

Due to QuickBooks Online updates, selections may change. The functionality of QBO is the same. Periodic updates are automatic. Check the Online Learning Center's [Text Updates](#) link regularly.

NOTE: The QuickBooks Online software that you are using is the *same* software businesses and individuals use. To address feedback from users, Intuit updates the software. Some user interface elements, and screen illustrations, may look different than the textbook. When working through the textbook, be flexible. To open the text update document, click [here](#).

[QBO Videos](#)

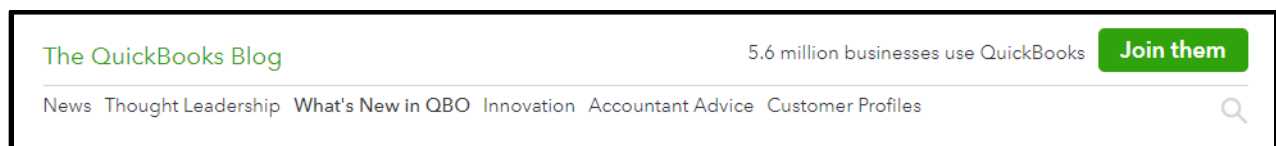
To watch QBO training videos, the QBO Show, webinars and tutorials, click [here](#).

[QuickBooks Updates and QuickBooks in the Know Webinars](#)

To stay up to date with QuickBooks Online changes and sign up for QuickBooks In the Know webinars, click [here](#).

[The QuickBooks Blog](#)

For the latest updates, go to <https://quickbooks.intuit.com/blog/> > select [What's New in QBO](#). To see more scroll down. Explore the other Blog selections – News, Thought Leadership, Innovation, Accountant Advice, Customer Profiles, Search.



USER INTERFACE

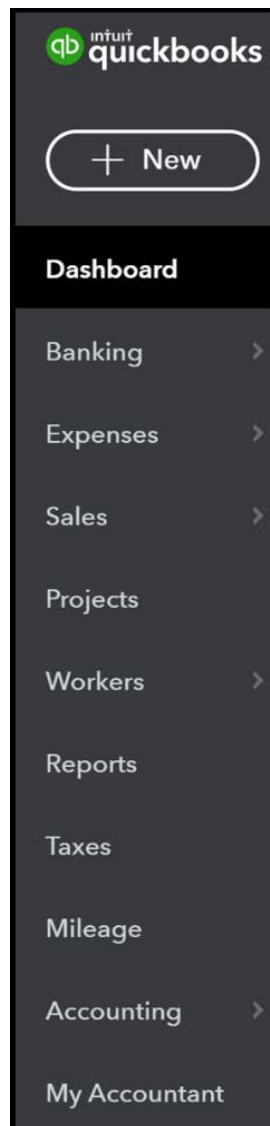
Recent updates changed the look of QBO. You may see the following overall changes.

Create Menu: The Plus sign has a new look and is above the Navigation bar on the left side of

