

**Short Answers for NCERT Accountancy Solutions Class 11 Chapter 4****1. Briefly state how the cash book is both journal and a ledger?**

Cash book functions as journal because it is the original book of entry where all transactions are first recorded just like a journal and it functions as a ledger as it records the credit and debit cash transactions of a company without the need of a separate cash account.

**2. What are special purpose books?**

Special purpose books are subsidiary books that can record business transactions. In a business, transactions become large in number and difficult to record in a single journal. Hence, journal is sub-divided for quick, efficient and accurate recording of all the transactions. Examples of Special purpose books are cash book, sales book and purchases book.

**3. What is the purpose of contra entry?**

Contra entry are those entries that impact both debit and credit side in accounting based on the situation. For example if a debit entry is recorded in an account, similar credit entry must be recorded. The purpose of contra entry is to indicate the transactions that effect both cash and bank balances. These transactions have no impact on the financial position of the business and are denoted by the letter C in the L.F. column.

**4. Explain the meaning of posting of journal entries?**

Posting is the process of transferring the journal entries into their respective ledgers. Every transaction is first recorded in the journal and then subsequently transferred to their respective ledger accounts.

## 5. What is petty cash book? How it is prepared?

Petty Cash Book is used for recording payment of small expenses such as postage, stationery, conveyance, refreshment, etc. These expenses are repetitive in nature. Recording such expenses in cash book will make it cumbersome. The person who maintains petty cash book is known as a petty cashier and these small expenses are termed as petty expenses.

It is prepared by two methods:

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

## 6. Write the difference between return inwards and return outwards.

Basis of Comparison	Return Inwards	Return Outwards
Meaning	Goods returned to business by their customers	Goods purchased by business are returned to the suppliers.
Balance	It has debit balance.	It has credit balance.
Treatment	Deducted from Sales in the Trading Account.	Deducted from Purchases in the Trading Account.
Issued	Credit note is prepared by the seller.	Debit note is prepared by the buyer.
Reduction	Reduces the payment from the Debtors.	Reduces the payment made to the Creditors.
Term	It is also known as Sales Returns.	It is also known as Purchases Returns.

### 7. Define the purpose of maintaining subsidiary journal.

There are many business transactions that are repetitive in nature. Due to this reason these transactions are recorded in a different type of journal which are known as subsidiary journal. The purpose of maintaining subsidiary Journal are given below.

1. It saves time and efforts in recording.
2. It enables division of work, leading to increase in efficiency and effectiveness, as individuals having expertise will take care of particular books.
3. It makes each accountant more responsible and accountable for the particular books assigned to them.
4. By recording routine and repetitive transactions at one place, it leads to easy accessibility of information and hassle-free communication.

### 8. What is difference between trade discount and cash discount?

Basis of Comparison	Trade Discount	Cash Discount
Meaning	Discount provided when goods are purchase or sold.	Discount provided 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 provided, and credit side, if received.
Purpose	Encourage increase in sale.	Encourage on time payment.
Deduction	Deducted from the price-list of the goods.	Not deducted from the price-list of the goods.

### 9. What do you understand by ledger folio?

Ledger folio or L.F is a column in a journal format which shows reference to the page number where the transaction is recorded. In a journal entry, ledger folio number is written with respect to the name of the account in the L.F. column. It helps in easily locating the account in the ledger book.

### 10. Write the process of preparing ledger from a journal.

The following example will help explain the process of preparing ledger from journal.

For e.g. Machinery is purchased from Mr. Y, so, the corresponding journal entry will be:

Machinery A/c	Dr.
To Mr Y Account	

In our example, Machinery Account is debited and Mr. Y Account is credited. Let's see the steps required for preparing ledger from journal entry

#### Account which is debited in the entry:

**Step 1:** Identify the account in ledger to be debited, i.e., 'Machinery Account'.

**Step 2:** Enter date of transaction in date column on the debit side.

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

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

**Step 5:** Post 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 account in ledger that is to be credited, i.e., 'Mr. Y Account'.

