

CONTENTS

SECTION 1 EXPLORING QUICKBOOKS WITH ROCK CASTLE CONSTRUCTION

CHAPTER 1 QUICK TOUR OF QUICKBOOKS	1.1
CHAPTER 2 CUSTOMIZING QUICKBOOKS AND THE CHART OF ACCOUNTS	2.1
CHAPTER 3 BANKING	3.1
CHAPTER 4 CUSTOMERS AND SALES	4.1
CHAPTER 5 VENDORS, PURCHASES, AND INVENTORY	5.1
CHAPTER 6 EMPLOYEES AND PAYROLL	6.1
CHAPTER 7 REPORTS AND GRAPHS	7.1

SECTION 2 QUICKBOOKS ACCOUNTING FOR ENTREPRENEURS

CHAPTER 8 NEW COMPANY SETUP	8.1
CHAPTER 9 ACCOUNTING FOR A SERVICE COMPANY	9.1
CHAPTER 10 MERCHANDISING CORPORATION: SALES, PURCHASES AND INVENTORY... ..	10.1
CHAPTER 11 MERCHANDISING CORPORATION: PAYROLL	11.1
CHAPTER 12 ADVANCED QUICKBOOKS FEATURES FOR ACCOUNTANTS	12.1
CHAPTER 13 QUICKBOOKS LIVE CONSULTING PROJECT	13.1
CHAPTER 14 QUICKBOOKS ONLINE ACCOUNTANT	14.1

SECTION 3 QUICK GUIDE

QUICKBOOKS SETUP	QUICK GUIDE.11
QUICKBOOKS UTILITIES AND GENERAL PRODUCT KNOWLEDGE.....	QUICK GUIDE.12
LIST MANAGEMENT.....	QUICK GUIDE.17
ITEMS.....	QUICK GUIDE.20
SALES (CUSTOMER TRANSACTIONS).....	QUICK GUIDE.22
PURCHASES (VENDOR TRANSACTIONS).....	QUICK GUIDE.28
PAYROLL (EMPLOYEE TRANSACTIONS).....	QUICK GUIDE.34
REPORTS	QUICK GUIDE.38
BASIC ACCOUNTING.....	QUICK GUIDE.41
CUSTOMIZATION/SAVING TIME AND SHORTCUTS	QUICK GUIDE.44

SECTION 4 QUICKBOOKS EXTRAS

APPENDIX A INSTALL & REGISTER QUICKBOOKS SOFTWARE	A.1
APPENDIX B BACK UP & RESTORE QUICKBOOKS FILES	B.1
APPENDIX C QUICKBOOKS ISSUE RESOLUTION	C.1
APPENDIX D GO DIGITAL WITH QUICKBOOKS	D.1
APPENDIX E QUICKBOOKS & MY MAC	E.1
APPENDIX F WWW.MY-QUICKBOOKS.COM	F.1

CONTENTS

SECTION 1 EXPLORING QUICKBOOKS WITH ROCK CASTLE CONSTRUCTION

CHAPTER 1 QUICK TOUR OF QUICKBOOKS	1.1
Install QuickBooks	1.9
Start QuickBooks	1.9
Open Company	1.9
Change Company Name	1.15
QuickBooks Navigation.....	1.16
Home Page	1.16
QuickBooks Icon Bar.....	1.22
QuickBooks Menus	1.30
QuickBooks Reports	1.39
QuickBooks Help Menu	1.43
Save Company Files	1.46
QuickBooks Backup (.QBB) Files.....	1.49
Close Company	1.53
Exit QuickBooks	1.53
Learning Activities	1.54
Exercises.....	1.55
Project 1	1.60

CHAPTER 2 CUSTOMIZING QUICKBOOKS	
 AND THE CHART OF ACCOUNTS	2.1
Customize QuickBooks	2.4
Customize with QuickBooks Editions	2.4
Customize QuickBooks using Preferences	2.6
Customize QuickBooks Favorites	2.7
Customize Chart of Accounts	2.16
Display Chart of Accounts	2.16
Display Account Numbers.....	2.17
Add New Accounts	2.18
Delete Accounts	2.21
Edit Accounts	2.22
Print Chart of Accounts.....	2.23
Customize QuickBooks Security	2.26
Customize QuickBooks Snapshots.....	2.32
Customize QuickBooks Calendar	2.34
Learning Activities	2.37

