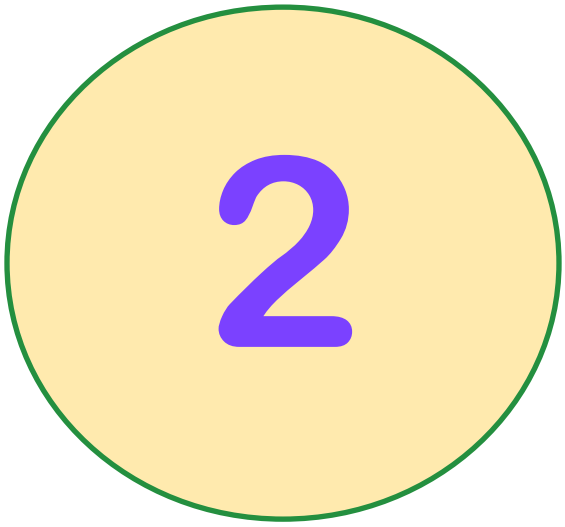
QuickBooks Desktop 2018 A Complete Course 17th edition Horne Solutions Manual

SKU: 9780134743813-SOLUTIONS



CHAPTER

Sales and Receivables:
Service Business



Your Name's Tech Services

Invoice

Your Name's Tech Services

2895 West Avenue
Woodland Hills, CA 91367

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

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Invoice

Your Name's Tech Services

2895 West Avenue
Woodland Hills, CA 91367

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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Invoice

Your Name's Tech Services

2895 West Avenue
Woodland Hills, CA 91367

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

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Invoice

Your Name's Tech Services

2895 West Avenue
Woodland Hills, CA 91367

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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Invoice

Your Name's Tech Services

2895 West Avenue
Woodland Hills, CA 91367

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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Invoice

Your Name's Tech Services

2895 West Avenue
Woodland Hills, CA 91367

Date	Invoice #
1/5/2018	6

Bill To

Clark, 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**

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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**

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Invoice

Your Name's Tech Services

2895 West Avenue
Woodland Hills, CA 91367

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	

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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

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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**

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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

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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Invoice

Your Name's Tech Services

2895 West Avenue
Woodland Hills, CA 91367

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

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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

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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

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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**

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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

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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**

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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

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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

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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

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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

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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

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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

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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

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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**

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QuickBooks Desktop 2018 A Complete Course 17th edition Horne Solutions Manual

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

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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.		Undeposited Funds	815.00	
					Research Corp.		Accounts Receivable		815.00
								815.00	815.00
39	Payment	01/15/2018	1952		Johnson, Leavitt, and Moraga		Undeposited Funds	3,680.00	
					Johnson, Leavitt, and Moraga		Accounts Receivable		3,680.00
								3,680.00	3,680.00
40	Payment	01/15/2018	8925		Taylor Illustrations	Partial Payment	Undeposited Funds	2,000.00	
					Taylor Illustrations	Partial Payment	Accounts Receivable		2,000.00
								2,000.00	2,000.00
41	Payment	01/15/2018	39251		McBride, Matt CPA		Undeposited Funds	475.00	
					McBride, Matt CPA		Accounts Receivable		475.00
								475.00	475.00
42	Payment	01/15/2018	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
43	Payment	01/15/2018	5632		Garcia, Juan Esq.		Undeposited Funds	150.00	
					Garcia, Juan Esq.		Accounts Receivable		150.00
								150.00	150.00
44	Payment	01/15/2018	80195		Brooks, Stark, and Thompson		Undeposited Funds	3,685.00	
					Brooks, Stark, and Thompson		Accounts Receivable		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**

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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**

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Your Name's
Pool & Garden Oasis

Invoice

Your Name's Pool & Garden Oasis

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

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Invoice

Your Name's Pool & Garden Oasis

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

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Invoice

Your Name's Pool & Garden Oasis

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

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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

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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

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Invoice

Your Name's Pool & Garden Oasis

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

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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

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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

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Invoice

Your Name's Pool & Garden Oasis

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

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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

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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

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Invoice

Your Name's Pool & Garden Oasis

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

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Invoice

Your Name's Pool & Garden Oasis

72259 State Street
Santa Barbara, CA 93103

Date	Invoice #
1/30/2018	31

Bill To

State 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

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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	Rcd 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**

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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**

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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**

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

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

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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**

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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.

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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

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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.

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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).

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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

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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.

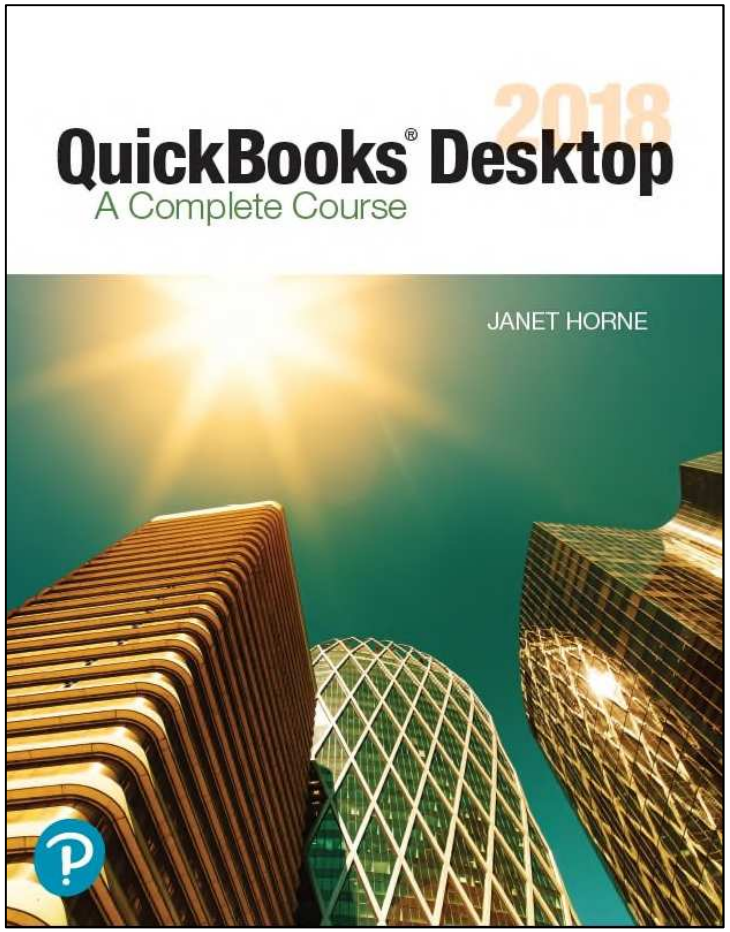
1-Inv 25: Ocean View Motel, $450.00
2-Inv 26: Jose Rios, $200.00
3-Inv 27: Designs for You, $150.00
4-SR 15: Annabelle Wagner, $500.00
5-Rcv Pmt: Nancy Rhodes, $150.00
6-Inv 28: Eric Matthews, $500.00
7-Rcv Pmt: Ocean View Motel, $450.00
8-SR16: Wayne Childers, $75.00
9-Inv 29: Santa Barbara Resorts, $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

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QuickBooks® Desktop 2018: A Complete Course

Nineteenth Edition



Chapter 2

Lecture

Sales and Receivables: Service Business

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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

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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

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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

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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

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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

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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

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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

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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.

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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

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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

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Open Company (1 of 3)

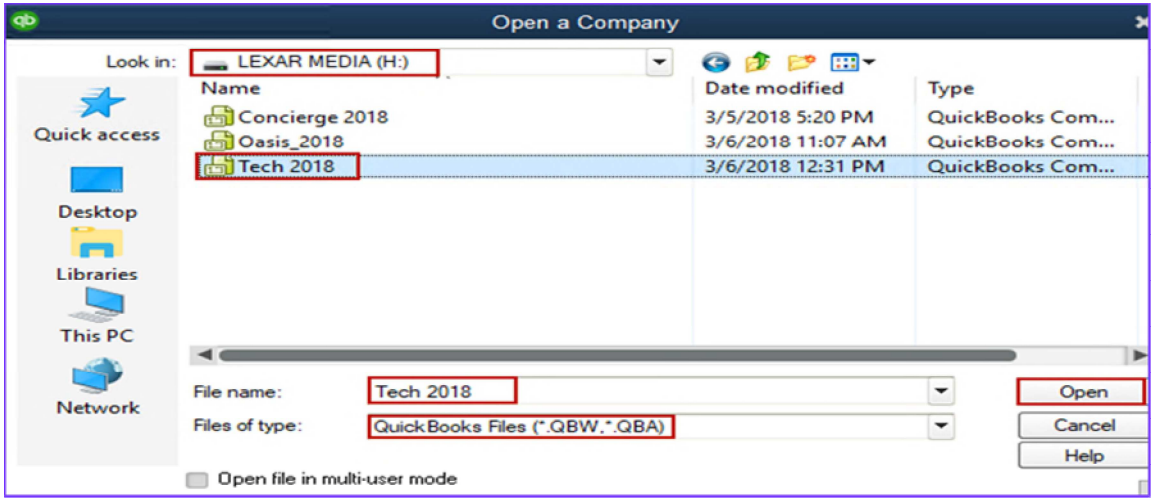
- Open QuickBooks as instructed in Chapter 1
- Open company: **Your Name's Tech Services**
  - Click **Open or Restore Existing Company** button on No Company Open screen
    - **OR**
  - Click **File** menu
    - Click **Open or Restore Company**
    - Click **Open a Company File**



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Open Company (2 of 3)

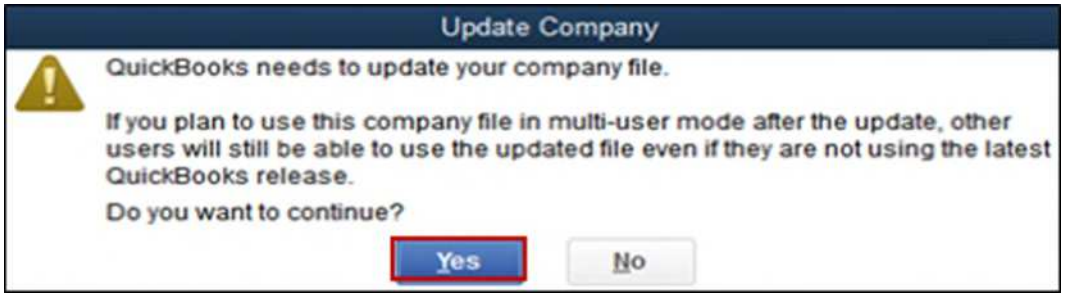
- On **Open a Company** screen
  - Click drop-down list arrow for **Look in**
  - Click your **USB** drive location
  - Click **Tech_2018**
  - Click **Open**



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Open Company (3 of 3)

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



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



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Sales on Account

- To record a sale on account, create an invoice
- A sale on account is
  - Purchase made by a customer
  - 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

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Record Transaction

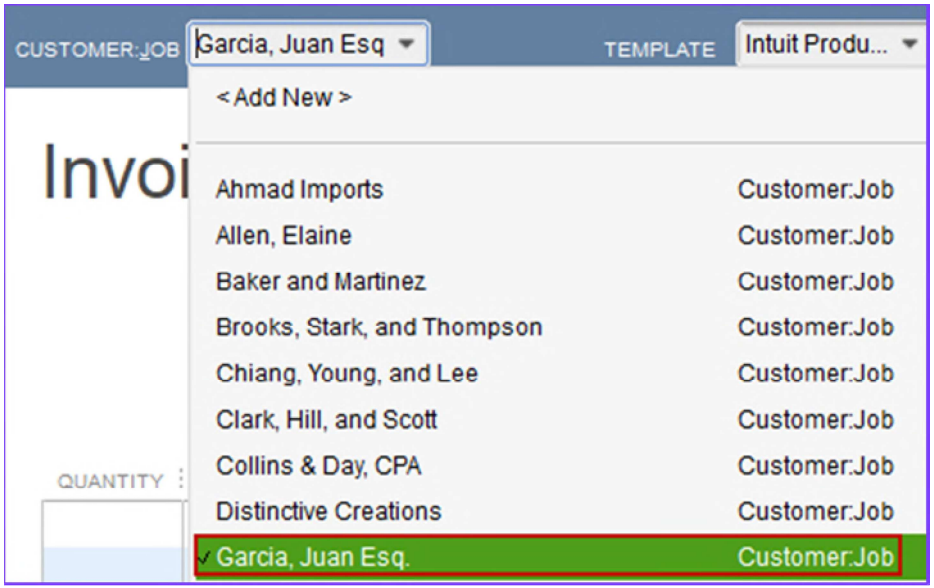
- 01/02/18, record a sale on account to Juan Garcia, Esq. for 10 hours of technical support:
  - Use Invoice 1
  - Use “Thank you for your business.” for Customer Message

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Prepare Invoice (1 of 7)

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

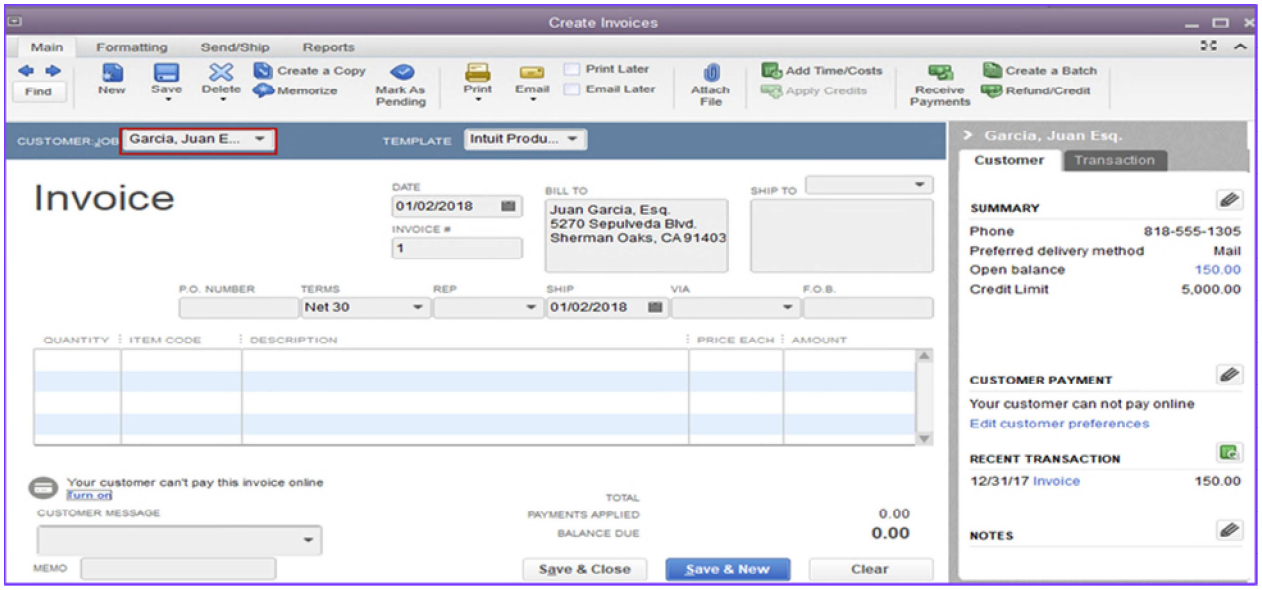




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Prepare Invoice (2 of 7)

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



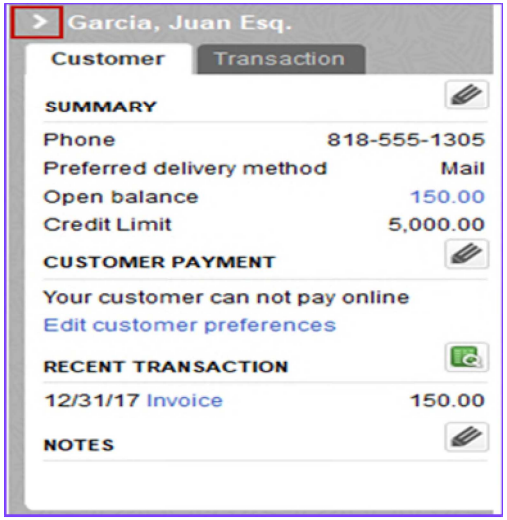
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Prepare Invoice (3 of 7)

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



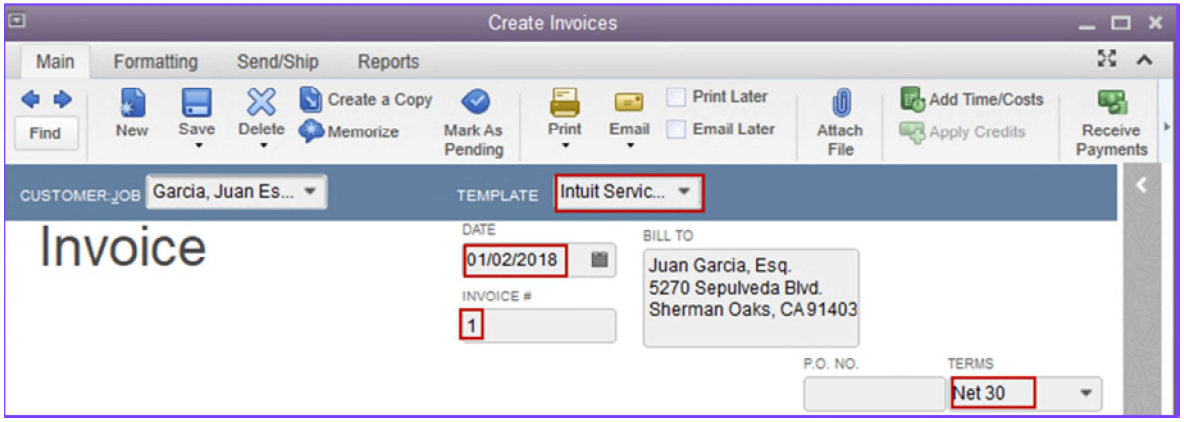
- To show history, click same button



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Prepare Invoice (4 of 7)

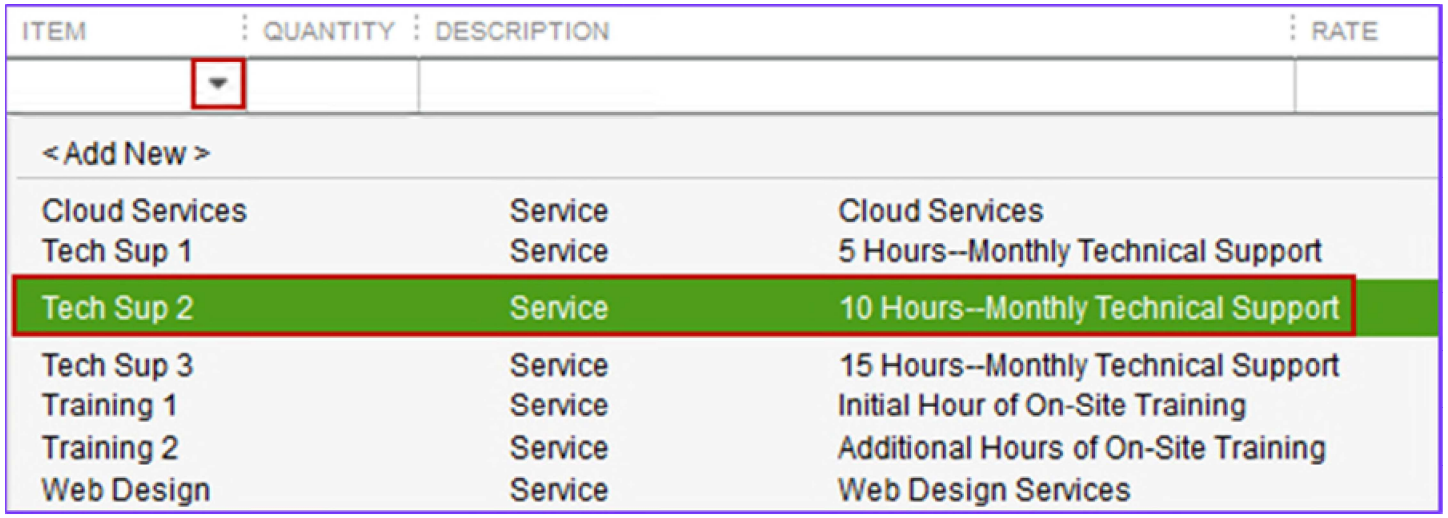
- Template: Intuit Service Invoice
  - If not, click drop-down list and click **Intuit Service Invoice**
    - Always check this because QuickBooks Desktop likes to use Product Invoice
- Enter date: **01/02/2018**
- Invoice Number: **1**
- Terms: **Net 30**



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Prepare Invoice (5 of 7)

