

QUICKBOOKS® MADE EASY FOR NONPROFITS™

A TRAINING HANDBOOK FOR
NONPROFIT ORGANIZATIONS
USING QUICKBOOKS®

BEYOND *THE* *ESSENTIALS*™ HANDBOOK

Authored by

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Although born in Florida, I have lived in **Atlanta** since I was four. I love the city and consider myself a native. I stayed in Atlanta for college, going to **Emory University**, where I received my B.B.A. from Emory **Goizueta** Business School. After graduating I went to work for KPMG Peat Marwick, a “Big 5” accounting firm, in their audit department.

After two years I received my C.P.A. license, and decided to leave the corporate world, striking out on my own. I started a small practice in 1989 and have **been in practice ever since**. Our firm specializes in nonprofits performing nonprofit audits, booking, 990 preparation and consulting services for over 700 nonprofits annually.

In 2000, in addition to my practice I began **teaching QuickBooks® seminars** around the country for various training companies including Intuit, the makers of the software. I have taught over **1500 QuickBooks® seminars to over 30,000 students**. I am a QuickBooks® Pro-Adviser and know the software inside and out. I have taught both business owners as well as other accountants. I choose to teach because I enjoy it. I get a kick out of explaining things and seeing the light bulb turn on in students’ heads. Over the years, I have taught many in the **nonprofit sector** and know the unique issues encountered and how to solve them.

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Chapter 1
Special Events

Special Events

- A **Special Event** refers to an event held by a nonprofit organization whose primary purpose is to raise money for the organization.
- For this reason they are also called **Special Fundraising Events**.
- They are not to be confused with events that may raise money for the organization but are ultimately about performing a program oriented purpose.

Examples of a true Special Fundraising Event are:

- A Homeless Shelter has an annual Dinner and Silent Auction
- A House of Worship has a large bake sale or car wash
- A Membership Association puts on a talent show

Examples of activities that are **NOT** Special Fundraising Events but really are programs of the nonprofit organization are:

- A Membership Association that runs a profitable annual conference and collects registration fees
 - A Theatre that sponsors a talent show for its students
 - A House of Worship has a religious retreat
-
- Special Fundraising Events should be reported net of costs within the income section of the Profit and Loss Statement. This is how they are to be reported on the year-end 990 Information Return as well as on an audited financial statement.
 - **Use Accounts and Subaccounts, all the income type, to track all aspects of the Special Fundraising Event.** This even includes the expenses.
 - **More than one Special Event?** Simply create a separate set of accounts for each event.

Special Events

Using Accounts

The screenshot shows the 'Add New Account' dialog box. The 'Account Type' is set to 'Income'. The 'Account Name' is 'Annual Gala, Net Gala Revenue'. There is a checkbox for 'Subaccount of' and a dropdown menu. Below this is an 'OPTIONAL' section with a 'Description' text area and a 'Note' text area. At the bottom are three buttons: 'Save & Close', 'Save & New', and 'Cancel'.

- Create one income account using the “title of the event, net” as the account name. This is referred to as the “main account”.
- Create 2 subaccounts underneath the above “main account”
 - One for the Income
 - One for the Expenses (yes this is an income type)
- You will NEVER point transactions to any of these three accounts
- Instead create subaccounts under the Income and Expense subaccounts to track incomes and expenses

Special Events

Setting Up Accounts - Income

Account Type: Income

Account Name: Gala Tickets

Subaccount of: Annual Gala, Net:Gala Revenue

OPTIONAL

Description: [Empty]

Note: [Empty]

Buttons: Save & Close, Save & New, Cancel

The Steps: Creating Subaccounts for your Income accounts

- 1) Select "List: Chart of Accounts" from the menu bar
- 2) Click the "Account" button on the bottom left of the window
- 3) Select "New"
- 4) Pick "Income" Type (must be the same type as the Income account it is going to be a subaccount for) and click "Continue"
- 5) Name the subaccount for the particular Special Event Income in the "Account Name" field
- 6) Click the checkbox to the left of the "Subaccount of" line
- 7) Use the drop down menu to select the Income account it is a subaccount for
- 8) Click "Save & Close" to add the subaccount

Setting Up Accounts - Expenses

Account Type: Income

Account Name: Gala Equipment Rental

Subaccount of: Annual Gala, Net:Gala Costs

OPTIONAL

Description: [Empty text box]

Note: [Empty text box]

Buttons: Save & Close, Save & New, Cancel

The Steps: Creating Subaccounts for your Expenses

- 1) Select "List: Chart of Accounts" from the menu bar
- 2) Click the "Account" button on the bottom left of the window
- 3) Select "New"
- 4) Pick "Income" Type (must be the same type as the account it is going to be a subaccount of) and click "Continue"
- 5) Name the subaccount for the particular Special Event Expense (Income Type) in the "Account Name" field
- 6) Click the checkbox to the left of "Subaccount of" line
- 7) Use the drop-down menu to select the Expense account (Income Type) it is a subaccount for
- 8) Click "Save & Close" to add the subaccount

Special Events

➤ Record Deposits using your preferred method

Recording Deposits Method I: Make Deposit Window (Lump by Category – Use this method if you do NOT intend to use QuickBooks® as your Donor/Member/Student database)

RECEIVED FROM ACCOUNT	MEMO	CHK	PMT M	CLASS	AMOUNT
Special Event Annual Gala, Net: Gala Revenue: Gala Tickets				Fundraising	8,923.00
Special Event Annual Gala, Net: Gala Revenue: Gala Sponsorships				Fundraising	14,000.00
Special Event Annual Gala, Net: Gala Revenue: Gala Auction Income				Fundraising	2,670.00
Deposit Subtotal					25,593.00

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

Cash back goes to: Cash back memo: Cash back amount:

Deposit Total: 25,593.00

Buttons: Save & Close, Save & New, Clear

The Steps: Recording Deposits Method 1: Make Deposits Window

- 1) From the home page, click on the “Record Deposits” Icon¹
- 2) In the “Deposit To” field, use the drop-down menu to select the appropriate Bank Account from the list
- 3) Enter date deposit is to be made
- 4) Leave the “Received from” field blank
- 5) Select the appropriate income account in the “From Account” field
- 6) Select the appropriate class in the “Class” field
- 7) Enter the total dollar amount to be deposited for that account (individual checks and amounts added together for the account)
- 8) Repeat steps 5 through 7 for each type of income account on the other lines
- 9) Click “Save & Close”

¹ QuickBooks® version 2005 or older: Select “Banking>Make Deposits” from the menu bar.

Special Events

➤ **Recording Deposits Method II: Sales Receipts (Use this method if you DO intend to use QuickBooks® as your Donor/Member/Student database)**

First Create Items

- Those planning to use this method will need to first create Items for each type of income associated with the event.
- Normally, you will need just one item for each income account you created.
- If you are selling a ticket, typically a portion of the ticket is deductible as a donation and the rest is not. IF you are planning to generate year-end Donor Acknowledgement reports out of QuickBooks®, it will be necessary to generate 2 items for a ticket.

Special Events

Creating Item for the Non-Deductible portion of a ticket

The screenshot shows the 'New Item' dialog box with the following fields and values:

- TYPE:** Service (dropdown menu)
- Item Name/Number:** Gala Tic-Nondeduc (text field)
- UNIT OF MEASURE:** (empty text field)
- Description:** Amount of ticket that covers the dinner (text field)
- Rate:** 60.00 (text field)
- Account:** nue:Gala Tickets (dropdown menu)
- Buttons:** OK, Cancel, Next, Notes, Custom Fields, Spelling
- Checkboxes:** Subitem of, This service is used in assemblies or is performed by a subcontractor or partner, Item is inactive

Creating Item for the Deductible portion of a ticket

The screenshot shows the 'New Item' dialog box with the following fields and values:

- TYPE:** Service (dropdown menu)
- Item Name/Number:** Gala Tic-Deduct (text field)
- UNIT OF MEASURE:** (empty text field)
- Description:** This is the deductible portion of the ticket (text field)
- Rate:** 40.00 (text field)
- Account:** nue:Gala Tickets (dropdown menu)
- Buttons:** OK, Cancel, Next, Notes, Custom Fields, Spelling
- Checkboxes:** Subitem of, This service is used in assemblies or is performed by a subcontractor or partner, Item is inactive

The Steps: Recording Deposits Method 2: Creating Items

- 1) Select "Lists>Item List" from the menu bar
- 2) Click the "Item" button on the bottom left of the window
- 3) Select "New" from the list
- 4) In the "Type" field, select "Service"
- 5) Enter the name of the item in the "Item Name/Number" field
- 6) Enter a description and amount if desired in the Rate field
- 7) Select the corresponding Income Account from the "Account" field
- 8) Click "Next" (not shown here but you will see it)
- 9) Repeat steps 4 through 8 for each item you need
- 10) Click "OK"

Special Events

- Creating a third group item as well will prevent you from having to select two items each time you record the purchase of a ticket on a Sales Receipt. (Optional)

For Ticket Items Only: Creating a group item (OPTIONAL)

TYPE
Group Use to quickly enter a group of individual items on an invoice.
[What's the difference between a Group and an Inventory Assembly?](#)

Group Name/Number
Gala Total Ticket

Description
Total cost of a ticket to the Gala

Print items in group

ITEM	DESCRIPTION	QTY
Gala Tic-Nondeductible	Amount of ticket that covers the dinner	1
Gala Tic-Deductible	This is the deductible portion of the ticket	1

Item is inactive

OK
Cancel
Next
Notes
Custom Fields
Spelling

The Steps: Recording Deposits Method 2: Creating a Group Item

- 1) Select "Lists>Item List" from the menu bar
- 2) Click the "Item" button on the bottom left of the window
- 3) Select "New" from the list
- 4) In the "Type" field, select "Group"
- 5) Enter an appropriate name of the Group Item in the "Group Name/Number" field
- 6) Enter a description which will print out on the Receipt for the customer
- 7) Select the appropriate items for the group in the "Item" field
- 8) Enter "1" for each item in the group in the "Quantity" field
- 9) If you want each separate item and its description to print as a separate line on the Receipt for the customer, Click on the check box next to "Print items in group" (otherwise only one line will appear and the description will be the Group item description)
- 10) Click "OK"

➤ Now use your items for recording receipts

Recording Deposits Method 2: Sales Receipt (Donations) Window

Sales Receipt

CUSTOMER_JOB: Ashford, Parker and Faith CLASS: DEPOSIT TO: Checking TEMPLATE: Custom Sales R...

DATE: 06/30/2020 SOLD TO: Parker and Faith Ashford
489 Stoney Brook Road
Atlanta, Ga. 30327

SALE NO.: 35 CHECK NO.:

ITEM	DESCRIPTION	QTY	RATE	CLASS	AMOUNT
Gala Tic-Deductible	This is the deductible portion of the ticket		40.00		40.00
Gala Tic-NonDeductible	Amount of ticket that covers the dinner		60.00		60.00
TOTAL					100.00

CUSTOMER MESSAGE: MEMO:

Buttons: Save & Close, Save & New, Clear

The Steps: Recording Deposits Method 2: Recording a Sales Receipt

- 1) From the homepage click on the “Donations” or “Create Sales Receipt” icon²
- 2) Select the individual/organizations name in the “Customer: Job” field
- 3) Enter the date, payment method, and check # in the appropriate fields
- 4) Select the appropriate item in the “Item” field
- 5) Select the appropriate program in the “Class” field
- 6) Enter the amount for that item in the “Amount” field
- 7) Repeat steps 4 through 6 on additional lines for each item if needed
- 8) Select “Undeposited Funds” in the “Deposit To” field if it appears³
- 9) Click “Save & New
- 10) Repeat steps 2 through 9 for each receipt
- 11) Click “Save & Close” after last receipt has been entered.
- 12) Complete remaining steps for depositing the \$ as normal

² QuickBooks® version 2005 or older: Select “Customer>Enter Sales Receipt” from the menu bar.

³ QuickBooks® version 2005 or older: You will click the button next to “Group with Other Undeposited Funds” in the lower left hand side of the window.

➤ Record Your Expenses using the accounts

Entering Expenses – On Checks

The screenshot shows the 'Write Checks - Checking' window. At the top, the 'BANK ACCOUNT' is set to 'Checking' and the 'ENDING BALANCE' is 107,378.09. The check form is highlighted with a green border and contains the following information:

- NO. TO PRINT: (empty)
- DATE: 06/30/2020
- PAY TO THE ORDER OF: Grainger Equipment, Inc.
- AMOUNT: \$ 2,000.00
- Text: Two thousand and 00/100***** DOLLARS
- ADDRESS: Grainger Equipment, Inc., 156 Chester Lane, Alpharetta, GA 30398
- MEMO: (empty)

Below the check form, the 'Expenses' section shows a table with the following data:

ACCOUNT	AMOUNT	MEMO	CUSTOMER JOB	BILLA...	CLASS
Special Events Blues BBQ Costs:Blues BB...	2,000.00				Fundraisir

At the bottom of the window, there are buttons for 'Save & Close', 'Save & New', and 'Clear'.

The Steps: Entering Expenses – On Checks

- 1) From the Home page Click on the “Write Checks” icon⁴
- 2) Select the appropriate “Bank Account”, “Pay to the Order of” and the amounts in the appropriate fields on the check
- 3) Enter the appropriate Special Event Expense “Account”(s) (Income Type), “Amount”(s), and “Class”(es)
- 4) Click “To Be Printed” or “Print Later” to queue the check for printing later (Omit this step if handwriting your check and instead make sure the check number is correct)
- 5) Click “Save & Close”

⁴ QuickBooks® version 2005 or older: Select “Write Checks” from the Banking Navigator.

Special Events

➤ Use these accounts when entering Bills as well

Entering Expenses – On Bills

The screenshot shows the 'Enter Bills' window with the following details:

- Bill Information:**
 - VENDOR: Grainger Equipment, Inc.
 - DATE: 06/30/2020
 - ADDRESS: Grainger Equipment, Inc., 156 Chester Lane, Alpharetta, GA 30398
 - REF. NO.: (empty)
 - AMOUNT DUE: 2,000.00
 - BILL DUE: 07/10/2020
 - TERMS: (empty)
 - MEMO: (empty)
- Expenses Summary:**
 - Expenses: \$2,000.00
 - Items: \$0.00
- Expense Table:**

ACCOUNT	A...	M...	C...	BI...	CLASS
Special Event Annual Gala, Net Gala Costs: Gala Equipment Rental	2,...				Fundraising

Buttons at the bottom: Save & Close, Save & New, Clear.

Special Events

- Use these accounts when entering Credit Card charges as well

Entering Expenses on Credit Cards

Enter Credit Card Charges - Visa

Main Reports

Find New Save Delete Create a Copy Attach File Download Card Charges Enter Time Clear Splits Recalculate Batch Transaction

CREDIT CARD: Visa Purchase/Charge Refund/Credit ENDING BALANCE: 0.00

Credit Card Purchase/Charge

PURCHASED FROM: [Dropdown] DATE: 06/30/2020 REF NO.: [Text] AMOUNT: 0.00 MEMO: [Text]

Expenses \$0.00 Items \$0.00 Ready to pay a credit card bill?

ACCOUNT	AMOUNT	ME...	CU...	BILLA...	CLASS
Special Event Annual Gala, Net:Gala Costs:Gala Equip...					Fundraising

Save & Close Save & New Clear

Special Events

Reports: Standard Profit and Loss (With Special Event Detail)

Customize Report		Comment on Report		Share Template		Memorize		Print		E-mail		Excel		Hide Header		Collapse		Refresh		
Dates	Custom	From	06/01/2020	To	06/30/2020	Show Columns	Total only	Sort By	Default											
Report Basis:		<input checked="" type="radio"/> Accrual		<input type="radio"/> Cash		Show Filters														
12/15/07		Synergy Now																		
Accrual Basis		Profit & Loss																		
		June 2020																		
		Jun 20																		
		Income																		
		Individual Contributions																		100,158.62
		Corporate Grants																		36,090.00
		Foundation Grants																		129,315.00
		Government Grants																		19,600.00
		Program Fees																		17,293.88
		Membership Dues																		827.88
		Miscellaneous Income																		600.02
		Interest Income																		231.00
		Special Event Annual Gala, Net																		
		Gala Revenue																		
		Gala Tickets																		27,000.00
		Gala Sponsorships																		40,000.00
		Gala Auction Income																		9,450.00
		Total Gala Revenue																		76,450.00
		Gala Costs																		
		Gala Equipment Rental																		-1,000.00
		Gala Banquet Fee																		-5,200.00
		Gala Travel																		-900.00
		Gala Postage																		-435.00
		Gala Printing																		-1,102.00
		Gala Entertainment																		-890.00
		Total Gala Costs																		-9,527.00
		Total Special Event Annual Gala, Net																		66,923.00
		Total Income																		371,039.40
		Expense																		
		Salary & Wages																		110,612.19
		Payroll Taxes																		15,972.16
		Health Insurance																		7,984.24
		Rent																		50,461.30

The Steps: Standard Profit and Loss (Expanded)

- 1) Select "Reports>Company & Financial>Profit & Loss Standard" from the menu bar
- 2) Select the appropriate date range using the "Dates" field
- 3) Click "Print" to print the report or "Excel" to open in Excel if needed^{5 6}

⁵ You may also click "Email" to send as an Excel or PDF file to email recipients

⁶ Depending on your version, the button to open in Excel may say "Export"

Special Events

Reports: Standard Profit and Loss (without Special Event Detail)

Customize Report		Comment on Report		Share Template		Memorize		Print		E-mail		Excel		Hide Header		Expand	
Dates		Custom		From 06/01/2020		To 06/30/2020		Show Columns		Total only		Sort By		Default			
Report Basis:		<input checked="" type="radio"/> Accrual		<input type="radio"/> Cash		Show Filters											
12/15/07		Synergy Now															
Accrual Basis		Profit & Loss															
		June 2020															
		Jun 20															
		Income															
		Individual Contributions ▶ 100,158.62 ◀															
		Corporate Grants 36,090.00															
		Foundation Grants 129,315.00															
		Government Grants 19,600.00															
		Program Fees 17,293.88															
		Membership Dues 827.88															
		Miscellaneous Income 600.02															
		Interest Income 231.00															
		▶ Special Event Annual Gala, Net 66,923.00															
		Total Income 371,039.40															
		Expense															
		Salary & Wages 110,612.19															
		Payroll Taxes 15,972.16															
		Health Insurance 7,984.24															
		Rent 50,461.30															
		Postage and Delivery 2,605.66															
		Printing and Reproduction 9,924.06															
		Bank Service Charges 395.00															
		Contract Labor 512.37															
		Dues and Subscriptions 45.17															
		Space Rental 10,050.00															
		Equipment Rental 2,286.96															
		Miscellaneous 14.00															
		Interest Expense 75.51															
		Licenses and Permits 25.00															
		Office Supplies 796.00															
		Other Supplies 300.00															
		▶ Professional Fees 1,575.00															
		Telephone 687.00															
		Total Expense 214,321.62															
		Net Income 156,717.78															

The Steps: Standard Profit and Loss (Collapsed)

- 1) Select "Reports>Company & Financial>Profit & Loss Standard" from the menu bar
- 2) Select the appropriate date range using the "Dates" field
- 3) Click "Collapse" button to view a collapsed Profit and Loss showing Special Events, Net of costs, as one line
- 4) Click "Print" to print the report or "Excel" to open in Excel if needed^{7 8}

⁷ You may also click "Email" to send as an Excel or PDF file to email recipients

⁸ Depending on your version, the button to open in Excel may say "Export"

Reports: Special Event Only

Custom Summary Report

Customize Report Comment on Report Share Template Memorize Print E-mail Excel Hide Header Collapse Refresh

Dates Custom From 07/01/2019 To 06/30/2020 Show Columns Total only Sort By Default

Report Basis: Accrual Cash Hide Filters Account: Multiple accounts... Date: Custom

12/15/07
Accrual Basis

**Synergy Now
Gala Report**
July 2019 through June 2020

		Jul '19 - Jun 20
Income		
Special Event Annual Gala, Net		
Gala Revenue		
Gala Tickets	27,000.00	
Gala Sponsorships	40,000.00	
Gala Auction Income	9,450.00	
Total Gala Revenue	76,450.00	
Gala Costs		
Gala Equipment Rental	-1,000.00	
Gala Banquet Fee	-5,200.00	
Gala Travel	-900.00	
Gala Postage	-435.00	
Gala Printing	-1,102.00	
Gala Entertainment	-890.00	
Total Gala Costs	-9,527.00	
Total Special Event Annual Gala, Net	66,923.00	
Total Income	66,923.00	
Expense	0.00	
Net Income	66,923.00	

The Steps: Special Event Only

- 1) Select "Reports>Custom Reports>Summary" from the menu bar
- 2) Select the appropriate date range using the "Dates" field
- 3) Select "Total only" in the "Display columns by" field
- 4) Select "Account list" in the "Display rows by" field
- 5) Click on the filters tab
- 6) Select "Account" from "Choose Filter"
- 7) Select "Multiple accounts" in the "Account" field
- 8) Manually click on the appropriate Special Event Accounts
- 9) Click on the "Header/Footer" tab
- 10) Enter the Special Event Name in the "Report Title" field
- 11) Click "OK"
- 12) Click "Memorize" to memorize the report
- 13) Click "Print" to print the report or "Excel" to open in Excel if needed^{9 10}

⁹ You may also click "Email" to send as an Excel or PDF file to email recipients

¹⁰ Depending on your version, the button to open in Excel may say "Export"

Budget Reports

- **First Budget amounts must be entered**
- **Enter Budget amounts for expenses as negative amounts**

First Enter Budget Amounts

ACCOUNT	ANNUAL T...	JUL19	AUG19	SEP19	OCT19	NOV19	DEC19	JAN20	FEB20	MAR20	APR20	MAY20	JUN20
Miscellaneous Income													
Interest Income	235.00	235.00											
Special Event Annual Gala, Net													
Gala Revenue													
Gala Tickets	5,500.00	5,500.00											
Gala Sponsorships	10,000.00	10,000.00											
Gala Auction Income	5,000.00	5,000.00											
Gala Costs													
Gala Equipment Rental	-2,000.00	-2,000.00											
Gala Banquet Fee	-5,000.00	-5,000.00											
Gala Travel	-2,000.00	-2,000.00											
Gala Postage	-1,000.00	-1,000.00											
Gala Printing	-1,000.00	-1,000.00											
Gala Entertainment	-500.00	-500.00											
Salary & Wages	94,500.00	94,500.00											
Payroll Taxes	7,560.00	7,560.00											

The Steps: Entering Budget Amounts for your Special Event

- 1) Select "Company>Planning & Budgeting>Set up Budgets" from the menu bar.
- 2) Select the appropriate budget from the "Budget" drop down (or click "Create New Budget" if necessary and follow prompts to create new budget)
- 3) Enter the Special Event Budget (Putting the entire year in the first month's column)
- 4) Be sure to Enter the Special Event Expenses as negative amounts
- 5) Click "OK"

Special Events

Reports: Budget vs. Actual Profit & Loss (With Special Event Detail)

Profit & Loss Budget vs. Actual

Customize Report Share Template Memorize Print E-mail Excel Hide Header Collapse Refresh

Dates This Fiscal Year-to-date From 07/01/2019 To 06/30/2020 Columns Total only Sort By Default

Synergy Now
Profit & Loss Budget vs. Actual
 July 2019 through June 2020

06/30/20
 Accrual Basis

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Interest Income	231.00	235.00	-4.00	98.3%
Special Event Annual Gala, Net				
Gala Revenue				
Gala Tickets	4,446.00	5,500.00	-1,054.00	80.8%
Gala Sponsorships	14,000.00	10,000.00	4,000.00	140.0%
Gala Auction Income	4,200.00	5,000.00	-800.00	84.0%
Total Gala Revenue	22,646.00	20,500.00	2,146.00	110.5%
Gala Costs				
Gala Equipment Rental	-2,000.00	-2,000.00	0.00	100.0%
Gala Banquet Fee	-5,200.00	-5,000.00	-200.00	104.0%
Gala Travel	-900.00	-2,000.00	1,100.00	45.0%
Gala Postage	-435.00	-1,000.00	565.00	43.5%
Gala Printing	-1,102.00	-1,000.00	-102.00	110.2%
Gala Entertainment	-890.00	-500.00	-390.00	178.0%
Total Gala Costs	-10,527.00	-11,500.00	973.00	91.5%
Total Special Event Annual Gala, Net	12,119.00	9,000.00	3,119.00	134.7%
Total Income	277,928.39	202,535.00	75,393.39	137.2%

The Steps: Budget vs. Actual Profit & Loss (With Special Event Detail)

- 1) Select "Reports>Budget & Forecasts>Budget vs. Actual" from the menu bar
- 2) Select your budget and click "Next"
- 3) Click "Next" again
- 4) Click "Finish"
- 5) Change the "Columns" field at the top of the report to "Total Only"
- 6) Click "Print" to print the report or "Excel" to open in Excel if needed^{11 12}

¹¹ You may also click "Email" to send as an Excel or PDF file to email recipients

¹² Depending on your version, the button to open in Excel may say "Export"

Special Events

Reports: Budget vs. Actual Profit & Loss (Without Special Event Detail)

Profit & Loss Budget vs. Actual

Customize Report Comment on Report Share Template Memorize Print E-mail Excel Hide Header Expand Refresh

Dates Custom From 07/01/2019 To 06/30/2020 Show Columns Total only Sort By Default

