

ACCOUNTING CHAPTER 7 TEST

True/False

Indicate whether the statement is true or false.

- _____ 1. The purpose of posting is to show the changes that take place in the business's accounts as a result of financial transactions.
- _____ 2. Opening an account in a ledger involves writing the account title and the account number on the account form.
- _____ 3. How often posting occurs depends on the size of the business, the number of transactions, and whether posting is done manually or electronically.
- _____ 4. The easiest way to post is from left to right in a ledger account because there is less chance of omitting data.
- _____ 5. Every amount posted will either increase or decrease the balance of a ledger account.
- _____ 6. The notation "G3" in the Posting Reference column of a ledger account indicates the data was posted from general journal page 3.
- _____ 7. Every journal entry requires a posting to at least two ledger accounts.
- _____ 8. A credit posting to the Office Equipment account will result in an increase to that account.
- _____ 9. In the preparation of a trial balance, all accounts are listed in the order in which they appear on the chart of accounts, including those accounts with a zero balance.
- _____ 10. An error discovered before posting is usually corrected with a journal entry.
- _____ 11. To locate a trial balance error, the first step is to check the postings from the journal to the individual ledger accounts.
- _____ 12. When posting a correcting entry, the phrase "correcting entry" is usually written in the Explanation column of the ledger account.
- _____ 13. A trial balance is prepared after posting is completed.

Matching

Match each item with the correct statement below.

- | | |
|------------------------|------------------------|
| a. correcting entry | f. proving the ledger |
| b. general ledger | g. slide |
| c. ledger | h. transposition error |
| d. ledger account form | i. trial balance |
| e. posting | |

- _____ 14. If you were to write \$190 as either \$19 or \$1,900, this mistake would be called a(n) _____.
- _____ 15. Errors discovered after posting has taken place require a(n) _____.
- _____ 16. Transferring data from the journal to the ledger is called _____.
- _____ 17. A periodic report prepared by a business to test the equality of total debits and total credits in the ledger is called a(n) _____.
- _____ 18. If you meant to write \$27 but wrote \$72, this mistake is called a(n) _____.
- _____ 19. The accounts used by a business can be kept on pages or cards, which are kept together in a book or file called a(n) _____.
- _____ 20. Adding all the debit balances and all the credit balances and then comparing the two totals to see whether they are equal is called _____.
- _____ 21. The accounting stationery used to record financial information about specific accounts is a(n) _____.
- _____ 22. Whether accounts are kept manually in a special file or electronically on magnetic disks or tapes, the ledger is often called a(n) _____.

Century 21 Accounting Chapter 7 Test

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