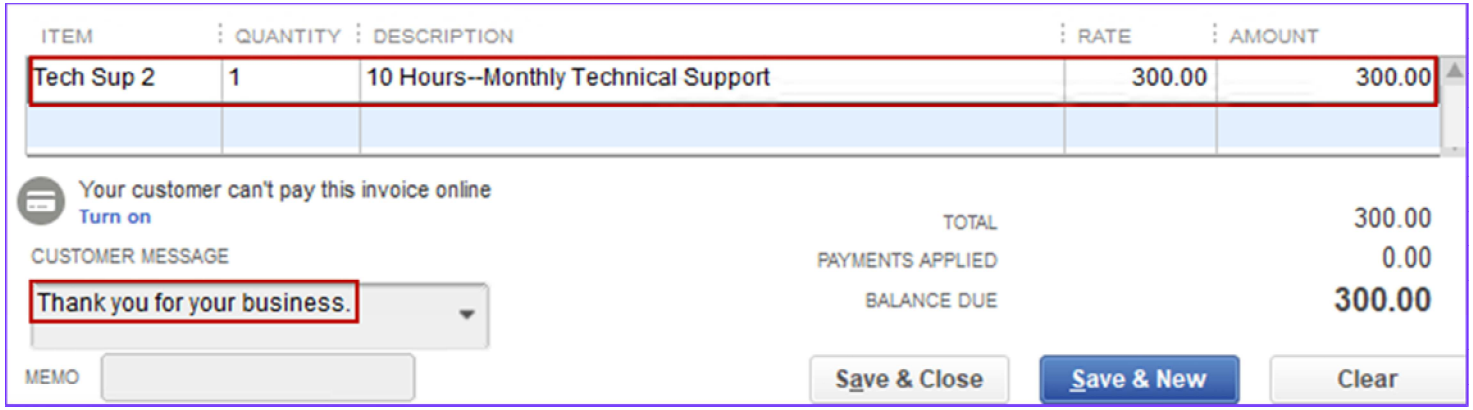
- Click in first line of **Item** column
- Click drop-down list arrow for **Item**
- Click **Tech Sup 2** to enter Item



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Prepare Invoice (6 of 7)

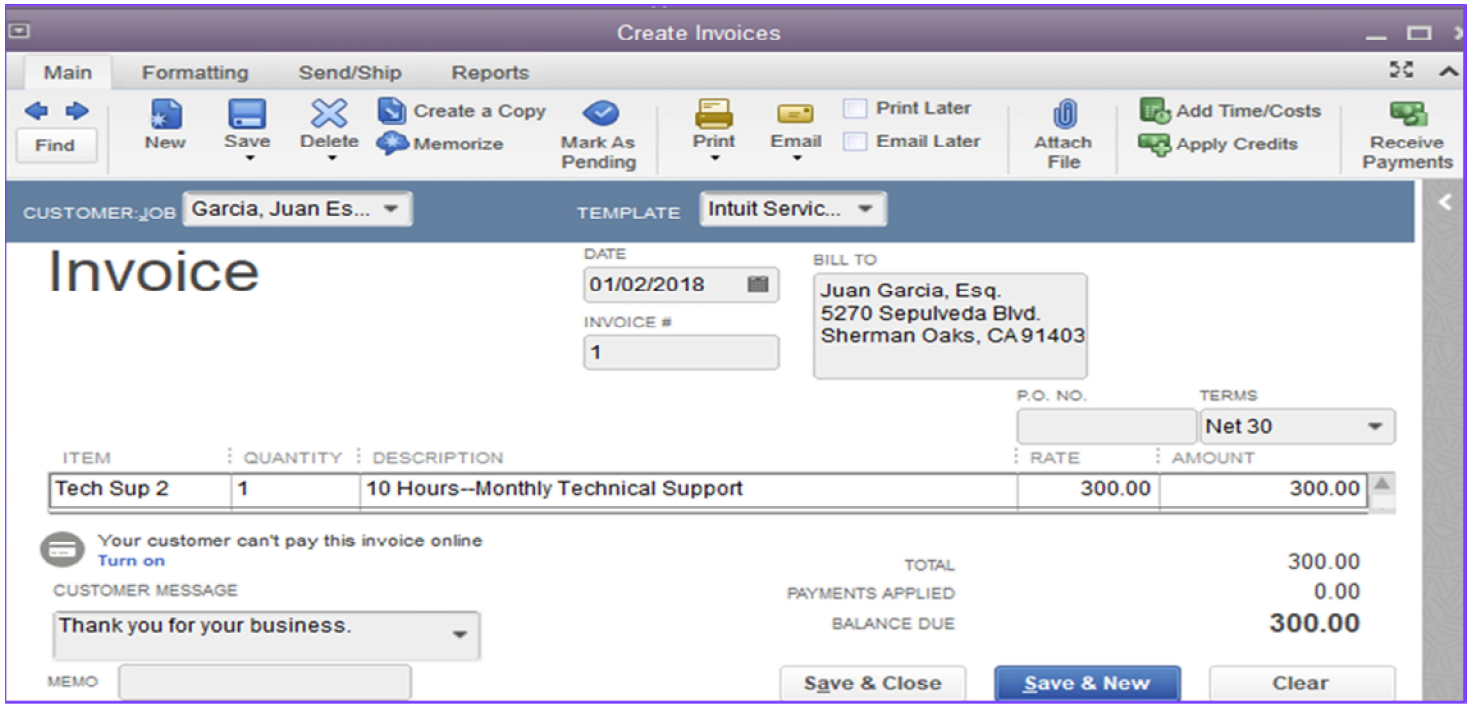
- Tab to Quantity, enter **1**
- Description, Rate, and Amount entered automatically for Tech Sup 2
- Click drop-down list arrow for Customer Message
- Click **Thank you for your business**



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Prepare Invoice (7 of 7)

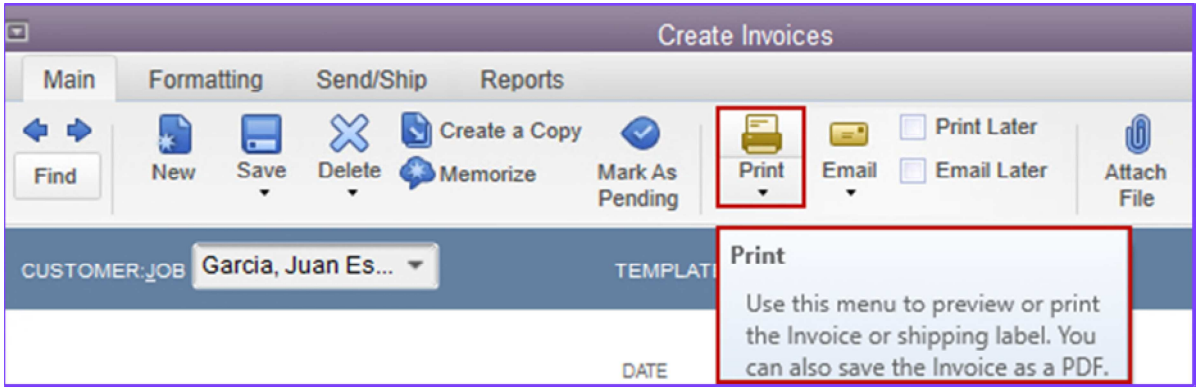
- Completed invoice is ready for printing
  - If you see note “Your customer can’t pay this invoice online, disregard it.



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Print Invoice (1 of 2)

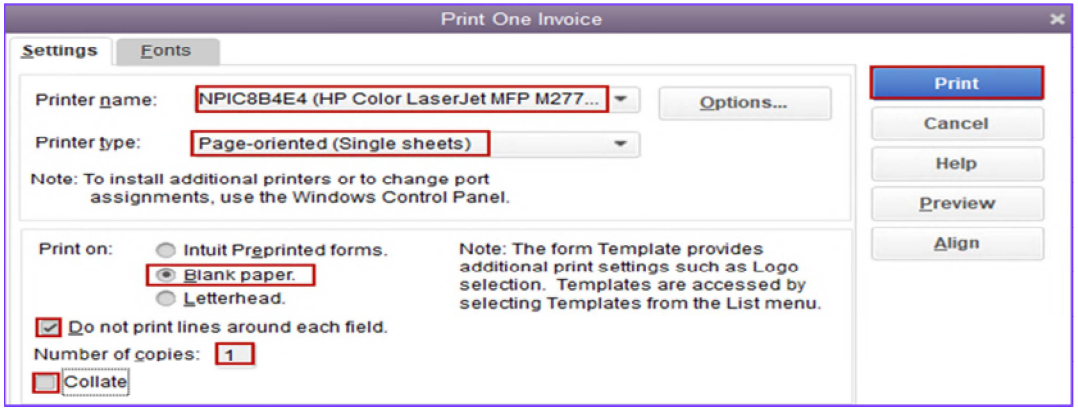
- Click **Print** icon on Invoice Main Icon Bar



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Print Invoice (2 of 2)

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



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Save Invoice

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



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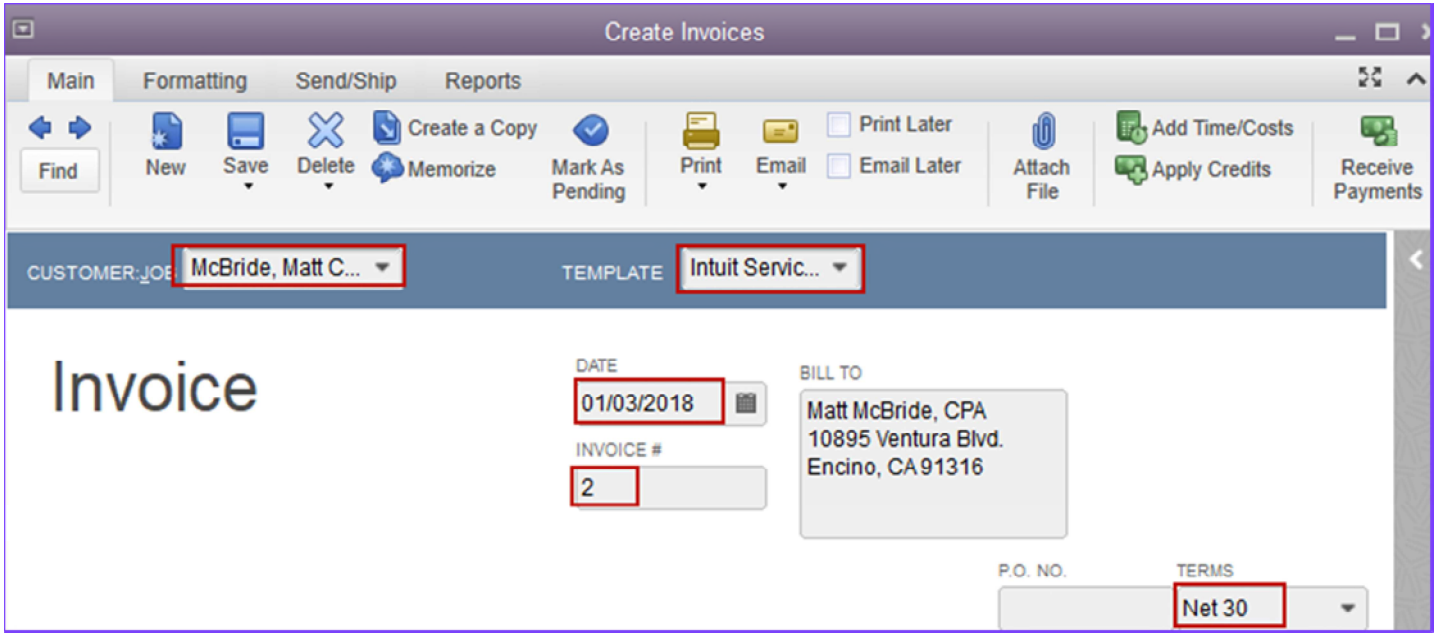
Prepare Invoice with Two Sales Items (1 of 5)

- Complete Invoice 2 to bill Matt 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**

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Prepare Invoice with Two Sales Items (2 of 5)

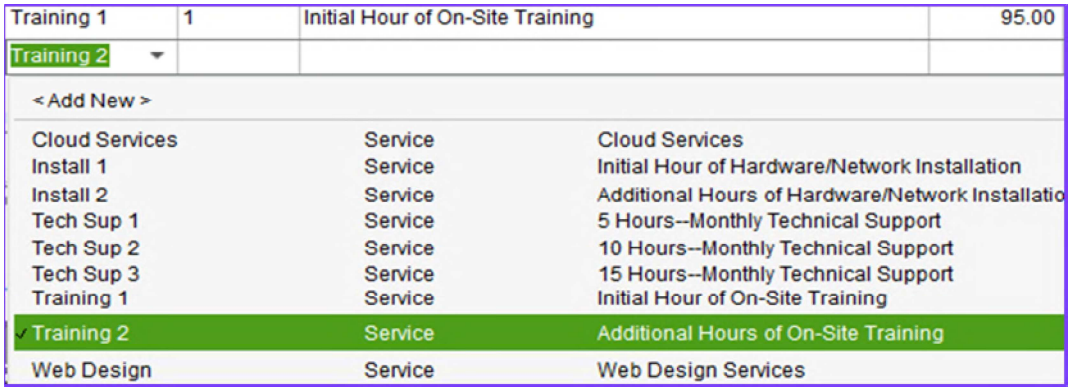
- Invoice # **2** and Terms **Net 30** should be shown
  - If not, enter appropriate numbers



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Prepare Invoice with Two Sales Items (3 of 5)

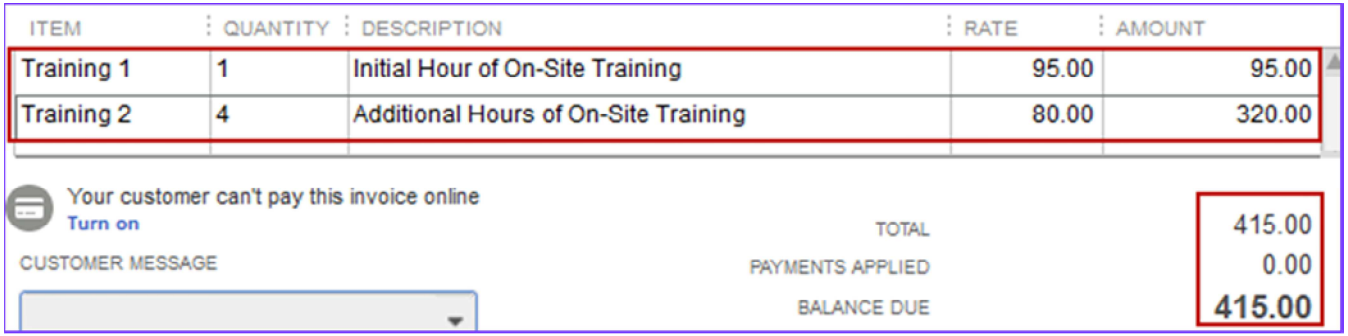
- Enter first item: Training 1
  - Click drop-down list arrow in ITEM column
  - Click **Training 1**
- Tab to Quantity, enter **1**
- Enter second sales item
  - Click drop-down list arrow in row beneath Training 1
  - Click Training 2



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Prepare Invoice with Two Sales Items (4 of 5)

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



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

Your customer can't pay this invoice online
Turn on

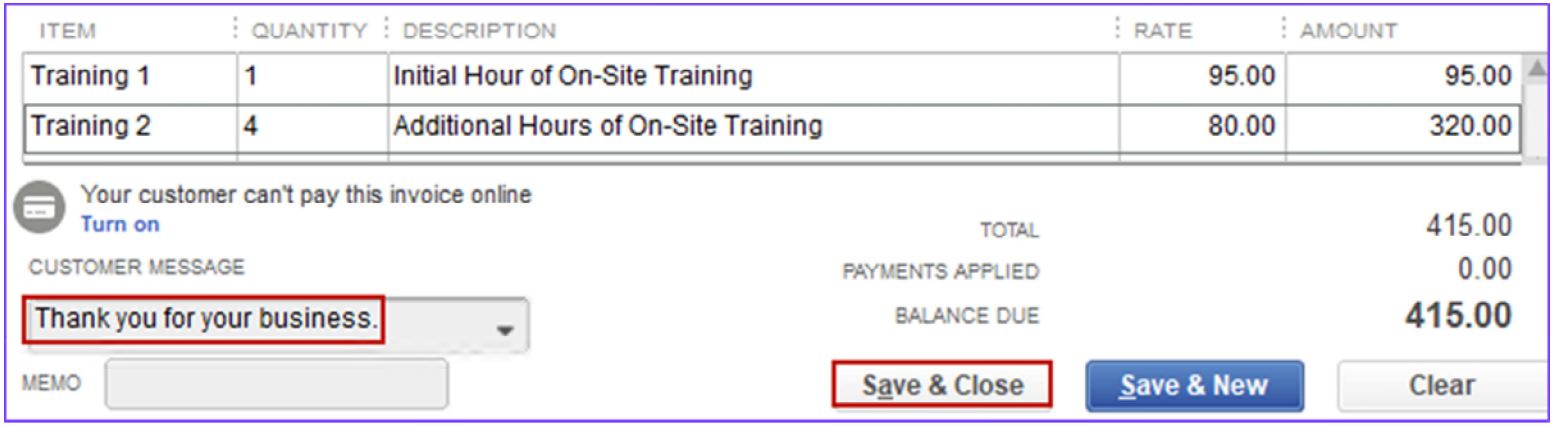
CUSTOMER MESSAGE

TOTAL	415.00
PAYMENTS APPLIED	0.00
BALANCE DUE	415.00

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Prepare Invoice with Two Sales Items (5 of 5)

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



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

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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

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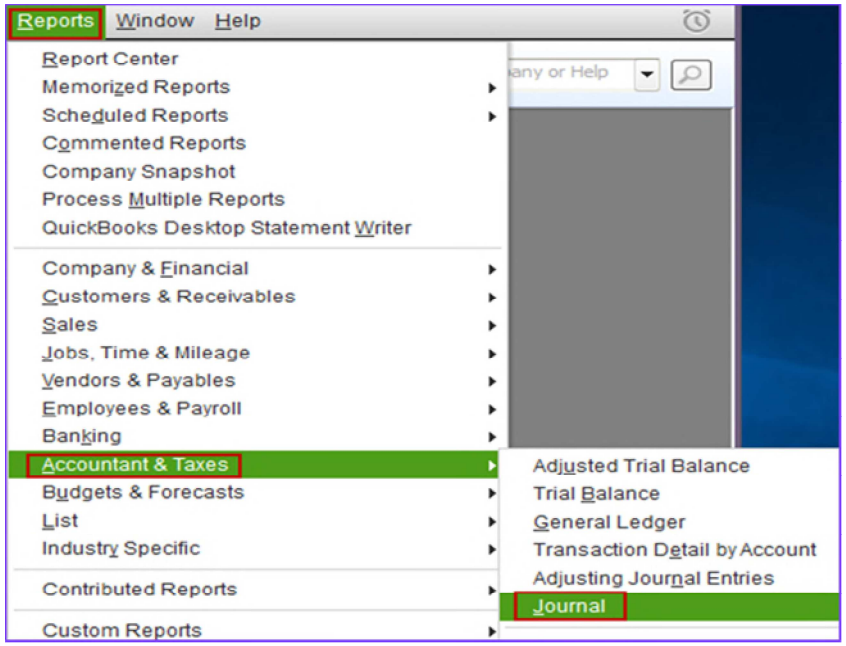
Prepare Journal Report (1 of 3)

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

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Prepare Journal Report (2 of 3)

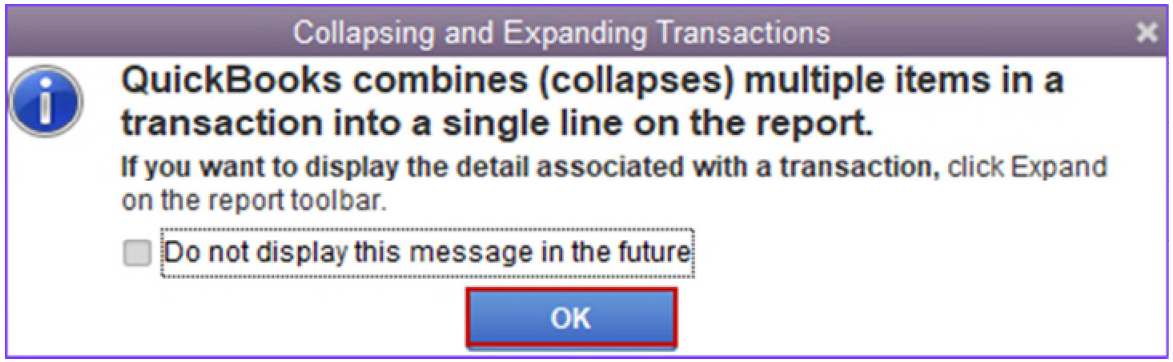
- Click **Reports** on Menu bar
- Point to **Accountant & Taxes**
- Click **Journal**



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Prepare Journal Report (3 of 3)

