

BOOKKEEPING CYCLE



source document

One of the various types of records of financial transactions.

ИСХОДНЫЙ ДОКУМЕНТ, ПЕРВОИСТОЧНИК



receipt

КВИТАНЦИЯ

RECEIPT DATE _____ No. **123456**

RECEIVED FROM _____ \$ _____

_____ DOLLARS

FOR RENT
 FOR _____

ACCOUNT		<input type="radio"/> CASH
PAYMENT		<input type="radio"/> CHECK
BAL. DUE		<input type="radio"/> MONEY ORDER
		<input type="radio"/> CREDIT CARD

FROM _____ TO _____

BY _____

A-2701
T-46800

ARS

A-2701
T-46800

701
4600

invoice

счет, счет-фактура



Unit 22 - 2475 Dobbin Rd.
Suite #292
Westbank, BC V4T2E9
Canada
Phone: (800) 714-5153

INVOICE



Status: **Pending Payment**

Invoice #: 16KLBPMO
Invoice Date: 29-Oct-12
Order Date: 29-Oct-12

Bill To

Test
John Doe
123 Main St
Westbank, BC V4T1E3
Canada
555-555-5555

Ship To

Test
John Doe
123 Main St
Westbank, BC V4T1E3
Canada
555-555-5555

VIA: FedEx Ground [1 day(s)]

#	Description	Price	QTY	Total	Code
1	Bronze Support Package (5hrs, 10% discount)	449.95	1	449.95	H
2	Professional Edition On-Demand (Monthly Fee) [w/Email Support]	3.00	100	300.00	H
3	Biometric TimeClock (TTUS100) [Capacity: 100EE]	999.99	5	4,999.95	H

If you have any questions concerning this invoice, please contact customer support. This invoice is payable upon receipt, 2.5% compounded monthly interest on all late payments. By paying this invoice you are agreeing to the TimeTrex [Terms of Use](#). GST #: 845942671

Sub-Total:	USD	\$5,749.90	
HST:	USD	\$689.99	H
Shipping:	USD	\$16.86	
Total:	USD	\$6,456.75	

stub

Checks and Check Stubs

No. 111	BAL BRO'T FORD	12,025.00	The Style Shop	No. 111
Carter Group	20 --		2007 Trendsetter Lane.	11-8640 1210
Turner Real Estate Assoc.			Dallas, TX 75268	DATE <u>January 3</u> 20 --
TO ORDER OF			PAY TO THE ORDER OF Carter Group	\$ <u>1,500.00</u>
FOR			<i>One thousand five hundred</i>	DOLLARS
	TOTAL	11,175.00	FIRST SECURITY NATIONAL BANK	
AMOUNT THIS CHECK		1,500.00	Dallas, TX 75267-6205	
BALANCE		8,125.00	MEMO <u>Rent for January</u>	Mary Amos
			⑆ 210 8640 ⑆ ⑈ 19 ⑈ 0767889 ⑈	

This check is a negotiable financial instrument.

Debit Note

Дебет-нота – (англ. debit note) извещение, посылаемое одной из сторон расчетных отношений, о записи в **дебет** счета суммы по причине наступления срока некоторого известного сторонам обязательства.

EconomicPoint.com

123 Your Street
Your City, ST 12345

(123) 456-7890

Balance Due **\$600**

Debit Note

Submitted on 01/01/2000

Bill To

Name
Company name
Street address
City, State, Zip

Debit Note

1234

Reference Invoice

5678

Description	Qty	Unit price	Total price
Item #1	1	\$200.00	\$200.00
Item #2	2	\$200.00	\$400.00

Notes:

Subtotal **\$600.00**

\$600.00

Credit Note

Кредит-нота — это письменное уведомление продавцом покупателя о записи в кредит определенной суммы, обусловленное выполнением покупателем предусмотренных первоначальным договором специальных условий.



Testing Company (1234567-h)
 32, 1st Floor, Jalan Tiara 4,
 Bandar Baru Klang, 41150 Klang, Selangor.
 Phone: 03-33416909 Fax: 03-33412909
 (GST No: 1234567890)

CREDIT NOTE

Billing Address

ALPHA & BETA COMPUTER
 838 JALAN WORLD
 40485 RAWANG
 SELANGOR DE

Delivery Address

838 JALAN WORLD
 40485 RAWANG
 SELANGOR DE

Attn: MR ALPHA
 Tel: 03-48573689
 Fax: 03-48573690

Attn: MR ALPHA
 Tel: 03-48573689
 Fax: 03-48573690

Customer Account	Sales Executive	Currency	From Doc Date	From Doc No	Name	Page No	Credit Note No	Date
300-A0002	SY	RM	20/04/2015	IV-00106	ADMIN	1 of 1	CN-00022	20/04/2015

