

QuickBooks Guide

Step-by-Step Instructions

Problem 9-7 Preparing Financial Statements

INSTRUCTIONS

Begin a Session

- Step 1** Launch the **QuickBooks® Pro 2015** software.
- Step 2** Restore Problem 9-7.QBB file.

Prepare a Report and Proof Your Work

- Step 3** Print a Trial Balance report for September 30, 2015.
- Step 4** Print a Profit & Loss report for the month ended September 30, 2015.
- Step 5** Print a Balance Sheet for September 30, 2015.

Analyze Your Work

- Step 6** Complete the Analyze activity.

End the Session

- Step 7** It is recommended that you back up your work for this session.

Display the Profit & Loss report. Click the **Export** button at the top of the report. Accept the default option to export to a new Microsoft Excel workbook and click **Export**. In a blank cell of the Excel worksheet, type the formula to calculate the return on sales. Print the worksheet.

