

Reinforce Your Skills

Colleen Donnell's company, Donnell Construction, is growing rapidly, and she's hired you to manage the books. Your first tasks will involve working with her customers and item list. The password for all files unless otherwise stated is Password1.

REINFORCE YOUR SKILLS 3-1

Manage Your Customers & Jobs List

In this exercise, you will create and edit Customers & Jobs List entries for Colleen.

1. Choose **File → Open or Restore Company**.
2. Open **RYS_Chapter03 (Company)** or restore **RYS_Chapter03 (Portable)** and save it as: **RYS_Chapter03 Donnell Construction**
3. Choose **Customers → Customer Center**.
4. Double-click **Archive Coffee & Wine** to open it for editing.
5. Change the customer's full name to: **Ms. Janice Bing**
You will have to change the name in three locations. This customer's name will change in all the transactions that Archive was involved in, as well as in all of the future transactions.
6. Click **OK** to accept the change and leave the Customer Center open.

Add a New Customer

7. Click the **New Customer & Job** button and choose **New Customer**.
8. Set up the new customer:

Customer Name	Unity Temple
First	Felix
Last	Alexander
Main Phone	(872) 555-4433
Mailing Address	875 Lake Street <input type="text"/> Oak Park, IL 60301
Type	Referral
Terms	Net 15

9. Click **OK** to accept the new record and leave the Customer Center open.

Add a Job to a Customer

10. Click the customer you just created, **Unity Temple**, to select it.

11. Choose **New Customer & Job** **Add Job**.
12. Type **Parking Lot** as the name of the job and click **OK**.
13. Close the Customer Center window.

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Create Service Subitems

In this exercise, you will create four service subitems for Donnell Construction.

1. Choose **Lists** **Item List** and then choose **Item** **New**.
2. Create a new service subitem for **26 Landscaping & Paving**:

Item Name/Number	01.1 Landscaping - New
Subitem	26 Landscaping & Paving
Click the Checkbox For	This service is used in assemblies or is performed by a subcontractor or partner.
Description	Landscaping - New Construction
Cost or Sales Price	Don't enter a cost or sales price, as they'll be entered for each transaction.
Expense Account	Subcontractors Expense
Preferred Vendor	Washington Sisters, LLC
Income Account	New Construction Income

3. Click **Next** to accept the new item and prepare to enter the next one.
4. Create a new service subitem for **26 Landscaping & Paving**:

Item Name/Number	01.2 Asphalt - New
Subitem	26 Landscaping & Paving
Click the Checkbox For	This service is used in assemblies or is performed by a subcontractor or partner.
Description	Asphalt Paving - New Construction
Cost or Sales Price	Don't enter a cost or sales price, as they'll be entered for each transaction.
Expense Account	Subcontractors Expense
Preferred Vendor	Cusak Paving, Inc.
Income Account	New Construction Income

5. Click **OK** to accept the new item and close the window.
6. Using the preceding information as reference, create two additional subitems:
 - **01.3 Landscaping - Remodel**
 - **01.4 Asphalt - Remodel**
7. Close the Item List.

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Enter Sales Transactions

In this exercise, you will create an invoice and a sales receipt for Donnell Construction.

1. Choose **Customers → Create Invoices**.
2. Choose **Unity Temple: Parking Lot** as the Customer:Job.
3. Complete the invoice:

Date	020522
Template	Intuit Service Invoice Template
Invoice #	Leave 22-005 as the invoice #.
First Item	26.01.4 Asphalt - Remodel
Description	Repave rear parking lot
Rate	16,890
Second Item	26.01.3 Landscaping - Remodel
Description	Landscape - perimeter rear parking lot
Rate	2,500
Customer Message	We appreciate your prompt payment.
Memo	Unity: Repave/landscape back lot

4. Click **Save & Close** to record the transaction and then close the Check Spelling on Form window.

Enter a Sales Receipt

5. Choose **Customers → Enter Sales Receipts**.
6. Complete the cash sale:

Add a new job for Finn, Bodhi	Ext Paint
Customer:Job	Finn, Bodhi:Ext Paint
Date	020722
Item	24 Paint
Rate	2,580
Customer Message	Thank you for your business.
Memo	Bodhi: exterior paint job

Accept the next sale number that fills in for you.

7. Click **Save & Close** to record the transaction.

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Receive Payments

In this exercise, you will receive the payment for the invoice you created earlier.

1. Choose **Customers → Receive Payments**.
2. Choose **Unity Temple: Parking Lot** from the Received From field and complete the payment:
Make sure to apply the payment to the job, not just the customer!

Amount	19,390
Date	021522
Payment Method	Check
Check Number	1574
Memo	Unity: 22-0005 payment

3. Click **Save & Close**.

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Find and Edit a Transaction

In this exercise, you will use the Find feature to locate a transaction that was entered incorrectly and then correct it.

1. Choose **Edit → Find**, display the **Simple** tab, and use this information to complete the Find:
 - Leave the Transaction Type as Invoice

- Customer:Job: **Burning Sparrow Tattoo** (click **Find**)
The invoice for the customer will be displayed in the bottom of the window.
- 2. Double-click the invoice dated **01/19/2022** in the bottom portion of the window.
The Invoice window opens.
- 3. Change the amount to **1450** and tap Tab to recalculate.
- 4. Click **Save & Close** and click **Yes** to record the changes; close the Find window.

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Run Customer-Related Reports

In this exercise, you will run three reports for Colleen, beginning with a QuickReport.

1. Choose **Customers → Customer Center**.
2. Click **Popelka, Hayden** to select it.
3. Click the **QuickReport** link at the far-right side of the window.
4. Set the date range to **All**.
You will see a report that shows the transaction for Hayden Popelka.
5. Choose **Window → Close All** and leave the company file open.
6. Choose **Reports → Customers & Receivables → Customer Phone List**.
7. Double-click **DeMaira Dance Studios, Inc**.
QuickBooks opens an Edit Customer window, from where you can make any changes to the customer's information.
8. Add Sun's Mobile number as (872) 555-5124 and click **OK**.
9. Choose **Reports → Company & Financial → Income by Customer Summary**.
10. Change the dates to **All**.
11. Choose **Window → Close All**, do not memorize the report, and close the company file.