

Contents

Preface	v		
CHAPTER 1		CHAPTER 3	
Getting Started with QuickBooks Online	1	Working with Customers	43
Introducing QuickBooks Online	2	The Sales(/Invoicing) Center	44
QuickBooks Online Subscriptions	2	Adding Customers and Sub-Customers	45
Mobile Devices	4	Importing Customers from an Excel or CSV File	47
Updates and the Ever-Evolving User Interface	4	Editing, Merging, and Making Customers Inactive	49
Before You Begin	5	Recording Sales Transactions	51
Course Organization	5	Customizing Sales Forms Settings	51
Using the Browser	5	Creating Sales Receipts and Invoices	52
Security	6	Price Rules	55
The Test Drive	6	Receiving Customer Payments	57
Your Trial Subscription and the Company File	6	Recording a Bank Deposit	57
Other Tools You’ll Need	6	Creating Customer and Sales Reports	58
Navigating the User Interface	7	Correcting Errors	61
The Top-Right Navigation Tools	7	Tackle the Tasks	62
The Gear Menu	7	Self-Assessment	63
The Search Feature	10	Reinforce Your Skills	65
The Help Menu	10	Apply Your Skills	69
The Navigation Bar	11		
Accounting—Behind the Scenes	14	CHAPTER 4	
Generally Accepted Accounting Principles (GAAP)	15	Working with Vendors	73
Accrual Basis vs. Cash Basis Accounting	15	The Expenses Center	74
Account Types and Financial Reports	15	The Money Bar	74
Tackle the Tasks	16	The Vendors List	75
Self-Assessment	17	Adding Vendors	75
		Importing Vendor Data from an Excel or CSV File	77
CHAPTER 2		Editing, Merging, and Making Vendors Inactive	77
Setting Up a New Company File	19	Creating Vendor Transactions: Purchases and	
Planning and Creating Your Company File	20	Expenses	79
Start Date	20	Customizing Expense Form Settings	80
Setup Checklist—Elements of the Plan	20	Creating Check, Expense, and Bill Records	81
Customizing Your Company File	22	Managing Accounts Payable	84
The Chart of Accounts	23	Accounts Payable Reports	85
Products and Services	29	Other Vendor Reports	87
Adding and Managing Users	32	Paying Bills	88
Opening Balances and Historical Transactions	33	Tackle the Tasks	90
Self-Assessment	36	Self-Assessment	92
Reinforce Your Skills	38	Reinforce Your Skills	93
Apply Your Skills	40	Apply Your Skills	95

CHAPTER 5

Banking and Credit Card Transactions	97
Managing the Banking Center	98
Setting Up and Using Bank Feeds	98
Managing Bank Rules	102
Other Banking Transactions	103
Entering Debit and Credit Card Transactions	104
Reconciling Accounts	108
Bank Feeds	108
Receipt Capture and Upload	108
Undeposited Funds/Payments to Deposit	109
Preparing Financial Reports	111
Tackle the Tasks	114
Self-Assessment	115
Reinforce Your Skills	117
Apply Your Skills	120

CHAPTER 6

All in a Day's Work!	123
Before You Begin	124
Week Ending 8/15/2026	126
Thursday 8/13/2026	126
Friday 8/14/2026	127
Saturday 8/15/2026	127
Create a Report	128
Prepare Your Deliverables—Set 1	128
Week Ending 8/22/2026	128
Thursday 8/20/2026	128
Friday 8/21/2026	129
Saturday 8/22/2026	129
Prepare Your Deliverables—Set 2	129
Week Ending 8/29/2026	130
Thursday 8/27/2026	130
Friday 8/28/2026	130
Saturday 8/29/2026	130
Prepare Your Deliverables—Set 3	130
Tuesday 9/1/2026	131
Prepare Your Deliverables—Set 4	132
Look at the Big Picture	132

APPENDIX A

Need-To-Know Accounting	133
Working with Financial Statements	134
The Accounting Equation and the Balance Sheet	134
The Income Statement (aka Profit and Loss Report)	136
Debits and Credits: The Double-Entry Accounting System	137
Types of Accounts and Normal Balances	137
The Trial Balance Report	138
Self-Assessment Answer Key	139
Glossary	143
Index	145