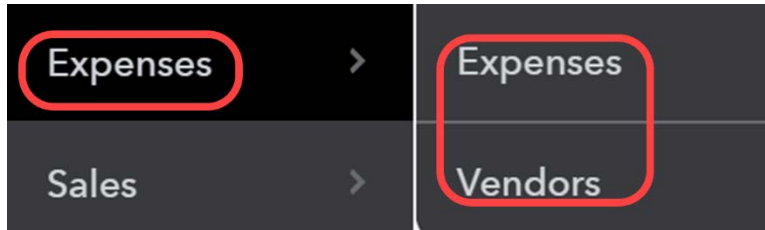




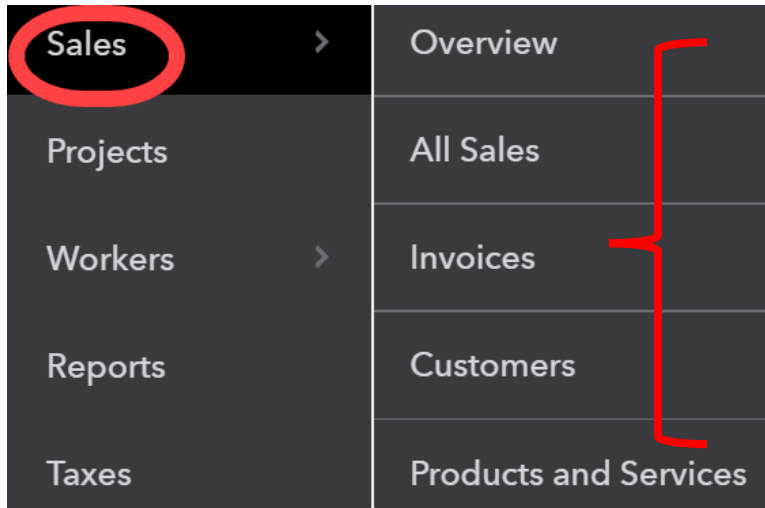
Navigation Bar: The Navigation bar has a black background and uses white font for selections.



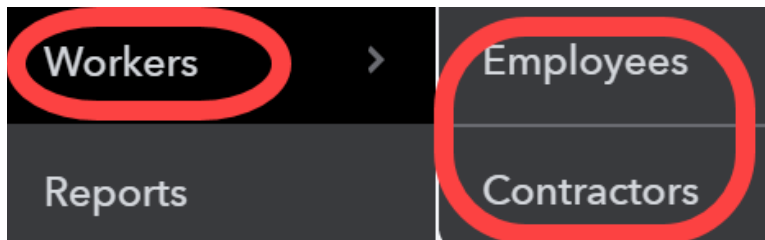
Expenses includes Expenses and Vendors.



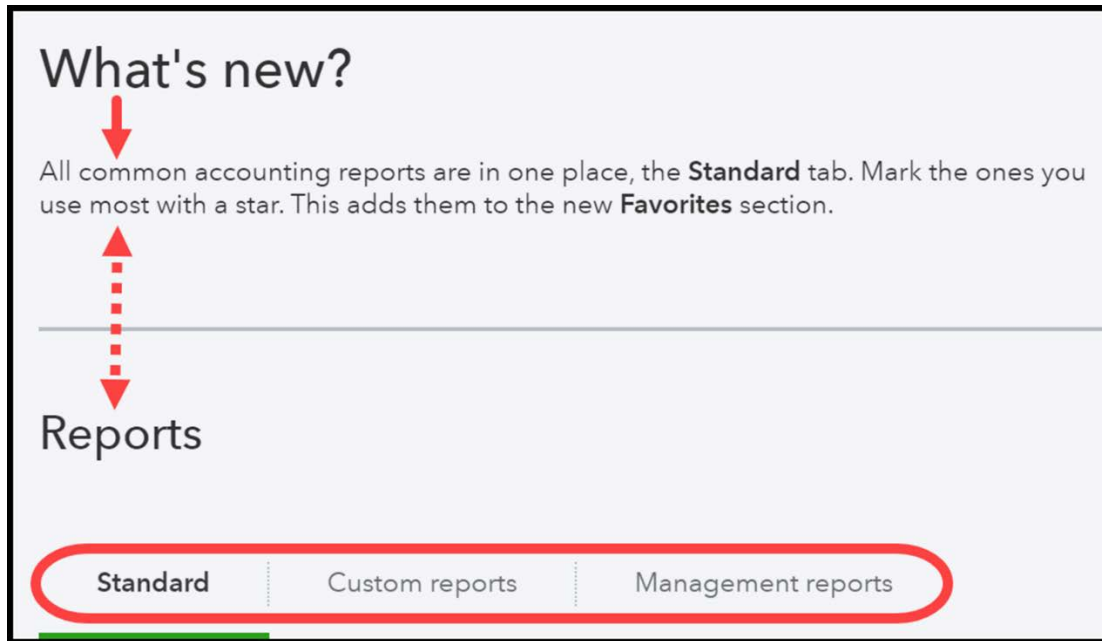
Sales includes Overview, All Sales, Invoices, Customers and Products and Services.



