

## CHAPTER #4 THE BOOKKEEPING PROCESS EXAM QUESTIONS WITH CORRECT ANSWERS

accounting balance - ANSWER-The arithmetic sum of the additions and subtractions to an account through a given date.

accrual - ANSWER-The process of recognizing revenue that has been earned but not collected, or an expense that has been incurred but not paid.

accrued - ANSWER-Describes revenue that has been earned and a related asset that will be collected, or an expense that has been incurred and a related liability that will be paid.

adjustment - ANSWER-An entry usually made during the process of "closing the books" that results in more accurate financial statements. Adjustments involve accruals and reclassification. Adjustments are sometimes made at the end of interim periods, such as month-end or quarter-end, as well.

charge - ANSWER-In bookkeeping, a synonym for debit.

chart of accounts - ANSWER-An index of accounts contained in a ledger.

closing the books - ANSWER-The process of posting transactions, adjustments, and closing entries to the ledger and preparing the financial statements.

credit - ANSWER-The RIGHT side of an account. A decrease in asset and expense accounts; an increase in liability, owners' equity, and revenue accounts.

debit - ANSWER-The LEFT side of an account. An increase in asset and expense accounts; a decrease in liability, owners' equity, and revenue accounts.

entry - ANSWER-A journal entry or a posting to an account

horizontal model - ANSWER-a representation of the balance sheet and income statement relationship that is useful for understanding the effects of transactions and adjustments on the financial statements.

journal - ANSWER-A chronological record of transactions.

journal entry - ANSWER-A description of a transaction in a format that shows the debit account(s) and amount(s) and credit account(s) and amount(s).

# Bookkeeping 4 Joint Exam For S S C 1

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