

6. Pay the following bills for Larry's on 12/23/2019.

Date	Vendor	Amount Due
12/23/2019	Gussman's Nursery	\$147.00
12/23/2019	Conner Garden Supplies	\$12.00
12/23/2019	Townley Insurance Agency	\$427.62
12/23/2019	Great Statewide Bank	\$699.12

7. Using your saved Excel template for Chapter 5, export to **Excel** the Open Purchase Orders report for Larry's Landscaping for this fiscal quarter (October 1 - December 31, 2019).
8. Export to **Excel** the Check Detail report for Larry's for December 22 - 23, 2019.
9. Export to **Excel** the Accounts Payable Aging Detail report as of December 23, 2019.
10. Export to **Excel** the Journal report for December 22 - 23, 2019.
11. Mark the reports completed on the 5 REPORTS sheet. Save your Excel file.
12. Save a .QBB backup of your work.



PROJECT 5 QUICK CHECK

NAME:

INSTRUCTIONS:

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

PROJECT 5

- * Open Purchase Orders
- * Check Detail
- * A/P Aging Detail
- * Journal



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.