

# Preface

*Computer Accounting Essentials with QuickBooks 2018, 9<sup>th</sup> Edition*, teaches you how to use QuickBooks (QB) 2018 **desktop software**<sup>1</sup>. QuickBooks 2018 is a financial management program created for small businesses.

QuickBooks 2018 is a comprehensive accounting program that includes customer and vendor processing, banking, inventory management, and payroll. You can also share information with Office programs, such as Word, Excel, and Outlook.

Additional resources are available on the Online Learning Center (OLC) at [www.mhhe.com/qbd2018](http://www.mhhe.com/qbd2018). QBD is an abbreviation for QuickBooks Desktop. Desktop software is installed locally on your computer's hard drive. The OLC includes additional chapter resources, including troubleshooting tips, narrated PowerPoints, online quizzes, and QA templates with multiple-choice and true/false questions.

## QUICKBOOKS 2018

Each textbook includes a license number and product number used for the download of QuickBooks 2018 software. QuickBooks 2018 desktop software can be used for 5 months. For more information, go to Online Learning Center at [www.mhhe.com/qbd2018](http://www.mhhe.com/qbd2018) > QB Download. *Computer Accounting Essentials with QuickBooks 2018, 9e*, shows how to set up and operate a merchandising business. After completing the textbook, you will have a working familiarity with QuickBooks desktop software.

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<sup>1</sup>Words that are boldfaced and italicized are defined in the glossary, Appendix C.

## **TEXTBOOK ORGANIZATION BY CHAPTER**

### **1: Software Installation and Creating a New Company**

After verifying your computer meets or exceeds the system requirements, install QB 2018. Following the Express Start interview, you create a new company and then back up.

### **2: Exploring QuickBooks**

There are numerous sample companies included with the software. To learn about QB 2018's user interface, internal controls, and help resources, you explore a sample product company and a sample service company. In addition, you review user roles, customize the privileges of a user, and e-mail a company backup to your professor.

### **3: New Company Setup for a Merchandising Business**

In Chapter 3, you begin operating a retail business called Your Name Retailers Inc. You enter beginning balances for October 1 of the current year, edit the chart of accounts, record and post bank transactions, complete bank reconciliation, and print reports. Detailed steps and numerous screen images help you learn how to use QB 2018.

### **4: Working with Inventory, Vendors, and Customers**

In Chapter 4, to learn basic business processes you complete two months of transactions. You set up vendor preferences, defaults and inventory items, record vendor transactions, make vendor payments, record sales transactions, and collect customer payments. You also complete bank reconciliation, display various reports, and prepare financial statements.

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## 5: Accounting Cycle and Year End

In Chapter 5, you review the accounting cycle and complete end-of-year adjusting entries, print financial statements, and close the fiscal year.

## 6: First Month of the New Year

In Chapter 6, you begin the new fiscal year, record one month of transactions for your business, make adjusting entries, and print reports.

**Project 1:** Your Name Hardware Store is a comprehensive project that incorporates what you have learned in Chapters 1-6. In Project 1, you analyze typical source documents used by a merchandising business and complete the accounting cycle.

