

## CHAPTER 1

# QUICK TOUR OF QUICKBOOKS

### **INSTRUCTOR NOTE:**

Assignments that can be speedgraded using the *QuickBooks Grade Assistant* are designated with a \*.

To access the *QuickBooks Grade Assistant*:

1. Go to [www.My-QuickBooks.com](http://www.My-QuickBooks.com)
2. Select **QB Educator**
3. Enter Access Code: **DonnaKay**
4. Complete the form to request the Grade Assistant for QB2015.

You will receive an email with a link to access the Grade Assistant:

1. Download the Grade Assistant files.
2. Download the Grade Assistant Instructions.

Students can download Go Digital Excel report templates at [www.My-QuickBooks.com](http://www.My-QuickBooks.com), and then export their reports to the Excel Reports template for speedgrading with the *QuickBooks Grade Assistant*.

## CHAPTER 1 QUICK CHECK

### CHAPTER 1

- \* Trial Balance
- Export to Excel Help

### EXERCISE 1.1

- \* Task 2: Profit & Loss Statement
- \* Task 3: Balance Sheet

### EXERCISE 1.2

- Help Topic Printout

### EXERCISE 1.3

- Your Choice Help Topic Printout

### EXERCISE 1.4

- Intuit App Printout

## PROJECT 1 QUICK CHECK

### PROJECT 1

- \* Profit & Loss Statement, Standard
- \* Profit & Loss Statement, Detail
- \* Balance Sheet, Standard
- \* Balance Sheet, Summary

# CHAPTER 1 TRIAL BALANCE

## YourName Chapter 1 Rock Castle Construction Trial Balance

Accrual Basis

As of November 30, 2019

	Nov 30, 19	
	Debit	Credit
10100 · Checking	55,641.39	
10300 · Savings	43,410.19	
10400 · Petty Cash	500.00	
11000 · Accounts Receivable	83,547.91	
12000 · Undeposited Funds	0.00	
12100 · Inventory Asset	27,872.63	
12800 · Employee Advances	770.00	
13100 · Pre-paid Insurance	0.00	
13400 · Retainage Receivable	5,418.02	
15000 · Furniture and Equipment	34,326.00	
15100 · Vehicles	78,936.91	
15200 · Buildings and Improvements	325,000.00	
15300 · Construction Equipment	15,300.00	
16900 · Land	90,000.00	
17000 · Accumulated Depreciation		110,344.60
18700 · Security Deposits	1,720.00	
20000 · Accounts Payable		58,345.02
20500 · QuickBooks Credit Card		25.00
20600 · CalOil Credit Card		436.80
24000 · Payroll Liabilities:24010 · Federal Withholding		841.00
24000 · Payroll Liabilities:24020 · FICA Payable		1,293.78
24000 · Payroll Liabilities:24030 · AEIC Payable	0.00	
24000 · Payroll Liabilities:24040 · FUTA Payable	0.00	
24000 · Payroll Liabilities:24050 · State Withholding		191.21
24000 · Payroll Liabilities:24060 · SUTA Payable	0.00	
24000 · Payroll Liabilities:24070 · State Disability Payable		82.57
24000 · Payroll Liabilities:24080 · Worker's Compensation		805.83
24000 · Payroll Liabilities:24100 · Emp. Health Ins Payable		75.00
25500 · Sales Tax Payable		1,629.27
23000 · Loan - Vehicles (Van)		11,001.86
23100 · Loan - Vehicles (Utility Truck)		19,936.91
23200 · Loan - Vehicles (Pickup Truck)		22,641.00
28100 · Loan - Construction Equipment		13,911.32
28200 · Loan - Furniture/Office Equip		21,000.00
28700 · Note Payable - Bank of Anycity		2,693.21
28900 · Mortgage - Office Building		296,283.00
30000 · Opening Bal Equity		38,773.75
30100 · Capital Stock		500.00
32000 · Retained Earnings		61,756.76
40100 · Construction Income	0.00	
40100 · Construction Income:40110 · Design Income		33,729.25
40100 · Construction Income:40130 · Labor Income		187,847.42
40100 · Construction Income:40140 · Materials Income		107,518.76
40100 · Construction Income:40150 · Subcontracted Labor Income		67,249.10
40100 · Construction Income:40199 · Less Discounts given	48.35	
40500 · Reimbursement Income:40520 · Permit Reimbursement Income		1,223.75
40500 · Reimbursement Income:40530 · Reimbursed Freight & Delivery		896.05
50100 · Cost of Goods Sold	11,717.74	
54000 · Job Expenses:54200 · Equipment Rental	300.00	
54000 · Job Expenses:54300 · Job Materials	89,890.04	
54000 · Job Expenses:54400 · Permits and Licenses	525.00	
54000 · Job Expenses:54500 · Subcontractors	57,380.95	
54000 · Job Expenses:54520 · Freight & Delivery	727.50	
54000 · Job Expenses:54599 · Less Discounts Taken		201.81
60100 · Automobile:60110 · Fuel	1,507.08	
60100 · Automobile:60120 · Insurance	2,850.24	
60100 · Automobile:60130 · Repairs and Maintenance	2,406.00	
60600 · Bank Service Charges	125.00	
62100 · Insurance:62110 · Disability Insurance	582.06	
62100 · Insurance:62120 · Liability Insurance	5,885.96	
62100 · Insurance:62130 · Work Comp	12,442.76	
62400 · Interest Expense:62420 · Loan Interest	1,963.07	
62700 · Payroll Expenses:62710 · Gross Wages	96,551.65	
62700 · Payroll Expenses:62720 · Payroll Taxes	7,386.20	

