QUICKBOOKS® MADE EASY FOR NONPROFITS™

A TRAINING HANDBOOK FOR NONPROFIT ORGANIZATIONS USING QUICKBOOKS®

BEYOND *THE* **ESSENTIALS**™

Online Edition

HANDBOOK

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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**. My firm has over 150 business clients and over 250 individual clients. Almost all of the businesses are using QuickBooks® and many are in the nonprofit sector. Annually, we perform around 30 Financial Statement Audits and all are for nonprofit organizations.

In 2000, in addition to my practice I began **teaching QuickBooks® seminars and webinars** around the country for various training companies including Intuit, the makers of the software. I have taught over **1500 QuickBooks® seminars and webinars to over 50,000 students**. I am an Advanced 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

➢ 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
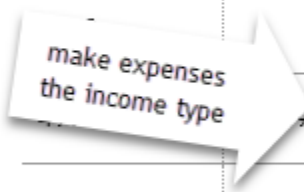- A Membership Association puts on a talent show

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 being an acceptable method for reports 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.

Using Accounts

Chart of Accounts	Reconcile	
4900	4900 Special Event Annual Gala, Net	Income
4920	4920 Gala Revenue	Income
4930	4930 Gala Tickets	Income
4940	4940 Gala Sponsorships	Income
	4950 Gala Auction Income	Income
make expenses the income type	490 Gala Costs	Income
4960	4960 Gala Banquet Fee	Income
4965	4965 Gala Entertainment	Income
4970	4970 Gala Equipment Rental	Income
4975	4975 Gala Postage	Income

> ➢ 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"
> o One for the Income
> o One for the Expenses (yes this is an income type)
> ➢ You will <u>NEVER</u> point transactions to any of these three accounts
> ➢ Instead create subaccounts under the Income and Expense subaccounts to track income and expenses

Setting Up Accounts - Income

The Steps: Creating Subaccounts for your Income Accounts

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Click the "Chart of Accounts" option in the left column
3) Click "New" button on the top right of the window
4) Pick "Income" as the Category Type (must be the same type as the Income account it is going to be a subaccount for) and "Non-Profit Income" as the Detail Type
5) Name the subaccount for the particular Special Event Income in the "Name" field (e.g. Gala Ticket Sales etc.)
6) Enter desired Account Number in the "Number" field
7) Click the checkbox to the left of the "Is sub-account" line
8) Use the drop-down menu to select the Income account it is a subaccount for
9) Click "Save and New" or "Save and Close"

Setting Up Accounts - Expenses

The Steps: Creating Subaccounts for your Expense Accounts

1) Select the Gear Icon in the upper right corner of the Dashboard
2) Click the "Chart of Accounts" option in the left column
3) Click "New" button on the top right of the window
4) Pick "Income" as the Category Type (must be the same type as the Income account it is going to be a subaccount for) and "Non-Profit Income" as the Detail Type
5) Name the subaccount for the particular Special Event Expense in the "Name" field (e.g. Gala Banquet Fees etc.)
6) Enter desired Account Number in the "Number" field
7) Click the checkbox to the left of the "Is sub-account" line
8) Use the drop-down menu to select the Income account it is a subaccount for
9) Click "Save and New" or "Save and Close"

➲ 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 data Base)

The Steps: Recording Deposits Method 1: Make Deposits Window

1) Select the Plus Icon ➕ in the upper right corner of the Dashboard
2) Click "Bank Deposit" from the "Other" column on the right of the window
3) Select appropriate bank account in the "Account" field
4) Enter date deposit is to be made
5) Leave the "RECEIVED FROM" column field blank
6) Select the appropriate income account in the "ACCOUNT" column field
7) Select the appropriate class in the "CLASS" column field
8) Enter the total dollar amount to be deposited for that account and class (individual transactions added together for that chosen account and class) in the "AMOUNT" column field
9) Repeat steps 5 through 8 for each type of income account and class on the other lines
10) Click "Save & Close"

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

<u>First Create Product/Service Items</u>

➢ Those planning to use this method will need to first create Product/service Items for each type of income associated with the event.

➢ Normally, you will need just one Product/Service 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 two Product/Service items for a ticket.

Recording Deposits Method II: Creating Product/Service Items

The Steps: Recording Deposits Method 2: The Individual Method – Getting it Ready to Use (Setting up Products and Services)

1) Select the Gear Icon [⚙] in the upper right corner of the Dashboard
2) Under "Lists" select "Products and Services"
3) Click "New" in the top left corner of your screen
4) Click the "Service" circle as your type
5) Enter appropriate name in the "Name*" field
6) Select appropriate category in the "Category" field if you are using categories
7) If appropriate enter a default Description and Sales price/rate
8) Select corresponding Income account in the "Income Account" field
9) Click "Save & New" to create your Product/Service
10) Repeat steps 5 through 9 for each Product/Service you need
11) Click "Save & Close" when you've completed your last needed Product/Service item

⊃ **If you wish to set up Product/Service items to track the deductable and nondeductable portions of a event**

    o **First set up two product/service items as shown**

Gala Tickets						
🖼️ Gala Tic-Deductible		Service	This is the de...	40		Edit ▼
🖼️ Gala Tic-Nondeductible		Service	Amount of ti...	60		Edit ▼

Create 2 Products and Services items

    o **Then set up a third Product/Service Bundle item that contains the other two items**

Product/Service information

🖼️ **Bundle** Change type

Name*

Gala Ticket Sale

SKU

Sales information

Thanks for your purchase of a ticket to the Gala! $40 of the total amount $100 is tax deductible a donation.

Products/services included in the bundle

☐ Display bundle components when printing or sending transactio

PRODUCT/SERVICE		QTY
⠿ 🖼️ **Gala Tic-Deductible** This is the deductible portion of the ticket		1
⠿ 🖼️ **Gala Tic-Nondeductible** Amount of ticket that covers the dinner		1
⠿		

˅ SHOW MORE

Save a

Special Events

The Steps: Recording Deposits Method 2: Creating a Bundle:

1) Select the Gear Icon [gear icon] in the upper right corner of the Dashboard
2) Under "Lists" select "Products and Services"
3) Click "New" on the top left corner of your screen
4) Click the "Bundle" circle as your type
5) Enter an appropriate name of the bundle in the "Name*" field
6) Enter a description which will print out on the Receipt in the "Sales Information" field
7) Select the appropriate Product/Services for the group in the "PRODUCT/SERVICE" field column
8) Enter "1" for each line in the bundle in the "QTY" field column
9) OPTIONAL - 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 "Display bundle components when printing …" (otherwise only one line will appear and the description will be the Sales Information description)
10) Click "Save and Close"

➲ <u>**Now use your items for recording receipts**</u>

Recording Deposits Method 2: Sales Receipt (Donations)

<u>The Steps: Recording Deposits Method 2: The Individual Method – Recording the Income</u>

1) Select the Plus Icon ⊕ in the upper right corner of the Dashboard
2) Under "Customers" select "Sales Receipt"
3) Enter the name, date, payment method, Reference # (check #) in the appropriate fields
4) Select the bank account or "Undeposited Funds" in the "Deposit to" field
5) Select the appropriate Product/Service item in the "Product/Service" field
6) Enter the amount for that item in the "Amount" field
7) Enter appropriate class in the "Class" field
8) Repeat steps 5 through 7 for each type of income if needed for this entry
9) Click "Save & Close" (or "Save & New" to enter more transactions).
10) Record Deposit as normal checking off appropriate Sales Receipts in the Bank Deposit window

➲ **Record Your Expenses using the accounts**

Entering Expenses – On Checks

The Steps: Entering Expenses – On Checks

1) Select the Plus Icon ➕ in the upper right corner of the Dashboard
2) Under "Vendors" select "Check"
3) Choose the appropriate vendor and bank account you are paying from
4) Enter the appropriate payment date and enter Check no. or mark to Print later
5) Enter the appropriate Account, Amount and Class on the first line of the "Accounts details" section (remember to use your "Income" type account for the Special Event)
6) Enter additional lines if splitting the check between accounts and/or classes
7) If wishing to print the check NOW: Click "Print Check" at bottom center of screen
8) If printing later OR not printing at all: select "Save and Close" or "Save and New"

Entering Expenses – On Bills

The Steps: Entering Expenses – On Bills

1) Select the Plus Icon ⊕ in the upper right corner of the Dashboard
2) Under "Vendors" select "Bill"
3) Choose the appropriate vendor and Terms, Bill date, Due date and Bill no.
4) Enter the appropriate Account, Amount and Class on the first line of the "Accounts details" section (remember to use your "Income" type account for the Special Event)
5) Enter additional lines if splitting the bill between accounts and/or classes
6) Select "Save and Close" or "Save and New"

Entering Expenses – On Credit and Debit Cards

The Steps: Entering Expenses – for Credit and Debit cards

1) Select the Plus Icon ➕ in the upper right corner of the Dashboard
2) Under "Vendors" select "Expense"
3) Choose the appropriate Vendor
4) Select appropriate Credit Card or Bank Account (if a debit card)
5) Enter the appropriate Account, Amount and Class on the first line of the "Accounts details" section (remember to use your "Income" type account for the Special Event)
6) Enter additional lines if splitting the bill between accounts and/or classes
7) Select "Save and Close" or "Save and New"

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

Synergy Now Special Events

STATEMENT OF ACTIVITIES
July 2019 - June 2020

	TOTAL
▾ INCOME	
4001 Individual Contributions	154,807.24
4003 Corporate Grants	71,180.00
4005 Foundation Grants	220,160.00
4007 Government Grants	36,800.00
4010 Membership Dues	1,155.76
4150 Miscellaneous Income	1,116.02
4170 Program Fees	33,937.76
▾ 4900 Special Event Annual Gala, Net	
▾ 4920 Gala Revenue	
4930 Gala Tickets	47,000.00
4940 Gala Sponsorships	40,000.00
4950 Gala Auction Income	9,450.00
Total 4920 Gala Revenue	**96,450.00**
4960 Gala Banquet Fee	-5,200.00
4965 Gala Entertainment	-890.00
4970 Gala Equipment Rental	-2,000.00
4975 Gala Postage	-435.00
4980 Gala Printing	-1,102.00
4985 Gala Travel	-900.00
Total 4990 Gala Costs	**-10,527.00**
Total 4900 Special Event Annual Gala, Net	**85,923.00**
7010 Interest Income	462.00
Total Income	**$605,541.78**
GROSS PROFIT	$605,541.78
▾ EXPENSES	
6120 Bank Service Charges	720.00
6160 Dues and Subscriptions	670.85
6170 Equipment Rental	5,911.96
6200 Interest Expense	1,083.57
6230 Licenses and Permits	335.00

The Steps: Standard Profit and Loss (Expanded)

1) Select "Reports" from the navigation bar (left column on your screen)
2) Select "All Reports", "Business Overview", "Pro
3) fit and Loss" or "Statement of Activity"
4) Select appropriate reporting period in the "Report period" field and click "Run Report"

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

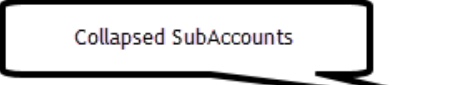|		TOTAL
▾ INCOME		
4001 Individual Contributions		154,807.24
4003 Corporate Grants		71,180.00
4005 Foundation Grants		220,160.00
4007 Government Grants		36,800.00
4010 Membership Dues		1,155.76
4150 Miscellaneous Income	Collapsed SubAccounts	1,116.02
4170 Program Fees		33,937.76
▸ 4900 Special Event Annual Gala, Net		85,923.00
7010 Interest Income		462.00
Total Income		**$605,541.78**
GROSS PROFIT		**$605,541.78**
▾ EXPENSES		
6120 Bank Service Charges		720.00
6160 Dues and Subscriptions		670.85
6170 Equipment Rental		5,911.96
6200 Interest Expense		1,083.57
6230 Licenses and Permits		335.00

The Steps: Standard Profit and Loss (Collapsed)

1) Select "Reports" from the navigation bar (left column on your screen)
2) Select "All Reports", "Business Overview", "Profit and Loss" or "Statement of Activity"
3) Select appropriate reporting period in the "Report period" field
4) Click blue "Collapse" option on top of report

Reports: Special Event Only

	TOTAL
Synergy Now Special Events ✎	
GALA EVENT REPORT	
July 2019 - June 2020	
▾ INCOME	
▾ 4900 Special Event Annual Gala, Net	
▾ 4920 Gala Revenue	
4930 Gala Tickets	47,000.00
4940 Gala Sponsorships	40,000.00
4950 Gala Auction Income	9,450.00
Total 4920 Gala Revenue	**96,450.00**
▾ 4990 Gala Costs	
4960 Gala Banquet Fee	-5,200.00
4965 Gala Entertainment	-890.00
4970 Gala Equipment Rental	-2,000.00
4975 Gala Postage	-435.00
4980 Gala Printing	-1,102.00
4985 Gala Travel	-900.00
Total 4990 Gala Costs	**-10,527.00**
Total 4900 Special Event Annual Gala, Net	**85,923.00**
Total Income	**$85,923.00**
GROSS PROFIT	**$85,923.00**
EXPENSES	
Total Expenses	
NET OPERATING INCOME	**$85,923.00**
NET INCOME	**$85,923.00**

The Steps: Special Event Only

1) Select "Reports" from the navigation bar (left column on your screen)
2) Select "All Reports", "Business Overview", "Profit and Loss" or "Statement of Activity"
3) Click "Customize" button on the top right of the report
4) Select appropriate reporting period in the "Report period" field
5) Select "Filter" option
6) Next to the "Distribution Account" filter click the drop-down arrow, scroll down to the Special Event accounts and Click the box to the left of each and every one of your Special Event accounts.
7) Click "Run report"

Budget Reports

➦ **First Budget amounts must be entered**

➦ **Enter Budget amounts for expenses as negative $'s**

First Enter Budget Amounts

The Steps: Entering Budget Amounts for your Special Event

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Select "Budgeting" under "Tools" drop down
3) From the list of "BUDGETS", find the appropriate budget for the year in question (or click "Add Budget" if necessary and follow prompts to create new budget) and underneath the "ACTION" column on the right for the appropriate budget click the drop-down arrow and select "Edit"
4) Enter the Special Event Budget (in the same way your other budget numbers were entered i.e. monthly or annually)
5) Be sure to Enter the Special Event Expenses as negative amounts
6) Click "Save and close"

Reports: Budget vs. Actual P & L (with Special Event Detail)

