
AUTOMATED ACCOUNTING 8.2
5-5 Mastery Problem

1. Select **Automated Accounting 8.2** from the Windows Start Button
2. Select the **Open** toolbar button
3. Select **C21 Accounting 9th Edition** folder
4. Select **First-Year Course-General Journal**
5. Select **Problems and Reinforcement Activities**
6. Select assignment **F05-5**
7. You will be prompted to enter a username.

Enter your **LastNameFirstInitial**
using lowercase characters

Example: John Doe = doej

Click **OK**



8. Click the **Save As** toolbar button. Select the drive and directory that contains your data files.

**IT IS IMPORTANT THAT YOU SAVE THE ACTIVITY USING THE SAVE AS
COMMAND BEFORE ENTERING ANY DATA ONTO THE FILE**

9. Save the activity using **Save As** by entering your initials before the filename in the *File name* field and saving to your personal folder on the F drive.
(Example: jdF055)
10. Click **Save**.
11. Click the **Journals** toolbar button.
12. Choose the **General Journal** tab.

13. Key and post all transactions from August 21 through August 31 using instruction #1 from the textbook instructions below. Make sure to click **POST** after each transaction.

GENERAL JOURNAL

DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	DEBIT	CREDIT
1 ²⁰⁻⁻ Aug. 21	Petty Cash	C110		3 0 0 00	
2	Cash				3 0 0 00
3 24	Repair Expense	C111		1 6 5 00	
4	Cash				1 6 5 00

(This example above is only to help you get started. You must use your copy of the 5-5 Mastery to key all remaining transactions through August 31 or refer to the Mastery Problem on the last page of these directions)

14. Click the **Other** icon →



15. Click the **Clear** button at the bottom before entering any data on the reconciliation form.

16. Key data from the bank reconciliation form as seen in the image seen below.

RECONCILIATION OF BANK STATEMENT		<u>August 31, 20--</u> (Date)																													
Balance On Check Stub No. <u>116</u>	\$ 2,431 00	Balance On Bank Statement	\$ 2,721 00																												
DEDUCT BANK CHARGES:		ADD OUTSTANDING DEPOSITS:																													
<table border="1"> <thead> <tr> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Service Charge</td> <td style="text-align: right;">\$ 15 00</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td colspan="2" style="text-align: right;">Total bank charges ▶</td> <td> </td> <td> </td> </tr> </tbody> </table>	Description	Amount	Service Charge	\$ 15 00							Total bank charges ▶				15 00	<table border="1"> <thead> <tr> <th>Date</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>8/31/--</td> <td style="text-align: right;">\$ 350 00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total outstanding deposits ▶</td> <td> </td> <td> </td> </tr> </tbody> </table>	Date	Amount	8/31/--	\$ 350 00	Total outstanding deposits ▶				350 00						
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17. You must double-click each outstanding check to transfer them to the Outstanding Checks window.
18. Enter the bank statement balance into the Bank Balance field
19. Enter the amounts of any outstanding deposits
20. Enter any bank service charged in the Bank Charges field
21. The Adj. Checkbook balance field and the Adjusted Bank Balance should be the same totals if all data was entered correctly.
22. When finished, click the **REPORT** button on the bottom to display your bank reconciliation statement and **PRINT**.

(More on next page)

23. Click the **Journals** toolbar button.
24. Choose the **General Journal** tab.
25. Key and post all remaining transactions from August 31. Make sure to click **POST** or **ENTER** after entering the transaction.

18	31	<i>Miscellaneous Expense</i>	M34	1	5	00	18
19		<i>Cash</i>				1	5 00 19

26. When finished, click the **REPORT** icon and select **Journal** from the Select a Report Group list, and select **General Journal**.
27. Click **OK**, and click **OK** again.
28. View your report for accuracy
29. Save your work.

Full Mastery Problem

GENERAL JOURNAL

	DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	DEBIT	CREDIT	
1	20-- Aug. 21	Petty Cash	C110		3 0 0 00		1
2		Cash				3 0 0 00	2
3	24	Repair Expense	C111		1 6 5 00		3
4		Cash				1 6 5 00	4
5	26	Supplies	C112		6 0 0 00		5
6		Cash				6 0 0 00	6
7	27	Accounts Receivable—Bruce Kassola	M33		1 7 5 00		7
8		Cash				1 7 5 00	8
9	28	Miscellaneous Expense	C113		3 1 0 00		9
10		Cash				3 1 0 00	10
11	31	James Astrup, Drawing	C114		4 0 0 00		11
12		Cash				4 0 0 00	12
13	31	Supplies	C115		1 2 5 00		13
14		Miscellaneous Expense			1 3 0 00		14
15		Cash				2 5 5 00	15
16	31	Cash	T31		3 5 0 00		16
17		Sales				3 5 0 00	17
18	31	Miscellaneous Expense	M34		1 5 0 00		18
19		Cash				1 5 0 00	19
20							20