

## TASK 9: FINANCIAL REPORTS

Export to **Excel** or **print** the following reports for Alexandra for January 2020.

- Adjusted Trial Balance at 01/31/2020. (Hint: Report Center > Accountant & Taxes > Adjusted Trial Balance.)
- General Ledger from **01/01/2020** to **01/31/2020**.
- Profit & Loss, Standard.
- Balance Sheet, Standard.
- Statement of Cash Flows. **Highlight** any items that might be classified differently than the classifications used by QuickBooks software.



Eliminate unused accounts with zero balances in the General Ledger by selecting **Customize Report > Display > Advanced > In Use**.

## TASK 10: SAVE EXERCISE 9.6

### Backup

Save a backup of your Exercise 9.6 file using the file name: **YourName Exercise 9.6 Backup.QBB**. See *Appendix B: Back Up & Restore QuickBooks Files* for instructions.



## EXERCISE 9.7 WEB QUEST

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The Internal Revenue Service (IRS) provides tax information useful for the small business. A sole proprietorship must file Form 1040 Schedule C for the annual tax return. If a sole proprietorship meets certain criteria, it may file a simplified Schedule C-EZ.

- Step 1:** Go to the [www.irs.gov](http://www.irs.gov) website.
- Step 2:** Search for Schedule C-EZ on the IRS website. **Print** the Schedule C-EZ.
- Step 3:** **Highlight** the information about whether you may use Schedule C-EZ instead of Schedule C.