

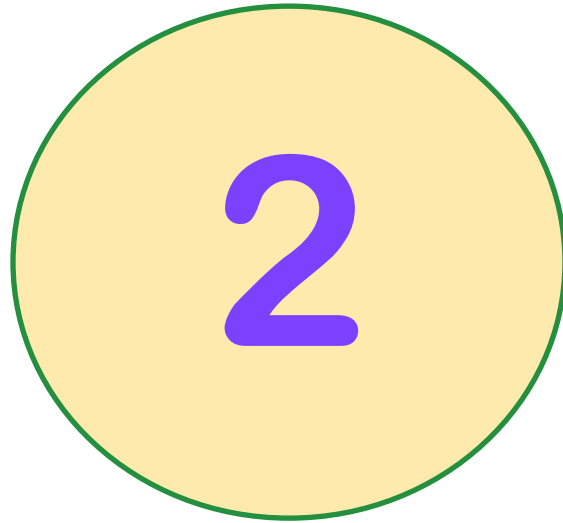
Solutions for QuickBooks Desktop 2018 A Complete Course 17th Edition by Horne

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2018 **QuickBooks® Desktop** A Complete Course



Solutions



CHAPTER

Sales and Receivables: Service Business



**Your Name's
Tech Services**

Your Name's Tech Services

2895 West Avenue
Woodland Hills, CA 91367

Invoice

Date	Invoice #
1/2/2018	1

Bill To

Juan Garcia, 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
--------------	-----------------

Your Name's Tech Services

2895 West Avenue
Woodland Hills, CA 91367

Invoice

Date	Invoice #
1/3/2018	2

Bill To

Matt McBride, 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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Your Name's Tech Services

2895 West Avenue
Woodland Hills, CA 91367

Invoice

Date	Invoice #
1/5/2018	3

Bill To

Elaine Allen
21973 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
--------------	-----------------

Your Name's Tech Services

2895 West Avenue
Woodland Hills, CA 91367

Invoice

Date	Invoice #
1/5/2018	4

Bill To

Baker and Martinez
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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Your Name's Tech Services

2895 West Avenue
Woodland Hills, CA 91367

Invoice

Date	Invoice #
1/5/2018	5

Bill To

Collins & Day, 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	Cloud Services	150.00	150.00
1	10 Hours--Monthly Technical Support	300.00	300.00

Thank you for your business.

Total	\$1,265.00
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Your Name's Tech Services

2895 West Avenue
Woodland Hills, CA 91367**Invoice**

Date	Invoice #
1/5/2018	6

Bill ToClark, Hill, and Scott
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
	5 Hours--Monthly Technical Support	150.00	150.00

Thank you for your business.

Total	\$3,365.00
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Your Name's Tech Services
Customer Balance Summary
As of January 5, 2018

	Jan 5, 18
Ahmad Imports	300.00
Allen, Elaine	300.00
Baker and Martinez	3,215.00
Brooks, Stark, and Thompson	3,685.00
Chiang, Young, and Lee	1,915.00
Clark, Hill, and Scott	3,365.00
Collins & Day, CPA	1,265.00
Distinctive Creations	3,230.00
Garcia, Juan Esq.	450.00
Innovative Products	1,295.00
Johnson, Leavitt, and Moraga	3,680.00
McBride, Matt CPA	890.00
Research Corp.	815.00
Taylor Illustrations	3,830.00
Wagner Productions	3,190.00
TOTAL	31,425.00

Your Name's Tech Services
Customer Balance Detail
As of January 5, 2018

Type	Date	Num	Account	Amount	Balance
Baker and Martinez					0.00
Invoice	01/05/2018	4	Accounts Receivable	3,215.00	3,215.00
Total Baker and Martinez				3,215.00	3,215.00
TOTAL				3,215.00	3,215.00

Your Name's Tech Services

2895 West Avenue
Woodland Hills, CA 91367

Invoice

Date	Invoice #
1/5/2018	5

Bill To

Collins & Day, 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	Cloud Services	150.00	150.00
1	10 Hours--Monthly Technical Support	300.00	300.00

Thank you for your business.

Total	\$1,425.00
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Your Name's Tech Services
Transaction List by Customer
 January 1 - 7, 2018

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit
Allen, Elaine Invoice	01/05/2018	3	VOID:	Accounts Receivable	X	Technical Support Income	0.00	
Baker and Martinez Invoice	01/05/2018	4		Accounts Receivable		-SPLIT-	3,215.00	
Clark, Hill, and Scott Invoice	01/05/2018	6		Accounts Receivable		-SPLIT-	3,365.00	
Collins & Day, CPA Invoice	01/05/2018	5		Accounts Receivable		-SPLIT-	1,425.00	
Garcia, Juan Esq. Invoice	01/02/2018	1		Accounts Receivable		Technical Support Income	300.00	
McBride, Matt CPA Invoice	01/03/2018	2		Accounts Receivable		-SPLIT-	415.00	

Your Name's Tech Services
Customer Balance Detail
All Transactions

Type	Date	Num	Account	Amount	Balance
Ahmad Imports					
Invoice	12/31/2017		Accounts Receivable	300.00	300.00
Total Ahmad Imports				300.00	300.00
Allen, Elaine					
Invoice	12/31/2017		Accounts Receivable	0.00	0.00
Invoice	01/05/2018	3	Accounts Receivable	0.00	0.00
Total Allen, Elaine				0.00	0.00
Baker and Martinez					
Invoice	12/31/2017		Accounts Receivable	0.00	0.00
Invoice	01/05/2018	4	Accounts Receivable	3,215.00	3,215.00
Total Baker and Martinez				3,215.00	3,215.00
Brooks, Stark, and Thompson					
Invoice	12/31/2017		Accounts Receivable	3,685.00	3,685.00
Total Brooks, Stark, and Thompson				3,685.00	3,685.00
Chiang, Young, and Lee					
Invoice	12/31/2017		Accounts Receivable	1,915.00	1,915.00
Total Chiang, Young, and Lee				1,915.00	1,915.00
Clark, Hill, and Scott					
Invoice	12/31/2017		Accounts Receivable	0.00	0.00
Invoice	01/05/2018	6	Accounts Receivable	3,365.00	3,365.00
Total Clark, Hill, and Scott				3,365.00	3,365.00
Collins & Day, CPA					
Invoice	12/31/2017		Accounts Receivable	0.00	0.00
Invoice	01/05/2018	5	Accounts Receivable	1,425.00	1,425.00
Total Collins & Day, CPA				1,425.00	1,425.00
Distinctive Creations					
Invoice	12/31/2017		Accounts Receivable	3,230.00	3,230.00
Total Distinctive Creations				3,230.00	3,230.00
Garcia, Juan Esq.					
Invoice	12/31/2017		Accounts Receivable	150.00	150.00
Invoice	01/02/2018	1	Accounts Receivable	300.00	450.00
Total Garcia, Juan Esq.				450.00	450.00
Innovative Products					
Invoice	12/31/2017		Accounts Receivable	1,295.00	1,295.00
Total Innovative Products				1,295.00	1,295.00
Johnson, Leavitt, and Moraga					
Invoice	12/31/2017		Accounts Receivable	3,680.00	3,680.00
Total Johnson, Leavitt, and Moraga				3,680.00	3,680.00
McBride, Matt CPA					
Invoice	12/31/2017		Accounts Receivable	475.00	475.00
Total McBride, Matt CPA				475.00	475.00
Research Corp.					
Invoice	12/31/2017		Accounts Receivable	815.00	815.00
Total Research Corp.				815.00	815.00

Your Name's Tech Services
Customer Balance Detail
 All Transactions

Type	Date	Num	Account	Amount	Balance
Taylor Illustrations					
Invoice	12/31/2017		Accounts Receivable	3,830.00	3,830.00
Total Taylor Illustrations				3,830.00	3,830.00
Wagner Productions					
Invoice	12/31/2017		Accounts Receivable	3,190.00	3,190.00
Total Wagner Productions				3,190.00	3,190.00
TOTAL				30,870.00	30,870.00

Your Name's Tech Services

2895 West Avenue
Woodland Hills, CA 91367

Credit Memo

DATE	CREDIT NO.
1/8/2018	7

CUSTOMER

Baker and Martinez
Attorneys at Law
1014 Universal City Plaza
North Hollywood, CA 91602

P.O. NO.	PROJECT
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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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Your Name's Tech Services

2895 West Avenue
Woodland Hills, CA 91367

Invoice

Date	Invoice #
1/8/2018	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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Your Name's Tech Services

2895 West Avenue
Woodland Hills, CA 91367

Sales Receipt

DATE SALE NO.

1/10/2018 1

SOLD TO

Ray Morris, CPA
23740 Civic Center Way
Malibu, CA 90265

CHECK NO. PAYMENT METH... PROJECT

2579 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

Your Name's Tech Services

2895 West Avenue
Woodland Hills, CA 91367

Sales Receipt

DATE	SALE NO.
1/12/2018	2

SOLD TO

Ray Morris, CPA
23740 Civic Center Way
Malibu, CA 90265

CHECK NO.	PAYMENT METH...	PROJECT
2599	Check	

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

Thank you for your business.

Total

\$95.00

Your Name's Tech Services

2895 West Avenue
Woodland Hills, CA 91367

Sales Receipt

DATE SALE NO.

1/12/2018 3

SOLD TO

Research Corp.
19165 Topanga Avenue
Chatsworth, CA 91311

CHECK NO. PAYMENT METH... PROJECT

1258 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

Your Name's Tech Services
Sales by Customer Detail
January 1 - 12, 2018

Type	Date	Num	Memo	Name	Item	Qty	Sales Price	Amount	Balance
Allen, Elaine									
Invoice	01/05/2018	3	10 Hours--Monthly Technical Support	Allen, Elaine	Tech Sup 2	0	300.00	0.00	0.00
Total Allen, Elaine						0		0.00	0.00
Baker & Martinez									
Invoice	01/05/2018	4	Initial Hour of On-Site Training	Baker & Martinez	Training 1	1	95.00	95.00	95.00
Invoice	01/05/2018	4	Additional Hours of On-Site Training	Baker & Martinez	Training 2	39	80.00	3,120.00	3,215.00
Credit Memo	01/08/2018	7	Additional Hours of On-Site Training	Baker & Martinez	Training 2	-5	80.00	-400.00	2,815.00
Total Baker & Martinez						35		2,815.00	2,815.00
Clark, Hill, and Scott									
Invoice	01/05/2018	6	Initial Hour of On-Site Training	Clark, Hill, and Scott	Training 1	1	95.00	95.00	95.00
Invoice	01/05/2018	6	Additional Hours of On-Site Training	Clark, Hill, and Scott	Training 2	39	80.00	3,120.00	3,215.00
Invoice	01/05/2018	6	5 Hours--Monthly Technical Support	Clark, Hill, and Scott	Tech Sup 1	1	150.00	150.00	3,365.00
Total Clark, Hill, and Scott						41		3,365.00	3,365.00
Collins & Day, CPA									
Invoice	01/05/2018	5	Initial Hour of On-Site Training	Collins & Day, CPA	Training 1	1	95.00	95.00	95.00
Invoice	01/05/2018	5	Additional Hours of On-Site Training	Collins & Day, CPA	Training 2	11	80.00	880.00	975.00
Invoice	01/05/2018	5	Cloud Services	Collins & Day, CPA	Cloud Services	1	150.00	150.00	1,125.00
Invoice	01/05/2018	5	10 Hours--Monthly Technical Support	Collins & Day, CPA	Tech Sup 2	1	300.00	300.00	1,425.00
Total Collins & Day, CPA						14		1,425.00	1,425.00
Collins, Ken									
Invoice	01/08/2018	8	Initial Hour of Hardware/Network Installation	Collins, Ken	Install 1	1	95.00	95.00	95.00
Invoice	01/08/2018	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
Garcia, Juan Esq.									
Invoice	01/02/2018	1	10 Hours--Monthly Technical Support	Garcia, Juan Esq.	Tech Sup 2	1	300.00	300.00	300.00
Total Garcia, Juan Esq.						1		300.00	300.00
Morris, Ray CPA									
Sales Receipt	01/10/2018	1	Initial Hour of On-Site Training	Morris, Ray CPA	Training 1	1	95.00	95.00	95.00
Sales Receipt	01/10/2018	1	Additional Hours of On-Site Training	Morris, Ray CPA	Training 2	4	80.00	320.00	415.00
Sales Receipt	01/12/2018	2	Initial Hour of On-Site Training	Morris, Ray CPA	Training 1	1	95.00	95.00	510.00
Total Morris, Ray CPA						6		510.00	510.00
Research Corp.									
Sales Receipt	01/12/2018	3	Initial Hour of On-Site Training	Research Corp.	Training 1	1	95.00	95.00	95.00
Sales Receipt	01/12/2018	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
TOTAL						103		8,925.00	8,925.00

Your Name's Tech Services

2895 West Avenue
Woodland Hills, CA 91367

Sales Receipt

DATE	SALE NO.
1/9/2018	1

SOLD TO

Ray Morris, CPA
23740 Civic Center Way
Malibu, CA 90265

CHECK NO.	PAYMENT METH...	PROJECT
2579	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

Your Name's Tech Services **Sales by Item Summary** January 1 - 14, 2018

Jan 1 - 14, 18				
	Qty	Amount	% of Sales	Avg Price
Service				
Cloud Services	1	150.00	1.7%	150.00
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	2	600.00	6.7%	300.00
Training 1	6	570.00	6.4%	95.00
Training 2	91	7,280.00	81.6%	80.00
Total Service	103.00	8,925.00	100.0%	86.65
TOTAL	103	8,925.00	100.0%	86.65

Payment Receipt

Your Name's Tech Services

2895 West Avenue

Woodland Hills, CA 91367

Received From:

Research Corp.

Research Corp.

19165 Topanga Avenue

Chatsworth, CA 91311

Date Received 01/15/2018**Payment Amount** \$815.00**Payment Method** Check**Check/Ref. No.** 846

Invoices Paid

Date	Number	Amount Applied
12/31/2017		-\$815.00

Payment Receipt

Your Name's Tech Services
2895 West Avenue
Woodland Hills, CA 91367

Received From:

Johnson, Leavitt, and Moraga
Johnson, Leavitt, and Moraga
300 Beverly Drive
Beverly Hills, CA 90210

Date Received	01/15/2018	Payment Amount	\$3,680.00
Payment Method	Check		
Check/Ref. No.	1952		

Invoices Paid

Date	Number	Amount Applied
12/31/2017		-\$3,680.00

Payment Receipt

Your Name's Tech Services
2895 West Avenue
Woodland Hills, CA 91367

Received From:

Taylor Illustrations
Taylor Illustrations
10701 Wilshire Blvd.
Westwood, CA 90025

Date Received	01/15/2018	Payment Amount	\$2,000.00
Payment Method	Check		
Check/Ref. No.	8925		

Invoices Paid

Date	Number	Amount Applied
12/31/2017		-\$2,000.00

Payment Receipt

Your Name's Tech Servoces
2895 West Avenue
Woodland Hills, CA 91367

Received From:

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

Date Received	01/15/2018	Payment Amount	\$475.00
Payment Method	Check		
Check/Ref. No.	39251		

Invoices Paid

Date	Number	Amount Applied
12/31/2017		-\$475.00

Payment Receipt

Your Name's Tech Services
2895 West Avenue
Woodland Hills, CA 91367

Received From:

Wagner Productions
Wagner Productions
2100 San Vicente Blvd.
Santa Monica, CA 90402

Date Received	01/15/2017	Payment Amount	\$2,190.00
Payment Method	Check		
Check/Ref. No.	2051		

Invoices Paid

Date	Number	Amount Applied
12/31/2017		-\$2,190.00

Payment Receipt

Your Name's Tech Services
2895 West Avenue
Woodland Hills, CA 91367

Received From:

Garcia, Juan Esq.
Juan Garcia, Esq.
5270 Sepulveda Blvd.
Sherman Oaks, CA 91403

Date Received	01/15/2018	Payment Amount	\$150.00
Payment Method	Check		
Check/Ref. No.	5632		

Invoices Paid

Date	Number	Amount Applied
12/31/2017		-\$150.00

Payment Receipt

Your Name's Tech Services
2895 West Avenue
Woodland Hills, CA 91367

Received From:

Brooks, Stark, and Thompson
Brooks, Stark, and Thompson
300 Montana Avenue
Santa Monica, CA 90403

Date Received	01/15/2018	Payment Amount	\$3,685.00
Payment Method	Check		
Check/Ref. No.	80195		

Invoices Paid

Date	Number	Amount Applied
12/31/2017		-\$3,685.00

Deposit Summary

1/15/2018 2:36 PM

Your Name's Tech Services

Summary of Deposits to Checking on 01/15/2018

Chk No.	PmtMethod	Rcd From	Memo	Amount
2579	Check	Morris, Ray CPA		415.00
2599	Check	Morris, Ray CPA		95.00
1258	Check	Research Corp.		335.00
846	Check	Research Corp.		815.00
1952	Check	Johnson, Leavitt, and Moraga		3,680.00
8925	Check	Taylor Illustrations	Partial Payment	2,000.00
39251	Check	McBride, Matt CPA		475.00
2051	Check	Wagner Productions	Partial Payment	2,190.00
5632	Check	Garcia, Juan Esq.		150.00
80195	Check	Brooks, Stark, and Thompson		3,685.00

Less Cash Back:

Deposit Total: 13,840.00

**Your Name's Tech Services
Journal
January 1 - 15, 2018**

Trans #	Type	Date	Num	Adj	Name	Memo	Account	Debit	Credit
27	Invoice	01/02/2018	1		Garcia, Juan Esq. Garcia, Juan Esq.	10 Hours--Monthly Technical Support	Accounts Receivable Technical Support Income	300.00	300.00
								300.00	300.00
29	Invoice	01/05/2018	3		Allen, Elaine Allen, Elaine	VOID: VOID: 10 Hours--Monthly Technical Support	Accounts Receivable Technical Support Income	0.00 0.00	
								0.00	0.00
30	Invoice	01/05/2018	4		Baker & Martinez Baker & Martinez Baker & Martinez	Initial Hour of On-Site Training Additional Hours of On-Site Training	Accounts Receivable Training Income Training Income	3,215.00	95.00 3,120.00
								3,215.00	3,215.00
31	Invoice	01/05/2018	5		Collins & Day, CPA Collins & Day, CPA Collins & Day, CPA Collins & Day, CPA Collins & Day, CPA	Initial Hour of On-Site Training Additional Hours of On-Site Training Cloud Services 10 Hours--Monthly Technical Support	Accounts Receivable Training Income Training Income Cloud Services Income Technical Support Income	1,425.00	95.00 880.00 150.00 300.00
								1,425.00	1,425.00
32	Invoice	01/05/2018	6		Clark, Hill, and Scott Clark, Hill, and Scott Clark, Hill, and Scott Clark, Hill, and Scott	Initial Hour of On-Site Training Additional Hours of On-Site Training 5 Hours--Monthly Technical Support	Accounts Receivable Training Income Training Income Technical Support Income	3,365.00	95.00 3,120.00 150.00
								3,365.00	3,365.00
33	Credit Memo	01/08/2018	7		Baker & Martinez Baker & Martinez	Additional Hours of On-Site Training	Accounts Receivable Training Income		400.00
								400.00	400.00
34	Invoice	01/08/2018	8		Collins, Ken Collins, Ken Collins, Ken	Initial Hour of Hardware/Network Installation Additional Hours of Hardware/Network Installation	Accounts Receivable Installation Income Installation Income	175.00	95.00 80.00
								175.00	175.00
35	Sales Receipt	01/09/2018	1		Morris, Ray CPA Morris, Ray CPA Morris, Ray CPA	Initial Hour of On-Site Training Additional Hours of On-Site Training	Undeposited Funds Training Income Training Income	415.00	95.00 320.00
								415.00	415.00
36	Sales Receipt	01/12/2018	2		Morris, Ray CPA Morris, Ray CPA	Initial Hour of On-Site Training	Undeposited Funds Training Income	95.00	95.00
								95.00	95.00
37	Sales Receipt	01/12/2018	3		Research Corp. Research Corp. Research Corp.	Initial Hour of On-Site Training Additional Hours of On-Site Training	Undeposited Funds Training Income Training Income	335.00	95.00 240.00
								335.00	335.00

**Your Name's Tech Services
Journal
January 1 - 15, 2018**

Trans #	Type	Date	Num	Adj	Name	Memo	Account	Debit	Credit
38	Payment	01/15/2018	846		Research Corp. Research Corp.		Undeposited Funds Accounts Receivable	815.00	815.00
								815.00	815.00
39	Payment	01/15/2018	1952		Johnson, Leavitt, and Moraga Johnson, Leavitt, and Moraga		Undeposited Funds Accounts Receivable	3,680.00	3,680.00
								3,680.00	3,680.00
40	Payment	01/15/2018	8925		Taylor Illustrations Taylor Illustrations	Partial Payment Partial Payment	Undeposited Funds Accounts Receivable	2,000.00	2,000.00
								2,000.00	2,000.00
41	Payment	01/15/2018	39251		McBride, Matt CPA McBride, Matt CPA		Undeposited Funds Accounts Receivable	475.00	475.00
								475.00	475.00
42	Payment	01/15/2018	2051		Wagner Productions Wagner Productions	Partial Payment Partial Payment	Undeposited Funds Accounts Receivable	2,190.00	2,190.00
								2,190.00	2,190.00
43	Payment	01/15/2018	5632		Garcia, Juan Esq. Garcia, Juan Esq.		Undeposited Funds Accounts Receivable	150.00	150.00
								150.00	150.00
44	Payment	01/15/2018	80195		Brooks, Stark, and Thompson Brooks, Stark, and Thompson		Undeposited Funds Accounts Receivable	3,685.00	3,685.00
								3,685.00	3,685.00
45	Deposit	01/15/2018				Deposit	Checking	13,840.00	
					Morris, Ray CPA	Deposit	Undeposited Funds		415.00
					Morris, Ray CPA	Deposit	Undeposited Funds		95.00
					Research Corp.	Deposit	Undeposited Funds		335.00
					Research Corp.	Deposit	Undeposited Funds		815.00
					Johnson, Leavitt, and Moraga	Deposit	Undeposited Funds		3,680.00
					Taylor Illustrations	Partial Payment	Undeposited Funds		2,000.00
					McBride, Matt CPA	Deposit	Undeposited Funds		475.00
					Wagner Productions	Partial Payment	Undeposited Funds		2,190.00
					Garcia, Juan Esq.	Deposit	Undeposited Funds		150.00
					Brooks, Stark, and Thompson	Deposit	Undeposited Funds		3,685.00
								13,840.00	13,840.00
TOTAL								36,560.00	36,560.00

Your Name's Tech Services
Trial Balance
As of January 15, 2018

	Jan 15, 18	
	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:Cloud Services Income		150.00
Income:Installation Income		175.00
Income:Technical Support Income		750.00
Income:Training Income		7,850.00
TOTAL	126,910.00	126,910.00



**Your Name's
Pool & Garden Oasis**

Your Name's Pool & Garden Oasis

Invoice

72259 State Street
Santa Barbara, CA 93103

Date	Invoice #
1/1/2018	25

Bill To

Ocean View Motel
5649 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
--------------	----------

Your Name's Pool & Garden Oasis

Invoice

72259 State Street
Santa Barbara, CA 93103

Date	Invoice #
1/1/2018	26

Bill To

Jose Rios
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
--------------	-----------------

Your Name's Pool & Garden Oasis

Invoice

72259 State Street
Santa Barbara, CA 93103

Date	Invoice #
1/1/2018	27

Bill To

Designs 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
--------------	-----------------

Your Name's Pool & Garden Oasis

72259 State Street
Santa Barbara, CA 93103

Sales Receipt

Date	Sale No.
1/1/2018	15

Sold To

Annabelle Wagner
7168 Sandpiper Avenue
Santa Barbara, CA 91306

		Check No.	Payment Method	Project
		519	Check	
Description	Qty	Rate	Amount	
Startup for New Pools	1	500.00	500.00	

Thank you for your business.

Total	\$500.00
--------------	----------

Payment Receipt

Your Name's Pool & Garden Oasis

72259 State Street

Santa Barbara, CA 93103

Received From:

Rhodes, Nancy

Nancy Rhodes

9875 State Street

Santa Barbara, CA 91307

Date Received	01/01/2018	Payment Amount	\$150.00
Payment Method	Check		
Check/Ref. No.	8642		

Invoices Paid

Date	Number	Amount Applied
12/31/2017		-\$150.00

Your Name's Pool & Garden Oasis

Invoice

72259 State Street
Santa Barbara, CA 93103

Date	Invoice #
1/15/2018	28

Bill To

Eric Matthews
18048 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
--------------	-----------------

Payment Receipt

Your Name's Pool & Garden Oasis

72259 State Street

Santa Barbara, CA 93103

Received From:

Ocean View Motel

Ocean View Motel

5649 Marine Avenue

Santa Barbara, CA 91307

Date Received	01/15/2018	Payment Amount	\$450.00
Payment Method	Check		
Check/Ref. No.	6758		

Invoices Paid

Date	Number	Amount Applied
01/01/2018	25	-\$450.00

Your Name's Pool & Garden Oasis

72259 State Street
Santa Barbara, CA 93103

Sales Receipt

Date	Sale No.
1/15/2018	16

Sold To

Wayne Childers
18087 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

Your Name's Pool & Garden Oasis

Invoice

72259 State Street
 Santa Barbara, CA 93103

Date	Invoice #
1/15/2018	29

Bill To

Santa Barbara Resorts
 1408 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
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
--------------	------------

Payment Receipt

Your Name's Pool & Garden Oasis

72259 State Street

Santa Barbara, CA 93103

Received From:

Designs for You

Designs for You

8625 Lake Street

Santa Barbara, CA 91307

Date Received 01/30/2018**Payment Amount** \$525.00**Payment Method** Check**Check/Ref. No.** 1247**Invoices Paid**

Date	Number	Amount Applied
12/31/2017		-\$375.00
01/01/2018	27	-\$150.00

Payment Receipt

Your Name's Pool & Garden Oasis**18527 State Street****Santa Barbara, CA 93103****Received From:**

Vines, Donna

Donna Vines

10925 Camino de Oro

Santa Barbara, CA 93109

Date Received 01/30/2018**Payment Amount** \$800.00**Payment Method** Check**Check/Ref. No.** 8865**Invoices Paid**

Date	Number	Amount Applied
12/31/2017		-\$800.00

Your Name's Pool & Garden Oasis

Invoice

72259 State Street
Santa Barbara, CA 93103

Date	Invoice #
1/30/2018	30

Bill To

Central Coast Resorts
5267 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
--------------	-------------------

Your Name's Pool & Garden Oasis

Invoice72259 State Street
Santa Barbara, CA 93103

Date	Invoice #
1/30/2018	31

Bill ToState Street Apartments
38972 State Street
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
--------------	-----------------

Deposit Summary

1/30/2018 5:18 PM

Your Name's Pool & Garden Oasis Summary of

Deposits to Checking on 01/30/2018

Chk No.	PmtMethod	Red From	Memo	Amount
519	Check	Wagner, Annabelle		500.00
8642	Check	Rhodes, Nancy		150.00
6758	Check	Ocean View Motel		450.00
987	Check	Childers, Wayne		75.00
1247	Check	Designs for You		525.00
8865	Check	Vines, Donna		800.00

Less Cash Back:

Deposit Total: 2,500.00

Your Name's Pool & Garden Oasis
Customer Balance Detail
All Transactions

Type	Date	Num	Account	Amount	Balance
Central Coast Resorts					
Invoice	01/30/2018	30	Accounts Receivable	1,000.00	1,000.00
Total Central Coast Resorts				1,000.00	1,000.00
Designs for You					
Invoice	12/31/2017		Accounts Receivable	375.00	375.00
Invoice	01/01/2018	27	Accounts Receivable	150.00	525.00
Payment	01/30/2018	1247	Accounts Receivable	-525.00	0.00
Total Designs for You				0.00	0.00
Matthews, Eric					
Invoice	01/15/2018	28	Accounts Receivable	500.00	500.00
Total Matthews, Eric				500.00	500.00
Ocean View Motel					
Invoice	01/01/2018	25	Accounts Receivable	450.00	450.00
Payment	01/15/2018	6758	Accounts Receivable	-450.00	0.00
Total Ocean View Motel				0.00	0.00
Rhodes, Nancy					
Invoice	12/31/2017		Accounts Receivable	150.00	150.00
Payment	01/01/2018	8642	Accounts Receivable	-150.00	0.00
Total Rhodes, Nancy				0.00	0.00
Rios, Jose					
Invoice	12/31/2017		Accounts Receivable	125.00	125.00
Invoice	01/01/2018	26	Accounts Receivable	200.00	325.00
Total Rios, Jose				325.00	325.00
Santa Barbara Resorts					
Invoice	01/15/2018	29	Accounts Receivable	1,850.00	1,850.00
Total Santa Barbara Resorts				1,850.00	1,850.00
State Street Apartments					
Invoice	01/30/2018	31	Accounts Receivable	450.00	450.00
Total State Street Apartments				450.00	450.00
Vines, Donna					
Invoice	12/31/2017		Accounts Receivable	800.00	800.00
Payment	01/30/2018	8865	Accounts Receivable	-800.00	0.00
Total Vines, Donna				0.00	0.00
TOTAL				4,125.00	4,125.00

Your Name's Pool & Garden Oasis
Sales by Item Summary
 January 1 - 30, 2018

	Jan 1 - 30, 18			
	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

Your Name's Pool & Garden Oasis
Journal
January 1 - 30, 2018

Trans #	Type	Date	Num	Adj	Name	Memo	Account	Debit	Credit
15	Invoice	01/01/2018	25		Ocean View Motel Ocean View Motel Ocean View Motel	Commercial Landscape Maintenance Commercial Pool Service (All pools except Lg.)	Accounts Receivable Commercial Landscape Income Commercial Pool Income	450.00	150.00 300.00
								450.00	450.00
16	Invoice	01/01/2018	26		Rios, Jose Rios, Jose Rios, Jose	Residential Landscape Maintenance Residential Pool Service (All pools except Lg.)	Accounts Receivable Residential Landscape income Residential Pool Income	200.00	100.00 100.00
								200.00	200.00
17	Invoice	01/01/2018	27		Designs for You Designs for You	Trimming and Pruning	Accounts Receivable Additional Landscaping Income	150.00	150.00
								150.00	150.00
18	Sales Receipt	01/01/2018	15		Wagner, Annabelle Wagner, Annabelle	Startup for New Pools	Undeposited Funds Additional Pool Income	500.00	500.00
								500.00	500.00
19	Payment	01/01/2018	8642		Rhodes, Nancy Rhodes, Nancy		Undeposited Funds Accounts Receivable	150.00	150.00
								150.00	150.00
20	Invoice	01/15/2018	28		Matthews, Eric Matthews, Eric Matthews, Eric	Residential Landscape Maintenance (Lg.) Residential Pool Service (Lg.)	Accounts Receivable Residential Landscape income Residential Pool Income	500.00	350.00 150.00
								500.00	500.00
21	Payment	01/15/2018	6758		Ocean View Motel Ocean View Motel		Undeposited Funds Accounts Receivable	450.00	450.00
								450.00	450.00
22	Sales Receipt	01/15/2018	16		Childers, Wayne Childers, Wayne	Mechanical Maintenance and Repairs	Undeposited Funds Additional Pool Income	75.00	75.00
								75.00	75.00
23	Invoice	01/15/2018	29		Santa Barbara Resorts Santa Barbara Resorts Santa Barbara Resorts Santa Barbara Resorts Santa Barbara Resorts Santa Barbara Resorts Santa Barbara Resorts	Commercial Landscape Maintenance (Lg.) Commercial Pool Service (Lg.) Planting and Cultivating Trimming and Pruning Fertilize, Spray for Pests, etc. Mechanical Maintenance and Repairs	Accounts Receivable Commercial Landscape Income Commercial Pool Income Additional Landscaping Income Additional Landscaping Income Additional Landscaping Income Additional Pool Income	1,850.00	500.00 500.00 250.00 225.00 150.00 225.00
								1,850.00	1,850.00
24	Payment	01/30/2018	1247		Designs for You Designs for You		Undeposited Funds Accounts Receivable	525.00	525.00
								525.00	525.00

Your Name's Pool & Garden Oasis
Journal
January 1 - 30, 2018

Trans #	Type	Date	Num	Adj	Name	Memo	Account	Debit	Credit
25	Payment	01/30/2018	8865		Vines, Donna Vines, Donna		Undeposited Funds Accounts Receivable	800.00	800.00
								800.00	800.00
26	Invoice	01/30/2018	30		Central Coast Resorts Central Coast Resorts Central Coast Resorts	Commercial Landscape Maintenance (Lg.) Commercial Pool Service (Lg.)	Accounts Receivable Commercial Landscape Income Commercial Pool Income	1,000.00	500.00 500.00
								1,000.00	1,000.00
27	Invoice	01/30/2018	31		State Street Apartments State Street Apartments State Street Apartments	Commercial Landscape Maintenance Commercial Pool Service (All pools except Lg.)	Accounts Receivable Commercial Landscape Income Commercial Pool Income	450.00	150.00 300.00
								450.00	450.00
28	Deposit	01/30/2018			Wagner, Annabelle Rhodes, Nancy Ocean View Motel Childers, Wayne Designs for You Vines, Donna	Deposit Deposit Deposit Deposit Deposit Deposit	Checking Undeposited Funds Undeposited Funds Undeposited Funds Undeposited Funds Undeposited Funds	2,500.00	500.00 150.00 450.00 75.00 525.00 800.00
								2,500.00	2,500.00
TOTAL								9,600.00	9,600.00

Your Name's Pool & Garden Oasis
Trial Balance
As of January 30, 2018

	Jan 30, 18	
	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

QUICKBOOKS DESKTOP 2018: A COMPLETE COURSE

CHAPTER 2: END-OF-CHAPTER QUESTIONS

TRUE/FALSE

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

- T 2.01. A new customer can be added to a company's records on the fly.
- F 2.02. QuickZoom allows you to print a report instantly.
- F 2.03. An Item List stores information about products you purchase.
- T 2.04. Credit memos are prepared to record a reduction to a sale on account.
- F 2.05. The QuickBooks backup (.qbb) file is used to record transactions.
- T 2.06. 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.
- F 2.07. Once transactions have been entered, modifications to a customer's account may be made only at the end of the fiscal year.
- T 2.08. Graphs allow information to be viewed from both a sales standpoint and from an accounts receivable perspective.
- T 2.09. Checks received for cash sales are held in the Undeposited Funds account until the bank deposit is made.
- F 2.10. A customer's payment on account is immediately recorded in the cash account.

MULTIPLE CHOICE

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

- C 2.11. When an invoice is deleted, ____.
- A. the amount is changed to 0.00
 - B. the word "Deleted" appears as the Memo
 - C. it is removed without a trace
 - D. an invoice cannot be deleted
- D 2.12. To obtain information about sales by item, you can view ____.
- A. the Income Statement
 - B. the Trial Balance
 - C. Receivables reports
 - D. Sales reports
- D 2.13. 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
- B 2.14. 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 2.15. 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
- D 2.16. 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 the above

CHAPTER 2 — Sales and Receivables: Service Business

IM 2-3

- B 2.17. QuickBooks uses graphs to illustrate information about ____.
- A. the Chart of Accounts
 - B. Sales
 - C. the Cash account
 - D. Supplies
- D 2.18. When a bank deposit is made, the amounts for cash and checks received are removed from ____ and deposited into ____.
- A. Accounts Receivable, Checking
 - B. Payments Received, Checking
 - C. Checking, Cash
 - D. Undeposited Funds, Checking
- C 2.19. To enter a cash sale, ____ is completed.
- A. a debit
 - B. an invoice
 - C. a sales receipt
 - D. receive payments
- A 2.20. 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.

- 2.21. The report used to view only the balances on account for each customer is the Customer Balance Summary.
- 2.22. The form prepared to show a reduction to a sale on account is a(n) credit memo.
- 2.23. The Journal report shows all transactions in the traditional debit/credit format.
- 2.24. 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.
- 2.25. The Receive Payments icon is clicked to record the receipt of a payment on account.

SHORT ESSAY

For a purchase on account and the subsequent payment for the purchase, indicate which business forms are used to record the purchase and payment.

When a customer makes a purchase on account, it is recorded on an Invoice. When the payment for the invoice is made, it is recorded in Receive Payments (Payment Receipt).

QUICKBOOKS DESKTOP 2018: A COMPLETE COURSE

CHAPTER 2: CHECKLIST KEY

YOUR NAME'S TECH SERVICES

The following documents and reports should be printed and attached to the students' checklists. In the document names below, names on business forms have been included, Your Name and Ch2 have been omitted, and report dates are given.

