

Homework Assignment with ANSWER KEY* (as of 04/10/2024)

Project 8 – Customization / Saving Time

This Project's Homework Assignment focuses on many of the ways a user can customize QBO and tools available to save time when working, including how to set up multiple **Locations, Classes, Recurring Transactions**, as well as how to **Customize** forms and manage **Receipt** uploads.

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/redirect/testdrive	
2	After opening the Test Drive company: <ul style="list-style-type: none"> Extend the <i>Log Out</i> time to 3 hours 	
3	From the Dashboard , Open the GEAR and then select <i>Additional Information</i> to show the <i>Keyboard Shortcuts</i>	
4	What is your Company ID?	Answers will vary based on your access date and time.
5	When working on a Main Page, what do you press to open the window to record a payment that's been received?	<ul style="list-style-type: none"> For PC – CTRL + ALT + R For Mac – CTRL + OPT + R
6	<p>In the Settings Gear, Open the Advanced tab in the Account and Settings and</p> <ul style="list-style-type: none"> Turn On the Track Locations option in the Categories section Change the name of the <i>Location label</i> to Store <p>Open All Lists menu and select Properties – (You may need to refresh your screen to see <i>Properties</i> instead of <i>Locations</i>.) Create two new Stores with the following information:</p> <ul style="list-style-type: none"> Name: Waterfall Drive <ul style="list-style-type: none"> Different company name... Craig's on Waterfall Different address... 456 Waterfall Drive, San Pablo, CA 87998 Name: Thurwell Avenue <ul style="list-style-type: none"> Different company name... Craig's on Thurwell Different address... 987 Thurwell Avenue, San Pablo, CA 87997 	

7	<p>Open All Lists menu under the Gear and select Custom Form Styles and edit the Standard form with the following information in the Content section:</p> <p>In the Header section:</p> <ul style="list-style-type: none"> • Turn On the checkbox for <i>Shipping</i> <p>In the Account Summary section:</p> <ul style="list-style-type: none"> • Turn On the checkbox for <i>Include Quantity and Rate</i> under the <i>Description</i> box • And make sure the individual boxes for <i>Quantity</i> and <i>Rate</i> no longer have checks <p>In the Footer section:</p> <ul style="list-style-type: none"> • Change the <i>Message to customer on Invoices and other sales forms</i> to “<i>Thanks for all your support and business!</i>” • Set the font size for that message box to be 12pt
8	<p>Create a new Invoice with the following information:</p> <ul style="list-style-type: none"> • Customer: Amy’s Bird Sanctuary • Date: Today’s date • Store: Thurwell Avenue • Ship via: UPS • Shipping date: Tomorrow’s date • Tracking number: 08513672256 • Product/Service: Rocks • Qty: 20 • Rate: \$11.56 (<i>taxable in California at 8%</i>) • Discount: 11% • NOTE: Ignore any Billable Time information that may pop up in the right column <p>SAVE the invoice and then 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>When finished, select Save and Close. Label it as: Project 08 – Step 08 – Invoice Compare printout with answer report</p>
9	<p>What is the total amount of <i>Rocks</i> after the Discount but before Sales Tax?</p> <p>\$205.77 * <i>\$231.20 (rocks) minus \$25.43 (discount)</i></p>
10	<p>Create a new Bill with the following information:</p> <ul style="list-style-type: none"> • Vendor: Cigna Health Care • Bill Date: Today’s date • Store: Waterfall Drive • Category: Workers Compensation • Description: Annual W/C insurance • Amount: \$1,756.09 (<i>not Billable, not Taxable, no Customer name</i>)

	<p>AFTER saving the Bill (but keep it open), make the Bill recurring by adding the following information to the new fields:</p> <ul style="list-style-type: none"> • Template Name: Cigna Health Care – Annual • Type: Reminder (<i>30 days before the transaction date</i>) • Interval: Yearly on March 15th beginning NEXT year (<i>no End date</i>) <p>When finished, select Save Template</p>	
11	<p>From the Reports menu, Open a <i>Recurring Template List</i>.</p> <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, select Save and Close.</p> <p>Label it as: Project 08 – Step 11 – Recurring Template List Compare printout with answer report</p>	
12	How many recurring items are <i>Scheduled</i> in the list?	<p>1. Bill for Monthly Building Lease * 2. Bill for Telephone Bill *</p>
13	What is the total amount of <i>Scheduled</i> items?	<p>\$974.36 *</p> <ul style="list-style-type: none"> • <i>Hall Properties - \$900.00 *</i> • <i>Cal Telephone - \$74.36 *</i>
14	What is the total amount of <i>Reminder</i> items?	<p>\$1,756.09 * <i>Cigna Health Care - Annual</i></p>
15	From Bank Account section of your Dashboard , what is the amount difference between the balance your QuickBooks™ is showing, and the balance your Bank is showing?	<p>\$4,822.93 difference * QB balance of \$1,201.00 and an overdrawn bank balance of \$-3,621.93</p>

* 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](https://www.bsnsAtlas.com) team in our private Facebook group at:

www.facebook.com/groups/bsnsAtlas

Craig's on Thurwell

987 Thurwell Ave
San Pablo, CA 87997
noreply@quickbooks.com

INVOICE

BILL TO

Amy Lauterbach
Amy's Bird Sanctuary
4581 Finch St.
Bayshore, CA 94326

SHIP TO

Amy Lauterbach
Amy's Bird Sanctuary
4581 Finch St.
Bayshore, CA 94326

INVOICE # 1038

DATE 04/01/2024
DUE DATE 05/01/2024
TERMS Net 30

SHIP DATE

04/02/2024

SHIP VIA

UPS

TRACKING NO.

08513672256

DATE	ACTIVITY	DESCRIPTION	AMOUNT
	Rocks	Garden Rocks, 20 @ \$11.56	231.20T

Thanks for all your support and business!

SUBTOTAL	231.20
DISCOUNT 11%	-25.43
TAX (8%)	16.46
TOTAL	222.23
BALANCE DUE	\$222.23

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



Craig's Design and Landscaping Services

Recurring Template List

Answer Key - Project 08 – Step 11 – Recurring Template List

TRANSACTION TYPE	TEMPLATE NAME	PREVIOUS DATE	NEXT DATE	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Scheduled							
Bill	Monthly Building Lease		03/19/2024	Hall Properties		Accounts Payable (A/P)	-900.00
Bill	Telephone Bill		03/19/2024	Cal Telephone		Accounts Payable (A/P)	-74.36
Total for Scheduled							\$ -974.36
Reminder							
Bill	Cigna Health Care - Annual		03/15/2025	Cigna Health Care		Accounts Payable (A/P)	-1,756.09
Total for Reminder							\$ -1,756.09

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

