

Chapter

9

February Source Documents

Scenario: In Chapter 9, start by checking Dashboard invoices and money-in and money-out reports. Then, verify the January 31, 20XY Trial Balance. The stop sign reminds you to make sure your debit and credit balances are correct. In Chapter 9, you analyze source documents used by the business. Memos remind you to make customer payments and vendor payments, sales receipts show cash and credit card sales, bills are used for recording purchases on account, and invoices are used for sales on account. You also display reports and complete financial statements. To review what you will do in Chapter 9, read the objectives.

OBJECTIVES

1. Start QuickBooks Online and sign in to Student Name Sales and Service.
2. To check data, display Dashboard invoices, money-in and money-out reports, and the January 31 Trial Balance.
3. Analyze source documents.
4. Record vendor, customer, cash and credit card transactions, and sales tax.
5. Export reports to Excel and save as PDF files.
6. Complete Check Your Progress.
7. Review and complete the QuickBooks Resources and Activities.
8. Complete Exercises 9-1, 9-2, 9-3, and the Certification Q&A practice test.

In Chapter 9, complete source documents for February. Student Name Sales and Service sells computers, data storage, network products, web servers, and webinars; and purchases products from vendors.

The purpose of Chapter 9 is to review the material from previous chapters. In this chapter, you analyze source documents, then record transactions. The documents prompt transaction analysis for accounts payable (vendors), inventory, accounts receivable (customers), and cash and credit card sales. A bank statement is used to reconcile Account 101 Checking.

Source documents analyzed include:

- Vendor bills for purchasing inventory.
- Memos include customer payments, vendor payments, and remittances.
- Transaction register for issuing checks for expenses and recording ATM withdrawals.
- Sales invoices for credit customers.
- Sales receipts for cash and credit card sales.

GETTING STARTED

1. Start your browser. Go online to <http://qbo.intuit.com>.
2. Sign in to QuickBooks Online with your User ID and Password.

CHECK YOUR DATA



To make sure you are starting in the correct place, display Invoices and due dates (Figures 9-1 and 9-2); Money in and Customer Balance Detail (Figures 9-3 and 9-4), and Unpaid bills (Figure 9-5). Then, verify the 1/1/20XY to 1/31/20XY Trial Balance (Figure 9-6).

Data Metrics and Visualization

1. Select Dashboard > Business overview. Compare Invoices and due dates to Figures 9-1 and 9-2. Dashboard dollar amounts are rounded up.

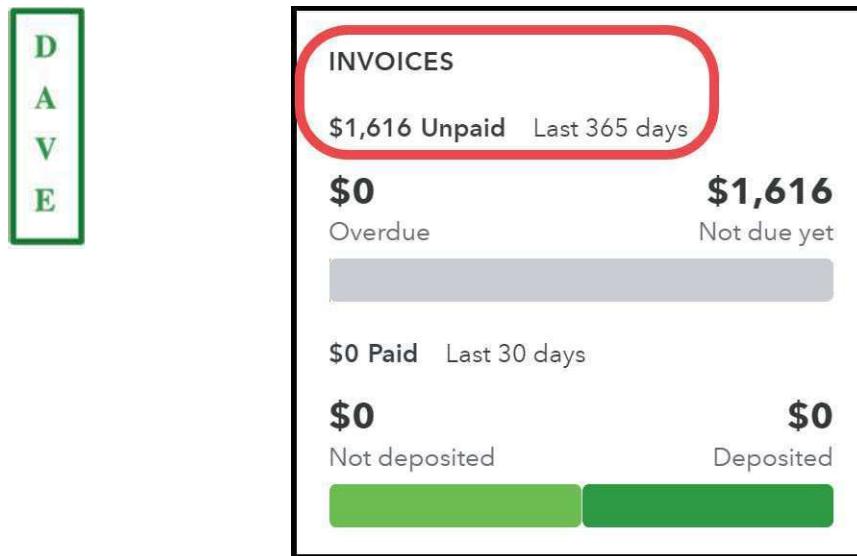


Figure 9-1: Invoices, \$1,616

2. Drill-down on Invoices. The Sales > Invoices page appears. The STATUS column shows that customer payments are due in February and March.

STATUS ▲
Due on 2/22/2022
Due on 2/22/2022
Due on 2/22/2022
Due on 2/24/2022
Due on 3/1/2022

Figure 9-2: Due dates

3. **Money in:** Select Cash flow > Overview

Cash flow Overview

Figure 9-3 shows Money in, \$1,615.87.

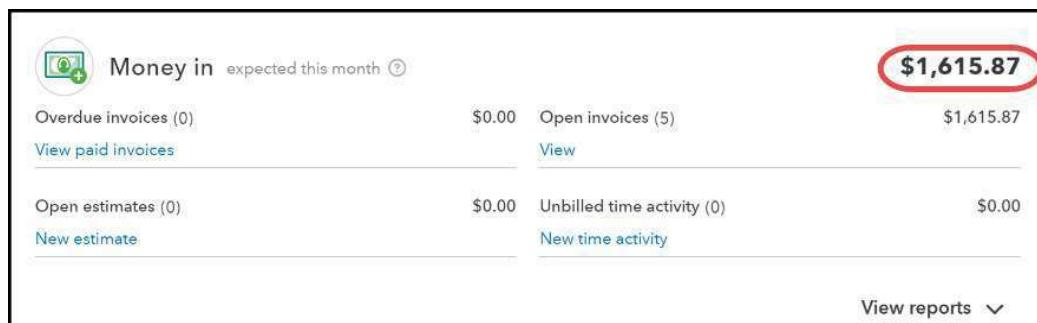


Figure 9-3: Money in, \$1,615.87

4. Select View reports to display the Open invoices report and the Customer balance detail report. If needed, for the Report period, select All Dates. The Customer Balance Detail report shows DUE DATES in February and March and a balance of \$1,615.87. This agrees with Accounts Receivable shown on Figure 9-6, the 1/31 Trial Balance.

Student Name Sales and Service						
Customer Balance Detail						
All Dates						
DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT	OPEN BALANCE	BALANCE
eBiz						
01/23/2022	Invoice	1040	02/22/2022	180.00	180.00	180.00
Total for eBiz				\$180.00	\$180.00	
Law Offices of Williamson, Gallagher & Katz						
01/23/2022	Invoice	1041	02/22/2022	300.00	300.00	300.00
Total for Law Offices of Williamson, Gallagher & Katz				\$300.00	\$300.00	
Permanente Medical Service						
01/23/2022	Invoice	1042	02/22/2022	286.47	286.47	286.47
Total for Permanente Medical Service				\$286.47	\$286.47	
Springfield Unified School District						
01/30/2022	Invoice	1044	03/01/2022	425.00	425.00	425.00
Total for Springfield Unified School District				\$425.00	\$425.00	
WebPro						
01/25/2022	Invoice	1043	02/24/2022	424.40	424.40	424.40
Total for WebPro				\$424.40	\$424.40	
TOTAL				\$1,615.87	\$1,615.87	

Figure 9-4: Customer Balance Detail

5. **Money out:** Select Cash flow > Overview > within Money out, select View reports > Unpaid bills report > Run report. (*Hint:* If necessary, select All Dates.)

