

Glencoe Accounting

Chapter 16: Special Journals: Sales and Cash Receipts

I-Summary

In this chapter, you learned that every occupation needs procedures and tools to help save time and improve accuracy. To create time efficiencies, businesses with many sales transactions use a *sales* journal instead of a *general* journal to record these transactions. They may also use a *cash receipts* journal to save time and help reduce errors.

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I-Quiz

1. Which journal should be used to record the sale of merchandise on credit?
 - A. Sales journal
 - B. Cash receipts journal
 - C. Purchases journal
2. What three accounts titles are found on the sales journal?
 - A. Sales, Sales Tax Payable, Accounts Receivable
 - B. Accounts Payable, Sales, Sales Tax Payable
 - C. Sales, Accounts Receivable, Purchases
3. Which column is always found on a cash receipts journal?
 - A. Purchases Credit column
 - B. Cash in Bank Credit column
 - C. Cash in Bank Debit column
4. How often does a business post from the *General Credit* column of the cash receipts journal?
 - A. weekly
 - B. daily
 - C. monthly
5. How is the *accounts receivable subsidiary ledger* proved?
 - A. It is footed, totaled and ruled.
 - B. The total on the schedule of accounts receivable matches the balance of the Accounts Receivable account
 - C. Special journals are posted to all customer accounts

Answer Key

1. A
2. A
3. C
4. B
5. B