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PRACTICAL – 13

PREPARATION OF CASHBOOK

The various transactions relating to **GOODWILL ENTERPRISES** for the month of April 2022 is given below. Find out **Cash balance** for the month.

April 1	Started business with cash	Rs. 100000
April 2	Purchased office furniture	Rs. 12000
April 4	Cash Purchase	Rs. 25000
April 5	Credit sales to Sooraj	Rs. 43000
April 27	Salary paid to staff	Rs. 10000
April 30	Received from Sooraj	Rs. 20000

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To find Cash balance of Goodwill Enterprises from the given transactions

PROCEDURE

Step 1 : Start GNUKhata Accounting package

Applications → Office → GNUKhata

Step 2 : Create Organisation

Click on Create Organisation Tab and enter details as given below :

Organisation Name : **GOODWILL ENTERPRISES**

Case : **Upper Case**

Organisation Type : **Profit making**

Financial year : **01.04.2022 to 31.03.2023**

Ensure that ***ACCOUNTS ONLY*** *option is selected*

Click on **Proceed** button

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Step 3 : Create Admin

Create Admin user with the following details

Username : a

Password : a

Confirm Password : a

Security Question : a

Answer to Security Question : a

Click on Create & Login. Now the organisation is successfully created.

Step 4 : Ledger Creation

Master ➜ Create Account

Create and Save the following Ledger accounts separately under appropriate Group

Sl. No.	Group	Sub Group	Account
1	Capital	None	Capital
2	Current Assets	Cash	Cash
3	Fixed Assets	Furniture	Furniture
4	Direct Expense	None	Purchase
5	Direct Income	None	Sales
6	Current Assets	Sundry Debtors	Sooraj
7	Indirect Expense	None	Salary

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Step 5 : Voucher Entry

Voucher ➔ Select appropriate voucher

- Select appropriate voucher type for voucher entry.
- Enter Voucher No., Voucher Date, Accounts to be debited and credited, Amount.
- Save each voucher details separately.

Voucher Type	Function Key	Voucher Type No.	Voucher Date	Account Name	Dr / Cr	Amount
Receipt	F4	1	01.04.2022	Cash Capital	Dr Cr	100000 100000
Payment	F5	1	02.04.2022	Furniture Cash	Dr Cr	12000 12000
Purchase	F7	1	04.04.2022	Purchase Cash	Dr Cr	25000 25000
Sale	F6	1	05.04.2022	Sooraj Sales	Dr Cr	43000 43000
Payment	F5	2	27.04.2022	Salary Cash	Dr Cr	10000 10000
Receipt	F4	2	30.04.2022	Cash Sooraj	Dr Cr	20000 20000

Step 6 : Display Cash balance

Report ➔ Ledger

Select **Cash Account** from list of ledgers

Uncheck Monthly Ledger

Set, **From** date as 01.04.2022 **To** date as 30.04.2022 and Click on **View** button.

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OUTPUT

GOODWILL ENTERPRISES (Profit Making) *a (Admin)* Financial Year : 01-04-2022 to 31-03-2023

Quick Search *Ledger Account* : **Cash** *Period* : **01-04-2022** to **30-04-2022**

Date	V. No.	Type	Particulars	Debit	Credit	Balance
01-04-2022	1	Receipt	Capital	100000.00		100000.00(Dr)
02-04-2022	1	Payment	Furniture		12000.00	88000.00(Dr)
04-04-2022	1	Purchase	Purchase		25000.00	63000.00(Dr)
27-04-2022	2	Payment	Salary		10000.00	53000.00(Dr)
30-04-2022	1	Receipt	Sooraj	20000.00		73000.00(Dr)
			Total of Transactions	120000.00	47000.00	
30-04-2022	_		Closing Balance C/F		73000.00	
			Grand Total	120000.00	120000.00	

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