record all the transactions in a journal. If there are separate books, then recording of transactions can be done more efficiently and timely. So, the need of special purpose book arises.
2. **Repetitive nature:** In every business, some transactions are similar and repetitive in nature. It will be more convenient to record all similar transactions at one place. For example, all credit sales transactions are recorded in the Sales Book.
3. **Economical:** It is more economical as recording through the special purpose books saves time and also enhances the efficiency of accountants and clerks.

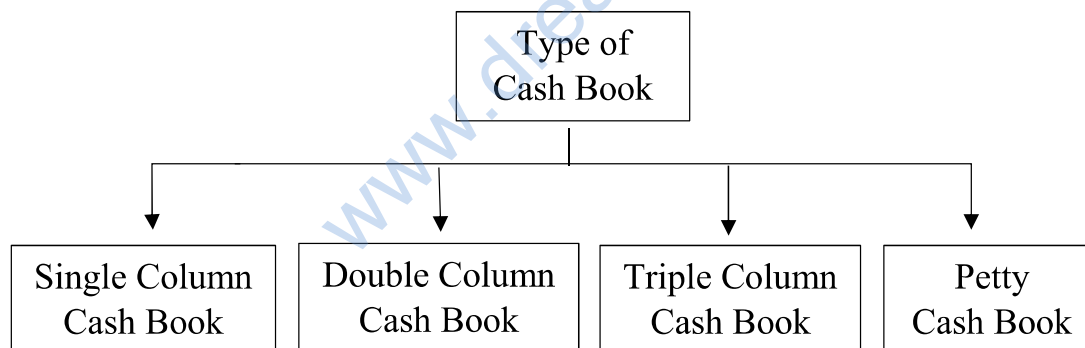
4. **Easy posting:** If similar transactions are recorded at one place, posting becomes easier.
5. **Complete information at one place:** All information related to purchases, sales, cash receipts, payments, etc. are easily and hassle-free available.

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Question 2: What is cash book? Explain the types of cash book.

ANSWER:

Cash Book is a book of original entry. It records all transactions related to receipts and payments of cash and deposits in and withdrawals from a bank in a chronological order. In the debit side of the cash book, the cash receipts are recorded in the cash column while all deposits into bank account are recorded in the bank column. On the contrary, in the credit side of the cash book, all cash payments are recorded in the cash column, while all payments through cheques are recorded in the bank column. Usually, it is prepared on monthly basis. Cash book also serves the purpose of principle book (i.e. cash account and bank account).



1. **Single Column Cash Book:** A single column Cash Book contains one column of amount on both sides, i.e., one in the debit side and other in the credit side. In the single column Cash Book, only cash transactions

are recorded. In the debit side of the Cash Book, all cash receipts are recorded, while in the credit side all cash payments are recorded.

2. **Double Column Cash Book:** A double column Cash Book contains two columns of amount, namely cash column and bank column on both sides. In the cash column of Cash Book, all cash receipts and payments are recorded, according to the rule of Real Accounts. All deposits either in cash or through cheques into the bank account of the business are debited in the bank column and all withdrawals of cash and payments through cheques are credited in the bank column.

Cash Book

Dr.

Cr.

Date	Particulars	L.F.	Cash Rs	Bank Rs	Date	Particulars	L.F.	Cash Rs	Bank Rs
	Cash	(C)		–		Bank	(C)	–	

3. **Triple Column Cash Book:** In a triple column Cash Book, there are three columns of amount namely, cash, bank and discount. Discount allowed and discount received are recorded in the discount column. While in the debit side, discount allowed is recorded along with the receipts, either in cash or through cheque; whereas, in the credit side, discount received is recorded, along with the payments made either in cash or by issuing cheques.
4. **Petty Cash Book:** This book is used for recording payment of petty expenses, which are of smaller denominations like, postage, stationery, conveyance, refreshment, etc. is known as Petty Cash Book.

Question 3: What is contra entry? How can you deal this entry while preparing double column cash book?

ANSWER:

The transaction that is entered in either sides of the double column or three column cash book, affecting both cash and the bank balances concomitantly is called contra entry. These entries result in increase in cash balances and decrease in bank balances or vice versa. In other words, a debit of bank account leads to a credit of cash account and a credit of bank account leads to a debit of cash account. For example, Rs 200 cash deposited into bank. This transaction increases the bank amount on one hand; whereas, on the other hand reduces the cash balance. In this entry, in the debit side of the cash book, 'Cash' will be recorded with a balance of Rs 200 in the bank column and in the credit side of the cash book, 'Bank' will be recorded with a balance of Rs 200 in the cash column. This entry is a contra entry as it affects both cash and bank balance together. The contra entries are denoted by 'C'.

Some transactions that lead to contra entry are given below.

1. Opening a bank account
2. Depositing cash into bank
3. Withdrawal from bank

These transactions are recorded in a double column Cash Book as done below.