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

**Step 3:** Enter 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 journal where entry is recorded in the 'J.F.' (journal folio) column.

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

### 11. What do you understand by Imprest amount in petty cash book?

Imprest amount is a definite sum of money that is provided to petty cashier at the start of a certain period and for a certain period which can be a week or month. This amount is reimbursed to the petty cashier by head cashier at the end of the period for which it is allotted.

## Long Answers for NCERT Accountancy Solutions Class 11 Chapter 4

## 1. Explain the need for drawing up the special purpose books.

Special purpose book are created for the following needs:

1. **Quick and efficient recording:** It is time consuming to record all the transactions in one journal. If there are separate books, then recording of transactions is done more efficiently and in a timely manner.
2. **Repetitive nature:** In every business, there are some transactions which are similar and repetitive in nature. It is more convenient to record all similar transactions at one place. For example, all purchase transactions are recorded in the Purchase Book.
3. **Economical:** It is an economical option as recording through the special purpose books saves time and also enhances the efficiency of accountants and clerks.
4. **Easy to post:** Posting becomes easier if similar transactions are recorded at one place.
5. **Complete information at one place:** All information related to purchases, sales, cash receipts, payments can be easily accessed in one place.

## 2. What is contra entry? How can you deal this entry while preparing double column cash book?

Transactions that are entered in both sides of the double column or three column cash book, affecting both cash and the bank balances simultaneously are called contra entry. Such entries result in increase in cash balances and decrease in bank balances or vice versa. So a debit in bank account leads to a credit in cash account and a credit in bank account leads to a debit in cash account. Contra entry transaction increases the bank amount on one hand and reduces the cash balance on the other hand. Contra entries are denoted by 'C'.

Some transactions that can lead to contra entry are provided below.

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

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

### Cash Book

Dr.

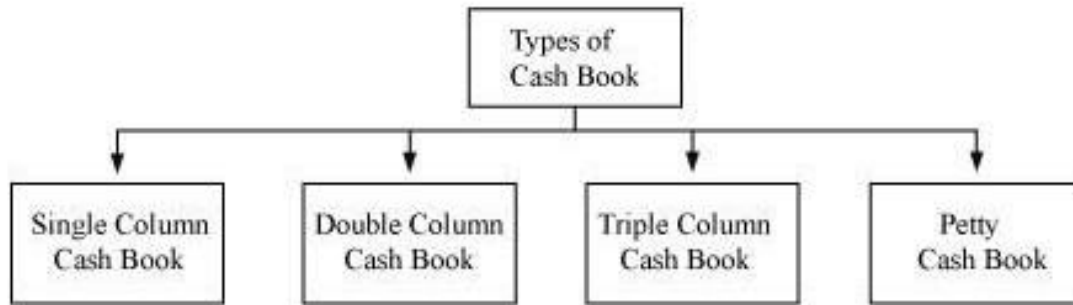
Cr.

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

### 3. What is cash book? Explain the types of cash book.

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





1. **Single Column Cash Book:** It contains one column of amount on both sides, i.e., one in the debit side and other in the credit side. Only cash transactions are recorded in single column cash book. All cash receipts are recorded in the debit side, while in the credit side all cash payments are recorded.
2. **Double Column Cash Book:** It contains two columns of amount on each side of cash book, namely cash column and bank column on both sides. It is useful if there are large number of transactions. All cash receipts and payments are recorded in the cash column of Cash Book. All deposits received either in form of cash or through cheques into the bank account of the business are debited in the bank column and all the withdrawals related to 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 this type of cash book, there are three columns of amount namely, cash, bank and discount. Discount allowed and discount received get recorded in the discount column. Discount allowed is recorded along with the receipts, either in cash or through cheque in the debit side and discount received is recorded, along with the payments made either in cash or by issuing cheques in the credit side.
4. **Petty Cash Book:** This book is used for recording payment of expenses which are of smaller denominations like, postage, stationery, conveyance, refreshment, etc. also known as petty expenses.

