

Bob's Big Bakery TWO

ACTIVITY Part 5 - Page 1

PART 5 INSTRUCTIONS:

SECTION 5 - EXPENSES

- After completing Part 4 of this Activity, continue working in your QuickBooks working file for this activity.

Parts 1 thru 5 of the Homework Activity must be completed before you begin this work.

- 1/3/19 Issued invoice #104 to Rusty Ridge Hunting in the amount of \$765 for catering job on 1/3/19
- 1/3/19 Paid January rent of \$800.00 to AK Property Rentals with check #1764
- 1/6/19 Received food supplies and bill #3831 for \$609 from Food Prep Wholesalers (due on 1/21/19)
- 1/7/19 Weekly cash Bakery Sales of \$1,988 (record as a bank deposit for Bakery Sales Income)
- 1/9/19 Received utilities bill date 1/7/19 for \$125 which is due by 1/31/18. (record as bill)
- 1/12/19 Wrote check #1765 for \$200 to Hometown Herald for January newspaper ad
- 1/13/19 Received \$819 worth of food supplies and bill due within 15 days, bill #3922
- 1/14/19 Weekly cash Bakery Sales of \$1,298
- 1/14/19 Issued paycheck #1766 to Susie Helper for first two weeks of payroll in the amount of \$922. (Code to Payroll Expense)
- 1/15/19 Paid monthly \$300 payment with check #1767 to Supply Store on equipment loan for equipment purchased at startup. (\$224 to the Equipment loan account and \$76 to Loan Interest account.)
- 1/19/19 Received and deposited check #6001 in the amount of \$435 as payment on catering job that day from Flynn & Cox Law Firm. Issued Sales Receipt #421.
- 1/19/19 Purchased office supplies to set up office from Wilderness General Supplies. Paid \$318 for everything using the MyBank Visa card.
- 1/21/19 Weekly cash Bakery Sales of \$1,411
- 1/21/19 Wrote check #1768 for \$609 to pay bill #3831 already recorded in A/P
- 1/27/19 Paid Food Prep Wholesalers bill #3922 in A/P with check #1769
- 1/28/19 Weekly cash Bakery Sales of \$2,331
- 1/28/19 Issued Susie check #1770 for two weeks of payroll in the amount of \$926
- 1/29/19 Billed Udemy College for \$836 for catered lunch on 1/29/19
- 1/30/19 Paid January utilities bill (already recorded) with check #1771



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ACTIVITY Part 5 - Page 2

PART 5 INSTRUCTIONS (continued):

- After entering all the transactions from Page 1, prepare the following reports and compare your work. Any items that do not match should be examined to determine the cause of the difference.
 - **Trial Balance Report** (with date range set to "All")
 - If there are any balances that do not match the **Trial Balance Report**, consider looking at a **General Ledger Report** (Reports > Accountant & Taxes > General Ledger). Remember to set the date range to all to make sure you are seeing every transaction you have entered. Also, remember you can QuickZoom/Drill Down on any of the numbers in the reports to look at the actual entries you have submitted.
- Adjust any items that need to be corrected in order to continue with the activity.
- Once you have all items entered correctly, proceed to Section 6 of the video course.

