Chapter 8 • Accounting for Purchases, Accounts Payable, and Cash Payments

TEACHING OBJECTIVES

- **8-1**) Record purchases of merchandise on credit in a general journal.
- **8-2)** Compute the net delivered cost of purchases.
- **8-3**) Post from the general journal to the general ledger accounts.
- **8-4**) Post transactions to the accounts payable subsidiary ledger.
- **8-5**) Prepare a schedule of accounts payable.
- **8-6**) Demonstrate a knowledge of the procedures for effective internal control of purchases.
- **8-7**) Record purchases, sales, returns, cash payments, and cash receipts using the perpetual inventory system.

SECTIONS

- 1. Merchandising Purchases
- 2. Accounts Payable

CHAPTER OVERVIEW/ LEARNING OBJECTIVES

Learning Link: Chapter 7 discussed the accounting for various sales and sales related transactions typically engaged in by merchandising firms. Chapter 8 discusses the accounting for purchases and the purchase-related transactions.

- 8-1. This chapter explains how an organization manages its purchases of goods for resale and its accounts payable.
- 8-2. It reviews the steps of Purchasing procedures followed and the related documents used such as purchase requisitions, purchase orders and invoices.
- 8-3. The steps to post from the *general journal* to the *general ledger* accounts are explained.
- 8-4. The chapter introduces various accounts such as *Purchases, Purchase Returns and Allowances, Purchase Discounts and Freight In*. It also summarizes the posting procedures.
- 8-5. The chapter explains that *Purchase Returns and Allowances* is a contra expense account under the category of cost of goods sold. It explains that vendor returns are credited to this account instead of the *Purchases* account. It also explains that the balance of the *Purchase Returns and Allowances* account is <u>subtracted</u> from the "delivered cost of purchases" on the income statement to arrive at the net delivered cost of purchases.

- 8-6. The chapter discusses Cash Discounts offered by suppliers to encourage quick payment by customers. To the person taking advantage of the prompt pay discount, the account used is known as *Purchases Discount*.
- 8-7. The chapter discusses how to calculate the <u>net delivered cost of purchases</u> by adding the cost of purchases and freight in, and then subtracting any purchase returns and allowance and discounts.
- 8-8. The chapter explains the recording of merchandise purchased with a *Trade Discount*.
- 8-9. The chapter explains how to post from the general journal to the vendors' accounts in the *Accounts Payable Subsidiary Ledger*. The accounts of individual creditors are kept in this subsidiary ledger.
- 8-10. The chapter reviews the steps required to prepare a <u>schedule of accounts payable</u> based on the *Accounts Payable Subsidiary Ledger*.
- 8-11. The chapter introduces the concept of effective internal control regarding purchases and payments. The system should ensure that purchases and payments are properly authorized and processed with appropriate documentation to provide a system of checks and balances.
- 8-12. This chapter discusses how to record the purchases, sales, returns, cash payments, and cash receipts using the perpetual inventory system. It compares journal entries under both the periodic system and the perpetual system of accounting.

Section

At the beginning of the chapter, there is a short paragraph about *Williams-Sonoma*. Let's read this together. . .

Ask. . . "How do you think *Williams-Sonoma* buyers determine the types of products that will appeal to its customers?"

Answer-- Students may discuss one or more of the following merchandise selection tools: consumer surveys, customer requests, or sales history reports.

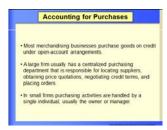
- <u>FAST FACTS</u>: Williams Sonoma began in 1956, when Chuck Williams opened a small specialty cookware shop in Sonoma, California.
- Much of the French kitchen equipment that they sold had never been seen by Americans before.
- These strategies seem to be paying off.
 Since its opening, it has evolved into a multi-billion dollar corporation with net earnings that increased by 15% for the year ended 1-29-12.

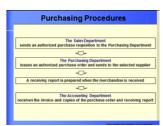


Section 1. MERCHANDISING PURCHASES

Ask, "Do you think it would be feasible to allow every person who works at a business to buy and order merchandise? Think about some place like Pier 1..." Guide them to the realization that only selected employees may buy merchandise with appropriate approvals.

