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| General | Complete the project in order according to the number instructions. If you start skipping around, you will break the link that exists from the journal to the ledger and to the trial balances. Even one breakage in this link in the project can result in sudden death. |
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| General | Turn in a final project that has all the proper documents: general journal, general ledger, 3 trial balances, and financial statements. Do not turn in previously submitted drafts. All elements should be in one complete project.  |
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| General | Turn in a legible project. I will not grade anything that I cannot read. |
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| General | Turn in your final project stapled in the correct order. Refer to the blank project on Blackboard for the proper order of documents in your project. |
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| Journal | ALL journal entries are chronologically recorded in the journal. Thus, the regular monthly journal entries come first, followed by adjusting journal entries and closing entries at the end of the period. Each and every journal entry should have the necessary components. |
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| General ledger | Every journal entry must be posted to the general ledger.  |
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| General ledger | Any postings here that didn’t originate in the journal = sudden death. |
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| General ledger | Any ledger account balances that do not total up correctly = sudden death. Therefore, use your calculator and tabulate each general ledger account not once, but twice or thrice! |
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| General ledger | Post all journal entries to the same general ledger. You will have to total general ledger balances to prepare the unadjusted trial balance. These balances are overridden when to you post adjusting entries, and you will have new balances to prepare the adjusted trial balance. These balances will get overridden again when you post closing entries, and you will have new balances once more when you prepare the post-closing trial balance. |
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| All trial balances | Accounts must be listed in order of liquidity. If total debits ≠ total credits, it means sudden death. If columns are not footed (added) correctly, it means sudden death. |
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| Financial statements | All financial statements have to be in the proper format. Accounts on the balance sheet must be listed in order of liquidity. |
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