

# QuickBooks Guide

## Step-by-Step Instructions

### Mini Practice Set 1

#### INSTRUCTIONS

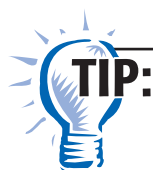
##### *Begin a Session*

**Step 1** Restore Mini Practice Set 1.QBB file.

##### *Work the Accounting Problem*

**Step 2** Review the transactions shown in your textbook for TechVision Web Design.

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

**TIP:**

Proof each general journal entry before you post it. Check the account numbers, descriptions, and amounts.

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

**Step 4** Print a Journal report.

**Step 5** Proof your work. Make corrections as needed and print a revised report, if necessary.

**TIP:**

While viewing a Journal report, you can double-click on an entry to display an account register. Then double-click the entry to open up the Make General Journal Entries window. You can edit the transaction and then close the window. When prompted, click **Refresh** to update the report.

**Step 6** Print a General Ledger report.

**Step 7** Print a Trial Balance report.

##### *Analyze Your Work*

**Step 8** Complete the Analyze activity.

**Step 9** Print the Audit Test below. Use your completed solutions to answer the following questions. Write the answer in the space to the left of each question.

Name \_\_\_\_\_

Date \_\_\_\_\_

Class \_\_\_\_\_

## TechVision Web Design

### Audit Test

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

- \_\_\_\_\_ 1. In the entry to record the May 1 transaction, which account was debited?
- \_\_\_\_\_ 2. Were assets increased, decreased, or unaffected by the May 3 transaction?
- \_\_\_\_\_ 3. What type of account is Web Server?
- \_\_\_\_\_ 4. Which account was credited in the May 9, 17, and 26 transactions?
- \_\_\_\_\_ 5. What account was credited for the purchase of the Web server on May 7?
- \_\_\_\_\_ 6. What was the source document for the May 17 transaction?
- \_\_\_\_\_ 7. How does the May 20 transaction affect the owner's capital account?
- \_\_\_\_\_ 8. Was Accounts Receivable—Sunshine Products increased or decreased by the transaction on May 21?
- \_\_\_\_\_ 9. What was the balance of Cash in Bank on May 27?
- \_\_\_\_\_ 10. What were the account numbers entered in the posting Reference column of the general journal for the May 25 transaction?
- \_\_\_\_\_ 11. Which account was debited to record the issue of Check 110?
- \_\_\_\_\_ 12. What is the ending balance of the Utilities Expense account?
- \_\_\_\_\_ 13. Has the amount owed to Office Systems been paid off?
- \_\_\_\_\_ 14. How many transactions recorded during May affected the Cash in Bank account?
- \_\_\_\_\_ 15. What was the total cost of the office equipment purchased during the month?

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- 16.** How many checks were written by the business during May?
- 17.** What was the total amount credited to Web Services Fees during May?
- 18.** What was the total amount debited to Cash in Bank for May?
- 19.** At the end of the month, did the Jack Hines, Withdrawals account have a debit or credit balance?
- 20.** On May 30, what was the total amount owed to TechVision Web Design for services performed for clients?
- 21.** What was the date of the trial balance?
- 22.** What was the amount of the debit and credit totals on the trial balance?
- 23.** How many accounts are listed in the trial balance for TechVision Web Design?
- 24.** How many accounts on the trial balance have debit balances?
- 25.** Which account on the trial balance has the largest balance?

## End the Session

**Step 10** You should back up your work for this session.

**Modify the Journal report to not show Trans # and Name. Reprint the Journal report.**



## FAQs

## Why will QuickBooks not allow you to access the Make General Journal Entries window directly from the Journal report?

When you display the Journal report, you can double-click an entry to access an account register. From the register you can double-click the desired entry to open the Make General Journal Entries window, where you can edit the selected transaction.