# **Chapter 1: Introduction to QuickBooks Online**

Homework Assignment Answer Sheet

Student Name:

Instructions: You need to have the eBook and the test drive site to answer these questions.

These are the links to the QuickBooks Online Test Drive site:

[***Craig's Design and Landscape Service***](https://qbo.intuit.com/redir/testdrive)or [***https://qbo.intuit.com/redir/testdrive***](https://qbo.intuit.com/redir/testdrive)

***Additional Steps*:** Before you start answering these questions, add your last name in front of the existing company name: Your last name \_ Craig’s Design and Landscaping Services.

**Part 1: These are general Accounting Questions**

1. Identify the financial Statement Account Types (or Classifications) (Use: Assets, Liabilities, Equity, etc to match the accounts below)
   1. Accounts Receivable (A/R) \_\_\_\_\_\_\_\_\_\_\_\_
   2. Other Current Liabilities \_\_\_\_\_\_\_\_\_\_
   3. Cost of Goods Sold \_\_\_\_\_\_\_\_\_\_\_\_
   4. Checking \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   5. Fixed Assets \_\_\_\_\_\_\_\_\_\_\_\_

**Part 2: These are all QuickBooks Online Questions**

1. Part 1: Click on the Expenses on the navigation bar
2. What is the total Amount for Check No. 12 (Books by Bessie)? \_\_\_\_\_\_
3. What is the total Amount for Bill Payment (Cal Telephone) dated 8/23/21? \_\_\_\_\_\_

Part 2: On the Vendors tab:

1. Determine the open balance due to Brosnahan Insurance Agency: \_\_\_\_\_\_
2. What is the phone number for Computers by Jenni? \_\_\_\_\_\_
3. Part 1: Click on the Sales on the navigation bar
4. What is the total Amount for Invoice 1033 (Geeta Kalapatapu)? \_\_\_\_\_\_

Part 2: On the Customers tab:

1. Determine the outstanding balance from Kate Whelan: \_\_\_\_\_\_
2. What is the email address for John Melton \_\_\_\_\_\_
3. Identify the appropriate **QBO Account Types (classifications)**. Hint: You are required to be on QBO to know the type of account that you need to select when you create any of the following accounts.
   1. Cash
   2. Interest payable
   3. Gain on sale of office equipment
   4. Office furniture
   5. Accumulated depreciation
   6. Inventory
4. What are the steps to remove an existing Account from the chart of account that you are not planning to use in the future?
5. Create a Journal report. Set the report as All Dates. Filter the report to include only the Journal Entry transaction types. You need to post a print screen below this question in order to get this credit.

***Additional Step:*** You need to paste a print screen of your report here.

1. Create a Profit and Loss report using the information from the book.
   1. ***Additional Step:*** Add your full name on the note area
   2. Collapse the report and export the report to PDF. Save the file since you will be submitting it to your submission page.
2. Click on the + New button. Now, list the Customers options do you have under this column?
3. Click under the gear and tell me under what list the Chart of Accounts can be found.

Now, submit this word document with all your answers the print screens as well as the PDF file to your submission page under the Project Assignment (CH1).