

Operational Level 1

Fundamentals of Financial Accounting

| | | | | | | | | | | | | | |
|-----------------------|----|----------------------------|------------|----------------|--------|-----------|----------|----|-----------------------|------------------------|-------------------|--------|--------|
| | | | | | | Hashim | | | | | | | |
| Receipt or Debit Side | | | | | | Cash Book | | | | Payment or Credit Side | | | |
| Date | | Description | Post. Ref. | Sales Discount | Cash | Bank | Date | | Description | Post. Ref. | Purchase Discount | Cash | Bank |
| 1991 Mar | 1 | Balance | | | 25,000 | 52,000 | 1991 Mar | 3 | Purchases | | | | 5,300 |
| | 6 | Sales | | | | 6,000 | | 8 | Office Supplies | | | 200 | |
| | 10 | Account Receivable-Mubarak | | 100 | | 4,900 | | 18 | Drawing-Hashim | | | 2,000 | |
| | 15 | Sales | | | 2,500 | | | 20 | Account Payable-Ahmad | | 50 | | 2,450 |
| | 24 | Bank | c | | 5,000 | | | 24 | Cash | c | | | 5,000 |
| | | | | | | | | 27 | Purchases | | | 3,000 | |
| | | | | | | | | 30 | Salaries Expense | | | | 3,500 |
| | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | |
| | | | | 100 | 32,500 | 62,900 | | | | | 50 | 5,200 | 16,250 |
| | | | | - | - | - | | 31 | Balance c/d | | - | 27,300 | 46,650 |
| | | | | 100 | 32,500 | 62,900 | | | | | 50 | 32,500 | 62,900 |
| April | 1 | Balance b/d | | | 27,300 | 46,650 | | | | | | | |

| Hashim General Ledger | | | | | |
|--------------------------|-------|-----|----------------|-------|----|
| Sales Discount | | | | | |
| 1991 Mar 31 | (C.B) | 100 | | | |
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| | | | | | |
| | | | | | |
| Purchase Discount | | | | | |
| | | | 1991 Mar 31 | (C.B) | 50 |
| | | | | | |
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| | | | | | | Mrs. Inam | | | | | | | |
|------------|----|-------------------------------|------------|----------------|--------|-----------|------------|----|------------------|------------|-------------------|--------|--------|
| | | | | | | Cash Book | | | | | | Rs. | |
| Date | | Description | Post. Ref. | Sales Discount | Cash | Bank | Date | | Description | Post. Ref. | Purchase Discount | Cash | Bank |
| 2003 April | 1 | Balance | | | 25,000 | 50,000 | 2003 April | 2 | Furniture | | | 7,000 | |
| | 3 | Sales | | | 3,000 | 2,000 | | 8 | Purchases | | | 4,000 | 5,000 |
| | 11 | Sales | | | 4,000 | | | 9 | Office Supplies | | | 1,000 | |
| | 16 | Cash | c | | | 9,000 | | 13 | Accounts Payable | | 200 | | 6,000 |
| | 19 | Accounts Receivable | | | | 4,000 | | 16 | Bank | c | | 9,000 | |
| | 22 | Account Receivable-Mr.Solangi | | 115 | 6,585 | | | 21 | Drawing-Inam | | | | 1,500 |
| | | | | | | | | 23 | Salaries Expense | | | 8,000 | |
| | | | | | | | | 26 | Rent Expense | | | | 4,000 |
| | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | |
| | | | | 115 | 38,585 | 65,000 | | | | | 200 | 29,000 | 16,500 |
| | | | | - | - | - | | 30 | Balance c/d | | - | 9,585 | 48,500 |
| | | | | 115 | 38,585 | 65,000 | | | | | 200 | 38,585 | 65,000 |
| May | 1 | Balance b/d | | | 9,585 | 48,500 | | | | | | | |

