

EMS

Economic & Management Sciences

TEMPLATES FOR FINANCIAL LITERACY

Jason Collins, *et al.*

GRADE

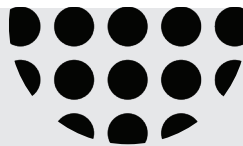
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CAPS

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THE
ANSWER
SERIES *Your Key to Exam Success*





FINANCIAL LITERACY

TEMPLATE BOOK

TOPIC 1: CASH RECEIPTS JOURNAL & CASH PAYMENTS JOURNAL – SOLE TRADER

| | |
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TOPIC 1 CASH RECEIPTS JOURNAL & CASH PAYMENTS JOURNAL – SOLE TRADER

ACTIVITY 3

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CASH RECEIPTS JOURNAL OF MUSTER TRADERS FOR JUNE 2015

CRJ 1

| DOC | DAY | DETAILS | ANALYSIS OF RECEIPTS | BANK | SALES | COST OF SALES | SUNDRY ACCOUNTS | |
|-----|-----|---------|----------------------|------|-------|---------------|-----------------|---------|
| | | | | | | | AMOUNT | DETAILS |
| | | | | | | | | |
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CASH PAYMENTS JOURNAL OF MUSTER TRADERS FOR JUNE 2015

CPJ 1

| DOC | DAY | PAYEE | BANK | TRADING STOCK | WAGES | SUNDRY ACCOUNTS | |
|-----|-----|-------|------|---------------|-------|-----------------|---------|
| | | | | | | AMOUNT | DETAILS |
| | | | | | | | |
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ACTIVITY 4

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CASH RECEIPTS JOURNAL OF JP MOKGETHI COFFEE TRADERS FOR JULY 2015

CRJ 2

| DOC | DAY | DETAILS | ANALYSIS OF RECEIPTS | BANK | SALES | COST OF SALES | SUNDRY ACCOUNTS | |
|-----|-----|---------|----------------------|------|-------|---------------|-----------------|---------|
| | | | | | | | AMOUNT | DETAILS |
| | | | | | | | | |
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CASH PAYMENTS JOURNAL OF JP MOKGETHI COFFEE TRADERS FOR JULY 2015

| DOC | DAY | PAYEE | BANK | TRADING STOCK | WAGES | SUNDRY ACCOUNTS | |
|-----|-----|-------|------|---------------|-------|-----------------|---------|
| | | | | | | AMOUNT | DETAILS |
| | | | | | | | |
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ACTIVITY 5

page
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| No. | ASSETS | | OWNER'S EQUITY | | LIABILITIES | |
|-----|--------|--------|----------------|--------|-------------|--------|
| | EFFECT | REASON | EFFECT | REASON | EFFECT | REASON |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

| No. | ASSETS | | OWNER'S EQUITY | | LIABILITIES | |
|-----|--------|--------|----------------|--------|-------------|--------|
| | EFFECT | REASON | EFFECT | REASON | EFFECT | REASON |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |



TOPIC 2

POSTING CASH JOURNALS TO THE GENERAL LEDGER & PREPARING A TRIAL BALANCE

ACTIVITY 2

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GENERAL LEDGER OF CROXLEY TRADERS

BALANCE SHEET SECTION

| Dr Capital B1 Cr | | | | | | | |
|------------------|---------|-----|--------|------|---------|-----|--------|
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

| Dr Trading Stock B2 Cr | | | | | | | |
|------------------------|---------|-----|--------|------|---------|-----|--------|
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

| Dr Bank B3 Cr | | | | | | | |
|---------------|---------|-----|--------|------|---------|-----|--------|
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

NOMINAL SECTION

| Dr Sales N1 Cr | | | | | | | |
|----------------|---------|-----|--------|------|---------|-----|--------|
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

| Dr Cost of Sales N2 Cr | | | | | | | |
|------------------------|---------|-----|--------|------|---------|-----|--------|
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

| Dr Rent Income N3 Cr | | | | | | | |
|----------------------|---------|-----|--------|------|---------|-----|--------|
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

| Dr Commission Income N4 Cr | | | | | | | |
|----------------------------|---------|-----|--------|------|---------|-----|--------|
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

