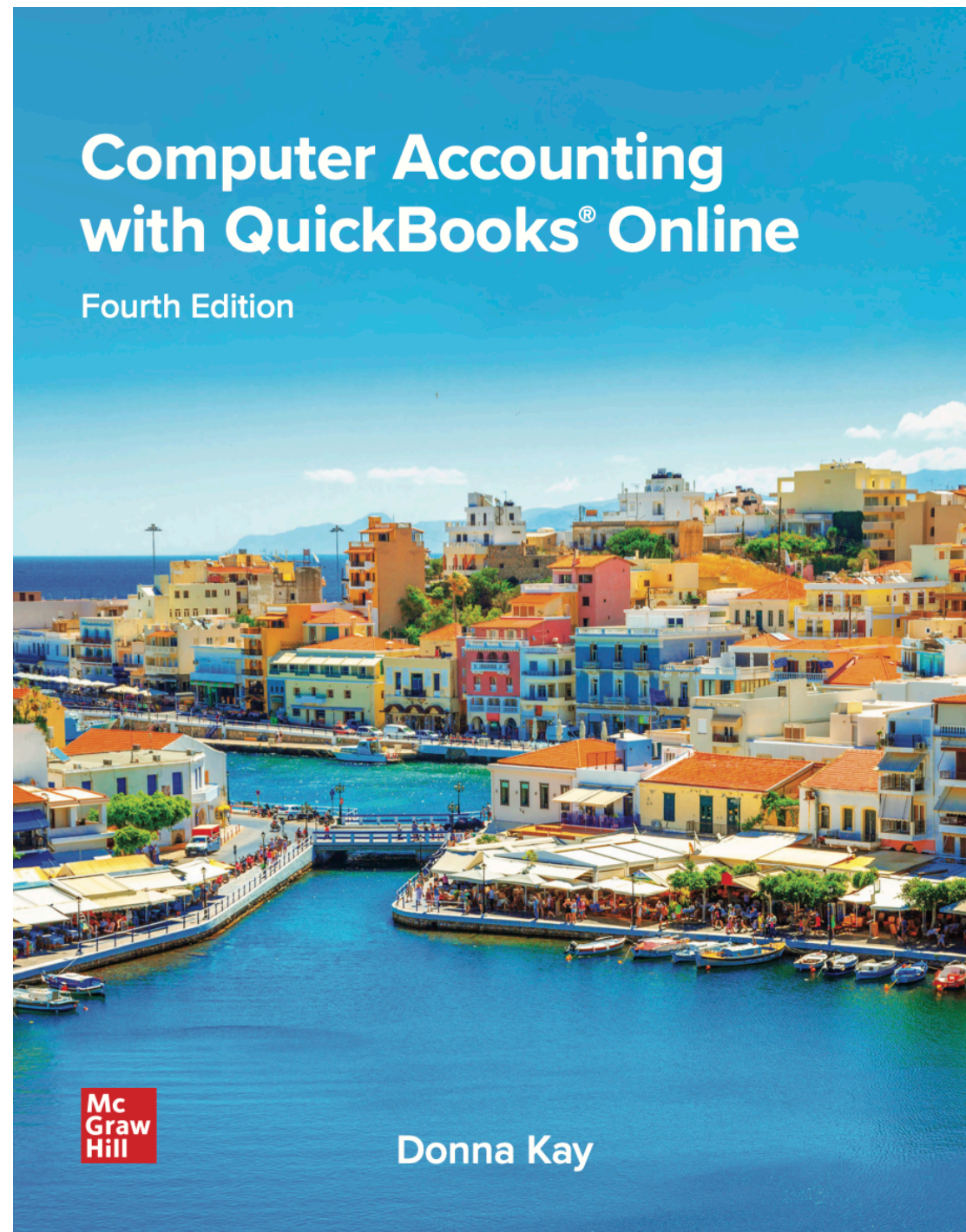


COMPUTER ACCOUNTING WITH QBO, 4E, DONNA KAY



Steve Schuetz • Donna Kay • Lindsay Wolfsmith

March 24 2023

AGENDA



- ✓ **What's New**
- ✓ **QBO New Certification Hub**
- ✓ **Connect and ebook Demo with Steve**

