QuickBooks 2015 A Complete Course 16th edition Horne Solutions Manual

SKU: 9780134325903-SOLUTIONS

QUICKBOOKS 2015:
A COMPLETE COURSE

SHORT-TERM ASSIGNMENT SHEET

TEXT: ***QuickBooks 2015: A Complete Course*, by Janet Horne**

SUPPLIES: 2 USB drives, 3 file folders, printing paper

PROCEDURES: Read each chapter before coming to class. Answer end-of-chapter questions as homework. Always add your name to the company name.

ASSIGNMENTS: Two of the folders required will be used for the chapter and end-of-chapter assignments. Staple the transmittal for each chapter to the printouts that are assembled in the order listed on the transmittal and submit when instructed. (*Note:* The transmittal sheets for all problems are found at the end of the chapter or the assignment.)

The third folder will be used for the practice sets. Staple the transmittal for the practice set to the printouts that are assembled in the order listed on the transmittal sheet and submit when instructed.

GRADING: Grades will be based on the successful completion of each assignment, end-of-chapter questions, the practice sets, and the examinations. Failure to complete the problems within the chapters or the end-of-chapter assignments will lower your grade by one letter (Example: an A will be lowered to a B if all work is not submitted). Practice sets (including the exam) are worth 100 points each. Written exams are 50 points each, and the final exam is 100 points.

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Total Projected Points

Section 1 Practice Set (including exam)	100
Written Exam Chapters 1-4	50
Section 2 Practice Set (including exam)	100
Written Exam Chapters 5-7	50
Comprehensive Practice Set (including exam)	100
Written Exam Chapters 8-9	50
Written Comprehensive Final Exam	100
Total Points	550

Grading Scale

A	90% - 100%	495-550 (and completion of all assignments)
B	80% - 89%	440-494 (and completion of all assignments)
C	70% - 79%	385-439 (and completion of all assignments)
D	60% - 69%	330-384 (and completion of all assignments)

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WEEK	TOPIC	ASSIGNMENT/NOTES
1	Introduction to class Chapter 1	Introduction to the class Read Chapter 1 and follow Chapter 1 instructions to download **Company Master Files Download Chs 1-4 (Student Data Files)** Complete Chapter 1 for Computer Consulting by Your Name and Your Name Landscape and Pool Service Answer End-of-Chapter Questions
2	Chapter 2	Read Chapter 2 before class Complete Chapter 2 for Computer Consulting by Your Name (Continue to use the Computer.qbw file you used in Chapter 1) Answer End-of-Chapter Questions Do End-of-Chapter Assignment: Your Name Landscape and Pool Service (Continue to use the Landscape.qbw file you used in Chapter 1)
3	Chapter 3	Read and Complete Chapter 3 for Computer Consulting by Your Name (Continue to use the Computer.qbw file you used in Chapter 2) Answer End-of-Chapter Questions Do End-of-Chapter Assignment: Your Name Landscape and Pool Service (Continue to use the Landscape.qbw file you used in Chapter 2)
4	Chapter 4	Read and Complete Chapter 4 for Computer Consulting by Your Name (Continue to use the Computer.qbw file you used in Chapter 3) Answer End-of-Chapter Questions Do End-of-Chapter Assignment: Your Name Landscape and Pool Service (Continue to use the Landscape.qbw file you used in Chapter 3) Turn in folder for Chapters 2, 3, and 4
5	End of Section 1	Complete End-of-Section Practice Set: Your Name At Your Service Your Name At Your Service Exam Section 1: Written Exam

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WEEK	TOPIC	ASSIGNMENT/NOTES
6	Chapter 5	Follow Chapter 1 instructions to download **Company Master Files Download Chs 5-8 (Student Data Files)** (Note: the Company Master Files folder also contains three logo files to be used in Chapter 9 and the final practice set.) Read and Complete Chapter 5 for Your Name Mountain Sports (Use the same Sports.qbw company file for Chapters 5, 6, and 7) Answer End-of-Chapter Questions Do End-of-Chapter Assignment: Your Name Resort Clothing (Use the same Clothing.qbw company file for Chapters 5, 6, and 7)
7	Chapter 6	Read and Complete Chapter 6 for Your Name Mountain Sports Answer End-of-Chapter Questions Do End-of-Chapter Assignment: Your Name Resort Clothing
8	Chapter 7	Read and Complete Chapter 7 for Your Name Mountain Sports Answer End-of-Chapter Questions Do End-of-Chapter Assignment: Your Name Resort Clothing Turn in Folder for Chapters 5, 6, and 7
9	End of Section 2	Complete End-of-Section Practice Set: Your Name's Ultimate Golf Your Name's Ultimate Golf Exam Section 2: Written Exam
10	Chapter 8	Read and Complete Chapter 8 for Your Name's Fitness Solutions Answer End-of-Chapter Questions Do End-of-Chapter Assignment Your Name's Pool & Spa
11	Chapter 9	Read and Complete Chapter 9 for Your Name's Dogs Dayz Answer End-of-Chapter Questions Do End-of-Chapter Assignment: Your Name's Coffee Corner Turn in Folder for Chapters 8 and 9
12	End of Section 3 Final Exam	Complete End-of-Section Practice Set: Your Name's Capitol Books Your Name's Capitol Books Exam Section 3: Written Exam Comprehensive Final Examination

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CHAPTER

Sales and Receivables:
Service Business



Computer Consulting by Your Name

Computer Consulting by Your Name

2895 West Avenue
Woodland Hills, CA 91367

Invoice

Date	Invoice #
1/2/2015	1

Bill To

Luis Gomez, Esq.
5270 Sepulveda Blvd.
Sherman Oaks, CA 91403

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
1	10 Hours--Monthly Technical Support	300.00	300.00

Thank you for your business.

Total $300.00

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Computer Consulting by Your Name

2895 West Avenue
Woodland Hills, CA 91367

Invoice

Date	Invoice #
1/3/2015	2

Bill To

Matt Williams, CPA
10895 Ventura Blvd.
Encino, CA 91316

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
1	Initial Hour of On-Site Training	95.00	95.00
4	Additional Hours of On-Site Training	80.00	320.00

Thank you for your business.

Total $415.00

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Computer Consulting by Your Name

2895 West Avenue
Woodland Hills, CA 91367

Invoice

Date	Invoice #
1/5/2015	3

Bill To

Ela Ahmadrand
20852 Ventura Blvd.
Tarzana, CA 91356

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
1	10 Hours--Monthly Technical Support	300.00	300.00

Thank you for your business.

Total $300.00

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Computer Consulting by Your Name

2895 West Avenue
Woodland Hills, CA 91367

Invoice

Date	Invoice #
1/5/2015	4

Bill To

Vines & Rhodes
Attorneys at Law
1014 Universal City Plaza
North Hollywood, CA 91602

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
1	Initial Hour of On-Site Training	95.00	95.00
39	Additional Hours of On-Site Training	80.00	3,120.00

Thank you for your business.

Total $3,215.00

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Computer Consulting by Your Name

2895 West Avenue
Woodland Hills, CA 91367

Invoice

Date	Invoice #
1/5/2015	5

Bill To

Cooper & Cranston, CPA
14600 Sunset Blvd.
Pacific Palisades, CA 90272

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
1	Initial Hour of On-Site Training	95.00	95.00
9	Additional Hours of On-Site Training	80.00	720.00
1	15 Hours--Monthly Technical Support	450.00	450.00

Thank you for your business.

Total $1,265.00

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Computer Consulting by Your Name

2895 West Avenue
Woodland Hills, CA 91367

Invoice

Date	Invoice #
1/5/2015	6

Bill To

Young, Norton, and Brancato
Attorneys at Law
2021 Avenue of the Stars
Century City, CA 90064

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
1	Initial Hour of On-Site Training	95.00	95.00
39	Additional Hours of On-Site Training	80.00	3,120.00
1	5 Hours--Monthly Technical Support	150.00	150.00

Thank you for your business.

Total $3,365.00

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Computer Consulting by Your Name
Customer Balance Summary
As of January 5, 2015

	Jan 5, 15
Ahmadrand, Ela	300.00
Andrews Productions	3,190.00
Cooper & Cranston, CPA	1,265.00
Creative Products	1,295.00
Design Creations	3,230.00
Duncan, Jones, and Cline	1,915.00
Gomez, Luis Esq.	450.00
Mahmood Imports	300.00
Research Corp.	815.00
Rosenthal Illustrations	3,830.00
Shumway, Lewis, and Levy	3,685.00
Vines & Rhodes	3,215.00
Wagner, Leavitt, and Moraga	3,680.00
Williams, Matt CPA	890.00
Young, Norton, and Brancato	3,365.00
TOTAL	**31,425.00**

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Computer Consulting by Your Name
Customer Balance Detail
As of January 5, 2015

Type	Date	Num	Account	Amount	Balance
Vines & Rhodes					0.00
Invoice	01/05/2015	4	Accounts Receivable	3,215.00	3,215.00
Total Vines & Rhodes				3,215.00	3,215.00
TOTAL				**3,215.00**	**3,215.00**

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Computer Consulting by Your Name

2895 West Avenue
Woodland Hills, CA 91367

Invoice

Date	Invoice #
1/5/2015	5

Bill To

Cooper & Cranston, CPA
14600 Sunset Blvd.
Pacific Palisades, CA 90272

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
1	Initial Hour of On-Site Training	95.00	95.00
11	Additional Hours of On-Site Training	80.00	880.00
1	15 Hours--Monthly Technical Support	450.00	450.00

Thank you for your business.

Total $1,425.00

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Computer Consulting by Your Name
Transaction List by Customer
January 1 - 7, 2015

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit
Ahmadrand, Ela								
Invoice	01/05/2015	3	VOID:	Accounts Receivable	X	Technical Support Income	0.00	
Cooper & Cranston, CPA								
Invoice	01/05/2015	5		Accounts Receivable		-SPLIT-	1,425.00	
Gomez, Luis Esq.								
Invoice	01/02/2015	1		Accounts Receivable		Technical Support Income	300.00	
Vines & Rhodes								
Invoice	01/05/2015	4		Accounts Receivable		-SPLIT-	3,215.00	
Williams, Matt CPA								
Invoice	01/03/2015	2		Accounts Receivable		-SPLIT-	415.00	
Young, Norton, and Brancato								
Invoice	01/05/2015	6		Accounts Receivable		-SPLIT-	3,365.00	

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Computer Consulting by Your Name
Customer Balance Detail
All Transactions

Type	Date	Num	Account	Amount	Balance
Ahmadrand, Ela					
Invoice	12/31/2014		Accounts Receivable	0.00	0.00
Invoice	01/05/2015	3	Accounts Receivable	0.00	0.00
Total Ahmadrand, Ela				0.00	0.00
Andrews Productions					
Invoice	12/31/2014		Accounts Receivable	3,190.00	3,190.00
Total Andrews Productions				3,190.00	3,190.00
Cooper & Cranston, CPA					
Invoice	12/31/2014		Accounts Receivable	0.00	0.00
Invoice	01/05/2015	5	Accounts Receivable	1,425.00	1,425.00
Total Cooper & Cranston, CPA				1,425.00	1,425.00
Creative Products					
Invoice	12/31/2014		Accounts Receivable	1,295.00	1,295.00
Total Creative Products				1,295.00	1,295.00
Design Creations					
Invoice	12/31/2014		Accounts Receivable	3,230.00	3,230.00
Total Design Creations				3,230.00	3,230.00
Duncan, Jones, and Cline					
Invoice	12/31/2014		Accounts Receivable	1,915.00	1,915.00
Total Duncan, Jones, and Cline				1,915.00	1,915.00
Gomez, Luis Esq.					
Invoice	12/31/2014		Accounts Receivable	150.00	150.00
Invoice	01/02/2015	1	Accounts Receivable	300.00	450.00
Total Gomez, Luis Esq.				450.00	450.00
Mahmood Imports					
Invoice	12/31/2014		Accounts Receivable	300.00	300.00
Total Mahmood Imports				300.00	300.00
Research Corp.					
Invoice	12/31/2014		Accounts Receivable	815.00	815.00
Total Research Corp.				815.00	815.00
Rosenthal Illustrations					
Invoice	12/31/2014		Accounts Receivable	3,830.00	3,830.00
Total Rosenthal Illustrations				3,830.00	3,830.00
Shumway, Lewis, and Levy					
Invoice	12/31/2014		Accounts Receivable	3,685.00	3,685.00
Total Shumway, Lewis, and Levy				3,685.00	3,685.00
Vines & Rhodes					
Invoice	12/31/2014		Accounts Receivable	0.00	0.00
Invoice	01/05/2015	4	Accounts Receivable	3,215.00	3,215.00
Total Vines & Rhodes				3,215.00	3,215.00
Wagner, Leavitt, and Moraga					
Invoice	12/31/2014		Accounts Receivable	3,680.00	3,680.00
Total Wagner, Leavitt, and Moraga				3,680.00	3,680.00
Williams, Matt CPA					
Invoice	12/31/2014		Accounts Receivable	475.00	475.00
Total Williams, Matt CPA				475.00	475.00

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Computer Consulting by Your Name
Customer Balance Detail
All Transactions

Type	Date	Num	Account	Amount	Balance
Young, Norton, and Brancato					
Invoice	12/31/2014		Accounts Receivable	0.00	0.00
Invoice	01/05/2015	6	Accounts Receivable	3,365.00	3,365.00
Total Young, Norton, and Brancato				3,365.00	3,365.00
TOTAL				**30,870.00**	**30,870.00**

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Computer Consulting by Your Name

2895 West Avenue
Woodland Hills, CA 91367

Credit Memo

DATE	CREDIT NO.
1/8/2015	7

CUSTOMER

Vines & Rhodes
Attorneys at Law
1014 Universal City Plaza
North Hollywood, CA 91602

P.O. NO.	PROJECT

DESCRIPTION	QTY	RATE	AMOUNT
Additional Hours of On-Site Training Deduct 5 hours of unused training. Reduce the amount due for Invoice 4	-5	80.00	-400.00

It's been a pleasure working with you!

Total -$400.00

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Computer Consulting by Your Name

2895 West Avenue
Woodland Hills, CA 91367

Invoice

Date	Invoice #
1/8/2015	8

Bill To

Ken Collins
20985 Ventura Blvd.
Woodland Hills, CA 91371

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
1	Initial Hour of Hardware/Network Installation	95.00	95.00
1	Additional Hours of Hardware/Network Installation	80.00	80.00

Thank you for your business.

Total $175.00

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Computer Consulting by Your Name

2895 West Avenue
Woodland Hills, CA 91367

Sales Receipt

DATE	SALE NO.
1/10/2015	1

SOLD TO

Raymond McBride, CPA
23740 Civic Center Way
Malibu, CA 90265

CHECK NO.	PAYMENT METH...	PROJECT
3287	Check	

DESCRIPTION	QTY	RATE	AMOUNT
Initial Hour of On-Site Training	1	95.00	95.00
Additional Hours of On-Site Training	4	80.00	320.00

It's been a pleasure working with you!

Total $415.00

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Computer Consulting by Your Name

2895 West Avenue
Woodland Hills, CA 91367

Sales Receipt

DATE	SALE NO.
1/12/2015	2

SOLD TO

Raymond McBride, CPA
23740 Civic Center Way
Malibu, CA 90265

CHECK NO.	PAYMENT METH...	PROJECT
3306	Check	

DESCRIPTION	QTY	RATE	AMOUNT
Initial Hour of On-Site Training	1	95.00	95.00

Thank you for your business.

Total $95.00

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Computer Consulting by Your Name

2895 West Avenue
Woodland Hills, CA 91367

Sales Receipt

DATE	SALE NO.
1/12/2015	3

SOLD TO

Research Corp.
10495 West Avenue
Chatsworth, CA 91311

CHECK NO.	PAYMENT METH...	PROJECT
10358	Check	

DESCRIPTION	QTY	RATE	AMOUNT
Initial Hour of On-Site Training	1	95.00	95.00
Additional Hours of On-Site Training	3	80.00	240.00

Thank you for your business.

Total $335.00

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Computer Consulting by Your Name
Sales by Customer Detail
January 1 - 12, 2015

Type	Date	Num	Memo	Name	Item	Qty	Sales Price	Amount	Balance
Ahmadrand, Ela									
Invoice	01/05/2015	3	10 Hours--Monthly Technical Support	Ahmadrand, Ela	Tech Sup 2	0	300.00	0.00	0.00
Total Ahmadrand, Ela						0		0.00	0.00
Collins, Ken									
Invoice	01/08/2015	8	Initial Hour of Hardware/Network Installation	Collins, Ken	Install 1	1	95.00	95.00	95.00
Invoice	01/08/2015	8	Additional Hours of Hardware/Network Installation	Collins, Ken	Install 2	1	80.00	80.00	175.00
Total Collins, Ken						2		175.00	175.00
Cooper & Cranston, CPA									
Invoice	01/05/2015	5	Initial Hour of On-Site Training	Cooper & Cranston, CPA	Training 1	1	95.00	95.00	95.00
Invoice	01/05/2015	5	Additional Hours of On-Site Training	Cooper & Cranston, CPA	Training 2	11	80.00	880.00	975.00
Invoice	01/05/2015	5	15 Hours--Monthly Technical Support	Cooper & Cranston, CPA	Tech Sup 3	1	450.00	450.00	1,425.00
Total Cooper & Cranston, CPA						13		1,425.00	1,425.00
Gomez, Luis Esq.									
Invoice	01/02/2015	1	10 Hours--Monthly Technical Support	Gomez, Luis Esq.	Tech Sup 2	1	300.00	300.00	300.00
Total Gomez, Luis Esq.						1		300.00	300.00
McBride, Raymond CPA									
Sales Receipt	01/09/2015	1	Initial Hour of On-Site Training	McBride, Raymond CPA	Training 1	1	95.00	95.00	95.00
Sales Receipt	01/09/2015	1	Additional Hours of On-Site Training	McBride, Raymond CPA	Training 2	4	80.00	320.00	415.00
Sales Receipt	01/12/2015	2	Initial Hour of On-Site Training	McBride, Raymond CPA	Training 1	1	95.00	95.00	510.00
Total McBride, Raymond CPA						6		510.00	510.00
Research Corp.									
Sales Receipt	01/12/2015	3	Initial Hour of On-Site Training	Research Corp.	Training 1	1	95.00	95.00	95.00
Sales Receipt	01/12/2015	3	Additional Hours of On-Site Training	Research Corp.	Training 2	3	80.00	240.00	335.00
Total Research Corp.						4		335.00	335.00
Vines & Rhodes									
Invoice	01/05/2015	4	Initial Hour of On-Site Training	Vines & Rhodes	Training 1	1	95.00	95.00	95.00
Invoice	01/05/2015	4	Additional Hours of On-Site Training	Vines & Rhodes	Training 2	39	80.00	3,120.00	3,215.00
Credit Memo	01/08/2015	7	Additional Hours of On-Site Training	Vines & Rhodes	Training 2	-5	80.00	-400.00	2,815.00
Total Vines & Rhodes						35		2,815.00	2,815.00
Young, Norton, and Brancato									
Invoice	01/05/2015	6	Initial Hour of On-Site Training	Young, Norton, and Brancato	Training 1	1	95.00	95.00	95.00
Invoice	01/05/2015	6	Additional Hours of On-Site Training	Young, Norton, and Brancato	Training 2	39	80.00	3,120.00	3,215.00
Invoice	01/05/2015	6	5 Hours--Monthly Technical Support	Young, Norton, and Brancato	Tech Sup 1	1	150.00	150.00	3,365.00
Total Young, Norton, and Brancato						41		3,365.00	3,365.00
TOTAL						**102**		**8,925.00**	**8,925.00**

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Computer Consulting by Your Name

2895 West Avenue
Woodland Hills, CA 91367

Sales Receipt

DATE	SALE NO.
1/9/2015	1

SOLD TO

Raymond McBride, CPA
23740 Civic Center Way
Malibu, CA 90265

CHECK NO.	PAYMENT METH...	PROJECT
3287	Check	

DESCRIPTION	QTY	RATE	AMOUNT
Initial Hour of On-Site Training	1	95.00	95.00
Additional Hours of On-Site Training	4	80.00	320.00

It's been a pleasure working with you!

Total $415.00

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Computer Consulting by Your Name
Sales by Item Summary
January 1 - 14, 2015

	Jan 1 - 14, 15			
	Qty	Amount	% of Sales	Avg Price
Service				
Install 1	1	95.00	1.1%	95.00
Install 2	1	80.00	0.9%	80.00
Tech Sup 1	1	150.00	1.7%	150.00
Tech Sup 2	1	300.00	3.4%	300.00
Tech Sup 3	1	450.00	5.0%	450.00
Training 1	6	570.00	6.4%	95.00
Training 2	91	7,280.00	81.6%	80.00
Total Service	102	8,925.00	100.0%	87.50
TOTAL	**102**	**8,925.00**	**100.0%**	**87.50**

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Payment Receipt

Computer Consulting by Your Name
2895 West Avenue
Woodland Hills, CA 91367

Received From:
Research Corp.
Research Corp.
10495 West Avenue
Chatsworth, CA 91311

Date Received	01/15/2015	**Payment Amount**	$815.00
Payment Method	Check		
Check/Ref. No.	684		

Invoices Paid

Date	Number	Amount Applied
12/31/2014		-$815.00

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Payment Receipt

Computer Consulting by Your Name
2895 West Avenue
Woodland Hills, CA 91367

Received From:
Wagner, Leavitt, and Moraga
Wagner, Leavitt, and Moraga
Attorneys at Law
300 Beverly Drive
Beverly Hills, CA 90210

Date Received	01/15/2015	**Payment Amount**	$3,680.00
Payment Method	Check		
Check/Ref. No.	1952		

Invoices Paid

Date	Number	Amount Applied
12/31/2014		-$3,680.00

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Payment Receipt

Computer Consulting by Your Name
2895 West Avenue
Woodland Hills, CA 91367

Received From:
Rosenthal Illustrations
Rosenthal Illustrations
10701 Wilshire Blvd.
Westwood, CA 90025

Date Received	01/15/2015	**Payment Amount**	$2,000.00
Payment Method	Check		
Check/Ref. No.	8925		

Invoices Paid

Date	Number	Amount Applied
12/31/2014		-$2,000.00

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Payment Receipt

Computer Consulting by Your Name
2895 West Avenue
Woodland Hills, CA 91367

Received From:
Williams, Matt CPA
Matt Williams, CPA
10895 Ventura Blvd.
Encino, CA 91316

Date Received	01/15/2015	**Payment Amount**	$475.00
Payment Method	Check		
Check/Ref. No.	39251		

Invoices Paid

Date	Number	Amount Applied
12/31/2014		-$475.00

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Payment Receipt

Computer Consulting by Your Name
2895 West Avenue
Woodland Hills, CA 91367

Received From:
Andrews Productions
Andrews Productions
2100 San Vicente Blvd.
Santa Monica, CA 90402

Date Received	01/15/2015	**Payment Amount**	$2,190.00
Payment Method	Check		
Check/Ref. No.	2051		

Invoices Paid

Date	Number	Amount Applied
12/31/2014		-$2,190.00

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Payment Receipt

Computer Consulting by Your Name
2895 West Avenue
Woodland Hills, CA 91367

Received From:
Gomez, Luis Esq.
Luis Gomez, Esq.
5270 Sepulveda Blvd.
Sherman Oaks, CA 91403

Date Received	01/15/2015	**Payment Amount**	$150.00
Payment Method	Check		
Check/Ref. No.	5632		

Invoices Paid

Date	Number	Amount Applied
12/31/2014		-$150.00

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Payment Receipt

Computer Consulting by Your Name
2895 West Avenue
Woodland Hills, CA 91367

Received From:
Shumway, Lewis, and Levy
Shumway, Lewis, and Levy
Attorneys at Law
300 Montana Avenue
Santa Monica, CA 90403

Date Received	01/15/2015	**Payment Amount**	$3,685.00
Payment Method	Check		
Check/Ref. No.	80195		

Invoices Paid

Date	Number	Amount Applied
12/31/2014		-$3,685.00

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Deposit Summary

1/15/2015 8:52 AM

Summary of Deposits to Checking on 01/15/2015

Chk No.	PmtMethod	Rcd From	Memo	Amount
3287	Check	McBride, Raymond CPA		415.00
3306	Check	McBride, Raymond CPA		95.00
10358	Check	Research Corp.		335.00
684	Check	Research Corp.		815.00
1952	Check	Wagner, Leavitt, and Moraga		3,680.00
8925	Check	Rosenthal Illustrations	Partial Payment	2,000.00
39251	Check	Williams, Matt CPA		475.00
2051	Check	Andrews Productions	Partial Payment	2,190.00
5632	Check	Gomez, Luis Esq.		150.00
80195	Check	Shumway, Lewis, and Levy		3,685.00
Less Cash Back:				
Deposit Total:				**13,840.00**

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Computer Consulting by Your Name
Journal
January 1 - 15, 2015

Trans #	Type	Date	Num	Adj	Name	Memo	Account	Debit	Credit
27	Invoice	01/02/2015	1		Gomez, Luis Esq.		Accounts Receivable	300.00	
					Gomez, Luis Esq.	10 Hours--Monthly Technical Support	Technical Support Income		300.00
								300.00	300.00
29	Invoice	01/05/2015	3		Ahmadrand, Ela	VOID:	Accounts Receivable	0.00	
					Ahmadrand, Ela	10 Hours--Monthly Technical Support	Technical Support Income	0.00	
								0.00	0.00
30	Invoice	01/05/2015	4		Vines & Rhodes		Accounts Receivable	3,215.00	
					Vines & Rhodes	Initial Hour of On-Site Training	Training Income		95.00
					Vines & Rhodes	Additional Hours of On-Site Training	Training Income		3,120.00
								3,215.00	3,215.00
31	Invoice	01/05/2015	5		Cooper & Cranston, CPA		Accounts Receivable	1,425.00	
					Cooper & Cranston, CPA	Initial Hour of On-Site Training	Training Income		95.00
					Cooper & Cranston, CPA	Additional Hours of On-Site Training	Training Income		880.00
					Cooper & Cranston, CPA	15 Hours--Monthly Technical Support	Technical Support Income		450.00
								1,425.00	1,425.00
32	Invoice	01/05/2015	6		Young, Norton, and Brancato		Accounts Receivable	3,365.00	
					Young, Norton, and Brancato	Initial Hour of On-Site Training	Training Income		95.00
					Young, Norton, and Brancato	Additional Hours of On-Site Training	Training Income		3,120.00
					Young, Norton, and Brancato	5 Hours--Monthly Technical Support	Technical Support Income		150.00
								3,365.00	3,365.00
33	Credit Memo	01/08/2015	7		Vines & Rhodes		Accounts Receivable		400.00
					Vines & Rhodes	Additional Hours of On-Site Training	Training Income	400.00	
								400.00	400.00
34	Invoice	01/08/2015	8		Collins, Ken		Accounts Receivable	175.00	
					Collins, Ken	Initial Hour of Hardware/Network Installation	Installation Income		95.00
					Collins, Ken	Additional Hours of Hardware/Network Installation	Installation Income		80.00
								175.00	175.00
35	Sales Receipt	01/09/2015	1		McBride, Raymond CPA		Undeposited Funds	415.00	
					McBride, Raymond CPA	Initial Hour of On-Site Training	Training Income		95.00
					McBride, Raymond CPA	Additional Hours of On-Site Training	Training Income		320.00
								415.00	415.00
36	Sales Receipt	01/12/2015	2		McBride, Raymond CPA		Undeposited Funds	95.00	
					McBride, Raymond CPA	Initial Hour of On-Site Training	Training Income		95.00
								95.00	95.00
37	Sales Receipt	01/12/2015	3		Research Corp.		Undeposited Funds	335.00	
					Research Corp.	Initial Hour of On-Site Training	Training Income		95.00
					Research Corp.	Additional Hours of On-Site Training	Training Income		240.00
								335.00	335.00

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Computer Consulting by Your Name
Journal
January 1 - 15, 2015

Trans #	Type	Date	Num	Adj	Name	Memo	Account	Debit	Credit
38	Payment	01/15/2015	684		Research Corp.		Undeposited Funds	815.00	
					Research Corp.		Accounts Receivable		815.00
								815.00	815.00
39	Payment	01/15/2015	1952		Wagner, Leavitt, and Moraga		Undeposited Funds	3,680.00	
					Wagner, Leavitt, and Moraga		Accounts Receivable		3,680.00
								3,680.00	3,680.00
40	Payment	01/15/2015	8925		Rosenthal Illustrations	Partial Payment	Undeposited Funds	2,000.00	
					Rosenthal Illustrations	Partial Payment	Accounts Receivable		2,000.00
								2,000.00	2,000.00
41	Payment	01/15/2015	39251		Williams, Matt CPA		Undeposited Funds	475.00	
					Williams, Matt CPA		Accounts Receivable		475.00
								475.00	475.00
42	Payment	01/15/2015	2051		Andrews Productions	Partial Payment	Undeposited Funds	2,190.00	
					Andrews Productions	Partial Payment	Accounts Receivable		2,190.00
								2,190.00	2,190.00
43	Payment	01/15/2015	5632		Gomez, Luis Esq.		Undeposited Funds	150.00	
					Gomez, Luis Esq.		Accounts Receivable		150.00
								150.00	150.00
44	Payment	01/15/2015	80195		Shumway, Lewis, and Levy		Undeposited Funds	3,685.00	
					Shumway, Lewis, and Levy		Accounts Receivable		3,685.00
								3,685.00	3,685.00
45	Deposit	01/15/2015				Deposit	Checking	13,840.00	
					McBride, Raymond CPA	Deposit	Undeposited Funds		415.00
					McBride, Raymond CPA	Deposit	Undeposited Funds		95.00
					Research Corp.	Deposit	Undeposited Funds		335.00
					Research Corp.	Deposit	Undeposited Funds		815.00
					Wagner, Leavitt, and Moraga	Deposit	Undeposited Funds		3,680.00
					Rosenthal Illustrations	Partial Payment	Undeposited Funds		2,000.00
					Williams, Matt CPA	Deposit	Undeposited Funds		475.00
					Andrews Productions	Partial Payment	Undeposited Funds		2,190.00
					Gomez, Luis Esq.	Deposit	Undeposited Funds		150.00
					Shumway, Lewis, and Levy	Deposit	Undeposited Funds		3,685.00
								13,840.00	13,840.00
TOTAL								**36,560.00**	**36,560.00**

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Computer Consulting by Your Name
Trial Balance
As of January 15, 2015

	Jan 15, 15	
	Debit	Credit
Checking	51,710.00	
Accounts Receivable	17,650.00	
Office Supplies	500.00	
Undeposited Funds	0.00	
Company Cars:Original Cost	49,000.00	
Office Equipment:Original Cost	8,050.00	
Accounts Payable		850.00
Loan Payable	0.00	
Loan Payable:Company Cars Loan		35,000.00
Loan Payable:Office Equipment Loan		4,000.00
Owner's Equity	0.00	
Student's Name, Capital		53,135.00
Student's Name, Capital:Investments		25,000.00
Income:Installation Income		175.00
Income:Technical Support Income		900.00
Income:Training Income		7,850.00
TOTAL	**126,910.00**	**126,910.00**

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CHAPTER

Sales and Receivables:
Service Business



Your Name
Landscape and Pool Service

Your Name Landscape and Pool Service

18527 State Street
Santa Barbara, CA 93103

Invoice

Date	Invoice #
1/1/2015	25

Bill To

Ocean View Motel
38951 Marine Avenue
Santa Barbara, CA 91307

P.O. No.	Terms	Project
	Net 15	

Quantity	Description	Rate	Amount
1	Commercial Landscape Maintenance	150.00	150.00
1	Commercial Pool Service (All pools except Lg.)	300.00	300.00

Thank you for your business.

