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Allied Paper for B.Sc (Computer Science)

Subject: Business Accounting

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Study Materials Unit I and Unit II

Reference

1.Principles of Accountancy by K.L.Nagarajan, N. Vinayakam, P.L. Mani

Unit 1

Basics of Accounting

Introduction

Business is an economic activity undertaken with the motive of earning profits and to maximize the wealth for the owners. Business cannot run in isolation. Largely, the business activity is carried out by people coming together with a purpose to serve a common cause. This team is often referred to as an organization, which could be in different forms such as sole proprietorship, partnership, body corporate etc. The rules of business are based on general principles of trade, social values, and statutory framework encompassing national or international boundaries. While these variables could be different for different businesses, different countries etc., the basic purpose is to add value to a product or service to satisfy customer demand.

The business activities require resources primarily in terms of material, labour, machineries, factories and other services. The success of business depends on how efficiently and effectively these resources are managed. Therefore, there is a need to ensure the businessman tracks the use of these resources. The resources are not free and thus one must be careful to keep an eye on cost of acquiring them as well. As the basic purpose of business is to make profit, one must keep an ongoing track of the activities undertaken in course of business. Two basic questions would have to be answered: i) What is the result of business operations? This will be answered by finding out whether it has made profit or loss. I i) What is the position of the resources acquired and used for business purpose? How are these resources financed? Where the funds come from? The answers to these questions are to be found continuously and the best way to find them is to record all the business activities. Recording of business activities has to be done in a scientific manner so that they reveal correct outcome. The science of book-keeping and accounting provides an effective solution. It is a branch of social science.

Definition of Accounting

“Accounting is the art of recording, classifying and summarizing in a significant manner and in terms of money, transactions and events which are, in part at least, of a financial character, and interpreting the result thereof” **Definition by the American Accounting Association.**

Objectives of Accounting

Providing Information to the Users for Rational Decision-making

The primary objective of accounting is to provide useful information for decision-making to stakeholders such as owners, management, creditors, investors, etc. Various outcomes of business activities such as costs, prices, sales volume, value under ownership, return of investment, etc. are measured in the accounting process. All these accounting measurements are used by stakeholders (owners, investors, creditors/bankers, etc.) in course of business operation. Hence, accounting is identified as ‘language of business’.

Systematic Recording of Transactions

To ensure reliability and precision for the accounting measurements, it is necessary to keep a systematic record of all financial transactions of a business enterprise which is ensured by bookkeeping. These financial records are classified, summarized and reposted in the form of accounting measurements to the users of accounting information i.e., stakeholder.

Ascertainment of Results of above Transactions

“Profit/loss’ is a core accounting measurement. It is measured by preparing profit and loss account for a particular period. Various other accounting measurements such as different types of revenue expenses and revenue incomes are considered for preparing this profit and loss account. Difference between these revenue incomes and revenue expenses is known as result of business transactions identified as profit/loss. As this measure is used very frequently by stockholders for rational decision making, it has become the objective of accounting. For example, Income Tax Act requires that every business should have an accounting system that can measure taxable income of business and also explain nature and source of every item reported in Income Tax Return.

Ascertain the Financial Position of Business

‘Financial position’ is another core accounting measurement. Financial position is identified by preparing a statement of ownership i.e., Assets and Owings i.e., liabilities of the business as on a certain date. This statement is popularly known as balance sheet. Various other accounting measurements such as different types of assets and different types of liabilities as

existed at a particular date are considered for preparing the balance sheet. This statement may be used by various stakeholders for financing and investment decision.

To Know the Solvency Position

Balance sheet and profit and loss account prepared as above give useful information to stockholders regarding concerns potential to meet its obligations in the short run as well as in the long run.

Function of Accounting

The main functions of accounting are as follows:

Measurement: Accounting measures past performance of the business entity and depicts its current financial position

Forecasting: Accounting helps in forecasting future performance and financial position of the enterprise using past data.

Decision-making: Accounting provides relevant information to the users of accounts to aid rational decision making.

Comparison & Evaluation: Accounting assesses performance achieved in relation to targets and discloses information regarding accounting policies and contingent liabilities which play an important role in predicting, comparing and evaluating the financial results.

Control: Accounting also identifies weaknesses of the operational system and provides feedbacks regarding effectiveness of measures adopted to check such weaknesses.

