

# QuickBooks Online 2021

GoSkills online course syllabus

Monday, July 28, 2025

**Skill level**

Basic - Advanced

**Lessons**

40

**Accredited by**

CPD

**Pre-requisites**

None

**Video duration**

3h 40m

**Estimated study time**

18h for all materials

**Instructor**

Rachel Barnett

## Navigation

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1

### Home Page

In this lesson, we explain what is seen on the home page, what areas to go to for given tasks, and how the graphs can be modified.

2

### Quick Create

In this lesson, we go over what is behind the quick create (plus sign) menu and when each link would be useful.

3

### Magnifying Glass (Global Search)

We explain what the magnifying glass can be used for and how to use it to locate the other search box. We'll also demonstrate various types of searches.

4

### Big Gear

In this lesson, we'll explain what settings are hidden behind the big gear. We'll focus on the features to add users and modify company account settings.

5

### Left Navigation Bar

In this lesson, we'll cover what is on the left navigation bar and lightly touch on the commonly used sub menus.

6

### Chart of Accounts

We explore where to find the chart of accounts, how to edit the list, the default order and how to sort the chart of account to other orders.

## Chart of Accounts

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7

### Adding, Inactivating, Editing, and Merging

In this lesson, we go over how to add, edit, merge, and inactivate accounts within the chart of accounts.

# 8

## Reporting on Accounts

We cover how to generate account specific reports and, in the case of balance sheet accounts, view registers.

## Products and Services

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# 9

### Adding, Inactivating, Editing, and Merging

Let's explore how to add, edit, merge, and inactivate accounts within the products and services list.

# 10

### Reporting on Products and Services

In this lesson, we explain how to generate sales reports for products and services.

## Reporting

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# 11

### Profit and Loss Introduction

In this lesson, we'll discuss how to locate the profit and loss report and review what is seen there.

# 12

### Profit and Loss Modification

Learn how to drill down into the detail behind the profit and loss, and various ways to modify the report.

# 13

### Balance Sheet Introduction

Let's learn how to locate the balance sheet report, and we'll review what is seen there.

# 14

### Balance Sheet Modification

In this lesson, we learn how to drill down into the detail behind the balance sheet, and various ways to modify the report.

# 15

### Accounts Receivable

We learn how to locate the various accounts receivable reports, and how to drill down into the reports and related reports.

# 16

### Accounts Payable

Learn how to locate the various accounts payable reports, and how to drill down into the reports.

## Expenses

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# 17

### Ribbon and Vendor List

Let's discuss what can be found on the vendor home page.

**18** Adding a Vendor  
In this lesson, we learn how to add vendor info - not just the name - to QuickBooks.

**19** Manually Entering Expenses  
In this lesson, we cover how to record expenses, checks written by hand, and printing checks.

**20** Downloaded Expenses  
In this lesson, we learn how to record expenses downloaded from the bank and matching expenses previously entered by hand.

## Income

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**21** Adding a Customer  
Customers are more than just a name. In this lesson, we'll discuss how to add your customers.

**22** Ribbon and Customer List  
In this lesson, we'll discuss what can be found on the vendor home page.

**23** Ways to Record Income (and How to Choose the Best Method)  
Income can be recorded into QuickBooks using three methods: directly to the income account, using a sales receipt, and invoices. This lesson will focus on the differences between each allowing the user to determine which method is appropriate for them.

**24** Posting Directly to Income  
In this lesson, we'll discuss how to post directly to an income account.

**25** Using Sales Receipts  
In this lesson, we cover how to create a sales receipt.

**26** Using Invoices  
Let's discuss how to create an invoice and apply a customer payment against the invoice.

**27** Combined Payments  
In this lesson, we cover how to deposit payments that are combined with other payments and taken to the bank at once.

**28** Recording Deposits when a Client Payment is Reduced by Bank Fees  
In this lesson, we discuss how to record client payments that were reduced by fees, such as a wire fee or a credit card processing fee before the funds were deposited into the bank account.

## Banking

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- 29** **Connecting your Checking Account**  
Let's discuss how to connect your checking account for a one-way sync.
- 30** **Downloading and Uploading Banking Data**  
In this lesson, we learn how to download data from the bank and upload it to QuickBooks.
- 31** **Bank Feeds Dashboard**  
Let's review the bank feeds dashboard, what is displayed, and what it all means.
- 32** **Transfers**  
In this lesson, we'll cover how to record transfers between balance sheet accounts.
- 33** **Reconciliation**  
In this lesson, we cover bank reconciliation: ensuring QuickBooks records match your bank statements (checking, savings, credit card).
- 34** **Rules**  
In this lesson, we explain renaming rules, set up new rules, edit existing rules, and disabling rules.
- 35** **What is a Bank Register?**  
Oftentimes you'll want to review the information that is already in QuickBooks and specifically in a checking or credit card register. Reviewing the register is one of the easiest ways to find this information (as opposed to using the search and find feature).

## Common Errors

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- 36** **Bank Register**  
In this lesson, we cover how to identify errors on the bank register such as uncleared transactions.
- 37** **Profit and Loss Report**  
We discuss common mistakes found on the profit and loss report and how to fix them.
- 38** **Balance Sheet**  
In this lesson, we discuss common mistakes found on the balance sheet report.
- 39** **Accounts Receivable**  
In this lesson, we talk about common mistakes found on the accounts receivable report.
- 40** **Accounts Payable**  
Let's discuss common mistakes found on the accounts payable report.

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