



QuickBooks Online Student Guide

# Education Exercises Answer Key



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## Chapter 1 Answer Key

### Exercise #1

You'll know that the student has been successful if you receive an email invitation to the student file.

### Exercise #2

To verify that the student setup the company information correctly, do the following:

1. Click **Gear**.
2. Click **Account and Settings**.
3. Click **Company**.
4. Click **Address**.

**Account and Settings**

**Company**

Company type: Tax form, Industry

**Contact info**

Company email, Customer-facing email (Same as company email), Company phone (6475551234), Website

**Address**

**Company address**  
Address where your company is based. This address is used to calculate applicable taxes for your QBO subscriptions and is your default company address.

5100 Spectrum Way  
Mississauga  
Ontario L4W 5S2

**Customer-facing address**  
Address where customers contact you or send payments. Shown on sales forms.  
☒ Same as company address

**Legal address**  
Used for filing taxes.  
☒ Same as company address

Cancel Save

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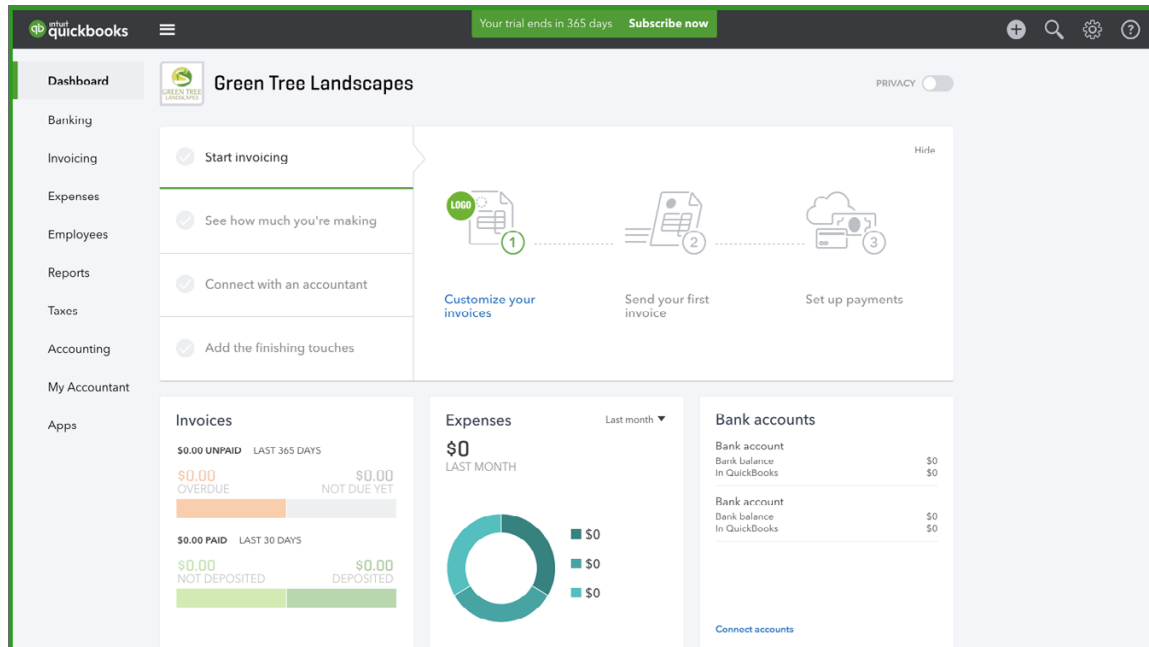
Privacy | Security | Terms of Service

Done

### Exercise #3

To verify that the student uploaded the logo correctly:

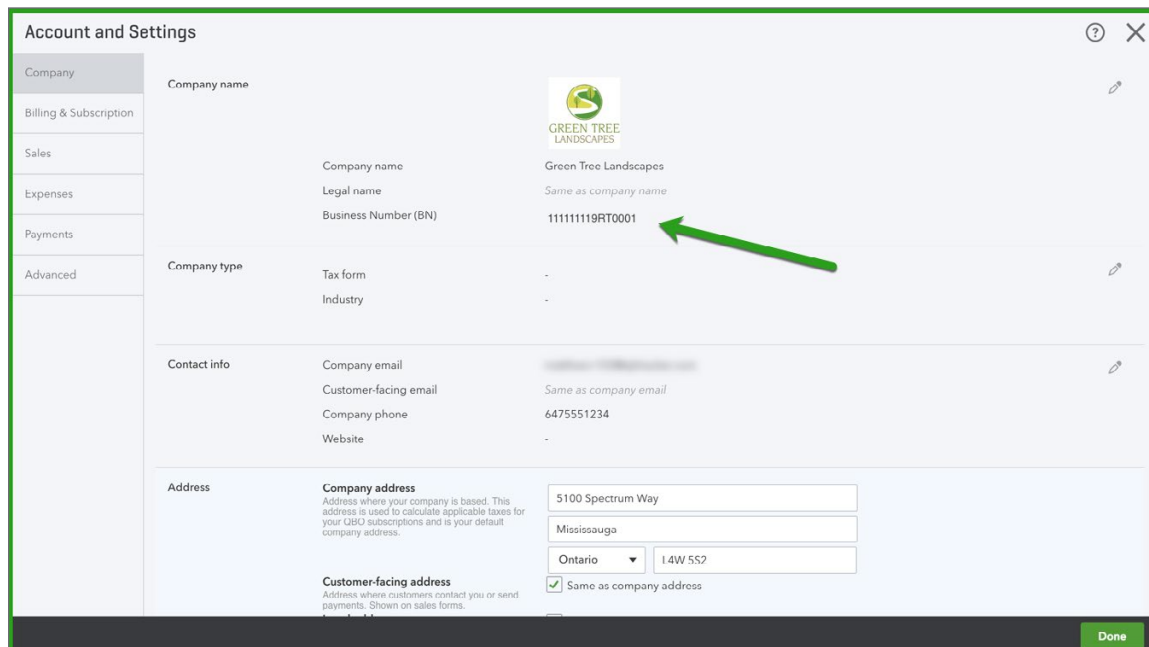
1. Click **Gear**.
2. Click **Account and Settings**.
3. Click **Company**.
4. See sample below.



#### Exercise #4

To verify business number:

1. Click **Gear**.
2. Click **Account and Settings**.
3. Click **Company**.
4. See sample below.



### Exercise #5

To verify the fiscal year and the closing date:

1. Click **Gear**.
2. Click **Account and Settings**.
3. Click **Advanced**.
4. See sample below.

Account and Settings

Company

Billing & Subscription

Sales

Expenses

Payments

Advanced

Accounting

First month of fiscal year

First month of income tax year

Accounting method

Close the books

January

Same as fiscal year

Accrual

31/12/2017

Company type

Tax form

Chart of accounts

Enable account numbers

Off

Categories

Track classes

Track locations

Off

Off

Automation

Pre-fill forms with previously entered content

Automatically apply credits

Automatically invoice unbilled activity

Copy estimates to invoices

Automatically apply bill payments

On

On

Off

Off

On

Projects

Organize all job-related activity in one place

Off

?

✕

Done

## Exercise #6

To verify the Customer List import:

1. Go to **Reports**.
2. Search for **Customer Contact List**.

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[Expenses](#)
[Employees](#)
[Reports](#)
[Taxes](#)
[Accounting](#)
[My Accountant](#)
[Apps](#)

[Back to report list](#)

Rows/columns

Group by None

Run report

Customize

Save customization

Sort

Add notes

Green Tree Landscapes

CUSTOMER CONTACT LIST

CUSTOMER	PHONE NUMBERS	EMAIL	FULL NAME	BILLING ADDRESS	SHIPPING ADDRESS
Adam Riddick	Phone: 647-555-4161		Adam Riddick	1531 Cozy Dell Mississauga ON, L4N 9M5	
Alma Jones	Phone: 647-555-2121		Alma Jones	831 Foggy Chase Toronto ON, M4Y 2M3	
Charlene Karlson	Phone: 647-555-6131		Charlene Karlson	1431 Crystal Dale Toronto ON, M4Y 2M5	
Daniel Jackson	Phone: 647-555-8787		Daniel Jackson	1631 Cotton Edge Markham ON, L6H 3K5	
Dennis Bergen	Phone: 647-555-9998		Dennis Bergen	631 Golden Bend Mississauga ON, L4N 9M2	
Dennis Paulson	Phone: 647-555-7777		Dennis Paulson	1231 Dusty Cove Mississauga ON, L4N 9M4	



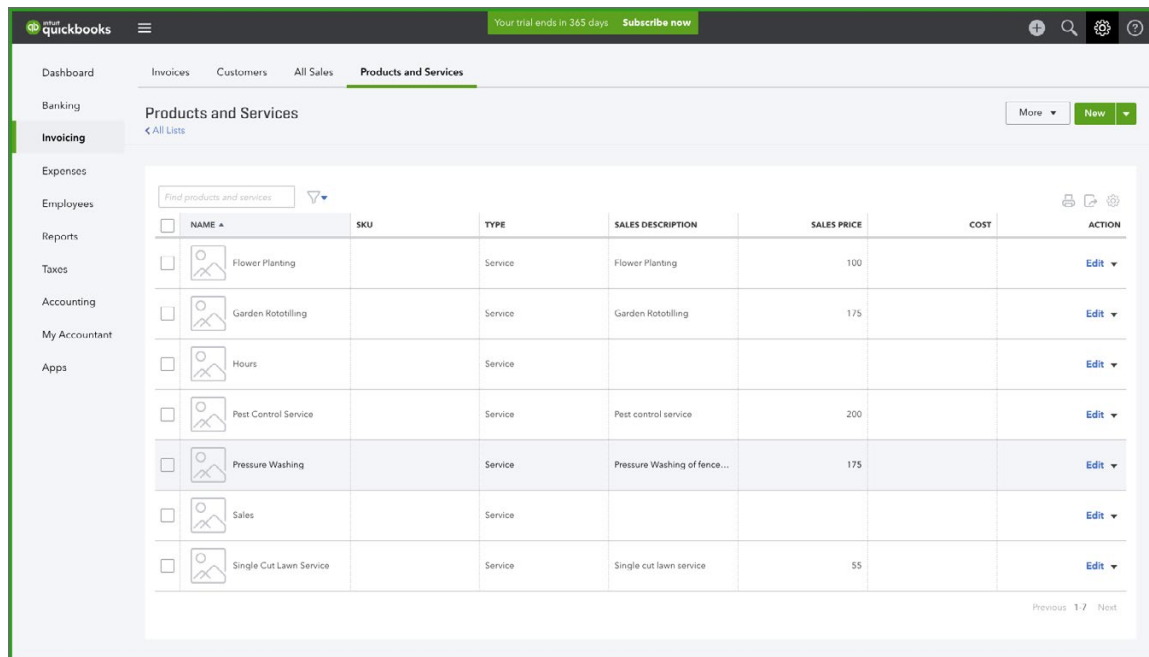
CUSTOMER	PHONE NUMBERS	EMAIL	FULL NAME	BILLING ADDRESS	SHIPPING ADDRESS
Elizabeth Barker	Phone: 647-555-6141		Elizabeth Barker	231 Hazy Acres Toronto ON, M4Y 2M1	
Emily Moffatt	Phone: 647-555-8787		Emily Moffatt	1031 Emerald Corner Markham ON, L6H 3K3	
Gerald Lupo	Phone: 647-555-5895		Gerald Lupo	431 Green Avenue Markham ON, L6H 3K1	
Hank Pahlson	Phone: 647-555-0900		Hank Pahlson	2131 Broad Gate Mississauga ON, L4N 9M7	
Henry McNeill	Phone: 647-555-7787		Henry McNeill	2031 Burning Gardens Toronto ON, M4Y 2M7	
Jeremy White	Phone: 647-555-6141		Jeremy White	531 Grand Bank Toronto ON, M4Y 2M2	
Kathy Funderburk	Phone: 647-555-2040		Kathy Funderburk	731 Gentle Canyon Markham ON, L6H 3K2	
Kelly Buss	Phone: 647-555-6141		Kelly Buss	931 Fallen Circle Mississauga ON, L4N 9M3	
Leonard Lindley	Phone: 647-555-9999		Leonard Lindley	1331 Dewy Crest Markham ON, L6H 3K4	
Melissa Helms	Phone: 647-555-9020		Melissa Helms	331 Harvest Arbor Mississauga ON, L4N 9M1	
Robert Christenson	Phone: 647-555-2622		Robert Christenson	1131 Easy Court Toronto ON, M4Y 2M4	
Tony Roth	Phone: 647-555-2677		Tony Roth	2231 Bright Glade Markham ON, L6H 3K7	

Sunday, May 6, 2010 04:17 PM GMT-05:00

### Exercise #7

To verify the Products and Services import:

1. Click **Gear**.
2. Click **Products and Services**.

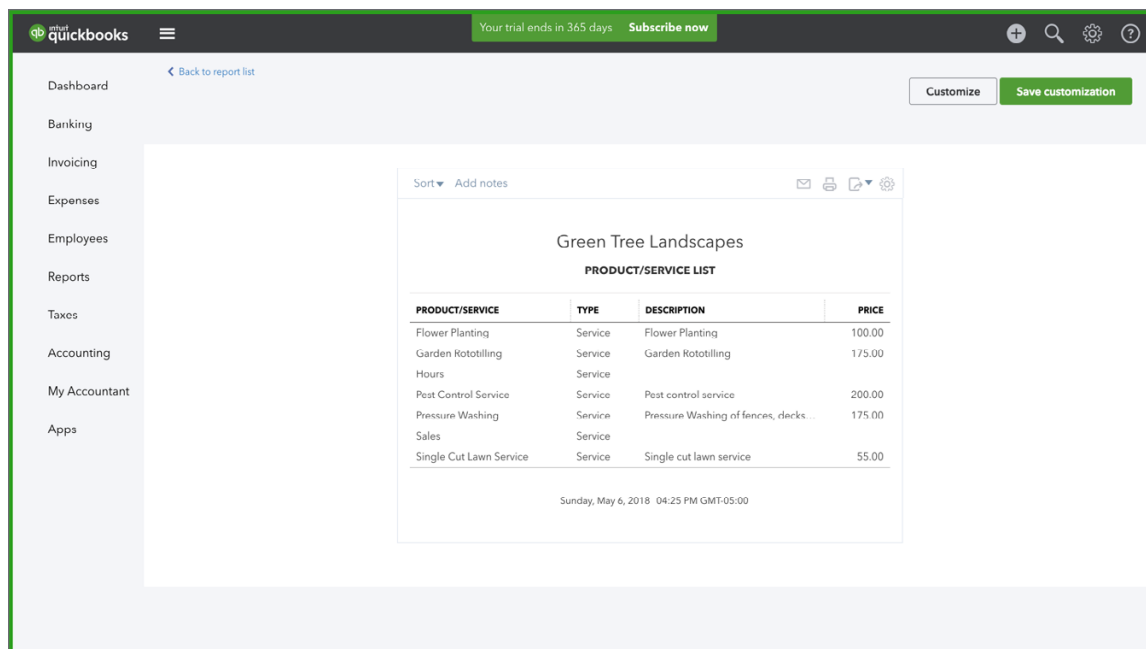


NAME	SKU	TYPE	SALES DESCRIPTION	SALES PRICE	COST	ACTION
Flower Planting		Service	Flower Planting	100		Edit
Garden Rototilling		Service	Garden Rototilling	175		Edit
Hours		Service				Edit
Pest Control Service		Service	Pest control service	200		Edit
Pressure Washing		Service	Pressure Washing of fence...	175		Edit
Sales		Service				Edit
Single Cut Lawn Service		Service	Single cut lawn service	55		Edit

Previous 1-7 Next

Or you can:

1. Click **Reports**.
2. Search for **Product/Service List**.



The screenshot shows the QuickBooks interface with a sidebar on the left containing links to Dashboard, Banking, Invoicing, Expenses, Employees, Reports, Taxes, Accounting, My Accountant, and Apps. The main area displays a report titled 'Green Tree Landscapes' with a 'PRODUCT/SERVICE LIST' table. The table has columns for PRODUCT/SERVICE, TYPE, DESCRIPTION, and PRICE. The data includes Flower Planting, Garden Rototilling, Hours, Pest Control Service, Pressure Washing, Sales, and Single Cut Lawn Service. A 'Customize' button and a 'Save customization' button are visible at the top right of the report area.