Report Basis: Accrual Cash Hide Filters Date: Custom X

12/15/07
Accrual Basis

Synergy Now
Profit & Loss Budget vs. Actual
July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Income				
Individual Contributions	154,807.24	55,000.00	99,807.24	281.5%
Corporate Grants	71,180.00	18,000.00	53,180.00	395.4%
Foundation Grants	220,160.00	89,000.00	131,160.00	247.4%
Government Grants	36,800.00	17,900.00	18,900.00	205.6%
Program Fees	33,937.76	12,750.00	21,187.76	266.2%
Membership Dues	1,155.76	650.00	505.76	177.8%
Miscellaneous Income	1,116.02	0.00	1,116.02	100.0%
Interest Income	462.00	235.00	227.00	196.6%
Special Event Annual Gala,...	66,923.00	40,500.00	26,423.00	165.2%
Total Income	586,541.78	234,035.00	352,506.78	250.6%
Expense				
Salary & Wages	191,874.19	94,500.00	97,374.19	203%
Payroll Taxes	20,931.48	7,560.00	13,371.48	276.9%
Health Insurance	14,188.24	6,458.00	7,730.24	219.7%
Rent	64,761.30	18,235.00	46,526.30	355.1%
Postage and Delivery	4,960.66	970.00	3,990.66	511.4%
Printing and Reproduction	13,124.06	3,750.00	9,374.06	350%
Bank Service Charges	720.00	375.00	345.00	192.0%

The Steps: Budget vs. Actual Profit & Loss (Without Special Event Detail)

- 1) Select "Reports>Budget & Forecasts>Budget vs. Actual" from the menu bar
- 2) Select your budget and click "Next"
- 3) Click "Next" again
- 4) Click "Finish"
- 5) Change the "Columns" field at the top of the report to "Total Only"
- 6) Click "Collapse" to view a collapsed Profit & Loss Budget vs. Actual showing Special Events, Net of Costs as one line
- 7) Click "Print" to print the report or "Excel" to open in Excel if needed^{13 14}

¹³ You may also click "Email" to send as an Excel or PDF file to email recipients

¹⁴ Depending on your version, the button to open in Excel may say "Export"

Reports: Budget vs. Actual Special Event Only

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Income				
Special Event Annual Gala, Net				
Gala Revenue				
Gala Tickets	27,000.00	30,000.00	-3,000.00	90.0%
Gala Sponsorships	40,000.00	25,000.00	15,000.00	160.0%
Gala Auction Income	9,450.00	15,000.00	-5,550.00	63.0%
Total Gala Revenue	76,450.00	70,000.00	6,450.00	109.2%
Gala Costs				
Gala Equipment Rental	-1,000.00	-1,200.00	200.00	83.3%
Gala Banquet Fee	-5,200.00	-25,000.00	19,800.00	20.8%
Gala Travel	-900.00	-1,000.00	100.00	90.0%
Gala Postage	-435.00	-500.00	65.00	87.0%
Gala Printing	-1,102.00	-1,000.00	-102.00	110.2%
Gala Entertainment	-890.00	-800.00	-90.00	111.3%
Total Gala Costs	-9,527.00	-29,500.00	19,973.00	32.3%
Total Special Event Annual Gala,...	66,923.00	40,500.00	26,423.00	165.2%
Total Income	66,923.00	40,500.00	26,423.00	165.2%
Expense	0.00			
Net Income	66,923.00	40,500.00	26,423.00	165.2%

The Steps: Budget vs. Actual Special Event Only

- 1) Select "Reports>Budget & Forecasts>Budget vs. Actual" from the menu bar
- 2) Select your budget and click "Next"
- 3) Click "Next" again
- 4) Click "Finish"
- 5) Change the "Columns" field at the top of the report to "Total Only"
- 6) Click "Customize Report (or Modify Report)" button at the top of the report
- 7) Click on the filters tab
- 8) Select "Account" from "Choose Filter"
- 9) Select "Multiple accounts" in the "Account" field
- 10) Manually click on the appropriate Special Event Accounts
- 11) Click on the "Header/Footer" tab
- 12) Add the Special Event Name in the "Report Title" field
- 13) Click "OK"
- 14) Click "Memorize" to memorize the report
- 15) Click "Print" to print the report or "Excel" to open in Excel if needed^{15 16}

¹⁵ You may also click "Email" to send as an Excel or PDF file to email recipients

¹⁶ Depending on your version, the button to open in Excel may say "Export"

Chapter 2
Advanced Budgeting

Advanced Budgeting

- In addition to an overall organization budget, many nonprofits also desire to budget in additional ways. QuickBooks® can maintain separate budgets for :
 - **Programs:** Using the **Class** feature
 - **Restricted Grants:** Using the **Customer:Job** Feature
- These budgets exist separately from the organizations overall budget
- When entering a budget, you are given the choice of which budget you would like to create

Additional Profit and Loss Budget Criteria

No additional criteria

Customer:Job

Class

Back Next Finish Cancel

- Choose “**No additional criteria**” to create your **overall budget**
- Choose “**Customer:Job**” to create a **Restricted Grant Budget**
- Choose “**Class**” to create a **Program Budget**

I. Program Budgeting

Enter Your Budget

ACCOUNT	ANNUAL	JUL19	AUG19	SEP19	OCT19	NOV19	DEC19	JAN20	FEB20	MAR20	APR20	MAY20	JUN20
Individual Contributions	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00						
Corporate Grants	43,000.00	43,000.00	0.00	0.00	0.00	0.00	0.00						
Foundation Grants	50,000.00	50,000.00	0.00	0.00	0.00	0.00	0.00						
Government Grants													
Program Fees													
Membership Dues													
Miscellaneous Income													
Interest Income													
Salary & Wages	68,000.00	68,000.00	0.00	0.00	0.00	0.00	0.00						
Payroll Taxes	7,500.00	7,500.00	0.00	0.00	0.00	0.00	0.00						
Health Insurance	5,000.00	5,000.00	0.00	0.00	0.00	0.00	0.00						
Rent	15,000.00	15,000.00	0.00	0.00	0.00	0.00	0.00						
Postage and Delivery	200.00	200.00	0.00	0.00	0.00	0.00	0.00						

Entering Your Program Budget

- 1) Select "Company>Planning & Budgeting>Set up Budgets" from the menu bar.
- 2) Click "Create New Budget" if an existing budget appears
- 3) Choose the year of your budget from the list
- 4) Select "Profit and Loss" type, click "Next", Click "Class", click "Next"
- 5) Click "Create Budget from Scratch" and click "Finish"
- 6) Select the appropriate Class in the "Current Class" field
- 7) Enter Program Budget for that Class
- 8) Click "Save" to record your budget
- 9) Repeat Steps 6 through 8 for each Program
- 10) Click "OK"

Advanced Budgeting

Reports: Profit & Loss by Program Budget Overview

The screenshot shows a software interface for a Profit & Loss Budget Overview report. The report is for 'Synergy Now' covering the period from July 2019 to June 2020. It is displayed on an 'Accrual Basis'. The report is organized into columns for five programs: Total Go-Green G..., Total Synergy Co..., The Aware Camp..., Administrative, and Fundraising, with a final 'TOTAL' column. The data is split into 'Income' and 'Expense' sections.

	Total Go-Green G... Jul '19 - Jun 20	Total Synergy Co... Jul '19 - Jun 20	The Aware Camp... Jul '19 - Jun 20	Administrative Jul '19 - Jun 20	Fundraising Jul '19 - Jun 20	TOTAL Jul '19 - Jun 20
Income						
Individual Contributions	1,000.00	15,000.00	6,000.00		80,000.00	102,000.00
Corporate Grants	43,000.00	15,000.00			5,000.00	63,000.00
Foundation Grants	50,000.00	20,000.00			45,000.00	115,000.00
Program Fees		5,000.00				5,000.00
Miscellaneous Income				500.00		500.00
Interest Income				500.00		500.00
Total Income	94,000.00	55,000.00	6,000.00	1,000.00	130,000.00	286,000.00
Expense						
Salary & Wages	68,000.00	12,500.00	4,000.00	12,000.00	15,000.00	111,500.00
Payroll Taxes	7,500.00	1,200.00	400.00	1,200.00	1,500.00	11,800.00
Health Insurance	5,000.00	30.00	600.00	4,000.00	200.00	9,830.00
Rent	15,000.00	3,000.00		8,000.00		26,000.00
Postage and Delivery	200.00				2,000.00	2,200.00
Printing and Reproduction	1,000.00		1,000.00		4,500.00	6,500.00
Bank Service Charges				350.00		350.00

The Steps: Profit & Loss by Program Budget Overview Report

- 1) From the menu bar go to "Reports>Budgets and Forecasts> Budget Overview"
- 2) Select the Budget you would like to review
- 3) Select "Account by Class" in the "Select a report layout for the budget report:" field and then click "Next"
- 4) Click "Finish"
- 5) Click "Print" to print the report or "Excel" to open in Excel if needed^{17 18}

¹⁷ You may also click "Email" to send as an Excel or PDF file to email recipients

¹⁸ Depending on your version, the button to open in Excel may say "Export"

Advanced Budgeting

Reports: Budget Vs. Actual by Program

Profit & Loss Budget vs. Actual

Customize Report | Comment on Report | Share Template | Memorize | Print | E-mail | Excel | Hide Header | Collapse | Refresh

Dates: Custom | From: 07/01/2019 | To: 06/30/2020 | Show Columns: Class | Sort By: Default

Report Basis: Accrual Cash | Show Filters

12/15/07
Accrual Basis

Synergy Now
Profit & Loss Budget vs. Actual
July 2019 through June 2020

	Total Go-Green Guidance Center				Total Synergy Conference			
	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Income								
Individual Contributions	250.00	1,000.00	-750.00	25.0%	17,000.00	15,000.00	2,000.00	113.3%
Corporate Grants	15,000.00	43,000.00	-28,000.00	34.9%	19,200.00	15,000.00	4,200.00	128.0%
Foundation Grants	56,330.00	50,000.00	6,330.00	112.7%	16,000.00	20,000.00	-4,000.00	80.0%
Government Grants	18,900.00				0.00			
Program Fees	12,103.88				2,865.00	5,000.00	-2,135.00	57.1%
Membership Dues	577.88				0.00			
Miscellaneous Income	0.01				0.00			
Interest Income	0.00				0.00			
Total Income	103,161.77	94,000.00	9,161.77	109.7%	55,065.00	55,000.00	65.00	100.0%
Expense								
Salary & Wages	72,994.22	68,000.00	4,994.22	107.3%	11,642.50	12,500.00	-857.50	93.1%
Payroll Taxes	10,876.32	7,500.00	3,376.32	145%	989.61	1,200.00	-210.39	82.5%
Health Insurance	195.00	5,000.00	-4,805.00	3.9%	38.00	30.00	8.00	126.7%
Rent	21,150.00	15,000.00	6,150.00	141.0%	2,980.00	3,000.00	-20.00	99.3%
Postage and Delivery	0.00	200.00	-200.00	0.0%	0.00			
Printing and Reproduction	6,363.00	1,000.00	5,363.00	636.3%	0.00			

The Steps: Budget vs. Actual By Program Report

- 1) Select "Reports>Budget & Forecasts>Budget vs. Actual" from the menu bar
- 2) Select your budget and click "Next"
- 3) Select "Account by Class" in the "Select a report layout for the budget report:" field and then click "Next"
- 4) Click "Finish"
- 5) Click "Print" to print the report or "Excel" to open in Excel if needed^{19 20}

¹⁹ You may also click "Email" to send as an Excel or PDF file to email recipients

²⁰ Depending on your version, the button to open in Excel may say "Export"

II. Restricted Grant Budgeting

Enter Your Budget

Create a New Budget

Begin by specifying the year and type for the new budget.

2019-20

Choose the budget type

Profit and Loss (reflects...)

Balance Sheet (reflects...)

Additional Profit and Loss Budget Criteria

No additional criteria

Customer:Job

Class

Back Next Finish

Budget
FY2020-21 - Profit & Loss by Account and Customer:Job

Current Customer:Job
The Villa Foundation

ACCOUNT	ANNUAL ...	JUL20	AUG20	SEP20	OCT20	NOV20	DEC20	JAN21	FEB21	MAR21	APR21	M...	JUN21
Payroll Taxes	3,000.00										3,000.00		
Health Insurance													
Rent													
Postage and Delivery													
Printing and Reproduction	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00				5,000.00		
Bank Service Charges													
Contract Labor													
Depreciation Expense													
Dues and Subscriptions													
Space Rental													
Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
Liability Insurance													
Interest Expense													

Copy Across Adjust Row Amounts Clear Save OK Cancel Help

Entering Your Restricted Grants Budget

- 1) Select "Company>Planning & Budgeting>Set up Budgets" from the menu
- 2) Click "Create New Budget" if an existing and inappropriate budget appears and follow the prompts to create a new budget
- 3) Choose the year of your budget from the list that contains the first month of your Restricted Grants budget year or years
- 4) Select "Profit and Loss", Click "Next", Click "Customer:Job" and "Next"
- 5) Click "Create Budget from Scratch" and click "Finish"
- 6) Select the appropriate Restricted Grant in the "Current Customer:Job" field
- 7) Enter Budget for that Grant and Click "Save" to record your budget
- 8) Repeat Steps 6 through 7 for each Restricted Grant
- 9) Click "OK"

Advanced Budgeting

Reports: Restricted Grants Budget Overview

The screenshot shows a software interface for a Profit & Loss Budget Overview report. The report is for Synergy Now, covering the period from July 2019 to June 2020. The report basis is set to Accrual. The table below summarizes the data shown in the report.

	Grants R Us 2019 Jul '19 - Jun 20	David Webb Foun... Jul '19 - Jun 20	Help 4 U 2019 (Help 4 U Grants ...) Jul '19 - Jun 20	Help 4 U 2020 (Help 4 U Grants ...) Jul '19 - Jun 20	Total Help 4 U Gr... Jul '19 - Jun 20	The Villa Founda... Jul '19 - Jun 20	TOTAL Jul '19 - Jun 20
Income							
Foundation Grants	5,000.00	10,000.00	50,000.00	10,000.00	60,000.00	70,000.00	145,000.00
Total Income	5,000.00	10,000.00	50,000.00	10,000.00	60,000.00	70,000.00	145,000.00
Expense							
Salary & Wages		5,100.00	20,000.00		20,000.00	30,000.00	55,100.00
Payroll Taxes		1,000.00	3,000.00		3,000.00	5,000.00	9,000.00
Rent			10,000.00	10,000.00	20,000.00		20,000.00
Postage and Delivery			1,000.00		1,000.00		1,000.00
Printing and Reproduc...		200.00	1,000.00		1,000.00	10,000.00	11,200.00
Bank Service Charges			1,000.00		1,000.00		1,000.00
Equipment Rental	5,000.00	500.00				3,000.00	8,500.00
Office Supplies		100.00				4,000.00	4,100.00
Professional Fees							
Consulting	10,000.00	100.00	10,000.00		10,000.00	12,000.00	32,100.00
Total Professional Fees	10,000.00	100.00	10,000.00		10,000.00	12,000.00	32,100.00
Travel							

The Steps: Restricted Grants Budget Overview

- 1) From the menu bar go to “Reports>Budgets and Forecasts> Budget Overview”
- 2) Select the Budget you would like to review
- 3) Select “Account by Customer:Job” in the “Select a report layout for the budget report:” field and then click “Next”
- 4) Click “Finish”
- 5) Click “Print” to print the report or “Excel” to open in Excel if needed^{21 22}

²¹ You may also click “Email” to send as an Excel or PDF file to email recipients

²² Depending on your version, the button to open in Excel may say “Export”

Advanced Budgeting

Reports: Budget Vs. Actual By Restricted Grant

Profit & Loss Budget vs. Actual

12/15/07
Accrual Basis

Synergy Now
Profit & Loss Budget vs. Actual
July 2019 through June 2020

	Grants R Us 2019				Ashford, Parker and Faith			
	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Income								
Individual Contributions	0.00				675.00			
Corporate Grants	0.00				0.00			
Foundation Grants	5,000.00	5,000.00	0.00	100.0%	0.00			
Government Grants	0.00				0.00			
Program Fees	0.00				0.00			
Membership Dues	0.00				0.00			
Miscellaneous Income	0.00				0.00			
Interest Income	0.00				0.00			
Total Income	5,000.00	5,000.00	0.00	100.0%	675.00			
Expense								
Salary & Wages	0.00				0.00			
Payroll Taxes	0.00				0.00			
Health Insurance	0.00				0.00			
Rent	0.00				0.00			
Postage and Delivery	0.00				0.00			

The Steps: Budget Vs. Actual By Restricted Grant Report

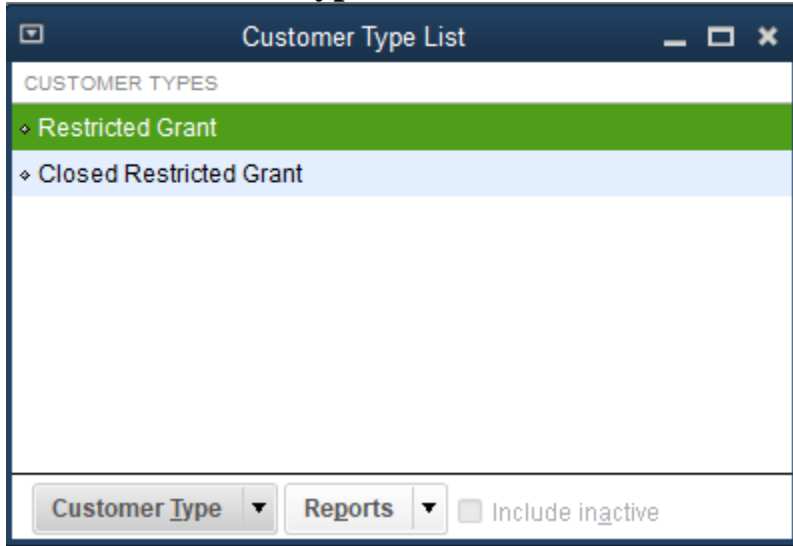
- 1) Select "Reports>Budget & Forecasts>Budget vs. Actual" from the menu bar
- 2) Select your budget and click "Next"
- 3) Select "Account by Customer:Job" in the "Select a report layout for the budget report:" field and then click "Next"
- 4) Click "Finish"
- 5) Click "Customize Report (or Modify Report)" button at the top of the report
- 6) Click on the filters tab
- 7) Select "Name" from "Choose Filter"
- 8) Select "Multiple Names" in the "Name" field
- 9) Manually click on the appropriate Customer:Job names that have Restricted Grants Budgets
- 10) Click "OK" twice
- 11) Click "Print" to print the report or "Excel" to open in Excel if needed^{23 24}

²³ You may also click "Email" to send as an Excel or PDF file to email recipients

²⁴ Depending on your version, the button to open in Excel may say "Export"

↳ Using Customer Type in Restricted Grant Budgeting (OPTIONAL), can make it easier to add new Restricted Grants to your memorized reports

Create Customer Type for Restricted Grants



The Steps: Create Customer Type

- 1) Select "Lists>Customer & Vendor Profile Lists>Customer Type List" from the menu bar
- 2) Click "Customer Type" on the bottom left of the window
- 3) Click "New"
- 4) Enter "Restricted Grants" in the "Customer Type" field
- 5) Click "OK"

Advanced Budgeting

Assign Customer Type to Grantor

The screenshot shows the 'Edit Customer' window. The customer name is 'Help 4 U Grants Foundation' and the current balance is 0.00. The 'Additional Info' tab is active, showing the 'CUSTOMER TYPE' dropdown set to 'Restricted Grants' and an empty 'REP' dropdown. A 'CUSTOM FIELDS' section contains a 'NOTES' text area and a 'Define Fields' button. At the bottom, there is a checkbox for 'Customer is inactive' and 'OK', 'Cancel', and 'Help' buttons.

The Steps: Assign Customer to Grantor

- 1) Select "Customers>Customer Center" from the menu bar
- 2) Click once on an appropriate Restricted Grantor from the list on the left to highlight it
- 3) Double Click on the name to open the "Edit Customer" window
- 4) Click the "Additional Info" tab
- 5) Select "Restricted Grants" in the "Type" field
- 6) Click "OK"
- 7) Repeat steps 2 through 6 for each Restricted Grantor

Advanced Budgeting

Reports: Budget Vs. Actual By Restricted Grant (using Customer Type)

The screenshot displays a software window titled "Profit & Loss Budget vs. Actual" for "Synergy Now" covering the period "July 2019 through June 2020". The report is based on an "Accrual" basis and is filtered by "Customer:Job". The data is presented in a table with columns for "The Villa Foundation" and "TOTAL", each further divided into "\$ Over Budget" and "% of Budget".

	The Villa Foundation		TOTAL			
	\$ Over Budget	% of Budget	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Income						
Foundation Grants	0.00	100.0%	85,000.00	145,000.00	-60,000.00	5
Total Income	0.00	100.0%	85,000.00	145,000.00	-60,000.00	5
Expense						
Salary & Wages	-15,532.00	48.2%	19,268.00	55,100.00	-35,832.00	
Payroll Taxes	437.00	108.7%	5,917.00	9,000.00	-3,083.00	6
Rent			0.00	20,000.00	-20,000.00	
Postage and Delivery			0.00	1,000.00	-1,000.00	
Printing and Reproduc...	-3,977.00	60.2%	6,023.00	11,200.00	-5,177.00	5
Bank Service Charges			0.00	1,000.00	-1,000.00	
Equipment Rental	564.00	118.8%	8,564.00	8,500.00	64.00	10
Office Supplies	1,209.00	130.2%	5,209.00	4,100.00	1,109.00	
Professional Fees						
Consulting	6,800.00	156.7%	18,800.00	32,100.00	-13,300.00	5
Total Professional Fees	6,800.00	156.7%	18,800.00	32,100.00	-13,300.00	5
Travel						
Local Travel			0.00	4,250.00	-4,250.00	
Airfare	844.00	128.1%	5,844.00	9,000.00	-3,156.00	6
Hotel	-1,423.00	52.6%	2,427.00	3,750.00	-1,323.00	6
Total Travel	-579.00	90.4%	8,271.00	17,000.00	-8,729.00	4

The Steps: Budget Vs. Actual By Restricted Grant Report (using Customer Type)

- 1) Select "Reports>Budget & Forecasts>Budget vs. Actual" from the menu bar
- 2) Select your budget and click "Next"
- 3) Select "Account by Customer:Job" in the "Select a report layout for the budget report:" field and then click "Next"
- 4) Click "Finish"
- 5) Click "Customize Report (or Modify Report)" button at the top of the report
- 6) Click on the filters tab
- 7) Select "Customer Type" from "Choose Filter"
- 8) Select "Restricted Grants" in the "Customer Type" field
- 9) Click "OK"
- 10) Click "Print" to print the report or "Excel" to open in Excel if needed^{25 26}

²⁵ You may also click "Email" to send as an Excel or PDF file to email recipients

²⁶ Depending on your version, the button to open in Excel may say "Export"

Chapter 3
**Customizing Forms/
Donor Thank You**

Customizing Forms/Donor Thank You

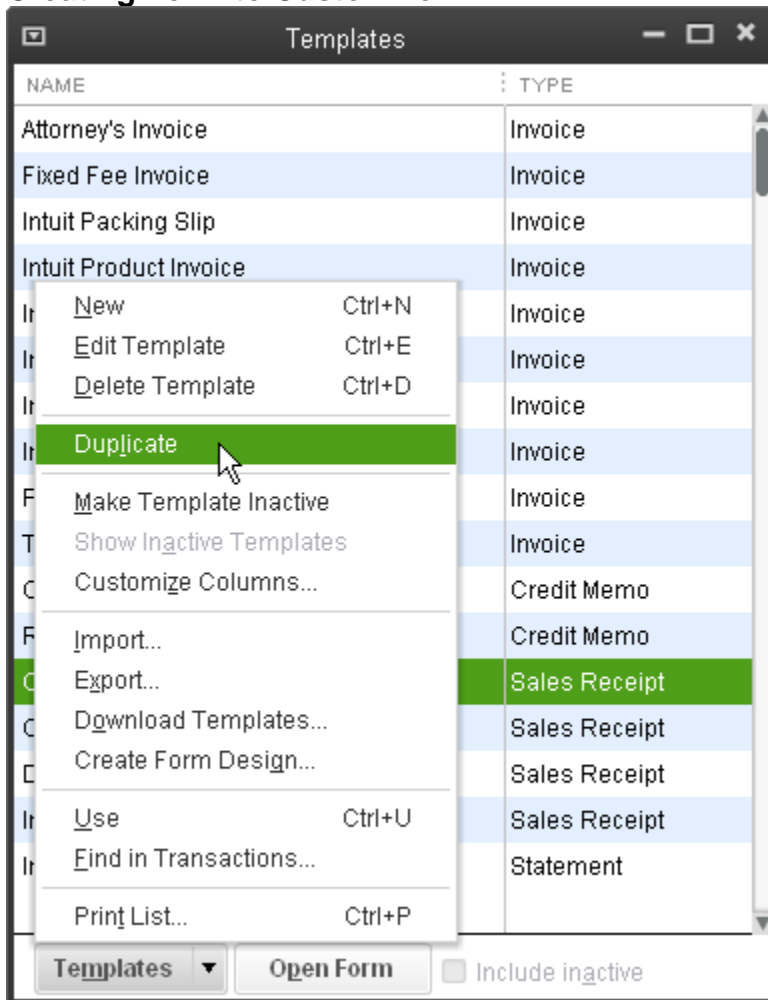
- QuickBooks® contains many forms that not only serve as a means for entering transactions, but also can be sent via printing and mailing or emailing to your donors.

