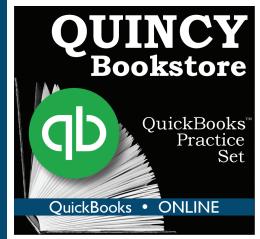


QUINCY BOOKSTORE

QuickBooks™ Bookkeeping Practice Set



Work Papers and Answer Sheets

QuickBooks • ONLINE



bsnsAtlas.com

teaching • bsns • basics

RON J. TRUCKS



BSNSATLAS.COM



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This practice set will allow you to use the skills you have developed working through the bsnsAtlas.com *Bookkeeping Basics* series including our course on QuickBooks Online™. With the information provided, you will create the initial Quincy Bookstore company file using QBO. When you're done with that, you will add customers, vendors, and sales items, finalize the Chart of Accounts, and set some of the company settings.

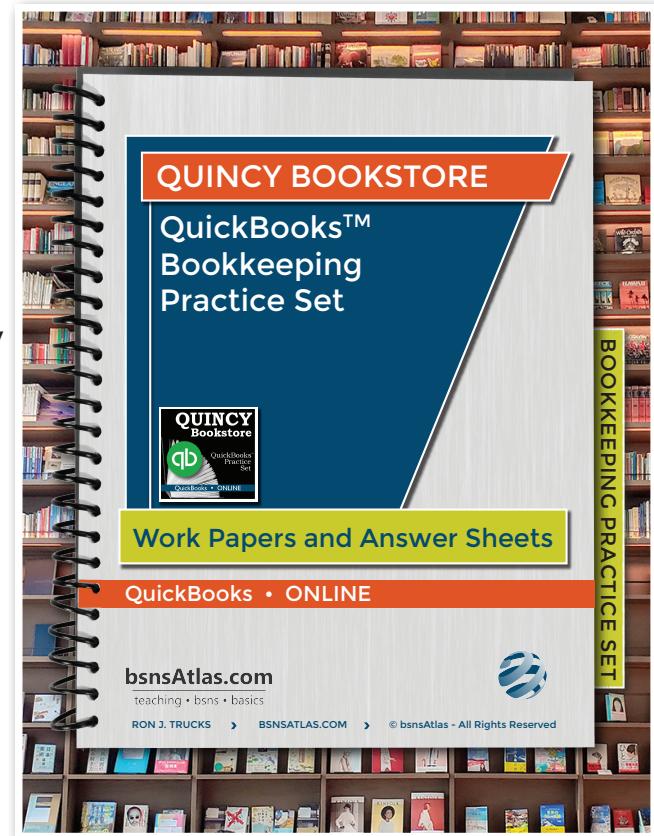
After the company file is set up, you will work through transactions that occur over the month of December 20XX. While we realize a bookstore would most likely have a LOT more entries than this, the intent of this lesson is to give you practice with a variety of entries. This version does not work with processing payroll in QBO so you will just be given lump payroll entries to enter.

After entering the transactions for the entire month, you will reconcile the MasterCard account and the bank account, enter monthly adjustment entries, and prepare reports.

Quincy Bookstore is a fictitious company based on an original practice set developed by Janet Horne in her textbook *QuickBooks 2015*®. The bookstore is located near a college and provides keyboarding services as well as sells books and educational supplies. *Quincy Bookstore* is located in St. Louis, MO, and is a sole proprietorship owned by you. You do all the purchasing and are involved in all aspects of the business.

BEFORE YOU BEGIN... TWO IMPORTANT POINTS

- This printed documentation is support for the video lessons. While it is possible to work through this activity without using the videos, there will be items you may miss or not understand. Along with providing "check answers" throughout the project, the video lessons provide additional explanations or clarifications needed to succeed.
- If you are not familiar with how to use anything mentioned below, make sure to reference the courses in our series OR you can use the "Help" resources in your QuickBooks and other online sources.





INFORMATION ABOUT DATES

- We have indicated the “current year” throughout this document as “20XX”. You should use the year you are currently working in.
- When you’re creating the new company file, there are dates for the “As of” dates and “Opening Balances” dates. Those should all be set to November 30 of the current year. These will be written as “11/30/20XX”.

PRIOR TO BEGINNING SETUP OF YOUR DATA FILE...

As explained in the lesson titled “QBO Availability”, it is your choice how to access QuickBooks Online to work through this practice set. However, either option will require you to create a QuickBooks Accountant Online account (which is free) using an email address you have not used with QuickBooks Online previously. To do that:

- Search online for “create a QBO Accountant account” which should take you to the signup page
- Or use the link www.bsnsAtlas.com/QBOFree
 - bsnsAtlas does NOT track usage of this link or gather any data. It is simply for convenience.

Once your QBO Accountant account is set up, your choices are:

- Use your QBO Accountant account company file as the practice platform for *Quincy Bookstore*
 - You will need to do additional cleanup in the account to clear it out and prepare it for use
- Request FREE access to bsnsAtlas’ blank *Quincy Bookstore* core file
 - Requires the student’s email address and an enrollment verification
 - This process occurs via email and may take up to 72 hours for completion
 - However, core data file exactly matches the practice set with no additional cleanup required



1 SET-UP STEP 1

LET'S GET YOUR FILE SET UP!

CREATE A NEW COMPANY IN QB ONLINE™

Using the Quincy Bookstore core file from bsnsAtlas

After receiving your Invitation email from bsnsAtlas (or RJ Trucks), click the ACCEPT INVITATION button.

- If you have never had a QuickBooks Online account before, the “Create your account” window will open. Fill in the required information and select “Create Account”
- If you have had a QuickBooks Online account before, use your log in information.

QBO will take a few moments to create your blank company and then give you a “Welcome!” screen. Click the NEXT button.

Using the Quincy Bookstore core file from bsnsAtlas or your accountant company file:

Rename your business name to “[Your Name]’ Quincy Bookstore”, select “This is my legal business name”, and click NEXT.

Complete each screen using*...

- How have you been managing your finances? – *Nothing, I'm just getting started* and click NEXT
- What's your industry? – SKIP FOR NOW
- What kind of business is this? – *Sole proprietor* and click NEXT
- How does your business make money? – *Provides services* **and** *Sells products* and click NEXT
- What's your main role at Quincy Bookstore? – *Bookkeeper or accountant* and click NEXT
- Who works at this business? – *Only the owner* and click NEXT
- What apps do you use for your business? – SKIP FOR NOW
- Link your accounts and see everything in one place – SKIP FOR NOW



- What is everything you want to set up? – Select all of the following and click NEXT:
 - Organize money in and out
 - Invoice customers
 - Track receipts and expenses
 - Track sales
 - Manage sales tax
 - Enter and pay bills
- Click LET'S GO

Take a quick tour if you wish...

* for those using their own accountant company file, you may need to make these adjustments manually in your Account and Settings area

2 SET-UP STEP 2

PURGING ALL THE SETUP INFO

Replace web address with <https://app.qbo.intuit.com/app/purgecompany>

- Type "YES" in the field in the bottom right and click OK
- What type of business is this? – Select *Retail Establishments*
- Create accounts based on my industry? – Select *Create an empty chart of accounts*
- Select WIPE DATA

Open the Chart of Accounts by selecting ACCOUNTING in the left menu and clicking CHART OF ACCOUNTS

- Click SEE YOUR CHART OF ACCOUNTS – This only appears the first time you open the chart.
- There should only be a few accounts right now, maybe 6 or so. We will be adjusting these and entering the rest.



3

SET-UP STEP 3

ADJUST SETTINGS AND SALES TAX

Click the GEAR in the top right and select ACCOUNT AND SETTINGS. Working down the options in the left menu, we are going to adjust several settings. To edit each section, click the small pencil in the top right of that section. When finished with all, click DONE in the bottom right of the screen.

- COMPANY tab
 - Company name:
 - » *Company name:* **[Your Name]’s Quincy Bookstore**
 - » *Legal name:* Turn the checkmark on
 - » *EIN/SSN:* Select EIN and enter **46-6521446**
 - Contact info:
 - » *Company email:* Same email you used to set up the company
 - » *Customer-facing email:* Leave checked on
 - » *Company phone:* **314-555-9876**
 - » *Website:* Leave blank
 - Company address:
 - » Enter **1055 Quincy Street** and select ENTER MANUALLY at the bottom of the search window
 - » Complete the fields with **1055 Quincy Street, St. Louis, MO, 63111**
 - » If prompted, select **YES, IT’S CORRECT**
- SALES tab
 - Sales form content:
 - » *Discount:* Turn on
 - » *Tags:* Turn off
- ADVANCED tab
 - Chart of accounts:
 - » *Enable account numbers:* Turn on
 - » *Show account numbers:* Checkmark on



- Other preferences:
 - » *Sign me out if inactive for:* Set to 3 HOURS
- Set up Sales Tax:
 - From the Dashboard, click TAXES in the left menu and select SALES TAX.
 - Select USE AUTOMATIC SALES TAX
 - Verify the address is correct and click NEXT
 - *Do you need to collect sales tax outside of Missouri?* – Select NO and click NEXT
 - Click CREATE AN INVOICE
 - » In the bottom right of the invoice, pull down the menu with BASED ON LOCATION
 - » Select ADD A RATE
 - » Select SINGLE
 - » Name: MO Sales Tax
 - » Agency: Missouri Department of Revenue
 - » Rate: 8%
 - » In the bottom left of the Invoice window, click CANCEL and select YES to Do you want to leave without saving?
 - When asked about *Filing Frequency*, select YEARLY and SAVE

NOTES



4

SET-UP STEP 4

TIME TO WORK ON THE CHART OF ACCOUNTS

After creating the new company QB file, the original Chart of Accounts (COA) will have a few accounts determined by QB. You're now going to edit some of them and enter more new ones to get us started.

- First thing... let's change the names and/or account numbers for accounts that are already in the system. Use the list below to update that information:

Original Name	New Name (if changed)	Account Number
Undeposited Funds		12000
Uncategorized Asset		12900
Inventory Asset		18000
Missouri Department of Revenue Payable		28000
Out of Scope Agency Payable		28100
Retained Earnings		39000
Sales	Sales and Service Income	40000
Discounts Given	Sales Discounts	45000
Uncategorized Income		49999
Cost of Goods Sold		50000
Uncategorized Expense		59000

- Now it's time to add the rest of the accounts we are going to use. Use the following Setup Step 5 – Setup Other Lists Information

Account Type	Save account under:	Tax form section:	Account name:	Account number
Banks	Bank Accounts	Checking	Checking	10000
Assets	Accounts Receivable	Accounts Receivable (A/R)	Accounts Receivable	11000
Assets	Other Current Assets	Prepaid Expenses	Prepaid Insurance	12200



Account Type	Save account under:	Tax form section:	Account name:	Account number
Assets	Other Current Assets	Inventory	Supplies Inventory	12300
Assets	Fixed Assets	Furniture and Fixtures	Store Equipment and Fixtures	15000
Assets	15000 Store Equipment and Fixtures	Furniture and Fixtures	Original Cost	15100
Assets	15000 Store Equipment and Fixtures	Furniture and Fixtures	Accumulated Depreciation	15200
<hr/>				
Liabilities	Accounts Payable	Accounts Payable (A/P)	Accounts Payable	20000
Liabilities	Other Current Liabilities	Loan Payable	Store Equipment & Fixtures Loan	27000
<hr/>				
Credit Cards	Credit Cards	Credit Card	Mastercard	21000
<hr/>				
Equity	Equity	Owner's Equity	[First and Last Name], Equity	31000
Equity	[First and Last Name], Equity	Owner's Equity	[First and Last Name], Investments	31100
Equity	[First and Last Name], Equity	Owner's Equity	[First and Last Name], Earnings	31200
Equity	[First and Last Name], Equity	Owner's Equity	[First and Last Name], Draw	31300
<hr/>				
Income	40000 Sales and Service Income	Other Primary Income	Book Sales	40100
Income	40000 Sales and Service Income	Other Primary Income	Keyboarding Sales	40200
Income	40000 Sales and Service Income	Other Primary Income	Supplies Sales	40300



Account Type	Save account under:	Tax form section:	Account name:	Account number
Income	Income	Other Primary Income	Misc Fees Income	49000
Expenses	50000 Cost of Goods Sold	Supplies & Materials - COGS	Purchases	50100
Expenses	50000 Cost of Goods Sold	Supplies & Materials - COGS	Merchandise Discounts	50200
Expenses	Expenses	Bank Charges	Bank Service Charges	51000
Expenses	Expenses	Communication	Computer and Internet Expense	51100
Expenses	Expenses	Other Business Expenses	Depreciation Expense	51200
Expenses	Expenses	Equipment Rental	Equipment Rental Expense	51300
Expenses	Expenses	Insurance	Insurance Expense	51400
Expenses	51400 Insurance Expense	Insurance	Fire Insurance	51410
Expenses	51400 Insurance Expense	Insurance	Liability Insurance	51420
Expenses	Expenses	Interest Paid	Interest Expense	51500
Expenses	Expenses	Other Business Expenses	Janitorial Expense	51600
Expenses	Expenses	Other Business Expenses	Miscellaneous Expense	51700
Expenses	Expenses	Payroll Expenses	Payroll Expense	51800
Expenses	Expenses	Other Business Expenses	Postage and Delivery Expense	51900
Expenses	Expenses	Advertising/ Promotional	Printing & Reproduction Expense	52000
Expenses	Expenses	Rent or Lease of Buildings	Rent Expense	52100
Expenses	Expenses	Repair & Maintenance	Repairs & Maintenance Expense	52200



Account Type	Save account under:	Tax form section:	Account name:	Account number
Expenses	Expenses	Supplies & Materials	Supplies Expense	52300
Expenses	Expenses	Communication	Telephone Expense	52400
Expenses	Expenses	Utilities	Utilities Expense	52500



CHECK YOUR WORK

Compare your Chart of Accounts with the report titled **COA – Step 4**.

5

SET-UP STEP 5

SETUP OTHER LISTS INFORMATION

In this step, some other lists are going to be set up to help you enter your *Customers*, *Vendors*, and *Products/Services*. Remember to check your previous courses or other sources if you need help reme mbering what the terms mean.

- Add/edit the following items in the PAYMENT METHODS list:
 - Change *Credit Card* to *Visa*
 - Add *MasterCard* (and indicate that it is a credit card)
 - Add *Debit Card* (and indicate that it is a credit card)
 - Add *Online* payment
- Create following items in the TERMS list:
 - *Net 30*
 - *2% 10, Net 30*



6 SET-UP STEP 6

ENTER THE INITIAL QUINCY BOOKSTORE CUSTOMERS

- Use the following information to setup your Customers at the beginning of the practice set.
- ALL Opening Balances should be dated as of **11/30/20XX**

Initial Customers

<i>Customer Name:</i>	In-Home Educating, Inc.	Kiley, Emma	St. Louis Community Schools	Gaines, Jonathan
<i>Opening Balance</i>	\$1,500.00	\$100.00	\$1,000	\$350.00
<i>Company Name:</i>	In-Home Educating, Inc.	---	St. Louis Community Schools	---
<i>First Name:</i>	---	Emma	---	Jonathan
<i>Last Name:</i>	---	Kiley	---	Gaines
<i>Email:</i>	IHE@quincybookstore.com	EmmaK@quincybookstore.com	SLCS@quincybookstore.com	JonnyG@ @quincybookstore.com
<i>Main Phone:</i>	314-555-7765	314-555-3001	314-555-2213	314-555-0910
<i>Address:</i>	111 Riverside St. St. Louis, MO 63101	5342 Lystrom St. St. Louis, MO 63101	355 Main Street St. Louis, MO 63101	1201 Burly Drive St. Louis, MO 63101
<i>Payment Terms:</i>	Net 30	2% 10, Net 30	2% 10, Net 30	Net 30
<i>Preferred Payment:</i>	---	Check	Visa	Check
<i>Tax Code:</i>	Tax	Tax	Non	Tax
<i>Tax Item:</i>	State Tax	State Tax	State Tax	State Tax



CHECK YOUR WORK

Compare your Customer List with the report titled **Customer List – Step 6**. Add/remove columns as needed to display the appropriate information. You might want to memorize this report to make it easier to access later



7

SET-UP STEP 7

ENTER THE QUINCY BOOKSTORE VENDORS

- Use the following information to setup your *Vendors* at the beginning of the practice set.
- ALL Opening Balances should be dated as of **11/30/20XX**

Initial Vendors

<i>Vendor and Company Name:</i>	Educational Materials, Inc	Writing Products, LLC	Office Supplies For You
<i>Opening Balance</i>	\$1,000.00	\$500.00	\$800.00
<i>Main Phone:</i>	469-555-2500	816-555-5555	314-555-3104
<i>Fax Phone:</i>	469-555-2501	816-555-5500	---
<i>Address:</i>	25011 Industrial Book Lane Dallas, TX 75001	9721 Business Street Kansas City, MO 64030	2220 Truman Blvd. St. Louis, MO 63104
<i>Payment Terms:</i>	2% 10, Net 30	2% 10, Net 30	2% 10, Net 30

<i>Vendor and Company Name:</i>	MO Dept of Revenue	First Founded Bank of Missouri
<i>Main Phone:</i>	573-555-2149	314-555-0001
<i>Fax Phone:</i>	573-555-7941	314-555-0002
<i>Address:</i>	1051 Capital Building Dr. Jefferson City, MO 63505	145 First Avenue St. Louis, MO 63101

**CHECK YOUR WORK**

Compare your Vendor List with the report titled **Vendor List – Step 7**. Add/remove columns as needed to display the appropriate information. You might want to memorize this report to make it easier to access later.



8

SET-UP STEP 8

ENTER THE QUINCY BOOKSTORE SALES ITEMS

- Use the following information to setup your Items at the beginning of the practice set into the PRODUCTS AND SERVICES list.
- ALL On-Hand balances should be dated as of **11/30/20XX**

Initial Items

Item Type:	Inventory Part	Inventory Part	Inventory Part
Item Name:	Paper	Paperback Books	Pens, etc.
On-hand:	200	45	50
Reorder point (min):	150	30	50
Inventory Asset Account:	12300 Supplies Inventory	12300 Supplies Inventory	12300 Supplies Inventory
Sales Description:	Paper Supplies	Paperback Books	Pens, etc.
Sales Price:	Leave blank	Leave blank	Leave blank
Income Account:	40300 Supplies Sales	40100 Book Sales	40300 Supplies Sales
Taxable?	Yes	Yes	Yes
Purchase Description:	Paper Supplies	Paperback Books	Pens, etc.
Cost:	\$5.00	\$4.00	\$5.00
COGS Account:	50100 Purchases	50100 Purchases	50100 Purchases
Preferred Vendor:	Office Supplies for You	Educational Materials, Inc.	Writing Products, LLC
Total Value:	\$1,000.00	\$180.00	\$250.00



Item Type:	Inventory Part	Inventory Part	Service
Item Name:	Stationary	Textbooks	Keyboarding
On-hand:	30	2,000	---
Reorder point (min):	25	2,000	---
Inventory Asset Account:	12300 Supplies Inventory	12300 Supplies Inventory	---
Sales Description:	Stationary	Textbooks	Keyboarding Services
Sales Price:	Leave blank	Leave blank	Leave blank
Income Account:	40300 Supplies Sales	40100 Book Sales	40200 Keyboard Sales
Taxable?	Yes	Yes	No
Purchase Description:	Stationary	Textbooks	Keyboarding Services
Cost:	\$7.50	\$50.00	---
COGS Account:	50100 Purchases	50100 Purchases	---
Preferred Vendor:	Office Supplies for You	Educational Materials, Inc.	---
Total Value:	\$225.00	\$100,000.00	---

When you created the Items above, QBO used the information to determine the value of your *Supplies Inventory* account based on the Cost you set for each of the On Hand Items. BUT, since you purchased some of those Items, your cost has now changed. Go through and update the Cost for each of the Items below to make sure that future transactions process correctly.

- Change Cost for Paper Supplies to \$4.00
- Change Cost for Pens to \$3.00



CHECK YOUR WORK

Compare your Item List with the report titled **Product and Services List – Step 8**. Add/remove columns as needed to display the appropriate information. You might want to memorize this report to make it easier to access later



9

SET-UP STEP 9

BEFORE WE START WORKING ON THE FILE...

As you know, we're "pretending" that this is the last month of the fiscal year for *Quincy Bookstore*, but we're not going to take the time to enter all 11 months of previous information into the file.

With that in mind, we need to do a couple of things to magically get all of the first 11 months into your records.

- First, create a *General Journal* entry to record the following information as ONE entry dated 11/30/20XX with the memo "Opening activity adjustment – Balance Sheet."

Number		Debit	Credit
10000	Checking	\$130,870.25	
12200	Prepaid Insurance	400.00	
12300	Supplies Inventory	1,950.00	
15100	Original Cost	18,000.00	
15200	Accumulated Depreciation		\$2,933.26
21000	Mastercard		500.00
27000	Store Equipment & Fixtures Loan		5,333.40
31100	[First and Last Name], Inv estments		\$75,000
31300	[First and Last Name], Draw	22,765.18	
40000	Sales and Service Income	2,950.00	
(none)	Other Miscellaneous Expense		2,300.00
(none)	Opening Balance Equity		90,868.77
	Total	<u>\$176,935.43</u>	<u>\$176,935.43</u>



- Then, create a General Journal entry to record the following information as ONE entry dated 11/30/20XX with the memo "Opening activity adjustment – Profit & Loss."

Number		Debit	Credit
40100	Book Sales		\$202,161.23
40200	Keyboarding Sales		2,072.00
40300	Supplies Sales		9,480.68
45000	Sales Discounts	\$736.28	
49000	Misc Fees Income		120.00
50100	COGS: Purchases	111,887.54	
50200	COGS: Merchandise Discounts		1,691.31
51000	Bank Service Charges	75.00	
51100	Computer and Internet Expense	755.36	
51200	Depreciation Expense	2,933.26	
51300	Equipment Rental Expense	1,005.18	
51410	Fire Insurance Expense	1,122.00	
51420	Liability Insurance Expense	3,278.00	
51500	Interest Expense	2,851.77	
51600	Janitorial Expense	399.24	
51700	Miscellaneous Expense	1,218.67	
51800	Payroll Expenses	46,016.88	
51900	Postage and Delivery Expenses	412.68	
52000	Printing & Reproduction Expense	609.72	
52100	Rent Expense	13,200.00	
52200	Repairs & Maintenance Expense	630.50	
52300	Supplies Expense	536.37	
52400	Telephone Expense	2,079.00	
52500	Utilities Expense	4,163.40	
30000	Opening Balance Expense	21,614.37	
		<u>\$215,525.22</u>	<u>\$215,525.22</u>



CHECK YOUR WORK

Compare your **Balance Sheet** and your **Profit and Loss** both dated **11/30/20XX** with the reports matching those same titles. Make sure everything matches and has the correct Balance Totals. Correct and adjust as needed.

10

SET-UP STEP 10

FINAL CLEANUP OF THE CHART OF ACCOUNTS

As we set up some of the *Items*, *Vendors*, *Customers*, etc., QBO automatically added some accounts that were needed. We need to go through and assign some account numbers and clean up the list.

- None of the following accounts should have Account Numbers so go ahead and make them **INACTIVE** (if they are in your system):
 - Inventory Asset
 - Billable Expense Income
 - Sales of Product Income
 - Inventory Shrinkage
 - Purchases
- Add the account number 39999 to the *Opening Balance Equity* account
- Add the account number 59999 to the *Other Miscellaneous Expenses* account



CHECK YOUR WORK

Compare your Chart of Accounts with the report titled **COA – Step 10**. Correct and adjust as needed.



SO, LET'S START ENTERING TRANSACTIONS!

WHEN ENTERING TRANSACTIONS, REMEMBER...

- As you work through the list of transactions, add new customers, vendors, employees, items, and accounts as necessary.
- It's up to you what you want to write in the memo sections in all transactions, but make sure to include some notes to explain each transaction.
- Unless otherwise specified, the "Terms" for each sale or bill will be the one specified as the default ones in the *Customer or Vendor* lists.
- **The transaction date will be the date the entry is made**, unless instructed otherwise.
- If the Terms allow a discount for a customer, make sure to apply the discount if payment is received in time for the customer to take it. (*Remember, the discount period starts with the date of the invoice. Also, if an invoice or bill date is not provided, use the transaction date to begin the discount period.*)
- Use **Sales Discounts** as the account to track Customers' early-pay discounts. **Merchandise Discounts** should be used when paying your Bills during the early-pay period.
- If a customer receives a credit and still has a balance on their account, apply that credit to the invoice used for the sale. If there is no balance for a customer and a return is made, issue a Credit Memo and refund it by check.
- Always pay bills in time to take advantage of purchase discounts.
- Remember, an opening balance is **NOT** eligible for a discount.



NOTES

PRINTING AND DOCUMENT NUMBERS:

Make sure to check out the lesson in the References Section to see how we work with invoice numbers, check numbers, etc...

The instructions for the practice set says to "Print" reports at various points throughout it. You are NOT submitting any work for grading, etc. With that in mind, it is YOUR choice whether you want to actually print reports, save them as PDF files, or not print them at all.



AND HERE WE GO!

WEEK 1 – DECEMBER 1 TO 3, 20XX (PARTIAL WEEK)

December 2, 20XX:

1. An employee typed a five-page paper at the rate of \$5 per page, and also sold an \$80 textbook, and three paperback books at \$6.99 each to a *Walk-in Customer*. (You probably don't have a customer in your list yet for "Walk-In Customers", do you?) Received Check #2951 for the full payment. (QuickBooks may give you a variety of messages, mark them so they do not display in the future.)
2. In-Home Educating, Inc. purchasing representative stopped in and purchased 30 copies of a textbook on account for \$95 each.
3. Received Check #1096 from Emma Kiley for \$100 as payment in full on her account.
4. Received a telephone call for an order on account from St. Louis Community Schools (SLCS) for 25 boxes of pens at \$8.99 each and five reams of paper at \$6.99 per ream which they will be picking up in the next day or two. For right now, enter this as an ESTIMATE and you will learn more about why in the video.
5. Sold one textbook at \$79.99, one textbook for \$95.99, one textbook for \$125.00, one textbook for \$139.95, and one textbook for \$145.00 to a student (*Walk-in Customer*) using Visa.

December 3, 20XX

6. St. Louis Community Schools picked up all of the merchandise from the 12/2/20XX order. Using the Estimate in the system, select "Create Invoice" dated December 3, 20XX.
7. Received Check #915 for \$350 from Jonathan Gaines for the full amount due on his account (from the previous month.)
8. Sold Emma Kiley two pens at \$12.99 each and five boxes of stationery at \$10.99 per box and billed her for all of it.
9. Received \$1,500 as payment in full for the opening balance from In-Home Educating, Inc., using a Debit Card.
10. Paid the outstanding Mastercard bill in full using online payment from your checking account. (Record the electronic payment in the Checking account register and code it to the Mastercard liability account.)



11. Time to decide if you need to order any inventory. Review an "Product/Services List" report for December 1-3, 20XX to see if anything needs to be ordered. Add columns for Reorder Point, Qty on PO, and Preferred Vendor and then Save the customized report to make it faster in the future.
 - Each inventory, the practice set will let you know how many items to reorder. In reality, your company would have processes that you would follow, or you would make the decision personally. With that in mind, create Purchase Orders for:
 - Pens, etc. – 37 @ \$3.00
 - Stationary – 5 @ 7.50
 - Textbooks – 46 @ \$50.00
12. Deposit all funds from the Cash Drawer to the Checking account.

Any bills to pay? Check for bills that are either due or eligible for discount between now and December 10th (the next day we're going to pay bills.) Pay any bills that qualify. Bills that are not due and are not eligible for a discount before December 10th can be paid later.

BUT WE'RE GOING TO MAKE AN EXCEPTION... Opening balances do not qualify for a discount even though they are showing a Discount Date. Since we have cash in the Checking account, let's go ahead and pay the bills from the opening balance. That means there are three bills to be paid. WEEK 2 – December 4 to 10, 20XX



CHECK YOUR WORK

Time to check your work

- Print a Profit & Loss report for December 1-3, 20XX.
- Print a Balance Sheet as of December 3, 20XX.
- Print the Journal using the "All Dates" date range
- Print the General Ledger using the "All Dates" date range
 - The order in which your transactions appear, along with item numbers (such as check numbers, invoice numbers, etc.) may be different from any answer keys. As long as all of the transactions have been entered, the order of entry does not matter.



WEEK 2 – DECEMBER 4 TO 10, 20XX

December 5, 20XX

1. Sold two textbooks on account at \$125 each to a new credit customer:
 - Elizabeth Manning
 - Main Phone: 636-555-6841
 - 1492 Waterford Drive, St. Louis, MO, 63101
 - Payment Terms: Net 10 (Do you need to add a new Standard Term for Net 10?)
 - Taxable, MO Sales Tax.
2. Received 10 boxes of pens you ordered from Writing Products, LLC on 12/3 along with the bill. (Did you date the transaction 12/05/20XX?)
3. Received the 46 textbooks as ordered from Educational Materials, Inc. with the bill.

December 7, 20XX

4. Emma Kiley returned two pens she purchased on December 3 for \$12.99 each because she did not like the color. Apply the credit to the open invoice and print out the Credit Memo after you apply the credit to the invoice.
5. The nonprofit organization, Online Growth Schools LLC, bought a classroom set of 30 computer training textbooks on account for \$110.00 each and 15 reams of paper at \$4.99 each. Apply a 10% sales discount for a nonprofit organization.
 - Add the new customer
 - Online Growth Schools, LLC
 - Main Phone: 314-555-8787
 - 18878 W. First Capital Street
 - St. Charles, MO 63376
 - Payment Terms: Net 30
 - Preferred Payment Method: Check
 - Non-Taxable, MO Sales Tax
 - Create a new item in the “Item List” for “Subtotal” and then include it on the invoice.
 - Create a new item in the “Item List” for a “10% Sales Discount” for nonprofit organizations. (Use Sales Discounts income account for it.) Add the discount to the invoice before recording the sale.
6. Add a new Inventory Part sales item for **Gift Ware**
 - Purchase Description: Gift Ware
 - Cost: 5.00



- COGS Account: **50100: Purchases**
- Preferred Vendor: Amazing Gifts
 - Main Phone: 618-555-5384
 - Main E-mail: gifts@abc.com
 - 125 Maple Street, Columbia, IL 62814
 - Payment Terms: Net 30
 - Credit Limit: \$1,500
- Sales Description: Gift Ware
- Sales Price: 0.00
- Tax Code: Tax
- Income Account: **Supplies Sales**
- Asset Account: **Inventory Asset**
- Reorder Point (Min): 10
- Max: 25
- Quantity on Hand: 0 and Value: 0.00 as of 12/07/20XX.

7. Prepare a Purchase Order for 15 Gift Ware items from Amazing Gifts.

December 8, 20XX

8. An employee typed a 15-page report at \$5.00 per page and sold ten reams of paper at \$5.99 per ream on account to Emma Kiley.
9. Received a telephone order for eight computer textbooks on account to St. Louis Community Schools at \$110 each that will be picked up this week.

December 10, 20XX

10. Sold three pens at \$14.95 each, two sets of stationery at \$14.99 each, and three paperback books at \$6.99 each to a Walk-In customer using cash as the payment method.
11. St. Louis Community Schools picked up the merchandise on the Estimate from December 8, 20XX and you included the Invoice with the items. (Use December 10, 20XX for the invoice date.)
12. Received Visa payment (card on file) from St. Louis Community Schools for the two oldest open invoices the full amount due, less their discount for paying early. REMEMBER – no discount on opening balances. (HINT: The payment should be for \$1,254.51.) Did you use *Sales Discounts* as the discount account?



13. Prepare Inventory report for December 1-10, 20XX.

- Prepare Purchase Orders any items indicated.
- Remember - If an item is marked to be ordered but a Purchase Order has already been prepared, do not order any more of the item. (Since Gift Ware was ordered on 12/07/20XX, it does not need to be ordered.)
- FOR THIS WEEK ONLY... You decide to not worry about ordering any textbooks even though the report says we're low.

14. Deposit all funds from the Cash Drawer to the Checking account.

15. Time to see if we need to pay bills. If the column shows a discount available between now and December 17th, go ahead and pay it so you can take advantage of the discount. (Purchase discounts should be coded to 50200 - Merchandise Discounts.)



CHECK YOUR WORK

Time to check your work

- Print a *Profit & Loss* report for December 1-10, 20XX.
- Print a *Balance Sheet* as of December 10, 20XX.
- Print the *Journal* using the "All Dates" date range
- Print the *General Ledger* using the "All Dates" date range



WEEK 3 – DECEMBER 11 TO 17, 20XX

December 11, 20XX

1. Sold fifteen paperback books at \$8.99 each and two pens at \$35.99 each to a Walk-In customer using Mastercard
2. Sold ten reams of paper at \$5.99 each, one pen at \$8.99, and one box of stationery for \$12.99 to a Walk-In customer paid for with a debit card.

