

**7-1, 7-2, and 7-3 WORK TOGETHER, pp. 158, 164, 169**

- 7-1 Recording the trial balance on a work sheet
- 7-2 Planning adjustments on a work sheet
- 7-3 Completing a work sheet

ACCOUNT TITLE	1 TRIAL BALANCE		3 ADJUSTMENTS		5 INCOME STATEMENT		7 BALANCE SHEET	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								

**7-1, 7-2, and 7-3 ON YOUR OWN, pp. 159, 164, 169**

- 7-1 Recording the trial balance on a work sheet
- 7-2 Planning adjustments on a work sheet
- 7-3 Completing a work sheet

ACCOUNT TITLE	1 TRIAL BALANCE		2		3 ADJUSTMENTS		4		5 INCOME STATEMENT		6		7 BALANCE SHEET		8
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															

**7-4 WORK TOGETHER, p. 173**

**Finding and correcting errors in accounting records**

4., 5.

**GENERAL LEDGER**

ACCOUNT Cash

ACCOUNT NO. 110

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT
20-- Sept. 1		1	400000			400000
	30	2	700000			1500000
	30	2		675000		800000

ACCOUNT Accounts Receivable—Sharon Mann

ACCOUNT NO. 120

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT
20-- Sept. 12		1	100000			100000

ACCOUNT Supplies

ACCOUNT NO. 130

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT
20-- Sept. 2		1	60000			60000
	25	2	42500			72500

ACCOUNT Prepaid Insurance

ACCOUNT NO. 140

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT
20-- Sept. 3		1	15000			15000
	20	2	15000			40000

ACCOUNT Accounts Payable—Powers Supply

ACCOUNT NO. 210

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT
20-- Sept. 4		1		30000		30000
	15	2	15000			15000

ACCOUNT Paul Coty, Capital

ACCOUNT NO. 310

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT
20-- Sept. 1		1		500000		500000







**7-4 WORK TOGETHER (continued)**

4.

ACCOUNT TITLE	1 TRIAL BALANCE		2		3 ADJUSTMENTS		4		5 INCOME STATEMENT		6 BALANCE SHEET	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1 Cash	8000.00										8000.00	
2 Accts. Rec.—Sharon Mann	1000.00										1000.00	
3 Supplies	725.00		(a) 390.00								1115.00	
4 Prepaid Insurance	400.00		(b) 95.00								495.00	
5 Accts. Pay.—Powers Supply		150.00										150.00
6 Paul Coty, Capital		5000.00										5000.00
7 Paul Coty, Drawing	300.00										300.00	
8 Income Summary												
9 Sales		1875.00						1875.00				
10 Insurance Expense				(b) 95.00				95.00				
11 Miscellaneous Expense	125.00						152.00					
12 Supplies Expense				(a) 390.00				390.00				
13	10550.00	7025.00	485.00	485.00	152.00	236.00	10610.00	236.00	10610.00	5450.00	5450.00	
14 Net Income					2208.00							5160.00
15					2360.00							10610.00
16												
17												
18												
19												
20												
21												

Extra form

ACCOUNT TITLE	1		2		3		4		5		6		7		8	
	TRIAL BALANCE		ADJUSTMENTS		ADJUSTMENTS		ADJUSTMENTS		INCOME STATEMENT		INCOME STATEMENT		BALANCE SHEET		BALANCE SHEET	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
21																
22																
23																



**7-4** WORK TOGETHER (concluded)

6.

ACCOUNT TITLE	1 TRIAL BALANCE		2		3 ADJUSTMENTS		4		5 INCOME STATEMENT		6		7 BALANCE SHEET		8	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
21																

Extra form

ACCOUNT TITLE	1		2		3		4		5		6		7		8	
	TRIAL BALANCE		ADJUSTMENTS		INCOME STATEMENT		BALANCE SHEET									
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
21																
22																
23																

**7-4 ON YOUR OWN, p. 173**

**Finding and correcting errors in accounting records**

**7., 8.**

**GENERAL LEDGER**

ACCOUNT Cash

ACCOUNT NO. 110

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT
20-- Nov. 1		1	1100000			1100000
	30	2	649500			1794500
	30	2		555000		1239500

ACCOUNT Supplies

ACCOUNT NO. 120

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT
20-- Nov. 2		1	40000			40000
	25	2	10000			14000

ACCOUNT Prepaid Insurance

ACCOUNT NO. 130

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT
20-- Nov. 3		1	25000			25000

ACCOUNT Accounts Payable—NW Electric

ACCOUNT NO. 210

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT
20-- Nov. 4		1		50000		50000
	15	2	15000			65000

ACCOUNT Marlene Lewis, Capital

ACCOUNT NO. 310

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT
20-- Nov. 1		1		1100000		1100000

**7-4 ON YOUR OWN (continued)**

7., 8.

