

**10-1, 10-2, and 10-4 ON YOUR OWN, pp. 289, 293, and 309**

**10-1 Accounting for sales on account**

**10-2 Posting from a sales journal**

**10-4 Posting from a cash receipts journal**

**ACCOUNTS RECEIVABLE LEDGER**

| CUSTOMER |      | CUSTOMER NO. |       |  |  |        |               |
|----------|------|--------------|-------|--|--|--------|---------------|
| DATE     | ITEM | POST. REF.   | DEBIT |  |  | CREDIT | DEBIT BALANCE |
|          |      |              |       |  |  |        |               |
|          |      |              |       |  |  |        |               |
|          |      |              |       |  |  |        |               |
|          |      |              |       |  |  |        |               |
|          |      |              |       |  |  |        |               |

| CUSTOMER      |         | CUSTOMER NO. |       |  |  |        |               |
|---------------|---------|--------------|-------|--|--|--------|---------------|
| DATE          | ITEM    | POST. REF.   | DEBIT |  |  | CREDIT | DEBIT BALANCE |
| 20-<br>June 1 | Balance | ✓            |       |  |  |        | 298920        |
|               |         |              |       |  |  |        |               |
|               |         |              |       |  |  |        |               |
|               |         |              |       |  |  |        |               |
|               |         |              |       |  |  |        |               |
|               |         |              |       |  |  |        |               |

| CUSTOMER      |         | CUSTOMER NO. |       |  |  |        |               |
|---------------|---------|--------------|-------|--|--|--------|---------------|
| DATE          | ITEM    | POST. REF.   | DEBIT |  |  | CREDIT | DEBIT BALANCE |
| 20-<br>June 1 | Balance | ✓            |       |  |  |        | 38160         |
|               |         |              |       |  |  |        |               |
|               |         |              |       |  |  |        |               |
|               |         |              |       |  |  |        |               |
|               |         |              |       |  |  |        |               |
|               |         |              |       |  |  |        |               |

**SALES JOURNAL**

| DATE | ACCOUNT DEBITED | SALE. NO. | POST. REF. | 1                         |  |  | 2            |  |  | 3                        |  |  | PAGE |
|------|-----------------|-----------|------------|---------------------------|--|--|--------------|--|--|--------------------------|--|--|------|
|      |                 |           |            | ACCOUNTS RECEIVABLE DEBIT |  |  | SALES CREDIT |  |  | SALES TAX PAYABLE CREDIT |  |  |      |
| 1    |                 |           |            |                           |  |  |              |  |  |                          |  |  | 1    |
| 2    |                 |           |            |                           |  |  |              |  |  |                          |  |  | 2    |
| 3    |                 |           |            |                           |  |  |              |  |  |                          |  |  | 3    |
| 4    |                 |           |            |                           |  |  |              |  |  |                          |  |  | 4    |
| 5    |                 |           |            |                           |  |  |              |  |  |                          |  |  | 5    |
| 6    |                 |           |            |                           |  |  |              |  |  |                          |  |  | 6    |

| Column Title                    | Debit Totals | Credit Totals |
|---------------------------------|--------------|---------------|
| Accounts Receivable Debit ..... | _____        | _____         |
| Sales Credit .....              | _____        | _____         |
| Sales Tax Payable Credit .....  | _____        | _____         |
| Totals .....                    | =====        | =====         |

ACCOUNT **Cash** ACCOUNT NO. **1110**

| DATE          | ITEM    | POST. REF. | DEBIT | CREDIT | BALANCE |        |
|---------------|---------|------------|-------|--------|---------|--------|
|               |         |            |       |        | DEBIT   | CREDIT |
| 20-<br>June 1 | Balance | ✓          |       |        | 861701  |        |
|               | 30      | CP6        |       | 694815 | 166886  |        |

ACCOUNT **Accounts Receivable** ACCOUNT NO. **1130**

| DATE          | ITEM    | POST. REF. | DEBIT | CREDIT | BALANCE |        |
|---------------|---------|------------|-------|--------|---------|--------|
|               |         |            |       |        | DEBIT   | CREDIT |
| 20-<br>June 1 | Balance | ✓          |       |        | 355580  |        |

