

QuickBooks Guide

Step-by-Step Instructions

Problem 16-6 Recording and Posting Sales and Cash Receipts

INSTRUCTIONS

Begin a Session

Step 1 Restore the Problem 16-6.QBB file.

Work the Accounting Problem

Step 2 Review the transactions listed in your textbook.

Step 3 Record the sales on account.

Additional information for entering sales on account:

- Use **Credit Sales** as the *Item* for all credit sales.

Step 4 Record the cash receipts.

Additional information for entering cash receipts:

- Use **Cash** as the payment method for cash sales and **Bankcard** as the payment method for bankcard sales.
- Enter the sale of **Supplies** and **Store Equipment** using the **Make General Journal Entries** option.
- Use **Cash Sales** as the *Item* for any cash sale and **Bankcard** for any bankcard sale.
- Use **Check** as the *Payment Method* for payments received on account.

Prepare a Report and Proof Your Work

Step 4 Print a Journal report.

Step 5 Print a Customer Balance Summary report.

Step 6 Proof your work.

Step 7 Print a General Ledger report.

Analyze Your Work

Step 8 Complete the Analyze activity.

End the Session

Step 9 It is recommended that you back up your work for this session.

In the Create Invoices window, you can enter a new customer without entering all of the customer details. This feature is called **Quick Add**. On a separate sheet of paper, explain how this feature works when creating a new customer.

