WEEK 4 – DECEMBER 18 TO 24, 20XX

December 20, 20XX
1. A Walk-In Customer purchased four textbooks at $109.99 each, one textbook for $89.95, and one gift ware item at $15.90 using Debit Card# 7289 1773 9631 753, Expiration 04/20XX+2.
2. St. Louis Community Schools called and gave you permission to use their Visa card on file to pay $862.40 for payment in full (less their Cash Discount) for their 12/10 invoice.
3. Received the bill for $75 from Amazing Gifts for the gift ware ordered December 7 and received December 11. Date the bill December 20.

December 21, 20XX
4. An employee typed an eight-page exam for at $5 per page for Jonathan Gaines and he's going to charge it to his account. Jonathan also purchased 2 pens at $12.99 each and one box of stationery for $14.99.

December 22, 20XX
1. Sold five gift ware items at $19.99 each, three paperback books at $8.99 each, and three pens at $8.99 each to Emma Kiley on account.

December 23, 20XX
1. Needed stamps so you stopped by the Post Office and purchased $25.00 worth with your Mastercard from the "US Postmaster".
2. Prepare Inventory Stock Status by Item report for December 1-24, 20XX. Prepare Purchase Orders for any needed items BUT… You decide not to reorder any more Gift Ware at this point. You'll wait until after the new year starts.
3. Deposit all funds from the Cash Drawer to the Checking account, if any.
4. Check for bills that are either due or eligible for discount between now and December 31st (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 31st can be paid later.

✔ CHECK YOUR WORK

Time to check your work
- Print a Standard Profit & Loss Statement for December 1-24, 20XX.
- Print a Standard Balance Sheet as of December 24, 20XX.
- Print the Journal using the "All Dates" date range
- Print the General Ledger using the "All Dates" date range
- Backup the company file