

9. Export to **Excel** the Balance Sheet Standard report as of December 31, 2019.
10. Export to **Excel** the Balance Sheet Standard report with a vertical analysis showing each account as a percentage of total assets as of December 31, 2019. **Highlight** the asset that represents the largest percentage of total assets.
11. Export to **Excel** the General Ledger report using only the **accounts in use** for December 15 through December 31, 2019.
12. Mark the reports completed on the 7 REPORTS sheet. Save your Excel file.
13. Save a .QBB backup of your work.



PROJECT 7 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 7

- * Trial Balance
- * Adjusting Journal Entries
- * Adjusted Trial Balance
- * Profit & Loss
- * Profit & Loss Detail
- * Balance Sheet
- * Balance Sheet Vertical Analysis
- * General Ledger



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