MARCH - 2020 - KEY ANSWER

XII STANDARD – ACCOUNTANCY – ENGLISH MEDIUM

Time Allowed : 3.00 Hours

Maximum Marks : 90

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PART - I

I. Choose the most suitable from the given four alternatives and write the option code and the $20 \times 1 = 20$ corresponding answer

		sponding answer			
1	С	Capital	11	С	Rs.3,000
2	С	Nominal Account	12	B	Non-Monetary Data
3	D	Adjusted Closing Capital	13	D	1-iii 2-ii 3-iv 4-i
4	B	Rs.50,000	14	С	Current Assets
5	B	Not Allowed	15	B	1-i 2-iv 3-iii 4-ii
6	A	Fixed Capital Method	16	С	Journal Voucher
7	С	Current Account	17	Α	Goodwill under annuity method – Average Profit
					x Present value annuity factor
8	С	Sacrificing Ratio	18	D	Gateway of Tally – Reports- Display – Trial
					Balance
9	D	Share Capital Account	19	D	Old profit sharing ratio
10	A	Reserve Capital	20	С	110%

PART - II

 $7 \ge 2 = 14$

II. Answer any seven questions. Question No.30 is compulsory. 21. The accounts generally maintained by small sized sold trader when double entry accounting

system is not followed because:

- Generally cash account and the personal accounts of customers and creditors are maintained by small sized sold trader.
- When double entry accounting system is nor followed.

22. Revenue Receipts of Not-for-profit organisation - Examples:

- 1. Subscription.
- 2. Interest on Investment.
- 3. Interest on Fixed Deposit.
- 4. Sale of Old Sports Material.

<u>23.</u> Interest on drawings = Amount of drawings x Rate of interest x Period of interest

= Rs. 30,000
$$x \frac{6}{100} x \frac{4}{12}$$

= Rs.600

Journal Entry

Date	Particulars		L.F.	Debit Rs.	Credit Rs.
2018	Mani's Capital A/c	Dr.		600	
Dec. 31	To Interest on drawings A/c				600
	(Interest on drawings charged)				
"	Interest ondrawings A/c	Dr.		600	
	To Profit and loss appropriation A/c				600
	(Interest on drawings account closed)				

24. Self-Generated Goodwill – Meaning:

- It is the goodwill which is self generated by a firm based on features of the business such as favourable location, loyal customers, etc.,
- Such Self-generated goodwill cannot be recovered in the books of accounts.

25. Calculation of Average Profit:

 Average Profit =
 Total Profit
 =
 8,000 + 10,000 + 9,000 =
 27,000 =
 Rs.9,000

 No. of Years
 3
 3
 3

26. Calculation of Sacrificing Ratio:

Old Ratio of Anbu and Raju	= 3: 2 That is, $3/5: 2/5$
New ratio of Anbu, Raju and Akshai	= 5:3:2 That is, $5/10: 3/10: 2/10$

Sahre Sacrified	=	Old Share - New Share
Anbu	=	$\frac{3}{5} - \frac{5}{10} = \frac{6-5}{10} = \frac{1}{10}$
Raju	=	$\frac{2}{5} - \frac{3}{10} = \frac{4-3}{10} = \frac{1}{10}$

Sacrificing ratio of Anbu and Raju is 1/10 : 1/10 that is, 1:1

<u>27. Calculation of Goodwill:</u>

- (i) Super Profit = Average Profit Normal Profit = 14,000 4,000 = Rs.10,000
- (ii) Valuation of Goodwill = Super Profit x Present value of annuity factor

 $= 10,000 \text{ x} 3.352 = \frac{\text{Rs.}33,520}{\text{Rs.}33,520}$

28. Journal Entry

Date	Particulars	L.F.	Debit Rs.	Credit Rs.
	Bank A/c Dr.		1,20,000	
	To Equity Share Capital A/c			1,00,000
	To Securities Premium A/c			20,000
	(Issued 10,000 Equity shares of 10 at a premium of Rs.2)			

29. Five Accounting Reports in Tally.ERP 9:

- 1. Day Books/ Journal
- 2. Ledger
- 3. Trial Balance
- 4. Income Statement
- 5. Balance Sheet

<u>30. Liquidity – Meaning:</u>

- 1. Liquidity means capability of being converted into cash with ease.
- 2. Liquidity ratios help to assess the ability of a business concern to meet its short term financial obligations.
- 3. Liquidity ratios are also called as short term solvency ratios.