POLL FOR YOU

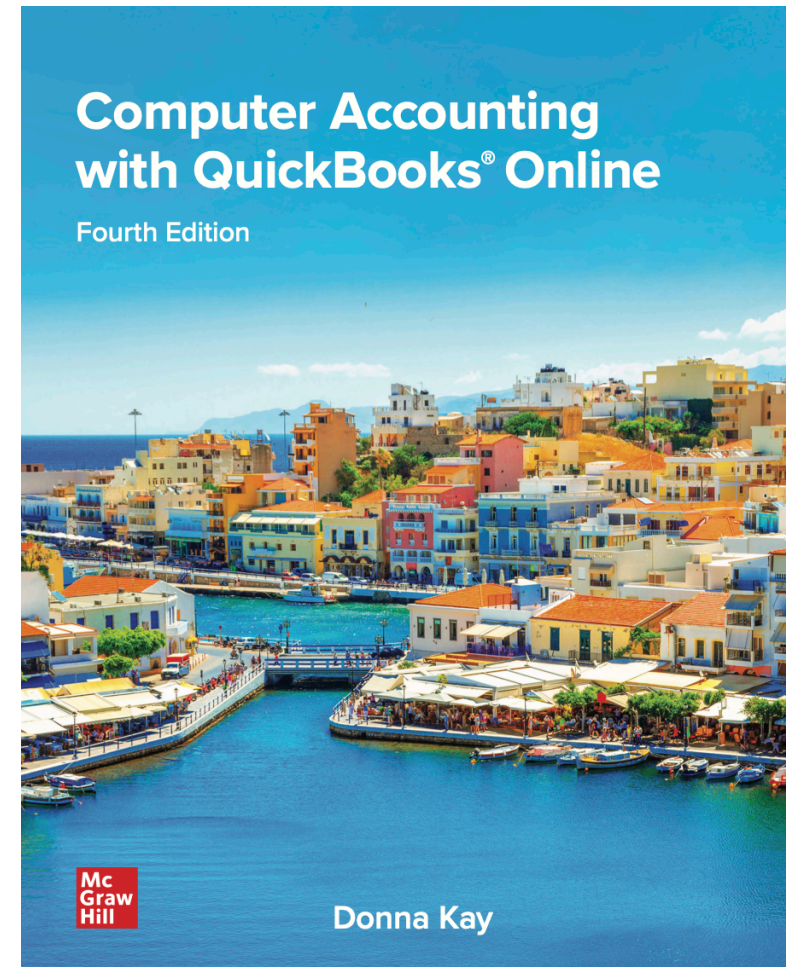


✓ When teaching QBO, on a scale of 1 to 5 (5 = most important) how important are end of chapter projects to your teaching effectiveness?

