Update Report for QuickBooks Online
Academic Year 2024–2025
Last updated August 8, 2025

Are you an ebook user? These edits are included there! If you're using the print book, we recommend you print this report for easy reference as you work through the course.

Edits for print versions 10 9 8 7 6 5 4 3 <u>2</u> and 10 9 8 7 6 5 4 3 2 <u>1</u> (check your copyright page)

P10   **DYS 1-3 #2—WE REPLACED THIS STEP WITH THE FOLLOWING:** 080825

> 2. Type **Pam Seitz** in the search field and click on the Expense transaction for **$75.00**.
>
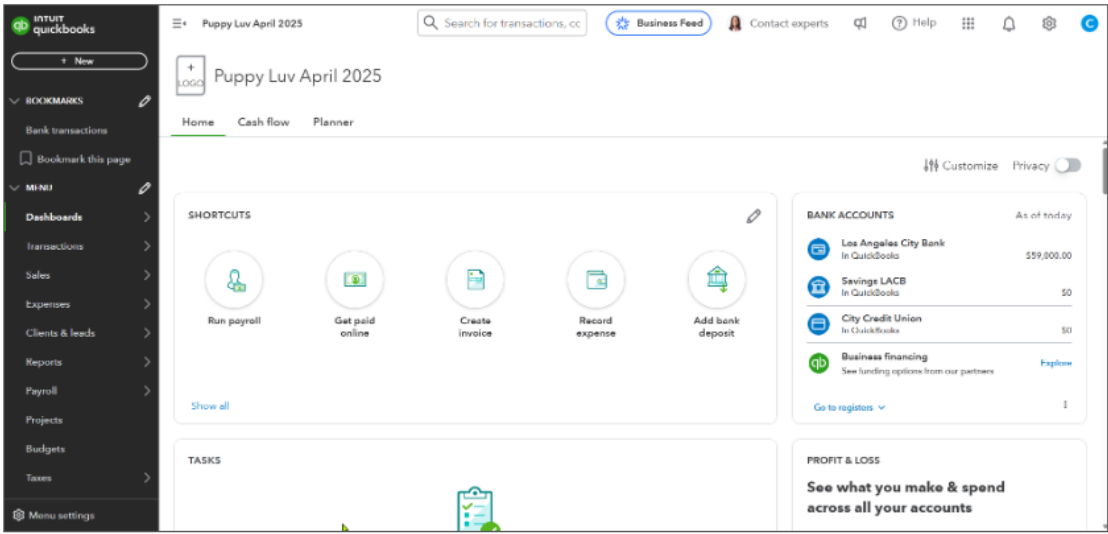> *QuickBooks Online takes you to the Expense transaction window.*

P11   **DYS 1-4 #3—WE REPLACED THE IMAGE WITH THE FOLLOWING, AS THE APP HAS CHANGED:** 080825
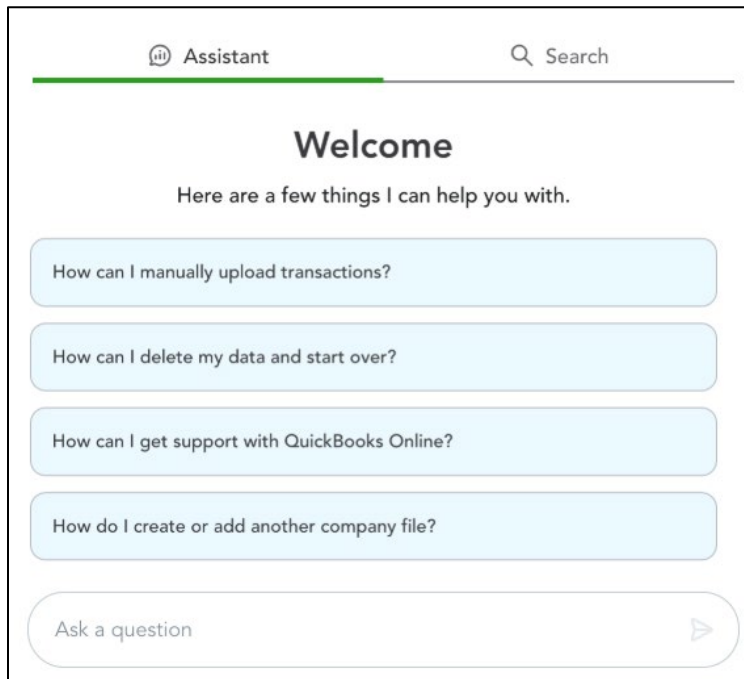
P25   **DYS 2-1—I**NTUIT IS CURRENTLY ROLLING OUT DIFFERENT DASHBOARD STYLES TO SOME USERS, SO WE
ADDED THE FOLLOWING AFTER STEP **#2:** 050925

**IMPORTANT!** *Your dashboard should look similar to this one:*

If it doesn't, switch to the previous edition of QuickBooks Online by doing the following:

3. Click the three dots in the upper-right corner of the window.
4. Select **Settings** from the dropdown menu.
5. Click **Switch**.

