

**National Institute of Open Schooling**  
**Senior Secondary Course: Accountancy**  
**Lesson: 5 Journal**  
**Worksheet-5**

1. Journal is a book that is prepared by every businessman, small or big. With reference to this statement write a short note on journal.
2. Draw the format of a journal explaining column wise details.
3. Your friend could not understand the process of journalising. Mention the steps giving examples to help him understand in an easy way.
4. Explain compound entries with the help of examples from bad debts and discount allowed.
5. To satisfy the principle of matching cost and revenue, amount of every expense and revenue should pertain to the period for which accounts are being prepared. In this context explain adjusting journal entry giving examples such as
  - i. insurance premium paid in advance
  - ii. accrued income such as rent (income) has become due but not received
  - iii. income received in advance such as commission has been received though not yet due.
6. Journal can be classified into various special journals and Journal proper. Classify Journals and explain with the help of chart. Also distinguish between Special Journals and Journal Proper.
7. Journalise the following transactions in the books of Mr. Akshay.

2020April

- 1 Mr. Sunder started business with Cash Rs70,000.
- 4 Purchased goods form MeenaRs18,000.
- 7 Deposited cash into Bank Rs29,000.
- 10 Sold goods to DanishRs31,000.
- 13 Purchased Laptop of Rs20,000 in cash.
- 17 Paid Meena by chequeRs20,000.
- 20 Paid wages Rs400.

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8. Analyse the following business transactions using the modern approach for classification-

	2020	Rs.
i.	Goods sold for Cash	25,000
ii.	Commission paid	1,000
iii.	Withdrew cash for personal use	5,000
iv.	Salaries paid	10,000
v.	purchased goods on credit	15,000

9. On the basis of above analysis (ques 8), journalise them.

10. Visit any shop in your neighbourhood. Ask him different transactions he has done in the previous week. Select any five and pass journal entries.