Semester -1 24 Dec- 20

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BOOKS OF ORIGINAL ENTRY

Transaction

Cash/Bank Transaction

(Only record cash/Bank Transaction)

- **1. Cash Book** (All Receipts & Major Payments)
- 2. **Petty cash Book** (Minor payments)

Credit Transaction

(Only Credit Transactions)

- 1. Purchase Day Book
- 2. Purchase Return Day Book
- 3. Sales Day Book
- 4. Sales return Day Book

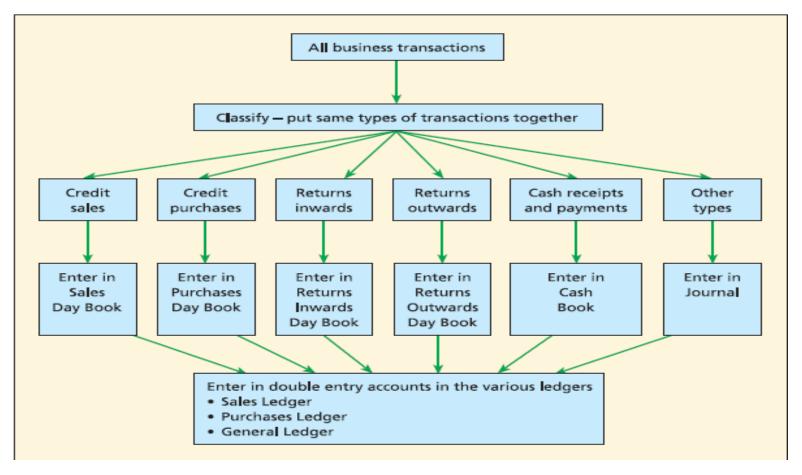
BOOKS OF ORIGINAL ENTRY

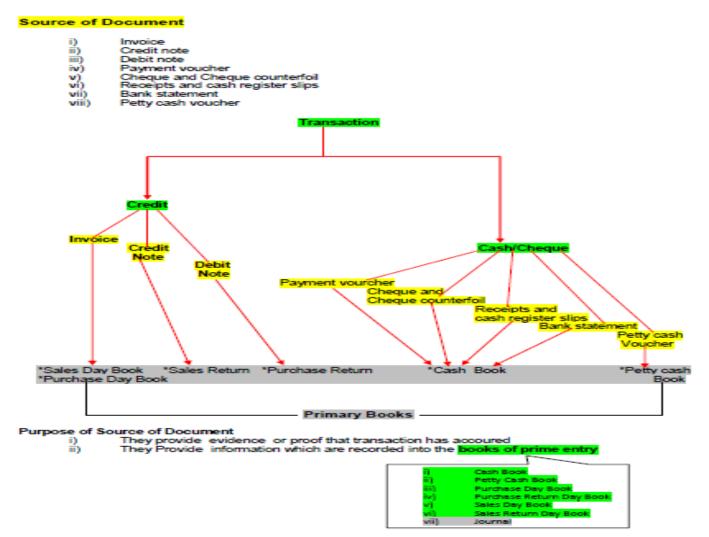
Types of ledgers

- Sales Ledger. This is for customers' personal accounts.
- Purchases Ledger. This is for suppliers' personal accounts.
- **General Ledger.** This contains the remaining double entry accounts, such as those relating to expenses, fixed assets, and capital.

BOOKS OF ORIGINAL ENTRY

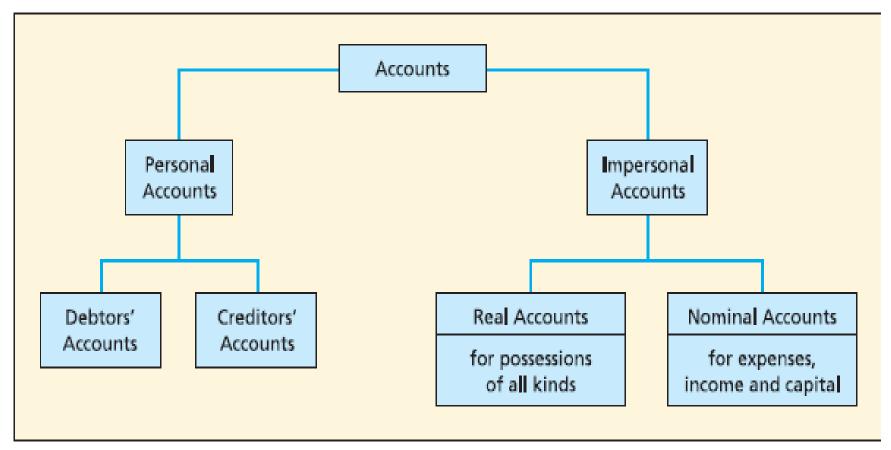
11.6 A diagram of the books commonly used