Examples of forms commonly used by nonprofits are:

- An Invoice form to invoice for membership dues
 - An Invoice form to send a Pledge reminder
 - A Sales Receipt form to send a donation acknowledgement
- QuickBooks® allows users to customize these forms to achieve a more desired appearance. Users can:
 - Add a Logo
 - Change columns
 - Add Text fields
 - Add Data fields
 - And Much More....
 - In this chapter, we will be **customizing a Sales Receipt to change it into a donor thank you letter**. This way each time a donation is entered into QuickBooks®, a thank you letter is instantly created!!
 - The **techniques used can be applied to any form** that you would like to customize.

Customizing Forms/Donor Thank You

Creating Form to Customize



The Steps: Creating Form to Customize

- 1) From the menu bar go to "Lists>Templates"
- 2) Click once on appropriate form from which to duplicate
- 3) Click "Templates" and select "Duplicate"
- 4) Select appropriate template and then click "OK"
- 5) Click once on your newly created form to highlight it
- 6) Click "Templates" and select "Edit Template"
- 7) Click "Manage Templates" in the "Basic Customization" window
- 8) Enter new name for your form in the "Template Name" field
- 9) Click "OK" twice

Customizing Forms/Donor Thank You

↳ Customizing I – Additional Customization Window

Customizing The Data Fields

The Steps: Customizing The Data Fields

- 1) From the homepage click on the “Donations” or “Create Sales Receipt” icon²⁷ (or “Create Invoices” if that is the form you are customizing)
- 2) Select your new form in the “Template” field on the top right of the form
- 3) Click the Formatting tab at the top of the window²⁸
- 4) Change “Title” in “Default Title” row in the “Header” tab to appropriate title
- 5) Under “Print” column uncheck information you do not wish to see on printed forms.
- 6) Under “Title” column change or delete titles as appropriate
- 7) Click the “Columns” tab and repeat steps 5 through 6 as appropriate
- 8) Click the “Footer” tab and repeat steps 5 though 6 as appropriate
- 9) Click “OK”

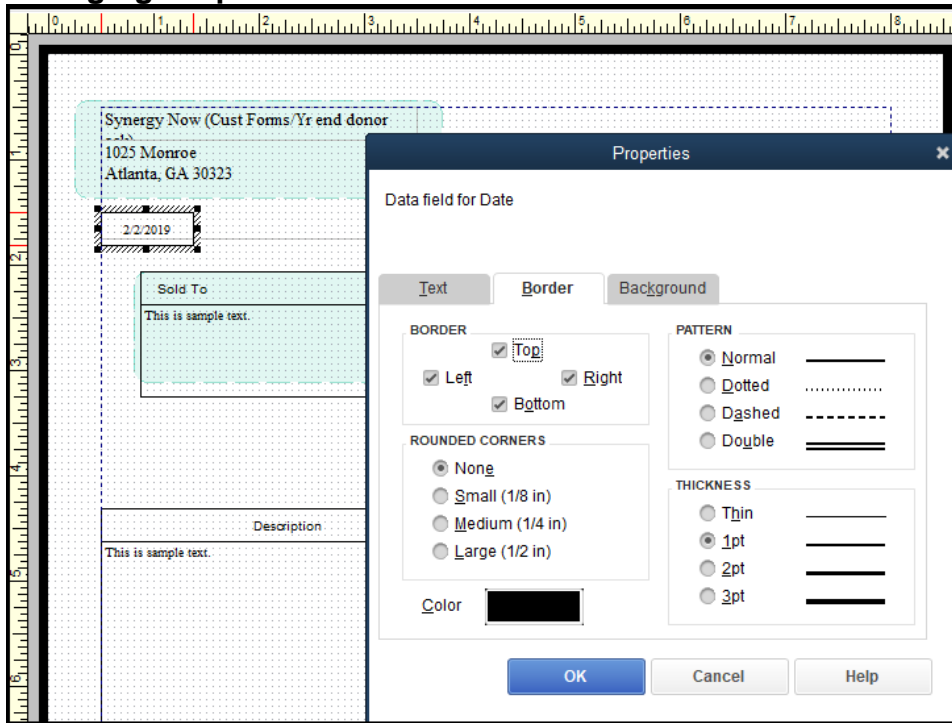
²⁷ QuickBooks® version 2005 or older: Select “Customer>Enter Sales Receipt” from the menu bar.

²⁸ QuickBooks® version 2012 or older: Click “Customize” above the “Template” field and select “Customize Data Layout”.

Customizing Forms/Donor Thank You

↳ Customizing II – The Layout Designer

Changing Properties of Data Fields



The Steps: Changing Properties of Data Fields

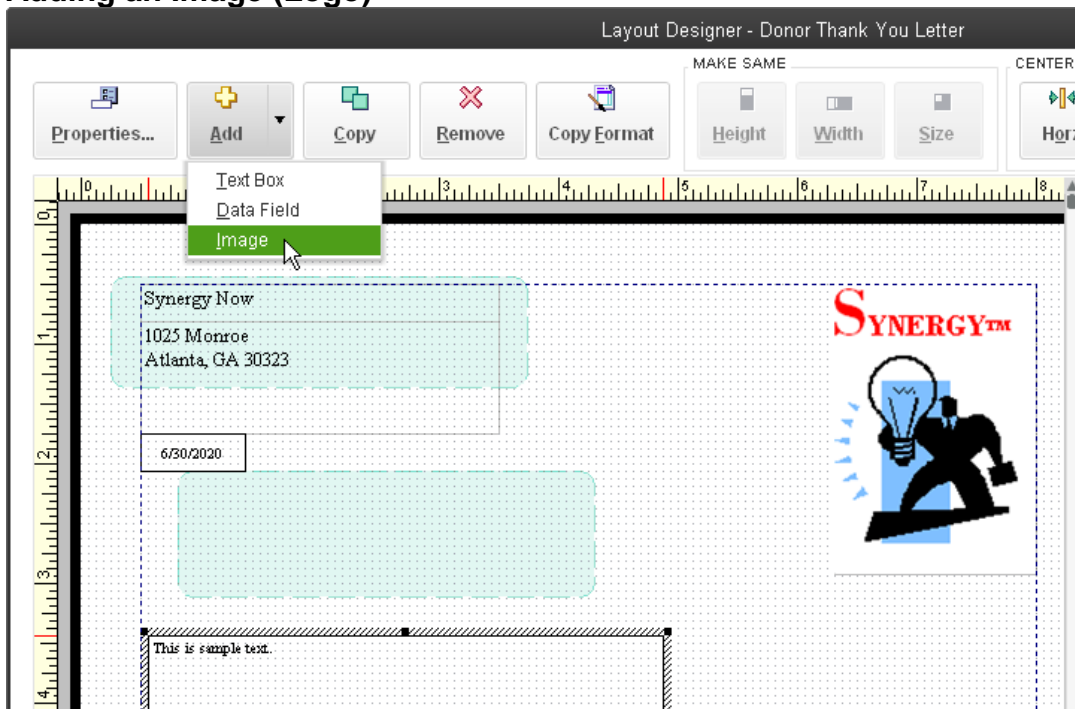
- 1) From the home page click on the “Donations” or “Create Sales Receipt” icon²⁹ (or “Create Invoices” if that is the form you are customizing)
- 2) Select your new form in the “Template” field on the top right of the form
- 3) Click the Formatting tab at the top of the window³⁰
- 4) Click “Layout Designer” on the bottom of the “Additional Customization” window
- 5) To remove an unwanted box of data, click on the box once and click “Remove” at the top of the window
- 6) To move a box of data, click and drag the box to where you wish it to be
- 7) To edit the properties of a box of data, double click on the box to open the “Properties” window for that box
- 8) Click the “Text”, “Border” and “Background” tabs to change as needed
- 9) Click “OK” to save your changes

²⁹ QuickBooks® version 2005 or older: Select “Customer>Enter Sales Receipt” from the menu bar.

³⁰ QuickBooks® version 2012 or older: Click “Customize” above the “Template” field and select “Customize Data Layout”.

Customizing Forms/Donor Thank You

Adding an Image (Logo)



The Steps: Adding an Image (Logo)

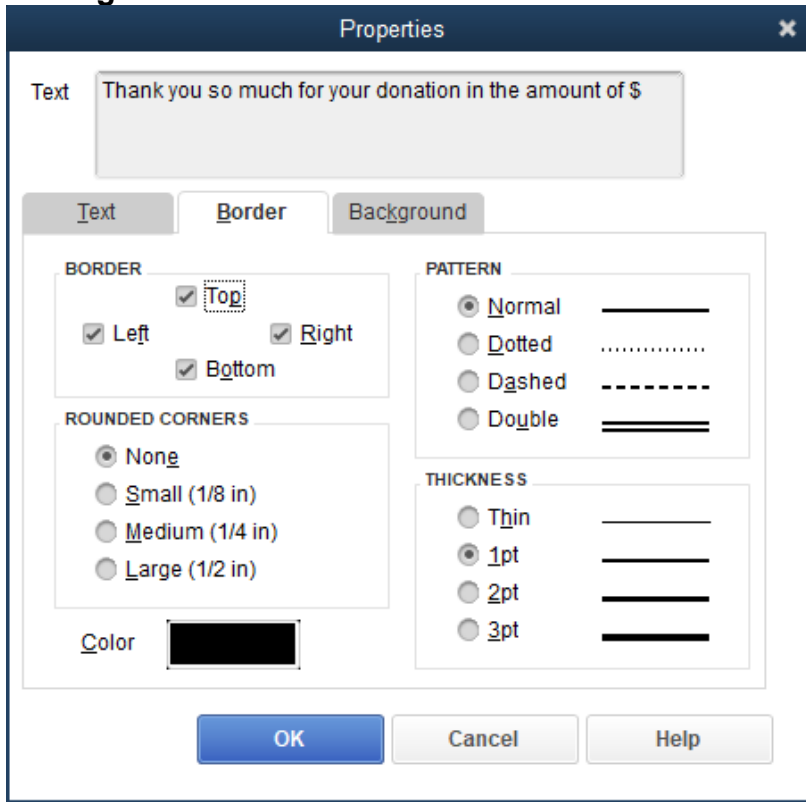
- 1) From the home page click on the “Donations” or “Create Sales Receipt” icon³¹ (or “Create Invoices” if that is the form you are customizing)
- 2) Select your new form in the “Template” field on the top right of the form
- 3) Click the Formatting tab at the top of the window³²
- 4) Click “Layout Designer” on the bottom of the “Additional Customization” window
- 5) Click “ + Add” at the top left of the “Layout Designer” window
- 6) Select “Image” from the drop down list
- 7) Browse to find and select your Image in the “Select Image” window
- 8) Click “Open” and then Click “OK” to add your image
- 9) Click on Image and drag to desired position
- 10) Click and drag on edges of image to change the size
- 11) Click “OK” to save your changes

³¹ QuickBooks® version 2005 or older: Select “Customer>Enter Sales Receipt” from the menu bar.

³² QuickBooks® version 2012 or older: Click “Customize” above the “Template” field and select “Customize Data Layout”.

Customizing Forms/Donor Thank You

Adding the letter text



The Steps: Adding the Letter Text

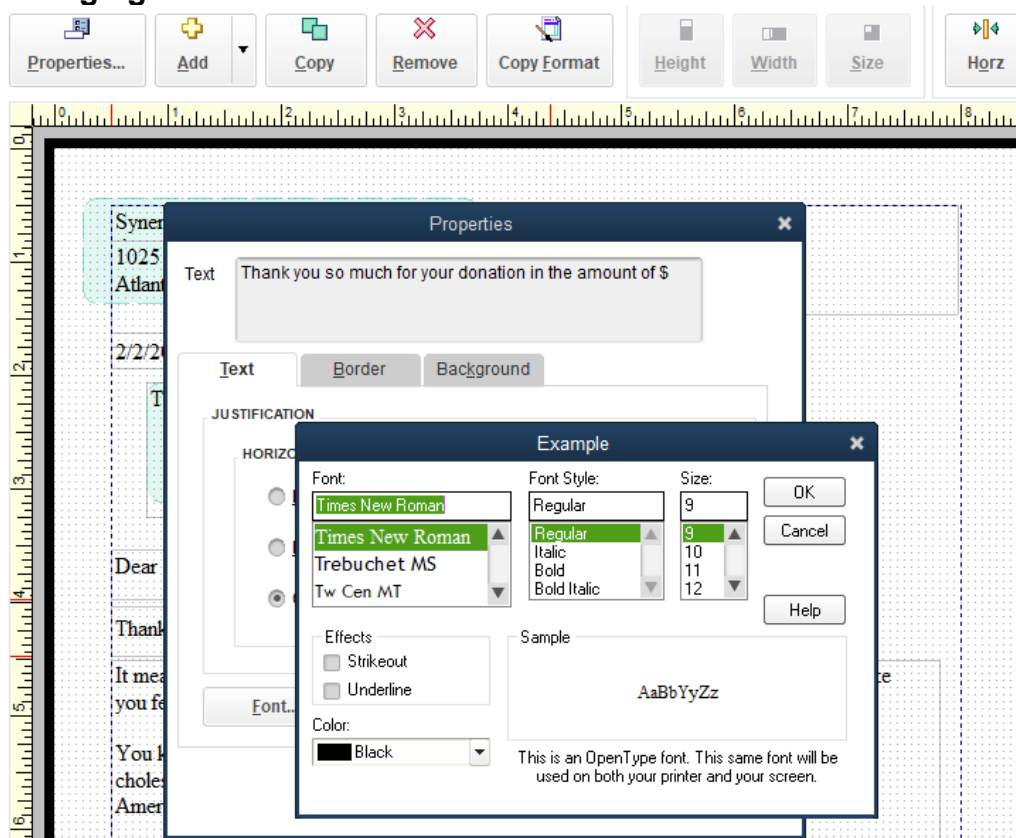
- 1) From the home page click on the “Donations” or “Create Sales Receipt” icon³³ (or “Create Invoices” if that is the form you are customizing)
- 2) Select your new form in the “Template” field on the top right of the form
- 3) Click the Formatting tab at the top of the window³⁴
- 4) Click “Layout Designer” on the bottom of the “Additional Customization” window
- 5) Click “ + Add” at the top left of the “Layout Designer” window
- 6) Select “Text Box” from the drop down list
- 7) Enter or copy desired text into “Text” field in the “Properties” window
- 8) Click the “Text”, “Border” and “Background” tabs to change as needed
- 9) Click “OK” to save your changes

³³ QuickBooks® version 2005 or older: Select “Customer>Enter Sales Receipt” from the menu bar.

³⁴ QuickBooks® version 2012 or older: Click “Customize” above the “Template” field and select “Customize Data Layout”.

Customizing Forms/Donor Thank You

Changing Font



The Steps: Changing Font

- 1) From the home page click on the "Donations" or "Create Sales Receipt" icon³⁵ (or "Create Invoices" if that is the form you are customizing)
- 2) Select your new form in the "Template" field on the top right of the form
- 3) Click the Formatting tab at the top of the window³⁶
- 4) Click "Layout Designer" on the bottom of the "Additional Customization" window
- 5) Double click on the box to open the "Properties" window for that box
- 6) Click the "Font" button in the "Text" tab on the "Properties" window
- 7) Make changes in the "Example" window to change the font for this box of data
- 8) Click "OK" and click "OK" again
- 9) To copy desired font to other data boxes, click on box with desired font
- 10) Click "Copy Format" on the top of the "Layout Designer" window
- 11) Click once on each box you wish to change to your desired font
- 12) Click "End Format" when done and "OK" to save ALL changes

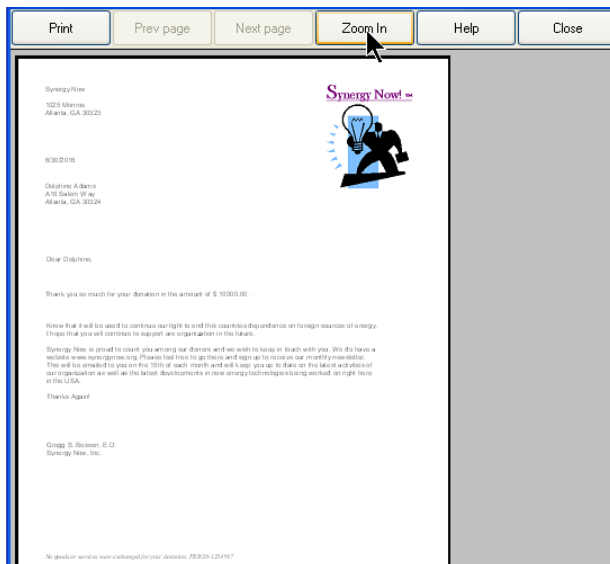
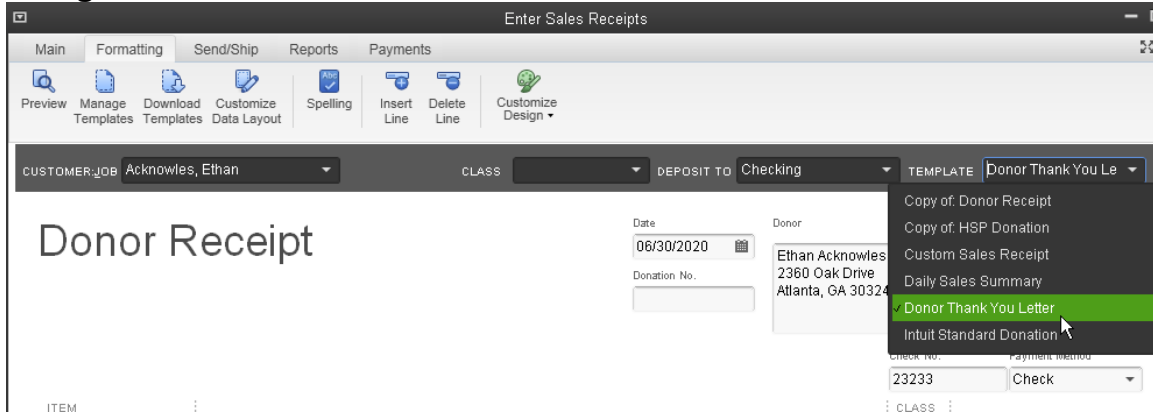
³⁵ QuickBooks® version 2005 or older: Select "Customer>Enter Sales Receipt" from the menu bar.

³⁶ QuickBooks® version 2012 or older: Click "Customize" above the "Template" field and select "Customize Data Layout".

Customizing Forms/Donor Thank You

➤ Using Your Letter

Using Your Letter



The Steps: Using Your Letter

- 1.) From the home page click on the “Donations” or “Create Sales Receipt” icon³⁷ (or “Create Invoices” if that is the form you customized)
- 2) Select your new form in the “Template” field on the top right of the form
- 3) Complete and select “Print” or “E-mail” at the top of the window to print or email your new form

³⁷ QuickBooks® version 2005 or older: Select “Customer>Enter Sales Receipt” from the menu bar.

Chapter 4
Houses of Worship
Specialized Setup

Houses of Worship Specialized Setup

- Unlike other Nonprofit organizations, Houses of Worship do not have programs per se but rather operate by **Committee** or **Ministry**
- The Board of Directors, sometimes called Elders, may prefer to see financials reports organized by these **Committees** or **Ministries**.
- Further, each Committee or Ministry usually has a budget that needs to be shown on financial reports
- While using Classes to represent each Committee or Ministry is possible, the resulting reports take up many pages and are therefore difficult to read.
- This chapter will display an alternative specialized setup for Houses of Worship that does not use classes. In this setup:
 - **Committees** or **Ministries** are tracked by using **Accounts**
 - **Actual expense categories** are tracked for each committee using **Subaccounts**
 - (**Income** categories are set up in using Accounts – nothing special here)

NAME	TYPE	BALANCE T...	ATTACH
↳ Pledged Contributions	Income		
↳ Loose Offering	Income		
↳ Miscellaneous Income	Income		
↳ Interest Income	Income		
↳ Payroll Expenses	Expense		
↳ PASTORAL COMMITTEE	Expense		
↳ Senior Pastor's Compensation	Expense		
↳ Salary	Expense		
↳ Housing Allowance	Expense		
↳ Utility Allowance	Expense		
↳ Medical Insurance	Expense		
↳ Associate Pastor's Compensation	Expense		
↳ Salary	Expense		
↳ Housing Allowance	Expense		
↳ Utility Allowance	Expense		
↳ Medical Insurance	Expense		
↳ WORSHIP COMMITTEE	Expense		
↳ Choir Director's Salary	Expense		
↳ Organist Salary	Expense		
↳ Flowers, Cards and Gifts	Expense		
↳ Pianist Salary	Expense		
↳ Music and Supplies	Expense		
↳ Music Equipment	Expense		

IMPORTANT NOTE: NO Transactions should be posted to the Committees/Ministries. Point ALL transactions to the actual expense categories.

Houses of Worship Specialized Setup

Set Up Committees/Ministries

Account Type Expense

Account Name YOUTH COMMITTEE

Subaccount of

OPTIONAL

Description

Note

Save & Close Save & New Cancel

The Steps: Set Up Committees/Ministries

- 1) Select List>Chart of Accounts from the menu bar
- 2) Click "Account" and Select "New"
- 3) Select "Expense" and Click "Continue"
- 4) Enter the Name of the Committee/Ministry in the "Account Name" field
- 5) Click "Save & New"
- 6) Repeat Steps 4 through 5 until all Committees/Ministries have been added (Select "Save & Close" instead of "Save & Close" after last Committee/Ministry has been entered.)

REMEMBER: Do NOT point transactions to your Committee/Ministry Accounts.

Houses of Worship Specialized Setup

Set Up Expense Accounts as Subaccounts

The screenshot shows a window titled "Add New Account" with a standard Windows interface (minimize, maximize, close buttons). Inside the window, there is a grid icon and a label "Account Type" with a dropdown menu set to "Expense". Below this, there is a text field for "Account Name" containing "Youth Stipend". Underneath that is a checked checkbox labeled "Subaccount of" followed by a dropdown menu set to "YOUTH COMMITTEE". A section labeled "OPTIONAL" contains two text fields: "Description" and "Note". At the bottom of the window, there are three buttons: "Save & Close" (highlighted with a mouse cursor), "Save & New", and "Cancel".

The Steps: Set Up Expense Accounts as Subaccounts

- 1) Select List>Chart of Accounts from the menu bar
- 2) Click "Account" and Select "New"
- 3) Select "Expense" and Click "Continue"
- 4) Enter the Name of the Expense Account in the "Account Name" field
- 5) Click on the check box next to "Subaccount of" and Select the appropriate Committee/Ministry in the "Subaccount of" field
- 6) Click "Save & New"
- 7) Repeat Steps 4 through 6 until all Expense Accounts have been added (Click "Save & Close" instead of "Save & Close" after last expense account has been entered.)

