

# 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 the entry to establish and replenish a petty cash fund.
2. Record the entries for using a petty cash fund.

### Problem 22-6 Establishing and Replenishing a Petty Cash Fund

#### INSTRUCTIONS

##### *Begin a Session*

- Step 1** Restore the Problem 22-6.QBB file.

##### *Work the Accounting Problem*

- Step 2** Review the information provided in your textbook. Remember to use 2015 as the accounting year.
- Step 3** Record the entry to establish the petty cash fund using the **Write Checks** option.
- Step 4** Make a list of the petty cash vouchers, and manually prepare a petty cash requisition.
- Step 5** Record the entry to replenish the petty cash fund using the **Write Checks** option.

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

- Step 6** Print a Journal report and proof your work.

##### *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.

#### DO YOU HAVE A QUESTION?

**Q.** Does QuickBooks include any features to prepare a petty cash register?

**A.** QuickBooks does not provide any features to prepare a petty cash register. You can use the **Write Checks** option to establish and replenish a petty cash fund. Like the Cash in Bank account, QuickBooks will create a register in which transactions can be entered directly into the Petty Cash account.

On a separate sheet of paper, list the five basic steps to record a Petty Cash expense according to QuickBooks.

