

**MARCH - 2020 - KEY ANSWER**

**XII STANDARD – ACCOUNTANCY – ENGLISH MEDIUM**

**A.VENNILA**

**PRINCIPAL**

MYDEEN MATRIC. HR.SEC. SCHOOL  
MELACAUVERY – KUMBAKONAM.

CELL NO.: 8220179521

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Time Allowed : 3.00 Hours

Maximum Marks : 90

**PART - I**

**I. Choose the most suitable from the given four alternatives and write the option code and the corresponding answer**

**20 x 1 = 20**

1	C	Capital	11	C	Rs.3,000
2	C	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	C	Current Assets
5	B	Not Allowed	15	B	1-i 2-iv 3-iii 4-ii
6	A	Fixed Capital Method	16	C	Journal Voucher
7	C	Current Account	17	A	Goodwill under annuity method – Average Profit x Present value annuity factor
8	C	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	C	110%

**PART - II**

**II. Answer any seven questions. Question No.30 is compulsory.**

**7 x 2 = 14**

**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 not 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.

**23. . Interest on drawings = Amount of drawings x Rate of interest x Period of interest**

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

**= Rs.600**

**Journal Entry**

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

**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:**

$$\text{Average Profit} = \frac{\text{Total Profit}}{\text{No. of Years}} = \frac{8,000 + 10,000 + 9,000}{3} = \frac{27,000}{3} = \text{Rs.9,000}$$

**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 Sacrificed = 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**

### 27. Calculation of Goodwill:

$$(i) \text{ Super Profit} = \text{Average Profit} - \text{Normal Profit} = 14,000 - 4,000 = \text{Rs.10,000}$$

$$(ii) \text{ Valuation of Goodwill} = \text{Super Profit} \times \text{Present value of annuity factor} \\ = 10,000 \times 3.352 = \text{Rs.33,520}$$

### 28. Journal Entry

Date	Particulars	L.F.	Debit Rs.	Credit Rs.
	Bank A/c <span style="float: right;">Dr.</span>		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

### 30. Liquidity – Meaning:

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

**PART - III**

**III. Answer any seven questions. Question No.40 is compulsory.**

**7 x 3 = 21**

**31. Calculation of Drawing:**

Particulars	Rs.
Capital at the end of the year	35,000
(+) Drawings (B/F)	5,000
	40,000
(-) Additional Capital	2,500
Adjusted Closing Capital	37,500
(-) Opening Capital	27,500
Profit made during the year	10,000

**32.**

**Total Creditors Account**

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

**33.**

**Balance Sheet as on 1<sup>st</sup> April, 2019**

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

### 34. Difference Between Fixed Capital Method and Fluctuating Capital Method

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 except 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. 60,000**

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

(iii) Normal Profit = Capital Employed x Normal rate of return  
= 80,000 x  $\frac{15}{100}$  = 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 x 2 = **Rs.16,000**

### 36. Revaluation 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 Seenu's Capital A/c	50,000		By Creditors A/c	16,000
Siva's Capital A/c	30,000	80,000		
		1,06,000		1,06,000

### 37. Comparative income statement of Mary Co., Ltd.

Particulars	2015-16	2016-17	Absolute amount of increase (+) or decrease (-)	Percentage increase (+) or 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:

$$\text{Gross Profit Ratio} = \frac{\text{Gross Profit}}{\text{Revenue from Operation}} = \frac{40,000}{2,50,000} \times 100 = 16\%$$

$$\begin{aligned} \text{Gross Profit} &= \text{Revenue from Operation} - \text{Cost of Revenue from operation} \\ &= 2,50,000 - 2,10,000 = \text{Rs.40,000} \end{aligned}$$

### 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 <span style="float:right">Dr.</span> To Equity Share Application A/c (Application money received)		1,20,000	1,20,000
	Equity Share Application A/c <span style="float:right">Dr.</span> To Equity Share Capital A/c (Application money transferred to share capital A/c)		1,20,000	1,20,000
	Equity Share Allotment A/c <span style="float:right">Dr.</span> To Equity Share Capital A/c (Allotment money due)		2,00,000	2,00,000
	Bank A/c (40,000x5) + (1,000x2) <span style="float:right">Dr.</span> To Equity Share Allotment A/c To Calls in Advance A/c (Allotment money received)		2,02,000	2,00,000 2,000
	Equity Share First and Final Call <span style="float:right">Dr.</span> To Equity Share Capital A/c (First and Final money due)		80,000	80,000
	Bank A/c (39,000x2) <span style="float:right">Dr.</span> Calls in Advance A/c <span style="float:right">Dr.</span> To Equity Share Capital A/c (First and Final money received)		78,000 2,000	80,000

