

# Contents

Preface

vii

## CHAPTER 1

### Getting Started with QuickBooks Online 1

Introducing QuickBooks Online	2
QuickBooks Online Subscriptions	2
Mobile Devices	4
Updates and the Ever-Evolving User Interface	4
Before You Begin	4
Course Organization	4
Using the Browser	5
Security	5
The Test Drive	5
Your Trial Subscription and the Company File	6
Other Tools You'll Need	6
Navigating the User Interface	6
The Top-Right Navigation Tools	7
The Gear Menu	7
The Search Feature	9
The Help Menu	10
The Navigation Bar	10
Accounting—Behind the Scenes	14
Generally Accepted Accounting Principles (GAAP)	14
Accrual Basis vs. Cash Basis Accounting	14
Account Types and Financial Reports	15
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	22
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(/Invoicing) 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	50
Creating Sales Receipts and Invoices	51
Price Rules	54
Receiving Customer Payments	56
Recording a Bank Deposit	57
Creating Customer and Sales Reports	57
Correcting Errors	60
Tackle the Tasks	62
Self-Assessment	63
Reinforce Your Skills	65
Apply Your Skills	69

## CHAPTER 4

### Working with Vendors 73

The Expenses Center	74
The Money Bar	75
The Vendors List	75
Adding Vendors	75
Importing Vendor Data from an Excel or CSV File	76
Editing, Merging, and Making Vendors Inactive	77
Creating Vendor Transactions: Purchases and Expenses	78
Customizing Expense Form Settings	80
Creating Check, Expense, and Bill Records	81
Managing Accounts Payable	84
Accounts Payable Reports	85
Other Vendor Reports	87
Paying Bills	88
Tackle the Tasks	90
Self-Assessment	92
Reinforce Your Skills	93
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	101
Other Banking Transactions	102
Entering Debit and Credit Card Transactions	103
Reconciling Accounts	107
Bank Feeds	107
Undeposited Funds	107
Preparing Financial Reports	110
Tackle the Tasks	113
Self-Assessment	114
Reinforce Your Skills	116
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	126
Saturday 8/15/2026	127
Create a Report	127
Prepare Your Deliverables—Set 1	128
Week Ending 8/22/2026	128
Thursday 8/20/2026	128
Friday 8/21/2026	128
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	131
Look at the Big Picture	131

**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