

# Special Journals

Special journals are used to record specific types of transactions, making the accounting process more efficient. The four main types of special journals are:

1. **Sales Journal** – Records all sales of goods or services made **on credit**.
  - Example Entry:
    - **Debit:** Accounts Receivable
    - **Credit:** Sales Revenue
2. **Purchases Journal** – Records all purchases of inventory, supplies, or other assets made **on credit**.
  - Example Entry:
    - **Debit:** Inventory (or Supplies, Equipment, etc.)
    - **Credit:** Accounts Payable
3. **Cash Receipts Journal** – Records all cash inflows, including payments from customers, cash sales, and other receipts.
  - Example Entry:
    - **Debit:** Cash
    - **Credit:** Accounts Receivable (for payments on account) or Sales Revenue (for cash sales)
4. **Cash Payments (Disbursements) Journal** – Records all cash outflows, including payments to suppliers, expenses, and other cash disbursements.
  - Example Entry:
    - **Debit:** Accounts Payable (or Expenses, Inventory, etc.)
    - **Credit:** Cash

## Additional Journal:

- **General Journal** – Used to record transactions that do not fit into any special journal, such as adjusting entries, depreciation, bad debt write-offs, or sales returns.

These journals help streamline accounting by grouping similar transactions together, making it easier to post them to the general ledger.