

Processing accounting data

Study Unit 5(C)

Study Unit 5(C): Processing Accounting Data

Sales Journal - Introduction

Lecture 1

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

Lecture 1

Example: Sales Journal

- Eg: 4 August, Sale to debtor on account (ABC Supplies), invoice S132 for R14 250 (VAT incl)

Sales Journal – **August 2013**

SJ1

Inv no.	Day	Details	Fol	VAT Output	Sales	Debtors Control
S132	4	ABC Supplies		1 750	12 500	14 250
				B2	N1	B1

Lecture 1

Posting to GL

Dr Debtors Control B1 Cr

<u>Date</u>	<u>Details</u>	<u>Fol</u>	<u>Amount</u>		<u>Date</u>	<u>Details</u>	<u>Fol</u>	<u>Amount</u>
4 Aug	Sales	SJ1	14 250					

Dr Sales N1 Cr

<u>Date</u>	<u>Details</u>	<u>Fol</u>	<u>Amount</u>		<u>Date</u>	<u>Details</u>	<u>Fol</u>	<u>Amount</u>
					4 Aug	Debtors	SJ1	12 500

Dr VAT Output B2 Cr

<u>Date</u>	<u>Details</u>	<u>Fol</u>	<u>Amount</u>		<u>Date</u>	<u>Details</u>	<u>Fol</u>	<u>Amount</u>
					4 Aug	Debtors	SJ1	1 750

Lecture 1

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Sales Return Journal - Introduction

Lecture 2

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!

Lecture 2

Study Unit 5(C): Processing Accounting Data

Class Example: Best Skin Care

(SJ & SRJ)

Lecture 3

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

Lecture 3

Class Example: GJ & 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