

6. Record the following deposits (related to previous requirements 3 and 5) from Undeposited Funds to the Checking account.

Date	Customer	Amount
12/21/2019	Bob Heldt	\$80.81
12/21/2019	Tracy Stinson	\$10.06
12/21/2019	Susie Rummens	\$135.00
12/21/2019	Bob Heldt	\$1,825.92
12/21/2019	Dave Perry	\$20.77
12/21/2019	Mike Balak	\$180.00

7. Export to **Excel** the Open Invoices report for Larry's Landscaping for December 21, 2019.
8. Export to **Excel** the Deposit Detail report for December 19 - 21, 2019.
9. Export to **Excel** the Journal report for December 19 - 21, 2019.
10. Mark the reports completed on the 4 REPORTS sheet. Save your Excel file.
11. Save a .QBB backup of your work.



PROJECT 4 QUICK CHECK

NAME:

INSTRUCTIONS:

1. CHECK OFF THE ITEMS YOU COMPLETED.
2. ATTACH THIS PAGE TO YOUR PRINTOUTS.



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

PROJECT 4

- * Open Invoices
- * Deposit Detail
- * Journal



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