Student Name Sales and Service						
Unpaid Bills						
All Dates						
DATE	TRANSACTION TYPE	NUM	DUUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
AmpleStore Inc. (650) 555-8527						
01/23/2022	Bill	AS352	02/22/2022	-169	180.00	180.00
Total for AmpleStore Inc.					\$180.00	\$180.00
Any Time Deployment (781) 555-4671						
01/18/2022	Bill	ATD510	02/17/2022	-164	500.00	500.00
01/30/2022	Bill	ATD592	03/01/2022	-176	250.00	250.00
Total for Any Time Deployment					\$750.00	\$750.00
CloudZ Channel (650) 555-3250						
01/19/2022	Bill	CZ333	02/18/2022	-165	800.00	800.00
Total for CloudZ Channel					\$800.00	\$800.00
Computers 2 You (213) 555-2300						
01/30/2022	Bill	422C2U	03/01/2022	-176	1,500.00	1,500.00
Total for Computers 2 You					\$1,500.00	\$1,500.00
Conf/Call (480) 555-2411						
01/23/2022	Bill	246CC	02/22/2022	-169	270.00	270.00
Total for Conf/Call					\$270.00	\$270.00
TOTAL					\$3,500.00	\$3,500.00

Figure 9-5: Unpaid Bills report

The \$3,500 balance is the same as Accounts Payable in Figure 9-6, the January 31 Trial Balance.

6. Check the January 31 trial balance *before* recording February transactions. Figure 9-6 shows the Trial Balance for 1/1/XY to 1/31/XY.



Student Name Sales and Service		
Trial Balance		
As of January 31, 2022		
	DEBIT	CREDIT
101 Checking	48,975.20	
105 Accounts Receivable (A/R)	1,615.87	
115 Merchandise Inventory	11,575.00	
123 Prepaid Rent	6,000.00	
125 Prepaid Insurance	2,250.00	
135 Computer Equipment	10,000.00	
137 Accumulated Depreciation		800.00
201 Accounts Payable (A/P)		3,500.00
205 Loan Payable		5,000.00
207 Arizona Department of Revenue Payable		471.53
208 Illinois Department of Revenue Payable		25.00
301 Common Stock		60,000.00
318 Retained Earnings		7,093.52
401 Sales		8,610.00
501 Cost of Goods Sold	4,305.00	
601 Advertising & Marketing		125.00
603 Bank Charges & Fees		20.00
605 Dues & subscriptions		100.00
621 Office Supplies & Software		88.52
625 Repairs & Maintenance		150.00
627 Shipping and Delivery Expense		47.00
633 Telephone Expense		158.32
635 Utilities Expense		90.14
TOTAL	\$85,500.05	\$85,500.05

Accrual basis

Figure 9-6: January 31 Trial Balance

On the trial balance, non-zero rows/columns is selected.

Troubleshooting: What if your January 31 Trial Balance does not agree?

Display the 1/1/XY to 1/31/XY Journal. Verify your Journal report with Figures 8-5 to 8-9 and Exercise 8-2_Journal. Make any needed corrections. Display the 1/1/XY to 1/31/XY Trial Balance.

FEBRUARY SOURCE DOCUMENTS



Student Name Sales and Service

Memo

Date: 2/2

Re: Credit Card Receipts

The bank sent verification of credit card receipts in the amount of \$4,137.90. Refer to the sales receipts on the next three pages for the products sold and credit cards used.

Checking Account		Checks	Credit Card	Amount
Bank Statement				
Date: February 5		1	American Express	\$1,538.45
List of Deposits:		2	MasterCard	\$1,220.15
Coin	Totals	3	Visa	\$1,379.30
Quarters:	\$	4		
Dimes:	\$	5		
Nickels:	\$	6		
Pennies	\$			
Total				
Cash	Totals			
\$1	\$			
\$5	\$			
\$10	\$			
\$20	\$			
\$50	\$			
\$100	\$			
Total	\$			
Total Cash			Total Deposit	\$4,137.90



SALES RECEIPT

Student Name Sales and Service

Date: 2/2

RECEIPT # 1046

For: Credit Card

Payment Method

Type

CREDIT CARD

American Express

Thank you for your business!





SALES RECEIPT

Student Name Sales and Service

Date: 2/2

RECEIPT # 1047

For: **CREDIT CARD**

Payment Method

Type

CREDIT CARD MasterCard

Thank you for your business!



SALES RECEIPT

Student Name Sales and Service

Date: 2/2

RECEIPT # 1048

For: **CREDIT CARD**

Payment Method

Type

CREDIT CARD

Visa

Thank you for your business!

Transaction Register

Check No.		Description of Transaction	Debit (-)	Credit (+)	Balance
	2/2	<i>Balance</i>			\$53,113.10
1085	2/5	Office Suppliers	\$91.20		\$53,021.90
1086	2/5	Moss Advertising	\$150.00		\$52,871.90
1087	2/5	Western Telephone	\$76.19		\$52,795.71
1088	2/5	Cellular Service	\$82.13		\$52,713.58
1089	2/6	Journal of Accounting	\$75.00		\$52,638.58
1090	2/6	SPR Gas	\$195.89		\$52,442.69
ATM	2/7	Village Restaurant	\$55.22		\$52,387.47
1091	2/7	Vince Bartel	\$150.00		\$52,237.47
1092	2/7	Hour Deliveries	\$95.97		\$52,141.50
1093	2/7	Loan Payable*	\$5,000.00		\$46,991.50
		Interest Expense	\$150.00		

*In Chapter 3, Account 205 Loan Payable was recorded as a transfer of funds. Add the Payee First Trust Bank as a vendor.

Troubleshooting: How can I check that the date and year used for entering

 transactions is correct? To display recent transactions, click  The Search page appears. Recent transactions are listed. Check the dates and year. To see more transactions, select View more. On the RECENT TRANSACTIONS list, you can drill-down to the original entry. Make any needed changes, then save. Click <X> to close Search.

Observe that when you go to the Dashboard, the balance in Account 101 Checking is the same as 2/7 balance in the Transaction Register.

