

JOURNAL ENTRIES CHEAT SHEET

GUIDE TO JOURNAL ENTRIES

DOUBLE-ENTRY BOOKKEEPING

Double-entry bookkeeping is a system of accounting that uses double entries to record each transaction. It is based on the accounting equation: Assets = Liabilities + Equity. Each transaction is recorded in two accounts, one as a debit and one as a credit, ensuring that the accounting equation remains balanced.

JOURNAL ENTRY

A journal entry is a record of a business transaction in the accounting system. It is the first step in the accounting cycle. Each journal entry consists of a date, a description of the transaction, and the debit and credit amounts.

DEBITS & CREDITS

Debits and credits are the two sides of a journal entry. Debits are recorded on the left side of the entry, and credits are recorded on the right side. The accounting equation is: Assets = Liabilities + Equity.

ADJUSTING ENTRIES

Adjusting entries are journal entries that are used to adjust the accounts at the end of an accounting period. They are used to record transactions that have not yet been recorded in the journal, such as depreciation, amortization, and accruals.

REVERSING ENTRIES

Reversing entries are journal entries that are used to reverse the effect of an adjusting entry. They are used to record transactions that have been reversed, such as depreciation, amortization, and accruals.

CLOSING ENTRIES

Closing entries are journal entries that are used to close the accounts at the end of an accounting period. They are used to transfer the balances of the temporary accounts (revenues, expenses, and dividends) to the permanent accounts (assets, liabilities, and equity).

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**Accounting
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ACCOUNTING CYCLE

Accounting Cycle is a series of steps that accountants use to record and summarize the financial transactions of a business. It is a systematic process that ensures the accuracy and completeness of financial records.

Step	Description	Icon
1	Identify the business transactions that have occurred during the accounting period.	Yellow folder
2	Record the transactions in the journal in chronological order.	Blue cube
3	Post the journal entries to the ledger accounts.	Blue cube
4	Calculate the ending balances for each ledger account.	Blue cube
5	Prepare a trial balance to check for errors.	Blue cube
6	Adjust the ledger accounts for any accruals or deferrals.	Blue cube
7	Prepare financial statements (Income Statement, Balance Sheet, and Statement of Cash Flows).	Blue cube
8	Close the temporary accounts (Revenue, Expense, and Dividend) to the permanent accounts (Retained Earnings).	Blue cube

Accounting Cycle is a systematic process that ensures the accuracy and completeness of financial records. It involves identifying transactions, recording them in the journal, posting to the ledger, calculating ending balances, preparing a trial balance, adjusting for accruals or deferrals, preparing financial statements, and closing temporary accounts.

Accounting Cycle is a systematic process that ensures the accuracy and completeness of financial records. It involves identifying transactions, recording them in the journal, posting to the ledger, calculating ending balances, preparing a trial balance, adjusting for accruals or deferrals, preparing financial statements, and closing temporary accounts.

Journal Entry Cheat Sheet

DP Hallahan

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

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- Understand multi-currency, sales tax mechanisms, and budgeting capabilities in Microsoft Dynamics 365 FFO.
- Get to grips with month/year-end period close functionality.
- Understand the account payable and receivable module.
- Use Microsoft Dynamics 365 to create financial reports.

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