



## 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.

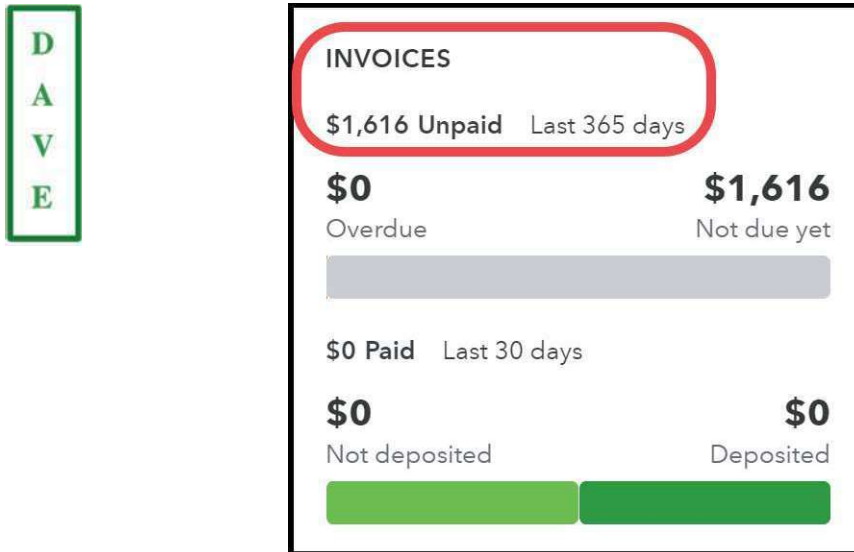


Figure 9-1: Invoices, \$1,616

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



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

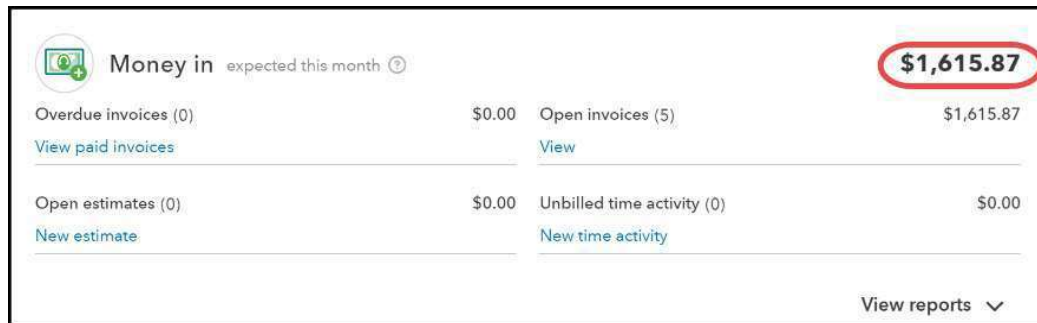


Figure 9-3: Money in, \$1,615.87

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  |
| <b>Total for eBiz</b>  |                  |      |            | <b>\$180.00</b>   | <b>\$180.00</b>   |         |
| Law Offices of Williamson, Gallagher & Katz                      |                  |      |            |                   |                   |         |
| 01/23/2022   | Invoice          | 1041 | 02/22/2022 | 300.00            | 300.00            | 300.00  |
| <b>Total for Law Offices of Williamson, Gallagher &amp; Katz</b> |                  |      |            | <b>\$300.00</b>   | <b>\$300.00</b>   |         |
| Permanente Medical Service                                       |                  |      |            |                   |                   |         |
| 01/23/2022   | Invoice          | 1042 | 02/22/2022 | 286.47            | 286.47            | 286.47  |
| <b>Total for Permanente Medical Service</b>                      |                  |      |            | <b>\$286.47</b>   | <b>\$286.47</b>   |         |
| Springfield Unified School District                              |                  |      |            |                   |                   |         |
| 01/30/2022   | Invoice          | 1044 | 03/01/2022 | 425.00            | 425.00            | 425.00  |
| <b>Total for Springfield Unified School District</b>             |                  |      |            | <b>\$425.00</b>   | <b>\$425.00</b>   |         |
| WebPro   |                  |      |            |                   |                   |         |
| 01/25/2022   | Invoice          | 1043 | 02/24/2022 | 424.40            | 424.40            | 424.40  |
| <b>Total for WebPro</b>  |                  |      |            | <b>\$424.40</b>   | <b>\$424.40</b>   |         |
| <b>TOTAL</b>   |                  |      |            | <b>\$1,615.87</b> | <b>\$1,615.87</b> |         |

