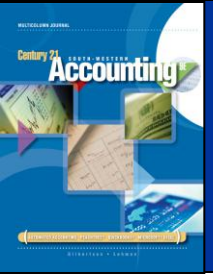


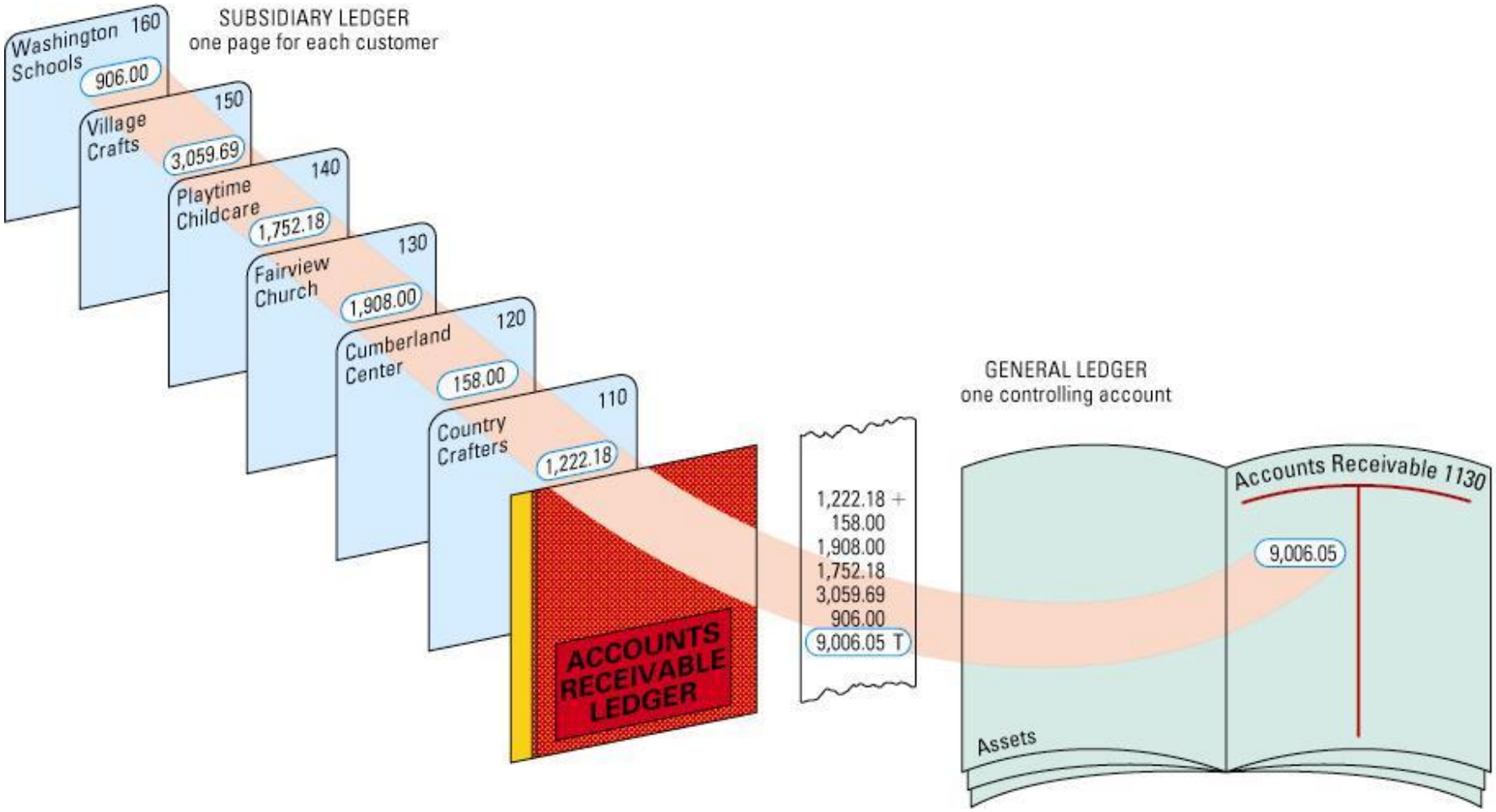
LESSON 11-2

Posting to an Accounts Receivable Ledger

CENTURY 21 ACCOUNTING © 2009 South-Western, Cengage Learning

ACCOUNTS RECEIVABLE LEDGER AND GENERAL LEDGER CONTROLLING ACCOUNT

page 307



