

college accounting

a practical approach

canadian twelfth edition

Jeffrey Slater

North Shore Community College

Brian Zwicker

Grant Macewan University (Instructor Emeritus)

PEARSON

Toronto

Acquisitions Editor: Megan Farrell
Sponsoring Editor: Kathleen McGill
Marketing Manager: Claire Varley
Developmental Editor: Karen Townsend
Program Manager: Patricia Ciardullo
Project Manager: Jessica Hellen
Media Editor: Nicole Mellow
Media Producer: Olga Avdyeyeva
Production Services: Sapna Rastogi and Vasundhara Sawhney, Cenveo Publisher Services
Permissions Project Manager: Joanne Tang
Text Permissions Research: Khalid Shakshir, Electronic Publishing Services
Cover and Interior Designer: Anthony Leung
Cover Image: GettyImages

Credits and acknowledgments of material borrowed from other sources and reproduced, with permission, in this textbook appear on the appropriate page.

Original edition published by Pearson Education, Inc., Upper Saddle River, New Jersey, USA. Copyright © 2013 Pearson Education, Inc. This edition is authorized for sale only in Canada.

If you purchased this book outside the United States or Canada, you should be aware that it has been imported without the approval of the publisher or author.

Copyright © 2015, 2012, 2009, 2006, 2003, 2000, 1996, 1993, 1991 Pearson Canada Inc. All rights reserved. Manufactured in the United States of America. This publication is protected by copyright and permission should be obtained from the publisher prior to any prohibited reproduction, storage in a retrieval system, or transmission in any form or by any means, electronic, mechanical, photocopying, recording, or likewise. To obtain permission(s) to use material from this work, please submit a written request to Pearson Canada Inc., Permissions Department, 26 Prince Andrew Place, Don Mills, Ontario, M3C 2T8, or fax your request to 416-447-3126, or submit a request to Permissions Requests at www.pearsoncanada.ca.

10 9 8 7 6 5 4 3 2 1 [EB]

Library and Archives Canada Cataloguing in Publication

Slater, Jeffrey, 1947-, author

College accounting : a practical approach / Jeffrey Slater, Brian Zwicker. – Canadian twelfth edition.

Includes index.

ISBN 978-0-13-313323-3 (pbk.)

I. Zwicker, Brian, 1944-, author II. Title.

HF5636.S53 2014

657'.044

C2013-904779-4

PEARSON

ISBN 978-0-13-313323-3

For Darien and Laura

Brief Contents

PREFACE	xv
CHAPTER 1	Accounting Concepts and Procedures: An Introduction 1
CHAPTER 2	Debits and Credits: Analyzing and Recording Business Transactions 47
CHAPTER 3	Beginning the Accounting Cycle: Journalizing, Posting, and the Trial Balance 92
CHAPTER 4	The Accounting Cycle Continued: Preparing Worksheets and Financial Statements 141
CHAPTER 5	The Accounting Cycle Completed: Adjusting, Closing, and Post-Closing Trial Balance 185
CHAPTER 6	Special Journals: The Basics, Part 1 248
CHAPTER 7	Special Journals: The Basics, Part 2 299
CHAPTER 8	Banking Procedures and Control of Cash 344
CHAPTER 9	Payroll Procedures: The Employees' Perspective 397
CHAPTER 10	The Employer's Tax Responsibilities: Principles and Procedures 449
CHAPTER 11	Special Journals with Taxes 488
CHAPTER 12	Preparing a Worksheet for a Merchandising Company 554
CHAPTER 13	Completion of the Accounting Cycle for a Merchandising Company 587
APPENDIX 12	A Worksheet for Art's Clothing Company Using a Perpetual Inventory System 631
INDEX	635