- 1-Inv 1: Juan Garcia, Esq., \$300.00
- 2-Inv 2: Matt McBride, CPA, \$415.00
- 3-Inv 3: Elaine Allen, \$300.00
- 4-Inv 4: Baker and Martinez, \$3,215.00
- 5-Inv 5: Collins & Day, CPA, \$1,265.00
- 6-Inv 6: Clark, Hill, and Scott, \$3,365.00
- 7-Cust Bal Sum, January 5, 2018, \$31,425.00
- 8-Cust Bal Detail, Baker and Martinez, \$3,215.00
- 9-Inv 5 (Corrected): Collins & Day, CPA, \$1,425.00
- 10-Trans List by Cust, January 1-7, 2018
- 11-Cust Bal Detail, \$30,870.00
- 12-CM 7: Baker and Martinez, -\$400.00
- 13-Inv 8: Ken Collins, \$175.00
- 14-SR 1: Ray Morris, CPA, \$415.00
- 15-SR 2: Ray Morris, CPA, \$95.00
- 16-SR 3: Research Corp., \$335.00
- 17-Sales by Cust Detail, January 1-12, 2018, \$8,925.00
- 18-SR 1 (corrected): Ray Morris, CPA, \$415.00
- 19-Sales by Item Sum, January 1-14, 2018, \$8,925.00
- 20-Rcv Pmt: Research Corp., \$815.00
- 21-Rcv Pmt: Johnson, Leavitt, and Moraga, \$3,680.00
- 22-Rcv Pmt: Taylor Illustrations, \$2,000.00
- 23-Rcv Pmt: Matt McBride, CPA, \$475.00
- 24-Rcv Pmt: Wagner Productions, \$2,190.00
- 25-Rcv Pmt: Juan Garcia, Esq., \$150.00
- 26-Rcv Pmt: Brooks, Stark, & Thompson, \$3,685.00
- 27-Deposit Sum, \$13,840.00
- 28-Journal, January 1-15, 2018, \$36,560.00
- 29-Trial Bal, January 15, 2018, \$126,910.00

CHAPTER 2: CHECKLIST KEY

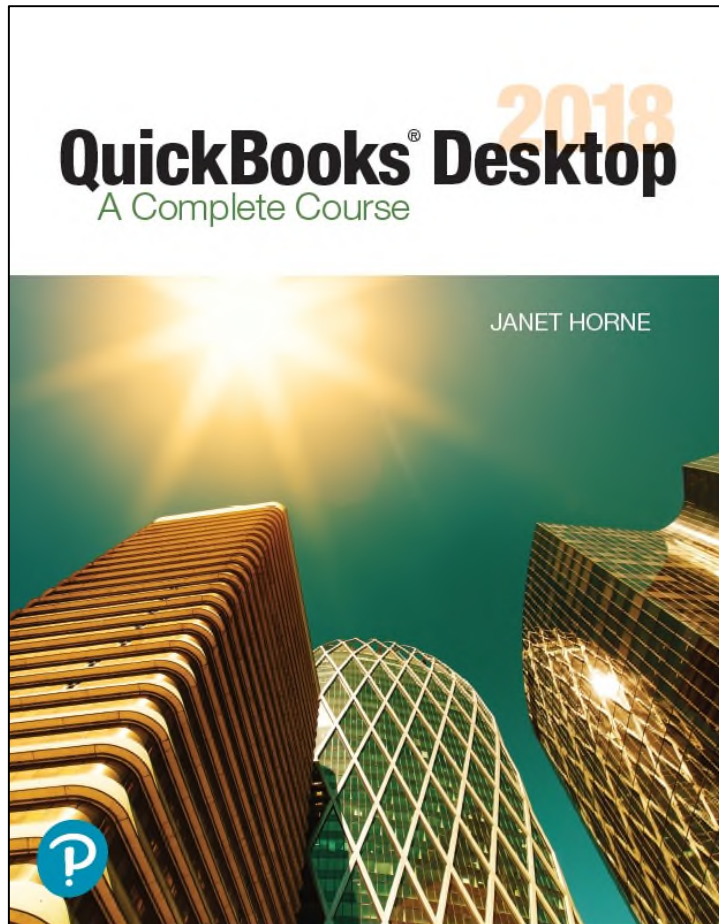
YOUR NAME'S POOL & GARDEN OASIS

The following documents and reports should be printed and attached to the students' transmittal sheets. In the document names below, names on business forms have been included, Your Name and Ch2 have been omitted, and report dates are given.

- 1-Inv 25: Ocean View Motel, \$450.00
- 2-Inv 26: Jose Rios, \$200.00
- 3-Inv 27: Designs for You, \$150.00
- 4-SR 15: Annabelle Wagner, \$500.00
- 5-Rcv Pmt: Nancy Rhodes, \$150.00
- 6-Inv 28: Eric Matthews, \$500.00
- 7-Rcv Pmt: Ocean View Motel, \$450.00
- 8-SR16: Wayne Childers, \$75.00
- 9-Inv 29: Santa Barbara Resorts, \$1,850.00
- 10-Rcv Pmt: Designs for You, \$525.00
- 11-Rcv Pmt: Donna Vines, \$800.00
- 12-Inv 30: Central Coast Resorts, \$1,000.00
- 13-Inv 31: State Street Apartments, \$450.00
- 14-Deposit Sum, \$2,500.00
- 15-Cust Bal Detail, \$4,125.00
- 16-Sales by Item Sum, January 1-30, 2018, \$5,175.00
- 17-Journal, January 1-30, 2018, \$9,600.00
- 18-Trial Bal, January 1-30, 2018, \$101,085.00

QuickBooks® Desktop 2018: A Complete Course

Nineteenth Edition



Chapter 2

Lecture

Sales and Receivables:
Service Business

Learning Objectives

2.1 Chapter focus on cash and credit sales and payment receipts

2.2 Record credit sales by completing an invoice

2.2.1 Invoice replacement for **Sales Journal**

2.2.2 Use **Customer:Job List** as **Accounts Receivable Subsidiary Ledger**

2.2.3 Balance of **Customer:Job List** = balance of **Accounts Receivable** account in Chart of Accounts

2.2.4 Use **Chart of Accounts** as **General Ledger**

2.3 Record a cash sale by completing a sales receipt

2.3.1 Sales Receipt replacement for **Cash Receipts Journal**

2.4 Receive payments on account to pay for invoices

2.5 Make Bank Deposit

Lecture Note

- Examples in lecture may not match textbook
- Lecture illustrates key points within chapter
- Lecture does not contain all material or every transaction completed in chapter
- Lecture shows results of transactions entered in lecture
- Lecture for illustration purposes only—not to be completed by students

Company File

- Lecture uses the company **Your Name's Tech Services** for demonstration
- To complete training in Chapter 2, open:
 - QuickBooks Desktop
 - **Tech_2018.qbw** company file

QuickBooks Desktop 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: Apply, Download, Install and Activate Student Trial Version of QuickBooks Desktop
- For updates, new material, and errata, refer to www.PearsonHigherEd.com/Horne Web site periodically

Dates (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

Dates (2 of 6)

- Text uses 2018
- 2018 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 2018 and your work will show current year

Dates (3 of 6)

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

Dates (4 of 6)

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

Dates (5 of 6)

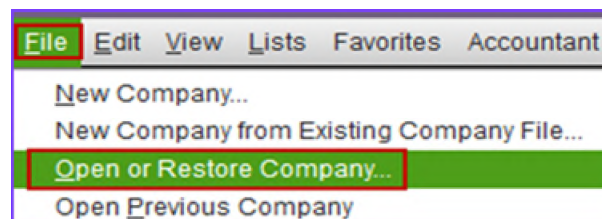
- Example where QuickBooks Desktop will not allow you to change date:
 - Bank Deposit Summary, QuickBooks Desktop uses computer's date when printing
- If you cannot change date, accept QuickBooks Desktop' printed date

Dates (6 of 6)

- Possible errors caused by using different dates
 - Use 2018 for some transactions and 2019 or 2020 for others
 - Reports for 2018 will not show entries for 2019 or 2020
 - Balances and totals will not match those provided

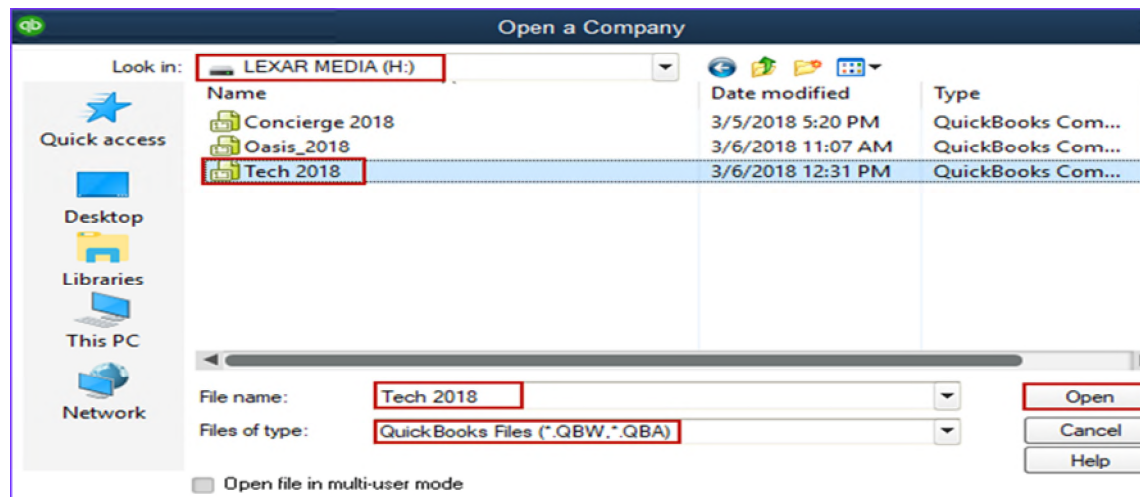
Open Company (1 of 3)

- Open QuickBooks as instructed in Chapter 1
- Open company: **Your Name's Tech Services**
 - Click **Open or Restore Existing Company** button on No Company Open screen
 - **OR**
 - Click **File** menu
 - Click **Open or Restore Company**
 - Click **Open a Company File**



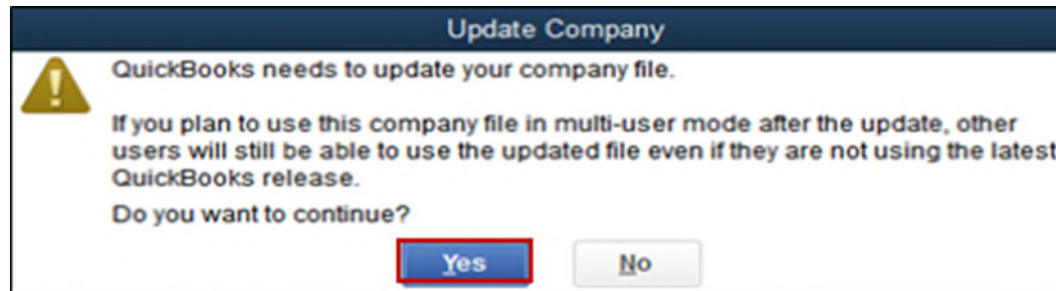
Open Company (2 of 3)

- On **Open a Company** screen
 - Click drop-down list arrow for **Look in**
 - Click your **USB** drive location
 - Click **Tech_2018**
 - Click **Open**



Open Company (3 of 3)

- If you get an Update Company screen, click **Yes**



- Enter the Password **QBDT2018** on the QuickBooks Desktop Login



Sales on Account

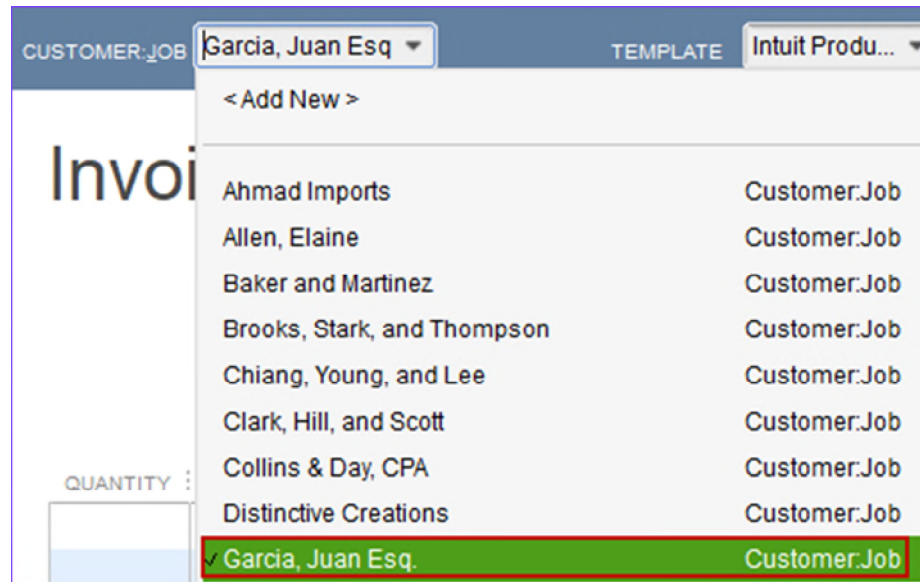
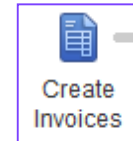
- To record a sale on account, create an invoice
- A sale on account is
 - Purchase made by a customer
 - Charged to customer's account with company
- Behind the scenes QuickBooks Desktop:
 - Records information on invoice into Journal
 - Posts transaction
 - Debits:
 - Accounts Receivable in Chart of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

Record Transaction

- 01/02/18, record a sale on account to Juan Garcia, Esq. for 10 hours of technical support:
 - Use Invoice 1
 - Use “Thank you for your business.” for Customer Message

Prepare Invoice (1 of 7)

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

A screenshot of a software interface for creating an invoice. The 'CUSTOMER:JOB' dropdown menu is open, showing a list of customer names. The name 'Garcia, Juan Esq.' is highlighted in green. The 'TEMPLATE' dropdown menu is also visible, showing 'Intuit Produ...'. The word 'Invoice' is partially visible on the left side of the form.

CUSTOMER:JOB	TEMPLATE
Garcia, Juan Esq	Intuit Produ...
< Add New >	
Ahmad Imports	Customer:Job
Allen, Elaine	Customer:Job
Baker and Martinez	Customer:Job
Brooks, Stark, and Thompson	Customer:Job
Chiang, Young, and Lee	Customer:Job
Clark, Hill, and Scott	Customer:Job
Collins & Day, CPA	Customer:Job
Distinctive Creations	Customer:Job
✓ Garcia, Juan Esq.	Customer:Job

Prepare Invoice (2 of 7)

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

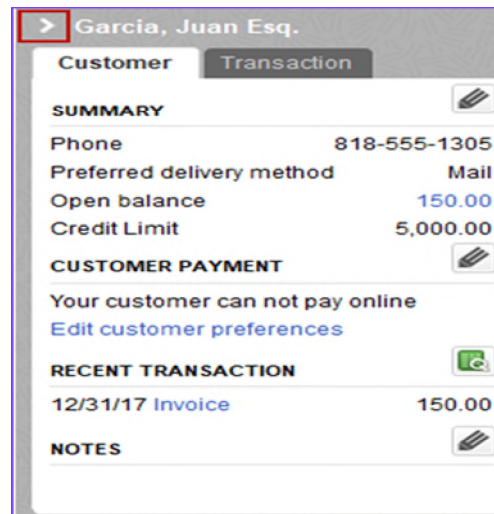
The screenshot displays the 'Create Invoices' application window. The 'CUSTOMER:JOB' dropdown is set to 'Garcia, Juan E...'. The 'TEMPLATE' is 'Intuit Produ...'. The main form is titled 'Invoice' and includes fields for DATE (01/02/2018), INVOICE # (1), BILL TO (Juan Garcia, Esq., 5270 Sepulveda Blvd., Sherman Oaks, CA 91403), and SHIP TO. Below these are fields for P.O. NUMBER, TERMS (Net 30), REP, SHIP, VIA, and F.O.B. A table with columns for QUANTITY, ITEM CODE, DESCRIPTION, PRICE EACH, and AMOUNT is shown. At the bottom, there are fields for CUSTOMER MESSAGE, MEMO, and buttons for 'Save & Close', 'Save & New', and 'Clear'. The right sidebar shows customer details for 'Garcia, Juan Esq.', including a SUMMARY (Phone: 818-555-1305, Mail, Open balance: 150.00, Credit Limit: 5,000.00), CUSTOMER PAYMENT (Your customer can not pay online), RECENT TRANSACTION (12/31/17 Invoice: 150.00), and NOTES.

Prepare Invoice (3 of 7)

- History section gives information about Juan Garcia, Esq.
- Click **Hide history** button to close History section



- To show history, click same button




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 Desktop likes to use Product Invoice
- Enter date: **01/02/2018**
- Invoice Number: **1**
- Terms: **Net 30**

The screenshot shows the 'Create Invoices' window in QuickBooks Desktop. The 'Main' tab is selected, displaying a toolbar with various actions like Find, New, Save, Delete, Create a Copy, Memorize, Mark As Pending, Print, Email, Print Later, Email Later, Attach File, Add Time/Costs, Apply Credits, and Receive Payments. The 'CUSTOMER:JOB' dropdown is set to 'Garcia, Juan Es...'. The 'TEMPLATE' dropdown is set to 'Intuit Servic...'. The 'DATE' field is set to '01/02/2018'. The 'INVOICE #' field is set to '1'. The 'BILL TO' field is set to 'Juan Garcia, Esq., 5270 Sepulveda Blvd., Sherman Oaks, CA 91403'. The 'TERMS' dropdown is set to 'Net 30'.

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

ITEM	QUANTITY	DESCRIPTION	RATE
			
< Add New >			
Cloud Services	Service	Cloud Services	
Tech Sup 1	Service	5 Hours--Monthly Technical Support	
Tech Sup 2	Service	10 Hours--Monthly Technical Support	
Tech Sup 3	Service	15 Hours--Monthly Technical Support	
Training 1	Service	Initial Hour of On-Site Training	
Training 2	Service	Additional Hours of On-Site Training	
Web Design	Service	Web Design Services	

Prepare Invoice (6 of 7)

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

ITEM	QUANTITY	DESCRIPTION	RATE	AMOUNT
Tech Sup 2	1	10 Hours--Monthly Technical Support	300.00	300.00


 Your customer can't pay this invoice online
[Turn on](#)

CUSTOMER MESSAGE
 Thank you for your business.

