

QuickBooks Guide

Step-by-Step Instructions

Problem 7-6 Preparing a Trial Balance

INSTRUCTIONS

Begin a Session

- Step 1** Launch the **QuickBooks® Pro 2015** software.
- Step 2** Restore Problem 7-6.QBB file.

Prepare a Report and Proof Your Work

- Step 3** Print a Trial Balance report following these steps.
- Choose **Accountant & Taxes** from the **Reports** menu.
 - Select **Trial Balance**.
 - Type **03/01/2015** in the *From* field.
 - Type **03/31/2015** in the *To* field.
 - Click on the **Refresh** button to display the report.
 - Click **Print** to print the Trial Balance report.
- Step 4** Review the information shown on the report.

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.

Using QuickBooks Help, learn about filtering accounts on a report. Display and print a Trial Balance showing only the asset accounts.

