3. Identify the appropriate financial statement classifications for the following QBO account **category types**.
    a. Accounts Receivable
    b. Other Current Liabilities
    c. Cost of Goods Sold
    d. Bank
    e. Fixed Assets

4. Identify the appropriate QBO account **category type** for the following general ledger accounts in a law firm.
    a. Prepaid expenses
    b. Interest payable
    c. Gain on sale of office equipment
    d. Office furniture
    e. Accumulated depreciation
    f. Inventory

5. What are the steps for opening multiple QBO windows in your browser?

6. Using the **Search** function, determine how many transactions have occurred between Books by Bessie (a ~~customer~~ vendor) and Craig's Design and Landscaping Services.

7. Create a **Journal** report. Set the **report period** as **All Dates**. Filter the report to only include **journal entry transaction types**. What is the total in the debit column?

8. Would you be able to find the following on the navigation bar, the icon bar, or both?
    a. Balance sheet report?
    b. Form for recording a cash sale?
    c. Past transactions with employees?
    d. List of Products and Services?

9. Create a **Profit and Loss** report for **All Dates**. Collapse the report and export the report to PDF.

10. Open the **Create** menu. How many different types of vendor transactions (financial transactions) can be created in QBO?

1/7/19

✓ Sally gives you a check from Dew Drop Inn for $180 for some work she did for the company today. There were some software issues. Sally spent three hours fixing the file. The check (#8134) is dated 1/7.

- You create a sales receipt (#101) for the three hours of file repair (**Fix**).
  - ○ You make sure to use Undeposited Funds as the **Deposit to** account. You'll be depositing checks in batches.

✓ Sally also gives you a list of all of her hours from last week. She did not collect payment from any of these customers so you prepare invoices dated 1/7, with credit terms of Net 15, as follows:

- Lou's Barber Shop—**Set Up**—12 hours ($600, Invoice #1006)
- Alki Deli—**Set Up**—10 hours ($500, #1007)
- Uptown Espresso—**Train** 5 hours ($200, #1008)

1/8/19

✓ Sally is always looking for ways to grow her business. She decides to offer a Software Workshop on January 18th. She will be offering tips on software selection and will be demonstrating some of the software products she expects to start selling in February. She's going to charge participants $75 for the afternoon. A couple of her college friends have agreed to help out with what she hopes is a large crowd.

- You decide to track the revenue from the workshop in a new **income** account (Workshop Fees). You set the account up using 415 as the account number.
  - ○ **TIP:** You can use **Service/Fee Income** as the **Detail Type**.
- You set up a new **category** called **Workshops and Seminars**.
  - ○ **TIP:** If you don't have **categories** in your homework company file, refer to Appendix 3A.
- You also set up a new **service item**. Sally is calling the workshop "Picking the Right Software" so you decide to name the item **Picks**. You set it up in the **Workshops and Seminars category**.
  - ○ You enter "Picking the Right Software Workshop" as the description and ~~100~~ 75 as the **sales price/rate**.
  - ○ You select Workshop Fees 415 as the **income account**.

1/10/19

✓ You receive two checks in the mail. **TIP:** Make sure you use 150 Undeposited Funds as the **Deposit** to account for both.

- Check #1998 from Champion Law, dated 1/10, for $200 on Invoice #~~1001~~ 1003.
  - ○ You call Lawrence (the accountant at the law firm) and remind him that the total amount due was $280. He apologizes and promises to pay the balance before the end of the month.
- Check #3751 from Lou's Barber Shop, dated 1/10, for $250 full payment of invoice #1004.

✓ You deposit the checks received today with the check received last Friday. The total deposit is $630.

1/14/19

✓ The Operations Manager at Butter and Beans calls. The software Sally helped to select is ready for installation. The company would prefer to be billed for the entire cost in one invoice. Sally estimates that the **Set up** work will take 40 hours. (It's a complicated system to set up.) You invoice Butter and Beans for the $2,000 and give them 30-day terms as agreed to by Sally. (Invoice # 1009).