Contents

◆ PREFACE xv

◆ CHAPTER 1 ACCOUNTING CONCEPTS AND PROCEDURES: AN INTRODUCTION 1

- The Big Picture** 1
- Categories of Business Organization 2
- Classifying Organizations by Activity 3
- Learning Unit 1-1: The Accounting Equation** 6
- Assets, Liabilities, and Equities 6
- Learning Unit 1-2: The Balance Sheet** 11
- Points to Remember in Preparing a Balance Sheet 11
- Learning Unit 1-3: The Accounting Equation Expanded:
Revenue, Expenses, and Withdrawals** 13
- Key Terms in the Accounting Equation 13
- Expanded Accounting Equation 14
- Learning Unit 1-4: Preparing Financial Reports** 20
- The Income Statement 20
- The Statement of Owner's Equity 21
- The Balance Sheet 22
- Main Elements of the Income Statement, the Statement
of Owner's Equity, and the Balance Sheet 22
- Subway: A Fresh Start** 26
- Chapter Assignments** 27
- Summary of Key Points 30
- Key Terms 31
- Quick Review 33
- Blueprint of Financial Reports 34
- Questions, Classroom Demonstration Exercises, Exercises, and
Problems 35
- Continuing Problem 46

◆ CHAPTER 2 DEBITS AND CREDITS: ANALYZING AND RECORDING BUSINESS TRANSACTIONS 47

- Learning Unit 2-1: The T Account** 48
- Balancing an Account 49
- Learning Unit 2-2: Recording Business Transactions:
Debits and Credits** 51
- T Account Entries for Accounting in the Accounting Equation 51
- The Accounting Analysis: Five Steps 53
- Applying the Transaction Analysis to Catherine Hall's Law Practice 53
- Summary of Transactions for Catherine Hall 59
- Learning Unit 2-3: The Trial Balance and Preparation of
Financial Statements** 63
- The Trial Balance 63

Preparing Financial Statements	64
Subway: Debits on the Left	69
Chapter Assignments	69
Summary of Key Points	73
Key Terms	74
Quick Review	74
Blueprint for Preparing Financial Statements from a Trial Balance	76
Questions, Classroom Demonstration Exercises, Exercises, and Problems	76
Continuing Problem	91

◆ **CHAPTER 3 BEGINNING THE ACCOUNTING CYCLE: JOURNALIZING, POSTING, AND THE TRIAL BALANCE 92**

Learning Unit 3-1: Analyzing and Recording Business Transactions in a Journal: Steps 1 and 2 of the Accounting Cycle 93

The General Journal 93

Learning Unit 3-2: Posting to the Ledger: Step 3 of the Accounting Cycle 102

Posting 102

Learning Unit 3-3: Preparing the Trial Balance: Step 4 of the Accounting Cycle 110

What to Do if a Trial Balance Doesn't Balance 111

Some Common Mistakes 111

Making a Correction before Posting 111

Making a Correction after Posting 112

Correcting an Entry Posted to the Wrong Account 112

Chapter Assignments 115

Summary of Key Points 119

Key Terms 120

Quick Review 121

Blueprint of First Four Steps of the Accounting Cycle 123

Questions, Classroom Demonstration Exercises, Exercises, and Problems 123

Continuing Problem 139

◆ **CHAPTER 4 THE ACCOUNTING CYCLE CONTINUED: PREPARING WORKSHEETS AND FINANCIAL STATEMENTS 141**

Learning Unit 4-1: Step 5 of the Accounting Cycle:

Preparing a Worksheet 143

The Trial Balance Section 143

The Adjustments Section 143

The Adjusted Trial Balance Section 149

The Income Statement Section 152

Learning Unit 4-2: Step 6 of the Accounting Cycle: Preparing the Financial Statements from the Worksheet 156

Preparing the Income Statement 156

Preparing the Statement of Owner's Equity 156

Preparing the Balance Sheet 158

Subway: Where the Dough Goes 162

Chapter Assignments 163

Summary of Key Points 166

Key Terms 167

Quick Review	168
Blueprint of Steps 5 and 6 of the Accounting Cycle	169
Questions, Classroom Demonstration Exercises, Exercises, and Problems	170
Continuing Problem	184

◆ **CHAPTER 5 THE ACCOUNTING CYCLE COMPLETED: ADJUSTING, CLOSING, AND POST-CLOSING TRIAL BALANCE 185**

Learning Unit 5-1: Journalizing and Posting Adjusting Entries:

Step 7 of the Accounting Cycle 186

Recording Journal Entries from the Worksheet 186

Learning Unit 5-2: Journalizing and Posting Closing Entries:

Step 8 of the Accounting Cycle 190

How to Journalize Closing Entries 190

Learning Unit 5-3: The Post-Closing Trial Balance:

