

Homework Assignment

Project 1 - Introductions

This Project's *Homework Assignment* focuses on explaining how QuickBooks Online™ actually works and how we will work through this course.

Step	Directions / Question	Answer
1	Access the QBO Test Drive company at https://qbo.intuit.com/redirect/testdrive	
2	Extend the "Log Out" time <ul style="list-style-type: none"> • Click the Settings Gear (top right) • Select Account and Settings > Advanced tab • In the Other Preferences section, click the pencil icon to edit • Change the "Sign me out if inactive for" time to 3 hours • Click Save and Done • Return to the Dashboard 	
3	How can you change the display of QBO from the setup for Business Owners to Accountants? (For this course, will always view as Accountants)	
4	From the Dashboard in the Tasks section, click the "GO" button next to "Remind your customers about unpaid invoices". What is the total balance of Unpaid Invoices in the last 365 days that are " Overdue "?	
5	Viewing the Reports menu, which 3 reports are currently set up as "Favorites"?	
6	In the Dashboard's Shortcuts section... How many icons are shown?	
7	In the Bank Accounts section, what four accounts are listed?	
8	In the left menu, select Expenses , and then Vendors . Click on the name <i>Hicks Hardware</i> . What is the zip code for this Vendor?	
9	From the list of Vendors , how much is owed to Robertson & Associates ?	

10	In the Navigation menu (on the left), select Transactions , and then Chart of Accounts . (If necessary, click the green button that says, <i>See Your Chart of Accounts</i> .) What is the QuickBooks Balance for the checking account?	
11	From the Chart of Accounts , what is the QuickBooks Balance for the Undeposited Funds account?	
12	In the left menu, select Sales , and then Estimates . What is the status of Estimate to <i>Paulsen Medical Supplies</i> ?	
13	In the left menu, select Sales , and then Products and Services . What is the amount of the difference between the Cost and the Sales Price for the Rock Fountain with the SKU "R154-88"?	
14	In the left menu, select Sales , and then Customers . What is the street number for the <i>Freeman Sporting Goods</i> located on <i>Twin Lane</i> ?	
15	From the list of Customers , what is <i>Travis Waldron's</i> Open Balance ?	

* As of 4/10/2024

IMPORTANT NOTE: Because you are working with a "live" company Test Drive file, Intuit may change answers without notice. If you have questions or need assistance, reach out to the bsnsAtlas.com team in our private Facebook group at:

www.facebook.com/groups/bsnsAtlas