- Types of accounts
- 1. Personal Accounts these are for debtors and creditors (i.e. customers and suppliers).
- 2. Impersonal Accounts divided between 'real' accounts and 'nominal' accounts:
- Real Accounts accounts in which possessions are recorded. Examples are buildings, machinery, fixtures and stock.
- Nominal Accounts accounts in which expenses, income and capital are recorded.

BOOKS OF ORIGINAL ENTRY



impersonal accounts are kept is known as the Nominal (or 'General') Ledger.

BOOKS OF ORIGINAL ENTRY

Cash books

BOOKS OF ORIGINAL ENTRY

Cash Book: Cash Book as a book of prime entry as well as ledger to maintain both the Cash and Bank account of a business. Cash Account If a cash transaction involves money kept at the office, it will be recorded in the Cash Account. Bank Account If a Cash Transaction involves money kept in the current account at the bank, it will be recorded in the Bank Account. Both are Assets Account In term of Increase & Decrease Both are same manner Purpose of Cash Booki) Serves as a book of prime entry when information from source of ii) Serves as a Ledger as it contains both the Cash Account and the Bank Account for recording cash transaction. Cash Book Two-column Cash Book Three-column Cash Book Cash Account Cash Account Bank Account Bank Account Cash Discount Discount Received Discount Allowed

Difference between Cash Discount and Trade Discount

•	Cash Discount	Trade Discount
Definition	A deduction off the net invoice price	A deduction off list price
Purpose	Given to encourage prompt payment of amount owing	given to encourage bulk purchase
Basic	Rate depends on period of credit given	Rate depends on quantity purchase
Calculation		
Effect on profit	Net profit is decreased by discount allowed and increase by discount received.	Has no direct effect on net profit but with attractive trade discount sales may increase and hence Profit
Book Keeping	Discount allowed is recorded as an expense and discount received as revenue in the ledger	No record of trade discount in the ledger as it is not part of the double entry recording

Exhil	oit 1	13.1									
	Cash										
20X8 Aug	2	T Moore	f 33	20X8 Aug	18	Printing	£ 20				
"	5	K Charles	25	"	12	C Potts	19				
"	15	F Hughes	37	"	28	Office stationery	25				
"	30	H Howe	<u>18</u> <u>113</u>	"	31	Balance c/d	49 113				
			<u>113</u>				<u>113</u>				
Sept	1	Balance b/d	49								
			Ва	nk							
20X8			£	20X8			£				
Aug	1	Capital	10,000	Aug	7	Rent	205				
"	3	W P Ltd	244	"	12	F Small Ltd	95				
	16	K Noone	408		26	K French	268				
"	30	H Sanders	20	"	31	Balance c/d	10,104				
			<u>10,672</u>				<u>10,672</u>				
Sept	1	Balance b/d	10,104								

BOOKS OF ORIGINAL ENTRY

Exhibit 13.2

	Cash Book											
			Cash	Bank				Cash	Bank			
20X8			£	£	20X8			£	£			
Aug	1	Capital		10,000	Aug	7	Rent		205			
′′	2	T Moore	33		"	8	Printing	20				
"	3	W P Ltd		244	"	12	C Potts	19				
"	5	K Charles	25		"	12	F Small Ltd		95			
"	15	F Hughes	37		′′	26	K French		268			
"	16	K Noone		408	′′	28	Office stationery	25				
"	30	H Sanders		20	"	31	Balances c/d	49	10,104			
"	30	H Howe	_18									
			<u>113</u>	10,672				113	10,672			
Sept	1	Balances b/d	49	10,104								