ACTIVITY 4

page 23



GENERAL LEDGER OF CROXLEY TRADERS

BALANCE SHEET SECTION

| Dr Land and Buildings B3 Cr | | | | | | | |
|-----------------------------|---------|-----|--------|------|---------|-----|--------|
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

| Dr Equipment B4 Cr | | | | | | | |
|--------------------|---------|-----|--------|------|---------|-----|--------|
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

| Dr | | | | Cr | | | |
|------------------|---------|-----|--------|------|---------|-----|--------|
| Trading Stock B5 | | | | | | | |
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

| Dr | | | | Cr | | | |
|---------|---------|-----|--------|------|---------|-----|--------|
| Bank B6 | | | | | | | |
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

NOMINAL SECTION

| Dr | | | | Cr | | | |
|----------|---------|-----|--------|------|---------|-----|--------|
| Wages N4 | | | | | | | |
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

| Dr | | | | Cr | | | |
|---------------|---------|-----|--------|------|---------|-----|--------|
| Stationery N5 | | | | | | | |
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

| Dr | | | | Cr | | | |
|----------------|---------|-----|--------|------|---------|-----|--------|
| Advertising N6 | | | | | | | |
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

| Dr | | | | Cr | | | |
|--------------------------|---------|-----|--------|------|---------|-----|--------|
| Water and Electricity N7 | | | | | | | |
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

ACTIVITY 5

page
26



GENERAL LEDGER OF DUTCH TRADERS

BALANCE SHEET SECTION

| Dr | | | | Cr | | | |
|------------|---------|-----|--------|------|---------|-----|--------|
| Capital B1 | | | | | | | |
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

| Dr | | | | Cr | | | |
|-----------------------|---------|-----|--------|------|---------|-----|--------|
| Land and Buildings B2 | | | | | | | |
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

| Dr | | | | Cr | | | |
|------------------|---------|-----|--------|------|---------|-----|--------|
| Trading Stock B3 | | | | | | | |
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

| Dr | | | | Cr | | | |
|---------|---------|-----|--------|------|---------|-----|--------|
| Bank B4 | | | | | | | |
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

NOMINAL SECTION

| Dr | | | | Cr | | | |
|----------|---------|-----|--------|------|---------|-----|--------|
| Sales N1 | | | | | | | |
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

| Dr | | | | Cr | | | |
|------------------|---------|-----|--------|------|---------|-----|--------|
| Cost of Sales N2 | | | | | | | |
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

| Dr | | | | Cr | | | |
|-----------------|---------|-----|--------|------|---------|-----|--------|
| Wages N3 | | | | | | | |
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

| Dr | | | | Cr | | | |
|----------------------|---------|-----|--------|------|---------|-----|--------|
| Stationery N4 | | | | | | | |
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

| Dr | | | | Cr | | | |
|-----------------------|---------|-----|--------|------|---------|-----|--------|
| Advertising N5 | | | | | | | |
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

| Dr | | | | Cr | | | |
|---------------------------------|---------|-----|--------|------|---------|-----|--------|
| Water and Electricity N6 | | | | | | | |
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

| Dr | | | | Cr | | | |
|---------------------|---------|-----|--------|------|---------|-----|--------|
| Telephone N7 | | | | | | | |
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

| Dr | | | | Cr | | | |
|-----------------------|---------|-----|--------|------|---------|-----|--------|
| Rent Income N8 | | | | | | | |
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

| Dr | | | | Cr | | | |
|-----------------------------|---------|-----|--------|------|---------|-----|--------|
| Interest Received N9 | | | | | | | |
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

ACTIVITY 6

page
27



GENERAL LEDGER OF BB STORES

BALANCE SHEET SECTION

| Dr | | | | Cr | | | |
|-------------------------|---------|-----|--------|------|---------|-----|--------|
| Trading Stock B3 | | | | | | | |
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

| Dr | | | | Cr | | | |
|----------------|---------|-----|--------|------|---------|-----|--------|
| Bank B4 | | | | | | | |
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