Liquidity Ratios includes:

(i) Current Ratio and (ii) Quick Ratio

1. <u>Calculation of Drawing:</u>	
Particulars	Rs.
apital at the end of the year	35,000
-) Drawings (B/F)	<mark>5,000</mark>
	40,000
) Additional Capital	2,500
ljusted Closing Capital	37,500
Opening Capital	27,500
rofit made during the year	10,000

Particulars	Rs.	Particulars	Rs.
To Cash Paid A/c	1,20,000	By Balance B/d	30,000
To Purchase Return A/c	15,000	By Credit Purchase (B/F)	1,30,000
By Balance c/d	25,000		
	1,60,000		1,60,000

Total Purchase = Cash Purchase + Credit Purchase = 2,25,000 + 1,30,000 = 3,55,000

<u>33.</u>

Balance Sheet as on 1st April, 2019

Liabilities	Rs.	Assets	Rs.
Subscription Received in		Sports Equipment	30,000
Advance 2019-20	8,000	Computer	25,000
Prize Fund	10,000	Subscription Outstanding	
Capital (B/F)	<mark>80,000</mark>	2018-19	5,000
		Prize Fund Investment	10,000
		Cash in hand	7,000
		Cash at Bank	21,000
	98,000		98,000

7 x 3 = 21

	34.	Difference	Between	Fixed C	Capital	Method	and F	luctuating	Capital	Method
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S. No.	Basis of distinction	Fixed capital method	Fluctuating capital method
1.	Number of accounts	Two accounts are maintained for each partner, that is, capital account and current account.	Only one account, that is, capital account is maintained for each partner.
2.	Change in capital	The amount of capital normally remains unchanged expect when additional capital is introduced or capital is withdrawn permanently.	The amount of capital changes from period to period.
3.	Closing balance	Capital account always shows a credit balance. But, current account may show either debit or credit balance.	Capital account generally shows credit balance. It may also show a debit balance.

35. Calculation of Goodwill:

(i) Total Profit =
$$20,000 + 17,000 + 23,000 =$$
Rs. 60,0000

(ii) Average Profit = Total Profit =
$$\frac{60,000}{\text{Number of years}}$$
 = $\frac{60,000}{3}$ = Rs.20,000

(iii) Normal Profit = Capital Employed x Normal rate of return

$$= 80,000 \quad \underline{x \quad 15}_{100} = \text{Rs.12,000}$$

(iv) Super Profit = Average Profit - Normal Profit = 20,000 - 12,000 = Rs.8,000

(v) Valuation of Goodwill = Super Profit x No. of years Purchase = $8,000 \times 2 = \frac{\text{Rs.16},000}{\text{Rs.16},000}$

<u>36.</u>	Revaluation	on Account		
Particulars		Rs.	Particulars	Rs.
To Machinery A/c		14,000	By Building A/c	70,000
To Furniture A/c		12,000	By Investment A/c	20,000
To Profit on revaluation transferred to			By Creditors A/c	16,000
Seenu's Capital A/c	50,000			
Siva's Capital A/c	30,000	80,000		
		1,06,000		1,06,000

<u>37.</u> <u>Com</u>	Comparative income statement of Mary Co,Ltd.						
			Absolute amount	Percentage			
Particulars	2015-16	2016-17	of increase (+) or	increase (+) or			
			decrease (-)	decrease (-)			
Revenue from operations	4,00,000	5,00,000	+ 1,00,000	+ 25			
(+) Operating Expenses	2,00,000	1,80,000	- 20,000	- 10			
Profit Before Tax	2,00,000	3,20,000	+ 1,20,000	+ 60			
(-) Income Tax (20 & 50%)	40,000	1,60,000	+ 1,20,000	+ 300			
Profit After Tax	1,60,000	1,60,000					

38. Calculation of Gross Profit Ratio:

Gross Profit Ratio =Gross Profit
Revenue from Operation=40,000
2,50,000x 100 =16%

Gross Profit = Revenue from Operation – Cost of Revenue from operation = 2,50,000 - 2,10,000 = Rs.40,000

39. The pre-determined ledgers available in Tally ERP.9:

There are

- 1. Capital Account
- 2. Current Liabilities Account
- 3. Current Assets Account
- 4. Fixed Assets Account
- 5. Sundry Debtors Account
- 6. Sundry Creditors Account

