

Study Guide 4

Name	Perfect Score	Your Score
Identifying Accounting Terms	7 Pts.	
Identifying Accounting Concepts and Practices	15 Pts.	
Analyzing Posting from a Journal to a General Ledger	13 Pts.	
Total	35 Pts.	

Part One—Identifying Accounting Terms

Directions: Select the one term in Column I that best fits each definition in Column II. Print the letter identifying your choice in the Answers column.

Column I	Column II	Answers
A. account number	1. A group of accounts. (p. 92)	1. _____
B. correcting entry	2. A ledger that contains all accounts needed to prepare financial statements. (p. 92)	2. _____
C. file maintenance	3. The number assigned to an account. (p. 92)	3. _____
D. general ledger	4. The procedure for arranging accounts in a general ledger, assigning account numbers, and keeping records current. (p. 93)	4. _____
E. ledger	5. Writing an account title and number on the heading of an account. (p. 94)	5. _____
F. opening an account	6. Transferring information from a journal entry to a ledger account. (p. 96)	6. _____
G. posting	7. A journal entry made to correct an error in a previous journal entry. (p. 108)	7. _____

Part Two—Identifying Accounting Concepts and Practices

Directions: Place a T for True or an F for False in the Answers column to show whether each of the following statements is true or false.

	Answers
1. Because an account form has columns for the debit and credit balance of an account, it is often referred to as the balance-ruled account form. (p. 91)	1. _____
2. The asset division accounts for TechKnow Consulting are numbered in the 100s. (p. 92)	2. _____
3. The cash account is the first asset account and is numbered 100. (p. 92)	3. _____
4. The second division of TechKnow Consulting's chart of accounts is the owner's equity division. (p. 92)	4. _____
5. The first digit of account numbers for accounts in the owner's equity ledger division is 3. (p. 92)	5. _____
6. The last two digits in a 3-digit account number indicate the general ledger division of the account. (p. 93)	6. _____
7. When adding a new expense account between accounts numbered 510 and 520, the new account is assigned the account number 515. (p. 93)	7. _____
8. TechKnow Consulting arranges expense accounts in chronological order in its general ledger. (p. 93)	8. _____
9. The two steps for opening an account are writing the account title and recording the balance. (p. 94)	9. _____
10. Separate amounts in special amount columns are posted individually. (p. 96)	10. _____
11. Separate amounts in general amount columns are not posted individually. (p. 96)	11. _____
12. The only reason for the Post. Ref. columns of the journal and general ledger is to indicate which entries in the journal still need to be posted if posting is interrupted. (p. 97)	12. _____
13. A check mark in parentheses below a General Debit column total indicates that the total is not posted. (p. 100)	13. _____
14. The totals of special amount columns in a journal are not posted. (p. 101)	14. _____
15. With the exception of the totals lines, the Post. Ref. column is completely filled in with either an account number or a check mark. (p. 105)	15. _____

Part Three—Analyzing Posting from a Journal to a General Ledger

Directions: In the journal below, some items are identified with capital letters. In the general ledger accounts, locations to which items are posted are identified with numbers. For each number in a general ledger account, select the letter in the journal that will be posted to the account. Print the letter identifying your choice in the Answers column.

JOURNAL										PAGE 1 A					
DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	GENERAL				SALES CREDIT	CASH						
				DEBIT		CREDIT			DEBIT		CREDIT				
1 20 May	2 J. Nichols, Capital	R1		1	0	0	0					1	0	0	0
2	4 Supplies	C1		2	0	0	0	B				2	2	0	0
3	6 ✓	T6	✓					8	0	0	0	C			8
25	31 Totals			2	0	5	5	5	0	0	0	3	4	0	0
26	D E		F	G			H	I			J	K			

ACCOUNT Cash			ACCOUNT NO. 110			
DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT
1	2	3	4			
				5		

ACCOUNT Supplies			ACCOUNT NO. 120			
DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT
6	7	8	9			

ACCOUNT Sales			ACCOUNT NO. 410			
DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT
10	11	12		13		

A through F (pp. 96–100)
G through K (pp. 101–104)

Bold Numbers in Ledger Accounts **Answers**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____



4-1 WORK TOGETHER, p. 95

Preparing a chart of accounts and opening an account

1.