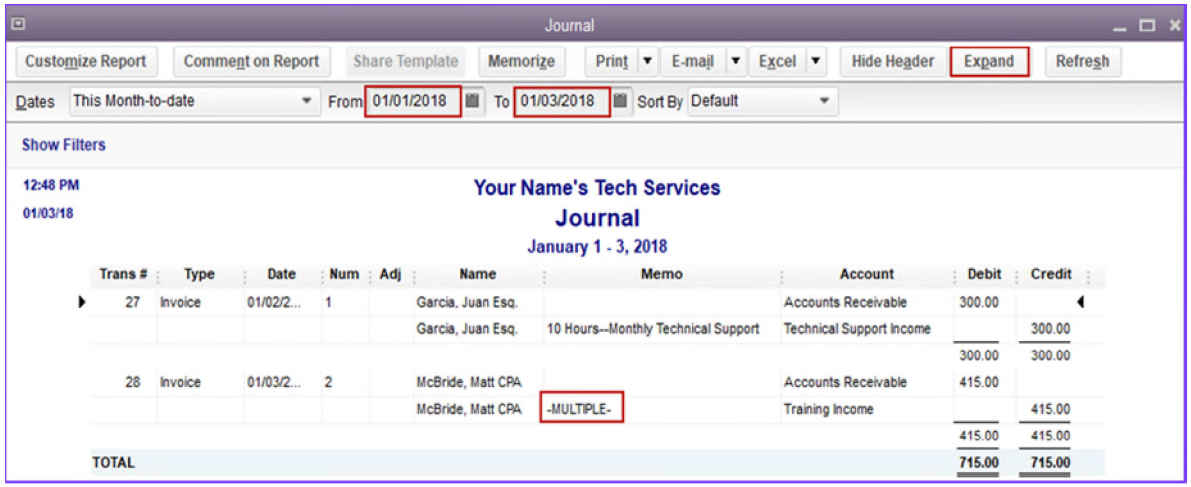
- QuickBooks Accountant Desktop 2018, can combine multiple items in transaction into single line on report
- Click **OK** on Collapsing and Expanding Transactions dialog box



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View Journal Report (1 of 4)

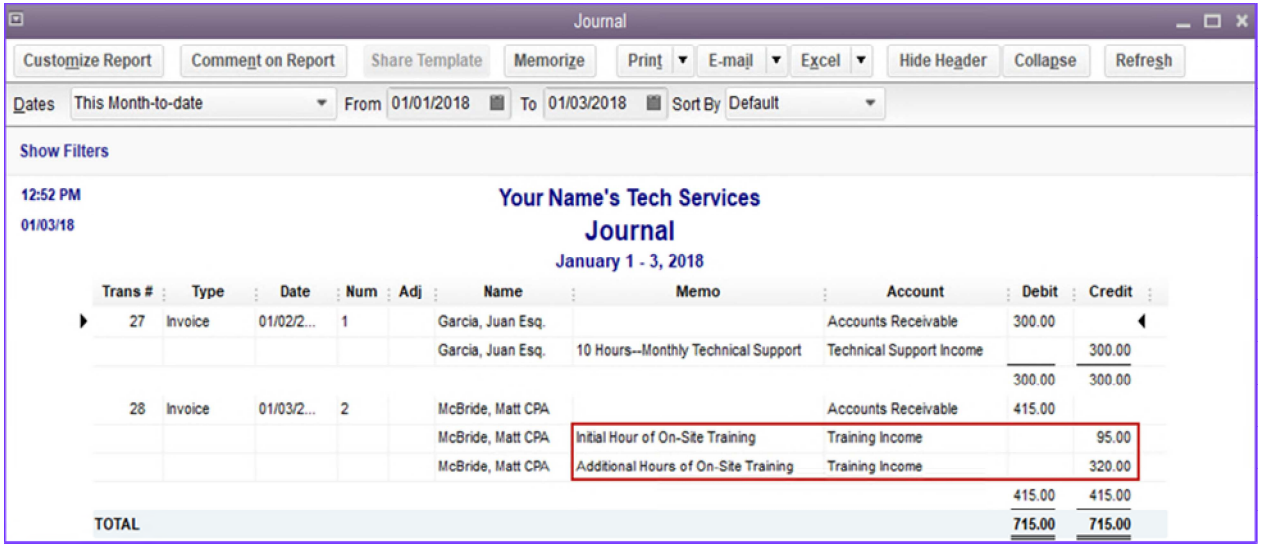
- Enter Dates From **01/01/18** and To **01/03/18,** press **Tab**
  - Note report date January 1-3, 2018
  - Note time and date in upper-left—QuickBooks Desktop inserted time and date of computer
  - Review debits and credits
  - Note Memo for Invoice 2 shows –MULTIPLE-



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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



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	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

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QuickZoom from Journal to Invoice 2

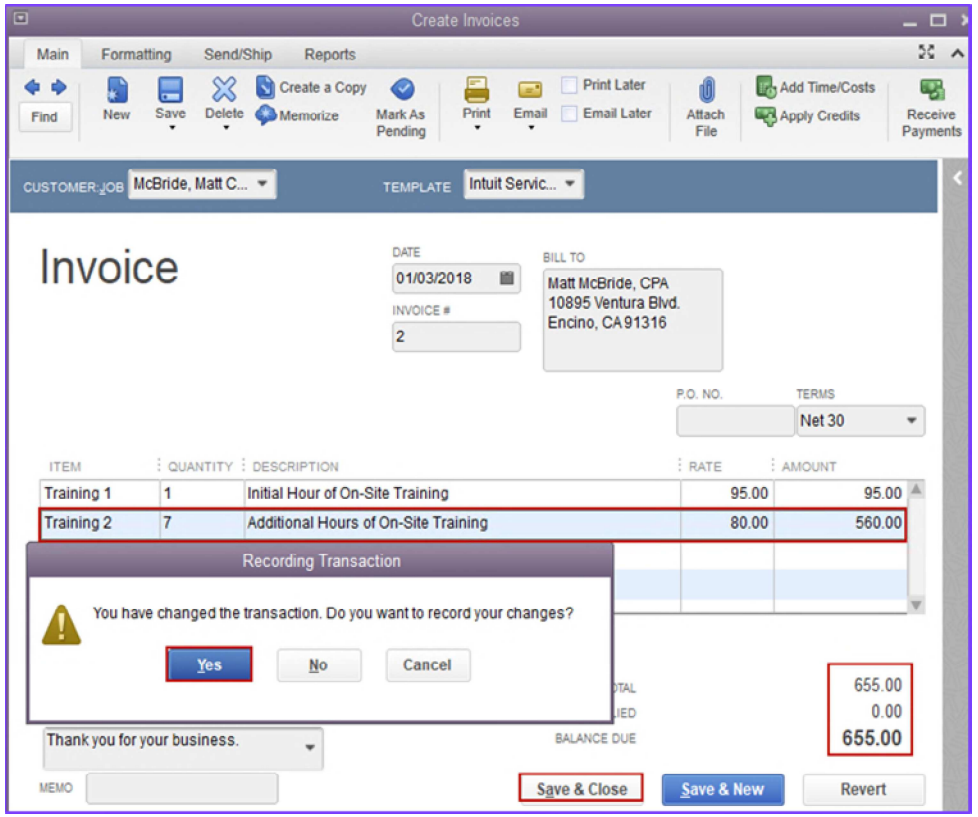
- Point to any part of Invoice 2 shown in Journal
- When cursor changes to , double-click mouse

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

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Edit Invoice 2

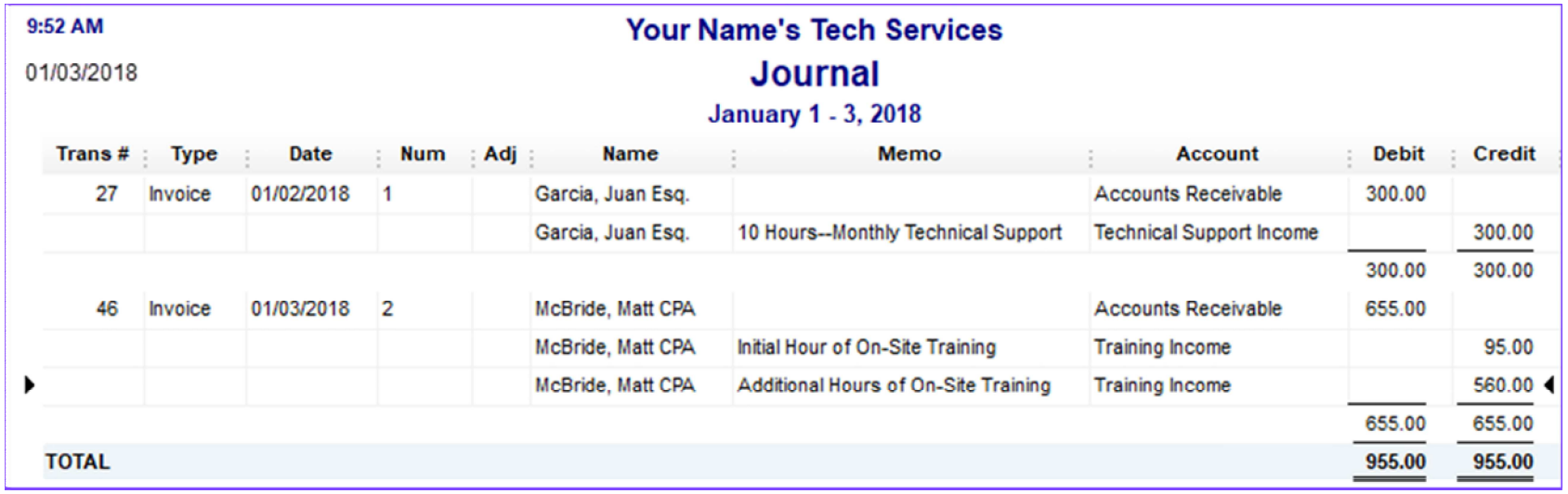
- Invoice 2 will be opened
  - Change Training 2 hours to **7**, press Tab
  - Click **Save & Close** button
  - Click **Yes** on Recording Transaction screen



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View Journal 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

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Prepare Credit Memo (1 of 3)

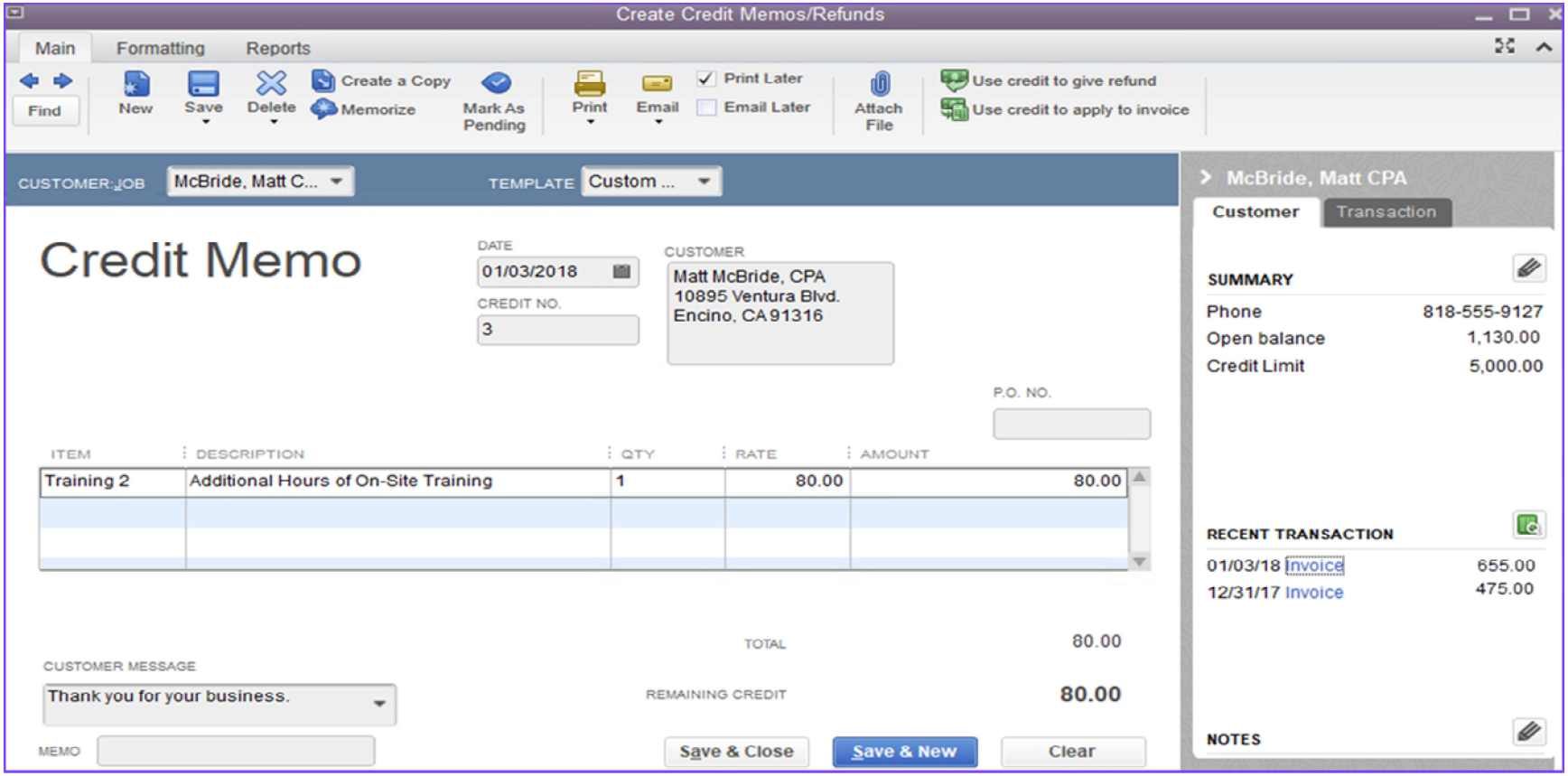
- 01/03/2018: Prepare a **Credit Memo**
  - Record a one hour decrease in Training 2 hours for Matt McBride
- Click Refunds & Credits icon 

- 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.**

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Prepare Credit Memo (2 of 3)

- Notice History for Matt McBride



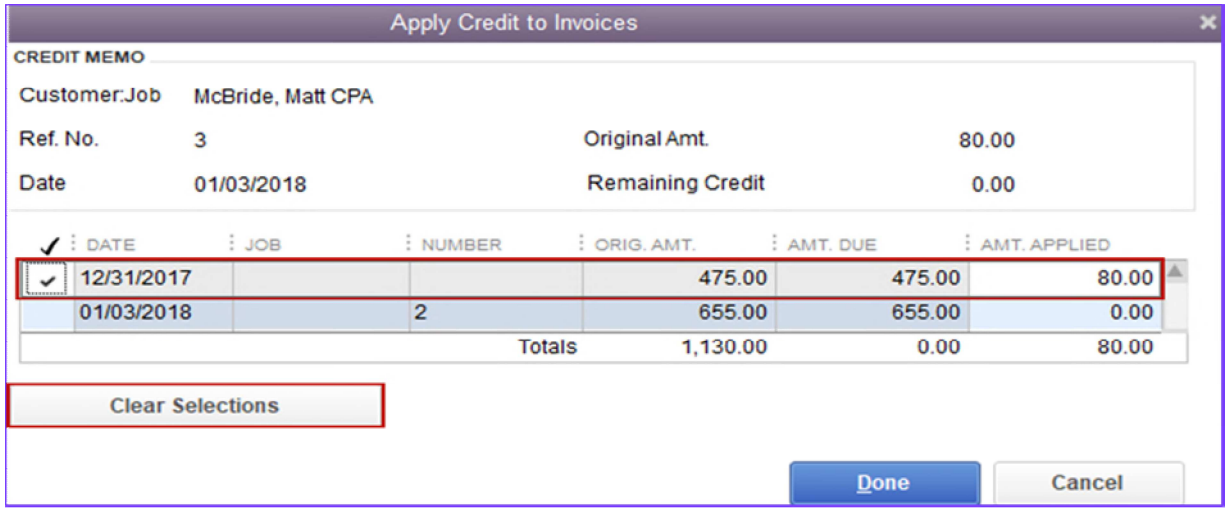
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Prepare Credit Memo (3 of 3)

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



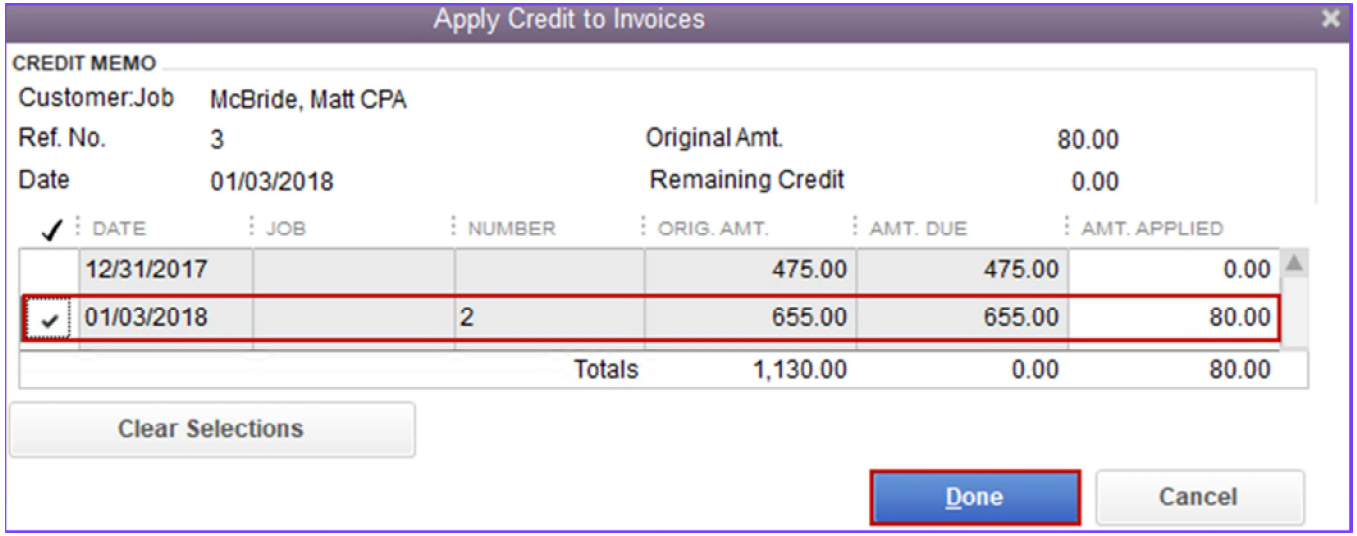
- QuickBooks Desktop will apply credit to oldest invoice



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Apply Credit to Invoice (1 of 2)

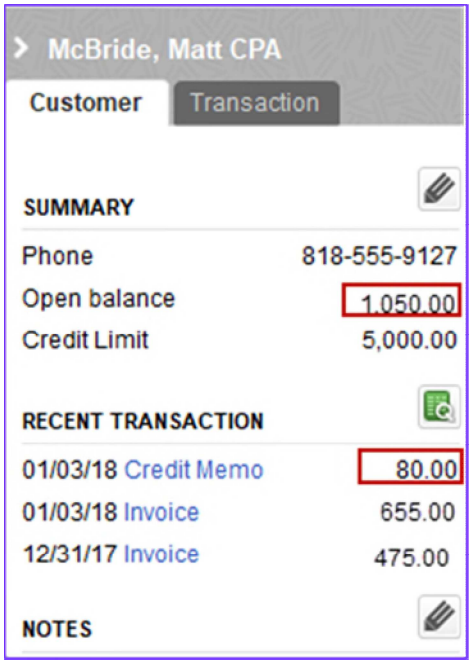
- Click Clear Selections button or check mark in ✓ column for 12/31/2017 to deselect
- Click in ✓ column for 01/03/18 to apply credit to Invoice 2
- Click **Done**



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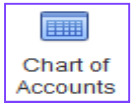
Apply Credit to Invoice (2 of 2)

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



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Accounts Receivable Register