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    | DUE DATE   | PAST DUE | AMOUNT            | OPEN BALANCE      |
| AmpleStore Inc.<br>(650) 555-8527     |                  |        |            |          |                   |                   |
| 01/23/2022                            | Bill             | AS352  | 02/22/2022 | -169     | 180.00            | 180.00            |
| <b>Total for AmpleStore Inc.</b>      |                  |        |            |          | <b>\$180.00</b>   | <b>\$180.00</b>   |
| Any Time Deployment<br>(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            |
| <b>Total for Any Time Deployment</b>  |                  |        |            |          | <b>\$750.00</b>   | <b>\$750.00</b>   |
| CloudZ Channel<br>(650) 555-3250      |                  |        |            |          |                   |                   |
| 01/19/2022                            | Bill             | CZ333  | 02/18/2022 | -165     | 800.00            | 800.00            |
| <b>Total for CloudZ Channel</b>       |                  |        |            |          | <b>\$800.00</b>   | <b>\$800.00</b>   |
| Computers 2 You<br>(213) 555-2300     |                  |        |            |          |                   |                   |
| 01/30/2022                            | Bill             | 422C2U | 03/01/2022 | -176     | 1,500.00          | 1,500.00          |
| <b>Total for Computers 2 You</b>      |                  |        |            |          | <b>\$1,500.00</b> | <b>\$1,500.00</b> |
| Conf/Call<br>(480) 555-2411           |                  |        |            |          |                   |                   |
| 01/23/2022                            | Bill             | 246CC  | 02/22/2022 | -169     | 270.00            | 270.00            |
| <b>Total for Conf/Call</b>            |                  |        |            |          | <b>\$270.00</b>   | <b>\$270.00</b>   |
| <b>TOTAL</b>                          |                  |        |            |          | <b>\$3,500.00</b> | <b>\$3,500.00</b> |

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<br>Bank Statement |        | Checks | Credit Card      | Amount     |
|------------------------------------|--------|--------|------------------|------------|
| 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

| Qty | Description  | Rate                   | Amount     |
|-----|--------------|------------------------|------------|
| 15  | Data storage | \$30.00                | \$450.00   |
| 1   | Computer     | \$1,000.00             | \$1,000.00 |
|     |              |                        |            |
|     |              |                        |            |
|     |              | <b>Sales Tax 6.10%</b> | \$88.45    |
|     |              | <b>Total</b>           | \$1,538.45 |

*Thank you for your business!*

Analyze  
source  
document

Enter date

Input  
transaction



# SALES RECEIPT

*Student Name Sales and Service*

Date: 2/2

**RECEIPT # 1047**

For: **CREDIT CARD**

Payment Method

Type

CREDIT CARD

MasterCard

| Qty | Description      | Rate            | Amount     |
|-----|------------------|-----------------|------------|
| 7   | Network products | \$50.00         | \$350.00   |
| 2   | Web server       | \$400.00        | \$800.00   |
|     |                  |                 |            |
|     |                  |                 |            |
|     |                  | Sales Tax 6.10% | \$70.15    |
|     |                  | <b>Total</b>    | \$1,220.15 |

*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

| Qty | Description      | Rate            | Amount            |
|-----|------------------|-----------------|-------------------|
| 1   | Computer         | \$1,000.00      | \$1,000.00        |
| 6   | Network products | \$50.00         | \$300.00          |
|     |                  |                 |                   |
|     |                  |                 |                   |
|     |                  | Sales Tax 6.10% | \$79.30           |
|     |                  | <b>Total</b>    | <b>\$1,379.30</b> |