Step 9 of the Accounting Cycle and the Accounting Cycle Reviewed 200

Preparing a Post-Closing Trial Balance 200

The Accounting Cycle Reviewed 201

Subway: Closing Time 204

Chapter Assignments 205

Summary of Key Points 213

Key Terms 214

Quick Review 214

Blueprint of the Closing Process from the Worksheet 216

Questions, Classroom Demonstration Exercises, Exercises, and Problems 216

Continuing Problem 231

Mini Practice Set 232

◆ **CHAPTER 6 SPECIAL JOURNALS: THE BASICS, PART 1 248**

Learning Unit 6-1: Designing and Understanding

Special Journals 248

Learning Unit 6-2: The Sales Journal and Accounts

Receivable Subsidiary Ledger 252

Subsidiary Ledgers 252

The Sales Journal 253

Learning Unit 6-3: The Credit Memorandum 258

Journalizing, Recording, and Posting the Credit Memorandum 259

Learning Unit 6-4: Cash Receipts Journal and Schedule of

Accounts Receivable 263

Journalizing, Recording, and Posting from the Cash Receipts Journal 265

Schedule of Accounts Receivable 265

Chapter Assignments 269

Summary of Key Points 271

Key Terms 272

Quick Review 273

Blueprint of Sales and Cash Receipt Journals 275

Questions, Classroom Demonstration Exercises, Exercises, and Problems 277

Continuing Problem 297

◆ **CHAPTER 7 SPECIAL JOURNALS: THE BASICS, PART 2** 299

Designing and Understanding the Journals Needed
for Purchasing 299

Learning Unit 7-1: Steps Taken in Purchasing Merchandise 300

Steps Taken by Art's Clothing Company when Ordering Goods 300

**Learning Unit 7-2: The Purchases Journal and Accounts Payable
Subsidiary Ledger** 304

The Debit Memorandum 304

**Learning Unit 7-3: The Cash Payments Journal and Schedule of
Accounts Payable** 309

Journalizing, Posting, and Recording from the Cash Payments
Journal to the Accounts Payable Subsidiary Ledger and the
General Ledger 312

Chapter Assignments 315

Summary of Key Points 320

Key Terms 321

Quick Review 322

Blueprint of Purchases and Cash Payments Journals 323

Questions, Classroom Demonstration Exercises, Exercises, and
Problems 324

Continuing Problem 342

◆ **CHAPTER 8 BANKING PROCEDURES AND CONTROL
OF CASH** 344

**Learning Unit 8-1: Bank Procedures, Chequing Accounts, and Bank
Reconciliation** 345

Opening a Chequing Account 345

Cheque Endorsement 347

The Chequebook 348

Monthly Recordkeeping: The Bank's Statement of Account and
In-Company Records 348

The Bank Reconciliation Process 351

Trends in Banking 353

**Learning Unit 8-2: The Establishment of Petty Cash
and Change Funds** 362

Setting up the Petty Cash Fund 362

Making Payments from the Petty Cash Fund 363

How to Replenish the Petty Cash Fund 364

Setting up a Change Fund and Insight into Cash Short and Over 366

Subway: Counting Down the Cash 370

Chapter Assignments 371

Summary of Key Points 371

Key Terms 371

Quick Review 373

Blueprint of a Bank Reconciliation 374

Questions, Classroom Demonstration Exercises, Exercises, and
Problems 374

Continuing Problem 394

◆ **CHAPTER 9 PAYROLL PROCEDURES:
THE EMPLOYEES' PERSPECTIVE** 397

**Learning Unit 9-1: Important Laws and How They Affect
Payroll** 398

Minimum Wage Laws 398

Federal and Provincial Income Tax 399

Canada or Quebec Pension Plan	404
Employment Insurance Plan	404
CPP and EI: Some Additional Information	405
Workers' Compensation Plans	405
Various Union Agreements	405
Other Deductions	405
Other Income Amounts	405
Learning Unit 9-2: A Typical Payroll	408
The Payroll Summary in Detail	408
Learning Unit 9-3: Recording and Payment	410
Last Step Directly Affecting Employees	411
Employee Earnings Record	412
Subway: Payroll Records: A Full-Time Job	416
Chapter Assignments	417
Summary of Key Points	417
Key Terms	418
Quick Review	419
Blueprint for Recording, Posting, and Paying the Payroll	421
Questions, Classroom Demonstration Exercises, Exercises, and Problems	422
Continuing Problem	431
Appendices: Employee Payroll Deductions (Extracted):	
Income Taxes, CPP, EI	433
Appendix 9-1F—Federal Taxes	433
Appendix 9-1P—Ontario Tax Tables	439
Appendix 9-2—Simulated Canada Pension Plan Contributions	445
Appendix 9-3— Simulated Employment Insurance Premium Calculations	447

