VCE Accounting 2019–2024  
Advice for teachers

Templates

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

Accounts Payable Record

**Name:**

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

Accounts Receivable Record

**Name:**

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

Inventory Card

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEM: ………………………... Cost method: ………………………….**  **SUPPLIER: ………………………………………………………………...** | | | | | | | | | | |
|  | | **IN** | | | **OUT** | | | **BALANCE** | | |
| Date | Document | Quantity | Cost | Total | Quantity | Cost | Total | Quantity | Cost | Total |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

Cash Receipts Journal (Units 1 and 2 only)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Details | Receipt Number | Bank | Discount Expense | Accounts Receivable | Sales | \* | Sundries | GST |
|  |  |  |  |  |  |  |  |  |  |

\*Heading to be based on scenario

Cash Payments Journal (Unit 1 and 2 only)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Details | Cheque Number/EFT | Bank | Discount Revenue | Accounts Payable | Inventory | \* | \* | Sundries | GST |
|  |  |  |  |  |  |  |  |  |  |  |

\*Heading to be based on scenario

Purchases Journal (Unit 1 and 2 only)

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

Sales Journal (Unit 1 and 2 only)

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

General Journal

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |  |  |

**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 Operations* |  |  |
| 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 Position |  |  |
| **Bank Balance at start** |  |  |
| **Bank Balance at end** |  |  |