



CHAPTER 4 QUICK CHECK

NAME:

INSTRUCTIONS:

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



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

CHAPTER 4

- Cash Sales Receipt
- Invoice No. 1100
- Reminder Statement
- Deposit Summary
- * Journal
- * Accounts Receivable Aging Summary Report
- * Open Invoices Report
- * Collections Report
- * Income by Customer Summary Report

EXERCISE 4.1

- Task 3: Invoice No. 1101

EXERCISE 4.2

- Task 2: Credit Memo No. 1102
- Task 3: Invoice No. 1103
- Task 4: Statement
- Task 5: Payment Receipt
- Task 6: Deposit Summary

EXERCISE 4.3

- * Task 3: Customer Report
- * Task 4: Average Days to Pay Summary Report
- Task 5: Customer Letter
- * Task 6: Trial Balance
- * Task 7: Journal

EXERCISE 4.4

- Correcting QuickBooks Errors

EXERCISE 4.5

- QuickBooks Point of Sale



Download Go Digital Excel templates at www.My-QuickBooks.com.