#### 4. Describe the advantages of sub-dividing the Journal.

Sub dividing of Journal has following advantages:

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 less flexibility and lack of accountability among the accountants of the organisation. Division of work is facilitated by sub-division of journal into subsidiary books. It enables different accountants to work on different books of business. It will not only avoid confusions but also enhance the sense of accountability among accountants.
2. **Time saving:** The act of recording in subsidiary book is more time efficient and effective as compared to recording through Journal entries.
3. **Prompt information:** Transactions which are of similar nature gets recorded in a particular Subsidiary Book. In this way it acts as a source of ready to access information which is much quicker than journal entry.
4. **Creates Accountability:** It gives accountants a higher degree of responsibility and accountability for maintaining subsidiary book that are entrusted to them.
5. **Easy checking:** As lesser number of transactions is recorded in a Subsidiary Book than in a Journal, discrepancies or errors if any that may arise, can be easily located and rectified.
6. **Specialisation:** Each accountant becomes more specialised in the particular book that is assigned to them as they perform routine and repetitive tasks related to that book only.

### 5. What is petty cash book? Write the advantages of petty cash book?

Petty Cash Book is used for recording payment of small expenses such as postage, stationery, conveyance, refreshment, etc. These expenses are repetitive in nature. Recording such expenses in cash book will make it cumbersome. The person who maintains petty cash book is known as a petty cashier and these small expenses are termed as petty expenses.

It can be prepared by two methods:

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

The Performa of Petty Cash Book is given below.

**Petty Cash Book**

Dr.					Cr.					
Amount Received	Date	Particulars	Voucher No.	Amount Paid Rs	Analysis of Payments					
					Postage	Stationery	Conveyance	Telephone and Telegram	Miscellaneous	Remarks

### Advantages of Petty Cash Book:

**Ease of recording:** Recording of transactions in a petty cash book is quite easy. In an analytical Petty Cash Book, there are separate heads for different petty expenses, which makes recording easier. Updating a Petty Cash Book does not require formal knowledge of accounting principles and techniques which means it can be used by anyone.

**Time saving:** It saves time and efforts of the chief cashier.

**Less prone to errors:** Petty Cash Book is audited by the main cashier at the end of a period so it becomes easy to identify frauds and significant reduction in errors.

**Convenient handling:** Entries in petty cash book are recorded under separate heads, which makes posting easier and quicker.

### 6. What do you understand by balancing of account?

Accounts are prepared on daily, weekly, fortnightly, monthly, and quarterly basis. They are balanced at the end of each period. The purpose of balancing of the accounts is to know the position of each amount on that day. It involves the following steps:

1. The totals of the debit and credit of an account are totalled, to determine which one of them is higher.
2. The higher figure among debit and credit side is written in the grand total cell on both debit and credit sides of the account.
3. The next step is to determine the difference between the debit total and the credit total. This difference is referred to as 'Closing Balance' or 'Balance carried down', and is denoted by 'Balance c/d'.
4. The 'Balance c/d' will be presented either in the debit or credit side, depending on the side that totals up into lower amount.
5. If 'Balance c/d' is written in the debit side, then it is called 'Credit balance'. On the other hand, 'Balance c/d' when written in the credit side, then the balance is referred to as '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' which means balance brought down.

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

## Numerical Questions for NCERT Accountancy Solutions Class 11 Chapter 4

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

## NCERT Solution for Class 11 Accountancy Chapter 4 - Recording of Transactions - 2

The solution for this question can be represented in a cash book format as follows:

### Cash book

Dr.

Cr.

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

2. Enter the following transaction in Simple cash book for December 2018:

2018

	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 D. Kumar	1,200
30 Paid rent	600

The solution for this question is as follows:

Cash book

Dr.

Cr.

