

## Traditional method of book keeping system

### RECORD MAINTENANCE

### FINANCIAL ACCOUNTING SYSTEM

### SINGLE ENTRY TRANSACTIONS

1	REGISTERS	SALES	DATE	CUSTOMER NAME	ADDRESS	ITEM NAME	QUANTITY	RATE	VALUE	
		PURCHASE	DATE	SUPPLIER NAME	ADDRESS	ITEM NAME	QUANTITY	RATE	VALUE	
		SALES RETURN	DATE	CUSTOMER NAME	ADDRESS	ITEM NAME	QUANTITY	RATE	VALUE	
		PURCHASE RETURN	DATE	SUPPLIER NAME	ADDRESS	ITEM NAME	QUANTITY	RATE	VALUE	
		STOCK REGISTER	DATE	SUPPLIER NAME	ADDRESS	ITEM NAME	QUANTITY	RATE	VALUE	PURCHASED
		STOCK REGISTER	DATE	CUSTOMER NAME	ADDRESS	ITEM NAME	QUANTITY	RATE	VALUE	SOLD
		STOCK REGISTER	DATE	ITEM NAME	QUANTITY	RATE	VALUE	BALANCE	BALANCE	

2	DAY BOOK	MAIN CASH	DATE	DESCRIPTION	RECEIPTS	PAYMENTS	BALANCE
		PETTY CASH	DATE	DESCRIPTION	RECEIPTS	PAYMENTS	BALANCE
		BANK	DATE	DESCRIPTION	RECEIPTS	PAYMENTS	BALANCE

### DOUBLE ENTRY TRANSACTIONS

### POSTING FROM REGISTERS AND DAY BOOK

3	GENERAL LEDGER	ALL ACCOUNT DESCRIPTION	DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
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4	SUBLEDGER	CUSTOMER LEDGER	DATE	SOLD TO	ADDRESS	ITEM NAME	QUANTITY	RATE	VALUE
			DATE	DESCRIPTION	RECEIPTS	PAYMENTS	BALANCE		
		SUPPLIER LEDGER	DATE	PURCHASED FROM	ADDRESS	ITEM NAME	QUANTITY	RATE	VALUE
			DATE	DESCRIPTION	RECEIPTS	PAYMENTS	BALANCE		

5	JOURNAL REGISTER	EXPENSES AND INCOME ACCRUALS AND PROVISIONS	DATE	DESCRIPTION	DEBIT	CREDIT
		DEPRECIATION, ADJUSTMENT ENTRIES	(NARRATION )/ ( DETAILED EXPLANATION FOR EACH DOCUMENT)			

6	TRIAL BALANCE SHEET	TRIAL BALANCE AS ON	DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
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7	BALANCE SHEET	BALANCE SHEET FOR THE PERIOD ENDING	ASSETS			
			1 FIXED ASSETS	DESCRIPTION	AMOUNT	
			2 CURRENT ASSETS	DESCRIPTION	AMOUNT	
			3 LOSS PREVIOUS PERIOD	DESCRIPTION	AMOUNT	
			4 LOSS CURRENT PERIOD	DESCRIPTION	AMOUNT	
			LIABILITIES			
			1 CURRENT LIABILITIES	DESCRIPTION	AMOUNT	
			2 LONG TERM LIABILITIES	DESCRIPTION	AMOUNT	
			3 SHARE CAPITAL	DESCRIPTION	AMOUNT	
			4 PROFITS PREVIOUS PERIOD	DESCRIPTION	AMOUNT	
			5 PROFITS CURRENT PERIOD	DESCRIPTION	AMOUNT	

### STATEMENT PREPARATION

8	CASH FLOW STATEMENT	CASH FLOW STATEMENT AS ON	OPENING CASH ON HAND	DESCRIPTION	AMOUNT
			OPERATING ACTIVITIES	DESCRIPTION	AMOUNT
			FINANCIAL ACTIVITIES	DESCRIPTION	AMOUNT
			INVESTMENT ACTIVITIES	DESCRIPTION	AMOUNT
			DURING THE YEAR	DESCRIPTION	AMOUNT
			CLOSING CASH ON HAND	DESCRIPTION	AMOUNT

9	SHARE CAPITAL STATEMENT	EQUITY MOVEMENT STATEMENT	OPENING CAPITAL	DESCRIPTION	AMOUNT
			DRAWINGS DURING THE YEAR( - )	DESCRIPTION	AMOUNT
			INVESTMENTS DURING THE YEAR ( + )	DESCRIPTION	AMOUNT
			OTHER ADJUSTMENTS +/- IF ANY	DESCRIPTION	AMOUNT
			CLOSING CAPITAL	DESCRIPTION	AMOUNT
			CLOSING CAPITAL AS PER BALANCE SHEET	DESCRIPTION	AMOUNT