

## 2

## Preparing a Balance Sheet Using QuickBooks Accountant

Chapters 1-5 are designed to help students get a top-down view of QuickBooks Accountant as a user-oriented accounting program. Students can be expected to work through these on their own. In Chapter 2, students learn, in an interactive way, how to create balance sheets for different dates, investigate detail supporting balance sheet items, and print balance sheets for distribution.

### CHAPTER 2 QUESTIONS

1. QuickBooks Accountant has four preset Balance Sheet reports: Standard, Detail, Summary and Prev Year Comparison.
2. QuickBooks Accountant provides many time period alternatives for the balance sheet, including today, this week, last month, etc.
3. To create a balance sheet for a date other than the system date, enter a new date in the As of edit box in the Balance Sheet window or select an alternate time period in the Dates edit box.
4. To generate a balance sheet in QuickBooks Accountant, do the following:
  - a. Click Reports from the available menus.
  - b. Click Company & Financial from the sub menu shown.
  - c. Choose Balance Sheet Standard, Balance Sheet Detail, Balance Sheet Summary and Balance Sheet Prev Year Comparison from the sub menu provided.
5. To resize the columns of a balance sheet, click and hold the mouse over the small diamond-shaped symbols to the right or left of any column and drag to the right or left to increase or decrease the column's width.
6. Two different types of transactions are found in an Accounts Receivable Transactions by Account report: invoice and payment. The first represents the billing of a customer; the second represents the receipt of payment on account from that customer.
7. QuickZoom can provide more information from a balance sheet by providing detail which underlies a particular account balance. For instance, QuickZoom can be used to view transactions which support the Accounts Receivable account.
8. A manager might use the QuickZoom feature to view transactions which underlie the Cash account. In this case, the QuickZoom result identifies all transactions for the period that created the ending balance reported in the balance sheet.
9. A QuickBooks Accountant report can be modified in five ways:
  - a. Report dates can be changed.
  - b. From/To dates can be changed.
  - c. Report Basis can be either Accrual or Cash.
  - d. Columns can be changed from totals only to week, month, quarter, etc.

- e. Other columns can be added, such as previous period, previous year, etc.
- 10. You can add a column entitled % of column, which describes what percentage each asset, liability, and owners' equity account was of the total assets amount, using the Modify Report button on the balance sheet.

## CHAPTER 2 MATCHING

- f When selected in the Modify Report window, this check box requires QuickBooks Accountant to add a column representing the percentage of each item compared to total assets.
- i When selected in the Modify Report window, this check box requires QuickBooks Accountant to round amounts to the nearest whole dollar.
- j The start of the reporting period.
- a A financial statement reporting in detail the assets, liabilities, and equities of a business as of a certain date.
- g A process in which modified reports are saved for later use.
- h When selected in the Modify Report window, this check box requires QuickBooks Accountant to report amounts in thousands.
- b The end of the reporting period.
- d A QuickBooks Accountant feature that allows you to view the transaction details underlying amounts in a report.
- e A report generated when using QuickZoom.
- c A financial statement reporting in summary form the assets, liabilities, and equities of a business as of a certain date.

**CHAPTER 2 ASSIGNMENTS**

1. Creating a Summary Balance Sheet
  - a.

**Larry's Landscaping & Garden Supply**  
**Summary Balance Sheet**  
As of October 31, 2014

	<u>Oct 31, 14</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	122
Accounts Receivable	14
Other Current Assets	8
Total Current Assets	<u>144</u>
Fixed Assets	<u>12</u>
<b>TOTAL ASSETS</b>	<u><u>156</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	4
Credit Cards	1
Other Current Liabilities	4
Total Current Liabilities	<u>9</u>
Long Term Liabilities	<u>31</u>
Total Liabilities	41
Equity	<u>115</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>156</u></u>

b.