*Thank you for your business!*

## Transaction Register

| Check No. | Date | Description of Transaction | Debit (-)  | Credit (+) | Balance     |
|-----------|------|----------------------------|------------|------------|-------------|
|           | 2/2  | Balance                    |            |            | \$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.

|                      |             |
|----------------------|-------------|
| <b>Bank accounts</b> |             |
| 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

| Date | Quantity | Description | Unit Price | Amount     |
|------|----------|-------------|------------|------------|
| 2/7  | 5        | Web server  | \$200.00   | \$1,000.00 |
|      |          |             |            |            |
|      |          |             |            |            |
|      |          |             |            |            |

**Remittance**

|                   |            |
|-------------------|------------|
| <b>Bill #</b>     | CZ403      |
| <b>Date</b>       | 2/7        |
| <b>Amount Due</b> | \$1,000.00 |

*Thank you for your business!**Make all checks payable to CloudZ Channel.*

*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:**

eBiz

800 W. Second Ave.

Wilmington, DE 19801

(302) 555-2000

**SHIP****TO: SAME**

| 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

| Date | Quantity | Description  | Unit Price | Amount   |
|------|----------|--------------|------------|----------|
| 2/9  | 20       | Data storage | \$15.00    | \$300.00 |
|      |          |              |            |          |
|      |          |              |            |          |
|      |          |              |            |          |
|      |          |              |            |          |
|      |          |              |            |          |
|      |          |              |            |          |
|      |          |              |            |          |

### 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

### Memo

Date: 2/15

Re: Vendor Payments

Student Name Sales and Service pays the following vendors:

| 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.<br>200 West Concord Ave.<br>Palo Alto, CA 94301<br>650-555-8527 |

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

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

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

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**Bill: 275CC****Bill to:**

Student Name Sales  
and Service

**Conf/Call**

**700 North Prince Street**

**Tempe, AZ 85008 USA**

**480-555-2411**

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

**Remittance**

|                   |          |
|-------------------|----------|
| <b>Bill #</b>     | 275CC    |
| <b>Date</b>       | 2/18     |
| <b>Amount Due</b> | \$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  
(907) 555-8134

**SHIP TO:** SAME

| 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**

|                   |          |
|-------------------|----------|
| <b>Bill #</b>     | AS423    |
| <b>Date</b>       | 2/20     |
| <b>Amount Due</b> | \$180.00 |

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





# Sales Invoice

TO:

WebPro  
1506 West Sage Street  
Tucson, AZ 85704  
(520) 555-5311

SHIP

TO: SAME

| 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**

|                   |            |
|-------------------|------------|
| <b>Bill #</b>     | 492C2U     |
| <b>Date</b>       | 2/25       |
| <b>Amount Due</b> | \$2,000.00 |

**Any Time Deployment**

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

**Ship to:** Student Name Sales and  
 Service

**Bill Number:** ATD645

**Date:** 2/25



| SHIPPED VIA | TERMS  |
|-------------|--------|
| UPS         | Net 30 |

| QTY      | DESCRIPTION      | UNIT PRICE | TOTAL    |
|----------|------------------|------------|----------|
| 10       | Network products | \$25.00    | \$250.00 |
|          |                  |            |          |
|          |                  |            |          |
|          |                  |            |          |
| SUBTOTAL |                  |            | \$250.00 |
| TOTAL    |                  |            | \$250.00 |

**Remittance**

|                   |          |
|-------------------|----------|
| <b>Bill #</b>     | ATD645   |
| <b>Date</b>       | 2/25     |
| <b>Amount Due</b> | \$250.00 |



## Sales Invoice

**TO:** Springfield Unified      **SHIP**  
School District      **TO: SAME**  
4892 Clear Lake Ave.  
Springfield, IL 62703  
(217) 555-5550

| 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

| Qty | Description | Rate            | Amount            |
|-----|-------------|-----------------|-------------------|
| 1   | Computer    | \$1,000.00      | \$1,000.00        |
|     |             |                 |                   |
|     |             |                 |                   |
|     |             |                 |                   |
|     |             | Sales Tax 6.10% | \$61.00           |
|     |             | <b>Total</b>    | <b>\$1,061.00</b> |

