
Find instructions for 2014/2015 software, the 2015 QuickBooks Accountant desktop software, and 2014 and 2015 student data files to be compatible with what software you may be using in the classroom.
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Learn more today and please visit us at intuitaccountants.com/LearnQuickBooks or call 1-866-570-3843.

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The Intuit Education Program Team

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Preface


This guide focuses on QuickBooks Accountant for Windows, but you can complete most of the exercises using QuickBooks Premier or QuickBooks Pro. (For brevity, this guide refers to QuickBooks Accountant for Windows simply as QuickBooks.) Although this guide doesn't specifically cover QuickBooks Enterprise Solutions, much of this material works with Enterprise Solutions editions.

Note: This guide does not cover QuickBooks Online or QuickBooks Pro for Mac.

Using This Book

The instructions and screen captures in this book were prepared using QuickBooks Accountant 2015. The instructions identify differences between QuickBooks 2014 and 2015 editions and features that are new to QuickBooks 2015. If you use an edition other than QuickBooks Accountant 2015, you may notice your screens and some of the steps you perform vary slightly from the ones in this book.

This guide contains 13 chapters and a final case study. Each chapter uses explanations and hands-on tutorials to present a major aspect of managing a business’s finances. You can work through each chapter’s hands-on tutorials to obtain experience with QuickBooks. The review questions at the end of each chapter help test your knowledge. The exercises at the end of each chapter provide additional hands-on experience using QuickBooks to perform common bookkeeping tasks. Chapter 14, Company Startup Case Study, is a final exercise that covers topics from every chapter in the book.

Because each chapter and its accompanying exercises are based on a sample company file that you restore from this guide’s CD, you can complete the chapters in any order.

Note: If you plan to use QuickBooks features that integrate with Microsoft Office, such as importing and exporting data to Excel, you need to have Microsoft Office installed on your computer.

Using the QuickBooks Student Trial

The QuickBooks Accountant 2015 Student Trial included on this guide’s CD is a full-featured version of QuickBooks. You can install it on your computer to use as you study this guide and complete the exercises.

Tip: QuickBooks Accountant can toggle to other versions of QuickBooks including Pro, Premier, and Premier industry editions. You can explore any QuickBooks edition by toggling within your trial software.
To install QuickBooks Accountant 2015, insert the software CD into your computer’s CD or DVD drive, and then follow the on-screen instructions. When prompted, fill in the License Number and Product Number printed on the yellow sticker adhered to the plastic CD sleeve at the back of this book. After the installation is complete, you must register your copy of QuickBooks. You can use this trial version for 140 days after installation.

**Using the Exercise Files**

The CD that accompanies this book contains exercise files you use as you work through chapter tutorials and the end-of-chapter exercises.

**Installing the Exercise Files**

To install the exercise files from this book’s CD to your computer, follow these steps:

1. Insert the CD into your computer’s CD or DVD drive.
2. Copy the folder on the CD to the folder where you want to store the files on your computer’s hard drive.
   - If you are using a computer in a classroom or lab, ask your instructor where you should store your exercise files.
3. Eject the CD from the drive and store it in a safe place.

**Restoring Portable Files**

Each chapter uses a separate company file for the chapter’s computer practice. In addition, each exercise at the end of a chapter uses a separate exercise file. These files are QuickBooks portable company files, so you must restore them to regular company file format before you can work with them. See the section, Restoring a Portable Company File, on page 7 to learn how to restore a portable file.

At the beginning of each chapter and before each exercise, you will see a note that tells you which exercise file to use for that work. To ensure that your file matches the book’s screen captures and instructions, you must restore the specified exercise file before beginning to work on a chapter or exercise. Here is an example of one of these notes:

```
Note: For the computer practice in this chapter, restore the sample file, sample_product-based business 2015 (Portable).QBM. (Or, if you are using QuickBooks 2014, restore sample_product-based business 2014 (Portable).QBM.)
```

In each chapter, steps you should perform are prefaced with the heading: **Computer Practice**

Some sections present material that you should understand, but you shouldn’t perform the steps in your exercise file. In that case, you’ll see a note like this:

```
Note: Do not perform these steps. They are for reference only.
```
QuickBooks Certification

This book can help you prepare to take the QuickBooks User Certification Exam. After passing the exam, you become an Intuit QuickBooks Certified User, which validates your QuickBooks knowledge. For more information and to find testing center locations, go to http://www.certiport.com/quickbooks.

Acknowledgements

I want to thank the incredible team that helped me with this book. Without them, this Learning Guide wouldn't exist. My thanks and gratitude go out to:

- Trevor Matheson for introducing me to the Intuit Education Program Team.
- Katelyn Brown for editing the manuscript, capturing screen images, checking for accuracy, and so much more.
- Michael Cobb (Real World Training) for reviewing the manuscript and correcting my technical errors.
- Chris Devlin for copy editing and eagle-eyed proofreading.
- Scott Baird for setting up our production environment, laying out the final manuscript, and preparing the index.
- Everyone on the Intuit team, including Sharon Markowitz, Dax Parreno, and Lisa Schwartz for helping bring this project to fruition.


Bonnie Biafore
October 2014