

In-Touch Electronics (continued)

Date	Transactions (cont.)
May 28	Sold \$200.00 in merchandise on account plus 5% sales tax to Marianne Martino, Sales Slip #10, terms 2/10, n/10.
29	Purchased \$150.00 in supplies on account from Office Suppliers Inc., Invoice 9489.
30	Issued Check #98 for \$1,500.00 in payment for the monthly rent.
31	Recorded cash sales of \$1,200.00 plus 5% sales tax, Tape 22.
31	Recorded bankcard sales of \$900.00 plus 5% sales tax, Tape 22.
31	Recorded bank service charge of \$25.00 and bankcard fees of \$100.00, May bank statement (record compound entry).
31	Wrote Check #99 to pay the payroll of \$2,500.00 (gross earnings) for the pay period ended May 31. The following amounts were withheld: employees' federal income taxes, \$400.00; employees' state income taxes, \$50.00; FICA taxes: \$155.00 for social security and \$36.25 for Medicare.
31	Recorded the employer's payroll taxes for the May 31 payroll: FICA tax rate, 6.2% for social security and 1.45% for Medicare; federal unemployment tax rate, 0.8%; and state unemployment tax rate, 5.4%.

Analyze

1. Compute the amount by which the Cash in Bank account changed during the month.
2. Identify the two accounts that have the greatest impact on the trial balance total.
3. Calculate the total percentage of tax withholdings for the May 31 payroll.



QuickBooks

PROBLEM GUIDE

Step-by-Step Instructions:

1. Restore the Problem Mini Practice 4 QBB file.
2. Enter all sales on account using the **Create Invoices** option.
3. Record and apply any sales returns using the **Create Credit Memo/ Refunds** option.
4. Process all cash receipts.
5. Enter the purchases on account using the **Enter Bills** option.
6. Record and apply any purchase returns using the **Credit** option from the **Enter Bills** window in the **Vendors** menu.
7. Process all cash payments.
8. Use the **Make General Journal Entries** option to record the error discovered on May 26.
9. Record the employer's payroll taxes using the **Make General Journal Entries** option.
10. Print a Journal report.
11. Proof your work.
12. Print the following reports: General Ledger, Vendor Balance Summary, and Customer Balance Summary.
13. Print a Trial Balance.
14. Complete the Analyze activity and complete the Audit Test.
15. Back up your work.

Mini Practice Set 2 Using Special Journals

SJ Ball



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Business and Office Education from AIM 1967-1971 United States. Office of Education, 1972 **Gle ACC Twe 1st Year 2000** Donald J. Guerrieri, F. Barry Haber, William B. Hoyt, Robert E. Turner, 1999-04 Focuses on a business perspective by using examples from the business world to illustrate accounting concepts **Business and Office Education** Ohio State University. Center for Vocational and Technical Education, 1972 **Problems and Practice Sets for Essentials of Accounting** William Andrew Paton, 1949 **Alternative Laboratory Exercises for Rorem's Accounting Method** Willard J. Graham, 1930 The Balance Sheet, 1957 **Accounting Method** Clarence Rufus Rorem, 1928 Business and Office Education: Instructional Materials, 1972 Accounting Methods Clarence Rufus Rorem, 1928 20th Century Bookkeeping and Accounting: First-year course Paul Adolph Carlson, Hamden Landon Forkner, Alva LeRoy Prickett, 1947 **The Vocational-technical Library Collection** Bruce Reinhart, 1970 *The Bulletin of the National Association of Secondary School Principals* National Association of Secondary School Principals (U.S.), 1953 **College Accounting** Jeffrey Slater, 2003 **Accounting** Horace R. Brock, 1990 **Business Education Forum**, 1968 *Catalogue and Announcement*, 1950 *Bulletin* Pennsylvania. Department of Public Instruction, 1949 **Bulletin**, 1989 *The University correspondent and University correspondence college magazine (and The Educational review)*, 1891 The Accounting Review William Andrew Paton, 1959 Includes section Reviews

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