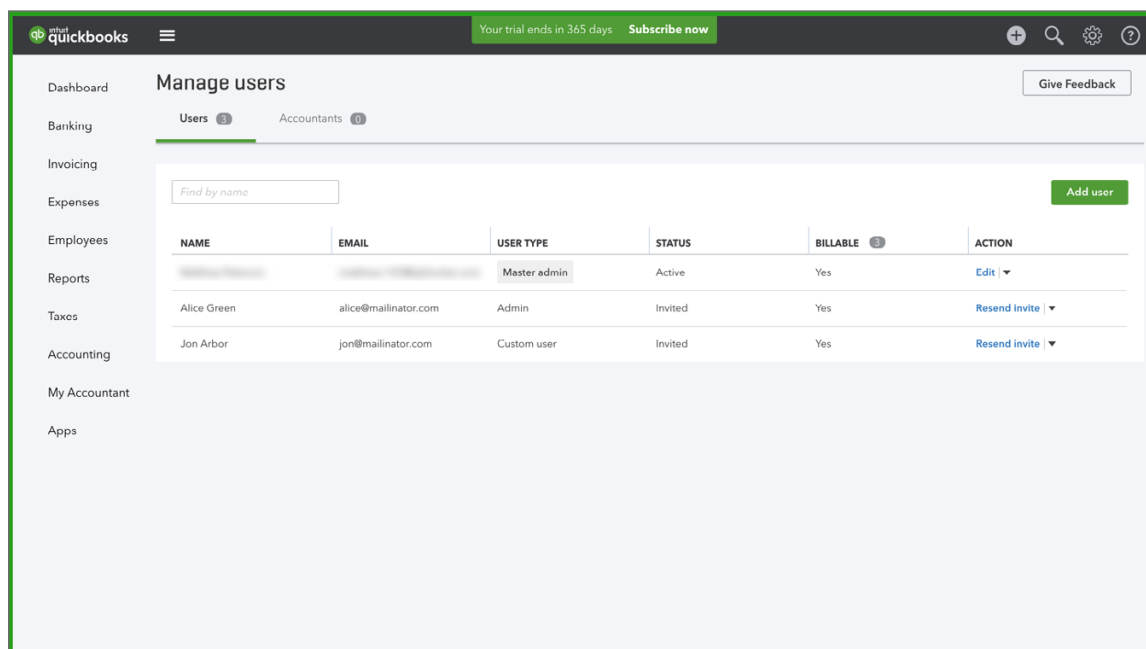
PRODUCT/SERVICE	TYPE	DESCRIPTION	PRICE
Flower Planting	Service	Flower Planting	100.00
Garden Rototilling	Service	Garden Rototilling	175.00
Hours	Service		
Pest Control Service	Service	Post control service	200.00
Pressure Washing	Service	Pressure Washing of fences, decks...	175.00
Sales	Service		
Single Cut Lawn Service	Service	Single cut lawn service	55.00

Sunday, May 6, 2018 04:25 PM GMT-05:00

### Exercise #8

To verify the addition of users:

3. Click **Gear**.
4. Click **Manage users**.



The screenshot shows the 'Manage users' interface in QuickBooks. It has a sidebar on the left with links to Dashboard, Banking, Invoicing, Expenses, Employees, Reports, Taxes, Accounting, My Accountant, and Apps. The main area is titled 'Manage users' and has tabs for 'Users' (3) and 'Accountants' (0). There is a search bar labeled 'Find by name' and an 'Add user' button. Below is a table with columns: NAME, EMAIL, USER TYPE, STATUS, BILLABLE (3), and ACTION. The table lists three users: a Master admin (Active), Alice Green (Invited), and Jon Arbor (Invited).

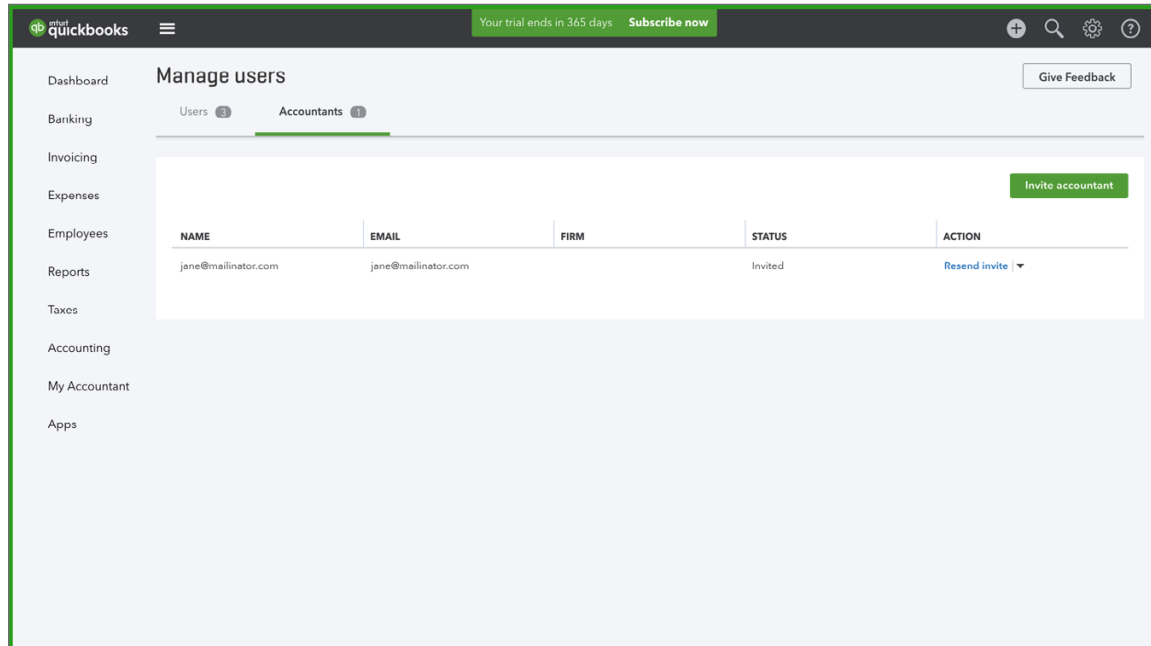
NAME	EMAIL	USER TYPE	STATUS	BILLABLE (3)	ACTION
[Redacted]	[Redacted]	Master admin	Active	Yes	Edit   ▾
Alice Green	alice@mailinator.com	Admin	Invited	Yes	Resend invite   ▾
Jon Arbor	jon@mailinator.com	Custom user	Invited	Yes	Resend invite   ▾

### Exercise #9

To verify that you have been invited by your student, you should have received and accepted an email invitation from your student.

To verify the addition of the instructor:

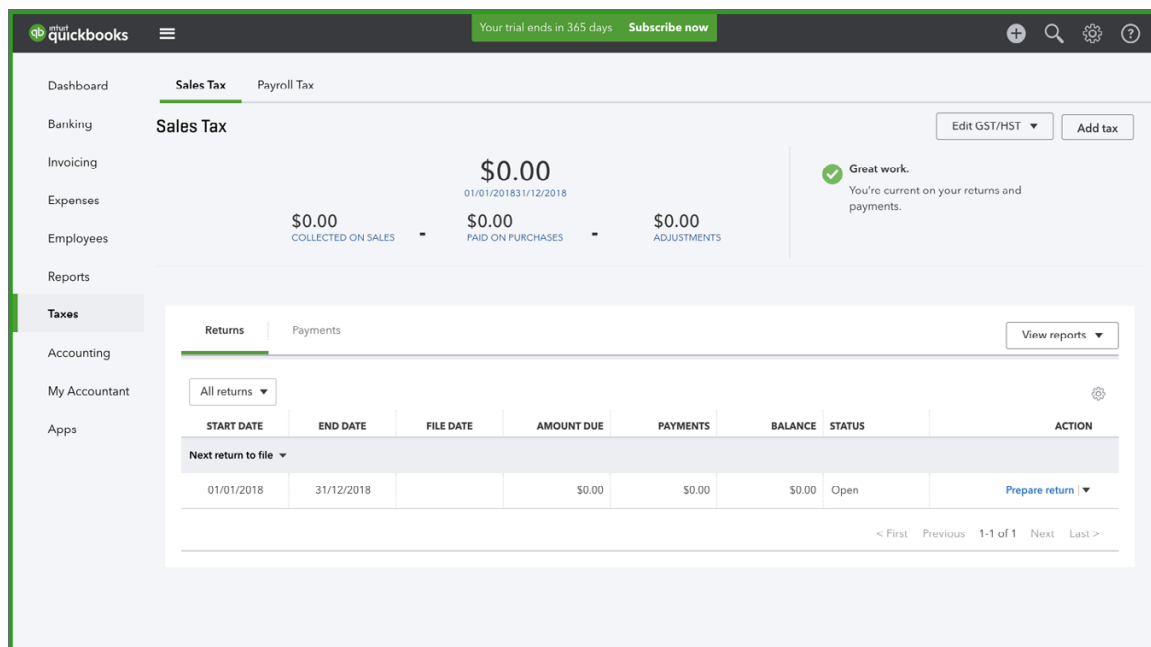
1. Click **Gear**.
2. Click **Manage users**.



### Exercise #10

To verify that Sales Tax has been enabled:

1. Click **Sales Tax**.
2. See sample below.





**Exercise #11**

To view the Credit Union Chequing Account:

1. Click **Gear**.
2. Click **Chart of Accounts**.
3. View the chequing account at the top of the Chart of Accounts.

NAME	TYPE	DETAIL TYPE	TAX RATE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Credit Union Chequing	Bank	Chequing		435.05		<a href="#">Account history</a> ▼
Inventory Asset	Current assets	Inventory		0.00		<a href="#">Account history</a> ▼
Prepaid expenses	Current assets	Prepaid Expenses		0.00		<a href="#">Account history</a> ▼
Uncategorized Asset	Current assets	Other current assets		0.00		<a href="#">Account history</a> ▼
Undeposited Funds	Current assets	Undeposited Funds		0.00		<a href="#">Account history</a> ▼
GST/HST Payable	Other Current Liabilities	GST/HST Payable		50.05		<a href="#">Account history</a> ▼
GST/HST Suspense	Other Current Liabilities	GST/HST Suspense		0.00		<a href="#">Account history</a> ▼
Opening Balance Equity	Equity	Opening Balance Equity		0.00		<a href="#">Account history</a> ▼
Retained Earnings	Equity	Retained Earnings		0.00		<a href="#">Run report</a> ▼
Billable Expense Income	Income	Sales of Product Income				<a href="#">Run report</a> ▼
Discounts	Income	Discounts/Refunds Given				<a href="#">Run report</a> ▼

## ▶ Chapter 2 Answer Key

In this chapter the student will learn about navigation. There is only one exercise you can review.

### Exercise #1

No answer to review.

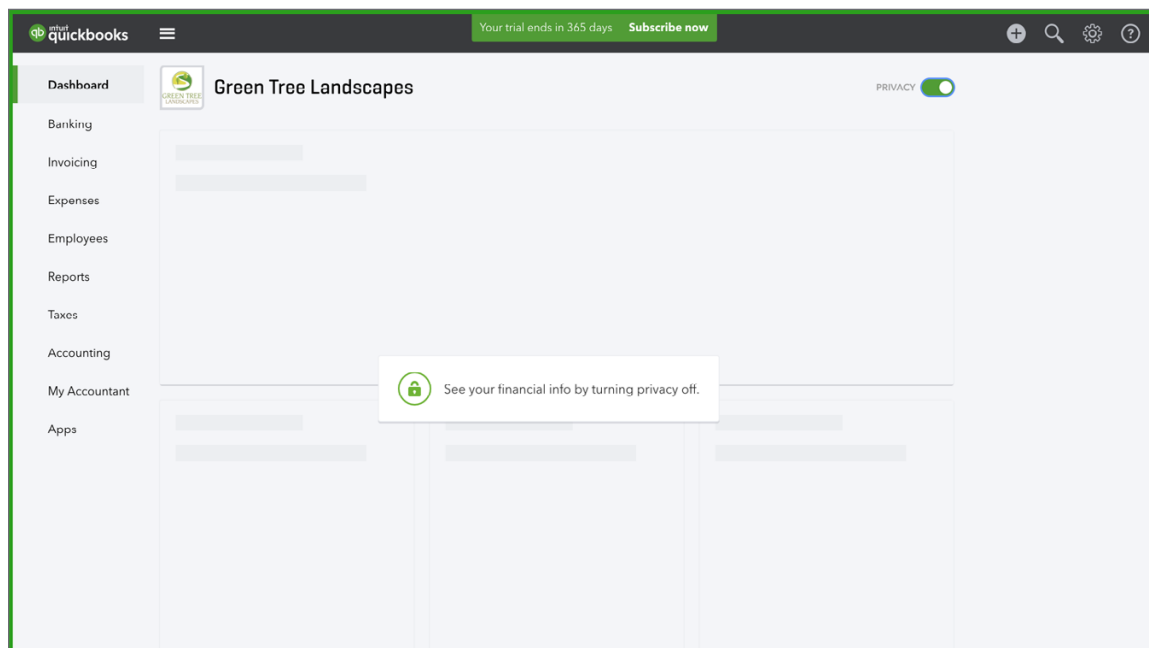
### Exercise #2

No answer to review.

### Exercise #3

To verify the student has turned on privacy:

1. Click **Dashboard**.
2. See sample below.



### Exercise #3-10

No answers to review.

## Chapter 3 Answer Key

### Exercise #1

To verify the Customer List additions create the Customer Contact List and verify the customers on page 4-5.

