

Lesson Notes for QuickBooks Premier 2018

Lesson 1: Getting Started in QuickBooks

Pg	Slide	Topic/Exercise Heading	Obj	Instructor Notes	Exercise Data Files: Starter/Resource/MyProjects	Timing (mins)
		The Exam Objectives listed at the right are covered in this lesson.	1.4 2.1 2.2 2.3 2.7	How to customize the home page How to navigate or move around QuickBooks (use home page, menus, icon bar, etc.) How to back up and restore a data file How to determine the release number and how to update QuickBooks How and why to use preferences		
7	3	Lesson Objectives		Review the objectives with students so they know what will be covered in the lesson. Post objectives where they are visible in the classroom. <ul style="list-style-type: none"> Launch QuickBooks, check your release number, and configure updates. Find, open, save, rename, and close QuickBooks files. Interpret and respond to pop-up messages appropriately. Locate Purchases and Sales Cycle forms. Compare form usage to General Journal entries. Navigate forms. Verify data entry settings. Customize the Home page. 		5-10
7	4	Introducing the Story: Your First Day at Work		Make sure students understand what a company file is and briefly describe what a corporate setting might look like.		5-10
8	5	Before You Begin		Explain that any time students see information tagged as "QuickBooks Global," that information applies "across the board" in QuickBooks and is not limited to the specific topic being discussed.		10-15

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8		Understanding the Admin		If more than one person will access a company file, the administrator will create a user account and password for each user. When you open a company file that has been configured with multiple accounts, you will need to specify both a user name and password to log in. If only an Admin password has been added, then you must specify only the password to open the file as the Admin user.		
8	6	Understanding and Responding to Pop-Up Messages		Assure students that they need not be alarmed when they encounter pop-up messages. The sheer number of messages they may encounter at the beginning may seem daunting, but they are generally not cause for alarm.		20-30
9		Messages-1: Updates		We recommend that you use the latest version of the software. It may be most expedient to install the software and any available updates before the start of class, and then treat subsequent updates on a case-by-case basis. Let students know your policy about updates and how they should respond to the Update message.		
10		Messages-2: Payroll Update		Students will not be working with Payroll in the Level 1 course. This message can be safely dismissed.		
10		Messages-3: Helpful Hints		Make sure students understand the effects of clicking the <i>Do not display this message in the future</i> check box.		
11		Messages-4: External Accountant		This message can be safely dismissed.		
11		Messages-5: Memorized Reports		Explain that it would be very frustrating to customize a report and then lose all your customizations because QuickBooks did not ask you if you wanted to memorize the report.		
12	7	Preparing to Use QuickBooks				10-15

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12	8	Recognizing QuickBooks Files and File Types		Students will work primarily with .QBM and .QBW files. If you feel inclined, you can explain the Accountant Copy process and how powerful it is.		
12	9	Launching QuickBooks		If necessary, guide students through the steps of launching the application.		
13	10	Checking the QuickBooks Release Number	2.3	Explain that knowing your product's release number can be valuable when you are seeking technical assistance.		
13	11	Checking the QuickBooks Update Settings	2.3	Explain the classroom policy about installing updates and whether you will keep Automatic Update turned on or off.		
14	12-13	Finding a File		Demonstrate how to recognize if a company file is already open, and how to find the company file you want to open. Explain that the default location for QuickBooks files is: C:\Users\Public\Public Documents\Intuit\QuickBooks\Company Files; however, you can open, store, and save files anywhere.		10-15
16	14	Viewing the Opened File		Take some time to review the areas on the screen that display when you first open a file. Explain that the icons and arrows on the Home page indicate the normal work flow. Demonstrate how to open the pull-down menus and explain the command sequence for closing a file.		10-15
17	15	Closing the Company File		Remind students that it is best practice to close a file when you are finished working with it.		
18		Exercise 1.1: Launching QuickBooks and Opening and Closing a Company File		Students launch QuickBooks, determine the product release number, examine the Automatic Update feature setting, and then find, open, and close the Generic Company file. The password for the file is QB2018!	Starter: Generic Company.QBW. File is closed at the end of the exercise.	10-15
19	16	Opening a Portable File	2.2	When you "open" a portable file, you restore it from a compressed state into a company file.		10-15