ACCOUNT **Sales Tax Payable** ACCOUNT NO. **2120**

| DATE          | ITEM    | POST. REF. | DEBIT | CREDIT | BALANCE |        |
|---------------|---------|------------|-------|--------|---------|--------|
|               |         |            |       |        | DEBIT   | CREDIT |
| 20-<br>June 1 | Balance | ✓          |       |        |         | 64818  |

ACCOUNT **Sales** ACCOUNT NO. **4110**

| DATE          | ITEM    | POST. REF. | DEBIT | CREDIT | BALANCE |         |
|---------------|---------|------------|-------|--------|---------|---------|
|               |         |            |       |        | DEBIT   | CREDIT  |
| 20-<br>June 1 | Balance | ✓          |       |        |         | 9481825 |

ACCOUNT **Sales Discount** ACCOUNT NO. **4120**

| DATE          | ITEM    | POST. REF. | DEBIT | CREDIT | BALANCE |        |
|---------------|---------|------------|-------|--------|---------|--------|
|               |         |            |       |        | DEBIT   | CREDIT |
| 20-<br>June 1 | Balance | ✓          |       |        | 61218   |        |

**10-3 and 10-4 ON YOUR OWN, p. 301**

**10-3 Accounting for cash and credit card sales**  
**10-4 Posting from a cash receipts journal**

| CASH RECEIPTS JOURNAL |               |          |            |         |        |                            |              |                          |                      | PAGE       |   |   |   |   |   |   |   |  |
|-----------------------|---------------|----------|------------|---------|--------|----------------------------|--------------|--------------------------|----------------------|------------|---|---|---|---|---|---|---|--|
| DATE                  | ACCOUNT TITLE | DOC. NO. | POST. REF. | GENERAL |        | ACCOUNTS RECEIVABLE CREDIT | SALES CREDIT | SALES TAX PAYABLE CREDIT | SALES DISCOUNT DEBIT | CASH DEBIT | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
|                       |               |          |            | DEBIT   | CREDIT |                            |              |                          |                      |            |   |   |   |   |   |   |   |  |
| 1                     |               |          |            |         |        |                            |              |                          |                      |            |   |   |   |   |   |   |   |  |
| 2                     |               |          |            |         |        |                            |              |                          |                      |            |   |   |   |   |   |   |   |  |
| 3                     |               |          |            |         |        |                            |              |                          |                      |            |   |   |   |   |   |   |   |  |
| 4                     |               |          |            |         |        |                            |              |                          |                      |            |   |   |   |   |   |   |   |  |
| 5                     |               |          |            |         |        |                            |              |                          |                      |            |   |   |   |   |   |   |   |  |
| 6                     |               |          |            |         |        |                            |              |                          |                      |            |   |   |   |   |   |   |   |  |
| 7                     |               |          |            |         |        |                            |              |                          |                      |            |   |   |   |   |   |   |   |  |
| 8                     |               |          |            |         |        |                            |              |                          |                      |            |   |   |   |   |   |   |   |  |
| 9                     |               |          |            |         |        |                            |              |                          |                      |            |   |   |   |   |   |   |   |  |

**10-4 ON YOUR OWN (concluded)**

2.

| Column Title                    | Debit<br>Totals | Credit<br>Totals |
|---------------------------------|-----------------|------------------|
| General Debit .....             | _____           |                  |
| General Credit .....            |                 | _____            |
| Accounts Receivable Credit..... |                 | _____            |
| Sales Credit.....               |                 | _____            |
| Sales Tax Payable Credit.....   |                 | _____            |
| Sales Discount Debit.....       | _____           |                  |
| Cash Debit.....                 | _____           |                  |
| Totals .....                    | =====           | =====            |

3.

|   |       |
|---|-------|
| Cash on hand at the beginning of the month<br>(June 1 balance of general ledger Cash account) ..... |       |
| Plus total cash received during the month<br>(Cash Debit column total, cash receipts journal) ..... | _____ |
| Equal total.....  |       |
| Less total cash paid during the month<br>(General ledger posting in Cash account) .....             | _____ |
| Equals cash balance on hand at the end of the month.....  | ===== |
| Checkbook balance on the next unused check stub.....  | ===== |

6.

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
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