

13. Issued check to Laurel Rockers & More in payment of the August 23 purchase invoice (Form 8).
14. Issued check to Classic Elegance in payment of the August 23 purchase invoice (Form 9).
15. Issued check to Phil's Furniture Farm in payment of the August 23 purchase invoice (Form 10) less August 31 credit memorandum (Form 15).
16. Issued check to Ty's Designer Furniture, Inc. in payment of the August 28 purchase invoice (Form 11).

Thursday, September 8, 20--

17. Issued Petty Cash Voucher No. 620 for \$37.50 for entertaining a customer (Form 26).

Remove the voucher from page 31 of the Forms booklet.

Complete the voucher. Write the number of the account being charged (515) on the Charge to line, and sign your name on the Approved by line.

Record the voucher in the petty cash payments record. Copy the day of the transaction (8) in the Day column, the purpose of the voucher (entertained a customer) in the Description column, and the Voucher number (620) in the Vou. No. column. Write the amount of the voucher (\$37.50) in the 515 column and the Total Amount column. Place a check mark to the right of the account number on the voucher.

Store the voucher in the general file behind guide File No. 2—Petty Cash Vouchers.

18. Issued Petty Cash Voucher No. 621 (Form 27).
 19. Issued check for \$250.00 to Fly By Night Cargo, Inc. for payment of freight (Form 28).
- The freight charges of \$250.00 should be charged to Freight-In (Account 502).

Friday, September 9, 20--

20. Received the September 6 purchase invoice from Carrington Imports (Form 29).

Continue numbering the purchase invoices in order; this invoice number is 1612.

Saturday, September 10, 20--

21. Process cash sales for the week ending September 10 (Form 30).
22. Issued Sales Ticket No. 2431 to Skylar Modular Homes (Form 31).

END-OF-THE-WEEK WORK

(1) Total and verify the cash payments journal and the cash receipts journal. Include the previous footings to keep a running total of columns.

General Journal Users

Proceed to step 2 since you have proven equality of debits and credits at the bottom of each general journal page.

(2) Deposit the currency, coins (\$30.67), and check(s) received since making the last deposit.

(3) Determine and verify the bank balance using the same technique from week 1.

(4) Total and verify the petty cash payments record, and determine the balance.

(Note: Continue recording the third week's transactions on page 1 of the special journals.)

General Journal Users

Continue on with the general entries on the current and subsequent pages.

Monday, September 12, 20--

23. Received a check from EJM Home Improvements (Form 32).