

**NAME \_\_\_\_\_ KEY \_\_\_\_\_**

# **QUICKBOOKS® 2015: A COMPLETE COURSE**

## **SECTION 1 PRACTICE SET EXAM TRANSMITTAL:**

### **YOUR NAME AT YOUR SERVICE**

The following documents and reports should be printed and attached to the students' transmittal sheets.

Note: Printing Payment Receipts and Bills is not required within the chapter but may be printed if you wish. They are provided here in case you want them printed.

When paying bills and printing a batch of checks, checks may be in a different order than shown below. As long as the checks are printed to the correct vendors and have the correct amounts, do not be concerned if the check numbers are not an exact match.

Invoice 46: Carol LeGrand, \$2,800.00  
Sales Receipt 25: Drake Evans, \$580.00  
Payment Receipt: Ricardo Sanchez, \$1,000.00 (Optional)  
Petty Cash QuickReport, February 1, 2015, \$59.52  
Check 11: Elegant Florist, \$75.00  
Deposit Summary, February 1, 2015, \$1,580.00  
Credit Memo: Bruin Stationers, \$25.00  
Bill: Westwood Automotive, \$35.00 (Optional)  
Check 12: Bruin Stationers, \$425.00  
Trial Balance, February, 2015, \$91,334.19  
Profit & Loss, February 1, 2015, \$3,245.00  
Balance Sheet, February 1, 2015, \$80,419.19  
Vendor Balance Detail, All Transactions, \$3,175.00  
Customer Balance Detail, All Transactions, \$7,020.00  
Journal, for February 1, 2015, \$11,545.00

**NAME \_\_\_\_\_**

# **QUICKBOOKS® 2015: A COMPLETE COURSE**

## **SECTION 1 PRACTICE SET EXAM TRANSMITTAL:**

### **YOUR NAME AT YOUR SERVICE**

Check the items below as you complete and/or print them; then attach the documents and reports in the order listed when you submit them to your instructor. Printing is optional for Payment Receipts and Bills (unless your instructor requires them to be printed); however, they are included on the transmittal sheet so they can be checked as they are completed.

(Note: When paying bills and printing a batch of checks, your checks may be in a different order than shown below. As long as you print the checks to the correct vendors and have the correct amounts, do not be concerned if your check numbers are not an exact match.)

- ☐ Invoice 46: Carol LeGrand
- ☐ Sales Receipt 25: Drake Evans
- ☐ Payment Receipt: Ricardo Sanchez (Optional)
- ☐ Petty Cash QuickReport, February 1, 2015
- ☐ Check 11: Elegant Florist
- ☐ Deposit Summary, February 1, 2015
- ☐ Credit Memo: Bruin Stationers
- ☐ Bill: Westwood Automotive (Optional)
- ☐ Check 12 Bruin Stationers
- ☐ Trial Balance, February, 2015
- ☐ Profit & Loss, February 1, 2015
- ☐ Balance Sheet, February 1, 2015
- ☐ Vendor Balance Detail, All Transactions
- ☐ Customer Balance Detail, All Transactions
- ☐ Journal, for February 1, 2015

# NAME \_\_\_\_\_

## QUICKBOOKS® 2015: A COMPLETE COURSE

### SECTION 1 PRACTICE SET EXAM:

### YOUR NAME AT YOUR SERVICE

Continue to use the company Your Name At Your Service that you used in the practice set. If necessary, restore your Service (Backup Complete).qbb file. The exam continues to record transactions for the company for February, 2015. Enter the following transactions and print transactions and reports when possible.

#### 02/01/2015

- ▶ Change the hourly rate for **Household Chores** to **\$30**
- ▶ Add a new item: Type: **Service**, Name: **Catering**, Description: **Event Catering**, Rate: **40.00**, Account: **Services**
- ▶ Add a new customer, new terms, and enter the following transaction:
  - Carol LeGrand, 7928 Baylor Avenue, Brentwood, CA 90012, Main Phone: 310-555-2316, Payment Terms: Net 20 (add the new terms), Preferred Delivery Method: None
  - Carol asked for help repairing kitchen cabinet doors, organizing her kitchen, planning a party, shopping for party supplies, and taking her dog to the vet. Bill her for 20 hours repair service, 24 hours household chores, 10 hours party planning, 5 hours shopping, and 3 hours transportation.
- ▶ Cash sale made to Drake Evans for a party to be held this evening—4 hours party planning, 4 hours shopping, and 6 hours catering. Received Check 7621.
- ▶ Received a partial payment (leave as underpayment) on account from Dr. Sanchez for \$1,000, Check 3015.
- ▶ Used Petty Cash to pay for a contribution of \$25 to a charitable organization helping the homeless. Print a Petty Cash QuickReport.
- ▶ Edit the 01/30/15 adjusting entry for Office Supplies Used. The amount of supplies used should be \$125.00. Remember to adjust the amount of Net Income/Owner's Equity.
- ▶ Wrote a check to pay the bill received from a new florist, Elegant Florist (7295 Wilshire Boulevard, Beverly Hills, CA 90210, Main Phone 310-555-7788) for flowers for the office, \$75.00. (Make sure the Bank Account used is Checking.) Print Check 11.
- ▶ You invest an additional \$5,000 in the business.
- ▶ Deposit all cash and checks received and print a Deposit Summary.
- ▶ Received Credit 2345 of \$25 from Bruin Stationers for the return of damaged paper.
- ▶ Changed the oil on the company car, received Bill 3915 from Westwood Automotive, \$35.00.
- ▶ Pay all bills due on or before 02/01/2015. Apply applicable credits. Print Check(s).