Synergy Now Special Events ✏

BUDGET VS. ACTUALS: FY_2019 - FY19 P&L
July 2019 - June 2020

	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
TOTAL				
▾ INCOME				
4001 Individual Contributions	74,807.24	55,000.00	19,807.24	136.01 %
4003 Corporate Grants	41,180.00	18,000.00	23,180.00	228.78 %
4005 Foundation Grants	100,160.00	89,000.00	11,160.00	112.54 %
4007 Government Grants	36,800.00	17,900.00	18,900.00	205.59 %
4010 Membership Dues	1,155.76	650.00	505.76	177.81 %
4150 Miscellaneous Income	1,116.02		1,116.02	
4170 Program Fees	33,937.76	12,750.00	21,187.76	266.18 %
▾ 4900 Special Event Annual Gala, Net		0.00	0.00	
▾ 4920 Gala Revenue				
4930 Gala Tickets	47,000.00	30,000.00	17,000.00	156.67 %
4940 Gala Sponsorships	40,000.00	25,000.00	15,000.00	160.00 %
4950 Gala Auction Income	9,450.00	15,000.00	-5,550.00	63.00 %
Total 4920 Gala Revenue	96,450.00	70,000.00	26,450.00	137.79 %
▾ 4990 Gala Costs				
4960 Gala Banquet Fee	-5,200.00	-25,000.00	19,800.00	20.80 %
4965 Gala Entertainment	-890.00	-800.00	-90.00	111.25 %
4970 Gala Equipment Rental	-2,000.00	-1,200.00	-800.00	166.67 %
4975 Gala Postage	-435.00	-500.00	65.00	87.00 %
4980 Gala Printing	-1,102.00	-1,000.00	-102.00	110.20 %
4985 Gala Travel	-900.00	-1,000.00	100.00	90.00 %
Total 4990 Gala Costs	-10,527.00	-29,500.00	18,973.00	35.68 %
Total 4900 Special Event Annual Gala,...	85,923.00	40,500.00	45,423.00	212.16 %
7010 Interest Income	462.00	235.00	227.00	196.60 %
Total Income	**$375,541.78**	**$234,035.00**	**$141,506.78**	**160.46 %**
GROSS PROFIT	$375,541.78	$234,035.00	$141,506.78	160.46 %
▾ EXPENSES				
6120 Bank Service Charges	720.00	375.00	345.00	192.00 %

The Steps: Budget vs. Actual Profit and Loss (with Special Event Detail)

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Select "Budgeting" under "Tools" drop down
3) From the list of "BUDGETS", find the appropriate budget for the year in question and underneath the "ACTION" column on the right for the appropriate budget click the drop-down arrow and select "Run Budgets vs. Actuals report"
4) To remove monthly columns if desired, Click the "Customize" button at the top right of the window, Select the Rows/Columns option, change choice to "Accounts vs. Total" under "Show Grid", and Click Run Report

Reports: Budget vs. Actual P & L (With Special Event Net)

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
▾ INCOME				
4001 Individual Contributions	74,807.24	55,000.00	19,807.24	136.01 %
4003 Corporate Grants	41,180.00	18,000.00	23,180.00	228.78 %
4005 Foundation Grants	100,160.00	89,000.00	11,160.00	112.54 %
4007 Government Grants	36,800.00	17,900.00	18,900.00	205.59 %
4010 Membership Dues	1,155.76	650.00	505.76	177.81 %
4150 Miscellaneous Income	1,116.02		1,116.02	
4170 Program Fees	33,937.76	12,750.00	21,187.76	266.18 %
4900 Special Event Annual Gala, Net	85,923.00	40,500.00	45,423.00	212.16 %
7010 Interest Income	462.00	235.00	227.00	196.60 %
Total Income	**$375,541.78**	**$234,035.00**	**$141,506.78**	**160.46 %**
GROSS PROFIT	$375,541.78	$234,035.00	$141,506.78	160.46 %
▾ EXPENSES				
6120 Bank Service Charges	720.00	375.00	345.00	192.00 %
6160 Dues and Subscriptions	670.85		670.85	
6170 Equipment Rental	5,911.96		5,911.96	
6200 Interest Expense	1,083.57		1,083.57	

Synergy Now Special Events ✎

BUDGET VS. ACTUALS: FY_2019 - FY19 P&L
July 2019 - June 2020

The Steps: Budget vs. Actual Profit and Loss (with Special Event Summarized)

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Select "Budgeting" under "Tools" drop down
3) From the list of "BUDGETS", find the appropriate budget for the year in question and underneath the "ACTION" column on the right for the appropriate budget click the drop-down arrow and select "Run Budgets vs. Actuals report"
4) To remove monthly columns if desired, Click the "Customize" button at the top right of the window, Select the Rows/Columns option, change choice to "Accounts vs. Total" under "Show Grid", and Click Run Report
5) Click tiny upside-down triangle on report to the left of the first (Parent) Special Event account. This will collapse all of the subaccounts for the event and show the event as one line, net of costs.

The Steps: Budget vs. Actual Special Event Only

Synergy Now Special Events ✏

BUDGET VS. ACTUALS: FY_2019 - FY19 P&L
July 2019 - June 2020

	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
		TOTAL		
▾ INCOME				
▾ 4900 Special Event Annual Gala, Net		0.00	0.00	
▾ 4920 Gala Revenue				
4930 Gala Tickets	47,000.00	30,000.00	17,000.00	156.67 %
4940 Gala Sponsorships	40,000.00	25,000.00	15,000.00	160.00 %
4950 Gala Auction Income	9,450.00	15,000.00	-5,550.00	63.00 %
Total 4920 Gala Revenue	**96,450.00**	**70,000.00**	**26,450.00**	**137.79 %**
▾ 4990 Gala Costs				
4960 Gala Banquet Fee	-5,200.00	-25,000.00	19,800.00	20.80 %
4965 Gala Entertainment	-890.00	-800.00	-90.00	111.25 %
4970 Gala Equipment Rental	-2,000.00	-1,200.00	-800.00	166.67 %
4975 Gala Postage	-435.00	-500.00	65.00	87.00 %
4980 Gala Printing	-1,102.00	-1,000.00	-102.00	110.20 %
4985 Gala Travel	-900.00	-1,000.00	100.00	90.00 %
Total 4990 Gala Costs	**-10,527.00**	**-29,500.00**	**18,973.00**	**35.68 %**
Total 4900 Special Event Annual Gala, Net	**85,923.00**	**40,500.00**	**45,423.00**	**212.16 %**
Total Income	**$85,923.00**	**$40,500.00**	**$45,423.00**	**212.16 %**
GROSS PROFIT	$85,923.00	$40,500.00	$45,423.00	212.16 %
EXPENSES				
Total Expenses		**$0.00**		**0.00%**
NET OPERATING INCOME	$85,923.00	$40,500.00	$45,423.00	212.16 %
NET INCOME	$85,923.00	$40,500.00	$45,423.00	212.16 %

The Steps: Budget vs. Actual Special Event Only

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Select "Budgeting" under "Tools" drop down
3) From the list of "BUDGETS", find the appropriate budget for the year in question and underneath the "ACTION" column on the right for the appropriate budget click the drop-down arrow and select "Run Budgets vs. Actuals report"
4) <u>To remove monthly columns if desired</u>, Click the "Customize" button at the top right of the window, Select the Rows/Columns option, change choice to "Accounts vs. Total" under "Show Grid"
5) Select "Filter" option
6) Next to the "Account" filter click the drop-down arrow, scroll down to the Special Event accounts and Click the box to the left of each and every one of your Special Event accounts.
7) Click "Run report"

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

I. Program Budgeting

Enter Your Budget

Advanced Budgeting

The Steps: Entering Your Program Budget

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Select "Budgeting" under "Tools" drop down
3) Click the "Add budget" button on the top right of the window
4) Enter an appropriate "Name", "Fiscal Year", "Interval" and "Pre-fill data" if desired
5) From the "Subdivide by" field, select "Class"
6) From the "Add subdivided budget for" field, Click the dropdown arrow and put a check in the box to the left of each class you wish to enter a budget for
7) Click "Next"
8) In the "View budget for" field, select the first Class you'd like to enter the budget for
9) Enter Program Budget for that Class (Monthly or if Annually then enter entire budget in first month)
10) Click "Save" to record your budget
11) Repeat Steps 8 through 10 for each Program
12) Click dropdown arrow next to "Save" and Click "Save and close" when finished

Reports: Profit & Loss by Program Budget Overview

Synergy Now Advanced Budgeting/Restricted Grants ✎

BUDGET OVERVIEW: SYNERGY NOW BUDGET BY PROGRAM - FY20 P&L CLASSES

July 2019 - June 2020

	01-GO GREEN GUIDANCE CENTER	02-SYNERGY CONFERENCE	03-AWARE CAMPAIGN	98-ADMINISTRATIVE	99-FUNDRAISING	TOTAL
▾ INCOME						
4001 Individual Contributions	1,000.00	15,000.00			80,000.00	$96,000.00
4003 Corporate Grants	43,000.00	15,000.00			5,000.00	$63,000.00
4005 Foundation Grants	50,000.00	20,000.00	6,000.00		45,000.00	$121,000.00
4150 Miscellaneous Income				500.00		$500.00
4170 Program Fees		5,000.00				$5,000.00
7010 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**
GROSS PROFIT	**$94,000.00**	**$55,000.00**	**$6,000.00**	**$1,000.00**	**$130,000.00**	**$286,000.00**
▾ EXPENSES						
443443 Rent	15,000.00	3,000.00		8,000.00		$26,000.00
6120 Bank Service Charges				350.00		$350.00
6160 Dues and Subscriptions	100.00			500.00		$600.00
6170 Equipment Rental	2,500.00	1,000.00				$3,500.00
6200 Interest Expense				1,000.00		$1,000.00
6230 Licenses and Permits				300.00		$300.00
6240 Miscellaneous				200.00		$200.00
6250 Postage and Delivery	200.00				2,000.00	$2,200.00
6260 Printing and Reproduction	1,000.00		1,000.00		4,500.00	$6,500.00
6270 Professional Fees			500.00	5,000.00		$5,500.00
6300 Repairs and Maintenence				2,400.00		$2,400.00
6350 Travel	12,000.00			2,200.00		$14,200.00
6390 Utilities				5,100.00		$5,100.00
6450 Contract Labor	10,000.00	10,000.00				$20,000.00
6550 Office Supplies	4,200.00			4,500.00		$8,700.00
6560 Salary & Wages	68,000.00	12,500.00	4,000.00	56,320.00	15,000.00	$155,820.00
Health Insurance	5,000.00	30.00	600.00	4,000.00	200.00	$9,830.00
Other Supplies	2,000.00	4,000.00				$6,000.00
Payroll Taxes	7,500.00	1,200.00	400.00	1,200.00	1,500.00	$11,800.00
Space Rental		6,000.00				$6,000.00
Total Expenses	**$127,500.00**	**$37,730.00**	**$6,500.00**	**$91,070.00**	**$23,200.00**	**$286,000.00**
NET INCOME	**$ -33,500.00**	**$17,270.00**	**$ -500.00**	**$ -90,070.00**	**$106,800.00**	**$0.00**

The Steps: Profit and Loss by Program Budget Overview Report

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Select "Budgeting" under "Tools" drop down
3) From the list of "BUDGETS", find the appropriate budget for the year in question and underneath the "ACTION" column on the right for the appropriate budget click the drop-down arrow and select "Run Budget Overview report" (may already be showing)

Advanced Budgeting

Reports: Budget vs. Actual by Program

	01-GO-GREEN GUIDANCE CENTER				02-SYNERGY CONFERENCE				03-AWARE CAMPAIGN				90-ADMIN	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET
▾ INCOME														
4001 Individual Contributions	250.00	1,000.00	-750.00	25.00 %	17,000.00	15,000.00	2,000.00	113.33 %	5,000.00		5,000.00		-1,700.00	
4003 Corporate Grants	15,000.00	43,000.00	-28,000.00	34.88 %	19,200.00	15,000.00	4,200.00	128.00 %					0.00	
4005 Foundation Grants	56,330.00	50,000.00	6,330.00	112.66 %	16,000.00	20,000.00	-4,000.00	80.00 %		6,000.00	-6,000.00		0.00	
4007 Government Grants	18,900.00		18,900.00											
4110 Membership Dues	577.88		577.88											
4150 Miscellaneous Income	0.01		0.01										558.00	500.00
4170 Program Fees	12,103.88		12,103.88		2,865.00	5,000.00	-2,135.00	57.30 %						
7010 Interest Income													231.00	500.00
Total Income	**$103,161.77**	**$94,000.00**	**$9,161.77**	**109.75 %**	**$55,065.00**	**$55,000.00**	**$65.00**	**100.12 %**	**$5,000.00**	**$6,000.00**	**$-1,000.00**	**83.33 %**	**$-911.00**	**$1,000.00**
GROSS PROFIT	**$103,161.77**	**$94,000.00**	**$9,161.77**	**109.75 %**	**$55,065.00**	**$55,000.00**	**$65.00**	**100.12 %**	**$5,000.00**	**$6,000.00**	**$-1,000.00**	**83.33 %**	**$-911.00**	**$1,000.00**
▾ EXPENSES														
443443 Rent	21,150.00	15,000.00	6,150.00	141.00 %	2,980.00	3,000.00	-20.00	99.33 %					8,250.65	8,000.00
6120 Bank Service Charges													360.00	350.00
6160 Dues and Subscriptions		100.00	-100.00										670.85	500.00
6170 Equipment Rental	3,600.00	2,500.00	1,100.00	144.00 %	5,875.00	1,000.00	4,875.00	587.50 %					0.96	
6200 Interest Expense													1,083.57	1,000.00
6230 Licenses and Permits													335.00	300.00
6240 Miscellaneous													197.42	200.00
6250 Postage and Delivery		200.00	-200.00										0.33	
6260 Printing and Reproduc...	6,363.00	1,000.00	5,363.00	636.30 %					4,474.42	1,000.00	3,474.42	447.44 %	0.82	
6270 Professional Fees	38,700.00		38,700.00		4,800.00		4,800.00		200.00	500.00	-300.00	40.00 %	5,950.00	5,000.00
6300 Repairs and Maintene...													3,012.00	2,400.00
6340 Telephone	100.00		100.00										4,330.31	
6350 Travel	11,616.96	12,000.00	-383.04	96.81 %									538.20	2,200.00
6390 Utilities													5,128.19	5,100.00

The Steps: Profit and Loss by Program Budget Vs. Actuals Report

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Select "Budgeting" under "Tools" drop down
3) From the list of "BUDGETS", find the appropriate budget for the year in question and underneath the "ACTION" column on the right for the appropriate budget click the drop-down arrow and select "Run Budgets vs. Actuals report"

II. Restricted Grant Budgeting

Enter Your Budget

The Steps: Entering Your Restricted Grants Budget

1) Select the Gear Icon ⚙️ in the upper right corner of the Dashboard
2) Select "Budgeting" under "Tools" drop down
3) Click the "Add budget" button on the top right of the window
4) Enter an appropriate "Name", "Fiscal Year" (that includes first month of your grant year), "Interval" and "Pre-fill data" if desired
5) From the "Subdivide by" field, select "Customer" (or "Donor")
6) From the "Add subdivided budget for" field, Click the dropdown arrow and put a check in the box to the left of each "Customer" (or "Donor") you wish to enter a budget for and Click "Next"
7) In the "View budget for" field, select the first Customer (or Donor) you'd like to enter the budget for
8) Enter Grant Budget for that Customer (or Donor) in the first month of the grant year
9) Click "Save" to record your budget
10) Repeat Steps 8 through 10 for each Program
11) Click dropdown arrow next to "Save" and Click "Save and close" when finished