1. Unimportant
2. Somewhat unimportant
3. Neither important nor unimportant
4. Somewhat important
5. Very important

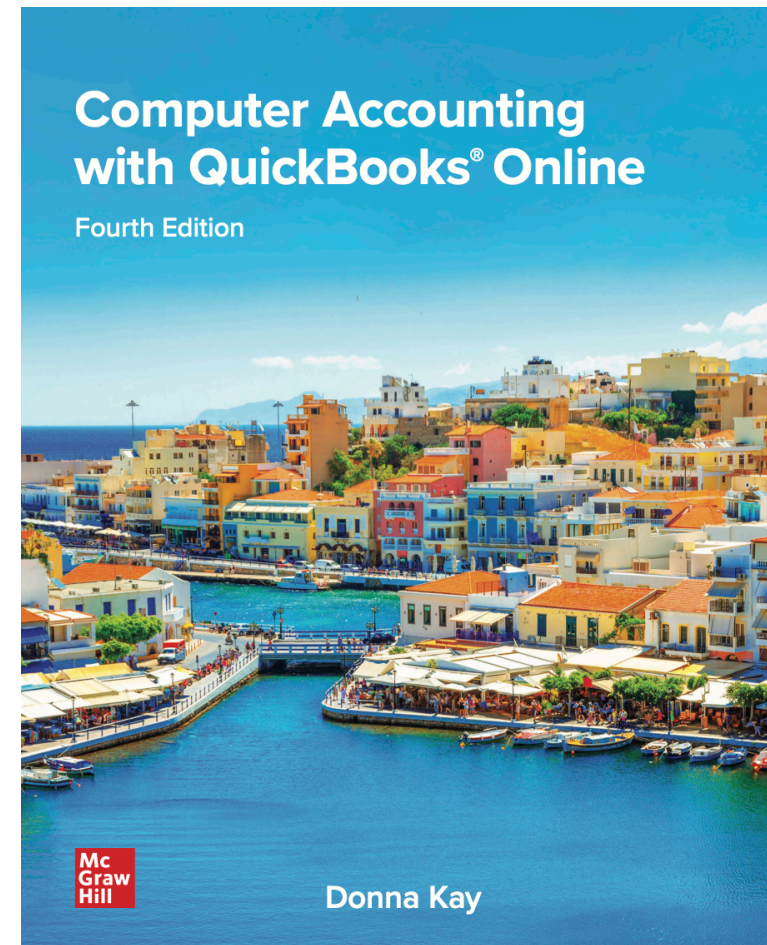
WHAT'S NEW

- ✓ Chapter 1 QuickBooks Online Navigation and Settings
- ✓ Chapter 2 QBO Chart of Accounts
- ✓ Chapter 3 QBO Transactions
- ✓ Chapter 4 Banking
- ✓ Chapter 5 Customers and Sales
- ✓ Chapter 6 Vendors and Expenses
- ✓ Chapter 7 Inventory
- ✓ Chapter 8 Employees and Payroll
- ✓ Chapter 9 QBO Adjustments
- ✓ Chapter 10 QBO Reports
- ✓ Chapter 11 QBO Comprehensive Case



YOUR WISH HAS COME TRUE...END OF CHAPTER PROJECTS

- ✓ Chapter 1 QuickBooks Online Navigation and Settings
- ✓ Chapter 2 QBO Chart of Accounts
- ✓ Chapter 3 QBO Transactions
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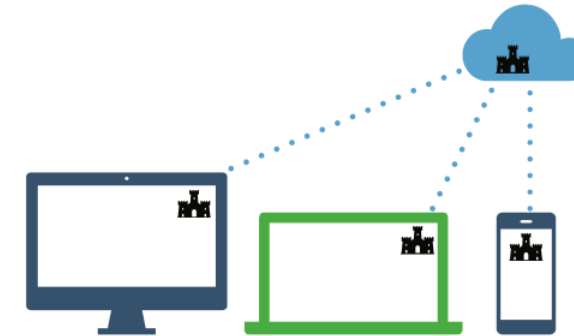
NEW PROJECTS

✓ **Xafra Cyber is a cybersecurity company**

✓ **Xafra Cyber is used for Projects 1 through 10**

Project 1

Xafra Cyber



BACKSTORY

Your smartphone chimes again.

Another message from Cy Walker flashes on your screen.

Would you like another QBO client?

Absolutely

Recommended you to one of my associates, Carlos Xafra of Xafra Cyber

Thanks Cy for the referral

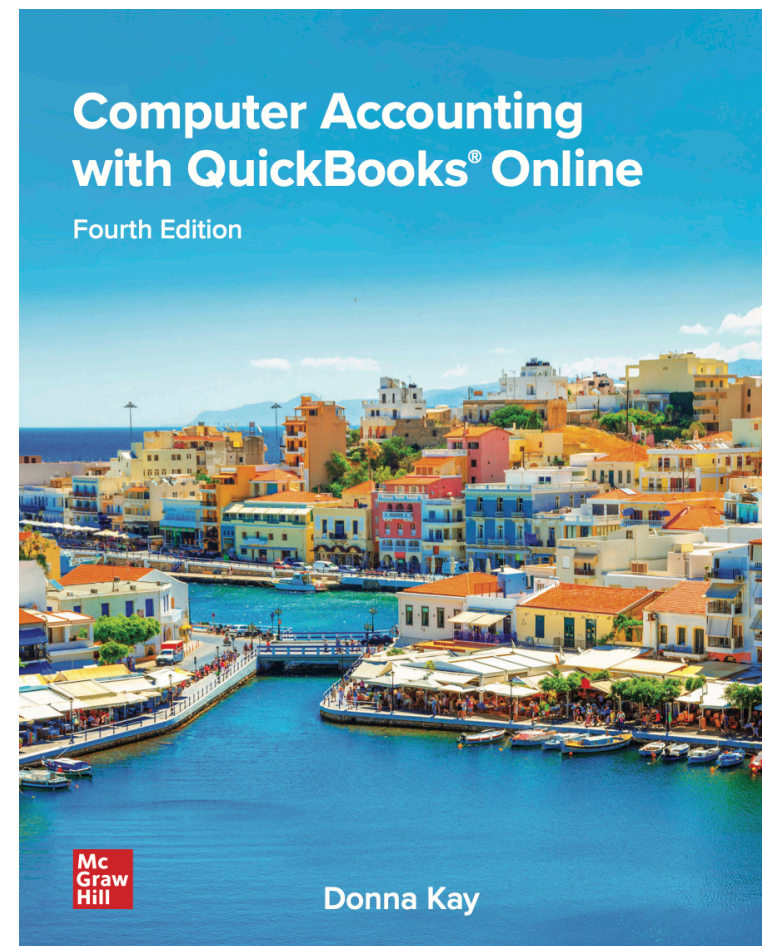


1. eXplore ➡ 2. Practice ➡ 3. Master

Mookie the Beagle Concierge	Chapter 1	EM 1
	Chapter 2	EM 2
	Chapter 3	EM 3
	Chapter 4	EM 4
	Chapter 5	EM 5
	Chapter 6	EM 6
	Chapter 7	EM 7
	Chapter 8	EM 8
	Chapter 9	EM 9
	Chapter 10	EM 10
QBO Projects: Xafra Cyber		Project 1 Project 2 Project 3 Project 4 Project 5 Project 6 Project 7 Project 8 Project 9 Project 10
QBO Comprehensive Case: Mookie The Beagle Coach		Chapter 11

