## **CHAPTER 2**

## THE RECORDING PROCESS

#### CHAPTER LEARNING OBJECTIVES

- Describe how accounts, debits, and credits are used to record business transactions.
   An account is a record of increases and decreases in specific asset, liability, and owner's equity items. The terms debit and credit are synonymous with left and right. Assets, owner's drawings, and expenses are increased by debits and decreased by credits. Liabilities, owner's capital, and revenues are increased by credits and decreased by debits.
- 2. Indicate how a journal is used in the recording process. The basic steps in the recording process are (a) analyze each transaction for its effects on the accounts, (b) enter the transaction information in a journal, and (c) transfer the journal information to the appropriate accounts in the ledger. The initial accounting record of a transaction is entered in a journal before the data are entered in the accounts. A journal (a) disables in one place the complete effects of a transaction, (b) provides a chronological record of transactions, and (c) prevents or locates errors because the debit and credit amond is for each entry can be easily compared.
- 3. Explain how a ledger and posting help in the poor of process. The ledger is the entire group of accounts maintained by a company. The ledger provides the balance in each of the accounts as well as keeps track of change in the ledger provides. Posting is the transfer of journal entries to the ledger accounts. This is also of the recording process accumulates the effects of journalized transactions in the industry accounts.
- 4. Prepare a trial balance. A trial bulance is a list of accounts and their balances at a given time. Its primary purpose is to your the equality of debits and credits after posting. A trial balance also uncovers errors in jour aizing and posting and is useful in preparing financial statements.
  \*\*PUE-FALSE STATEMENTS
  - A new account is open a each transaction entered into by a business firm.

Anc. F. LO: Y Bloom K. Difficulty: Easy, Min. 1, AACSS: None, AICPA BB: Governance Perspective, AICPA FC: Measurement Analysis and Interpretation, AICPA PC: None, IMA: Reporting

The recording process becomes more efficient and informative if all transactions are recorded in one account.

Ans. F. LO: 1. Bloom: K. Difficulty: Basy, Min: 1, AACSS: None, AICPA BS: Governance Perspective, AICPA FC: Maissumement Analysis and Interpretation, AICPA PC: None, IMA: Reporting

 When the volume of transactions is large, recording them in tabular form is more efficient than using journals and ledgers.

Ans: F. LO: 1, Bloom K. Difficulty: Easy, Min: 1, AACSS: None, AICPA BB: Ocrnematos Perspectine, AICPA FC: Measurement Analysis and Interpretation, AICPA PC: None, IMA: Reporting

4. An account is often referred to as a T-account because of the way it is constructed.

Ans: T, LO: 1 Elsoitt K, Difficulty: Elsey, Min: 1, AACSS: None, AICPA BB: Governance Perspective, AICPA FC: Measurement Analysis and Interpretation, AICPA PC: None, MA: Reporting

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Jerry J. Weygandt, Paul D. Kimmel, Donald E. Kieso

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