

FILL IN THE BLANKS:

UNIT - I

1. Rent paid to landlord is debited to _____ A/c.
2. Purchase of goods on credit is recorded in _____ subsidiary book.
3. The book of account which is known as the book of prime entry is _____.
4. The book of account which is known as the book of final entry is _____.
5. If the debit side of an account is more than the credit side then it indicates _____ balance.
6. If the debit side of an account is less than the credit side then it indicates _____ balance.
7. If the opening balance of an account is shown on debit side then it indicates _____ balance.
8. If the opening balance of an account is shown on credit side then it indicates _____ balance.
9. If the closing balance of an account is shown on debit side then it indicates _____ balance.
10. If the closing balance of an account is shown on credit side then it indicates _____ balance.
11. If the opening debit balance is shown on _____ side of that account.
12. If the opening credit balance is shown on _____ side of that account.
13. If the closing debit balance is shown on _____ side of that account.
14. If the closing credit balance is shown on _____ side of that account.
15. If the debit side of an account is more than the credit side then it will show _____ balance.
16. If the credit side of an account is more than the credit side then it will show _____ balance.
17. A real account will always show _____ balance.
18. If a person is a receiver then his account will show _____ balance.
19. If a person is a giver to the business then his account will show _____ balance.
20. A single column cash book will always show _____ balance.
21. Bank overdraft will show _____ balance.
22. Sale of goods on credit is recorded in _____ books.
23. There are _____ subsidiary books.
24. Purchase of machinery on credit is recorded in _____ books.
25. All rectification entries are recorded in _____ books.
26. Bad debts are recorded in _____ books.
27. Annual insurance premium of machinery is a _____ expenditure.
28. Freight paid on purchased of machinery is a _____ expenditure.
29. White washing of building is a _____ expenditure.
30. Sale of machinery for cash is recorded in _____ books.
31. Heavy advertisement expenditure of one year is a _____ expenditure.
32. The explanation of a journal entry is known as _____.
33. In journal, the transactions are recorded in _____ order.
34. Journal Proper is also known as _____ subsidiary book.
35. The discount which is recorded i

36. The discount column of cash book is known as _____ discount.
37. The discount which is not recorded in the books of accounts is known as _____ discount.
38. Trade discount is calculated on _____ price.
39. Cash discount is calculated on _____ price.

40. The transaction which is recorded on either side of Triple Column Cash Book is known as _____ entry.
41. _____ entry needs no posting in ledger.
42. The total of discount column of cash book on the debit side of cash book represents _____.
43. The total of discount column of cash book on the credit side of cash book represents _____.
44. Heavy advertisement expenditure is treated as _____ expenditure.
45. Loss due to sale of machinery is a _____ loss.
46. Disbursement of cash for acquiring goods and services is known as _____.
47. Book-keeping is the systematic record of all _____ transactions.
48. Scope of accountancy is _____ than book - keeping.
49. In every transaction at least _____ accounts are involved.
50. Every real account which represents the things that can be seen or touched is known as _____ assets.
51. Amount payable by the business to the outsiders is known as _____.
52. The amount of monetary value of the products or services sold to the customers during the year is known as _____.
53. _____ assets are generally purchased for long term used in the business.
54. Accounting begins where _____ ends.
55. Under _____ system of accounting only cash receipts and cash payments are recorded.
56. The assets purchased by the business are recorded at their actual cost price ignoring the market price. The accounting concept which is followed is _____.
57. Closing stock is valued at cost price or market price whichever is less. The concept of accounting id followed is _____.
58. The business and owner of the business are treated as separate units under _____ concept of accounting.
59. Purchase of assets for business is shown as an asset but not debited to Profit and Loss A/c on the basis of _____ concept of accounting.
60. Assumed all losses and expenses ignoring all incomes to be received in future is based on _____ of accounting.
61. Debit Note is prepared by _____ and sent to _____.
62. Credit Note is prepared by _____ and sent to _____.
63. Trial Balance is prepared to know _____.
64. Trial Balance is a _____.
65. Accounting is treated as both science and an _____.
66. Book keeping is made to maintain a detail record of _____.
67. The primary objective of accounting is to _____.
68. Users of accounting information are classified into two parts i.e. external users and _____.
69. Book keeping is regarded as the _____ step of accounting.
70. The actual record making phase (i.e. recording, classifying and summarizing) or accounting is usually called _____.
71. Accounting is both a _____ and an art.
72. There are three approaches to accounting which are widely accepted: (a) cash basis (b) Accrual basis and (c) _____ basis.
73. Under _____ basis of accounting actual cash receipts and actual cash payments are recorded.
74. The alternative to cash basis of accounting is called _____ basis of accounting.