Total $450.00

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Your Name Landscape and Pool Service

18527 State Street
Santa Barbara, CA 93103

Invoice

Date	Invoice #
1/1/2015	26

Bill To

Ron Sampson
78624 Hope Ranch Street
Santa Barbara, CA 93110

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
1	Residential Landscape Maintenance	100.00	100.00
1	Residential Pool Service (All pools except Lg.)	100.00	100.00

Thank you for your business.

Total $200.00

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Your Name Landscape and Pool Service

18527 State Street
Santa Barbara, CA 93103

Invoice

Date	Invoice #
1/1/2015	27

Bill To

Creations for You
8625 Lake Street
Santa Barbara, CA 91307

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
2	Trimming and Pruning	75.00	150.00

Thank you for your business.

Total $150.00

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Your Name Landscape and Pool Service

18527 State Street
Santa Barbara, CA 93103

Sales Receipt

Date	Sale No.
1/1/2015	15

Sold To

Annabelle Andrews
6019 Sandpiper Avenue
Santa Barbara, CA 91306

Check No.	Payment Method	Project
381	Check	

Description	Qty	Rate	Amount
Startup for New Pools	1	500.00	500.00

Thank you for your business.

Total $500.00

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Payment Receipt

Your Name Landscape and Pool Service
18527 State Street
Santa Barbara, CA 93103

Received From:
Chang, Hiroshi
Hiroshi Chang
7815 Mission Boulevard
Santa Barbara, CA 91307

Date Received	01/01/2015	**Payment Amount**	$150.00
Payment Method	Check		
Check/Ref. No.	8642		

Invoices Paid

Date	Number	Amount Applied
12/31/2014		-$150.00

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Your Name Landscape and Pool Service

18527 State Street
Santa Barbara, CA 93103

Invoice

Date	Invoice #
1/15/2015	28

Bill To

Eric Matthews
10824 Hope Ranch St.
Santa Barbara, CA 93110

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
1	Residential Landscape Maintenance (Lg.)	350.00	350.00
1	Residential Pool Service (Lg.)	150.00	150.00

Thank you for your business.

Total $500.00

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Payment Receipt

Your Name Landscape and Pool Service
18527 State Street
Santa Barbara, CA 93103

Received From:
Ocean View Motel
Ocean View Motel
38951 Marine Avenue
Santa Barbara, CA 91307

Date Received	01/15/2015	**Payment Amount**	$450.00
Payment Method	Check		
Check/Ref. No.	6758		

Invoices Paid

Date	Number	Amount Applied
01/01/2015	25	-$450.00

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Your Name Landscape and Pool Service

18527 State Street
Santa Barbara, CA 93103

Sales Receipt

Date	Sale No.
1/15/2015	16

Sold To

Wayne Childers
10877 Hope Ranch St.
Santa Barbara, CA 93110

Check No.	Payment Method	Project
987	Check	

Description	Qty	Rate	Amount
Mechanical Maintenance and Repairs	1	75.00	75.00

Thank you for your business.

Total $75.00

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Your Name Landscape and Pool Service

18527 State Street
Santa Barbara, CA 93103

Invoice

Date	Invoice #
1/15/2015	29

Bill To

Santa Barbara Beach Resorts
8091 Ocean Lane
Santa Barbara, CA 91305

P.O. No.	Terms	Project
	Net 15	

Quantity	Description	Rate	Amount
1	Commercial Landscape Maintenance (Lg.)	500.00	500.00
1	Commercial Pool Service (Lg.)	500.00	500.00
5	Planting and Cultivating	50.00	250.00
3	Trimming and Pruning	75.00	225.00
2	Fertilize, Spray for Pests, etc.	75.00	150.00
3	Mechanical Maintenance and Repairs	75.00	225.00

Thank you for your business.

Total $1,850.00

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Payment Receipt

Your Name Landscape and Pool Service
18527 State Street
Santa Barbara, CA 93103

Received From:
Creations for You
Creations for You
8625 Lake Street
Santa Barbara, CA 91307

Date Received	01/30/2015	**Payment Amount**	$525.00
Payment Method	Check		
Check/Ref. No.	1247		

Invoices Paid

Date	Number	Amount Applied
12/31/2014		-$375.00
01/01/2015	27	-$150.00

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Payment Receipt

Your Name Landscape and Pool Service
18527 State Street
Santa Barbara, CA 93103

Received From:
Collins, Doreen
Doreen Collins
10925 Camino de Oro
Santa Barbara, CA 93109

Date Received	01/30/2015	**Payment Amount**	$800.00
Payment Method	Check		
Check/Ref. No.	8865		

Invoices Paid

Date	Number	Amount Applied
12/31/2014		-$800.00

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Your Name Landscape and Pool Service

18527 State Street
Santa Barbara, CA 93103

Invoice

Date	Invoice #
1/30/2015	30

Bill To

Central Coast Resorts
98725 Cabrillo Avenue
Santa Barbara, CA 91305

P.O. No.	Terms	Project
	Net 15	

Quantity	Description	Rate	Amount
1	Commercial Landscape Maintenance (Lg.)	500.00	500.00
1	Commercial Pool Service (Lg.)	500.00	500.00

Thank you for your business.

Total $1,000.00

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Your Name Landscape and Pool Service

18527 State Street
Santa Barbara, CA 93103

Invoice

Date	Invoice #
1/30/2015	31

Bill To

Anacapa Apartments
892 Ocean Avenue
Santa Barbara, CA 91306

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
1	Commercial Landscape Maintenance	150.00	150.00
1	Commercial Pool Service (All pools except Lg.)	300.00	300.00

Thank you for your business.

Total $450.00

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Deposit Summary

1/30/2015 2:24 PM

Summary of Deposits to Checking on 01/30/2015

Chk No.	PmtMethod	Rcd From	Memo	Amount
381	Check	Andrews, Annabelle		500.00
8642	Check	Chang, Hiroshi		150.00
6758	Check	Ocean View Motel		450.00
987	Check	Childers, Wayne		75.00
1247	Check	Creations for You		525.00
8865	Check	Collins, Doreen		800.00
Less Cash Back:				
Deposit Total:				**2,500.00**

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Your Name Landscape and Pool Service
Customer Balance Detail
All Transactions

Type	Date	Num	Account	Amount	Balance
Anacapa Apartments					
Invoice	01/30/2015	31	Accounts Receivable	450.00	450.00
Total Anacapa Apartments				450.00	450.00
Central Coast Resorts					
Invoice	01/30/2015	30	Accounts Receivable	1,000.00	1,000.00
Total Central Coast Resorts				1,000.00	1,000.00
Chang, Hiroshi					
Invoice	12/31/2014		Accounts Receivable	150.00	150.00
Payment	01/01/2015	8642	Accounts Receivable	-150.00	0.00
Total Chang, Hiroshi				0.00	0.00
Collins, Doreen					
Invoice	12/31/2014		Accounts Receivable	800.00	800.00
Payment	01/30/2015	8865	Accounts Receivable	-800.00	0.00
Total Collins, Doreen				0.00	0.00
Creations for You					
Invoice	12/31/2014		Accounts Receivable	375.00	375.00
Invoice	01/01/2015	27	Accounts Receivable	150.00	525.00
Payment	01/30/2015	1247	Accounts Receivable	-525.00	0.00
Total Creations for You				0.00	0.00
Matthews, Eric					
Invoice	01/15/2015	28	Accounts Receivable	500.00	500.00
Total Matthews, Eric				500.00	500.00
Ocean View Motel					
Invoice	01/01/2015	25	Accounts Receivable	450.00	450.00
Payment	01/15/2015	6758	Accounts Receivable	-450.00	0.00
Total Ocean View Motel				0.00	0.00
Sampson, Ron					
Invoice	12/31/2014		Accounts Receivable	125.00	125.00
Invoice	01/01/2015	26	Accounts Receivable	200.00	325.00
Total Sampson, Ron				325.00	325.00
Santa Barbara Beach Resorts					
Invoice	01/15/2015	29	Accounts Receivable	1,850.00	1,850.00
Total Santa Barbara Beach Resorts				1,850.00	1,850.00
TOTAL				**4,125.00**	**4,125.00**

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Your Name Landscape and Pool Service
Sales by Item Summary
January 1 - 30, 2015

	Jan 1 - 30, 15			
	Qty	Amount	% of Sales	Avg Price
Service				
LandCom 1	2	300.00	5.8%	150.00
LandCom 3	2	1,000.00	19.3%	500.00
LandGrow	2	150.00	2.9%	75.00
LandPlant	5	250.00	4.8%	50.00
LandRes 1	1	100.00	1.9%	100.00
LandRes 3	1	350.00	6.8%	350.00
LandTrim	5	375.00	7.2%	75.00
PoolCom 1	2	600.00	11.6%	300.00
PoolCom 2	2	1,000.00	19.3%	500.00
PoolRepair	4	300.00	5.8%	75.00
PoolRes 1	1	100.00	1.9%	100.00
PoolRes 2	1	150.00	2.9%	150.00
PoolStart	1	500.00	9.7%	500.00
Total Service	29.00	5,175.00	100.0%	178.45
TOTAL	**29**	**5,175.00**	**100.0%**	**178.45**

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Your Name Landscape and Pool Service
Journal
January 1 - 30, 2015

Trans #	Type	Date	Num	Adj	Name	Memo	Account	Debit	Credit
15	Invoice	01/01/2015	25		Ocean View Motel		Accounts Receivable	450.00	
					Ocean View Motel	Commercial Landscape Maintenance	Commercial Landscape Income		150.00
					Ocean View Motel	Commercial Pool Service (All pools except Lg.)	Commercial Pool Income		300.00
								450.00	450.00
16	Invoice	01/01/2015	26		Sampson, Ron		Accounts Receivable	200.00	
					Sampson, Ron	Residential Landscape Maintenance	Residential Landscape income		100.00
					Sampson, Ron	Residential Pool Service (All pools except Lg.)	Residential Pool Income		100.00
								200.00	200.00
17	Invoice	01/01/2015	27		Creations for You		Accounts Receivable	150.00	
					Creations for You	Trimming and Pruning	Additional Landscaping Income		150.00
								150.00	150.00
18	Sales Receipt	01/01/2015	15		Andrews, Annabelle		Undeposited Funds	500.00	
					Andrews, Annabelle	Startup for New Pools	Additional Pool Income		500.00
								500.00	500.00
19	Payment	01/01/2015	8642		Chang, Hiroshi		Undeposited Funds	150.00	
					Chang, Hiroshi		Accounts Receivable		150.00
								150.00	150.00
20	Invoice	01/15/2015	28		Matthews, Eric		Accounts Receivable	500.00	
					Matthews, Eric	Residential Landscape Maintenance (Lg.)	Residential Landscape income		350.00
					Matthews, Eric	Residential Pool Service (Lg.)	Residential Pool Income		150.00
								500.00	500.00
21	Payment	01/15/2015	6758		Ocean View Motel		Undeposited Funds	450.00	
					Ocean View Motel		Accounts Receivable		450.00
								450.00	450.00
22	Sales Receipt	01/15/2015	16		Childers, Wayne		Undeposited Funds	75.00	
					Childers, Wayne	Mechanical Maintenance and Repairs	Additional Pool Income		75.00
								75.00	75.00
23	Invoice	01/15/2015	29		Santa Barbara Beach Resorts		Accounts Receivable	1,850.00	
					Santa Barbara Beach Resorts	Commercial Landscape Maintenance (Lg.)	Commercial Landscape Income		500.00
					Santa Barbara Beach Resorts	Commercial Pool Service (Lg.)	Commercial Pool Income		500.00
					Santa Barbara Beach Resorts	Planting and Cultivating	Additional Landscaping Income		250.00
					Santa Barbara Beach Resorts	Trimming and Pruning	Additional Landscaping Income		225.00
					Santa Barbara Beach Resorts	Fertilize, Spray for Pests, etc.	Additional Landscaping Income		150.00
					Santa Barbara Beach Resorts	Mechanical Maintenance and Repairs	Additional Pool Income		225.00
								1,850.00	1,850.00
24	Payment	01/30/2015	1247		Creations for You		Undeposited Funds	525.00	
					Creations for You		Accounts Receivable		525.00
								525.00	525.00

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Your Name Landscape and Pool Service
Journal
January 1 - 30, 2015

Trans #	Type	Date	Num	Adj	Name	Memo	Account	Debit	Credit
25	Payment	01/30/2015	8865		Collins, Doreen		Undeposited Funds	800.00	
					Collins, Doreen		Accounts Receivable		800.00
								800.00	800.00
26	Invoice	01/30/2015	30		Central Coast Resorts		Accounts Receivable	1,000.00	
					Central Coast Resorts	Commercial Landscape Maintenance (Lg.)	Commercial Landscape Income		500.00
					Central Coast Resorts	Commercial Pool Service (Lg.)	Commercial Pool Income		500.00
								1,000.00	1,000.00
27	Invoice	01/30/2015	31		Anacapa Apartments		Accounts Receivable	450.00	
					Anacapa Apartments	Commercial Landscape Maintenance	Commercial Landscape Income		150.00
					Anacapa Apartments	Commercial Pool Service (All pools except Lg.)	Commercial Pool Income		300.00
								450.00	450.00
28	Deposit	01/30/2015				Deposit	Checking	2,500.00	
					Andrews, Annabelle	Deposit	Undeposited Funds		500.00
					Chang, Hiroshi	Deposit	Undeposited Funds		150.00
					Ocean View Motel	Deposit	Undeposited Funds		450.00
					Childers, Wayne	Deposit	Undeposited Funds		75.00
					Creations for You	Deposit	Undeposited Funds		525.00
					Collins, Doreen	Deposit	Undeposited Funds		800.00
								2,500.00	2,500.00
TOTAL								**9,600.00**	**9,600.00**

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Your Name Landscape and Pool Service
Trial Balance
As of January 30, 2015

	Jan 30, 15	
	Debit	Credit
Checking	26,350.00	
Accounts Receivable	4,125.00	
Office Supplies	485.00	
Prepaid Insurance	750.00	
Undeposited Funds	0.00	
Business Trucks:Original Cost	57,000.00	
Equipment:Original Cost	12,375.00	
Accounts Payable		330.00
Business Trucks Loan		45,000.00
Owner's Equity	0.00	
Student's Name, Capital		20,580.00
Student's Name, Capital:Investments		30,000.00
Income:Additional Landscaping Income		775.00
Income:Additional Pool Income		800.00
Income:Commercial Landscape Income		1,300.00
Income:Commercial Pool Income		1,600.00
Income:Residential Landscape income		450.00
Income:Residential Pool Income		250.00
TOTAL	**101,085.00**	**101,085.00**

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QUICKBOOKS 2015: A COMPLETE COURSE

CHAPTER 2: END-OF-CHAPTER QUESTIONS

TRUE/FALSE

ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED BEFORE THE QUESTION NUMBER.

T 1. A new customer can be added to a company's records on the fly.

T 2. In QuickBooks error correction for a sale on account can be accomplished by editing the invoice.

F 3. An Item List stores information about products you purchase.

F 4. Once transactions have been entered, modifications to a customer's account may be made only at the end of the fiscal year.

F 5. In QuickBooks all transactions must be entered using the traditional debit/credit method.

T 6. Checks received for cash sales are held in the Undeposited Funds account until the bank deposit is made.

T 7. When a correction for a transaction is made, QuickBooks not only changes the form used to record the transaction, it also changes all journal and account entries for the transaction to reflect the correction.

T 8. QuickGraphs allow information to be viewed from both a sales standpoint and from an accounts receivable perspective.

F 9. QuickZoom allows you to print a report instantly.

F 10. A customer's payment on account is immediately recorded in the cash account.

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MULTIPLE CHOICE

WRITE THE LETTER OF THE CORRECT ANSWER IN THE SPACE PROVIDED BEFORE THE QUESTION NUMBER.

B 1. To remove an invoice without a trace, it is ___.
A. voided
B. deleted
C. blocked
D. reversed

C 2. To enter a cash sale, ___ is completed.
A. a debit
B. an invoice
C. a sales receipt
D. receive payments

D 3. Two primary types of lists used in this chapter are ___.
A. receivables and payables
B. invoices and checks
C. registers and navigator
D. customers and item

D 4. When you enter an invoice, an error may be corrected by ___.
A. backspacing or deleting
B. tabbing and typing
C. dragging and typing
D. all of the above

B 5. While in the Customer Balance Summary Report, it is possible to get an individual customer's information by using ___.
A. QuickReport
B. QuickZoom
C. QuickGraph
D. QuickSummary

A 6. Undeposited Funds represents ___.
A. cash or checks received from customers but not yet deposited in the bank
B. all cash sales
C. the balance of the accounts receivable account
D. none of the above

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B 7. QuickBooks uses graphs to illustrate information about ___.
A. the chart of accounts
B. sales
C. the cash account
D. supplies

C 8. Changes to the chart of accounts may be made ___.
A. at the beginning of a fiscal period
B. before the end of the fiscal year
C. at any time
D. once established, the chart of accounts may not be modified

D 9. To obtain information about sales by item, you can view ___.
A. the income statement
B. the trial balance
C. receivables reports
D. sales reports

A 10. When you add a customer using the Set up method, you add __.
A. complete information for a customer
B. only a customer's name
C. the customer's name, address, and telephone number
D. the customer's name and telephone number

FILL-IN

IN THE SPACE PROVIDED, WRITE THE ANSWER THAT MOST APPROPRIATELY COMPLETES THE SENTENCE.

1. The report used to view only the balances on account of each customer is the Customer Balance Summary .

2. The form prepared to show a reduction to a sale on account is a(n) credit memo .

3. The report that proves that debits equal credits is the trial balance .

4. QuickBooks shows icons on the Home Page and on the Icon Bar that may be clicked to open the business documents used in recording transactions.

5. To verify the company being used in QuickBooks, you check the title bar .

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SHORT ESSAY

Explain how the method used to enter an Accounts Receivable transaction in QuickBooks is different from the method used to enter a transaction in an accounting textbook.

Rather than use a traditional sales journal to record debits and credits as you would when using an accounting text, you record the sales transaction for accounts receivable directly on an invoice. Behind the scenes, QuickBooks places all transactions entered via invoices into the Journal.

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QUICKBOOKS 2015: A COMPLETE COURSE

CHAPTER 2 LECTURE— SALES AND RECEIVABLES: SERVICE BUSINESS

CHAPTER OBJECTIVES

Students will begin hands-on training using QuickBooks and the service business Computer Consulting by Your Name that was used in Chapter 1. The focus of this chapter is sales—both cash and credit—and cash receipts (payments). Students begin preparing invoices to record sales on account, sales receipts to record cash sales, credit memos to record returns by customers, receive payments to record payments received on account, and deposit slips to make bank deposits of checks received from customers. Students begin printing in QuickBooks. They also prepare a variety of reports and graphs focusing on customers and sales.

LECTURE

I. Accounting for Sales and Receivables
   A. Discuss the Invoice and its use as a replacement for a Sales Journal
   B. Stress the fact that the Customer:Job list is the same as an Accounts Receivable ledger and that the balance of the Customer:Job list will be equal to the balance in the Accounts Receivable account in the Chart of Accounts, which is the same as the General Ledger
   C. Discuss the Sales Receipt and its use as a replacement for a Cash Receipts journal
   D. Stress the difference between a Sales Receipt (cash sale) and Receive Payments (payment on account for an existing invoice or balance)

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E. Remind students to use the dates shown in the text for transaction entry
   1. The text uses the year 2015, which is the same year as the version of QuickBooks
   2. The text dates will not match the dates of the students' computers
   3. Using the date of the computer, may cause errors in reports and other entries
   4. On some reports, QuickBooks automatically inserts the date of the computer and the date cannot be changed; i.e. Bank Deposit Summary

II. Discuss Training Procedures
   A. Read the chapter before beginning the assignment
   B. When a section is completed, put an X or a check mark on the **Do** arrow at the beginning of the section
   C. If a section is not completed and you stop working, write the date of the work session next to the last step/task completed
   D. Review the necessity of closing a company when you finish work
   E. Discuss the importance of backing up a company at the end of a work session (Directions provided in Ch. 1)
   F. When students are storing data on a USB drive, stress the need to make sure the computer has finished recording data and that they follow the procedures for safely removing the USB (Illustrated in Ch. 1) prior to removing the disk from the computer

LECTURE NOTE

This lecture is designed to be shown in a "live" demonstration where students can see QuickBooks in action. The lecture parallels the text but does not go into the same detail and contains a few illustrative examples. For continuity and by necessity, reports will show totals obtained from the lecture transactions.

COMPUTER DEMONSTRATION AND LECTURE

I. Open Programs
   A. Launch Windows—review procedures
   B. Open QuickBooks—review procedures
   C. Open Computer Consulting by Your Name —review procedures

II. Prepare a sample invoice
   A. Create Invoice 1 as a demonstration to students
      1. Discuss the relevance of each field as it is completed
      2. Show how to **Hide History** by clicking the Hide History button

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3. Demonstrate how to resize the form by
   a. pointing to the left or right side until you get a double-arrow 
   b. drag inward to make the form smaller
4. Show how to move the cursor and use the delete and backspace keys to correct errors
5. Invoice 1 has the following information:
   a. Customer:Job—click drop-down arrow, click **Gomez, Luis Esq.**
   b. Custom Template—**Intuit Service Invoice** (Click the drop-down list arrow and show the students the available invoice templates)
   c. Date—**01/02/15**
      1.) Remind students to be very careful with dates
      2.) The date of their computers will be the current date
      3.) The text uses 2015 for the year to match the version of the program
   d. Invoice No.—**1**
   e. Terms—**Net 30**
   f. Item—click drop-down list, click **Tech Sup 2**
   g. Qty—**1** (If not entered, QuickBooks calculates on a quantity of 1.)
   h. Customer Message—click drop-down list, click **Thank you for your business.**
6. Click the **Formatting** tab on the Invoice Icon Bar; and then, click **Preview** to show how the invoice will look
   a. The students will complete the column for Item on the invoice when it is prepared. When printing a service invoice, the column for Item is not printed
   b. Click the invoice to Zoom In and point this out
7. Demonstrate printing
   a. Discuss QuickBooks printing screens
   b. Show how to make changes for printing
   c. Provide instructions for the printing procedures in your computer lab
   d. **NOTE:** Remind students—when printing a service invoice, the column for Item is not printed

B. Click **Save & New** and prepare Invoice 2 for Matt
   1. Click the drop-down list arrow for Customer:Job
   2. Click **Williams, Matt**
   3. The Template should be **Intuit Service Invoice**
      a. If not shown, click the drop-down list arrow
      b. Click **Intuit Service Invoice**
   4. Use the date of **01/03/15** (for ease of reading the / is included in the date; however, they do not need to be keyed when you enter the date)
   5. Show how to bill for two items
      a. **Training 1**—used only for the first hour of training—bill for qty **1**
      b. **Training 2**—used for all additional hours of training—bill for qty **4**, press **Tab** to calculate
   6. Point out the amounts in the **Amount** column

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7. Point out the **Total** at the bottom of the invoice
8. Change the quantity for **Training 2** hours to **4**, press **Tab**
9. Use **Thank You for Your Business** as the message
10. Click **Save & Close** to close Invoice 2

III. Show General Journal to Emphasize Debit/Credit Entries Behind the Scenes
- A. Click **Reports** on the menu bar
- B. Point to **Accountant & Taxes**
- C. Click **Journal**, click **OK** on the Collapsing and Expanding Transactions dialog box
- D. Click the **Expand** button, then enter the dates **01/01/15-01/03/15**, press **Tab**
- E. View the entries for **Invoice 1** and **2**
  1. Show the students the Debit and Credit entries
  2. Emphasize the Accounts used in the transaction
- F. Use QuickZoom to show the students the Invoice prepared (double-click the transaction for Matt Williams)
  1. Change the Training 2 hours for him to **7** hours, tab so QuickBooks recalculates
  2. Click **Save & Close**
  3. If you get a Recording Transaction screen, click **Yes**
- G. Return to the Journal and point out the change in hours and amounts (click the Refresh button if necessary)
- H. Close the Journal

IV. Prepare Credit Memo
- A. Click the **Refunds & Credits** icon and prepare a **Credit Memo** to reduce **Training 2** hours by **1** hour for **Matt Williams**
- B. Point out the information in the **History** section of the Credit Memo
- C. Preparation steps similar to Invoice
- D. Data needed:
  1. Customer:Job—**Williams, Matt**
  2. Template—**Custom Credit Memo**
  3. Date—**010315** (hyphens or diagonals are not necessary when typing a date)
  4. The Credit Memo Number is 3 (the next number available for invoices)
  5. Item—**Training 2**
  6. Qty—**1**
  7. Notice the History for Matt Williams
  8. Click the Formatting tab on the Credit Memo Icon Bar, click Preview
     a. Item column does not print on a Credit Memo for a Service Invoice
     b. Zoom in on total—Point out the **$-80.00**
     c. Close the Preview

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E. Apply the Credit to Invoice
   1. Click the Main tab on the Credit Memo Icon Bar, click the **Use credit to apply to invoice**
   2. On the **Apply Credit to Invoices**, point out the check mark for the 12/31/14 transaction
      a. QuickBooks will apply the credit to the oldest transaction
      b. The check mark needs to be cleared from the oldest transaction and Invoice 2 needs to be checked
   3. Click the **Clear Selections** button to remove the check mark or click in the check mark column to remove the check mark
   4. Click in the ✓ column next to the 01/02/15 transaction
   5. Click **Done**

F. Point out the change to the History for Matt Williams
   1. Credit Memo has been added to Recent Transactions
   2. Open balance changed from $1,130 to $1,050

G. Click the **Save & Close** button on the Credit Memo

V. Accounts Receivable Register

A. Open Accounts Receivable Register
   1. Click **Chart of Accounts** icon on the Home Page
   2. Click **Accounts Receivable**
   3. Click **Activities** button
   4. Click **Use Register**
   5. Scroll through the register—point out Invoice 2 and the Credit Memo to Matt Williams

B. Close the Accounts Receivable Register and the Chart of Accounts

VI. Journal: Re-emphasize the Behind the Scenes Entries in Debit/Credit Format

A. Open the Journal:
   1. click **Reports** on the Menu bar
   2. Point to **Accountant & Taxes**
   3. Double-click **Journal**
   4. Enter the dates of **01/01/15-01/03/15**

B. Show students the transactions and how they were recorded in Debit/Credit format

VII. Prepare a Customer Balance Summary Report

A. Demonstrate the ease of report preparation—click **Reports** on the Menu bar, point to **Customers & Receivables,** click **Customer Balance Summary**

B. Prepare report
   1. Enter Date—**01/01/15** tab **01/03/15**
   2. Tab to generate the report

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C. Point out the current date and time in the upper-left edge of the report
   1. Remove date prepared and time prepared from header
      a. Click **Customize Report** button
      b. Click **Header/Footer** tab
      c. Click **Date Prepared**
      d. Click **Time Prepared**
      e. Click **OK**
   2. Show how this removed the current date and time

D. Discuss customers and balances owed

E. Show QuickZoom
   1. Point to **William, Matt CPA** and double-click
   2. Point out **Invoice 2**

F. Demonstrate printing a report
   1. Define the information on the print reports screen
   2. Inform students of differences between your lab and the text
   3. Discuss portrait versus landscape orientation
      a. Click preview with report in portrait (8½ wide by 11 long)
      b. Click preview with report in landscape (11 long by 8½ wide)

VIII. Void and Delete Invoice

A. **Void Invoice 1**
   1. Open Invoice 1
   2. Click **Edit** on the QuickBooks Menu bar, click **Void Invoice**
   3. Notice total changes to 0.00
   4. Memo changes to Void
   5. Stays as an invoice in the books
   6. Close Invoices

B. **Delete Invoice 1**
   1. Use **Find** (Explain the purpose of Find. Example, if you had 500 invoices, Find would be faster than clicking through the invoices until you found Invoice 257.)
   2. Click **Edit**, click **Find**, and click the **Simple** tab
   3. Complete Simple Find
      a. Click drop-down list arrow for **Transaction Type**, click **Invoice**
      b. Click the drop-down list arrow for **Customer:Job:**
      c. Click **Gomez, Luis, Esq.** This will allow QuickBooks to find any invoices recorded for Luis Gomez
   4. Click the **Find** button on the Find dialog box
      a. Click **Inv. 1**
      b. Click the **Go To** button
      c. This takes you to Invoice 1
   5. Click **Edit** on the QuickBooks Menu Bar, click **Delete Invoice**
   6. Click **OK** on the Delete Transaction Dialog box
   7. Invoices advance to **Invoice 2**

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8. Click **Previous**—QuickBooks will not go back to Invoice 1
9. Click **Save & Close** to exit Invoices
10. Note that Invoice 1 does not show in Find
11. Close **Find**

