

Study Guide 9

Name	Perfect Score	Your Score
Identifying Accounting Terms	29 Pts.	
Analyzing Accounting Concepts and Practices	27 Pts.	
Analyzing Transactions Recorded in Special Journals	24 Pts.	
Total	80 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. capital stock	1. Goods that a business purchases to sell. (p. 234)	1. _____
B. cash discount	2. A business that purchases and sells goods. (p. 234)	2. _____
C. cash over	3. A merchandising business that sells to those who use or consume the goods. (p. 234)	3. _____
D. cash payments journal	4. A business that buys and resells merchandise to retail merchandising businesses. (p. 234)	4. _____
E. cash short	5. An organization with the legal rights of a person and which many persons may own. (p. 234)	5. _____
F. contra account	6. Each unit of ownership in a corporation. (p. 234)	6. _____
G. corporation	7. Total shares of ownership in a corporation. (p. 234)	7. _____
H. cost of merchandise	8. An owner of one or more shares of a corporation. (p. 234)	8. _____
I. debit memorandum	9. A journal used to record only one kind of transaction. (p. 235)	9. _____
J. general amount column	10. The price a business pays for goods it purchases to sell. (p. 236)	10. _____
K. list price	11. The amount added to the cost of merchandise to establish the selling price. (p. 236)	11. _____
L. markup	12. A business from which merchandise is purchased or supplies or other assets are bought. (p. 236)	12. _____
M. merchandise	13. A transaction in which the merchandise purchased is to be paid for later. (p. 236)	13. _____
N. merchandising business	14. A special journal used to record only purchases of merchandise on account. (p. 237)	14. _____
O. purchase invoice	15. A journal amount column headed with an account title. (p. 237)	15. _____
P. purchase on account	16. An invoice used as a source document for recording a purchase on account transaction. (p. 238)	16. _____

Q. purchases allowance	17. An agreement between a buyer and a seller about payment for merchandise. (p. 238)	17. _____
R. purchases discount	18. A special journal used to record only cash payment transactions. (p. 242)	18. _____
S. purchases journal	19. A deduction that a vendor allows on the invoice amount to encourage prompt payment. (p. 242)	19. _____
T. purchases return	20. A cash discount on purchases taken by a customer. (p. 242)	20. _____
U. retail merchandising business	21. A journal amount column that is not headed with an account title. (p. 242)	21. _____
V. share of stock	22. The retail price listed in a catalog or on an Internet site. (p. 244)	22. _____
W. special amount column	23. A reduction in the list price granted to customers. (p. 244)	23. _____
X. special journal	24. An account that reduces a related account on a financial statement. (p. 245)	24. _____
Y. stockholder	25. A petty cash on hand amount that is less than a recorded amount. (p. 248)	25. _____
Z. terms of sale	26. A petty cash on hand amount that is more than a recorded amount. (p. 248)	26. _____
AA. trade discount	27. Credit allowed for the purchase price of returned merchandise, resulting in a decrease in the customer's accounts payable. (p. 256)	27. _____
BB. vendor	28. Credit allowed for part of the purchase price of merchandise that is not returned, resulting in a decrease in the customer's accounts payable. (p. 256)	28. _____
CC. wholesale merchandising business	29. A form prepared by the customer showing the price deduction taken by the customer for returns and allowances. (p. 256)	29. _____

