



*QUICKBOOKS 2020 STUDENT GUIDE*

---

## **Lesson 8**

### **Vendors and Expenses Part 2**

**intuit.**

**Copyright**

Copyright 2020 Intuit, Inc.  
All rights reserved.

Intuit, Inc.  
5100 Spectrum Way  
Mississauga, ON L4W 5S2

**Trademarks**

©2020 Intuit Inc. All rights reserved. Intuit, the Intuit logo, Intuit ProLine, Lacerte, ProAdvisor, ProSeries and QuickBooks, among others, are trademarks or registered trademarks of Intuit Inc. in the United States and other countries. Other parties' marks are the property of their respective owners.

**Notice to Readers**

The publications distributed by Intuit, Inc. are intended to assist accounting professionals in their practices by providing current and accurate information. However, no assurance is given that the information is comprehensive in its coverage or that it is suitable in dealing with a client's particular situation. Accordingly, the information provided should not be relied upon as a substitute for independent research. Intuit, Inc. does not render any accounting, legal, or other professional advice nor does it have any responsibility for updating or revising any information presented herein. Intuit, Inc. cannot warrant that the material contained herein will continue to be accurate nor that it is completely free of errors when published. Readers should verify statements before relying on them.

# Table of Contents

**Lesson Objectives ..... 4**

**Other Account Types in QuickBooks..... 5**

**Entering Credit Card Charges ..... 6**

**Reconciling a Credit Card Statement ..... 9**

**Paying a Credit Card.....12**

**Setting Up Asset Accounts .....13**

**Setting Up Fixed Asset Accounts to Track Depreciation .....15**

**Purchasing a Fixed Asset Without a Loan.....17**

**Tracking a Loan with a Long Term Liability Account .....18**

**Purchasing a Fixed Asset with a Loan .....19**

**Recording a Payment on a Loan .....20**

**Depreciating an Asset .....21**

**Review Activities .....22**

## Lesson Objectives

- To introduce the other account types available in QuickBooks
- To learn how to track credit card transactions in QuickBooks
- To reconcile a credit card account
- To see how to make a credit card payment
- To discuss the different types of asset and liability accounts you can create and see how to track assets and liabilities in QuickBooks

## Other Account Types in QuickBooks

In this lesson you'll learn about these account types, which are frequently used when entering cheques and other expenses:

- **Credit card accounts** – Used to track transactions you pay for with a credit card
- **Asset accounts** – Used to track both current assets (those assets you're likely to convert to cash or use up within one year, such as inventory on hand) and fixed assets (such as depreciable assets your business owns that aren't liquid, such as equipment, furniture, or a building)
- **Liability accounts** – Used to track both current liabilities (those liabilities scheduled to be paid within one year, such as sales tax, payroll taxes, and short-term loans) and long-term liabilities (such as loans or mortgages scheduled to be paid over terms longer than one year)
- **Equity accounts** – Used to track the value of the business to the owner, including capital investment, draws, and retained earnings



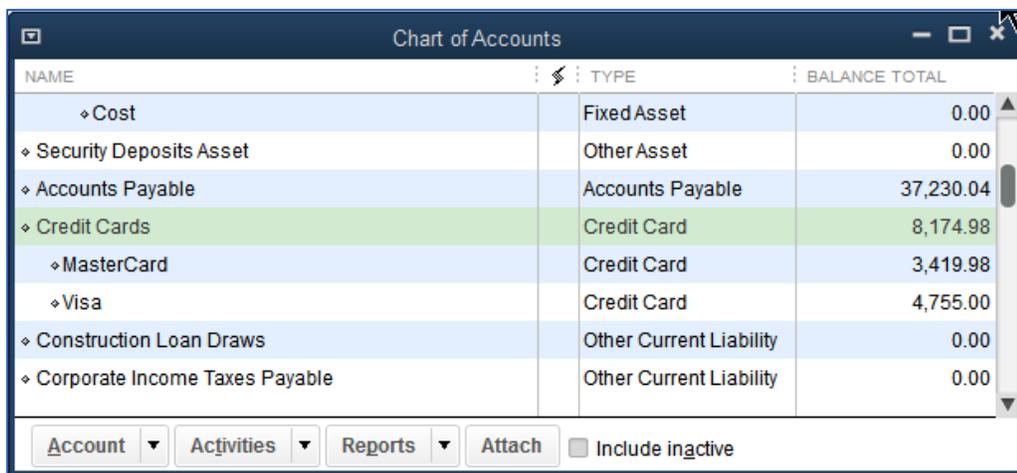
### NOTES

## Entering Credit Card Charges

Anytime you pay for a service or make a purchase using a credit card it needs to be entered into QuickBooks by using a Credit Card Charge. Before you can enter Credit Card Charges though, you first have to set up your credit card on your Chart of Accounts.