40. Journal Entry:

Date	Particulars		L.F.	Debit Rs.	Credit Rs.
	Bank A/c	Dr.		1,20,000	
	To Equity Share Application A/c				1,20,000
	(Application money received)				
	Equity Share Application A /c	Dr.		1,20,000	
	To Equity Share Capital A /c				1,20,000
	(Application money transferred to s capital A/c)	hare			
	Equity Share Allotment A /c	Dr.		2,00,000	
	To Equity Share Capital A /c				2,00,000
	(Allotment money due)				
	Bank A/c (40,000x5) + (1,000x2)	Dr.		2,02,000	
	To Equity Share Allotment A /c				2,00,000
	To Calls in Advance A /c				2,000
	(Allotment money received)				
	Equity Share First and Final Call	Dr.		80,000	
	To Equity Share Capital A/c				80,000
	(First and Final money due)				
	Bank A/c (39,000x2)	Dr.		78,000	
	Calls in Advance A/c	Dr.		2,000	
	To Equity Share Capital A /c				80,000
	(First and Final money received)				

PART - IV

IV. Answer all questions. 41.a. (i) Calculation of Opening Capital

Statement of Affairs as on 31.3.2018

Liabilities	Rs.	Assets	Rs.
Sundry Creditors	1,70,000	Cash at Bank	5,000
Capital (B/ F)	<mark>1,93,000</mark>	Cash in Hand	3,000
		Stock of Goods	35,000
		Sundry Debtors	1,00,000
		Plant and Machinery	80,000
		Land and Building	1,40,000
	3,63,000		3,63,000

 $7 \ge 5 = 35$

(ii) Calculation of Closing Capital

Statement of Amariy as on 01.0.2017								
Liabilities	Rs.	Assets	Rs.	Rs.				
Sundry Creditors	1,30,000	Cash in Hand		4,500				
Cash at Bank	60,000	Stock of Goods		45,000				
Capital (B/F)	<mark>1,57,000</mark>							
		Sundry Debtors						
		Less: Provision 5%	90,000	95 000				
			4,300	85,000				
		Plant and Machinery	80.000					
		Less: Depreciation 10%	8 000	72 000				
			0,000	72,000				
		Land and Buildings		1,40,000				
	3,47,000			3,47,000				

Statement of Affairs as on 31.3.2019

Statement of Profit or Loss

Particulars	Rs.
Closing Capital	1,57,000
Add : Drawings	60,000
	2,17,000
Less : Additional Capital	17,000
Adjusted Closing Capital	2,00,000
Less : Opening Capital	1,93,000
Profit made during the Year	7,000

[**OR**]

41.b.

In the books of Chennai Sports Club Receipts and Payment Account for the year ended 31st March, 2018

Receipts	Rs.		Payments	Rs.	
To Balance b/d			By Interest paid		5,000
Cash	10,000		By Telephone expenses		7,000
Bank	15,000	25,000	By Upkeep of grounds		22,500
			By Bats & Balls purchased		13,000
To Life membership fees		5,500	By Tournament expenses		12,500
To Tournament fund		15,000			
receipts			By Balance c/d		
To Subscriptions received:			Cash	5,000	
2016 - 2017	4,500		Bank (B/F)	55,000	60,000
2017 - 2018	65,000	74,500			
2018 - 2019	5,000				
		1,20,000			1,20,000

