



Bright Ideas Light Center

Alice Peterson, Owner



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BRIGHT IDEAS LIGHT CENTER

Background

Alice Peterson, the sole proprietor of Bright Ideas Light Center, established her business 10 years ago. Bright Ideas Light Center provides custom light fixtures for contractors and has recently grown into a large store that offers a wide variety of light fixtures, as well as installations. Ms. Peterson currently has 16 employees: an office manager, a warehouse manager, a bookkeeper, four electricians, five sales persons, two delivery persons and two stockroom persons.

Ms. Peterson recently hired you as a temporary bookkeeper. You will fill in while the bookkeeper is on maternity leave. Ms. Peterson has asked you to complete the books for December, 20XX. You will journalize each of the transactions that have occurred for the month.

Ms. Peterson uses the following journals: sales, cash receipts, cash payments, purchases and the general journal. Additionally, you will issue checks, enter deposits and maintain the checkbook. At the end of the month, Ms. Peterson will ask you to complete a worksheet, a schedule of accounts receivable and payable and the end-of-the-month financial statements. You should also know that Ms. Peterson contracts with an outside company to generate the company's payroll. However, you will receive a payroll summary on the 15th and the 30th.



List of Transactions

Enter each of the following transactions into the appropriate journal that follows the list of transactions. (See journals section beginning on page 37.) Make sure you do not duplicate your entries. (Note: Transactions entered into any of the specialized journals are not also entered into the general journal. Enter each transaction once only.) When making your entries, be sure to use specific account titles. You may refer to the Chart of Accounts on page 25 to assist you.

DECEMBER 1, 20XX

Trans. 1 Cash register summary

Cash sales merchandise		\$1,822.41
Sales tax		91.12
Received on account	Monique Gonzales	200.00
Total cash		2,113.53
Sales on account	Robert Max	
Invoice #14892		\$326.82
Sales tax		16.34
Total sale		343.16

Enter the cash sales and the received on account into the cash receipts journal; enter each on its own line. Enter the sale on account into the sales journal. The total cash was deposited into the bank account at the close of the day. Make the appropriate adjustments to the checkbook. **You will need to follow this same procedure for every cash register summary.**

- Trans. 2 Issued check 281 in the amount of \$2,800.53 to First Steamboat Bank for the monthly mortgage payment for the business. \$2,000.00 was applied to the principal, and \$800.53 was applied to interest. (Be sure to list the principal separate from the interest. Use the Interest Expense account to record the interest.)
- Trans. 3 Issued check 282 in the amount of \$568.42 to Public Service to pay for November utilities.
- Trans. 4 Issued check 283 in the amount of \$5,085.00 to Electrifying Bulb Company to pay for November invoice number 1282.

DECEMBER 2, 20XX

Trans. 5 Cash register summary

Cash sales merchandise		\$2,942.61
Sales tax		147.13
Received on account	Schmidt Contracting	1,193.93
Total cash		4,283.67
Sales on account	Julie Adams	
Invoice #14893		\$142.50
Sales tax		7.13
Total sale		149.63

Trans. 6 Issued check 284 in the amount of \$352.50 to Office Co. for office supplies invoice 282. (Remember to record this transaction to the asset account.)

Trans. 7 Issued check 285 to Webmasters, Inc. in the amount of \$350.52 for maintenance of website. This is an advertising expense.

DECEMBER 3, 20XX

Trans. 8 Cash register summary

Cash sales merchandise	\$2,892.31
Sales tax	144.62
Received on account	0.00
Total cash	3,036.93

Sales on account	Racheal Simpson	
Invoice #14894		\$21.93
Sales tax		1.10
Total sale		23.03

Trans. 9 Issued check 286 to Hospital Texaco for repairs to delivery truck in the amount of \$289.89, invoice 652.

Trans. 10 Purchased \$2,852.00 in resale items from Light House Supply, terms 2/15, n/30. Purchase order A75587 was issued.

DECEMBER 4, 20XX

Trans. 11 Cash register summary

Cash sales merchandise	\$2,234.02
Sales tax	111.70
Received on account	Rosebud Designers 1,000.00
Total cash	3,345.72

Sales on account	Rosebud Designers	
Invoice #14895		\$120.00
Sales tax		6.00
Total sale		126.00

Trans. 12 Issued check 287 to the Steamboat Gazette for the amount of \$128.98 for an advertisement in Sunday's newspaper.

Trans. 13 Issued check 288 to Edison's, a light bulb supplier for resale items purchased in December, purchase order 28999. The amount of the check was \$1,971.75, which includes a 2% discount. The total invoice was \$2,011.99.

DECEMBER 5, 20XX

Trans. 14 Cash register summary

Cash sales merchandise	\$3,082.44
Sales tax	154.12
Received on account	0.00
Total cash	3,236.56

Sales on account	Ed Miller	
Invoice #14896		\$592.63
Sales tax		29.63
Total sale		622.26

Trans. 15 Issued check 289 to Mail Ex in the amount of \$120.00 for freight on specialty bulbs delivered to the store.

Trans. 16 Issued check 290 to Hospital Texaco for gas purchased for delivery trucks in the amount of \$389.95.

DECEMBER 6, 20XX

Trans. 17 Cash register summary

Cash sales merchandise	\$3,189.22
Sales tax	159.46
Received on account	0.00
Total cash	3,348.68

Sales on account	Rosebud Designers	
Invoice #14897		\$576.76
Sales tax		28.84
Total sale		605.60

Sales on account	Schmidt Contractors	
Invoice #14898		\$128.99
Sales tax		6.45
Total sale		135.44
Trans. 18	Purchased \$2,150.03 in resale items from Starry Night; terms 1/15, n/30. Purchase order 95687 was issued.	
Trans. 19	A defective lamp was returned by a customer Jan Smith. Check number 291 was issued in the amount of \$152.25. This included \$145.00 for the sale price, and \$7.25 for the sales tax.	

End-of-the-Week Procedures

Give yourself a pat on the back! You've already completed the first week of transactions. Now, complete the following end-of-the-week procedures:

1. Foot all the columns in all of the specialized journals. Enter the totals beneath the last entry in the journal. Add the debits and the credits (cross-foot), ensuring that they balance. If you find an error, take time to make a correction. (Do not post these column totals at this point. Wait until the end of the month.)
2. Without posting anything to the cash account, determine its current account balance. Then add the footing from the cash receipts journal to the current account balance, and subtract the footing from the cash payments journal. Check this balance against your checkbook. They should match. If they do not match, you have an error. Take a few moments to find your error and make the correction.
3. Alice Peterson likes to have up-to-date information on her customers' accounts. Post all accounts receivable transactions into the subsidiary ledger. It is not necessary to post to the general ledger at this time. You will post this amount as a column total at the end of the month.
4. Post all accounts payable transactions into the subsidiary ledger. It is not necessary to post to the general ledger at this time. You will post this amount as a column total at the end of the month.
5. Post all of the entries entered into the other accounts columns from the cash payments journal.
6. Post any entries that may have been made to the general journal.
7. Answer the following audit check questions:
 - a. What are Bright Ideas' total sales for the week?
 - b. What are Bright Ideas' total purchases for the week?
 - c. What is Robert Max's account balance?
8. Check your audit check answers on page 27 of this book.

DECEMBER 8, 20XX

Trans. 20 Cash register summary

Cash sales merchandise	\$2,426.52
Sales tax	121.33
Received on account	0.00
Total cash	2,547.85

Sales on account	Monique Gonzales	
Invoice #14899		\$89.99
Sales tax		4.50
Total sale		94.49

Trans. 21 Issued check 292 in the amount of \$4,856.76 to First Steamboat Bank. A federal deposit was made for this payroll period. Remember that Bright Ideas separates FICA into Social Security Tax Payable and Medicare Tax Payable. An example of this transaction can be found on page 15-22. The deposit breaks down as follows:

Social Security withholdings	\$993.79
Medicare withholdings	232.42
Federal income tax withholdings	2,404.34
Employer's contribution to Social Security	993.79
Employer's contribution to Medicare	232.42

DECEMBER 9, 20XX

Trans. 22 Cash register summary

Cash sales merchandise	\$3,282.49
Sales tax	164.12
Received on account	\$0.00
Total cash	3,446.61

Sales on account	Schmidt Contracting	
Invoice #14900		\$1,899.04
Sales tax		94.95
Total sale		1,993.99

Trans. 23 Issued check 293 to Q-cell in the amount of \$56.99 for November's use of the cell phone.

Trans. 24 Issued check 294 to Steamboat Bell in the amount of \$189.99 for May's local phone service.

DECEMBER 10, 20XX

Trans. 25 Cash register summary

Cash sales merchandise		\$3,444.89
Sales tax		172.24
Received on account	Monique Gonzales	280.42
Total cash		3,897.55

Sales on account	Ed Miller	
Invoice #14901		\$42.45
Sales tax		2.12
Total sale		44.57

Trans. 26 Issued check 295 in the amount of 1,008.42 to Gecko Insurance Company for six months coverage on the delivery trucks.