## 1.4 Exploring QuickBooks with Rock Castle Construction

### YourName Chapter 1 Rock Castle Construction Trial Balance

Accrual Basis

As of November 30, 2019

	Nov 30, 19	
	Debit	Credit
62700 · Payroll Expenses:62730 · FUTA Expense	168.00	
62700 · Payroll Expenses:62740 · SUTA Expense	1,123.50	
63100 · Postage	35.00	
64200 · Repairs:64220 · Computer Repairs	0.00	
64200 · Repairs:64230 · Equipment Repairs	1,350.00	
64800 · Tools and Machinery	2,010.68	
65100 · Utilities:65110 · Gas and Electric	1,041.48	
65100 · Utilities:65120 · Telephone	841.15	
65100 · Utilities:65130 · Water	264.00	
70100 · Other Income		103.27
70200 · Interest Income		229.16
<b>TOTAL</b>	<b>1,061,566.46</b>	<b>1,061,566.46</b>

## CHAPTER 1 EXPORT TO EXCEL HELP

### Export a report to Excel


#### Export a report to Microsoft Excel

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This task requires Microsoft Excel 2007, 2010, or 2013, or Office 365.

Occasionally, you may need to change a report's appearance or contents in ways that aren't available within QuickBooks. Changes you make in Excel don't affect your QuickBooks data, so you're free to customize a report as needed. You can even change report data to run "what if" scenarios.

#### To do this task

1. [Open the report you want to export.](#) 
2. Click the **Excel** drop-down arrow at the top of the report.
3. Select whether you want to create a new worksheet or use the report data to update or replace an existing worksheet.

You don't need to open Excel. QuickBooks will open the application for you when you export the report.

**Note:** When you export a balance sheet report from QuickBooks, the Excel version of the report might differ from the balance sheet report in QuickBooks. This difference is due to how the two programs calculate balance sheet report totals. QuickBooks rounds all numbers (including totals) in the report, while Excel rounds nontotal numbers first and then adds the rounded numbers together to calculate the totals. To resolve this issue, you can either:

- [Change the formula Excel uses to calculate balance sheet report totals](#)
- [Change the totals in the balance sheet report](#)

Please refer to the Excel Help files for instructions or additional information.

#### See also

- [What does QuickBooks export to Excel?](#)
- [Preserve the formatting of your QuickBooks report](#)
- [Show or hide report detail in Microsoft Excel](#)

## EXERCISE 1.1 TASK 2 PROFIT & LOSS STATEMENT

<b>YourName Exercise 1.1 Rock Castle Construction</b>	
<b>Profit &amp; Loss</b>	
Accrual Basis	November 2019
	<u>Nov 19</u>
Ordinary Income/Expense	
Income	
40100 · Construction Income	
40130 · Labor Income	13,384.50
40140 · Materials Income	21,256.00
40150 · Subcontracted Labor Income	32,910.00
Total 40100 · Construction Income	67,550.50
40500 · Reimbursement Income	
40520 · Permit Reimbursement Income	225.00
Total 40500 · Reimbursement Income	225.00
Total Income	67,775.50
Cost of Goods Sold	
50100 · Cost of Goods Sold	2,127.16
54000 · Job Expenses	
54200 · Equipment Rental	300.00
54300 · Job Materials	9,578.79
54400 · Permits and Licenses	225.00
54500 · Subcontractors	26,990.00
54599 · Less Discounts Taken	-106.40
Total 54000 · Job Expenses	36,987.39
Total COGS	39,114.55
Gross Profit	28,660.95
Expense	
60100 · Automobile	
60110 · Fuel	111.80
60130 · Repairs and Maintenance	218.00
Total 60100 · Automobile	329.80
60600 · Bank Service Charges	12.50
62100 · Insurance	
62110 · Disability Insurance	82.06
62120 · Liability Insurance	748.83
62130 · Work Comp	1,255.83
Total 62100 · Insurance	2,086.72
62400 · Interest Expense	
62420 · Loan Interest	101.14
Total 62400 · Interest Expense	101.14
62700 · Payroll Expenses	
62710 · Gross Wages	8,456.33
62720 · Payroll Taxes	646.89
62730 · FUTA Expense	0.00
62740 · SUTA Expense	0.00
Total 62700 · Payroll Expenses	9,103.22
64200 · Repairs	
64220 · Computer Repairs	0.00
Total 64200 · Repairs	0.00
64800 · Tools and Machinery	350.00

**YourName Exercise 1.1 Rock Castle Construction**  
**Profit & Loss**  
 November 2019

Accrual Basis

	Nov 19
65100 · Utilities	
65110 · Gas and Electric	97.53
65120 · Telephone	91.94
65130 · Water	24.00
Total 65100 · Utilities	213.47
Total Expense	12,196.85
Net Ordinary Income	16,464.10
Other Income/Expense	
Other Income	
70100 · Other Income	43.89
Total Other Income	43.89
Net Other Income	43.89
Net Income	16,507.99

## EXERCISE 1.1 TASK 3 BALANCE SHEET

### YourName Exercise 1.1 Rock Castle Construction Balance Sheet

Accrual Basis

As of November 30, 2019

	Nov 30, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10100 · Checking	55,641.39
10300 · Savings	43,410.19
10400 · Petty Cash	500.00
Total Checking/Savings	99,551.58
Accounts Receivable	
11000 · Accounts Receivable	83,547.91
Total Accounts Receivable	83,547.91
Other Current Assets	
12100 · Inventory Asset	27,872.63
12800 · Employee Advances	770.00
13400 · Retainage Receivable	5,418.02
Total Other Current Assets	34,060.65
Total Current Assets	217,160.14
Fixed Assets	
15000 · Furniture and Equipment	34,326.00
15100 · Vehicles	78,936.91
15200 · Buildings and Improvements	325,000.00
15300 · Construction Equipment	15,300.00
16900 · Land	90,000.00
17000 · Accumulated Depreciation	-110,344.60
Total Fixed Assets	433,218.31
Other Assets	
18700 · Security Deposits	1,720.00
Total Other Assets	1,720.00
<b>TOTAL ASSETS</b>	<b>652,098.45</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	58,345.02
Total Accounts Payable	58,345.02
Credit Cards	
20500 · QuickBooks Credit Card	25.00
20600 · CalOil Credit Card	436.80
Total Credit Cards	461.80
Other Current Liabilities	
24000 · Payroll Liabilities	
24010 · Federal Withholding	841.00
24020 · FICA Payable	1,293.78
24050 · State Withholding	191.21
24070 · State Disability Payable	82.57
24080 · Worker's Compensation	805.63
24100 · Emp. Health Ins Payable	75.00
Total 24000 · Payroll Liabilities	3,289.39