### Larry's Landscaping & Garden Supply Balance Sheet

As of October 31, 2014

	Oct 31, 14
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Checking	102
Cash Expenditures	0
Savings	20
Total Checking/Savings	122
Accounts Receivable	
Accounts Receivable	14
Total Accounts Receivable	14
Other Current Assets	
Prepaid Insurance	1
Employee advances	0
Inventory Asset	7
Total Other Current Assets	8
Total Current Assets	144
Fixed Assets	
Truck	12
Total Fixed Assets	12
<b>TOTAL ASSETS</b>	<b>156</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	4
Total Accounts Payable	4
Credit Cards	
CalOil Card	1
Total Credit Cards	1
Other Current Liabilities	
Payroll Liabilities	4
Payments on Account	-2
Sales Tax Payable	2
Total Other Current Liabilities	4
Total Current Liabilities	9
Long Term Liabilities	
Bank of Anycity Loan	20
Equipment Loan	4
Bank Loan	7
Total Long Term Liabilities	31
Total Liabilities	41
Equity	
Opening Bal Equity	152
Owner's Equity	-3
Retained Earnings	-40
Net Income	6
Total Equity	115
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>156</b>





## 3. Customizing a Balance Sheet

**Larry's Landscaping & Garden Supply**  
**Comparative Balance Sheet**

As of November 30, 2014

(\$ in 1,000's)

	Oct 31, 14	% of Column	Nov 30, 14	% of Column
<b>ASSETS</b>				
Current Assets				
Checking/Savings	122	79%	119	71%
Accounts Receivable	14	9%	26	16%
Other Current Assets	8	5%	10	6%
Total Current Assets	144	92%	155	93%
Fixed Assets	12	8%	12	7%
<b>TOTAL ASSETS</b>	<b>156</b>	<b>100%</b>	<b>167</b>	<b>100%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable	4	3%	10	6%
Credit Cards	1	1%	1	1%
Other Current Liabilities	4	3%	5	3%
Total Current Liabilities	9	6%	16	9%
Long Term Liabilities	31	20%	30	18%
Total Liabilities	41	26%	46	27%
Equity	115	74%	121	73%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>156</b>	<b>100%</b>	<b>167</b>	<b>100%</b>

## CHAPTER 2 CASE PROBLEM 1: SIERRA MARINA

1.

**Sierra Marina**  
**Balance Sheet**  
 As of July 31, 2007

	<u>Jul 31, 07</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Checking	52,016.48
Total Checking/Savings	52,016.48
Accounts Receivable	
Accounts Receivable	18,903.00
Total Accounts Receivable	18,903.00
Other Current Assets	
Employee Advances	10,000.00
Prepaid Advertising	6,000.00
Prepaid Insurance	23,000.00
Total Other Current Assets	39,000.00
Total Current Assets	109,919.48
Fixed Assets	
Land	100,000.00
Buildings and Improvements	175,000.00
Furniture and Equipment	35,000.00
Leasehold Improvements	45,000.00
Accumulated Depreciation	-215,000.00
Total Fixed Assets	140,000.00
Other Assets	
Security Deposits Asset	22,000.00
Total Other Assets	22,000.00
<b>TOTAL ASSETS</b>	<b><u>271,919.48</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	31,500.00
Total Accounts Payable	31,500.00
Other Current Liabilities	
Payroll Liabilities	5,728.75
Total Other Current Liabilities	5,728.75
Total Current Liabilities	37,228.75
Total Liabilities	37,228.75
Equity	
Owners Equity	222,000.00
Net Income	12,690.73
Total Equity	234,690.73
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>271,919.48</u></b>



2.

**Sierra Marina**  
**Summary Balance Sheet**  
 As of July 31, 2007

	Jul 31, 07
<b>ASSETS</b>	
Current Assets	
Checking/Savings	52,016.48
Accounts Receivable	18,903.00
Other Current Assets	39,000.00
Total Current Assets	109,919.48
Fixed Assets	140,000.00
Other Assets	22,000.00
<b>TOTAL ASSETS</b>	<b>271,919.48</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	31,500.00
Other Current Liabilities	5,728.75
Total Current Liabilities	37,228.75
Total Liabilities	37,228.75
Equity	234,690.73
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>271,919.48</b>

3.