December 12, 20XX

3. Received Check #1265 from Emma Kiley as payment for the amount due on the 12/3 Invoice after discounts, \$57.59. (Since the invoice had a return, make sure the amount of the credit was deducted from the Invoice before the discount is calculated.) Payment date is 12/13/20XX.
4. Received a notice from the bank that Check #915 for \$350.00 from Jonathan Gaines was marked NSF and returned.
 - Record the NSF check as deducted from your bank account along with the bank's \$25 fee.
 - Create an Invoice to Jonathan for the amount of the bounced check and Quincy Book Store's Returned Payment fee of \$40. This invoice should be Due Upon Receipt. (Make sure to watch the video lesson for all the details explaining what to do for this entry.)

December 14, 20XX

5. Received Check #10-283 for \$270.00 from Elizabeth Manning for payment on her outstanding invoice.
6. Received Jonathan Gaines's Debit Card information for payment in full payment of \$398.00 for his account. (Record this just like you would record a regular payment on account.)
7. Received four boxes of stationery ordered from **Office Supplies for You**. You see that there is one box on back order (since your Purchase Order was for five boxes of stationery.) The bill is only for the four boxes received.
8. The bookstore's payroll company processed the biweekly payroll and sent the information over for the direct deposit payments coming out of the store's checking account. Record an entry for the total expense (payroll and taxes) of \$2,121.80 with the memo "12/01/20XX through 12/14/20XX payroll".

December 15, 20XX

9. Received Check #1278 for \$136.90 from Emma Kiley in payment for full amount due after discounts.



10. Stopped by your local Walmart and purchased the following items on Mastercard:
 - Cleaning supplies totaling \$22.18 (account #51600)
 - Office supplies totaling \$28.23 (account #52300)
 - Toner cartridge for the printer \$47.21 (account #51100)
11. Sold eight textbooks on account at \$125 each to St. Louis Community Schools, and they sent someone over to pick up the books and the invoice.
12. Received Credit Memo #721 from Office Supplies for You for 3 boxes of stationery at \$12.50 each which was returned late in November.
13. Elizabeth Manning returned one textbook she had purchased for \$125 on December 5. Prepare and print the credit memo then print a check refunding the appropriate amount to her.
14. Returned the incorrect toner cartridge purchased at Walmart and received a credit onto the Mastercard.
15. In a separate transaction, purchased a different toner cartridge at Walmart for \$57.38 using the Mastercard
16. Prepare Inventory report for December 1-17, 20XX. Looking through the inventory levels in the store, you decide to change the Reorder Point (Min) for Textbooks to 1,500, Pens to 45, and Stationary to 15.
 - Create a Purchase Order for: Paperback Books – 16 @ \$4.00
17. Deposit all funds from the Cash Drawer to the Checking account.
18. Check for bills that are either due or eligible for discount between now and December 24th (the next day we're going to pay bills.) Pay any bills that qualify. Bills that are not due and are not eligible for a discount before December 24th can be paid later.

NOTE: You've decided to NOT use the credit you received from Office Supplies for You when you pay bills. You're going to hold that in your account balance for a complete purchase in January.



CHECK YOUR WORK

Time to check your work

- Print a *Profit & Loss* report for December 1-17, 20XX.
- Print a *Balance Sheet* as of December 17, 20XX.
- Print the *Journal* using the "All Dates" date range.
- Print the *General Ledger* using the "All Dates" date range.



WEEK 4 – DECEMBER 18 TO 24, 20XX

December 20, 20XX

1. Received the entire Gift Ware order from Amazing Gifts. A bill was included with the order.
2. A Walk-In customer purchased four textbooks at \$109.99 each, one textbook for \$89.95, and one gift ware item at \$15.90 using a Debit Card.
3. St. Louis Community Schools called and gave you permission to use their Visa card on file to pay \$862.40 for payment in full (less their Cash Discount) for their 12/10 invoice.

December 21, 20XX

4. An employee typed an eight-page exam at \$5 per page for Jonathan Gaines and he's going to charge it to his account. Jonathan also purchased 2 pens at \$12.99 each and one box of stationery for \$14.99.

December 22, 20XX

5. Sold five gift ware items at \$19.99 each, three paperback books at \$8.99 each, and three pens at \$8.99 each to Emma Kiley on account.

December 23, 20XX

6. Needed stamps so you stopped by the Post Office and purchased \$25.00 worth with your Mastercard from the "US Postmaster"
7. Prepare *Inventory* report for December 1-24, 20XX. Prepare Purchase Orders for any needed items BUT... You decide not to reorder any more Gift Ware at this point. You'll wait until after the new year starts.
8. Deposit all funds from the Cash Drawer to the Checking account, if any.
9. Check for bills that are either due or eligible for discount between now and December 31st (the next day we're going to pay bills.) Pay any bills that qualify. Bills that are not due and are not eligible for a discount before December 31st can be paid later.



CHECK YOUR WORK

Time to check your work

- Print a *Profit & Loss* report for December 1-24, 20XX.
- Print a *Balance Sheet* as of December 24, 20XX.
- Print the *Journal* using the "All Dates" date range
- Print the *General Ledger* using the "All Dates" date range



WEEK 5 – DECEMBER 25 TO 31, 20XX

December 28, 20XX

1. Received Check #127 for \$162.87 as payment in full from Emma Kiley.
2. The representative from In-Home Educating, Inc. stopped by to visit with you and to place an order for 60 textbooks for \$99.95 each and 45 textbooks for \$119.95 each. They said they would be by tomorrow with a payment for the outstanding invoice, down payment on list large order, and to pick up all the items.
3. The bookstore's payroll company processed the biweekly payroll and sent the information over for the direct deposit payments coming out of the store's checking account. Record an entry for the total expense (payroll and taxes) of \$1,712.94 with the memo "12/15/20XX through 12/28/20XX payroll".

December 29, 20XX

4. In-Home Educating, Inc. came in to make a payment and pick up their items from yesterday. They want to pay a total of \$5,539.27 using a Debit Card. You need to check to see if that covers the outstanding invoice from 12/02/20XX and the 20% down payment for yesterday's large order.
5. Received the backorder box of stationery and bill (for just that one box) from Office Supplies for You.
6. Finally received the outstanding order from Writing Products, LLC that was placed on 12/5/20XX. Everything came in along with the bill.
7. Also received the shipment from Educational Materials, Inc. for the order placed on 12/17/20XX. The shipment was complete, and the bill was included.

December 31, 20XX

8. Deposit all funds from the Cash Drawer to the Checking account.
9. Because we're coming up to the end-of-the-year and we want to close out all of our debts, pay any unpaid bills that are in the system. Make sure you take any credits you can for paying early. (Hint: The total of all the bills paid should be \$224.45)
10. While we're paying things, let's write some checks to get some of the other bills paid for the month:
 - The January monthly rent bill in the amount of \$1,200 to Gateway Rental, Main Phone: 314-555-3095, 1234 Midwest Gateway Blvd., St. Louis, MO 63102
 - The \$257 utility bill to the vendor STL Utilities, Main Phone: 314-555-8523, 8905 Union Electric Drive, St. Louis, MO 61814, Payment Terms Net 10.
 - The \$189 telephone bill to SWBTC, Main Phone: 314-555-2355, #1 SWBTC Center, St. Louis, MO 63101
 - You also rent the cash register system and make monthly rental payments of \$91.38 to Gateway Rental.



11. Your monthly loan payment to the First Founded Bank of Missouri for all the store equipment and fixtures is due by the last day of the month so you will pay it today and drop it off on your way home. The monthly amount is \$512.67. This month, \$209.16 of that amount is for interest. The rest reduces the amount of the loan balance.
12. Record that the owner (YOU) withdrew \$2,000.00 by check from the Checking account for the month on 12/31/20XX. (Did you add your name to the Other Names list?)
13. Pay the State Sales tax you've collected by using the Pay Sales Tax function. Set the check date as 12/31/20XX and show all sales tax due through that same date. You have the ability to pay this online so enter "Online" in the check number field to show you've paid it electronically.



CHECK YOUR WORK

Time to check your work

- Print a *Profit & Loss* report for December 1-31, 20XX.
- Print a *Balance Sheet* as of December 31, 20XX.
- Print the *Journal* using the "All Dates" date range
- Print the *General Ledger* using the "All Dates" date range

That's it for all the "daily transactions" for this month (and for the Practice Set). But we're at the end of the month... and the end of the year...



END OF THE MONTH ADJUSTMENT ENTRIES – RECORD ON DECEMBER 31, 20XX

Enter following information as adjusting entries:

- Remember, after you have entered the information verify that you have used the correct debit/credit entries by reviewing your Balance Sheet and Profit and Loss reports.
 - Depreciation – Store Equipment & Fixtures \$266.66
 - Supplies used – \$328.67
 - Insurance used breaks down to \$102 for Fire Insurance and \$298 for Liability Insurance (Use a compound entry to record insurance adjustment.)
 - Accrued Payroll – \$289 (HINT: You'll need to add an account and we're going to number it 26000)

Reconcile and pay the Mastercard account using the following statement from Mastercard. The payment will be made electronically from your Checking account on the Due Date.

- Be sure to use the date of 12/26/20XX for the bank statement date, etc.
- When the reconciliation is complete, print the Detail Reconciliation Report to compare with the Answer Sheet and to keep for your records.

	Statement Date:	12/26/20XX
Opening Balance:		\$500.00
<u>Payments and Credits:</u>		
Elect Payment	12/3/20XX	-\$500.00
Walmart	12/17/20XX	-\$47.21
		Total: -\$547.21
<u>Purchases:</u>		
Walmart	12/15/20XX	\$97.62
Walmart	12/17/20XX	\$57.38
US Postmaster	12/23/20XX	\$25.00
		Total: \$180.00
Outstanding Balance:		\$132.79
Payment Due by	1/3/20XX+1	



Prepare a bank reconciliation for the Checking account using the following bank statement from First Founded Bank of Missouri.

- NOTE: Check numbers are not included in the bank statement because yours will vary. Work off of amounts and similar dates.
- Be sure to use the date of 12/31/20XX for the bank statement date, and any service charges or interest earned.
- When the reconciliation is complete, print the Detail Reconciliation Report to compare with the Answer Sheet and to keep for your records.

	Statement Date:	12/31/20XX
First Founded Bank of Missouri • 145 First Avenue • St. Louis, MO 63101		
Opening Balance:		\$130,870.25
Bank Deposits:	+ 1,314.87 (4)	
Electronic Deposits:	+ 11,088.26 (9)	
Checks:	- 6,793.40 (8)	
Electronic Withdrawals:	- 4,754.74 (6)	
Ending Balance:		\$131,725.24
<u>Bank Deposits:</u>		
<u>12/5/20XX</u>	\$584.05	12/17/20XX \$464.49
<u>12/10/20XX</u>	\$103.46	12/31/20XX \$162.87
<u>Electronic Deposits:</u>		
<u>12/2/20XX</u>	\$632.80	12/14/20XX \$398.00
<u>12/3/20XX</u>	\$1,500.00	12/20/20XX \$862.40
<u>12/10/20XX</u>	\$1,254.51	12/20/20XX \$589.47
<u>12/11/20XX</u>	\$223.38	12/29/20XX \$5,539.27
<u>12/11/20XX</u>	\$88.43	
<u>Checks:</u>		
<u>12/6/20XX</u>	\$1,000.00	12/20/20XX \$2,254.00
<u>12/7/20XX</u>	\$800.00	12/20/20XX \$135.00
<u>12/7/20XX</u>	\$500.00	12/31/20XX \$75.00
<u>12/12/20XX</u>	\$29.40	12/31/20XX \$2,000.00
<u>12/20/20XX</u>	\$2,254.00	
<u>Electronic Withdrawals:</u>		
<u>12/3/20XX</u>	\$500.00	12/14/20XX \$2,121.80
<u>12/13/20XX</u>	\$350.00	12/28/20XX \$1,712.94
<u>12/13/20XX</u>	\$25.00	12/31/20XX \$45.00*

*Monthly Service Charge



After EVERY OTHER ENTRY is done and you're completely ready to close the year, we need to consolidate the Owner's earnings for the year into your equity account, and we need to lock everything down.



CHECK YOUR WORK

Before we take these final two steps, let's check your work to make sure everything is correct.

- Print a *Profit & Loss* report for December 1-31, 20XX and label it "Year End"
- Print a *Balance Sheet* as of December 31, 20XX and label it "Year End"
- Print the *Journal* using the dates from 12/1/20XX to 12/31/20XX and label it "Year End"
- Print the *General Ledger* using dates from 12/1/20XX to 12/31/20XX and label it "Year End"
- The order in which your transactions appear may be different from any answer keys provided but as long as all of the transactions have been entered, the order of entry does not matter.

END OF THE YEAR ADJUSTMENT ENTRIES – RECORD ON DECEMBER 31, 20XX

- Now that everything in your books is completely correct (and you're ready to file your taxes), you need to transfer the Net Profit for the year into your Earnings equity account.
- When you record the *General Journal* entry to move the earnings into the Owner's *Earnings* account, offset it by using account 39000 *Retained Earnings*
- Finally, it's time to lock down the books. You can do that by accessing the **Account and Settings** > selecting **Company** > Set **Closing Date** > and then picking a date/password. You can still make changes, if you need to, but it will need to be unlocked.



NOTES

**SECTION 1** Note SheetsQuickBooks™ Practice Set
Quincy Bookstore

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Practice Set Introduction**LESSON 1**

What is a Practice Set?

Notes:

LESSON 2

What's Included

LESSON 3

Tips for the Experience

LESSON 4

Quincy Bookstore

LESSON 5

QuickBooks Online Availability



SECTION **2** Note Sheets

QuickBooks™ Practice Set
Quincy Bookstore

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Setting Up The Work

LESSON 1 Setting Up the QBS File

Notes:

LESSON 2 Setup Step 1 - Create File

LESSON 3 Setup Step 2 - Purge Info

LESSON 4 Setup Step 3 -
Settings and Sales Tax

LESSON 5 Setup Step 4 -
Chart of Accounts

LESSON 6 Setup Step 5 - Other Lists

LESSON 7 Setup Step 6 - Customers

LESSON 8 Setup Step 7 - Vendors

LESSON 9 Setup Step 8 -
Products and Services

LESSON 10 Setup Step 9 -
YTD Journal Entries

LESSON 11 Setup Step 10 -
Chart of Accounts Again

LESSON 11 Explaining the Quizzes

LESSON 12 Section Quiz

**SECTION 3** Note SheetsQuickBooks™ Practice Set
Quincy Bookstore

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Week #1 - December 1st to 3rd**LESSON 1**

How the Sections Work

Notes:

LESSON 2

Week #1's Transactions

LESSON 3

Week #1's Recording Activity

Part A

LESSON 4

Week #1's Recording Activity

Part B

LESSON 5

Check Week #1

LESSON 6

Section Quiz



SECTION 4 Note Sheets

QuickBooks™ Practice Set

Quincy Bookstore

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Week #2 - December 4th to 10th

LESSON 1

Week #2's Transactions

Notes:

LESSON 2

Week #2 Recording Activity

LESSON 3

Check Week #2

LESSON 4

Section Quiz



**SECTION 5 Note Sheets**QuickBooks™ Practice Set
Quincy Bookstore

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Week #3 - December 11th to 17th**LESSON 1**

Week #3's Transactions

Notes:

LESSON 2

Week #3 Recording Activity

LESSON 3

Check Week #3

LESSON 4

Section Quiz



SECTION **6** Note Sheets

QuickBooks™ Practice Set
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Week #4 - December 18th to 24th

LESSON 1

Week #4 Transactions

Notes:

LESSON 2

Week #4 Recording Activity

LESSON 3

Check Week #4

LESSON 4

Section Quiz

**SECTION 7** Note SheetsQuickBooks™ Practice Set
Quincy Bookstore

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Week #5 - December 25th to 31st**LESSON 1**

Week #5 Transactions

Notes:

LESSON 2Week #5 Recording Activity
Part A

LESSON 3Week #5 Recording Activity
Part B

LESSON 4

Check Week #5

LESSON 5

Section Quiz



SECTION 8 Note Sheets

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End of the Month

LESSON 1 Adjustment Transactions

Notes:

LESSON 2 Adjustment Recording Activity

LESSON 3 Accounts to Reconcile

LESSON 4 Reconciling in QB Mastercard

LESSON 5 Reconciling in QB Checking Account

LESSON 6 Check End of the Month

LESSON 7 Section Quiz

**SECTION 9** Note SheetsQuickBooks™ Practice Set
Quincy Bookstore

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End of the Year**LESSON 1**

Is Everything Correct?

Notes:

LESSON 2

Accounts to Close

LESSON 3

Closing Recording Activity

LESSON 4

Check End of the Month

LESSON 5

Section Quiz



SECTION 10 Note Sheets

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End of the Year

LESSON 1

Passwords

Notes:

LESSON 2

Print Later / Document #'s

LESSON 3

Gaines' Bounced Check



CHART OF ACCOUNTS - STEP 4

Answer Sheet Report

[Your Name]'s Quincy Bookstore
Account List

ACCOUNT #	ACCOUNT	TYPE	DETAIL TYPE	DESCRIPTION	BALANCE
10000	Cheking	Bank	Cheking	Accounts Receivable (A/R)	0.00
11000	Accounts Receivable			Accounts Receivable (A/R)	0.00
12000	Undeposited Funds			Other Current Assets	0.00
12200	Prepaid Insurance			Other Current Assets	0.00
12300	Supplies Inventory			Other Current Assets	0.00
12900	Uncategorized Asset			Other Current Assets	0.00
13000	Inventory Asset			Other Current Assets	0.00
15000	Store Equipment and Fixtures	Fixed Assets		Furniture & Fixtures	0.00
15100	Store Equipment and Fixtures Original Cost	Fixed Assets		Furniture & Fixtures	0.00
15200	Store Equipment and Fixtures Accumulated Depreciation	Fixed Assets		Furniture & Fixtures	0.00
20000	Accounts Payable		Accounts payable (A/P)	Accounts Payable (A/P)	0.00
21000	Mastercard	Credit Card		Credit Card	0.00
2700	Store Equipment & Fixtures Loan		Other Current Liabilities	Loan Payable	0.00
28000	Missouri Department of Revenue Payable		Other Current Liabilities	Sales Tax Payable	0.00
28100	Out Of Scope Agency Payable		Other Current Liabilities	Sales Tax Payable	0.00
31000	[First and Last Name], Equity	Equity		Owner's Equity	0.00
31100	[First and Last Name], Equity [First and Last Name], Investments	Equity		Owner's Equity	0.00
31200	[First and Last Name], Equity [First and Last Name], Earnings	Equity		Owner's Equity	0.00
31300	[First and Last Name], Equity [First and Last Name], Draw	Equity		Owner's Equity	0.00
38000	Retained Earnings	Equity		Retained Earnings	0.00
40000	Sales and Service Income	Income		Sales of Product Income	0.00
40100	Sales and Service Income Book Sales	Income		Sales of Product Income	0.00
40200	Sales and Service Income Keyboarding Sales	Income		Sales of Product Income	0.00
40300	Sales and Service Income Supplies Sales	Income		Sales of Product Income	0.00
45000	Sales Discounts	Income		Discounts/Refunds Given	0.00
49000	Misc Fees Income	Income		Other Primary Income	0.00
49999	Uncategorized Income	Income		Sales of Product Income	0.00
50000	Billable Expense Income	Income		Sales of Product Income	0.00
50100	Sales of Product Income	Income		Sales of Product Income	0.00
50200	Cost of Goods Sold	Cost of Goods Sold		Cost of Goods Sold	0.00
50200	Cost of Goods Sold Purchases	Cost of Goods Sold		Supplies & Materials - COGS	0.00
50200	Cost of Goods Sold Merchandise Discounts	Cost of Goods Sold		Supplies & Materials - COGS	0.00
51000	Bank Service Charges	Expense		Bank Charges	0.00
51100	Computer and Internet Expense	Expenses		Communication	0.00
51200	Depreciation Expense	Expenses		Other Business Expenses	0.00
51300	Equipment and Rental Expense	Expenses		Equipment Rental	0.00
51400	Insurance Expense	Expenses		Insurance	0.00
51410	Insurance Expense-Fire Insurance	Expenses		Insurance	0.00
51420	Insurance Expense-Liability Insurance	Expenses		Insurance	0.00
51500	Interest Expense	Expenses		Interest Paid	0.00
51600	Janitorial Expense	Expenses		Other Business Expenses	0.00
51700	Miscellaneous Expense	Expenses		Other Business Expenses	0.00
51800	Payroll Expense	Expenses		Payroll Expenses	0.00
51900	Postage and Delivery Expense	Expenses		Other Business Expenses	0.00
52000	Printing & Reproduction Expense	Expenses		Advertising/Promotional	0.00
52100	Rent Expense	Expenses		Rent or Lease of Buildings	0.00
52200	Repairs & Maintenance Expense	Expenses		Repair & Maintenance	0.00
52300	Supplies Expense	Expenses		Supplies & Materials	0.00
52400	Telephone Expense	Expenses		Communication	0.00
52500	Utilities Expense	Expenses		Utilities	0.00
59000	Uncategorized Expense	Expenses		Other Miscellaneous Service Cost	0.00
	Purchases	Expenses		Supplies & Materials	0.00

CUSTOMER LIST - STEP 6

Answer Sheet Report

[Your Name]'s Quincy Bookstore
Customer Contact List

CUSTOMER	PHONE NUMBERS	EMAIL	FULL NAME	BILLING ADDRESS	TAXABLE	PAYMENT METHOD	TERMS
Gaines, Jonathan	Phone: (314) 555-0910	JonnyG@quincybookstore.com	Jonathan Gaines	1201 Burly Drive St. Louis MO 63101	Yes	Check	
In-Home Educating, Inc.	Phone: (314) 555-7765	IHE@quincybookstore.com		111 Riverside Street St. Louis MO 63101	Yes		Net 30
Kiley, Emma	Phone: (314) 555-3001	EmmaK@quincybookstore.com	Emma Kiley	5340 Lyiston Street St. Louis MO 63101	Yes	Check	
St. Louis Community Schools	Phone: (314) 555-2213	SLCS@quincybookstore.com		355 Main Street St. Louis MO 63101		Visa	

VENDOR LIST - STEP 7

Answer Sheet Report

[Your Name]'s Quincy Bookstore

Vendor Contact List

VENDOR	PHONE NUMBERS	ADDRESS	TERMS
Educational Materials, Inc.	Phone: (469) 555-2500 Fax: (469) 555-2501	25011 Industrial Book Lane Dallas TX 75001	2% 10, Net 30
First Founded Bank of Missouri	Phone: (314) 555-0001 Fax: (314) 555-0002	145 First Avenue St. Louis MO 63101	
MO Department of Revenue	Phone: (573) 555-2149 Fax: (573) 555-7941	1051 Capital Building Drive Jefferson City MO 63505	
Office Supplies For You	Phone: (314) 555-3104	2220 Truman Blvd St. Louis MO 63104	2% 10, Net 30
Writing Products, LLC	Phone: (816) 555-5555 Fax: (816) 555-5500	9721 Business Street Kansas City MO 64030	2% 10, Net 30

PRODUCTS AND SERVICE - STEP 8

Answer Sheet Report

[Your Name]'s Quincy Bookstore

Product/Service List

PRODUCT/SERVICE	TYPE	DESCRIPTION	COST	QTY ON HAND	TAXABLE	INCOME ACCOUNT	PURCHASE DESCRIPTION	EXPENSE ACCOUNT
Hours	Service	Keyboarding Services				40000 Sales and Service Income		
Keyboarding	Service	Keyboarding Services				40200 Sales and Service Income-Keyboarding Sales		
Paper	Inventory	Paper Supplies	4.00	200.00	Yes	40300 Sales and Service Income-Supplies Sales	Paper Supplies	50100 Cost of Goods Sold:Purchases
Paperback Books	Inventory	Paperback Books	4.00	45.00	Yes	40100 Sales and Service Income-Book Sales	Paperback Books	50100 Cost of Goods Sold:Purchases
Pens, etc.	Inventory	Pens, etc.	3.00	50.00	Yes	40300 Sales and Service Income-Supplies Sales	Pens, etc.	50100 Cost of Goods Sold:Purchases
Sales	Service					40000 Sales and Service Income		
Stationary	Inventory	Stationary	7.50	30.00	Yes	40300 Sales and Service Income-Supplies Sales	Stationary	50100 Cost of Goods Sold:Purchases
Textbooks	Inventory	Textbooks	50.00	2,000.00	Yes	40100 Sales and Service Income-Book Sales	Textbooks	50100 Cost of Goods Sold:Purchases



PROFIT & LOSS - 20XX-11-30

Answer Sheet Report

[Your Name]'s Quincy Bookstore

Profit and Loss

January - November, 2022

	TOTAL
Income	
40000 Sales and Service Income	0.00
40100 Book Sales	202,161.23
40200 Keyboarding Sales	2,072.00
40300 Supplies Sales	9,480.68
Total 40000 Sales and Service Income	213,713.91
45000 Sales Discounts	-736.28
49000 Misc Fees Income	120.00
Total Income	\$213,997.63
Cost of Goods Sold	
50000 Cost of Goods Sold	
50100 Purchases	111,887.54
50200 Merchandise Discounts	-1,691.31
Total 50000 Cost of Goods Sold	110,206.23
Total Cost of Goods Sold	\$110,206.23
GROSS PROFIT	\$102,901.40
Expenses	
51000 Bank Service Charges	75.00
51100 Computer and Internet Expense	755.36
51200 Depreciation Expense	2,933.26
51300 Equipment Rental Expense	1,005.18
51400 Insurance Expense	1,122.00
51410 Fire Insurance	3,278.00
51420 Liability Insurance	3,278.00
Total 51400 Insurance Expense	4,400.00
51500 Interest Expense	2,851.77
51600 Janitorial Expense	399.24
51700 Miscellaneous Expense	1,218.67
51800 Payroll Expenses	46,016.88
51900 Postage and Delivery Expense	412.68
52000 Printing & Reproduction Expense	609.72
52100 Rent Expense	13,200.00
52200 Repairs & Maintenance Expense	630.50
52300 Supplies Expense	536.37
52400 Telephone Expense	2,079.00
52500 Utilities Expense	4,163.40
Total Expenses	\$81,287.03
NET OPERATING INCOME	\$21,614.37
Other Expenses	
Other Miscellaneous Expense	0.00
Total Other Expenses	\$0.00
NET OTHER INCOME	\$0.00
NET INCOME	\$21,614.37

BALANCE SHEET - 20XX-11-30

Answer Sheet Report

[Your Name]'s Quincy Bookstore

Balance Sheet

As of November 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Checking	130,870.25
Total Bank Accounts	\$130,870.25
Accounts Receivable	
11000 Accounts Receivable	2,950.00
Total Accounts Receivable	\$2,950.00
Other Current Assets	
12200 Prepaid Insurance	400.00
12300 Supplies Inventory	1,950.00
18000 Inventory Asset	101,655.00
Total Other Current Assets	\$104,005.00
Total Current Assets	\$237,825.25
Fixed Assets	
15000 Store Equipment and Fixtures	18,000.00
15100 Original Cost	-2,933.26
15200 Accumulated Depreciation	15,068.74
Total 15000 Store Equipment and Fixtures	\$15,068.74
Total Fixed Assets	\$15,068.74
TOTAL ASSETS	\$252,891.99
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	2,300.00
Total Accounts Payable	\$2,300.00
Credit Cards	
21000 Mastercard	500.00
Total Credit Cards	\$500.00
Other Current Liabilities	
2700 Store Equipment & Fixtures Loan	5,333.40
Total Other Current Liabilities	\$5,333.40
Total Current Liabilities	\$8,133.40
Total Liabilities	\$8,133.40

CHART OF ACCOUNTS - STEP 10

Answer Sheet Report

[Your Name]'s Quincy Bookstore

Account List

ACCOUNT #	ACCOUNT	TYPE	DETAIL TYPE	DESCRIPTION	BALANCE
10000	Checking	Bank	Checking	Cost of Goods Sold	130,870.25
11000	Accounts Receivable	Accounts Receivable	Accounts Receivable (A/R)	Bank Accounts	2,950.00
12000	Undeposited Funds	Other Current Assets	Undeposited Funds Assets	10000 Checking	0.00
12200	Prepaid Insurance	Other Current Assets	Prepaid Expenses	11000 Accounts Receivable	400.00
12300	Supplies Inventory	Other Current Assets	Inventory	12200 Prepaid Insurance	1,950.00
12900	Uncategorized Asset	Other Current Assets	Other Current Assets	18000 Inventory Asset	0.00
18000	Inventory Asset	Other Current Assets	Inventory	12300 Supplies Inventory	101,655.00
15000	Store Equipment and Fixtures	Fixed Assets	Furniture & Fixtures	12900 Uncategorized Asset	15,068.74
15100	Store Equipment and Fixtures Original Cost	Fixed Assets	Furniture & Fixtures	18000 Inventory Asset	18,000.00
15200	Store Equipment and Fixtures Accumulated Depreciation	Fixed Assets	Furniture & Fixtures	15000 Store Equipment and Fixtures	-2,933.26
20000	Accounts Payable	Accounts payable (A/P)	Accounts Payable (A/P)	12200 Prepaid Insurance	-2,300.00
21000	Mastercard	Credit Card	Credit Card	11000 Accounts Receivable	-500.00
2700	Store Equipment & Fixtures Loan	Other Current Liabilities	Loan Payable	20000 Accounts Payable	0.00
28000	Missouri Department of Revenue Payable	Other Current Liabilities	Sales Tax Payable	21000 Mastercard	0.00
28100	Out Of Scope Agency Payable	Other Current Liabilities	Sales Tax Payable	2700 Store Equipment & Fixtures Loan	0.00
31000	[First and Last Name] Equity	Equity	Owner's Equity	28000 Missouri Department of Revenue Payable	0.00
31100	[First and Last Name] Equity [First and Last Name] Investments	Equity	Owner's Equity	31000 [First and Last Name] Equity	-52,234.82
31200	[First and Last Name] Equity [First and Last Name] Earnings	Equity	Owner's Equity	31100 [First and Last Name] Equity [First and Last Name] Investments	-75,000.00
31300	[First and Last Name] Equity [First and Last Name] Draw	Equity	Owner's Equity	31200 [First and Last Name] Equity [First and Last Name] Earnings	0.00
39000	Retained Earnings	Equity	Retained Earnings	31300 [First and Last Name] Equity [First and Last Name] Draw	22,765.18
39999	Opening Balance Equity	Equity	Opening Balance Equity	39000 Retained Earnings	0.00
40000	Sales and Service Income	Income	Sales of Product Income	39999 Opening Balance Equity	-
40100	Sales and Service Income Book Sales	Income	Sales of Product Income	40000 Sales and Service Income	176,242.80
40200	Sales and Service Income Keyboarding Sales	Income	Sales of Product Income		
40300	Sales and Service Income Supplies Sales	Income	Sales of Product Income		
45000	Sales Discounts	Income	Discounts/Refunds Given		
49000	Misc Fees Income	Income	Other Primary Income		
49999	Uncategorized Income	Income	Sales of Product Income		
50000	Cost of Goods Sold	Cost of Goods	Supplies & Materials - COGS		

CHART OF ACCOUNTS - STEP 10

Answer Sheet Report

[Your Name]'s Quincy Bookstore

Account List

ACCOUNT #	ACCOUNT	TYPE	DETAIL TYPE	DESCRIPTION	BALANCE
50100	Cost of Goods Sold: Purchases	Cost of Goods Sold	Cost of Goods Sold	Supplies & Materials - COGS	130,870.25
50200	Cost of Goods Sold: Merchandise Discounts	Cost of Goods Sold	Cost of Goods Sold	Supplies & Materials - COGS	130,870.25
51000	Bank Service Charges	Expenses	Bank Charges		
51100	Computer and Internet Expense	Expenses	Communication		
51200	Depreciation Expense	Expenses	Other Business Expenses		
51300	Equipment Rental Expense	Expenses	Equipment Rental		
51400	Insurance Expense	Expenses	Insurance		
51410	Insurance Expense: Fire Insurance	Expenses	Insurance		
51420	Insurance Expense: Liability Insurance	Expenses	Insurance		
51500	Interest Expense	Expenses	Interest Paid		
51600	Janitorial Expense	Expenses	Other Business Expenses		
51700	Miscellaneous Expense	Expenses	Other Business Expenses		
51800	Payroll Expense	Expenses	Payroll Expenses		
51900	Postage and Delivery Expense	Expenses	Other Business Expenses		
52000	Printing & Reproduction Expense	Expenses	Advertising/Promotional		
52100	Rent Expense	Expenses	Rent or Lease of Buildings		
52200	Repairs & Maintenance Expense	Expenses	Repair & Maintenance		
52300	Supplies Expense	Expenses	Supplies & Materials		
52400	Telephone Expense	Expenses	Communication		
52500	Utilities Expense	Expenses	Utilities		
59000	Uncategorized Expense	Expenses	Other Miscellaneous Service Cost		
59999	Other Miscellaneous Expense	Other Expense	Other Miscellaneous Expense		



