

Baldy's Barber Shop Spreadsheet Exercise



General Journal Exercise

Forms Needed

Forms Needed for this exercise are located in the following folder
BaldysBarberShop\BaldySpreadsheetSystem\GeneralJournal\Spreadsheets

Excel Files:

Exercise File:

BaldysBarberShop\BaldySpreadsheetSystem\GeneralJournal\Spreadsheets\Excel\Journal
Entries-Blank.xlsx

Answers File:

BaldysBarberShop\BaldySpreadsheetSystem\GeneralJournal\Spreadsheets\Excel\Journal
Entries-Answers.xlsx

Libre Office Files:

Exercise File:

BaldysBarberShop\BaldySpreadsheetSystem\GeneralJournal\Spreadsheets\Libre\Journal
Entries-Blank.ods

Answers File:

BaldysBarberShop\BaldySpreadsheetSystem\GeneralJournal\Spreadsheets\Libre\Journal
Entries-Answers.ods

Location of forms needed is also contained in the **Getting Started Guide**

Instructions

Your Job

Record the transactions for December using General Journal Entries

At the bottom of the spreadsheets you'll see three sheets for recording these entries.

Transactions-Journal Entries

Transactions-Journal Entries-2

Transactions-Journal Entries-3

Enter the transaction amount

Select the appropriate Debit Account from the Pull-Down Menu (Click on the arrow)

Select the appropriate Credit Account from the Pull-Down Menu (Click on the arrow)

Description: Enter a brief description of the transaction

Description 2: Enter any document reference here such as check numbers, receipt numbers, or invoice numbers

All entries are automatically posted to the General Journal, General Ledger, and Worksheets.

Navigation

Click on the arrow keys at the bottom of the sheets to display other Spreadsheets

Click on the name of the Spreadsheet to open that sheet

Instructions

Instructions for Completing the Exercise

Transactions-Journal Entries

Used To Record Transactions

Transactions-Journal Entries-2

Used To Record Transactions

Transactions-Journal Entries-3

Used To Record Transactions

General Journal

Displays The Complete General Journal

General Ledger

Displays The General Ledger

Financial Statements

Displays The Completed Financial Statements

In the Transaction Listing Pages you can click on the Reference Number to see the

Transaction posted to the Journal. Click On the Transaction Journal Entries Page to return to the Transaction Page.

In the General Journal Page you can click on the GJ Reference Number to see the Transaction posted to the General Ledger. Click On the General Journal Page to return to the General Journal.

In the General Ledger Page you can click on the Ledger Account Name to see the balance transferred to the Financial Statement Worksheet. Click on the Ledger Page to return to the General Ledger.

Use the “Slide Bar” on the right side of the sheet to move Up and Down

Note:
Month End Adjusting Entries were prepared for you.

Special Journals Exercise

Forms Needed

Forms Needed for this exercise are located in the following folder
BaldysBarberShop\BaldySpreadsheetSystem\SpecialJournals\Spreadsheets

Excel Files:

Exercise File:

BaldysBarberShop\BaldySpreadsheetSystem\SpecialJournals\Spreadsheets\Excel\Journal Entries-Blank.xlsx

Answers File:

BaldysBarberShop\BaldySpreadsheetSystem\SpecialJournals\Spreadsheets\Excel\Journal Entries-Answers.xlsx

Libre Office Files:

Exercise File:

BaldysBarberShop\BaldySpreadsheetSystem\SpecialJournals\Spreadsheets\Libre\Journal Entries-Blank.ods

Answers File:

Location of forms needed is also contained in the **Getting Started Guide**

Instructions

Your Job

Record the transactions for December using Special Journal Entries

At the bottom of the spreadsheets you'll see three sheets for recording these entries.

Transactions-Journal Entries

Transactions-Journal Entries-2

Transactions-Journal Entries-3

Enter the transaction amount

Select the appropriate Debit Account from the Pull-Down Menu (Click on the arrow)

Select the appropriate Credit Account from the Pull-Down Menu (Click on the arrow)

Select the appropriate Special Journal from the Pull-Down Menu (Click on the arrow)

Description: Enter a brief description of the transaction

Description 2: Enter any document reference here such as check numbers, receipt numbers, or invoice numbers

All Journals, General Ledger, and Worksheets are automatically updated.

Navigation

Click on the arrow keys at the bottom of the sheets to display other Spreadsheets

Click on the name of the Spreadsheet to open that sheet

Instructions

Instructions for Completing the Exercise

Transactions-Journal Entries

Used To Record Transactions

Transactions-Journal Entries-2

Used To Record Transactions

Transactions-Journal Entries-3

Used To Record Transactions

Cash Receipts Journal	Displays entries posted to Cash Receipts Journal
Cash Payments Journal	Displays entries posted to Cash Payments Journal
Purchases Journal	Displays entries posted to Purchases Journal
Sales Journal	Displays entries posted to Sales Journal
General Journal	Displays entries posted to General Journal
General Ledger	Displays entries posted to General Ledger
Financial Statements	Displays Financial Reports

In the Transaction Listing Pages you can click on the Reference to see the Transaction posted to the Journal. Click on the Transaction Listing Page to return to the Transaction.

In the Special Journal Pages you can click on the Reference Number to see the Transaction posted to the General Ledger. Click On the Special Journal Page to return to the Special Journal.

In the General Ledger Page you can click on the Ledger Account Name to see the balance transferred to the Financial Statement Worksheet. Click on thr Ledger Page to return to the General Ledger.

Use the "Slide Bar" on the right side of the sheet to move Up and Down

Note:
Month End Adjusting Entries were prepared for you.