

## Glencoe Accounting Online Working Papers Directions

The *Glencoe Accounting* online Working Papers are designed to help you practice the principles of manual accounting online. The problems include many of the requirements of manual accounting but there are key differences. For example, in this online format posting reference numbers are not required so post reference columns do not appear in journals or ledgers. Also, source document numbers are not required and subtotals and totals in financial statements and balances in ledgers are automatically calculated. These differences reflect real-world computerized accounting practices.

### Checking Your Work

Nearly all of the problems include a Check My Work link. Your teacher has control over the Check My Work settings. When there is a Check My Work link, use it to determine if your answers are correct. Certain problems do not include the Check My Work link because they require subjective answers or include writable components like checks. Use the Check My Work link to be sure you have entered everything correctly.

### Entering Data

Data can be entered into any cell outlined in yellow. Some of these cells do not require data but will accept incorrect answers.

- To enter a negative amount, place a minus sign before the number. This will cause the number to be enclosed in parentheses and subtracted from the total or balance.
- Be sure to document items in financial statements in the correct order.
- Round your answers to the required number of decimal places.
- Omit \$ signs and commas in responses. The program will enter the \$ signs and commas where needed.
- Do not enter zeroes into cells that do not need a value.

### Using the Journal Entry Worksheet

Follow these directions to use the **Journal Entry Worksheet** to enter information in the general journal.

Click **view transaction list** to see which transactions you have entered. Entered transactions are marked with a green square behind the transaction number

To see the transactions you have entered, click the **view general journal** button. Click **journal entry worksheet** to return to the journal entry worksheet.

Read each transaction and enter the information into the **Journal Entry Worksheet**.

The first transaction is shown in the transaction window. To navigate through the transactions, either click a number in the row of numbers or click the left arrow and right arrow on the sides of the transactions window.

The row of numbers at the top of the journal entry worksheet shows the number of transactions to be entered.

The date will be automatically provided for each transaction.

Click **done** when you are finished entering all of the transactions. To see your entries in the general journal, click **view general journal**.

Date	General Journal	Debit	Credit
Jan. 1			

If you want to delete the entire transaction click **clear entry** and enter the new information. When you are done, click **record entry**.

After you have entered each transaction, click **record entry**. This will add the transaction information to the general journal. The next transaction will appear in the transaction window. If you discover that you have made an error, navigate to the transaction in the journal entry form. Then change the information as needed.