◆ CHAPTER 10 THE EMPLOYER'S TAX RESPONSIBILITIES: PRINCIPLES AND PROCEDURES 449

Learning Unit 10-1: Employer's Expenses Associated with Payroll	450
How to Calculate Employer's Remittance	450
Learning Unit 10-2: Completing the Monthly Remittance Form	454
Learning Unit 10-3: Employer's Annual T4 Summary	459
Workers' Compensation Insurance	459
Subway: Hold the Lettuce, Withhold the Taxes	462
Chapter Assignments	463
Summary of Key Points	463
Key Terms	463
Quick Review	464
Blueprint of the Tax Calendar	466
Questions, Classroom Demonstration Exercises, Exercises, and Problems	467
Continuing Problem	483
Mini Practice Set	484
Comprehensive Review	486

◆ CHAPTER 11 SPECIAL JOURNALS WITH TAXES 488

Introduction to GST and HST	489
Learning Unit 11-1: Chou's Toy Shop: Seller's View of a Merchandising Company	490
Provincial Sales Tax Collected	490

The Credit Memorandum with Provincial Sales Tax	492
How Companies Record GST and HST	492
GST/HST Collected on Sales	493
GST/HST and the Credit Memorandum	495
Provincial Sales Tax with GST/HST	497
Sales Invoice with PST and GST/HST	497
Credit Memorandum with PST and GST/HST	498
Learning Unit 11-2: Cash Receipts Journal and Schedule of Accounts Receivable	501
Journalizing, Recording, and Posting from the Cash Receipts Journal	502
Schedule of Accounts Receivable	504
Learning Unit 11-3: GST/HST Paid on Purchases	507
Overview	507
Recording Purchases with GST/HST	508
The Debit Memorandum	510
Quick Method of Accounting for GST/HST	511
Chapter Assignments	518
Summary of Key Points	523
Key Terms	524
Quick Review	525
Blueprint of Sales and Cash Receipts Journals	527
Blueprint of Purchases and Cash Payments Journals	528
Questions, Classroom Demonstration Exercises, Exercises, and Problems	529
Continuing Problem	552

◆ **CHAPTER 12 PREPARING A WORKSHEET FOR A MERCHANDISING COMPANY 554**

Learning Unit 12-1: Adjustments for Merchandise Inventory and Unearned Rent	555
Adjustment for Merchandise Inventory	555
Adjustment for Unearned Rent	557
Learning Unit 12-2: Completing the Worksheet	558
Chapter Assignments	568
Summary of Key Points	568
Key Terms	568
Quick Review	569
Blueprint of a Worksheet for a Merchandising Company	570
Questions, Classroom Demonstration Exercises, Exercises, and Problems	571
Continuing Problem	585

◆ **CHAPTER 13 COMPLETION OF THE ACCOUNTING CYCLE FOR A MERCHANDISING COMPANY 587**

Learning Unit 13-1: Preparing Financial Statements	587
The Income Statement	588
Statement of Owner's Equity	590
The Balance Sheet	591
Learning Unit 13-2: Journalizing and Posting Adjusting and Closing Entries; Preparing the Post-Closing Trial Balance	595
Journalizing and Posting Adjusting Entries	595
Journalizing and Posting Closing Entries	598
The Post-Closing Trial Balance	598

Learning Unit 13-3: Reversing Entries (<i>Optional Section</i>)	601
Chapter Assignments	604
Summary of Key Points	604
Key Terms	604
Quick Review	605
Blueprint of Financial Statements	606
Questions, Classroom Demonstration Exercises, Exercises, and Problems	608
Continuing Problem	623
Mini Practice Set	624