Date	Receipts	L.F.	Amount ₹	Date	Payments	L.F.	Amount ₹
2018				2018			
01 Dec	Balance b/d		7,750	06 Dec	Sonu		45
15 Dec	Parkash		960	08 Dec	Purchases		600
20 Dec	Sales		500	25 Dec	S.Kumar		1,200
				30 Dec	Rent		600
				31 Dec	Balance c/d		7,760
			9,210				9,210

3. Record the following transaction in simple cash book for November 2017:

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
30	Paid salary	1,000



The solution for this question is as follows:

## Cash book

Dr.

Cr.

Date	Receipts	L.F.	Amount ₹	Date	Payments	L.F.	Amount ₹
2017				2017			
01 Nov	Balance b/d		12,500	04 Nov	Hari		600
12 Nov	Amit		1,960	07 Nov		Purchases	800
16 Nov	Sales		800	20 Nov	Manish		590
				25 Nov	Cartage		100
				30 Nov	Salaries		1,000
				30 Nov	Balance c/d		12,170
			<b>15,260</b>				<b>15,260</b>

4. 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 Dinesh and received a cheque	20,000
10 Paid to Smita cash	20,000
14 Cheque received on December 06, 2016 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

The solution for the question is given below:

### Cash book

Dr.

Cr.

Date	Receipts	L.F.	Cash ₹	Bank ₹	Date	Payments	L.F.	Cash ₹	Bank ₹
2016					2016				
01 Dec	Capital		1,20,000		03 Dec	Bank	C	50,000	
03 Dec	Cash	C		50,000	10 Dec	Sushmita		20,000	
06 Dec	Dinesh		20,000		14 Dec	Bank	C	20,000	
14 Dec	Cash	C		20,000	20 Dec	Cartage		500	
22 Dec	Rani		12,000		30 Dec	Drawings	C	2,000	
27 Dec	Commission		5,000		31 Dec	Balance c/d		64,500	70,000
			<b>1,57,000</b>	<b>70,000</b>				<b>1,57,000</b>	<b>70,000</b>

5. 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

The transactions can be represented in the form of a bank column cash book as follows:

## Cash book

Dr.

Cr.

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

6. Prepare double column cash book from the following information for September 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

The solution for this question is as follows:

## Cash Book

Dr.

Cr.

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

7. Enter the following transactions in double column cash book of M/s Ambica Traders for November 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

The solution for this question is as follows:

## M/s. Ambica Traders Cash Book

Dr.

Cr.

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



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

## NCERT Solution for Class 11 Accountancy Chapter 4 - Recording of Transactions - 2

The solution for this question in the form of a double column cash book is as follows:

### M/s. Mohit Traders Cash Book

**Dr.**

**Cr.**

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

9. Prepare double column cash book from the following transactions for the year December 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

The solution is represented in the following table as follows:

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

For the month of December 2017, the cash in hand is Rs. 8,800 and the cash in bank is 10,000.

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

The transactions can be represented in a bank column cash book as shown below:

### 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

For month of July Cash in Hand is Rs. 15,954 and the Cash in Bank is Rs 6,060.

11. Record the following transactions during the week ending June. 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

The petty cash book can be created with the following transactions as shown below.

Petty Cash Book

Amount Received	Date	Particulars	Voucher No.	Amount Paid	Analysis of Payments					Remarks
₹	2017 Jun			₹	Postage	Telephone & Telegram	Conveyance	Stationery	Misc.	
500	2017 24 Jun	Cash Received								
	24 Jun	Stationery		100				100		
	25 Jun	Bus Fare		12			12			
	25 Jun	Cartage		40			40			
	26 Jun	Taxi Fare		80			80			
	27 Jun	Wages		90					90	

## Petty Cash Book

Amount Received	Date	Particulars	Voucher No.	Amount Paid	Analysis of Payments					Remarks
₹	2017 Jun			₹	Postage	Telephone & Telegram	Conveyance	Stationery	Misc.	
	27 Jun	Postage		80	80					
				402	80		132	100	90	
	27 Jun	Balance c/d		98						
500				500						
98	28 Jun	Balance b/d								
402	28 Jun	Cash received								