**PART - IV****IV. Answer all questions.****7 x 5 = 35****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)	1,93,000	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

**(ii) Calculation of Closing Capital**

**Statement of Affairs as on 31.3.2019**

<b>Liabilities</b>	<b>Rs.</b>	<b>Assets</b>	<b>Rs.</b>	<b>Rs.</b>
Sundry Creditors	1,30,000	Cash in Hand		4,500
Cash at Bank	60,000	Stock of Goods		45,000
Capital (B/F)	<b>1,57,000</b>	Sundry Debtors		
		Less: Provision 5%	90,000	85,000
			4,500	
		Plant and Machinery		
		Less: Depreciation 10%	80,000	72,000
			8,000	
		Land and Buildings		1,40,000
	3,47,000			3,47,000

**Statement of Profit or Loss**

<b>Particulars</b>	<b>Rs.</b>
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 31<sup>st</sup> March, 2018**

<b>Receipts</b>	<b>Rs.</b>		<b>Payments</b>	<b>Rs.</b>	
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
To Life membership fees		5,500	By Bats & Balls purchased		13,000
To Tournament fund receipts		15,000	By Tournament expenses		12,500
To Subscriptions received:			By Balance c/d		
2016 – 2017	4,500		Cash	5,000	
2017 – 2018	65,000	74,500	Bank (B/F)	<b>55,000</b>	60,000
2018 – 2019	5,000				
		1,20,000			1,20,000



**42.a.**

Dr.		Bills Receivable A/c		Cr.	
Particulars	Rs.	Particulars	Rs.		
To Balance b/d	40,000	By Cash A/c (Received)	90,000		
To Debtors (Bill Received during the Year) (Balancing Figure)	90,000	By Debtors (Dishonoured)	10,000		
		By Balance c/d	30,000		
	1,30,000				1,30,000

Dr.		Total Debtors A/c		Cr.	
Particulars	Rs.	Particulars	Rs.		
To Balance b/d	1,50,000	By Cash A/c (Received)	3,90,000		
To Bills Receivable A/c (Dishonoured)	10,000	By Sales Return A/c	40,000		
To Sales (Credit) (Balancing Figure)	4,90,000	By Bills Receivable (Bills Received)	90,000		
		By Balance c/d	1,30,000		
	6,50,000				6,50,000

**Total Sales = Cash Sales + Credit Sales**

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

[OR]

**42.b. Calculation of Current Ratio**

$$(i) \text{ Current Ratio} = \frac{\text{Current Assets}}{\text{Current Liabilities}} = \frac{1,50,000}{50,000} = 3:1$$

$$\begin{aligned} \text{Current Assets} &= \text{Inventories} + \text{Trade receivables} + \text{Cash and Cash Equivalents} \\ &\quad + \text{Prepaid expenses} \\ &= 45,000 + 70,000 + 30,000 + 5,000 = \text{Rs. } 1,50,000 \end{aligned}$$

$$\begin{aligned} \text{Current Liabilities} &= \text{Short term borrowings} + \text{Trade Payables} + \text{Expenses Payable} + \\ &\quad \text{Short term provisions} \\ &= 17,000 + 25,000 + 3,000 + 5,000 = \text{Rs. } 50,000 \end{aligned}$$

$$(ii) \text{ Quick Ratio} = \frac{\text{Quick Assets}}{\text{Current Liabilities}} = \frac{1,00,000}{50,000} = 2:1$$

$$\begin{aligned} \text{Quick Assets} &= \text{Total Current assets} - \text{Inventories} - \text{Prepaid expenses} \\ &= 1,50,000 - 45,000 - 5,000 = \text{Rs. } 1,00,000 \end{aligned}$$

**43.a.**

**In the books of Delhi Literary Club**

**Balance sheet as on 31st March, 2018**

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

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

**Cr.**

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

**Balance sheet as on 31st March, 2019**

<b>Liabilities</b>	<b>Rs.</b>	<b>Rs.</b>	<b>Assets</b>	<b>Rs.</b>	<b>Rs.</b>
Capital fund	63,200		Furniture	40,000	
Add: Excess of income over expenditure	12,600	75,800	Less: Book value of 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
		<b>79,300</b>			<b>79,300</b>

**[OR]**

**43.b.**

Sol.