Trans. 27 Issued check 296 to First Steamboat Bank for the amount of \$282.42 for the deposit of the state income tax withholdings.

DECEMBER 11, 20XX

Trans. 28 Cash register summary

Cash sales merchandise		\$2,392.88
Sales tax		119.64
Received on account	Robert Max	499.84
Total cash		3,012.36

Sales on account	Ed Miller	
Invoice #14902		\$82.99
Sales tax		4.15
Total sale		87.14

Trans. 29 Issued check 297 to Hospital Texaco in the amount of \$254.55 for delivery truck gas.

Trans. 30 Issued check 298 to Clearly Clean's Window Washing Service for the amount of \$32.99. This is considered maintenance.

DECEMBER 12, 20XX

Trans. 31 Cash register summary

Cash sales merchandise	\$3,499.44
Sales tax	174.97
Received on account	0.00
Total cash	3,674.41

Sales on account	Schmidt Contracting	
Invoice #14903		\$242.82
Sales tax		12.14
Total sale		254.96

Trans. 32 Issued check 299 to Light House Supply for resale items purchased in December, purchase order A75587. The amount of the check was \$2,794.96, which includes a 2% discount. The total invoice was \$2,852.00.

Trans. 33 Issued check 300 to Starry Night for resale items purchased in December, purchase order 95687. The amount of the check was \$2,128.53, which includes a 1% discount. The total invoice was \$2,150.03.

DECEMBER 13, 20XX

Trans. 34 Cash register summary

Cash sales merchandise	\$2,842.44
Sales tax	142.12
Received on account	0.00
Total cash	2,984.56

Sales on account	None
------------------	------

Trans. 35 Purchased \$3,842.00 in resale items from Light House Supply, terms 2/20, n/30. Purchase order B76584 was issued.

Trans. 36 Issued check 301 to First Steamboat Bank in the amount of \$852.59 for a note on the delivery trucks. \$800.00 was applied to principal and 52.59 to interest.

End-of-the-Week Procedures

Now you have made it through the second week. You have accomplished a lot! Please complete the following end-of-the-week procedures.

1. Foot all the columns in all of the specialized journals. Add the previous footing to your current balances. You will want to keep a cumulative balance versus a balance for each week. Cross foot for accuracy, and correct any errors you may have.
2. Without posting anything to the cash account, determine its current account balance. Add the footing from the cash receipts journal to the current account balance, and subtract the footing from the cash payments journal. Check this balance against your checkbook. They should match. If they do not match, you have an error. Take some time to figure out your error and make the correction.
3. Post all accounts receivable transactions.
4. Post all accounts payable transactions.
5. Post all of the entries entered into the other accounts columns from the cash payments journal.
6. Post any entries that may have been made to the general journal.
7. Answer the following audit check questions:
 - a. Check number 295 issued to Gecko Insurance Company was posted to which account?
 - b. What was the purchase discount for Starry Night, purchase order 95687?
 - c. What are the total credit sales for the month thus far?
8. Check your audit check answers on page 27 of this book.

DECEMBER 15, 20XX

Trans. 37 Cash register summary

Cash sales merchandise		\$3,221.42
Sales tax		161.07
Received on account		0.00
Total cash		\$3,382.49
Sales on account	Schmidt Contracting	
Invoice #14904		\$192.47
Sales tax		9.62
Total sale		202.09

Trans. 38 Use the following payroll summary produced by Paid-Rite to make the payroll entries for Bright Ideas Light Center.

Paid-Rite
Payroll Summary
Company: Bright Ideas Light Center
Payroll period ending: December 15, 20XX

Gross Earnings	Social Security	Medicare Tax	Federal Inc. Tax	State Inc. Tax	Net Pay
15,888.49	985.09	230.38	2,383.27	476.65	11,813.10

1. Enter the expense and liabilities generated by this payroll period in the general journal. Record the net pay to salaries payable. Refer to lesson 15 if you need assistance.
2. Make an entry in the general journal to record the employer's contribution to Social Security and to Medicare.
3. Issue check 302 for the total of the net pay to the Bright Ideas Light Center's payroll account. Make an entry in the Other Accounts column to the salaries payable account in the cash payments journal.

DECEMBER 16, 20XX

Trans. 39 Cash register summary

Cash sales merchandise	\$1,824.42
Sales tax	91.22
Received on account	0.00
Total cash	1,915.64

Sales on account None

Trans. 40 Issue check 303 in the amount of \$56.23 to a customer, Fran Jones, for a defective light fixture that was returned. The original sale was \$53.55, and the tax was \$2.68.

Trans. 41 Issue check 304 in the amount of \$80.87 to Office Co. for supplies to be used in the store.

DECEMBER 17, 20XX

Trans. 42 Cash register summary

Cash sales merchandise		\$842.44
Sales tax		42.12
Received on account	Julie Adams	289.99
Total cash		1,174.55

Sales on account	Monique Gonzales	
Invoice #14905		\$102.07
Sales tax		5.10
Total sale		107.17

Trans. 43 Issue check 305 to Hospital Texaco for gas purchased for delivery trucks in the amount of \$482.65.

Trans. 44 Issue check 306 to the Colorado Department of Revenue in the amount of \$1,423.82 for sales tax collected for the month of November 20XX.

DECEMBER 18, 20XX

Trans. 45 Cash register summary

Cash sales merchandise		\$1,642.43
Sales tax		82.12
Received on account		0.00
Total cash		1,724.55

Sales on account	Monique Gonzales	
Invoice #14906		\$82.37
Sales tax		4.12
Total sale		86.49

Trans. 46 Purchased \$5,892.50 in resale items from Light House Supply, terms 2/28, n/30. Purchase order C75657 was issued.

Trans. 47 Issued check 307 to Light House Supply for resale items purchased in December purchase order B76584. The amount of the check was \$3,765.16, which includes a 2% discount. The total invoice was \$3,842.00.

DECEMBER 19, 20XX

Trans. 48 Cash register summary

Cash sales merchandise	\$1,282.99
Sales tax	64.15
Received on account	0.00
Total cash	1,347.14

Sales on account	Rosebud Designers	
Invoice #14907		\$802.37
Sales tax		40.12
Total sale		842.49

Trans. 49 Purchased \$5,092.00 in resale items from Edison's, terms n/30. Purchase order 87127 was issued.

Trans. 50 An investment made by the business matures. Record the principal of \$5,000.00, and the interest of \$521.22 in the cash receipts journal. Enter the total amount as a cash debit, and make a note of the deposit in the checkbook. (Remember to record the principal separate from the interest. Record the interest as Interest Income.)

DECEMBER 20, 20XX

Trans. 51 Cash register summary

Cash sales merchandise	\$1,495.00
Sales tax	74.75
Received on account	0.00
Total cash	1,569.75

Sales on account	Robert Max	
Invoice #14908		\$82.47
Sales tax		4.12
Total sale		86.59

Trans. 52 Customer Monique Gonzales returns light bulbs she was unable to use. Alice credits Monique's account for \$94.49—the total sale. The original sale included \$4.50 in sales tax.

End-of-the-Week Procedures

Now you have made it through the third week. You are doing great! You only have one more week. Take a few moments to complete the following end-of-the-week procedures.

1. Foot all the columns in all of the specialized journals. Add the previous footing to your current balances. Cross foot for accuracy, and correct any errors you may have.
2. Without posting anything to the cash account, determine its current account balance. Check this balance against your checkbook. They should match. If they do not match, you have an error. Take a few moments to find the error and make the correction.
3. Post all accounts receivable transactions.
4. Post all accounts payable transactions.
5. Post all of the entries entered into the other accounts columns from the cash payments journal.
6. Post any entries that may have been made to the general journal.
7. Answer the following audit check questions:
 - a. What was the net pay for the payroll period ending December 15, 20XX?
 - b. What is the current balance of the sales tax payable account?
 - c. In transaction 50, what three accounts were involved with the recording of this transaction?
8. Check your audit check answers on page 27 of this book.

DECEMBER 22, 20XX

Trans. 53 Cash register summary

Cash sales merchandise		\$495.85
Sales tax		24.79
Received on account	Ed Miller	452.99
Total cash		973.63
Sales on account	Ed Miller	
Invoice #14909		\$42.47
Sales tax		2.12
Total sale		44.59

Trans. 54 The bank statement has arrived. Record the service charges in the cash payments journal and the interest in the cash receipts journal. Complete a bank reconciliation for Bright Ideas Light Center. See page 72. Also, make the appropriate adjustments to the checkbook.