◆ **APPENDIX 12 A WORKSHEET FOR ART'S WHOLESALE CLOTHING COMPANY USING A PERPETUAL INVENTORY SYSTEM** 631

◆ **INDEX** 633

AVAILABLE ON MyAccountingLab

- ◆ **AUXILIARY CHAPTER 10 APPENDIX: What Special Journals Would Look Like in a Perpetual Accounting System**
- ◆ **AUXILIARY CHAPTER 14: Accounting for Bad Debts**
- ◆ **AUXILIARY CHAPTER 15: Accounting for Property, Plant, Equipment, and Intangible Assets**
- ◆ **AUXILIARY CHAPTER 16: Statement of Cash Flows**
- ◆ **AUXILIARY CHAPTER 17: Analyzing Financial Statements**
- ◆ **AUXILIARY CHAPTER 18: Notes Receivable and Notes Payable**
- ◆ **AUXILIARY CHAPTER 19: Accounting for Merchandise Inventory**

Preface

Welcome to the Canadian twelfth edition of *College Accounting: A Practical Approach* by Jeffrey Slater and Brian Zwicker. In this edition, we introduce several important changes that will greatly enhance the student learning experience while allowing for highly organized and efficient class leadership. In most revisions, even one of the changes we have included in this edition would be a standout event, but several very positive alterations make the Canadian twelfth edition another significant regeneration in the long and respected history of *College Accounting*. At the same time, we have maintained the many features that have helped make *College Accounting* a classroom favourite for more than 25 years.

NEW TO THE CANADIAN TWELFTH EDITION

Improving on MyAccountingLab! Added with the last revision, we have made many changes to ensure that the MAL continues to meet student and instructor needs. The MAL platform—an online homework presentation and assessment tool—has been designed, tested, and used in various textbooks published by Pearson in North America for many years. The addition of MAL to any text is a carefully considered venture mainly because of the effort required by all involved. The result is well worth the investment because MAL provides student and instructor access to a considerable set of resources that will greatly expand and enhance the teaching and learning of accounting. Through MAL, instructors integrate technology into their course design and students gain a valuable supplemental resource. MAL can also be used in the student assessment process, if desired. However, the biggest benefit may well be the large quantity and high quality of review material available to students who need additional practice and assistance in the learning of accounting.

Another Change to the Chapter Order. A modified chapter order has become necessary in the Canadian twelfth edition. Previously, the topic of special journals was designed so that a single chapter made it easier for students to grasp the concept of a special journal more easily and completely. This approach also delayed to a later chapter the topic of taxes, which helped students to really understand how special journals work without clouding the issue with Canadian taxes such as PST, GST, and HST at the same time.

This change was carefully investigated for the previous edition, and unanimous approval given by reviewers for the change. What became apparent was that the new chapter, while otherwise excellent, took a lot longer for students to cover/master. Accordingly, that previous chapter, which covered all special journals, has now been split into two chapters. This will benefit all involved, especially since it allowed a bit more room to cover an alternate method for recording credit memos and multicolumn Sales Journals—a worthwhile addition.

The number of chapters in the text itself has been reduced. There are now thirteen chapters in the actual text, plus several in electronic format. The electronic format can be easily incorporated into a more challenging course design. Custom Publishing allows any qualifying institution to have a custom version published just

for their students. Chapters from the previous edition, and, indeed from a number of previous editions, can easily be added to the custom volume. If interested, please contact your PearsonEd representative for details.

New “Quick Review” Feature. Designed to give students a self-paced and structured alternative to retaining the main points of each chapter, the new feature will be found to be yet another way to improve the learning of accounting. In addition to assisting students with learning the subject matter, the Accounting Coach also permits each student to assess their progress in each chapter, and thereby focus more intensely on areas they find they may need to work on.

“Need Help?” Continued. Many of our reviewers pointed out that students needed more explanation and practice material with the basics. The “Need Help?” feature is our major response to these requests. The first five chapters now include the “Need Help?” sections, with each of the self-review quizzes near the end of each learning unit. It is like having a private tutoring session with the authors, as student questions are anticipated and step-by-step guidance is given as the solution is laid out in logical order. This feature should greatly extend student retention, especially for those students who benefit from detailed and exacting repetition.

