

**QUICKBOOKS® DESKTOP
2018:
A COMPLETE COURSE**



QUICKBOOKS® DESKTOP 2018: A COMPLETE COURSE

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Library of Congress Cataloging-in-Publication Data

Names: Horne, Janet, author.
Title: QuickBooks Desktop 2018 : A Complete Course/Janet Horne, M.S.
Description: New York : Pearson Education, [2019]
Identifiers: LCCN 2018022570 | ISBN 9780134743813 (pbk.)
Subjects: LCSH: QuickBooks. | Small business--Accounting--Computer programs.
| Small business--Finance--Computer programs.
Classification: LCC HF5679 .H66384 2019 | DDC 657/.9042028553--dc23
LC record available at <https://lccn.loc.gov/2018022570>



To my family

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PREFACE

QuickBooks 2018: A Complete Course is a comprehensive instructional learning resource. The text provides training using the *QuickBooks Premier Accountant 2018* accounting program (for simplicity, the program is referred to as *QuickBooks 2018* throughout the text). Even though the text was written using the 2018 Accountant version of QuickBooks Premier, it may be used with the Pro version of the program as well. (Because of the many differences between the Windows and Mac versions of QuickBooks, this text should not be used for training using QuickBooks for the Mac.)

NEW TO THIS EDITION

Each version of QuickBooks comes with changes, enhancements, and new features. Many of these changes are incorporated into the text; while others may or may not be mentioned. Some of the features are only available on a subscription basis. Since the companies in the text are fictitious, the dates used are not current, and the subscriptions are not free, these features are not explored in the greatest detail.

Some of the new features of QuickBooks and changes in the 2018 text include:

- Use an Access Code Card and instructions for downloading QuickBooks 2018 Educational Trial Version of the program
- Use of complex passwords to protect data
- QuickBooks onscreen report formatting has been changed to show details more clearly
- Use of Accrual and Cash report basis toggle in report
- Explore enhanced report filters and custom fields in reports
- Use the Show/Hide filter feature in reports
- Create, memorize, and use Custom Reports
- Explore and use Commented Reports feature
- Use Enhanced Search features including:
 - Smart Search
 - Amount Range Search
 - Search by Customer and Vendor Type
 - Search in Chart of Accounts
- Add Logos to company files
- Portable company files
- Insights tab for Home Page
- Customize Payment Methods List
- Statement Writer
- Password Vault
- Batch Delete and Void Transactions
- Add Credit Card information for individual customers

- Auto copy Ship To Address
- Select Preferred Delivery and Payment Methods for customers
- Use Past Due stamp on invoices
- Merge Vendors
- Use of more secure Webmail and e-invoicing
- Use of Bill Tracker to manage bills
- Add additional information to Employees including:
 - Marital Status
 - U.S. Citizen
 - Ethnicity
 - Disability
- New Business Checklist
- File Manager
- Send and Import General Journal Entries

DISTINGUISHING FEATURES

Throughout the text, emphasis has been placed on the use of QuickBooks' innovative approach to recording accounting transactions based on a business form rather than using the traditional journal format. This approach, however, has been correlated to traditional accounting through adjusting entries, end-of-period procedures, and use of the "behind the scenes" journal. The text uses a tutorial-style training method to guide the students in the use of QuickBooks in a step-by-step manner and is designed to help students transition from training to using *QuickBooks 2018* in an actual business.

The text provides:

- Comprehensive exploration of QuickBooks
- Reinforcement of accounting concepts
- Exploration of error correction and resulting ramifications
- Introduction to and use of many QuickBooks features
- Experience in recording transactions for service and merchandising businesses
- Transactions ranging from simple to complex that simulate real-world occurrences
- Use of Manual Payroll and comparison of Payroll Subscriptions
- Creation of companies for use in QuickBooks
- Printing of business forms and reports
- Opportunity to learn how to customize QuickBooks:
 - Forms
 - Preferences
 - Reports
- Screen shots used liberally to show:
 - QuickBooks screens
 - Completed transactions
 - Reports

- Extensive assignment material including:
 - Tutorials
 - End-of-chapter questions (true/false, multiple-choice, fill-in, and essay)
 - End-of-chapter reinforcement problem
 - Practice sets

COURSES

QuickBooks 2018: A Complete Course is designed for a one-term course in microcomputer accounting. This text covers using QuickBooks in a service business, a merchandising business, a sole proprietorship, and a partnership. Preparing payroll and creating a new company are also included. When using the text, students should be familiar with the accounting cycle and how it is related to a business. No prior knowledge of or experience with computers, Windows, or QuickBooks is required; however, an understanding of accounting is essential to successful completion of the coursework.

SOLVING TEACHING AND LEARNING CHALLENGES

Many studies have been done that identify requirements for job skills in business. These include critical thinking, problem solving, oral and written communications, professionalism and work ethics, teamwork and collaboration, self-management/initiative and mindset, creative thinking, information/technology application, leadership, and social responsibility.

If you're not an accounting major, you may be thinking that this course or these job skills are not relevant to you. Let me assure you that they are. Whether or not you plan on a career in accounting or bookkeeping, the concepts, procedures, and job skills you learn and apply in this course will help you in business and/or in your life. Moreover, it is only through the aggregate of your educational experience that you will have the opportunity to develop many of the skills that employers have identified as critical to success in the workplace. In this course, and specifically in this text you'll have the opportunity to develop job skills and practice using QuickBooks Desktop to keep the financial records of companies. You will analyze business transactions, prepare and analyze financial reports, understand the process of using computerized accounting versus pencil and paper accounting and bookkeeping, and, find and correct errors, among others.

