

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

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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

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Getting Started with QuickBooks Online Edition

Logging In

Follow instructions provided in introductory email.

Home Screen

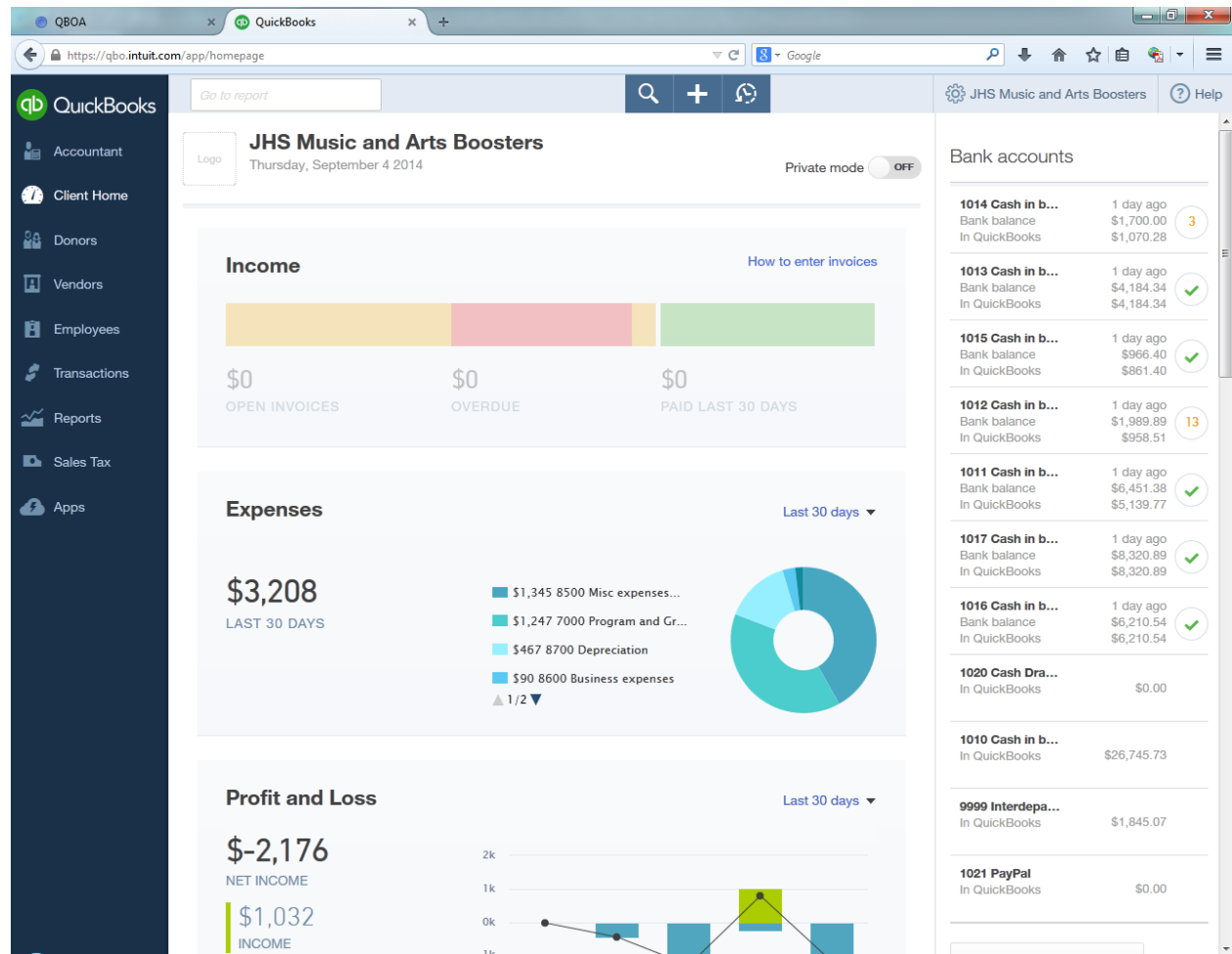


Figure 1 - Home Screen

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:

Bank accounts

1014 Cash in b... 1 day ago 3

Bank balance \$1,700.00

In QuickBooks \$1,070.28

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 desired account and then select Go to Register.

