Central School



Year 12 Accounting

 60 Days Home School Package

Teachers Information

Name: Felix Fatdal

Mobile #: 5260642

Email:ffatdal@gmail.com

Face Book Name: Felix Fatdal

 **Home School 60 Days Weekly Plan**

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| **Week** | **Strand**  | **Sub Strand** |
| 1 | Communicating Financial and Non –Financial Information | Conceptual Basis of Accounting |
| 2 | Internal Control |
| 3 | Processing Financial Data | Step 1 Collecting data About Economic Events and Step 2: Analyzing Data about Economic Events. |
| 4 |  | Step 3: Recording transaction in a Journal and Step 4: Posting from Journal to Ledger |
| 5 | Step 5: Preparing an unadjusted Trial Balance and Step 6: Recording and Posting adjusting entries. |
| 6 | Profit Determining/Sharing - Reporting | Step 7: Preparing an Adjusted Trial Balance |
| 7 | Step 8: Recording and posting closing entries. |
| 8 | Step 9: Preparing a post-closing trial Balance. |
| 9 | Step 10: Preparing Financial Statements  |
| 10 | Step 11: Revising Entries |

**WEEK 1: Conceptual Basis of Accounting**

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|  | Activity 1 |
| Question 1: |  Define Accounting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Question 2: (a) | Describe Historical Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  (b) | Describe Monetary Assumption \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  (c ) | Describe Accounting Entity Concept \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  (d) | Describe Double Entry Principle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  Question 3: | John wish to start a tourism business in port Vila. Identify 2 Sources of Funds and Identify 2 Uses of Funds for John.Sources of Fundsi.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ii.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Uses of Fundsi.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ii.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Question 4: | **“Business have two major liability, One is the owner and the other are external parties usually refer to as liabilities”**. Explain this statement. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Question 5:  | List and Describe the six Functions of Accounting1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Question 6 | Indicate weather each of the following is a Capital or Revenue Expenditure 1. Central School Purchase A New Vehicle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Central Purchase a Fuel for the Vehicle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Central School Buy a Land \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Central School Buys Telephone Bill \_\_\_\_\_\_\_\_\_\_\_\_\_
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| Question 7 | List and Describe the 5 Financial Elements1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Week 2: Internal Control

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|  | Activity 1 |
| Question 1: |  Define Internal Control \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Question 2:  | List 3 objectives of internal control \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  Question 3 (a)  | Name the 6 internal control Principles \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Question 4:  | Currently Vanuatu is facing the covid -19 pandemic. Explain using the Principles listed above how the Vanuatu government is planning to keep everyone secure domestically. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

WEEK 3: Step 1 Collecting data About Economic Events and Step 2: Analyzing Data about Economic Events

**Take note of the steps below when analyzing transactions.**

1. **Identify the Items/Accounts.**
2. **Identify the type of Account.**
3. **Identify the increase or decrease in the accounts.**
4. **Identify the amount, Source document and Journal.**

**Activity 1**

Mr. John set up a retail shop name COVID – 19 in Port Vila City. The firm trade preventive medical items to the city residence in response to the coronavirus outbreak. The following transaction occurred in the month of March 2020. He also rent out space to Jason a dentist in that same building.

**1st March**. Mr. John commence the business with the following Assets and Liabilities. Cash 500,000VT, Vehicle 1,000,000VT, Land 2,000,000VT, Building 3,000,000VT, Lab Equipment 1,000,000 VT Furniture 300,000VT , Medical Inventories 600,000VT and Loan from National Bank of Vanuatu 3,000,000 VT. **Memo #1**