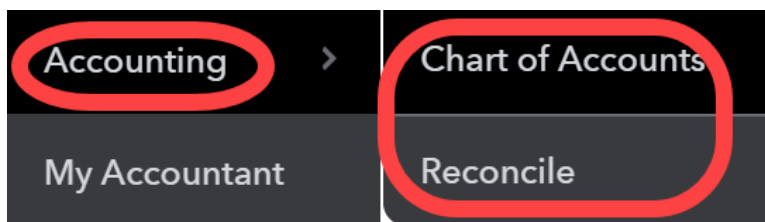
Workers includes Employees and Contractors.



Reports page includes three tabs – Standard, Custom reports, Management reports



Accounting includes the Chart of Accounts and Reconcile.



CHAPTER 1: QUICKBOOKS ONLINE TEST-DRIVE

The test drive, uses the sample company, Craig's Design and Landscaping Services, which includes populated data. *The test-drive work is session-specific, meaning it resets or starts over each time you sign in.* If you want to save test-drive data, allow enough time to complete your work once you sign in. Data saves while you are using the test-drive's sample company, Craig's Design and Landscaping Services, but starts new once you sign out and sign back in.

NOTE: How can you tell if the test-drive is starting over? Go online to <https://qbo.intuit.com/redirect/testdrive> > verify that you are not a robot to sign into the test-drive.





The current date is shown. Since the author signed in on December 29, 2019 that date is shown.



Other reports also display the current date. If you added account numbers the last time you used the test-drive *and signed out*, accounts will not have numbers – Gear > Chart of Accounts > See Your Chart of Accounts.

REVISED Chapter 1: Due to Test Drive updates, the Online Learning Center at www.mhhe.com/qbo2e > [Sample Company](#) includes **a revised Chapter 1**. Open December 2019_Chapter 1 Test Drive.pdf file

CHAPTER 2

Getting Started: Set Up Your Account, pages 54-57.

USER VIEW

QuickBooks Online includes a User View feature. This allows customers to toggle between two views: business view or accountant view.

Business view: This shows a simpler view presenting cash flows (money in and out) of all transactions. We recommend business owners and employees to use this view.

Accountant view: This is the traditional view of QuickBooks Online. Bookkeepers and accountants can use this as they already understand the product and the basics of accounting principles.

First-time Use

New QuickBooks Online users have a First-time Use selection where they can select the following:

- **Business view:** business owner or employee
- **Accountant view:** bookkeeper or accountant

intuit quickbooks CUSTOMIZE YOUR QUICKBOOKS 2 of 4

2. What's your role at Tara Hoover Design?

We'll use this info to help personalize your QuickBooks.

Business owner Employee Bookkeeper Accountant

Do you have an accountant or bookkeeper right now?

