

# QuickBooks Guide

## Step-by-Step Instructions

### What You'll Learn Using QuickBooks

When you have completed this chapter, you will be able to use QuickBooks to:

1. Record journal entries to record the issue of stock.
2. Record journal entries to record the distributions of earnings to owners.
3. Print a Journal report.
4. Modify a Journal report.
5. Print a balance sheet for a publicly held corporation.

### Problem 21-6 Journalizing the Issue of Stock

#### INSTRUCTIONS

##### *Begin a Session*

**Step 1** Restore the Problem 21-6.QBB file.

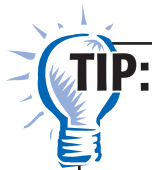
##### *Work the Accounting Problem*

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

**Step 3** Record all of the transactions using the **Make General Journal Entries** option and 2015 as the accounting year.

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

**Step 4** Print a Journal report and proof your work.



**TIP:**

You can size columns in the report window by holding down the left mouse button on the diamond shapes separating the columns and then dragging them right or left.

#### DO YOU HAVE A QUESTION?

**Q.** Do you have to use the General Journal to record the issue of stock?

**A.** Although your textbook demonstrates how to use the General Journal to record the issue of stock, you could use the **Make Deposits** option instead of the **Make General Journal Entries** option. For consistency, however, the instructions provided below explain how to use the **Make General Journal Entries** option.

##### *Analyze Your Work*

**Step 5** Complete the Analyze activity.

##### *End the Session*

**Step 6** It is recommended that you back up your work for this session.

Print a Chart of Accounts report. What account types are assigned to the capital accounts? On a separate sheet of paper, discuss the significance of each account type.

**Mastering  
QuickBooks**