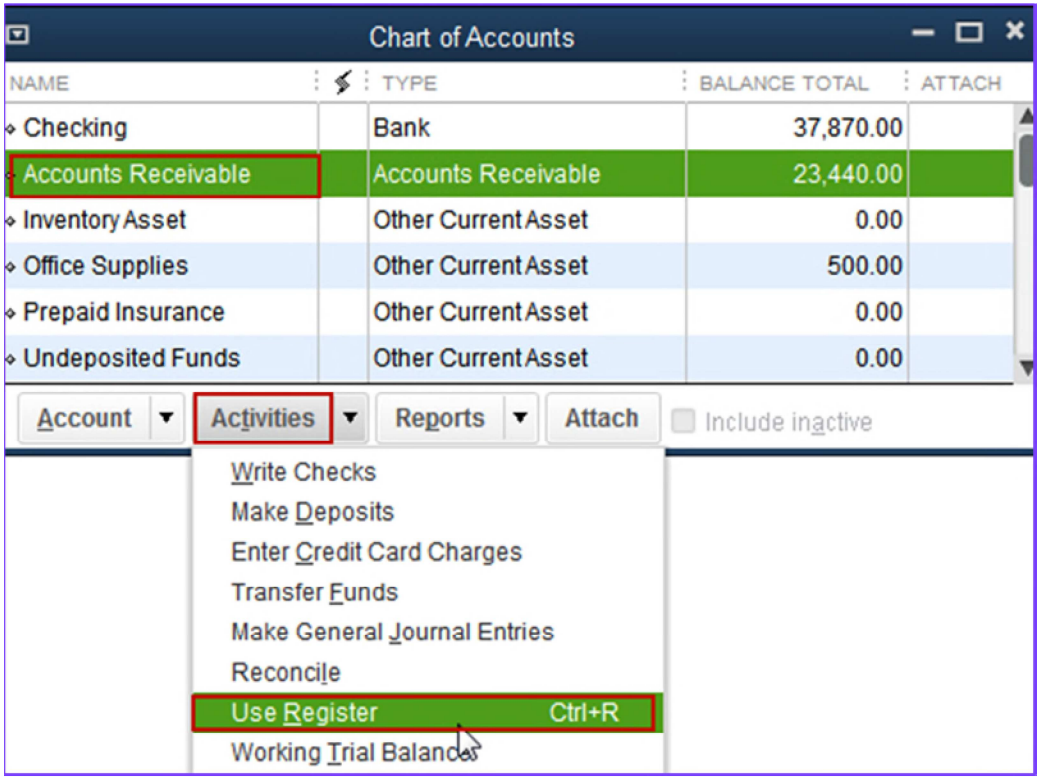
- Accounts Receivable account in Chart of Accounts is same as Accounts Receivable Register
- Click 

icon on Home Page

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Open Accounts Receivable Register

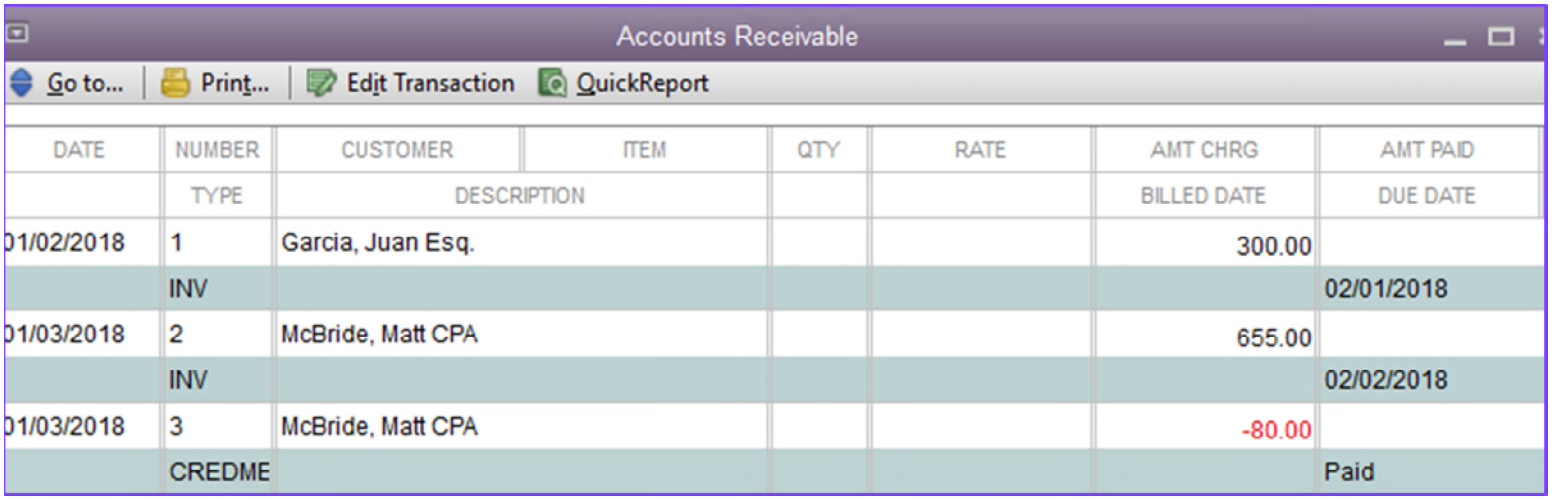
- Click **Accounts Receivable**
- Click **Activities** button
- Click **Use Register**



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View Accounts Receivable Register

- View Accounts Receivable register

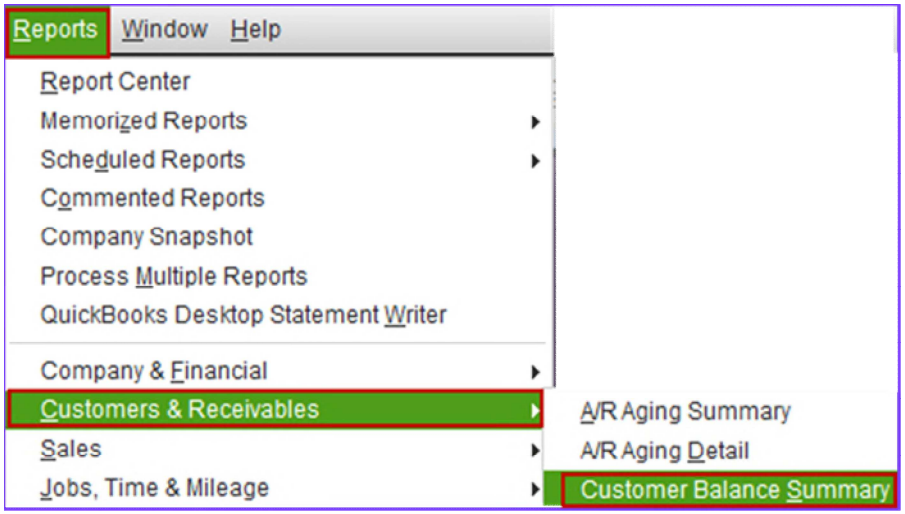


DATE	NUMBER	CUSTOMER	ITEM	QTY	RATE	AMT CHRG	AMT PAID
	TYPE	DESCRIPTION				BILLED DATE	DUE DATE
01/02/2018	1	Garcia, Juan Esq.				300.00	
	INV						02/01/2018
01/03/2018	2	McBride, Matt CPA				655.00	
	INV						02/02/2018
01/03/2018	3	McBride, Matt CPA				-80.00	
	CREDME						Paid

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Prepare Customer Balance Summary Report (1 of 3)

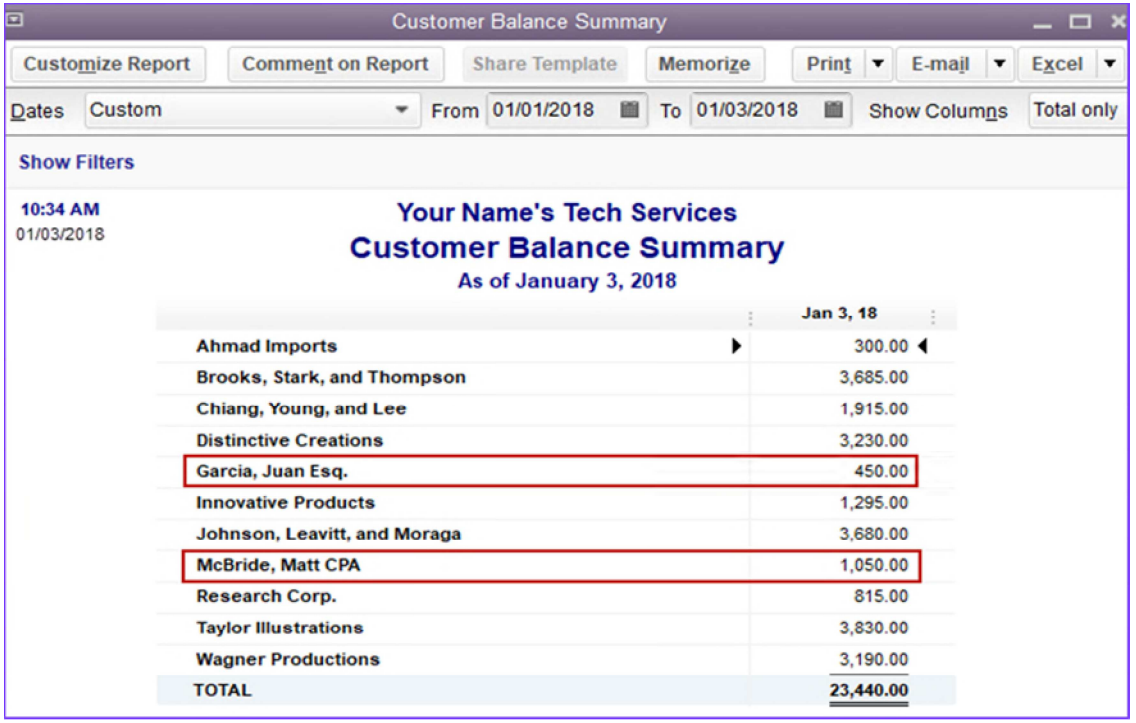
- Customer Balance Summary report shows customer balances
- To prepare
  - Click **Reports** on Menu bar
  - Point to **Customers & Receivables**
  - Click **Customer Balance Summary**



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Prepare Customer Balance Summary Report (2 of 3)

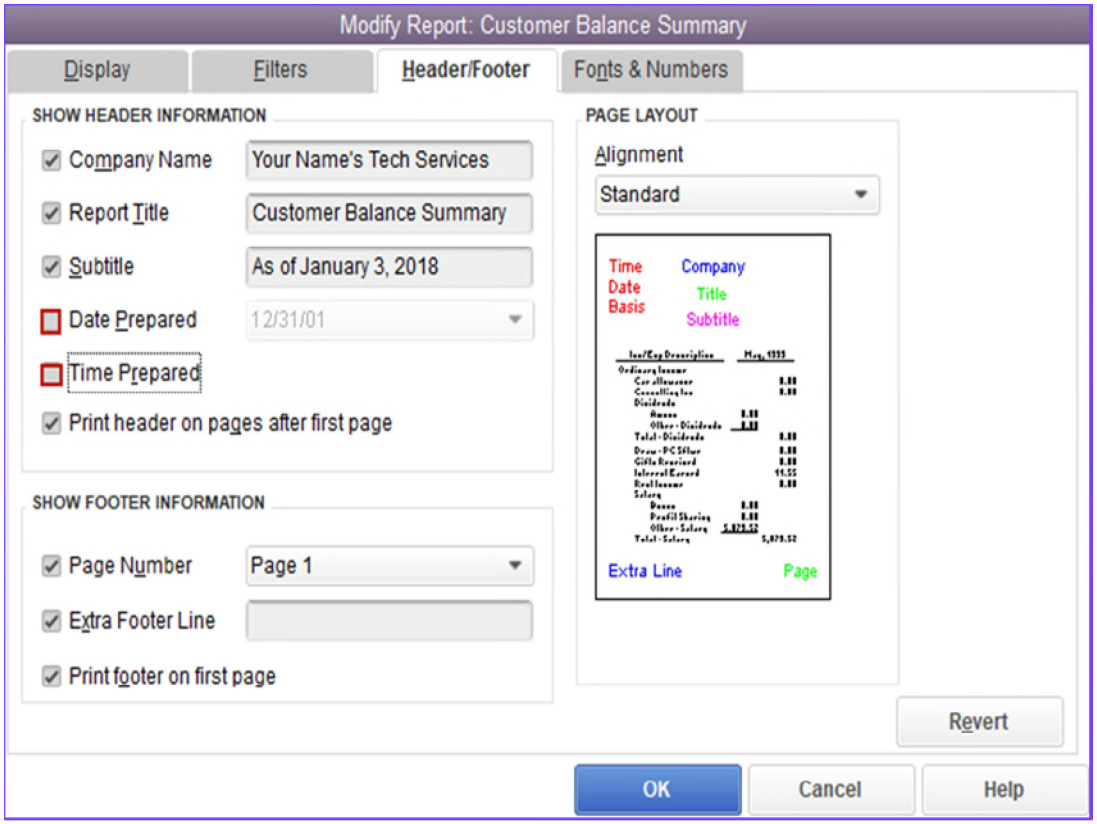
- Report dates **01/01/18-01/03/18** or **All**
  - Notice Time and Date in upper-left corner of report
  - Notice balances for Garcia and McBride



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Prepare Customer Balance Summary Report (3 of 3)

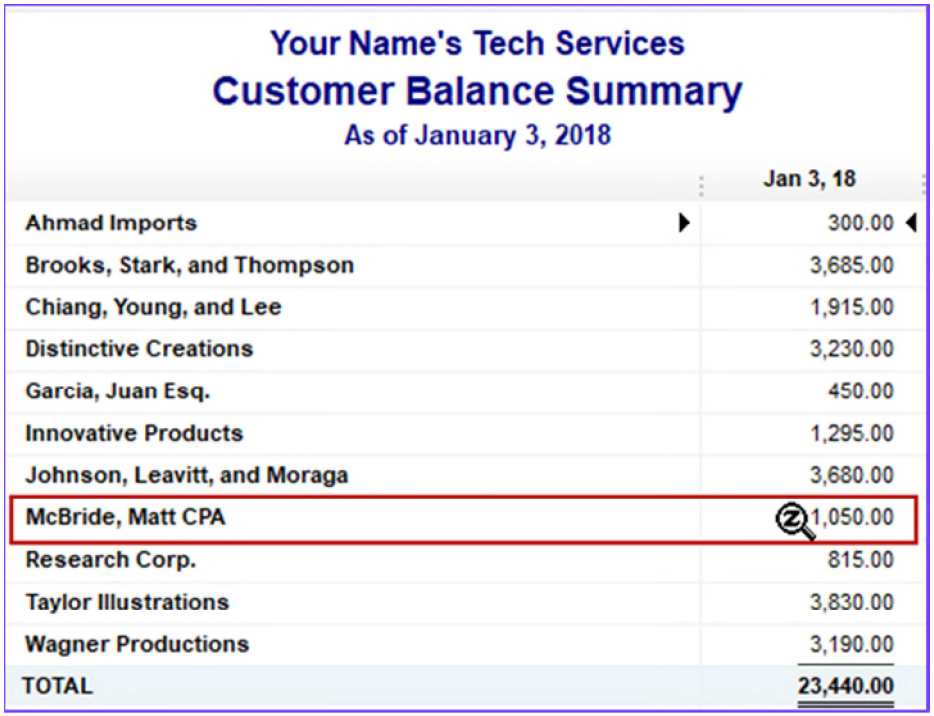
- Remove date and time prepared from report, click:
  - **Customize Report** button
  - **Header/Footer** tab
  - **Date Prepared** and **Time Prepared** to remove check marks
  - **OK**



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Use QuickZoom in Report (1 of 2)

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



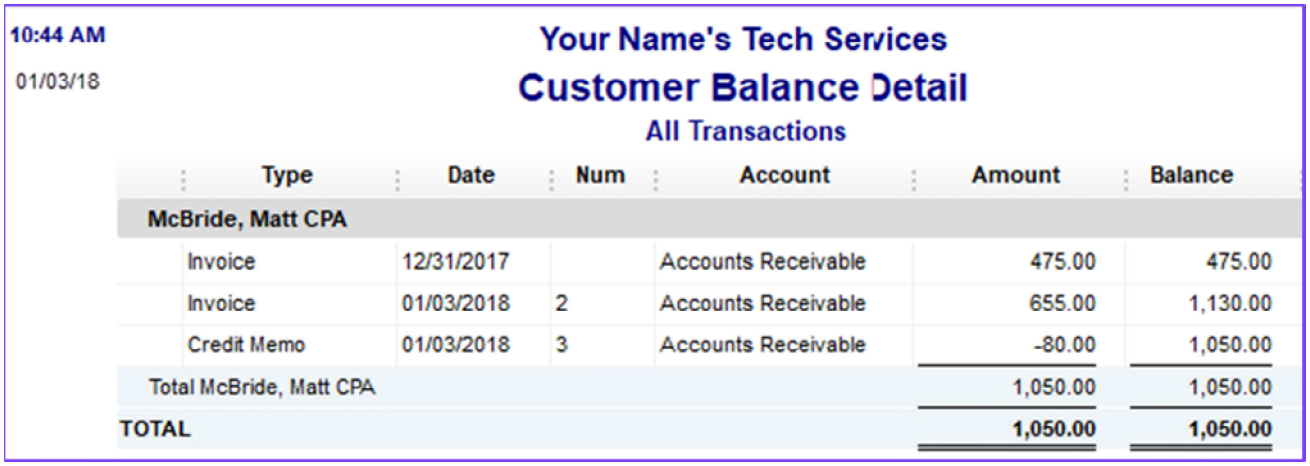
Your Name's Tech Services
Customer Balance Summary
As of January 3, 2018

	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

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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

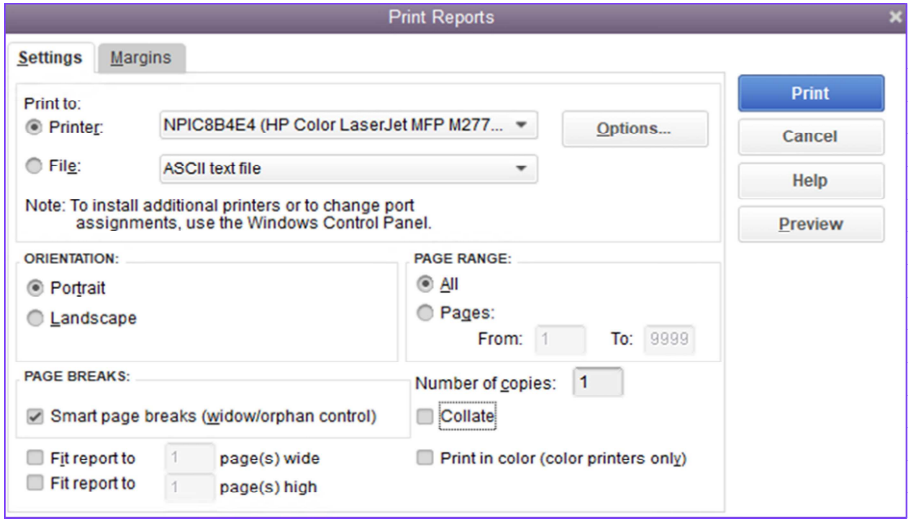
Your Name's Tech Services
Customer Balance Detail
All Transactions

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**

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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**



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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**

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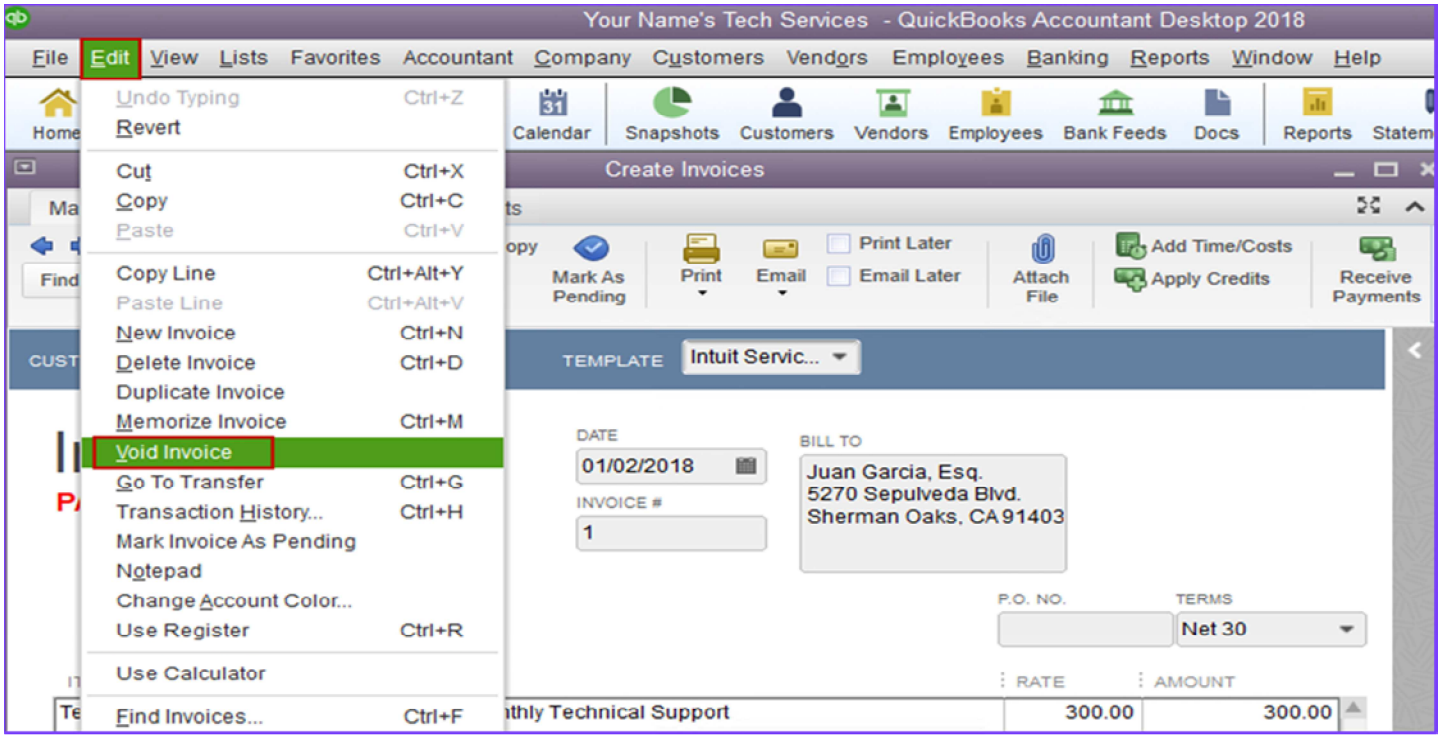
Void Invoice (1 of 4)