Yes, I have help No, I do it all myself No, but I would like some help

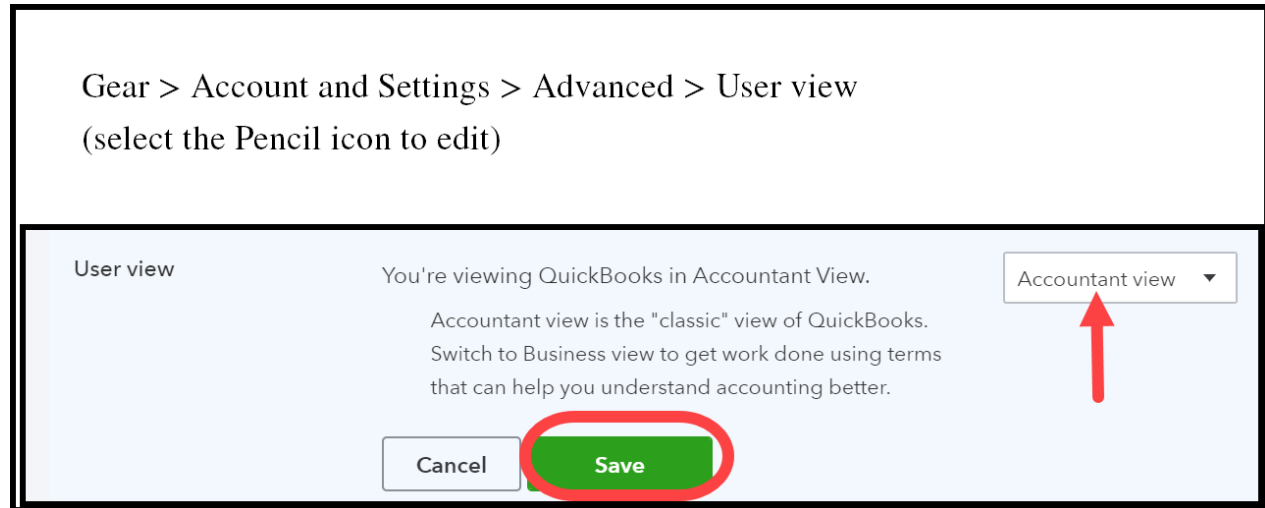
Back

If *no selection is made*, Accountant View is the default. This happens when:

- User skips the First-time Use before answering questions. (Click <Esc> to skip “What’s your role.”)
- The company has multiple users. Only the first user can select their view because it is only shown once per company. All secondary users default to Accountant View.

Check User Settings: Gear > Accounts and Settings > Advanced > User view

1. Go to **Settings** ⚙️ and select **Accounts and Settings**.
2. From the **Advanced** tab, select **User View**.
3. Make sure **Accountant View** is selected.



4. Select **Save > Done**.

Account Type replaces Category Type, pages 70-74.

Account

Account Type replaces Category Type

Account Type: Bank ▼

*Detail Type: Checking ▼

*Name: Checking

Number: 101

Description: [Text Field]

Is sub-account

Enter parent account ▼

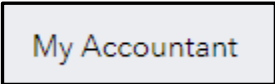
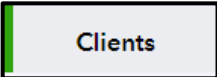
Use **Checking** accounts to track all your checking activity, including debit card transactions.

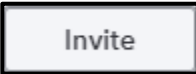
Each checking account your company has at a bank or other financial institution should have its own Checking type account in QuickBooks Online Plus.