Exercises.....	2.37
Project 2	2.47
CHAPTER 3 BANKING	3.1
View and Print Check Register.....	3.5
Make Deposits.....	3.8
Write Checks.....	3.12
Print Journal	3.17
Reconcile Bank Statements.....	3.20
Online Banking	3.25
Enter Credit Card Charges.....	3.27
Learning Activities	3.29
Exercises.....	3.30
Project 3.....	3.39
CHAPTER 4 CUSTOMERS AND SALES.....	4.1
View Customer List.....	4.6
Add New Customer	4.7
Edit Customer Information	4.11
Add A Job.....	4.12
Recording Sales in QuickBooks	4.15
Cash Sales	4.15
Credit Sales: Create Invoices.....	4.18
Online Billing.....	4.21
Credit Sales: Create Reminder Statements.....	4.22
Credit Sales: Record Customer Payments.....	4.24
Record Bank Deposits	4.26
Print Journal Entries	4.28
Customer Reports	4.29
Learning Activities	4.35
Exercises.....	4.35
Project 4.....	4.50
CHAPTER 5 VENDORS, PURCHASES, AND INVENTORY.....	5.1
Vendor Navigation	5.7
View Vendor List.....	5.8
Add New Vendor	5.9
Print Vendor List.....	5.12
Items and Services List.....	5.14
Add New Item	5.15
Print Item List	5.18
Create Purchase Orders	5.20

Receive Inventory.....	5.22
Receive Bills.....	5.25
Enter Bills Against Inventory	5.26
Pay Bills	5.28
Receive Inventory with Bill.....	5.31
Enter Bills	5.34
Pay Sales Tax.....	5.36
Vendor Reports.....	5.38
Learning Activities	5.44
Exercises.....	5.45
Project 5.....	5.59

CHAPTER 6 EMPLOYEES AND PAYROLL 6.1

Payroll Setup	6.4
Employee Navigation	6.6
Customize QuickBooks Payroll	6.7
Employee List	6.10
Time Tracking	6.16
Transfer Time to Sales Invoices.....	6.22
QuickBooks Payroll Services	6.27
Create and Print Paychecks	6.28
Pay Payroll Liabilities	6.32
File Payroll Tax Forms	6.33
Payroll Reports	6.34
Learning Activities	6.36
Exercises.....	6.37
Project 6.....	6.48

CHAPTER 7 REPORTS AND GRAPHS..... 7.1

Trial Balance	7.6
Adjusting Entries.....	7.8
Adjusted Trial Balance.....	7.12
General Ledger.....	7.13
Financial Statements.....	7.16
Profit and Loss.....	7.16
Income and Expense Graph.....	7.17
Balance Sheet.....	7.18
Statement of Cash Flows.....	7.19
Tax Reports	7.19
Income Tax Preparation Report	7.20
Income Tax Summary Report.....	7.22
Income Tax Detail Report.....	7.22

Export to TurboTax.....	7.23
Management Reports.....	7.23
Cash Flow Forecast.....	7.23
Save Reports to Electronic Files	7.24
Financial Insights.....	7.25
Learning Activities	7.26
Exercises.....	7.27
Project 7.....	7.35

SECTION 2 QUICKBOOKS ACCOUNTING FOR ENTREPRENEURS

CHAPTER 8 NEW COMPANY SETUP..... 8.1

EasyStep Interview.....	8.6
QuickBooks Company Setup.....	8.13
Add the People You Do Business With	8.14
Add the Products and Services You Sell.....	8.18
Add Your Bank Accounts.....	8.20
Print Customer, Vendor, and Item Lists	8.23
Customize QuickBooks	8.27
Enter Company Information.....	8.28
Customize QuickBooks Preferences	8.29
Customize Chart of Accounts	8.29
Learning Activities.....	8.35
Exercises.....	8.36
Project 8.....	8.47

CHAPTER 9 ACCOUNTING FOR A SERVICE COMPANY 9.1

Record Owner’s Investment.....	9.3
Record Purchase Transactions	9.5
Record a Memorized Transaction	9.10
Record Sales Transactions	9.16
Make Adjusting Entries	9.23
Print Reports.....	9.26
Close the Accounting Period	9.27
Learning Activities.....	9.28
Exercises.....	9.28
Project 9.....	9.49
QuickBooks Case 9	9.52