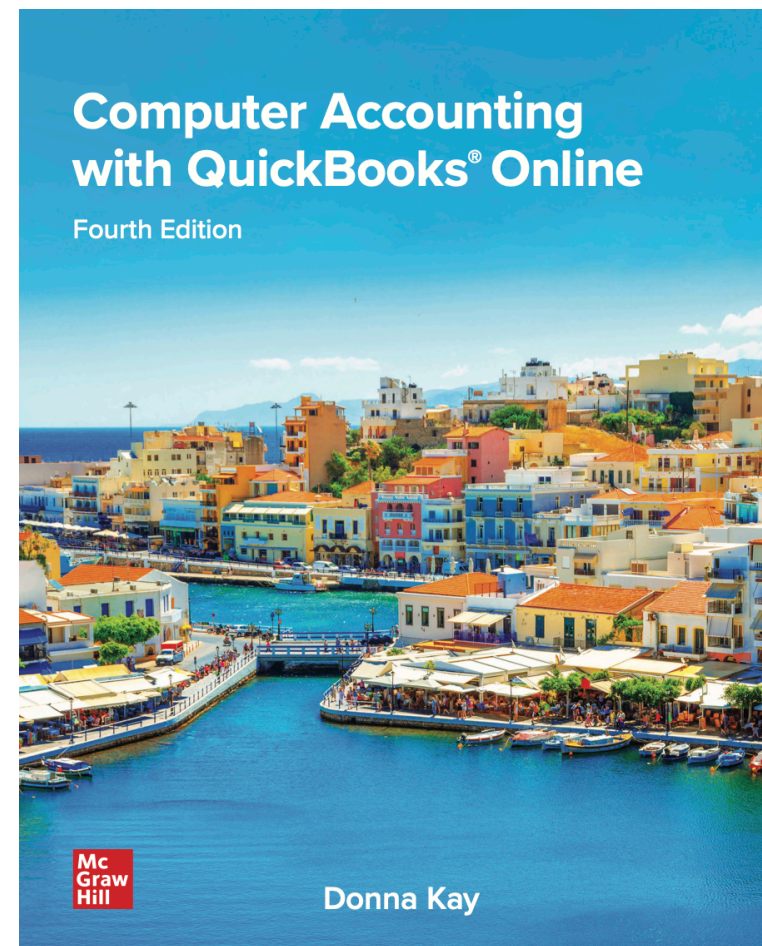
4 STUDENT QBO COMPANIES USAGE

- ✓ **Company 1 MTB Concierge (Chapters & Exercises)**
- ✓ **Company 2 Xafra Cyber (Projects)**
- ✓ **Company 3 MTB Coach (Comprehensive Case)**
- ✓ **Company 4 Buffer**



4 STUDENT QBO COMPANIES USAGE

- ✓ **Company 1 MTB Concierge (Chapters & Exercises)**
- ✓ **Company 2 Xafra Cyber (Projects)**
- ✓ **Company 3 Buffer**
- ✓ **Company 4 Buffer**



POLL FOR YOU



✓ When teaching QBO, on a scale of 1 to 5 (5 = most important) how important are periodic check figures to learning effectiveness?

1. Unimportant
2. Somewhat unimportant
3. Neither important nor unimportant
4. Somewhat important
5. Very important

NEW FEATURE ... QUICK CHECKS

- ✓ Chapter Quick Checks
- ✓ Exercise Quick Checks
- ✓ Project Quick Checks
- ✓ Case Quick Checks

QUICK CHECK

P7.13 General Ledger

The General Ledger is a QBO report that lists the beginning balance, transactions, and total for each account in the Chart of Accounts. This report can be useful to crosscheck your progress in your QBO work at this point.

