

## UNIT 4: THE ACCOUNTING CYCLE

### ACCOUNTING FOR PURCHASES AND ACCOUNTS PAYABLE

*Chapter 8 of e-book*

#### Advantages of Purchases Journal

- Allows for the division of accounting work among different employees
- Strengthens the audit trail
- Records all credit purchases in one place

#### Accounts Payable Subsidiary Ledgers

- Individual ledgers of credit suppliers
- Total should be equal to the Accounts Payable Control Account

#### Accounts Payable Control Account

- Summary account that is used as a checking device to check the mathematical accuracy of the Accounts Payable subsidiary ledgers

#### Schedule of Accounts Payable

- A listing of all balances of the Accounts Payable subsidiary ledgers

#### Internal Control Procedures for Purchases and Accounts Payable

- create written proof that purchases and payments are authorized, and
- ensure that different people are involved in the process of buying goods, receiving goods, and making payments.
  - All purchases should be made only after proper authorization has been given in writing.
  - Goods should be carefully checked when received. They should then be compared with the purchase order and with the invoice received from the supplier.
  - The purchase order, receiving report, and invoice should be checked to confirm that the information reflected on the documents is in agreement.
  - The computations on the invoice should be checked for accuracy.
  - Authorization for payment should be made by someone other than the person who ordered the goods.
  - Another person should write the check for payment.
  - Prenumbered forms should be used for purchase requisitions, purchase orders, and checks. Periodically the numbers of the documents issued should be verified to make sure that all forms can be accounted for.

# Accounts Payable Study Guide

**L Towne**



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## **Table of Contents Accounts Payable Study Guide**

1. Understanding the eBook Accounts Payable Study Guide
  - The Rise of Digital Reading Accounts Payable Study Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Accounts Payable Study Guide
  - 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 Accounts Payable Study Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Accounts Payable Study Guide
  - Personalized Recommendations
  - Accounts Payable Study Guide User Reviews and Ratings
  - Accounts Payable Study Guide and Bestseller Lists
5. Accessing Accounts Payable Study Guide Free and Paid eBooks
  - Accounts Payable Study Guide Public Domain eBooks
  - Accounts Payable Study Guide eBook Subscription Services
  - Accounts Payable Study Guide Budget-Friendly Options
6. Navigating Accounts Payable Study Guide eBook Formats

- ePub, PDF, MOBI, and More
- Accounts Payable Study Guide Compatibility with Devices
- Accounts Payable Study Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Accounts Payable Study Guide
  - Highlighting and Note-Taking Accounts Payable Study Guide
  - Interactive Elements Accounts Payable Study Guide
- 8. Staying Engaged with Accounts Payable Study Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Accounts Payable Study Guide
- 9. Balancing eBooks and Physical Books Accounts Payable Study Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Accounts Payable Study Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Accounts Payable Study Guide
  - Setting Reading Goals Accounts Payable Study Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Accounts Payable Study Guide
  - Fact-Checking eBook Content of Accounts Payable Study Guide
  - 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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