

Problem 4-9A Journalizing and Posting Transactions

Annette Creighton opened Creighton Consulting. She rented a small office and paid a part-time worker to answer the phone and make deliveries. Her chart of accounts is as follows:

Chart of Accounts

Assets

- 101 Cash
- 142 Office Supplies
- 181 Office Equipment

Liabilities

- 202 Accounts Payable

Owner's Equity

- 311 Annette Creighton, Capital
- 312 Annette Creighton, Drawing

Revenues

- 401 Consulting Fees

Expenses

- 511 Wages Expense
- 512 Advertising Expense
- 521 Rent Expense
- 525 Phone Expense
- 526 Transportation Expense
- 533 Utilities Expense
- 549 Miscellaneous Expense

Creighton's transactions for the first month of business are as follows:

- Jan. 1 Creighton invested cash in the business, \$10,000.
- 1 Paid rent, \$500.
- 2 Purchased office supplies on account, \$300.
- 4 Purchased office equipment on account, \$1,500.
- 6 Received cash for services rendered, \$580.
- 7 Paid phone bill, \$42.
- 8 Paid utilities bill, \$38.
- 10 Received cash for services rendered, \$360.
- 12 Made payment on account, \$50.
- 13 Paid for car rental while visiting an out-of-town client (transportation expense), \$150.

- 15 Paid part-time worker, \$360.
- 17 Received cash for services rendered, \$420.
- 18 Creighton withdrew cash for personal use, \$100.
- 20 Paid for a newspaper ad, \$26.
- 22 Reimbursed part-time employee for cab fare incurred delivering materials to clients (transportation expense), \$35.
- 24 Paid for books on consulting practices (miscellaneous expense), \$28.
- 25 Received cash for services rendered, \$320.
- 27 Made payment on account for office equipment purchased, \$150.
- 29 Paid part-time worker, \$360.
- 30 Received cash for services rendered, \$180.

Required

1. Type your name in the grey box on the first row of the first tab where you see “Name” in the **Problem 4-9A Excel Workbook**.
2. Post transactions to the General Journal on the first tab.
3. Post the transactions to the general ledger on the second tab.
4. Prepare statements (trial balance, an income statement, a statement of owner’s equity and balance sheet) on the third tab.
5. Save Document as “Problem 4-9A – Your Name” to your desktop.
6. Upload to turn in.