Government Regulation and Taxation: Accounting provides necessary information to the government to exercise control on die entity as well as in collection of tax revenues.

BOOK-KEEPING

As defined by Carter, ‘Book-keeping is a science and art of correctly recording in books-of accounts all those business transactions that result in transfer of money or money’s worth’.

Book-keeping is an activity concerned with recording and classifying financial data related to business operation in order of its occurrence.

The distinction between book-keeping and accounting is given below:

Book-Keeping	Accounting
1. Output of book-keeping is an input for accounting.	1. Output of accounting permit informed judgments and decisions by the user of

	accounting information.
2. Purpose of book-keeping is to keep systematic record of transactions and events of financial character in order of its occurrence.	2. Purpose of accounting is to find results of operating activity of business and to report financial strength of business.
3. Book-keeping is a foundation of accounting.	3. Accounting is considered as a language of business.
4. Book-keeping is carried out by junior staff.	4. Accounting is done by senior staff with skill of analysis and interpretation.
5. Objects of book-keeping is to summarize the cumulative effect of all economic transactions of business for a given period by maintaining permanent record of each business transaction with its evidence and financial effects on accounting variable.	5. Object of accounting is not only bookkeeping but also analyzing and interpreting reported financial information for informed decisions.

ACCOUNTING – CLASSIFICATION

Accounting is classified into

Financial Accounting

It is commonly termed as Accounting. The American Institute of Certified Public Accountants defines Accounting as “an art of recoding, classifying and summarizing in a significant manner and in terms of money, transactions and events which are in part at least of a financial character, and interpreting the results thereof.”

Cost Accounting

According to the Chartered Institute of Management Accountants (CIMA), Cost Accountancy is defined as “application of costing and cost accounting principles, methods and techniques to the science, art and practice of cost control and the ascertainment of profitability as well as the presentation of information for the purpose of managerial decision-making.”

Management Accounting

Management Accounting is concerned with the use of Financial and Cost Accounting information to managers within organizations, to provide them with the basis in making

informed business decisions that would allow them to be better equipped in their management and control functions.

BASIS OF ACCOUNTING

Accrual Basis of Accounting

Accrual Basis of Accounting is a method of recording transactions by which revenue, costs, assets and liabilities are reflected in the accounts for the period in which they accrue. This basis includes consideration relating to deferrals, allocations, depreciation and amortization. This basis is also referred to as mercantile basis of accounting.

Cash Basis of Accounting

Cash Basis of Accounting is a method of recording transactions by which revenues, costs, assets and liabilities are reflected in the accounts for the period in which actual receipts or actual payments are made

Hybrid or Mixed Basis

Under the hybrid system of accounting, incomes are recognised as in Cash Basis Accounting i.e. when they are received in cash and expenses are recognised on accrual basis i.e. during the accounting period in which they arise irrespective of when they are paid.

BASIC ACCOUNTING TERMS

Transaction: It means an event or a business activity which involves exchange of money or money's worth between parties.

Goods/Services: These are tangible article or commodity in which a business deals. These articles or commodities are either bought and sold or produced and sold.

Profit: The excess of Revenue Income over expense is called profit. It could be calculated for each transaction or for business as a whole.

Loss: The excess of expense over income is called loss. It could be calculated for each transaction or for business as a whole.

Asset: Asset is a resource owned by the business with the purpose of using it for generating future profits. Assets can be Tangible and Intangible. Tangible Assets are the Capital assets which have some physical existence. They can, therefore, be seen, touched and felt, e.g. Plant and Machinery, Furniture and Fittings, Land and Buildings, Books, Computers, Vehicles, etc. The capital assets which have no physical existence and whose value is limited by the rights and anticipated benefits that possession confers upon the owner are known as Intangible

Assets. They cannot be seen or felt although they help to generate revenue in future, e.g. Goodwill, Patents, Trade-marks, Copyrights, Brand Equity, Designs, Intellectual Property, etc.

Liability: It is an obligation of financial nature to be settled at a future date. It represents amount of money that the business owes to the other parties

Capital: It is amount invested in the business by its owners. It may be in the form of cash, goods, or any other asset which the proprietor or partners of business invest in the business activity.

Drawings: It represents an amount of cash, goods or any other assets which the owner withdraws from business for his or her personal use. e.g. if the life insurance premium of proprietor or a partner of business is paid from the business cash, it is called drawings. Drawings will result in reduction in the owners' capital. The concept of drawing is not applicable to the corporate bodies like limited companies.

