

- Balance Sheet, Standard at January 31, 2021.
- Statement of Cash Flows for the month of January 2021.

TASK 9: SAVE EXERCISE 10.1

Backup

Save a backup of your Exercise file using the file name: **YourName Exercise 10.1 Backup.QBB**. See *Appendix B: Back Up & Restore QuickBooks Files* for instructions.



WORKFLOW

Exercise 11.1 is a continuation of Exercise 10.1.



RESTART & RESTORE

If you use the restart and restore approach, you will restore your .QBB file when you restart Exercise 11.1.

EXERCISE 10.2 WHAT'S NEW

Explore an app that streamlines accounting data entry and integrates with QuickBooks software.

Step 1: In the *My Shortcuts* section, select **App Center**.

Step 2: **Print** the information about Concur, an expense management app that syncs with QuickBooks.



EXERCISE 10.3: WEB QUEST

When setting up a Chart of Accounts for a business, it is helpful to review the tax form that the business will use. Then accounts can be used to track information needed for the business tax return.

The tax form used by the type of organization is listed below.

Type of Organization	Tax Form
Sole Proprietorship	Schedule C (Form 1040)
Partnership	Form 1065
Corporation	Form 1120
S Corporation	Form 1120S

10.52 QuickBooks Accounting for Entrepreneurs

In this exercise, you will download the tax form for a Subchapter S corporation from the Internal Revenue Service website.

Step 1: Go to the Internal Revenue Service website: www.irs.gov.

Step 2: Using the IRS website, find and **print** Form 1120S: U.S. Income Tax Return for an S Corporation.