

QuickBooks Guide

Step-by-Step Instructions

Problem 19-8 Completing a Ten-Column Work Sheet

INSTRUCTIONS

Begin a Session

Step 1 Restore the Problem 19-8.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 adjusting entries using the **Make General Journal Entries** option.

Prepare a Report and Proof Your Work

Step 5 Print a Journal report. Filter the adjusting entries, and proof your work.

Step 6 Print the following reports: Adjusted Trial Balance, Profit & Loss for the period of 1/1/15 through 12/31/15, and Balance Sheet.

Analyze Your Work

Step 7 Complete the Analyze activity.

End the Session

Step 8 It is recommended that you back up your work for this session.



Whenever you are instructed to print an Adjusted Trial Balance, choose the Trial Balance report. You can change the report title if you want.

In order to better view your reports in QuickBooks, how do you open and close the Open Windows List? Explain your answer on a separate sheet of paper.

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QuickBooks**



FAQs

Where is the Statement of Retained Earnings report option located?

QuickBooks does not have an option for a Statement of Retained Earnings. This statement is part of the Balance Sheet report and can be found in the Equity section of that report.