

## QBO2024 UPDATES for QBO 4e

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### EM8.4 Invoice and Time Tracking

Using tracked time, complete the following to create an Invoice for services provided to Bella, Carlos Xafra's pet Golden Retriever.

- 1 Create Invoice with Tracked Time.
  - a. Select **(+) New** icon > **Invoice**
  - b. Select **Customer: Carlos Xafra: Bella**. (If a message appears: Could not fetch recommendation due to invalid ship to address, delete the Ship to Address.)
  - c. Select **Invoice Date: 01/29/2024**
  - d. From the Suggested Transaction drawer and the Billable time cards, select **Add** for all billable time cards. (If the drawer is not visible, select **Manage > Suggestions > Suggested Transactions**.) Select **Save**.
  - e. What is the Balance Due on the Invoice?
  - f. Select **Save** and leave the Invoice displayed
- 2 View the Transaction Journal for the Invoice.
  - a. Select **Manage > Actions > Transaction Journal**
  - b. What are the Account and Amount Debited?
  - c. What are the Accounts and Amounts Credited?

## P8.4 Invoice and Time Tracking

Using tracked time, complete the following to create an Invoice for services provided by Logan Hudson to William LLC.

- 1 Create Invoice with Tracked Time.
  - a. Select **(+) New** icon > **Invoice**
  - b. Select **Customer Project: William LLC Support & Maintenance**. (If a message appears: Could not fetch recommendation due to invalid ship to address, delete the Ship to Address.)
  - c. Select **Date: 01/14/2024**
  - d. From the Suggested Transaction drawer and the Billable time cards, select **Add** for all billable time cards. (If the drawer is not visible, select Manage > Suggestions > Suggested Transactions.) Select **Save**.
  - e. What is the Balance Due on the Invoice?
  - f. Select **Save** and leave the Invoice displayed
- 2 View the Transaction Journal for the Invoice.
  - a. Select **Manage > Actions > Transaction Journal**
  - b. What are the Account and Amount Debited?
  - c. What are the Accounts and Amounts Credited?

## P8.5 Invoice and Time Tracking

Using tracked time, complete the following to create an Invoice for services provided by Logan Hudson to Odin Enterprises.

- 1 Create Invoice with Tracked Time.
  - a. Select **(+) New** icon > **Invoice**
  - b. Select **Customer Project: Odin Enterprises Cyber SWAT**. (If a message appears: Could not fetch recommendation due to invalid ship to address, delete the Ship to Address.)
  - c. Select **Date: 01/29/2024**
  - d. From the Suggested Transaction drawer and the Billable time cards, select **Add** for all billable time cards. (If the drawer is not visible, select **Manage** > **Suggestions** > **Suggested Transactions**.) Select **Save**.
  - e. What is the Balance Due on the Invoice?
  - f. Select **Save** and leave the Invoice displayed
- 2 View the Transaction Journal for the Invoice.
  - a. Select **Manage** > **Actions** > **Transaction Journal**
  - b. What are the Account and Amount Debited?
  - c. What are the Accounts and Amounts Credited?