Reports: Restricted Grants Budget Overview

Synergy Now Advanced Budgeting/Restricted Grants ✎

BUDGET OVERVIEW: SYNERGY NOW BUDGET RESTRICTED GRANTS - FY20 P&L DONORS
July 2019 - June 2020

	RESTRICTED GRANTS	DAVID WEBB FOUNDATION 2019	VILLA FOUNDATION 2019/21	TOTAL RESTRICTED GRANTS	TOTAL
▾ INCOME					
4005 Foundation Grants		10,000.00	70,000.00	80,000.00	$80,000.00
Total Income	**$0.00**	**$10,000.00**	**$70,000.00**	**$80,000.00**	**$80,000.00**
GROSS PROFIT	$0.00	$10,000.00	$70,000.00	$80,000.00	$80,000.00
▾ EXPENSES					
6170 Equipment Rental			3,000.00	3,000.00	$3,000.00
6260 Printing and Reproduction			10,000.00	10,000.00	$10,000.00
▾ 6270 Professional Fees					$0.00
6655 Consulting			12,000.00	12,000.00	$12,000.00
Total 6270 Professional Fees			**12,000.00**	**12,000.00**	**$12,000.00**
6340 Telephone		1,000.00		1,000.00	$1,000.00
▾ 6350 Travel					$0.00
6360 Airfare		2,500.00	3,000.00	5,500.00	$5,500.00
6370 Hotel		1,000.00	3,000.00	4,000.00	$4,000.00
Total 6350 Travel		**3,500.00**	**6,000.00**	**9,500.00**	**$9,500.00**
6550 Office Supplies			4,000.00	4,000.00	$4,000.00
6560 Salary & Wages		5,000.00	30,000.00	35,000.00	$35,000.00
Payroll Taxes		500.00	5,000.00	5,500.00	$5,500.00
Total Expenses	**$0.00**	**$10,000.00**	**$70,000.00**	**$80,000.00**	**$80,000.00**
NET INCOME	$0.00	$0.00	$0.00	$0.00	$0.00

The Steps: Profit and Loss by Restricted Grants Budget Overview Report

1) Select the Gear Icon [⚙] in the upper right corner of the Dashboard
2) Select "Budgeting" under "Tools" drop down
3) From the list of "BUDGETS", find the appropriate budget and underneath the "ACTION" column on the right for the appropriate budget click the drop-down arrow and select "Run Budget Overview report" (may already be showing)

Reports: Budget vs. Actual by Restricted Grant

Expand   Sort▾   Add notes   ✉ 🖨 ⤓▾ ⚙

Synergy Now Advanced Budgeting/Restricted Grants ✎

MY GRANTS REPORT
July 2019 - June 2022

	RESTRICTED GRANTS				DAVID WEBB FOUNDATION 2019				VILLA FOUNDATION 2019/21				TOTAL RESTRICTED GRANTS		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET
▾ INCOME															
4005 Foundation Grants					10,000.00	10,000.00	0.00	100.00 %	70,000.00	70,000.00	0.00	100.00 %	80,000.00	80,000.00	0.00
Total Income	$0.00	$0.00	$0.00	0.00%	$10,000.00	$10,000.00	$0.00	100.00 %	$70,000.00	$70,000.00	$0.00	100.00 %	$80,000.00	$80,000.00	$0.00
GROSS PROFIT	$0.00	$0.00	$0.00	0.00%	$10,000.00	$10,000.00	$0.00	100.00 %	$70,000.00	$70,000.00	$0.00	100.00 %	$80,000.00	$80,000.00	$0.00
▾ EXPENSES															
6170 Equipment Rental									3,564.00	3,000.00	564.00	118.80 %	3,564.00	3,000.00	564.00
6260 Printing and Reproduct...									6,023.00	10,000.00	-3,977.00	60.23 %	6,023.00	10,000.00	-3,977.00
6270 Professional Fees									18,800.00	12,000.00	6,800.00	156.67 %	18,800.00	12,000.00	6,800.00
6340 Telephone					100.00	1,000.00	-900.00	10.00 %					100.00	1,000.00	-900.00
6350 Travel					2,850.00	3,500.00	-650.00	81.43 %	5,421.00	6,000.00	-579.00	90.35 %	8,271.00	9,500.00	-1,229.00
6550 Office Supplies									5,209.00	4,000.00	1,209.00	130.23 %	5,209.00	4,000.00	1,209.00
6560 Salary & Wages					4,800.00	5,000.00	-200.00	96.00 %	14,468.00	30,000.00	-15,532.00	48.23 %	19,268.00	35,000.00	-15,732.00
Payroll Taxes					480.00	500.00	-20.00	96.00 %	5,437.00	5,000.00	437.00	108.74 %	5,917.00	5,500.00	417.00
Total Expenses	$0.00	$0.00	$0.00	0.00%	$8,230.00	$10,000.00	$ -1,770.00	82.30 %	$58,922.00	$70,000.00	$ -11,078.00	84.17 %	$67,152.00	$80,000.00	$ -12,848.00
NET INCOME	$0.00	$0.00	$0.00	0.00%	$1,770.00	$0.00	$1,770.00	0.00%	$11,078.00	$0.00	$11,078.00	0.00%	$12,848.00	$0.00	$12,848.00

The Steps: Profit and Loss by Restricted Grants Budget Vs. Actuals Report

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Select "Budgeting" under "Tools" drop down
3) From the list of "BUDGETS", find the appropriate budget and underneath the "ACTION" column on the right for the appropriate budget click the drop-down arrow and select "Run Budgets vs. Actuals report"
4) Click "Customize" button on the top right of the report
5) Select appropriate reporting period in the "Report period" field
6) Select "Filter" option
7) Next to the "Customer" (or "Donor") filter, Click the drop-down arrow and Click the box to the left of each and every one of your Restricted Grants.
8) Click "Run report"

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.
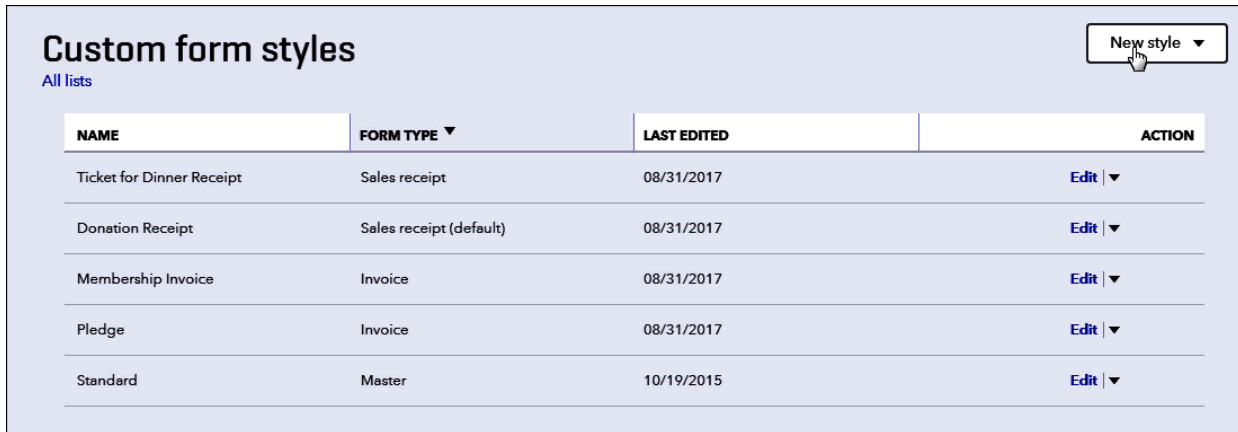
Examples of forms commonly used by nonprofits are:

- 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 some customization of these forms to achieve a more desired appearance. Users can:
- Choose from a list of Intuit predesigned templates
- Add a Logo
- Choose from list of Intuit defined colors and fonts
- Change/remove some text fields
- Remove columns/change column titles
- Add a text block with default wording
- Add a default footer

➢ In this chapter, we will be **customizing a Sales Receipt to change it into a donor thank you acknowledgement**. This way each time a donation is entered into QuickBooks®, a thank you acknowledgement is instantly created!!

➢ The **techniques used can be applied to any form** that you would like to customize.

➢ IMPORTANT NOTE: These donor acknowledgements will look like a form as opposed to an actual letter. Because of this limitation, some users are dissatisfied. If this describes you and you still want an actual "letter" instead of a form…At the end of the chapter, we will show you a feature available to you which is still being tested that allows you to import an existing Microsoft Word letter into a QuickBooks Invoice template. This will enable you to get an actual "letter" but means you will need to use an Invoice template and not the Sales Receipt template when recording donations.

A Donation Receipt (Not a Letter)

➲ Creating your Customized Donation Receipt

Initial Creation of Form

Custom form styles
All lists

NAME	FORM TYPE ▼	LAST EDITED	ACTION
Ticket for Dinner Receipt	Sales receipt	08/31/2017	Edit | ▼
Donation Receipt	Sales receipt (default)	08/31/2017	Edit | ▼
Membership Invoice	Invoice	08/31/2017	Edit | ▼
Pledge	Invoice	08/31/2017	Edit | ▼
Standard	Master	10/19/2015	Edit | ▼

New style ▼

The Steps: Creating a Donation Receipt – Initial Creation of Form

1) Select the Gear Icon in the upper right corner of the Dashboard
2) Select "Custom Form Styles" under the "Your Company" column on the left
3) Click the dropdown arrow next to the "New style" button and select "Sales receipt"
4) Proceed to next steps below…

Designing the Look

The Steps: Creating a Donation Receipt – Designing the Look

5) Click the "Design" button

6) Enter a Name for your form (This will not print but is for you to know which one to choose when entering donations

7) Click "Change up the template" and select a desired template from the list of choices

8) Click "Make logo edits"

9) <u>If your Logo box is empty</u>, click the + at the bottom right of the logo box, browse your computer to find your logo and click "Open" to upload your logo to QuickBooks Online

10) Click the "Show Logo" option to add the logo to the form if needed and use the "Size" and "Placement" options to size and place your logo on your receipt

11) Click "Try other colors" to select different color options for your receipt

12) Click "Select a different font" to change font style and size

13) Click "Edit print settings" to change the margins

14) Proceed to next steps below…

Adjusting the Content – Beginning

The Steps: Creating a Donation Receipt – Adjusting the Content

15) Click the "Content" button

16) Click anywhere on top third of grayed out sales receipt on right of screen to open this section for adjusting

17) Proceed to next steps below…

Adjusting the Content – Top Section

The Steps: Creating a Donation Receipt – Adjusting the Content Top Section

18) Under "Header" place a checkmark to the left of "Business Name", "Phone" and/or "Email" to add those fields to your form

19) Click "+Address" and or "+Website" to add those fields if desired

20) Under "Form" section check the box next to "Form Names" and change name to desired name (e.g. Donation Receipt etc…) that you would like to show on your receipt

21) Under "Display" section Uncheck "Terms" and "Payment method" to remove those fields from showing

22) Proceed to next steps below…

Adjusting the Content-Middle Section

The Steps: Creating a Donation Receipt – Adjusting the Content Middle Section

23) Click anywhere on middle third of grayed out sales receipt on right of screen to open this section for adjusting

24) Uncheck unwanted columns ("Product/Service", "Quantity" and "Rate")

25) Proceed to next steps below…

Adjusting the Content – Bottom Section

The Steps: Creating a Donation Receipt – Adjusting the Content Bottom Section

26) Click anywhere on bottom third of grayed out sales receipt on right of screen to open this section for adjusting

27) In the large text block under "Message to customer on" area, type the desired thankyou wording you wish to appear on your donation receipt. All donors receiving a donation receipt form will see this message so keep it general. You can change it for particular receipts at the transaction level, but this will be the default.

28) Under the "Add footer text" line type the desired footer you wish to appear on your receipt

29) Click "Done" to save your customized donation receipt form

➲ Enter your donation on a Sales Receipt as Normal

➲ Now you can generate your Donation Receipt…

Printing Your Customized Donation Receipt

The Steps: Printing your Customized Donation Receipt

1) After completing the entry of the sales receipt, Click the "Customize" option at the bottom of the window and select your customized sales receipt you created
2) Select "Print or Preview", "Print or Preview" and "Print"
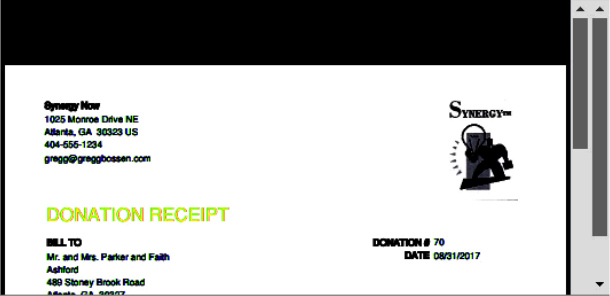
E-Mailing Your Customized Donation Receipt


The Steps: Emailing your Customized Donation Receipt

1) After completing the entry of the sales receipt, Click the "Customize" option at the bottom of the window and select your customized sales receipt you created

2) Select "Save and send" and "Send and Close"

Customizing Forms/Donor Thank You

A Donation Thank You Letter (Must use an Invoice)

⮕ Creating your Thankyou Letter

Enabling the Import Style From Word Feature
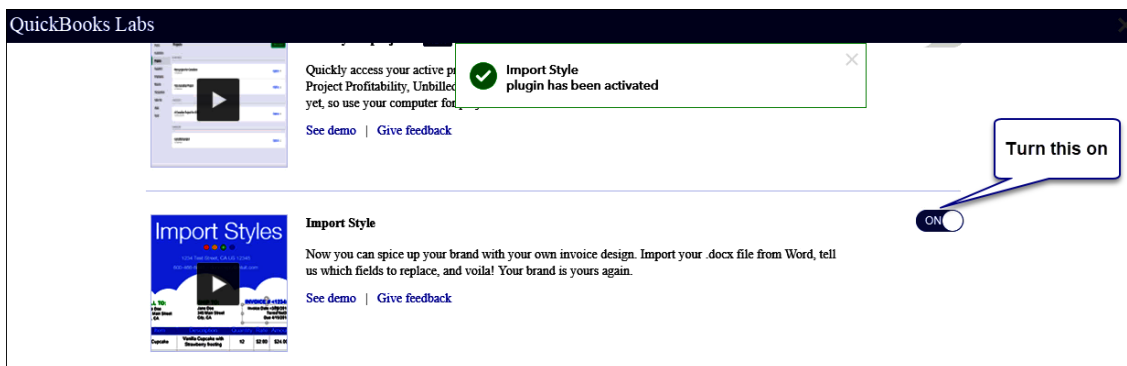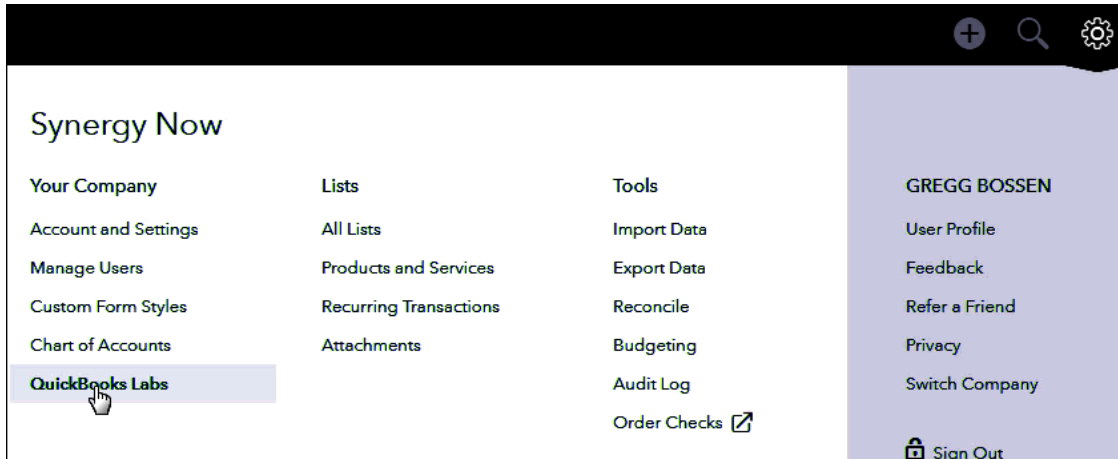
The Steps: Enabling the Import Style from Word feature

