SO, LET'S START ENTERING TRANSACTIONS!

WHEN ENTERING TRANSACTIONS, REMEMBER...

- As you work through the list of transactions, add new customers, vendors, employees, items, and accounts as necessary.

- It's up to you what you want to write in the memo sections in all transactions, but make sure to include some notes to explain each transaction.

- Unless otherwise specified, the "Terms" for each sale or bill will be the one specified as the default ones in the *Customer or Vendor* lists.

- **The transaction date will be the date the entry is made**, unless instructed otherwise.

- If the Terms allow a discount for a customer, make sure to apply the discount if payment is received in time for the customer to take it. *(Remember, the discount period starts with the date of the invoice. Also, if an invoice or bill date is not provided, use the transaction date to begin the discount period.)*

- Use **Sales Discounts** as the account to track Customers' early-pay discounts. **Merchandise Discounts** should be used when paying your Bills during the early-pay period.

- If a customer receives a credit and still has a balance on their account, apply that credit to the invoice used for the sale. If there is no balance for a customer and a return is made, issue a Credit Memo and refund it by check.

- Always pay bills in time to take advantage of purchase discounts.

- Remember, an opening balance is **NOT** eligible for a discount.

ℹ NOTES

PRINTING AND DOCUMENT NUMBERS:
Make sure to check out the lesson in the References Section to see how we work with invoice numbers, check numbers, etc...

The instructions for the practice set says to "Print" reports at various points throughout it. You are NOT submitting any work for grading, etc. With that in mind, it is YOUR choice whether you want to actually print reports, save them as PDF files, or not print them at all.

AND HERE WE GO!

WEEK 1 – DECEMBER 1 TO 3, 20XX (PARTIAL WEEK)

December 2, 20XX:

1. An employee typed a five-page paper at the rate of $5 per page, and also sold an $80 textbook, and three paperback books at $6.99 each to a *Walk-in Customer*. (You probably don't have a customer in your list yet for "Walk-In Customers", do you?) Received Check #2951 for the full payment. (QuickBooks may give you a variety of messages, mark them so they do not display in the future.)

2. In-Home Educating, Inc. purchasing representative stopped in and purchased 30 copies of a textbook on account for $95 each.

3. Received Check #1096 from Emma Kiley for $100 as payment in full on her account.

4. Received a telephone call for an order on account from St. Louis Community Schools (SLCS) for 25 boxes of pens at $8.99 each and five reams of paper at $6.99 per ream which they will be picking up in the next day or two. For right now, enter this as an ESTIMATE and you will learn more about why in the video.

5. Sold one textbook at $79.99, one textbook for $95.99, one textbook for $125.00, one textbook for $139.95, and one textbook for $145.00 to a student (*Walk-in Customer*) using Visa.

December 3, 20XX

6. St. Louis Community Schools picked up all of the merchandise from the 12/2/20XX order. Using the Estimate in the system, select "Create Invoice" dated December 3, 20XX.

7. Received Check #915 for $350 from Jonathan Gaines for the full amount due on his account (from the previous month.)

8. Sold Emma Kiley two pens at $12.99 each and five boxes of stationery at $10.99 per box and billed her for all of it.

9. Received $1,500 as payment in full for the opening balance from In-Home Educating, Inc., using a Debit Card.

10. Paid the outstanding Mastercard bill in full using online payment from your checking account. (Record the electronic payment in the Checking account register and code it to the Mastercard liability account.)

11. Time to decide if you need to order any inventory. Review an "Product/Services List" report for December 1-3, 20XX to see if anything needs to be ordered. Add columns for Reorder Point, Qty on PO, and Preferred Vendor and then Save the customized report to make it faster in the future.

- Each inventory, the practice set will let you know how many items to reorder. In reality, your company would have processes that you would follow, or you would make the decision personally. With that in mind, create Purchase Orders for:
  - Pens, etc. – 37 @ $3.00
  - Stationary – 5 @ 7.50
  - Textbooks – 46 @ $50.00

12. Deposit all funds from the Cash Drawer to the Checking account.

Any bills to pay? Check for bills that are either due or eligible for discount between now and December 10th (the next day we're going to pay bills.) Pay any bills that qualify. Bills that are not due and are not eligible for a discount before December 10th can be paid later.

BUT WE'RE GOING TO MAKE AN EXCEPTION… Opening balances do not qualify for a discount even though they are showing a Discount Date. Since we have cash in the Checking account, let's go ahead and pay the bills from the opening balance. That means there are three bills to be paid. WEEK 2 – December 4 to 10, 20XX

✔ CHECK YOUR WORK

Time to check your work
- Print a Profit & Loss report for December 1-3, 20XX.
- Print a Balance Sheet as of December 3, 20XX.
- Print the Journal using the "All Dates" date range
- Print the General Ledger using the "All Dates" date range
  - The order in which your transactions appear, along with item numbers (such as check numbers, invoice numbers, etc.) may be different from any answer keys. As long as all of the transactions have been entered, the order of entry does not matter.