VCE Accounting

Templates

The following templates are recommended for use with teaching and learning activities.

Cash Receipts Journal (Units 1 only)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Details | Source  Document | Bank | Discount Expense | Accounts Receivable | Fees | \* | Sundries | GST |
|  |  |  |  |  |  |  |  |  |  |

\*Heading to be based on scenario

**Cash Payments Journal (Unit 1 only)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Details | Source  Document | Bank | Discount Revenue | Accounts Payable | Materials/  Supplies | \* | \* | Sundries | GST |
|  |  |  |  |  |  |  |  |  |  |  |

\*Heading to be based on scenario

Purchases Journal (Unit 1 only)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Account Payable** | **Invoice Number** | Materials/  Supplies | **GST** | **Accounts Payable** |
|  |  |  |  |  |  |

Sales Journal (Unit 1 only)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Account Receivable** | **Invoice Number** | **Fees** | **GST** | **Accounts Receivable** |
|  |  |  |  |  |  |

Cash Receipts Journal (Units 2 only)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Details | Source  Document | Bank | Discount Expense | Accounts Receivable | Sales | \* | Sundries | GST |
|  |  |  |  |  |  |  |  |  |  |

\*Heading to be based on scenario

**Cash Payments Journal (Unit 2 only)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Details | Source  Document | Bank | Discount Revenue | Accounts Payable | Inventory | \* | \* | Sundries | GST |
|  |  |  |  |  |  |  |  |  |  |  |

\*Heading to be based on scenario

Purchases Journal (Unit 2 only)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Accounts Payable** | **Invoice Number** | **Inventory** | **GST** | **Accounts Payable** |
|  |  |  |  |  |  |

Sales Journal (Unit 2 only)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Accounts Receivable** | **Invoice Number** | **Sales** | **GST** | **Accounts Receivable** |
|  |  |  |  |  |  |

Accounts Payable Record

**Name:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Source Document** | **Details** | **Amount** | **Balance** |
|  |  |  |  |  |
|  |  |  |  |  |

Accounts Receivable Record

**Name:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Source Document** | **Details** | **Amount** | **Balance** |
|  |  |  |  |  |
|  |  |  |  |  |

Inventory Card (Unit 1-4)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEM: ………………………... Cost Assignment Method: ………………………….**  **SUPPLIER: ………………………………………………………………...** | | | | | | | | | | |
|  | | **IN** | | | **OUT** | | | **BALANCE** | | |
| **Date** | **Source Document** | Quantity | Unit  Cost | Total | Quantity | Unit  Cost | Total | Quantity | Unit  Cost | Total |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

General Journal (Unit 3 and 4)

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Details | Debit | Credit |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Ledger Account**

**Title**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Cross-reference | Amount | Date | Cross-reference | Amount |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Cash Flow Statement Variance Report for period ended (date)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Budget | Actual | Variance | Favourable/ Unfavourable |
|  |  |  |  |  |

**Income Statement Variance Report for period ended (date)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Budget | Actual | Variance | Favourable/ Unfavourable |
|  |  |  |  |  |

**Income Statement**

|  |  |  |
| --- | --- | --- |
| BUSINESS NAME INCOME STATEMENT for period ended (date) | | |
| Revenue |  |  |
|  |  |  |
| Less Cost of Goods Sold\* |  |  |
|  |  |  |
| Gross Profit |  |  |
|  |  |  |
| Adjusted Gross Profit |  |  |
| Add Other Revenue |  |  |
|  |  |  |
| Less Other Expenses |  |  |
|  |  |  |
|  |  |  |
| Net Profit |  |  |

\* Not required as only one item – Cost of Sales

**Balance Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BUSINESS NAME  BALANCE SHEET as at (date) | | | | | |
|  | $ | $ |  | $ | $ |
| Current Assets |  |  | Current Liabilities |  |  |
|  |  |  |  |  |  |
|  |  |  | Non-Current Liabilities |  |  |
|  |  |  |  |  |  |
| Non-Current Assets |  |  | Owners’ Equity |  |  |
|  |  |  |  |  |  |
| **Total Assets** |  |  | **Total Equities** |  |  |

**Cash Flow Statement**

|  |  |  |
| --- | --- | --- |
| BUSINESS NAME  CASH FLOW STATEMENT for period ended (date) | | |
| Cash Flow from Operating Activities |  |  |
|  |  |  |
| *Net Cash Flows from Operating Activities* |  |  |
| Cash Flows from Investing Activities |  |  |
|  |  |  |
| *Net Cash Flows from Investing Activities* |  |  |
| Cash Flows from Financing Activities |  |  |
|  |  |  |
| *Net Cash Flows from Financing Activities* |  |  |
| **Net Increase/Decrease in Cash** |  |  |
| **Bank Balance at start** |  |  |
| **Bank Balance at end** |  |  |