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Select "QuickBooks Labs under the "Your Company" column
3) Scroll down to the "Import Style" feature and click the "Off" toggle to turn the feature to "On"
4) Click "Done"

Customizing Forms/Donor Thank You

Creating and Importing your Word Letter

Custom form styles
All lists

Choose this one

New style ▼

Import style
Invoice
Estimate
Sales receipt

NAME	FORM TYPE	LAST EDITED	
My Cool Thankyou	Sales receipt	08/31/2017	Ed

Import form style BETA ✕

① UPLOAD FILE ——————— ② MATCH FIELDS ——————— ③ CONFIRM STYLE

Import your own form style

1 Select a form type.

Choose Invoice

Invoice ▼

2 Open your original DOCX file and add angle bra[...] the text for QuickBooks to replace. Mark each fiel[...]

Review sample to learn correct format of word doc import fields

John Smith   →   <John Smith
123 Main Street   <123 M[...]reet>

Download a sample invoice

Put word doc for import here

3 Save and upload your file.

Thank you template.docx   Browse

The Steps: Creating and Importing your Word Letter

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Select "Custom Form Styles" from the "Your Company" column
3) Click the "New Style" button in the upper right and select "Import style"
4) Select "Invoice" under the "Selwect a form type"
5) Click the blue "Download a sample invoice".
6) OUTISDE OF QBO, open the downloaded sample invoice and review the <bracketed fields>. This gives you the proper format for desired import fields. Hint: Import fields must be entered EXACTLY as shown in the Sample Invoice with the <Brackets>.

The Steps: Creating and Importing your Word Letter

7) OUTSIDE OF QUICKBOOKS, create your Word Thankyou Letter using your personalized text and the appropriate <BracketedFields> that represent the desired fields to be imported from QuickBooks. Name and Save your Word Thankyou Letter somewhere on your computer.

8) GO BACK TO QUICKBOOKS, follow steps 1) through 4) to get back to the "Import form style" screen shown above

9) Click "Browse" under "Save and upload your file", browse to your saved Word Thankyou Letter, and Click "Open".

10) Click "Next" and QuickBooks will import your letter

➲ **Enter your donation on an Invoice Form as Normal**

➲ Now you can generate your Thankyou Letter…

Generate and Send your Thank You Letter

Synergy Now
50 Lenox Pointe NE
Atlanta GA 30324

08/31/2017

Mr. and Mrs. Parker and Faith Ashford
489 Stoney Brook Road
Atlanta, GA 30327

Thank you so much for your donation in the amount of $1,000.00.

Know it will be used to continue to end this countries dependency on oil. I hope that you will continue to support our organization in the future.

Synergy Now is proud to count you among our supporters and we wish to keep in touch with you. Please go to our web site, **www.synergynow.org,** and sign up to receive our monthly newsletter. This will be sent to you by email on the 15th of each month and will keep you up to date on the latest activities of our organization as well as the latest developments in new energy technologies being worked on in our country.

Thanks Again!!! We wouldn't exist without you!!!

The Steps: Generating and Sending your Thankyou Letter

1) After completing the entry of the Invoice, Click the "Customize" option at the bottom of the window and select your Imported thankyou Letter
2) To email: Select "Save and send" and "Send and Close" or To print: Select 'Print or Preview" and "Print"
3) Continue to process the donation by using the received payments window at normal.

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 columns 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 – See Below Chart …

EXAMPLE OF INCOME ACCOUNTS

4100 Pledged Contributions	Income
4200 Loose Offering	Income
4300 Unexpected Contributions	Income
4890 Miscellaneous Income	Income

Note: Need to Track Funds?   See Chapter 8: Tracking Funds

Set Up of Income Accounts

The Steps: Set Up Income Accounts

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Click the "Chart of Accounts" option in the left column
3) Click "New" button on the top right of the window
4) Pick "Income" as the Category Type (the Detail Type you pick is not important)
5) Type a name for the income account in the " Name" field
6) Enter desired Account Number in the "Number" field
7) Click "Save and New" or "Save and Close"

Examples of Expense Accounts

600000 PASTORAL COMMITTEE	Expenses
60100 Associate Pastor's Compensation	Expenses
60150 Medical Insurance	Expenses
60170 Salary	Expenses
60171 Housing Allowance	Expenses
60190 Utility Allowance	Expenses
60200 Senior Pastor's Compensation	Expenses
60210 Salary	Expenses
60220 Housing Allowance	Expenses
60240 Medical Insurance	Expenses
60260 Utility Allowance	Expenses
610000 WORSHIP COMMITTEE	Expenses
61010 Choir Director's Salary	Expenses
61030 Devotional Literature	Expenses
61050 Flowers, Cards and Gifts	Expenses
61070 Music and Supplies	Expenses
61090 Music Equipment	Expenses
61110 Organist Salary	Expenses

Parent accounts for committees/ministries

Sub accounts for actual expenses

subs of subs for more detail

Set Up your Committees/Ministries as Accounts

The Steps: Set Up your Committees/Ministries

1) Select the Gear Icon [⚙] in the upper right corner of the Dashboard
2) Click the "Chart of Accounts" option in the left column
3) Click "New" button on the top right of the window
4) Pick "Expenses" as the Category Type (the Detail Type you pick is not important)
5) Type the name of the Committee/Ministry in ALL CAPS in the Name field
6) Enter desired Account Number in the "Number" field
7) Click "Save and New" or "Save and Close"

Set Up Expense Accounts as Subaccounts

The Steps: Set Up Expense Accounts as Subaccounts

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Click the "Chart of Accounts" option in the left column
3) Click "New" button on the top right of the window
4) Pick "Expenses" as the Category Type
5) Choose as the "Detail Type" the same type you chose when creating the Committee/Ministry account
6) Type a name for the expense account in the "Name" field
7) Enter desired Account Number in the "Number" field
8) Click the checkbox to the left of the "Is sub-account" line
9) Use the drop-down menu to select the appropriate Committee/Ministry
10) Click "Save and New" or "Save and Close

Entering the Budget for your House of Worship

My Budget 2019

Name *

My Budget 2019

> **Enter budget numbers for Income and Expense sub-accounts only....**

ACCOUNTS	JAN	FE	MAR	APR	MAY
Utility Allowance	4,500.00	0.00	0.00	0.00	0.00
Total Senior Pastor's Comp...	50,500.00	0.00	0.00	0.00	0.00
Total 600000 PASTORAL CO...	82,300.00	0.00	0.00	0.00	0.00
▾ 610000 WORSHIP COMMITTEE					
Choir Director's Salary	9,000.00	0.0			0
Devotional Literature	1,000.00	0.0			0
Flowers, Cards and Gifts	500.00	0.00	0.00	0.00	0.00
Music and Supplies	3,500.00	0.00	0.00	0.00	0.00
Music Equipment	600.00	0.00	0.00	0.00	0.00

> **...not for Committee/Ministry parent accounts**

The Steps: Entering the Budget for your House of Worship

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Select "Budgeting" under "Tools" drop down
3) From the list of "BUDGETS", find the appropriate budget for the year in question (or click "Add Budget" if necessary and follow prompts to create new budget) and underneath the "ACTION" column on the right for the appropriate budget click the drop-down arrow and select "Edit"
4) Enter budgeted numbers for each account (other than Committee/Ministry Parent accounts – leave those blank) either annually or monthly
5) Click "Save and close"

Reports: Budget vs. Actual P&L (Detailed)

BUDGET VS. ACTUALS: MY BUDGET 2019 - FY19 P&L
January - December 2019

	TOTAL			
	ACTUAL	**BUDGET**	**OVER BUDGET**	**% OF BUDGET**
▾ INCOME				
4100 Pledged Contributions	134,750.00	115,500.00	19,250.00	116.67 %
4200 Loose Offering	23,565.00	17,000.00	6,565.00	138.62 %
4300 Unexpected Contributions	64,157.00	50,000.00	14,157.00	128.31 %
4890 Miscellaneous Income	264.00	600.00	-336.00	44.00 %
4990 Interest Income	77.00	200.00	-123.00	38.50 %
Total Income	**$222,813.00**	**$183,300.00**	**$39,513.00**	**121.56 %**
GROSS PROFIT	**$222,813.00**	**$183,300.00**	**$39,513.00**	**121.56 %**
▾ EXPENSES				
▾ 600000 PASTORAL COMMITTEE				
▾ 60100 Associate Pastor's Co…				
60150 Medical Insurance	2,800.00	2,800.00	0.00	100.00 %
60170 Salary	22,000.00	20,000.00	2,000.00	110.00 %
60171 Housing Allowance	6,500.00	6,000.00	500.00	108.33 %
60~~ ~~ Util~~i~~ ~~A~~llow~	~000.0	~000.~	0	~00.0~

The Steps: Budget vs. Actual Profit and Loss for your House of Worship (detailed)

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Select "Budgeting" under "Tools" drop down
3) From the list of "BUDGETS", find the appropriate budget for the year in question and underneath the "ACTION" column on the right for the appropriate budget click the drop-down arrow and select "Run Budgets vs. Actuals report"
4) <u>To remove monthly columns if desired</u>, Click the "Customize" button at the top right of the window, Select the Rows/Columns option, change choice to "Accounts vs. Total" under "Show Grid", and Click Run Report

Reports: Budget vs. Actual P&L (Committee/Ministry Only)

The First Church

BUDGET VS. ACTUALS: MY BUDGET 2019 - FY19 P&L
January - December 2019

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
▼ INCOME				
4100 Pledged Contributions	134,750.00	115,500.00	19,250.00	116.67 %
4200 Loose Offering	23,565.00	17,000.00	6,565.00	138.62 %
4300 Unexpected Contributions	64,157.00	50,000.00	14,157.00	128.31 %
4890 Miscellaneous Income	264.00	600.00	-336.00	44.00 %
4990 Interest Income	77.00	200.00	-123.00	38.50 %
Total Income	**$222,813.00**	**$183,300.00**	**$39,513.00**	**121.56 %**
GROSS PROFIT	$222,813.00	$183,300.00	$39,513.00	121.56 %
▼ EXPENSES				
600000 PASTORAL COMMITTEE	84,900.00	82,300.00	2,600.00	103.16 %
610000 WORSHIP COMMITTEE	8,920.00	19,100.00	-10,180.00	46.70 %
620000 EDUCATION COMMIT...	19,165.00	18,000.00	1,165.00	106.47 %
630000 PROPERTY COMMITTEE	43,336.29	30,300.00	13,036.29	143.02 %

The Steps: Budget vs. Actual Profit and Loss for your House of Worship (Committee/Ministry only)

1) Select the Gear Icon [⚙] in the upper right corner of the Dashboard
2) Select "Budgeting" under "Tools" drop down
3) From the list of "BUDGETS", find the appropriate budget for the year in question and underneath the "ACTION" column on the right for the appropriate budget click the drop down arrow and select "Run Budgets vs. Actuals report"
4) Click the blue "Collapse" option above the report
5) To remove monthly columns if desired, Click the "Customize" button at the top right of the window, Select the Rows/Columns option, change choice to "Accounts vs. Total" under "Show Grid", and Click Run Report

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, and other information that you would expect to track out of a database program
  - Number of Hours volunteered
  - Type of service provided
- ➢ Volunteers are best housed in the **vendors list** (Use "ZZVOL" in the name field to segregate your volunteers from actual vendors)
- ➢ Create **Product and Service** items to represent different types of work done by your volunteers
- ➢ 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 Vendor List

Vendor Information

Title | First name: Michael | Middle name: J. | Last name: Foglio | Suffix | Email: MJ@aol.com

Company

Put something in front of "Display name as" to distinguish it from true vendors (e.g. ZZVOL)...

Mobile | Fax

*Display name: ZZVOL - Foglio, Michael

Website

Print on check as ☐ Use display name

Michael Foglio

...Don't worry, this is what will print

Billing rate (/hr) | Terms: Volunteer

Create a term called "Volunteer"

Address map

1726 Howell Mill Rd.

Opening balance | as of 12/07/2017

Account no.: Plumber

Atlanta | GA

Business ID N

30309 | Country

Use this account to track another piece of info you wish to track

Notes

2 children. Bennie and Sarah.

☐ Track payments fo

Notes go here

📎 Attachments   Maximum size: 25MB

Cancel | Make inactive | Privacy | Save

The Steps: Entering Volunteers Using the Vendor List

1) Select "Expenses" from the navigation bar (left column on your screen)
2) Select "Vendors" tab near the top of your screen
3) Click "New vendor" button on the top right of the window
4) Complete fields as shown above making sure to put a distinguishing text (e.g. "ZZVOL-"in front of the name in the "Display name" option.
5) Make sure to use a distinguishing term as well called "Volunteer" in the "Terms" field. You will need to create it the first time by clicking the dropdown arrow in the "Terms" box and selecting "+Add new"
6) Click "Save" to add the volunteer to the Vendor list
7) Repeat steps 3 through 6 for additional volunteers as needed.