PROFIT & LOSS - 20XX-12-01 TO 20XX-12-03

Answer Sheet Report

[Your Name]'s Quincy Bookstore

Profit and Loss
December 1-3, 2022

	TOTAL
Income	
40000 Sales and Service Income	
40100 Book Sales	3,636.90
40200 Keyboarding Sales	25.00
40300 Supplies Sales	340.63
Total 40000 Sales and Service Income	3,902.53
Total Income	\$3,902.53
Cost of Goods Sold	
50000 Cost of Goods Sold	
50100 Purchases	2,009.50
Total 50000 Cost of Goods Sold	2,009.50
Total Cost of Goods Sold	\$2,009.50
GROSS PROFIT	\$1,893.03
Expenses	
Total Expenses	\$1,893.03
NET OPERATING INCOME	\$1,893.03
NET INCOME	\$1,893.03

BALANCE SHEET - 20XX-12-03

Answer Sheet Report

[Your Name]'s Quincy Bookstore

Balance Sheet
As of December 3, 2022

	TOTAL
ASSETS	
Customer Assets	
Bank Accounts	
10000 Checking	130,787.10
Total Bank Accounts	\$130,787.10
Accounts Receivable	
11000 Accounts Receivable	4,425.10
Total Accounts Receivable	\$4,425.10
Other Current Assets	
12000 Undeposited Funds	0.00
12500 Store Equipment Insurance	40.00
12200 Supplies Inventory	1,850.00
18000 Inventory Asset	99,545.50
Total Other Current Assets	\$101,995.50
Total Current Assets	\$237,207.70
Fixed Assets	
15000 Store Equipment and Fixtures	18,000.00
15100 Original Cost	-2,933.26
15200 Accumulated Depreciation	15,066.74
Total 15000 Store Equipment and Fixtures	\$15,066.74
Total Fixed Assets	\$15,066.74
TOTAL ASSETS	\$252,274.44
LIABILITIES AND EQUITY	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Credit Cards	
21000 Mastercard	0.00
Total Credit Cards	\$0.00
Other Current Liabilities	
2700 Store Equipment & Fixtures Loan	5,333.40
28000 Missouri Department of Revenue Payable	269.42
Total Other Current Liabilities	\$5,622.82
Total Current Liabilities	\$5,622.82
Total Liabilities	\$5,622.82
Equity	
31000 [First and Last Name], Equity	75,000.00
31100 [First and Last Name], Investments	-22,765.18
Total 31000 [First and Last Name], Equity	\$2,234.82
38000 Retained Earnings	170,908.40
39999 Opening Balance Equity	23,507.40
Total Equity	\$246,611.82
TOTAL LIABILITIES AND EQUITY	\$252,274.44

JOURNAL - 20XX-12-01 TO 20XX-12-03

Answer Sheet Report

[Your Name]'s Quincy Bookstore

Journal
December 1-3, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	ACCOUNT	DEBIT	CREDIT
12/02/2022	Sales Receipt	1002	Walk-In Customer		12000 12000 Undeposited Funds		\$134.05	
			Keyboarding Services	42000 40500 Sales and Service Income:Keyboarding Services			\$25.00	
			Textbooks	40100 40100 Sales and Service Income:Book Sales			\$80.00	
			Textbooks	18000 18000 Inventory Asset			\$50.00	
			Textbooks	50100 50100 Cost of Goods Sold:Purchases			\$50.00	
			Paperback Books	40100 40100 Sales and Service Income:Book Sales			\$20.97	
			Paperback Books	18000 18000 Inventory Asset			\$12.00	
			Paperback Books	50100 50100 Cost of Goods Sold:Purchases			\$12.00	
				28000 28000 Missouri Department of Revenue Payable			\$8.08	
							\$196.05	\$196.05
12/02/2022	Invoice	1003	In-Home Educating, Inc.		11000 11000 Accounts Receivable		\$3,078.00	
			Textbooks	40100 40100 Sales and Service Income:Book Sales			\$2,850.00	
			Textbooks	18000 18000 Inventory Asset			\$1,500.00	
			Textbooks	50100 50100 Cost of Goods Sold:Purchases			\$1,500.00	
				28000 28000 Missouri Department of Revenue Payable			\$228.00	
							\$4,578.00	\$4,378.00
12/02/2022	Payment	1096	Kiley, Emma		12000 12000 Undeposited Funds		\$100.00	
			11000 11000 Accounts Receivable				\$100.00	
							\$100.00	\$100.00
12/02/2022	Sales Receipt	1004	Walk-In Customer		12000 12000 Checking		\$632.80	
			Textbooks	40100 40100 Sales and Service Income:Book Sales			\$79.99	
			Textbooks	18000 18000 Inventory Asset			\$50.00	
			Textbooks	50100 50100 Cost of Goods Sold:Purchases			\$50.00	
			Textbooks	40100 40100 Sales and Service Income:Book Sales			\$95.99	
			Textbooks	18000 18000 Inventory Asset			\$50.00	
			Textbooks	50100 50100 Cost of Goods Sold:Purchases			\$50.00	
			Textbooks	40100 40100 Sales and Service Income:Book Sales			\$125.00	
			Textbooks	18000 18000 Inventory Asset			\$50.00	
			Textbooks	50100 50100 Cost of Goods Sold:Purchases			\$50.00	
				28000 28000 Missouri Department of Revenue Payable			\$46.87	
							\$882.80	\$882.80
12/02/2022	Bill Payment (Check)	1001	Educational Materials, Inc.		10000 10000 Checking		\$1,000.00	
				20000 20000 Accounts Payable			\$1,000.00	\$1,000.00
12/02/2022	Bill Payment (Check)	1002	Office Supplies For You		10000 10000 Checking		\$800.00	
				20000 20000 Accounts Payable			\$800.00	\$800.00
12/02/2022	Bill Payment (Check)	1003	Writing Products, LLC		10000 10000 Checking		\$500.00	
				20000 20000 Accounts Payable			\$500.00	\$500.00
12/03/2022	Invoice	1005	St. Louis Community Schools		11000 11000 Accounts Receivable		\$259.70	
			Pens, etc.	40300 40300 Sales and Service Income:Supplies Sales			\$224.75	
			Pens, etc.	18000 18000 Inventory Asset			\$125.00	
			Pens, etc.	50100 50100 Cost of Goods Sold:Purchases			\$125.00	
			Paper Supplies	40300 40300 Sales and Service Income:Supplies Sales			\$34.95	

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	ACCOUNT	DEBIT	CREDIT
12/03/2022	Payment	915	Gaines, Jonathan		12000 12000 Undeposited Funds		\$350.00	
					11000 11000 Accounts Receivable		\$350.00	\$350.00
12/03/2022	Invoice	1006	Kiley, Emma		11000 11000 Accounts Receivable		\$87.40	
			Pens, etc.	40300 40300 Sales and Service Income:Supplies Sales			\$25.00	
			Pens, etc.	18000 18000 Inventory Asset			\$10.00	
			Pens, etc.	50100 50100 Cost of Goods Sold:Purchases			\$10.00	
			Stationery	40300 40300 Sales and Service Income:Supplies Sales			\$34.05	
			Stationery	18000 18000 Inventory Asset			\$17.50	
			Stationery	50100 50100 Cost of Goods Sold:Purchases			\$37.50	
				28000 28000 Missouri Department of Revenue Payable			\$6.47	
							\$134.90	\$134.90
12/03/2022	Check	Online Print	Mastercard		10000 10000 Checking		\$500.00	
					21000 21000 Mastercard		\$500.00	\$500.00
							\$500.00	\$500.00
12/03/2022	Deposit				10000 10000 Checking		\$584.05	
					12000 12000 Undeposited Funds		\$584.05	\$584.05
					12000 12000 Undeposited Funds		\$134.05	
					12000 12000 Undeposited Funds		\$100.00	
					12000 12000 Undeposited Funds		\$350.00	
							\$584.05	\$584.05
12/03/2022	Payment	In-Home Educating, Inc.			10000 10000 Checking		\$1,500.00	
					11000 11000 Accounts Receivable		\$1,500.00	\$1,500.00
							\$1,500.00	\$1,500.00
							\$11,335.50	\$11,335.50



GENERAL LEDGER - 20XX-12-01 TO 20XX-12-03

Answer Sheet Report

[Your Name]'s Quincy Bookstore

General Ledger

December 1-3, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
10000 Checking							
Beginning Balance							
12/20/2022	Bill Payment (Check)	1001	Educational Materials, Inc.	20000 Accounts Payable		-1,000.00	130,705.00
12/20/2022	Sales Receipt	1004	Walk-In Customer	Split:		\$32.80	130,503.00
12/20/2022	Bill Payment (Check)	1003	Writing Products, LLC	20000 Accounts Payable		-500.00	130,003.00
12/20/2022	Bill Payment (Check)	1002	Office Supplies For You	20000 Accounts Payable		-800.00	129,203.00
12/20/2022	Bill Payment (Check)	1001	Online Print Mastercard	21000 Mastercard		-500.00	128,703.00
12/20/2022	Payment		In-House Educating, Inc.	11000 Accounts Receivable		1,500.00	130,203.00
12/20/2022	Deposit			Split:		504.05	130,767.05
Total for 10000 Checking							
11000 Accounts Receivable							
Beginning Balance							2,950.00
12/20/2022	Payment	1096	Kiley, Emma	12000 Undeposited Funds		-1,000.00	2,950.00
12/20/2022	Invoice	1003	In-House Educating, Inc.	40100 Sales and Service Income Book Sales		3,078.00	5,928.00
12/20/2022	Invoice	1006	Kiley, Emma	Split:		874.00	6,014.00
12/20/2022	Payment	915	Gaines, Jonathan	12000 Undeposited Funds		-350.00	5,664.00
12/20/2022	Deposit		St. Louis Community Schools	Split:		250.00	5,914.00
12/20/2022	Payment		In-House Educating, Inc.	10000 Checking		-1,500.00	4,425.00
Total for 11000 Accounts Receivable							
12000 Undeposited Funds							
12/20/2022	Sales Receipt	1002	Walk-In Customer	Split:		154.00	134,851.00
12/20/2022	Sales Receipt	1006	Kiley, Emma	11000 Accounts Receivable		100.00	134,751.00
12/20/2022	Payment	915	Gaines, Jonathan	11000 Accounts Receivable		350.00	134,401.00
12/20/2022	Deposit			10000 Checking		-1,000.00	484.00
12/20/2022	Deposit			10000 Checking		-350.00	134.00
12/20/2022	Deposit			10000 Checking		-154.00	0.00
Total for 12000 Undeposited Funds							
12200 Prepaid Insurance							
Beginning Balance							400.00
Total for 12200 Prepaid Insurance							
12300 Supply Inventory							
Beginning Balance							1,950.00
Total for 12300 Supply Inventory							
18000 Inventory Asset							
Beginning Balance							101,658.00
12/20/2022	Invoice	1003	In-House Educating, Inc.	Textbooks	11000 Accounts Receivable	-1,500.00	100,158.00
12/20/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	-50.00	100,158.00
12/20/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	-60.00	100,098.00
12/20/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	-60.00	100,038.00
12/20/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	-50.00	100,008.00
12/20/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	-50.00	99,958.00
12/20/2022	Sales Receipt	1002	Walk-In Customer	Textbooks	12000 Undeposited Funds	-12.00	99,945.00
12/20/2022	Sales Receipt	1002	Walk-In Customer	Textbooks	10000 Checking	-50.00	99,905.00
12/20/2022	Sales Receipt	1002	Walk-In Customer	Textbooks	12000 Undeposited Funds	-12.00	99,893.00
12/20/2022	Invoice	1003	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	-10.00	99,883.00
12/20/2022	Invoice	1005	St. Louis Community Schools	Pens, etc.	11000 Accounts Receivable	-15.00	99,708.00
12/20/2022	Invoice	1006	Kiley, Emma	Stationery	11000 Accounts Receivable	-37.00	99,670.50
12/20/2022	Invoice	1005	St. Louis Community Schools	Paper Supplies	11000 Accounts Receivable	-25.00	99,645.50
Total for 18000 Inventory Asset							
15000 Store Equipment and Fatures							
15100 Original Cost							
Beginning Balance							18,000.00
Total for 15100 Original Cost							
12200 Accumulated Depreciation							
Beginning Balance							2,933.00
Total for 12200 Accumulated Depreciation							
Total for 15000 Store Equipment and Ftures							
20000 Accounts Payable							
Beginning Balance							2,300.00
12/20/2022	Bill Payment (Check)	1003	Writing Products, LLC	10000 Checking		500.00	1,800.00
12/20/2022	Bill Payment (Check)	1002	Office Supplies For You	10000 Checking		-800.00	1,000.00
12/20/2022	Bill Payment (Check)	1001	Educational Materials, Inc.	10000 Checking		-1,000.00	0.00

[Your Name]'s Quincy Bookstore

General Ledger

December 1-3, 2022

[Your Name]'s Quincy Bookstore

General Ledger

December 1-3, 202

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for 20000 Accounts Payable							
1/10/00	Mastercard					\$ 2,200.00	
Beginning Balance							500.00
12/03/2022	Credit	Online Pmt	Mastercard		10000 Checking	-500.00	
Total for 10000 Mastercard							
1/10/00	Stock Equipment & Fixtures Loan					\$ 400.00	
Beginning Balance							5,333.41
Total for 2700 Stock Equipment & Fixtures Loan							
2/20/2022	Missouri Department of Revenue Payable						
12/02/2022	Sales Receipt	1002	Walk-In Customer	12000 Undeposited Funds		8.00	
12/02/2022	Sales Receipt	1002	Walk-In Customer	10000 Checking		46.87	54.87
12/02/2022	Invoice	1003	In-Home Educating, Inc.	11000 Accounts Receivable		200.00	294.87
12/03/2022	Invoice	1005	St. Louis Community Schools	11000 Accounts Receivable		0.00	294.87
12/03/2022	Invoice	1005	St. Louis Community Schools	11000 Accounts Receivable		0.00	294.87
12/03/2022	Invoice	1006	Krey, Emma	11000 Accounts Receivable		6.47	294.87
12/03/2022	Invoice	1006	Krey, Emma	11000 Accounts Receivable		0.00	294.87
Total for 2800 Missouri Department of Revenue Payable							
3/10/00	(First and Last Name), Equity						75,000.00
31100 (First and Last Name), Investments							
Beginning Balance							22,651.31
Total for 31000 (First and Last Name), Investments							
3/10/00	(First and Last Name), Draw						
Beginning Balance							
Total for 31200 (First and Last Name), Draw							
3/10/00	(First and Last Name), Equity						
Beginning Balance							170,899.41
Total for 39990 Opening Balance Equity							
4/20/00	Sales and Service Income						
40100 Book Sales							
Beginning Balance							202,181.00
12/02/2022	Invoice	1003	In-Home Educating, Inc.	Textbooks	11000 Accounts Receivable	2,850.00	205,031.00
12/02/2022	Sales Receipt	1002	Walk-In Customer	Textbooks	12000 Undeposited Funds	80.00	205,021.00
12/02/2022	Sales Receipt	1002	Walk-In Customer	Textbooks	10000 Checking	79.99	205,012.00
12/02/2022	Sales Receipt	1002	Walk-In Customer	Keyboard-B-Roll	12000 Undeposited Funds	39.99	205,012.00
12/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	145.00	205,357.00
12/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	139.95	205,477.00
12/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	125.00	205,602.00
12/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	95.00	205,696.00
Total for 40100 Book Sales							
40200 Keyboard Sales							
Beginning Balance							2,072,700.00
12/02/2022	Sales Receipt	1002	Walk-In Customer	Keyboarding Services	12000 Undeposited Funds	25.00	2,097,700.00
Total for 40200 Keyboarding Sales							
40300 Supplies Sales							
Beginning Balance							3,902.53
12/03/2022	Invoice	1005	St. Louis Community Schools	Paper Supplies	11000 Accounts Receivable	34.95	3,915.00
12/03/2022	Invoice	1005	St. Louis Community Schools	Pens, etc.	11000 Accounts Receivable	224.70	3,943.70
12/03/2022	Invoice	1006	Krey, Emma	Pens, etc.	11000 Accounts Receivable	25.00	3,943.70
12/03/2022	Invoice	1006	Krey, Emma	Stationery	11000 Accounts Receivable	54.95	3,981.65
Total for 40300 Supplies Sales							
40400 Sales and Service Income							
40500 Sales Discounts							
Beginning Balance							736.20
Total for 40500 Sales Discounts							
40600 Misc Fees Income							
Beginning Balance							120.00
Total for 40600 Misc Fees Income							
50000 Cancellation Fees Sold							
50100 Purchases							

[Your Name]'s Quincy Bookstore

General Ledger

December 1-3

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
	Beginning Balance					
	Total for 52200 Repairs & Maintenance Expense					
	52300 Supplies Expense					
	Beginning Balance					
	Total for 52300 Supplies Expense					
	52400 Telephone Expenses					
	Beginning Balance					
	Total for 52400 Telephone Expense					
	52500 Utilities Expense					
	Beginning Balance					



PROFIT & LOSS - 20XX-12-01 TO 20XX-12-10

Answer Sheet Report

[Your Name]'s Quincy Bookstore

Profit and Loss
December 1-10, 2022

	TOTAL
Income	
40000 Sales and Service Income	
40100 Book Sales	7,987.87
40200 Keyboarding Sales	100.00
40300 Supplies Sales	524.23
Total 40000 Sales and Service Income	\$8,612.10
45000 Sales Discounts	-342.68
Total Income	\$8,269.42
Cost of Goods Sold	
50000 Cost of Goods Sold	
50100 Purchases	4,170.50
50200 Merchandise Discounts	-46.60
Total 50000 Cost of Goods Sold	4,123.90
Total Cost of Goods Sold	\$4,123.90
GROSS PROFIT	\$4,145.52
Expenses	
Total Expenses	\$4,145.52
NET OPERATING INCOME	\$4,145.52
NET INCOME	\$4,145.52

BALANCE SHEET - 20XX-12-10

Answer Sheet Report

[Your Name]'s Quincy Bookstore

Balance Sheet
As of December 10, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Checking	129,861.67
Total Bank Accounts	\$129,861.67
Accounts Receivable	
11000 Accounts Receivable	7,464.39
Total Accounts Receivable	\$7,464.39
Other Current Assets	
12000 Undeposited Funds	0.00
12200 Prepaid Insurance	400.00
12300 Supplies Inventory	1,950.00
18000 Inventory Asset	99,814.50
Total Other Current Assets	\$102,164.50
Total Current Assets	\$239,490.56
Fixed Assets	
15000 Store Equipment and Fixtures	
15100 Original Cost	18,000.00
15200 Accumulated Depreciation	-2,933.26
Total 15000 Store Equipment and Fixtures	15,066.74
Total Fixed Assets	\$15,066.74
TOTAL ASSETS	\$254,557.30
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Credit Cards	
21000 Mastercard	0.00
Total Credit Cards	\$0.00
Other Current Liabilities	
2700 Store Equipment & Fixtures Loan	5,333.40
28000 Missouri Department of Revenue Payable	319.79
Total Other Current Liabilities	\$5,653.19
Total Current Liabilities	\$5,653.19
Total Liabilities	\$5,653.19

[Your Name]'s Quincy Bookstore

Balance Sheet
As of December 10, 2022

	TOTAL
Equity	
31000 [First and Last Name], Equity	75,000.00
31100 [First and Last Name], Investments	-22,765.18
31300 [First and Last Name], Draw	52,234.82
Total 31000 [First and Last Name], Equity	\$248,904.11
39000 Retained Earnings	170,909.40
39999 Opening Balance Equity	25,759.89
Net Income	\$254,557.30
Total Equity	\$248,904.11
TOTAL LIABILITIES AND EQUITY	\$254,557.30



GENERAL LEDGER - 20XX-12-01 TO 20XX-12-10

Answer Sheet Report

[Your Name]'s Quincy Bookstore

General Ledger

[Your Name]'s Quincy Bookstore

General Ledger

December 1-10, 2022						
Date	Transaction Type	Num	Name	memo/Description	Split	Amount
10/03/2022	Credit Memo	1004	Kathy, Emma		11000 Accounts Receivable	-0.00
12/07/2022	Invoice	1009	Online Growth Schools, LLC		11000 Accounts Receivable	0.00
12/07/2022	Invoice	1009	Online Growth Schools, LLC		11000 Accounts Receivable	0.00

[Your Name]'s Quincy Bookstore

General Ledger

[Your Name]'s Quincy Bookstore

General Ledger

December 1-10, 2022

Date	Transaction Type	Num	Name	Memo/Description	SPLIT	Amount	Balance
12/03/2022	Invoice	1010	Kluy, Emma	Paper Supplies	11000 Accounts Receivable	59.00	9.9
12/10/2022	Sales Receipt	1011	Walk-In Customer	Pens, etc.	12000 Undeposited Funds	44.85	9.9
12/10/2022	Sales Receipt	1011	Walk-In Customer	Stationary	12000 Undeposited Funds	29.00	10.0
Total for 40000 Supplies Sales						\$524.23	
Total for 40000 Sales and Service Income						\$6,612.10	
40000 Merchandise Discounts							-7
Beginning Balance							1
12/03/2022	Invoice	1005	St. Louis Community Schools	Discount	11000 Accounts Receivable	-5.19	7
12/07/2022	Invoice	1009	Online Growth Schools, LLC	Discount	11000 Accounts Receivable	-37.49	1.0
Total for 40000 Sales Discounts						\$ -342.68	
40000 Misc Fees Income							1
Beginning Balance							11.6
Total for 40000 Misc Fees Income							\$1.00
50000 Cost of Goods Sold							
50000 Merchandise Purchases							
Beginning Balance							11.6
12/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	50.00	11.6
12/02/2022	Sales Receipt	1004	Walk In Customer	Textbooks	10000 Checking	50.00	11.6
12/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	50.00	11.6
12/02/2022	Invoice	1003	In-Home Educating, Inc.		11000 Accounts Receivable	1,500.00	11.53
12/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	50.00	11.53
12/02/2022	Sales Receipt	1004	Walk-In Customer	Pagebook Books	12000 Undeposited Funds	50.00	11.53
12/02/2022	Sales Receipt	1002	Walk In Customer	Textbooks	12000 Undeposited Funds	50.00	11.53
12/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	50.00	11.53
12/02/2022	Invoice	1005	St. Louis Community Schools	Paper Supplies	11000 Accounts Receivable	25.00	11.53
12/03/2022	Invoice	1005	St. Louis Community Schools	Pens, etc.	11000 Accounts Receivable	125.00	11.53
12/03/2022	Invoice	1006	Kluy, Emma	Stationery	11000 Accounts Receivable	97.50	11.53
12/03/2022	Invoice	1006	Kluy, Emma	Pens, etc.	11000 Accounts Receivable	10.00	11.53
12/03/2022	Invoice	1007	Morning, Elizabeth	Textbooks	11000 Accounts Receivable	10.00	11.53
12/05/2022	Credit Memo		Kluy, Emma	Pens, etc.	11000 Accounts Receivable	6.00	11.93
12/07/2022	Invoice	1009	Online Growth Schools, LLC	Paper Supplies	11000 Accounts Receivable	75.00	11.40
12/07/2022	Invoice	1009	Online Growth Schools, LLC	Textbooks	11000 Accounts Receivable	1,500.00	11.53
12/08/2022	Invoice	1010	Kluy, Emma	Paper Supplies	11000 Accounts Receivable	50.00	11.53
12/10/2022	Sales Receipt	1011	Walk-In Customer	Stationery	12000 Undeposited Funds	15.00	11.53
12/10/2022	Invoice	1012	St. Louis Community Schools	Textbooks	11000 Accounts Receivable	400.00	11.53
12/10/2022	Sales Receipt	1011	Walk-In Customer	Pagebook Books	12000 Undeposited Funds	50.00	11.53
12/10/2022	Sales Receipt	1011	Walk-In Customer	Pens, etc.	12000 Undeposited Funds	15.00	11.53
Total for 50100 Purchases						\$4,170.00	
50200 Merchandise Discounts							-1.6
Beginning Balance							1.6
12/03/2022	Bil		Writing Products, LLC		20000 Accounts Payable	-0.60	-1.6
12/10/2022	Bil		Educational Materials, Inc.		20000 Accounts Payable	-46.00	-1.7
Total for 50200 Merchandise Discounts						\$ -46.60	
50300 Cost of Goods Sold							
Not Specified							
12/07/2022	Invoice	1009	Online Growth Schools, LLC	Subtotal	11000 Accounts Receivable	\$4,123.00	
Total for Not Specified							
51000 Bank Service Charges							
Beginning Balance							
Total for 51000 Bank Service Charges							



GENERAL LEDGER – 20XX-12-01 TO 20XX-12-10

Answer Sheet Report

[Your Name]'s Quincy Bookstore

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
				Total for 51100 Computer and Internet Expense			
	51200 Depreciation Expense						2,933.34
	Beginning						
	Balance						
	Total for 51200 Depreciation Expense						2,933.34
	51300 Equipment Rental Expense						1,005.14
	Beginning						
	Balance						
	Total for 51300 Equipment Rental Expense						1,005.14
	51400 Insurance Expense						
	51410 Fire Insurance						1,122.04
	Beginning						
	Balance						
	Total for 51410 Fire Insurance						1,122.04
	51420 Liability Insurance						3,279.00
	Beginning						
	Balance						
	Total for 51420 Liability Insurance						3,279.00
	Total for 51400 Insurance Expense						
	51500 Interest Expense						2,851.71
	Beginning						
	Balance						
	Total for 51500 Interest Expense						2,851.71
	51600 Janitorial Expense						399.24
	Beginning						
	Balance						
	Total for 51600 Janitorial Expense						399.24
	51700 Miscellaneous Expense						1,218.61
	Beginning						
	Balance						
	Total for 51700 Miscellaneous Expense						1,218.61
	51800 Payroll Expense						46,016.80
	Beginning						
	Balance						
	Total for 51800 Payroll Expense						46,016.80
	52000 Postage and Delivery Expense						412.64
	Beginning						
	Balance						
	Total for 52000 Postage and Delivery Expense						412.64
	52000 Printing & Reproduction Expense						609.74
	Beginning						
	Balance						
	Total for 52000 Printing & Reproduction Expense						609.74
	52100 Rent Expense						13,200.00
	Beginning						
	Balance						
	Total for 52100 Rent Expense						13,200.00
	52200 Repairs & Maintenance Expense						630.54
	Beginning						
	Balance						
	Total for 52200 Repairs & Maintenance Expense						630.54
	52300 Supplies Expense						536.31
	Beginning						
	Balance						
	Total for 52300 Supplies Expense						536.31
	52400 Telephone Expense						2,079.04
	Beginning						
	Balance						
	Total for 52400 Telephone Expense						2,079.04
	52500 Utilities Expense						4,163.40
	Beginning						
	Balance						
	Total for 52500 Utilities Expense						4,163.40

PROFIT & LOSS - 20XX-12-01 TO 20XX-12-17

Answer Sheet Report

[Your Name]'s Quincy Bookstore

Profit and Loss		TOTAL
December 1-17, 2022		
Income		
40000 Sales and Service Income		8,997.72
40100 Book Sales		108.00
40200 Keyboarding Sales		678.09
40300 Supplies Sales		
Total 40000 Sales and Service Income		9,783.81
45000 Sales Discounts		-347.00
49000 Misc Fees Income		40.00
Total Income		\$9,476.81
Cost of Goods Sold		
50000 Cost of Goods Sold		4,638.00
50100 Purchases		-47.20
50200 Merchandise Discounts		
Total 50000 Cost of Goods Sold		4,590.80
Total Cost of Goods Sold		\$4,590.80
GROSS PROFIT		\$4,886.01
Expenses		
51100 Computer and Internet Expense		57.38
51600 Janitorial Expense		22.18
51800 Payroll Expense		2,121.80
52250 Returned Payment Expense		25.00
52300 Supplies Expense		28.23
Total Expenses		\$2,254.59
NET OPERATING INCOME		\$2,631.42
NET INCOME		\$2,631.42

BALANCE SHEET – 20XX-12-17

Answer Sheet Report

[Your Name]'s Quincy Bookstore

Balance Sheet
As of December 17, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Checking	128,404.17
Total Bank Accounts	\$128,404.17
Accounts Receivable	
11000 Accounts Receivable	7,995.36
Total Accounts Receivable	\$7,995.36
Other Current Assets	
12000 Undeposited Funds	0.00
12200 Prepaid Insurance	400.00
12300 Supplies Inventory	1,950.00
18000 Inventory Asset	99,339.50
Total Other Current Assets	\$101,689.50
Total Current Assets	\$238,089.03
Fixed Assets	
15000 Store Equipment and Fixtures	
15100 Original Cost	18,000.00
15200 Accumulated Depreciation	-2,933.26
Total 15000 Store Equipment and Fixtures	15,066.74
Total Fixed Assets	\$15,066.74
TOTAL ASSETS	\$253,155.77
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	-8.10
Total Accounts Payable	\$-8.10
Credit Cards	
21000 Mastercard	107.79
Total Credit Cards	\$107.79
Other Current Liabilities	
2700 Store Equipment & Fixtures Loan	5,333.40
28000 Missouri Department of Revenue Payable	332.67
Total Other Current Liabilities	\$5,666.07
Total Current Liabilities	\$5,765.76
Total Liabilities	\$5,765.76
Equity	
31000 [First and Last Name], Equity	
31100 [First and Last Name], Investments	75,000.00
31300 [First and Last Name], Draw	-22,765.18
Total 31000 [First and Last Name], Equity	\$52,234.82
39000 Retained Earnings	
39999 Opening Balance Equity	170,909.40
Net Income	24,045.79
Total Equity	\$247,930.01
TOTAL LIABILITIES AND EQUITY	\$253,155.77



