

# QuickBooks Online Reference Material Guide

<b>Transaction or Other Activity</b>
<b>Vendors &amp; Purchases</b>
<a href="#">Prepare a Purchase Order</a>
<a href="#">Receive Goods On a Purchase Order</a>
<a href="#">Purchase Non-Inventory Items or Services Without a Purchase Order — No Payment Made At Time of Purchase</a>
<a href="#">Purchase Non-Inventory Items or Services Without a Purchase Order — Payment Made At Time of Purchase</a>
<a href="#">Pay a Vendor’s Outstanding Invoice</a>
<a href="#">Add, Change, or Make a Vendor Record Inactive</a>
<b>Sales &amp; Cash Receipts</b>
<a href="#">Make a Credit Sale</a>
<a href="#">Process a Sales Return or Allowance (Credit Memo)</a>
<a href="#">Collect an Account Receivable</a>
<a href="#">Make a Deposit</a>
<a href="#">Make a Cash Sale</a>
<a href="#">Write Off an Uncollectible Account Receivable</a>
<a href="#">Receive a Miscellaneous Cash Receipt</a>
<a href="#">Prepare a Statement for Accounts Receivable</a>
<a href="#">Add, Change, or Make a Customer Record Inactive</a>
<b>Employees &amp; Payroll</b>
See the Appendix - Optional <i>QBO</i> Payroll Project for payroll processing detailed steps.
See the Appendix - Optional <i>QBO</i> Payroll Project for employee maintenance detailed steps.
<b>Company</b>
<a href="#">Prepare a General Journal Entry</a>
<a href="#">Add, Change, or Make a General Ledger Account Record Inactive</a>
<b>Inventory &amp; Services</b>
<a href="#">Adjust Perpetual Inventory Records</a>
<a href="#">Add, Change, or Make an Inventory Record Inactive</a>
<b>Banking</b>
<a href="#">Prepare a Bank Reconciliation</a>