MEMO

TOTAL 300.00
 PAYMENTS APPLIED 0.00
 BALANCE DUE 300.00

Prepare Invoice (7 of 7)

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

Create Invoices

Main Formatting Send/Ship Reports

Find New Save Delete Create a Copy Memorize Mark As Pending Print Email Print Later Email Later Attach File Add Time/Costs Apply Credits Receive Payments

CUSTOMER:JOB Garcia, Juan Es... TEMPLATE Intuit Servic...

Invoice

DATE 01/02/2018

INVOICE # 1

BILL TO Juan Garcia, Esq.
5270 Sepulveda Blvd.
Sherman Oaks, CA 91403

P.O. NO. TERMS Net 30

ITEM	QUANTITY	DESCRIPTION	RATE	AMOUNT
Tech Sup 2	1	10 Hours--Monthly Technical Support	300.00	300.00

☐ Your customer can't pay this invoice online
 Turn on

CUSTOMER MESSAGE
Thank you for your business.

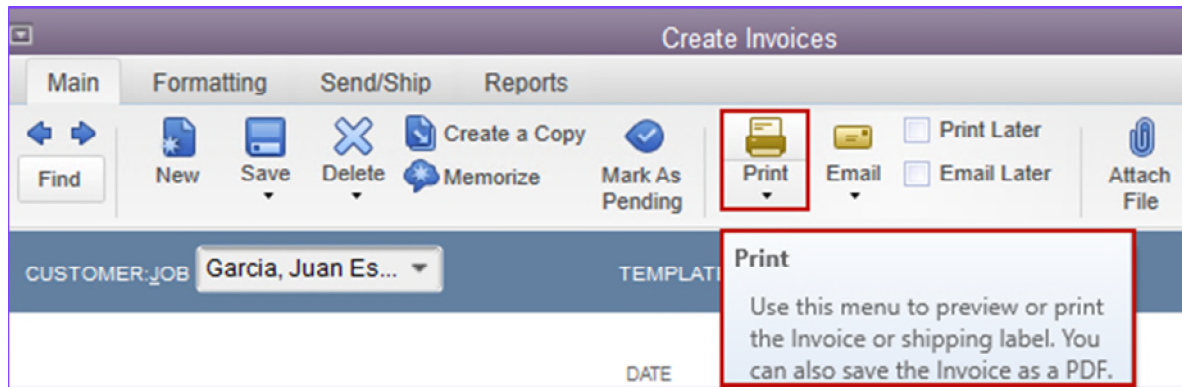
MEMO

TOTAL 300.00
 PAYMENTS APPLIED 0.00
 BALANCE DUE 300.00

Save & Close Save & New Clear

Print Invoice (1 of 2)

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



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

The screenshot shows the 'Print One Invoice' dialog box with the following settings:

- Printer name:** NPIC8B4E4 (HP Color LaserJet MFP M277...)
- Printer type:** Page-oriented (Single sheets)
- Print on:** Blank paper (selected)
- Do not print lines around each field:** ☒
- Number of copies:** 1
- Collate:** ☒

The 'Print' button is highlighted in blue.

Save Invoice

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



Prepare Invoice with Two Sales Items (1 of 5)

- Complete Invoice 2 to bill Matt McBride 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 **McBride, Matt, CPA**
- Template: **Intuit Service Invoice**
 - Click drop-down list arrow and select if not shown
- Date: **01/03/2018**

Prepare Invoice with Two Sales Items (2 of 5)

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

The screenshot shows the 'Create Invoices' window with the following details:

- Customer:** McBride, Matt C...
- Template:** Intuit Servic...
- Invoice Title:** Invoice
- DATE:** 01/03/2018
- INVOICE #:** 2
- BILL TO:** Matt McBride, CPA
10895 Ventura Blvd.
Encino, CA 91316
- TERMS:** Net 30

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

Training 1	1	Initial Hour of On-Site Training	95.00
Training 2			
< Add New >			
Cloud Services	Service	Cloud Services	
Install 1	Service	Initial Hour of Hardware/Network Installation	
Install 2	Service	Additional Hours of Hardware/Network Installation	
Tech Sup 1	Service	5 Hours--Monthly Technical Support	
Tech Sup 2	Service	10 Hours--Monthly Technical Support	
Tech Sup 3	Service	15 Hours--Monthly Technical Support	
Training 1	Service	Initial Hour of On-Site Training	
✓ Training 2	Service	Additional Hours of On-Site Training	
Web Design	Service	Web Design Services	

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



Your customer can't pay this invoice online
[Turn on](#)


CUSTOMER MESSAGE

TOTAL	415.00
PAYMENTS APPLIED	0.00
BALANCE DUE	415.00

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.**

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

 Your customer can't pay this invoice online
[Turn on](#)

CUSTOMER MESSAGE
Thank you for your business.

MEMO

TOTAL 415.00
 PAYMENTS APPLIED 0.00
 BALANCE DUE 415.00

[Save & Close](#) [Save & New](#) [Clear](#)

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

Journal Report

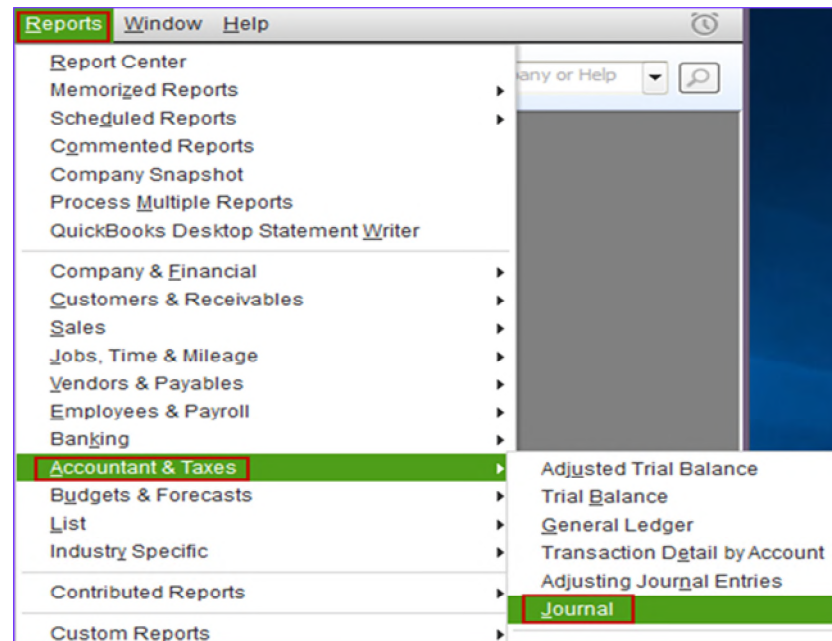
- QuickBooks Desktop
 - Tracks all transactions in the Journal
 - Records transactions in Debit/Credit format
- To view the transactions, prepare a Journal Report
 - Note: Journal and Journal Report may be used synonymously in text

Prepare Journal Report (1 of 3)

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

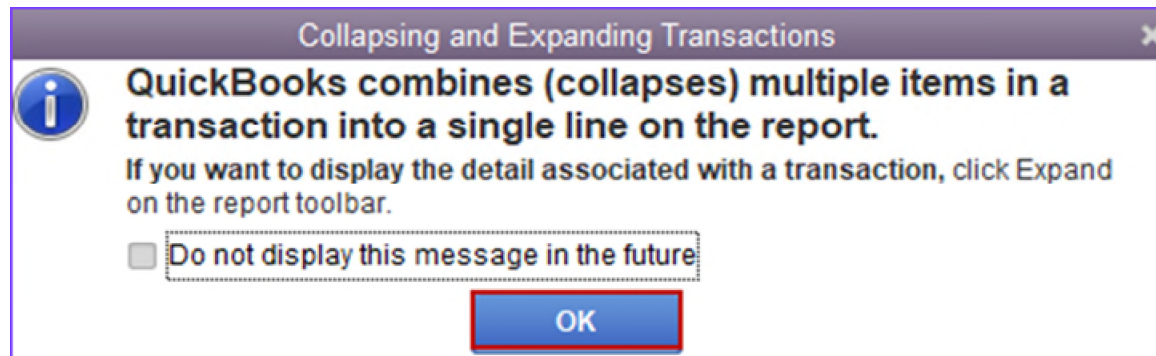
Prepare Journal Report (2 of 3)

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



Prepare Journal Report (3 of 3)

- QuickBooks Accountant Desktop 2018, can combine multiple items in transaction into single line on report
- Click **OK** on Collapsing and Expanding Transactions dialog box



View Journal Report (1 of 4)

- Enter Dates From **01/01/18** and To **01/03/18**, press **Tab**
 - Note report date January 1-3, 2018
 - Note time and date in upper-left—QuickBooks Desktop inserted time and date of computer
 - Review debits and credits
 - Note Memo for Invoice 2 shows –MULTIPLE–

Journal

Customize Report

Comment on Report

Share Template

Memorize

Print

E-mail

Excel

Hide Header

Expand

Refresh

Dates

This Month-to-date

From

01/01/2018

To

01/03/2018

Sort By

Default

Show Filters

12:48 PM

01/03/18

Your Name's Tech Services

Journal

January 1 - 3, 2018

Trans #	Type	Date	Num	Adj	Name	Memo	Account	Debit	Credit
27	Invoice	01/02/2...	1		Garcia, Juan Esq.		Accounts Receivable	300.00	
					Garcia, Juan Esq.	10 Hours--Monthly Technical Support	Technical Support Income		300.00
							300.00	300.00	
28	Invoice	01/03/2...	2		McBride, Matt CPA		Accounts Receivable	415.00	
					McBride, Matt CPA	-MULTIPLE-	Training Income		415.00
							415.00	415.00	
TOTAL								715.00	715.00

View Journal Report (2 of 4)

- Click **Expand** button to see transactions in full
 - Note Invoice 2 now shows information for Training 1 and Training 2

Journal

Customize Report

Comment on Report

Share Template

Memorize

Print

E-mail

Excel

Hide Header

Collapse

Refresh

Dates

This Month-to-date

From

01/01/2018

To

01/03/2018

Sort By

Default

Show Filters

12:52 PM

01/03/18


Your Name's Tech Services


Journal

January 1 - 3, 2018

Trans #	Type	Date	Num	Adj	Name	Memo	Account	Debit	Credit
27	Invoice	01/02/2018	1		Garcia, Juan Esq.		Accounts Receivable	300.00	
					Garcia, Juan Esq.	10 Hours--Monthly Technical Support	Technical Support Income		300.00
								300.00	300.00
28	Invoice	01/03/2018	2		McBride, Matt CPA		Accounts Receivable	415.00	
					McBride, Matt CPA	Initial Hour of On-Site Training	Training Income		95.00
					McBride, Matt CPA	Additional Hours of On-Site Training	Training Income		320.00
								415.00	415.00
TOTAL								715.00	715.00

QuickZoom from Journal to Invoice 2

- Point to any part of Invoice 2 shown in Journal
- When cursor changes to , double-click mouse

Invoice	01/03/2018	2	McBride, Matt CPA		Accounts Receivable	415.00	
			McBride, Matt CPA	Initial Hour of On-Site Training	Training Income		95.00
			McBride, Matt CPA	 Additional Hours of On-Site Training	Training Income		320.00
						415.00	415.00

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

The screenshot shows the 'Create Invoices' application window. The 'CUSTOMER_JOB' is 'McBride, Matt C...' and the 'TEMPLATE' is 'Intuit Servic...'. The invoice is dated '01/03/2018' and is for 'Matt McBride, CPA, 10895 Ventura Blvd, Encino, CA 91316'. The terms are 'Net 30'. The invoice table has two items: 'Training 1' (1 hour, \$95.00) and 'Training 2' (7 hours, \$560.00). A 'Recording Transaction' dialog box is open, asking 'You have changed the transaction. Do you want to record your changes?' with 'Yes', 'No', and 'Cancel' buttons. The 'Save & Close' button is highlighted in the bottom right.

ITEM	QUANTITY	DESCRIPTION	RATE	AMOUNT
Training 1	1	Initial Hour of On-Site Training	95.00	95.00
Training 2	7	Additional Hours of On-Site Training	80.00	560.00

Recording Transaction

You have changed the transaction. Do you want to record your changes?

Yes No Cancel

Thank you for your business.

BALANCE DUE

655.00

0.00

655.00

Save & Close Save & New Revert

View Journal Report After Editing Invoice 2

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

9:52 AM

01/03/2018

Your Name's Tech Services

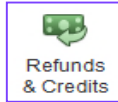
Journal

January 1 - 3, 2018

Trans #	Type	Date	Num	Adj	Name	Memo	Account	Debit	Credit
27	Invoice	01/02/2018	1		Garcia, Juan Esq.		Accounts Receivable	300.00	
					Garcia, Juan Esq.	10 Hours--Monthly Technical Support	Technical Support Income		300.00
								300.00	300.00
46	Invoice	01/03/2018	2		McBride, Matt CPA		Accounts Receivable	655.00	
					McBride, Matt CPA	Initial Hour of On-Site Training	Training Income		95.00
					McBride, Matt CPA	Additional Hours of On-Site Training	Training Income		560.00
								655.00	655.00
TOTAL								955.00	955.00

- Close Journal Report

Prepare Credit Memo (1 of 3)

- 01/03/2018: Prepare a **Credit Memo**
 - Record a one hour decrease in Training 2 hours for Matt McBride
- Click Refunds & Credits icon The icon is a green square with a white border. Inside the square, there is a green speech bubble with a white 'X' inside it. Below the speech bubble, the text 'Refunds & Credits' is written in a small, black, sans-serif font.
- Similar to an Invoice but used to record refund or decrease in sales transaction
- To prepare:
 - Select Customer Name
 - Enter textbook date: **01/03/18**
 - Credit Memo number (next available invoice number): **3**
 - Enter Item **Training 2**, Quantity **1**, and Customer Message **Thank you for your business.**

Prepare Credit Memo (2 of 3)

- Notice History for Matt McBride

Create Credit Memos/Refunds

Main Formatting Reports

Find New Save Delete Create a Copy Memorize Mark As Pending Print Email Print Later Email Later Attach File Use credit to give refund Use credit to apply to invoice

CUSTOMER_JOB McBride, Matt C... TEMPLATE Custom ...

Credit Memo

DATE 01/03/2018 CUSTOMER Matt McBride, CPA
10895 Ventura Blvd.
Encino, CA 91316

CREDIT NO. 3

P.O. NO.

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Training 2	Additional Hours of On-Site Training	1	80.00	80.00

TOTAL 80.00

CUSTOMER MESSAGE Thank you for your business.

REMAINING CREDIT 80.00

MEMO

Save & Close Save & New Clear

McBride, Matt CPA

Customer Transaction

SUMMARY

Phone 818-555-9127
Open balance 1,130.00
Credit Limit 5,000.00

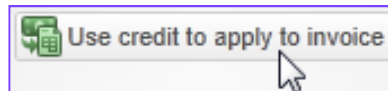
RECENT TRANSACTION

01/03/18 Invoice 655.00
12/31/17 Invoice 475.00

NOTES

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 Desktop will apply credit to oldest invoice

Apply Credit to Invoices

CREDIT MEMO

Customer: Job McBride, Matt CPA

Ref. No.	3	Original Amt.	80.00
Date	01/03/2018	Remaining Credit	0.00

	DATE	JOB	NUMBER	ORIG. AMT.	AMT. DUE	AMT. APPLIED
<input checked="" type="checkbox"/>	12/31/2017			475.00	475.00	80.00
	01/03/2018		2	655.00	655.00	0.00
Totals				1,130.00	0.00	80.00

Clear Selections

Done
Cancel

Apply Credit to Invoice (1 of 2)

- Click Clear Selections button or check mark in ☒ column for 12/31/2017 to deselect
- Click in ☒ column for 01/03/18 to apply credit to Invoice 2
- Click **Done**

Apply Credit to Invoices

CREDIT MEMO

Customer: Job McBride, Matt CPA

Ref. No. 3 Original Amt. 80.00

Date 01/03/2018 Remaining Credit 0.00

<input checked="" type="checkbox"/>	DATE	JOB	NUMBER	ORIG. AMT.	AMT. DUE	AMT. APPLIED
<input type="checkbox"/>	12/31/2017			475.00	475.00	0.00
<input checked="" type="checkbox"/>	01/03/2018		2	655.00	655.00	80.00
Totals				1,130.00	0.00	80.00

Clear Selections

Done Cancel

Apply Credit to Invoice (2 of 2)

