

QuickBooks Online: High School Edition

Preliminary Table of Contents

CHAPTER 1

Getting Started with QuickBooks Online

- Introducing QuickBooks Online
 - QuickBooks Online Subscriptions
 - Mobile Devices
 - Updates and the Ever-Evolving User Interface
- Before You Begin
 - Course Organization
 - Using the Browser
 - Security
 - The Test Drive
 - Your Trial Subscription and the Company File
 - Other Tools You'll Need
- Navigating the User Interface
 - The Home Page
 - The Upper-Right Navigation Tools
 - The Navigation Bar
- Accounting—Behind the Scenes
 - Generally Accepted Accounting Principles (GAAP)
 - Accrual Basis vs. Cash Basis Accounting
 - Account Types and Financial Reports
- Tackle the Tasks
- Self-Assessment

CHAPTER 2

Setting Up a New Company File

- Planning and Creating Your Company File
 - Start Date
 - Setup Checklist—Elements of the Plan
- Customizing Your Company File
 - The Chart of Accounts
 - Products and Services
- Adding and Managing Users
- Opening Balances and Historical Transactions
- Self-Assessment
- Reinforce Your Skills
- Apply Your Skills

CHAPTER 3

Working with Customers

- The Sales & Get Paid App
 - The Customer Hub
 - Adding Customers and Sub-Customers
 - Importing Customers from an Excel or CSV File
 - Editing, Merging, and Making Customers Inactive
- Recording Sales Transactions
 - Customizing Sales Forms Settings
 - Creating Sales Receipts and Invoices
 - Price Rules
- Receiving Customer Payments
- Recording a Bank Deposit
- Creating Customer and Sales Reports
- Correcting Errors
- Tackle the Tasks
- Self-Assessment
- Reinforce Your Skills
- Apply Your Skills

CHAPTER 4

Working with Vendors

- The Expenses & Bills App
 - The Money Bar
 - The Vendors List
 - Adding Vendors
 - Importing Vendor Data from an Excel or CSV File
 - Editing, Merging, and Making Vendors Inactive
- Creating Vendor Transactions: Purchases and Expenses
 - Customizing Expense Form Settings
 - Creating Check, Expense, and Bill Records
- Managing Accounts Payable
 - Accounts Payable Reports
 - Other Vendor Reports
 - Paying Bills
- Tackle the Tasks
- Self-Assessment
- Reinforce Your Skills
- Apply Your Skills

CHAPTER 5

Banking and Credit Card Transactions

Managing Bank Transactions

- Setting Up and Using Bank Feeds/Transactions

Managing Bank Rules

Other Banking Transactions

Entering Debit and Credit Card Transactions

Reconciling Accounts

- Bank Feeds/Transactions

- Receipt Capture and Upload

- Undeposited Funds

Preparing Financial Reports

Tackle the Tasks

Self-Assessment

Reinforce Your Skills

Apply Your Skills

CHAPTER 6

Managing Inventory

Tracking Inventory

- Enabling Tracking

- Entering Inventory

- Non-Inventory Products

- Inventory Adjustments

Purchase Orders

- Purchase Order Reports

- Receiving Inventory Against a Purchase Order

- Purchase Orders for Non-Inventory Products

- Adding an Expense to a Purchase Order Payment

- Purchasing Products and Services Without a Purchase Order

Vendor Credits/Returns

Sales Tax

Inventory and Non-Inventory Products

- Billable Expenses

- Customer Returns and Credits

- Customer Refunds

Reports

Tackle the Tasks

Self-Assessment

Reinforce Your Skills

Apply Your Skills

CHAPTER 7

Working with Balance Sheet Accounts and Budgets

Recording Other Current Assets

Journal Entries and Recurring Transactions

Fixed Assets and Long-Term Liabilities

Transferring Funds Between Accounts

Petty Cash

Handling Uncollectible Receivables/Bad Debts

Creating and Reviewing Budgets

Tackle the Tasks

Self-Assessment

Reinforce Your Skills

Apply Your Skills

CHAPTER 8

Customizing, Fine-Tuning, and Extending Capabilities

Customizing Reports

Sending Reports

Adding a Custom Field to Sales Forms

QuickBooks Payments

Protecting Confidential Information

- Enabling Privacy Mode on the Home Page

- Setting User Permissions

Keyboard Shortcuts

Extending Capabilities with Integrations

The QuickBooks Community

Tackle the Tasks

Self-Assessment

Reinforce Your Skills

Apply Your Skills

CHAPTER 9

Staying on Track: The Accounting Cycle, Classes, and Locations

Generally Accepted Accounting Principles and the Accounting Cycle

GAAP

Accounting Cycle Steps

Class Tracking

Location Tracking

Project Tracking

Delayed Charges and Credits

Tackle the Tasks

Self-Assessment

Reinforce Your Skills

Apply Your Skills

CHAPTER 10

Completing the Accounting Cycle, Closing the Books, and Reviewing Changes

Completing the Accounting Cycle

Creating the Trial Balance Report and Making Adjustments

Adjusting Journal Entries

Comparing Inventory Quantities and Making Adjustments

Creating Financial Statements

Closing the Books

The Audit Log and Audit History

Self-Assessment

Reinforce Your Skills

Apply Your Skills

APPENDIX A

Need-To-Know Accounting

Working with Financial Statements

The Accounting Equation and the Balance Sheet

The Income Statement (aka Profit and Loss Report)

Debits and Credits: The Double-Entry Accounting System

Types of Accounts and Normal Balances

The Trial Balance Report

APPENDIX B

The QBOCU Exam Objectives and This Text

QBOCU Exam Objectives

Answer Keys

Glossary

Index