Principles of Accounting I
Formatting Rules

Journals – Chapter 2

Do not include dollar signs for amounts in the journal.

Do not include commas or decimal points for amounts.

Write the year, month, and date for the first transaction at the top of the journal in the Date column. For all following transactions write only the date unless it is a new month or year.

Spell out account names fully—do not use Sal Exp; write out Salaries Expense.

Refer to the Chart of Accounts so that you are using accurate account titles for each company.

For each transaction, enter the debited account first with the title flush against the left margin of the explanation (or account) column.

Enter the credited account title on the following line indented about ½ inch.

For compound entries, keep all debited accounts together followed by all credited accounts.

Keep all credited accounts throughout the journal in line with the imaginary ½ inch margin.

Follow the credited account with an explanation of the transactions. It is acceptable to return this description to the left margin or indent it another ½ inch from the credited account title.

Skip a line between transactions.

Keep entire transactions on the same page together. Start a new page if necessary.

Never total a journal.