

TASK 4: SAVE EXERCISE 7.3

Backup

Save a backup of your Exercise 7.3 file using the file name: **YourName Exercise 7.3 Backup.QBB**. See *Appendix B: Back Up & Restore QuickBooks Files* for instructions.

EXERCISE 7.4: YEAR-END GUIDE

QuickBooks provides a Year-End Guide to assist in organizing the tasks that a business must complete at the end of its accounting period.

Print the Year-End Guide as follows:

- Step 1:** Select **Help** menu > **Year-End Guide**.
- Step 2:** ✓ **Check** the items that you have already completed for Rock Castle Construction.
- Step 3:** **Print** the Year-End Guide by clicking the **Print** icon at the top of the window.

EXERCISE 7.5: WEB QUEST



To learn more information about TurboTax software, visit Intuit's TurboTax website.

- Step 1:** Go to www.turbotax.com website.
- Step 2:** Prepare a short email to Mr. Castle summarizing the difference between TurboTax Home & Business and TurboTax Business. Which TurboTax product would you recommend for Rock Castle Construction?



EXERCISE 7.6: WEB QUEST

Publicly traded companies (companies that sell stock to the public) are required to provide an annual report to stockholders. The annual report contains financial statements including an Income Statement, Balance Sheet, and Statement of Cash Flows. Many publicly traded companies now post their financial statements on their websites. Print financial statements for Intuit, the company that sells QuickBooks software.

Step 1: Go to www.intuit.com website. Select **Company > Investor Relations > Financial Information > Annual Reports**.

Step 2: Select **2013 Annual Report on Form 10-K**.

Step 3: In the Consolidated Financial Statements, find and **print** Intuit's Consolidated Statements of Operations, which shows results for three years.

Step 4: **Highlight** net income for the year Intuit was most profitable.