REMEMBER: Point ALL expense transactions to these Subaccounts

Houses of Worship Specialized Setup

Entering the Budget for your House of Worship

The screenshot shows the 'Set Up Budgets' window with the following data in the grid:

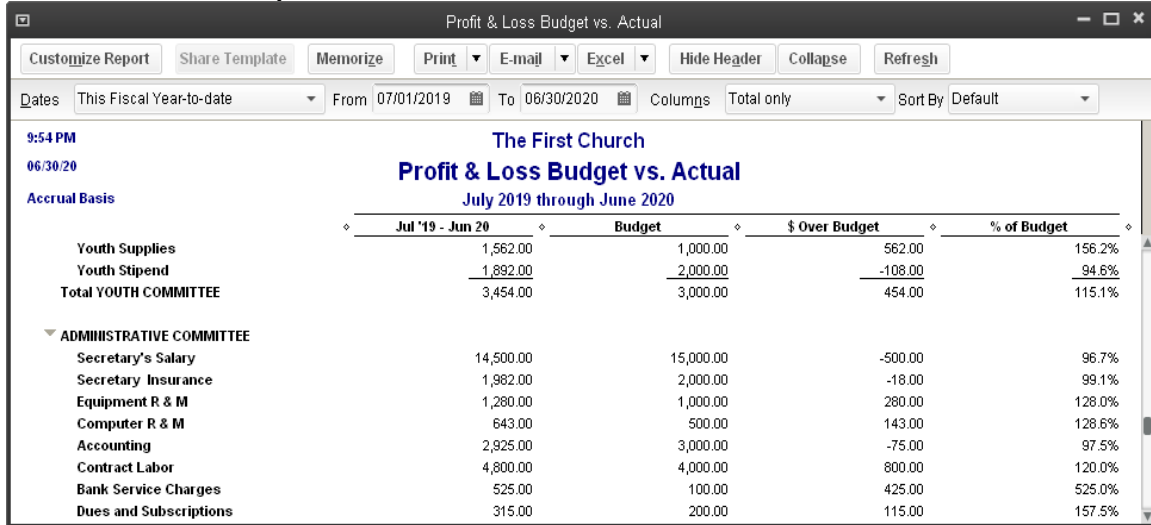
ACCOUNT	ANNUAL ...	JUL19	AUG19	SEP19	OCT19	NOV19	DEC19	JAN20	FEB20	MAR20	APR20	MAY20	JUN20
EDUCATION COMMITTEE													
Teacher Salary	10,000.00	10,00...											
Sunday School Supplies	1,500.00	1,500...											
Playground	1,000.00	1,000...											
OUTREACH BENEVELENCES													
Joseph Elementary	500.00	500.00											
Emergency Shelter	1,000.00	1,000...											
Gwinnett Children's Shelter	1,000.00	1,000...											
YOUTH COMMITTEE													
Youth Supplies	1,000.00	1,000...											
Youth Stipend	2,000.00	2,000...											
ADMINISTRATIVE COMMITTEE													
Secretary's Salary	15,000.00	15,00...											
Secretary Insurance	2,000.00	2,000...											
Equipment R & M	1,000.00	1,000...											
Computer R & M	500.00	500.00											

The Steps: Entering the Budget for your House of Worship

- 1) Select "Company>Planning & Budgeting>Set up Budgets" from the menu bar.
- 2) Select the appropriate budget from the "Budget" drop down (or click "Create New Budget" if necessary and follow prompts to create new budget)
- 2) Enter a budget amount for each expense account for a committee/ministry (Do not enter amounts for the committees/or ministries themselves)
- 3) Click "OK"

Houses of Worship Specialized Setup

Reports: Budget vs. Actual Reports for your House of Worship (with detailed accounts)



	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Youth Supplies	1,562.00	1,000.00	562.00	156.2%
Youth Stipend	1,892.00	2,000.00	-108.00	94.6%
Total YOUTH COMMITTEE	3,454.00	3,000.00	454.00	115.1%
ADMINISTRATIVE COMMITTEE				
Secretary's Salary	14,500.00	15,000.00	-500.00	96.7%
Secretary Insurance	1,982.00	2,000.00	-18.00	99.1%
Equipment R & M	1,280.00	1,000.00	280.00	128.0%
Computer R & M	643.00	500.00	143.00	128.6%
Accounting	2,925.00	3,000.00	-75.00	97.5%
Contract Labor	4,800.00	4,000.00	800.00	120.0%
Bank Service Charges	525.00	100.00	425.00	525.0%
Dues and Subscriptions	315.00	200.00	115.00	157.5%

The Steps: Budget Vs. Actual Report for your House of Worship (detailed)

- 1) Select "Reports>Budget & Forecasts>Budget vs. Actual" from the menu bar
- 2) Select your budget and click "Next"
- 3) Click "Next" again
- 4) Click "Finish"
- 5) Change the "Columns" field at the top of the report to "Total Only" if appropriate
- 6) Click "Print" to print the report or "Excel" to open in Excel if needed^{38 39}

³⁸ You may also click "Email" to send as an Excel or PDF file to email recipients

³⁹ Depending on your version, the button to open in Excel may say "Export"

Houses of Worship Specialized Setup

Reports: Budget vs. Actual Reports for your House of Worship (Committees only)

	◊ Jul '19 - Jun 20 ◊	◊ Budget ◊	◊ \$ Over Budget ◊	◊ % of Budget ◊
Income				
▶ Pledged Contributions	170,324.00	160,000.00	10,324.00	106.5%
▶ Loose Offering	32,175.00	20,000.00	12,175.00	160.9%
▶ Miscellaneous Income	294.00	500.00	-206.00	58.8%
▶ Interest Income	1,013.00	1,000.00	13.00	101.3%
Total Income	203,806.00	181,500.00	22,306.00	112.3%
Expense				
▶ PASTORAL COMMITTEE	84,900.00	84,300.00	600.00	100.7%
▶ WORSHIP COMMITTEE	19,607.11	18,500.00	1,107.11	106%
▶ EDUCATION COMMITTEE	13,574.00	12,500.00	1,074.00	108.6%
▶ OUTREACH BENEVOLENCES	2,550.00	2,500.00	50.00	102.0%
▶ YOUTH COMMITTEE	3,454.00	3,000.00	454.00	115.1%
▶ ADMINISTRATIVE COMMITTEE	39,698.39	34,950.00	4,748.39	113.6%
▶ PROPERTY COMMITTEE	28,407.44	27,600.00	807.44	102.9%
Total Expense	192,190.94	183,350.00	8,840.94	104.8%
Net Income	11,615.06	-1,850.00	13,465.06	-627.8%

The Steps: Budget Vs. Actual Report for your House of Worship (Committees Only)

- 1) Select "Reports>Budget & Forecasts>Budget vs. Actual" from the menu bar
- 2) Select your budget and click "Next"
- 3) Click "Next" again
- 4) Click "Finish"
- 5) Change the "Columns" field at the top of the report to "Total Only" if appropriate
- 6) Click "Collapse" to show only Committees/Ministries totals
- 7) Click "Print" to print the report or "Excel" to open in Excel if needed^{40 41}

⁴⁰ You may also click "Email" to send as an Excel or PDF file to email recipients

⁴¹ Depending on your version, the button to open in Excel may say "Export"

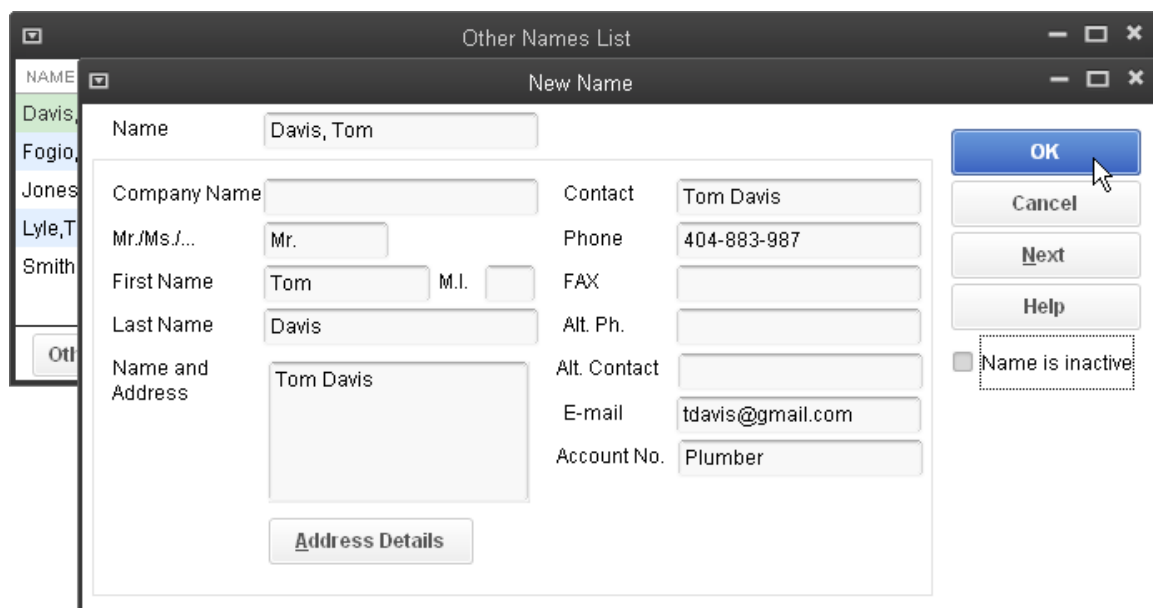
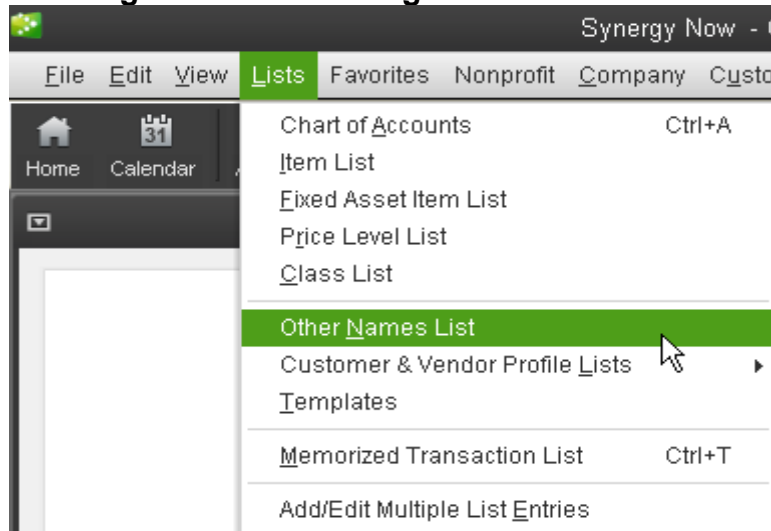
Chapter 5
Tracking Volunteers

Tracking Volunteers

- **Volunteers** are an important part of many Nonprofit Organizations.
- With a little setup QuickBooks can be utilized to track various aspects of your volunteers including
 - Name, Contact Info, Notes, Customized fields and other information that you would expect to track out of a database program
 - Number of hours volunteered
 - Type of service provided
- There are two lists that are appropriate for Volunteer Tracking
 - **Other Names List** – Beneficial because it remains separate from your other lists
 - **Vendors List** – Beneficial because it allows for the addition of Custom Fields (Use “ZZVOL” in the name field to segregate from actual vendors)
- Once Volunteers are entered, use the “**Enter Time**” feature to **track your Volunteers hours** and type of service provided.
- QuickBooks has many reports to help you track Volunteer data entered.

Tracking Volunteers

Entering Volunteers: Using the Other Names List



The Steps: Entering Volunteers Using the Other Names List

- 1) Select "Lists>Other Names List" from the menu bar
- 2) Click "Other Names" and Select "New"
- 3) Enter the Volunteer's Name, Address, Phone numbers, and email in appropriate fields
- 4) Enter Additional Information that you would like to track in the "Account No." field
- 5) Click "Next" (not shown here but you will see it)
- 6) Repeat Steps 3 through 5 for each volunteer
- 7) Click "OK" instead of "Next" after entering last volunteer

Tracking Volunteers

Entering Volunteers: Using the Vendor List

Vendor Name: ZZVOL- Jones, Tommy

Current Balance: 0.00

Vendor Type: [Dropdown]

Custom Fields:

- Birthday: 2/12/68
- Started Volunteering: 2010
- Occupation: CPA

Buttons: Define Fields, OK, Cancel, Help

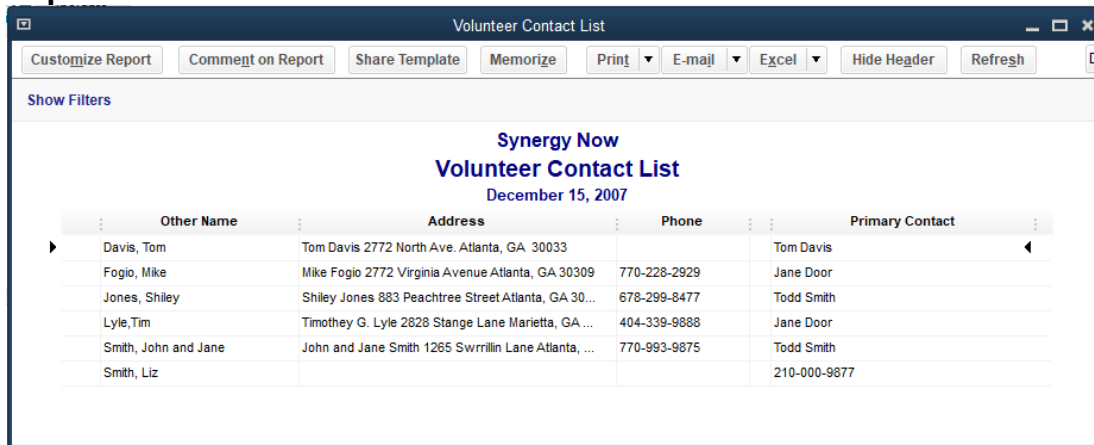
Vendor is inactive:

The Steps: Entering Volunteers Using the Vendor List

- 1) Select Vendor>Vendor Center from the menu bar
- 2) Select “New Vendor” at the top left of the window
- 3) Select “New Vendor” again from the drop down
- 4) Enter “ZZVOL – “ followed by the “Last Name, First Name” for the Volunteer’s name in the “Vendor Name” field
- 5) Enter Address, Phone numbers, and email in “Address Info” tab
- 6) Select “Additional Info” tab and complete “VendorType” as appropriate.
- 7) Click “Define Fields” to add custom fields (first volunteer only)
- 8) Use Custom Fields to enter Additional Information that you would like
- 9) Click “Next”
- 10) Repeat Steps 4 through 9 until all volunteers have been entered
- 11) Click “OK” instead of “Next” after entering last volunteer

Tracking Volunteers

Reports: Your Volunteers



Other Name	Address	Phone	Primary Contact
Davis, Tom	Tom Davis 2772 North Ave. Atlanta, GA 30033		Tom Davis
Fogio, Mike	Mike Fogio 2772 Virginia Avenue Atlanta, GA 30309	770-228-2929	Jane Door
Jones, Shiley	Shiley Jones 883 Peachtree Street Atlanta, GA 30...	678-299-8477	Todd Smith
Lyle, Tim	Timothy G. Lyle 2828 Stange Lane Marietta, GA...	404-339-9888	Jane Door
Smith, John and Jane	John and Jane Smith 1265 Swrrillin Lane Atlanta, ...	770-993-9875	Todd Smith
Smith, Liz			210-000-9877

The Steps: Report: Your Volunteers (using Other Names List)

- 1) Select "Reports>List>Other Names Contact List" from the menu bar
- 2) Click "Customize Report (or Modify Report)"
- 3) Click on the "Header/Footer" tab
- 4) Change the Report Name to "Volunteer List" in the "Report Title" field
- 5) Use other tabs to make other report modifications as appropriate
- 6) Click "OK"
- 7) Click "Memorize" to memorize the report
- 8) Click "Print" to print the report or "Excel" to open in Excel if needed^{42 43}

The Steps: Report: Your Volunteers (using Vendors List)

- 1) Select "Reports>List>Vendor Contact List" from the menu bar
- 2) Click "Customize Report (or Modify Report)"
- 3) Click on the "Filters" tab
- 4) Select "Vendor" as the "Choose Filter" and select "Multiple Vendors"
- 5) Select all volunteers in the "Select Vendor" window and click "OK"
- 6) Click on the "Header/Footer" tab
- 7) Change the Report Name to "Volunteer List" in the "Report Title" field
- 8) Use other tabs to make other report modifications as appropriate
- 9) Click "OK"
- 10) Click "Memorize" to memorize the report
- 11) Click "Print" to print the report or "Excel" to open in Excel if needed^{44 45}

⁴² You may also click "Email" to send as an Excel or PDF file to email recipients

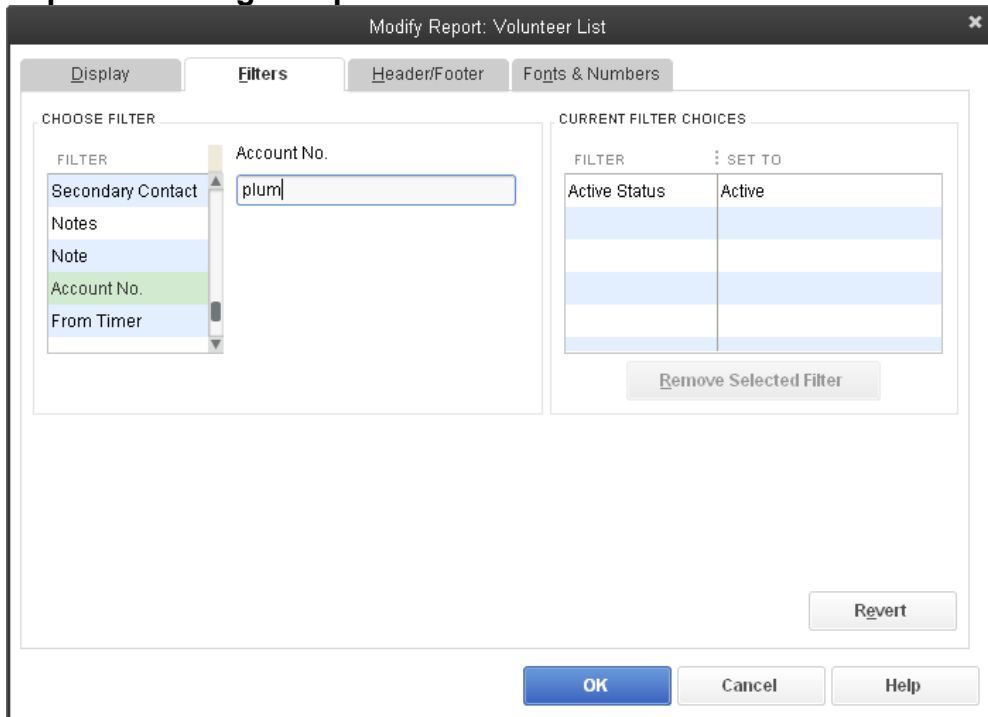
⁴³ Depending on your version, the button to open in Excel may say "Export"

⁴⁴ You may also click "Email" to send as an Excel or PDF file to email recipients

⁴⁵ Depending on your version, the button to open in Excel may say "Export"

Tracking Volunteers

Report: Filtering for specific Volunteers



Other Names Contact List

Customize Report Comment on Report Share Template Memorize Print E-mail Excel Hide Header Refresh

Show Filters

Synergy Now
Volunteer Contact List
June 30, 2020

Other Name	Address	Phone	Primary Contact
Fogio, Mike	Mike Fogio 2772 Virginia Avenue Atlanta, GA 30309	770-228-2929	Jane Door
Smith, Liz	Elizabeth Smith 1772 Parim Ave. Atlanta, GA 30339	(404) 728-2726	Jane Door

The Steps: Report Filtering for specific Volunteers

- 1) Select Reports>Memorized Reports and select your memorized Volunteer List you created on previous page
- 2) Click “Customize Report (or Modify Report)”
- 3) Click “Filters” Tab
- 4) Select appropriate field in the “Choose Filter” field and enter search criteria
- 3) Click “OK” to see the results
- 4) Click “Print” to print the report or “Excel” to open in Excel if needed^{46 47}

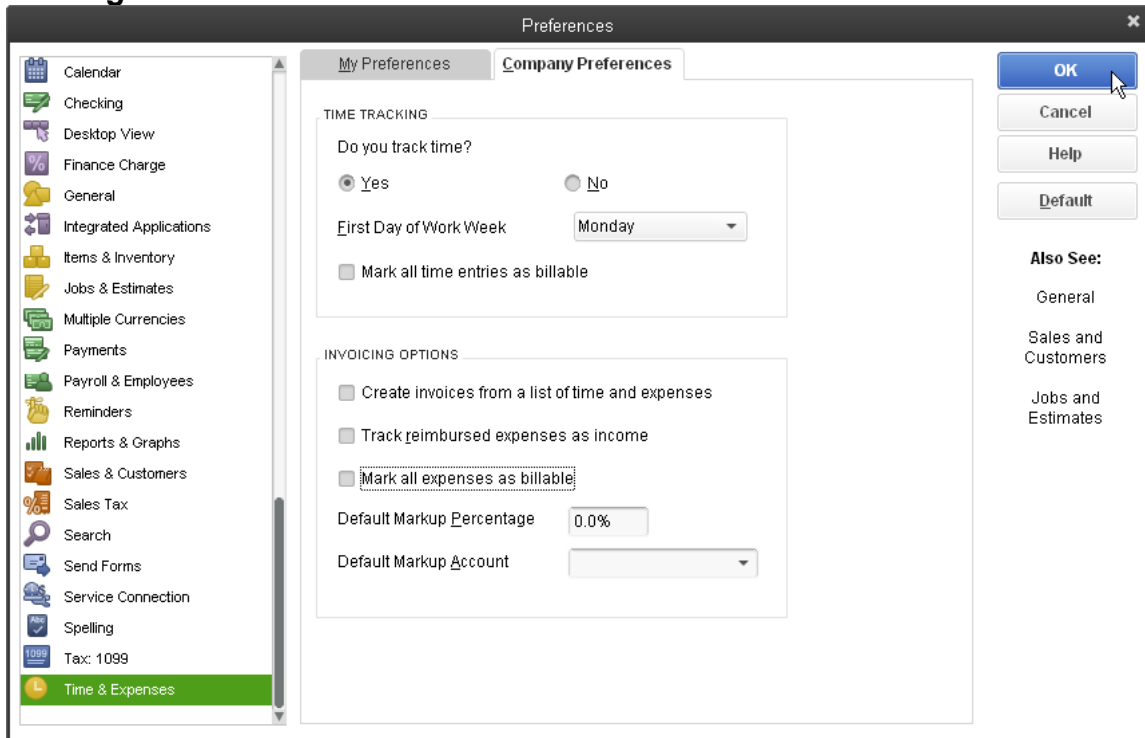
⁴⁶ You may also click “Email” to send as an Excel or PDF file to email recipients

⁴⁷ Depending on your version, the button to open in Excel may say “Export”

Tracking Volunteers

➤ Tracking Volunteers Time

Turning On the Time Preference



The Steps: Turning On the Time Preference

- 1) Select Edit>Preferences from the menu bar
- 2) Select "Time & Expenses" at the bottom of the list to the left
- 3) Click "Company Preferences" tab
- 4) Click "Yes" to the question "Do you track time?" in the "Time tracking" field
- 5) Enter a day of the week for "First Day of Work Week" field
- 6) Click "OK"

Tracking Volunteers

Creating and Organizing Items for Tracking Kinds of Work

TYPE: Service (Use for services you charge for or purchase, like specialized labor, consulting hours, or professional fees.)

Item Name/Number: Volunteer (Subitem of:)

UNIT OF MEASURE: Enable...

This service is used in assemblies or is performed by a subcontractor or partner

Description: Rate: 0.00

Account: Do Not Use

Item is inactive

[How can I set rates by customers or employees?](#)

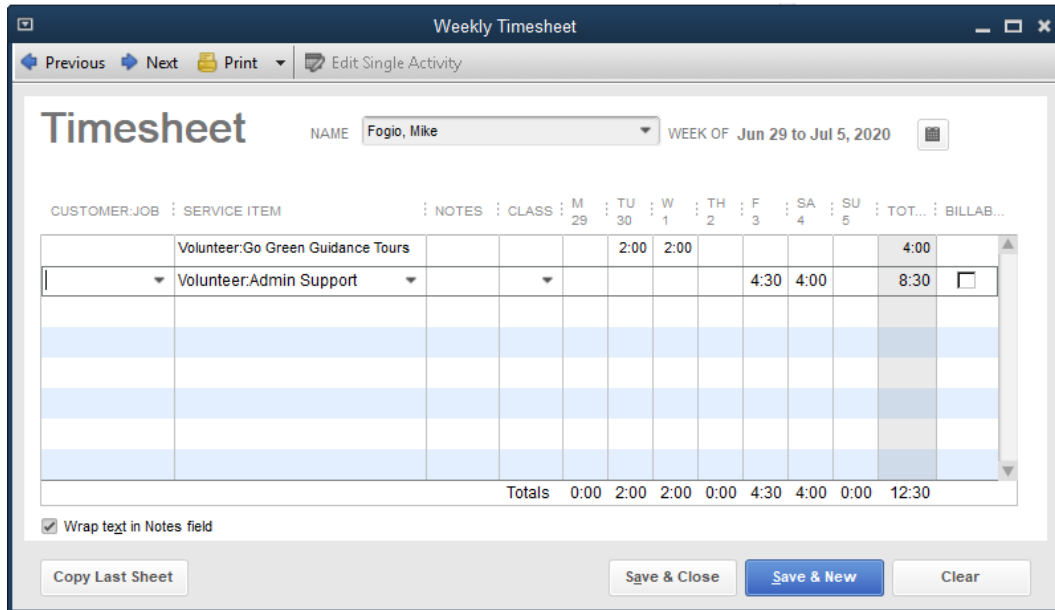
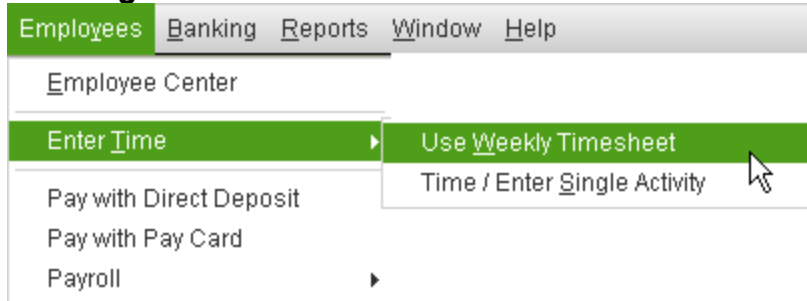
NAME	DESCRIPTION	TYPE	ACCOUNT	ON ...	PRICE	ATTACH
Corporate Grants		Service	Corporate Grants		0.00	
Foundation Grants		Service	Foundation Grants		0.00	
Government Grants		Service	Government Grants		0.00	
Individual Contributions	Donations from Individuals	Service	Individual Contributions		0.00	
Interest Income		Service	Interest Income		0.00	
Membership Dues	Annual Membership	Service	Membership Dues		125.00	
Miscellaneous Income		Service	Miscellaneous Income		0.00	
Program Fees		Service	Program Fees		0.00	
Volunteer		Service	Do Not Use		0.00	
Go Green Guidance Tours		Service	Do Not Use		0.00	
Admin Support		Service	Do Not Use		0.00	

The Steps: Creating and Organizing Items for Tracking Kinds of Work

- 1) Select "List>Item List" from the menu bar
- 2) Click "Item" And Select "New"
- 3) Select "Service" in the "Type" field
- 4) Enter "Volunteer" in the "Item Name/Number" field
- 5) Enter "Do Not Use" in the "Account" field (you will need to set this account the first time. Make it an "income" type)
- 6) Click "Next"
- 7) Enter type of work to be tracked in the "Item Name/Number" field
- 8) Click "Subitem of" and select "Volunteer"
- 9) Enter "Do Not Use" in the "Account" field and click "Next"
- 10) Repeat steps 7 through 9 for each type of work to be tracked
- 11) Click "OK" instead of "Next" after entering the final item