BOOKS OF ORIGINAL ENTRY

Exhi	bit '	13.1					
			Ca	sh			
20X8 Aug ''	5 15	T Moore K Charles F Hughes H Howe Balance b/d	£ 33 25 37 18 113 49	20X8 Aug ''	18 12 28 31	Printing C Potts Office stationery Balance c/d	£ 20 19 25 49 113
			Ва	nk			
20X8			f	20X8			f
Aug	1	Capital	10,000	Aug	7	Rent	205
11	3	W P Ltd	244	11	12	F Small Ltd	95
11	16	K Noone	408	11	26	K French	268
11	30	H Sanders	20	11	31	Balance c/d	10,104
			10,672				10,672

Exhibit 13.2

-					Cash	Book				
				Cash	Bank				Cash	Bank
	20X8			f	f	20X8			f	f
	Aug	1	Capital		10,000	Aug	7	Rent		205
:	11	2	T Moore	33		11	8	Printing	20	
	11	3	W P Ltd		244	11	12	C Potts	19	
	11	5	K Charles	25		11	12	F Small Ltd		95
-	11	15	F Hughes	37		11	26	K French		268
	11	16	K Noone		408	11	28	Office stationery	25	
	11	30	H Sanders		20	11	31	Balances c/d	49	10,104
}	11	30	H Howe	18						
<u> </u>				113	10,672				113	10,672
	Sept	1	Balances b/d	49	10,104					

1 Balance b/d

20X8			£
Sept	1	Proprietor puts capital into a bank account for the business.	10,940
"	2	Received cheque from M Boon.	315
"	4	Cash sales.	802
"	6	Paid rent by cash.	135
"	7	Banked £50 of the cash held by the business.	50
"	15	Cash sales paid direct into the bank.	490
"	23	Paid cheque to S Wills.	277
"	29	Withdrew cash from bank for business use.	120
"	30	Paid wages in cash.	518

	Cash Book (page 1)										page 1)
			Folio	Cash	Bank				Folio	Cash	Bank
20X8				£	£	20X8				£	£
Sept	1	Capital	GL1		10,940	Sept	6	Rent	GL65	135	
"	2	M Boon	SL98		315	"	7	Bank	⊄	50	
"	4	Sales	GL87	802		"	23	S Wills	PL23		277
""	7	Cash	⊄		50	"	29	Cash	¢		120
""	15	Sales	GL87		490	"	30	Wages	GL39	518	
""	29	Bank	⊄	120		"	30	Balances	c/d	219	11,398
											l l
				922	11,795					922	11,795
Oct	1	Balances	b/d	219	11,398						

Thank You

Financial Accounting BBA Semester -1 Section C

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6th Aug 20

13.9	A wor	ked examp	le
------	-------	-----------	----

20X8			£
May	1	Balances brought down from April:	
		Cash balance	29
		Bank balance	654
		Debtors accounts:	
		B King	120
		N Campbell	280
		D Shand	40
		Creditors accounts:	
		U Barrow	60
		A Allen	440
		R Long	100
"	2	B King pays us by cheque, having deducted 21/2 per cent cash discount £3.	117
"	8	We pay R Long his account by cheque, deducting 5 per cent cash discount £5.	95
"	11	We withdrew £100 cash from the bank for business use.	100
"	16	N Campbell pays us his account by cheque, deducting 2½ per cent discount £7.	273
"	25	We paid office expenses in cash.	92
"	28	D Shand pays us in cash after having deducted 5 per cent cash discount.	38
"	29	We pay U Barrow by cheque less 5 per cent cash discount £3.	57
"	30	We pay A Allen by cheque less 21/2 per cent cash discount £11.	429

Cash Book (p											e 64)
20X8 May 1 Balance '' 2 B King '' 11 Bank '' 16 N Campbell '' 28 D Shand	Folio b/d SL13 C SL84 SL91	Discount £ 3 7 2	Cash £ 29 100 38	Bank £ 654 117 273	20X8	8 11 25 29 30	R Long Cash Office expenses U Barrow A Allen Balances	Folio PL58 C GL77 PL15 PL98 c/d	Discount £ 5 3 11 19	Cash £ 92 <u>75</u> <u>167</u>	Bank £ 95 100 57 429 363 1,044

