Getting Started with QuickBooks Online Edition a User's Guide for Affiliated Treasurers

George H. Moffat, treasurer

JHS Music and Arts Boosters 71-0926144

Associated Booster Clubs:

JHS Band JHS Choir JHS Dance JHS Drama HMS Band HMS Choir

Updated: 26 October 2015

Company Address:

14614 26th Dr SE Mill Creek, Washington 98012

14614 26th Dr SE Mill Creek, Washington 98012

Mailing Address:

Contents

| Contents |
|------------------------------------------------|
| Getting Started with QuickBooks Online Edition |
| Logging In3 |
| Home Screen3 |
| Methods of Entering Data5 |
| Required Fields |
| Invoice6 |
| Sales Receipt6 |
| Receive Payment |
| Check |
| Entering Checks From the Checks Form7 |
| Entering Checks From the Register8 |
| Bill |
| Bank Deposits |
| Deposit from only one Source8 |
| Multiple Payees Combined on one Deposit10 |
| Reconciling Accounts |

Getting Started with QuickBooks Online Edition

Logging In

Follow instructions provided in introductory email.

Home Screen

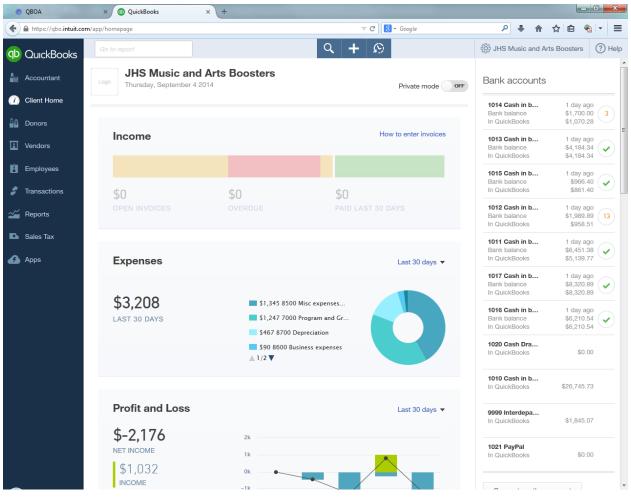


Figure 1 - Home Screen

Each of the icons and links are "hot" meaning they will take you to various areas of the program as well as providing context specific help and instructions. Remember, there are multiple ways to get to the same area: menu pull downs, icon links, hyperlinks. Select the Bank Accounts icon from the right of the screen:



Figure 2 - Bank Account

Alternatively, select Transactions from the left of the screen and then select Registers.

A listing of all the bank accounts will appear. Each affiliated group has a checking account. Highlight the

| QBOA | × © Registers × + | | | |
|--------------------------|----------------------------------------|---------------------------|-----------------------------|----------------|
| 🗧 🔒 https://qbo.intuit.o | com/app/registers | ⊽ C' 8. | Google 🔎 🖡 🏫 | 合 🖻 🐁 - |
| D QuickBooks | Go to report | ୯ + ହ | ర్టిస్తే JHS Music and Arts | s Boosters 🕐 H |
| Accountant | Registers | | | |
| Client Home | | | | |
| Donors | Show Account Numbers | | New Edit Delete | Go to Register |
| Vendors | NAME | TYPE | QUICKBOOKS BALANCE | BANK BALANCE |
| Employees | 1010 Cash in bank (990 line 45) | Bank | 26,745.73 | |
| Transactions | 1011 Band | 😂 Bank | 5,139.77 | 6,451.38 |
| Banking | 1012 Choir | 🌤 Bank | 958.51 | 1,989.89 |
| Sales | 1013 Dance | 🖘 Bank | 4,184.34 | 4,184.34 |
| Expenses Registers | 1014 Drama | 😂 Bank | 1,070.28 | 1,700.00 |
| Reports | 1015 MAB | 🎨 Bank | 861.40 | 966.40 |
| Sales Tax | 1016 Heatherwood Band | 😓 Bank | 6,210.54 | 6,210.54 |
| Apps | 1017 Heatherwood Choir | 🌤 Bank | 8,320.89 | 8,320.89 |
| | 1020 Cash Drawer | Bank | 0.00 | |
| | 1021 PayPal | Bank | 0.00 | |
| | 9999 Interdepartmental Transfers | Bank | 1,845.07 | |
| | 1110 Accounts receivable | Accounts receivable (A/R) | 0.00 | |
| | 1210 Pledges receivable (990 line 48a) | Accounts receivable (A/R) | 0.00 | |
| | 1200 Bad Check Receivables | Other Current Assets | 0.00 | |
| | 1299 Undeposited Funds | Other Current Assets | 0.00 | |

