

Processing Accounting Data

Study Unit 5(C)

Study Unit 5(C): Processing Accounting Data

Sales Journal – What is it?

Why do we need a Sales Journal?

- We recorded sales in the Cash Receipts Journal, why do we need another journal?
 - The CRJ only captures and records sales made for cash.
 - Since credit sales have no immediate impact on the bank, we can't use the CRJ to record these sales

What does the Sales Journal look like?

Sales Journal – August 2013

SJ1

Inv no.	Day	Details	Fol	VAT Output	Sales	Debtors Control

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Sales Return Journal – What is it?

Why do we need a Sales Return Journal?

- When a debtor returns goods, we need to record the transaction, and the related decrease in Sales, the Debtor's account, and the VAT as well
 - The CRJ can't be used for this – no cash involved at this point.
 - The Sales Journal records the sale itself, we need to record the credit note separately

What does the Sales Return Journal look like?

Sales Return Journal – August 2013

SRJ1

Inv no.	Day	Details	Fol	VAT Output	Sales Returns	Debtors Control

Note: the columns are the same as the Sales Journal, since we have to reverse all the details of the sale!

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Best Skin Care (SJ & SRJ) - Class

Example

Class Example: SJ & SRJ

- Download the handouts for Best Skin Care–
We'll use this to create the SJ and SRJ from the case study
- Use the blank formats I've provided to attempt these yourself

You need to learn to write these out yourself, the structure, the time and the detail can be challenging

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Best Skin Care (SJ to GL) - Class Example

Class Example: SJ to GL

- Use the blank GL format I've given you to post the SJ and SRJ to the GL

Note how we deal with the VAT Output, the General Journal entries required, and how these are posted to the GL as well