To prepare the General Ledger for Xafra Cyber at January 31, 2024:

- 1 From the Navigation Bar, select **Reports**
- 2 Select **Custom reports** tab
- 3 Under the Quick Check reports category, select **General Ledger**
- 4 Select **Report Period: 01/01/2024 to 01/31/2024**
- 5 Select **Run report**
- 6 **Export** the General Ledger to Excel.
 - a. With the General Ledger report displayed, select the **Export icon**
 - b. Select **Export to Excel**
 - c. Complete the steps listed in the Instructions sheet of the Excel Template to copy your General Ledger Excel export to the Excel Template
- 7 What is the ending balance of the Checking account?
- 8 What is the ending balance of the Accounts Receivable account?
- 9 What is the ending balance of the Inventory account?
- 10 What is the ending balance of the Accounts Payable account?
- 11 What is the ending balance of the California Department of Tax and Fee Administration Payable account?
- 12 What is the ending balance of the Sales account?
- 13 What is the ending balance of the Sales of Product Income account?
- 14 What is the ending balance of the Cost of Goods Sold account?

NEW FEATURE ... QUICK CHECKS

✓ GL vs TB

QUICK CHECK


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POLL FOR YOU



✓ When teaching QBO, on a scale of 1 to 5 (5 = most important) how important is troubleshooting training for your students to the effectiveness of their learning experience?

1. Unimportant
2. Somewhat unimportant
3. Neither important nor unimportant
4. Somewhat important
5. Very important

ENHANCED TROUBLESHOOTING

- ✓ **General Ledger Quick Check**
- ✓ **Enhanced Instructor/Student Troubleshooting**

🚩 QUICK CHECK

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ENHANCED TROUBLESHOOTING

- ✓ Student Excel Templates
- ✓ Verify completion
- ✓ Enhanced Instructor Troubleshooting

Computer Accounting with QuickBooks Online, 4e

Chapter 7 Excel Template Instructions for Use with QBO

- 1 Download Excel Template.** From www.my-quickbooks.com > Templates, download the Chapter 7 Excel Template. If you are using MHE Connect, download the Chapter 7 Excel Template from within Connect.
- 2 Rename the Excel Template File.** Rename the Excel Template file: QBO Chapter 7 Reports Your Name.xls (or .xlsx).
- 3 Export QBO Report.** Export your QBO reports to Excel following instructions in your text.
- 4 Copy Sheet to Excel Template.** From the open exported QBO Excel file, right-click on the sheet name (Example: Trial Balance) > Select Move or Copy > Select to Book: QBO 4e Chapter 7 Reports Your Name.xls > select Before Sheet (or Move to End) as needed so the sheet appears in the appropriate order > Select Create a Copy > Select OK. Rename sheet to add the Item No, such as P2.9 Account List.
- 5 Verify Sheet Appears in Excel Template.** Verify that the sheet has successfully been copied to the Excel Template.
- 6 Select Status as Done.** On the Excel Template Reports List Sheet, from the drop-down Status menu, select Done for the sheet you added to the Excel Template.
- 7 Save Excel Template.** To save the Excel Template after copying the new sheet, select Save icon or File > Save.
- 8 Repeat.** Repeat Steps 3 through 7 until all exported Excel Reports have been imported as Excel sheets into the Excel Template.
- 9 Upload to MHE Connect.** If you are using MHE Connect, you can upload only 1 file per chapter. If you are using MHE Connect for your QBO course, then you can upload to Connect your completed Chapter 7 Excel Template that contains all your Chapter 7 Excel reports.

- QBO 4E

QBO 4E
QBO 4E UPDATES
QBO 4E VIDEOS
QBO 4E DATA
FILES
QBO 4E EXCEL
TEMPLATES

MY QBO

www.My-QuickBooksOnline.com

STUDENT TROUBLESHOOTING SKILLS

✓ Appendix A

✓ Chapter 1, Section 1.5

✓ Quick Checks

Appendix A

QBO Troubleshooting

This appendix summarizes resources to assist you with QBO Troubleshooting (QT) including:

- QBO Help
- QBO Updates
- QBO Troubleshooting (QT) Best Practices
- QBO Troubleshooting Techniques and Tools

760 Appendix A

QBO TROUBLESHOOTING PROCESS MAP		
	1	
	Identify Issue and Isolate whether an Accounting Issue or a QBO Issue	
2		3
Accounting Issue?		QBO Issue?
↓		↓
Isolate and Identify Specific Accounting Issue		Isolate and Identify QBO Issue

Section 1.5

QBO HELP AND TROUBLESHOOTING

QBO HELP

To use the QBO Help feature:

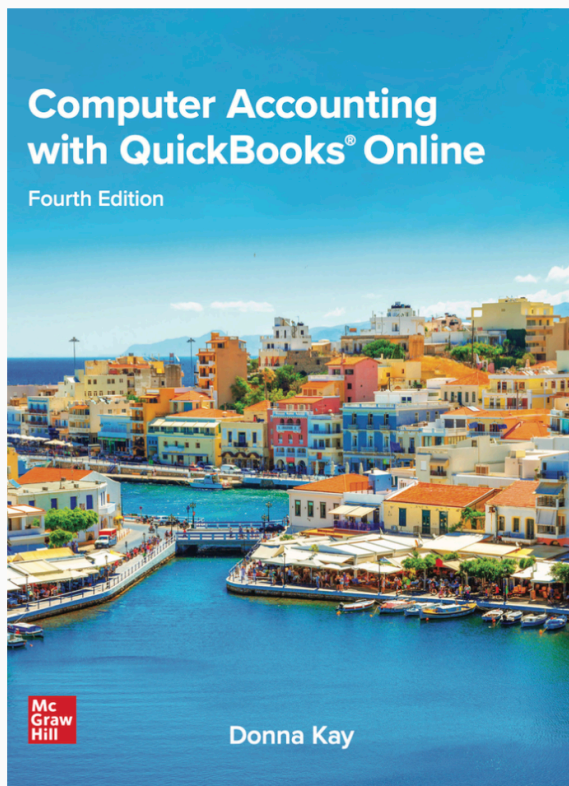
- 1 Select the **? Help** icon in the upper right of the QBO screen
- 2 Select the **Assistant** tab
- 3 Ways to get started include, See tutorials and Talk to a human

3 T TRAIN TO TROUBLESHOOT

- ✓ **RESILIENT MINDSET:** Coach students re empowering QBO mindsets:
- ✓ **TROUBLESHOOT PROCESS:** Provide specific troubleshooting process
 - www.my-quickbooksonline.com > select QBO Troubleshooting

QBO UPDATES

- ✓ QBO Updates posted at www.my-quickbooksonline.com > QBO 4e > QBO 4e Updates
- ✓ Pace of updates is increasing
- ✓ More BETA updates
- ✓ 2 monthly update newsletters (links posted). Great discussion board questions.



QBO 4E UPDATES

We like to get it right the first time, but sometimes things change or we need to tweak something. So we will post it here for you.

[Click here to see Monthly QBO Updates Newsletter.](#)

- QBO 4E

QBO 4E

QBO 4E UPDATES

QBO 4E VIDEOS

QBO 4E DATA
FILES

QBO 4E EXCEL
TEMPLATES

MY QBO

www.My-QuickBooksOnline.com

Since QBO is updated on an ongoing basis, updates to QBO may result in differences between the new QBO changes and some of the screen captures and instructions in your text. If it is a major update, we will post an update here to assist you. Note that some updates may relate to specific instructions in your QBO 4e text while other updates relate to changes in the QBO application itself.

QBO UPDATES.... INVOICES

- ✓ New Layout
- ✓ Invoice BETA
- ✓ Old Layout

Invoice **NEW**

Edit Email view PDF view Payor view

Manage Take tour Feedback Old layout

INVOICE

Edit company

Add customer

Invoice no. 1006

Terms Net 30

Invoice date 01/13/2023

Due date 02/12/2023

Tags (hidden): Start typing to add a tag Manage tags

Division (hidden):

Product or service Amount

Other actions Save Review and send

Invoice 1006

Edit default settings

Customization

Payment options

Design

Automation

QBO 4E

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NEW.... QBO EDUCATOR INQUIRY FORM

- ✓ QBO Educator Form. www.my-quickbooksonline.com > QBO Educator (get passcode from QBO 4E Instructor OLC) > Scroll down to QBO Educator Inquiry Form
- ✓ 2 QBO Educator Inquiry Forms:
 - ✓ For QBO Updates, Text Updates, or Application Inquiries
 - ✓ Other Inquiries

+ QBO 4E

+ QBO 3E

MY QB ONLINE

QBO SMART
TROUBLESHOOTING

QBO CERTIFICATION

QBO EDUCATOR

MEET 🐶 MOOKIE THE
BEAGLE™

+ QBO 2E

MY QBO

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QBO UPDATES.... CHART OF ACCOUNTS



✓ Chapter 2 (EM)

✓ Project 2

✓ Chapter 11

QBO Chart of Accounts 159

P2.3 Update COA Asset Accounts

QBO automatically creates a Chart of Accounts, but the accounts in the COA can differ for different QBO companies. Some of the accounts appearing in your COA may differ from the following accounts that you will need to complete the Xafr Cyber projects.

- 1 Add, edit, and inactive accounts as needed so that your COA asset accounts appear as follows. To save time when inactivating accounts, select the accounts to make inactive > select Batch Actions > Make Inactive.

Note: Some QBO accounts are required and cannot be inactivated.

