



Bob's Big Bakery QB

ACTIVITY - PART 2

(After Section 3 of the videos)

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

IMPORTANT NOTE #2: The following chart summarizes the focus of each part of the Activity.

• Homework Activity Part 1	End of Section 2	Restore Bob's Big Bakery QBB file for use
• Homework Activity Part 2	End of Section 3	Set up remaining accounts in Chart of Accounts
• Homework Activity Part 3	End of Section 4	Set up customer items in Customer List
• Homework Activity Part 4	End of Section 5	Set up vendor items in Vendor List
• Homework Activity Part 5	End of Section 5	Enter all transactions for Month #1
• Homework Activity Part 6	End of Section 6	Reconcile appropriate accounts for Month #1

PART 2 INSTRUCTIONS:

SECTION 3 - BANKING

• After completing all video lessons in Section 3 of the **QuickBooks™ Fundamentals** course, return to the QuickBooks working file you restored and verified in Part 1 of this activity. ***Part 1 of the Homework Activity must be completed before you begin this work.***

- Using the information below, add the appropriate accounts to the Chart of Accounts for Bob's Big Bakery.

<u>Account Name</u>	<u>Type</u>	<u>Account Name</u>	<u>Type</u>
MyBank Visa	Credit Card	Maintenance/Repair	Expense
Bakery Sales	Income	Office Supplies	Expense
Catering Sales	Income	Payroll	Expense
Interest Income	Other Income	Rent	Expense
Advertising	Expense	Utilities	Expense
Food Supplies	Expense	Loan Interest	Other Expense
Insurance	Expense		

• Compare your **Account Listing Report** with the one titled **Account Listing Report #2** in the resources to make sure they match. Correct any errors. (See instructions in Part 1 to access the report.) Make sure to pay attention to the order of the accounts so they match.

- Enter the following Item into the company's Item List:

Type: Service	Name: Catering	Description: Off-site Catering Services
Rate: \$0.00	Account: Catering Sales	
- When everything is entered and correct, proceed to Section 4 of the video course.

