

National Institute of Open Schooling
Senior Secondary Course: Accountancy
Lesson 6: Ledger
Worksheet-6

1. Ledger is a complete set of accounts of a business enterprise. In the light of this statement, write a short note on ledger.
2. You don't know how a ledger looks like. Find out and draw the format of a ledger and also mention its features.
3. Ledger is an important book of accounts. It contains all the accounts in which all the transactions of a business enterprise are classified. With reference to this write the advantages of preparing a ledger.
4. In large scale business organisations, it is not always possible for a businessman to accommodate all accounts in one ledger. Describe the different types of ledgers that may be prepared.
5. Reena is your friend. She was unwell so had to take a break from studies for long. Now she is restarting with her studies but she cannot understand the procedure for posting of journal to ledger. Elaborate.
6. Journalise the following transactions.
2020
July 1 Commenced business with cash Rs. 4,00,000
July 3 Paid into bank Rs. 1,50,000
July 5 Purchased furniture for cash Rs.40,000
July 8 Purchased goods and paid by cheque Rs.1,50,000
July 8 Paid for carriage Rs.2000
July 14 Purchased Goods from Senthil.KRs.2,50,000
July 18 Cash Sales Rs.2,20,000
July 20 Sold Goods to Arun on credit Rs.1,80,000
7. Balancing of an account is the process of finding out the difference between the total of debits and total of credits of an account. In this context, write down the steps to be followed in balancing the ledger account.
8. Post the transactions in Q.6 to a ledger and balance the accounts.
9. Identify a person who is in business. Discuss with him how he prepares Computerized accounts. Identify the differences and list atleast 5 differences.
10. Visit your nearby store. Note down any five transactions. Prepare journal entries for them and post them into a ledger.