ACCOUNTS RECEIVABLE LEDGER FORMS

page 308

1 Customer name

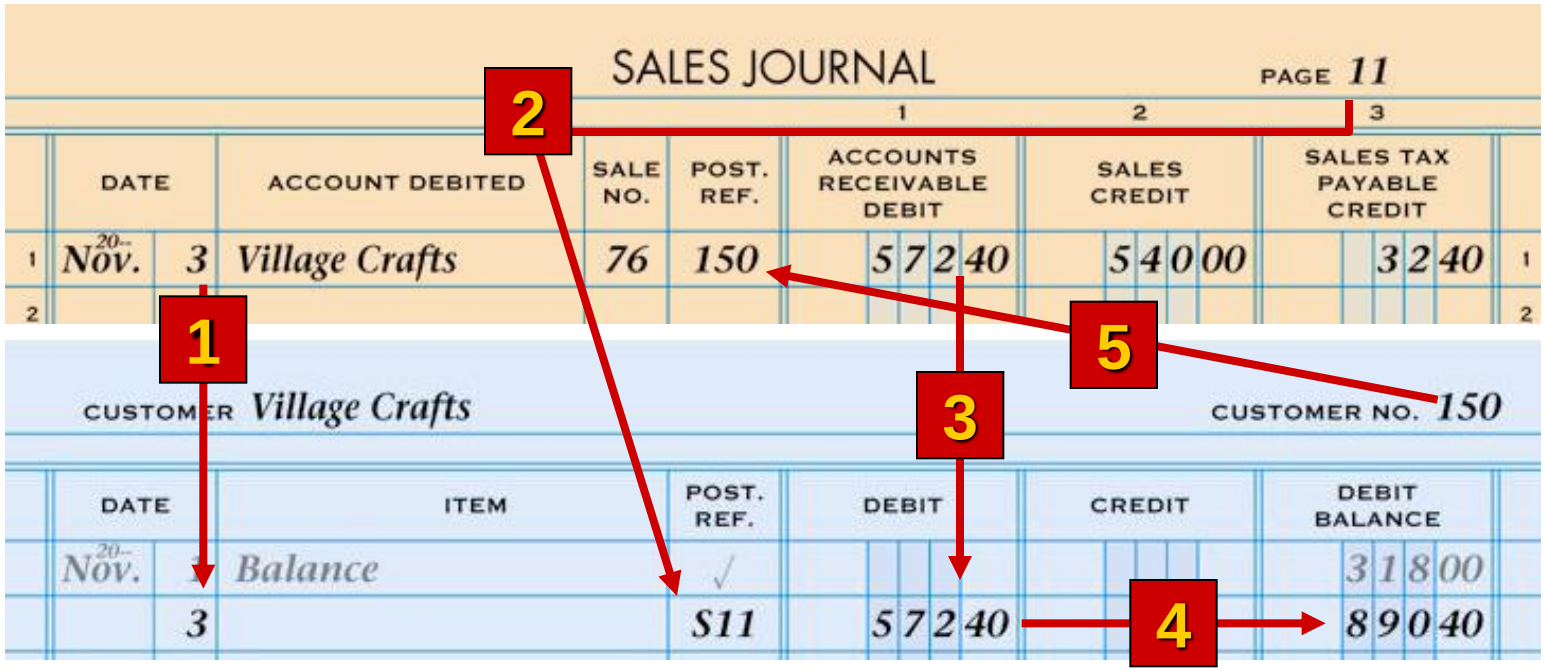
2 Customer number

CUSTOMER *Cumberland Center* CUSTOMER NO. *120*

DATE	ITEM	POST. REF.	DEBIT	CREDIT	DEBIT BALANCE

POSTING FROM A SALES JOURNAL TO AN ACCOUNTS RECEIVABLE LEDGER