**Project 2:** Student-Designed Merchandising Business asks you to create a merchandising business from scratch.

**Appendix A:** Review of Accounting Principles. Appendix A is a review of basic accounting principles and procedures.

**Appendix B:** Troubleshooting. Refer to this window for additional troubleshooting tips.

**Appendix C:** Glossary. Appendix C is a glossary of terms.

**Index:** The textbook ends with an index.

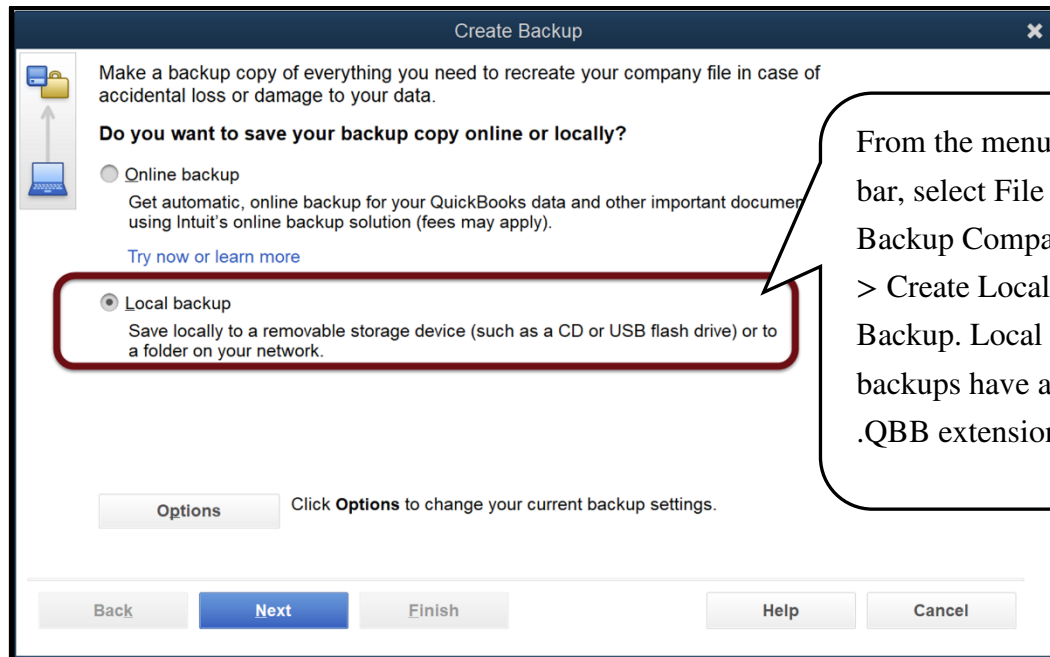
**Online Learning Center:** [www.mhhe.com/qbd2018](http://www.mhhe.com/qbd2018). Each chapter includes additional resources online.

**Practice Sets:** The Online Learning Center at [www.mhhe.com/qbd2018](http://www.mhhe.com/qbd2018) includes two additional projects: Practice Set 1, Your Name Accounting; and Practice Set 2, Your Name Sports.

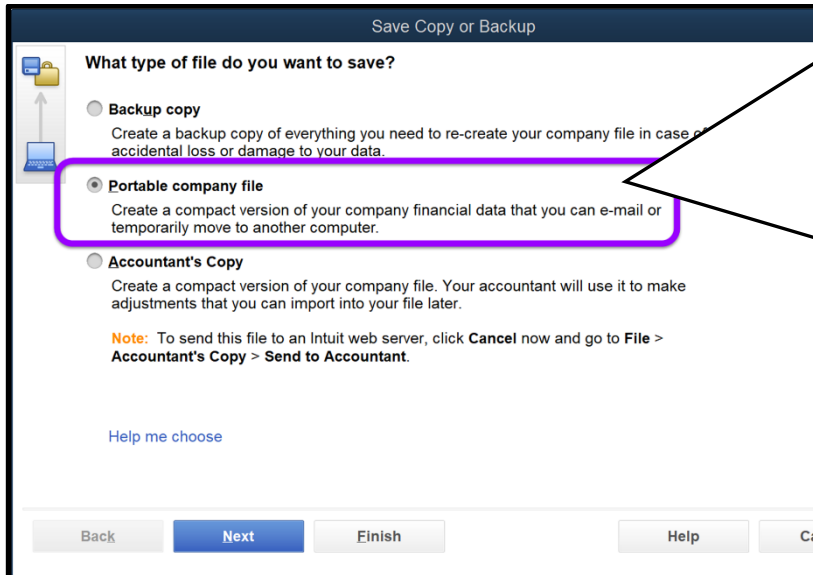
## BACKING UP OR SAVING QUICKBOOKS 2018 FILES

QuickBooks can store your data several different ways. In this text, you save or backup work using either QuickBooks backup files (.QBB extensions) or QuickBooks portable company files (.QBM extensions).

### Local backup: .QBB



## Portable company file: .QBM



From the menu bar, select File > Create Copy > Portable company file. The backup file extension is .QBM.

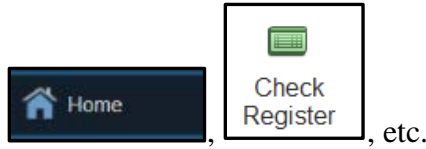
When you select Backup copy, a .QBB extension is created. This is the same file type as the Local backup on previous page.