Cash Book

Dr.					Cr.				
Date	Particulars	L.F.	Cash Rs	Bank Rs	Date	Particulars	L.F.	Cash Rs	Bank Rs
	Cash	(C)		-		Bank	(C)	-	

Advantages of Petty Cash Book:

Simple method: Recording of transactions in a petty cash book is easy. In an analytical Petty Cash Book, there exists separate heads for different petty expenses, which makes recording much easier. Recording in a Petty Cash Book does **not** require formal knowledge of accounting principles and techniques.

Time saving: Recording in Petty Cash Book saves time and efforts of the chief cashier.

Efficient control: At the end of a period, Petty Cash Book is audited by the main cashier, so frauds and errors are less probable.

Convenient handling: Recording in Petty Cash Book is convenient, as entries are to be recorded under separate heads, which makes posting easier and quicker.

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Question 5: Describe the advantages of sub-dividing the Journal.

ANSWER:

The advantages of sub division of Journal are given below.

1. **Division of work:** The lack of sub-division of Journal may lead to chaos and confusions, if large numbers of transactions are to be recorded through Journal entry by more than one accountant. There will be more inflexibility and lack of accountability among the accountants. Sub-division of Journal into Subsidiary Books facilitates division of work. Sub-division enables different accountants to work on different books. This will **not** only avoid confusions but also enhance the sense of accountability among the accountants.

2. **Time saving:** The art of recording through subsidiary book is time efficient and more effective as compared to recording through Journal entries.
3. **Prompt information:** The transactions of similar nature are recorded in a particular Subsidiary Book. This acts as a ready source to access information quicker than through Journal entry.
4. **Creates Accountability:** Sub-division of Journal entrusts accountants with higher degree of responsibility and accountability for maintaining subsidiary book that are assigned to them.
5. **Easy checking:** In case discrepancies or errors arise, they can be easily located and rectified, as lesser number of transactions is recorded in a Subsidiary Book than in a Journal.
6. **Specialisation:** The accountability, responsibility and division of work together enhance the specialisation of each accountant. This is because, routine and repetitive tasks are performed by each accountant.

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Question 6: What do you understand by balancing of account?

ANSWER:

Accounts are prepared on weekly, fortnightly, monthly, quarterly or on daily basis. At the end of each period they are balanced. The balancing of the accounts is done in the manner given below.

1. The totals of the debit and credit of an account is calculated, to ascertain which one of them is higher.
2. The higher figure among debit and credit side is written in the grand total cell on both sides of the account, i.e., in debit and in credit side.

3. The next step is to ascertain the difference between the debit total and the credit total. This difference is called 'Closing Balance' or 'Balance carried down', and is denoted by 'Balance c/d'.
4. The 'Balance c/d' will be shown either in the debit or credit side, whichever totals up into lower amount.
5. If 'Balance c/d' is written in the debit side, then the balance is called 'Credit balance'. On the other hand, if 'Balance c/d' is written in the credit side, then the balance is called 'Debit Balance'.
6. On closing the account, 'Balance c/d' is brought forward to the subsequent period, and it is written as 'Balance b/d'.

Usually, the closing balances of real and personal accounts are forwarded to the next period by this manner. For nominal accounts, steps 1 to 3 remain same and they are closed by transferring the closing balances either to Trading Account or to Profit and Loss Account.

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Question 1: Enter the following transactions in a simple cash book for December 2016:

		Rs
01	Cash in hand	12,000
05	Cash received from Bhanu	4,000
07	Rent Paid	2,000
10	Purchased goods Murari for cash	6,000
15	Sold goods for cash	9,000

18	Purchase stationery	300
22	Cash paid to Rahul on account	2,000
28	Paid salary	1,000
30	Paid rent	500

ANSWER:

Cash Book

Dr.				Cr.			
Date	Particulars	L.F.	Amount Rs	Date	Particulars	L.F.	Amount Rs
2016				2016			
Dec.01	Balance b/d		12,000	Dec.07	Rent		2,000
Dec.05	Bhanu		4,000	Dec.10	Purchases		6,000
Dec.15	Sales		9,000	Dec.18	Stationery		300
				Dec.22	Rahul		2,000
				Dec.28	Salaries		1,000
				Dec.30	Rent		500
				Dec.31	Balance c/d		13,200
			25,000				25,000

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Question 2: Record the following transaction in simple cash book for November 2016.

	Rs
01 Cash in hand	12,500
04 Cash paid to Hari	600
07 Purchased goods	800
12 Cash received from Amit	1,960

16	Sold goods for cash	800
20	Paid to Manish	590
25	Paid cartage	100
31	Paid salary	1,000

ANSWER:

Cash Book

Dr.				Cr.			
Date	Particulars	L.F.	Amount Rs	Date	Particulars	L.F.	Amount Rs
2016				2016			
Nov.01	Balance b/d		12,500	Nov.04	Hari		600
Nov.12	Amit		1,960	Nov.07	Purchases		800
Nov.16	Sales		800	Nov.20	Manish		590
				Nov.25	Cartage		100
				Nov.30*	Salaries		1,000
				Nov.30*	Balance c/d		12,170
			15,260				15,260

* **Note:** There is a misprint in the question as there is a transaction on November 31, which is not possible as there are only 30 days in the month of November.