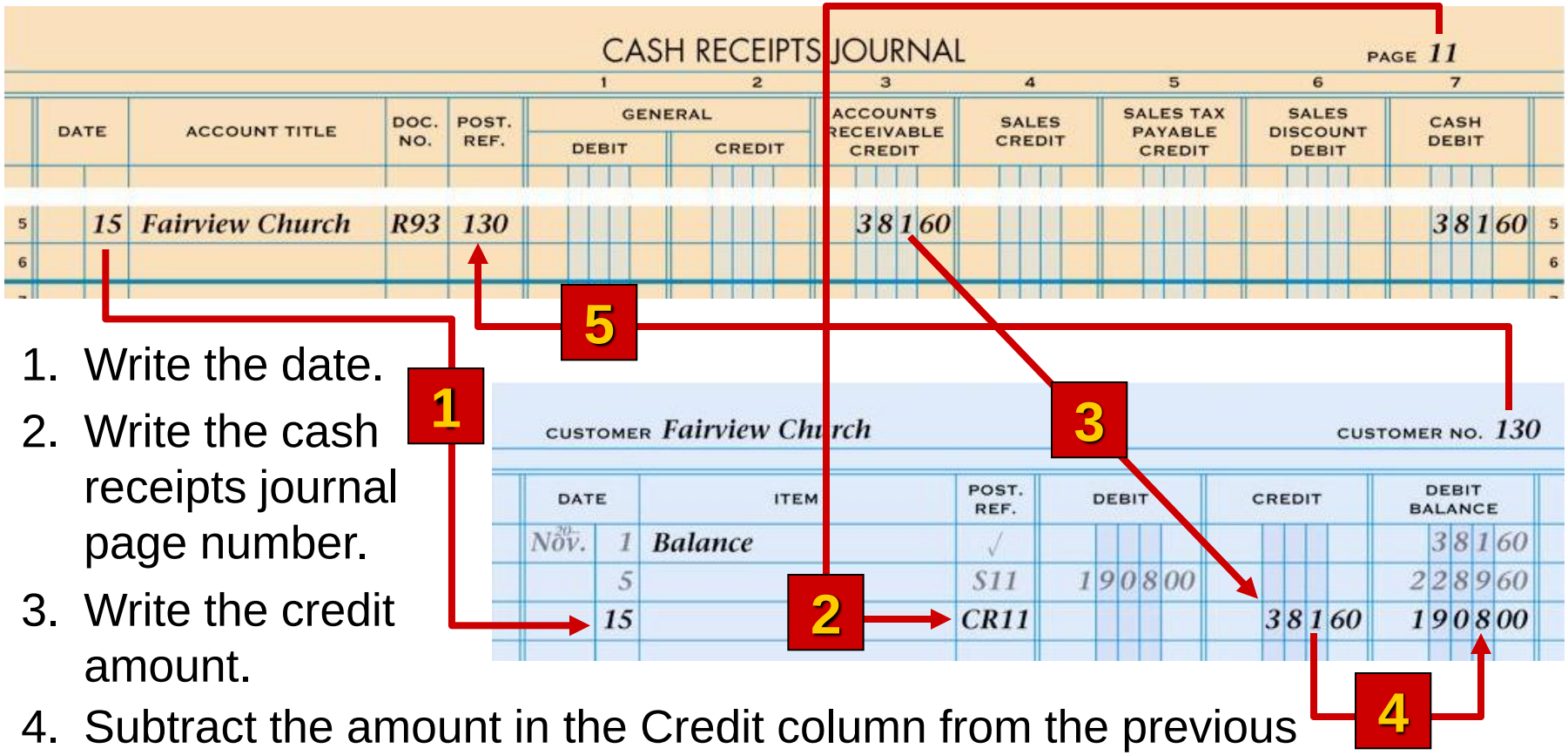
page 309



1. Write the date.
2. Write the sales journal page number.
3. Write the debit amount.
4. Add the amount in the Debit column to the previous balance in the Debit Balance column. Write the new account balance.
5. Write the customer number.