First Steamboat Bank
Statement from November 15, 20XX to December 15, 20XX

Beginning Balance	\$18,525.88
Plus 27 Deposits	84,116.12
Minus 45 Withdrawals	73,434.80
Ending Balance	29,207.20

Deposits

Date	Amount	Description	Date	Amount	Description
11-16	\$3,448.82	Commercial deposit	12-1	2,113.53	Commercial deposit
11-18	2,894.65	Commercial deposit	12-2	4,283.67	Commercial deposit
11-19	3,764.14	Commercial deposit	12-3	3,036.93	Commercial deposit
11-20	3,021.63	Commercial deposit	12-4	3,345.72	Commercial deposit
11-21	3,789.55	Commercial deposit	12-5	3,236.56	Commercial deposit
11-22	3,644.16	Commercial deposit	12-6	3,348.68	Commercial deposit
11-23	2,457.58	Commercial deposit	12-8	2,547.85	Commercial deposit
11-25	3,384.86	Commercial deposit	12-9	3,446.61	Commercial deposit
11-26	2,336.65	Commercial deposit	12-10	3,897.55	Commercial deposit
11-27	4,533.72	Commercial deposit	12-11	3,012.36	Commercial deposit
11-28	3,006.39	Commercial deposit	12-12	3,674.41	Commercial deposit
11-29	3,283.76	Commercial deposit	12-13	2,984.56	Commercial deposit
11-30	2,213.35	Commercial deposit	12-15	3,382.49	Commercial deposit

Other deposits

12-15	\$25.94	Interest
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Checks

Date	Amount	Check Number	Date	Amount	Check Number
11-15	\$11,917.53	256	11-30	22.80	279
11-16	532.50	259*	11-30	3,665.61	280
11-17	668.42	257	12-2	2,800.53	281
11-17	4,085.00	258	12-2	568.42	282
11-17	50.50	260	12-4	128.98	287*
11-18	1,571.75	263*	12-4	5,085.00	283
11-18	120.00	264*	12-4	352.50	284
11-19	289.42	261	12-5	289.89	286+
11-19	130.22	262	12-5	1,971.75	288
11-19	352.92	265	12-7	120.00	289
11-20	82.92	266	12-7	389.95	290
11-21	1,208.43	270*	12-8	4,856.76	292+
11-21	5,003.42	267	12-8	56.99	293
11-22	56.99	268	12-11	282.42	296*
11-22	203.42	269	12-11	189.99	294
11-23	302.56	271	12-12	1,008.42	295
11-23	256.55	272	12-12	254.55	297
11-23	64.82	276	12-12	2,794.96	299+
11-24	2,840.24	273	12-13	2,128.53	300
11-24	2,242.62	274	12-15	11,813.10	302+
11-25	852.59	275			
11-28	380.87	277			
11-29	662.40	278			

+ Denotes break in sequence * Denotes break in order

Service charge summary

12-15	\$752.56	Credit card processing fee
12-15	25.00	Monthly bank service charge

DECEMBER 23, 20XX

Trans. 55 Cash register summary

Cash sales merchandise		\$3,295.25
Sales tax		\$164.76
Received on account	Racheal Simpson	\$236.42
Total cash		\$3,696.43

Sales on account		None
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Trans. 56 Issued check 308 to Light House Supply for resale items purchased earlier in the month, purchase order C75657. The amount of the check was \$5,774.65, which includes a 2% discount. The total invoice was \$5,892.50.

Trans. 57 Issued check 309 to Clearly Clean's Window Washing Service for the amount of \$32.99.

DECEMBER 24, 20XX

Trans. 58 Cash register summary

Cash sales merchandise		\$2,562.52
Sales tax		128.13
Received on account		0.00
Total cash		2,690.65

Sales on account	Rosebud Designers	
Invoice #14910		\$142.40
Sales tax		7.12
Total sale		149.52

Trans. 59 Alice Peterson returned some defective light fixtures to Light House Supply. She was issued credit memorandum 952 in the amount of \$1,282.42.

Trans. 60 Issued check 310 in the amount of \$4,814.21 to First Steamboat Bank. A federal deposit was made for this payroll period. The deposit breaks down as follows:

Social Security withholdings	\$985.09
Medicare withholdings	230.38
Federal Income tax withholdings	2,383.27
Employer's contribution to Social Security	985.09
Employer's contribution to Medicare	230.38

DECEMBER 26, 20XX

Trans. 61 Cash register summary

Cash sales merchandise	\$3,861.50
Sales tax	193.08
Received on account	0.00
Total cash	4,054.58

Sales on account	Schmidt Contracting	
Invoice #14911		\$382.49
Sales tax		19.12
Total sale		401.61

Trans. 62 Ms. Peterson reviewed the accounts receivable accounts and has determined Sandy Shores' account as uncollectible. Bright Ideas does not use an allowance method, so the account will be written off directly. Sandy Shores' account currently has a balance of \$425.99.

Trans. 63 Issued check 311 to Hospital Texaco for gas purchased for delivery trucks in the amount of \$452.31.

DECEMBER 27, 20XX

Trans. 64 Cash register summary

Cash sales merchandise	\$4,129.99
Sales tax	206.50
Received on account	0.00
Total cash	4,336.49

Sales on account	Robert Max	
Invoice #14912		\$89.99
Sales tax		4.50
Total sale		94.49

Trans. 65 Issued check 312 to Computer World for \$1,282.56 for a new computer for the office. (Remember to record this transaction as equipment.)

DECEMBER 29, 20XX

Trans. 66 Cash register summary

Cash sales merchandise	\$2,898.00
Sales tax	144.90
Received on account	0.00
Total cash	3042.90

Sales on account	None
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Trans. 67 Issued check 313 to Alice Peterson in the amount of \$10,000.00 as a draw from the business.

DECEMBER 30, 20XX

Trans. 68 Cash register summary

Cash sales merchandise	\$1,128.39
Sales tax	56.42
Received on account	0.00
Total cash	\$1,184.81

Sales on account	Rosebud Designers	
Invoice #14913		\$142.53
Sales tax		7.13
Total sale		149.66

Trans. 69 Issue check 314 to Office World for the amount of \$129.99 for office supplies.

Trans. 70 Issued check 315 to Hospital Texaco for gas purchased for delivery trucks in the amount of \$222.13.

DECEMBER 31, 20XX

Trans. 71 Cash register summary

Cash sales merchandise	\$2,388.71
Sales tax	119.44
Received on account	0.00
Total cash	2,508.15

Sales on account	None
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- Trans. 72 Use the following payroll summary produced by Paid-Rite to make the payroll entries for Bright Ideas Light Center.

Paid-Rite
Payroll Summary
Company: Bright Ideas Light Center
Payroll period ending: December 31, 20XX

Gross Earnings	Social Security	Medicare Tax	Federal Inc. Tax	State Inc. Tax	Net Pay
17,022.59	1,055.40	246.83	2,553.39	510.68	12,656.29

1. Enter the expense and liabilities generated by this payroll period in the general journal. Record the net pay to salaries payable. Refer to Lesson 15 if you need assistance.
2. Make an entry in the general journal to record the employer's contribution to Social Security and to Medicare.
3. Issue check 316 for the total of the net pay to the Bright Ideas Light Center's payroll account. Make an entry in the Other Accounts column to the salaries payable account in the cash payments journal.

Trans. 73 Issue check 317 to reimburse the petty cash fund in the amount of \$122.42. The petty cash fund was used to purchase store supplies. (Remember to use the Cash Payments Journal. Make a debit entry to the Other Accounts Column and a credit to the Cash Column.)

Trans. 74 Issue check 318 to the Steamboat Gazette for the amount of \$128.98 for an advertisement in Sunday's newspaper.

Trans. 75 Issue check 319 to Steamboat Sanitation Services for the amount of \$156.52 for trash removal.

Trans. 76 Issue check 320 to Dewy, Chetum, and Howe for the amount of \$650.00 for legal services provided to the business.

Congratulations! You have completed the last of the transactions.

Complete the following end-of-the-week procedures. For simplicity, include the last two days of this month in the fourth week.

End-of-the-Week Procedures

1. Foot all the columns in all of the specialized journals. Add the previous footing to your current balances. Cross foot for accuracy, and correct any errors you may have.
2. Without posting anything to the cash account, determine its current account balance. Check this balance against your checkbook. They should match. If they do not match, you have an error. Take some time to find your error and make the correction.
3. Post all accounts receivable transactions.
4. Post all accounts payable transactions.
5. Post all of the entries entered into the Other Accounts columns from the cash payments journal and the cash receipts journal.
6. Post any entries that may have been made to the general journal.
7. Answer the following audit check questions:
 - a. What accounts were used to write-off Sandy Shores' account?
 - b. What is the current balance for the delivery expense account?
 - c. What account was used to record the credit card processing fee?
8. Check your audit check answers on page 27 of this book.

End-of-the-Month Procedures

1. Rule the totals from the last footing process.
2. Post the column totals for all of the specialized journals to the appropriate general ledger accounts. Indicate the column has been posted by placing the account number under the column.
3. Verify that all of the individual postings have been made from all of the journals.
4. Figure an account balance for each general ledger account.
5. Complete a schedule of accounts receivable. Compare the total with the accounts receivable general ledger account balance. They should match. If they do not match, you have an error. Be sure to find your error and correct it.
6. Complete a schedule of accounts payable. Compare the total with the accounts payable general ledger account balance. They should match. If they do not match, you have an error and time should be taken to make a correction.