Part Two—Analyzing 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. Unlike a proprietorship, a corporation exists independent of its owners. (p. 234)	1. _____
2. A corporation can incur liabilities but cannot own property. (p. 234)	2. _____
3. As in proprietorships, information in a corporation's accounting system is kept separate from the personal records of the owners, and this accounting concept application is called a Business Entity. (p. 234)	3. _____
4. The selling price of merchandise must be greater than the cost of merchandise for a business to make a profit. (p. 236)	4. _____
5. The cost account Purchases is used only to record the value of merchandise purchased. (p. 236)	5. _____
6. When purchases are recorded at their cost, including any related shipping costs and taxes, the Historical Cost accounting concept is being applied. (p. 236)	6. _____
7. Recording entries in a journal with special amount columns saves time. (p. 237)	7. _____
8. All purchase transactions, including purchases made on account and purchases made for cash, are recorded in the purchases journal. (p. 237)	8. _____
9. The source document for recording a purchase on account transaction is a memorandum describing the merchandise purchased. (p. 238)	9. _____
10. By listing the quantity, the description, the price of each item, and the total amount purchased, the Objective Evidence concept is applied. (p. 238)	10. _____
11. A purchase invoice usually lists only the total cost of the merchandise. (p. 238)	11. _____
12. A purchase on account transaction increases the amount owed to a vendor. (p. 239)	12. _____
13. A cash payments journal includes a special amount column for the cash account and the accounts payable account. (p. 242)	13. _____
14. The source document for most cash payments is the check issued. (p. 242)	14. _____
15. When supplies are purchased for use in the business, the amount is recorded in the purchases account. (p. 243)	15. _____
16. A special journal entry is made to show the amount of a trade discount. (p. 244)	16. _____
17. The terms of sale 2/15, n/30 mean that 2% of the invoice amount may be deducted if paid within 15 days of the invoice date or the total invoice amount must be paid within 30 days. (p. 245)	17. _____
18. Purchase discounts are recorded in the general journal. (p. 245)	18. _____
19. The contra account Purchases Discount has a normal credit balance. (p. 245)	19. _____
20. The custodian prepares a petty cash report when the petty cash fund is to be replenished. (p. 248)	20. _____
21. The petty cash account Cash Short and Over is a permanent account. (p. 249)	21. _____
22. A journal is proved and ruled only at the end of a fiscal period. (p. 250)	22. _____
23. To begin a new journal page, the totals from the previous journal page are carried forward to the next journal page. (p. 251)	23. _____
24. Buying supplies on account is recorded in the general journal. (p. 254)	24. _____
25. When supplies are purchased on account, the Store Supplies account balance increases and the Accounts Payable account balance increases. (p. 255)	25. _____
26. The source document for a purchases return is a check. (p. 256)	26. _____
27. The normal account balance of Purchases Returns and Allowances is a credit. (p. 257)	27. _____

Part Three—Analyzing Transactions Recorded in Special Journals

Directions: In Answers Column 1, print the abbreviation for the journal in which each transaction is to be recorded. In Answers Columns 2 and 3, print the letters identifying the accounts to be debited and credited for each transaction.

PJ—Purchases journal; GJ—General journal; CPJ—Cash payments journal

Account Titles	Transactions	Answers		
		Journal	Debit	Credit
A. Accounts Payable	1–2–3. Purchased merchandise on account from Wixom Sports. (p. 239)	1. _____	2. _____	3. _____
B. Cash	4–5–6. Paid cash for rent. (p. 243)	4. _____	5. _____	6. _____
C. Cash Short and Over	7–8–9. Purchased merchandise for cash. (p. 244)	7. _____	8. _____	9. _____
D. Miscellaneous Expense	10–11–12. Paid cash on account to Wixom Sports, less purchases discount. (p. 245)	10. _____	11. _____	12. _____
E. Petty Cash	13–14–15. Paid cash on account to Tri-County Suppliers. (p. 246)	13. _____	14. _____	15. _____
F. Purchases	16–17–18. Paid cash to replenish the petty cash fund: supplies, miscellaneous, cash over. (p. 249)	16. _____	17. _____	18. _____
G. Purchases Discount	19–20–21. Bought supplies on account from Yukon Outfitters. (p. 255)	19. _____	20. _____	21. _____
H. Purchases Returns and Allowances	22–23–24. Returned merchandise to Tri-County Suppliers. (p. 257)	22. _____	23. _____	24. _____
I. Rent Expense				
J. Supplies				
K. Tri-County Suppliers				
L. Wixom Sports				
M. Yukon Outfitters				

9-1 WORK TOGETHER, p. 241

Journalizing purchases using a purchases journal

PURCHASES JOURNAL

PAGE

DATE	ACCOUNT CREDITED	PURCH. NO.	POST. REF.	PURCHASES DR.			
				ACCTS. PAY.	PAY.	CR.	
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9-1 ON YOUR OWN, p. 241

Journalizing purchases using a purchases journal

PURCHASES JOURNAL

PAGE

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9-2 WORK TOGETHER, p. 247

Journalizing cash payments using a cash payments journal

CASH PAYMENTS JOURNAL

PAGE 5

DATE	ACCOUNT TITLE	CK. NO.	POST. REF.	GENERAL		ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT CREDIT	CASH CREDIT
				DEBIT	CREDIT			
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Journalizing cash payments using a cash payments journal