POSTING FROM A CASH RECEIPTS JOURNAL TO AN ACCOUNTS RECEIVABLE LEDGER

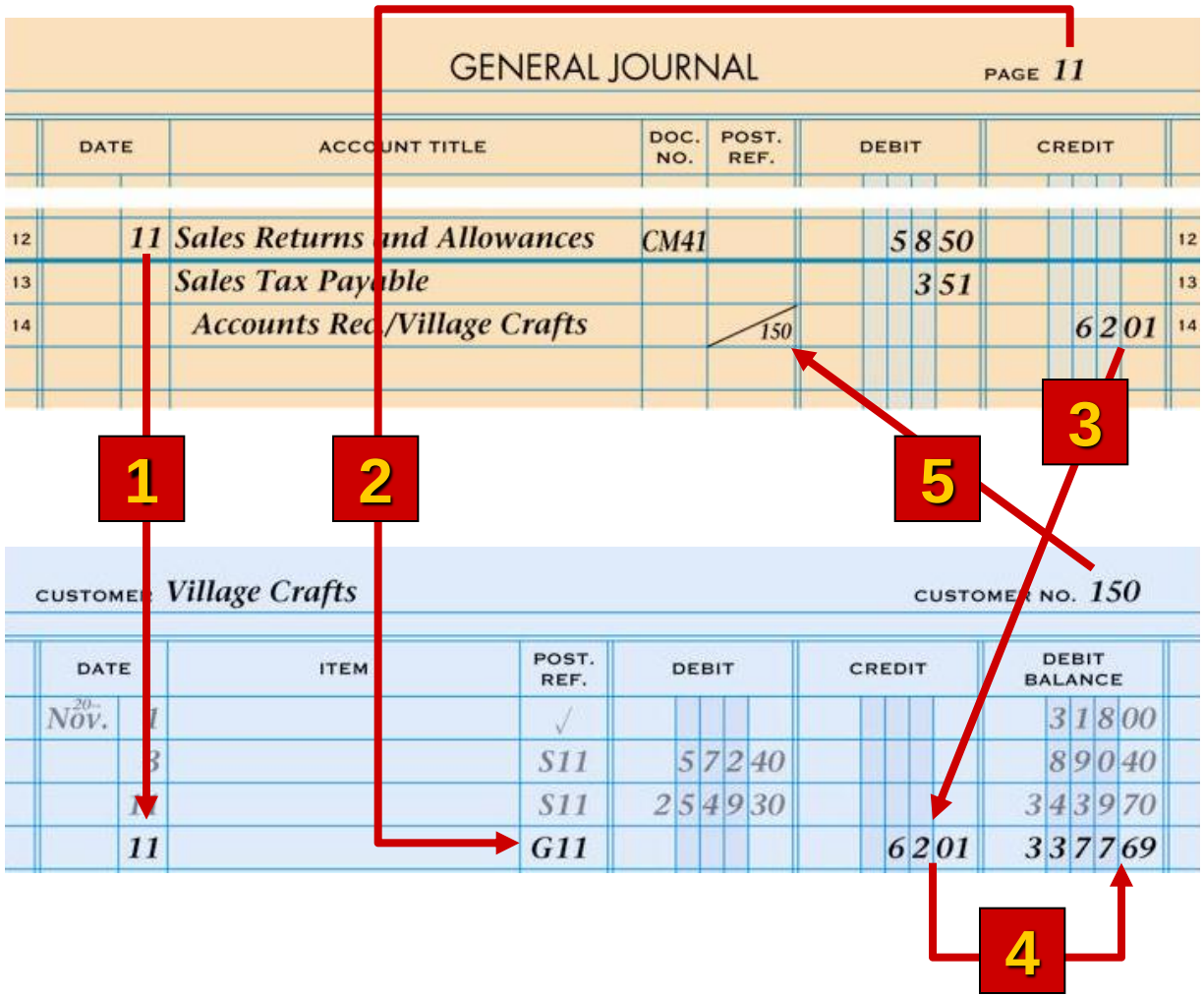
page 310



1. Write the date.
2. Write the cash receipts journal page number.
3. Write the credit amount.
4. Subtract the amount in the Credit column from the previous balance in the Debit Balance column. Write the new balance.
5. Write the customer number.

POSTING A CREDIT ENTRY FROM A GENERAL JOURNAL TO AN ACCOUNTS RECEIVABLE LEDGER

page 311



1. Write the date.
2. Write the general journal page number.
3. Write the amount.
4. Subtract the amount in the Credit column from the previous balance in the Debit Balance column. Write the new balance.
5. Write the customer number.

COMPLETED ACCOUNTS RECEIVABLE LEDGER

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CUSTOMER *Country Crafters* CUSTOMER NO. *110*

DATE	ITEM	POST. REF.	DEBIT	CREDIT	DEBIT BALANCE
20-- Nov. 1	Balance	✓			216240
6		CR11		216240	—
11		S11	76850		76850
29		S11	45368		122218

CUSTOMER *Cumberland Center* CUSTOMER NO. *120*

DATE	ITEM	POST. REF.	DEBIT	CREDIT	DEBIT BALANCE
20-- Nov. 1	Balance	✓			418920
7		CR11		120000	298920
24		S11	15800		314720
25		CR11		298920	15800

CUSTOMER *Fairview Church* CUSTOMER NO. *130*

DATE	ITEM	POST. REF.	DEBIT	CREDIT	DEBIT BALANCE
20-- Nov. 1	Balance	✓			38160
5		S11	190800		228960
15		CR11		38160	190800

CUSTOMER *Playtime Childcare* CUSTOMER NO. *140*

DATE	ITEM	POST. REF.	DEBIT	CREDIT	DEBIT BALANCE
20-- Nov. 1	Balance	✓			114480
16		S11	175218		289698
18		CR11		114480	175218

CUSTOMER *Village Crafts* CUSTOMER NO. *150*

DATE	ITEM	POST. REF.	DEBIT	CREDIT	DEBIT BALANCE
20-- Nov. 1	Balance	✓			31800
3		S11	57240		89040
11		S11	254930		343970
11		G11		6201	337769
19		CR11		31800	305969

CUSTOMER *Washington Schools* CUSTOMER NO. *160*

DATE	ITEM	POST. REF.	DEBIT	CREDIT	DEBIT BALANCE
20-- Nov. 1	Balance	✓			254400
9		S11	57200		311600
12		CR11		254400	57200
24		S11	33400		90600

PROVING THE ACCOUNTS RECEIVABLE LEDGER

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Hobby Shack, Inc.
Schedule of Accounts Receivable
November 30, 20--

Country Crafters	1 2 2 2 18
Cumberland Center	1 5 8 00
Fairview Church	1 9 0 8 00
Playtime Childcare	1 7 5 2 18
Village Crafts	3 0 5 9 69
Washington Schools	9 0 6 00
Total Accounts Receivable	9 0 0 6 05

TERM REVIEW

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- schedule of accounts receivable