

Update Report for QuickBooks Online

Chapter 1

Academic Year 2026–2027

Last updated July 27, 2026

If you're an ebook user, these edits are already 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 version 10 9 8 7 6 5 4 3 2 1 (check your copyright page)

P1 "LEARNING OBJECTIVES"—WE REMOVED "-RIGHT" FROM THE 4TH OBJECTIVE. 072726

P10 DYS 1-2 #8—WE REPLACED THIS STEP WITH THE FOLLOWING: 072726

8. Click **Save** and then click the **Close**  button at the upper-right corner of the form.

P10 DYS 1-3 #1—WE REPLACED "AT THE UPPER-END OF THE SCREEN" WITH ", WHICH IS LOCATED ON THE SEARCH BAR AT THE UPPER END OF THE SCREEN," 072726

P11 DYS 1-3 #4—WE REPLACED "LOWER END" WITH "LOWER-LEFT CORNER." 072726

PP10–11 “THE HELP MENU” AND DYS 1-4—WE REPLACED THIS ENTIRE SECTION AND DYS 1-4 WITH THE FOLLOWING: 072726

The Help Tool

The Help tool provides a robust directory of topics and tasks as well as access to dozens of videos and phone and text support. Help is accessed via the Help  icon located on the task bar in the upper-right corner of the screen.

DEVELOP YOUR SKILLS 1-4

In this exercise, you will explore the Help tool.

1. Click **Help** , type **training videos** in the Ask Anything box, and tap **Enter**.

Here, you will find AI-suggested links to short videos that explore the power of QuickBooks Online.

2. Enter **chart of accounts** in the Ask Anything box and tap **Enter**.
Feel free to scroll through the Help topics to learn more about the Chart of Accounts in QuickBooks Online.

3. Explore the Help tool by asking the AI-powered assistant other questions.

4. Close  the Help tool.

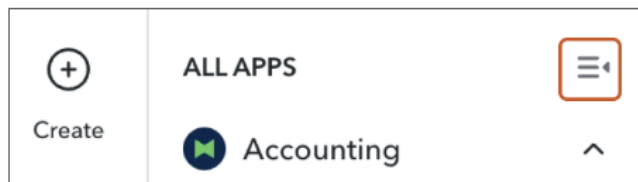
P15 IN THE TEXT AFTER DYS 1-5, WE REPLACED THE FIRST PARAGRAPH WITH THE FOLLOWING NEW SUBHEADING AND TEXT: 072726

Showing and Hiding the All Apps Menu

The All Apps menu can be hidden to provide more working space when working in transaction forms such as Invoice and Expense forms. The following image demonstrates how to show or hide the All Apps menu:

P17 DYS 1-6 #2—WE INSERTED “THE NAME” AFTER “CLICK” AND INSERTED THE FOLLOWING NEW STEP #2 BEFORE THIS ONE (RENUMBERING THIS AND THE REMAINING STEPS): 072726

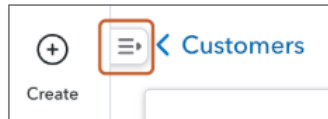
2. Click the **Hide** button to hide the All Apps menu.



P17 DYS 1-6 #4 (NOW #5)—WE REPLACED THE STEP WITH: “5. CLICK THE TRANSACTION LIST TAB AND, IF NECESSARY, SCROLL DOWN AND/OR TO THE RIGHT UNTIL YOU SEE THE ACTION ICONS.” 072726

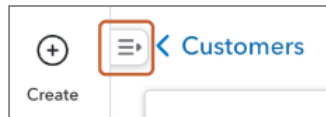
P17 DYS 1-6 #6 (NOW #7)—WE INSERTED THE FOLLOWING NEW STEP #7 AFTER OLD STEP #5 (NOW 6) AND
RENUMBERED REMAINING: 072726

7. Click the All Apps menu's **Show** button to redisplay the menu.



PP17-18 DYS 1-6—WE REPLACED STEPS #6-12 (NOW #7-13) WITH THE FOLLOWING: 072726

7. Click the All Apps menu's **Show** button to redisplay the menu.



8. Choose **Expenses & Bills**→**Vendors** from the All Apps menu.

Explore the Money bar by clicking the Purchase Order, Overdue, and other sections.

9. Click **Open Bills** and then click the **Bob's Burger Joint** vendor name to open the vendor record.

10. Click the **Edit** button and then add this phone number to the vendor record: 800-555-1112

11. Save the vendor record and return to the Home page.