**Sierra Marina**  
**Comparative Summary Balance Sheet**  
 As of July 31, 2007

	Jun 30, 07	% of Column	Jul 31, 07	% of Column
<b>ASSETS</b>				
Current Assets				
Checking/Savings	25,000	11%	52,016	19%
Accounts Receivable	0	0%	18,903	7%
Other Current Assets	18,000	8%	39,000	14%
Total Current Assets	43,000	19%	109,919	40%
Fixed Assets	157,000	71%	140,000	51%
Other Assets	22,000	10%	22,000	8%
<b>TOTAL ASSETS</b>	<b>222,000</b>	<b>100%</b>	<b>271,919</b>	<b>100%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable	0	0%	31,500	12%
Other Current Liabilities	0	0%	5,729	2%
Total Current Liabilities	0	0%	37,229	14%
Total Liabilities	0	0%	37,229	14%
Equity	222,000	100%	234,691	86%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>222,000</b>	<b>100%</b>	<b>271,919</b>	<b>100%</b>

4.

**Sierra Marina**  
**Transactions by Account**  
**As of July 31, 2007**

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>11000 · Accounts Receivable</b>								
Invoice	7/5/2007	1	Apple Computer			-SPLIT-	33,250.00	33,250.00
Invoice	7/17/2007	2	Microsoft			-SPLIT-	8,603.00	41,853.00
Invoice	7/30/2007	3	Yahoo			-SPLIT-	10,300.00	52,153.00
Payment	7/30/2007		Apple Computer			12000 · Undep...	-33,250.00	18,903.00
Total 11000 · Accounts Receivable							18,903.00	18,903.00
<b>TOTAL</b>							<b>18,903.00</b>	<b>18,903.00</b>

## CHAPTER 2 CASE PROBLEM 2: JENNINGS &amp; ASSOCIATES

1.

**Jennings & Associates**  
**Balance Sheet**  
 As of December 31, 2007

	Dec 31, 07
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
First Valley Savings & Loan	1,000.00
Union Bank Checking	2,590.00
<b>Total Checking/Savings</b>	3,590.00
<b>Accounts Receivable</b>	
Accounts Receivable	3,250.00
<b>Total Accounts Receivable</b>	3,250.00
<b>Total Current Assets</b>	6,840.00
<b>Fixed Assets</b>	
<b>Computer Equipment</b>	
Original Cost	4,000.00
Depreciation	-1,000.00
<b>Total Computer Equipment</b>	3,000.00
<b>Furniture</b>	
Original Cost	2,500.00
Depreciation	-500.00
<b>Total Furniture</b>	2,000.00
<b>Total Fixed Assets</b>	5,000.00
<b>TOTAL ASSETS</b>	<b>11,840.00</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	1,000.00
<b>Total Accounts Payable</b>	1,000.00
<b>Total Current Liabilities</b>	1,000.00
<b>Long Term Liabilities</b>	
Bank of San Martin	5,000.00
<b>Total Long Term Liabilities</b>	5,000.00
<b>Total Liabilities</b>	6,000.00
<b>Equity</b>	
Opening Bal Equity	3,590.00
Net Income	2,250.00
<b>Total Equity</b>	5,840.00
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>11,840.00</b>

2.

