

QuickBooks Guide

Step-by-Step Instructions

Problem 8-6 Preparing a Six-Column Work Sheet

INSTRUCTIONS

Begin a Session

- Step 1** Launch the **QuickBooks® Pro 2015** software.
- Step 2** Restore Problem 8-6.QBB file.

Prepare a Report and Proof Your Work

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



Some of the longer account names may be shortened (or cut off) on the Trial Balance to fit in the space available.



Choose **Accountant & Taxes** from the **Reports** menu. Then select **Trial Balance**.

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.

FAQs

Does QuickBooks include an option to print a six-column work sheet?

No, QuickBooks does not provide an option to print a work sheet. The program allows you to print a Profit & Loss report and a Balance Sheet. To print a Profit & Loss report or a Balance Sheet, choose **Company & Financial** from the **Reports** menu.