Debtor: The sum total or aggregate of the amounts which the customer owe to the business for purchasing goods on credit or services rendered or in respect of other contractual obligations.

Creditor: A creditor is a person to whom the business owes money or money's worth. e.g. money payable to supplier of goods or provider of service. Creditors are generally classified as Current Liabilities.

Balance Sheet: It is the statement of financial position of the business entity on a particular date. It lists all assets, liabilities and capital.

Profit and Loss Account or Income Statement: This account shows the revenue earned by the business and the expenses incurred by the business to earn that revenue.

Trade Discount: It is the discount usually allowed by the wholesaler to the retailer computed on the list price or invoice price.

Cash Discount: This is allowed to encourage prompt payment by the debtor. This has to be recorded in the books of accounts. This is calculated after deducting the trade discount.

ACCOUNTING CONCEPTS AND CONVENTIONS

Accounting concepts

Business Entity Concept

This concept explains that the business is distinct from the proprietor. Thus, the transactions of business only are to be recorded in the books of business.

Going Concern Concept

This concept assumes that the business has a perpetual succession or continued existence.

Money Measurement Concept

According to this concept only those transactions which are expressed in money terms are to be recorded in accounting books.

The Accounting Period Concept

Businesses are living, continuous organisms. The splitting of the continuous stream of business events into time periods is thus somewhat arbitrary. There is no significant change just because one accounting period ends and a new one begins. This results into the most difficult problem of accounting of how to measure the net income for an accounting period. One has to be careful in recognizing revenue and expenses for a particular accounting period.

The Accrual Concept

The accrual concept is based on recognition of both cash and credit transactions. In case of a cash transaction, owner's equity is instantly affected as cash either is received or paid. In a credit transaction, however, a mere obligation towards or by the business is created. When credit transactions exist (which is generally the case), revenues are not the same as cash receipts and expenses are not same as cash paid during the period.

Realization Concept

This concept speaks about recording of only those transactions which are actually realized. For example Sale or Profit on sales will be taken into account only when money is realized i.e. either cash is received or legal ownership is transferred.

Matching Concept

It is referred to as matching of expenses against incomes. It means that all incomes and expenses relating to the financial period to which the accounts relate should be taken in to account without regard to the date of receipts or payment.

Duality Concept

According to this concept every transaction has two aspects i.e. the benefit receiving aspect and benefit giving aspect. These two aspects are to be recorded in the books of accounts.

Verifiable Objective Evidence Concept

Under this principle, accounting data must be verified. In other words, documentary evidence of transactions must be made which are capable of verification by an independent respect. In the absence of such verification, the data which will be available will neither be reliable nor be

dependable, i.e., these should be biased data. Verifiability and objectivity express dependability, reliability and trustworthiness that are very useful for the purpose of displaying the accounting data and information to the users.

Historical Cost Concept

Business transactions are always recorded at the actual cost at which they are actually undertaken.

Accounting Conventions

Consistency

This says that the Accounting practices should not change or must remain unchanged over a period of several years.

Conservatism

Conservatism states that when alternative valuations are possible, one should select the alternative which fairly represents economic substance of transactions but when such choice is not clear select the alternative that is least likely to overstate net assets and net income. It provides for all known expenses and losses by best estimates if amount is not known with certainty, but does not recognize revenues and gains on the basis of anticipation.

Full Disclosure

All significant information must be disclosed. Accounting data should properly be clarified, summarized, aggregated and explained for the purpose of presenting the financial statements which are useful for the users of accounting information. Practically, this principle emphasizes on the materiality, objectivity and consistency of accounting data which should disclose the true and fair view of the state of affairs of a firm.

DOUBLE ENTRY SYSTEM

Features of Double Entry System

1. Every transaction has two fold aspects, i.e., one party giving the benefit and the other receiving the benefit.
2. Every transaction is divided into two aspects, Debit and Credit. One account is to be debited and the other account is to be credited.
3. Every debit must have its corresponding and equal credit.

