TABLE OF CONTENTS

PREFACE					. XII
Acknowledgments					. xii
Using This Book					. xii
About the Exercises					. xiv
Chapter Lessons: Craig's Design and Landscaping Services					. xiv
Apply Your Knowledge end-of-chapter exercises: Imagine Photography					. xiv
Case Study Scenario: YinYang Graphic Design					. x
QuickBooks Online Student Trial Accounts					
If You Aren't In a Classroom Setting					
Option 1: A 30-day QBO Plus Trial					
Option 2: A Practice QBOA Profile					
Supplemental Files					
Instructor Resources					
Certification					
Why Doesn't This Book Exactly Match My File?					
, ,					
CHAPTER 1 INTRODUCING QUICKBOOKS ONLINE					
Topics					
The QuickBooks Online Ecosystem					
QuickBooks Online vs. QuickBooks Desktop					
Third-party Apps					
QuickBooks Online Versions					
QuickBooks Online for Accountants					
Accounting 101					
Accounting's Focus					
The General Ledger					
Account Types and Financial Reports					
Double-Entry Accounting					
Accounting Behind the Scenes					
Accounting Basis: Cash or Accrual?					
Using a Browser to Access QBO					
Setting Up Your Chrome Browser					
Working in Multiple Tabs					
Opening Multiple Files					
Working with QuickBooks Online Files					
Opening the QuickBooks Online Sample File, Craig's Landscaping					
Switching Between Other OuickBooks Online Data Files					 1

Creating New Company Files	 	 		 			. 12
Logging Out of QuickBooks Online Files	 	 					. 12
QuickBooks Online Updates and New Features	 	 					. 12
Backing Up QBO Files	 	 					. 12
QuickBooks Online's Interface	 	 					. 13
Dashboard	 	 					14
The Left Navigation Bar	 	 					. 17
Centers	 	 					. 17
The Money Bar	 	 					18
The Bottom Bar	 	 					19
Dynamic Save Buttons	 	 					19
Using the Search	 	 					20
The Gear	 	 					20
Shortcuts	 	 					. 21
Entering Transactions in QuickBooks Online	 	 					22
The +New Button for Forms	 	 					22
Lists	 	 					24
Accounts	 	 					25
Registers	 	 					26
Products and Services	 	 					27
QuickBooks Online Help	 	 					29
Support Resources	 	 					29
Certified QuickBooks Online ProAdvisors	 	 					29
Review Questions	 	 					30
Comprehension Questions							
Multiple Choice	 	 					30
Completion Statements	 	 					. 31
Introduction—Apply Your Knowledge							
Prepare for Chapter 2: Set Up Your Practice Company	 	 					32
Creating your Student User Account	 	 					32
Setting up Imagine Photography	 	 					32
Setting up the Chart of Accounts	 	 					33
CHAPTER 2 CUSTOMIZING QUICKBOOKS ONLINE	 	 					35
Topics	 	 					35
Starting a New QuickBooks Online Company	 	 					35
Converting a QuickBooks Desktop File	 	 					35
Starting From Scratch	 	 					36
Configuring Account and Settings	 	 		 			38
Company Settings	 	 					38
Advanced Settings							
Setting Up the Chart of Accounts	 	 					45
Account Types	 	 					46
Activating Account Numbers	 	 		 			46

Adding Accounts	. 46
Modifying Accounts	. 48
Adding Sub-accounts	. 49
Removing Accounts from the Chart of Accounts	51
Seeing All Accounts	. 54
Sorting the Account List	. 55
Printing the Chart of Accounts	
Setting Up Products and Services	. 56
Product and Service Categories	
Products and Services Types	. 57
Collecting Sales Tax on Products and Services	
Customizing Lists	. 67
The Terms List	
Payment Methods	. 69
Implementing Custom Fields	-
Activating Class Tracking	
Tagging	
Setting Up Sales Tax	•
Collecting Sales Tax	
Setting up Sales Tax Defaults	
Applying Sales Tax on Forms	
Customizing Sales Forms	
Adding Users and Passwords	
Setting Up Users in the Company File	_
Accountant Users	
Review Questions	
Comprehension Questions	
Multiple Choice	-
Completion Statements	-
Customizing QuickBooks Online—Apply Your Knowledge	-
Catalonian & Canada Common Tippe, / Tour Time monday Time Time Time Time Time Time Time Time	. , ,
CHAPTER 3 THE SALES PROCESS	. 97
Topics	
Configuring the Sales Settings	
Tracking Company Sales	
Cash vs. Credit Customers	
Sales Receipts	
Estimates	
Invoices	
Payments	
Deposits	
Setting Up Customers	-
Sub-customers	-
Inactivating Customers	
Merging Customers	110