**YourName Exercise 1.1 Rock Castle Construction**  
**Balance Sheet**

Accrual Basis

As of November 30, 2019

	Nov 30, 19
25500 · Sales Tax Payable	1,629.27
Total Other Current Liabilities	4,918.66
Total Current Liabilities	63,725.48
Long Term Liabilities	
23000 · Loan - Vehicles (Van)	11,001.86
23100 · Loan - Vehicles (Utility Truck)	19,936.91
23200 · Loan - Vehicles (Pickup Truck)	22,641.00
28100 · Loan - Construction Equipment	13,911.32
28200 · Loan - Furniture/Office Equip	21,000.00
28700 · Note Payable - Bank of Anycity	2,693.21
28900 · Mortgage - Office Building	296,283.00
Total Long Term Liabilities	387,467.30
Total Liabilities	451,192.78
Equity	
30000 · Opening Bal Equity	38,773.75
30100 · Capital Stock	500.00
32000 · Retained Earnings	61,756.76
Net Income	99,875.16
Total Equity	200,905.67
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>652,098.45</b>

## EXERCISE 1.2 HELP TOPIC

<h1>When do I use a backup vs. a portable company file?</h1>

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When do I use a backup vs. a portable company file?

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### Use backups to protect against accidental loss of data

To safeguard your QuickBooks data against accidental loss, create regular backups of your QuickBooks company file. The backup contains everything you need to re-create your company file and QuickBooks environment, including all of the QuickBooks files (templates, letters, logos, images, and so on) related to your company file.

In case of accidental loss or damage, you can use the backup file to restore your company data. A backup file also includes a transaction log (.tlg file) which Intuit Technical Support can use to recover transaction data if damage or loss occurs. Unlike a portable file, a backup file is very large and cannot be emailed. It is not recommended as a means of moving company data, unless you have a new computer and need to move all of your related files as well. The backup file is saved with a .qbb extension.

### Use a portable company file to email or move your data

To email or move your company data, create a portable company file. A portable company file is a compact version of your company file, small enough to be sent by email or saved to portable media. Use a portable company file whenever you need to copy your company data to another location or send it to another person.

Unlike a backup file, a portable file contains only a compressed version of the company file financial data—it doesn't contain related files such as letters, images, templates, and so on. It also doesn't contain a transaction log (.tlg file) and is not always the best option for a synced company file. The portable file is saved with a .qbm extension.

### See also

- [Portable company files overview](#)
- [Back up company files overview](#)

### **EXERCISE 1.3 YOUR CHOICE HELP TOPIC**

Students are to select a Help Topic of their choice and print out the information. The student may choose from a variety of help topics by clicking Help on the Menu bar, selecting QuickBooks Help, and typing in a request for information.

### **EXERCISE 1.4 INTUIT APP PRINTOUT**

Intuit Apps offers a variety of apps that work with QuickBooks data. Students are to select an app of their choice from Intuit Apps and print out the information.

## PROJECT 1 PROFIT & LOSS STATEMENT, STANDARD

Your Name Project 1 Larry's Landscaping Profit & Loss	
Accrual Basis	October 2018 through September 2019
	Oct '18 - Sep 19
Ordinary Income/Expense	
Income	
Discounts	-11.98
Landscaping Services	
Design Services	330.00
Job Materials	
Misc Materials	11.25
Decks & Patios	470.00
Fountains & Garden Lighting	5,279.49
Plants and Sod	5,290.00
Sprinklers & Drip systems	4,328.95
Total Job Materials	15,379.69
Labor	
Installation	17,950.00
Maintenance & Repairs	1,585.00
Total Labor	19,535.00
Total Landscaping Services	35,244.69
Retail Sales	401.57
Service	2,413.00
Total Income	38,047.28
Cost of Goods Sold	
Cost of Goods Sold	4,556.73
Total COGS	4,556.73
Gross Profit	33,490.55
Expense	
Payroll Expenses	107,422.50
Automobile	
Fuel	1,256.49
Total Automobile	1,256.49
Bank Service Charges	306.00
Delivery Fee	160.00
Depreciation	575.00
Insurance	500.00
Interest Expense	1,234.62
Job Expenses	
Equipmental Rental	48.90
Job Materials	
Decks & Patio	1,540.00
Plants & Sod	249.00
Sprinkler's & Drip Systems	0.00
Total Job Materials	1,789.00
Total Job Expenses	1,837.90
Mileage Reimbursement	0.00
Miscellaneous	847.00
Office Supplies	295.87
Repairs	
Computer Repairs	75.00
Total Repairs	75.00

<b>Your Name Project 1 Larry's Landscaping</b>	
<b>Profit &amp; Loss</b>	
Accrual Basis	October 2018 through September 2019
	<b>Oct '18 - Sep 19</b>
Utilities	
Gas and Electric	1,604.62
Telephone	705.66
Water	436.61
Total Utilities	2,746.89
Total Expense	117,257.27
Net Ordinary Income	-83,766.72
Other Income/Expense	
Other Income	
Interest Income	6.58
Total Other Income	6.58
Net Other Income	6.58
Net Income	-83,760.14