JOURNAL - 20XX-12-01 TO 20XX-12-17

Answer Sheet Report



JOURNAL - 20XX-12-01 TO 20XX-12-17

Answer Sheet Report

[Your Name]'s Quincy Bookstore							[Your Name]'s Quincy Bookstore							Journal					
Journal				December 1-17, 2022			Journal				December 1-17, 2022			December 1-17, 2022					
Date	Transaction Type	Num	Name	Memo/Description		Account #	Account	Debit	Credit	Date	Transaction Type	Num	Name	Memo/Description		Account #	Account	Debit	Credit
12/07/2022	Inventory Starting Value	START	Gf Ware - Opening inventory and value	Textbooks	50100	50100 Cost of Goods Sold/Purchases	\$1,500.00			12/10/2022	Deposits	1013	Walk-In Customer	Schools		11000	11000 Accounts Receivable		\$1,254.51
				Paper Supplies	40300	40300 Sales and Service Income/Book Sales	\$74.85									10000	10000 Checking		\$1,254.51
				Paper Supplies	18000	18000 Inventory Asset										12000	12000 Undeposited Funds		\$103.46
				Paper Supplies	50100	50100 Cost of Goods Sold/Purchases	\$75.00									10000	10000 Checking		\$103.46
				Subtotal	28000	28000 Missouri Department of Revenue Payable	\$0.00									20000	20000 Accounts Payable		\$29.40
					28000	28000 Missouri Department of Revenue Payable	\$0.00									20000	20000 Accounts Payable		\$29.40
					28000	28000 Missouri Department of Revenue Payable	\$0.00									10000	10000 Checking		\$29.40
					Discount	45000	45000 Sales Discounts	\$337.49								10000	10000 Checking		\$2,254.00
						45000	45000 Sales Discounts	\$4,949.85								20000	20000 Accounts Payable		\$2,254.00
								\$4,949.85											\$2,254.00
12/08/2022	Invoice	1010	Kiley, Emma	Keyboarding Services	11000	11000 Accounts Receivable	\$130.00			12/11/2022	Sales Receipt	1013	Walk-In Customer			10000	10000 Checking		\$223.38
				Paper Supplies	40200	40200 Sales and Service Income/Keyboarding Sales	\$75.00									40100	40100 Sales and Service Income/Book Sales		\$134.85
				Paper Supplies	40300	40300 Sales and Service Income/Supplies Sales	\$59.90									18000	18000 Inventory Asset		\$60.00
				Paper Supplies	18000	18000 Inventory Asset										50100	50100 Cost of Goods Sold/Purchases		\$71.98
				Paper Supplies	50100	50100 Cost of Goods Sold/Purchases	\$50.00									40300	40300 Sales and Service Income/Supplies Sales		\$10.00
				Subtotal	28000	28000 Missouri Department of Revenue Payable	\$4.70									18000	18000 Inventory Asset		\$10.00
					Discount	45000	45000 Sales Discounts	\$0.70								28000	28000 Missouri Department of Revenue Payable		\$10.55
						45000	45000 Sales Discounts	\$10.60											\$29.38
								\$10.60											\$29.38
															10000	10000 Checking		\$88.43	
12/10/2022	Bill	Educational Materials, Inc.	Textbooks	20000	20000 Accounts Payable	\$2,254.00				12/11/2022	Sales Receipt	1014	Walk-In Customer			10000	10000 Checking		\$59.90
				Textbooks	18000	18000 Inventory Asset	\$2,300.00									40100	40100 Sales and Service Income/Book Sales		\$50.00
				Textbooks	50200	50200 Cost of Goods Sold/Merchandise Discounts	\$46.00									18000	18000 Inventory Asset		\$8.99
				Textbooks			\$2,300.00									40300	40300 Sales and Service Income/Supplies Sales		\$5.00
				Textbooks	50100	50100 Cost of Goods Sold/Purchases	\$15.00									18000	18000 Inventory Asset		\$5.00
				Textbooks	40300	40300 Sales and Service Income/Supplies Sales	\$29.98									18000	18000 Inventory Asset		\$8.99
				Textbooks	18000	18000 Inventory Asset	\$15.00									40300	40300 Sales and Service Income/Supplies Sales		\$5.00
				Textbooks	50100	50100 Cost of Goods Sold/Purchases	\$15.00									18000	18000 Inventory Asset		\$5.00
				Textbooks	40300	40300 Sales and Service Income/Supplies Sales	\$12.00									18000	18000 Inventory Asset		\$5.00
				Textbooks	18000	18000 Inventory Asset	\$12.00									40300	40300 Sales and Service Income/Supplies Sales		\$5.00
12/10/2022	Sales Receipt	1011	Walk-In Customer	Stationery	18000	18000 Inventory Asset	\$15.00			12/12/2022	Invoice	1015	Gaines, Jonathan			18000	18000 Inventory Asset		\$7.50
				Stationery	50100	50100 Cost of Goods Sold/Purchases	\$15.00									50100	50100 Cost of Goods Sold/Purchases		\$150.93
				Stationery	40300	40300 Sales and Service Income/Supplies Sales	\$29.98									18000	18000 Inventory Asset		\$150.93
				Stationery	18000	18000 Inventory Asset	\$15.00									40300	40300 Sales and Service Income/Supplies Sales		\$8.00
				Stationery	50100	50100 Cost of Goods Sold/Purchases	\$15.00									18000	18000 Inventory Asset		\$8.00
				Stationery	40300	40300 Sales and Service Income/Supplies Sales	\$12.00									18000	18000 Inventory Asset		\$5.00
				Stationery	18000	18000 Inventory Asset	\$12.00									40300	40300 Sales and Service Income/Supplies Sales		\$5.00
				Stationery	50100	50100 Cost of Goods Sold/Purchases	\$12.00									18000	18000 Inventory Asset		\$5.00
				Stationery	40300	40300 Sales and Service Income/Supplies Sales	\$7.66									18000	18000 Missouri Department of Revenue Payable		\$6.55
				Stationery			\$145.46									10000	10000 Accounts Receivable		\$150.93
12/10/2022	Invoice	1012	St. Louis Community Schools	Textbooks	11000	11000 Accounts Receivable	\$880.00			12/13/2022	Expense	Elect	First Founded Bank of Missouri	Gaines' returned check #915		10000	10000 Checking		\$350.00
				Textbooks	40100	40100 Sales and Service Income/Book Sales	\$880.00									52250	52250 Returned Payment Expense		\$350.00
				Textbooks	18000	18000 Inventory Asset	\$400.00									11000	11000 Accounts Receivable		\$350.00
				Textbooks	50100	50100 Cost of Goods Sold/Purchases	\$400.00									52250	52250 Returned Payment Expense		\$350.00
				Textbooks	28000	28000 Missouri Department of Revenue Payable	\$0.00									40000	40000 Misc. Fees Income		\$40.00
				Textbooks	28000	28000 Missouri Department of Revenue Payable	\$0.00									11000	11000 Accounts Receivable		\$390.00
				Textbooks			\$1,280.00									52250	52250 Returned Payment Expense		\$25.00
				Textbooks												10000	10000 Checking		\$25.00
				Textbooks												10000	10000 Checking		\$25.00
				Textbooks															
12/10/2022	Payment	St. Louis Community			10000	10000 Checking	\$1,254.51												



JOURNAL - 20XX-12-01 TO 20XX-12-17

Answer Sheet Report

GENERAL LEDGER - 20XX-12-01 TO 20XX-12-17

Answer Sheet Report

[Your Name]'s Quincy Bookstore

Journal
December 1-17, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	DEBIT	CREDIT
							\$25.00	\$25.00
12/14/2022	Payment	10-283	Manning, Elizabeth		12000 12000 Undeposited Funds		\$270.00	
					11000 11000 Accounts Receivable		\$270.00	\$270.00
12/14/2022	Payment							
12/14/2022	Payment		Gaines, Jonathan		10000 10000 Checking		\$398.00	
					11000 11000 Accounts Receivable		\$398.00	\$398.00
12/14/2022	Bill		Office Supplies For You		20000 20000 Accounts Payable			
			Stationery		18000 18000 Inventory Asset		\$30.00	
					50200 50200 Cost of Goods Sold/Merchandise Discounts		\$0.00	
							\$30.00	\$30.00
12/14/2022	Expense	Elect		12/01/20XX through 12/14/20XX payroll	10000 10000 Checking		\$2,121.80	
					11000 11000 Payroll Expense		\$2,121.80	\$2,121.80
12/15/2022	Payment	1278	Kiley, Emma		12000 12000 Undeposited Funds		\$136.90	
					11000 11000 Accounts Receivable		\$136.90	\$136.90
12/15/2022	Expense		Mastercard					
			cleaning supplies		21000 21000 Mastercard		\$97.62	
			office supplies		51000 51000 Janitorial Expense		\$22.18	
			toner cartridge		52300 52300 Supplies Expense		\$39.22	
					51100 51100 Computer and Internet Expense		\$47.21	
12/17/2022	Invoice	1017	St. Louis Community Schools					
			Textbooks		11000 11000 Accounts Receivable		\$1,000.00	
			Textbooks		40100 40100 Sales and Service Income Book Sales		\$1,000.00	
			Textbooks		18000 18000 Inventory Asset		\$400.00	
					50100 50100 Cost of Goods Sold/Purchases		\$400.00	
12/17/2022	Vendor Credit		Office Supplies For You		28000 28000 Missouri Department of Revenue Payable		\$0.00	
			Stationery		28000 28000 Missouri Department of Revenue Payable		\$0.00	
			Stationery		28000 28000 Missouri Department of Revenue Payable		\$0.00	
							\$1,400.00	\$1,400.00
12/17/2022	Credit Memo	1018	Manning, Elizabeth					
			Textbooks		11000 11000 Accounts Receivable		\$135.00	
			Textbooks		40100 40100 Sales and Service Income Book Sales		\$125.00	
			Textbooks		18000 18000 Inventory Asset		\$50.00	
					50100 50100 Cost of Goods Sold/Purchases		\$50.00	
12/17/2022	Credit Card Credit		Walmart		28000 28000 Missouri Department of Revenue Payable		\$10.00	
			returned incorrect toner cartridge		10000 10000 Checking		\$47.21	
					11000 11000 Accounts Receivable		\$135.00	\$135.00
12/17/2022	Credit Card Credit		Walmart					
			toner cartridge		21000 21000 Mastercard		\$57.38	
					51000 51000 Computer and Internet Expense		\$57.38	

Tuesday, August 9, 2022 01:41 PM GMT-05:00

[Your Name]'s Quincy Bookstore

Journal
December 1-17, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	DEBIT	CREDIT
							\$57.38	\$57.38
12/17/2022	Bill Payment (Check)	1007	Office Supplies For You		20000 20000 Accounts Payable		\$0.00	
12/17/2022	Deposit				10000 10000 Checking		\$464.49	
			12000 12000 Undeposited Funds				\$37.55	
			12000 12000 Undeposited Funds				\$87.00	
			12000 12000 Undeposited Funds				\$138.00	
							\$464.49	\$464.49
TOTAL							\$31,146.51	\$31,146.51

[Your Name]'s Quincy Bookstore

General Ledger
December 1-17, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SP/LIT	AMOUNT	BALANCE	
10/01/2022	Beginning Balance						130,870.25	
12/03/2022	Sales Receipt	1004	Walk-In Customer In-Home Educating, Inc.		Split:			
	Check	1004	MasterCard		11000 Accounts Receivable	630.80	131,500.05	
					21000 MasterCard	1,500.00	133,003.05	
12/03/2022	Bit Payment (Check)	1002	Office Supplies For You		20000 Accounts Payable	-900.00	131,703.05	
12/03/2022	Bit Payment (Check)	1001	Educational Materials, Inc. Writing Products, LLC		20000 Accounts Payable	-1,000.00	131,297.05	
12/03/2022	Bit Payment (Check)	1003	Walk-In Customer In-Home Educating, Inc.		20000 Accounts Payable	-300.00	131,267.05	
12/10/2022	Bit Payment (Check)	1005	Educational Materials, Inc. Missouri Foundation of Mission		12000 Undeposited Funds	103.40	131,880.55	
12/10/2022	Bit Payment (Check)	1004	Educational Materials, Inc. Missouri Foundation of Mission		20000 Accounts Payable	-2,500.00	129,380.55	
12/10/2022	Bit Payment (Check)	1004	Educational Materials, Inc. Missouri Foundation of Mission		20000 Accounts Payable	-2,000.00	127,680.55	
12/10/2022	Bit Payment (Check)	1004	Educational Materials, Inc. Missouri Foundation of Mission		11000 Accounts Receivable	1,254.51	129,961.67	
12/11/2022	Sales Receipt	1013	Walk-In Customer In-Home Educating, Inc.		20000 Accounts Payable	-253.38	130,068.05	
12/11/2022	Expense	1014	Walk-In Customer In-Home Educating, Inc.		11000 Accounts Receivable	88.43	130,177.48	
12/13/2022	Expense	1012	First Founded Bank of Missouri		32500 Returned Payment Expense	-300.00	129,883.48	
12/13/2022	Expense	1012	First Founded Bank of Missouri		12000 Undeposited Funds	103.40	129,780.48	
12/13/2022	Expense	1012	First Founded Bank of Missouri		20000 Accounts Payable	-2,500.00	127,680.48	
12/13/2022	Expense	1012	First Founded Bank of Missouri		11000 Accounts Receivable	-135.00	127,545.48	
12/13/2022	Expense	1012	First Founded Bank of Missouri		Split:			
12/13/2022	Expense	1012	First Founded Bank of Missouri		11000 Accounts Receivable	404.49	125,404.17	
12/13/2022	Expense	1012	First Founded Bank of Missouri				\$-	
12/13/2022	Expense	1012	First Founded Bank of Missouri				2,460.08	
12/13/2022	11000 Accounts Receivable							
12/13/2022	Beginning Balance						2,950.00	
12/13/2022	Payment	1096	Kiley, Emma		12000 Undeposited Funds	-100.00	2,850.00	
12/13/2022	Invoice	1003	In-Home Educating, Inc.		40100 Sales and Service Income Book Sales	3,079.00	5,929.00	
12/13/2022	Invoice	1006	Kiley, Emma		Split:			
12/13/2022	Invoice	915	Gaines, Jonathan		12000 Undeposited Funds	86.65	6,015.65	
12/13/2022	Payment	1096	Kiley, Emma		10000 Checking	-500.00	5,515.65	
12/13/2022	Payment	1096	Kiley, Emma		Split:			
12/13/2022	Payment	1096	Kiley, Emma		12000 Undeposited Funds	1,500.00	6,015.65	
12/13/2022	Payment	1096	Kiley, Emma		10000 Checking	254.51	4,416.16	
12/13/2022	11000 Accounts Receivable							
12/13/2022	Beginning Balance							
12/13/2022	Sale	1098	Kiley, Emma		40200 Sales and Service Income Keyboarding	8.00	7,407.85	
12/13/2022	Payment	1085	Kiley, Emma		12000 Undeposited Funds	-57.59	7,410.26	
12/13/2022	Invoice	1015	Gaines, Jonathan		10000 Checking	360.00	7,780.26	
12/13/2022	Payment	1097	Manning, Elizabeth		10000 Checking	-360.00	7,420.26	
12/13/2022	Invoice	1009	Other Growth Schools, LLC		12000 Undeposited Funds	-210.00	7,110.26	
12/13/2022	Payment	1098	Kiley, Emma		10000 Undeposited Funds	-136.00	7,074.26	
12/13/2022	Payment	1098	Kiley, Emma		10000 Checking	135.00	7,139.26	
12/13/2022	Payment	1098	Kiley, Emma		40100 Sales and Service Income Book Sales	1,000.00	7,139.26	
12/13/2022	Payment	1018	Manning, Elizabeth		40100 Sales and Service Income Book Sales	-136.00	7,003.26	
12/13/2022	11000 Accounts Receivable							
12/13/2022	Total for 12200 Prepaid Insurance						400.00	
12/13/2022	12300 Supplies Inventory							
12/13/2022	Beginning Balance						1,950.00	
12/13/2022	Total for 12300 Supplies Inventory							
12/13/2022	18000 Inventory Asset							
12/13/2022	Beginning Balance						101,655.00	
12/13/2022	Sales Receipt	1002	Walk-In Customer In-Home Educating, Inc.		Paperback Books	12000 Undeposited Funds	-12.00	101,643.00
12/13/2022	Sales Receipt	1004	Walk-In Customer In-Home Educating, Inc.		10000 Checking	-50.00	101,593.00	
12/13/2022	Sales Receipt	1004	Walk-In Customer In-Home Educating, Inc.		12000 Undeposited Funds	-50.00	101,543.00	
12/13/2022	Sales Receipt	1004	Walk-In Customer In-Home Educating, Inc.		10000 Checking	-100.00	101,443.00	
12/13/2022	Sales Receipt	1002	Walk-In Customer In-Home Educating, Inc.		10000 Checking	-50.00	101,393.00	
12/13/2022	Sales Receipt	1002	Walk-In Customer In-Home Educating, Inc.		12000 Undeposited Funds	-50.00	101,343.00	
12/13/2022	Sales Receipt	1004	Walk-In Customer In-Home Educating, Inc.		10000 Checking	-50.00	101,293.00	
12/13/2022	Sales Receipt	1004	Walk-In Customer In-Home Educating, Inc.		12000 Undeposited Funds	-50.00	101,243.00	
12/13/2022	Sales Receipt	1006	St. Louis Community Schools		Pens, etc.	10000 Accounts Receivable	-125.00	99,969.00
12/13/2022	Invoice	1005	St. Louis Community Schools		Pens, etc.	10000 Accounts Receivable	-125.00	99,844.00
12/13/2022	Invoice	1005	St. Louis Community Schools		Pens, etc.	10000 Accounts Receivable	-10.00	99,833.00
12/13/2022	Invoice	1005	St. Louis Community Schools		Pens, etc.	10000 Accounts Receivable	-37.50	99,645.50
12/13/2022	Invoice	1005	St. Louis Community Schools		Pens, etc.	10000 Accounts Receivable	-100.00	99,545.50
12/13/2022	Invoice	1005	St. Louis Community Schools		Pens, etc.	10000 Accounts Receivable	-100.00	99,445.50
12/13/2022	Invoice	1005	St. Louis Community Schools		Pens, etc.	10000 Accounts Receivable	-25.00	99,220.50
12/13/2022	Invoice	1005	St. Louis Community Schools		Pens, etc.	10000 Accounts Receivable	-7.50	99,747.00
12/13/2022	Invoice	1014	Walk-In Customer In-Home Educating, Inc.		10000 Checking	-5.00	99,742.00	
12/13/2022	Sales Receipt	1014	Walk-In Customer In-Home Educating, Inc.		10000 Checking	-5.00	99,692.00	
12/13/2022	Sales Receipt	1014	Walk-In Customer In-Home Educating, Inc.		Paper Supplies	10000 Checking	-30.00	99,662.00
12/13/2022	Sales Receipt	1013	Walk-In Customer In-Home Educating, Inc.		Paper Supplies	10000 Checking	-10.00	99,652.00
12/13/2022	Bill	1017	Office Supplies For You		20000 Accounts Payable	30.00	99,622.00	
12/13/2022	Invoice	1017	St. Louis Community Schools		10000 Accounts Receivable	400.00	99,312.00	
12/13/2022	Vendor Credit	1018	Office Supplies For You		12000 Undeposited Funds	15.00	99,327.00	
12/13/2022	Vendor Credit	1018	Office Supplies For You		11000 Accounts Receivable	-37.50	99,289.50	
12/13/2022	Credit Memo	1018	Manning, Elizabeth		11000 Accounts Receivable	50.00	99,239.50	
12/13/2022	Total for 12000 Inventory Asset						2,315.00	
12/13/2022	15000 Equipment and Fixtures							
12/13/2022	Beginning Balance						18,000.00	
12/13/2022	Total for 15100 Original Cost							
12/13/2022	15000 Accumulated Depreciation							
12/13/2022	Beginning Balance							
12/13/2022	Total for 15200 Accumulated Depreciation						-2,933.26	



GENERAL LEDGER - 20XX-12-01 TO 20XX-12-17

Answer Sheet Report

[Your Name]'s Quincy Bookstore

General Ledger
December 1-17, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for 15000 Store Equipment and Fixtures							
20000 Accounts Payable							
Beginning Balance						2,300.00	
12/03/2022	Bill Payment (Check)	1002	Office Supplies For You	10000 Checking		-800.00	1,500.00
12/03/2022	Bill Payment (Check)	1001	Educational Materials, Inc.	10000 Checking		-1,000.00	500.00
12/03/2022	Bill Payment (Check)	1003	Writing Products, LLC	10000 Checking		-500.00	0.00
12/03/2022	Bill		Writing Products, LLC	Split-			
12/03/2022	Bill Payment (Check)	1005	Educational Materials, Inc.	10000 Checking		-2,254.40	-2,254.40
12/10/2022	Bill Payment (Check)	1004	Writing Products, LLC	10000 Checking		-29.40	-2,254.00
12/10/2022	Bill		Educational Materials, Inc.	Split-			
12/14/2022	Bill		Office Supplies For You	Split-		29.40	29.40
12/17/2022	Vendor Credit		Office Supplies For You	18000 Inventory Asset		-37.50	-8.10
12/17/2022	Bill Payment (Check)	1007	Office Supplies For You	Split-		-8.10	
Total for 20000 Accounts Payable							
2,300.10							
21000 Mastercard							
Beginning Balance						500.00	
12/03/2022	Check	Online	Mastercard	10000 Checking		-500.00	0.00
12/15/2022	Expense		Mastercard	Split-		97.62	97.62
12/17/2022	Credit Card Credit		Walmart	51100 Computer and Internet Expense		-47.21	50.41
12/17/2022	Expense		Walmart	51100 Computer and Internet Expense		57.38	107.79
Total for 21000 Mastercard							
\$-392.21							
27000 Equipment & Fixtures Loan							
Beginning Balance						5,333.40	
Total for 27000 Store Equipment & Fixtures Loan							
5,333.40							
28000 Missouri Department of Revenue Payable							
Beginning Balance						8.08	
12/02/2022	Sales Receipt	1004	Walk-In Customer	12000 Undeposited Funds		8.08	8.08
12/02/2022	Sales Receipt	1004	In-Home Educating, Inc.	10000 Checking		46.47	54.55
12/02/2022	Invoice	1003	In-Home Educating, Inc.	11000 Accounts Receivable		228.00	286.95
12/03/2022	Invoice	1006	Kiley, Emma	11000 Accounts Receivable		6.34	289.29
12/03/2022	Invoice	1005	St. Louis Community Schools	11000 Accounts Receivable		0.00	289.29
12/03/2022	Invoice	1005	St. Louis Community Schools	11000 Accounts Receivable		0.00	289.29
12/03/2022	Invoice	1005	St. Louis Community Schools	11000 Accounts Receivable		0.00	289.29
12/03/2022	Invoice	1005	St. Louis Community Schools	11000 Accounts Receivable		0.00	289.29
12/05/2022	Credit Memo	1006	Kiley, Emma	10000 Accounts Receivable		2.68	319.57
12/05/2022	Invoice	1007	Manning, Elizabeth	10000 Accounts Receivable		20.00	339.57
12/07/2022	Invoice	1009	Online Growth Schools, LLC	11000 Accounts Receivable		0.00	307.21
12/07/2022	Invoice	1009	Online Growth Schools, LLC	11000 Accounts Receivable		0.00	307.21
12/07/2022	Invoice	1009	Online Growth Schools, LLC	11000 Accounts Receivable		0.00	307.21
12/08/2022	Invoice	1010	Kiley, Emma	10000 Accounts Receivable		4.70	311.91
12/10/2022	Sales Receipt	1011	Walk-In Customer	12000 Undeposited Funds		7.66	319.57
12/10/2022	Invoice	1012	St. Louis Community Schools	10000 Accounts Receivable		0.00	319.57
12/10/2022	Invoice	1012	St. Louis Community Schools	10000 Accounts Receivable		0.00	319.57
12/10/2022	Invoice	1012	St. Louis Community Schools	10000 Accounts Receivable		0.00	319.57
12/10/2022	Invoice	1012	St. Louis Community Schools	10000 Accounts Receivable		0.00	319.57
12/10/2022	Invoice	1012	St. Louis Community Schools	10000 Accounts Receivable		0.00	319.57
12/10/2022	Invoice	1012	St. Louis Community Schools	10000 Accounts Receivable		0.00	319.57
12/11/2022	Sales Receipt	1014	Walk-In Customer	10000 Checking		6.55	326.12
12/11/2022	Sales Receipt	1013	Walk-In Customer	10000 Checking		16.55	342.67
12/17/2022	Credit Memo	1018	Manning, Elizabeth	11000 Accounts Receivable		-10.00	332.67
12/17/2022	Invoice	1017	St. Louis Community Schools	11000 Accounts Receivable		0.00	332.67
12/17/2022	Invoice	1017	St. Louis Community Schools	11000 Accounts Receivable		0.00	332.67
12/17/2022	Invoice	1017	St. Louis Community Schools	11000 Accounts Receivable		0.00	332.67
12/17/2022	Invoice	1017	St. Louis Community Schools	11000 Accounts Receivable		0.00	332.67
Total for 28000 Missouri Department of Revenue Payable							
\$332.67							
31000 [First and Last Name], Equity							
Beginning Balance						75,000.00	
31100 [First and Last Name], Investments							
Beginning Balance						75,000.00	
Total for 31100 [First and Last Name], Investments							
75,000.00							

[Your Name]'s Quincy Bookstore

General Ledger
December 1-17, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
31300 [First and Last Name], Draw							
Total for 31300 [First and Last Name], Draw							
Beginning Balance						-22,765.18	
12/07/2022	Inventory Starting Value						170,909.40
12/07/2022	Inventory Starting Value						170,909.40
Total for 39999 Opening Balance Equity							
Beginning Balance						\$0.00	
40000 Sales and Service Income							
40100 Book Sales							
Beginning Balance						202,161.23	
12/02/2022	Sales Receipt	1002	Walk-In Customer	Textbooks	12000 Undeposited Funds	80.00	202,241.23
12/02/2022	Invoice	1003	In-Home Educating, Inc.	10000 Checking	11000 Accounts Receivable	2,850.00	205,091.23
12/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	140.00	205,236.23
12/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	138.95	205,235.08
12/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	126.00	205,591.18
12/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	95.99	205,597.17
12/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	79.99	205,677.16
12/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Undeposited Funds	20.97	205,698.13
12/02/2022	Sales Receipt	1002	Walk-In Customer	Paperback Books	11000 Accounts Receivable	50.00	205,748.13
12/02/2022	Invoice	1005	Manning, Elizabeth	Textbooks	11000 Accounts Receivable	50.00	205,748.13
12/02/2022	Invoice	1017	St. Louis Community Schools	Textbooks	11000 Accounts Receivable	88.00	210,126.13
Total for 40000 Book Sales							
12/03/2022	Sales Receipt	1011	Walk-In Customer	Paperback Books	12000 Undeposited Funds	30.97	210,146.10
12/11/2022	Sales Receipt	1013	Walk-In Customer	Paperback Books	12000 Checking	134.85	210,280.95
12/17/2022	Credit Memo	1018	Manning, Elizabeth	Textbooks	11000 Accounts Receivable	125.00	210,156.95
12/17/2022	Invoice	1017	St. Louis Community Schools	Textbooks	11000 Accounts Receivable	1,000.00	211,156.95
Total for 40000 Keyboarding Sales							
12/02/2022	Sales Receipt	1002	Walk-In Customer	Keyboarding Services	12000 Undeposited Funds	25.00	20,097.00
12/06/2022	Invoice	1010	Kiley, Emma	Keyboarding Services	11000 Accounts Receivable	75.00	2,172.00
12/06/2022	Invoice	1015	Gaines, Jonathan	Keyboarding Services	11000 Accounts Receivable	6.00	2,160.00
Total for 40000 Supplies Sales							
12/03/2022	40000 Supplies Sales						\$108.00
Beginning Balance							
12/03/2022	40000 Sales Discounts						
Beginning Balance							
12/03/2022	Invoice	1009	Online Growth Schools, LLC	Paper Supplies	11000 Accounts Receivable	-25.98	9,705.33
12/03/2022	Invoice	1009	Online Growth Schools, LLC	Paper Supplies	11000 Accounts Receivable	74.85	9,870.18
12/03/2022	Invoice	1010	Kiley, Emma	Paper Supplies	11000 Accounts Receivable	59.90	9,930.08
12/10/2022	Sales Receipt	1011	Walk-In Customer	Pens, etc.	12000 Undeposited Funds	44.85	9,974.93
12/10/2022	Sales Receipt	1011	Walk-In Customer	Pens, etc.	12000 Undeposited Funds	29.00	9,945.93
12/11/2022	Sales Receipt	1014	Walk-In Customer	Stationery	12000 Undeposited Funds	13.99	10,019.92
12/11/2022	Sales Receipt	1014	Walk-In Customer	Stationery	12000 Checking	12.99	10,036.89
12/11/2022	Sales Receipt	1014	Walk-In Customer	Stationery	10000 Checking	59.90	10,086.79
12/11/2022	Sales Receipt	1013	Walk-In Customer	Paper Supplies	10000 Checking	71.98	10,158.77
Total for 40000 Supplies Sales							
\$678.09							
Total for 40000 Sales and Service Income							
Beginning Balance							
12/03/2022	Invoice	1005	St. Louis Community Schools	Discount	11000 Accounts Receivable	-5.19	-741.47
12/03/2022	Invoice	1006	Kiley, Emma	Discount	11000 Accounts Receivable	1.62	743.09
12/07/2022	Invoice	1009	Online Growth Schools, LLC	Discount	11000 Accounts Receivable	-337.49	-1,080.59
Total for 31100 [First and Last Name], Investments							
736.28							



GENERAL LEDGER - 20XX-12-01 TO 20XX-12-17

Answer Sheet Report

[Your Name]'s Quincy Bookstore

General Ledger

December 1-17, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
12/06/2022	Invoice	1010	Kiley, Emma	Discount	11000 Accounts Receivable	-2.70	-1,063.28
Total for 49000 Sales Discounts							
49000 Misc Fees Income						\$ -347.00	
Beginning						120.00	
Balance							
12/13/2022	Invoice	1016	Gaines, Jonathan	Returned Payment Fee	11000 Accounts Receivable	40.00	160.00
Total for 49000 Misc Fees Income							
50000 Cost of Goods Sold						\$40.00	
50100 Purchases							
Beginning						111,887.54	
Balance							
12/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	50.00	111,937.54
12/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	50.00	111,987.54
12/02/2022	Invoice	1005	Online Growth Schools, LLC	Textbooks	11000 Accounts Receivable	1,300.00	113,287.54
12/02/2022	Sales Receipt	1002	Walk-In Customer	Paperback Books	12000 Undeposited Funds	12.00	113,499.54
12/02/2022	Sales Receipt	1002	Walk-In Customer	Textbooks	12000 Undeposited Funds	50.00	113,549.54
12/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	50.00	113,599.54
12/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	50.00	113,649.54
12/02/2022	Sales Receipt	1002	Walk-In Customer	Textbooks	10000 Checking	50.00	113,699.54
12/02/2022	Invoice	1006	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	10.00	113,709.54
12/03/2022	Invoice	1005	Kiley, Emma	Stationary	11000 Accounts Receivable	37.50	113,747.04
12/03/2022	Invoice	1005	St. Louis Community Schools	Paper Supplies	11000 Accounts Receivable	25.00	113,772.04
12/03/2022	Invoice	1005	St. Louis Community Schools	Pens, etc.	11000 Accounts Receivable	125.00	113,897.04
12/05/2022	Credit Memo	1008	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	-6.00	113,891.04
12/05/2022	Invoice	1007	Manning, Elizabeth	Textbooks	11000 Accounts Receivable	100.00	113,991.04
12/07/2022	Invoice	1009	Online Growth Schools, LLC	Paper Supplies	11000 Accounts Receivable	75.00	114,066.04
12/07/2022	Invoice	1009	Online Growth Schools, LLC	Textbooks	11000 Accounts Receivable	1,300.00	115,366.04
12/07/2022	Invoice	1010	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	50.00	115,616.04
12/10/2022	Sales Receipt	1011	Walk-In Customer	Stationary	12000 Undeposited Funds	15.00	115,631.04
12/10/2022	Sales Receipt	1011	Walk-In Customer	Pens, etc.	12000 Undeposited Funds	15.00	115,646.04
12/10/2022	Sales Receipt	1011	Walk-In Customer	Paperback Books	12000 Undeposited Funds	12.00	115,658.04
12/10/2022	Invoice	1012	St. Louis Community Schools	Textbooks	11000 Accounts Receivable	400.00	116,058.04
12/11/2022	Sales Receipt	1013	Walk-In Customer	Pens, etc.	10000 Checking	10.00	116,068.04
12/11/2022	Sales Receipt	1013	Walk-In Customer	Paperback Books	10000 Checking	60.00	116,128.04
12/11/2022	Sales Receipt	1014	Walk-In Customer	Pens, etc.	10000 Checking	5.00	116,133.04
12/11/2022	Sales Receipt	1014	Walk-In Customer	Stationary	10000 Checking	7.50	116,140.54
12/11/2022	Sales Receipt	1014	Walk-In Customer	Paper Supplies	10000 Checking	50.00	116,190.54
12/11/2022	Vendor Credit		Office Supplies For You	Stationary	20000 Accounts Payable	15.00	116,175.54
12/17/2022	Invoice	1017	St. Louis Community Schools	Textbooks	11000 Accounts Receivable	400.00	116,575.54
12/17/2022	Credit Memo	1018	Manning, Elizabeth	Textbooks	11000 Accounts Receivable	\$4,638.00	116,525.54
Total for 50100 Purchases							
50100 Merchandise Discounts						-1,691.31	
Beginning							
Balance							
12/05/2022	Bill		Writing Products, LLC		20000 Accounts Payable	-0.60	-1,691.91
12/10/2022	Bill		Educational Materials, Inc.		20000 Accounts Payable	46.00	-1,673.91
12/10/2022	Bill		Office Supplies For You		20000 Accounts Payable	0.00	-1,738.51
Total for 50200 Merchandise Discounts							
50200 Cost of Goods Sold						\$4,690.80	
51000 Bank Service Charges							
Beginning						75.00	
Balance							
Total for 51000 Bank Service Charges							
51100 Computer and Internet Expense						755.36	
Beginning							
12/15/2022	Expense		Mastercard	toner cartridge	21000 Mastercard	47.21	802.57
12/17/2022	Expense		Walmart	toner cartridge	21000 Mastercard	57.38	859.95
12/17/2022	Credit Card Credit		Walmart	returned incorrect toner cartridge	21000 Mastercard	47.21	812.74
Total for 51100 Computer and Internet Expense							
51000 Depreciation Expense						\$57.38	
Beginning						2,930.26	
Balance							

[Your Name]'s Quincy Bookstore

General Ledger

December 1-17, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for 51000 Equipment Rental Expense							
51000 Equipment Rental Expense							1,005.18
Beginning							
Balance							
Total for 51300 Equipment Rental Expense							
51300 Equipment Rental Expense							1,022.00
Beginning							
Balance							
Total for 51410 Fire Insurance							
51410 Fire Insurance							3,278.00
Beginning							
Balance							
Total for 51420 Liability Insurance							
51420 Liability Insurance							2,851.77
Beginning							
Balance							
Total for 51440 Insurance Expense							
51440 Insurance Expense							3,278.00
Beginning							
Balance							
Total for 51500 Interest Expense							
51500 Interest Expense							399.24
Beginning							
Balance							
12/15/2022	Expense		Mastercard	cleaning supplies	21000 Mastercard	22.18	421.42
Total for 51600 Janitorial Expense							
51600 Janitorial Expense							322.18
Beginning							
Balance							
Total for 51700 Miscellaneous Expense							
51700 Miscellaneous Expense							1,216.67
Beginning							
Balance							
Total for 51800 Payroll Expense							
51800 Payroll Expense							46,016.88
Beginning							
Balance							
12/14/2022	Expense		Elect		10000 Checking	2,121.80	48,138.68
Total for 51900 Postage and Delivery Expense							
51900 Postage and Delivery Expense							412.68
Beginning							
Balance							
Total for 52000 Printing & Reproduction Expense							
52000 Printing & Reproduction Expense							609.72
Beginning							
Balance							
Total for 52100 Rent Expense							
52100 Rent Expense							13,200.00
Beginning							
Balance							
Total for 52100 Rent Expense							
52200 Repairs & Maintenance Expense							630.50
Beginning							
Balance							
Total for 52200 Repairs & Maintenance Expense							
52200 Returned Payment Expense							25.00
Beginning							
Balance							
Total for 52200 Returned Payment Expense							
52200 Supplies Expense							536.37
Beginning							
Balance							
12/15/2022	Expense		Mastercard	office supplies	21000 Mastercard	28.23	564.60
Total for 52200 Supplies Expense							
52200 Utilities Expense							4,163.40
Beginning							
Balance							
12/07/2022	Invoice	1009	Online Growth Schools, LLC	Subtotal	11000 Accounts Receivable	0.00	0.00
12/17/2022	Bill Payment (Check)	1007	Office Supplies For You	20000 Accounts Payable		0.00	0.00
Total for Not Specified							