CHAPTER 10 MERCHANDISING CORPORATION: SALES, PURCHASES

AND INVENTORY	10.1
Set Up a New Company	10.6
Customize QuickBooks	10.7
Create a Customer List.....	10.9
Create a Vendor List	10.13
Create an Item List.....	10.14
Create a Sales Tax Item.....	10.17
Customize Chart of Accounts	10.18
QuickBooks Opening Adjustments	10.22
Record Purchase Transactions	10.25
Record Sales Transactions	10.35
Make Adjusting Entries	10.38
Print Reports.....	10.39
Learning Activities	10.41
Exercises.....	10.41
Project 10.....	10.55
QuickBooks Case 10	10.61

CHAPTER 11 MERCHANDISING CORPORATION: PAYROLL..... 11.1

QuickBooks Payroll Services	11.5
Process Payroll Manually.....	11.6
Print Employee List.....	11.28
Print Paychecks	11.28
Print Payroll Journal Entries	11.33
Pay Payroll Liabilities	11.35
Print Payroll Reports.....	11.37
Learning Activities	11.38
Exercises.....	11.38
Project 11	11.44
QuickBooks Case 11	11.46

CHAPTER 12 ADVANCED QUICKBOOKS FEATURES FOR ACCOUNTANTS . 12.1

Budgets	12.4
Estimates	12.8
Progress Billing.....	12.9
Credit Card Sales	12.14
Bad Debts.....	12.16
Memorized Reports	12.21
Audit Trail	12.25
Accountant's Copy	12.29
Ask My Accountant	12.31

Document Management	12.32
QuickBooks Mobile Apps.....	12.34
Learning Activities	12.39
Exercises.....	12.40
Project 12.....	12.42
QuickBooks Case 12	12.43
CHAPTER 13 QUICKBOOKS LIVE CONSULTING PROJECT	13.1
Milestone 1 Proposal	13.4
Milestone 2 Company Setup.....	13.9
Milestone 3 Lists.....	13.10
Milestone 4 Transactions.....	13.11
Milestone 5 Memorized Reports	13.11
Milestone 6 Documentation	13.12
Milestone 7 Presentation	13.12
CHAPTER 14 QUICKBOOKS ONLINE ACCOUNTANT	14.1
Ask My Accountant: Which QuickBooks Should I Use?.....	14.3
How Can Our Accounting Firm Streamline Our QuickBooks Consulting?.....	14.4
What Are My QuickBooks User Options?.....	14.5
QuickBooks Pro, Premier, or Enterprise (Desktop)	14.5
QuickBooks Online.....	14.7
What Are My QuickBooks Accountant Options?	14.8
QuickBooks Accountant (Desktop).....	14.9
QuickBooks Online Accountant.....	14.9

SECTION 3 QUICK GUIDE

1. QUICKBOOKS SETUP.....	QUICK GUIDE.11
Install QuickBooks Software.....	QUICK GUIDE.11
Register QuickBooks Software.....	QUICK GUIDE.11
Start QuickBooks Software.....	QUICK GUIDE.11
Set Up New Company.....	QUICK GUIDE.11
Set Up New Company from Existing Company.....	QUICK GUIDE.11
Customize Home Page.....	QUICK GUIDE.12
Set Up Lists.....	QUICK GUIDE.12
2. QUICKBOOKS UTILITIES AND GENERAL PRODUCT KNOWLEDGE.....	QUICK GUIDE.12
How to Navigate QuickBooks.....	QUICK GUIDE.12
Back Up Company File (.QBB).....	QUICK GUIDE.12
Restore Company File (.QBB).....	QUICK GUIDE.13
Save Portable Company File (.QBM).....	QUICK GUIDE.13
Open Portable Company File (.QBM).....	QUICK GUIDE.14
Change Company Name.....	QUICK GUIDE.14
View Version and Release Number.....	QUICK GUIDE.14
Update QuickBooks Software.....	QUICK GUIDE.14
Update QuickBooks Company File.....	QUICK GUIDE.15
Use Single-User and Multi-User Modes.....	QUICK GUIDE.15
Open Company File (.QBW).....	QUICK GUIDE.15
Close QuickBooks Company File (.QBW).....	QUICK GUIDE.16
Exit QuickBooks Software.....	QUICK GUIDE.16
Password Protect QuickBooks.....	QUICK GUIDE.16
Customize QuickBooks with Preferences.....	QUICK GUIDE.16
3. LIST MANAGEMENT.....	QUICK GUIDE.17
Manage QuickBooks Lists.....	QUICK GUIDE.17
Add New Entries.....	QUICK GUIDE.17
Delete Entries.....	QUICK GUIDE.18
Edit Entries.....	QUICK GUIDE.18
Merge Entries.....	QUICK GUIDE.18
Import Lists from Excel.....	QUICK GUIDE.19
Export Lists to Excel.....	QUICK GUIDE.20