75. Recording of transactions and events as and when they occur and classifying them into suitable account heading is the subject matter of _____.
76. Book keeping is mainly concerned with the recording of financial data relating to the _____ in significant and orderly manner.
77. There are two systems of accounting i.e. cash basis system of accounting and _____ basis system of accounting
78. As per dual aspect concept, Assets = Liabilities + _____
79. As per dual aspect concept, Assets - Liabilities = _____
80. As per dual aspect concept, Liabilities = Assets - _____.
81. As per dual aspect concept, Assets - Capital = _____
82. Assets of a firm is Rs 6,00,000; Liabilities are Rs 2,00,000; so owner's equities are Rs _____.
83. Liabilities of a firm is Rs 6,00,000; Capitals are Rs 4,00,000; so total assets of the business is Rs _____.
84. _____ is considered as 'language of the business'.
85. Liabilities of a firm is Rs 6,00,000; Assets are Rs 4,00,000; so external equities are Rs _____.
86. Internal users of accounting information are _____
87. A principle is _____ to the extent that the accounting information is not influenced by the personal bias of those who furnish the information.
88. A principle is _____ to the extent that it can be applied without undue complexity or cost.
89. Accounting concepts may be considered as _____ upon which the science of accounting is based.
90. The term 'convention' denotes _____ which guide the accountant while preparing the accounting statements.
91. The business entity concept implied that a business is _____ from the persons who supply capital to it.
92. According to the _____ concept, it is possible to remove the cost of fixed assets from the accounts altogether by charging depreciation.
93. According to _____ concept, revenue is considered as being realised on the date at which it is realised.
94. Under _____ concept, a business is assumed to continue indefinitely in order to ascertain the state of affairs of the business at different intervals.
95. According to _____ concept, all the business transactions, expressed in terms of money is recorded in the books of accounts.
96. As per _____ concept, a business concern is distinct from its owners or the proprietors.
97. On the basis of recognition of revenues and costs, accounting system is classified into _____ broad parts.
98. The accounting principle which required that personal expenses of proprietor or partners should be debited to Drawings Account is _____.
99. _____ concept of accounting provides that the quality of management can't be recorded in the books of accounts.
100. _____ concept of accounting provides that the business will not be liquidated shortly but will continue for a long period.
101. _____ concept of accounting provides that the life of the business be divided into smaller parts, preferably in different years.
102. Under _____ concept of accounting, assets are recorded at cost price, even though the market price is more or less than actual cost.

103. Under _____ concept of accounting, advance received for sale of goods is regarded as an 'Advance against Sale' and not a 'Sale'.
104. _____ concept of accounting provides that the stock of goods should be valued 'either at cost price or at market price whichever is less'.
105. Provision for bad debts is created due to _____ convention of accounting.
106. Revenue is generally recognised at the point of sale. The concept applied here is _____
107. Treatment of calculator as an expense but not as an asset is based on _____ concept of accounting.
108. Non-financial transactions are not recorded in the books of accounts due to _____ concept of accounting.
109. Revenue is recognised when _____

UNIT - II

1. The accounting standards are mandatory for _____ form of business.
2. IASB stands for _____.
3. _____ number of accounting standards have been issued by ICAI.
4. Accounting standards _____ the statue.
5. IFRS stands for _____.
6. Accounting Standard 6 deals with _____.
7. _____ provide framework and accounting policies so that the financial statement of different enterprises become comparable.
8. Authoritative standards for financial reporting and are the primary source of generally accepted accounting principles is termed as _____.
9. The board which was constituted by the ICAI on April 21, 1977 to formulate accounting standards is known as _____.
10. The globally recognised set of standards for the preparation of financial statements by business entities used in multiple countries is termed as _____.
11. Accounting standard adopted by companies in India and issued under the supervision of Accounting Standard Board is known as _____.
12. A language used for the electronic communication of business and financial data which is revolutionizing business reporting around the world is _____.
13. Depreciation is _____ of cost of a fixed asset.
14. Depreciation applies to fixed assets whereas _____ applies to wasting assets.
15. Depreciation is charged on _____ assets only.
16. Depreciable assets are expected to be used during _____ accounting period.
17. Under straight line method of depreciation, charge of depreciation remains the _____ from year to year irrespective of the use of the asset.
18. Under diminishing balance method of depreciation, depreciation is calculated at a certain percentage each year on the _____ of the asset which is brought forward from the previous year.
19. The method of depreciation in which book value of asset never becomes zero is _____.
20. Depreciation is charged as _____ cost.
21. Goodwill is an _____ asset.

