



## CHAPTER 5 QUICK CHECK

NAME:

INSTRUCTIONS:

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



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

### CHAPTER 5

- \* Vendor List
- \* Item List
- Purchase Order Nos. 6238 & 6239
- Check Nos. 520-521
- Check Nos. 522-523 for Sales Tax
- \* Vendor Transaction Report
- \* A/P Aging Summary Report
- \* Open Purchase Orders Report
- \* Inventory Stock Status by Item Report
- \* Physical Inventory Worksheet

#### EXERCISE 5.1

- Task 4: Purchase Order 6240
- Task 7: Check No. 524
- \* Task 8: Transaction List by Vendor

#### EXERCISE 5.2

- Task 3: Customer Invoice No. 1104
- Task 5: Bank Deposit Summary
- \* Task 6: Transaction List by Customer

#### EXERCISE 5.3

- Task 3: Check Nos. 525-526
- \* Task 4: Check Detail

#### EXERCISE 5.4

- \* Task 2: Inventory Stock Status By Item Report
- \* Task 3: Trial Balance
- \* Task 4: Journal

#### EXERCISE 5.5

- Bill Pay Security