desired account and then select Go to Register.

Figure 3 – Register listing

A screen looking like a checkbook register will appear:

| | https://qbo.intuit.co | m/app/registe | r?accountId=20 | 2 🛛 | C ^e Soogle | | م | + | 會 ☆ 自 | 🐔 🔻 |
|---|-----------------------|---------------|----------------|------------------------------------------------------------------------------|---------------------------|---------------------|------|--------------|---------------------|----------------|
|) | QuickBooks | Go to re | port | ৭ + | Ð | têjî JH | IS M | usic a | and Arts Booste | ers 🥐 H |
| | Accountant | Bank | Registe | 1 011 Cash in bank • | | | | | Fil | nd in Regist |
| | Client Home | | | | | | | | | |
| | Donors | Custor | nize Showi | ng all transactions sorted by date | | | | Go to | Date | G |
| | | | Check | 7040 Program and Grant expenses:Awards & grants - individuals (990 line 10) | Scholarship - 2014 | | | | Band:Scholarships | Ban |
| | | 07/15/2014 | | Darrius Glass | | 30.00 | R | | | 6,636.3 |
| | Vendors | | Check | 7015 Program and Grant expenses:Program Expenses - Coaching (990 Line 10) | Percussion coaching | 00.00 | | | Band:Coaching | Ban |
| | | 07/15/2014 | 1010 | Amy Chiu & University of Washington | | 200.00 | | | | 6,436.3 |
| | Employees | | Check | 7040 Program and Grant expenses:Awards & grants - individuals (990 line 10) | Scholarship - 2014 | 200.00 | | | Band:Scholarships | Ban |
| | | 07/15/2014 | 1011 | Matthew Bond & University of Washington | | 200.00 | R | m | | 6.236.3 |
| | | 0111012011 | Check | 7040 Program and Grant expenses:Awards & grants - individuals (990 line 10) | Scholarship - 2014 | 200.00 | | - | Band:Scholarships | Ban |
| | Transactions | 08/15/2014 | 1012 | Dorian Business Systems | | 450.00 | | • | | 5.786.3 |
| | | | Check | 7010 Program and Grant expenses:Program-related expenses (990 line 10) | CHARMS - 3 YR RENEWAL | | | ~ | Band:Supplies | Ban |
| | Reports | 08/19/2014 | 1013 | Darrius Glass | | 60.00 | R | m | o un o oppnoo | 5,726.3 |
| | | 0011012011 | | 7015 Program and Grant expenses:Program Expenses - Coaching (990 Line 10) | Percussion coaching | | | 4 | Band:Coaching | Ban |
| | | 08/25/2014 | 1014 | Lesley Moffat | r or outplant of additing | 120.45 | | | Dana.oodoning | 5.605.9 |
| | Sales Tax | 00/23/2014 | Check | 7010 Program and Grant expenses:Program-related expenses (990 line 10) | Jazz Deck/Drum Crew p | 120.40 | | | Band:Supplies | Ban |
| | | 08/29/2014 | ADJ37 | To to the grain and orant expendee. Hegrain feated expendee (650 mile 16) | dazz bookbrain orow p | | R | | 10,621.55 | 16,227,4 |
| | Apps | 00/25/2014 | Journal Entry | .Solit. | | | n. | | 10,021.00 | Ban |
| | , pp3 | 08/29/2014 | ADJ37 | -opm- | | 10.621.55 | D | | | 5.605.9 |
| | | 00/23/2014 | Journal Entry | Solit | | 10,021.33 | R | | | 3,003.3 |
| | | 08/31/2014 | 1015 | Darrius Glass | | 37.50 | | | | 5.568.43 |
