

NAME **BAN RICHARD UTAMBE**
REGISTRATION NUMBER **65625368ED**
COURSE OPTION **B. Sc BUSINESS ADMINISTRATION**
DEPARTMENT **BUSINESS ADMINISTRATION**

Q 2. Highlight Any Four Differences Between Journals And Ledgers.

S/N	JOURNAL	LEDGER
1.	A journal requires a narration for every entry	A narration is not required
2.	It may be subdivided into a cash book, sales day book, sales return day book, purchase return day book, purchases day book, petty cash book.	It may be sub-divided into General Ledger, debtors/sales ledger, creditors/purchases ledger.
3.	It is prepared out of transaction proofs such as vouchers, receipts bills, etc. therefore it is a book of original entry.	It is prepared with the help of a journal itself therefore it is the immediate step after recording in a journal. Therefore it is known as the book of final entry.
4.	A journal is not balanced	All ledgers must be balanced