Instructor Guide Overview

Course Structure

The course is structured to learn by doing, practice the learned skill, and then apply the skill.

- Lesson
  - Learn the Skill
  - Practice Exercises
  - Practice Questions
- Additional Exercises
- Practice Quiz
- Project Exercise
- Final Exam

Lessons are introduced by lesson topics where learners can understand through doing or learning through study materials (eBook, Additional Exercises, Project Exercise). Each lesson concludes with a Practice Exercise and optional Create Project exercise that incorporates the tasks they learned throughout the lesson. Once students have completed a lesson, additional exercises are available for practice. Once they have completed the lessons, learners are assessed through a question-based Practice Test and question-based Final Exam.

Delivery

The course is created so it can be customized to meet the needs of the instructor and the learner.

- **Direct Instruction**: Utilize the PowerPoint presentations to introduce each lesson topic, then have the learners review the study materials and complete the task.
- **Flipped Classroom**: Learners complete online lessons outside of class time. Learners utilize the class time to discuss learned tasks, allow learners to teach concepts, expand concepts through learning stations, and work on unit extension or unplugged activities.
- **Learner-Centered Approach:** Learners can work at their own pace on their own schedule to complete the course. Instructors support learners by utilizing the answer keys to identify struggles and guide learners through the solutions.

Differentiation

- **Study Materials**: Study materials are available in eBook, Additional Exercises, and Project Exercise. Each study material provides the same concepts and allows the learners to choose the modality that best fits their learning style. The eBook introduces concepts in bite-sized readings. Additional Exercises and Project Exercise reinforce skills learned.

- **Course Progression:** Learners can complete the learn task to demonstrate understanding before reviewing the study materials or they can review one or all the study materials before attempting the learn tasks.
- **Grouping**: Create groups for different learning levels or styles. Customize each group setting to best meet the needs of the learners.
- Provide struggling learners with answer keys to follow step-by-step instructions to complete tasks and exercises.
- Encourage learners to showcase their newly learned skills by creating additional real-world projects, teaching others how and why to use new skills, and exploring beyond their learning.

Prepare for Delivery

- Review Intuit's Getting Started Guide to sign up for Intuit's Education Program and obtain the student software.
- Review the lesson PowerPoint Presentation to give you an in-depth look at each lesson topic and the comprehensive topic notes included.
- Review the answer keys to familiarize yourself with the tasks learners will complete throughout the lesson.
- Complete the lesson.

Instructor Resources Overview

Instructor Resources File Structure	Instructor Resources Course Instructor Guide Lesson Answer Keys Lesson Practice Exercises Lesson Practice Quiz Additional Exercises Additional Exercises Additional Exercises Answer Key Sample Company URL Practice Test Practice Test Practice Test Answer Key Project Create Project Exercise Create Project Exercise Answer Key Final Exam Final Exam Final Exam Answer Key Lesson PowerPoint Presentations Learner Files

Lesson Answer Keys	Documents containing answers, step-by-step instructions, and correct answers for Instructor reference or to offer additional support material for learners. • **Lesson Practice Exercises** – End of lesson in-app or scenario-based assessment. Lesson Practice Exercises also include "show me" videos for learner reference. You have the option to enable/disable this feature. • **Lesson Practice Questions** – End of lesson question-based assessment. Lesson Practice Questions also include "show solution" for learner reference. You have the option to enable/disable this feature.
Additional Exercises	The additional exercises use a sample company created by Intuit. Skills are grouped by lesson and can be assigned at the completion of each lesson or at the end of the course to reinforcement learning. Completed files for the additional exercises are included for Instructor reference. **Please note: Accountant invitation feature has been disabled, students cannot link to their instructor or share their work. The additional exercises are provided for practice only.**
Practice Test	A knowledge-based, pen-and-paper Practice Test that can be printed and distributed to students. Questions appear in random order and do not follow the content flow of the CCI courseware. However, the questions are set up with automatic numbering so that you can customize the test as desired, move questions around, add additional questions, insert headings, etc. The Answer Key is included with the Practice Test and will be displayed when you use the Show/Hide feature in Microsoft Word. To print a copy of the Answer Key, select the Print hidden text option in the Display tab of the Word Options dialog box.
Create Project	The Create project is designed to allow the application and demonstration of new knowledge, skills, and personal creativity to produce a project-based result while integrating rubric requirements using a checklist. This exercise requires students to evaluate what is being asked and apply their skills to produce the required results.
Lesson PowerPoint	A PowerPoint Presentation that complements the lesson. Each lesson topic is included in the presentation as well as comprehensive speaker notes.
Learner Files	The Learner files folder is included with your Teacher Resources to put all course content at your fingertips. Students can download the learner files from our website or you can make them available to students using your local network.

Answers to Practice Questions

Lesson 1

1. Name five items that can be found on the lists menu.

   Chart of Accounts
   Recurring Transactions
   Products and services
   Attachments
   Payment methods

2. How can you manage the columns displayed in a list?

   Select the list's gear button and select the check box of the columns.

3. Which menu option would you access to change your company's address or name?

   Select gear button and then select Account and settings which opens on the Company tab.

4. List the different ways you can access a command within QuickBooks.

   You can access commands by using the quick menu, keyboard shortcuts, or icons on the Home Page.

5. How do you import your existing lists?

   Select gear button, Import data under TOOLS section, and then select the type of list to import.

6. How can you switch between business and accountant views?

   Select gear button and the Switch to Accountant view from the bottom of the menu.

7. What conditions prevent you from deleting an account in QuickBooks?

   - The account is a default one added by QuickBooks automatically depending on your business or added after performing a specific action such as adding a tax
   - The account is connected to online banking
   - The account has sub-accounts
   - The account is linked to a service or product that is being paid for
   - The account has invoices that are not yet paid
   - The account has a recurring payment set

8. The General Journal is used to input bookkeeping transactions that do not obviously fit into one of the other modules.

   a. True

9. Once you have posted a General Journal entry, the only way to adjust it is to void the original entry, and then create a new transaction.

   b. False

10. Inactive accounts cannot be re-activated.

    b. False

11. What report is used to print the General Journal transactions posted between specific dates?

    General Journal Report

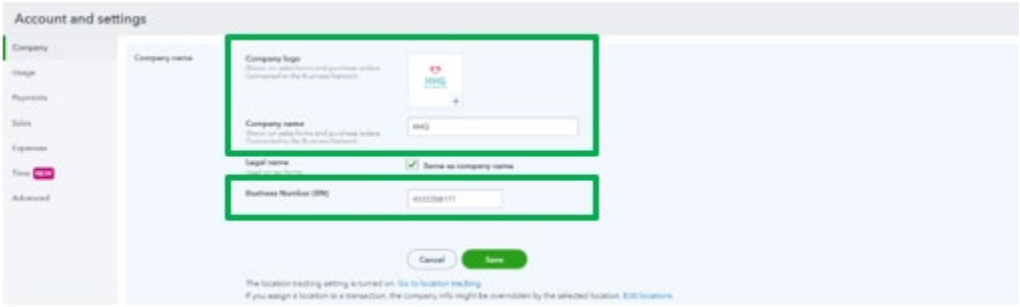
12. List the different tabs that can be found in the Account and Settings menu.

    Company, Billing & subscription, Usage, Sales, Expenses, Payments, Time, and Advanced.

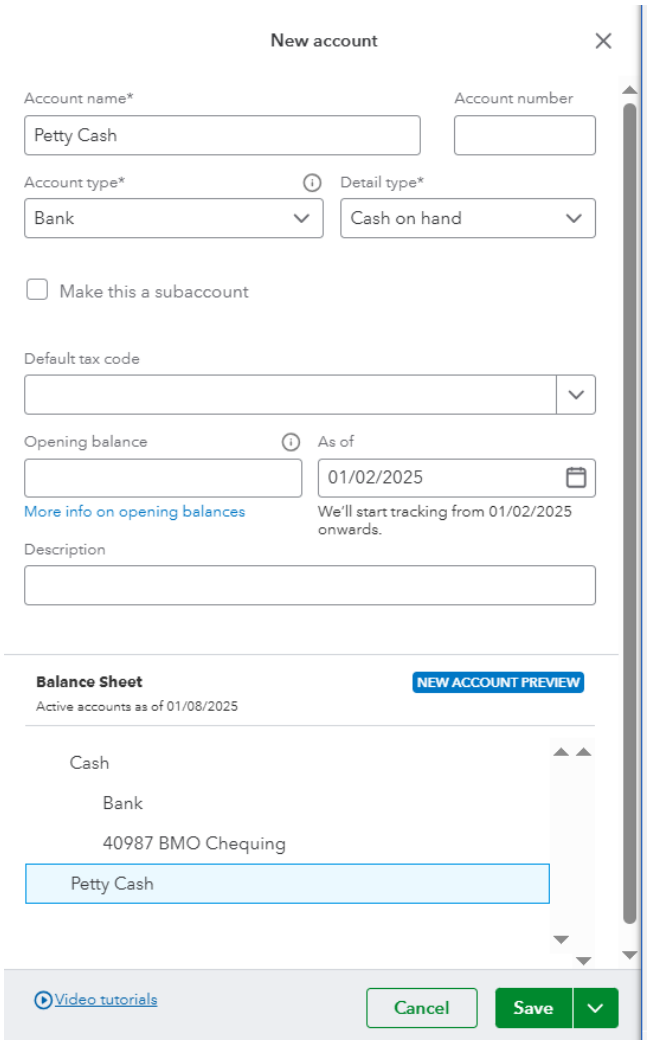
Practice the Skills – Answer Key

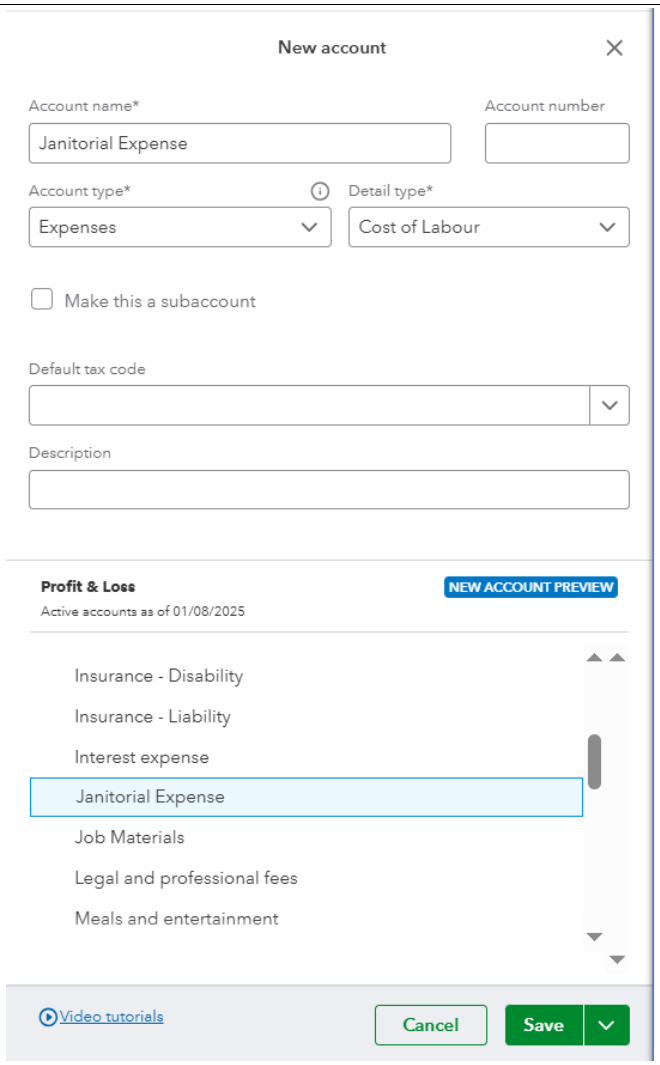
Lesson 1

1.

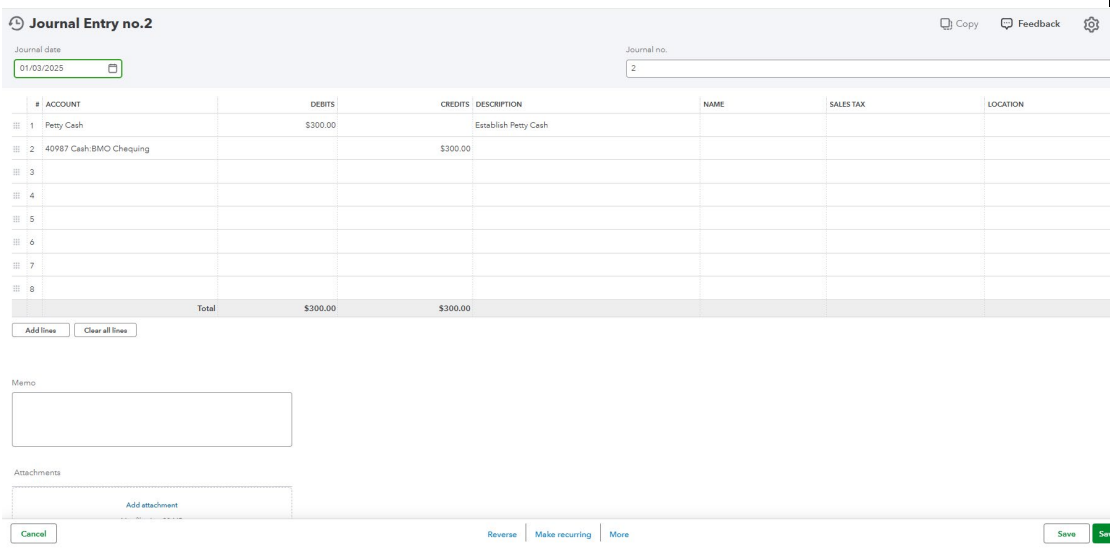


2.



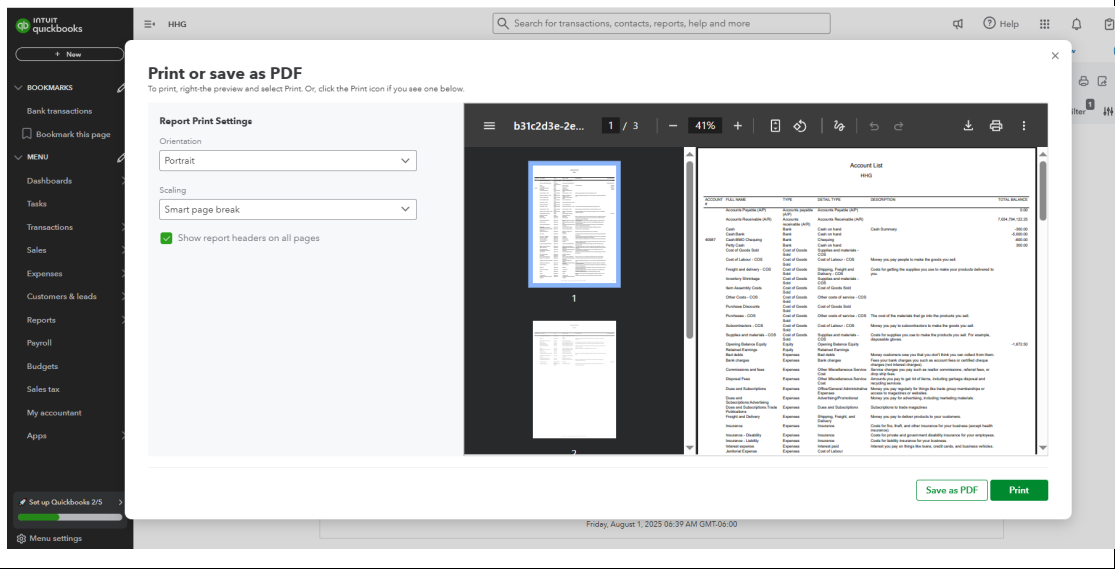

New account
Account name*
Janitorial Expense
Account number
Account type*
Expenses
Detail type*
Cost of Labour
Make this a subaccount
Default tax code
Description
Profit & Loss
NEW ACCOUNT PREVIEW
Active accounts as of 01/08/2025
Insurance - Disability
Insurance - Liability
Interest expense
Janitorial Expense
Job Materials
Legal and professional fees
Meals and entertainment
Video tutorials
Cancel
Save

3.


Journal Entry no.2
Copy
Feedback
Journal date
01/03/2025
Journal no.
2
ACCOUNT DEBITS CREDITS DESCRIPTION NAME SALES TAX LOCATION
1 Petty Cash $300.00 Establish Petty Cash
2 40987 Cash:BMO Chequing $300.00
3
4
5
6
7
8
Total $300.00 $300.00
Add lines
Clear all lines
Memo
Attachments
Add attachment
Cancel
Reverse
Make recurring
More
Save

.

4.

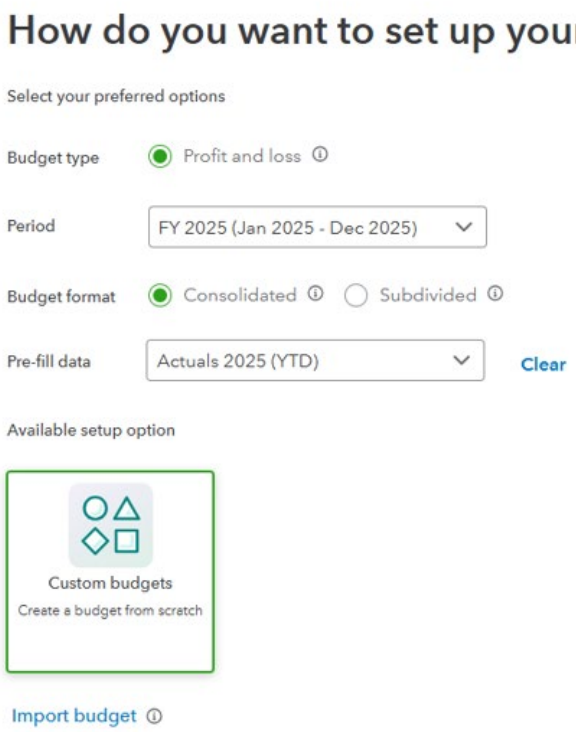

Print or save as PDF
To print, right-the preview and select Print. Or, click the Print icon if you see one below.
Report Print Settings
Orientation
Portrait
Scaling
Smart page break
Show report headers on all pages
Save as PDF
Print
Account List
HHG

Quickbooks
Qb

Lesson 9: Budgets, Business Overview, Classes, and Inventory

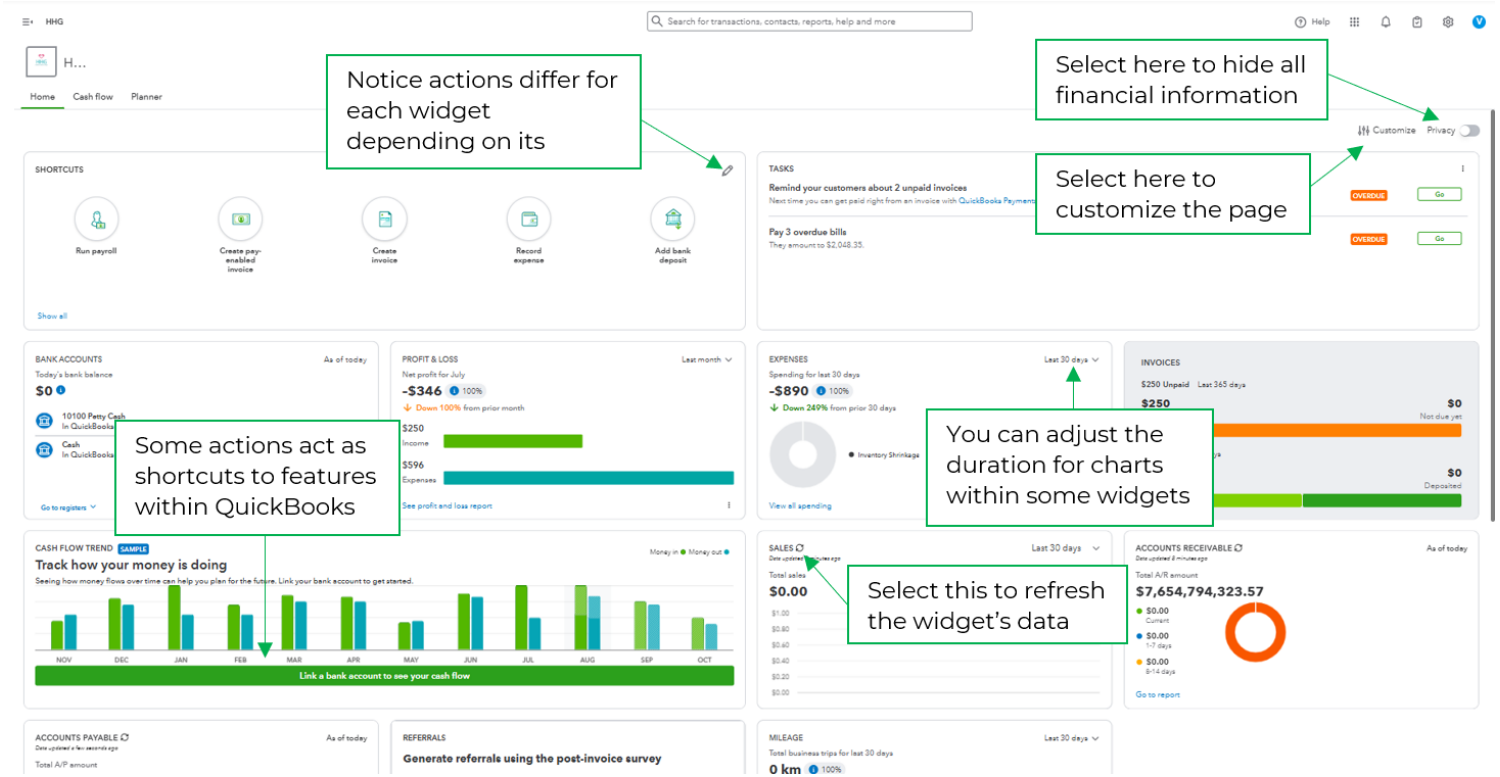
Budgets

- Useful to help plan performance over course of fiscal year
- Helps identify problems early enough to take action to minimize losses



