

Accounting I

LAP 6 – Recording Transactions in a General Journal



Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Standards

- ◆ **PT1b** Use accounting procedures for planning, organizing, and allocating resources
- ◆ **PT1d** Develop the ability to participate in business transactions in both the domestic and international arenas
- ◆ **PT1f** Be proficient in the use of technology
- ◆ **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 first three steps in the accounting cycle.
- ◆ Give and describe several examples of source documents.
- ◆ Explain the purpose of journalizing.
- ◆ Describe the steps to make a general journal entry.
- ◆ Make accurate general journal entries.
- ◆ Correct errors in general journal entries.
- ◆ Define the accounting terms introduced in this chapter.

Resource 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 6 you will learn how to journalize the business transactions they have analyzed in the previous chapters. You will first learn about the steps in the accounting cycle and will then use a general journal to record several typical business transactions.

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, Business Ethics
- _____ Read Recording Transactions in a General Journal, pp. 120-121
- _____ Read Section 1, The Accounting Cycle, pp. 122-124
- _____ Complete the following exercises on p. 125: Thinking Critically, Communicating Accounting and Problem 6-1, using appropriate working papers
- _____ Read Section 2, Recording Transactions in a General Journal pp. 126-139
- _____ Complete the following exercises on p. 140: Thinking Critically, Computing in the Business World, and Problems 6-2 and 6-3, using the appropriate working papers

- _____ Review the Chapter 6 Summary on p. 141
 - _____ Complete Understanding Accounting Concepts and Procedures on p. 142
 - _____ Complete Chapter 6 Review and Activities on p. 143 (see instructor)
 - _____ Read Chapter 6 Computerized Accounting, p. 144
 - _____ Complete End-of-Chapter problems on pp. 145-149, Problems 6-4, 6-5, 6-6, 6-7 and 6-8 using appropriate working papers
 - _____ Complete Chapter 6 Review on pp. 80-81 of the Working Papers
 - _____ Complete Self-Test on pp. 101-102 of the Working Papers
 - _____ Complete CD Rom (see instructor for directions)
- _____ **Take Chapter 6 Test**

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

- _____ Explain the first three steps in the accounting cycle.
- _____ Give and describe several examples of source documents.
- _____ Explain the purpose of journalizing.
- _____ Describe the steps to make a general journal entry.
- _____ Make accurate general journal entries.
- _____ Correct errors in general journal entries.
- _____ Define the accounting terms introduced in this chapter.