7. Start the worksheet by completing columns one and two, the Unadjusted Trial Balance columns. List all of the accounts, including any accounts that may not have a balance. Use your chart of accounts as a guide. Transfer the account balances to the worksheet. Add the Debit and Credit columns. They should have a balance of \$1,537,699.42. If they do not, find the error and make the correction.

If you have an error, here are some things to take a look at:

1. Did everything get journalized?
2. Are the columns in the specialized journals totaled correctly?
3. Did everything get posted?
4. Are the account balances figured correctly?
5. Were the account balances transferred to the worksheet correctly?
6. Were the columns of the worksheet added correctly?

End-of-the-Year Procedures

1. Record the following adjustments to complete columns three and four of the worksheet, the Adjustment columns. Label each adjustment accordingly. Refer to Lesson 12 if you need assistance with this step.
 - a - b. Make the following adjustment to the inventory to record the change to this account over the last accounting cycle. The beginning inventory was \$77,800.42, and the ending inventory is \$78,223.92.
 - c. In the last accounting cycle, \$2,330.65 of the prepaid insurance has expired. Make an adjustment to record the expense incurred in the used coverage.
 - d. An inventory of the office supplies on hand shows a current value of \$1,077.23. Make an adjustment to record the expense of the used supplies.
 - e. An inventory of the store supplies on hand shows a current value of \$272.32. Make an adjustment to record the expense of the used supplies.
 - f. An assessment of the building, store fixtures and equipment, and delivery equipment shows the following amounts of depreciation for the last accounting cycle.

Building	\$6,422.00
Store fixtures and equipment	778.00
Delivery equipment	2,332.00

Make an adjustment to record the expense of the depreciation to these accounts.

- g. Record an adjustment for the interest payable on a balloon note due at the end of the year. The note of \$5,000.00 at a rate of 9% was taken out at the first of the year to finance a remodeling project. Six months of interest has accrued. Make an adjustment to record the interest expense.
 - h. Record an adjustment for the accrued FUTA taxes, an amount of \$4,822.00. Record the adjustment to payroll taxes expense and payroll taxes payable.
2. Add the Adjustments column. The debits and credit should equal. If they do not, take time to make corrections before you continue.
3. Carry over the new balances to columns five and six, the Adjusted Trial Balance columns.
4. Carry over the revenues, expenses and income summary accounts to columns seven and eight, the Operating Statement columns.
5. Carry over the assets, liabilities and capital accounts to columns nine and ten, the Balance Sheet columns.
6. Journalize and post the adjusting entries.
7. Prepare an operating statement for Bright Ideas Light Center. Use the operating statement from the previous year as a guide. (See Previous Year's Statements in the following section.)
8. Prepare a capital statement for Bright Ideas Light Center. Use the capital statement from the previous year as a guide. (See Previous Year's Statements in the following section.)
9. Prepare a balance sheet for Bright Ideas Light Center. Use the balance sheet from the previous year as a guide. (See Previous Year's Statements in the following section.)
10. Using your worksheet as a guide, close the revenue and other temporary accounts with a credit balance—with the exception of the income summary account. Make these entries in the general journal. You may refer to Lesson 13 if you need assistance with this procedure.
11. Close the temporary accounts with debit balances, with the exception of the income summary account.
12. Post the first two closing entries.
13. In the general journal, make an entry to close the income summary account.
14. In the general journal, make an entry to close the drawing account.

15. Post the remaining two closing entries.
16. Prepare a post-closing trial balance sheet.
17. Make a reversing entry in the general journal for the adjustment made to interest payable and to payroll taxes payable adjustments g and h.

Congratulations!

You have completed the Project!

Assemble your project in order. You do not need to include the transactions. Complete the coversheet and include it with your project. Please do not place the project in a folder, binder or page protectors. You may submit your project in the large envelope provided.

Chart of Accounts

Assets

101	Cash
105	Petty Cash
110	Short-term Investment
115	Interest Receivable
120	Accounts Receivable
125	Office Supplies
130	Store Supplies
135	Prepaid Insurance
140	Inventory
145	Land
150	Building
155	Accumulative Depreciation Building
160	Store Fixtures and Equipment
165	Accumulative Depreciation Store Fixtures and Equipment
170	Delivery Equipment
175	Accumulative Depreciation Delivery Equipment

Liabilities

201	Notes Payable
205	Accounts Payable
210	Salaries Payable
215	Social Security Tax Payable
220	Medicare Tax Payable
225	Federal Income Tax Payable
230	State Income Tax Payable
235	Payroll Taxes Payable
240	Sales Tax Payable
245	Interest Payable
250	Mortgage Payable

Owner's Equity

301	Alice Peterson, Capital
305	Alice Peterson, Drawing
310	Income Summary

Revenue

- 401 Sales
- 405 Sales Returns and Allowances
- 410 Interest Income

Expenses

- 501 Purchases
- 505 Purchase Returns and Allowances
- 510 Purchase Discount
- 601 Freight In
- 605 Salaries Expense
- 608 Payroll Tax Expense
- 610 Telephone Expense
- 615 Utilities Expense
- 620 Office Supply Expense
- 625 Store Supply Expense
- 630 Delivery Expense
- 635 Advertising Expense
- 640 Building Maintenance Expense
- 645 Insurance Expense
- 650 Bad Debt Expense
- 655 Accounting and Legal Expense
- 660 Bank Service Charge Expense
- 665 Depreciation Expense
- 670 Trash Removal Expense
- 675 Interest Expense

Customers

- Adams, Julie
- Gonzales, Monique
- Max, Robert
- Miller, Ed
- Rosebud Designs
- Schmidt Contracting
- Shores, Sandy
- Simpson, Racheal

Creditors

Edison's Electric
Electrifying Bulb Co.
Light House Supply
Starry Night

Audit Check Answers

Week 1

1. What are Bright Ideas' total sales for the week? **\$18,072.64**
2. What are Bright Ideas' total purchases for the week? **\$5,002.03**
3. What is Robert Max's account balance? **\$843.00**

Week 2

1. Check number 295 issued to Gecko Insurance company was posted to which account? **Prepaid Insurance**
2. What was the purchase discount for Starry Night, purchase order 95687? **\$21.50**
3. What are the total credit sales for the month thus far? **\$4,266.92**

Week 3

1. What was the net pay for the payroll period ending December 15, 20XX? **\$11,813.10**
2. What is the current balance of the sales tax payable account? **\$14.43**
3. In transaction 50 what three accounts were involved with the recording of this transaction? **Cash, Short-Term Investment, Interest Income**

Week 4

1. What accounts were used to write-off Sandy Shores' account? **Accounts Receivable, Sandy Shores, Bad Debts Expense.**
2. What is the current balance for the delivery expense account? **\$21,891.48**
3. What account was used to record the credit card processing fee? **Bank Service Charge Expense**

**Previous
Year's
Statements**

PREVIOUS YEAR'S STATEMENTS

Previous Year's Statements

Bright Ideas Light Center
Operating Statement
Year Ending December 31, 20XX

Operating Revenue		
Sales	\$809,082.16	
Less Sales Returns	9,682.40	
Net Sales		\$799,399.76
Cost of Goods Sold		
Beginning Inventory	\$ 82,592.45	
Purchases	\$444,822.42	
Less: Purchase Returns and Allowances	8,523.55	
Less: Purchase discounts	2,482.46	
Net Purchases	\$433,816.41	
Total Merchandise Available for Sale	\$516,408.86	
Less: Ending Inventory	77,800.42	
Cost of Goods Sold		438,608.44
Gross Profit on Sales		\$360,791.32
Operating Expenses		
Freight In	\$300.00	
Salaries Expense	180,950.60	
Payroll Taxes Expense	46,029.00	
Utilities Expense	6,821.04	
Telephone Expense	2,963.76	
Office Supplies Expense	2,000.65	
Store Supplies Expense	482.00	
Delivery Expense	3,120.52	
Advertising Expense	3,095.52	
Building Maintenance Expense	1,791.76	
Insurance Expense	3,016.84	
Bad Debts Expense	489.44	
Accounting and Legal Expense	300.00	
Bank Service Charge Expense	8,000.00	
Depreciation Expense	10,482.00	
Trash Removal Expense	730.72	
Total Operating Expenses		\$270,573.85
Net Income from Operations		\$ 90,217.47
Other Income		
Interest Income	\$ 1,382.42	
Other Expenses		
Interest Expense	11,237.44	
Net Nonoperating Expense		_ \$ 9,855.02
Net Income for the Year		\$ 80,362.45

