

QUICKBOOKS® MADE EASY FOR NONPROFITS™

A TRAINING HANDBOOK FOR
NONPROFIT ORGANIZATIONS
USING QUICKBOOKS®

BEYOND *THE* **ESSENTIALS**™

Online Edition
HANDBOOK

Authored by

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

After two years I received my C.P.A. license, and decided to leave the corporate world, striking out on my own. I started a small practice in 1989 and have **been in practice ever since**. 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.

TABLE OF CONTENTS

Chapter 1	Special Events	-5-
Chapter 2	Advanced Budgeting.....	-27-
Chapter 3	Customizing Forms/Donor Thank You	-37-
Chapter 4	Houses of Worship Specialized Setup.....	-51-
Chapter 5	Tracking Volunteers.....	-60-
Chapter 6	In-Kind Contributions.....	-73-
Chapter 7	Capital Campaign.....	-81-
Chapter 8	Tracking Funds	-101-
Chapter 9	Bank Reconciliation Outages	-118-
Chapter 10	Entering Recurring Member Dues.....	-127-

Chapter 1
Special Events

Special Events

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

Examples of a true Special Fundraising Event are:

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

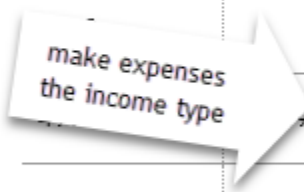
Examples of activities that are **NOT** Special Fundraising Events but really are programs of the nonprofit organization are:

- A Membership Association that runs a profitable annual conference and collects registration fees
 - A Theatre that sponsors a talent show for its students
 - A House of Worship has a religious retreat
-
- Special Fundraising Events should be reported net of costs within the income section of the Profit and Loss Statement. This is how they are to be reported on the year-end 990 Information Return as well as 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.

Special Events

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
	4990 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”
 - One for the Income
 - One for the Expenses (yes this is an income type)
- You will NEVER point transactions to any of these three accounts
- Instead create subaccounts under the Income and Expense subaccounts to track income and expenses

Setting Up Accounts - Income

Account
✕

Category Type

*** Name**

*** Detail Type**

Number


Use **Service/fee income** to track income from services you perform or ordinary usage fees you charge.

For fees customers pay you for late payments or other uncommon situations, use an Other Income account type called **Other miscellaneous income**, instead.

Description

Is sub-account

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

Account

Category Type
Income

*Detail Type
Service/Fee Income

Use **Service/fee income** to track income from services you perform or ordinary usage fees you charge.

For fees customers pay you for late payments or other uncommon situations, use an Other Income account type called **Other miscellaneous income**, instead.

*Name
Gala Equipment Rental

Number
4970

Description


Is sub-account

4990 Special Event Ar

Cancel

Save and Close

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"


Special Events

➔ Record Deposits using your preferred method

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

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHC	REF NC	AMOUNT
1	Enter Text	4930 Special Event Annual Gala, Net:Gala Revenue:Gala Tickets		Enter Text		29,795.0
2		4950 Special Event Annual Gala, Net:Gala Revenue:Gala Auction Income				17,900.00
3		4940 Special Event Annual Gala, Net:Gala Revenue:Gala Sponsorships				10,000.00

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”

Special Events

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

First Create Product/Service Items


- 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.

Special Events

Recording Deposits Method II: Creating Product/Service Items

The image displays two side-by-side screenshots of a software interface for creating product/service items. Both forms have a 'Name*' field, an 'SKU' field, a 'Category' dropdown, a 'Sales information' section with a checked checkbox 'I sell this product/service to my customers.', a 'Description on sales forms' field, a 'Sales price/rate' field, and an 'Income account' dropdown. The left form is for 'Auction Income' with a sales price of 0.00 and income account '4950 Special Event Annual Gala'. The right form is for 'Diamond Sponsor' with a sales price of 10,000 and income account '4940 Special Event Annual Gala'. Both forms have a 'Save and close' button at the bottom. A callout bubble points to the 'Income account' field in the left form with the text 'Point to related Income Account'.



