



Q.7 What is prepared to compare bank balance with cash book balance?

- a) Trial Balance
- b) Ledger
- c) BRS
- d) Invoice

Q8. Which voucher is used for recording payments?

- a) Receipt Voucher
- b) Journal Voucher
- c) Payment Voucher
- d) Contra Voucher

Q9. Which accounting record summarizes all ledger balances?

- a) Invoice
- b) Trial Balance
- c) Purchase Book
- d) Cash Memo

Q10. Which register records all credit sales?

- a) Sales Register
- b) Purchase Register
- c) Cash Book
- d) Journal

Q11. Which document is issued before dispatch of goods?

- a) Ledger
- b) Delivery Challan
- c) Salary Slip
- d) Debit Note

Q12. Cost of Goods Sold is mainly used to calculate?

- a) Tax Liability
- b) Gross Profit
- c) Net Salary
- d) Depreciation

Q13. Which financial statement shows company assets and liabilities?

- a) Profit & Loss Account
- b) Cash Book
- c) Balance Sheet
- d) Journal

Q14. Depreciation is recorded in which type of statement?

- a) Financial Statement
- b) Attendance Register
- c) Sales Invoice
- d) Purchase Order

Q15. Notes to Accounts are prepared for?

- a) Entertainment
- b) Additional Financial Information
- c) Salary Calculation
- d) Banking Only

Q16. Professional communication should be?

- a) Rude
- b) Transparent
- c) Aggressive
- d) Casual

Q17. What should an employee do after receiving negative customer feedback?

- a) Ignore it
- b) Delete it
- c) Escalate to reporting authority
- d) Argue with customer

Q18. Data integrity means?

- a) Data duplication
- b) Accurate and complete data
- c) Data deletion
- d) Data sharing

Q19. What should be done if a workplace hazard is identified?

- a) Ignore it
- b) Report it
- c) Hide it
- d) Continue working

Q20. Which waste should be deposited at a recycling location?

- a) Hazardous Waste
- b) Recyclable Material
- c) Medical Waste
- d) Food Waste