

National Institute of Open Schooling
Senior Secondary Course: Accountancy
Lesson 8: Special Purpose Books
Worksheet-8

1. Journal Proper is used to record transactions, which do not find a place in Special Journals. In light of this statement, state the various types of entries that are recorded in Journal Proper.
2. Differentiate between bills receivable and bills payable with the help of a suitable example.
3. Prepare a Purchase Book and Purchase Return Book, from the following transactions for the month of July 2020:

Date 2020	Details
July 4	Bought from M/s.Birla Electronics (Invoice No. 101) 10 laptop @ 25000 per set.Trade discount on all items @ 15%
July 10	Purchased from M/s. Vijay Electronics (Invoice No. 205) 15 Colour T.V. @ 17500 per piece.
July 15	Purchased from M/s. Rajshree garments (Invoice No.325) 150 Trousers @ 425 per piece 50 Shirts @ 400 per piece Trade discount on all items @10%
July 17	Goods Returned to M/s.Vijay Electronics as per Debit Note No.072 7 Colour T.V. @ 17500 per piece.
July 21	Bought from M/s. Rishab enterprises (Invoice No.451) 15 Samsung Mobile phones @ 5600 per set. 5 Note Book @ 4600 per set. Trade discount on all items @15%
July 23	Goods Returned to M/s Rajshree garments as per Debit Note No. 051 50 Trousers @ 425 per piece. Trade Discount 10%.
July 27	Purchased from M/s. Kamal Stationery enterprises(Invoice No.356) 500 Red Ball Pen @ 15 per unit. 425 Blue Pen @ 10 per unit. Trade discount on all items @10%

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4. Record the following transactions related to Bills Payable Book and post them into the Ledger:
 2020
 July 15 Accepted Rakesh's bill for 50,000 due at 3 months.
 July 28 Accepted the bill drawn by Ritika for 5,000 at 2 months payable at State Bank of India.
 July 30 Accepted the bill amounted to Rs.6000 due in 1 month.

5. Explain the purpose of sales return book with the help of suitable example. Also, prepare its format.

6. Prepare a Special Purpose of Diksha enterprise, from the following transactions for the month of July 2020:

Date	Details
2020	
July 8	Sold on Credit to M/s. Saksham Electronics as per Invoice No. 4561 12 Set Videocon. T.V. @ 4000 per set. 5 set Home theater @ 2,500 per set Less trade Discount 5%
July 12	Sold on Credit to M/s.Croma Electronics as per Invoice No. 5621 100 set airpode @ 1500 per set
July 15	M/s. Saksham Electronics returned goods as per credit Note No.69 5 set Videocon T.V. @ 4000 per set
July 20	Sold on Credit to M/s. Sahil Electronics as per Invoice No. 3212 10 set Washing machine @ 5500 per set 5 set trimmer @ 1200 per set Less trade Discount 10%
July 26	Sold on Credit to M/s. Krishna Electronics as per Invoice No. 9852 20 set A.C. @ 7000 per set 5 set Vacuum cleaner @ 1500 per set
July 31	M/s. Sahil Electronics returned goods as per credit Note No.98 3 set Washing machine @ 5500 per set 2 set trimmer @ 1200 per set

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7. Record the following transactions in the Journal Proper of M/s Avinash Electronics:
- (i) Purchased machinery from M/s Deepak Enterprises for 50,000.
 - (ii) Prepaid Rent 1500.
 - (iii) Made full and final payment to M/s Deepak Enterprises by Cheque discount allowed by them 1000.
 - (iv) Depreciation on Machinery 5,000.
 - (v) Goods amounted to Rs.6, 000 withdrawn by the partner for personal use.
8. Mr Ankit purchased furniture costing Rs.10000 from M/s. Rakesh enterprises on credit. He wants to record this transaction in his books. In which book he should record this transaction. Also elaborates the process of recording the transaction in the book.
9. Vinay received the following Bills of Exchange. Record them in the Bill Receivable Book.
- | | |
|---------|---|
| 2020 | |
| July 5 | Drawn on Ritika a Bill of Exchange at 3 months which was accepted and returned by her on July 5, 2020 for a sum of 25,000 |
| July 10 | Drawn on M/S Ritvik enterprises a Bill of Exchange for 20,000 at 4 months, which was accepted on the same day. |
| July 26 | Drawn on Arav a Bills of Exchange for 1,00,000 at 2 months which was accepted and returned by him on July 26 itself. |
10. If you have purchased certain goods from a particular shop. After purchasing it, you have found some defective goods so you want to return the defective goods to the shopkeeper. In which book you will record the effect of this transaction. Also prepares the format of the same book.