C. **CAUTION TO STUDENTS**:

1. Scroll through the invoices
2. Show students the two invoices prepared for Matt Williams
3. Students do not realize that an invoice was prepared for Matt Williams when the company was established
   a. The opening balance is indicated as part of the customer setup
   b. The amount of the opening balance is put into the Uncategorized Income account
      1.) The opening balance represents revenue earned in a previous period
      2.) Since QuickBooks uses the accrual method of accounting, the income earned in the previous period is put into the Uncategorized Income account
4. Whenever a customer account is set up and has an opening balance, QuickBooks prepares an invoice to match the opening balance
5. Students have been known to delete the invoice with the opening balance
6. QuickBooks does not allow a user to prepare an invoice with an opening balance
7. If a student deletes the invoice with the opening balance
   a. All transactions for the customer must be deleted
   b. The customer must be deleted
   c. The customer must be added and the opening balance must be provided at this time
   d. All deleted transactions must be re-entered
8. An alternate method is to make a Journal entry
   a. Click Company on the menu bar
   b. Click Make Journal Entry
   c. Date the entry for the previous period (In Computer Consulting by Your Name the entry would be date 12/31/14)
   d. Debit Accounts Receivable for the amount of the Opening Balance
   e. Click the drop-down list arrow for Customer:Job
   f. Click the name of the Customer
   g. Credit Uncategorized Income
   h. DISADVANTAGE: There will not be an invoice with an Opening Balance
9. The third method is to restore Computer (Backup Ch. 1) and re-enter everything for Chapter 2

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IX. Add New Account and New Item
   A. Add a new income account—**Installation Income**
      1. Open Chart of Accounts—click **Lists**, click **Chart of Accounts**
      2. Click **Account** button
      3. Click **New** (point out keyboard shortcut Ctrl+N)
      4. Click **Income** on the Add New Account: Choose Account Type screen, click the **Continue** button
      5. Account Name—**Installation Income**
      6. **Subaccount** of—**Income**
         a. Discuss subaccounts
         b. Income is the main account
         c. A subaccount categorizes the type of income earned
      7. Description—**Hardware/Network Installation Income**
      8. Click **Save & Close**, Scroll through Chart of Accounts until you see **Installation Income**
      9. Point out that Installation Income is a subaccount of Income and is indented
      10. Close Chart of Accounts
   B. Add New Item to List
      1. Add the type of sales item that will be used to earn Installation Income
         a. For each income or revenue account in the chart of accounts you must have at least one sales item
         b. When you prepare an invoice or a sales receipt, you list the Item you used to earn the income (For example, Install 1 is used to record 1 hour of hardware/network installation, which earns Installation Income.)
      2. Click **Items & Services** icon on the Home Page
      3. Click the **Item** button at the bottom of the Item List
      4. Click **New** (point out keyboard shortcut, it is Ctrl+N)
      5. Item **Type**—click drop-down list arrow, click **Service**
      6. Tab to **Item Name/Number**—type **Install 1**
      7. Click in the **Description** textbox—type **Initial Hour of Hardware/Network Installation**
         a. The description is important because it prints on the invoice and sales receipt
         b. It identifies and describes the service performed for the customer
      8. Tab to or click **Rate**, enter **95.00**
      9. Tab to or click **Account**, click drop-down list arrow, click **Income: Installation Income**
         a. Point out that Income: Installation Income is now identified as the income account to be used when hardware is installed
         b. Stress the difference between a sales item and an income account
      10. Click **OK**

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11. Scroll through Item List to view Install 1
    a. Point out Description
    b. Point out Account
12. Close Item List

X. Show Sales Receipt
   A. Click **Create Sales Receipts** on the Home Page to open a sales receipt
   B. Stress the fact that a sales receipt is used for cash sales—not payments from customers on account
   C. Discuss similarities to invoice (Item column does not print on a sales receipt for a service business)
   D. Point out new information on sales receipt
      1. Check No.
      2. Payment Method

XI. Add a New Customer and complete a sales receipt
   A. A customer can be added to the Customer List using the Customer Center
   B. Alternate method is to add while completing a business form
   C. Demonstrate adding a new customer while completing a sales receipt
   D. Type **Collins, Ken** in the Customer:Job text box, press **Tab**
      1. You will get a Customer:Job Not Found dialog box
         a. Explain Quick Add—add name only
         b. Explain Set Up—add name, address, etc.
         c. Explain Cancel—cancel adding a new customer
      2. Click **Set Up**
         a. Point out the Opening Balance textbox under the Customer Name
         b. If there is no beginning balance to be entered, there is no need to enter an opening balance date
            1.) Remind students that an Opening Balance may only be entered when creating a customer
            2.) Tell students that most opening balances are entered for existing customers when a company is created
               a.) Automatically, QuickBooks will use the date of the computer
               b.) If using a different date, it should be entered
      3. Enter information for Ken Collins
         a. Customer Name—**Collins, Ken** (this will alphabetize the customer list by last name)
         b. First Name: **Ken**
         c. Last Name: **Collins**
         d. Click Main Phone, enter **818-555-2058**
         e. Change Invoice/Bill To name to **Ken Collins**, press **Enter**
         f. Click second line of address, enter **20985 Ventura Blvd.**, press **Enter**
         g. Click third line of address, enter **Woodland Hills, CA 91371**
         h. Click the **Payment Settings** tab

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i. Click drop-down list arrow for **Payment Terms**, click **Net 30**
j. Click **Credit Limit**, enter **1000**
k. Click the drop-down list arrow for **Preferred Delivery Method**, click **None**
l. Click **OK**

4. Point out name and address on Sales Receipt

E. Complete the sale using
1. Template is **Custom Cash Sale**
2. Date is **010315**
3. Click the **Check** icon to indicate a Payment Method of **Check**
4. Check No. **1264**
5. **1** hour of **Install 1**
6. Customer Message **Thank you for your business.**

F. Click **Save & Close**

XII. Enter Receipt of Payment on Account

A. Enter the receipt of **$2,190** from **Andrews Productions**
B. Stress the fact that a receipt is a payment on account for an existing invoice. It is not a cash sale. Students often confuse a payment on account (Receive Payments) with a cash sale (Sales Receipt)
C. Click **Receive Payments** in the Customer section of the Home Page
D. Enter information for the payment
1. Click drop-down list arrow, click **Andrews Productions**
2. Enter Amount **2190** (no .00 needed, QuickBooks inserts)
3. Enter Date **01/03/15** (no / needed)
4. Click the **Check** icon to indicate a Payment Method of **Check**
5. Enter Check **2104**
6. Full amount owed is $3,190. Enter a Memo of **Partial Payment**
7. Make sure the **Underpayment $1,000.00** is marked **Leave this as an underpayment**

E. Point out the following:
1. Outstanding Invoices/Statement Charges
2. The check mark in front of the 12/31/14 Invoice—this indicates that the payment is applied to this invoice, which is the Opening Balance.
a. If the amount being paid matches the amount of an invoice, QuickBooks applies the payment to that invoice
b. If the payment amount doesn't match, QuickBooks automatically applies the payment to the oldest invoice
c. If more than one invoice is shown, the user may select a different invoice by clicking the appropriate invoice
3. In the center of the screen—students should see that Orig. Amt. and Amt. Due are 3,190.00, and that Payment is 2,190.00

F. Click **Save & Close** to exit and save the payment

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XIII. Prepare a Daily Backup
- A. Follow the steps presented in chapter 1 for creating a backup file
- B. Name the file **Computer (Daily Backup)**
- C. The file type is **QBW Backup (* .QBB)**
- D. Restore this file if you make an error within Chapter 2.
- E. At this point, the file contains your work for Chapter 1 and up through Sales Receipts in Chapter 2

XIV. Deposit Checks Received for Payments
- A. When payments have been received and cash sales have been made, the amounts received are put into Undeposited Funds
- B. Making a bank deposit will remove the amount from Undeposited Funds and put in the Checking or Cash account
- C. This procedure helps to prevent mistakes in writing checks using funds that have not been deposited in the bank.
- D. Click **Record Deposits** in the Banking section of the Home Page
  1. Mark Deposits
     - a. Click next to the **Payment to Deposit** to mark
     - b. Click again to unmark
     - c. Click **Select All** to select all checks
     - d. Click **OK**
  2. Make Deposits Screen
     - a. **Deposit To** should show **Checking** (checks will be deposited into the checking account)
     - b. Date **01/03/15**
  3. Prepare the Deposit Summary
     - a. Click the **Print** icon
     - b. Click **Deposit Summary only**
     - c. Click **Preview** on the Print Lists screen
     - d. Zoom in on the dates shown at the top of the report
     - e. Explain that the computer's date and time is printed at the top
     - f. This date will usually not be the same as the date shown in the text
     - g. Click **Cancel**
  4. Click **Save & Close** to complete the deposit

XV. Prepare Journal
- A. Open the **Report Center** by clicking the **Reports** icon
  1. Demonstrate the appearance of the Report Center when the reports are displayed in **Carousel**, **List**, and **Grid** views
  2. Click **List** as the view
- B. Click the **Accountant & Taxes** section
- C. Scroll through the reports, double-click **Journal** (or click **Journal** and then click **Run**) click **OK** on the Collapsing and Expanding Transactions dialog box
- D. The dates should be **01/01/15** to **01/03/15**

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E. Click the **Expand** button
F. Scroll through the Journal to view all the transactions
   1. Point out that the transaction numbers are automatically entered by QuickBooks. In training these may be different from the number shown in the key. Students should not be concerned about this
   2. Students should notice the entries made during lecture—except Invoice 1 because it was deleted
   3. Since all entries were made during the lecture, this report does not match the Journal for Chapter 2
G. Remind students that ALL transactions are entered into the Journal in the traditional Debit/Credit format
H. Remove Date Prepared, Time Prepared, and Report Basis
   1. Click the **Customize Report** button
   2. Click the **Header/Footer** tab
   3. Click the check boxes for **Date Prepared**, **Time Prepared**, and, if shown, **Report Basis** to remove the check marks, click **OK**
I. Show how to resize a column
   1. Point to the sizing diamond to the right of the column
   2. Hold down primary (left) mouse button and drag
      a. To the right to make it larger
      b. To the left to make it smaller
         1.) If a number shows ******, it is too small
         2.) Drag to the right to make it larger
J. Close the Journal

XVI. Graphs
A. If time allows, prepare an **Accounts Receivable Graph**
   1. Click **Customers & Receivables** as the type of report, double-click **Accounts Receivable Graph** (or click **Accounts Receivable Graph** and then click **Run**)
   2. Click the **Dates** button
   3. Enter date **01/03/15**
B. Point out the Aging
C. Students should examine the pie chart for the Customers—point out that A/R graphs focus on
   1. The customers
   2. The percentages of total Accounts Receivable each owes
   3. The aging of the accounts
D. Demonstrate QuickZoom by double-clicking on one of the customers

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E. Enter other dates **02/01/15** and **03/01/15** to show the aging
F. Prepare a **Sales Graph**
   1. Click **Sales** as the type of report
   2. Click **Sales Graph**
   3. Point out that the sales graph shows information about the items sold rather than the customers
   4. Click **Run**

XVII. Students should do the training in the chapter and print as directed
   A. During training, students should use the QuickBooks Backup feature to back up their work each day. Suggested backup name: **Computer (Daily Backup)**
   B. Students should also use Windows Explorer to make a duplicate disk to have in case the original work disk or data file is lost or damaged (If time allows, demonstrate the way to make a duplicate company file on a second USB drive.)
   C. When the chapter is complete, students should make a second backup. Suggested name: **Computer (Backup Ch. 2)**
   D. At the end of the chapter, students should answer the True/False, Multiple Choice, Fill-in, and Essay questions
   E. Students should turn in the printouts made within the chapter
      1. Put the transmittal sheet on top
      2. The printouts organized in the order listed on the transmittal should follow

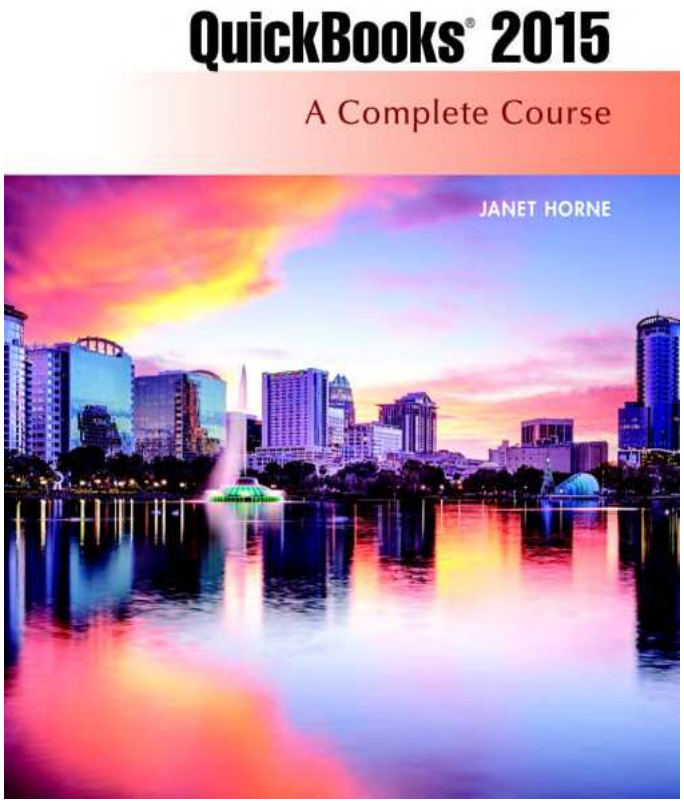
In preparation for your Chapter 3 lecture, you may want to Restore the **Computer (Backup Ch. 2).qbb** file that has been provided in the online instructor's manual. This contains everything that was done during the training in the text for Chapters 1 and 2.

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QUICKBOOKS 2015: A COMPLETE COURSE

Sixteenth Edition



Chapter 2

Sales And Receivables: Service Business

ALWAYS LEARNING

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Chapter Focus: Sales

- Record credit sales by completing an invoice
  - **Invoice** replacement for **Sales Journal**
  - Use **Customer: Job List as Accounts Receivable Subsidiary Ledger**
  - Balance of **Customer: Job List** = balance of **Accounts Receivable** account in Chart of Accounts
  - Use **Chart of Accounts as General Ledger**
- Record a cash sale by completing a sales receipt
  - **Sales Receipt** replacement for **Cash Receipts Journal**

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Lecture Note

- Examples in lecture may or may not match textbook
- Lectures illustrate key points within chapters
- Lectures do not contain every transaction completed in text
- Not everything presented in chapters will be shown in lecture
- Some parts of lecture show results of transactions entered in lecture

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Company File

- Lecture uses the company **Computer Consulting by Your Name** for demonstration
- To complete training in Chapter 2, open:
  - QuickBooks
  - **Computer Consulting by Your Name** company file

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Quick Books Trial Version and Company File

- If you did not complete Chapter 1, refer to Chapter 1 to:
  - Download company file from Pearson Web site
  - Add your name to company name
  - Optional: Install and register trial version of QuickBooks
- For updates, new material, and errata, refer to www.PearsonHigherEd.com/Horne Web site periodically

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Date (1 of 6)

- Pay special attention to dates when recording transactions
- Frequent Problems:
  - Forget to enter date used in text
  - Use computer date for a transaction
  - Incorrect dates may cause problems in
    - reports
    - other transaction information

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Date (2 of 6)

- Text uses 2015
- 2015 may not match date of your computer
- Acceptable to use current year when training
  - If you use current year, be consistent
  - Remember text and solutions show 2015 and your work will show current year

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Date (3 of 6)

- In business documents and reports QuickBooks always inserts:
  - Computer date
  - Or date of last transaction
- If date used in training is different, you must enter it

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Date (4 of 6)

- Examples where QuickBooks allows you to change date from computer's date:
  - Some business documents—invoice, sales receipt, etc.
  - Some reports—Journal, Trial Balance, etc.

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Date (5 of 6)

- Example where QuickBooks will not allow you to change date:
  - Bank Deposit Summary, QuickBooks uses computer's date when printing
- If you cannot change date, accept QuickBooks' printed date

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Date (6 of 6)

- Possible errors caused by using different dates
  - Use 2015 for some transactions and 2016 or 2017 for others
    - Reports for 2015 will not show entries for 2016 or 2017
    - Balances and totals will not match those provided

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Sales on Account

- To record a sale on account, create an invoice
- A sale on account is
  - Purchase made by a customer
  - and charged to his/her account with company
- Behind the scenes QuickBooks:
  - Records information on invoice into Journal
  - Posts transaction
    - Debits:
      - Accounts Receivable in Chart of Accounts (General Ledger)
      - Customer's individual account in Customers & Jobs List (Accounts Receivable Subsidiary Ledger)
    - Credits proper income account

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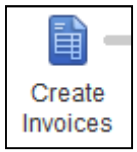
Record Transaction

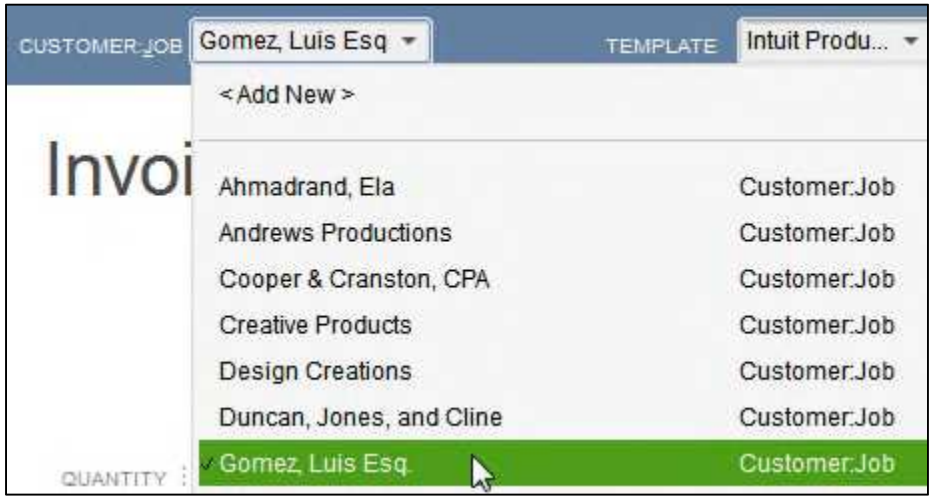
- 01/02/15, record a sale on account to Luis Gomez, Esq. for 10 hours of technical support:
  - Use Invoice 1
  - Use “Thank you for your business.” for Customer Message

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Prepare Invoice (1 of 7)

- Click **Create Invoices** icon
- Click drop-down list arrow for Customer: Job
- Click **Gomez, Luis Esq.**



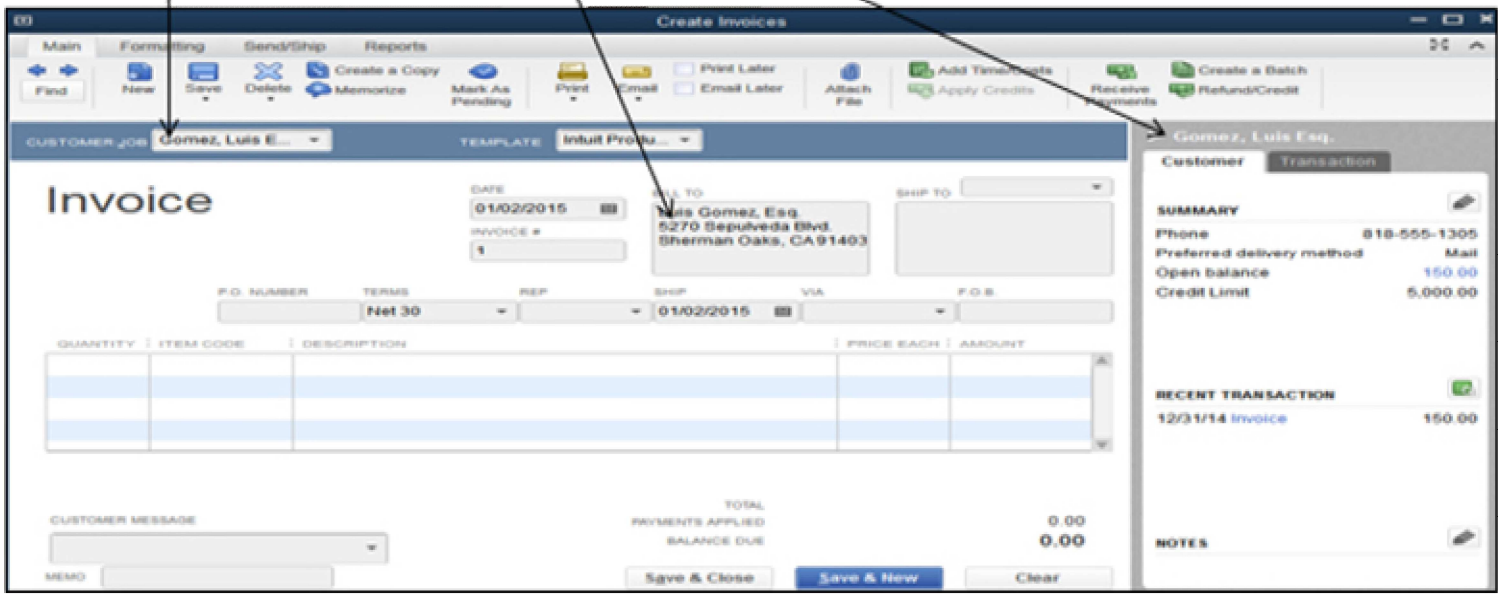


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Prepare Invoice (2 of 7)

- Customer:Job shows Luis's name
- Information for Bill To is completed automatically
- Notice History section

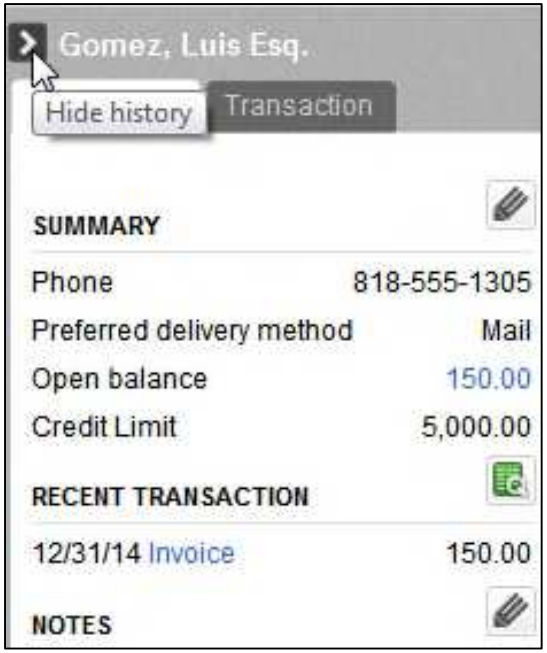


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Prepare Invoice (3 of 7)

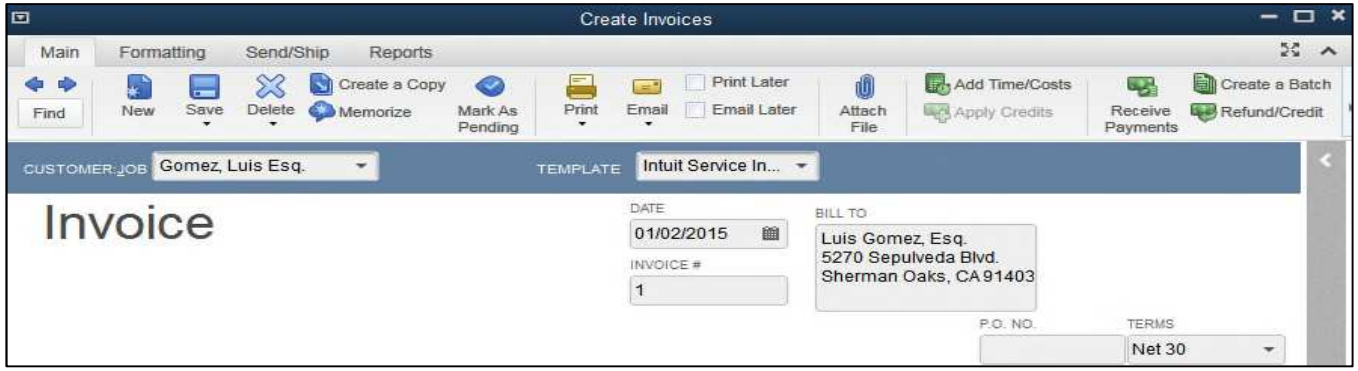
- History section gives information about Luis Gomez, Esq.
- Click **Hide history** button to close History section
- To show history, click same button



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Prepare Invoice (4 of 7)

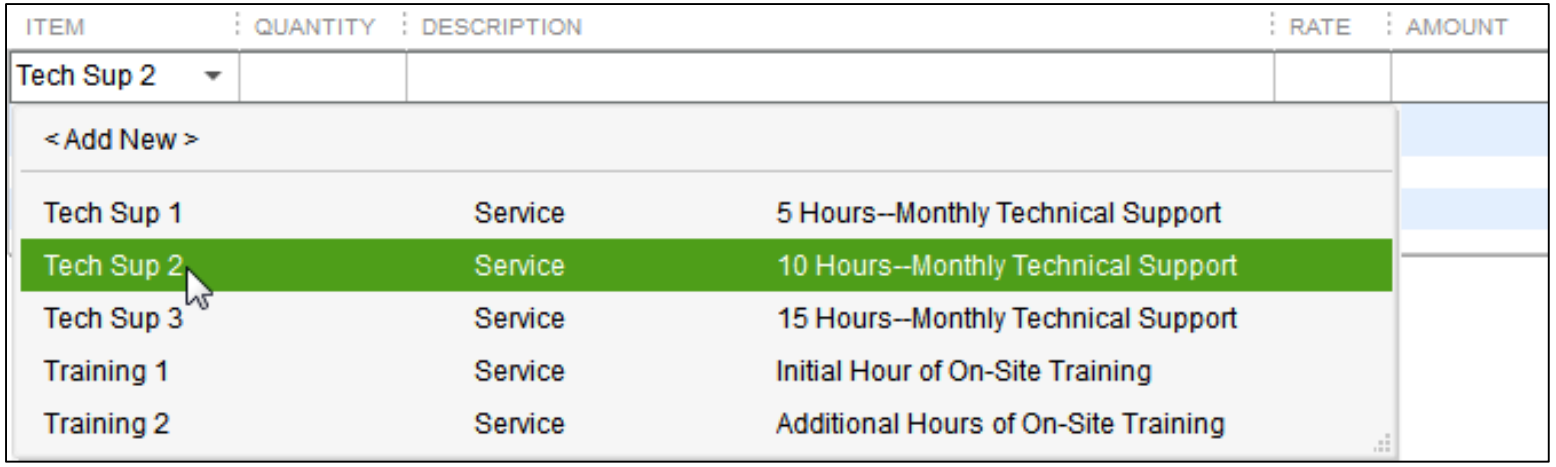
- Template: Intuit Service Invoice
  - If not, click drop-down list and click **Intuit Service Invoice**
    - Always check this because QuickBooks likes to use Product Invoice
- Enter date: **01/02/2015**
- Invoice Number:
- Terms: **Net 30**



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Prepare Invoice (5 of 7)

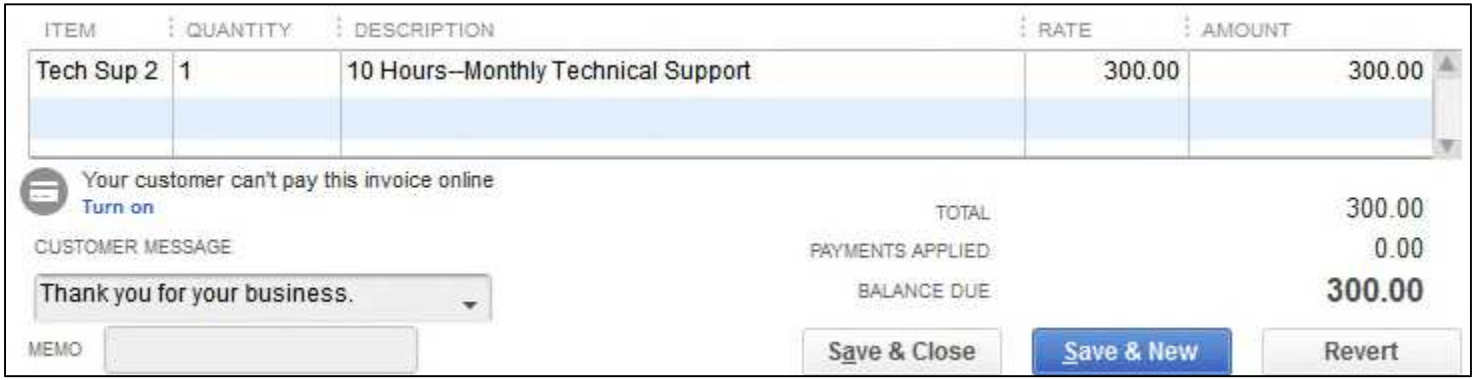
- Click in first line of **Item** column
- Click drop-down list arrow for **Item**
- Click **Tech Sup 2** to enter Item



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Prepare Invoice (6 of 7)

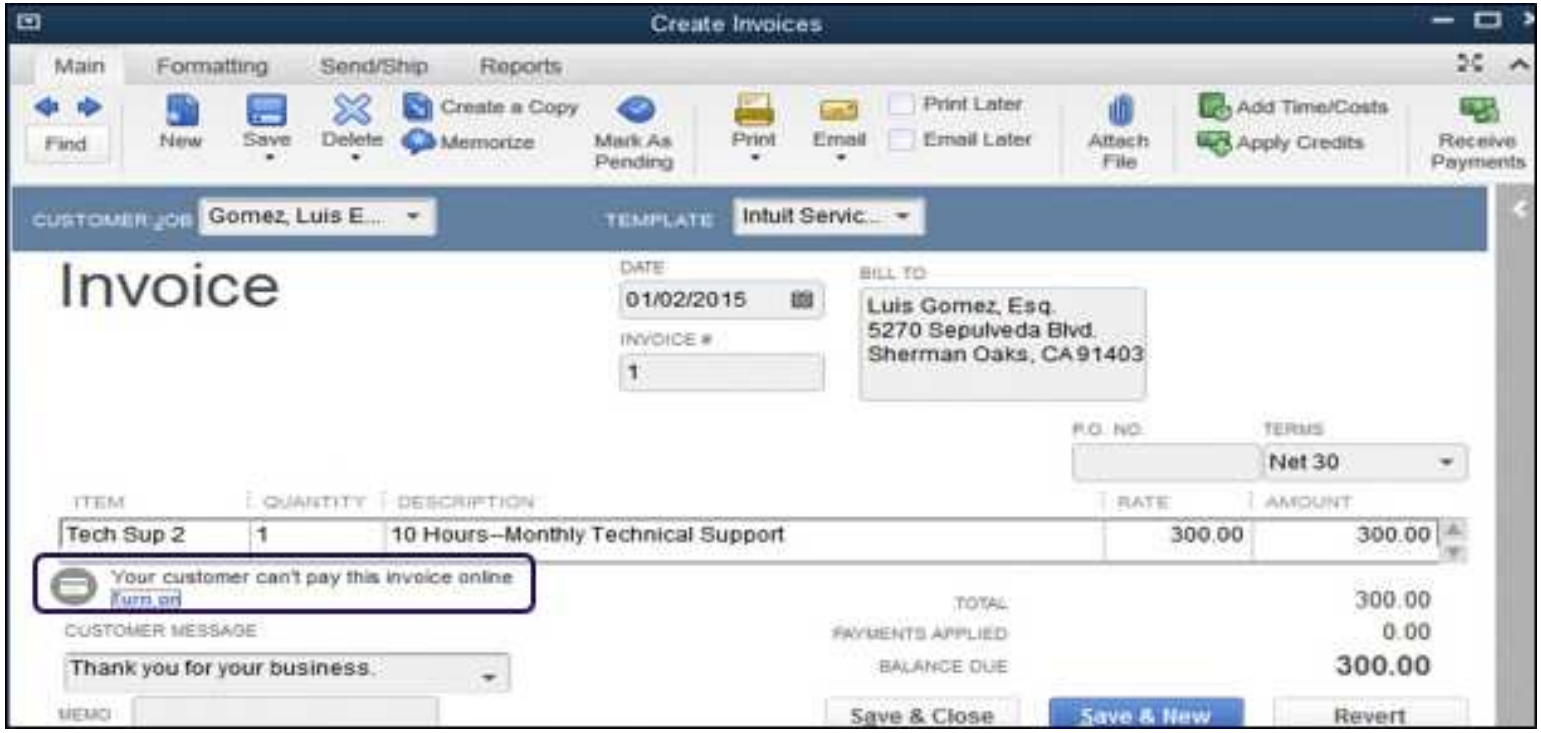
- Tab to Quantity, enter **1**
- Description, Rate, and Amount are entered automatically for Tech Sup 2
- Click drop-down list arrow for Customer Message
- Click **Thank you for your business**



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Prepare Invoice (7 of 7)

- Completed invoice is ready for printing
  - You may or may not see note “Your customer can’t pay this invoice online”. If you do, disregard it.