P26   DYS 2-2 #2–4—W<small>E REPLACED THESE THREE STEPS WITH THE FOLLOWING TWO AND THEN RENUMBERED</small>
THE REMAINING STEPS: <small>022125</small>

2. Follow the step for your situation:

    a. Click the **Edit** [✎] icon in the Company Name portion of the window. Click the **plus sign** in the image thumbnail placeholder. Then, click the next **plus sign**.

    Puppy Luv Pampered Pooch - Your Name
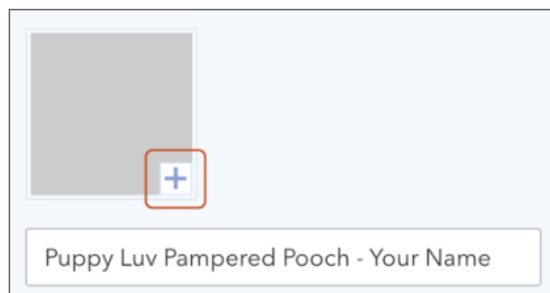
    b. Click the **Company** tab, if necessary, and then click the logo icon at the top of the screen and click the **Upload** button.

Upload a logo

Upload an Image

Drag and drop or browse files

Upload

Max file size 10MB
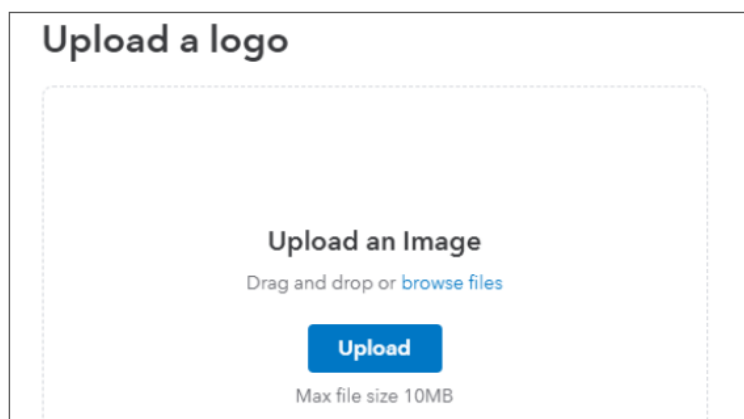
4. Navigate to your **Chapter 02** folder, double-click the **Puppy Luv Logo.png** file, and then click **Save** or close the window.

P147   DYS 7-4—W<small>E INSERTED THE FOLLOWING</small> N<small>OTE!</small> <small>AFTER THE EXERCISE OPENER TEXT, AS THE APP HAS</small>
CHANGED: <small>080825</small>

> **NOTE!**
> The QuickBooks Online test drive may not support creating purchase orders for some users. If you see an error, read through the steps and examples so you're prepared to complete this task in the Reinforce Your Skills and Apply Your Skills exercises, where the Purchase Order feature will be available.

P166   RYS 7-5 #7—W<small>E INSERTED THE FOLLOWING BULLET POINT AT THE END OF THE BULLETED LIST:</small> <small>080825</small>

- Expense Account: **Pooch Supplies**

P174 **DYS 8-1 #2—W**E REPLACED THE STEP AND IMAGE WITH THE FOLLOWING, AS THE APP HAS CHANGED:
080825

2. Complete the fields as indicated:

Account name*

Prepaid Insurance

Account type* ⓘ   Detail type*

Other Current Assets ⌄   Prepaid Expenses ⌄

P195 **DYS 9-3—W**E ADDED THE FOLLOWING NEW COMMENT AT THE END OF THE EXERCISE OPENER: 042125
(This feature may not be working in the test drive. If you get an error after clicking Save in step 5, continue with the next topic.)

P195 **DYS 9-3—W**E REPLACED THE EXERCISE STEPS WITH THE FOLLOWING, AS THE APP HAS CHANGED: 041725

1. Choose **Gear→Lists→Custom Fields**.
2. Click **Add Custom Field**.
3. Type `Salesperson ID` in the Name field and select **Text and Number** from the Data Type dropdown.
4. Click the check box for each sales form in the list (the first five items).