Several reviewers also called for additional explanatory material on the subject of debits and credits, mentioning that some students just do not “get it” the first (or, indeed, the second) time around. This edition also includes a “Need Help?” feature on debits and credits, drawing on material used for decades by the Canadian author in classroom settings. While there is no objective evidence that it helps with understanding this sometimes troublesome topic, the number of smiles around the classroom following the “nautical” example does suggest that it works—sometimes very well. This new feature is included, logically enough, in Chapter 2.

Accounting Cycle Tutorial (ACT). Online practice and review of the accounting cycle can greatly extend student retention of the details of this fundamental topic. Margin logos direct students to the appropriate ACT section and material, which provides online practice, application, and review. ACT is provided for the chapters that cover this topic in depth.

MAJOR FEATURES MAINTAINED AND EXPANDED

In addition to the above major additions and changes, the Canadian twelfth edition has retained and in many cases improved upon the pedagogy that has made *College Accounting* a classic. Here are some details:

Includes 19 chapters! In addition to the 13 chapters published in the text itself, six additional chapters are available from MyAccountingLab for those institutions that need to incorporate them into their course design. The additional chapters are:

- Chapter 14—Accounting for Bad Debts. Adapted with minor changes from the eleventh edition of *College Accounting*
- Chapter 15—Accounting for Property, Plant, Equipment, and Intangible Assets. Adapted with minor changes from the eleventh edition of *College Accounting*
- Chapter 16—Statement of Cash Flows. Adapted with minor changes from the eleventh edition of *College Accounting*
- Chapter 17—Analyzing Financial Statements. Updated from an earlier edition of *College Accounting*
- Chapter 18—Notes Receivable and Payable. Updated from an earlier edition of *College Accounting*

- Chapter 19—Accounting for Merchandise Inventory. Adapted with minor changes from an earlier edition of *College Accounting*

These auxiliary chapters will assist instructors who need to extend their students' education while keeping the text's price under control. In general, the chapters continued from an earlier Canadian edition retain many of the features adopters have come to appreciate. Because they are adapted from a high-quality source, they are of considerable assistance in selected circumstances.

Expanded Coverage of Banking Trends. This material was already the best available in Canada but has been further upgraded, and in places completely rewritten, to alter the basic information so it is as current and meaningful as possible. Additional problem material has been developed and will be appreciated by any instructor who aims to provide students with plenty of practice in this vital area.

Chapter Openers Made Consistent with the US Edition. Feedback has been consistent in maintaining that the chapter openers are not thoroughly appreciated by students—in fact most students do not read them at all. The new edition takes this into account.

Continuing Problem. A continuing problem runs through all chapters, asking students to apply skills to the business scenario set in the Big Picture. It is based on the Precision Computer Centre. Reviewers have reported success in having some, or all, of the continuing problem completed using accounting software.

Payroll Chapters. Chapters 9 and 10 (formerly 8 and 9) have been rewritten where necessary to reflect the latest laws and taxation deduction rules in effect in Canada, and updated forms are shown as well. Because the topic of special journals now covers multi-column Sales Journals, it has also been possible to include a discussion and illustration of how sales commissions are handled in Payroll. At the request of a number of reviewers, a special comprehensive payroll problem has been added near the end of Chapter 10. This should provide an excellent resource for courses that stress the complete knowledge of the payroll process.

GST and HST Accounting. These taxes are a reality in Canada. The essential details of how to account for GST and HST are covered in Chapter 11. This chapter has been designed to accommodate instructors who choose to emphasize this topic, and textbook examples and problem material using HST have been strengthened. Plenty of material using PST still exists in the text for those situations where HST is not yet a marketplace reality. A small section dealing with the Quick Method of accounting for GST/HST has been added for the twelfth edition at the request of some reviewers.

Subway Boxes. The real-world accounting issues facing franchise owners and corporate staff are presented in boxed features based on research of the internationally known company. Discussion questions tie the boxes to chapter concepts.

Check Figures. Brief mention of key amounts or other hints in the margins continue to provide quick feedback for students to monitor progress in all A, B, and C problems.

Coverage of Perpetual Inventory. Both merchandise inventory and special journals are discussed. An appendix uses the general journal approach to teach entries for a merchandise company using perpetual inventory, while an appendix to Chapter 11 available on MyAccountingLab shows how all the special journals in Chapters 6,

7 and 11 would look in a perpetual system. The related appendix to Chapter 13, also available on MyAccountingLab, shows how a worksheet for a merchandise company would look in a perpetual inventory system. Auxiliary Chapter 19 extends this coverage in a very complete way, where the bulk of the material is directed to perpetual inventory issues.