Tracking Volunteers

Entering Volunteers Time



The Steps: Entering Volunteers Time

- 1) Select Employees>Enter Time> Use Weekly Time Sheet from the menu bar
- 2) Enter the Volunteer’s name in the “Name” field
- 3) Select the Volunteer Work performed in the “Service Item” field
- 4) Complete “Notes” column if desired (Customer:Job and Class field can be left blank)
- 5) Enter the volunteer hours for each day in the appropriate column
- 6) Unclick “Billable?”
- 7) Repeat steps 3 through 6 on additional lines for each type of work performed
- 8) Click “Save & New”
- 9) Repeat steps 2 through 8 for each volunteer
- 10) Click “Save & Close” instead of “Save & New” after last volunteer has been entered

Tracking Volunteers

Reports: Report on Volunteer Hours

Jul '19 - Jun 20	
▼ Davis, Tom	
No job assigned	20:00
Total Davis, Tom	20:00
▼ Fogio, Mike	
No job assigned	2:00
Total Fogio, Mike	2:00
▼ Jones, Shiley	
Help 4 U Grants Foundation	3:00
No job assigned	12:00
Total Jones, Shiley	15:00
▼ Lyle, Tim	
No job assigned	24:00
Total Lyle, Tim	24:00
▼ Smith, John and Jane	
No job assigned	12:00
Total Smith, John and Jane	12:00
▼ Smith, Liz	
No job assigned	9:00
Total Smith, Liz	9:00
TOTAL	82:00

The Steps: Report on Volunteer Hours

- 1) Select "Reports>Jobs, Time & Mileage> Time by Name" from the menu bar
- 2) Select the date range in the "Dates" field
- 3) Click "Customize Report (or Modify Report)" in the upper left hand corner of the report window
- 4) Select "Time by Name by Item" in the "Display time grouped by" field
- 5) Click on the "Header and Footer" tab
- 6) Change the Report Name to "Volunteer Time" in the "Report Title" field
- 7) Click "OK"
- 8) Click "Memorize" to memorize your report
- 9) Click "Print" to print the report or "Excel" to open in Excel if needed^{48 49}

⁴⁸ You may also click "Email" to send as an Excel or PDF file to email recipients

⁴⁹ Depending on your version, the button to open in Excel may say "Export"

Chapter 6
In-Kind Contributions

In-Kind Contributions

- Most organizations receive contributions in a form other than cash. These gifts take the form of:
 - **Donated Services** – This can be provided free of charge or at a discounted rate.
 - **Donated Products**

- Called **In-Kind Contributions** or **In-Kind Gifts**, it is important to record these transactions for many reasons
 - It will result in a more accurate set of financials that truly reflect the cost of running your organization
 - Many funders giving matching grants will allow In-Kind Contributions to count toward meeting match requirements

- It is important to understand that **not all donated services can be booked**. Specifically, **you are only allowed to book In-Kind Services** that either
 - **Create or enhance a nonfinancial asset** (replacing the roof on your building for example)
 - or-
 - **Require specialized skills** and are provided by someone possessing those skills such as
 - An accountant completing the 990 Information Return
 - A professional fundraiser running a fundraising campaign
 - A counselor providing counseling services for a nonprofit counseling center

- **Therefore some donated services cannot be booked** such as a nonprofessional volunteer who
 - Stuffs envelopes for a mailing
 - Files papers in the office
 - Greets and signs-in people at a conference (*if the person actually performs this service for a living than it may be booked*)

- Creating a **Journal Entry** is the best method for entering In-Kind Contributions

In-Kind Contributions

Creating In-Kind Contributions Income Account

The screenshot shows a window titled "Add New Account" with a standard Windows-style title bar. Inside the window, there is a grid icon on the left and a dropdown menu for "Account Type" set to "Income". Below this, there is a text input field for "Account Name" containing "In-Kind Contributions". Underneath that is a checkbox labeled "Subaccount of" followed by a dropdown menu. A section labeled "OPTIONAL" contains two text input fields: "Description" and "Note". At the bottom right of the window, there are three buttons: "Save & Close" (highlighted with a mouse cursor), "Save & New", and "Cancel".

The Steps: Creating In-Kind Contributions Account

- 1) Select "Lists>Chart of Accounts" from the menu bar
- 2) Select "Account" as the type and click "Continue"
- 3) Enter "In-Kind Contributions" in the "Account Name" field
- 4) Click "Save & Close"

In-Kind Contributions

Entering a Donated Service or Product

ACCOUNT	DEBIT	CREDIT	MEMO	NAME	BIL...	CLASS
In-Kind Contributions		800.00	10 hours at \$80.00 per hour	Wells, Scott-C		Counseling Center
Counselors	800.00		10 hours at \$80.00 per hour			
Totals	800.00	800.00				

DATE	ENTRY NO.	ADJ	ACCOUNT	MEMO	DEBIT/CREDIT(+/-)

The Steps: Entering a Donated Product or Service

- 1) Select "Company> Make General Journal Entries" from the menu bar
- 2) Enter "In-Kind Contributions" in the "Account" column
- 3) Enter appropriate amount in "Credit" column
- 4) Complete "Memo" if desired
- 5) Enter Name of Volunteer in "Name" field (should be a customer)
- 6) Select appropriate program in the "Class" column if used
- 7) On the next row enter appropriate Expense Account for the Donated Service in the "Account" column
- 8) Enter same appropriate amount in "Debit" column for the chosen expense account
- 9) Complete "Memo" if desired
- 10) Enter Name of Volunteer in "Name" field
- 11) Select appropriate program in the "Class" column if used
- 12) Click "Save &New"
- 13) Repeat steps 2 through 12 for each donated service
- 14) Click "Save & Close" instead of "Save & New" after last entry

In-Kind Contributions

Reports: The Effect on a Profit & Loss

Profit & Loss by Class

Customize Report Comment on Report Share Template Memorize Print E-mail Excel Hide Header Collapse Refresh

Dates Custom From 07/01/2019 To 06/30/2020 Show Columns Class Sort By Default

Report Basis: Accrual Cash Show Filters

12/15/07

We Love Crazy Counseling Center
Profit & Loss by Class
 July 2019 through June 2020

Accrual Basis

	Counseling Center	The Retreat	Changing Minds	Administrative	Fundraising	TOTAL
Income						
Individual Contributions	250.00	17,000.00	5,000.00	0.00	58,403.62	80,653.62
Corporate Grants	15,000.00	19,200.00	0.00	0.00	1,390.00	35,590.00
Foundation Grants	56,330.00	16,000.00	0.00	0.00	40,000.00	112,330.00
Government Grants	18,900.00	0.00	0.00	0.00	0.00	18,900.00
Program Fees	14,103.88	2,865.00	0.00	0.00	0.00	16,968.88
Membership Dues	577.88	0.00	0.00	0.00	0.00	577.88
Miscellaneous Income	0.01	0.00	0.00	558.00	0.00	558.01
Interest Income	0.00	0.00	0.00	231.00	0.00	231.00
In-Kind Contributions	800.00	0.00	50.00	0.00	0.00	850.00
Total Income	105,961.77	55,065.00	5,050.00	789.00	99,793.62	266,659.39
Expense						
Client Support	0.00	0.00	50.00	0.00	0.00	50.00
Salary & Wages	53,726.22	11,642.50	4,885.02	13,682.98	12,856.75	96,795.47
Payroll Taxes	4,959.32	989.61	785.03	401.58	1,092.99	8,228.53
Health Insurance	195.00	38.00	213.54	6,507.58	140.00	7,094.12
Rent	21,150.00	2,980.00	0.00	8,250.65	0.00	32,380.65
Postage and Delivery	0.00	0.00	0.00	0.33	2,480.00	2,480.33
Printing and Reproduction	340.00	0.00	4,474.42	0.82	3,984.00	8,799.24
Bank Service Charges	0.00	0.00	0.00	360.00	0.00	360.00
Contract Labor	9,200.00	7,780.00	0.00	12.37	0.00	16,992.37
Dues and Subscriptions	0.00	0.00	0.00	670.85	0.00	670.85
Space Rental	0.00	10,050.00	0.00	0.00	0.00	10,050.00
Equipment Rental	36.00	5,875.00	0.00	0.96	0.00	5,911.96
Interest Expense	0.00	0.00	0.00	1,083.57	0.00	1,083.57
Licenses and Permits	0.00	0.00	0.00	335.00	0.00	335.00
Miscellaneous	0.00	0.00	0.00	197.42	0.00	197.42
Office Supplies	0.00	0.00	0.00	4,425.26	0.00	4,425.26
Other Supplies	2,230.43	4,200.00	150.00	0.00	0.00	6,580.43
Professional Fees						
Accounting	0.00	0.00	0.00	5,950.00	0.00	5,950.00
Consulting	19,900.00	4,800.00	200.00	0.00	0.00	24,900.00
Professional Fees - Other	800.00	0.00	0.00	0.00	0.00	800.00
Total Professional Fees	20,700.00	4,800.00	200.00	5,950.00	0.00	31,650.00

The Steps: The Effect on a Profit and Loss Report

- 1) Select "Reports>Company & Financial>Profit & Loss by Class" from the menu bar
- 2) Select appropriate date range in the "Dates" field
- 3) Notice that the In-Kind Contribution Income offsets the corresponding Expense Account resulting in a "zero" net effect on the Profit and Loss Report (This will not be true for donated products that are capitalized)

In-Kind Contributions

Reports: In-Kind Contributions for You

Account QuickReport

Customize Report Comment on Report Share Template Memorize Print E-mail Excel Hide Header Refresh

Dates Custom From 07/01/2019 To 06/30/2020 Sort By Default

Report Basis: Accrual Cash Show Filters

12/15/07
Accrual Basis

We Love Crazy Counseling Center
Account QuickReport
July 2019 through June 2020

Type	Date	Num	Name	Memo	Split	Amount
In-Kind Contributions						
General Journal	06/30/2020	gsb#4	Bona, Chery	bag of cloth...	Client Support	50.00
General Journal	06/30/2020	GSB#4	Wells, Scott-C	10 hours at ...	Counselors	800.00
General Journal	06/30/2020	GSB#5	Bove, Matthew	Free Ad Des...	Professional ...	250.00
General Journal	06/30/2020	GSB#6	Wells, Scott-C	Computer	Professional ...	250.00
Total In-Kind Contributions						1,350.00
TOTAL						1,350.00

The Steps: In-Kind Contributions Report for You

- 1) Select List>Chart of Accounts from the menu bar
- 2) Select "In-Kind Contributions" income account and Double-Click
- 3) Enter the appropriate date range in the "Dates" field
- 4) Click "Print" to print the report or "Excel" to open in Excel if needed^{50 51}

⁵⁰ You may also click "Email" to send as an Excel or PDF file to email recipients

⁵¹ Depending on your version, the button to open in Excel may say "Export"

In-Kind Contributions

Reports: In-Kind Contributions for your Donors

The screenshot shows a software interface for generating a report. At the top, there are buttons for 'Customize Report', 'Comment on Report', 'Share Template', 'Memorize', 'Print', 'E-mail', and 'Excel'. Below these are date selection fields: 'Dates' set to 'Custom', 'From' 07/01/2019, 'To' 06/30/2020, and 'Total By' set to 'Customer'. The 'Report Basis' is set to 'Accrual'. The report title is 'We Love Crazy Counseling Center In-Kind Gifts Report July 2019 through June 2020'. The table below shows the following data:

Date	Name	Memo	Amount
Bona, Chery			
06/30/2020	Bona, Chery	bag of clothing	50.00
Total Bona, Chery			50.00
Bove, Matthew			
06/30/2020	Bove, Matthew	Free Ad Design	250.00
Total Bove, Matthew			250.00
TOTAL			300.00

PAGE BREAKS:

- Smart page breaks (widow/orphan control)
- Page break after each major grouping
- Fit report to 1 page(s) wide

The Steps: In-Kind Contributions Report for your Donors

- 1) Select "Reports>Custom Reports>Transaction Detail" from the menu bar
- 2) Enter the date range in the "Dates" field
- 3) Click the "Filters" tab
- 4) Select "Account" in the "Choose Filter" field
- 5) Select your "In-Kind Contributions Account" as the account filter
- 6) Click the "Header/Footer" tab and change the name of the report in the "Report Title" field
- 7) Click 'OK'
- 8) Click and drag on diamonds to widen, shorten and remove columns as needed
- 9) Select "Customer" in the "Total By" field to organize and total report by Donor
- 10) Click "Print" and Click "Page break after each major group"
- 11) For each donor, you will get a separate In-Kind Gifts Report totaling their in-kind donations for the year

Chapter 7
Capital Campaign

Capital Campaign

- Most Nonprofit Organizations undergo a major **Capital Campaign** to raise funds for, and then to complete, some sort of large improvement to an existing capital asset or to purchase a new capital asset.

Examples include:

- A homeless shelter purchases a new home
 - A children's group home expands/improves the facility
 - A local public radio station upgrades their broadcasting equipment and cell tower
- Tracking these activities can be challenging but are important because the amounts involved are large
 - Many times the campaign may last more than one year. Reports need to be generated to reflect **ALL activity** for **ALL years** and **should be compared to a budget**.
 - For accurate tracking, it is necessary to use both **Classes and Accounts** to segregate Capital Campaign transactions from the rest of the organizations activities.
 - Although there are various methods for tracking costs while the project is occurring, **we feel it is easiest to show costs during the project within the Profit & Loss Statement compared to a Budget**. This way, readers can see **ALL** of the organizations activities---the Capital Campaign as well as normal operations, in the same statement.
 - For **projects lasting more than one fiscal year**, it will be necessary to **create a year-end adjusting journal entry** to move current year costs off of the Profit & Loss and onto the Balance Sheet in order to comply with Generally Accepted Accounting Principles.

Capital Campaign

Setting up Accounts

◆ Capital Campaign Income	Other Income
◆ Grants	Other Income
◆ Individual Donations	Other Income
◆ Capital Campaign Expenses	Other Income
◆ Architect Fees	Other Income
◆ Improvements	Other Income
◆ Building Purchase	Other Income

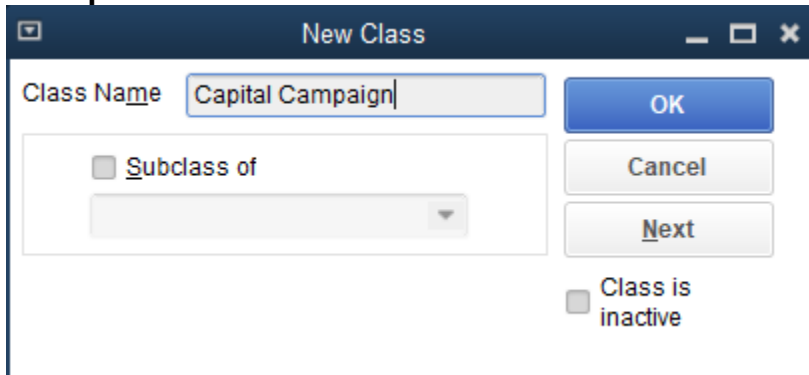
Account ▼ Activities ▼ Reports ▼ Attach Include inactive

The Steps: Setting up Accounts

- 1) Select "Lists>Chart of Accounts" from the menu bar
- 2) Click "Account" and select "New"
- 3) Select "Other Account Types" and select "Other Income" as the type
- 4) Click "Continue"
- 5) Enter "Capital Campaign Income" in the "Account Name" field
- 6) Click "Save & New"
- 7) Enter in a desired income account for the Capital Campaign in the "Account Name" field
- 8) Click the check box next to "Subaccount of" and select "Capital Campaign Income" from the drop down
- 9) Click "Save & New"
- 10) Repeat Steps 7 through 9 until all desired income accounts have been entered
- 11) Enter "Capital Campaign Expenses" in the "Account Name" field
- 12) Click "Save & New"
- 13) Enter in a desired expense account for the Capital Campaign expenses in the "Account Name" field and Click the checkbox next to "Subaccount of"
- 14) Select "Capital Campaign Expenses" in the "Subaccount of" field
- 15) Click "Save & New"
- 16) Repeat Steps 13 through 15 until all desired expense accounts for the Capital Campaign expenses have been entered
- 17) Click "Save & Close" instead of "Save & New" after the last account has been entered

Capital Campaign

Set Up a Class



The image shows a dialog box titled "New Class". It has a dark blue header bar with a close button (X) on the right. Below the header, there is a text input field labeled "Class Name" containing the text "Capital Campaign". To the right of this field is a blue "OK" button. Below the "Class Name" field is a section with a checkbox labeled "Subclass of" and an empty dropdown menu. To the right of this section are two buttons: "Cancel" and "Next". At the bottom right of the dialog is another checkbox labeled "Class is inactive".

The Steps: Setting up a Class

- 1) Select "Lists>Class List" from the menu bar
- 2) Click "Class"
- 3) Select "New"
- 4) Enter "Capital Campaign" in the "Class Name" field
- 5) Click "OK"

Capital Campaign

Entering Capital Campaign Budget

The screenshot shows a software window titled "Set Up Budgets" with a "Budget" dropdown menu set to "FY2019-20 - Profit & Loss by Account". A "Create New Budget" button is visible. Below is a table with columns for months from JUL19 to JUN20 and rows for various budget categories. The table contains numerical values for several categories, with others being empty.

ACCOUNT	ANNUAL ...	JUL19	AUG19	SEP19	OCT19	NOV19	DEC19	JAN20	FEB20	MAR20	APR20	MAY20	JUN20
Individual Contributions	55,000.00	55,000.00											
Corporate Grants	18,000.00	18,000.00											
Foundation Grants	90,000.00	90,000.00											
Government Grants	17,000.00	17,000.00											
Program Fees	12,750.00	12,750.00											
Membership Dues	650.00	650.00											
Miscellaneous Income													
Interest Income	235.00	235.00											
Salary & Wages	94,500.00	94,500.00											
Payroll Taxes	7,560.00	7,560.00											
Health Insurance	6,458.00	6,458.00											
Rent	16,235.00	16,235.00											
Postage and Delivery	970.00	970.00											

Buttons at the bottom: Copy Across, Adjust Row Amounts, Clear, Save, OK, Cancel, Help.

The Steps: Entering Capital Campaign Budget

- 1) Select "Company>Planning & Budgeting>Set up Budgets" from the menu bar.
- 2) Select the appropriate budget from the "Budget" drop down (or click "Create New Budget" if necessary and follow prompts to create new budget)
- 3) Enter the Capital Campaign Budget
- 4) Be sure to Enter the Capital Campaign Expenses as negative amounts
- 5) Click "OK"

Capital Campaign

➤ Record Deposits using your preferred method

Entering Income Method I - Make Deposit Window (Lump by Category – Use this method if you do NOT intend to use QuickBooks® as your Donor/Member/Student data Base)

RECEIVED FROM	FROM ACCOUNT	M.	CH.	PMT.	CLASS	AMOUNT
	Capital Campaign Income:Cap Grants				Capital Campaign	25,000.00
	Capital Campaign Income:Cap Individual Don...				Capital Campaign	13250
Deposit Subtotal						25,000.00

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

Cash back goes to: Cash back memo: Cash back amount:

Deposit Total: 25,000.00

Buttons: Save & Close, Save & New, Clear

The Steps: Entering Income Using the Make Deposit Window Method

- 1) From the home page, click on the “Record Deposits” Icon⁵²
- 2) In the “Deposit To” field, use the drop down menu to select the appropriate Bank Account from the list
- 3) Enter date deposit is to be made
- 4) Leave the “Received from” field blank
- 5) Select the appropriate income account in the “From Account” field
- 6) Select the “Capital Campaign” class in the “Class” field
- 7) Enter the total dollar amount to be deposited for that account (individual checks and other amounts added together for the account)
- 8) Repeat steps 5 through 7 for each type of income account on the other lines
- 9) Click “Save & Close”

⁵² QuickBooks® version 2005 or older: Select “Banking>Make Deposits” from the menu bar.

Capital Campaign

➤ **Entering Income Method II: Sales Receipts (Use this method if you DO intend to use QuickBooks® as your Donor/Member/Student database)**

First Create Items

- Those planning to use this method will need to first create Items for each type of income associated with the Capital Campaign.
- Normally, you will need just one item for each income account you created.

Create Items

The screenshot shows the 'New Item' dialog box in QuickBooks. The 'TYPE' dropdown is set to 'Service'. The 'Item Name/Number' field contains 'Campaign Individuals'. The 'UNIT OF MEASURE' field is empty. The 'Rate' field is set to 0.00. The 'Account' dropdown is set to 'Capital Campai...'. The 'OK' button is highlighted in blue. Other buttons include 'Cancel', 'Next', 'Notes', 'Custom Fields', and 'Spelling'. There are also checkboxes for 'Subitem of', 'This service is used in assemblies or is performed by a subcontractor or partner', and 'Item is inactive'.

The Steps: Create Items

- 1) Select "Lists>Item List" from the menu bar
- 2) Click the "Item" button on the bottom left of the window
- 3) Select "New" from the drop down
- 4) In the "Type" field, select "Service"
- 5) Enter the name of the item in the "Item Name/Number" field
- 6) Enter a description if desired
- 7) Leave "Rate" field blank
- 8) Select the corresponding Income Account from the "Account" field
- 9) Click the "Next" button (Not shown here but you will see it)
- 10) Repeat steps 4 through 9 for each item you need
- 11) Click "OK" instead of "Next" after final item has been created

Capital Campaign

Then Use Sales Receipt

Enter Sales Receipts

Main Formatting Send/Ship Reports Payments

Find New Save Delete Memorize Mark As Pending Print Email Email Later Attach File Add time/costs Process

CUSTOMER_JOB Bowey, David CLASS DEPOSIT TO Undeposit... TEMPLATE Custom Sa...

Sales Receipt

DATE 06/30/2020

SALE NO. 34

SOLD TO David N. Bowey
87654 Peachtree NE
Atlanta, GA 30326

CASH CHECK CREDIT DEBIT e-CHECK MORE

CHECK NO. 1234

ITEM	DESCRIPTION	QTY	RATE	CLASS	AMOUNT
Capital Ca...			100,000...	Capital C...	100,000.00

TOTAL 100,000.00

CUSTOMER MESSAGE

MEMO

Save & Close Save & New Clear

The Steps: Enter Sales Receipt

- 1) From the home page click on the "Donations" or "Create Sales Receipt" icon⁵³
- 2) Select the individual/organizations name in the "Customer: Job" field
- 3) Enter the date, payment method, and check # in the appropriate fields
- 4) Select the appropriate item in the "Item" field
- 5) Select "Capital Campaign" in the "Class" field
- 6) Enter the amount for that item in the "Amount" field
- 7) Repeat steps 4 through 6 for each item if needed for this receipt
- 8) Select "Undeposited Funds" in the Deposit to field if it appears⁵⁴
- 9) Click "Save & New"
- 10) Repeat steps 2 through 9 for each receipt
- 11) Click "Save & Close" instead of "Save & Close" after the last receipt has been entered. Continue deposit function as normal.

⁵³ QuickBooks® version 2005 or older: Select "Customer>Enter Sales Receipt" from the menu bar.

⁵⁴ QuickBooks® version 2005 or older: You will click the button next to "Group with Other Undeposited Funds" in the lower left hand side of the window.

Capital Campaign

➤ Record your Expenses using Capital Campaign Accounts

Entering Expenses

The screenshot shows the 'Enter Bills' window in QuickBooks. The window title is 'Enter Bills'. The interface includes a menu bar with 'Main' and 'Reports', and a toolbar with various actions like 'Find', 'New', 'Save', 'Delete', 'Create a Copy', 'Memorize', 'Print', 'Attach File', 'Enter Time', 'Clear Splits', 'Recalculate', and 'Pay Bill'. Below the toolbar, there are radio buttons for 'Bill' (selected) and 'Credit', and a checked box for 'Bill Received'. The main form area is titled 'Bill' and contains the following fields:

- VENDOR: We Blow Things Up, Inc.
- DATE: 06/30/2020
- ADDRESS: We Blow Things Up, Inc., 3878 Boomboom Lane, Dallas, TX 23454
- REF. NO.: 3232
- AMOUNT DUE: 25,000.00
- BILL DUE: 07/10/2020
- TERMS: (empty)
- MEMO: (empty)

Below the bill form, there is a summary section showing 'Expenses' for \$25,000.00 and 'Items' for \$0.00. A table lists the expense details:

ACCOUNT	AMOUNT	M.	C.	BI.	CLASS
Capital Campaign Expenses:Cap Demolition	25,000.00				Capital Campaign

At the bottom of the window, there are three buttons: 'Save & Close', 'Save & New', and 'Revert'. The 'Save & Close' button is highlighted with a mouse cursor.

The Steps: Entering Expenses

- 1) Select "Enter Bills", "Write Checks", or "Enter Credit Card Charges" from the home page⁵⁵
- 2) Enter Vendor, Date, Bill Due, Amount, Ref. No, etc... in appropriate fields
- 3) Enter the appropriate Capital Campaign Expense "Account", and "Amount"
- 4) Select "Capital Campaign" in the "Class" field
- 5) Repeat Steps 3 through 4 on separate lines for each Capital Campaign Expense as needed
- 6) Click "Save & Close" (or "Save & New" to enter more bills).

⁵⁵ QuickBooks® version 2005 or older: Select "Enter Bills" from the Vendors Navigator.

