

# 26

## Accounts Payable

### New Skills

1. Format cells to percentages.

### Activity Overview

Assume you work at the Game Stop store at your local mall. The owner has done his research and ordered the most popular games to fill the shelves in preparation for the upcoming holiday season. The games and their invoices recently arrived.

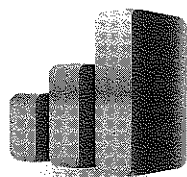
Vendors generally offer a cash discount for early payment to customers who buy on account. Your employer intends to pay the vendors within 15 days of receipt of the invoices in order to take advantage of the discounts offered. For the buyer, the discount is called a purchase discount; for the seller, it is called a sales discount. The owner asks you to help calculate what is owed to each vendor.

The following activity illustrates how spreadsheets can be used to calculate a company's purchase discounts, sales tax, and amount owed to vendors.

### Instructions

1. Create a NEW spreadsheet.
- ★ *Unless otherwise stated, the font should be 10 point Arial.*
2. Type the data as shown.
3. Format the width of column A to 24.0 and left align.
4. Format the width of column B to 11.0 and right align.
5. Format cells B10 – B40 as numbers displaying 2 decimal places with a comma separator.
6. Format the width of column C to 11.0 and center align.
7. Format cells C10 – C35 as percentages displaying 0 decimal places.
8. Format the width of columns D – G to 11.0 and right align.
9. Format cells D10 – G40 as numbers displaying 2 decimal places with a comma separator.
10. Bold cell A2 and change the font size to 14 point.
11. Bold cell A3 and change the font size to 12 point.
12. Bold rows 7 and 8.

**NEW SKILL** ▶



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13. Compute the formulas for the first company, ABC Game Industries, as follows (assume the sales tax is 6%):
  - a.  $\text{PURCHASE DISCOUNT} = \text{AMOUNT BILLED} * \% \text{ DISCOUNT}$  → In cell D10, type =
  - b.  $\text{SUBTOTAL} = \text{AMOUNT BILLED} - \text{PURCHASE DISCOUNT}$  → In cell E10, type =
  - c.  $\text{SALES TAX} = 6\% * \text{SUBTOTAL}$  → In cell F10, type =
  - d.  $\text{AMOUNT OWED} = \text{SUBTOTAL} + \text{SALES TAX}$  → In cell G10, type =
14. Use the AutoFill feature to copy the formulas down for the remaining companies.
15. Enter formulas to calculate the Totals, Average, Maximum, and Minimum for column B and columns D – G.
16. Bold rows 37 – 40.
17. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.
18. Carefully proofread your work for accuracy.
19. Save the spreadsheet as ACCOUNTS PAYABLE.
20. Analyze the changes made to the data in the spreadsheet.
21. Set the Print Area to include all cells containing data in the spreadsheet.
22. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
23. Print a copy of the spreadsheet if required by your instructor.

# 26

## Accounts Payable

**INPUT DATA**

	A	B	C	D	E	F	G
1	Activity 26 Student Name						
2	GAME STOP						
3	Russell Plaza						
4	500 Russell Road						
5	Detroit, MI 48201						
6							
7		AMOUNT	%	PURCHASE			AMOUNT
8	COMPANY	BILLED	DISCOUNT	DISCOUNT	SUBTOTAL	SALES TAX	OWED
9							
10	ABC Game Industries	630	0.04				
11	American Eagle	743	0.06				
12	Avalon Press	276	0.04				
13	British Isles Industries	300	0.04				
14	Cape Cod Game Company	987	0.06				
15	Championship Games	745	0.06				
16	Creative Merchandise Co.	734	0.06				
17	DZ Games	2495	0.02				
18	EA Sports	125	0.05				
19	Far East Games	243	0.03				
20	Fast Game Entertainment	875	0.05				
21	Firefight Games	985	0.02				
22	Funmaker Games	456	0.03				
23	Gale Force Gaming	800	0.02				
24	Game Crazy	1198	0.04				
25	Game Designers	983	0.02				
26	Game Masters Studio	358	0.02				
27	Game Developers, Ltd.	654	0.05				
28	Game Shop	250	0.04				
29	Hing Luen, Ltd.	589	0.02				
30	HK Hobbies	2389	0.07				
31	International Games, Ltd.	2039	0.05				
32	KG Game Works	645	0.03				
33	New England Games	738	0.06				
34	Party Games Plus	234	0.05				
35	Toys and Games	399	0.02				
36							
37	TOTALS						
38	AVERAGE						
39	MAXIMUM						
40	MINIMUM						