

Computer Accounting with QuickBooks Online Solutions

2025 Release

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XPM Mapping

What is the most effective way to learn QuickBooks Online?

Use a highly effective three-step XPM approach to streamline learning QuickBooks Online:

eXplore ➡ Practice ➡ Master

1. eXplore. Providing numerous screen shots and detailed instructions, chapters in *Computer Accounting with Quickbooks Online* are designed as tutorials for you to explore and learn QBO features.

2. Practice. Designed with fewer instructions, the end-of-chapter exercises provide opportunities for you to practice and test your understanding.

3. Master. Virtual company projects and a comprehensive case provide mastery opportunities for you to apply and integrate your QuickBooks Online skills.

XPM mapping for your text, listing eXplore, Practice, and Master activities, follows.

	1. eXplore ➡	2. Practice ➡	3. Master
Mookie the Beagle Concierge	Chapter 1 Chapter 2 Chapter 3 Chapter 4 Chapter 5 Chapter 6 Chapter 7 Chapter 8 Chapter 9 Chapter 10	EM 1 EM 2 EM 3 EM 4 EM 5 EM 6 EM 7 EM 8 EM 9 EM 10	
QBO Projects: Xafra Cyber			Project 1 Project 2 Project 3 Project 4 Project 5 Project 6 Project 7 Project 8 Project 9 Project 10
QBO Comprehensive Case: Mookie The Beagle Coach			Chapter 11

Chapter 1

QUICK CHECK

C1.1 Verify Company Address

- 1. 432 Phoenician Way**
 - 2. Mountain View**
 - 3. CA**
 - 4. 94043**
-

Practice Quiz 1

Q1.1

Answer c

Q1.2

Answer a

Q1.3

Answer b

Q1.4

Answer a, c

Q1.5

Answer a

Q1.6

Answer d

Q1.7

Answer a, b

Q1.8

Answer d

Q1.9

Answer

- a. 3
- b. 2
- c. 4
- d. 1

Q1.10

Answer d

Q1.11

Answer a, c

Mookie Exercises 1

QUICK CHECK

EM1.1 Company Settings: Company

1. a. Form 1040
-

EM1.2 Company Settings: Sales

1. Off

EM1.3 Company Settings: Expenses

1. On

EM1.4 Company Settings: Advanced

1. January
2. Same as fiscal year
3. Accrual
4. Off
5. Off

Exercises 1

E1.1 Navigation

1. Sales
2. Expenses
3. Transactions
4. Reports
5. My Accountant

E1.2 Transactions

1. Other
2. Vendors
3. Customers
4. Employees (Team)
5. Other
6. Vendors
7. Customers
8. Vendors
9. Vendors
10. Customers
11. Customers

E1.3 QBO SatNav

1. QBO Reports
2. QBO Settings
3. QBO Transactions
4. QBO Reports
5. QBO Transactions
6. QBO Reports

E1.4 QBO Tools

- 1. + New**
- 2. Gear**
- 3. + New**
- 4. Gear**
- 5. + New**
- 6. Gear**
- 7. + New**
- 8. Gear**
- 9. + New**
- 10. + New**
- 11. + New**
- 12. + New**
- 13. Gear**
- 14. + New**

Project 1

QUICK CHECK

P1.1 Company Settings: Tax Form

- c. Form 1120S
-

P1.2 Company Settings: Company

1. 72 Castle Street
2. Mountain View
3. California or CA
4. 94041

P1.3 Company Settings: Sales

1. Net 30
2. Off

P1.4 Company Settings: Expenses

1. On
2. On
3. On

P1.5 Company Settings: Advanced

1. January
2. Same as fiscal year
3. Accrual
4. Off

Chapter 2

QUICK CHECK

C2.1 Aligning COA and Tax Return

- 1. Schedule C Line 11**
 - 2. Schedule C Line 8**
-

Practice Quiz 2

Q2.1

Answer a, d

Q2.2

Answer a, b

Q2.3

Answer d

Q2.4

Answer b

Q2.5

Answer d

Q2.6

Answer d

Q2.7

Answer a

Q2.8

Answer

- a. 3**
- b. 2**

c. 4

d. 1

Q2.9

Answer b

Q2.10

Answer b

Q2.11

Answer c

Q2.12

Answer a

Q2.13

Answer c

Q2.14

Answer a

Mookie Exercises 2

EM2.1 to EM2.7: See EM2.8 Chart of Accounts Report

EM2.8 Chart of Accounts Report

3.