Capital Campaign

Reports: Reporting on the Profit & Loss Compared to Budget

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income				
Capital Campaign Income				
Cap Grants	145,000.00	200,000.00	-55,000.00	72.5%
Cap Individual Donations	75,550.00	100,000.00	-24,450.00	75.6%
Total Capital Campaign Income	220,550.00	300,000.00	-79,450.00	73.5%
Capital Campaign Expenses				
Cap Demolition	-25,000.00	-30,000.00	5,000.00	83.3%
Cap Architect Fees	-15,400.00	-10,000.00	-5,400.00	154.0%
Cap Improvements	-24,996.00	-160,000.00	135,004.00	15.6%
Cap Building Purchase	-98,000.00	-100,000.00	2,000.00	98.0%
Total Capital Campaign Expenses	-163,396.00	-300,000.00	136,604.00	54.5%
Total Other Income	57,154.00	0.00	57,154.00	100.0%
Net Other Income	57,154.00	0.00	57,154.00	100.0%
Net Income	73,473.53	3,150.00	70,323.53	2,332.5%

The Steps: Reporting on the Profit & Loss Compared to Budget

- 1) Select "Reports>Budget & Forecasts>Budget vs. Actual" from the menu bar
- 2) Select your budget and click "Next"
- 3) Click "Next" again
- 4) Click "Finish"
- 5) Change the "Columns" field at the top of the report to "Total Only"
- 6) Click "Print" to print the report or "Excel" to open in Excel if needed^{56 57}

⁵⁶ You may also click "Email" to send as an Excel or PDF file to email recipients

⁵⁷ Depending on your version, the button to open in Excel may say "Export"

Capital Campaign

- At the end of each fiscal year a Journal Entry will need to be made to move the costs onto the Balance Sheet

Annual Adjustment Entry – Two Accounts will need to be created

Create Asset Account

Account Type: Fixed Asset

Account Name: New Building Cost

Subaccount of

OPTIONAL

Description

Note

Enter Opening Balance... Should I enter an opening balance?

Save & Close Save & New Cancel

The Steps: Create Asset Account

- 1) Select "Lists >Chart of Accounts" from the menu bar
- 2) Click the "Account" button on the bottom left of the window
- 3) Select "New"
- 4) Select "Fixed Asset" and click "Continue"
- 5) Enter appropriate name in the "Account Name" field
- 6) Click "Save & Close" to add the account

Capital Campaign

Create Capital Asset Costs Contra Account on P & L

Account Type: Other Income

Account Name: Building Costs Removal

Subaccount of: Capital Campaign Expenses

OPTIONAL

Description:

Note:

Buttons: Save & Close, Save & New, Cancel

The Steps: Create Capital Asset Costs Contra Account on P & L

- 1) Select "Lists >Chart of Accounts" from the menu bar
- 2) Click the "Account" button on the bottom left of the window
- 3) Select "New"
- 4) Select "Other Account Types" and select "Other Income" as the type
- 5) Click "Continue"
- 6) Enter appropriate name in the "Account Name" field
- 7) Click the box next to "Subaccount of"
- 8) Select "Capital Campaign Expenses" in the "Subaccount of" field
- 9) Click "Save & Close" to add the account

Capital Campaign

Make Annual Adjusting Entry

DATE 06/30/2020 ENTRY NO. gsb#7

ACCOUNT	DEBIT	CREDIT	MEMO	NAME	BILL...	CLASS
New Building Cost	163,396.00					Capital Campaign
Capital Campaign Expenses:Building Costs Re...		163,396.00				Capital Campaign
Totals 163,396.00 163,396.00						

Buttons: Save & Close, Save & New, Clear

The Steps: Make Annual Adjusting Entry

- 1) Select "Company>Make General Journal Entries" from the menu bar
- 2) Enter the Year-End Date in the "Date" field
- 3) Select appropriate asset in the "Account" column
- 4) Enter appropriate amount in "Debit" column
- 5) Enter "Memo" if desired
- 6) Enter "Capital Campaign" in the "Class" column
- 7) On the next line, Select appropriate contra account in the "Account" column
- 8) Enter same appropriate amount in "Credit" column
- 9) Enter "Capital Campaign" in the "Class" column
- 10) Click "Save and Close" to make the Adjusting Entry

Capital Campaign

Reports: Capital Campaign Profit & Loss

Profit & Loss by Class

06/30/20
Accrual Basis

Synergy Now
Profit & Loss by Class
July 2019 through June 2020

	Capital Campaign	TOTAL
Other Income/Expense		
Other Income		
Capital Campaign Income		
Cap Grants	145,000.00	145,000.00
Cap Individual Donations	<u>75,550.00</u>	<u>75,550.00</u>
Total Capital Campaign Income	220,550.00	220,550.00
Capital Campaign Expenses		
Cap Fundraising Consultant	-12,000.00	-12,000.00
Cap Demolition	-25,000.00	-25,000.00
Cap Architect Fees	-15,400.00	-15,400.00
Cap Improvements	-24,996.00	-24,996.00
Cap Building Purchase	-98,000.00	-98,000.00
Building Costs Removal	<u>163,396.00</u>	<u>163,396.00</u>
Total Capital Campaign Expenses	<u>-12,000.00</u>	<u>-12,000.00</u>
Total Other Income	<u>208,550.00</u>	<u>208,550.00</u>
Net Other Income	<u>208,550.00</u>	<u>208,550.00</u>
Net Income	<u>208,550.00</u>	<u>208,550.00</u>

The Steps: Capital Campaign Profit & Loss

- 1) Select "Reports>Company & Financial>Profit & Loss by Class" from the menu bar
- 2) Select the appropriate date range using the "Dates" field
- 3) Click "Customize Report (or Modify Report)" button at the top of the report
- 4) Click on the filters tab
- 5) Select "Class" from "Choose Filter"
- 6) Select "Capital Campaign" in the "Class" field
- 7) Click "OK"
- 8) Click "Memorize" to memorize the report
- 9) Click "Print" to print the report or "Excel" to open in Excel if needed^{58 59}

⁵⁸ You may also click "Email" to send as an Excel or PDF file to email recipients

⁵⁹ Depending on your version, the button to open in Excel may say "Export"

Capital Campaign

Reports: Capital Campaign Budget Vs. Actual

The screenshot displays a software interface for generating a Profit & Loss Budget vs. Actual report. The report is titled "Synergy Now Profit & Loss Budget vs. Actual July 2019 through June 2020". It is based on the Accrual Basis and covers the period from 07/01/2019 to 06/30/2020. The report shows a comparison between actual performance and budget for various income and expense categories.

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income				
Capital Campaign Income				
Grants	145,000.00	200,000.00	-55,000.00	72.5%
Individual Donations	75,550.00	100,000.00	-24,450.00	75.6%
Total Capital Campaign Income	220,550.00	300,000.00	-79,450.00	73.5%
Capital Campaign Expenses				
Capital Fundraising Consul...	-12,000.00			
Building Costs Removal	165,000.00			
Cap Demolition	-20,000.00	-30,000.00	10,000.00	66.7%
Architect Fees	-15,000.00	-10,000.00	-5,000.00	150.0%
Improvements	-24,000.00	-160,000.00	136,000.00	15.0%
Building Purchase	-90,000.00	-100,000.00	10,000.00	90.0%
Total Capital Campaign Expen...	4,000.00	-300,000.00	304,000.00	-1.3%
Total Other Income	224,550.00	0.00	224,550.00	100.0%
Net Other Income	224,550.00	0.00	224,550.00	100.0%
Net Income	224,550.00	0.00	224,550.00	100.0%

The Steps: Capital Campaign Budget Vs. Actual

- 1) Select "Reports>Budget & Forecasts>Budget vs. Actual" from the menu bar
- 2) Select your budget and click "Next", "Next" and "Finish"
- 3) Select appropriate date in the "Dates" field
- 4) Change the "Columns" field at the top of the report to "Total Only"
- 5) Click "Customize Report (or Modify Report)" button at the top of the report
- 6) Click on the filters tab
- 7) Select "Class" from "Choose Filter"
- 8) Select "Capital Campaign" in the "Class" field
- 9) Select "Account" from "Choose Filter"
- 10) Select "Multiple Accounts" and select ALL Capital Campaign accounts **except** the appropriate contra account in the "Account" field
- 11) Click on the "Header/Footer" tab
- 12) Add "Capital Campaign" to the report title in the "Report Title" field
- 13) Click "OK"
- 14) Click "Memorize" to memorize the report
- 15) Click "Print" to print the report or "Excel" to open in Excel if needed^{60 61}

⁶⁰ You may also click "Email" to send as an Excel or PDF file to email recipients

⁶¹ Depending on your version, the button to open in Excel may say "Export"

Chapter 8
Tracking Funds

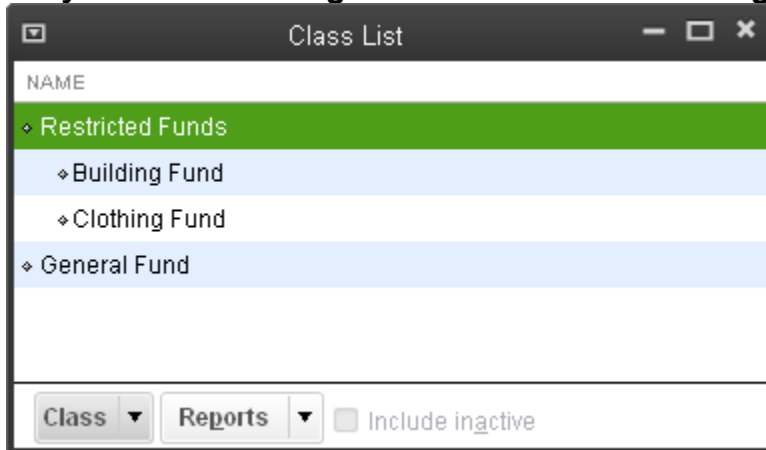
Tracking Funds

- A **Fund** can be thought of as a **giant pot of money that is intended to be used for a specific purpose**. Donations earmarked for this specific purpose are put into this pot and funds are taken out of the pot to pay for expenses related to this specific purpose.
- **Funds differ from Restricted Grants** in that:
 - A Fund **exists for an indefinite period of time**, whereas a Restricted Grant is limited to a specific time period
 - Funds **involve many donors**, whereas a Restricted Grant has just one.
- **Examples** of Funds include:
 - A Church Building Fund to pay for building repairs
 - A Synagogue Youth Fund to pay for Youth trips
 - A Social Service Organization Hurricane Fund to pay for support to those who lost their home
- **Houses of Worship often have Funds** but other Nonprofit Organizations may occasionally have them as well.
- Some organizations attempt to Track Funds through the use of separate bank accounts. This can make life difficult for the bookkeeper, especially when donations received are to be split between funds and single bills need to be paid out of multiple funds.
- **Using Classes is the best method for Tracking Funds** and removes the need for separate bank accounts although you may still have them if you wish.
 - **Set up one Class for each Fund**
 - **Create one class for the General Fund**
- During data entry, **make sure to point every transaction to a Class**
- Organizations Tracking Funds will need **reports** that:
 - Show **Fund Activity** over a period of time (P & L by Class)
 - Show the **Balance in each Fund** at a point in time
 - This report will need to be created manually and memorized
 - In order for the report to be accurate, a **one-time only journal entry** must be created to enter the Opening Fund Balances for each Fund.

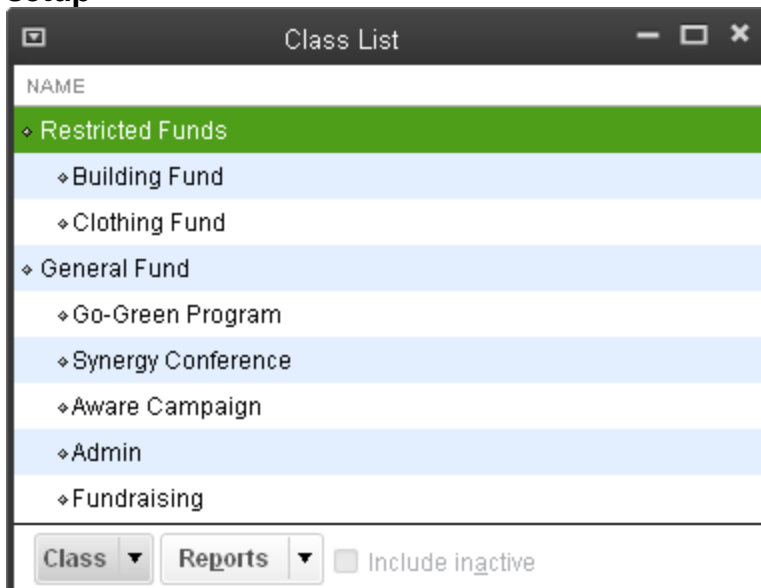
Tracking Funds

➤ **Your Class setup will depend on whether or not you are already using Classes for something else.**

I. If you are NOT using Classes to track something else, use this setup

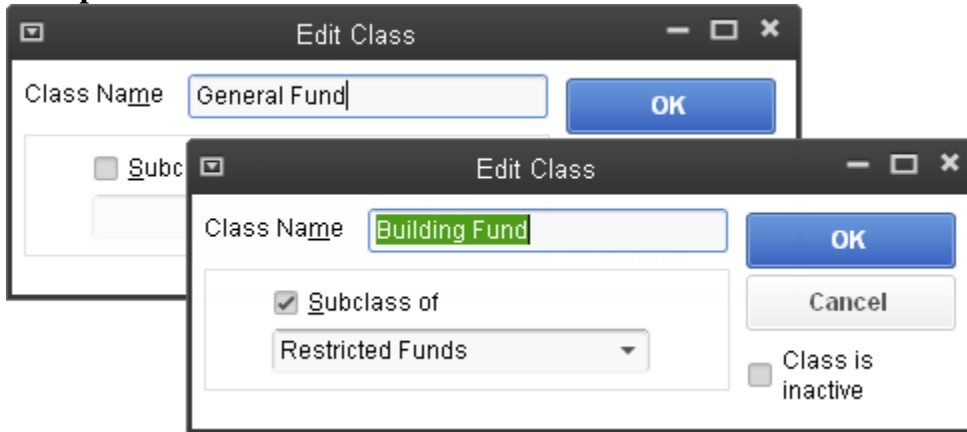


II. If you ARE using classes to track something else like Programs, use this setup



Tracking Funds

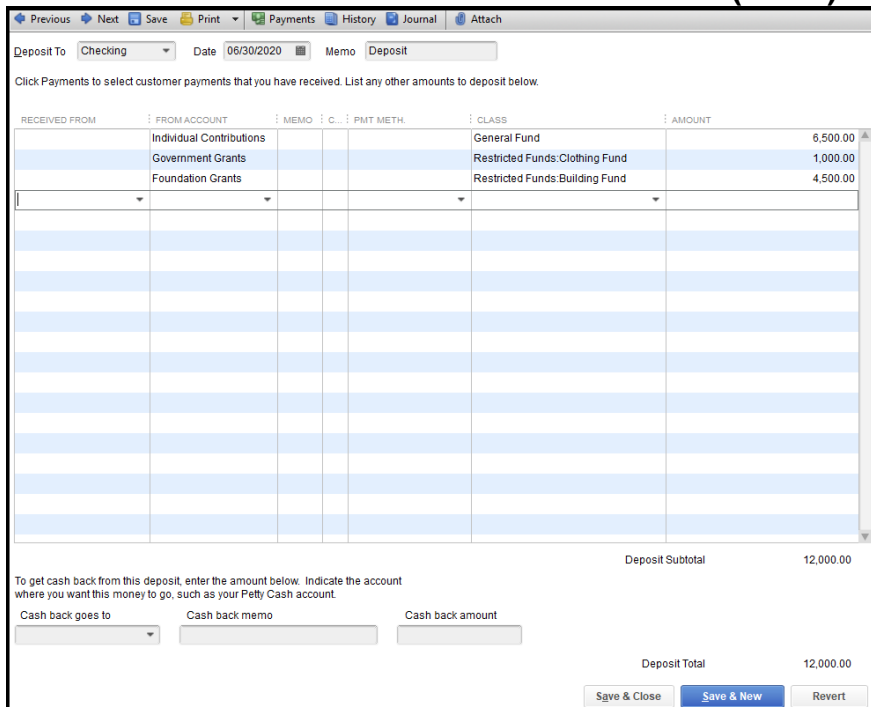
Set Up Classes



The Steps: Set Up Classes

- 1) Select "Lists: Class List" from the menu bar
- 2) Click "Class" button on the bottom left of the window
- 3) Select "New"
- 4) Enter the name of the Fund in the "Class Name" field
- 5) If appropriate, Click on the box next to "Subclass of" and Select the appropriate class in the "Subclass of" field
- 6) Click "OK"

Make sure to Point ALL Transactions to a Fund (Class)



Tracking Funds

Reports: Report on Fund Activity

Profit & Loss by Class

Customize Report | Comment on Report | Share Template | Memorize | Print | E-mail | Excel | Hide Header | Collapse | Refresh

Dates: Custom | From: 07/01/2019 | To: 06/30/2020 | Show Columns: Class | Sort By: Default

Report Basis: Accrual Cash | Show Filters

12/15/07
Accrual Basis

First Church of Everything
Profit & Loss by Class
July 2019 through June 2020

	Building Fund (Restricted Fund...)	Clothing Fund (Restricted Fund...)	Total Restricted...	General Fund	Unclassified	TOTAL
Income						
Individual Contributions	4,350.00	17,000.00	21,350.00	63,403.62	0.00	84,753.62
Corporate Grants	15,000.00	19,200.00	34,200.00	1,390.00	0.00	35,590.00
Foundation Grants	56,330.00	16,000.00	72,330.00	40,000.00	0.00	112,330.00
Government Grants	17,900.00	1,000.00	18,900.00	0.00	0.00	18,900.00
Program Fees	14,103.88	2,865.00	16,968.88	0.00	0.00	16,968.88
Membership Dues	577.88	0.00	577.88	0.00	0.00	577.88
Miscellaneous Income	0.01	0.00	0.01	558.00	0.00	558.01
Interest Income	0.00	0.00	0.00	231.00	0.00	231.00
Total Income	108,261.77	56,065.00	164,326.77	105,582.62	0.00	269,909.39
Expense						
Salary & Wages	53,726.22	11,642.50	65,368.72	31,426.75	0.00	96,795.47
Payroll Taxes	4,959.32	989.61	5,948.93	2,279.60	0.00	8,228.53
Health Insurance	195.00	38.00	233.00	6,861.12	0.00	7,094.12
Rent	21,150.00	2,980.00	24,130.00	8,250.65	0.00	32,380.65
Postage and Delivery	0.00	0.00	0.00	2,480.33	0.00	2,480.33
Printing and Reproduction	340.00	0.00	340.00	8,459.24	0.00	8,799.24
Bank Service Charges	0.00	0.00	0.00	360.00	0.00	360.00

The Steps: Report on Fund Activity

- 1) Select "Reports>Company & Financial>Profit & Loss By Class" from the menu bar
- 2) Select the appropriate date range using the "Dates" field
- 3) Click "Print" to print the report or "Excel" to open in Excel if needed^{62 63}

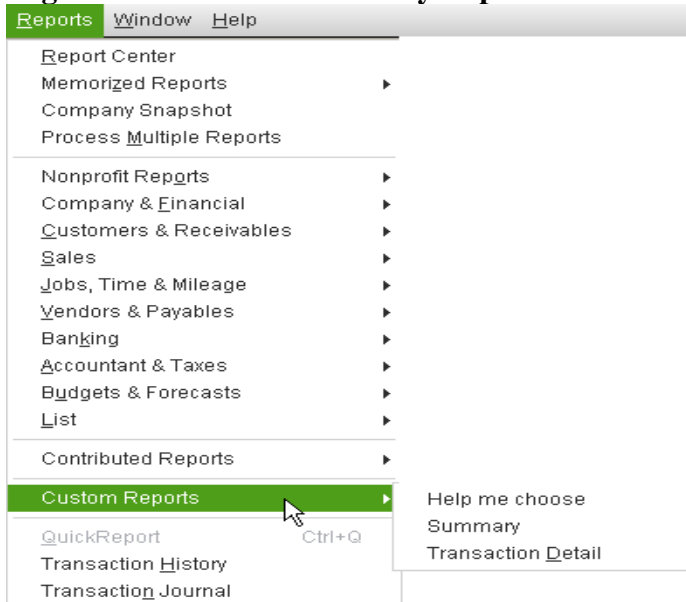
⁶² You may also click "Email" to send as an Excel or PDF file to email recipients

⁶³ Depending on your version, the button to open in Excel may say "Export"

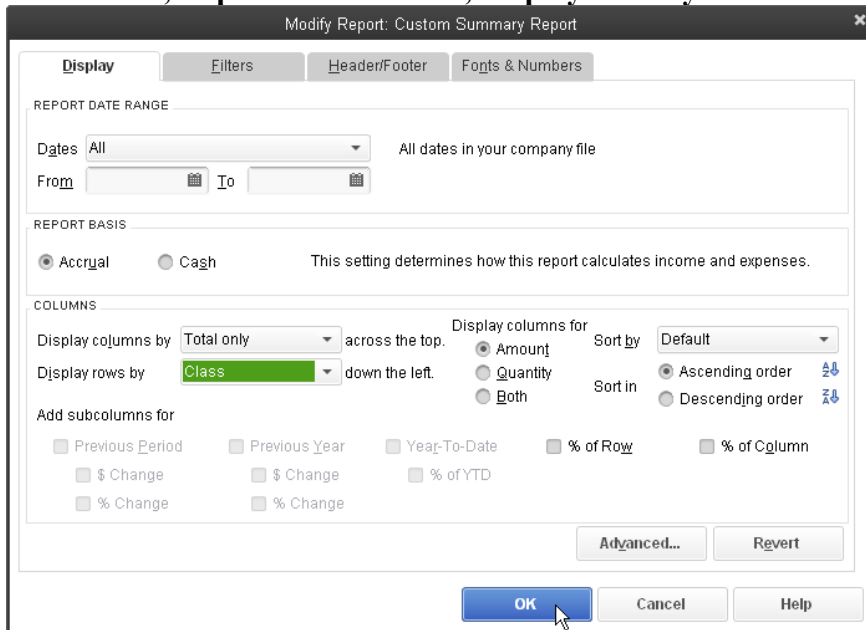
Tracking Funds

➤ **Creating the Report on Fund Balances: Creating this report requires many steps. Use the next few screenshots as a guide as you watch in your On-Line Streaming account.**

Begin with a Custom Summary Report:

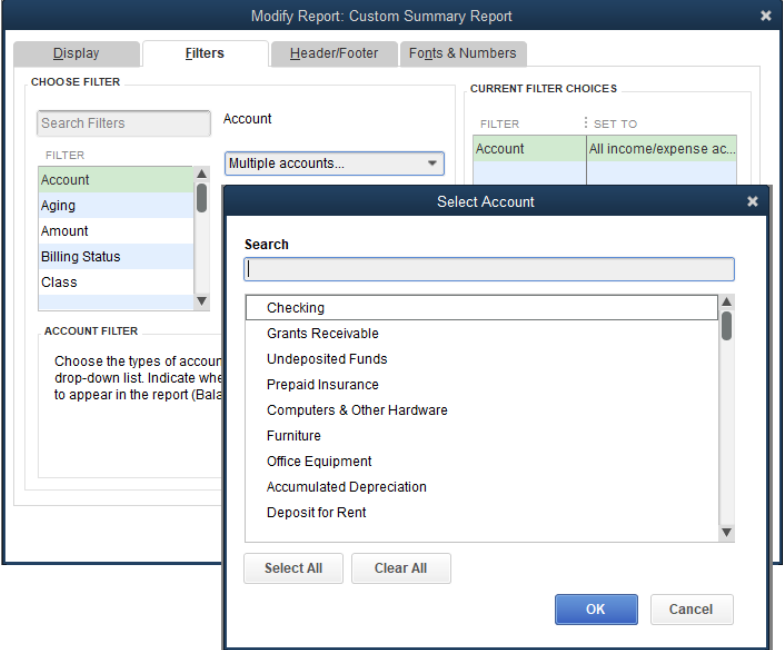


“All” Dates, Report Basis “Cash”, Display rows by “Class”:

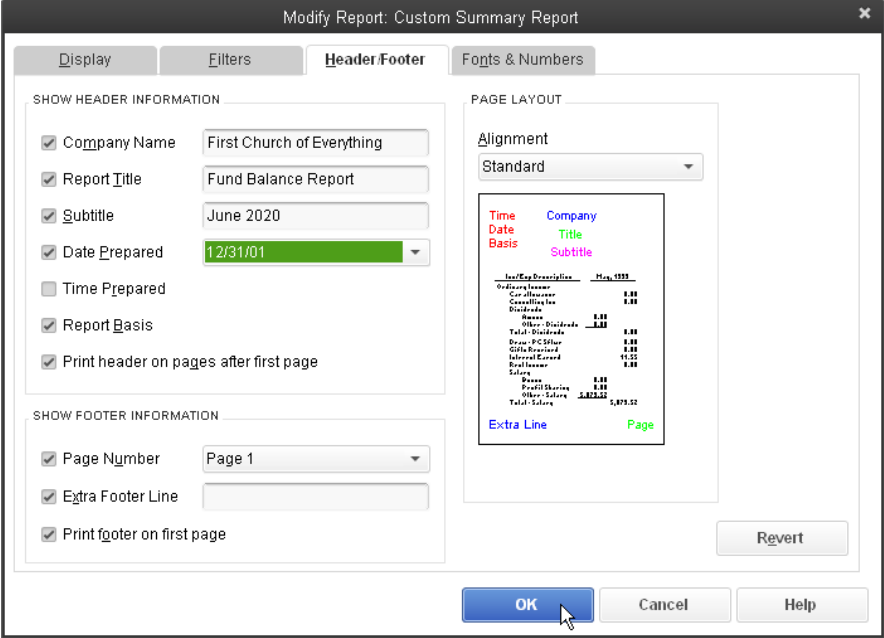


Tracking Funds

Filter Account to include ALL accounts except bank accounts, Undeposited Funds, A/R and A/P:



Change Report Title:



Tracking Funds

➤ First Year Only: Must Enter Beginning Fund Balances Through the Use of an Account and a J/E

Create Account

Account Type: Equity

Account Name: Beginning Fund Balance Ac

Subaccount of

OPTIONAL

Description

Note

Enter Opening Balance... Should I enter an opening balance?

