

Intuit

# QuickBooks® Online Accounting

## Table of Contents

TABLE OF CONTENTS.....	1
<b>LESSON 1: GETTING STARTED WITH QUICKBOOKS ONLINE.....</b>	<b>3</b>
INTRODUCTION.....	3
ACCOUNT SET-UP.....	3
GETTING TO KNOW YOUR SCREENS.....	6
COMPANY SETTINGS.....	8
IMPORTING DATA.....	10
YOUR COMPANY ACCOUNT.....	11
SALES TAX ACCOUNTS.....	12
<i>Setting up the Sales Tax</i> .....	12
<b>LESSON 2: THE CHART OF ACCOUNTS.....</b>	<b>14</b>
WHAT IS THE CHART OF ACCOUNTS?.....	14
<i>Setting up Asset Accounts</i> .....	16
<i>Setting up Liabilities</i> .....	17
<i>Setting up Income Accounts</i> .....	18
<i>Setting up Expense Accounts</i> .....	19
<i>Setting up Equity Accounts</i> .....	20
<i>Editing/Deleting and Inactive Accounts</i> .....	21
<b>LESSON 3: CREATING PRODUCT AND SERVICE ITEMS.....</b>	<b>23</b>
PRODUCTS AND SERVICES.....	23
<i>Editing a Product or Service</i> .....	25
<i>Deleting an Item or Service</i> .....	25
<i>Reactivating Deleted Items</i> .....	26
<b>LESSON 4: SETTING UP CUSTOMERS AND SUPPLIERS.....</b>	<b>27</b>
ADDING CUSTOMERS.....	27
ADDING SUPPLIERS.....	28
EDITING CUSTOMERS/SUPPLIERS.....	29



<b>LESSON 5: RECORDING INCOME .....</b>	<b>30</b>
CREATING AN INVOICE.....	30
<i>Receiving an Invoice Payment</i> .....	32
SALES RECEIPT TRANSACTIONS.....	33
REFUNDS AND CREDITS .....	35
THE TRANSACTIONS TAB.....	36
MAKING DEPOSITS .....	37
<b>LESSON 6: RECORDING EXPENSES .....</b>	<b>39</b>
ENTERING BILLS .....	39
PAYING BILLS .....	41
EXPENSE TRANSACTIONS.....	42
CHEQUES.....	43
PURCHASE ORDERS .....	44
EXPENSE TRANSACTION FORMS .....	44
<i>Printing Transactions</i> .....	44
<i>Copying Voiding or Deleting Transactions</i> .....	44
<i>Recurring Transactions</i> .....	45
<i>Editing a Recurring Transaction</i> .....	46
<b>LESSON 7: ACCOUNT RECONCILIATIONS .....</b>	<b>47</b>
COMPLETING A RECONCILIATION .....	47
<b>LESSON 8: SALES TAX &amp; REPORTS .....</b>	<b>50</b>
FILING GST .....	50
<i>Recording a GST Payment/Refund</i> .....	51
REPORTS .....	52
<i>Customizing Reports</i> .....	53