BOOKS OF ORIGINAL ENTRY

Review questions 13.1 -13.3 Assignment

13.4A

BOOKS OF ORIGINAL ENTRY

The Sales Day Book And The Sales Ledger

Sales Transaction

Cash/Bank Transaction

(Only record cash/Bank Transaction)

Cash Book (Receipts & Payments)

Credit sales Transaction

(Only Credit Transactions)

Sales Day Book (only Credit)

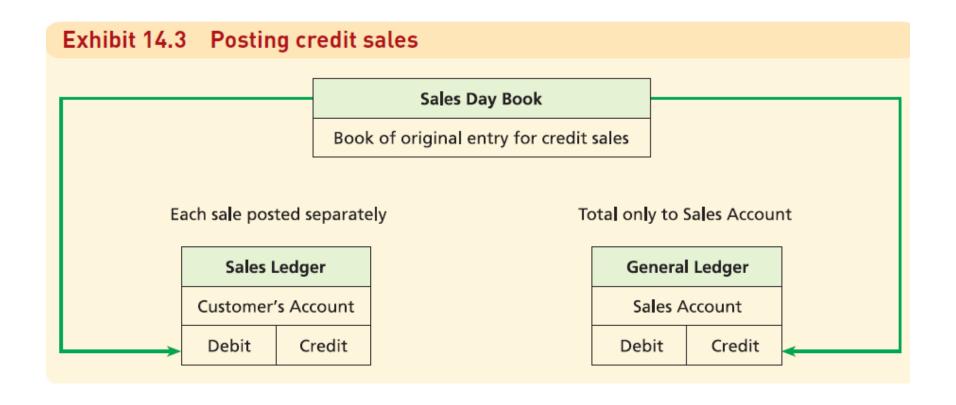
19

BOOKS OF ORIGINAL ENTRY

The Sales Day Book

Exhibit 14.2

Sales D		(page 26)	
20X9 Sept 1 D Poole '' 8 T Cockburn '' 28 C Carter '' 30 D Stevens & Co	16554 16555 16556 16557	Folio	Amount £ 560 1,640 220 1,100 3,520



BOOKS OF ORIGINAL ENTRY

An Example Of Posting Credit Sales

Sales D	Sales Day Book (page 26)								
20X9 Sept 1 D Poole "8 T Cockburn "28 C Carter "30 D Stevens & Co Transferred to Sales Account	Invoice No 16554 16555 16556 16557	Folio SL 12 SL 39 SL 125 SL 249 GL 44	Amount f 560 1,640 220 1,100 3,520						

					edger oole				(page 12)
20X9 Sept	1	Sales	Folio SB 26	£ 560					
				T Coc	kburn				(page 39)
20X9 Sept	8	Sales	Folio SB 26	£ 1,640					
				C Ca	arter			(F	page 125)
20X9 Sept	28	Sales	Folio SB 26	£ 220					
				D Steve	ens & Co			(4	page 249)
20X9 Sept	30	Sales	Folio SB 26	£ 1,100					
					l Ledger /es				(page 44)
					20X9 Sept	30	Credit sales for	Folio SB 26	£ 3,520

- Review questions
 - 14.1-14.3

BOOKS OF ORIGINAL ENTRY

The Purchases Day Book And The Purchases Ledger

Purchase Transaction

Cash/Bank (Purchase)Transaction

(Only record cash/Bank Transaction)

Cash Book (Receipts & Payments)

Credit Purchase Transaction

(Only Credit Transactions)

