

SUPERIOR COURSE

IN

DOUBLE-ENTRY BOOKKEEPING

LESSON IV.



IN the three previous lessons we have made use of the synoptic as a medium for posting, and, as stated before, this book is largely used, but a great number of firms have these records contained in several books such as the general journal, sales books, purchase book and cash book. To illustrate this we are enclosing a synoptic form (Fig. 1) similar to the one shown in Lesson III, and have crossed out the columns for which we have supplemented separate books.

The General Journal takes the place of the "Sundries" column to a certain extent, as it provides a place for making entries which do not belong to other books. While every set of books should contain a general journal, it is not used much in modern bookkeeping systems, as most of the required entries can be made through other books. The entries usually in a journal are those required when a business is started, the closing entries at the end of a business period, adjusting entries, etc. Fig. 1 in the model set is an example of a general journal and some of the entries which might be required.

The Sales Book replaces the merchandise credit column and the accounts receivable debit column. All sales are entered in this book usually from the original order forms, which are numbered, a column being provided in the sales book for entering these numbers. In this way it is possible to ascertain if every order has been charged by seeing if every order number is entered in the sales book. The entries in this book are posted to the debit of their respective accounts in the accounts receivable ledger. Fig. 3 is an example of a sales book.