

## PRACTICE EXERCISE

1.4



Access forms using the navigation bar and use the Search tool in Craig's Design and Landscaping to locate specific transactions.

1. To access a form using the navigation bar:
  - a. Click **+ New** on the navigation bar.
  - b. Click **Receive Payment**.
  - c. **Make a note** of the account displayed in the **Deposit to** field.
  - d. Close the **Receive Payment** window by clicking **Cancel** (bottom left corner of the window).
2. To search using the **Search** feature:
  - a. Click the **magnifying glass** on the icon bar.
  - b. Click **Advanced Search**.
  - c. Select **Bill** in the **TYPE** dropdown menu.
  - d. Select **Norton Lumber and Building Materials** in the **CONTACT** dropdown menu.
  - e. You should see two transactions listed below the filter fields.
  - f. Click the \$205.00 in the **AMOUNT** field to open the vendor bill.
  - g. **Make a note** of the descriptions for the two items purchased from Norton Lumber.
  - h. Close the window by clicking **Cancel** (bottom left corner of the window).



## REPORTING

There are lots of reports already set up in QBO. You'll be using many of those reports during the class term.

Reports are accessed by clicking **Reports** on the navigation bar.

**Figure 1.39**

Report Center

