

**Case 10.4 - Southeast Shoe Distributor, Inc.
Documents and Records for Audit Procedure 1**

Southeast Shoe Distributor, Inc. Chart of Accounts			
Account Description	Account Number	Account Description	Account Number
Petty Cash	10000	Sales	40000
Regular Checking Account	10100	Sales Returns and Allowances	41000
Payroll Checking Account	10200	Sales Discounts	42000
Accounts Receivable	11000	Other Income	43000
Allowance for Doubtful Accounts	11100	Cost of Goods Sold	50000
Notes Receivable	11200	Inventory Adjustments	51000
Other Receivables	11300	Purchase Returns and Allowances	52000
Inventory	12000	Purchase Discounts	53000
Prepaid Expenses	13000	Advertising Expense	60000
Other Current Assets	14000	Amortization Expense	60500
Furniture and Fixtures	15000	Auto expense	61000
Vehicles	15100	Bad Dept Expense	61500
Leasehold Improvements	15200	Cleaning Expense	62000
Buildings	15300	Charitable Contributions	62500
Accumulated Depreciation–Furniture and Fixtures	16000	Depreciation Expense	63000
Accumulated Depreciation–Vehicles	16100	Dues and Subscriptions	63500
Accumulated Depreciation–Leasehold Improvements	16200	Employee Benefit Programs Expense	64000
Accumulated Depreciation–Buildings	16300	Freight Expense	64500
Land	17000	Gifts Expense	65000
Organizational Costs	18000	Income Tax Expense	65500
Other Assets	19000	Insurance Expense	66000
Accounts Payable	20000	Interest Expense	66500
Accrued Expenses	21000	Legal and Professional Expense	67000
Salaries and Wages Payable	21100	Licenses Expense	67500
Federal Payroll Taxes Payable	21200	Maintenance Expense	68000
State Payroll Taxes Payable	21300	Meals and Entertainment Expense	68500
FICA Taxes Payable	21400	Office Expense	69000
FUTA Taxes Payable	21500	Other Taxes	69500
SUTA Taxes Payable	21600	Payroll Tax Expense	70000
Property Taxes Payable	21700	Postage Expense	70500
Income Taxes Payable	21800	Rent or Lease Expense	71000
Other Taxes Payable	21900	Repairs Expense	71500
Notes Payable – Current Portion	22000	Salaries Expense	72000
Notes Payable – Short Term	22100	Salaries Bonus Expense	72500
Other Current Liabilities	23000	Salaries Commission Expense	73000
Notes Payable – Long Term	24000	Supplies Expense	73500
Common Stock	30000	Telephone Expense	74000
Paid in Capital	31000	Travel Expense	74500
Retained Earnings	32000	Utilities Expense	75000
Dividends	32100	Wages Expense	75500
		Other Expense	80000
		Gain/Loss on Sale of Assets	90000

Case 10.4 - Southeast Shoe Distributor, Inc.
Documents and Records for Audit Procedure 1 (continued)

<p style="text-align: center;">Southeast Shoe Distributor, Inc. Purchase Journal for Audit Procedure 1* For the Period From January 1, 2018 to December 31, 2018</p>					
Date	G/L Account ID Account Description	Invoice #	Voucher #	Debit Amount	Credit Amount
02/14/18 (68)	74000 Telephone Expense 20000 Accounts Payable	404-555-5555	7893	837.27	837.27
04/24/18 (238)	75000 Utilities Expense 20000 Accounts Payable	21790-1778	8067	376.85	376.85
05/08/18 (301)	69000 Office Expense 20000 Accounts Payable	11235	8126	113.24	113.24
11/06/18 (1054)	12000 Inventory 20000 Accounts Payable	26710	8879	6,677.76	6,677.76
12/21/18 (1281)	12000 Inventory 20000 Accounts Payable	789938	9106	24,575.60	24,575.60

* Abstracted from the Purchase Journal using exact format of the Purchase Journal. Note that the number in parenthesis under the transaction date is not normally included in the Purchase Journal. This number is provided as it represents the line number of the transaction in the Purchase Journal.

