

ACCOUNTING IN YOUR CAREER

HIGH STANDARDS FOR JOURNALIZING

Sandra Huffman has worked for Marquesa Advertising for 30 days as an accounting clerk, a position for which the company owner, Ramona Marquesa, hired her. She journalizes all transactions, about 50 per day, handles all incoming and outgoing mail, prepares and files all source documents, and performs other duties as assigned.

One day Ramona asked to see the journal. Sandra handed the journal to Ramona, who scanned a few pages while Sandra fidgeted in her chair. Sandra didn't know exactly what to expect, but she knew she had not done as good a job with journalizing transactions as she should have.

Ramona then sighed and said, "I'm concerned about this journal, Sandra. You have recorded all transactions in pencil, and I notice numerous erasures. I don't know if the debits equal the credits, but I can see right away that this one transaction for \$20,000 should have been for \$2,000. Some of the dates are missing and some are out of order. What do you suggest we do to turn this situation around?"

After apologizing, Sandra thanked Ramona for giving her the chance to improve her work. She explained that she realized she had not been giving the journal the priority it required and went on to describe how she would improve her performance in the future.

Critical Thinking:

1. What do you think Sandra should say about the journal to demonstrate that she knows it is important?
2. What specific improvements do you think Sandra should make?