**GENERAL LEDGER**

ACCOUNT Marlene Lewis, Drawing

ACCOUNT NO. 320

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT
Nov. 30		2	40000			40000

ACCOUNT Income Summary

ACCOUNT NO. 330

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Sales

ACCOUNT NO. 410

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT
Nov. 30		2		190000		190000

ACCOUNT Insurance Expense

ACCOUNT NO. 510

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT

ACCOUNT Miscellaneous Expense

ACCOUNT NO. 520

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT
Nov. 9		1	10000			10000
27		2	5500			4500

ACCOUNT Supplies Expense

ACCOUNT NO. 530

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT





**7-4 ON YOUR OWN (continued)**

Internet Access  
Work Sheet

For Month Ended November 30, 20 --

ACCOUNT TITLE	1 TRIAL BALANCE		3 ADJUSTMENTS		5 INCOME STATEMENT		7 BALANCE SHEET	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
Cash	12395.00						12395.00	
Supplies	140.00		(a) 90.00				230.00	
Prepaid Insurance	520.00		(b) 104.00				642.00	
Accts. Pay.—NW Electric		650.00						650.00
Marlene Lewis, Capital		11000.00						11000.00
Marlene Lewis, Drawing	400.00							400.00
Income Summary								
Sales		19000.00				19000.00		
Insurance Expense				(b) 104.00		104.00		
Miscellaneous Expense	450.00				540.00			
Supplies Expense				(a) 90.00		90.00		
	13500.00	13550.00	1940.00	1940.00	540.00	20940.00	13267.00	12050.00
Net Income					2040.00			1217.00
					20940.00	20940.00	13267.00	13267.00

Extra form

ACCOUNT TITLE	1 TRIAL BALANCE		3 ADJUSTMENTS		5 INCOME STATEMENT		7 BALANCE SHEET	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								



**7-4 ON YOUR OWN (concluded)**

9.

ACCOUNT TITLE	1		2		3		4		5		6		7		8	
	TRIAL BALANCE		ADJUSTMENTS		INCOME STATEMENT		BALANCE SHEET									
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
21																

Extra form

ACCOUNT TITLE	1 TRIAL BALANCE		2		3 ADJUSTMENTS		4		5 INCOME STATEMENT		6		7 BALANCE SHEET		8	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
21																
22																
23																

**7-1, 7-2, and 7-3 APPLICATION PROBLEMS, p. 175**

- 7-1 Recording the trial balance on a work sheet
- 7-2 Planning adjustments on a work sheet
- 7-3 Completing a work sheet

ACCOUNT TITLE	1 TRIAL BALANCE		3 ADJUSTMENTS		5 INCOME STATEMENT		7 BALANCE SHEET	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

ACCOUNT TITLE	1 TRIAL BALANCE		2		3 ADJUSTMENTS		4		5 INCOME STATEMENT		6		7 BALANCE SHEET		8	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
21																
22																
23																

**7-4 APPLICATION PROBLEM, p. 176**

**Finding and correcting errors in accounting records**

**1., 2.**

**GENERAL LEDGER**

ACCOUNT Cash				ACCOUNT NO. 110							
DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE						
					DEBIT		CREDIT				
20-- Apr. 1		1	850000		850000						
	30	2	153500		1030500						
	30	2		234000	796500						

ACCOUNT Supplies				ACCOUNT NO. 120							
DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE						
					DEBIT		CREDIT				
20-- Apr. 2		1	50000		50000						

ACCOUNT Prepaid Insurance				ACCOUNT NO. 130							
DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE						
					DEBIT		CREDIT				
20-- Apr. 3		1	63000		63000						

ACCOUNT Accounts Payable—Archer Supplies				ACCOUNT NO. 210							
DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE						
					DEBIT		CREDIT				
20-- Apr. 4		1		70000		70000					
	15	2	20000			50000					

ACCOUNT Ervin Watkins, Capital				ACCOUNT NO. 310							
DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE						
					DEBIT		CREDIT				
20-- Apr. 1		1		850000		580000					











Extra form

ACCOUNT TITLE	1 TRIAL BALANCE		3 ADJUSTMENTS		5 INCOME STATEMENT		7 BALANCE SHEET	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								

**7-4 APPLICATION PROBLEM (concluded)**

3.

ACCOUNT TITLE	1		2		3		4		5		6		7		8	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
21																

Extra form

ACCOUNT TITLE	1 TRIAL BALANCE		2		3 ADJUSTMENTS		4		5 INCOME STATEMENT		6		7 BALANCE SHEET		8	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
21																
22																
23																

**7-5 MASTERY PROBLEM, p. 176**

**Completing a work sheet**

ACCOUNT TITLE	1 TRIAL BALANCE		3 ADJUSTMENTS		5 INCOME STATEMENT		7 BALANCE SHEET	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								

Extra form

ACCOUNT TITLE	1 TRIAL BALANCE		2		3 ADJUSTMENTS		4		5 INCOME STATEMENT		6		7 BALANCE SHEET		8
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	
1															1
2															2
3															3
4															4
5															5
6															6
7															7
8															8
9															9
10															10
11															11
12															12
13															13
14															14
15															15
16															16
17															17
18															18
19															19
20															20
21															21
22															22
23															23

**7-6 CHALLENGE PROBLEM, p. 177**

**Completing a work sheet**

ACCOUNT TITLE	1 TRIAL BALANCE		2		3 ADJUSTMENTS		4		5 INCOME STATEMENT		6		7 BALANCE SHEET		8	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
21																

