

# Contents

|                                                 |           |                                                 |           |
|-------------------------------------------------|-----------|-------------------------------------------------|-----------|
| Preface                                         | v         | <b>CHAPTER 3</b>                                |           |
|                                                 |           | <b>Working with Customers</b>                   | <b>51</b> |
| <b>CHAPTER 1</b>                                |           | The Sales & Get Paid App                        | 52        |
| <b>Getting Started with QuickBooks Online</b>   | <b>1</b>  | The Customer Hub                                | 53        |
| Introducing QuickBooks Online                   | 2         | Adding Customers and Sub-Customers              | 54        |
| QuickBooks Online Subscriptions                 | 2         | Importing Customers                             | 57        |
| Mobile Devices                                  | 4         | Editing, Merging, and Making Customers Inactive | 59        |
| Updates and the Ever-Evolving User Interface    | 4         | Recording Sales Transactions                    | 62        |
| Before You Begin                                | 4         | Customizing Sales Forms Settings                | 62        |
| Course Organization                             | 4         | Creating Sales Receipts and Invoices            | 64        |
| Using the Browser                               | 5         | Price Rules                                     | 67        |
| Security                                        | 5         | Receiving Customer Payments                     | 71        |
| The Test Drive/Sample Company                   | 6         | Recording a Bank Deposit                        | 72        |
| Your Trial Subscription and the Company File    | 6         | Creating Customer and Sales Reports             | 72        |
| Other Tools You'll Need                         | 6         | Correcting Errors                               | 75        |
| Navigating the User Interface                   | 7         | Tackle the Tasks                                | 77        |
| The Home Page                                   | 7         | Self-Assessment                                 | 78        |
| The Upper Navigation Tools                      | 8         | Reinforce Your Skills                           | 80        |
| The Navigation Bar                              | 13        | Apply Your Skills                               | 83        |
| Accounting—Behind the Scenes                    | 19        | Keeping on Track                                | 86        |
| Generally Accepted Accounting Principles (GAAP) | 19        |                                                 |           |
| Accrual Basis vs. Cash Basis Accounting         | 19        | <b>CHAPTER 4</b>                                |           |
| Account Types and Financial Reports             | 20        | <b>Working with Vendors</b>                     | <b>87</b> |
| Tackle the Tasks                                | 21        | The Expenses & Bills App                        | 88        |
| Self-Assessment                                 | 22        | The Money Bar                                   | 89        |
|                                                 |           | The Vendors List                                | 89        |
| <b>CHAPTER 2</b>                                |           | Adding Vendors                                  | 89        |
| <b>Setting Up a New Company File</b>            | <b>25</b> | Importing Vendor Data                           | 91        |
| Planning and Creating Your Company File         | 26        | Editing, Merging, and Making Vendors Inactive   | 92        |
| Start Date                                      | 26        | Creating Vendor Transactions: Purchases and     |           |
| Setup Checklist—Elements of the Plan            | 26        | Expenses                                        | 93        |
| Customizing Your Company File                   | 28        | Customizing Expense Form Settings               | 95        |
| The Chart of Accounts                           | 30        | Creating Check, Expense, and Bill Records       | 96        |
| Products and Services                           | 34        | Managing Accounts Payable                       | 99        |
| Adding and Managing Users                       | 37        | Accounts Payable Reports                        | 100       |
| Opening Balances and Historical Transactions    | 39        | Other Vendor Reports                            | 102       |
| Self-Assessment                                 | 42        | Paying Bills                                    | 103       |
| Reinforce Your Skills                           | 44        | Tackle the Tasks                                | 105       |
| Apply Your Skills                               | 46        | Self-Assessment                                 | 106       |
| Keeping on Track                                | 49        | Reinforce Your Skills                           | 107       |
|                                                 |           | Apply Your Skills                               | 109       |
|                                                 |           | Keeping on Track                                | 111       |

**CHAPTER 5**

|                                              |            |
|----------------------------------------------|------------|
| <b>Banking and Credit Card Transactions</b>  | <b>113</b> |
| Managing Bank Transactions                   | 114        |
| Setting Up and Using Bank Feeds/Transactions | 114        |
| Managing Bank Rules                          | 117        |
| Other Banking Transactions                   | 120        |
| Entering Debit and Credit Card Transactions  | 121        |
| Reconciling Accounts                         | 124        |
| Bank Feeds/Transactions                      | 124        |
| Receipt Capture and Upload                   | 124        |
| Undeposited Funds                            | 125        |
| Preparing Financial Reports                  | 128        |
| Tackle the Tasks                             | 131        |
| Self-Assessment                              | 132        |
| Reinforce Your Skills                        | 134        |
| Apply Your Skills                            | 137        |

**CHAPTER 6**

|                                 |            |
|---------------------------------|------------|
| <b>All in a Day's Work!</b>     | <b>141</b> |
| Before You Begin                | 142        |
| Week Ending 8/18/2029           | 144        |
| Thursday 8/16/2029              | 144        |
| Friday 8/17/2029                | 145        |
| Saturday 8/18/2029              | 145        |
| Create a Report                 | 146        |
| Prepare Your Deliverables—Set 1 | 146        |
| Week Ending 8/25/2029           | 146        |
| Thursday 8/23/2029              | 146        |
| Friday 8/24/2029                | 147        |
| Saturday 8/25/2029              | 147        |
| Prepare Your Deliverables—Set 2 | 147        |
| Week Ending 8/31/2029           | 148        |
| Thursday 8/30/2029              | 148        |
| Friday 8/31/2029                | 148        |
| Prepare Your Deliverables—Set 3 | 148        |
| Tuesday 9/1/2029                | 149        |
| Prepare Your Deliverables—Set 4 | 149        |
| Look at the Big Picture         | 149        |

**APPENDIX A**

|                                                        |            |
|--------------------------------------------------------|------------|
| <b>Need-To-Know Accounting</b>                         | <b>151</b> |
| Working with Financial Statements                      | 152        |
| The Accounting Equation and the Balance Sheet          | 152        |
| The Income Statement (aka Profit and Loss Report)      | 154        |
| Debits and Credits: The Double-Entry Accounting System | 155        |
| Types of Accounts and Normal Balances                  | 155        |
| The Trial Balance Report                               | 156        |
| Answer Keys                                            | 157        |
| Glossary                                               | 161        |
| Index                                                  | 163        |