CH- Source Documents & Preparation of Vouchers (3 Marks)

1. **Source documents** - Document is an evidence of a transaction or an event and is Known as source document. It is also sometimes Known as supporting document

2. Types of Source documents (Examples only)

(a) Cash Memo - Cash memo is prepared by the seller when goods are sold against cash.

(b) Invoice or Bill - Invoice or Bill is prepared by the seller when goods are sold on credit.

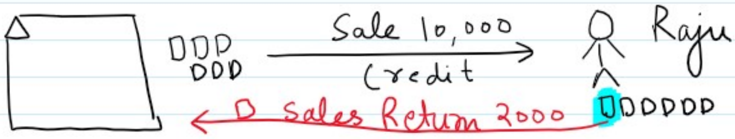
(c) Receipt - When cash or cheque is received from customer, a receipt for the amount received is issued. The receipt is prepared in duplicate where the original copy is given to the customer

(d) Pay in Slip - It is a source document used for depositing cash or cheque into Bank.

(e) Cheque - Cheque is a document in writing, drawn upon the Bank with which the account is held and is payable on demand.

(f) Debit Note - A debit note is made out evidencing that a debit has been made to the amount of the party named in debit note. It is used in case of purchase Return

(g) Credit Note - Credit note is made out evidencing that a credit has been made to the amount of customer. It is used in case of Sales Return.



Raju Dr. 10000
To Sales A/c — 10000

Sales Return A/c Dr. 2000
To Raju — $\boxed{2000}$ → Credit Note

Sales Return A/c Dr. 2000
To Raju —— $\boxed{2000}$ → Credit Note

A specimen of a Cash Memo is as follows:

CASH MEMO

CHHABRA SILK & SAREES
Wholesale and Retail Wedding Saree Specialists
CTC Plaza, Ring Road, Maharani Bagh, New Delhi, 110 065

No. .... Date: 3.2.2020

Quantity	Description	Rate ₹	Amount ₹
10 →	Sarees	1,000	10,000 ✓
4 →	Shawls	1,000	4,000 ✓
	(Rupees Fourteen Thousand Only)		14,000

Goods once sold will not be taken back. For Chhabra Silk & Sarees

INVOICE

MODERN ELECTRIC SUPPLIERS LTD.
Dealers in Everything Electrical
131, Nowhere Street, Delhi 110 001

No. 3978 Date: 3.2.2020

Ideal Customer
Everywhere Road, Fine City, Meerut (UP)

Quantity	Particulars	Rate ₹	Amount ₹
2	Refrigerators (167 *l*)	8,000	16,000 ✓
10	Automatic Irons	1,100	11,000 ✓
		Total	27,000

Rupees Twenty Seven Thousand Only

E.&.O.E. Sales Manager

↓

Errors & Omissions Excepted

A specimen of a Receipt is as follows:

A specimen of a Receipt is as follows:

MODERN ELECTRIC SUPPLIERS LTD.
Dealers in Everything Electrical
131, Nowhere Street, Delhi 110 001

No. 15137 Date: 5.2.2020

Received with thanks from *M/s. Ideal Customer, Fine City* a sum of Rupees *Twenty Seven Thousand only* in Cash/Cheque No. *559891* dated *5.2.2020* drawn on *Canara Bank, Vivek Vihar, Delhi* on account of Invoice No. *3978* dated *3.2.2020*.

Authorised Signatory

Note: Cheques are subject to realisation.

Pay-in Slip

PAY-IN-SLIP DATE:
AXIS BANK LTD.
B-6, LAJPAT NAGAR II
NEW DELHI-110 024
FOR CREDIT OF CURRENT A/C
ACCOUNT NO. ✓✓✓✓✓✓✓✓

NAME

DETAILS OF CASH/CHEQUE	₹	P.
✓	✓	
TOTAL		

Rupees (in words)

PAY-IN-SLIP
AXIS BANK LTD. B-6, Lajpat Nagar II New Delhi-110 024 TRAN. ID NO. (for office use)
ACCOUNT NO.