*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<br>Bank Statement |               | Checks | Credit Card          | Amount     |
|------------------------------------|---------------|--------|----------------------|------------|
| <b>Date: February 5</b>            |               | 1      | American Express     | \$2,281.15 |
| <b>List of Deposits:</b>           |               | 2      | MasterCard           | \$159.15   |
| <b>Coin</b>                        | <b>Totals</b> | 3      | Visa                 | \$456.23   |
| Quarters:                          | \$            | 4      |                      |            |
| Dimes:                             | \$            | 5      |                      |            |
| Nickels:                           | \$            | 6      |                      |            |
| Pennies                            | \$            |        |                      |            |
| <b>Total</b>                       |               |        |                      |            |
| <b>Cash</b>                        | <b>Totals</b> |        |                      |            |
| \$1                                | \$            |        |                      |            |
| \$5                                | \$            |        |                      |            |
| \$10                               | \$            |        |                      |            |
| \$20                               | \$            |        |                      |            |
| \$50                               | \$            |        |                      |            |
| \$100                              | \$            |        |                      |            |
| <b>Total</b>                       | \$            |        |                      |            |
| <b>Total Cash</b>                  |               |        | <b>Total Deposit</b> | \$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

| Qty | Description  | Rate           | Amount     |
|-----|--------------|----------------|------------|
| 5   | Data storage | \$30.00        | \$150.00   |
| 2   | Computer     | \$1,000.00     | \$2,000.00 |
|     |              |                |            |
|     |              |                |            |
|     |              | Sales Tax 6.1% | \$131.15   |
|     |              | <b>Total</b>   | \$2,281.15 |

*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

MasterCard

| Qty | Description      | Rate            | Amount   |
|-----|------------------|-----------------|----------|
| 3   | Network products | \$50.00         | \$150.00 |
|     |                  |                 |          |
|     |                  |                 |          |
|     |                  | Sales Tax 6.10% | \$9.15   |
|     |                  | <b>Total</b>    | \$159.15 |

*Thank you for your business!*



# SALES RECEIPT

*Student Name Sales and Service*

Date: 2/27

RECEIPT #1057

For: **CREDIT CARD**

Payment Method

Type

CREDIT CARD

Visa

| 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  |
|     |                  | <b>Total</b>    | \$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<br>1189 W. Burnside<br>Lexington, MA 02421<br>(781) 555-4781 |

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

|                   |       |
|-------------------|-------|
| <b>Bill #</b>     | 385CC |
| <b>Date</b>       | 2/27  |
| <b>Amount Due</b> | \$270 |

Make all checks payable to Conf/Call.

*Thank you for your business!*

## REPORTS

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

Page 1

**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               |
|            |                  |      |     |                   |                  |           |   | <b>\$ 2,263.45</b> | <b>\$ 2,263.45</b> |
| 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               |
|            |                  |      |     |                   |                  |           |   | <b>\$ 1,795.15</b> | <b>\$ 1,795.15</b> |
| 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 |                    | 6.00               |
|            |                  |      |     |                   |                  |           |   | <b>\$ 2,029.30</b> | <b>\$ 2,029.30</b> |