Budget Reports

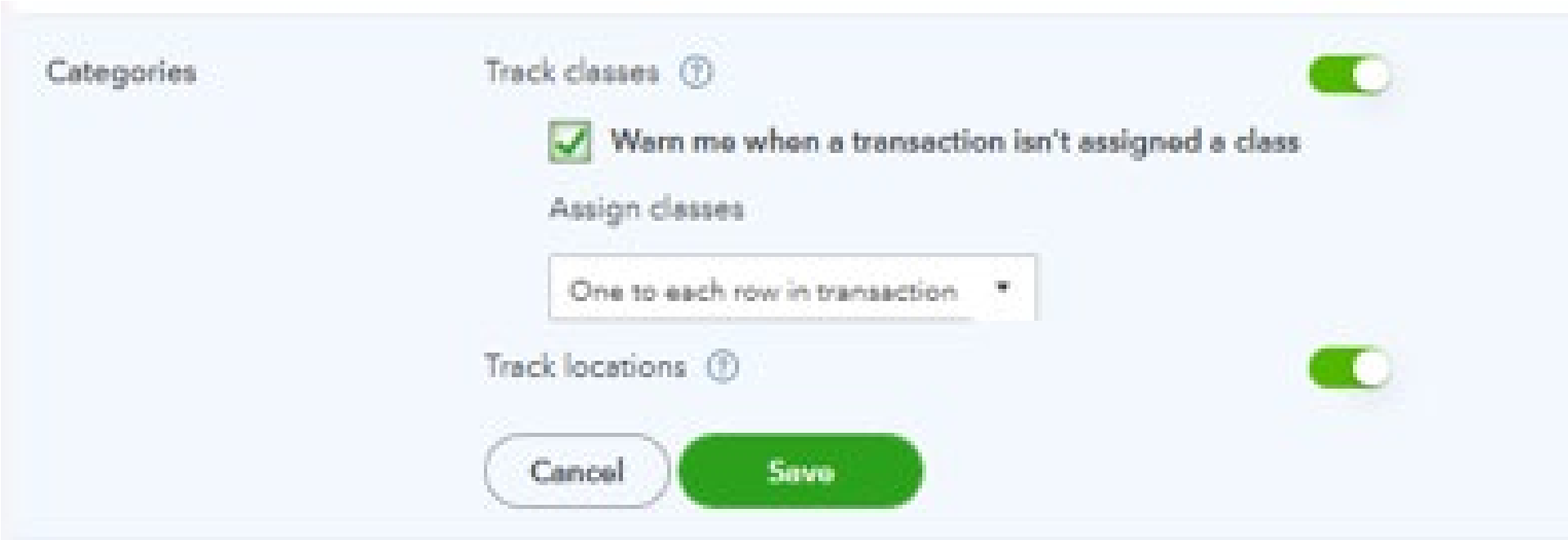
Overview Page



Accounting by Class

- Track transactions by class to categorize your business's financial activity.
- You can use classes to track payroll, income, expenses, or profitability by business segment
- You can use class tracking on all transactions, including invoices, bills, expenses, and journal entries. You can also run a balance sheet by class.

Activating the Class Feature



Creating Classes Steps 1-5

1. Select the **Settings (gear button)** and then **All lists**.
2. Select **Classes**.
3. Select **New**. Give this class a name.
4. To add a sub-class, select **Is a sub-class** and select the main class. You can nest up to five classes.
5. Select **Save**.

Allocating Expenses and Income

Allocations can be performed on the following types of transactions:

- Customer invoices, sales receipts, estimates, delayed credit, and credit memos/refund receipts (but not receive payments because the allocations have already been completed on the invoice)
- Supplier bills, purchase orders, cheques, credit, and expenses
- Paycheques/payroll
- General journal transactions

If an item in a transaction is not allocated to a class (you can choose to do this), then it is accounted automatically as part of the overall company accounts in a non-class category called ***Not Specified***.

Reporting on Performance by Class

1. Select **Reports** from the quick access menu.

2. Locate or search for **Profit and Loss by Class**

This groups your income, expenses, and net income by class.

Profit and Loss by Class
HHG
January 1-August 12, 2025

Account	Cosmetics	Treatments	Not Specified	Total
Income				
45000 Sales Income				
45050 Merchandise Sales	12.00	-	440.00	452.00
45100 Service Sales	-	90.00	45.00	135.00
Total for 45000 Sales Income	12.00	90.00	485.00	$587.00
Discounts given	-	-	-6.20	-6.20
Services	-	-	250.00	250.00
Total for Income	12.00	90.00	728.80	$830.80
Cost of Goods Sold				
Cost of Goods Sold	7.50	-	266.00	273.50
Inventory Shrinkage	-	-	-890.00	-890.00
Total for Cost of Goods Sold	7.50	-	-624.00	-$616.50
Gross Profit	4.50	90.00	1,352.80	$1,447.30
Expenses				
Freight and Delivery	-	-	150.00	150.00
Office expenses	-	-	400.90	400.90
Total for Expenses	-	-	550.90	$550.90
Other Income	-	-	-	-
Other Expenses				
Miscellaneous	-	-	350.00	350.00
Total for Other Expenses	-	-	350.00	$350.00
Profit	4.50	90.00	451.90	$546.40

Accrual basis

Managing Inventory

Physical Inventory Worksheet

Product/Service Full Name	Memo/Description	Quantity On Hand	Reorder Point	Quantity On PO
Basic System	Basic Computer System	10.00	5.00	-
Cosmetics:Face masks:Coal mask	Cleansing mask made of coal	67.00	7.00	0.00
Cosmetics:Moisturizers:Aloe m...	Lotion that moisturizes your ski...	297.00	30.00	-
Piano	Piano	2.00	0.00	0.00
TOTAL		**376.00**		**0.00**

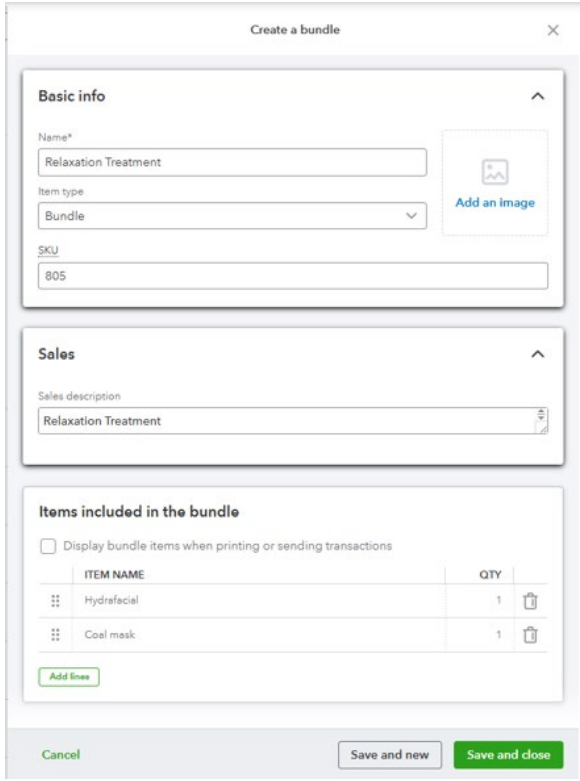
Creating a Bundle

1. From the quick access menu select New and then Add product/service.

This panel can also be opened by from the Products and Services page by selecting New from the top right.

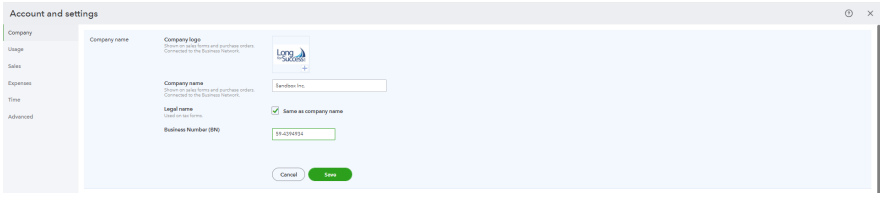
2. Select Bundle and enter information
3. Select Save and close.

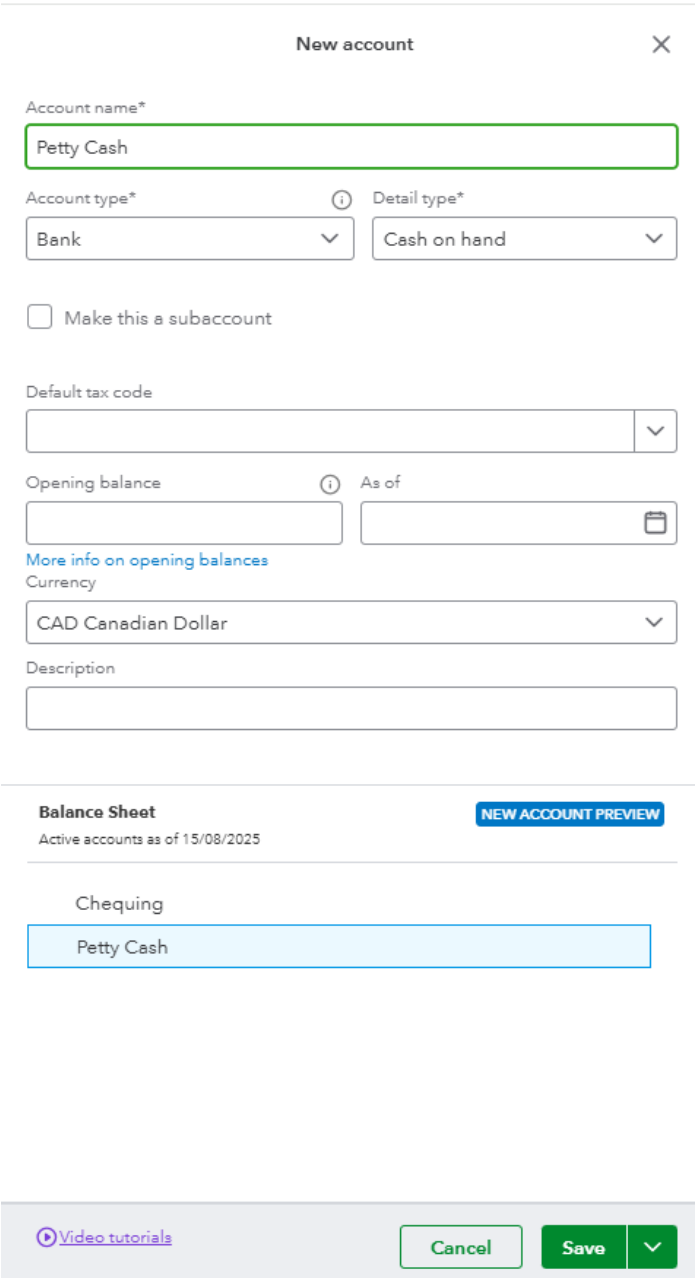
When entering this bundle item in an invoice, all its items within this bundle are displayed.



Additional Exercises– Answer Key

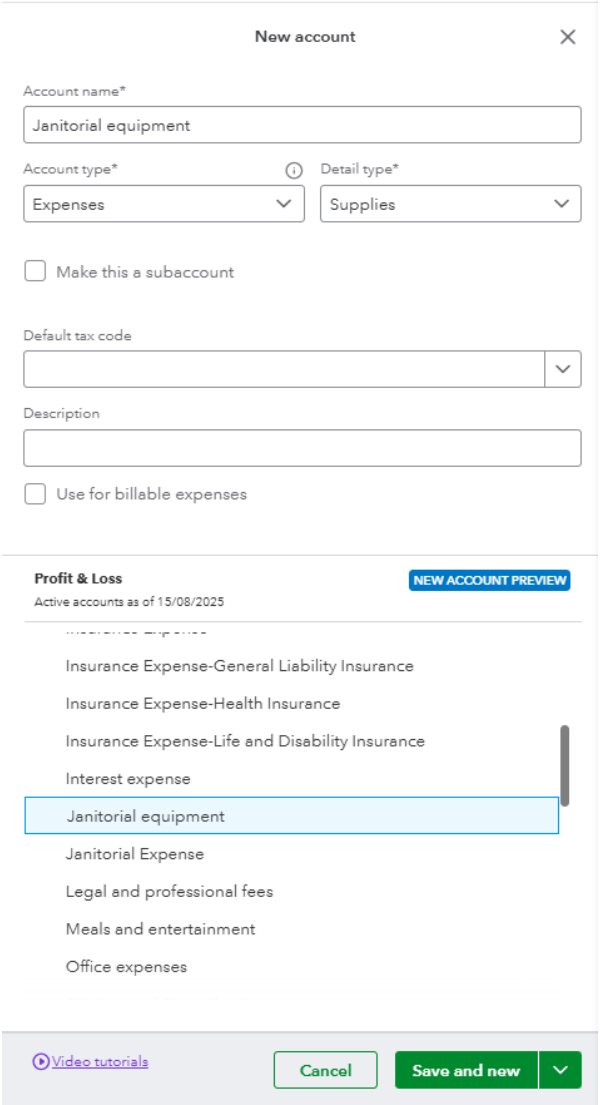
Lesson 1

1.	**1**	Open the URL using your browser, and select the checkbox for verification.
2.	**1**	Select the gear icon from the application banner's top right and select **Account and settings**.
	2	Select the **Company name** section to enable editing.
	3	Enter the given information as follows: 
	4	Select **Save**.
3.	**1**	Select the **Contact info** section to enable editing.
	2	Enter the given information as follows:
	3	Select **Save** then select **Done**.
4.	**1**	From the quick access menu, select **Transactions** and then **Chart of accounts**.
	2	Select **New Account** button and enter the given information as follows:



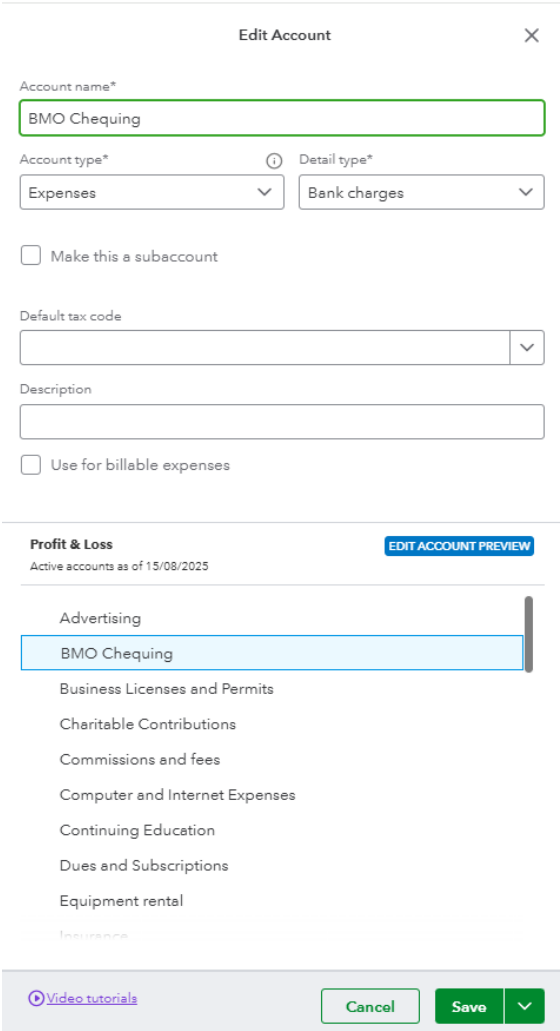
3 Select **Save and New**.

4 Enter the remaining information as follows:



5 Select **Save**.

5 **1** From the **Chart of accounts**, locate the **Bank charges** account and select the drop-down list next to it and select **Edit**.



2 Select **Save and Close** and repeat the previous steps for the rest of the accounts.

6

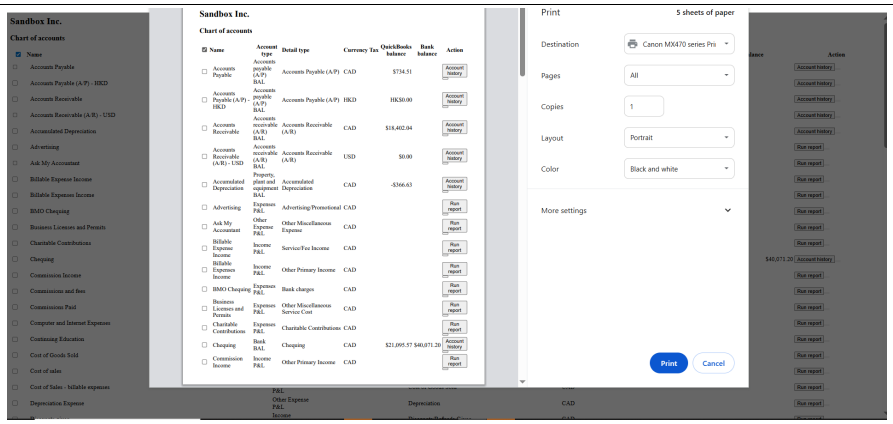
1 From the **chart of accounts**, locate the accounts mentioned in the exercise.

2 Select the drop-down list next to the account and select **Make inactive (reduces usage)**.

3 From the confirmation window, select **Yes**.

7

1 From the top left of the **Chart of Accounts** list, select the print button.



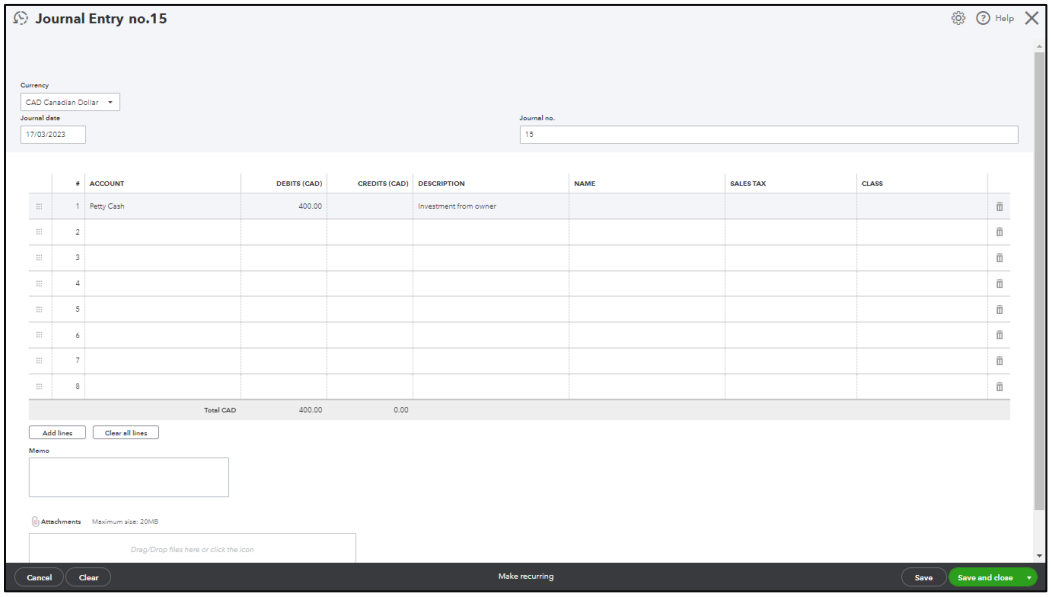
2 Select **Print**.