 Emphasize how the use of purchase requisitions, purchase orders, receiving reports, and invoices help control business expenditures. **Section**







A. Accounting for Purchases

- Explain that most merchandising businesses purchase goods on credit under open-account arrangements.
- Point out that in a small firm, purchasing activities are handled by a single individual, usually the owner or manager. In a larger company, a centralized purchasing department may exist.

♦ Purchasing Procedures

- Define "purchase requisition", "purchase order", "receiving report", "purchase invoice" and "sales invoice".
- Explain that these documents help maintain internal control over purchases.
- Review the purchasing paperwork and flow of document-creation illustrated in Figures 8-1, 8-2 and 8-3:
 - <u>Figure 8-1</u>, *Purchase Requisition*--Review with students each of the items in the figure.
 - Figure 8-2, Purchase Order-Point out that purchase order allows a seller to ship goods based on a purchaser's commitment. (Point out the purchase order number is needed for effective control of the purchasing process.)







- <u>Figure 8-3</u>, *Invoice*—Have students identify terms of the purchase and explain what those terms mean.
- Briefly explain students the various accounts used—Purchases, Purchases Returns and Allowances, Purchase Discounts and Freight In.
- Point out the freight charge on the invoice.

Ask, "What account would you charge for this expense?"

♦ The Purchases Account

- Explain that the purchase of merchandise for resale is a <u>cost</u> of doing business.
 When a business buys merchandise it debits an account called "*Purchases*."
- Explain that the *Purchases* account <u>does</u> <u>not include all business purchases.</u>
- Emphasize that *Purchases* is debited <u>only</u> for the cost of merchandise that is purchased for resale.
- Explain that the *Purchases* is a temporary expense account classified as <u>Cost of</u>
 <u>Goods Sold</u> containing <u>costs</u> of merchandise sold to customers.
- Emphasize that it is <u>not</u> an asset account.
 Even though merchandise being purchased is indeed an asset, when it is sold it becomes an expense.

Purchases And Cash Payments With Freight Charges

OMESTION:

What is the Freight in account?

ANSWER

The Freight in account is an account showing transportation charges for items purchased, it is also called Transportation in account.

FOB shipping point and FOB destination

(FOB) shipping point:

Buyer pays the freight charge—the cost of shipping the goods from the seller is warehouse to the buyer's location

FOB destination:

Seller pays the freight charges

Ties ways to handle the height charges paid by the buyer:

Buyer is billed directly by the transportation company for the fleight charge.

Seller pays the fleight charge and includes it on the innoice.



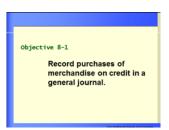
• Point out that the account follows the debit and credit rules of expense accounts.

◆ Purchases and Cash Payments with Freight Charges

Ask, "Have any of you ever purchased an item and received a bill that included charges for shipping?"

Ask, "Did the shipping charges increase your cost of the item (the total amount you had to pay)?"

- Explain that businesses also usually pay shipping charges for all inventory items they purchase.
- Point out that the account Freight In or Transportation In is used to keep track of freight charges for merchandise we purchase.
- Explain that the account is treated as a Cost of Goods Sold account because it increases the <u>cost</u> of the merchandise purchased.
- Emphasize that it is <u>not</u> this account that is used for freight costs that the business incurs to <u>ship an item to a customer</u>. For shipping charges to a customer the business uses a separate expense account—perhaps Freight Out.
- Explain the difference between (FOB) shipping point, and FOB destination.









Objective 8-1

♦ Record purchases of merchandise on credit in a General Journal

Point out that it is important to write the detailed information about the *vendor* name and *invoice* number for reference later.

Ask "Why is it important to keep track of the *Invoice Date* and *Terms* of an invoice?"

Ask, "Why do you think an understanding of credit policies and credit terms might help a retail store manager direct the operations of the store more effectively?"