**2nd March**. Sold Hand sanitizer worth 300VT to Priman on credit. **Inv # 01**

**3rd March**. Paid daily post 6000VT for advertising. **Cheque # 01**

**4th March**. Sold a Fever inventory package of 10,000Vt to a customer for cash. **Receipt # 01**

**5th March**. Sold Lab equipment worth 200,000VT to Vila Central hospital on credit. **Inv # 0 2**

**6th March.** Pay 100,000Vt as principal loan repayment to NBV with an interest of 5000VT. **Cheque # 02**

**7th March**. Paid 2000 VT for Fuel at BauMarche Maples. **Cheque # 03**

**8th March.** Purchase Medical inventories worth 30,000VT from Drug store on credit. **Inv # 01**

**9th March.** Bought Hand Sanitizer worth 40,000 VT Cash. **Cheque # 04**

**10th March.** Sold Medical Inventories for 10,000VT cash to customers. **Receipt # 02**

**11th March.** The business accountant paid electricity bill 1000VT to UNELCO. **Cheque# 05**

**12th March**. Receive 250 VT from Priman for full settlement of his account. **Receipt # 03**

**13th March**. Receive 100,000 VT from Vila Central Hospital. **Receipt # 04**

**14th March.** Sold hand sanitizer to Mr. Wong for 200,000 VT cash. **Receipt # 05**

**15th March.** Paid driver wages 15,000VT Cash **Cheque # 06**

**16th March.** The owner withdraws 50,000VT cash and pay for his daughter Air Fare to Malekula. **Memo # 2**

**17th March.** The owner invested 20,000VT cash into the business. **Memo # 3**

**18th March.** Sold Medical inventories to customer’s 20,000VT cash. **Receipt #6**

**19th March.** Sold Hand Sanitizer worth 1000VT to a frustrated customer for 5% Discount. **Receipt # 07**

**20th March.** Receive electricity bill of 500VT form UNELCO **Inv # 02**

**21st March**. Customer Return Hand Sanitizer worth 300VT **CN # 1**

**22nd March.** The business return Medical inventories costing 3000VT **CN # 1**

**23rd March.** Paid NBV loan principal amount of 50000VT **Cheque # 07**

**24th March.** Purchases medical Suppliers worth 5000VT cash. **Cheque # 08**

**25th March.** Sold Vehicle worth 500,000VT to Apu Joe receiving a down payment of 40,000VT. **Receipt # 08**

**26th March.** Sold 3 Hand Sanitizer @ 300VT each to Johnny and receive 600VT cash. **Receipt # 09**

**27th March.** Cash payment of 500.000VT for Land worth 2,000,000VT. **Cheque # 09**

**28th March.** Paid 20,000VT as interest on loan to National Bank. **Cheque # 10**

**29th March.** Sold Hand Sanitizer worth 2000VT to customers for 1500VT. **CRS**

**30th March.** Received 20,00VT cash as Rent fee from Jason. **Receipt # 10**

**The following additional Information were provided on 31st of March 2020.**

* Medical Suppliers Inventory - 550,000VT.
* Accrued Wages- 15,000VT.
* Rent Received in Advance 20000VT.
* Electricity paid in Advance 200 VT.
* Accrued Rent 3000VT

Analyze each of the transaction above using the four basic steps and fill in the analyzing table below. Do not fill in the Nature of Account and Journal Column. March 01st has been done as a start but you need to put down the amounts.

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| **Date**  | **Items/Accounts Affected** | **Type of Account** | Nature of Account (Dr/Cr) | **Inc/Dec** | **Amount** | **Source Document** | Journal |
| **March 01st**  | Cash  |  Asset |  | Increase |  |  Memo # 1 |  |
| Vehicle | Asset |  | Increase |  |
| Land | Asset |  | Increase |  |
| Building | Asset |  | Increase |  |
| Lab Equipment | Asset |  | Increase |  |
| Furniture  | Asset |  | Increase |  |
| Medical Inventories | Asset |  | Increase |  |
| NBV Loan | Liability |  | Increase |  |
| Capital  | Owners’ Equity |  | Increase |  |
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| **March 02nd**  |  |  |  |  |  |  |  |
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| **March 03rd**  |  |  |  |  |  |  |  |
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| **March 04th**  |  |  |  |  |  |  |  |
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| **March 05th**  |  |  |  |  |  |  |  |
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| **March 06th**  |  |  |  |  |  |  |  |
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| **March 07th**  |  |  |  |  |  |  |  |
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| **March 08th**  |  |  |  |  |  |  |  |
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| **March 09th**  |  |  |  |  |  |  |  |
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| **March 11th**  |  |  |  |  |  |  |  |
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| **March 12th**  |  |  |  |  |  |  |  |
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| **March 13th**  |  |  |  |  |  |  |  |
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| **March 14th**  |  |  |  |  |  |  |  |
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| **March 15th**  |  |  |  |  |  |  |  |
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| **March 16th**  |  |  |  |  |  |  |  |
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| **March 17th**  |  |  |  |  |  |  |  |
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| **March 18th**  |  |  |  |  |  |  |  |
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| **March 19th**  |  |  |  |  |  |  |  |
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| **March 20th**  |  |  |  |  |  |  |  |
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| **March 21st**  |  |  |  |  |  |  |  |
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| **March 22nd**  |  |  |  |  |  |  |  |
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| **March 23rd**  |  |  |  |  |  |  |  |
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| **March 24th**  |  |  |  |  |  |  |  |
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| **March 25th**  |  |  |  |  |  |  |  |
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| **March 26th**  |  |  |  |  |  |  |  |
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| **March 27th**  |  |  |  |  |  |  |  |
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| **March 28th**  |  |  |  |  |  |  |  |
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| **March 29th**  |  |  |  |  |  |  |  |
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| **March 30th**  |  |  |  |  |  |  |  |
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WEEK 4: Step 3: Recording transaction in a Journal

Guide: Design your Own Journals in the space provided below.

Week 5: Step 4: Posting from Journal to Ledger

Guide: Select the Ledger Format you are comfortable with. (T Format or Columnar Format)

 WEEK 6: Step 5: Preparing an unadjusted Trial Balance and Step

WEEK 7: 6: Recording and Posting adjusting entries.

 WEEK 8: Step 7: Preparing an Adjusted Trial Balance

WEEK 9 AND WEEK 10: Step 8: Recording and posting closing entries.

 Guide: Prepare a Trading Account – Profit and Loss Account and Capital Account