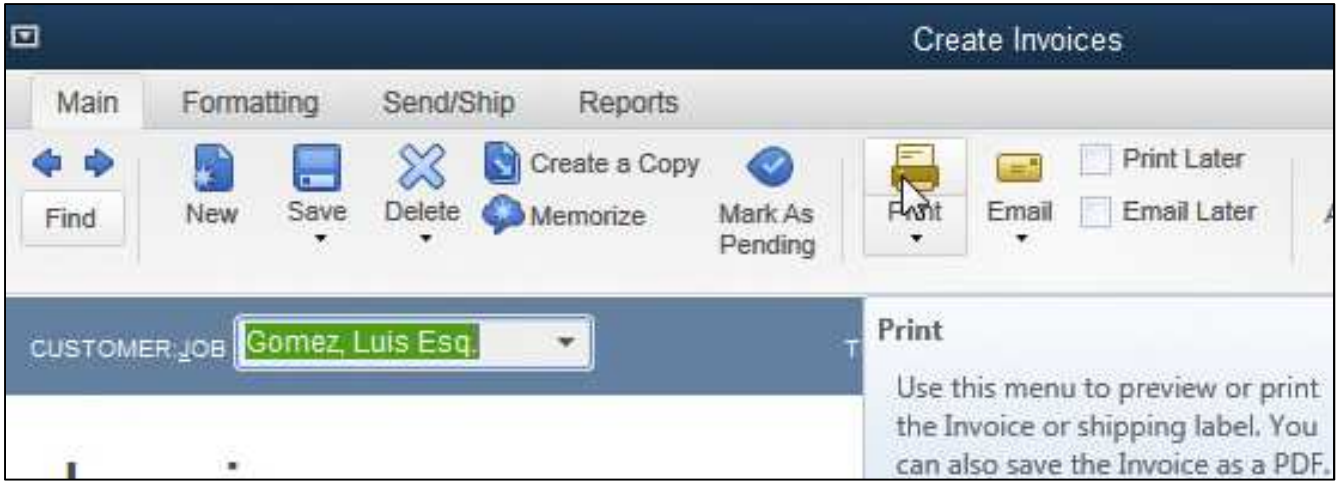


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Print Invoice (1 of 2)

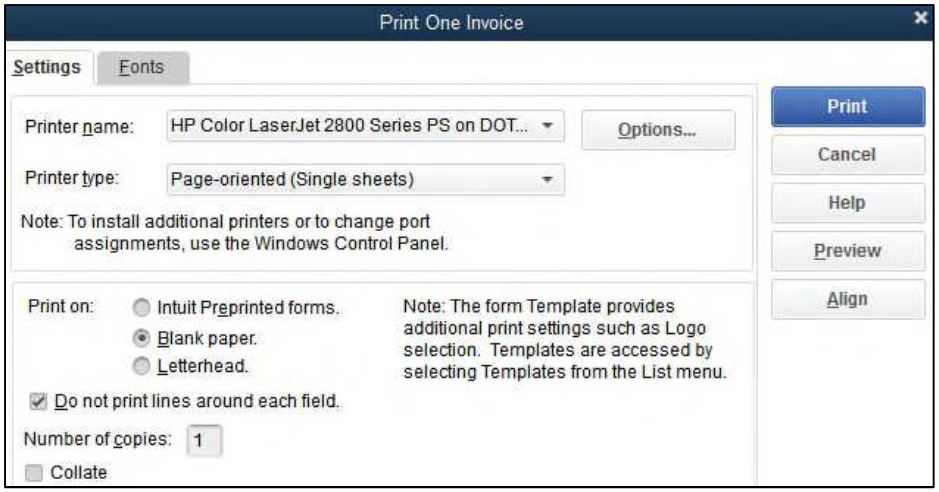
- Click **Print** icon on Invoice Main Icon Bar



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Print Invoice (2 of 2)

- Complete **Print One Invoice** screen
  - Printer name should be for your printer
  - Print on: Blank paper
  - "Do not print lines around each field" should have a check mark
    - If it doesn't, click box to mark
  - Number of copies: 1
- Click **Print** button



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Save Invoice

- To save an invoice and prepare a new invoice, click **Save & New**



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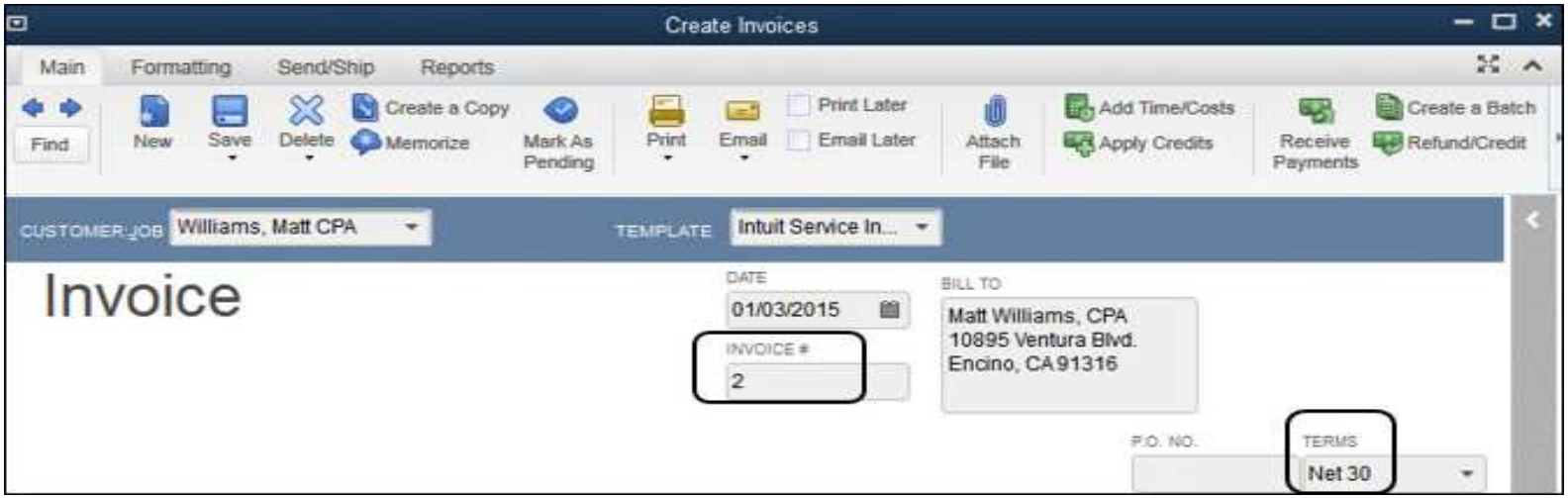
Prepare Invoice with Two Sales Items (1 of 5)

- Complete Invoice 2 to bill Matt Williams on January 3 for five hours of on-site training:
  - First hour billed as Training 1
  - Remaining four hours billed as Training 2
- Click drop-down list arrow for Customer: Job
- Click **Williams, Matt**
- Template: **Intuit Service Invoice**
  - Click drop-down list arrow and select if not shown
- Date: **01/03/2015**

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Prepare Invoice with Two Sales Items (2 of 5)

- Invoice # **2** and Terms **Net 30** should be shown
  - If not, enter appropriate numbers



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Prepare Invoice with Two Sales Items (3 of 5)

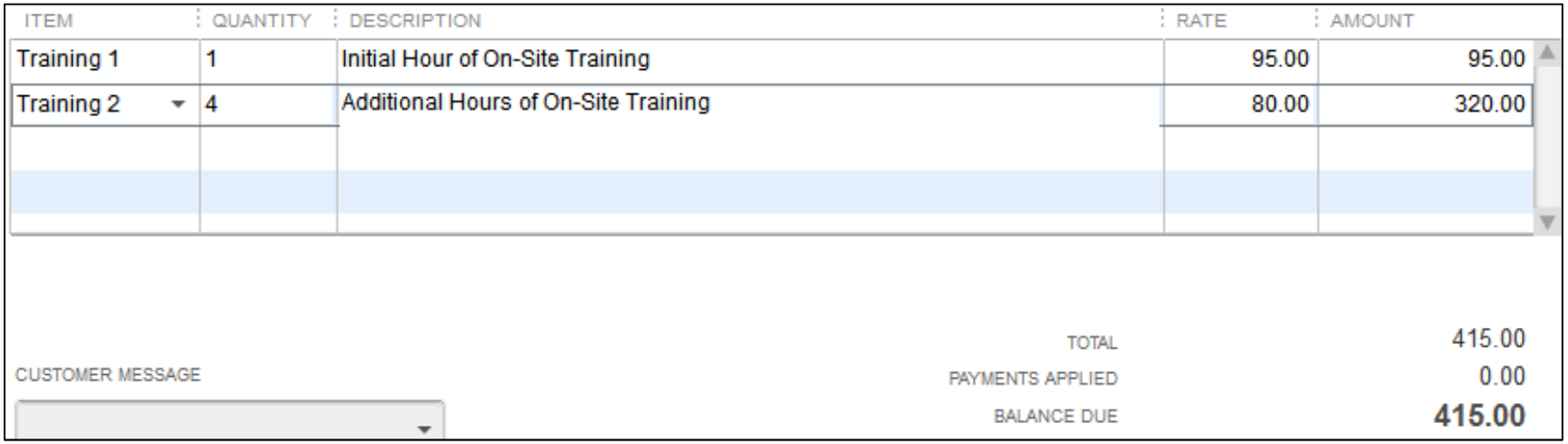
- Enter first item: Training 1
  - Click drop-down list arrow in ITEM column
  - Click **Training 1**
- Tab to Quantity, enter **1**
- Enter second sales item
  - Click drop-down list arrow in row beneath Training 1
  - Click Training 2



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Prepare Invoice with Two Sales Items (4 of 5)

- Tab to Quantity
- Enter quantity **4** and press tab
- Amount of invoice will be totaled



ITEM	QUANTITY	DESCRIPTION	RATE	AMOUNT
Training 1	1	Initial Hour of On-Site Training	95.00	95.00
Training 2	4	Additional Hours of On-Site Training	80.00	320.00

CUSTOMER MESSAGE

TOTAL	415.00
PAYMENTS APPLIED	0.00
BALANCE DUE	**415.00**

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Prepare Invoice with Two Sales Items (5 of 5)

- Complete invoice:
  - Click drop-down list arrow for CUSTOMER MESSAGE
  - Click **Thank you for your business.**



- Print
- Click **Save & Close** to save Invoice 2 and exit Create Invoices

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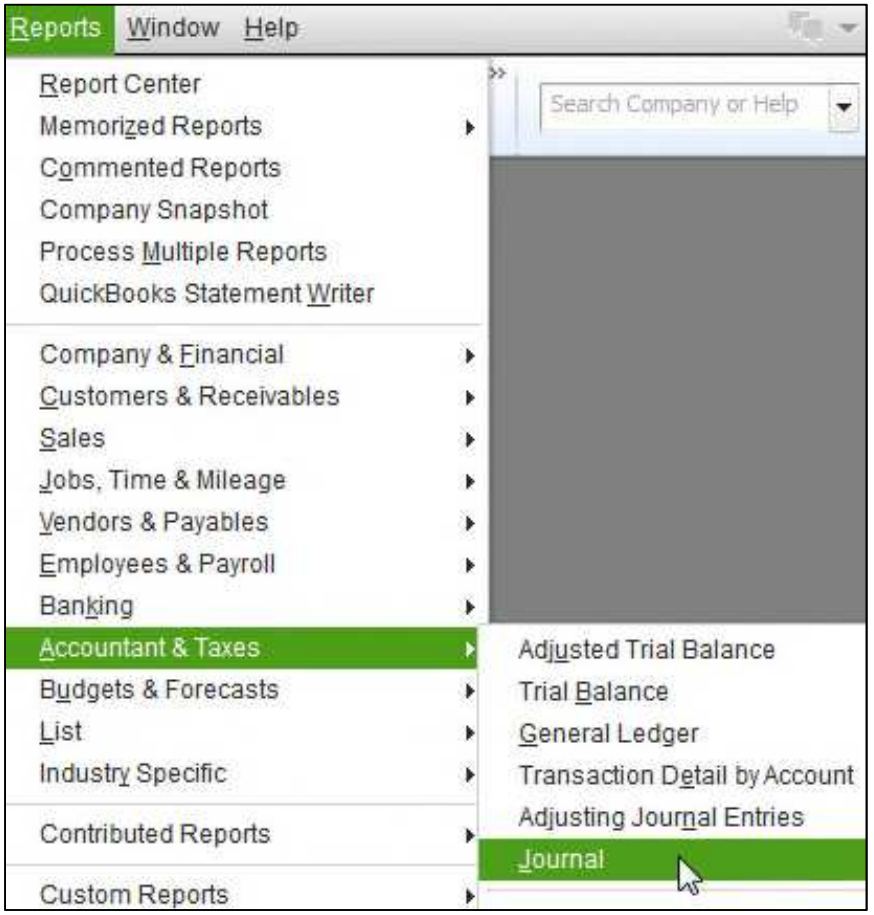
Prepare Journal (1 of 7)

- Journal shows every transaction in Debit/Credit format
- All information for Invoices 1 and 2 will appear in Journal

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Prepare Journal (2 of 7)

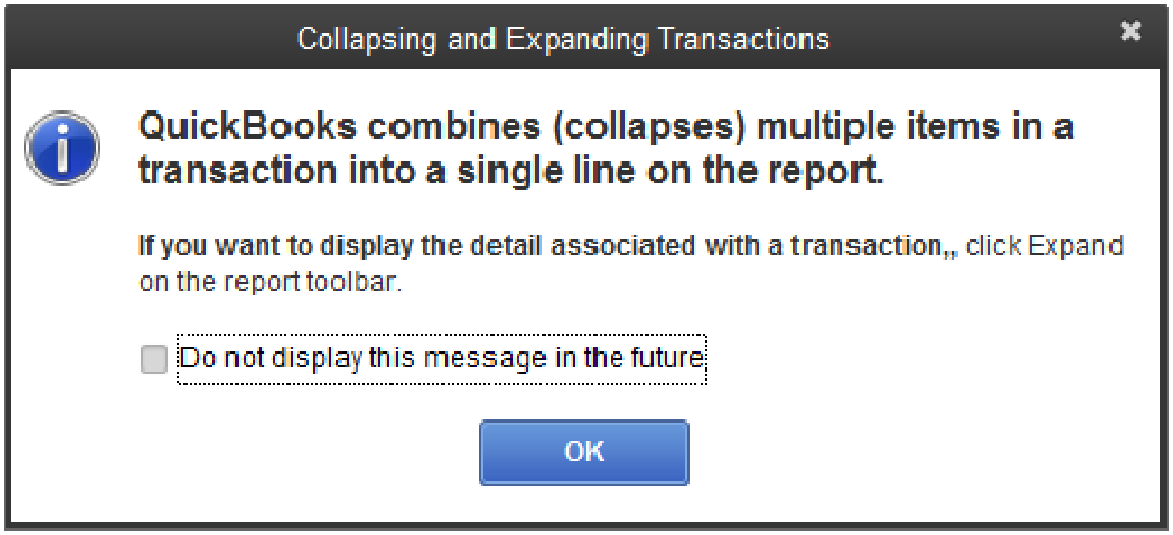
- Click **Reports** on Menu bar
- Point to **Accountant & Taxes**
- Click **Journal**



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Prepare Journal (3 of 7)

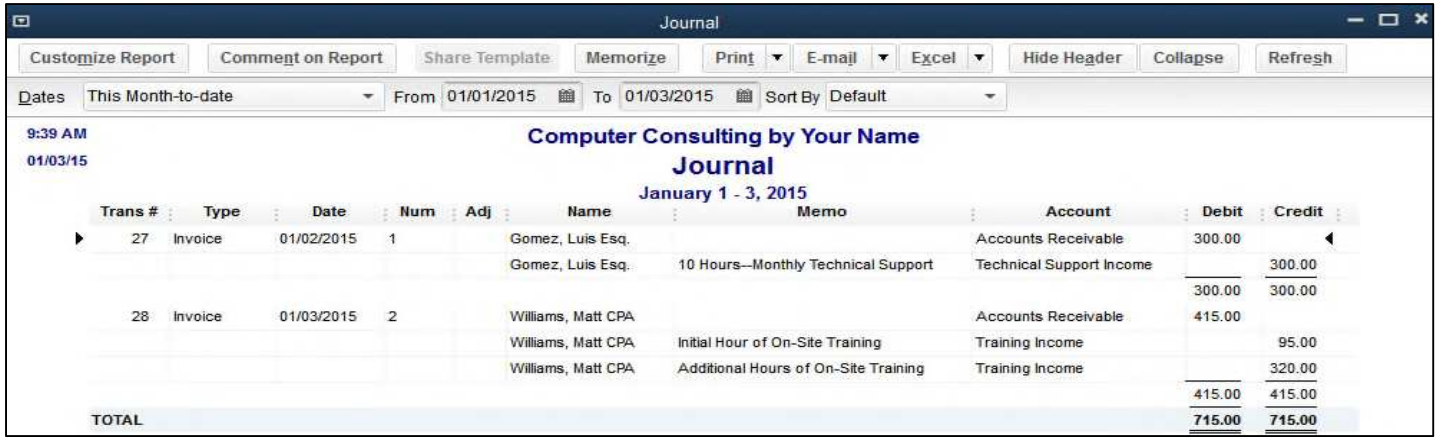
- QuickBooks Accountant 2015, can combine multiple items in a transaction into a single line on a report
- Click **OK** on Collapsing and Expanding Transactions dialog box



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View Journal (1 of 2)

- Click **Expand** button to see transactions in full
- Dates are **01/01/15** to **01/03/15**
  - Note report date January 1-3, 2015
  - Note time and date in upper-left—QuickBooks inserted time and date of computer
  - Review debits and credits

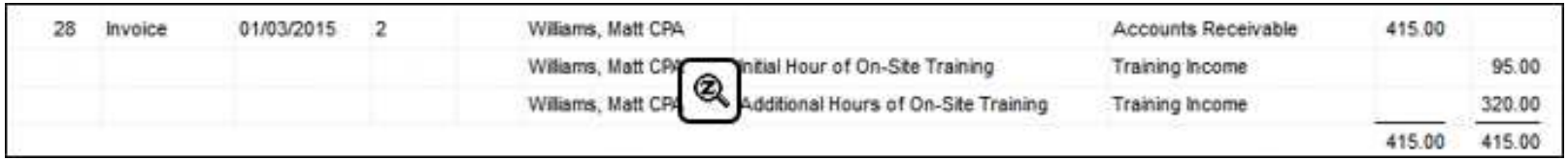


Trans #	Type	Date	Num	Adj	Name	Memo	Account	Debit	Credit
27	Invoice	01/02/2015	1		Gomez, Luis Esq.		Accounts Receivable	300.00	
					Gomez, Luis Esq.	10 Hours--Monthly Technical Support	Technical Support Income		300.00
								300.00	300.00
28	Invoice	01/03/2015	2		Williams, Matt CPA		Accounts Receivable	415.00	
					Williams, Matt CPA	Initial Hour of On-Site Training	Training Income		95.00
					Williams, Matt CPA	Additional Hours of On-Site Training	Training Income		320.00
								415.00	415.00
TOTAL								715.00	715.00

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Quick Zoom from Journal to Invoice 2

- Point to any part of Invoice 2 shown in Journal
- When cursor changes to a magnifying glass double-click mouse.

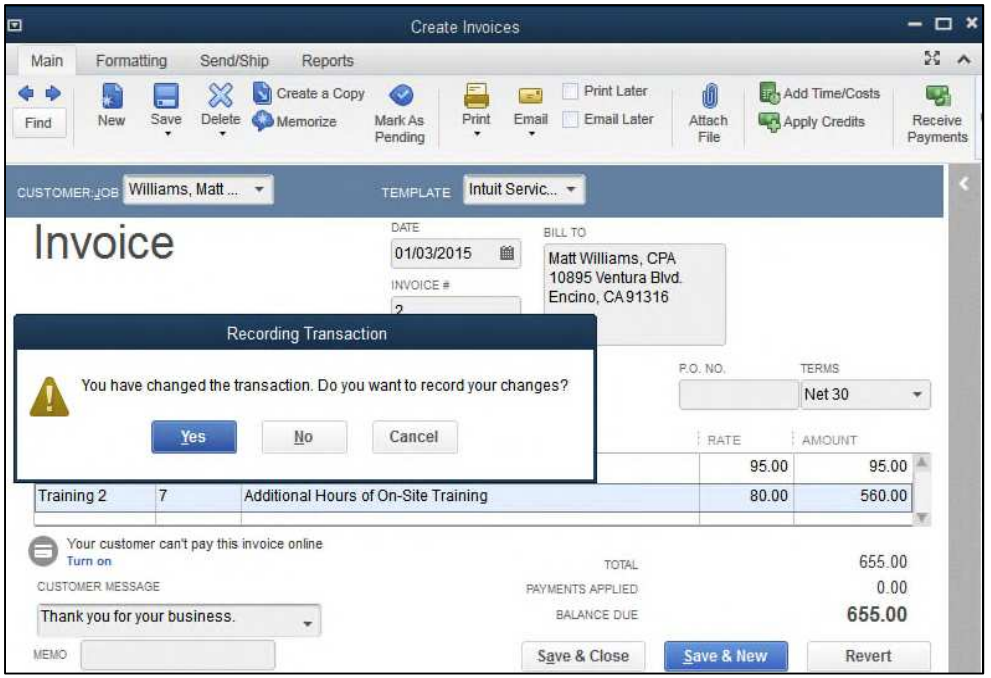


28	Invoice	01/03/2015	2	Williams, Matt CPA		Accounts Receivable	415.00	
				Williams, Matt CPA	Initial Hour of On-Site Training	Training Income		95.00
				Williams, Matt CPA	Additional Hours of On-Site Training	Training Income		320.00
							415.00	415.00

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Edit Invoice 2

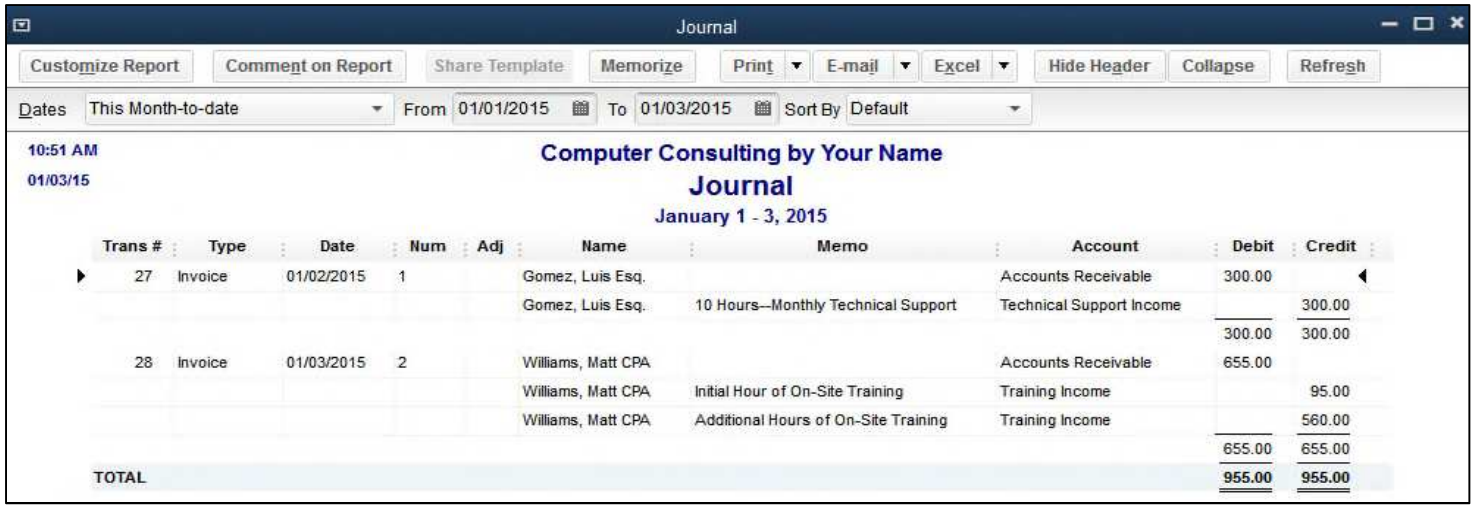
- Invoice 2 will be opened
  - Change Training 2 hours to **7**, press Tab
  - Click **Save & Close** button
  - Click **Yes** on Recording Transaction screen



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View Journal after Editing Invoice 2

- View change in report
  - If necessary, click **Refresh** button to update report



Trans #	Type	Date	Num	Adj	Name	Memo	Account	Debit	Credit
27	Invoice	01/02/2015	1		Gomez, Luis Esq.		Accounts Receivable	300.00	
					Gomez, Luis Esq.	10 Hours--Monthly Technical Support	Technical Support Income		300.00
								300.00	300.00
28	Invoice	01/03/2015	2		Williams, Matt CPA		Accounts Receivable	655.00	
					Williams, Matt CPA	Initial Hour of On-Site Training	Training Income		95.00
					Williams, Matt CPA	Additional Hours of On-Site Training	Training Income		560.00
								655.00	655.00
TOTAL								955.00	955.00

- Close Journal

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Prepare Credit Memo (1 of 3)

- 01/03/2015: Prepare a **Credit Memo**
  - Record a one hour decrease in Training 2 hours for Matt William
- Click the Refunds and Credits icon 

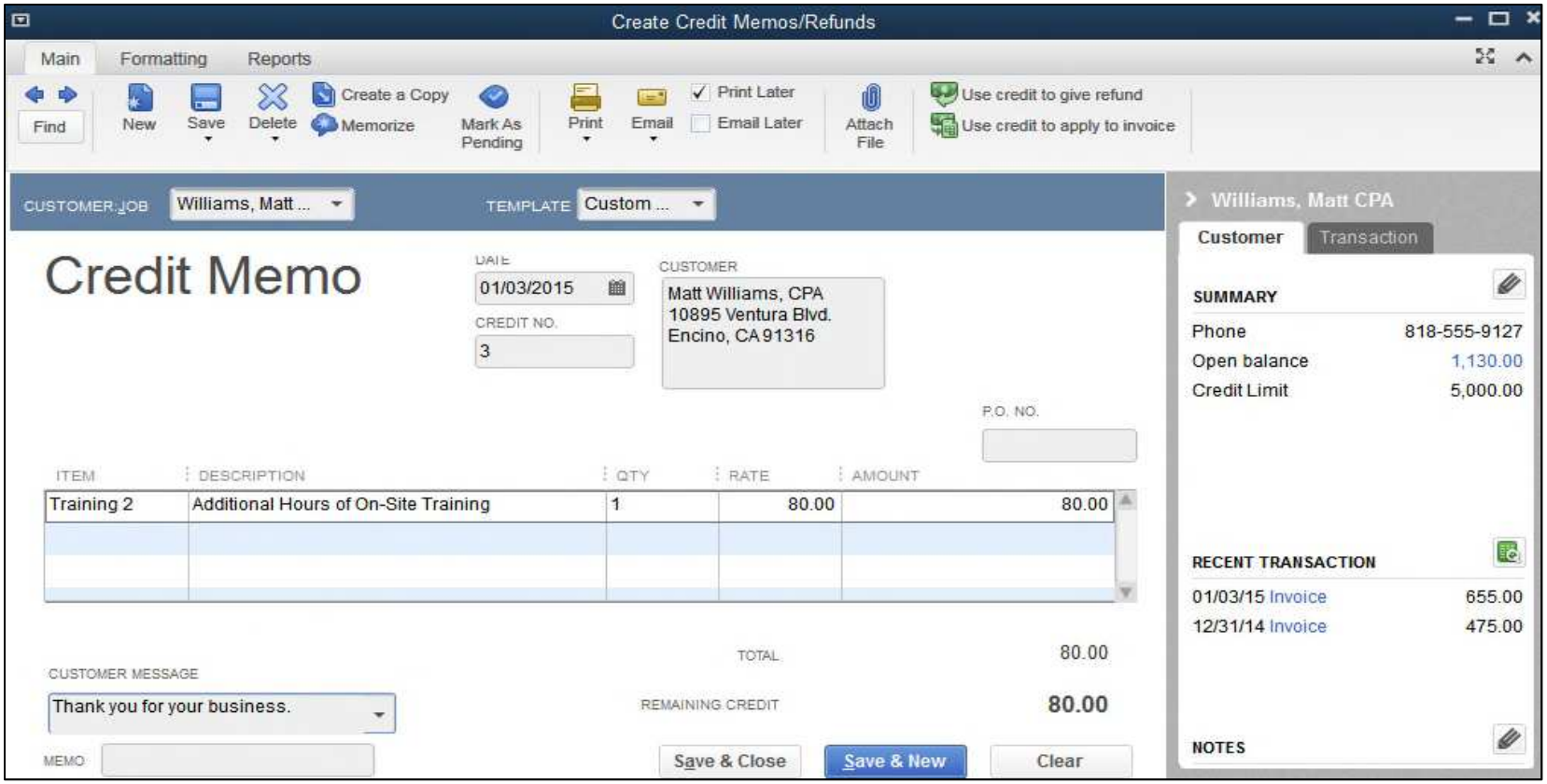
- Similar to an Invoice but is used to record a refund or a decrease in a sales transaction
- To prepare:
  - Select Customer Name
  - Enter textbook date: **01/03/15**
  - Credit Memo number (next available invoice number): **3**
  - Enter Item **Training 2**, Quantity **1**, and Customer Message **Thank you for your business.**