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

> McBride, Matt CPA

Customer Transaction

SUMMARY

Phone 818-555-9127

Open balance 1,050.00

Credit Limit 5,000.00

RECENT TRANSACTION


01/03/18 Credit Memo 80.00

01/03/18 Invoice 655.00

12/31/17 Invoice 475.00

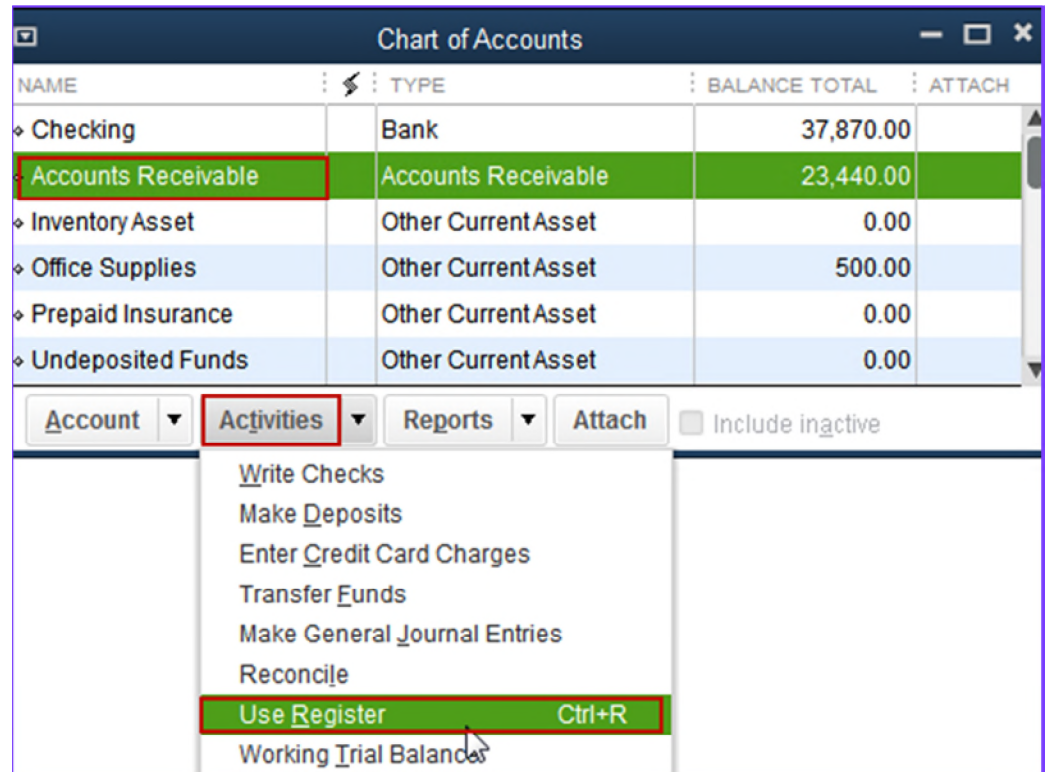
NOTES

Accounts Receivable Register

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

Open Accounts Receivable Register

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



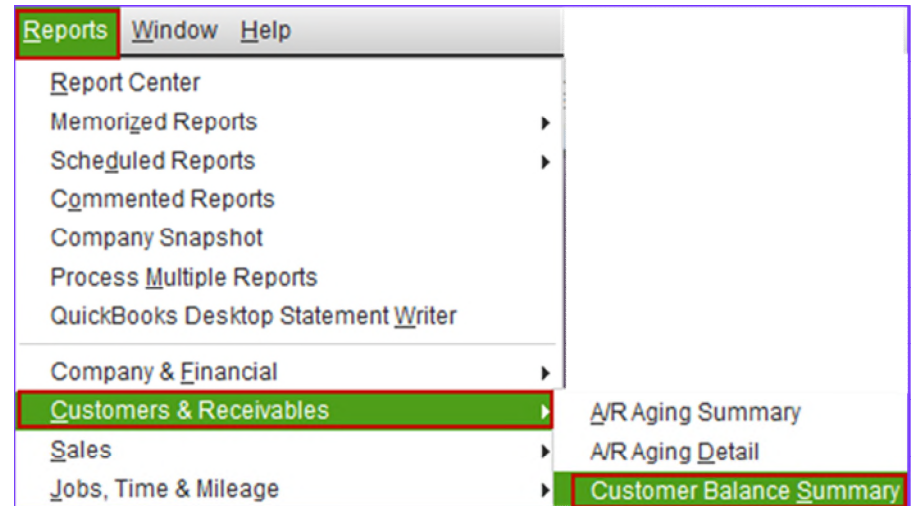
View Accounts Receivable Register

- View Accounts Receivable register

Accounts Receivable							
Go to... Print... Edit Transaction QuickReport							
DATE	NUMBER	CUSTOMER	ITEM	QTY	RATE	AMT CHRG	AMT PAID
	TYPE	DESCRIPTION				BILLED DATE	DUE DATE
01/02/2018	1	Garcia, Juan Esq.				300.00	
	INV						02/01/2018
01/03/2018	2	McBride, Matt CPA				655.00	
	INV						02/02/2018
01/03/2018	3	McBride, Matt CPA				-80.00	
	CREDME						Paid

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**



Prepare Customer Balance Summary Report (2 of 3)

- Report dates
01/01/18-
01/03/18 or **All**
 - Notice Time and Date in upper-left corner of report
 - Notice balances for Garcia and McBride

Customer Balance Summary

Customize Report Comment on Report Share Template Memorize Print E-mail Excel

Dates Custom From 01/01/2018 To 01/03/2018 Show Columns Total only

Show Filters

10:34 AM
01/03/2018

Your Name's Tech Services
Customer Balance Summary
As of January 3, 2018

	Jan 3, 18
Ahmad Imports	300.00
Brooks, Stark, and Thompson	3,685.00
Chiang, Young, and Lee	1,915.00
Distinctive Creations	3,230.00
Garcia, Juan Esq.	450.00
Innovative Products	1,295.00
Johnson, Leavitt, and Moraga	3,680.00
McBride, Matt CPA	1,050.00
Research Corp.	815.00
Taylor Illustrations	3,830.00
Wagner Productions	3,190.00
TOTAL	23,440.00

Prepare Customer Balance Summary Report (3 of 3)

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

Modify Report: Customer Balance Summary

Display Filters Header/Footer Fonts & Numbers

SHOW HEADER INFORMATION

☒ Company Name Your Name's Tech Services

☒ Report Title Customer Balance Summary

☒ Subtitle As of January 3, 2018

☐ Date Prepared 12/31/01

☐ Time Prepared

☒ Print header on pages after first page

SHOW FOOTER INFORMATION

☒ Page Number Page 1

☒ Extra Footer Line

☒ Print footer on first page

PAGE LAYOUT

Alignment

Standard

Time Company
Date Title
Basis Subtitle


Item/Exp Description	May, 1999
Ordinary Income	0.00
Capital Income	0.00
Capital Losses	0.00
Dividends	0.00
Other - Dividends	0.00
Total - Dividends	0.00
Other - P&L Share	0.00
Gifts Received	0.00
Interest Received	10.00
Rental Income	0.00
Salary	0.00
Profit Sharing	0.00
Other - Salary	5,875.52
Total - Salary	5,875.52

Extra Line Page

Revert

OK Cancel Help

Use QuickZoom in Report (1 of 2)

- Point to amount due for Matt McBride
 - Your cursor will turn into 

Your Name's Tech Services Customer Balance Summary As of January 3, 2018	
	Jan 3, 18
Ahmad Imports	300.00
Brooks, Stark, and Thompson	3,685.00
Chiang, Young, and Lee	1,915.00
Distinctive Creations	3,230.00
Garcia, Juan Esq.	450.00
Innovative Products	1,295.00
Johnson, Leavitt, and Moraga	3,680.00
McBride, Matt CPA	1,050.00
Research Corp.	815.00
Taylor Illustrations	3,830.00
Wagner Productions	3,190.00
TOTAL	23,440.00

Use QuickZoom in Report (2 of 2)

- Double-click amount to see Customer Balance Detail report for Matt McBride
 - 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

10:44 AM

01/03/18

Your Name's Tech Services

Customer Balance Detail

All Transactions

Type	Date	Num	Account	Amount	Balance
McBride, Matt CPA					
Invoice	12/31/2017		Accounts Receivable	475.00	475.00
Invoice	01/03/2018	2	Accounts Receivable	655.00	1,130.00
Credit Memo	01/03/2018	3	Accounts Receivable	-80.00	1,050.00
Total McBride, Matt CPA				1,050.00	1,050.00
TOTAL				1,050.00	1,050.00

Print Report (1 of 2)

- At top of 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 check mark
 - Pages should be All
- Click **Print**

The screenshot shows the 'Print Reports' dialog box with the 'Settings' tab selected. The 'Print to:' section has 'Printer:' selected with 'NPIC8B4E4 (HP Color LaserJet MFP M277...)' chosen, and an 'Options...' button. The 'File:' option is set to 'ASCII text file'. A note states: 'Note: To install additional printers or to change port assignments, use the Windows Control Panel.' The 'ORIENTATION:' section has 'Portrait' selected. The 'PAGE RANGE:' section has 'All' selected. The 'PAGE BREAKS:' section has 'Smart page breaks (widow/orphan control)' checked. The 'Number of copies:' is set to '1'. There are checkboxes for 'Fit report to 1 page(s) wide' and 'Fit report to 1 page(s) high', both unchecked. There is also a 'Collate' checkbox and a 'Print in color (color printers only)' checkbox, both unchecked. On the right side of the dialog, there are buttons for 'Print', 'Cancel', 'Help', and 'Preview'.

Print Report (2 of 2)

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

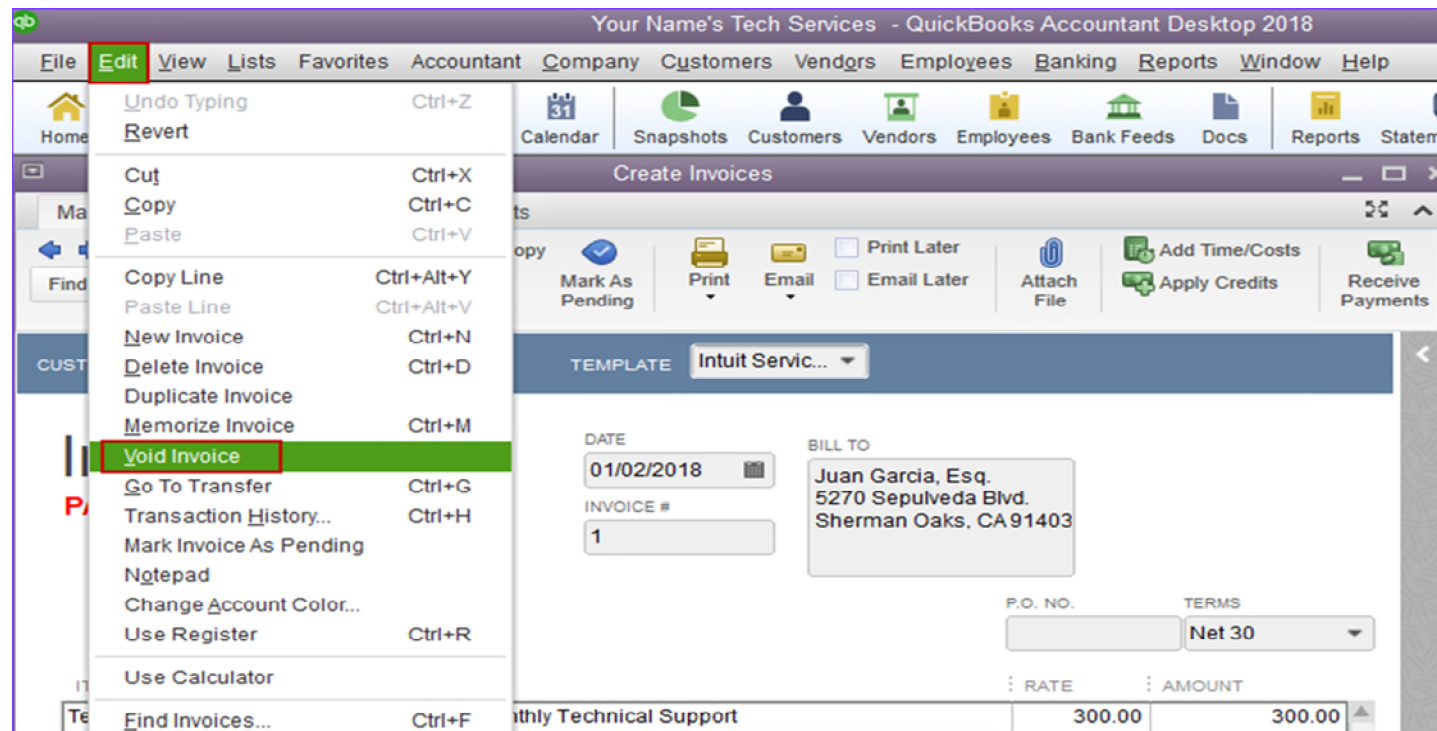
Your Name's Tech Services Customer Balance Detail All Transactions					
Type	Date	Num	Account	Amount	Balance
McBride, Matt CPA					
Invoice	12/31/2017		Accounts Receivable	475.00	475.00
Invoice	01/03/2018	2	Accounts Receivable	655.00	1,130.00
Credit Memo	01/03/2018	3	Accounts Receivable	-80.00	1,050.00
Total McBride, Matt CPA				1,050.00	1,050.00
TOTAL				1,050.00	1,050.00

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

Void Invoice (2 of 4)

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



Void Invoice (3 of 4)

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

The screenshot shows the 'Create Invoices' window with the following details:

- Customer:** Garcia, Juan E...
- Template:** Intuit Serv...
- DATE:** 01/02/2018
- INVOICE #:** 1
- BILL TO:** Juan Garcia, Esq., 5270 Sepulveda Blvd., Sherman Oaks, CA 91403
- TERMS:** Net 30
- Item Table:**

ITEM	QUANTITY	DESCRIPTION	RATE	AMOUNT
Tech Sup 2	0.00	10 Hours--Monthly Technical Support	300.00	0.00
- Customer Message:** Thank you for your business.
- Memo:** VOID:
- TOTAL:** 0.00
- PAYMENTS APPLIED:** 0.00
- BALANCE DUE:** 0.00

Void Invoice (4 of 4)

- Journal shows Memo Void: and 0.00 for transaction

11:27 AM

03/14/18

Your Name's Tech Services

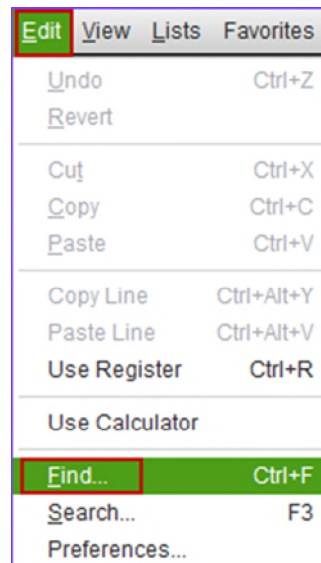
Journal

January 1 - 3, 2018

Trans #	Type	Date	Num	Adj	Name	Memo	Account	Debit	Credit
27	Invoice	01/02/2018	1		Garcia, Juan Esq.	VOID:	Accounts Receivable	0.00	
					Garcia, Juan Esq.	10 Hours--Monthly Technical Support	Technical Support Income	0.00	
								0.00	0.00
28	Invoice	01/03/2018	2		McBride, Matt CPA		Accounts Receivable	655.00	
					McBride, Matt CPA	Initial Hour of On-Site Training	Training Income		95.00
					McBride, Matt CPA	Additional Hours of On-Site Training	Training Income		560.00
								655.00	655.00
29	Credit Memo	01/03/2018	3		McBride, Matt CPA		Accounts Receivable		80.00
					McBride, Matt CPA	Additional Hours of On-Site Training	Training Income	80.00	
								80.00	80.00
TOTAL								735.00	735.00

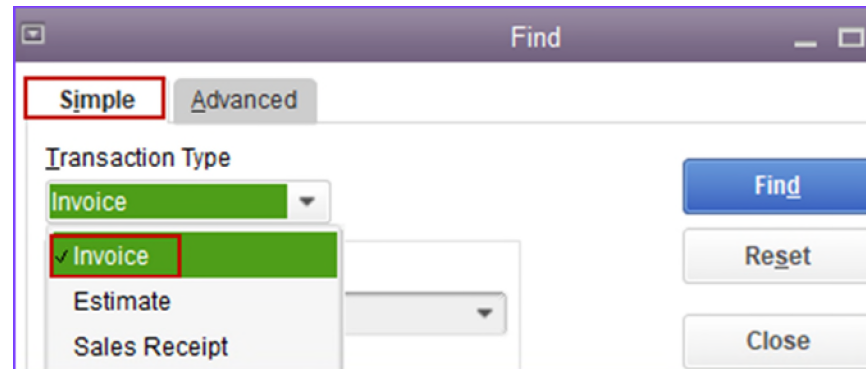
Use Find (1 of 4)

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



Use Find (2 of 4)

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



Use Find (3 of 4)

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

Find

Simple Advanced

Transaction Type

Invoice

Customer:Job

Garcia, Juan Esq.

Find

Reset

Close

Use Find (4 of 4)

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

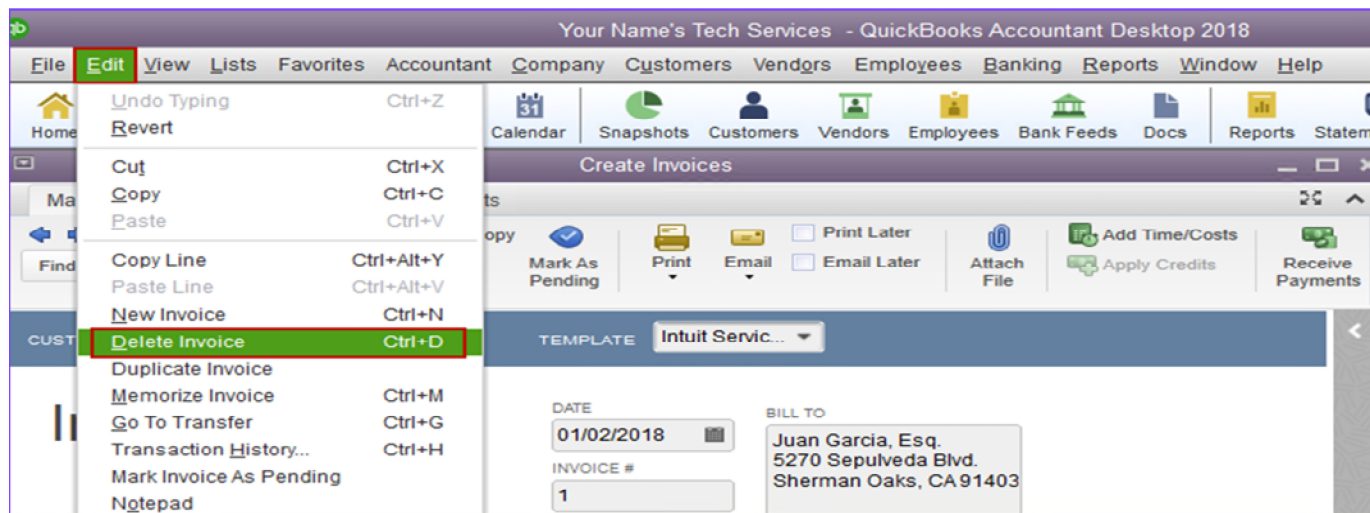
DATE	TYPE	NUM	NAME	MEMO	AMOUNT
01/02/2018	INV	1	Garcia, Juan Esq.	VOID:	0.00
12/31/2017	INV		Garcia, Juan Esq.	Opening balance	150.00

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

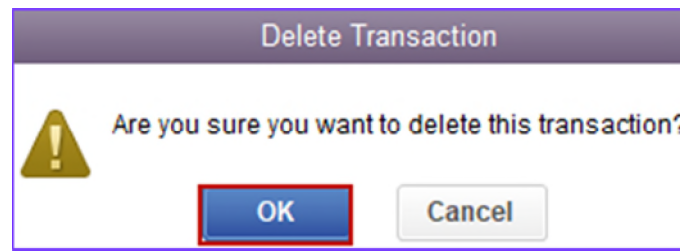
Delete Invoice (1 of 2)

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



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 Desktop
- Close Invoices

Close Find

- Invoice 1 will no longer show on Find

Find

Simple Advanced

Transaction Type
Invoice

Customer:Job
Garcia, Juan Esq.

