

# LESSON 4-4

## Completed Accounting Forms and Making Correcting Entries

# JOURNAL PAGE WITH POSTING COMPLETED

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JOURNAL										PAGE 2
DATE		ACCOUNT TITLE	DOC. NO.	POST. REF.	GENERAL		SALES CREDIT	CASH		
					DEBIT	CREDIT		DEBIT	CREDIT	
1	Aug. 20	Brought Forward		✓	3 543 00	5 750 00	1 960 00	6 710 00	2 543 00	1
2	21	✓	T21	✓			2 250 00	2 250 00		2
3	24	✓	T24	✓			2 050 00	2 050 00		3
4	25	✓	T25	✓			2 750 00	2 750 00		4
5	26	✓	T26	✓			2 900 00	2 900 00		5
6	27	Utilities Expense	C10	560	70 00				70 00	6
7	27	✓	T27	✓			2 050 00	2 050 00		7
8	28	Supplies	C11	150	2 000 00				2 000 00	8
9	28	✓	T28	✓			2 150 00	2 150 00		9
10	31	Miscellaneous Expense	C12	530	2 000				3 000	10
11		Advertising Expense		510	1 000					11
12	31	Kim Park, Drawing	C13	320	5 000 00				5 000 00	12
13	31	✓	T31	✓			1 900 00	1 900 00		13
14	31	Miscellaneous Expense	M3	530	8 00				8 00	14
15	31	Totals			4 351 00	5 750 00	3 565 00	8 315 00	3 351 00	15
16					(✓)	(✓)	(410)	(110)	(110)	16
17										17

# MEMORANDUM FOR A CORRECTING ENTRY

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## MEMORANDUM



No. 15

*A cash payment of \$140.00 for advertising,  
October 30, 20--, was debited in error to  
Miscellaneous Expense.*

Signed: Kim Park Date: November 13, 20--

# JOURNAL ENTRY TO RECORD A CORRECTING ENTRY

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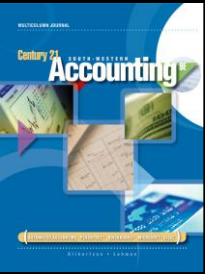
November 13. Discovered that a payment of cash for advertising in October was journalized and posted in error as a debit to Miscellaneous Expense instead of Advertising Expense, \$140.00.  
Memorandum No. 15.

Advertising Expense	
140.00	
Miscellaneous Expense	
	140.00

JOURNAL										PAGE 7	
DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	GENERAL		SALES CREDIT	CASH				
				DEBIT	CREDIT		DEBIT	CREDIT			
13	Advertising Expense	M15		140.00						22	
	Miscellaneous Expense						140.00			23	
										24	

Diagram annotations:

- 1** Date: Points to the date '13' in the first row.
- 2** Debit: Points to the 'Advertising Expense' account title and the '140.00' debit amount in the first row.
- 3** Credit: Points to the 'Miscellaneous Expense' account title and the '140.00' credit amount in the second row.
- 4** Source Document: Points to the 'M15' document number in the first row.



# TERM REVIEW

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- correcting entry