

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. Verify the information on a Trial Balance.

Problem 8-5 Preparing a Six-Column Work Sheet


INSTRUCTIONS

Begin a Session

- Step 1 Launch the **QuickBooks® Pro 2015** software.
- Step 2 Restore Problem 8-5.QBB file.

Prepare a Report and Proof Your Work

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

**TIP:** You can print the Trial Balance report by selecting **Accountant & Taxes** from the **Reports** menu or by using the **Reports** navigator.

- Step 4 Review the Trial Balance report. Verify that the Debit and Credit column totals are the same. The totals of each column should be \$49,862.


Analyze Your Work

- Step 5 Complete the Analyze activity.

End the Session

- Step 6 It is recommended that you back up your work for this session.

Display a Trial Balance Report. Drag the Debit and Credit heading boundaries to change the column widths. Print a revised report.

Mastering QuickBooks

DO YOU HAVE A QUESTION?

Q. Why does QuickBooks not include a six-column work sheet report?

A. The six-column work sheet is a convenient way to manually proof your work and prepare an income statement and balance sheet. When using accounting software like QuickBooks, the program automatically generates these financial statements. A six-column work sheet is not needed to prepare these reports.