Answer the following in one word each:

- a) Name an asset to which depletion method of depreciation is applicable:
- b) Which method of depreciation is applicable to small assets like tools and equipments?
- c) The permanent decrease in the value of an asset due to use and /or the lapse of time is known as:

- d) Removal of an available but irreplaceable resource, such as, extracting coal from a coal mine or oil out of oil well is known as:
- e) The process of writing off intangible assets, such as goodwill, patents, trademarks or license etc. which can't be seen or touched is called:
- f) The term refers to the damage done to a building or other property during tenancy is known as:
- g) When an assets becomes out of date or it goes out of use due to new or improved technology or invention, this is referred to as:
- h) Under the method where a fixed portion of original cost of the asset is written off annually is called:
- i) Under the method where a fixed rate or percentage of depreciation is charged each year on the diminishing value of the asset till the amount is reduced to scrap value:

UNIT - III

FINAL ACCOUNTS:

1. The arrangement of assets and liabilities in Balance Sheet is known as _____.
2. If the debit side of Trading Account is more than the credit side then it indicates _____.
3. If the debit side of Trading Account is less than the credit side then it indicates _____.
4. If the debit side of P/L Account is more than the credit side then it indicates _____.
5. If the debit side of P/L Account is less than the credit side then it indicates _____.
6. The drawings A/c is closed by transferring it to _____ A/c.
7. The transactions in respect of which the double entry has not been completed are known as _____ in final account.
8. Outstanding Rent A/c is a _____ A/c.
9. Unexpired Insurance is a _____ A/c.
10. Outstanding salary is shown on _____ side of Balance Sheet.
11. Prepaid Rent is shown in the Balance Sheet as a/an _____.
12. If the assets are arranged in the order of liquidity then _____ assets will be shown first.
13. If the assets are arranged in the order of performance then _____ assets will be shown first.
14. If the assets are arranged in the order of liquidity then _____ assets will be shown last
15. If the assets are arranged in the order of performance then _____ assets will be shown last.
16. _____ is considered as the most liquid asset.
17. _____ fixed asset is considered to be the non-depreciable asset.
18. The financial position of a business can be judged from _____.
19. Balance Sheet is also known as Statement of _____.
20. Profit and Loss A/c is also known as Statement of _____.

PARTNERSHIP

1. The minimum number of members in a partnership is -----
2. In a banking business, the maximum number of members is -----
3. If a partnership firm is engaged in non-banking business, the maximum number of partners is -----

4. A partnership arises out of an agreement. That agreement is called -----
5. The profit or loss of a partnership is divided among the partners in -----
6. If there is no partnership deed, the profit or loss of a partnership is divided among the partners in ----- ratio.
7. If the partnership deed is silent then the interest on capital will be allowed at ----- %
8. If the partnership deed is silent then the interest on drawings will be charged at ----- %
9. If the partnership deed is silent then salary to the working partner will be paid at Rs --- --
10. If the partnership deed provides nothing, interest on loan given by a partner to the firm will be paid at ----- %
11. In India, the partnership business is administered by ----- Act.
12. Profit and Loss Appropriation A/c is prepared for -----
13. Profit and Loss Appropriation Account is prepared when there is a -----
14. The ratio in which profit or loss of a partnership firm is divided among the partners is called ----- ratio
15. If the capital A/cs of the partners are fixed then it is necessary to prepare ----- and ----- A/c for each partner.
16. If the capital A/cs of the partners are fluctuating then it is necessary to prepare ----- - A/c for each partner.
17. Normally, the partners' current Accounts show ----- balance.
18. If the capital Accounts of the partners are fixed then interest on capital will be credited to ----- A/c.
19. If the capital Accounts of the partners are fluctuating then interest on capital will be credited to ----- A/c
20. If the capital Accounts of the partners are fixed then interest on drawings will be debited to ----- A/c.
21. If the capital Accounts of the partners are fluctuating then interest on drawings will be debited to ----- A/c
22. If the capital Accounts of the partners are fixed then salary payable to a partner will be credited to ----- A/c
23. If the capital Accounts of the partners are fluctuating then salary payable to a partner will be credited to ----- A/c
24. If a partner draws a fixed amount of money from business for his personal use at the beginning of each month, then interest will be charged for ----- months