NOMINAL SECTION

| Dr | | | | Cr | | | |
|-----------------|---------|-----|--------|------|---------|-----|--------|
| Sales N1 | | | | | | | |
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

| Dr | | | | Cr | | | |
|-------------------------|---------|-----|--------|------|---------|-----|--------|
| Cost of Sales N2 | | | | | | | |
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

| Dr | | | | Cr | | | |
|-----------------------|---------|-----|--------|------|---------|-----|--------|
| Rent Income N3 | | | | | | | |
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

| Dr | | | | Cr | | | |
|----------------------------|---------|-----|--------|------|---------|-----|--------|
| Packing material N4 | | | | | | | |
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |

ACTIVITY 7

page 27



Trading Stock B2

| Dr | | | | Cr | | | |
|-------------|---------|-----|--------|--------|---------------|-----|--------|
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| 2015 Nov 30 | Bank | CPJ | 16 800 | Nov 30 | Cost of Sales | CRJ | 9 865 |
| | | | | | | | |
| | | | | | | | |

Bank B3

| Dr | | | | Cr | | | |
|-------------|----------------|-----|--------|--------|----------------|-----|--------|
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| 2015 Nov 30 | Total Receipts | CRJ | 44 689 | Nov 30 | Total Payments | CPJ | 36 894 |
| | | | | | | | |
| | | | | | | | |

ACTIVITY 8

page 30



Trading Stock B2

| Dr | | | | Cr | | | |
|-------|---------|-----|--------|--------|---------------|-----|--------|
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| Feb 1 | Balance | b/d | 3 000 | Feb 28 | Cost of Sales | CRJ | 11 200 |
| | | | | | | | |
| | 28 Bank | CPJ | 8 540 | | | | |
| | | | | | | | |
| | | | | | | | |

Bank B3

| Dr | | | | Cr | | | |
|--------|----------------|-----|--------|-------|-------------------|-----|--------|
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| Feb 28 | Total Receipts | CRJ | 17 444 | Feb 1 | Balance | b/d | 6 890 |
| | | | | | | | |
| | | | | | 28 Total Payments | CPJ | 12 456 |
| | | | | | | | |
| | | | | | | | |

ACTIVITY 9

page 30



GENERAL LEDGER OF GREEN TRADERS

BALANCE SHEET SECTION

Vehicles B4

| Dr | | | | Cr | | | |
|------|---------|-----|--------|------|---------|-----|--------|
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |
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Trading Stock B6

| Dr | | | | Cr | | | |
|------|---------|-----|--------|------|---------|-----|--------|
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Bank B7

| Dr | | | | Cr | | | |
|------|---------|-----|--------|------|---------|-----|--------|
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |
| | | | | | | | |
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NOMINAL SECTION

Dr Sales **N1** Cr

| Sales | | | | | | | |
|-------|---------|-----|--------|------|---------|-----|--------|
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Dr Cost of Sales **N2** Cr

| Cost of Sales | | | | | | | |
|---------------|---------|-----|--------|------|---------|-----|--------|
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Dr Stationery **N3** Cr

| Stationery | | | | | | | |
|------------|---------|-----|--------|------|---------|-----|--------|
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |



ACTIVITY 10

page **33**



Dr Trading Stock **B4** Cr

| Trading Stock | | | | | | | |
|---------------|---------|-----|--------|--------------|---------------|-----|--------|
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | 2015 June 30 | Cost of Sales | CRJ | 5 600 |
| 2015 June 30 | Bank | CPJ | 12 540 | | | | |
| | | | | | | | |
| | | | | | | | |

Dr Bank **B5** Cr

| Bank | | | | | | | |
|--------------|----------------|-----|--------|--------------|----------------|-----|--------|
| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
| | | | | 2015 June 30 | Total Payments | CPJ | 18 250 |
| 2015 June 30 | Total Receipts | CRJ | 33 550 | | | | |
| | | | | | | | |
| | | | | | | | |





