



## Computer Accounting Essentials with QuickBooks 2018, 9e

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### Changes in the Ninth Edition

*Computer Accounting Essentials with QuickBooks 2018, 9<sup>th</sup> Edition*, is an easy-to-follow guide to installing, using, and mastering the most popular software for small businesses. Supportive pedagogy helps students develop a strong working knowledge of QuickBooks Desktop software.

**NEW:** Immediate access to QuickBooks desktop 2018 for 5 months.  
Each textbook includes a license number and product number used with the download of QuickBooks 2018 software. More information at Online Learning Center at [www.mhhe.com/qbd2018](http://www.mhhe.com/qbd2018) > QB Download

**NEW:** Resourceful QuickBooks: Valuable information, support, and videos.

**NEW:** Four-Color Design: All QuickBooks screen images, headings and subheadings, tables, reports, and prompts are in color. Students easily follow detailed steps, instructions, and end-of-chapter exercises in the newly designed four-color 9<sup>th</sup> edition.

### Chapter by Chapter Changes

#### CHAPTER 2: EXPLORING QUICKBOOKS

There are numerous sample companies included with the software. To learn about QB 2018's user interface, internal controls, and help resources, explore a sample product company and a sample service company. In addition, review user roles, customize the privileges of a user, and e-mail a company backup to the professor.

**NEW:** Emphasis on data management and backup and restore includes:

- (1) Strategies for saving company files, understanding location of files, and how-to backup and restore.
- (2) QB backups: qbb extensions
- (3) Portable file backups: qbm extensions

(4) QB accountant backup: qba extension

## CHAPTER 3: NEW COMPANY SETUP FOR A MERCHANDISING BUSINESS

Students begin operating a retail business called Your Name Retailers Inc. Students enter beginning balances for October 1 of the current year, edit the chart of accounts, record and post bank transactions, complete bank reconciliation, and print reports. Detailed steps and numerous screen images help students learn how to use QB 2018.

**NEW:** Using Search within Chart of Accounts, quickly find an account by its name or number.

## CHAPTER 4: WORKING WITH INVENTORY, VENDORS, AND CUSTOMERS

To learn basic business processes, students set up vendors and inventory, record vendor transactions, make vendor payments, record sales transactions, and collect customer payments. Students also complete bank reconciliation, display reports, and prepare financial statements.

**NEW:** Set reports to either Accrual or Cash. See which customer invoices are overdue. Manage vendor, customer, and inventory status reports.

## CHAPTER 5: ACCOUNTING CYCLE AND YEAR END

Chapter 5 reviews the accounting cycle and end-of-year adjusting entries, students analyze financial statements, and close the fiscal year.

**NEW:** Get the full picture of the business's performance – analyze transaction journals, ledgers, profit and loss, balance sheet, statement of cash flows, postclosing trial balance, and the new Homepage Insights. To categorize transactions, filter reports.

## CHAPTER 6: FIRST MONTH OF THE NEW YEAR

Chapter 6 begins the new fiscal year. Students record one month of transactions, make adjusting entries, and print reports.

**PROJECT 1:** Your Name Hardware Store is a comprehensive project that incorporates what students have learned in Chapters 1-6. Students analyze typical source documents used by a merchandising business and complete the accounting cycle.

**NEW:** Analyze newly designed four-color source documents.

**PROJECT 2:** Student-Designed Merchandising Business asks students to create a merchandising business from scratch.

**APPENDIX A:** A review of basic accounting principles and procedures.

**APPENDIX B:** Troubleshooting Tips.

**APPENDIX C:** Glossary of Terms.

**INDEX:** The textbook ends with an index.

**NEW:** ONLINE LEARNING CENTER: [www.mhhe.com/qbd2018](http://www.mhhe.com/qbd2018). The OLC is separated into these sections:

### **Information Center**

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Multiple Choice Quizzes  
Narrated PowerPoints  
Practice Set 1, Your Name Accounting  
Practice Set 2, Your Name Sports  
QA Templates

### **Instructor Edition**

Answers to Multiple Choice Questions  
Answers to QA Templates  
Backups  
Instructor's Manual  
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