25. If a partner draws a fixed amount of money from business for his personal use at the end of each month, then interest will be charged for ----- months.
26. If a partner draws a fixed amount of money from business for his personal use at the middle of each month, then interest will be charged for ----- months
27. The balance of Current Accounts of the partners will be shown in -----
28. If a partner's Current Account shows Debit balance then it will be shown on ----- side of Balance Sheet.
29. If a partner's Current Account shows Credit balance then it will be shown on ----- side of Balance Sheet.
30. A partner's Current Account is shown on Asset side of Balance Sheet. It signifies ----- - balance.
31. A partner's Current Account is shown on Liability side of Balance Sheet. It signifies ----- balance.
32. The Current Accounts of the partners are opened when the capital of the partners is --- -----
33. If only one capital Account is opened for each partner then it signifies that the capitals are -----
34. If both capital Account and Current Account is opened for each partner then it signifies that the capitals are -----.
35. For revaluation of assets and liabilities, it is necessary to prepare ----- A/c
36. Revaluation is a ----- A/c
37. Revaluation A/c is also otherwise known as ----- A/c.
38. The purpose of preparing the Revaluation A/c is to know -----
39. At the time of revaluation, the increase in the value of asset is debited to ----- A/c.
40. At the time of revaluation, the increase in the value of asset is credited to ----- A/c
41. At the time of revaluation, the decrease in the value of asset is debited to ----- A/c
42. At the time of revaluation, the decrease in the value of asset is credited to ----- A/c
43. At the time of revaluation, the increase in the value of liability is debited to ----- A/c
44. At the time of revaluation, the increase in the value of liability is credited to ----- A/c
45. At the time of revaluation, the decrease in the value of liability is debited to ----- A/c
46. At the time of revaluation, the decrease in the value of liability is credited to ----- A/c.
47. If the Revaluation A/c shows credit balance then it signifies -----
48. If the Revaluation A/c shows debit balance then it signifies -----
49. If the credit side of Revaluation A/c is more than the debit side then it signifies -----
50. If the credit side of Revaluation A/c is less than the debit side then it signifies -----
51. Profit or loss on revaluation is transferred to -----

52. The profit or loss on revaluation is transferred to old partners' capital A/c in ----- ratio.
53. At the time admission, the profit on revaluation will be credited to ----- A/c.
54. At the time admission, the loss on revaluation will be debited to ----- A/c.
55. Increase in the value of machinery at the time of admission is debited to ----- A/c
56. Decrease in the value of machinery at the time of admission is debited to ----- A/c
57. If the new partner brings his share of goodwill in cash then it will be divided among ----- partners.
58. At the time of admission, if the new partner brings his share of goodwill in cash then it will be divided among the old partners in ----- ratio.
59. At the time of admission of a new partner, the balance of General Reserve in Balance Sheet will be divided among ----- partners.
60. At the time of admission of a new partner, the balance of accumulated profits in Balance Sheet will be divided among the old partners in ----- ratio
61. Sacrificing ratio is calculated at the time of ----- of a partner.
62. Gaining ratio is calculated at the time of ----- of a partner.
63. If the old P/S ratio is more that the new P/S ratio then it is called -----
64. If the old P/S ratio is less that the new P/S ratio then it is called -----

UNIT - IV

1. The amount paid at the time of taking the delivery of the good under hire purchase system is known as _____
2. In Hire Purchase system cash price plus interest is known as _____
3. The total interest paid on hire purchase system is known as _____
4. In hire purchase system the ownership of goods sold will remain with _____
5. In hire purchase system, the purchaser will get the ownership of good when _____
6. In Debtor system, Branch A/c is a _____ A/c.
7. In Dependent Brach system, Branch A/c is a _____ A/c
8. Under Stock and Debtor System, Branch Adjustment A/c is similar to _____ A/c in ordinary business.
9. The profits earned by branch belong to _____.
10. The ownership of the branch belongs to _____.
11. The party who sells the goods under hire purchase is known as _____.
12. The party who takes the possession of the goods under hire purchase is _____.
13. In hire purchase system, interest is a _____ for hire purchaser.
14. In hire purchase system, interest is a/an _____ for hire vendor.
15. In hire purchase system, interest is credited by purchaser to _____ A/c.

16. In hire purchase system, interest is debited by vendor to _____ A/c.
17. Under Stock and Debtor system, Gross Profit of the branch is determined by Head Office by preparing _____ A/c.
18. Under Stock and Debtor system, Net Profit of the branch is determined by Head Office by preparing _____ A/c.
19. In departmental accounts, accounts of each department is prepared to know _____ of each department.
20. In departmental accounts, selling expenses are apportioned among all the departments in _____ ratio.
21. In departmental accounts, building expenses are apportioned among all the departments in _____ ratio.