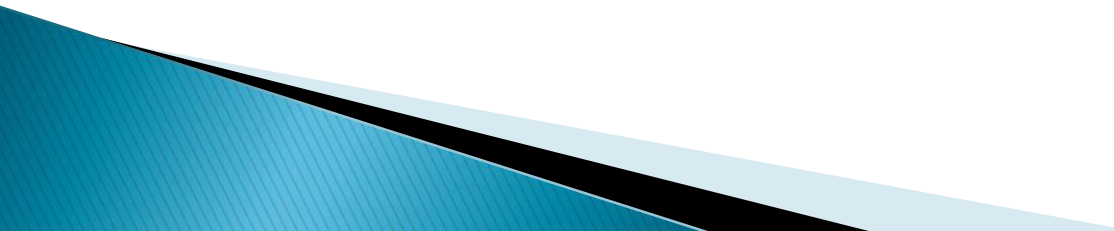


Recording Transactions in a General Journal

Chapter 6, Section 1 and 2
Accounting I/II

Using the General Journal

- ▶ Entry
 - Each transaction recorded
 - ▶ Double-Entry Accounting
 - Always record debit and credit parts
 - ▶ Source Documents
 - Required to prove transaction occurred
 - ***CONCEPT: Objective Evidence***
- 

Types of Source Documents

- ▶ Check
 - Any time you pay cash

NO. 1 \$ 275.00

Date August 3 20 --


To Port City Supply

For Supplies

BAL. BRO'T. FOR'D.		0	00
AMT. DEPOSITED	8 1 --	5,000	00
SUBTOTAL	Date	5,000	00
OTHER:			
SUBTOTAL		5,000	00
AMT. THIS CHECK		275	00
BAL. CAR'D. FOR'D.		4,725	00


NO. 1 24-317
1230

August 3 20 --

 7549 Broadway
Portland, OR 97202-2531

PAY TO THE ORDER OF Port City Supply \$ 275.00

Two hundred seventy-five ^{no}/₁₀₀ DOLLARS

 Pacific national bank
Portland, OR

FOR Supplies Kim Park

For Classroom Use Only

⑆ 123003175⑆ 43⑈452119⑈


Types of Source Documents

- ▶ Sales Invoice
 - Records a sale on account

TechKnow Consulting 7549 Broadway Portland, OR 97202-2531	Sold to: <u>Oakdale School</u> <u>5211 SE Oak Street</u> <u>Portland, OR 97208-5392</u>	No. <u>1</u> Date <u>8/12/--</u> Terms <u>30 days</u>
Description		Amount
Computer Network Setup		\$350.00
Total		\$350.00

Types of Source Documents

- ▶ Receipt
 - Any time cash is received

No. 1	Receipt No. 1
Date <u>August 1</u> 20 <u>--</u>	<u>August 1</u> 20 <u>--</u>
From <u>Kim Park</u>	Rec'd from <u>Kim Park</u>
For <u>Investment</u>	For <u>Investment</u>
	<u>Five thousand and no/100</u> Dollars
\$ <u>5,000</u> <u>00</u>	Amount \$ <u>5,000</u> <u>00</u>
	 <u>Kim Park</u> Received By
	7549 Broadway Portland, OR 97202-2531

- ▶ Calculator Tape (Register Tape)
 - Cash sales

	0.00 *
<u>Aug 12, 20--</u>	150.00 +
<u>T12</u>	35.00 +
	110.00 +
	295.00 *


Types of Source Documents


- ▶ Memorandum
 - Any other transaction

MEMORANDUM		TechKnow Consulting	No. 1
		7549 Broadway Portland, OR 97202-2531	
<i>Bought supplies on account from Supply Depot, \$500.00</i>			
Signed:	<i>Kim Park</i>	Date:	<i>August 7, 20--</i>

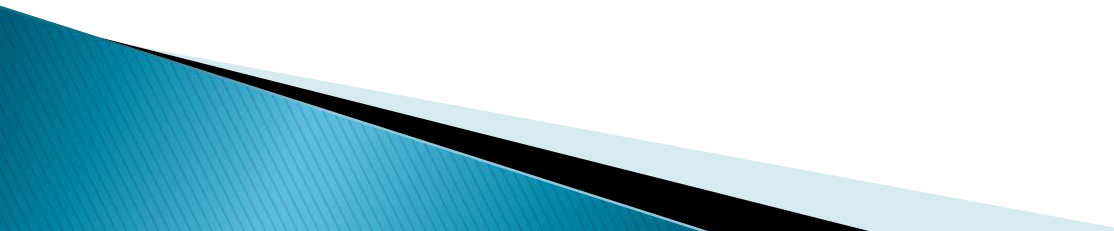
Sales Invoice vs Purchase Invoice

Our Company is ShowBiz Video

 SHOWBIZ VIDEO 7575 Ingram Blvd. Spokane, WA 99204		INVOICE NO. 1650 DATE: <i>Jan. 10, 20--</i> ORDER NO.: SHIPPED BY: <i>Katie's Kouriers</i> TERMS: <i>Payable in 30 days</i>	
TO <i>Spring Branch School District</i> <i>2023 Sampson Drive</i> <i>Spokane, WA 99204</i> 			
QTY.	ITEM	UNIT PRICE	TOTAL
18	<i>DVD rental -- History & Government series</i>	<i>\$100.00</i>	
<i>\$1,800.00</i>			

 Palace Films 606 Lei Min Street San Francisco, CA 94133		INVOICE NO. PF32 DATE: <i>Jan. 5, 20--</i> ORDER NO.: SHIPPED BY: <i>Freight Systems</i> TERMS: <i>Payable in 30 days</i>	
TO <i>Showbiz Video</i> <i>7575 Ingram Blvd.</i> <i>Spokane, WA 99204</i> 			
QTY.	ITEM	UNIT PRICE	TOTAL
40	<i>Blu-ray discs X117-X205</i>	<i>\$ 8.50</i>	<i>\$340.00</i>
4	<i>Blu-ray discs VV27-VW29</i>	<i>15.00</i>	<i>60.00</i>
			<i>\$400.00</i>

Steps to Journalize

1. Record Date
 2. Record Debit
 3. Record Credit (indent about 1 cm)
 4. Record Source Document
- 

Received cash from owner as an investment.

August 1. Received cash from owner as an investment, \$5,000.00.
Receipt No. 1.

GENERAL JOURNAL							PAGE 1
DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	DEBIT	CREDIT		
1 Aug. 1	Cash	R1		5000 00		1	
2	Kim Park, Capital				5000 00	3	

- Write the date in the Date column.
- Write the title of the account debited.
Write the debit amount.
- Write the title of the account credited.
Write the credit amount.
- Write the source document number in the Doc. No. column.

Cash	
5,000.00	
Kim Park, Capital	
	5,000.00

Problems

