

# QuickBooks Online Education Exercise Set #1

## ▶ January (Chapters 1 & 2)

Throughout this text, you'll follow the establishment, setup, and growth of a fictitious company called Green Tree Landscapes. Green Tree Landscapes is a new business founded by Jon Arbor and Alice Green.

Together they each own 50% of Green Tree Landscapes Inc. Jon is a landscape architect and Alice is a construction manager. Together, they hope to build a strong partnership. They hope to grow Green Tree Landscapes into the top landscape company in the Toronto area.

The company was founded on January 1st of this year. They setup the company to meet the growing demand for landscape construction and maintenance services in their area. Their company is based in Mississauga, ON. They will service the Greater Toronto Area.

Jon and Alice are starting small by offering simple home services like lawn maintenance, snow removal and other landscape services. Eventually Jon and Alice want to offer landscape design, construction and maintenance services to both residential and business customers.

They hope to grow their business sufficiently in the first half of the year, so they can offer these new services, buy equipment, and hire a team of people.

Jon and Alice have made their first wise business decision-they've decided to hire you as their bookkeeper. You'll be required to setup their books in QuickBooks, enter their day-to-day transactions and maintain their accounting records. You'll be required to perform the important monthly tasks like:

- Enter sales transactions
- Enter expense and purchase transactions
- Reconcile accounts
- File sales taxes
- Create financial reports

Jon and Alice have hired a year-end accountant named, Andrea Fernandes. Andrea's firm, AF CPA will create the corporate tax return and financial statements for Green Tree Landscapes. You'll be required to provide information to Andrea and her team to help them complete the year-end process.

It's your first day on the job and Green Tree Landscapes is up and running. Tom and Alice have asked you to setup the books, so they can get off to a good start. They've met with Andrea, their accountant, and they've provided you with all the information that you need to setup QuickBooks.

1. Setup your new QuickBooks subscription. After signing up for the QuickBooks Online Education program, you received an email. Follow the instructions provided in your

QuickBooks Online Education email. From this email, under the section labeled, **Your Access Information**, click the link to sign up. **NOTE:** Ask your instructor for assistance if you're not able to setup your QuickBooks Online account.

2. Setup a new company called Green Tree Landscapes. **NOTE:** Choose the following options when setting up:

- a. Send and track invoices
- b. Organize your expenses
- c. Track your retail sales
- d. Track your sales tax

Do not select:

- a. Pay your employees
- b. Track hours

3. The contact information for the company is the following:

Green Tree Landscapes  
5100 Spectrum Way  
Mississauga, ON. L4W 5S2

**HINT:** This should be updated in the Account and Settings.

4. The accountant has registered the business with the Canada Revenue Agency and received the business number. The business number is 111234567RT0001. Enter it in the appropriate place in QuickBooks.
5. The accountant also registered the business to collect and remit HST. The CRA requires that the company files the HST monthly. Enable sales tax for the company (**Hint:** choose monthly as the filing frequency). Enter the required information.
6. Alice likes the logo that she had created and has asked you to add it to the QuickBooks. Add the company logo. **NOTE:** See the resources page to download the logo.
7. Andrea, the accountant, has asked you to enable several settings to setup the accounting correctly.
  - a. Green Tree Landscapes will have the fiscal year the same as the calendar year.
  - b. To secure the accounting records, the accountant asks you to set a Closing date as Dec. 31st of the last calendar year.
8. From their previous business contacts, Jon and Alice have a list of customers that they'd like to enter into QuickBooks. Jon has provided you a list of customers in an Excel spreadsheet. Import the customer list into QuickBooks (see the Student Resources page to download).

9. Alice and Jon need to be setup as QuickBooks users. Andrea has asked you to setup Alice as an Administrator user in QuickBooks. The accountant has asked that you set up Jon as a user with limited access rights to customers and accounts receivable transactions.
10. The accountant has asked you to add her as the accountant. For this exercise, you'll invite your instructor as the accountant. Your instructor will provide you with their email address to enter in the appropriate field.
11. Alice and Jon have opened a bank account at a local bank called Toronto Savings & Loan. They deposited \$10,000 to get started on January 10th of last year. Alice loaned the money to the company. (**Hint:** To track the money Alice deposited you can setup a new liability account called Due to Alice. Deposit the money to the Toronto Savings & Loan account with the From account being Due to Alice). See your instructor for more details if required or if you have questions.

### Additional Review

Since you're just getting started in QuickBooks, there is a lot to learn. Do the following exercises to practice navigating QuickBooks Online.

1. Visit the QuickBooks Sign in page: [qbo.ca.intuit.com](http://qbo.ca.intuit.com). Bookmark the sign-in page to make it easy to sign-in for future work in QuickBooks Online.
2. **Hint:** Click the Hide button to close the getting started icons. Click the Dashboard and review the following sections:
  - a. Dashboard including Income, Expenses, Profit and Loss, and Sales
  - b. Bank Accounts
3. To make your dashboard private, slide the Privacy button on to minimize the information displayed on the dashboard. Make the dashboard private. Try this and compare the differences between the two views.
4. Review the left-hand navigation bar:
  - a. Click to review the Sales Centre and then choose All Sales.
  - b. Click to review the Customer List. Print the list as a test.
  - c. Hover over the Accounting centre and review the Chart of Accounts.
5. In the Taxes centre, review the sales tax rates in your company.
6. Get familiar with the Create menu:
  - a. Open the Enter Bills window (no need to create a transaction).
  - b. Open and review the Pay Bills window.
  - c. Open and review the Invoice window.
  - d. Open and review the Journal Entry window.

