



Bob's Big Bakery QB

ACTIVITY - PART 4 (After Section 5 of the videos)

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

PART 4 INSTRUCTIONS:

SECTION 5 - EXPENSES

• After completing all video lessons in Section 5 of the **QuickBooks™ Fundamentals** course, return to your QuickBooks working file for this activity. **Parts 1 thru 3 of the Homework Activity must be completed before you begin this work.**

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

Vendor #1

Name: AK Property Rentals **Billing Address:** 765 Powell Ave., Hometown, AK 99999
Contact: Lisa Cox **Tel #:** 555-555-0106 **Email:** instructors@bsnsAtlas.com
Website: www.bsnsAtlas.com **Account #:** 4411374 **Credit Limit:** **Terms:** Upon Receipt

Vendor #

Name: AK Co-Op (utilities) **Billing Address:** PO Box 300, Hometown, AK 99999
Tel #: 555-555-7977 **Email:** instructors@bsnsAtlas.com **Account #:** 9138 Main St.
Terms: Net 30

Vendor #

Name: Food Prep Wholesalers **Billing Address:** PO Box 1030, Hometown, AK 99999
Contact: Russ Allen **Tel #:** 555-555-8710 **Email:** instructors@bsnsAtlas.com
Website: www.bsnsAtlas.com **Account #:** B0823 **Credit Limit:** \$3,500 **Terms:** Net 15

Vendor #

Name: Hometown Herald **Billing Address:** 1221 Elk Range Ct., Hometown, AK 99999
Contact: Cathy Rossi **Tel #:** 555-555-0704 **Email:** instructors@bsnsAtlas.com
Website: www.bsnsAtlas.com **Account #:** Z1G443 **Credit Limit:** \$500 **Terms:** Net 15

Vendor #

Name: Wilderness General Supplies **Billing Address:** 9632 Powell Ave., Hometown, AK 99999
Tel #: 555-555-0884 **Email:** instructors@bsnsAtlas.com **Website:** www.bsnsAtlas.com

- Compare your **Vendor Contact List Report** with the one titled **Vendor Contact List Report** in the resources to make sure they match. Correct any errors. (REPORTS > LISTS > VENDOR CONTACT LIST)
- When it is correct, proceed to **Part 5 of the Activity - not the video course.**