Advantages of Double Entry System

1. Since personal and impersonal accounts are maintained under the double entry system, both the effects of the transactions are recorded.
2. It ensures arithmetical accuracy of the books of accounts, for every debit, there is a corresponding and equal credit. This is ascertained by preparing a trial balance periodically or at the end of the financial year.
3. It prevents and minimizes frauds. Moreover frauds can be detected early.
4. Errors can be checked and rectified easily.
5. The balances of receivables and payables are determined easily, since the personal accounts are maintained.
6. The businessman can compare the financial position of the current year with that of the past years.
7. The businessman can justify the standing of his business in comparison with the previous year purchase, sales, and stocks, incomes and expenses with that of the current year figures.
8. Helps in decision making.
9. The net operating results can be calculated by preparing the Trading and Profit and Loss A/c for the year ended and the financial position can be ascertained by the preparation of the Balance Sheet.
10. It becomes easy for the Government to decide the tax.
11. It helps the Government to decide sickness of business units and extend help accordingly.
12. The other stakeholders like suppliers, banks, etc take a proper decision regarding grant of credit or loans.

Limitations of Double Entry System

- (i) The system does not disclose all the errors committed in the books accounts.
- (ii) The trial balance prepared under this system does not disclose certain types of errors.
- (iii) It is costly as it involves maintenance of numbers of books of accounts.

THE CONCEPTS OF 'ACCOUNT', 'DEBIT' AND 'CREDIT'

The concept of Account

An account is defined as a summarized record of transactions related to a person or a thing e.g. the business deals with customers and suppliers, each of the customers and supplier will be a separate account.

The account is also related to things – both tangible and intangible. e.g. land, building, equipment, brand value, trademarks etc are some of the things. When a business transaction happens, one has to identify the ‘account’ that will be affected by it and then apply the rules to decide the accounting treatment.

Typically, an account is expressed as a statement in form of English letter ‘T’. It has two sides. The left hand side is called as “Debit’ side and the right hand side is called as “Credit’ side. The debit is denoted as ‘Dr’ and the credit by ‘Cr’. The convention is to write the Dr and Cr labels on both sides as shown below. Please see the following example:

Dr.	Cash Account	Cr.
Debit side		Credit side

TYPES OF ACCOUNTS

Personal Account: As the name suggests these are accounts related to persons.

- (a) These persons could be natural persons like Suresh’s A/c, Anil’s a/c, Rani’s A/c etc.
- (b) The persons could also be artificial persons like companies, bodies corporate or association of persons or partnerships etc. Accordingly, we could have Videocon Industries A/c, Infosys Technologies A/c, Charitable Trust A/c, Ali and Sons trading A/c, ABC Bank A/c, etc.
- (c) There could be representative personal accounts as well. Although the individual identity of persons related to these is known, the convention is to reflect them as collective accounts. e.g. when salary is payable to employees, we know how much is payable to each of them, but collectively the account is called as ‘Salary Payable A/c’. Similar examples are rent payable, Insurance prepaid, commission pre-received etc. The students should be careful to have clarity on this type and the chances of error are more here.

Real Accounts: These are accounts related to assets or properties or possessions. Depending on their physical existence or otherwise, they are further classified as follows:-

- (d) Tangible Real Account – Assets that have physical existence and can be seen, and touched. e.g. Machinery A/c, Stock A/c, Cash A/c, Vehicle A/c, and the like.

(e) **Intangible Real Account** – These represent possession of properties that have no physical existence but can be measured in terms of money and have value attached to them. e.g. Goodwill A/c, Trade mark A/c, Patents & Copy Rights A/c, Intellectual Property Rights A/c and the like.

Nominal Account: These accounts are related to expenses or losses and incomes or gains e.g. Salary and Wages A/c, Rent of Rates A/c, Travelling Expenses A/c, Commission received A/c, Loss by fire A/c etc.

BOOKS OF PRIME ENTRY

A journal is often referred to as Book of Prime Entry or the book of original entry. In this book transactions are recorded in their chronological order. The process of recording transaction in a journal is called as ‘Journalisation’. The entry made in this book is called a ‘journal entry’.

Advantages of Journal

The following are the advantages of a journal:

- (i) **Chronological Record:** It records transactions as and when it happens. So it is possible to get a detailed day-to-day information.
 - (ii) **Minimizing the possibility of errors:** The nature of transaction and its effect on the financial position of the business is determined by recording and analyzing into debit and credit aspect.
 - (iii) **Narration:** It means explanation of the recorded transactions.
 - (iv) **Helps to finalize the accounts:** Journal is the basis of ledger posting and the ultimate
- The specimen of a journal book is shown below.