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

July		Rs
2017		
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

The petty cash book can be created from the following transactions as shown below

**Petty Cash Book**

Amount Received	Date	Particulars	Voucher No.	Amount Paid	Analysis of Payments					Remarks
₹	2017 July			₹	Postage	Telephone & Telegram	Conveyance	Stationery	Misc.	
2000	2017									
	01 Jul	Cash received								
	01 Jul	Cartage		50			50			
	02 Jul	STD Charges		40		40				
	02 Jul	Bus fare		20			20			
	03 Jul	Postage		30	30					
	04 Jul	Refreshments		80					80	
	06 Jul	Courier Charges		30	30					
	08 Jul	Refreshments		50					50	
	10 Jul	Cartage		35			35			
	15 Jul	Taxi fare		70			70			

## NCERT Solution for Class 11 Accountancy Chapter 4 - Recording of Transactions - 2

### Petty Cash Book

Amount Received	Date	Particulars	Voucher No.	Amount Paid	Analysis of Payments					Remarks
₹	2017 July			₹	Postage	Telephone & Telegram	Conveyance	Stationery	Misc.	
	18 Jul	Stationery		65				65		
	20 Jul	Bus fare		10			10			
	22 Jul	Fax		30		30				
	25 Jul	Telegram Charges		35		35				
	27 Jul	Postage		200	200					
	29 Jul	Furniture Repair		105					105	
	30 Jul	Laundry		115					115	
	31 Jul	Misc		100					100	
				1065	260	105	185	65	450	
	31 Jul	Balance c/d		935						
2,000				2,000						
935	01 Aug	Balance b/d								
1,065	01 Aug	Cash received								

Cash Balance at the end of the week is Rs.935

**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 water colour @ Rs 40 per packet**

From the above question we see that Gupta Traders deals with stationery. On 23<sup>rd</sup> July the purchase of furniture is toward the use of company and hence, will not be considered as an entry in purchase book.

The purchase book for the above mentioned transactions is created below.

Books of M/s Gupta Traders Purchases Book					
Date	Invoice No.	Name of the Supplier (Account to be credited)	L.F.	Details ₹	Amount ₹
2017					
01 Jul	20041	Rahul Traders			
		40 Registers @ ₹ 60 each		2,400	
		80 Gel Pens @ ₹ 15 each		1,200	
		50 Note Books @ ₹ 20 each		1,000	
				4,600	
		Less: Trade Discount 10%		(460)	4,140
15 Jul	1132	Global Stationers			
		40 Ink Pads @ ₹ 8 each		320	
		50 Files @ ₹ 10 each		500	
		20 Colour Books @ ₹ 20 each		400	
				1,220	

Books of M/s Gupta Traders Purchases Book					
Date	Invoice No.	Name of the Supplier (Account to be credited)	L.F.	Details ₹	Amount ₹
		Less: Trade discount 5%		(61)	1,159
25 Jul	1111	Mumbai Traders			
		10 Paper rims @ ₹ 100 each		1,000	
		400 Drawing Sheets @ ₹ 3 each		1,200	
		20 Packets Water Colour @ ₹ 40 per pack		800	3,000
		<b>Purchases Account</b>			8,299

The purchase book does not contain a details column but it is included here for helping the students understand the concept.

### 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.

## NCERT Solution for Class 11 Accountancy Chapter 4 - Recording of Transactions - 2

The sales journal book of M/s. Bansal Electronics is created as shown below

Books of M/s Bansal Electronics Sales Book					
Date	Bill No.	Name of the Customer (Account to be debited)	L.F.	Details ₹	Amount ₹
2014					
Sep 01	4321	Amit Traders			
		20 Pocket Radio @ ₹ 70 Per Radio		1,400	
		2 T.V Set, B&W (6") @ ₹ 800 Per T.V.		1,600	3,000
Sep 10	4351	Arun Electronics			
		5 T.V. sets (20") B&W @ ₹ 3,000 per T.V.		15,000	
		2 T.V. sets (21") Colour @ ₹ 4,800 per T.V		9,600	24,600
Sep 22	4399	Handa Electronics			
		10 Tape Recorders @ ₹ 600 each		6,000	
		5 Walkman @ ₹ 300 each		1,500	7,500
Sep 28	4430	Harish Traders			
		10 Mixer Juicer Grider @ ₹ 800 each		8,000	8,000
		<b>Sales Account</b>			43,100

