

Baldy's Barber Shop Practice Set Course

Getting Started Guide



Objective

Baldy's Barber Shop was made to provide the accounting and bookkeeping student with an overview of how the manual concepts taught in an introductory accounting course can be applied to a **manual** and **computerized** accounting system. In addition, the practice set illustrates the benefits of using a computerized accounting system.

Basic Background

Baldy Jones after working for others for 10 years decided to open his own barber shop called Baldy's Barber Shop. After meetings with Dave Marshall from Bean Counter he learned about the necessary licenses and what is necessary to open and run a successful business.

He leased space for his shop and December 1, xxxx invested \$15,000 of his personal funds and began setting up his business and acquiring some needed services.

He planned on beginning cutting hair about the middle of December.

Your Tasks

Record the transactions for the month of December using a manual system, spreadsheet system, and computer system.

Course Delivery

The course is designed as an offline course and purchased and downloaded as a compressed file (zip file) – BaldysBarberShop.zip.

Unzip the file to a location on your computer where you want the files located.

After unzipping the file, the course materials are located in a main folder and sub folders (See Below).

Course Needs:

1. Computer and Printer

2. LibreOffice -Free Version Available (Windows and Mac) or Microsoft Excel

LibreOffice Writer can be used to view and print all worksheets and manuals.

LibreOffice Calc or Excel can be used with Baldy's Spreadsheet Exercise

Manager Accounting Software – Free Desktop Version Available (Windows and Mac)

- **Download and Install Needed Free Software**

LibreOffice

[LibreOffice Software](#)

[Installation Instructions](#)

Manager Accounting

[Download Manager Accounting Software](#)

Install the Software by clicking on the file named Manager.msi and following the instructions.

[Manager Guides](#)

Navigation

After downloading and unzipping BaldysBarberShop.zip you will have three (3) Main Folders that contain the Instructions, Forms, and Worksheets necessary for completing the exercises.

A folder for the Manual Exercise – BaldyManualSystem, folder for the Spreadsheet Exercises-BaldySpreadsheetSystem, and a folder for the Computer Exercise -BaldyComputerSystem.

In this guide and the instructions, I've provided the **path** where you can find the files necessary for performing the exercises. **Note:** The path is not the same as a link. The path just directs you to where to go to find the file(s) necessary for completing the exercises.

Example

BaldysBarberShop\BaldyManualSystem\Instructions\Instructions.pdf

You need to navigate to the Instructions Subfolder and click on the Instructions.pdf file.

Prior Knowledge Needed

The student should be familiar with basic accounting terms, debits and credits, journals, and financial statements. A free accounting textbook and brief reviews are provided if you need to "brush up".

Accounting Basics – BaldysBarberShop\Textbook\AccountingBasics.pdf

Brief Reviews - BaldysBarbershop\BriefReviews\

Assignments

The practice set is composed of three assignments:

- **Baldy's Manual System**

Using the chart of accounts, transactions listing, and adjusting entries listings you record the transactions in the General Journal, post the entries to the General Ledger, and use the Financial Statements Worksheet to prepare Financial Statements.

Closing Entries are not required for this exercise.

Note: Use the month of **December 2017** to enter the transactions.

Detailed Instructions are provided here

BaldysBarberShop\BaldyManualSystem\Instructions\Instructions.pdf

- **Baldy's Spreadsheet System**

General Journal

Special Journals

Using the Spreadsheets provided you input the transaction information using input screens and the information is automatically posted to the Journals, General Ledger, and Financial Statements Worksheet. The Financial Statements are also automatically prepared.

See SpreadSheet Video

BaldysBarberShop\Videos\SpreadsheetInstructions.mp4

Detailed Instructions are provided here

BaldysBarberShop\BaldySpreadSheetSystem\Instructions\Instructions.pdf

The General Journal Exercise only uses the General Journal for recording transactions while the Special Journals Exercise uses Special Journals for recording transactions.

Adjusting Journal Entries have already been recorded for you. Closing Entries are not required for this exercise.

- **Baldy's Computer System**

In this exercise, you use the Manager Accounting Accounting Software and the transaction listing, adjusting journal entry listing, closing entries listing and input screens to record the entries for the period.

See Manager Menus System Video

BaldysBarberShop\Videos\ManagerAcctgMenu.mp4

Detailed Instructions are provided here

BaldysBarberShop\BaldyComputerSystem\Instructions\Instructions.pdf

The data file Baldy'sBarberShop.manager provided is imported into the Accounting Software. The chart of accounts, bank account, and suppliers have already been setup.

Location:

BaldysBarberShop\BaldyComputerSystem\ManagerFiles\Baldy'sBarberShop.manager

All journals and financial statements are automatically posted and updated. One of the major benefits of using Bookkeeping and Accounting Software.

Baldy'sBarberShop-Answers.manager also needs to be imported so you can check your results.