## PROJECT 1 PROFIT & LOSS STATEMENT, DETAIL



Your Name Project 1 Larry's Landscaping  
Profit & Loss Detail

Accrual Basis

October 2018 through September 2019

Type	Date	Num	Adj	Name	Memo	Class	Cir	Split	Debit	Credit	Balance
Invoice	08/25/2019	47		Molots, Hugh/487 St...	Installation of la...			Accounts Receiv...	480.00		12,758.00
Invoice	08/25/2019	49		Jasmine Park	Installation of la...	Landscaping		Accounts Receiv...	845.00		13,703.00
Invoice	08/31/2019	50		Lo, David/4831 W Ind...	Weekly garden...	Maintenance		Accounts Receiv...	316.00		14,019.00
Invoice	08/31/2019	51		Corcoran, Carol	Weekly garden...	Maintenance		Accounts Receiv...	240.00		14,259.00
Invoice	08/31/2019	52		Blackwell, Edward	Weekly garden...	Maintenance		Accounts Receiv...	480.00		14,739.00
Invoice	08/31/2019	53		Cheknia, Benjamin	Weekly garden...	Maintenance		Accounts Receiv...	300.00		15,039.00
Invoice	09/03/2019	54		Molots, Hugh/487 W...	Installation of la...			Accounts Receiv...	490.00		15,529.00
Invoice	09/12/2019	55		Hermann, Jennifer Res...	Contract garde...	Maintenance		Accounts Receiv...	35.00		15,564.00
Invoice	09/24/2019	56		Molots, Hugh/8558 Co...	Installation of la...			Accounts Receiv...	810.00		16,474.00
Invoice	09/30/2019	57		Lo, David/4831 W Ind...	Weekly garden...	Maintenance		Accounts Receiv...	316.00		16,790.00
Invoice	09/30/2019	58		Corcoran, Carol	Weekly garden...	Maintenance		Accounts Receiv...	240.00		17,030.00
Invoice	09/30/2019	59		Blackwell, Edward	Weekly garden...	Maintenance		Accounts Receiv...	480.00		17,510.00
Invoice	09/30/2019	60		Cheknia, Benjamin	Weekly garden...	Maintenance		Accounts Receiv...	300.00		17,810.00
Invoice	09/30/2019	61		Balak, Mike/330 Main St	Weekly garden...	Maintenance		Accounts Receiv...	140.00		17,950.00
<b>Total Installation</b>									0.00	17,950.00	17,950.00
<b>Maintenance &amp; Repairs</b>											
Invoice	11/12/2018	6		Perry, Dave	-MULTIPLE-	Maintenance		Accounts Receiv...	250.00		250.00
Invoice	10/19/2018	9		Muchens, Margaret	-MULTIPLE-	Maintenance		Accounts Receiv...	150.00		400.00
Invoice	01/07/2019	10		Tumacader, Jacmi	-MULTIPLE-	Maintenance		Accounts Receiv...	215.00		615.00
Invoice	02/11/2019	12		Cheknia, Benjamin	Tree and shrub ...	Landscaping		Accounts Receiv...	35.00		650.00
Invoice	04/11/2019	17		Lo, David/Landscaping	Tree and shrub ...	Landscaping		Accounts Receiv...	140.00		790.00
Invoice	05/15/2019	24		Andres, Cristina	-MULTIPLE-			Accounts Receiv...	128.50		898.50
Invoice	06/05/2019	30		Hermann, Jennifer Res...	Pest control ser...	Landscaping		Accounts Receiv...	35.00		933.50
Invoice	07/21/2019	39		Loehne, Steven	Tree and shrub ...	Landscaping		Accounts Receiv...	70.00		1,003.50
Invoice	08/11/2019	44		Hermann, Jennifer Res...	Pest control ser...	Landscaping		Accounts Receiv...	200.00		1,203.50
Invoice	08/15/2019	45		Andres, Cristina	-MULTIPLE-			Accounts Receiv...	78.00		1,311.50
Invoice	08/15/2019	46		Lo, David/4831 W Ind...	-MULTIPLE-	Maintenance		Accounts Receiv...	193.00		1,505.00
Invoice	08/25/2019	48		Balak, Mike/330 Main St	Pest control ser...	Landscaping		Accounts Receiv...	40.00		1,545.00
Invoice	09/30/2019	61		Balak, Mike/330 Main St	Pest control ser...	Maintenance		Accounts Receiv...	40.00		1,585.00
<b>Total Maintenance &amp; Repairs</b>									0.00	1,585.00	1,585.00
<b>Total Labor</b>									0.00	19,535.00	19,535.00
<b>Total Landscaping Services</b>									925.00	35,749.69	35,244.69
<b>Retail Sales</b>											
Sales Receipt	10/15/2018	1		Lee, Laurel/Lee Reside...	-MULTIPLE-			Undeposited Fun...	33.80		33.80
Sales Receipt	12/19/2018	2		Sommerschen, Russ	-MULTIPLE-			Checking	57.17		90.97
Sales Receipt	12/22/2018	3		Tumacader, Jacmi	-MULTIPLE-			Checking	42.41		141.38
Sales Receipt	12/24/2018	5		Retail Sales	Lawn & Garden...			Checking	22.68		164.06
Invoice	02/11/2019	12		Cheknia, Benjamin	-MULTIPLE-	Landscaping		Accounts Receiv...	30.82		194.88
Invoice	05/05/2019	22		Chapman, Natalie	Plant & Tree Pa...			Accounts Receiv...	7.45		202.33
Invoice	05/05/2019	23		Moranay, Brian	Plant & Tree Pa...	Landscaping		Accounts Receiv...	5.96		208.29
Invoice	07/08/2019	37		McCale, Ron/Residential	-MULTIPLE-	Landscaping		Accounts Receiv...	27.84		236.13
Invoice	08/25/2019	49		Jasmine Park	-MULTIPLE-	Landscaping		Accounts Receiv...	166.44		401.57
<b>Total Retail Sales</b>									0.00	401.57	401.57
<b>Service</b>											
Invoice	12/18/2018	9		Muchens, Margaret	Tree Removal ...	Maintenance		Accounts Receiv...	485.00		485.00
