**XX 5-M Fresh Flowers**

Restore File

Rename File

Set Date Range

Create a Sales Account

Maintain / Chart of Accounts

Account Id: 410

Description: Sales

Account Type: Income

Page 150-151 – Follow the Directions Below with the Text Book

Complete #1 Journalize Transactions (Leave existing journal entries in the software)

Complete #2 (Do not prepare a petty cash report – just journalize in # 3)

Complete #3 (Journalize a transaction using information in #2)

Complete #4 (Refer to the bank reconciliation steps on the next page)

Do not complete #5. The software will complete the journal entry for you.

**Submission Information**

Print

1. General Journal
   1. Total Debit/Credit = $2,380.00
2. Account Reconciliation
   1. Beginning GL Balance = $4,553.00
   2. Ending Bank Balance = $3,658.00
   3. Ending GL Balance = $3,573.00

***Bank Reconciliation Instructions****:*

1. From the Navigation bar, select  and click on . The Account Reconciliation window appears.
2. In the Account to Reconcile field, select Account No. 110, Cash. In the Checks and Bank Debits column, click on each check and memo that has cleared the bank. Remember, check numbers 224 and 225 are outstanding so there should be no checkmark next to them.
3. In the Deposits and Bank Credits area do *not* put a checkmark next to the deposit. The March 31 deposit is outstanding.
4. Type **30** in the Service charges field. In the Account field select Account No. 520, Miscellaneous Expense, for the service charge.
5. Type **3658** In the Statement Ending balance field. Observe that the Unreconciled Difference shows 0.00. Observe that the GL (System) Balance is the same as the Adjusted Check Stub Balance shown on the Reconciliation of Bank Statement in the *Working Papers*.
6. Click .

**PRINTING THE ACCOUNT RECONCILIATION REPORT AND GENERAL JOURNAL**

1. From the menu bar, select Reports & Forms>Account Reconciliation.
2. The Select a Report window appears. Account Reconciliation is highlighted. Click .
3. Make sure that the GL Account ID field shows 110. If not, select Account No. 110 for the Cash account.
4. Click page%2013%20OK%20button%20under%206. Make the selections to print your account reconciliation report.
5. Close the Select a Report window to return to the menu bar.
6. Print the general journal.