Purchase Day Book

BOOKS OF ORIGINAL ENTRY

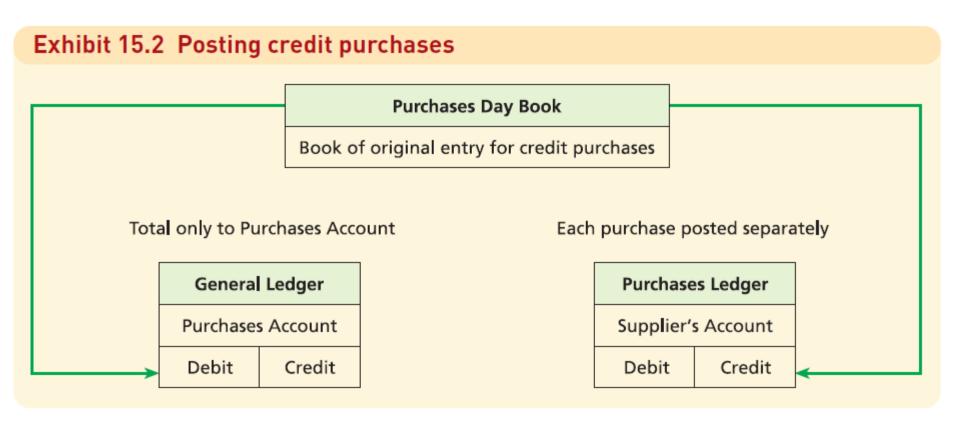
Purchases Day Book

Exhibit 15.1

	(page 49)			
20X9 Sept 1 '' 8 '' 19 '' 30		9/101 9/102 9/103 9/104	Folio	Amount £ 560 1,380 230

BOOKS OF ORIGINAL ENTRY

Posting credit purchases to the purchases ledger



BOOKS OF ORIGINAL ENTRY

An example of posting credit purchases

Folio

The Purchases Day Book in Exhibit 15.1 is now shown again in Exhibit 15.3 but, this time, posting is made to the Purchases Ledger and the General Ledger. Note the completion of the folio columns indicating that the posting had been completed.

Exhibit 15.3

20X9

Sept

30 Credit purchases

for the month

Purchases Day Book (page 49						
20X9 Sept 1 J Blake 8 B Hamilton 1 19 C Brown 30 K Gabriel Transferred to Purchases Account	Invoice No 9/101 9/102 9/103 9/104	Folio PL 16 PL 29 PL 55 PL 89 GL 63	Amount £ 560 1,380 230 510 2,680			

	es Ledger lake				(page 16)
	20X9 Sept	1	Purchases	Folio PB 49	£ 560
B Har	milton				(page 29)
	20X9 Sept	8	Purchases	Folio PB 49	£ 1,380
C Bi	rown				(page 55)
	20X9 Sept	19	Purchases	Folio PB 49	£ 230
K Gabriel					
	20X9 Sept	30	Purchases	Folio PB 49	£ 510
	l Ledger hases				(page 63)

£

2,680

- Review questions
 - 15.1-15.3

Financial Accounting BBA Semester -1 Section C

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7th Aug 20

BOOKS OF ORIGINAL ENTRY

The Returns Day Books

- Returns Inwards And Credit Notes
- Example of a returns inwards day book

BOOKS OF ORIGINAL ENTRY

Exhibit 16.2

Returns Inwa	Returns Inwards Day Book (page 10)							
20X9 Sept 8 D Poole '' 17 A Brewster '' 19 C Vickers '' 29 M Nelson Transferred to Returns Inwards Account	Note No 9/37 9/38 9/39 9/40	Folio SL 12 SL 58 SL 99 SL 112 GL 114	Amount £ 40 120 290 160 610					
Sales Ledger D Poole (page 12)								
20X9 Folio £ Sept 8 Returns inwards RI 10 4								
A Brewster (page 58)								
20X9 Folio £ Sept 17 Returns inwards RI 10 12								
CVid	ckers		(p	age 99)				
20X9 Folio £ Sept 19 Returns inwards RI 10 29								
MN	elson		(pa	ge 112)				
	20X9 Sept 29 Re	turns inwards	Folio RI 10	£ 160				
Returns	Ledger Inwards		(pa	ge 114)				
20X9 Sept 30 Returns for the month Folio £ RI 10 610								

