Baldy’s Barber Shop Spreadsheet Exercise

General Journal Exercise

Instructions

Your Job

Record the transactions for December using General Journal Entries

At the bottom of the spreadsheets you’ll see three sheets for recording these entries.
Transactions-Journal Entries
Transactions-Journal Entries-2
Transactions-Journal Entries-3

Enter the transaction amount

Select the appropriate Debit Account from the Pull-Down Menu (Click on the arrow)

Select the appropriate Credit Account from the Pull-Down Menu (Click on the arrow)

Description: Enter a brief description of the transaction

Description 2: Enter any document reference here such as check numbers, receipt numbers, or invoice numbers

All entries all automatically posted to the General Journal, General Ledger, and Worksheets.
Navigation

Click on the arrow keys at the bottom of the sheets to display other Spreadsheets

Click on the name of the Spreadsheet to open that sheet

Instructions

Transactions-Journal Entries
Used To Record Transactions

Transactions-Journal Entries-2
Used To Record Transactions

Transactions-Journal Entries-3
Used To Record Transactions

General Journal
Displays The Complete General Journal

General Ledger
Displays The General Ledger

Financial Statements
Displays The Completed Financial Statements

In the Transaction Listing Pages you can click on the Reference Number to see the
Transaction posted to the Journal. Click On the Transaction Journal Entries Page
to return to the Transaction Page.

In the General Journal Page you can click on the GJ Reference Number to see the
Transaction posted to the General Ledger. Click On the General Journal Page
to return to the General Journal.

In the General Ledger Page you can click on the Ledger Account Name to see the
balance transferred to the Financial Statement Worksheet. Click on thr Ledger Page
to return to the General Ledger.

Use the “Slide Bar” on the right side of the sheet to move Up and Down

Note:
Month End Adjusting Entries were prepared for you.
Special Journals Exercise

Instructions

Your Job

Record the transactions for December using Special Journal Entries

At the bottom of the spreadsheets you’ll see three sheets for recording these entries.
Transactions-Journal Entries
Transactions-Journal Entries-2
Transactions-Journal Entries-3

Enter the transaction amount

Select the appropriate Debit Account from the Pull-Down Menu (Click on the arrow)
Select the appropriate Credit Account from the Pull-Down Menu (Click on the arrow)
Select the appropriate Special Journal from the Pull-Down Menu (Click on the arrow)

Description: Enter a brief description of the transaction

Description 2: Enter any document reference here such as check numbers, receipt numbers, or invoice numbers

All Journals, General Ledger, and Worksheets are automatically updated.

Navigation

Click on the arrow keys at the bottom of the sheets to display other Spreadsheets
Click on the name of the Spreadsheet to open that sheet

Instructions | Instructions for Completing the Exercise
--- | ---
Transactions-Journal Entries | Used To Record Transactions
Transactions-Journal Entries-2 | Used To Record Transactions
Transactions-Journal Entries-3 | Used To Record Transactions
Cash Receipts Journal | Displays entries posted to Cash Receipts Journal
Cash Payments Journal | Displays entries posted to Cash Payments Journal
<table>
<thead>
<tr>
<th>Purchases Journal</th>
<th>Displays entries posted to Purchases Journal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Journal</td>
<td>Displays entries posted to Sales Journal</td>
</tr>
<tr>
<td>General Journal</td>
<td>Displays entries posted to General Journal</td>
</tr>
<tr>
<td>General Ledger</td>
<td>Displays entries posted to General Ledger</td>
</tr>
<tr>
<td>Financial Statements</td>
<td>Displays Financial Reports</td>
</tr>
</tbody>
</table>

In the Transaction Listing Pages you can click on the Reference to see the Transaction posted to the Journal. Click on the Transaction Listing Page to return to the Transaction.

In the Special Journal Pages you can click on the Reference Number to see the Transaction posted to the General Ledger. Click On the Special Journal Page to return to the Special Journal.

In the General Ledger Page you can click on the Ledger Account Name to see the balance transferred to the Financial Statement Worksheet. Click on thr Ledger Page to return to the General Ledger.

Use the “Slide Bar” on the right side of the sheet to move Up and Down

Note: Month End Adjusting Entries were prepared for you.