

# UK QuickBooks Online

## Training Exercises



## Navigation Exercises

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- 1 Open the Customer List from the Navigation bar.
- 2 Change the dates for the Expense Tile to "This Fiscal Year"
- 3 Open Transfer from the (+) plus icon.
- 4 Open the Chart of Accounts from the Gear icon.
- 5 Open the Dashboard.
- 6 Open the search bar and go to the advanced search screen.
- 7 Rearrange the "Bank Accounts" by clicking the pencil and dragging the bank accounts. Click save.
- 8 Switch the Dashboard to Private Mode.

**Vendors**

	<b>Company</b>	<b>Title</b>	<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Suffix</b>	<b>Display Name as</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Country</b>
	AT&T							123 Main St.	Anytown	PA	98765	USA
	LG&E Power Company							675 Broadway	Orlando	FL	65432	USA
	USPS							1918 2nd St.	Boulder	CO	25896	USA
	Walmart							1 Sam's Lane	Fayetteville	AR	25369	USA
	University of Kentucky						UK-State Office	S-107A Ag Science North	Lexington	KY	40546	USA
	University of Kentucky						UK-Reg Services	103 Regulatory Services Building	Lexington	KY	40546	USA
	City Water Company						City Water	123 Main St.	Mytown	KY	40012	USA
	ABC Checks						ABC Checks	1420 Jones Ave.	Columbus	OH	54687	USA



Create a deposit for each (3) of the exercises below.

**\*\*\*NOTE: Enter the exercises below in 3 different transactions.**

**\*\*\*Note: Please enter the date as shown below.**

Exercise	Account	Date	Received From	Account	Description	Payment Method	Reference Number (Receipt Number)	Amount	Class	Memo
1	11501 EDB Main Checking	12/15/2018	Sheriff Department	41001	Real Taxes	Check	Receipt 192837	\$352,000.00	General	Quarterly Tax Payment
2	11501 EDB Main Checking	12/18/2018	County Clerk	41002	Personal Property	Check	Receipt 192838	\$100,000.00	General	Quarterly Tax Payment
3	11501 EDB Main Checking	12/28/2018	County Clerk	41003	Motorvehicle	Check	Receipt 192839	\$48,000.00	General	Quarterly Tax Payment

**In this exercise you will be transferring money from the Extension District Board  
Checking Account to the Capital Improvement Fund.**

**\*\*\*Note: Please enter the date as shown below.**

<b>Account Number</b>	<b>Account Name</b>	<b>Total From</b>	<b>Total To</b>	<b>Date</b>
11501	District Board Main Checking	\$200,000.00		12/20/2018
11002	Capital Improvement Savings Fund		\$200,000.00	

Memo: Transfer of funds to Capital improvement per 11/15/18 EDB meeting.

For each exercise below, write a check in your QBO sample county using the details given. Make sure to choose the correct checking account and select the 'print later' box if it is not already selected.

**\*\*\*NOTE: You will enter 5 separate checks.**

**\*\*\*Note: Please enter the date as shown below.**

Exercise	Payee	Bank Account	Date	Category	Description	Amount	Class	Memo
1	AT&T	11501 EDB Main	12/15/2018	53105 Telephone	November Telephone Bill for Main Office	\$250.00	General	Acct. #12345
2	LG&E Power Company	11501 EDB Main	12/15/2018	53101 Electric	November Electric Bill for Main Office	\$300.00	General	Acct. #9876
3	USPS	11501 EDB Main	12/15/2018	54004 Postage	Purchased Postage for Office Newsletter Mailing	\$150.00	General	Invoice # 23456
4	Walmart	11501 EDB Main	12/15/2018	Multiple accounts			Multiple Classes	
				54103 4-H Program Support	Supplies for Etiquette Lesson	\$125.00	General	Invoice #99998
				54101 ANR Program Support	Supplies for Grafting Class	\$150.00	General	Invoice #99998
				54102 FCS Program Support	Supplies for Diabetes class	\$100.00	General	Invoice #99998
				54002 Supplies and Services	General Office Supplies for Office	\$25.00	General	Invoice #99998
					<b>Total</b>	\$400.00		
5	University of Kentucky	11501 EDB Main	12/15/2018	Multiple accounts			Multiple Classes	
				51101 Agent Salaries	Quarterly Payment #2 for Agent Salaries	\$11,700.00	General	Quarterly Payment #2
				51201 Assistant Salaries	Quarterly Payment #2 for Assistant Salaries	\$13,338.00	General	Quarterly Payment #2
				52006 Other Fringe Benefits	Quarterly Payment #2 for Fringe Benefits	\$6,669.00	General	Quarterly Payment #2
				54901 UK Operating Payments	Quarterly Payment #2 for Base Program Costs	\$1,185.00	General	Quarterly Payment #2
					<b>Total</b>	\$32,892.00		





## Pay Bills Exercise

Once you have entered these 3 bills, you will now need to "Pay Bills". From the (+) menu, select "Pay Bills". Choose the correct payment account (11501). Enter the payment date as 12/18/18. Make sure the "Print Later" box is checked at the top of the screen. Select each of the bills by checking the box beside of each. Choose "Save" at the bottom of the screen.



## Print Checks Exercise

Now you're ready to print these checks. Go the (+) button and select "**Print Checks**" under the Vendors section. Select the correct account to print these checks from (**11501 District Board Main Checking Account**), Select "**Sort by Date/Order Created**", Select "**Show All Checks**" and enter the **starting check number as "1234"** for this excersice. Make sure all 6 checks are selected with the green check mark on the left hand side. **Select Preview and Print**. This will display how your checks will print if you were to print them from here. **When asked if "All Checks were printed correctly", select "YES"**.

To reconcile your account, choose "Reconcile" from the Gear Icon. Then choose account number 11501 District Board Main Checking Account and reconcile with the statement below.



Mytown Bank and Trust Company  
 457 Main Street.  
 Mytown, KY 45678

<i>Beginning Balance:</i> \$0.00	<i>Ending Balance:</i> \$265,500.00	<i>12/31/2018</i>
<i>Account Number:</i> 4156982	<i>Service Charge:</i> \$10.00	<i>12/31/2018</i>
<i>Statement Date:</i> 12/31/2018	<i>Interest Earned:</i> \$2.50	<i>12/31/2018</i>

<b>Checks</b>	Chck 1234	\$250.00	Chck 1236	\$150.00
	Chck 1235	\$300.00	Chck 1239	\$608.00
	Chck 1238	\$32,892.00	Water Bill	\$250.00
	Transfer	\$200,000.00	ABC Checks	\$140.00

<b>Deposits</b>	
12/15/2018	Deposit \$352,000.00
12/18/2018	Deposit \$100,000.00
12/21/2018	Electronic Deposit \$97.50 KY Tele
12/28/2018	Deposit \$48,000.00