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Question 3: Enter the following transaction in Simple cash book for December 2017:

	Rs
01 Cash in hand	7,750
06 Paid to Sonu	45
08 Purchased goods	600
15 Received cash from Parkash	960
20 Cash sales	500
25 Paid to S. Kumar	1,200
30 Paid rent	600

ANSWER:

Cash Book

Dr.				Cr.			
Date	Particulars	L.F.	Amount Rs	Date	Particulars	L.F.	Amount Rs
2017				2017			
Dec.01	Balance b/d		7,750	Dec.06	Sonu		45
Dec.15	Prakash		960	Dec.08	Purchases		600
Dec.20	Sales		500	Dec.25	S. Kumar		1,200
				Dec.30	Rent		600
				Dec.31	Balance c/d		6,765
			9,210				9,210

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Question 4: Record the following transactions in a bank column cash book for December 2016:

	Rs
01 Started business with cash	80,000

04	Deposited in bank	50,000
10	Received cash from Rahul	1,000
15	Bought goods for cash	8,000
22	Bought goods by cheque	10,000
25	Paid to Shyam by cash	20,000
30	Drew from Bank for office use	2,000
31	Rent paid by cheque	1,000

ANSWER:

Cash Book

Dr.					Cr.				
Date	Particulars	L.F.	Cash Rs	Bank Rs	Date	Particulars	L.F.	Cash Rs	Bank Rs
2016					2016				
Dec.01	Capital		80,000		Dec.04	Bank	C	50,000	
Dec.04	Cash	C		50,000	Dec.15	Purchases		8,000	
Dec.10	Rahul		1,000		Dec.22	Purchases			10,000
Dec.30	Bank	C	2,000		Dec.25	Shyam		20,000	
					Dec.30	Cash	C		2,000
					Dec.31	Rent			1,000
					Dec.31	Balance c/d		5,000	37,000
			83,000	50,000				83,000	50,000

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Question 5: Prepare a double column cash book with the help of following information for December 2016:

	Rs
01 Started business with cash	1,20,000

03	Cash paid into bank	50,000
05	Purchased goods from Sushmita	20,000
06	Sold goods to Dinker and received a cheque	20,000
10	Paid to Sushmita cash	20,000
14	Cheque received on December 06, 2010 deposited into bank	
18	Sold goods to Rani	12,000
20	Cartage paid in cash	500
22	Received cash from Rani	12,000
27	Commission received	5,000
30	Drew cash for personal use	2,000

ANSWER:

Cash Book

Dr.					Cr.				
Date	Particulars	L.F.	Cash Rs	Bank Rs	Date	Particulars	L.F.	Cash Rs	Bank Rs
2016					2016				
Dec.01	Capital		1,20,000		Dec.03	Bank	C	50,000	
Dec.03	Cash	C		50,000	Dec.10	Sushmita		20,000	
Dec.06	Dinker		20,000		Dec.14	Bank	C	20,000	
Dec.14	Cash	C		20,000	Dec.20	Cartage		500	
Dec.22	Rani		12,000		Dec.30	Drawings	C	2,000	
Dec.27	Commission		5,000		Dec.31	Balance c/d		64,500	70,000
			<u>1,57,000</u>	<u>70,000</u>				<u>1,57,000</u>	<u>70,000</u>

Question 6: Enter the following transactions in double column cash book of M/s Ambica Traders for July 2017:

	Rs
01 Commenced business with cash	50,000
03 Opened bank account with ICICI	30,000
05 Purchased goods for cash	10,000
10 Purchased office machine for cash	5,000
15 Sales goods on credit from Rohan and received cheque	7,000
18 Cash sales	8,000
20 Rohan's cheque deposited into bank	
22 Paid cartage by cheque	500
25 Cash withdrawn for personal use	2,000
30 Paid rent by cheque	1,000

ANSWER:

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Books of M/s. Ambika Traders

Cash Book

Dr.

Cr.

Date	Particulars	L.F.	Cash Rs	Bank Rs	Date	Particulars	L.F.	Cash Rs	Bank Rs
2017					2017				
Jul.01	Capital		50,000		Jul.03	Bank	C	30,000	
Jul.03	Cash	C		30,000	Jul.05	Purchases		10,000	
Jul.15	Rohan		7,000		Jul.10	Office Machine		5,000	
Jul.18	Sales		8,000		Jul.20	Bank	C	7,000	
Jul.20	Cash	C		7,000	Jul.22	Cartage			500
					Jul.25	Drawings		2,000	
					Jul.30	Rent			1,000
					Jul.30	Balance c/d		11,000	35,500
			65,000	37,000				65,000	37,000

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Question 7: Prepare double column cash book from the following information for July 2017:

	Rs
01 Cash in hand	7,500
Bank overdraft	3,500
03 Paid wages	200
05 Cash sales	7,000
10 Cash deposited into bank	4,000

15	Goods purchased and paid by cheque	2,000
20	Paid rent	500
25	Drew from bank for personal use	400
30	Salary paid	1,000

ANSWER:

