

QuickBooks Guide

Step-by-Step Instructions

Problem 21-9 Recording Stockholders' Equity Transactions

INSTRUCTIONS

Begin a Session

Step 1 Restore the Problem 21-9.QBB file.

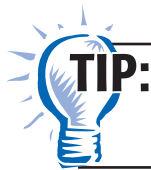
Work the Accounting Problem

Step 2 Review the information in your textbook.

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

Prepare a Report and Proof Your Work

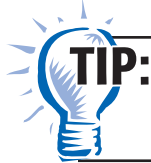
Step 4 Print a Journal report and proof your work.



TIP:

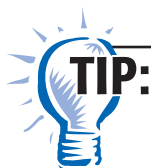
Display the report using March 1, 2015 in the *From* field and December 31, 2015 in the *To* field.

Step 5 Print a Balance Sheet.



TIP:

Display the report using December 31, 2015 in the *As of* field.



TIP:

Add net income to **Retained Earnings** and subtract the dividends to determine the ending **Retained Earnings** account balance.

Analyze Your Work

Step 6 Complete the Analyze activity.

End the Session

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

Modify the Balance Sheet by filtering out only the Equity accounts. Print the filtered Balance Sheet.



Name	Date	Class
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FAQs

Does QuickBooks show all of the transactions when you want to edit them?

QuickBooks does not show a list of all transactions in an Edit window from which you can select the entry to edit. Instead, QuickBooks will only show one transaction at a time in the editing process. This is done by clicking the Previous or Next buttons advancing one transaction at a time until you locate the desired entry to edit.

The reports (e.g., Journal, General Ledger, Balance Sheet, etc.) do not reflect all of the transactions recorded.

QuickBooks allows you to enter transactions that occur over multiple accounting periods. Although this does not cause any difficulties when you enter transactions, you could encounter some anomalies when printing reports.

By default, QuickBooks will use This Month to Date or the current month you are in (based on the computer's system date) for most reports. Suppose you are currently in the accounting period 10/01/15 to 10/31/15 and you enter transactions on Oct. 15, Nov. 15, and Dec. 15. When you print the Journal report using the default date options, only the October 15 transaction will appear because it is the only transaction for that accounting period. You must set the date range to include all of the accounting periods in which you entered transactions.

Will QuickBooks allow you to enter transactions outside of the current accounting period?

QuickBooks does not work within a set accounting period. You can very easily add transactions before, during, and after the current accounting period with no difficulty. However, it is recommended that you always enter transactions within the correct accounting period and in the correct order.