<u>42.a.</u>

Dr.	Bills Receivable A/c			
Particulars	Rs.	Particulars	Rs.	
	40.000		0.0.000	
To Balance b/d	40,000	By Cash A/c (Received)	90,000	
To Debtors	<mark>90,000</mark>	By Debtors (Dishonoured)	10,000	
(Bill Received during the Year)		By Balance c/d	30,000	
(Balancing Figure)				
	1 20 000	-	1 20 000	
	1,30,000		1,30,000	
Dr.	Total	Debtors A/c	Cr.	
Dr. Particulars	Total Rs.	Debtors A/c Particulars	Cr. Rs.	
Dr. Particulars To Balance b/d	Total Rs. 1,50,000	Debtors A/c Particulars By Cash A/c	Cr. Rs. 3,90,000	
Dr. Particulars To Balance b/d To Bills Receivable A/c	Total Rs. 1,50,000 10,000	Debtors A/c Particulars By Cash A/c (Received)	Cr. Rs. 3,90,000	
Dr. Particulars To Balance b/d To Bills Receivable A/c (Dishonoured)	Rs. 1,50,000 10,000	Debtors A/c Particulars By Cash A/c (Received) By Sales Return A/c	Cr. Rs. 3,90,000 40,000	
Dr. Particulars To Balance b/d To Bills Receivable A/c (Dishonoured) To Sales (Credit)	Total Rs. 1,50,000 10,000 4,90,000	Debtors A/c Particulars By Cash A/c (Received) By Sales Return A/c By Bills Receivable	Cr. Rs. 3,90,000 40,000 90,000	
Dr. Particulars To Balance b/d To Bills Receivable A/c (Dishonoured) To Sales (Credit) (Balancing Figure)	Total Rs. 1,50,000 10,000 4,90,000	Debtors A/c Particulars By Cash A/c (Received) By Sales Return A/c By Bills Receivable (Bills Received)	Cr. Rs. 3,90,000 40,000 90,000	
Dr. Particulars To Balance b/d To Bills Receivable A/c (Dishonoured) To Sales (Credit) (Balancing Figure)	Total Rs. 1,50,000 10,000 4,90,000	Debtors A/c Particulars By Cash A/c (Received) By Sales Return A/c By Bills Receivable (Bills Received) By Balance c/d	Cr. Rs. 3,90,000 40,000 90,000 1,30,000	

Total Sales = Cash Sales + Credit Sales

 $= 2,00,000 + 4,90,000 = \mathbf{Rs.} 6,90,000$

[**O**R]

42.b.<u>Calculation of Current Ratio</u>

(i)Current Ratio =	Current Assets	= 1,50,000 $=$ 3:1
	Current Liabilities	50,000
Current Assets	= Inventories + + Prepaid exp = 45,000 + 70,00	Trade receivables + Cash and Cash Equivalents benses 00 + 30,000 + 5,000 = Rs. 1,50,000
Current Liabilities =	= Short term bor Short term pro 17,000 + 25,000 + 3,0	rowings +Trade Payables + Expenses Payable + visions 00+5,000 = Rs. 50,000
(ii)Quick Ratio =	Quick Assets = Current Liabilities	$\frac{1,00,000}{50,000} = 2:1$
Quick Assets = Total Current as = $1,50,000 - 45,000 - 5,000$		ssets – Inventories – Prepaid expenses 00 = Rs.1,00,000

In the books of Delhi Literary Club

Balance sheet as on 31st March, 2018

Liabilities	Rs.	Assets	Rs.
Capital fund	63,200	Furniture	40,000
(Balancing figure)		Books	20,000
		Cash in hand	3,200
	63,200		63,200

Dr. Income and Expenditure Account for the year ended 31st March, 2019 Cr.

Expenditure	Rs.		Income	Rs.	Rs.
To Rent and rates	21,000	By Entra	ince fees		2,300
To Lecture fees	4,500	By Subs	criptions	46,000	
To Sundry expenses	7,200	Less: Received in advance			
To Loss on sale of furniture	2,500	during current year		1,000	45,000
(25,000-22,500)		By Inter	est received on		
To Excess of income		fix	ed deposit		500
over expenditure (surplus)	<mark>12,600</mark>				
	47,800				47,800

Balance sheet as on 31st March, 2019

Liabilities	Rs.	Rs.	Assets	Rs.	Rs.
Capital fund	63,200		Furniture	40,000	
Add: Excess of income over			Less: Book value of		
expenditure	12,600	75,800	furniture sold	25,000	15,000
Life membership fees		2,500	Books		20,000
Subscription received in advance		1,000	Fixed deposit		40,000
			Cash in hand		4,300
		79,300			79,300

[OR]

<u>43.a.</u>

<u>43.b.</u>

Sol.

Common–size income statement of Siva Ltd for the year ended 31st March, 2016 and 31st March, 2017

Particulars	Absolute amount 2015-16	Percentage of revenue from operations for 2015-16	Absolute amount 2016-17	Percentage of revenue from operations for 2016-17	
and a second	₹		₹ -		
Revenue from operations	2,00,000	100.00	3,00,000	100	
Add: Other income	25,000	12.50	75,000	25	
Total revenue	2,25,000	112.50	3,75,000	125	
Less: Expenses	2,50,000	125.00	1,50,000	50	
Profit / loss before tax	-25,000	-12.50	2,25,000	75	
Less: Income tax (40%)	-	-	90,000	30	
Profit after tax	-25,000	-12.50	1,35,000	45	

<u>44. a</u>.