8

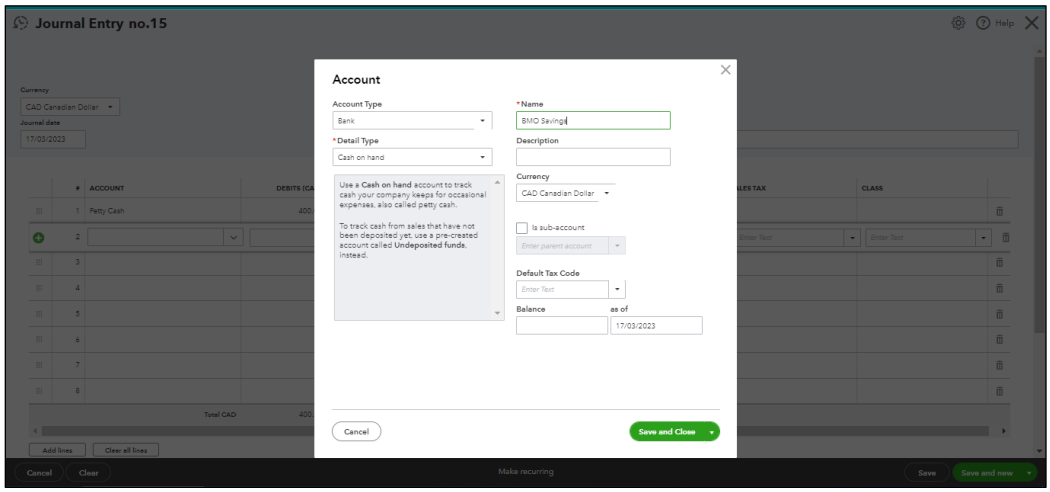
1 From the quick access menu, select **New**.

2 Select **Journal entry**.

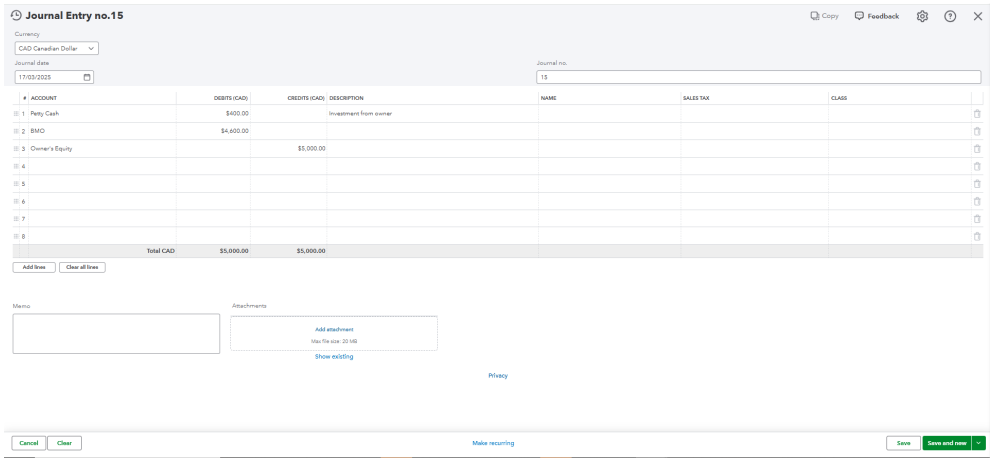
3 Enter the information for the first transaction as follows.



4 For the second entry, in the **Account** column, select **Add new**.



5 Select **Save and close.** Enter the rest of the exercises' information as follows:

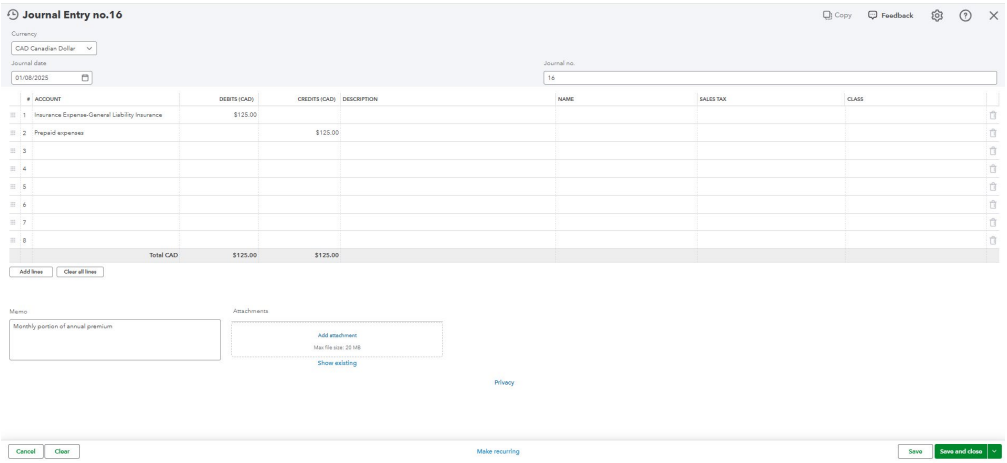


6 Select **Save and Close.**

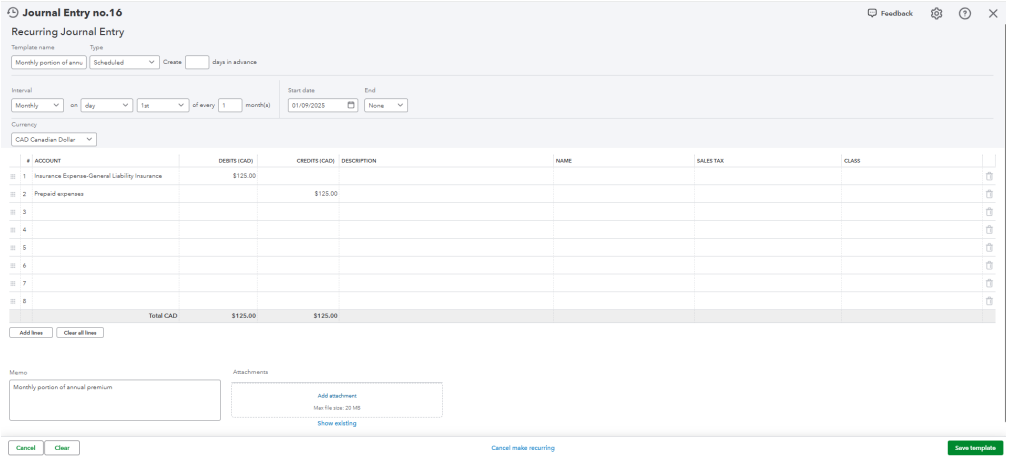
9 **1** From the quick access menu, select **New**.

2 Select **Journal entry**.

3 Enter the information for the first transaction as follows.



4 Select **Make recurring** at the bottom of the page.



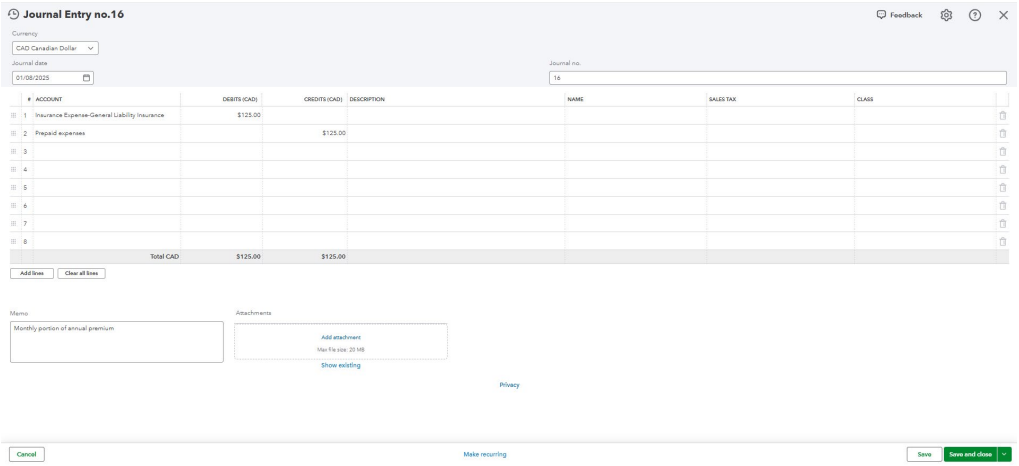
5 Select **Save template**.

10

1 From the quick access menu, select **Transactions** and then **Recurring transactions.**

2 Locate the template **Recurring journal entry**.

3 Select the drop-down list next to it and select **Use**.

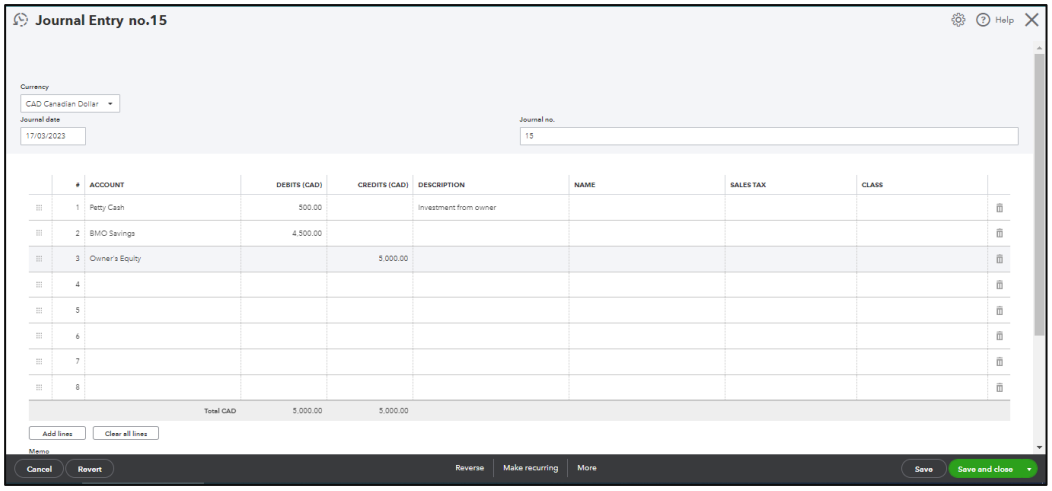


4 Select **Save and close**.

11

1 Select the **search bar** then select **Advanced transactions search** at the bottom.

2 Locate the journal entry and perform the changes mentioned in the exercise as follows:



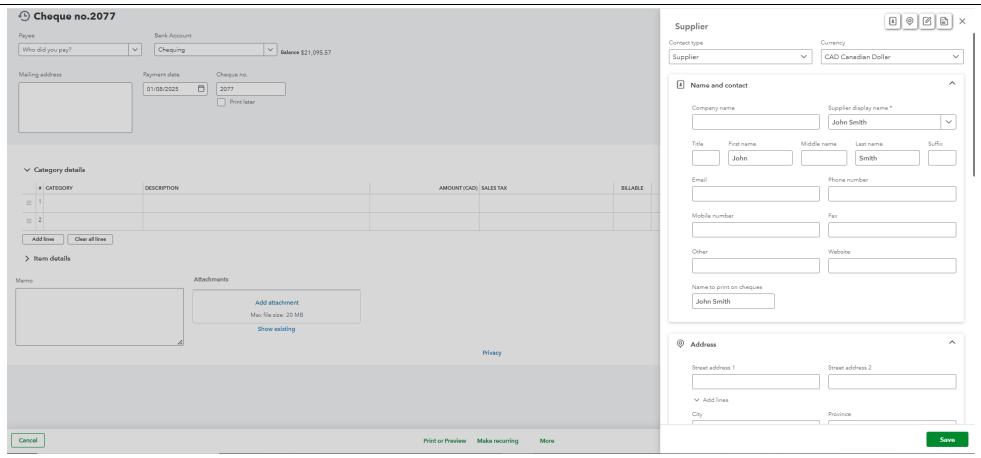
3 Select **Save and close**.

12

1 Select **New** from the quick access menu and then select **Cheque**.

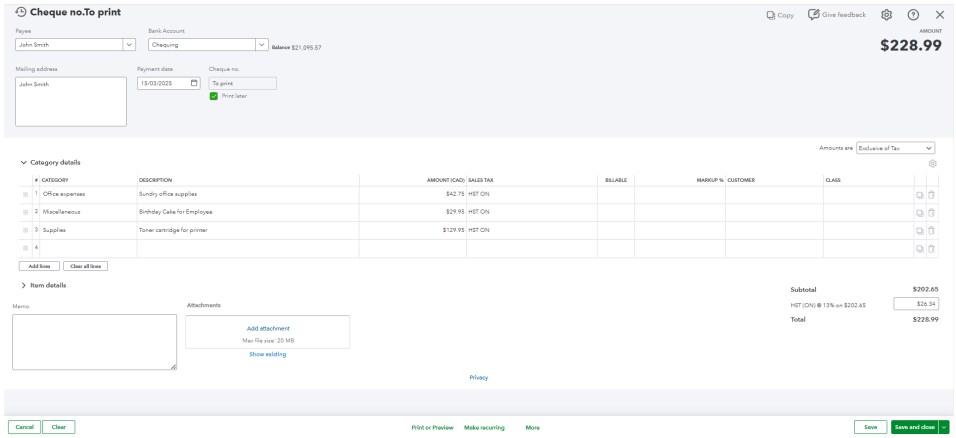
2 From the Payee name list, select **Add new**.

3 Enter your information as in the following example:



4 Select **Save**.

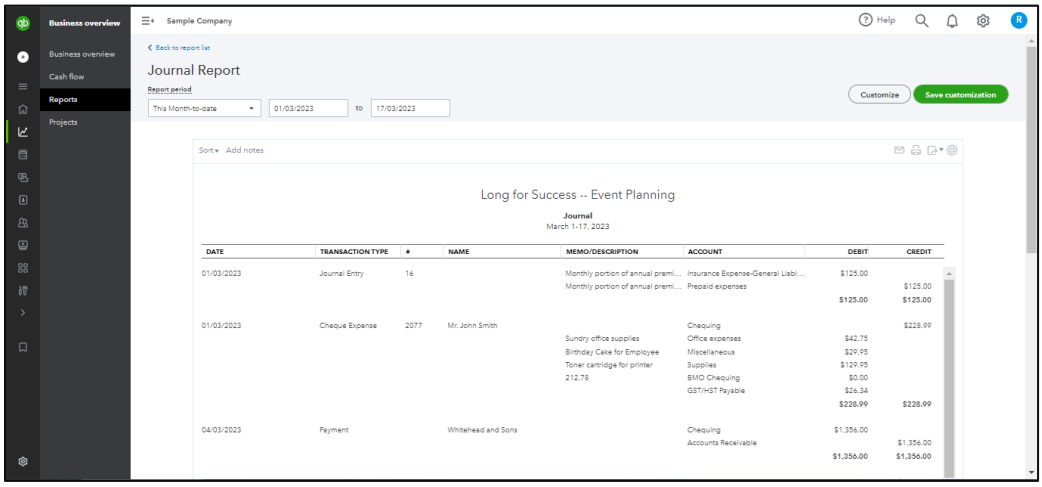
5 Enter the given information as follows:

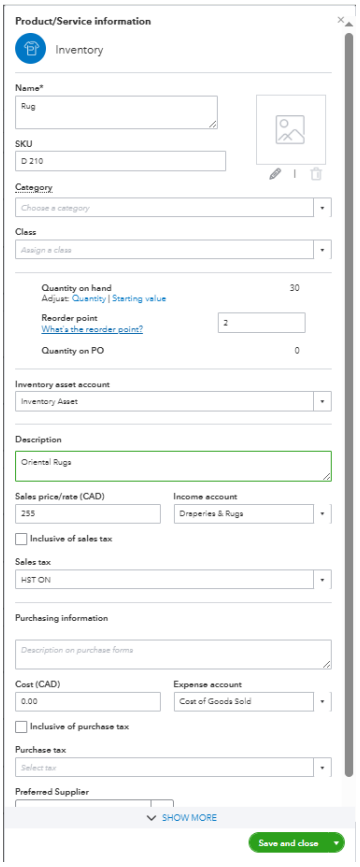


6 Select **Save and Close**.

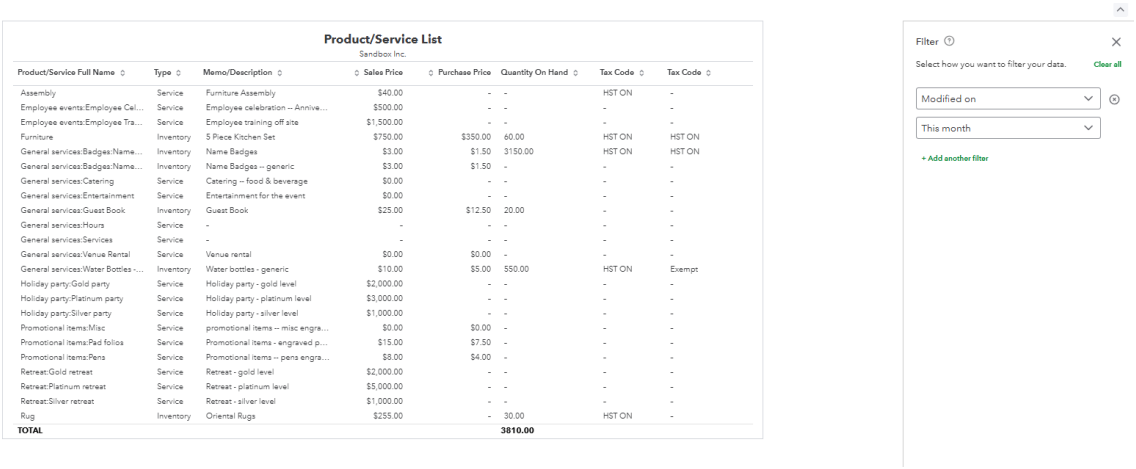
13 **1** Select **Reports** from the quick list menu and then select **Standard Reports**.

2 Locate or search for the **Journal** report.



4	**1.** Select the item from the list and select **Edit**. **2.** Make the changes as in the following:  **3.** Select **Save and close**.
5	**1.** From the quick access menu, select **Reports** and then **Standard Reports**.

2. Search for or locate the **Product/Service** report and generate it.



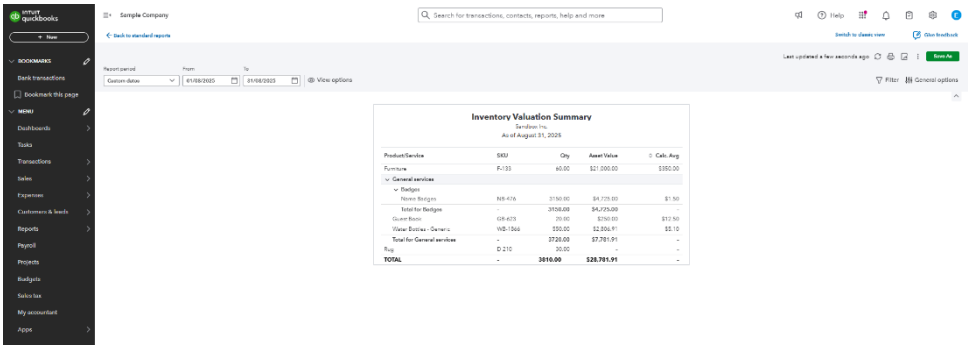
Product/Service List

Sandbox Inc.

