

# FADAKARWA

## A kan: Sanin makamar kasuwanci

### Kashi na 3c:Hanyoyin adana bayanai

#### 1. Littafin bayanan kiduddugar kudi

Wannan littafi ne da a ke amfani da shi domin adana bayanan shiga da fitar kudi cikin kasuwancin . Mahimman abubuwan da a ke shigarwa a cikin wannan littafi sun hada da:

- Kwanan wata.
- Bayanin dalilin shiga ko fitar kudi.
- Adadin kudin da suka shiga.
- Adadin kudin da suka fita.

Misali, ana shigar da bayanan kamar haka,

Kwanan wata	Bayanin dalilin shiga ko fitar kudi	Adadin kudin da suka shiga	Adadin kudin da suka fita
4 ga Janairu, 2009	An sayar da buhun shinkafa	2,400	
5 ga Janairu, 2009	An sayo littafin rubutu da biro		1,500
<b>Jimla</b>		<b>2,400</b>	<b>1,500</b>

Banbancin kudi tsakanin abin da ya shiga da wanda ya fita shi ya kamata a samu a ma'ajiyar ciniki. Daga wannan misalin na sama, ya kamata a samu naira 900 a matsayin ciniki. Watau a cinikin naira 2,400 an batar da naira 1,500

## 2. Bayanin sayen kaya

A na kuma ajiye bayanan abubuwan da a ka saya daban, shima a rubuce. Wannan ya kunshi:

- Kwanan wata.
- Wurin da a ka yi sayayya.
- Bayanin abin da a ka saya.
- Kudi nawa a ka batar.
- Yaya a ka biya, kudi hannu ko da cakin banki(sai a rubuta lambar cakin). Idan kudi hannu a ka biya to ya kamata kuma bayanin wannan kudi ya fita a littafin kiduddugar kudi wanda a ka yi bayaninsa a baya. Ana yin wannan bayanin sayen kaya kamar haka.

Kwanan wata	Wurin sayayya	Abinda aka saya	Kudin da aka batar	Yadda aka biya
2 ga Janairu, 2009	Kamfanin Coca Cola	Katan 10 na lemo	8,000	Chaki mai lamba 039
8 ga Janairu, 2009	Kantin littattafai na Salam	Littafin rubutu 3, alkalami 6	2,100	Kudi hannu
<b>Jimlar abin da aka batar a watan Janairu, 2009</b>			<b>10,100.00</b>	

Ta wannan hanya za a iya bibiyar abin da a ke kashewa wajen tafiyar da hakar kasuwanci.

### 3. Bayanin ciniki

Za a kuma adana bayanan duk cinikin da a ka yi, ta hanyar rubutawa a littafi dalla-dalla. Wannan bayani zai kunshi batutuwa kamar haka:

- Kwanan wata
- Abubuwan da aka sayar, daki-daki
- Wanda aka sayarwa
- Farashin kaya
- Adadin yawan da a ka sayar
- Jimlar kudin kaya
- Yadda a ka biya, kudi hannu ko chaki banki (sai a rubuta lambar cakin). Idan kudi hannu a ka biya to ya kamata kuma bayanin wannan kudi ya fita a littafin kiduddugar kudi da a ka ambata a baya.

Ga misali,

Kwanan wata	Abin da aka sayar	Wanda aka sayarwa	Adadin abinda aka saya	Farashin guda	Jimlar kudi	Yadda aka biya
4 ga Janairu, 2009	Takin NPK	Mal. Idi Musa	Buhu 3	3,200	9,600	Kudi hannu
5 ga Janairu, 2009	Fatar buhu	Alh Ahmed Ali	100	50	5,000	Kudi hannu
6 ga Janairu, 2009	Maganin kwari	Mr. Oke Solomon	3	800	2,400	Kudi hannu
<b>Jimlar ciniki a watan Janairu, 2009</b>					<b>17,000</b>	

Ajiye bayani kamar haka zai bayar da damar bibiyar cinikin da a ke yi a ko wane lokaci.

#### 4. Bayanin masu bin bashi da wadanda a ke bi bashi

Yana da matukar muhimmanci a ajiye bayanin bashin da a ke bin dan kasuwa da wanda ya ke bi.sabo da halin rayiwa. Irin wannan bayani zai nuna:

- Kwanan wata.
- Sunan wanda ya ke bi ko a ke bi bashi.
- Bayanin kayan da a ka sayo ko a ka sayar.
- Farashin kayan da a ka sayo ko a ka sayar.
- Adadin kudin da a ka biya.
- Adadin kudin da a ke bi bashi.

Ga yadda za'a yi,

Kwanan wata	Sunan wanda ake/yake bin bashi	Bayanin kayan da aka saya	Farashin kaya	Kudin da aka biya	Ragowar kudi(bashi)
5 ga Janairu, 2009	Alh. Garba Ado	Buhun masara daya	5,000	0	5,000
7 ga Janairu, 2009	Mrs. Ladi Hassan	Buhun shinkafa daya	6,500	4,500	2,000