To create a credit card account:

1. From the Home page, click Chart of Accounts.
2. Select Account > New and choose Credit Card as the type of account to create then click Continue.
3. Enter the name of the credit card and the appropriate opening balance details
4. You should be left with an account like the credit cards shown below.



NAME	TYPE	BALANCE TOTAL
Cost	Fixed Asset	0.00
Security Deposits Asset	Other Asset	0.00
Accounts Payable	Accounts Payable	37,230.04
<b>Credit Cards</b>	<b>Credit Card</b>	<b>8,174.98</b>
MasterCard	Credit Card	3,419.98
Visa	Credit Card	4,755.00
Construction Loan Draws	Other Current Liability	0.00
Corporate Income Taxes Payable	Other Current Liability	0.00

Account Activities Reports Attach  Include inactive

5. Close the Chart of Accounts.

## To enter a credit card charge:

1. From the **Home** page choose **Enter Credit Card Charges**.

The screenshot shows the 'Enter Credit Card Charge' window in QuickBooks. The window title is 'Main Reports'. The top toolbar contains buttons for 'Find', 'New', 'Save', 'Delete', 'Create a Copy', 'Memorize', 'Attach File', 'Download Card Charges', 'Select PO', 'Enter Time', 'Clear Splits', and 'Recalculate'. Below the toolbar, the 'CREDIT CARD' dropdown is set to 'Credit Cards: Visa'. The 'Purchase/Charge' radio button is selected, and the 'ENDING BALANCE' is 4,755.00. The main form area is titled 'Credit Card Purchase/Charge' and has a light orange patterned background. It contains the following fields: 'PURCHASED FROM' (dropdown), 'DATE' (08/16/2016), 'REF NO.' (text), 'AMOUNT' (0.00), and 'MEMO' (text). Below this is the 'Expenses' section, which shows a total of \$0.00 and a table with columns for ACCOUNT, TAX, AMOUNT, MEMO, CUSTOMER, and BILLAB. The table is currently empty. At the bottom of the form, there is a 'VENDOR TAX CODE' dropdown and two input fields with '0.00' and an 'Edit' button. At the very bottom, there are three buttons: 'Save & Close', 'Save & New', and 'Clear'.

2. In the **Credit Card** field select the appropriate credit card account.
3. In the **Purchased From** field enter who you paid with the credit card.
4. Enter the remaining information about the charge (date, amount, memo, etc.).

- In the detail area click the **Account** column and assign the charge to the expense account that most closely matches the reason you made the charge.
- Assign the proper tax code for the charge in the Tax column and press Tab. QuickBooks will calculate the proper amounts for the expense as well as the tax.

- Click **Save & Close** to record the transaction and close the window.



NOTES

## Reconciling a Credit Card Statement

Your credit card issuer sends you a statement for each of your credit cards each month. The statement shows all the activity in your account since the previous statement:

- Beginning balance: the sum of cleared transactions at the beginning of the statement period
- Ending balance: the sum of cleared transactions at the end of the statement period
- Finance charges
- Credit card charges from purchases in the statement period
- Payments you made to the credit card issuer and other credits
- Other transactions affecting the balance of the account

### To reconcile a credit card statement:

1. From the **Home** page, click Reconcile.
2. In the **Account** drop-down menu choose the appropriate credit card from the list.

Begin Reconciliation

Select an account to reconcile, and then enter the ending balance from your account statement.

Account:  last reconciled on 11/30/2016.

Statement Date:

Beginning Balance: 1,740.20 [What if my beginning balance doesn't match my statement?](#)

Ending Balance:

Enter any finance charge.

Finance Charge	Date	Account
<input type="text" value="0.00"/>	<input type="text" value="08/31/2016"/>	<input type="text"/>

3. In the **Statement Date** field enter the closing date of the statement you wish to reconcile.
4. In the **Ending Balance** field enter the ending balance of the statement you wish to reconcile.
5. If there were any **Finance Charges**, enter them in the appropriate field, and choose an expense account to categorize the finance charge expense.
6. Click **Continue**. Proceed to next exercise.

The statement your credit card issuer contains a list of cleared transactions for that month. The next step in the

reconciliation process is to mark transactions in QuickBooks as cleared if they appear on that statement and have matching amounts and dates.

### To mark the transactions as cleared:

1. In the **Charges and Cash Advances** section of the window match the transactions with the charges on your statement. Click on each transaction that appears on your statement. This marks the transaction as cleared.
2. In the **Payments and Credits** section of the window click on each transaction that matches your statement to mark the payments as cleared.

