

# QuickBooks Guide

## Step-by-Step Instructions

### Problem 16-6 Recording and Posting Sales and Cash Receipts

#### INSTRUCTIONS

##### *Begin a Session*

**Step 1** Restore the Problem 16-6.QBB file.

##### *Work the Accounting Problem*

**Step 2** Review the transactions listed in your textbook.

**Step 3** Record the sales on account.

*Additional information for entering sales on account:*

- Use **Credit Sales** as the *Item* for all credit sales.

**Step 4** Record the cash receipts.

*Additional information for entering cash receipts:*

- Use **Cash** as the payment method for cash sales and **Bankcard** as the payment method for bankcard sales.
- Enter the sale of **Supplies** and **Store Equipment** using the **Make General Journal Entries** option.
- Use **Cash Sales** as the *Item* for any cash sale and **Bankcard** for any bankcard sale.
- Use **Check** as the *Payment Method* for payments received on account.

##### *Prepare a Report and Proof Your Work*

**Step 4** Print a Journal report.

**Step 5** Print a Customer Balance Summary report.

**Step 6** Proof your work.

**Step 7** Print a General Ledger report.

##### *Analyze Your Work*

**Step 8** Complete the Analyze activity.

##### *End the Session*

**Step 9** It is recommended that you back up your work for this session.

In the Create Invoices window, you can enter a new customer without entering all of the customer details. This feature is called **Quick Add**. On a separate sheet of paper, explain how this feature works when creating a new customer.

