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Introduction to the guide

This guide introduces you to QuickBooks—Intuit’s easy-to-use, powerful accounting systems for small businesses. The guide contains 15 lessons in addition to this chapter.

This guide is designed to teach you how to use many of the features available in QuickBooks Financial Software for Windows. The main focus of this guide is on how to use the features in QuickBooks Pro, but it also contains exercises for features available only in QuickBooks Premier and higher editions. This guide does not cover how to use the features in QuickBooks Online Edition, QuickBooks Simple Start, or QuickBooks Pro for Mac.

While this guide does not specifically address how to use QuickBooks Enterprise Solutions, many of the procedures described in the guide will work with Enterprise Solutions editions. If you restore the exercise file using a QuickBooks Enterprise Solutions Version 10 product, QuickBooks walks you through the file update process that is necessary for Enterprise Solutions to be able to read the file.

Most of the step-by-step instructions and screen captures in this guide were created with QuickBooks Pro and QuickBooks Premier 2010. Your screens may differ, and some instructions may vary slightly, if you are using a different edition.

Objectives

After completing the *QuickBooks Learning Guide*, you should be able to:

- Create a new QuickBooks company.
- Modify the preset chart of accounts to suit your needs.
- Add information to company lists, or edit information in company lists.
- Open and use registers for any QuickBooks balance sheet accounts.
- Reconcile a QuickBooks checking account.
- Track credit card transactions.
- Invoice customers.
- Create sales orders.
- Generate customer statements.
- Receive payments from customers and make bank deposits.
- Write QuickBooks checks and assign amounts to specific expense accounts.
- Work with asset and liability accounts in QuickBooks.
- Enter bills into QuickBooks accounts payable.
- Pay bills.
- Create and customize QuickBooks reports and graphs.

- Save reports and forms as Portable Document Format (PDF) files.
- Export QuickBooks reports to Microsoft® Excel.
- Set up inventory and build finished goods.
- Convert units of measure.
- Track and pay sales tax.
- Understand QuickBooks payroll features.
- Create estimates and do progress invoicing.
- Track time and mileage.
- Pay nonemployees for time worked.
- Customize QuickBooks sales forms.
- Write letters in Microsoft® Word using QuickBooks data.

Toggleing between QuickBooks editions

We've provided you with this edition of the software because QuickBooks: Premier Accountant Edition 2010 gives you the ability to toggle among different QuickBooks editions. QuickBooks Premier Accountant edition allows you to switch to each of the QuickBooks Premier industry-specific editions—as well as to QuickBooks Pro and QuickBooks Simple Start. This may be useful to teach students about features available to support different industries, such as construction, non-profit, or retail.

Toggleing between QuickBooks editions offers the following benefits:

- If you are teaching a class for a specific audience (such as non-profits or contractors), you can toggle to that edition and use the appropriate edition for the students.
- When working with students or clients, toggling can help you evaluate which edition is right for them.

You can toggle to any of the QuickBooks: Premier 2010 industry-specific editions as well as QuickBooks: Pro and QuickBooks: Simple Start. You don't need to be logged in as Administrator, nor does QuickBooks need to be in single-user mode.

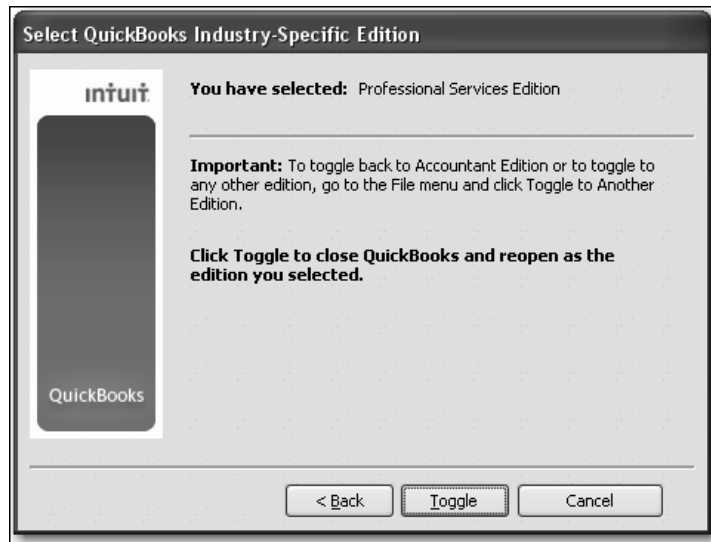
Note: QuickBooks does not support integrated applications while in toggle mode. Close any applications that share data with QuickBooks before toggling.

To switch to a different edition:

- 1 From the File menu, choose Toggle to Another Edition.
- 2 When prompted, choose the edition of QuickBooks you want to use. Then click Next.



- 3 Confirm the edition of QuickBooks to switch to and click Toggle.



- 4 Read any messages and click OK.
QuickBooks will notify you if there are changes in feature availability in a different edition.

QuickBooks now closes and reopens as the edition you selected. Once reopened, the application title bar shows that you are running QuickBooks Accountant Edition configured as the current open edition, for example: "QuickBooks Premier: Professional Services 2010 (via Accountant Edition)."

- 5 When you are done, go to the File menu and choose Toggle to Another Edition to return to QuickBooks Premier Accountant Edition.

Integrating QuickBooks with other products

The following are required if you plan to use the integration features available in QuickBooks.

- Microsoft® Word 2000, 2002, 2003, or 2007 if you plan to use the QuickBooks Letters and Envelopes feature.
- Microsoft® Excel 2000, 2002, 2003, or 2007 if you plan to use the features in QuickBooks that integrate with Microsoft Excel.
- Microsoft® Outlook 2000, 2002, 2003, or 2007 if you want to synchronize with contact management software. Contact synchronization with Outlook requires QuickBooks Contact Sync for Outlook (can be downloaded for free from http://support.quickbooks.intuit.com/support/tools/contact_sync/).