1. Go to **Reports**.
2. Search for **Customer Contact List**.

### Exercise #2

To verify the addition of Products and Services from pages 5 and 6:

1. Click **Gear**.
2. Click **Products and Services**.
3. Click the service name.
4. See below.

Product/Service information

Service
Change type

Name\*

Weekly Lawn Maintenance

SKU

Category

Choose a category

Sales information

☒ I sell this product/service to my customers.

Weekly lawn maintenance including cut, trim, edge, and debris removal.

Sales price/rate

35

Income account

Sales

☐ Inclusive of tax

Tax

HST ON

Purchasing information

SHOW MORE

Save and close

Product/Service information

Service
Change type

Name\*

Spring Cleaning

SKU

Category

Choose a category

Sales information

☒ I sell this product/service to my customers.

Spring Cleaning including power raking, cut, trim, edge, hedge trimming, aeration, and fertilizer.

Sales price/rate

295

Income account

Sales

☐ Inclusive of tax

Tax


HST ON

Purchasing information

SHOW MORE


Save and new

Product/Service information

 Service [Change type](#)

Name\*

Fertilizer



SKU

Category

Choose a category

Sales information

☒ I sell this product/service to my customers.

1 Fertilizer Application

Sales price/rate

74.95

Income account

Sales

☐ Inclusive of tax

Tax


HST ON

Purchasing information

[SHOW MORE](#)


Save and new

Product/Service information

 Service [Change type](#)

Name\*

Hedge Trimming



SKU

Category

Choose a category

Sales information

☒ I sell this product/service to my customers.

Hedge Trimming

Sales price/rate

Income account

Sales

☐ Inclusive of tax

Tax


HST ON

Purchasing information

[SHOW MORE](#)


Save and new

Product/Service information

 Service [Change type](#)

Name\*

Core Aeration



SKU

Category

Choose a category

Sales information

☒ I sell this product/service to my customers.

Core aeration of front and backyard.

Sales price/rate

150

Income account

Sales

☐ Inclusive of tax

Tax


HST ON

Purchasing information

[SHOW MORE](#)


Save and new

Product/Service information

 Non-inventory [Change type](#)

Name\*

Cedar Bark Chips



SKU

Category

Choose a category

Sales information

☒ I sell this product/service to my customers.

Bark Chips

Sales price/rate

Income account

Sales

☐ Inclusive of tax

Tax

Select tax

Purchasing information

[SHOW MORE](#)

Save and new

Product/Service information

Non-inventory [Change type](#)

Name\*

Concrete

SKU

Category

Choose a category

Sales information

☒ I sell this product/service to my customers.

Concrete Installation

Sales price/rate

Income account

Sales

☐ Inclusive of tax

Tax

HST ON

Purchasing information

SHOW MORE

Save and new

### Exercise #3

The student should have created 3 sales receipts for the sales on page 6 for the following customers:

- Bryce Trout
- Yang & Associates Law
- Kevin Johnson

To view the sales transactions:

1. Click **Reports**.
2. Search for **Sales by Customer Detail**.
3. See example report. Change the Date to **Last Month**.



**NOTE** Click on any of the individual transactions to review more detail of the student entry.

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Dashboard Last Month 04/01/2018 to 04/30/2018 [Customize](#) [Save customization](#)

Banking Rows/columns Accounting method  
 Group by Customer Cash Accrual [Run report](#)

Invoicing

Expenses

Employees

Reports

Taxes

Accounting

My Accountant

Apps

Sort Add notes

Green Tree Landscapes

**SALES BY CUSTOMER DETAIL**  
April 2018

DATE	TRANSACTION TYPE	#	PRODUCT/SERVICE	MEMO/DESCRIPTION	QTY	SALES PRICE	AMOUNT	BALANCE
▼ Bryce Trout								
04/10/2018	Sales Receipt	1001	Weekly Lawn Maintenance	Weekly lawn maintenance inc...	4.00	35.00	\$140.00	140.00
<b>Total for Bryce Trout</b>							<b>\$140.00</b>	
▼ Kevin Johnson								
04/10/2018	Sales Receipt	1003	Weekly Lawn Maintenance	Weekly lawn maintenance inc...	4.00	35.00	\$140.00	140.00
<b>Total for Kevin Johnson</b>							<b>\$140.00</b>	
▼ Yang & Associates Law								
04/10/2018	Sales Receipt	1002	Weekly Lawn Maintenance	Weekly lawn maintenance inc...	3.00	35.00	\$105.00	105.00
<b>Total for Yang &amp; Associates Law</b>							<b>\$105.00</b>	
<b>TOTAL</b>							<b>\$385.00</b>	

Accrual basis Sunday, May 6, 2018 07:46 PM GMT-05:00

#### Exercise #4

To view the deposit made:

1. Click **Reports**.
2. Search **Deposit Detail**.
3. Edit the Dates to **Last Month**.

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Dashboard Back to report list Report period  
Last Month 04/01/2018 to 04/30/2018 [Customize](#) [Save customization](#)

Banking Rows/columns Accounting method  
 Group by Account [Run report](#)

Invoicing

Expenses

Employees

Reports

Taxes

Accounting

My Accountant

Apps

Sort Add notes

Green Tree Landscapes

**DEPOSIT DETAIL**  
April 2018

DATE	TRANSACTION TYPE	#	CUSTOMER	SUPPLIER	MEMO/DESCRIPTION	CLR	AMOUNT
▼ Credit Union Chequing							
04/15/2018	Deposit						\$435.05
			Bryce Trout				\$ -158.20
			Yang & Associates Law				\$ -118.65
			Kevin Johnson				\$ -158.20

Sunday, May 6, 2018 08:02 PM GMT-05:00

**Exercise #5**

On pages 6 & 7, the student is asked to create invoices for the following customers:

- Huron Park Community Association
- Janis McBriderton
- Robert Hitchcock
- Elizabeth Barker
- Parsons Community Centre
- Main Street Shopping Centre

To review the transactions in this exercise:

1. Click **Reports**.
2. Search for **Sales by Customer Detail**.
3. See example report. Change the Date to **Last Month**.

Green Tree Landscapes									
SALES BY CUSTOMER DETAIL									
April 2018									
DATE	TRANSACTION TYPE	#	PRODUCT/SERVICE	MEMO/DESCRIPTION	QTY	SALES PRICE	AMOUNT	BALANCE	
▼ Bryce Trout									
04/10/2018	Sales Receipt	1001	Weekly Lawn Maintenance	Weekly lawn maintenance inc...	4.00	35.00	\$140.00	140.00	
<b>Total for Bryce Trout</b>							<b>\$140.00</b>		
▼ Elizabeth Barker									
04/08/2018	Invoice	1007	Hedge Trimming	Hedge Trimming	1.00	175.00	\$175.00	175.00	
<b>Total for Elizabeth Barker</b>							<b>\$175.00</b>		
▼ Huron Park Community Association									
04/05/2018	Invoice	1004	Cedar Bark Chips	Landscape renovation includi...	1.00	10,000.00	\$10,000.00	10,000.00	
<b>Total for Huron Park Community Association</b>							<b>\$10,000.00</b>		
▼ Janis McBriderton									
04/09/2018	Invoice	1005	Weekly Lawn Maintenance	Weekly lawn maintenance inc...	2.00	70.00	\$140.00	140.00	
<b>Total for Janis McBriderton</b>							<b>\$140.00</b>		
▼ Kevin Johnson									
04/10/2018	Sales Receipt	1003	Weekly Lawn Maintenance	Weekly lawn maintenance inc...	4.00	35.00	\$140.00	140.00	
<b>Total for Kevin Johnson</b>							<b>\$140.00</b>		
▼ Main Street Shopping Plaza									
04/12/2018	Invoice	1009	Weekly Lawn Maintenance	Weekly lawn maintenance inc...	4.00	35.00	\$140.00	140.00	
<b>Total for Main Street Shopping Plaza</b>							<b>\$140.00</b>		
▼ Parsons Community Centre									
04/07/2018	Invoice	1008	Core Aeration	Core aeration of front and ba...	1.00	300.00	\$300.00	300.00	
<b>Total for Parsons Community Centre</b>							<b>\$300.00</b>		
▼ Robert Hitchcock									
04/11/2018	Invoice	1006	Spring Cleaning	Spring Cleaning including po...	1.00	985.00	\$985.00	985.00	
<b>Total for Robert Hitchcock</b>							<b>\$985.00</b>		
▼ Yang & Associates Law									
04/10/2018	Sales Receipt	1002	Weekly Lawn Maintenance	Weekly lawn maintenance inc...	3.00	35.00	\$105.00	105.00	
<b>Total for Yang &amp; Associates Law</b>							<b>\$105.00</b>		
<b>TOTAL</b>							<b>\$12,125.00</b>		

**Exercise #6**

On page 7, the student received several cheques from customers including:

- Main St. Shopping Centre
- Elizabeth Barker
- Robert Hitchcock

They were to be deposited on the 26th of last month. See the following to verify:

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Dashboard Banking Invoicing Expenses Employees Reports Taxes Accounting My Accountant Apps

Back to Chart of Accounts **Asset Account History** Undeposited Funds

ENDING BALANCE **\$11,797.20**

Go to: 1 of 1 < First Previous 1-9 of 9 Next Last >

▼ All

DATE ▼	REF NO. TYPE	PAYEE ACCOUNT	MEMO	DECREASE	INCREASE	✓	TAX	BALANCE
04/20/2018	20011	Janis McBriderton			\$158.20			\$11,797.20
	Payment	Accounts Receivable (A/R)						
04/20/2018	9043	Adam Riddick			\$339.00			\$11,639.00
	Payment	Accounts Receivable (A/R)						
04/20/2018	119	Huron Park Community Association			\$11,300.00			\$11,300.00
	Payment	Accounts Receivable (A/R)						
04/15/2018		Bryce Trout		\$158.20			R	\$0.00
	Deposit	Credit Union Chequing						
04/15/2018		Yang & Associates Law		\$118.65			R	\$158.20
	Deposit	Credit Union Chequing						
04/15/2018		Kevin Johnson		\$158.20			R	\$276.85
	Deposit	Credit Union Chequing						
04/10/2018	1003	Kevin Johnson			\$158.20		R HST ON	\$435.05
	Sales Receipt	Sales						

### Exercise #7

On page 7, the student received 3 additional cheques on the 25th of last month. Receive the payments and make the deposit. See below for the result.

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Sort ▼ Add notes

Green Tree Landscapes

**DEPOSIT DETAIL**  
April 2018

DATE	TRANSACTION TYPE	#	CUSTOMER	SUPPLIER	MEMO/DESCRIPTION	CLR	AMOUNT
→ Credit Union Chequing							
04/15/2018	Deposit		Bryce Trout				\$435.05
			Yang & Associates Law				\$-158.20
			Kevin Johnson				\$-118.65
							\$-158.20
04/21/2018	Deposit						\$11,797.20
		119	Huron Park Community Assoc...				\$-11,300.00
		20011	Janis McBriderton				\$-158.20
		9043	Adam Riddick				\$-339.00
04/26/2018	Deposit						\$912.48
		1019	Jeremy White				\$-158.20
		41	Elizabeth Barker				\$-197.75
		1313	Robert Hitchcock				\$-556.53

Sunday, May 6, 2018 09:14 PM GMT-05:00



**Exercise #8**

The student needs to create a sales report for last month.

1. Click **Reports**.
2. Search for **Sales by Customer Detail**.
3. See example report. Change the Date to **Last Month**.

Green Tree Landscapes								
SALES BY CUSTOMER DETAIL								
April 2018								
DATE	TRANSACTION TYPE	#	PRODUCT/SERVICE	MEMO/DESCRIPTION	QTY	SALES PRICE	AMOUNT	BALANCE
▼ Bryce Trout								
04/10/2018	Sales Receipt	1001	Weekly Lawn Maintenance	Weekly lawn maintenance inc...	4.00	35.00	\$140.00	140.00
<b>Total for Bryce Trout</b>							<b>\$140.00</b>	
▼ Elizabeth Barker								
04/08/2018	Invoice	1007	Hedge Trimming	Hedge Trimming	1.00	175.00	\$175.00	175.00
<b>Total for Elizabeth Barker</b>							<b>\$175.00</b>	
▼ Huron Park Community Association								
04/05/2018	Invoice	1004	Cedar Bark Chips	Landscape renovation includi...	1.00	10,000.00	\$10,000.00	10,000.00
<b>Total for Huron Park Community Association</b>							<b>\$10,000.00</b>	
▼ Janis McBriderton								
04/09/2018	Invoice	1005	Weekly Lawn Maintenance	Weekly lawn maintenance inc...	2.00	70.00	\$140.00	140.00
<b>Total for Janis McBriderton</b>							<b>\$140.00</b>	
▼ Kevin Johnson								
04/10/2018	Sales Receipt	1003	Weekly Lawn Maintenance	Weekly lawn maintenance inc...	4.00	35.00	\$140.00	140.00
<b>Total for Kevin Johnson</b>							<b>\$140.00</b>	
▼ Main Street Shopping Plaza								
04/12/2018	Invoice	1009	Weekly Lawn Maintenance	Weekly lawn maintenance inc...	4.00	35.00	\$140.00	140.00
<b>Total for Main Street Shopping Plaza</b>							<b>\$140.00</b>	
▼ Parsons Community Centre								
04/07/2018	Invoice	1008	Core Aeration	Core aeration of front and ba...	1.00	300.00	\$300.00	300.00
<b>Total for Parsons Community Centre</b>							<b>\$300.00</b>	
▼ Robert Hitchcock								
04/11/2018	Invoice	1006	Spring Cleaning	Spring Cleaning including po...	1.00	985.00	\$985.00	985.00
<b>Total for Robert Hitchcock</b>							<b>\$985.00</b>	
▼ Yang & Associates Law								
04/10/2018	Sales Receipt	1002	Weekly Lawn Maintenance	Weekly lawn maintenance inc...	3.00	35.00	\$105.00	105.00
<b>Total for Yang &amp; Associates Law</b>							<b>\$105.00</b>	
<b>TOTAL</b>							<b>\$12,125.00</b>	

**Exercise #9**

The student needs to create a report for all outstanding amounts from customers.

1. Click **Reports**.
2. Search for **Open Invoices**.
3. See example report.

[Back to report list](#)  
**Report period**  
 Custom as of 04/30/2018 Customize Save customization

**Aging method**  
☒ Current ☐ Report date Run report

---

Sort Add notes

Green Tree Landscapes

**OPEN INVOICES**  
As of April 30, 2018

DATE	TRANSACTION TYPE	#	TERMS	DUE DATE	OPEN BALANCE
Robert Hitchcock					
04/11/2018	Invoice	1006	Due on receipt	04/11/2018	556.52
Total for Robert Hitchcock					\$556.52
<b>TOTAL</b>					<b>\$556.52</b>

**Exercise #10**

The student setup a chequing account called TCU Chequing. Go to the **Chart of Accounts** to verify.