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Prepare Credit Memo (2 of 3)

- Notice History for Matt Williams



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Prepare Credit Memo (3 of 3)

- Apply decrease in hours to Invoice 2
  - Click "**Use credit to apply to invoice**" on Invoice Main Icon Bar



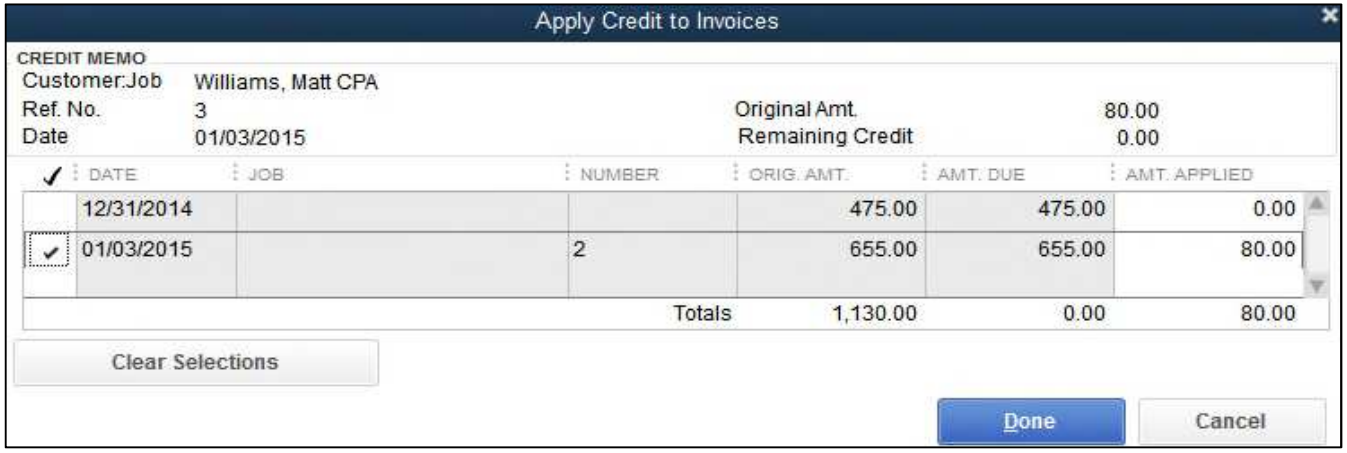
- QuickBooks will apply credit to oldest invoice



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Apply Credit to Invoice (1 of 2)

- Click Clear Selections button or check mark in check mark column for 12/31/2014 to remove ☑
- Click in check mark column next to 01/03/15 to apply credit to Invoice 2 ☑
- Click **Done**

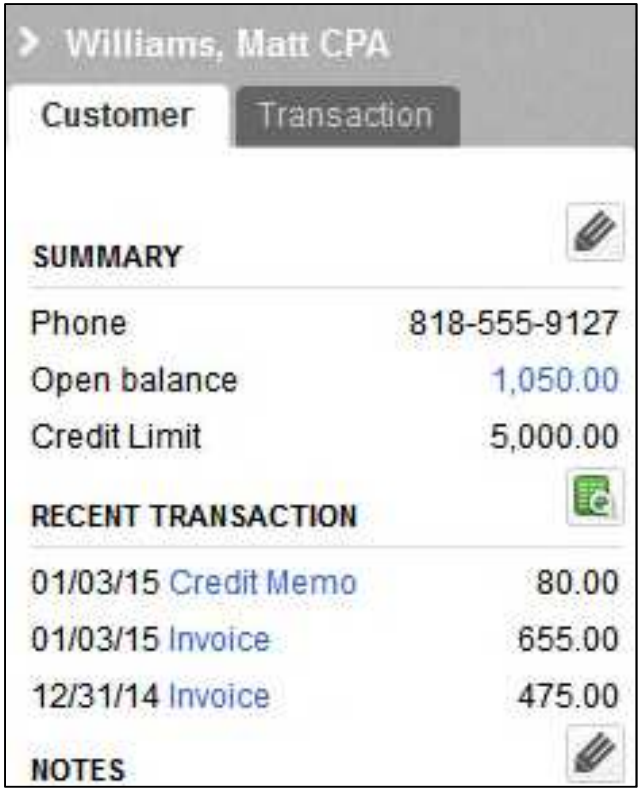


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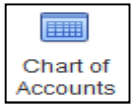
Apply Credit to Invoice (2 of 2)

- Notice change to History for Matt Williams
  - Credit Memo added to Recent Transactions
  - Open balance changed from $1,130 to $1,050
- Click **Save & Close** button



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Accounts Receivable Register

- Accounts Receivable account in Chart of Accounts is same as Accounts Receivable Register
- Click Chart of Accounts icon on Home Page. 

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Open Accounts Receivable Register

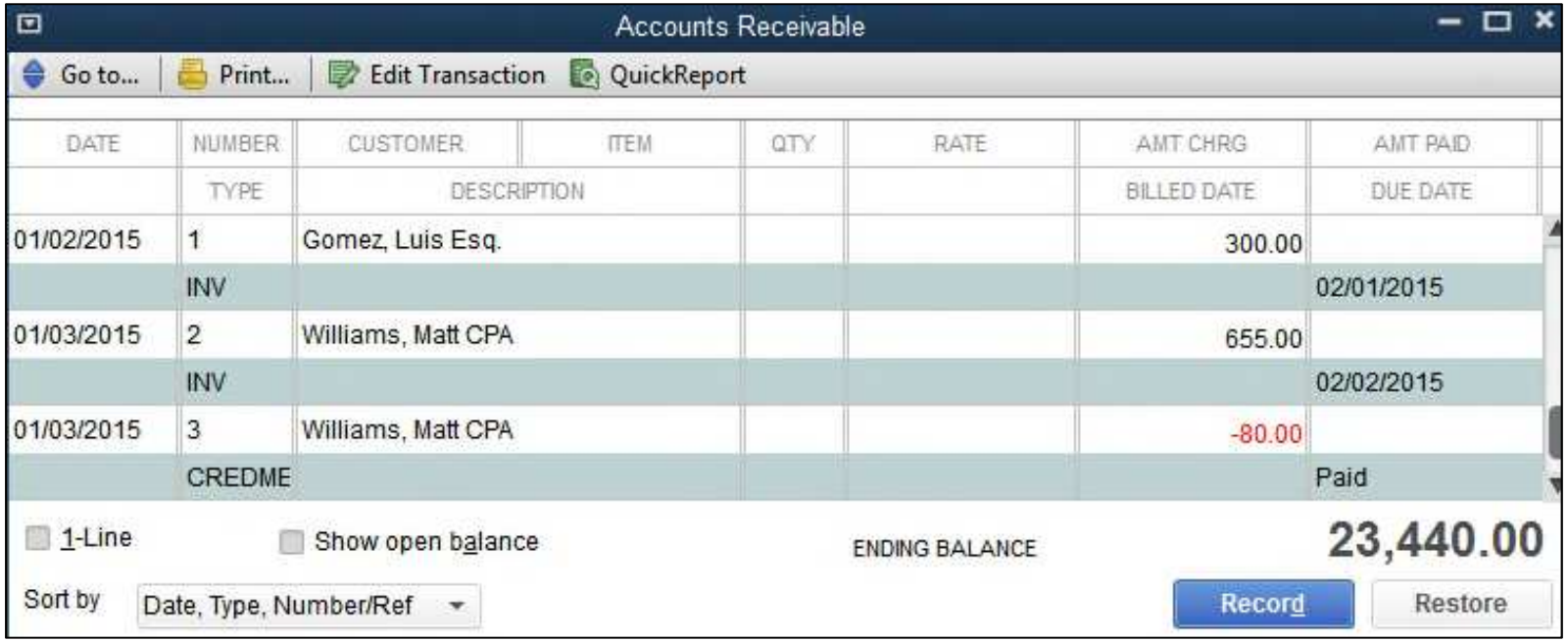
- Click **Accounts Receivable**
- Click **Activities** button
- Click **Use Register**



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View Accounts Receivable Register

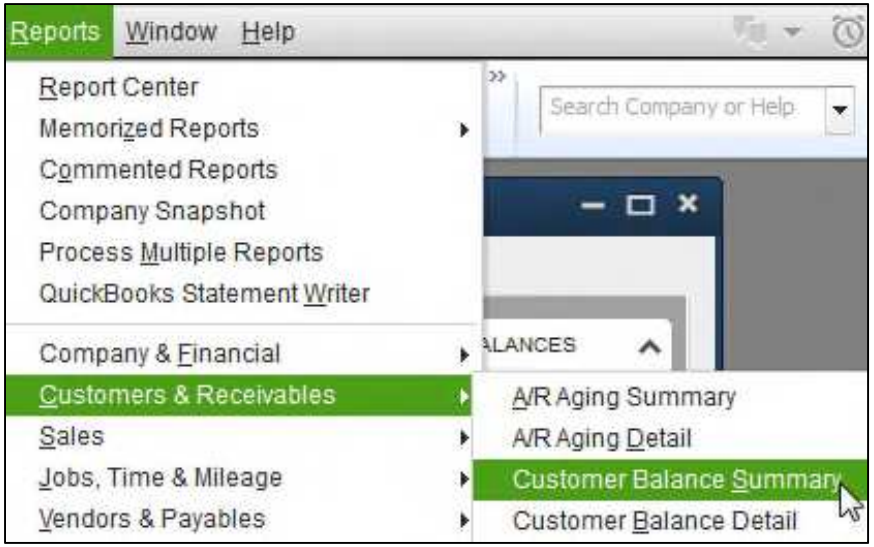
- View Accounts Receivable register



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Prepare Customer Balance Summary Report (1 of 3)

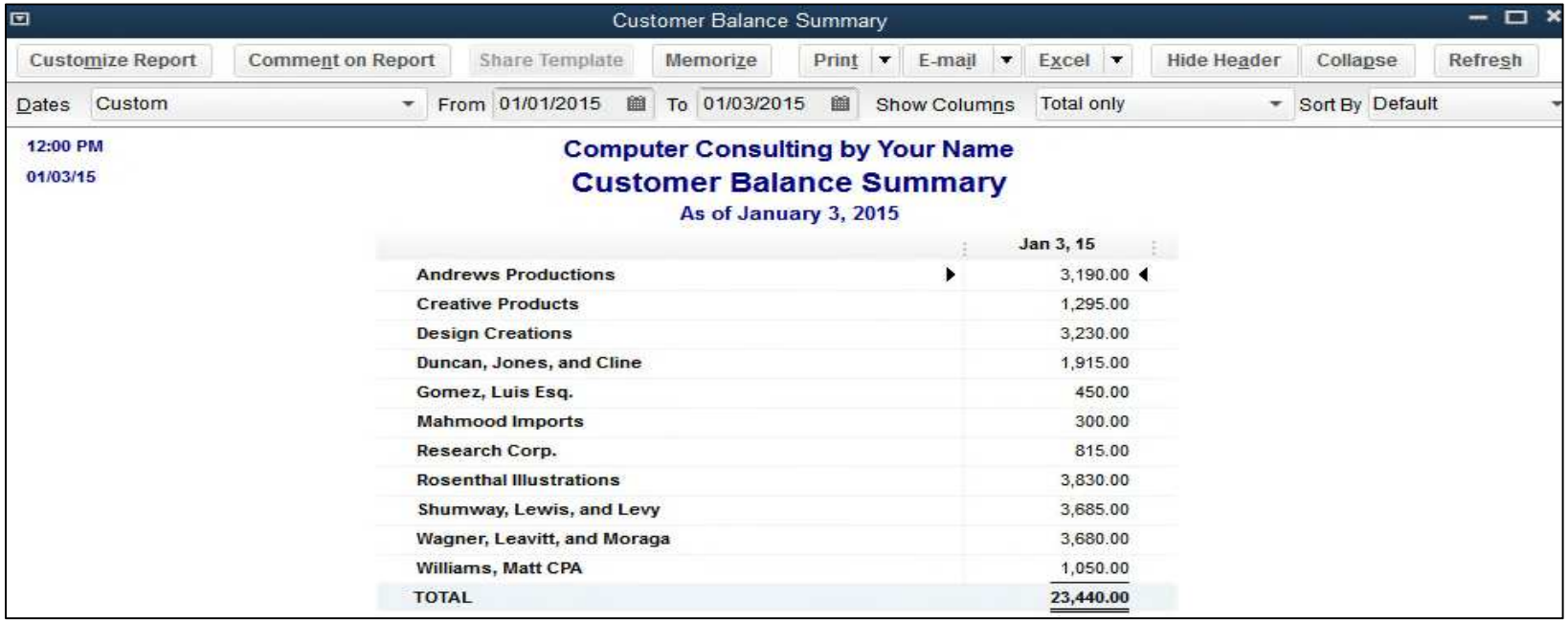
- Customer Balance Summary report shows customer balances
- To prepare
  - Click **Reports** on Menu bar
  - Point to **Customers & Receivables**
  - Click **Customer Balance Summary**



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Prepare Customer Balance Summary Report (2 of 3)

- Report dates should be **01/01/15-01/03/15** or **All**
- Notice Time and Date in upper-left corner of report

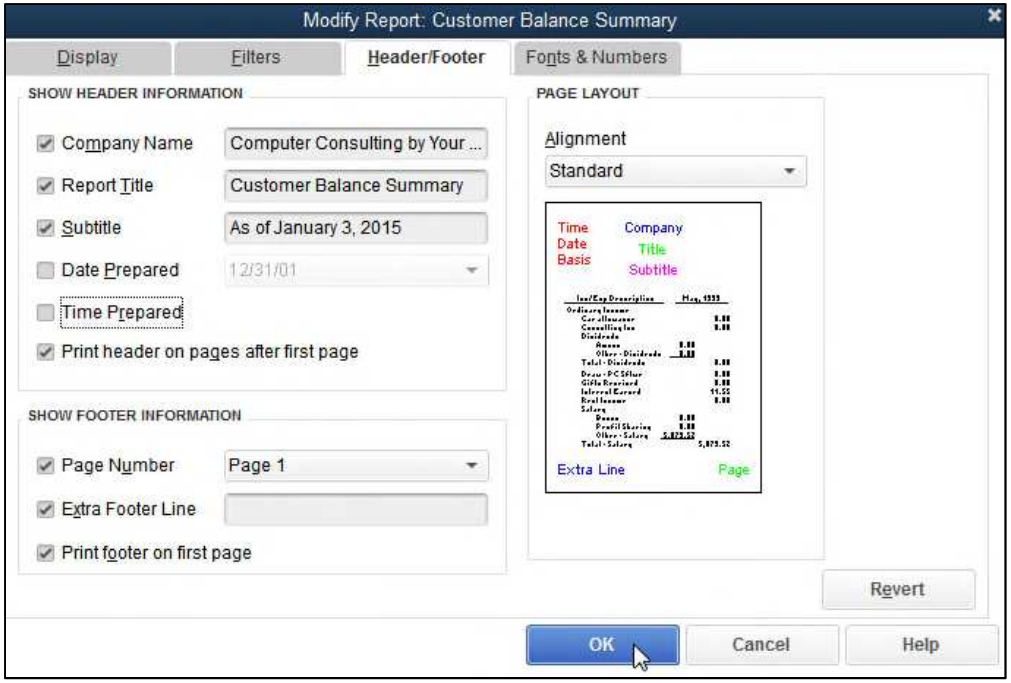


	Jan 3, 15
Andrews Productions	3,190.00
Creative Products	1,295.00
Design Creations	3,230.00
Duncan, Jones, and Cline	1,915.00
Gomez, Luis Esq.	450.00
Mahmood Imports	300.00
Research Corp.	815.00
Rosenthal Illustrations	3,830.00
Shumway, Lewis, and Levy	3,685.00
Wagner, Leavitt, and Moraga	3,680.00
Williams, Matt CPA	1,050.00
TOTAL	23,440.00

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Prepare Customer Balance Summary Report (3 of 3)

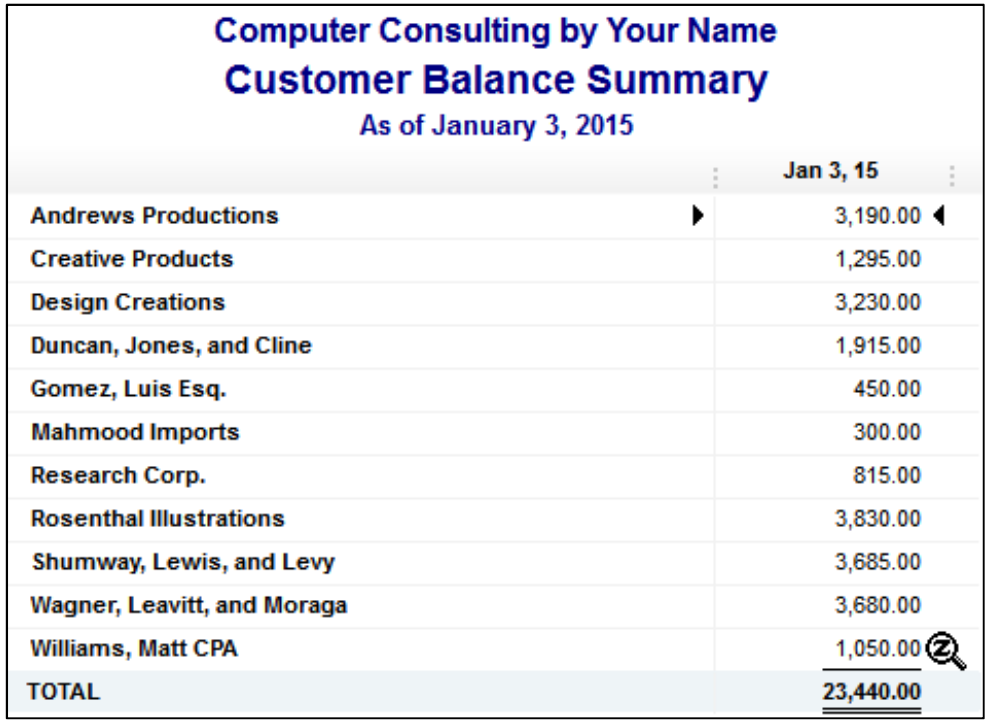
- To remove date and time prepared from report, click:
  - **Customize Report** button
  - **Header/Footer** tab
  - **Date Prepared** and **Time Prepared** to remove check marks
  - **OK**



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Use QuickZoom in Report (1 of 2)

- Point to amount due for Matt Williams
  - Your cursor will turn into a magnifying glass.



Computer Consulting by Your Name
Customer Balance Summary
As of January 3, 2015

	Jan 3, 15
Andrews Productions	3,190.00
Creative Products	1,295.00
Design Creations	3,230.00
Duncan, Jones, and Cline	1,915.00
Gomez, Luis Esq.	450.00
Mahmood Imports	300.00
Research Corp.	815.00
Rosenthal Illustrations	3,830.00
Shumway, Lewis, and Levy	3,685.00
Wagner, Leavitt, and Moraga	3,680.00
Williams, Matt CPA	1,050.00
TOTAL	23,440.00

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Use QuickZoom in Report (2 of 2)

- Double-click amount to see Customer Balance Detail report for Matt Williams
  - Click drop-down list arrow for Dates, click **All**
  - Notice computer time and date show for this report
    - To remove them, click Customize Report and repeat steps discussed previously

12:08 PM
01/03/15

Computer Consulting by Your Name
Customer Balance Detail
All Transactions

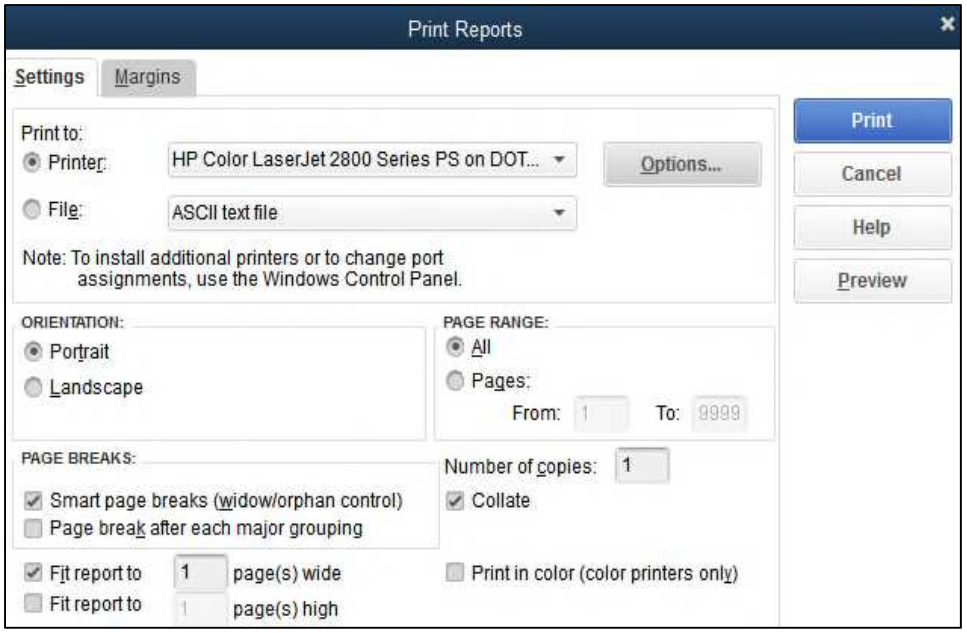
Type	Date	Num	Account	Amount	Balance
Williams, Matt CPA					
Invoice	12/31/2014		Accounts Receivable	475.00	475.00
Invoice	01/03/2015	2	Accounts Receivable	655.00	1,130.00
Credit Memo	01/03/2015	3	Accounts Receivable	-80.00	1,050.00
Total Williams, Matt CPA				1,050.00	1,050.00
TOTAL				**1,050.00**	**1,050.00**

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Print Report (1 of 2)

- At top of Customer Balance Detail report
  - Click **Print** Button
  - Click **Report**
- Check following:
  - Printer
  - Orientation:
    - Portrait (8 ½ by 11)
    - or Landscape (11 by 8 ½)
  - Smart Page Breaks (should have a check mark)
  - Pages should be All
- Click **Print**



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Print Report (2 of 2)

- Printed Customer Balance Detail report shows balances owed by Matt Williams

12:17 PM
01/03/15

Computer Consulting by Your Name
Customer Balance Detail
All Transactions

Type	Date	Num	Account	Amount	Balance
Williams, Matt CPA					
Invoice	12/31/2014		Accounts Receivable	475.00	475.00
Invoice	01/03/2015	2	Accounts Receivable	655.00	1,130.00
Credit Memo	01/03/2015	3	Accounts Receivable	-80.00	1,050.00
Total Williams, Matt CPA				1,050.00	1,050.00
TOTAL				**1,050.00**	**1,050.00**

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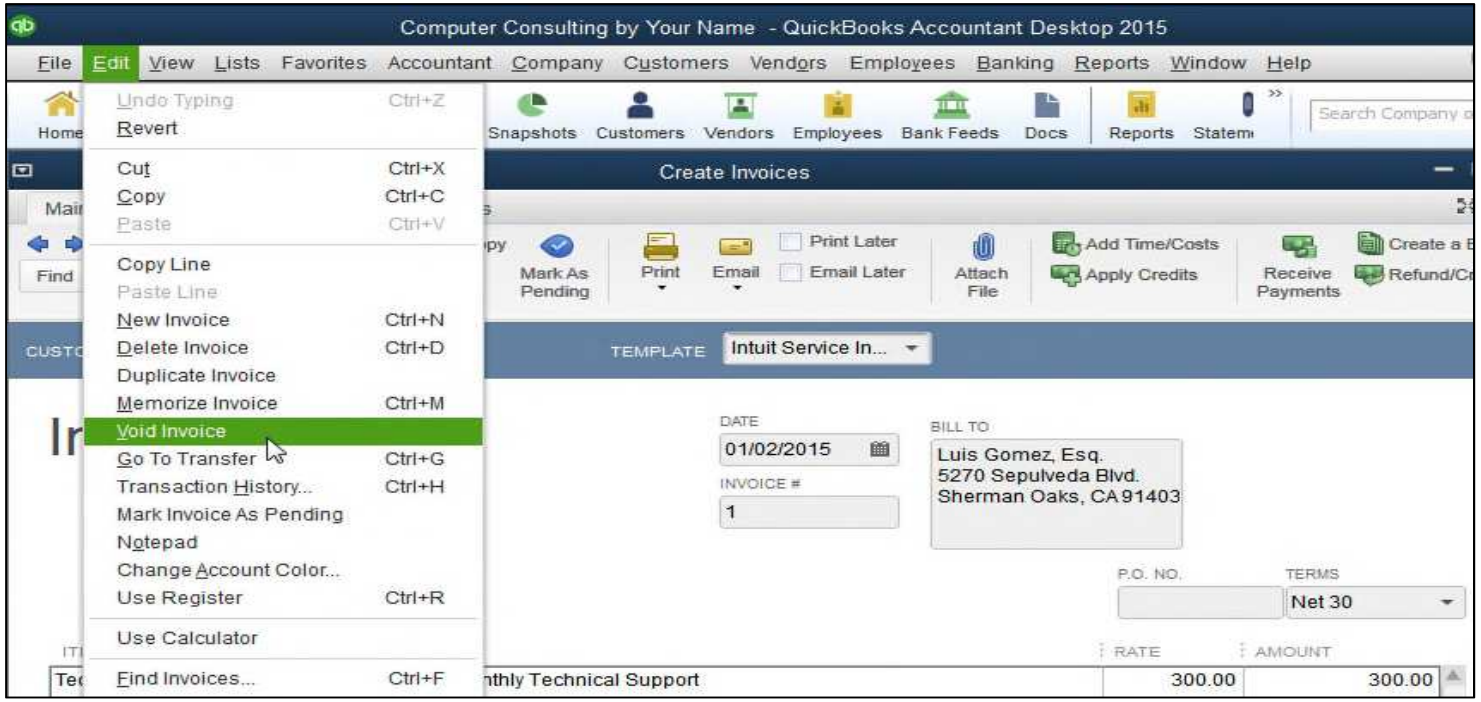
Void Invoice (1 of 4)

- Voiding an invoice
  - Changes amount of invoice to 0.00
  - Memo is “VOID:”
  - Invoice stays as an invoice
- Void Invoice 1:
  - Click **Create Invoices** icon
  - Click **Previous** or **Next** to find Invoice 1

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Void Invoice (2 of 4)

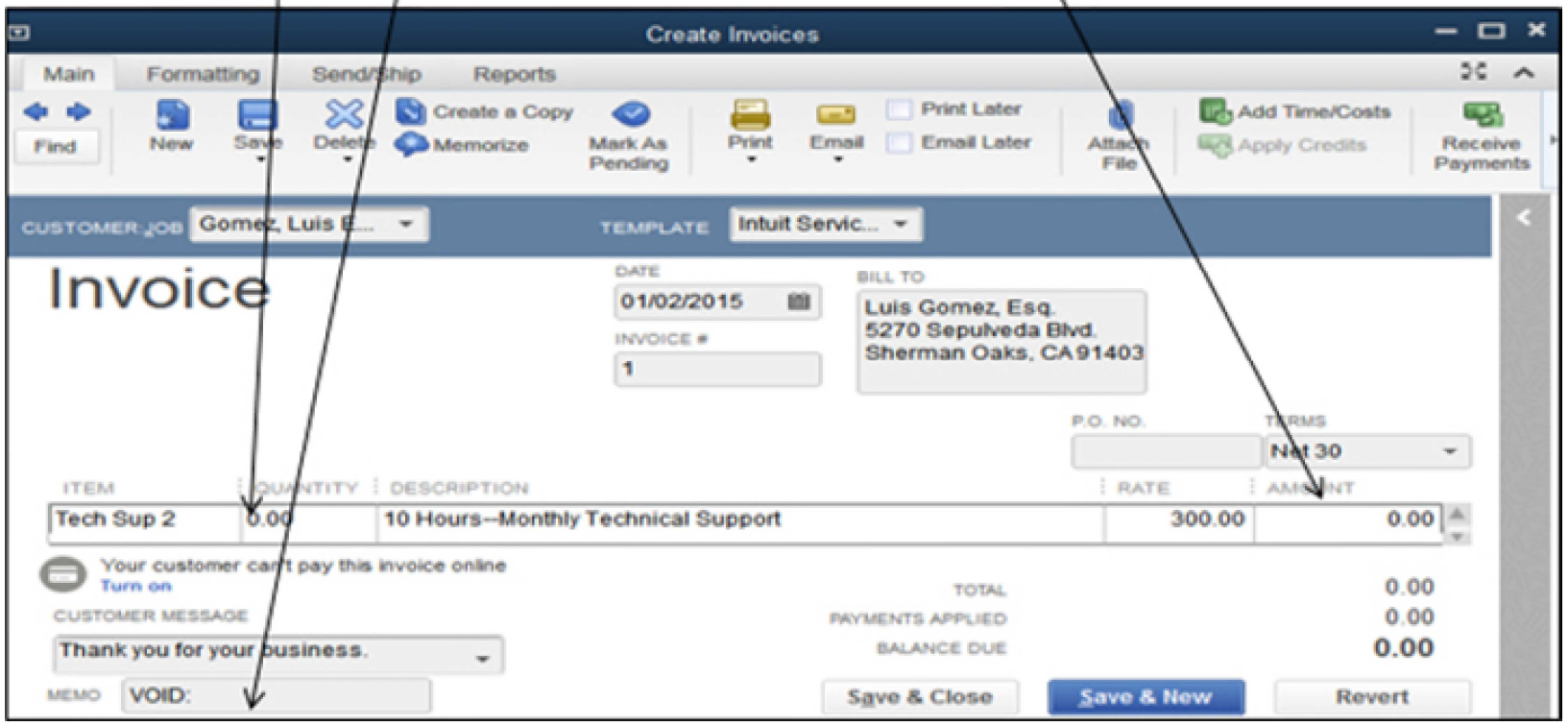
- Click **Edit** on QuickBooks Menu bar
- Click **Void Invoice**