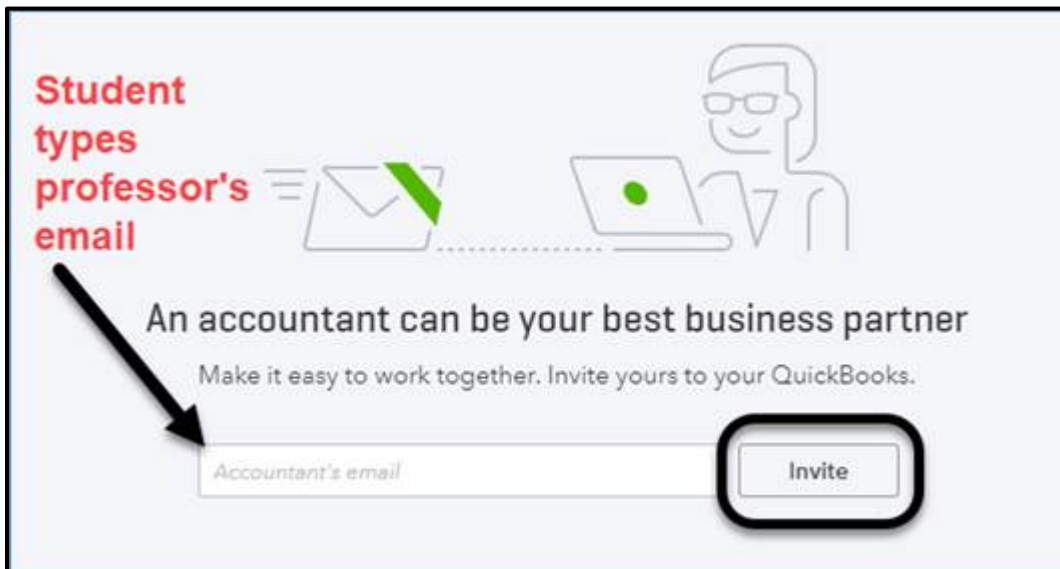
Edit Accounts, pages 73-74

If your chart of accounts does not include Account 125 Prepaid Insurance > Account Type, Prepaid Expenses and Account 501 Cost of Goods Sold > Account Type, Supplies & Materials – COGS; click <New> to add it.

Invite Accountant, page 83

When students select  from the Navigation bar, they can select their professor as their accountant. The Clients list on the professor's QBO Accountant version includes . The Clients list within QBO Accountant (professor's version) includes the companies that students set up – QB Cloud_Student Name. Professors can hyperlink to their student's work.

1. The professor starts their version of QBO Accountant > select Gear > Company Settings. The professor's email address is shown within Contact info. When students invite their professor as "My Accountant," they use the email address shown in QBO Accountant's Contact info.
2. Student starts their version of QBO Plus. From the Navigation bar, select My Accountant > student types professor's email address > click .



3. It may be necessary to sign out between accepting invitations. Once the invitation is accepted, sign into QBO Accountant and check the client list.

HOW DO I USE MY QB CLOUD COMPANY ON A DIFFERENT COMPUTER?

Let's say you set up your QB Cloud company on a computer at school. What if you want to use QB Cloud at a different location or on a different computer?

Check the email used with QB Cloud _Student Name

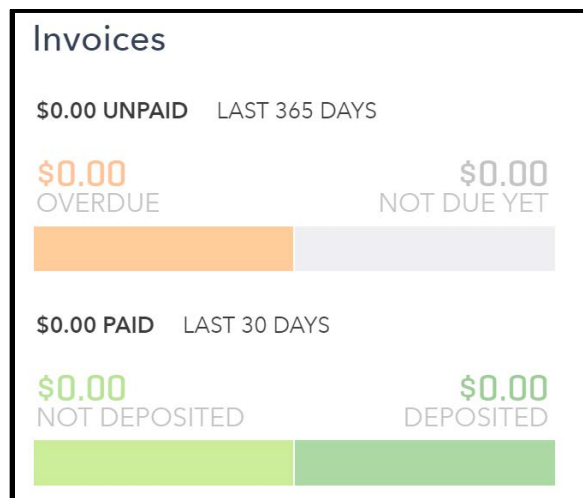
- A. Sign into QB Cloud_Student Name > select Gear > Account and Settings. On the Company page in the Contact info area, your email is shown.
- B. Sign out.

QB Cloud on a different computer

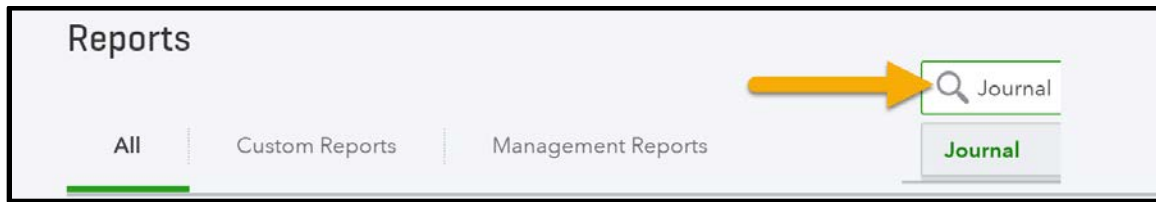
1. Open the email account shown on your QB Cloud company.
2. On a different computer, start your browser. Go to <http://qbo.intuit.com> > on the sign in page, type your User ID (email address) and Password > click <Continue>.
3. An Enter the code we emailed you message says Get a code emailed to you > click <Continue>. Do **not** close your browser.
4. Open the email that shows the 6-digit code that verifies your account > type the code > click <Continue>. If necessary, link to your account. Your QB Cloud account starts.