Answer—Answers will vary. Store managers are responsible for a wide range of operations and procedures. The extension of credit, utilizing proprietary credit cards or customer accounts, requires that managers understand common credit practices so that policies are established within generally accepted parameters. Managers should also understand how credit policies impact accounts receivable and cash flow.

B. Purchases Returns and Allowances

 Explain that when a business returns merchandise to a vendor, it makes an



- opposite entry to that of a purchase, but instead of crediting the Purchases account, a credit is made to the Purchase Returns and Allowances account.
- Point out that the Purchase Returns and Allowances account is a contra expense under cost of goods sold category that keeps track of all merchandise returns the business made.

Ask, "Why would a business want to keep track of returns it makes?" It may indicate that the business need to find a new vendor(s).

 Remind students that the Purchase Returns and Allowances account would appear on the Income Statement as a reduction in the cost of purchases.

♦ Recording Purchases Returns and Allowances

- Review the journal entry required for a purchase return and the use of Purchase Returns and Allowance account.
- A credit to the *Purchases Returns* and *Allowances* account is preferred to making a credit directly to the Purchases account.

♦ Recording Purchases Discounts

- <u>Purchase discounts</u> are given to encourage early payment.
- <u>TEACHING TIP</u>: Give students this scenario: The Trend Center purchased merchandise for \$1,000, with terms of 2/10, n/30.

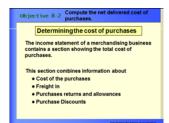


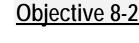
Ask, "How much of a discount are they entitled to if they pay within the discount period?" Answer \$20.

Ask, "Should the business save \$20 by paying the invoice within 10 days, or conserve cash and treat the \$20 as a reasonable charge for having the use of \$980 for an additional 20 days?" (\$20 ÷ (\$980x 20/365) = .372 or 37.2%.)

Yikes! The business should pay within the 10 days!

- Review with students the terms "cash discount," "purchases discount," and "sales discount".
- Explain the students the various ways to express the credit terms that often appear on invoices.
- Review the journal entry required for a purchase return processed within the discount period.

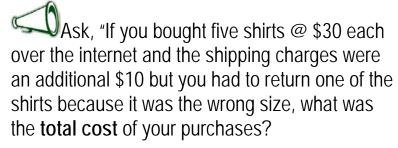


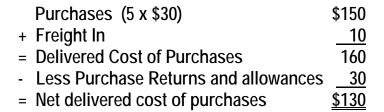


♦ Compute the net delivered cost of purchases.

C. Determining the Cost of Purchases

 Explain to the students the section of the income statement of a merchandising business that computes the total cost of purchases.





<u>(In the example above, there were no purchases discounts. If there were they would be subtracted to arrive at the net delivered cost of purchases.)</u>

- <u>TEACHING TIP:</u> Test your students understanding of the section by writing the following true/false items on the board or a transparency.
 - Purchases is a balance sheet account. (False)





- 2. The terms 2/10, net 45 mean that a business can take a 2% cash discount on its purchase if it pays the invoice within 10 days. (**True**)
- 3. *Freight In* is a selling expense for the business that purchases the item. (False)
- 4. You post from a *General journal* to the *General Ledger* at the end of the month. (False)

Section 2. ACCOUNTS PAYABLE

Objective 8-3

- **♦** Post from the general journal to the general ledger accounts
 - There are no column totals in a general journal.
 - Each journal entry should be posted to the general ledger accounts daily.

♦ Recording Merchandise Purchased with a Trade Discount

 Explain students that certain businesses offer goods to trade customers with the price computed using trade discounts.

A. The Accounts Payable Ledger

 Explain that many businesses use an accounts payable subsidiary ledger to track amounts owed, to whom they are owed, when they are due, and discount terms. This ensures that the firm will have enough cash to pay for obligations.



♦ Post transactions to the accounts payable subsidiary ledger.

- To keep the accounting records up to date, invoices are posted to the Accounts Payable Subsidiary Ledger every day.
- Review how to post from the general journal to the Accounts Payable Subsidiary ledger.
- Notice that the balance column does not indicate whether the balance is a debit or a credit because it is presumed to contain credit amounts.





Remind students that a

✓ in the post ref.
Column indicates that a subsidiary ledger
account was updated.

Ask, "What does the **J2** in the *Post. Ref. Column* represent?" Page Number of **General Journal**

- Remind students that if a return is recorded in the <u>General Journal</u>, then posting to both the general ledger and the subsidiary ledger would need to be done at the end of the day.
- Indicate that the subsidiary ledger for the vendor always needs to be <u>updated on the day</u> of the return.

Objective 8-5

Prepare a schedule of accountspayable

B. Schedule of Accounts Payable

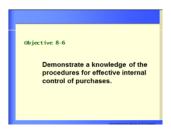
 Point out the figure in the text that <u>shows</u> individual account balances for three suppliers/creditors of Maxx-Out Sporting Goods.

Ask, "Based on the terms of the purchase, which of the suppliers should the business pay early?" The ones that give a cash discount.





- Then refer to the Schedule of Accounts Payable of Maxx-Out Sporting Goods on January 31 and the Accounts Payable controlling account. It displays the balances of the three vendor/creditor accounts in a Schedule of Accounts Payable and shows the activity in the Accounts Payable general ledger account.
- Emphasize that the schedule of accounts payable is particularly <u>important</u> to a business owner or accounts payable manager in keeping track of how much money the company owes and when that amount is due.



Internal Control of Purchases

The objectives of the controls are to:

- Create written proof that purchases and payments are authorized;
- Ensure that different people are involved in the process of buying goods, receiving goods, and making payments.

Objective 8-6

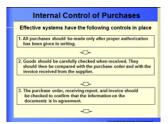
♦ Demonstrate knowledge of the procedures for effective internal control of purchases

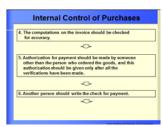
C. Internal Control of Purchases

 Explain to students that it is important to control all phases of purchasing; ordering, receiving, and retailing.

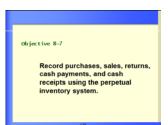
Ask, "Have you ever worked any place where you knew people were stealing from the company?"

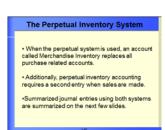
- Explain that with the proper internal controls in place, businesses have a better chance of safeguarding their assets.
- Review the Internal controls/procedures listed in the chapter.











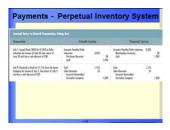
- Point out that the person controlling the accounting functions must devise forms such as physical-flow-of-goods charts and assigning responsibility for tracking all phases of each purchase.
- Emphasize that a <u>separation of duties</u> between employees maximizes good internal control because it makes it difficult for employees to collude together in order to steal from the company.
- Explain the objectives of internal control system.

Objective 8-7

D. Perpetual Inventory Accounting

- **♦** Record purchases, sales returns, cash payments, and cash receipts using the perpetual inventory system.
- So far in chapters 7 and 8, we have assumed the use of a periodic inventory system, where physical inventories are only updated when a physical inventory is taken.
- Larger businesses may require up to date information of inventories on hand, and use the perpetual inventory system.
- When the perpetual inventory system is used, an account called merchandise inventory replaces the purchases, purchases returns and freight in accounts used in the periodic system.
- Merchandise Inventory is an asset account whose balance represents the cost of merchandise inventory on hand.





- Additionally, perpetual inventory methods use an account called Cost of Goods Sold. There are two journal entries required when merchandise is sold; one to record the revenue and another to record the related expense.
- The Cost of Goods Sold Account shows the actual cost of the merchandise sold to customers.
- Cost of Goods Sold is classified as an expense on the Income Statement.

Managerial Implications

Ask, "Can you think of any important accounting controls or rules that you would have in your business?"

Answer—Students should recognize the need for check and balances for avoiding theft and waste.

Section Wrap-up

Write T accounts on the board for *Purchases, Purchase Discounts*, and *Purchase Returns and Allowances*.
Call on students to tell you the rules of debit and credit and the normal balances for each account.