[Your Name]'s Quincy Bookstore

General Ledger

December 1-17, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for 52400 Telephone Expense							
52400 Telephone Expense						2,079.00	
Beginning							
Balance							
Total for 52500 Utilities Expense							
52500 Utilities Expense						4,163.40	
Beginning							
Balance							



PROFIT & LOSS - 20XX-12-01 TO 20XX-12-24

Answer Sheet Report

[Your Name]'s Quincy Bookstore		
Profit and Loss		
December 1-24, 2022		
TOTAL		
Income		
40000 Sales and Service Income		
40100 Book Sales	9,554.60	
40200 Keyboarding Sales	188.00	
40300 Supplies Sales	902.85	
Total 40000 Sales and Service Income	10,645.45	
45000 Sales Discounts	-364.60	
49000 Misc Fees Income	40.00	
Total Income	\$10,320.85	
Cost of Goods Sold		
50000 Cost of Goods Sold		
50100 Purchases	4,980.00	
50200 Merchandise Discounts	-47.20	
Total 50000 Cost of Goods Sold	4,932.80	
Total Cost of Goods Sold	\$4,932.80	
GROSS PROFIT	\$5,388.05	
Expenses		
51100 Computer and Internet Expense	57.38	
51600 Janitorial Expense	22.18	
51800 Payroll Expense	2,121.80	
51900 Postage and Delivery Expense	25.00	
52250 Returned Payment Expense	25.00	
53200 Supplies Expense	28.23	
Total Expenses	\$2,279.59	
NET OPERATING INCOME	\$3,108.46	
NET INCOME	\$3,108.46	

BALANCE SHEET - 20XX-12-24

Answer Sheet Report

[Your Name]'s Quincy Bookstore		
Balance Sheet		
As of December 24, 2022		
TOTAL		
ASSETS		
Current Assets		
Bank Accounts		
10000 Checking	129,856.04	
Total Bank Accounts	129,856.04	
Accounts Receivable		
11000 Accounts Receivable	7,450.06	
Total Accounts Receivable	\$7,450.06	
Other Current Assets		
12000 Undeposited Funds	40.00	
12500 Prepaid Depreciation	1,992.00	
13000 Prepaid Inventory	99,072.50	
18000 Inventory Asset		
Total Other Current Assets	\$101,422.50	
Total Current Assets		
15000 Store Equipment and Fixtures	18,000.00	
15100 Original Cost	-2,933.26	
15200 Accumulated Depreciation	15,066.74	
Total 15000 Store Equipment and Fixtures	\$15,066.74	
Total Fixed Assets		
TOTAL ASSETS	\$253,795.34	
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 Accounts Payable	66.90	
Total Accounts Payable	\$66.90	
Credit Cards		
21000 Mastercard	132.79	
Total Credit Cards	\$132.79	
Other Current Liabilities		
27000 Store Equipment & Fixture Loan	5,333.40	
28000 Missouri Department of Revenue Payable	398.20	
Total Other Current Liabilities	\$5,731.60	
Total Current Liabilities		
Total Liabilities	\$5,929.29	
Equity		
31000 [First and Last Name], Equity		
31100 [First and Last Name], Investments	75,000.00	
31300 [First and Last Name], Draw	-22,765.18	
Total 31000 [First and Last Name], Equity	\$52,234.82	
39000 Retained Earnings		
39999 Opening Balance Equity	170,909.40	
Net Income	24,722.83	
Total Equity	\$247,867.05	
TOTAL LIABILITIES AND EQUITY	\$253,795.34	

JOURNAL - 20XX-12-01 TO 20XX-12-24

Answer Sheet Report

[Your Name]'s Quincy Bookstore		
Journal		
December 1-24, 2022		
DATE		
TRANSACTION TYPE		
NUM		
NAME		
MEMO/DESCRIPTION		
ACCOUNT #		
ACCOUNT		
DEBIT		
CREDIT		
12/02/2022 Sales Receipt		
1002	Walk-In Customer	
	Keyboarding Services	
42000	12000 Undeposited Funds	\$134.05
42000	40200 Sales and Service Income	\$25.00
	40100 Sales and Service Income:Book Sales	\$8.00
	40100 Sales and Service Income:Inventory Asset	\$17.00
	50100 Cost of Goods Sold Purchases	\$50.00
	51000 Cost of Goods Sold Purchases	\$50.00
	52000 Merchandise Discounts	\$2.83
	53000 Supplies Expense	\$2.83
	55000 Cost of Goods Sold	\$12.00
	56000 Payables	\$28.00
		\$196.05
		\$196.05
12/02/2022 Invoice		
1003	In-Home Educating, Inc.	
	Textbooks	
40100	40100 Sales and Service Income:Book Sales	\$2,850.00
40100	18000 Inventory Asset	\$1,500.00
50100	50100 Cost of Goods Sold Purchases	\$1,500.00
28000	28000 Missouri Department of Revenue Payable	\$228.00
		\$4,578.00
		\$4,578.00
12/02/2022 Payment		
1096	Kley, Emma	
	12000 Undeposited Funds	\$100.00
11000	11000 Accounts Receivable	\$100.00
		\$100.00
		\$100.00
12/02/2022 Sales Receipt		
1004	Walk-In Customer	
	Textbooks	
40100	40100 Sales and Service Income:Book Sales	\$79.99
40100	18000 Inventory Asset	\$50.00
50100	50100 Cost of Goods Sold Purchases	\$50.00
	51000 Cost of Goods Sold Purchases	\$50.00
	52000 Merchandise Discounts	\$5.00
	53000 Supplies Expense	\$5.00
	55000 Cost of Goods Sold	\$12.50
	56000 Payables	\$30.00
		\$882.80
		\$882.80
12/02/2022 Invoice		
1005	St. Louis Community Schools	
	Pens, etc.	
40300	40300 Sales and Service Income:Supplies	\$224.75
	40100 Sales and Service Income:Book Sales	\$224.75
	40100 Sales and Service Income:Inventory Asset	\$125.00
	50100 Cost of Goods Sold Purchases	\$125.00
40300	40300 Sales and Service Income:Supplies	\$34.95
	40100 Sales and Service Income:Book Sales	\$145.00
	40100 Sales and Service Income:Inventory Asset	\$50.00
	50100 Cost of Goods Sold Purchases	\$50.00
	51000 Cost of Goods Sold Purchases	\$25.00
	52000 Merchandise Discounts	\$5.00
	53000 Supplies Expense	\$5.00
	55000 Cost of Goods Sold	\$12.50
	56000 Payables	\$46.87
		\$882.80
		\$882.80
12/03/2022 Invoice		
1006	Kley, Emma	
	Pens, etc.	
40300	40300 Sales and Service Income:Supplies	\$25.98
	40100 Sales and Service Income:Book Sales	\$25.98
	40100 Sales and Service Income:Inventory Asset	\$10.00
	50100 Cost of Goods Sold Purchases	\$10.00
40300	40300 Sales and Service Income:Supplies	\$54.95
	40100 Sales and Service Income:Book Sales	\$54.95
	40100 Sales and Service Income:Inventory Asset	\$37.50
	50100 Cost of Goods Sold Purchases	\$37.50
	51000 Cost of Goods Sold Purchases	\$28.00
	52000 Merchandise Discounts	\$8.00
	53000 Supplies Expense	\$8.00
	55000 Cost of Goods Sold	\$6.34
	56000 Payables	
		\$1.62
		\$134.77
12/03/2022 Check		
	Online Print Mastercard	
10000	10000 Checking	\$500.00
21000	21000 Mastercard	\$500.00
		\$500.00
		\$500.00
12/03/2022 Payment		
	In-Home Educating, Inc.	
10000	10000 Checking	\$1,500.00
11000	11000 Accounts Receivable	\$1,500.00
		\$1,500.00
		\$1,500.00
12/03/2022 Deposit		
10000	10000 Checking	\$584.05
12000	12000 Undeposited Funds	\$134.05
12000	12000 Undeposited Funds	\$100.00
12000	12000 Undeposited Funds	\$350.00
		\$584.05
		\$584.05
12/03/2022 Bill Payment (Check)		
1001	Educational Materials, Inc.	
10000	10000 Checking	\$1,000.00
20000	20000 Accounts Payable	\$1,000.00
		\$1,000.00
		\$1,000.00
12/03/2022 Bill Payment (Check)		
1002	Office Supplies For You	
10000	10000 Checking	\$800.00
20000	20000 Accounts Payable	\$800.00
		\$800.00
		\$800.00
12/03/2022 Bill Payment (Check)		
1003	Writing Products, LLC	
10000	10000 Checking	\$500.00
20000	20000 Accounts Payable	\$500.00
		\$500.00
		\$500.00
12/05/2022 Bill		
	Writing Products, LLC	
10000	10000 Checking	\$270.00
40300	40300 Sales and Service Income:Book Sales	\$250.00
18000	18000 Inventory Asset	\$100.00
50100	50100 Cost of Goods Sold Purchases	\$100.00
28000	28000 Missouri Department of Revenue Payables	\$20.00
		\$370.00
		\$370.00
12/05/2022 Credit Memo		
1008	Kley, Emma	
	Pens, etc.	
40300	40300 Sales and Service Income:Supplies	\$25.98
18000	18000 Inventory Asset	\$6.00
50100	50100 Cost of Goods Sold Purchases	\$6.00
52000	52000 Cost of Goods Sold Merchandise Discounts	\$0.00
		\$30.00
		\$30.00
12/05/2022 Payment		
	Kley, Emma	
10000	10000 Accounts Receivable	\$28.06
40300	40300 Sales and Service Income:Supplies	\$25.98
18000	18000 Inventory Asset	\$6.00
50100	50100 Cost of Goods Sold Purchases	\$6.00
28000	28000 Missouri Department of Revenue Payables	\$0.00
		\$34.06
		\$34.06
12/07/2022 Payment		
	Kley, Emma	
	Created by QB Online to link credits to	



JOURNAL - 20XX-12-01 TO 20XX-12-24

Answer Sheet Report



JOURNAL - 20XX-12-01 TO 20XX-12-24

Answer Sheet Report

[Your Name]'s Quincy Bookstore

Journal

December 1-24, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	DEBIT	CREDIT
12/13/2022	Invoice	1016	Gaines, Jonathan	Payment returned by Bank - Check #915	11000	11000 Accounts Receivable	\$390.00	
				Returned Payment Fee	52250	52250 Returned Payment Expense	\$350.00	
					49000	49000 Misc Fees Income	\$40.00	
							\$390.00	\$390.00
12/13/2022	Expense	Elect	First Founded Bank of Missouri	fee for Gaines' returned check #915	10000	10000 Checking	\$25.00	
					52250	52250 Returned Payment Expense	\$25.00	\$25.00
12/14/2022	Payment	10283	Manning, Elizabeth		12000	12000 Undeposited Funds	\$270.00	
					11000	11000 Accounts Receivable	\$270.00	\$270.00
12/14/2022	Payment		Gaines, Jonathan		10000	10000 Checking	\$398.00	
					11000	11000 Accounts Receivable	\$398.00	\$398.00
12/14/2022	Bill		Office Supplies For You		20000	20000 Accounts Payable		
			Stationery		18000	18000 Inventory Asset	\$29.40	
					50200	50200 Cost of Goods Sold/Merchandise Discounts	\$30.00	
							\$30.00	\$30.00
12/14/2022	Expense	Elect		12/01/20XX through 12/14/20XX payroll	10000	10000 Checking	\$2,121.80	
					51800	51800 Payroll Expense	\$2,121.80	\$2,121.80
12/15/2022	Payment	1278	Kley, Emma		12000	12000 Undeposited Funds	\$136.90	
					11000	11000 Accounts Receivable	\$136.90	\$136.90
12/15/2022	Expense		Mastercard		21000	21000 Mastercard	\$97.62	
			cleaning supplies		51600	51600 Janitorial Expense	\$22.18	
			office supplies		52300	52300 Supplies Expense	\$28.23	
			toner cartridge		51100	51100 Computer and Internet Expense	\$47.21	
							\$97.62	\$97.62
12/17/2022	Invoice	1017	St. Louis Community Schools		11000	11000 Accounts Receivable	\$1,400.00	
			Textbooks		40100	40100 Sales and Service Income Book Sales	\$1,000.00	
			Textbooks		18000	18000 Inventory Asset	\$1,000.00	\$1,000.00
			Textbooks		50100	50100 Cost of Goods Sold/Purchases	\$400.00	
					28000	28000 Missouri Department of Revenue Payable	\$0.00	
					29000	29000 Missouri Department of Revenue Payable	\$0.00	
					28000	28000 Missouri Department of Revenue Payable	\$0.00	
					28000	28000 Missouri Department of Revenue Payable	\$0.00	
							\$1,400.00	\$1,400.00
12/17/2022	Vendor Credit		Office Supplies For You		20000	20000 Accounts Payable	\$37.50	
			Stationery		18000	18000 Inventory Asset	\$37.50	\$37.50
			Stationery		18000	18000 Inventory Asset	\$15.00	
			Stationery		50100	50100 Cost of Goods Sold/Purchases	\$52.50	\$52.50
12/17/2022	Credit Memo	1018	Manning, Elizabeth		11000	11000 Accounts Receivable	\$135.00	
			Textbooks		40100	40100 Sales and Service Income Book Sales	\$135.00	\$135.00
			Textbooks		18000	18000 Inventory Asset	\$55.00	
			Textbooks		50100	50100 Cost of Goods Sold/Purchases	\$50.00	\$50.00
					28000	28000 Missouri Department of Revenue Payable	\$10.00	
							\$185.00	\$185.00
12/17/2022	Check	1006	Manning, Elizabeth	refund of credit balance	10000	10000 Checking	\$135.00	
			refund of credit balance		11000	11000 Accounts Receivable	\$135.00	\$135.00

[Your Name]'s Quincy Bookstore

Journal

December 1-24, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	DEBIT	CREDIT
12/17/2022	Credit Card Credit		Walmart	returned incorrect toner cartridge	21000	21000 Mastercard	\$47.21	
					51100	51100 Computer and Internet Expense		\$47.21
12/17/2022	Expense		Walmart	toner cartridge	21000	21000 Mastercard	\$57.38	
					51100	51100 Computer and Internet Expense		\$57.38
12/17/2022	Bill Payment (Check)	1007	Office Supplies For You		20000	20000 Accounts Payable	\$0.00	
12/17/2022	Depot				10000	10000 Checking	\$464.49	
					12000	12000 Undeposited Funds		\$464.49
					12000	12000 Undeposited Funds	\$75.59	
					12000	12000 Undeposited Funds	\$270.00	
					12000	12000 Undeposited Funds	\$136.90	
12/20/2022	Invoice	1020	Gaines, Jonathan		11000	11000 Accounts Receivable	\$84.25	
			Keyboarding Services		40200	40200 Sales and Service Income Keyboarding Services	\$40.00	
			Pens, etc.		40300	40300 Sales and Service Income Supplies Sales		\$25.98
			Pens, etc.		18000	18000 Inventory Asset		\$10.00
			Pens, etc.		50100	50100 Cost of Goods Sold Purchases	\$10.00	
			Stationery		40300	40300 Sales and Service Income Supplies		\$14.99
			Stationery		18000	18000 Inventory Asset		\$7.50
			Stationery		50100	50100 Cost of Goods Sold Purchases		\$7.50
					28000	28000 Missouri Department of Revenue Payable	\$3.28	
12/20/2022	Sales Receipt	1021	Walk-In Customer		10000	10000 Checking	\$589.47	
			Textbooks		40100	40100 Sales and Service Income Book Sales		\$439.96
			Textbooks		18000	18000 Inventory Asset		\$200.00
			Textbooks		50100	50100 Cost of Goods Sold Purchases		\$200.00
			Textbooks		40100	40100 Sales and Service Income Book Sales		\$88.95
			Textbooks		18000	18000 Inventory Asset		\$50.00
			Gift Ware		50100	50100 Cost of Goods Sold Purchases		\$50.00
			Gift Ware		40300	40300 Sales and Service Income Supplies Sales		\$15.90
			Gift Ware		18000	18000 Inventory Asset		\$5.00
			Gift Ware		50100	50100 Cost of Goods Sold Purchases		\$5.00
					28000	28000 Missouri Department of Revenue Payable	\$43.66	
							\$844.47	\$844.47
12/20/2022	Payment		St. Louis Community Schools		10000	10000 Checking	\$682.40	
					11000	11000 Accounts Receivable	\$682.40	\$682.40
12/21/2022	Invoice	1022	Gaines, Jonathan		11000	11000 Accounts Receivable	\$84.25	
			Keyboarding Services		40200	40200 Sales and Service Income Keyboarding Services	\$40.00	
			Pens, etc.		40300	40300 Sales and Service Income Supplies Sales		\$25.98
			Pens, etc.		18000	18000 Inventory Asset		\$10.00
			Pens, etc.		50100	50100 Cost of Goods Sold Purchases		\$10.00
			Stationery		40300	40300 Sales and Service Income Supplies Sales		\$14.99
			Stationery		18000	18000 Inventory Asset		\$7.50
			Stationery		50100	50100 Cost of Goods Sold Purchases		\$7.50
					28000	28000 Missouri Department of Revenue Payable	\$3.28	

[Your Name]'s Quincy Bookstore

Journal

December 1-24, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	DEBIT	CREDIT
12/22/2022	Invoice	1023	Kley, Emma		11000	11000 Accounts Receivable	\$166.20	
			Gift Ware		40300	40300 Sales and Service Income Supplies Sales	\$99.95	
			Gift Ware		18000	18000 Inventory Asset		\$25.00
			Paperback Books		50100	50100 Cost of Goods Sold Purchases		\$25.00
			Paperback Books		40100	40100 Sales and Service Income Book Sales		\$26.97
			Paperback Books		18000	18000 Inventory Asset		\$12.00
			Pens, etc.		40300	40300 Sales and Service Income Supplies Sales		\$26.97
			Pens, etc.		18000	18000 Inventory Asset		\$15.00
			Pens, etc.		50100	50100 Cost of Goods Sold Purchases		\$15.00
					28000	28000 Missouri Department of Revenue Payable	\$12.31	
							\$218.20	\$218.20
12/23/2022	Expense		US Postmaster	stamps	21000	21000 Mastercard	\$25.00	
					51900	51900 Postage and Delivery Expense		\$25.00
12/23/2022	Bill		Amazing Gifts	Gift Ware	20000	20000 Accounts Payable	\$75.00	
					18000	18000 Inventory Asset		\$75.00
							\$75.00	\$75.00
							\$33,375.08	\$33,375.08



GENERAL LEDGER - 20XX-12-01 TO 20XX-12-24

Answer Sheet Report

[Your Name]'s Quincy Bookstore

General Ledger
December 1-24, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
10000 Checking	Beginning Balance					130,970.25	
12/12/2022	Sales Receipt	1004	Walk-In Customer:		-Split-	632.80	131,503.05
12/12/2022	Payment	In-Home Educating, Inc.		11000 Accounts Receivable		1,500.00	133,003.05
12/12/2022	Credit	16	Mastercard	21000 Mastercard	-Split-	500.00	132,503.05
12/12/2022	Bit Payment	17	Writing Products, LLC	20000 Accounts Payable	-Split-	500.00	132,003.05
12/12/2022	Deposit			-Split-	584.05	132,587.10	
12/12/2022	Bit Payment	[Check]	Educational Materials, Inc.	20000 Accounts Payable	-Split-	1,000.00	131,587.10
12/12/2022	Bit Payment	18	Office Supplies For You		-Split-	800.00	130,787.10
12/12/2022	Bit Payment	[Check]	Educational Materials, Inc.	20000 Accounts Payable	-Split-	2,254.00	128,533.10
12/12/2022	Bit Payment	15	Writing Products, LLC	20000 Accounts Payable	-Split-	29.40	128,503.70
12/12/2022	Deposit			-Split-	103,46	128,607.16	
12/12/2022	Payment	In-Home Educating, Inc.		11000 Accounts Receivable		1,254.51	129,861.67
12/12/2022	Credit	19	Educational Materials, Inc.		-Split-	233.38	130,095.05
12/12/2022	Bit Payment	[Check]	Office Supplies For You		-Split-	88.43	130,173.48
12/12/2022	Expense	14	Educational Materials, Inc.	Gaines' returned check #915		-350.00	129,823.48
12/12/2022	Expense	Elected	First Founded Bank of Missouri	52250 Returned Payment Expense		25.00	129,798.48
12/12/2022	Expense	Elected	First Founded Bank of Missouri	fee for Gaines' returned check #915		25.00	129,798.48
12/12/2022	Payment	Gaines, Jonathan		11000 Accounts Receivable		398.00	130,196.48
12/12/2022	Expense	Elected	Gaines, Jonathan	12/10/2022 through 12/14/2022 payment		-2,121.80	128,074.68
12/17/2022	Check	13	Manning, Elizabeth		-Split-	-135.00	127,939.68
12/17/2022	Deposit			11000 Accounts Receivable		464.49	128,404.17
12/20/2022	Sales Receipt	1021	Walk-In Customer: St. Louis Community Schools		-Split-	588.40	128,952.57
12/20/2022	Payment			11000 Accounts Receivable		662.40	129,594.94
Total for 10000 Checking						1,014.21	
10000 Accounts Receivable	Beginning Balance					2,950.00	
12/12/2022	Payment	1096	Kiley, Emma	12000 Undeposited Funds	-100.00	2,850.00	
12/12/2022	Invoice	1003	In-Home Educating, Inc.	40100 Sales and Service Income/Book Sales	3,078.00	5,928.00	
12/12/2022	Payment	1096	In-Home Educating, Inc.	10000 Checking	1,500.00	4,428.00	
12/12/2022	Payment	1015	Gaines, Jonathan	10000 Undeposited Funds	500.00	3,928.00	
12/12/2022	Invoice	1008	Kiley, Emma	-Split-	85.65	4,163.65	
12/12/2022	Invoice	1008	Kiley, Emma	-Split-	254.51	4,418.16	
12/05/2022	Credit Memo	1008	Kiley, Emma	40300 Sales and Service Income/Supplies	28.06	4,290.10	
12/05/2022	Invoice	1007	Manning, Elizabeth	40100 Sales and Service Income/Book Sales	270.00	4,660.10	
12/07/2022	Invoice	1006	Online Growth Schools, LLC	-Split-	3,637.36	7,697.46	
12/07/2022	Payment	Kiley, Emma		-Split-	0.00	7,697.46	
12/07/2022	Invoice	1010	Kiley, Emma	-Split-	136.90	7,834.36	
12/07/2022	Invoice	1012	St. Louis Community Schools	-Split-	802.40	8,695.76	
12/10/2022	Payment		St. Louis Community Schools	10000 Checking	-1,254.51	7,442.25	
12/12/2022	Invoice	1015	Gaines, Jonathan	40200 Sales and Service Income/Sales	8.00	7,450.25	
12/12/2022	Payment	1098	Kiley, Emma	12000 Undeposited Funds	-7,359.66	0.00	
12/12/2022	Invoice	1018	Gaines, Jonathan	-Split-	396.00	7,320.66	
12/12/2022	Payment	1028	Manning, Elizabeth	12000 Undeposited Funds	-270.00	7,512.66	
12/12/2022	Payment	1028	Gaines, Jonathan	10000 Checking	-398.00	7,114.66	
12/12/2022	Payment	1028	Kiley, Emma	12000 Undeposited Funds	-196.00	6,977.66	
12/12/2022	Payment	1278	Kiley, Emma	10000 Checking	-135.00	7,112.76	
12/12/2022	Check	13	Manning, Elizabeth	refund of credit balance		-135.00	7,112.76
12/12/2022	Invoice	1017	St. Louis Community Schools	40100 Sales and Service Income/Book Sales	1,000.00	8,112.76	
Total for 15100 Original Cost						2,982.50	
15100 Store Equipment and Fixtures	Beginning Balance					18,000.00	
12/12/2022	Sales Receipt	1014	Walk-In Customer:	10000 Checking	-5.00	101,632.00	
12/14/2022	Bit	Office Supplies For You	Pens, etc.	10000 Checking	-30.00	101,602.00	
12/17/2022	Invoice	1017	St. Louis Community Schools	Textbooks	-400.00	101,202.00	
12/17/2022	Credit Memo	1018	Management Books	Textbooks	-50.00	101,152.00	
12/17/2022	Vendor Credit	1018	Office Supplies For You	Stationery	18.00	101,134.00	
12/17/2022	Vendor Credit	1018	Office Supplies For You	Textbooks	37.50	101,266.50	
12/20/2022	Invoice	1020	Gaines, Jonathan	11000 Accounts Receivable	-7.50	101,268.00	
12/20/2022	Invoice	1020	Gaines, Jonathan	10000 Checking	-10,00	101,272.00	
12/20/2022	Invoice	1020	Gaines, Jonathan	11000 Accounts Receivable	-10,00	101,272.00	
12/20/2022	Sales Receipt	1021	Walk-In Customer: Textbooks	10000 Checking	-50.00	101,222.00	
12/20/2022	Sales Receipt	1021	Walk-In Customer: Gif Ware	10000 Checking	-5.00	101,017.00	
12/20/2022	Sales Receipt	1021	Walk-In Customer: Gif Ware	10000 Checking	-10,00	101,007.00	
12/20/2022	Invoice	1022	Gaines, Jonathan	11000 Accounts Receivable	-7.50	101,009.50	
12/20/2022	Invoice	1023	Kiley, Emma	11000 Accounts Receivable	-12.00	100,987.50	
12/20/2022	Invoice	1023	Kiley, Emma	11000 Accounts Receivable	-15.00	100,972.50	
12/20/2022	Invoice	1023	Kiley, Emma	11000 Accounts Receivable	-25.00	100,947.50	
12/20/2022	Bit	Amazing Gifts	Gif Ware	20000 Accounts Payable	75.00	101,022.50	
Total for 15100 Original Cost						2,982.50	
15100 Store Equipment and Fixtures	Beginning Balance					18,000.00	
12/12/2022	Sales Receipt	1014	Walk-In Customer:	10000 Checking	-5.00	101,632.00	
12/14/2022	Bit	Office Supplies For You	Pens, etc.	10000 Checking	-30.00	101,602.00	
12/17/2022	Invoice	1017	St. Louis Community Schools	Textbooks	-400.00	101,202.00	
12/17/2022	Credit Memo	1018	Management Books	Textbooks	-50.00	101,152.00	
12/17/2022	Vendor Credit	1018	Office Supplies For You	Stationery	18.00	101,134.00	
12/17/2022	Vendor Credit	1018	Office Supplies For You	Textbooks	37.50	101,266.50	
12/20/2022	Invoice	1020	Gaines, Jonathan	11000 Accounts Receivable	-7.50	101,268.00	
12/20/2022	Invoice	1020	Gaines, Jonathan	10000 Checking	-10,00	101,272.00	
12/20/2022	Invoice	1020	Gaines, Jonathan	11000 Accounts Receivable	-10,00	101,272.00	
12/20/2022	Sales Receipt	1021	Walk-In Customer: Textbooks	10000 Checking	-50.00	101,222.00	
12/20/2022	Sales Receipt	1021	Walk-In Customer: Gif Ware	10000 Checking	-5.00	101,017.00	
12/20/2022	Invoice	1022	Gaines, Jonathan	11000 Accounts Receivable	-7.50	101,009.50	
12/20/2022	Invoice	1023	Kiley, Emma	11000 Accounts Receivable	-12.00	100,987.50	
12/20/2022	Invoice	1023	Kiley, Emma	11000 Accounts Receivable	-15.00	100,972.50	
12/20/2022	Invoice	1023	Kiley, Emma	11000 Accounts Receivable	-25.00	100,947.50	
12/20/2022	Bit	Amazing Gifts	Gif Ware	20000 Accounts Payable	75.00	101,022.50	
Total for 15100 Original Cost						2,982.50	
15100 Store Equipment and Fixtures	Beginning Balance					2,300.00	
12/12/2022	Bit Payment	17	Writing Products, LLC	10000 Checking	-500.00	1,800.00	
12/12/2022	Bit Payment	19	Educational Materials, Inc.	10000 Checking	-1,000.00	800.00	
12/12/2022	Bit Payment	18	Office Supplies For You	10000 Checking	-800.00	0.00	
12/12/2022	Bit Payment	1000	Office Supplies For You	18000 Inventory Asset	37.50	-8.10	
12/12/2022	Bit Payment	1007	Office Supplies For You	10000 Checking	-8.10	0.00	
12/12/2022	Bit	Amazing Gifts	18000 Inventory Asset		75.00	66.90	
Total for 20000 Account Payable						\$ -2,338.10	
20000 Mastercard	Beginning Balance					500.00	
12/12/2022	Check	16	Mastercard	10000 Checking	-500.00	0.00	
12/12/2022	Expense	Walmart	51100 Computer and Internet Expense	37.62	37.62		
12/17/2022	Expense	Walmart	51100 Computer and Internet Expense	57.38	155.00		
12/17/2022	Credit Card Credit	Walmart	51100 Computer and Internet Expense	47.21	107.79		
12/20/2022	Expense	US Postmaster	51900 Postage and Delivery Expense	25.00	132.79		
Total for 20000 Mastercard						\$ -367.21	
20000 Store Equipment & Fixtures Loan	Beginning Balance					5,333.40	
Total for 20000 Store Equipment & Fixtures Loan							

[Your Name]'s Quincy Bookstore

General Ledger
December 1-24, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
12/17/2022	Credit Memo	1018	St. Louis Community Schools	40100 Sales and Service Income/Book Sales		105.00	7,377.76
12/20/2022	Payment	1020	Gaines, Jonathan	10000 Checking		105.00	7,172.76
12/20/2022	Invoice	1020	Gaines, Jonathan	-Split-	84.25	7,189.01	
12/20/2022	Invoice	1020	Gaines, Jonathan	-Split-	84.25	7,283.86	
12/20/2022	Invoice	1020	Kiley, Emma	-Split-	182.97	7,446.73	
Total for 11000 Accounts Receivable						\$4,496.73	
12000 Undeposited Funds	Beginning Balance					0.00	
12/03/2022	Sales Receipt	1026	Kiley, Emma	10000 Checking		134.05	134.05
12/03/2022	Sales Receipt	1026	Walk-In Customer: Textbooks	10000 Checking		134.05	268.00
12/03/2022	Deposit	915	Gaines, Jonathan	10000 Checking		134.05	134.05
12/03/2022	Deposit	915	Gaines, Jonathan	10000 Checking		134.05	0.00
Total for 12000 Undeposited Funds						\$0.00	
12200 Prepaid Insurance	Beginning Balance					400.00	
12/20/2022	Sales Receipt	1026	Kiley, Emma	10000 Checking		100.00	300.00
12/20/2022	Sales Receipt	1026	Walk-In Customer: Textbooks	10000 Checking		100.00	200.00
12/20/2022	Sales Receipt	1026	Gaines, Jonathan	10000 Checking		100.00	100.00
Total for 12200 Prepaid Insurance						\$0.00	
18000 Inventory Asset	Beginning Balance					400.00	
12/03/2022	Sales Receipt	1026	Kiley, Emma	10000 Checking		100.00	300.00
12/03/2022	Sales Receipt	1026	Walk-In Customer: Textbooks	10000 Checking		100.00	200.00
12/03/2022	Sales Receipt	1026	Gaines, Jonathan	10000 Checking		100.00	100.00
Total for 18000 Inventory Asset						\$0.00	
28000 Missouri Department of Revenue Payable	Beginning Balance					75,000.00	
12/03/2022	Sales Receipt	1026	Kiley, Emma	10000 Checking		48.87	282.95
12/03/2022	Sales Receipt	1026	Walk-In Customer: Textbooks	10000 Checking		48.87	331.82
12/03/2022	Credit Memo	1008	Kiley, Emma	10000 Checking		0.00	282.95
12/03/2022	Invoice	1026	Gaines, Jonathan	10000 Checking		6.34	289.29
12/03/2022	Invoice	1026	St. Louis Community Schools	10000 Checking		0.00	289.29
Total for 28000 Missouri Department of Revenue Payable						\$394.95	
31000 [First and Last Name] Equity	Beginning Balance					75,000.00	
12/03/2022	Sales Receipt	1026	Kiley, Emma	10000 Checking		43.66	376.33
12/03/2022	Sales Receipt	1026	Walk-In Customer: Textbooks	10000 Checking		3.28	379.61
12/03/2022	Credit Memo	1018	Kiley, Emma	10000 Checking		16.55	342.67
12/03/2022	Invoice	1026	Gaines, Jonathan	10000 Checking		10.00	332.67
12/03/2022	Invoice	1026	St. Louis Community Schools	10000 Checking		0.00	332.67
Total for 31000 [First and Last Name] Equity						\$394.95	
39999 Opening Balance Equity	Beginning Balance					170,909.40	
12/03/2							



