

NAME: _____ CLASS: 8 _____

GRADE 8

EMS

ACCOUNTING

BOOKLET

2020

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NOTES:

DEFINITION:

Assets: are items owned by the business which have value and could be converted into

Cash and has lasting value. What the business OWNS. $A = O + L$

Two types of assets:

Current – expected to convert into cash in a year. Example: Stock, **Bank**

Bought with the intention to normally not convert into cash within a year. (Takes longer to sell than current assets).

Non-Current/ Long term assets- generate income for long time longer than a year. Example: A vehicle [business car, Land and Buildings, Equipment].

Owner's Equity: Total investment the owner has in the business. Money has to be paid back to the owner.

All income and expenses are classified as **Owners' Equity** which affects the PROFIT as the profit increase the worth of the owner. $O = A - L$

A (Business Owns) – L (Business Owes) = O (Owner's worth.)

Drawings: Money taken out of the business for personal use.

Capital: The owner's investment in the business. Can be cash or equipment or land.

Liabilities: debts amount owing to other people or businesses. **Not always bad as you** Business can borrow money by mean of a Loan to buy a delivery vehicle which generates income for your business or buy more modern machinery or buy stock on credit but sell stock for cash.

Two types of Liabilities: **Current-** must be paid back within a year.

Example: Truworths account, bank overdraft, trading creditor.

Suppliers known as your Creditors. "you buy on credit"

Non-current-payable after a period longer than a year

Example: Bond for a house/home loan, study loan

Income: money earned by a business by providing a service or selling stock.

Expenses: costs of running a business.

Profit: the money left over after expenses are paid. $\text{income} > \text{expenses}$

Loss: Is the shortfall which occurs when the expenses of a business are greater than the income. $\text{expenses} > \text{income}$

Discrepancy: A difference or inconsistency between two facts or amounts.

Transactions: actions of monetary nature, recorded in the business's books, each which has an effect on A and/or O and/or L. (increasing or decreasing it)

Income: Money received immediately or over a period of time from Services Rendered or Sales or Rent.

Expenses: Money paid out immediately or over a period of time for items that do not have a lasting value and/or not owned by the business.

Examples: Electricity. Fuel, Rent Expense, Stationery, Insurance.

Receipts: record of money received by the business either in cash or in the bank account.