viii | QUICKBOOKS FUNDAMENTALS

	Recording Sales	111
	Entering Sales Receipts	111
	Creating Invoices	115
	Open Invoices Report	121
	Receiving Payments from Customers	122
	Receiving Payments by Check	122
	Receiving Payments by Credit Card or ACH	123
	Handling Partial Payments	125
	Handling Payments Against Multiple Invoices	126
	What if the Payment Doesn't Match the Invoice?	127
	Making Bank Deposits	128
	Undeposited Funds and Payments to Deposit	
	Depositing Checks and Cash	130
	Depositing Credit Card Payments	
	Viewing Deposits in the Register	
	Running Accounts Receivable Reports	
	Using the Invoices Center	
	Viewing the Invoice History	
	The Accounts Receivable Aging Summary	
	Review Questions	
	Comprehension Questions	
	Multiple Choice	
	Completion Statements	_
	The Sales Process—Apply Your Knowledge	
Cı	IAPTER 4 MANAGING EXPENSES	151
	Topics	
	· Configuring the Expenses Settings	152
	Tracking Company Expenses	
	The Expenses Center	
	Using the Vendors Center	
	Cash and Credit Vendors	
	Recording Transactions	
	Setting up Vendors 	
	Adding New Vendors	
	Inactivating Vendors	
	Merging Vendors	
	Tracking Job Costs	
	Entering Bills	
	Vendor Invoices	
	Bills with Products and Job Costing	
	Attaching Documents	
	The Unpaid Bills Detail Report	
		/