Profit and Loss appropriation Account

Particulars	Rs.	Rs.	Particulars	Rs.	Rs.
To Interest on Capital A/c			By Profit & Loss A/c		1,20,000
Dinesh (5,00,000x6%)	30,000		By Interest on drawings A/c		
Sugumar (4,00,000x6%)	24,000	54,000	Dinesh	3,600	
			Sugumar	2,300	5,900
To Salary to Dinesh A/c		62,000			
To Commission to Sugumar		900			
To Partners' capital A/c					
(Profit transferred)					
Dinesh (8,100x2/3)	6,000				
Sugumar (8,100x1/3)	3,000	9,000			
		1,25,900			1,25,900

<u>[OR]</u>

Trend analysis for Mullai Ltd

		Rs in lakhs		Trend percentages			
Particulars	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	
Revenue from operations	100	120	160	100	120	160	
Add: Other income	20	24	20	100	120	100	
Total revenue	120	144	180	100	120	150	
Less: Expenses	20	14	40	100	70	200	
Profit before tax	100	130	140	100	130	140	
Less: Income tax (30%)	30	39	42	100	130	140	
Profit after tax	70	91	98	100	130	140	

<u>44.b.</u>

<u>45.a.</u>

	Dr.	which a sup		Reva	aluation	Account			C
	511.10	Particu	lars		₹	Particulars			₹
	To Stock To Prov. To Amal Vimal	A/c for bad ar 's Cap A/c 's Cap A/c	id doubtfu	11 7,000 5,000	5,000 3,000 12,000	By Land			20,000
			i Insauji	Star Star	20,000		stay Bard to	de para de la	20,000
Dr.				Capi	tal Acco	ount	dati terisi	okecer(L) as	C
Pa	rticulars	Amal	Vimal	Nirmal	1	Particulars	Amal	Vimal	Nirmal
To Bal	ance c/d	91,000	65,000	30,000	By Balance b/d By Profit and Loss A/c By Revaluation A/c By Bank A/c		70,000 14,000 7,000	50,000 10,000 5,000	
		91,000	65,000	30,000			91,000	65,000	30,000
		- Andreas			By Bala	ince b/d	91,000	65 000	30.000

[OR]

45.b. Journal Entries

In the books of Bharath Ltd.

Date	Particulars	L.F.	Debit Rs.	Credit Rs.
	Bank A/c $(1,20,000 \times 5)$ Dr.		6,00,000	
	To Equity share application A/c			6,00,000
	(Application money received)			
	Equity share application A/c $(1,00,000 \times 5)$ Dr.		5,00,000	
	To Equity share capital A/c			5,00,000
	(Transfer of share application money to share			
	capital)			
	Equity share application A/c $(20,000 \times 5)$ Dr.		1,00,000	
	To Bank A/c			1,00,000
	(Excess share application money refunded)			
	Equity share allotment A/c Dr.		3,00,000	
	To Equity share capital A/c			3,00,000
	(Share allotment money due)			

Bank A/c	Dr.	3,00,000	
To Equity share allotment A/c			3,00,000
(Allotment money received)			
Equity share first and final call A/c	Dr.	2,00,000	
To Equity share capital A/c			2,00,000
(Share first and final call money due)			
Bank A/c	Dr.	2,00,000	
To Equity share first and final call A/c			2,00,000
(Share first and final call money received)			

46. a. Dr.

Revaluation Account

Cr.

Particulars		Rs.	Particulars	Rs.	Rs.
To Provision for bad debts A/c		1,300	By Stock A/c		4,000
By Profit on revaluation					
transferred to					
Charles Capital A/c (3/9)	900				
Muthu's Capital A/c (4/9)	1,200				
Sekar's Capital A/c (2/9)	6,00	2,700			
		4,000			4,000

Dr.	Partners' Capital Account						
Particulars	Charles	Muthu	Sekar	Particulars	Charles	Muthu	Sekar
	Rs.	Rs.	Rs.		Rs.	Rs.	Rs.
To Bank A/c	30,900			By Balance B/d	30,000	40,000	20,000
To Balance C/d		41,200	20,600	By Revaluation	900	1,200	600
				A/c (Profit)			
	30,900	41,200	20,600		30,900	41,200	20,600
				To Balance B/d		41,200	<mark>20,600</mark>

