

Update Report for QuickBooks Online for Canada: Basics

Academic Year 2023–2024

Last updated May 31, 2024

Edits for print version 10 9 8 7 6 5 4 3 2 1 (check your copyright page)

A note about the Business Overview tab: The Business Overview tab on the Dashboard displays financial information in charts and graphs and on organized cards. The name of this tab is being changed to Home and may include new or different functionality. Throughout your course, when directed to return to the Business Overview tab of the Dashboard, you should return to the Home tab (Dashboards → Home) if there is no Business Overview tab. 030424

A note about report layout: As of this publication, the layout and formatting of some reports, including the Chart of Accounts, is actively being updated. Whenever you see the Switch to Classic View button, click it prior to exporting the report. This will ensure proper grading by the automated system. 082323

P46 DEVELOP YOUR SKILLS 2-7 #8—REPLACE STEP AND IMAGE WITH THE FOLLOWING: 030424

8. Hover over the Transactions menu and select **Chart of Accounts**. Click **Account History** on the TD Operating Account line to open the register for this account.

P179 PREPARE YOUR DELIVERABLES—SET 1 [QG]—UPDATE 3RD BULLET AS FOLLOWS: 053124

- Sales by Customer Summary report for the week of August 9–15, saved as: **CH07 Sales by Customer Summary 15-08-26**
- Transaction Detail by Account report for the week of August 9–15, saved as: **CH07 Transactions by Account**
- TD VISA register, saved as: **CH07 TD VISA Register** (make sure the ~~oldest~~ **most recent** date is at the top before exporting)