



ACCOUNTS

BOOKS - SULTAN CHAND & SONS

ACCOUNTS (HINGLISH)

ORIGIN OF TRANSACTIONS-SOURCE

DOCUMENTS AND PREPARATION OF

VOUCHERS

Illustration Solution

1. The following transactions took place in Prabhat Electric Co., Delhi. Prepare the debit vouchers:

2019			₹
(i)	Jan. 1	Bought electrical goods for ₹ 10,000; paid CGST and SGST ₹ 600 each against cash vide Cash Memo No. 338	
(ii)	Jan. 8	Paid wages for the month of December, 2018	1,000



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2. The following transactions took place in M/s Ace Traders, Patna. Prepare the debit vouchers:

2019			₹
(i) January	1	Bought furniture from Modern Furniture, Patna for ₹ 7,500 against cash vide Cash Memo No. 240; paid CGST and SGST @ 6% each	
(ii) January	8	Wages paid for the month of December, 2018	3,500
(iii) January	25	Paid cash to Hari & Sons, Patna for purchase of 2 sewing machines vide Cash Memo No. 1230; paid CGST and SGST @ 6% each	2,500
(iv) January	27	Paid for Postage Stamps	200



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3. Prepare the Credit Vouchers from the source vouchers of M/s Ram Lal & Co., New Delhi based on the following transactions:

2019		
April	5	Sold goods for cash for ₹ 12,000 plus CGST and SGST @ 6% each vide Cash Memo No. 64
April	26	Sold old typewriter for cash ₹ 300, charged CGST and SGST @ 6% each vide cash receipt No. 344
April	30	Withdrew cash ₹ 15,000 from Bank for office use vide cheque No. 12349



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4. Prepare Credit Vouchers from the following information, collected from supporting vouchers of M/s Gupta Leather Stores, Agra (U.P):

2019	
(i) January 5	Received cash ₹ 10,000 from M/s Mohan & Co. on account vide cash receipt No. 351
(ii) January 10	Commission received ₹ 10,000 vide cash receipt No. 360, charged CGST and SGST @ 6% each
(iii) January 15	Sold leather purses of ₹ 15,000 against cash vide Cash Memo Nos. 317-320, charged CGST and SGST @ 6% each
(iv) January 24	Sold two old sewing machines of ₹ 2,500 vide Cash Memo No. 1230, charged CGST and SGST @ 6% each



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5. Prepare the Accounting Voucher from the following supporting voucher.

Ram Ratan & Sons 32, Industrial Area, Meerut (U.P.) GSTIN: 07AAFFR3456R1ZB			
Sale Bill No. 1215		Date: 10.4.2019	
To			
M/s Murari Lal & Sons (GSTIN: 07AAMFM1079M1ZB)			
Qty.	Particulars	Rate/Unit ₹	Amount ₹
20	Cricket balls	100	2,000
10	Full size bat	2,000	20,000
			22,000
	Output CGST		1,320
	Output SGST		1,320
			24,640
			Sd/-
			Ram Ratan & Sons



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Mcq

1. Cash memo is prepared when goods are sold

A. on credit.

B. on cash.

C. Both (a) and (b).

D. None of these.

Answer: B



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2. Cash memo is a source voucher for purchaser of goods

A. for cash purchases.

B. for credit purchases.

C. for credit sales.

D. for cash sales.

Answer: A



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3. Invoice is a source voucher for seller of goods

A. for cash purchases.

B. for credit purchases.

C. for credit sales.

D. for cash purchases.

Answer: C



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4. Invoice is a source voucher for purchaser of goods

A. for cash purchases.

B. for cash sales.

C. for credit sales.

D. for credit purchases.

Answer: D



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5. Accounting voucher is prepared from

A. source voucher.

B. Journal entry.

C. Both (a) and (b).

D. None of these.

Answer: A



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6. If purchaser of goods returns them, he will prepare

A. Credit Note.

B. Debit Note.

C. Both (a) and (b).

D. None of these.

Answer: B



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7. If seller receives back the goods sold, he will prepare

A. Credit Note.

B. Debit Note.

C. Both (a) and (b).

D. None of these.

Answer: A



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8. Voucher is prepared for

A. Cash and Credit purchases.

B. Cash and Credit sales.

C. Cash received and paid.

D. All of these.

Answer: D



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9. Cash Memo is

- A. a source voucher.
- B. an accounting voucher.
- C. neither (a) and (b).
- D. both (a) and (b).

Answer: A



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10. Invoice is a source voucher for

- A. Cash purchases.
- B. Credit purchases.
- C. Both (a) and (b).
- D. neither (a) nor (b).

Answer: B



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11. Books of Account are written on the basis of

- A. Source Document.
- B. Accounting Vouchers.
- C. Both (a) and (b).
- D. None of these.

Answer: B



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12. Credit Note is prepared

- A. when credit is given to the account.
- B. when debit is given to the account.
- C. Both (a) and (b).
- D. None of the above.

Answer: A



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13. When goods are sold on credit the seller prepares

- A. Cash Memo.
- B. Invoice.
- C. Accounting Voucher.
- D. None of these.

Answer: B



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14. When goods are purchased against cash, the purchaser will get

- A. Cash Memo.
- B. Invoice.
- C. Accounting Voucher.
- D. None of these.

Answer: A



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15. Transfer vouchers are prepared to record

A. cash transactions.

B. non-cash transactions.

C. (a) and (b).

D. None of these.

Answer: B



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16. Credit purchase of furniture is recorded through

A. Transfer voucher.

B. Cash voucher.

C. Debit voucher.

D. Credit voucher.

Answer: A



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Very Short Answer Type Questions

1. Name any two source documents.



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2. Is 'Cash Memo' a source document or an Accounting Voucher?



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3. What is an Invoice?



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4. What do you mean by Voucher?



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5. How an Accounting Voucher is prepared?



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6. Briefly explain Cash Voucher.



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7. Briefly explain Credit Voucher.



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8. What is Transfer Voucher?



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9. What is a Pay-in-Slip?



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10. Define a Cheque.



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11. What is a Debit Note?



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12. What is a Credit Note?



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13. What is a Compound Voucher?



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Short Answer Type Questions

1. What is a Source Document?



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2. Explain any two Source Documents.



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3. What are Accounting Vouchers?



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4. What are the types of Accounting Vouchers?

Or

Name the two types of vouchers (Main Classification).



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5. What is a Voucher? Prepare an imaginary Specimen of Voucher.



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