Invoice	04/11/2019	17		Lo, David/Landscaping	Tree removal	Landscaping		Accounts Receiv...	850.00		1,335.00
Invoice	05/02/2019	21		Balak, Mike/Residential	Tree Removal ...	Landscaping		Accounts Receiv...	378.00		1,513.00
Sales Receipt	08/19/2019	6		HEIT, Bob	Tree Removal ...			Checking	800.00		2,413.00
<b>Total Service</b>									0.00	2,413.00	2,413.00
<b>Total Income</b>									925.00	38,564.26	38,047.26
<b>Cost of Goods Sold</b>											
<b>Cost of Goods Sold</b>											
Sales Receipt	10/15/2018	1		Lee, Laurel/Lee Reside...	Fountain pump			Undeposited Fun...	56.00		56.00
Invoice	10/17/2018	4		Gregory, Du	Garden Lighting			Accounts Receiv...	120.00		176.00
Invoice	10/09/2018	7		Walker, Rich	-MULTIPLE-	Landscaping		Accounts Receiv...	961.80		1,137.80
Sales Receipt	12/19/2018	2		Crenshaw, Seb	Soil, 2 cubic ft b...			Checking	78.00		1,215.80
Invoice	02/11/2019	12		Cheknia, Benjamin	-MULTIPLE-	Landscaping		Accounts Receiv...	329.35		1,545.15
Invoice	04/11/2019	17		Lo, David/Landscaping	-MULTIPLE-	Landscaping		Accounts Receiv...	977.85		2,522.98
Bill	04/24/2019			Nolan Hardware and S...	Sprinkler head ...			Accounts Payable	8.75		2,531.70
Invoice	07/08/2019	37		McCale, Ron/Residential	-MULTIPLE-	Landscaping		Accounts Receiv...	311.17		2,842.87
Invoice	07/21/2019	39		Loehne, Steven	-MULTIPLE-	Landscaping		Accounts Receiv...	233.21		3,076.08
Invoice	08/25/2019	48		Molots, Hugh/1487 St...	-MULTIPLE-			Accounts Receiv...	161.74		3,237.82
Invoice	08/25/2019	48		Balak, Mike/330 Main St	Garden Lighting	Landscaping		Accounts Receiv...	120.00		3,357.82
Invoice	08/23/2019	136		Loehne, Steven	Soil, 2 cubic ft b...			Accounts Receiv...	63.60		3,421.42
Invoice	08/23/2019	137		HEIT, Bob	Soil, 2 cubic ft b...			Accounts Receiv...	74.25		3,495.67
Invoice	08/25/2019	49		Jasmine Park	-MULTIPLE-	Landscaping		Accounts Receiv...	548.15		4,043.77
Invoice	09/03/2019	54		Molots, Hugh/487 W...	-MULTIPLE-			Accounts Receiv...	161.74		4,205.51
Invoice	09/24/2019	56		Molots, Hugh/8558 Co...	-MULTIPLE-			Accounts Receiv...	351.22		4,556.73
<b>Total Cost of Goods Sold</b>									4,556.73	0.00	4,556.73
<b>Total COGS</b>									4,556.73	0.00	4,556.73
<b>Gross Profit</b>									5,073.71	38,564.26	33,490.55
<b>Expense</b>											
<b>Payroll Expenses</b>											
Paycheck	01/13/2019			Duncan Flaher		Landscaping		Checking	1,570.44		1,570.44
Paycheck	01/13/2019			Jenny Miller		Design		Checking	1,903.96		3,474.40
Paycheck	01/13/2019			Shane S. Hamby		Overhead		Checking	2,407.30		5,881.70
Paycheck	01/27/2019			Duncan Flaher		Landscaping		Checking	1,541.29		7,422.99
Paycheck	01/27/2019			Jenny Miller		Design		Checking	1,801.67		9,224.66
Paycheck	01/27/2019			Shane S. Hamby		Overhead		Checking	2,277.20		11,501.86
Paycheck	02/19/2019			Duncan Flaher		Landscaping		Checking	1,570.44		13,071.70
Paycheck	02/19/2019			Jenny Miller		Design		Checking	1,903.97		14,975.67
Paycheck	02/19/2019			Shane S. Hamby		Overhead		Checking	2,407.31		17,382.98
Paycheck	02/24/2019			Duncan Flaher		Landscaping		Checking	1,569.15		18,952.13
Paycheck	02/24/2019			Jenny Miller		Design		Checking	1,801.67		20,753.20
Paycheck	02/24/2019			Shane S. Hamby		Overhead		Checking	2,277.22		23,030.42
Paycheck	03/19/2019			Duncan Flaher		Landscaping		Checking	1,570.44		24,600.86
Paycheck	03/19/2019			Jenny Miller		Design		Checking	1,903.98		26,504.82
Paycheck	03/19/2019			Shane S. Hamby		Overhead		Checking	2,407.30		28,912.12
Paycheck	03/24/2019			Duncan Flaher		Landscaping		Checking	1,570.44		30,482.56
Paycheck	03/24/2019			Jenny Miller		Design		Checking	1,903.97		32,386.53
Paycheck	03/24/2019			Shane S. Hamby		Overhead		Checking	2,317.41		34,703.94
Paycheck	04/07/2019			Duncan Flaher		Landscaping		Checking	1,570.44		36,274.38
Paycheck	04/07/2019			Jenny Miller		Design		Checking	1,819.89		38,094.37
Paycheck	04/07/2019			Shane S. Hamby		Overhead		Checking	2,277.22		40,371.59
Paycheck	04/21/2019			Duncan Flaher		Landscaping		Checking	1,541.29		41,912.88
Paycheck	04/21/2019			Jenny Miller		Design		Checking	1,801.67		43,714.55
Paycheck	04/21/2019			Shane S. Hamby		Overhead		Checking	2,277.20		45,991.75
Paycheck	05/05/2019			Duncan Flaher		Landscaping		Checking	1,491.72		47,483.27
Paycheck	05/05/2019			Jenny Miller		Design		Checking	1,801.58		49,284.85
Paycheck	05/05/2019			Shane S. Hamby		Overhead		Checking	2,277.20		51,561.15
Paycheck	05/19/2019			Duncan Flaher		Landscaping		Checking	1,569.15		53,130.30