CASH PAYMENTS JOURNAL

DATE	ACCOUNT TITLE	CK. NO.	POST. REF.	GENERAL		ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT CREDIT	CASH CREDIT
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PAGE 5

9-3 WORK TOGETHER, p. 253

Performing other cash payments journal operations

CASH PAYMENTS JOURNAL										PAGE 5				
DATE	ACCOUNT TITLE	CK. NO.	POST. REF.	GENERAL		ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT CREDIT	CASH CREDIT						
				DEBIT	CREDIT									
23	27 Supplies	534		234	30			234	30	23				
24	27 Ace Manufacturing	535				189	60	379	185	81	24			
25				184	8685	458	56	164	8350	251	34	342	6045	25

CASH PAYMENTS JOURNAL										PAGE 6				
DATE	ACCOUNT TITLE	CK. NO.	POST. REF.	GENERAL		ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT CREDIT	CASH CREDIT						
				DEBIT	CREDIT									
1	Mar. 27 Brought Forward		✓	184	8685	458	56	164	8350	251	34	342	6045	1
2	31 Supplies—Office	536		45	23							15	941	2
3	Supplies—Store			66	18									3
4	Miscellaneous Expense			49	25									4
5	Cash Short and Over						125							5
6														6

PETTY CASH REPORT		
Date: _____	Custodian: _____	
Explanation	Reconciliation	Replenish Amount
Fund Total		
Payments:		

Less: Total payments	→	
Equals: Recorded amount on hand		
Less: Actual amount on hand	→	
Equals: Cash short (over)		
Amount to Replenish		

Column Title	Debit Column Totals	Credit Column Totals
General Debit	_____	_____
General Credit	_____	_____
Accounts Payable Debit	_____	_____
Purchases Discount Credit	_____	_____
Cash Credit	_____	_____
Totals	=====	=====

9-3 ON YOUR OWN, p. 253

Performing other cash payments journal operations

CASH PAYMENTS JOURNAL

DATE	ACCOUNT TITLE	CK. NO.	POST. REF.	GENERAL		ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT CREDIT	CASH CREDIT
				DEBIT	CREDIT			
23	28 Advertising Expense	625		1500	00			1500
24	28 GRF Manufacturing, Inc.	626				2518	5036	2467
25				2562	485	958	48	3514
						250	492	15
								5931
								672

CASH PAYMENTS JOURNAL

DATE	ACCOUNT TITLE	CK. NO.	POST. REF.	GENERAL		ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT CREDIT	CASH CREDIT
				DEBIT	CREDIT			
1 Jun. 28	Brought Forward		✓	2562	485	958	48	3514
2	30 Supplies—Office	627		56	21			223
3	Supplies—Store			48	27			
4	Repair Expense			82	25			
5	Miscellaneous Expense			36	17			
6	Cash Short and Over			0	62			
7								

PETTY CASH REPORT

Date: _____ Custodian: _____

Explanation	Reconciliation	Replenish Amount
Fund Total		
Payments:		
Less: Total payments		→
Equals: Recorded amount on hand		
Less: Actual amount on hand		
Equals: Cash short (over)		→
Amount to Replenish		

Column Title	Debit Column Totals	Credit Column Totals
General Debit	_____	_____
General Credit	_____	_____
Accounts Payable Debit	_____	_____
Purchases Discount Credit	_____	_____
Cash Credit	_____	_____
Totals	_____	_____

9-4 WORK TOGETHER and ON YOUR OWN, p. 258

Journalizing other transactions using a general journal
GENERAL JOURNAL

		PAGE	
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9-1 APPLICATION PROBLEM, p. 260

Journalizing purchases using a purchases journal

PURCHASES JOURNAL

PAGE

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9-2 APPLICATION PROBLEM, p. 260

Journalizing cash payments using a cash payments journal

CASH PAYMENTS JOURNAL

DATE	ACCOUNT TITLE	CK. NO.	POST. REF.	GENERAL		ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT CREDIT	CASH CREDIT
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Column Title	Debit		Credit	
	Column Totals	Column Totals	Column Totals	Column Totals
General Debit				
General Credit				
Accounts Payable Debit				
Purchases Discount Credit				
Cash Credit				
Totals				

Note: Line 12 of the journal and the journal proof above are completed in Application Problem 9-4.

9-3 APPLICATION PROBLEM, p. 261

Preparing a petty cash report

PETTY CASH REPORT		
Date: _____		Custodian: _____
Explanation	Reconciliation	Replenish Amount
Fund Total		
Payments: _____		

Less: Total payments		→
Equals: Recorded amount on hand		
Less: Actual amount on hand		
Equals: Cash short (over)		→
Amount to Replenish		

9-4 APPLICATION PROBLEM, p. 261

Performing additional cash payments journal operations

PETTY CASH REPORT		
Date: _____		Custodian: _____
Explanation	Reconciliation	Replenish Amount
Fund Total		
Payments: _____		

Less: Total payments		→
Equals: Recorded amount on hand		
Less: Actual amount on hand		
Equals: Cash short (over)		→
Amount to Replenish		

9-4 APPLICATION PROBLEM (concluded)

CASH PAYMENTS JOURNAL									
PAGE	1	2		3	4	5	6	7	8
DATE	ACCOUNT TITLE	CK. NO.	POST. REF.	GENERAL		ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT CREDIT	CASH CREDIT	10
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Column Title	Debit Column Totals	Credit Column Totals
General Debit	_____	_____
General Credit	_____	_____
Accounts Payable Debit	_____	_____
Purchases Discount Credit	_____	_____
Cash Credit	_____	_____
Totals	=====	=====

9-5 APPLICATION PROBLEM, p. 262

Journalizing other transactions using a general journal

GENERAL JOURNAL

PAGE

DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	DEBIT		CREDIT		
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9-6 MASTERY PROBLEM, p. 262

Journalizing purchases, cash payments, and other transactions

1., 2.

CASH PAYMENTS JOURNAL

DATE	ACCOUNT TITLE	CK. NO.	POST. REF.	GENERAL		ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT CREDIT	CASH CREDIT
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2.

Column Title	Debit Column Totals	Credit Column Totals
General Debit	_____	_____
General Credit	_____	_____
Accounts Payable Debit	_____	_____
Purchases Discount Credit	_____	_____
Cash Credit	_____	_____
Totals	=====	=====

9-6 MASTERY PROBLEM (continued)

1., 5.

PURCHASES JOURNAL

PAGE

DATE	ACCOUNT CREDITED	PURCH. NO.	POST. REF.	PURCHASES DR.			PAGE
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GENERAL JOURNAL

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9-6 MASTERY PROBLEM (concluded)

3., 4., 6., 7.

CASH PAYMENTS JOURNAL

DATE	ACCOUNT TITLE	CK. NO.	POST. REF.	GENERAL		ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT CREDIT	CASH CREDIT
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6.

Column Title	Debit Column Totals	Credit Column Totals
General Debit	_____	_____
General Credit	_____	_____
Accounts Payable Debit	_____	_____
Purchases Discount Credit	_____	_____
Cash Credit	_____	_____
Totals	_____	_____

9-7 CHALLENGE PROBLEM, p. 263

Journalizing purchases, cash payments, and other transactions

1.

PURCHASES JOURNAL										PAGE
DATE	ACCOUNT CREDITED				PURCH. NO.	POST. REF.	PURCHASES DR. ACCTS. PAY. CR.			
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9-7 CHALLENGE PROBLEM (continued)

CASH PAYMENTS JOURNAL

DATE	ACCOUNT TITLE	CK. NO.	POST. REF.	GENERAL		ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT CREDIT	CASH CREDIT
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PAGE 5

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CHALLENGE PROBLEM (continued)

1.

GENERAL JOURNAL

PAGE

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USING SOURCE DOCUMENTS, p. 265

Journalizing purchases, cash payments, and other transactions from source documents

Suddard Industries 1423 Commercial Road Bell City, LA 70630-6213		INVOICE		REC'D 10/03/- - P324 Form <u>1</u>
		TO: Messler Sailing 142 River Street Naperville, IL 60540-3172		DATE: <u>9/30/- -</u> INV. NO. <u>6234</u> TERMS: <u>30 days</u> ACCT. NO. <u>2450</u>
QUANTITY	CAT. NO.	DESCRIPTION	UNIT PRICE	TOTAL
<u>25</u>	<u>4323</u>	<u>jib sheet</u>	<u>\$ 45.00</u>	<u>\$ 1,125.00</u>
<u>20</u>	<u>4233</u>	<u>jib halyard</u>	<u>\$ 55.00</u>	<u>\$ 1,100.00</u>
TOTAL				<u>\$ 2,225.00</u>

NO. <u>458</u> \$ <u>1,520.00</u> Form <u>2</u>	
Date: <u>October 4</u> 20 <u>- -</u>	
To: <u>Seaside Manufacturing</u>	
For: <u>On account</u>	
BAL. BRO'T. FOR'D.	12,485 25
AMT. DEPOSITED	
SUBTOTAL	12,485 25
OTHER:	
SUBTOTAL	12,485 25
AMT. THIS CHECK	1,520 00
BAL. CAR'D. FOR'D.	10,965 25

USING SOURCE DOCUMENTS (continued)

<i>Messler Sailing</i>	MEMORANDUM Form <u>3</u> NO. 39 DATE October 4, 20--
Attached invoice from Sullivan Supply Co. is for store supplies, bought on account, \$105.00	

DEBIT MEMORANDUM NO. 25		Form <u>4</u>		
Messler Sailing 142 River Street Naperville, IL 60540-3172		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="text-align: center;">DATE</th></tr> <tr><td style="text-align: center;">October 8, 20--</td></tr> </table>	DATE	October 8, 20--
DATE				
October 8, 20--				
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="text-align: center;">TO</th></tr> <tr><td style="text-align: center;">Seaside Manufacturing 1430 Industrial Road Ocean City, WA 98569-2198</td></tr> </table>	TO	Seaside Manufacturing 1430 Industrial Road Ocean City, WA 98569-2198
TO				
Seaside Manufacturing 1430 Industrial Road Ocean City, WA 98569-2198				
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="text-align: center;">ACCOUNT NO.</th></tr> <tr><td style="text-align: center;">2040</td></tr> </table>	ACCOUNT NO.	2040
ACCOUNT NO.				
2040				
QUANTITY	CAT. NO.	DESCRIPTION	UNIT PRICE	TOTAL
11	JS-342	<i>Life preservers damaged in transit</i>	\$ 25.00	\$ 275.00

NO. 459	\$ <u>625.00</u>	Form <u>5</u>
Date: <u>October 10</u>		20--
To: <u>Willcutt & Bishop</u>		
For: <u>Office Supplies</u>		
BAL. BRO'T. FOR'D.	10,965 25	
AMT. DEPOSITED	1,264 00	Date: 10/09/20--
SUBTOTAL	12,229 25	
OTHER:		
SUBTOTAL	12,229 25	
AMT. THIS CHECK	625 00	
BAL. CAR'D. FOR'D.	11,604 25	

USING SOURCE DOCUMENTS (continued)

QUANTITY	CAT. NO.	DESCRIPTION	UNIT PRICE	TOTAL
5	532	Fiberglass repair kit	\$ 60.00	\$ 300.00
10	6346	U-bolts, 1"	\$ 16.00	\$ 160.00
20	6347	U-bolts, 2"	\$ 23.00	\$ 460.00
TOTAL				\$ 920.00

Aquatic Manufacturing
42 Industrial Road
Stratford, CA 93266-4762

INVOICE

REC'D 10/11-- P325
Form 6

DATE: 10/8/--
INV. NO. 15484
TERMS: 2/10, n/30
ACCT. NO. 1420

TO: Messler Sailing
142 River Street
Naperville, IL 60540-3172

<i>Messler Sailing</i>	MEMORANDUM Form <u>7</u>
	NO. 40
	DATE October 12, 20--
Attached invoice from Office Zone is for office supplies, bought on account, \$95.00	

NO. 460	\$ 425.00	Form 8
Date: <u>October 15</u>	20--	
To: <u>Northern Electric</u>		
For: <u>Utilities</u>		
BAL. BRO'T. FOR'D.	11,604	25
AMT. DEPOSITED	Date	
SUBTOTAL	11,604	25
OTHER:		
SUBTOTAL	11,604	25
AMT. THIS CHECK	425	00
BAL. CAR'D. FOR'D.	11,179	25

USING SOURCE DOCUMENTS (continued)

NO. 461	\$ 901.60	Form 9
Date: <i>October 19</i>		20 --
To: <i>Aquatic Manufacturing</i>		
For: <i>On account: \$920.00 less</i>		
<i>2% cash discount</i>		
BAL. BRO'T. FOR'D.		11,179 25
AMT. DEPOSITED	<i>10/18/20</i> -	546 50
SUBTOTAL		11,725 75
OTHER:		
SUBTOTAL		11,725 75
AMT. THIS CHECK		901 60
BAL. CAR'D. FOR'D.		10,824 15

NORTHERN SAIL COMPANY 253 Beach Blvd. Boston, MA 02169-5029		INVOICE	REC'D 10/20/-- P326 Form 10	
		TO: Messler Sailing 142 River Street Naperville, IL 60540-3172	DATE: <i>10/18/--</i> INV. NO. <i>895</i> TERMS: <i>30 days</i> ACCT. NO. <i>1820</i>	
QUANTITY	CAT. NO.	DESCRIPTION	UNIT PRICE	TOTAL
<i>2</i>	<i>B-23</i>	<i>Viking-16 mainsail</i>	<i>\$ 1,599.00</i>	<i>\$ 3,198.00</i>
<i>3</i>	<i>B-44</i>	<i>Sunset-13 mainsail</i>	<i>\$ 459.00</i>	<i>\$ 1,377.00</i>
		TOTAL		<i>\$ 4,575.00</i>

USING SOURCE DOCUMENTS (continued)

NO. 462	\$ 2,560.00	Form 11
Date: <u>October 20</u>		20 --
To: <u>WRPX Radio</u>		
For: <u>Advertising</u>		
BAL. BRO'T. FOR'D.		10,824 15
AMT. DEPOSITED		
SUBTOTAL		10,824 15
OTHER:		
SUBTOTAL		10,824 15
AMT. THIS CHECK		2,560 00
BAL. CAR'D. FOR'D.		8,264 15

DEBIT MEMORANDUM NO. 26		Form 12		
Messler Sailing 142 River Street Naperville, IL 60540-3172		DATE October 22, 20--		
		TO Aquatic Manufacturing 42 Industrial Road Stratford, CA 93266-4762		
		ACCOUNT NO. 1420		
QUANTITY	CAT. NO.	DESCRIPTION	UNIT PRICE	TOTAL
2	532	Fiberglass repair kit missing components	\$ 60.00	\$ 120.00

USING SOURCE DOCUMENTS (continued)

NO. 463	\$ 224.00	Form 13
Date: <u>October 22</u>		20 --
To: <u>Michigan Sail Co.</u>		
For: <u>Purchases</u>		
BAL. BRO'T. FOR'D. ...		8,264 15
AMT. DEPOSITED ...	<input type="text"/> <input type="text"/> <input type="text"/>	1,421 08
SUBTOTAL		9,685 23
OTHER:		
SUBTOTAL		9,685 23
AMT. THIS CHECK		224 00
BAL. CAR'D. FOR'D.		9,461 23

NO. 464	\$ 2,225.00	Form 14
Date: <u>October 29</u>		20 --
To: <u>Saddard Industries</u>		
For: <u>On account</u>		
BAL. BRO'T. FOR'D. ...		9,461 23
AMT. DEPOSITED ...	<input type="text"/> <input type="text"/> <input type="text"/>	
SUBTOTAL		9,461 23
OTHER:		
SUBTOTAL		9,461 23
AMT. THIS CHECK		2,225 00
BAL. CAR'D. FOR'D.		7,236 23

NO. 465	\$ 112.94	Form 15
Date: <u>October 31</u>		20 --
To: <u>Mary Donovan, Petty Cash</u>		
For: <u>Petty cash: office supplies, \$23.45;</u> <u>stere supplies, \$65.25; misc. expense, \$25.11;</u> <u>cash over, \$0.87</u>		
BAL. BRO'T. FOR'D. ...		7,236 23
AMT. DEPOSITED ...	<input type="text"/> <input type="text"/> <input type="text"/>	648 22
SUBTOTAL		7,884 45
OTHER:		
SUBTOTAL		7,884 45
AMT. THIS CHECK		112 94
BAL. CAR'D. FOR'D.		7,771 51

USING SOURCE DOCUMENTS (continued)

CASH PAYMENTS JOURNAL

DATE	ACCOUNT TITLE	CK. NO.	POST. REF.	GENERAL		ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT CREDIT	CASH CREDIT
				DEBIT	CREDIT			
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PAGE 5

USING SOURCE DOCUMENTS (concluded)

PURCHASES JOURNAL

PAGE

DATE	ACCOUNT CREDITED	PURCH. NO.	POST. REF.	PURCHASES DR.				PAGE
				ACCTS. PAY.	PAY.	CR.		
1								1
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GENERAL JOURNAL

PAGE

DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	DEBIT				CREDIT				PAGE
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