Product/Service Full Name	Type	Memo/Description	Sales Price	Purchase Price	Quantity On Hand	Tax Code	Tax Code
Assembly	Service	Furniture Assembly	$40.00	-	-	HST ON	-
Employee events:Employee Cel...	Service	Employee celebration -- Annive...	$500.00	-	-	-	-
Employee events:Employee Tra...	Service	Employee training off site	$1,500.00	-	-	-	-
Furniture	Inventory	5 Piece Kitchen Set	$750.00	$350.00	60.00	HST ON	HST ON
General services:Badges:Name...	Inventory	Name Badges	$3.00	$1.50	3150.00	HST ON	HST ON
General services:Badges:Name...	Inventory	Name Badges -- generic	$3.00	$1.50	-	-	-
General services:Catering	Service	Catering -- food & beverage	$0.00	-	-	-	-
General services:Entertainment	Service	Entertainment for the event	$0.00	-	-	-	-
General services:Guest Book	Inventory	Guest Book	$25.00	$12.50	20.00	-	-
General services:Hours	Service	-	-	-	-	-	-
General services:Services	Service	-	-	-	-	-	-
General services:Venue Rental	Service	Venue rental	$0.00	$0.00	-	-	-
General services:Water Bottles -...	Inventory	Water bottles - generic	$10.00	$5.00	550.00	HST ON	Exempt
Holiday party:Gold party	Service	Holiday party - gold level	$2,000.00	-	-	-	-
Holiday party:Platinum party	Service	Holiday party - platinum level	$3,000.00	-	-	-	-
Holiday party:Silver party	Service	Holiday party - silver level	$1,000.00	-	-	-	-
Promotional items:Misc	Service	promotional items -- misc engra...	$0.00	$0.00	-	-	-
Promotional items:Pad folios	Service	Promotional items - engraved p...	$15.00	$7.50	-	-	-
Promotional items:Pens	Service	Promotional items -- pens engra...	$8.00	$4.00	-	-	-
Retreat:Gold retreat	Service	Retreat - gold level	$2,000.00	-	-	-	-
Retreat:Platinum retreat	Service	Retreat - platinum level	$5,000.00	-	-	-	-
Retreat:Silver retreat	Service	Retreat - silver level	$1,000.00	-	-	-	-
Rug	Inventory	Oriental Rugs	$255.00	-	30.00	HST ON	-
TOTAL					**3810.00**		

6

1. Select **Back to reports** from the top left of the page.
2. Search for or locate the **Inventory valuation summary** report and generate it.



Lesson 3

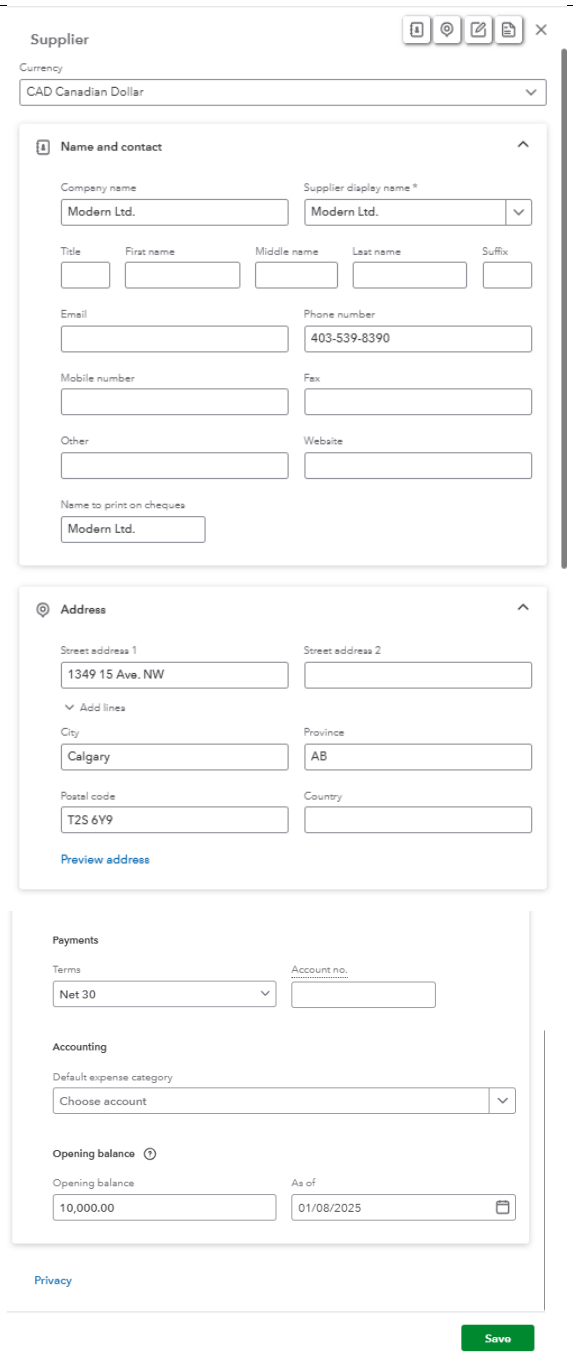
1.

1. Open the URL using your browser.

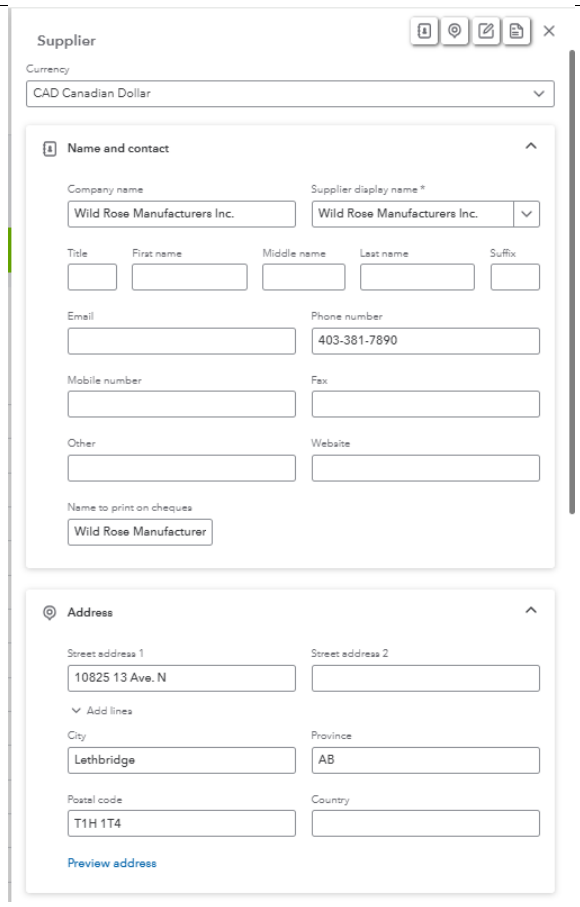
   Select the checkbox for verification.

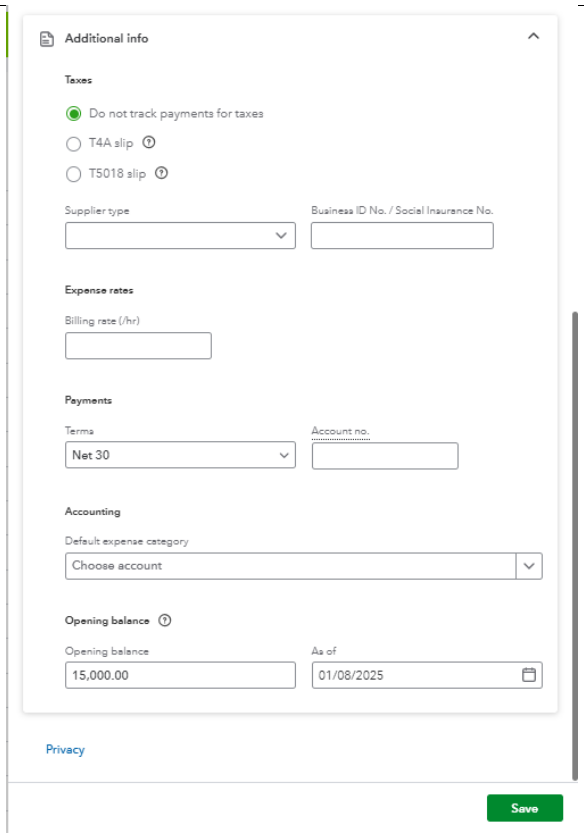
2

1. From the quick access menu, select **Expenses**, and then select **Suppliers**.
2. Select **New supplier** button.
3. Enter the given information as in the following:



4. Select **Save**.
5. Select **New supplier** again.
6. Enter the information for the other supplier as follows:


Supplier
Currency
CAD Canadian Dollar
Name and contact
Company name
Wild Rose Manufacturers Inc.
Supplier display name *
Wild Rose Manufacturers Inc.
Title
First name
Middle name
Last name
Suffix
Email
Phone number
403-381-7890
Mobile number
Fax
Other
Website
Name to print on cheques
Wild Rose Manufacturer
Address
Street address 1
10825 13 Ave. N
Street address 2
Add lines
City
Lethbridge
Province
AB
Postal code
T1H 1T4
Country
Preview address



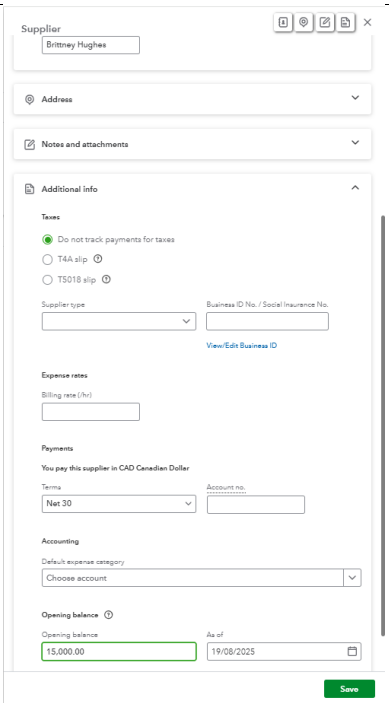
7. Select **Save**.

3

1. Locate the supplier in the list and select their name.

2. Select **Edit**.

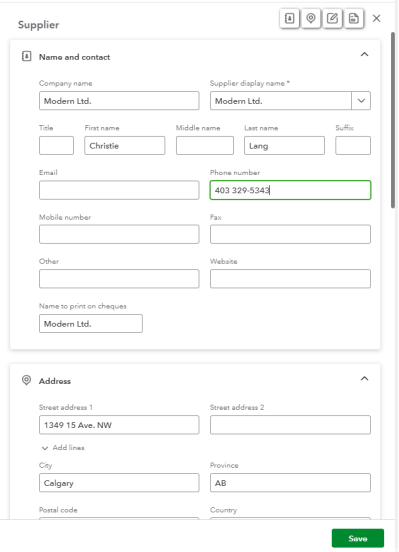
3. Make the changes given in the exercise and select **Save**.



4. Locate the supplier in the list and select their name.

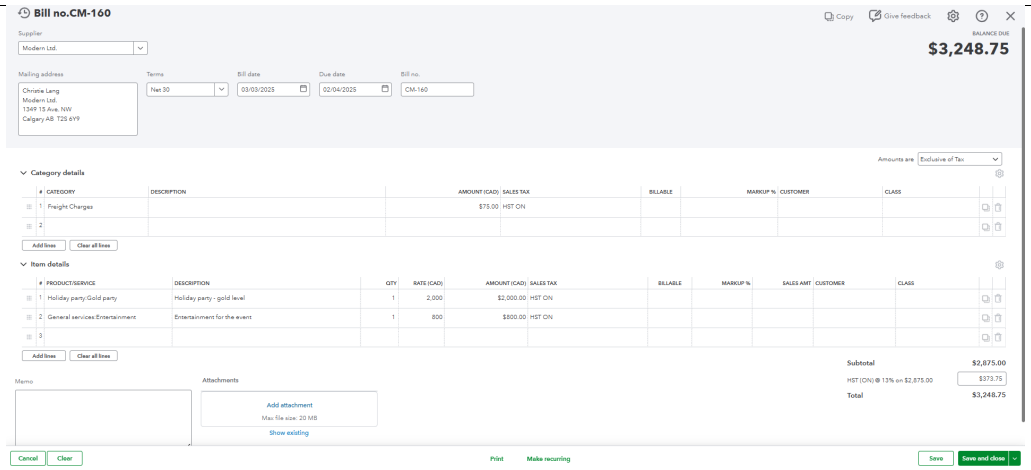
5. Select **Edit**.

6. Make the changes given in the exercise and select **Save**.

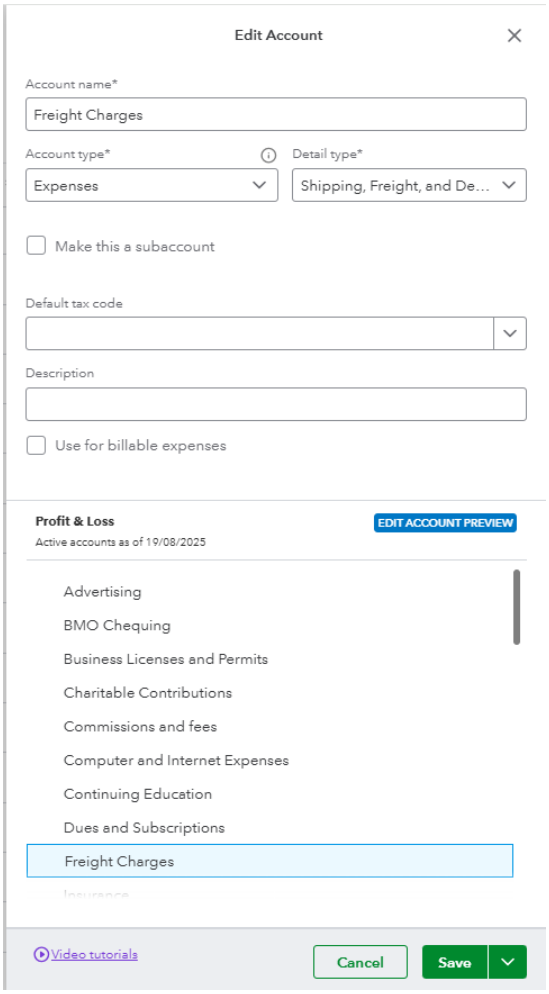


4 **1.** Select **New** from the quick access menu and then select **Bill**.

2. Enter the information given in the exercise as follows:



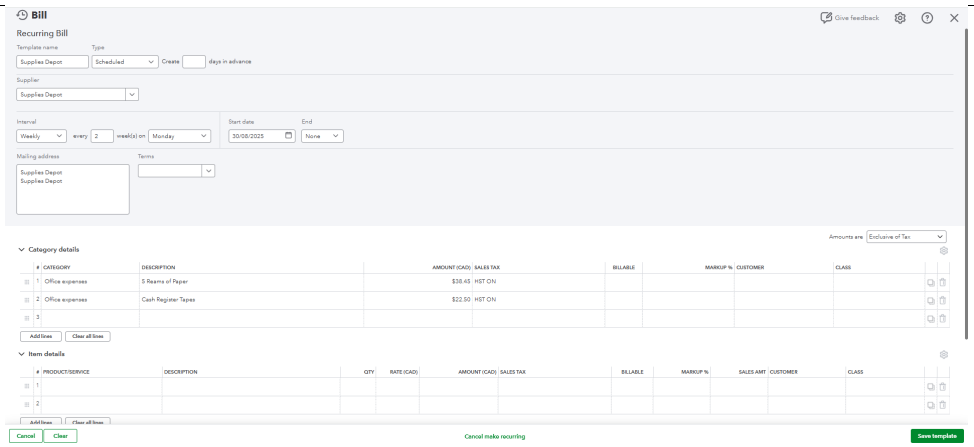
3. Select **Add new** from the **Category detail** section and add the account as follows:



4. Select **Save**.

5 **1.** Select **New** from quick access menu, and then select **Bill**.

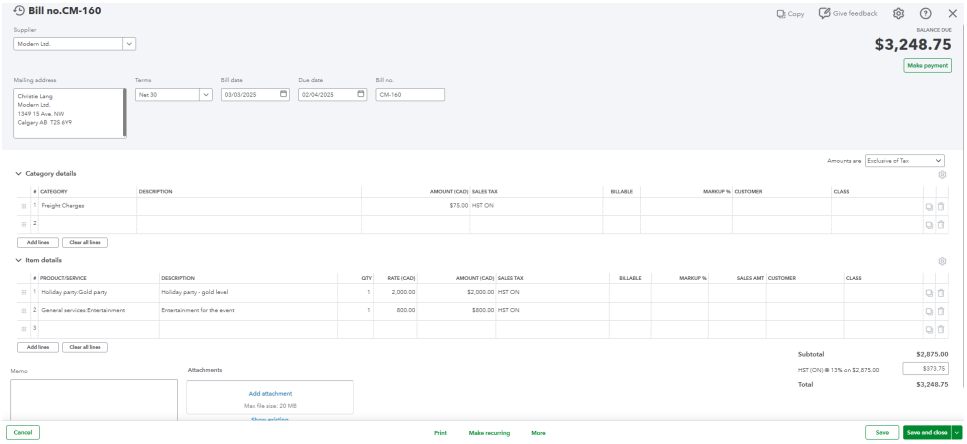
2. Select **Make recurring** at the bottom of the page.



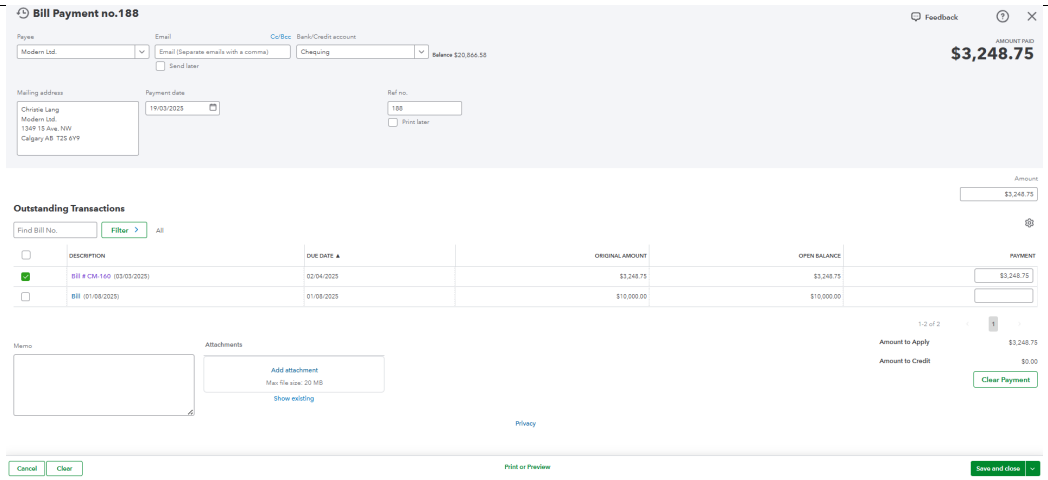
3. Select **Save template** at the bottom.
4. Select **Sales** from the quick access menu then select **Recurring transactions**.
5. Locate the template created and from the drop-down list next to it, select **Use**.
6. Revise the bill and select **Save and Close** from the bottom.

6

1. From the quick access, select **Expenses** and then **Bills**.
2. In the **Supplier** list, locate Modern Ltd. **View/edit bill** from the Action column.
3. Select the **Make payment** button on the top right of page.



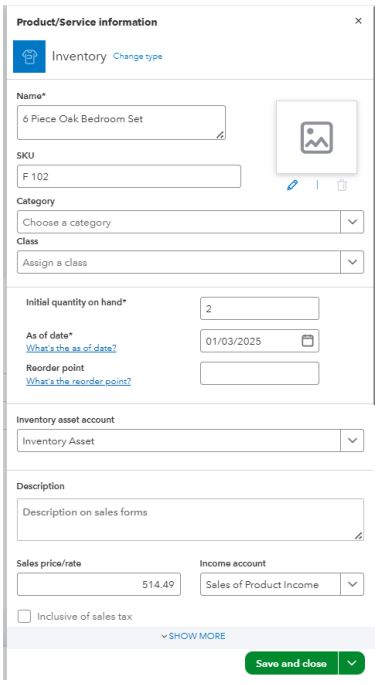
4. Enter the cheque number and set payment date before end of month:



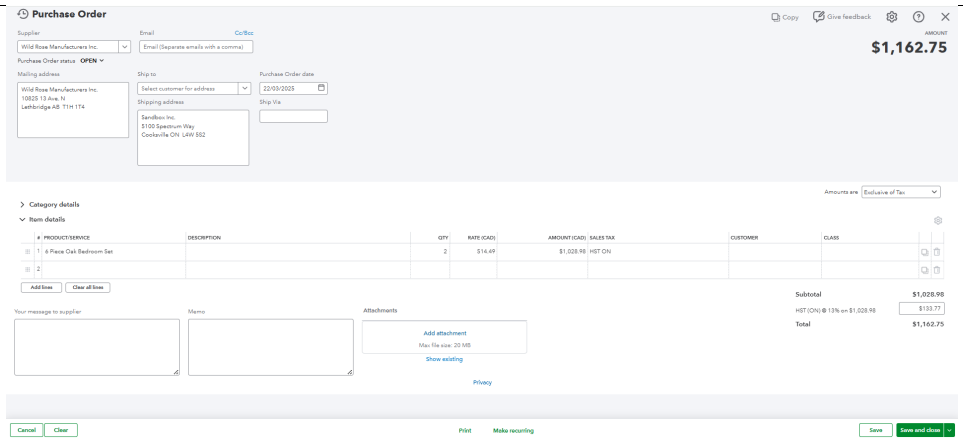
5. Select **Save and Close**.

7 **1.** Select **New** from the quick access menu and select **Purchase order**.

