

QuickBooks Guide

Step-by-Step Instructions

Problem 18-8 Completing a Ten-Column Work Sheet

INSTRUCTIONS

Begin a Session

- Step 1** Restore the Problem 18-8.QBB file.

Work the Accounting Problem

- Step 2** Review the information in your textbook.
Step 3 Print a Trial Balance report, and use it to prepare the adjustments.
Step 4 Record the adjustments for August 2015.

Prepare a Report and Proof Your Work

- Step 5** Print a Journal report. Filter out the adjusting entries on the report.
Step 6 Print a General Ledger report.
Step 7 Proof your work.
Step 8 Print an Adjusted Trial Balance report.

Analyze Your Work

- Step 9** Complete the Analyze activity.

End the Session

- Step 10** It is recommended that you back up your work for this session.



Notes
Use **ADJ. ENT.** for the Entry No. and **Adjusting Entry** as the Description when you record the adjustment.

Using QuickBooks Help, explore how you can memorize a transaction, like an adjusting entry, for future use.

Mastering QuickBooks