Figure 9-8: Journal, page 1 of 6

Continued

|            |       |      |    |                       |                        |     |                                |                    |                    |
|------------|-------|------|----|-----------------------|------------------------|-----|--------------------------------|--------------------|--------------------|
| Page 2     |       |      |    |                       |                        |     |                                |                    |                    |
| 02/05/2022 | Check | 1085 | No | Office Suppliers      |                        | 101 | 101 Checking                   |                    | 91.20              |
|            |       |      | No |                       | Bought office supplies | 621 | 621 Office Supplies & Software | 91.20              |                    |
|            |       |      |    |                       |                        |     |                                | <u>\$ 91.20</u>    | <u>\$ 91.20</u>    |
| 02/05/2022 | Check | 1086 | No | Moss Advertising      |                        | 101 | 101 Checking                   |                    | 150.00             |
|            |       |      | No |                       | Advertising expense    | 601 | 601 Advertising & Marketing    | 150.00             |                    |
|            |       |      |    |                       |                        |     |                                | <u>\$ 150.00</u>   | <u>\$ 150.00</u>   |
| 02/05/2022 | Check | 1087 | No | Western Telephone     |                        | 101 | 101 Checking                   |                    | 76.19              |
|            |       |      | No |                       | Paid monthly bill      | 633 | 633 Telephone Expense          | 76.19              |                    |
|            |       |      |    |                       |                        |     |                                | <u>\$ 76.19</u>    | <u>\$ 76.19</u>    |
| 02/05/2022 | Check | 1088 | No | Cellular Service      |                        | 101 | 101 Checking                   |                    | 82.13              |
|            |       |      | No |                       | Cell service           | 633 | 633 Telephone Expense          | 82.13              |                    |
|            |       |      |    |                       |                        |     |                                | <u>\$ 82.13</u>    | <u>\$ 82.13</u>    |
| 02/06/2022 | Check | 1089 | No | Journal of Accounting |                        | 101 | 101 Checking                   |                    | 75.00              |
|            |       |      | No |                       | Subscription           | 605 | 605 Dues & subscriptions       | 75.00              |                    |
|            |       |      |    |                       |                        |     |                                | <u>\$ 75.00</u>    | <u>\$ 75.00</u>    |
| 02/06/2022 | Check | 1090 | No | SPR Gas               |                        | 101 | 101 Checking                   |                    | 195.89             |
|            |       |      | No |                       | Paid monthly bill      | 635 | 635 Utilities Expense          | 195.89             |                    |
|            |       |      |    |                       |                        |     |                                | <u>\$ 195.89</u>   | <u>\$ 195.89</u>   |
| 02/07/2022 | Check | ATM  | No | Village Restaurant    |                        | 101 | 101 Checking                   |                    | 55.22              |
|            |       |      | No |                       | Meal with clients      | 619 | 619 Meals & Entertainment      | 55.22              |                    |
|            |       |      |    |                       |                        |     |                                | <u>\$ 55.22</u>    | <u>\$ 55.22</u>    |
| 02/07/2022 | Check | 1091 | No | Vince Bartel          |                        | 101 | 101 Checking                   |                    | 150.00             |
|            |       |      | No |                       | Repair and maintenance | 625 | 625 Repairs & Maintenance      | 150.00             |                    |
|            |       |      |    |                       |                        |     |                                | <u>\$ 150.00</u>   | <u>\$ 150.00</u>   |
| 02/07/2022 | Check | 1092 | No | Hour Deliveries       |                        | 101 | 101 Checking                   |                    | 95.97              |
|            |       |      | No |                       | Delivery               | 609 | 609 Freight & Delivery         | 95.97              |                    |
|            |       |      |    |                       |                        |     |                                | <u>\$ 95.97</u>    | <u>\$ 95.97</u>    |
| 02/07/2022 | Check | 1093 | No | First Trust Bank      |                        | 101 | 101 Checking                   |                    | 5,150.00           |
|            |       |      | No |                       | Loan Payable           | 205 | 205 Loan Payable               | 5,000.00           |                    |
|            |       |      | No |                       | Interest Expense       | 613 | 613 Interest Paid              | 150.00             |                    |
|            |       |      |    |                       |                        |     |                                | <u>\$ 5,150.00</u> | <u>\$ 5,150.00</u> |

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 | ConfCall                |                  | 101 | 101 Checking                  |             | 270.00      |
|            |         |       | No |                         |                  | 201 | 201 Accounts Payable (A/P)    | 270.00      |             |
|            |         |       |    |                         |                  |     |                               | \$ 270.00   | \$ 270.00   |
| 02/18/2022 | Bill    | 275CC | No | ConfCall                |                  | 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          | 492C2U | 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 | \$ 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   | \$ 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 |                     | 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  |             | 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 |                     | 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 |                     | 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    |  |
| TOTAL      |               |       |    |                     |     |   | \$ 29,673.77 | \$ 29,673.77 |  |