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

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Void Invoice (2 of 4)

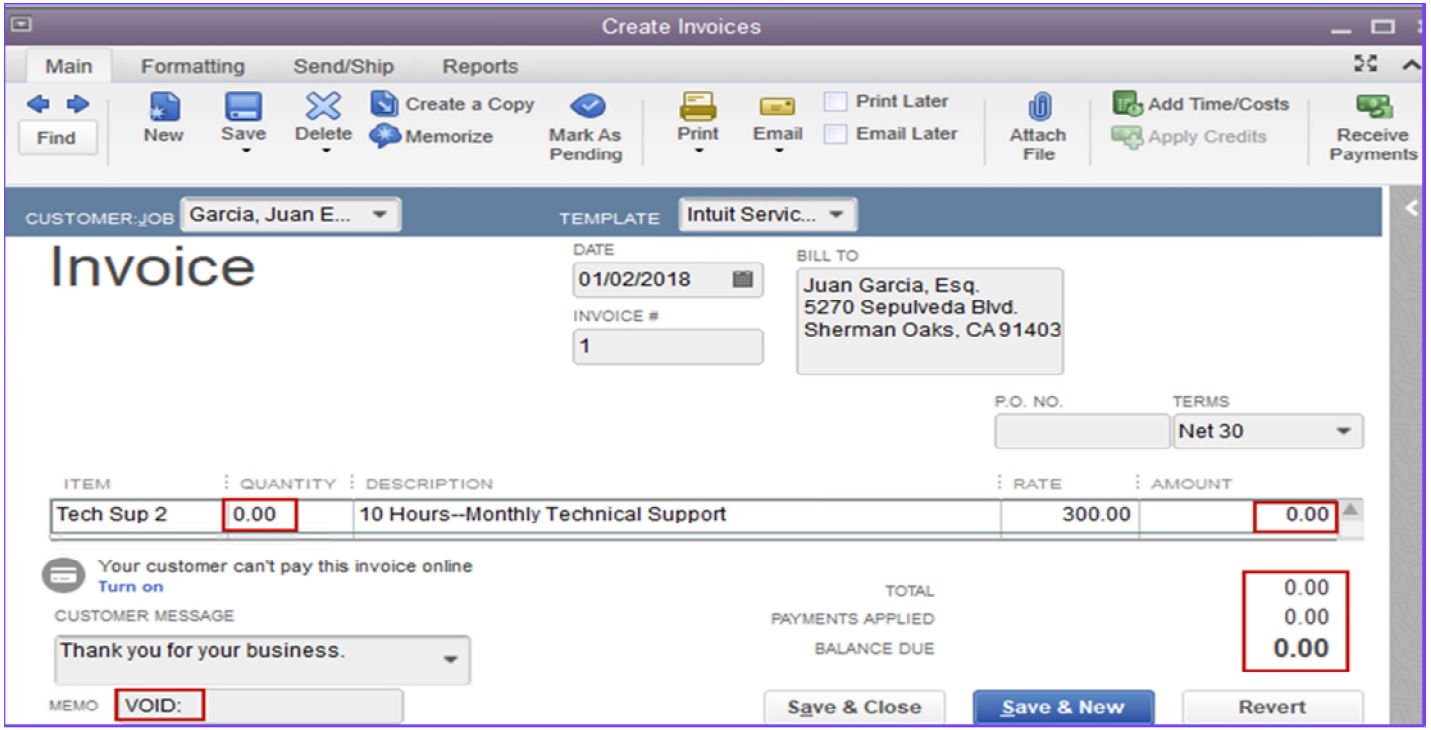
- Click **Edit** on QuickBooks Desktop Menu bar
- Click **Void Invoice**



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Void Invoice (3 of 4)

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



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Void Invoice (4 of 4)

- Journal shows Memo Void: and 0.00 for transaction

11:27 AM
03/14/18

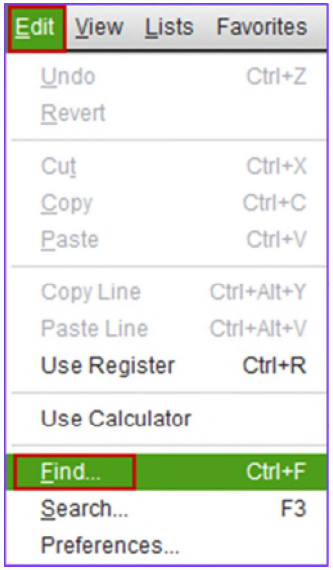
Your Name's Tech Services
Journal
January 1 - 3, 2018

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

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Use Find (1 of 4)

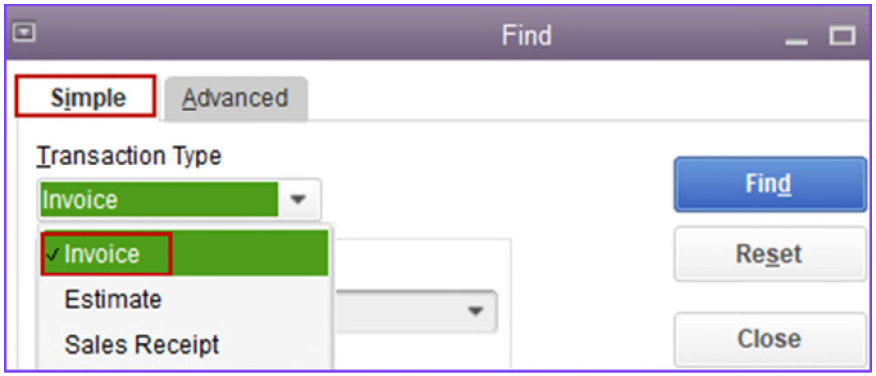
- To find an invoice without clicking through all invoices, use Find
- Click **Edit** on QuickBooks Desktop Menu Bar
- Click **Find**



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Use Find (2 of 4)

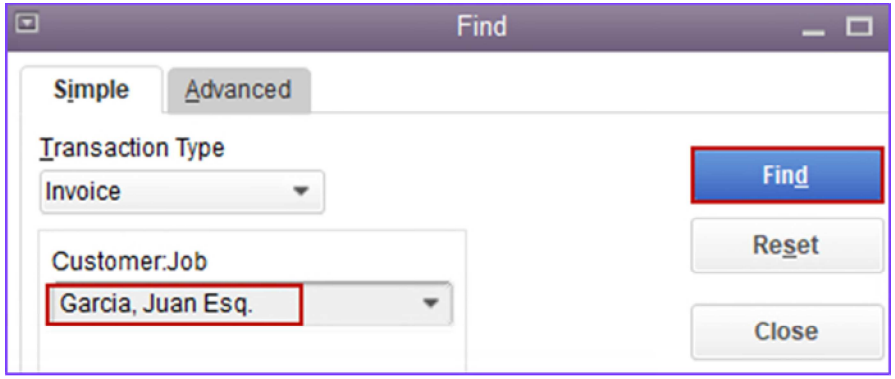
- Click **Simple** tab
- Click drop-down list arrow for **Transaction Type**
- Click **Invoice**



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Use Find (3 of 4)

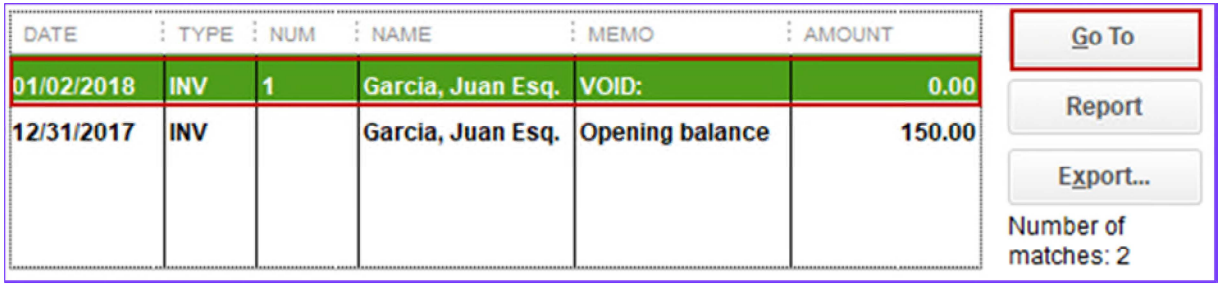
- Click drop-down list arrow for **Customer:Job**
- Click **Garcia, Juan, Esq.**
- Click **Find** button



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Use Find (4 of 4)

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



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

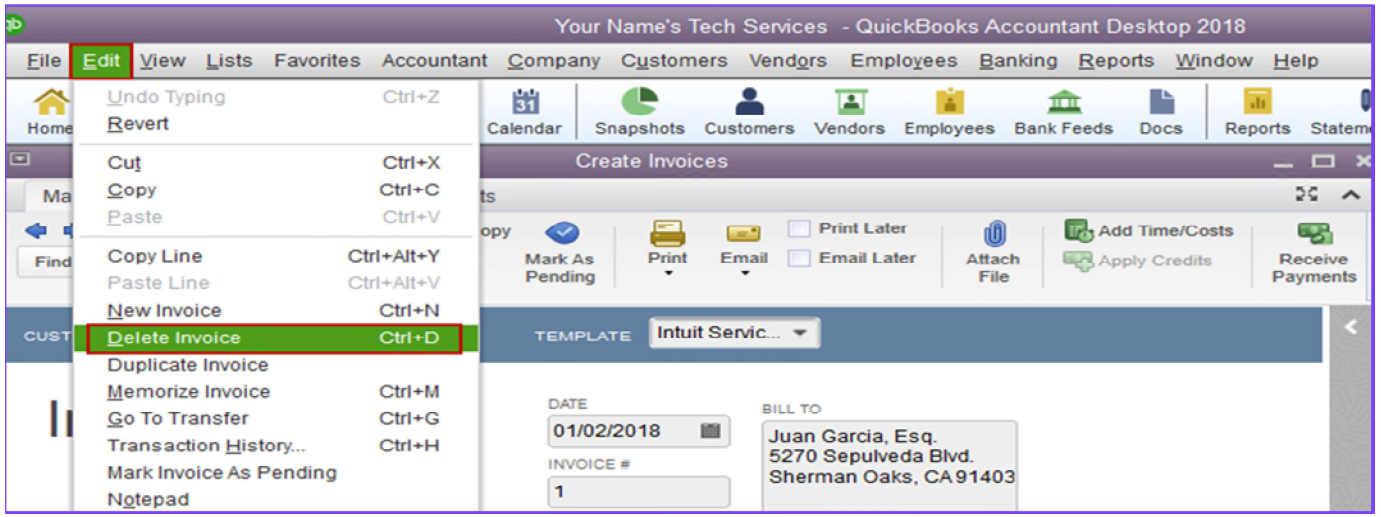
Go To
Report
Export...
Number of matches: 2

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

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Delete Invoice (1 of 2)

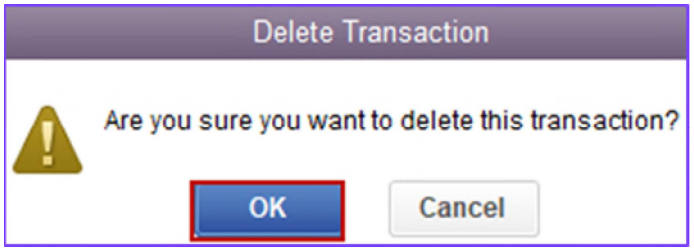
- A deleted invoice is permanently removed from QuickBooks Desktop records
- With Invoice 1 on screen:
  - Click **Edit** on QuickBooks Desktop Menu bar
  - Click **Delete Invoice**



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Delete Invoice (2 of 2)

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

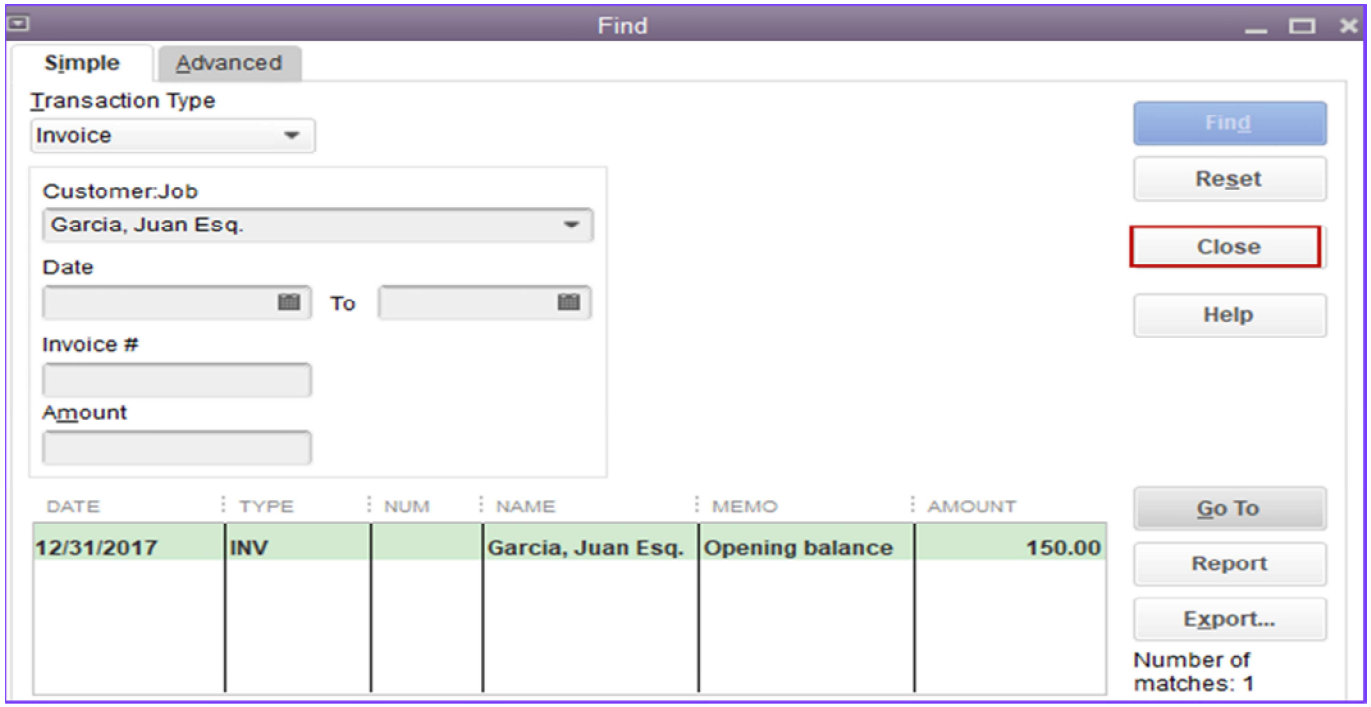


- You will now see Invoice 2
  - When an invoice is deleted, it is removed completely from QuickBooks Desktop
- Close Invoices

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Close Find

- Invoice 1 will no longer show on Find



- Close Find

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View Journal Report (3 of 4)

- Invoice 1 no longer shows in Journal Report

11:50 AM
01/03/18

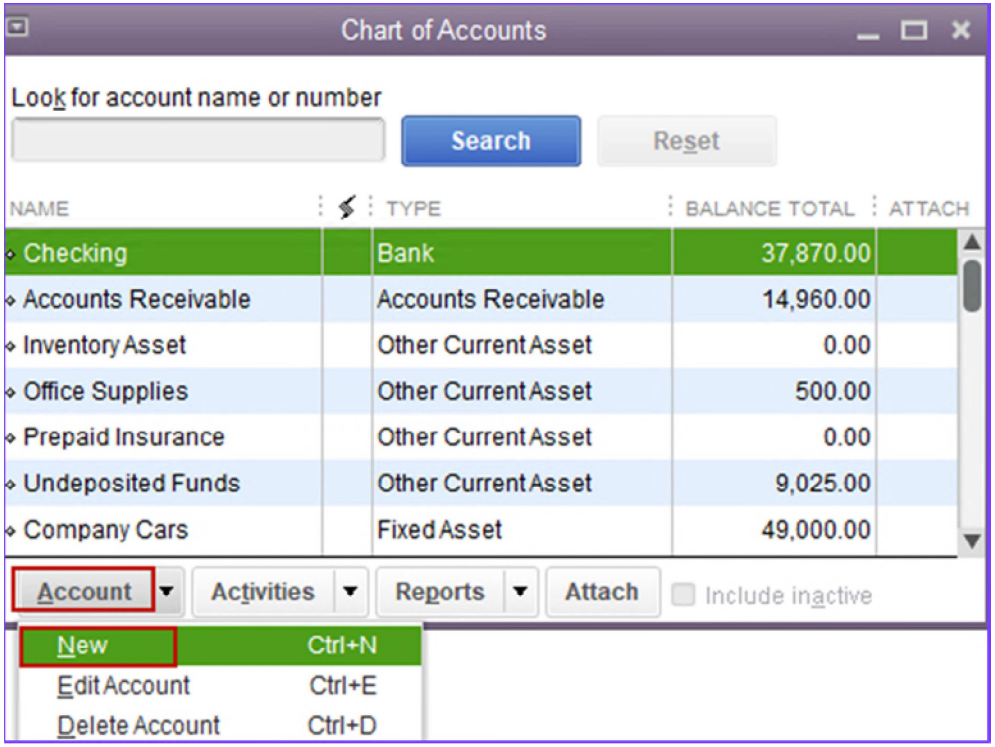
Your Name's Tech Services
Journal
January 1 - 3, 2018

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**

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Add New Account (1 of 4)

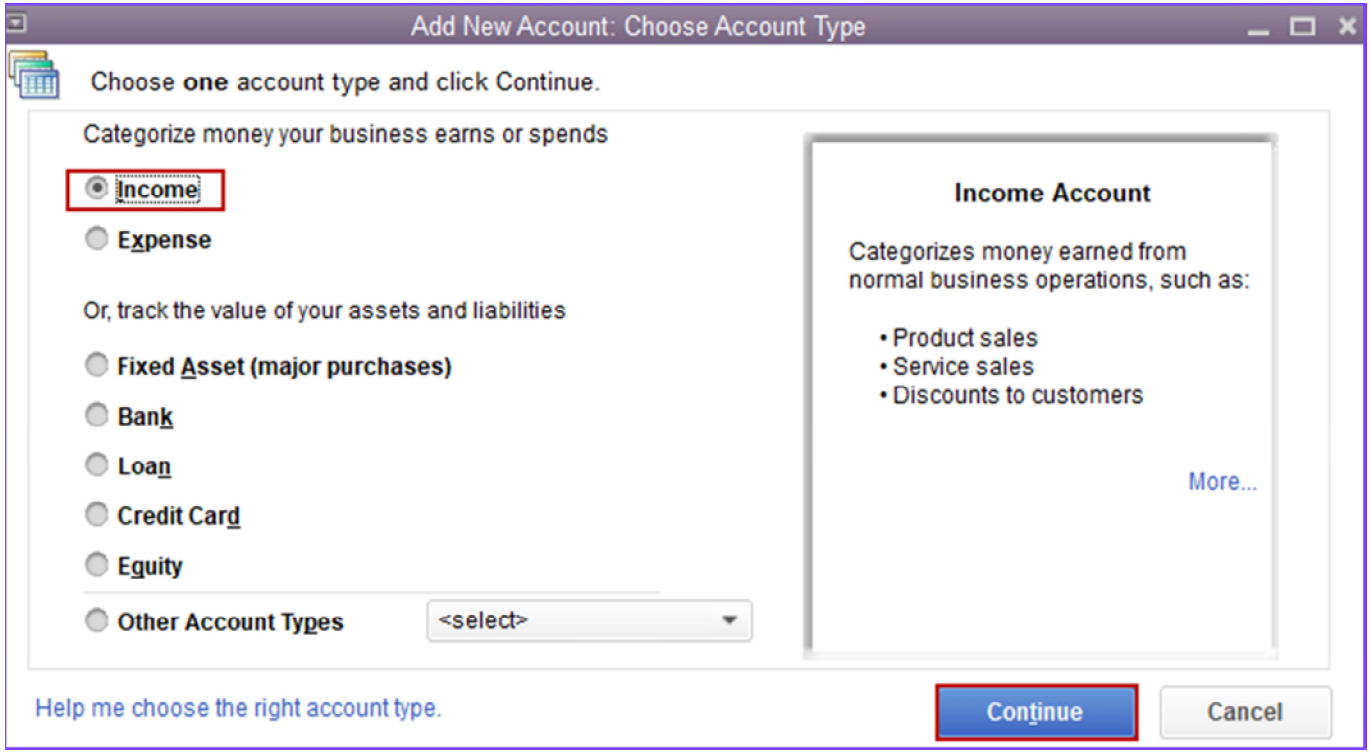
- Add Installation Income:
  - Click **Chart of Accounts** icon on Home Page
  - Click **Account** button
  - Click **New**