- ▶ Trial Balance for 02/01/2015 through 02/01/2015.
  - ▶ Profit & Loss (Standard) for 02/01/2015 through 02/01/2015.
  - ▶ Balance Sheet (Standard) as of 02/01/2015.
  - ▶ Vendor Balance Detail for All Transactions.
  - ▶ Customer Balance Detail for All Transactions.
  - ▶ Journal for 02-01-2015 through 02-01-2015
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Answer the following questions in the space provided. For transactions prior to 02/01/10 refer to your printouts for the Your Name At Your Service Practice Set.

1. Total of the Trial Balance of 1/6/2015 \_\_\_\_\_
2. Cleared Balance on the Reconciliation Detail Report, January 31, 2015 \_\_\_\_\_
3. Total of the Journal for January 1-31, 2015 \_\_\_\_\_
4. Total amount of the 02/01/2015 check to Bruin Stationers \_\_\_\_\_
5. Amount of adjusting entry to transfer Net Income into Owner's Equity after the change to office supplies on February 1, 2015. \_\_\_\_\_
6. Total of Vendor Balance Detail Report for 02/01/2015 \_\_\_\_\_
7. Total of Customer Balance Detail Report for 02/01/2015 \_\_\_\_\_
8. Total of the bank deposit on 02/01/2015 \_\_\_\_\_
9. Profit & Loss Report Total Net Income for 02/01/2015 \_\_\_\_\_
10. Total Equity as of 02/01/2015 \_\_\_\_\_

NAME \_\_\_\_\_ KEY \_\_\_\_\_

# QUICKBOOKS 2015: A COMPLETE COURSE

## SECTION 1 PRACTICE SET EXAM:

### YOUR NAME AT YOUR SERVICE

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#### 02/01/2015

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  - Carol asked for help repairing kitchen cabinet doors, organizing her kitchen, planning a party, shopping for party supplies, and taking her dog to the vet. Bill her for 20 hours repair service, 24 hours household chores, 10 hours party planning, 5 hours shopping, and 3 hours transportation.
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- ▶ Received a partial payment (leave as underpayment) on account from Dr. Sanchez for \$1,000, Check 3015.
- ▶ Used Petty Cash to pay for a contribution of \$25 to a charitable organization helping the homeless. Print a Petty Cash QuickReport.
- ▶ Edit the 01/30/15 adjusting entry for Office Supplies Used. The amount of supplies used should be \$125.00. Remember to adjust the amount of Net Income/Owner's Equity.
- ▶ Wrote a check to pay the bill received from a new florist, Elegant Florist (7295 Wilshire Boulevard, Beverly Hills, CA 90210, Main Phone: 310-555-7788) for flowers for the office, \$75.00. (Make sure the Bank Account used is Checking.) Print Check 11.
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- ▶ Deposit all cash and checks received and print a Deposit Summary.
- ▶ Received Credit 2345 of \$25 from Bruin Stationers for the return of damaged paper.
- ▶ Changed the oil on the company car, received Bill 3915 from Westwood Automotive, \$35.00.
- ▶ Pay all bills due on or before 02/01/2015. Apply applicable credits. Print Check(s).

- ▶ Trial Balance for 02/01/2015 through 02/01/2015.
- ▶ Profit & Loss (Standard) for 02/01/2015 through 02/01/2015.
- ▶ Balance Sheet (Standard) as of 02/01/2015.
- ▶ Vendor Balance Detail for All Transactions.
- ▶ Customer Balance Detail for All Transactions.
- ▶ Journal for 02-01-2015 through 02-01-2015

Answer the following questions in the space provided. For transactions prior to 02/01/15 refer to your printouts for the Your Name At Your Service Practice Set.

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|--|------------------|
| 1. Total of the Trial Balance of 1/6/2015  | <u>69,280.00</u> |
| 2. Cleared Balance on the Reconciliation Detail Report, January 31, 2015   | <u>27,563.67</u> |
| 3. Total of the Journal for January 1-31, 2015   | <u>46,099.01</u> |
| 4. Total amount of the 02/01/2015 check to Bruin Stationers  | <u>425.00</u>    |
| 5. Amount of adjusting entry to transfer Net Income into Owner's Equity after the change to office supplies on February 1, 2015. | <u>6,192.20</u>  |
| 6. Total of Vendor Balance Detail Report for 02/01/2015  | <u>3,175.00</u>  |
| 7. Total of Customer Balance Detail Report for 02/01/2015  | <u>7,020.00</u>  |
| 8. Total of the bank deposit on 02/01/2015   | <u>1,580.00</u>  |
| 9. Profit & Loss Report Total Net Income for 02/01/2015  | <u>3,245.00</u>  |
| 10. Total Equity as of 02/01/2015  | <u>49,437.20</u> |

**For Instructor Use:**

<b><u>EXAM REPORT</u></b>	<b><u>TOTALS</u></b>
Report 1 Petty Cash QuickReport, 2-1-15	\$ 59.52
Report 2 Trial Balance, 2-1-15	91,334.19
Report 3 Profit & Loss, 2-1-15	3,245.00
Report 4 Balance Sheet, 2-1-15	80,419.19
Report 5 Vendor Balance Detail	3,175.00
Report 6 Customer Balance Detail	7,020.00
Report 7 Journal from 2-1-15 to 2-1-15	11,545.00