2. Add new inventory item:



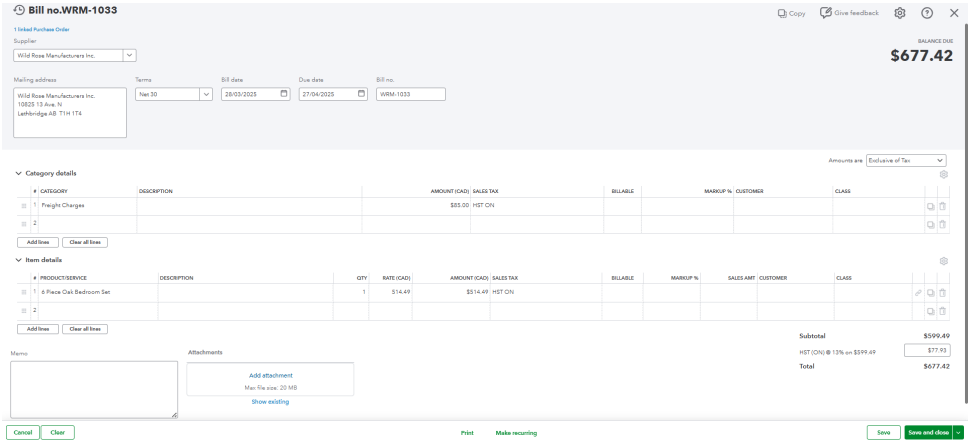
3. Enter in purchase order information as provided:



4. Select **Save and close**.

8

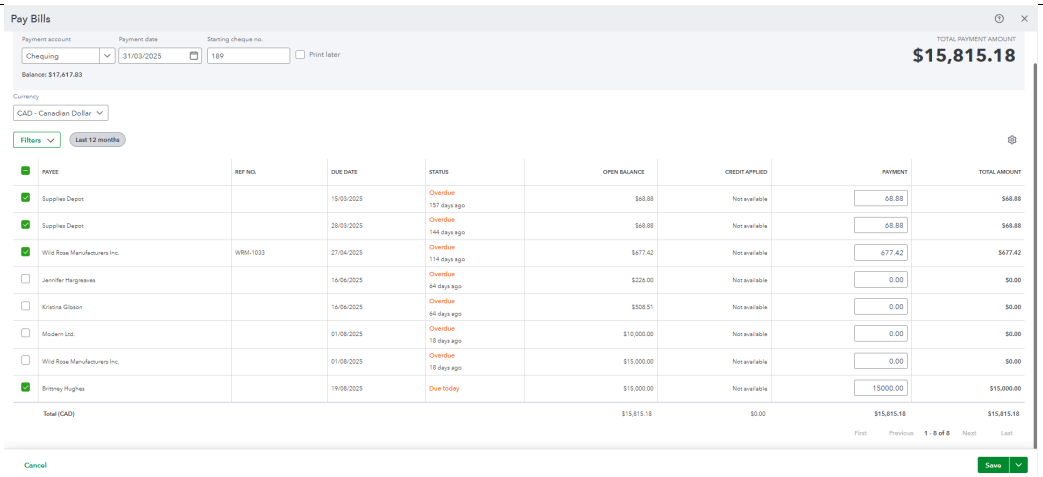
1. From the quick access menu, select **New** and then **Bill**.
2. In the **Supplier** list, select Wild Rose Manufacturers Inc.
3. From the right panel, select **Add** from the purchase order.
4. Enter the information as follows:



5. Select **Save and close**.

9

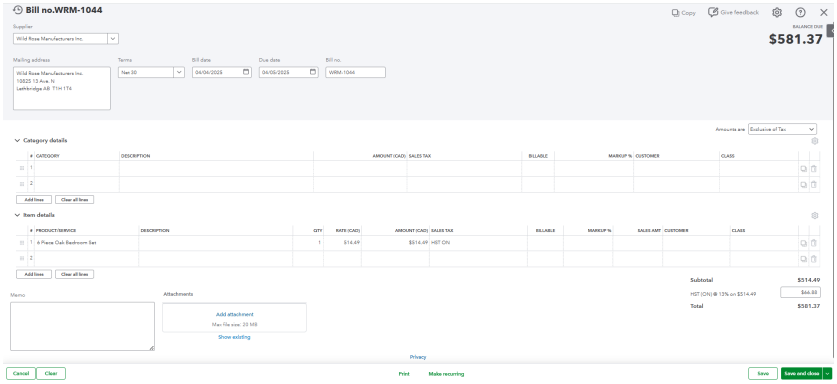
1. Select **New** from the quick access menu, and then select **Pay bills**.
2. Select the information given as follows:



3. Select **Save and Close**.

10

1. From the quick access menu, select **New** and then **Bill**.
2. In the **Payee** list, select **Wild Rose Manufacturers Inc**.
3. From the right panel, select **Add** from the purchase order.
4. Enter the information as follows by removing unwanted details:



5. Select **Save and close**.

11

1. From the quick access menu, select **Reports** and then **Standard Reports**.
2. Search for or locate the **Accounts Payable Aging Summary** report and generate it.

12

1. From the quick access menu, select **Reports** and then **Standard Reports**.
2. Search for or locate the **Transaction List by Supplier** report and generate it.

13

1. From the quick access menu, select **Reports** and then **Standard Reports**.
2. Search for or locate the **Supplier Contact List** report and generate it.

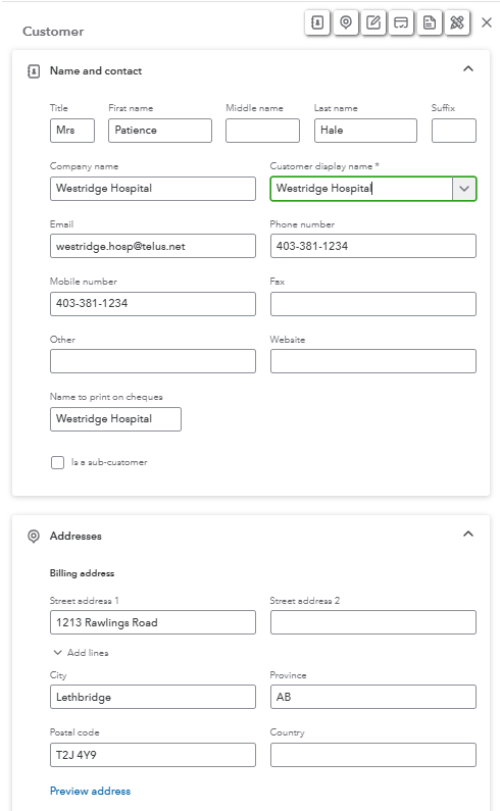
Lesson 4

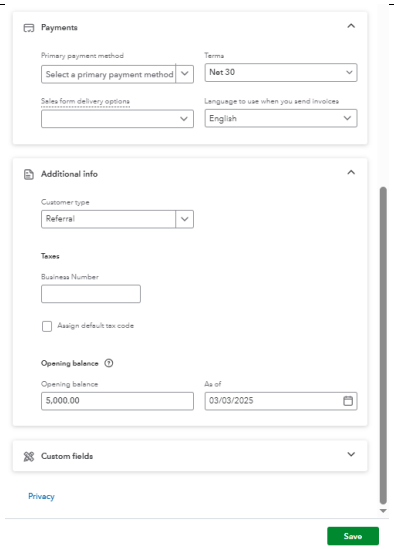
1

1. Open the URL using your browser.
2. Select the checkbox for verification.
3. From the application's header, select the gear button.
4. At the bottom of the menu, select **Switch to business view**.

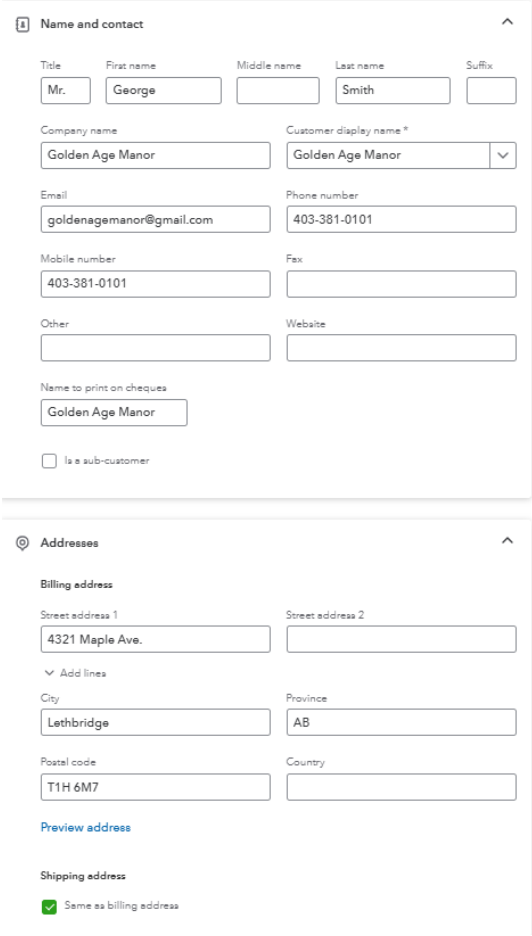
2

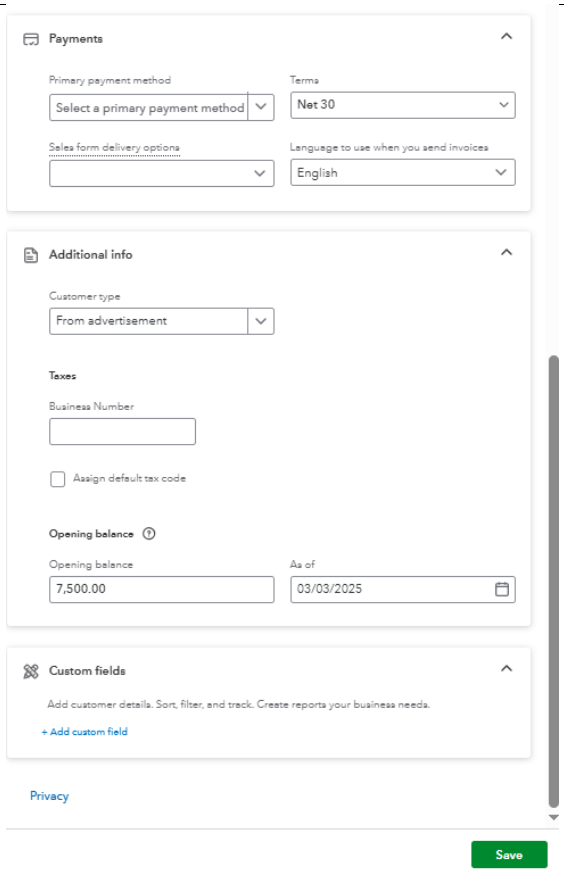
1. From the application's quick access menu, select **Customers & leads** and then select **Customers**.
2. Select **New customer** button.
3. Enter the customer's information as given in the exercise:





4. Select **Save**.
5. Go back to the Customers page and select **New customer** again.
6. Enter the other customer's information as given in the exercise:

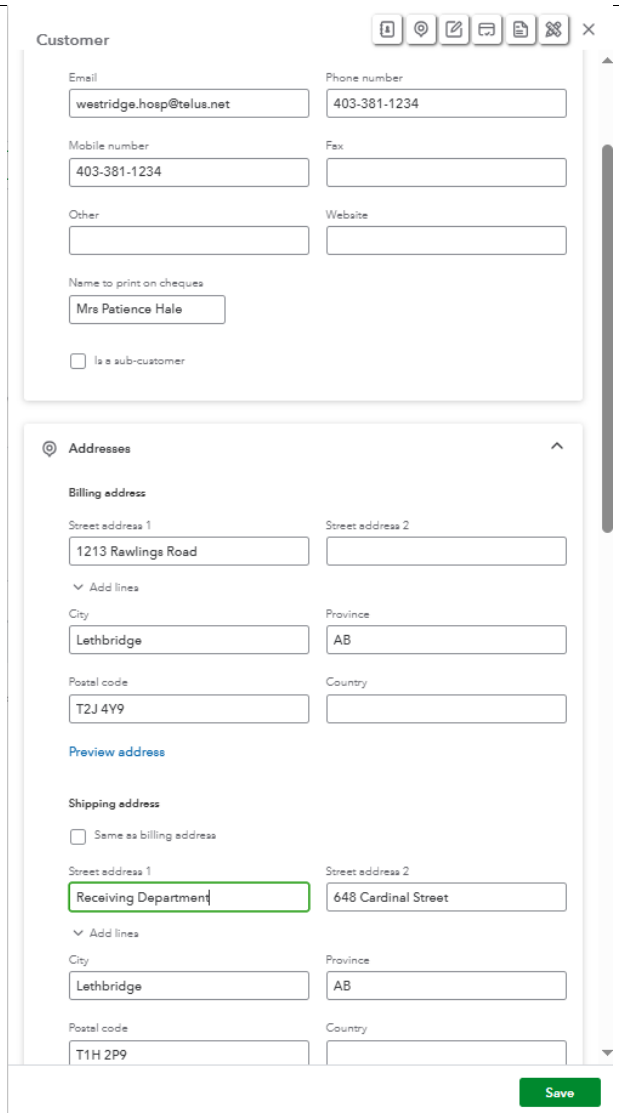




7. Select **Save**.

3

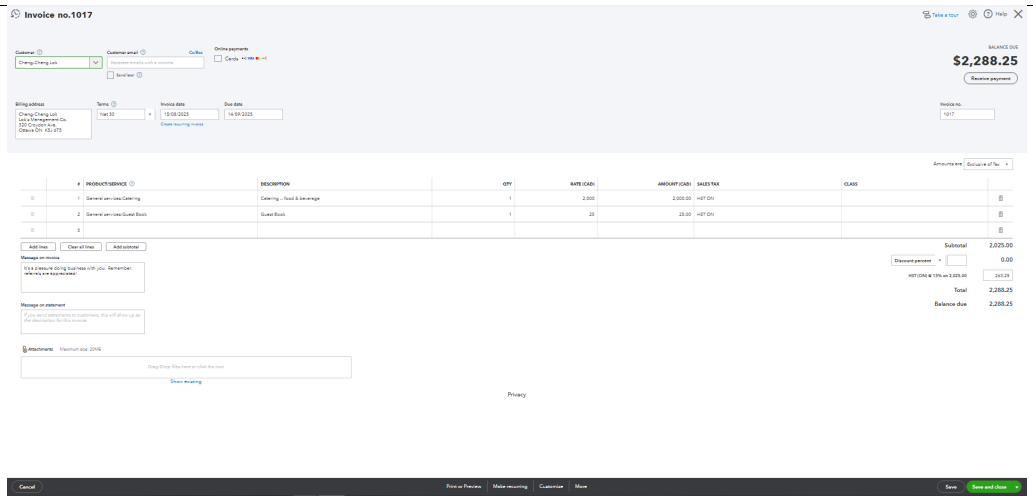
1. From the Customers page, search for or locate **Westridge Hospital** in the list and select it.
2. Select **Edit** from the top right of the page.
3. Remove the selection for **Same as billing address**.
4. Enter the information given in the exercise:



5. Select **Save**.

4 **1.** From the quick access menu select **New** and then **Invoice**. Or from the customer's page select the **New transaction** list and then select **Invoice**.

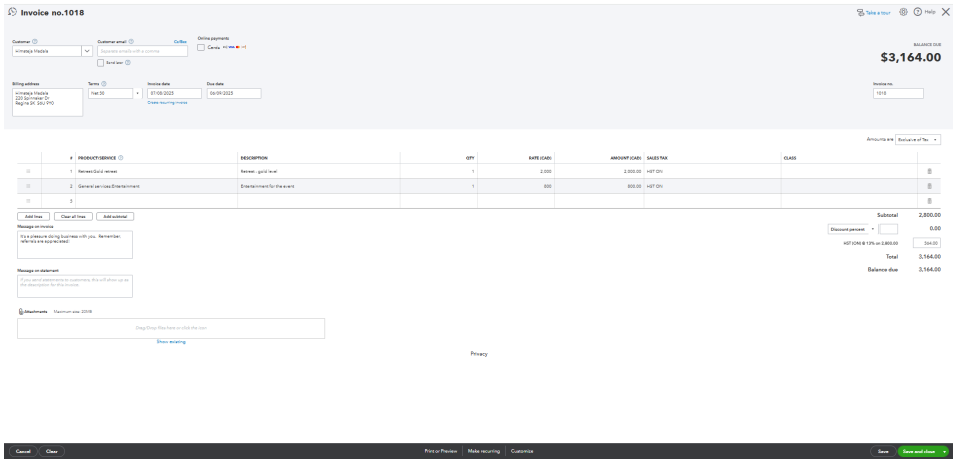
2. Enter the information as given in the exercise:



3. Select **Save and close**.

5

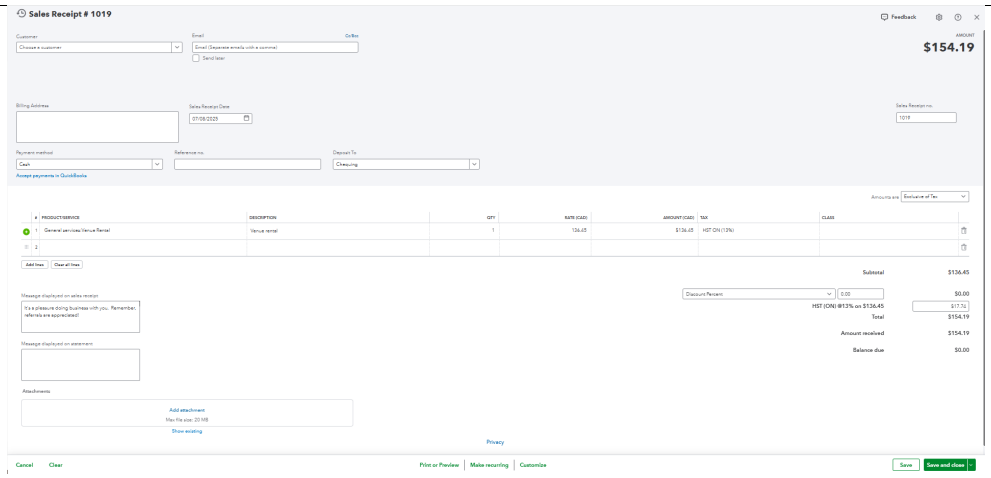
1. From the quick access menu select **New** and then **Invoice**. Or from the customer's page select the **New transaction** list and then select **Invoice**.
2. Enter the information as given in the exercise:



3. Select **Save and close**.

6

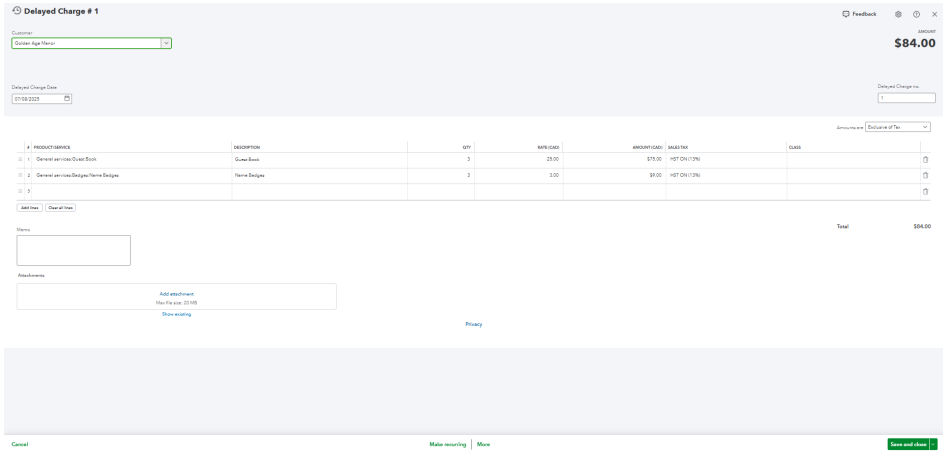
1. From the quick access menu select **New** and then **Sales receipt**.
2. Enter the information as given in the exercise:



3. Select **Save and close**.

7

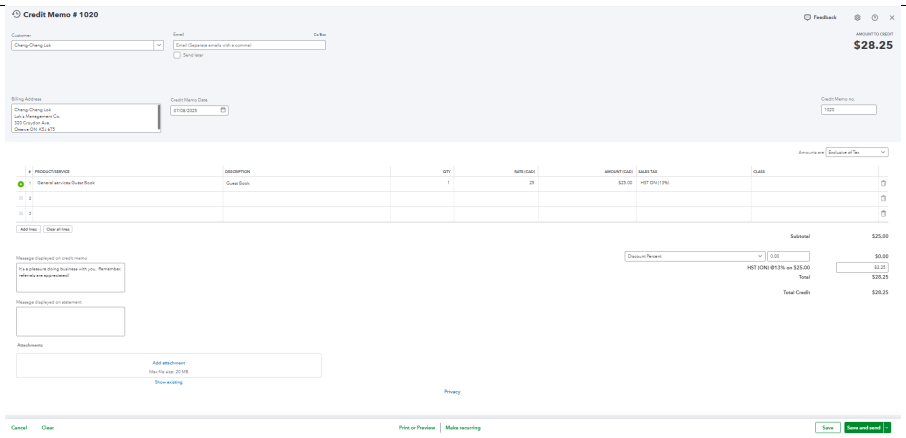
1. From the quick access menu, select **New** and then **Delayed charge**.
2. Enter the information as given in the exercise:



3. Select **Save and new**.

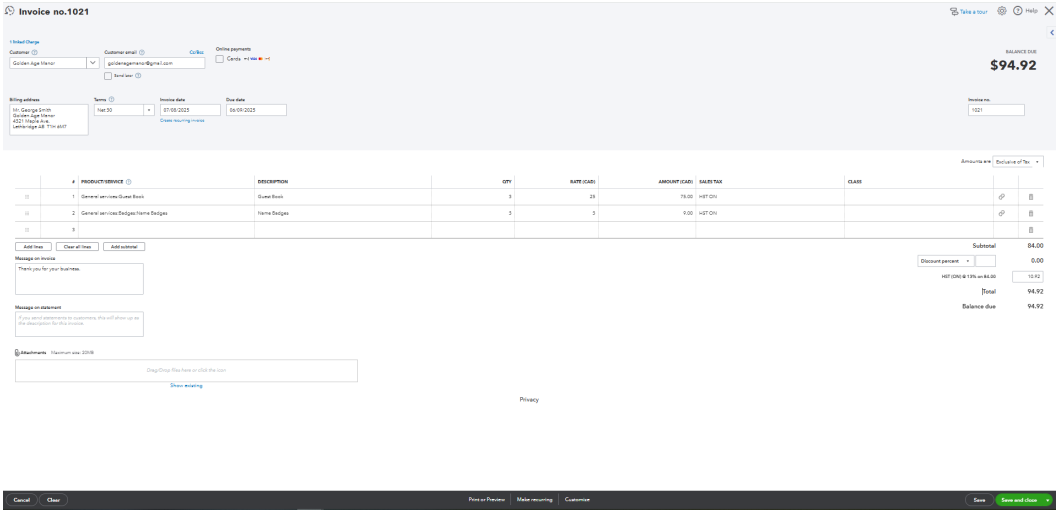
8

1. From the quick access menu select **New** and then **Credit memo**. Or from the customer's page select the **New transaction** list and then select **Credit memo**.
2. Enter the information as given in the exercise:



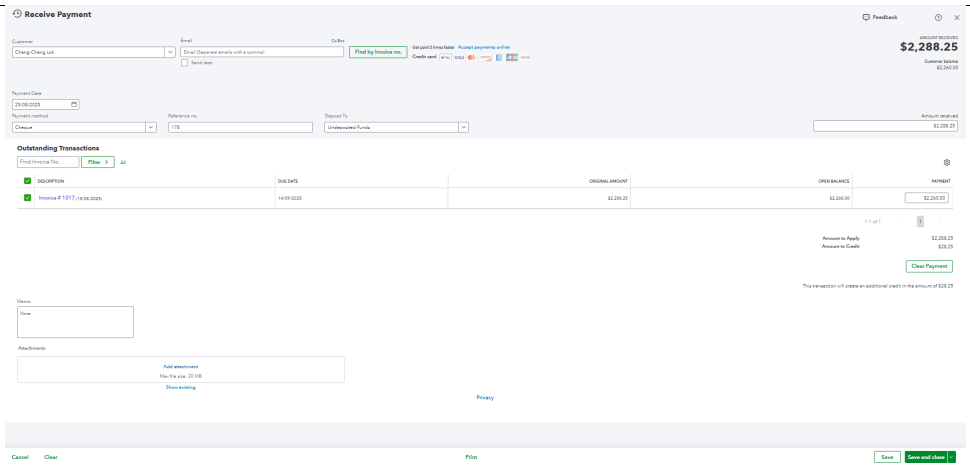
3. Select **Save and close**.

9 1. Open the customer's page, in the **Transactions list** tab, locate the charge created. Select **Create invoice** from the **Action** column.

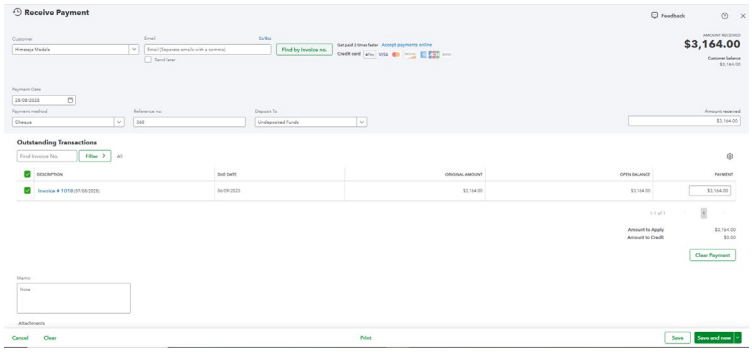


2. Select **Save and close**.

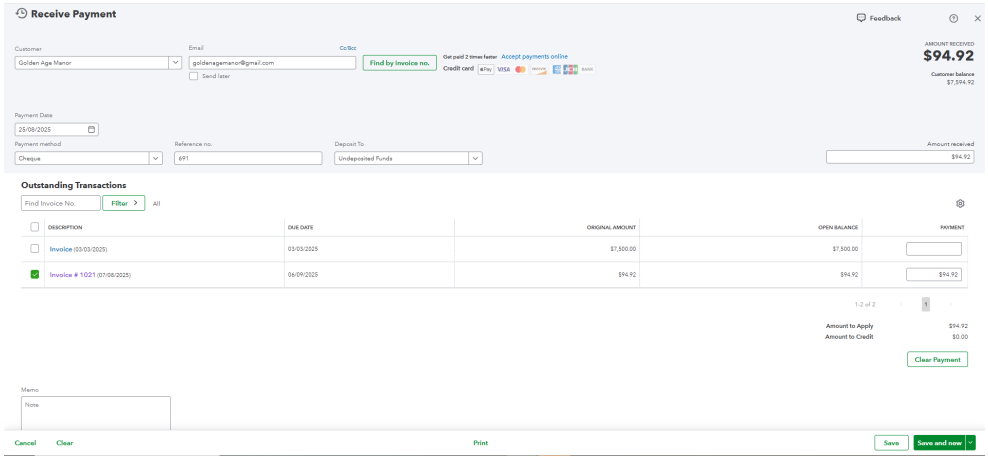
10 1. From the quick access menu, select **New** and then **Receive payment**.
2. Enter the first cheque's information:



3. Select **Save and new**.
4. Enter the information for the second cheque:



5. Select **Save and new**.
6. Enter the information for the third cheque:



7. Select **Save and close**.

11 **1.** From the quick access menu, select **Reports** and then **Standard Reports**.

2. Search for or locate the **Accounts receivable aging summary** report and generate it.

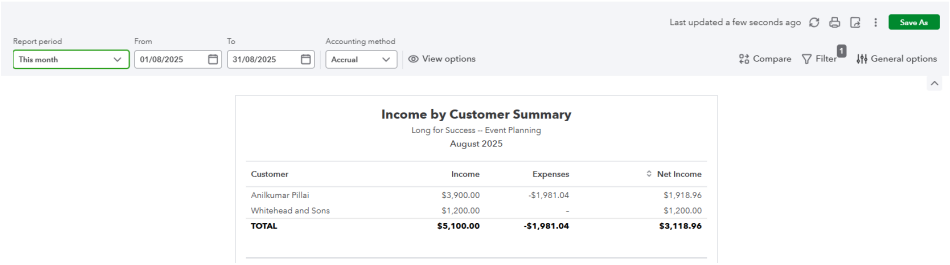
12 **3.** From the quick access menu, select **Reports** and then **Standard Reports**.

4. Search for or locate the **Sales by product/service** report and generate it.

Lesson 5

We will not be covering questions for lesson 5, as the payroll feature is not available for the sample company.

Lesson 6

1.	**1.** Open the URL using your browser. **2.** Select the checkbox for verification.
2.	**1.** From the quick access menu, select **Reports** and then **Standard Reports**. **2.** Search for or locate the **Income by customer summary** report and generate it.  **3.** Select the **Print** button at the top of the report to open print preview.
3.	**1.** From the quick access menu, select **Reports** and then **Standard Reports**. **2.** Search for or locate the **Trial Balance** report and generate it.

Additional Exercises

This exercise set is designed to provide students with practical experience in working with basic functions of accounting using QuickBooks Online. Topics and tasks outlined in the exercises are derived from the same topics and tasks introduced and practiced in the Level 1 courseware. These exercises are to be done on a non-continuous data basis, so each lesson set should be done using the base data file, as was done in the manual.

For these exercises, we will be using the sample company named **Long for Success**. Open the following URL in your browser: **https://tinyurl.com/canadasampledata** and complete the recaptcha. You will then be logged into the company's QuickBooks.

Lesson 1: Introduction

1. Log into your sample company account using the URL provided.
2. Change the name of the company to Sandbox Inc. and enter BN 59-4394934
3. Modify the company information by adding the Email: info@lfc.com.
4. Create the following new ledger accounts:

Type	Account Name	Detail Type	
Bank	Petty Cash	Cash on hand	Do not set up online banking
Expense	Janitorial equipment	Supplies	

5. Rename the following accounts:

Account Name	New Name
Bank charges	BMO Chequing
Owner's Equity - Contributions	<*Your Name*>, Capital
Owner's Equity - Draws	<*Your Name*>, Withdrawals

6. Delete the following accounts:

Name
Equipment Rental
Stationary & Printing

7. Print the Chart of Accounts.
8. Create a General Journal entry to record your additional investment of capital into the business on March 17. You allocate the funds as follows:

Account	Debit	Credit	Description
Petty Cash	400		Investment from owner
BMO Savings	4,600	<Add New Account> Do not set up online banking	
Owner's Equity		5,000	

9. Make the following journal entry and memorize it as a recurring monthly transaction. Set the date to the 1st day of your current month and set a reminder for every month starting the next month after the date of the journal entry.

Account	Debit	Credit	Memo
General Liability Insurance	125		Monthly portion of annual premium
Prepaid expenses		125	

10. From the Memorized Transaction List, process the journal entry in the previous exercise.

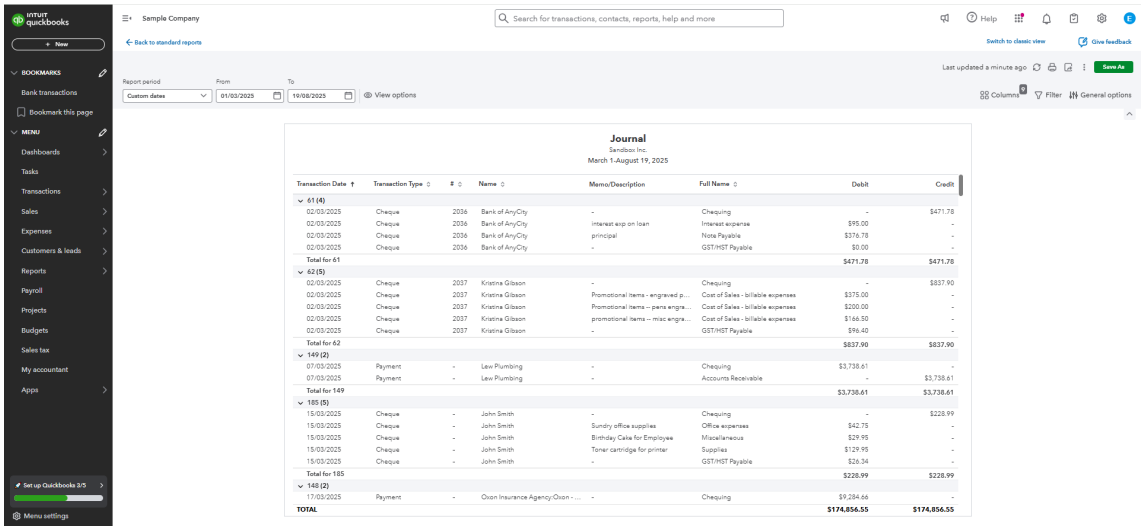
11. The journal entry for Owner's Investment was posted incorrectly. Change the entry as follows:

    Petty Cash was 400.00, change it to 500.00
    BMO Savings was 4,600.00 change it to 4,500.00

12. On March 15 write a cheque to <*Your Name*>, to replenish petty cash. Use Quick Add to add your name to the Suppliers' list. To be printed later.

Account	**Tax**	**Amount**	**Description**
Office Expenses	HST ON	42.75	Sundry office supplies
Miscellaneous	HST ON	29.95	Birthday Cake for Employee
Supplies	HST ON	129.95	Toner cartridge for printer

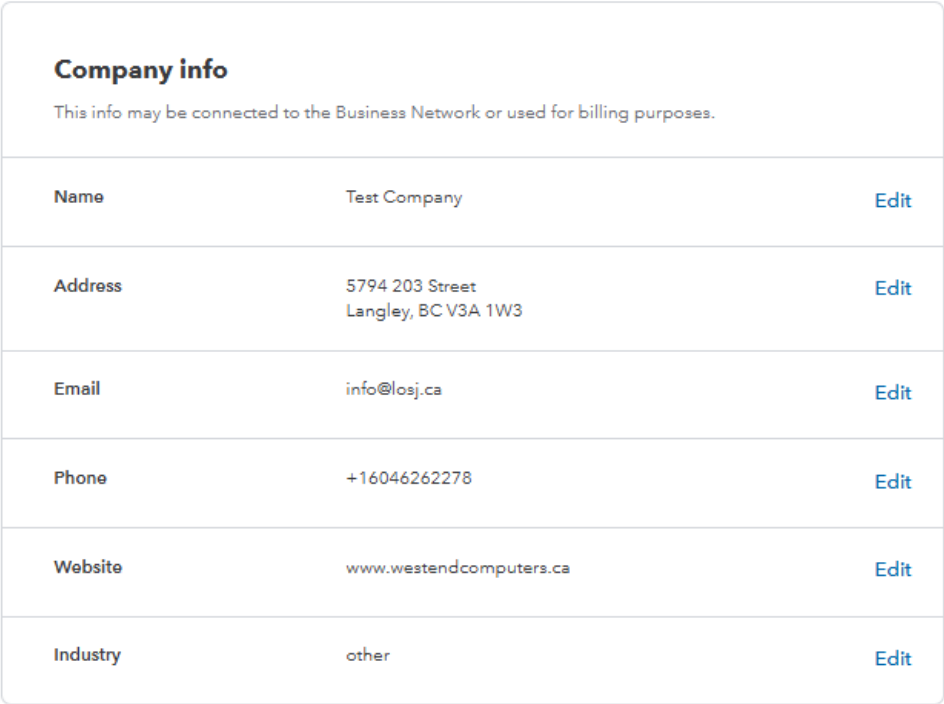
13. Display a Journal report for the period March 1 to today. The report should be similar to the following; ensure your final totals match.



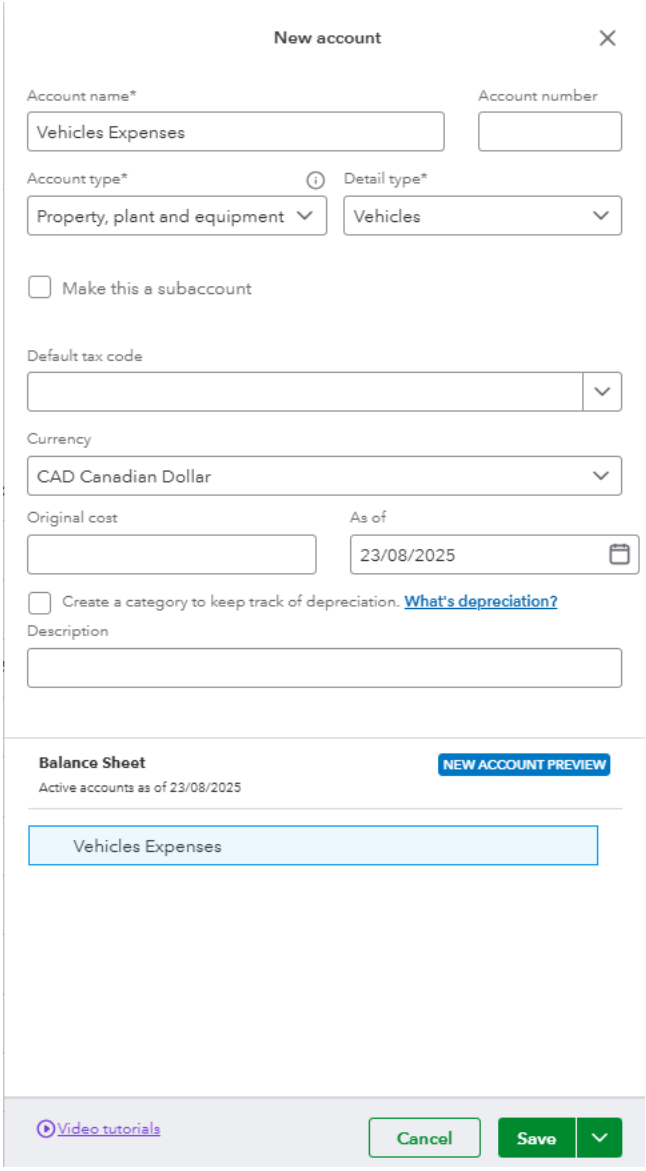
Journal
Sandbox Inc.
March 1-August 19, 2025

Transaction Date	Transaction Type	#	Name	Memo/Description	Full Name	Debit	Credit
61 (4)							
02/03/2025	Cheque	2036	Bank of AnyCity	-	Chequing	-	$471.78
02/03/2025	Cheque	2036	Bank of AnyCity	interest exp on loan	Interest expense	$95.00	-
02/03/2025	Cheque	2036	Bank of AnyCity	principal	Note Payable	$376.78	-
02/03/2025	Cheque	2036	Bank of AnyCity	-	GST/HST Payable	$0.00	-
Total for 61						$471.78	$471.78
62 (5)							
02/03/2025	Cheque	2037	Kristina Gibson	-	Chequing	-	$837.90
02/03/2025	Cheque	2037	Kristina Gibson	Promotional items - engraved p...	Cost of Sales - billable expenses	$375.00	-
02/03/2025	Cheque	2037	Kristina Gibson	Promotional items – pens engra...	Cost of Sales - billable expenses	$200.00	-
02/03/2025	Cheque	2037	Kristina Gibson	promotional items – misc engra...	Cost of Sales - billable expenses	$166.50	-
02/03/2025	Cheque	2037	Kristina Gibson	-	GST/HST Payable	$96.40	-
Total for 62						$837.90	$837.90
149 (2)							
07/03/2025	Payment	-	Lew Plumbing	-	Chequing	$3,738.61	-
07/03/2025	Payment	-	Lew Plumbing	-	Accounts Receivable	-	$3,738.61
Total for 149						$3,738.61	$3,738.61
185 (5)							
15/03/2025	Cheque	-	John Smith	-	Chequing	-	$228.99
15/03/2025	Cheque	-	John Smith	Sundry office supplies	Office expenses	$42.75	-
15/03/2025	Cheque	-	John Smith	Birthday Cake for Employee	Miscellaneous	$29.95	-
15/03/2025	Cheque	-	John Smith	Toner cartridge for printer	Supplies	$129.95	-
15/03/2025	Cheque	-	John Smith	-	GST/HST Payable	$26.34	-
Total for 185						$228.99	$228.99
148 (2)							
17/03/2025	Payment	-	Oxon Insurance Agency:Oxon - ...	-	Chequing	$9,284.66	-
TOTAL						$174,856.55	$174,856.55