2.

3.

ACCOUNT			ACCOUNT NO.							
DATE	ITEM	POST. REF.	DEBIT			CREDIT			BALANCE	
									DEBIT	CREDIT

4-1 ON YOUR OWN, p. 95

Preparing a chart of accounts and opening an account

1.

2.

3.

ACCOUNT		ACCOUNT NO.							
DATE	ITEM	POST. REF.	DEBIT			CREDIT		BALANCE	
								DEBIT	CREDIT

4-2 and 4-3 WORK TOGETHER, pp. 99, 104

**4-2 Posting separate amounts to a general ledger
4-3 Posting column totals to a general ledger**

JOURNAL										PAGE 1		5	
DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	GENERAL		SALES CREDIT	CASH						
				DEBIT	CREDIT		DEBIT	CREDIT					
1 Mar.	Leonard Witkowski, Capital	R1			5000.00		5000.00						
3	Prepaid Insurance	C1		660.00					660.00				
4	Supplies	M1		780.00									
	Accts. Payable—Joshua's Supplies				780.00								
8	✓ Accts. Receivable—Danielle Braastad	T8	✓			675.00		675.00					
9	Accts. Receivable—Danielle Braastad	S1		163.00		163.00							
12	Rent Expense	C2		375.00						375.00			
15	Accts. Payable—Joshua's Supplies	C3		500.00						500.00			
16	Accts. Receivable—Danielle Braastad	R2			100.00			100.00					
25	Leonard Witkowski, Drawing	C4		1000.00						1000.00			
31	Totals			2326.00	5178.00	838.00		5775.00	2085.00				
				(✓)	(✓)								

4-2 and 4-3 WORK TOGETHER (continued)

GENERAL LEDGER

ACCOUNT Cash

ACCOUNT NO. 110

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Accounts Receivable--Danielle Braastad

ACCOUNT NO. 120

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Supplies

ACCOUNT NO. 130

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Prepaid Insurance

ACCOUNT NO. 140

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Accounts Payable--Joshua's Supplies

ACCOUNT NO. 210

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

4-2 and 4-3 WORK TOGETHER (concluded)

GENERAL LEDGER

ACCOUNT Leonard Witkowski, Capital

ACCOUNT NO. 310

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Leonard Witkowski, Drawing

ACCOUNT NO. 320

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Sales

ACCOUNT NO. 410

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Rent Expense

ACCOUNT NO. 510

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT

ACCOUNT NO.

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

4-2 Posting separate amounts to a general ledger
 4-3 Posting column totals to a general ledger

JOURNAL

PAGE 1

DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	GENERAL		SALES CREDIT	CASH	
				DEBIT	CREDIT		DEBIT	CREDIT
1 Sept.	Heather Hasley, Capital	R1			4500 00		4500 00	
4	Supplies	M1		67 00				
	Accounts Payable—Bodden Company				67 00			
7	Prepaid Insurance	C1		300 00				300 00
10	Accounts Receivable—Ken Garlie	S1		195 00		195 00		
13	✓	T13	✓			1200 00	1200 00	
18	Advertising Expense	C2		49 00				49 00
21	Accounts Payable—Bodden Company	C3		35 00				35 00
27	Accounts Receivable—Ken Garlie	R2			100 00		100 00	
30	Heather Hasley, Drawing	C4		130 00				130 00
30	Totals			1946 00	4667 00	1395 00	5800 00	1684 00
				(M)	(M)			

4-2 and 4-3 ON YOUR OWN (continued)

GENERAL LEDGER

ACCOUNT **Cash** ACCOUNT NO. **110**

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT **Accounts Receivable—Ken Garlie** ACCOUNT NO. **120**

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT **Supplies** ACCOUNT NO. **130**

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT **Prepaid Insurance** ACCOUNT NO. **140**

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT **Accounts Payable—Bodden Company** ACCOUNT NO. **210**

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

4-2 and 4-3 ON YOUR OWN (concluded)

GENERAL LEDGER

ACCOUNT <u>Heather Hasley, Capital</u>						ACCOUNT NO. <u>310</u>				
DATE	ITEM	POST. REF.	DEBIT			CREDIT			BALANCE	
									DEBIT	CREDIT