Payments: all money paid out from the business' bank account

Savings Account: funds kept aside/invested to earn interest

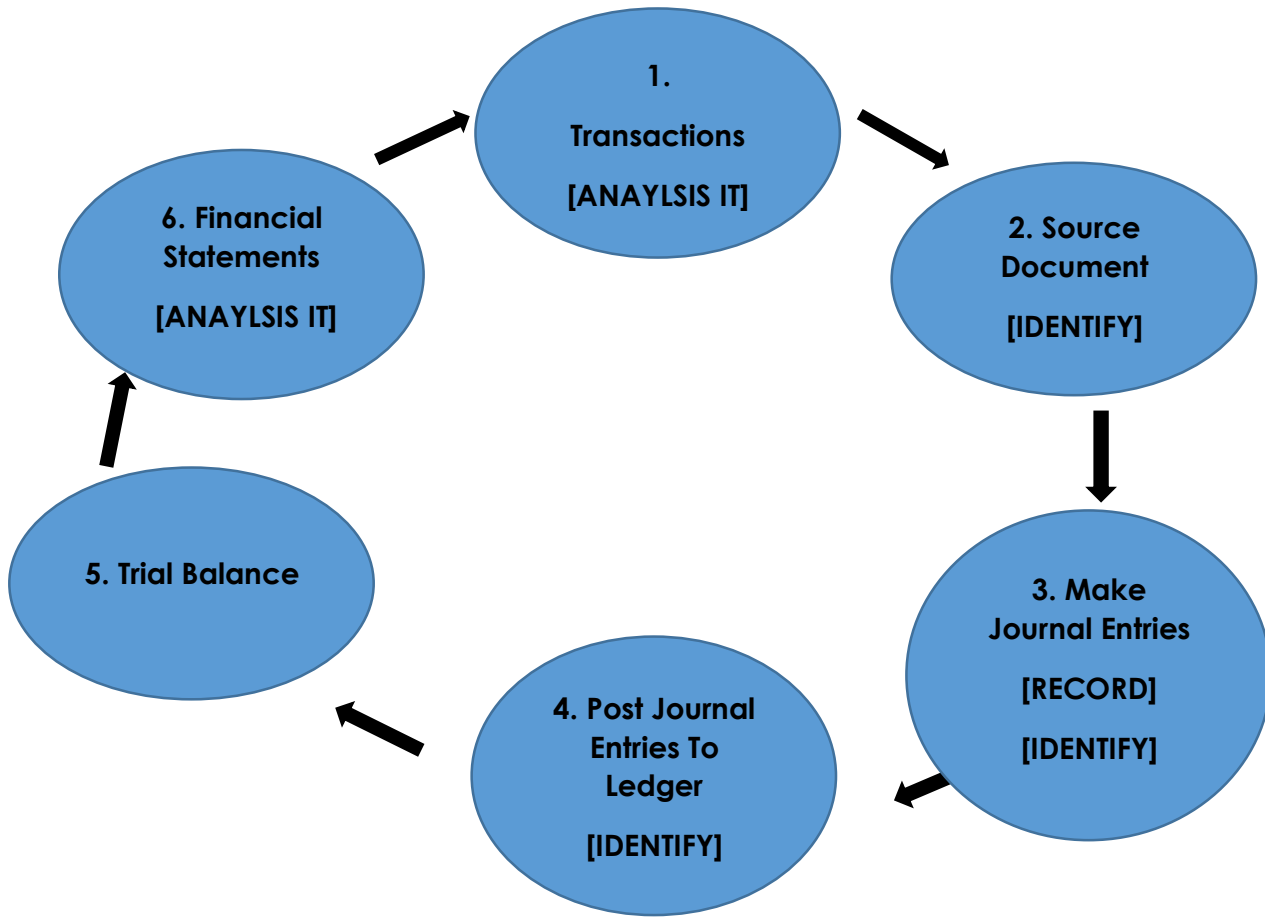
Current Account: Account from which the daily Bank transactions are done

Cash Flow: available funds for a business to meet its obligations. Inflow > Outflow.

Accounting Equation: assets= owners' equity + Liabilities

$$A = OE + L$$

Accounting Cycle



TRANSACTIONS

- Business deal / story [understand the story]
- Must detect which journal each transaction will be entered in.
- Important to have the most accurate information.
- 2 interested parties: a buyer [consumer] and a seller [producer]. Exchange between 2 parties.

Example: Grade 8 Boy goes to The Heart at break time to buy a chocolate. He gets a chocolate, and he pays R10 to The Heart for the chocolate that he receives.

- If business sells a produce or provides a service to a customer– transaction is recorded.
- If paid immediately – cash transaction
- Cash transaction are recorded in the **Cash Receipt Journal**
- If payment will happen at a later date – Credit transaction
- Credit Sales transactions are recorded in the **Debtors Journal**
- Transaction involve money – going in and out of a business

SOURCE DOCUMENTS

- Evidence that the transaction has taken place
[if you have bought a chocolate at Shoprite you would have been given a till slip]
- Identify which source document you have received or have given

- Examples of source documents
 - **Duplicate** Receipt } -cash received
 - Till slip [**CRR**- cash register roll] }

 - Cheque counterfoil } -cash paid
 - Cheques }
 - Cash Invoices }
 - Proof of EFT payments }

 - Bank statements } -money received or paid
directly or using internet

- Important information on source documents
 - Date of transaction
 - Source document number
 - People/ businesses involve in the transaction
 - Amount involved
- File source documents for safe keeping for +- 5years
 - Reasons for filing:
 - Customers query amounts charged or goods/ services sold
 - Suppliers query amounts paid
 - Errors been made in processing transaction

Look at your textbook page 60 and 61 how receipt would be filled out. Ask your parents for slips or receipts they don't

Activity 1.1 Source documents for transactions 30 minutes

Learner's Book page 60

1.