**Common-size income statement of Siva Ltd  
for the year ended 31<sup>st</sup> March, 2016 and 31<sup>st</sup> 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
	₹		₹	
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

**44. a.****Profit and Loss appropriation Account**

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

**[OR]****44.b.****Trend analysis for Mullai Ltd**

Particulars	Rs in lakhs			Trend percentages		
	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

**45.a.**

Dr. Revaluation Account				Cr.			
Particulars		₹	Particulars		₹		
To Stock A/c		5,000	By Land		20,000		
To Prov. for bad and doubtful		3,000					
To Amal's Cap A/c	7,000						
To Vimal's Cap A/c	5,000	12,000					
		20,000					
						20,000	

  

Dr. Capital Account								Cr.
Particulars	Amal	Vimal	Nirmal	Particulars	Amal	Vimal	Nirmal	
To Balance c/d	91,000	65,000	30,000	By Balance b/d	70,000	50,000		
				By Profit and Loss A/c	14,000	10,000		
				By Revaluation A/c	7,000	5,000		
				By Bank A/c			30,000	
	91,000	65,000	30,000		91,000	65,000	30,000	
				By Balance 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 × 5) Dr. To Equity share application A/c (Application money received)		6,00,000	6,00,000
	Equity share application A/c (1,00,000 × 5) Dr. To Equity share capital A/c (Transfer of share application money to share capital)		5,00,000	5,00,000
	Equity share application A/c (20,000 × 5) Dr. To Bank A/c (Excess share application money refunded)		1,00,000	1,00,000
	Equity share allotment A/c Dr. To Equity share capital A/c (Share allotment money due)		3,00,000	3,00,000

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

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**

Cr.

Particulars	Charles Rs.	Muthu Rs.	Sekar Rs.	Particulars	Charles Rs.	Muthu Rs.	Sekar 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 A/c (Profit)	900	1,200	600
	30,900	41,200	20,600		30,900	41,200	20,600
				To Balance B/d	-----	41,200	20,600

**Balance Sheet as on 31<sup>st</sup> March 2017**

Liabilities	Rs.	Rs.	Assets	Rs.	Rs.
Capital A/c			Furniture		20,000
Muthu	41,200		Stock	40,000	
Sekar	20,600	61,800	(+) 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

**OR**

**46.b.**

$$(i) \text{ Gross profit ratio} = \frac{\text{Gross profit}}{\text{Revenue from operations}} \times 100 = \frac{4,000}{20,000} \times 100 = 20\%$$

$$\begin{aligned} \text{Cost of revenue from operations} &= \text{Purchase of stock-in-trade} + \text{Changes in inventory} + \\ &\quad \text{Direct expenses} \\ &= 1.17,000 - 1,000 + 0 = 16,000 \\ \text{Gross profit} &= \text{Revenue from operations} - \text{Cost of revenue from operations} \\ &= 20,000 - 16,000 = 4,000 \end{aligned}$$

$$(ii) \text{ Operating cost ratio} = \frac{\text{Operating cost}}{\text{Revenue from operations}} \times 100 = \frac{18,400}{20,000} \times 100 = 92\%$$

$$\begin{aligned} \text{Operating cost} &= \text{Cost of revenue from operations} + \text{Operating expenses} \\ \text{Operating expenses} &= \text{Other expenses} = 2,400 \\ \text{Operating cost} &= 16,000 + 2,400 = 18,400 \end{aligned}$$

$$(iii) \text{ Operating profit ratio} = \frac{\text{Operating profit}}{\text{Revenue from operations}} \times 100 = \frac{1,600}{20,000} \times 100 = 8\%$$

$$\begin{aligned} \text{Operating profit} &= \text{Revenue from operations} - \text{Operating cost} \\ &= 20,000 - 18,400 = \text{Rs. } 1,600 \end{aligned}$$

#### 47(a). Journal Entries

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

**[OR]**

#### 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 \*\*\*\*\*