Using QuickBooks Pro Student Trial Edition

QuickBooks Pro 2010 Student Trial Edition is provided for use by your students.

QuickBooks Pro 2010 Student Trial Edition is a full-featured version of QuickBooks that is included with this guide. You can install it on your computer and use it to complete the exercises in this guide and to practice using QuickBooks.

To install QuickBooks Pro 2010 Student Trial Edition, insert the software into your computer and follow the on-screen instructions. You will be required to register this copy of QuickBooks using the Product Number and License Number printed on the yellow sticker that is adhered to the software sleeve.

You can use this product for 140 days after installation.

About the exercise file

An exercise file is included with this training guide. Install the file on the CD-ROM to your computer's hard disk as described below. You'll use a copy of this file to complete the lessons in this guide.

We recommend that you make a copy of the exercise file and store it in a safe place in case the original becomes damaged.

Using the exercise file in each lesson

For each lesson in this guide, except for lessons 1 and 2, you'll restore a copy of the exercise file **qblesson.qbb**, and use that file to complete the lesson. The **qblesson.qbb** file you copy into the QBtrain directory on your hard disk is a QuickBooks backup copy. This means that at the start of each lesson, you'll be restoring a new **qblesson** file. Instructions on how to restore the file are given at the beginning of each lesson.

Installing the exercise file

To install the exercise file on your hard disk:

- 1** Insert the CD-ROM in the CD-ROM drive.
- 2** From the Windows Start menu, choose Run.
- 3** Type **Explorer**, and then click OK.
- 4** From Windows Explorer, select your hard disk (usually c:).
- 5** From the File menu, choose New, and then choose Folder.
- 6** Type **QBtrain**, and then press Enter.
- 7** Select your CD-ROM drive containing the exercise file (usually d: or e:).
- 8** Select **qblesson.qbb**.
- 9** Drag **qblesson.qbb** to the QBtrain folder on your hard disk.
- 10** Remove the CD-ROM from your CD-ROM drive.

Your exercise file is now installed in the QBtrain folder on your hard drive.

Exercise transaction dates

The exercise file for use with this training guide was created in QuickBooks Pro and QuickBooks Premier 2010 with the date set to 12/15/2015. When you open the exercise file in QuickBooks, QuickBooks automatically sets the sample data file date to 12/15/2015. When you close the exercise file, use your own QuickBooks company file, or exit QuickBooks, your system and QuickBooks dates will return to the current date.

QuickStart Tips

Many of the lessons in the *QuickBooks Learning Guide* include sections called QuickStart Tips. QuickStart Tips provide information that you may find helpful when you finish this self-study course and are ready to set up your own company data file in QuickBooks.

Teaching methodology and methods

This course is divided into 15 lessons and combines lectures with hands-on student participation. We encourage you to pick and choose lessons to fit the needs of your students, or to fit your own teaching objectives.

Each lesson begins with a list of student objectives, supporting materials available, and instructor preparation. Appendix A includes a brief demonstration of QuickBooks to be presented by the instructor. The demo introduces students to QuickBooks and provides them with a road map of what they will learn in the course.

Some lessons in this course include one or more handouts. We encourage you to use the handouts provided with a lesson; they summarize or illustrate the main points of your lecture, and are helpful for students to refer to later. If you choose not to distribute a copy of each handout to all your students, you can display the handouts on an overhead projector as you explain the basic concepts.

A copy of each handout is included in Appendix B of this guide. In addition, we've made the handouts available for download in Portable Document Format (PDF) from the *Instructor's Resource Center* web site, which allows you to print the handouts as desired.

QuickBooks contains a number of interactive video tutorials that you may want to use to introduce or expand upon the content provided in the exercises. You access the video tutorials by choosing Learning Center Tutorials from the QuickBooks Help menu. To help you with your lesson plans, the running time for each video is listed next to the video title. The titles for videos related to each lesson are included at the beginning of each lesson.

Note: If you'll have several students playing the videos on multiple computers simultaneously, you can have them mute the sound on their computers and use the audio transcript option available with each tutorial. This option allows them to read the transcript for the video on screen.

To maximize hands-on practice with QuickBooks, a computer lab with one computer per student is ideal. If this is unavailable, you can teach the course with up to three students sharing a computer. However, sharing computers lengthens the course and reduces the effectiveness of student learning.

Each lesson contains special notes that help you present the material. These notes are printed *in italics* and appear at key places in the lessons.



On the *Instructor's Resource Center* web site, you'll find Microsoft® PowerPoint presentations available for your use in the classroom lecture.

Instructor preparation

If you are new to the latest version of QuickBooks and want to see a list of new features, go to the QuickBooks Learning Center (from the Help menu, choose Learning Center Tutorials), then click the “What’s New” tab. Another way to get information about what’s new in this version is to visit www.quickbooks.com, which describes the new features in each edition. You can also

To gain a quick overview of what will be presented in the course, you may want to run through the QuickBooks demonstration in Appendix A.

An important supplement to this instructor’s manual are the *QuickBooks Install Guide*, which provides information about technical requirements and installation, and the *QuickBooks Basics Guide* which provides an introduction to many key features. We suggest you have the guides available for reference during the course.

Student prerequisites

No knowledge of finances or accounting is needed to use QuickBooks. Students should, however, have a basic knowledge of the computer operating system and know how to move files around, create folders or directories, copy files to and from disks, and run applications.