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Add New Account (2 of 4)

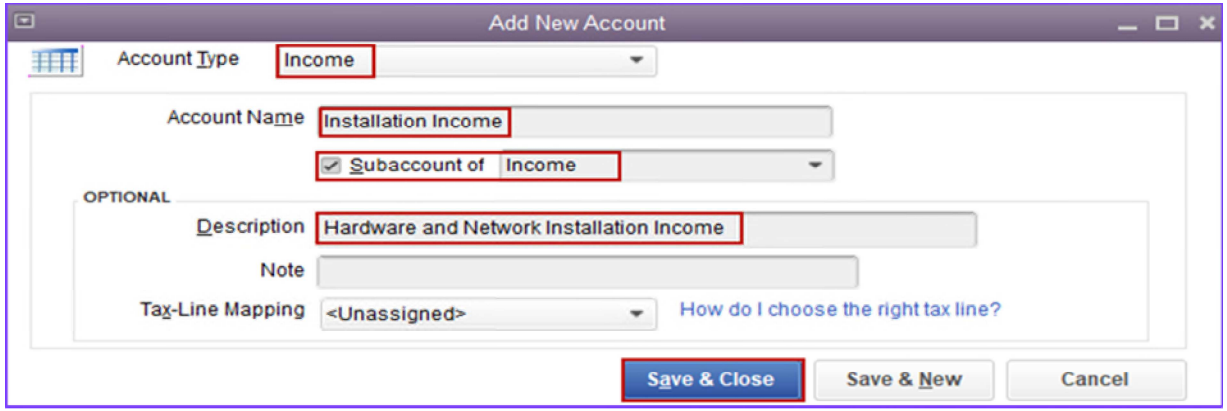
- Click **Income** to select account type
- Click **Continue** button



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Add New Account (3 of 4)

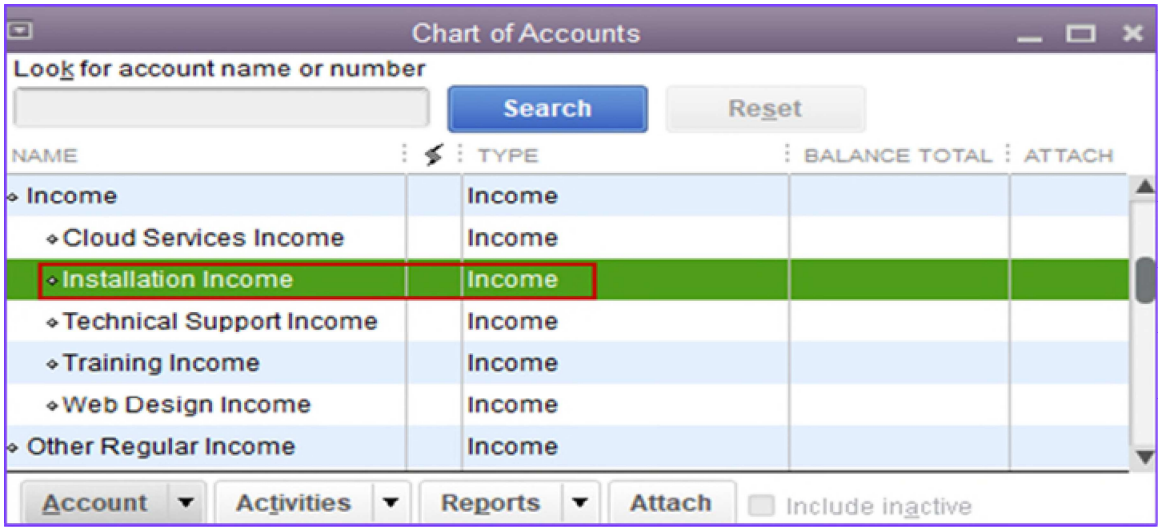
- Enter Account Name: **Installation Income**
- Click check box in front of **Subaccount of**
- Click drop-down list arrow for **Subaccount of**
- Click **Income**
- Click in Description textbox
  - Type: **Hardware and Network Installation Income**
- Click **Save & Close**



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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



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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

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Add New Item (2 of 4)

- Click 

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

Item List

Look for | in All fields | Search | Reset | Search within re

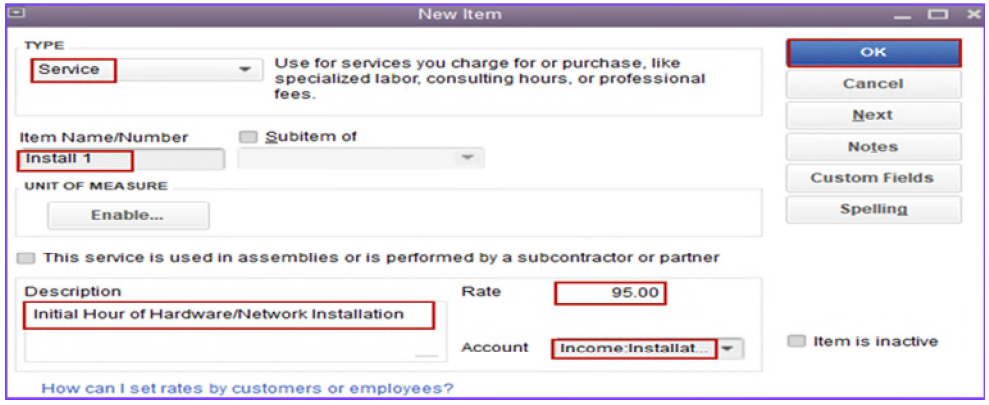
NAME	DESCRIPTION	TYPE	ACCOUNT	PRICE	ATTACH
Cloud Services	Cloud Services	Service	Income:Cloud Services Income	150.00	
Tech Sup 1	5 Hours--Monthly Technical Support	Service	Income:Technical Support Income	150.00	
Tech Sup 2	10 Hours--Monthly Technical Support	Service	Income:Technical Support Income	300.00	
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	

Item | Activities | Reports | Excel | Attach | Include inactive

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Add New Item (3 of 4)

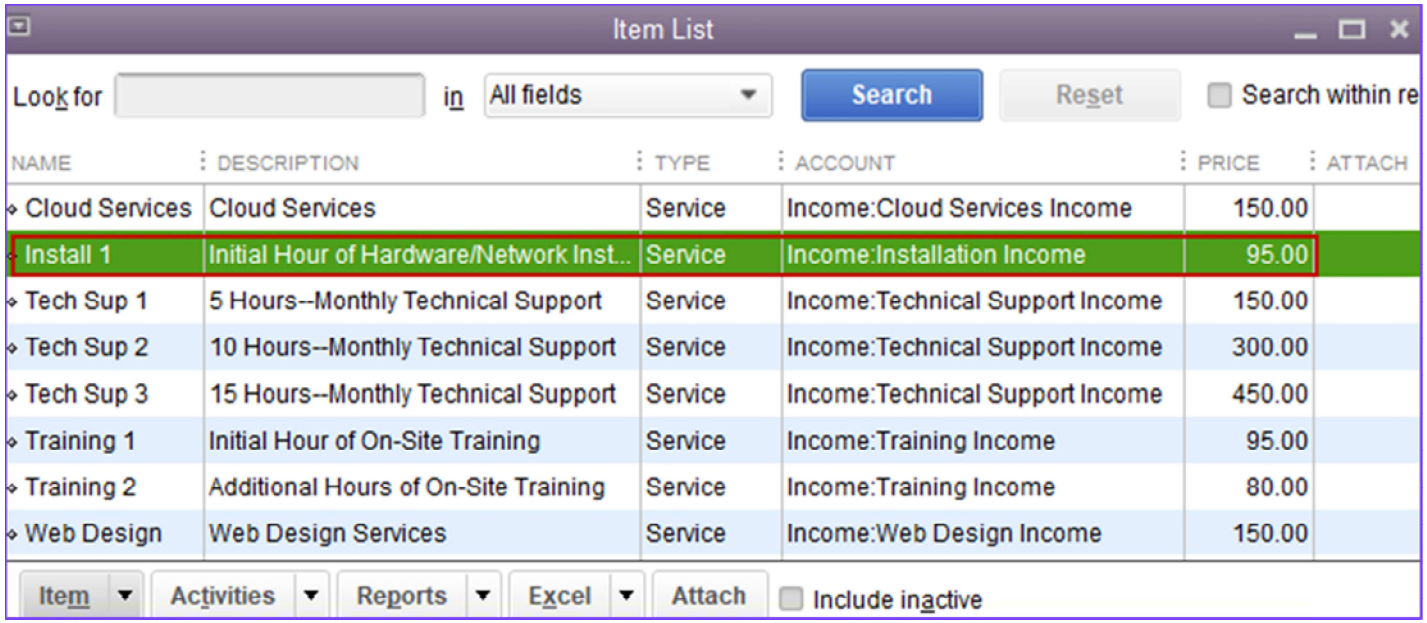
- Add a New Service Item:
  - Type: **Service**
  - Item Name: **Install 1**
  - Description: **Initial Hour of Hardware/Network Installation**
  - Rate: **95.00**
  - To select Account, click drop-down list arrow
    - Click **Installation Income**
  - Click **OK**



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Add New Item (4 of 4)

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



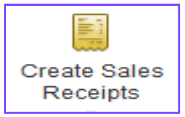
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Cash Sales

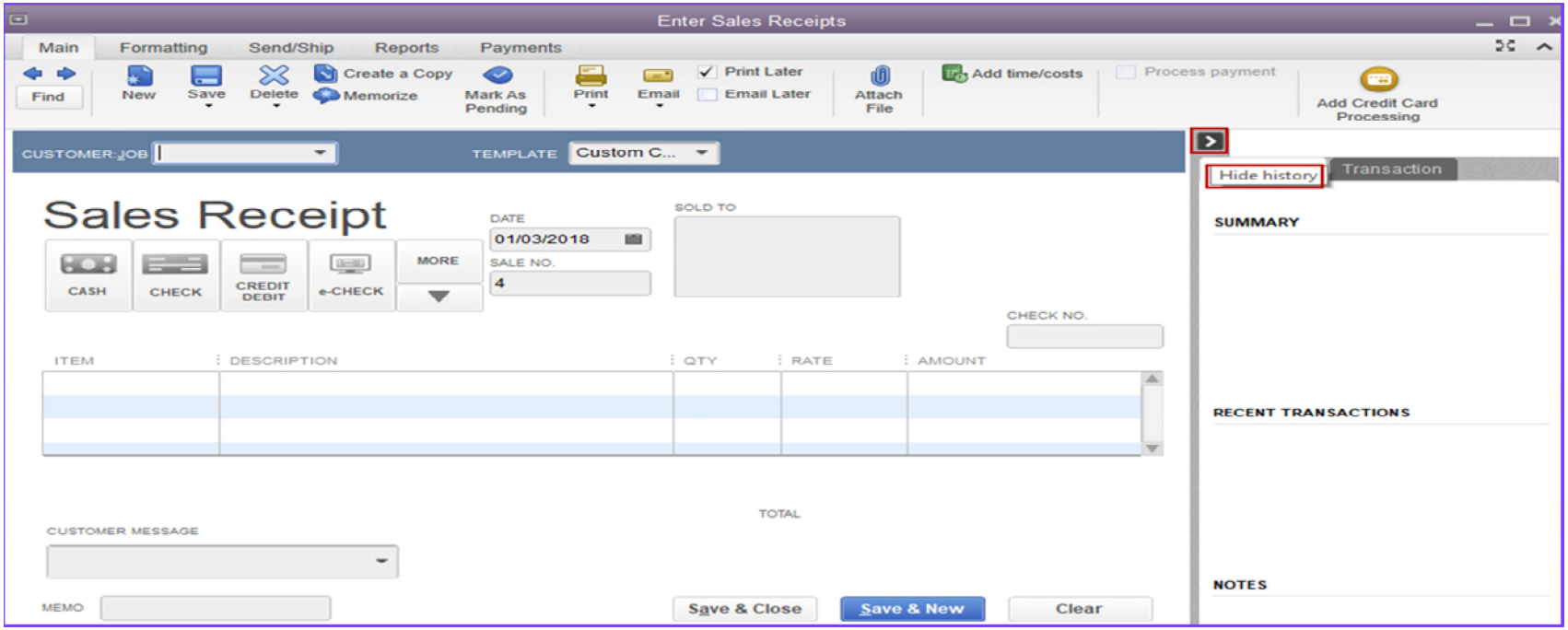
- When recording a cash sale, a sales receipt is prepared
- A cash sale is a customer purchase paid for with cash, check, or credit card
- Behind scenes QuickBooks Desktop:
  - Records information from sales receipt into Journal
  - Posts transaction by
    - Debiting Checking in Chart of Accounts
 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

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Prepare Sales Receipt (1 of 3)

- Click 

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



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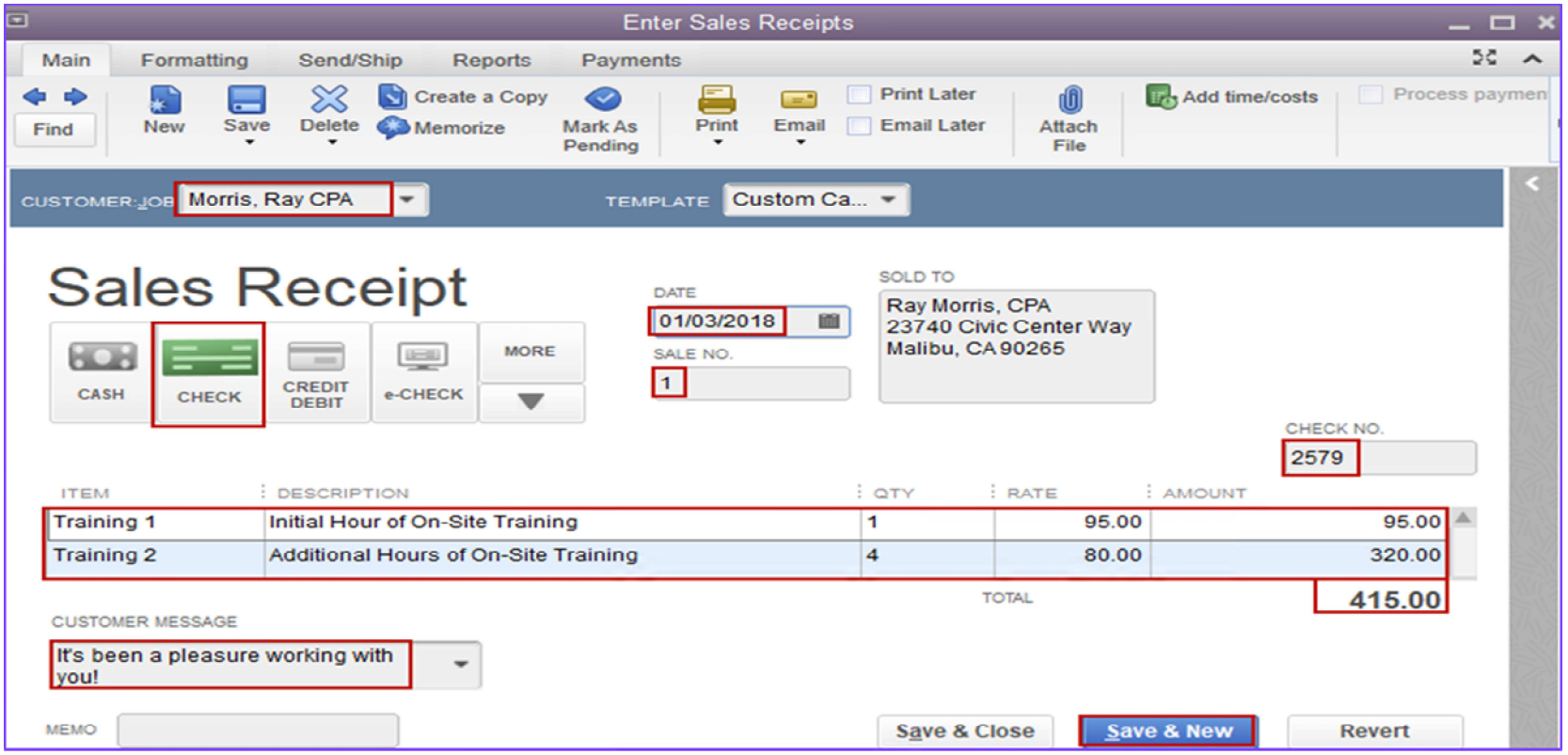
Prepare Sales Receipt (2 of 3)

- 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**

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Prepare Sales Receipt (3 of 3)

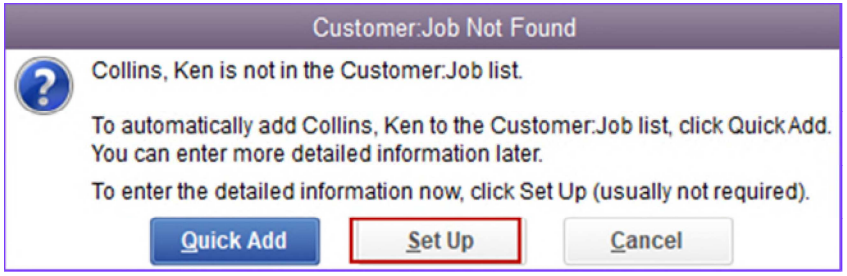
- Click **Save & New**



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

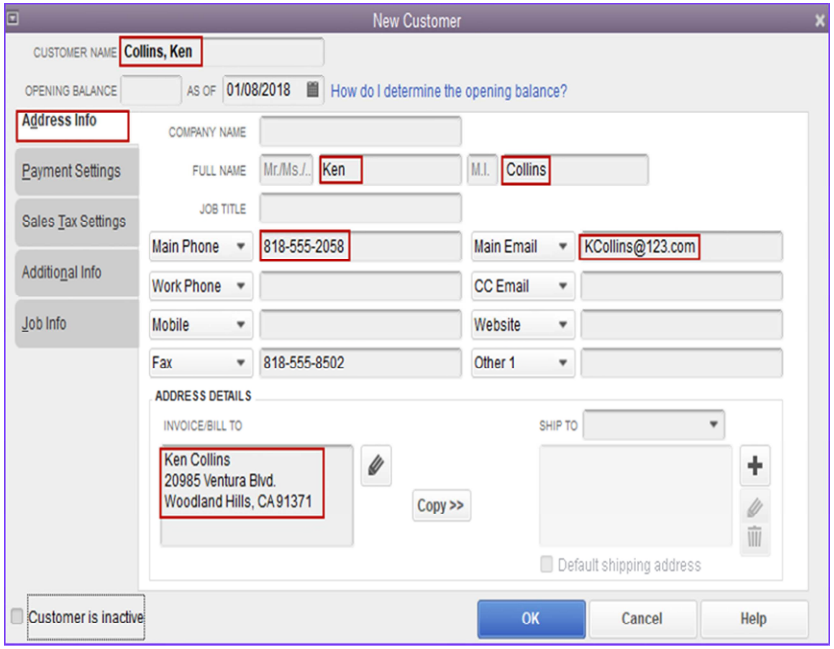
- In Customer:Job text box
  - Type new customer's name: **Collins, Ken**
  - Press **Tab**
- Customer:Job Not Found message appears
  - Three choices are available
    - Quick Add: add customer name only
    - Set Up: Add complete information for customer
    - Cancel: Do not add new customer
- Click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



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

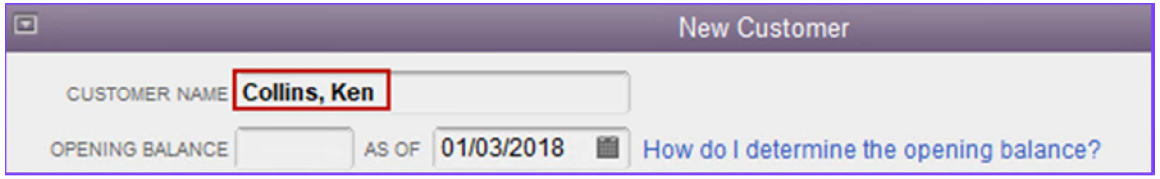
- Enter Customer Name: **Collins, Ken**
- Enter Address Info for new customer
  - First Name: **Ken**
  - Last Name: **Collins**
  - Main Phone: **818-555-2058**
  - Invoice/Bill To: **Ken Collins**
  - Address:
    - **20985 Ventura Blvd.**
    - **Woodland Hills, CA 91371**



