

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 Balance Sheet for a corporation.
2. Print a Profit & Loss report.
3. Print an Adjusted Trial Balance.

Problem 19-6 Preparing a Statement of Retained Earnings and a Balance Sheet

INSTRUCTIONS

Begin a Session

- Step 1** Restore the Problem 19-6.QBB file.

Work the Accounting Problem

- Step 2** Review the information in your textbook.
Step 3 Print a Balance Sheet.

To print a Balance Sheet:

- Choose **Company & Financial** from the **Reports** menu.
- Select **Balance Sheet Standard**.
- Type **12/31/2015** in the *As of* field.
- Press **Tab** to view the Balance Sheet.
- Print the report. (If prompted to memorize the report when closing, click **No**.)

Analyze Your Work

- Step 4** Complete the Analyze activity.

End the Session

- Step 5** It is recommended that you back up your work for this session.

DO YOU HAVE A QUESTION?

Q. Where is the Statement of Retained Earnings report located?

A. QuickBooks does not provide a **Statement of Retained Earnings** report. A portion of this type of report can be found in the Equity section of the Balance Sheet.

Identify the segments that a QuickBooks Balance Sheet report is divided into.

