

Chapter 1

Getting Started

Using This Book

Throughout this book, you will find tips on how to set up and use QuickBooks so that you and your company have the information you need to make business decisions.

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

Imagine Photography, Inc. is the model company used throughout the chapters. By performing the in-chapter practices, you will gain 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 an overview of topics, 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 you with practical experience.

The end-of-chapter assessments include comprehension questions, multiple choice questions, completion sentences, and real-world problems that require you to perform tasks with the software.

The final two chapters of this book are case studies. They consist of summary problems covering topics culled from all the chapters in this book.

From using this book, you will gain confidence in every aspect of QuickBooks by trying out each feature as you complete problems and case studies of a “real” business. You will want to keep this book for reference for years to come.

QuickBooks Versions

This book will guide you through learning QuickBooks 2020 and onward, and comes with a set of exercise files formatted for QuickBooks 2020.

The concepts will also work with older versions, although some features may not be available.

Intuit only supports the three most recent years of the software. If your copy is older, consider purchasing an updated copy to receive support, along with all the latest innovations.

You will need your own copy of QuickBooks Desktop for Windows

You will need to have QuickBooks installed on your computer to complete the exercises in this guide and to practice using QuickBooks. This book does not come with the software itself, only the sample files.

You can buy the current version of QuickBooks directly from Intuit at <https://quickbooks.intuit.com/desktop>.

Logging in to QuickBooks 2022 and Later

- Step 1. If you are using QuickBooks Desktop 2022 or later, you may also be asked to sign in. When you see the screen shown in Figure 1-1, select **You're the admin who owns or manages this company file.**

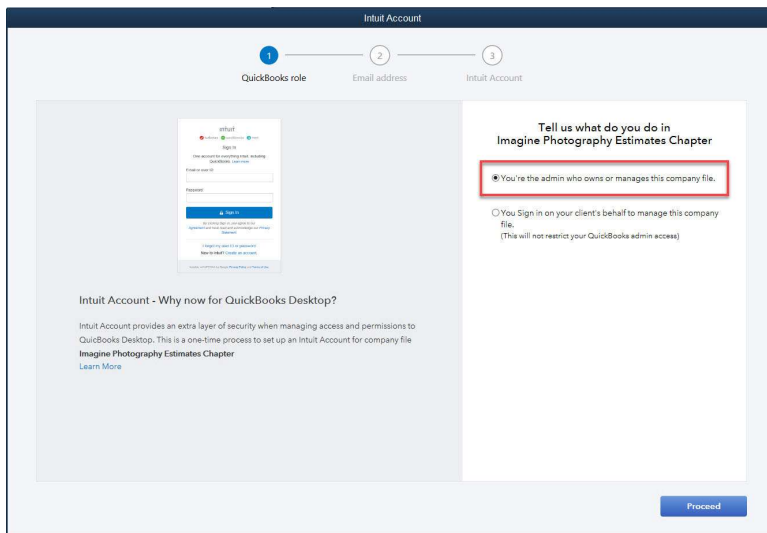


Figure 1-1 Get ready to sign in to your Intuit account

- Step 2. In the next window enter the same username and password you used to purchase your QuickBooks subscription. You will be asked for a security verification via text message or email, as show in Figure 1-2.

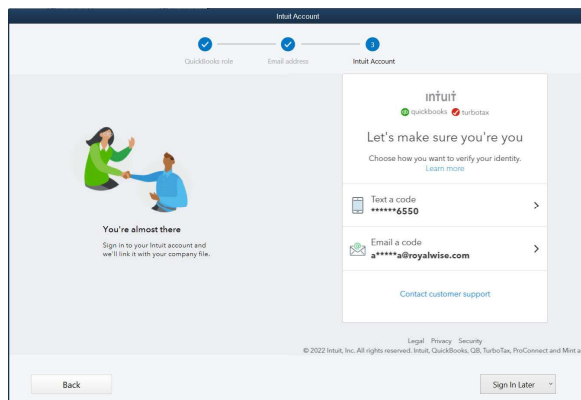


Figure 1-2 Verify your account by text or email

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 365 installed on your system.