Bank accounts		
101 Checking In QuickBooks		\$46,991.50

Figure 9-7: Checking account balance

BILL #: CZ403	DATE: 2/7																															
CloudZ Channel 110 Merit Street Menlo Park, CA 94025 650-555-3250																																
Customer: Student Name Sales and Service																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 15%;">Quantity</th> <th style="width: 40%;">Description</th> <th style="width: 15%;">Unit Price</th> <th style="width: 15%;">Amount</th> </tr> </thead> <tbody> <tr> <td>2/7</td> <td>5</td> <td>Web server</td> <td>\$200.00</td> <td>\$1,000.00</td> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			Date	Quantity	Description	Unit Price	Amount	2/7	5	Web server	\$200.00	\$1,000.00																				
Date	Quantity	Description	Unit Price	Amount																												
2/7	5	Web server	\$200.00	\$1,000.00																												
Remittance <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Bill #</td> <td>CZ403</td> </tr> <tr> <td>Date</td> <td>2/7</td> </tr> <tr> <td>Amount Due</td> <td>\$1,000.00</td> </tr> </table>			Bill #	CZ403	Date	2/7	Amount Due	\$1,000.00																								
Bill #	CZ403																															
Date	2/7																															
Amount Due	\$1,000.00																															
<i>Thank you for your business!</i> <i>Make all checks payable to CloudZ Channel.</i>																																

Hint: If a prefill this bill pop-up message appears, click <No>. If necessary, click on the down-arrow next to Item details so that the Product/Service field appears.



Sales Invoice

TO: **SHIP**
eBiz TO: **SAME**
800 W. Second Ave.
Wilmington, DE 19801
(302) 555-2000

Date	Invoice Number	Payment Terms	Due Date
2/7	1049	Net 30	3/9

Qty	Product	Description	Rate	Amount
6	Data storage	Data storage	\$30.00	\$180.00

Make all checks payable to Student Name Sales and Service

Thank you for your business!

Note: If necessary, uncheck the Tax field. There is no sales tax in Delaware.



Bill: AS401

AmpleStore Inc.

Bill To:

Student Name Sales and Service

Remittance

Bill #	AS401
Date	2/9
Amount Due	\$300.00

AmpleStore Inc. 200 West Concord Ave. Palo Alto, CA 94301

(650) 555-8527

	Student Name Sales and Service																				
<p>Memo</p> <p>Date: 2/15</p> <p>Re: Vendor Payments</p> <hr/> <p>Student Name Sales and Service pays the following vendors:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 5px;">Vendor ID</th> <th style="text-align: center; padding: 5px;">Bill #</th> <th style="text-align: center; padding: 5px;">Check No.</th> <th style="text-align: center; padding: 5px;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">AmpleStore</td> <td style="text-align: center; padding: 5px;">AS352</td> <td style="text-align: center; padding: 5px;">1094</td> <td style="text-align: center; padding: 5px;">\$180.00</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Any Time Deployment</td> <td style="text-align: center; padding: 5px;">ATD510</td> <td style="text-align: center; padding: 5px;">1095</td> <td style="text-align: center; padding: 5px;">\$500.00</td> </tr> <tr> <td style="text-align: center; padding: 5px;">CloudZ Channel</td> <td style="text-align: center; padding: 5px;">CZ333</td> <td style="text-align: center; padding: 5px;">1096</td> <td style="text-align: center; padding: 5px;">\$800.00</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Conf/Call</td> <td style="text-align: center; padding: 5px;">246CC</td> <td style="text-align: center; padding: 5px;">1097</td> <td style="text-align: center; padding: 5px;">\$270.00</td> </tr> </tbody> </table>		Vendor ID	Bill #	Check No.	Amount	AmpleStore	AS352	1094	\$180.00	Any Time Deployment	ATD510	1095	\$500.00	CloudZ Channel	CZ333	1096	\$800.00	Conf/Call	246CC	1097	\$270.00
Vendor ID	Bill #	Check No.	Amount																		
AmpleStore	AS352	1094	\$180.00																		
Any Time Deployment	ATD510	1095	\$500.00																		
CloudZ Channel	CZ333	1096	\$800.00																		
Conf/Call	246CC	1097	\$270.00																		

REMITTANCE	
Bill #	AS352
Customer ID	Student Name
Date	2/15
Amount Enclosed	\$180.00
	AmpleStore Inc. 200 West Concord Ave. Palo Alto, CA 94301 650-555-8527

REMITTANCE	
Bill #	ATD510
Customer ID	Student Name Sales and Service
Date	2/15
Amount Enclosed	\$500.00
	Any Time Deployment 1189 W. Burnside Lexington, MA 02421 781-555-4671

REMITTANCE	
Bill #	CZ333
Customer ID	Student Name Sales and Service
Date	2/15
Amount Enclosed	\$800.00
	CloudZ Channel 110 Merit Street Menlo Park, CA 94025 650-555-3250

REMITTANCE	
Bill #	246CC
Customer ID	Student Name Sales and Service
Date	2/15
Amount Enclosed	\$270.00
	Conf/Call 700 North Prince Street Tempe, AZ 85008 (480) 555-2411



Bill: 275CC

Bill to:

Student Name Sales
and Service

Conf/Call

**700 North Prince Street
Tempe, AZ 85008 USA
480-555-2411**

Unit

Date	Quantity	Description	Price	Amount
2/18	3	Webinars	\$45	\$135.00

Remittance

Bill #	275CC
Date	2/18
Amount Due	\$135.00

Make all checks payable to Conf/Call.

Thank you for your business!



Sales Invoice

TO: Law Offices of Williamson,
Gallagher & Katz
18 Piedmont Ave. NW
Anchorage, AK 99510
SHIP
TO: SAME
(907) 555-8134

Date	Invoice Number	Payment Terms	Due Date
2/18	1050	Net 30	3/20

Qty	Product	Description	Rate	Amount
6	Network Products	Network products	\$50.00	\$300.00

Make all checks payable to Student Name Sales and Service

Thank you for your business!



Sales Invoice

TO: Permanente Medical Service SHIP
 255 W. Third St. TO: SAME
 Tucson, AZ 85704
 (520) 555-555-9000

Date	Invoice Number	Payment Terms	Due Date
2/18	1051	Net 30	3/20

Qty	Product	Description	Rate	Amount
3	Webinars	Webinars	\$90	\$270.00
		Sales Tax	6.10%	\$16.47
		Balance Due		\$286.47

Make all checks payable to Student Name Sales and Service

Thank you for your business!



Bill: AS423

AmpleStore Inc.

Bill to:
Student Name Sales and
Service

Date	Quantity	Description	Unit Price	Amount
2/20	12	Data storage	\$15.00	\$180.00

Remittance

Bill #	AS423
Date	2/20
Amount Due	\$180.00

AmpleStore Inc. 200 West Concord Ave. Palo Alto, CA 94301
(650) 555-8527



Sales Invoice

TO:

WebPro SHIP

1506 West Sage Street TO: SAME
Tucson, AZ 85704
(520) 555-5311

Date	Invoice Number	Payment Terms	Due Date
2/20	1052	Net 30	3/22

Qty	Product	Description	Rate	Amount
1	Web server	Web server	\$400.00	\$400.00
		Sales Tax	6.10%	\$24.40
		Balance Due		\$424.40

Make all checks payable to Student Name Sales and Service

Thank you for your business!