Location:

BaldysBarberShop\BaldyComputerSystem\ManagerFiles\Baldy'sBarberShop-Answers.manager

Each assignment contains additional detailed instructions about what is required and how to complete the lesson.

Answer Sheets are provided for all assignments.

Where are the Course Materials Located ?

The Course Materials are contained in the following Folders and Sub Folders:

BaldysBarberShop – Main Folder

GettingStarted.pdf – Getting started information and instructions (this document).

Textbook – Sub folder -Beginning Accounting Textbook (Optional)

BriefReviews – Sub folder – Accounting and Computer General Information (Optional)

BaldySpreadsheetSystem -Sub folder – Bookkeeping Spreadsheet Exercises

BaldyManualSystem – Sub folder – Manual Accounting Exercise

BaldyComputerSystem – Sub folder – Computer Accounting Exercise

Getting Started

What Order Should the Course Be Taken ?

1. Baldy's Manual System Exercise

- **Print Materials**

Print Manual Materials and Worksheets and Organize

You can either print and use the workbook or print and use the individual sheets for the manual system exercise.

Work Book

Includes all the entry forms in one book and can be used to record the transactions in one place instead of printing out the individual sheets.

Note: You will still need to print out the Transactions Listing, Adjusting Entries Listing and Chart of Account Listing (See Below Individual Sheets and Forms).

Location:

BaldysBarberShop\BaldyManualSystem\Workbook\Workbook.pdf

Individual Sheets and Forms

Location:

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

Transactions - BaldysBarberShop\BaldyManualSystem\Transactions\Transactions.pdf

Adjusting Entries - BaldysBarberShop\BaldyManualSystem\AdjustingEntries\
AdjstingJournalEntries.pdf

General Journal - BaldysBarberShop\BaldyManualSystem\ExerciseForms\
GeneralJournalBlank.pdf

General Ledger - BaldysBarberShop\BaldyManualSystem\ExerciseForms\
GeneralLedgerBlank.pdf
Financial Statements Worksheet - BaldysBarberShop\BaldyManualSystem\ExerciseForms\
AcctgWorksheet.pdf
Financial Statements - BaldysBarberShop\BaldyManualSystem\ExerciseForms\
FinancialStatements.pdf

Information Only

Closing Entries

Closing Entries - BaldysBarberShop\BaldyManualSystem\ClosingEntries-InfoOnly\
ClosingEntries.pdf
Closing Entries Worksheet - BaldysBarberShop\BaldyManualSystem\ClosingEntries-InfoOnly\
ClosingWorksheet.pdf

Answers

General Journal - BaldysBarberShop\BaldyManualSystem\AnswerSheets\
GeneralJournalAnswers.pdf
General Ledger - BaldysBarberShop\BaldyManualSystem\AnswerSheets\
GeneralLedgerAnswers.pdf
Financial Statements Worksheet - BaldysBarberShop\BaldyManualSystem\AnswerSheets\
AcctgWorksheetAnswers.pdf
Financial Statements - BaldysBarberShop\BaldyManualSystem\AnswerSheets\
FinancialStatementsAnswers.pdf

2. Baldy's Spreadsheet System Exercises

All forms are included in the Spreadsheets

- **General Journal Exercise**

Location:

- Excel Spreadsheet

BaldysBarberShop\BaldySpreadsheetSystem\GeneralJournal\Spreadsheets\Excel\
JournalEntries-Blank.xlsx

Answer Sheet

BaldysBarberShop\BaldySpreadsheetSystem\GeneralJournal\Spreadsheets\Excel\
JournalEntries-Answers.xlsx

- LibreOffice Spreadsheet

BaldysBarberShop\BaldySpreadsheetSystem\GeneralJournal\Spreadsheets\Libre\
JournalEntries-Blank.ods

Answer Sheet

BaldysBarberShop\BaldySpreadsheetSystem\GeneralJournal\Spreadsheets\Libre\
JournalEntries-Answers.ods

- **Special Journals Exercise**

Location:

- Excel Spreadsheet

BaldysBarberShop\BaldySpreadsheetSystem\SpecialJournals\Spreadsheets\Excel\
SpecalJournalEntriesBlank.xlsx

Answer Sheet

BaldysBarberShop\BaldySpreadsheetSystem\SpecialJournals\Spreadsheets\Excel\
SpecalJournaAnswers.xlsx

- LibreOffice Spreadsheet

BaldysBarberShop\BaldySpreadsheetSystem\SpecialJournals\Spreadsheets\Libre\
SpecialJournalEntriesBlank.ods

Answer Sheet

BaldysBarberShop\BaldySpreadsheetSystem\SpecialJournals\Spreadsheets\Libre\
SpecialJournalEntriesBlank.ods

3. Baldy's Computer System Exercise

- **Software and Files**
- Install Manager Accounting Software

if you haven't already, 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 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**

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