Date	Particulars	Voucher number	Ledger folio	Debit amount()	Credit amount()
dd-mm-yy	Name of A/c to be debited Name of A/c to be credited(narration describing the transaction)	-----	Reference of page number of the A/c in ledger	-----	-----

Explanation of Journal

- (i) **Date Column:** This column contains the date of the transaction.

- (ii) **Particulars:** This column contains which account is to be debited and which account is to be credited. It is also supported by an explanation called narration.
- (iii) **Voucher Number:** This Column contains the number written on the voucher of the respective transaction.
- (iv) **Ledger Folio (L.F.):** This column contains the folio (i.e. page no.) of the ledger, where the transaction is posted.
- (v) **Dr. Amount and Cr. Amount:** This column shows the financial value of each transaction. The amount is recorded in both the columns, since for every debit there is a corresponding and equal credit.

All the columns are filled in at the time of entering the transaction except for the column of ledger folio.

LEDGER ACCOUNTS

The book which contains accounts is known as the ledger. Since finding information pertaining to the financial position of a business emerges only from the accounts, the ledger is also called the Principal Book. As a result, all the necessary information relating to any account is available from the ledger. This is the most important book of the business and hence is rightly called the “King of All Books”. Also Known as Book of Final Entry.

The specimen of a typical ledger account is given below:

Dr				Ledger-Account				Cr
Date	Particulars	J. F.	Amount ()	Date	Particulars	J. F.	Amount ()	

Ledger Posting

As and when the transaction takes place, it is recorded in the journal in the form of journal entry. This entry is posted again in the respective ledger accounts under double entry principle from the journal. This is called ledger posting.

ILLUSTRATION (Journal to Ledger and to Trial Balance)

Journalize the following transactions in the books of M/s Kothari & Sons, post them into ledger and prepare trial balance for April 2015:

Apr. 1: Commenced business with ` 40,000.

Apr. 4: Bought goods for cash ` 4,000

Apr. 7: Sold goods ` 700

Apr. 10: Bought goods from M/s Bhandari Bros. ` 3,000 at 10% trade discount.

Apr. 14: Purchased machinery of ` 5,000 from M/s Kirloskar Bros.

Apr. 16: Paid for transportation of machinery ` 500 & installation charges ` 300 on it.

Apr. 20: Paid quarterly interest on borrowed amount of ` 5,000 at 12% p.a.

Apr. 24: Supplied goods to M/s Kunal & Sons ` 3,500.

Apr. 27: Paid to M/s Bhandari Bros. ` 2600 in full settlement of account.

Apr. 28: M/s Kunal & Sons returned goods worth ` 300 & paid for ` 1,200 on account.

Apr. 29: Received commission ` 250.

Apr. 30: Paid conveyance to manager ` 450.

Solution:

In the books of M/s Kothari and Sons

Journal

			Dr.	Cr.
Date	Particulars	L.F.	Amt.`	Amt.`
2015				
1-Apr	Cash A/c Dr To Capital A/c (Being cash introduced as capital)		40,000	40,000
4-Apr	Purchases A/c Dr To Cash A/c (Being bought goods for cash)		4,000	4,000
7-Apr	Cash A/c Dr To Sales A/c (Being sold goods for cash)		700	700
10-Apr	Purchases A/c Dr To M/s Bhandari Bros. A/c (Being purchased goods at 10% TD)		2,700	2,700

14-Apr	Machinery A/c To M/s Kirloskar Bros. A/c (Being purchased machinery on credit)	Dr		5,000	5,000
16-Apr	Machinery A/c To Cash A/c (Being transportation & installation charges on machinery paid)	Dr		800	800
20-Apr	Interest A/c To Cash A/c (Being paid quarterly interest on borrowed amt.of `5000 at 12% p.a.)	Dr		150	150
24-Apr	M/s Kunal & Sons A/c To Sales A/c (Being goods sold on credit)	Dr		3,500	3,500
27-Apr	M/s Bhandari Bros. A/c To Cash A/c To Discount A/c (Being paid in full settlement & discount received)	Dr		2,700	2,600 100
28-Apr	Return Inwards A/c Cash A/c To M/s Kunal & Sons A/c (Being goods returned & received on account)	Dr Dr		300 1,200	1,500
29-Apr	Cash A/c To Commission A/c (Being commission received)	Dr		250	250
30-Apr	Conveyance A/c To Cash A/c (Being conveyance paid to manager)	Dr		450	450
	Total			61,750	61,750

