

Spanish Fork High School 2014-15

Unit Topics and I Can Statements

Accounting II

PAYROLL RECORDS

- I CAN prepare and maintain payroll records using manual and computerized systems.
- I CAN make journal entries related to payroll.

SALES, PURCHASES, CASH RECEIPTS, AND CASH PAYMENT TRANSACTIONS

- I CAN verify and analyze source documents related to business transactions.
- I CAN analyze, journalize, and post transactions for purchases and cash payments.
- I CAN analyze, journalize, and post transactions for sales and cash receipts.

UNCOLLECTIBLE ACCOUNTS

- I CAN explain the purpose of and record transactions related to uncollectible accounts/bad debts/doubtful accounts.

DEPRECIATION

- I CAN explain the purpose of and record transactions related to depreciation of assets.

ADJUSTING ENTRIES AND FINANCIAL STATEMENTS

- I CAN perform the necessary steps prior to preparing financial statements.
- I CAN prepare financial statements.

CLOSING ENTRIES AND POST CLOSING TRIAL BALANCE

- I CAN identify accounts that need to be closed and then journal and post the closing entries.
- I CAN prepare a Post-Closing Trial Balance to prove equality of debits and credits for permanent accounts.