

TASK 4: PRINT JOURNAL

Prepare the Journal as follows.

- Step 1:** From the Report Center, select **Accountant and Taxes > Journal**.
- Step 2:** Select Dates From: **12/20/2019** To: **12/29/2019**.
- Step 3:** Export to **Excel** or **print** the Journal.

TASK 5: SAVE EXERCISE 5.4

Backup

Save a backup of your Exercise 5.4 file using the file name: **YourName Exercise 5.4 Backup.QBB**. See *Appendix B: Back Up & Restore QuickBooks Files* for instructions.



WORKFLOW

If you are using the Workflow approach, you can leave your .QBW file open and use it for the next chapter.



RESTART & RESTORE

If you are stopping your QuickBooks work session and changing computers, you will need to restore your .QBB file when you restart.



EXERCISE 5.5: WEB QUEST

Increasingly, small businesses are targets for fraud.

- Step 1:** Search the QuickBooks website, quickbooks.intuit.com, to learn more about QuickBooks security features for checks and bill paying.
- Step 2:** Using word processing or email software, write an email to Mr. Castle summarizing your recommendations regarding security features that Rock Castle Construction should use when paying bills.