ACCOUNT <u>Heather Hasley, Drawing</u>						ACCOUNT NO. <u>320</u>				
DATE	ITEM	POST. REF.	DEBIT			CREDIT			BALANCE	
									DEBIT	CREDIT

ACCOUNT <u>Sales</u>						ACCOUNT NO. <u>410</u>				
DATE	ITEM	POST. REF.	DEBIT			CREDIT			BALANCE	
									DEBIT	CREDIT

ACCOUNT <u>Advertising Expense</u>						ACCOUNT NO. <u>510</u>				
DATE	ITEM	POST. REF.	DEBIT			CREDIT			BALANCE	
									DEBIT	CREDIT

ACCOUNT						ACCOUNT NO.				
DATE	ITEM	POST. REF.	DEBIT			CREDIT			BALANCE	
									DEBIT	CREDIT

4-4 WORK TOGETHER, p. 109

Journalizing correcting entries

JOURNAL

DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	GENERAL		SALES CREDIT	CASH	
				DEBIT	CREDIT		DEBIT	CREDIT
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								

PAGE 5

Journalizing correcting entries

JOURNAL										PAGE	
DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	GENERAL		SALES CREDIT	CASH				
				DEBIT	CREDIT		DEBIT	CREDIT			
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
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16											
17											
18											
19											
20											
21											
22											
23											
24											

4-1 APPLICATION PROBLEM, p. 111

Preparing a chart of accounts and opening an account

1.

2.

3.

ACCOUNT						ACCOUNT NO.			
DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE				
					DEBIT	CREDIT			

ACCOUNT						ACCOUNT NO.			
DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE				
					DEBIT	CREDIT			

4-2 Posting separate amounts to a general ledger
4-3 Posting column totals to a general ledger

JOURNAL

PAGE 1

DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	GENERAL		SALES CREDIT	CASH	
				DEBIT	CREDIT		DEBIT	CREDIT
1 Oct. 1	Alta Komoko, Capital	R1			2000.00		2000.00	
4	Prepaid Insurance	C1		300.00				300.00
10	Supplies	M1		90.00				
	Accts. Pay.—Bay Bridge Supply				90.00			
12 ✓		T12	✓			482.00	482.00	
15	Accts. Rec.—Melanie Ford	S1		75.00		75.00		
19	Advertising Expense	C2		125.00				125.00
20	Accts. Pay.—Bay Bridge Supply	C3		60.00				60.00
27	Accts. Rec.—Melanie Ford	R2			50.00		50.00	
31	Alta Komoko, Drawing	C4		400.00				400.00
31	Totals			1050.00	2140.00	557.00	2532.00	885.00
				(✓)	(✓)			

4-2 and 4-3 APPLICATION PROBLEMS (continued)

GENERAL LEDGER

ACCOUNT **Cash**

ACCOUNT NO. **110**

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT **Accounts Receivable—Melanie Ford**

ACCOUNT NO. **120**

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT **Supplies**

ACCOUNT NO. **130**

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT **Prepaid Insurance**

ACCOUNT NO. **140**

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT **Accounts Payable—Bay Bridge Supply**

ACCOUNT NO. **210**

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

4-2 and 4-3 APPLICATION PROBLEMS (concluded)

GENERAL LEDGER

ACCOUNT *Alta Komoko, Capital*

ACCOUNT NO. 310

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT *Alta Komoko, Drawing*

ACCOUNT NO. 320

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT *Sales*

ACCOUNT NO. 410

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT *Advertising Expense*

ACCOUNT NO. 510

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT

ACCOUNT NO.

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

4-4 APPLICATION PROBLEM, p. 111

Journalizing correcting entries

JOURNAL											PAGE		
DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	GENERAL		SALES CREDIT	CASH		1	2	3	4	5
				DEBIT	CREDIT		DEBIT	CREDIT					
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													

Journalizing transactions and posting to a general ledger

DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	1		2		3		4		5	
				DEBIT	CREDIT	DEBIT	CREDIT	SALES CREDIT	DEBIT	CREDIT			
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													

JOURNAL

PAGE

3. Prove the journal:

General	Column	Debit	Credit
Sales	Column Totals	_____	_____
Cash	Column Totals	_____	_____
Totals	Column Totals	_____	_____

