



## CHAPTER 3 QUICK CHECK

NAME:

INSTRUCTIONS:

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

### CHAPTER 3

- \* Check Register QuickReport
- Deposit Summary
- Check
- \* Journal
- \* Bank Reconciliation Report

#### EXERCISE 3.1

- Task 2: Deposit Summary
- \* Task 4: Check Register
- Task 5: Checks

#### EXERCISE 3.2

- \* Task 2: Previous Bank Statement Report
- \* Task 4: Bank Reconciliation Report

#### EXERCISE 3.3

- QuickBooks Preprinted Forms

#### EXERCISE 3.4

- Online Financial Security Printout

! Ask your instructor if you should Go Digital (Excel\* or PDF) or use paper printouts.



Download Go Digital Excel templates at [www.My-QuickBooks.com](http://www.My-QuickBooks.com).

\* Export these reports to CH3 REPORTS template.



## REFLECTION: A WISH AND A STAR

Reflection improves learning and retention. Reflect on what you have learned after completing Chapter 3 that you did not know before you started the chapter.

### A Star:

What did you like best that you learned about QuickBooks in Chapter 3?

### A Wish:

If you could pick one thing, what do you wish you knew more about when using QuickBooks?