**Jennings & Associates**  
**Balance Sheet**  
**As of January 31, 2008**

	<u>Jan 31, 08</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
First Valley Savings & Loan	1,500.00
Union Bank Checking	158.94
<b>Total Checking/Savings</b>	<u>1,658.94</u>
Accounts Receivable	
Accounts Receivable	11,902.50
<b>Total Accounts Receivable</b>	<u>11,902.50</u>
<b>Other Current Assets</b>	
Interest Receivable	41.17
Inventory Asset	972.84
Prepaid Insurance	2,200.00
<b>Total Other Current Assets</b>	<u>3,214.01</u>
<b>Total Current Assets</b>	<u>16,775.45</u>
<b>Fixed Assets</b>	
Computer Equipment	
Original Cost	4,000.00
Depreciation	-1,083.33
<b>Total Computer Equipment</b>	<u>2,916.67</u>
Furniture	
Original Cost	2,500.00
Depreciation	-541.67
<b>Total Furniture</b>	<u>1,958.33</u>
<b>Total Fixed Assets</b>	<u>4,875.00</u>
<b>TOTAL ASSETS</b>	<u><u>21,650.45</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	6,184.00
<b>Total Accounts Payable</b>	<u>6,184.00</u>
<b>Other Current Liabilities</b>	
Payroll Liabilities	3,712.38
<b>Total Other Current Liabilities</b>	<u>3,712.38</u>
<b>Total Current Liabilities</b>	<u>9,896.38</u>
<b>Long Term Liabilities</b>	
Bank of San Martin	5,000.00
<b>Total Long Term Liabilities</b>	<u>5,000.00</u>
<b>Total Liabilities</b>	<u>14,896.38</u>
<b>Equity</b>	
Opening Bal Equity	3,590.00
Retained Earnings	2,250.00
Net Income	914.07
<b>Total Equity</b>	<u>6,754.07</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>21,650.45</u></u>

3.

### Jennings & Associates Transaction List by Date January 2008

Jan 08	Type	Date	Num	Name	Memo	Account	Cir	Split	Amount
	Payment	1/3/2008	337	AAA Appliance		Union Bank Checking		Accounts Rec...	100.00
	Payment	1/6/2008	1002	Fancy Yogurt Co.		Union Bank Checking		Accounts Rec...	500.00
	Bill Pmt -Check	1/6/2008	1251	Frank Mendez Prop...	Opening bala...	Union Bank Checking		Accounts Pay...	-700.00
	Bill Pmt -Check	1/6/2008	1252	General Telephone	Opening bala...	Union Bank Checking		Accounts Pay...	-75.00
	Bill	1/6/2008	1253	On-time Copy Shop	Opening bala...	Union Bank Checking		Accounts Pay...	-125.00
	Bill	1/8/2008		Frank Mendez Prop...		Accounts Payable		Rent	-700.00
	Bill	1/8/2008		KCRQ Radio		Accounts Payable		Radio Spots	-750.00
	Bill	1/9/2008		San Martin Water Di...		Accounts Payable		Water	-57.00
	Bill	1/9/2008		Walker Insurance Co.		Accounts Payable		Liability Insura...	-175.00
	Invoice	1/10/2008	1	Bob and Mary Schultz		Accounts Receivable		-SPLIT-	300.00
	Bill	1/10/2008		KCOY TV		Accounts Payable		TV Commerci...	-2,500.00
	Bill	1/11/2008		Pacific Electric Co.		Accounts Payable		Gas and Electric	-45.00
	Invoice	1/12/2008	2	Evelyn Walker Real ...		Accounts Receivable		-SPLIT-	390.00
	Bill	1/12/2008		Rex's Film Supply		Accounts Payable		Inventory Asset	-445.00
	Bill	1/13/2008		General Telephone		Accounts Payable		Telephone	-89.00
	Bill	1/13/2008		On-time Copy Shop		Accounts Payable		-SPLIT-	-100.00
	Payment	1/15/2008	150	Sally's Fabrics		Union Bank Checking		Accounts Rec...	200.00
	Paycheck	1/15/2008	1258	Cheryl P Boudreau		Union Bank Checking		-SPLIT-	-876.40
	Paycheck	1/15/2008	1259	Diane A Murphy		Union Bank Checking		-SPLIT-	-918.40
	Paycheck	1/15/2008	1260	Kelly A Jennings		Union Bank Checking		-SPLIT-	-1,359.73
	Payment	1/15/2008	215	Bob and Mary Schultz		Union Bank Checking		Accounts Rec...	800.00
	Bill	1/18/2008		Phoenix Computers		Accounts Payable		Computer Rep...	-95.00
	Bill	1/18/2008	1256	Federal Express		Accounts Payable		Postage and D...	-47.00
	Check	1/18/2008	1257	US Post Office		Union Bank Checking		Postage and D...	-62.00
	Check	1/18/2008		Chef Ricks		Union Bank Checking		Practice Devel...	-35.00
	Invoice	1/18/2008	3	Yaskar Farms		Accounts Receivable		-SPLIT-	1,612.50
	Bill Pmt -Check	1/20/2008	1254	Pacific Electric Co.	Opening bala...	Union Bank Checking		Accounts Pay...	-35.00
	Bill Pmt -Check	1/20/2008	1255	So. Cal Gas	Opening bala...	Union Bank Checking		Accounts Pay...	-65.00
	Payment	1/20/2008	659	AAA Appliance		Union Bank Checking		Accounts Rec...	275.00
	Payment	1/21/2008	2251	Ray's Chevron		Union Bank Checking		Accounts Rec...	75.00
	Payment	1/21/2008	850	Evelyn Walker Real ...		Union Bank Checking		Accounts Rec...	700.00
	Bill	1/22/2008		So. Cal Gas		Accounts Payable		Gas and Electric	-55.00
	Invoice	1/22/2008	4	Evelyn Walker Real ...		Accounts Receivable		-SPLIT-	200.00
	Invoice	1/23/2008	5	Big 10		Accounts Receivable		-SPLIT-	325.00
	Invoice	1/25/2008	6	AAA Appliance		Accounts Receivable		-SPLIT-	25.00
	Bill	1/27/2008		Banks Office Supply		Accounts Payable		Office Supplies	-26.00
	Invoice	1/28/2008	7	Sally's Fabrics		Accounts Receivable		-SPLIT-	4,375.00
	Payment	1/28/2008		Sally's Fabrics		Union Bank Checking		Accounts Rec...	4,375.00
	Payment	1/29/2008	852	Paulson		Union Bank Checking		Accounts Rec...	600.00
	Bill	1/29/2008		Rex's Film Supply		Accounts Payable		Inventory Asset	-825.00
	Bill	1/30/2008		Owen & Owen		Accounts Payable		Legal Fees	-275.00
	Bill	1/31/2008	455	Big 10		Union Bank Checking		Accounts Rec...	250.00
	Invoice	1/31/2008	8	Ray's Chevron		Accounts Receivable		-SPLIT-	650.00
	Paycheck	1/31/2008	1261	Cheryl P Boudreau		Union Bank Checking		-SPLIT-	-876.40
	Paycheck	1/31/2008	1262	Diane A Murphy		Union Bank Checking		-SPLIT-	-918.40
	Paycheck	1/31/2008	1263	Kelly A Jennings		Union Bank Checking		-SPLIT-	-1,359.73
	Invoice	1/31/2008	9	Fancy Yogurt Co.		Accounts Receivable		-SPLIT-	1,562.50
	Invoice	1/31/2008	10	Paulson		Accounts Receivable		-SPLIT-	1,950.00