Cash Book

Dr.					Cr.				
Date	Particulars	L.F.	Cash Rs	Bank Rs	Date	Particulars	L.F.	Cash Rs	Bank Rs
2017					2017				
Jul.01	Balance b/d		7,500		Jul.01	Balance b/d (Overdraft)			3,500
Jul.05	Sales		7,000		Jul.03	Wages		200	
Jul.10	Cash	C		4,000	Jul.10	Bank	C	4,000	
					Jul.15	Purchases			2,000
					Jul.20	Rent		500	
					Jul.25	Drawings			400
					Jul.30	Salaries		1,000	
Jul.30	Balance c/d (Over draft)			1,900	Jul.30	Balance c/d		8,800	
			14,500	5,900				14,500	5,900

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Question 8: Enter the following transaction in a double column cash book of M/s Mohit Traders for January 2017:

	Rs
01 Cash in hand	3,500
Bank overdraft	2,300
03 Goods purchased for cash	1,200

05	Paid wages	200
10	Cash sales	8,000
15	Deposited into bank	6,000
22	Sold goods for cheque which was deposited into bank same day	2,000
25	Paid rent by cheque	1,200
28	Drew from bank for personal use	1,000
31	Bought goods by cheque	1,000

ANSWER:

Books of M/s. Mohit Traders

Cash Book

Dr.					Cr.				
Date	Particulars	L.F.	Cash Rs	Bank Rs	Date	Particulars	L.F.	Cash Rs	Bank Rs
2017					2017				
Jan.01	Balance b/d		3,500		Jan.01	Balance b/d (overdraft)			2,300
Jan.10	Sales		8,000		Jan.03	Purchases		1,200	
Jan.15	Cash	C		6,000	Jan.05	Wages		200	
Jan.22	Sales			2,000	Jan.15	Bank	C	6,000	
					Jan.25	Rent			1,200
					Jan.28	Drawings			1,000
					Jan.31	Purchases			1,000
					Jan.31	Balance c/d		4,100	2,500
			11,500	8,000				11,500	8,000

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Question 9: Prepare double column cash book from the following transactions for the year August 2017:

	Rs
01 Cash in hand	17,500
Cash at bank	5,000
03 Purchased goods for cash	3,000
05 Received cheque from Jasmeet	10,000
08 Sold goods for cash	7,000
10 Jasmeet's cheque deposited into bank	
12 Purchased goods and paid by cheque	20,000
15 Paid establishment expenses through bank	1,000
18 Cash sales	7,000
20 Deposited into bank	10,000
24 Paid trade expenses	500
27 Received commission by cheque	6,000
29 Paid Rent	2,000
30 Withdrew cash for personal use	1,200
31 Salary paid	6,000

ANSWER:

[[S]]

Cash Book

Dr.					Cr.				
Date	Particulars	L.F.	Cash Rs	Bank Rs	Date	Particulars	L.F.	Cash Rs	Bank Rs
2017					2017				
Aug.01	Balance b/d		17,500	5,000	Aug.03	Purchases		3,000	
Aug.05	Jasmeet		10,000		Aug.10	Bank	C	10,000	
Aug.08	Sales		7,000		Aug.12	Purchases			20,000
						Establishment			
Aug. 10	Cash	C		10,000	Aug.15	Expenses			1,000
Aug.18	Sales		7,000		Aug.20	Bank	C	10,000	
Aug.20	Cash	C		10,000	Aug.24	Trade Expenses		500	
Aug.27	Commission			6,000	Aug.29	Rent		2,000	
					Aug.30	Drawings		1,200	
					Aug.31	Salaries		6,000	
					Aug.31	Balance c/d		8,800	10,000
			41,500	31,000				41,500	31,000

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Question 10: M/s Ruchi trader started their cash book with the following balances on July 2017: cash in hand Rs 1,354 and balance in bank current account Rs 7,560. He had the following transaction in the month of July, 2017:

	Rs
03 Cash sales	2,300
05 Purchased goods, paid by cheque	6,000
08 Cash sales	10,000
12 Paid trade expenses	700
15 Sales goods, received cheque (deposited same day)	20,000

18	Purchased motor car paid by cheque	15,000
20	Cheque received from Manisha (deposited same day)	10,000
22	Cash Sales	7,000
25	Manisha's cheque returned dishonoured	
28	Paid Rent	2,000
29	Paid telephone expenses by cheque	500
31	Cash withdrawn for personal use	2,000

Prepare bank column cash book

ANSWER:

**Books of M/s. Ruchi Trader
Cash Book**

Dr.					Cr.				
Date	Particulars	L.F.	Cash Rs	Bank Rs	Date	Particulars	L.F.	Cash Rs	Bank Rs
2017					2017				
Jul.01	Balance b/d		1,354	7,560	Jul.05	Purchases			6,000
Jul.03	Sales		2,300		Jul.12	Trade Expenses		700	
Jul.08	Sales		10,000		Jul.18	Motor Car			15,000
Jul.15	Sales			20,000	Jul.25	Manisha (Dishonour)			10,000
Jul.20	Manisha			10,000	Jul.28	Rent		2,000	
Jul.22	Sales		7,000		Jul.29	Telephone Expenses			500
					Jul.31	Drawings		2,000	
					Jul.31	Balance c/d		15,954	6,060
			20,654	37,560				20,654	37,560

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Question 11: Prepare petty cash book from the following transactions.
The imprest amount is Rs 2,000.

**January
2017**

Rs

01	Paid cartage	50
02	STD charges	40
02	Bus fare	20
03	Postage	30
04	Refreshment for employees	80
06	Courier charges	30
08	Refreshment of customer	50
10	Cartage	35
15	Taxi fare to manager	70
18	Stationery	65
20	Bus fare	10
22	Fax charges	30
25	Telegrams charges	35
27	Postage stamps	200
29	Repair on furniture	105
30	Laundry expenses	115
31	Miscellaneous expenses	100

ANSWER:

Petty Cash Book

Amount Received Rs	Date 2017	Particulars	Voucher No.	Amount Paid Rs	Analysis of Payments					
					Telephone Telegram	Post.	Convey.	Refreshment	Cartage	Misc.
2,000	Jan.01	Cash								
	Jan.01	Cartage		50					50	
	Jan.02	STD charges		40	40					

Jan.02	Bus Fare	20			20			
Jan.03	Postage	30		30				
Jan.04	Refreshment for Employees	80				80		
Jan.06	Courier charges	30		30				
Jan.08	Refreshment of customer	50				50		
Jan.10	Cartage	35					35	
Jan.15	Taxi Fare to Manager	70			70			
Jan.18	Stationery	65						65
Jan.20	Bus Fare	10			10			
Jan.22	Fax Charges	30	30					
Jan.25	Telegram Charges	35	35					
Jan.27	Postage stamps	200		200				
Jan.29	Repair to Furniture	105						105
Jan.30	Laundry Expense	115						115
Jan.31	Miscellaneous Expenses	100						100
		1,065	105	260	100	130	85	385
Jan.31	Balance c/d	935						
		2,000						
		935						
Feb.01	Balance b/d							
Feb.01	Cash	1,065						

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Question 12: Record the following transactions during the week ending January. 30, 2017 with a weekly imprest Rs 500

	Rs
24 Stationery	100
25 Bus fare	12
25 Cartage	40
26 Taxi fare	80
27 Wages to casual labour	90
29 Postage	80

ANSWER:

Petty Cash Book

Amount Received Rs	Date	Particulars	Voucher No.	Amount Paid Rs	Analysis of Payments				
					Stationery	Convey.	Cartage	Post.	Misc.
500	2017 Jan.24	Cash							
	Jan.24	Stationery		100	100				
	Jan.25	Bus Fare		12		12			
	Jan.25	Cartage		40			40		
	Jan.26	Taxi Fare		80		80			
	Jan.27	Wages to Casual labour		90					90
	Jan.29	Postage		80				80	
				402	100	92	40	80	90
	Jan.30	Balance c/d		98					
	2017			500					
98	Jan.31	Balance b/d							
402	Jan.31	Cash							

Page No 156:

Question 13: Enter the following transactions in the Purchase Journal (Book) of M/s Gupta Traders of July 2017:

- 01 Bought from Rahul Traders as per invoice no. 20041
- 40 Registers @ Rs 60 each
 - 80 Gel Pens @ Rs 15 each
 - 50 note books @ Rs 20 each
 - Trade discount 10%.
- 15 Bought from Global Stationers as per invoice no. 1132
- 40 Ink Pads @ Rs 8 each
 - 50 Files @ Rs 10 each
 - 20 Color Books @ Rs 20 each
 - Trade Discount 5%
- 23 Purchased from Lamba Furniture as per invoice no. 3201
- 2 Chairs @ 600 per chair
 - 1 Table @ 1,000 per table
- 25 Bought from Mumbai Traders as per invoice no. 1111
- 10 Paper Rim @ Rs 100 per rim
 - 400 drawing Sheets @ Rs 3 each
 - 20 Packet waters colour @ Rs 40 per packet

ANSWER:

Books of M/s. Gupta Traders

Purchases Book

Date	Name of Supplier (Accounts to be credited)	Invoice No.	L.F.	Details (₹)	Amount (₹)
2017					
July 01	Rahul Traders	20041			
	40 Registers @ ₹60 each			2,400	
	80 Gel Pens @ ₹15 each			1,200	
	50 Note Books @ ₹20 each			1,000	
				4,600	
	<i>Less: Trade Discount 10%</i>			(460)	4,140
July 15	Global Stationeries	1132			
	40 Ink Pads @ ₹ 8 each			320	
	50 Files @ ₹10 each			500	
	20 Colour Books @ ₹20 each			400	
				1,220	
	<i>Less: Trade discount 5%</i>			(61)	1,159
July 25	Mumbai Traders	1111			
	10 Paper Rim @ ₹100 each			1,000	
	400 Drawing Sheet @ ₹ 3 each			1,200	
	20 Packet Water Colour @ ₹40 per pack			800	3,000
	Purchases Account				8299

Note: Furniture purchased from Lamba Traders will not be recorded in the Purchases Book as furniture is not to be considered as goods for the M/s Gupta Trader. This is because as per the transactions M/s. Gupta traders deals in stationery and not in furniture.

Note: Slight change in the Performa of subsidiary book is done. Here 'Details' column has been added in Purchase Book.

Page No 157:

Question 14: Enter the following transactions in sales (journal) book of M/s. Bansal electronics:

2014

September

- 01 Sold to Amit Traders as per bill no.4321
 - 20 Pocket Radio @ 70 per Radio
 - 2, T.V. set, B&W.(6") @ 800 Per T.V.
- 10. Sold to Arun Electronics as per bill no.4351
 - 5 T.V. sets (20") B&W @ Rs 3,000 per T.V.
 - 2 T.V. sets (21") Colour @ Rs 4,800 per T.V.
- 22 Sold to Handa Electronics as per bill no.4,399
 - 10 Tape recorders @ Rs 600 each
 - 5 Walkman @ Rs 300 each
- 28 Sold to Harish Trader as per bill no.4430
 - 10 Mixer Juicer Grinder @ Rs 800 each.

ANSWER:

Books of M/s. Bansal Electronics
Sales Book

Date	Name of the Customer (Accounts to be debited)	Invoice No.	L.F.	Details (₹)	Amount (₹)
Sept.01	Amit Traders 20 Pocket Radio @ ₹70 Per Radio 2 T.V. Set, B&W (6") @ ₹800 per T.V.	4321		1,400 1,600	3,000
Sept.10	Arun Electronics 5 T.V. sets (20") B&W @ ₹3,000 per T.V. 2 T.V. sets (21") Colour @ ₹4,800 per T.V.	4351		15,000 9,600	24,600
Sept.22	Handa Electronics 10 Tape Recorders @ ₹600 each 5 Walkman @ ₹300 each	4399		6,000 1,500	7,500
Sept.28	Harish Traders 10 Mixer Juicer Grinder @ ₹800 each	4430		8,000	8,000
	Sales Account				43,100

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Question 15: Prepare a purchases return (journal) book from the following transactions for April 2017.

	Rs
05 Returned goods to M/s Kartik Traders	1,200

- 10 Goods returned to Sahil Pvt. Ltd. 2,500
- 17 Goods returned to M/s Kohinoor Traders for list price Rs 2,000 less 10% trade discount.
- 28 Return outwards to M/s Handa Traders 550

ANSWER:

Purchases Return Book				
Date	Name of Supplier (Account to be debited)	Debit Note No.	L.F.	Amount (₹)
2017				
Apr. 05	M/s Kartik Traders			1,200
Apr. 10	Sahil Pvt. Ltd.			2,500
Apr. 17	M/s Kohinoor Trader			
	<i>List Price</i>	2,000		
	<i>Less: 10% Trade discount</i>	(200)		1,800
Apr. 28	M/s Handa Traders			550
Purchases Return Account				6,050

Note: As per the book total of Purchases Return Book is given as ₹6,150 however, the answer is coming out to be as ₹6,050

Question 16: Prepare Return Inward Journal (Book) from the following transactions of M/s Bansal Electronics for July 2017:

2017

July

	Rs
04 M/s Gupta Traders returned the goods	1,500
10 Goods returned from M/s Harish Traders	800
18 M/s Rahul Traders returned the goods not as per specifications	1,200
28 Goods returned from Sushil Traders	1,000

ANSWER:

Sales Return Book

Date	Name of Customer (Account to be credited)	Credit Note No.	L.F.	Amount (₹)
2017				
Jul.04	M/s Gupta Traders			1,500
Jul.10	M/s Harish Traders			800
Jul.18	M/s Rahul Traders			1,200
Jul.28	Sushil Traders			1,000
Sales Return Account				4,500

Question 17: Prepare proper subsidiary books and post them to the ledger from the following transactions for the month of February 2017:

2017

February

	Rs
01 Goods sold to Sachin	5,000
04 Purchase from Kushal Traders	2,480
06 Sold goods to Manish Traders	2,100
07 Sachin returned goods	600
08 Returns to Kushal Traders	280
10 Sold to Mukesh	3,300
14 Purchased from Kunal Traders	5,200
15 Furniture purchased from Tarun	3,200
17 Bought of Naresh	4,060
20 Return to Kunal Traders	200
22 Return inwards from Mukesh	250
24 Purchased goods from Kirit & Co. for list price of	5,700
<i>less</i> 10% trade discount	
25 Sold to Shri Chand goods	6,600
<i>less</i> 5% trade discount	
26 Sold to Ramesh Brothers	4,000

28 Return outwards to Kirit and Co.

1,000

less 10% trade discount

28 Ramesh Brothers returned goods Rs 500.

ANSWER:

Journal

Purchases Book

Date	Name of Supplier (Accounts to be credited)	Invoice No.	L.F.	Amount (₹)
2017				
Feb.04	Kushal Traders			2,480
Feb.14	Kunal Traders			5,200
Feb.17	Naresh			4,060
Feb.24	Kirit and Co.			
	<i>Less: Trade Discount 10%</i>			5,130
Purchases Account				16,870

Sales Book

Date	Name of Customer (Accounts to be debited)	Invoice No.	L.F.	Amount (₹)
2017				
Feb. 01	Sachin			5,000
Feb.06	Manish Traders			2,100
Feb.10	Mukesh			3,300
Feb.25	Shri Chand			
	<i>Less: 5% Trade Discount</i>			6,270
Feb.26	Ramesh Brothers			4,000
Sales Account				20,670

Sales Return Book

Date	Name of Customer (Accounts to be credited)	Credit Note	L.F.	Amount (₹)
2017				
Feb.07	Sachin			600
Feb.22	Mukesh			250
Feb.28	Ramesh Brothers			500
Sales Return Account				1,350

Purchases Return Book

Date	Name of Supplier (Accounts to be debited)	Debit Note	L.F.	Amount (₹)
2017				
Feb.08	Kushal Traders			280
Feb.20	Kunal Traders			200
Feb.28	Kirit and Co.			
	<i>Less: 10% Trade Discount</i>			900
Purchases Return A/c				1,380

Journal Proper

Date	Particulars	L.F.	Debit Amount (₹)	Credit Amount (₹)
2017 Feb.15	Furniture A/c To Tarun (Furniture purchased from Tarun)	Dr.	3,200	3,200

Ledger

Purchases Account

Dr.

Cr.

Date	Particulars	J.F.	Amount (₹)	Date	Particulars	J.F.	Amount (₹)
2017 Feb.28	Sundries as per Purchases Book		16,870	2017 Feb.28	Balance c/d		16,870
			16,870				16,870

Sales Account

Dr.

Cr.

Date	Particulars	J.F.	Amount (₹)	Date	Particulars	J.F.	Amount (₹)
2017 Feb.28	Balance c/d		20,670	2017 Feb.28	Sundries as per Sales Book		20,670
			20,670				20,670

Sales Return Account

Dr.

Cr.

Date	Particulars	J.F.	Amount (₹)	Date	Particulars	J.F.	Amount (₹)
2017 Feb.28	Sundries as per Sales Return Book		1,350	2017 Feb.28	Balance c/d		1,350
			1,350				1,350

Manish Traders' Account

Dr.				Cr.				
Date	Particulars	J.F.	Amount (₹)	Date	Particulars	J.F.	Amount (₹)	
2017 Feb.06	Sales		2,100	2017 Feb.28	Balance c/d		2,100	
			2,100					2,100

Mukesh's Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount (₹)	Date	Particulars	J.F.	Amount (₹)
2017 Feb.10	Sales		3,300	2017 Feb.22	Sales Return		250
			3,300	Feb.28	Balance c/d		3,050
							3,300

Kunal Traders' Account

Dr.				Cr.				
Date	Particulars	J.F.	Amount (₹)	Date	Particulars	J.F.	Amount (₹)	
2017 Feb.20	Purchase Return		200	2017 Feb.14	Purchases		5,200	
Feb.28	Balance c/d		5,000					5,200
			5,200					

Kirit & Co. Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount (₹)	Date	Particulars	J.F.	Amount (₹)
2017 Feb.28	Purchases Return		900	2017 Feb.24	Purchases		5,130
Feb.28	Balance c/d		4,230				5,130
			5,130				5,130

Shri Chand & Co. Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount (₹)	Date	Particulars	J.F.	Amount (₹)
2017 Feb.25	Sales		6,270	2017 Feb.28	Balance c/d		6,270
			6,270				6,270

Ramesh's Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount (₹)	Date	Particulars	J.F.	Amount (₹)
2017 Feb.26	Sales		4,000	2017 Feb.28	Sales Return		500
			4,000	Feb.28	Balance c/d		3,500
							4,000

Question 18: The following balances of ledger of M/s Marble Traders on April 01, 2017

	Rs
Cash in hand	6,000
Cash at bank	12,000
Bills receivable	7,000
Ramesh (Cr.)	3,000
Stock (Goods)	5,400
Bills payable	2,000
Rahul (Dr.)	9,700
Himanshu (Dr.)	10,000

Transactions during the month were:

April	Rs
01 Goods sold to Manish	3,000
02 Purchased goods from Ramesh	8,000
03 Received cash from Rahul in full settlement	9,200
05 Cash received from Himanshu on account	4,000
06 paid to Remesh by cheque	6,000
08 Rent paid by cheque	1,200
10 Cash received from manish	3,000
12 Cash sales	6,000
14 Goods returned to Ramesh	1,000

15	Cash paid to Ramesh in full settlement	3,700
	Discount received	300
18	Goods sold to Kushal	10,000
20	Paid trade expenses	200
21	Drew for personal use	1,000
22	Goods return from Kushal	1,200
24	Cash received from Kushal	6,000
26	Paid for stationery	100
27	Postage charges	60
28	Salary Paid	2,500
29	Goods purchased from Sheetal Traders	7,000
30	Sold goods to Kirit	6,000
	Goods purchased from Handa Traders	5,000

Journalise the above transactions and post them to the ledger.

ANSWER:

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Books of M/s. Marble Traders

Journal

Date	Particulars	L.F.	Debit Amount Rs	Credit Amount Rs
2017	Cash A/c	Dr.	6,000	
Apr.01	Bank A/c	Dr.	12,000	
	Bills Receivable A/c	Dr.	7,000	
	Stock A/c	Dr.	5,400	
	Rahul's A/c	Dr.	9,700	
	Himanshu A/c	Dr.	10,000	
	To Ramesh's A/c			3,000
	To Bills Payable A/c			2,000
	To Capital A/c (Balancing figure)			45,100
	(Balance brought from last year)			
Apr.01	Manish	Dr.	3,000	
	To Sales A/c			3,000
	(Goods sold to Manish)			
Apr.02	Purchases A/c	Dr.	8,000	
	To Ramesh			8,000
	(Goods purchased from Ramesh)			
Apr.03	Cash A/c	Dr.	9,200	
	Discount Allowed A/c	Dr.	500	
	To Rahul			9,700
	(Cash received from Rahul and discount allowed)			
Apr. 05	Cash A/c	Dr.	4,000	
	To Himanshu			4,000
	(Cash received from Himanshu)			
Apr.06	Ramesh	Dr.	6,000	
	To Bank A/c			6,000
	(Cheque issued to Ramesh)			

Apr. 08	Rent A/c To Bank A/c (Rent paid by cheque)	Dr.	1,200	1,200
Apr.10	Cash A/c To Manish (Cash received from Manish)	Dr.	3,000	3,000
Apr.12	Cash A/c To Sales A/c (Goods sold for cash)	Dr.	6,000	6,000
Apr.14	Ramesh To Purchases Return A/c (Goods returned to Ramesh)	Dr.	1,000	1,000
Apr.15	Ramesh To Cash A/c To Discount Received A/c (Cash paid to Ramesh and discount received)	Dr.	4,000	3,700 300
Apr.18	Kushal To Sales A/c (Goods sold to Kushal)	Dr.	10,000	10,000
Apr.20	Trade Expenses A/c To Cash A/c (Trade expenses paid)	Dr.	200	200
Apr.21	Drawings A/c To Cash A/c (Cash withdrawn for personal use)	Dr.	1,000	1,000
Apr.22	Sales Return A/c To Kushal (Kushal returned goods)	Dr.	1,200	1,200

Apr.24	Cash A/c To Kushal (Cash received from Kushal)	Dr.	6,000	6,000
Apr.26	Stationery A/c To Cash A/c (Stationery paid)	Dr.	100	100
Apr.27	Postages A/c To Cash A/c (Postage charges paid)	Dr.	60	60
Apr.28	Salaries A/c To Cash A/c (Salary paid)	Dr.	2,500	2,500
Apr.29	Purchases A/c To Sheetal Traders (Goods purchased from Sheetal Traders)	Dr.	7,000	7,000
Apr.30	Kirit To Sales A/c (Goods sold to Kirit)	Dr.	6,000	6,000
Apr.30	Purchases A/c To Handa Traders (Goods purchased from Handa Traders)	Dr.	5,000	5,000
	Total		1,35,060	1,35,060

Stock Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017 Apr.01	Balance b/d		5,400	2017 Apr.30	Balance c/d		5,400
			5,400				5,400
			5,400				5,400

Rahul's Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017 Apr.01	Balance b/d		9,700	2017 Apr.03	Cash		9,200
			9,700	Apr.03	Discount Allowed		500
			9,700				9,700
			9,700				9,700

Himanshu's Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017 Apr.01	Balance b/d		10,000	2017 Apr.05	Cash		4,000
			10,000	Apr.30	Balance c/d		6,000
			10,000				10,000
			10,000				10,000

Sales Return Account

Dr.

Cr.

Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017 Apr.22	Kushal		1,200	2017 Apr.30	Balance c/d		1,200
			1,200				1,200

Stationery Account

Dr.

Cr.

Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017 Apr.26	Cash		100	2017 Apr.30	Balance c/d		100
			100				100

Postages Account

Dr.

Cr.

Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017 Apr.27	Cash		60	2017 Apr.30	Balance c/d		60
			60				60

Salaries Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017 Apr.28	Cash		2,500	2017 Apr.30	Balance c/d		2,500
			2,500				2,500

Sheetal Trader's Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017 Apr.30	Balance c/d		7,000	2017 Apr.29	Purchases		7,000
			7,000				7,000

Handa Trader's Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017 Apr.30	Balance c/d		5,000	2017 Apr.30	Purchases		5,000
			5,000				5,000

Purchases Return Account**Dr.****Cr.**

Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017 Apr.30	Balance c/d		1,000	2017 Apr.14	Ramesh		1,000
			1,000				1,000

Kirit's Account**Dr****Cr.**

Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017 Apr.30	Sales		6,000	2017 Apr.30	Balance c/d		6,000
			6,000				6,000

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