GENERAL LEDGER - 20XX-12-01 TO 20XX-12-24

Answer Sheet Report

[Your Name]'s Quincy Bookstore

General Ledger

December 1-24, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
10/02/2022	Sales Receipt	1001	Walk-In Customer	Textbooks	12000 Undeposited Funds	80.00	205,501.18
10/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	95.99	205,597.17
10/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	79.33	205,646.17
10/02/2022	Sales Receipt	1009	Walk-In Customer	Paperback Books	10000 Undeposited Funds	20.97	205,698.13
10/02/2022	Invoice	1007	Manning, Elizabeth	Textbooks	11000 Accounts Receivable	250.00	205,948.13
10/02/2022	Invoice	1009	Online Growth Schools, LLC	Textbooks	11000 Accounts Receivable	3,300.00	209,248.13
12/10/2022	Sales Receipt	1011	Walk-In Customer	Paperback Books	12000 Undeposited Funds	20.97	210,269.10
12/10/2022	Invoice	1012	St. Louis Community Schools	Textbooks	11000 Accounts Receivable	880.00	210,149.10
12/11/2022	Sales Receipt	1013	Walk-In Customer	Paperback Books	10000 Checking	134.85	210,283.95
12/17/2022	Credit Memo	1018	Manning, Elizabeth	Textbooks	11000 Accounts Receivable	-125.00	210,158.95
12/17/2022	Invoice	1017	St. Louis Community Schools	Textbooks	11000 Accounts Receivable	1,000.00	211,158.95
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	10000 Checking	69.95	211,248.90
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	10000 Checking	439.96	211,688.86
12/20/2022	Invoice	1023	Kiley, Emma	Paperback Books	11000 Accounts Receivable	26.97	211,715.83
Total for 4010 Book Sales					\$9,554.60		
4020 Keyboarding Sales						2,070.00	
Beginning Balance							
10/02/2022	Sales Receipt	1003	Walk-In Customer	Keyboarding Services	13000 Undeposited Funds	25.00	2,097.00
10/02/2022	Invoice	1010	Kiley, Emma	Keyboarding Services	11000 Accounts Receivable	75.00	2,172.00
12/12/2022	Invoice	1015	Gaines, Jonathan	Keyboarding Services	11000 Accounts Receivable	8.00	2,180.00
12/20/2022	Invoice	1020	Gaines, Jonathan	Keyboarding Services	11000 Accounts Receivable	40.00	2,220.00
12/20/2022	Invoice	1022	Gaines, Jonathan	Keyboarding Services	11000 Accounts Receivable	40.00	2,260.00
Total for 4020 Keyboarding Sales					\$160.00		
4030 Supply Sales						9,480.68	
Beginning Balance							
12/03/2022	Invoice	1006	Kiley, Emma	Stationery	11000 Accounts Receivable	54.95	9,535.63
12/03/2022	Invoice	1006	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	25.98	9,561.61
12/03/2022	Invoice	1005	St. Louis Community Schools	Paper Supplies	11000 Accounts Receivable	34.95	9,596.56
12/03/2022	Invoice	1005	St. Louis Community Schools	Pens, etc.	11000 Accounts Receivable	22.74	9,621.31
12/05/2022	Invoice	1008	Kiley, Emma	Textbooks	11000 Accounts Receivable	55.98	9,706.33
12/07/2022	Invoice	1008	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	74.85	9,630.18
12/08/2022	Invoice	1010	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	55.98	9,675.18
12/08/2022	Invoice	1010	Kiley, Emma	Paper Supplies	11000 Accounts Receivable	55.98	9,730.18
12/08/2022	Invoice	1010	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	55.98	9,785.18
12/08/2022	Invoice	1011	Kiley, Emma	Textbooks	11000 Accounts Receivable	55.98	9,841.18
12/10/2022	Sales Receipt	1011	Walk-In Customer	Stationery	13000 Undeposited Funds	44.85	9,873.93
12/10/2022	Sales Receipt	1014	Walk-In Customer	Paper Supplies	10000 Checking	29.98	10,044.91
12/10/2022	Sales Receipt	1014	Walk-In Customer	Pens, etc.	10000 Checking	59.90	10,084.81
12/10/2022	Sales Receipt	1014	Walk-In Customer	Textbooks	10000 Checking	71.98	10,156.79
12/10/2022	Sales Receipt	1014	Walk-In Customer	Pens, etc.	10000 Checking	13.82	10,156.78
12/10/2022	Sales Receipt	1014	Walk-In Customer	Stationery	10000 Checking	12.99	10,156.77
12/10/2022	Sales Receipt	1014	Walk-In Customer	Textbooks	10000 Accounts Receivable	25.98	10,184.75
12/10/2022	Sales Receipt	1014	Walk-In Customer	Pens, etc.	10000 Accounts Receivable	14.99	10,199.74
12/10/2022	Sales Receipt	1014	Walk-In Customer	Textbooks	10000 Checking	13.93	10,215.64
12/10/2022	Sales Receipt	1014	Walk-In Customer	Pens, etc.	10000 Checking	14.99	10,230.63
12/10/2022	Invoice	1022	Gaines, Jonathan	Stationery	11000 Accounts Receivable	55.98	10,265.61
12/10/2022	Invoice	1022	Gaines, Jonathan	Pens, etc.	11000 Accounts Receivable	55.98	10,320.59
12/10/2022	Invoice	1022	Kiley, Emma	Gift Ware	11000 Accounts Receivable	50.95	10,363.53
12/10/2022	Invoice	1022	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	50.97	10,363.53
Total for 4020 Supplies Sales					\$902.85		
Total for 4000 Sales and Service Income					\$10,645.45		
4000 Sales Discounts							
Beginning Balance						756.28	
12/03/2022	Invoice	1005	St. Louis Community Schools	Discount	11000 Accounts Receivable	-5.19	741.47
12/03/2022	Invoice	1008	Kiley, Emma	Discount	11000 Accounts Receivable	-1.62	743.09
12/07/2022	Invoice	1009	Online Growth Schools, LLC	Discount	11000 Accounts Receivable	-337.49	1,076.58
12/08/2022	Invoice	1010	Kiley, Emma	Discount	11000 Accounts Receivable	-2.70	1,083.28
12/10/2022	Invoice	1012	St. Louis Community Schools	Discount	11000 Accounts Receivable	-17.68	1,100.98
Total for 4000 Sales and Service Income					\$1,040.85		
5000 Cost of Goods Sold					\$4,920.80		
5100 Bank Service Charges						75.00	
Beginning Balance							
Total for 5100 Bank Service Charges						755.36	
5110 Computer and Internet Expense							
Beginning Balance							
12/15/2022	Expense	Mastercard	toner cartridge	21000 Mastercard	47.21	802.57	
12/17/2022	Expense	Walmart	toner cartridge	21000 Mastercard	57.38	850.95	
12/17/2022	Expense	Walmart	returned nonused toner cartridge	21000 Mastercard	-47.21	812.74	
Total for 5110 Computer and Internet Expense					\$67.38		
5120 Depreciation Expense						2,933.26	
Total for 5120 Depreciation Expense						2,933.26	
5130 Equipment Rental Expense						1,005.18	
Total for 5130 Equipment Rental Expense						1,005.18	
5140 Insurance Expenses							
Beginning Balance						1,122.00	
Total for 5140 Insurance Expenses						2,851.77	
5140 Liability Insurance							
Beginning Balance						3,278.00	
Total for 5140 Liability Insurance						3,278.00	
5150 Interest Expense							
Beginning Balance						2,851.77	
Total for 5150 Interest Expense						2,851.77	
5160 Janitorial Expense							
Beginning Balance						399.24	
10/15/2022	Expense	Mastercard	cleaning supplies	21000 Mastercard	22.18	421.42	
Total for 5160 Janitorial Expense					\$22.18		
5170 Miscellaneous Expense						1,218.67	
Total for 5170 Miscellaneous Expense						1,218.67	
5180 Payroll Expense							
Beginning Balance						46,016.88	
12/14/2022	Expense	Elect		10000 Checking	2,121.80	48,138.68	
Total for 5180 Payroll Expense					\$2,121.80		
5190 Postage and Delivery Expense						412.68	
Total for 5190 Postage and Delivery Expense						\$25.00	
5200 Printing & Reproduction Expense						609.72	
Total for 5200 Printing & Reproduction Expense						609.72	
5210 Rent Expense						13,200.00	
Total for 5210 Rent Expense						13,200.00	
5220 Repair & Maintenance Expense						630.50	
Total for 5220 Repair & Maintenance Expense						630.50	
5230 Utilities Expense							
Beginning Balance						536.37	
Total for 5230 Utilities Expense						\$2,940.00	
5240 Telephone Expense							
Total for 5240 Telephone Expense						4,163.40	
5250 Utilities Expense							
Beginning Balance							
Total for 5250 Utilities Expense						4,163.40	
5260 Travel Expense							
Total for 5260 Travel Expense						2,079.00	
5270 Uniforms Expense							
Total for 5270 Uniforms Expense						0.00	
5280 Work Expenses							
Total for 5280 Work Expenses						0.00	
5290 Wages Expense							
Total for 5290 Wages Expense						1,000.00	
5300 Salaries Expense							
Total for 5300 Salaries Expense						1,000.00	
5310 Supplies Expense							
Total for 5310 Supplies Expense						536.37	
5320 Travel Expenses							
Total for 5320 Travel Expenses						2,079.00	
5330 Uniforms Expense							
Total for 5330 Uniforms Expense						0.00	
5340 Work Expenses							
Total for 5340 Work Expenses						0.00	
5350 Salaries Expense							
Total for 5350 Salaries Expense						1,000.00	
5360 Supplies Expense							
Total for 5360 Supplies Expense						536.37	
5370 Travel Expenses							
Total for 5370 Travel Expenses						2,079.00	
5380 Uniforms Expense							
Total for 5380 Uniforms Expense						0.00	
<							



PROFIT & LOSS – YEAR END

Answer Sheet Report

[Your Name]'s Quincy Bookstore

Profit and Loss
December 2022

	TOTAL
Income	
40000 Sales and Service Income	20,949.31
40100 Book Sales	188.00
40200 Keyboarding Sales	902.81
40300 Supplies Sales	902.81
Total 40000 Sales and Service Income	22,040.22
40400 Merchandise Discounts	-367.65
40500 Misc. Fees Income	40.00
Total Income	\$21,712.57
Cost of Goods Sold	
50000 Cost of Goods Sold	10,230.00
50100 Purchases	-52.20
50200 Merchandise Discounts	-52.20
Total 50000 Cost of Goods Sold	10,179.79
Total Cost of Goods Sold	\$10,179.79
GROSS PROFIT	\$11,532.78
Expenses	
51100 Computer and Internet Expense	57.34
51300 Equipment Rental Expense	209.14
51500 Interest Expense	22.14
51600 Janitorial Expense	3,843.40
51700 Postage and Delivery Expense	35.00
52100 Rent Expense	1,200.00
52250 Returned Payment Expense	25.00
52300 Supplies Expense	28.24
52400 Telephone Expense	189.00
52500 Utilities Expense	257.00
Total Expenses	\$5,847.98
NET OPERATING INCOME	\$5,685.00
NET INCOME	\$5,685.00

BALANCE SHEET - 20XX-12-31

Answer Sheet Report

[Your Name]'s Quincy Bookstore

Balance Sheet

ASSETS	
Current Assets	
Bank Accounts	
10000 Checking	128,155.
Total Bank Accounts	\$128,155.
Accounts Receivable	
10000 Accounts Receivable	14,050.
Total Accounts Receivable	\$14,050.
Other Current Assets	
12000 Undepreciated Funds	0.
12200 Prepaid Insurance	405.
12500 Subscriptions	1,950.
18000 Emergency Asset	33,975.
Total Other Current Assets	\$96,325.
Total Current Assets	\$226,531.
Fixed Assets	
15000 Store Equipment and Fixtures	18,000.
15100 Original Cost	-2,933.
15200 Accumulated Depreciation	15,066.
Total 15000 Store Equipment and Fixtures	\$15,066.
Total Fixed Assets	\$15,066.
TOTAL ASSETS	\$231,598.
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	-9.
20200 Accounts Payable	\$ 6.
Total Accounts Payable	\$ 6.
Credit Cards	
21200 Mastercard	132.
Total Credit Cards	\$132.
Other Current Liabilities	
2700 Store Equipment & Fixtures Loan	5,029.
28200 Missouri Department of Revenue Payable	0.
Total Other Current Liabilities	\$5,029.
Total Current Liabilities	\$5,154.
Total Liabilities	\$5,154.
Equity	
31000 [First and Last Name], Equity	
31100 [First and Last Name], Investments	75,000.
31300 [First and Last Name], Draw	24,765.
Total 31000 [First and Last Name], Equity	\$60,234.
33000 Retained Earnings	
33999 Opening Balance Equity	170,933.
Net Income	37,299.
Total Equity	\$248,443.
TOTAL LIABILITIES AND EQUITY	\$232,598.

JOURNAL - 20XX-12-01 TO 20XX-12-31

Answer Sheet Report

[Your Name]'s Quincy Bookstore

Journal

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	ACCOUNT	DEBIT	CREDIT
12/02/2022	Sales Receipt	1002	Walk-In Customer		10000 10000 Undeposited Funds	\$134.05		
			Keyboarding Services	40200 40200 Sales and Service Income:Keyboarding Sales			\$25.00	
			Textbooks	40100 40100 Sales and Service Income:Book Sales			\$80.00	
			Textbooks	18000 18000 Inventory Asset			\$50.00	
			Textbooks	50100 50100 Cost of Goods Sold Purchases			\$50.00	
			Paperback Books	40100 40100 Sales and Service Income:Book Sales			\$0.97	
			Paperback Books	18000 18000 Inventory Asset			\$12.00	
			Paperback Books	50100 50100 Cost of Goods Sold Purchases			\$12.00	
				28000 28000 Missouri Department of Revenue Payable			\$8.00	
							\$196.05	\$196.05
12/02/2022	Invoice	1003	In-Home Educating, Inc.		11000 11000 Accounts Receivable	\$3,079.00		
			Textbooks	40100 40100 Sales and Service Income:Book Sales			\$2,850.00	
			Textbooks	18000 18000 Inventory Asset			\$1,500.00	
			Textbooks	50100 50100 Cost of Goods Sold Purchases			\$1,500.00	
				28000 28000 Missouri Department of Revenue Payable			\$250.00	
							\$4,578.00	\$4,578.00
12/02/2022	Payment	1096	Kley, Emma		10000 10000 Undeposited Funds	\$100.00		
				11000 11000 Accounts Receivable			\$100.00	\$100.00
12/02/2022	Sales Receipt	1004	Walk-In Customer		10000 10000 Checking	\$632.80		
			Textbooks	40100 40100 Sales and Service Income:Book Sales			\$79.99	
			Textbooks	18000 18000 Inventory Asset			\$50.00	
			Textbooks	50100 50100 Cost of Goods Sold Purchases			\$50.00	
			Textbooks	40100 40100 Sales and Service Income:Book Sales			\$85.99	
			Textbooks	18000 18000 Inventory Asset			\$50.00	
			Textbooks	50100 50100 Cost of Goods Sold Purchases			\$50.00	
			Textbooks	40100 40100 Sales and Service Income:Book Sales			\$125.00	
			Textbooks	18000 18000 Inventory Asset			\$50.00	
			Textbooks	50100 50100 Cost of Goods Sold Purchases			\$50.00	
			Textbooks	40100 40100 Sales and Service Income:Book Sales			\$139.99	
			Textbooks	18000 18000 Inventory Asset			\$50.00	
			Textbooks	50100 50100 Cost of Goods Sold Purchases			\$50.00	
			Textbooks	40100 40100 Sales and Service Income:Book Sales			\$145.00	
			Textbooks	18000 18000 Inventory Asset			\$50.00	
			Textbooks	50100 50100 Cost of Goods Sold Purchases			\$50.00	
				28000 28000 Missouri Department of Revenue Payable			\$46.87	
							\$682.80	\$682.80
12/03/2022	Invoice	1005	St. Louis Community Schools		11000 11000 Accounts Receivable	\$254.51		
			Pens, etc.	40300 40300 Sales and Service Income:Supplies Sales			\$249.75	
			Pens, etc.	18000 18000 Inventory Asset			\$125.00	
			Pens, etc.	50100 50100 Cost of Goods Sold Purchases			\$125.00	
			Paper Supplies	40300 40300 Sales and Service Income:Supplies Sales			\$34.99	
			Paper Supplies	18000 18000 Inventory Asset			\$25.00	
			Paper Supplies	50100 50100 Cost of Goods Sold Purchases			\$25.00	
				28000 28000 Missouri Department of Revenue Payable			\$5.00	
				28000 28000 Missouri Department of Revenue Payable			\$0.00	
				28000 28000 Missouri Department of Revenue Payable			\$0.00	
				Discount	40000 40000 Sales Discounts		\$1.00	
							\$409.70	\$409.70
12/03/2022	Payment	915	Gaines, Jonathan		10000 10000 Undeposited Funds	\$350.00		
				11000 11000 Accounts Receivable			\$350.00	\$350.00
12/03/2022	Invoice	1006	Kley, Emma		11000 11000 Accounts Receivable	\$85.65		
			Pens, etc.	40300 40300 Sales and Service Income:Supplies Sales			\$25.99	
			Pens, etc.	18000 18000 Inventory Asset			\$10.00	
			Pens, etc.	50100 50100 Cost of Goods Sold Purchases			\$10.00	
			Stationery	40300 40300 Sales and Service Income:Supplies Sales			\$54.99	

[Your Name]'s Quincy Bookstore

Journal

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	DEBIT	CREDIT
			Stationary	18000 18000 Inventory Asset			\$37.50	
			Stationary	50100 50100 Cost of Goods Sold Purchases			\$37.50	
			Discount	28000 28000 Missouri Department of Revenue Payable			\$6.30	
				45000 45000 Sales Discounts			\$1.82	
							\$134.77	\$134.77
12/03/2022	Check	16	Mastercard		10000 10000 Checking		\$500.00	
					21000 21000 Mastercard		\$500.00	
							\$500.00	\$500.00
12/03/2022	Payment		In-Home Educating, Inc.		10000 10000 Checking		\$1,500.00	
					11000 11000 Accounts Receivable			\$1,500.00
							\$1,500.00	\$1,500.00
12/03/2022	Deposit				10000 10000 Checking		\$584.05	
					12000 12000 Undeposited Funds			\$134.00
					12000 12000 Undeposited Funds		\$100.00	
					12000 12000 Undeposited Funds		\$350.00	
							\$584.05	\$584.05
12/03/2022	Bill Payment (Check)	19	Educational Materials, Inc.		10000 10000 Checking			\$1,000.00
					20000 20000 Accounts Payable		\$1,000.00	
							\$1,000.00	\$1,000.00
12/03/2022	Bill Payment (Check)	18	Office Supplies For You		10000 10000 Checking		\$800.00	
					20000 20000 Accounts Payable		\$800.00	
							\$800.00	\$800.00
12/03/2022	Bill Payment (Check)	17	Writing Products, LLC		10000 10000 Checking		\$500.00	
					20000 20000 Accounts Payable		\$500.00	
							\$500.00	\$500.00
12/05/2022	Invoice	1007	Manning, Elizabeth		11000 11000 Accounts Receivable		\$270.00	
				Textbooks	40100 40100 Sales and Service Income-Book Sales		\$250.00	
				Textbooks	18000 18000 Inventory Asset		\$10.00	
				Textbooks	50100 50100 Cost of Goods Sold Purchases		\$100.00	
					28000 28000 Missouri Department of Revenue Payable		\$20.00	
							\$370.00	\$370.00
12/05/2022	Bill		Writing Products, LLC		20000 20000 Accounts Payable			\$29.40
				Pens, etc.	18000 18000 Inventory Asset		\$30.00	
					50200 50200 Cost of Goods Sold Merchandise Discounts			\$0.60
							\$30.00	\$30.00
12/05/2022	Credit Memo	1008	Kiley, Emma		11000 11000 Accounts Receivable			\$28.00
				Pens, etc.	40300 40300 Sales and Service Income-Supplies Sales		\$25.98	
				Pens, etc.	18000 18000 Inventory Asset		\$6.00	
				Pens, etc.	50100 50100 Cost of Goods Sold Purchases		\$6.00	
					28000 28000 Missouri Department of Revenue Payable		\$2.00	
							\$24.06	\$24.06
12/07/2022	Payment		Kiley, Emma	Created by QB Online to link credits to charges.	11000 11000 Accounts Receivable		\$0.00	
					11000 11000 Accounts Receivable		\$0.00	
							\$0.00	\$0.00
12/07/2022	Invoice	1009	Online Growth Schools, LLC		11000 11000 Accounts Receivable		\$5,037.36	
				Textbooks	40100 40100 Sales and Service Income-Book Sales		\$3,300.00	
				Textbooks	18000 18000 Inventory Asset		\$1,500.00	
				Textbooks	50100 50100 Cost of Goods Sold/Purchases		\$1,500.00	
				Paper Supplies	40200 40200 Sales and Service Income-Supplies Sales		\$74.80	



JOURNAL - 20XX-12-01 TO 20XX-12-31

Answer Sheet Report

[Your Name]'s Quincy Bookstore

Journal

December 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	DEBIT	CREDIT
			Stationery		18000 Inventory Asset	\$30.00		
					50200 Cost of Goods Sold/Merchandise Discounts	\$0.60		
						\$30.00	\$30.00	
12/14/2022	Expense	Elect		12/01/20XX through 12/14/20XX payroll	10000 10000 Checking		\$2,121.80	
					51800 \$1800 Payroll Expense	\$2,121.80		
						\$2,121.80	\$2,121.80	
12/15/2022	Payment	1278	Kiley, Emma		12000 12000 Undeposited Funds	\$136.90		
					11000 11000 Accounts Receivable	\$136.90		
						\$136.90	\$136.90	
12/15/2022	Expense		Mastercard		21000 21000 Mastercard cleaning supplies	\$97.62		
					51600 \$1600 Janitorial Expense	\$22.18		
					52020 52000 Supplies Expense	\$28.23		
					51100 \$1100 Computer and Internet Expense	\$47.21		
						\$97.62	\$97.62	
12/17/2022	Invoice	1017	St. Louis Community Schools		11000 11000 Accounts Receivable	\$1,000.00		
					Textbooks			
					40100 40100 Sales and Service Income:Book Sales	\$1,000.00		
					18000 18000 Inventory Asset	\$400.00		
					50100 50100 Cost of Goods Sold Purchases	\$400.00		
					28000 28000 Missouri Department of Revenue Payable	\$0.00		
					29000 29000 Missouri Department of Revenue Payable	\$0.00		
						\$1,400.00	\$1,400.00	
12/17/2022	Vendor Credit		Office Supplies For You		20000 20000 Accounts Payable	\$37.50		
					18000 18000 Inventory Asset	\$37.50		
					50100 50100 Cost of Goods Sold Purchases	\$15.00		
						\$52.50	\$52.50	
12/17/2022	Credit Memo	1018	Manning, Elizabeth		11000 11000 Accounts Receivable	\$135.00		
					Textbooks			
					40100 40100 Sales and Service Income:Book Sales	\$125.00		
					18000 18000 Inventory Asset	\$50.00		
					50100 50100 Cost of Goods Sold Purchases	\$50.00		
					29000 29000 Missouri Department of Revenue Payable	\$10.00		
						\$185.00	\$185.00	
12/17/2022	Check	13	Manning, Elizabeth	refund of credit balance	10000 10000 Checking	\$135.00		
					11000 11000 Accounts Receivable	\$135.00		
						\$135.00	\$135.00	
12/17/2022	Credit Card Credit		Walmart	returned incorrect toner cartridge	21000 21000 Mastercard	\$47.21		
					51100 \$1100 Computer and Internet Expense	\$47.21		
						\$47.21	\$47.21	
12/17/2022	Expense		Walmart	toner cartridge	21000 21000 Mastercard	\$57.38		
					51100 \$1100 Computer and Internet Expense	\$57.38		
						\$57.38	\$57.38	
12/17/2022	Bill Payment (Check)	1007	Office Supplies For You			\$0.00		
					20000 20000 Accounts Payable	\$0.00		
12/17/2022	Deposit				10000 10000 Checking	\$464.49		
					12000 12000 Undeposited Funds	\$57.59		
					12000 12000 Undeposited Funds	\$270.00		
					12000 12000 Undeposited Funds	\$136.90		
						\$464.49	\$464.49	

[Your Name]'s Quincy Bookstore

Journal

December 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	DEBIT	CREDIT
12/28/2022	Payment	127	Kiley, Emma		12000 12000 Undeposited Funds	\$162.87		
					11000 11000 Accounts Receivable	\$162.87		
						\$162.87	\$162.87	
12/28/2022	Expense			12/15/20XX through 12/28/20XX payroll	10000 10000 Checking		\$1,712.94	
					51800 \$1800 Payroll Expense	\$1,712.94		
						\$1,712.94	\$1,712.94	
12/29/2022	Invoice	1025	In-Home Educating, Inc.		11000 11000 Accounts Receivable	\$12,306.33		
					40100 40100 Sales and Service Income:Book Sales	\$5,997.00		
					18000 18000 Inventory Asset	\$3,000.00		
					50100 50100 Cost of Goods Sold Purchases	\$3,000.00		
					40100 40100 Sales and Service Income:Book Sales	\$5,397.75		
					18000 18000 Inventory Asset	\$2,250.00		
					50100 50100 Cost of Goods Sold Purchases	\$2,250.00		
					29000 29000 Missouri Department of Revenue Payable	\$911.58		
						\$17,556.33	\$17,556.33	
12/29/2022	Payment		In-Home Educating, Inc.		10000 10000 Checking	\$5,539.27		
					11000 11000 Accounts Receivable	\$5,539.27		
						\$5,539.27	\$5,539.27	
12/29/2022	Bill		Office Supplies For You		20000 20000 Accounts Payable			
					18000 18000 Inventory Asset	\$7.35		
					50200 50200 Cost of Goods Sold/Merchandise Discounts	\$0.15		
						\$7.50	\$7.50	
12/29/2022	Bill		Writing Products, LLC		20000 20000 Accounts Payable	\$79.38		
					18000 18000 Inventory Asset	\$81.00		
					50200 50200 Cost of Goods Sold/Merchandise Discounts	\$1.62		
						\$81.00	\$81.00	
12/29/2022	Bill		Educational Materials, Inc.		20000 20000 Accounts Payable	\$62.72		
					Paperback Books			
					18000 18000 Inventory Asset	\$64.00		
					50200 50200 Cost of Goods Sold/Merchandise Discounts	\$1.28		
						\$64.00	\$64.00	
12/31/2022	Deposit		Kiley, Emma		10000 10000 Checking	\$162.87		
					12000 12000 Undeposited Funds	\$162.87		
						\$162.87	\$162.87	
12/31/2022	Bill Payment (Check)	12	Amazing Gifts		10000 10000 Checking			
					20000 20000 Accounts Payable	\$75.00		
						\$75.00	\$75.00	
12/31/2022	Bill Payment (Check)	11	Educational Materials, Inc.		10000 10000 Checking			
					20000 20000 Accounts Payable	\$62.72		
						\$62.72	\$62.72	
12/31/2022	Bill Payment (Check)	10	Office Supplies For You		10000 10000 Checking			
					20000 20000 Accounts Payable	\$7.35		
						\$7.35	\$7.35	
12/31/2022	Bill Payment (Check)	9	Writing Products, LLC		10000 10000 Checking			
					20000 20000 Accounts Payable	\$79.38		
						\$79.38	\$79.38	
								\$64,351.26
								\$64,351.26



GENERAL LEDGER - 20XX-12-01 TO 20XX-12-31

Answer Sheet Report

[Your Name]'s Quincy Bookstore

General Ledger
December 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
10000 Checking	Beginning Balance					130,870.25	
12/02/2022	Sales Receipt	1004	Walk-In Customer		-Split-	632.80	131,503.05
	Bill Payment	18	Office Supplies For You		20000 Accounts Payable	-800.00	130,705.05
12/03/2022	Deposit	19	Educational Materials, Inc.		-Split-	584.05	131,287.10
	Bill Payment	19	Educational Materials, Inc.		20000 Accounts Payable	-1,000.00	130,287.10
12/03/2022	Check	16	Mastercard		500.00	130,787.10	
12/03/2022	Payment	11	In-Home Educating, Inc.		11000 Accounts Receivable	1,500.00	131,287.10
12/03/2022	Bill Payment	17	Writing Products, LLC		20000 Accounts Payable	500.00	130,787.10
12/10/2022	Payment		St. Louis Community Schools		11000 Accounts Receivable	1,254.51	130,041.61
12/10/2022	Bill Payment	15	Writing Products, LLC		20000 Accounts Payable	-29.40	130,012.21
12/10/2022	Bill Payment	14	Educational Materials, Inc.		-2,254.00	129,756.21	
12/10/2022	Deposit		Walk-In Customer		12000 Undeposited Funds	103.46	129,861.67
12/10/2022	Sales Receipt	1014	Walk-In Customer		-Split-	88.43	129,950.10
12/10/2022	Sales Receipt	1013	Walk-In Customer		-Split-	223.38	130,173.48
12/10/2022	Expense		First Founded Bank of Missouri		52550 Returned Payment Expense	-350.00	129,823.48
12/13/2022	Expense	Elect	First Founded Bank of Missouri	fee for Gaines' returned check #915	52550 Returned Payment Expense	-25.00	129,798.48
12/14/2022	Payment		Gaines, Jonathan		11000 Accounts Receivable	398.00	130,196.48
12/14/2022	Expense	Elect		12/01/20XX through 12/14/20XX	51800 Payroll Expense	-2,121.80	129,074.68
12/17/2022	Check	13	Manning, Elizabeth	refund of credit balance	11000 Accounts Receivable	-135.00	127,939.68
12/17/2022	Deposit		St. Louis Community Schools		-Split-	464.49	128,404.17
12/20/2022	Payment		St. Louis Community Schools		11000 Accounts Receivable	662.40	128,266.57
12/20/2022	Sales Receipt	1021	Walk-In Customer		-Split-	588.47	128,856.04
12/20/2022	Expense		12/18/20XX through 12/28/20XX	payroll	51800 Payroll Expense	-711.94	128,143.10
12/29/2022	Payment		In-Home Educating, Inc.		11000 Accounts Receivable	553.27	133,682.37
12/31/2022	Check	8	Gateway Rental		52100 Rent Expense	-1,200.00	132,482.37
12/31/2022	Check	2	MO Department of Revenue		28000 Missouri Department of Revenue Payable	-1,306.53	131,175.84
12/31/2022	Bill Payment	11	Educational Materials, Inc.		20000 Accounts Payable	-62.72	131,113.12
12/31/2022	Deposit		Kiley, Emma		12000 Undeposited Funds	168.87	131,275.99
12/31/2022	Check	3	[First & Last Name]		31000 First and Last Name, Equity [First and Last Name], Drew	-2,000.00	129,275.99
12/31/2022	Bill Payment	10	Office Supplies For You		20000 Accounts Payable	-7.35	129,268.64
12/31/2022	Check	7	STL Utilities		52500 Utilities Expense	-257.00	129,011.64
12/31/2022	Bill Payment	12	Amazing Gifts		20000 Accounts Payable	-75.00	128,936.64
12/31/2022	Check	6	SWBTC		52400 Telephone Expense	-189.00	128,747.64
12/31/2022	Check	4	First Founded Bank of Missouri		-Split-	512.67	128,234.97
12/31/2022	Bill Payment		Writing Products, LLC		20000 Accounts Payable	-79.38	128,155.59
12/31/2022	Check	5	Gateway Rental		51300 Equipment Rental Expense	0.00	128,155.59
Total for 10000 Checking					\$ 2,714.66		
11000 Accounts Receivable						2,950.00	
Beginning Balance							
12/02/2022	Invoice	1003	In-Home Educating, Inc.		40100 Sales and Service Income Book Sales	3,078.00	6,028.00
12/02/2022	Payment	1096	Kiley, Emma		12000 Undeposited Funds	-100.00	5,928.00
12/02/2022	Payment	915	Gaines, Jonathan		12000 Undeposited Funds	350.00	5,978.00
12/03/2022	Invoice	1005	St. Louis Community Schools		11000 Accounts Receivable	-254.51	5,832.51
Total for 10000 Checking					\$ 2,714.66		