Now that you've setup Green Tree Landscapes and have a basic understanding of how to navigate QuickBooks Online, you're ready to take your knowledge to the next level. Alice and Jon are ready to start delivering services to their customers.

## ▶ February (Chapters 3 & 4)

It's been a slow start, but winter has arrived and with it the largest snowfall of the season. The blizzard has customers calling for snow removal services. You've found your first paying customers who've signed up for monthly snow removal services. New residential customers are calling to have one-time snow removal services. Commercial customers are calling to have their parking lots cleaned, and their driveways cleared.

1. Create the following new customers:

Contact:

Kevin Johnson

400 Willowview Lane

Toronto, ON. M3H 4J1

Phone: 705-835-9701

Terms: Due on Receipt

Contact:

Chuck Henry

3185 Acton Ave.

Toronto, ON. M3H 4J1

Phone: 416-545-9810

Terms: Due on Receipt

Contact:

Janis McBriderton

4710 Merton St.

Toronto, ON. M3H 4J1

Terms: Due on Receipt

Contact:

Bryce Trout

289 Speers Road

Oakville, ON. L6J 3X4

Phone: 416-627-0116

Terms: Due on Receipt

Contact:

Huron Park Community Association

1891 Eglinton Ave.

Toronto, ON. M4P 1A6

Phone: 416-627-0119

Terms: Due on Receipt

Parker Property Management  
1478 Wellington St.  
Toronto, ON. M9C 3J5  
Phone: 905-212-2762  
Terms: Net 30

Brookstone Senior Care Centres  
4652 Bay St.  
Toronto, ON. M5H 2S8  
Phone: 416-238-2840  
Terms: Net 30

2. Green Tree Landscapes has chosen to start with several snow removal services. Create the following services:

**Name: Monthly Snow Removal Services**

Jon wants the invoice description to read, *Monthly Snow removal including driveways, patios, sidewalk, and other areas as needed*. The standard price will be \$250/month. Andrea wants to track the sales of this service to the Sales account (**HINT:** Always use the Sales account for all services sold in the business). The services are taxable.

**Name: One-time Snow Removal**

The description should read, *One-time snow removal*. The price will vary for each customer (**Hint:** leave the field blank). The service is taxable.

**Name: Parking Lot Snow Clearing**

Jon wants the invoice description to read, *Parking lot snow clearing including entryways, lot surface and adjacent sidewalks. Snow will be piled in specified location for removal*. Price will vary for each customer. The service is taxable.

Now that you've setup your new customers and added your basic snow removal services, you're ready to record sales. The snow keeps falling so the customers keep calling.

3. Create following invoices using the information listed below:

Customer: Parker Property Management  
Date: February 10th of last year  
Services: One-time snow removal  
Description: One-time snow removal at apartment complex  
Price: \$1,000 + tax

Customer: Parker Property Management  
Date: February 10th of last year  
Services: One-time snow removal  
Description: One-time snow removal at duplex  
Price: \$600 + tax

Customer: Brookstone Senior Care Centres

Date: February 10th of last year

Services: One-time snow removal

Description: One-time snow removal at care centre in north Toronto

Price: \$339 + tax

Customer: Huron Park Community Association

Date: February 15th of last year

Services: Monthly Snow Removal Services

Description: Preset description

Price: \$1200/month + tax

4. Jon and Alice are fortunate that their new customers are happy with their services and they're paying for their services in a timely fashion. Record the following payments from customers:
- Parker Property Management paid for their invoices in full on February 16th of last year. They paid with Cheque #4758. Deposit to Undeposited Funds.
  - Brookstone Senior Care Centres paid for their invoice in full on February 17th of last year. They paid with Cheque #9989. Deposit to Undeposited Funds.
  - Huron Park Community Association paid for their invoice in full on February 17th of last year. They paid with Cheque #328890. Deposit to Undeposited Funds.
5. Alice likes to have as much cash in the bank as possible, so she deposits the following cheques to the Toronto Savings & Loan on February 18th of last year:
- Cheque #4758
  - Cheque #9989
  - Cheque #328890

**(HINT:** Ensure that you only make one deposit with all three customer payments included on the same deposit.)

Alice and Jon have a good reputation, so a lot of their former customers are calling for their services. The following customers signed up for monthly snow removal in February (**Hint:** they're existing customers already in the Customer list). Create the following invoices:

Customer: Main Street Shopping Plaza

Date: February 24th of last year

Services: Monthly Snow Removal Services

Description: Preset description

Price: \$2,000/month + tax

Customer: Troy Property Management

Date: February 24th of last year

Services: Monthly Snow Removal Services

Description: Preset description

Price: \$3,650/month + tax

Customer: Jackson Property Management

Date: February 24th of last year

Services: Monthly Snow Removal Services

Description: Preset description

Price: \$1,080/month + tax

Customer: Sheraton Cavalier Markham

Date: February 24th of last year

Services: Monthly Snow Removal Services including parking lots on property.

