

- 30.- SIZE - tamaño, medida
 31.- SORTING PROCESS - proceso de selección
 32.- STARTS - empieza

- T -

- 33.- TRIAL BALANCE - balanza de comprobación
 34.- TEMPORARILY - temporal, temporalmente

- V -

- 35.- VALUABLE - valioso

- W -

- 36.- WORK SHEET - hoja de trabajo

CHAPTER IV

RECORDING TRANSACTIONS

In the preceding pages we showed the effects of transactions by making entries in "t" accounts. However these entries do not provide the necessary data for a particular transaction - nor do they provide a chronological record of transactions. The missing information is furnished by the journal.

The journal.

The journal, is the book of original entry for accounting data. Subsequently the data is posted to the ledger the book of secondary entry. The various transactions are evidenced by purchase invoices, sales tickets etc! These transactions are entered in chronological order in the journal. The process is called journalizing.

In a business may be used a number of different journals, the sales journal, the cash receipts journal, or the cash payment journal may be grouped into (A) general journals or (b) specialized journals to illustrate journalizing, we use the general journal below.

Journalizing

- (a) DATE. The year, month, and day of the first entry in the date column. Do not repeat the year and month until a new month occurs or a new page is needed.

(a) DATE	(b) DESCRIPTION	(c) POST. REF.	(d) DEBIT	(e) CREDIT
197__.	CASH	1	10,000	
OCT-5	Robert Brown, capital	50		10,000
	(F) Invested cash in the business.			

GENERAL JOURNAL

- (b) DESCRIPTION. The account title to be debited is entered on the first line, next to the date column. The name of the account to be credited is entered on the line below - and indented.
- (c) P.R. (POSTING REFERENCE). Nothing is entered in this column until the particular entry is posted, that is, until the amounts are transferred to the related ledger accounts. The posting process will be described in other section.
- (d) THE DEBIT. The amount for each account is entered in - - this column. Generally there is only one item, but there could be two or more separate items.
- (e) CREDIT. The credit amount for each account is entered in this column, Here again, there is generally only one - account, but there could be two or more accounts involved with different amounts.
- (f) EXPLANATION. A brief description of the transaction is usually made on the line below the credit. Generally a blank line is left between the explanation and the next entry.

EXAMPLE 1

To help understand the operation of the general journal, let us journalize the transaction previously described for Mr. - Kelly's business.

TRANSACTION (1) Invested in bussiness			
197__.			
Jan-4	Cash	5,000	
	J. Kelly Capital		5,000
	Investment in law practice		
TRANSACTION (2) Bought supplies			
Jan-4	Supplies on hand	300	
	Cash		300
	Bought supplies for cash		

VOCABULARY VI

- B -

1.- BRIEF - breve

- C -

2.- CHRONOLOGICAL - cronológico

- E -

3.- EFFECTS - efectos

4.- ENTRIES - asientos, anotaciones

5.- EVIDENCED - demostrado, evidenciado

- F -

6.- FURNISHED - proporcionado

- G -

7.- GROUPED - agrupado

- H -

8.- HOWEVER - sin embargo

- I -

9.- INDENTED - sangrado (iniciado con sangría)

10.- INVOLVED - mezclado, implicado

- J -

11.- JOURNALIZING - contabilización
(registrar una transacción en el diario)

- M -

12.- MISSING - que falta, extraviado

- N -

13.- NOR - ni

- P -

14.- POSTED - pasada, asentada

15.- PURCHASE INVOICES - facturas de compra

16.- PREVIOUSLY - previamente

17.- PAGES - páginas

18.- PRECEDING - anterior, que procede

- S -

19.- SALES - ventas

20.- SECONDARY - secundaria

- T -

21.- TRANSFERRED - transferido, cambiado

CHAPTER

REPETITIVE TRANSACTIONS

INTRODUCTION:

In earlier sections, the accounting principles discussed were illustrated in terms of small businesses having relatively few transactions. Each transaction was recorded by means of an entry in the general journal, then posted to the related account in the general ledger.

such a simple system becomes altogether too slow and cumbersome when transactions of various categories occur by hundreds or thousand monthly. In that case, it is more practical to group the repetitive transactions according to type (sales, purchases, cash, etc.) and to provide a separate special journal for each type. Entries not of a repetitive nature, such as corrections, adjusting entries, and closing entries, will still be entered in the general journal.

ADVANTAGES OF SPECIAL JOURNALS:

The advantages of using special journals where there are numerous repetitive transactions may be summarized as follows:

- 1) Reduces detailed recording. In the special journal, each transaction is entered on a single line which is designed to provide all necessary information. For example, a sa-