Student Name Sales and Service

Memo

Date: 2/20

Re: Customer Payments

Student Name Sales and Service received the following customer payments.

1. Received payment from eBiz, Invoice 1040, \$180, customer check 10321.
2. Received payment from the Law Offices of Williamson, Gallagher, & Katz, Invoice 1041, \$300, customer check 5730.
3. Received payment from Permanente Medical Service, Invoice 1042, \$286.47, customer check 1588.
4. Received payment from Springfield Unified School District, Invoice 1044, \$425, Check 9213.
5. Received payment from WebPro Invoice 1043, \$424.40, customer check 802.

Date:**2/25****BILL #: 492C2U**

Computers 2 You
2006 East 14 Avenue
Los Angeles, CA 90046
(213) 555-2300

**BILL TO:**

Student Name Sales
 and Service

Quantity	Description	Unit Price	Amount
4	Computers	\$500.00	\$2,000.00

Remittance

Bill #	492C2U
Date	2/25
Amount Due	\$2,000.00

Any Time Deployment
1189 W. Burnside
Lexington, MA 02421
(781) 555-4681

Bill Number: ATD645

Date: 2/25



Ship to: Student Name Sales and Service

SHIPPED VIA	TERMS
UPS	Net 30

Remittance

Bill #	ATD645
Date	2/25
Amount Due	\$250.00



Sales Invoice

TO: **Springfield Unified School District** SHIP
4892 Clear Lake Ave.
Springfield, IL 62703
(217) 555-555-5500 TO: SAME

Date	Invoice Number	Payment Terms	Due Date
2/25	1053	Net 30	3/27

Qty	Product	Description	Rate	Amount
1	Web server	Web server	\$400.00	\$400.00
		Sales Tax	6.25%	\$25.00
		Balance Due		\$425.00

Make all checks payable to Student Name Sales and Service

Thank you for your business!



SALES RECEIPT

Student Name Sales and Service

Date: 2/25

RECEIPT # 1054

For: Cash Sales

Payment Method

Type

Check 406	Cash sales
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Thank you for your business!



Student Name Sales and Service

Memo

Date: 2/27

Re: Credit Card Receipts

The bank sent verification of credit card receipts in the amount of \$2,896.53. Refer to the sales receipts on the next three pages for the products sold and credit cards used.

Checking Account Bank Statement		Checks	Credit Card	Amount
Date: February 5		1	American Express	\$2,281.15
List of Deposits:		2	MasterCard	\$159.15
Coin	Totals	3	Visa	\$456.23
Quarters:	\$	4		
Dimes:	\$	5		
Nickels:	\$	6		
Pennies	\$			
Total				
Cash	Totals			
\$1	\$			
\$5	\$			
\$10	\$			
\$20	\$			
\$50	\$			
\$100	\$			
Total	\$			
Total Cash			Total Deposit	\$2,896.53

Hint: On the Sales Receipts page, select the appropriate credit card.



SALES RECEIPT

Student Name Sales and Service

Date: 2/27

RECEIPT #1055

For: **CREDIT CARD**

Payment Method

Type

CREDIT CARD

American Express

Thank you for your business!



SALES RECEIPT

Student Name Sales and Service

Date: 2/27

RECEIPT #1056

For: **CREDIT CARD**

Payment Method

Type

CREDIT CARD

Thank you for your business!



SALES RECEIPT

Student Name Sales and Service

Date: 2/27
RECEIPT #1057
For: CREDIT CARD

Payment Method	Type
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CREDIT CARD

Qty	Description	Rate	Amount
5	Data storage	\$30.00	\$150.00
2	Network products	\$50.00	\$100.00
2	Webinars	\$90.00	\$180.00
		Sales Tax 6.10%	\$26.23
		Total	\$456.23

Thank you for your business!



Student Name Sales and Service

Memo

Date: 2/27

Re: Vendor Payments

Student Name Sales and Service pays the following vendors:

Vendor ID	Bill #	Check No.	Amount
Any Time Deployment	ATD592	1098	\$250.00
Computers 2 You	422C2U	1099	\$1,500.00

REMITTANCE

Bill #	ATD592
Customer ID	Student Name Sales and Service
Date	2/27
Amount Enclosed	\$250.00
	Any Time Deployment 1189 W. Burnside Lexington, MA 02421 (781) 555-4781

REMITTANCE	
Bill #	422C2U
Customer ID	Student Name Sales and Service
Date	2/27
Amount Enclosed	\$1,500.00
	Computers 2 You 2006 East 14 Avenue Los Angeles, CA 90046 213-555-2300



Bill: 385CC

Conf/Call

**700 North Prince Street
Tempe, AZ 85008 USA
480-555-2411**

Bill to:

Student Name Sales
and Service

Date	Quantity	Description	Unit	Price	Amount
2/27	6	Webinars		\$45	\$270

Remittance

Bill #	385CC
Date	2/27
Amount Due	\$270

Make all checks payable to Conf/Call.

Thank you for your business!

REPORTS

1. Journal: 2/1/20XY thru 2/27/20XY

Student Name Sales and Service Journal February 1-27, 2022									
Date	Transaction Type	Num	Adj	Name	Memo/Description	Account #	Account	Debit	Credit
02/02/2022	Sales Receipt	1046	No	Credit Card Sales		101	101 Checking		1,538.45
		No		Data storage	401	401 Sales			450.00
		No		Data storage	115	115 Merchandise Inventory			225.00
		No		Data storage	501	501 Cost of Goods Sold			225.00
		No		Computers	401	401 Sales			1,000.00
		No		Computers	115	115 Merchandise Inventory			500.00
		No		Computers	501	501 Cost of Goods Sold			500.00
		No			207	207 Arizona Department of Revenue Payable			81.20
		No			207	207 Arizona Department of Revenue Payable			7.25
								\$ 2,263.45	\$ 2,263.45
02/02/2022	Sales Receipt	1047	No	Credit Card Sales		101	101 Checking		1,220.15
		No		Network products	401	401 Sales			350.00
		No		Network products	115	115 Merchandise Inventory			50.00
		No		Network products	501	501 Cost of Goods Sold			50.00
		No		Network products	115	115 Merchandise Inventory			125.00
		No		Network products	501	501 Cost of Goods Sold			125.00
		No		Web server	401	401 Sales			800.00
		No		Web server	115	115 Merchandise Inventory			400.00
		No		Web server	501	501 Cost of Goods Sold			400.00
		No			207	207 Arizona Department of Revenue Payable			64.40
		No			207	207 Arizona Department of Revenue Payable			5.75
								\$ 1,795.15	\$ 1,795.15
02/02/2022	Sales Receipt	1048	No	Credit Card Sales		101	101 Checking		1,379.30
		No		Computers	401	401 Sales			1,000.00
		No		Computers	115	115 Merchandise Inventory			500.00
		No		Computers	501	501 Cost of Goods Sold			500.00
		No		Network products	401	401 Sales			300.00
		No		Network products	115	115 Merchandise Inventory			150.00
		No		Network products	501	501 Cost of Goods Sold			150.00
		No			207	207 Arizona Department of Revenue Payable			72.80
		No			207	207 Arizona Department of Revenue Payable			6.50
								\$ 2,029.30	\$ 2,029.30