CHAPTER 3, Pages 119-121, 127

Page 119, Invoices replaces Income.



Due to QBO updates, the Reports page changed. The same reports are available. For quick access to a report, type the Report name in the Search field > type the appropriate date range.



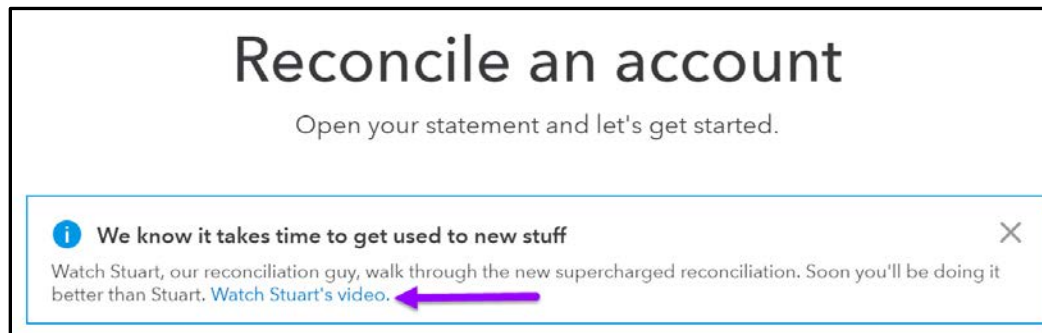
Another way to type the date range is to select **Customize** > in the Report period field, type 10/1/XX to 10/17/XX > **Run report**.

Page 127, Audit Log: Sales Receipt #1001 shows additional fields. This is okay. They are blank.

CHAPTER 4: ACCOUNT RECONCILIATION AND NEW VENDORS

Account Reconciliation, Pages 145-146

When you select Gear > Reconcile, observe there is a **We know it takes time to get used to new stuff** box. To learn about changes to the account reconciliation, link to Watch Stuart's video.



Page 145, #1: The first time you Reconcile and account, select **Get started** > Let's do it.

Pages 145-146, 1. and 2.: The **Reconcile 101 Checking** page looks different than the one shown. The information within the rearranged fields is the same.

Which account do you want to reconcile?

Account
101 Checking

Welcome! Grab your statement and we'll get started.
Select the account you want to reconcile here. [Next](#)

Enter the following from your statement

Beginning balance	Ending balance *	Ending date *
0.00	50,437.56	10/31/2017


Enter the service charge or interest earned, if necessary

Date *	Service charge	Expense account
10/31/2017	20.00	603 Bank Charges

Date	Interest earned	Income account
	0.00	Account

[Start reconciling](#)

Since all checks and deposits have cleared the bank, click on the circle next to the Deposit (USD) field > Yes, select all. The difference shows \$0.00.

Reconcile 101 Checking		Statement ending date: October 31, 2017		Edit info	Finish now
\$50,437.56	-	\$50,437.56		 \$0.00 DIFFERENCE	
STATEMENT ENDING BALANCE		CLEARED BALANCE			
\$0.00	-	\$10,562.44	+	\$61,000.00	
BEGINNING BALANCE		18 PAYMENTS		5 DEPOSITS	

Page 147, Undo Reconcile

A previous reconciliation can be deleted using QuickBooks Online Accountant > Clients selection to go to a student's QB Cloud company account. Professors have access to QuickBooks Online Accountant (refer to www.mhhe.com/qbo2e > Instructor Edition > Student List and Using the Accountant Version.

