

Homework Assignment **with ANSWER KEY\*** (as of 4/10/2024)

## Project 2 – QuickBooks Online™ Setup

This Project’s Homework Assignment focuses on navigating QBO and understanding where information is organized. Later assignments will include entering data and associated activities.

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 <a href="https://qbo.intuit.com/redirect/testdrive">https://qbo.intuit.com/redirect/testdrive</a>	
2	Extend the “Log Out” time <ul style="list-style-type: none"> <li>• Click the Settings <b>Gear</b> (top right)</li> <li>• Select <b>Account and Settings &gt; Advanced</b> tab</li> <li>• In the <b>Other Preferences</b> section, click the <b>pencil icon</b> to edit</li> <li>• Change the “<b>Sign me out if inactive for</b>” time to <b>3 hours</b></li> <li>• Click <b>Save</b> and <b>Done</b></li> <li>• Return to the <b>Dashboard</b></li> </ul>	
3	Open the <b>All Lists</b> window from the Settings <b>Gear</b> .  Not counting <b>Product Categories</b> , how many lists are included? List them.	<ol style="list-style-type: none"> <li>1. <b>Chart of Accounts</b></li> <li>2. <b>Recurring Transactions</b></li> <li>3. <b>Products and Services</b></li> <li>4. <b>Custom Form Styles</b></li> <li>5. <b>Payment Methods</b></li> <li>6. <b>Terms</b></li> <li>7. <b>Attachments</b></li> <li>8. <b>Tags</b></li> <li>9. <b>Custom Fields</b></li> </ol>
4	In the <b>Taxes</b> option in the <b>Navigation</b> menu (left column), what are the three sub-menu options?	<ul style="list-style-type: none"> <li>• <b>Sales Tax</b></li> <li>• <b>Income Tax</b></li> <li>• <b>1099 Filings</b></li> </ul>
5	What are the sub-menu options listed under <b>Transactions</b> in the <b>Navigation</b> menu?	<ul style="list-style-type: none"> <li>• <b>Bank transactions</b></li> <li>• <b>App transactions</b></li> <li>• <b>Receipts</b></li> <li>• <b>Reconcile</b></li> <li>• <b>Rules</b></li> <li>• <b>Chart of Accounts</b></li> <li>• <b>Recurring Transactions</b></li> </ul>

6	From the <b>Dashboard</b> , change the time frame in the <b>Expenses</b> block to <i>This Year To Date</i> . What is the total amount of <i>Maintenance and Repair</i> so far this year? (hover your cursor)	• <b>\$940 *</b>
7	From the <b>Bank Accounts</b> block on the same page, how many items are there in the <b>Checking</b> account that <i>need to be reviewed</i> ?	<b>25 *</b>
8	For the next steps, you will be making changes to the basic setup of the company file. To access these changes, you will be working in the <b>Account and Settings</b> options under the settings <b>Gear</b> . Open that window. <ul style="list-style-type: none"> <li>In the <b>Contact Info</b> section of the <b>Company</b> tab, <ul style="list-style-type: none"> <li>Change the <b>Customer-facing email</b> to <a href="mailto:CustomerNoReply@quickbooks.com">CustomerNoReply@quickbooks.com</a></li> <li>Change the <b>Company phone</b> to 916-555-1212</li> <li>Change the <b>Website</b> to <a href="http://www.bsnsAtlas.com">www.bsnsAtlas.com</a></li> </ul> </li> </ul>	
9	What is the <b>Company Address</b> for the Test Drive company?	<b>123 Sierra Way, San Pablo, CA 87999</b>
10	Still in the <b>Account and Settings</b> window, <ul style="list-style-type: none"> <li>In the <b>Advanced</b> tab, turn on the <i>Enable account numbers</i> in the <b>Chart of Accounts</b> section. Make sure <i>Show account numbers</i> is also turned on.</li> </ul>	
11	On this same page but in different sections, what is the first month of the fiscal year?	<b>January</b>
12	Also, in a different section, what income account is the <i>Billable expense income account</i> set to?	<b>Billable Expense Income</b>
13	Still in the <b>Account and Settings</b> window, under the <b>Sales</b> tab, is <i>Tags</i> turned On or Off?	<b>On</b>
14	From the <b>Dashboard</b> , select <b>Customers</b> under the <b>Sales</b> menu item. <ul style="list-style-type: none"> <li>Click on the Customer <i>Jeff's Jalopies</i></li> <li>Select <b>View/Edit</b> in the pull-down menu (on the far right side of the screen) on <i>Invoice #1022</i></li> <li>At the bottom, click on <b>Print or Preview</b> and a view of the <b>Invoice</b> will open up</li> </ul> <p>Either print or save the image to compare with the <i>Answer Sheet</i> provided at the end of the <i>Homework Assignment</i>. When finished, close out of the invoice and return to the Dashboard.</p> <p>Label it as: <b>Project 02 – Step 45 – Invoice</b> Compare printout with answer report</p>	

