

QuickBooks Online: Comprehensive

By Patricia Hartley

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

VIDEO: User Interface Highlights
The Gear Menu
Your Company Lists
The Top-Right Navigation Tools
The Search Feature
The Help Menu
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
Assigning Account Types
Editing the Default 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 Center

Adding Customers and Sub-Customers
Importing Customers from an Excel or CSV File
Editing, Merging, and Making Customers Inactive

Recording Sales Transactions

Customizing Sales Form Settings

VIDEO: Sales Form Settings: Content

Creating Sales Receipts and Invoices

Price Rules

Receiving Customer Payments

Recording a Bank Deposit

Creating Customer and Sales Reports

VIDEO: The Reports Center

Correcting Errors

Tackle the Tasks

Self-Assessment

Reinforce Your Skills

Apply Your Skills

Chapter 4: Working with Vendors

The Expenses Center

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 the Banking Center

VIDEO: Banking Center Tour

Setting Up and Using Bank Feeds

Managing Bank Rules

Other Banking Transactions

Entering Debit and Credit Card Transactions

Reconciling Accounts

Bank Feeds

Undeposited Funds

Preparing Financial Reports

Tackle the Tasks

Self-Assessment

Reinforce Your Skills

Apply Your Skills

Chapter 6: All in a Day's Work!

Before You Begin

Week Ending 8/15/2026

Thursday 8/13/2026

Friday 8/14/2026

Saturday 8/15/2026

Create a Report

Prepare Your Deliverables—Set 1

Week Ending 8/22/2026

Thursday 8/20/2026

Friday 8/21/2026

Saturday 8/22/2026

Prepare Your Deliverables—Set 2

Week Ending 8/29/2026

Thursday 8/27/2026

Friday 8/28/2026

Saturday 8/29/2026

Prepare Your Deliverables—Set 3

Tuesday 9/1/2026

Prepare Your Deliverables—Set 4

Look at the Big Picture

Chapter 7: Managing Inventory

Tracking Inventory

Enabling Tracking

Entering Inventory

First In, First Out

Cost of Goods Sold Account

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

Customer Returns and Credits

Customer Refunds

Reports

VIDEO: Inventory Reports

Tackle the Tasks

Self-Assessment

Reinforce Your Skills

Apply Your Skills

Chapter 8: 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 9: Customizing, Fine-Tuning, and Extending Capabilities

Customizing Report

Sending Reports

Adding a Custom Field to Sales Forms

Protecting Confidential Information

Enabling Privacy Mode on the Dashboard

Setting User Permissions

Keyboard Shortcuts

Extending Capabilities with Apps

The QuickBooks Community

Submitting User Feedback

QuickBooks Labs

Tackle the Tasks

Self-Assessment

Reinforce Your Skills

Apply Your Skills

Chapter 10: 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

Delayed Charges and Credits

Tackle the Tasks

Self-Assessment

Reinforce Your Skills

Apply Your Skills



Chapter 11: 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

Adjusted Trial Balance Report

Creating Financial Statements

Assembling Management Reports

VIDEO: Customize Management Reports

Closing the Books

The Audit Log and Audit History

Audit Log

Audit History

Self-Assessment

Reinforce Your Skills

Apply Your Skills

Chapter 12: Using Payroll in QuickBooks Online

Introducing Payroll

Payroll Setup

The Workers/Employees Center

Run Payroll

Payroll Taxes

Payroll Tax Forms

Payroll Reports

Self-Assessment

Reinforce Your Skills

Apply Your Skills

Chapter 13: Bringing It All Together!

Before You Begin

Prepare Your Deliverables—Set 1

Create Daily Transactions

Week 1

Week 2

Week 3

Week 4

Prepare Your Deliverables—Set 2

Make Adjustments and Reconcile Accounts

Week 5

Prepare Your Deliverables—Set 3

Appendix A: Need-to-Know Accounting

Appendix B: The QBCU Exam Objectives and This Text

Self-Assessment Answer Key

Glossary

Index