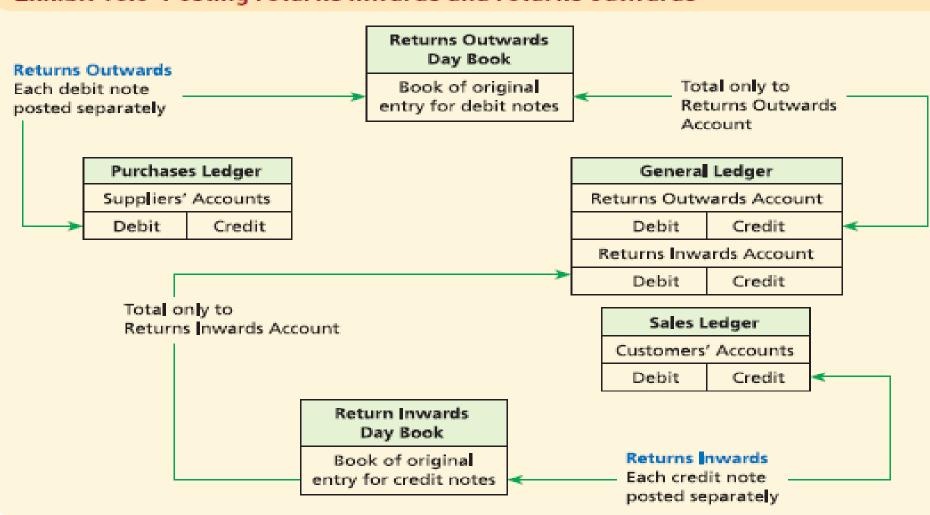
BOOKS OF ORIGINAL ENTRY

Exhibit 16.4

Returns Outwards Day Book (page 7)								
20X9 Sept 7 R Grant '' 16 B Rose '' 28 C Blake '' 30 S Saunders Transferred to Returns Outwards	9.22 9.23 9.24 9.25	Folio PL 29 PL 46 PL 55 PL 87 GL 116	Amount £ 40 240 30 360 670					
Purchases Ledger R Grant (page 29)								
20X9 Sept 7 Returns outwards	Folio RO 7	£ 40						
		BR	ose		(page 46)			
20X9 Sept 16 Returns outwards	Folio RO 7	£ 240						
		C Bi	lake		(page 55)			
20X9 Sept 28 Returns outwards								
		S Sau	nders		(page 87)			
20X9 Sept 30 Returns outwards	Folio RO 7	£ 360						
General Ledger Returns Outwards (page 116)								
20X9 Sept 30 Returns for the month					Folio £ RO 7 670			

BOOKS OF ORIGINAL ENTRY

Exhibit 16.5 Posting returns inwards and returns outwards



- Review Questions
 - 16.1-16.3

BOOKS OF ORIGINAL ENTRY

Journal

---- -- , ---- -- , ------ ---

	The Journal							
Date	Details	Folio	Dr	Cr				
	The name of the account to be debited. The name of the account to be credited. The narrative.							

BOOKS OF ORIGINAL ENTRY

- Typical uses of the journal
- Some of the main uses of the Journal are listed below. It must not be thought that this is a complete list.
- 1. The purchase and sale of fixed assets on credit.
- 2. Writing off bad debts.
- 3. The correction of errors in the ledger accounts.
- 4. Opening entries. These are the entries needed to open a new set of books.
- 5. Adjustments to any of the entries in the ledgers.

BOOKS OF ORIGINAL ENTRY

Exhibit 17.2 The accounting cycle for a profit-making organisation

Source documents

Where original information is to be found

Original entry

What happens to it

Double entry

How the dual aspect of each transaction is recorded

Check arithmetic

Checking the arithmetical accuracy of double entry accounts

Profit or Loss

Calculation of profit or loss for the accounting period

Closing financial position

Financial statement showing liabilities, assets and capital at the end of the accounting period

- Sales and purchases invoices
- Debit and credit notes for returns
- Bank pay-in slips and cheque counterfoils
- Receipts for cash paid out and received
- Correspondence containing other financial information



Classified and then entered in books of original entry:

- The Cash Books*
- Sales and Purchases Day Books
- Returns Inwards and Outwards Day Books
- The Journal



Double entry accounts

General	Sales	Purchases	Cash
Ledger	Ledger	Ledger	Books*
Real and nominal accounts	Debtors' accounts	Creditors' accounts	Cash Book and Petty Cash Book

(*Note: Cash Books fulfil both the roles of books of original entry and double entry accounts)