Receipt Number <u>84</u>	Date: <u>14/06/2.14</u>	
Received from: <u>Opal Winfrey</u>		
Cash <input checked="" type="checkbox"/> Cheque <input type="checkbox"/> Other <input type="checkbox"/>		
For: <u>Services rendered</u>		
Amount (in words) <u>Two hundred rand only</u>		R200 00
Received by: <u>Thandi</u>		R200 00

Activity 1.1 Source documents for transactions *continued*

Receipt Number	85	Date:	14/06/2.14				
Received from: Diane Spence		<table border="1"> <tr> <td>R350</td> <td>00</td> </tr> <tr> <td>R350</td> <td>00</td> </tr> </table>		R350	00	R350	00
R350	00						
R350	00						
Cash	<input type="checkbox"/>	Cheque	<input checked="" type="checkbox"/>				
Other	<input type="checkbox"/>						
For:	Services rendered						
Amount (in words)	Three hundred and fifty rand only						
Received by:	Thandi						

Date:	14/06/2.14
To:	Best Beauty Buys
Balance b/f	
Amount paid in	R480 00
Balance	
Other debits	
Balance	
This cheque	
Balance c/f	
Cheque number	1036

JOURNALS

- The next stage if you look back page 3 [The Accounting Cycle] is for the source document to be recorded in the subsidiary journals of the business.
- Journals are referred to as an original entry.
- Journals are entered in on a **DAILY BASIS/EVERY DAY**.
- Different source documents are entered into different journals.
 - You have to understand the transaction as well as what happened with the source document. Why was that source document issued?
- Source documents are entered in **CHRONOLOGICAL ORDER** [date] & numerical order.
 - If any source documents are **MISSING OR NOT RECORDED**- The owner/manager must investigate to check money hasn't been stolen or misused.
- Sometimes there are more than one transaction that occurred on the same day. If these transactions are recorded in the same journal, the date only has to be written once next to the first transaction.
 - if transaction is in 2 different journals you have to write the date in both journals
- In **grade 8** we only use 2 journals:
 - Cash Receipts Journal, known as [CRJ]
 - Cash Payments Journal, known as [CPJ]
- At the end of each month the journals totals are made at the bottom of each column ?
- All journals get **posted** to the ledgers **at the end** of the month. CRJ and CPJ.

When you post the total columns in the journal to the General Ledger you will write the General Ledger reference under the total of each of the columns. Ex: N1 for Services Rendered or Current Income column. Record the General Ledger reference in the FOL column if the entry is recorded in the **Sundry** Column.

- In **grade 8** we ONLY have businesses that are Service businesses.

Definition: Service business- earns its income from providing services. The customer pays for the services that are involves somebody's time, skills and knowledge.

Service business are relatively easy and inexpensive to set up

Example: hairdressers, gardeners, car repairs

In **grade 9** we introduce businesses that are Trading businesses.

Definition: Trading business- earns its income from selling products. A trader buys stock, adds a mark-up and sells stock to customers.


Example: The Heart, Pick n Pay and Woolworths.

Service businesses receive their income earned by providing services is called Current Income or Services Rendered. Service business may also sell products to their customers.

Example: hairdresser sell hair products as well as performing services.

- Cash Journals summaries all business receipts and payments
-aims to group together similar types of transactions to avoid repetitive entries
- Journals keep all underlying information/ details:
 - Date transaction took place
 - Source document used
 - For what money was received or spent
 - Who paid or who received money
- Avoid small amounts in General Ledger – GL not cluttered
Pens, pencils and rulers bought are all grouped under "Stationery."

