

Effective QuickBooks Online Teaching Methods with Carol Yacht and Matthew Lowenkron

Computer Accounting with QuickBooks Online, 4e

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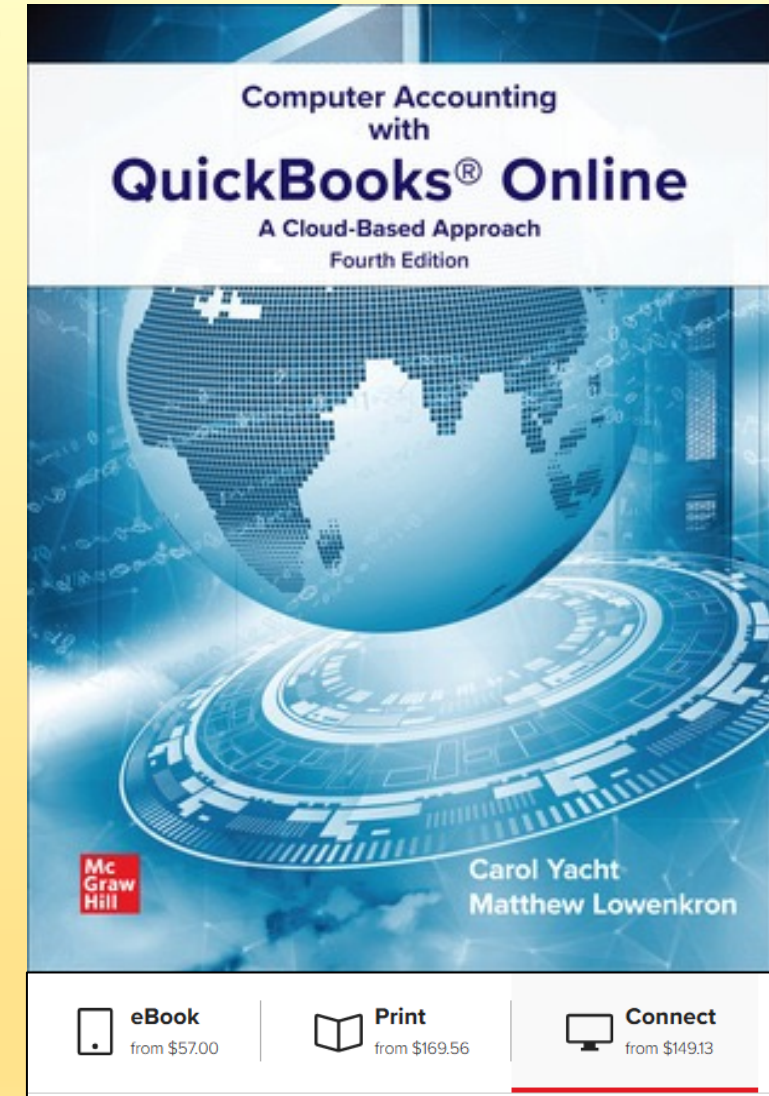
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Carol and Matthew, mother and son co-authors



Desktop

to the

Cloud

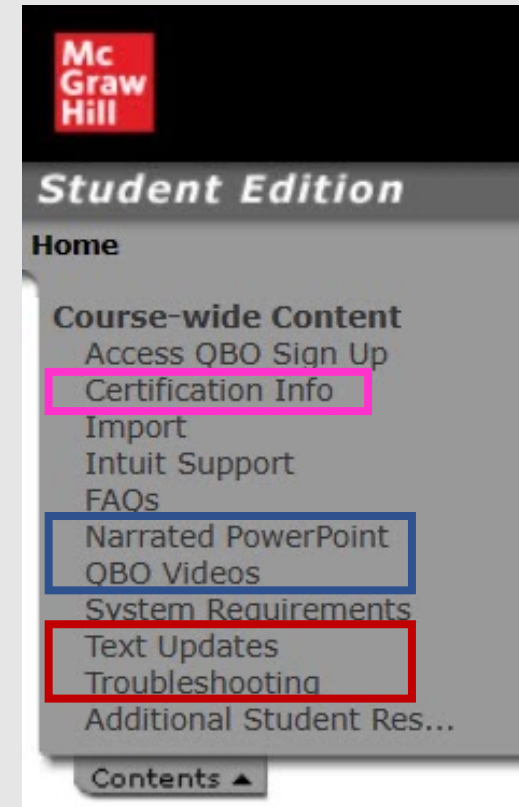
AGENDA Best practices for teaching and learning QuickBooks Online

1. New Course-wide Content, Instructor Resources, and QBO updates
2. eBooks: two publications a year for Fall and Spring semesters
3. Demonstration: Pre-Built Course and Testing and Evaluation
 - Assignable In-Chapter and End-of-Chapter Exercises
 - Analysis Questions
 - Quizzes
 - Test Bank
 - Certification Q&A Practice Tests
4. What is DAVE? Data metrics and visualization: How QBO uses data to create graphs
5. Demonstration: Tips and Tricks using Intuit's Educator Portal
6. Free ProAdvisor Training for Professors
7. Technical Support: email authors, Zoom with Matthew, Intuit support
8. Online chat and Q&A