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

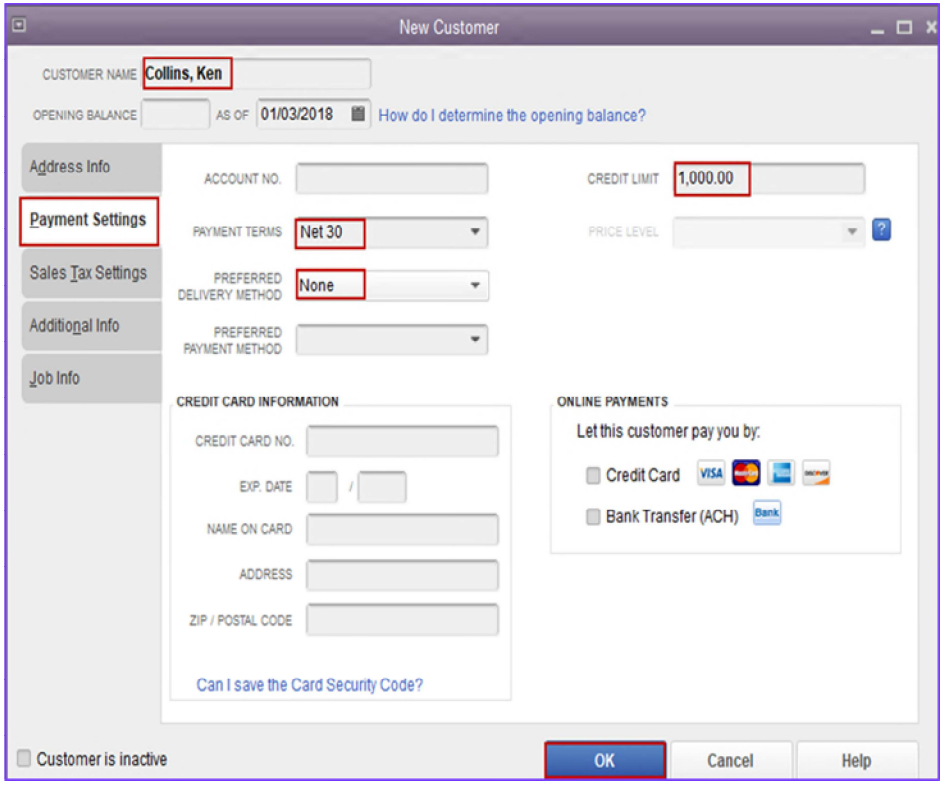
- Opening Balance
  - When adding a customer who has an existing balance
    - Enter amount owed as an opening balance
    - Enter date you are doing this
      - Current Date is automatically shown
  - An opening balance is normally used when converting to QuickBooks Desktop
  - Only time an opening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



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

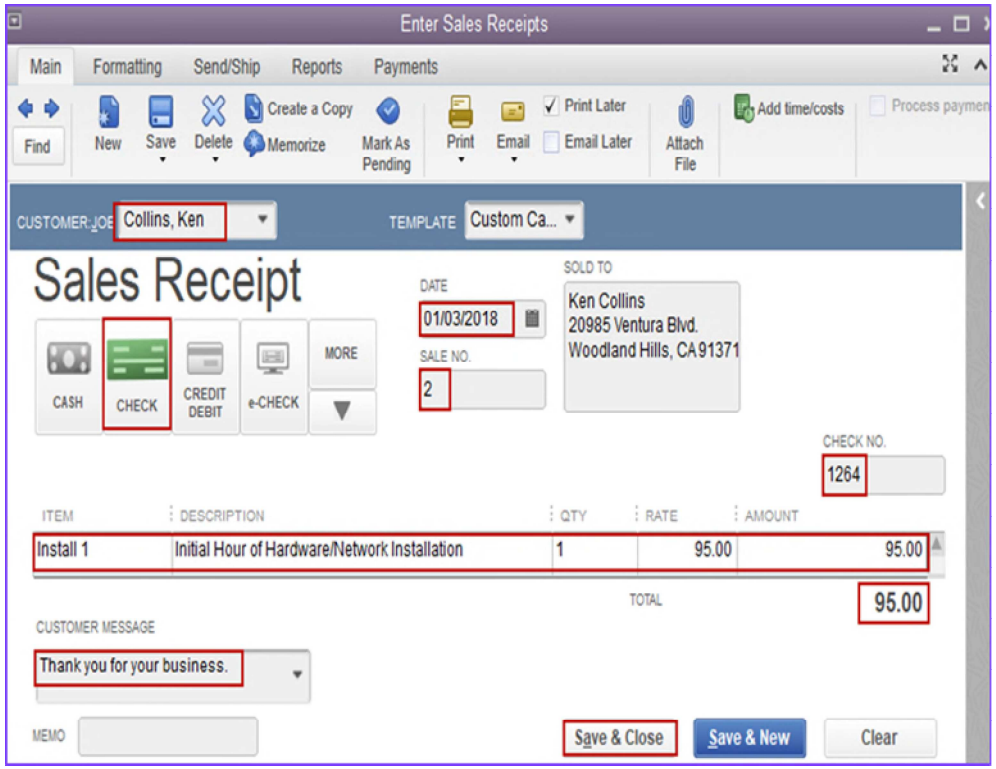
- Click **Payment Settings** tab
- Enter Payment Terms:
  - Click drop-down list arrow
  - Click **Net 30**
- Preferred Delivery Method
  - Click drop-down list arrow
  - Click **None**
- Enter Credit Limit **1,000**
- Click **OK**



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

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



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Receive Payment on Account (1 of 3)

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

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Receive Payment on Account (2 of 3)

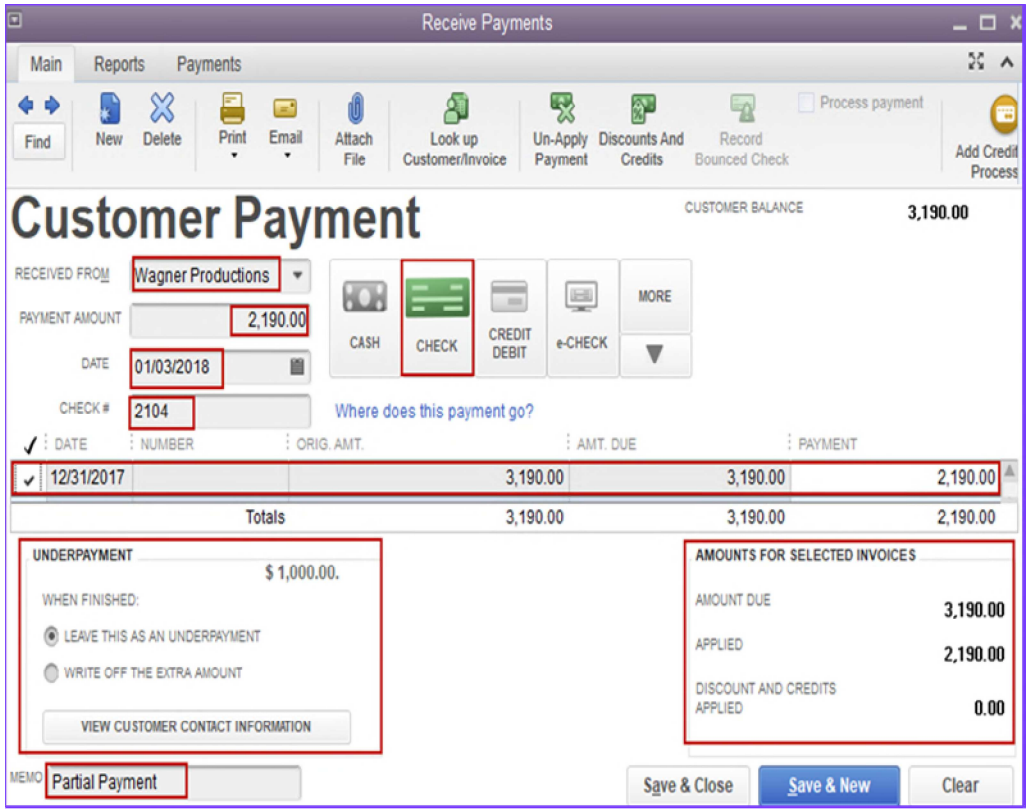
- Record a partial payment of $2,190 from Wagner Productions on 01/03/2018
  - Click **Receive Payments** icon 

  - 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**

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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



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Backup Files (1 of 2)

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

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Backup Files (2 of 2)

- Prepare a Daily Backup :
  - After a number of transactions have been recorded
  - At end of every work session
  - Restore your daily backup file to:
    - Restore 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

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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.

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Deposit Checks Received (1 of 3)

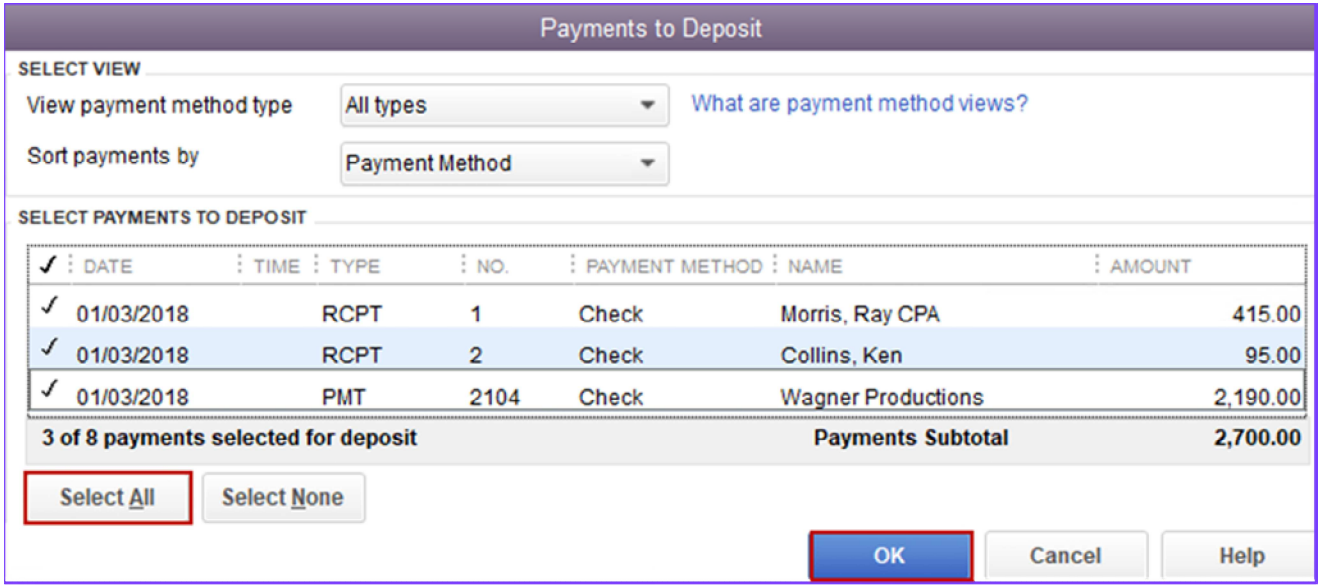
- Amounts received for payments and cash sales put into Undeposited Funds
- Making bank deposit will remove amount from Undeposited Funds and put it in Checking (Cash)
- Procedure helps prevent mistakes in writing checks using funds not deposited in bank

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Deposit Checks Received (2 of 3)

- To make a deposit, click 

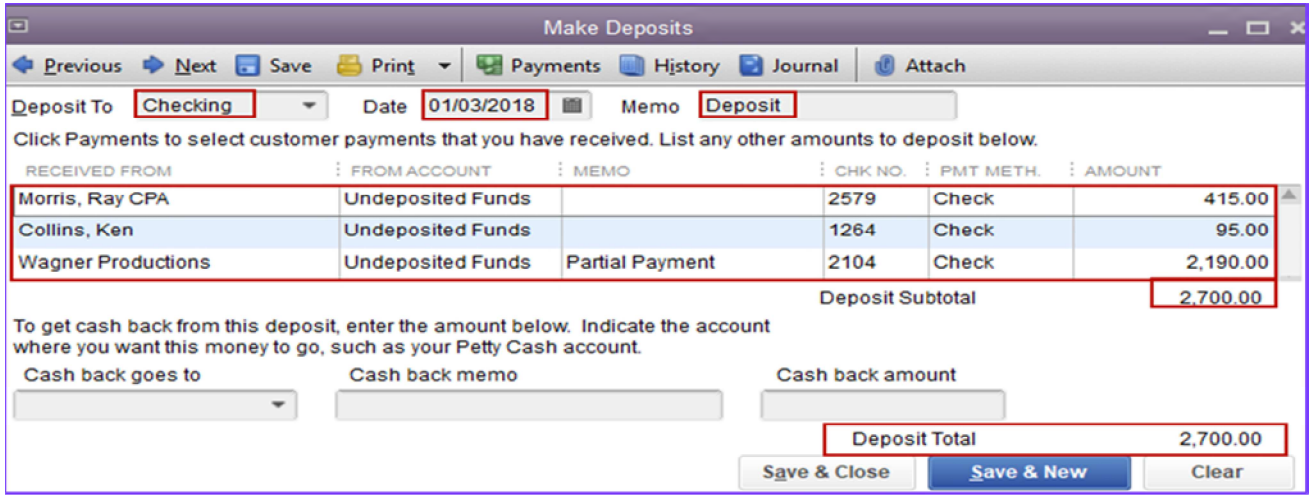
icon
- Click **Select All** button
- Click **OK**



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Deposit Checks Received (3 of 3)

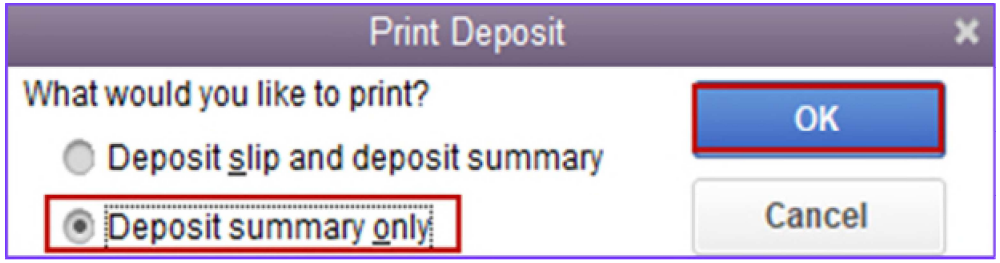
- Make Deposits Screen should show:
  - Deposit To: **Checking**
  - Date: **01/03/18** (insert correct date if necessary)
  - Memo: **Deposit**
  - List of items being deposited
  - Deposit Total



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Print Deposit Summary (1 of 2)

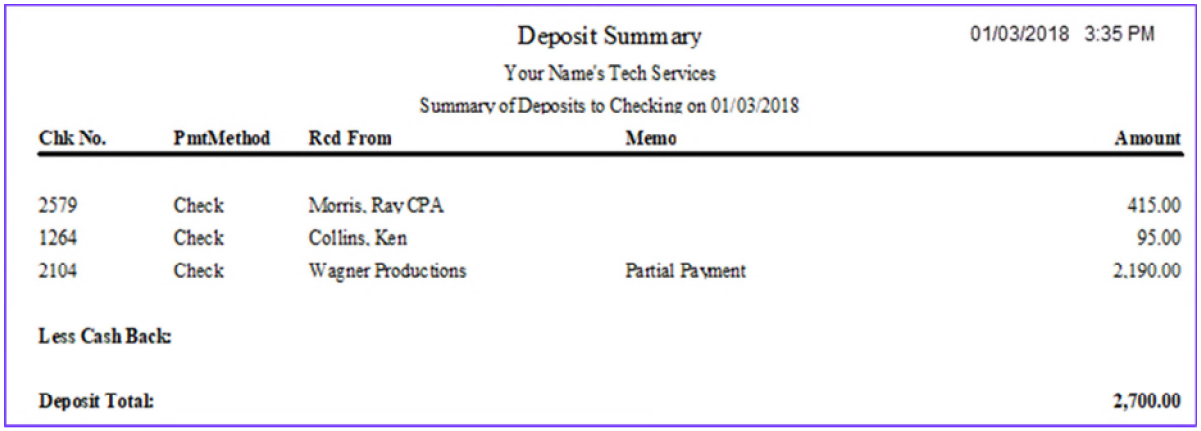
- Print Deposit Summary:
  - Click **Print** icon
  - Select **Deposit summary only**
  - Click **OK**



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Print Deposit Summary (2 of 2)

- Complete print information
- Print Deposit Summary
- Note:
  - Current date and time in upper-right corner
  - 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

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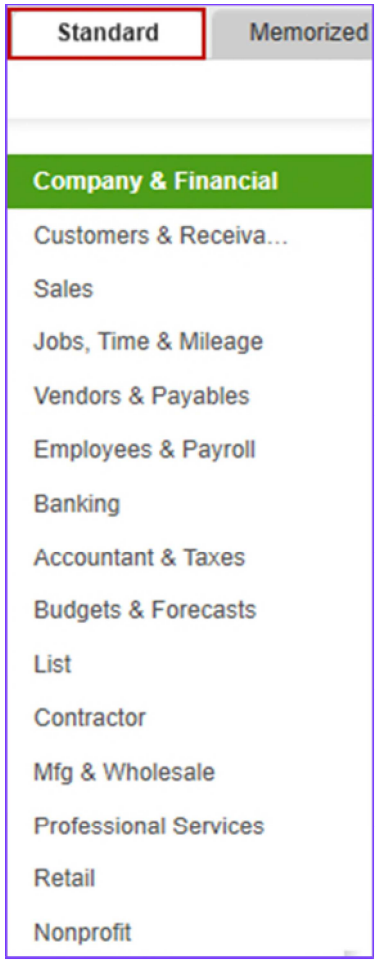
Complete Deposit

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

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Report Center

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



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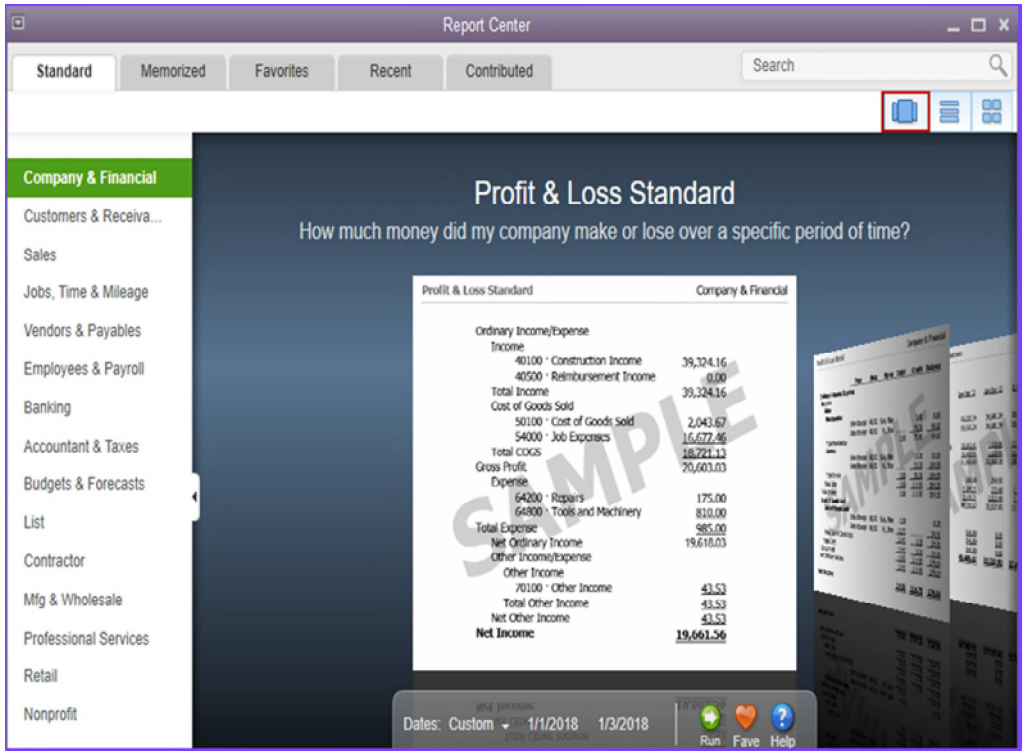
Report Center Views (1 of 4)

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

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Report Center Views (2 of 4)