INSTRUCTORS: QBO ACCOUNTANT. QBO Accountant includes Undo reconcile.

1. Select the down-arrow next to Go to client's QuickBooks > link to the appropriate account.
2. Select Gear > Reconcile > History by account > select the account and Report Period. In the Action column, find the report and click the drop-down arrow next to View Report > select Undo > Yes to confirm.

Undoing a reconciliation will automatically undo any reconciliations that come after it, chronologically (based on the *Reconciled On* date).

Page 152, Expenses > Vendors > New Vendors

If a pop-up message appears asking you to Allow or Block location, click Block.

On the Vendor Information page, after starting to type the Company name, a drop-down list appears with similar company names.



Finish typing the Company name. To bypass the list that automatically populated, click on another field. The Vendor Information page appears. Complete the other fields: Title; in the Display name as field, select the company name; Address; City/Town, etc. If autofill appears, click the <Esc> key to clear the field.

Page 148: Invoices replaced Income.

CHAPTER 12, APPS, PAGES 544-547

At <https://apps.intuit.com>, Importer apps are available; for example, connect to [Excel Transactions Importer and Deleter](#). Read the information and watch the [video](#).

The *Excel Transactions Importer and Deleter* app lets you import, export, and delete XLS/XLSX/CSV files in QuickBooks Online.

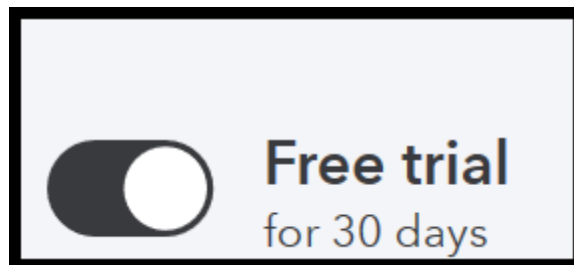
CASE PROBLEM 1, pages 555-576

A *new* Case Problem 1 is at www.mhhe.com/qbo2e > Text Updates > open the Case Problem 1 Payroll.pdf file.

CASE PROBLEM 3: YOUR NAME ACCOUNTING, PAGES 592-595

Set up a **new email address** *before* completing Case Problem 3. Do not use the same email address or password used with QB Cloud_Student Name.

1. When setting up the 30-day free trial version of QuickBooks Online Plus, go online to <https://quickbooks.intuit.com/>. As of this writing, a Try QuickBooks free for 30 days appears > close that page. Select the Plans & Pricing tab > toggle to **Free trial** for 30 days.



3. In the **MOST POPULAR Plus** column, select

Try it free

MOST POPULAR

Plus

\$70/mo

Try it free

- Track income & expenses
- Capture & organize receipts
- Maximize tax deductions
- Invoice & accept payments
- Track miles **NEW**
- Run advanced reports
- Send estimates
- Track sales & sales tax
- Manage 1099 contractors
- Manage bills
- Track time
- Includes 5 users
- Track project profitability
- Track inventory

4. When the Create an Intuit account page appears. Complete the form for the free 30-day trial. A message says the 30-day trial includes QuickBooks Online Plus. **Do not use the same email address or password used with QB Cloud_Student Name.**

Free 30-day trial includes:

QuickBooks Online Plus

No credit card needed

If your instructor prefers that you import Case Problem 3's Chart of Accounts, go to the Online Learning Center for the files that you need – www.mhhe.com/qbo2e > **Student Edition** > **Case Problem 3: Chart of Accounts**. The Instructions_Import Chart of Accounts_Case Problem 3.docx file includes steps for importing the Chart of Accounts. The .csv file should be saved to your desktop. Importing the Chart of Accounts allows you to skip setting up accounts on pages 593-595.

Tip: Enable Chart of Accounts Numbers *before* importing Accounts (textbook page 592.)