

Bookkeeping Tips

Where is that transaction recorded? What was the source document?

When companies prepare financial statements, tax returns--or any financial information--they expect their bookkeepers to suddenly be archivist-librarians. Here's a tip on how to find the right source document quickly and easily. This tip first appeared in *The General Ledger*, our free monthly technical briefing for members (www.aipb.org/general_ledger.html):

Transaction Or Event	Source Document	Where Transaction Is Recorded
Contribution	Deposit slip or credit advice (if cash contribution), letter agreement	Checkbook or cash receipts or transactions journal if cash received. General journal if no cash received.
Distribution	Minutes of board of directors' (or partners') meetings, checks, and check stubs (or debit memos)	Checkbook or transactions journal if cash disbursed. If no cash disbursed, the general journal.
Stock Issuance	Stock certificate book, deposit slip or credit advice	Cash account or cash journal if cash received. General journal if no cash received.
Stock Repurchase	Stock certificate book, check and check stub (or debit advice)	Checkbook or transactions journal if cash disbursed. If no cash disbursed, the general journal.
Noncash transaction	Written agreement	General journal

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The American Institute of Professional Bookkeepers (AIPB), is the national association for bookkeepers, currently with 30,000 active members

AIPB was founded in 1987 for the following purposes:

- To recognize bookkeeping as a profession—and bookkeepers as professionals
- To make sure that each member has the latest bookkeeping, accounting and tax information
- To answer members' everyday bookkeeping and accounting questions on the telephone at no charge.
- To provide bookkeepers with low-cost continuing professional education.
- To return the membership fees of any bookkeeper who is dissatisfied with the benefits of membership