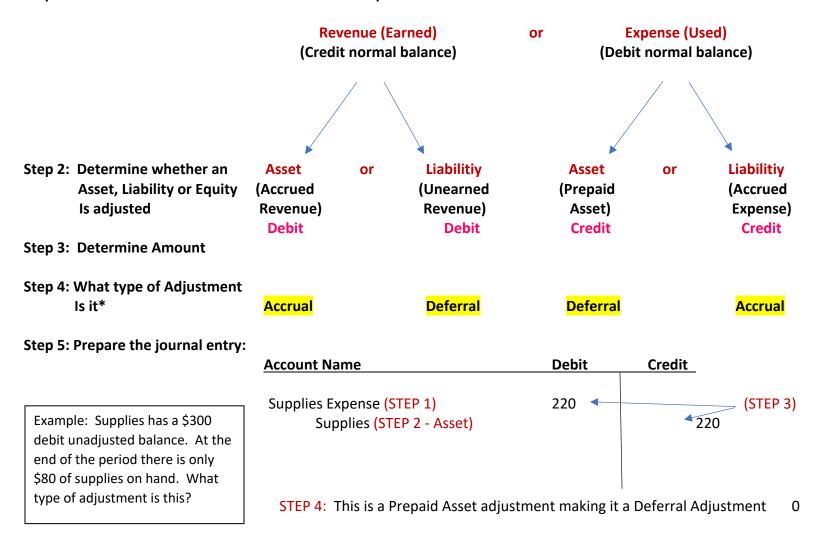
Adjustments Simplified

(Remember: Never use the CASH account)

Step 1: Determine whether a Revenue Account or Expense Account will be used:



*NOTE Definitions: DEFERRAL: Postpone (put off) recognizing revenue or expense AFTER receipt of cash, or payment of cash, respectively.

ACCRUAL: Recognize revenue or expense BEFORE receipt of cash, or payment of cash, respectively.