**Case 10.4 - Southeast Shoe Distributor, Inc.
Documents and Records for Audit Procedure 1 (continued)**

Voucher			
Check #:	6550	Approval:	JS
Date:	03/9/18	Voucher #:	7893
Payee:	Southern Bell	Account #:	74000
Amount:	\$ 837.27		
Description:	Monthly phone bill		

Southern Bell A BellSouth Company		Account Number: Bill Date:	404-555-5555 February 10, 2018 Page 1	535 371 Atlanta
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Current Charges Due Before	Total Amount Due
March 9, 2018	837.27

Amount of Last Bill	Less Payments	Adjustments	Current Charges
1,051.58	1,051.58		837.27

Detailed Statement of Regulated Charges

**** Please Note: An additional charge at the rate of 1.0%
**** per month will apply to any unpaid balance
**** after March 13.

Monthly Service Charges
Monthly Service 01/01 thru 01/31 2018

Basic Services	Quantity

Helpful Numbers

Orders and Billing	Payment Questions
Southern Bell 404-780-2800	404-780-2187
Outside of Georgia 1(800)404-2800	1(800)404-5233

Numbers for other companies are listed with their charges

**Case 10.4 - Southeast Shoe Distributor, Inc.
Documents and Records for Audit Procedure 1 (continued)**

Voucher	
Check #: 6658	Approval: JS
Date: 05/16/18	Voucher #: 8067
Payee: Georgia Power	Account #: 75000
Amount: \$ 376.85	
Description: Monthly electric bill	

Retain bottom portion for your records, detach and return stub with payment.

Service For:	Southeast Shoe Distributor, Inc. 1102 Memorial Avenue Atlanta, Georgia 30303	Your Account Number 21790-1778	Rate Class Commercial	Billing Date 04/20/18
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Meter Number	Service Period	Days	Type of Reading	Multiplier	Units	Meter Readings Current Past	Usage
43869800	03/09/18 - 04/10/18	32	Actual	1	KWH	68418.00 64178.00	4240.00
Previous Balance							237.98
Payment							237.98
Balance Forward							0.00
Current Charges							
Consumption							365.87
Sales Tax (3%)							10.98
						Due Date	Total Due
						05/16/18	376.85

Georgia Power Company
62 Lake Mirror Road, Forest Park, GA 30297, (404) 608-8943

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**Case 10.4 - Southeast Shoe Distributor, Inc.
Documents for Audit Procedure 1 (continued)**

Voucher		
Check #: 6731	Paid	Approval: JS
Date: 06/01/18		Voucher #: 8126
Payee: Express Supplies		Account #: 69000
Amount: \$ 113.24		
Description: Purchase of office supplies		

Invoice				
Express Supplies 100 14th Street NE Atlanta, Georgia 30303 Fax: (404)555-1212 Phone: (404)555-1222			Date: 05/04/18 Invoice #: 11235 PO #: 2984 Terms: Net 30 Shipped: Our Truck FOB: Destination	
Bill To Southeast Shoe Distributor, Inc. 1102 Memorial Avenue Atlanta, GA 30303 Phone: (404)555-5555			Ship To Southeast Shoe Distributor, Inc. 1102 Memorial Avenue Atlanta, GA 30303	
Quantity	Item #	Description	Unit Price	Amount
2	348219	Columbian 24 lb. Window Envelopes	10.99	\$ 21.98
5	708446	Zebra R-301 Rollerball Pens, Black	4.99	24.95
10	711382	Tops Docket Gold Premium 8 1/2 - 11 1/4	5.99	59.90
				Paid
Total Amount				\$ 106.83
Rate: 6.00% Tax				6.41
Shipping				
Total Invoice				\$ 113.24

