

- d. Nope, you will have to ask our petty cash custodian for your reimbursement. All disbursements below \$5,000 will have to be paid out of the petty cash fund.
8. By requiring that all deposits must be deposited intact and all disbursements, except petty disbursements, be made through check, you are implementing an internal control called
- Regular bank reconciliations.
  - Imprest system.
  - Voucher system.
  - Bossy system.
9. By requiring that all disbursements must be supported by CDVs, you are implementing an internal control called
- Regular bank reconciliations.
  - Imprest system.
  - Voucher system.
  - Bossy system.
10. Which of the following is incorrect regarding the petty cash fund?
- The petty cash fund should only be used for recurring expenses that are not material enough to warrant disbursement through check.
  - Each petty cash disbursement must be supported by a properly authorized petty cash voucher.
  - The requesting party should affix his or her signature on the petty cash voucher acknowledging the receipt of the petty cash.
  - For a big company, each petty cash voucher must be authorized by the Chief Executive Officer or President.

## Chapter 9

### Accounting Practice Set

#### Learning Competencies

The learners should be able to.....

- Perform the steps in the accounting cycle, from preparation of documents to the preparation, analysis, and interpretation of financial statements

#### Practice Set

The November 30, 20x1 trial balance of Rak N' Koll Co., a call center business, shows the following information:

#### RAK N' KOLL

Trial Balance  
November 30, 20x1

ACCOUNTS	Debit	Credit
Cash	340,000	
Accounts receivable		
Prepaid insurance		
Computer equipment	1,400,000	
Accumulated depreciation		240,000
Loans payable		1,000,000
Owner's equity		1,254,000
Owner's drawings	3,300,000	
Service fees		4,890,000
Salaries expense	990,000	
Rent expense	1,100,000	
Utilities expense	165,000	
Office supplies expense	84,000	
Insurance expense	5,000	
<b>Totals</b>	<b>7,384,000</b>	<b>7,384,000</b>

# Manual Accounting Practice Set

**Martin Bugeja**



## **Manual Accounting Practice Set:**

Wedding Bells Boutique Wendy Pabst, Brian Perrin, 2010 Wedding Bells Boutique is a manual accounting practice set. This practice set is designed to give students an understanding of the accounting process and how to prepare a range of typical accounting reports and transactions common to a small business. By completing this practice set, students will gain an understanding of the flow of data in an accounting system. Completion of the practice set for a one-month period should ensure a greater appreciation of the following: The steps in the accounting cycle for a small business; The use of special journals for processing data more efficiently; The use of subsidiary ledgers to remove details from the general ledger; The steps in posting journals to the general ledger and subsidiary ledgers; The perpetual inventory system; The bank account reconciliation; Balance day adjustments and the general ledger closing process; How the accounting cycle culminates in the preparation of financial statements; How the goods and services tax (GST) impacts on accounting. **FEATURES** Give students hands-on experience at manually keeping a set of accounting records for a small business for at least one accounting cycle; Give students an appreciation of the perpetual inventory system; Presents complete accounting cycle and requires students to prepare adjusting and closing entries; worksheets and financial statements. *Paradise Office Furniture* Jillian

Phillips, 2004-01-26 Paradise Office Furniture is a small retail business operated by a sole trader. The practice set accounts for one month early in the life of the business and is designed to help students see the big picture of the accounting cycle from analysis of transaction data through to preparation of financial reports. The practice set can be used in conjunction with any introductory financial accounting text and is particularly suited to a course which has an emphasis on the preparation and use of financial statements for decision making. By completing the practice set, students will gain a step-by-step understanding of various accounting processes and how all the interdependent steps fit together as an integrated whole.

Surfari Grose, 2006-06 Surfari is a manual accounting practice set designed to introduce students to the processing of accounting information for a complete accounting cycle for a retail business. The practice set is modelled on a fictitious surf wear company trading under the registered business name Surfari. The business sells a range of surf wear and accessories to various retailers at competitive prices. The practice set covers the use of general journals, specialised journals, subsidiary debtor and creditor and general ledgers, periodic inventory system with an appendix covering perpetual inventory, bank reconciliation, worksheets, balance sheets and income statements. back cover **Zander's Toy Store Pty Ltd** Martin