4. Prove cash:

Cash on hand at the beginning of the month	_____
Plus total cash received during the month	_____
Equals Total	_____
Less total cash paid during the month	_____
Equals cash balance at the end of the month	_____
Checkbook balance on the next unused check stub	_____

4-5 MASTERY PROBLEM (continued)

GENERAL LEDGER

ACCOUNT Cash

ACCOUNT NO. 110

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Accounts Receivable—Merilda Domingo

ACCOUNT NO. 120

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Supplies

ACCOUNT NO. 130

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Accounts Payable—Park Supplies

ACCOUNT NO. 210

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

4-5 MASTERY PROBLEM (continued)

GENERAL LEDGER

ACCOUNT Patrick O'Kalla, Capital

ACCOUNT NO. 310

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Patrick O'Kalla, Drawing

ACCOUNT NO. 320

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Sales

ACCOUNT NO. 410

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Advertising Expense

ACCOUNT NO. 510

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

4-5 MASTERY PROBLEM (concluded)

GENERAL LEDGER

ACCOUNT **Miscellaneous Expense** ACCOUNT NO. **520**

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT **Rent Expense** ACCOUNT NO. **530**

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT _____ ACCOUNT NO. _____

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT _____ ACCOUNT NO. _____

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

Posting using a variation of the five-column journal

JOURNAL

1	2		DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	3			1
	DEBIT						GENERAL	SALES	CASH	
	CASH	GENERAL								
1	3000.00		Mar. 1	Frances Fessler, Capital	R1		3000.00			
2		850.00	3	Rent Expense	C1					850.00
3		5.00	5	Miscellaneous Expense	C2					5.00
4		250.00	9	Accounts Receivable—Joelle Chu	S1			250.00		
5		400.00	11	Supplies	C3					400.00
6	450.00		13	✓	T13	✓		450.00		
7		200.00	16	Supplies	M1					
8				Accounts Payable—Dollar Supplies			200.00			
9		150.00	18	Accounts Payable—Dollar Supplies	C4					150.00
10		60.00	19	Utilities Expense	C5					60.00
11	1100.00		20	✓	T20	✓		1100.00		
12		50.00	23	Advertising Expense	C6					50.00
13		150.00	23	Supplies	C7					150.00
14		150.00	27	Supplies	C8					150.00
15	1830.00		27	✓	T27	✓		1830.00		
16		1400.00	30	Frances Fessler, Drawing	C9					1400.00
17	410.00		31	✓	T31	✓		410.00		
18	6790.00	3665.00	31	Totals			3200.00	4040.00		3215.00
19		(M)					(M)			
20										
21										
22										
23										
24										

4-6 CHALLENGE PROBLEM (continued)

GENERAL LEDGER

ACCOUNT **Cash** ACCOUNT NO. **110**

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT **Accounts Receivable—Joelle Chu** ACCOUNT NO. **120**

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT **Supplies** ACCOUNT NO. **130**

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT **Accounts Payable—Dollar Supplies** ACCOUNT NO. **210**

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT **Frances Fessler, Capital** ACCOUNT NO. **310**

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

GENERAL LEDGER

ACCOUNT Frances Fessler, Drawing

ACCOUNT NO. 320

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Sales

ACCOUNT NO. 410

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Advertising Expense

ACCOUNT NO. 510

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Miscellaneous Expense

ACCOUNT NO. 520

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Rent Expense

ACCOUNT NO. 530

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Utilities Expense

ACCOUNT NO. 540

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

USING SOURCE DOCUMENTS, p. 114

Journalizing transactions and posting to a general ledger

Receipt No. <u>1</u> Date <u>7/2</u> , 20-- From <u>Darcia Tomzak</u> For <u>Investment</u>	Receipt No. <u>1</u> Form <u>1</u> Date <u>July 2</u> , 20-- Rec'd from <u>Darcia Tomzak</u> For <u>Investment</u> <u>Seven Thousand & ⁰⁰/₁₀₀</u> Dollars Amount \$ <u>7,000 00</u> _____ LCB Received by
--	---

