

**Accounting I**  
**Chapter 11**  
**POSTING TO GENERAL AND SUBSIDIARY LEDGERS**

Review/Preview: Review Chapter 10 assessment

Assign Students to Read Ch. 11 and complete the terms p. 296

(Students may hand-write them on handout or do on word processor)

**11-1 Posting to an Accounts Payable Ledger**

Subsidiary Ledger-- a ledger that is summarized in a single general ledger account.

Accounts Payable Ledger--a subsidiary ledger containing only accounts for vendors from whom items are purchased or bought on account.

Accounts Receivable Ledger--a subsidiary ledger containing only accounts for charge customers.

Controlling Account--an account in a general ledger that summarizes all accounts in a subsidiary ledger.

*Note: The balance of a controlling account equals the total of all account balances in its related subsidiary ledger.*

- Accounts Payable Ledger contains vendor accounts.
- Assign three-digit account number.
- Use middle, unused number method to assign new accounts.
- Total of all vendor accounts must equal balance in controlling account "Accounts Payable" in general ledger.
- Use same posting steps as posting to general ledger

- Date
- Journal Page Number
- Amount
- Balance
- Vendor # in PR Column of Journal

Post individually items in Accounts Payable Debit/Credit columns

Post frequently to keep accounts up to date

Post from Purchases Journal, Cash Payments Journal, General Journal

To start a new page in a subsidiary ledger

- Vendor Name on line
- Vendor Account # on
- Date
- “Balance” in Item column
- Check Mark in Post Reference Column
- Account Balance

Prove the Accounts Payable Ledger:

Schedule of Accounts Payable—A listing of vendor accounts, account balances, and total amount due.

Total must equal balance of accounts payable account in General Ledger  
Sample p. 305

Practice: Complete Work Together/On Your Own p. 306

### **11-2 Posting to an Accounts Receivable Ledger**

- Accounts Receivable Ledger contains customer accounts.
- Assign three-digit account number.
- Use middle, unused number method to assign new accounts.
- Total of all customer accounts must equal balance in controlling account  
"Accounts Receivable" in general ledger.
- Use same posting steps as posting to accounts payable ledger
- Post individually items in Accounts Receivable Debit/Credit columns  
Post from Sales Journal, Cash Receipts Journal, General Journal

Prove the Accounts Receivable Ledger:

Schedule of Accounts Receivable—A listing of customer accounts, account balances, and total amount due.

Total must equal balance of accounts receivable account in General Ledger

Sample p. 313

Practice: Complete Work Together/On Your Own p. 314

## **11-3 Posting From Journals to General Ledger**

### **Discuss Section 11-3: Posting a Journal's General Amount Columns**

- Post individual amounts in the general debit and credit columns to general ledger.
- Do NOT Post totals of general debit and credit columns.

### **Posting Steps:**

1. Date
2. Journal Page #
3. Amount
4. Balance
5. Post Ref

### **Starting a New Page in General Ledger**

- 1.Account Title
- 2.Account Number
- 3.Date
- 4."Balance"
- 5.Check in PR column
- 6.Account Balance

Practice: Complete Work Together/On Your Own p. 319

## **11-4 Posting Special Journal Totals to General Ledger**

Post TOTALS of special amount columns to general ledger  
(*put PR in () below column total*)

Purchases Journal Total is posted to two general ledger accounts—  
purchases and accounts payable.

Prove Cash before posting Column totals of Cash Receipts and Cash  
Payment Journals.

Order of Posting from Special Journals—helps prevent unusual account balances.

1. Sales Journal
2. Purchases Journal
3. General Journal
4. Cash Receipts Journal
5. Cash Payments Journal

Practice: Complete Work Together/On Your Own p. 326

### **11-4 Correcting Errors in Subsidiary Ledger Accounts**

If account is posted to incorrect account, a correcting entry in the general journal is recorded and posted to affect only the subsidiary ledger accounts affected.

Practice: Complete Work Together/On Your Own p. 329

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Formative Assessment: Assign Application Problems 11-1, 11-2, 11-3, 11-4, 11-5 p 331-332

Assign Mastery Problem 11-6 p 333

Assign Challenge Problem 11-7 p. 333-334

Prepare for Summative Assessment: Complete Study Guide 11  
Complete Practice Quiz 11

Summative Assessment--Ch. 11 Quiz--Concept & Application