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Void Invoice (3 of 4)

- Notice Quantity and Amount are 0.00
- Memo says VOID:

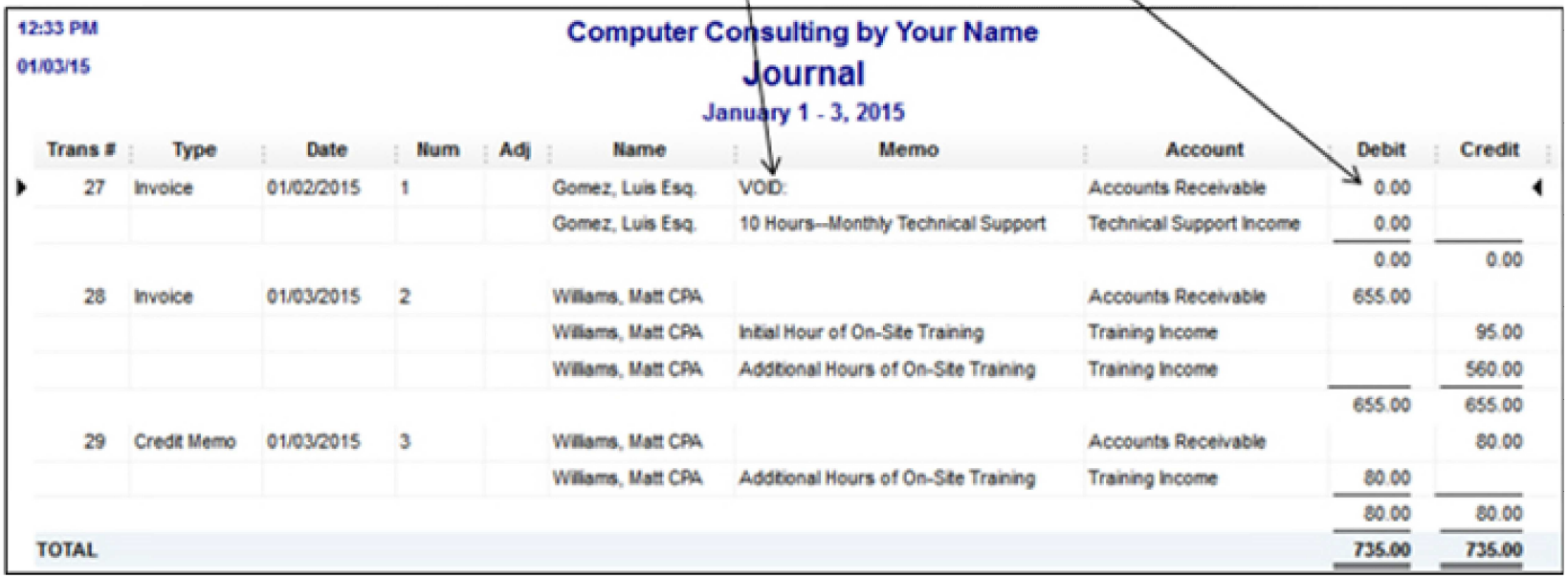


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Void Invoice (4 of 4)

- Journal shows Memo Void: and 0.00 for transaction



12:33 PM
01/03/15

Computer Consulting by Your Name
Journal
January 1 - 3, 2015

Trans #	Type	Date	Num	Adj	Name	Memo	Account	Debit	Credit
27	Invoice	01/02/2015	1		Gomez, Luis Esq.	VOID:	Accounts Receivable	0.00	
					Gomez, Luis Esq.	10 Hours--Monthly Technical Support	Technical Support Income	0.00	
								0.00	0.00
28	Invoice	01/03/2015	2		Williams, Matt CPA		Accounts Receivable	655.00	
					Williams, Matt CPA	Initial Hour of On-Site Training	Training Income		95.00
					Williams, Matt CPA	Additional Hours of On-Site Training	Training Income		560.00
								655.00	655.00
29	Credit Memo	01/03/2015	3		Williams, Matt CPA		Accounts Receivable		80.00
					Williams, Matt CPA	Additional Hours of On-Site Training	Training Income	80.00	
								80.00	80.00
TOTAL								735.00	735.00

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Use Find (1 of 4)

- To find an invoice without clicking through all invoices, use Find
- Click **Edit** on QuickBooks Menu Bar
- Click **Find**



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Use Find (2 of 4)

- Click **Simple** tab
- Click drop-down list arrow for **Transaction Type**
- Click **Invoice**



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Use Find (3 of 4)

- Click drop-down list arrow for **Customer:Job**
- Click **Gomez, Luis, Esq.**
- Click **Find** button



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Use Find (4 of 4)

- Click **Inv 1**
- Click **Go To** button



DATE	TYPE	NUM	NAME	MEMO	AMOUNT
01/02/2015	INV	1	Gomez, Luis Esq.	VOID:	0.00
12/31/2014	INV		Gomez, Luis Esq.	Opening balance	150.00

Go To
Report
Export...
Number of matches: 2

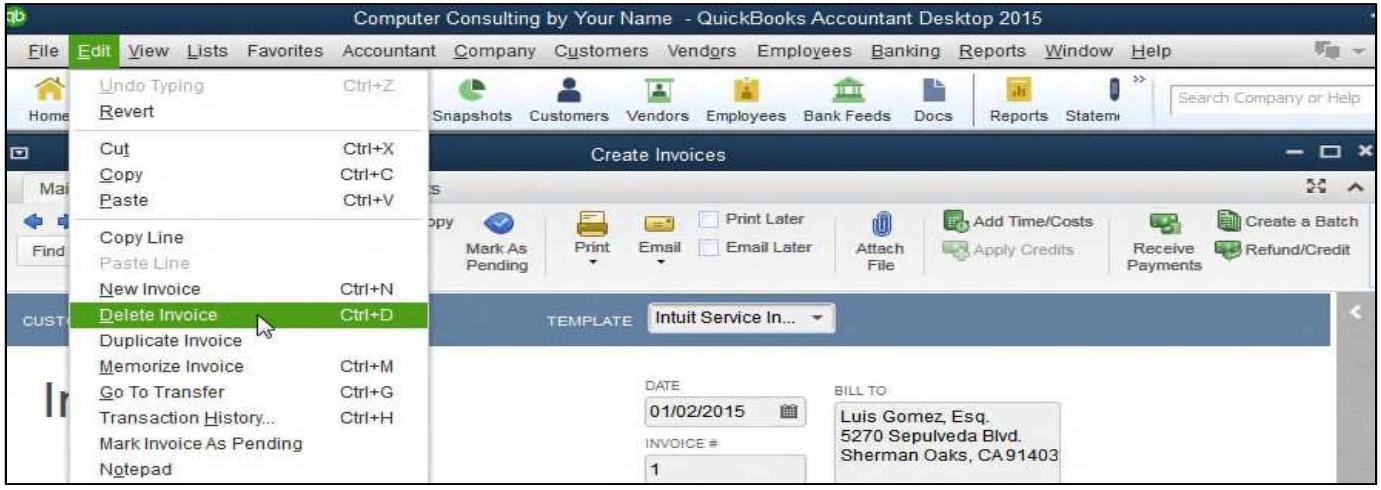
  - This takes to you Invoice 1
    - Even though Invoice 1 was Voided, it remains as an invoice

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Delete Invoice (1 of 2)

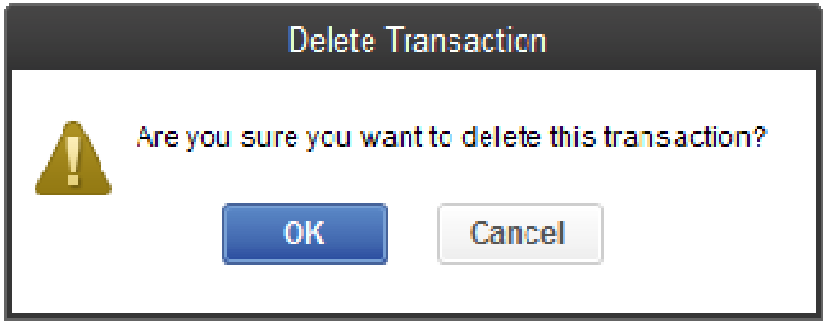
- A deleted invoice is permanently removed from QuickBooks records
- With Invoice 1 on screen:
  - Click **Edit** on QuickBooks Menu bar
  - Click **Delete Invoice**



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Delete Invoice (2 of 2)

- Click **OK** on Delete Transaction dialog box



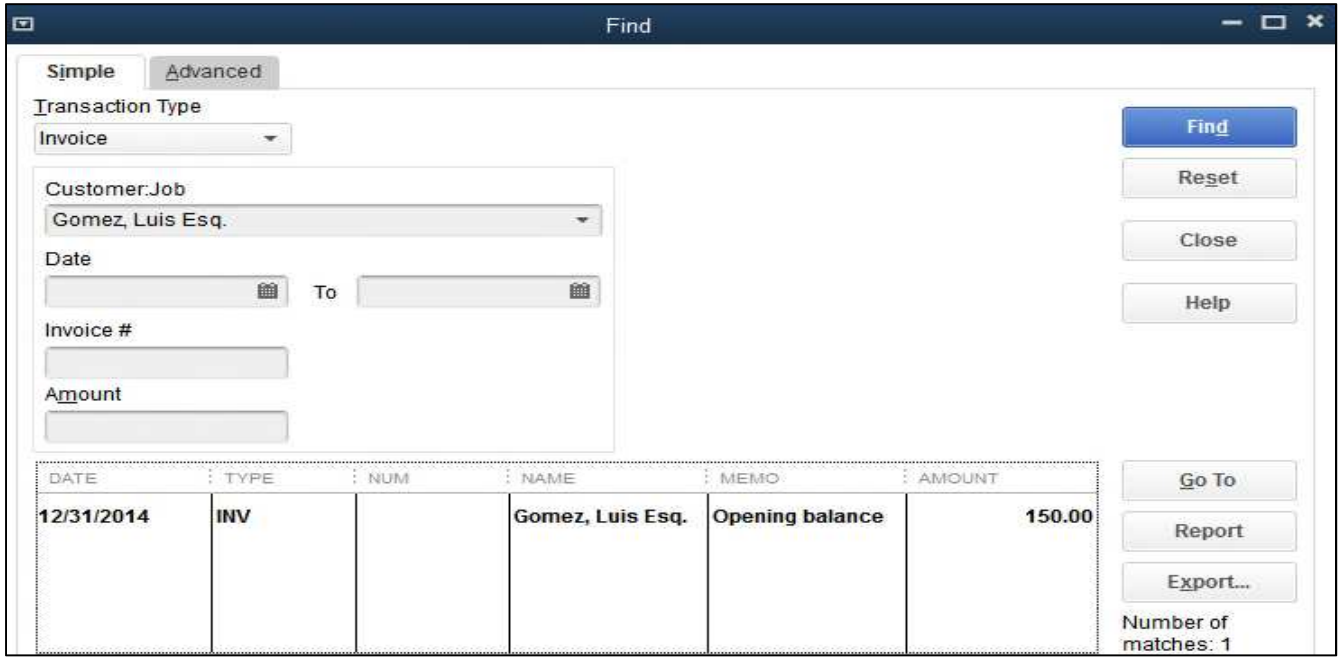
- You will now see Invoice 2
  - When an invoice is deleted, it is removed completely from QuickBooks
- Close Invoices

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Close Find

- Invoice 1 will no longer show on Find for Luis Gomez, Esq.



- Close Find

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View Journal (2 of 2)

- Invoice 1 no longer shows in Journal

12:46 PM
01/03/15

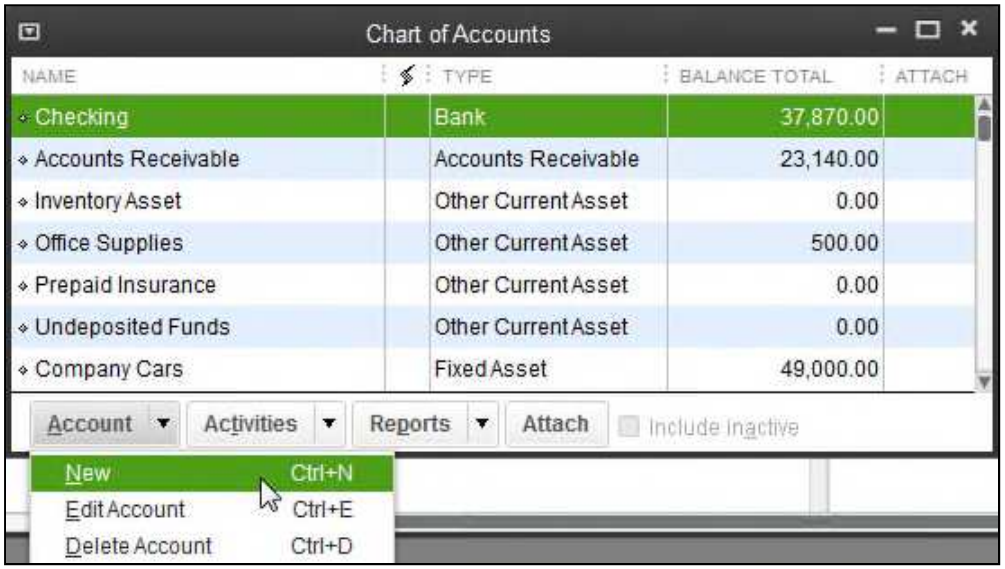
Computer Consulting by Your Name
Journal
January 1 - 3, 2015

Trans #	Type	Date	Num	Adj	Name	Memo	Account	Debit	Credit
28	Invoice	01/03/2015	2		Williams, Matt CPA		Accounts Receivable	655.00	
					Williams, Matt CPA	Initial Hour of On-Site Training	Training Income		95.00
					Williams, Matt CPA	Additional Hours of On-Site Training	Training Income		560.00
								655.00	655.00
29	Credit Memo	01/03/2015	3		Williams, Matt CPA		Accounts Receivable		80.00
					Williams, Matt CPA	Additional Hours of On-Site Training	Training Income	80.00	
								80.00	80.00
TOTAL								735.00	735.00

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Add New Account (1 of 5)

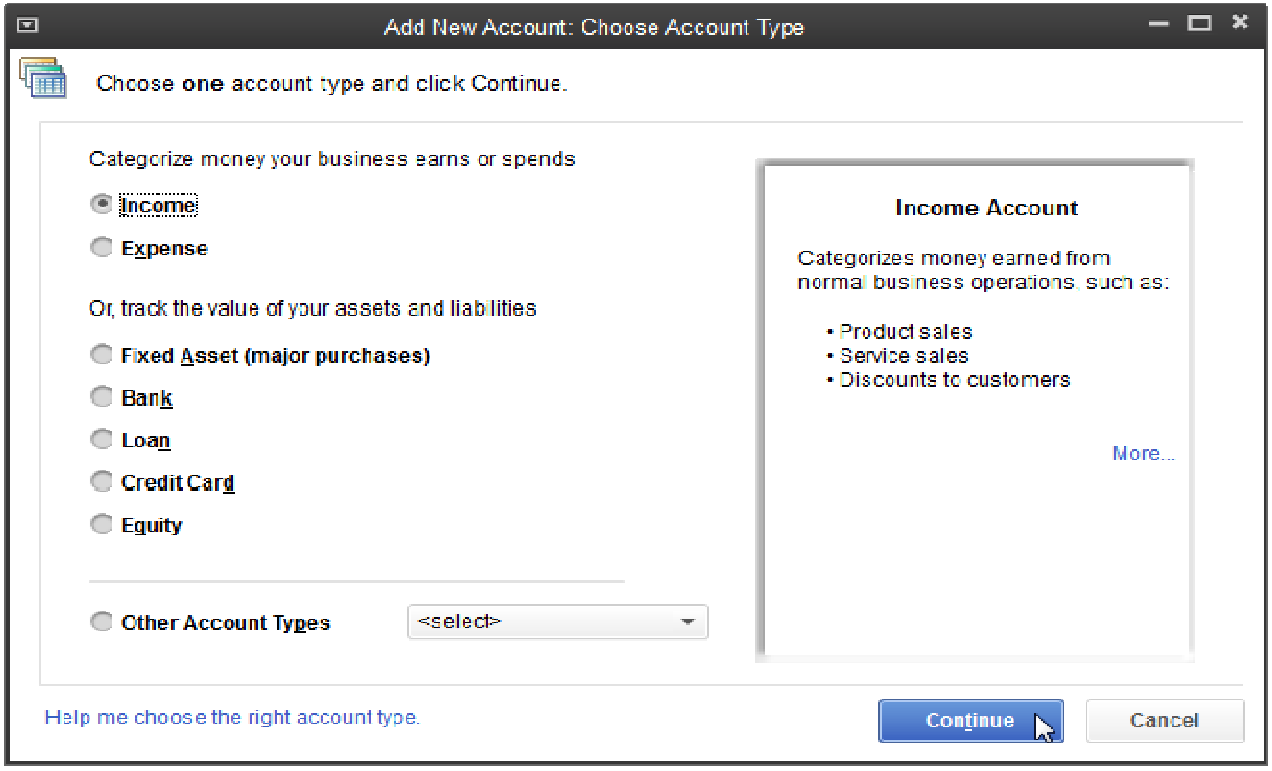
- Add Installation Income:
  - Click **Chart of Accounts** icon on Home Page
  - Click **Account** button
  - Click **New**



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Add New Account (2 of 5)

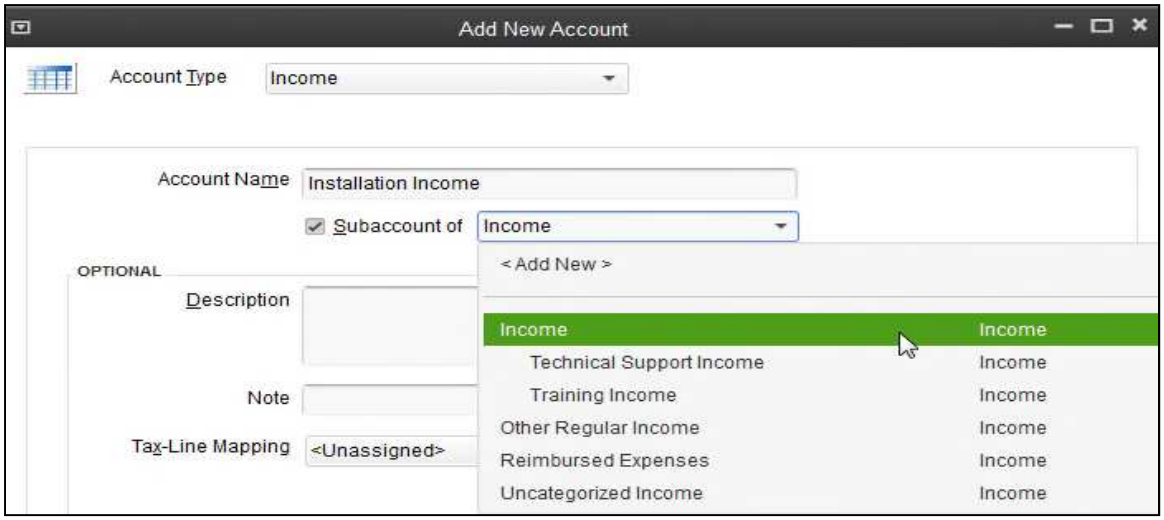
- Click **Income** to select account type
- Click **Continue** button



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Add New Account (3 of 5)

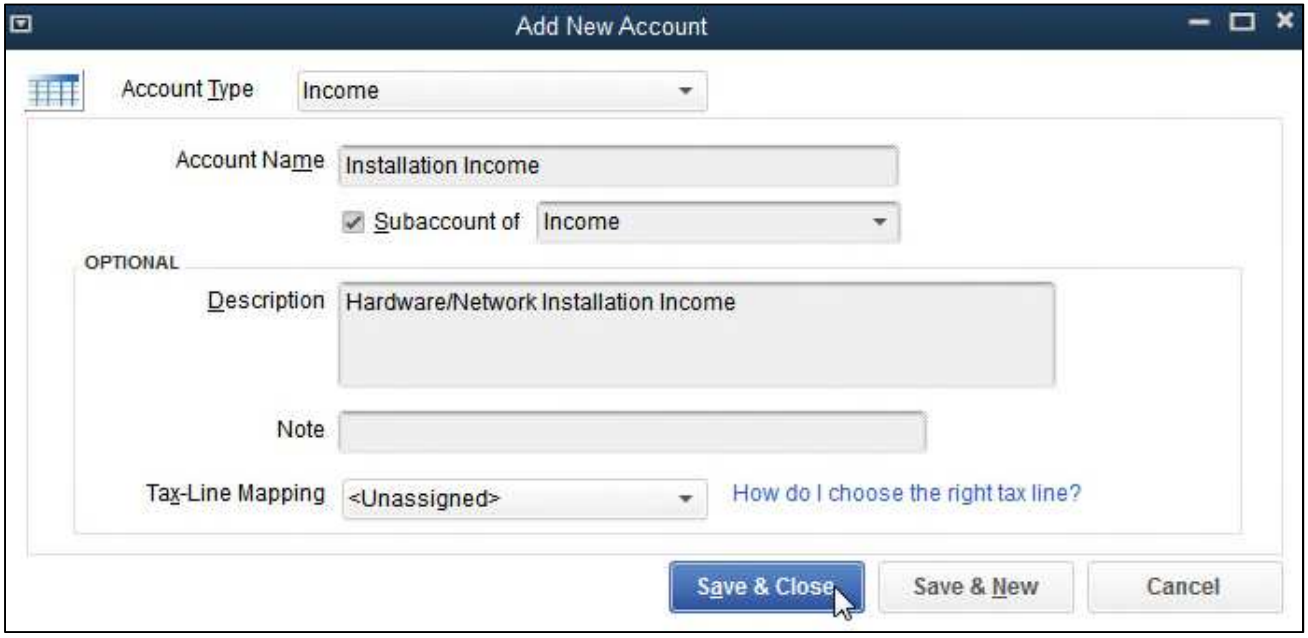
- Enter Account Name: **Installation Income**
- Click check box in front of **Subaccount of**
- Click drop-down list arrow for **Subaccount of**
- Click **Income**



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Add New Account (4 of 5)

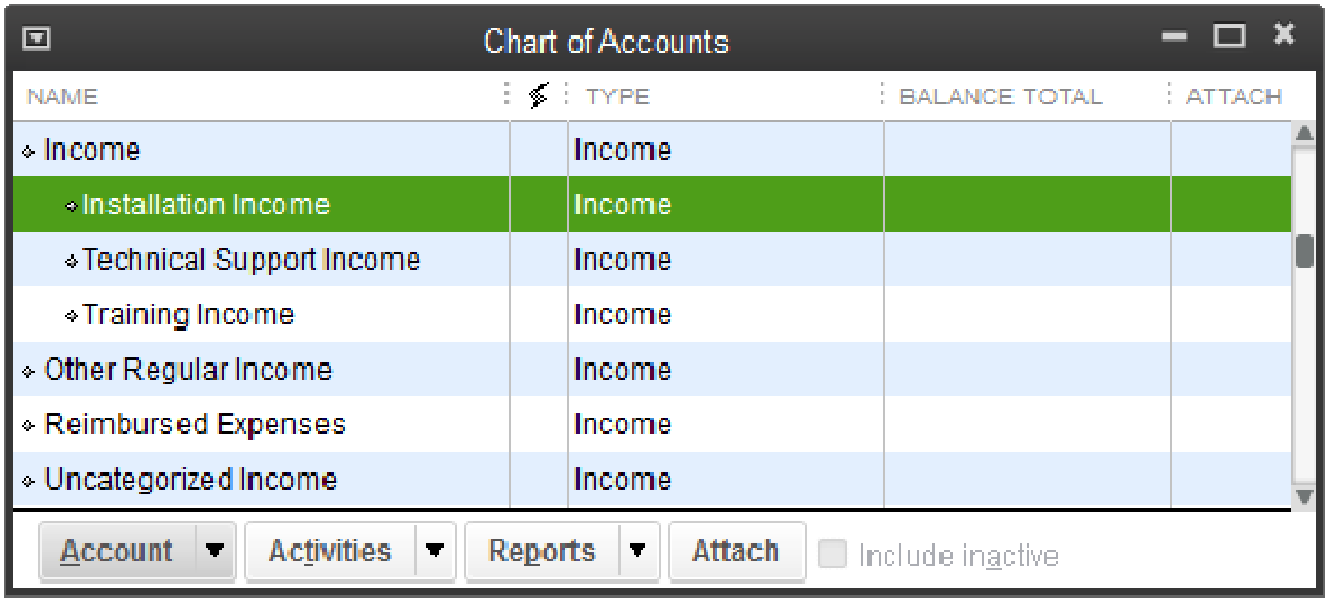
- Click in Description textbox
  - Type: **Hardware/Network Installation Income**
- Click **Save & Close** button to add account



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Add New Account (5 of 5)

- Scroll through Chart of Accounts to see new account
  - Account is indented because it is a subaccount of Income



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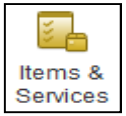
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Add New Item (1 of 5)

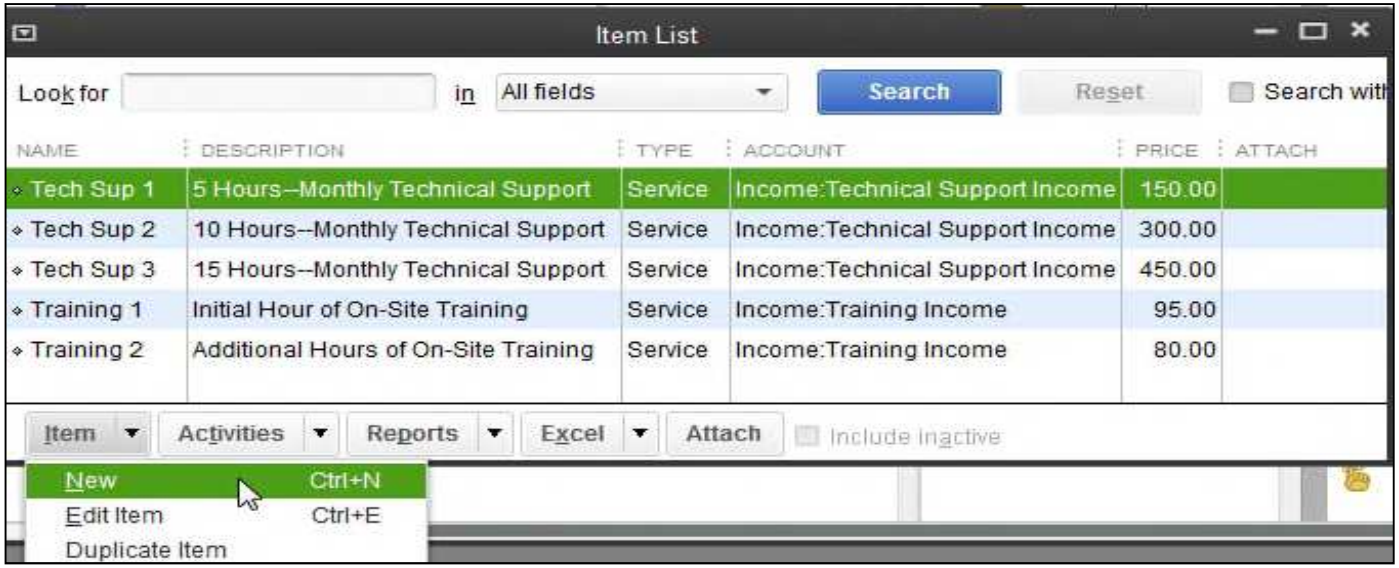
- Because an item is used when recording a cash or credit sale, Items are called Sales Items
- Each Income account must be used by or linked to a sales item
- When invoice or sales receipt prepared, select Item used to earn income
- QuickBooks records revenue in associated income account

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Add New Item (2 of 5)

- Click Items and services icon 

- Click **Item** button at bottom of Item List
- Click **New**



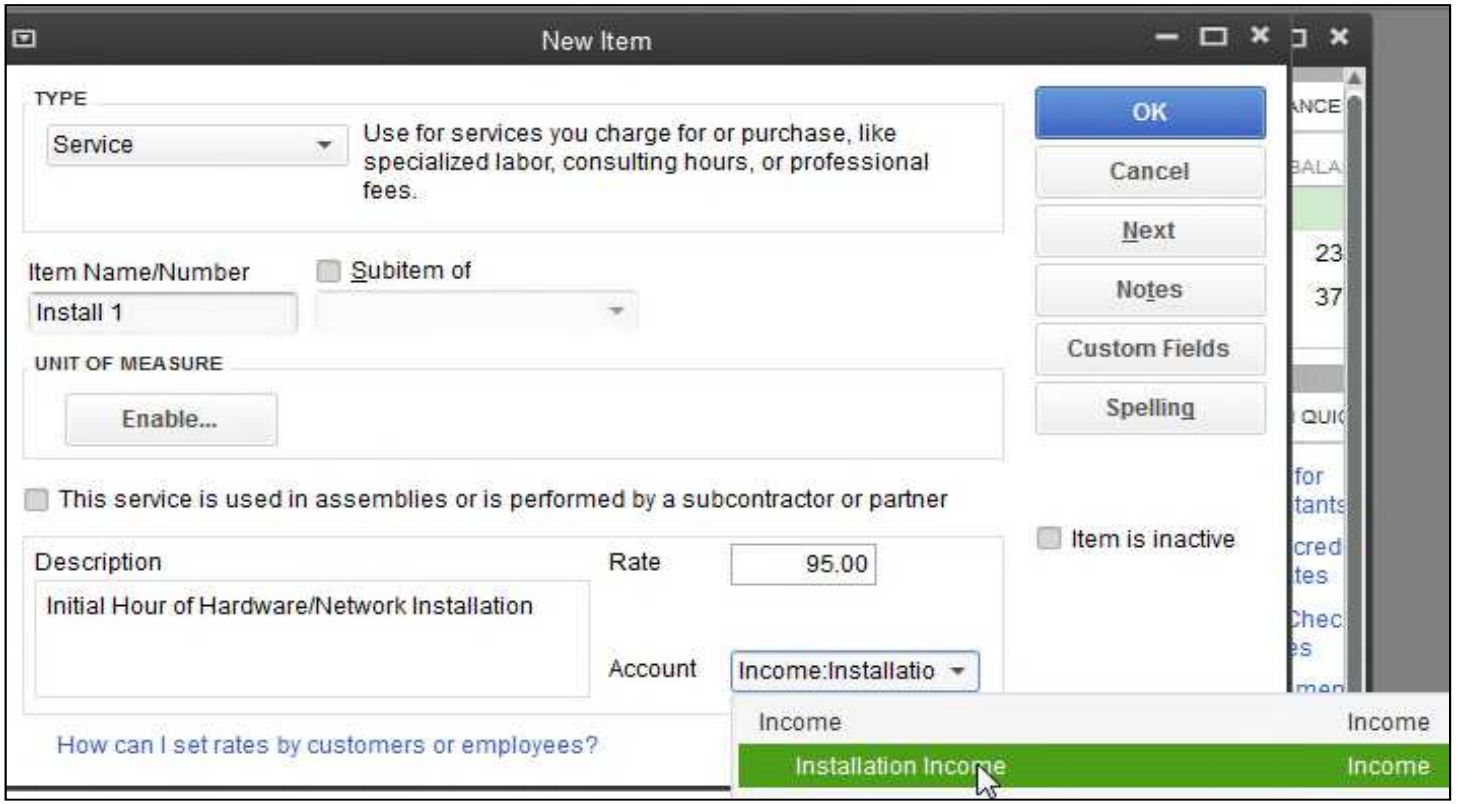
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Add New Item (3 of 5)

