QuickBooks Guide

Step-by-Step Instructions

Problem 17-8 Recording and Posting Purchases and Cash Payments

INSTRUCTIONS

Begin a Session

Step 1   Restore the Problem 17-8.QBB file.

Work the Accounting Problem

Step 2   Review the transactions listed in your textbook.
Step 3   Record the purchases on account transactions.
Step 4   Record the insurance premium payment and the transportation charges payment using the **Write Checks** option.
Step 5   Record the remaining cash payments using the **Pay Bills** option. Enter the bank statement fees using the **Make General Journal Entries** option.

> **TIP:** You will need to assign a check number the first time you record a payment on account using the **Pay Bills** option.

To record a partial payment on account:

July 4, Issued Check 2457 to Nomad Computer Sales for $350 to apply on account.

- Choose **Pay Bills** from the *Vendors* menu.
- Select the **Show all bills** radio button.
- Place a check mark to the left of **Nomad Computer Sales** with the due date of **07/30/2015.**
- Type **350** in the *Amt. To Pay* field.
- Verify the **Cash in Bank** account appears in the *Payment Account* field.
- Select **Check** in the *Payment Method* field.
- Click the **Assign check no.** radio button.
- Type **07/04/2015** in the *Payment Date* field.
- Proof the information you just recorded.
- Click **Pay and Close.**

Prepare a Report and Proof Your Work

Step 6   Print a Journal report.
Step 7   Print a Vendor Balance Summary report.
Step 8   Proof your work.
Step 9   Print a General Ledger report.

Analyze Your Work

Step 10   Open the General Ledger report.
**Step 11**   Modify the report to show only the month of July and to display the Debit and Credit columns.
Step 12   Locate the **Merchandise Inventory** account and find the debit balance.
Step 13   Complete the Analyze activity.

End the Session

Step 14 It is recommended that you back up your work for this session.

Review the filter options available for a Vendor Balance
Summary report. Print a Vendor Balance Summary
report filtered by check number.

**Mastering
QuickBooks**
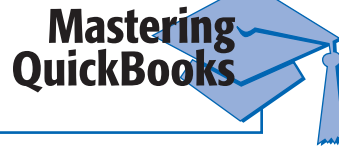
FAQs

What steps are required to correct a purchase invoice with the wrong vendor or amount?

If you enter the wrong information for a purchase invoice, you can correct it
even if you have already posted the transaction. Choose **Enter Bills** from the
Vendors menu, and click **Previous** or **Next** to select the invoice you want to
change. When the invoice appears in the data entry window, make the necessary
corrections and then save the updated transaction.

What steps are required to correct a cash payment entry?

You can change any information on a cash payment even when you have closed
the current period. To make a change, choose the **Write Checks** option. Click the
Previous and **Next** buttons to locate the payment you want to update. Make the
changes and save the corrected transaction. QuickBooks automatically applies the
corrections.