1. NEW Course-wide Content, Instructor Resources, and QBO Updates

Course-wide Content for Students

- [Certification Info](#) – Training & Certification
- [Narrated PowerPoint](#) – Chapters 1-12
- [QBO videos](#) – Chapters 1-12
- [Text updates](#) – Monthly
- [Troubleshooting](#) – Revised

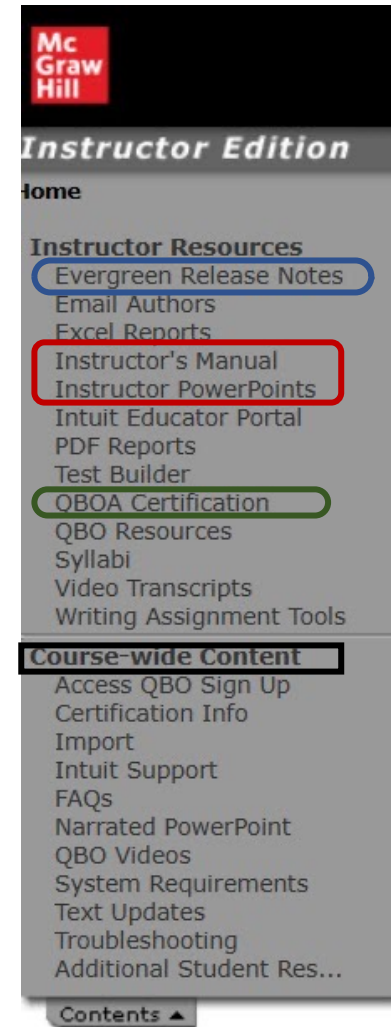


https://highered.mheducation.com/sites/1264136749/student_view0/text_updates.html

NEW Instructor Resources: sign in with Connect password

- **Evergreen Release Notes** include eBook updates (*live April 2023*)
- **Instructor's Manual:** *revised* Chapters 1-12
- **Instructor PPTs:** includes teaching notes on each slide
- **QBOA Certification:** FREE ProAdvisor training

➤ **Course-wide content includes student resources**





QuickBooks Online Updates

To collect feedback, Intuit tests QBO changes on specific companies or users. New features may not be rolled out at the same time, e.g., some students may see a new feature, other students may not see the new feature.

Monthly text updates

https://highered.mheducation.com/sites/1264136749/student_view0/text_updates.html

March 2023 update includes:

- Chapter 2 > Getting Started. During setup, a series of questions are asked. The questions may change. [Text Updates](#) includes examples of the setup questions and responses.

Comment: In Chapter 2, **Account and Setting preferences** are completed. Students have an opportunity to make changes to the interview questions and responses. Each preference configures QBO to optimize the features used with the company students set up.

- Chapter 2 > Chart of Accounts: **New Figure 2-37**, and [Chart of Accounts video](#).

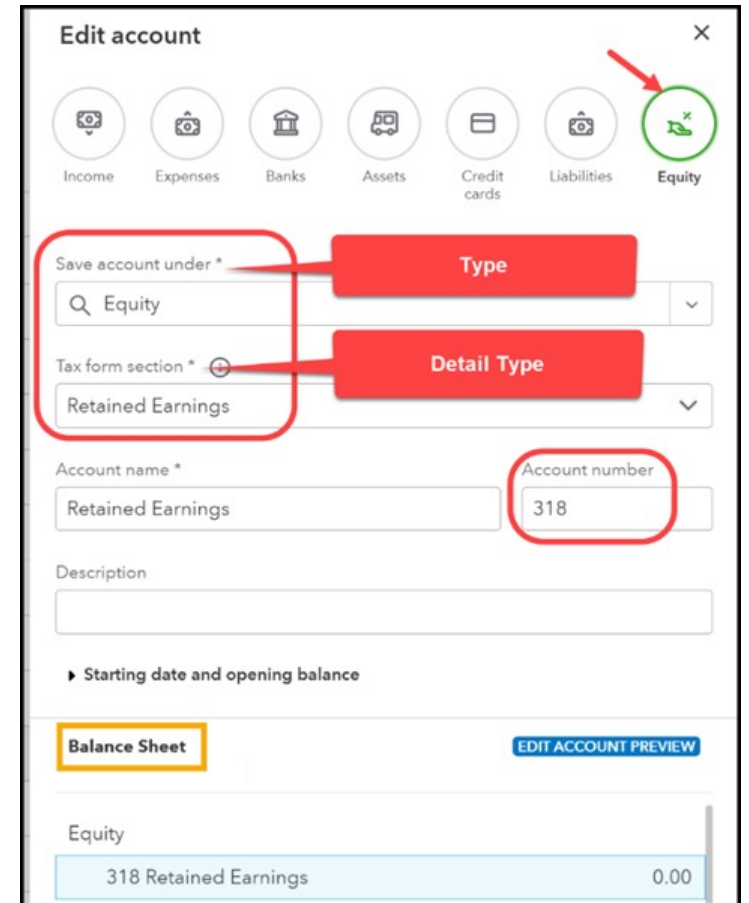
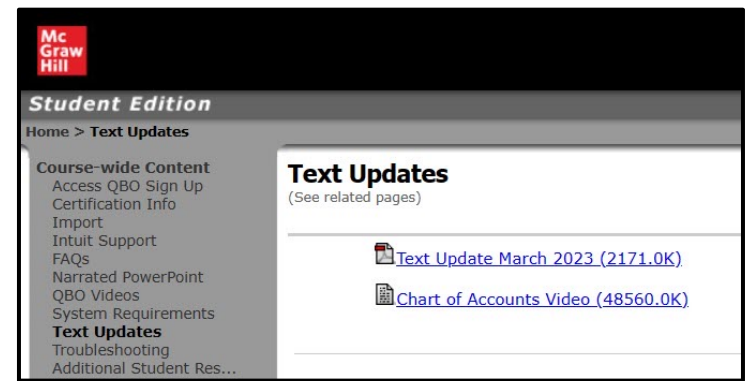


