QuickBooks® Guide

Step-by-Step Instructions

Problem 6-5   Recording General Journal Transactions

Review the accounts and the transactions listed in your textbook for Hot Suds Car Wash. Use the **Make General Journal Entries** option to record the transactions for the month of January.
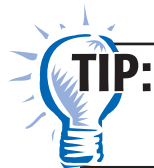
INSTRUCTIONS

Begin a Session

Step 1   Launch the **QuickBooks® Pro 2015** software.

Step 2   Restore the Problem 6-5.QBB file.

Work the Accounting Problem

Step 3   Review the transactions shown in your textbook for Hot Suds Car Wash.

Step 4   Record all of the transactions using the **Make General Journal Entries** option and 2015 as the year.

TIP: Remember to proof each general journal entry before you post it. Verify the account numbers, descriptions, and amounts.

Step 5   Close the Make General Journal Entries window after you have finished recording the transactions.

Prepare a Report and Proof Your Work

Step 6   Print a Journal report.

Step 7   Proof your work. Make any needed corrections, and print a revised Journal report, if necessary.
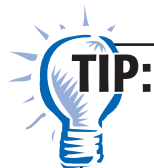
TIP: While viewing a Journal report, you can double-click on an entry to display it as an account register. Double click the *General Journal* type to open the transaction in the Make General Journal Entries window and edit it, if necessary.

Analyze Your Work

Step 8   Select **Accountant & Taxes** from the *Reports* menu. Select **General Ledger.** If the "Collapsing and Expanding Transactions" dialog box appears, press the **OK** button.

Step 9   Enter **01/01/2015** in the *From* field and **01/31/2015** in *To* field.

Step 10   Scroll down the General Ledger, and locate the revenue account that has no entries listed.

Step 11   Click the Close window button to close the report without memorizing it.

End the Session

Step 12   It is recommended that you back up your work for this session.

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On a separate sheet of paper, answer the following questions: Why does the Make General Journal Entries form include a *Name* field? How might a company use the information recorded in this field?

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FAQs

How do you correct a general journal entry?

You can edit or delete a general journal entry at any time, unless you have closed the current period. To make a change, select **Make General Journal Entries** from the *Company* menu. Click the left or right arrow buttons on the ribbon until you locate the entry you want to update. Make the changes, and click **Save & Close.** QuickBooks automatically applies the corrections. To delete a transaction, click the **Delete** button on the ribbon.

Is there a way to turn off the automatic drop-down lists and the automatic field completion features?

No, QuickBooks will not allow you to turn these features off. They have been added to the program for convenience and ease of use.

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