READY RECKONER
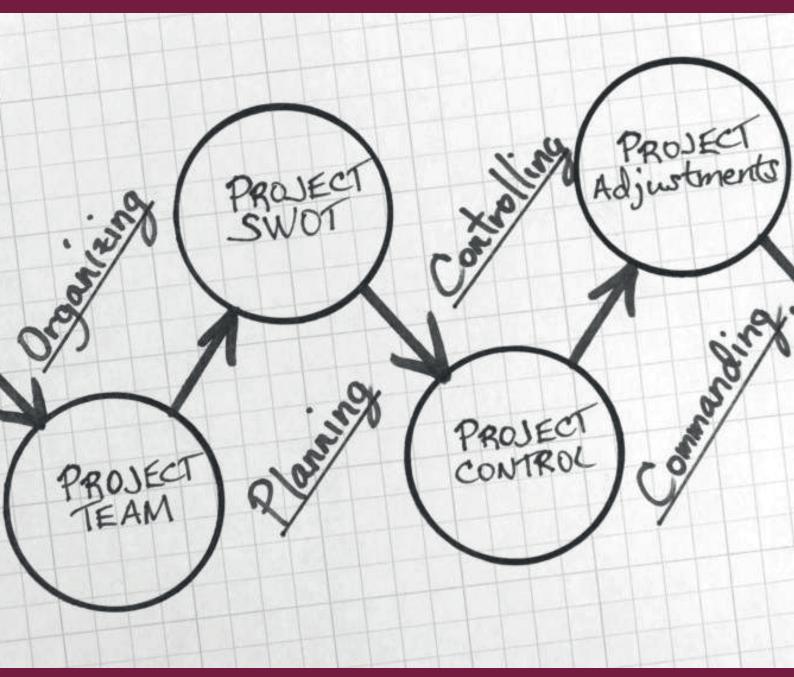

Financial and Cost Accounting

Types of Subsidiary Books

Cash Book
- Records all cash transactions

Purchases Book
- Records credit purchases of goods only

Purchases Return Book
- Records the return of goods to suppliers

Sales Book
- Records credit sales of goods only

Sales Return Book
- Records goods returned by customers

Bills Receivables Book
- Records bills drawn by business enterprises and accepted by customers

Bills Payable Book
- Records bills drawn by creditors and accepted by the business enterprises

Journal Proper
- Records all other transactions that cannot be recorded in any of the other seven books