Account Number	Account	Save Account Under / Type	Tax Form Section / Detail Type
1001	Checking	Bank Accounts	Checking
1100	Accounts Receivable (A/R)	Accounts Receivable	Accounts Receivable (A/R)
1200	Prepaid Expenses	Other Current Assets	Prepaid Expenses
1500	Uncategorized Asset	Other Current Assets	Other Current Assets
1600	Payments to Deposit	Other Current Assets	Undeposited Funds

P2.4 Update COA Liability Accounts

- 1 Add, edit, and inactive accounts as needed so that your COA liability accounts appear as follows.

Note: Some QBO accounts are required and cannot be inactivated.

Account Number	Account	Save Account Under / Type	Tax Form Section / Detail Type
2001	Accounts Payable (A/P)	Accounts Payable	Accounts Payable (A/P)
2100	VISA Credit Card	Credit Cards	Credit Card
2200	Unearned Revenue	Other Current Liabilities	Other Current Liabilities

QBO VIDEOS

- ✓ **QBO Videos organized by chapter and section**
- ✓ **Updated monthly**
- ✓ **Basic and advanced features**

CHAPTER 1: QUICKBOOKS ONLINE NAVIGATION AND SETTINGS

SECTIONS 1.1, 1.3, 1.4

- [Get started in QuickBooks Online: Quick Tour](#)

SECTION 1.5

- [How to use the audit log to find errors in QuickBooks Online](#)

SECTION 1.6

- [How to set up your company settings in QuickBooks Online](#)
- [How to set up your sales settings in QuickBooks Online](#)
- [How to set up your expense settings in QuickBooks Online](#)
- [How to set up your advanced settings in QuickBooks Online](#)

CHAPTER 2: QBO CHART OF ACCOUNTS

- [Understanding the chart of accounts in QuickBooks Online](#)
- [How to add accounts to your Chart of Accounts in QBO](#)
- [Accounting Terms You Need to Know](#)

- QBO 4E

QBO 4E
QBO 4E UPDATES
QBO 4E VIDEOS
QBO 4E DATA FILES
QBO 4E EXCEL TEMPLATES

MY QBO

www.My-QuickBooksOnline.com

QBO TAGS

- ✓ Chapters 10 and 11
- ✓ Tags are electronic labels
- ✓ Create digital tags or labels for electronic data
- ✓ Provides greater insights for data analytics

Section 10.11

TAGS

Tags are electronic labels. Tags can be customized to fit your business needs and track how you make and spend money.

To understand tags, imagine that you are organizing Mookie's beagle gear for Cy. You have boxes that you sort different items into by type of item. For example, you might have one box for Mookie's leashes, one box for Mookie's coats, and another box for toys. Then you create a label for each box so you can identify the box contents.

MOOKIE LEASHES

MOOKIE COATS

MOOKIE TOYS

QBO CERTIFICATION

✓ Where do I get information about QBO Certification?

✓ Go to www.my-quickbooksonline.com > QBO Certification

✓ Are there different types of QBO Certification?

✓ Yes, there are two different types of QBO Certification

✓ Two types of QBO Certification are:

✓ QBO User Certification (fee based)

✓ QBO Accountant Certification (free)

