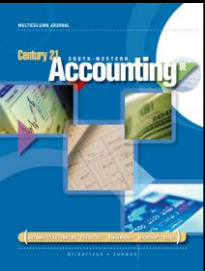
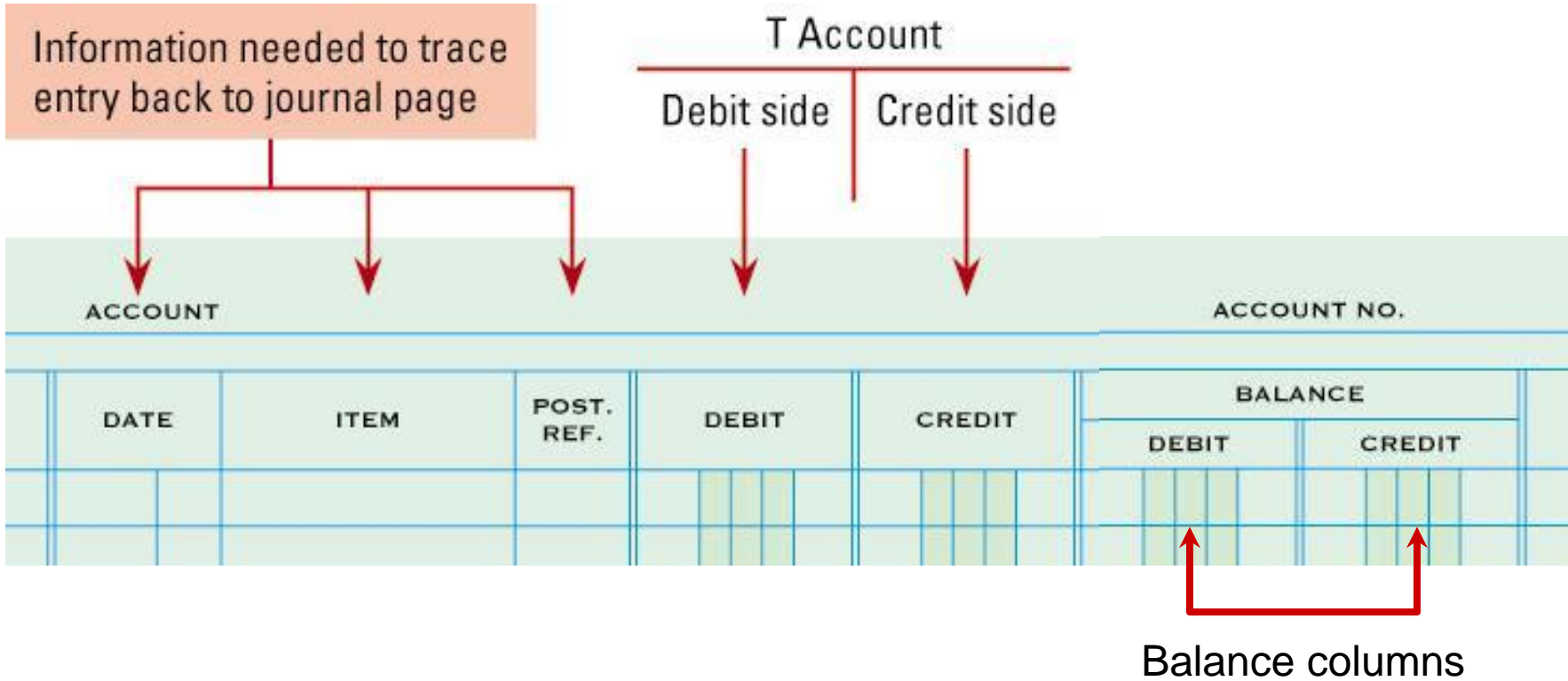


LESSON 4-1

Preparing a Chart of Accounts



RELATIONSHIP OF A T ACCOUNT TO AN ACCOUNT FORM



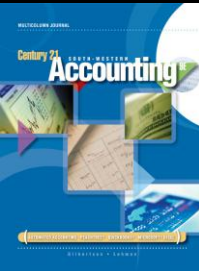


CHART OF ACCOUNTS



7549 Broadway
Portland, OR 97202-2531

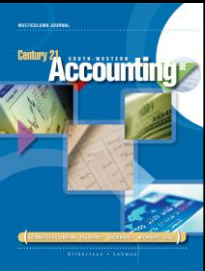
CHART OF ACCOUNTS

Balance Sheet Accounts

- (100) ASSETS
- 110 Cash
 - 120 Petty Cash
 - 130 Accounts Receivable—Oakdale School
 - 140 Accounts Receivable—Campus Internet Cafe
 - 150 Supplies
 - 160 Prepaid Insurance
- (200) LIABILITIES
- 210 Accounts Payable—Supply Depot
 - 220 Accounts Payable—Thomas Supply Co.
- (300) OWNER'S EQUITY
- 310 Kim Park, Capital
 - 320 Kim Park, Drawing
 - 330 Income Summary

Income Statement Accounts

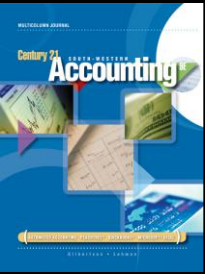
- (400) REVENUE
- 410 Sales
- (500) EXPENSES
- 510 Advertising Expense
 - 520 Insurance Expense
 - 530 Miscellaneous Expense
 - 540 Rent Expense
 - 550 Supplies Expense
 - 560 Utilities Expense



ACCOUNT NUMBERS

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TERMS REVIEW

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- ledger
- general ledger
- account number
- file maintenance
- opening an account