Reports to create for Chapter ~~2~~: 3

- Journal—1/01 through 1/31
    - ~~Include only these transaction types: Check, Bill, Bill Payment (Check), Expense~~
    - ~~Remove column for Acct #~~
- ~~Vendor Balance Detail (as of 1/31)~~   A/R Aging Summary dated 1/31
- ~~Profit and loss statement (January)~~   Sales by Product/Service Summary (January sales only)
- ~~Vendor Contact List~~
    - ~~Include only these columns (in this order): Vendor, Address, Phone Numbers, Terms, Track 1099~~

APPENDIX 3A USING SUB-SERVICE AND SUB-PRODUCT ITEMS IF CATEGORIES AREN'T AVAILABLE

Most companies sell more than one item or provide more than one service to customers. Many companies have an extensive list of items they sell or services they provide. Grouping items makes it easier for users to find the specific product or service they need to complete the transaction.

Using **Categories** to group **items** in company files is a relatively new feature in QBO. The academic version of the software that's provided to you for use in class may not yet be updated to include that option.

If **categories** aren't available, you can still group items using **sub-services** and **sub-products**. **Sub-items** work much like **sub-accounts** do in the **chart of accounts list**. **Sub-item** fields will not be visible if the **categories** feature has been activated.

Let's say a law firm did trial work and employment law work. There might be typical types of services conducted in each area. In trial work, there might be trial prep and jury selection. In employment law cases, there might be employer interviews and meetings. If there were no groups set up in QBO, the **products and services** list would be displayed in alphabetic order like this:

✓ Employer interviews

✓ Jury selection

✓ Meetings

✓ Trial prep

If there were many types of work and many types of services, the alphabetic list might be difficult to use. Grouping services by type of work would be a practical solution.

The first step would be to create a **service item** for Trial services and a **service item** for Employment law services. These items are created to act as parent **items** (as headers) and would normally not be used in transactions.

> ✳ **HINT:** **Items** are set up by clicking the **gear** icon on the icon bar, selecting **Products and Services**, and clicking **New**.

The next step would be to set up the **sub-service items** (in our example they would include trial prep and employer meetings) and link each one to the appropriate parent **item**.

You can enter multiple accounts in the account distribution section of the form. You can even enter negative amounts, which would, of course appear as credits in the underlying journal entry. A negative amount would be entered if, for example, the vendor gives you a discount and you decide to track discounts in a separate account. The sum of all the distributions must equal the total amount of the bill. (This is, after all, still accounting! The underlying journal entry must balance.)

<div style="border:1px solid #000; padding:10px;">

QuickCheck
4-1

What's the default credit account for a bill? (Answer at end of chapter.)

</div>

You can enter additional information about the nature of each charge in the **Description** field. You can also enter general information about the bill in the **Memo** field at the bottom left of the form. The bill itself or other documents related to the charge can be uploaded to QBO by clicking **Attachments** in the bottom left corner of the **bill**. Documents related to the vendor (price lists, contracts, etc.) that are not unique to the bill would normally be uploaded on the **Vendor Information** page. **Attachments** will be covered in greater depth in Chapter 12.

PRACTICE EXERCISE

Enter bills for Craig's Design and Landscaping.
(Craig's Design enters several bills received in the mail.)

1. Click the ➕ icon on the icon bar.

2. Click **Bill** in the **Vendors** column.

   for the current month.

3. Enter the telephone bill ~~for December~~. (The total bill was $285. $35 for the phone and a $250 charge for a repair.)

   a. Select **Cal Telephone** as the **Vendor**.

   b. Select **Net 30** for **Terms**.

   c. Enter the current date as the **Bill date**.

   d. Enter "118-1119" as the **Bill No.**

   e. In the **Account details** section, select **Telephone** as the **ACCOUNT** and enter "35" as the **AMOUNT**.

      i. **Make a note** of the parent account for **Telephone**.

   f. On the second line, select **Equipment repairs** as the **ACCOUNT** and enter "250" as the **AMOUNT**.

   g. Click **Save and new**.

4. Enter a $450 bill for an ad placed in the Business Weekly.

   a. Select **Add new** in the **Choose a vendor** dropdown menu.

      i. Enter the name as "Business Weekly."

      ii. Click **Save**.

   b. Select **Net 15** as the **Terms**.

   c. Enter the current date as the **Date**.

   d. Enter "121517" as the **Bill no.**

(continued)

The screen will look something like this:

You need to **Choose a payee** and enter the **Payment date**. The **Check no.** will be automatically updated by QBO but you can change the number if necessary.

