

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. Close the current fiscal year.
- 2. Print a Post-Closing Trial Balance.

Problem 10-5 Preparing a Post-Closing Trial Balance

INSTRUCTIONS

Begin a Session

- Step 1** Restore the Problem 10-5.QBB file.

Work the Accounting Problem

- Step 2** Print a Post-Closing Trial Balance as of 01/01/2016.

Analyze Your Work


- Step 3** Complete the Analyze activity.

End the Session

- Step 4** It is recommended that you back up your work for this session.

Display a Trial Balance. Change the report title to Post-Closing Trial Balance and print the report. Review the online help information to learn how to change the report title.

Mastering QuickBooks



DO YOU HAVE A QUESTION?

Q. How do you print a post-closing trial balance since QuickBooks does not include this report?

A. QuickBooks does not include a standard report called Post-Closing Trial Balance, but the Trial Balance report provides the same information. The only difference is the title of the report, which you can change using the **Modify Reports** button. From the Modify Reports window, select the Header/Footer tab and then change the report title.