

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

J Ma

Mini Practice Set 4 Answers:

The Enigmatic Realm of **Mini Practice Set 4 Answers**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing lacking extraordinary. Within the captivating pages of **Mini Practice Set 4 Answers** a literary masterpiece penned by a renowned author, readers embark on a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting impact on the hearts and minds of those that partake in its reading experience.

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