

Contents

Preface

ix

CHAPTER 1

Getting Started with QuickBooks Online 1

Introducing QuickBooks Online	2
QuickBooks Online Subscriptions	2
Mobile Devices	3
Updates and the Ever-Evolving User Interface	4
Before You Begin	4
Course Organization	4
Using the Browser	4
Security	5
The Test Drive	5
Your Trial Subscription and the Company File	5
Other Tools You'll Need	6
Navigating the User Interface	6
The Gear Menu	6
The Top-Right Navigation Tools	9
The Help Menu	10
The Navigation Bar	11
Accounting—Behind the Scenes	13
Generally Accepted Accounting Principles (GAAP)	14
Accrual Basis vs. Cash Basis Accounting	14
Account Types and Financial Reports	14
Tackle the Tasks	16
Self-Assessment	17

CHAPTER 2

Setting Up a New Company File 19

Planning and Creating Your Company File	20
Start Date	20
Setup Checklist—Elements of the Plan	20
Customizing Your Company File	21
The Chart of Accounts	23
Products and Services	27
Adding and Managing Users	30
Opening Balances and Historical Transactions	32
Self-Assessment	34
Reinforce Your Skills	36
Apply Your Skills	39

CHAPTER 3

Working with Customers 43

The Sales Center	44
Adding Customers and Sub-Customers	45
Importing Customers from an Excel or CSV File	46
Editing, Merging, and Making Customers Inactive	48
Recording Sales Transactions	50
Customizing Sales Forms Settings: Content	50
Customizing Sales Forms Settings: Appearance	50
Creating Sales Receipts and Invoices	52
Receiving Customer Payments	54
Recording a Bank Deposit	55
Creating Customer and Sales Reports	56
Correcting Errors	59
Tackle the Tasks	60
Self-Assessment	61
Reinforce Your Skills	63
Apply Your Skills	66

CHAPTER 4

Working with Vendors 69

The Expenses Center	70
The Money Bar	71
The Vendors List	71
Adding Vendors	71
Importing Vendor Data from an Excel or CSV File	72
Editing, Merging, and Making Vendors Inactive	73
Creating Vendor Transactions: Purchases and Expenses	74
Customizing Expense Form Settings	76
Creating Check, Expense, and Bill Records	77
Managing Accounts Payable	80
Accounts Payable Reports	81
Other Vendor Reports	83
Paying Bills	84
Tackle the Tasks	86
Self-Assessment	88
Reinforce Your Skills	89
Apply Your Skills	91

CHAPTER 5**Banking and Credit Card Transactions 93**

Managing the Banking Center	94
Setting Up and Using Bank Feeds	94
Managing Bank Rules	97
Other Banking Transactions	98
Entering Debit and Credit Card Transactions	99
Reconciling Accounts	102
Bank Feeds	102
Undeposited Funds	103
Preparing Financial Reports	105
Tackle the Tasks	108
Self-Assessment	109
Reinforce Your Skills	111
Apply Your Skills	115

CHAPTER 6**All in a Day's Work! 117**

Before You Begin	118
Week Ending 8/14/2021	120
Thursday 8/12/2021	120
Friday 8/13/2021	120
Saturday 8/14/2021	121
Create a Report	121
Prepare Your Deliverables—Set 1	122
Week Ending 8/21/2021	122
Thursday 8/19/2021	122
Friday 8/20/2021	122
Saturday 8/21/2021	123
Prepare Your Deliverables—Set 2	123
Week Ending 8/28/2021	124
Thursday 8/26/2021	124
Friday 8/27/2021	124
Saturday 8/28/2021	124
Prepare Your Deliverables—Set 3	124
Wednesday 9/1/2021	125
Prepare Your Deliverables—Set 4	125
Look at the Big Picture	125
<i>Self-Assessment Answer Key</i>	127
<i>Glossary</i>	131
<i>Index</i>	133