Description: Preset description

Price: \$4,020/month + tax

Cash flow is tight but fortunately the customers keep paying. Record the following payments:

- Troy Property Management paid for their invoices in full on February 27th of last year. They paid with cheque #3422. Deposit to Undeposited Funds.
- Main Street Shopping Plaza paid for their invoice in full on February 27th of last year. They paid with cheque #489. Deposit to Undeposited Funds.
- Jackson Property Management paid for their invoice in full on February 28th of last year. They paid with cheque #59801. Deposit to Undeposited Funds.
- Sheraton Cavalier Markham paid for their invoice in full on February 28th of last year. They paid with cheque #908763. Deposit to Undeposited Funds.

Alice deposited the following cheques to the Toronto Savings & Loan Account on February 28th of last year.

- Cheque #3422
- Cheque #489
- Cheque #59801
- Cheque #908763

Jon and Alice have been working long hours providing all the services themselves in the startup phase. They're just getting around to managing their expenses for the first time (For this exercise assume that they incurred their startup expenses in month two of their business).

To start the business, Green Tree Landscapes incurred several costs. To get started they met with their lawyer, accountant and other professionals. They also setup their small office to get started. To get started setup the following suppliers:

Contact:

Andrea Fernandes

AF CPA

400 Main St.  
Whitby, ON. L8L 7T4  
647-555-9811

Contact:  
Legal Ease Law  
2058 Fargo Drive  
Watford, ON. N0M 2S0  
647-555-0032

Contact:  
Bain Business Services  
2054 Fallon Drive  
Watford, ON. N0M 2S0  
647-555-4999

Contact:  
Toronto Savings & Loan  
399 Bay St.  
Toronto, ON. M4P 1A6

Contact:  
Art of Accounting  
2349 Fairview St.  
Burlington, ON. L7R 2E3

You've received several bills to cover the business startup costs. Jon kept a list of his preferred list of suppliers in excel format. To speed up the data entry, import the Supplier List (see the Student Resources for the excel spreadsheet).

**NOTE:** Assume all expenses are taxable (unless otherwise stated). Enter the following bills on the 15th of February of last year.

1. Legal Ease sent you a bill for legal fees. The cost was \$875.
2. AF CPA sent you a bill for accounting fees. The cost was \$1,489.
3. Bain Business services helped you setup the business. They provide management consulting services. Their fees were \$1,649.
4. You asked for bookkeeping consulting from Art of Accounting. The owner was very generous with her time and sent you a bill for \$500. Track the expense to professional fees.
5. Alice and Jon signed up for mobile phone service. They received a bill from Talk Mobility for \$339. Use Telephone expense or something similar.

Alice and John setup debit cards for the business. After they received their cards, they each recorded several expenses. Record the following debit card transactions. **NOTE:** Add tax to each transaction amount – exclusive of tax unless otherwise indicated.

1. Alice bought office supplies at Staples for \$85.89. Track office supply purchases to Office Expenses. Date February 22nd, of last year.
2. Jon purchased some small tools and supplies including shovels, rakes, and other items from Johnson Supply. The cost of the supplies was \$498.87. Track supplies to the Supplies account. Date: February 15th, of last year.
3. Green Tree wrote a handwritten cheque to purchase a vehicle insurance policy from Insurance Experts. The policy cost was \$1800. Cheque #100. Date February 25th, of last year.  
**NOTE:** this transaction is exempt from tax.
4. Alice purchased \$250 of fuel at Fuel Stop. **Note:** Setup a new account if necessary, to track fuel purchases. Date: February 10th, of last year.
5. Alice decided to rent a truck from Budget for the first 3 months of the business. She paid for the truck on February 1st, of last year. She paid for 3 months of rental using her debit card. The cost was \$4,500. You're not sure how to track the expense. Create a new supplier and account to track the expense.
6. Jon purchased a business license for \$45 from the City of Mississauga on the last day of February last year. Enter the debit card transaction. Choose the correct account to track the expense. **NOTE:** Make this transaction tax exempt.
7. Jon decided to run a few advertisements using Google AdWords on February 10th of last year. Record the \$345 expense.
8. Alice liked the idea of Advertising, so she ran some Facebook ads for \$2,670 on the 17th of February, of last year.
9. Jon decided to print some business cards for the company on the 25th of last month. He spent \$80 on business card printing. He purchased the business cards from Staples. Use the Stationery and Printing account to track the expense.

Jon and Alice decided to pay some bills. Pay the following bills in full using handwritten cheques. Write the cheques on the last day of the month. The first cheque number was Cheque #101.

1. Bain Business Services.
2. Legal Ease
3. AF CPA

Jon and Alice would like to see how much they owe their suppliers. Create and print the AP Aging Report.

