

Help! I can't add a time entry

Chapter 10

A few users have been unable to add time entries in QBO **even after** following the instructions in *the Ch10 New Process for Activating Time Tracking PDF in Student Ancillaries PDF*. The inaccessibility of the time entry feature appears to be a software glitch.

If that happens to you, use the following revised instructions (the dates and bullets correspond to the assignments in the textbook):

Changes to Math Revealed!

4/10/23

- ✓ No change in recording the checks received.
- ✓ No change in recording the deposit
- ✓ Kenny turns in his timesheet for the week

Date	Day of the Week	Project	# of hours
4/3	Monday	American River	5
4/4	Tuesday	Capitol Hill	6
4/5	Wednesday	Capitol Hill	5
4/6	Thursday	American River	6
4/7	Friday		
Total Hours			22

- You do **not** need to set Kenny up as an “employee”.
- You do **not** enter timesheet data.
- You enter a **bill** for the amount Martin owes Kenny (\$660-KC410) using the hours from the timesheet. You use **Game Tutoring** for the **service** item. You **do not** make the charges billable to Sacramento Public Schools, but you **do** charge the hours to the correct project. **TIP:** Kenny spent 11 hours at Capitol Hill and 11 hours at American River. The **class** field should auto-fill.
- ✓ You create **invoices** for Kenny’s work at Sacramento Public Schools using the hours from the timesheet. The invoices are dated 4/10 with terms of Net 30. **TIP:** Use **Game Tutoring** as the **service**.
 - American River (INV-1031) \$550
 - Capitol Hill (INV-1032) \$550
- ✓ No change in recording cash from the Mathmagic clinic

4/15/23

- ✓ No change in Saturday activity.
- ✓ Kenny turns in his timesheet for this week.

Date	Day of the Week	Project	# of hours
4/10	Monday	American River	5
4/11	Tuesday	American River	5
4/12	Wednesday	Capitol Hill	6
4/13	Thursday	Capitol Hill	5
4/14	Friday		
Total Hours			21

- You do **not** enter timesheet data.
- You enter a **bill** dated 4/15 for the amount Martin owes Kenny (\$630-KC415) using the hours from the timesheet. You use **Game Tutoring** for the **service** item. You **do not** make the bill charges billable to Sacramento Public Schools, but you **do** charge the hours to the correct project. **TIP:** Kenny spent 10 hours at American River and 11 hours at Capitol Hill. The **class** field should auto-fill.
- ✓ You create **invoices** for Kenny's work using the hours from the timesheet. The invoices are dated 4/15 with terms of Net 30. **TIP:** Use **Game Tutoring** as the **service**.
 - Capitol Hill (INV-1037) \$550
 - American River (INV-1038) \$500
- ✓ No change in recording sales tax remittance
- ✓ No change in recording lunch at Kathy's Coffee
- ✓ No change to adjusting journal entries

Changes to Salish Software Solutions

4/7/23

- ✓ No change in recording the Metro Market invoice
- ✓ No change in canceling the remaining items on PO-106
- ✓ No change in recording the bill from Dovalina & Diamond
- ✓ Olivia turns in her timesheet for the week.

Date	Day of the Week	Project	# of hours
4/3	Monday		
4/4	Tuesday	Sausalito	4
4/5	Wednesday	Mendocino	7
4/6	Thursday	Mendocino	7
4/7	Friday	Sausalito	6
Total Hours			24

- You will **not** need to set Olivia up as an “employee”.
- You will **not** need to enter timesheet data.
- You enter a **bill** for the amount Sally owes Olivia (\$1,200-OP407) using the hours from the timesheet. You use **Group Train** for the **service** item. You **do not** make the charges billable to Delucca, but you **do** charge the hours to the correct project. **TIP:** Olivia spent 10 hours at Sausalito and 14 hours at Mendocino.
- ✓ You create **invoices** for Olivia’s work at Delucca Deli using the hours from the timesheet. The invoices are dated 4/7 with terms of Net 15.
 - Sausalito \$750 (INV-1034)
 - Mendocino \$1,050 (INV-1035)

4/14/23

- ✓ No change in recording invoices
- ✓ No change in recording the Paper Bag Depot credit card charge
- ✓ No change in recording the Abacus Shop bill
- ✓ No change in recording the charge for lunch at The Blue Door
- ✓ Olivia turns in her timesheet for the week.

Date	Day of the Week	Project	# of hours
4/10	Monday		
4/11	Tuesday	Sausalito	6
4/12	Wednesday	Mendocino	4
4/13	Thursday		
4/14	Friday		
Total Hours			10

- You will **not** need to set Olivia up as an “employee”.
- You will **not** need to enter timesheet data.
- You enter a **bill** for the amount Sally owes Olivia (\$1,200-OP407) using the hours from the timesheet. You use **Group Train** for the **service** item and the **project** as the **customer**. The **class** is **Consulting**. You **do not** make the charges billable to Delucca.
- ✓ You create **invoices** for Olivia’s work at Delucca Deli using the hours from the timesheet. The invoices are dated 4/14 with terms of Net 15.
 - Sausalito \$450 (INV-1040)
 - Mendocino \$300 (INV-1041)
- ✓ No change in recording the payment on the line of credit