QuickBooks Online: Level 1

Academic Year 2021-2022

Chapter 5: Banking and Credit Card Transactions

Learning Objectives

- Identify Banking center features
- Set up bank feeds
- Set up bank rules
- Manage credit card transactions
- Match and add transactions
- Reconcile bank and credit card accounts
- Create reconciliation reports
- Create financial statement reports

Managing the Banking Center

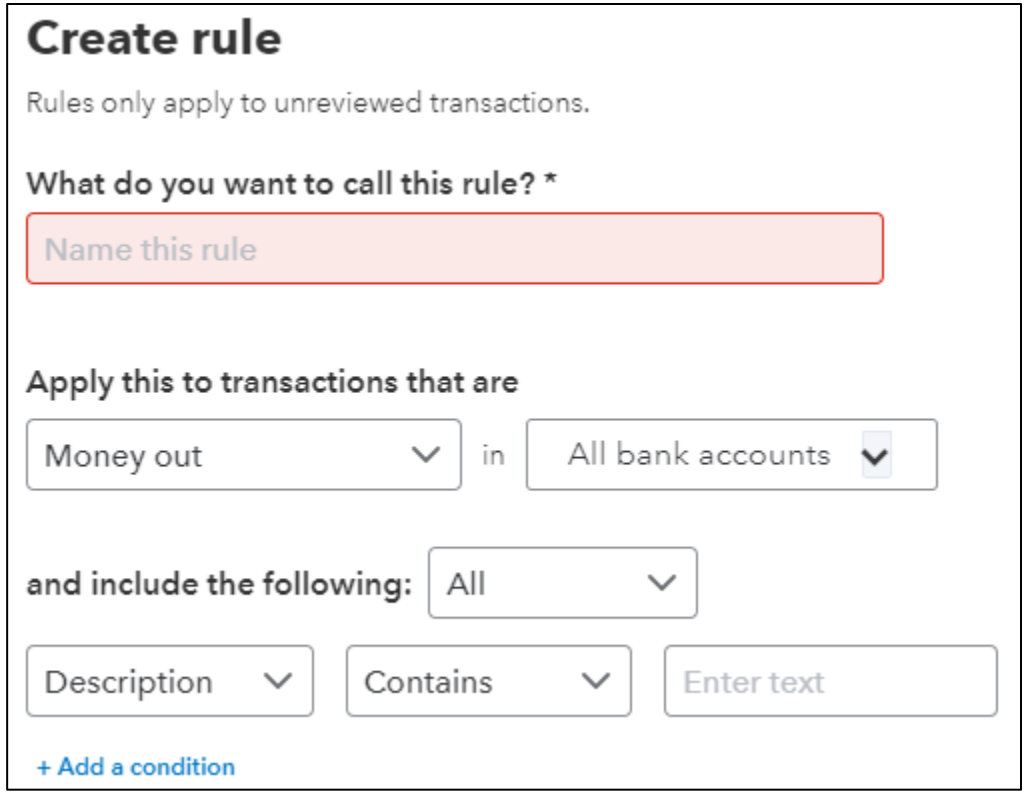
- The Banking center provides a list of all banking and credit card account balances.
- Three tabs in the Banking center provide information about the selected account:
  - For Review
  - In QuickBooks (/Categorized)
  - Excluded

Setting Up and Using Bank Feeds

- With bank feeds, account information can be synced with that from your bank.
- If your bank doesn’t participate, you can import data from the bank in CSV, QFX, QBO, or OFX format.

Managing Bank Rules

- Bank rules are customization options that allow you to save time and minimize errors in your bank feeds.
- Bank rules may take some initial setup but will save you time overall.



Other Banking Transactions

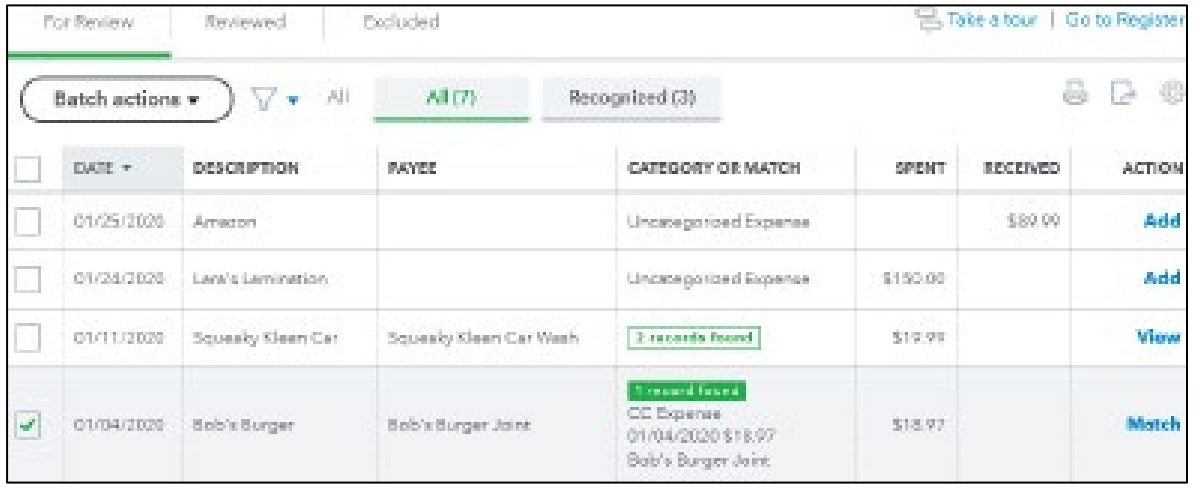
- QuickBooks Online allows you to perform many different types of transactions, including:
  - Funds transfers
  - Refunds and rebates
  - Depositing money not from a specific customer
  - Spending money not associated with a specific vendor

Entering Debit and Credit Card Transactions

- While bank accounts are assets in the Chart of Accounts, credit cards are liabilities.
- QuickBooks Online makes it easy to record purchases and returns with a credit card.

Reconciling Accounts

- Reconciling can help you identify any errors or missing information in QuickBooks Online.
- Reconciling can also help identify any mistakes the bank has made.



TIP! *Double-check to make sure the Undeposited Funds account matches what the bank receives.*

Preparing Financial Reports

A Balance Sheet report, as well as a Profit and Loss report, can help you review a company's finances.

Craig's Design and Landscaping Services

PROFIT AND LOSS
September 1-15, 2026

	TOTAL
Income	
Other Income	426.00
Total Income	**$426.00**
GROSS PROFIT	**$426.00**
Expenses	
Automobile	19.99
Meals and Entertainment	23.15
Office Expenses	32.00
Total Expenses	**$75.14**
NET OPERATING INCOME	**$350.86**
NET INCOME	**$350.86**