Ledger**Dr.****Cash Account****Cr.**

Date	Particulars	J.F	Amt. (₹)	Date	Particulars	J.F	Amt. (₹)
1/4/15	To Capital A/c		40,000	4/4/15	By Purchases A/c		4,000
7/4/15	To Sales A/c		700	16/4/15	By Machinery A/c		800
28/4/15	To M/s Kunal & Sons A/c		1200	20/4/15	By Interest A/c		150
29/4/15	To Commission A/c		250	27/4/15	By M/s Bhandari Bros. A/c 2,600		
				30/4/15	By Conveyance A/c		450
				30/4/15	By Balance c/d		34,150
			42,150				42,150
1/5/15	To Balance b/d		34,150				

Dr.**Capital Account****Cr.**

Date	Particulars	J.F	Amt. (₹)	Date	Particulars	J.F	Amt. (₹)
30/4/15	To Balance c/d		40,000	1/4/15	By Cash A/c		40,000
			40,000				40,000
				1/5/15	By Balance b/d		40,000

Dr.**Purchases Account****Cr.**

Date	Particulars	J.F	Amt. (₹)	Date	Particulars	J.F	Amt. (₹)
4/4/15	To Cash A/c		4,000	30/4/15	By Balance c/d		6700
10/4/15	To M/s Bhandari Bros. A/c		2,700				
			6,700				6,700

30/4/15	To Balance c/d		5,000	14/4/15	By Machinery A/C		5,000
			5,000				5,000
				1/5/15	By Balance b/d		5,000

Dr.

Interest Account

Cr.

Date	Particulars	J.F.	Amt. (₹)	Date	Particulars	J.F.	Amt. (₹)
20/4/15	To Cash A/c		150	30/4/15	By Balance c/d		150
			150				
1/5/15	To Balance b/d		150				

Dr.

M/S Kunal & Sons Account

Cr.

Date	Particulars	J.F.	Amt. (₹)	Date	Particulars	J.F.	Amt. (₹)
24/4/15	To Sales A/c		3,500	28/4/15	By Return Inwards A/c		300
				28/4/15	By Cash A/c		1,200
				30/4/15	By Balance c/d		2,000
			3,500				3,500
1/5/15	To Balance b/d		2,000				

Dr.

Discount Account

Cr.

Date	Particulars	J.F.	Amt. (₹)	Date	Particulars	J.F.	Amt. (₹)
30/4/15	To Balance c/d		100	27/4/15	By M/s Bhandari Bros. A/c		100
			100				100
				1/5/15	By Balance b/d		100

Dr.

Return Inwards Account

Cr.

Date	Particulars	J.F.	Amt. (₹)	Date	Particulars	J.F.	Amt. (₹)
28/4/15	To M/s Kunal & Sons A/c		300	30/4/15	By Balance c/d		300
			300				300
1/5/15	To Balance b/d		300				

Dr. Commission Account Cr.

Date	Particulars	J.F.	Amt. (₹)	Date	Particulars	J.F.	Amt. (₹)
30/4/15	To Balance c/d		250	29/4/15	By Cash A/c		250
			250				250
				1/5/1	By Balance b/d		250

Dr. Conveyance Account Cr.

Date	Particulars	J.F.	Amt. (₹)	Date	Particulars	J.F.	Amt. (₹)
30/4/15	To Cash A/c		450	30/4/15	By Balance c/d		450
			450				450
1/5/15	To Balance b/d		450				

Trial Balance as on 30.4.15

Dr. Cr.

Name of Account	(₹)	(₹)
Cash A/c	34,150	-----
Capital A/c	-----	40,000
Purchases A/c	6700	-----
Sales A/c	-----	4,200
M/s Bhandari Bros. A/c	-----	-----
Machinery A/c	5,800	-----
M/s Kirloskar Bros. A/c	-----	5,000

Interest A/c	150	-----
M/s Kunal & Sons A/c	2,000	-----
Discount A/c	-----	100
Return Inwards A/c	300	-----
Commission A/c	-----	250
Conveyance A/c	450	-----
Total	49,550	49,550