**Chart of Accounts** Reconcile  
Run Report New

Filter by name

NAME	TYPE	DETAIL TYPE	TAX RATE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Credit Union Chequing	Bank	Chequing		13,144.73		<a href="#">Account history</a>
TCU Chequing	Bank	Chequing		0.00		<a href="#">Account history</a>

## Exercise #11

The student has been asked to make two deposits to record shareholder loans made to the company by Jon and Alice.

### Sample Deposit

**Bank Deposit**

Account: TCU Chequing Balance: \$0.00 Date: 04/30/2018

AMOUNT  
**\$5,000.00**

▼ Add funds to this deposit

Amounts are: Exclusive of Tax

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT	SALES TAX
1	Enter Text	Due to shareholder - Jon		Enter Text		5,000.00	Enter Text
2							

Other funds total: **\$5,000.00**

Memo:

Cash back goes to: Credit Union Chequing Cash back memo: Cash back amount:

Total: **\$5,000.00**

Attachments: Maximum size: 20MB

Drag/Drop files here or click the icon

Show existing

Privacy

Cancel Clear Print Make recurring Save and new

### Sample Deposit

**Bank Deposit**

Account: TCU Chequing Balance: \$5,000.00 Date: 04/30/2018

AMOUNT  
**\$0.00**

▼ Add funds to this deposit

Amounts are: Exclusive of Tax

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT	SALES TAX
1	Enter Text	Due to Shareholder - Alice		Enter Text		5000	Enter Text
2							

Other funds total: **\$0.00**

Memo:

Cash back goes to: Credit Union Chequing Cash back memo: Cash back amount:

Total: **\$0.00**

Attachments: Maximum size: 20MB

Drag/Drop files here or click the icon

Show existing

Privacy

Cancel Clear Print Make recurring Save and new

## Chapter 4 Answer Key





### Exercise #1

The student will have created four new suppliers. To verify that they've been added, run the Supplier Contact List.

1. Click **Reports**.
2. Search for **Supplier Contact List**.

Please see below for example.

Sort ▼ Add notes



Green Tree Landscapes

SUPPLIER CONTACT LIST

SUPPLIER	PHONE NUMBERS	EMAIL	FULL NAME	ADDRESS	ACCOUNT #
Bain Business Services	Phone: 647-555-1200			2054 Fallon Dr. Watford ON. N0M 2S0	
Legal Ease	Phone: 647-555-0032			2054 Fallon Dr. Watford ON. N0M 2S0	
TCU				72 Eglinton Ave. Toronto ON. M4P 1A6	
Wong & Co.	Phone: 647-555-9811		Jane Wong	1625 Barton St. Hamilton ON. L8L 7T4	





Tuesday, August 28, 2018 02:05 PM GMT-05:00

**Exercise #2**

The student was asked to enter several bills from suppliers. NOTE: They were not provided with specific accounts so the account coding may vary.

To view what they've entered, create the Unpaid Bills report. Go to **Reports**, and then search for **Unpaid Bills** reports. See below.

Sort ▾ Add notes

Green Tree Landscapes

UNPAID BILLS

All Dates

DATE	TRANSACTION TYPE	#	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
▼ Bain Business Services 647-555-1200						
04/15/2018	Bill	3822	04/15/2018	135	711.90	711.90
Total for Bain Business Services					\$711.90	\$711.90
▼ Legal Ease 647-555-0032						
04/15/2018	Bill	848	04/15/2018	135	988.75	988.75
Total for Legal Ease					\$988.75	\$988.75
▼ Moore Details Bookkeeping						
04/15/2018	Bill	3922	04/15/2018	135	113.00	113.00
Total for Moore Details Bookkeeping					\$113.00	\$113.00
▼ Talk Mobility						
04/15/2018	Bill	1009	04/15/2018	135	157.07	157.07
Total for Talk Mobility					\$157.07	\$157.07
▼ Wong & Co. 647-555-9811						
04/15/2018	Bill	873	04/15/2018	135	480.25	480.25
Total for Wong & Co.					\$480.25	\$480.25
TOTAL					\$2,450.97	\$2,450.97

**Exercise #3**

The student is asked to import the Supplier List. To view the Supplier list run the Supplier Contact List report.

1. Click **Reports**.
2. Search for **Supplier Contact List**.
3. See below for reference.





Green Tree Landscapes					
SUPPLIER CONTACT LIST					
SUPPLIER	PHONE NUMBERS	EMAIL	FULL NAME	ADDRESS	ACCOUNT #
Bain Business Services	Phone: 647-555-1200			2054 Fallon Dr. Watford ON. N0M 2S0	
Canada Small Engine Repair	Phone: 647-555-4833 Fax: 204-555-3457 Mobile: 204-555-9753		Canada Small Engine Repair	78 Winding Way Toronto ON. L4N 3K8	
City of Mississauga	Phone: 905-615-4311		City of Mississauga	300 City Centre Drive Mississauga ON. L5B 3C1	
Facebook			Facebook		
Fuel Stop			Fuel Stop		
Google			Google		
Green Jeans Lawn Machines	Phone: 647-555-2303 Fax: 416-983-1235 Mobile: 416-983-1234		Green Jeans Lawn Machines	76 York St. Georgetown ON. L4N 3M7	
Hank's Courier	Phone: 647-555-2307 Fax: 519-799-8002 Mobile: 519-799-8001		Hank's Courier	67 Lafontaine Toronto ON. L4N 3M2	
Insurance Experts	Phone: 647-555-2301 Fax: 416-837-7788 Mobile: 416-837-7787		Insurance Experts	67 Bay St. Toronto ON. L4N 3N3	
Johnson Supply Company	Phone: 647-555-2297 Fax: 604-555-4568 Mobile: 604-555-8642		Johnson Supply Company	6789 Burlington St. Toronto ON. L4N 3M1	
Legal Ease	Phone: 647-555-0032			2054 Fallon Dr. Watford ON. N0M 2S0	
Moore Details Bookkeeping	Phone: 647-555-2299 Fax: 905-555-4657 Mobile: 902-555-7980			678 Yonge St. Foxboro ON. L4N 3M5	

#### Exercise #4

The student is asked to create a series of debit card transactions and one cheque. To verify that the information has been entered correctly run the Transaction List by Supplier report for the month the exercise was completed.

1. Click **Reports**.
2. Search for **Transaction List by Supplier**.
3. See sample below.

Sort ▾ Add notes

Green Tree Landscapes

TRANSACTION LIST BY SUPPLIER

April 2018

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
▼ Bain Business Services						
04/15/2018	Bill	3822	Yes		Accounts Payable (A/P)	711.90
▼ City of Mississauga						
04/30/2018	Expense		Yes		Credit Union Chequing	-45.00
▼ Facebook						
04/17/2018	Expense		Yes		Credit Union Chequing	-757.10
▼ Fuel Stop						
04/10/2018	Expense		Yes		Credit Union Chequing	-113.00
▼ Google						
04/15/2018	Expense		Yes		Credit Union Chequing	-389.85
▼ Insurance Experts						
04/25/2018	Cheque Expense	100	Yes		Credit Union Chequing	-800.00

### Exercise #5

The student is asked to **Pay Bills**. The student should have a bill payment window that looks like the following:

**Pay Bills**
? ×

Payment account  
Credit Union Cheque

Balance \$10,396.36

Payment date  
04/30/2018

Starting cheque no.  
101

☒ Print later

TOTAL PAYMENT AMOUNT  
**\$1,813.65**

Filter ▾
Lest 365 Days

5 open bills, 5 overdue

<input type="checkbox"/>	PAYEE	REF NO.	DUE DATE ▲	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input checked="" type="checkbox"/>	Bain Business Services	3822	04/15/2018 <span>1</span>	\$711.90	Not available	<input type="text" value="711.90"/>	\$711.90
<input checked="" type="checkbox"/>	Legal Ease	848	04/15/2018 <span>1</span>	\$988.75	Not available	<input type="text" value="988.75"/>	\$988.75
<input checked="" type="checkbox"/>	Moore Details Bookkeeping	3922	04/15/2018 <span>1</span>	\$113.00	Not available	<input type="text" value="113.00"/>	\$113.00
<input type="checkbox"/>	Talk Mobility	1009	04/15/2018 <span>1</span>	\$157.07	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	Wong & Co.	873	04/15/2018 <span>1</span>	\$480.25	Not available	<input type="text"/>	\$0.00
3 bills selected				\$1,813.65	\$0.00	\$1,813.65	\$1,813.65

Total payment (CAD) 1,813.65

< First
Previous
1-5 of 5
Next
Last >

Current account balance \$10,396.36  
Total payment -\$1,813.65

Cancel
Save and print ▾

### Exercise #6

The student is asked to create an Accounts Payable Aging Report. To do this, click **Reports** and then search from **Accounts Payable Aging Report**. Click to open. See sample below.

Add notes

Green Tree Landscapes  
**A/P AGING DETAIL**  
As of April 30, 2018

DATE	TRANSACTION TYPE	#	SUPPLIER	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
▼ 1 - 30 days past due							
04/15/2018	Bill	873	Wong & Co.	04/15/2018	136	480.25	480.25
04/15/2018	Bill	1009	Talk Mobility	04/15/2018	136	157.07	157.07
Total for 1 - 30 days past due						\$637.32	\$637.32
TOTAL						\$637.32	\$637.32

## Chapter 5 Answer Key

### Exercise #1

The student was asked to remove **Detail Type** from the Chart of Accounts. See below for result.

Chart of Accounts <span>Reconcile</span>					
Chart of Accounts <span>Run Report</span> <span>New</span>					
Filter by name					
NAME	TYPE	TAX RATE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Credit Union Chequing	Bank		8,582.71		<a href="#">Account history</a>
TCU Chequing	Bank		5,000.00		<a href="#">Account history</a>
Accounts Receivable (A/R)	Accounts receivable (A/R)		556.52		<a href="#">Account history</a>
Inventory Asset	Current assets		0.00		<a href="#">Account history</a>
Prepaid expenses	Current assets		0.00		<a href="#">Account history</a>

### Exercise #2

Jane opened a Savings account. See below sample for result.

### Account

Account Type

Bank

\*Detail Type

Savings

\*Name

TCU Savings

Description

Use **Savings** accounts to track your savings and CD activity.

Each savings account your company has at a bank or other financial institution should have its own Savings type account.

For investments, see **Current Assets**, instead.

Is sub-account

☐

Enter parent account

Default Tax Code

Enter Text

Balance

as of

Cancel

Save and Close



**Exercise #3**

The student is asked to delete several accounts. To review that the accounts have been deleted, do the following:

1. Click **Accounting**.
2. Click **Chart of Accounts**.
3. Review the Chart of Accounts to ensure that the student has removed the accounts.

**Exercise #4**

The student is asked to make sub accounts. View the Chart of Accounts to verify. See below for example.

Fuel	Expenses				<a href="#">Run report</a> ▼
Insurance	Expenses				<a href="#">Run report</a> ▼
Insurance - Disability	Expenses				<a href="#">Run report</a> ▼
Insurance - Liability	Expenses				<a href="#">Run report</a> ▼
Interest expense	Expenses				<a href="#">Run report</a> ▼
Job Materials	Expenses				<a href="#">Run report</a> ▼
Legal and professional fees	Expenses				<a href="#">Run report</a> ▼
Meals and entertainment	Expenses				<a href="#">Run report</a> ▼

**Exercise #5**

The student is asked to make a purchase of a fixed asset using a long term liability to finance the purchase. See the purchase transaction below and the corresponding resulting account balances.

**Cheque no.104**
? ×

Ford

Bank Account

Credit Union Chequing

Balance \$8,582.71

AMOUNT

**\$2,875.00**

Mailing address

Ford

Payment date

04/24/2018

Cheque no.

104

☐ Print later

Amounts are

Exclusive of Tax

#	ACCOUNT	DESCRIPTION	AMOUNT	SALES TAX	
1	Ford Truck-Original cost		28,750.00	HST ON	
2	Ford Truck Loan		-29,612.50	Out of Scope	
3					

Add lines

Clear all lines

Memo

Subtotal

\$-862.50

HST (ON) @ 13% on 28,750.00

3,737.50

Total

\$2,875.00

Cancel

Clear

Print or Preview

Make recurring

More

Save and close

Chart of Accounts		Reconcile			
NAME	TYPE ▲	TAX RATE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Prepaid expenses	Current assets		0.00		<a href="#">Account history</a> ▼
Uncategorized Asset	Current assets		0.00		<a href="#">Account history</a> ▼
Undeposited Funds	Current assets		0.00		<a href="#">Account history</a> ▼
Ford Truck	Property, plant and equipment		28,750.00		<a href="#">Account history</a> ▼
Depreciation	Property, plant and equipment		0.00		<a href="#">Account history</a> ▼
Original cost	Property, plant and equipment		28,750.00		<a href="#">Account history</a> ▼
Accounts Payable (A/P)	Accounts payable (A/P)		637.32		<a href="#">Account history</a> ▼
Due to Shareholder - Alice	Other Current Liabilities		0.00		<a href="#">Account history</a> ▼
Due to shareholder - Jon	Other Current Liabilities		5,000.00		<a href="#">Account history</a> ▼
GST/HST Payable	Other Current Liabilities		-2,662.20		<a href="#">Account history</a> ▼
GST/HST Suspense	Other Current Liabilities		0.00		<a href="#">Account history</a> ▼
Ford Truck Loan	Long-term Liabilities		29,612.50		<a href="#">Account history</a> ▼
Opening Balance Equity	Equity		0.00		<a href="#">Account history</a> ▼

### Exercise #6

The student is asked to purchase additional fixed assets (Lawnmowers). View the **Chart of Accounts** to ensure the correct balances display.

Ford Truck	Property, plant and equipment		28,750.00		<a href="#">Account history</a> ▼
Depreciation	Property, plant and equipment		0.00		<a href="#">Account history</a> ▼
Original cost	Property, plant and equipment		28,750.00		<a href="#">Account history</a> ▼
Lawnmowers	Property, plant and equipment		1,990.00		<a href="#">Account history</a> ▼
Depreciation	Property, plant and equipment		0.00		<a href="#">Account history</a> ▼
Original cost	Property, plant and equipment		1,990.00		<a href="#">Account history</a> ▼

### Exercise #7

The student is asked to create subaccounts of Advertising. View the **Chart of Accounts** to ensure the correct setup.

Supplies and materials - COS	Cost of Goods Sold				<a href="#">Run report</a> ▼
Advertising	Expenses				<a href="#">Run report</a> ▼
Facebook Adds	Expenses	HST ON			<a href="#">Run report</a> ▼
Google Ads	Expenses	HST ON			<a href="#">Run report</a> ▼
Bad debts	Expenses				<a href="#">Run report</a> ▼

**Exercise #8**

The student is asked to enable account numbers. Go to **Account & Settings** to verify they're setup correctly.