For period: 12/31/2016  Hide transactions after the statement's end date

Charges and Cash Advances				Payments and Credits						
✓	DATE	REF #	PAYEE	AMOUNT	✓	DATE	REF #	MEMO	TYPE	AMOU...
✓	12/04/2016		Jesse's Conve...	79.10	✓	12/29/2016			CHQ	500.00
✓	12/11/2016		Jesse's Conve...	79.10						
✓	12/15/2016	46465	Sheldon's Soft...	400.00						
	01/03/2017		Jesse's Conve...	79.10						
	01/04/2017	55446	Sheldon's Soft...	400.00						

Highlight Marked

Beginning Balance	1,740.20	<input type="button" value="Modify"/>	Finance Charge	0.00
Items you have marked cleared			Ending Balance	1,798.40
1 Payments and Credits	500.00		Cleared Balance	1,798.40
3 Charges and Cash Advances	558.20		Difference	0.00

3. If any transactions appear on the statement, but are not in QuickBooks, click **Leave**, and enter them through the proper forms. When you go back to the Reconciliation windows you should see them. You can also change any transaction you see on the list by double-clicking it, changing the amount/date and resaving it to make it match the statement.
4. When you are done with this process, the **Difference** in the bottom right corner should be zero. Click **Reconcile Now**.
5. If the credit card has a balance, QuickBooks asks you if you would like to enter a bill or write a cheque for the remaining balance on your credit card. You can choose one of these options or click **Cancel** if you would rather do it at another time. If you choose to do this, it is recommended to use a cheque and not a bill.

**Make Payment**

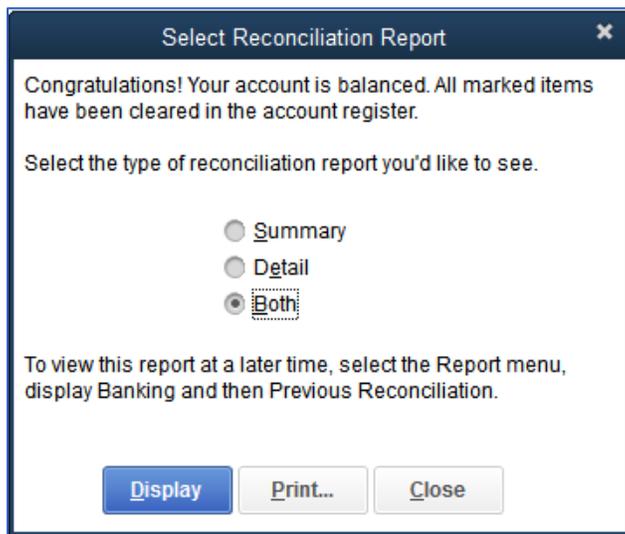
The outstanding balance on this account is \$1,798.40. To pay all or a portion of this amount, select the payment type and click OK. To leave the balance in the reconciled account, click Cancel.

Payment

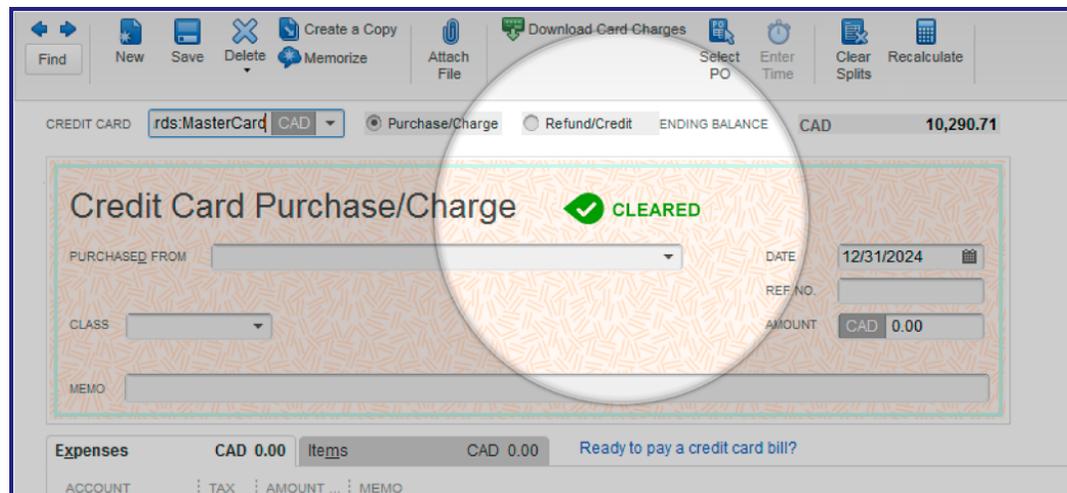
Write a cheque for payment now

Enter a bill for payment later

6. In the **Select Reconciliation Report** window you can choose to display or print your reconciliation reports. Reconciliation reports show you a summary of the reconciliation, or in the case of a detail report, the list of reconciled transactions.



