

Accounting Solutions Center Inc

93 W Bluebell Ln
Mount Laurel, NJ 08054
(856) 764-7117



QuickBooks Online Level 1

Overview

- Introduction to QuickBooks Online
- Signing into QuickBooks Online/Downloading the app
- The Main Page
- Lists Vs. Transactions

Sales Transactions

- Adding and Maintaining Customer Records
- Creating Invoices
- Entering Cash Sales
- Receiving Payments
- Depositing Funds
- Issuing Credits

Purchase Transactions

- Adding and Maintaining Vendor Records
- Issuing Purchase Orders and Receiving Goods
- Entering Bills and Paying Vendor Invoices
- Vendor Credits

Banking

- Linking Bank Accounts To QuickBooks Online
- Reviewing Downloaded Transactions
- Monthly Reconciliation

General Journal Entries

- Debits and Credits
- Recording The Entry

Reports and Financial Statements

- Generating Reports
- Customizing Reports