

SPECIAL JOURNALS

SPECIAL JOURNALS

We have used the general journal to record all types of business transactions. However, as the transactions of a company increase, there is a need to change to a more efficient and timesaving manner. Accountants have developed an accounting system for an orderly and effective processing of data. They have developed special journals. Each *special journal* records one particular type of transaction that occurs frequently, such as sales on account, cash receipts, purchases on account, or cash disbursements.

The following are the advantages of using special journals:

1. *It saves time in journalizing.* Only one line is used for each transaction; usually a full description is not necessary. The amount of writing is reduced because it is not necessary to repeat the account titles printed at the top of the special column or columns.
2. *It saves time in posting.* Many amounts are posted as column totals rather than individually.
3. *It eliminates the detail from the general ledger.* The column totals are posted to the general ledger and the details are left in the special journal.
4. *It promotes division of labor.* Several positions can work simultaneously on the accounting records. This specialization and division of labor pinpoint responsibility and allow for more location of errors.
5. *It aids management analysis.* The journals themselves can be useful to management in analyzing classes of transactions, such as credit sales, because all similar transactions are in one place.

The special journals are designed to systematize the original recording of major recurring types of transactions. The number and format of the special journals actually used in a company depend primarily on the nature of the company's business transactions. The special journals illustrated on this chapter are the sales, cash receipts, purchases, cash disbursements journals.

- The *Sales Journal* is used to record all sales of merchandise on account (on credit).
- The *Cash Receipts Journal* is used to record all inflows or receipts of cash into the business.
- The *Purchases Journal* is used to record all purchases of merchandise and other items on account (on credit).
- The *Cash Disbursements Journal* is used to record all payments (or outflows) of cash by the business.

Although we use all these four special journals, the General Journal is still needed. The *General Journal* is used to record all transactions that cannot be recorded in any one of the special journals. All five of these journals are books of original entry. If a transaction is recorded in the journal, it is posted to the ledger and made part of the accounting records. Therefore, if a transaction

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Tao Wei



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Subject Guide to Books in Print ,1971 **Current Index to Journals in Education** ,1977 The United States Army and Navy Journal and Gazette of the Regular and Volunteer Forces ,1906 **Working Mother** ,2001-10 The magazine that helps career moms balance their personal and professional lives Bulletin of the Atomic Scientists ,1966-06 The Bulletin of the Atomic Scientists is the premier public resource on scientific and technological developments that impact global security Founded by Manhattan Project Scientists the Bulletin s iconic Doomsday Clock stimulates solutions for a safer world Business Teacher ,1956 **The Martindale-Hubbell Law Directory** ,1996 **Working Mother** ,2001-10 The magazine that helps career moms balance their personal and professional lives **Bulletin of the Atomic Scientists** ,1966-06 The Bulletin of the Atomic Scientists is the premier public resource on scientific and technological developments that impact global security Founded by Manhattan Project Scientists the Bulletin s iconic Doomsday Clock stimulates solutions for a safer world **Bulletin of the Atomic Scientists** ,1969-02 The Bulletin of the Atomic Scientists is the premier public resource on scientific and technological developments that impact global security Founded by Manhattan Project Scientists the Bulletin s iconic Doomsday Clock stimulates solutions for a safer world **Yearbook of International Organizations 2014-2015 (Volume 3)** Union Of International Associations,Union of International Associations,2014-08-20 The Yearbook of International Organizations provides the most extensive coverage of non profit international organizations currently available Detailed profiles of international non governmental and intergovernmental organizations IGO collected and documented by the Union of International Associations can be found here In addition to the history aims and activities of international organizations with their events publications and contact details the volumes of the Yearbook include networks between associations biographies of key people involved and extensive statistical data Volume 3 allows readers to locate organizations by subjects or by fields of activity and specialization and includes an index to Volumes 1 through 3 Who's who in the South and Southwest ,1961 Includes names from the States of Alabama Arkansas the District of Columbia Florida Georgia Kentucky Louisiana Mississippi North Carolina Oklahoma South Carolina Tennessee Texas and Virginia and Puerto Rico and the Virgin Islands **Bulletin of the Atomic Scientists** ,1970-06 The Bulletin of the Atomic Scientists is the premier public resource on scientific and technological developments that impact global security Founded by Manhattan Project Scientists the Bulletin s iconic Doomsday Clock stimulates solutions for a safer world **Forthcoming Books** Rose Army,1996-10 **Agrindex** ,1991 Who's who in American Education ,1990 College Accounting. (Chs. 1-13) John Price,2014

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