| | | 00/31/2014 | | 7015 Program and Grant expenses:Program Expenses - Coaching (990 Line 10) | Percussion coaching | 57.50 | | | Band:Coaching | Ban |
| | | 08/31/2014 | 1016 | Brandon Mar & University of Washington | r creassion couching | 200.00 | | | Duna.couching | 5,368.4 |
| | | 00/31/2014 | Check | 7040 Program and Grant expenses:Awards & grants - individuals (990 line 10) | Scholarship - 2014 | 200.00 | | | Band:Scholarships | 5,500.4 Ban |
| | | 08/31/2014 | | Lesley Moffat | Scholaramp - 2014 | 159.16 | | | bana.ocnolarampa | 5,209.2 |
| | | 00/31/2014 | | 7010 Program and Grant expenses:Program-related expenses (990 line 10) | WMEA dues/USB cable | 133.10 | | | Band:Supplies | Ban |
| | | 08/31/2014 | | Lesley Moffat | White desires cable | 194.50 | | | Dana.Supplies | 5.014.7 |
| | | 00/31/2014 | Check | 7010 Program and Grant expenses:Program-related expenses (990 line 10) | room clean-up/monitor | 154.50 | | | Band:Supplies | Ban |
| | | 08/31/2014 | ADJ38 | To to the grain and oranic expenses, he grainer dated expenses (see line to) | room cican apmonitor | 125.00 | D | | Duna.Supplies | 4.889.7 |
| | | 00/31/2014 | Journal Entry | -Solit- | | 123.00 | N. | | | 4,003.1 |
| | | 08/31/2014 | ADJ38 | -opa- | | | | | 125.00 | 5,014.7 |
| | | 00/01/2014 | Journal Entry | -Solit- | | | | | 120.00 | Ban |
| | | 08/31/2014 | oound chuy | opa | | 125.00 | D | (Charles | | 4,889.7 |
| | | 00/31/2014 | Transfer | 1018 Cash in bank (990 line 45):MAB:Band (deleted) | 3070094229 - Transfer of | 123.00 | N. | 4::) | | 4,000.1 |
| | | 08/31/2014 | manorer | To to oddri in bank (ooo iino 45).iin/b.bana (dolotod) | Sofessitzs Hansler St | | D | <pre>m</pre> | 250.00 | 5,139.7 |
| | | Check | ▼ fer | 1018 Cash in bank (990 line 45):MAB:Band (deleted) | Reversal of previous tran | | | - | 200.00 | 0,100.11 |
| | | 09/04/2014 | | <pavee></pavee> | | <payment></payment> | | | <deposit></deposit> | |
| | | 00/04/2014 | | <account></account> | <memo></memo> | si dynone s | | | | Heather 👻 |
| | | | | | | | | | | |
| | | | | | | | | - 1 | Save | Cancel |

Figure 4 - Register detail for one register

Methods of Entering Data

Transactions are entered using a number of forms accessed by the + symbol at the top of the screen. While there are many transaction types that are available, the only ones that should be used by associated treasurers are the following:

- Invoice used when a donor pledges to give but has not yet given or to send a bill to a vendor to pay later
- Sales Receipt used when monies are received from a donor at the time of giving
- Receive payment used when a donor makes a payment on a pledge or when a vendor makes a payment on an invoice
- Bill used when a bill is received from a vendor to pay later
- Check used to write a check or to pay a bill at the time the bill is received
- Bank Deposit used to collect payments from various sources for presenting to the bank at one time.