Bugeja, 2011-02-07 Zander's Toy Store Pty Ltd is intended for students studying introductory accounting and can be used with any introductory textbook. An advantage of this practice set over many others is that revenue and expense accounts have not been closed at the end of the previous month, therefore providing students with a more realistic scenario. This practice set provides students with the unadjusted trial balance at the end of May and requires students to record typical transactions for a retail business for the last month of the financial year. Once these transactions have been recorded and posted, students are

required to complete the accounting cycle by journalising and posting adjusting and closing entries and preparing financial statements Students that complete this practice set should develop the skills necessary to keep a set of manual accounting records and understand the steps required to complete the accounting cycle      **Justin's Gourmet Foods Pty Ltd** Martin Bugeja,2010-02-08 Justin s Gourmet Food Pty Ltd is intended for students studying introductory accounting and can be used with any introductory textbook An advantage of this practice set over many others is that revenue and expense accounts have not been closed at the end of the previous month therefore providing students with a more realistic scenario This practice set provides students with the unadjusted trial balance at the end of May and requires students to record typical transactions for a retail business for the last month of the financial year Once these transactions have been recorded and posted students are required to complete the accounting cycle by journalising and posting adjusting and closing entries and preparing financial statements Students that complete this practice set should develop the skills necessary to keep a set of manual accounting records and understand the steps required to complete the accounting cycle      Boab Art Gallery Wendy Pabst,Brian Perrin,2011 Boab Art Gallery is a manual accounting practice set This practice set provides experience in manually recording and posting a variety of business transactions common to small businesses so that students gain an understanding of the flow of data in an accounting system Many of these processes are out of sight in a computerised accounting system      **DB Dance Studio Pty Ltd** Nila Latimer,2007 D B Dance Studio is a manual practice set that gives students studying introductory accounting the opportunity to prepare a set of accounts manually This practice set will give students a hands on introduction to the posting and recording of transactions for a retail business over a two month period Students will be required to analyse source documents record journal entries post to ledger accounts adjust and close entries prepare a worksheet and typical financial statements This practice set will develop the skills necessary to keep a set of manual accounting records and understand the steps required to complete the accounting cycle      Sports Zone Robert Grose,2007 Sports Zone A manual accounting practice set is a self paced student text and workbook This practice set allows students to either complete one or two months of transactions which provides the instructor with an additional form of assessment if required Sports Zone uses a perpetual inventory method for a retail business using GST Sports Zone can be used as a manual practice set on its own but may also be used as a computerised practice set using the commercially available accounting software package of QuickBooks The advantage of using both the manual and computerised methods is that it will be possible for students to compare the results produced manually with the printed results produced by the QuickBooks package If both the manual and computerised option is taken then in addition to the manual practice set the computerised material also comes with instructions and the accounting software on CD Rom      **Whitney's Wine Warehouse Pty Ltd** Martin Bugeja,2006-11-29 Whitney s Wine Warehouse is a manual practice set for students studying introductory accounting and can be used with any introductory accounting textbook An advantage of this practice set over many others is that revenue and expense accounts

have not been closed at the end of the previous month therefore providing the student with a more realistic situation going into the last month of the financial year This practice set provides students with the unadjusted trial balance at the end of May and requires them to record typical transactions for a retail business for the last month of the financial year Once these transactions have been recorded and posted students are required to complete the accounting cycle by journalising and posting adjusting and closing entries and preparing financial statements This practice set will develop the skills necessary to keep a set of manual accounting records and understand the steps required to complete the accounting cycle

*Sam's Shoe Barn - A Manual Accounting Practice Set* Corinne Cortese, 2011-07-25 Sam's Shoe Barn is a manual accounting practice set designed to be used with any introductory textbook and intended for students studying introductory accounting This practice set covers all the steps in the accounting cycle and students are guided through the process of recording transactions for a retail business for the last month of the financial year completing adjusting and closing entries and preparing financial statements

*Sports Station* Wendy Pabst, Brian Perrin, 2012-10-15 Sports Station is a manual practice set produced primarily as a teaching aid to be used in association with introductory accounting texts and the international accounting standards This practice set provides experience in manually recording and posting a variety of business transactions common to small businesses so that students gain an understanding of the flow of data in an accounting system Many of these processes are out of sight in a computerised accounting system Completion of the practice set for a one month period should ensure a greater appreciation of The steps in the accounting cycle for a small business The use of special journals for processing data more efficiently The use of subsidiary ledgers to remove detail from the General ledger The perpetual inventory system The bank account reconciliation Balance day adjustments and the General ledger closing process How the accounting cycle culminates in the preparation of financial statements How the goods and services tax GST impacts on accounting The variety of source documents and How to extract information from source documents to record transactions

*Emerald Equestrian Centre* Nila Latimer, 2008 Emerald Equestrian Centre gives accounting students the opportunity to prepare a set of accounts manually Many accounting students think that there is no point in practising manual bookkeeping as computers with accounting software are used in most businesses today It is true that after most accounting students have graduated and entered the workforce they will never be required to do manual bookkeeping Without an exercise such as this accounting practice set students will miss out on the opportunity to see and experience the way all of the steps in the accounting cycle fit together The steps in the accounting cycle such as analysing source documents recording journal entries posting to the ledger accounts preparing adjusting and closing entries and preparing a worksheet and financial statements are usually taught in a number of sessions over a period of weeks An accounting practice set gives students practice at working through the whole accounting cycle thereby discovering how all the steps in the cycle are related