Cash Receipts Journal [CRJ]

1. Know who's books you are doing, what's the business and what month are you entering. Is it a service business? **Always** put a heading which includes this information
2. In every transaction find the trigger words.
[trigger word would help you determine which journal import it into.]
e.g. received cash/ cheque, issued original receipt/cash slip OR Issued
a. cheque, received a receipt/invoice, paid cheque or bought.
3. Money come in.
4. Updated daily
5. Cash Receipts Journals summaries all business receipts and cash slips issued
6. Cash journals provide an effective way of comparing business records of cash transactions with what appears on bank statements [b/s]
7. Which TWO accounts are affected?
8. Each exercise will give you a story and normally the extra columns that need to be in the journals. [Normally accounts that are used often in this business]
9. If the entry is not relevant to the column account name it goes to Sundry account.
10. Analysis of receipts: Money received through the *till*. 
11. Always **underline** Analysis of Receipts amount after the last transaction for that date[day].
Analysis is not an account it's just holding the money for the day. Once the day is over you take the total amount **deposited** for the **WHOLE DAY** to the bank.
12. When dealing with Services Rendered according to the cash register roll, then the Doc Number is always CRR.
13. Source Document: number rolls in numerical order. e.g. Receipt or CRR [Cash Register Roll]
14. Details column is where you record the customer's name or Service Rendered.
15. When you receive money for services rendered, you write 'Services Rendered' in details and record the amount in the Current Income column.
16. When you receive a cheque, you will record the **name** of the person in details.
17. Write the total amount of money DEPOSITED for the day in Bank.
18. Clues for CRJ: Received a cheque/issued a receipt/cash received.
19. If you add the Current Income and Sundry Account columns together, the total should equal to the amount in the Bank Column. This is an essential check to ensure that you recorded the transaction correctly.
20. At the end of the month total all the columns. All the columns should equal up to the bank.
21. **Never** total the Analysis of Receipts column. It's the "till". It is emptied every day so at the end of the month there isn't the whole month amount of money in there.

BANK TOTAL = SERVICES RENDERED total + SUNDRY ACCOUNT total

22. If a transaction indicates it was directly transferred into the bank etc. then no amount goes into the till it skips the Analysis of Receipt column and is just reflected in the Bank column and the other account that was effect.

23. The FOL columns are used as a reference column when you take the amounts to when you do your General ledger, so if you are only doing Journals you leave that column Blank until you post to the General Ledger at the end of the month.

EXAMPLE OF A CASH RECEIPTS JOURNAL

TRANSACTION:

2nd May, the owner Kylie Rachel deposited R50 000 directly into KR Hairdressers bank account for capital.

On the 5th May a customer had new highlights in her hair, according to the cash register, for R2 000.

On the 7th May 2019 the cash register takings amounted to R1200 in respect of service rendered.

L Fourie purchased a chair from the salon for his mother for mother's day. He paid R500 Receipt 3 was issued.

Cash Receipts Journal of KR Hairdressers – MAY 2019								CRJ 2	
DOC	DAY	DETAILS	F O L	ANALYSIS S OF RECEIPT [TILL]	BANK	CURRENT INCOME	SUNDRY Amount	F O L	ACCOUNTS Details
B/S	2	Kylie Rachel			50 000		50 000		Capital
CRR	5	SERVICES RENDERED		2000	2000	2000			
CRR	7	SERVICER RENDERED		1200		1200			
REC 3		L.FOURIE		500	1700		500		EQUIPMENT
					53 700	3 200	50 500		

Cash Payments Journal [CPJ]

1. Source Document: "is what you holding in your hand when you record a payment we have made?"

E.G: Cheque counterfoil **[CC]**

Business losses money when the business pays cash. This is called expenditure.

The aim of any business is to have as little expenditure as possible to maximise the profit.

If the transaction states it was directly deposited or paid via **EFT [ELECTRONIC FUNDS TRANSFER]**, then source document is Bank Statement- **B/S**.