After the second month of Green Tree Landscapes, the business is growing rapidly. Jon and Alice want to make sure that they keep QuickBooks organized. After meeting with Andrea, the accountant, she asks you to make some changes to the important lists in QuickBooks.

Green Tree landscapes has purchased a few assets to help the business grow. Jane asks you to record the asset purchases. In addition to the purchase of the fixed assets, Green Tree

takes out a loan to purchase a truck. Buying a truck will save them money they're spending on truck rental.

## ▶ March (Chapters 3, 4 & 5)

The snow keeps falling so Alice and Jon are busy with new customer accounts. Andrea wants to make a few changes to the QuickBooks chart of accounts. Follow the accountant's instructions below.

1. On the Chart of Accounts, Andrea asks you to remove the Detail Type column to make it easier to read.
2. The accountant wants you to open a savings account. Name the account Toronto Savings & Loan Savings. **NOTE:** Choose Category Type *Bank*, and then choose Detail Type, *Savings*.
3. The accountant wants you to delete the following accounts:
  - a. Refunds – Allowances
  - b. Promotional
  - c. Other General and Administrative expenses
  - d. Other Portfolio Income
  - e. Other ordinary Income
  - f. Shipping and Delivery Income
4. The accountant asks you to make the Liability and Disability insurance accounts sub-account of Insurance.
5. Add two expense accounts to track Facebook Ads and Google Adds (Tip: Make these two accounts subaccounts of Advertising).
6. Andrea has discovered a couple of duplicate accounts. Merge the *Purchases-COS* account into the *Other Costs-COS* account (**NOTE:** Keep the *Other Costs-COS* account).
7. Alice purchased a new Ford truck for the business. The truck cost \$28,750 + tax. Green Tree Landscapes made a down payment for \$2,875.00. They're financing the remainder of the cost of the vehicle. They've received a loan from Ford (Tip: Setup Ford as a supplier). Setup the accounts to track the original cost and depreciation of the new asset. Write a cheque to pay for the asset (Tip: record the loan amount at the same time as writing the cheque). Use the next cheque number in sequence. Make the entry on March 10th of last year. (**NOTE:** the total of the transaction will be \$6,612.50 to account for sales tax on the purchase).
8. Alice purchased a snow blower from John Deere. She purchased a SB13-3 snowblower. Setup the appropriate accounts to track the new snowblower. Make the entry on March 15th of last year. Alice used her debit card to pay \$2,995.00 in cash for the machine. (**NOTE:** Use name the account Machinery & Equipment).

9. March saw a big increase in monthly snow removal customers. Create the following invoices dates on March 15th of last year:

Customer: Main Street Shopping Plaza  
Services: Monthly Snow Removal Services  
Description: preset description  
Price: \$2,000/month + tax

Customer: Troy Property Management  
Services: Monthly Snow Removal Services  
Description: preset description  
Price: \$3,650/month + tax

Customer: Jackson Property Management  
Services: Monthly Snow Removal Services  
Description: preset description  
Price: \$1,080/month + tax

Customer: Community Church  
Services: Monthly Snow Removal Services  
Description: preset description  
Price: \$450/month + tax

Customer: The Wedding Centre Toronto  
Services: Monthly Snow Removal Services  
Description: preset description  
Price: \$678/month + tax

Customer: Parsons Community Centre  
Services: Monthly Snow Removal Services  
Description: preset description  
Price: \$880/month + tax

Customer: John Cooper (Tip: Add new customer without details)  
Services: Monthly Snow Removal Services  
Description: preset description  
Price: \$240/month + tax

Customer: Barker Design  
Services: Monthly Snow Removal Services  
Description: preset description  
Price: \$300/month + tax

10. The following customers paid in full by cheque on March 28th of last year:
- Barker Design, Cheque #34
  - John Cooper, Cheque #35
  - The Wedding Centre, Cheque #958

- d. Community Church, Cheque #599
  - e. Jackson Property Management, Cheque #484
  - f. Troy Property Management, Cheque #299
11. Deposit the cheques listed above on March 31st, of last year.
12. Jon made the following expense transactions in the month of March of last year. Record all transactions to the chequing.
- a. Fuel purchase at Fuel Stop for \$210.00 + tax. Date: March 12th of last year.
  - b. Home Depot for Supplies for \$98.78 + tax. Date: March 15th of last year.
  - c. Canadian Tire for Supplies for \$348.78 + tax. Including memo to read *Salt and deicer for residential use*. Date: March 17th of last year.
  - d. Office supplies at Office Supplies Depot for 45.98 + tax. Date: March 20th of last year.
  - e. Supplies from Johnson Supply Company for \$1200 + tax. Date: March 22nd of last year. Description to read: *2 pallets of salt for parking lot snow services*.
  - f. Powerhouse Staffing for temporary labour services (Tip: Setup subcontractors expense account to track if it's not there). Amount was \$2,300.00. Date: March 28th of last year.
  - g. Jon signed up for some liability insurance at Insurance Experts. The cost of the policy is going to be billed every month for \$223.00/month.

## April (Chapters 3–6)

April is a very busy month as the spring has arrived. New customers are calling for a variety of lawn services. To be more efficient, the accountant has asked you to setup online banking.

1. Create a new credit card account called Mastercard.
2. Upload the online banking statement to create a connected account in QuickBooks. Choose the Mastercard credit card account to import the transactions.
3. Andrea the accountant has asked you to categorize all the transactions in online banking centre. Categorize each transaction in QuickBooks including all expenses and income.
4. Create a bank rule with the following conditions:
  - a. Money going out in all accounts
  - b. Description contains Office Supplies Depot
  - c. Amount is less than \$50.00
  - d. Transaction Type Expense
  - e. Tax Code: H

5. Reconcile the new Mastercard account as of April 30 of last year. Use the following information:
  - a. Ending Balance: \$907.47
  - b. Ending Date: April 30th of last year
6. Create a Reconciliation Report of the Mastercard account.

The business continues to grow, and sales are growing rapidly. Green Tree Landscapes is adding new customers every day. Jon and Alice have started to offer their spring services.

7. Alice purchased 4 lawnmowers for \$995.00 + tax from John Deere. Setup the appropriate accounts to track the lawnmowers original cost and depreciation. Make the entry on April 28th of last year. Alice used her debit cards to pay for the lawnmowers in cash. (**NOTE:** Use the Machinery & Equipment accounts)
8. Alice purchased the following equipment:
  - a. Blue Bird Power Rake. You purchased 3 of the same item.
    - i. Cost: \$1,799.95 + tax
    - ii. Date: April 15th of last year
    - iii. Supplier: BlueBird Equipment
    - iv. You paid using your debit card.
  - b. Ryan LawnAire V Aerator. You purchased 2 of the same item.
    - i. Cost: \$3,499.78 + tax
    - ii. Date: April 17th of last year
    - iii. Supplier: Ryan Garden Products (setup new)
    - iv. You paid using your debit card.
  - c. Stihl Lawn Trimmer. You purchased 3 of the same item.
    - i. Cost: \$489.78 + tax
    - ii. Date: April 19th + tax
    - iii. Supplier: Toronto Small Engines
    - iv. You paid using your Debit card.
9. You setup several new services for the lawn business. Setup the following:
  - a. **Weekly Lawn Maintenance:** Jon wants the invoice to read *Weekly Lawn Maintenance including cut, trim, edge and debris removal*. The price will be \$45 per week. Andrea, the accountant wants to track the sales of this service to the *Sales* account. The service is taxable.

- b. Spring Cleaning:** Alice wants the sales form to read *Spring-Cleaning including power raking, cut, trim, edge, hedge trimming, aeration, and fertilizer*. The price is \$295. Track the sales of this service to the *Sales* account. The service is taxable.
  - c. Fertilizer:** Alice wants the sales form to read *1 Fertilizer Application*. The price is \$88.95. Track the sales of this service to the *Sales* account. The service is taxable.
  - d. Hedge Trimming:** The description of this service should read *Hedge Trimming*. The price is not a fixed fee and will be determined by the size of the job that needs to be completed. Track the sales of this service to the *Sales* account. The service is taxable.
  - e. Core Aeration:** The description of this service should read *Core Aeration of front and backyard*. The sales price is a fixed fee of \$150. Track the sales of this service to the *Sales* account. The service is taxable.
- 10. A customer has asked Green Tree Landscapes to do a small landscape renovation. A customer has asked for bark chips to be added to some flower beds on their property. They've also asked for some concrete to be replaced in the backyard. Create the following items to track these new items (**NOTE:** Setup items as Non-Inventory parts).
  - a. Cedar Bark Chips:** The description of this services should read *Cedar Bark Chips*. The price is not a fixed fee and will be determined by the size of the job that needs to be done. Track the sales of this service to the *Sales* account. The service is taxable. (**NOTE:** This item type will be different than the previous items from this chapter.)
  - b. Concrete:** The description of this service should read *Concrete Installation*. The price is not a fixed fee and will be determined by the size of job that needs to be done. Track the sales of this service to the *Sales* account. The service is taxable. (**NOTE:** This item type will be different than previous items from this chapter.)
- 11. Now that you've added the basics of the spring services, you're ready to record the sales in April. Record the following sales (**Hint:** Record Sales Receipts).
  - a.** Bryce Trout – Green Tree Landscapes performed a Spring Cleaning on April 20th of last year. Paid with Cheque #454.
  - b.** Kevin Johnson – Green Tree Landscapes performed a Spring Cleaning on April 26th of last year. Paid with Cheque #9982.
  - c.** Bergen Adventures – Green Tree Landscapes performed a Spring Cleaning on April 20th of last year. Paid with Cheque #29388.
  - d.** Community Church – Green Tree Landscapes performed a Spring Cleaning on April 21st of last year. Paid with Cheque #1299. Price: \$3,900.
- 12. Make one deposit of the above cheques on April 29th of last year.
- 13. Several customers have asked you to invoice them for the work that you've completed at their homes. Create invoices for the following customers:

- a. Huron Park Community Association - Green Tree Landscapes provided a landscape renovation for this customer. The price of their landscape renovation was \$25,000 + tax. They purchased Cedar Bark Chips. Edit the description to read: *Landscape renovation including removal of old flower beds and installation of bark chips*. Record the sale of the April 5th of last year.
  - b. Huron Park paid the invoice in full on April 10th of last year. Deposit the payment directly to the Toronto Savings & Loan via bank transfer (**HINT:** use Receive Payment window).
14. Janis McBriderton – Weekly Lawn Maintenance. Janis was a difficult customer, so you charge her twice the regular price for weekly maintenance. The services are taxable. Janis wants you to email the invoice to her. **NOTE:** Email the invoice to your instructor. Record the sale on the 9th of last month.
15. New customer – Janis’ neighbor loves the work that Green Tree Landscapes is doing. Setup the new customer on the invoice as you go.
  - a. Contact:  
Robert Hitchcock  
4714 Merton St.  
Toronto, ON. M1L 3K7  
Phone: 267-555-9811  
Terms: Due on Receipt
  - b. Green Tree performed a Spring Cleaning at their location. Record the sales on the April 11th of last year. The cost is \$985 + tax.
16. Elizabeth Barker of Barker Designs – Hedge Trimming. Price: \$175 + tax. Date: April 8th of last year.
17. Parsons Community Centre – Core aeration. Price: \$300 + tax. Date April 12th of last year.
18. Main Street Shopping Centre – Weekly Lawn Maintenance. Green Tree Landscapes provided weekly lawn maintenance 4 times this month. You charged the regular price for each weekly visit. Date: April 12th of last year.
19. You received several cheques from customers for payment against their invoices. Receive the following cheques from customers and hold them in the undeposited funds account. The date was April 20th of last month.
  - a. Customer payment from Janis McBriderton. Paid in full. Paid with Cheque #948.
  - b. Customer payment from Parsons Community Centre. Paid in full. Cheque #99 (**NOTE:** Paid all invoices in full).
20. Deposit the above payments on April 21st of last year.
21. You received 3 additional cheques on April 30th of last year. Receive the following payments:
  - a. Main Street Shopping Centre – paid in full with Cheque #899

- b. Elizabeth Barker – paid in full with Cheque #322
  - c. Robert Hitchcock – this customer paid half of the outstanding invoice with Cheque #44
22. Deposit these payments on April 30th of last year.

## May (Chapters 3–7 Review)

Green Tree Landscapes has completed the spring-cleaning work. They've started delivering weekly lawn maintenance services. Many customers are paying via credit card on the last day of the month for weekly services. Record the following sales receipts using the following information:

- Date: May 31st of last year
  - Service: Weekly Lawn Maintenance
  - Quantity: 4 services delivered per month
  - Service is taxable
  - Deposit to Undeposited Funds
  - Payment method: VISA
  - **NOTE:** use the service as it is setup unless noted below
1. Create Sales Receipts for the following customers:
    - Hewitt & Packer Office Complex. Price per service is \$200.
    - Anderson & Associates
    - BigTime Constructions. Price per service is \$100.
    - Jackson Property Management. Price per service is \$375.
    - Johnson & Johnson Events
    - Karlson Travel
    - Melissa Helms of Sherwood Park Commons. Price per service is \$550.
  2. Make one deposit on May 31st of last year for all of the above customers.
  3. Alice and Jon determine that they need to offer discounts. Enable discounts in QuickBooks and make sure they're tracked to the Sales account.
  4. Alice and Jon want to edit their invoice numbers. Make the change in the Account & Settings.
  5. The accountant does not want you to automatically apply credits against the oldest customers invoices. She wants you to be able to apply the credits to specific invoices. Make the change in QuickBooks.
  6. Create invoices for the following customers using the weekly lawn maintenance service item. Note the specific circumstances for each customer:

- Date: May 25th of last year
  - Service: Weekly Lawn Maintenance
  - Taxable
  - Qty: 4
7. Create invoices for the following customers:
    - Barker Design (apply a 10% discount)
    - White Wedding Chapel (apply a 15% discount)
    - Sheraton Cavalier Markham (apply a 5% discount)
  8. Elizabeth Barker emailed Jon and complained about the weekly services she's been receiving. She's not happy. Even though she already received a discount, Jon decided to credit her account for two weekly maintenance visits. Issue and credit memo and apply the credit memo against her account. Enter the date as the May 31st.
  9. Receive a payment from Elizabeth Barker for the difference and deposit to undeposited funds on May 31st of last year. She paid with her visa card.
  10. Receive payments in full from White Wedding Chapel and Sheraton Cavalier Markham on May 31st. Both customers paid with Visa.
  11. Deposit the 3 payments from Elizabeth Barker, White Wedding Chapel and the Sheraton Cavalier Markham together on May 31st.
  12. Robert Hitchcock called requesting a \$50 refund because Alice broke a sprinkler head last month that needs to be replaced. Issue the refund on May 20th of last year via Direct Debit.
  13. Jon wants to create Statement for customers. Create a transaction statement for all customers.
  14. Creating invoices and sales receipts is becoming challenging. Services are being missed and as a result sales are being missed. Andrea, the accountant, suggests using the Delayed Charge transactions. You decide to test the delayed charge before using for all customers. Create delayed charges for the following customer:
    - Customer: The Medieval Centre
    - Dates: May 2nd, 9th, 16th, 23rd, 30th
    - Service: Weekly Lawn Maintenance
    - Taxable
  15. Create an invoice for the Medieval Centre using the Delayed Charges on the last day of May of last year.
  16. A new customer has asked for an estimate. Create an estimate for a new customer:

