Al G. Rhythm Percussion Instruments, Incorporated

Level I

1st Edition

Transactions For June 10-16

and the

Mid-Project Evaluation

Did you remember to backup your work from Module 1? See <u>BACKUP YOUR DATA FILES</u> at the end of Module 1.

Restoring Backed-up Data Files: If, for any reason, during the completion of this module you want to start Module 2 over, you can restore your files to the end of Module 1 by selecting Administration, clicking on Files: Reset and Backup, then selecting Restore Backed-up Data Files. <u>Be cautious with this option.</u> Once you restore to a previous module, the work on the current module will be erased.

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TRANSACTIONS FOR JUNE 10-16

June 10

Received invoice number **67677** and issued check **30406** for **$177.75** to the Veideretti Freight Company for transportation fees on our June 7 purchase from Zippidy-Doo.

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June 10

Purchased merchandise from Zippidy-Doo for **$15,150.00** and the entire amount was charged to the Al G. Rhythm's account. The credit terms offered by Zippidy-Doo are 1/10, n/30, the invoice number is **ZD299**, and the goods are shipped FOB shipping point.

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June 11

A separate billing for freight charges of **$314.00** (invoice **V3271**) has also been received from Veideretti Freight, Inc., the freight carrier for the delivery from Ketchum's on June 9. Terms from Veideretti are net 10.

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June 11

Western National Credit Card Company delivered a check for **$8,303.20** as payment in full on credit card invoices that had been received through June 2. The invoices totaled **$8,560.00** and the credit card company charged a <u>3% fee</u>. The summary invoice number for these invoices is **CC605**. <u>Remember, sales made with *company credit cards* are debited to Accounts Receivable – Credit Card Companies (**Account 107**). (See Page 3 of the Introduction Module.)</u>

June 11

Merchandise was purchased from Springsteen, Incorporated (**26600**) with a **list price** of **$21,250.00** and a <u>trade discount of 25% offered by the seller</u>. The invoice number is **S9560**, and Springsteen extends net 30 credit terms. Springsteen will deliver the musical instruments directly to Al G. Rhythm's receiving dock, FOB destination.

June 12

Check **30407** was issued to the Downieville Mountain Phone Company (invoice number **D1011**) for **$159.75**. This check is to pay in full the monthly business cell phone bill of the sales manager of Al G. Rhythm.

June 13

Check **30408** was issued to Alice's Office Supplies for **$348.00** to pay invoice number **AS065**. Alice's Office Supplies extends net 10 credit terms.

June 13

Sold merchandise to Brookside Grammar School for **$39,501.00** plus sales tax. The merchandise sold cost **$28,215.00**. <u>Brookside School District paid **$10,000.00** in cash and charged the balance to its account</u>. The sales invoice for this transaction is **A6037.**

June 13

Issued debit memo number **DM004** to Zippidy-Doo (**29900**) for **$5,050.00** and returned a professional drum set which had major damage to the bass drum and will require repair or replacement at the factory. The purchase was made on June 10 and the invoice number is **ZD299**.

June 14

Purchased store supplies on account from Alice's Office Supplies (**20300**) for **$164.30**. The invoice number for this purchase is **AS798**.

June 14

Issued check **30409** for **$434.00** as payment in full of invoice **77776** received today from Action Advertising Agency. A full-page ad will be featured in next week's issue of Street Rapper Magazine.

June 15

A cash customer purchased **$12,467.60** worth of merchandise and paid for **7.75** <u>hours of service time required to complete this order</u>. Remember that sales tax is added to all shop labor charges. (Sales invoice **A6038).**

June 15

Issued check number **30410** for **$25,475.00**. This is payment of the **25,000.00** short-term note payable, plus interest expense at 9% for the 76 days. No interest has been accrued on this note since March 31. At the invoice prompt enter **NTPAY** for note payable.

June 15

Issued check number **30411** to Mark Sterling, the part-time repair and sales person for the business. Mark is paid **$15.00** per hour and worked **36.25** hours during the past two-week pay period which ended June 14. At the invoice prompt enter **PAYRL** for payroll.

June 16

A check for **$895.00** was received as payment in full of the past due accounts receivable balance of the Full Monte Band account (invoice **A5814**). Full Monte Band's prompt handling of its financial obligation has made it possible for Al G. Rhythm, Incorporated, to restore credit to this customer.

June 16

Returned to Alice's Office Supplies (**20300**) store supplies valued at **$28.50**. The supplies were not satisfactory and had been purchased on account on the 14th of June (invoice number **AS798**).

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This completes the transactions for June 10 – 16.

Now that you have completed entering the transactions for the second week of your internship program, **June 10-16**, it is time to check the accuracy of your work.