Figure 9-8: Journal, page 1 of 6

Continued

Page 2										
02/05/2022	Check	1085	No	Office Supplies		101	101 Checking		91.20	
			No		Bought office supplies	621	621 Office Supplies & Software			
								91.20	\$ 91.20	\$ 91.20
02/05/2022	Check	1086	No	Moss Advertising		101	101 Checking		150.00	
			No		Advertising expense	601	601 Advertising & Marketing			
								150.00	\$ 150.00	\$ 150.00
02/05/2022	Check	1087	No	Western Telephone		101	101 Checking		76.19	
			No		Paid monthly bill	633	633 Telephone Expense			
								76.19	\$ 76.19	\$ 76.19
02/05/2022	Check	1088	No	Cellular Service		101	101 Checking		82.13	
			No		Cell service	633	633 Telephone Expense			
								82.13	\$ 82.13	\$ 82.13
02/06/2022	Check	1089	No	Journal of Accounting		101	101 Checking		75.00	
			No		Subscription	605	605 Dues & subscriptions			
								75.00	\$ 75.00	\$ 75.00
02/06/2022	Check	1090	No	SPR Gas		101	101 Checking		195.89	
			No		Paid monthly bill	635	635 Utilities Expense			
								195.89	\$ 195.89	\$ 195.89
02/07/2022	Check	ATM	No	Village Restaurant		101	101 Checking		55.22	
			No		Meal with clients	619	619 Meals & Entertainment			
								55.22	\$ 55.22	\$ 55.22
02/07/2022	Check	1091	No	Vince Bartel		101	101 Checking		150.00	
			No		Repair and maintenance	625	625 Repairs & Maintenance			
								150.00	\$ 150.00	\$ 150.00
02/07/2022	Check	1092	No	Hour Deliveries		101	101 Checking		95.97	
			No		Delivery	609	609 Freight & Delivery			
								95.97	\$ 95.97	\$ 95.97
02/07/2022	Check	1093	No	First Trust Bank		101	101 Checking		5,150.00	
			No		Loan Payable	205	205 Loan Payable			
			No		Interest Expense	613	613 Interest Paid		160.00	
								160.00	\$ 5,150.00	\$ 5,150.00

Figure 9-9: Journal, page 2 of 6

Continued

Page 3										
02/07/2022	Bill	CZ403	No	CloudZ Channel		201	201 Accounts Payable (A/P)			1,000.00
			No		Web server	115	115 Merchandise Inventory			1,000.00
										\$ 1,000.00 \$ 1,000.00
02/07/2022	Invoice	1049	No	eBiz		105	105 Accounts Receivable (A/R)			180.00
			No		Data storage	401	401 Sales			180.00
			No		Data storage	115	115 Merchandise Inventory			30.00
			No		Data storage	501	501 Cost of Goods Sold			30.00
			No		Data storage	115	115 Merchandise Inventory			60.00
			No		Data storage	501	501 Cost of Goods Sold			60.00
										\$ 270.00 \$ 270.00
02/09/2022	Bill	AS401	No	AmpleStore Inc.		201	201 Accounts Payable (A/P)			300.00
			No		Data storage	115	115 Merchandise Inventory			300.00
										\$ 300.00 \$ 300.00
02/15/2022	(Check)	1094	No	AmpleStore Inc.		101	101 Checking			180.00
			No			201	201 Accounts Payable (A/P)			180.00
										\$ 180.00 \$ 180.00
02/15/2022	(Check)	1095	No	Any Time Deployment		101	101 Checking			500.00
			No			201	201 Accounts Payable (A/P)			500.00
										\$ 500.00 \$ 500.00
02/15/2022	(Check)	1096	No	CloudZ Channel		101	101 Checking			800.00
			No			201	201 Accounts Payable (A/P)			800.00
										\$ 800.00 \$ 800.00
02/15/2022	(Check)	1097	No	Conf/Call		101	101 Checking			270.00
			No			201	201 Accounts Payable (A/P)			270.00
										\$ 270.00 \$ 270.00
02/18/2022	Bill	275CC	No	Conf/Call		201	201 Accounts Payable (A/P)			135.00
			No		Webinars	115	115 Merchandise Inventory			135.00
										\$ 135.00 \$ 135.00
02/18/2022	Invoice	1050	No	Williamson, Gallagher &		105	105 Accounts Receivable (A/R)			300.00
			No		Network products	401	401 Sales			300.00
			No		Network products	115	115 Merchandise Inventory			150.00
			No		Network products	501	501 Cost of Goods Sold			150.00
										\$ 450.00 \$ 450.00

Figure 9-10: Journal, page 3 of 6

Continued

Page 4										
02/18/2022	Invoice	1051	No	Service		105	105 Accounts Receivable (A/R)	286.47		
		No		Webinars		401	401 Sales		270.00	
		No		Webinars		115	115 Merchandise Inventory		90.00	
		No		Webinars		501	501 Cost of Goods Sold	90.00		
		No		Webinars		115	115 Merchandise Inventory		45.00	
		No		Webinars		501	501 Cost of Goods Sold	45.00		
		No				207	207 Arizona Department of Revenue Payable		15.12	
		No				207	207 Arizona Department of Revenue Payable		1.35	
								\$ 421.47	\$ 421.47	
02/20/2022	Bill	AS423	No	AmpleStore Inc.		201	201 Accounts Payable (A/P)		180.00	
		No		Data storage		115	115 Merchandise Inventory	180.00		
								\$ 180.00	\$ 180.00	
02/20/2022	Invoice	1052	No	WebPro		105	105 Accounts Receivable (A/R)	424.40		
		No		Web server		401	401 Sales		400.00	
		No		Web server		115	115 Merchandise Inventory		200.00	
		No		Web server		501	501 Cost of Goods Sold	200.00		
		No				207	207 Arizona Department of Revenue Payable		22.40	
		No				207	207 Arizona Department of Revenue Payable		2.00	
								\$ 624.40	\$ 624.40	
02/20/2022	Payment	10321	No	eBiz		101	101 Checking	180.00		
		No				105	105 Accounts Receivable (A/R)		180.00	
								\$ 180.00	\$ 180.00	
02/20/2022	Payment	5730	No	Williamson, Gallagher &		101	101 Checking	300.00		
		No				105	105 Accounts Receivable (A/R)		300.00	
								\$ 300.00	\$ 300.00	
02/20/2022	Payment	1588	No	Service		101	101 Checking	286.47		
		No				105	105 Accounts Receivable (A/R)		286.47	
								\$ 286.47	\$ 286.47	
02/20/2022	Payment	9213	No	District		101	101 Checking	425.00		
		No				105	105 Accounts Receivable (A/R)		425.00	
								\$ 425.00	\$ 425.00	