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        |
| Cont/Call                      | 405.00            |               |               |               |               | \$405.00          |
| <b>TOTAL</b>                   | <b>\$4,135.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$4,135.00</b> |

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          |
| <b>Total Income</b>               | <b>\$17,790.00</b> |
| Cost of Goods Sold                |                    |
| 501 Cost of Goods Sold            | 8,895.00           |
| <b>Total Cost of Goods Sold</b>   | <b>\$8,895.00</b>  |
| <b>GROSS PROFIT</b>               | <b>\$8,895.00</b>  |
| 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             |
| <b>Total Expenses</b>             | <b>\$1,900.58</b>  |
| <b>NET OPERATING INCOME</b>       | <b>\$6,994.42</b>  |
| <b>NET INCOME</b>                 | <b>\$6,994.42</b>  |
| 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              |
| <b>ASSETS</b>                              |                    |
| Current Assets                             |                    |
| Bank Accounts                              |                    |
| 101 Checking                               | 49,064.90          |
| <b>Total Bank Accounts</b>                 | <b>\$49,064.90</b> |
| Accounts Receivable                        |                    |
| 105 Accounts Receivable (A/R)              | 1,615.87           |
| <b>Total Accounts Receivable</b>           | <b>\$1,615.87</b>  |
| Other Current Assets                       |                    |
| 115 Merchandise Inventory                  | 11,120.00          |
| 123 Prepaid Rent                           | 6,000.00           |
| 125 Prepaid Insurance                      | 2,250.00           |
| <b>Total Other Current Assets</b>          | <b>\$19,370.00</b> |
| <b>Total Current Assets</b>                | <b>\$70,050.77</b> |
| Fixed Assets                               |                    |
| 135 Computer Equipment                     | 10,000.00          |
| 137 Accumulated Depreciation               | -800.00            |
| <b>Total Fixed Assets</b>                  | <b>\$9,200.00</b>  |
| <b>TOTAL ASSETS</b>                        | <b>\$79,250.77</b> |
| <b>LIABILITIES AND EQUITY</b>              |                    |
| Liabilities                                |                    |
| Current Liabilities                        |                    |
| Accounts Payable                           |                    |
| 201 Accounts Payable (A/P)                 | 4,135.00           |
| <b>Total Accounts Payable</b>              | <b>\$4,135.00</b>  |
| 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               |
| <b>Total Other Current Liabilities</b>     | <b>\$1,027.83</b>  |
| <b>Total Current Liabilities</b>           | <b>\$5,162.83</b>  |
| <b>Total Liabilities</b>                   | <b>\$5,162.83</b>  |
| Equity                                     |                    |
| 301 Common Stock                           | 60,000.00          |
| 318 Retained Earnings                      | 7,093.52           |
| Opening Balance Equity                     | 0.00               |
| Net Income                                 | 6,994.42           |
| <b>Total Equity</b>                        | <b>\$74,087.94</b> |
| <b>TOTAL LIABILITIES AND EQUITY</b>        | <b>\$79,250.77</b> |
| 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   |              |
|   | TOTAL        |
| <b>OPERATING ACTIVITIES</b>   |              |
| 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.

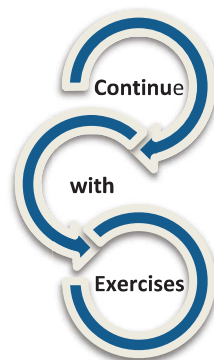
**Exercise 9-1:** Follow the instructions below to complete Exercise 9-1.

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                       |                 | Student Name Sales and Service |            |
| February 1 to End of February                                |                 | 2905 E. Skyline Dr.            |            |
| Account No. 7731-2256  |                 | 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   |
| Continued  | 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**.

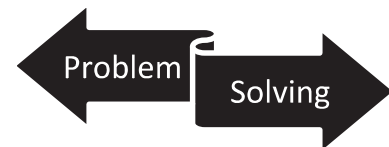
**Exercise 9-2:** Follow the instructions below to complete Exercise 9-2:

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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