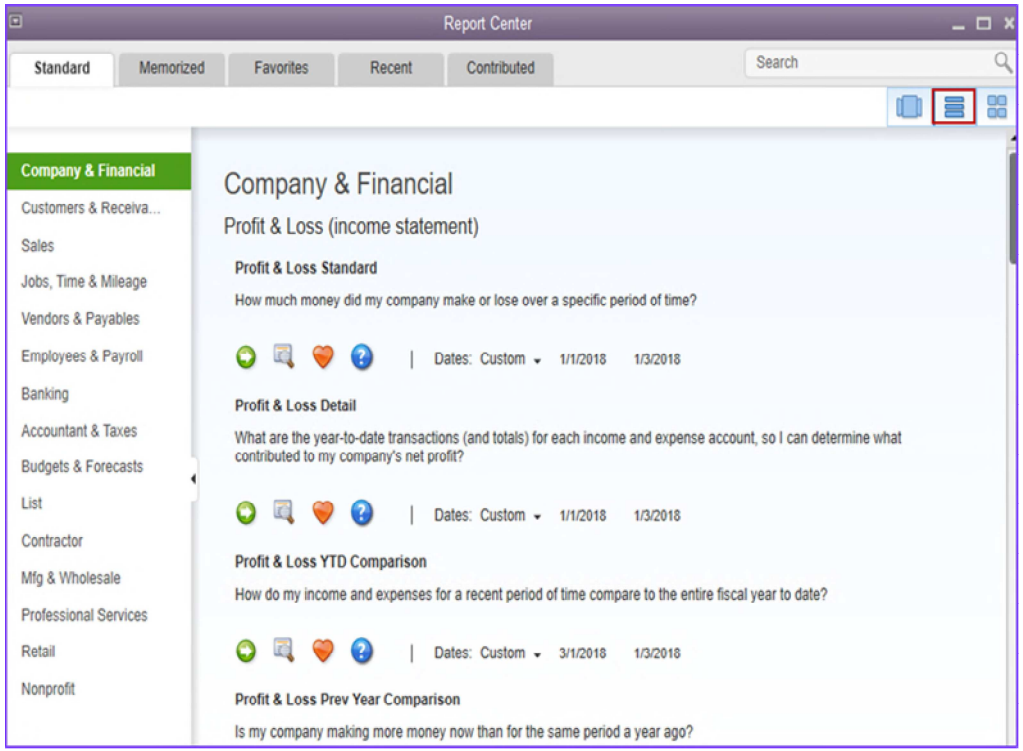
- Carousel view
  - Click  button
  - Rotate reports to see report examples



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Report Center Views (3 of 4)

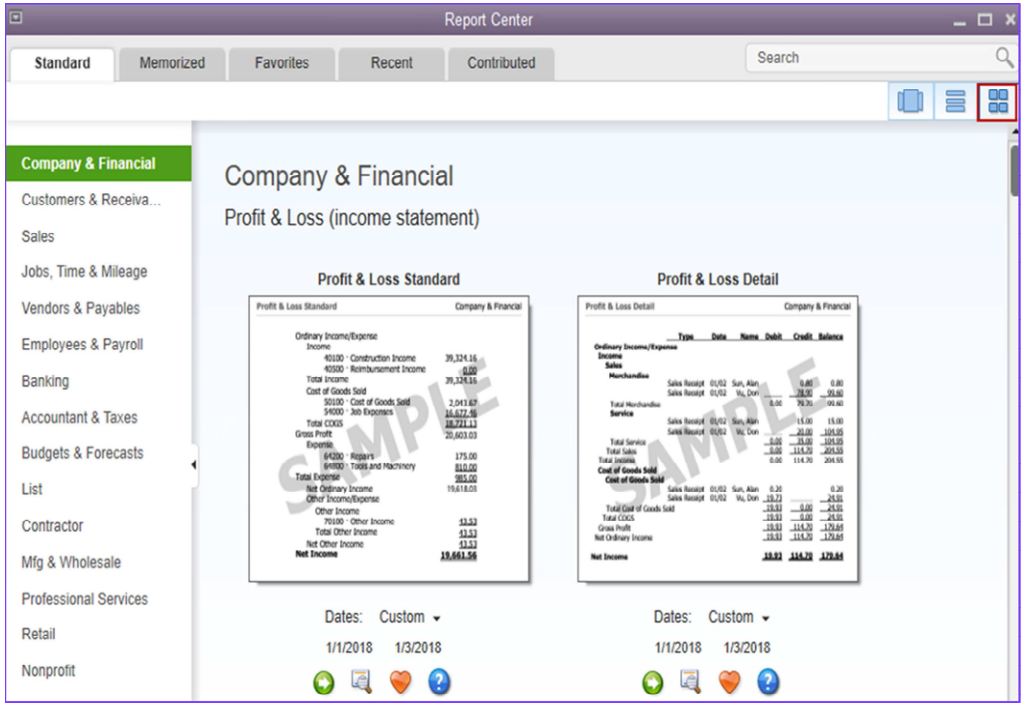
- List view
  - Click  button
  - Shows a list of reports



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Report Center Views (4 of 4)

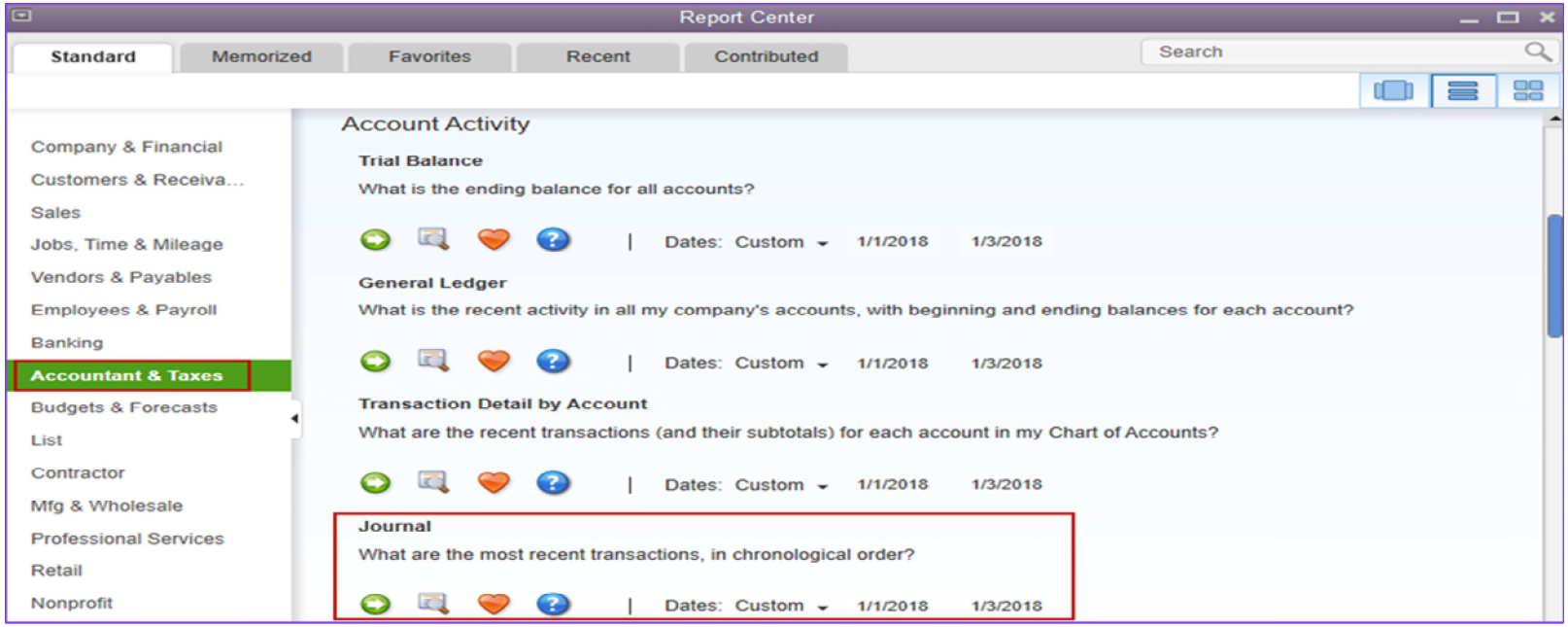
- Grid view
  - Click  button
  - Shows miniature samples of reports



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Prepare Journal Report (1 of 4)

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



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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

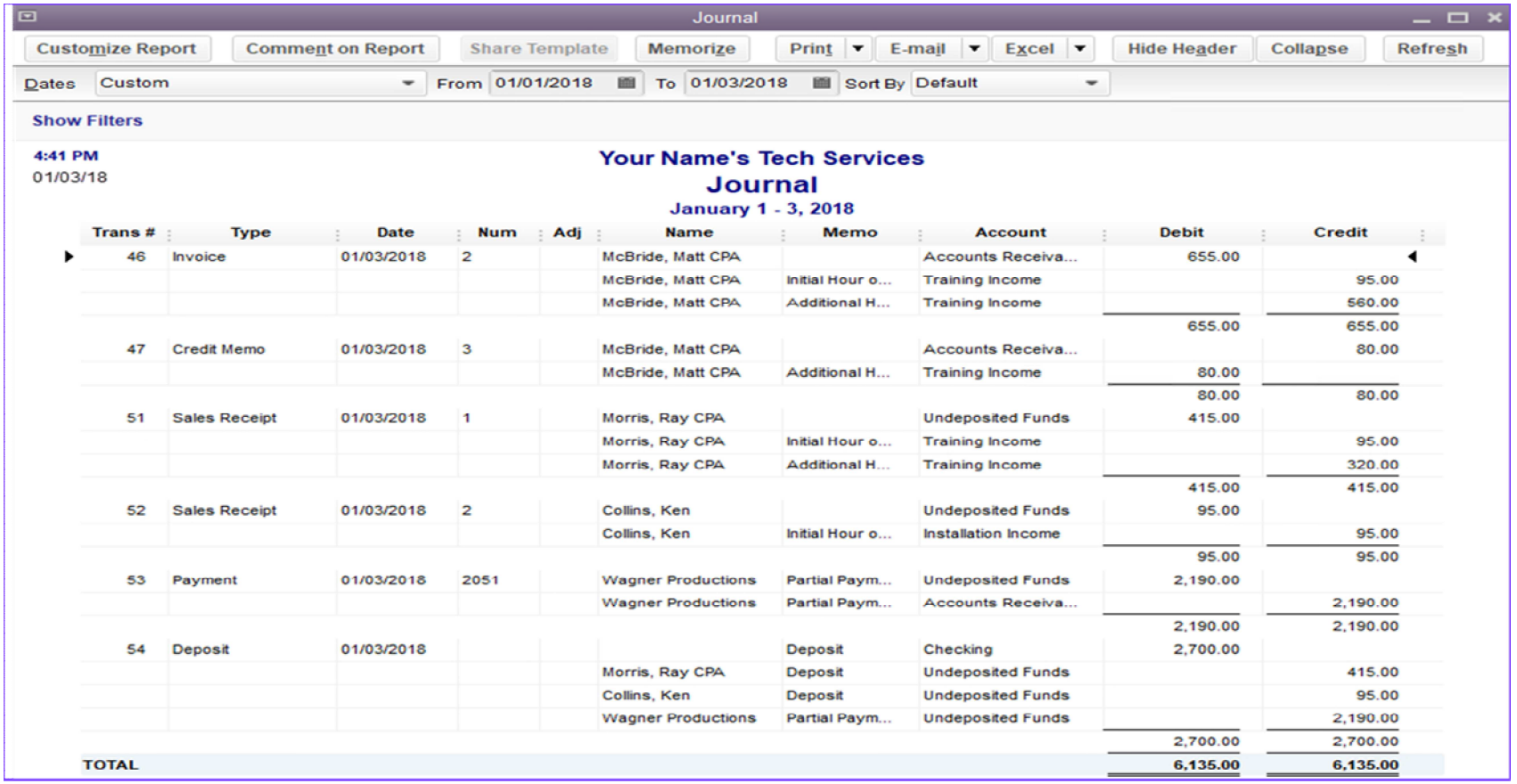
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Prepare Journal Report (3 of 4)

- 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

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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

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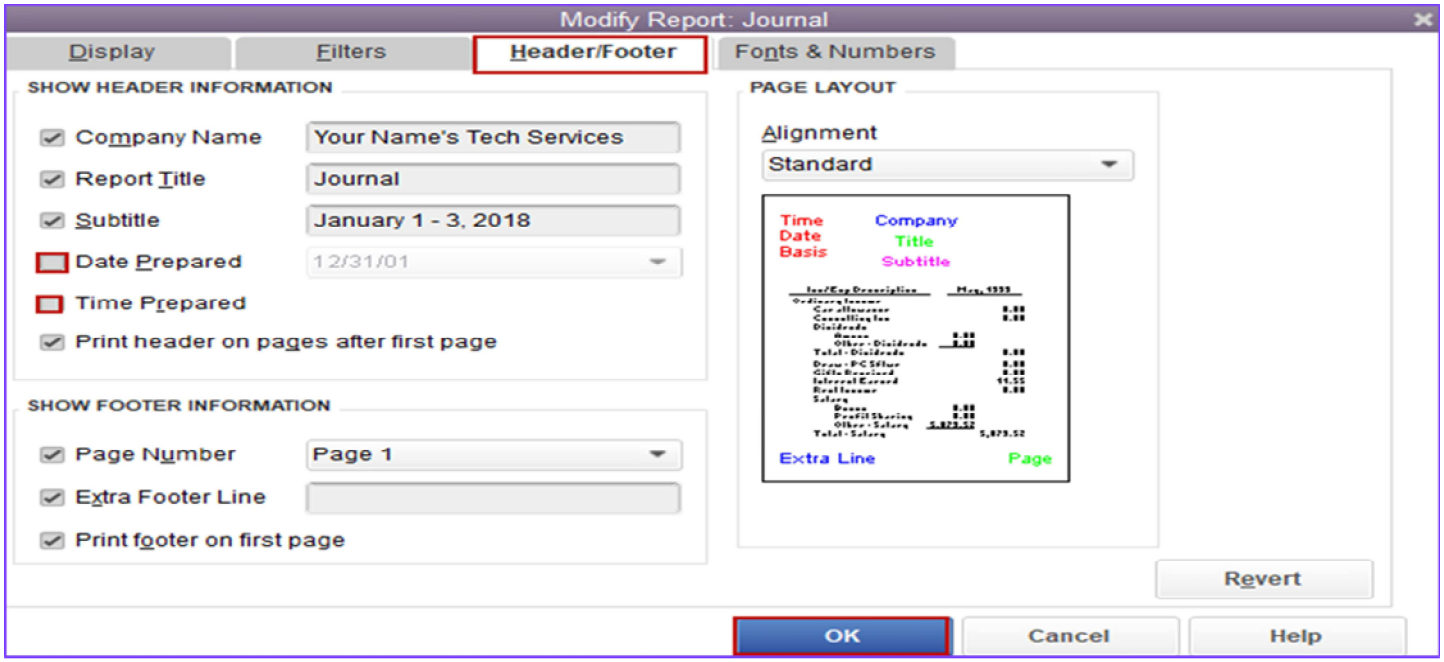
Customize Report Header (1 of 2)

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

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Customize Report Header (2 of 2)

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



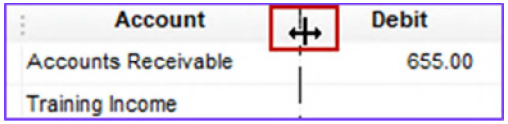
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Display Report Information (1 of 2)

- 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



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



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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



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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

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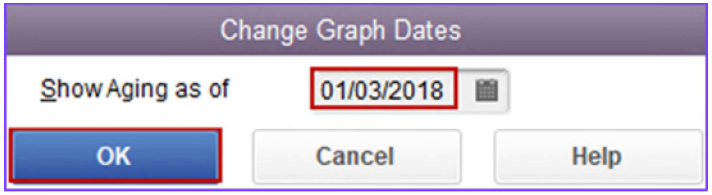
Accounts Receivable and Sales Graphs

- 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

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Prepare Accounts Receivable Graph (1 of 2)

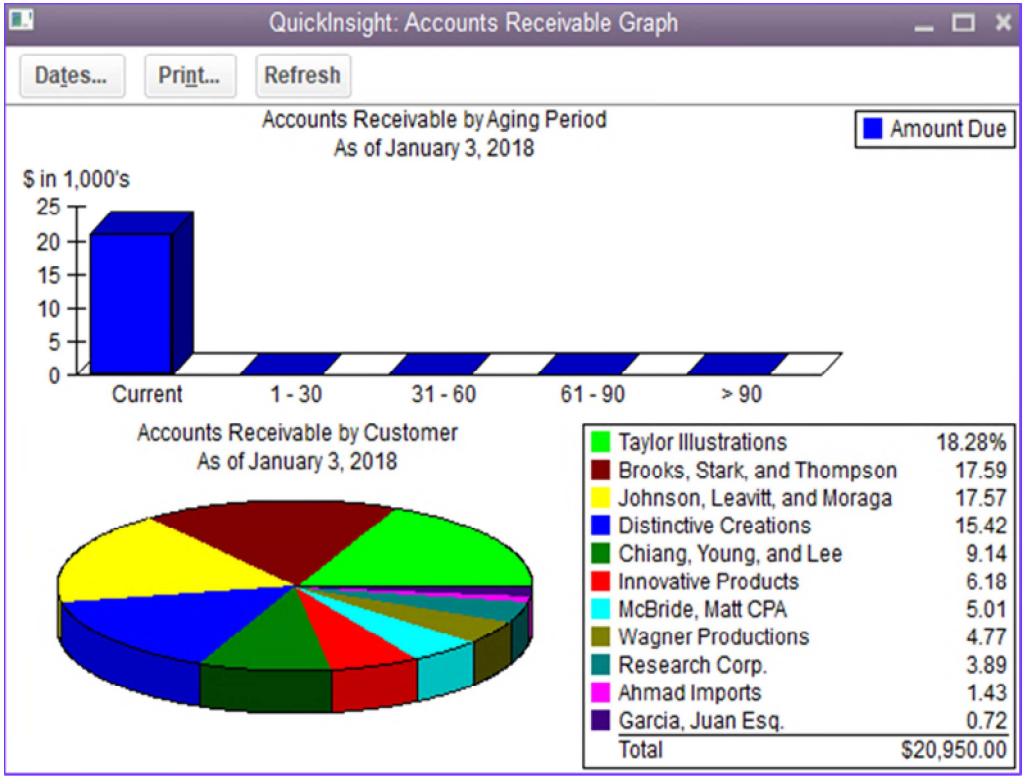
- Click **Customers & Receivables** in Report Center
- Double-click **Accounts Receivable Graph or** click **Accounts Receivable Graph** and click **Run**
- To change dates
  - Click **Dates** button
  - Enter date for **Show Aging as of**
  - Click **OK**



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Prepare Accounts Receivable Graph (2 of 2)

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



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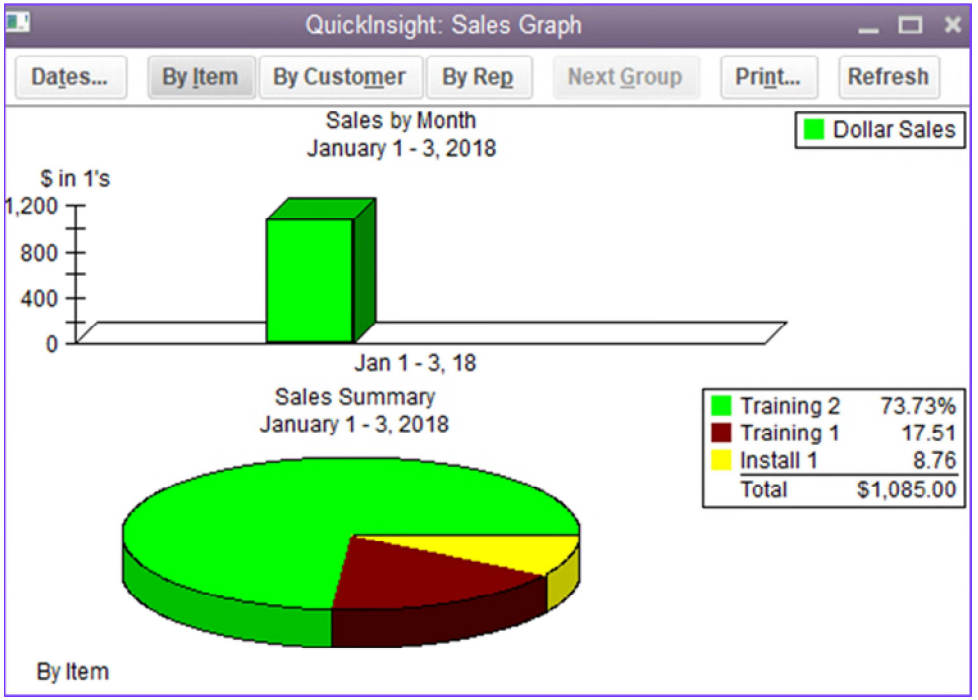
Prepare Sales Graph (1 of 2)

- 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**

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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



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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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