Reports: Your Volunteers

The Steps: Report: Your Volunteers

1) Select "Reports" from the navigation bar (left column on your screen)
2) Select "All Reports", "Review Expenses and Purchases" and "Vendor Contact List"
3) Click "Customize" button in the top right of the window
4) Scroll down and click "Filter" to open up the list of filters
5) Check the box to the left of the "Terms" filter
6) Click the dropdown arrow to the right of the "Terms" filter and select your "Volunteer" term
7) Click the Header/Footer and change the "Report title" to desired name
8) Click "Run Report"
9) Click the blue "Sort" button at the upper left above the report name to select desired sorting options

➲ Tracking Volunteers Time

Turning on the Time Preference

The Steps: Turning on the Time Preference

1) Select the Plus Icon ➕ in the upper right corner of the Dashboard
2) Click "Account and Settings " under the "Your Company" column
3) Click "Advanced" from the list of choices in the left hand column
4) In the "Time tracking" section click on the pencil on the far right
5) Check the box to the left of "Add Service field to timesheets"
6) Click "Save" in the section
7) Click "Done"

Creating and Organizing Items for Tracking Kinds of Work

Product/Service information

Service Change type

Name*

Guidance Center Tours

> Put type of Volunteer Work Here

SKU

Category

Volunteer Activities

Class

Go-Green Guidance Center

> Point to a "Should Be Zero" income account created to make it easy to see if someone accidentally uses this on a transaction window

Sales information

✓ I sell this product/service to my c

Description on sales forms

Sales price/rate

0

Income account

Should Be Zero

Volunteer Activities					
☐	Admin Support	Service			Edit ▾
☐	Guidance Center Tours	Service			Edit ▾

The Steps: Creating and Organizing Products and Services for Tracking Kinds of Work

1) Select the Gear Icon [⚙] in the upper right corner of the Dashboard
2) Under "Lists" select "Products and Services"
3) Click "New" in the top right corner of your screen
4) Click the "Service" circle as your type
5) Enter appropriate name in the "Name*" field
6) Select appropriate category in the "Category" field if you are using categories
7) Enter "Should be ZERO" in the "Income account" field. You will need to set this up the
   first time you use it. Make it an "Income" type account.
8) Click "Save and New" or "Save and Close"

Entering Volunteers Time

The Steps: Entering Volunteers Time

1) Select the Plus Icon [+] in the upper right corner of the Dashboard
2) Select "Weekly Timesheet" (or "Single Time Activity") under "Employees"
3) Enter the Volunteer's name in the "Select a Name" field and select a desired date range
4) Enter "Class", desired "Description" , appropriate "Service item" that represents the work performed , and number of hours… all in the "Details" section for line 1
5) Complete additional lines (e.g. 2, 3 …) for other types of work as needed
6) Click "Save and New" or "Save and Close

Reports: Volunteer Hours by Volunteer (Detailed)

The Steps: Report on Volunteer Hours by Volunteer (detailed)

1) Select "Reports" from the navigation bar (left column on your screen)
2) Select "All Reports", "Manage Employees" and "Time Activities by Employee Detail"
3) Change to date range at top of the report to desired date range
4) Click "Run report"

Reports: Volunteer Hours by Volunteer (Summarized)

The Steps: Report on Volunteer Hours by Volunteer (summarized)

1) Select "Reports" from the navigation bar (left column on your screen)
2) Select "All Reports", "Manage Employees" and "Time Activities by Employee Detail"
3) Change to date range at top of the report to desired date range
4) Click "Run report"
5) Click on each upside-down triangle to the left of each volunteer name to collapse the detail for that volunteer

Reports: Volunteer Hours by Type of Work (Summarized)

Synergy Now - Volunteers

TIME ACTIVITIES BY EMPLOYEE DETAIL
Activity: All Dates

ACTIVITY DATE	CUSTOMER	PRODUCT/SERVICE	MEMO/DESCRIPTION	DURATION
▾ Volunteer Activities				
▸ Admin Support				33:00
▸ Guidance Center Tours				405:00
▸ Registration Volunteer				8:00
Total for Volunteer Activities				446:00

The Steps: Report on Volunteer Hours by Type of Work (summarized)

1) Select "Reports" from the navigation bar (left column on your screen)
2) Select "All Reports", "Manage Employees" and "Time Activities by Employee Detail"
3) Change to date range at top of the report to desired date range
4) Change "Group by "to "Product/Service"
5) Click "Run report"
6) Click on each upside-down triangle to the left of each type of work product/service to collapse the detail for that type of work

➲ Tracking Volunteers Hours for a Matching Grant

Creating Products and Service Items for Tracking Volunteer Hours Towards Matching Grant

Category

Volunteer Activities ▼

Sales information

☑ I sell this product/service to my customers

Put rate for Matching Grant per hour here

Description on sales forms

Sales price/rate

12 | Should Be ZERO ▼

Purchasing information

☐ I purchase this product/service from a vendor.

The Steps: Creating Products and Services for Tracking Volunteer Hours towards a Matching Grant

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Under "Lists" select "Products and Services"
3) Click "New" in the top right corner of your screen
4) Click the "Service" circle as your type
5) Enter appropriate name in the "Name*" field
6) Select appropriate category in the "Category" field if you are using categories
7) In the "Sales price/rate" field enter the dollar amount the grantor will count toward meeting the match
8) Enter "Should be ZERO" in the "Income account" field. You will need to set this up the
   first time you use it. Make it an "Income" type account.
9) Click "Save and New" or "Save and Close"

Reports: Entering Volunteers Time

Help 4 U Grants Foundation	▼	Volunteer Activities:Guidance Cen	That amount will appear on Timesheet here
01 Go-Green Guidance	▼		
Description		☑ Billable 12.00 /hr	30:00

The Steps: Entering Volunteers Time

1) Select the Plus Icon ➕ in the upper right corner of the Dashboard
2) Select "Weekly Timesheet" under "Employees" (or "Single Time Activity") to enter time
3) Enter the Volunteer's name in the "Select a Name" field and select a desired date range
4) Enter name of grantor in the "Customer" (or "Donor") field
5) Enter "Class", desired "Description" , appropriate "Service item" that represents the work performed , and number of hours… all in the "Details" section for line 1
6) Check the box to the left of the "Billable" field and review the $ for accuracy. This should be the amount per hour the grantor will let you count towards meeting the match
7) Complete additional lines (e.g. 2, 3 …) for other types of work as needed
8) Click "Save and New" or "Save and Close

Reports: Volunteer Hours Counting Towards A Matching Grant Expressed in Dollars

Synergy Now - Volunteers

UNBILLED CHARGES

All Dates

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	AMOUNT	BALANCE
▼ Help 4 U Grants Foundation						
08/28/2017	Time Cha				120.00	120.00
08/29/2017	Time Cha				360.00	480.00
08/16/2018	Time Cha				180.00	660.00
08/23/2018	Time Charge		No		864.00	1,524.00
Total for Help 4 U Grants Foundation					**$1,524.00**	

Dollar value of hours that will count towards the match

The Steps: Report showing Volunteer Hours counting towards a Matching grant expressed in DOLLARS

1) Select "Reports" from the navigation bar (left column on your screen)
2) Select "All Reports", "Review Sales" and "Unbilled Charges"
3) Change to date range at top of the report to desired date range
4) Click "Run report"

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 –** These can be new or used and again can be fully donated or sold at a discounted rate

➢ Called **In-Kind Contributions** or **In-Kind Gifts**, it is important to record these transactions for many reasons including….
- It will result in a more accurate set of financials that truly reflect the cost of running your organization as well as the value of donations received
- 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 <u>nonprofessional volunteer</u> 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 easiest method for entering In-Kind Contributions

Setting Up Income Accounts

The Steps: Set Up Income Accounts

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Click the "Chart of Accounts" option in the left column
3) Click "New" button on the top right of the window
4) Pick "Income" as the Category Type (the Detail Type you pick is not important)
5) Type "In-Kind Contributions Income" in the " Name" field
6) Enter desired Account Number in the "Number" field
7) Click "Save and Close"

Entering a Donated Service or Product

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME	CLASS	
1	4999 In-Kind Contributions Income		800.00	10 hours at $80 per hour	Matt Duval - C	Counseling Center	🗑
2	6110 Counselors	800.00		10 hours at $80 per hour	Matt Duval - C	Counseling Center	🗑

Journal Entry #GSB #9

Journal date: 06/30/2020

Journal no.: GSB #9

This should be from the Customer (Donor) list

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME	CLASS
1	4999 In-Kind Contributions Income		50.00	1 Bag of clothing	Bona, Chery	Changing Minds
2	6115 Client Support	50.00		1 Bag of clothing	Bona, Chery	Changing Minds

The Steps: Entering a Donated Service or Product

1) Select the Plus Icon ➕ in the upper right corner of the Dashboard
2) Select "Journal Entry" under "Other"
3) Enter appropriate date in "Journal date" field, and enter a "Journal no." if desired
4) Enter "In-Kind Contributions" in the "ACCOUNT" column
5) Enter appropriate amount in "CREDITS" column (Fair Market Value)
6) Complete "DESCRIPTION" field
7) Enter Name of Volunteer in "NAME" field (should be a customer)
8) Select appropriate program in the "CLASS" column if used
9) On the next row enter appropriate Expense Account in the "ACCOUNT" column
10) Enter same appropriate amount in "DEBITS" column for the chosen expense account
11) Complete "DESCRIPTION" field with same description used in the credit line above it
12) Enter Name of Volunteer in "NAME" field (should be a customer and the same name as on the line above it
13) Select appropriate program in the "CLASS" column if used
14) Repeat steps 4 through 13 for each donated service
15) Click "Save & Close"

The Effect of In-Kind on a Profit and Loss Report

PROFIT AND LOSS
July 2019 - June 2020

	TOTAL
▾ INCOME	
4150 Miscellaneous Income	558.01
4170 Program Fees	16,968.88
4180 Interest Income	231.00
4195 Corporate Grants	35,590.00
4200 Foundation Grants	112,330.00
4210 Government Grants	18,900.00
4230 Individual Contributions	80,653.62
4250 Membership Dues	577.88
4999 In-Kind Contributions Income	850.00
Total Income	**$266,659.39**
GROSS PROFIT	$266,659.39
▾ EXPENSES	
6110 Counselors	1,000.00
6115 Client Support	50.00

Here is the Income

The $800 is part of this number....

...and here is the $50

The Steps: The Effect of In-Kind on a Profit and Loss Report

1) Select "Reports" from the navigation bar (left column on your screen)
2) Select "All Reports", "Business Overview", "Profit and Loss " or "Statement of Activity"
3) Select appropriate reporting period in the "Report period" field and click "Run Report"

The Effect of In-Kind on a Profit and Loss by Class Report

PROFIT AND LOSS
July 2019 - June 2020

	01 COUNSELING CENTER	02 CHANGING MINDS	03 THE RETREAT
▾ INCOME			
4150 Miscellaneous Income	0.01		
4170 Program Fees	14,103.88		2,865.00
4180 Interest Income			
4195 Corporate Grants	15,000.00		19,200.00
4200 Foundation Grants	56,330.00		16,000.00
4210 Government Grants	18,900.00		
4230 Individual Contributions	250.00	5,000.00	17,000.00
4250 Membership Dues — **Income**	577.88		— **Income**
4999 In-Kind Contributions In...	800.00	50.00	
Total Income	**$105,961.77**	**$5,050.00**	**$55,065.00**
GROSS PROFIT — **Expense (+ $200 in checks)**	$105,961.77	$5,050.00	$55,065.00
▾ EXPENSES			— **Expense**
6110 Counselors	1,000.00		
6115 Client Support		50.00	

The Steps: The Effect of In-Kind on a Profit and Loss by Class Report

1) Select "Reports" from the navigation bar (left column on your screen)
2) Select "All Reports", "Business Overview", "Profit and Loss by Class "
3) Select appropriate reporting period in the "Report period" field and click "Run Report"

Reports: In-Kind Contributions Report for You

We Love Counseling Center

ACCOUNT QUICKREPORT

All Dates

DATE	TRANSACTION TYPE	NUM	CUSTOMER	MEMO/DESCRIPTION	AMOUNT	BALANCE
▼ 4999 In-Kind Contributions Income						
04/30/2020	Journal Entry	GSB #12	Matt Duval - C	18 hours at $100 per hour	1,800.00	1,800.00
05/31/2020	Journal Entry	GSB #11	Matt Duval - C	12 hours at $100 per hour	1,200.00	3,000.00
06/30/2020	Journal Entry	GSB #9	Matt Duval - C	10 hours at $80 per hour	800.00	3,800.00
06/30/2020	Journal Entry	GSB #10	Bona, Chery	1 Bag of clothing	50.00	3,850.00
Total for 4999 In-Kind Contributions Income					**$3,850.00**	
TOTAL					**$3,850.00**	

The Steps: In-Kind Contributions Report for You

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Select "Chart of Accounts" under "Your Company"
3) Scroll down to your "In-Kind Contributions" income account
4) Click the "Run report" on the right side of the row for the account
5) Select appropriate reporting period in the "Report period" field and click "Run Report"
6) Click the "Customize" button on the top right of the window
7) Click "Rows/Columns" and then Click the blue "Change Columns" option
8) Uncheck "Account", "Name" and "Clr" to remove these columns from the report
9) Scroll down to find "Customer" and check that one to add this column
10) Click and hold on the square made of 3 rows of 3 dots to the left of the check box for a row and drag up or down to change the order of the column as it appears on the report
11) Click the "Run Report" button

Reports: In-Kind Contributions Report for your Donors

We Love Counseling Center

ACCOUNT QUICKREPORT
All Dates

DATE	MEMO/DESCRIPTION
▼ Bona, Chery	
06/30/2020	1 Bag of clothing
▼ Matt Duval - C	
04/30/2020	18 hours at $100 per hour
05/31/2020	12 hours at $100 per hour
06/30/2020	10 hours at $80 per hour
TOTAL	

The Steps: In-Kind Contributions for your Donors

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Select "Chart of Accounts" under "Your Company"
3) Select the Gear Icon
4) Scroll down to your "In-Kind Contributions" income account
5) Click the "Run report" on the right side of the row for the account
6) Select appropriate reporting period in the "Report period" field and click "Run Report"
7) Click the "Customize" button on the top right of the window
8) Click "Rows/Columns" and then change the "Group by" to "Customer"
9) Click the blue "Change Columns" option
10) Uncheck "Transaction Type", "Name", "Num", "Account", "Clr", "Amount", and "Balance" to remove these columns from the report
11) Scroll down to find "Customer" and check that one to add this column
12) Click and hold on the square made of 3 rows of 3 dots to the left of the check box for a row and drag up or down to change the order of the column as it appears on the report
13) Click the "Run Report" button
14) Click the send to Excel icon and add page breaks to get a separate report for each donor

Chapter 7
Capital Campaign
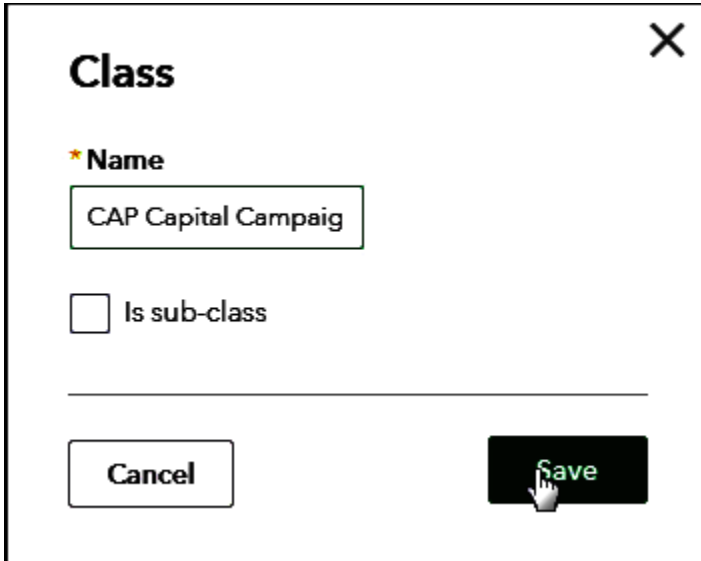
➢ Most Nonprofit Organizations undergo a major **Capital Campaign** to raise funds for, and then to complete, some sort of large improvement to an existing capital asset or to purchase a new capital asset.

   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/or 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.