4. ITEMS	QUICK GUIDE.20
How to Use QuickBooks Items	QUICK GUIDE.20
Use Different Types of Items	QUICK GUIDE.21
Add Items	QUICK GUIDE.21
Edit Items	QUICK GUIDE.21
Enter an Item Selling for a Specified Price	QUICK GUIDE.21
Enter an Item Selling for Different Prices	QUICK GUIDE.22
5. SALES (CUSTOMER TRANSACTIONS)	QUICK GUIDE.22
Use the Customer Center	QUICK GUIDE.22
Enter Customer Information	QUICK GUIDE.23
Add New Job	QUICK GUIDE.23
Invoice Customers	QUICK GUIDE.23
Receive Customer Payments	QUICK GUIDE.23
Deposit Customer Payments	QUICK GUIDE.23
Create Sales Receipts	QUICK GUIDE.24
Create Statements	QUICK GUIDE.24
Create Progress Invoice	QUICK GUIDE.24
Record a Customer Credit	QUICK GUIDE.25
Account for Bounced NSF Check	QUICK GUIDE.25
6. PURCHASES (VENDOR TRANSACTIONS)	QUICK GUIDE.28
Use the Vendor Center	QUICK GUIDE.28
Enter Vendor Information	QUICK GUIDE.28
Enter Items	QUICK GUIDE.29
Create Purchase Orders	QUICK GUIDE.29
Receive Items	QUICK GUIDE.29
Enter Bills Against Inventory	QUICK GUIDE.29
Enter Bills	QUICK GUIDE.30
Pay Bills by Check	QUICK GUIDE.30
Print Checks	QUICK GUIDE.30
Write Checks	QUICK GUIDE.30
Pay with Credit Card	QUICK GUIDE.31
Pay with Debit Card	QUICK GUIDE.31
Pay with Online Bank Payment	QUICK GUIDE.31
Record Vendor Credit	QUICK GUIDE.32
How to Set Up, Collect and Pay Sales Tax	QUICK GUIDE.32
Reconcile Bank Statement	QUICK GUIDE.33

7. PAYROLL (EMPLOYEE TRANSACTIONS).....	QUICK GUIDE.34
Ways to Process Payroll with QuickBooks.....	QUICK GUIDE.34
How to Set Up Payroll.....	QUICK GUIDE.34
Add Payroll Item.....	QUICK GUIDE.34
Edit Payroll Item.....	QUICK GUIDE.35
Enter Employee Information.....	QUICK GUIDE.35
Track Time for Payroll.....	QUICK GUIDE.35
Track Time for Invoicing Customers.....	QUICK GUIDE.36
Track Sick and Vacation Time.....	QUICK GUIDE.36
Set Up Payroll Schedules.....	QUICK GUIDE.36
Pay Employees.....	QUICK GUIDE.37
Pay Payroll Liabilities.....	QUICK GUIDE.37
Prepare Payroll Forms.....	QUICK GUIDE.37
8. REPORTS.....	QUICK GUIDE.38
Use the Report Center.....	QUICK GUIDE.38
Customize Reports.....	QUICK GUIDE.38
Export Reports to Excel.....	QUICK GUIDE.38
Memorize Reports.....	QUICK GUIDE.39
Print Trial Balance.....	QUICK GUIDE.39
Print General Journal.....	QUICK GUIDE.39
Print General Ledger.....	QUICK GUIDE.39
Print Income Statement.....	QUICK GUIDE.40
Print Balance Sheet.....	QUICK GUIDE.40
Print Statement of Cash Flows.....	QUICK GUIDE.40
9. BASIC ACCOUNTING.....	QUICK GUIDE.41
Basic Financial Statements.....	QUICK GUIDE.41
Difference Between Cash and Accrual.....	QUICK GUIDE.41
Enter New Accounts.....	QUICK GUIDE.42
Enter Beginning Account Balances.....	QUICK GUIDE.42
Print Chart of Accounts.....	QUICK GUIDE.42
Journal Entries.....	QUICK GUIDE.42
Adjusting Entries.....	QUICK GUIDE.43
Correcting Entries.....	QUICK GUIDE.43
Closing.....	QUICK GUIDE.44
10. CUSTOMIZATION/SAVING TIME AND SHORTCUTS.....	QUICK GUIDE.44
Memorize Transactions.....	QUICK GUIDE.44
Set Up Multiple Users with Access.....	QUICK GUIDE.44
Create Custom Fields.....	QUICK GUIDE.45
Customize an Invoice.....	QUICK GUIDE.45