Extensive End-of-Chapter Framework. Each chapter offers extensive learning aids, including:

- Discussion Questions/Classroom Demonstration Exercises
- Mini Exercises
- Exercises—Now with two sets to choose from!
- Problem sets A, B, and C (as well as set D in the IRG)
- Continuing Problem: a cumulative problem that runs through Chapters 1 to 13, asking students to work through the entire business cycle for Precision Computer Centre
- Simulations available in selected chapters: students will benefit from completing the extended and realistic cases presented at the end of Chapters 5, 11, and 13. The case at the end of Chapter 5 can also be completed using computer software if deemed appropriate.

THE SLATER/ZWICKER PACKAGE

The text is just the starting point. Because the needs of Canadian instructors are very high on our priority list, we have taken certain other steps designed to maximize instructor effectiveness and efficiency. These steps include the provision of an Instructor's Resource Manual, Instructor's Solution Manual, and Pearson Canada TestGen (a computerized test bank available online). We also offer the complete Canadianization of the *Study Guide with Working Papers*. We invested many hours to ensure the highest quality possible, and we hope it shows in increased clarity, accuracy, and consistency.

INSTRUCTOR'S SUPPLEMENTS

- **Instructor's Solutions Manual.** This manual provides answers to discussion questions and solutions to exercises, mini exercises, problems, practice problems, classroom demonstration exercises, and a guide to discussion of ethical issues.
- **Instructor's Resource Manual.** The Instructor's Resource Manual (IRM) includes Class Quizzes and Class Activities, both designed to reinforce key points introduced in the text; Lesson Outlines designed for a variety of classroom situations; Typical Student Misconceptions that identify common errors gathered from almost 50 years of combined teaching experience; and Teaching Tips to help students remember and absorb textbook material. In addition, Lecture Notes provide a useful check to ensure nothing critical is overlooked during classroom preparation, and Business-World Notes take students beyond the accounting textbook by providing a glimpse of what takes place in the real world. The IRM is also available online as a download.
- **Pearson TestGen.** The Pearson TestGen provides testing software that enables instructors to view and edit existing questions, add questions, generate tests, and distribute those tests in a variety of formats. Powerful search and sort functions make it easy to locate questions and arrange them in any order desired. TestGen also enables instructors to administer tests on a local area network, have the tests graded electronically, and have the results prepared in electronic or printed reports.

TestGen is compatible with Windows and Macintosh operating systems and is available online for download. The question content has been significantly altered as well to provide a larger set of questions from which to choose tests and quizzes, etc.

CourseSmart for Instructors. CourseSmart goes beyond traditional expectations—providing instant, online access to the textbooks and course materials you need at a lower cost for students. And even as students save money, you can save time and hassle with a digital eTextbook that allows you to search for the most relevant content at the very moment you need it. Whether it's evaluating textbooks or creating lecture notes to help students with difficult concepts, CourseSmart can make life a little easier. See how when you visit www.coursesmart.com/instructors.

Technology Specialists. Pearson's Technology Specialists work with faculty and campus course designers to ensure that Pearson technology products, assessment tools, and online course materials are tailored to meet your specific needs. This highly qualified team is dedicated to helping schools take full advantage of a wide range of educational resources, by assisting in the integration of a variety of instructional materials and media formats. Your local Pearson Canada sales representative can provide you with more details on this service program.

FOR STUDENTS

Study Guide with Working Papers. This publication has undergone all necessary revisions and enhancements. It contains forms for the quiz at the end of each learning unit in the chapter, for all exercises and mini exercises, for the problems (A, B, and C) at the end of each chapter, and for the practice-set problems that follow Chapters 5, 8, and 13. In addition, all worksheets are treated as foldouts—an appreciated enhancement by all accounts. At the end of each chapter of the *Study Guide with Working Papers*, there is a summary practice test designed to prepare students for in-class exams. It consists of fill-in-the-blank questions, a matching question, and true/false questions. Like previous editions, the *Study Guide with Working Papers* is a completely Canadian publication. Many changes have been made to help ensure that each student's experience is as effective and efficient as possible.

