



# General Accounting

Ankara University  
Faculty of Pharmacy



# Books

In accounting, tools called “books” are used to record transactions.

Transactions are recorded in books according to certain principles.

These principles are determined by business law legislation.

According to the provisions of the business law, the persons, ie traders, who operate in order to make profit, have to keep certain books.

These are called legal books or mandatory books.



# Traders

There are differences in the commercial law and tax law legislation regarding the term trader.

Turkish Commercial Code (art. 12 (1)): "Anyone who operates a commercial enterprise on his behalf, even partially, is called a trader."



# Traders

In tax legislation, those engaged in commercial activities are categorized under three groups and the area of activities related to the three groups is specified precisely:

- 1- First class traders
- 2- Second class traders
- 3- Tradesmen



# First Class Traders

For year 2020;

- 1- Those who sell the goods they bought as they are or after processing and whose annual purchases exceed 280.000 TL, or the annual sales (revenue) total 390.000 TL,
- 2- Those who are engaged in works other than those mentioned in the first article and whose gross business revenues they have obtained within a year exceeding 140.000 TL,
- 3- All kinds of trading companies,
- 4- Other legal entities subject to Corporate Tax considered as a first-class trader.



# First Class Traders

First class traders keep books on a balance sheet basis.

First class traders are required to keep accounting books:

- Inventory book
- Journal
- Ledger



# Second Class Traders

Second class traders are other traders who do not exceed the limit of being a first-class trader.

Second class traders keep books on a business account basis.

The only accounting book required for second-class merchants is the business account book.



# Tradesmen

Whether in a mobile or a stable place, tradesmen and craftsmen are professionals who are involved in their profession and who have an economic activity based on their physical work together with their capital, and whose profits are not profitable for traders or industrialists.

Tradesmen only have to keep and submit the registration documents that evidence for accounting records.





# Principles of Keeping Books

- A new book set is used each term. Books have page numbers that start with 1 and increments by one by one.
- The books are approved by the notary public before they are used. Closing confirmation is made at the end of the year and the inventory book.
- It is mandatory to keep the books in Turkish.
- Records are made with ink or machine.
- Records in the books cannot be made unreadable by scratching or deleting them.
- The line cannot be skipped in the books.
- Book pages cannot be broken, the order of the pages cannot be changed.



# Inventory Book

Inventory (list) is a list showing the assets and liabilities of the business together with its values.

The inventory book is the book that records the inventories and balance sheets issued at the opening date of the business and at the end of each subsequent business year.



# Journal

Journal is the book where the commercial transactions that are required to be recorded in a business are removed from the relevant documents and recorded regularly in "order" date and order.

Journal records should include the item sequence number, date, accounts of the debtor and the creditor, the amounts and the document based on the record.



# Ledger

Ledger is the book that distributes the transactions recorded in the journal to the accounts systematically and collects them under the accounts under a certain classification. Thus, the classification function of accounting is fulfilled.



# Business Account Book

Business account book is a book kept according to the single-sided registration system.

Used by second-class traders.

It goes to the left side of the facing pages of business account books, while revenues are recorded on the right side.



# Supplementary Book

Value movements are specified collectively in the ledger. Details about these are followed in the supplementary book.

Supplementary books are also called optional or deputy books.