



This practice set will allow you to use the skills you have developed working through the bsnsAtlas.com *Bookkeeping Basics Series* including the course(s) on QuickBooks™. In doing so, you will set up a company and keep the books for December 20XX using whatever year you are currently in.

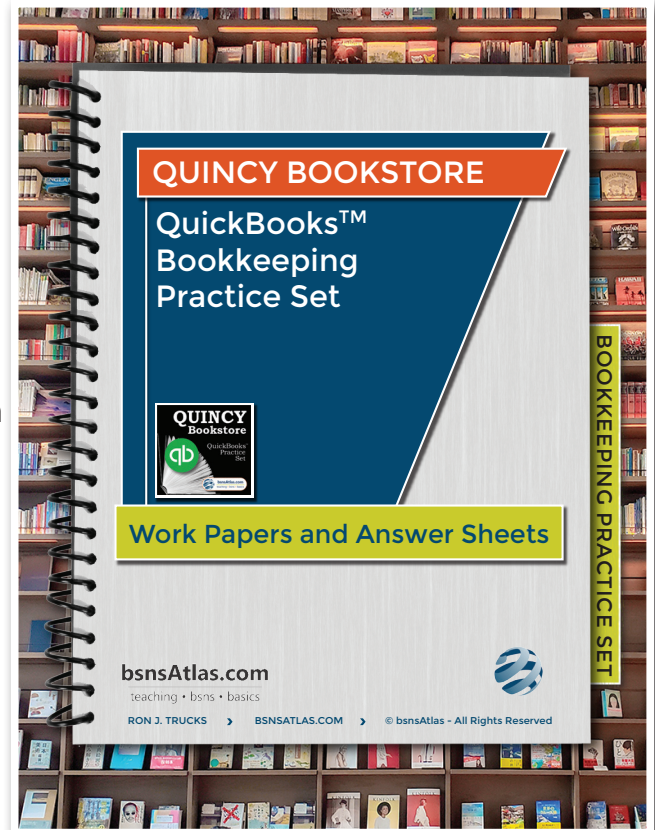
With the information provided, you will use the *QuickBooks Setup/EasyStep Interview* to create the initial Quincy Bookstore QB working file. When you're done with that, you will add Customers, vendors, and sales items, finalize the Chart of Accounts, and set some of the company and personal Preferences.

After the company file is set up, you will work through transactions that occur over the month of December 20XX. While we realize a bookstore would most likely have a LOT more entries than this, the intent of this lesson is to give you practice with a variety of entries. This version does NOT teach how to process payroll in QB so you will just be given lump payroll entries at the end of the month to enter. After entering the transactions from the month, you will reconcile the bank account, enter monthly adjustment entries to accounts and various items, and prepare reports.

Quincy Bookstore is a fictitious company based on the original practice set developed by Janet Horne in her textbook QuickBooks 2015©. The fictional bookstore is located near a college and provides keyboarding services as well as selling books and educational supplies. Quincy Bookstore is located in St. Louis, MO, and is a sole proprietorship owned by you. You do all the purchasing and are involved in all aspects of the business.

BEFORE YOU BEGIN... TWO IMPORTANT POINTS

- This printed documentation is **support for the video lessons**. While it is possible to work through this activity without using the videos, there will be items you may miss or not understand. Along with providing “check answers” throughout the project, the video lessons provide additional explanations or clarifications needed to succeed.
- If you are not familiar with how to use anything mentioned below, make sure to reference the courses in our series OR you can use the “Help” resources in your QuickBooks and other online sources.





INFORMATION ABOUT DATES

- We have indicated the “current year” throughout this document as “20XX”. You should use the year you are currently working in.
- When you’re creating the new company file, there are dates for the “As of” dates and “Opening Balances” dates. Those should all be set to November 30 of the current year. These will be written as “11/30/20XX”.
- All credit/debit card expiration dates will be two years in the future. Those are written as “20XX+2”