Final Exam – Answer Key

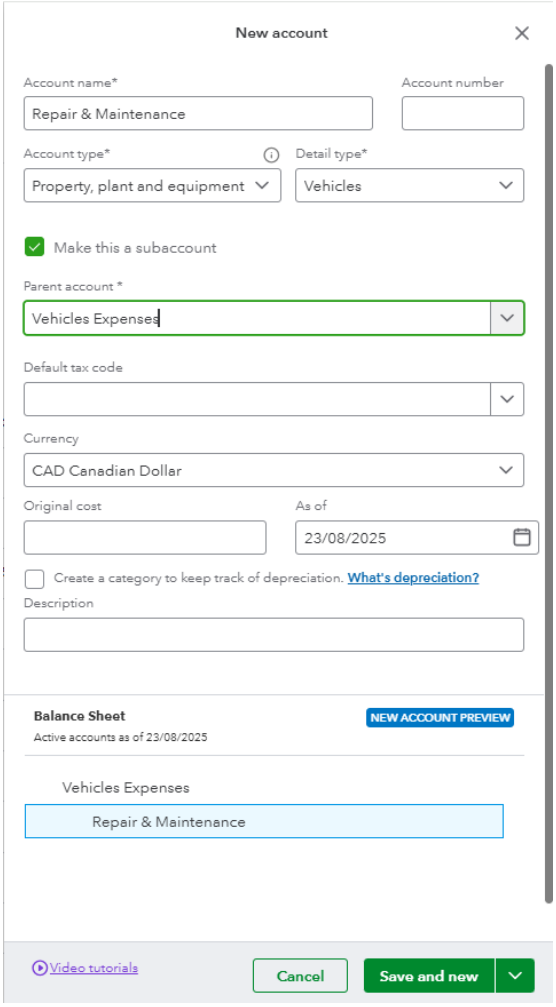
<table>
<tr><td>1.</td><td>
1. Select **Settings** (gear icon) and select **Account and settings**.
2. Select the **Company name** and **Contact info** sections to enable editing.
3. Enter the given information as follows:


4. Select **Save** after making the changes to each section.
5. Select **Done** at the bottom.
</td></tr>
<tr><td>2.</td><td>
1. From the quick access menu, select **Transactions** and then **Chart of accounts**.
2. Select the **New** button.
3. Enter the new account's given information as follows:
</td></tr>
</table>



4. Select **Save and New**.

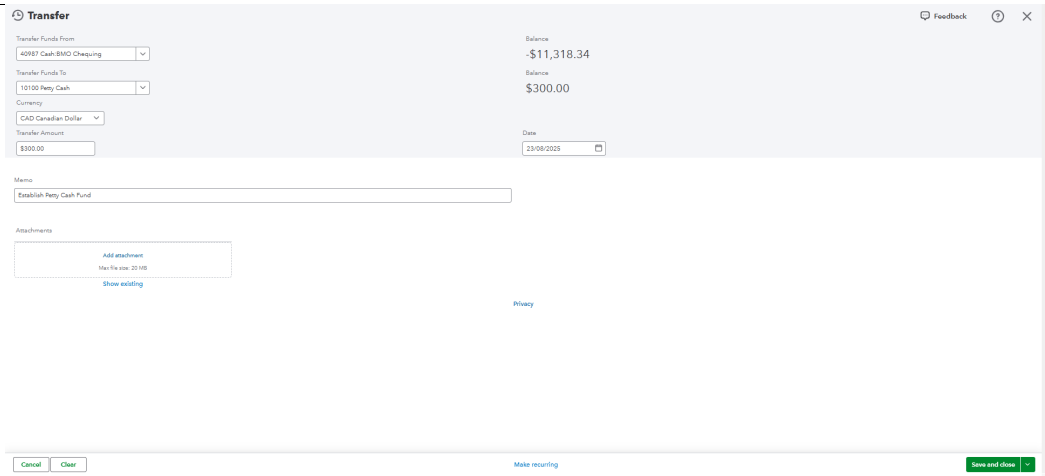
5. Enter the given subaccount's information as follows:



6. Select **Save**.

3.

1. From the quick access menu, select **New** and then **Transfer**.
2. Select BMO Chequing in the **Transfer Funds from** drop down menu.
3. Select Petty Cash the **Transfer Funds to** drop down list select **Add New**.



4. Select **Save and close**.

Final Exam

This final exam project has been designed to provide students with more experience in working with basic functions of accounting using QuickBooks Online. Topics and tasks outlined in the exercises are derived from the same topics and tasks introduced and practiced in Lesson 1 to 6..

1. Add the following data to the Company Information window:

   Add *Your Name* to the Company Name
   E-mail: info@losj.ca
   Web Site: www.westendcomputers.ca

2. Edit the Chart of Accounts as follows:

   Add a new account Vehicle expenses
   Add a new subaccount to the Vehicle expenses parent account with name `Repair & Maintenance.`

3. Transfer funds in the amount of $300 from the BMO chequing account to Petty Cash:
   – Memo: `Establish Petty Cash Fund`

4. On the first day of the month, write cheque # 152 from BMO Chequing to Garcia's Event Space for the monthly rent of $2,125 plus HST ON. Memo: `Monthly Rent`. Do not post, but create a Memorized transaction for this monthly payment.

5. You have hired two other people.
   Add records for the two employees hired on August 30, 20125 as follows:

   Personal Info

Legal Name	Mr. Jeremy Sinclair
SIN:	111 888 111
DoB:	Aug 12, 1990
	2597 Ontario St.
	Oakville, ON L6L 6E6
	289 326-6354
Email:	jsinclair@cogeco.ca

   Payroll Info

Hourly	$18.50
Hourly Overtime	$37.00
Time and a Half	$27.75
Medical:	$21.50
Pay Frequency	Weekly
Payroll Method:	paper cheque
Payroll Taxes:	use default settings
Vacation Pay:	
Pay every period	4% Yes

Earnings that accrue vacation:	
	Hourly
	Hourly Overtime
	Time and a Half
Hire Date	Aug 30, 2025
Set Up	Leave as Is

Personal Info

Legal Name	Ms Helene Smith
SIN:	727 456 329
DoB:	April 15, 1988
	2165 Sutton Dr.
	Burlington, ON L7L 7K5
	289 932-3456
Email:	hsmith@cogeco.ca

Payroll & Compensation Info

Hourly	$18.50
Hourly Overtime	$37.00
Time and a Half	$27.75
Dental	$19.50
Pay Frequency	BiWeekly

Payroll Taxes: use default settings

Vacation Pay:

Pay every period	4% Yes

Earnings that accrue vacation:	
	Hourly
	Hourly Overtime
	Time and a Half
Hire Date:	Aug 30, 2025
Set Up	Leave as Is

6. Process both the weekly and the biweekly payroll schedules for cheques dated September 5, 2025, from BMO chequing Payroll account.

Helene Smith,	24 hrs, net cheque	$491.83
Jeremy Sinclair,	24 hrs, net cheque	$495.83

Create but do not print the paycheques.

7. Create a sales receipt (use Ecker Designs for customer) for the week for the following items, deposited to undeposited funds using a cheque.

Item	Qty	Total
Employee celebration	1	500.00
Name badges	30	90.00
Catering	1	250.00
Venue rental	1	180.00
HST @ 13%		132.60
Total Receipt		**$1152.60**

Practice Test

The following pages contain questions to help review the knowledge and skills acquired at the completion of the above-noted course.

The length of the exam is 2 hours.

Name: _____

Date: _____

Instructor: _____

Final Mark: _____

Test Questions

1. QuickBooks is an integrated accounting program that can be used by small to medium-sized businesses.

   ☐ True ☐ False

2. Any time you purchase items that will be paid for later, this type of invoice is considered a payable in accounting terms.

   ☐ True ☐ False

3. Sales receipts and sales orders are the same transaction type.

   ☐ True ☐ False

4. Customer records are not required for sales transactions on invoices.

   ☐ True ☐ False

5. To access help for a feature in QuickBooks, you need to call Intuit to get the name of a QuickBooks Professional Advisor.

   ☐ True ☐ False

6. List the four sections that are found on the icon bar:

   _____

   _____

7. You can turn off the requirement for account numbers to uniquely identify each account or the account type.

   ☐ True ☐ False

8. Which report are Assets and Liabilities part of?

   a. A/R Aged Summary

   b. Income Statement

   c. Inventory Valuation Summary

   9. ☑ Balance Sheet

Create Project– Answer Key

Lesson 1: Introduction

Sample Solution:

Summit Consulting has recently migrated their bookkeeping from spreadsheets to QuickBooks Online. To get started, they first customized their company settings by updating their **Company Information** (business name, address, and fiscal year start date) and set up **Users** with appropriate access levels, ensuring that only authorized team members could manage or view financial data.

Next, they imported their existing lists into QuickBooks Online, including their client list, vendor list, and Chart of Accounts. This allowed them to transition smoothly without re-entering historical information.

Within the **Chart of Accounts**, Summit Consulting created accounts specific to their operations, such as *Consulting Income*, *Office Supplies Expense*, and *Professional Fees*. They also edited default accounts to better reflect their reporting needs. Any unused or redundant accounts were deleted to keep their records clean and relevant.

To manage adjustments, Summit Consulting used **General Journal entries**. For example, they recorded adjusting entries at month-end to account for prepaid expenses and accrued liabilities. If an error was made, they were able to edit or delete the entry to ensure accuracy.

For recurring transactions such as monthly rent, they created a **Memorized Transaction**. This saved time by allowing them to recall and post the entry each month without re-entering details manually.

Finally, Summit Consulting generated a **General Journal Report**, which summarized all journal entries for the period. This report was used to review adjusting entries, verify balances, and prepare for discussions with their accountant.

By leveraging QuickBooks Online's tools for setup, customization, and reporting, Summit Consulting streamlined their bookkeeping process, improved accuracy, and gained better insights into their financial health.

Key Words

- Chart of Accounts
- General Journal
- Transactions
- Adjustments
- Company Information
- Users
- Reports
- Data Migration

Lesson 2: Inventory & Services

Sample Solution:

1. Harbor Home Goods can use the Products and Services list to manage all items the business sells, both inventory and non-inventory. Inventory items are physical products that require tracking of quantity on hand, cost, and sales. Non-inventory items could include services, shipping charges, or fees that don't require stock tracking. By maintaining a comprehensive list, the business can quickly access item details, streamline sales and purchase transactions, and keep accurate records of products sold and services offered.

2. Inventory categories allow Harbor Home Goods to group similar products together for better organization. For example, they could create categories such as *Furniture*, *Home Décor*, and *Kitchenware*. Grouping items by category makes it easier to locate items in the Products and Services list, analyze sales trends, and prepare category-specific reports. Categories also help in decision-making, such as identifying which product lines are performing well or need adjustments.

3. To track inventory accurately, Harbor Home Goods should create inventory accounts in the Chart of Accounts. These accounts typically include:
   - *Inventory Asset* – records the value of products on hand
   - *Cost of Goods Sold (COGS)* – tracks the expense of products sold
     Creating these accounts ensures that purchases, sales, and adjustments to inventory are reflected correctly in the financial statements. Accurate accounts also make it easier to reconcile inventory with financial reports.

4. Inventory Reports provide insights that help Harbor Home Goods make informed business decisions. For example:
   - **Reordering Products:** Reports show current stock levels, highlighting items that need replenishment before running out.
   - **Managing Slow-Moving Items:** Reports identify products that sell slowly, helping the business decide whether to promote, discount, or discontinue them.
   - **Evaluating Profit Margins:** Reports compare cost and sales price, showing which items generate higher profits. This allows the business to focus on more profitable products and adjust pricing strategies if needed.

Key Words

- Products and Services List
- Inventory Categories
- Inventory Accounts
- Service Items
- Inventory Categories
- Inventory Accounts
- Service Items

Lesson 3: Suppliers and Accounts Payable

Sample Solution:

1. Dream Landscaping can use the Supplier page to maintain detailed information about each vendor. This includes the supplier's name, contact information, payment terms, preferred payment method, and tax ID. By keeping this information organized, the business can quickly access vendor details, streamline purchase transactions, track outstanding balances, and maintain accurate records for reporting and tax purposes.

2. Recurring payments are regular expenses that happen consistently over time. Examples for Dream Landscaping include:
    - Monthly equipment rental fees
    - Landscaping supply subscriptions
    - Software or online service subscriptions
    - Utility bills such as electricity or water for the business premises

Setting these up as memorized or recurring transactions ensures that payments are made on time and reduces manual data entry**.**

3. If a supplier bill contains an error (e.g., incorrect quantity or pricing), the steps to correct it include:
    - Locate the bill in the Supplier page or Accounts Payable register.
    - Open the bill for editing.
    - Adjust the incorrect details, such as changing the quantity from 10 to 12 or updating the unit price.
    - Save the changes.

4. A supplier report includes information such as:
    - Supplier names
    - Outstanding unpaid bills
    - Total balances owed to each supplier
    - Payment history and due dates
5. Dream Landscaping can use these reports to monitor outstanding liabilities, schedule payments to avoid late fees, and manage cash flow. For example, the Unpaid Bills Report helps the owner see which suppliers need to be paid soon, while the Supplier Balance Detail Report provides detailed insight into each transaction with a vendor.

Key Words

- Supplier Page
- Terms
- Supplier Records
- Bills
- Cheques
- Memorized Transactions
- Purchase Orders
- Reports

Lesson 4: Customers and Accounts Receivable

Sample Solution:

1. BrightSide Fitness can use the Customer Centre to organize and manage all customer information in one central location. The Customer Centre allows the business to quickly access contact information, view transaction histories, track outstanding balances, and manage communications. By maintaining up-to-date records, BrightSide Fitness can improve customer service, streamline billing, and ensure accurate accounting for all customer-related transactions.
2. A customer record should include:
   - Customer name and contact information (phone, email, address)
   - Payment terms (e.g., Net 30, due on receipt)
   - Preferred payment method
   - Tax information (if applicable)
   - Notes on special instructions, agreements, or membership plans
   - Transaction history (invoices, payments, refunds, credits)

Recording these details ensures that the business can bill accurately, communicate efficiently, and maintain complete financial records.

3. Types of Customer Transactions
   - Sales Receipt: Used when a customer pays immediately for goods or services (e.g., membership fee paid at the front desk).
   - Invoice: Used when payment will be received later, creating accounts receivable (e.g., monthly fitness training packages billed at the end of the month).
   - Payment: Applied to an open invoice or as a general payment from a customer.
   - Refund/Credit: Issued when a customer overpays, returns a product, or is due a credit for a service adjustment.

Each transaction type ensures that the accounting records reflect the timing and nature of payments correctly.

4. BrightSide Fitness could use the following reports:
   - Accounts Receivable Aging Report: Shows outstanding invoices and how long they have been unpaid. Useful for monitoring overdue balances and managing collections.
   - Customer Balance Summary: Displays current balances for each customer, helping the business understand overall receivables.
   - Sales by Customer Report: Shows revenue generated by each customer, allowing evaluation of customer profitability and trends.
   - Customer Transaction Detail Report: Provides detailed information about all transactions per customer, useful for resolving disputes or reconciling accounts.

These reports help BrightSide Fitness manage cash flow, monitor financial performance, and ensure timely collection of customer payments.

Key Words

- Customer Centre
- Customer Records
- Sales Receipts
- Sales Invoices
- Payments
- Refunds & Credits
- Undeposited Funds
- Deposits
- Customer Reports

Lesson 5: Employees and Payroll

Sample Solution:

1. Cedar Café can set up payroll in QuickBooks Online by first activating the payroll feature. This involves entering the business's payroll tax information, including registration with the Canada Revenue Agency (CRA) for income tax, Employment Insurance (EI), and Canada Pension Plan (CPP) contributions. Next, the business sets up pay schedules, specifying how often employees are paid (e.g., weekly, biweekly, monthly) and the corresponding pay dates. Correct payroll setup ensures compliance with CRA regulations and accurate employee payments.

2. The Employee List in QuickBooks Online provides a centralized location to view and manage all staff records. Cedar Café can use it to:

   - Review employee contact and employment information
   - Track payroll history
   - Access pay stubs
   - Edit or update employee information
   - Terminate employees or mark inactive employees

   By navigating the Employee List efficiently, the business can maintain accurate and organized employee records.

3. When adding a new employee to QuickBooks Online, essential details include:

   - Full name and address
   - Social Insurance Number (SIN)
   - Pay rate or salary
   - Employment type (full-time, part-time, or contract)
   - Payment method (cheque, direct deposit)
   - Payroll tax information and deductions
   - Benefit selections (e.g., health plans, retirement contributions)

   Entering this information accurately ensures that payroll calculations and tax remittances are correct.

4. Employee data may need to be updated in various situations, such as:

   - A change in pay rate or salary
   - Updating contact information (address, phone number, email)
   - Changing benefit selections

- Adjusting tax withholding information
- Recording a promotion, demotion, or department transfer

Maintaining up-to-date employee information ensures payroll accuracy and compliance with regulatory requirements.

5. Cedar Café can generate several payroll reports to monitor costs and verify accuracy:

   - **Payroll Summary Report:** Shows total wages, deductions, and net pay for a selected period.
   - **Employee Earnings Report:** Details each employee's earnings, deductions, and net pay.
   - **Payroll Tax Liability Report:** Tracks the amounts owed for taxes and contributions to the CRA.
   - **Payroll Detail Review:** Provides a detailed record of all payroll transactions for reconciliation and auditing purposes.

   These reports help the business verify that payments, deductions, and remittances are correct and support informed decision-making regarding labor costs.

Key Words

- Payroll Setup
- Employee List
- Employee Records
- Pay Runs
- Deductions
- Payroll Reports

Lesson 6: Reporting, Miscellaneous and Year-End Procedures

Sample Solution:

1. Evergreen Eco Supplies can create and print key financial reports, such as the **Profit and Loss Statement** and the **Balance Sheet**, to assess the company's financial performance.

   - **Profit and Loss Statement (Income Statement):** Shows revenue, expenses, and net profit or loss over a specified period. This helps the business understand which areas are profitable and where costs may need to be controlled.
   - **Balance Sheet:** Provides a snapshot of assets, liabilities, and equity at a specific point in time, giving insight into the company's overall financial position.

   Printing these reports allows owners or managers to review the data offline, share it with stakeholders, or provide it to accountants for analysis.

2. The **Cash Flow Overview** summarizes the inflows and outflows of cash over a set period. Evergreen Eco Supplies can use it to evaluate short-term financial health by identifying:
   - Whether the company has sufficient cash to cover upcoming expenses
   - Periods of potential cash shortages or surpluses
   - Trends in cash collections and payments

   By monitoring the Cash Flow Overview, management can make informed decisions about paying bills, investing, or adjusting operations to maintain liquidity.

3. The **Cash Flow Planner** helps the company forecast future inflows and outflows of cash. Evergreen Eco Supplies can use this tool to:
   - Estimate when revenue will be received and when expenses are due
   - Plan for upcoming purchases, payroll, or loan payments
   - Avoid cash shortages by scheduling payments strategically

   By forecasting cash needs in advance, the business can make proactive decisions to ensure there is always enough cash available to operate smoothly.

4. At the end of the fiscal year, Evergreen Eco Supplies should complete several procedures to ensure accurate financial records:
   - **Reconcile Accounts:** Compare bank and credit card statements to the company's records to identify discrepancies.
   - **Review Reports:** Examine Profit and Loss, Balance Sheet, and other financial statements to verify accuracy and completeness.

- **Prepare Records for Accountant:** Gather supporting documentation, including invoices, receipts, payroll records, and tax information, to facilitate year-end reporting and tax filing.

Completing these year-end procedures ensures compliance, accurate reporting, and a smooth transition into the new fiscal year.

Key Words

- Financial Reports
- Cash Flow Overview
- Cash Flow Planner
- Profit and Loss Statement
- Balance Sheet
- Sales Tax
- Year-End Procedures
- Financial Health
- Reconcile Accounts
- Forecasting

Lesson 7: Setting Up Data and Customizing Settings

Sample Solution:

1. Setting up a **Primary Admin** is crucial because this person has full access to the company's QuickBooks Online account. The Primary Admin can manage user permissions, configure settings, and ensure data security. Having a clearly designated Primary Admin helps maintain accountability and ensures that only authorized personnel can make significant changes to the company's financial records.

2. After an account has been set up, you can record its **opening balance** to reflect the starting point for that account. This involves entering the amount of cash, receivables, payables, or other balances that exist at the start of using QuickBooks Online. The opening balance ensures that the company's financial statements accurately reflect the business's existing financial position.

3. You can add opening balances to various account types, including:
   - **Bank Accounts** – cash available at the start
   - **Credit Card Accounts** – outstanding balances on cards
   - **Accounts Receivable** – amounts owed by customers
   - **Accounts Payable** – amounts owed to suppliers
   - **Other Asset Accounts** – e.g., equipment, inventory, or prepaid expenses
   - **Equity Accounts** – opening capital or retained earnings

   Entering accurate opening balances is essential for proper financial tracking and reconciliation.