- Contact:  
Russell Martinson  
Blue Jay Properties  
500 Yonge St.  
Toronto, ON. M4P 1A6

17. Create the estimate for May 1st of last year using the following items:

- Hedge Trimming – \$780
- Spring Cleaning – \$4,500
- Fertilizer – \$2,897
- Core Aeration – \$1,200

18. Russell Martinson has approved the estimate. Mark it as accepted.

19. Copy the estimate to a new invoice dated on May 31st of last year. **NOTE:** Copy the entire estimate to the invoice.

## June (Chapters 3–8)

To help manage their cashflow and spending, Green Tree Landscapes has signed up for two visa cards.

1. Create a visa credit card for both Jon and Alice.
2. Record the following credit card transactions for Jon:
  - a. Office Supplies at Office Supplies Depot on the first day of June last year. Amount: \$24 + tax.
  - b. Fuel at Fuel Step on June 5th of last year for \$68 + tax.
  - c. Supplies at Home Depot on the June 10th of last year for \$348 + tax.
  - d. Disposal fee from Waste Unlimited on June 15th of last year. Amount \$697 + tax.
  - e. Meals and Entertainment from Sandwich Lunch Co. on June 17th of last year. Amount: \$38.44 + tax.
3. Jon returned some supplies to Home Depot for \$27.00 + tax. Record the credit card credit. Date: June 15th, of last year.
4. Enter a bill from Insurance Experts for liability insurance. The amount is \$1,200. This is not a taxable expense. Enter the transaction on the 20th of June last year.
5. Karen from Insurance experts realized the quote was overstated, so she issued a credit for \$200. Apply the credit against the bill and pay the bill to Insurance Experts and pay the bill on June 25th of last year. Use the next cheque in sequence.

6. Green Tree Landscapes has rented some space to setup a landscape yard as they are growing quickly. They will pay rent of \$4,500 + tax a month to their new landlord. The landlord is Brookfield Rentals. Add the new supplier and enter the expense for rent on first of June of last year.
7. To automate this transaction, make this a recurring entry in QuickBooks on the first day of every month from Toronto Savings & Loan. The lease is indefinite so there will be no end date to the transaction.
8. Enter the following bills from suppliers in QuickBooks:
  - a. Canada Small Engine Repair
    - Amount: \$878.88 + tax
    - Date: June 25th of last year
    - Account: Repair & Maintenance
  - b. Hank's Courier
    - Amount: \$139 + tax
    - Date: June 15th of last year
    - Account: Freight and Delivery
  - c. Powerhouse Staffing
    - Amount: \$4,000 + tax
    - Date: June 20th of last year
    - Account: Subcontractors
  - d. Trash Unlimited
    - Amount: \$588 + tax
    - Date: June 24th of last year
    - Account: Disposal Fees
  - e. Talk Mobility
    - Amount: \$128.88
    - Date: June 17th of last year
    - Account: Telephone
9. Pay the bills in full on the last day of June of last year. (Handwrite cheques using the next cheque number in sequence.)

## July (Chapter 10)

After renting their additional space, Green Tree Landscapes has decided to open a small landscape centre to sell yard and garden products. This requires inventory tracking in QuickBooks. Each item for sales that'll be tracked, must be setup as an inventory part.

1. Enable inventory tracking.
2. Create the following products using the following setup:
  - a. Sales Account: Sales
  - b. Inventory Account: Inventory Asset
  - c. Purchasing Account: Cost of Goods Sold
  - d. Initial Quantity on Hand: 0
  - e. As of Date: July 1st of last year
3. Name: Turf Edger
  - a. Sales Description: Turf Edger
  - b. Sales Price: \$399.95
  - c. Tax: Taxable
  - d. Purchase Price: \$187.66
  - e. Reorder Point: 5
  - f. Initial Quantity on hand: 0
4. Name: Gas Hedge Trimmer
  - a. Sales Description: Gas Hedge Trimmer
  - b. Sales Price: \$299.95
  - c. Tax: Taxable
  - d. Purchase Price: \$128.88
  - e. Reorder Point: 5
  - f. Initial Quantity on hand: 0
5. Name: Garden Shovel
  - a. Sales Description: Garden Shovel
  - b. Sales Price: \$39.95
  - c. Tax: Taxable
  - d. Purchase Price: \$16.00