Figure 2-37: Account 318, Retained Earnings

Monthly text updates

c. Chapter 5 > **Customer Invoices.**

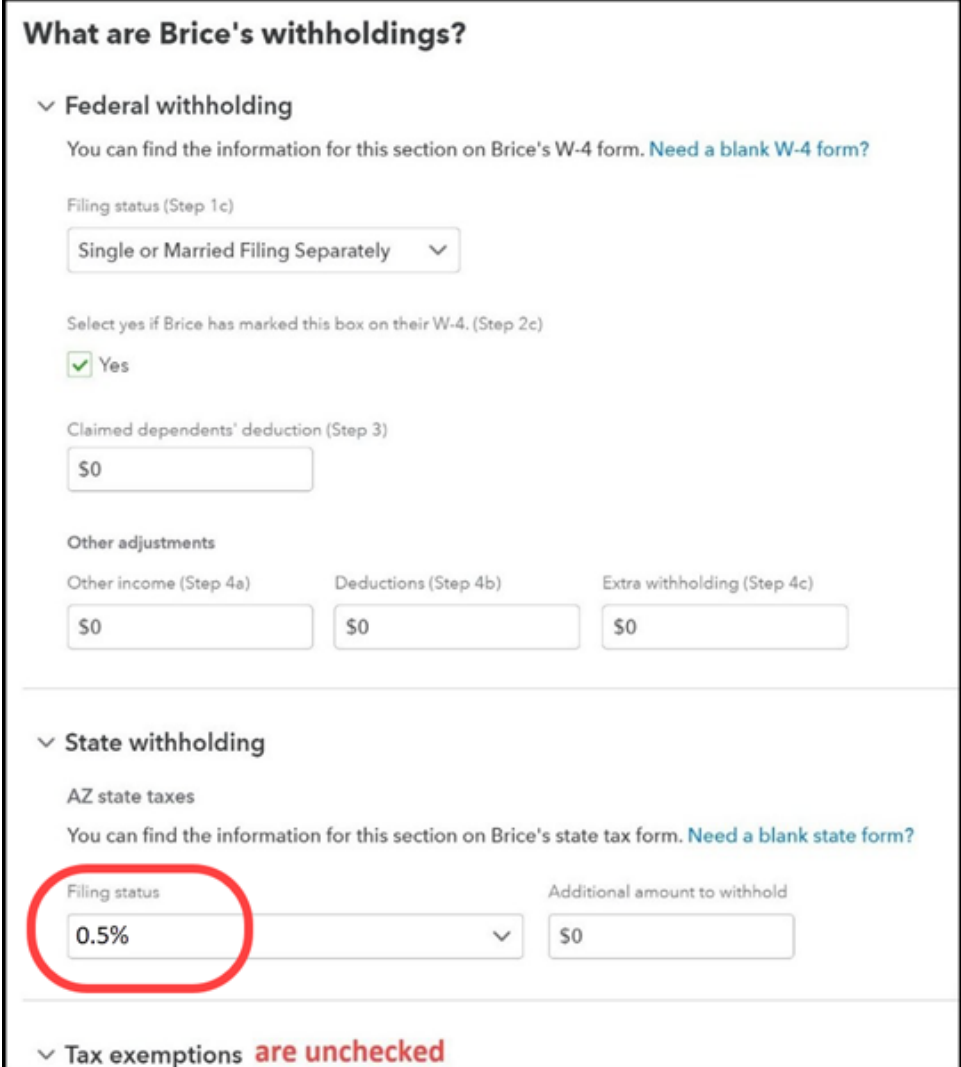
To see Invoice form in book, click .

d. Chapter 11 > Getting Started > **State withholding.**

Arizona state taxes are **.5%** instead of .8%.

New Figure 11-9.

- *Due to changes in Federal and State tax rates, net pay and YTD amounts changed.*
- In 2023, net pay changed to \$493.52
- Text updates includes Exercise 11-2 Check Figure changes for 2023



What are Brice's withholdings?

▼ **Federal withholding**

You can find the information for this section on Brice's W-4 form. [Need a blank W-4 form?](#)

Filing status (Step 1c)

Single or Married Filing Separately ▼

Select yes if Brice has marked this box on their W-4. (Step 2c)

☒ Yes

Claimed dependents' deduction (Step 3)

\$0

Other adjustments

Other income (Step 4a) Deductions (Step 4b) Extra withholding (Step 4c)

\$0 \$0 \$0

▼ **State withholding**

AZ state taxes

You can find the information for this section on Brice's state tax form. [Need a blank state form?](#)

Filing status Additional amount to withhold

0.5% ▼ \$0

▼ **Tax exemptions are unchecked**

Figure 11-9: Withholdings

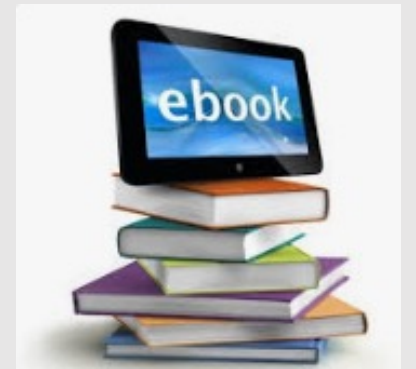
2. eBooks are Published in December and July

December 2022 for Spring semester

The **December 2022 eBook** includes the June thru December 2022 text updates.