Account List			
[LastNameFirstInitial] Mookie The Beagle Concierge			
Account # ↑	Full name ⇅	Account type ⇅	Account subtype ⇅
1001	Checking	Bank	Checking
1100	Accounts Receivable (A/R)	Accounts receivable (A/R)	Accounts Receivable (A/R)
1200	Prepaid Expenses	Other Current Assets	Prepaid Expenses
1210	Prepaid Expenses:Supplies	Other Current Assets	Prepaid Expenses
1220	Prepaid Expenses:Insurance	Other Current Assets	Prepaid Expenses
1230	Prepaid Expenses:Rent	Other Current Assets	Prepaid Expenses
1500	Uncategorized Asset	Other Current Assets	Other Current Assets
1600	Payments to Deposit	Other Current Assets	Undeposited Funds
2001	Accounts Payable (A/P)	Accounts payable (A/P)	Accounts Payable (A/P)
2100	VISA Credit Card	Credit Card	Credit Card
2200	Unearned Revenue	Other Current Liabilities	Other Current Liabilities
3001	Opening Balance Equity	Equity	Opening Balance Equity
3003	Owner Investments	Equity	Owner's Equity
3200	Owner Distributions	Equity	Owner's Equity
3300	Retained Earnings	Equity	Retained Earnings
4100	Billable Expense Income	Income	Service/Fee Income
4200	Sales	Income	Service/Fee Income
4400	Uncategorized Income	Income	Other Primary Income
5001	Advertising & Marketing	Expenses	Advertising/Promotional
5002	Ask My Accountant	Expenses	Other Business Expenses
5005	Contractors Expense	Expenses	Cost of Labor
5010	Insurance Expense	Expenses	Insurance
5011	Insurance Expense:Renter Insurance Expense	Expenses	Insurance
5012	Insurance Expense:Liability Insurance Expense	Expenses	Insurance
5020	Interest Expense	Expenses	Interest Paid
5022	Legal & Professional Services	Expenses	Legal & Professional Fees
5024	Office Expenses	Expenses	Office/General Administrative Expenses
5028	Rent & Lease Expense	Expenses	Rent or Lease of Buildings
5029	Repairs & Maintenance Expense	Expenses	Repair & Maintenance
5030	Taxes & Licenses Expense	Expenses	Taxes Paid
5032	Uncategorized Expense	Expenses	Other Miscellaneous Service Cost
5040	Utilities Expense	Expenses	Utilities

- 4. 8**
- 5. 3**
- 6. 4**
- 7. 3**
- 8. 14**
- 9. Yes**

EM2.9 Account Types

<u>Account Type</u>	<u>Financial Statement</u>
1. Income	Profit and Loss
2. Asset	Balance Sheet
3. Asset	Balance Sheet
4. Expense	Profit and Loss
5. Asset	Balance Sheet
6. Asset	Balance Sheet
7. Expense	Profit and Loss
8. Asset	Balance Sheet
9. Expense	Profit and Loss
10. Asset	Balance Sheet
11. Liability	Balance Sheet
12. Liability	Balance Sheet
13. Asset	Balance Sheet
14. Expense	Profit and Loss
15. Expense	Profit and Loss
16. Expense	Profit and Loss
17. Expense	Profit and Loss
18. Equity	Balance Sheet
19. Equity	Balance Sheet
20. Expense	Profit and Loss

EM2.10 Align COA and Tax Return

1. **Schedule C Line 17**
2. **Schedule C Line 21**
3. **Schedule C Line 18**
4. **Schedule C Line 20**
5. **Schedule C Line 23**
6. **Schedule C Line 25**

Exercises 2

E2.1 Definitions

1. **Equity**
2. **Income (Revenue)**
3. **Assets**
4. **Liabilities**
5. **Expenses**

E2.2 Account Types

1. **Bank**
2. **Credit Card**
3. **Accounts Receivable (A/R)**
4. **Accounts Payable (A/P)**
5. **Other Current Assets**
6. **Equity**

E2.3 Chart of Accounts

1. **Number**
2. **Name**
3. **Account Type**
4. **Detail Type**
5. **QuickBooks Balance**

6. Bank Balance

7. Action

E2.4 Register

1. Ref No. Type

2. Payee Account

3. Memo

4. Payment

5. Deposit

6. Balance

Project 2

P2.1 Chart of Accounts

3. No

P2.2 Account Numbers

10. Yes

P2.3 to P2.8 See P2.9 Chart of Accounts Report