

Table of Contents

Preface	v
QuickBooks 2018	v
Textbook Organization by Chapter.....	vi
Backing Up or Saving QuickBooks 2018 Files.....	viii
Conventions Used in Textbook	ix
Chart of Backup File Names, File Sizes, and Page Numbers.....	x
Chapter 1: Software Installation and Creating a New Company	1
Objectives	1
Desktop System Requirements.....	1
Download QuickBooks 2018	2
Create a New Company.....	8
Activate QuickBooks Desktop	13
Backing Up Company Data.....	15
QuickBooks Learn & Support	19
Summary and Review.....	20
Resourceful QuickBooks.....	21
Multiple Choice Questions	21
True/Make True	23
Exercise 1-1	24
Exercise 1-2.....	27
Analysis Questions	27
Chapter 2: Exploring QuickBooks	29
Objectives	29
Getting Started	29
Open Sample Company.....	30
Back Up and Restore Sample Company.....	32

Back Up Sample Company	32
Locate the Backup File	36
Restore Sample Company	37
User Interface (UI)	40
Typical QuickBooks 2018 Windows	46
Icon Bar and Menu Bar	48
Icon Bar	48
Menu Bar	51
Help, Preferences, and Product Information	60
Company Preferences	61
Displaying Product Information	62
Internal Control Features	63
Security Roles and Permissions	63
Add User Roles	63
External Accountant Reviews	69
Audit Trail	70
Chapter 2 Data Back Up	72
Using File Explorer	74
Summary and Review	77
Resourceful QuickBooks	78
Multiple Choice Questions	78
Short-Answer Questions	80
Exercise 2-1	81
Exercise 2-2	81
Analysis Question	82
Chapter 3: New Company Setup for a Merchandising Business	83
Objectives	83
Getting Started	84
Update QuickBooks	84
Company Preferences	87
Chart of Accounts	90
Delete Accounts	91

Make Accounts Inactive	92
Change/Edit Accounts	93
Add Accounts	95
Beginning Balances	97
October 1 Balance Sheet.....	100
Backup Beginning Company Data	103
Account Register	104
Make Deposits	104
Write Checks for Assets	107
Home State Bank Check Register.....	110
Edit an Entry	110
Write Check for Dividends.....	113
Backup the October Check Register	115
Account Reconciliation	115
Display the Journal	119
Transaction Detail by Account.....	120
Trial Balance.....	121
Financial Statements.....	122
Backup Chapter 3 Data.....	126
Summary and Review.....	127
Resourceful QuickBooks	127
Multiple Choice Questions	128
True/Make True Questions	130
Exercise 3-1	131
Exercise 3-2	131
Analysis Question.....	132
Chapter 4: Working with Inventory, Vendors, and Customers	133
Objectives	133
Getting Started.....	133
Items & Inventory Preferences	136
Merchandising Businesses.....	137
Vendors.....	138

xvi Table of Contents

Inventory Items	143
Lists.....	148
Vendor List	148
Item List.....	149
Vendor Transactions	151
Vendor and Payable Reports.....	151
Vendor Balances	152
Accounts Payable Tasks	152
Enter Bills	154
Purchase Returns.....	157
Vendor Payments	160
Purchasing Assets from Vendors	165
Customers	166
Customer Records.....	167
Customer List.....	171
Customer & Receivables and Sales Reports	171
Customer Transactions.....	173
Sales Invoices	176
Inventory	176
Sales Returns.....	177
Credit Card Sales	181
Customer Payments	184
Account Reconciliation.....	189
Reports	191
Backup Chapter 4 Data	198
Summary and Review	198
Resourceful QuickBooks	198
Multiple Choice Questions	199
True/Make True	202
Exercise 4-1	202
Exercise 4-2	204
Analysis Question.....	205

Chapter 5: Accounting Cycle and Year End207

- Objectives207
- Getting Started.....207
- Compound Transactions209
- Write Checks210
- Check Register.....211
- Account Reconciliation212
- Accounting Cycle215
- Unadjusted Trial Balance216
- End-of-Quarter Adjusting Entries.....218
- Closing the Fiscal Year.....226
- Printing the Postclosing Trial Balance.....229
- Backup End-of-Year Data230
- Accountant Transfer231
- Summary and Review.....231
- Resourceful QuickBooks232
- Multiple Choice Questions232
- Short-Answer Questions.....234
- Exercise 5-1235
- Exercise 5-2236
- Analysis Question.....236

Chapter 6: First Month of the New Year 237

- Objectives 237
- Getting Started..... 237
- Record First Month of New Fiscal Year Transactions 239
- Make Deposit..... 243
- Check Register..... 243
- Account Reconciliation 244
- Unadjusted Trial Balance 248
- End-of-Month Adjusting Entries 249
- Adjusted Trial Balance 251
- Summary and Review..... 252

xviii Table of Contents

Resourceful QuickBooks	253
Multiple Choice Questions	253
Short Answer and True/Make True Questions	255
Exercise 6-1	256
Exercise 6-2	257
Analysis Question	257
Project 1: Your Name Hardware Store (includes source documents).....	259
Project 2: Student-Designed Merchandising Business	289
Appendix A: Review of Accounting Principles.....	291
Appendix B: Troubleshooting	297
Appendix C: Glossary.....	319
Index	327

Online Learning Center: www.mhhe.com/qbd2018

Your Name Accounting (Service Business Practice Set)	OLC
Your Name Sports (Merchandising Business Practice Set).....	OLC

Comment:

The Timetable for Completion is meant as a guideline for hands-on work. Work can be completed in class or as an outside-of-class project. Work not completed in class is homework. In most Accounting classes, students can expect to spend approximately two hours outside of class for every hour in class.

TIMETABLE FOR COMPLETION		Hours
Chapter 1	Software Installation and Creating a New Company	2.0
Chapter 2	Exploring QuickBooks	3.0
Chapter 3	New Company Setup for a Merchandising Business	3.0
Chapter 4	Working With Inventory, Vendors, and Customers	3.0
Chapter 5	Accounting Cycle and Year End	1.0
Chapter 6	First Month of the New Year	2.0
Project 1*	Your Name Hardware Store	2.0
Project 2	Student-Designed Merchandising Business	2.0
Practice Set 1	Service Business (Online Learning Center)	3.0
Practice Set 2	Merchandising Business (OLC)	4.0
TOTAL HOURS		25.0

*In Project 1, typical source documents are used for transaction analysis, including accounts payable, inventory, accounts receivable, cash, and bank reconciliation. The accounting cycle is completed for one month. An audit trail report is also completed.