



LESSON 6-4

Finding and Correcting Errors on the Work Sheet

CORRECTING AN ERROR IN POSTING TO THE WRONG ACCOUNT

ACCOUNT <i>Supplies</i>					ACCOUNT NO. 130				
DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE				
					DEBIT	CREDIT			
Feb. 1		1	400.00			400.00			
25		2	90.00			490.00			
12		1	50.00			540.00			

2

Correct entry

ACCOUNT <i>Prepaid Insurance</i>					ACCOUNT NO. 140				
DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE				
					DEBIT	CREDIT			
Feb. 9		1	600.00			600.00			
12		1	50.00			650.00			

1

Incorrect entry

1. Draw a line through the entire incorrect entry. Recalculate the account balance and correct the work sheet.
2. Record the posting in the correct account. Recalculate the account balance, and correct the work sheet.

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ACCOUNT <i>Utilities Expense</i>				ACCOUNT NO. 550			
DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE		
					DEBIT	CREDIT	
Sept. 8		1	700⁰⁰			700⁰⁰	
17		1	2700	2700		673 ⁰⁰	

1. Draw a line through the incorrect amount.
2. Write the correct amount just above the correction in the same space.
3. Recalculate the account balance, and correct the account balance on the work sheet.

CORRECTING AN AMOUNT POSTED TO THE WRONG COLUMN

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ACCOUNT <i>Utilities Expense</i>			ACCOUNT NO. 550			
DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT
Sept. 8		1	700⁰⁰			700⁰⁰
17		1	2700	2700		673 ⁰⁰

- Draw a line through the incorrect item in the account.
- Record the posting in the correct amount column.
- Recalculate the account balance, and correct the work sheet.