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

Special Events

➔ If you wish to set up Product/Service items to track the deductible and nondeductible portions of a event


- 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

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

Product/Service information

 Bundle [Change type](#)

Name*



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 an](#)

Special Events

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

- 1) Select the 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”


Special Events

➡ Now use your items for recording receipts

Recording Deposits Method 2: Sales Receipt (Donations)

The screenshot shows the QuickBooks Sales Receipt form. At the top, there are fields for name, date, and location. Below these are fields for Payment method (set to 'Checking'), Reference no., and Deposit to (set to 'Checking'). A callout arrow points to the 'Deposit to' field with the text 'or UNDEPOSITED FUNDS if depositing with other items'. A cloud-shaped callout says 'Don't forget to put a class'. The main table has columns for #, PRODUCT/SERVICE, DESCRIPTION, QTY, RATE, AMOUNT, TAX, and CLASS. The first row is filled with: 1, Special Event Gala:Gal, 1, 10,000, 10,000.00, a checked tax box, and 'Entire text'. Below the table are buttons for 'Add lines' and 'Clear all lines'. On the right, a summary section shows: Subtotal \$10,000.00, Taxable subtotal \$10,000.00, a 'Select a sales tax rate' dropdown set to 0.00, Total \$10,000.00, and Amount received \$10,000.00. A 'Memo' field is at the bottom left.

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 Your Expenses using the accounts


Entering Expenses – On Checks

The screenshot shows a software interface for entering a check. At the top, it says 'Check #To print' and 'AMOUNT \$2,000.00'. Below this, there are dropdown menus for 'Grainger Equipment, Inc.' and 'Checking', with a balance of '\$278,398.09'. A 'Mailing address' field contains 'Grainger Equipment, Inc., 156 Chester Lane, Alpharetta, GA 30398'. A 'Payment date' field is set to '08/30/2017'. A 'Check no.' field has a 'To print' button and a checked 'Print later' checkbox. Below this is an 'Account details' section with a table:

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABI	MARKU	TAX	CUSTOMER	CLASS
1	4970 Special Event Annual Gala, Net:Gala Costs:Gala Equipment Ren		2,000.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Enter Te: ▾	10 Fund ▾
2								

A callout box points to the 'ACCOUNT' column with the text: 'This is pointed to an Income type account'. At the bottom, there are buttons for 'Add lines', 'Clear all lines', 'Cancel', 'Clear', 'Print check', 'Order checks', 'Make recurring', 'More', and 'Save and new'.

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

Bill

Vendor: Grainger Equipment, Inc.

BALANCE DUE
\$2,000.00

Mailing address: Grainger Equipment, Inc.
156 Chester Lane
Alpharetta, GA 30398

Terms: Net 10 | Bill date: 08/30/2017 | Due date: 09/09/2017 | Bill no.:


Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	TAX	CUSTOMER	CLASS
1	4970 Special Event Ani		2,000.00	<input type="checkbox"/>		<input type="checkbox"/>	Enter Text	10 Fundraising
2								

Buttons: Add lines, Clear all lines

Footer: Cancel, Clear, Make recurring, Save, Save and new

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”

Special Events

Entering Expenses – On Credit and Debit Cards

Expense

Greinger Equipment, Inc. Visa Balance \$0.00 AMOUNT \$2,000.00

Payment date: 08/30/2017 Payment method: Enter Text Ref no.:


▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	TAX	CUSTOMER	CLASS
1	4970 Special Event Ans		2,000.00	<input type="checkbox"/>		<input type="checkbox"/>	Enter Text	10 Fundraising
2								

Add lines Clear all lines

Cancel Clear Make recurring Save Save and new

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”

Special Events

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
6220 Licenses and Permits	235.00

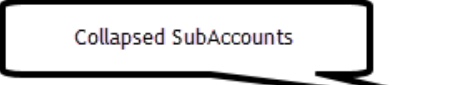
The Steps: Standard Profit and Loss (Expanded)

- 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"

Special Events

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	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

Special Events

Reports: Special Event Only

Synergy Now Special Events 	
GALA EVENT REPORT	
July 2019 - June 2020	
	TOTAL
▼ 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