NO. <u>1</u> Form <u>2</u>	
Date: <u>7/3</u> 20-- \$ <u>1,000.00</u>	
To: <u>Quincy Rental Agency</u>	
For: <u>July Rent</u>	
BAL. BRO'T. FOR'D	0 00
AMT. DEPOSITED <u>7-1</u>	7000 00
SUBTOTAL	7000 00
AMT. THIS CHECK	1000 00
BAL. CAR'D. FOR'D	6000 00

No. <u>1</u>	Form <u>3</u>
MEMORANDUM	
<p><i>Bought supplies on account from Music Supply Co., \$1,300.00</i></p>	
Signed: <u>LCB</u>	Date: <u>7/6/--</u>

USING SOURCE DOCUMENTS (continued)

NO. 2 Form 4
 Date: 7/7 20-- \$ 119.00
 To: City Telephone Company
 For: Telephone bill

BAL. BRO'T. FOR'D		6000	00
AMT. DEPOSITED			
SUBTOTAL		6000	00
AMT. THIS CHECK		119	00
BAL. CAR'D. FOR'D		5881	00

Form 5
 0.00*

July 7, 20--
 T7

175.00+
 80.00+
 475.00+
 70.00+
 800.00*

Sold to: Kid's Stop Form 6
Darcia's School of Dance No. 1
313 King Street Date 7/10/--
Concord, NH 03303 Terms 2/10, n/30

Description	Amount
Pre-School Dance class-1 Hr.	300.00
K-3 Dance class-1 Hr.	350.00
Total	650.00

NO. 3 Form 7
 Date: 7/11 20-- \$ 795.00
 To: Orion Insurance Company
 For: Insurance

BAL. BRO'T. FOR'D		5881	00
AMT. DEPOSITED	<u>7-7</u>	800	00
SUBTOTAL		6681	00
AMT. THIS CHECK		795	00
BAL. CAR'D. FOR'D		5886	00

Form 8
 0.00*

July 14, 20--
 T14

425.00+
 525.00+
 150.00+
 1,100.00*

USING SOURCE DOCUMENTS (continued)

NO. <u>4</u>	Form <u>9</u>
Date: <u>7/16</u> 20--	\$ <u>325.00</u>
To: <u>Prescott Media</u>	
For: <u>Advertising</u>	
BAL. BRO'T. FOR'D	<u>5886</u> 00
AMT. DEPOSITED <u>7-14</u>	<u>1100</u> 00
SUBTOTAL	<u>6986</u> 00
AMT. THIS CHECK	<u>325</u> 00
BAL. CAR'D. FOR'D	<u>6661</u> 00

	Form <u>10</u>
	0.00 *
<u>July 21, 20--</u>	<u>575.00+</u>
<u>T21</u>	<u>275.00+</u>
	<u>850.00*</u>

NO. <u>5</u>	Form <u>11</u>
Date: <u>7/23</u> 20--	\$ <u>850.00</u>
To: <u>Music Supply Company</u>	
For: <u>On account</u>	
BAL. BRO'T. FOR'D	<u>6661</u> 00
AMT. DEPOSITED <u>7-21</u>	<u>850</u> 00
SUBTOTAL	<u>7511</u> 00
AMT. THIS CHECK	<u>850</u> 00
BAL. CAR'D. FOR'D	<u>6661</u> 00

Receipt No. <u>2</u>	Receipt No. <u>2</u>	Form <u>12</u>
Date <u>7/24</u> 20--	Date <u>July 24</u> 20--	
From <u>Kid's Stop</u>	Rec'd from <u>Kid's Stop</u>	
For <u>On account</u>	For <u>On account</u>	
	<u>Four hundred twenty-five & ⁰⁰/₁₀₀ Dollars</u>	
\$ <u>425</u> 00	Amount \$ <u>425</u> 00	
	<u>LCB</u>	Received by

USING SOURCE DOCUMENTS (continued)

NO. <u>6</u>	Form <u>13</u>
Date: <u>7/26</u> 20-- \$ <u>600.00</u>	
To: <u>Colambus Supplies</u>	
For: <u>Supplies</u>	
BAL. BRO'T. FOR'D	<u>6661 00</u>
AMT. DEPOSITED <u>7-24</u>	<u>425 00</u>
SUBTOTAL	<u>7086 00</u>
AMT. THIS CHECK	<u>600 00</u>
BAL. CAR'D. FOR'D	<u>6486 00</u>