Creating a Class for your Capital Campaign

Class   ✕

* **Name**

CAP Capital Campaig

☐ Is sub-class

_____

Cancel   Save

The Steps: Creating a Class for your Capital Campaign

1) Select the Gear Icon [⚙] in the upper right corner of the Dashboard
2) Click the "All Lists" under the "Lists" column
3) Click the blue "Classes" button
4) Click the "New" button in the top right of the window
5) Enter appropriate name in the 'Name" field
6) Click "Save"

Setting Up Accounts for your Capital Campaign

Chart of Accounts	Reconcile		
8100	8100 Capital Campaign Income	Other Income	Other Miscell...
8110	8110 Individual Donations	Other Income	Other Miscell...
8120	8120 Grants	Other Income	Other Miscell...
8200	8200 Capital Campaign Expenses	Other Income	Other Miscell...
8210	8210 Architect Fees	Other Income	Other Miscell...
8220	8220 Building Purchase	Other Income	Other Miscell...
8225	8225 Demolition	Other Income	Other Miscell...
8230	8230 Improvements	Other Income	Other Miscell...

The Steps: Setting up Accounts for your Capital Campaign

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Click the "Chart of Accounts" option in the left column
3) Click "New" button on the top right of the window
4) Pick "Other Income" as the Category Type and "Other Miscellaneous Income" as the Detail Type
5) Enter "Capital Campaign Income" in the "Name" field
6) Enter desired Account Number in the "Number" field
7) Click "Save and New"
8) Pick "Other Income" as the Category Type and "Other Miscellaneous Income" as the Detail Type
9) Enter appropriate name in the "Name" field for a desired Income account
10) Enter desired Account Number in the "Number" field
11) Click the check box next to "Is sub-account" and select "Capital Campaign Income" from the drop down
12) Click "Save and New"
13) Repeat Steps 8 through 12 until all desired income accounts have been entered

The Steps: Setting up Accounts for your Capital Campaign-Continued-

14) Pick "Other Income" as the Category Type and "Other Miscellaneous Income" as the Detail Type
15) Enter "Capital Campaign Expenses" in the "Name" field
16) Enter desired Account Number in the "Number" field
17) Click "Save and New"
18) Pick "Other Income" as the Category Type and "Other Miscellaneous Income" as the Detail Type
19) Enter appropriate name in the "Name" field for a desired expense account
20) Enter desired Account Number in the "Number" field
21) Click the check box next to "Is sub-account" and select "Capital Campaign Expenses" from the drop down
22) Click "Save and New"
23) Repeat steps 18 through 21 until all desired expense accounts have been entered
24) Click "Save and Close"

Entering your Budget for in your Overall Budget (For that Years Portion of the Capital Campaign Activities)

Annual Budget 2019-2020

Name *

Annual Budget 2019-2020

> In your Over Annual Budget, only enter activity anticipated for that year...

ACCOUNTS	JUL
Uncategorized Income	
Total Income	193,535.00
▾ OTHER INCOME	
▾ 8100 Capital Campaign Income	
Individual Donations	100,000.00
Grants	200,000.00
Total 8100 Capital Campaign...	300,000.00
▾ 8200 Capital Campaign Expenses	
Fundraising Consultant	0.00
Architect Fees	-10,000.00
Building Purchase	-100,000.00
Demolition	-30,000.00
Improvements	-20,000.00
Building Cost	
Total 8200 Cap	-160,000.00
Total Other Income	140,000.00

> ...and expenses enter with a negative (-) because they are the Income Type

The Steps: Entering Budget Amounts for your Capital Campaign in your Overall Annual Budget for a Specific Year

1) Select the Gear Icon [⚙] in the upper right corner of the Dashboard
2) Select "Budgeting" under "Tools" drop down
3) From the list of "BUDGETS", find the appropriate budget for the year in question (or click "Add Budget" if necessary and follow prompts to create new budget) and underneath the "ACTION" column on the right for the appropriate budget click the drop down arrow and select "Edit"
4) Enter the Capital Campaign Budget for that year (in the same way your other budget numbers were entered i.e. monthly or annually) (Enter expenses as negative amounts)
5) Click "Save and close"

Entering Separate Capital Campaign Only Budget (For ALL Years of Activity)

The Steps: Entering Separate Budget Amounts for your Capital Campaign (ALL YEARS)

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Select "Budgeting" under "Tools" drop down
3) Click "Add budget"
4) Enter a name for your Capital Campaign Budget in the "Name" field, select the first fiscal your capital campaign began having activity in the "Fiscal Year" field

The Steps: Entering Separate Budget Amounts for your Capital Campaign (ALL YEARS)-Continued-

5) Leave "Interval" at "Monthly" and "Pre-fill data" at "No"
6) Select "Class" in the "Subdivide by" field
7) Check the box next to your Capital Campaign class in the "Add subdivided budget for"
8) Click "Next"
9) Enter the Capital Campaign Budget for that year (in the same way your other budget numbers were entered i.e. monthly or annually) (Enter expenses as negative amounts)
10) Click "Save and close"

➲ Record Deposits using your preferred method

Recording Deposits Method 1: Make Deposits Window

The Steps: Recording Deposits Method 1: Make Deposits Window

1) Select the Plus Icon ⊕ in the upper right corner of the Dashboard
2) Click "Bank Deposit" from the "Other" column on the right of the window
3) Select appropriate bank account in the "Account" field
4) Enter date deposit is to be made
5) Leave the "RECEIVED FROM" column field blank
6) Select the appropriate income account in the "ACCOUNT" column field
7) Select the appropriate class in the "CLASS" column field
8) Enter the total dollar amount to be deposited for that account and class (individual transactions added together for that chosen account and class) in the "AMOUNT" column field
9) Repeat steps 5 through 8 for each type of income account and class on the other lines
10) Click "Save & Close"

Recording Deposits Method 2: Sales Receipts
First Create Product/ Service Items

The Steps: Recording Deposits Method 2: The Individual Method – Getting it Ready to Use (Setting up Products and Services)

1) Select the Gear Icon in the upper right corner of the Dashboard
2) Under "Lists" select "Products and Services"
3) Click "New" in the top left corner of your screen
4) Click the "Service" circle as your type
5) Enter appropriate name in the "Name*" field
6) Select appropriate category in the "Category" field if you are using categories
7) If appropriate enter a default Description and Sales price/rate
8) Select corresponding Income account in the "Income Account" field
9) Click "Save & New" to create your Product/Service
10) Repeat steps 5 through 9 for each Product/Service you need
11) Click "Save & Close" when you've completed your last needed Product/Service item

Then Use a Sales Receipt

	Sales Receipt								⑦
		P.O. Number		Sales Rep					

Payment method	Reference no.	Deposit to
Check ▾	34630460964	1499 Undeposited Fu ▾

Accept payments in QuickBooks

	#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	CLASS	
⠿	1	Capital Campaign:CAP Grants		1	2,000	2,000.00	✔	CAP Capital Campaign	🗑
⠿	2								🗑

Add lines	Clear all lines		Subtotal	$2,000.00
Message displayed on sales receipt			Taxable subtotal	$2,000.00

The Steps: Recording Deposits Method 2: The Individual Method – Recording the Income

1) Select the Plus Icon ➕ in the upper right corner of the Dashboard
2) Under "Customers" select "Sales Receipt"
3) Enter the name, date, payment method, Reference # (check #) in the appropriate fields
4) Select the bank account or "Undeposited Funds" in the "Deposit to" field
5) Select the appropriate Product/Service item in the "Product/Service" field
6) Enter the amount for that item in the "Amount" field
7) Enter appropriate class in the "Class" field
8) Repeat steps 5 through 7 for each type of income if needed for this entry
9) Click "Save & Close" (or "Save & New" to enter more transactions)
10) Record Deposit as normal checking off appropriate Sales Receipts in the Bank Deposit window

➲ Record Expenses using Capital Campaign Accounts

Entering Expenses

The Steps: Entering Expenses – On Bills, Checks, and other Expenses (Only showing Bills here)

1) Select the Plus Icon in the upper right corner of the Dashboard
2) Under "Vendors" select "Bill", "Check" or "Expense" as appropriate
3) Choose the appropriate vendor and Terms, Bill date, Due date and Bill no.
4) Enter the appropriate Account, Amount and Class on the first line of the "Accounts details" section (remember to use your "Other Income" type account for the Capital Campaign)
5) Enter additional lines if splitting the bill between accounts and/or classes
6) Select "Save and Close" or "Save and New"

Effect of Capital Campaign on your Organization Wide Overall Budget vs. Actual profit and Loss including Capital Campaign Activity

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Expenses	$240,344.64	$190,385.00	$49,959.64	126.24 %
NET OPERATING INCOME	$21,387.75	$3,150.00	$18,237.75	678.98 %
▼ OTHER INCOME				
▼ 8100 Capital Campaign Income				
8110 Individual Donations	88,300.00	100,000.00	-11,700.00	88.30 %
8120 Grants	172,000.00	200,000.00	-28,000.00	86.00 %
Total 8100 Capital Campaig…	260,300.00	300,000.00	-39,700.00	86.77 %
▼ 8200 Capital Campaign Expen…				
8210 Architect Fees	-15,400.00	-10,000.00	-5,400.00	154.00 %
8220 Building Purchase	-98,000.00	-100,000.00	2,000.00	98.00 %
8225 Demolition	-28,500.00	-30,000.00	1,500.00	95.00 %
8230 Improvements	-24,996.00	-20,000.00	-4,996.00	124.98 %
Total 8200 Capital Campaig…	-166,896.00	-160,000.00	-6,896.00	104.31 %
Total Other Income	$93,404.00	$140,000.00	$ -46,596.00	66.72 %
NET OTHER INCOME	$93,404.00	$140,000.00	$ -46,596.00	66.72 %
NET INCOME	$114,791.75	$143,150.00	$ -28,358.25	80.19 %

The Steps: Organization Wide Budget vs. Actual Profit and Loss including Capital Campaign activity

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Select "Budgeting" under "Tools" drop down
3) From the list of "BUDGETS", find the appropriate budget for the year in question and underneath the "ACTION" column on the right for the appropriate budget click the drop-down arrow and select "Run Budgets vs. Actuals report"
4) <u>To remove monthly columns if desired</u>, Click the "Customize" button at the top right of the window, Select the Rows/Columns option, change choice to "Accounts vs. Total" under "Show Grid", and Click Run Report

➲ **At the End of each Fiscal year a Journal Entry will need to be made to move the costs onto the Balance Sheet**

➲ **First you will need to Create Two Accounts**

Set up an Asset Account to Hold your P/Y Fixed Asset Costs

Account

Category Type

Fixed Assets ▼

*Detail Type

Buildings ▼

Use **Buildings** to track the cost of structures you own and use for your business. If you have a business in your home, consult your accountant or IRS Publication 587.

Use a **Land** account for the land portion of any real property you own, splitting the cost of the property between land and building in a logical method. A common method is to mimic the land-to-building ratio on the property tax

*Name

New Building Costs

Number

1840

Description

☐ Is sub-account

Enter parent account ▼

☐ Track depreciation of this asset

Original cost   as of

Cancel   **Save and Close** ▼

The Steps: Setting up an Asset Account to hold your P/Y Fixed Asset Costs

1) Select the Gear Icon 　 in the upper right corner of the Dashboard
2) Click the "Chart of Accounts" option in the left column
3) Click "New" button on the top right of the window
4) Pick "Fixed Assets" as the "Category Type" and an appropriate "Detail Type"
5) Enter appropriate name in the "Name" field
6) Enter desired Account Number in the "Number" field
7) Click "Save and Close"

Set up a Fixed Asset Costs Removal Contra Account on the P & L

Account   ✕

Category Type   *Name

Other Income   ▼   Building Cost Removal ⌶

*Detail Type   Number

Other Miscellaneous Income   ▼

Use **Other miscellaneous income** to   Description
track income that isn't from normal
business operations, and doesn't fall into
another Other Income type.

                                       ☑ Is sub-account

                                       8200 Capital Campaiç   ▼

Cancel   **Save and Close** ▼

The Steps: Create Fixed Asset Costs Removal Account on the P & L

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Click the "Chart of Accounts" option in the left column
3) Click "New" button on the top right of the window
4) Pick "Other Income" as the "Category Type" and "Other Miscellaneous Income" as the "Detail Type"
5) Enter appropriate name in the "Name" field
6) Enter desired Account Number in the "Number" field
7) Check the box next to "Is sub-account" and select "Capital Campaign Expenses" from the drop down
8) Click "Save and Close"

➲ Now you can make your Annual Adjusting Entry

Make Annual Adjusting Entry

↻ Journal Entry #1

Journal date					Journal no.		
06/30/2020					1		

	#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME	CLASS
⠿	1	1840 New Building Costs	166,896.00		Removing Costs of building off of the P & L and onto the Balance Sheet		CAP Capital Campaign
⠿	2	8299 Capital Campaign Expenses:Buil		166,896.00	Removing Costs of building off of the P & L and onto the Balance Sheet		CAP Capital Campaign
⠿	3						

The Steps: Make Annual Adjusting Entry at Year End

1) Select the Plus Icon ⊕ in the upper right corner of the Dashboard
2) Select "Journal Entry" under the "Other" column
3) Enter the Year-End date in the "Journal date" field
4) Enter unique Journal number in "Journal no." field if desired
5) Select appropriate asset in the "ACCOUNT" column
6) Enter appropriate amount in the "DEBITS" column (Total Capital Expenditures for the year)
7) Enter appropriate memo in the "DESCRIPTION" column
8) Enter "Capital Campaign" in the "CLASS" column
9) On the next line, Select appropriate removal account in the "ACCOUNT" column
10) Enter appropriate amount in the "CREDITS" column (Total Capital Expenditures for the year)
11) Enter appropriate memo in the "DESCRIPTION" column
12) Enter "Capital Campaign" in the "CLASS" column
13) Click "Save and close"

Reports: Profit and Loss for Capital Campaign (All Years)

Synergy Now Capital Campaign

PROFIT AND LOSS
July 2019 - June 2020

	TOTAL
INCOME	
Total Income	
GROSS PROFIT	$0.00
EXPENSES	
Total Expenses	
NET OPERATING INCOME	$0.00
▾ OTHER INCOME	
▾ 8100 Capital Campaign Income	
8110 Individual Donations	88,300.00
8120 Grants	172,000.00
Total 8100 Capital Campaign Income	**260,300.00**
▾ 8200 Capital Campaign Expenses	
8205 Fundraising Consultant	-12,000.00
8210 Architect Fees	-15,400.00
8220 Building Purchase	-98,000.00
8225 Demolition	-28,500.00
8230 Improvements	-24,996.00
Total 8200 Capital Campaign Expenses	**-178,896.00**
Total Other Income	**$81,404.00**
NET OTHER INCOME	$81,404.00
NET INCOME	$81,404.00

Send to Excel to get rid of this upper section

The Steps: Standard Profit and Loss for Capital Campaign Only (All years)

1) Select "Reports" from the navigation bar (left column on your screen)
2) Select "All Reports", "Business Overview", "Profit and Loss" or "Statement of Activity"
3) Select appropriate reporting period in the "Report period" field (should cover all years of the Capital Campaign)
4) Select "Filter" option
5) Next to the "Class" filter click the drop-down arrow and check the box next to the appropriate Capital Campaign class
6) Next to the "Distribution Account" filter click the drop-down arrow and check the box next to each Capital Campaign account EXCEPT the Removal account.
7) Click "Run report"
8) Send to Excel to remove unwanted columns and rows