Liabilities	Rs.	Rs.	Assets	Rs.	Rs.
Capital A/c			Furniture		20,000
Muthu	41,200				
Sekar	20,600	61,800	Stock	40,000	
			(+) Appreciation	4,000	44,000
Sundry Creditors		33,000			
			Debtors	30,000	
			(-) Bad Debts	1,300	28,700
			Cash at Bank	33,000	
			(-) Charles's Capital	30,900	2,100
		94,800			94,800

Balance Sheet as on 31st March 2017

[<u>OR</u>]

<u>46.b.</u>

	Gross profit	4,000		
<mark>(i) Gross profit ratio</mark> =	Revenue from operations	x 100 = 20,000	x 100 = <mark>20%</mark>	
Cost of revenue from operation	s = Purchase of stock-in	n-trade + Char	iges in inventory	+
	Direct expen	ses		
	$1.17,\!000 - 1$,000+0=16,	,000	
Gross profit	= Revenue fro = $20,000 - 1$	6,000 = 4,000	- Cost of revenue fr)	om operations

	Operating cost	18,400
(ii) Operating cost ratio =	Revenue from operations $x \ 100 =$	20,000 x $100 = 92\%$
Operating cost	= Cost of revenue from opera	tions + Operating expenses
Operating expenses	= Other expenses $=$ 2,400	
Operating cost	= 16,000 + 2,400 = 18,400	
(iii) Operating pro t ratio =	Operating profit	$\times 100 = 1,600 \times 100 = 8\%$
	Revenue from operations	20,000
Operating profit	= Revenue from operations – 20,000 – 18,400 = Rs. 1,60	Operating cost 00

47(a). <u>Journal Entries</u>

Date	Particulars		L.F.	Debit	Credit
				Rs.	Rs.
	Share Capital A/c	Dr.		10,000	
	To Share forfeited A/c				<u>6,000</u>
	To Share call A/c				<u>4,000</u>
	(1,000 Shares were forfeited A/c)				
	Bank A/c (800 x 7)	Dr.		<u>5,600</u>	
	Share forfeited A/c (800 x 3)	Dr.		<u>2,400</u>	
	To Share Capital A/c				8,000
	(1,000 shares were reissued)				
	Share forfeited A/c	Dr.		<u>2,400</u>	
	To Capital Reserve A/c				<u>2,400</u>
	(Profit on Share reissue transfer)				

[<u>OR</u>]

47.b. Commonly used Voucher Types in Tally ERP9:

Voucher is a document which contains details of transactions. Transactions are to be recorded through voucher entries. Tally has a set of predefined vouchers such as Purchase, Sales, Payment, Receipt and Contra.

To view the list of voucher types:

Gateway of Tally > Masters > Accounts Info > Voucher Types > Display

As per the requirements of users, additional voucher type can be created.

Following are some of the major accounting vouchers used in an organisation:

- Receipt Voucher
- Payment Voucher
- Contra Voucher
- Purchase Voucher
- ➢ Sales Voucher
- Journal Voucher

(i) Receipt Voucher

- All transactions related to receipt either in cash or through bank are recorded using receipt voucher. In this voucher, cash or bank account is debited and other ledger account is credited.
- To record receipt: Gateway of Tally > Transactions > Accounting Vouchers > F6:Receipt

(ii) Payment Voucher

- All transactions related to payments either in cash or through bank are recorded using payment voucher. In this voucher, cash or bank account is credited and other ledger account is debited.
- To record payment:Gateway of Tally > Transactions > Accounting Vouchers > F5:Payment

(iii) Contra Voucher

- A transaction involving both cash account and bank account is recorded using contra voucher. e transaction may be for deposit of cash into bank account or withdrawal of cash from bank account.
- To record contra: Gateway of Tally > Transactions > Accounting Vouchers > F4:Contra

(iv) Purchase Voucher

- Purchase vouchers are used for recording both cash and credit purchases of goods.
- To record purchases: Gateway of Tally > Transactions > Accounting Vouchers > F9:Purchase

(v) Sales Voucher

- Sales vouchers are used for recording both cash and credit sales of goods.
- To record sales: Gateway of Tally > Transactions > Accounting Vouchers > F8:Sales

(vi) Journal Voucher

- Journal vouchers are used for recording transactions involving other than cash, bank, purchases and sales such as depreciation, provision for bad debts.
- To record journal: Gateway of Tally > Transactions > Accounting Vouchers > F7: Journal

********** All the Best ***********