- Add a New Service Item:
  - Type: **Service**
  - Item Name: **Install 1**
  - Description: **Initial Hour of Hardware/Network Installation**
  - Rate: **95.00**
  - To select Account, click drop-down list arrow
    - Click **Installation Income**

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Add New Item (4 of 5)

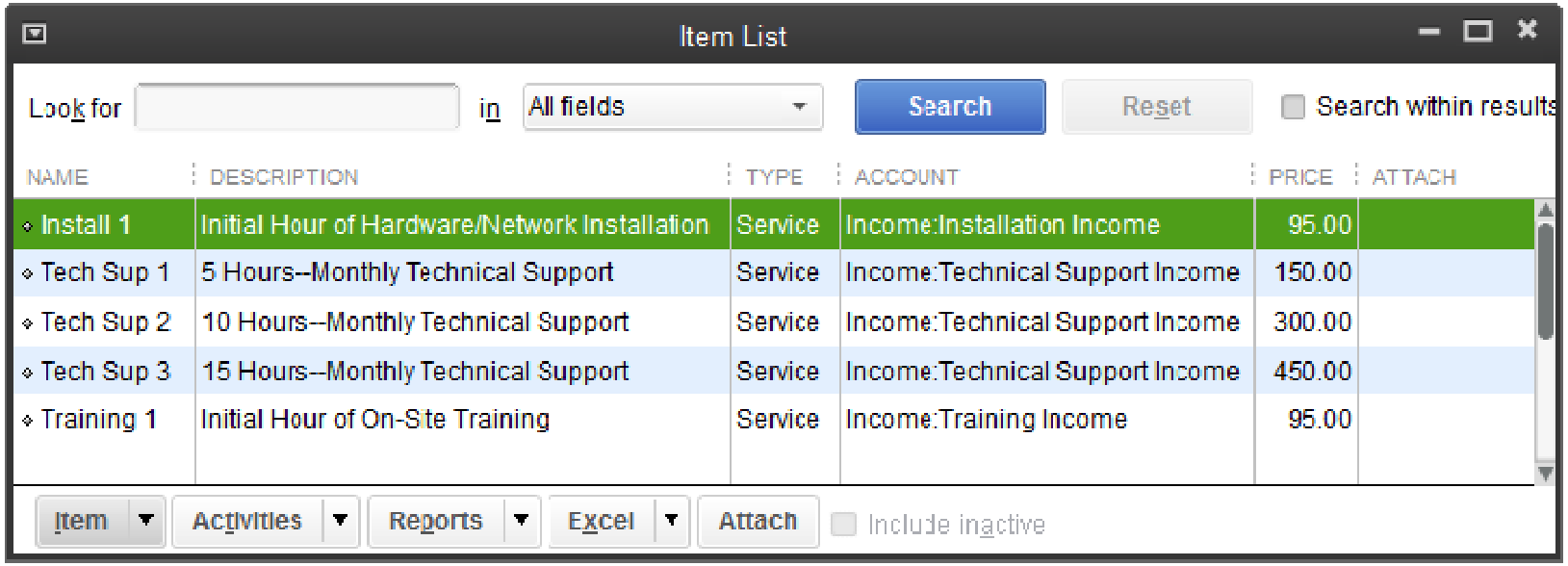


- Click **OK** to add sales item

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Add New Item (5 of 5)

- Item List includes Install 1
- Notice Account used for this sales item is Income: Installation Income



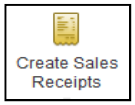
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Cash Sales

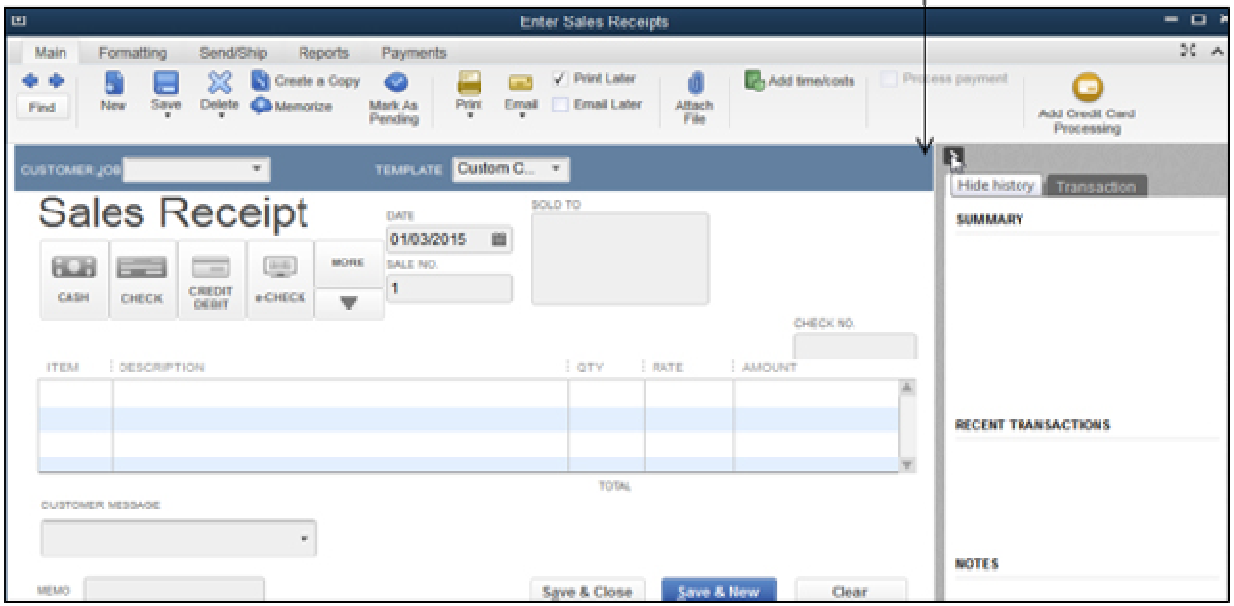
- When recording a cash sale, a sales receipt is prepared
- A cash sale is a customer purchase paid for with cash, check, or credit card
- Behind scenes QuickBooks:
  - Records information from sales receipt into Journal
  - Posts transaction by
    - Debiting Checking in General Ledger
    - Crediting proper income account

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Prepare Sales Receipt (1 of 3)

- Click Create Sales Receipts icon 

- Remove History from screen, click **Hide History** button



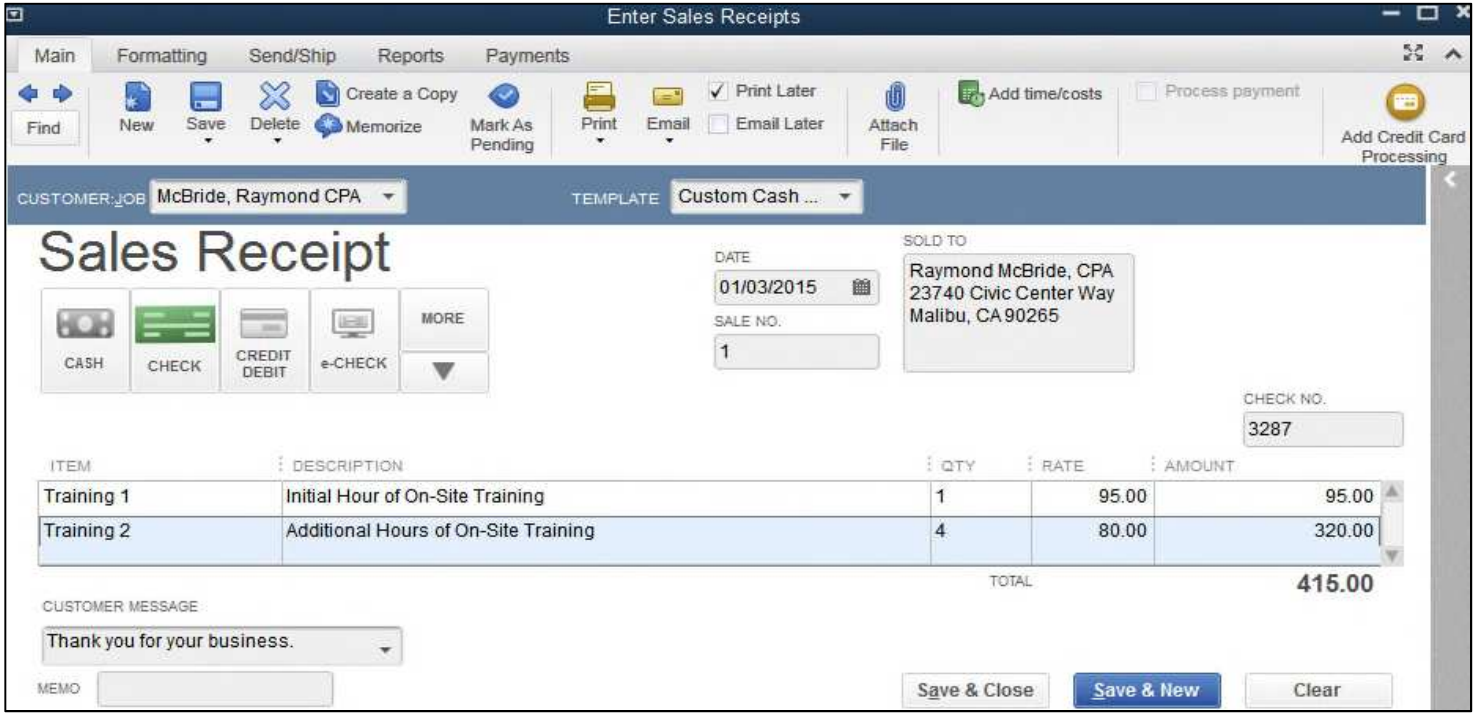
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Prepare Sales Receipt (2 of 3)

- Record Cash Sale
  - Customer: Job: **Raymond McBride**
  - Template is **Custom Cash Sale**
  - Date: **01/03/15**
  - Payment Method: **Check**
  - Check No.: **3287**
  - Items:
    - **Training 1** (Qty **1**)
    - **Training 2** (Qty **4**)
  - Customer Message: **Thank you for your business**

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Prepare Sales Receipt (3 of 3)



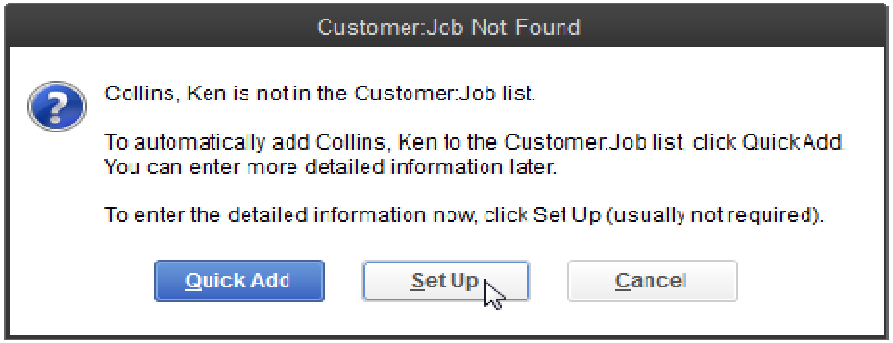
- Click **Save & New**

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Add New Customer While Completing Sales Receipt (1 of 5)

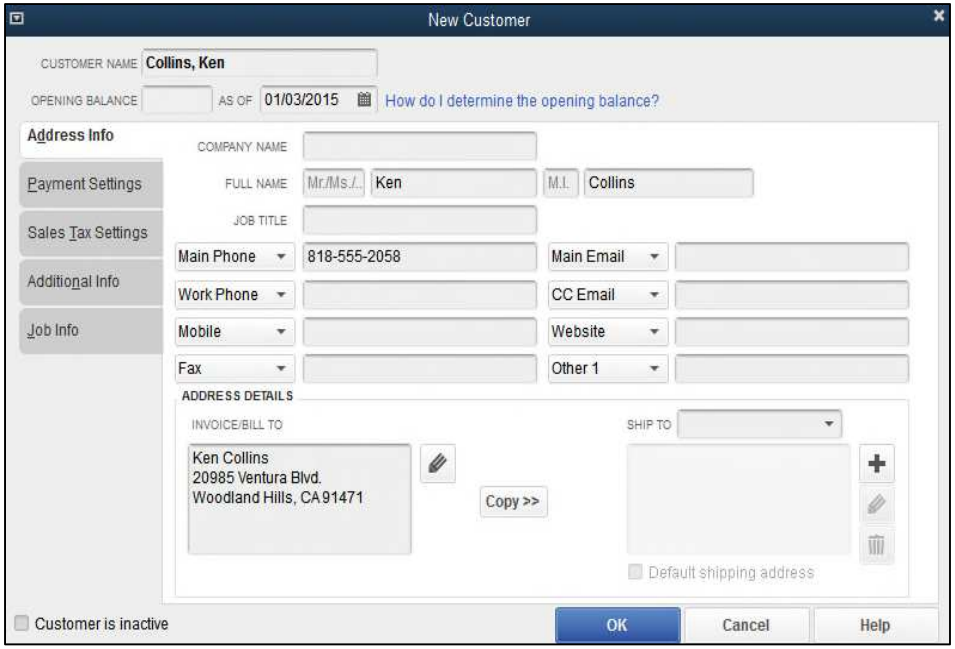
- In Customer: Job text box
  - Type new customer's name: **Collins, Ken**
  - Press **Tab**
- Customer: Job Not Found message appears
  - Three choices are available
    - Quick Add: add customer name only
    - Set Up: Add complete information for customer
    - Cancel: Do not add new customer
- Click **Set Up**



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Add New Customer While Completing Sales Receipt (2 of 5)

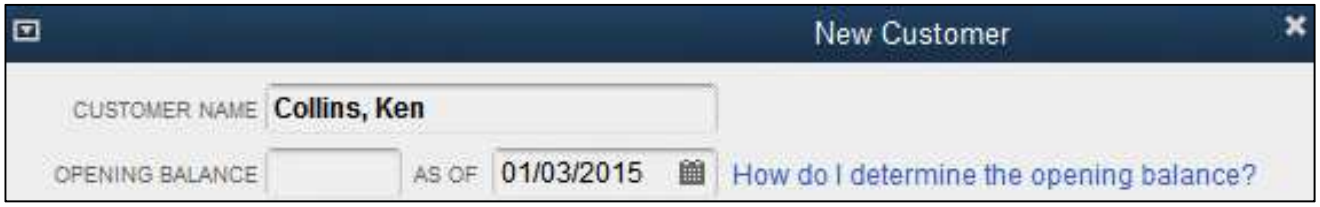
- Enter Address Info for new customer
  - First Name: **Ken**
  - Last Name: **Collins**
  - Main Phone: **818-555-2058**
  - Invoice/Bill To name: **Ken Collins**
  - Address:
    - **20985 Ventura Blvd.**
    - **Woodland Hills, CA 91471**



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Add New Customer While Completing Sales Receipt (3 of 5)

- Opening Balance
  - When adding a customer who has an existing balance
    - Enter amount owed as an opening balance
    - Enter date you are doing this
  - An opening balance is normally used when converting to QuickBooks
  - Only time an opening balance can be entered is at time a customer is added
  - When using QuickBooks most new customers will not have an opening balance

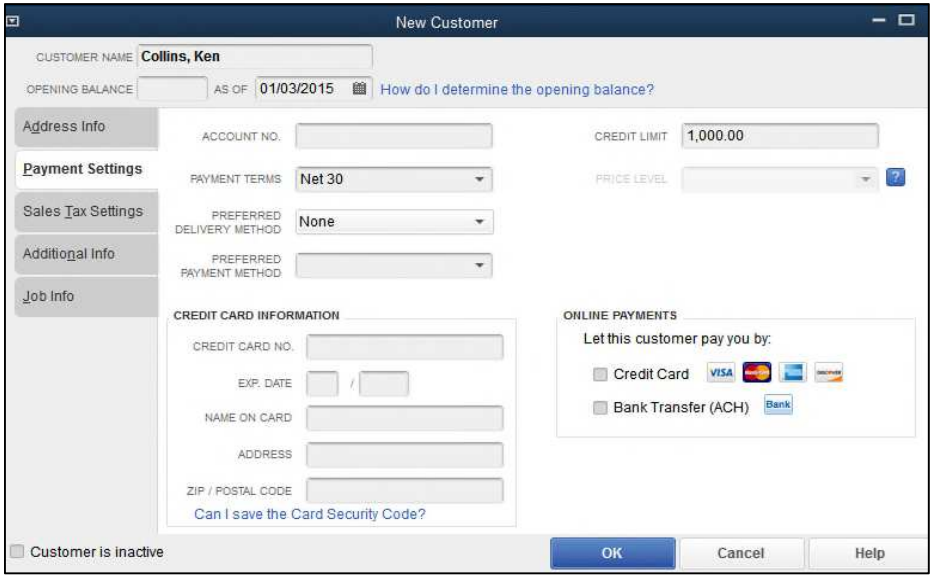


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Add New Customer While Completing Sales Receipt (4 of 5)

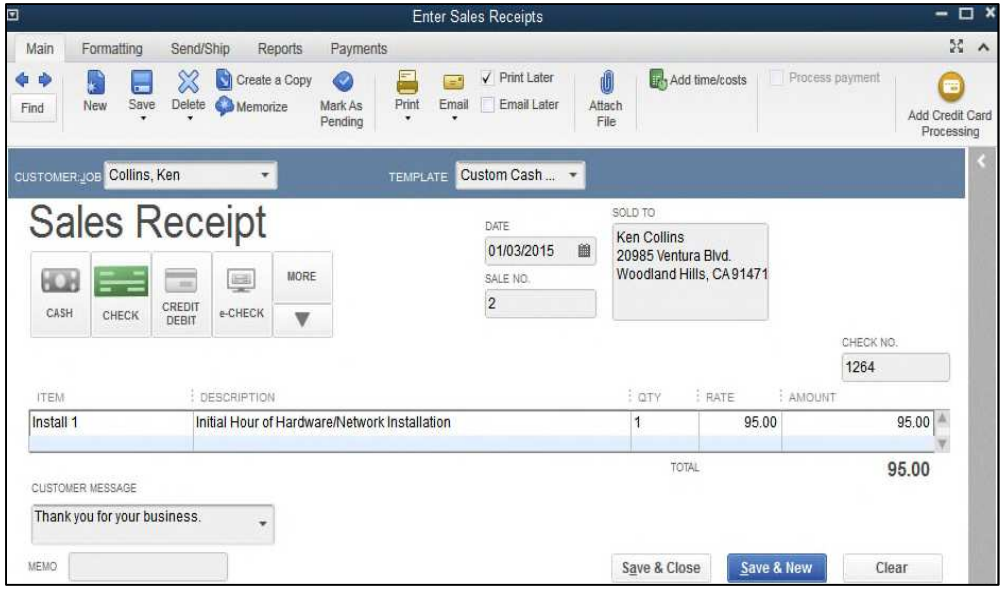
- Click **Payment Settings** tab
- Enter Payment Terms:
  - Click drop-down list arrow
  - Click **Net 30**
- Preferred Delivery Method
  - Click drop-down list arrow
  - Click **None**
- Enter Credit Limit **1,000**
- Click **OK**



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Add New Customer While Completing Sales Receipt (5 of 5)

- Complete sales receipt:
  - Template: **Custom Cash Sale**
  - Date: **01/03/15**
  - Sale No.: **2**
  - Payment Method: **Check**
  - Check No.: **1264**
  - Item: **Install 1** (Qty **1**)
  - Message: **Thank you for your business.**
- Click **Save & Close**



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Receive Payment on Account (1 of 3)

- Receive Payments used to record a payment on an invoice
  - Customer must have an account with your company
  - Customer must owe a payment on an invoice
  - Payment made by customer is for a sale recorded on an invoice
- Remember:
  - Receive Payments is not used to record a cash sale
  - A Sales Receipt is used to record a cash sale not a payment for an invoice

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Receive Payment on Account (2 of 3)

- Record a partial payment of $2,190 from Andrews Productions on 01/03/2015
  - Click **Receive Payments** icon 

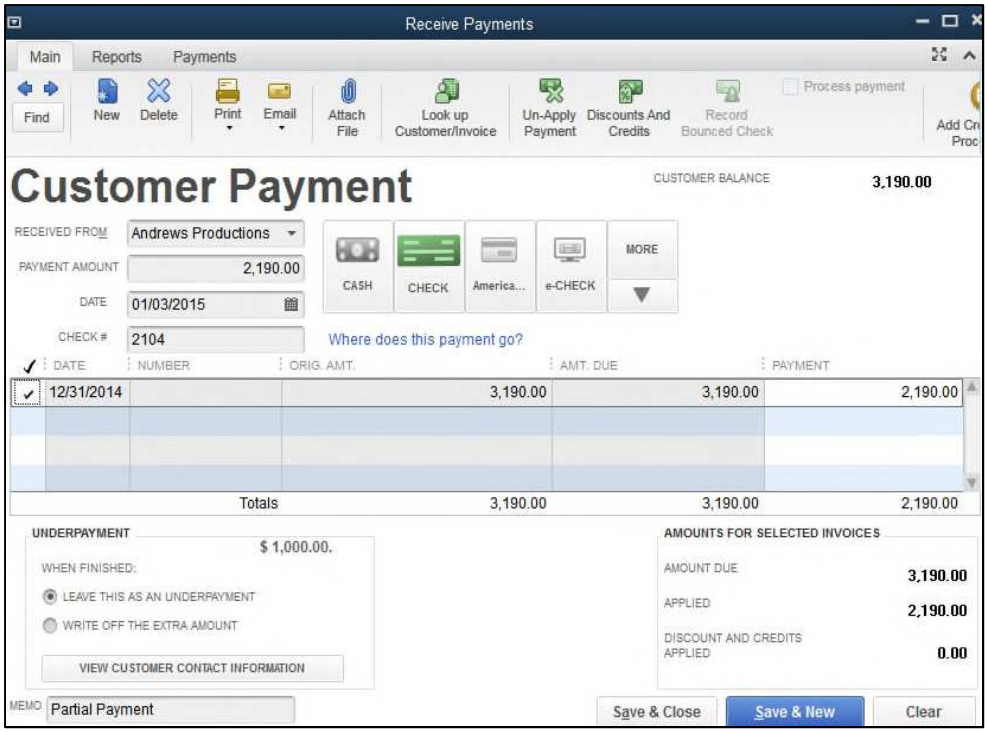
  - Click Received From drop-down list arrow
  - Click **Andrews Productions**
    - Notice that Customer Balance shows 3,190.00
  - Tab to Payment Amount and enter **2190**
  - Tab to Date and enter **01/03/15**
  - Click **Check** icon
  - Tab to Check # and enter **2104**
  - Enter **Partial Payment** as Memo
  - On Underpayment screen, mark **Leave this as an underpayment**

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Receive Payment on Account (3 of 3)

- QuickBooks:
  - Marked transaction for opening balance
  - Shows an Underpayment of $1,000
  - Shows Amount Due of 3,190
  - Shows Applied of 2,190



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Backup Files (1 of 2)

- A backup file is prepared
  - As a safeguard in case you make an error
  - Has a file extension of .qbb

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Backup Files (2 of 2)

- Prepare a Daily Backup :
  - After a number of transactions have been recorded
  - At end of every work session
  - Restore your daily backup file to restore your work from previous training session and eliminate work completed in current session
  - Example:
    - Make an error when training, cannot figure out how to correct it, restore backup file so you do not have to redo entire chapter
- Create an end of chapter backup:
  - Restore Chapter Backup to erase new chapter and restore previous chapter
  - Example:
    - Make an error in Chapter 3, restore Chapter 2 backup

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Prepare Daily Backup

- Prepare **Computer (Daily Backup).qbb** file
- Follow steps presented in Chapter 1 for creating a backup file
- Name file **Computer (Daily Backup)**
- File type is **QBW Backup (* .QBB)**
- Restore this file if you make an error within Chapter 2.
- At this point, file contains your work for Chapter 1 and up through Sales Receipts in Chapter 2.

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Deposit Checks Received for Payments (1 of 3)

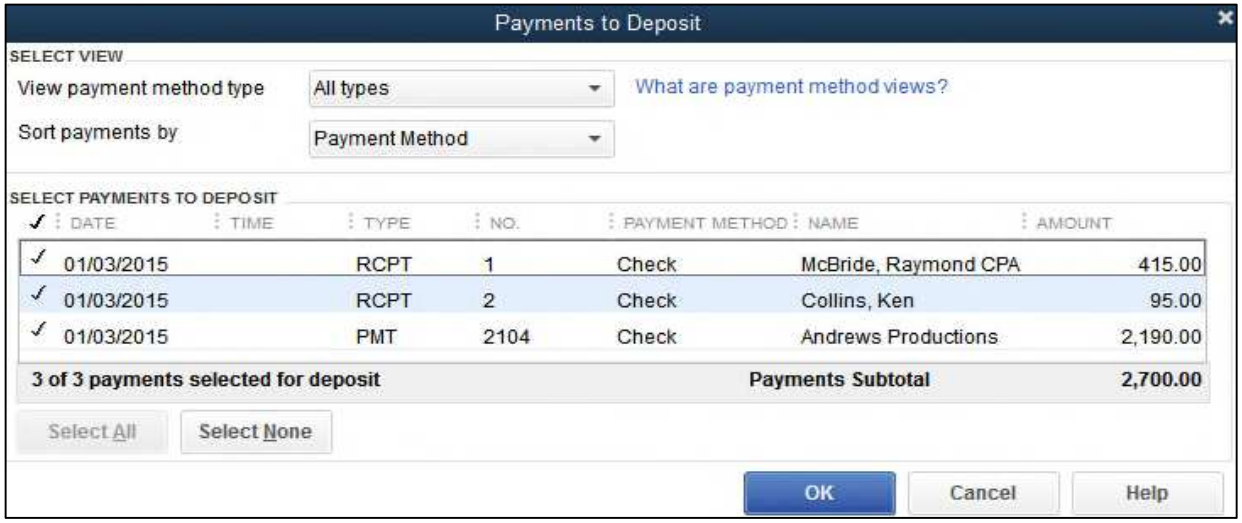
- Amounts received for payments and cash sales are put into Undeposited Funds
- Making a bank deposit will remove amount from Undeposited Funds and put it in Checking (Cash)
- Procedure helps prevent mistakes in writing checks using funds not deposited in bank

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Deposit Checks Received for Payments (2 of 3)

- To make a deposit, click Record Deposits icon 

- Click **Select All** button
- Click **OK**

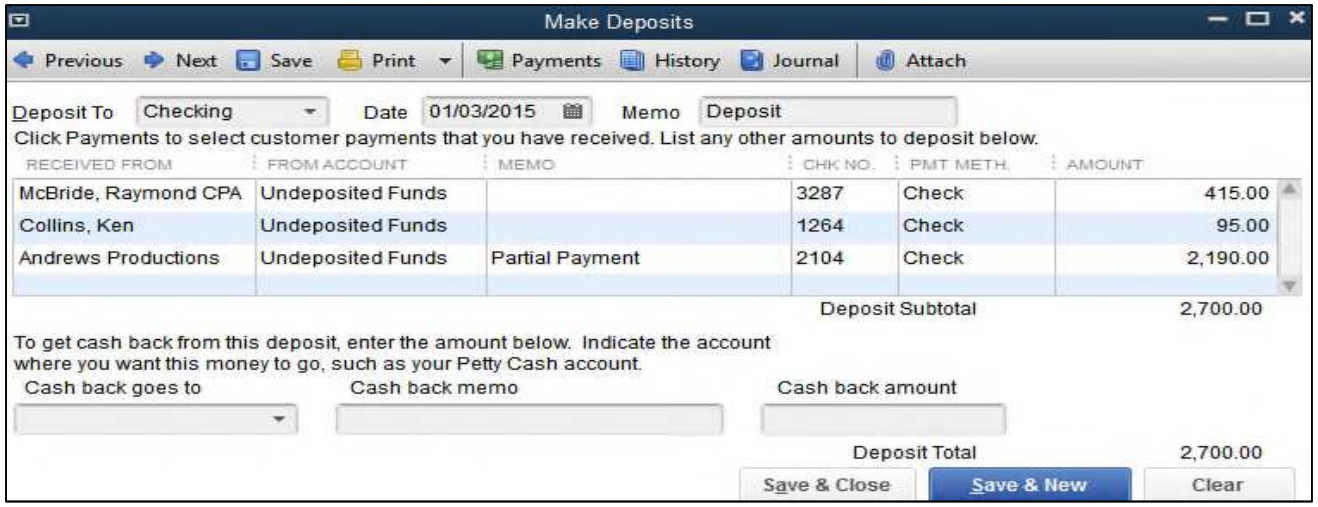


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Deposit Checks Received for Payments (3 of 3)

- Make Deposits Screen should show:
  - Deposit To: **Checking**
  - Date: **01/03/15** (insert correct date if necessary)
  - Memo: **Deposit**
  - List of items being deposited
  - Deposit Total

