

## **BOOKKEEPING LEVEL 2 QUIZ 2 - PROCEDURES FOR JOURNAL & LEDGER PROBLEMS**

### **Answer:**

1. Journalize the transactions and, if applicable, post to the Sub-ledger cards.
2. Foot the special journals.
3. Cross-foot the special journals.
4. Post the journals to the General Ledger cards
5. Start the Worksheet with the ending General Ledger card balances.
6. Journalize the Period End Adjustments
7. Complete the Worksheet
8. Prepare the Financial Statements
9. Journalize the Closing Entries
10. Post the Period End Adjustments and the Closing Entries to the General Ledger cards.
11. Prepare a Post Closing Trial Balance
12. Create an Accounts Receivable Schedule and an Accounts Payable Schedule.

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