[Your Name]'s Quincy Bookstore

General Ledger
December 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
12/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	16000 Checking	-50.00	99,950.00
	Sales Receipt	1004	Walk-In Customer	Textbooks	12000 Undeposited Funds	-50.00	99,950.00
12/02/2022	Sales Receipt	1002	Walk-In Customer	Paperback Books	12000 Undeposited Funds	-12.00	99,948.00
12/03/2022	Invoice	1003	St. Louis Community Schools	Pens, etc.	11000 Accounts Receivable	-125.00	99,813.00
12/03/2022	Invoice	1005	St. Louis Community Schools	Paper Supplies	11000 Accounts Receivable	-25.00	99,693.00
12/03/2022	Invoice	1006	Kiley, Emma	Stationery	11000 Accounts Receivable	-37.50	99,655.50
12/03/2022	Invoice	1006	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	-10.00	99,645.50
12/03/2022	Invoice	1007	Writing Products, LLC	Pens, etc.	20000 Accounts Payable	-20.00	99,675.50
12/03/2022	Invoice	1007	Manning, Elizabeth	Paperbooks	11000 Accounts Receivable	-10.00	99,665.50
12/03/2022	Credit Memo	1008	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	-6.00	99,591.50
12/07/2022	Invoice	1009	In-Home Growth Schools, LLC	Paper Supplies	11000 Accounts Receivable	-75.00	99,506.50
12/07/2022	Invoice	1009	In-Home Growth Schools, LLC	Textbooks	11000 Accounts Receivable	-1,500.00	98,906.50
12/07/2022	Invoice	1010	Walk-In Customer	Textbooks	20000 Accounts Payable	-1,500.00	98,906.50
12/07/2022	Invoice	1011	Walk-In Customer	Paperback Books	12000 Undeposited Funds	-12.00	99,829.50
12/07/2022	Invoice	1011	Walk-In Customer	Pens, etc.	12000 Undeposited Funds	-15.00	99,814.50
12/07/2022	Invoice	1014	Walk-In Customer	Paper Supplies	12000 Checking	50.00	99,764.50
12/07/2022	Invoice	1014	Walk-In Customer	Pens, etc.	12000 Undeposited Funds	-5.00	99,759.50
12/07/2022	Invoice	1014	Walk-In Customer	Stationery	12000 Checking	-7.50	99,752.00
12/07/2022	Invoice	1013	Walk-In Customer	Paperback Books	12000 Checking	-60.00	99,692.00
12/07/2022	Invoice	1013	Walk-In Customer	Pens, etc.	12000 Checking	-10.00	99,682.00
12/14/2022	Bill		Office Supplies For You	Stationery	20000 Accounts Payable	30.00	99,712.00
12/17/2022	Invoice	1017	St. Louis Community Schools	Textbooks	11000 Accounts Receivable	-400.00	99,312.00
12/17/2022	Vendor Credit		Office Supplies For You	Stationery	20000 Accounts Payable	-37.50	99,274.50
12/17/2022	Vendor Credit		Office Supplies For You	Stationery	20000 Accounts Payable	15.00	99,289.50
12/17/2022	Credit Memo	1018	Manning, Elizabeth	Textbooks	11000 Accounts Receivable	-50.00	99,239.50
12/17/2022	Invoice	1020	Kiley, Emma	Textbooks	11000 Accounts Receivable	-12.00	99,227.50
12/20/2022	Sales Receipt	1011	Walk-In Customer	Gift Ware	12000 Undeposited Funds	-5.00	99,222.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	11000 Accounts Receivable	-60.00	99,162.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	12000 Undeposited Funds	-60.00	99,102.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	11000 Accounts Receivable	-60.00	99,042.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	12000 Undeposited Funds	-60.00	99,002.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	11000 Accounts Receivable	-60.00	98,942.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	12000 Undeposited Funds	-60.00	98,882.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	11000 Accounts Receivable	-60.00	98,822.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	12000 Undeposited Funds	-60.00	98,762.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	11000 Accounts Receivable	-60.00	98,702.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	12000 Undeposited Funds	-60.00	98,642.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	11000 Accounts Receivable	-60.00	98,582.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	12000 Undeposited Funds	-60.00	98,522.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	11000 Accounts Receivable	-60.00	98,462.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	12000 Undeposited Funds	-60.00	98,402.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	11000 Accounts Receivable	-60.00	98,342.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	12000 Undeposited Funds	-60.00	98,282.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	11000 Accounts Receivable	-60.00	98,222.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	12000 Undeposited Funds	-60.00	98,162.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	11000 Accounts Receivable	-60.00	98,102.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	12000 Undeposited Funds	-60.00	98,042.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	11000 Accounts Receivable	-60.00	97,982.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	12000 Undeposited Funds	-60.00	97,922.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	11000 Accounts Receivable	-60.00	97,862.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	12000 Undeposited Funds	-60.00	97,802.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	11000 Accounts Receivable	-60.00	97,742.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	12000 Undeposited Funds	-60.00	97,682.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	11000 Accounts Receivable	-60.00	97,622.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	12000 Undeposited Funds	-60.00	97,562.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	11000 Accounts Receivable	-60.00	97,502.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	12000 Undeposited Funds	-60.00	97,442.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	11000 Accounts Receivable	-60.00	97,382.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	12000 Undeposited Funds	-60.00	97,322.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	11000 Accounts Receivable	-60.00	97,262.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	12000 Undeposited Funds	-60.00	97,202.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	11000 Accounts Receivable	-60.00	97,142.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	12000 Undeposited Funds	-60.00	97,082.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	11000 Accounts Receivable	-60.00	97,022.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	12000 Undeposited Funds	-60.00	96,962.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	11000 Accounts Receivable	-60.00	96,902.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	12000 Undeposited Funds	-60.00	96,842.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	11000 Accounts Receivable	-60.00	96,782.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	12000 Undeposited Funds	-60.00	96,722.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	11000 Accounts Receivable	-60.00	96,662.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	12000 Undeposited Funds	-60.00	96,602.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	11000 Accounts Receivable	-60.00	96,542.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	12000 Undeposited Funds	-60.00	96,482.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	11000 Accounts Receivable	-60.00	96,422.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	12000 Undeposited Funds	-60.00	96,362.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	11000 Accounts Receivable	-60.00	96,302.50
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	12000 Undeposited Funds	-60.00	96



GENERAL LEDGER - 20XX-12-01 TO 20XX-12-31

Answer Sheet Report

[Your Name]'s Quincy Bookstore

General Ledger

December 2022

[Your Name]'s Quincy Bookstore

General Ledger

December 2022

[Your Name]'s Quincy Bookstore

General Ledger

December 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
1/11/2022	Sales Receipt	1010	Walk-In Customer	Paperback Books	10000 Checking	134.85	210,260.95
1/12/2022	Invoice	1017	St. Louis Community Schools	Textbooks	11000 Accounts Receivable	1,000.00	211,260.95
1/12/2022	Credit Memo	1018	Manning, Elizabeth	Textbooks	11000 Accounts Receivable	125.74	211,135.85
1/12/2022	Sales Receipt	1019	Walk-In Customer	Textbooks	10000 Checking	400.00	211,135.85
1/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	10000 Checking	86.05	211,049.86
1/22/2022	Invoice	1023	Kiley, Emma	Paperback Books	11000 Accounts Receivable	26.97	211,022.88
1/23/2022	Invoice	1025	In-Home Educating, Inc.	Textbooks	11000 Accounts Receivable	5,997.00	211,721.83
1/23/2022	Invoice	1025	In-Home Educating, Inc.	Textbooks	11000 Accounts Receivable	5,975.75	223,110.58
Total for 1/10/2022 Book Sales						\$20,949.35	
4/2020 Keyboard Sales							
	Beginning Balance						2,072.00
1/20/2022	Sales Receipt	1002	Walk-In Customer	Keyboarding Services	10000 Undeposited Funds	25.00	2,097.00
1/20/2022	Invoice	1010	Kiley, Emma	Keyboarding Services	11000 Accounts Receivable	70.00	2,172.00
1/21/2022	Invoice	1015	Gaines, Jonathan	Keyboarding Services	11000 Accounts Receivable	8.00	2,180.00
1/23/2022	Invoice	1020	Gaines, Jonathan	Keyboarding Services	11000 Accounts Receivable	40.00	2,220.00
1/24/2022	Invoice	1022	Gaines, Jonathan	Keyboarding Services	11000 Accounts Receivable	40.00	2,260.00
Total for 4/2020 Keyboard Sales						\$188.00	
5/2020 Supplies Sales							
	Beginning Balance						9,480.68
1/20/2022	Invoice	1008	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	25.98	9,506.66
1/20/2022	Invoice	1005	St. Louis Community Schools	Pens, etc.	11000 Accounts Receivable	224.75	9,731.41
1/23/2022	Invoice	1006	Kiley, Emma	Stationary	11000 Accounts Receivable	54.95	9,786.36
1/23/2022	Invoice	1005	St. Louis Community Schools	Paper Supplies	11000 Accounts Receivable	34.95	9,821.31
1/23/2022	Credit Memo	1008	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	29.55	9,795.76
1/27/2022	Invoice	1009	Online Growth Schools LLC	Paper Supplies	11000 Accounts Receivable	74.85	9,870.61
1/28/2022	Invoice	1010	Kiley, Emma	Paper	11000 Accounts Receivable	80.90	9,950.00
1/28/2022	Sales Receipt	1011	Walk-In Customer	Stationery	10000 Undeposited Funds	29.99	9,980.00
1/29/2022	Sales Receipt	1011	Walk-In Customer	Pens, etc.	10000 Undeposited Funds	44.85	10,024.91
1/29/2022	Sales Receipt	1014	Walk-In Customer	Paper Supplies	10000 Checking	59.00	10,064.91
1/29/2022	Sales Receipt	1013	Walk-In Customer	Pens, etc.	10000 Checking	71.98	10,136.79
1/29/2022	Sales Receipt	1014	Walk-In Customer	Stationery	10000 Checking	10.00	10,146.79
1/29/2022	Sales Receipt	1014	Walk-In Customer	Pens, etc.	10000 Checking	8.99	10,150.77
1/29/2022	Invoice	1020	Gaines, Jonathan	Pens, etc.	11000 Accounts Receivable	25.98	10,184.75
1/29/2022	Sales Receipt	1021	Walk-In Customer	Gift Ware	10000 Checking	15.00	10,200.65
1/29/2022	Invoice	1020	Gaines, Jonathan	Stationery	11000 Accounts Receivable	14.00	10,215.65
1/29/2022	Invoice	1022	Gaines, Jonathan	Stationery	11000 Accounts Receivable	14.00	10,230.65
1/29/2022	Invoice	1022	Gaines, Jonathan	Pens, etc.	11000 Accounts Receivable	25.98	10,256.63
1/29/2022	Invoice	1023	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	26.97	10,283.58
1/29/2022	Invoice	1023	Kiley, Emma	Gift Ware	11000 Accounts Receivable	99.95	10,383.53
Total for 5/2020 Supplies Sales						\$902.85	
Total for 4/2020 Sales and Service Income							
	4/2020 Sales Discounts						\$22,040.20
5/2020 Sales Discounts							
	Beginning Balance						736.28
1/20/2022	Invoice	1005	St. Louis Community Schools	Discount	11000 Accounts Receivable	-5.19	741.47
1/20/2022	Invoice	1008	Kiley, Emma	Discount	11000 Accounts Receivable	-1.62	743.09
12/07/2022	Invoice	1009	Online Growth Schools LLC	Discount	11000 Accounts Receivable	-337.49	1,060.58
1/08/2022	Invoice	1010	Kiley, Emma	Discount	11000 Accounts Receivable	-2.70	1,063.28
1/20/2022	Invoice	1012	St. Louis Community Schools	Discount	11000 Accounts Receivable	-17.60	1,100.88
1/22/2022	Invoice	1023	Kiley, Emma	Discount	11000 Accounts Receivable	-3.08	1,103.96
Total for 5/2020 Sales Discounts						\$-367.68	
4/2020 Misc Fees Income							
	Beginning Balance						120.00
12/13/2022	Invoice	1016	Gaines, Jonathan	Returned Payment Fee	11000 Accounts Receivable	40.00	160.00
Total for 4/2020 Misc Fees Income							
5/2020 Bank Service Charges							
	Beginning Balance						75.00
Total for 5/2020 Bank Service Charges							
5/2020 Computer and Internet Expense							
	Beginning Balance						755.36
1/25/2022	Expense	Mastercard	Toner cartridge	21000 Mastercard	47.21	802.57	
1/27/2022	Credit Card Credit	Walmart	returned incorrect toner cartridge	21000 Mastercard	44.21	758.36	
1/27/2022	Expense	Walmart	Toner cartridge	21000 Mastercard	51.38	812.74	
Total for 5/2020 Computer and Internet Expense						\$57.98	
5/2020 Depreciation Expense							
	Beginning Balance						2,933.26
Total for 5/2020 Depreciation Expense							
5/2020 Equipment Rental Expense							
	Beginning Balance						1,005.18
1/20/2022	Check	5	Gateway Rental	10000 Checking			1,005.18
Total for 5/2020 Equipment Rental Expense							
5/2020 Insurance Expense							
	5/14/2019 Fire Insurance						1,120.00
	Beginning Balance						120.00
1/20/2022	Check	5	Gateway Rental	10000 Checking			1,005.18
Total for 5/2020 Insurance Expense							
5/2020 Interest Expense							
	Beginning Balance						2,851.77
12/31/2022	Check	4	First Founded Bank of Missouri	10000 Checking			209.16
Total for 5/2020 Interest Expense							
5/2020 Janitorial Expense							
	Beginning Balance						399.24
1/20/2022	Expense	Mastercard	Cleaning supplies	21000 Mastercard	22.18	421.42	
Total for 5/2020 Janitorial Expense							
5/2020 Miscellaneous Expense							
	Beginning Balance						1,218.67
Total for 5/2020 Miscellaneous Expense							
5/2020 Payroll Expense							
	Beginning Balance						46,016.88
1/28/2022	Expense	Elect		10000 Checking	2,02.80	48,158.68	
1/28/2022	Expense			10000 Checking	1,719.94	49,851.62	
Total for 5/2020 Payroll Expense							
5/2020 Postage and Delivery Expense							
	Beginning Balance						412.68
12/23/2022	Expense	US Postmaster	stamps	21000 Mastercard	25.00	437.68	
Total for 5/2020 Postage and Delivery Expense							
5/2020 Printing & Reproduction Expense							
	Beginning Balance						609.72
Total for 5/2020 Printing & Reproduction Expense							
5/2020 Rent Expense							
	Beginning						13,200.00



GENERAL LEDGER - 20XX-12-01 TO 20XX-12-31

Answer Sheet Report

[Your Name]'s Quincy Bookstore							
General Ledger							
December 2022							
BALANCE							
12/31/2022							
Check	8	Gateway Rental		10000 Checking	1,200.00	14,400.00	
Total for 52100 Rent Expense					\$1,200.00		
52200 Repairs & Maintenance Expense							
Beginning Balance						650.50	
Total for 52200 Repairs & Maintenance Expense							
52250 Returned Payment Expense							
12/13/2022	Expense	Elect First Founded Bank of Missouri		10000 Checking	350.00	350.00	
12/13/2022	Expense	Elect First Founded Bank of Missouri		10000 Checking	25.00	375.00	
12/13/2022	Invoice	1016 Gaines, Jonathan	#915	11000 Accounts Receivable	-350.00	25.00	
Total for 52250 Returned Payment Expense					\$25.00		
52300 Supplies Expense							
Beginning Balance						536.37	
12/15/2022	Expense	Mastercard	office supplies	21000 Mastercard	28.23	564.60	
Total for 52300 Supplies Expense					\$28.23		
52400 Telephone Expense							
Beginning Balance						2,079.00	
12/31/2022	Check	6 SWBTC		10000 Checking	189.00	2,268.00	
Total for 52400 Telephone Expense					\$189.00		
52500 Utilities Expense							
Beginning Balance						4,163.40	
12/31/2022	Check	7 STL Utilities		10000 Checking	257.00	4,420.40	
Total for 52500 Utilities Expense					\$257.00		
Not Specified							
12/07/2022	Invoice	1009 Online Growth Schools, LLC	Subtotal	11000 Accounts Receivable			
12/07/2022	Payment	Kiley, Emma	Created by QB Online to link credits to changes.	11000 Accounts Receivable	0.00	0.00	
12/17/2022	Bit Payment (Check)	1007 Office Supplies For You		20000 Accounts Payable	0.00	0.00	
Total for Not Specified					\$0.00		

PROFIT & LOSS - YEAR END

Answer Sheet Report

[Your Name]'s Quincy Bookstore	
Profit and Loss	
December 2022	
TOTAL	
Income	
40000 Sales and Service Income	20,949.35
40100 Book Sales	188.00
40200 Keyboarding Sales	902.85
40300 Supplies Sales	
Total 40000 Sales and Service Income	22,040.20
45000 Sales Discounts	-367.68
49000 Misc Fees Income	40.00
Total Income	\$21,712.52
Cost of Goods Sold	
50000 Cost of Goods Sold	
50100 Purchases	10,230.00
50200 Merchandise Discounts	50.25
Total 50000 Cost of Goods Sold	10,179.75
Total Cost of Goods Sold	\$10,179.75
GROSS PROFIT	\$11,532.77
Expenses	
51000 Bank Service Charges	45.00
51100 Computer and Internet Expenses	57.38
51200 Depreciation Expense	266.66
51300 Equipment Rental Expense	
51400 Insurance Expense	
51410 Fire Insurance	102.00
51420 Liability Insurance	298.00
Total 51400 Insurance Expense	400.00
51500 Interest Expense	209.16
51600 Janitorial Expense	22.18
51800 Payroll Expense	4,123.74
51900 Postage and Delivery Expense	25.00
52100 Rent Expense	1,200.00
52250 Returned Payment Expense	25.00
52300 Supplies Expense	356.90
52400 Telephone Expense	189.00
52500 Utilities Expense	257.00
Total Expenses	\$7,177.02
NET OPERATING INCOME	\$4,355.75
NET INCOME	\$4,355.75

BALANCE SHEET - YEAR END

Answer Sheet Report

[Your Name]'s Quincy Bookstore	
Balance Sheet	
As of December 31, 2022	
TOTAL	
ASSETS	
Current Assets	
Bank Accounts	
10000 Checking	127,977.80
Total Bank Accounts	\$127,977.80
Accounts Receivable	
11000 Accounts Receivable	14,050.92
Total Accounts Receivable	\$14,050.92
Other Current Assets	
12000 Undeposited Funds	0.00
12200 Prepaid Insurance	0.00
12300 Supplies Inventory	1,621.33
18000 Inventory Asset	93,975.00
Total Other Current Assets	\$95,596.33
Total Current Assets	\$237,625.05
Fixed Assets	
15000 Store Equipment and Fixtures	
15100 Original Cost	18,000.00
15200 Accumulated Depreciation	-3,199.92
Total 15000 Store Equipment and Fixtures	14,800.08
Total Fixed Assets	\$14,800.08
TOTAL ASSETS	\$252,425.13
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	-8.10
Total Accounts Payable	\$ 8.10
Credit Cards	
21000 Mastercard	0.00
Total Credit Cards	\$0.00
Other Current Liabilities	
26000 Payroll Liabilities	289.00
2700 Store Equipment & Fixtures Loan	5,029.89
28000 Missouri Department of Revenue Payable	0.00
Total Other Current Liabilities	\$5,318.89
Total Current Liabilities	\$5,310.79
Total Liabilities	\$5,310.79
EQUITY	
31000 [First and Last Name], Equity	
31100 [First and Last Name], Investments	75,000.00
31300 [First and Last Name], Draw	-24,765.18
Total 31000 [First and Last Name], Equity	50,234.82
39000 Retained Earnings	
39999 Opening Balance Equity	170,909.40
Net Income	25,970.12
Total Equity	\$247,114.34
TOTAL LIABILITIES AND EQUITY	\$252,425.13

[Your Name]'s Quincy Bookstore	
Balance Sheet	
As of December 31, 2022	
TOTAL	
Equity	
31000 [First and Last Name], Equity	
31100 [First and Last Name], Investments	75,000.00
31300 [First and Last Name], Draw	-24,765.18
Total 31000 [First and Last Name], Equity	50,234.82
39000 Retained Earnings	
39999 Opening Balance Equity	170,909.40
Net Income	25,970.12
Total Equity	\$247,114.34
TOTAL LIABILITIES AND EQUITY	\$252,425.13



JOURNAL - YEAR END

Answer Sheet Report

[Your Name]'s Quincy Bookstore
Journal
December 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT #	DEBIT	CREDIT
12/02/2022	Sales Receipt	1002	Walk-In Customer		12000 12000 Undeposited Funds		\$134.05	
				Keyboarding Services	40200 40200 Sales and Service Income Keyboarding Sales		\$25.00	
				Textbooks	40100 40100 Sales and Service Income Book Sales		\$80.00	
				Pens, etc.	50100 50100 Cost of Goods Sold Purchases		\$50.00	
				Textbooks	50100 50100 Cost of Goods Sold Purchases		\$50.00	
				Paperback Books	40100 40100 Sales and Service Income Book Sales		\$20.97	
				Paperback Books	18000 18000 Inventory Asset		\$12.00	
				Paperback Books	50100 50100 Cost of Goods Sold Purchases		\$12.00	
					28000 28000 Missouri Department of Revenue Payable		\$8.08	
							\$196.05	\$196.05
12/02/2022	Invoice	1003	In-Home Educating, Inc.		11000 11000 Accounts Receivable		\$3,078.00	
				Textbooks	40100 40100 Sales and Service Income Book Sales		\$2,850.00	
				Textbooks	18000 18000 Inventory Asset		\$1,500.00	
				Textbooks	50100 50100 Cost of Goods Sold Purchases		\$1,500.00	
					28000 28000 Missouri Department of Revenue Payable		\$4,578.00	\$4,578.00
12/02/2022	Payment	1098	Kley, Emma		12000 12000 Undeposited Funds		\$100.00	
				11000 11000 Accounts Receivable		\$100.00		
				Textbooks	40100 40100 Sales and Service Income Book Sales		\$79.99	
				Textbooks	18000 18000 Inventory Asset		\$50.00	
				Textbooks	50100 50100 Cost of Goods Sold Purchases		\$50.00	
				Textbooks	40100 40100 Sales and Service Income Book Sales		\$95.99	
				Textbooks	18000 18000 Inventory Asset		\$50.00	
				Textbooks	50100 50100 Cost of Goods Sold Purchases		\$50.00	
				Textbooks	40100 40100 Sales and Service Income Book Sales		\$125.00	
				Textbooks	18000 18000 Inventory Asset		\$50.00	
				Textbooks	50100 50100 Cost of Goods Sold Purchases		\$50.00	
				Textbooks	40100 40100 Sales and Service Income Book Sales		\$139.95	
				Textbooks	18000 18000 Inventory Asset		\$50.00	
				Textbooks	50100 50100 Cost of Goods Sold Purchases		\$50.00	
				Textbooks	40100 40100 Sales and Service Income Book Sales		\$145.00	
				Textbooks	18000 18000 Inventory Asset		\$50.00	
				Textbooks	50100 50100 Cost of Goods Sold Purchases		\$50.00	
					28000 28000 Missouri Department of Revenue Payable		\$46.87	
							\$882.80	\$882.80
12/03/2022	Invoice	1005	St. Louis Community Schools		11000 11000 Accounts Receivable		\$254.51	
				Pens, etc.	40300 40300 Sales and Service Income Supplies Sales		\$204.75	
				Pens, etc.	18000 18000 Inventory Asset		\$125.00	
				Pens, etc.	50100 50100 Cost of Goods Sold Purchases		\$125.00	
				Paper Supplies	40300 40300 Sales and Service Income Supplies Sales		\$34.95	
				Paper Supplies	18000 18000 Inventory Asset		\$25.00	
				Paper Supplies	50100 50100 Cost of Goods Sold Purchases		\$25.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
							\$409.70	\$409.70
							\$4,949.85	\$4,949.85
12/03/2022	Payment	915	Gaines, Jonathan		12000 12000 Undeposited Funds		\$350.00	
				11000 11000 Accounts Receivable		\$350.00	\$350.00	
12/03/2022	Invoice	1006	Kley, Emma		11000 11000 Accounts Receivable		\$85.65	
				Pens, etc.	40300 40300 Sales and Service Income Supplies Sales		\$85.65	
				Pens, etc.	18000 18000 Inventory Asset		\$25.98	
				Pens, etc.	50100 50100 Cost of Goods Sold Purchases		\$10.00	
				Stationery	40300 40300 Sales and Service Income Supplies Sales		\$54.95	
							\$409.70	\$409.70
							\$3,406.00	\$3,406.00

[Your Name]'s Quincy Bookstore
Journal
December 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT #	DEBIT	CREDIT
				Stationery	18000 18000 Inventory Asset		\$37.50	
				Stationery	50100 50100 Cost of Goods Sold Purchases		\$37.50	
				Discount	45000 45000 Sales Discounts		\$1.62	
12/03/2022	Check	16	Mastercard		10000 10000 Checking		\$134.77	\$134.77
					21000 21000 Mastercard		\$600.00	
							\$600.00	\$600.00
12/03/2022	Payment		In-Home Educating, Inc.		10000 10000 Checking		\$1,500.00	
					11000 11000 Accounts Receivable		\$1,500.00	\$1,500.00
12/03/2022	Bill Payment (Check)	18	Office Supplies For You		10000 10000 Checking		\$800.00	
					20000 20000 Accounts Payable		\$800.00	\$800.00
12/03/2022	Bill Payment (Check)	17	Writing Products, Llc		10000 10000 Checking		\$600.00	
					20000 20000 Accounts Payable		\$600.00	\$600.00
12/05/2022	Bill		Writing Products, LLC		20000 20000 Accounts Payable		\$1,000.00	
					19000 19000 Inventory Asset		\$1,000.00	\$1,000.00
12/05/2022	Credit Memo	1008	Kley, Emma		11000 11000 Accounts Receivable		\$270.00	
					40100 40100 Sales and Service Income Book Sales		\$250.00	
					18000 18000 Inventory Asset		\$100.00	
					50100 50100 Cost of Goods Sold Purchases		\$100.00	
					28000 28000 Missouri Department of Revenue Payable		\$30.00	
							\$70.00	\$70.00
12/05/2022	Bill		Writing Products, LLC		20000 20000 Accounts Payable		\$29.40	
					19000 19000 Inventory Asset		\$29.40	\$29.40
12/05/2022	Credit Memo	1008	Kley, Emma		11000 11000 Accounts Receivable		\$28.06	
					40300 40300 Sales and Service Income Supplies Sales		\$25.98	
					18000 18000 Inventory Asset		\$6.00	
					50100 50100 Cost of Goods Sold Purchases		\$6.00	\$6.00
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
							\$30.06	\$30.06
12/07/2022	Sale Receipt	1013	Walk-In Customer		12000 12000 Undeposited Funds		\$100.00	
					40200 40200 Sales and Service Income Keyboarding Services		\$75.00	
					18000 18000 Inventory Asset		\$75.00	
					50100 50100 Cost of Goods Sold Purchases		\$75.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
							\$4,949.85	\$4,949.85
12/07/2022	Inventory Starting Value		GT Ware - Opening inventory and value		39999 39999 Opening Balance Equity		\$0.00	
					18000 18000 Inventory Asset		\$0.00	
					50100 50100 Cost of Goods Sold Purchases		\$0.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
							\$4,949.85	\$4,949.85
12/07/2022	Invoice	1010	Kley, Emma		11000 11000 Accounts Receivable		\$136.90	
					40200 40200 Sales and Service Income Keyboarding Services		\$75.00	
					18000 18000 Inventory Asset		\$50.00	
					50100 50100 Cost of Goods Sold Purchases		\$47.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
							\$136.90	\$136.90
12/11/2022	Sale Receipt	1014	Walk-In Customer		12000 12000 Undeposited Funds		\$100.00	
					40200 40200 Sales and Service Income Keyboarding Services		\$75.00	
					18000 18000 Inventory Asset		\$75.00	
					50100 50100 Cost of Goods Sold Purchases		\$75.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
							\$250.00	\$250.00
12/11/2022	Sale Receipt	1015	Gaines, Jonathan		11000 11000 Accounts Receivable		\$100.00	
					40200 40200 Sales and Service Income Keyboarding Services		\$75.00	
					18000 18000 Inventory Asset		\$75.00	
					50100 50100 Cost of Goods Sold Purchases		\$75.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
							\$250.00	\$250.00
12/11/2022	Invoice	1016	Gaines, Jonathan		11000 11000 Accounts Receivable		\$120.42	
					40200 40200 Sales and Service Income Keyboarding Services		\$75.00	
					18000 18000 Inventory Asset		\$75.00	
					50100 50100 Cost of Goods Sold Purchases		\$75.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
							\$250.00	\$250.00
12/13/2022	Payment	1265	Kley, Emma		11000 11000 Accounts Receivable		\$1,254.51	
					40100 40100 Sales and Service Income Book Sales		\$800.00	
					18000 18000 Inventory Asset		\$400.00	
					50100 50100 Cost of Goods Sold Purchases		\$400.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
							\$1,254.51	\$1,254.51
12/13/2022	Payment	1266	Gaines, Jonathan		11000 11000 Accounts Receivable		\$1,254.51	
					40100 40100 Sales and Service Income Book Sales		\$800.00	
					18000 18000 Inventory Asset		\$400.00	
					50100 50100 Cost of Goods Sold Purchases		\$400.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
							\$1,254.51	\$1,254.51
12/14/2022	Payment	10283	Manning, Elizabeth		11000 11000 Accounts Receivable		\$1,254.51	
					40100 40100 Sales and Service Income Book Sales		\$800.00	
					18000 18000 Inventory Asset		\$400.00	
					50100 50100 Cost of Goods Sold Purchases		\$400.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	
					28000 28000 Missouri Department of Revenue Payable		\$0.00	



JOURNAL - YEAR END

Answer Sheet Report

[Your Name]'s Quincy Bookstore

[Your Name]'s Quincy Bookstore

Journal December 2022								
Date	Transaction Type	Num	Name	Memorandum Description	Account #	Account	Debit	Credit
					12000	12000 Unposted Funds		\$136.49
					40200	40200 Sales and Service Income-Keyboarding Sales	\$464.49	\$464.49
12/20/2022	Invoice	1020	Gaines, Jonathan	Keyboarding Services	11000	11000 Accounts Receivable	\$84.25	
					40200	40200 Sales and Service Income-Keyboarding Sales	\$40.00	
				Pens, etc.	40300	40300 Sales and Service Income-Supplies Sales	\$25.00	
				Pens, etc.	18000	18000 Inventory Asset	\$10.00	
				Pens, etc.	50100	50100 Cost of Goods Sold Purchases	\$10.00	
				Stationery	40300	40300 Sales and Service Income-Supplies Sales	\$14.50	
				Stationery	18000	18000 Inventory Asset	\$7.50	
				Stationery	50100	50100 Cost of Goods Sold Purchases	\$7.50	
					28000	28000 Missouri Department of Revenue Payable		\$3.00
							\$101.75	\$101.75
12/20/2022	Sales Receipt	1021	Walk-In Customer		10000	10000 Checking	\$598.47	
				Textbooks	40100	40100 Sales and Service Income Book Sales	\$439.00	
				Textbooks	18000	18000 Inventory Asset	\$100.00	
				Textbooks	50100	50100 Cost of Goods Sold Purchases	\$200.00	
				Textbooks	40100	40100 Sales and Service Income Book Sales	\$99.00	
				Textbooks	18000	18000 Inventory Asset	\$50.00	
				Textbooks	50100	50100 Cost of Goods Sold Purchases	\$150.00	
				Gft Ware	40300	40300 Sales and Service Income-Supplies Sales	\$15.00	
				Gft Ware	18000	18000 Inventory Asset	\$5.00	
				Gft Ware	50100	50100 Cost of Goods Sold Purchases	\$5.00	
					28000	28000 Missouri Department of Revenue Payable		\$944.47
								\$433.00
12/20/2022	Payment		St. Louis Community Schools		10000	10000 Checking	\$862.40	
					11000	11000 Accounts Receivable		\$862.40
								\$862.40
12/21/2022	Invoice	1022	Gaines, Jonathan	Keyboarding Services	11000	11000 Accounts Receivable	\$84.25	
					40200	40200 Sales and Service Income-Keyboarding Sales	\$40.00	
				Pens, etc.	40300	40300 Sales and Service Income-Supplies Sales	\$25.00	
				Pens, etc.	18000	18000 Inventory Asset	\$10.00	
				Stationery	50100	50100 Cost of Goods Sold Purchases	\$10.00	
				Stationery	40300	40300 Sales and Service Income-Supplies Sales	\$14.50	
				Stationery	18000	18000 Inventory Asset	\$7.50	
				Stationery	50100	50100 Cost of Goods Sold Purchases	\$7.50	
					28000	28000 Missouri Department of Revenue Payable		\$101.75
								\$101.75
12/22/2022	Invoice	1023	Kiley, Emma		11000	11000 Accounts Receivable	\$162.67	
					40300	40300 Sales and Service Income-Supplies Sales	\$99.00	
				Gft Ware	18000	18000 Inventory Asset	\$25.00	
				Gft Ware	50100	50100 Cost of Goods Sold Purchases	\$25.00	
				Paperback Books	40100	40100 Sales and Service Income-Book Sales	\$26.00	
				Paperback Books	18000	18000 Inventory Asset	\$12.00	
				Paperback Books	50100	50100 Cost of Goods Sold Purchases	\$12.00	
				Pens, etc.	40300	40300 Sales and Service Income-Supplies Sales	\$26.00	
				Pens, etc.	18000	18000 Inventory Asset	\$15.00	
				Pens, etc.	50100	50100 Cost of Goods Sold Purchases	\$15.00	
				Discount	28000	28000 Missouri Department of Revenue Payable		\$12.00
				Discount	45000	45000 Sales Discounts	\$3.08	
								\$17.95
12/23/2022	Expense		US Postmaster		21000	21000 Mastercard		\$35.00
				stamps	51900	51900 Postage and Delivery Expense	\$25.00	
								\$25.00
12/23/2022	Bill		Amazing Gifts		20000	20000 Accounts Payable		\$75.00
					18000	18000 Inventory Asset		\$75.00

