

Why QuickBooks?

MILLIONS OF USERS



95%

**of Small Business Entrepreneurs
Choose QuickBooks Financial Software**

ARE YOU READY?

What's New?

QUICKBOOKS USER CERTIFICATION

QuickBooks User Certification

Ask your instructor about the QuickBooks User Certification Exam

1

Complete *Computer Accounting with QuickBooks*
Chapters 1 - 12

2

Review *Section 3: Quick Guide*
using the *Review Guide Data Starter File*

3

Try *Chapters 1- 12 Online Practice Quizzes*
at the *Online Learning Center*

4

Try *QuickBooks User Certification Practice Exams*

5

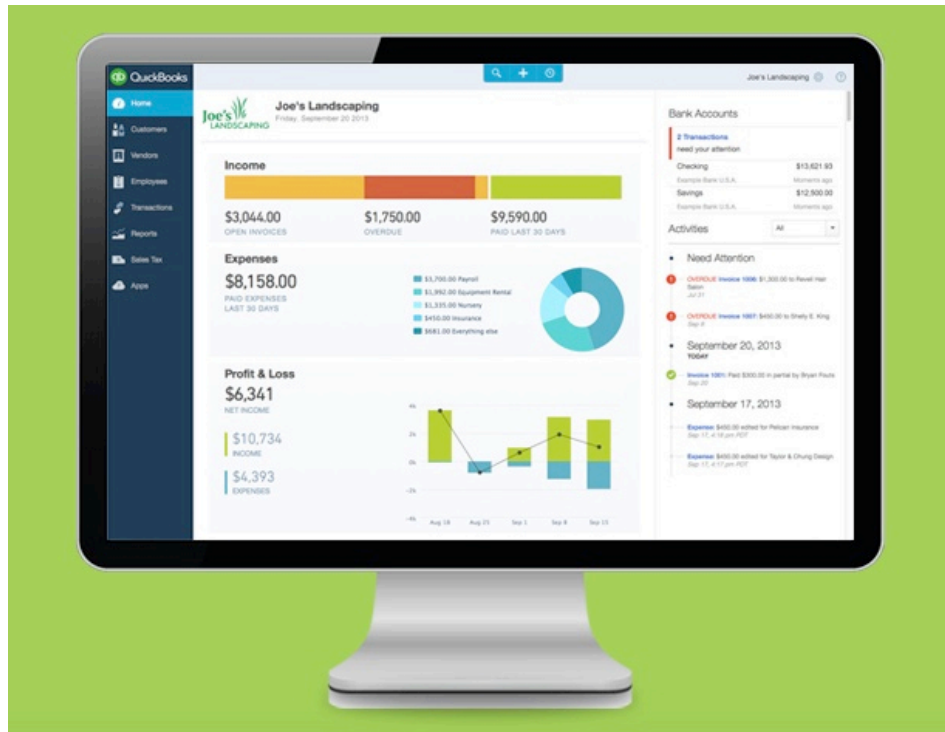
When ready, take the *QuickBooks User Certification Examination*

Updated! QuickBooks User Certification Guide

Computer Accounting with QuickBooks 2015 gives you an updated Quick Guide to streamline your review for the QuickBooks User Certification examination. See the Quick Guide in Section 3 for more detailed information about developing your action plan to review for QuickBooks User Certification.

What's New?

QUICKBOOKS ONLINE



New! Chapter 14

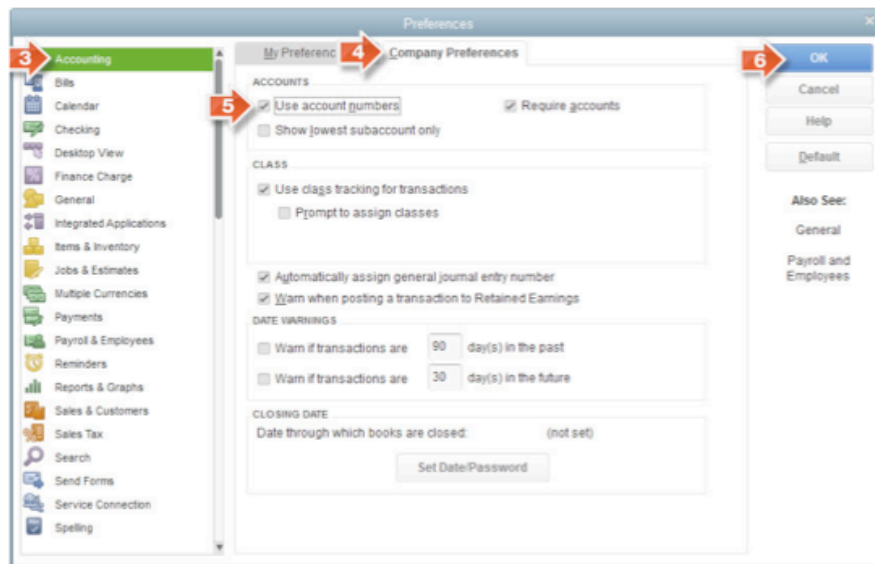
Computer Accounting with QuickBooks 2015 gives you an integrated approach to teach and learn QuickBooks desktop and QuickBooks Online.