## CONVENTIONS USED IN TEXTBOOK

As you work through the chapters, read and follow the step-by-step instructions. Numerous screen illustrations help you check work.

1. Information that you type appears in **boldface**; for example, Type **Melody Harmony** in the Customer name field.
2. Step sequences are separated by a greater-than sign; for example, [www.mhhe.com/qbd2018](http://www.mhhe.com/qbd2018) > Student Edition > choose Chapter > Multiple Choice.
3. Keys on the keyboard that are pressed appear like this: <Tab>; <Enter>.
4. QuickBooks selections are also shown with brackets; for example, <Save and Close>, <OK>, etc.
5. Dates are shown with Xs; for example, 10/1/20XX. For the Xs, substitute the current year.

6. Icons are shown as they appear on the QuickBooks' interface; for example,



7. Read Me boxes go into more detail about a QB feature.

Whenever you see a Read Me box, read this information.



8. Footnotes provide information about the task you are completing.

Refer to the chart below and on the next page for chapter, backup file names, file sizes and page numbers where files were backed up. The chart shows the backups made in Chapters 1 through 6, Project 1, and Practice Sets 1 and 2. The chart includes the page number where the backup is made and the file size. The authors recommend that you back up to a USB flash drive. Backups can also be made to the desktop, network drive, or hard drive location.

Chapter, Project, PS	Backups (.QBB and .QBM extensions)	File Size	Page No.
1	Your Name Retailers Inc.(Backup date-time).QBB	6,168 KB	15-20
	Your Name Hardware Store.QBB	6,180 KB	27
2	sample_product-based business.QBM	2,935 KB	33-36
	Your Name Chapter 2 End.QBM	2,944 KB	72-74
	Your Name sample_service-based business.QBM	5,103 KB	81
3	Your Name Chapter 3 October 1.QBB	6,332 KB	103
	Your Name Chapter 3 October Check Register.QBB	6,408 KB	115
	Your Name Chapter 3 October End.QBB	6,540 KB	126
	Your Name Retailers Inc. Chapter 3 (Backup date-time).QBB	6,168 KB	126-127

<b>Chapters, Project PS</b>	<b>Backups (.QBB and .QBM extensions)</b>	<b>File Size</b>	<b>Page No.</b>
4	Your Name Chapter 4 Vendors and Inventory.QBB	6,656 KB	150
	Your Name Chapter 4 Vendors.QBB	6,760 KB	166
	Your Name Chapter 4 November.QBB	6,904 KB	188
	Your Name Chapter 4 End.QBB	7,036 KB	198
	Your Name Exercise 4-2 December.QBB	7,072 KB	204
5	Your Name Chapter 5 December UTB.QBB	7,212 KB	217
	Your Name Chapter 5 December Financial Statements.QBB	7,216 KB	226
	Your Name Chapter 5 EOY (Portable).QBM	998 KB	230
6	Your Name Chapter 6 January Check Register.QBB	7,376 KB	244
	Your Name Chapter 6 UTB.QBB	7,508 KB	248
	Your Name Chapter 6 January Financial Statements.QBB	7,508 KB	252
	Your Name Exercise 6-1 (Portable).QBM	1,110 KB	256
Project 1	Your Name Hardware Store Chart of Accounts (Portable).QBM	623 KB	264
	Your Name Hardware Store Beginning Balances (Portable).QBM	628 KB	266
	Your Name Hardware Store Vendors Inventory Customers (Portable).QBM	651 KB	272
	Your Name Hardware Store January (Portable).QBM	665 KB	284
	Your Name Hardware Store Complete (Portable).QBM	751 KB	286
Practice Set 1	Your Name Accounting	OLC**	OLC
Practice Set 2	Your Name Sports	OLC	OLC

File sizes may differ.

There are two practice sets on the Online Learning Center at [www.mhhe.com/qbd2018](http://www.mhhe.com/qbd2018) > Student Edition. They include additional practice with a service business, Your Name Accounting, and a merchandising business, Your Name Sports. Both practice sets include reminders to back up portable company files.