Date To

Invoice #

Amount

Find
Reset
Close
Help

DATE	TYPE	NUM	NAME	MEMO	AMOUNT
12/31/2017	INV		Garcia, Juan Esq.	Opening balance	150.00

Go To
Report
Export...

Number of matches: 1

- Close Find

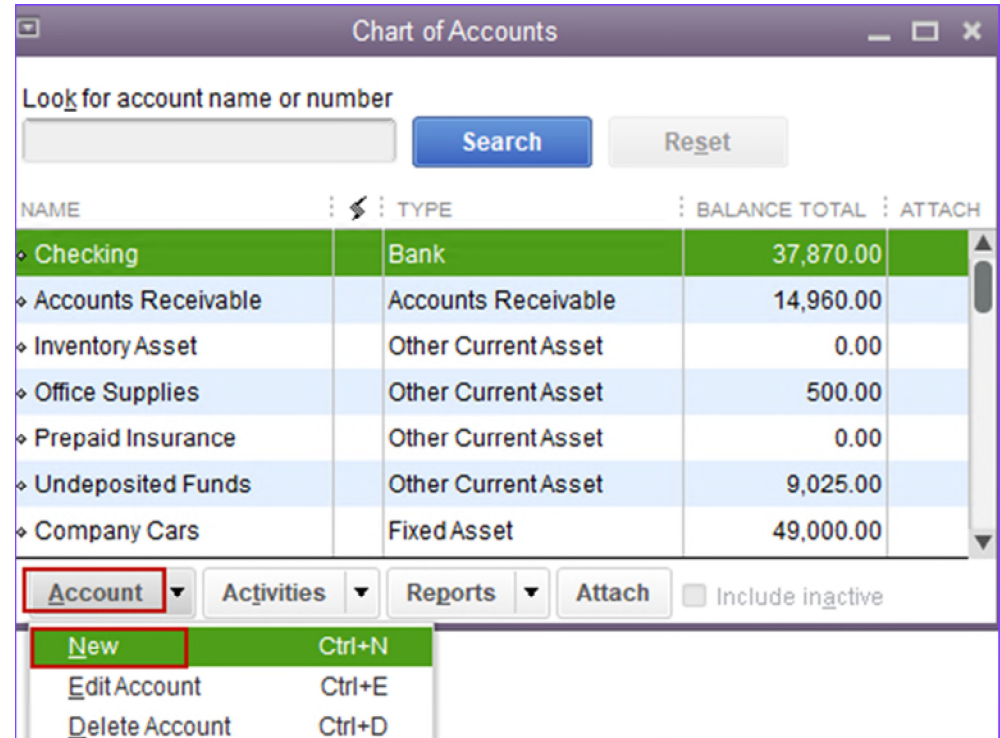
View Journal Report (3 of 4)

- Invoice 1 no longer shows in Journal Report

11:50 AM 01/03/18		Your Name's Tech Services Journal January 1 - 3, 2018							
Trans #	Type	Date	Num	Adj	Name	Memo	Account	Debit	Credit
28	Invoice	01/03/2018	2		McBride, Matt CPA		Accounts Receivable	655.00	
					McBride, Matt CPA	Initial Hour of On-Site Training	Training Income		95.00
					McBride, Matt CPA	Additional Hours of On-Site Training	Training Income		560.00
								655.00	655.00
29	Credit Memo	01/03/2018	3		McBride, Matt CPA		Accounts Receivable		80.00
					McBride, Matt CPA	Additional Hours of On-Site Training	Training Income	80.00	
								80.00	80.00
TOTAL								735.00	735.00

Add New Account (1 of 4)

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



Add New Account (2 of 4)

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

Add New Account: Choose Account Type

Choose one account type and click Continue.

Categorize money your business earns or spends

☒ **Income**

☐ Expense

Or, track the value of your assets and liabilities

☐ Fixed Asset (major purchases)

☐ Bank

☐ Loan

☐ Credit Card

☐ Equity

☐ Other Account Types <select>

Income Account

Categorizes money earned from normal business operations, such as:

- Product sales
- Service sales
- Discounts to customers

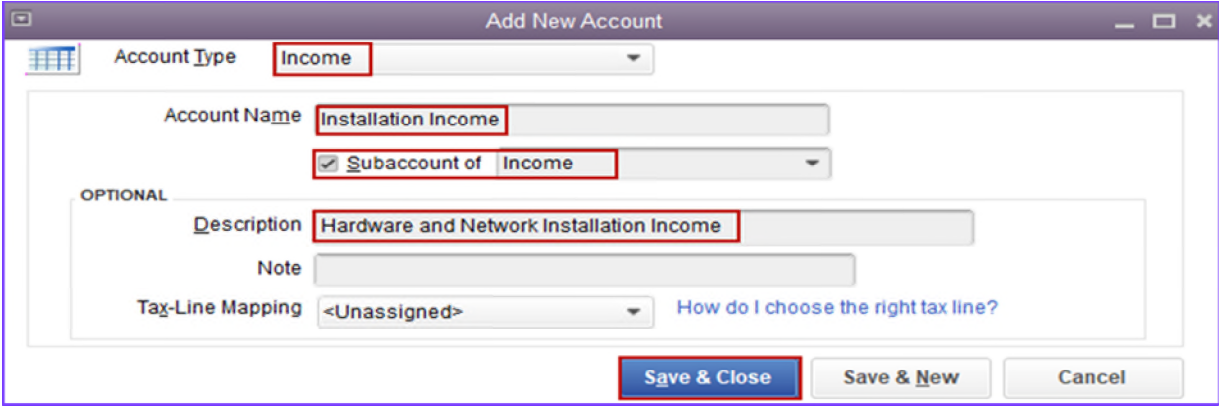
[More...](#)

[Help me choose the right account type.](#)

Continue **Cancel**

Add New Account (3 of 4)

- Enter Account Name: **Installation Income**
- Click check box in front of **Subaccount of**
- Click drop-down list arrow for **Subaccount of**
- Click **Income**
- Click in Description textbox
 - Type: **Hardware and Network Installation Income**
- Click **Save & Close**



The screenshot shows a software window titled "Add New Account". It contains several input fields and buttons. Red boxes highlight the following elements: the "Income" dropdown in the "Account Type" section; the "Installation Income" text in the "Account Name" field; the checked "Subaccount of" checkbox and the "Income" dropdown in the "Subaccount of" section; the "Hardware and Network Installation Income" text in the "Description" field; and the "Save & Close" button at the bottom right. Other visible elements include an "Account Type" dropdown, an "Account Name" text box, an "OPTIONAL" section with "Description", "Note", and "Tax-Line Mapping" (set to "<Unassigned>"), and buttons for "Save & New" and "Cancel". A link "How do I choose the right tax line?" is also present.

Add New Account (4 of 4)

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

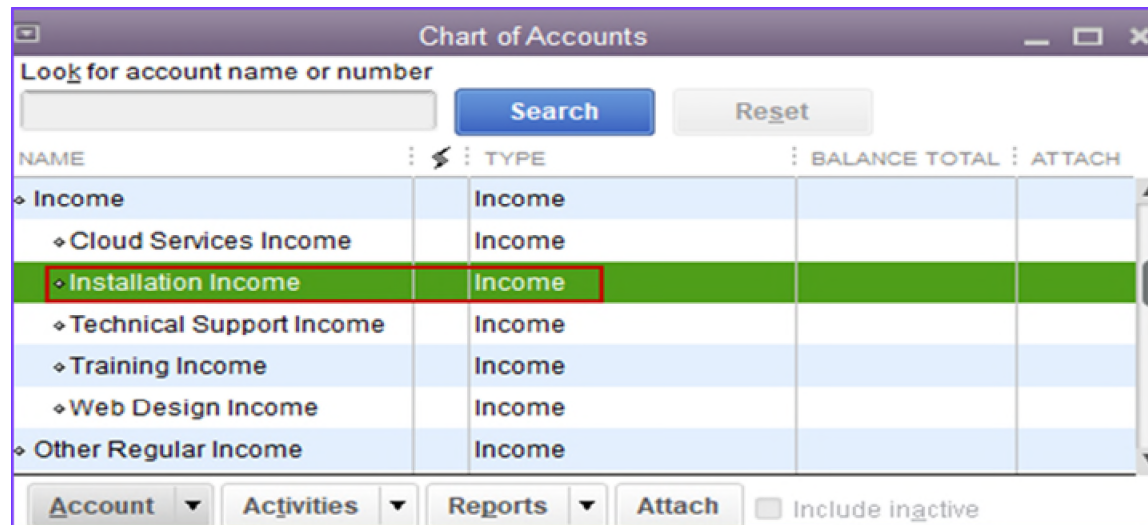


Chart of Accounts

Look for account name or number

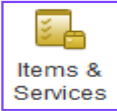
NAME	TYPE	BALANCE TOTAL	ATTACH
Income	Income		
Cloud Services Income	Income		
Installation Income	Income		
Technical Support Income	Income		
Training Income	Income		
Web Design Income	Income		
Other Regular Income	Income		

Account Activities Reports Attach ☐ Include inactive

Add New Item (1 of 4)

- 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
- Prepare invoice or sales receipt, select Item used to earn income
- QuickBooks Desktop records revenue in associated income account

Add New Item (2 of 4)

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

Item List					
Look for	<input type="text"/>	in	All fields	<input type="button" value="Search"/>	<input type="button" value="Reset"/> <input type="checkbox"/> Search within re:
NAME	DESCRIPTION	TYPE	ACCOUNT	PRICE	ATTACH
♦ Cloud Services	Cloud Services	Service	Income:Cloud Services Income	150.00	
♦ Tech Sup 1	5 Hours--Monthly Technical Support	Service	Income:Technical Support Income	150.00	
♦ Tech Sup 2	10 Hours--Monthly Technical Support	Service	Income:Technical Support Income	300.00	
♦ Tech Sup 3	15 Hours--Monthly Technical Support	Service	Income:Technical Support Income	450.00	
♦ Training 1	Initial Hour of On-Site Training	Service	Income:Training Income	95.00	
♦ Training 2	Additional Hours of On-Site Training	Service	Income:Training Income	80.00	
♦ Web Design	Web Design Services	Service	Income:Web Design Income	150.00	
<input type="button" value="Item"/> <input type="button" value="Activities"/> <input type="button" value="Reports"/> <input type="button" value="Excel"/> <input type="button" value="Attach"/> <input type="checkbox"/> Include inactive					

Add New Item (3 of 4)

- 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**
 - Click **OK**

The screenshot shows a 'New Item' dialog box with the following fields and values:

- TYPE:** Service (dropdown menu)
- Item Name/Number:** Install 1 (text field)
- UNIT OF MEASURE:** (empty text field)
- Description:** Initial Hour of Hardware/Network Installation (text field)
- Rate:** 95.00 (text field)
- Account:** Income:Installat. (dropdown menu)
- Buttons:** OK, Cancel, Next, Notes, Custom Fields, Spelling
- Checkboxes:** ☒ This service is used in assemblies or is performed by a subcontractor or partner; ☐ Item is inactive
- Footer:** How can I set rates by customers or employees?

Add New Item (4 of 4)

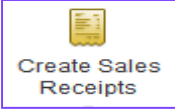
- Item List includes Install 1
- Notice Account used for this sales item is Income: Installation Income

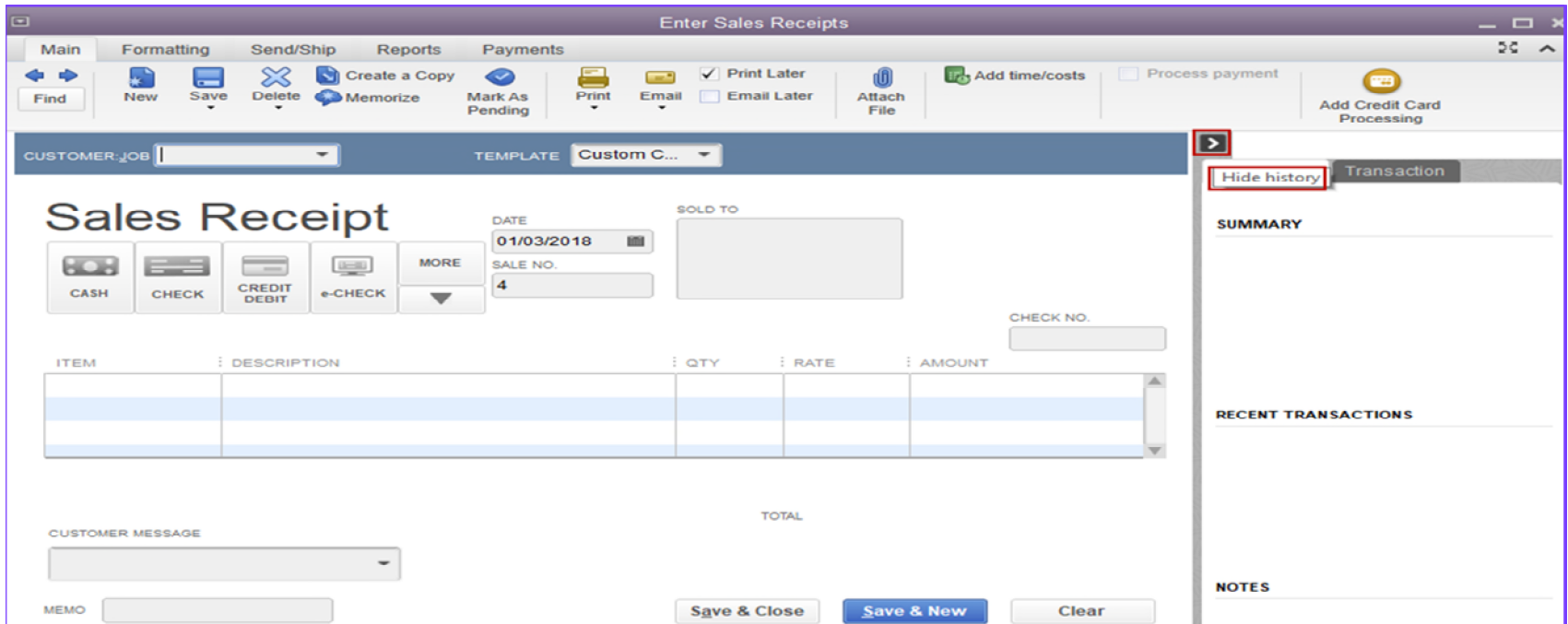
Item List					
Look for <input type="text"/>		in	All fields	<input type="button" value="Search"/>	<input type="button" value="Reset"/>
<input type="checkbox"/> Search within re					
NAME	DESCRIPTION	TYPE	ACCOUNT	PRICE	ATTACH
Cloud Services	Cloud Services	Service	Income:Cloud Services Income	150.00	
Install 1	Initial Hour of Hardware/Network Inst...	Service	Income:Installation Income	95.00	
Tech Sup 1	5 Hours--Monthly Technical Support	Service	Income:Technical Support Income	150.00	
Tech Sup 2	10 Hours--Monthly Technical Support	Service	Income:Technical Support Income	300.00	
Tech Sup 3	15 Hours--Monthly Technical Support	Service	Income:Technical Support Income	450.00	
Training 1	Initial Hour of On-Site Training	Service	Income:Training Income	95.00	
Training 2	Additional Hours of On-Site Training	Service	Income:Training Income	80.00	
Web Design	Web Design Services	Service	Income:Web Design Income	150.00	
<input type="button" value="Item"/> <input type="button" value="Activities"/> <input type="button" value="Reports"/> <input type="button" value="Excel"/> <input type="button" value="Attach"/> <input type="checkbox"/> Include inactive					

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 Desktop:
 - Records information from sales receipt into Journal
 - Posts transaction by
 - Debiting Checking in Chart of Accounts
 - Also functions as General Ledger
 - Crediting proper income account

Prepare Sales Receipt (1 of 3)

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



The screenshot shows the 'Enter Sales Receipts' window. The 'Hide history' button in the right sidebar is highlighted with a red box. The main area displays a 'Sales Receipt' form with fields for DATE (01/03/2018), SALE NO. (4), and SOLD TO. There are also buttons for CASH, CHECK, CREDIT DEBIT, and e-CHECK. A table with columns ITEM, DESCRIPTION, QTY, RATE, and AMOUNT is present. At the bottom, there are fields for CUSTOMER MESSAGE, MEMO, and buttons for Save & Close, Save & New, and Clear.

Prepare Sales Receipt (2 of 3)

- Record Cash Sale
 - Customer:Job: **Ray Morris, CPA**
 - Template is **Custom Cash Sale**
 - Date: **01/03/18**
 - Payment Method: **Check**
 - Check No.: **2579**
 - Items:
 - **Training 1 (Qty 1)**
 - **Training 2 (Qty 4)**
 - Customer Message: **Thank you for your business**

Prepare Sales Receipt (3 of 3)

- Click **Save & New**

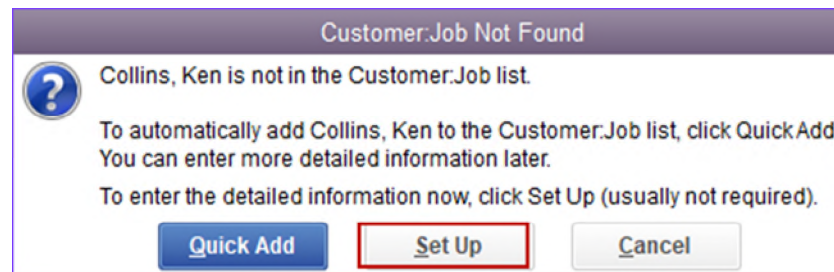
The screenshot shows the 'Enter Sales Receipts' window. The 'CUSTOMER' is 'Morris, Ray CPA' and the 'TEMPLATE' is 'Custom Ca...'. The 'Sales Receipt' title is displayed. The 'DATE' is '01/03/2018' and the 'SALE NO.' is '1'. The 'SOLD TO' address is 'Ray Morris, CPA, 23740 Civic Center Way, Malibu, CA 90265'. The 'CHECK NO.' is '2579'. The receipt table has the following data:

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Training 1	Initial Hour of On-Site Training	1	95.00	95.00
Training 2	Additional Hours of On-Site Training	4	80.00	320.00
TOTAL				415.00

The 'CUSTOMER MESSAGE' is 'It's been a pleasure working with you!'. The 'MEMO' field is empty. The 'Save & New' button is highlighted.