Never, ever, use Journal Entry or Transfer.

Required Fields

Regardless of the type of transaction, the following fields are required to be filled out on all transactions:

- division
- account
- name of donor
- payee name
- class
- description
- reference number

Invoice

Use an invoice when a donor pledges to give but has not yet given or to send a bill to a vendor to pay later.

At the upper left of the screen enter the name of the customer (donor), email (if provided), billing address, invoice date and due date. In each line, enter the product/service from one of the pull down listed items. **Do not add additional products or services.** The income account has already been established based on the product/service selected. Some have pre-assigned rates, others must filled in based on the amount provided, e.g. Donations.

Complete the entry by assigning a class – the project under which the income is being generated.

When all items have been entered on the invoice, click SAVE in the lower right corner of the form.

Sales Receipt

A sales receipt is similar to an invoice except this form is used when payment is received at the time of purchase or donation. The only difference between an invoice and sales receipt is the additional field **DEPOSIT TO**. The default should be 1299 – Undeposited Funds which is the collector account for checks and cash until they are deposited into the bank.

Receive Payment

This form is used to collect a payment from a customer (donor) that has already been invoiced. When the customer (donor) name is selected in the upper left corner, a listing of the outstanding invoices will appear. Select the invoice that the payment is to be applied to, and the amount of the payment. Make sure **DEPOSIT TO** is showing 1299 – Undeposited Funds, which will place the payment into the deposit queue.

Check

Use this form when a bill is paid at the time it is received or when a check is written. Choose a Payee (required filed), the appropriate bank account the funds are coming from, check number, division

(required). Each line is to itemize the expenses using the appropriate expense account, description, amount and class (all required).

Get to the checkbook register as described above or select **Transactions** and then **Expenses** from the panel at the left or select the + at the top and then **Expense** under **Vendors**.

If all of the expense is to be charged to the same expense account, use either method of entry; if the amount of the check is to be split among several expense accounts, it is easier to use the checks form.

| QBOA | × O Expens | se × | + | | | | | - 0 | X |
|-------------|-----------------------------------------------------------|------------------------|----------------------------|------------|------|-------------------------------|-------------|------------|-------------|
| + A https:/ | //qbo.intuit.com/app/expense | | | ⊽ C Soogle | ٩ | + 1 | 自公 (| ج ک | ≡ |
| 😥 Exp | ense | | | | | | | ? | × |
| Choose | a payee 🗘 | 1015 Cash in bank (990 | line 45 🖨 Balance \$861.40 | | | | \$ | амо 0.0 | |
| Mailing add | | nt date P 4/2014 | ayment method Enter Text | | | Ref no. Division Heathe | erwood Band | | \$ |
| # | ACCOUNT | DESCRIPTION | | | AMOU | IT CLA | SS | | |
| III 1 | | | | | | | | | |
| ::: 2 | | | | | | | | | ά |
| Add line: | s Clear all lines | | | | | Т | otal | \$0 | .00 |
| () Attachn | nents Maximum size: 25MB Drag/Drop files here or click | the icon | Privacy | | | | | | |
| Cancel | | | Make recurring | 9 | s | ave | Save and | close | • |

Entering Checks From the Checks Form

Figure 5 - Checks form

A form opens up similar to the deposit form. Ensure the **Bank Account, Division** are correct, enter the check number in the **Check #** field (the program will remember the next number in sequence; change if using a different check).

Just as in deposits, expenses will primarily be to one of three different types of expenses:

1. Program-related expenses in the form of Grants or Personnel expenses,

- 2. Non-Personnel expenses in the form of postage, printing, travel, or miscellaneous expenses, or
- 3. Special events costs (golf tournament, auctions, bake sales, etc.)