NOTE: When a Credit Card Charge is reconciled, QuickBooks marks it as cleared. See example below. This is helpful when reviewing transactions prior to reconciling your credit card account.



## NOTES

## Paying a Credit Card

At the end of reconciliation QuickBooks asks if you want to make a payment towards the credit card right away, but you can enter these payments at any time. It is possible to enter these payments as bill, but it is highly recommended to use the Write Cheques window when making a credit card payment.

### To enter a payment for a credit card:

1. After reconciling, select **Write a cheque for payment now**, or select **Write Cheques** from the Home page.
2. Click in the **Pay to the Order of** field and select the name of the credit card company.
3. If this is a handwritten cheque, enter the cheque number. Or if you need to print the cheque, choose Print Later. You can also record payments made by debit card by typing "DEBIT" into the No field or "EFT" for electronic funds transfers.
4. In the detail area, under Expenses, choose the credit card you are paying and the amount of the payment.

The screenshot shows the 'Write Cheques' window in QuickBooks. The 'BANK ACCOUNT' is set to 'Chequing' with an ending balance of 228,409.30. The 'NO.' field is 'DEBIT' and the 'DATE' is '08/16/2016'. The 'PAY TO THE ORDER OF' field is 'Visa' and the amount is '\$ 250.00'. The memo field contains 'Two hundred fifty and 00/100\*\*\*\*\* Dollars'. The 'ADDRESS' field is 'Visa'. The 'Expenses' table shows a total of \$250.00 with one item: 'Credit Cards:Visa' for \$250.00. The 'VENDOR TAX CODE' is set to '0.00'.

ACCOUNT	TAX	AMOUNT	MEMO	CUSTOMER:JOB	BILLABLE?
Credit Cards:Visa		250.00			

5. Click **Save & Close** to record the transaction.



### NOTES

## Setting Up Asset Accounts

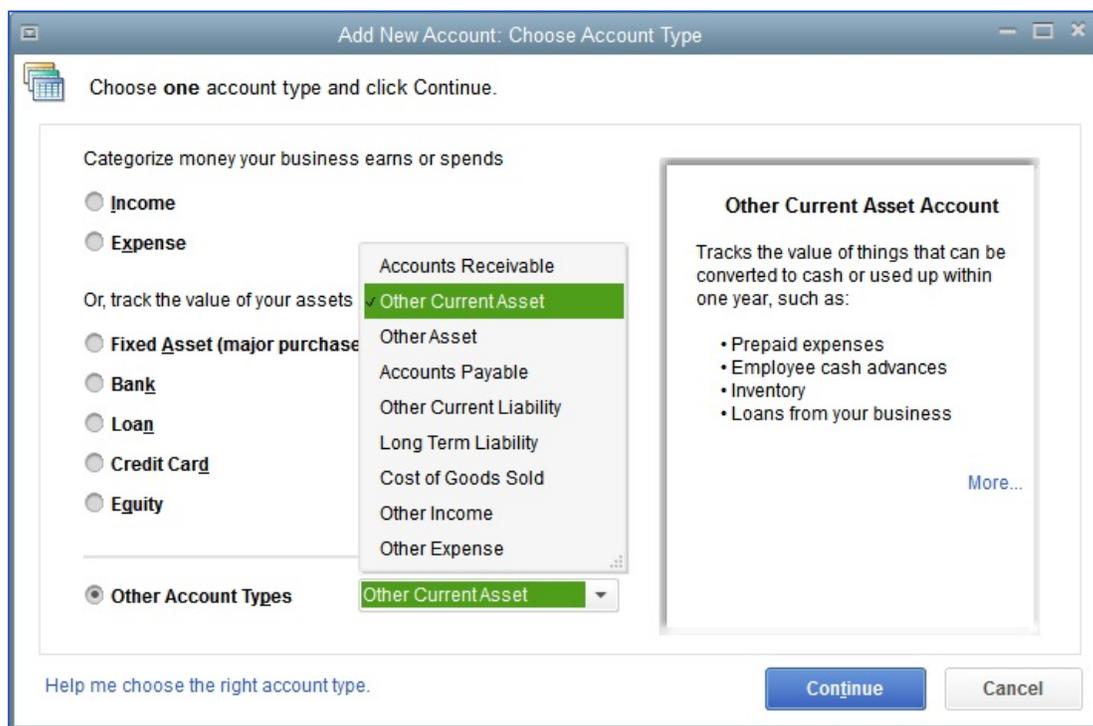
**NOTE:** The remaining sections are somewhat advanced. It may be advisable to consult with your accountant or tax professional for assistance in dealing with these topics.