Bright Ideas Light Center
Capital Statement
Year Ending December 31, 20XX

Alice Peterson Capital Ending January 1, 20XX		\$269,246.92
Net Income for Year	\$80,362.45	
Less Withdrawals for the Year	<u>65,000.00</u>	
Increase in Capital		<u>15,362.45</u>
Alice Peterson Capital Ending December 31, 20XX		<u><u>\$284,609.37</u></u>

Bright Ideas Light Center
Balance Sheet
December 31, 20XX

Assets		
Current Assets		
Cash		\$32,783.26
Petty Cash		200.00
Short-term Investments		5,000.00
Accounts Receivable		4,823.61
Office Supplies		600.00
Store Supplies		42.00
Prepaid Insurance		8,000.00
Inventory		<u>77,800.00</u>
Total Current Assets		\$129,248.87
Fixed Assets		
Land		\$200,000.00
Building	\$200,000.00	
Less: Accumulated Depreciation	<u>102,000.00</u>	98,000.00
Store Fixtures and Equipment	\$50,000.00	
Less: Accumulated Depreciation	<u>20,000.00</u>	30,000.00
Delivery Equipment	\$60,000.00	
Less: Accumulated Depreciation	<u>30,000.00</u>	<u>30,000.00</u>
Total Fixed Assets		<u>\$358,000.00</u>
Total Assets		<u><u>\$487,248.87</u></u>
Liabilities and Capital		
Current Liabilities		
Notes Payable		\$32,892.44
Accounts Payable		3,482.50
Salaries Payable		0.00
Social Security Tax Payable		842.92
Medicare Tax Payable		202.86
Federal Income Tax Payable		2,389.47
State Income Tax Payable		253.92
Payroll Tax Payable		4,448.23
Sales Tax Payable		1,820.00
Interest Payable		<u>225.00</u>
Total Current Liabilities		\$46,557.34
Long-term Liabilities		
Mortgage Payable		<u>156,082.16</u>
Total Liabilities		\$202,639.50
Owner's Equity		
Alice Peterson Capital		<u>284,609.37</u>
Total Liabilities and Owner's Capital		<u><u>\$487,248.87</u></u>



Journals

JOURNALS

Sales Journal

		Sales Journal			Page 14								
		Bright Ideas Light Center											
Date 20XX	Invoice #	Customer's Name	P/R	Accounts Receivable Dr			Sales Tax Payable Cr			Sales Cr			

Cash Receipts Journal
Bright Ideas Light Center

Page 15

Date	Acct Credited	P/R	Acct Rec. Cr	Sales Tax Payable Cr	Sales Cr	Other Accounts Credit			Cash Dr
						Acct Title	P/R	Amt.	

Cash Payments Journal Bright Ideas Light Center										Page 14
Date	Check No.	Payee	P/R	Acct Payable Dr	Other Accounts Debit			Purchase Discount Cr	Cash Cr	
					Acct Title	P/R	Amt			

Purchases Journal

Purchases Journal Bright Ideas Light Center										Page 14
Date	Acct Credited	P/R	Inv Nbr	Terms	Acct Pay. Cr	Purchase Dr	Other Accounts Debit			
							Acct Title	P/R	Amt.	

General Journal

General Journal

Page 18

		1										2											
Date		Description	P/R	Dr										Cr									
20XX																							
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**Check-
book**

CHECKBOOK

Checks

CHECK STUB

NO. 281
 PAY TO
 FOR

	Dollars	Cents
BALANCE FORWARD	22,740	64
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. 281 <small>3-4/553</small>
_____ 20XX	
PAY TO THE ORDER OF _____	\$ _____
	_____ Dollars
1st NATIONAL BANK	
FOR _____	_____
:081123450 06 1234567 123	0000002566:

CHECK STUB

NO. 282
 PAY TO
 FOR

	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. 282 <small>3-4/553</small>
_____ 20XX	
PAY TO THE ORDER OF _____	\$ _____
	_____ Dollars
1st NATIONAL BANK	
FOR _____	_____
:081123450 06 1234567 123	0000002566:

CHECK STUB

NO. 283
 PAY TO
 FOR

	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. 283 <small>3-4/553</small>
PAY TO THE ORDER OF _____	\$ _____ Dollars
1st NATIONAL BANK	_____ Dollars
FOR _____	_____
:081123450 06 1234567 123	:0000002566:

CHECK STUB

NO. 284
 PAY TO
 FOR

	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. 284 <small>3-4/553</small>
PAY TO THE ORDER OF _____	\$ _____ Dollars
1st NATIONAL BANK	_____ Dollars
FOR _____	_____
:081123450 06 1234567 123	:0000002566:

CHECK STUB

NO. 285
 PAY TO _____
 FOR _____

	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. <u>285</u> <small>3-4/553</small>
_____	20XX
PAY TO THE ORDER OF _____ \$ _____ _____ Dollars	
1st NATIONAL BANK	
FOR _____ :081123450 06 1234567 123 :0000002566:	

CHECK STUB

NO. 286
 PAY TO _____
 FOR _____

	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. <u>286</u> <small>3-4/553</small>
_____	20XX
PAY TO THE ORDER OF _____ \$ _____ _____ Dollars	
1st NATIONAL BANK	
FOR _____ :081123450 06 1234567 123 :0000002566:	

CHECK STUB

NO. 287
 PAY TO _____
 FOR _____

	Dollars	Cents
BALANCE FORWARD	_____	_____
DEPOSITS	_____	_____
TOTAL	_____	_____
AMOUNT THIS CHECK	_____	_____
BALANCE	_____	_____

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. <u>287</u> <small>3-4/553</small>
_____ 20XX	
PAY TO THE ORDER OF _____ \$ _____ _____ Dollars	
1st NATIONAL BANK	
FOR _____ :081123450 06 1234567 123 :0000002566:	

CHECK STUB

NO. 288
 PAY TO _____
 FOR _____

	Dollars	Cents
BALANCE FORWARD	_____	_____
DEPOSITS	_____	_____
TOTAL	_____	_____
AMOUNT THIS CHECK	_____	_____
BALANCE	_____	_____

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. <u>288</u> <small>3-4/553</small>
_____ 20XX	
PAY TO THE ORDER OF _____ \$ _____ _____ Dollars	
1st NATIONAL BANK	
FOR _____ :081123450 06 1234567 123 :0000002566:	

CHECK STUB

NO. 289
 PAY TO _____
 FOR _____

	Dollars	Cents
BALANCE FORWARD	_____	_____
DEPOSITS	_____	_____
TOTAL	_____	_____
AMOUNT THIS CHECK	_____	_____
BALANCE	_____	_____

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. <u>289</u> <small>3-4/553</small>
_____	20XX
PAY TO THE ORDER OF _____ \$ _____ _____ Dollars	
1st NATIONAL BANK	
FOR _____ :081123450 06 1234567 123 _____ :0000002566:	

CHECK STUB

NO. 290
 PAY TO _____
 FOR _____

	Dollars	Cents
BALANCE FORWARD	_____	_____
DEPOSITS	_____	_____
TOTAL	_____	_____
AMOUNT THIS CHECK	_____	_____
BALANCE	_____	_____

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. <u>290</u> <small>3-4/553</small>
_____	20XX
PAY TO THE ORDER OF _____ \$ _____ _____ Dollars	
1st NATIONAL BANK	
FOR _____ :081123450 06 1234567 123 _____ :0000002566:	

CHECK STUB

NO. 291
 PAY TO _____
 FOR _____

	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. <u>291</u> <small>3-4/553</small> _____ 20XX
PAY TO THE ORDER OF _____ \$ _____ _____ Dollars	
1st NATIONAL BANK	
FOR _____ :081123450 06 1234567 123 :0000002566:	

CHECK STUB

NO. 292
 PAY TO _____
 FOR _____

	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. <u>292</u> <small>3-4/553</small> _____ 20XX
PAY TO THE ORDER OF _____ \$ _____ _____ Dollars	
1st NATIONAL BANK	
FOR _____ :081123450 06 1234567 123 :0000002566:	

CHECK STUB

NO. 293
 PAY TO _____
 FOR _____

	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. <u>293</u> <small>3-4/553</small>
_____ 20XX	
PAY TO THE ORDER OF _____ \$ _____ _____ Dollars	
1st NATIONAL BANK	
FOR _____ :081123450 06 1234567 123 :0000002566:	

CHECK STUB

NO. 294
 PAY TO _____
 FOR _____

	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. <u>294</u> <small>3-4/553</small>
_____ 20XX	
PAY TO THE ORDER OF _____ \$ _____ _____ Dollars	
1st NATIONAL BANK	
FOR _____ :081123450 06 1234567 123 :0000002566:	

CHECK STUB

NO. 295

PAY TO _____

FOR _____

	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

<p>Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487</p>	<p style="text-align: right;">No. <u>295</u> <small>3-4/553</small></p> <p style="text-align: right;">_____ 20XX</p>
<p>PAY TO THE ORDER OF _____ \$ _____</p> <p style="text-align: right;">_____ Dollars</p>	
<p>1st NATIONAL BANK</p>	
<p>FOR _____</p> <p style="display: flex; justify-content: space-between;"> :081123450 06 1234567 123 :0000002566: </p>	

