

QuickBooks®
Fundamentals Learning
Guide 2014/2015
Instructors Manual

For QuickBooks Pro, Premier and Accountant Version 2014/2015

| | |
|--------------------------|--|
| Product Name | QuickBooks Fundamentals Learning Guide 2014/2015 Instructors Manual Companion book to Intuit QuickBooks Fundamentals Learning Guide 2014/2015 (ISBN: 978-0-9911002-3-1) |
| Trademarks | <p>Intuit, the Intuit logo, QuickBooks, QuickBooks Pro, QuickBase, Quicken, TurboTax, ProSeries, Lacerte, EasyStep, and QuickZoom, among others, are registered trademarks and/or registered service marks of Intuit Inc. in the United States and other countries. QuickBooks ProAdvisor is a trademark and/or service mark of Intuit Inc. in the United States and other countries. Other parties' trademarks or service marks are the property of their respective owners and should be treated as such.</p> <p>Terms, conditions, features, service offerings, prices, and hours referenced in this document are subject to change without notice. We at Intuit are committed to bringing you great online services through QuickBooks. Occasionally, we may decide to update our selection and change our service offerings, so please check www.quickbooks.com for the latest information, including pricing and availability, on our products and services.</p> |
| Copyright | © 2014 Intuit, Inc. All rights reserved. |
| Disclaimer | This material is intended as a learning aid for QuickBooks software users. Under no circumstances shall the author or publisher be liable for any damages, including any lost profits, lost data or other indirect damages arising out of anything written in this document or expressed directly or indirectly by the author or publisher. |
| Developed and Written By | Bonnie Biafore |

Contents

Chapter 1

| | |
|---|----------|
| Introducing QuickBooks..... | 1 |
| Teaching Tips..... | 1 |
| Answers to Review Questions and Exercises | 1 |
| Introduction Exercise 1 | 2 |
| Introduction Exercise 2 (Advanced) | 3 |

Chapter 2

| | |
|---|----------|
| Managing Expenses | 5 |
| Teaching Tips..... | 5 |
| Using Multiple Bank Accounts..... | 5 |
| Using the Memo Field | 5 |
| Answers to Review Questions and Exercises | 6 |
| Review Questions | 6 |
| Managing Expenses Exercise 1..... | 7 |
| Managing Expenses Exercise 2..... | 13 |

Chapter 3

| | |
|---|-----------|
| Sales and Income..... | 25 |
| Teaching Tips..... | 25 |
| Answers to Review Questions and Exercises | 26 |
| Review Questions | 26 |
| Sales and Income Exercise 1 | 27 |
| Sales and Income Exercise 2 (Advanced) | 30 |

Chapter 4

| | |
|--|-----------|
| More Customer Transactions | 37 |
| Review Questions | 37 |
| More Customer Transactions Exercise 1 | 39 |
| More Customer Transactions Exercise 2 (Advanced) | 43 |

Chapter 5

| | |
|---|-----------|
| Bank Reconciliation and Bank Transactions..... | 53 |
| Teaching Tips..... | 53 |
| Review Questions | 53 |
| Bank Reconciliation Exercise 1 | 55 |
| Bank Reconciliation Exercise 2 (Advanced) | 56 |

Chapter 6

| | |
|------------------------------------|-----------|
| Reports | 61 |
| Review Questions | 61 |
| Reports Problem 1 | 62 |
| Reports Problem 2 (Advanced) | 65 |

| | |
|--|------------|
| Chapter 7 | |
| Customizing QuickBooks..... | 71 |
| Additional Topics..... | 71 |
| Working in Multi-user Mode | 71 |
| Setting Up Lists | 71 |
| Customizing Templates..... | 71 |
| Review Questions | 72 |
| Customizing QuickBooks Exercise 1 | 73 |
| Customizing QuickBooks Exercise 2 (Advanced) | 76 |
| | |
| Chapter 8 | |
| Tracking Inventory | 83 |
| Review Questions | 83 |
| Tracking Inventory Exercise 1 | 84 |
| Tracking Inventory Exercise 2 (Advanced)..... | 88 |
| | |
| Chapter 9 | |
| Billable Time and Costs..... | 95 |
| Teaching Tips..... | 95 |
| Review Questions | 95 |
| Time and Billable Expenses Exercise 1 | 97 |
| Time and Billable Expenses Exercise 2 (Advanced) | 99 |
| | |
| Chapter 10 | |
| Payroll Setup | 105 |
| Teaching Tips..... | 105 |
| Review Questions | 105 |
| Payroll Setup Exercise 1 | 107 |
| Payroll Setup Exercise 2 (Advanced) | 111 |
| | |
| Chapter 11 | |
| Processing Payroll..... | 121 |
| Teaching Tips..... | 121 |
| Review Questions | 121 |
| Processing Payroll Exercise 1..... | 122 |
| Processing Payroll Exercise 2 (Advanced) | 124 |
| | |
| Chapter 12 | |
| Adjustments and Year-End Procedures | 131 |
| Teaching Tips..... | 131 |
| Review Questions | 131 |
| Adjustments and Year-end Procedures Exercise 1 | 132 |
| Adjustments and Year-end Procedures Exercise 2 (Advanced) | 133 |

Chapter 13**Setting Up a Company File 137**

| | |
|--|-----|
| Teaching Tips..... | 137 |
| Review Questions | 138 |
| Setting Up a Company File Exercise | 139 |

Chapter 14**Company Startup Case Study..... 147**

| | |
|------------------------------|-----|
| Case Study Description | 147 |
| Company Setup..... | 147 |
| Instructions..... | 147 |
| June 2020 Transactions..... | 149 |
| Bank Reconciliation..... | 158 |
| Analysis Questions | 159 |