

## Baldy's Barber Shop Computer Exercise



The accounting software used for this exercise is the free software called Manager Accounting. There are versions for both Microsoft and Apple systems.

If you haven't already

- **Download and Install Manager Accounting Software**

Download Link:

<https://www.manager.io/desktop/download/>

- Install Software

After downloading, install the Software by clicking on the file named Manager.msi and following the instructions.

- Install (Import) Manager Database Files

Open Manager Accounting

Add the Exercise Work File

Click on Add A Business

Click on Import Business and locate and select the file named BaldysBarberShop.manager

Add the Answer File

Click on Add A Business

Click on Import Business and locate and select the file named BaldysBarberShop-Answers.manager

**Location:**

Database Files:

Baldys Barber Shop

BaldysBarberShop\BaldyComputerSystem\ManagerFiles\BaldysBarberShop.manager

Baldy's Barber Shop-Answers

BaldysBarberShop\BaldyComputerSystem\ManagerFiles\BaldysBarberShop-Answers.manager

- **Print Sheets Needed**

The following sheets need to be printed to use to complete the exercise:

Chart Of Accounts - BaldysBarberShop\BaldyComputerSystem\ChartAccounts\  
ChartAccounts.pdf

Transaction Listing - BaldysBarberShop\BaldyComputerSystem\Transactions\Transactions.pdf

Adjusting Journal Entries BaldysBarberShop\BaldyComputerSystem\AdjustingEntries\  
AdjustingEntries.pdf

Closing Journal Entries BaldysBarberShop\BaldyComputerSystem\ClosingEntries\  
ClosingEntries.pdf

- **Exercise Requirements**

The main tasks needed for this exercise are:

1. Spend Money
2. Receive Money – mostly recording sales
3. Entering a few supplier invoices where the supplier granted credit terms
4. Recording adjusting and closing entries using Journal Entries
5. Reviewing and Printing Reports

The **Main Menu** for these tasks is presented in the Left Column:

Summary – displays Financial Information

Bank Accounts – one account has already been set up

Bank Transactions – used to record spending and receiving money

Suppliers - three suppliers have already been set up

Purchase Invoices – used to record purchases and expenses when the supplier granted credit terms (on account)

Journal Entries – used to record adjusting and closing entries

Reports – use to view and print financial reports

- Profit and Loss Statement

- Balance Sheet

- Statement of Changes in Equity

- Cash Summary

- Trial Balance

- General Ledger Summary

- General Ledger Transactions

Settings – used to set up the Chart Of Accounts and other general information. The settings for this exercise have already been set up.

Customize – allows the user to only set up the tasks that they need and use in their business. These have already been set up for this exercise.

- **Course Requirements**

**Note:** Use **December 2017** as the month to Enter Your Transactions

1. Using the Transaction Listing record all the transactions using the appropriate Input Screens

2. Using the Adjusting Journals Listing record all the entries using the Journal Entry Screen

3. Using the Closing Journal Entries Listing record the closing entries using the Journal Entry Screen

4. Print the following Reports by clicking on the Reports Tab.

Trial Balance

General Ledger Summary

General Ledger Transactions

Cash Summary

Balance Sheet

Profit and Loss Statements

Statement of Changes in Equity

- **Checking your Results**

Open BaldysBarberShop-Answers Company (File)

Print the above reports and compare to your reports

- **Using Manager**

Help

Manager Guides

<https://guides.manager.io/>

The Main Guides needed for this exercise are:

Spend Money

<https://guides.manager.io/7821>

Cash Sales

<https://guides.manager.io/7321>

Purchase Invoices

<https://guides.manager.io/7189>

Journal Entries

<https://guides.manager.io/9820>

Reports

<https://guides.manager.io/7468>