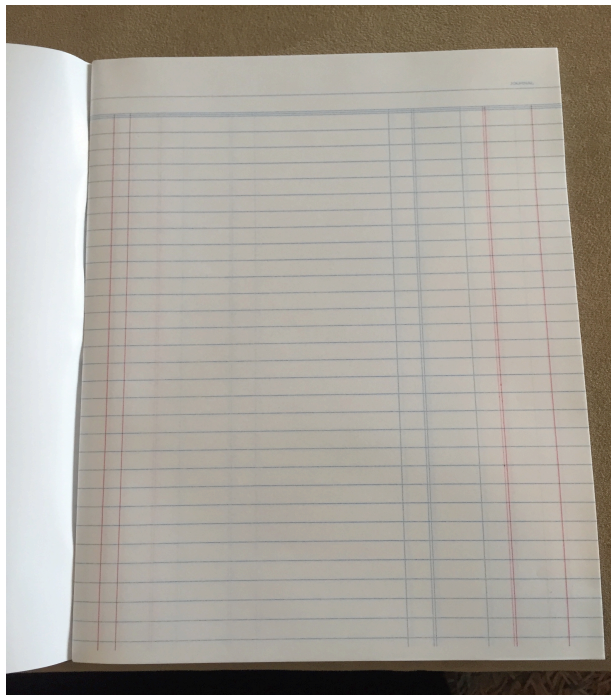


Answer Books – What will they look like and how can you present your answers?

Excerpt from: FAC1502 – Online Course
www.tabaldi.org



Answer Books



Example: General Ledger

A handwritten General Ledger table in a notebook. The title "General Ledger" is written at the top. The table has two columns: "Bank" and "B3". A horizontal line is drawn across the top of the table. Below the line, the entry "Apr 3 Sales 100" is written in the "Bank" column.

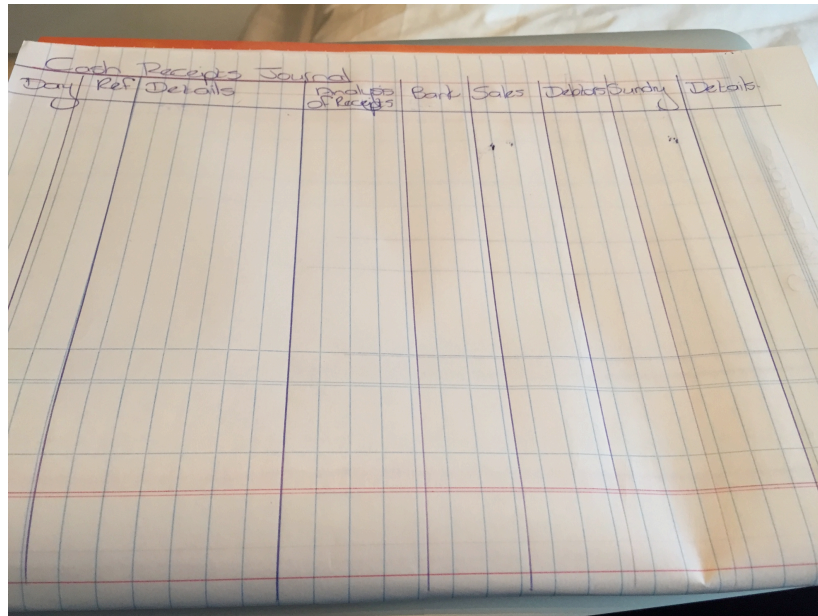
	Bank	B3
Apr 3 Sales	100	

Example: CRJ

A handwritten Cash Receipts Journal (CRJ) table in a notebook. The title "Cash Receipts Journal for..." is written at the top. The table has four columns: "Date", "Description", "Bank", and "Sundry". A horizontal line is drawn across the top of the table. Below the line, the entry "Apr 3 Sales 100" is written in the "Bank" column.

Date	Description	Bank	Sundry
Apr 3	Sales	100	

Alternative Example: CRJ



A handwritten Cash Receipts Journal (CRJ) ledger page. The page is divided into several columns by vertical lines. The columns are labeled as follows:

- Day
- Ref
- Details
- Analysis of Receipts
- Bank
- Sales
- Debits
- Credits
- Details

The page is mostly blank, with only a few small marks in the Sales and Credits columns.