

JOURNALIZE AND POST NOVEMBER AND DECEMBER TRANSACTIONS - DON'T FORGET TO POST TO THE GENERAL LEDGER ON THE SECOND (YELLOW) TAB AT THE BOTTOM. IT IS ON A SEPARATE WORKSHEET!!!!

GENERAL JOURNAL						
	Date	Description	Post Ref	Debit	Credit	Page
1	2015					1
2	NOV					2
3						3
4						4
5						5
6						6
7						7
8						8
9						9
10						10
11						11
12						12
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14						14
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36						36
37						37
38						38
39						39
40						40
41						41
42						42
43						43
44						44
45						45

GENERAL JOURNAL						
	Date	Description	Post Ref	Debit	Credit	Page
1						1
2						2
3						3
4						4
5	DEC					5
6						6
7						7
8						8
9						9
10						10
11						11
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26						26
27						27
28						28
29						29
30						30

GENERAL LEDGER

Account: **CASH** Account No. **101**

Date	Description	Post Ref	Debit	Credit	Balance	
					Debit	Credit
2015						

Account: **ACCOUNTS RECEIVABLE** Account No. **111**

Date	Description	Post Ref	Debit	Credit	Balance	
					Debit	Credit

Account: **PREPAID RENT** Account No. **137**

Date	Description	Post Ref	Debit	Credit	Balance	
					Debit	Credit

Account: **COMPUTER EQUIPMENT** Account No. **141**

Date	Description	Post Ref	Debit	Credit	Balance	
					Debit	Credit

Account: **OFFICE FURNITURE** Account No. **143**

Date	Description	Post Ref	Debit	Credit	Balance	
					Debit	Credit

Account: **ACCOUNTS PAYABLE** Account No. **201**

Date	Description	Post Ref	Debit	Credit	Balance	
					Debit	Credit

Account: **J. JONES, CAPITAL** Account No. **301**

Date	Description	Post Ref	Debit	Credit	Balance	
					Debit	Credit

Account: **J. JONES, DRAWING** Account No. **302**

Date	Description	Post Ref	Debit	Credit	Balance	
					Debit	Credit

Account: **FEES INCOME** Account No. **401**

Date	Description	Post Ref	Debit	Credit	Balance	
					Debit	Credit

Account: **RENT EXPENSE** Account No. **511**

Date	Description	Post Ref	Debit	Credit	Balance	
					Debit	Credit

Account: **UTILITIES EXPENSE** Account No. **514**

Date	Description	Post Ref	Debit	Credit	Balance	
					Debit	Credit

Account: **SALARIES EXPENSE** Account No. **521**

Date	Description	Post Ref	Debit	Credit	Balance	
					Debit	Credit

Jones Consultants Trial Balance December 30, 2015						
Account Name		Debit		Credit		
Cash						
Accounts Receivable						
Prepaid Rent						
Computer Equipment						
Office Furniture						
Accounts Payable						
J. Jones, Capital						
J. Jones, Drawing						
Fees Income						
Rent Expense						
Utilities Expense						
Salaries Expense						
Totals						

November Business Transactions:

3rd: J. Jones visits her local bank and withdraws \$50,000 from her personal savings account, depositing the cash into a new bank account in the name of the business, Smith Consultants.

5th: Jones Consultants issues check 1001 for \$2,000 to purchase computer equipment from Digital Warehouse, Inc.

6th: Jones Consultants issues check 1002 to Property, Inc. to pay the current month's rent due of \$1,000 as well as prepay rent (at \$1,000 per month) for the months of December and January.

10th: Jones Consultants issues check 1003 to purchase office furniture in the amount of \$3,500 from Furniture Depot.

11th: Jones Consultants purchases \$4,000 of computer equipment from Elite Computing on account due in 90 days. Elite Computing issues invoice 7964.

14th: Jones Consultants performs services to cash clients for \$1,200.

17th: Jones Consultants performs services to charge account client, Speedy Freight, in the amount of \$3,000. Invoice 101 is issued and is receivable in 30 days.

19th: Jones Consultants issues check 1004 to State Power Company for the November utility bill in the amount of \$500.

20th: Jones Consultants performs services to cash clients for \$6,000.

25th: Jones Consultants issues J. Jones check 1005 as a draw for her personal use in the amount of \$4,000.

December Business Transactions:

10th: Jones Consultants purchases \$3,000 of computer equipment from Elite Computing. They issue check 1007 for \$1,000 with the balance due in 90 days on invoice 8009.

15th: Jones Consultants performs services for charge account client, Speedy Freight, issuing invoice 102 for \$2,500.

16th: Jones Consultants receives a check from Speedy Freight for payment of invoice 101 from November for \$1,000.

18th: Jones Consultants issues check 1008 for \$1,500 to Elite Computing to pay invoice 7964.

20th: Jones Consultants issues check 1010 to pay salaries of \$2,000 for December