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**



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

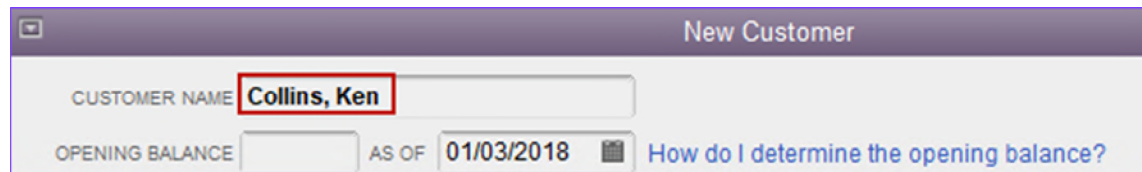
- Enter Customer Name: **Collins, Ken**
- Enter Address Info for new customer
 - First Name: **Ken**
 - Last Name: **Collins**
 - Main Phone: **818-555-2058**
 - Invoice/Bill To: **Ken Collins**
 - Address:
 - **20985 Ventura Blvd.**
 - **Woodland Hills, CA 91371**

The screenshot shows a 'New Customer' form with the following details:

- CUSTOMER NAME:** Collins, Ken
- OPENING BALANCE:** (empty) **AS OF:** 01/08/2018
- Address Info:** (selected tab)
 - COMPANY NAME:** (empty)
 - FULL NAME:** Mr./Ms./, Ken
 - M.I.:** Collins
 - JOB TITLE:** (empty)
 - Main Phone:** 818-555-2058
 - Main Email:** KCollins@123.com
 - Work Phone:** (empty)
 - CC Email:** (empty)
 - Mobile:** (empty)
 - Website:** (empty)
 - Fax:** 818-555-8502
 - Other 1:** (empty)
- ADDRESS DETAILS:**
 - INVOICE/BILL TO:** Ken Collins, 20985 Ventura Blvd., Woodland Hills, CA 91371
 - SHIP TO:** (empty)
- Customer is inactive:** (checkbox)
- Buttons:** OK, Cancel, Help

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
 - Current Date is automatically shown
 - An opening balance is normally used when converting to QuickBooks Desktop
 - Only time an opening balance can be entered is at time a customer is added
 - When using QuickBooks Desktop most new customers will not have an opening balance



The screenshot shows the 'New Customer' window in QuickBooks Desktop. The 'CUSTOMER NAME' field is highlighted with a red box and contains the text 'Collins, Ken'. The 'OPENING BALANCE' field is empty. The 'AS OF' date is set to '01/03/2018'. A link 'How do I determine the opening balance?' is visible next to the date field.

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**

NEW CUSTOMER

CUSTOMER NAME **Collins, Ken**

OPENING BALANCE AS OF 01/03/2018 [How do I determine the opening balance?](#)

Payment Settings

ACCOUNT NO. CREDIT LIMIT **1,000.00**

PAYMENT TERMS **Net 30** PRICE LEVEL [?](#)

PREFERRED DELIVERY METHOD **None**

PREFERRED PAYMENT METHOD

CREDIT CARD INFORMATION

CREDIT CARD NO.

EXP. DATE /

NAME ON CARD

ADDRESS

ZIP / POSTAL CODE

[Can I save the Card Security Code?](#)

ONLINE PAYMENTS

Let this customer pay you by:

☐ Credit Card

☐ Bank Transfer (ACH)

☐ Customer is inactive

OK Cancel Help

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

- Complete sales receipt:
 - Template: **Custom Cash Sale**
 - Date: **01/03/18**
 - Sale No.: **2**
 - Payment Method: **Check**
 - Check No.: **1264**
 - Item: **Install 1 (Qty 1)**
 - Message: **Thank you for your business.**
- Click **Save & Close**

The screenshot shows the 'Enter Sales Receipts' window with the following details:

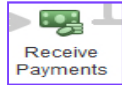
- Customer:** Collins, Ken
- Template:** Custom Ca...
- Date:** 01/03/2018
- Sale No.:** 2
- Payment Method:** CHECK (selected from CASH, CHECK, CREDIT DEBIT, e-CHECK)
- Check No.:** 1264
- SOLD TO:** Ken Collins, 20985 Ventura Blvd., Woodland Hills, CA 91371
- Item Table:**

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Install 1	Initial Hour of Hardware/Network Installation	1	95.00	95.00
TOTAL				95.00
- CUSTOMER MESSAGE:** Thank you for your business.
- Buttons:** Save & Close, Save & New, Clear

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 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

Receive Payment on Account (2 of 3)

- Record a partial payment of \$2,190 from Wagner Productions on 01/03/2018
 - Click **Receive Payments** icon 
 - Click Received From drop-down list arrow
 - Click **Wagner Productions**
 - Notice that Customer Balance shows 3,190.00
 - Tab to Payment Amount and enter **2190**
 - Tab to Date and enter **01/03/18**
 - Click **Check** icon
 - Tab to Check # and enter **2051**
 - Enter **Partial Payment** as Memo
 - On Underpayment screen, mark **Leave this as an underpayment**

Receive Payment on Account (3 of 3)

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

Customer Payment CUSTOMER BALANCE 3,190.00

RECEIVED FROM: Wagner Productions

PAYMENT AMOUNT: 2,190.00

DATE: 01/03/2018

CHECK #: 2104

Where does this payment go?

✓	DATE	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
✓	12/31/2017		3,190.00	3,190.00	2,190.00
Totals			3,190.00	3,190.00	2,190.00

UNDERPAYMENT \$1,000.00

WHEN FINISHED:

☒ LEAVE THIS AS AN UNDERPAYMENT

☐ WRITE OFF THE EXTRA AMOUNT

VIEW CUSTOMER CONTACT INFORMATION

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE	3,190.00
APPLIED	2,190.00
DISCOUNT AND CREDITS APPLIED	0.00

MEMO: Partial Payment

Save & Close Save & New Clear

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

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 work from previous training session
 - Erase work completed in current session
 - Example:
 - Make an error when training
 - Cannot figure out correction
 - Restore backup file
- 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


Prepare Daily Backup

- Prepare **Tech 2018 (Daily Backup).qbb** file
- Follow steps in Chapter 1 to create backup file
 - Name file: **Tech 2018 (Daily Backup)**
 - File type: **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.

Deposit Checks Received (1 of 3)

- Amounts received for payments and cash sales put into Undeposited Funds
- Making 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

Deposit Checks Received (2 of 3)

- To make a deposit, click  icon
- Click **Select All** button
- Click **OK**

Payments to Deposit

SELECT VIEW

View payment method type [What are payment method views?](#)

Sort payments by

SELECT PAYMENTS TO DEPOSIT

✓	DATE	TIME	TYPE	NO.	PAYMENT METHOD	NAME	AMOUNT
✓	01/03/2018		RCPT	1	Check	Morris, Ray CPA	415.00
✓	01/03/2018		RCPT	2	Check	Collins, Ken	95.00
✓	01/03/2018		PMT	2104	Check	Wagner Productions	2,190.00
3 of 8 payments selected for deposit						Payments Subtotal	2,700.00

Deposit Checks Received (3 of 3)

- Make Deposits Screen should show:
 - Deposit To: **Checking**
 - Date: **01/03/18** (insert correct date if necessary)
 - Memo: **Deposit**
 - List of items being deposited
 - Deposit Total

Make Deposits

Previous Next Save Print Payments History Journal Attach

Deposit To: **Checking** Date: **01/03/2018** Memo: **Deposit**

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

RECEIVED FROM	FROM ACCOUNT	MEMO	CHK NO.	PMT METH.	AMOUNT
Morris, Ray CPA	Undeposited Funds		2579	Check	415.00
Collins, Ken	Undeposited Funds		1264	Check	95.00
Wagner Productions	Undeposited Funds	Partial Payment	2104	Check	2,190.00
Deposit Subtotal					2,700.00

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

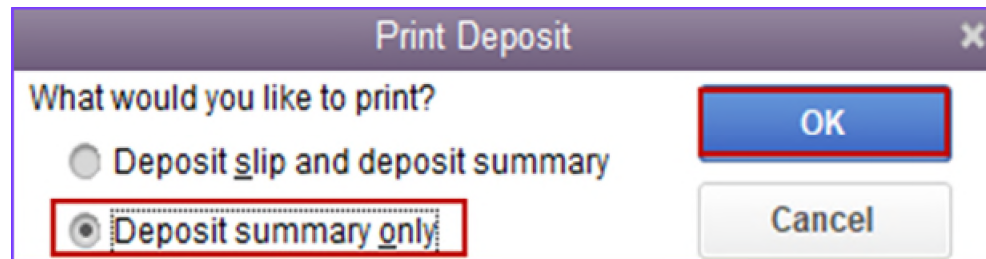
Cash back goes to: Cash back memo: Cash back amount:

Deposit Total 2,700.00

Save & Close Save & New Clear

Print Deposit Summary (1 of 2)

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



Print Deposit Summary (2 of 2)

- Complete print information
- Print Deposit Summary
- Note:
 - Current date and time in upper-right corner
 - Shows **current date and time of your computer**.
 - It will not match 01/03/2018 date of deposit
 - Date and time shown may **not** be changed

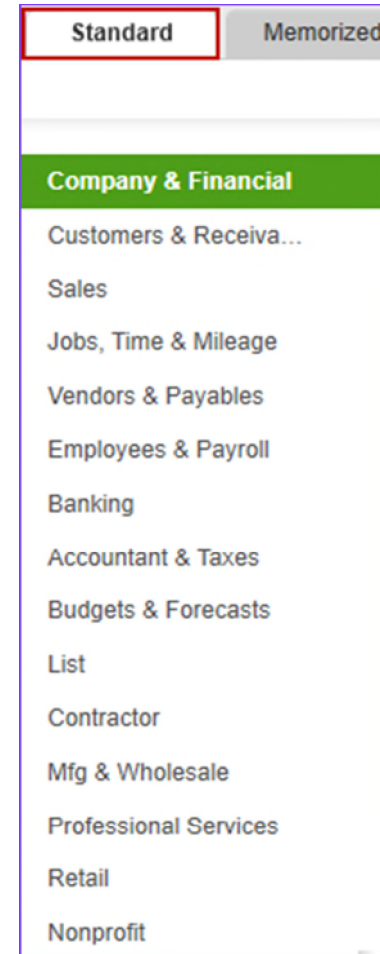
Deposit Summary				01/03/2018 3:35 PM
Your Name's Tech Services				
Summary of Deposits to Checking on 01/03/2018				
Chk No.	PmtMethod	Rcd From	Memo	Amount
2579	Check	Morris, Ray CPA		415.00
1264	Check	Collins, Ken		95.00
2104	Check	Wagner Productions	Partial Payment	2,190.00
Less Cash Back:				
Deposit Total:				2,700.00

Complete Deposit

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

Report Center


- When preparing several reports, use Report Center
- Click **Reports** icon on Top Icon bar
 - Report categories shown on left
 - Available reports for a category shown on right
 - (Not shown on this slide)

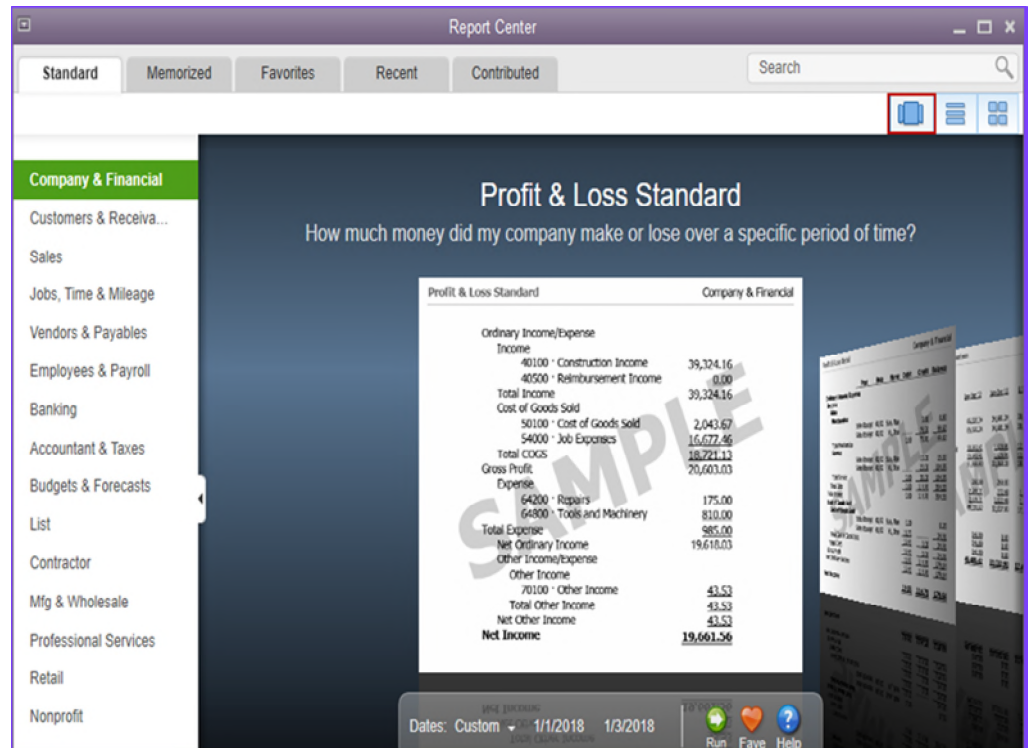


Report Center Views (1 of 4)

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

Report Center Views (2 of 4)

- Carousel view
 - Click  button
 - Rotate reports to see report examples




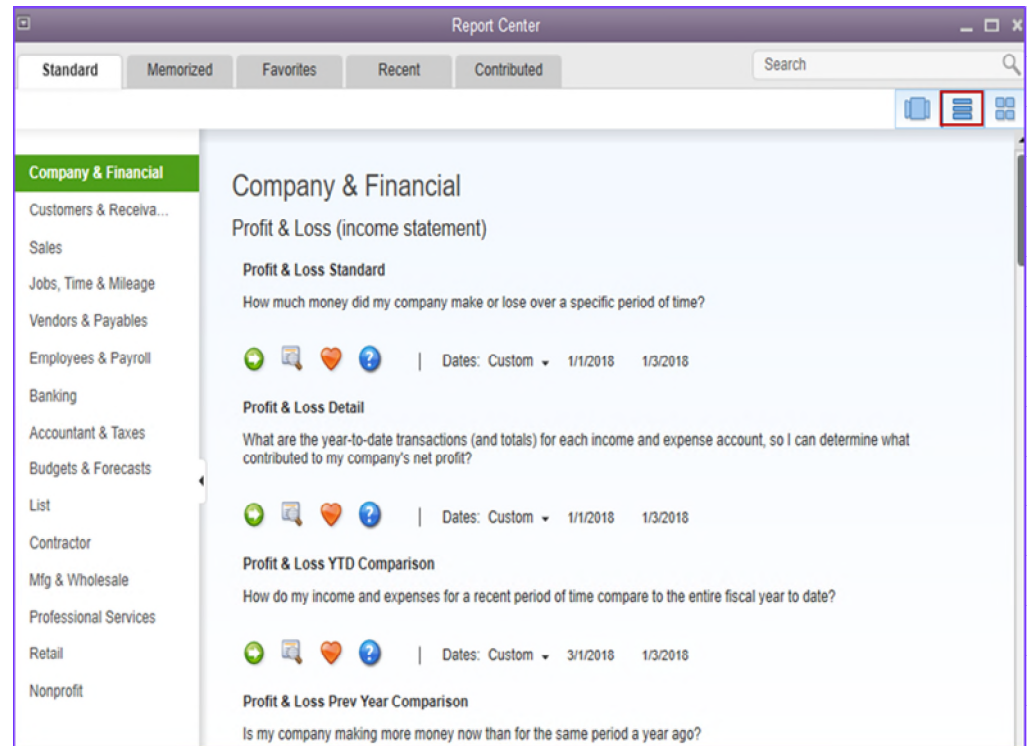
The screenshot shows the 'Report Center' window with a sidebar on the left containing a list of report categories. The main area displays the 'Profit & Loss Standard' report. A red box highlights the carousel view icon in the top right corner of the report area. The report itself is titled 'Profit & Loss Standard' and includes a description: 'How much money did my company make or lose over a specific period of time?'. The report data is as follows:

Profit & Loss Standard		Company & Financial
Ordinary Income/Expense		
Income		
40100 - Construction Income	39,324.16	
40500 - Reimbursement Income	0.00	
Total Income	39,324.16	
Cost of Goods Sold		
50100 - Cost of Goods Sold	2,043.67	
54000 - Job Expenses	16,721.12	
Total COGS	18,764.79	
Gross Profit		
Expense		
64200 - Repairs	175.00	
64500 - Tools and Machinery	810.00	
Total Expense	985.00	
Net Ordinary Income	19,618.03	
Other Income/Expense		
Other Income		
70100 - Other Income	43.53	
Total Other Income	43.53	
Net Other Income	43.53	
Net Income	19,661.56	

At the bottom of the window, there is a 'Dates' section set to 'Custom' with a range from '1/1/2018' to '1/3/2018'. There are also buttons for 'Run', 'Fave', and 'Help'.

