

# QuickBooks Guide

## Step-by-Step Instructions

### Problem 8-6 Preparing a Six-Column Work Sheet

#### INSTRUCTIONS

##### *Begin a Session*

- Step 1** Launch the **QuickBooks® Pro 2015** software.
- Step 2** Restore Problem 8-6.QBB file.

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

- Step 3** Print a Trial Balance report as of May 31, 2015.



*Some of the longer account names may be shortened (or cut off) on the Trial Balance to fit in the space available.*



Choose **Accountant & Taxes** from the **Reports** menu. Then select **Trial Balance**.

##### *Analyze Your Work*

- Step 4** Complete the Analyze activity.

##### *End the Session*

- Step 5** It is recommended that you back up your work for this session.

## FAQs

### **Does QuickBooks include an option to print a six-column work sheet?**

No, QuickBooks does not provide an option to print a work sheet. The program allows you to print a Profit & Loss report and a Balance Sheet. To print a Profit & Loss report or a Balance Sheet, choose **Company & Financial** from the **Reports** menu.