The accounting cycle

Analysis and interpretation

Owners and investors evaluate the financial statements to make business decisions

Transactions

The process of buying or selling a product or service

Two types of transactions income: in which the

business receives money expenses: in which the business pays money

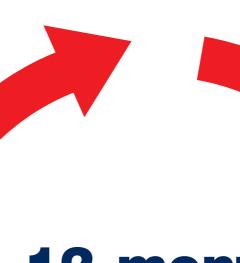
Source document

Proof of the transaction, such as a receipt or cheque counterfoil



statements

Summaries of the business financials at the end of each year



12-month period



Journals

Books that summarise the information from all the source documents

- Cash Receipts Journal
- Cash Payments Journal
- Debtors Journal
- Debtors Allowances Journal
- Creditors Journal
- Creditors Allowances Journal





Trial balance

List of the accounts and their balances from the General Ledger used to determine the success of the business





Ledgers

Books that summarise the information from the journals and show the effect of the month on each account

- General Ledger
- Debtors Ledger
- Creditors Ledger

Source documents



Account deposit V Sibisi Date 10-07-2007 Hillville Branch No. 3 2 0 5 0 9

Account No. 9 7 5 1 0 7 7 2 1 9 4 4 Type of account ☐ Cheque ✓ Savings ☐ Loan ☐ Time deposit Notes 100 00 NB: List money/postal orders Coins

Sub-total 100 00 Cheques deposited Branch No. 989567 100 00 T E Sibisi Sub-total 100 00

Details of depositor Name (Print) V Sibisi Total credit 200 00 Dialling code and telephone number (022 7810511 Subject to conditions printed overlead For office use only BD Transmission date DDMMYYYY

Bank deposit slip

049 TAX INVOICE 20 July 2007 From Star Suppliers Code Unit price Amount Quantity 256798 | R 26,60 | R 53.20 Plastic buckets 'Star wash' cleaning cloths 256745 | R 5,60 | R 22,40 'Star wash' cleaning liquid 256766 R 7,50 R 30.00 256751 R 9,99 R 19,98 'Star wash' car polish Sub-total R 125,58 R 17,58 30 Days TOTAL R 143,16 Delete or complete as applicable

Invoice

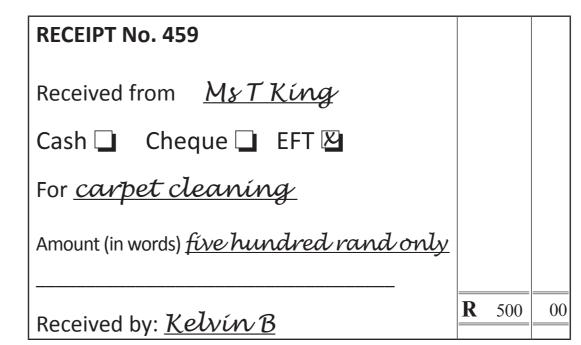
Date Datum 07-07-200	Credit Bank of Africa	345-989-567
Balance b/f Saldo o/b Amount paid in Bedrag inbetaal Balance Saldo Other debits	Pay Betaal V Sibisi the sum of die bedrag van One hundred rand only	or Bearer of Toonder
Ander debiete Balance Saldo	- I NEW A COUNTY AND A COUNTY A	R 100–00
This cheque Hierdie tjek 100 0		
Balance c/f Saldo o/d 1250 O		Sibisi T E Sibisi
00632	"O0632: O 26 456 37 78 0000451	

Cheque counterfoil

Cheque



Cash register slip



Receipt



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