2. Cash payments: paid cash, cheque, debit card or Electronic funds transfer [EFT].
3. Name of Payee: Whatever you wrote next to Pay on the cheque is the name of payee. Name of the business you paid.
4. When you pay for wages you can put it as "**CASH**" as the cheque was made out to cash. *You always write on the cheque next to Pay: CASH* when you have cashed a cheque for wages etc.
5. Bank column amount in CPJ is the same amount you wrote on the cheque itself. *You only record the actual cheque amount in the bank column.*
6. The other columns between the bank and Sundry account are accounts that are frequently used in this business.
7. At the end of the month you must total each column and total the columns. Every other column must be added together to equal what the total is in the bank. Then your CPJ is balanced. If it doesn't equal, then there is information that is incorrect.

EXAMPLE OF A CASH PAYMENTS JOURNAL

TRANSACTION:

On the 2nd May 2019 Kylie's Salon bought goods from Nail supplier for R4000 and paid via EFT.

On the 5th May Kylie decided to buy new chairs for R2 000 and consumables [nail polish remover] R500 for her salon from Game and paid with the businesses debit card, for R2500. Receipt 01 was issued.

On the 8th Kylie's Salon paid R300 for the businesses telephone account, paid by cheque.

On the 12th equipment was bought for the salon, R500 was paid for the equipment via EFT.

CASH PAYMENTS JOURNAL OF KYLIE'S SALON FOR MAY 2019								CPJ 2		
DOC	DAY	DETAILS	FOL	BANK	TRADING STOCK	CONSUMABLES		SUNDRY	FOL	ACCOUNTS
								Amount		Details
B/S	2	Nail Supplier		4000	4000					
R 01	5	Game		2500		500		2000		Equipment

CC 1	8	Telkom		300				300		Telephone
B/S	12	Makro		500				500		Equipment
				7300	4000	500		2800		

GENERAL LEDGER

CHEAT NOTE:

DEBIT

CREDIT

D

DEBITORS

E

EXPENSES

A

ASSETS

D

DRAWINGS

C

CREDITORS

L

LIABILITIES

I

INCOME

C

CAPITAL

-	C	+
	CAPITAL	
+	A	-
	ASSETS	
-	L	+
	LIABILITIES	
-	I	+
	INCOME	
+	E	-
	EXPENSES	
-	O	+
	OWNERS EQUITY	

ORDER FOR THE GENERAL LEDGER

BALANCE SHEET ACCOUNT SECTION

OWNERS EQUITY

B1- CAPITAL

B2- DRAWINGS

FIXED ASSET

B3- LAND AND BUILDING

B4- VEHICLES

B5- EQUIPMENT

CURRENT ASSETS

B6- TRADING STOCK

B7- DEBTORS CONTROL

B8- BANK

B9- CASH FLOAT

B10- PETTY CASH

B11- CREDITORS CONTROL

NOMINAL SHEET ACCOUNT SECTION

INCOME

N1- SERVICES OR SALES

N2- COST OF SALES

N3- DEBTORS ALLOWANCE

EXPENSES

N4- IN ALPHABETICAL ORDER

NOTES:

GENERAL LEDGERS [GL]:

1. Summary of all the underlying subsidiary journals- Money received and spent.
2. Less cluttered
3. Consists of 2 different accounts
 - Debit
 - credit
4. For every DEBIT there is a CREDIT and for every CREDIT there is a DEBIT.

e.g. You buy chips at the heart.
If not, the entries will not balance

D	C
E	L
A	I
D	C

The heart's [Asset] trading stock [CHIPS] decreases [credit side]
The heart's [Asset] Bank [MONEY] increases [debit side].