**Jennings & Associates**  
**Transaction List by Date**  
 January 2008

Type	Date	Num	Name	Memo	Account	Cir	Split	Amount
Invoice	1/31/2008	11	Evelyn Walker Real ...		Accounts Receivable		-SPLIT-	4,275.00
General Journal	1/31/2008				Depreciation Expense		-SPLIT-	41.67
Check	1/31/2008	1264	Walker Insurance Co.		Union Bank Checking		Prepaid Insura...	-2,400.00
General Journal	1/31/2008				Liability Insurance		Prepaid Insura...	200.00
Check	1/31/2008	1265	First Valley Savings...		Union Bank Checking		First Valley Sa...	-500.00
General Journal	1/31/2008				Interest Receivable		Interest Income	41.17
Invoice	1/31/2008	12	Sally's Fabrics		Accounts Receivable		-SPLIT-	862.50

Jan 08

4.

(\$ in 1,000's)

**Jennings & Associates**  
**Summary Balance Sheet**  
As of January 31, 2008

	<u>Jan 31, 08</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	2
Accounts Receivable	12
Other Current Assets	<u>3</u>
<b>Total Current Assets</b>	17
<b>Fixed Assets</b>	<u>5</u>
<b>TOTAL ASSETS</b>	<u><u>22</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	6
Other Current Liabilities	<u>4</u>
<b>Total Current Liabilities</b>	10
<b>Long Term Liabilities</b>	<u>5</u>
<b>Total Liabilities</b>	15
<b>Equity</b>	<u>7</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>22</u></u>

5.