GENERAL LEDGER OF FSC RETAILERS

BALANCE SHEET SECTION

Capital B1 Dr Cr

| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
|------|---------|-----|--------|------|---------|-----|--------|
| | | | | | | | |
| | | | | | | | |
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Land and Buildings B3 Dr Cr

| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
|------|---------|-----|--------|------|---------|-----|--------|
| | | | | | | | |
| | | | | | | | |
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Equipment B4 Dr Cr

| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
|------|---------|-----|--------|------|---------|-----|--------|
| | | | | | | | |
| | | | | | | | |
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Trading Stock B5 Dr Cr

| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
|------|---------|-----|--------|------|---------|-----|--------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Bank B6 Dr Cr

| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
|------|---------|-----|--------|------|---------|-----|--------|
| | | | | | | | |
| | | | | | | | |
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NOMINAL SECTION

Sales N1 Dr Cr

| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
|------|---------|-----|--------|------|---------|-----|--------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Cost of Sales N2 Dr Cr

| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
|------|---------|-----|--------|------|---------|-----|--------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Advertising N3 Dr Cr

| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
|------|---------|-----|--------|------|---------|-----|--------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Stationery N4 Dr Cr

| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
|------|---------|-----|--------|------|---------|-----|--------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Wages N5 Dr Cr

| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
|------|---------|-----|--------|------|---------|-----|--------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Dr **Rates and Taxes** **N6** Cr

| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
|------|---------|-----|--------|------|---------|-----|--------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Dr **Packing Material** **N7** Cr

| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
|------|---------|-----|--------|------|---------|-----|--------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Dr **Rent Income** **N8** Cr

| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
|------|---------|-----|--------|------|---------|-----|--------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Dr **Current Income** **N9** Cr

| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
|------|---------|-----|--------|------|---------|-----|--------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |



ACTIVITY 12

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GENERAL LEDGER OF SIHLE STORES

BALANCE SHEET SECTION

Dr **Capital** **B1** Cr

| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
|------|---------|-----|--------|------|---------|-----|--------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Dr **Land and Buildings** **B2** Cr

| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
|------|---------|-----|--------|------|---------|-----|--------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Dr **Vehicles** **B3** Cr

| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
|------|---------|-----|--------|------|---------|-----|--------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Dr **Equipment** **B4** Cr

| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
|------|---------|-----|--------|------|---------|-----|--------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Dr **Trading Stock** **B5** Cr

| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
|------|---------|-----|--------|------|---------|-----|--------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| Dr | | | | Bank | | | | B6 | Cr | | | |
|------|---------|-----|--------|------|---------|-----|--------|----|------|---------|-----|--------|
| Date | Details | Fol | Amount | Date | Details | Fol | Amount | | Date | Details | Fol | Amount |
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NOMINAL SECTION

| Dr | | | | Sales | | | | N1 | Cr | | | |
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| Date | Details | Fol | Amount | Date | Details | Fol | Amount | | Date | Details | Fol | Amount |
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| Dr | | | | Cost of Sales | | | | N2 | Cr | | | |
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| Date | Details | Fol | Amount | Date | Details | Fol | Amount | | Date | Details | Fol | Amount |
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| Dr | | | | Advertising | | | | N3 | Cr | | | |
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| Date | Details | Fol | Amount | Date | Details | Fol | Amount | | Date | Details | Fol | Amount |
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| Dr | | | | Telephone | | | | N4 | Cr | | | |
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| Date | Details | Fol | Amount | Date | Details | Fol | Amount | | Date | Details | Fol | Amount |
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| Dr | | | | Stationery | | | | N5 | Cr | | | |
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| Date | Details | Fol | Amount | Date | Details | Fol | Amount | | Date | Details | Fol | Amount |
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| Dr | | | | Wages | | | | N6 | Cr | | | |
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| Date | Details | Fol | Amount | Date | Details | Fol | Amount | | Date | Details | Fol | Amount |
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| Dr | | | | Water and Electricity | | | | N7 | Cr | | | |
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| Date | Details | Fol | Amount | Date | Details | Fol | Amount | | Date | Details | Fol | Amount |
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| Dr | | | | Packing Material | | | | N8 | Cr | | | |
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| Date | Details | Fol | Amount | Date | Details | Fol | Amount | | Date | Details | Fol | Amount |
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| Dr | | | | Rent Income | | | | N9 | Cr | | | |
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| Date | Details | Fol | Amount | Date | Details | Fol | Amount | | Date | Details | Fol | Amount |
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| TRIAL BALANCE OF SIHLE STORES ON 28 FEBRUARY 2015 | | | |
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| BALANCE SHEET SECTION | FOL | DEBIT | CREDIT |
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| NOMINAL SECTION | | | |
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| TRIAL BALANCE OF MAVUSO TRADERS ON 28 FEBRUARY 2015 | | | |
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| BALANCE SHEET SECTION | FOL | DEBIT | CREDIT |
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TOPIC 3