*Brendan's Books Pty Ltd* Martin Bugeja, 2005 Brendan's Books Pty Ltd is intended for students studying introductory accounting and

can be used with any introductory textbook An advantage of this practice set over many others is that revenue and expense accounts have not been closed at the end of the previous month therefore providing students with a more realistic scenario This practice set provides students with the unadjusted trial balance at the end of May and requires students to record typical transactions for a retail business for the last month of the financial year Once these transactions have been recorded and posted students are required to complete the accounting cycle by journalising and posting adjusting and closing entries and preparing financial statements Students that complete this practice set should develop the skills necessary to keep a set of manual accounting records and understand the steps required to complete the accounting cycle **Navigaid Systems**

**Pty Ltd** Lew Edwards,2008 Navigaid Systems Pty Ltd is a small retail business specialising in the supply of a limited range of person global positioning systems to a variety of customers The practice set is designed to give users experience in a simulated retail business environment experience in analysing recording and processing a number of common business transactions incorporating a perpetual inventory system in a manual accounting system On completion of this practice students should have an understanding of the processes and procedures associated with the manual accounting system and in particular a greater appreciation of the steps involved in the accounting cycle for a small retail business how the accounting cycle culminates in the production of monthly financial statements the accounting procedures used in a perpetual inventory system how the Goods and Services Tax impacts on accounting the role of balance day adjustments and their effects on final statements and the end of period closing process preparation of financial statements from accounting records

**Video Matrix** Robert Grose,Harley Chipperfield,2002-11 Video Matrix a manual accounting practice set **Sugar**

**Plum Fashion Manual Accounting Practice Set** Robert Grose,2010-04-27 This manual accounting practice set is based on Sugar Plum Fashion a wholesale company that sells the latest fashion clothing to a number of retailers It is designed to introduce students to the processing of accounting information for a complete accounting cycle based on the periodic inventory system This comprehensive practice set guides students through the process of recording and preparing a range of accounting transactions The major advantage of teaching and learning with a manual practice set is that students will gain a genuine understanding of the underlying processes involved in preparing a set of financial statements This same level and depth of understanding is harder to achieve with the sole use of computerised accounting practise sets and software packages as stand alone learning aids

*Dee-Vee Rama Pty Ltd* Brian Perrin,Lew Edwards,2001 Dee Vee Rama Pty Ltd is a manual practice set designed to provide students with experience in the recording the business transactions of a retail business into a set of manually prepared accounting records The practice set uses the same transactions set as used in Videorama Pty Ltd a Computerised Practice Set using MYOB Accounting Plus Completing Dee Vee Rama Pty Ltd will build student understanding of the necessary accounting procedures when managing the financial accounts for a simulated business environment whilst reinforcing the principles of introductory accounting When used in conjunction with Videorama

Pty Ltd a Computerised Practice Set using MYOB Accounting Plus it highlights the similarities and differences between a manual system of accounting and a computerised one Jack's Jewels and Gifts Pty Ltd Martin Bugeja,2007-11-14 Jack s Jewels and Gifts Pty Ltd is a manual practice set for students studying introductory accounting and can be used with any introductory accounting textbook An advantage of this practice set over many others is that revenue and expense accounts have not been closed at the end of the previous month therefore providing the student with a more realistic situation going into the last month of the financial year This practice set provides students with the unadjusted trial balance at the end of May and requires them to record typical transactions for a retail business for the last month of the financial year Once these transactions have been recorded and posted students are required to complete the accounting cycle by journalising and posting adjusting and closing entries and preparing financial statements This practice set will develop the skills necessary to keep a set of manual accounting records and enable students to understand the steps required to complete the accounting cycle Topp Class Air Conditioning Jill Phillips,2008 Topp Class Air Conditioning is a retail and service business operated by a partnership with a simple 50 50 split of profit or loss This practice set requires students to manually prepare a set of internal format financial reports including a Cash Flow Statement optional using a system of special and general journals and general and subsidiary ledgers for a limited number and range of transactions for a one month period This activity gives students the opportunity to learn how all of the steps in the accounting cycle fit together and how accounting controls can be designed into an accounting information system with reconciliations trial balances etc **Penny's Outlet Store** Martin Bugeja,2006 This practice set is intended for students studying introductory accounting and can be used with any introductory textbook An advantage of this practice set over many others is that revenue and expense accounts have not been closed at the end of the previous month therefore providing you the student with a more realistic situation going into the last month of the financial year This practice set provides students with the unadjusted trial balance at the end of May and requires them to record typical transactions for a retail business for the last month of the financial year Once these transactions have been recorded and posted students are required to complete the accounting cycle by journalising and posting adjusting and closing entries and preparing financial statements This practice set will develop the skills necessary to keep a set of manual accounting records and understand the steps required to complete the accounting cycle Features Uses a company organisational form Periodic inventory system Starting point is an unadjusted trial balance One month of transactions for a retail business Students must complete the accounting cycle by preparing adjusting and closing entries

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