ORGANIZATIONAL FEATURES

QuickBooks 2018: A Complete Course is designed to present accounting concepts and their relationship to *QuickBooks 2018*. While completing each chapter, students will

- Learn underlying accounting concepts
- Receive hands-on training using QuickBooks 2018
- Analyze and record transactions for service and merchandising businesses

Area of Organization	Organization Features
Text	<ul style="list-style-type: none"> • Divided into Sections <ul style="list-style-type: none"> ▪ Section 1: Accounting for a Service Business ▪ Section 2: Accounting for a Merchandising Business ▪ Section 3: Payroll and Creating a Company ▪ Practice Sets for Sections 1 and 2 ▪ Comprehensive Practice Set for entire text ▪ Three Appendices: <ul style="list-style-type: none"> ○ QuickBooks Program Integration ○ QuickBooks Features (not covered in chapters) ○ QuickBooks Online Features
Chapters	<ul style="list-style-type: none"> • A single company is used within the chapters for a full business cycle • A second company is used for the end of chapter problem for a full business cycle • End of chapter materials reinforce concepts and applications learned in the chapter and include: <ul style="list-style-type: none"> ▪ True/False questions ▪ Multiple-Choice questions ▪ Fill-in questions ▪ Essay questions

INSTRUCTOR AND STUDENT RESOURCES

Pearson Education maintains a Web site, www.pearsonhighered.com/horne, for the online resources. Students can download Data and Solution files for their classroom use. Instructors can download all the following materials:

Supplement	Features of the Supplement
Data & Solution Files	<ul style="list-style-type: none"> • Master company files: <ul style="list-style-type: none"> ▪ Used for each company in the text ▪ Same as student files • Backup company files: <ul style="list-style-type: none"> ▪ Used to restore a QuickBooks Company file • Logos <ul style="list-style-type: none"> ▪ Used when students create a company
Instructor's Resource Manual	<ul style="list-style-type: none"> • Appendix with instructions to <ul style="list-style-type: none"> ▪ Download, Install, and Register QuickBooks ▪ Open a company file ▪ Backup and restore company files • Answers to end-of-chapter questions • Excel files of all reports prepared in text • Instructor's Manual <ul style="list-style-type: none"> ▪ Assignment sheets ▪ IM Preface for instructors ▪ IM Table of Contents ▪ Teaching suggestions • Transmittal sheets with totals
PowerPoint Presentations	<ul style="list-style-type: none"> • Presentation and notes for each chapter • Additional presentation for installing and registering QuickBooks Desktop Trial Version
Instructor's Solutions Manual	<ul style="list-style-type: none"> • Adobe .pdf files for all printouts prepared in text
Test Bank	<ul style="list-style-type: none"> • Written exams and keys for <ul style="list-style-type: none"> ▪ Every chapter in text ▪ Four section exams (Chapters 1-4, 5-7, and 8-9) ▪ Final exam • Computer exams and solutions <ul style="list-style-type: none"> ▪ Exam for each chapter ▪ Exam for each Practice Set

If you need assistance with QuickBooks, go to www.QuickBooks.Com/Support and click on one of the Resource Centers for help. The Resource Centers include: Install Center, Download & Updates, Support Tools, and others. For specific information when installing the trial version of the software, please go to the Intuit Install Center at: <http://support.quickbooks.intuit.com/Support/InstallCenter/default.aspx>

ERRATA AND INSTRUCTOR COMMENTS

While I strive to write an error-free textbook, it is inevitable that some errors will occur. As I become aware of any errors, they will be added to an errata sheet that is posted in the Instructor's Resource Center on the Pearson Web site at www.pearsonhighered.com/horne. Once an errata is posted, instructors should feel free to share that information with their students and to check back periodically to see if any new items have been added. If you or your students discover an error, or have suggestions and/or concerns, I would appreciate it if you would contact me and let me know what they are. My email address for instructors is also shown in the Instructor's Resource Center.

ACKNOWLEDGMENTS

I wish to thank my colleagues for testing and reviewing the manuscript, the professors who use the text and share their thoughts and suggestions with me, and my students for providing me with a special insight into problems encountered in training. All of your comments and suggestions are greatly appreciated. A special thank you goes to Cheryl Bartlett for her proofreading and comments. In addition, I would like to thank Neeraj Bhalla and the production team at Pearson Education for their editorial support and assistance.

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Janet Horne received her Master of Science in Business Administration and Bachelor of Science in Business Education from California State University, Long Beach and has spent her educational career teaching business and computer applications courses. The majority of her teaching career has been at Los Angeles Pierce College. Where, in addition to being a full-time professor, she was the Computer Applications and Office Technologies Department Chairperson, served on many committees, and developed new programs. Janet has been a presenter at many educational meetings and seminars and has been involved with a variety of professional organizations.

Janet's quest to find a textbook to use in teaching QuickBooks led her to write one of the first texts for QuickBooks Desktop. QuickBooks Desktop has long been and still is a very popular and powerful computerized accounting program that is widely used in businesses today. In addition to this book, Janet's texts include: QuickBooks Online Plus: A Complete Course 2017 several previous editions of QuickBooks: A Complete Course (uses QuickBooks Desktop Accountant software), QuickBooks Pro: Simplified, QuickBooks Pro: An Introduction, Peachtree Complete Accounting, Getting Started with QuickBooks Pro, and Computerized Accounting with CA-Simply Accounting. Janet is also the author of Runners Corporation and A-1 Photography accounting practice sets.