

# JOURNAL ENTRIES CHEAT SHEET

# GUIDE TO JOURNAL ENTRIES

## DOUBLE-ENTRY BOOKKEEPING

Double-entry bookkeeping is a system of accounting that uses double entries to record each transaction. It is based on the accounting equation: Assets = Liabilities + Equity. Each transaction is recorded in two accounts, one as a debit and one as a credit, ensuring that the accounting equation remains balanced.

## JOURNAL ENTRY

A journal entry is a record of a business transaction in the accounting system. It is the first step in the accounting cycle. Each journal entry consists of a date, a description of the transaction, and the debit and credit amounts.

## DEBITS & CREDITS

Debits and credits are the two sides of a journal entry. Debits are recorded on the left side of the entry, and credits are recorded on the right side. The accounting equation is: Assets = Liabilities + Equity.

## ADJUSTING ENTRIES

Adjusting entries are journal entries that are used to adjust the accounts at the end of an accounting period. They are used to record transactions that have not yet been recorded in the journal, such as depreciation, amortization, and accruals.

## REVERSING ENTRIES

Reversing entries are journal entries that are used to reverse the effect of an adjusting entry. They are used to correct errors in the accounting system and to ensure that the accounts are accurate at the end of the accounting period.

## CLOSING ENTRIES

Closing entries are journal entries that are used to close the accounts at the end of an accounting period. They are used to transfer the balances of the temporary accounts (revenues, expenses, and dividends) to the permanent accounts (assets, liabilities, and equity).

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## Accounting Cycle Cheat Sheet

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**ACCOUNTING CYCLE**

*Accounting Cycle* is a series of steps that accountants use to record and summarize the financial transactions of a business. It is a systematic process that ensures the accuracy and completeness of financial records.

Step	Description	Icon
1	Identify the business transactions that have occurred during the accounting period.	Yellow folder
2	Record the transactions in the journal.	Blue cube
3	Post the journal entries to the ledger.	Blue folder
4	Calculate the ending balances for each account.	Blue folder
5	Prepare a trial balance to check for errors.	Blue folder
6	Adjust the accounts for any accruals or deferrals.	Blue folder
7	Prepare financial statements (Income Statement, Balance Sheet, etc.).	Blue folder
8	Close the accounts and prepare the final financial statements.	Blue folder

**Accounting Cycle** is a systematic process that ensures the accuracy and completeness of financial records. It involves identifying transactions, recording them in the journal, posting to the ledger, calculating ending balances, preparing a trial balance, adjusting accounts, preparing financial statements, and finally closing the accounts.

**Accounting Cycle** is a systematic process that ensures the accuracy and completeness of financial records. It involves identifying transactions, recording them in the journal, posting to the ledger, calculating ending balances, preparing a trial balance, adjusting accounts, preparing financial statements, and finally closing the accounts.

# Accounting Journal Entries Cheat Sheet

**Huangqi Zhang**

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the author's name.

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