The **<Account>** field is structured around these types of expenses. The most commonly used accounts will be:

- 7010 Contracts program related
- 7020 Grants to other organizations
- 7040 Awards & Grants (scholarships)
- 7540 Professional fees
- 8140 Postage, shipping
- 8590 Other expenses
- 5830 Special events costs

Fill in the **<Account>**, **<Amount>**, **<Description>**, and **<Class>** fields accordingly. Select **Save and close** when done. Write the check by hand and then mail it.

Entering Checks From the Register

| 0 | | | | | | | | |
|------------------------------------|---|----------------------------|---------------------------|------------------------|-------|--|--|--|
| Check | • | 9990 Uncategorized Expense | MERCHANT SERVICE MERCH FE | | | | | |
| 11/06/2007 🎹 1006 | | <payee></payee> | ▼ «Payment» | <pre>Deposit></pre> | | | | |
| | | <account></account> | 💌 «Memo» 🖉 « | <class></class> | MAB 🔽 | | | |
| How do I add or edit transactions? | | | | | | | | |

Select Check from the left-hand pull down menu, fill in the <Payee>, <Payment>, <Account>, <Memo>, <Class>, and <Division> fields. Select select when done. Write the check by hand and then mail it.

Bill

Use the bill form when a bill is received from a vendor, but the payment won't be made for an extended period, usually 10 to 30 days in the future. The bill form is similar to the check form but there is no bank account listed since the amount due will be placed into Accounts Payable until a check is written against the bill. When the bill is paid, Accounts payable will be decreased and the amount paid will come out of the appropriate bank account.

Bank Deposits

Deposit from only one Source

The current transaction is highlighted yellow. To enter a simple transaction (from only one recipient), change the pull-down at the far left to **Deposit**

| 09/12/2007 12/12 | Dance Duosters | | 25.00 | 1 | 4 | 00.860 | |
|------------------------------------|-------------------------------------|---------------|---------------------|---------------------|-----|--------|--|
| Deposit | 1015 Cash in bank (990 line 45):MAB | | | | | | |
| 11/06/2007 🔠 | <payee></payee> | | <payment></payment> | <deposit></deposit> | | | |
| | <account></account> | <memo></memo> | | <class></class> | MAB | | |
| How do 1 add or edit transactions? | | | | | | | |

Choose the appropriate date, and begin to fill in the transaction. You can type directly into the **<Payee>** field, and if the name exists in the list, it will start to fill in. If not, when complete, the program will ask if you want to add the name to the list:

| | Add Name | |
|--------------|--------------|--------|
| | | |
| Name: Fred | | |
| Type: Vendor | • | |
| | | |
| Quick Add | Add All Info | Cancel |
| | | |

Choose the proper type: Vendor – those to whom we

give money; Donor – those from whom we get money. As a shortcut, if money is coming in from an undefined source (e.g. cash collection, raffle, etc.) choose **Various**.

| Deposit | ▼ 1015 Cash in bank (990 line 45):MAB | | | | |
|--------------|---------------------------------------|------------------------------------------------------------------------------------------|---------------------|-------------|---|
| 11/06/2007 🎹 | Various | <pre><pre><pre><pre><pre><pre><pre><pre></pre></pre></pre></pre></pre></pre></pre></pre> | <deposit></deposit> | | |
| | <account></account> | | <class></class> | 💌 MAB 🛛 | • |
| | How do I add or edit transactions? | | | Save Cancel | |

Enter the amount in the **<Deposit>** field.

For the **<Account>** field, choose from one of the pull down choices. Typically, income will come from one of three ways:

- 1. Donations
- 2. Service revenue (charges, admission fees, collections), or
- 3. Special events (golf tournament, auctions, bake sales, etc.)

The **<Account>** field is structured around these types of income. The most commonly used accounts will be:

- 4010 Indiv/Business contributions
- 5180 Program Service Fees
- 5210 Membership dues
- 5810 Special events non-gift revenue
- 5820 Special events gift revenue

| Deposit | ▼1015 Cash in bank (990 line 45):MAB | | | | | |
|--------------|-----------------------------------------------------------------------|------------------------------------|---------------|---------------------|---------------------|------------|
| 11/06/2007 🏢 | Various | | | <payment></payment> | <deposit></deposit> | |
| | 5810 Special events:Special events - non-gift rev (990 line 9a & 101) | | <memo></memo> | | <class></class> | MAB 💌 |
| | | How do I add or edit transactions? | | | S | ave Cancel |

Fill in the **<Memo>** with whatever information you want to use.

The **<Class> and <Division>** fields are very important fields and must not be missed. **<Class>** is used by each organization to identify the project (e.g. Jazz Festival, Cookie Dough, etc.)

Ensure that each transaction has the **<Division>** field filled in as well, e.g. Band, MAB, Heatherwood Band, etc.

Multiple Payees Combined on one Deposit

At the top of the screen, select the + symbol and then select Bank Deposits.

|) | https://qbo.intuit.co | om/app/register?a | accountId=20 | 2 | | | ▼ C ^e 8 ▼ Google | | ٩ | + | 會 ☆ 自 | • |
|---|-----------------------|---------------------|------------------------|---------------------------------------------------|------------------------------|-----------------|-----------------------------|------------|------|------|----------------------------|-------------------|
|) | QuickBooks | Go to repo | ort | | | ८ × | \odot | နိုင်ငံ ၂ | IS M | usic | and Arts Booste | ers 🥐 H |
| | Accountant | Bank F | Registe | r Create | | | | | | | Fir | nd in Regist |
| | Client Home | | | Donors | Vendors | | Employees | Other | | | | |
| • | Donors | Customi | Ze Show | ing Invoice | Expense | | Paycheck 🎓 | Bank Depo | sit | | e | III GO |
| | | | Check | 70 Receive Payment | Check | | Single Time Activity | Transfer | | | d:Scholarships | Band |
| | Vendors | 07/15/2014 | 1009 Check | 70 Estimate | Bill | | Weekly Timesheet | Journal En | | | Band:Coaching | 6,636.38 Band |
| | Employees | 07/15/2014 | 1010 Check | A 70 Credit Memo | Pay Bills | | | Statement | | | d:Scholarships | 6,436.38 Band |
| | | 07/15/2014 | 1011 Check | M Sales Receipt | Purchase O | rder | | | | | d:Scholarships | 6,236.38 Band |
| | Transactions | 08/15/2014 | 1012 Check | D Refund Receipt | Vendor Crea | dit | | | | | Band:Supplies | 5,786.38 Band |
| | Reports | 08/19/2014 | 1013 | Delayed Credit | Credit Card | Credit | | | | | | 5,726.38 |
| | Sales Tax | 08/25/2014 | Check 1014 | Le Delayed Charge | Print Check | | | | | | Band:Coaching | Band 5,605.93 |
| | | 08/29/2014 | Check ADJ37 | 70 | | | | • : | Show | less | Band:Supplies 10,621.55 | Band 16,227.48 |
| | Apps | 08/29/2014 | Journal Entry ADJ37 | / -S | | | | 10,621.55 | R | _ | | Band 5.605.93 |
| | | | Journal Entry | | | | | | | | | |
| | | 08/31/2014 | 1015 Check | Darrius Glass 7015 Program and Grant expenses: | Program Expenses - Coaching | n (990 Line 10) | Percussion coaching | 37.50 | | | Band:Coaching | 5,568.43 Band |
| | | 08/31/2014 | 1016 | Brandon Mar & University of Washin | | g (000 Eino 10) | r or outdoilor of during | 200.00 | | | bund.obuoning | 5,368.43 |
| | | | Check | 7040 Program and Grant expenses: | | (990 line 10) | Scholarship - 2014 | | | | Band:Scholarships | Band |
| | | 08/31/2014 | 1017 | Lesley Moffat | | | | 159.16 | | | | 5,209.27 |
| | | | Check | 7010 Program and Grant expenses: | Program-related expenses (99 | 90 line 10) | WMEA dues/USB cable | | | | Band:Supplies | Band |
| | | 08/31/2014 | 1018 | Lesley Moffat | | | | 194.50 | | | | 5,014.77 |
| | | | Check | 7010 Program and Grant expenses: | Program-related expenses (99 | 90 line 10) | room clean-up/monitor | | | | Band:Supplies | Band |
| | | 08/31/2014 | ADJ38 | | | | | 125.00 | R | | | 4,889.77 |
| | | | Journal Entry | / -Split- | | | | | | | | |
| | | 08/31/2014 | ADJ38 | | | | | | | | 125.00 | 5,014.77 |
| | | 08/31/2014 | Journal Entry | / -Split- | | | | 125.00 | | - | | Band |
| | | 00/31/2014 | Transfer | 1018 Cash in bank (990 line 45):MAI | P:Rand (delated) | | 3070094229 - Transfer of | | R | • | | 4,889.77 |
| | | 08/31/2014 Check | fer | | | | | | R | œ | 250.00 | 5,139.77 |
| | | 09/04/2014 | | 1018 Cash in bank (990 line 45):MAI | b.band (deleted) | | Reversal of previous tran | Payment > | | | <deposit></deposit> | |
| | | 03/04/2014 14 | 1019 | <payee> <account></account></payee> | | | | Payment > | | | | Heather 💌 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | Save | Cancel |

Figure 6 - Deposits from more than one source

The following screen will appear:

| QBOA | × 💿 Depo | osit × | + | | | | | | - 0 | x |
|----------------------------------|-------------------------------------|--------------------|-------------|-------------------|---------------|---------|------------|-----------|--------|----------|
| + https://d | qbo. intuit.com /app/deposit | | | ▼ 🥙 🖁 ד Goo | ogle | ٩ | + 1 | 1 ☆ 自 | ج 🚱 | Ξ |
| 🕥 Depo | osit | | | | | | | | ? | × |
| 1016 Cash | n in bank (990 line 45 🗘 | Balance \$6,210.54 | | | | | | \$0 | | |
| Date 09/04/2014 Show payme | | Divisions - 🗘 | | | | | | | | |
| Add New | / Deposits | | | | | | | | | |
| # | RECEIVED FROM | ACCOUNT | DESCRIPTION | PAYMENT METHOD | REF NO. | AMOUNT | CLASS | | | |
| iii 1 | | | | | | | | | Ō | |
| ···· 2 | | | | | | | | | 亩 | |
| Add lines | Clear all lines | | | | | New Dep | osits Tota | al | \$0.00 | = |
| Memo | | | | Cash back goes to | Cash back men | 10 | | Cash back | amount | |
| | | | | | | | Tota | ıl | \$0.00 | |
| () Attachme | ents Maximum size: 25MB | k the icon | | | | | | | | |
| | | | | Privacy | | | | | | |
| | | | | L. | | | | | | - |
| Cancel | | | Print | Make recurring | | | | Save and | close | • |

Figure 7 - Deposit form

Ensure the Deposit to: field is the proper checking account, and select proper Division from the pull down. Items that have been received via another form (sales receipt, receive payment) and were placed in 1299 – Undeposited Funds will be listed. If they are part of the current deposit, select the check box by the entry. If there are additional items in the deposit, enter on each line under **Add New Deposits** how much was received from each payee, the account (see above), memo, payment method (cash, check, credit card, etc.), Ref # (check number or invoice number), and class.

Make sure the deposit form exactly mimics the way the deposit is made, especially if making the deposit by ATM where the number of checks is limited. *Example: if the deposit needs to be broken into two, make two deposit entries, showing which checks are included in each batch.*

The form will automatically add extra lines if needed. When complete, select Save and close.

Reconciling Accounts

The corporate treasurer will reconcile all accounts to the bank statements.