CHECK STUB

NO. 296

PAY TO _____

FOR _____

	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

<p>Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487</p>	<p style="text-align: right;">No. <u>296</u> <small>3-4/553</small></p> <p style="text-align: right;">_____ 20XX</p>
<p>PAY TO THE ORDER OF _____ \$ _____</p> <p style="text-align: right;">_____ Dollars</p>	
<p>1st NATIONAL BANK</p>	
<p>FOR _____</p> <p style="display: flex; justify-content: space-between;"> :081123450 06 1234567 123 :0000002566: </p>	

CHECK STUB

NO. 297
 PAY TO _____
 FOR _____

	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. <u>297</u> <small>3-4/553</small> _____ 20XX
PAY TO THE ORDER OF _____ \$ _____ _____ Dollars	
1st NATIONAL BANK	
FOR _____ :081123450 06 1234567 123 :0000002566:	

CHECK STUB

NO. 298
 PAY TO _____
 FOR _____

	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. <u>298</u> <small>3-4/553</small> _____ 20XX
PAY TO THE ORDER OF _____ \$ _____ _____ Dollars	
1st NATIONAL BANK	
FOR _____ :081123450 06 1234567 123 :0000002566:	

CHECK STUB

NO. 299

PAY TO _____

FOR _____

	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

<p>Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487</p>	<p>No. <u>299</u> <small>3-4/553</small></p> <p>_____ 20XX</p>
<p>PAY TO THE ORDER OF _____ \$ _____</p> <p style="text-align: right;">Dollars</p>	
<p>1st NATIONAL BANK</p>	
<p>FOR _____</p> <p style="display: flex; justify-content: space-between;"> :081123450 06 1234567 123 :0000002566: </p>	

CHECK STUB

NO. 300

PAY TO _____

FOR _____

	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

<p>Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487</p>	<p>No. <u>300</u> <small>3-4/553</small></p> <p>_____ 20XX</p>
<p>PAY TO THE ORDER OF _____ \$ _____</p> <p style="text-align: right;">Dollars</p>	
<p>1st NATIONAL BANK</p>	
<p>FOR _____</p> <p style="display: flex; justify-content: space-between;"> :081123450 06 1234567 123 :0000002566: </p>	

CHECK STUB

NO. 301
 PAY TO _____
 FOR _____

	Dollars	Cents
BALANCE FORWARD	_____	_____
DEPOSITS	_____	_____
TOTAL	_____	_____
AMOUNT THIS CHECK	_____	_____
BALANCE	_____	_____

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. 301 <small>3-4/553</small>
_____ 20XX	
PAY TO THE ORDER OF _____ \$ _____ _____ Dollars	
1st NATIONAL BANK	
FOR _____ :081123450 06 1234567 123 _____ :0000002566:	

CHECK STUB

NO. 302
 PAY TO _____
 FOR _____

	Dollars	Cents
BALANCE FORWARD	_____	_____
DEPOSITS	_____	_____
TOTAL	_____	_____
AMOUNT THIS CHECK	_____	_____
BALANCE	_____	_____

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. 302 <small>3-4/553</small>
_____ 20XX	
PAY TO THE ORDER OF _____ \$ _____ _____ Dollars	
1st NATIONAL BANK	
FOR _____ :081123450 06 1234567 123 _____ :0000002566:	

CHECK STUB

NO. 303

PAY TO _____

FOR _____

	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

<p>Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487</p>	<p style="text-align: right;">No. <u>303</u> <small>3-4/553</small></p> <p style="text-align: right;">_____ 20XX</p>
<p>PAY TO THE ORDER OF _____ \$ _____</p> <p style="text-align: right;">_____ Dollars</p>	
<p>1st NATIONAL BANK</p>	
<p>FOR _____</p> <p style="display: flex; justify-content: space-between;"> :081123450 06 1234567 123 :0000002566: </p>	

CHECK STUB

NO. 304

PAY TO _____

FOR _____

	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

<p>Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487</p>	<p style="text-align: right;">No. <u>304</u> <small>3-4/553</small></p> <p style="text-align: right;">_____ 20XX</p>
<p>PAY TO THE ORDER OF _____ \$ _____</p> <p style="text-align: right;">_____ Dollars</p>	
<p>1st NATIONAL BANK</p>	
<p>FOR _____</p> <p style="display: flex; justify-content: space-between;"> :081123450 06 1234567 123 :0000002566: </p>	

CHECK STUB

NO. 305
 PAY TO _____
 FOR _____

	Dollars	Cents
BALANCE FORWARD	_____	_____
DEPOSITS	_____	_____
TOTAL	_____	_____
AMOUNT THIS CHECK	_____	_____
BALANCE	_____	_____

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. 305 <small>3-4/553</small>
_____	20XX
PAY TO THE ORDER OF _____ \$ _____ _____ Dollars	
1st NATIONAL BANK	
FOR _____ :081123450 06 1234567 123 _____ :0000002566:	

CHECK STUB

NO. 306
 PAY TO _____
 FOR _____

	Dollars	Cents
BALANCE FORWARD	_____	_____
DEPOSITS	_____	_____
TOTAL	_____	_____
AMOUNT THIS CHECK	_____	_____
BALANCE	_____	_____

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. 306 <small>3-4/553</small>
_____	20XX
PAY TO THE ORDER OF _____ \$ _____ _____ Dollars	
1st NATIONAL BANK	
FOR _____ :081123450 06 1234567 123 _____ :0000002566:	

CHECK STUB

NO. 307

PAY TO _____

FOR _____

	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

<p>Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487</p>	<p style="text-align: right;">No. <u>307</u> <small>3-4/553</small></p> <p style="text-align: right;">_____ 20XX</p>
<p>PAY TO THE ORDER OF _____ \$ _____</p> <p style="text-align: right;">_____ Dollars</p>	
<p>1st NATIONAL BANK</p>	
<p>FOR _____</p> <p style="display: flex; justify-content: space-between;"> _____ :081123450 06 1234567 123 _____ :0000002566: </p>	

CHECK STUB

NO. 308

PAY TO _____

FOR _____

	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

<p>Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487</p>	<p style="text-align: right;">No. <u>308</u> <small>3-4/553</small></p> <p style="text-align: right;">_____ 20XX</p>
<p>PAY TO THE ORDER OF _____ \$ _____</p> <p style="text-align: right;">_____ Dollars</p>	
<p>1st NATIONAL BANK</p>	
<p>FOR _____</p> <p style="display: flex; justify-content: space-between;"> _____ :081123450 06 1234567 123 _____ :0000002566: </p>	

CHECK STUB

NO. 309

PAY TO _____

FOR _____

	Dollars	Cents
BALANCE FORWARD	_____	_____
DEPOSITS	_____	_____
TOTAL	_____	_____
AMOUNT THIS CHECK	_____	_____
BALANCE	_____	_____

<p>Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487</p>	<p>No. 309 <small>3-4/553</small></p>
<p>_____ 20XX</p>	
<p>PAY TO THE ORDER OF _____ \$ _____</p> <p style="text-align: right;">_____ Dollars</p>	
<p>1st NATIONAL BANK</p>	
<p>FOR _____</p> <p style="display: flex; justify-content: space-between;"> :081123450 06 1234567 123 :0000002566: </p>	

CHECK STUB

NO. 310

PAY TO _____

FOR _____

	Dollars	Cents
BALANCE FORWARD	_____	_____
DEPOSITS	_____	_____
TOTAL	_____	_____
AMOUNT THIS CHECK	_____	_____
BALANCE	_____	_____

<p>Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487</p>	<p>No. 310 <small>3-4/553</small></p>
<p>_____ 20XX</p>	
<p>PAY TO THE ORDER OF _____ \$ _____</p> <p style="text-align: right;">_____ Dollars</p>	
<p>1st NATIONAL BANK</p>	
<p>FOR _____</p> <p style="display: flex; justify-content: space-between;"> :081123450 06 1234567 123 :0000002566: </p>	

CHECK STUB

NO. 311
 PAY TO _____
 FOR _____

	Dollars	Cents
BALANCE FORWARD	_____	_____
DEPOSITS	_____	_____
TOTAL	_____	_____
AMOUNT THIS CHECK	_____	_____
BALANCE	_____	_____

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. <u>311</u> <small>3-4/553</small> _____ 20XX
PAY TO THE ORDER OF _____ \$ _____ _____ Dollars	
1st NATIONAL BANK FOR _____ :081123450 06 1234567 123 :0000002566:	

CHECK STUB

NO. 312
 PAY TO _____
 FOR _____

	Dollars	Cents
BALANCE FORWARD	_____	_____
DEPOSITS	_____	_____
TOTAL	_____	_____
AMOUNT THIS CHECK	_____	_____
BALANCE	_____	_____