Add custom field   ✕

Name   Data type

Salesperson ID   Text and number ⌄

Select forms

☑ Sales Receipt   ◯ Print on form
☑ Invoice   ◯ Print on form
☑ Estimate   ◯ Print on form
☑ Credit Memo   ◯ Print on form
☑ Refund Receipt   ◯ Print on form
☐ Purchase Order   ◯ Print on form
☐ Expense
☐ Bill
☐ Check
☐ Vendor credit
☐ Credit card credit

5. Click **Save**.
6. Return to the Home Dashboard.

P203 **RYS 9-3 #3—WE REPLACED THE STEP WITH THE FOLLOWING, AS THE APP HAS CHANGED:** 042125

> 3. Type **Breed** in the Name field and select **Text and Number** from the Data Type dropdown.

P239 **RYS 11-2—WE REPLACED THE LAST SENTENCE IN THE OPENER TEXT AND THE STEP #1 IMAGE AS FOLLOWS:** 050925

> *September for the depreciation and then make it recurring. You will need to add Depreciation as an Other Expense and Accumulated Depreciation as a sub-account of Salon Equipment.*
>
> 1. Create a journal entry for September for one month's depreciation expense on the equipment with a five-year life, dated September 30, 2026. (Be sure to use Kennel for the class.)

P254 **"MONDAY, JANUARY 4, 2027"—IN THE FIRST STEP, WE CHANGED THE PATH TO THE FOLLOWING, AS THE APP HAS CHANGED:** 080725

Bank Transactions→Link Account→Upload from File

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

NEW PAYROLL APPENDIX! 111524

We have added a new Appendix C that covers setting up and running payroll in QuickBooks Online. This feature is still not available in the test drive, so there are no DYS exercises. However, the feature is available in the trial subscription, so we have included RYS and AYS exercises. The epub has already been updated, and you can download a .pdf of the new text at: Appendix C

P45 **AYS 2-1 #4—WE ADDED THE FOLLOWING NEW COMMENT AND IMAGE:** 091724

> *Developers are currently enhancing the reports. Your reports may display in classic view or modern view. To ensure your report aligns with this course, make sure you are in classic view before you export it in the next step. If you see a Switch to Classic View button, that means you are in modern view. Click the button to switch to classic view.*
>
> Switch to classic view

P46   **AYS 2-2 #4—WE ADDED TEXT TO THE END OF THE STEP.** 092324

> 4. Run a **Product/Service List** report in classic view (reminder: look for the "switch to" button).
> *Hint: Use the More drop-down menu.*

P47   **AYS 2-3 #6—WE ADDED TEXT TO THE END OF THE STEP.** 091724

> 6. Run a Chart of Accounts report in classic view (reminder: look for the "switch to" button).

P75,   **ABOVE THE FIRST AYS EXERCISE IN CHS. 3, 4, AND 5 WE ADDED THE FOLLOWING:** 091724
P100,
P126
> IMPORTANT! Unless otherwise noted, run and export your reports in the classic view.

P101   **AYS 4-3 #7—WE ADDED THE FOLLOWING NEW COMMENT AND IMAGE:** 092324

> **IMPORTANT!** *Be sure to run and export this report in modern view by clicking the Switch to Modern View button if you see it.*
>
> Switch to modern view

P134,   **CH. 6 "PREPARE YOUR DELIVERABLES"—AFTER ALL FOUR OF THESE HEADINGS WE ADDED THE FOLLOWING:** 091724
P135,
P136,
P138
> IMPORTANT! Unless otherwise noted, run and export your reports in the classic view.

P167   **RYS 7-5 #17—WE ADDED THE FOLLOWING NEW COMMENT:** 091724

> *IMPORTANT! Be sure to run and export this report in modern view by clicking the Switch to Modern View button if you see it.*

P194   **DYS 9-2—WE ADDED THE FOLLOWING NEW COMMENT AT THE END OF THE EXERCISE OPENER:** 111524
(This feature may not be working in the test drive. If that's the case for you, skip this exercise and continue with the next topic.)

P168,   **ABOVE THE FIRST AYS EXERCISE IN CHS. 7, 8, 9, 10, AND 11 WE ADDED THE FOLLOWING:** 091724
P190,
P204,
P224,
> IMPORTANT! Unless otherwise noted, run and export your reports in the classic view.
P240

P246,   **CH. 12 "PREPARE YOUR DELIVERABLES"—AFTER ALL THREE OF THESE HEADINGS WE ADDED THE FOLLOWING:**
P253,   091724
P255
> IMPORTANT! Unless otherwise noted, run and export your reports in the classic view.

P246 **CH. 12 "PREPARE YOUR DELIVERABLES—SET 1"—WE UPDATED THE 2ND BULLET AS FOLLOWS:** 091724

- In *modern view*, Products and Services List, saved as: `CH12 Products and Services`