Chart of accounts	<input checked="" type="checkbox"/> Enable account numbers <sup>?</sup>	On
	<input checked="" type="checkbox"/> Show account numbers <sup>?</sup>	
	<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

**Exercise #9**

The student is asked to merge two accounts. Ensure that the following account is the only account remaining.

Cost of Goods Sold	Cost of Goods Sold				Run report ▼
Cost of Labour - COS	Cost of Goods Sold				Run report ▼
Freight and delivery - COS	Cost of Goods Sold				Run report ▼
Other Costs - COS	Cost of Goods Sold				Run report ▼
Subcontractors - COS	Cost of Goods Sold				Run report ▼
Supplies and materials - COS	Cost of Goods Sold				Run report ▼

## Chapter 6 Answer Key

**Exercise #1**

The student is asked to upload the Sample Bank Import file. See below for a successful import.

NOTES:

1. The students will have to create a new
2. The students were not given specific accounts to categorize each transaction to.
3. The students should have added sales tax to each transaction (exception may be the Annual Fee transaction).

**Banking** Bank Rules

**Bank and Credit Cards** Mastercard ▾

File upload ▾ Add account

Mastercard  
\$0.00  
BANK BALANCE 1 hour ago  
\$907.47  
IN QUICKBOOKS All done! ✓

For Review **In QuickBooks** Excluded Go to Account history

DATE ▾	DESCRIPTION	AMOUNT	ADDED OR MATCHED	RULE	ACTION
04/30/2018	Canadian Tire	\$-88.57	Added to: Expense: Supplies and materials - COS 04/30/...		Undo
04/28/2018	Petro Canada	\$-104.87	Added to: Expense: Fuel 04/28/2018 \$104.87		Undo
04/16/2018	Stihl Power Equipment	\$-28.98	Added to: Expense: Meals and entertainment 04/16/201...		Undo
04/10/2018	Annual Fee	\$-199.00	Added to: Expense: Bank charges 04/10/2018 \$199.00		Undo
04/10/2018	Google Adwords	\$-123.44	Added to: Expense: Uncategorized Expense 04/10/2018...		Undo
04/09/2018	Marriott	\$-239.88	Added to: Expense: Travel 04/09/2018 \$239.88		Undo
04/08/2018	Petro Canada	\$-88.06	Added to: Expense: Fuel 04/08/2018 \$88.06		Undo
04/04/2018	Staples	\$-34.67	Added to: Expense: Office expenses 04/04/2018 \$34.67 ...		Undo

## Exercise #2

The student is asked to create a bank rule. See the bank rule below to verify. To access Bank rules, click **Banking** and then click the arrow to display **Manage Bank Rules**. Click **Manage Bank Rules**.

**Rule** ? X

Rule name: Office Supplies Rule For: Money out In: All bank accounts ▾

When a transaction meets all ▾ of these conditions

Description ▾ Contains ▾ Office Supplies Deposit

and Amount ▾ Is less than ▾ \$0.00

Add line

Set one or more of the following

Transaction type: Expense ▾

Payee: ▾ Category: Office expenses Tax code: HST ON

Split

Memo:

☐ Automatically add to my books

Note: Rules apply to unaccepted transactions only

Cancel Save

## Chapter 7 Answer Key

### Exercise #1

The student is asked to make changes to the QuickBooks discount. See sample below.

**Account and Settings**

Company

Billing & Subscription

Sales

Expenses

Payments

Advanced

**Customize** Customize the way forms look to your customers **Customize look and feel**

**Sales form content**

Preferred invoice terms

Preferred delivery method

☐ Shipping

Custom fields

Name Internal Public

☐☐

☐☐

☐☐

☐ Custom transaction numbers

☐ Service date

☒ Discount

☐ Deposit

**Products and services**

Show Product/Service column on sales forms

Show SKU column

Track quantity and price/rate

Track inventory quantity on hand

**Progress Invoicing**

Create multiple partial invoices from a single estimate

**Messages**

Default email message sent with sales forms

**Reminders**

Default email message sent with reminders

**Account and Settings**

Company

Billing & Subscription

Sales

Expenses

Payments

Advanced

**Accounting**

First month or fiscal year

First month of income tax year

Accounting method

Close the books

Default tax rate selection

**Company type**

Tax form

**Chart of accounts**

☒ Enable account numbers

☒ Show account numbers

Discount account

**Categories**

Track classes

Track locations

**Automation**

Pre-fill forms with previously entered content

Automatically apply credits

Automatically invoice unbilled activity

Automatically apply bill payments

**Projects**

Organize all job-related activity in one place

**Time tracking**

Add Service field to timesheets

Make Single-Time Activity Billable to Customer

**Language**

Language

## Exercise #2

The student is asked to enable the feature that lets them enable customer transactions numbers. Go to Account & Settings feature under **Sales**.

**Account and Settings**

Company

Billing & Subscription

Sales

Expenses

Payments

Advanced

**Customize** Customize the way forms look to your customers [Customize look and feel](#)

**Sales form content**

Preferred invoice terms <sup>?</sup> Net 30

Preferred delivery method <sup>?</sup> None

☐ Shipping <sup>?</sup> Off

Custom fields <sup>?</sup> Off

Name Internal Public

☐ ☐ ☐

☐ ☐ ☐

☒ Custom transaction numbers <sup>?</sup> On

☐ Service date <sup>?</sup> Off

☒ Discount <sup>?</sup> On

☐ Deposit <sup>?</sup> Off

[Cancel](#) [Save](#)

**Products and services**

Show Product/Service column on sales forms On [✎](#)

Show SKU column Off

Track quantity and price/rate On

Track inventory quantity on hand Off

**Progress Invoicing**

Create multiple partial invoices from a single estimate Off [✎](#)

**Messages**

Default email message sent with sales forms [✎](#)

[Done](#)

## Exercise #3

The student is asked to disable **Automatically apply credits** setting. Go to Account & Settings and then click **Advanced**.

**Account and Settings**

Company

Billing & Subscription

Sales

Expenses

Payments

Advanced

**Accounting**

First month of fiscal year January [✎](#)

First month of income tax year Same as fiscal year

Accounting method Accrual

Close the books 12/31/2017

Default tax rate selection Exclusive of Tax

**Company type**

Tax form [✎](#)

**Chart of accounts**

Enable account numbers On [✎](#)

Discount account Sales

**Categories**

Track classes Off [✎](#)

Track locations Off

**Automation**

☒ Pre-fill forms with previously entered content <sup>?</sup> On

☒ Automatically apply credits <sup>?</sup> Off

☐ Automatically invoice unbilled activity <sup>?</sup> Off

☒ Automatically apply bill payments <sup>?</sup> On

[Cancel](#) [Save](#)

**Projects**

Organize all job-related activity in one place Off [✎](#)

**Time tracking**

Add Service field to timesheets Off [✎](#)

Make Single Time Activity Billable to Customer On

**Language**

Language English [✎](#)

[Done](#)

### Exercise #4

The student was asked to create invoices for Elizabeth Barker, White Wedding Chapel, and Sheraton Cavalier Markham. See sample invoice below. The student should create 3 invoices that appear like the sample below.

**Invoice**

Elizabeth Barker  Email (Separate emails with a comma) ☐ Send later [Go/Rec](#) [Online payments Get set up](#) ☐ Cards ☐ VISA ☐ MC ☐ AmEx

**BALANCE DUE**  
**\$158.20**

**Billing address**  
Elizabeth Barker  
Elizabeth Barker  
231 Mary Ave.  
Toronto ON M4Y 2M1

**Terms**  
Net 30

**Invoice date**  
04/30/2018

**Due date**  
05/30/2018

Amounts are  Exclusion of Tax

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX
1	Weekly Lawn Maintenance	Weekly lawn maintenance including cut, trim, edge, and debris removal.	4	35	140.00	HST ON
2						

[Add lines](#) [Clear all lines](#) [Add subtotal](#)

**Subtotal** \$140.00

**Discount percent**  \$0.00

**HST (ON) @ 13% on 140.00** 18.20

**Total** \$158.20

**Balance due** \$158.20

**Message displayed on invoice**

**Message displayed on statement**

**Attachments** Maximum size: 20MB

[Cancel](#) [Clear](#) [Print or Preview](#) [Make recurring](#) [Customize](#) [Save](#) [Save and send](#)

### Exercise #5

The student was asked to create sales receipts for the several customers. See below for sample.

**Sales Receipt no.1019**

Dennis Bergen  Email (Separate emails with a comma) ☐ Send later [Go/Rec](#) [Online payments Get set up](#) ☐ Cards ☐ VISA ☐ MC ☐ AmEx

**AMOUNT**  
**\$158.20**

**Billing address**  
Dennis Bergen  
Dennis Bergen  
421 Golden Bend  
Mississauga ON L4N 9M2

**Sales Receipt date**  
08/31/2018

**Payment method**  
Cheque

**Reference no.**  
438

**Deposit to**  
Undeposited Funds

[Accept payments in QuickBooks](#)

Amounts are  Exclusion of Tax

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX
1	Weekly Lawn Maintenance	Weekly lawn maintenance including cut, trim, edge, and debris removal.	4	35	140.00	HST ON
2						

[Add lines](#) [Clear all lines](#)

**Subtotal** \$140.00

**Discount percent**  \$0.00

**HST (ON) @ 13% on 140.00** 18.20

**Total** \$158.20

**Amount received** \$158.20

**Balance due** \$0.00

**Message displayed on sales receipt**

**Memo**

[Cancel](#) [Print or Preview](#) [Make recurring](#) [Customize](#) [More](#) [Save](#) [Save and close](#)

## Exercise #6

The student was asked to create a credit memo and apply it. See below example to verify.

**Credit Memo no.1020**

Elizabeth Barker  ☐ Send later [Go/Rec](#)

**AMOUNT TO REFUND**  
**\$79.10**

**Billing address**  
Elizabeth Barker  
Elizabeth Barker  
221 Hazy Acres  
Toronto ON, M4Y 2M1

**Credit Memo Date**  
05/03/2018

Amounts are:

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX
1	Weekly Lawn Maintenance	Weekly lawn maintenance including cut, trim, edge, and debris removal.	2	35	70.00	HST ON
2						

[Add lines](#) [Clear all lines](#)

Message displayed on credit memo

Memo

Attachments Maximum size: 20MB

Drag/Drop files here or click the icon

Subtotal **\$70.00**

Discount percent  **\$0.00**

HST (ON) @ 13% on 70.00 **9.10**

**Total \$79.10**

**Total Credit \$79.10**

[Cancel](#) [Print or Preview](#) [Make recurring](#) [More](#) [Save and close](#)

**Receive Payment**

Elizabeth Barker  ☐ Send later [Go/Rec](#) [Find by invoice no.](#)

**AMOUNT RECEIVED**  
**\$0.00**

Payment date  
05/03/2018

Payment method  Reference no.  Deposit to

[Accept payments in QuickBooks](#)

**Amount received**  
**0.00**

**Outstanding Transactions**

All

DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
Invoice # 1010 (04/30/2018)	05/30/2018	158.20	158.20	79.10

< First Previous 1-1 of 1 Next Last >

**Credits**

All

DESCRIPTION	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
Credit Memo # 1020 (05/03/2018)	79.10	79.10	79.10

< First Previous 1-1 of 1 Next Last >

Amount to Apply **\$79.10**

[Cancel](#) [Clear](#) [Print](#) [Save and new](#)





## Exercise #9

The student was asked to provide a refund to Dennis Bergen for \$50. See below.

**Refund Receipt**

Dennis Bergen  [Go Rec](#)

**AMOUNT**  
**\$56.50**

**Billing address:**  
Dennis Bergen  
Dennis Bergen  
631 Golden Bend  
Mississauga ON, L4N 9M2

**Refund Receipt date:** 05/04/2018

**Payment method:** Cheque **Refund From:** Credit Union Cheque **Balance:** \$4,645.51 **Cheque no.:** 105 ☐ [Print later](#)

[Refund payments in QuickBooks](#)

Amounts are:

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX
1	Weekly Lawn Maintenance	Weekly lawn maintenance including cut, trim, edge, and debris removal.	1	50	50.00	HST ON
2						

[Add lines](#) [Clear all lines](#)

Message displayed on refund receipt

Memo

**Subtotal:** \$50.00  
**Discount percent:** \$0.00  
**HST (ON) @ 13% on \$0.00:** 6.50  
**Total:** \$56.50  
**Total Amount Refunded:** \$56.50

[Cancel](#) [Clear](#) [Print or Preview](#) [Make recurring](#) [Save and new](#)

## Exercise #10

The student was asked to receive payments from customers. See sample below.

**Receive Payment**

White Wedding Chapel  [Find by invoice no.](#) ☐ [Send later](#) [Go Rec](#)

**AMOUNT RECEIVED**  
**\$158.20**

**Payment date:** 05/10/2018

**Payment method:** Visa **Reference no.:** **Deposit to:** Undeposited Funds **Amount received:** 158.20

[Accept payments in QuickBooks](#)

**Outstanding Transactions**

[Filter](#)

	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 1011 (04/30/2018)	05/30/2018	158.20	158.20	158.20

< First Previous 1-1 of 1 Next Last >

**Amount to Apply:** \$158.20  
**Amount to Credit:** \$0.00

[Clear Payment](#)

Memo

[Attachments](#) Maximum size: 20MB

[Cancel](#) [Clear](#) [Print](#) [Save and close](#)

**Receive Payment**

Sherton Cavalier Markham   AMOUNT RECEIVED  
☐ Send later Go/Rec **\$158.20**

Payment date: 05/10/2018

Payment method: Visa Reference no.: Deposit to: Undeposited Funds Amount received: 158.20

[Accept payments in QuickBooks](#)

**Outstanding Transactions**

All

<input checked="" type="checkbox"/>	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 1012 (04/30/2018)	05/30/2018	158.20	158.20	158.20

< First Previous 1 of 1 Next Last >

Amount to Apply: \$158.20  
Amount to Credit: \$0.00

Memo:

Maximum size: 20MB

### Exercise #11

Student was asked to deposit the payments from Exercise #10. See example below.

**Bank Deposit**

Account: Credit Union Chequing Balance \$4,905.41 Date: 05/11/2018 AMOUNT  
**\$316.40**

Select the payments included in this deposit

<input type="checkbox"/>	RECEIVED FROM	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input checked="" type="checkbox"/>	Sherton Cavalier Markham	05/10/2018	Payment	Visa			158.20
<input checked="" type="checkbox"/>	White Wedding Chapel	05/10/2018	Payment	Visa			158.20

1-2 of 2

Total: 316.40  
Selected Payments Total: 316.40

▼ Add funds to this deposit Amounts are: Exclusive of Tax

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT	SALES TAX
iii 1							
iii 2							

Other funds total: \$0.00

Memo:

Cash back goes to:  Cash back memo:  Cash back amount:

### Exercise #12

No correct answer here as the student was asked to create statements.

### Exercise #13

The student was asked to create delayed charges for a customer. See sample below.