July 2023 for Fall semester

The **July 2023 eBook** includes the January thru July text updates.

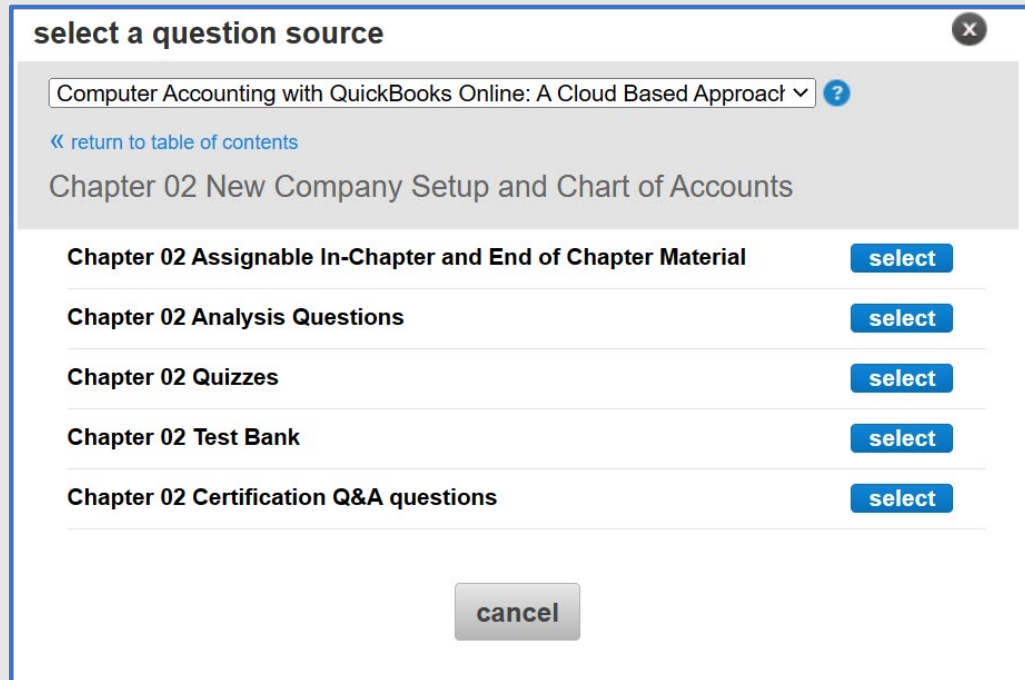
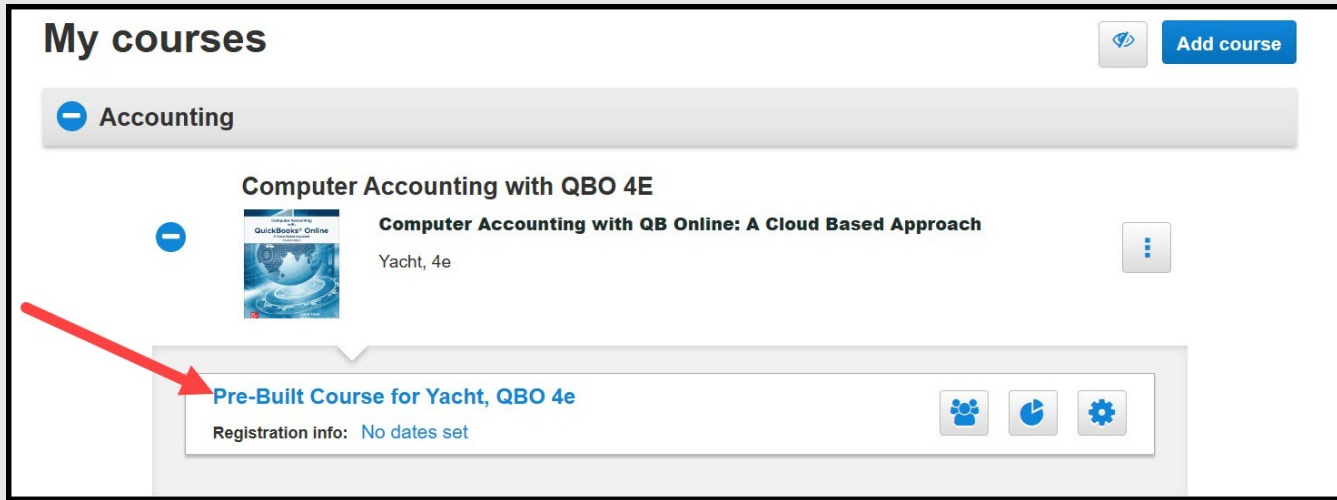


