

## IGCSE Accounting Lesson 2: Double entry bookkeeping.

### Lesson Objectives:

- Outline the double entry system of book-keeping
- Process accounting data using the double entry system
- Prepare ledger accounts.
- Post transactions to the ledger accounts.
- Balance ledger accounts as required and make transfers to financial statements

### The double entry system for assets, liabilities & Capital

In the above activity you show how various events had changed two items in the balance sheet. Events which result in such changes are known as transactions.

Ex: A proprietor purchased a stock of goods for \$ 30 000 in cash is a transaction.

### The double entry system

We have seen that every transaction affects two items. We need to show these effects when we first record each transaction. First we record this in Day books and then we post them in ledger accounts with a double entry.

Instead of drawing up balance sheets after each transaction what we have instead is the double entry system. The basis of this system is that the transactions which occur are entered in a set of accounts within an accounting book called The Ledger. Therefore each item will have its own Account for transactions involving that item.

### The format of the account for Double entry.

Each account should be shown on a separate page in the accounting books. The double entry system divides each page into two halves. The left hand side of each page is called the debit side

# Bookkeeping Teaching Guide

**Nathaniel Altholz**



## **Bookkeeping Teaching Guide:**

**Teacher's Guide for Bookkeeping in Everyday Life** Nathaniel Altholz,1938      Teachers' Guide (tentative) for Bookkeeping I and II. Cleveland Public Schools,1959      **Draughon's Progressive Bookkeeping and Business Manual** John Franklin Draughon,1919      Business Education Pt. 3: Teaching Guide for Vocational Office Training Virginia. Bureau of Teaching Materials,Virginia. Business Education Service,Virginia. Dept. of Education,Virginia. Division of Elementary and Special Education,Virginia. State Board of Education,Virginia. State Board of Education. Division of Special Services,1962

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