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. <u>312</u> <small>3-4/553</small> _____ 20XX
PAY TO THE ORDER OF _____ \$ _____ _____ Dollars	
1st NATIONAL BANK FOR _____ :081123450 06 1234567 123 :0000002566:	

CHECK STUB

NO. 313

PAY TO _____

FOR _____

	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

<p>Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487</p>	<p style="text-align: right;">No. <u>313</u> <small>3-4/553</small></p>
_____ 20XX	
PAY TO THE ORDER OF _____ \$ _____	
_____ Dollars	
1st NATIONAL BANK	
FOR _____	
:081123450 06 1234567 123	:0000002566:

CHECK STUB

NO. 314

PAY TO _____

FOR _____

	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

<p>Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487</p>	<p style="text-align: right;">No. <u>314</u> <small>3-4/553</small></p>
_____ 20XX	
PAY TO THE ORDER OF _____ \$ _____	
_____ Dollars	
1st NATIONAL BANK	
FOR _____	
:081123450 06 1234567 123	:0000002566:

CHECK STUB

NO. 315

PAY TO _____

FOR _____

	Dollars	Cents
BALANCE FORWARD	_____	_____
DEPOSITS	_____	_____
TOTAL	_____	_____
AMOUNT THIS CHECK	_____	_____
BALANCE	_____	_____

<p>Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487</p>	<p>No. 315 <small>3-4/553</small></p> <p>_____ 20XX</p>
<p>PAY TO THE ORDER OF _____ \$ _____</p> <p style="text-align: right;">Dollars</p>	
<p>1st NATIONAL BANK</p>	
<p>FOR _____</p> <p style="display: flex; justify-content: space-between;"> :081123450 06 1234567 123 :0000002566: </p>	

CHECK STUB

NO. 316

PAY TO _____

FOR _____

	Dollars	Cents
BALANCE FORWARD	_____	_____
DEPOSITS	_____	_____
TOTAL	_____	_____
AMOUNT THIS CHECK	_____	_____
BALANCE	_____	_____

<p>Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487</p>	<p>No. 316 <small>3-4/553</small></p> <p>_____ 20XX</p>
<p>PAY TO THE ORDER OF _____ \$ _____</p> <p style="text-align: right;">Dollars</p>	
<p>1st NATIONAL BANK</p>	
<p>FOR _____</p> <p style="display: flex; justify-content: space-between;"> :081123450 06 1234567 123 :0000002566: </p>	

CHECK STUB

NO. 317		
PAY TO		
FOR		
	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. <u>317</u> <small>3-4/553</small>
20XX	
PAY TO THE ORDER OF _____	\$ _____
	Dollars
1st NATIONAL BANK	
FOR _____	
:081123450 06 1234567 123	:0000002566:

CHECK STUB

NO. 318		
PAY TO		
FOR		
	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. <u>318</u> <small>3-4/553</small>
20XX	
PAY TO THE ORDER OF _____	\$ _____
	Dollars
1st NATIONAL BANK	
FOR _____	
:081123450 06 1234567 123	:0000002566:

CHECK STUB

NO. 319
 PAY TO
 FOR

	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. 319 <small>3-4/553</small>
_____ 20XX	
PAY TO THE ORDER OF _____	\$ _____
	_____ Dollars
1st NATIONAL BANK	
FOR _____	_____
:081123450 06 1234567 123	:0000002566:

CHECK STUB

NO. 320
 PAY TO
 FOR

	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. 320 <small>3-4/553</small>
_____ 20XX	
PAY TO THE ORDER OF _____	\$ _____
	_____ Dollars
1st NATIONAL BANK	
FOR _____	_____
:081123450 06 1234567 123	:0000002566:

CHECK STUB

NO. 321		
PAY TO		
FOR		
	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. <u>321</u> <small>3-4/553</small>
_____ 20XX	
PAY TO THE ORDER OF _____ \$ _____ _____ Dollars	
1st NATIONAL BANK	
FOR _____ :081123450 06 1234567 123 _____ :0000002566:	

CHECK STUB

NO. 322		
PAY TO		
FOR		
	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

Bright Ideas Light Center 123 Main Street Steamboat Springs CO 80487	No. <u>322</u> <small>3-4/553</small>
_____ 20XX	
PAY TO THE ORDER OF _____ \$ _____ _____ Dollars	
1st NATIONAL BANK	
FOR _____ :081123450 06 1234567 123 _____ :0000002566:	

Bank Reconciliation

First Steamboat Bank
Bank Reconciliation

Ending Bank Balance:	Amount		Ending Checkbook Balance:	
Outstanding Deposits:	Amount	Date		
Total Deposits				
Outstanding Checks:	Amount	Check number	Add interest:	
Total Checks			Less Bank Service Charges	
Adjusted Bank Balance:			Adjusted Checkbook Balance:	



**General
Ledger**

GENERAL LEDGER

General Ledgers

Date		Description				1						2								
20XX		Cash	Acct #101	P/R	Dr						Cr									
1	12	1	Beginning Balance					2	2	7	4	0	64							
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				
15																				

Date		Description				1						2								
20XX		Petty Cash	Acct #105	P/R	Dr						Cr									
1	12	1	Beginning Balance							2	0	0	00							
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				
15																				

Bookkeeping

					1						2							
Date		Description				Dr						Cr						
20XX		Short Term Invstmt	Acct #110	P/R														
1	12	1	Beginning Balance															
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		

					1						2							
Date		Description				Dr						Cr						
20XX		Interest Receivable	Acct #115	P/R														
1	12	1	Beginning Balance															
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		

Date		Description				1					2							
20XX		Accounts Receivable	Acct #120	P/R	Dr					Cr								
1	12 1	Beginning Balance						4	5	7	9	58						
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		

Date		Description				1					2							
20XX		Office Supplies	Acct #125	P/R	Dr					Cr								
1	12 1	Beginning Balance						1	3	0	0	82						
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		

Bookkeeping

						1				2					
Date		Description													
20XX		Store Supplies	Acct #130	P/R	Dr				Cr						
1	12 1	Beginning Balance						3	2	5	00				
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															

						1				2					
Date		Description													
20XX		Prepaid Insurance	Acct #135	P/R	Dr				Cr						
1	12 1	Beginning Balance						3	0	0	0	00			
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															

Date		Description				1								2						
20XX		Inventory	Acct #140	P/R	Dr								Cr							
1	12	1	Beginning Balance				7	7	8	0	0	42								
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				
15																				

Date		Description				1								2							
20XX		Land	Acct #145	P/R	Dr								Cr								
1	12	1	Beginning Balance				2	0	0	0	0	0	00								
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
12																					
13																					
14																					
15																					

Bookkeeping

Date		Description				1								2											
20XX		Building	Acct #150	P/R	Dr								Cr												
1	12	1	Beginning Balance			2	0	0	0	0	0	0	0												
2																									
3																									
4																									
5																									
6																									
7																									
8																									
9																									
10																									
11																									
12																									
13																									
14																									
15																									

Date		Description				1								2																
20XX		Accumulated Dep Bldg	Acct #155	P/R	Dr								Cr																	
1	12	1	Beginning Balance																				1	0	2	0	0	0	00	
2																														
3																														
4																														
5																														
6																														
7																														
8																														
9																														
10																														
11																														
12																														
13																														
14																														
15																														

						1						2												
Date		Description				Dr						Cr												
20XX		Store Fixt & Equip	Acct #160	P/R																				
1	12	1	Beginning Balance				5	0	0	0	0	00												
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
11																								
12																								
13																								
14																								
15																								

						1						2																	
Date		Description				Dr						Cr																	
20XX		Acc Dep St Fix & Equ	Acct #165	P/R																									
1	12	1	Beginning Balance												2	0	0	0	0	0	00								
2																													
3																													
4																													
5																													
6																													
7																													
8																													
9																													
10																													
11																													
12																													
13																													
14																													
15																													

Bookkeeping

		1						2																
Date			Description																					
20XX			Delivery Equipment	Acct #170	P/R	Dr						Cr												
1	12	1	Beginning Balance						6	0	0	0	0	00										
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
11																								
12																								
13																								
14																								
15																								

		1						2																							
Date			Description																												
20XX			Acc Dep Deliv Equip	Acct #175	P/R	Dr						Cr																			
1	12	1	Beginning Balance																							3	0	0	0	0	00
2																															
3																															
4																															
5																															
6																															
7																															
8																															
9																															
10																															
11																															
12																															
13																															
14																															
15																															

		1				2									
Date		Description													
20XX		Notes Payable	Acct #201	P/R	Dr			Cr							
1	12	1	Beginning Balance							2	6	8	9	2	48
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															

		1				2									
Date		Description													
20XX		Accounts Payable	Acct #205	P/R	Dr			Cr							
1	12	1	Beginning Balance								7	0	9	6	99
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															

Bookkeeping

		1				2							
Date		Description											
20XX		Salaries Payable	Acct #210	P/R	Dr				Cr				
1	12 1	Beginning Balance										0	00
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													