**CREDIT SALES &
WORKING WITH DEBTORS**

ACTIVITY 1

page
44



DEBTORS JOURNAL OF MERLIN STORES FOR AUGUST 2015

| DOC | DAY | DEBTORS | FOL | SALES | COST OF SALES |
|-----|-----|---------|-----|-------|---------------|
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ACTIVITY 2

page
46



**DEBTORS ALLOWANCES JOURNAL OF SPIERMAN STORES
FOR DECEMBER 2015**

| DOC | DAY | DEBTORS | FOL | DEBTORS ALLOWANCES | COST OF SALES |
|-----|-----|---------|-----|--------------------|---------------|
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ACTIVITY 3

page
46



DEBTORS JOURNAL OF VUSI VENDORS FOR MARCH 2015

| DOC | DAY | DEBTORS | FOL | SALES | COST OF SALES |
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**DEBTORS ALLOWANCES JOURNAL OF VUSI VENDORS
FOR MARCH 2015**

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ACTIVITY 4

page
49

DEBTORS JOURNAL OF GENIUS TRADERS FOR SEPTEMBER 2015

| DOC | DAY | DEBTORS | FOL | SALES | COST OF SALES |
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CASH RECEIPTS JOURNAL OF GENIUS TRADERS FOR SEPTEMBER 2015

| DOC | DAY | DETAILS | FOL | ANALYSIS OF RECEIPTS | BANK | SALES | COST OF SALES | DEBTORS CONTROL | SUNDRY ACCOUNTS | | |
|-----|-----|---------|-----|-------------------------|------|-------|------------------|--------------------|-----------------|-----|---------|
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CASH RECEIPTS JOURNAL OF STRUMMER STORES FOR APRIL 2015

| DOC | DAY | DETAILS | FOL | ANALYSIS OF RECEIPTS | BANK | SALES | COST OF SALES | DEBTORS CONTROL | SUNDRY ACCOUNTS | | |
|-----|-----|---------|-----|----------------------------|------|-------|------------------|--------------------|-----------------|-----|---------|
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CASH PAYMENTS JOURNAL OF STRUMMER STORES FOR APRIL 2015

| DOC | DAY | PAYEE | BANK | TRADING STOCK | STATIONERY | SUNDRY ACCOUNTS | | |
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DEBTORS JOURNAL OF STRUMMER STORES FOR APRIL 2015

| DOC | DAY | DEBTORS | FOL | SALES | COST OF SALES |
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DEBTORS ALLOWANCES JOURNAL OF STRUMMER STORES FOR APRIL 2015

| DOC | DAY | DEBTORS | FOL | DEBTORS ALLOWANCES | COST OF SALES |
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NOTES

TOPIC 4 POSTING TO THE DEBTORS LEDGER & GENERAL LEDGER

ACTIVITY 1 page 54 

DEBTORS LEDGER OF NDEBELE TRADERS

K. Khoza D1

| DATE | DETAILS/DOCUMENTS | FOL | DEBIT | CREDIT | BALANCE |
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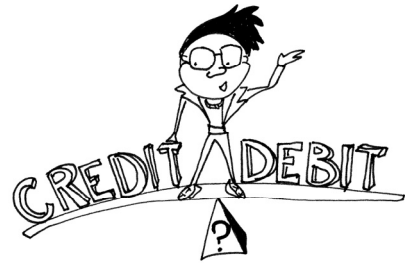