Dr Bank Cr	Dr Trading Stock Cr
+	-

5. Remember when posting from journal to ledger indicate in the FOL column **in the journals** where you are posting that information too.
6. To add the correct FOL in the General ledger where are you getting the info from- which journal. CRJ and CPJ
7. If the business is a new business [1st month of operation] all journals are 1.
e.g. CRJ1 and CPJ1

OR

If the business has been running for more than one month [you will know this if there are balances from the month before.] Then you can make it any number more than 1 unless its stipulates how many months the business has been running.
e.g. CRJ3 and CPJ3

a. **Steps in recording accounting transactions:**

- i. **Read** the Transaction!
- ii. Determine the **TWO** Accounts. **CASH** or **CREDIT** transaction?
If cash then **BANK** account.
If credit then **DEBTOR** or **CREDITOR** replaces bank.
- iii. **CATEGORISE** the **TWO** accounts: USING **DEAD CLIC OR C A L I E O**
- iv. For those two accounts is there an opening balance? [only if the company has been open for more than 1 month.
- v. Has the account & category **INCREASED** or **DECREASED?**
- vi. Refer to the **DR CR TABLE** to decide whether to debit or credit the TWO accounts.
- vii. For every **DEBIT ENTRY** there is an equal & corresponding **CREDIT ENTRY.**

viii. BALANCING

- ONLY Balance The balance sheet account section
- Once you have posted all information from the journals to the right accounts then you can balance.

Take each account

- which side is biggest
- Total that side
- Make the other side the same total [now it is equal]
- One side makes sense make the other side make sense minus the total from what you have on that side. This amount will be the amount that is balanced at the end of the month and it is Carried to the end of the month. C/D [Carried/Down]
- Bring the C/D amount to the other side to the new month on the 1st of the month and the fol will be B/D [brought down] [hint: B is for the beginning and on the Bigger side D is for the difference between the 2 sides].

e.g. Vehicle R 45 000 -31st March 2016

Vehicle bought by cheque on the -10th April 2016 R85000

Vehicle sold at cost price on the -20th April 2016 R 35000

Balance for April 2016

Vehicle is an asset.

Increases on the debit side and decreases on the credit side

STEP 1: PLOT ALL INFORMATION

Dr	VEHICLE				B4	Cr
2016					2016	
April 1	balance	B/D	45 000	April 20	Bank CRJ	35 000
	10	Bank CPJ	85 000			

STEP 2: WHICH SIDE IS BIGGER

Dr	VEHICLE				B4	Cr
2016					2016	
April 1	balance	B/D	45 000	April 20	Bank CRJ	35 000
	10	Bank CPJ	<u>85 000</u>			
			<u>130000</u>			

STEP 3: MAKE THE OTHER SIDE EQUAL

Dr	VEHICLE				B4	Cr
2016					2016	
April 1	balance	B/D	45 000	April 20	Bank CRJ	35 000

10 Bank	CPJ	<u>85 000</u>	
		<u>130000</u>	<u>130000</u>

Dr		VEHICLE		Cr	
2016				2016	
April 1	balance	B/D	45 000	April 20	Bank CRJ 35 000
	10 Bank	CPJ	<u>85 000</u>		
			<u>130000</u>		<u>130000</u>

STEP 4 : MAKE THE OTHER SIDE EQUAL

Dr		VEHICLE		B4	
2016				2016	
April 1	balance	B/D	45 000	April 20	Bank CRJ 35 000
	10 Bank	CPJ	<u>85 000</u>	30	Balance C/D 95 000
			<u>130000</u>		<u>130000</u>

STEP 5 : MAKE THE OTHER SIDE EQUAL

DOES NOT EQUAL
MAKE IT EQUAL

STEP 6 : BRING THE AMOUNT FORWARD TO THE NEW MONTH

Dr		VEHICLE		B4	
2016				2016	
April 1	balance	B/D	45 000	April 20	Bank CRJ 35 000
	10 Bank	CPJ	85 000	30	Balance C/D 95 000
			<u>130000</u>		<u>130000</u>
May 1	Balance	B/D	95 000		

- 8. Your belongings are known as ASSETS.
- 9. What you owe banks & Outsiders is known as LIABILITIES.
- 10. Your NET WORTH is = EQUAL = to your ASSETS – LESS – your LIABILITIES!