**Your Name Project 1 Larry's Landscaping  
Profit & Loss Detail**

Accrual Basis

October 2018 through September 2019

Type	Date	Num	Adj	Name	Memo	Class	Cr	Split	Debit	Credit	Balance
Check	09/15/2019	Debit		Great Statewide Bank	Monthly Service...	Overhead		Savings	7.50		288.00
Check	09/24/2019	DED		Great Statewide Bank	Service Charge	Overhead		Checking	18.00		306.00
Total Bank Service Charges									306.00	0.00	306.00
<b>Delivery Fee</b>											
Bill	04/04/2019	GN-03...		Gussman's Nursery	Surcharge for o...	Overhead		Accounts Payable	25.00		25.00
Bill	05/25/2019			Nolan Hardware and S...				Accounts Payable	25.00		50.00
Bill	07/15/2019			McCale, Ron Residential	Delivery Fee	Landscaping		Accounts Payable	25.00		75.00
Bill	08/21/2019			Salak, Mike 330 Main St				Accounts Payable	45.00		120.00
Bill	08/21/2019			Salak, Mike 330 Main St				Accounts Payable	40.00		160.00
Total Delivery Fee									160.00	0.00	160.00
<b>Depreciation</b>											
General Journal	09/30/2019	A104	*	Accumulated Deprecia...				Accumulated De...	575.00		575.00
Total Depreciation									575.00	0.00	575.00
<b>Insurance</b>											
General Journal	05/31/2019	A100	*		May portion of r...			Prepaid Insurance	100.00		100.00
General Journal	06/30/2019	A101	*		monthly alloc of ...			Prepaid Insurance	100.00		200.00
General Journal	07/31/2019	A102	*		July portion of r...			Prepaid Insurance	100.00		300.00
General Journal	08/31/2019	A103	*		ride policy, sug...			Prepaid Insurance	100.00		400.00
General Journal	09/30/2019	A105	*		sept ride policy			Prepaid Insurance	100.00		500.00
Total Insurance									500.00	0.00	500.00
<b>Interest Expense</b>											
Bill	10/16/2018	2		Great Statewide Bank		Overhead		Accounts Payable	132.35		132.35
Bill	11/16/2018	3		Great Statewide Bank		Overhead		Accounts Payable	127.18		259.51
Bill	12/16/2018	4		Great Statewide Bank		Overhead		Accounts Payable	121.91		381.42
Bill	01/16/2019	5		Great Statewide Bank		Overhead		Accounts Payable	116.62		498.04
Bill	02/17/2019	6		Great Statewide Bank		Overhead		Accounts Payable	111.28		609.32
Bill	03/17/2019	7		Great Statewide Bank		Overhead		Accounts Payable	105.89		715.21
Bill	04/16/2019	8		Great Statewide Bank		Overhead		Accounts Payable	100.45		815.67
Bill	05/15/2019	9		Great Statewide Bank		Overhead		Accounts Payable	94.97		910.64
Bill	06/15/2019	10		Great Statewide Bank		Overhead		Accounts Payable	89.43		1,000.07
Bill	07/16/2019	11		Great Statewide Bank		Overhead		Accounts Payable	83.84		1,083.91
Bill	08/15/2019	12		Great Statewide Bank		Overhead		Accounts Payable	78.20		1,162.11
Bill	09/16/2019	13		Great Statewide Bank		Overhead		Accounts Payable	72.51		1,234.62
Total Interest Expense									1,234.62	0.00	1,234.62
<b>Job Expenses</b>											
<b>Equipmental Rental</b>											
Check	07/23/2019			Brown Equipment Rental	bulldozer fuel o...			Cash Expenditures	48.90		48.90
Total Equipmental Rental									48.90	0.00	48.90
<b>Job Materials</b>											
<b>Decks &amp; Patio</b>											
Check	12/31/2018	1016		Patio & Deck Designs				Checking	1,150.00		1,150.00
Bill	07/15/2019			McCale, Ron Residential	Rough Lumber	Landscaping		Accounts Payable	390.00		1,540.00
Total Decks & Patio									1,540.00	0.00	1,540.00
<b>Plants &amp; Sod</b>											
Bill	04/04/2019	GN-03...		Corcoran, Carol	Tree, Citrus - 5...	Landscaping		Accounts Payable	92.00		92.00
Invoice	04/11/2019	17		Lo, David/Landscaping	Fruit Tree - Apple	Landscaping		Accounts Receiv...	55.00		37.00
Bill	05/25/2019	GN-04...		MULTIPLE	Fruit Tree - Apple	Landscaping		Accounts Payable	542.00		579.00
Invoice	05/15/2019	22		Chapman, Natalie	Fruit Tree - Ori...	Landscaping		Accounts Receiv...	110.00		489.00
Invoice	08/25/2019	49		Jeanine Park	Fruit Tree -	Landscaping		Accounts Receiv...	220.00		249.00
Total Plants & Sod									634.00	385.00	249.00
<b>Sprinkler's &amp; Drip Systems</b>											
Bill	04/08/2019			Conner Garden Supplies				Accounts Payable			0.00
Total Sprinkler's & Drip Systems											0.00
Total Job Materials									2,174.00	385.00	1,789.00
Total Job Expenses									2,222.90	385.00	1,837.90
<b>Mileage Reimbursement</b>											
Paycheck	01/13/2019			Jenny Miller		Design		Checking	0.00		0.00
Paycheck	01/27/2019			Jenny Miller		Design		Checking	0.00		0.00
Paycheck	02/10/2019			Jenny Miller		Design		Checking	0.00		0.00
Paycheck	02/24/2019			Jenny Miller		Design		Checking	0.00		0.00
Paycheck	03/10/2019			Jenny Miller		Design		Checking	0.00		0.00
Paycheck	03/24/2019			Jenny Miller		Design		Checking	0.00		0.00
Paycheck	04/07/2019			Jenny Miller		Design		Checking	0.00		0.00
Paycheck	04/21/2019			Jenny Miller		Design		Checking	0.00		0.00
Paycheck	05/05/2019			Jenny Miller		Design		Checking	0.00		0.00
Paycheck	05/19/2019			Jenny Miller		Design		Checking	0.00		0.00
Paycheck	06/02/2019			Jenny Miller		Design		Checking	0.00		0.00
Paycheck	06/16/2019			Jenny Miller		Design		Checking	0.00		0.00
Paycheck	06/30/2019			Jenny Miller		Design		Checking	0.00		0.00
Paycheck	07/14/2019			Jenny Miller		Design		Checking	0.00		0.00
Paycheck	07/28/2019			Jenny Miller		Design		Checking	0.00		0.00
Paycheck	08/11/2019			Jenny Miller		Design		Checking	0.00		0.00
Paycheck	08/25/2019			Jenny Miller		Design		Checking	0.00		0.00
Paycheck	09/08/2019			Jenny Miller		Design		Checking	0.00		0.00
Paycheck	09/22/2019			Jenny Miller		Design		Checking	0.00		0.00
Total Mileage Reimbursement									0.00	0.00	0.00
<b>Miscellaneous</b>											
Bill	08/19/2019			Sowers Office Equipm...	New furniture	Overhead		Accounts Payable	847.00		847.00
Total Miscellaneous									847.00	0.00	847.00
<b>Office Supplies</b>											
Check	05/13/2019			Sowers Office Equipm...	Printer ink			Cash Expenditures	25.87		25.87
Bill	07/08/2019			Sowers Office Equipm...				Accounts Payable	270.00		295.87
Total Office Supplies									295.87	0.00	295.87
<b>Repairs</b>											
<b>Computer Repairs</b>											
Bill	09/30/2019	124a		Computer Services by ...		Overhead		Accounts Payable	75.00		75.00
Total Computer Repairs									75.00	0.00	75.00
Total Repairs									75.00	0.00	75.00

