

## 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

**Arihant Experts**



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