ACTIVITY 2 page 55 

DEBTORS LEDGER OF OF FLEA STORES

A. Keidis D1

| DATE | DETAILS/DOCUMENTS | FOL | DEBIT | CREDIT | BALANCE |
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ACTIVITY 3

page
60



GENERAL LEDGER OF CAROLUS TRADERS

BALANCE SHEET SECTION

| | | | | | | | | | | | | |
|----|----------------------|--|--|--|--|--|--|--|--|--|-----------|----|
| Dr | Trading Stock | | | | | | | | | | B9 | Cr |
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|----|------------------------|--|--|--|--|--|--|--|--|--|------------|----|
| Dr | Debtors Control | | | | | | | | | | B10 | Cr |
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| Dr | Bank | | | | | | | | | | B11 | Cr |
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NOMINAL SECTION

| | | | | | | | | | | | | |
|----|--------------|--|--|--|--|--|--|--|--|--|-----------|----|
| Dr | Sales | | | | | | | | | | N1 | Cr |
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|----|----------------------|--|--|--|--|--|--|--|--|--|-----------|----|
| Dr | Cost of Sales | | | | | | | | | | N2 | Cr |
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| Dr | Debtors Allowances | | | | | | | | | | N3 | Cr |
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ACTIVITY 4

page
61



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|----|----------------------|--|--|--|--|--|--|--|--|--|-----------|----|
| Dr | Trading Stock | | | | | | | | | | B9 | Cr |
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| Dr | Debtors Control | | | | | | | | | | B10 | Cr |
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GENERAL LEDGER OF KARABO TRADERS

BALANCE SHEET SECTION

Trading Stock B9 Dr Cr

| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
|------|---------|-----|--------|------|---------|-----|--------|
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Debtors Control B10 Dr Cr

| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
|------|---------|-----|--------|------|---------|-----|--------|
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Bank B11 Dr Cr

| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
|------|---------|-----|--------|------|---------|-----|--------|
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NOMINAL SECTION

Sales N1 Dr Cr

| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
|------|---------|-----|--------|------|---------|-----|--------|
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Cost of Sales N2 Dr Cr

| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
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Debtors Allowances N3 Dr Cr

| Date | Details | Fol | Amount | Date | Details | Fol | Amount |
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DEBTORS LEDGER OF KARABO TRADERS

N. Goniwe

D1

| DATE | DETAILS/DOCUMENTS | FOL | DEBIT | CREDIT | BALANCE |
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S. Dunga

D2

| DATE | DETAILS/DOCUMENTS | FOL | DEBIT | CREDIT | BALANCE |
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M. Nyameko

D3

| DATE | DETAILS/DOCUMENTS | FOL | DEBIT | CREDIT | BALANCE |
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ACTIVITY 6

page
66



| No. | ASSETS = | | OWNER'S EQUITY + | | LIABILITIES | |
|-----|----------|--------|------------------|--------|-------------|--------|
| | EFFECT | REASON | EFFECT | REASON | EFFECT | REASON |
| 1. | | | | | | |
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| 2. | | | | | | |
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| 3. | | | | | | |
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ACTIVITY 7

page
66



| No. | ASSETS | | = | OWNER'S EQUITY | | + | LIABILITIES | |
|------|---------|----------------|---|----------------|-----------------------|---|-------------|--------|
| | EFFECT | REASON | | EFFECT | REASON | | EFFECT | REASON |
| e.g. | + 2 700 | Bank increases | | + 2 700 | Rent Income increases | | | |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |

| No. | ASSETS | | = | OWNER'S EQUITY | | + | LIABILITIES | |
|-----|--------|--------|---|----------------|--------|---|-------------|--------|
| | EFFECT | REASON | | EFFECT | REASON | | EFFECT | REASON |
| 6. | | | | | | | | |
| 7. | | | | | | | | |
| 8. | | | | | | | | |
| 9. | | | | | | | | |
| 10. | | | | | | | | |



TOPIC 5

CREDIT PURCHASES & THE CREDITORS JOURNAL



ACTIVITY 1

page 69



CREDITORS JOURNAL OF MANGO TRADERS FOR SEPTEMBER 2015

CJ 1

| DOC | DAY | CREDITORS | FOL | CREDITORS CONTROL | TRADING STOCK | STATIONERY | SUNDRY ACCOUNTS | | |
|-----|-----|-----------|-----|-------------------|---------------|------------|-----------------|-----|---------|
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ACTIVITY 2

page 69



CREDITORS JOURNAL OF KLAASEN STORES FOR MAY 2015

CJ 3

| DOC | DAY | CREDITORS | FOL | CREDITORS CONTROL | TRADING STOCK | PACKING MATERIAL | SUNDRY ACCOUNTS | | |
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CASH PAYMENTS JOURNAL OF KLAASEN STORES FOR MAY 2015

