

Remove the corresponding purchase invoice from the general file behind guide File No. 6—Unpaid Invoices, attach the credit memorandum, and file them both behind guide File No. 6.

Saturday, September 24, 20--

43. Issued check to Luminar, Inc., in payment of the September 14 purchase invoice (Form 34).
44. Issued check to Cameron's Classic Collection in payment of the September 15 purchase invoice (Form 42). *Remember that discounts are taken only on the merchandise total.*
45. Issued check to Ethan's Unfinished Furniture in payment of the September 15 purchase invoice (Form 47), less September 21 credit memorandum (Form 48). *Remember that discounts are taken on the merchandise amount only.*
46. Process cash for the week ending September 24 (Form 49).
47. Received the September 23 purchase invoice from Laurel Rockers & More for merchandise purchased on account (Form 50).
48. Received a check from Elizabeth Morgan (Form 51).

END-OF-THE-WEEK WORK

- (1) Total and verify the cash payments journal and the cash receipts journal.

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 (\$22.44), and check(s) received since making the last deposit.

- (3) Determine and verify the bank balance using the same technique as in week 1.

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

Monday, September 26, 20--

49. Issued Sales Ticket No. 2435 to Clark Bros. Construction (Form 52).

Tuesday, September 27, 20--

50. Received the September 24 purchase invoice from Classic Elegance (Form 53).

51. Issued Sales Ticket No. 2436 to Sierra Summers (Form 54).

Wednesday, September 28, 20--

52. Issued Credit Memorandum No. 89 to Sierra Summers against the beginning balance for merchandise returned (Form 55).

53. Issued check to Hart Lee (Form 56).

54. Issued check to Racer's Cleaning Service in payment of the August 29 invoice (Form 14).

Thursday, September 29, 20--

55. Received a check from Iron Skillet (Form 57).

56. Received a check from Elena Wright (Form 58).

57. Received a check from Jenna Edwards (Form 59).

Friday, September 30, 20--

58. Issued Sales Ticket No. 2437 to Russell and Carolyn Staley (Form 60).

59. Issued Credit Memorandum No. 90 to Adele Washington for merchandise returned (Form 61).