Computer Accounting with QuickBooks® Online: A Cloud-Based Approach

Fourth Edition

Updated December 2022

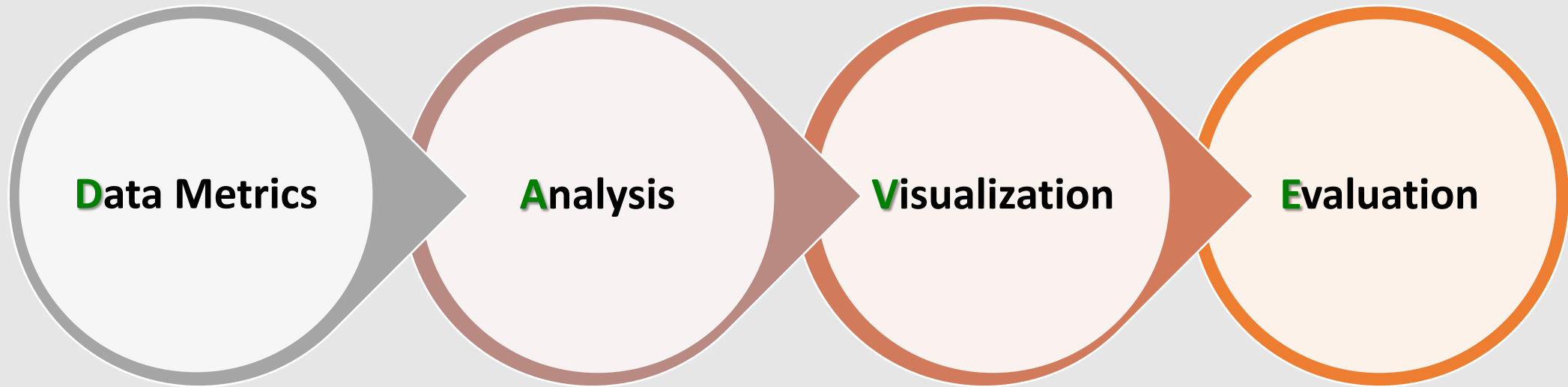
3. Demonstration: Connect's Pre-Built Course



Matt's QuickBooks Online course with Connect

- Student Assignments
- Smart Book
- Example module for week
 - ☐ Chapter
 - ☐ Exercise
 - ☐ Quiz
- Certification Q&A practice tests
- Test Bank

4. What is DAVE?



QBO changes numerical data into images:

- ✓ Profit and Loss, bar graph
- ✓ Sales, line graph
- ✓ Expenses, pie graph

Data Metrics and Visualization

SmartBook: Select highlight, answer question

Data Metrics and Visualization

DATA

To check your data, select Dashboard > Business overview. Your graphs should agree with [Figures 4-1](#) and [4-2](#). After checking Dashboard graphics, compare your expense transactions ([Figure 4-3](#)), sales transactions ([Figure 4-4](#)), and the October 30 trial balance ([Figure 4-5](#)) to the ones shown.

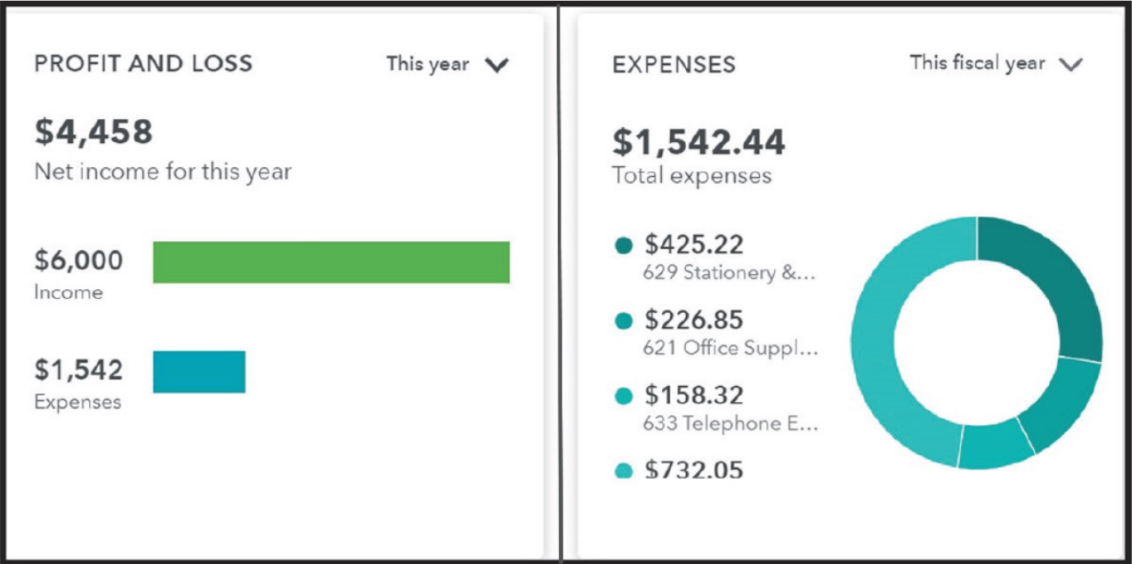


Figure 4-1: Profit and Loss and Expenses

Figure 4-1 is an example of two QBO graphs. The subsequent Figures, 4-2, 4-3, and 4-4 show additional graphics.