[Your Name]'s Quincy Bookstore

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	DEBIT	CREDIT
12/28/2022	Payment	127	Kley, Emma		10000	10000 Undeposited Funds	\$160.87	
					11000	11000 Accounts Receivable	\$160.87	\$162
12/28/2022	Expense			12/15/20XX through 12/28/20XX payroll	10000	10000 Checking	\$1,712.94	
					51800	51800 Payroll Expense	\$1,712.94	\$1,712.94
12/29/2022	Invoice	1025	In-Home Educating, Inc.		11000	11000 Accounts Receivable	\$1200.33	
				Textbooks	40100	40100 Sales and Service Income Book Sales	\$5,997	
				Textbooks	18000	18000 Inventory Asset	\$3,000	
				Textbooks	50100	50100 Cost of Goods Sold/Purchases	\$3,000.00	
				Textbooks	40100	40100 Sales and Service Income Book Sales	\$5,997	
				Textbooks	18000	18000 Inventory Asset	\$2,250	
				Textbooks	50100	50100 Cost of Goods Sold/Purchases	\$2,250.00	
				Textbooks	28000	28000 Retained Earnings/Department of Revenue Payable	\$17,556.33	\$17,556.33
12/29/2022	Payment		In-Home Educating, Inc.		10000	10000 Checking	\$5,539.27	
					11000	11000 Accounts Receivable	\$5,539.27	\$5,539
12/29/2022	Bill		Office Supplies For You		20000	20000 Accounts Payable	\$7	
			Stationary		18000	18000 Inventory Asset	\$7.50	
					50200	50200 Cost of Goods Sold/Merchandise Discounts	\$0	
							\$7.50	\$7.50
12/29/2022	Bill		Writing Products, LLC		20000	20000 Accounts Payable		
			Pens, etc.		18000	18000 Inventory Asset	\$81.00	
					52000	52000 Cost of Goods Sold/Merchandise Discounts		
							\$81.00	\$81
12/29/2022	Bill		Educational Materials, Inc.		20000	20000 Accounts Payable	\$62	
			Paperback Books		18000	18000 Inventory Asset	\$64.00	
					50200	50200 Cost of Goods Sold/Merchandise Discounts	\$1	
							\$64.00	\$64
12/31/2022	Deposit		Kley, Emma		10000	10000 Checking	\$160.87	
					12000	12000 Undeposited Funds	\$160.87	\$162
12/31/2022	Bill Payment (Check)	12	Amazing Gifts		10000	10000 Checking		
					20000	20000 Accounts Payable	\$75.00	
							\$75.00	\$75
12/31/2022	Bill Payment (Check)	11	Educational Materials, Inc.		10000	10000 Checking	\$62	
					20000	20000 Accounts Payable	\$62.72	
							\$62.72	\$62
12/31/2022	Bill Payment (Check)	10	Office Supplies For You		10000	10000 Checking	\$7	
					20000	20000 Accounts Payable	\$7.35	
							\$7.35	\$7
12/31/2022	Bill Payment (Check)	9	Writing Products, LLC		10000	10000 Checking		

[Your Name]'s Quincy Bookstore



GENERAL LEDGER - YEAR END

Answer Sheet Report

[Your Name]'s Quincy Bookstore

General Ledger

December 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
10/00/2022	Beginning Balance					130,870.25	
12/02/2022	Sales Receipt	1004	Walk-In Customer		Split:		
			Writing Products, LLC	20000 Accounts Payable	-500.00	130,303.05	
12/02/2022	Bill Payment	17				630.80	131,503.85
12/02/2022	Deposit				Split:		
			MasterCard	121000 Mastercard	-500.00	130,003.85	
12/02/2022	Credit Memo	16				584.05	131,587.10
			In-Home Educating, Inc.	11000 Accounts Receivable	-500.00	130,087.10	
12/02/2022	Bill Payment	19				1,000.00	131,587.10
12/02/2022	(Check)		Educational Materials, Inc.	20000 Accounts Payable			
12/02/2022	Bill Payment	18				20000 Accounts Payable	-800.00
			Office Supplies For You			150,787.10	
12/02/2022	Payment						
			St. Louis Community Schools	11000 Accounts Receivable	1,254.51	152,041.61	
12/10/2022	Bill Payment	15				20000 Accounts Payable	-394.40
			Writing Products, LLC		130,647.21		
12/10/2022	Bill Payment	14				2,054.00	129,593.21
			Educational Materials, Inc.	20000 Accounts Payable	-2,054.00	129,593.21	
12/10/2022	Deposit					2,121.60	129,714.81
12/10/2022	Credit Memo	13				103.46	129,817.61
12/10/2022	Sales Receipt	1014				88.43	129,955.10
12/10/2022	Sales Receipt	1013				223.38	130,173.48
12/10/2022	Expense					-350.00	129,823.48
12/10/2022	Expense						
12/10/2022	Elected First Founded Bank of Missouri					fee for Gaines' returned check #915	52250 Returned Payment Expense
12/10/2022						-25.00	129,798.48
12/10/2022	Payment		Gaines, Jonathan	11000 Accounts Receivable	398.00	130,196.48	
12/14/2022	Expense	Elect				12,001/20XX through 12/14/20XX	5,180.00 Payroll Expense
						2,121.60	129,714.81
12/17/2022	Credit Memo	13	Manning, Elizabeth			105.00	127,939.68
12/20/2022	Sales Receipt	1021	Walk-In Customer			404.44	128,344.12
12/20/2022	Payment		St. Louis Community Schools	11000 Accounts Receivable	584.47	128,833.64	
12/20/2022	Expense					884.40	129,656.04
12/20/2022	Expense						
12/20/2022	10/18/20XX through 12/20/20XX					-1,712.94	128,143.10
12/20/2022	payroll						
12/20/2022	Payment		In-Home Educating, Inc.	11000 Accounts Receivable	5,539.07	133,682.37	
12/20/2022	Credit Memo	2	SVCCHRD	Service Charge		-45.00	133,637.37
12/20/2022	Credit Memo	2	MD Department of Revenue	26000 Department of Revenue Payable	-1,305.53	132,320.84	
12/20/2022	Deposit		Kley, Emma	12000 Undeposited Funds	168,27	132,493.71	
12/20/2022	Credit Memo	3	[First & Last Name]	31300 First and Last Name, Equity/[First and Last Name]	-2,000.00	130,493.71	
12/20/2022	Credit Memo	5	Gateway Rental	55200 Equipment Rental Expense	0.00	130,493.71	
12/20/2022	Credit Memo	7	STL Utilities	55200 Utilities Expense	-257.00	129,936.71	
12/20/2022	Credit Memo	6	SWBTS	52400 Telephone Expense	-186.00	129,750.71	
12/20/2022	Credit Memo	9	Writing Products, LLC	20000 Accounts Payable	-75.58	129,675.13	
12/20/2022	Bill Payment	10				20000 Accounts Payable	-7.35
12/20/2022	Bill Payment	11	Educational Materials, Inc.	20000 Accounts Payable	-62.72	129,898.26	
12/20/2022	Bill Payment	12	Amazing Gifs	20000 Accounts Payable	-75.00	129,823.26	
12/20/2022	Credit Memo	8	Gateway Rental	52100 Rent Expense	-1,200.00	128,623.26	
12/20/2022	Credit Memo	4	First Founded Bank of Missouri	51200 Undeposited Funds	-512.67	128,110.59	
12/20/2022	Credit Memo	1	MasterCard	21000 Mastercard	129.39	127,977.60	
Total for 10000 Checking					\$-	2,892.45	
11000 Accounts Receivable							
11000 Beginning Balance						2,950.00	
12/02/2022	Invoice	1003	In-Home Educating, Inc.	40100 Sales and Service Income Book Sales	3,078.00	6,028.00	
12/02/2022	Payment	1006	Kley, Emma	10000 Undeposited Funds	-100.00	5,928.00	
12/02/2022	Payment	1006	Kley, Emma	10000 Undeposited Funds	-85.64	5,842.36	
12/02/2022	Payment	915	Gaines, Jonathan	10000 Undeposited Funds	-300.00	5,642.36	

[Your Name]'s Quincy Bookstore

General Ledger

December 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE	
12/02/2022	Sales Receipt	1002	Walk-In Customer	Fiction Books	12000 Undeposited Funds	-12.00	101,593.00	
12/02/2022	Sales Receipt	1003	Walk-In Customer	Fiction Books	12000 Undeposited Funds	-80.00	101,513.00	
12/02/2022	Invoice	1004	Walk-In Customer	Textbooks	10000 Checking	50.00	101,493.00	
12/02/2022	Invoice	1005	In-Home Educating, Inc.	Textbooks	11000 Accounts Receivable	-1,500.00	99,993.00	
12/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	-50.00	99,943.00	
12/02/2022	Sales Receipt	1005	In-Home Educating, Inc.	Textbooks	10000 Checking	-50.00	99,943.00	
12/02/2022	Invoice	1004	Walk-In Customer	Textbooks	10000 Checking	-50.00	99,943.00	
12/02/2022	Invoice	1005	St. Louis Community Schools	11000 Accounts Receivable	37.50	99,905.50		
12/02/2022	Invoice	1006	Pens, etc.	11000 Accounts Receivable	-25.00	99,870.50		
12/02/2022	Invoice	1006	Pens, etc.	11000 Accounts Receivable	-100.00	99,840.50		
12/02/2022	Credit Memo	1007	Manning, Elizabeth	Textbooks	11000 Accounts Receivable	-6.00	99,851.50	
12/02/2022	Bill	1008	Writing Products, LLC	Pens, etc.	20000 Accounts Payable	30.00	99,981.50	
12/02/2022	Invoice	1009	Online Growth Schools, LLC	Pens, etc.	11000 Accounts Receivable	-75.00	99,906.50	
12/02/2022	Invoice	1010	Online Growth Schools, LLC	11000 Accounts Receivable	-1,500.00	98,606.00		
12/02/2022	Inventory Starting	61401	Cit Wave - Opening inventory and value	39999 Opening Balance Equity	0.00	98,606.00		
12/02/2022	Invoice	1011	Kley, Emma	Stationery	12000 Undeposited Funds	-15.00	97,541.00	
12/02/2022	Invoice	1012	St. Louis Community Schools	Textbooks	10000 Checking	5.00	97,556.00	
12/02/2022	Sales Receipt	1011	Walk-In Customer	Stationery	12000 Undeposited Funds	-15.00	97,541.00	
12/02/2022	Sales Receipt	1012	Walk-In Customer	Textbooks	10000 Checking	-5.00	97,556.00	
12/02/2022	Sales Receipt	1013	Walk-In Customer	Pens, etc.	12000 Undeposited Funds	-10.00	97,546.00	
12/02/2022	Sales Receipt	1014	Walk-In Customer	Pens, etc.	12000 Undeposited Funds	-5.00	97,541.00	
12/02/2022	Sales Receipt	1014	Walk-In Customer	Textbooks	10000 Checking	-7.50	99,732.00	
12/02/2022	Sales Receipt	1013	Walk-In Customer	Pens, etc.	12000 Undeposited Funds	-10.00	99,742.00	
12/02/2022	Sales Receipt	1013	Walk-In Customer	Fiction Books	10000 Checking	-10.00	99,942.00	
12/02/2022	Office Supplies For You	1014	Kley, Emma	Stationery	20000 Accounts Payable	30.00	99,912.00	
12/02/2022	Office Supplies For You	1014	Kley, Emma	Textbooks	20000 Accounts Payable	37.50	99,874.50	
12/02/2022	Office Supplies For You	1017	St. Louis Community Schools	11000 Accounts Receivable	-400.00	99,474.50		
12/02/2022	Credit Memo	1018	Manning, Elizabeth	Textbooks	11000 Accounts Receivable	50.00	99,524.50	
12/02/2022	Credit Memo	1019	Writing Products, LLC	Office Supplies For You	20000 Accounts Payable	15.00	99,399.50	
12/02/2022	Sales Receipt	1020	Walk-In Customer	Textbooks	10000 Checking	-200.00	99,199.50	
12/02/2022	Sales Receipt	1021	Walk-In Customer	Gift Ware	10000 Checking	-30.00	99,169.50	
12/02/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	10000 Checking	-5.00	99,164.50	
12/02/2022	Sales Receipt	1022	Walk-In Customer	Pens, etc.	10000 Checking	-10.00	99,046.50	
12/02/2022	Sales Receipt	1023	Kley, Emma	Pens, etc.	11000 Accounts Receivable	-15.00	99,034.50	
12/02/2022	Sales Receipt	1023	Kley, Emma	Fiction Books	11000 Accounts Receivable	-12.00	99,022.50	
12/02/2022	Sales Receipt	1023	Kley, Emma	Textbooks	11000 Accounts Receivable	-25.00	99,000.50	
12/02/2022	Office Supplies For You	1024	Amazing Gifs	Gift Ware	20000 Accounts Payable	75.00	99,025.50	
12/02/2022	Bill	1025	Writing Products, LLC	Pens, etc.	20000 Accounts Payable	81.00	99,153.50	
12/02/2022	Bill	1025	In-Home Educating, Inc.	Textbooks	20000 Accounts Payable	-2,250.00	96,913.50	
12/02/2022	Bill	1025	Educational Materials, Inc.	Fiction Books	20000 Accounts Payable	64.00	96,975.00	
12/02/2022	Invoices	1025	In-Home Educating, Inc.	Textbooks	11000 Accounts Receivable	-3,000.00	93,975.00	

Total for 10000 Inventory Asset \$ 8,768.00

10000 Equipment and Fiduciary Original Cost \$ 10,000.00

Beginning Balance \$ 0.00

Total for 10100 Original Cost \$ 0.00

15000 Accumulated Depreciation \$ 1,000.00

Beginning Balance \$ 0.00

Total for 15000 Accumulated Depreciation \$ 0.00

16000 Accounts Receivable \$ 18,000.00

Beginning Balance \$ 0.00

Total for 16000 Accounts Receivable \$ 18,000.00

17000 Accounts Payable \$ 2,250.00

Beginning Balance \$ 0.00

Total for 17000 Accounts Payable \$ 2,250.00

18000 Undeposited Funds \$ 100.00

Beginning Balance \$ 0.00

Total for 18000 Undeposited Funds \$ 100.00

19000 Check Register \$ 4,000.00

Beginning Balance \$ 0.00

Total for 19000 Check Register \$ 4,000.00

20000 MasterCard \$ 500.00

Beginning Balance \$ 0.00

Total for 20000 MasterCard \$ 500.00

21000 Computer and Internet \$ 1,000.00

Beginning Balance \$ 0.00

Total for 21000 Computer and Internet \$ 1,000.00

22000 Computer and Internet \$ 1,000.00

Beginning Balance \$ 0.00

Total for 22000 Computer and Internet \$ 1,000.00

23000 Payroll Liabilities \$ 280.00

Beginning Balance \$ 0.00

Total for 23000 Payroll Liabilities \$ 280.00

24000 Store Equipment & Futures Loan \$ 5,333.40

Beginning Balance \$ 0.00

Total for 24000 Store Equipment & Futures Loan \$ 5,333.40

25000 MasterCard \$ 303.51

Beginning Balance \$ 0.00

Total for 25000 MasterCard \$ 303.51

26000 MasterCard Department of Revenue Payable \$ 5,029.89

Beginning Balance \$ 0.00

Total for 26000 MasterCard Department of Revenue Payable \$ 5,029.89

27000 Store Equipment & Futures Loan \$ 289.00

Beginning Balance \$ 0.00

Total for 27000 Store Equipment & Futures Loan \$ 289.00

28000 MasterCard \$ 634.34

Beginning Balance \$ 0.00

Total for 28000 MasterCard \$ 634.34

29000 Accounts Receivable \$ 8,080.00

Beginning Balance \$ 0.00

Total for 29000 Accounts Receivable \$ 8,080.00

30000 Accounts Payable \$ 4,416.05

Beginning Balance \$ 0.00



GENERAL LEDGER - YEAR END

Answer Sheet Report

[Your Name]'s Quincy Bookstore

General Ledger
December 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
12/03/2022	Invoice	1005	St. Louis Community Schools	11000 Accounts Receivable		0.00	289.29
12/03/2022	Invoice	1006	St. Louis Community Schools	11000 Accounts Receivable		0.00	289.29
12/06/2022	Credit Memo	1008	Kiley, Emma	11000 Accounts Receivable		-2.58	287.71
12/06/2022	Invoice	1007	Manning, Elizabeth	11000 Accounts Receivable		20.00	307.21
12/07/2022	Invoice	1009	Online Growth Schools, LLC	11000 Accounts Receivable		0.00	307.21
12/07/2022	Invoice	1009	Online Growth Schools, LLC	11000 Accounts Receivable		0.00	307.21
12/07/2022	Invoice	1009	Online Growth Schools, LLC	11000 Accounts Receivable		0.00	307.21
12/07/2022	Invoice	1009	Online Growth Schools, LLC	11000 Accounts Receivable		0.00	307.21
12/08/2022	Invoice	1010	Kiley, Emma	11000 Accounts Receivable		4.70	311.91
12/08/2022	Invoice	1010	St. Louis Community Schools	11000 Accounts Receivable		0.00	311.91
12/10/2022	Invoice	1012	St. Louis Community Schools	11000 Accounts Receivable		0.00	311.91
12/10/2022	Invoice	1012	St. Louis Community Schools	11000 Accounts Receivable		0.00	311.91
12/11/2022	Invoice	1013	St. Louis Community Schools	11000 Accounts Receivable		0.00	311.91
12/11/2022	Invoice	1013	St. Louis Community Schools	11000 Accounts Receivable		0.00	311.91
12/11/2022	Sales Receipt	1011	Walk-In Customer	10000 Undeposited Funds		7.68	319.57
12/11/2022	Sales Receipt	1013	Walk-In Customer	10000 Checking		16.55	326.15
12/11/2022	Sales Receipt	1014	Walk-In Customer	10000 Checking		6.55	342.67
12/17/2022	Invoice	1017	St. Louis Community Schools	11000 Accounts Receivable		0.00	342.67
12/17/2022	Invoice	1017	St. Louis Community Schools	11000 Accounts Receivable		0.00	342.67
12/17/2022	Credit Memo	1018	Manning, Elizabeth	11000 Accounts Receivable		-10.00	332.67
12/17/2022	Invoice	1017	St. Louis Community Schools	11000 Accounts Receivable		0.00	332.67
12/20/2022	Sales Receipt	1021	Walk-In Customer	10000 Checking		43.66	376.33
12/20/2022	Invoice	1020	Gaines, Jonathan	11000 Accounts Receivable		3.29	379.61
12/20/2022	Invoice	1022	Gaines, Jonathan	11000 Accounts Receivable		3.29	382.89
12/20/2022	Invoice	1023	Kiley, Emma	11000 Accounts Receivable		10.50	393.39
12/20/2022	Invoice	1023	In-Home Educating, Inc.	11000 Accounts Receivable		911.58	1,304.53
12/20/2022	Check	2	MD Department of Revenue	Pay annual sales tax		1,300.53	0.00
Total for 20000 Merchant Department of Revenue Payable						\$0.00	
31000 (First and Last Name) Equity							
31000 (First and Last Name) Investments							
Beginning Balance						75,000.00	
Total for 31000 (First and Last Name) Investments							
31000 (First and Last Name) Draw						-22,765.18	
Total for 31000 (First and Last Name) Draw							
Total for 31000 (First and Last Name) Equity							
39999 Opening Balance Equity							
Beginning Balance						170,909.40	
12/01/2022	Inventory Starting Value	START		Gift Ware - Opening inventory and value	18000 Inventory Asset	0.00	170,909.40
Total for 39999 Opening Balance Equity						\$0.00	
40000 Stock Sales Income							
40000 Stock Sales							
Beginning Balance						202,161.23	
12/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	95.59	200,257.52
12/02/2022	Invoice	1003	In-Home Educating, Inc.	Textbooks	11000 Accounts Receivable	2,850.00	205,107.52
12/02/2022	Sales Receipt	1002	Walk-In Customer	Textbooks	12000 Undeposited Funds	8,020	205,187.22
12/02/2022	Sales Receipt	1004	Walk-In Customer	Paperback Books	12000 Undeposited Funds	20.37	205,208.19
12/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	79.99	205,288.18
12/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	125.00	205,413.18
Total for 40000 Stock Sales Income						\$0.00	
40000 Stock Sales Income							
Beginning Balance						202,161.23	
12/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	50.00	111,937.54
12/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	50.00	111,937.54
12/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	50.00	111,937.54
12/02/2022	Sales Receipt	1003	In-Home Educating, Inc.	Textbooks	11000 Accounts Receivable	1,500.00	113,587.54
12/02/2022	Sales Receipt	1002	Walk-In Customer	Paperback Books	12000 Undeposited Funds	12.00	113,599.54
12/02/2022	Sales Receipt	1002	Walk-In Customer	Textbooks	12000 Undeposited Funds	50.00	113,649.54
12/02/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	100.00	113,659.54
12/02/2022	Sales Receipt	1005	St. Louis Community Schools	Pens, etc.	11000 Accounts Receivable	125.00	113,834.54
12/03/2022	Invoice	1005	St. Louis Community Schools	Paper Supplies	11000 Accounts Receivable	25.00	113,859.54
12/03/2022	Invoice	1006	Kiley, Emma	Stationery	11000 Accounts Receivable	37.50	113,877.04
12/03/2022	Invoice	1007	Manning, Elizabeth	Textbooks	11000 Accounts Receivable	10.00	113,877.04
12/03/2022	Credit Memo	1008	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	-6.00	113,861.04
12/07/2022	Invoice	1009	Online Growth Schools, LLC	Textbooks	11000 Accounts Receivable	1,500.00	115,461.04
12/07/2022	Invoice	1009	Online Growth Schools, LLC	Paper Supplies	11000 Accounts Receivable	75.00	115,566.04
12/07/2022	Sales Receipt	1014	Walk-In Customer	Pens, etc.	10000 Checking	5.00	116,540.54
12/07/2022	Sales Receipt	1014	Walk-In Customer	Stationery	10000 Checking	7.50	116,570.54
12/07/2022	Sales Receipt	1013	Walk-In Customer	Paperback Books	10000 Checking	60.00	116,630.54
12/07/2022	Sales Receipt	1013	Walk-In Customer	Pens, etc.	10000 Checking	10.00	116,640.54
12/07/2022	Sales Receipt	1014	Walk-In Customer	Paper Supplies	10000 Checking	50.00	116,690.54
12/07/2022	Invoice	1017	St. Louis Community Schools	Textbooks	11000 Accounts Receivable	400.00	116,650.54
12/07/2022	Credit Memo	1018	Manning, Elizabeth	Textbooks	11000 Accounts Receivable	-50.00	116,540.54
12/07/2022	Credit Memo	1018	Office Supplies For You	Textbooks	11000 Accounts Receivable	-15.00	116,555.54
12/07/2022	Invoice	1011	Walk-In Customer	Textbooks	10000 Checking	5.00	116,555.54
12/07/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	10000 Checking	200.00	116,755.54
12/07/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	10000 Checking	50.00	116,780.54
12/07/2022	Invoice	1020	Gaines, Jonathan	Textbooks	11000 Accounts Receivable	7.50	116,788.04
12/07/2022	Invoice	1020	Gaines, Jonathan	Pens, etc.	11000 Accounts Receivable	10.00	116,798.04
12/07/2022	Invoice	1021	Gaines, Jonathan	Textbooks	11000 Accounts Receivable	10.00	116,808.04
12/07/2022	Invoice	1022	Gaines, Jonathan	Textbooks	11000 Accounts Receivable	7.50	116,815.54
12/07/2022	Invoice	1023	Kiley, Emma	Paperback Books	11000 Accounts Receivable	12.00	116,827.54
12/07/2022	Invoice	1023	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	15.00	116,842.54
12/07/2022	Invoice	1023	Kiley, Emma	Gifts	11000 Accounts Receivable	25.00	116,867.54
12/07/2022	Invoice	1025	In-Home Educating, Inc.	Textbooks	11000 Accounts Receivable	2,250.00	119,117.54
12/07/2022	Invoice	1025	In-Home Educating, Inc.	Textbooks	11000 Accounts Receivable	3,000.00	122,117.54
Total for 50100 Purchases						\$10,220.00	
50000 Cost of Goods Sold							
50100 Purchases							
Beginning Balance						-1,691.31	
12/07/2022	Bill		Writing Products, LLC	20000 Accounts Payable		-0.60	-1,691.31
12/10/2022	Bill		Educational Materials,	20000 Accounts Payable		-46.00	-1,737.31

[Your Name]'s Quincy Bookstore

General Ledger
December 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
12/05/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	139.50	254,631.15
12/05/2022	Sales Receipt	1004	Walk-In Customer	Textbooks	10000 Checking	146.00	254,688.15
12/05/2022	Invoice	1007	Manning, Elizabeth	Textbooks	11000 Accounts Receivable	250.00	254,948.15
12/07/2022	Invoice	1012	St. Louis Community Schools	Textbooks	11000 Accounts Receivable	3,300.00	258,248.15
12/10/2022	Sales Receipt	1011	Walk-In Customer	Paperback Books	10000 Undeposited Funds	20.00	258,268.00
12/11/2022	Invoice	1013	Walk-In Customer	Paperback Books	10000 Checking	134.85	258,382.85
12/11/2022	Invoice	1017	St. Louis Community Schools	Textbooks	11000 Accounts Receivable	1,000.00	258,383.85
12/17/2022	Invoice	1018	Kiley, Emma	Textbooks	10000 Checking	148.95	258,532.85
12/17/2022	Invoice	1019	Kiley, Emma	Textbooks	10000 Checking	44.95	258,577.85
12/20/2022	Sales Receipt	1021	Walk-In Customer	Textbooks	10000 Checking	38.00	258,615.85
12/20/2022	Invoice	1023	Kiley, Emma	Paperback Books	11000 Accounts Receivable	26.97	258,741.82
12/20/2022	Invoice	1024	In-Home Educating, Inc.	Textbooks	11000 Accounts Receivable	5,397.95	261,139.82
12/20/2022	Invoice	1025	In-Home Educating, Inc.	Textbooks	11000 Accounts Receivable	5,997.00	261,239.82
Total for 40100 Book Sales						\$20,049.85	
40200 Keyboarding Services							
40300 Supplies Sales							
Beginning Balance							
12/03/2022	Invoice	1005	St. Louis Community Schools	Pens, etc.	11000 Accounts Receivable	2,072.00	
12/03/2022	Invoice	1006	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	9,490.68	
12/03/2022	Invoice	1007	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	29.00	
12/03/2022	Invoice	1008	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	29.00	
12/03/2022	Invoice	1009	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	29.00	
12/03/2022	Invoice	1010	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	29.00	
12/03/2022	Invoice	1011	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	29.00	
12/03/2022	Invoice	1012	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	29.00	
12/03/2022	Invoice	1013	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	29.00	
12/03/2022	Invoice	1014	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	29.00	
12/03/2022	Invoice	1015	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	29.00	
12/03/2022	Invoice	1016	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	29.00	
12/03/2022	Invoice	1017	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	29.00	
12/03/2022	Invoice	1018	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	29.00	
12/03/2022	Invoice	1019	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	29.00	
12/03/2022	Invoice	1020	Kiley, Emma	Pens, etc.	11000 Accounts Receivable	29.00	
12/03/							



GENERAL LEDGER - YEAR END

Answer Sheet Report

[Your Name]'s Quincy Bookstore

General Ledger
December 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
5/19/00	Postage and Delivery Expense					412.68	
Beginning							
12/23/2022	Expense	US Postmaster	stamps		21000 Mastercard	25.00	437.68
						\$25.00	
	Total for \$1900 Postage and Delivery Expense						609.72
5/20/00	Printing & Reproduction Expense						
Beginning							
Balance							14,050.92
Total for \$2000 Printing & Reproduction Expense							\$14,050.92
5/21/00	Rent Expense						
Beginning							13,200.00
Balance							0.00
12/31/2022	Check	8	Gateway Rental		10000 Checking	1,200.00	14,400.00
						\$1,200.00	
	Total for \$2100 Rent Expense						
5/22/00	Repairs & Maintenance Expense						
Beginning							630.50
Balance							0.00
Total for \$2200 Repairs & Maintenance Expense							
5/23/00	Returned Payment Expense						
Beginning							536.37
12/13/2022	Expense	Elec	First Founded Bank of Missouri		10000 Checking	25.00	25.00
12/13/2022	Invoice	1016	Gaines, Jonathan	Payment returned by Bank - Check #915	11000 Accounts Receivable	-350.00	-325.00
12/13/2022	Expense	Elec	First Founded Bank of Missouri		10000 Checking	350.00	25.00
	Total for \$2250 Returned Payment Expense						\$25.00
5/24/00	Supplies Expense						
Beginning							536.37
12/15/2022	Expense		Mastercard	office supplies monthly supplies used	21000 Mastercard -Split-	28.23	564.60
						328.67	893.27
	Total for \$2300 Supplies Expense						\$566.90
5/24/00	Telephone Expense						
Beginning							2,079.00
12/31/2022	Check	6	SWBTC		10000 Checking	189.00	2,268.00
	Total for \$2400 Telephone Expense						\$189.00
5/25/00	Utilities Expense						
Beginning							4,163.40
Balance							0.00
12/31/2022	Check	7	STL Utilities		10000 Checking	257.00	4,420.40
	Total for \$2500 Utilities Expense						\$257.00
Not Specified							
12/07/2022	Invoice	1009	Online Growth Schools, LLC	Subtotal	11000 Accounts Receivable		
12/07/2022	Payment	Kiley, Emma		Created by QB Online to link credits to charges.	11000 Accounts Receivable	0.00	0.00
12/17/2022	Bit Payment (Check)	1037	Office Supplies For You		20000 Accounts Payable	0.00	0.00
	Total for Not Specified						\$0.00

BALANCE SHEET - FINAL

[Your Name]'s Quincy Bookstore

Balance Sheet
All Dates

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Checking	127,977.80
Total Bank Accounts	\$127,977.80
Accounts Receivable	
11000 Accounts Receivable	14,050.92
Total Accounts Receivable	\$14,050.92
Other Current Assets	
12000 Undeposited Funds	0.00
12200 Prepaid Insurance	0.00
12300 Supplies Inventory	1,621.33
18000 Inventory Asset	93,750.00
Total Other Current Assets	\$95,596.33
Total Current Assets	\$237,625.05
Fixed Assets	
15000 Store Equipment and Fixtures	
15100 Original Cost	18,000.00
15200 Accumulated Depreciation	-3,199.92
Total 15000 Store Equipment and Fixtures	14,800.08
Total Fixed Assets	\$14,800.08
TOTAL ASSETS	\$252,425.13

[Your Name]'s Quincy Bookstore

Balance Sheet
All Dates

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	-8.10
Total Accounts Payable	\$ -8.10
Credit Cards	
21000 Mastercard	0.00
Total Credit Cards	\$0.00
Other Current Liabilities	
26000 Payroll Liabilities	289.00
27000 Store Equipment & Fixtures Loan	5,029.89
28000 Missouri Department of Revenue Payable	0.00
Total Other Current Liabilities	\$5,318.89
Total Current Liabilities	\$5,310.79
Total Liabilities	\$5,310.79
Equity	
31000 [First and Last Name], Equity	75,000.00
31100 [First and Last Name], Investments	25,970.12
31200 [First and Last Name], Earnings	-24,765.18
31300 [First and Last Name], Draw	
Total 31000 [First and Last Name], Equity	76,204.94
39000 Retained Earnings	-25,970.12
39999 Opening Balance Equity	170,909.40
Net Income	25,970.12
Total Equity	\$247,114.34
TOTAL LIABILITIES AND EQUITY	\$252,425.13



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