



Computerized Accounting
using QuickBooks Pro 2020
Sixth Edition

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Reference



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Okemos, Michigan

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ISBN 978-0-912503-79-0

Printed in the United States of America

Introduction

Overview

The *QuickBooks* software is intended primarily for a wide variety of small and medium-size businesses and is therefore designed to accommodate many different circumstances. As a result, the software has dozens of windows and hundreds of boxes in which to enter or accept information.

To help students learn to use *QuickBooks*, the Reference material is a useful guide to correctly process transactions and do other activities. Based on experience with many students learning to use the software, those who follow the Reference material for each transaction or other activity perform better than those who do not. You will begin using the Reference material in Chapter 5 of the Instructions book.

The Reference material contains 25 sections, one for each transaction or other activity included in the *Computerized Accounting Using QuickBooks Pro 2020* project.

Contents of Reference Material

There are four parts to the Reference material:

- 1. Listing of Transactions and Other Activities**— This listing can be used to help you locate the appropriate link in the Reference material for recording transactions or doing other activities.
- 2. Transaction or Other Activity Overview**— The brief overview describes what happens in *QuickBooks* for the transaction or other activity. The overview for each section is located above the Quick Reference Table.
- 3. Quick Reference Table**— The Quick Reference Table is a guide to help you open the correct window(s) and enter or accept the correct information in each box.
- 4. Window(s) on the Page Facing the Quick Reference Table**— You will be using these windows to process the transaction or other activity that you are dealing with. The circled letters on the window(s) match the steps on the Quick Reference Table. The letters will not appear on your screen.

Suggested Way To Use the Reference Material

The information in the Instructions book in Chapters 5 through 8 will direct you to the relevant Reference materials. For each transaction or other activity you should first read the brief overview at the top of the page to help you understand what is happening in the *QuickBooks* software. Then follow the step-by-step instructions in the Quick Reference Table and related window or windows to process the transaction or complete the other activity.

For Chapters 9 and 10, you will not be told which links include the relevant Quick Reference Table and related window or windows. For those transactions or other activities the following are suggestions to help you effectively use the Reference material:

- Determine the type of transaction or other activity you are to process. You will be able to make the determination using the information provided in the Instructions book and the knowledge gained in earlier chapters.
- Determine the applicable Reference links. You can locate the transaction or other activity on the listing of transactions and other activities and determine the applicable link.
- Open the Reference material links for the transaction or other activity that you will be processing. Read the information in the brief overview at the top of the page to help you understand what is happening in the *QuickBooks* software
- Follow the step-by-step instructions in the Quick Reference Table and related window or windows to process the transaction or complete the other activity.

As you become proficient with *QuickBooks*, you may decide to process the transactions and other activities using the windows as guidance and refer to the Reference material only if you forget which window to use or the appropriate steps to follow. If you make an error, it is usually easy to correct it by either accessing the window again and correcting the information or deleting and reentering the transaction. Even if you follow that approach you will often find it useful to refer to the listing of transactions and other activities to make sure you are processing the transaction or other activity in the correct window. You may also decide to follow the guidance in the Reference material for all transactions and other activities to minimize the likelihood of making errors.