

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. Print a Trial Balance report.
2. Print a Profit & Loss report.
3. Print a Balance Sheet.

Problem 9-6 Preparing Financial Statements

INSTRUCTIONS

Begin a Session

- Step 1** Launch the **QuickBooks® Pro 2015** software.
Step 2 Restore Problem 9-6.QBB file.

Prepare a Report and Proof Your Work

- Step 3** Print a Trial Balance report.
Step 4 Print a Profit & Loss report.

To print a Profit & Loss report:

- Choose **Company & Financial** from the **Reports** menu.
- Select **Profit and Loss Standard**.
- Press **Tab** and type **07/01/2015** in the *From* field.
- Press **Tab** and type **09/30/2015** in the *To* field.
- Click on the **Refresh** button to display the Profit & Loss report.
- Click the **Customize Report** button to open the Modify Report: Profit & Loss window.
- Click the Header/Footer tab.
- In the *Report Title* field delete **Profit & Loss** and type **Income Statement**.
- Click **OK**.
- Click **Print** to print the report.
- Click the Close window button, then click **No** when prompted to memorize the report.

- Step 5** Print a Balance Sheet.

To print a Balance Sheet

- Choose **Company & Financial** from the **Reports** menu.
- Select **Balance Sheet Standard**.
- Press **Tab** and type **09/30/2015** in the *As of* field.
- Press **Tab** once more to display the Balance Sheet.
- Click **Print** to print the report.

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.

DO YOU HAVE A QUESTION?

Q. Does the QuickBooks software include an option to print a Statement of Changes in Owner's Equity?

A. No. QuickBooks does not provide the capability to print a Statement of Changes in Owner's Equity report.

Notes

QuickBooks lets you create customized financial statement reports by using the **Customize Report** option.

Name	Date	Class
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Print a Balance Sheet Summary report from the *Reports* menu and use the report to calculate the current ratio.

Mastering
QuickBooks