Reports: Budget vs. Actual Profit and Loss for Capital Campaign (All Years)

	CAP CAPITAL CAMPAIGN			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
▾ 8100 Capital Campaign In...				
8110 Individual Donations	93,300.00	100,000.00	-6,700.00	93.30 %
8120 Grants	212,000.00	200,000.00	12,000.00	106.00 %
Total 8100 Capital Cam...	305,300.00	300,000.00	5,300.00	101.77 %
▾ 8200 Capital Campaign Ex...				
8205 Fundraising Consu...	-12,000.00		-12,000.00	
8210 Architect Fees	-15,400.00	-10,000.00	-5,400.00	154.00 %
8220 Building Purchase	-98,000.00	-100,000.00	2,000.00	98.00 %
8225 Demolition	-28,500.00	-30,000.00	1,500.00	95.00 %
8230 Improvements	-196,996.00	-160,000.00	-36,996.00	123.12 %
Total 8200 Capital Cam...	-350,896.00	-300,000.00	-50,896.00	116.97 %
Total Other Income	$ -45,596.00	$0.00	$ -45,596.00	0.00%
NET OTHER INCOME	$ -45,596.00	$0.00	$ -45,596.00	0.00%
NET INCOME	$ -45,596.00	$0.00	$ -45,596.00	0.00%

The Steps: Budget vs. Actual Capital Campaign Only (all years)

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Select "Budgeting" under "Tools" drop down
3) From the list of "BUDGETS", find the appropriate budget for your Capital Campaign and underneath the "ACTION" column on the right for the appropriate budget click the drop-down arrow and select "Run Budgets vs. Actuals report"
4) Click the "Customize" button at the top right of the window
5) Select appropriate reporting period in the "Report period" field (should cover all years of the Capital Campaign)
6) To remove monthly columns if desired, Select the Rows/Columns option, change choice to "Accounts vs. Total" under "Show Grid"

The Steps: Budget vs. Actual Capital Campaign Only (all years)-Continued-

7) Select "Filter" option
8) Next to the "Class" filter click the drop-down arrow and check the box next to the appropriate Capital Campaign class
9) Next to the "Distribution Account" filter click the drop-down arrow and check the box next to each Capital Campaign account EXCEPT the Removal account.
10) Click "Run report"
11) Send to Excel to remove unwanted columns and rows

Chapter 8
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 *may* 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 <u>every transaction</u> 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
        - If ALL Cash Inflows and Outflows are pointed to P & L accounts this report will be easier to create
        - In order for the report to be accurate, a **one-time only journal entry** must be created to enter/adjust the Opening Fund Balances for each Fund.
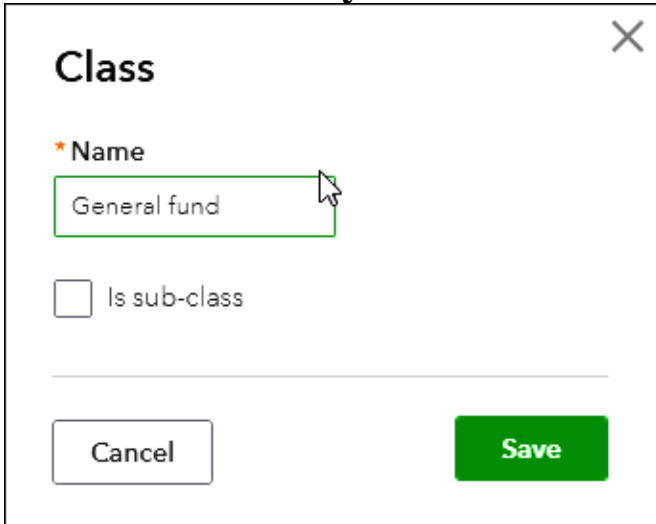
➲ **Your Class setup will depend on whether or not you are already using Classes for something else.**

If you are NOT using Classes to track something else, use this setup… *(usually Houses of Worship)*	If you ARE using Classes to track something else like your Programs, use this setup… *(usually Charities)*

Classes
‹ All Lists

Filter by name

Always have a General Fund … for Nonspecific Fund Activities

NAME ▲

General Fund

Restricted Funds

   Building and Grounds Fund

   Outreach Fund

   Pastoral Fund

   Worship Fund

   Youth Fund

Classes
‹ All Lists

Filter by name

NAME ▲

01 Go-Green Guidance Center

02 Synergy Conference

03 The Aware Campaign

09 Administrative

10 Fundraising

90 Restricted Funds

   92 Tornado Fund

➲ **The below are the steps for Class set up for those NOT using classes for anything else….**

Create a Class for your General Fund
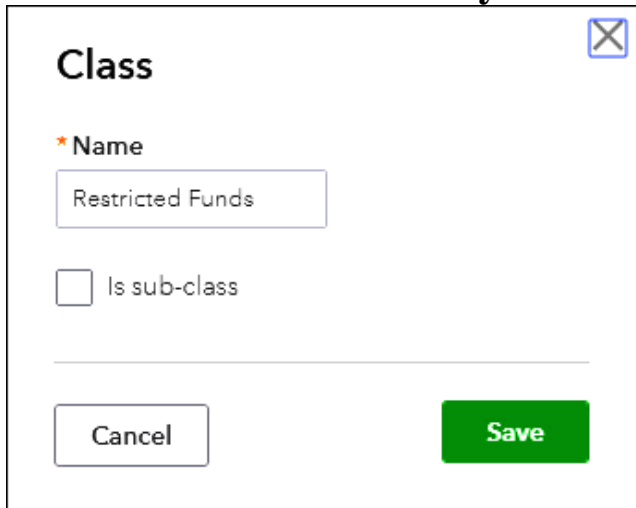
Class   ✕

*Name

General fund

☐ Is sub-class

Cancel   **Save**

The Steps: Creating a Class for your General Fund

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Click the "All Lists" under the "Lists" column
3) Click the blue "Classes" button
4) Click the "New" button in the top right of the window
5) Enter "General Fund" in the 'Name" field
6) Click "Save"

Create a Parent Class for your Restricted Funds
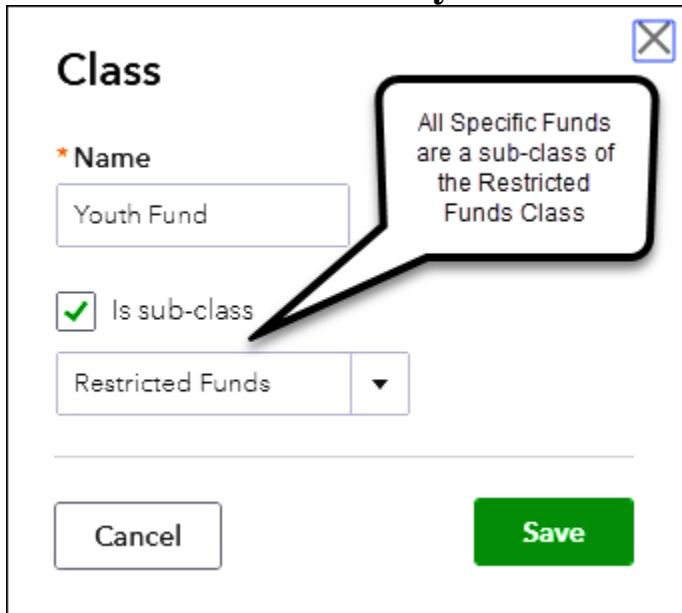
The Steps: Creating a Parent Class for your Restricted Funds

1) Select the Gear Icon in the upper right corner of the Dashboard
2) Click the "All Lists" under the "Lists" column
3) Click the blue "Classes" button
4) Click the "New" button in the top right of the window
5) Enter "Restricted Funds" in the 'Name' field
6) Click "Save"

Create Sub-Classes for your Restricted Funds

Class

*Name

Youth Fund

All Specific Funds are a sub-class of the Restricted Funds Class

✓ Is sub-class

Restricted Funds ▾

Cancel   **Save**

The Steps: Creating Sub-Classes for your Restricted Funds

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Click the "All Lists" under the "Lists" column
3) Click the blue "Classes" button
4) Click the "New" button in the top right of the window
5) Enter appropriate name for a desired fund in the 'Name' field
6) Check the box to the left of "Is sub-class"
7) Select "Restricted Funds" as the parent class from the drop down
8) Click "Save"
9) Repeat steps 4 through 8 for each desired restricted fund

➲ **Record Deposits using your preferred method**

Recording Deposits Method 1: Make Deposits Window

Add New Deposits

Enter Funds Here .....

	#	RECEIVED	ACCOUNT	DESCRIPTION	PAYMEN	REF NO.	AMOUNT	CLASS
⠿	1		4200 Loose Offering				425.00	Restricted Funds:Building and Grounds Fund
⠿	2		4200 Loose Offering				100.00	Restricted Funds:Outreach Fund
⠿	3		4200 Loose Offering				765.00	General Fund

The Steps: Recording Deposits Method 1: Make Deposits Window

1) Select the Plus Icon ⊕ in the upper right corner of the Dashboard
2) Click "Bank Deposit" from the "Other" column on the right of the window
3) Select appropriate bank account in the "Account" field
4) Enter date deposit is to be made
5) Leave the "RECEIVED FROM" column field blank
6) Select the appropriate income account in the "ACCOUNT" column field
7) Select the appropriate Fund in the "CLASS" column field
8) Enter the total dollar amount to be deposited for that account and class (individual transactions added together for that chosen account and class) in the "AMOUNT" column field
9) Repeat steps 5 through 8 for each type of income account and class on the other lines
10) Click "Save & Close"

Recording Deposits Method 2: Sales Receipts

Sales Receipt #1001							
P.O. Number		Sales Rep					
nt method	Reference no.	Deposit to				Or here.....	
k	32423	1499 Undeposited Fu					
t payments in QuickBooks							

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	CLASS
1	Loose Offering		1	50	50.00		Restricted Funds:Building
2	Loose Offering		1	100	100.00		General Fund
3							

The Steps: Recording Deposits Method 2: The Individual Method – Recording the Income

1) Select the Plus Icon ⊕ in the upper right corner of the Dashboard
2) Under "Customers" select "Sales Receipt"
3) Enter the name, date, payment method, Reference # (check #) in the appropriate fields
4) Select the bank account or "Undeposited Funds" in the "Deposit to" field
5) Select the appropriate Product/Service item in the "Product/Service" field (See "Essentials" training product for how to create 'Product/Service items)
6) Enter the amount for that item in the "Amount" field
7) Enter appropriate Fund in the "Class" field
8) Repeat steps 5 through 7 for each type of income if needed for this entry
9) Click "Save & Close" (or "Save & New" to enter more transactions)
10) Record Deposit as normal checking off appropriate Sales Receipts in the Bank Deposit window

➲ Record Expenses using Classes to Assign the Fund

Point Bills to Funds using the Class column

Point Checks to Funds using the Class column

Point Debit and Credit Cards to Funds using the Class column

The Steps: Entering Expenses – On Bills, Checks, and other Expenses

1) Select the Plus Icon ⊕ in the upper right corner of the Dashboard
2) Under "Vendors" select "Bill", "Check" or "Expense" as appropriate
3) Choose the appropriate vendor and Terms, Bill date, Due date and Bill no.
4) Enter the appropriate Account, Amount and Class (Fund) on the first line of the "Accounts details" section
5) Enter additional lines if splitting the bill between accounts and/or classes (Funds)
6) Select "Save and Close" or "Save and New"

Report on Fund Activity

	00 RESTRICTED FUNDS	01 PASTORAL FUND	02 WORSHIP FUND	03 BUILDING FUND	10 YOUTH FUND
6160 Dues and Subscriptions					
6170 Equipment Rental		36.00	5,875.00		
6200 Interest Expense					
6230 Licenses and Permits					
6240 Miscellaneous					
6250 Postage and Delivery					2,480.00
6260 Printing and Reproduct...		340.00		4,474.42	3,984.00
6270 Professional Fees		31,900.00	4,800.00	200.00	
6290 Rent		25,150.00	2,980.00		
6300 Repairs and Maintenence					
6340 Telephone					
6350 Travel		3,345.96			
6390 Utilities					
6450 Contract Labor		9,200.00	7,780.00		
6550 Office Supplies					
6879 Other Supplies		2,230.43	4,200.00	150.00	
Total Expenses	$0.00	$131,082.93	$48,355.11	$10,708.01	$20,555.74
NET OPERATING INCOME	$0.00	S -11,071.16	$6,709.89	$ -5,708.01	$62,237.88

(Callout pointing to the Pastoral Fund column: P & L by Fund)

The Steps: Report on Fund Activity

1) Select "Reports" from the navigation bar (left column on your screen)
2) Select "All Reports", "Business Overview", "Profit and Loss by Class" or "Statement of Activity by Class"
3) Select appropriate reporting period in the "Report period" field and click "Run report"

 To obtain a Report that tells you the Balance in each Fund you must first create an "Empty Budget" to use as a tool

Creating an Empty New Budget to use only as a tool

New Budget

Name *		Interval	Pre-fill data?	Subdivide by
Fund Balance Budget Tool	9 - Dec 2019) ▼	Monthly ▼	No ▼	Class ▼

Create Budget as a Tool to get the Fund Balance Report

View budget for ▼

No need to put Dollar Amounts in as the only reason we are doing this is so that we can get

ACCOUNTS	JAN	F			Y	JUN	JUL	AUG	SEP	OCT
▾ INCOME										
4100 Pledged Contributions										
4200 Loose Offering										
4300 Unexpected Contributions										
4890 Miscellaneous Income										
4990 Interest Income										

The Steps: Creating an empty New Budget to use as a tool in order to get a Fund Balance Report

1) Select the Gear Icon 🕸 in the upper right corner of the Dashboard
2) Select "Budgeting" under "Tools" drop down
3) Click "Add budget"
4) Enter "Fund Balance Budget Tool" in the "Name" field, select any year in the past (doesn't matter which one) "Fiscal Year" field
5) Leave "Interval" at "Monthly" and "Pre-fill data" at "No"
6) Select "Class" in the "Subdivide by" field
7) Then check every one of your funds in the "Add subdivided budget for" dropdown
8) Click "Next" and DO NOT enter any amounts here, instead just click "Save"

➲ **Creating the Report on Fund Balances: Creating this report requires many steps. <u>Use the next few screenshots as a guide as you watch your DVD.</u>**

Report on Fund Balances

Budgets   Add budget

Start by selecting
your Fund Balance
Tool Budget

	BUDGETS	PERIO	CREATED ON	LAST UPDATED	ACTION
☐	Fund Balance Budget Tool	Jan 2019 - Dec 2019	2017-09-11	2017-09-11	Edit ▼
☐	My Budget 2019	Jan 2019 - Dec 2019	2017-08-31	2017-08-31	Copy / Delete
☐	Synergy Budget	Jul 2017 - Jun 2018	2017-02-14	2017-02-14	Run Budgets vs. Actuals report
☐	My Budget	Jul 2016 - Jun 2017	2017-01-16	2017-02-14	Run Budget Overview report

‹ Back to report list
Report period

| Custom ▼ | 01/01/1998 | to | 12/31/2019 🗓 |

Budget   ow non-zero or active only   **Period to compare**

| Fund Balance Budget Tool | Active rows/ac | | get amount over ▼ |

Make a really old date here so that all past transactions are included

Make this the date you would like to see the Fund Balance Report as of

Collapse   Sort▼   Add notes   Edit header

Tracking Funds

The Steps: Fund Balance Report

1) Select the Gear Icon [gear icon] in the upper right corner of the Dashboard
2) Select "Budgeting" under "Tools" drop down
3) From the list of "BUDGETS", find the" Fund Balance Budget Tool" and underneath the "ACTION" column on the right for the this budget click the drop down arrow and select "Run Budgets vs. Actuals report"
4) Change "Report period" *from* and **to date** reflect when the organization first began, to the date the fund balances are needed (usually the end of the month or todays date)
5) Click "Customize" button on the top right of the report
6) Select the Rows/Columns option
7) Under "Show Grid" select "Classes vs. Total"
8) Click "Run report"

➲ **First Year Only: Must Enter/Adjust Beginning Fund Balances through the use of a Journal Entry**

➲ **This entry can also be used to move Fund Balances from one Fund to Another**

Create Journal Entry to record/Correct Opening Fund Balances

The Steps: Create Journal Entry to Record/Correct Opening Balances

1) Select the Plus Icon ⊕ in the upper right corner of the Dashboard
2) Select "Journal Entry" under "Other"
3) Enter the date for which you are recording or correcting the opening fund balances in the "Journal date" field and enter a "Journal no." if desired
4) Enter an income or expense account in the "ACCOUNT" column on the first row (doesn't matter which one)
5) Enter a specific fund in the "CLASS" column on the right for that row
6) Enter appropriate amount in the appropriate column to adjust the balance for that fund ("DEBITS" column to lower the fund balance, "CREDITS" column to increase the fund balance)
7) Enter appropriate memo in "DESCRIPTION" column
8) Repeat steps 4 through 7 on subsequent rows for other funds needing to be recorded or adjusted (including the General Fund)
9) If required, enter one more balancing row for same "ACCOUNT" (system should automatically add the appropriate balancing amount in the correct column) and leave the "CLASS" column blank
10) Click "Save and close"

Chapter 9
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 bank reconciliation outages including correcting an error in the Opening Bank Statement Balance in the Bank Reconciliation window.

