

QuickBooks Guide

Step-by-Step Instructions

Mini Practice Set 2

INSTRUCTIONS

Begin a Session

- Step 1** Restore the Mini Practice Set 2.QBB file.

Work the Accounting Problem

- Step 2** Analyze each business transaction shown in your textbook for Scholastic Success Tutoring Service.
- Step 3** Record all of the transactions using the **Make General Journal Entries** option. Use 2015 as the year. Do not enter the transaction involving the bank service charge. QuickBooks will create this entry when you complete the bank reconciliation.

**TIP:**

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

- Step 4** Use the **Reconcile** option to reconcile the bank statement.

**TIP:**

If you use the Reconcile feature, QuickBooks automatically inserts the general journal entry for service charges behind the scenes.

Prepare a Report and Proof Your Work

- Step 5** Print a Detail Reconciliation report.
- Step 6** Print a Journal report.
- Step 7** Proof your work. Make any corrections needed and print a revised report, if necessary.

**TIP:**

While viewing a Journal report, you can double-click on an entry to display it in the Account Register window. Double-click the entry once more to return to the Make General Journal Entries window. You can edit the transaction and then close the window to see an updated report.

- Step 8** Print the Cash in Bank Register.
- Step 9** Print a General Ledger report. Display the Debit and Credit columns.
- Step 10** Print a Trial Balance.
- Step 11** Print a Profit & Loss report.
- Step 12** Print a Balance Sheet.
- Step 13** Close the fiscal year.
- Step 14** Print a Post-Closing Trial Balance.

Notes

When you print the Profit & Loss report, you will need to modify the report title to read "Income Statement."

Mini Practice Set 2 ■ 1

Mini Practice Set 2 Using Special Journals

M Walker



Mini Practice Set 2 Using Special Journals:

Adopting the Beat of Phrase: An Psychological Symphony within **Mini Practice Set 2 Using Special Journals**

In some sort of taken by monitors and the ceaseless chatter of instant connection, the melodic elegance and mental symphony created by the prepared word frequently disappear in to the backdrop, eclipsed by the constant noise and interruptions that permeate our lives. But, located within the pages of **Mini Practice Set 2 Using Special Journals** a charming fictional prize filled with natural feelings, lies an immersive symphony waiting to be embraced. Crafted by an outstanding musician of language, this fascinating masterpiece conducts viewers on a psychological trip, skillfully unraveling the concealed melodies and profound affect resonating within each carefully constructed phrase. Within the depths with this emotional assessment, we can discover the book is main harmonies, analyze their enthralling publishing style, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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