Your Answer ✓ correct

In Chapter 4, Dashboard graphics show: (Select all that apply)

☒ Bank Accounts ✓

☐ Navigation bar > Expenses

☐ Cash Flow

☒ Expenses ✓

☒ Sales ✓

☐ Navigation bar > Sales

☒ Profit and Loss ✓

Correct Answer

Bank Accounts

Expenses

Sales

Profit and Loss

Rate your confidence to submit your answer

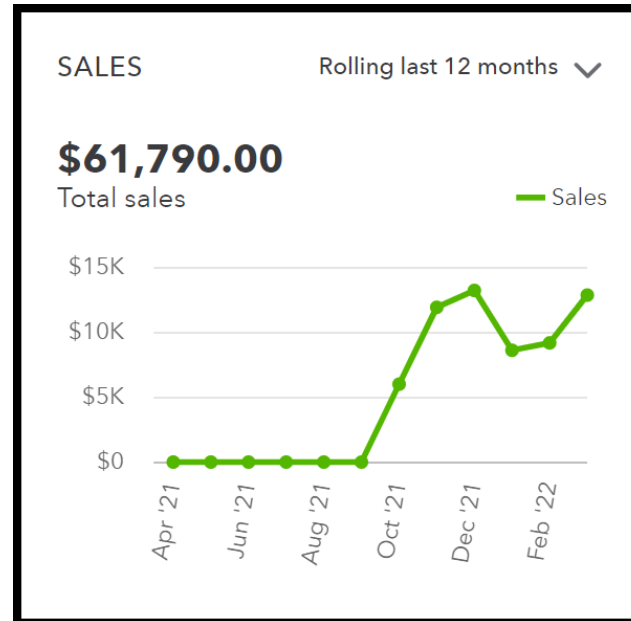
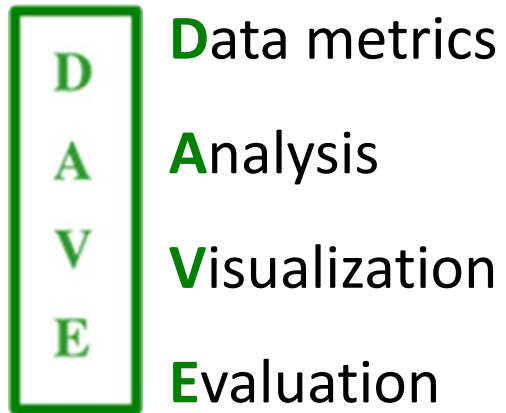
High

Medium

Low

Critical thinking and problem solving

- Using QBO's line, pie, and bar graphs, the textbook shows how posted transactions create images. Connect assignments also include **DAVE** analysis.
- The acronym **DAVE** is used to identify QBO's dashboard graphics.



Learning Outcome: Understand how QuickBooks Online changes transaction data and reports into images.

QUICK TIPS

Students check Journal *before* Trial Balance

Journal November 1-3, 2021							
DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	
11/01/2021	Check	1026	SPR Gas		101	101 Checking	\$84.32
				Paid monthly bill	635	635 Utilities Expense	\$84.32
							\$84.32
11/01/2021	Check	1027	Western Telephone		101	101 Checking	\$76.19
				Paid monthly bill	633	633 Telephone Expense	\$76.19
							\$76.19
11/01/2021	Check	1028	Hour Deliveries		101	101 Checking	\$46.90
				Delivery	609	609 Freight & Delivery	\$46.90
							\$46.90
11/01/2021	Check	1029	Moss Advertising		101	101 Checking	\$125.00
				Advertising expense	601	601 Advertising & Marketing	\$125.00
							\$125.00
11/01/2021	Check	1030	Paper Supply Co.		101	101 Checking	\$127.96
				Envelopes	629	629 Stationery & Printing	\$127.96
							\$127.96
11/02/2021	Bill	AS7	AmpleStore Inc.		201	201 Accounts Payable (A/P)	\$300.00
				Data storage	115	115 Merchandise Inventory	\$300.00
							\$300.00
11/03/2021	Bill	ATD90	Any Time Deployment		201	201 Accounts Payable (A/P)	\$250.00
				Network products	115	115 Merchandise Inventory	\$250.00
							\$250.00
11/03/2021	Bill	CZ33	CloudZ Channel		201	201 Accounts Payable (A/P)	\$1,600.00
				Web server	115	115 Merchandise Inventory	\$1,600.00
							\$1,600.00
11/03/2021	Bill	78CC	Conf/Call		201	201 Accounts Payable (A/P)	\$270.00
				Webinars	115	115 Merchandise Inventory	\$270.00
							\$270.00
TOTAL							\$2,880.37
							\$2,880.37

Figure 4-36: November 1-3 Journal

Student Name Sales and Service		
Trial Balance		
As of November 3, 2021		
	DEBIT	CREDIT
101 Checking	50,343.19	
115 Merchandise Inventory	2,420.00	
123 Prepaid Rent	6,000.00	
125 Prepaid Insurance	3,000.00	
135 Computer Equipment	10,000.00	
201 Accounts Payable (A/P)		2,420.00
205 Loan Payable		5,000.00
207 Arizona Department of Revenue Payable		366.00
301 Common Stock		60,000.00
Opening Balance Equity		0.00
401 Sales		6,000.00
601 Advertising & Marketing	250.00	
603 Bank Charges & Fees	20.00	
605 Dues & subscriptions	150.00	
609 Freight & Delivery	111.55	
619 Meals & Entertainment	126.40	
621 Office Supplies & Software	226.85	
625 Repairs & Maintenance	140.00	
627 Shipping and Delivery Expense	47.00	
629 Stationery & Printing	553.18	
633 Telephone Expense	234.51	
635 Utilities Expense	163.32	
TOTAL	\$73,786.00	\$73,786.00

