

Chapter 4

Posting Steps

1. Write the date of the transaction in the date column.
 1. You only need to write the month and year on the first line.
2. Description column is blank.
3. Write the journal page number in the Post. Ref. column.
4. Write the amount from the transaction in the Debit or Credit column. **Note:** The debits stay debits, the credits stay credits.
5. Calculate and write the new account balance in the Balance Debit or Credit column.
 1. If there is no balance, carry your debit or credit amount over to the same debit or credit balance column.
 2. Add if they are the same (debit and debit OR credit and credit).
 3. Subtract if they are opposites (debit and credit).
 4. If the balance is 0, draw a line through the balance columns.
6. Write the ledger account number in the Post. Ref. column of the journal.

The only time you do not need to add or subtract
to calculate your balance is when you post
to a blank ledger account.