No	Description	Qty	Price/Unit	Discount	Sub Total	Total Dist. GST (RM)	GST Amt @ 6% (RM)	Total Incl. GST (RM)	Tax
1	CELOCOM PREPAID-RM100	2.00 UNIT	100.00	5%	190.00	190.00	11.40	201.40	SR
2	DIGI PREPAID-RM50	1.00 UNIT	50.00	10%	45.00	45.00	2.70	47.70	SR
3	CELOCOM PREPAID-RM50	1.00 UNIT	50.00		50.00	50.00	3.00	53.00	SR

RINGGIT MALAYSIA : THREE HUNDRED TWO AND CENTS TEN ONLY

285.00 285.00 17.10 302.10

Payment Terms: 45 Days
 Ref 1: key in ref 1

Total Payable

302.10

Reason : key in note on your left panel

Authorized Signature

Testing Company (1234567-h)

Statement of Account

ВЫПИСКА ПО СЧЕТУ (ИЗ СЧЕТА)

Statement of Accounts

2013/14 Transactions	Usable Reserves				Unusable Reserves
	Council Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Capital Grants Unapplied	
	£'000	£'000	£'000	£'000	£'000
Adjustments primarily involving the Capital Adjustment Account:					
Charges for depreciation	-13,257	-5,173			18,430
Amortisation of Intangible Assets	-557				557
Impairment	-734				734
Capital grants and contributions applied	12,613	3,818			-16,431
Revenue expenditure funded from capital under statute	-4,732				4,732
Revaluation losses on Property Plant and Equipment	-3,793	-908			4,701
Revaluation Loss on Assets Held for Sale	-1,089				1,089
Change in Market Value Investment Property	98				-98
Loss on derecognition of Assets	-1,458				1,458
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income And Expenditure Statement	-1,391	-442			1,834
Insertion of items not debited or credited to the Comprehensive Income And Expenditure Statement:					0
Statutory provision for the financing of capital investment	6,652	312			-6,964
Capital expenditure charged against the Council Fund and HRA balances	2,799	5,275			-8,074

Bank Statement

банковская выписка

Bank Statement

TEXAS COMMERCE ONLINE BANKING



[Details](#) [Print Statement](#) [Daily Activity Report](#)

[Main Menu](#) [Logout](#)

Wonderful Merchandise and Things (WMT)

1000 Blank Road
Austin, Texas 78703

ACCOUNT	MONTH
877-95861	June 2015

1 Current balance: \$10,638.40

Record keeping: Paperless

Date	2 Transaction Description	3 Withdrawals \$	4 Deposits \$	5 Balance \$
6/1				7,762.40
6/6	Check #100	500.00		7,262.40
6/6	Deposit		3,000.00	10,262.40
6/19	Check #101	55.00		10,207.40
6/23	Check #102	100.00		10,107.40
6/23	Deposit		500.00	10,607.40
6/24	Interest earned		20.00	10,627.40
6/25	NSF check	18.00		10,609.40
6/26	EFT deposit		100.00	10,709.40
6/30	Check #104	65.00		10,644.40
6/30	Service charge	6.00		10,638.40

MEMBER F.D.I.C.

Loan Statement

ВЫПИСКА ПО КРЕДИТУ, ССУДЕ (ДОЛГУ)

DISCOVER

STUDENT LOANS

Account Number XXXXXXXXXXXXXXX-XX

Page 1 of X

Log in to your account at

DiscoverStudentLoans.com

PAYMENT INFORMATION

as of XX/XX/XXXX

Minimum Payment Due **\$X,XXX.XX**
if received on or before XX/XX/XXXX

1

Payments Received since XX/XX/XXXX

Principal:	\$	0.00
Interest:	\$	0.00
Late Fees:	\$	0.00
Total Payment Received:	\$	0.00

Questions? Contact us 24/7



1-800-STUDENT

TDD (1-800-223-5614)



DiscoverStudentLoans.com

Visit DiscoverStudentLoans.com/Statement for more information on how to read your statement.

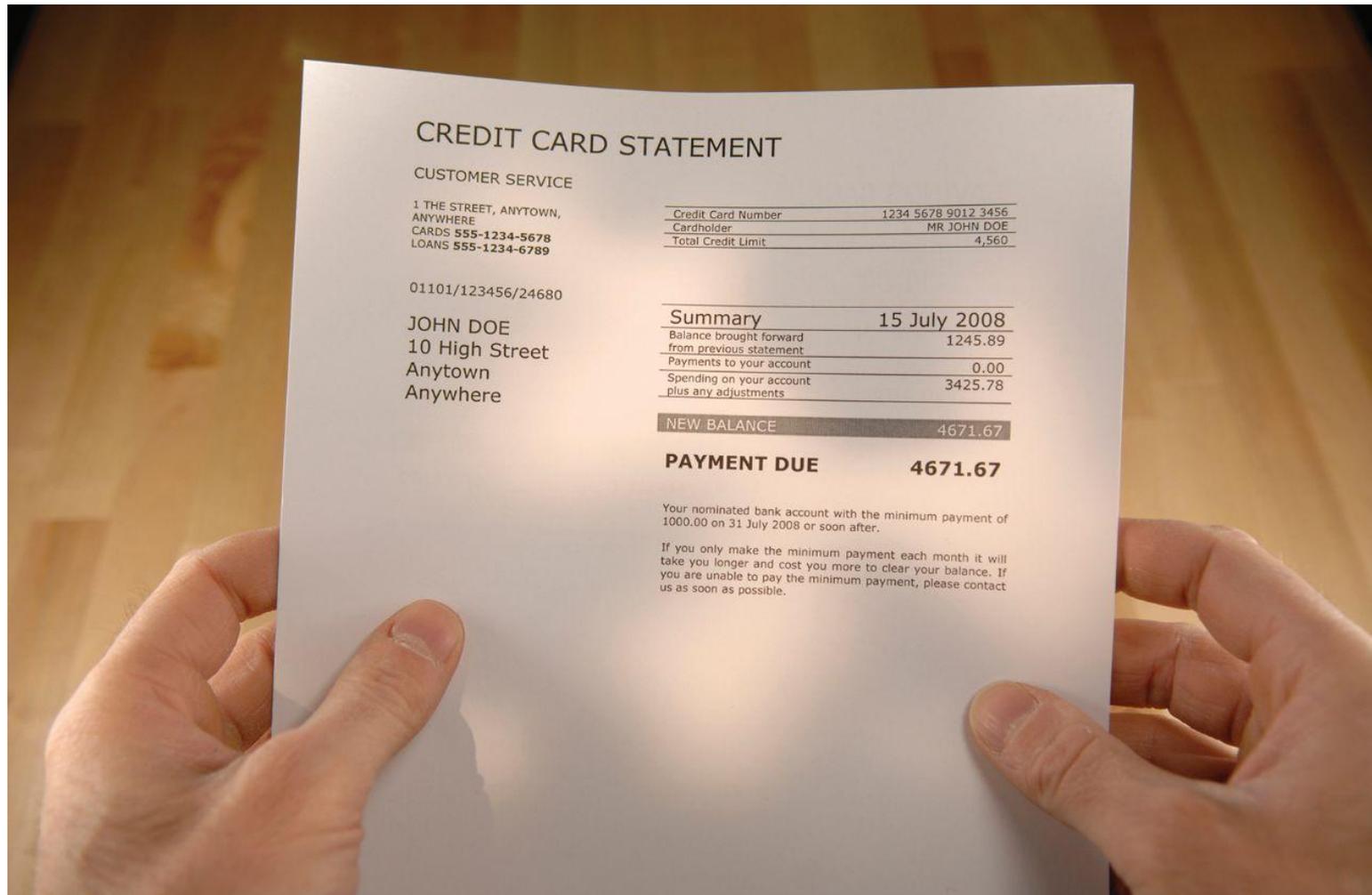
LOAN DETAILS AS OF XX/XX/XXXX

Loan Type	Loan No.	Loan Status	Interest Rate	Original Principal Balance	Loan Balance (Principal+Interest)	Deferred Interest Balance	Amount Past Due	Minimum Payment Due
Private Loan	20	REPAY	XX.XXX%	XXX,XXX.XX	XXX,XXX.XX	0.00	XXX,XXX.XX	XXX,XXX.XX
Private Loan	21	REPAY	XX.XXX%	XXX,XXX.XX	XXX,XXX.XX	0.00	XXX,XXX.XX	XXX,XXX.XX
Private Loan	22	REPAY	XX.XXX%	XXX,XXX.XX	XXX,XXX.XX	0.00	XXX,XXX.XX	XXX,XXX.XX
Consolidation Loan	23	REPAY	XX.XXX%	XXX,XXX.XX	XXX,XXX.XX	0.00	XXX,XXX.XX	XXX,XXX.XX
TOTAL				XXX,XXX.XX	XXX,XXX.XX		XXX,XXX.XX	XXX,XXX.XX

If you have loan(s) in repayment, accrued interest is not deferred and is included in the Loan Balance. The Loan Balance amount includes unpaid accrued interest to the next business day following the date of this statement.