Delayed Charge

The Medieval Center

AMOUNT  
**\$35.00**

Delayed Charge Date

04/30/2018

Amounts are

Exclusive of Tax

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX
1	Weekly Lawn Maintenance	Weekly lawn maintenance including cut, trim, edge, and debris removal.	1	35	35.00	HST ON
2						

Add lines

Clear all lines

Memo

Attachments

Maximum size: 20MB

Drag/Drop files here or click the icon

Show existing

Total

\$35.00

Privacy

Cancel

Clear

Make recurring

Save and new

### Exercise #14

The student was asked to create an invoice from the above-listed delayed charges in Exercise #13. See sample below.

Invoice

The Medieval Center

5 linked transactions

Email (Separate emails with a comma)

Send later

Online payments Get set up

Cards

visa

MasterCard

Discover

BALANCE DUE

**\$197.75**

Billing address

Henry McNeill

The Medieval Center

2031 Burning Gardens

Toronto ON M4Y 2M7

Terms

Net 30

Invoice date

04/30/2018

Due date

05/30/2018

Amounts are

Exclusive of Tax

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX
1	Weekly Lawn Maintenance	Weekly lawn maintenance including cut, trim, edge, and debris removal.	1	35	35.00	HST ON
2	Weekly Lawn Maintenance	Weekly lawn maintenance including cut, trim, edge, and debris removal.	1	35	35.00	HST ON
3	Weekly Lawn Maintenance	Weekly lawn maintenance including cut, trim, edge, and debris removal.	1	35	35.00	HST ON
4	Weekly Lawn Maintenance	Weekly lawn maintenance including cut, trim, edge, and debris removal.	1	35	35.00	HST ON
5	Weekly Lawn Maintenance	Weekly lawn maintenance including cut, trim, edge, and debris removal.	1	35	35.00	HST ON
6						

Add lines

Clear all lines

Add subtotal

Message displayed on invoice

Message displayed on statement

Subtotal

\$175.00

Discount percent

\$0.00

HST (ON) @ 13% on 175.00

22.75

Total

\$197.75

Balance due

\$197.75

Cancel

Clear

Print or Preview

Make recurring

Customize

Save

Save and close

### Exercise #15

The student was asked to create a new customer and create an estimate. See example below for the customer setup and the new estimate.

### Customer information

Title

First name

Middle name

Last name

Suffix

Email

Separate multiple emails with commas

Company

Blue Jay Properties

Phone

Mobile

Fax

\*Display name as

Blue Jay Properties

Other

Website

Print on cheque as

☒ Use display name

Blue Jay Properties

☐ Is sub-customer

Enter parent customer

Bill with parent

Address

Notes

Tax info

Payment and billing

Attachments

Billing address

map

Blue Jay Properties

500 Yonge St.

Toronto

ON.

M4P 1A6

Country

Shipping address

map

☒ Same as billing address

Street

City/Town

State/Province

Postal code

Country

Cancel

Privacy

Save

647-555-9998

### Estimate

Blue Jay Properties

Email (Separate emails with a comma)

Pending

Send later

Go/Rec

Billing address

Estimate date

Expiration date

Russell Martinson

Blue Jay Properties

Blue Jay Properties

500 Yonge St.

Toronto ON, M4P 1A6

05/01/2018

Amounts are

Exclusive of Tax

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX
1	Hedge Trimming	Hedge Trimming	1	780	780.00	HST ON
2	Spring Cleaning	Spring Cleaning including power raking, cut, trim, edge, hedge trimming, aeration, and fertilizer.	1	4,500	4,500.00	HST ON
3	Fertilizer	1 Fertilizer Application	1	2,897	2,897.00	HST ON
4	Core Aeration	Core aeration of front and backyard.	1	1,200	1,200.00	HST ON
5						

Add lines

Clear all lines

Add subtotal

Subtotal

\$9,377.00

Message displayed on estimate

Discount percent

\$0.00

HST (ON) @ 13% on 9,377.00

1,219.01

Total

\$10,596.01

Estimate Total

\$10,596.01

Cancel

Clear

Print or Preview

Make recurring

Customize

Save

Save and send

## Exercise #16

The student was asked to mark the estimate as **Accepted**. See sample below.

**Estimate**

Blue Jay Properties

☒ Accepted ☐ Send later Go/Rec

**AMOUNT**  
**\$10,596.01**

**Billing address**  
Russell Martinson  
Blue Jay Properties  
Blue Jay Properties  
500 Yonge St.  
Toronto ON, M4P 1A6

**Estimate date**  
05/01/2018

**Expiration date**

Amounts are:

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX
1	Hedge Trimming	Hedge Trimming	1	780	780.00	HST ON
2	Spring Cleaning	Spring Cleaning including power raking, cut, trim, edge, hedge trimming, aeration, and fertilizer.	1	4,500	4,500.00	HST ON
3	Fertilizer	1 Fertilizer Application	1	2,897	2,897.00	HST ON
4	Core Aeration	Core aeration of front and backyard.	1	1,200	1,200.00	HST ON
5						

Add lines Clear all lines Add subtotal

Message displayed on estimate

Memo

Subtotal **\$9,377.00**

Discount percent

HST (ON) @ 13% on 9,377.00 **1,219.01**

**Total \$10,596.01**

Estimate Total **\$10,596.01**

Cancel Clear Print or Preview Make recurring Customize Save **Save and send**

## Exercise #17

The student was asked to create an invoice for the estimate. See sample below.

**Invoice**

Blue Jay Properties

Online payments: ☐ Get set up ☐ Cards ☐ ☐ ☐ ☐

**BALANCE DUE**  
**\$10,596.01**

**Billing address**  
Russell Martinson  
Blue Jay Properties  
Blue Jay Properties  
500 Yonge St.  
Toronto ON, M4P 1A6

**Terms**  
Net 30

**Invoice date**  
05/01/2018

**Due date**  
05/31/2018

Amounts are:

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX
1	Hedge Trimming	Hedge Trimming	1	780	780.00	HST ON
2	Spring Cleaning	Spring Cleaning including power raking, cut, trim, edge, hedge trimming, aeration, and fertilizer.	1	4,500	4,500.00	HST ON
3	Fertilizer	1 Fertilizer Application	1	2,897	2,897.00	HST ON
4	Core Aeration	Core aeration of front and backyard.	1	1,200	1,200.00	HST ON
5						

Add lines Clear all lines Add subtotal

Message displayed on invoice

Message displayed on statement

Subtotal **\$9,377.00**

Discount percent

HST (ON) @ 13% on 9,377.00 **1,219.01**

**Total \$10,596.01**

**Balance due \$10,596.01**

Cancel Clear Print or Preview Make recurring Customize Save **Save and close**

## Chapter 8 Answer Key

### Exercise #1

The student was asked to setup two visa accounts for Jon and Alice. Go to Accounting and then click **Chart of Accounts**. See below for examples.

### Account

Account Type  
Credit Card

\*Detail Type  
Credit Card

**Credit card** accounts track the balance due on your business credit cards.

Create one **Credit card** account for each credit card account your business uses.

\*Name  
Visa - Alice

Number

Description

☐ Is sub-account  
Enter parent account

Default Tax Code  
Enter Text

Balance as of  
09/02/2018

Cancel

Save and Close

### Account

Account Type  
Credit Card

\*Detail Type  
Credit Card

**Credit card** accounts track the balance due on your business credit cards.

Create one **Credit card** account for each credit card account your business uses.

\*Name  
Visa - Jon

Number

Description

☐ Is sub-account  
Enter parent account

Default Tax Code  
Enter Text

Balance as of  
09/02/2018

Cancel

Save and New

**Exercise #2**

The student was asked to record several visa transactions. To review the work of the student run the following report:

Go to the **Chart of Accounts** and click **Account History** on the account. See sample below.

Back to Chart of Accounts

**Credit Card Account History** Visa - Jon

ENDING BALANCE **\$603.28** [Reconcile](#)

Go to: 1 of 1 < First Previous 1-6 of 6 Next Last >

▼ All

DATE	REF NO. TYPE	PAYEE ACCOUNT	MEMO	CHARGE	PAYMENT	✓	TAX	BALANCE
Add CC expense ▼								
05/17/2018		Home Depot			\$30.51		HST ON	\$603.28
	CC-Credit	Supplies						
05/17/2018		Sandwich Lunch Co.		\$26.98			HST ON	\$633.79
	Expense	Meals and entertainment						
05/15/2018		Waste Unlimited		\$109.61			HST ON	\$606.81
	Expense	Disposal Fees						
05/10/2018		Home Depot		\$393.24			HST ON	\$497.20
	Expense	Supplies						
05/05/2018		Fuel Stop		\$76.84			HST ON	\$103.96
	Expense	Fuel						
05/01/2018		Office Supplies Depot		\$27.12			HST ON	\$27.12
	Expense	Office expenses						

Go to: 1 of 1 < First Previous 1-6 of 6 Next Last >

**Exercise #3**

The student was asked to record a credit card credit. See sample above.

**Exercise #4**

The student was asked to enter a bill. See sample below:

**Bill**

Insurance Experts

**BALANCE DUE \$1,200.00**

Mailing address: Insurance Experts  
Insurance Experts  
67 Bay St.  
Toronto ON, L4N 3N3

Terms:  Bill date: 05/17/2018 Due date: 05/17/2018 Bill no.:

Amounts are: Exclusive of Tax

#	ACCOUNT	DESCRIPTION	AMOUNT	SALES TAX
1	Insurance		1,200.00	Exempt
2				

Add lines Clear all lines

Memo:

Subtotal \$1,200.00  
Total \$1,200.00

Attachments Maximum size: 20MB  
Drag/Drop files here or click the icon  
Show existing

Privacy

Cancel Clear Make recurring Save Save and new



### Exercise #5

The student was asked to create a supplier credit, apply the credit and pay the remainder. See example below:

**Bill**

**BALANCE DUE**  
**\$1,200.00**

**Mailing address**  
 Insurance Experts  
 Insurance Experts  
 67 Bay St.  
 Toronto ON, L4N 3N3

**Terms**

**Bill date**

**Due date**

**Bill no.**

Amounts are

#	ACCOUNT	DESCRIPTION	AMOUNT	SALES TAX	
1	Insurance		1,200.00	Exempt	
2					

**Memo**

**Subtotal** **\$1,200.00**  
**Total** **\$1,200.00**

**Attachments** Maximum size: 20MB

**Supplier Credit**

**CREDIT AMOUNT**  
**\$200.00**

**Mailing address**  
 Insurance Experts  
 Insurance Experts  
 67 Bay St.  
 Toronto ON, L4N 3N3

**Payment date**

**Ref no.**

Amounts are

#	ACCOUNT	DESCRIPTION	AMOUNT	SALES TAX	
1	Insurance		200.00	Exempt	
2					

**Memo**

**Subtotal** **\$200.00**  
**Total** **\$200.00**

**Attachments** Maximum size: 20MB

**Pay Bills**

Payment account: Credit Union Cheque Balance \$4,905.41 Payment date: 09/02/2018 Starting cheque no.: 106 ☐ Print later

TOTAL PAYMENT AMOUNT: **\$1,000.00**

Filter: Last 365 Days 3 open bills, 3 overdue

PAYEE	REF NO.	DUE DATE	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input type="checkbox"/> Talk Mobility	1009	04/15/2018	\$157.07	Not available		\$0.00
<input type="checkbox"/> Wing & Co.	873	04/15/2018	\$480.25	Not available		\$0.00
<input checked="" type="checkbox"/> Insurance Experts		05/17/2018	\$1,200.00	200.00	1,000.00	\$1,200.00

1 bill selected

Total payment (CAD) 1,000.00

Current account balance: \$4,905.41  
Total payment: -\$1,000.00  
New account balance: \$3,905.41

Cancel Save and close

### Exercise #6

The student was asked to create a rent payment to a new supplier. See below for sample transaction:

**Expense**

Brookstone Properties Bank/Credit account TCU Chequing Balance \$5,000.00

Payment date: 09/02/2018 Payment method: Direct Debit Ref no.:

Amounts are: Exclusive of Tax

#	ACCOUNT	DESCRIPTION	AMOUNT	SALES TAX
1	Rent or lease payments		2,000.00	HST ON
2				

Add lines Clear all lines

Memo:

Subtotal: \$2,000.00  
HST (ON) @ 13% on 2,000.00: 260.00  
Total: \$2,260.00

Attachments Maximum size: 20MB

Drag/Drop files here or click the icon

Show existing

Privacy

Cancel Clear Print Make recurring Save Save and new

### Exercise #7

The student is asked to automate the rent payment entry. Click the **Gear** icon, and then click **Recurring Transactions** to view the entry.

**Expense**

**Recurring Expense**

Template name: Monthly Rent Payment Type: Scheduled Create  days in advance

Payee: Brookstone Properties Account: TCU Chequing

Interval: Monthly on day 1st of every 1 month(s) Start date: 06/01/2018 End: None

Payment method: Direct Debit

Amounts are: Exclusive of Tax

#	ACCOUNT	DESCRIPTION	AMOUNT	SALES TAX
1	Rent or lease payments		2,000.00	HST 13%
2				

Add lines Clear all lines

Memo

Subtotal: \$2,000.00  
HST (13%) @ 13% on 2,000.00: 260.00  
Total: \$2,260.00

Attachments Maximum size: 20MB

Cancel Revert Save template

**Recurring Transactions**

Reminder List New

Template Type: All Transaction Type: All

Filter by Name

TEMPLATE NAME	TYPE	TXN TYPE	INTERVAL	PREVIOUS DATE	NEXT DATE	CUSTOMER/SUPPLIER	AMOUNT	ACTION
Monthly Rent Payment	Scheduled	Expense	Every Month		10/01/2018	Brookstone Propert...	2,260.00	Edit

Previous 1-1 Next

## Chapter 9 Answer Key

As determined by instructor

## Chapter 10 Answer Key

### Exercise #1

The student was asked to enable inventory. Go to **Account & Settings** and then **Sales**. See sample below:

**Account and Settings**

Company

Billing & Subscription

Sales

Expenses

Payments

Advanced

**Customize** Customize the way forms look to your customers [Customize look and feel](#)

**Sales form content**

Preferred invoice terms: Net 30

Preferred delivery method: None

Shipping: Off

Custom fields: Off

Custom transaction numbers: Off

Service date: Off

Discount: On

Deposit: Off

**Products and services**

☒ Show Product/Service column on sales forms

☐ Show SKU column

☒ Track quantity and price/rate

☒ Track inventory quantity on hand

Cancel Save

**Progress Invoicing** Create multiple partial invoices from a single estimate: Off

**Messages** Default email message sent with sales forms

**Reminders** Default email message sent with reminders

**Online delivery** Email options for all sales forms

**Statements** Show aging table at bottom of statement: On

Done

### Exercise #2

The student was asked to create the following inventory items. Review the **Products and Services** list to verify the student created the correct items:

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Dashboard Invoices Customers All Sales **Products and Services**