		1				2										
Date		Description														
20XX		Social Security Pay	Acct #215	P/R	Dr				Cr							
1	12 1	Beginning Balance										1	9	8	7	58
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																

Date		Description			1				2					
20XX		Medicare Tax Pay	Acct #220	P/R	Dr				Cr					
1	12 1	Beginning Balance									4	6	4	84
2														
3														
4														
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Date		Description			1				2						
20XX		Fed Income Tax Pay	Acct #225	P/R	Dr				Cr						
1	12 1	Beginning Balance									2	4	0	4	34
2															
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Bookkeeping

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Date		Description							
20XX		State Inc Tax Pay	Acct #230	P/R	Dr		Cr		
1	12 1	Beginning Balance						2	8 2 42
2									
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Date		Description							
20XX		Payroll Tax Payable	Acct #235	P/R	Dr		Cr		
1	12 1	Beginning Balance						0	00
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Date		Description														
20XX		Sales Tax Payable	Acct #240	P/R	Dr				Cr							
1	12	1	Beginning Balance									1	4	2	3	82
2																
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Date		Description														
20XX		Interest Payable	Acct #245	P/R	Dr				Cr							
1	12	1	Beginning Balance												0	00
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Bookkeeping

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	Date			Description																
	20XX	Mortgage Payable	Acct #250	P/R	Dr				Cr											
1	12	1	Beginning Balance											1	4	7	7	8	4	62
2																				
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	Date			Description																	
	20XX	Alice Peterson Cap	Acct #301	P/R	Dr				Cr												
1	12	1	Beginning Balance												2	8	4	6	0	9	37
2																					
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Date		Description				1						2						
20XX		Alice Peterson Draw	Acct #305	P/R	Dr						Cr							
1	12 1	Beginning Balance					8	7	0	0	0	00						
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Date		Description				1						2					
20XX		Income Summary	Acct #310	P/R	Dr						Cr						
1	12 1	Beginning Balance									0	00					
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Bookkeeping

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Date		Description																		
20XX		Sales	Acct #401	P/R	Dr			Cr												
1	12 1	Beginning Balance												8	3	0	4	2	3	00
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Date		Description																		
20XX		Sales Rtn & Allow	Acct #405	P/R	Dr			Cr												
1	12 1	Beginning Balance																		
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Date		Description			1				2			
20XX		Interest Income	Acct #410	P/R	Dr				Cr			
1	12 1	Beginning Balance										0 00
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Date		Description			1				2							
20XX		Purchases	Acct #501	P/R	Dr				Cr							
1	12 1	Beginning Balance				3	2	8	1	1	3	00				
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Bookkeeping

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Date		Description											
20XX		Purchase Rtn & Allow	Acct #505	P/R	Dr			Cr					
1	12 1	Beginning Balance							8	2	4	2	00
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Date		Description											
20XX		Purchase Discount	Acct #510	P/R	Dr			Cr					
1	12 1	Beginning Balance							3	4	4	3	00
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Date		Description			1							2												
20XX		Freight In	Acct #601	P/R	Dr							Cr												
1	12	1	Beginning Balance					1	3	2	0	00												
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Date		Description			1							2												
20XX		Salaries Expense	Acct #605	P/R	Dr							Cr												
1	12	1	Beginning Balance					3	3	4	8	9	2	00										
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Bookkeeping

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Date		Description													
20XX		Payroll Tax Exp	Acct #608	P/R	Dr				Cr						
1	12	1	Beginning Balance			3	3	7	8	6	00				
2															
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		1				2									
Date		Description													
20XX		Telephone Expense	Acct #610	P/R	Dr				Cr						
1	12	1	Beginning Balance				2	7	0	6	00				
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Date		Description				1					2						
20XX		Utilities Expense	Acct #615	P/R	Dr					Cr							
1	12 1	Beginning Balance					6	2	4	8	00						
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Date		Description				1					2					
20XX		Office Supply Exp	Acct #620	P/R	Dr					Cr						
1	12 1	Beginning Balance					3	8	2	00						
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Bookkeeping

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Date		Description													
20XX		Store Supply Exp	Acct #625	P/R	Dr				Cr						
1	12 1	Beginning Balance						5	6	0	00				
2															
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Date		Description													
20XX		Delivery Expense	Acct #630	P/R	Dr				Cr						
1	12 1	Beginning Balance						1	9	8	0	0	00		
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Date		Description				1					2							
20XX		Advertising Exp	Acct #635	P/R	Dr					Cr								
1	12	1	Beginning Balance					2	8	3	7	00						
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Date		Description				1					2							
20XX		Build & Maint Exp	Acct #640	P/R	Dr					Cr								
1	12	1	Beginning Balance					7	2	5	00							
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Bookkeeping

Date		Description				1					2									
20XX		Insurance Exp	Acct #645	P/R	Dr					Cr										
1	12	1	Beginning Balance				1	2	5	0	00									
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Date		Description				1					2									
20XX		Bad Debt Expense	Acct #650	P/R	Dr					Cr										
1	12	1	Beginning Balance								0	00								
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Date		Description												
20XX		Acct & Legal Exp	Acct #655	P/R	Dr				Cr					
1	12	1	Beginning Balance						0	00				
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		1				2								
Date		Description												
20XX		Bank Srv Chg Exp	Acct #660	P/R	Dr				Cr					
1	12	1	Beginning Balance						8	2	5	0	00	
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Bookkeeping

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Date		Description											
20XX		Depr Expense	Acct #665	P/R	Dr				Cr				
1	12 1	Beginning Balance						0	00				
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		1				2							
Date		Description											
20XX		Trash Removal Exp	Acct #670	P/R	Dr				Cr				
1	12 1	Beginning Balance					1	7	2	1	00		
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Date		Description				Dr						Cr							
20XX		Interest Expense	Acct #675	P/R															
1	12	1	Beginning Balance						9	3	5	0	00						
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**Subsidiary
Ledgers**

SUBSIDIARY LEDGERS

Accounts Receivable Subsidiary Ledgers

Accounts Receivable Ledger															
Adams, Julie 1410 Yampa, Steamboat Springs, CO 80487															
Date		Description	P/R	Dr				Cr				Bal			
12	1	Beginning Balance										2	8	9	99

Accounts Receivable Ledger															
Gonzales, Monique 2133 1st St., Steamboat Springs, CO 80487															
Date		Description	P/R	Dr				Cr				Bal			
12	1	Beginning Balance										4	8	0	42

Bookkeeping

Accounts Receivable Ledger															
Max, Robert 1042 Warren Ave., Steamboat Springs, CO 80487															
Date		Description	P/R	Dr				Cr				Bal			
12	1	Beginning Balance										4	9	9	84

Accounts Receivable Ledger															
Miller, Ed 482 5th St., Steamboat Springs, CO 80487															
Date		Description	P/R	Dr				Cr				Bal			
12	1	Beginning Balance										4	5	2	99

Accounts Receivable Ledger																
Rosebud Designers 877 Main St., Steamboat Springs, CO 80487																
Date		Description	P/R	Dr				Cr				Bal				
12	1	Beginning Balance										1	0	0	0	00

Accounts Receivable Ledger																
Schmidt Contracting P.O. Box 924, Steamboat Springs, CO 80487																
Date		Description	P/R	Dr				Cr				Bal				
12	1	Beginning Balance										1	1	9	3	93

Bookkeeping

Accounts Receivable Ledger																
Shores, Sandy 924 Mountain Dr., Steamboat Springs, CO 80487																
Date		Description	P/R	Dr				Cr				Bal				
12	1	Beginning Balance											4	2	5	99

Accounts Receivable Ledger																
Simpson, Racheal P.O. Box 920, Steamboat Springs, CO 80487																
Date		Description	P/R	Dr				Cr				Bal				
12	1	Beginning Balance											2	3	6	42

Accounts Payable Subsidiary Ledger

Accounts Payable Ledger																
Edison's Electric 410 4th St., Steamboat Springs, CO 80487																
Date		Description	P/R	Dr				Cr				Bal				
12	1	Beginning Balance										2	0	1	1	99

Accounts Payable Ledger																
Electrifying Bulb Co. P.O. Box 822, Steamboat Springs, CO 80487																
Date		Description	P/R	Dr				Cr				Bal				
12	1	Beginning Balance										5	0	8	5	00

Accounts Payable Ledger												
Light House Supply 411 10th St., Steamboat Springs, CO 80487												
Date		Description	P/R	Dr			Cr			Bal		
12	1	Beginning Balance									0	00

Accounts Payable Ledger												
Starry Night P.O. Box 222, Steamboat Springs, CO 80487												
Date		Description	P/R	Dr			Cr			Bal		
12	1	Beginning Balance									0	00

**Accounting
Stationary**

ACCOUNTING STATIONARY

One Column Accounting Paper

Congratulations

**You have completed
the Bookkeeping
Course!**

