

Course
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Test Series

Self-Made Assignment - Manual Accounting

Cash Book - Single Column Cash Book

Fill in the Blanks:

- In a single column cash book, all cash receipts are recorded on the _____ side.
a) Debit
b) Credit
- Cash payments made by the business are recorded on the _____ side of the cash book.
a) Credit
b) Debit
- The _____ column in a cash book represents the total amount received in cash.
a) Payment
b) Receipt
- At the end of the accounting period, the _____ is calculated to find the closing cash balance.
a) Total
b) Balance
- A single column cash book is used primarily to record _____ transactions.
a) Credit
b) Cash
- The _____ side of the cash book shows all cash received by the business.
a) Credit
b) Debit
- When cash is paid to a supplier, it is recorded as a _____ in the cash book.
a) Receipt
b) Payment
- The _____ column in a cash book summarizes the total cash payments for a specific period.
a) Receipt
b) Payment

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9. The cash book helps businesses keep track of their cash _____.
- Inventory
 - Flow
10. Each entry in the cash book includes the date, details of the transaction, and the _____ of cash involved.
- Amount
 - Purpose
11. The balance carried forward from the previous period is added to the cash _____.
- Receipts
 - Payments
12. At the end of the month, the cash book is balanced by calculating the _____ cash available.
- Total
 - Remaining
13. If the cash book shows a higher amount on the debit side, it indicates a cash _____.
- Surplus
 - Deficit
14. The cash book is an important tool for _____ management in a business.
- Asset
 - Cash
15. The _____ of the cash book is used to check for errors in recording transactions.
- Summary
 - Reconciliation

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