Save & Close Save & New Cancel

The Steps: Create Account to Enter Beginning Fund Balances

- 1) Select "Lists >Chart of Accounts" from the menu bar
- 2) Click the "Account" button on the bottom left of the window
- 3) Select "New"
- 4) Select "Equity" and click "Continue"
- 5) Enter "Beginning Fund Balance Entry Ac" in the "Account Name" field
- 6) Click "Save & Close" to add the account

Tracking Funds

Create Journal Entry to Record Opening Balances

ACCOUNT	DEBIT	CREDIT	MEMO	NAME	BILL...	CLASS
Beginning Fund Balance Ac		11,096.25				Restricted Funds:Building Fund
Beginning Fund Balance Ac		8,917.93				Restricted Funds:Clothing Fund
Beginning Fund Balance Ac		34,050.08				General Fund
Beginning Fund Balance Ac	54,064.26					

The Steps: Create Journal Entry to Record Opening Balances

- 1) Select "Company>Make General Journal Entries" from the menu bar
- 2) Enter the date for which you are entering the opening balances in the "Date" field
- 3) Enter "Beginning Fund Balance Entry Ac" in the "Account" column
- 4) Enter the opening fund balance for a fund in the "Credit" column and select that fund in the "Class" field
- 5) Repeat Steps 3 through 4 on additional lines until all opening fund balances have been entered
- 6) On one more line enter "Beginning Fund Balance Ac" in the "Account" row and enter the total of all funds in the "Debit" column. (Be sure to leave the "Class" field blank for this line)
- 7) Click "Save & Close" to record the journal entry

Tracking Funds

Reports: Fund Balance Report

The screenshot shows a software interface for generating a report. At the top, there are buttons for 'Customize Report', 'Comment on Report', 'Share Template', 'Memorize', 'Print', and 'E-mail'. Below these are fields for 'Dates' (set to 'All'), 'From', and 'To'. The 'Report Basis' is set to 'Cash'. The report title is 'First Church of Everything Fund Balance Report' for 'All Transactions' as of 'Jun 30, 20'. The table below shows the following data:

	Jun 30, 20
Restricted Funds	
Building Fund	-11,696.25
Clothing Fund	-9,917.93
Total Restricted Funds	<u>-21,614.18</u>
General Fund	-34,050.08
Unclassified	2,000.00
TOTAL	<u><u>-53,664.26</u></u>

The Steps: Fund Balance Report

- 1) Select "Reports>Custom Reports>Summary" from the menu bar
- 2) Select "All" in the "Dates" field
- 3) Select "Cash" in the "Report Basis" field
- 4) Select "Class" in the "Display Rows By" field
- 5) Click on the "Filters tab"
- 6) Select "Account" from "Choose Filter"
- 7) Select "Multiple accounts" in the "Account" field
- 8) Manually Click on all accounts except Bank Accounts, A/P, A/R and Undeposited funds
- 9) Click on the "Header/Footer" tab
- 10) Enter "Fund Balance Report" in the "Report Title" field
- 11) Click "Memorize" to memorize the report
- 12) Click "Excel" to send the report to Excel to change the negative amounts to positive amounts if desired⁶⁴

⁶⁴ You may also click "Email" to send as an Excel or PDF file to email recipients

Chapter 9
Auto Allocating Expenses

Auto Allocating Expenses

- Most Nonprofit Organizations will need to **point expenses to Programs** as well as to expense accounts. Use the **Class** field for this.
- Additionally, those Organizations with Restricted Grants may also need to **point expenses that are to be paid out of a grant to that particular Restricted Grant**. Use the **Customer:Job** field for this.
- While it is simple enough to point many expenses to the appropriate Program(Class) and Customer:Job (Restricted Grant), **other expenses benefit multiple Programs and/or are paid for out of multiple Restricted Grants**.
- Examples of expenses that need to be spread between Programs and/or Restricted Grants include:
 - Rent
 - Utilities
 - Payroll for ED and others
- In this chapter, we will demonstrate a work around that will allow you **to store Allocation %'s relating to a particular expense account**.
- Once stored, QuickBooks® can **automatically split an individual expense between Programs and/or Restricted Grants based on those %'s**.
- You will be **using items on the expense forms** (e.g. Write Checks, Enter Bills, Enter Credit Card Charges) to accomplish this task.

Auto Allocating Expenses

➤ For Each Expense Category that you Wish to Allocate Automatically: Create two Items

Create One Service Type Item

The screenshot shows the 'New Item' dialog box with the following details:

- TYPE:** Service (dropdown menu). Description: Use for services you charge for or purchase, like specialized labor, consulting hours, or professional fees.
- Item Name/Number:** *Electricity (text field). Subitem of (checkbox).
- UNIT OF MEASURE:** Enable... (button).
- This service is used in assemblies or is performed by a subcontractor or partner.
- Description:** (empty text area).
- Rate:** 1.00 (text field).
- Account:** Utilities:Electric (dropdown menu).
- Item is inactive (checkbox).
- Buttons:** OK (blue), Cancel, Next, Notes, Custom Fields, Spelling.

The Steps: Create One Service Type Item

- 1) Select "Lists>Item List" from the menu bar
- 2) Click the "Item" button on the bottom left of the window
- 3) Select "New"
- 4) Select "Service" in the "Type" field
- 5) Enter the name of the expense account (making sure to put an asterisk "*" in front of the expense name) in the "Item Name/Number" field
- 6) Enter "1.00" in the "Rate" field
- 7) Select the appropriate Expense account in the "Account" field
- 8) Click "OK" to add the item

Auto Allocating Expenses

Create a Second Group Type Item

TYPE
Group Use to quickly enter a group of individual items on an invoice.
[What's the difference between a Group and an Inventory Assembly?](#)

Group Name/Number
Electricity

Description

Print items in group

Item is inactive

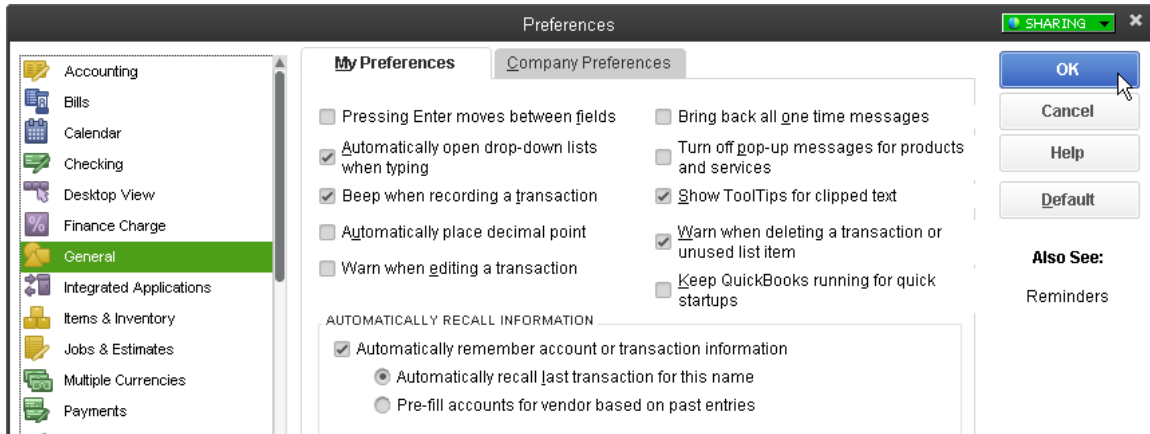
ITEM	DESCRIPTION	QTY
*Electricity		0.25
*Electricity		0.25
*Electricity		0.5

The Steps: Create Group Type Item

- 1) Select "Lists>Item List" from the menu bar
- 2) Click the "Item" button on the bottom left of the window
- 3) Select "New"
- 4) Select "Group" in the "Type" Field
- 5) Enter in the Name of the Expense in the "Group Name/Number" field
- 6) Select the corresponding Expense service type item previously created (the one with the * in front of its name) in the "Item" Column
- 7) In "Qty" Column, enter in the appropriate allocation % as a decimal for a particular Program and/or Grant
- 8) Repeat Steps 6 & 7 on additional lines for additional allocation %'s until the total "Qty" adds up to "1.00"
- 9) Click "OK" to add the group item

Auto Allocating Expenses

Make Sure Auto-Recall Preference is Turned ON



The Steps: Make Sure Auto-Recall Preference is Turned ON

- 1) Select "Edit>Preferences" from the menu bar
- 2) Select "General" from the preference list on the left
- 3) Click box next to "Automatically remember account or transaction information" in the "My Preferences" tab
- 4) Select "Automatically recall last transaction for this name"
- 5) Click "OK" to save this Preference

Auto Allocating Expenses

- You can now begin using your Items
- The first time you use your Item you will need to add the Programs (Class Column) and/or the Restricted Grants (Customer Job Column). They will automatically appear on future transactions to that same vendor.

Use on Expense Transactions

The screenshot shows the 'Enter Bills' window. At the top, there is a menu bar with 'Main' and 'Reports'. Below it is a toolbar with icons for Find, New, Save, Delete, Create a Copy, Memorize, Print, Attach File, Enter Time, Clear Splits, Recalculate, and Pay Bill. The main area is divided into two sections. The top section, titled 'Bill', contains fields for Vendor (Zapp Electric Inc.), Address (Zapp Electric Inc., P.O. Box 4428403, Atlanta, GA 30303), Date (06/30/2020), Ref. No. (348), Amount Due (400.00), and Bill Due (07/10/2020). The bottom section, titled 'Expenses', shows a table with columns for ITEM, D., QTY, COST, AMOUNT, CUSTOMER:JOB, BILL, and CLASS. The table has three rows of data, with the total amount of \$400.00. The first row is for 'Electricity' with a quantity of 400. The second row is for '*Electricity' with a quantity of 100, a cost of 1.00, and an amount of 100.00, with 'Go-Green Guidance Center' in the CLASS column. The third row is for '*Electricity' with a quantity of 100, a cost of 1.00, and an amount of 100.00, with 'Administrative' in the CLASS column. The fourth row is for '*Electricity' with a quantity of 200, a cost of 1.00, and an amount of 200.00, with 'Help 4 U Grants Foundation' in the CUSTOMER:JOB column and 'Go-Green Guidance Center' in the CLASS column. The total amount of \$400.00 is shown at the bottom of the table. At the bottom of the window, there are buttons for 'Save & Close', 'Save & New', and 'Clear'.

ITEM	D.	QTY	COST	AMOUNT	CUSTOMER:JOB	BILL	CLASS
Electricity		400					
*Electricity		100	1.00	100.00			Go-Green Guidance Center
*Electricity		100	1.00	100.00			Administrative
*Electricity		200	1.00	200.00	Help 4 U Grants Foundation	<input checked="" type="checkbox"/>	Go-Green Guidance Center
				400.00			

The Steps: Using Items on Expense Transactions to Auto Allocate Expenses

- 1) From the Home Page, select "Enter Bills", "Write Checks", or "Enter Credit Card Charges" as appropriate
- 2) Enter the bill, check or charge information in the top half of the window
- 3) Click the "Items" tab in the bottom half of the window
- 4) Select the Group Item needed
- 5) In the "Qty" Column of Group item row (top row), enter the Total Dollar amount of the bill and press tab to populate other rows with correctly allocated amounts
- 6) For the First Time Only, complete the "Customer:Job" & "Class" Columns corresponding to allocation %'s.
- 7) Click "Save & Close" to record the transaction

Chapter 10
Bank Reconciliation Outages

Bank Reconciliation Outages

- There are 3 reasons why you may be having trouble getting a Bank Reconciliation to balance in QuickBooks®
 - You entered the **incorrect amount in the “Ending Balance”** field. The amount entered should match the Ending Bank Statement Balance off of the Bank Statement
 - You **incorrectly checked off a transaction** in the Bank Reconciliation Window that didn’t clear **OR you *didn’t* check off one that did clear** (perhaps because it was never entered). Make sure all transactions clearing are entered and only check-off cleared transactions.
 - The **Beginning Balance amount appearing in the Bank Reconciliation Window is incorrect**. This amount, which QuickBooks® enters for you, should match the Beginning Bank Statement Balance on the actual Bank Statement
- The last reason listed above, **Incorrect Beginning Bank Statement Balance, is by far the most common culprit**. You cannot change this amount directly.
- QuickBooks® computes the Beginning Balance amount by totaling all previously cleared transactions
- If this amount does not match the Beginning Bank Statement Balance on the Bank Statement it is because **one of two errors** have been made since the last bank reconciliation was completed:
 - Someone **changed the amount of a previously cleared transaction**
 - Someone **deleted a previously cleared transaction**
- In order **to correct** this error you must:
 - **Find** the previously cleared transaction that was changed or deleted.
 - **Correct** the error for:
 - **Changed** Transactions: To do this simply **Change amount back** to cleared amount
 - **Deleted** Transactions: To do this you will need to **Re-Enter AND Re-Clear** the transaction
- In this chapter we will demonstrate how to correct an error in the Opening Bank Statement Balance in the Bank Reconciliation window.

Bank Reconciliation Outages


Your Beginning Balance in the Bank Reconciliation Window MUST equal the Beginning Balance on the Bank Statement

Your Business and Wells Fargo

Access Wells Fargo/Gallup's Small Business Index reports, press releases and podcasts at wellsfargobusinessinsights.com/small-business-index. The quarterly index reflects small business owner optimism, perceptions of current conditions (past 12 months) and future expectations (next 12 months) relating to financial situation, revenues, cash flow, capital spending, jobs and credit availability.

Activity summary

Beginning balance on 6/1	\$51,369.02
Deposits/Credits	28,883.54
Withdrawals/Debits	- 33,057.64
Ending balance on 6/30	\$46,974.92
<hr/>	
Average ledger balance this period	\$50,404.94

Statement Date 

Beginning Balance [What if my beginning balance doesn't match my statement?](#)

Ending Balance

Enter any service charge or interest earned.

Service Charge	Date	Account	Class
----------------	------	---------	-------

If it does not, either a transaction was changed or deleted after you had cleared it on a prior months bank reconciliation

➤ To Find the Error:

Those with **QuickBooks® Premier Nonprofit Edition (or Enterprise)** can look at a report that will quickly show them which transactions are causing the outage. **See next page.**

Bank Reconciliation Outages

Generate Report Identifying Changed or Deleted Previously Cleared Transactions

Synergy Now					
Previous Reconciliation Discrepancy Report					
Checking					
Entered/Last Modified	Num	Name	Reconciled Amount	Type of Change	Effect of Change
06/30/2020 10:31:32			19,835.78	Amount	-10,000.00 ◀
					-10,000.00
					-10,000.00

The Steps: Generate Report Identifying Changed or Deleted Previously Cleared Transactions

- 1.) Select “Reports>Banking>Reconciliation Discrepancy” from the menu bar
- 2.) Select the appropriate Bank account in the “Specify Account” field and Click “OK”
- 3.) This Report will show all the Changed or Deleted Previously Cleared Transactions

To Correct a changed transaction: Find the transaction in QuickBooks® and Change the amount back to the correct amount that cleared.

Make Deposits
Previous Next Save Print Payments History Journal Attach

Deposit To: Checking Date: 05/14/2020 Memo: Deposit

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

RECEIVED FROM	FROM ACCOUNT	MEMO	CHK NO.	PMT METH.	CLASS	AMOUNT
	Foundation Grants		23423	Check	Go-Green Guidance...	19,835.78
Deposit Subtotal						19,835.78

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

Cash back goes to: Cash back memo: Cash back amount:

Deposit Total: 19,835.78

Save & Close
 Save & New
 Revert

Bank Reconciliation Outages

- **To Correct a deleted transaction: Re-enter the transaction (if you haven't already done so) and Re-clear it by ...**

Re-clearing Deleted Transaction (once Re-entered)

The image shows two screenshots from a software application. The top screenshot is the 'Begin Reconciliation' dialog box. It has a title bar 'Begin Reconciliation' and a close button. The main text says 'Select an account to reconcile, and then enter the ending balance from your account statement.' There are fields for 'Account' (set to 'Checking'), 'Statement Date' (06/30/2020), 'Beginning Balance' (51,369.02), and 'Ending Balance' (44,369.02). There are also fields for 'Service Charge' and 'Interest Earned', both set to 0.00. At the bottom are buttons for 'Locate Discrepancies', 'Undo Last Reconciliation', 'Continue', 'Cancel', and 'Help'.

The bottom screenshot is the 'Reconcile - Checking' window. It has a title bar 'Reconcile - Checking' and a close button. The main text says 'For period: 06/30/2020' and 'Hide transactions after the statement's end date'. There are two tables: 'Checks and Payments' and 'Deposits and Other Credits'. The 'Checks and Payments' table has columns for DATE, CHK#, PAYEE, and AMOUNT. The 'Deposits and Other Credits' table has columns for DATE, CHK#, MEMO, TYPE, and AMOUNT. At the bottom, there are summary fields for 'Beginning Balance', 'Items you have marked cleared', and 'Difference'. There are also buttons for 'Mark All', 'Unmark All', 'Go To', 'Columns to Display...', 'Modify', 'Reconcile Now', and 'Leave'.

DATE	CHK#	PAYEE	AMOUNT
06/30/2020	Draft	Jenny Maddox	1,102.50
06/30/2020	Tax Draft	PayChex	614.25
06/30/2020	1000	Verizon	4.00
06/30/2020	1002	Harvey's Offi...	7,000.00
09/01/2020			3,500.00

DATE	CHK#	MEMO	TYPE	AMOUNT
07/01/2019	1		RCPT	1,000.00
07/01/2019	2		RCPT	1,500.00
07/01/2019	3		RCPT	2,000.00
07/01/2019	4		RCPT	500.00
07/01/2019	5		RCPT	10,000.00

Summary:

Beginning Balance	51,369.02
Items you have marked cleared	
0 Deposits and Other Credits	0.00
0 Checks and Payments	0.00
Difference	-7,000.00

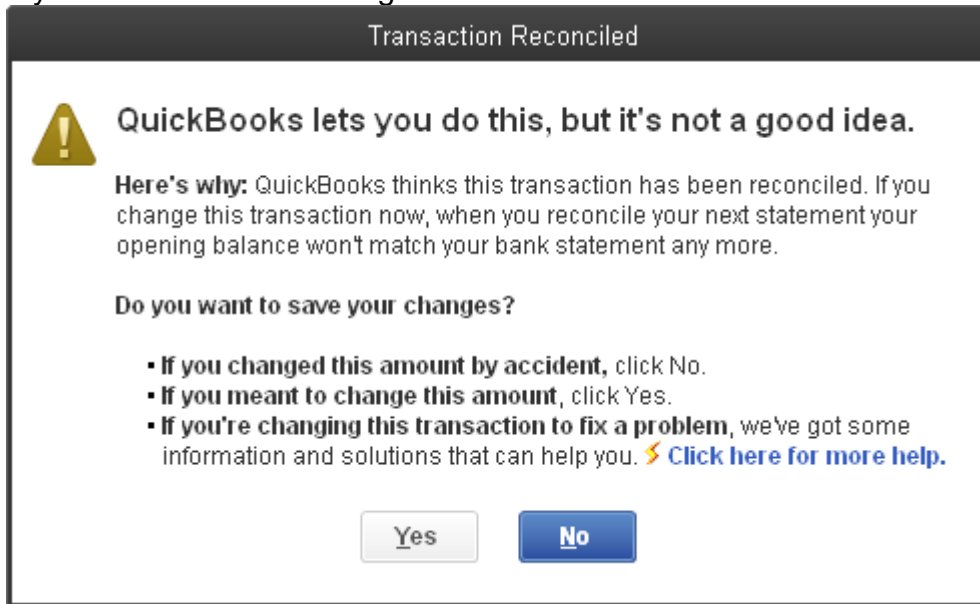
The Steps: Re-clearing Deleted Transaction (once Re-entered)

- 1) From the Home Page, select "Reconcile"
- 2) Select the appropriate Bank Account in the "Account" field
- 3) Change the Date to the previous month's ending bank statement date in the "Statement Date" field (even if the deleted transaction was in an earlier month)
- 4) Enter the correct amount of the previous month's ending bank statement in the "Ending Balance" field and Click "Continue"
- 5) Click on the Deleted Transaction that has been re-entered to clear it
- 6) The "Difference" at the bottom right should now be zero
- 7) Click "Reconcile Now"
- 8) Click "Print" to reprint corrected bank reconciliation

Bank Reconciliation Outages

➤ To Prevent this Error from Occurring again,

If you ever see this message:



AND You are changing dollar amounts, **CLICK NO** here and find another way to do whatever it is your about to do!

Chapter 11
**Entering Recurring
Member Dues**

Entering Recurring Member Dues

- Many Membership Associations as well as other Nonprofit Organizations collect Membership Dues on a recurring basis.
- Although some use another software package to enter and track Membership Dues, it is possible to use QuickBooks® for this purpose through the use of the **Invoice** feature.
- Even if you do not wish to send invoices to members, it is still helpful to record them so that you may track who renews and who doesn't. Perhaps a phone call to a non-renewing member will result in a subsequent renewal.
- The Invoice can and **should be customized** to your liking. We will demonstrate how to do some minor customization here (in your On-Line Streaming account)). See Chapter 3 in your On-Line Streaming account and follow along in Chapter 3 of this Handbook for more detailed information on customizing your forms.
- Although each Invoice could manually be entered, it is best to employ one of two methods available in QuickBooks® for automating the process. These methods are:
 - **Method 1: Memorized Invoices**
 - **Method 2: Batch Invoicing**
- Each method **allows you to enter groups of Invoices at once.**
- For each method we will demonstrate how to:
 - Set-up QuickBooks® to generate your member invoices
 - Generate and send those invoices via printing and mailing or emailing
 - Delete non-renewing members.

Entering Recurring Member Dues

➤ Method 1: Memorized Invoices

Memorize Invoice for each member

The screenshot shows the 'Create Invoices' window in a software application. The menu bar includes 'File', 'Edit', 'View', 'Lists', 'Favorites', 'Accountant', 'Company', 'Customers', 'Vendors', 'Employees', 'Banking', 'Reports', 'Window', and 'Help'. The 'Edit' menu is open, displaying options such as 'Undo', 'Clear', 'Cut', 'Copy', 'Paste', 'Copy Line', 'Paste Line', 'New Invoice', 'Duplicate Invoice', 'Memorize Invoice', 'Void Invoice', 'Go To Transfer', 'Mark Invoice As Pending', 'Notepad', 'Change Account Color...', 'Use Register', 'Use Calculator', 'End Invoices..', 'Search..', and 'Preferences..'. The 'Memorize Invoice' option is highlighted. The main window area shows a 'Reports' toolbar with buttons for 'Create a Copy', 'Memorize', 'Mark As Pending', 'Print', 'Email', 'Print Later', 'Email Later', 'Attach File', 'Add Time/Costs', 'Apply Credits', and 'Receive Payments'. Below the toolbar, there are fields for 'CLASS', 'TEMPLATE', and 'Copy of: Int...'. The 'DATE' field is set to '06/30/2020' and the 'DONOR' field contains 'Parker and Faith Ashford, 239 Stoney Brook Road, Atlanta, GA 30327'. A table with columns 'DESCRIPTION' and 'AMOUNT' contains one row: 'Your annual General Membership' with an amount of '199.00'. At the bottom, there is a summary section with 'TOTAL' 199.00, 'PAYMENTS APPLIED' 0.00, and 'BALANCE DUE' 199.00. There are also buttons for 'Save & Close', 'Save & New', and 'Clear'.

Entering Recurring Member Dues

Memorize Transaction

Name: Ashford, Parker and Faith

Add to my Reminders List

Do Not Remind Me

Automate Transaction Entry

Add to Group

How Often: Annually

Next Date: 06/30/2020

Number Remaining:

Days In Advance To Enter: 0

Group Name: <None>

OK

Cancel

The Steps: Memorizing Invoice (one per member)

- 1) From the Home Page, select "Create Invoices"
- 2) Enter a Member's Name in the "Customer:Job" field
- 3) Complete the Invoice for the member disregarding the date field (it doesn't matter what date you put in that field)
- 4) Select the "Print Later" or "Email Later" as appropriate on the Invoice
- 5) DO NOT SAVE the Invoice but instead Select "Edit>Memorize Invoice" from the menu bar
- 6) Click "Automate Transaction Entry"
- 7) Select appropriate frequency of dues renewing in the "How Often" field
- 8) Enter the next renewal date in the "Next Date" field
- 9) Click "OK"
- 10) For the next Member, Change Name in the top left of the Invoice and any other information that may need to be changed for this members invoice.
- 11) Repeat Steps 4 through 9 until all Member Invoices have been memorized
- 12) Click "Clear" on Invoice at bottom right after memorizing last Invoice

Entering Recurring Member Dues

This Process can be made a little easier by using a Memorized Group

The screenshot shows two overlapping windows from a software application. The background window is titled "Memorized Transaction List" and contains a table with the following data:

TRANSACTION NAME	TYPE	SOURCE ACCOUNT	AMOUNT	FREQUENCY	AUTO	NEXT DATE
↳ Bona, Chery	Invoice	Membership Dues ...	125.00	Annually	✓	07/01/2020
↳ Ashford, Parker and Faith	Invoice	Membership Dues ...	125.00	Annually	✓	07/01/2020

The foreground window is titled "New Memorized Transaction Group" and contains the following fields and options:

- Name: July Membership Renewal
- Buttons: Add to my Reminders List, Do Not Remind Me, Automate Transaction Entry (selected)
- How Often: Annually
- Next Date: 07/01/2020
- Number Remaining: [empty field]
- Days In Advance To Enter: 0
- Buttons: OK, Cancel

At the bottom of the "Memorized Transaction List" window, there is a dropdown menu set to "Memorized Transaction" and a button labeled "Enter Transaction".