The **Bank** account you want to be credited for the check amount also needs to be selected. Users can track multiple bank accounts in QBO.

You'll notice the form has the same two distribution sections as the **Bill** form (**Account details** and **Item details**). Both sections are used for entering the general ledger accounts to be debited (or credited if a negative is entered) and the amounts.

PRACTICE EXERCISE

Enter checks for Craig's Design and Landscaping.
(Craig's Design pays its rent, makes a loan payment, and pays a retainer fee to a consultant.)

1. Record $750 ~~December~~ rent payment. ← for the current month.

   a. Click the ➕ icon on the icon bar.

   b. Click **Check**.

   c. Select **Hall Properties** as the vendor.

   d. **Make a note** of the contact name for Hall Properties. (included in the **Mailing address** box.)

   e. Leave **Checking** as the bank account.

   f. Enter the current date as the **Payment date**.

   g. Use "71" as the **Check no.**

   h. In the **Account details** section, select **Rent or Lease** as the **ACCOUNT**.

   i. Enter "1,200" as the **AMOUNT**.

   j. Click **Save and new**.

2. Record a $50 check for the loan payment.

   a. Select **Fidelity** as the vendor.

   b. Leave **Checking** as the bank account.

(continued)

**PRACTICE
EXERCISE**

Set up and give sales discounts in Craig's Design and Landscaping.
(Craig's Design has decided to give 10% sales discount on ~~landscape installation at~~ Dukes Basketball Camp.) [pumps sold to]

1. Activate sales discounts. (The feature may already be activated in your test drive company. Go through Steps 1a to 1c to make sure.)

   a. Click the **gear** icon on the icon bar.

   b. Click **Account and Settings**.

   c. Open the **Sales** tab.

   d. Click the **pencil** icon in the **Sales form content** section.

   e. **Make a note** of the options available in the **Preferred delivery method** dropdown menu.

   f. Place a checkmark next to **Discount**.

   g. Click **Save**.

2. Link the discount to a general ledger account.

   a. Click the **Advanced** tab. (You should still be in the **Account and Settings** screen.)

   b. Click the **pencil** icon in the **Chart of accounts** section.

   c. Open the **Discount account** dropdown menu.

   d. Select **Add new**.

   e. Select **Income** as the **Account Type** and **Discounts/Refunds Given** as the **Detail Type**.

   f. Use "Sales Discounts" as the **Name**.

   g. Click **Save and close**.

   h. Click **Save**.

   i. Click **Done**.

3. Create an invoice for Dukes Basketball Camp (40 ~~hours of Landscape Installation~~ [pumps] ~~at $50 per hour~~ with a 10% discount applied before tax). ~~Landscape Installation at Craig's Design is taxable.~~

   a. Click the **+** on the icon bar.

   b. Click **Invoice**.

   c. Select **Dukes Basketball Camp** as the customer.

   d. Select **Net 30** as the **Terms** and enter the current date as the **Invoice date**.

   e. Select **Pump** as the **PRODUCT/SERVICE** and enter "40" as the **QTY**.

   f. Leave the rate at 15.

   g. Enter "10" in the **Discount percent** field.

   h. **Make a note** of the balance due.

   i. Switch the order of the tax and discount fields so that the discount appears before the tax field.

   j. The balance due should be $583.20.

   k. Click **Save and close**.

2/22/19

✔ Sally gives you her work schedule since 2/8. You create the following invoices.

- You create invoices (starting with Invoice #1018) for:
  - Metro Market—**Select**—$500
    - Metro Market is a new client. It was referred to Salish by Fabulous Fifties.
      - Metro Market
        210 Admiral Way
        Sacramento, CA 95822
        Net 15
  - Alki Deli—5 hours of **Train**—$200
  - Butter and Beans—12 hours of **Train**—$480
  - Fabulous Fifties—12 hours of **Set Up** and 4 hours of **Train**—$760

✔ After the **invoice** for Fabulous Fifties is created, you remember that they have a **delayed credit** available. You open Invoice #1021 and apply the credit. The **Balance due** now shows as $710.00. (**TIP:** You need to expand the sidebar on the right side of the window in order to see the **delayed credit**.)

✔ Sally tells you she's taking a few days off (2/25 to 2/28) to visit family in Chicago.

