

Practicals 2022-2023



GNUKhata v4.25



PREPARATION AND DISPLAY OF TRIAL BALANCE

Following are the transactions taken from GLOBAL ENTERPRISES as on 31.03.2022

01.04.2021	Started business with cash	₹ 400000
02.04.2021	Opened bank account with Federal bank	₹ 100000
17.05.2021	Purchased goods from Nazeer	₹ 75000
25.07.2021	Sold goods to Madhu	₹ 35000
31.10.2021	Purchased Machinery	₹ 125000
28.01.2022	Paid Wages	₹ 30000
31.03.2022	Commission received	₹ 8000

Display **Trial Balance** on the basis of given transactions

AIM

To prepare and display Trial Balance on the basis of above transactions

PROCEDURE

✓ **Step 1** : Start GNUKhata Accounting package
Applications → Office → **GNUKhata**

✓ **Step 2** : Create Organisation

Click on Create Organisation Tab and enter details as given below :

Organisation Name : **GLOBAL ENTERPRISES**

Case : **Upper Case**

Organisation Type : **Profit making**

Financial year : **01.04.2021 to 31.03.2022**

Ensure that **ACCOUNTS ONLY** option is selected. Click on **Proceed** button

Practicals 2022-2023



✓ **Step 3**: Create Admin

Create Admin user with the following details

Username : a

Password : a

Confirm Password : a

Security Question : a

Answer to Security Question : a

Click on **Create & Login**. Now the organisation is successfully created.

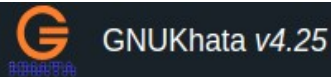
✓ **Step 4**: Ledger Creation

Master → Create Account

Create and Save the following Ledger accounts separately under appropriate Group

Sl. No.	Group	Sub Group	Account
1	Capital	None	Capital
2	Current Assets	Cash	Cash
3	Current Assets	Bank	Federal Bank
4	Direct Expense	None	Purchases
5	Current Liabilities	Sundry Creditors for Purchase	Nazeer
6	Direct Income	None	Sales
7	Current Assets	Sundry Debtors	Madhu
8	Fixed Assets	Plant & Machinery	Machinery
9	Direct Expense	None	Wages
10	Indirect Income	None	Commission

Practicals 2022-2023



✓ Step 5: Voucher Entry

Voucher → Select appropriate voucher

- ★ Analyse each transaction and select appropriate voucher type for voucher entry.
- ★ Enter Voucher No., Voucher Date, Accounts to be debited and credited, Amount.
- ★ Save each voucher details separately.

Voucher Type	Function Key	Voucher Type No.	Voucher Date	Account Name	Dr / Cr	Amount
Receipt	F4	1	01.04.2021	Cash Capital	Dr Cr	4,00,000
Contra	F8	1	02.04.2021	Federal Bank Cash	Dr Cr	1,00,000
Purchase	F7	1	17.05.2021	Purchases Nazeer	Dr Cr	75,000
Sales	F6	1	25.07.2021	Madhu Sales	Dr Cr	35,000
Payment	F5	1	31.10.2021	Machinery Cash	Dr Cr	1,25,000
Payment	F5	2	28.01.2022	Wages Cash	Dr Cr	30,000
Receipt	F4	2	31.03.2022	Cash Commission	Dr Cr	8000

✓ Step 6: Display Trial Balance

Report → Trial Balance

Set, **View Trial Balance** for the period from **01.04.2021 to 31.03.2022**, Trial Balance Type – **Net Trial Balance** and Click on **View** button.

Practicals 2022-2023



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OUTPUT

TRIAL BALANCE

Quick Search				
Net Trial Balance for the period from 01-04-2021 to 31-03-2022				
Sr.No.	Account Name	Debit	Credit	Group Name
1	Capital		400000.00	Capital
2	Cash	153000.00		Current Assets
3	Commission		8000.00	Indirect Income
4	Federal Bank	100000.00		Current Assets
5	Machinery	125000.00		Fixed Assets
6	Madhu	35000.00		Current Assets
7	Nazeer		75000.00	Current Liabilities
8	Purchases	75000.00		Direct Expense
9	Sales		35000.00	Direct Income
10	Wages	30000.00		Direct Expense
	Total	518000.00	518000.00	

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Prepared on 06.11.2022