Credit Card Statement

выписка по кредитной карте



transaction

An event in which money is exchanged for goods or services.

транзакция, операция, сделка



purchase

1) закупка, покупка 2) покупать



purchase invoice

A document requesting that payment be made for a purchase.

счет-фактура на покупку

PURCHASE INVOICE

Crown Distributing 162 Webster Road Miami, FL 33127-6214		REC'D 11/02/-- P83		
TO: Hobby Shack 1420 College Plaza Atlanta, GA 30337-1726		DATE: 10/26/--	INV. NO.: 2389	
		TERMS: 30 days	ACCT. NO.: 230	
QUANTITY	CAT. NO.	DESCRIPTION	UNIT PRICE	TOTAL
10	4422	28 canvas	53.00	530.00✓
12	4424	40 canvas	62.00	744.00✓
15	6620	2 4 frame kit	36.00	540.00✓
15	7715	1 2 frame kit	15.00	225.00✓
Total				2,039.00 P83

1. Stamp the date received and purchase invoice number.
2. Place a check mark by each amount.
3. Initials of the person who checked the invoice.
4. Review the vendor's terms.

payroll

A list of employees and their salaries or wages.

платежная ведомость, расчет зарплаты



PAYROLL (MANUFACTURING)		
Emp No.164	23	\$20,289
Emp No.165	21	\$18,555
Emp No.166	65	\$56,703
Emp No.171	51	\$44,565
Emp No.172	654	\$567,366
Emp No.173	65	\$56,703
Emp No.174		366

Payroll Master Files

A file containing all of a company's payroll information.

Основные файлы расчета зарплаты



PAYROLL MASTER

Employee Id: 999001287

Name: EMPLOYEE-001287, ELIZABETH R

FICA Code: 2 REGULAR

Pay Times: 12

FIT Code: 01 REGULAR

Times Paid: Use: 02 NO

FIT Fixed Amt: Pct %

Payment Method: 02 SALARY

FIT Exemptions: 0

4,184.50

FIT File Status: 03 MARRIED, SIN

AEIC: 02 NO

Spouses Fil W-5:

TCRS Type: 024 TCRS-FED TE

Sch Hrs Per Day: Contract Mon

Emp Sec Code: 0001 UNEMP CODE

Location: 0002 MMS

Position Status: 01 FULL-TIME

Hire Date: 08/01/2012

- Pay Information
- Exit
- Distribution
- Adjustment
- Deduction
- Direct Deposit
- Leave
- Notes
- State Income Tax
- Concord TCRS

Rehire Date:

Direct Deposit: 01 YES

SIT: 02 NO

Exit (Esc)

Update (F4)

Options (F5)

LookUp (F2)

PayInf (F9)

time card

A card or a document showing the hours that an employee works.

карта учета времени

Weekly Time Card

Week Ending _____

Name	Department	Shift	File #
Employee #	Social Security #		Payroll Class

	Morning Hours		Afternoon Hours		Overtime Hours		Office Use Only	
	Time In	Time Out	Time In	Time Out	Time In	Time Out	Regular	Overtime
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Totals								

Signatures

Employee	Date	Department Supervisor	Date
Supervisor	Date	Payroll Department	Date

accounting software

A computer program that records
and organizes financial
information.

программное обеспечение для
бухгалтерского учета



Business Accounting Software

SapphireOne



end-of-period procedures

A task that must be done at the end of an accounting period before opening books for a new period.

Операции в конце периода

inventory

The value of products that a company has bought and intends to sell for profit.

материальные запасы, запас,
инвентарь

adjust for

ПРИВОДИТЬ В СООТВЕТСТВИЕ



adjusted trial balance

A listing of account balances after corrections have been made.

откорректированный пробный
баланс

Adjusted Trial Balance

JJ's Lawn Care Service Adjusted Trial Balance May 31, 2011			
Cash	\$	3,925	
Accounts receivable		75	
Tools & equipment		2,650	
Accum. depreciation: tools & eq.			\$ 50
Truck		15,000	
Accum. depreciation: truck			250
Notes payable			13,000
Accounts payable			150
Capital stock			8,000
Dividends		200	
Sales revenue			750
Gasoline expense		50	
Depreciation exp.: tools & eq.		50	
Depreciation exp.: truck		250	
Total	\$	22,200	\$ 22,200

All balances are taken from the ledger accounts on May 31 after preparing the two depreciation adjusting entries.

fiscal year

The period used by organizations to prepare annual financial statements.

финансовый год