

**QuickBooks®**  
**Fundamentals Learning**  
**Guide 2014**  
**Instructors Manual**

For QuickBooks Pro, Premier and Accountant Version 2014

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Developed and Written By	Douglas Sleeter
Contributing Authors, Testers, and Reviewers	Deborah Pembroke David Brewster Pat Carson Esther Friedberg Karp Tricia Lippincott Ellen Orr
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## Preface

This guide introduces students to QuickBooks—Intuit’s easy-to-use, powerful accounting systems for small businesses. The manual contains the answers to the end of chapter questions and problems for the 14 lessons contained in *QuickBooks Fundamentals Learning Guide 2014*.

This guide is designed to teach students how to use many of the features available in QuickBooks Software for Windows. The main focus of this guide is on how to use the features in QuickBooks Accountant and Premier, but most exercises can be completed using QuickBooks Pro. This guide does not cover how to use the features in QuickBooks Online or QuickBooks Pro for Mac.

The step-by-step instructions and screen captures in this guide were created with QuickBooks Premier General Business 2014. Students’ screens may differ, and some instructions may vary slightly, if they are using a different edition.

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## Using the Student Book

Throughout the student book, *QuickBooks Fundamentals Learning Guide 2014*, students will find tips on how to set up and use QuickBooks so that the student has the information they need for their career and for their business.

Each chapter covers how to manage a general part of their business. To allow students to learn the chapters in any order, each chapter uses a separate QuickBooks data file that students can use with QuickBooks to complete the practice lessons.

Academy Photography, Inc. is the model company used throughout the chapters. By performing the in-chapter practices, students gain a hands-on experience with the topics discussed in the chapter, which are based on the day-to-day operations of this small corporation.

Each chapter is designed to aid understanding by providing a list of objectives, numerous hands-on tutorial practices, key terms, the “accounting behind the scenes,” and many extra notes. The illustrated text includes step-by-step instructions with hands-on computer exercises to provide students with practical experience.

The end-of-chapter applications include multiple choice questions and real-world problems that require students to perform tasks with the software. In the final chapter, the Horizon Business Scenario is a summary problem covering topics from all the chapters in this book.

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## Integrating QuickBooks with other products

If you plan to use the Microsoft Office integration features available in QuickBooks, such as exporting to Excel, you will need to have Microsoft® Office installed on your system.

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## About the exercise file

Exercise files are used with the chapters and problems throughout this book. For each lesson and problem in this guide, students will restore a copy of the exercise file named in the beginning of the section, and use that file to complete the lesson. This means that at the start of each lesson, students will need to restore a new file. It is very important that students be in the correct file to ensure that their screen will match the book’s screenshots.

### ***Installing the exercise file***

The exercise files for the chapters and problems in this book have been provided on the CD that comes with your site license, as well as in the back of each student book. We suggest you provide a location for the student to save these files. To install the files, follow these steps:

- Step 1. Navigate to the exercise file location on the CD.
- Step 2. Copy the files to the desired location on your hard drive or server.

### **Restoring exercise files**

Each chapter uses a separate practice file (e.g., Intro-14.QBW) for performing the in-chapter practices. In order to open this file, students must “restore” it as described in the first chapter.

In the beginning of each chapter, the *Restore This File* instruction (see example below) instructs students to restore the practice file for that chapter to use with the computer practice lessons.

**Example *Restore this file* instruction:**

#### **Restore this File**

This chapter uses XXXXXXXXXXX-14.QBW. To open this file, restore the XXXXXXXXXXX - 14.QBM file to your hard disk. See the student book for instructions on restoring files.

This is an important step. A common reason students have questions about problems with their file is that they are in a previous assignment’s exercise file. If you are working with a student on a computer, you can always see what file they are in by looking at the title bar of their QuickBooks Screen. The chapter or problem title has been added to the company name so you will see the chapter or problem in the title bar (see Figure 1)

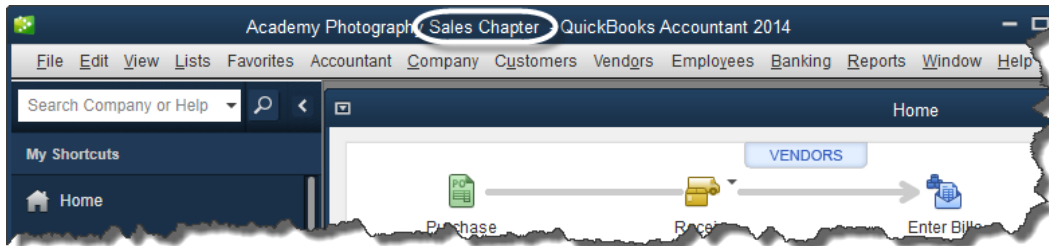


Figure 1 Chapter Name in Title Bar

In some cases, concepts are presented in step form, but are not intended to be performed in the student’s data file. In this case, there will be a note at the top of the section that says:

**DO NOT PERFORM THESE STEPS NOW. THEY ARE FOR REFERENCE ONLY.**

For these sections, students should look through and understand the material, but don’t need to enter any of the data in their practice file.

## **Certification**

This book is excellent preparation for the QuickBooks User Certification Exam. This certification validates student’s QuickBooks knowledge. After successfully completing the exam, students will become an **Intuit QuickBooks Certified User**. For more information and for locations of testing centers, visit <http://www.certipoint.com/quickbooks>.