

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

Clifford Lane



Mini Practice Set 4 Answers:

Decoding **Mini Practice Set 4 Answers**: Revealing the Captivating Potential of Verbal Expression

In a time characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its power to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Mini Practice Set 4 Answers**," a mesmerizing literary creation penned by a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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