

QuickBooks Guide

Step-by-Step Instructions

Problem 7-7 Journalizing and Posting Business Transactions

INSTRUCTIONS

Begin a Session

- Step 1** Launch the **QuickBooks® Pro 2015** software.
Step 2 Restore Problem 7-7.QBB file.

Work the Accounting Problem

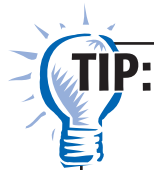
- Step 3** Record all of the March transactions using the **Make General Journal Entries** option and 2015 as the year.

Prepare a Report and Proof Your Work

- Step 4** Print a Journal report and proof your work.
Step 5 Print a General Ledger report.
Step 6 Print a Trial Balance report.



QuickBooks will shorten certain fields on a report depending on the space available.



While viewing a report, you can click the **Customize Report** button to change the report options.

Analyze Your Work

- Step 7** Complete the Analyze activity.

End the Session

- Step 8** It is recommended that you back up your work for this session.

Answer the following question on a separate sheet of paper: How do you print a General Ledger report for only one account?

**Mastering
QuickBooks**

