



Creating A Practice File In GnuCash



What Is a Practice File?

A **practice file** is a separate GnuCash file you create for the purpose of learning, testing transactions, and trying new workflows **without affecting your real business data**.

GnuCash saves data as individual files, creating a practice file will not affect any other accounting files you may have already started or will create in the future. Setting up a **practice file** is optional.

Why A Practice File Matters?

A Practice file allows you to Practice in a safe environment and builds confidence before working with real financial records. Practice file are easily deleted, if you want to delete them later.

Lesson Objective

In the following instructions you will follow along with the video tutorials to create a practice environment.

Practice File Business Scenario: *Graceful Touch Cleaning Services*. A small cash-based residential cleaning business.

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Step 1 : Creating A Practice File

Begin by watching the video (Module 2 – Video 1:)



How To Setup The Business Accounts

Your Task:

- 1. Create the a GnuCash business accounts file and name it:**
Graceful Touch Cleaning Services
 - 2. Create a folder and name it Practice File to keep everything organized.**
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Step 2: Watch the following Videos:

- 1. Module 2 – Video 2:** Tour of the GnuCash Interface
(apply any changes you like)
 - 2. Module 2 – Video 3:** The Chart Of Accounts
 - 3. Module 2 – Video 4:** The Accounting Period:
(The *Graceful Touch* uses the standard calendar year accounting period)
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Step 3: Customize The Chart Of Accounts:



Watch Video: Customizing The Chart of accounts
(*Module 2 – Video 5:)*

Your Task:

- 1. Create a Cleaning Supplies Expense Account**
- 2. Create a Cleaning Income Account**