

Source Documents

Accounting Concept: "Objective Evidence Concept"

CHECKS (C)

A business form ordering a bank to pay cash from a bank account is called a check. The checks are pre-numbered to help account for all checks. The record of information on a check is the check stub prepared at the same time as the check. The source document for cash payments is a **check**.

<p>NO. 1 \$ 275.00</p> <p>Date <u>August 3</u> 20--</p> <p>To <u>Port City Supply</u></p> <p>For <u>Supplies</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>BAL. BRO'T. FOR'D.</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>AMT. DEPOSITED</td> <td style="text-align: right;">5,000.00</td> </tr> <tr> <td>SUBTOTAL</td> <td style="text-align: right;">5,000.00</td> </tr> <tr> <td>OTHER:</td> <td></td> </tr> <tr> <td>SUBTOTAL</td> <td style="text-align: right;">5,000.00</td> </tr> <tr> <td>AMT. THIS CHECK</td> <td style="text-align: right;">275.00</td> </tr> <tr> <td>BAL. CAR'D. FOR'D.</td> <td style="text-align: right;">4,725.00</td> </tr> </table>	BAL. BRO'T. FOR'D.	0.00	AMT. DEPOSITED	5,000.00	SUBTOTAL	5,000.00	OTHER:		SUBTOTAL	5,000.00	AMT. THIS CHECK	275.00	BAL. CAR'D. FOR'D.	4,725.00	<div style="text-align: right;">NO. 1 24-317 1230</div> <p style="text-align: center;">TechKnow Consulting 7549 Broadway Portland, OR 97202-2531</p> <p style="text-align: right;"><u>August 3</u> 20--</p> <p>PAY TO THE ORDER OF <u>Port City Supply</u> \$ <u>275.00</u></p> <p><u>Two hundred seventy-five ¹⁰⁰/₁₀₀</u> DOLLARS</p> <p>Pacific national bank <small>Portland, OR</small> <i>For Classroom Use Only</i></p> <p>FOR <u>Supplies</u> <u>Kim Park</u></p> <p>⑆ 1 23003 1 751 43 1 452 1 19 ⑈</p>
BAL. BRO'T. FOR'D.	0.00														
AMT. DEPOSITED	5,000.00														
SUBTOTAL	5,000.00														
OTHER:															
SUBTOTAL	5,000.00														
AMT. THIS CHECK	275.00														
BAL. CAR'D. FOR'D.	4,725.00														

SALES INVOICES (S)

When services are sold on account, the seller prepares a form showing information about the sale. A form describing the goods or services sold, the quantity, and the price is called a sales invoice. Sales invoices are pre-numbered in sequence to help account for all sales invoices. An invoice used as a source document for recording a sale on account is called a **sales invoice**.

<p>TechKnow Consulting</p> <p>7549 Broadway Portland, OR 97202-2531</p>	<p>Sold to: <u>Oakdale School</u></p> <p><u>5211 SE Oak Street</u></p> <p><u>Portland, OR 97208-5392</u></p>	<p>No. <u>1</u></p> <p>Date <u>8/12/--</u></p> <p>Terms <u>30 days</u></p>
Description	Amount	
Computer Network Setup	\$350.00	
Total	\$350.00	


CALCULATOR TAPES (T)

Many businesses collect cash at the time services are rendered to customers. At the end of each day, businesses use a printing electronic calculator to total the amount of cash received from sales for that day. By totaling all the individual sales, a single source document is produced for the total sales of the day.

	0.00 *
Aug 12, 20-- T12	150.00 +
	35.00 +
	110.00 +
	295.00 *


RECEIPTS (R)

A business form giving written acknowledgement for cash received is called a receipt. The receipts are pre-numbered to help account for all of the receipts. A **receipt** is the source document for cash received from transactions other than sales.

No. 1	Receipt No. 1
Date <u>August 1</u> 20 --	<u>August 1</u> 20 --
From <u>Kim Park</u>	Rec'd from <u>Kim Park</u>
For <u>Investment</u>	For <u>Investment</u>
	<u>Five thousand and no/100</u> Dollars
\$ <u>5,000</u> <u>00</u>	Amount \$ <u>5,000</u> <u>00</u>
	 <u>Kim Park</u> Received By
	7549 Broadway Portland, OR 97202-2531

MEMORANDUMS (M)

A form on which a brief message is written describing a transaction is called a memorandum. When no other source document is prepared for a transaction, or when an additional explanation is needed about a transaction, businesses prepare a memorandum. Memorandums are pre-numbered.

	
MEMORANDUM	No. 1
<small>7549 Broadway Portland, OR 97202-2531</small>	
<u>Bought supplies on account from Supply Depot \$500.00</u>	
Signed: <u>Kim Park</u>	Date: <u>August 7, 20--</u>