	Form <u>14</u>
	0.00 *
<u>July 28, 20--</u>	
<u>T28</u>	<u>500.00*</u>
	<u>500.00*</u>

NO. <u>7</u>	Form <u>15</u>
Date: <u>7/30</u> 20-- \$ <u>110.00</u>	
To: <u>Concord Electric Company</u>	
For: <u>Electric bill</u>	
BAL. BRO'T. FOR'D	<u>6486 00</u>
AMT. DEPOSITED <u>7-28</u>	<u>500 00</u>
SUBTOTAL	<u>6986 00</u>
AMT. THIS CHECK	<u>110 00</u>
BAL. CAR'D. FOR'D	<u>6876 00</u>

<u>Darcia's School of Dance</u> <u>313 King Street</u> <u>Concord, NH 03303</u>	Sold to: <u>Kid's Stop</u>	No. <u>2</u>
	<u>366 Park Street</u>	Date <u>7/30/--</u>
	<u>Concord, NH 03303</u>	Terms <u>2/10, n/30</u>
	Form <u>16</u>	
Description	Amount	
<u>K-3 Dance class-1 Hr.</u>	<u>350.00</u>	
<u>Consultation-1 Hr.</u>	<u>125.00</u>	
Total	<u>475.00</u>	

USING SOURCE DOCUMENTS (continued)

<i>July 31, 20--</i> <i>T31</i>	Form <u>17</u>
	0.00 *
	225.00+
	225.00+
	250.00+
	700.00*

NO. <u>8</u>	Form <u>18</u>
Date: <u>7/31</u> 20-- \$ <u>1000.00</u>	
To: <u>Darcia Tomzak</u>	
For: <u>Withdrawal</u>	
BAL. BRO'T. FOR'D	6876 00
AMT. DEPOSITED <u>7-31</u>	700 00
SUBTOTAL	7576 00
AMT. THIS CHECK	1000 00
BAL. CAR'D. FOR'D	6576 00

NO. <u>9</u>	Form <u>19</u>
Date: _____ 20-- \$ _____	
To: _____	
For: _____	
BAL. BRO'T. FOR'D	6576 00
AMT. DEPOSITED	
SUBTOTAL	
AMT. THIS CHECK	
BAL. CAR'D. FOR'D	

USING SOURCE DOCUMENTS (continued)

JOURNAL											PAGE		
DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	GENERAL		SALES CREDIT	CASH		1	2	3	4	5
				DEBIT	CREDIT		DEBIT	CREDIT					
1													
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3													
4													
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2. Prove the journal:

General	Column	Debit	Column Totals	Credit	Column Totals
Sales					
Cash					
Totals					

3. Prove cash:

Cash on hand at the beginning of the month	
Plus total cash received during the month	
Equals Total	
Less total cash paid during the month	
Equals cash balance at the end of the month	
Checkbook balance on the next unused check stub	

USING SOURCE DOCUMENTS (continued)

GENERAL LEDGER

ACCOUNT		Cash				ACCOUNT NO. 110	
DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE		
					DEBIT	CREDIT	

ACCOUNT		Accounts Receivable—Kid's Stop				ACCOUNT NO. 120	
DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE		
					DEBIT	CREDIT	

ACCOUNT		Supplies				ACCOUNT NO. 130	
DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE		
					DEBIT	CREDIT	

ACCOUNT		Prepaid Insurance				ACCOUNT NO. 140	
DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE		
					DEBIT	CREDIT	

USING SOURCE DOCUMENTS (continued)

GENERAL LEDGER

ACCOUNT Accounts Payable—Music Supply Company

ACCOUNT NO. 210

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Darcia Tomzak, Capital

ACCOUNT NO. 310

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Darcia Tomzak, Drawing

ACCOUNT NO. 320

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Sales

ACCOUNT NO. 410

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

USING SOURCE DOCUMENTS (concluded)

GENERAL LEDGER

ACCOUNT Advertising Expense

ACCOUNT NO. 510

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Rent Expense

ACCOUNT NO. 520

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Utilities Expense

ACCOUNT NO. 530

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT

ACCOUNT NO.

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

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