

Changes in QBO (2020/21 Academic Year)

Intuit makes periodic changes to the displays/features in QBO. These can include:

- Wording changes
- Order changes
- Tab changes

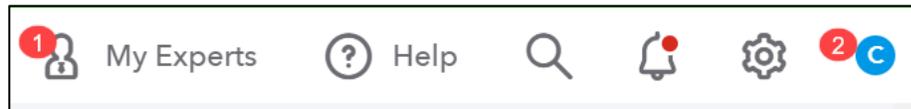
Usually, these are fairly easy to spot and to manage. This list includes changes since Fall of 2020. None of them affect any of the assignments.

Navigation bar (Figure 1.4)

- **Workers** is now titled **Payroll**.
- There's a new **Cash Flow** link. Connection to a bank account is required to use the cash flow planner so this is not available for use in the homework assignments.
- Intuit is now offering small business loans and insurance products through the new **Capital** and **Insurance** links. These products are not covered in this textbook.

Icon bar (Figure 1.5)

- Two additions to the icon bar:



- 1. You can use the **My Experts** link to invite your instructor in as your *accountant*.
- 2. There's also a new sign out tool.

Dashboard (Figure 1.4)

- There are now two tabs on the **Dashboard**.



- Graphs are included on the **Business overview** tab.
- Shortcuts to transaction forms are included on the **Get things done** tab.
- When you first set up your homework company file, you may see your email address appear in the **Dashboard**. This is temporary. Once you move around in QBO, your actual company name will replace your email address.



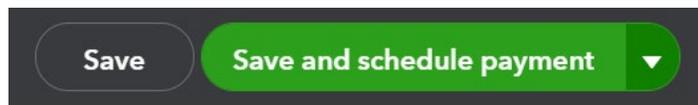
Menu (Figure 1.6)

- In the **TOOLS** column, there's a new **Import desktop data** link, and the **Order Checks** tool is now listed at the top of that menu.
- Switching between **Business View** and **Accountant View** can now be done on this menu.



Bill form

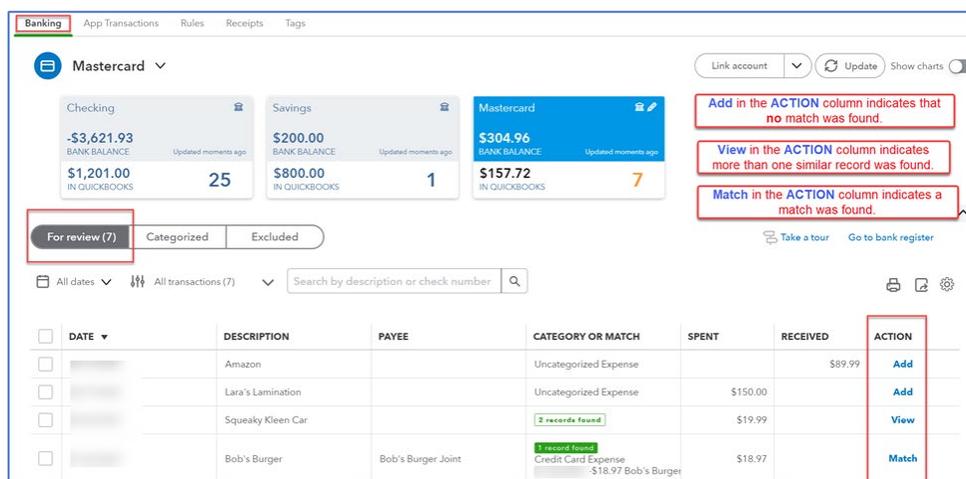
- There's a new **Save and Schedule Payment** option on **Bill** forms (Figure 4.17).



- This is linked to online bill payment options offered by Intuit. In your homework, you should continue to select **Save and close** or **Save and new**.
- Some of you **may** see **Mark as Paid** as a replacement for **Make Payment** in the **ACTION** column on the Expenses and Vendor Center screens. This change has not been widely distributed.

For review tab in Banking

- On the **For Review** tab of the **Banking** screen, **Match**, not **Add**, is now used to identify uploaded transactions that have been matched to recorded transactions in QBO. **Add** is only used for unmatched transactions. An additional option (**View**) is also available. **View** indicates that more than one similar record has been located.



- Before the change, **Add** was used for all uploaded transactions. (See Figure 8.36 in the book) The color in the **CATEGORY OR MATCH** field indicated whether or not a match was found. (Green for matched; black for unmatched)

NOTE: Any significant software changes will be communicated directly to your instructor. You will be provided additional instructions for managing those changes if necessary.