Mark as Paid Schedule Payments Online Using Credit Cards Entering Credit Card Charges Paying the Credit Card Balance Writing Checks Applying a Check to an Unpaid Bill Printing Checks Tracking Petty Cash The Contractors Center Paying Contractors Managing Contractors Running Accounts Payable Reports The A/P Aging Summary Report Bills and Applied Payments Report Vendor Balance Detail Transaction List by Vendor Review Questions Comprehension Questions Multiple Choice Completion Statements Managing Expenses—Apply Your Knowledge 1 CHAPTER 5 ADVANCED TRANSACTIONS Topics Controlling the Automation Managing Transactions Editing Transactions Editing Transactions Copying Transactions Lodging and Deleting Transactions
Using Credit Cards Entering Credit Card Charges Paying the Credit Card Balance Writing Checks Applying a Check to an Unpaid Bill Printing Checks Tracking Petty Cash The Contractors Center Paying Contractors Managing Contractors Running Accounts Payable Reports The A/P Aging Summary Report Bills and Applied Payments Report Vendor Balance Detail Transaction List by Vendor Review Questions Comprehension Questions Multiple Choice Completion Statements Managing Expenses—Apply Your Knowledge. CHAPTER 5 ADVANCED TRANSACTIONS Topics Controlling the Automation Managing Transactions Editing Transactions Editing Transactions Editing Transactions
Entering Credit Card Charges Paying the Credit Card Balance Writing Checks Applying a Check to an Unpaid Bill Printing Checks Tracking Petty Cash The Contractors Center Paying Contractors Managing Contractors Running Accounts Payable Reports The A/P Aging Summary Report Bills and Applied Payments Report Vendor Balance Detail Transaction List by Vendor Review Questions Comprehension Questions Multiple Choice Completion Statements Managing Expenses—Apply Your Knowledge. CHAPTER 5 ADVANCED TRANSACTIONS Topics Controlling the Automation Managing Transactions Editing Transactions Editing Transactions Editing Transactions
Paying the Credit Card Balance Writing Checks Applying a Check to an Unpaid Bill Printing Checks Tracking Petty Cash The Contractors Center Paying Contractors Managing Contractors Munning Accounts Payable Reports The A/P Aging Summary Report Bills and Applied Payments Report Vendor Balance Detail Transaction List by Vendor Review Questions Comprehension Questions Multiple Choice Completion Statements Managing Expenses—Apply Your Knowledge THAPTER 5 ADVANCED TRANSACTIONS Topics Controlling the Automation Managing Transactions Editing Transactions Editing Transactions Editing Transactions
Writing Checks Applying a Check to an Unpaid Bill Printing Checks Tracking Petty Cash The Contractors Center Paying Contractors Managing Contractors Running Accounts Payable Reports The A/P Aging Summary Report Bills and Applied Payments Report Vendor Balance Detail Transaction List by Vendor Review Questions Comprehension Questions Multiple Choice Completion Statements Managing Expenses—Apply Your Knowledge THAPTER 5 ADVANCED TRANSACTIONS Topics Controlling the Automation Managing Transactions Editing Transactions Editing Transactions
Applying a Check to an Unpaid Bill Printing Checks Tracking Petty Cash The Contractors Center Paying Contractors Managing Contractors Running Accounts Payable Reports The A/P Aging Summary Report Bills and Applied Payments Report Vendor Balance Detail Transaction List by Vendor Review Questions Comprehension Questions Multiple Choice Completion Statements Managing Expenses—Apply Your Knowledge CHAPTER 5 ADVANCED TRANSACTIONS Topics Controlling the Automation Managing Transactions Editing Transactions Copying Transactions
Printing Checks Tracking Petty Cash The Contractors Center Paying Contractors Managing Contractors Running Accounts Payable Reports The A/P Aging Summary Report Bills and Applied Payments Report Vendor Balance Detail Transaction List by Vendor Review Questions Comprehension Questions Multiple Choice Completion Statements Managing Expenses—Apply Your Knowledge CHAPTER 5 ADVANCED TRANSACTIONS Topics Controlling the Automation Managing Transactions Editing Transactions Copying Transactions
Tracking Petty Cash The Contractors Center Paying Contractors Managing Contractors Running Accounts Payable Reports The A/P Aging Summary Report Bills and Applied Payments Report Vendor Balance Detail Transaction List by Vendor Review Questions Comprehension Questions Multiple Choice Completion Statements Managing Expenses—Apply Your Knowledge. CHAPTER 5 ADVANCED TRANSACTIONS Topics Controlling the Automation Managing Transactions Editing Transactions Editing Transactions