1.18 Exploring QuickBooks with Rock Castle Construction

Your Name Project 1 Larry's Landscaping  
Profit & Loss Detail

Accrual Basis

October 2018 through September 2019

Type	Date	Num	Adj	Name	Memo	Class	Clr	Split	Debit	Credit	Balance
<b>Utilities</b>											
<b>Gas and Electric</b>											
Bill	10/14/2018			Cal Gas & Electric		Overhead		Accounts Payable	137.50		137.50
Bill	11/14/2018			Cal Gas & Electric		Overhead		Accounts Payable	133.28		270.78
Bill	12/14/2018			Cal Gas & Electric		Overhead		Accounts Payable	143.33		414.09
Bill	01/14/2019			Cal Gas & Electric		Overhead		Accounts Payable	156.22		570.31
Bill	02/14/2019			Cal Gas & Electric		Overhead		Accounts Payable	122.51		692.82
Bill	03/14/2019			Cal Gas & Electric		Overhead		Accounts Payable	113.89		806.71
Bill	04/14/2019			Cal Gas & Electric		Overhead		Accounts Payable	118.50		925.21
Bill	05/14/2019			Cal Gas & Electric		Overhead		Accounts Payable	121.48		1,046.67
Bill	06/14/2019	06/03		Cal Gas & Electric		Overhead		Accounts Payable	125.88		1,172.33
Bill	07/14/2019			Cal Gas & Electric		Overhead		Accounts Payable	141.15		1,313.48
Bill	08/14/2019			Cal Gas & Electric		Overhead		Accounts Payable	158.74		1,472.22
Bill	09/14/2019			Cal Gas & Electric		Overhead		Accounts Payable	132.40		1,604.62
<b>Total Gas and Electric</b>									<b>1,604.62</b>	<b>0.00</b>	<b>1,604.62</b>
<b>Telephone</b>											
Bill	10/21/2018	10/02		Cal Telephone	(415)555-4567	Overhead		Accounts Payable	45.00		45.00
Bill	11/15/2018	11/02		Cal Telephone	(415)555-4567	Overhead		Accounts Payable	51.80		96.80
Bill	12/15/2018	12/02		Cal Telephone	(415)555-4567	Overhead		Accounts Payable	74.18		170.76
Bill	01/15/2019	01/03		Cal Telephone	(415)555-4567	Overhead		Accounts Payable	66.58		237.32
Bill	02/15/2019	02/03		Cal Telephone	(415)555-4567	Overhead		Accounts Payable	52.48		289.80
Bill	03/15/2019	03/03		Cal Telephone	(415)555-4567	Overhead		Accounts Payable	72.74		362.54
Bill	04/15/2019	04/03		Cal Telephone	(415)555-4567	Overhead		Accounts Payable	81.29		443.83
Bill	05/15/2019	05/03		Cal Telephone	(415)555-4567	Overhead		Accounts Payable	67.55		511.18
Bill	06/15/2019	06/03		Cal Telephone	(415)555-4567	Overhead		Accounts Payable	59.48		570.66
Bill	07/15/2019	07/03		Cal Telephone	(415)555-4567	Overhead		Accounts Payable	45.00		615.66
Bill	08/15/2019	08/03		Cal Telephone	(415)555-4567	Overhead		Accounts Payable	45.00		660.66
Bill	09/15/2019	09/03		Cal Telephone	(415)555-4567	Overhead		Accounts Payable	45.00		705.66
<b>Total Telephone</b>									<b>705.66</b>	<b>0.00</b>	<b>705.66</b>
<b>Water</b>											
Bill	10/04/2018	10/02		Bayshore Water	Acct #370C-99...	Overhead		Accounts Payable	25.32		25.32
Bill	11/04/2018	11/02		Bayshore Water	Acct #370C-99...	Overhead		Accounts Payable	22.18		47.48
Bill	12/04/2018	12/02		Bayshore Water	Acct #370C-99...	Overhead		Accounts Payable	24.07		71.55
Bill	01/04/2019	01/03		Bayshore Water	Acct #370C-99...	Overhead		Accounts Payable	26.89		98.44
Bill	02/04/2019	02/03		Bayshore Water	Acct #370C-99...	Overhead		Accounts Payable	27.80		126.24
Bill	03/04/2019	03/03		Bayshore Water	Acct #370C-99...	Overhead		Accounts Payable	29.78		156.02
Bill	04/04/2019	04/03		Bayshore Water	Acct #370C-99...	Overhead		Accounts Payable	33.58		189.58
Bill	05/04/2019	05/03		Bayshore Water	Acct #370C-99...	Overhead		Accounts Payable	38.75		228.33
Bill	06/04/2019	06/03		Bayshore Water	Acct #370C-99...	Overhead		Accounts Payable	44.12		272.45
