

5-1 WORK TOGETHER, p. 102

Preparing a chart of accounts and opening an account

3.

4.

5.

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

5-2 and 5-3 WORK TOGETHER, pp. 106, 111

5-2 Posting separate amounts to a general ledger
5-3 Posting column totals to a general ledger

DATE		ACCOUNT TITLE	DOC. NO.	POST. REF.	GENERAL		SALES CREDIT	CASH	
					DEBIT	CREDIT		DEBIT	CREDIT
1	Mar. 1	Leonard Witkowski, Capital	R1			5000.00		5000.00	
2	3	Prepaid Insurance	C1		660.00				660.00
3	4	Supplies	M1		78.00				
4		Accts. Payable—Joshua's Supplies				78.00			
5	8	✓ Accts. Receivable—Danielle Braastad	T8	✓			675.00	675.00	
6	9	Accts. Receivable—Danielle Braastad	S1		163.00		163.00		
7	12	Rent Expense	C2		375.00				375.00
8	15	Accts. Payable—Joshua's Supplies	C3		50.00				50.00
9	16	Accts. Receivable—Danielle Braastad	R2			100.00		100.00	
10	25	Leonard Witkowski, Drawing	C4		1000.00				1000.00
11	31	Totals			2326.00	5178.00	838.00	5775.00	2085.00
12					(✓)	(✓)			
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									

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								
25								

5-2 and 5-3 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

5-2 and 5-3 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

5-2 and 5-3 ON YOUR OWN, pp. 106, 111

**5-2 Posting separate amounts to a general ledger
5-3 Posting column totals to a general ledger**

DATE		ACCOUNT TITLE	DOC. NO.	POST. REF.	GENERAL		SALES CREDIT	CASH	
					DEBIT	CREDIT		DEBIT	CREDIT
1	Sept. 1	Melanie Komoko, Capital	R1			250000		250000	
2	4	Supplies	M1		6700				
3		Accounts Payable—Signs Plus				6700			
4	7	Prepaid Insurance	C1		3300				3300
5	10	Accounts Receivable—Brenden Otto	S1		19500		19500		
6	13	✓	T13	✓			110000	110000	
7	18	Utilities Expense	C2		4900				4900
8	21	Accounts Payable—Signs Plus	C3		3500				3500
9	27	Accounts Receivable—Brenden Otto	R2					10000	
10	30	Melanie Komoko, Drawing	C4		30000				30000
11	30	Totals			97900	266700	129500	370000	717000
12					(✓)	(✓)			
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									

Extra form

JOURNAL

PAGE

5

4

3

2

1

5

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

DATE

ACCOUNT TITLE

DOC. NO.

POST. REF.

GENERAL DEBIT

GENERAL CREDIT

SALES CREDIT

CASH DEBIT

CASH 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

25

5-2 and 5-3 ON YOUR OWN (continued)

GENERAL LEDGER

ACCOUNT Cash

ACCOUNT NO. 110

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Accounts Receivable—Brenden Otto

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—Signs Plus

ACCOUNT NO. 210

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

5-2 and 5-3 ON YOUR OWN (concluded)

GENERAL LEDGER

ACCOUNT *Melanie Komoko, Capital*

ACCOUNT NO. 310

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT *Melanie 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 *Utilities 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

5-4 WORK TOGETHER, p. 117

Journalizing correcting entries

DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	1		2		3	4		5
				DEBIT	CREDIT	GENERAL	CREDIT		DEBIT	CASH	
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 correcting entries

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													
21													
22													
23													
24													

5-1

APPLICATION PROBLEM, p. 119

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

Extra forms

Blank lined area for writing.