SECTION 4 QUICKBOOKS EXTRAS

APPENDIX A INSTALL & REGISTER QUICKBOOKS SOFTWARE	A.1
Install QuickBooks Software	A.2
Register QuickBooks Software	A.2
View QuickBooks Software Release Number	A.3
Update QuickBooks Software	A.4
Open QuickBooks Data Starter Files	A.5
APPENDIX B BACK UP & RESTORE QUICKBOOKS FILES	B.1
QuickBooks File Versions	B.2
QuickBooks File Management	B.3
Back Up QuickBooks Files.....	B.5
Restart & Restore QuickBooks Files.....	B.9
Portable QuickBooks Files	B.13
APPENDIX C QUICKBOOKS ISSUE RESOLUTION	C.1
QuickBooks Issue Resolution Strategy.....	C.2
QuickBooks Help & Live Community	C.3
QuickBooks Installation FAQs	C.4
QuickBooks Registration FAQs	C.4
Software FAQs	C.5
Data File FAQs	C.6
Back Up & Restore FAQs.....	C.7
Text Instruction FAQs	C.8
Correcting Errors	C.9
Printer FAQs	C.14
Additional Issue Resolution Resources	C.14
APPENDIX D GO DIGITAL WITH QUICKBOOKS.....	D.1
Export to Excel	D.4
Export to PDF.....	D.8
Use QBB Files.....	D.9
APPENDIX E QUICKBOOKS & MY MAC	E.1
QuickBooks for Windows Software on a Mac	E.1
QuickBooks for Mac Software.....	E.1
QuickBooks Online Accountant	E.1
APPENDIX F WWW.MY-QUICKBOOKS.COM	F.1

INDEX

CONTENTS OVERVIEW

Designed as hands-on tutorials for initially learning QuickBooks, *Computer Accounting with QuickBooks* chapters provide screen captures with hot arrows and detailed instructions. To improve long-term retention of your software skills, end-of-chapter learning activities are designed with fewer instructions to test your understanding and, when needed, to develop your skills to quickly seek out additional information to complete the task. The ability to find information as needed, or JIT Learning, is an increasingly important skill in a rapidly changing business environment. The design of *Computer Accounting with QuickBooks* seamlessly facilitates your development of this crucial skill. Each chapter concludes with *Reflection: A Wish and A Star* to further reinforce and improve your retention of chapter material. Additionally, a virtual company case runs throughout the text, enabling you to better understand how various transactions and activities are interrelated in the business environment.

Designed in four sections, this text offers:

SECTION 1 EXPLORING QUICKBOOKS WITH ROCK CASTLE CONSTRUCTION focuses on learning the basics of entering transactions and generating reports using the sample company, Rock Castle Construction.

SECTION 2 QUICKBOOKS ACCOUNTING FOR ENTREPRENEURS builds upon Section 1, covering the entire accounting cycle, including new company setup as well as QuickBooks advanced features for accountants. Paint Palette, a case that runs throughout the second section, starts out as a sole proprietor service business, then expands to become a merchandising corporation. Using a progressive approach, the text gradually introduces advanced features while maintaining continuity and interest.