- e. Reorder Point: 15
  - f. Initial Quantity on hand: 0
6. Name: Pruner Lopper
- a. Sales Description: Pruner Lopper
  - b. Sales Price: \$89.94
  - c. Tax: Taxable
  - d. Purchase Price: \$32.87
  - e. Reorder Point: 10
  - f. Initial Quantity on hand: 0
7. Name: Stihl 2000 Lawn Trimmer
- a. Sales Description: Stihl 2000 Lawn Trimmer
  - b. Sales Price: \$299.95
  - c. Tax: Taxable
  - d. Purchase Price: \$128.88
  - e. Reorder Point: 5
  - f. Initial Quantity on hand: 0
8. Name: Honda Lawnmower
- a. Sales Description: Honda Lawnmower
  - b. Sales Price: \$499.95
  - c. Tax: Taxable
  - d. Purchase Price: \$277.10
  - e. Reorder Point: 5
  - f. Initial Quantity on hand: 0
9. Name: Evergreen Fertilizer
- a. Sales Description: Evergreen Fertilizer
  - b. Sales Price: \$39.95
  - c. Tax: Taxable
  - d. Purchase Price: \$11.88
  - e. Reorder Point: 50
  - f. Initial Quantity on hand: 0

10. Name: True Blue Leaf Blower
  - a. Sales Description: True Blue Leaf Blower
  - b. Sales Price: \$299.95
  - c. Tax: Taxable
  - d. Purchase Price: \$130.09
  - e. Reorder Point: 10
  - f. Initial Quantity on hand: 0
11. Enable Purchase Orders if they're not already enabled.
12. Create a Purchase Order for Johnson Supplies for the 1st of July of last year. Order the following inventory parts: **NOTE:** Enable purchase orders (if not already enabled).
  - a. Turf Edger - 10
  - b. Evergreen Fertilizer - 100 bags
13. Create a new supplier:
  - a. Contact:  
Hanson Garden Supplies  
723 Speers Road  
Oakville, ON. L6L 2X5
14. Order the following items from Hanson on Garden Supplies on July 10th of last year.
  - a. Pruner Lopper - 15
  - b. Garden Shovel - 25
  - c. Gas Hedge Trimmer - 10
  - d. True Blue Leaf Blower - 15
  - e. Honda Lawnmower - 10
15. Receive against the PO for Johnson Supplies. Receive it in full on July 10th of last year. Use the bill form to receive the purchase order.
16. Receive the against the Purchase Order for Hanson Supplies on July 20th of last year. You received all the items except for the following items were receive in partial quantities:
  - a. True Blue Leaf Blower - 11 items
  - b. Garden Shovel - 23
17. Pay the bills for Johnson Supplies and Hanson Supplies in full on the last day of July of last year. Use the next cheque number in sequence.

18. Alice notices customers are buying several garden tools at one time. She has the idea to bundle several tools together as a Lawn Care Starter Kit. Create the Lawn Care Starter Kit with the following items and quantities:
  - a. Honda Lawnmower – 1
  - b. Gas Hedge Trimmer - 1
  - c. True Blue Leaf Blower – 1
  - d. Sales Description – Lawn Care Starter Kit
19. Create an invoice for Robert Hitchcock for the Lawn Care Starter kit on July 20th of last year.
20. Receive payment from Robert Hitchcock for payment against the above invoice on July 31st. Deposit it directly to the Toronto Savings and Loan account. She paid with Cheque #1381.
21. There was a heavy rainstorm at the Green Tree Landscapes yard and the roof of the inventory shed was leaking. As a result, 3 Gas Hedge Trimmers were damaged. They cannot be sold and will need to be disposed immediately. Andrea, the accountant, has asked you to write off the inventory as of the last day of July of last year. Make the inventory adjustment to account for the damaged inventory items. Andrea, the accountant, asked you to use an Inventory Write-Off expense account (Tip: you may have to use the Chart of Accounts to create the new account).
22. Alice and Jon want to know the value of the inventory. Create the report and save it as a customized report call *Inventory Valuation Detail July*.
23. Alice wants to count the inventory each month. She'd like a list of inventory parts of today. Save the report as a custom report name: *Inventory Count Report July*.

## August (Chapter 11)

After 7 busy months, Jon and Alice need to review their business in detail. They're going to create several reports to review and make important decisions.

1. Create a Balance Sheet as of August 1st of last year. Save the customized report as *Balance Sheet August 1st*.
2. Create a Profit & Loss report from January 1st to July 31st of last year. Save the customized report as *Profit & Loss Year-to-Date*.
3. Create an Accounts Receivable Aging Summary as of July 31st last year. Save the customized report *AR Aging Summary July 31st*.
4. Create an Accounts Payable Aging Summary as of July 31st. Save the customized report *AP Aging Summary August 31st*.
5. Create a Sales by Customer Detail report for the date range of January 1st to July 31st of last year. Save the reports as *Sales by Customer Detail Year-to-Date*.

6. Alice loves using Microsoft Excel to do data analysis. She asks for the Profit & Loss in excel format. Create the report in Excel and email it to your instructor.
7. Andrea wants to see the Profit & Loss report in .pdf format. Create the report and email it to your instructor.
8. Andrea wants to receive weekly reports mailed to her every Monday morning. Setup a group of all the above listed reports and schedule them to be sent to your instructor on a regular schedule (See instructor for further instructions).