Activity Sheet: QuickBooks – Wrap up & Reports

**Activity #1**

*Practice balancing your statement*

1. From the Home Screen, click on **Reconcile** in the **Banking** area.
2. In the Begin Reconciliation window that appears, enter the following information:
   1. Use the drop-down menu next to **Account** to select **Cash Expenditures**
   2. Leave the date to the default
   3. In the **Ending Balance** box, type **$225.46**
   4. In the **Interest Earned** box, type **$0.23** and use the drop-down menu under **Account** to select **Interest Income**
   5. Click the **Continue** button
3. In the Reconcile – Cash Expenditures window that appears, verify the following information by clicking in the check mark column for each item:
   1. Your bank statement shows checks/payments for:
      1. 5/13/19 for 25.87 from Sower Office Equipment
      2. 7/23/19 for 48.90 from Brown Equipment Rental
   2. Your bank statement shows a deposit/other credit for:
      1. 4/23/19 for 300.00
4. Click the **Reconcile Now** button
5. Click the **Display** button
6. Close the **Reconciliation Summary** and/or **Detail** windows that appear

**Activity #2**

*Practice running reports*

1. From the sidebar, select **Reports** to access the Report Center
2. From the report categories, select **Vendors and Payables**
3. Click on **A/P Aging Summary**
4. Change date to **Last Fiscal Quarter**
5. Click the **Run** button
6. Close the report
7. From the report categories, select **Accountant and Taxes**
8. Click on **Trial Balance**
9. In the **Start Date** field, type **1/1/20**
10. In the **End Date** field, type **6/30/20**
11. Click the **Run** button
12. Close the report

**Activity #3**

*Practice memorizing (saving) a report*

1. From the **Reports Center**, select the **Vendors and Payables** category
2. Run the Vendor Balance Summary (let the date default)
3. In the report window that appears, do the following:
   1. In the top toolbar of the window, click the **Memorize** button
   2. In the **Name** field that appears, type **Vendor Balance Summary 2015**
   3. Check the box next to **Save in Memorized Report Group**
   4. Use the drop-down menu to the select the **Vendors** report group
   5. Click **Ok**
4. Close the report

*Practice running a memorized report*

1. From the top of the **Reports Center** window, click the **Memorized** tab
2. Select **Vendors** from the category list
3. Click on **Vendor Balance Summary 2015**
4. **Run** the report
5. Close the report

**Activity #4**

*Practice creating a journal entry*

1. Click on **Company** in the top toolbar of the QuickBooks Window
2. Select **Make General Journal Entries**
3. Change the **Date** to **12/31/19**
4. In the **Journal Entry Number** box, type **10000**
   1. In the table show, enter the following information:
   2. In the first row, under the **Account** column, use the drop-down menu to select **Depreciation**
   3. In the **Debit** column, type $**125.00**
   4. In the second row, under the **Account** column, use the drop-down menu to select **Accumulated Depreciation**
   5. In the **Credit** column, type **$125.00**
5. Click the **Save and Close** button