Homework Assignment
Project 9 – References Section

This Project's Homework Assignment focuses on the Odds and Ends of QBO topics that were not included in previous Projects, including **1099** Setup, the difference between **Voiding** and **Deleting**, the **Audit Log**, and creating Items lists that are "subs".

Homework Assignments will only review materials you have already learned, but they may cover materials from earlier Projects along with current content.

Remember that you can always go back to earlier Projects if you need help.

Step	Directions / Question	Answer
1	Access the QBO Test Drive company at https://qbo.intuit.com/redir/testdrive	
2	After opening the Test Drive company: • Extend the *Log Out* time to **3 hours**	
3	Using the **Vendor** list, make sure the following **Vendors** are flagged to *Track payments for 1099* (don't worry about Tax ID numbers): Hint: There should be a column with checkmarks. • Brosnahan Insurance Agency • Diego's Road Warrior Bodyshop • Tony Rondonuwu	
4	From the **Reports** page, Open a *1099 Contractor Balance Summary* report and make sure it is set to **All Dates**. Either print or save the image to compare with the *Answer Sheet* provided at the end of the *Homework Assignment*. Label it as: ***Project 09 – Step 04 – 1099 Contractor Balance Summary***	
5	How many **Vendors** are listed on the report and what is the balance for each?	
6	**Void** or **Delete** the following items as indicated: • **Check** #75 to *Hick's Hardware* – **Void** • **Invoice** #1027 to *Bill's Windsurf Shop* – **Void** • **Bill** for $75 to *Books by Bessie* – **Delete** Remember to use the **Search** function, if needed. Also, ignore any warnings about items being connected to other transactions.	

7	Open the **Audit Log** and, Set **Events** to only show *Deleted/Voided transactions* and **Date Changed** to *Today*.	
8	How many items are listed on the report?	
09	From the **Customers** list, create two sub-customers under *Mark Cho;* one titled *Mark Cho - Residence* and one titled *Mark Cho - Business*. **HINT:** After opening the **New Customer** window, <u>FIRST</u> enter the *Customer display name* for the sub-customer and <u>THEN</u> turn on checkmark in the *Is a sub-customer* checkbox and select *Mark Cho* leaving *Bill parent customer* checked. This will copy most of the other **Customer** information for you. Leave all address and contact information the same. You will just need to change the *Name to print on checks* to *Mark Cho*.	
10	From the **Reports** page, Open a *Customer Contact List* report and **Switch to class view**. Using the Customize button, filter the report to show all of *Mark Cho*'s accounts and sub-accounts and **Run** the report. Either print or save the image to compare with the *Answer Sheet* provided at the end of the *Homework Assignment*. When finished, select **Save and Close**. Label it as: ***Project 09 – Step 10 – Customer Contact List (Mark Cho)***	
11	Locate and open **Invoice** #1025 for *Amy's Bird Sanctuary* in the amount of $205.00. Use the *Transaction Journal* option (located in the **More** menu at the bottom) and **Switch to classic view**. Either print or save the image to compare with the *Answer Sheet* provided at the end of the *Homework Assignment*. Label it as: ***Project 09 – Step 11 – Journal***	
12	How many individual amounts are included in the *Credit* column of the report and what are those amounts?	
13	What is the *Account* name(s) used in the debited and the amount(s)?	

14	What is the date of the entry?	

* **As of 04/10/2024**

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