Purchase Order					
Bill To Southeast Shoe Distributor, Inc. 1102 Memorial Avenue Atlanta, GA 30303 Phone: (404)555-5555			PO #: 2984 Date: 05/01/18 Date Required: 05/01/18 Terms: Net 30 Shipped: Express Supplies Delivery Buyer: Mary Talley		
Vendor Express Supplies 100 14th Street NE Atlanta, Georgia 30303 Phone: (404)555-1222			Ship To Southeast Shoe Distributor, Inc. 1102 Memorial Avenue Atlanta, GA 30303		
Item #	Description	Size	Quantity	Unit Price	Amount
348219	Columbian 24 lb. window envelopes		2	\$ 10.99	\$ 21.98
708446	Zebra R-301 rollerball pens - black		5	4.99	24.95
711382	Tops docket gold premium 8 1/2 - 11 3/4		10	5.99	59.90
					Paid
Total Amount					\$ 106.83
Tax					6.41
Total Invoice					\$ 113.24
Message 			Authorization Name: Bruce Penny Date: 05/01/18 Title: Purchasing Supervisor Signature: <u>Bruce Penny</u>		

**Case 10.4 - Southeast Shoe Distributor, Inc.
Documents and Records for Audit Procedure 1 (continued)**

Voucher	
Check #: <u>7372</u>	Approval: <u>JS</u>
Date: <u>12/18/18</u>	Voucher #: <u>8879</u>
Payee: <u>Jones Apparel Group, Inc.</u>	Account #: <u>12000</u>
Amount: <u>\$ 6,677.76</u>	
Description: <u>Purchase of women's shoes</u>	

Invoice																																																																																																	
Jones Apparel Group, Inc. 250 Rittenhouse Circle Bristol, PA 19007 Fax: (215)785-1795 Phone: (215)785-4000																																																																																																	
Date: 11/02/18 Invoice #: 26710 PO #: 3272 Terms: Net 45 Shipped: FreightWay Services FOB: Shipping Point																																																																																																	
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Southeast Shoe Distributor, Inc. Date Received: <u>11/02/18</u> 1102 Memorial Avenue Receiving Report #: <u>2725</u> Atlanta, GA 30303																																													
Received from	Purchase Order #																																												
<u>Jones Apparel Group, Inc.</u>	<u>3272</u>																																												
Freight carrier	Received by																																												
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**Case 10.4 - Southeast Shoe Distributor, Inc.
Documents and Records for Audit Procedure 1 (continued)**

Voucher	
Check #: 7572	Approval: JS
Date: 02/20/18	Voucher #: 9106
Payee: Wolverine World Wide, Inc.	Account #: 12000
Amount: \$ 24,575.60	
Description: Purchase of men's shoes	

Invoice																																																																																																																																																
Wolverine World Wide, Inc. 9341 Courtland Drive Rockford, MI 49351 Fax: (616)866-5500 Phone: (616)866-0257		Invoice #: 789938 Date: 12/21/18 PO #: 3342 Terms: Net 60 Shipped: Transit Freight Company FOB: Shipping Point																																																																																																																																														
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Receiving Report			
Southeast Shoe Distributor, Inc.		Date Received: 12/21/18	
1102 Memorial Avenue		Receiving Report #: 2798	
Atlanta, GA 30303			
Received from		Purchase Order #	
Wolverine World Wide, Inc.		3342	
Freight carrier		Received by	
Transit Freight Company		Sue Ravens	
Quantity	Item #	Size	Description
20	18335	9.0 D	Hush puppies monroe dark brown
40	18335	9.5 D	"
40	18335	10.0 D	"
40	18335	10.5 D	"
40	18335	11.0 D	"
40	18335	11.5 D	"
20	18335	12.0 D	"
20	18335	13.0 D	"
20	19421	7.0 D	Hush puppies trail brown
20	19421	7.5 D	"
20	19421	8.0 D	"
20	19421	8.5 D	"
20	19421	9.0 D	"
40	19421	9.5 D	"
40	19421	10.0 D	"
40	19421	10.5 D	"
40	19421	11.0 D	"
40	19421	11.5 D	"
40	19421	12.0 D	"
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Condition: Excellent			

Purchase Order																																																																																																																																												
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