

QuickBooks Online Reference Material Guide

Transaction or Other Activity
Vendors & Purchases
Prepare a Purchase Order
Receive Goods On a Purchase Order
Purchase Non-Inventory Items or Services Without a Purchase Order — No Payment Made At Time of Purchase
Purchase Non-Inventory Items or Services Without a Purchase Order — Payment Made At Time of Purchase
Pay a Vendor’s Outstanding Invoice
Add, Change, or Make a Vendor Record Inactive
Sales & Cash Receipts
Make a Credit Sale
Process a Sales Return or Allowance (Credit Memo)
Collect an Account Receivable
Make a Deposit
Make a Cash Sale
Write Off an Uncollectible Account Receivable
Receive a Miscellaneous Cash Receipt
Prepare a Statement for Accounts Receivable
Add, Change, or Make a Customer Record Inactive
Company
Prepare a General Journal Entry
Add, Change, or Make a General Ledger Account Record Inactive
Inventory & Services
Adjust Perpetual Inventory Records
Add, Change, or Make an Inventory Record Inactive
Banking
Prepare a Bank Reconciliation