MyAccountingLab with Online Study Guide. Our exciting new feature MyAccountingLab includes a comprehensive online study guide that presents students with numerous review exercises and research tools. There is a detailed review of key concepts for every chapter, and practice tests with true/false and multiple-choice questions, completion exercises, and accounting problems. Students obtain instant feedback for questions and exercises, and they may view full solutions to problems. A page reference to the text is supplied with every answer, while destinations and search tools facilitate further research into key organizations and topics discussed in the text.

The Accountant's Toolbox. Pearson Canada is proud to present The Accountant's Toolbox, a portal to the best accounting websites on the Internet, which is included as part of MyAccountingLab. Whether you are a student or an instructor, The Accountant's Toolbox will give you access to the latest information from the world of accounting.

Using The Accountant's Toolbox drop-down menu on Pearson Canada's AccountingCentral home page, you can link to dozens of websites grouped into the following broad categories: International, Careers, Firms, Resources, Tax, Software, and Humour. You can access The Accountant's Toolbox by visiting

www.pearsoned.ca/accounting. And don't forget to check out *AccountingCentral* frequently for new features and updates!

CourseSmart for Students. CourseSmart provides instant, online access to the textbooks and course materials you need at a lower cost. With instant access from any computer and the ability to search your text, you'll find the content you need quickly, no matter where you are. See all the benefits at www.coursesmart.com/students.

ACKNOWLEDGMENTS

The task of publishing a Canadian edition of any textbook is a challenging venture. In this case it helped to be working from an outstanding original and with an outstanding team.

Thanks are certainly due to the many helpful folks at Pearson Canada, including Acquisitions Editor Megan Farrell, Sponsoring Editor Kathleen McGill, Developmental Editor Karen Townsend, Project Manager Jessica Hellen, Marketing Manager Claire Varley, and Production Editors Sapna Rastogi and Vasundhara Sawhney of Cenveo Publisher Services. Special thanks to copy editor Cat Haggert for her diligence and hard work.

Thanks are also due to the following reviewers who provided valuable criticism and suggestions during the development of the manuscript:

Frieda Ambroziak Georgian College; Allan Bray, Saskatchewan Institute of Applied Science and Technology; Carmen Burt, Okanagan College; Grace Credico Lethbridge College; Tina M. Dean, College of the North Atlantic; Imelda Engels, College of the Rockies; Denise Dodson NSCC; Ken Hartford, St. Clair College; Pat Humphreys, Medicine Hat College; Teresa Kisilevich Okanagan College; Ferne Mac Lennan NSCC; Michael Malkoun, St. Clair College; Joe Mariani, Algonquin College; Jennifer Moorlag Yukon College; Shawn Richards Humber College; Laurie A. Schmit SIAST Woodland; Dawn Sturt College of New Caledonia; Barrie Tober Niagara College; and Don Woolridge, College of the North Atlantic.

The *Study Guide with Working Papers* as well as the Solutions Manual were created by Pat Tuttle, whose skills with the software used are substantial. Pat cheerfully took on several other tasks as well and generally made the whole process run quite smoothly.

A special thanks to Imelda Engels, who very kindly allowed the use (with modifications) of the comprehensive payroll project she used very successfully with her students at the College of the Rockies in Cranbrook, B.C.

Despite the best efforts of so many talented people, it is inevitable that a few errors will persist. I accept responsibility for them and would appreciate your help in identifying them so that they can be totally eliminated in future printings. With so much material now available online, it is possible to update many important documents without waiting for a revised printing, so please take the time to contact me if you spot anything that needs to be improved.

Brian Zwicker
Edmonton, Alberta
email me at: brian@bzwicker.ca

From public accountants to government accountants and internal accountants to management accountants, you will typically need a firm grasp of accounting principles plus a college degree to enter the field of accounting. As you analyze each type of degree option, understand these are starting points in your career. University courses you will find in an accounting degree program will vary by college. You will, however, find a number of core classes in a typical accounting curriculum. An accounting degree is versatile and prepares students for a variety of business settings. Edmonds College is well known throughout the region for its strong accounting program. Our degrees and certificates incorporate courses to teach computer applications, communication, problem-solving skills, and accounting expertise. Learn to understand, organize, and analyze financial data to provide valuable input to the industry of your choice.