

SUBJECT: AGRICULTURAL SCIENCE

TOPIC: BOOKKEEPING

CLASS: JSS 3

WEEK: WEEK 8

### MEANING OF BOOKKEEPING

This is the act of recording a business transaction systematically so that the books will show at any time the exact state of the owner's affairs.

### SOURCE DOCUMENT

They are those documents that form the source of bookkeeping records. They are document of initial transactions from which bookkeeping records are made or kept.

### TYPES OF SOURCE DOCUMENT

1. Sales invoice: these are outgoing invoice.
2. Purchase invoice: these are incoming invoice issued by the creditors or suppliers.
3. Receipt: this is evidence of cash payment.
4. Voucher: this is the evidence of payment or receipt with a brief detail in respect of the transaction.
5. Credit note: this is sent to inform the receiver that of an overcharge.
6. Debit note: it shows that the receivers account is debited as a result of undercharging etc.

### JOURNALS

These are the books of original entry, that is, where a transaction is first recorded before they are transferred to the ledger. They are also called the subsidiary books or books of prime entry. They can be listed as follows,

1. Cashbook/cash account
2. Sales book/sales daybook/sales journal
3. Purchases book/purchase day book/purchase journal
4. Return inward book/sales return book/sales return journal
5. Purchase returns book/return outward book /return outward journal
6. General journal /principal journal /journal proper

### ASSGNMMENT

1. What is book keeping?
2. List five examples of source document.

