

# QuickBooks Guide

## Step-by-Step Instructions

### What You'll Learn Using QuickBooks

When you have completed this chapter, you will be able to use QuickBooks to:

1. Close the current fiscal year.
2. Print a Post-Closing Trial Balance.

### Problem 10-5 Preparing a Post-Closing Trial Balance

#### INSTRUCTIONS

##### *Begin a Session*

**Step 1** Restore the Problem 10-5.QBB file.

##### *Work the Accounting Problem*

**Step 2** Print a Post-Closing Trial Balance as of 01/01/2016.

##### *Analyze Your Work*

**Step 3** Complete the Analyze activity.

##### *End the Session*

**Step 4** It is recommended that you back up your work for this session.

Display a Trial Balance. Change the report title to Post-Closing Trial Balance and print the report. Review the online help information to learn how to change the report title.

**Mastering  
QuickBooks**



#### DO YOU HAVE A QUESTION ?

**Q.** How do you print a post-closing trial balance since QuickBooks does not include this report?

**A.** QuickBooks does not include a standard report called Post-Closing Trial Balance, but the Trial Balance report provides the same information. The only difference is the title of the report, which you can change using the **Modify Reports** button. From the Modify Reports window, select the Header/Footer tab and then change the report title.