

CHAPTER 10

SPECIAL PURPOSE SUBSIDIARY BOOKS

❖ Purchases Book

Purchases book is prepared to record credit purchases of goods and raw materials that are used in the production of goods and services with the sole motive of sale in the ordinary course of the business.

Purchases Book

Date	Particulars (Name of suppliers to be credited)	L.F.	Invoice	Details Rs	Amount Rs

❖ Purchases Return Book

This book is prepared to record return of goods to the suppliers (from whom the goods were purchased).

Purchases Return Book

Date	Particulars (Name of suppliers to be debited)	L.F.	Debit Note No.	Details Rs	Amount Rs

❖ Sales Book

This book is prepared to record the credit sales of goods.

Sales Book

Date	Particulars (Name of customer to be debited)	L.F.	Invoice No.	Details Rs	Amount Rs

❖ Sales Return Book

This book is prepared to record return of goods from the customers to whom the business had sold goods on credit.

Sales Return Book

Date	Particulars (Name of customer to be credited)	L.F.	Credit Note No.	Details Rs	Amount Rs

❖ Journal Proper

This book is prepared to record those transactions (left out transactions) for which the special purpose books are not prepared.

The following transactions are recorded in the Journal Proper:

- Opening entries
- Adjustment entries
- Rectification entries
- Transfer entries
- Other entries which are not mentioned in the above four

❖ Bills Receivable Book

This book is prepared to record the details of bills of exchange or Promissory Note *received* from the *debtors* (to whom the goods are sold on credit).

❖ Bills Payable Book

This book is prepared to record the details of bills of exchange *accepted* or Promissory note *made* to the *creditors* (from whom the goods are purchased on credit).