**Recording of transaction**

**Answer the following**

1. **State the three fundamental steps in the accounting process.**
2. **Why is the evidence provided by source documents important to accounting?**

**3. Should a transaction be first recorded in a journal or ledger? Why?**

**4. Are debits or credits listed first in journal entries? Are debits or credits indented?**

 **5. Why are some accounting systems called double accounting systems?**

**6. Give a specimen of an account. 2015-16 80 Accountancy**

**7. Why are the rules of debit and credit same for both liability and capital?**

**Select Right Answer:**

**1. Voucher is prepared for:**

**(i) Cash received and paid**

**(ii) Cash/Credit sales**

 **(iii) Cash/Credit purchase**

**(iv) All of the above**

**2. Voucher is prepared from:**

**(i) Documentary evidence**

**(ii) Journal entry**

**(iii) Ledger account**

 **(iv) All of the above**

 **3. How many sides does an account have?**

 **(i) Two (ii) Three (iii) one (iv) None of These**

 **4. A purchase of machine for cash should be debited to: (i) Cash account**

**(ii) Machine account**

**(iii) Purchase account**

 **(iv) None of these**

**5. Which of the following is correct?**

**(i) Liabilities = Assets + Capital**

**(ii) Assets = Liabilities – Capital**

**(iii) Capital = Assets – Liabilities**

**(iv) Capital = Assets + Liabilities.**

 **6. Cash withdrawn by the Proprietor should be credited to: (i) Drawings account**

 **(ii) Capital account**

**(iii) Profit and loss account**

**(iv) Cash account**

**7. Find the correct statement:**

**(i) Credit a decrease in assets**

**(ii) Credit the increase in expenses**

**(iii) Debit the increase in revenue**

**(iv) Credit the increase in capital**

 **8. The book in which all accounts are maintained is known as: (i) Cash Book**

**(ii) Journal**

 **(iii) Purchases Book**

 **(iv) Ledger**

**9. Recording of transaction in the Journal is called:**

**(i) Casting (ii) Posting (iii) Journalising**

**10.  Enter the following Transactions in the Journal of Mudit :**


**11. Soraj Mart furnishes the following information : Transactions during the month of April, 2014 are as under : Date Details 01.4.2014**

**Business started with cash Rs. 1,50,000.**

 **01.4.2014 Goods purchased form Manisha Rs. 36,000.**

**01.4.2014 Stationery purchased for cash Rs. 2,200.**

 **02.4.2014 Open a bank account with SBI for Rs. 35,000.**

 **02.4.2014 Goods sold to Priya for Rs. 16,000.**

**03.4.2014 Received a cheque of Rs. 16,000 from Priya.**

 **05.4.2014 Sold goods to Nidhi Rs. 14,000.**

 **08.4.2014 Nidhi pays Rs. 14,000 cash.**

 **10.4.2014 Purchased goods for Rs. 20,000 on credit from Ritu.**

 **14.4.2014 Insurance paid by cheque Rs. 6,000.**

**18.4.2014 Paid rent Rs. 2,000.**

 **20.4.2014 Goods costing Rs. 1,500 given as charity.**

 **24.4.2014 Purchased office furniture for Rs. 11,200.**

 **29.4.2014 Cash withdrawn for household purposes Rs. 5000.**

**30.4.2014 Interest received cash Rs.1,200.**

**30.4.2014 Cash sales Rs.2,300.**

 **30.4.2014 Commission paid Rs. 3,000 by cehque.**

**30.4.2014 Telephone bill paid by cheque Rs. 2,000.**

**30.4.2014 Payment of salaries in cash Rs. 12,000.**

 **Journalise the transactions.**