

# QuickBooks Guide

## Step-by-Step Instructions

### Problem 18-8 Completing a Ten-Column Work Sheet

#### INSTRUCTIONS

##### *Begin a Session*

**Step 1** Restore the Problem 18-8.QBB file.

##### *Work the Accounting Problem*

**Step 2** Review the information in your textbook.

**Step 3** Print a Trial Balance report, and use it to prepare the adjustments.

**Step 4** Record the adjustments for August 2015.

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

**Step 5** Print a Journal report. Filter out the adjusting entries on the report.

**Step 6** Print a General Ledger report.

**Step 7** Proof your work.

**Step 8** Print an Adjusted Trial Balance report.

##### *Analyze Your Work*

**Step 9** Complete the Analyze activity.

##### *End the Session*

**Step 10** It is recommended that you back up your work for this session.



#### Notes

Use **ADJ. ENT.** for the Entry No. and **Adjusting Entry** as the Description when you record the adjustment.

Using QuickBooks Help, explore how you can memorize a transaction, like an adjusting entry, for future use.

**Mastering  
QuickBooks**