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				Make sure students are comfortable navigating the folder system on their PCs. They need to know where they are saving their files. Demonstrate how to open/restore a portable file.		
23		Exercise 1.2: Restoring Portable Files		Students restore the Generic Company portable file.	Starter: Generic Company L1_A (Portable).QBM MyProjects: Generic Company <Student Name>.QBW	5-10
23	17	Creating a Portable Company File	2.2	Review the two methods for creating a portable file. Students will be creating portable files for submission. Demonstrate how to create a portable file.		10-15
23		Saving a Portable Company File				
25		Sending a Portable Company File				
26	18	Changing the Company Name		Unlike other software programs, which show the file name in the application title bar, QuickBooks shows the Company Name in the application title bar. This can be a potential cause for confusion. Make sure students are aware of this.		5-10
28		Exercise 1.3: Changing the Company Name and Creating Portable Company Files	2.2	Students change the company name, create a portable company file, and close the company file.	Starter: Generic Company <Student Name>.QBW – left open from previous exercise. MyProjects: Generic Company <Student Name> (Portable).QBM	10-15
28	19	Examining QuickBooks Forms	2.1	Forms are powerful because they automatically create journal entries for you.		20-30
29	20-21	Cycle Starting Points		Make sure students understand that Sales bring money in, and Purchases send money out.		

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29	22-23	Form Connections and General Journal Entries		Students should understand that when they use forms to complete transactions, the transactions are connected to one another and you can view their histories.		
30		Forms and General Journal Entries		Manual journal entries are not connected.		
30		General Journal Entries		Review the T-account format laid out in the coursebook for any students who are unfamiliar with it. Make sure students understand the effects of debits and credits on assets and liabilities.		
31	24-25	Opening a Bill and an Invoice	2.1	Demonstrate the two methods for opening each form (Bill and Invoice). Take a few moments to compare the forms shown on Slide 25. Demonstrate clicking in fields, using the TAB key, and clicking a drop-down arrow. Show how to use the calendar or keyboard to enter a date and how to make a calculation in the amount field.		10-15
33		Exercise 1.4: Opening and Exploring Bills and Invoices	2.1	Students locate and open a bill and an invoice in the student file that they created from the Generic Company. They will also navigate and enter data in the form fields.	Starter: company file left open from previous exercise.	10-15
34	26	Finding a Transaction	2.1	The Find feature will be discussed in more detail in a later lesson; for now, students should be aware that the feature exists.		5-10
34	27	Keyboard Shortcuts	2.1	Demonstrate how to use shortcut keys to open the pull-down menus.		5-10
35	28	Changing Settings				15-30
35		Checking User Mode		User mode is discussed in more detail in Level 2. It is introduced here because certain settings can be changed only when a file is open in single-user mode.		

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36	29	Accessing the Settings	2.7	Preferences can be adjusted through the Preferences dialog box.		
37		Setting General Preferences	2.7	Spend some time exploring the areas of the Preferences dialog box shown on Slide 29. Encourage students to explore some of the Preference groups to see which settings are available.		
37		Exercise 1.5: Changing Preferences	2.7	Students change preferences by specifying to automatically place the decimal point when they enter numeric data in forms.	Starter: company file left open from previous exercise.	5-10
38		Setting Desktop View Preferences	1.4	Contrast the Desktop View preferences found in the My Preferences tab with those found in the Company Preferences tab.		10-15
39	30	Customizing the Home Page	1.4	Challenge students to suggest why you must be an Admin or an External Accountant to customize the Home page.		10-15
39		Exercise 1.6: Customizing the Home Page	1.4	Students customize the Home page by removing, then reinserting an icon.	Starter: company file left open from previous exercise and closed at the end of this exercise.	10-15
40	31	Lesson Summary		Review the objectives with students to remind them of what was covered in the lesson. Provide a short summary of the features and give students a chance to complete exercises if they did not complete them earlier.		5-10
40-44		End-of-Lesson Section		Use the items included in this section to review and reinforce the concepts and skills presented in the lesson. Review the Key Terms, Activities, and Quiz Questions with students. The Practice the Skill and Course Project Exercise may be assigned at your discretion as classwork or homework. Answer keys and solution files can be found in the Teacher Resources.		30-60
					Total (Hours)	4.5-7.0