NW = A - L

- 11. What you own less what you owe is How much you are worth.
- 12. Trading Stock and Cost of Sale

Dr		Trading Stock		Cr	
2016				2016	
April 1	Balance	B/D	25 000	April 20	Cost of sale CRJ 5 000
	10 Creditors Control	CJ	10 000	25	Cost of sale DJ 8 000
	10 Bank	CPJ	15 000	30	Balance C/D 37 000

			50 000		50 000
May 1	Balance	B/D	37 000		
Dr				Cost of Sale	N2
2016					Cr
April 12	Trading Stock	CRJ	5		
000					
16	Trading Stock	DJ	8		
000					
			13 000		

In the Nominal Account Section write total in pencil as it's a running total.

TRIAL BALANCE

1. Summary of the accounts balances in the General Ledger.
2. Accuracy of the double entry system is tested by doing a Trial Balance
3. Adding the debits should equal the credits
4. Only done at the end of the month.

TRIAL BALANCE OF KYLIE SALON ON 31 MARCH 2017			
BALANCE SHEET ACCOUNT SECTION	FOL	DEBIT	CREDIT
OWNERS EQUITY			
CAPITAL	B1		
DRAWINGS	B2		
FIXED ASSETS			
LAND AND BUILDING	B3		
VEHICLES	B4		
FURNITURE	B5		
EQUIPMENT	B6		
CURRENT ASSETS			
TRADING STOCK	B7		
BANK	B8		
DEBTORS	B9		
FIXED LIABILITY			
LONG TERM LOAN	B10		
CURRENT LIABILITY			
CREDITORS	B11		
NOMINAL ACCOUNT SECTION			
SALES	N1		
COST OF SALES	N2		
DISCOUNT RECEIVED	N3		
COMMISSION INCOME	N4		
RENT INCOME	N5		
EXPENSES ALPHEBETICAL ORDER	N6-		

PROFIT = INCOME – EXPENSES

EXERCISES:

SECTION A:

EXERCISE 1:

Read the following transaction and complete a Cash Receipts Journal and a Cash Payments Journal for Tracy Victor. Nail Salon. The Salon is called Tracy V Nail salon.

1. Accounting equation
2. Cash Receipts Journal should have the following headings; analysis or receipts, bank, Current Income and Sundry account.
3. Cash Payments Journal should have the following headings; bank, stationery, wages and Sundry Account.
4. Post from the journals to the general ledger.
5. Compile a Trial Balance for Tracy V. Nail Salon.

Transactions for November 2015

- 1 Sent cheque 30 for R200 to SGA stationers to pay for stationery. **CPJ**
- 4 The owner, Tracy Victor, deposited R50 000 directly into the business bank account as her Capital contribution. **CRJ**
- 5 Purchased **Equipment** from Afro Stores and paid by cheque, R2 800 **CPJ**
- 7 Cashed a cheque to paid the cleaners wages, R1 500. **CPJ**
- 9 Cash received for services rendered, R5 000. **CRJ**
- 14 Cashed a cheque to paid the employees wages, R1 700. **CPJ**
- 18 Received a cheque from J. Smith for rent for November 2015. The rent is R2 000.Issued receipt 01. **CRJ**
- 25 Bought a vehicle from GM Stores and paid by EFT, R30 000. **CPJ**
- 27 Cash received for services rendered, R1 700. **CRJ**
Received R1000, from Peter Pott for the sale of a chair. **CRJ**
- 28 Cashed a cheque to pay Tracy V's doctor's bill, R800. **CPJ**
- 30 Paid the salary of manager, Jason Reid, by cheque for R10 000. **CPJ**

EXERCISE 2:

Read the following transaction and complete a Cash Receipts Journal and a Cash Payments Journal for ComputerFIX, a computer Repair store, Thandi Mdini is the owner.

1. Accounting equation
2. Cash Receipts Journal should have the following headings; analysis or receipts, bank, Current Income and Sundry account.