CPJ 3

| DOC | DAY | PAYEE | FOL | BANK | WAGES | TRADING STOCK | SUNDRY ACCOUNTS | | |
|-----|-----|-------|-----|------|-------|---------------|-----------------|-----|---------|
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ACTIVITY 3

page
71



CREDITORS ALLOWANCES JOURNAL OF WAAIHOEK TRADERS FOR AUGUST 2015

CAJ 3

| DOC | DAY | CREDITORS | FOL | CREDITORS CONTROL | TRADING STOCK | STATIONERY | SUNDRY ACCOUNTS | | |
|-----|-----|-----------|-----|-------------------|---------------|------------|-----------------|-----|---------|
| | | | | | | | AMOUNT | FOL | DETAILS |
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CREDITORS JOURNAL OF ISSA STORES FOR FEBRUARY 2015

CJ 1

| DOC | DAY | CREDITORS | FOL | CREDITORS CONTROL | TRADING STOCK | STATIONERY | SUNDRY ACCOUNTS | | |
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CREDITORS ALLOWANCES JOURNAL OF ISSA STORES FOR FEBRUARY 2015

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ACTIVITY 5

page
73



CASH PAYMENTS JOURNAL OF RHOMBUS RETAILERS FOR NOVEMBER 2015

CPJ 5

| DOC | DAY | PAYEE | FOL | BANK | TRADING STOCK | CREDITORS CONTROL | SUNDRY ACCOUNTS | | |
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ACTIVITY 6

page
74



CASH PAYMENTS JOURNAL OF SODAKA STORES FOR JANUARY 2015

CPJ 4

| DOC | DAY | PAYEE | FOL | BANK | TRADING STOCK | CREDITORS CONTROL | SUNDRY ACCOUNTS | | |
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CREDITORS JOURNAL OF SODAKA STORES FOR JANUARY 2015

CJ 4

| DOC | DAY | CREDITORS | FOL | CREDITORS CONTROL | TRADING STOCK | EQUIPMENT | SUNDRY ACCOUNTS | | |
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CREDITORS ALLOWANCES JOURNAL OF SODAKA STORES FOR JANUARY 2015

CAJ 4

| DOC | DAY | CREDITORS | FOL | CREDITORS CONTROL | TRADING STOCK | EQUIPMENT | SUNDRY ACCOUNTS | | |
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TOPIC 6 POSTING TO THE CREDITORS LEDGER & GENERAL LEDGER

ACTIVITY 1

page 84



CREDITORS LEDGER OF STEIN STORES

Osrin Traders C1

| DATE | DAY | DETAILS/DOCUMENTS | FOL | DEBIT | CREDIT | BALANCE |
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Cohen CC C2

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Sarkin CC C3

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Sachs Suppliers C4

| DATE | DAY | DETAILS/DOCUMENTS | FOL | DEBIT | CREDIT | BALANCE |
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CREDITORS LIST OF STEIN STORES

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| Osrin Traders | C1 | |
| Cohen CC | C2 | |
| Sarkin CC | C3 | |
| Sachs Suppliers | C4 | |
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ACTIVITY 2

page
85



EXTRACT FROM THE GENERAL LEDGER OF STEIN STORES

BALANCE SHEET SECTION

Dr **Trading Stock** **B6** Cr

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Dr **Bank** **B7** Cr

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Dr **Creditors Control** **B8** Cr

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NOMINAL SECTION

Dr **Stationery** **N5** Cr

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ACTIVITY 3

page
87



| No. | ASSETS = | | OWNER'S EQUITY + | | LIABILITIES | |
|------|----------|------------------------|------------------|---------------------------------|-------------|--------|
| | EFFECT | REASON | EFFECT | REASON | EFFECT | REASON |
| e.g. | - R150 | Bank Account decreases | - R150 | Stationery (expenses) increases | | |
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| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |

TOPIC 7

RECORDING CASH & CREDIT TRANSACTIONS IN CASH & CREDIT JOURNALS



ACTIVITY 1

page **89**



CASH RECEIPTS JOURNAL OF BOWLER TRADERS FOR DECEMBER 2015

CRJ 2

| DOC | DAY | DETAILS | FOL | ANALYSIS OF RECEIPTS | BANK | SALES | COST OF SALES | DEBTORS CONTROL | SUNDRY ACCOUNTS | | |
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CASH PAYMENTS JOURNAL OF BOWLER TRADERS FOR DECEMBER 2015

CPJ 2

| DOC | DAY | PAYEE | FOL | BANK | TRADING STOCK | WAGES | CREDITORS CONTROL | SUNDRY ACCOUNTS | | |
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DEBTORS JOURNAL OF BOWLER TRADERS FOR
DECEMBER 2015

DJ 2

| DOC | DAY | DEBTORS | FOL | SALES | COST OF SALES |
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DEBTORS ALLOWANCES JOURNAL OF BOWLER TRADERS FOR
DECEMBER 2015

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CREDITORS JOURNAL OF BOWLER TRADERS FOR DECEMBER 2015

CJ 2

| DOC | DAY | CREDITORS | FOL | CREDITORS CONTROL | TRADING STOCK | STATIONERY | SUNDRY ACCOUNTS | | |
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CREDITORS ALLOWANCES JOURNAL OF BOWLER TRADERS FOR DECEMBER 2015

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ACTIVITY 2

page
90



GENERAL LEDGER OF BOWLER TRADERS

BALANCE SHEET SECTION

Dr **Equipment** **B5** Cr

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Dr **Trading Stock** **B6** Cr

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Dr **Bank** **B7** Cr

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Dr **Debtors Control** **B8** Cr

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Dr **Creditors Control** **B9** Cr

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NOMINAL SECTION

Dr **Sales** **N1** Cr

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Dr **Cost of Sales** **N2** Cr

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Dr **Debtors Allowances** **N3** Cr

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Dr **Stationery** **N9** Cr

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GENERAL LEDGER OF BABALWA'S BOUTIQUE
BALANCE SHEET SECTION

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| Dr | Capital | | | | | | | | | | B1 | Cr |
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| Dr | Land and Buildings | | | | | | | | | | B3 | Cr |
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| Dr | Trading Stock | | | | | | | | | | B6 | Cr |
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| Dr | Debtors Control | | | | | | | | | | B7 | Cr |
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| Dr | Bank | | | | | | | | | | B8 | Cr |
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| Dr | Creditors Control | | | | | | | | | | B9 | Cr |
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NOMINAL SECTION

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| Dr | Sales | | | | | | | | | | N1 | Cr |
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| Dr | Cost of Sales | | | | | | | | | | N2 | Cr |
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| Dr Debtors Allowances N3 Cr | | | | | | | | | |
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| Dr Packing Material N4 Cr | | | | | | | | | |
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| Dr Wages N6 Cr | | | | | | | | | |
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| Dr Advertising N7 Cr | | | | | | | | | |
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| Dr Rent Income N8 Cr | | | | | | | | | |
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| Dr Stationery N9 Cr | | | | | | | | | |
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| Dr Water and Electricity N10 Cr | | | | | | | | | |
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| TRIAL BALANCE OF BABALWA'S BOUTIQUE ON 31 AUGUST 2015 | | | |
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| BALANCE SHEET SECTION | FOL | DEBIT | CREDIT |
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DEBTORS LEDGER OF BABALWA'S BOUTIQUE

L. Lena D1

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A. Abongile D2

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P. Pumza

D3

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CREDITORS LEDGER OF BABALWA'S BOUTIQUE

Kruss Ltd

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Bench Traders

C3

| DATE | DAY | DETAILS/DOCUMENTS | FOL | DEBIT | CREDIT | BALANCE |
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| No. | ASSETS = | | OWNER'S EQUITY + | | LIABILITIES | |
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