QuickBooks Guide
Step-by-Step Instructions

Problem 26-10   Renewing a Note Receivable

INSTRUCTIONS

Begin a Session

Step 1   Restore the Problem 26-10.QBB file.

Work the Accounting Problem

Step 2   Review the information provided in your textbook. Remember to use 2015 as the year.

Step 3   Record the transactions. Be sure to record each transaction in the proper accounting period.

Record the credit sale using the **Create Invoices** option. Use **Credit Sale** as the item to be sold. Enter all of the remaining transactions using the **Make General Journal Entries** option.

Prepare a Report and Proof Your Work

Step 4   Print a Journal report to proof your work.

Analyze Your Work

Step 5   View the General Ledger report to complete the Analyze activity.

End the Session

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

If the company is using two similar accounts and would like them to be merged together into one account, will QuickBooks allow this to happen? Explain your answer on a separate sheet of paper.

Mastering QuickBooks

FAQs

Why do some QuickBooks reports not show all of the transactions?

By default, most QuickBooks reports show only those transactions entered in the current period. If you entered transactions over multiple periods, you must change the report date range. For example, change the date range to include the entire year.