An Other Current Asset account tracks assets that are likely to be converted to cash or used up within one year. If you buy and sell inventory, the value of your entire inventory on hand is usually shown in an Other Current Asset account called *Inventory Asset*. Other current assets might include treasury bills, certificates of deposit, prepaid expenses, prepaid deposits, reimbursable expenses, and notes receivable (if due within one year).

A Fixed Asset account tracks assets your business owns that are not likely to be converted into cash within a year. A fixed asset is usually something necessary for the operation of your business, like a vehicle, computer or photocopier.

### To set up an Other Current Asset account:

1. On the **Home** page click **Chart of Accounts**.
2. Click the **Account** menu button then choose **New**.
3. Click **Other Account Types** and choose **Other Current Asset** from the drop-down list.



4. Click **Continue**.

5. Enter the **Account Name** you would like to use. You can also enter a **Description** and an **Account No.** if you use account numbers in your company file.

The screenshot shows the 'Add New Account' window. At the top, the title is 'Add New Account'. Below the title bar, there is a grid icon and a dropdown menu for 'Account Type' set to 'Other Current Asset'. The main area contains several input fields: 'Account Name' with the text 'Prepaid Rent', a 'Subaccount of' dropdown menu, and an 'OPTIONAL' section. This section includes a 'Description' text area, an 'Account No.' text field, a 'Tax-Line Mapping' dropdown menu set to '<Unassigned>', and an 'Enter Opening Balance...' button. To the right of the 'Tax-Line Mapping' dropdown are two links: 'How do I choose the right tax line?' and 'Should I enter an opening balance?'. At the bottom of the window are three buttons: 'Save & Close', 'Save & New', and 'Cancel'.

6. If this is an asset that you already own, you can click **Enter Opening Balance** and enter the value of the asset.
7. Click **Save & Close**.



## NOTES

## Setting Up Fixed Asset Accounts to Track Depreciation

Fixed assets are equipment or property your business owns that is not for sale. Since they last a long time, you don't completely charge their cost to the year in which you buy them. Instead, you spread their cost over several years. This is performed through *depreciation*.

### To set up asset accounts to track a new purchase:

1. From the **Home** page, open the **Chart of Accounts**
2. Click the **Account** button and select **New**.
3. Select **Fixed Asset** as the type and click **Continue**.
4. Enter an appropriate name for the account. The make and model of the asset is a good choice.
5. Click **Save & Close**.

NAME	TYPE	BALANCE TOTAL
Retainage Receivable	Other Current Asset	0.00
Undeposited Funds	Other Current Asset	4,679.15
Work in Progress (WIP)	Other Current Asset	0.00
Accumulated Depreciation	Fixed Asset	0.00
Automotive Equipment	Fixed Asset	0.00
Buildings and Improvements	Fixed Asset	0.00
Construction Equipment	Fixed Asset	50,269.68
Ford F150	Fixed Asset	0.00
Furniture and Equipment	Fixed Asset	0.00
Land	Fixed Asset	0.00
Leasehold Improvements	Fixed Asset	0.00
Property Plant & Equipment	Fixed Asset	7,917.20
Computer Equipment	Fixed Asset	7,117.20
Accum. Amort.	Fixed Asset	0.00
Cost	Fixed Asset	7,117.20

