

QuickBooks Guide

Step-by-Step Instructions

Mini Practice Set 4

INSTRUCTIONS

Begin a Session

Step 1 Restore the Mini Practice Set 4.QBB file.

Work the Accounting Problem

Step 2 Review the transactions provided in your textbook (May 16 – May 31, 2015).

**TIP:**

To save time entering transactions, group them by type and then enter the transactions in batches.

Step 3 Record the sales on account using the **Create Invoices** option.

**TIP:**

Remember that you need to select the appropriate type of **Item** for each transaction (e.g. Credit Sales for sales on account, Cash Sales for all cash sales).

Step 4 Record any sales returns.

Step 5 Record all of the cash receipts using the **Receive Payments** option for receiving on account, **Enter Sales Receipts** for cash sales, and the **Make General Journal Entries** option for the sale of office equipment.

Step 6 Record the purchases on account using the **Enter Bills** option.

**TIP:**

Remember that you need to select the appropriate tab for each transaction. The **Items** tab is used for purchases of merchandise on account and **Expenses** tab for purchases of assets on account.

Step 7 Record any purchases returns.

Step 8 Process all of the cash payments using the **Pay Bills** option or the **Write Checks** option.

Mini Practice Set 4 Answers

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