What's New?

HOT ARROWS



- Step 3:** When the following *Preferences* window appears, click the **Accounting** icon in the left scrollbar.
- Step 4:** Then select the **Company Preferences** tab.
- Step 5:** Select **Use account numbers** to display the account numbers in the Chart of Accounts.
- Step 6:** Then click **OK**.



New! *Hot Arrows Streamline Learning*

Matching step-by-step instructions, **hot** arrows on screen captures make learning QuickBooks even faster and easier.

What's New?

GO BEYOND THE FLIPPED CLASSROOM

CHAPTER 13

QUICKBOOKS LIVE CONSULTING PROJECT

SCENARIO



Chapter 13 provides an opportunity to apply the knowledge and skills you have acquired thus far to an authentic QuickBooks project. You will assume the role of a consultant providing QuickBooks consulting services to a client. This project provides an opportunity for realistic, valuable practical experience to better prepare you for professional employment as well as enhance your resume.

The chapter contains a project management framework to guide you through the development of an accounting system for entrepreneurs or not-for-profits using QuickBooks accounting software. The project management approach divides the project into milestones for system development that can be used with various types of organizations, allowing for flexibility to customize the system to meet the specific needs of the entrepreneur or not-for-profit.

Live QuickBooks Consulting Project

Go beyond the flipped classroom. See Chapter 13 for a Live QuickBooks Consulting Project where your instructor becomes your QuickBooks coach. Use a Live Consulting Project that offers an effective mastery opportunity, provides a project management framework and bolsters your resume with professional experience.

Why Choose the Leading Text to Learn the World's Leading Small Business Financial Software?

- **By design, this text makes learning QuickBooks efficient and effective**
- **QuickBooks Accountant 2015 software** (\$495 value) packaged with a new text, *free* to use for 160 days
- **Student data starter files** make it easy to start assignments
- **Online Learning Center** with slide presentations, data starter files, and online practice quizzes for chapters 1 – 12
- **Online Practice Tests** available on the Online Learning Center, automatically graded so you receive immediate feedback
- **Mobile QuickBooks apps** coverage so you can stay mobile and still connect to your QuickBooks software
- **www.My-QuickBooks.com** website with updates, issue resolution tips, Go Digital Excel templates, and more
- **Go Digital** with free Excel templates and instructions for your QuickBooks assignments, available at www.My-QuickBooks.com
- **QuickBooks for your Mac** offers options to run QuickBooks software on your Mac (see Appendix E and www.My-QuickBooks.com)
- **QuickBooks Issue Resolution** for assistance in navigating software issues and correcting errors (see Appendix C and www.My-QuickBooks.com)
- **Time-saving Workflow** approach to QuickBooks software for use at home or on campus
- **QuickBooks Live Consulting Project** (Chapter 13) guides you through the development of a Live QuickBooks consulting project to go beyond the *flipped classroom*
- **Expanded assignments** with 12 QuickBooks projects and 4 QuickBooks cases
- **QuickBooks QuickGrader** automatically grades QuickBooks reports exported to Excel (denoted with *)
- **Quick Guide** summarizes easy step-by-step explanations covering frequently used tasks (Section 3)
- **QuickBooks User Certification Review Guide** updated to streamline your review for the QuickBooks User Certification examination (Section 3)

How Do I Learn More about Becoming a QuickBooks Certified User?

***Computer Accounting with QuickBooks 2015* offers you a Quick Guide to streamline your review for the QuickBooks User Certification examination.**

What is the QuickBooks User Certification examination?

The QuickBooks User Certification examination is an online exam that is proctored at authorized testing centers. The QuickBooks User Certification is a certification focused on QuickBooks users. The QuickBooks ProAdvisor certification is a different certification that is focused more on accountants who provide advisory services to QuickBooks clients.