**Jennings & Associates**  
**Transactions by Account**  
**As of January 31, 2008**

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Accounts Payable</b>								
Bill Pmt -Check	1/6/2008	1251	Frank Mendez Prop...	Opening bala...		Union Bank C...	-700.00	1,000.00
Bill Pmt -Check	1/6/2008	1252	General Telephone	Opening bala...		Union Bank C...	-75.00	300.00
Bill Pmt -Check	1/6/2008	1253	On-time Copy Shop	Opening bala...		Union Bank C...	-125.00	225.00
Bill	1/8/2008		Frank Mendez Prop...			Rent	700.00	100.00
Bill	1/8/2008		KCRQ Radio			Radio Spots	750.00	800.00
Bill	1/9/2008		San Martin Water Di...			Water	57.00	1,550.00
Bill	1/9/2008		Walker Insurance Co.			Liability Insura...	175.00	1,607.00
Bill	1/10/2008		KCOY TV			TV Commerci...	2,500.00	1,782.00
Bill	1/11/2008		Pacific Electric Co.			Gas and Electric	45.00	4,282.00
Bill	1/12/2008		Rex's Film Supply			Inventory Asset	445.00	4,327.00
Bill	1/13/2008		General Telephone			Telephone	89.00	4,772.00
Bill	1/13/2008		On-time Copy Shop			-SPLIT-	100.00	4,861.00
Bill	1/18/2008		Phoenix Computers			Computer Rep...	95.00	5,056.00
Bill	1/18/2008		Federal Express			Postage and D...	47.00	5,103.00
Bill Pmt -Check	1/20/2008	1254	Pacific Electric Co.	Opening bala...		Union Bank C...	-35.00	5,068.00
Bill Pmt -Check	1/20/2008	1255	So. Cal Gas	Opening bala...		Union Bank C...	-65.00	5,003.00
Bill	1/22/2008		So. Cal Gas			Gas and Electric	55.00	5,058.00
Bill	1/27/2008		Banks Office Supply			Office Supplies	26.00	5,084.00
Bill	1/29/2008		Rex's Film Supply			Inventory Asset	825.00	5,909.00
Bill	1/30/2008		Owen & Owen			Legal Fees	275.00	6,184.00
Total Accounts Payable							5,184.00	6,184.00
<b>TOTAL</b>							<b>5,184.00</b>	<b>6,184.00</b>



## CHAPTER 2 CASE PROBLEM 3: JASON GALAS ATTORNEY AT LAW PC

1.

**Jason Galas Attorney at Law PC**  
**Balance Sheet**  
 As of January 31, 2012

	<u>Jan 31, 12</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Regular Checking Account	51,647
Money Market Savings	18,000
Total Checking/Savings	69,647
Accounts Receivable	
Accounts Receivable	82,621
Total Accounts Receivable	82,621
Other Current Assets	
Prepaid Expenses	14,000
Total Other Current Assets	14,000
Total Current Assets	166,268
Fixed Assets	
Automobiles	32,000
Equipment	37,000
Furniture	62,500
Leaseholds	18,000
Accum. Depreciation Automobile	-3,000
Accum. Depreciation Equipment	-7,000
Accum. Depreciation Furniture	-6,300
Accum. Depreciation Leaseholds	-8,000
Total Fixed Assets	125,200
<b>TOTAL ASSETS</b>	<b><u>291,468</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	9,200
Total Accounts Payable	9,200
Other Current Liabilities	
Payroll Liabilities	5,468
Total Other Current Liabilities	5,468
Total Current Liabilities	14,668
Long Term Liabilities	
Notes Payable	50,000
Total Long Term Liabilities	50,000
Total Liabilities	64,668
Equity	
Capital Stock	10,000
Retained Earnings	206,600
Net Income	10,200
Total Equity	226,800
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>291,468</u></b>

2.