| Mr. Inam | | | | | |
|-------------------|-------|-----|----------|-------|-----|
| General Ledger | | | | | |
| Sales Discount | | | | | |
| 2003 | | | | | |
| April 30 | (C.B) | 115 | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Purchase Discount | | | | | |
| | | | 2003 | | |
| | | | April 30 | (C.B) | 200 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| Orient Traders | | | | | | | Cash Book | | | | | | | Rs. | |
|----------------|----|---------------------|------------|----------------|--------|----------|-----------|-----------|----|-----------------|------------|----------------|--------|----------|----------|
| Date | | Description | Post. Ref. | Sales Discount | Cash | Bank-HBL | Bank-MCB | Date | | Description | Post. Ref. | Sales Discount | Cash | Bank-HBL | Bank-MCB |
| 2012 July | 1 | Balance | | | 24,800 | 36,980 | | 2012 July | 9 | Bank-MCB | c | | 10,000 | | |
| | 3 | Sales | | | 12,000 | | | | 21 | Purchases | | | | 13,400 | |
| | 9 | Cash | c | | | | 10,000 | | 27 | Petty Cash Fund | | | | | 5,000 |
| | 18 | Accounts Receivable | | | | 20,000 | | | 30 | Bank-MCB | c | | | 15,000 | |
| | 30 | Bank-HBL | c | | | | 15,000 | | | | | | | | |
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| | | | | - | 36,800 | 56,980 | 25,000 | | | | | - | 10,000 | 28,400 | 5,000 |
| | | | | - | - | - | - | | 31 | Balance c/d | | - | 26,800 | 28,580 | 20,000 |
| | | | | - | 36,800 | 56,980 | 25,000 | | | | | - | 36,800 | 56,980 | 25,000 |
| June | 1 | Balance b/d | | | 26,800 | 28,580 | 20,000 | | | | | | | | |

| | | | | | | H.Ahmed | | | | | | | |
|----------|----|-----------------------------|------------|----------------|---------|-----------|----------|----|--------------------------|------------|-------------------|---------|---------|
| | | | | | | Cash Book | | | | | | | Rs. |
| Date | | Description | Post. Ref. | Sales Discount | Cash | Bank | Date | | Description | Post. Ref. | Purchase Discount | Cash | Bank |
| 2021 Jan | 1 | Balance | | | 40,000 | | 2021 Jan | 1 | Balance | | | | 100,000 |
| | 2 | Sales | | | 60,000 | | | 10 | Account Payable-M.Yousuf | | 500 | | 12,500 |
| | 3 | Account Receivable-A.Bashir | | 1,000 | | 15,000 | | 17 | Bank | c | | 30,000 | |
| | 5 | Account Receivable-M.Ali | | 3,000 | | 15,000 | | 18 | Wages Expense | | | 11,000 | |
| | 17 | Cash | c | | | 30,000 | | 25 | Drawing-H.Ahmed | | | 1,000 | |
| | 30 | Bank | c | | 4,000 | | | 30 | Cash | c | | | 4,000 |
| | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | |
| | | | | 4,000 | 104,000 | 60,000 | | | | | 500 | 42,000 | 116,500 |
| | 31 | Balance c/d | | - | - | 56,500 | | 31 | Balance c/d | | - | 62,000 | - |
| | | | | 4,000 | 104,000 | 116,500 | | | | | 500 | 104,000 | 116,500 |
| Feb | 1 | Balance b/d | | | 62,000 | - | | | Balance b/d | | | | 56,500 |

| H.Ahmed General Ledger | | | | | |
|---------------------------|-------|------|----------------|-------|-----|
| Sales Discount | | | A/c no564 | | |
| 2021 Jan 31 | (C.B) | 4000 | | | |
| | | | | | |
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| | | | | | |
| | | | | | |
| Purchase Discount | | | A/c 397 | | |
| | | | 2021 Jan 31 | (C.B) | 500 |
| | | | | | |
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|-------------------|--|--|--|--|-----|-----|
| 1 Cash Over: | | | | | | |
| Cash | | | | | 100 | |
| Cash Short & Over | | | | | | 100 |
| 2 Cash Short: | | | | | | |
| Cash Short & Over | | | | | 100 | |
| Cash | | | | | | 100 |

Contra Entries:

- 1) Deposited cash into bank
- 2) Withdrew cash from bank for office use
- 3) Deposited cheque into bank
- 4) Transferred balance from one bank account to another.

Overdraft:

Bank balance is in credit

Bank balance is abnormal

Bank Overdraft

Negative bank balance