Trading and Profit and Loss Account



Balance sheet

BOOKS OF ORIGINAL ENTRY

The Analytical Petty Cash Book And The Imprest System

Exhibit 18.2

Petty Cash Book (page 31)									page 31)			
Receipts	Folio	Da	te	Details	Voucher No	Total	Motor Expenses	Staff Travelling Expenses	Postages	Cleaning	Ledger Folio	Ledger Accounts
£						£	£	£	£	£		£
300	CB 19	Sept	1	Cash								
		**	2	Petrol	1	16	16					
		**	3	J Green	2	23		23				
		**	3	Postage	3 4	12			12			
		**	4	D Davies	4	32		32				
		**	7	Cleaning	5	11				11		
		**	9	Petrol	6	21	21					
		**	12	K Jones	7	13		13				
		**	14	Petrol	8	23	23	_				
			15	L Black	9	5		5				
			16	Cleaning	10	11				11		
			18	Petrol	11	22 12	22					
			20	Postage	12 13	11			12	11		
			24	G Wood	14	' 7		7				
			27	C Brown	15	13		_ ′			PL18	13
			29	Postage	16				12		PLIO	13
			25	rostage	10	12 244	82	80	12 36	33		12
						2-1-1	==	80	==	33		13
							GL	GL	GL	GL		
244	CB 22	**	30	Cash			17	29	44	64		
		**	30	Balance	c/d	300						
544						544						
300		Oct	1	Balance	b/d							

BOOKS OF ORIGINAL ENTRY

Exhibit 18.3						
Cash Book (Bank and Folio columns only) (page 19)						
		20X8 Sept 1 Petty cash '' 30 Petty cash	Folio PCB 31 PCB 31	£ 300 244		
General Ledger School Bus Expenses (page 1						
20X8 Sept 30 Petty cash	Folio PCB 31	£ 82				
	Staff	f Travelli	ing Expenses		(page 29)	
20X8 Sept 30 Petty cash	Folio PCB 31	£ 80				
		Post	ages		(page 44)	
20X8 Sept 30 Petty cash	Folio PCB 31	£ 36				
Cleaning (page						
20X8 Sept 30 Petty cash	Folio PCB 31	£ 33				
	F		s Ledger own		(page 18)	
20X8 Sept 30 Petty cash	Folio PCB 31	£ 13	20X8 Sept 1 Balance	b/d	£ 13	

BOOKS OF ORIGINAL ENTRY

Exhibit 18.2

Petty Cash Book (page 31)												
Receipts	Folio	Dat	te	Details	Voucher No	Total	Motor Expenses	Staff Travelling Expenses	Postages	Cleaning	Ledger Folio	Ledger Accounts
£ 300	CB 19	Sept	1	Cash		£	£	£	£	£		£
		11	2	Petrol	1	16	16					
		11	3	J Green	2	23		23				
		11	3	Postage	3	12			12			
		11	4	D Davies	4	32		32				
		"	7	Cleaning	5	- 11				11		
		"	9	Petrol	6	21	21					
		"	12	K Jones	7	13		13				
		"	14	Petrol	8	23	23					
		"	15	L Black	9	5		5				
		"	16	Cleaning	10	11	22			11		
		,,	18 20	Petrol Postage	11 12	22 12	22		12			
		,,	22	Cleaning	13	11			12	11		
		,,	24	G Wood	14	7		7		''		
		,,,	27	C Brown	15	13		· '			PL18	13
		"	29	Postage	16	12			12		12.0	
						244	82	80	12 36	33		<u>13</u>
244	CD 33	,,	20	Cook			GL	GL	GL	GL		
244	CB 22	"	30	Cash	c/d	200	17	29	44	64		
<u>544</u> 300			30	Balance	c/d	300 544						
300		0ct	1	Balance	b/d							