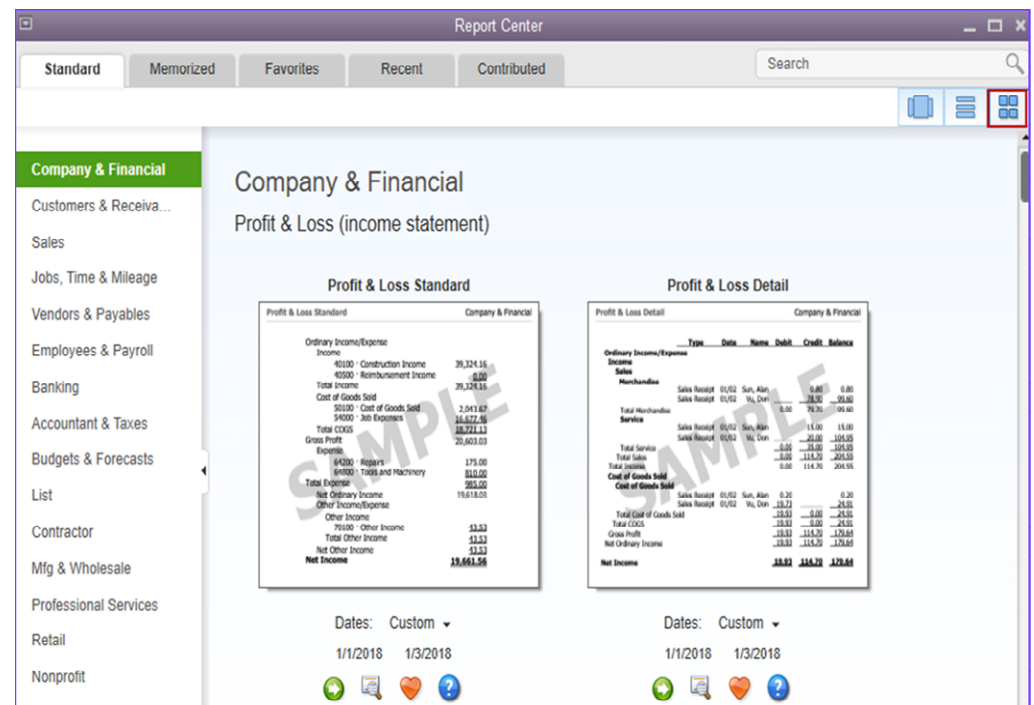
Report Center Views (3 of 4)

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



Report Center Views (4 of 4)

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



Report Center

Standard Memorized Favorites Recent Contributed

Search

Company & Financial

Company & Financial
Profit & Loss (income statement)

Profit & Loss Standard

Profit & Loss Standard		Company & Financial	
Ordinary Income/Expense			
Income			
40100 - Construction Income	39,324.16		
40200 - Reimbursement Income	0.00		
Total Income	39,324.16		
Cost of Goods Sold			
50100 - Cost of Goods Sold	2,043.63		
54000 - Job Expenses	16,627.58		
Total COGS	18,671.21		
Gross Profit	20,652.95		
Expenses			
14100 - Repairs	175.00		
14200 - Tools and Machinery	810.00		
Total Expense	985.00		
Net Ordinary Income	19,667.95		
Other Income/Expense			
70100 - Other Income	13.33		
Total Other Income	13.33		
Net Other Income	13.33		
Net Income	19,681.28		

Dates: Custom
1/1/2018 1/3/2018

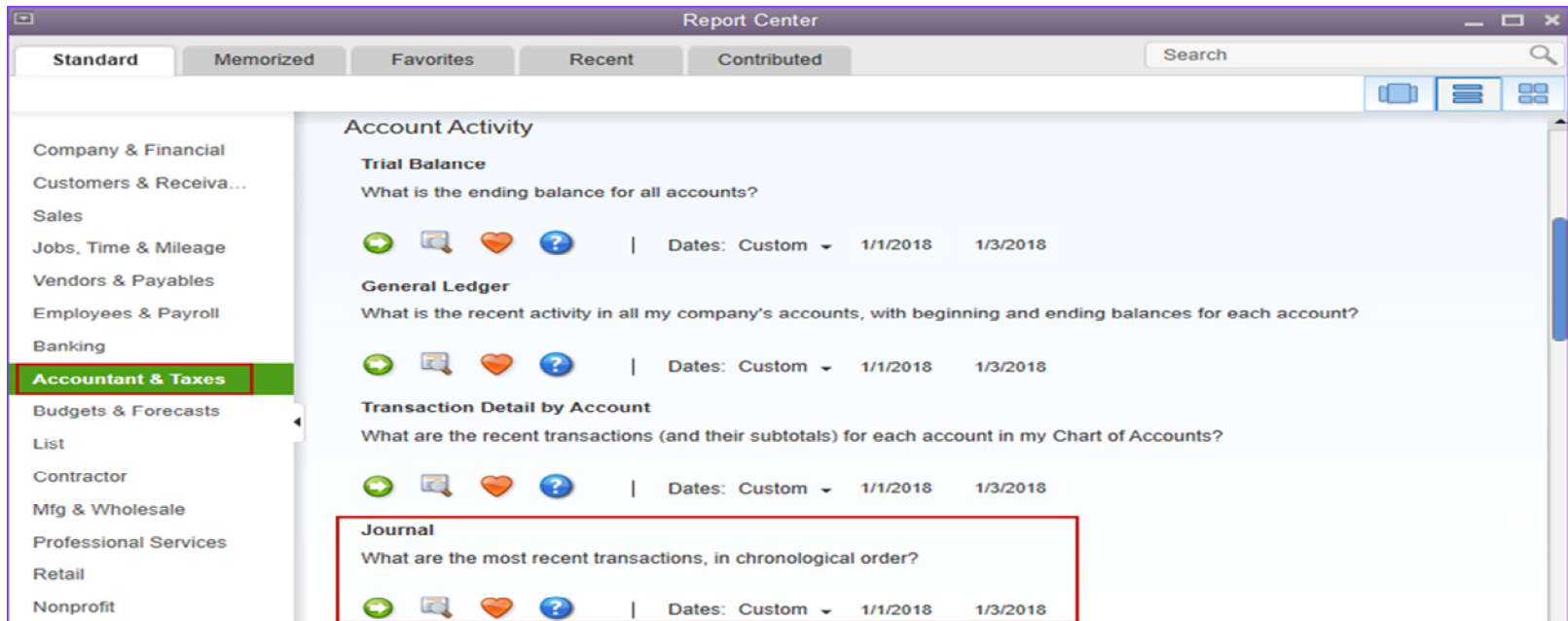
Profit & Loss Detail

Profit & Loss Detail		Company & Financial	
Ordinary Income/Expense			
Income			
Sales			
Merchandise			
Sales Receipt	01/02	Sun, Alan	0.00
Sales Receipt	01/02	Wt, Don	28.95
Total Merchandise			28.95
Service			
Sales Receipt	01/02	Sun, Alan	11.00
Sales Receipt	01/02	Wt, Don	13.00
Total Service			24.00
Total Sales			52.95
Total Income			52.95
Cost of Goods Sold			
Sales Receipt	01/02	Sun, Alan	0.20
Sales Receipt	01/02	Wt, Don	18.23
Total Cost of Goods Sold			18.43
Total COGS			18.43
Gross Profit			34.52
Net Ordinary Income			34.52
Net Income			34.52

Dates: Custom
1/1/2018 1/3/2018

Prepare Journal Report (1 of 4)

- To verify transactions entered, use List View, and prepare Journal Report
- Click **Accountant & Taxes** in Report Center



Prepare Journal Report (2 of 4)

- Double-click **Journal** or click **Journal** and click **Run** button
- Click **OK** on Collapsing and Expanding Transactions dialog box

Prepare Journal Report (3 of 4)

- Enter Dates: From **01/01/18** To **01/03/18**
- 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 not displayed in full
- Journal report shows transactions entered for PowerPoint Presentation
 - Does not match Journal for Chapter 2 in text

Prepare Journal Report (4 of 4)

Journal

Customize Report

Comment on Report

Share Template

Memorize

Print

E-mail

Excel

Hide Header

Collapse

Refresh

Dates

Custom

From

01/01/2018

To

01/03/2018

Sort By

Default

Show Filters

4:41 PM

01/03/18

Your Name's Tech Services

Journal

January 1 - 3, 2018

Trans #	Type	Date	Num	Adj	Name	Memo	Account	Debit	Credit
46	Invoice	01/03/2018	2		McBride, Matt CPA		Accounts Receiva...	655.00	
					McBride, Matt CPA	Initial Hour o...	Training Income		95.00
					McBride, Matt CPA	Additional H...	Training Income		560.00
								655.00	655.00
47	Credit Memo	01/03/2018	3		McBride, Matt CPA		Accounts Receiva...		80.00
					McBride, Matt CPA	Additional H...	Training Income	80.00	
								80.00	80.00
51	Sales Receipt	01/03/2018	1		Morris, Ray CPA		Undeposited Funds	415.00	
					Morris, Ray CPA	Initial Hour o...	Training Income		95.00
					Morris, Ray CPA	Additional H...	Training Income		320.00
								415.00	415.00
52	Sales Receipt	01/03/2018	2		Collins, Ken		Undeposited Funds	95.00	
					Collins, Ken	Initial Hour o...	Installation Income		95.00
								95.00	95.00
53	Payment	01/03/2018	2051		Wagner Productions	Partial Paym...	Undeposited Funds	2,190.00	
					Wagner Productions	Partial Paym...	Accounts Receiva...		2,190.00
								2,190.00	2,190.00
54	Deposit	01/03/2018				Deposit	Checking	2,700.00	
					Morris, Ray CPA	Deposit	Undeposited Funds		415.00
					Collins, Ken	Deposit	Undeposited Funds		95.00
					Wagner Productions	Partial Paym...	Undeposited Funds		2,190.00
								2,700.00	2,700.00
TOTAL								6,135.00	6,135.00

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

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**

Modify Report: Journal

Display Filters **Header/Footer** Fonts & Numbers

SHOW HEADER INFORMATION

☒ Company Name Your Name's Tech Services

☒ Report Title Journal

☒ Subtitle January 1 - 3, 2018

☐ Date Prepared 12/31/01

☐ Time Prepared

☒ Print header on pages after first page

SHOW FOOTER INFORMATION

☒ Page Number Page 1

☒ Extra Footer Line

☒ Print footer on first page

PAGE LAYOUT

Alignment
Standard

Time Company
Date Title
Basis Subtitle

Item/Exp Description	Max. 4333
Ordinary Income	8.88
Car Allowance	8.88
Consulting Fee	8.88
Dividends	8.88
Other Dividends	8.88
Total Dividends	8.88
Draw - P/C Salary	8.88
Gifts Received	8.88
Interest Earned	14.55
Rent Income	8.88
Salary	8.88
Profit Sharing	8.88
Other Salary	5,879.52
Total Salary	5,879.52

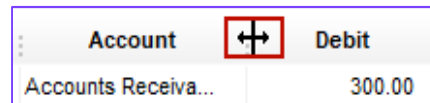
Extra Line Page

Revert

OK Cancel Help

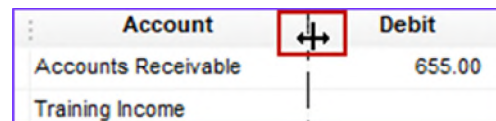
Display Report Information (1 of 2)

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



Account	Debit
Accounts Receiva...	300.00

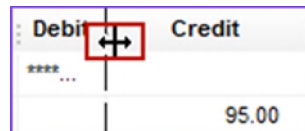
- Drag cursor to **right** until account names display in full
 - See dotted vertical line while dragging mouse and holding down primary mouse button



Account	Debit
Accounts Receivable	655.00
Training Income	

Display Report Information (2 of 2)

- Make columns smaller
 - Point to sizing diamond
 - Drag left
 - If number column too small, numbers will be shown as ***** ...
 - Look at Debit column
 - If this happens, drag right to make column larger



Debit	Credit

	95.00

View Journal Report (4 of 4)

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

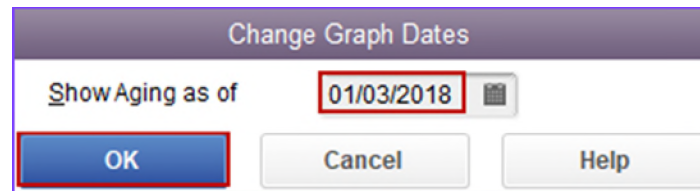
Your Name's Tech Services Journal January 1 - 3, 2018									
Trans #	Type	Date	Num	Adj	Name	Memo	Account	Debit	Credit
46	Invoice	01/03/2018	2		McBride, Matt CPA		Accounts Receivable	655.00	
					McBride, Matt CPA	Initial Hour of On-Site Training	Training Income		95.00
					McBride, Matt CPA	Additional Hours of On-Site Training	Training Income		560.00
								655.00	655.00
47	Credit Memo	01/03/2018	3		McBride, Matt CPA		Accounts Receivable		80.00
					McBride, Matt CPA	Additional Hours of On-Site Training	Training Income	80.00	
								80.00	80.00
51	Sales Receipt	01/03/2018	1		Morris, Ray CPA		Undeposited Funds	415.00	
					Morris, Ray CPA	Initial Hour of On-Site Training	Training Income		95.00
					Morris, Ray CPA	Additional Hours of On-Site Training	Training Income		320.00
								415.00	415.00
52	Sales Receipt	01/03/2018	2		Collins, Ken		Undeposited Funds	95.00	
					Collins, Ken	Initial Hour of Hardware/Network Installation	Installation Income		95.00
								95.00	95.00
53	Payment	01/03/2018	2051		Wagner Productions	Partial Payment	Undeposited Funds	2,190.00	
					Wagner Productions	Partial Payment	Accounts Receivable		2,190.00
								2,190.00	2,190.00
54	Deposit	01/03/2018				Deposit	Checking	2,700.00	
					Morris, Ray CPA	Deposit	Undeposited Funds		415.00
					Collins, Ken	Deposit	Undeposited Funds		95.00
					Wagner Productions	Partial Payment	Undeposited Funds		2,190.00
								2,700.00	2,700.00
TOTAL								6,135.00	6,135.00

Accounts Receivable and Sales Graphs

- Two QuickBooks Desktop 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

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**

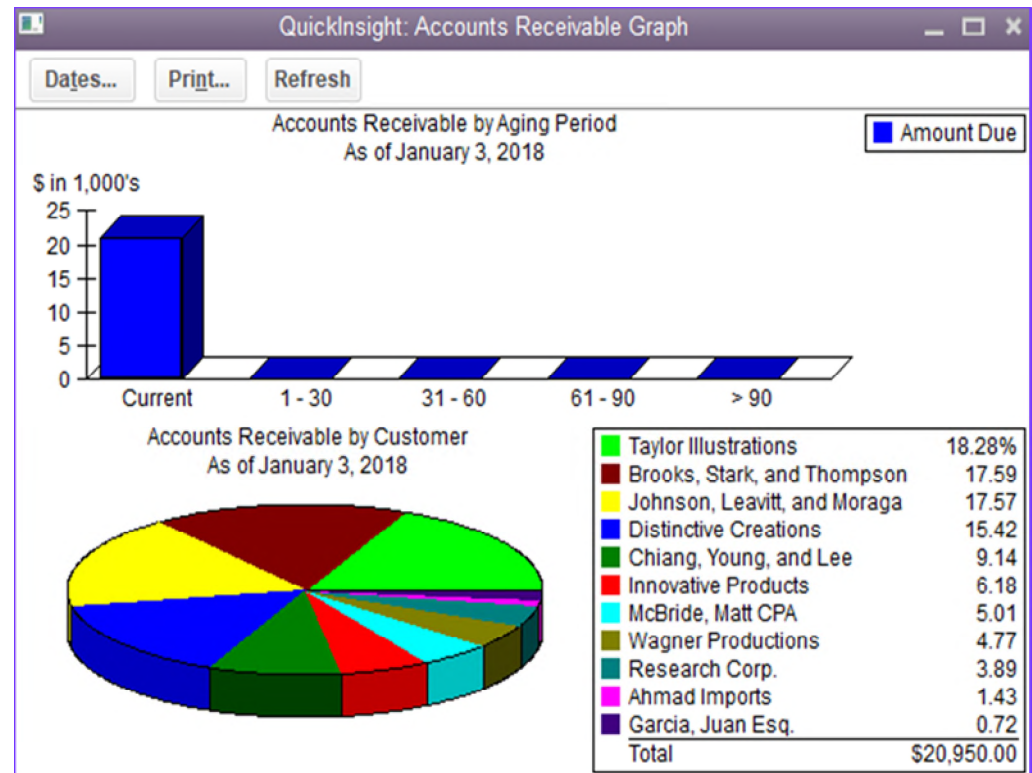


A screenshot of a software dialog box titled "Change Graph Dates". The dialog box has a purple header bar. Below the header, there is a label "Show Aging as of" followed by a text input field containing the date "01/03/2018". To the right of the input field is a small calendar icon. At the bottom of the dialog box, there are three buttons: "OK", "Cancel", and "Help". The "OK" button is highlighted with a red border.

Prepare Accounts Receivable Graph

Graph (2 of 2)

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

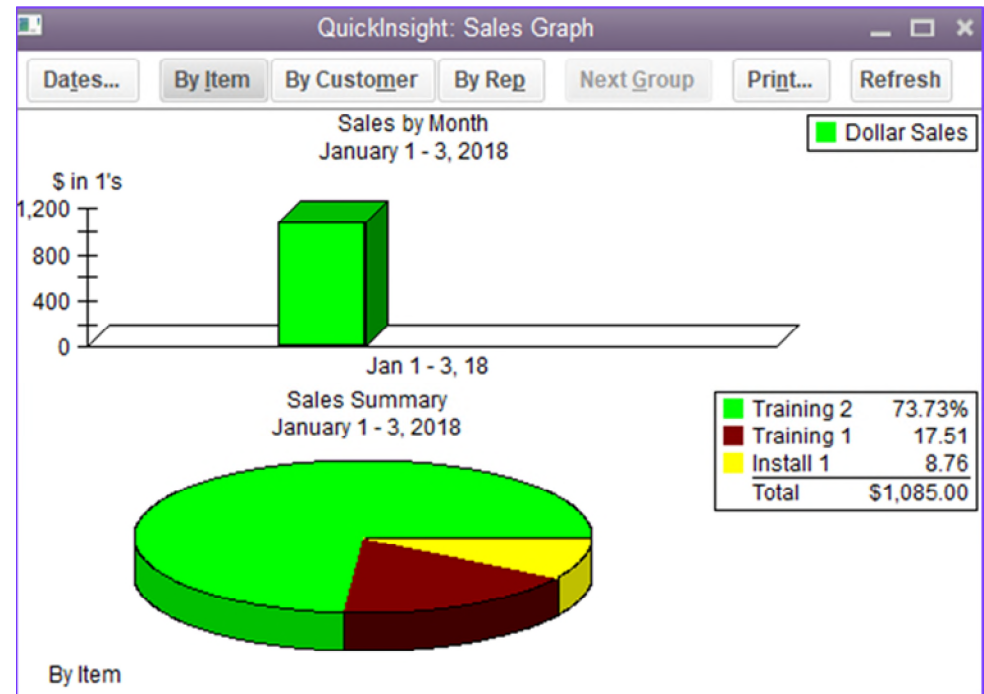


Prepare Sales Graph (1 of 2)

- Click **Sales** in Report Center
- Double-click **Sales Graph** or click **Sales Graph** and click **Run**
- Click the **Dates** button
 - Enter From **01/01/2018**
 - Enter To **01/03/2018**
 - Click **OK**

Prepare Sales Graph (2 of 2)

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



End of Chapter Procedures

- Remember to backup your work
 - Each day back up your work to **Tech 2018 (Daily Backup.qbb)**
 - Contains all work completed to date
 - 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 **Tech 2018 (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 begin Chapter 3 at beginning without having to redo Chapters 1 and 2

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