Figure 9-11: Journal, page 4 of 6

Continued

Page 5										
02/20/2022	Payment	802	No	WebPro		101	101 Checking	424.40		
			No			105	105 Accounts Receivable (A/R)		424.40	
								\$ 424.40	\$ 424.40	
02/25/2022	Bill	4902CU	No	Computers 2 You		201	201 Accounts Payable (A/P)		2,000.00	
			No		Computers	115	115 Merchandise Inventory			
								\$ 2,000.00	\$ 2,000.00	
02/25/2022	Bill	ATD645	No	Any Time Deployment		201	201 Accounts Payable (A/P)		250.00	
			No		Network products	115	115 Merchandise Inventory			
								\$ 250.00	\$ 250.00	
02/25/2022	Invoice	1053	No	District		105	105 Accounts Receivable (A/R)	425.00		
			No		Web server	401	401 Sales		400.00	
			No		Web server	115	115 Merchandise Inventory		200.00	
			No		Web server	501	501 Cost of Goods Sold		200.00	
			No			208	208 Illinois Department of Revenue Payable		25.00	
								\$ 625.00	\$ 625.00	
02/25/2022	Sales Receipt	1054	No	Cash Sales		101	101 Checking	1,061.00		
			No		Computers	401	401 Sales		1,000.00	
			No		Computers	115	115 Merchandise Inventory		500.00	
			No		Computers	501	501 Cost of Goods Sold		500.00	
			No			207	207 Arizona Department of Revenue Payable		56.00	
			No			207	207 Arizona Department of Revenue Payable		5.00	
								\$ 1,561.00	\$ 1,561.00	
02/27/2022	Sales Receipt	1055	No	Credit Card Sales		101	101 Checking	2,281.15		
			No		Data storage	401	401 Sales		150.00	
			No		Data storage	115	115 Merchandise Inventory		75.00	
			No		Data storage	501	501 Cost of Goods Sold		75.00	
			No		Computers	401	401 Sales		2,000.00	
			No		Computers	115	115 Merchandise Inventory		500.00	
			No		Computers	501	501 Cost of Goods Sold		500.00	
			No			115	115 Merchandise Inventory		500.00	
			No			501	501 Cost of Goods Sold		500.00	
			No			207	207 Arizona Department of Revenue Payable		120.40	
			No			207	207 Arizona Department of Revenue Payable		10.75	
								\$ 3,356.15	\$ 3,356.15	

Figure 9-12: Journal, page 5 of 6

Continued

Page 6										
02/27/2022	Sales Receipt	1056	No	Credit Card Sales		101	101 Checking	159.15		
		No			Network products	401	401 Sales	150.00		
		No			Network products	115	115 Merchandise Inventory	75.00		
		No			Network products	501	501 Cost of Goods Sold	75.00		
		No				207	207 Arizona Department of Revenue Payable	8.40		
		No				207	207 Arizona Department of Revenue Payable	0.75		
								\$ 234.15	\$ 234.15	
02/27/2022	Sales Receipt	1057	No	Credit Card Sales		101	101 Checking	456.23		
		No			Data storage	401	401 Sales	150.00		
		No			Data storage	115	115 Merchandise Inventory	45.00		
		No			Data storage	501	501 Cost of Goods Sold	45.00		
		No			Data storage	115	115 Merchandise Inventory	30.00		
		No			Data storage	501	501 Cost of Goods Sold	30.00		
		No			Network products	401	401 Sales	100.00		
		No			Network products	115	115 Merchandise Inventory	50.00		
		No			Network products	501	501 Cost of Goods Sold	50.00		
		No			Webinars	401	401 Sales	180.00		
		No			Webinars	115	115 Merchandise Inventory	45.00		
		No			Webinars	501	501 Cost of Goods Sold	45.00		
		No			Webinars	115	115 Merchandise Inventory	45.00		
		No			Webinars	501	501 Cost of Goods Sold	45.00		
		No				207	207 Arizona Department of Revenue Payable	24.08		
		No				207	207 Arizona Department of Revenue Payable	2.15		
								\$ 671.23	\$ 671.23	
02/27/2022	(Check)	1098	No	Any Time Deployment		101	101 Checking	250.00		
		No				201	201 Accounts Payable (A/P)	250.00		
								\$ 250.00	\$ 250.00	
02/27/2022	(Check)	1099	No	Computers 2 You		101	101 Checking	1,500.00		
		No				201	201 Accounts Payable (A/P)	1,500.00		
								\$ 1,500.00	\$ 1,500.00	
02/27/2022	Bill	385CC	No	Conf/Call		201	201 Accounts Payable (A/P)	270.00		
		No			Webinars	115	115 Merchandise Inventory	270.00		
								\$ 270.00	\$ 270.00	
								\$ 29,673.77	\$ 29,673.77	
										TOTAL

Figure 9-13: Journal, page 6 of 6

- Export the Journal to Excel and save as a PDF file. Use the file name, **Chapter 9_Journal**.

2. Trial Balance: 1/1/20XY to 2/27/20XY. If your Trial Balance does not agree with Figure 9-14, display the Journal shown in Figures 9-8 to 9-13. Drill down on entries that need to be changed, then save.

Student Name Sales and Service		
Trial Balance		
As of February 27, 2022		
	DEBIT	CREDIT
101 Checking	49,064.90	
105 Accounts Receivable (A/R)	1,615.87	
115 Merchandise Inventory	11,120.00	
123 Prepaid Rent	6,000.00	
125 Prepaid Insurance	2,250.00	
135 Computer Equipment	10,000.00	
137 Accumulated Depreciation	800.00	
201 Accounts Payable (A/P)		4,135.00
205 Loan Payable		0.00
207 Arizona Department of Revenue Payable		977.83
208 Illinois Department of Revenue Payable		50.00
Out Of Scope Agency Payable		0.00
301 Common Stock		60,000.00
318 Retained Earnings		7,093.52
Opening Balance Equity		0.00
401 Sales		17,790.00
501 Cost of Goods Sold	8,895.00	
601 Advertising & Marketing	275.00	
603 Bank Charges & Fees	20.00	
605 Dues & subscriptions	175.00	
609 Freight & Delivery	95.97	
613 Interest Paid	150.00	
619 Meals & Entertainment	55.22	
621 Office Supplies & Software	179.72	
625 Repairs & Maintenance	300.00	
627 Shipping and Delivery Expense	47.00	
633 Telephone Expense	316.64	
635 Utilities Expense	286.03	
TOTAL	\$90,846.35	\$90,846.35

Accrual Basis

Figure 9-14: February 27 Trial Balance

- Export the Trial Balance to Excel and save as a PDF file. Use the file name, **Chapter 9_Trial Balance**. (*Hint:* All accounts are shown, including those with zero balances. Accounts *without* numbers are default accounts which were added automatically to the database.)

