

## Chapter 7 - Review activities

1 Create an invoice for Bryan Ruff's utility shed job. Add items to Rock Castle Construction's Item list as needed.

This shed will be built with:

- 8 hours removal
- 200 sq. ft of Concrete Slab at \$5 /sq. ft.
- 8 hours framing labor
- \$400 lumber
- \$500 for a roofing sub

2 After you invoice Bryan, record a payment from him in the Receive Payments window.

- This payment is \$1000 on check 2112. This is an underpayment

3 Record Rock Castle Construction's deposit of the payment.

- Send it to checking.

## Chapter 8 - Review activities

1 Write a check to a vendor, assigning the amount to more than one expense account.

- Write a check out to East Bayshore Auto Mall
- Amount: \$10,000
- Memo: Chevy Corvette
- Accounts:
  - Automobile: \$5,000
  - Insurance: \$2,500
  - Bribe: \$2,500 (this is an "Other Expense")

2 Enter a bill in the Enter Bills window, and then view the bill transaction in the accounts payable register.

- The Bill is to Bayshore Office Supply for \$1000
- The memo should be for "Oak Desk"
- Customer is Chris Baker in Family Room and it is Billable.

3 Pay the bill using the Pay Bills window.

## Chapter 9 - Review activities

1 Create a QuickReport on an item in one of Rock Castle Construction's lists. Do this for

- Labor
- Repairs:Plumbing
- Floor Plans

2 Rock Castle Construction wants to create a report that shows how much they have spent on lumber for projects during November, 2015. Create an item summary purchase report, covering the date range from 11/01/2015 to 11/30/2015. Filter the report to show only Rock Castle Construction's purchases for Lumber.

(Hint: filter by Items/Parts).

3 Batch process the balance sheet (Standard), profit and loss statement (Standard), and statement of cash flows using the Process Multiple Reports window.

- Make the Report Group “Boss Reports”

4 Use the Report Center to find reports that show the following:

- Sick and vacation balances for each employee (Employee Center?)
- Time spent on each job
- Inventory stock on hand and reorder point
- Customers with overdue payments, how much they owe, and their phone numbers
- How much of total sales is taxable, at what rate, and how much sales tax is currently due to be paid

## **Chapter 10 - Review activities**

1 Enter a new inventory item using the following information.

- Item Name/Number: Kitchen counter
- Purchase Description: Kitchen counter
- Cost: 280.00
- COGS Account: Cost of Goods Sold
- Preferred Vendor: Patton Hardware Supplies
- Sales Description: Same as Purchase Description
- Sales Price: 340.00
- Income Account: Construction:materials
- Asset Account: Inventory Asset
- Reorder Point: 5
- Qty on Hand: 6

2 Create a purchase order for 20 Standard doorknobs.

3 Receive the 20 Standard doorknobs into inventory and record the bill for the doorknobs.

4 Process the bill and pay for the 20 Standard doorknobs.