

TASK 3: MEMORIZE REPORTS

Prepare the following reports for Tuscany Landscapes for the year 2020.

- Profit & Loss, Standard
- Balance Sheet, Standard
- Statement of Cash Flows

Step 1: Memorize each report.

Step 2: Export to **Excel** or **print** the reports.

TASK 4: SAVE QUICKBOOKS CASE 12

Backup

Save a backup of your QuickBooks Case 12 file using the file name: **YourName QB Case 12 Backup.QBB**. See *Appendix B: Back Up & Restore QuickBooks Files* for instructions.



QUICKBOOKS CASE 12

NAME:

INSTRUCTIONS:

1. CHECK OFF THE ITEMS YOU COMPLETED.
2. TURN IN THIS PAGE WITH YOUR PRINTOUTS.

QB CASE 12

- * P&L Budget
- * Profit & Loss, Standard
- * Balance Sheet, Standard
- * Statement of Cash Flows



BUILD YOUR DREAM ENTERPRISE

Do you have an interest in being an entrepreneur? Would you like to start your own business? *Build Your Dream Enterprise* QuickBooks cases give you that opportunity. Go to www.My-QuickBooks.com and download the *Build Your Dream Enterprise Case* for Chapter 12.