The Steps: Creating a Memorized Transaction Group

- 1) Select "Lists>Memorized Transaction List" from the menu bar
- 2) Click on the "Memorized Transaction" button in the left bottom of the window
- 3) Select "New Group"
- 4) Enter the Name of the Renewal Group in the "Name" field
- 5) Click "Automate Transaction Entry"
- 6) Select the frequency of dues renewing in the "How Often" field
- 7) Enter the next renewal date in the "Next Date" field
- 8) Click "OK"

Entering Recurring Member Dues

Then you may use the group when memorizing transactions instead of entering the same information when memorizing each invoice

The screenshot shows a dialog box titled "Memorize Transaction". It has a "Name" field with "Bove, Matthew" entered. On the left, there are four radio buttons: "Add to my Reminders List", "Do Not Remind Me", "Automate Transaction Entry", and "Add to Group" (which is selected). To the right of these are several input fields: "How Often" (set to "Never"), "Next Date" (with a calendar icon), "Number Remaining", "Days In Advance To Enter" (set to "0"), and "Group Name" (set to "July Members Renewal"). A dropdown menu for "Group Name" is open, showing "<None>" and "July Members Renewal" (with a green checkmark). On the right side of the dialog, there are "OK" and "Cancel" buttons.

The Steps: Memorizing a Recurring Invoice with the use of your Group

- 1) From the Home Page, select "Create Invoices"
- 2) Enter a Member's Name in the "Customer:Job" field
- 3) Complete the Invoice for the member disregarding the date field (it doesn't matter what date you put in that field)
- 4) DO NOT SAVE the Invoice but instead Select "Edit>Memorize Invoice" from the menu bar
- 5) Click "Add to Group"
- 6) Select the appropriate Group in the "Group Name" field
- 7) Click "OK"
- 8) Repeat Steps 3 through 7 until all Member Invoices have been memorized
- 9) Click "Clear" on Invoice at bottom right after memorizing last Invoice

Entering Recurring Member Dues

To See your Memorized Invoices, Access the Memorized Transaction List

TRANSACTION NAME	TYPE	SOURCE ACCOUNT	AMOUNT	FREQUENCY	AUTO	NEXT DATE
♦ January Membership R...	Group			Annually	✓	01/01/2020
♦ Brown, Chad and Ma...	Invoice	Membership Dues ...	125.00			
♦ July Membership Rene...	Group			Annually	✓	07/01/2020
♦ Bona, Chery	Invoice	Membership Dues ...	125.00			
♦ Bowey, David	Invoice	Membership Dues ...	125.00			
♦ Bove, Matthew	Invoice	Membership Dues ...	125.00			
♦ Ashford, Parker and ...	Invoice	Membership Dues ...	125.00			

Memorized Transaction ▼ Enter Transaction

The Steps: Accessing your List of Memorized Invoices

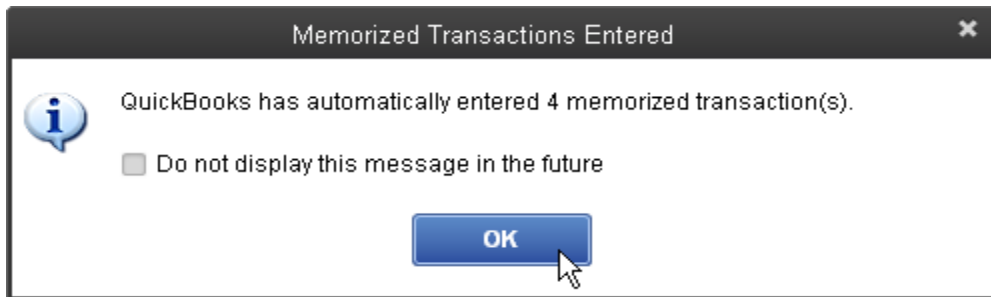
- 1) Select "Lists>Memorized Transaction List" from the menu bar
- 2) This List shows all Memorized Invoices

Entering Recurring Member Dues

➤ **To record memorized invoices, you will be prompted when an Invoice is due to be recorded. This will occur when you open the data file. You will see a popup, telling you about your Invoices to be recorded.**

A window will appear when you open your data file on the day the Invoices are set to generate alerting you of memorized transactions to record

TRANSACTION NAME	TYPE	SOURCE ACCOUNT	AMOU...	FREQU...	AU...	NEXT DATE
♦ January Member Renewals	Group			Annually	✓	01/01/2021
♦ Brown, Chad and Marie	Invoice	Memberships Receivable	199.00			
♦ July Member Renewals	Group			Annually	✓	07/01/2021
♦ Parker and Faith Ashford	Invoice	Memberships Receivable	199.00			
♦ Bona, Cherry	Invoice	Memberships Receivable	199.00			
♦ Bowey, David	Invoice	Memberships Receivable	199.00			
♦ Bove, Matthew	Invoice	Memberships Receivable	199.00			

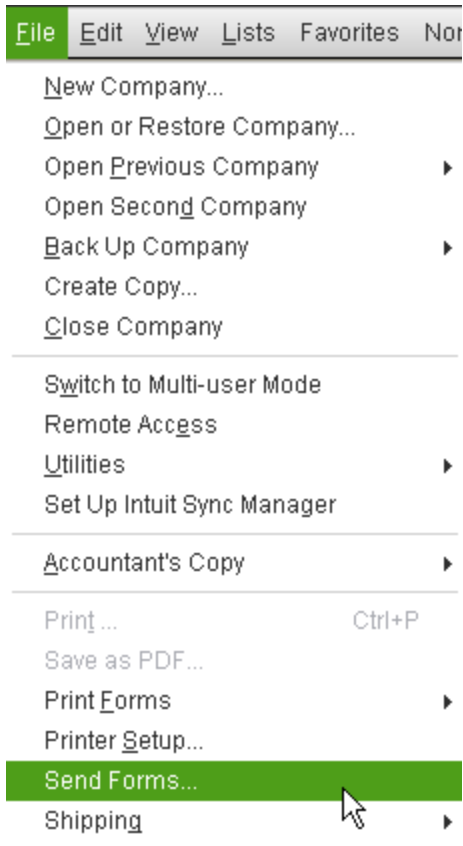


The Steps: Recording your Memorized Transactions

- 1) QuickBooks® 2012 and later users will see a list of transactions to be recorded (shown above). Select each Invoice that you are ready to enter by clicking in the left hand column next to each corresponding invoice.
- 2) QuickBooks® 2011 and earlier users will see a window that will not show the list of transactions but rather just a notification that there are memorized transactions to be recorded
- 3) 2012: Click “Enter Checked Now”/ 2011 and older should Click “Now”
- 4) Click “OK”

Entering Recurring Member Dues

To Print or Email forms



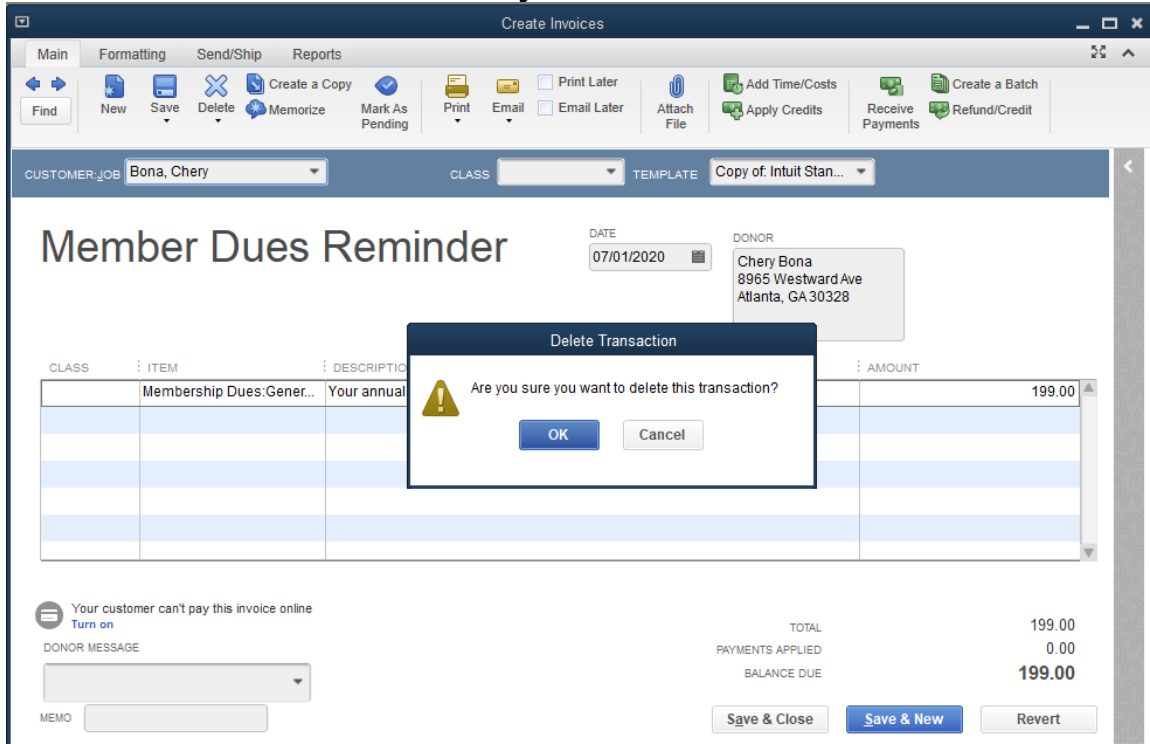
The Steps: To Print or Email forms

- 1) Select "File" from the menu bar
- 2) To Print Forms, Select "Print Forms"
- 3) Select "Invoices"
- 4) Click on the invoices that you want to print and Click "OK" and "Print"
- 5) To Email Forms, Select "Send Forms"
- 6) Click on the invoices that you want to send
- 7) Click "Send Now" button to email the invoices

Entering Recurring Member Dues

➤ **To Delete Members that will not be renewing you need to:**

Delete the Invoice that was already created



The Steps: Delete an Invoice

- 1) Select "Reports>Customers & Receivables>Open Invoices Report" from the menu bar
- 2) Find the Customer and Double-Click on the appropriate Invoice
- 3) Select "Edit>Delete Invoice" from the menu bar or push "Delete" at the top of window
- 4) Click "OK" to the question "Are you sure you want to delete this transaction?"

Entering Recurring Member Dues

And Also Delete the Member Invoice from the Memorized Transaction List

TRANSACTION NAME	TYPE	SOURCE ACCOUNT	AMOUNT	FREQUEN...	AU...	NEXT DATE
♦ Brown, Chad and Marie	Invoice	Memberships Receivable	199.00	Never		
♦ Ashford, Parker and Faith	Invoice	Memberships Receivable	199.00	Never		
♦ Buckner, Ava	Invoice	Memberships Receivable	199.00	Never		
♦ Buckner, Ava	Invoice	Memberships Receivable	199.00	Never		
♦ January Member Renewals	Group			Annually	✓	01/01/2021
♦ Brown, Chad and Marie	Invoice	Memberships Receivable	199.00			
♦ July Member Renewals	Group			Annually	✓	07/01/2020
♦ Parker and Faith Ashford	Invoice	Memberships Receivable	199.00			
♦ Bona, Cherry	Invoice	Memberships Receivable	199.00			
♦ Bowey, David	Invoice	Memberships Receivable	199.00			
♦ Bove, Matthew	Invoice	Memberships Receivable	199.00			

Memorized Transaction ▼	Enter Transaction
<ul style="list-style-type: none"> Edit Memorized Transaction Ctrl+E New Group Delete Memorized Transaction Ctrl+D Customize Columns... Print List... Ctrl+P Re-sort List 	

The Steps: Deleting a Memorized Invoice

- 1) Select "Lists>Memorized Transaction List" from the menu bar
- 2) Select the appropriate Invoice
- 3) Click the "Memorized Transaction" button in the lower left hand corner of the window
- 4) Select "Delete Memorized Transaction"
- 5) Click "OK" to the question "Are you sure you want to delete this memorized transaction?"

Note: You may wish to delete them from your customer list as well, but if they have had previous transactions entered, QuickBooks® will only let you inactivate them, which hides them.

Entering Recurring Member Dues

➤ Method 2: Batch Invoices

Before you Create your Invoices though, make sure to set up your Terms and Send Method for your Members in the Customer List

Customer Name: Parker and Faith Ashford
CURRENT BALANCE 199.00
How do I adjust the current balance?

Additional Info






ACCOUNT NO. [] CREDIT LIMIT []
PAYMENT TERMS: Net 15 PRICE LEVEL [] ?
PREFERRED DELIVERY METHOD: E-mail
PREFERRED PAYMENT METHOD []

CREDIT CARD INFORMATION

CREDIT CARD NO. []
EXP. DATE [] / []
NAME ON CARD []
ADDRESS []
ZIP / POSTAL CODE []
[Can I save the Card Security Code?](#)

ONLINE PAYMENTS

Let this customer pay you by:

Credit Card    
 Bank Transfer (ACH) 

Customer is inactive

OK Cancel Help

The Steps: Enter Terms and Send Method for each Member

- 1) Select "Customers>Customer Center" from the menu bar
- 2) Find the appropriate "Customer" from the list on the left and click once on the name to highlight
- 3) Double click on the customer to open the "Edit Customer" window
- 4) Click the "Additional Info" tab
- 5) Select the appropriate Terms from the drop down menu in the "Terms" field
- 6) Select the appropriate Send Method from the drop down menu in the "Preferred Send Method"
- 7) Click "OK" to add the Member's Terms and Send Method
- 8) Repeat Steps 2 through 7 for each Member

Entering Recurring Member Dues

➤ Now you are ready to create Batch Invoices

Select your Members to Be Invoiced

Batch Invoice

Step 1 of 3: Select a billing group or choose customers and click Next.

SEARCH

Look for in

Search within results

BILLING GROUP

[What is a billing group?](#)

Search Results

NAME	BALANCE TO...	TERMS
Acknowledges, Ethan	199.00	Due on receipt
Adams, Delphine	199.00	Due on receipt
Bona, Chery	398.00	
Bove, Matthew	398.00	Due on receipt
Bowey, David	199.00	Due on receipt
Brown, Chad and Marie	398.00	Due on receipt
Buckner, Ava	199.00	Due on receipt
Confrancesco, Dave	0.00	Due on receipt
Donofrio, Jessica	0.00	Due on receipt
Eichorst, Joanna and Rob	0.00	Due on receipt
Grelli, H Gordon	0.00	Due on receipt

CUSTOMERS IN THIS GROUP

- Brown, Chad and Marie
- Buckner, Ava
- Confrancesco, Dave
- Donofrio, Jessica
- Eichorst, Joanna and Rob
- Grelli, H Gordon
- Greyson, Elliot
- Help 4 U Grants Foundation
- Holden, Jack
- Hugh Grants Foundation
- Inman, Pat and Chase

The Steps: Select your Members

- 1) Select "Customer>Create Batch Invoices" from the menu bar
- 2) Select a Customer to Invoice and Click "Add>" (or double-click on the Customer's name)
- 3) The Customer's Name should now appear in the "Customers in This Group" Column
- 4) Repeat Step 2 until all the "Members" have been added (you may use the "control" or "shift" button on your keyboard to add multiple names at once)
- 5) Click "Next"

Entering Recurring Member Dues

Enter data to be placed on Invoices

Batch Invoice

Step 2 of 3: Choose the line items for the batch invoice and click **Next**. [How do I enter the terms, sales tax rate, and send method?](#)

Date: Template:

ITEM	DESCRIPTION	QTY	RATE	CLASS	AMOUNT
Membership Dues:General Membership	Your annual General Membership		199.00	Go-Green Guidance Center	199.00

TOTAL 199.00

CUSTOMER MESSAGE

The Steps: Entering Invoice Data

- 1) Enter the "Date" of the Invoice in the "Date" field
- 2) Select the appropriate "Invoice" template from the drop down menu in the "Template" field
- 3) Fill in "Item", "Description", "Rate", "Qty", "Class", and "Amount" fields with the appropriate information
- 4) Click "Next"

Entering Recurring Member Dues

Preview Your List of Invoices Before They Are Created and Create them

Batch Invoice

Step 3 of 3: Review the list of invoices to be created for this batch and click **Create Invoices**.

Invoice Date: 08/28/2017

SELECT	CUSTOMER	TERMS	SEND METHOD	AMOUNT	TOTAL	STATUS
<input checked="" type="checkbox"/>	Acknowledges, Ethan	Due on receipt	Email	199.00	199.00	OK
<input checked="" type="checkbox"/>	Adams, Delphine	Due on receipt	Email	199.00	199.00	OK
<input checked="" type="checkbox"/>	Parker and Fait...	Net 15	None	199.00	199.00	OK
<input checked="" type="checkbox"/>	Bove, Matthew	Due on receipt	Print	199.00	199.00	OK
<input checked="" type="checkbox"/>	Bowey, David	Due on receipt	Email	199.00	199.00	OK
<input checked="" type="checkbox"/>	Brown, Chad an...	Due on receipt	Email	199.00	199.00	OK
<input checked="" type="checkbox"/>	Buckner, Ava	Due on receipt	Email	199.00	199.00	OK
<input checked="" type="checkbox"/>	Confrancesco, ...	Due on receipt	Email	199.00	199.00	OK
<input checked="" type="checkbox"/>	Donofrio, Jessica	Due on receipt	Email	199.00	199.00	OK
<input checked="" type="checkbox"/>	Eichorst, Joann...	Due on receipt	None	199.00	199.00	OK
<input checked="" type="checkbox"/>	Grelli, H Gordon	Due on receipt	None	199.00	199.00	OK

Buttons: Back, Next, **Create Invoices**, Help, Cancel

Working

Creating invoices...

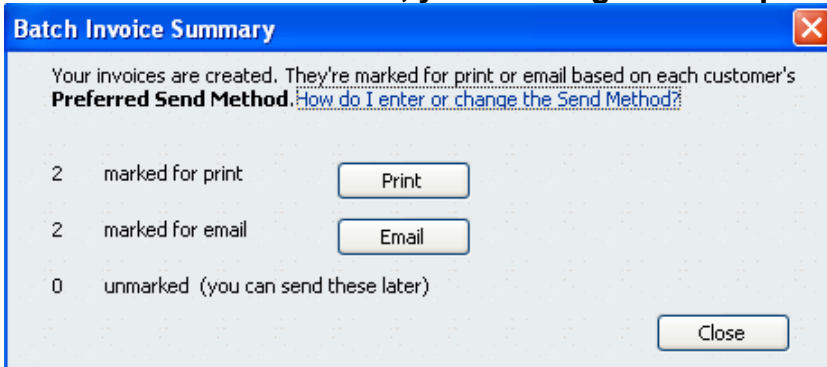
50 %

The Steps: Preview Invoices to be Created and Create them

- 1) Review the List of Invoices that are in your Batch
- 2) Click "Create Invoices" when you are ready to create Invoices

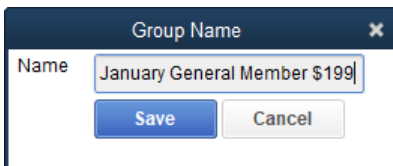
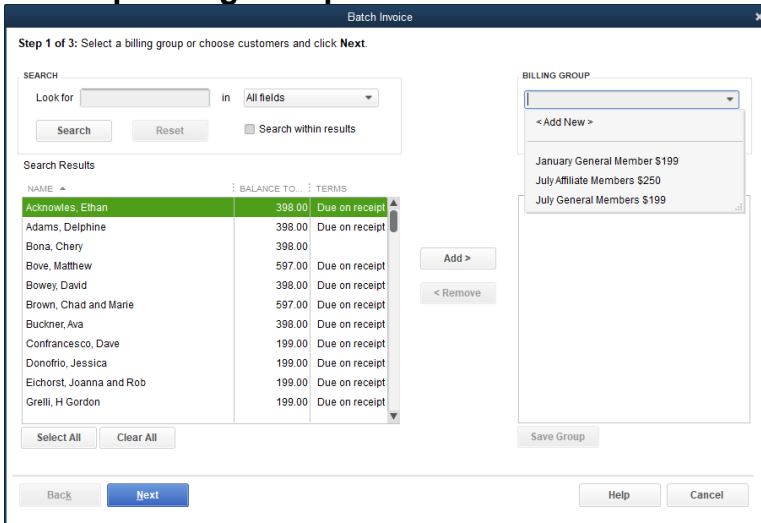
Entering Recurring Member Dues

Once Invoices are created, you will be given the option of Printing/Emailing



- You May use Billing Groups to make the Invoicing process easier from year to year (OPTIONAL)

I. Set Up Billing Group



The Steps: Setting Up a Billing Group

- 1) Select "Customer>Create Batch Invoices" from the menu bar
- 2) Click the "Billing Group" drop down arrow
- 3) Click "<Add New>"
- 4) Enter the "Group Name" in the "Name" field
- 5) Click "Save" to add the Group Name

Entering Recurring Member Dues

Choose the members that will be a part of your Billing Group

The screenshot shows a software window titled "Batch Invoice" with a close button (X) in the top right corner. The main heading inside the window is "Step 1 of 3: Select a billing group or choose customers and click Next." Below this heading, there are two main sections: a search area on the left and a billing group configuration area on the right.

SEARCH

Look for in

Search within results

Search Results

NAME	BALANCE TO...	TERMS
Bove, Matthew	597.00	Due on receipt
Bowey, David	398.00	Due on receipt
Brown, Chad and Marie	597.00	Due on receipt
Buckner, Ava	398.00	Due on receipt
Confrancesco, Dave	199.00	Due on receipt
Donofrio, Jessica	199.00	Due on receipt
Eichorst, Joanna and Rob	199.00	Due on receipt
Grelli, H Gordon	199.00	Due on receipt
Greyson, Elliot	0.00	Due on receipt
Help 4 U Grants Foundation	0.00	Due on receipt
Holden, Jack	0.00	Due on receipt

BILLING GROUP

[What is a billing group?](#)

Billing group : July General Members \$199

CUSTOMERS IN THIS GROUP

Bove, Matthew
Acknowles, Ethan
Adams, Delphine
Parker and Faith Ashford

The Steps: Populating your Billing Group

- 1) Select a Customer to Invoice and Click "Add>" (or double-click on the Customer's name)
- 2) The Customer's Name should now appear in the "Customers in This Group" Column
- 3) Repeat Step 1 until all the "Members" have been added (you may use the "control" or "shift" button on your keyboard to add multiple names at once)
- 4) Click "Save Group"

Then whenever you decide to invoice the group, you can simply pick the group, and the names will populate

Entering Recurring Member Dues

To Delete Non-Renewing Members from a Billing Group

The screenshot shows the 'Batch Invoice' window with the following components:

- Step 1 of 3:** Select a billing group or choose customers and click **Next**.
- SEARCH:** A search bar with a text input, a dropdown for 'in All fields', and buttons for 'Search', 'Reset', and 'Search within results'.
- Search Results:** A table with columns 'NAME', 'BALANCE TO...', and 'TERMS'. The row for 'Brown, Chad and Marie' is highlighted in green.
- BILLING GROUP:** A dropdown menu set to 'July General Members \$199', with buttons for 'Manage Groups' and 'What is a billing group?'.
- Billing group:** July General Members \$199
- CUSTOMERS IN THIS GROUP:** A list of customer names: Bove, Matthew; Acknowledes, Ethan; Adams, Delphine; Parker and Faith Ashford (highlighted in green); and an empty space below.
- Buttons:** 'Add >' and '< Remove' buttons are positioned between the search results and the customer list. An arrow points to the '< Remove' button.
- Bottom Navigation:** 'Back', 'Next', 'Help', and 'Cancel' buttons.

NAME	BALANCE TO...	TERMS
Bove, Matthew	597.00	Due on receipt
Bowey, David	398.00	Due on receipt
Brown, Chad and Marie	597.00	Due on receipt
Buckner, Ava	398.00	Due on receipt
Confrancesco, Dave	199.00	Due on receipt
Donofrio, Jessica	199.00	Due on receipt
Eichorst, Joanna and Rob	199.00	Due on receipt
Grelli, H Gordon	199.00	Due on receipt
Greyson, Elliot	0.00	Due on receipt
Help 4 U Grants Foundation	0.00	Due on receipt
Holden, Jack	0.00	Due on receipt

The Steps: Deleting a Non-renewing Member from a Billing Group

- 1) Select "Customer>Create Batch Invoices" from the menu bar
- 2) Select the appropriate billing group from the drop down menu in the "Billing Group" field
- 3) Select appropriate member from the "Customers in This Group" on the right side of the window and Click "<Remove"
- 4) Check to make sure the Customer's Name does not appear in the "Customers in This Group" Column
- 5) Repeat steps 3 through 4 until all appropriate members have been removed from the billing group.
- 6) Click "Save Group"
- 7) Click "Next" if you wish to Invoice your billing group, OR click "Cancel" if you will be invoicing at a later date