

# ACCOUNTING USING QUICKBOOKS® (120)

## REGIONAL – 2014

Print Account Listing	_____	( 5)
Answer to Audit Questions	_____	( 75)
Print Profit and Loss	_____	( 5)
Print Balance Sheet	_____	( 5)
<b><i>TOTAL POINTS</i></b>	_____	<b>( 90)</b>

**Failure to adhere to any of the following rules will result in disqualification:**

- 1. Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.**
- 2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.**
- 3. Electronic devices will be monitored according to ACT standards.**

No more than ten (10) minutes orientation

No more than 90 minutes testing time

No more than ten (10) minutes wrap-up

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*Workplace Skills Assessment Program* competition.

### **Instructions**

Students should bring a jump drive with the Account Listing for The Morning Zone provided in the Workplace Skills Assessment Program guide. Unless specified, the default settings should be used and any accounts not listed should have been removed. The fiscal year should begin August 1, 2013 with all accounts set at a zero balance. Sales tax should be 7% payable to Ohio Department of Revenue. Company address is 123 Main Street, Columbus, OH 45555, 888-555-1212, anyone@gmail.com.

**Note:** To ensure this test can be completed on both the trial and subscription based QuickBooks® version, the following assumptions must be made:

- All cash and credit card sales should be recorded using the Journal feature.
  - Record sales tax payable with all cash and credit card sales (you may to manually figure the tax). Do not record sales tax with an invoice unless it is stated to do so.
1. **Print** the chart of accounts.
  2. **Record** August transactions.
  3. **Print** the Profit and Loss Statement.
  4. **Print** the Balance Sheet.
  5. **Answer** the Audit Report questions using your print outs and/or computerized records.

### **August Transactions**

- 1 Recorded cash and credit card sales of \$1,785 for grand opening.
- 1 Paid August rent to Kruger, Ltd. \$600.
- 1 Purchased mobile cell phone plan from Verizon Wireless. Plan will cost \$118 a month. Paid by check at the store.
- 1 Discussed a contract for first day of school for Columbus Public Schools. Revenue for contract is expected to be \$790. Contact is Terri Smith, 84 North US 275, Columbus, OH 45321, 614-555-7891. Terms are 2/10, net 30.
- 2 Paid quarterly liability insurance policy of \$500 to Phennigren Insurance.
- 4 Owner wrote a check for \$200 to set up Petty Cash Fund.
- 8 Purchased \$74 of paper products from GFS.
- 8 Recorded cash and credit card sales of \$3,876.

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- 11 Owner, Brooke Jones, withdrew cash to pay personal cell phone bill, \$118. Verizon Wireless Invoice #879.
- 12 Paid Invoice #6531 for advertising in Columbus Sentinel (local paper) for \$125. Mailing address is 431 South Palm View, Columbus, OH 43231.
- 15 Discussed a catering job with Columbus Optimist Club breakfast meeting. Contact is Jacob Lee, PO Box 177, Columbus, OH 43231, 614-555-8558. Terms are 1/15, net 60.
- 15 Purchased a new serving counter (Supplies and Materials) from Café' Escape for a total of \$2,750.
- 17 Recorded cash and credit card sales of \$2,793.
- 17 Paid Invoice #857 dated July 13 for supplies purchased from YOLO Fro Yo for \$278. Contact is Samantha Lewis, 123 Main Street, Westerville, OH 43081, 614-555-1234. Terms are 2/10, net 20.
- 19 Received a call from a customer, The Sports Shop. They need a caterer for their grand reopening. The projected revenue is \$1,200 for the three mornings. Contact info Steve Smith, 39 N Elm Street, Columbus, OH 43231, 614-555-9632.
- 19 Paid utility bill of \$116 to Homeland Electric.
- 24 Steve Smith, from the Sports Shop, visited the shop today to settle the invoice for the grand opening. He paid by check for Invoice #278 in the amount of \$1,793.
- 24 Recorded cash and credit card sales of \$3,549
- 27 Paid Invoice #1002 dated August 3 for supplies purchased from YOLO Fro Yo for \$752. Terms are 2/10, net 20.
- 29 Paid Copy Cove for Invoice #258 for coupon mailing of \$250. Address is 873 Sparrow Drive, Westerville, OH 43081, 614-555-4823.
- 30 Bank statement reflects a service charge of \$15 and a returned check of \$87 from customer Natalie Wilson (bank charge).

**Audit Questions**

1. How many transactions were recorded on August 1<sup>st</sup>? \_\_\_\_\_
2. Total expenses for the month were? \_\_\_\_\_
3. Did the company have a net income or net loss for August? \_\_\_\_\_
4. How much money is in the petty cash fund? \_\_\_\_\_
5. How much is owed to Café' Escape? \_\_\_\_\_
6. What amount is owed by The Sports Shop? \_\_\_\_\_
7. Did the transaction on August 11 affect utilities expense? \_\_\_\_\_
8. What is the cash account balance as of August 31? \_\_\_\_\_
9. What is the sales account balance as of August 31? \_\_\_\_\_
10. How much was paid for utilities expense in the month of August? \_\_\_\_\_
11. How much was paid for advertising in the month of August? \_\_\_\_\_
12. The total owed to the Ohio Department of Revenue in August is? \_\_\_\_\_
13. The total amount owed to customers on August 31 was? \_\_\_\_\_
14. What is the balancing total on the balance sheet? \_\_\_\_\_
15. What was the company's net income or net loss for this month? \_\_\_\_\_