Ü **If you attempted to your QuickBooks Bank Reconciliation to work, attempt to find the error/errors by first comparing your bank statement summary numbers to the amounts in the Bank Reconciliation window as follows…**

First compare the Ending Balance…

…If yours doesn't match, simply Click the "Edit info" button and re-enter the correct balance

Next compare cleared Deposits/Credits and Checks/Debits …

…If yours doesn't match, recheck each transaction (you checked something you shouldn't have, or you didn't check something you should have)

Finally compare the Beginning Balance…

⊃ **If they don't match this means either a transaction was changed or deleted after you had cleared it on a prior month's bank reconciliation**

➲ To Find the Error:

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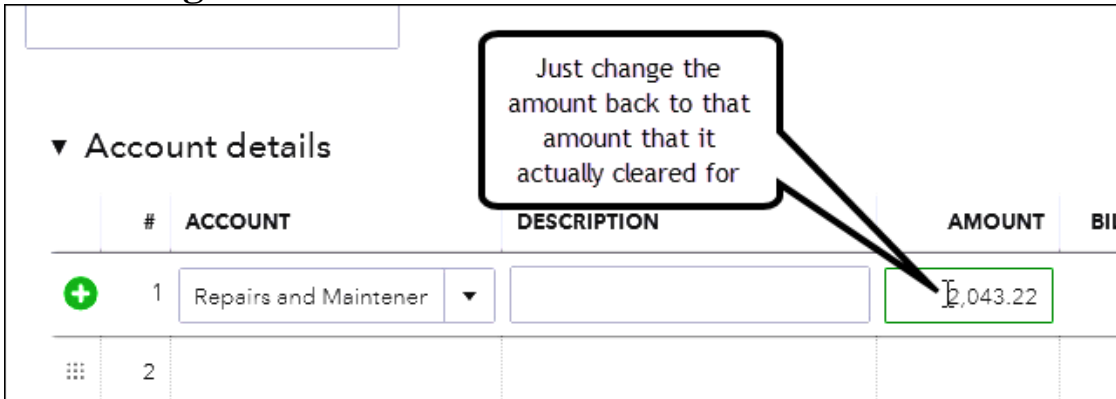
The Steps: Generate Report Identifying Changed or Deleted Previously Cleared Transactions

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Click "Reconcile" under the "Tools" column
3) Select account to reconcile in the "Account" field
4) If the "Beginning balance" shown does not match the bank statement, you will see a yellow box that says "Hold on! Your account isn't ready to reconcile yet"
5) Click on the blue "We can help you fix it" option
6) A "Reconciliation Discrepancy Report" will appear listing previously cleared transactions that were incorrectly changed or deleted.

➲ To Correct the Error:

**If it's a Changed Transaction, find the transaction in QuickBooks®
and Change the amount back to the correct amount that cleared.**

**If it's a Deleted Transaction, Re-enter the transaction (if you haven't
already done so) and then Re- clear it by Re-clearing Deleted
Transaction (once Re-entered)**

Report showing a deleted Transaction

First, Re-enter the transaction if you haven't already done so.

Then Re-Clear it…

Re-clearing a previously Cleared Transaction that was Deleted

The Steps: Re-clearing a deleted transaction (After you've re-entered it)

1) Select the Gear Icon ⚙ in the upper right corner of the Dashboard
2) Click "Reconcile" under the "Tools" column
3) Select account to reconcile in the "Account" field
4) The "Beginning balance" shown should be out in the exact amount of the erroneously deleted transaction you re-entered.
5) In the "Ending balance" field enter the correct beginning balance for the month you are trying to reconcile
6) In the "Ending date" field put the ending date for the PREVIOUS MONTH'S bank statement (the month BEFORE the month you are trying to reconcile (even if the transaction in question didn't clear in that particular month)
7) Click "Start reconciling" at the bottom of the window
8) Check in the circle to the right of the re-entered transaction you are trying to clear
9) The "DIFFERENCE" should show "$0.00" with a checkmark to the left of it
10) Click "Finish now"

➲ To keep this error from occurring in the future…

The transaction you are editing has been reconciled. Saving your changes could put you out of balance the next time you try to reconcile. Are you sure you want to modify it?

☐ Do not show this warning

No

If you see this warning when editing or changing a DOLLAR AMOUNT on a transaction .... Please Click "NO"
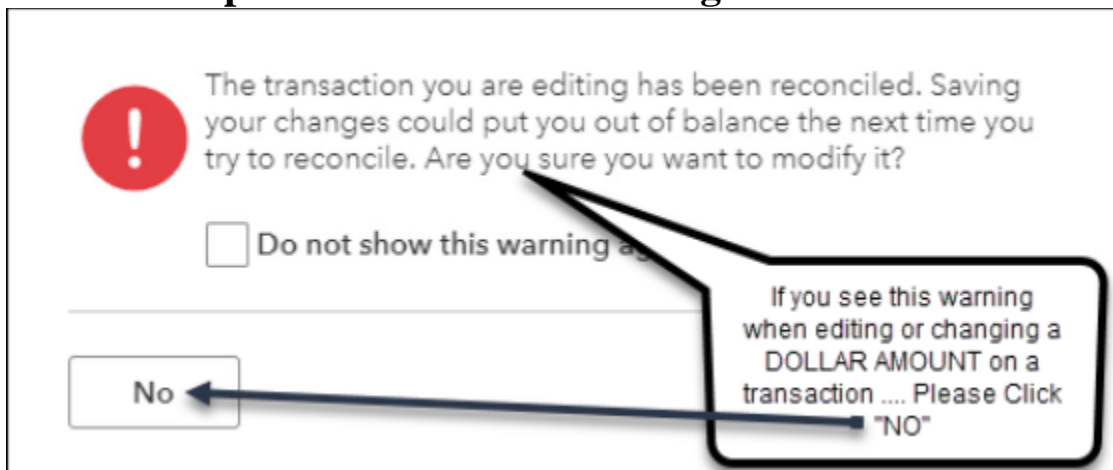
Chapter 10
Entering Recurring
Member Dues

Entering Recurring Member Dues

➢ Many Membership Associations as well as other Nonprofit Organizations collect Membership Dues on a recurring basis.

➢ Although some use a separate 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. See Chapter 3 for more detailed information on customizing your forms.

➢ Use the "Recurring" invoice feature to automatically generate invoices when renewal dates arrive.

➢ Once created, QuickBooks **allows you to enter groups of Invoices at once**.

➢ In this chapter we will show you 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 and their outstanding invoice.

Creating your own Customized Membership Dues Invoice

Edit invoices that turn heads and open wallets

Everything saves automatically.

Membership Renewal Notice

Name your Template here

Change up the template

Click to change the look of it

QuickBooks
MADE EASY

Show logo

Add your Logo here

Try other colors

Change the color here

Synergy Now Membership Association
1025 Monroe
Atlanta, GA - 30323
US
404-555-1234
gregg@greggbossen.com

BILL TO
Smith Co.
123 Main Street
City, CA 12345

P.O. NUMBER
CUSTOM-1

ACTIVITY

Item name
Description of the item

Item name
Description of the item

The Steps: Creating your own customized Membership Dues Invoice

1) Select the Plus Icon ➕ in the upper right corner of the Dashboard
2) Under "Customers" or "Donors" select "Invoice" or "Pledge"
3) At the bottom of the blank invoice click the "Customize" option
4) Click "New style"
5) Type an appropriate name for your invoice template (this doesn't print on the form)
6) Follow the steps in Chapter 3 for customizing forms…

Setting up an Invoice/Invoices to automatically Recur

The Steps: Setting up an Invoice/Invoices to automatically recur

1) Select the Plus Icon in the upper right corner of the Dashboard
2) Under "Customers" or "Donors" select "Invoice" or "Pledge"
3) Complete Invoice fields as appropriate (Don't worry about the date – it's not important)
4) Click the "Customize" option at the bottom and select the template you created for your Invoice
5) Click the "Make recurring" option at the bottom
6) In the "Type" field select "Reminder" or "Scheduled" as appropriate

7) Check the box to the left of "Automatically send emails" and/or "Print later" depending on how you would like to send the Invoice to the member
8) Enter/Review the members "Email" field for correctness and change if necessary
9) In the "Interval" put desired time period (Monthly, Yearly etc…) and date that invoices are to represent
10) In "Start date" field enter date for which you wish the first Invoice to be generated
11) If you would like to have QuickBooks continue to generate renewal invoices for future periods indefinitely, then select "None" in the "End" field. If, instead, you would like future invoices to stop at some future date then select "By" or "After" in the "End" field and enter appropriate date in the "End date" field
12) Click "Save template"

13) For additional Invoices select the Gear Icon in the upper right corner of the Dashboard
14) Click "Recurring Transactions" under the "Lists" column
15) Find under "TEMPLATE NAME" the new invoice template you just created and under the "ACTION" column for that template click the down arrow and select "Duplicate"
16) Adjust fields to reflect the next desired member to receive this recurring invoice
17) Click "Save template"
18) Repeat steps 15 to 17 for additional members as desired

Entering Recurring Member Dues

➲ To See your Memorized Invoices, Access the Recurring Transactions List as shown below…

Click here …

And you will see your list

Ꙩ **To Generate Memorized Invoices, you will be prompted when an Invoice is due to be recorded. This will occur when you sign in to your QuickBooks Online account.   You will see a "Task" window on your Dashboard alerting you that you have "recurring template reminders" to respond to, as shown below…**

Generate recurring member Invoices once Setup Using Reminders

<u>The Steps: Generating Recurring Member Invoices once setup Using Reminders</u>

1) On the day your Invoice/Invoices have been set up to be generated you will see a window on your Dashboard home page (freshly logged in to) that says "Tasks"
2) Within this window click the blue "View reminders" option next to "Respond to your recurring template reminders.
3) In the "Reminders List" window next to "Transaction type" select "Invoice" to filter the list to only include invoices.
4) Check the box to the left of each member invoice you'd like to generate. (You can check the box directly above the boxes to select ALL of the invoices at once.)
5) Click the "Batch actions" box at towards the top of the window and select "Create"

⊃ Once Generated, you now can either Print and Mail or Send via E-mail to your members

Printing/E-mailing Invoices to Members once Generated
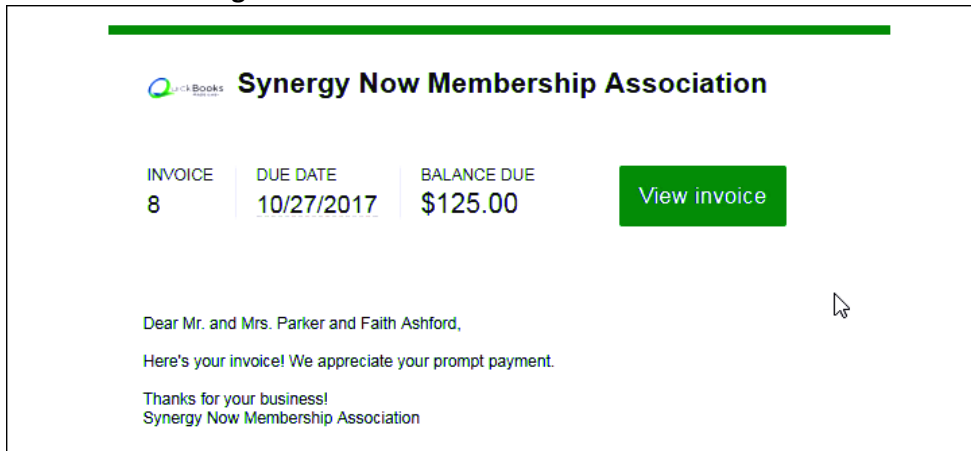
The Steps: Printing/E-Mailing Invoices to Members once Generated

1) Select "Sales", "Income" or "Revenue" from the navigation bar (left column on your screen)
2) Click "invoices" tab at the top of your screen
3) Check the box to the left of each Invoice you wish to send
4) Click the "Batch actions" box at towards the top of the window and select Send Invoices" to e-mail or "Print Invoices" to print

Members Receiving E-mailed Invoices will Receive this ...

Entering Recurring Member Due

➲ Receive Payments (shown here) and Make Deposits as normal…

➲ **Delete Members that will not be renewing**

Deleting a Recurring Invoice for Non-renewing Members

The Steps: Deleting a recurring Invoice for someone who will not be renewing

1) First, delete any outstanding invoices for the member that have already been generated:
   - ➤ Click the "Sales", "Revenue" or "Income" option from the list down the left-hand column of the window
   - ➤ Click "Invoices" or "Pledges" option at the top of the window
   - ➤ Locate the invoice you wish to delete and double click on it to open the Invoice
   - ➤ Click the "More" option at the bottom and select "Delete" and then "Yes"

2) Now to ensure future invoices will not be created for this EX-member, Select the Gear Icon [⚙] in the upper right corner of the Dashboard

3) Click "Recurring Transactions" under the "Lists" column

4) Find under "TEMPLATE NAME" the EX-member's template invoice and under the "ACTION" column for that template click the down arrow and select "Delete" and then "Yes"

Notes:

Notes: