

Chapter 3: Journalizing Transactions: Chapter Overview

Vocabulary:

- journal
- journalizing
- entry
- double-entry accounting
- source document
- check
- invoice
- sales invoice
- receipt
- memorandum

Chapter Overview

- Journalizing Transactions: Chapter Objectives
- Journalizing Transactions: Accounting in the Real World
- Journalizing Transactions: Key Terms
- Journalizing Transactions: Chapter Objectives

Learning Objectives

After studying Chapter 3, in addition to defining key terms, you will be able to:

- ✓ LO1 Define what a journal is and explain why it is used to record transactions.
- ✓ LO2 Compare and contrast different types of source documents.
- ✓ LO3 Identify the four parts of a journal entry.
- ✓ LO4 Analyze and record cash transactions using source documents.
- ✓ LO5 Analyze and record transactions for buying and paying on account.
- ✓ LO6 Analyze and record transactions that affect owner's equity.
- ✓ LO7 Analyze and record sales and receipt of cash on account.
- ✓ LO8 Demonstrate when to end and how to start a new journal page.
- ✓ LO9 Identify and correct errors using standard accounting practices.

Competencies:

6320: Accounting

- 19: Demonstrate information technology skills.
- 35: Demonstrate the effects of transactions on the accounting equation.
- 36: Use source documents to journalize transactions.
- 38: Prepare customer invoices for a service business.
- 39: Receive vendor invoices for a service business.
- 41: Record transactions in a general journal.
- 50: Summarize the progression from source documents to journals to ledgers to financial reports for a service business.
- 51: Describe record-organization and retention-schedule procedures for a service business.
- 53: Maintain financial records for a service business, using accounting software.
- 101: Explore career opportunities in accounting.