	NAME	SKU	TYPE	SALES DESCRIPTION	SALES PRICE	COST	QTY ON HAND	REORDER POINT	ACTION
<input type="checkbox"/>	Flower Planting		Service	Flower Planting	100				<a href="#">Edit</a>
<input type="checkbox"/>	Single Cut Lawn Service		Service	Single cut lawn ser...	55				<a href="#">Edit</a>
<input type="checkbox"/>	Hedge Trimming		Service	Hedge Trimming					<a href="#">Edit</a>
<input type="checkbox"/>	Gas Hedge Trimmer		Inventory	Gas Hedge Trimmer	149.99	86.88	0	5	<a href="#">Edit</a>
<input type="checkbox"/>	Evergreen Fertilizer		Inventory	30 KG Evergreen F...	39.95	11.48	0	5	<a href="#">Edit</a>
<input type="checkbox"/>	Pruner Lopper		Inventory	Pruner Lopper	78.50	40.09	0	5	<a href="#">Edit</a>
<input type="checkbox"/>	Hand Garden Trowel		Inventory	Hand Garden Trowel	19.95	7.67	0	5	<a href="#">Edit</a>
<input type="checkbox"/>	Turf Edger		Inventory	Turf Edger	99.95	38.87	0	5	<a href="#">Edit</a>
<input type="checkbox"/>	Cedar Bark Chips		Non-inventory	Bark Chips					<a href="#">Edit</a>
<input type="checkbox"/>	Concrete		Non-inventory	Concrete Installation					<a href="#">Edit</a>

Previous 1:19 Next

### Exercise #3

The student was asked to enable purchase orders and create a purchase order. See sample below:

**Account and Settings**

Company

Billing & Subscription

Sales

Expenses

Payments

Advanced

**Bills and expenses**

Show items table on expense and purchase forms **On**

Track expenses and items by customer **Off**

Make expenses and items billable **Off**

Default bill payment terms

**Purchase orders**

☒ Use purchase orders <sup>?</sup> **On**

Custom fields <sup>?</sup> **Off**

☐

☐

☐

☐ Custom transaction numbers <sup>?</sup> **Off**

Default message on purchase orders

**Messages**

Default email message sent with purchase orders

[Privacy](#) | [Security](#) | [Terms of Service](#)

**Purchase Order**

Johnson Supply Company

**AMOUNT**

**\$828.40**

**Mailing address**

Johnson Supply Company  
Johnson Supply Company  
6189 Burlington St.  
Toronto ON, L4N 3M1

**Ship to**

Select customer for address

**Purchase Order date**

05/01/2018

**Shipping address**

Green Tree Landscapes  
5100 Spectrum Way  
Mississauga ON L4W 5S2

**Ship via**

Amounts are **Exclusive of Tax**

**Account details**

#	ACCOUNT	DESCRIPTION	AMOUNT	SALES TAX
1				
2				

**Item details**

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX
1	Turf Edger	Turf Edger	10	38.87	388.70	HST ON
2	Evergreen Fertilizer	30 KG Evergreen Fertilizer	30	11.48	344.40	HST ON
3						

## Exercise #4

The student was asked to create a second purchase order. See below for sample:

**Purchase Order**

Hanson Garden Supplies

Open [Create](#)

**AMOUNT**  
**\$1,834.61**

**Mailing address**  
Hanson Garden Supplies  
723 Speers Road  
Oakville ON L4L 2X5

**Ship to**  
Select customer for address

**Purchase Order date**  
05/01/2018

**Shipping address**  
Green Tree Landscapes  
5100 Spectrum Way  
Mississauga ON L4W 5S2

**Ship via**

Amounts are

► **Account details**

▼ **Item details**

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX
1	Pruner Lopper	Pruner Lopper	15	40.09	601.35	HST ON
2	Hand Garden Trowel	Hand Garden Trowel	20	7.67	153.40	HST ON
3	Gas Hedge Trimmer	Gas Hedge Trimmer	10	86.88	868.80	HST ON
4						

Add lines Clear all lines

Your message to supplier

**Subtotal** **\$1,623.55**

HST (ON) @ 13% on 1,623.55 **211.06**

Cancel Clear Print Make recurring Save Save and close

## Exercise #5

The student was asked to create a list of purchase orders as of today.

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Dashboard Banking Invoicing Expenses Employees Reports Taxes Accounting My Accountant Apps [Get Paid Faster](#)

Back to report list  
Report period:   
Rows/columns:   
[Run report](#)

Customize [Save customization](#)

Sort Add notes

**Green Tree Landscapes**

**OPEN PURCHASE ORDER LIST BY SUPPLIER**  
All Dates

DATE	#	MEMO/DESCRIPTION	SHIP VIA	AMOUNT	OPEN BALANCE
▼ Hanson Garden Supplies					
05/01/2018	1002			1,834.61	1,834.61
<b>Total for Hanson Garden Supplies</b>				<b>\$1,834.61</b>	<b>\$1,834.61</b>
▼ Johnson Supply Company					
05/01/2018	1001			828.40	828.40
<b>Total for Johnson Supply Company</b>				<b>\$828.40</b>	<b>\$828.40</b>
<b>TOTAL</b>				<b>\$2,663.01</b>	<b>\$2,663.01</b>

Sunday, September 2, 2018 10:36 PM GMT-05:00

## Exercise #6

The student was asked to receive against a purchase order.

**Bill**

Johnson Supply Company  
1 linked transaction

**BALANCE DUE**  
**\$828.40**

Mailing address: Johnson Supply Company  
Johnson Supply Company  
6789 Burlington St.  
Toronto ON, L4N 3M1

Terms:  Bill date: 05/10/2018 Due date: 05/10/2018 Bill no.:

Amounts are:  Exclusive of Tax

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	SALES TAX
1				
2				

Add lines Clear all lines

▼ Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX
1	Turf Edger	Turf Edger	10	38.87	388.70	HST ON
2	Evergreen Fertilizer	30 KG Evergreen Fertilizer	30	11.48	344.40	HST ON
3						

Add lines Clear all lines

Memo:

Subtotal: \$733.10

Cancel Clear Make recurring Save Save and close

## Exercise #7

The student was asked to receive against the PO for Hanson Garden Supplies. See below for sample.

**Bill**

Hanson Garden Supplies  
723 Speers Road  
Oakville ON, L6L 2X5

Terms:  Bill date: 05/10/2018 Due date: 05/10/2018 Bill no.:

Amounts are:  Exclusive of Tax

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	SALES TAX
1				
2				

Add lines Clear all lines

▼ Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX
1	Pruner Lopper	Pruner Lopper	15	40.09	601.35	HST ON
2	Hand Garden Trowel	Hand Garden Trowel	20	7.67	153.40	HST ON
3	Gas Hedge Trimmer	Gas Hedge Trimmer	7	86.88	608.16	HST ON
4						

Add lines Clear all lines

Memo:

Subtotal: \$1,362.91

HST (ON) @ 12% on 1,262.91 177.18

Cancel Clear Make recurring Save Save and close

Exercise #8

The student was asked to pay bills. See sample below:

Pay Bills

Payment account

Credit Union Cheque

Balance \$3,905.41

Payment date

05/31/2018

Starting cheque no.

107

☐ Print later

TOTAL PAYMENT AMOUNT

\$2,368.49

Filter

Last 365 Days

4 open bills, 4 overdue

PAYEE	REF NO.	DUE DATE	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input type="checkbox"/> Talk Mobility	1009	04/15/2018	\$157.07	Not available		\$0.00
<input type="checkbox"/> Wong & Co.	873	04/15/2018	\$480.25	Not available		\$0.00
<input checked="" type="checkbox"/> Hanson Garden Supplies		05/10/2018	\$1,540.09	Not available	1,540.09	\$1,540.09
<input checked="" type="checkbox"/> Johnson Supply Company		05/10/2018	\$828.40	Not available	828.40	\$828.40
7 bills selected			\$2,368.49	\$0.00	\$2,368.49	\$2,368.49

Total payment (CAD) 2,368.49

< First Previous 1 of 4 Next Last >

Current account balance

\$3,905.41

Total payment

-\$2,368.49

New account balance

\$1,536.92

Cancel

Save and close

Exercise #9

The student was asked to create a Bundle item. See sample below:

Product/Service information

Bundle

Change type

Name\*

Garden Tool Starter Kit

SKU

Sales information

Garden Tool Starter Kit

Products/services included in the bundle

☐ Display bundle components when printing or sending transactions

PRODUCT/SERVICE	QTY
<div><div></div><div>Hand Garden Trowel</div><div>Hand Garden Trowel</div></div>	1
<div><div></div><div>Pruner Lopper</div><div>Pruner Lopper</div></div>	1
<div><div></div><div>Turf Edger</div><div>Turf Edger</div></div>	1

+ Add lines

Save and close



## Exercise #10

The student was asked to make a sale of the Garden Starter Kit.

**Invoice**

Kelly Buss  Email (Separate emails with a comma) ☐ Send later [Go/Rec](#) ☐ Online payments [Get set up](#) ☐ Cards

**BALANCE DUE**  
**\$224.19**

**Billing address**  
Kelly Buss  
Kelly Buss  
931 Fallen Circle  
Mississauga ON L4N 9M3

**Terms** Net 30 **Invoice date** 05/25/2018 **Due date** 06/24/2018

Amounts are  Exclusion of Tax

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX
1	Garden Tool Starter Kit	Garden Tool Starter Kit	1	198.40	198.40	Enter Text
	Hand Garden Trowel	Hand Garden Trowel	1	19.95		HST ON
	Pruner Lopper	Pruner Lopper	1	78.50		HST ON
	Turf Edger	Turf Edger	1	99.95		HST ON
2						

**Subtotal** \$198.40

**Discount percent**  **\$0.00**

**HST (ON) @ 13% on 198.40** 25.79

**Total** \$224.19

**Balance due** \$224.19

**Message displayed on invoice**

**Message displayed on statement**

**Buttons:** Cancel, Clear, Print or Preview, Make recurring, Customize, Save, Save and close

## Exercise #11

The student was asked to receive the payment from the customer and make the deposit.

**Receive Payment**

Kelly Buss  Email (Separate emails with a comma) ☐ Send later [Go/Rec](#)  Find by invoice no.

**AMOUNT RECEIVED**  
**\$224.19**

**Payment date** 05/30/2018

**Payment method** Cheque **Reference no.**  **Deposit to** TCU Chequing **Amount received** 224.19

[Accept payments in QuickBooks](#)

**Outstanding Transactions**

Find Invoice No.  Filter  All

	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 1023 (05/25/2018)	06/24/2018	224.19	224.19	224.19

< First Previous 1-1 of 1 Next Last >

**Amount to Apply** \$224.19  
**Amount to Credit** \$0.00

**Clear Payment**

**Memo**

**Attachments** Maximum size: 20MB

**Buttons:** Cancel, Clear, Print, Save and close

### Exercise #12

The student was asked to create an Inventory Quantity Adjustment. Click the **Create** menu and then click **Inventory Qty. Adjustment**. See sample below:

Inventory Quantity Adjustment no.6

Adjustment date: 05/31/2018

Reference no.: 6

Inventory adjustment account: Inventory Write Off

#	PRODUCT	DESCRIPTION	QTY ON HAND	NEW QTY	CHANGE IN QTY
1	Gas Hedge Trimmer	Gas Hedge Trimmer	7	7	-3
2					
3					

Add lines Clear all lines

Memo

Privacy

Cancel Clear Save Save and close

### Exercise #13

The student was asked to create the **Inventory Valuation Detail** Report. See below for example:

quickbooks

Your trial ends in 246 days. [Subscribe now](#)

Green Tree Landscapes

INVENTORY VALUATION DETAIL

All Dates

DATE	TRANSACTION TYPE	#	NAME	QTY	RATE	FIFO COST	QTY ON HAND	ASSET VALUE
Evergreen Fertilizer								
04/01/2018	Inventory Starting Value	START		0.00	0.00	0.00	0.00	0.00
05/10/2018	Bill		Johnson Supply Company	30.00	11.48	344.40	30.00	344.40
<b>Total for Evergreen Fertilizer</b>				<b>30.00</b>		<b>\$344.40</b>	<b>30.00</b>	
Gas Hedge Trimmer								
04/01/2018	Inventory Starting Value	START		0.00	0.00	0.00	0.00	0.00
05/10/2018	Bill		Hanson Garden Supplies	7.00	86.88	608.16	7.00	608.16
05/31/2018	Inventory Qty Adjust	6		-3.00	86.88	-260.64	4.00	347.52
<b>Total for Gas Hedge Trimmer</b>				<b>4.00</b>		<b>\$347.52</b>	<b>4.00</b>	
Hand Garden Trowel								
04/01/2018	Inventory Starting Value	START		0.00	0.00	0.00	0.00	0.00
05/10/2018	Bill		Hanson Garden Supplies	20.00	7.67	153.40	20.00	153.40
05/25/2018	Invoice	1023	Kelly Buss	-1.00	7.67	-7.67	19.00	145.73
<b>Total for Hand Garden Trowel</b>				<b>19.00</b>		<b>\$145.73</b>	<b>19.00</b>	
Pruner Lopper								
04/01/2018	Inventory Starting Value	START		0.00	0.00	0.00	0.00	0.00
05/10/2018	Bill		Hanson Garden Supplies	15.00	40.09	601.35	15.00	601.35
05/25/2018	Invoice	1023	Kelly Buss	-1.00	40.09	-40.09	14.00	561.26
<b>Total for Pruner Lopper</b>				<b>14.00</b>		<b>\$561.26</b>	<b>14.00</b>	
Turf Edger								
04/01/2018	Inventory Starting Value	START		0.00	0.00	0.00	0.00	0.00
05/10/2018	Bill		Johnson Supply Company	10.00	38.87	388.70	10.00	388.70
05/25/2018	Invoice	1023	Kelly Buss	-1.00	38.87	-38.87	9.00	349.83
<b>Total for Turf Edger</b>				<b>9.00</b>		<b>\$349.83</b>	<b>9.00</b>	

Sunday, September 2, 2018 11:54 PM GMT-05:00

## Exercise #14

Student was asked to create a **Physical Inventory Worksheet**. See sample below:

Green Tree Landscapes  
PHYSICAL INVENTORY WORKSHEET

PRODUCT	DESCRIPTION	QTY ON HAND	REORDER POINT	QTY ON PO	PHYSICAL COUNT
Evergreen Fertilizer	30 KG Evergreen Fertilizer	30.00	5.00	0.00	
Gas Hedge Trimmer	Gas Hedge Trimmer	4.00	5.00	3.00	
Hand Garden Trowel	Hand Garden Trowel	19.00	5.00	0.00	
Pruner Lopper	Pruner Lopper	14.00	5.00	0.00	
Turf Edger	Turf Edger	9.00	5.00	0.00	

Sunday, September 2, 2018 11:57 PM GMT-05:00

## Chapter 11 Answer Key

### Exercise #1

The student was asked to create a balance sheet. Go to **Reports**, click **Balance Sheet**. See sample below:





Green Tree Landscapes  
**BALANCE SHEET**  
As of May 31, 2018

	TOTAL
<b>Assets</b>	
<b>Current Assets</b>	
<b>Cash and Cash Equivalent</b>	
Credit Union Chequing	2,536.92
TCU Chequing	2,964.19
Undeposited Funds	-158.20
<b>Total Cash and Cash Equivalent</b>	<b>5,342.91</b>
<b>Accounts Receivable (A/R)</b>	
Accounts Receivable (A/R)	754.27
<b>Total Accounts Receivable (A/R)</b>	<b>754.27</b>
Inventory Asset	1,748.74
<b>Total Current Assets</b>	<b>7,845.92</b>
<b>Non-current Assets</b>	
<b>Property, plant and equipment</b>	
Ford Truck	28,750.00
Lawnmowers	1,990.00
<b>Total Property, plant and equipment</b>	<b>30,740.00</b>
<b>Total Non Current Assets</b>	<b>30,740.00</b>
<b>Total Assets</b>	<b>\$38,585.92</b>
<b>Liabilities and Equity</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable (A/P)</b>	
Accounts Payable (A/P)	1,637.32
<b>Total Accounts Payable (A/P)</b>	<b>1,637.32</b>
<b>Credit Card</b>	
Mastercard	907.47
Visa - Jon	603.28
<b>Total Credit Card</b>	<b>1,510.75</b>

**Exercise #2**

The student was asked to create a P & L. Go to **Reports**, click **Profit and Loss**. See sample below:

Collapse Sort ▼ Add notes



Green Tree Landscapes

PROFIT AND LOSS

April - May, 2018

	TOTAL
▼ INCOME	
Sales	13,638.40
Total Income	13,638.40
▼ COST OF GOODS SOLD	
Cost of Goods Sold	86.63
Supplies and materials - COS	78.38
Total Cost of Goods Sold	165.01
GROSS PROFIT	13,473.39
▼ EXPENSES	
Advertising	1,015.00
Bank charges	199.00
Disposal Fees	97.00
Fuel	338.74
Insurance	1,800.00
Inventory Write Off	260.64
Legal and professional fees	2,030.00
Meals and entertainment	49.53
Office expenses	140.57
Rent or lease payments	2,000.00
Stationery and printing	80.00
Supplies	724.50
Taxes and Licenses	45.00
Telephone Expense	139.00
Travel	212.28
Uncategorized Expense	109.24
Total Expenses	9,240.50

**Exercise #3**

The student was asked to create an Accounts Receivable Aging report. Go to **Reports**, click **Accounts Receivable Aging**. See sample below:

Collapse

Sort ▼

Add notes

✉

🖨

📄 ▼

⚙

Green Tree Landscapes

A/R AGING SUMMARY




As of May 31, 2018

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Robert Hitchcock			556.52			\$556.52
The Medieval Center		197.75				\$197.75
TOTAL	\$0.00	\$197.75	\$556.52	\$0.00	\$0.00	\$754.27

**Exercise #4**

The student was asked to create an Accounts Payable Aging report. Go to **Reports**, click **Accounts Payable Aging**. See sample below:

Sort▼ Add notes



Green Tree Landscapes

A/P AGING SUMMARY

As of May 31, 2018

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Insurance Experts		1,000.00				\$1,000.00
Talk Mobility			157.07			\$157.07
Wong & Co.			480.25			\$480.25
TOTAL	\$0.00	\$1,000.00	\$637.32	\$0.00	\$0.00	\$1,637.32

**Exercise #5**

The student was asked to create a Sales by Customer Detail Report. Go to **Reports**, click **Sales by Customer Detail Report**. See sample below:

Green Tree Landscapes								
<b>SALES BY CUSTOMER DETAIL</b>								
April - May, 2018								
DATE	TRANSACTION TYPE	#	PRODUCT/SERVICE	MEMO/DESCRIPTION	QTY	SALES PRICE	AMOUNT	BALANCE
▼ Bryce Trout								
04/10/2018	Sales Receipt	1001	Weekly Lawn Maintenance	Weekly lawn maintenance inc...	4.00	35.00	\$140.00	140.00
<b>Total for Bryce Trout</b>							<b>\$140.00</b>	
▼ Charlene Karlson								
05/01/2018	Sales Receipt	1015	Weekly Lawn Maintenance	Weekly lawn maintenance inc...	4.00	35.00	\$140.00	140.00
<b>Total for Charlene Karlson</b>							<b>\$140.00</b>	
▼ Daniel Jackson								
05/01/2018	Sales Receipt	1014	Weekly Lawn Maintenance	Weekly lawn maintenance inc...	4.00	35.00	\$140.00	140.00
<b>Total for Daniel Jackson</b>							<b>\$140.00</b>	
▼ Dennis Bergen								
05/04/2018	Refund	1021	Weekly Lawn Maintenance	Weekly lawn maintenance inc...	-1.00	50.00	\$ -50.00	-50.00
<b>Total for Dennis Bergen</b>							<b>\$ -50.00</b>	
▼ Elizabeth Barker								
04/08/2018	Invoice	1007	Hedge Trimming	Hedge Trimming	1.00	175.00	\$175.00	175.00
04/30/2018	Invoice	1010	Weekly Lawn Maintenance	Weekly lawn maintenance inc...	4.00	35.00	\$140.00	315.00
05/03/2018	Credit Memo	1020	Weekly Lawn Maintenance	Weekly lawn maintenance inc...	-2.00	35.00	\$ -70.00	245.00
<b>Total for Elizabeth Barker</b>							<b>\$245.00</b>	
▼ Hewitt & Packer Office Complex								
05/01/2018	Sales Receipt	1017	Weekly Lawn Maintenance	Weekly lawn maintenance inc...	4.00	35.00	\$140.00	140.00
<b>Total for Hewitt &amp; Packer Office Complex</b>							<b>\$140.00</b>	
▼ Huron Park Community Association								
04/05/2018	Invoice	1004	Cedar Bark Chips	Landscape renovation includi...	1.00	10,000.00	\$10,000.00	10,000.00
<b>Total for Huron Park Community Association</b>							<b>\$10,000.00</b>	

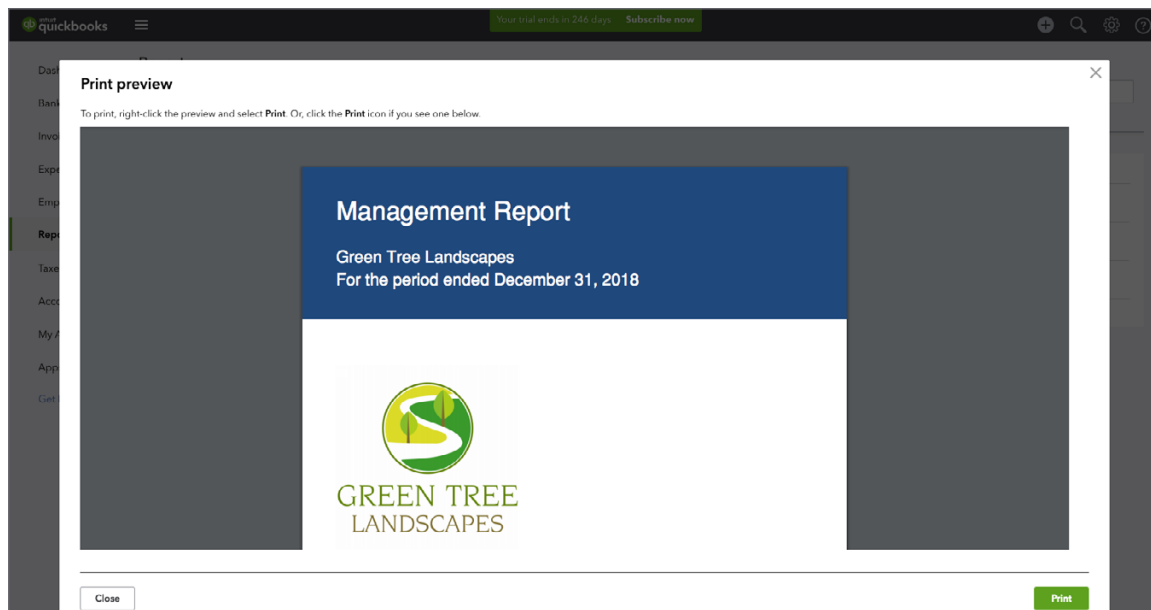
**Exercise #6**

The student was asked to create management reports. Click **Reports**, click the **Management Report** tab, click **Company Overview**. See sample below:

Reports

Standard Custom Reports **Management Reports**

NAME	CREATED BY	LAST MODIFIED	REPORT PERIOD	ACTION
Company Overview	QuickBooks		This Year ▼	<a href="#">View</a> ▼
Sales Performance	QuickBooks		This Year ▼	<a href="#">View</a> ▼
Expenses Performance	QuickBooks		This Year ▼	<a href="#">View</a> ▼

**Exercise #7**

The student was asked to email you a report in .xls format. Review the report.

**Exercise #8**

The student was asked to create a Profit and Loss in .pdf format. Nothing to review.

**Exercise #9**

The student was asked to create an automated group of reports to be sent to the instructor. Review the reports or if they were not received, click **Reports**, click **Custom Reports** and then click the report group to review.



Create invoices that turn heads and open wallets

Design **Content** Emails Payments

Table

Account summary

☐ Show on invoice

Activity table

COLUMNS EDIT LABELS AND WIDTHS

☐ Date

☐ Product/Service

☐ Include description here

☐ Category

☒ Description

☐ Include Quantity and Rate

☒ Quantity

☒ Rate

☒ Amount

☒ Tax

☐ SKU

Show more activity options

Green Tree Landscapes  
3100 Spectrum Way  
Mississauga, ON L4W 5X2

SALES INVOICE 123

INVOICE TO  
Smith Co.  
210 Lake Street  
City, ON K1T 2T1

DATE  
01/01/2018

PLEASE PAY  
\$455.00

DESCRIPTION	QTY	RATE	AMOUNT	TAX
Description of the item	2	225.00	450.00	HST @ 10.0%
Description of the item	1	225.00	225.00	GST @ 5.0%

SUBTOTAL 675.00  
DISCOUNT 2% -13.50  
HST @ 10.0% 112.50  
GST @ 5.0% 112.50  
TOTAL \$886.50  
TOTAL DUE \$886.50

Tax summary

RATE	TAX	NET
HST @ 10.0%	90.00	450.00
GST @ 5.0%	11.25	225.00

Preview PDF Done

## Exercise #2

Nothing to review.

## Exercise #3

Go to **Reports** and scroll to **Sales Tax**. Click **GST/HST Summary**. Edit dates and then click **Run Report**. See sample below. NOTE: This report may vary depending on the student's data entry completion.

Add notes

Green Tree Landscapes

**GST/HST SUMMARY REPORT**  
January - December 2018

	TOTAL
Line 101 Sales and other revenue	13,778.40
Line 103 GST/HST collected or collectible	1,791.19
Line 104 Adjustments (Sales)	
LINE 105 TOTAL GST/HST AND ADJUSTMENTS FOR PERIOD	<b>\$1,791.19</b>
Line 106 Input tax credits (ITCs)	5,180.53
Line 107 Adjustments (Purchases)	
LINE 108 TOTAL ITCs AND ADJUSTMENTS	<b>\$5,180.53</b>
LINE 109 NET TAX	<b>\$ -3,389.34</b>
Line 110 Instalments and other annual filer payments	
Line 111 Rebates	
LINE 112 TOTAL OTHER CREDITS	<b>\$0.00</b>
LINE 113A BALANCE	<b>\$ -3,389.34</b>
Line 205 GST/HST due on acquisition of taxable real property	
Line 405 Other GST/HST to be self-assessed	
LINE 113B TOTAL OTHER DEBITS	<b>\$0.00</b>
LINE 113C BALANCE	<b>\$ -3,389.34</b>



**Exercise #4**

The student was asked to file sales taxes. Go to **Taxes**, then click **Sales Tax**. Click **Prepare Return**. Click **Mark as Filed**.

Prepare GST/HST return

Filing period: Half-yearly | Start date: 01/01/2018 | End date: 06/30/2018 | Filing date: 07/13/2018

TAX DUE: **\$-3,389.34**

How to file a return

**Goods and Services / Harmonized Sales Tax Return** GST62

Canada Revenue Agency

Green Tree Landscapes (Business account # 11111119RT0001)

Accrual basis

01/01/2018 - 06/30/2018 | Filing date: 07/13/2018

Sales and other revenue.....	Line 101	\$13,778.40	
GST/HST collected or collectible.....	Line 103	\$1,791.19	Adjust
Adjustments (Sales).....	Line 104	\$0.00	Adjust
Total GST/HST and adjustments for period.....	Line 105	\$1,791.19	
Input tax credits (ITCs).....	Line 106	\$5,180.53	Adjust
Adjustments (Purchases).....	Line 107	\$0.00	Adjust
Total ITCs and adjustments.....	Line 108	\$5,180.53	
Net tax.....	Line 109	\$ 3,389.34	
Installments and other annual filer payments.....	Line 110	\$0.00	
Rebates.....	Line 111	\$0.00	Adjust
Total other credits.....	Line 112	\$0.00	
Balance.....	Line 113A	\$-3,389.34	
GST/HST due on acquisition of taxable real property.....	Line 205	\$0.00	Adjust

Print | Export

**Mark as filed**

### Exercise #5

The student was asked to pay their sales tax. NOTE: in this example they should receive a refund. To do this from the Sales Tax window, click the arrow in the **Filed Returns** section and then click **Record Refund**. Enter the necessary information and then click **Save**.

Sales Tax

Payroll Tax

Sales Tax

\$0.00

07/01/2018 - 12/31/2018

\$0.00

COLLECTED ON SALES

-

\$0.00

PAID ON PURCHASES

-

\$0.00

ADJUSTMENTS

Great work.

You're current on your returns and payments.

Edit GST/HST

Add tax

Returns

Payments

View reports

All returns

START DATE	END DATE	FILE DATE	AMOUNT DUE	PAYMENTS	BALANCE	STATUS	ACTION
Next return to file							
07/01/2018	12/31/2018		\$0.00	\$0.00	\$0.00	Open	Prepare return
Filed returns							
01/01/2018	06/30/2018	07/13/2018	\$-3,389.34	\$0.00	\$-3,389.34	Filed and paid	<div>View summary</div> <div>View GST/HST details</div> <div>View exception details</div> <div>Record refund</div>

< First

Previous

1-2

Record GST/HST refund

Credit Union Chequ

Balance \$1,536.92

REFUND AMOUNT

\$3,389.34

Payment type

☐ Payment
 ☒ Refund

GST/HST period

01/01/2018 - 06/30/2018

GST/HST due this period

\$-3,389.34

Total GST/HST due

\$-3,389.34

Refund date

07/30/2018

Refund amount

3,389.34

Memo

Save