Unit 10 Preparing Sales and Cash Receipts

Content Area: **Business Education**
Course(s): **Accounting 1**
Time Period: **June**
Length: **6-8 Blocks**
Status: **Published**

Enduring Understandings

Customer maintenance is never finished. It is a process that continues month after month.

Financial data can be analyzed in several different ways. The best way to begin is to know what you are looking for.

Essential Questions

Why is it important to have updated customer information?

How can the accuracy of sales transactions affect the bottom line?

When analyzing financial information why it is important to understand which reports will be most effective?

Vocabulary

Sales transaction

Sales journal

Sales journal input form

Sales invoice

Cash receipt

Cash receipts journal

Cash receipts journal input form

Direct receipt

Cash receipt on account

Schedule of accounts receivable report

Accounts receivable ledger report

Statement of account

Skills

Enter customer maintenance data into the automated accounting system.

Enter sales transactions into the automated accounting system.

Enter cash receipts transactions into the automated accounting system.

Display reports that summarize activities for the time period using the automated accounting system.

Resources

Assessments

Teacher Observations/Feedback

Study Guides/journal entries

Tutorial Problem 5-T

Entrance/Exit Passes

Tests

Quizzes

End of chapter Automated Accounting Problems: Independent Practice Problem 5-P (Entering Customer Maintenance Data, Entering Sales Transactions, Entering Cash receipts Transactions and Displaying Reports that Summarize the Activities for the Time Period), and Mastery Problem 5-M

Study Guides including critical thinking questions , worksheets, and handouts

Standards

9.3.12.BM	Business Management and Administration
9.3.12.BM.1	Utilize mathematical concepts, skills and problem solving to obtain necessary information for decision‐making in business.
9.3.12.BM.4	Identify, demonstrate and implement solutions in managing effective business customer relationships.
9.3.12.BM.6	Implement, monitor and evaluate business processes to ensure efficiency and quality results.
9.3.12.BM-MGT	General Management
9.3.21.BM-MGT.1	Describe and follow laws and regulations affecting business operations and transactions.
9.3.12.BM-MGT.5	Plan, monitor, manage and maintain the use of financial resources to ensure a business's financial wellbeing.
9.3.12.BM-OP	Operations Management
9.3.12.BM-OP.1	Describe and follow laws and regulations affecting business operations and transactions.
9.3.12.BM-OP.2	Develop and maintain positive customer relationships.