Figure 4-38: November 3 Trial Balance



> Audit Log



YOUR COMPANY	LISTS	TOOLS	PROFILE
Account and settings	All lists	Order checks	Feedback
Manage users	Products and services	Import data	Privacy
Custom form styles	Recurring transactions	Import desktop data	
Chart of accounts	Attachments	Export data	
QuickBooks labs	Custom fields	Reconcile	
	Tags	Budgeting	
		Audit log	
		SmartLook	
		Resolution center	

Figure 2-44: Audit Log

Mar 13, 2023, 3:01 pm Mountain Standard Time	Deena Larson	Created Check No. 1025 made to Office Suppliers for \$19.99	View
Mar 13, 2023, 3:00 pm Mountain Standard Time	Deena Larson	Created Check No. 1024 made to Hour Deliveries for \$22.25	View
Mar 13, 2023, 3:00 pm Mountain Standard Time	Deena Larson	Created Check No. 1023 made to Paper Supply Co. for \$425.22	View
Mar 13, 2023, 3:00 pm Mountain Standard Time	Deena Larson	Added vendor Paper Supply Co.	View
Mar 13, 2023, 2:59 pm Mountain Standard Time	Deena Larson	Created Sales Receipt No. 1003 for Cash sales for \$1591.50	View

Figure 3-38: Partial Audit Log

5. Demonstration: Using Intuit's Educator Portal

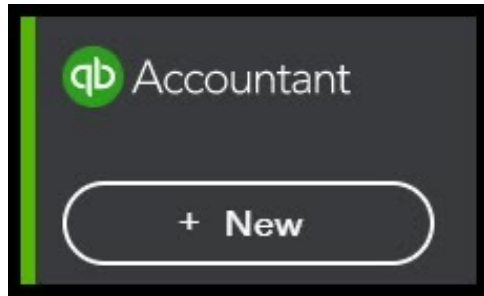


The screenshot shows the Intuit Educator Portal interface. On the left is a dark sidebar with the Intuit QuickBooks logo and navigation links: Home, Classes, and Demo Companies. The main content area has a header with a hamburger menu, the text "Educator Portal for Carol Yacht (Region: US)", and links for "FAQs and support" and a user profile icon. Below the header is a "Welcome to the Intuit Educator Portal!" message. A section titled "QuickBooks teaching resources" contains a "Demo companies (3 of 5)" list with links to "Student Name Sales and Service" (created 08/03/2022), "Carol's sales company" (created 02/13/2023), and "Tacoma Computer Club" (created 10/06/2022). To the right of this list is a laptop icon and a "Demo companies" link. Further right is an "Additional links" section with links to "QuickBooks Online test drive (demo landscape company)", "Your QuickBooks Accountant", and "Pro Advisor training materials".

<https://education-portal.app.intuit.com/app/dashboard>

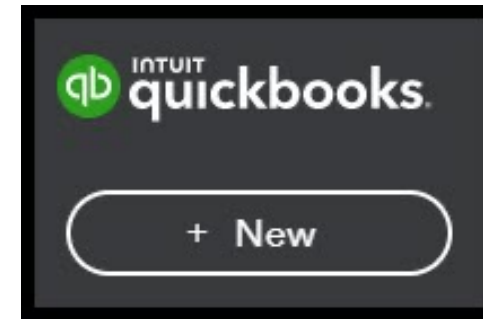
Differences between QBO+ (Students) *and* QBO Accountant (Professors)

Professors: Portal > Classes > link to student's company



- When Professors link to student accounts through the Portal, QBO Accountant is used.
- What's the advantage?
 - ✓ Undo Reconcile
 - ✓ Adjusting entry reports ("Is adjusting entry" on Journal screen)
 - ✓ Accounts and Settings Profile includes Switch company

Students: qbo.intuit.com > sign in



- Students use QBO Plus. Journal entry screen does not show "Is Adjusting entry."
- Student *cannot* undo reconciliation. Professors can with QBO Accountant.

Add company 2 for a student

- Up to 4 companies can be set up.
- In *Computer Accounting with QBO 4e*, three companies are set up from scratch.
 1. **Company 1:** Chapters 2 through 10, Student Name Sales and Service. Work starts in Chapter 2 and continues in Chapters 3 through 10.
 2. **Company 2:** Case Problem 1, Your Name Accounting
 3. **Company 3:** Case Problem 2, Tacoma Computer Club