Troubleshooting: If your Trial Balance does not agree, check your Journal entries, Figures 9-8 to 9-13. Make any needed corrections, then save.

3. Accounts Receivable Aging Summary: As of 2/27/20XY

Student Name Sales and Service						
A/R Aging Summary						
As of February 27, 2022						
	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
eBiz	180.00					\$180.00
Law Offices of Williamson, Gallagher & Katz	300.00					\$300.00
Permanente Medical Service	286.47					\$286.47
Springfield Unified School District	425.00					\$425.00
WebPro	424.40					\$424.40
TOTAL	\$1,615.87	\$0.00	\$0.00	\$0.00	\$0.00	\$1,615.87

Figure 9-15: Accounts Receivable Aging Summary

- Export the Accounts Receivable Aging Summary to Excel and save as a PDF file. Use the file name, **Chapter 9_AR Aging Summary**.

4. Inventory Valuation Summary: As of 2/27/20XY

Student Name Sales and Service				
Inventory Valuation Summary				
As of February 27, 2022				
	SKU	QTY	ASSET VALUE	CALC. AVG
Computers		12.00	6,000.00	500.00
Data storage		56.00	840.00	15.00
Network products		18.00	450.00	25.00
Web server		16.00	3,200.00	200.00
Webinars		14.00	630.00	45.00
TOTAL			\$11,120.00	

Figure 9-16: Inventory Valuation Summary

- Export to Excel and save as a PDF file. Use the file name **Chapter 9_Inventory Valuation Summary**.

5. Accounts Payable Aging Summary: As of 2/27/20XY

Student Name Sales and Service						
A/P Aging Summary						
As of February 27, 2022						
	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
AmpleStore Inc.	480.00					\$480.00
Any Time Deployment	250.00					\$250.00
CloudZ Channel	1,000.00					\$1,000.00
Computers 2 You	2,000.00					\$2,000.00
Conf/Call	405.00					\$405.00
TOTAL	\$4,135.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,135.00

Figure 9-17: Accounts Payable Aging Summary

- Export to Excel and save as a PDF file. Use the file name **Chapter 9_AP Aging Summary**.

6. Profit and Loss from 1/1/20XY to 2/27/20XY

Student Name Sales and Service	
Profit and Loss	
January 1 - February 27, 2022	
	TOTAL
Income	
401 Sales	17,790.00
Total Income	\$17,790.00
Cost of Goods Sold	
501 Cost of Goods Sold	8,895.00
Total Cost of Goods Sold	\$8,895.00
GROSS PROFIT	\$8,895.00
Expenses	
601 Advertising & Marketing	275.00
603 Bank Charges & Fees	20.00
605 Dues & subscriptions	175.00
609 Freight & Delivery	95.97
613 Interest Paid	150.00
619 Meals & Entertainment	55.22
621 Office Supplies & Software	179.72
625 Repairs & Maintenance	300.00
627 Shipping and Delivery Expense	47.00
633 Telephone Expense	316.64
635 Utilities Expense	286.03
Total Expenses	\$1,900.58
NET OPERATING INCOME	\$6,994.42
NET INCOME	\$6,994.42
Accrual Basis	

Figure 9-18: Profit and Loss

➤ Export the Profit and Loss to Excel and save as a PDF file. Use the file name **Chapter 9_Profit and Loss**.

7. **Balance Sheet** from 1/1/20XY to 2/27/20XY

Student Name Sales and Service	
Balance Sheet	
As of February 27, 2022	
	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
101 Checking	49,064.90
Total Bank Accounts	\$49,064.90
Accounts Receivable	
105 Accounts Receivable (A/R)	1,615.87
Total Accounts Receivable	\$1,615.87
Other Current Assets	
115 Merchandise Inventory	11,120.00
123 Prepaid Rent	6,000.00
125 Prepaid Insurance	2,250.00
Total Other Current Assets	\$19,370.00
Total Current Assets	\$70,050.77
Fixed Assets	
135 Computer Equipment	10,000.00
137 Accumulated Depreciation	-800.00
Total Fixed Assets	\$9,200.00
TOTAL ASSETS	\$79,250.77
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201 Accounts Payable (A/P)	4,135.00
Total Accounts Payable	\$4,135.00
Other Current Liabilities	
205 Loan Payable	0.00
207 Arizona Department of Revenue Payable	977.83
208 Illinois Department of Revenue Payable	50.00
Out Of Scope Agency Payable	0.00
Total Other Current Liabilities	\$1,027.83
Total Current Liabilities	\$5,162.83
Total Liabilities	\$5,162.83
Equity	
301 Common Stock	60,000.00
318 Retained Earnings	7,093.52
Opening Balance Equity	0.00
Net Income	6,994.42
Total Equity	\$74,087.94
TOTAL LIABILITIES AND EQUITY	\$79,250.77
Accrual Basis	

Figure 9-19: Balance Sheet

➤ Export the Balance Sheet to Excel and save as a PDF file. Use the file name **Chapter 9_Balance Sheet**.

8. Statement of Cash Flows from 1/1/20XY to 2/27/20XY

Student Name Sales and Service	
Statement of Cash Flows	
January 1 - February 27, 2022	
OPERATING ACTIVITIES	TOTAL
Net Income	6,994.42
Adjustments to reconcile Net Income to Net Cash provided by operations:	
105 Accounts Receivable (A/R)	-1,190.87
115 Merchandise Inventory	-1,250.00
123 Prepaid Rent	-6,000.00
201 Accounts Payable (A/P)	1,015.00
205 Loan Payable	-5,000.00
207 Arizona Department of Revenue Payable	977.83
208 Illinois Department of Revenue Payable	50.00
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-11,398.04
Net cash provided by operating activities	\$ -4,403.62
NET CASH INCREASE FOR PERIOD	\$ -4,403.62
Cash at beginning of period	53,468.52
CASH AT END OF PERIOD	\$49,064.90

Figure 9-20: Statement of Cash Flows

- Export the Statement of Cash Flows to Excel and save as a PDF file. Use the file name **Chapter 9_Statement of Cash Flows**.

CHECK YOUR PROGRESS

Check Your Progress assignments are included within Connect and below.

1. What is the account balance from 1/1/20XY to 2/27/20XY in these accounts? Indicate whether these accounts have debit (dr.) or credit (cr.) balances.

