

Description

Course Description

In this textbook, learners will be introduced to Intuit's cloud accounting software program, QuickBooks Online (QBO). Using a fictitious company called Luxury Lodging, Inc, students will learn how to navigate the QBO interface. We cover basic accounting, how to set up a new company, how to customize the chart of accounts and products and services list. In addition, students will learn how to give other users, such as accountants access to their data. In the sales center chapter, students will learn how to invoice customers and stay on top of accounts receivable balances. In the vendor center chapter, students will learn how to enter bills and expenses from vendors as well as stay on top of the accounts payable balances. The final chapter in the textbook is a final project that encompasses the key topics covered in this course. Refer to the table of contents below for a detailed list of topics covered in this textbook.

Get Started with QuickBooks Online Table of Contents

- I. **Chapter 1 – Introduction**
- II. **Chapter 2 – An Overview of QBO & Navigation Basics**
- III. **Chapter 3 – Accounting Basics**
- IV. **Chapter 4 – Setting up A New Company File**
- V. **Chapter 5 – Managing the Chart of Accounts List**
- VI. **Chapter 6 – Managing the Products and Services (Items) List**
- VII. **Chapter 7 – Adding and Managing Users**
- VIII. **Chapter 8 – The Sales Center**
- IX. **Chapter 9 – The Vendor Center**
- X. **Chapter 10 – 1099 Tracking and Reporting**
- XI. **Chapter 11 – Managing Bank and Credit Card Accounts**
- XII. **Chapter 12 – Creating Financial Statement Reports**
- XIII. **Chapter 13 – Entering Historical Data and Opening Balances**
- XIV. **Chapter 14 – Putting It All Together – Final Project**
- XV. **Appendix A – Intuit QuickBooks User Certification Objectives**