



WEEK 3 – DECEMBER 11 TO 17, 20XX

December 11, 20XX

1. Sold fifteen paperback books at \$8.99 each and two pens at \$35.99 each to a Walk-In Customer using MasterCard# 5928 7138 9129 741, Expiration 02/20XX+2.
2. Sold ten reams of paper at \$5.99 each, one pen at \$8.99, and one box of stationery for \$12.99 to a Walk-In Customer. Received Debit Card# 7134 2445 6123 789, Expiration 04/20XX+2.

December 12, 20XX

3. An employee typed a one-page letter with an envelope on account for Jonathan Gaines, \$8.00.
4. Received the entire Gift Ware order from Amazing Gifts. A bill was NOT included with the order.

December 13, 20XX

5. Received Check #1265 from Emma Kiley as payment for the amount due on the 12/3 Invoice after discounts, \$57.59. (Since the invoice had a return, make sure the amount of the credit was deducted from the Invoice before the discount is calculated.) Payment date is 12/13/20XX.
6. Received the bill from Educational Materials, Inc. for the textbooks that were received on December 5th. The Purchase Order should now reflect that the bill for \$2,300 was received on December 13, 20XX.
7. Received a notice from the bank that Check #915 for \$350.00 from Jonathan Gaines was marked NSF and returned.
 - Record the NSF check as deducted from your bank account along with the bank's \$25 fee.
 - Create an Invoice to Jonathan for the amount of the bounced check and Quincy Bookstore's Returned Payment fee of \$40. This invoice should be Due Upon Receipt. (Make sure to watch the video lesson for all the details explaining what to do for this entry.)



December 14, 20XX

8. Received Check #10-283 for \$270.00 from Elizabeth Manning for payment on her outstanding invoice.
9. Received Jonathan Gaines's Debit Card# 7982 5698 7632 455, Expiration 03/20XX+2 for payment in full payment of \$398.00 for his account. (Record this just like you would record a regular payment on account.)
10. Received four boxes of stationery ordered from Office Supplies for You. You see that there is one box on back order (since your Purchase Order was for five boxes of stationery.) The bill is only for the four boxes received.
11. The bookstore's payroll company processed the biweekly payroll and sent the information over for the direct deposit payments coming out of the store's checking account. Record an entry for the total expense (payroll and taxes) of \$2,121.80 with the memo "12/01/20XX through 12/14/20XX payroll".

December 15, 20XX

12. Received Check #1278 for \$136.90 from Emma Kiley in payment for full amount due after discounts.
13. Stopped by your local Walmart and purchased the following items on Mastercard:
 - Cleaning supplies totaling \$22.18 (account #51600)
 - Office supplies totaling \$28.23 (account #52300)
 - Toner cartridge for the printer \$47.21 (account #51100)

December 17, 20XX

14. Sold eight textbooks on account at \$125 each to St. Louis Community Schools, and they sent someone over to pick up the books and the invoice.
15. Received Credit Memo #721 from Office Supplies for You for 3 boxes of stationery at \$12.50 each which was returned late in November.
16. Elizabeth Manning returned one textbook she had purchased for \$125 on December 5. Prepare and print the credit memo then print a check refunding the appropriate amount to her.
17. Returned the incorrect toner cartridge purchased at Walmart and received a credit onto the Mastercard.
18. In a separate transaction, purchased a different toner cartridge at Walmart for \$57.38 using the Mastercard
19. Prepare Inventory Stock Status by Item Report for December 1-17, 20XX. Looking through the inventory levels in the store, you decide to change the Reorder Point (Min) for Textbooks to 1,500, Pens to 45, and Stationery to 15.
20. Prepare Purchase Orders for any needed items. (Paperback books)



14. Deposit all funds from the Cash Drawer to the Checking account.
15. Check for bills that are either due or eligible for discount between now and December 24th (the next day we're going to pay bills.) Pay any bills that qualify. Bills that are not due and are not eligible for a discount before December 24th can be paid later.

NOTE: You've decided to NOT use the credit you received from Office Supplies for You when you pay bills. You're going to hold that in your account balance for a complete purchase in January.



CHECK YOUR WORK

Time to check your work

- Print a Standard Profit & Loss Statement for December 1-17, 20XX.
- Print a Standard Balance Sheet as of December 17, 20XX.
- Print the Journal using the "All Dates" date range
- Print the General Ledger using the "All Dates" date range
- Backup the company file.