The Contractors Center Paying Contractors Managing Contractors Running Accounts Payable Reports The A/P Aging Summary Report Bills and Applied Payments Report Vendor Balance Detail Transaction List by Vendor Review Questions Comprehension Questions Multiple Choice Completion Statements Managing Expenses—Apply Your Knowledge. Chapter 5 Advanced Transactions Topics Controlling the Automation Managing Transactions Editing Transactions Copying Transactions
Paying Contractors Managing Contractors Running Accounts Payable Reports The A/P Aging Summary Report Bills and Applied Payments Report Vendor Balance Detail Transaction List by Vendor Review Questions Comprehension Questions Multiple Choice Completion Statements Managing Expenses—Apply Your Knowledge. CHAPTER 5 ADVANCED TRANSACTIONS Topics Controlling the Automation Managing Transactions Editing Transactions Copying Transactions
Managing Contractors Running Accounts Payable Reports The A/P Aging Summary Report Bills and Applied Payments Report Vendor Balance Detail Transaction List by Vendor Review Questions Comprehension Questions Multiple Choice Completion Statements Managing Expenses—Apply Your Knowledge. CHAPTER 5 ADVANCED TRANSACTIONS Topics Controlling the Automation Managing Transactions Editing Transactions Copying Transactions
Running Accounts Payable Reports The A/P Aging Summary Report Bills and Applied Payments Report Vendor Balance Detail Transaction List by Vendor Review Questions Comprehension Questions Multiple Choice Completion Statements Managing Expenses—Apply Your Knowledge CHAPTER 5 ADVANCED TRANSACTIONS Topics Controlling the Automation Managing Transactions Editing Transactions Copying Transactions
The A/P Aging Summary Report Bills and Applied Payments Report Vendor Balance Detail Transaction List by Vendor Review Questions Comprehension Questions Multiple Choice Completion Statements Managing Expenses—Apply Your Knowledge CHAPTER 5 ADVANCED TRANSACTIONS Topics Controlling the Automation Managing Transactions Editing Transactions Copying Transactions
Bills and Applied Payments Report 1 Vendor Balance Detail 1 Transaction List by Vendor 1 Review Questions 1 Comprehension Questions 1 Multiple Choice 1 Completion Statements 1 Managing Expenses—Apply Your Knowledge 1 CHAPTER 5 ADVANCED TRANSACTIONS 1 Topics 1 Controlling the Automation 1 Managing Transactions 1 Editing Transactions 1 Copying Transactions 1 Copying Transactions 1
Vendor Balance Detail 1 Transaction List by Vendor 1 Review Questions 1 Comprehension Questions 1 Multiple Choice 1 Completion Statements 1 Managing Expenses—Apply Your Knowledge 1 CHAPTER 5 ADVANCED TRANSACTIONS 1 Topics 1 Controlling the Automation 1 Managing Transactions 1 Editing Transactions 1 Copying Transactions 1 Copying Transactions 1
Transaction List by Vendor 1 Review Questions 1 Comprehension Questions 1 Multiple Choice 1 Completion Statements 1 Managing Expenses—Apply Your Knowledge 1 CHAPTER 5 ADVANCED TRANSACTIONS 1 Topics 1 Controlling the Automation 1 Managing Transactions 1 Editing Transactions 1 Copying Transactions 1 Copying Transactions 1
Review Questions 1 Comprehension Questions 1 Multiple Choice 1 Completion Statements 1 Managing Expenses—Apply Your Knowledge 1 CHAPTER 5 ADVANCED TRANSACTIONS 1 Topics 1 Controlling the Automation 1 Managing Transactions 1 Editing Transactions 1 Copying Transactions 1
Comprehension Questions 1 Multiple Choice 1 Completion Statements 1 Managing Expenses—Apply Your Knowledge 1 CHAPTER 5 ADVANCED TRANSACTIONS 1 Topics 1 Controlling the Automation 1 Managing Transactions 1 Editing Transactions 1 Copying Transactions 1
Multiple Choice 1 Completion Statements 1 Managing Expenses—Apply Your Knowledge 1 CHAPTER 5 ADVANCED TRANSACTIONS 1 Topics 1 Controlling the Automation 1 Managing Transactions 1 Editing Transactions 1 Copying Transactions 1
Completion Statements 1 Managing Expenses—Apply Your Knowledge 1 CHAPTER 5 ADVANCED TRANSACTIONS 1 Topics 1 Controlling the Automation 1 Managing Transactions 1 Editing Transactions 1 Copying Transactions 1
Managing Expenses—Apply Your Knowledge 1 CHAPTER 5 ADVANCED TRANSACTIONS 1 Topics 1 Controlling the Automation 1 Managing Transactions 1 Editing Transactions 1 Copying Transactions 1
CHAPTER 5 ADVANCED TRANSACTIONS 1 Topics 1 Controlling the Automation 1 Managing Transactions 1 Editing Transactions 1 Copying Transactions 1
CHAPTER 5 ADVANCED TRANSACTIONS 1 Topics 1 Controlling the Automation 1 Managing Transactions 1 Editing Transactions 1 Copying Transactions 1
Topics 1 Controlling the Automation 1 Managing Transactions 1 Editing Transactions 1 Copying Transactions 1
Controlling the Automation <
Managing Transactions
Editing Transactions
Copying Transactions
Voiding and Deleting Transactions
The Audit Log
Creating Recurring Transactions
Using Journal Entries
Advanced Accounts Receivable Workflows
Recording and Applying Credit Memos
Creating Customer Refunds
Handling Bounced Checks
Writing Off Bad Debts
Writing Off Bad Debts
Customer Tools
Customer Tools
Customer Tools