SECTION 3 QUICK GUIDE provides a Review Guide for the QuickBooks User Certification. As a Quick Resource Guide, it provides step-by-step instructions for frequently used customer, vendor, and employee tasks in a convenient, user-friendly resource.

SECTION 4 QUICKBOOKS EXTRAS are appendices including Install & Register QuickBooks Software, Back Up and Restore QuickBooks Files, QuickBooks Issue Resolution, Go Digital with QuickBooks, and more.

SECTION 1 EXPLORING QUICKBOOKS WITH ROCK CASTLE CONSTRUCTION INCLUDES:

CHAPTER 1 QUICK TOUR OF QUICKBOOKS. This chapter provides a guided tour of the software using QuickBooks Navigation tools and introduces the QuickBooks sample company, Rock Castle Construction. Other topics include the *Workflow* and *Restart & Restore* approaches for backup files.

CHAPTER 2 CUSTOMIZING QUICKBOOKS AND THE CHART OF ACCOUNTS. This chapter introduces how to customize QuickBooks and the Chart of Accounts to meet specific business needs. Other topics include customizing QuickBooks security.

CHAPTER 3 BANKING. This chapter focuses on the checking account and check register for a small business. Topics include making deposits, writing checks, and reconciling a bank statement.

CHAPTER 4 CUSTOMERS AND SALES. Chapter 4 demonstrates how to record customer transactions. Topics include how to create invoices, record sales, record customer payments, and print customer reports.

CHAPTER 5 VENDORS, PURCHASES, AND INVENTORY. This chapter focuses on recording vendor transactions, including creating purchase orders, paying bills, and printing vendor reports.

CHAPTER 6 EMPLOYEES AND PAYROLL. Chapter 6 covers time tracking, billing tracked time, and processing payroll using QuickBooks payroll service. Manual payroll preparation is covered in Chapter 11.

CHAPTER 7 REPORTS AND GRAPHS. In this chapter, you complete the accounting cycle by creating a trial balance and entering adjusting entries. In addition, you learn how to create a variety of reports and graphs using QuickBooks.

SECTION 2 QUICKBOOKS ACCOUNTING FOR ENTREPRENEURS INCLUDES:

CHAPTER 8 NEW COMPANY SETUP. Chapter 8 covers how to use the EasyStep Interview feature to set up a new company in QuickBooks. You also learn how to create customer, vendor, and item lists.

CHAPTER 9 ACCOUNTING FOR A SERVICE COMPANY. Chapter 9 records transactions for an entire year using the company created in Chapter 8. Expanded end-of-chapter learning activities include a short exercise setting up a new company and entering transactions. Project 9 and QuickBooks Case 9 provide opportunities to integrate all the QuickBooks skills covered thus far in a comprehensive fashion.

CHAPTER 10 MERCHANDISING CORPORATION: SALES, PURCHASES AND INVENTORY. After learning how to set up a merchandising corporation with inventory, you record transactions for the first month of operations. Project 10 and QuickBooks Case 10 are comprehensive assignments for a merchandising corporation.

CHAPTER 11 MERCHANDISING CORPORATION: PAYROLL. Chapter 11 covers how to set up and record payroll using QuickBooks manual payroll approach. Project 11 continues and builds upon Project 10. QuickBooks Case 11 is a continuation of QuickBooks Case 10.

CHAPTER 12 ADVANCED QUICKBOOKS FEATURES FOR ACCOUNTANTS. This chapter covers the advanced features of QuickBooks software including budgets, estimates, progress billing, credit card sales, accounting for bad debts, memorized reports, the audit trail, and accountant's copy. Using the advanced features of QuickBooks, Project 12 is a continuation of Project 9. QuickBooks Case 12 is a continuation of QuickBooks Case 9.

CHAPTER 13 QUICKBOOKS LIVE CONSULTING PROJECT. This chapter outlines the project management milestones for development of a QuickBooks accounting system. Providing you with an opportunity to apply QuickBooks software to a live consulting project gives you hands-on professional experience for your resume.

CHAPTER 14 QUICKBOOKS ONLINE ACCOUNTANT. Chapter 14 integrates coverage of QuickBooks desktop and QuickBooks Online. QuickBooks user options and QuickBooks accountant options are presented.