2/25/19

✔ You create the **invoice** for the workshop Sally put on for Cezar Software from the **delayed charge** you created on the 18th. You remember to give the customer the promised discount of 25%. Invoice # 1022 totals $1,875.

2/27/19

✔ You receive a check (# 9759115) in the mail from Reyelle Consulting-Roseville for $400 in payment of Invoice 1013. The check was dated 2/27. Reyelle took the credit for the returned **Tracker** disk. **TIP:** Check the **invoice** and **credit memo** boxes first. The **Amount** received field should automatically show as $400. Entering the check amount first can result in issues applying the credit.

✔ You deposit the check right away.

✔ You get a call from Harry at Dew Drop Inn. The lawsuit has bankrupted his company. He apologizes but lets you know there are no assets remaining to cover the balance owed to Salish. You decide to write off the $200 to bad debt expense. Salish Software uses the direct write-off method because it has historically had very few uncollectible accounts.

- You set up a bad debt expense account as a **sub-account** of Marketing Costs. You use account #638.
- You create a new **service item** (Write off) and include it in the **Other Charges** category. The new **service item** is not taxable.
- You create a **credit memo** for the $200 write off. (You use WO1012 as the **Credit Memo no.**)
- You apply the credit to Invoice ~~1005~~ 1012 through the **receive payment** form.

> **BEHIND THE SCENES** This transaction can seem complicated. It might help to remember that the journal entry underlying the **credit memo** is DR Bad Debt Expense; CR Accounts Receivable.

Check numbers 2/28

Checking account balance:. $15,585.30
Account receivable:. . . . . $ 5,435.00

✓ You prepare PO 100 and order 15 each of **Organizer** and **Tracker** from Personal Software. The PO total is $675.

2/11/19

✓ You pay the balance due to Capital Three ($1,210) with check #1116.

✓ Sally had a great time at the software seminar last weekend. You record the credit card receipts she brings in for her travel expenses:

- Hotel and Saturday breakfast—The Franciscan—$235.85
- Gas—Bell Gas—$35
- Friday Dinner—Top Of The Hill—$42.66
- You consider the travel costs to be part of the cost of attending the seminar and you use 2/11 as the date for the charges.

✓ Sally places an order for two **Contractor** packages and one **Retailer** package from Simply Accounting. You create PO 101 for the $1,400 purchase.

- You decide to give the vendor a call about their payment terms. The item costs are high and you're hoping to get some kind of early payment discount. Simply Accounting agrees to give Salish terms of 2% 10, net ~~10~~ 30. You add a new **Term** to the **Terms** list in QBO. You change the payment terms in the vendor record.

2/12/19

✓ Sally was very impressed with a couple of the new products demonstrated by Abacus Shop at the AAASP Conference in San Francisco. The company has created appointment and client management systems for various types of professional firms. Sally decides to offer the products to her Sacramento clients.

- You decide to set up a new **category** called "Management Products" for the new product line.
    - Since the product line is expanding, you decide to organize the product categories a bit. You change the name **Products** to "Accounting Products." You edit **Organizer** and **Tracker** to include them in the new "Management Products" **category**.
    - **TIP:** Select **Manage categories** in the **More** dropdown menu of **Products and Services** to make the changes.
- Each new **inventory part item**:
    - Will have a reorder point of 1.
    - Will be recorded in the **130 Inventory Asset** account.
    - Will use account **420 Sales of Product Income** and **500 Cost of Goods Sold** as the **Income** and **Expense** accounts, respectively.
    - Is taxable. You use **Retail** as the **Sales tax category** and select **Taxable Retail Items** in the **What you sell** dropdown menu.
    - **TIP:** Enter 0 as the **initial quantity on hand** and 2/12/19 as the **As of date**. You'll be entering purchases of the **items** when they are received.
- The new **items** are:
    - Legal (Description—Manage Your Law Firm)—Expected cost $350; Selling price $500
    - Medical (Description—Manage Your Medical Practice)—Expected cost $350; Selling price $500
    - Engineering (Description—Manage Your Engineering Firm)—Expected cost $350; Selling price $500

✓ You prepare a purchase order (#102) for the three new products—2 of each. The PO to Abacus totals $2,100.

3/12/19

✓ You pay all bills due on or before 3/20.