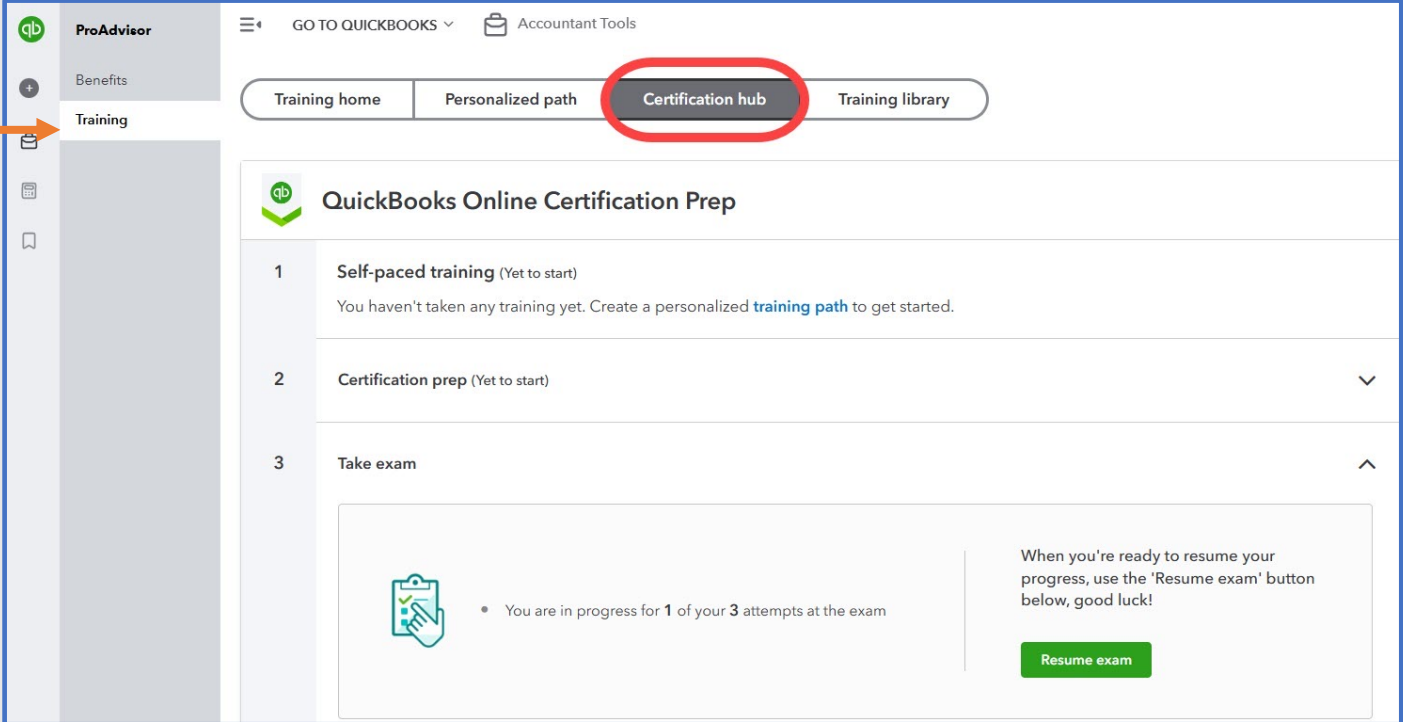
Chapter 1, QuickBooks Online Test-drive, is the sample company and has it's own [website](#). The sample company included populated data. Each sign-in starts the sample company over.

6. ProAdvisor Training *Free* for Professors

- Sign into the [Educator Portal](#) > link to [ProAdvisor training materials](#) > **Certification Hub**

Additional links

- [QuickBooks Online test drive \(demo landscape company\)](#)
- [Your QuickBooks Accountant](#)
- [Pro Advisor training materials](#)



The screenshot displays the ProAdvisor Training interface. On the left, a sidebar contains links to 'ProAdvisor', 'Benefits', and 'Training'. The 'Training' link is highlighted with an orange arrow pointing to the 'Additional links' box on the left. The main content area shows the 'Certification hub' selected in the top navigation bar, which is circled in red. Below this, the 'QuickBooks Online Certification Prep' section lists three steps: 1. Self-paced training (Yet to start), 2. Certification prep (Yet to start), and 3. Take exam. The 'Take exam' step is expanded, showing a progress indicator (1 of 3 attempts) and a 'Resume exam' button. An orange arrow points from the 'Pro Advisor training materials' link in the 'Additional links' box to the 'Training' link in the sidebar.

Certification prep

Professors may want to obtain ProAdvisor certification for their career and to prepare their students for QBO certification.

TOPICS INCLUDE	
1	QuickBooks Online Solutions
2	Configuring a QuickBooks Online company
3	Setting up QuickBooks Online features
4	Using transaction types and features in QuickBooks Online
5	Banking and tools
6	Reports and analytics
7	Closing the accounting cycle
8	Managing clients and work

QBO Certification for Students

The [Educator Portal](#) includes a link to information about the fee-based QuickBooks Online certification for students.





7. Tech Support

Email addresses in the Preface:

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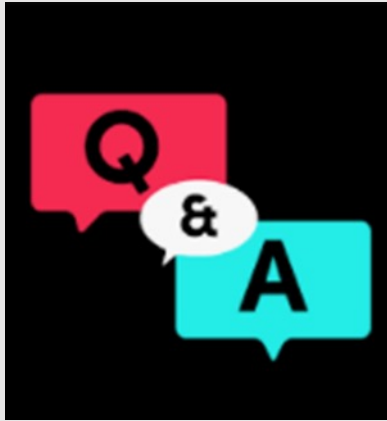
Intuit Support

education@intuit.com

[Intuit Chat](#), M-F 6am to 6pm (PST)

ZOOM with Matt. To set up a time,
email matty_az@msn.com

8. Online Chat and Q&A





Thank You

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