

## Topic : Source Documents of Accounting.

- 1) Cash Memo → Cash Memo is prepared by the seller when goods are sold against cash. It has details of goods sold, quantity, rate, total amount received, date of transaction, and other terms and conditions.
- 2) Invoice or Bill : An Invoice or Bill is prepared by the seller when the goods are sold on credit. It has details of the party to whom goods are sold, and the total sale amount.
- 3) Pay-in-slip → It is a source document used for depositing cash or cheque into bank. Pay in slip is a form available from a bank. It has a counterfoil which is retained by the depositor.
- 4) Cheque → Cheque is a document in writing drawn upon the bank with which the account is held and is payable on demand. The bank supplies the cheque forms. The name of the party to whom payment is to be made is written after the words 'Pay To'. Then the amt is written both in words & figures. A cheque is dated & signed by the drawer.

- 5) Debit Note : A Debit Note is made out evidencing that a debit has been made to the account of the party named in the Debit Note . It details the reason for the debit . ⑦
- 6) Credit Note : Credit Note is made out evidencing that credit has been granted to a debtor .
- 7) Receipt : When cash or cheque is received from a customer , a 'Receipt' for the amount received is issued . It has details of date , amt , name of the party and the nature of the payment .

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