About the exercise files

Exercise files are used with the chapters and problems throughout this book. For each chapter and problem in this guide, you will open your copy of QuickBooks Desktop for Windows, restore an exercise file, and use that file to complete the chapter or chapter problem. This means that at the start of each lesson, you will be restoring a new file. It is very important to be in the correct file to ensure that your screen will match the book's screenshots.

Installing the exercise files

The exercise files for the chapters and problems are available at <https://www.questivaconsultants.com/downloads/>.

The folder also includes an Answer Key to the end-of-chapter quizzes and exercises.

To install the files on your hard drive, follow these steps:

- Step 1. Go to <https://www.questivaconsultants.com/downloads/>.
- Step 2. Find this book's title and click the link. You will be taken to the support page for this book.
- Step 3. Click the Product Support Download tab and click the link to download QBDT-book-files.zip. Save the files to the desired location on your computer.
- Step 4. Once you have saved the file to the proper location, you will need to "unzip" it. Select the zip file in Windows Explorer. You should see an option at the top of the window to Extract. Click the **Extract** option and choose **Extract All**.

Important:

The exercise files are in QuickBooks Portable File Format. You cannot open these files by double-clicking them. For more on how to begin using these files, see page 16.

Restoring exercise files

The exercises are identified throughout the book with the words **HANDS-ON TRAINING**.

Each chapter uses a separate practice file (e.g., Intro.QBW) for performing the in-chapter practices. In order to open this file, you must "restore" it as described in the first chapter (see page 16).

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

Example Restore This File instruction:

Restore This File:

This chapter uses **XXXXX.QBW**. See page 16 for more information.

During the restoring process, you will be asked to update the file to match your version of QuickBooks. Accept all defaults.

The password for all files is Questiva20. If you are ever asked a challenge question to access the file, choose "Name of oldest nephew" and the answer is Bill.

Certification

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

Intuit also has its own QuickBooks Desktop ProAdvisor Certification, as part of its Intuit ProAdvisor program. If you are a bookkeeper, becoming a certified ProAdvisor gives you QuickBooks software, a badge to display on your website, and enhanced support. Find out more at <https://quickbooks.intuit.com/accountants/proadvisor/>.

Additional Resources

This QuickBooks Desktop Hands-On Training book also has an online class to go with it!

While the material stands alone so that you can work self-paced, you may find you would like additional guidance. Alicia Katz Pollock, the author of this book, also created a companion course.

Join our training community at <http://royl.ws/Questiva-QBDT>.

Some of the benefits of registering for the self-paced companion course include:

- Have an instructor to check your work
- Get extra practice with an additional exercise for each chapter
- Participate in a discussion forum to ask questions
- Take quizzes to test your knowledge
- Receive CPE credit (continuing education credits) for this course (coming soon)
- Conveniently download all course files
- Watch video demonstrations of the lessons (coming soon)

Please visit <http://royl.ws/Questiva-QBDT> for more information!

*As an added bonus, use coupon code **QBDTBOOKOFFER** to deduct the cost of this book from your enrollment!*



NEED HELP? WANT CREDIT?

Join Alicia's companion course at:
<http://royl.ws/Questiva-QBDT>

- Video demonstrations (coming soon!)
- Class discussion forums to get your questions answered
- Earn CPE / CEUs for using this book
- Bonus exercise for each lesson
- Have your homework reviewed and graded
- Lock in learning with chapter exams



DID YOU KNOW?

This book has a companion course

Do you have questions? Do you want help? Would you like to earn CPE and Continuing Education credits?

I created a digital course to go along with this book! Hosted on my Royalwise OWLS platform, it's a place you can go to watch me demonstrate the steps (coming soon), get extra practice bonus exercises for each chapter, take quizzes to earn a certificate & reinforce your knowledge, and even participate in the class discussions forum.

If you'd like to take part in the course to help you work through this book, go to the link below and enroll in "Questiva's QuickBooks® Desktop Hands-On Training."

<http://royl.ws/Questiva-QBDT>



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The ONLY complete system to master QuickBooks Online FAST...
from the comfort of your own home.