Go to Register

The screenshot shows the QuickBooks interface with the 'Registers' page open. The left sidebar contains navigation options like Accountant, Client Home, Donors, Vendors, Employees, Transactions, Reports, Sales Tax, and Apps. The main area displays a table of registers with the following data:

NAME	TYPE	QUICKBOOKS BALANCE	BANK BALANCE
1010 Cash in bank (990 line 45)	Bank	26,745.73	
1011 Band	Bank	5,139.77	6,451.38
1012 Choir	Bank	958.51	1,989.89
1013 Dance	Bank	4,184.34	4,184.34
1014 Drama	Bank	1,070.28	1,700.00
1015 MAB	Bank	861.40	966.40
1016 Heatherwood Band	Bank	6,210.54	6,210.54
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	

Figure 3 – Register listing

A screen looking like a checkbook register will appear:

Bank Register 1011 Cash in bank ...

Showing all transactions sorted by date

Date	Type	Description	Amount	Balance
07/15/2014	Check	7040 Program and Grant expenses:Awards & grants - individuals (990 line 10) Scholarship - 2014	30.00 R	6,636.38
07/15/2014	Check	7015 Program and Grant expenses:Program Expenses - Coaching (990 Line 10) Percussion coaching	200.00	6,436.38
07/15/2014	Check	7040 Program and Grant expenses:Awards & grants - individuals (990 line 10) Scholarship - 2014	200.00 R	6,236.38
08/15/2014	Check	7010 Program and Grant expenses:Program-related expenses (990 line 10) CHARMS - 3 YR RENEWAL	450.00	5,786.38
08/19/2014	Check	7015 Program and Grant expenses:Program Expenses - Coaching (990 Line 10) Percussion coaching	60.00 R	5,726.38
08/25/2014	Check	7010 Program and Grant expenses:Program-related expenses (990 line 10) Jazz Deck/Drum Crew p...	120.45	5,605.93
08/29/2014	ADJ37	Journal Entry -Split-	10,621.55 R	16,227.48
08/29/2014	ADJ37	Journal Entry -Split-		5,605.93
08/31/2014	Check	7015 Program and Grant expenses:Program Expenses - Coaching (990 Line 10) Percussion coaching	37.50	5,568.43
08/31/2014	Check	7040 Program and Grant expenses:Awards & grants - individuals (990 line 10) Scholarship - 2014	200.00	5,368.43
08/31/2014	Check	7010 Program and Grant expenses:Program-related expenses (990 line 10) WMEA dues/USB cable	159.16	5,209.27
08/31/2014	Check	7010 Program and Grant expenses:Program-related expenses (990 line 10) room clean-up/monitor...	194.50	5,014.77
08/31/2014	ADJ38	Journal Entry -Split-	125.00 R	4,889.77
08/31/2014	ADJ38	Journal Entry -Split-		5,014.77
08/31/2014	ADJ38	Journal Entry -Split-		4,889.77
08/31/2014	Transfer	1018 Cash in bank (990 line 45):MAB:Band (deleted) 3070094229 - Transfer of ...	125.00 R	4,889.77
08/31/2014	Check	1018 Cash in bank (990 line 45):MAB:Band (deleted) Reversal of previous tran...	250.00 R	5,139.77
09/04/2014	1019	<Payee> <Account>	<Payment > <Deposit > <Class>	<Header ... >

Reconcile Prev Page 19 of 19 Ending Balance \$5,139.77

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 be 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 field), 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.

Entering Checks From the Checks Form

The screenshot shows a web browser window with the URL <https://qbo.intuit.com/app/expense>. The page title is "Expense". At the top right, the amount is displayed as "\$0.00". Below the header, there are several input fields: "Choose a payee" (dropdown), "1015 Cash in bank (990 line 45)" (dropdown), "Balance \$861.40", "Ref no." (text), "Payment date" (09/04/2014), "Payment method" (Enter Text dropdown), and "Division" (Heatherwood Band dropdown). Below these fields is a table with columns: #, ACCOUNT, DESCRIPTION, AMOUNT, CLASS. The table has two rows, both with empty cells. Below the table are buttons for "Add lines" and "Clear all lines". At the bottom right of the table area, "Total" is shown as "\$0.00". Below the table is a "Memo" text area. At the bottom, there is an "Attachments" section with a maximum size of 25MB and a drag/drop area. A "Privacy" link is located below the attachments section. At the very bottom, there is a dark blue bar with buttons for "Cancel", "Make recurring", "Save", and "Save and close".

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

Select **Check** from the left-hand pull down menu, fill in the **<Payee>**, **<Payment>**, **<Account>**, **<Memo>**, **<Class>**, and **<Division>** fields. Select **Save** 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**

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:

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**.

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

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.

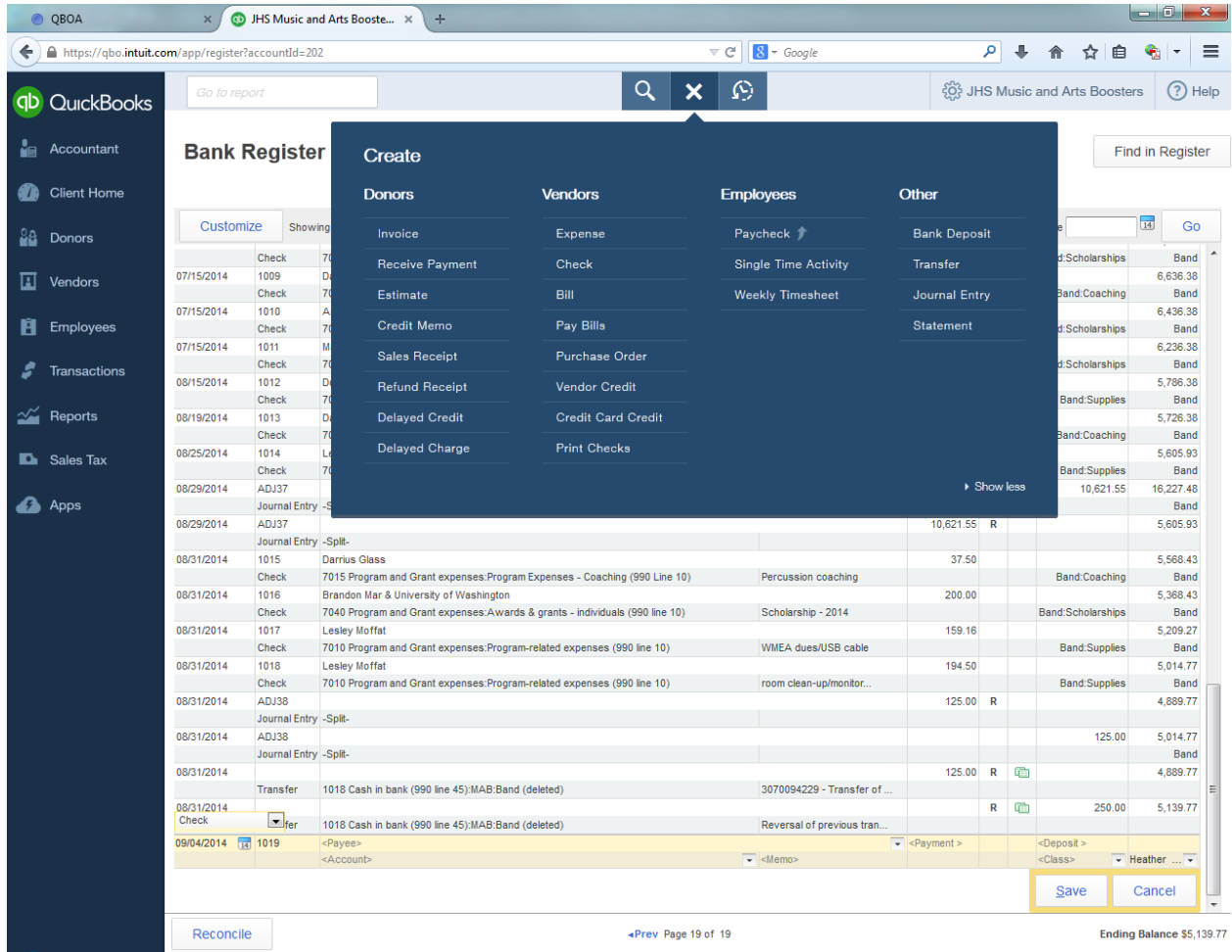


Figure 6 - Deposits from more than one source

The following screen will appear:

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.