1. **Move the pointer to Journal/Ledgers/Statement on the Menu Bar and select General Ledger. The June 16 Trial Balance will be displayed on the screen. Click on Print and print the Trial Balance for June 16.**

2. **Move the pointer to Check Figures on the Menu Bar, select Weekly Check Figures and click. Click on Select the check figures for Week 2. The Week 2 Check Figures will be displayed on the screen. Print the Week 2 Check Figures.**

3. **Check the balances of your trial balance against the totals shown in the Check Figures for Week 2 print out.**

If any of the account balances in your trial balance <u>do not</u> match the selected account totals in the Check Figures for Week 2, you must correct the unmatched balances <u>before continuing to Module 3 (Week 3)</u>. The most efficient method of locating and correcting the error/s is to print a copy of the Trial Balance and General Journal.

For **accuracy, efficiency,** and **a clear audit trail,** use the correction system designed specifically for the Al G. Rhythm, Incorporated accounting system. **<u>Any account that does not match the check figures provides a major clue to the transaction/s you should review.</u>**

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If all of your totals match the check figures:

1. Move the pointer to **Journal/Ledgers/Statements** on the **Menu Bar**, then down to **General Ledger** and click. Print a copy of the Al G. Rhythm Trial Balance.

    <u>Click on the X in the upper right hand corner to close the print screens.</u>

2. Move the pointer to Ledger Card and click. **Print** a copy of the **Cash** ledger card.

3. Using the ledger card pull-down option, select account **105, Accounts Receivable** and click. Click on the **Show Ledger Card** button and then **print** the **Accounts Receivable** ledger card.

4. Repeat the ledger card selection procedure and print the following ledger cards:
    - **107 Accounts Receivable, Credit Card Companies**
    - **115 Merchandise Inventory**
    - **201 Accounts Payable**
    - **401 Instrument Sales**
    - **501 Cost of Goods Sold**
    - **505 Transportation-In**
    - **602 Store & Shop Supplies Expense**

5. Move the pointer to **Journal/Ledgers/Statements** on the **Menu Bar**, then down to **Subsidiary Ledgers** and click on **Accounts Receivable Ledger**. **Print** a copy of the Schedule of Accounts Receivable.

6. Click on **All Customers**. Click on **Print** and print the list of the **Customer Accounts Receivable** ledger cards.

7. Move the Pointer to **Journal/Ledgers/Statements** on the **Menu Bar**, then down to **Subsidiary Ledgers** and click on **Accounts Payable Ledger**. **Print** a copy of the Schedule of Accounts Payable.

8. Click on **All Vendors**. Click on **Print** and print the list of all of the **Vendor Accounts Payable** ledger cards.

9. With your printed documents, you are now ready to answer the questions on the **Mid-Project Evaluation** form.

NOTE: All of the June 16 documents should be corrected and printed <u>before</u> completing the Mid-Project Evaluation or continuing with the journalizing process for Module 3, June 17-23.

Mid Project Evaluation

Move the pointer to Evaluations on the Menu Bar and select the Mid-Project Evaluation. Click on <u>OK</u> and then click on <u>Print</u> and print a copy of the test document. Using your printed documents, or on-line documents, determine the correct answers to the questions.

When you have completed your evaluation, click on Mid-Project Evaluation again and enter the answers to the questions in the spaces provided on the web-based Evaluation. <u>Do Not Use $ signs or % signs in your answers.</u>

You will find the following buttons on the Heading of the Mid-Project Evaluation:

Recall	Save	Score	Display	E-mail	Print

Recall: Retrieves answers previously entered and saved
Save: Stores the current answers
Score: Grades the recorded answers
Display: View and print the examination regardless of the date or number of times attempted
E-mail: <u>If instructed</u>, send a copy of the examination to your instructor
Print: Print a copy of the examination

Note: <u>You cannot Score the first evaluation until you Save your answers!</u> Be sure you Save your new answers of any exam that you retake.

1. **Complete the on-line evaluation**

2. **Save the evaluation**

3. **Score the evaluation**

If you wish to take the evaluation again to improve your score, Recall the saved answers and make the necessary corrections. Save and Score the examination again. (Your instructor will set the number of times you can retake the Mid-Point Evaluation.)

Backing up your Data Files

When you have completed all of your work for Module 2 and have taken the Mid-Point Evaluation, go to **Administration** on the **Menu Bar**, scroll down to **Files: Reset and Backup**, select **Backup Data Files**, and click. You now have a copy of all of your work to the end of Module 2. This file will allow you to return to the end of Module 2, even after entering transactions beyond Module 2.

Exiting the System

If you have completed your work for this session, move the cursor to Administration, scroll down to Return to Home Page and click. You can exit the program at any point and return to that point at a later time.

Continuing to Module 3

If you have printed all the required documents, completed the Mid-Project Evaluation and backed up your data files, you are ready to begin the data entry for Module 3 (Week 3), which includes the transactions for June 17-23. To begin, you must first print a copy of the Module 3 manuscript. Move the pointer to **Support** on the **Menu Bar** and select **Download Student Manual**. Select **Module 3: Transactions for June 17-23** and print the manual.