x | QUICKBOOKS FUNDAMENTALS

Managing Loans	 	 	 	 	 . 239
Paying Sales Tax	 	 	 	 	 . 243
Review Questions	 	 	 	 	 . 247
Comprehension Questions	 	 	 	 	 . 247
Multiple Choice	 	 	 	 	 . 247
Completion Statements	 	 	 	 	 . 249
Advanced Transactions—Apply Your Knowledge	 	 	 	 	 . 250
CHAPTER 6 BANKING AND RECONCILIATION	 	 	 		 . 25
Topics					
Transfer Funds Between Accounts					
The Banking Feed					
Opening the Sample File					_
Toggling Between Banking Feed Views					
Connecting Your Bank and Credit Cards					
The Banking Feed Interface					
Using the Banking Feed for Data Entry					
Matched and Partially-matched Transactions					
Recognized Matches					
Uncategorized Transactions					
Entering Transfers					
Entering Refunds					
Batch Actions					
Splitting a Transaction					
Using Find Match					
Excluding Transactions					
Matching Credit Card Payments					
Creating Rules					
Viewing the Bank Register					
When NOT to use the Banking Feed					•
Duplicating Sales Transactions					
Purchasing Products and Services					
Importing Transactions Downloaded from Your Bank.					
Reconciling Bank Accounts					-
How to Reconcile					-
Finding Errors During Bank Reconciliation					
Bank Reconciliation Reports					
Reconciling Credit Card Accounts					
Review Questions					
Comprehension Questions					
Multiple Choice					
Completion Statements					-
Banking and Reconciliations—Apply Your Knowledge	 	 	 	 	 . 290

CH	APTER 7 REPORTS	95
	Topics	95
	Finding Transactions	96
	Filtering the Register	96
	Using Advanced Search	97
	Cash vs. Accrual Reporting	99
	Types of Reports 	99
	The Reports Center	
	Accounting Reports	
	Profit & Loss Statement	
	Balance Sheet	8 c
	Statement of Cash Flows	-
	General Ledger	
	Trial Balance	
	Business Management Reports	_
	QuickReports	
	Customer Contact List	
	Vendor Contact List	-
	Product/Service List	
	The Business Snapshot	
	Tag Reports	
	Accounts Receivable and Accounts Payable Reports	
	Collections Report	
	Invoices and Received Payments Report	
	Deposit Detail Report	
	Vendor Balance Detail Report	
	Creating Sales Reports	
	Transaction List by Customer Report	
	Income by Customer Summary Report	_
	Sales by Product/Service Summary Report	
	Customizing Reports	
	The Report Header	_
	The Customize Button	
	Saving Reports	
	Viewing Custom Reports	
	Emailing Customized Reports on a Schedule	
	Printing Reports	_
	Exporting Reports to Spreadsheets	
	Review Questions	
	Comprehension Questions	
	Multiple Choice	
	Completion Statements	_
	Reports—Apply Your Knowledge	રઇ

CHAPTER 8 CASE STUDY: YINYANG GRAPHIC DESIGN
Description of Company
Goals
Create the Company File
Overview
YinYang Graphic Design Case Study
1. Account and Settings
2. Sales Tax
3. Chart of Accounts
4. Classes and Tags
5. Products and Services
6. Custom Form Styles
7. Business Transactions
8. Import the Banking Feed
9. Reconcile the Checking Account
10. Prepare the Reports
11. Complete the Analysis Questions
Answer Key for End of Chapter Questions
Chapter 1: Introducing QuickBooks Online
Chapter 2: Customizing QuickBooks Online
Chapter 3: The Sales Process
Chapter 4: Managing Expenses
Chapter 5: Advanced Transactions
Chapter 6: Banking & Reconciliation
Chapter 7: Reports
Chapter 8: YinYang Graphic Design Business Scenario
CERTIPORT MAPPING
INDEX