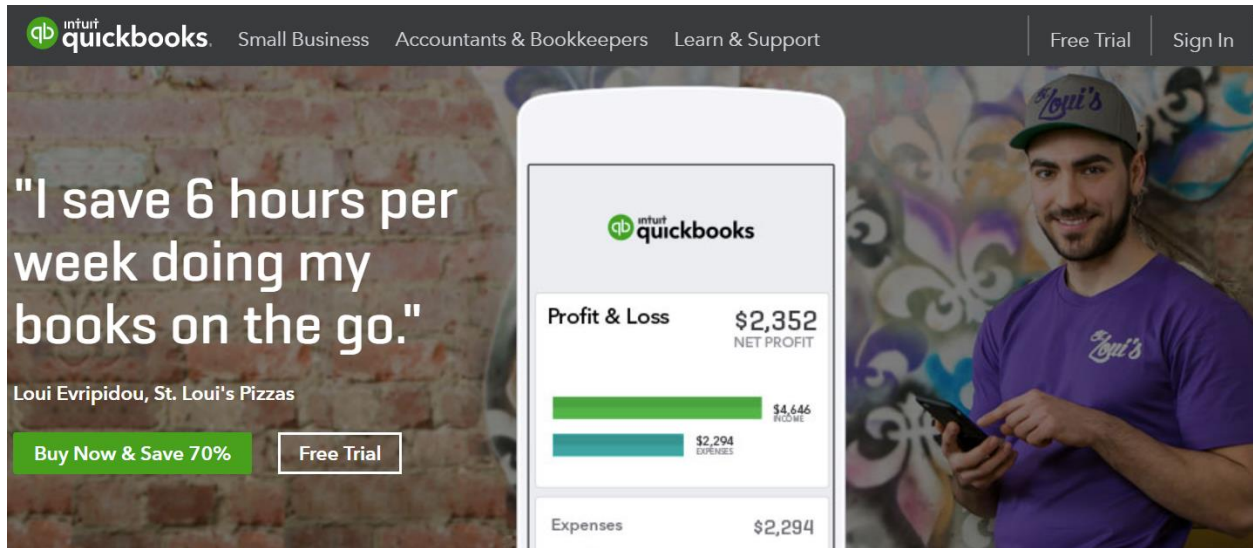


## From your PC /Laptop

Log onto: <https://quickbooks.intuit.com/online/>

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The banner features the Intuit QuickBooks logo at the top left, with navigation links for 'Small Business', 'Accountants & Bookkeepers', and 'Learn & Support'. On the right, there are links for 'Free Trial' and 'Sign In'. The main text reads: 'I save 6 hours per week doing my books on the go.' Below this, it says 'Loui Evripidou, St. Loui's Pizzas'. There are two buttons: 'Buy Now & Save 70%' and 'Free Trial'. In the center, a smartphone displays the QuickBooks mobile app interface, showing a 'Profit & Loss' statement with a net profit of \$2,352, a bar chart comparing revenue (\$4,646) and expenses (\$2,294), and a total expense of \$2,294. To the right of the phone is a photo of Loui Evripidou, a man wearing a purple 'Loui's' t-shirt and a baseball cap, holding a smartphone.

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Loui Evripidou, St. Loui's Pizzas

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Profit & Loss \$2,352 NET PROFIT

\$4,646 REVENUE

\$2,294 EXPENSES

Expenses \$2,294

## From your Mobile





Download  App from Google Play store or Apple Play store.

Click Free Trial to sign up and create a new account

Below, you are given a case to solve through the web or mobile app.

**Deadline: week 10**

To enter transactions: choose from sales or expenses and enter the type and dollar amount of the revenue/expense.

Step 1	Step 2
<div></div> <div><div>Dashboard</div><div>Banking</div><div><b>Sales</b></div><div>Expenses</div><div>Employees</div><div>Reports</div><div>Taxes</div><div>Accounting</div><div>My Accountant</div><div>Apps</div></div>	<div>Product/Service information</div> <div>Select a type:</div> <div><div><div><b>Non-inventory</b> Products you buy and/or sell but don't need to (or can't) track quantities of, for example, nuts and bolts used in an installation.</div></div><div><div><b>Service</b> Services that you provide to customers, for example, landscaping or tax preparation services.</div></div></div> <div><div>Step 3</div><div>Product/Service information</div><div><div><div>Service <a href="#">Change type</a></div></div><div><div><b>Name*</b></div><div><input type="text" value="Accounting services"/></div></div><div><div><b>SKU</b></div><div><input type="text"/></div></div><div><div><b>Category</b></div><div><input type="text" value="Choose a category"/></div></div><div><div><b>Sales information</b></div><div><input type="text" value="Description on sales forms"/></div></div><div><div><b>Sales price/rate</b></div><div><input type="text" value="15,000"/></div></div><div><div><b>Income account</b></div><div><input type="text" value="Sales"/></div></div></div></div>

For cash sales (not on account): click > receive payment right away after recording the transaction

Sales Transactions

Import Transactions ▾New transaction ▾

Unbilled Last 365 DaysUnpaid Last 365 DaysPaid

\$00 ESTIMATE

\$00 OVERDUE

\$15,1052 OPEN INVOICES

\$00 PAID LAST 30 DAYS

Filter ▾Last 365 Days

Batch actions ▾

DATE ▾

TYPE

NO.

CUSTOMER

DUE DATE

BALANCE

TOTAL

STATUS

ACTION

11/04/2017

Invoice

1002

ABC

12/04/2017

\$15,000.00

\$15,000.00

Open

Receive payment ▾

11/03/2017

Invoice

1001

Xperia

12/03/2017

\$105.00

\$105.00

Open

Receive payment ▾

Total

\$15,105.00

\$15,105.00

The balance is updated automatically

<input type="checkbox"/>	DATE ▾	TYPE	NO.	CUSTOMER	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
<input type="checkbox"/>	11/04/2017	Invoice	1002	ABC	12/04/2017	\$4,000.00	\$15,000.00	Partial	Receive payment ▾
<input type="checkbox"/>	11/04/2017	Payment		ABC	11/04/2017	\$0.00	\$-11,000.00	Closed	
<input type="checkbox"/>	11/03/2017	Invoice	1001	Xperia	12/03/2017	\$105.00	\$105.00	Open	Receive payment ▾
Total						\$4,105.00	\$4,105.00		

To get financial statements: click > reports

Dashboard

Banking

Sales

Expenses

Employees

Reports

Reports

Profit and Loss

\$15,035NET INCOME

\$15,105INCOME

\$70EXPENSES

Go to report

20 k

10 k

0 k

-10 k


Aug 4

Sep 2017

Oct 2017

Nov 1

For example: to get the income statement, click > profit and loss

Prof 

### PROFIT AND LOSS

January 1 - November 4, 2017

	TOTAL
▼ INCOME	
Sales	15,000.00
Services	100.00
Shipping Income	5.00
<b>Total Income</b>	<b>\$15,105.00</b>
GROSS PROFIT	<b>\$15,105.00</b>
▼ EXPENSES	
Office Expenses	15.00
Rent & Lease	45.00
Utilities	10.00
<b>Total Expenses</b>	<b>\$70.00</b>
NET OPERATING INCOME	<b>\$15,035.00</b>
NET INCOME	<b>\$15,035.00</b>