  • There are four bills. Total amount paid is $1,110.93. The first check number is #1126.

✓ You receive two utility bills in the mail. Both are dated 3/12.

  • Sacramento Utilities for March services, #10112, $128.92. The terms are Net 30.

  • Horizon Phone for March service, #121-1000, $50.90. The terms are Net 30.

✓ You receive a check from Sacramento Public Schools in payment of Invoices #1022 and #1023. You're relieved to get the check so quickly. You were worried about having enough cash to pay Shaniya and Kenny. The check (#3333) was for $2,416.68.

✓ You deposit the check in the bank.

3/13/19

✓ Martin decides to bring along a math instructor to help with this weekend's workshop. Dynamic Teaching has agreed to pay a fee of $1,200 for Martin's services and agrees to pay for the additional help including Martin's customary 5% markup. The instructor is charging $300.

  • The instructor is:

    Olen Petrov

    2 Granite Way

    Sacramento, CA 95822

  • You set him up as a **contractor**. Olen is an individual so you enter his social security number (191-99-9911).

✓ You enter a bill for the $300 service (#03-16 with terms of Net 15) and make it billable to Dynamic Teaching. Since Dynamic Teaching had agreed to cover Olen's fee, you charge it to the Reimbursable costs account. The instructor's fee is not taxable.

3/15/19

✓ Shaniya turns in her timesheet for the first two weeks.

Date	Day of the Week	Project	# of hours	Billable?
3/1	Friday			
3/4	Monday	Southside	4	Y
3/5	Tuesday			
3/6	Wednesday	Central	4	Y
3/7	Thursday	Northside	6	Y
3/8	Friday			
3/11	Monday	Southside	6	Y
3/12	Tuesday			
3/13	Wednesday	Central	5	Y
3/14	Thursday	Northside	5	Y
3/15	Friday	Southside	4	Y
		Total Hours	34	

  • You enter Shaniya's timesheet data using **School** as the **service item** and the **project** as the **customer**. All hours are billable. **TIP:** You should show 14 hours for the first week and 20 hours for the second week.

  • You also enter a bill for the amount ~~Sally~~ Martin owes Shaniya ($1,020—SM315). You use **School** for the **service item**. Since you will be creating the invoice for Sacramento Public Schools using the timesheet hours, you don't make the charges billable here. **TIP:** Don't forget to charge the hours to the correct **project** though. ~~Sally~~ Shaniya spent 14 hours at Southside, 11 hours at Northside, and 9 hours at Central.

✓   Kenny turns in his timesheet for the first two weeks.

Date	Day of the Week	Project	# of hours	Billable?
3/1	Friday			
3/4	Monday	Northside	4	Y
3/5	Tuesday			
3/6	Wednesday			
3/7	Thursday	Central	3	Y
3/8	Friday			
3/11	Monday			
3/12	Tuesday	Southside	3	Y
3/13	Wednesday			
3/14	Thursday			
3/15	Friday			
		Total Hours	10	

- You enter Kenny's timesheet data using **Game Training** as the **service item** and the **project** as the **customer**. All hours are billable. **TIP:** You should show 7 hours for the first week and 3 hours for the second week.
- You also enter a **bill** for the amount ~~Sally~~ owes Kenny ($300—KC315). You use **Game Training** for the **service item**. Since you will be creating the invoice for Sacramento Public Schools using the timesheet hours, you don't make the charges billable here. **TIP:** Don't forget to charge the hours to the correct **project** though. Kenny spent 3 hours at Southside, 4 hours at Northside, and 3 hours at Central.

Martin

✓   You pay Kenny ($300—check #1130) and Shaniya ($1,020—check #1131).

✓   You create invoices for Shaniya's and Kenny's work. The invoices are dated 3/15 with terms of Net 30.

- Southside (Invoice #1024) $850
- Central (Invoice #1025) $600
- Northside (Invoice #1026) $750

3/18/19

✓   Martin gives you the information on his tutoring sessions for the last two weeks. You record them using 3/18 as the sales date. Everyone paid with credit cards.

- Alonso Luna—8 **Refresher** sessions $320 (#111)
- Navi Patel—2 **Persistence** $150 (#112)
- Marley Roberts—2 **Persistence** $150 (#113)
- Jon Savidge—1 **Crisis** $150 (#114)

✓   You prepare a deposit for the credit card receipts. The total (after the 2% merchant fee) is $754.60.

