

- 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.....

1. 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>

# Accounting Manual Practice Set

**Mellida Frost**



## **Accounting Manual Practice Set:**

*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.

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

**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.

**Suitability** Peter Hall, 2010-07-01

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.

**Marvellous Mobile Phones** Mellida Frost, 2011 This comprehensive manual accounting practice set enables the student to implement skills learnt in an introductory accounting course. Students are required to extract information from source documents just as they would in an actual business. The purpose of this practice set is to enhance students' understanding of the double entry accounting system and its application in the real world.

*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 creditor and general ledgers, periodic inventory system with an appendix covering perpetual inventory, bank reconciliation, worksheets, balance sheets and income statements.

**E-Generation - A Manual Practice Set** Wendy Pabst, Brian Perrin, 2014-06-26 *e Generation* is a manual accounting practice set for a small company. 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 occur out of sight in a computerised accounting system Page four of cover      E-Revolution Wendy Pabst,Brian Perrin,2012 e Revolution 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 The practice set uses a variety of source documents to show a range of typical business events and will show students how to extract information from source documents and then record transactions      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      *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      **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 *Departments of Labor, Health and Human Services, Education, and Related Agencies Appropriations for 1982* United States. Congress. House. Committee on Appropriations. Subcommittee on the Departments of Labor, Health and Human Services, Education, and Related Agencies,1981

**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 *Paradise Pools Manual Accounting Practice Set* Grose,2011-01-06 *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 studyingintroductory accounting and can be used with any introductorytextbook An advantage of this practice set over many others is that revenue and expense accounts have not been closed at the endof the previous month therefore providing students with a morerealistic scenario This practice set provides students with theunadjusted trial balance at the end of May and requires students toreord typical transactions for a retail business for the lastmonth of the financial year Once these transactions have beenrecorded and posted students are required to complete theaccounting cycle by journalising and posting adjusting and closingentries 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

**Descriptions of Education Manuals**

**Prepared Or Selected by the Editorial Staff of the United States Armed Forces Institute** United States. Navy Department. Naval Personnel Bureau, 1945      Top Shot Robert Grose, 2008      **Garden Blitz** Hartnett & Yap, Neil Hartnett, 2005-12

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