

Chapter 2

Analyzing and Recording Transactions

QUESTIONS

1.
 - a. Common asset accounts: cash, accounts receivable, notes receivable, prepaid expenses (rent, insurance, etc.), office supplies, store supplies, equipment, building, and land.
 - b. Common liability accounts: accounts payable, notes payable, and unearned revenue, wages payable, and taxes payable.
 - c. Common equity accounts: owner, capital and owner, withdrawals.
2. A note payable is formal promise, usually denoted by signing a promissory note to pay a future amount. A note payable can be short-term or long-term, depending on when it is due. An account payable also references an amount owed to an entity. An account payable can be oral or implied, and often arises from the purchase of inventory, supplies, or services. An account payable is usually short-term.
3. There are several steps in processing transactions: (1) identify and analyze the transaction or event, including the source document(s), (2) apply double-entry accounting, (3) record the transaction or event in a journal, and (4) post the journal entry to the ledger. These steps would be followed by preparation of a trial balance and then with the reporting of financial statements.
4. A general journal can be used to record any business transaction or event.
5. Debited accounts are commonly recorded first. The credited accounts are commonly indented.
6. A transaction is first recorded in a journal to create a complete record of the transaction in one place. (The journal is often referred to as the book of original entry.) This process reduces the likelihood of errors in ledger accounts.
7. Expense accounts have debit balances because they are decreases to equity (and equity has a credit balance).
8. The recordkeeper prepares a trial balance to summarize the contents of the ledger and to verify the equality of total debits and total credits. The trial balance also serves as a helpful internal document for preparing financial statements and other reports.
9. The error should be corrected with a separate (subsequent) correcting entry. The entry's explanation should describe why the correction is necessary.

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SA Adler



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Table of Contents Accounting 24e Instructor Manual

1. Understanding the eBook Accounting 24e Instructor Manual
 - The Rise of Digital Reading Accounting 24e Instructor Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Accounting 24e Instructor Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Accounting 24e Instructor Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Accounting 24e Instructor Manual
 - Personalized Recommendations
 - Accounting 24e Instructor Manual User Reviews and Ratings
 - Accounting 24e Instructor Manual and Bestseller Lists
5. Accessing Accounting 24e Instructor Manual Free and Paid eBooks
 - Accounting 24e Instructor Manual Public Domain eBooks
 - Accounting 24e Instructor Manual eBook Subscription Services
 - Accounting 24e Instructor Manual Budget-Friendly Options

6. Navigating Accounting 24e Instructor Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Accounting 24e Instructor Manual Compatibility with Devices
 - Accounting 24e Instructor Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Accounting 24e Instructor Manual
 - Highlighting and Note-Taking Accounting 24e Instructor Manual
 - Interactive Elements Accounting 24e Instructor Manual
8. Staying Engaged with Accounting 24e Instructor Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Accounting 24e Instructor Manual
9. Balancing eBooks and Physical Books Accounting 24e Instructor Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Accounting 24e Instructor Manual
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Accounting 24e Instructor Manual
 - Setting Reading Goals Accounting 24e Instructor Manual
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Accounting 24e Instructor Manual
 - Fact-Checking eBook Content of Accounting 24e Instructor Manual
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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