Why consider the QuickBooks User Certification?

Passing the QuickBooks User Certification examination can add another credential to your resume. Employers often look for credentials that indicate skill and knowledge level as a baseline for employment.

What is covered on the QuickBooks User Certification examination?

The QuickBooks User Certification exam covers the 10 domains listed in the following table. The Quick Guide provided in Section 3 of *Computer Accounting with QuickBooks 2015* is a review guide for the exam. The Quick Guide streamlines your review since it is mapped to the 10 domains covered on the QuickBooks User Certification exam. Chapters 1 through 12 of this text use a tutorial approach for learning QuickBooks effectively. The Quick Guide is designed to guide you in quickly reviewing key material efficiently.

How do I obtain more information about the QuickBooks User Certification exam?

For more information, see:

- www.certipoint.com
- www.My-QuickBooks.com, QB Certified User
- Quick Guide (Section 3)

How Is this Text Mapped to the QuickBooks User Certification?

How is Computer Accounting with QuickBooks 2015 mapped to the QuickBooks User Certification?

Each domain of the Quick Guide contained in Section 3 of *Computer Accounting with QuickBooks 2015* is mapped to one of the 10 domains of the QuickBooks User Certification. Quick Guide mapping to the QuickBooks User Certification follows.

Quick Guide Section	QuickBooks User Certification Domain
1	QuickBooks Setup
2	QuickBooks Utilities and General Product Knowledge
3	List Management
4	Items
5	Sales
6	Purchases
7	Payroll
8	Reports
9	Basic Accounting
10	Customization and Saving Time

See the Quick Guide in Section 3 for more detailed information about developing your action plan to review for QuickBooks User Certification.

Dear QuickBooks Student

Give yourself a competitive advantage – learn the leading financial software for entrepreneurs using *Computer Accounting with QuickBooks*. This text streamlines learning QuickBooks because it focuses on you—the learner—designed using the most effective way to learn QuickBooks.

Using a hands-on approach, this text integrates understanding accounting with mastery of QuickBooks software. Proven instructional techniques are incorporated throughout the text to make your mastery of QuickBooks as effortless as possible. Designed for maximum flexibility to meet your needs, *Computer Accounting with QuickBooks* can be used either in a QuickBooks course or independently at your own pace.

This text uses a highly effective three-step approach to streamline your learning:

1. *Chapter Tutorials*. Providing numerous screen shots and detailed instructions, chapters in *Computer Accounting with QuickBooks* are designed as tutorials for you to initially learn the accounting software features. All chapters are based on realistic, virtual company cases to enhance your understanding of the business environment in which QuickBooks is used.
2. *Learning Activities*. To improve long-term retention of your software skills and mastery of QuickBooks, learning activities are included at the end of the chapters. Designed with fewer instructions to test your understanding and, when needed, to develop your skills at quickly seeking out additional information to complete tasks, the activities consist of exercises, projects and web quests. JIT Learning, the ability to seek out information as needed, is an increasingly important skill in a rapidly changing business environment. *Computer Accounting with QuickBooks* is designed to seamlessly facilitate your development of this crucial skill. In addition, the virtual cases challenge you to apply and develop both software and problem-solving skills.
3. *Reflection*. Reflection improves learning and retention. A reflection exercise, *A Wish and A Star*, appears at the end of each chapter to enhance and reinforce what you learned.

QuickBooks 2015 includes a Quick Guide in Section 3 to streamline your review for the QuickBooks User Certification examination, and Chapter 14 adds QuickBooks Online Accountant information so you can compare the popular QuickBooks desktop software with the new QuickBooks Online Accountant.

Best wishes for your continued success,

Donna Kay

Meet the Author

Donna Kay is Associate Professor of Accounting and Accounting Systems & Forensics at Maryville University in Saint Louis, Missouri, where she teaches both undergraduate and graduate accounting. Dr. Kay earned B.S. and MBA degrees from Southern Illinois University at Edwardsville before receiving a Ph.D. from Saint Louis University, where she conducted action research on the perceived effectiveness of instructional techniques in the computer classroom. Named to Who's Who Among American Women, Dr. Kay holds certifications as both a Certified Public Accountant (CPA) and Certified Informational Technology Professional (CITP) and is an active member of the American Institute of Certified Public Accountants (AICPA), the Missouri Society of CPAs (MSCPA), and the American Accounting Association (AAA). Dr. Kay has served on the Information Technology Committee of the MSCPA and a Strategic and Emerging Technologies subcommittee of the AAA.

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