_		1.00	4.0	-
Ŀ١	/hi	bit	-ТХ	-
_,	чи	υIL	- 10	

	(Bank a	Cash and Folio	Book o columns only)	(page 19)		
		20X8 Sept 1 Petty cash '' 30 Petty cash	Folio £ PCB 31 300 PCB 31 244			
General Ledger School Bus Expenses (page 17)						
20X8 Sept 30 Petty cash	Folio PCB 31	£ 82				
	(page 29)					
20X8 Sept 30 Petty cash	Folio PCB 31	£ 80				
		Post	ages	(page 44)		
20X8 Sept 30 Petty cash	Folio PCB 31	£ 36				
		Clea	ning	(page 64)		
20X8 Sept 30 Petty cash	Folio PCB 31	£ 33				
Purchases Ledger C Brown						
20X8 Sept 30 Petty cash	Folio PCB 31	£ 13	20X8 Sept 1 Balance	b/d 13		

BOOKS OF ORIGINAL ENTRY

- Review questions
 - 18.1 & 18.3A

Adjustments For Financial Statements

- Adjustments For Financial Statements
- Capital expenditure and revenue expenditure
 Depreciation of fixed assets: nature and calculations

 Double entry records for depreciation
- Bad debts, provisions for doubtful debts, and provisions for discounts on debtors
- Accruals and prepayments and other adjustments for
- financial statements
- Bank reconciliation statements
- Control accounts
- Errors not affecting trial balance agreement
- Suspense accounts and errors

Adjustments For Financial Statements

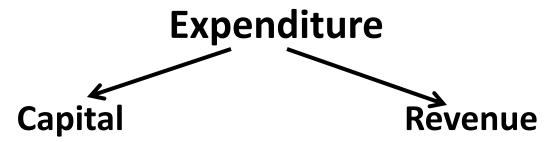
Capital expenditure and revenue expenditure

Depreciation of fixed assets: nature and calculations

Double entry records for depreciation

Adjustments For Financial Statements

Capital expenditure and revenue expenditure



Included in such amounts should be spending on

- acquiring fixed assets
- bringing them into the business
- •legal costs of buying buildings
- carriage inwards on machinery bought
- •any other cost needed to get a **fixed asset** ready for use

Expenditure which is not spent on increasing the value of fixed assets, but on running the business on a day-to-day basis, is known as **revenue expenditure**.

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Adjustments For Financial Statements

Differences between capital and revenue expenditure

Exhibit 24.1

Expenditure	Type of Expenditure
1 Buying van	Capital
2 Petrol costs for van	Revenue
3 Repairs to van	Revenue
4 Putting extra headlights on van	Capital
5 Buying machinery	Capital
6 Electricity costs of using machinery	Revenue
7 We spent £1,500 on machinery: £1,000 was for an item (improvement) added to the machine; and £500 was for repairs	Capital £1,000 Revenue £500
8 Painting outside of new building	Capital
9 Three years later – repainting outside of building in (8)	Revenue

Adjustments For Financial Statements

Machine Cost Calculation

List Price	100,000.00
Less Trade Discount	(2,000.00)
Invoice Price	98,000.00
less Cash Discount	(5,000.00)
Machine Purchase price	93,000.00

Add: Other Expenditures

Find Wiachine Cost

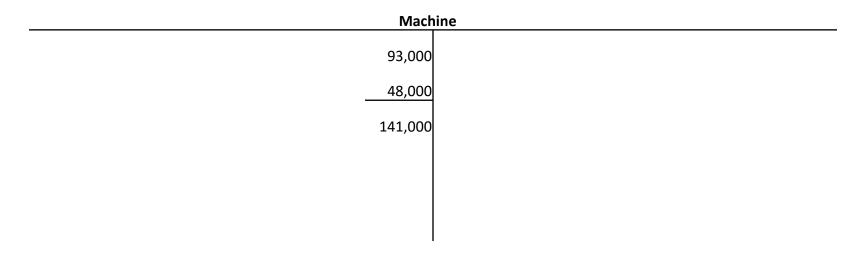
Transportation	15,000.00	
Insurance In transit	2,000.00	
Import Duties	2,000.00	
Transportation	1,500.00	
Foundation	20,000.00	
Installation	5,500.00	
Trial run	2,000.00	
tal Expenditure		48,000.00

Sir Asif

141,000.00

Adjustments For Financial Statements

	Dr	Cr
Machine	93,000	
Bank		93,000
Machine	48,000	
Bank		48,000



Thank You