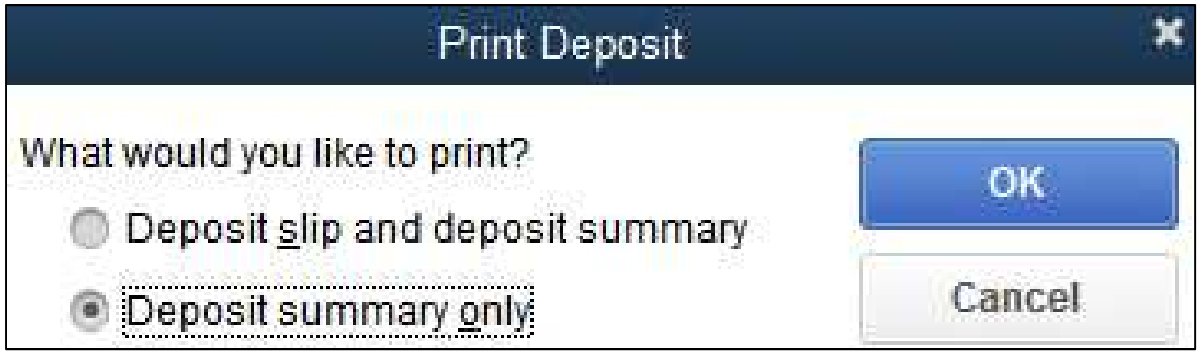


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Print Deposit Summary (1 of 2)

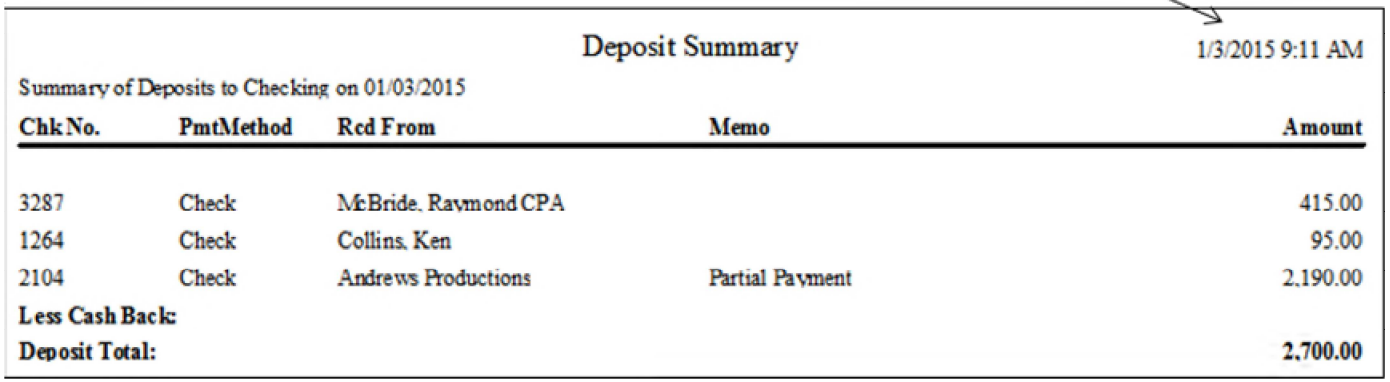
- Print deposit summary:
  - Click **Print** icon
  - Select **Deposit summary only**
  - Click **OK**



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Print Deposit Summary (2 of 2)

- Complete print information
- Print Deposit Summary
- Note:
  - Current date and time in upper-right corner
  - This is date and time of your computer. It will not match 01/03/2015 date of deposit
  - Date and time shown may not be changed



Deposit Summary 1/3/2015 9:11 AM

Summary of Deposits to Checking on 01/03/2015

Chk No.	PmtMethod	Rcd From	Memo	Amount
3287	Check	McBride, Raymond CPA		415.00
1264	Check	Collins, Ken		95.00
2104	Check	Andrews Productions	Partial Payment	2,190.00
Less Cash Back:				
Deposit Total:				**2,700.00**

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Complete Deposit

- After printing, click **Save & Close** button on Make Deposits screen

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Report Center

- When preparing several reports, use Report Center
- Click **Reports** icon on Top Icon bar
  - List of report categories show on left
  - List of available reports for a category show on right



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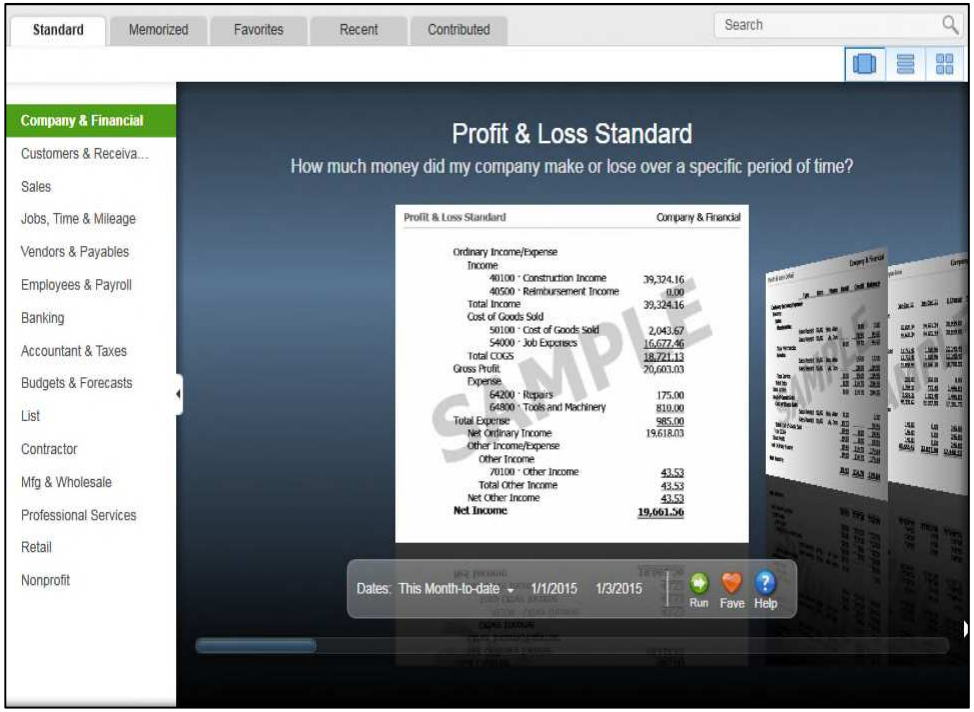
Report Center Views

- There are three ways to view list of reports in Report Center
  - Carousel
  - Grid
  - List

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Report Center Views: Carousel

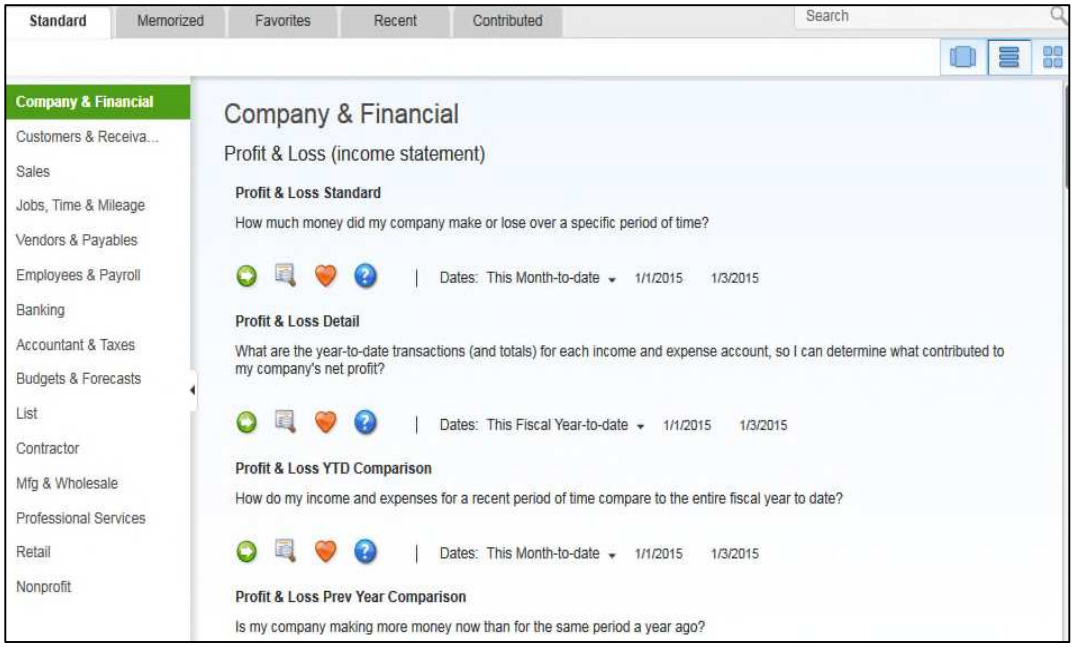
- Carousel view
  - Click carousel view button 
  - Shows reports by rotating report examples



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Report Center Views: List

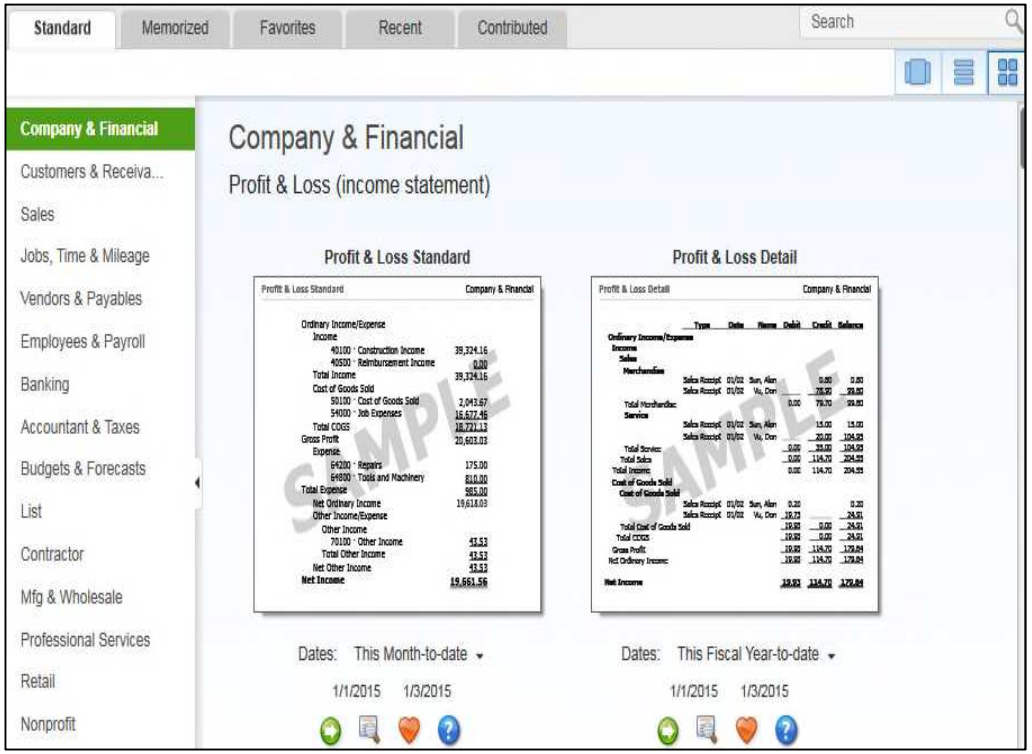
- List view
  - Click list view button 
  - Shows a list of reports



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Report Center Views: Grid

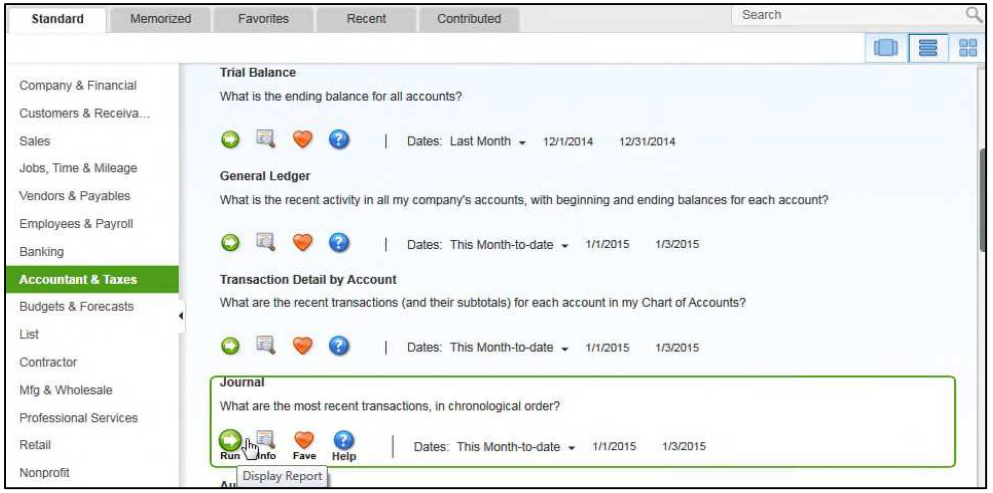
- Grid view
  - Click grid view button 
  - Shows miniature samples of reports



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Prepare Journal (4 of 7)

- To verify transactions entered, prepare Journal, use List view
  - Click **Accountant & Taxes** in Report Center
  - Double-click **Journal** or click **Journal** and click **Run** button
  - Click **OK** on Collapsing and Expanding Transactions dialog box



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Prepare Journal (5 of 7)

- Enter Dates: From **01/01/15** To **01/03/15**
- Press **Tab** to generate report
- Click **Expand** button to show all accounts used
- Scroll through report
- Note date and time prepared are shown
- Many columns are not displayed in full
- Journal shows transactions entered for PowerPoint Presentation
  - Does not match Journal for Chapter 2 in text

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Prepare Journal (6 of 7)

Journal

Customize Report | Comment on Report | Share Template | Memorize | Print | E-mail | Excel | Hide Header | Collapse | Refresh

Dates: This Month-to-date | From: 01/01/2015 | To: 01/03/2015 | Sort By: Default

9:30 AM
01/03/15

Computer Consulting by Your Name
Journal
January 1 - 3, 2015

Trans #	Type	Date	Num	Adj	Name	Memo	Account	Debit	Credit
28	Invoice	01/03/2015	2		Williams, Matt CPA		Accounts Receiva...	655.00	
					Williams, Matt CPA	Initial Hour o...	Training Income		95.00
					Williams, Matt CPA	Additional H...	Training Income		560.00
								655.00	655.00
29	Credit Memo	01/03/2015	3		Williams, Matt CPA		Accounts Receiva...		80.00
					Williams, Matt CPA	Additional H...	Training Income	80.00	
								80.00	80.00
30	Sales Receipt	01/03/2015	1		McBride, Raymond...		Undeposited Funds	415.00	
					McBride, Raymond...	Initial Hour o...	Training Income		95.00
					McBride, Raymond...	Additional H...	Training Income		320.00
								415.00	415.00
31	Sales Receipt	01/03/2015	2		Collins, Ken		Undeposited Funds	95.00	
					Collins, Ken	Initial Hour o...	Installation Income		95.00
								95.00	95.00
32	Payment	01/03/2015	2104		Andrews Producti...	Partial Paym...	Undeposited Funds	2,190.00	
					Andrews Producti...	Partial Paym...	Accounts Receiva...		2,190.00
								2,190.00	2,190.00
33	Deposit	01/03/2015				Deposit	Checking	2,700.00	
					McBride, Raymond...	Deposit	Undeposited Funds		415.00
					Collins, Ken	Deposit	Undeposited Funds		95.00
					Andrews Producti...	Partial Paym...	Undeposited Funds		2,190.00
								2,700.00	2,700.00
TOTAL								6,135.00	6,135.00

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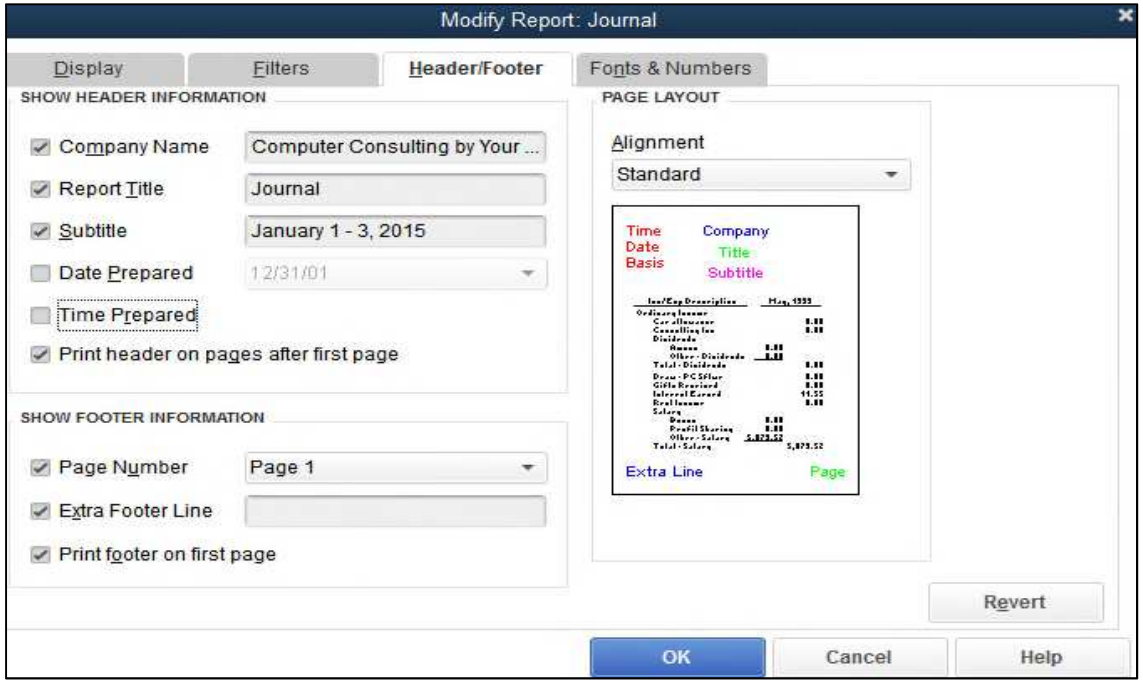
Customize Report Header (1 of 2)

- Customize header to remove
  - Date Prepared
  - Time Prepared
    - Date and time are for your computer
    - Will not match textbook date and/or time

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Customize Report Header (2 of 2)

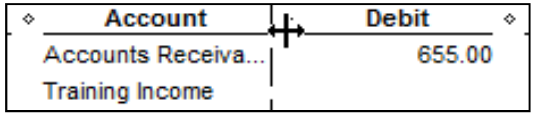
- Click **Customize Report** button
  - Click **Header/Footer** tab
  - Click **Date Prepared** and **Time Prepared** to remove check marks
  - Click **OK**



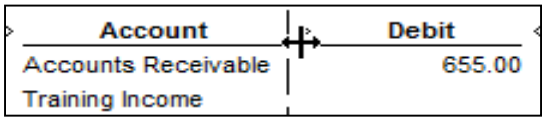
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Display Report Information

- Resize width of Account column to display account names in full
  - Position cursor on sizing diamond between **Account** and **Debit**
    - Cursor turns into a plus with arrows pointing left and right.
  - Hold down primary (left) mouse button



  - Drag cursor from diamond between **Account** and **Debit** to right until account names display in full
    - You will see a dotted vertical line while you are dragging mouse and holding down primary mouse button

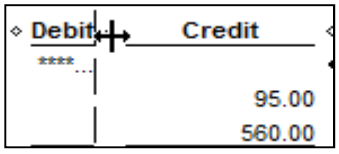


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Display Report Columns in Full

- Make columns smaller by pointing to sizing diamond and dragging left
- Point to sizing diamond between **Debit** and **Credit** columns
- Drag to left to make Debit column smaller
  - If column is too small, numbers that cannot be displayed will be shown as ******…
    - Look at Debit column
  - If this happens, drag to right to make column larger



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Prepare Journal (7 of 7)

- View report and look at debit and credit entries for each transaction

Computer Consulting by Your Name
Journal
January 1 - 3, 2015

Trans #	Type	Date	Num	Adj	Name	Memo	Account	Debit	Credit
28	Invoice	01/03/2015	2		Williams, Matt CPA		Accounts Receivable	655.00	
					Williams, Matt CPA	Initial Hour of On-Site Training	Training Income		95.00
					Williams, Matt CPA	Additional Hours of On-Site Training	Training Income		560.00
								655.00	655.00
29	Credit Memo	01/03/2015	3		Williams, Matt CPA		Accounts Receivable		80.00
					Williams, Matt CPA	Additional Hours of On-Site Training	Training Income	80.00	
								80.00	80.00
30	Sales Receipt	01/03/2015	1		McBride, Raymond CPA		Undeposited Funds	415.00	
					McBride, Raymond CPA	Initial Hour of On-Site Training	Training Income		95.00
					McBride, Raymond CPA	Additional Hours of On-Site Training	Training Income		320.00
								415.00	415.00
31	Sales Receipt	01/03/2015	2		Collins, Ken		Undeposited Funds	95.00	
					Collins, Ken	Initial Hour of Hardware/Network Installation	Installation Income		95.00
								95.00	95.00
32	Payment	01/03/2015	2104		Andrews Productions	Partial Payment	Undeposited Funds	2,190.00	
					Andrews Productions	Partial Payment	Accounts Receivable		2,190.00
								2,190.00	2,190.00
33	Deposit	01/03/2015				Deposit	Checking	2,700.00	
					McBride, Raymond CPA	Deposit	Undeposited Funds		415.00
					Collins, Ken	Deposit	Undeposited Funds		95.00
					Andrews Productions	Partial Payment	Undeposited Funds		2,190.00
								2,700.00	2,700.00
TOTAL								**6,135.00**	**6,135.00**

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Accounts Receivable and Sales Graphs

- Two QuickBooks graphs are
  - Accounts Receivable—shows
    - How much customers owe
    - Aging of account
    - Percentage of accounts receivable for each customer
  - Sales—shows information about items sold

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Prepare Accounts Receivable Graph (1 of 2)

- Click **Customers & Receivables** in Report Center
- Double-click **Accounts Receivable Graph** or click **Accounts Receivable Graph** and click **Run**
- To change dates
  - Click **Dates** button
  - Enter date for **Show Aging as of**
  - Click **OK**

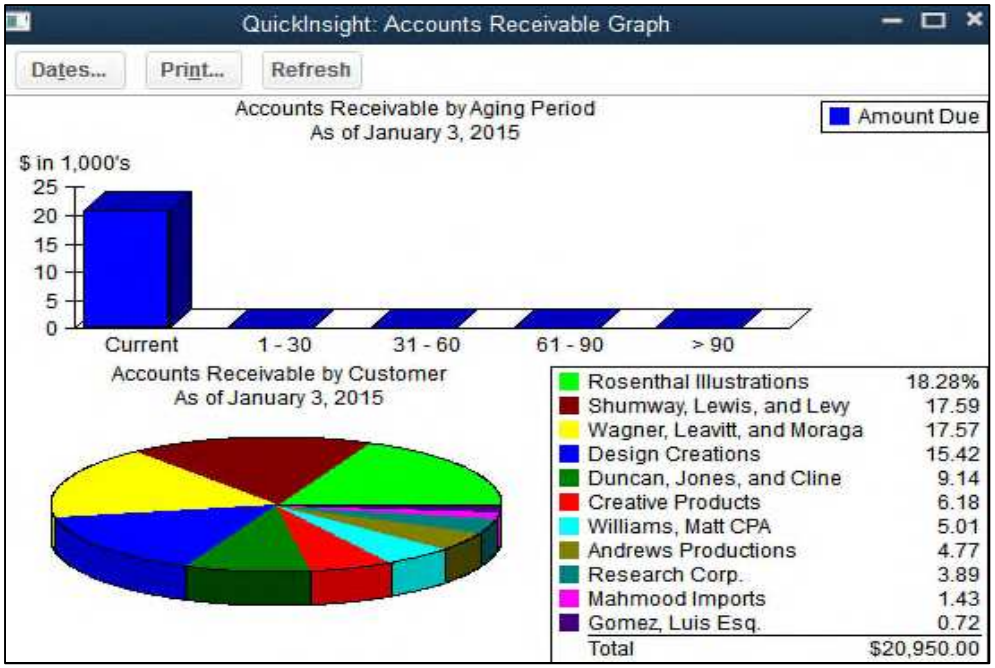


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Prepare Accounts Receivable Graph (2 of 2)

- Graph displays
  - Accounts Receivable by Aging Period as a bar chart
  - Pie chart and legend showing
    - Amounts owed by each customer
    - Percentage of accounts receivable for each customer



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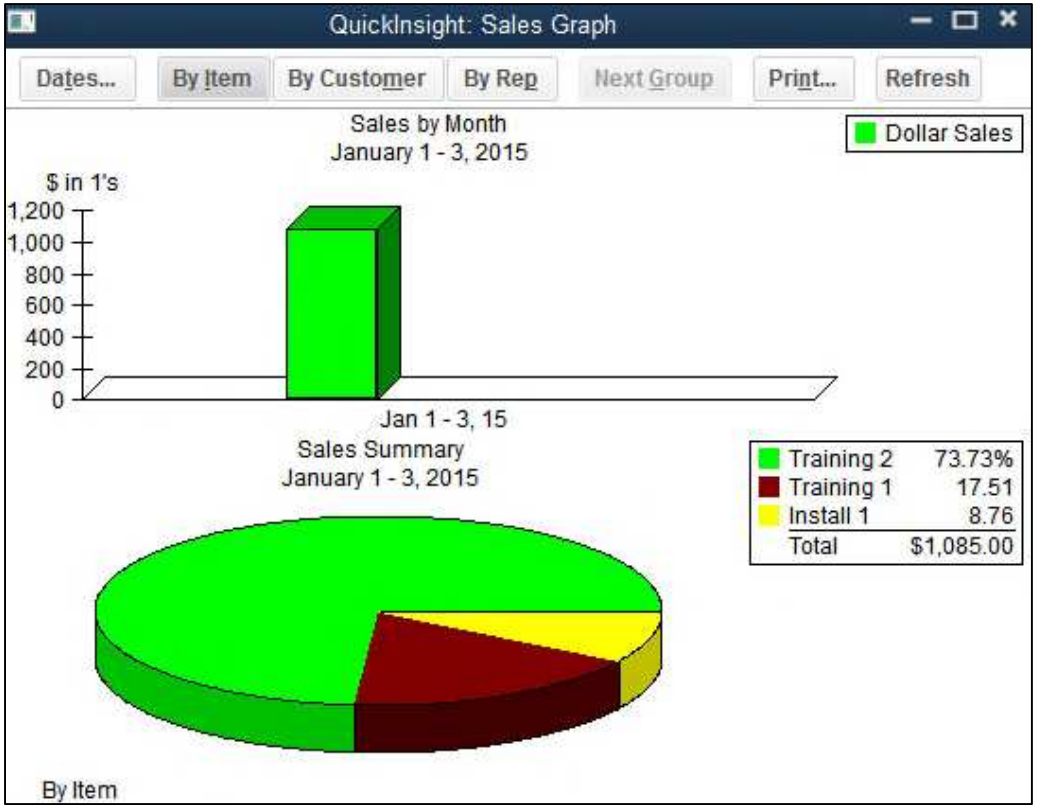
Prepare Sales Graph

- Click **Sales** in Report Center
- Double-click **Sales Graph** or click **Sales Graph** and click **Run**
- Click the **Dates** button
  - Enter From **01/01/2015**
  - Enter To **01/03/2015**
  - Click **OK**

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Analyze Sales Graph

- Graph shows
  - Bar chart to show sales by month
  - Pie chart and a legend showing
    - Amount of sales by sales item
    - Percentage of sales for each item



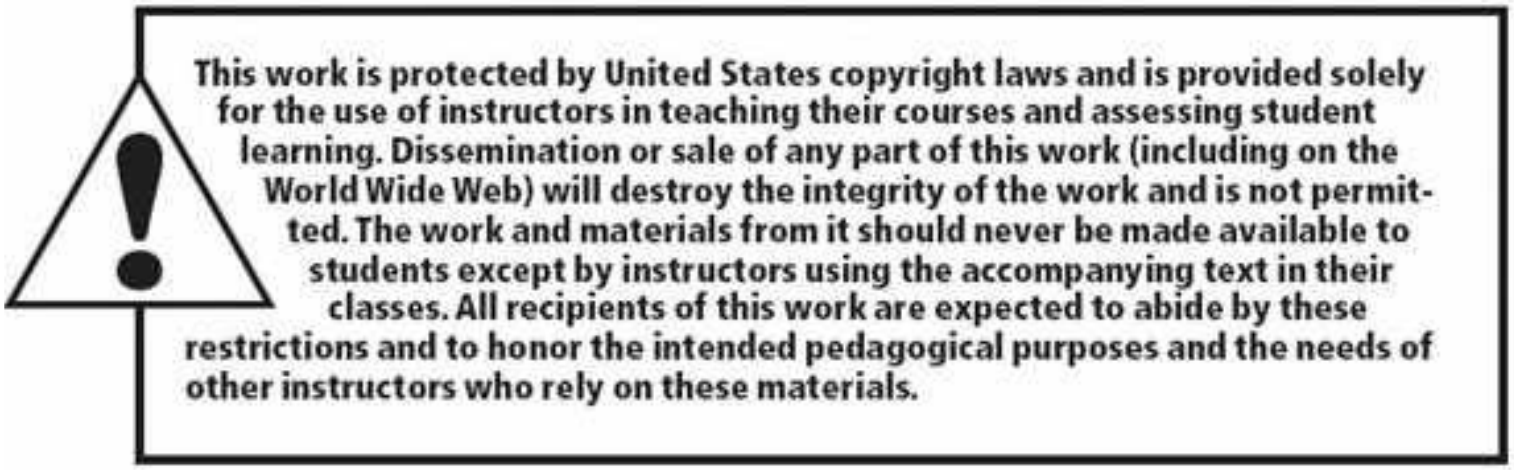
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End of Chapter Procedures

- Remember to backup your work
  - Each day back up your work to **Computer Daily Backup.qbb**
    - This contains all of your work completed to date.
    - If you make a mistake tomorrow, restore this file so you don't have to start from beginning of chapter
  - At end of Chapter 2, back up to **Computer (Backup Ch. 2).qbb**
    - This contains all of your work for Chapters 1 and 2
    - If you make a mistake in Chapter 3 and restoring your Daily Backup doesn't solve your problem, restore this file so you can so you can begin Chapter 3 at beginning without having to redo Chapters 1 and 2

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