SECTION 3 QUICK GUIDE INCLUDES:

QUICKBOOKS SETUP. Instructions and resources for installing your QuickBooks software and setting up a new company.

QUICKBOOKS UTILITIES AND GENERAL PRODUCT KNOWLEDGE. Find step-by-step instructions for frequently used company commands including back up and restore, password protect, and customizing QuickBooks with preferences.

LIST MANAGEMENT. Step-by-step instructions for managing QuickBooks lists including add, delete, edit and merge list entries.

ITEMS. Instructions for how to add, edit and use different types of QuickBooks items.

SALES (CUSTOMER TRANSACTIONS). Instructions about customer transactions including how to invoice customers, receive customer payments, and deposit customer payments.

PURCHASES (VENDOR TRANSACTIONS). Instructions about vendor transactions including how to create purchase orders, receive items, enter bills, and pay bills.

PAYROLL (EMPLOYEE TRANSACTIONS). Instructions about payroll transactions including how to set up payroll, add and edit payroll items, track time, and pay employees.

REPORTS. Quickly locate instructions for creating QuickBooks reports.

BASIC ACCOUNTING. Review tasks related to the chart of accounts and learn about various journal entries used with QuickBooks including adjusting and correcting entries.

CUSTOMIZATION/SAVING TIME AND SHORTCUTS. Review how to memorize transactions, set up multiple users in QuickBooks, create custom fields for lists, and customize an invoice.

SECTION 4 QUICKBOOKS EXTRAS INCLUDES:

APPENDIX A INSTALL & REGISTER QUICKBOOKS SOFTWARE. This appendix provides step-by-step instructions for installing and registering your QuickBooks software.

APPENDIX B BACK UP & RESTORE QUICKBOOKS FILES. Save time using the streamlined *Workflow* and *Restart & Restore* approaches for saving QuickBooks files. Detailed instructions for backing up and restoring your QuickBooks files are included.

APPENDIX C QUICKBOOKS ISSUE RESOLUTION. This appendix provides you with valuable tips and frequently asked questions to troubleshoot QuickBooks issues.

APPENDIX D GO DIGITAL WITH QUICKBOOKS. Consistent with sustainability and paperless initiatives on many college campuses today, *Computer Accounting with QuickBooks* offers you three easy ways to go Digital with QuickBooks. Check out this appendix to learn more.

APPENDIX E QUICKBOOKS & MY MAC. Consistent with today's trend toward Macs on college campuses and in the business environment, this appendix directs you to resources for running QuickBooks on your Mac.

APPENDIX F WWW.MY-QUICKBOOKS.COM. A student website www.My-QuickBooks.com is offered with *Computer Accounting with QuickBooks 2014*. View QuickBooks videos, download go Digital templates, and much more.



YOUR ROADMAP TO VIRTUAL CASES

What is the most effective way to learn QuickBooks software? Virtual company cases provide you with a realistic context and business environment to enhance your understanding of QuickBooks.

Your roadmap to related learning activities follows.

ROCK CASTLE CONSTRUCTION

- Chapter 1 & Exercises
- Chapter 2 & Exercises
- Chapter 3 & Exercises
- Chapter 4 & Exercises
- Chapter 5 & Exercises
- Chapter 6 & Exercises
- Chapter 7 & Exercises



LARRY'S LANDSCAPING

- Project 1
- Project 2
- Project 3
- Project 4
- Project 5
- Project 6
- Project 7

PAINT PALETTE

- Chapter 8
- Exercise 8.1
- Chapter 9
- Exercise 9.1
- Exercise 9.2
- Exercise 9.3
- Exercise 9.4
- Exercise 9.5
- Chapter 12



ALEXANDRA LLC

- Exercise 9.6

PAINT PALETTE STORE

- Chapter 10
- Chapter 11



BRITTANY'S YARNS

- Exercise 10.1
- Exercise 11.1

DOMINIC CONSULTING

- Project 8
- Project 9
- Project 12



RONEN ENTERPRISES

- Project 10
- Project 11



TUSCANY LANDSCAPES

- QuickBooks Case 9
- QuickBooks Case 12

TOMASO'S MOWERS & MORE

- QuickBooks Case 10
- QuickBooks Case 11

NOTES: