

Spreadsheet Guide

Step-by-Step Instructions

Problem 9-8 Preparing a Statement of Changes in Owner's Equity

Complete the Spreadsheet

- Step 1** Read the instructions for Problem 9-8 in your textbook. This problem involves preparing a statement of changes in owner's equity.
- Step 2** Launch the Spreadsheet Problem.

PROBLEM 9-8 PREPARING A STATEMENT OF CHANGES IN OWNER'S EQUITY		
(name)		
(date)		
OUTBACK GUIDE SERVICE STATEMENT OF CHANGES IN OWNER'S EQUITY FOR THE MONTH ENDED SEPTEMBER 30, 20--		
Beginning Capital, September 1, 20--		0.00
Add: Investments by owner	AMOUNT	
Net Income	AMOUNT	
Total Increase in Capital	_____	0.00
Subtotal		0.00
Less: Withdrawals by owner		AMOUNT
Ending Capital, September 30, 20--		AMOUNT

- Step 3** Type your name and today's date in the cells containing the *(name)* and *(date)* placeholders.
- Step 4** Type the investments by owner, net income, withdrawals by owner, and ending capital in the cells containing the AMOUNT placeholders. Remember, it is not necessary to add the decimal point and ending zeroes. The beginning capital and the total increase in capital will be automatically computed.
- Step 5** Save the spreadsheet using the **Save** option from the **File** menu. You should accept the default location of the save, as this is handled by the management system.
- Step 6** Print the completed spreadsheet.
- Step 7** Exit the spreadsheet program.
- Step 8** In the Close Options window, select the location where you would like to save your work.
- Step 9** Complete the Analyze activity from your textbook for this problem.



Remember, always save your work before performing What-If Analysis. Be sure to rename the spreadsheet if you save your work after performing What-If Analysis.

What-If Analysis

If the owner withdrew \$3,200 during the period, what would beginning capital be?