

Transactions List

December 16–31, 2022

Complete each of the following transactions in accordance with the seven-step process on pages 11–12 of the *Instructions and Flowcharts* book (step 5). Remember the importance of the flowcharts on pages 18–24 for details as to (a) documents to prepare, (b) approvals and other internal control procedures, (c) accounting entries, and (d) filing. You are to perform the roles of Ray Kramer, Nancy Ford, and Jim Adams. Flowchart page references are included in the third column of the transactions list where appropriate.

Some of the following events require the preparation or modification of documents and some do not. Although documents accompany most business transactions, you are asked to prepare and work with only a representative sample in this project. Each event on the *transactions list* includes one of two symbols, which determine whether documents from the loose document set in this project must be prepared or used:

☐ Yes

You are required to prepare or modify documents from the loose document set for this event. An accounting entry may or may not be required.

☐ No

You are not required to prepare or modify documents from the loose document set because documents would not normally be prepared or modified for this type of event. An accounting entry is required, with one exception: the annual change in employee pay rates.

• Hints are provided in boxed areas like this.

Trans. #	Dec.	Document ? Flowchart	Description
1	16th	☒ p.18–19	Received customer purchase order No. 53426 (Doc. No. 4) from Rosemont University, approved their credit and shipped the goods. All goods ordered were shipped, except that only 50 shoulder pad sets were available for shipment. Carrier & number: Allied Trucking; Carrier number 2154 Freight charges: FOB shipping point (i.e., will be paid by Rosemont) Route: Express Truck & driver: Truck 2961XZ, John Arens Freight rate: \$37.00 per 100 lbs. Shipment: 5 cartons/goal and rim sets @ 42 lbs./carton 2 cartons/backboards @ 123 lbs./carton 10 cartons/shoulder pad sets @ 30 lbs./carton 4 cartons/football helmets @ 32 lbs./carton - Rosemont's credit limit is documented in their subsidiary ledger account. - You will use several documents and record an entry in the sales journal and the accounts receivable subsidiary ledger for this transaction. - For guidance in preparing the bill of lading, see pages 35–36 of the Reference book.

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Trans. #	Dec.	Document ? Flowchart	Description																		
2	16th	Yes p.21	Received an email notification from First American Bank and Trust for an ACH payment from Branch College. ACH payment received was \$1,622.88 for payment in full of charge sale invoice No. 730. - Because Branch College paid within ten days of the original sale, be sure to record the applicable discount.																		
3	16th	Yes p.22	Ordered the following inventory on account from Velocity Sporting Goods, using purchase order No. 328 (Doc. No. 16). <table><thead><tr><th>Units</th><th>Item #</th><th>Description</th></tr></thead><tbody><tr><td>115</td><td>BB-019</td><td>Basketball pole pad</td></tr><tr><td>125</td><td>BB-538</td><td>Basketball bag</td></tr><tr><td>75</td><td>BB-431</td><td>Whistle and lanyard – set of 6</td></tr><tr><td>50</td><td>BB-399</td><td>Basketball net</td></tr><tr><td>100</td><td>FB-027</td><td>Shoulder pad set (to cover back order and inventory restock)</td></tr></tbody></table> Vendor address: 1285 Colgrove Ave., Pierre, SD 57501 Freight carrier: Interstate Motor Freight Freight charges: FOB shipping point (i.e., will be paid later by Warren) Allowances: None - Use purchase order No. 325 (Doc. No. 16) as a guide. - Use the price list (Doc. No. 3). - No receiving or recording occurs at this point for this transaction. - Tear document apart and file, following the flowchart guidance.	Units	Item #	Description	115	BB-019	Basketball pole pad	125	BB-538	Basketball bag	75	BB-431	Whistle and lanyard – set of 6	50	BB-399	Basketball net	100	FB-027	Shoulder pad set (to cover back order and inventory restock)
Units	Item #	Description																			
115	BB-019	Basketball pole pad																			
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50	BB-399	Basketball net																			
100	FB-027	Shoulder pad set (to cover back order and inventory restock)																			
4	19th	Yes p.22	Received office supplies from Chicago Office Supply as listed on purchase order No. 327 (Doc. No. 16), a copy of which is being held in accounting. Chicago Office Supply's vendor invoice No. 2378 (Doc. No. 18) was received with the goods. All supplies ordered were received in good condition and taken directly to the office, but the invoice was not paid.																		

Systems Understanding Aid Transaction List B Answers

Michael Hoelscher



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