

Accounting I

LAP 17 - Special Journals: Purchases and Cash Payments



Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Standards

- ◆ **PT1b** Use accounting procedures for planning, organizing, and allocating resources
- ◆ **PT1f** Be proficient in the use of technology
- ◆ **PT1h** Apply trouble shooting techniques and processes
- ◆ **PT3d** Use technology tools and resources for managing and communicating personal/professional information, e.g., finances, schedules, addresses, purchases, and correspondence
- ◆ **PT4** Use information-gathering techniques, analyze and evaluate information, and use information technology to assist in collecting, analyzing, organizing, and presenting information

Objectives

- ◆ Explain the purpose of the purchases and cash payments journals.
- ◆ Record transactions in the purchases and cash payments journals.
- ◆ Post from the purchases and cash payments journals to the general and accounts payable subsidiary ledgers.
- ◆ Total, prove, and rule the purchases and cash payments journals.
- ◆ Prepare a schedule of accounts payable.
- ◆ Prove cash.
- ◆ Define the accounting terms introduced in this chapter.

Resources Accounting-Real World Applications & Connections – First-Year Course
 Chapter Reviews and Working Papers (Accounting Workbook)
 CD ROM
 Electronic Field Trip

Time Frame 5 hours

Introduction

In chapter 17 you will continue your study of special journals by learning how to record transactions in the purchases and cash payments journals. You will also learn how to post from both journals to the general and subsidiary ledgers.

Assignments

Where appropriate and possible, written answers must be in complete sentences and keyed. Turn in completed activities as directed by instructor.

- _____ View Electronic Field Trip, Purchases and Cash Payments
- _____ Read, Special Journals: Purchases and Cash Payments, pp. 448-449
- _____ Read Section 1, The Purchases Journal, pp. 450-456
- _____ Complete the following exercises on p. 457: Thinking Critically, Communicating Accounting and Problem 17-1 using appropriate working papers

- _____ Read Section 2, Cash Payments Journal, pp. 458-470
- _____ Complete the following exercises on p. 471: Thinking Critically, Computing in the Business World and Problem 17-2 and 17-3 using appropriate working papers
- _____ Read Accounting Careers in Focus, p. 472 and answer the Thinking Critically question
- _____ Review the Chapter 17 Summary on p. 473
- _____ Complete Understanding Accounting Concepts and Procedures on p. 474
- _____ Complete Chapter 17 Review and Activities on p. 475 (see instructor)
- _____ Read Chapter 17 Computerized Accounting, p. 476
- _____ Complete End-of-Chapter problems on pp. 477-481, Problems 17-4, 17-5, 17-6, 17-7, and 17-8 using appropriate working papers
- _____ Complete Chapter 17 Review on pp. 452-453 of the Working Papers
- _____ Complete Self-Test on pp. 485-486 of the Working Papers
- _____ Complete CD Rom (see instructor for directions)

_____ **Take Chapter 17 Test**

_____ **Take Unit 4 A-1 Test**

Self Assessment - "I/I can . . . "

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- _____ Record transactions in the purchases and cash payments journals.
- _____ Post from the purchases and cash payments journals to the general and accounts payable subsidiary ledgers.
- _____ Total, prove, and rule the purchases and cash payments journals.
- _____ Prepare a schedule of accounts payable.
- _____ Prove cash.
- _____ Define the accounting terms introduced in this chapter.