

QuickBooks Guide

Step-by-Step Instructions

Mini Practice Set 5

INSTRUCTIONS

Begin a Session

Step 1 Restore the Mini Practice Set 5.QBB file.

Work the Accounting Problem

Step 2 Review the transactions provided in your textbook (December 16–December 31). Remember to use the year 2015.



TIP: To save time entering transactions, group them by type and then enter the transactions in batches.

Step 3 Record the sales on account using the **Create Invoices** option.



TIP: Remember that you need to select the appropriate type of Item for each transaction (e.g. Credit Sales for sales on account, Cash Sale for all cash sales).

Step 4 Enter and apply any sales returns. Apply sales returns to the most recent sales invoices.

Step 5 Process all of the cash receipts using the **Receive Payments** option for receiving on account and **Enter Sales Receipts** for cash sales.



TIP: Always verify the sales discount amount when you record a Receive Payment transaction. QuickBooks may not always compute the discount correctly

Step 6 Enter the purchases on account using the **Enter Bills** option.



TIP: Remember that you need to select the appropriate tab for each transaction. The Items tab is used for purchases of merchandise on account and Expense tab for purchases of assets on account.

Step 7 Record any purchase returns.

| Name | Date | Class |
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TIP: Remember that you do not need to apply the credit unless you are paying the invoice.

Step 8 Process all of the cash payments on account using the **Pay Bills** option and all other payments of cash using the **Write Checks** option.



TIP: Remember that you use the **Pay Bill** option to record payments on account and the **Write Checks** option for all other payments.

Step 9 Use the **Make General Journal Entries** option to record the adjusting entries.

Prepare a Report and Proof Your Work

Step 10 Print a Journal report.

Step 11 Proof your work. Print an updated report, if necessary.

Step 12 Print the following reports: General Ledger, Vendor Balance Summary, and Customer Balance Summary.

Step 13 Print a Trial Balance.

Step 14 Print a Profit & Loss and a Balance Sheet report.

Step 15 Close the fiscal year.

Step 16 Print a Post-Closing Trial Balance as of **01/01/2016**.

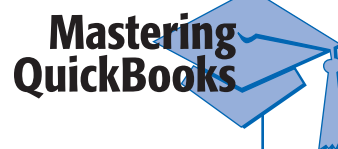
Analyze Your Work

Step 17 Complete the Analyze activity.

End the Session

Step 18 It is recommended that you back up your work for this session.

On a separate sheet of paper, explain how to change the font size of the data in a Balance Sheet to 12 points. Print a Balance Sheet to see the difference.



Name

Date

Class

MINI PRACTICE SET 5

Go Fly a Kite Inc.

Audit Test

Directions: Use your completed solutions to answer the following questions.
Write the answer in the space to the left of each question.

Answer

- | | |
|-------|--|
| <hr/> | 1. What is the total of debits and credits in the Sales journal at the end of December? |
| <hr/> | 2. What is the total of debits and credits in the Cash Receipts journal at the end of December? |
| <hr/> | 3. What is the total of debits and credits in the Purchases journal at the end of December? |
| <hr/> | 4. What is the total of debits and credits in the Cash Payments journal at the end of December? |
| <hr/> | 5. For the first transaction on December 26, which account was credited? |
| <hr/> | 6. What amount was credited to the Merchandise Inventory account as an adjustment to inventory? |
| <hr/> | 7. What amount was debited to the Income Summary account to close the expense accounts for the month? |
| <hr/> | 8. What is the ending balance of the Best Toys accounts receivable subsidiary ledger account? |
| <hr/> | 9. What is the ending balance for the Accounts Receivable general ledger account? Does the balance agree with the total of the subsidiary ledger accounts? |
| <hr/> | 10. What is the ending balance for the Reddi-Bright Manufacturing accounts payable subsidiary ledger account? |

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