

SECTION III--ACCOUNTING RECORDS

BOOKS OF ORIGINAL ENTRY

Books of original entry are internal accounting registers/journals in which the accounting information from the source documents is first recorded. The detail of these transactions is recorded from the source documents to one of the following books of original entry (as appropriate):

- General Journal - record all noncash transactions (e.g., opening entries, adjusting entries, closing entries, investment transactions and transfers)
- Cash Receipts Journal - record all cash receipts in numerical order, for all cash (includes checks) collections
- Check Register - record all checks issued in numerical order
- Payroll Journal - record all payroll checks issued by the school (optional)
- Purchase Order Journal - record all purchase orders issued (optional)