FOR CREDIT OF CURRENT A/C
NOTE: PLEASE USE SEPARATE SLIPS FOR LOCAL, OUTSTATION CHEQUES, AND CASH DATE:
NAME

CHEQUE DETAILS			CASH DEPOSITS		₹	P.
BANK	BRANCH	CHEQUE NO.	DENO.	PIECES		
			1000 ×			
✓		✓	500 ×	25		
			100 ×	20		
			50 ×			
			20 ×			
			10 ×			
			5 ×			
Rupees (in words) ✓			2 ×			
			1 ×			
			TOTAL		✓	

SIGNATURE OF DEPOSITOR ENTERED VERIFIED

DEBIT NOTE

PROVOGUE
117, Kalkaji, New Delhi 110 019

No. 215 DEBIT NOTE Date: 20th April, 2020

Against: M/s. High & Low, New Delhi
Goods returned as per delivery Challan No. 93 → ₹ 5,500

M/S High & Low ₹ 5500

Ranjit Kumar

Goods returned as per delivery Challan No. 93 ₹ 5,500

M/S High & Low Dr 5500
To Purchase Return A/c - 5500

(Rupees Five Thousand Five Hundred Only)

Ranjit Kumar
Manager

CREDIT NOTE

ASHI GLASS CO.
24, Darya Ganj, Delhi 110 002

No. 212 CREDIT NOTE Date: 15.2.2020

M/s Prabhat Electric Co.
Bhagirath Place, Chandni Chowk, Delhi

Sales Return A/c Dr 15000
To Prabhat — 15000

Goods received as per delivery Challan No. 2173 dated 14.2.2020 ₹ 15,000

(Rupees Fifteen Thousand Only)

Manager

VOUCHER

(Voucher is a document evidencing a business transaction)

- Source documents (Supporting vouchers)
  - DONE
- Accounting vouchers
  - CASH vouchers
    - It refers to voucher prepared at the time of receipt or payment of cash (or cheque)
      - Debit voucher 1
        - purchase of goods, expenses etc
      - Credit voucher 2
        - Sale of goods, Sale of assets or other receipts.
  - Non Cash vouchers 3 (Transfer vouchers)
    - It refers to voucher prepared for transactions not involving cash

Illustration 1.

Following transactions took place in Prabhat Electric Co., Delhi. Prepare the debit vouchers:

			₹
	2020		
(i)	Jan. 1	Bought electrical goods for ₹ 10,000 against cash vide Cash Memo No. 338	
(ii)	Jan. 8	Paid wages for the month of December, 2019	5,000

Sol:- (i) Purchases A/c Dr. 10000

(ii) Wages A/c Dr. 5000

(i)

PRABHAT ELECTRIC CO.

Delhi

Voucher No. 1 Date: 1.1.2020

	Amount (₹)
Debit: Purchases A/c (Being the electrical goods purchased vide Cash Memo No. 338)	10,000
	10,000

Sd/- Manager

Sd/- Accountant

Received Rupees..............

Revenue Stamp

(ii)

Received Rupees..........		
	PRABHAT ELECTRIC CO. Delhi	
	Voucher No. 2	Date: 8.1.2020 Amount (₹)
	Debit: Wages A/c (Being the wages paid for December, 2019)	5,000
		5,000
Revenue Stamp	Sd/- Manager	Sd/- Accountant

Illustration 3.

Prepare the Credit Vouchers from the source vouchers of M/s Ram Lal & Co., New Delhi based on the following transactions:

2020	
April 5	Sold goods for cash for ₹ 12,000 vide Cash Memo No. 64
April 26	Sold old typewriter for cash ₹ 300 vide cash receipt No. 344
April 30	Withdrew cash ₹ 15,000 from Bank for office use vide cheque No. 12349

Sol:- (i) To Sales A/c 12000

(ii) To Typewriter A/c 300

(iii) To Bank A/c 15,000

Solution:

M/S RAM LAL & CO.

....

....

New Delhi

Voucher No. ....2318 Date: 5.4.2020

	Amount (₹)
Credit: Sales A/c	12,000
(Being the amount of Cash Sales vide Cash Memo No. 64)	12,000

Sd/- Manager Sd/- Accountant

Illustration 5.

Prepare the Accounting Voucher from the following supporting voucher:

RAM RATAN & SONS

32, Industrial Area, Meerut (U.P.)

Sale से related

Sale Bill No. 1215 Date: 10.4.2020

M/s Murari Lal & Sons Credit Sale

Qty.	Particulars	Rate/Unit ₹	Amount ₹
20	Cricket balls	100	2,000
10	Full size bat	2,000	20,000
			22,000

Sd/-
Ram Ratan & Sons

Journal entry :- Murari Dr. 22000
To Sales A/c 22000

TRANSFER VOUCHER

Solution:

RAM RATAN & SONS

32, Industrial Area, Meerut (U.P.)

Voucher No. 1 Date: 10.4.2020

	Amount (₹)
Debit: M/s Murari Lal & Sons	22,000

	Amount (₹)
Debit: M/s Murari Lal & Sons	22,000
	22,000
Credit: Sales A/c	22,000
(Being the amount of credit sales vide Bill No. 1215)	22,000

Sd/-
Manager

Sd/-
Accountant