1.   Total debtors Account format

1. Normal Journal entries

Transaction	Journal entry
Credit Sales	
Cash received	
Cheque received	
BR received	
Discount given	
Amount not collected	

2. Journal entries w.r.t Bills receivable

Transaction	Journal entry		
BR received			
BR -hold till maturity		If honored	If dishonored
BR – Discounted		If honored	If dishonored
BR –Endorsed		If honored	If dishonored

3. Special transactions

Transaction	Journal entry
Bad debts recovered	
Transfer from debtor to creditor	
Transfer from creditor to debtor	

Total debtors

Date	Particulars	Amount	Date	Particulars	Amount
	To bal b/d(Opening Debit balance)	XXX		By Cash	XXX
	To Sales (Credit)	XXX		By Bank	XXX
	To B.R (Bills Dishonoured)	XXX		By B.R	XXX
	To Bank (Cheque dishonoured)	XXX		By Discounts/Allowances	XXX
				By Sales returns	XXX
				By Bad debts	XXX
				By Creditors(transfer)	XXX
				By Bal c/d	XXX
		XXX			**XXX**

Important Tip

Following don't affect total debtors A/c

❖ Bills discounted,

❖ Bills endorsed

❖ Bills honored on due date

❖ Provision for bad and doubtful debts

❖ Bad Debts Recovered

❖ Bills receivable received is different from bills receivable matured

2. Bills receivable Account format

Date	Particulars	Amount	Date	Particulars	Amount
	To bal b/d(Opening Debit balance)	XXX		By Cash (BR matured)	XXX
	To Debtors (BR received)	XXX		By Debtors (BR Dishonoured)	XXX
				By creditors (BR Endorsed)	XXX
				By Bank(BR discounted)	XXX
		XXX			**XXX**

3. Creditors Account format

Date	Particulars	Amount	Date	Particulars	Amount
	To Cash			By Bal b/d	
	To Discount			By Purchases	
	To Transfers			By Bills Dishonours	
	To BR endorsed				
	To Bills payable				
	To Bal c/d				