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

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

5-2 and 5-3 APPLICATION PROBLEMS, p. 119

5-2 Posting separate amounts to a general ledger
5-3 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 Michael Byrum, Capital	R1			150000		150000	
2	4 Prepaid Insurance	C1		6000				6000
3	10 Supplies	M1		5500				
4	Accounts Pay.—Golden Gate Supply				5500			
5	12 ✓	T12	✓			38200	38200	
6	15 Accounts Receivable—Cheri Frank	S1		4200		4200		
7	19 Advertising Expense	C2		2500				2500
8	20 Accounts Pay.—Golden Gate Supply	C3		3000				3000
9	27 Accounts Receivable—Cheri Frank	R2			2100		2100	
10	31 Michael Byrum, Drawing	C4		15000				15000
11	31 Totals			36200	157600	42400	190300	265000
12				(✓)	(✓)			
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								

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								
25								

5-2 and 5-3 APPLICATION PROBLEMS (continued)

GENERAL LEDGER

ACCOUNT Cash

ACCOUNT NO. 110

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Accounts Receivable—Cheri Frank

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—Golden Gate Supply

ACCOUNT NO. 210

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

5-2 and 5-3 APPLICATION PROBLEMS (concluded)

GENERAL LEDGER

ACCOUNT Michael Byrum, Capital

ACCOUNT NO. 310

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Michael Byrum, 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

5-4 APPLICATION PROBLEM, p. 119

Journalizing correcting entries

DATE		ACCOUNT TITLE	DOC. NO.	POST. REF.	1		2		3	4		5
					DEBIT	CREDIT	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												

Extra form

JOURNAL

PAGE

5

4

3

2

1

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

DATE

ACCOUNT TITLE

DOC. NO.

POST. REF.

GENERAL

DEBIT

CREDIT

SALES CREDIT

DEBIT

CREDIT

CASH

DEBIT

CREDIT

5-5 MASTERY PROBLEM, p. 120

**Journalizing transactions and posting to a general ledger
2.-6.**

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

3. Prove the journal:

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

Extra form

DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	GENERAL		SALES		CASH	
				DEBIT	CREDIT	CREDIT	DEBIT	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									
25									

5-5 MASTERY PROBLEM (continued)

1., 6.

GENERAL LEDGER

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

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT **Accounts Receivable—Alphonse Gutenberg** 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—Major Supplies** ACCOUNT NO. **210**

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT **Allan Derner, Capital** ACCOUNT NO. **310**

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT **Allan Derner, Drawing** ACCOUNT NO. **320**

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

5-5 MASTERY PROBLEM (concluded)

1., 6.

GENERAL LEDGER

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

ACCOUNT NO.

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

5-6 CHALLENGE PROBLEM, p. 120

Posting using a variation of the five-column journal

JOURNAL

DEBIT		DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	CREDIT		
CASH	GENERAL					GENERAL	SALES	CASH
1	800000	1	Nathan Jackson, Capital	R1		800000		
2		3	Rent Expense	C1				35000
3		5	Miscellaneous Expense	C2				500
4		9	Accounts Receivable—Joelle Chu	S1			25000	
5		11	Supplies	C3				40000
6	45000	13	✓	T13	✓		45000	
7		16	Supplies	M1				
8			Accounts Payable—Hartwood Supplies			70000		
9		18	Accounts Payable—Hartwood Supplies	C4				35000
10		19	Utilities Expense	C5				6000
11	110000	20	✓	T20	✓		110000	
12		23	Advertising Expense	C6				5000
13		23	Supplies	C7				15000
14		27	Supplies	C8				15000
15	183000	27	✓	T27	✓		183000	
16		30	Nathan Jackson, Drawing	C9				40000
17	41000	31	✓	T31	✓		41000	
18	1179000	31	Totals			870000	404000	191500
19						(✓)		
20								
21								
22								
23								
24								

Extra form

JOURNAL

1		2		DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	3		4		5	
DEBIT		CREDIT						GENERAL		SALES		CASH	
CASH	GENERAL	CASH	GENERAL										
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													

5-6 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—Hartwood Supplies** ACCOUNT NO. **210**

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT **Nathan Jackson, Capital** ACCOUNT NO. **310**

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

5-6 CHALLENGE PROBLEM (concluded)

GENERAL LEDGER

ACCOUNT Nathan Jackson, 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