3. Cash Payments Journal should have the following headings; bank, equipment, wages and Sundry Account.
4. Post from the journals to the general ledger.
5. Compile a Trial Balance for ComputerFIX.

ComputerFIX had balances on the 1st March 2018

Capital R 50 000, Equipment R 10 000, Vehicles R20 000, Bank R55 000, Services Rendered R 40 000, Wages R 5 000

Transactions for March 2018

1st The owner, Thandi Mdini, deposited R500 000 into the current banking account, as capital. **CRJ**

5th Purchased equipment form Tech Stores and paid by cheque no. 401, R36 000

7th Purchased spare parts (Material Cost) from Hennie Suppliers for R15 000 and paid by cheque no. 402

8th Issued cheque no. 403 for R150 to Progress Stationers for stationery purchased

12th Services rendered for cash R18 000. According to the cash register roll.

19th Purchased a vehicle from Desai Garage and paid by cheque no.404, R180 000.

19th Cash cheque, no, 405 to pay wages, R4 500.

23rd Cheque no. 406, R12 000 was drawn by the owner, Thandi Mdini for personal use

25th Issued a cheque to Super Nails for rent for the month R8 500.

Received R 2 500 rent from tenant, VIRTUALLY U, that rents a room in the office Issued receipt no. 202.

31st Issued a cheque no. 408 to Joburg City Municipality to pay electricity, R3 500 and rates, R 2 400.

EXERCISE 3:

Read the following transaction and complete a Cash Receipts Journal and a Cash Payments Journal for Hulley Super Motors Repairs, Car repair shop, J Hulley is the owner.

1. Accounting equation
2. Cash Receipts Journal should have the following headings; analysis or receipts, bank, Current Income and Sundry account.
3. Cash Payments Journal should have the following headings; bank, stationery, wages and Sundry Account.
4. Post from the journals to the general ledger.
5. Compile a Trial Balance.

Hulley Super Motors Repairs had balances on the 1st October 2013

Capital R 100000, Equipment R 30 000, Vehicles R50 000, Bank R35 000, Services Rendered R 10 000, Rent Income R10 000 Wages R 5000

1ST The owner, J. Hulley, invested R600 000 into her business Hulley Super Motor Repair.

Issued receipt no. 51.

Services Rendered as per CRR for cash, R16 800.

4TH Purchased a Desk and Laptop form MM Designers and paid by cheque no. 161, R18 000.

7TH Purchased consumables from Mandla Stores for R14 000 less 10% trade discount and paid by cheque no.162.

13th Cash cheque no. 163 to pay wages, R2 800.

13th Purchased packing material for R400 from Eveline Papers and paid by cheque no. 164

16th Purchased a new vehicle from Evan Motors and paid by cheque no.165, R340 000

19th Issued cheque no.166 to Telkom to pay the telephone for the business R650 and the owner, R840.

22nd Cash cheque no. 167 to pay wages, R2 800.

22nd Purchased consumables Mandla Stores for R24 000. Issued cheque no.168

22nd Cash received R6 000 from Cash receipt roll.

25th Received cash as per CRR2 for services rendered, R32 000

25th Received a cheque from Winnie Gifts for equipment sold, R12 000. Issued receipt no. 52

31st Issued cheque no.170 to pay Joburg City Municipality for water and electricity R2 400 and rates and taxes R1 100.

31st Paid the salary of the manager, J Matata, R15 000, cheque no.171 was issued.

CASH RECEIPTS JOURNAL OF								- JANUARY 2015			CRJ1
Doc No	D	Details	F	Analysis Of Receipts	Bank	Sales	Cost of Sales	Sundry Accounts			
								Amount	F	Details	

CASH PAYMENTS JOURNAL OF HULLEY TRADERS – JANUARY 2015

CPJ1

Doc No	D	Details	F	Bank	Trading Stock	Wages	Packing Material	Sundry Accounts		
								Amount	F	Details