4. Registers are used to view and manage all activity for a specific account. To work with a register:
   - Access the account register from the Chart of Accounts
   - Review all transactions, including deposits, payments, and transfers
   - Add new transactions directly in the register if needed
   - Edit or delete incorrect entries to ensure accurate records
   - Use the register to verify that account balances match bank statements or other source documents

Registers provide a detailed, chronological view of all account activity, which is essential for reconciling accounts and maintaining accurate financial records.

Key Words

- Primary Admin
- Bank Connection
- General Ledger
- Account Numbers
- Opening Balances
- Customers & Vendors
- Registers
- Inventory

Lesson 8: Banking and Credit Cards

Sample Solution:

1. Reconciling a bank account ensures that the company's internal records match the bank's records. This process verifies that all deposits, withdrawals, and other transactions are accurately recorded and that the account balance in QuickBooks (or other records) aligns with the bank statement.
   Possible reasons for discrepancies include:
   - **Outstanding cheques**: Cheques issued by the business that have not yet cleared the bank
   - **Bank fees or service charges**: Fees deducted by the bank that may not yet be recorded in the company's books
   - **Deposits in transit**: Deposits made by the company that haven't yet appeared on the bank statement
   - **Data entry errors**: Mistakes in recording amounts in the company's books

   Reconciling helps identify and correct these issues, ensuring accurate financial records.

2. Credit card accounts should be tracked separately from bank accounts because they involve different types of liabilities and timing of payments. Maintaining separate records allows Harbourview Design Studio to:
   - Monitor spending for each credit card individually
   - Ensure timely payments to avoid interest or late fees
   - Categorize purchases accurately for budgeting and reporting purposes
   - Reconcile credit card statements against internal records to verify accuracy

   Separate tracking provides clearer visibility into expenses and overall financial management.

3. At the end of the month, the credit card account should be reconciled to ensure all transactions are accounted for. The process involves:
   i. Comparing the recorded transactions in the company's records to the credit card statement
   ii. Verifying that all purchases, payments, and fees are accurately recorded
   iii. Identifying any discrepancies, such as missing transactions or incorrect amounts
   iv. Making necessary adjustments in the records to match the statement
   v. Confirming that the account balance in the records equals the ending balance on the credit card statement

Reconciling ensures that the company's liabilities and expenses are accurately reflected in financial reports.

4. Harbourview Design Studio can generate several banking reports to review financial activity:

- **Bank Reconciliation Report:** Shows reconciled and unreconciled transactions, helping the business verify account balances and identify errors.
- **Credit Card Detail Report:** Lists all credit card transactions for a selected period, enabling tracking of spending, budgeting, and verification of charges.
- **Cash Summary Report:** Summarizes total cash inflows and outflows, helping monitor overall cash flow and liquidity.

These reports help the business:

- Monitor cash flow and plan for upcoming payments
- Control spending by identifying unusual or unexpected transactions
- Detect errors, fraudulent charges, or missing entries
- Make informed financial decisions and maintain accurate accounting records

Key Words

- Bank Reconciliation
- Credit Card Accounts
- Purchases on Credit
- Credit Card Reconciliation
- Banking Reports

Lesson 9: Budgets, Business Overview, Classes, and Inventory

Sample Solution:

1. **Budget Creation, Update, and Reporting**
   Creating a budget is important because it provides Cedar Home Goods with a financial roadmap. By planning expected income and expenses, the owners can set realistic sales goals, anticipate material costs, and allocate funds for marketing. A budget also helps measure progress by comparing what was planned with what actually occurred.

   Updating the budget is equally important, as business conditions often change. For example, increasing the marketing budget by $500 could support a new advertising campaign designed to boost sales. Adjustments like this keep the budget flexible and relevant.

   Reporting against the budget allows the business to evaluate performance. If actual results show overspending on materials or lower-than-expected sales, Cedar Home Goods can take corrective action. Likewise, being under budget in certain areas highlights cost savings or efficiency gains. This process ensures the business remains financially disciplined and better prepared for future growth.

2. **Business Overview Paragraph**
   A business overview provides key information a business owner can use to assess performance and make decisions. It typically shows profit and loss trends, expense breakdowns, and cash flow details. For Cedar Home Goods, this helps them track whether sales are increasing, see where major expenses are occurring, and ensure they have enough cash on hand to cover operations. This overview supports both short-term and long-term planning.

3. **Use of Class Reports**
   Cedar Home Goods could set up two classes: *Furniture* and *Décor*. By assigning income and expenses to each class, they can generate reports that compare profitability between the two sides of the business. For example, Furniture might bring in higher revenue, while Décor could show stronger profit margins. This allows the owners to decide where to focus future resources and marketing efforts.

4. **Purpose of an Inventory Count and Write-Off**
   The purpose of an inventory count is to verify that the physical stock matches the recorded amounts in the books. If there is a difference, such as one fewer table than expected, the business must write off the missing or damaged item to

ensure the records are accurate. This is important because overstated inventory can inflate profits and mislead decision-making. Writing off differences ensures financial statements are reliable and helps identify potential issues such as theft, damage, or supplier errors.

Key Words

- Budget
- Business Overview
- Class Tracking
- Inventory Worksheet
- Write-Off
- Item Assembly

Lesson 10: Additional Payroll Features

Sample Solution:

1. Set Up Payroll Taxes
To set up payroll taxes, a business must first register for a payroll account number with the Canada Revenue Agency (CRA). Once registered, the business must determine the correct tax deductions for each employee, including income tax, Employment Insurance (EI), and Canada Pension Plan (CPP) contributions. Correct payroll tax setup is essential to ensure employees are paid accurately, and the business remains compliant with CRA requirements. Errors in setup can result in penalties, interest charges, or incorrect employee records.

2. Employee Records and Benefits
Employee records include personal information, job title, pay rate, tax details, and employment start date.

Examples of employee benefits include:

- Health plan coverage
- Retirement contributions (e.g., RRSP matching)

These benefits must be tracked so that deductions and company contributions are properly calculated and reported.

3. Payroll Deductions and Remittances
Each pay period, Lakeside Fitness Studio must calculate:

- Employee deductions (income tax, CPP, EI)
- Employer contributions (CPP, EI, and benefit contributions)

The total deductions and contributions are remitted to the CRA, usually on a monthly basis, depending on the company's remittance schedule. Timely remittance is important because late payments can result in interest charges and penalties, and failure to remit on time may harm employee trust.

4. Employee Termination and Year-End Reporting
When an employee leaves, the business must prepare a Record of Employment (ROE). The ROE includes the employee's work history, last day worked, and insurable earnings. This document is required for employees to apply for Employment Insurance benefits.

At year-end, the business must generate T4 slips for each employee. A T4 slip includes employment income, deductions (tax, CPP, EI), and taxable benefits. These slips are filed with the CRA and provided to employees so they can complete their personal income tax

returns. Generating accurate T4s ensures compliance with CRA rules and helps employees report their income correctly.

Key Words

- Payroll Taxes
- Canada Revenue Agency (CRA)
- Employee Records
- Benefits
- Deductions
- Contributions
- Remittance
- Record of Employment (ROE)
- T4 Slips
- Compliance

Lesson 11: Working with Foreign Currencies

Sample Solution:

1. Maple Outdoor Gear activates the foreign currency feature because they buy supplies from U.S. vendors in USD and sell products to European customers in EUR. This feature allows them to properly record and track transactions in different currencies while keeping their books accurate in Canadian dollars (CAD).
2. **Currency Exchange Rates**
   - *Manual Update:* The business enters the current exchange rate themselves. This might be useful if they agree to use a specific exchange rate for a contract.
   - *Automatic Update:* The system updates the exchange rate daily based on market data. This is helpful for day-to-day sales and purchases where the rate changes often.
3. A foreign currency report might show:
   - Total purchases: $12,000 USD
   - Total sales: €20,000 EUR

   This information is important because it shows the company's exposure to foreign currencies, helps measure profitability from international trade, and ensures they can track gains or losses from currency fluctuations.

Key Words

- Foreign Currency Feature
- Exchange Rates (Manual/Automatic)
- Foreign Bank Account
- Supplier Bill (USD)
- Sales Invoice (EUR)
- Payment in Foreign Currency
- Foreign Currency Report
- Currency Conversion
- Gains and Losses

Lesson 12: Miscellaneous Items

Sample Solution:

1. Customer statements are used to remind clients of outstanding balances and provide a summary of all invoices for a specific period. A statement typically includes: customer name, invoice numbers, invoice dates, amounts due, and total balance. Sending statements helps Summit Consulting monitor collections and maintain cash flow.

2. If a customer cheque bounces due to insufficient funds, Summit Consulting records the returned cheque and any bank charges as an expense. If repeated attempts to collect the payment fail, the business may write off the balance as a bad debt. This ensures the books reflect only collectible revenue.

3. Sample project: *Office Renovation for Apex Corp*.

- Estimate includes:
    - Labor: 50 hours at $60/hour
    - Materials: $1,200
    - Project Management Fee: $500
      The estimate provides the client with a projected total cost and serves as a basis for future invoicing.

4. When work is completed or a milestone is reached, Summit Consulting generates an invoice based on the original estimate. Example: Invoice #101 to Apex Corp. for $4,500 matches the items and amounts in the estimate. This ensures accuracy and consistency between what was agreed upon and what is billed.

Key Words

- Customer Statement
- Accounts Receivable
- NSF Cheque
- Bank Charges
- Bad Debt
- Project
- Estimate
- Invoice from Project

Create Project Exercises

The Create project is designed to allow the application and demonstration of new knowledge, skills, and personal creativity to produce a project-based result while integrating rubric requirements using a checklist.

Lesson 1: Introduction

Project Specifications:

As businesses grow, maintaining accurate financial records and customizing bookkeeping systems to meet operational needs becomes essential. QuickBooks Online offers powerful tools that help businesses manage their Chart of Accounts, set up company preferences, and maintain accurate general ledger entries.

Let's consider a real-world example of a consulting business, **Summit Consulting**, which recently transitioned from manual bookkeeping to QuickBooks Online. They want to ensure their data is properly migrated, their system is customized for their business, and their financial reporting is accurate.

Project Tasks:

1. Explain how Summit Consulting can set up and customize their bookkeeping system in QuickBooks Online, including company information, user management, and general settings.
2. Explain how to migrate existing data into QuickBooks Online by importing lists (e.g., customers, vendors, accounts).
3. Outline the process of creating, modifying, finding, editing, and deleting accounts in the Chart of Accounts.
4. Describe how to input, adjust, and delete General Journal transactions to ensure accurate records.
5. Explain the use of memorized transactions and how they can be created, recalled, or deleted.
6. Describe how to generate a **General Journal report** and explain its importance for financial tracking and auditing.

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Lesson 2: Inventory & Services

Project Specifications

Inventory management is a critical component of running a successful business. QuickBooks Online allows companies to organize their products and services, track inventory levels, and generate reports to monitor performance. By effectively using the Products and Services list, businesses can streamline operations, ensure accurate records, and make informed decisions.

Let's consider a real-world example of a local business, Harbor Home Goods, which sells both household products and installation services. Harbor Home Goods wants to organize their inventory, manage product categories, and ensure their reports reflect accurate data.

Project Tasks:

1. Explain how Harbor Home Goods can use the Products and Services list to manage both inventory and non-inventory items.
2. Describe how to create and manage inventory categories for better organization.
3. Outline the process of creating inventory accounts in the Chart of Accounts.
4. Explain how a business owner could use an Inventory Report to make decisions about reordering products, managing slow-moving items, and evaluating profit margins.

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Lesson 3: Suppliers and Accounts Payable

Project Specifications:

Supplier management is essential for maintaining strong vendor relationships and ensuring accurate accounts payable records. QuickBooks Online provides a suite of tools that help businesses create supplier records, manage terms, track purchases, and stay on top of outstanding bills. By effectively using the Supplier page, businesses can streamline their purchasing process and maintain accurate financial data.

Let's consider a real-world example of Dream Landscaping, a company that purchases plants, tools, and maintenance supplies from multiple vendors. They need to organize their supplier records, manage purchase orders and bills, and ensure timely payments.

Project Tasks:

1. Explain how Dream Landscaping can use the **Supplier page** to manage vendor information.
2. What are some examples of recurring payment transactions for a regular expense?
3. Describe the steps you would take to locate and correct errors in a supplier bill, and provide an example of a correction.
4. List what information would appear in a supplier report (e.g., Unpaid Bills Report or Supplier Balance Detail Report) and explain how a business owner could use this report to monitor outstanding liabilities.

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Lesson 4: Customers and Accounts Receivable

Project Specifications:

Managing customers effectively is a key part of running a successful business. QuickBooks Online provides tools within the Customer Centre to record transactions, track payments, and maintain accurate customer balances. By organizing customer records and processing transactions efficiently, businesses can strengthen customer relationships and ensure financial accuracy.

Let's consider a real-world example of BrightSide Fitness, a small gym that offers memberships, classes, and merchandise. They want to keep their customer records accurate, track payments properly, and run reports to better understand customer activity.

Project Tasks:

1. Explain how BrightSide Fitness can use the Customer Centre to organize and manage customer records.
2. What are key details you would record on a customer's record?
3. Identify the different types of customer transactions and when to use each.
4. Which customer reports would you recommend BrightSide Fitness use to review financial performance and outstanding balances?

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Lesson 5: Employees and Payroll

Project Specifications:

Managing payroll accurately is critical for any business that employs staff. QuickBooks Online provides payroll tools to help companies add employees, track earnings, and generate reports to meet compliance requirements. By learning to set up payroll and manage employee data, businesses can ensure timely and accurate payments while maintaining proper records.

Let's consider a real-world example of Cedar Café, a small coffee shop with five employees. Cedar Café needs to set up payroll, keep employee information current, and generate reports to manage labor costs effectively.

Project Tasks:

1. Explain how Cedar Café can **set up payroll** in QuickBooks Online, including tax information and pay schedules.
2. Demonstrate how to navigate and use the **Employee List** to manage staff records.
3. Explain what details are necessary when adding a **new employee** to QuickBooks Online.
4. Provide some examples of when you would need to modify existing **employee data**.
5. What **payroll reports** can you generate and interpret to monitor costs and verify accuracy.

Create Project Exercises

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Lesson 6: Reporting, Miscellaneous and Year-End Procedures

Project Specifications:

Financial reporting and cash flow management are essential for making informed business decisions and ensuring compliance. QuickBooks Online offers powerful tools for generating financial reports, monitoring cash flow, and managing sales tax. At year-end, these features also help businesses close their books and prepare for the next fiscal period.

Let's consider a real-world example of **Evergreen Eco Supplies**, a company that sells sustainable office products. As they approach their year-end, Evergreen needs to review their financial position, manage their sales tax obligations, and plan for the upcoming year.

Project Tasks:

1. Explain how Evergreen Eco Supplies can **create and print financial reports** (e.g., Profit and Loss, Balance Sheet) to assess business performance.
2. Describe how to interpret the **Cash Flow Overview** and use it to evaluate short-term financial health.
3. What is the purpose of the **Cash Flow Planner.** How can it be used to forecast inflows and outflows, helping the company plan for upcoming expenses.
4. What are some **year-end procedures you should complete**, such as reconciling accounts, reviewing reports, and preparing records for the accountant.

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Lesson 7: Setting Up Data and Customizing Settings

Project Specifications:

Setting up QuickBooks Online properly is critical to ensuring accurate records from the start. This includes creating an administrator, connecting bank accounts, entering balances, and adding customers, vendors, and inventory. By establishing these foundations, businesses can maintain accurate financial data and streamline ongoing bookkeeping tasks.

Let's consider a real-world example of **Maple Valley Outdoor Gear**, a start-up selling camping and hiking supplies. As they launch QuickBooks Online for the first time, they need to set up users, connect accounts, and input starting balances to ensure smooth daily operations.

Project Tasks:

1. What is the importance of setting up a **Primary Admin**?
2. How can you record an account's **opening balance** after it has been set up?
3. What type of accounts can you add opening balances to?
4. How do you work with **Registers** to view and adjust account activity?

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Lesson 8: Banking and Credit Cards

Project Specifications:

Properly managing bank and credit card accounts is essential for accurate bookkeeping and financial reporting. This project allows students to simulate reconciling accounts, managing credit card purchases, and reviewing banking reports on paper.

Consider the business **Harbourview Design Studio**, which uses a bank account for daily transactions and multiple credit cards to manage vendor payments and operational expenses.

Project Tasks:

1. Explain the purpose of reconciling a bank account. Explain any possible reasons for a discrepancy (e.g., outstanding cheques, bank fees).
2. Explain the importance of tracking credit card transactions separately and how these accounts help manage expenses and monitor balances.
3. Describe the process of reconciling the credit card account at the end of the month to ensure all purchases are accounted for and balances match the credit card statement.
4. Explain what types of banking reports Harbourview Design Studio, could generate to review financial activity. Include examples such as:
   - Bank Reconciliation Report – shows reconciled and unreconciled transactions
   - Credit Card Detail Report – lists all credit card transactions for a period
   - Cash Summary Report – shows total cash inflows and outflows

   Explain how these reports would help the business monitor cash flow, control spending, and detect errors.

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Lesson 9: Budgets, Business Overview, Classes, and Inventory

Project Specifications:

Budgeting, tracking performance, and managing inventory are essential parts of maintaining financial control in a business. In this project, you will demonstrate how a company can plan ahead, evaluate performance, and manage inventory by completing paper-based tasks that simulate QuickBooks Online processes.

Consider the business **Cedar Home Goods**, a company that sells handcrafted furniture and décor items. They want to strengthen their financial planning by creating budgets, tracking performance by department, and managing their inventory more effectively.

Project Tasks:

1. Explain the importance of creating and updating a budget. Why should
2. Write a paragraph explaining what types of information a business owner would find useful in a business overview (e.g., profit trends, expenses, cash flow).
3. **Explain** how Cedar Home Goods could use class reports to see which side of the business (Furniture or Décor) is more profitable.
4. Explain the purpose of an **inventory count** and how the business would write off an inventory difference between their current stock and reported stock. Why is this important?

Create Project Exercises

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Lesson 10: Additional Payroll Features

Project Specifications:

Payroll management is a key responsibility for any business. Employers must set up payroll systems correctly, keep employee information accurate, calculate deductions, and meet government reporting requirements. In this project, you will demonstrate your understanding of payroll processes by completing written tasks that simulate setting up and managing payroll for a small Canadian business.

Consider the company **Lakeside Fitness Studio**, which has five employees and needs to set up payroll to remain compliant with the Canada Revenue Agency (CRA).

Project Tasks:

1. **Describe** the steps a business should take to set up payroll taxes for its employees. Explain why correct payroll tax setup is important for compliance with the CRA.
2. Explain what information would be included on an **employee record**. List at least two examples of employee benefits (e.g., health plan, retirement contribution) and describe how these should be tracked.
3. Describe why timely remittance is important to the CRA..
4. **Outline** the process for handling an employee termination, including preparing a Record of Employment (ROE). Explain the importance of generating T4 slips at year-end and what information they must include.

Create Project Exercises

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Lesson 11: Working with Foreign Currencies

Project Specifications:

Businesses that trade internationally must deal with multiple currencies. Managing foreign currency correctly ensures that sales, purchases, and financial reports remain accurate. In this project, you will demonstrate your understanding of working with foreign currencies by completing paper-based tasks that simulate how a company might handle foreign transactions.

Consider the business **Maple Outdoor Gear**, a Canadian company that sells camping equipment and purchases supplies from international vendors.

Project Tasks:

1. Explain why a business like Maple Outdoor Gear would activate the foreign currency feature. Describe what types of transactions this feature supports.
2. Explain the difference between updating currency exchange rates manually and automatically. Provide an example of when a business might choose one method over the other.
3. Describe what information a business owner could learn from running a report that includes foreign currency transactions (e.g., total purchases in USD, total sales in EUR). Explain why this information is important.

Create Project Exercises

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Lesson 12: Miscellaneous Items

Project Specifications:

Managing customer accounts involves tracking invoices, handling payment issues, and ensuring that revenues are accurately recorded. This project allows you to simulate paper-based financial management tasks that a business would perform using QuickBooks Online.

Consider the business **Summit Consulting**, which provides project-based consulting services to multiple clients.

Project Tasks:

1. Explain on paper why Summit Consulting would prepare and send customer statements. Outline the information that should be included in a statement and how it helps manage accounts receivable.
2. Describe how the business would account for a customer cheque that was returned NSF (non-sufficient funds) and any bank charges incurred. Then, explain the process for writing off a bad debt if the customer is unable to pay.
3. Create a sample project for a client (e.g., “Office Renovation”). Describe how you would create an estimate for this project, including the items, hours, or services involved.
4. Explain how Summit Consulting would generate an invoice based on the project and its estimate. Include a brief example showing how the invoice aligns with the original estimate.