15	<p>From the <b>Navigation menu on the left</b>, select <b>Reports</b>.</p> <ul style="list-style-type: none"><li>• In the search window at the top, search for the report named <i>Account List</i> and open it.</li><li>• Click on <b>Export/Print</b> button at the top of the report and <b>Print/Save as PDF</b>.</li></ul> <p>Either print or save the image to compare with the <i>Answer Sheet</i> provided at the end of the <i>Homework Assignment</i>.</p> <p>Label it as: <b>Project 02 – Step 15 – Account List</b> Compare printout with answer report</p> <ul style="list-style-type: none"><li>• <b>Note</b> – <i>There will not be any account numbers shown (the Test Drive company doesn't use them), but there should be a column for Account #.</i></li></ul>
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\* 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](https://www.bsnsAtlas.com) team in our private Facebook group at:

[www.facebook.com/groups/bsnsAtlas](https://www.facebook.com/groups/bsnsAtlas)

# ANSWER KEY - Project 02 - Step 14 - Invoice

## Craig's Design and Landscaping Services

123 Sierra Way

San Pablo, CA 87999

[CustomnerNoReply@quickbooks.com](mailto:CustomnerNoReply@quickbooks.com)

[www.bsnsAtlas.com](http://www.bsnsAtlas.com)

# INVOICE

### BILL TO

Jeff Chin

Jeff's Jalopies

12 Willow Rd.

Menlo Park, CA 94305

INVOICE # 1022

DATE 02/11/2024

DUE DATE 03/12/2024

TERMS Net 30

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Gardening	Weekly Gardening Service	3	25.00	75.00T

Thank you for your business and have a great day!

SUBTOTAL	75.00
TAX (8%)	6.00
TOTAL	81.00
BALANCE DUE	<b>\$81.00</b>

Review all content but highlighted areas show specific items that were covered in the assignment.





# Craig's Design and Landscaping Services

## Account List

### Answer Key - Project 02 – Step 15 – Account List

ACCOUNT #	FULL NAME	ACCOUNT TYPE	ACCOUNT SUBTYPE	DESCRIPTION	TOTAL BALANCE
--	Checking	Bank	Checking	--	\$1,201.00
--	Savings	Bank	Savings	--	\$800.00
--	Accounts Receivable (A/R)	Accounts receivable (A/R)	Accounts Receivable (A/R)	--	\$5,281.52
--	Inventory Asset	Other Current Assets	Inventory	--	\$596.25
--	Prepaid Expenses	Other Current Assets	Prepaid Expenses	--	--
--	Uncategorized Asset	Other Current Assets	Other current assets	--	--
--	Undeposited Funds	Other Current Assets	Undeposited Funds	--	\$2,062.52
--	Truck	Fixed Assets	Vehicles	--	\$13,495.00
--	Truck:Depreciation	Fixed Assets	Accumulated depreciation on property, plant and equipment	--	--
--	Truck:Original Cost	Fixed Assets	Vehicles	--	\$13,495.00
--	Accounts Payable (A/P)	Accounts payable (A/P)	Accounts Payable (A/P)	--	-\$1,602.67
--	Mastercard	Credit Card	Credit Card	--	-\$157.72
--	Visa	Credit Card	Credit Card	--	--
--	Arizona Dept. of Revenue Payable	Other Current Liabilities	Sales and service tax payable	--	\$0.00
--	Board of Equalization Payable	Other Current Liabilities	Sales and service tax payable	--	-\$370.94
--	Loan Payable	Other Current Liabilities	Current Liabilities	--	-\$4,000.00
--	Notes Payable	Long Term Liabilities	Other non-current liabilities	--	-
--	Opening Balance Equity	Equity	Opening Balance Equity	--	\$9,337.50
--	Retained Earnings	Equity	Retained Earnings	--	--
--	Billable Expense Income	Income	Service/Fee Income	--	--
--	Design income	Income	Other Primary Income	--	--
--	Discounts given	Income	Discounts/Refunds Given	--	--
--	Fees Billed	Income	Service/Fee Income	--	--
--	Landscaping Services	Income	Other Primary Income	--	--
--	Landscaping Services:Job Materials	Income	Other Primary Income	--	--
--	Landscaping Services:Job Materials:Decks and Patios	Income	Other Primary Income	--	--
--	Landscaping Services:Job Materials:Fountains and Garden Lighting	Income	Other Primary Income	--	--
--	Landscaping Services:Job Materials:Plants and Soil	Income	Other Primary Income	--	--
--	Landscaping Services:Job Materials:Sprinklers and Drip Systems	Income	Other Primary Income	--	--
--	Landscaping Services:Labor	Income	Other Primary Income	--	--
--	Landscaping Services:Labor:Installation	Income	Other Primary Income	--	--
--	Landscaping Services:Labor:Maintenance and Repair	Income	Other Primary Income	--	--
--	Other Income	Income	Other Primary Income	--	--
--	Pest Control Services	Income	Other Primary Income	--	--
--	Refunds-Allowances	Income	Discounts/Refunds Given	--	--
--	Sales of Product Income	Income	Sales of Product Income	--	--
--	Services	Income	Service/Fee Income	--	--
--	Unapplied Cash Payment Income	Income	Unapplied Cash Payment Income	--	--
--	Uncategorized Income	Income	Service/Fee Income	--	--
--	Cost of Goods Sold	Cost of Goods Sold	Supplies and materials - COS	--	--
--	Advertising	Expenses	Advertising/Promotional	--	--
--	Automobile	Expenses	Auto	--	--

ACCOUNT #	FULL NAME	ACCOUNT TYPE	ACCOUNT SUBTYPE	DESCRIPTION	TOTAL BALANCE
--	Automobile:Fuel	Expenses	Auto	--	--
--	Bank Charges	Expenses	Bank charges	--	--
--	Commissions & fees	Expenses	Other Miscellaneous Service Cost	--	--
--	Disposal Fees	Expenses	Other Miscellaneous Service Cost	--	--
--	Dues & Subscriptions	Expenses	Dues and Subscriptions	--	--
--	Equipment Rental	Expenses	Equipment rental	--	--
--	Insurance	Expenses	Insurance	--	--
--	Insurance:Workers Compensation	Expenses	Insurance	--	--
--	Job Expenses	Expenses	Other Miscellaneous Service Cost	--	--
--	Job Expenses:Cost of Labor	Expenses	Other Miscellaneous Service Cost	--	--
--	Job Expenses:Cost of Labor:Installation	Expenses	Other Miscellaneous Service Cost	--	--
--	Job Expenses:Cost of Labor:Maintenance and Repairs	Expenses	Other Miscellaneous Service Cost	--	--
--	Job Expenses:Equipment Rental	Expenses	Equipment rental	--	--
--	Job Expenses:Job Materials	Expenses	Supplies and materials	--	--
--	Job Expenses:Job Materials:Decks and Patios	Expenses	Supplies and materials	--	--
--	Job Expenses:Job Materials:Fountain and Garden Lighting	Expenses	Supplies and materials	--	--
--	Job Expenses:Job Materials:Plants and Soil	Expenses	Supplies and materials	--	--
--	Job Expenses:Job Materials:Sprinklers and Drip Systems	Expenses	Supplies and materials	--	--
--	Job Expenses:Permits	Expenses	Other Miscellaneous Service Cost	--	--
--	Legal & Professional Fees	Expenses	Legal and professional fees	--	--
--	Legal & Professional Fees:Accounting	Expenses	Legal and professional fees	--	--
--	Legal & Professional Fees:Bookkeeper	Expenses	Legal and professional fees	--	--
--	Legal & Professional Fees:Lawyer	Expenses	Legal and professional fees	--	--
--	Maintenance and Repair	Expenses	Repair and maintenance	--	--
--	Maintenance and Repair:Building Repairs	Expenses	Repair and maintenance	--	--
--	Maintenance and Repair:Computer Repairs	Expenses	Repair and maintenance	--	--
--	Maintenance and Repair:Equipment Repairs	Expenses	Repair and maintenance	--	--
--	Meals and Entertainment	Expenses	Meals and entertainment	--	--
--	Office Expenses	Expenses	Office/General Administrative Expenses	--	--
--	Promotional	Expenses	Advertising/Promotional	--	--
--	Purchases	Expenses	Supplies and materials	--	--
--	Rent or Lease	Expenses	Rent or Lease of Buildings	--	--
--	Stationery & Printing	Expenses	Office/General Administrative Expenses	--	--
--	Supplies	Expenses	Supplies and materials	--	--
--	Taxes & Licenses	Expenses	Taxes Paid	--	--
--	Travel	Expenses	Travel	--	--
--	Travel Meals	Expenses	Travel meals	--	--
--	Unapplied Cash Bill Payment Expense	Expenses	Unapplied Cash Bill Payment Expense	--	--
--	Uncategorized Expense	Expenses	Other Miscellaneous Service Cost	--	--
--	Utilities	Expenses	Utilities	--	--
--	Utilities:Gas and Electric	Expenses	Utilities	--	--
--	Utilities:Telephone	Expenses	Utilities	--	--
--	Interest Earned	Other Income	Interest earned	--	--
--	Other Portfolio Income	Other Income	Other Miscellaneous Income	--	--
--	Depreciation	Other Expense	Depreciation	--	--
--	Miscellaneous	Other Expense	Other Expense	--	--
--	Penalties & Settlements	Other Expense	Penalties and settlements	--	--