**Jason Galas Attorney at Law PC**  
**Balance Sheet**  
**As of February 29, 2012**

	Feb 29, 12	% of Column
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
Regular Checking Account	44,479	12%
Money Market Savings	18,000	5%
Total Checking/Savings	62,479	17%
Accounts Receivable		
Accounts Receivable	97,271	27%
Total Accounts Receivable	97,271	27%
Other Current Assets		
Prepaid Expenses	14,000	4%
Total Other Current Assets	14,000	4%
Total Current Assets	173,750	48%
Fixed Assets		
Automobiles	92,000	26%
Equipment	37,000	10%
Furniture	62,500	17%
Leaseholds	18,000	5%
Accum. Depreciation Automobile	-3,000	-1%
Accum. Depreciation Equipment	-7,000	-2%
Accum. Depreciation Furniture	-6,300	-2%
Accum. Depreciation Leaseholds	-8,000	-2%
Total Fixed Assets	185,200	52%
<b>TOTAL ASSETS</b>	<b>358,950</b>	<b>100%</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	11,400	3%
Total Accounts Payable	11,400	3%
Other Current Liabilities		
Payroll Liabilities	11,818	3%
Total Other Current Liabilities	11,818	3%
Total Current Liabilities	23,218	6%
Long Term Liabilities		
Notes Payable	115,000	32%
Total Long Term Liabilities	115,000	32%
Total Liabilities	138,218	39%
Equity		
Capital Stock	10,000	3%
Retained Earnings	206,600	58%
Net Income	4,131	1%
Total Equity	220,731	61%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>358,950</b>	<b>100%</b>





5.

**Jason Galas Attorney at Law PC**  
**Transactions by Account**  
 As of January 31, 2012

Type	Date	Num	Adj	Name	Memo	Clr	Split	Debit	Credit	Balance
<b>Accounts Payable</b>										
Bill Pmt -Check	1/10/12	5413		Al Mar			Regular Check...	1,800.00		9,100.00
Bill Pmt -Check	1/10/12	5414		Randol			Regular Check...	5,600.00		7,300.00
Bill Pmt -Check	1/20/12	5415		TXU			Regular Check...	1,700.00		1,700.00
Bill	1/26/12	65413		Randol			Rent Expense		5,600.00	0.00
Bill	1/30/12	654221		Al Mar			Repairs and M...		1,800.00	5,600.00
Bill	1/30/12	654631		TXU			Utilities		1,800.00	7,400.00
Total Accounts Payable								9,100.00	9,200.00	9,200.00
<b>TOTAL</b>								9,100.00	9,200.00	9,200.00

6. This bill, from Randol, is for rent expense in the amount of \$5,600.

7.

**Jason Galas Attorney at Law PC**  
**Transactions by Account**  
 As of January 31, 2012

Type	Date	Num	Adj	Name	Memo	Clr	Split	Debit	Credit	Balance
Accounts Receivable										91,821.00
Invoice	1/5/12	560		Credant			-SPLIT- Undeposited F...	6,200.00		98,021.00
Payment	1/6/12	214		Epic			-SPLIT- Undeposited F...		25,000.00	73,021.00
Invoice	1/10/12	561		Venturity			-SPLIT- Undeposited F...	10,100.00		83,121.00
Payment	1/16/12	8751		Woot			-SPLIT- Undeposited F...		10,000.00	73,121.00
Invoice	1/19/12	562		Woot			-SPLIT- Undeposited F...	14,750.00		87,871.00
Invoice	1/24/12	563		Epic			-SPLIT- Undeposited F...	12,250.00		100,121.00
Payment	1/27/12	5413...		Venturity					17,500.00	82,621.00
Total Accounts Receivable								43,300.00	52,500.00	
<b>TOTAL</b>								<b>43,300.00</b>	<b>52,500.00</b>	<b>82,621.00</b>

8. Invoice 563 was billed to Epic for 29 hours of tax consulting and 14 hours of tax services.
9. The customer payment on 1/27/12 was from Venturity for previous period services.