NEW CERTIFICATION HUB IN QBO ACCOUNTANT

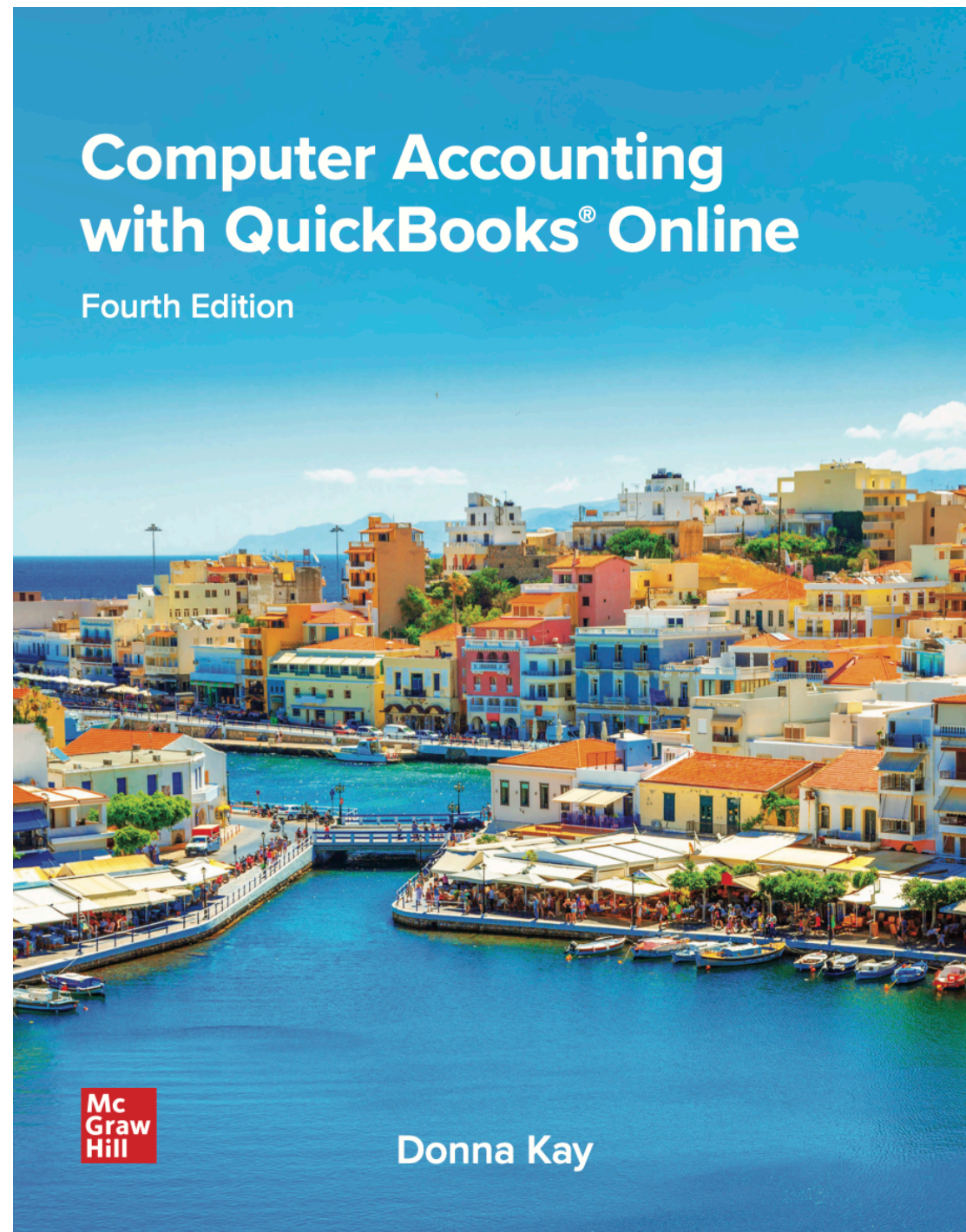
- ✓ **QBO Accountant Certification steps to complete are listed at www.my-quickbooksonline.com > QBO Certification**
- ✓ **Obtain QBO Accountant (free)**
- ✓ **New Certification Hub within QBO Accountant**
- ✓ **Training modules are within QBO Accountant. Sometimes Intuit offers a free bootcamp.**
- ✓ **The certification exam is also accessed within QBO Accountant**
- ✓ **5 sections with 12-15 questions each**
- ✓ **3 attempts**

WHAT ARE THE STEPS TO ATTAIN QBO ACCOUNTANT CERTIFICATION?

1. After completing the assignments in your text, *Computer Accounting with QuickBooks Online*, using QBO Plus, sign up for QuickBooks Online Accountant (QBOA). (Note: this is a different version of QBO than the version you used with your text.) Visit http://bit.ly/proadvisor_free to set up your free account.
2. Sign into your QBOA account at qbo.intuit.com. (Note: if you used the same email address for both QBO Plus and QBOA, then QuickBooks Online may consolidate your company logins into one login screen.)

The screenshot displays the QBO Accountant web interface. On the left is a sidebar menu with categories: 'YOUR PRACTICE' (Clients, Team), 'ProAdvisor' (Work, Apps), 'YOUR BOOKS' (Overview, Dashboard, Tasks, Banking, Sales, Cash flow, Expenses, Workflows, Projects, Payroll, Time, Budgets, Reports, Taxes, Mileage), and a '+ New' button. The main content area is titled 'ProAdvisor' and has tabs for 'Benefits' and 'Training'. Under 'Training', there is a breadcrumb trail: 'Certification hub > QuickBooks Online certification > Exam'. The main heading is 'QuickBooks Online certification Exam' with a 'How it works' link. Below this, it shows '0 of 5 sections passed | Attempt 1 of 3'. A list of five exam sections is presented, each with a 'Start section' button: Section 1 (15 questions, About 38 minutes), Section 2 (15 questions, About 38 minutes), Section 3 (13 questions, About 33 minutes), Section 4 (15 questions, About 38 minutes), and Section 5 (12 questions, About 30 minutes). At the bottom of the main area is a 'Certification hub' button.

COMPUTER ACCOUNTING WITH QBO, 4E



Donna Kay

2023 Webinar