

# 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. Print a General Ledger report.
2. Print a Trial Balance report.
3. Make corrections to General Journal entries.

### Problem 7-5 Posting General Journal Transactions

#### INSTRUCTIONS

##### Begin a Session

- Step 1** Launch the **QuickBooks® Pro 2015** software.  
**Step 2** Restore Problem 7-5.QBB file.

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

- Step 3** Print a General Ledger report following these steps.

*To print a General Ledger report:*

- Choose **Accountant & Taxes** from the **Reports** menu.
- Select **General Ledger**.
- If the "Collapsing and Expanding Transactions" dialog box appears, press the **OK** button.
- Type **03/01/2015** in the *From* field.
- Type **03/31/2015** in the *To* field.
- Click on the **Refresh** button to display the report.
- Click **Print** to print the General Ledger report.

To make your General Ledger report appear similar to the one you prepared manually, follow these steps.

*To modify a General Ledger report:*

- Click the **Customize Report** button to open the *Modify Report: General Ledger* option.
- Scroll down in the Columns section until you find **Debit**.
- Click on **Debit**. A checkmark will appear to the left of this item.
- Scroll down again until you find **Credit**.
- Click on **Credit** to mark it with a checkmark.
- Scroll down the Columns section again to find **Amount**. This item already has a checkmark.
- Click on **Amount** to remove the checkmark.
- Scroll up the Columns section and remove the checkmark from the **Name** and the **Memo** items.
- Click on the **Advanced** button.
- Select the **In Use** radio button in the Advanced Options window to display only the accounts with activity, and click **OK**.
- Click **OK** in the Modify Report window.
- To print the General Ledger, click **Print**.

#### DO YOU HAVE A QUESTION?

**Q.** Do you have to post general journal transactions to the general ledger?

**A.** No. QuickBooks automatically updates the general ledger accounts every time you record (Save & Close or Save & New) a general journal entry. A separate step to post the transaction is not required.

Name	Date	Class
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**Step 4** Review the information shown on the report.

As you can see, the General Ledger report is very similar to a General Ledger report you have learned to prepare manually. QuickBooks maintains a running balance after each entry. The Num column contains the reference (e.g., Memo 21) for each transaction entered. The Type column shows the type of transaction posted.

#### *Analyze Your Work*

**Step 5** Use the General Ledger report to complete the Analyze activity.

#### *End the Session*

**Step 6** After completing the Analyze Your Work activity, close all open reports and windows by clicking the Close window button in the top right-hand corner of each window. If you are prompted to memorize a report, click **No**.

**Step 7** It is recommended that you back up your work for this session.

How do you print a General Ledger report that displays the debit and credits in each account? Record your answer on a separate sheet of paper.