Account 101 Checking _____

Account 135 Computer Equipment _____

Account 137 Accumulated Depreciation _____

Account 207 Arizona Department of Revenue Payable _____

Account 208 Illinois Department of Revenue Payable _____

Account 401 Sales _____

Account 501 Cost of Goods Sold _____

2. What is Net Income?

3. What are the total Liabilities and Equity?

4. What is the quantity, asset value, and average cost of computers?

5. What is the quantity, asset value, and average cost of data storage?

6. What is the quantity, asset value, and average cost of network products?

7. What is the quantity, asset value, and average cost of web servers?

8. What is the quantity, asset value, and average cost of webinars?

9. What is the sequence of steps from the Navigation bar's Cash flow selection to display customer payment due dates?

10. What is the sequence of steps from the Navigation bar's Cash flow selection to display the bill due dates?



SIGN OUT or *continue*.

QUICKBOOKS RESOURCES AND ACTIVITIES

If your professor requires **Connect**, the following resources may be assigned for grading.

1. Multiple-choice and true or false questions.
2. Analysis question(s).
3. Check Your Progress.
4. Chapter work and end-of-chapter exercises.
5. Problem solving.
6. Certification Q&A.

- 7. Test Bank.
- 8. Additional student resources (ASR).

Additional Student Resources (ASR)

The following resources can be found on the Additional Student Resources (ASR) page in Connect's eBook. If you are not using Connect, your instructor can provide you with an ASR page document that contains **URLs** to access these resources:

- 1. Narrated PowerPoints. The PowerPoints include links to the videos.
- 2. QBO Videos:
 - a. How to Create & Customize an Invoice.
 - b. Explore videos. The video tutorials include numerous choices—Get started, Invoices and payments, Expenses and vendors, etc.
- 3. Text updates.

Exercise 9-1: Follow the instructions below to complete Exercise 9-1.

- 1. Start QBO. Sign into Student Name Sales and Service.
- 2. Confirm that the Checking account balance is \$49,064.90:
Dashboard > Business overview > Bank Accounts.

BANK ACCOUNTS		
101 Checking In QuickBooks		\$49,064.90

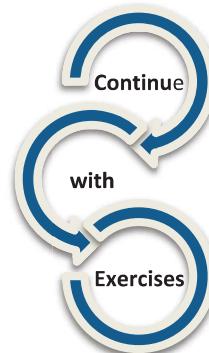


Figure 9-21: Bank Accounts \$49,064.90

- 3. To reconcile Account 101 Checking, use the February bank statement.

Statement of Account, Checking Account February 1 to End of February Account No. 7731-2256			Student Name Sales and Service 2905 E. Skyline Dr. Tucson, AZ 85718
REGULAR CHECKING			
Previous Balance	1/31/XY	\$48,975.20	
12 Deposits (+)		\$9,711.30	
15 checks (-)		\$9,566.38	
1 Other Deductions (-)		\$55.22	
Service Charge		\$20.00	
Ending Balance	End of February	\$49,044.90	
DEPOSITS			
	2/2/XY	\$1,538.45	
	2/2/XY	\$1,220.15	
	2/2/XY	\$1,379.30	
	2/21/XY	\$180.00	
	2/21/XY	\$300.00	
	2/21/XY	\$286.47	
	2/21/XY	\$424.40	
	2/21/XY	\$425.00	
	2/24/XY	\$1,061.00	
	2/27/XY	\$2,281.15	
	2/27/XY	\$159.15	
	2/27/XY	\$456.23	
CHECKS (Asterisk * indicates break in check number sequence)			
	2/6/XY	1085	\$91.20
	2/6/XY	1086	\$150.00
	2/6/XY	1087	\$76.19
	2/6/XY	1088	\$82.13
	2/7/XY	1089	\$75.00
	2/7/XY	1090	\$195.89
	2/8/XY	1091	\$150.00
	2/8/XY	1092	\$95.97
	2/8/XY	1093	\$5,150.00
	2/10/XY	1094	\$180.00
<i>Continued</i>	2/17/XY	1095	\$500.00

	2/18/XY	1096	\$800.00	
	2/19/XY	1097	\$270.00	
	2/28/XY	1098	\$250.00	
	2/28/XY	1099	\$1,500.00	
OTHER DEDUCTIONS (ATM's)				
	2/7/XY	ATM	\$55.22	

4. Link to Summary > drill-down on Account 101 Checking. Copy/Paste the end-of-February Reconciliation Report into an Excel workbook. Reformat as needed. Save as an Excel file and a PDF file. Use the file name

Exercise 9-1_Reconciliation Report.

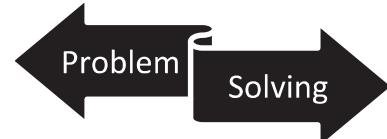
Exercise 9-2: Follow the instructions below to complete Exercise 9-2:

1. Export to Excel and save reports as PDF files.
 - Exercise 9-2_Journal (2/28/XY to 2/28/XY).
 - Exercise 9-2_Transaction Detail by Account (2/1/XY to 2/28/XY)
 - Exercise 9-2_General Ledger (2/1/XY to 2/28/XY)
 - Exercise 9-2_Customer Balance Summary (Custom > as of 2/28/XY)
 - Exercise 9-2_Vendor Balance Summary (Custom > as of 2/28/XY)
 - Exercise 9-2_Sales Tax Liability Report (Custom > 1/1/XY to 2/28/XY)
 - Exercise 9-2_Trial Balance (1/1/XX to 2/28/XY)
 - Exercise 9-2_Profit and Loss (1/1/XX to 2/28/XY)
 - Exercise 9-2_Balance Sheet (1/1/XX to 2/28/XY)
 - Exercise 9-2_Statement of Cash Flows (Custom 1/1/XY to 2/28/XY)
2. **Check Figures** (from 1/1/20XY to 2/28/XY):
 - Account 101 Checking, \$49,044.90

- Account 105 Accounts Receivable, \$1,615.87
- Account 115 Merchandise Inventory, \$11,120.00
- Account 201 Accounts Payable, \$4,135.00
- Account 401 Sales, \$17,790.00
- Account 501 Cost of Goods Sold, \$8,895.00
- Account 621 Office Supplies & Software, \$179.72
- Account 318 Retained Earnings \$7,093.52
- Total Liabilities and Equity, \$79,230.77
- Net Income, \$6,974.42
- Net cash increase (or decrease) for period, -\$4,423.72

Exercise 9-3: Problem Solving

Exercise 9-3 is available within Connect and includes:



1. What is a module?
2. Organize the following source documents according to the QBO modules used. Define each module.
 - Bills and vendor payments
 - Invoices and customer payments

Certification Q&A Practice Test

Certification Q&A multiple-choice questions are available within Connect. For this chapter, the certification practice test is mapped to these exam objectives: QuickBooks Online Administration, Sales and Money In, Vendors and Money Out, Basic Reports and Views. Refer to QBO Certified User_Exam Objectives.pdf.

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