15. Prepare Return Inward Journal (Book) from the following transactions of M/s Bansal Electronics for August 2017:

		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

Return Inward Book for M/s Bansal Electronics is as shown below:

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

16. Prepare a purchases return (journal) book from the following transactions for May 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



The purchase return journal for the transactions are shown below:

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

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

	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 <i>less 10% trade discount</i>	5,700
25 Sold to Shri Chand goods	6,600

	<i>less 5% trade discount</i>	
26	Sold to Ramesh Brothers	4,000
28	Return outwards to Kirit and Co.	1,000
	<i>less 10% trade discount</i>	
28	Ramesh Brothers returned goods Rs 500.	

Subsidiary book and ledger entries for the transactions are shown below:

### Journal

#### Purchases Book

Date	Invoice No.	Name of Supplier (Accounts to be credited)	L.F.	Amount Rs
2017				
Jan.04		Kushal Traders		2,480
Jan.14		Kunal Traders		5,200
Jan.17		Naresh		4,060
Jan.24		Kirit and Co.		5,700
		<i>Less: Trade Discount 10%</i>		(570)
		<b>Purchases Account</b>		<u>16,870</u>

### Sales Book

Date	Invoice No.	Name of Customer (Accounts to be debited)	L.F.	Amount Rs
2017				
Jan. 01		Sachin		5,000
Jan.06		Manish Traders		2,100
Jan.10		Mukesh		3,300
Jan.25		Shri Chand		6,600
		<i>Less: 5% Trade Discount</i>		(330)
Jan.26		Ramesh Brothers		4,000
		<b>Sales Account</b>		<u>20,670</u>

## Sales Return Book

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

## Purchases Return Book

Date	Debit Note	Name of Supplier (Accounts to be debited)	L.F.	Amount Rs
2017 Jan.08		Kushal Traders		280
Jan.20		Kunal Traders		200
Jan.28		Kirit and Co.	1,000	
		<i>Less: 10% Trade Discount</i>	<i>(100)</i>	900
		<b>Sales Return A/c</b>		<b>1,380</b>

## Journal Proper

Date	Particulars	L.F.	Debit Amount Rs	Credit Amount Rs
2017 Jan.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 Rs	Date	Particulars	J.F.	Amount Rs
2017 Jan.28	Sundries as per Purchases Book		16,870	2017 Jan.28	Balance c/d		16,870
			16,870				16,870

### Sales Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017 Jan.28	Balance c/d		20,670	2017 Jan.28	Sundries as per Sales Book		20,670
			20,670				20,670

## Sales Return Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017 Jan.28	Sundries as per Sales Return Book		1,350	2017 Jan.28	Balance c/d		1,350
			1,350				1,350

## Purchases Return Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017 Jan.28	Balance c/d		1,380	2017 Jan.28	Sundries as per Purchases Return Book		1,380
			1,380				1,380

## Sachin's Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017 Jan.01	Sales		5,000	2017 Jan.07	Sales Return		600
				Jan.28	Balance c/d		4,400
			5,000				5,000

## Kushal Traders' Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017 Jan.08	Purchases Return		280	2017 Jan.04	Purchases		2,480
Jan.28	Balance c/d		2,200				
			2,480				2,480

## Manish Traders' Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017 Jan.06	Sales		2,100	2017			
				Jan.28	Balance c/d		2,100
			2,100				2,100

## Mukesh's Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017 Jan.10	Sales		3,300	2017 Jan.22	Sales Return		250
				Jan.28	Balance c/d		3,050
			3,300				3,300

