



# Bob's Big Bakery QB

## ACTIVITY - PART 1 (After Section 2 of the videos)

These transactions and files are to be used for the **HOMEWORK ACTIVITY** included with *Bookkeeping Basics #3: QuickBooks™ Fundamentals* course.

Along with the list of activities, there is also a starting QB file for the student to use. Make sure to have everything printed out and handy as you work through the activity.

**SET UP:** This activity has you (the student) restore a QuickBooks™ backup starter file for Bob's Big Bakery which contains a minimal amount of information. Once the file is restored, you will come back to the working file at the end of each section of the course to complete assigned work and activities.

Once you have completed the work for each section, there will be an additional lesson where reports and other documentation are available for you to compare with your progress. Make sure to take the time to compare your work with these reports and documents and to correct anything that may need to be adjusted. Failure to do so, will make it difficult or impossible to complete further work correctly.

Good luck and let us know in the Facebook group if you have questions!

**IMPORTANT NOTE:** This activity file was built using a Desktop 2015 version of the QuickBooks™ software and assumes you are working with a 2015 Desktop version of the program or newer. This file will not work with the Online version of the software. If you only have access to the Online or older version of the program, you may review the lessons and move through them to the rest of the course.

### **PART 1 INSTRUCTIONS:**

#### **SECTION 2 - WORKING WITH QUICKBOOKS™**

- After completing all video lessons in Section 2 of the **QuickBooks™ Fundamentals** course, it is time to download and restore the sample company included in the resources section of the course or at [www.bsnsAtlas.com/resources](http://www.bsnsAtlas.com/resources).
- After locating and saving the sample file to your computer, use the "Restore Instructions" to set up the company file which you will use for the rest of this course. (You should only restore this file once and then use the same .qbw working file for the rest of the activity.)
- Password information for the file... User Name: Admin Password: Bakery1 Challenge Answer: Bob
- Once you have the file restored, prepare an **Account Listing Report** either printed or on the screen. [Click REPORTS > LISTS > ACCOUNT LISTING]
- Compare it to the **Account Listing Report #1** in the resource materials to verify the company is set up and installed correctly. When it is, proceed to Section 3 of the video course. You will complete more work in the company QB file after Section 3.