3/19/19

✓   The workshop at Dynamic Teaching last weekend went well. Martin wants to encourage Dynamic Teaching to continue to use his services so he gives them a 5% discount on the bill. You create an invoice (#1027) for $1,439.25. **TIP:** The **Educator Workshop** fee was $1,200 before the discount.

✓   Martin gets a phone call that the March 22nd–23rd workshop has been cancelled. He's a bit relieved. He doesn't want to miss the Mathmagic Clinic on Saturday.

✓   You receive the following checks in the mail.

- You also enter a **bill** for the amount ~~Sally~~ owes Shaniya ($1,080—SM331). You charge the meeting hours ($90) to **608 Staff Relations**. For the tutoring time, you use **School** for the **service item**. Since you will be creating the invoice for Sacramento Public Schools using the timesheet hours, you don't make the charges billable here. **TIP:** Don't forget to charge the hours to the correct **project** though. ~~Sally~~ spent 11 hours at Southside, 11 hours at Northside, and 11 hours at Central.

Martin

Shaniya

✓ Kenny turns in his timesheet for the last two weeks.

Date	Day of the Week	Activity	# of hours	Billable?
3/18	Monday	Northside	4	Y
3/19	Tuesday			
3/20	Wednesday			
3/21	Thursday	Central	4	Y
3/22	Friday			
3/25	Monday	Meeting with Martin	3	N
3/26	Tuesday	Southside	4	Y
3/27	Wednesday			
3/28	Thursday			
3/29	Friday			
		Total Hours	15	

- You enter Kenny's timesheet data using **Game Training** as the **service item** and the **project** as the **customer** for all billable hours. Only hours need to be included for the time spent meeting with Martin. **TIP:** You should show 8 hours for the first week and 7 hours for the second week.

- You also enter a **bill** for the amount ~~Sally~~ owes Kenny ($450—KC331). You charge the meeting hours ($90) to **608 Staff Relations**. For the training time, you use **Game Training** for the **service item**. Since you will be creating the invoice for Sacramento Public Schools using the timesheet hours, you don't make the charges billable here. **TIP:** Don't forget to charge the hours to the correct **project** though. Kenny spent 4 hours at Southside, 4 hours at Northside, and 4 hours at Central.

Martin

✓ You pay Kenny ($ 450—check #1134) and Shaniya ($1,080—check #1135).

✓ You create invoices for Shaniya's and Kenny's work. The invoices are dated 3/31 with terms of Net 30.
  - Southside (Invoice #1032) $750.00
  - Central (Invoice #1033) $750.00
  - Northside (Invoice #1034) $750.00

✓ You write Martin a dividend check for $2,500. (Check #1136)

3/30/19

✓ You spend Saturday making the final adjustments for March. You want to be able to give Martin some good management reports next week.

✓ You don't have your bank statement yet but you go online and see that the balance is $8,418.20 at 3/30. All deposits for March and all checks written prior to 3/20/19 cleared the bank. There were no services charges during March. You reconcile the books to the $8,418.20 balance.

✓ You also reconcile the credit card statement as of 3/30. The balance is $664.20. All recorded charges and payments are included on the statement. You enter the bill for payment later. You use MARCC as the **bill no**.

✓ You compare the inventory on hand to the inventory report in QBO. All amounts agree.

4/3/19

✓ Martin is putting on a workshop this Friday/Saturday for Dynamic Teaching. It's
   the newly developed workshop he's calling "Creating Math Magic in the Classroom
   (**Magic**)." He needs some poster boards and other supplies for his presentation. He heads
   down to Math Shack and charges $50.92 on the credit card. He will not be charging any
   of the supplies to Dynamic Teaching so you don't make the transaction **billable** but you
   do identify Dynamic Teaching as the **Customer**. You set up two new accounts. One ac-
   count (680 Workshop Costs) will be used as the parent account. The second account (683
   Workshop supplies) will be a sub-account of Workshop Costs. You use **Other Miscella-
   neous Service Cost** as the **detail type** for both. You charge the presentation materials
   to account 683.