Account Activities Reports Attach  Include inactive

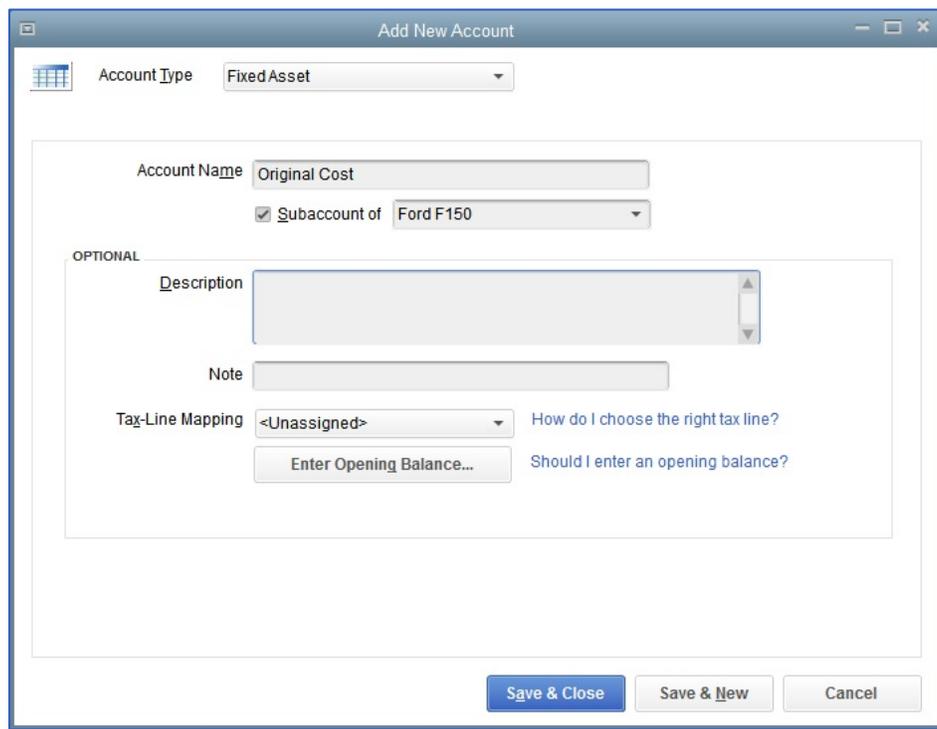


### NOTES

Once the fixed asset account has been set up, now it is time to create two subaccounts that are used to track the original purchase price of the asset as well as the depreciation over time.

### To set up original cost and depreciation subaccounts for a new purchase:

1. From the Chart of Accounts, click the **Account** button and select **New**.
2. Select **Fixed Asset** as the type and click **Continue**.
3. Name the account **"Original Cost"** and then click the **Subaccount of** checkbox.
4. Click the drop down menu next to **Subaccount of** and select the fixed asset account you created earlier.



The screenshot shows the 'Add New Account' window. At the top, 'Account Type' is 'Fixed Asset'. Below that, 'Account Name' is 'Original Cost'. The 'Subaccount of' checkbox is checked, and the dropdown menu is set to 'Ford F150'. The 'OPTIONAL' section includes a 'Description' text area, a 'Note' text area, and a 'Tax-Line Mapping' dropdown set to '<Unassigned>'. There are also buttons for 'Enter Opening Balance...' and 'Should I enter an opening balance?'. At the bottom are 'Save & Close', 'Save & New', and 'Cancel' buttons.

5. If this account is being created for a fixed asset account you already own, click **Enter Opening Balance** and enter the original cost of the asset and the original date of purchase.
6. Click **Save & Close**.
7. Repeat steps 1-6, but instead of **"Original Cost"** name the new account **"Depreciation"** and if this is an asset you already own that has been depreciated, be sure to include the depreciation amount in the **Enter Opening Balance** step.

## Purchasing a Fixed Asset Without a Loan

There are two primary scenarios in which a fixed asset is purchased: the purchaser pays for the entire asset right away, and the more common situation, in which the purchaser makes a down payment on the asset, and takes out a loan to make up the difference.

Once the purchase is made, regardless of the scenario, it needs to be entered into QuickBooks, and doing so can be tricky.

### To purchase a new fixed asset without a loan:

1. From the Home page, click the **Write Cheques** icon if you paid from a bank account or **Credit Card Charge** if you used a credit card.
2. Select the bank account used to purchase the asset along with the payee, amount of the payment, date of purchase and other details in the top half of the cheque window.
3. In the Account area, choose the **Original Cost** subaccount of the asset account along with the tax code for the purchase and any other description you'd like to enter for the purchase.

Write Cheques - Chequing

Main Reports

Find New Save Delete Create a Copy Memorize Print Print Later Attach File Select PO Enter Time Clear Splits Recalculate Reorder Reminder Order Cheques

BANK ACCOUNT Chequing ENDING BALANCE 178,653.60

NO. 108 DATE 08/16/2016

PAY TO THE ORDER OF Ford Dealership \$ 27,000.00

Twenty-seven thousand and 00/100\*\*\*\*\* Dollars

ADDRESS Ford Dealership

MEMO

ACCOUNT	TAX	AMOUNT	MEMO	CUSTOMER:JOB	BILLABLE?
Ford F150:Original Cost	S	24,107.14			

VENDOR TAX CODE GST (ITC) 5.0% 1,205.36 Edit

PST (BC) ON PURCHASES 7.0% 1,687.50

Save & Close Save & New Clear

4. Click **Save & Close**.

## Tracking a Loan with a Long Term Liability Account

A Long Term Liability account tracks debts that your business is not likely to pay off within a year. The most common long-term liabilities are loans that you expect to pay off in more than one year.

### Tracking a loan with a Long Term Liability account:

1. From the Home page, click the **Chart of Accounts** icon.
2. Click the **Account** button then choose **New**.
3. In the **Add New Account** window select **Other Account Types** then choose **Long Term Liability** from the drop-down list.
4. Click **Continue**.
5. Enter a name that describes the account.

The screenshot shows the 'Add New Account' dialog box. The 'Account Type' is set to 'Long Term Liability'. The 'Account Name' is 'Car Note'. There is a 'Subaccount of' dropdown menu. The 'OPTIONAL' section includes a 'Description' field, an 'Account No.' field, and a 'Tag-Line Mapping' dropdown set to '<Unassigned>'. There are two links: 'How do I choose the right tax line?' and 'Should I enter an opening balance?'. A button 'Enter Opening Balance...' is located below the 'Tag-Line Mapping' dropdown. At the bottom are three buttons: 'Save & Close', 'Save & New', and 'Cancel'.

6. If this is a loan that you took out in a previous year, click **Enter Opening Balance** and enter the balance after your most recent payment along with date of that balance.
7. Click **Save & Close**.

## Purchasing a Fixed Asset with a Loan

There are two primary scenarios in which a fixed asset is purchased: the purchaser pays for the entire asset right away, and the more common situation, in which the purchaser makes a down payment on the asset, and takes out a loan to make up the difference.

Earlier, an example of a fixed asset being purchased without a loan was explained. Now learn how to enter a fixed asset purchase involving a loan.

### To purchase a new fixed asset with a loan:

1. From the Home page, click the **Write Cheques** icon if you paid from a bank account or **Credit Card Charge** if you used a credit card.
2. Select the bank account used to purchase the asset along with the payee, date of purchase and other details in the top half of the cheque window. **Do not** enter an Amount yet.
3. In the Account area, choose the **Original Cost** subaccount of the asset account along with the tax code for the purchase and any other description you'd like to enter for the purchase. In the **Amount** column, enter the full value of the asset.
4. In the second line of the Account area, choose the liability account being used to track the loan, and in the Amount column, enter the amount of the loan as a negative.

Write Cheques - Chequing

Main Reports

BANK ACCOUNT: Chequing ENDING BALANCE: 178,653.60

NO. 108 DATE 08/16/2016

PAY TO THE ORDER OF: Ford Dealership \$ 12,000.00

Twelve thousand and 00/100\* Dollars

ADDRESS: Ford Dealership

MEMO:

ACCOUNT	TAX	AMOUNT	MEMO	CUSTOMER:JOB	BILLABLE?
Ford F150:Original Cost	S	24,107.14			
Car Note	E	-15,000.00			

Expenses: \$9,107.14 Items: \$0.00

VENDOR TAX CODE: GST (ITC) 5.0%: 1,205.36 Edit PST (BC) ON PURCHASES 7.0%: 1,687.50

Buttons: Save & Close, Save & New, Clear

5. The total **Amount** of the cheque should now be in the amount of the down payment. Click **Save & Close**.

## Recording a Payment on a Loan

When it's time to make a payment on a loan, use the Write Cheques window to record a cheque to your lender. Assign part of the payment to loan interest expense and the remainder to loan principal.

### To record a payment on a loan:

1. From the **Home** page click the **Write Cheques**.
2. In the **Pay to the Order of** field enter the name of the lender.
3. Enter the dollar amount of the payment in the **Amount** field.
4. Click in the **Account** column on the **Expenses** tab and enter the liability account you are paying against. For the **Amount**, enter the amount of principal you are paying off with this payment.
5. Click on the second line under **Account**, and choose the Interest Expense account. Then, in the **Amount** column, enter the amount of the payment that is going towards interest.

Write Cheques - Chequing

Main Reports

Find New Save Delete Memorize Create a Copy Print Print Later Attach File Select PO Enter Time Clear Splits Recalculate Reorder Reminder Order Cheques

BANK ACCOUNT Chequing ENDING BALANCE 166,653.60

NO. 109  
DATE 08/16/2016  
PAY TO THE ORDER OF Bank \$ 460.58  
Four hundred eighty and 58/100\*\*\*\*\*Dollars  
ADDRESS Bank  
MEMO

ACCOUNT	TAX	AMOUNT	MEMO	CUSTOMER-JOB	BILLABLE?
Car Note	E	340.00			
Interest Expense	E	120.58			

Expenses \$460.58 Items \$0.00

VENDOR TAX CODE 0.00 Edit  
0.00

Save & Close Save & New Clear

6. Click **Save & Close** to record the payment.

## Depreciating an Asset

Depreciation allows you to account for the expense of large purchases over time so that instead of reporting the entire cost in just one year it can be divided into multiple years. There are many different methods for calculating depreciation, and QuickBooks does not do this for you. For more information on the depreciation of assets, please consult an accountant.

Depreciation is usually entered with a journal entry.

### To depreciate an asset:

1. Select the **Company** menu and choose **Make General Journal Entries**.
2. In the **Date** field, enter the date of the depreciation.
3. In the first row, under **Account**, enter the **Depreciation Expense** account.
4. In the **Debit** column, enter the amount being depreciated.
5. In the second row, under **Account**, enter the **Depreciation** subaccount for the fixed asset.
6. In the **Credit** column, enter the amount being depreciated.

ACCOUNT	DEBIT	CREDIT	MEMO	NAME	TAX ITEM	BILLABLE?
Depreciation Expense	1,000.00					
Ford F150:Depreciation		1,000.00				
Totals	1,000.00	1,000.00				

7. Click **Save & Close**.

## Review Activities

1. From the **File** menu in QuickBooks, choose **Open or Restore Company**. QuickBooks displays the **Open or Restore Company window**.
  2. Select **Restore a backup copy** and click **Next**.
  3. Select **Local backup** and click **Next**.
  4. In the **Open Backup Copy** window, navigate to the appropriate directory.
  5. Select the **qblesson.qbb** file, and then click **Open**.
  6. In the **Open or Restore Company** window, click **Next**.
  7. Navigate to your directory.
  8. In the **File Name** field of the **Save Company File As window**, type **Lesson8** and then click **Save**.
  9. Enter the **Password: QBDT2020!**
  10. Click **OK** when you see the message that the file has been successfully restored.
- 
- Create a new credit card account named **Visa 2**, and make it a subaccount of **Credit Cards**. Also, when creating the credit card, give it an opening balance of \$200 with an **As of** date of the last day of last month.
  - Enter a credit card charge using the **Visa 2** account. In the **Purchased From** field, enter Jesse's Convenience Store. The purchase took place on the 5<sup>th</sup> of the current month and was for \$38.23. For the **Account**, use Vehicles: Fuel and apply Standard Tax.
  - Enter a credit card charge using the **Visa 2** account. In the **Purchased From** field, enter Jeanne's Compu-Excellence. The purchase took place on the 10<sup>th</sup> of the current month and was for \$125.78. For the **Account**, use Computer and Internet Expenses and apply Standard Tax.
  - Enter a credit card charge using the **Visa 2** account. In the **Purchased From** field, enter Fisher Supplies. The purchase took place on the 15<sup>th</sup> of the current month and was for \$85.22. For the **Account**, use Office Supplies and apply Standard Tax.
  - Now it's time to pay the credit card! Go to **Write Cheques**, and enter a payment using your **Chequing** account to pay off **Visa 2**. Create a new vendor named **Visa** and name them as the payee. Make the payment a debit card charge by entering DEBIT in the No. field of the cheque, and pay off the credit card with \$200. Also, enter the 25<sup>th</sup> of the current month as the payment date. Be sure to mark the transaction as exempt from taxes.
  - You've received your credit card statement so it's time to reconcile. Select **Reconcile**, and perform a reconciliation using the last day of the current month as the **Statement Date**. The statement says that you had \$265.12 as the ending balance for the card over this period, and you also had \$15.89 worth of finance charges which were applied on the last day of the month. Be sure to use an interest expense account appropriate for this charge. All of the charges in QuickBooks appeared on the statement. When asked if you want to pay the outstanding balance, Cancel.
  - Set up a new fixed asset named **Work Truck** and set up depreciation and original cost subaccounts for it as well.
  - Set up a new long term liability account named **Car Note**.

- Purchase the **Work Truck** fixed asset using a Cheque transaction. Make the cheque out to **Truck Dealership** using the **Chequing** account, and it should have cheque number 108. The transaction took place on the 20<sup>th</sup> of the previous month. The truck's value is \$25,678.28 and should have standard tax applied to it. As part of the purchase of the truck you also took out a loan, and it needs to be included on the cheque as **Car Note**. The amount of the loan was \$17,000.
- Make a payment towards the **Car Note** using a Cheque transaction. Make the cheque out to **Lender** using the **Chequing** account, and it should have cheque number 109. The transaction took place on the 20<sup>th</sup> of current month. The loan payment was made up of \$308.18 worth of principal and \$87 worth of interest.
- Now it is time to depreciate your new **Work Truck**. Perform a depreciation of \$500 on the last day of the current year.