

Spreadsheet Guide

Step-by-Step Instructions

Problem 4-6 Analyzing Transactions into Debit and Credit Parts

Complete the Spreadsheet

- Step 1** Read the instructions for Problem 4-6 in your textbook.
Step 2 Launch the Spreadsheet Problem.

PROBLEM 4-6 ANALYZING TRANSACTIONS INTO DEBIT AND CREDIT PARTS		
(name)		
(date)		
Cash in Bank	Accounts Receivable - Mary Johnson	Office Equipment
0	0	0
Computer Equipment	Hiking Equipment	Rafting Equipment
0	0	0
Accounts Payable - Peak Equipment	Accounts Payable - Premier Processors	Juanita Ortega, Capital
0	0	0
SUM OF DEBIT BALANCES	\$0	
SUM OF CREDIT BALANCES	\$0	

- Step 3** Type your name and today's date in the cells containing the *(name)* and *(date)* placeholders.
- Step 4** In the first transaction, Juanita Ortega transferred an additional \$53,250 from her personal account to the business. Two accounts are affected by this transaction: Cash in Bank and Juanita Ortega, Capital. To record this transaction, move to cell A10, the first cell on the debit side of the Cash in Bank T account, and type **53250**.



TIP: To enter data into a cell, you must first type the data and then press **Enter**. Do *not* type a comma when you type the data.

- Step 5** Next, move to cell H30, the first cell on the credit side of the Juanita Ortega, Capital T account. Type **53250** in cell H30 to record the credit to Juanita Ortega, Capital. Move the cell pointer to cell H35. Notice that the spreadsheet automatically calculates the balance in each T account.
- Step 6** To check your work, look at cells D39 and D40. The sum of debit balances equals \$53,250. The sum of credit balances also equals \$53,250.
- Step 7** Analyze the remaining transactions in Problem 4-6 and type the appropriate data into the spreadsheet template.

Check the totals at the bottom of the spreadsheet after each transaction has been entered. Remember, the sum of debit balances should always equal the sum of credit balances. If the debit and credit balances become out of balance, check your work to find the errors.

- Step 8** Save the spreadsheet using the **Save** option from the **File** menu. You should accept the default location for the save, as this is handled by the management system.
- Step 9** Print the completed spreadsheet.
- Step 10** Exit the spreadsheet program.
- Step 11** In the Close Options window, select the location where you would like to save your work.
- Step 12** Complete the Analyze activity from your textbook for this problem.

What-If Analysis



TIP: Always save your work before performing What-If Analysis. It is not necessary to save your work after performing What-If Analysis unless your teacher instructs you to do so. If you are required to save your work after performing What-If Analysis, be sure to rename the spreadsheet to avoid saving over your original work.

If Juanita Ortega purchased a computer for \$1,500 cash, what would the balance in the Cash in Bank account be?
