



# Bob's Big Bakery QB

## ACTIVITY - PART 3 (After Section 4 of the videos)

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

### **PART 3 INSTRUCTIONS:**

#### **SECTION 4 - SALES**

- After completing all video lessons in Section 4 of the **QuickBooks™ Fundamentals** course, return to your QuickBooks working file for this activity. **Parts 1 and 2 of the Homework Activity must be completed before you begin this work.**

- Using the information below, add the following customers to the **Customer Center** for Bob's Big Bakery.

#### **Customer #1**

Name: Udemy College

Contact: Brian Johnson

Billing Address: PO Box 1234, Hometown, AK 99999

Shipping Address: Same

Tel #: 555-555-2121

Email: instructors@bsnsAtlas.com

Website: www.bsnsAtlas.com

Account #: Udemy001

Credit Limit: \$3,000

Terms: Net 30

#### **Customer #2**

Name: Flynn & Cox Law Firm

Contact: Tom Flynn

Billing Address: 910 Virginia, Hometown, AK 99999

Shipping Address: Same

Tel #: 555-555-1234

Email: instructors@bsnsAtlas.com

Website: www.bsnsAtlas.com

Account #: Flynn001

Credit Limit: \$1,000

Terms: Net 15

#### **Customer #3**

Name: Rusty Ridge Hunting

Contact: Sally Peebles

Billing Address: 26 Ridge Road, Journey, AK 99993

Shipping Address: Same

Tel #: 555-555-2626

Email: instructors@bsnsAtlas.com

Website: www.bsnsAtlas.com

Account #: Ridge083

Credit Limit: \$1,150

Terms: Net 30

- Compare your **Customer Contact List Report** with the one titled **Customer Contact List Report** in the resources to make sure they match. Correct any errors. (REPORTS > LISTS > CUSTOMER CONTACT LIST) When it is correct, proceed to Section 5 of the video course.