Bill	07/04/2019	07/03		Bayshore Water	Acct #370C-99...	Overhead		Accounts Payable	52.15		324.60
Bill	08/04/2019	08/03		Bayshore Water	Acct #370C-99...	Overhead		Accounts Payable	57.38		381.98
Bill	09/04/2019	09/03		Bayshore Water	Acct #370C-99...	Overhead		Accounts Payable	54.83		436.81
<b>Total Water</b>									<b>436.81</b>	<b>0.00</b>	<b>436.81</b>
<b>Total Utilities</b>									<b>2,746.89</b>	<b>0.00</b>	<b>2,746.89</b>
<b>Total Expense</b>									<b>117,842.27</b>	<b>385.00</b>	<b>117,257.27</b>
<b>Net Ordinary Income</b>									<b>122,715.98</b>	<b>38,949.26</b>	<b>-83,786.72</b>
<b>Other Income/Expense</b>											
<b>Other Income</b>											
<b>Interest Income</b>											
Invoice	12/31/2018	FC 1		Blackwell, Edward	Finance Charge...			Accounts Receiv...		6.58	6.58
<b>Total Interest Income</b>									<b>0.00</b>	<b>6.58</b>	<b>6.58</b>
<b>Total Other Income</b>									<b>0.00</b>	<b>6.58</b>	<b>6.58</b>
<b>Net Other Income</b>									<b>0.00</b>	<b>6.58</b>	<b>6.58</b>
<b>Net Income</b>									<b>122,715.98</b>	<b>38,955.84</b>	<b>-83,780.14</b>

## PROJECT 1 BALANCE SHEET, STANDARD

### Your Name Project 1 Larry's Landscaping Balance Sheet

Accrual Basis

As of September 30, 2019

	Sep 30, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Checking	108,030.44
Cash Expenditures	225.23
Savings	20,510.00
Total Checking/Savings	128,765.67
Accounts Receivable	
Accounts Receivable	4,306.94
Total Accounts Receivable	4,306.94
Other Current Assets	
Prepaid Insurance	700.00
Inventory Asset	6,613.17
Undeposited Funds	-1,859.70
Total Other Current Assets	5,453.47
Total Current Assets	138,526.08
Fixed Assets	
Truck	
Accumulated Depreciation	-1,725.00
Original Purchase	13,750.00
Total Truck	12,025.00
Total Fixed Assets	12,025.00
<b>TOTAL ASSETS</b>	<b>150,551.08</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,056.32
Total Accounts Payable	1,056.32
Credit Cards	
CalOil Card	1,355.49
Total Credit Cards	1,355.49
Other Current Liabilities	
Payroll Liabilities	4,172.74
Payments on Account	-1,520.00
Sales Tax Payable	1,207.46
Total Other Current Liabilities	3,860.20
Total Current Liabilities	6,272.01
Long Term Liabilities	
Bank of Anycity Loan	20,801.07
Equipment Loan	4,343.11
Bank Loan	7,283.56
Total Long Term Liabilities	32,427.74
Total Liabilities	38,699.75

1.20 Exploring QuickBooks with Rock Castle Construction

**Your Name Project 1 Larry's Landscaping**  
**Balance Sheet**  
As of September 30, 2019

Accrual Basis

	Sep 30, 19
Equity	
Opening Bal Equity	151,970.07
Retained Earnings	43,641.40
Net Income	-83,760.14
<b>Total Equity</b>	<b>111,851.33</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>150,551.08</b>

## PROJECT 1 BALANCE SHEET, SUMMARY

### Your Name Project 1 Larry's Landscaping Summary Balance Sheet

Accrual Basis

As of September 30, 2019

	<u>Sep 30, 19</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	128,765.67
Accounts Receivable	4,306.94
Other Current Assets	5,453.47
Total Current Assets	<u>138,526.08</u>
Fixed Assets	12,025.00
<b>TOTAL ASSETS</b>	<b><u>150,551.08</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	1,056.32
Credit Cards	1,355.49
Other Current Liabilities	3,860.20
Total Current Liabilities	<u>6,272.01</u>
Long Term Liabilities	32,427.74
Total Liabilities	<u>38,699.75</u>
Equity	111,851.33
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>150,551.08</u></b>