4/4/19

✓ The Center for High Academic Achievement (Elk Grove) places an order for books.
   They let you know that they'll be using the books in their tutoring center. They will not
   be selling them so you remove the check in the **This customer is tax exempt** box on
   the **invoice**. You ship them out and bill the Center for the following:

   • 4 **Modeling**
   • 10 **Puzzles**
   • 10 **Ready**
   • 5 **Sports**
   • The invoice (#1035) totals ~~$606.20~~. The terms are Net 15. $603.40

   TIP: Although the Center is supported by local high schools, it is not part of the Sacra-
   mento Public School system.

4/8/19

✓ You create an invoice (#1036) for last week's **Magic** workshop at Dynamic Teaching. The
   total fee was $1,800. The terms are Net 30.

✓ Martin ships out three orders today to Sacramento Public Schools. You create invoices
   with terms of Net 30.

   • Sale to Southside Middle School (Invoice #1037, for $324.75)
      ○ 2 **Fractions**
      ○ 2 **Equations**
      ○ 2 **Ratios**
   • Sale to Central Middle School (Invoice #1038, for $270.63)
      ○ 2 **Fractions**
      ○ 2 **Equations**
      ○ 1 **Ratios**
   • Sale to Northside Middle School (Invoice #1039, for $324.75)
      ○ 2 **Fractions**
      ○ 2 **Equations**
      ○ 2 **Ratios**

4/9/19

✓ Martin has been contacting some of the middle schools in neighboring towns. The
   schools are very interested in the math games product. Inventory is very low so he calls
   Cartables and places an order. You create a purchase order (#106, $3,825) for:

   • 10 **Consoles**
   • 15 **Fractions**
   • 15 **Equations**

- 15 **Ratios**

TIP: Go ahead and use **In-Office** as the location. The location could be adjusted when the products were sold.

✓ You receive two bills in the mail. Both are dated 4/9.

- Sacramento Utilities for April services, #10222, $119.20. The terms are Net 30.
- Horizon Phone for April service, #121-1180, $49.35. The terms are Net 30.

✓ You receive the following checks in the mail:

- Dynamic Teaching—$2,339.25 in payment of invoices #1118 and #1127, check #743255   #1018 and #1027
- Sacramento Public Schools—$2,949.81 in payment of invoices #1128–#1130,   #1028-#1030
  check #1132888
- Center for High Academic Achievement—$603.40 in payment of invoice #1135, check   #1035
  #9760432

✓ You deposit the checks in the bank. The deposit totals $5,892.46.

4/10/19

✓ Martin was asked to put on a **Magic** workshop at Central Middle School this week. He decided to bring Olen along to help out. You enter Olen's $250 bill for the service (#04-12 with terms of Net 15). You charge Olen's fee to Central but you don't make it billable. You use a new account (682 Workshop helpers) for the **bill**. **TIP:** Workshop helpers should be a sub-account of Workshop Costs. Use **Other Miscellaneous Service Cost** as the **Detail Type**.

✓ Shaniya needs some handheld calculators for her school tutoring. You purchase 5 of them at Math Shack for $25, using the credit card. The dollar amount is small; you decide to expense the cost to **Teaching Supplies** instead of capitalizing it.

4/12/19

✓ You pay all bills due on or before 4/20.

- There are seven bills. Total amount paid is $5,412.62. The first check number is #1140.
  - ○ You realize you missed the 2% discount on the Cartables bill because cash is tight. You think you may need to go back and get an increase in the bank loan.

✓ The Central Middle School **Magic** workshop was held on Monday and Tuesday of this week. You prepare an invoice (#1040 dated 4/12) for the $1,650 fee.

✓ Martin gives you the information on his tutoring sessions for the last two weeks. All sessions were completed as of 4/12. You prepare invoices, dated 4/12, for the following.

- Alonso Luna—2 **Persistence** $150 (#1041, Net 15)
- Navi Patel—2 **Persistence** $150 (#1042, Net 15)
- Paul Richard—1 **Crisis** $150 (#1043, Net 15)
- Jon Savidge – 1 **Crisis** $150 (#1044, Net 15)

4/15/19

✓ You received the math games ordered from Cartables today. All the ordered items were included. The bill (#949115-6) totaled $3,825.00. The terms were 2%/10, net 30.

✓ Shaniya turns in her timesheet for the first two weeks of April. Because the first week of April was Spring Break, she increased her hours during the second week.