## Kunal Traders' Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017 Jan.20	Purchase Return		200	2017 Jan.14	Purchases		5,200
Jan.28	Balance c/d		5,000				5,200
			5,200				

## Furniture Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017 Jan.15	Tarun		3,200	2017 Jan.28	Balance c/d		3,200
			3,200				3,200

## Tarun's Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017				2017			
Jan.28	Balance c/d		3,200	Jan.15	Furniture		3,200
			3,200				3,200

## Naresh's Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017				2017			
Jan.28	Balance c/d		4,060	Jan.17	Purchases		4,060
			4,060				4,060

## Kirit & Co. Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017				2017			
Jan.28	Purchases Return		900	Jan.24	Purchases		5,130
Jan.28	Balance c/d		4,230				5,130
			5,130				



## NCERT Solution for Class 11 Accountancy Chapter 4 - Recording of Transactions - 2

### Shri Chand & Co. Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017 Jan.25	Sales		6,270	2017 Jan.28	Balance c/d		6,270
			6,270				6,270

### Ramesh's Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017 Jan.26	Sales		4,000	2017 Jan.28	Sales Return		500
			4,000	Jan.28	Balance c/d		3,500
							4,000

18. The following balances of ledger of M/s Marble Traders on May 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:

May		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 Ramesh 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.

The above transactions are journalized and posted to ledger as shown below:

## Books of M/s. Marble Traders

### Journal

Date	Particulars	L.F.	Debit Amount Rs	Credit Amount Rs
2017	Cash A/c	Dr.	6,000	
May.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)			
May.01	Manish	Dr.	3,000	
	To Sales A/c			3,000
	(Goods sold to Manish)			
May.02	Purchases A/c	Dr.	8,000	
	To Ramesh			8,000
	(Goods purchased from Ramesh)			
May.03	Cash A/c	Dr.	9,200	
	Discount Allowed A/c	Dr.	500	
	To Rahul			9,700
	(Cash received from Rahul and discount allowed)			
May. 05	Cash A/c	Dr.	4,000	
	To Himanshu			4,000
	(Cash received from Himanshu)			

May.06	Ramesh To Bank A/c (Cheque issued to Ramesh)	Dr.	6,000	6,000
May. 08	Rent A/c To Bank A/c (Rent paid by cheque)	Dr.	1,200	1,200
May.10	Cash A/c To Manish (Cash received from Manish)	Dr.	3,000	3,000
May.12	Cash A/c To Sales A/c (Goods sold for cash)	Dr.	6,000	6,000
May.14	Ramesh To Purchases Return A/c (Goods returned to Ramesh)	Dr.	1,000	1,000
May.15	Ramesh To Cash A/c To Discount Received A/c (Cash paid to Ramesh and discount received)	Dr.	4,000	3,700 300
May.18	Kushal To Sales A/c (Goods sold to Kushal)	Dr.	10,000	10,000
May.20	Trade Expenses A/c To Cash A/c (Trade expenses paid)	Dr.	200	200
May.21	Drawings A/c To Cash A/c (Cash withdrawn for personal use)	Dr.	1,000	1,000
May.22	Sales Return A/c	Dr.	1,200	

	To Kushal (Kushal returned goods)			1,200
May.24	Cash A/c To Kushal (Cash received from Kushal)	Dr.	6,000	6,000
May.26	Stationery A/c To Cash A/c (Stationery paid)	Dr.	100	100
May.27	Postages A/c To Cash A/c (Postage charges paid)	Dr.	60	60
May.28	Salaries A/c To Cash A/c (Salary paid)	Dr.	2,500	2,500
May.29	Purchases A/c To Sheetal Traders (Goods purchased from Sheetal Traders)	Dr.	7,000	7,000
May.30	Kirit To Sales A/c (Goods sold to Kirit)	Dr.	6,000	6,000
May.30	Purchases A/c To Handa Traders (Goods purchased from Handa Traders)	Dr.	5,000	5,000
	Total		1,35,060	1,35,060

## NCERT Solution for Class 11 Accountancy Chapter 4 - Recording of Transactions - 2

### Ledger

#### Cash Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017				2017			
May.01	Balance b/d		6,000	May.15	Ramesh		3,700
May.03	Rahul		9,200	May.20	Trade Expenses		200
May.05	Himanshu		4,000	May.21	Drawings		1,000
May.10	Manish		3,000	May.26	Stationary		100
May.12	Sales		6,000	May.27	Postage		60
May.24	Kushal		6,000	May.28	Salaries		2,500
				May.30	Balance c/d		26,640
			34,200				34,200

#### Bank Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017				2017			
May.01	Balance b/d		12,000	May.06	Ramesh		6,000
				May.08	Rent		1,200
				May.30	Balance c/d		4,800
			12,000				12,000

## NCERT Solution for Class 11 Accountancy Chapter 4 - Recording of Transactions - 2

### Bills Receivable Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017 May.01	Balance b/d		7,000	2017 May.30	Balance c/d		7,000
			7,000				7,000

### Stock Account

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

### Rahul's Account

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

## Himanshu's Account

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

## Ramesh's Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017 May.06	Bank		6,000	2017 May.01	Balance b/d		3,000
May.14	Purchases Return		1,000	May.02	Purchases		8,000
May.15	Cash		3,700				
May.15	Discount Received		300				
			11,000				11,000

## Bills Payable Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017 May.30	Balance c/d		2,000	2017 May.01	Balance b/d		2,000
			2,000				2,000



## NCERT Solution for Class 11 Accountancy Chapter 4 - Recording of Transactions - 2

### Capital Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017				2017			
May.30	Balance c/d		45,100	May.01	Balance b/d		45,100
			45,100				45,100

### Manish's Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017				2017			
May.01	Sales		3,000	May.10	Cash		3,000
			3,000				3,000

### Sales Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017				2017			
May.30	Balance c/d		25,000	May.01	Manish		3,000
			25,000	May.12	Cash		6,000
				May.18	Kushal		10,000
				May.30	Kirit		6,000
							25,000

## Purchases Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017				2017			
May.02	Ramesh		8,000				
May.29	Sheetal Traders		7,000				
May.30	Handa Traders		5,000	May.30	Balance c/d		20,000
			20,000				20,000

## Discount Allowed Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017				2017			
May.03	Rahul		500				
			500	May.30	Balance c/d		500
							500

## Rent Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017				2017			
May.08	Bank		1,200				
			1,200	May.30	Balance c/d		1,200
							1,200

## Discount Received Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017				2017			
May.30	Balance c/d		300	May.15	Ramesh		300
			300				300

## Kushal's Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017				2017			
May.18	Sales		10,000	May.22	Sales Return		1,200
				May.24	Cash		6,000
				May.30	Balance c/d		2,800
			10,000				10,000

## Trade Expenses Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017				2017			
May.20	Cash		200	May.30	Balance c/d		200
			200				200

## NCERT Solution for Class 11 Accountancy Chapter 4 - Recording of Transactions - 2

### Drawing's Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017 May.21	Cash			2017 May.30	Balance c/d		
			1,000				1,000
			1,000				1,000

### Sales Return Account

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

### Stationery Account

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

## NCERT Solution for Class 11 Accountancy Chapter 4 - Recording of Transactions - 2

### Postages Account

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

### Salaries Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017 May.28	Cash		2,500	2017 May.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 May.30	Balance c/d		7,000	2017 May.29	Purchases		7,000
			7,000				7,000

## NCERT Solution for Class 11 Accountancy Chapter 4 - Recording of Transactions - 2

### Handa Trader's Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs	Date	Particulars	J.F.	Amount Rs
2017				2017			
May.30	Balance c/d		5,000	May.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				2017			
May.30	Balance c/d		1,000	May.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				2017			
May.30	Sales		6,000	May.30	Balance c/d		6,000
			6,000				6,000