Annual Budget 2019-2020 ✕


Name *

Annual Budget 2019-2020

ACCOUNTS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Gala Tickets	30,000.00												30,000.00
Gala Sponsorships	25,000.00												25,000.00
Gala Auction Income	15,000.00												15,000.00
Total Gala Revenue	70,000.00												70,000.00
▼ Gala Costs													
Gala Banquet Fee	-25,000.00												-25,000.00
Gala Entertainment	-800.00												-800.00
Gala Equipment Rental	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


Enter Expenses as using a Negative (-)

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"

Special Events

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				
	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		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

Special Events


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

Synergy Now Special Events 				
BUDGET VS. ACTUALS: FY 2019 - FY19 P&L				
July 2019 - June 2020				
	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	


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				
	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
▼ 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) 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"
- 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

Advanced Budgeting

I. Program Budgeting

Enter Your Budget


The screenshot shows the 'Synergy Now Advanced Budgeting/Restricted Grants' interface. On the left, there is a 'Budgets' table with columns for BUDGETS, PERIOD, CREATED ON, LAST UPDATED, and ACTION. An 'Add Budget' button is visible in the top right of this section. On the right, a 'New Budget' dialog box is open, showing fields for Name, Fiscal Year, Interval, Pre-fill data?, and Subdivide by. It also includes a table for ACCOUNTS with columns for months (JUL to APR) and a TOTAL column. A 'Save' button is at the bottom right of the dialog.

The screenshot shows the 'Synergy Now Budget by Program' interface. At the top, there are fields for 'Name' (Synergy Now Budget by Program) and 'Add subdivided budget for' (Multiple). Below this, there are dropdowns for 'Show rows as' (Accounts) and 'for' (01-Go-Green Gu...). The main part of the interface is a grid with columns for months (JUL, AUG, SEP, OCT, NOV, DEC, JAN, FEB, MAR, APR, MAY, JUN) and a 'TOTAL' column. The rows represent different accounts, including 'INCOME' and 'EXPENSE' categories. A callout box points to the grid with the text 'Enter Budget for all relevant Income and Expense accounts'. Another callout box points to the 'for' dropdown with the text 'Enter program here'. A 'Save' button is located at the bottom right of the interface.

ACCOUNTS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
4001 Individual Contributions	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
4003 Corporate Grants	43,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43,000.00
4005 Foundation Grants	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00
4007 Government Grants													
4110 Membership Dues													
4150 Miscellaneous Income													
4170 Program Fees													

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

Advanced Budgeting

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 Maintenance				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


Synergy Now Advanced Budgeting/Restricted Grants 

BUDGET VS. ACTUALS: SYNERGY NOW BUDGET BY PROGRAM - FY20 P&L CLASSES

July 2019 - June 2020

	01 GO GREEN GUARANTEE CENTER				02 SYNERGY CONFERENCE				03 AWARE CAMPAIGN				04 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 %	3,000.00		3,000.00		-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	18,000.00		18,000.00											
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	3,000.00	-2,135.00	57.30 %						
7010 Interest Income													231.00	300.00
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														
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	13,000.00	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	387.50 %					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	436.30 %					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	300.00	-300.00	40.00 %	3,950.00	3,000.00
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	95.81 %									338.20	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"

Advanced Budgeting

II. Restricted Grant Budgeting

Enter Your Budget

New Budget

Name * Grants Budget Fiscal Year FY2020 (Jul 2019 - Jun 2020) Interval Monthly Pre-fill data? No Subdivide by Customer Add subdivided budget for Multiple

View budget for [dropdown]

ACCOUNTS	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
INCOME							
4001 Individual Contributions							
4003 Corporate Grants							
4005 Foundation Grants							
4007 Government Grants							
4110 Membership Dues							
4150 Miscellaneous Income							
4170 Program Fees							
7010 Interest Income							

RESTRICTED GRANTS:

- Mayer, Palge
- RESTRICTED GRANTS
- RESTRICTED GRANTS:David Webb Foundation 2019
- RESTRICTED GRANTS:Help 4 U Grants Foundation
- RESTRICTED GRANTS:Help 4 U Grants Foundation:Help 4 U 2019
- RESTRICTED GRANTS:Help 4 U Grants Foundation:Help 4 U 2020
- RESTRICTED GRANTS:Rasmussen Foundation
- RESTRICTED GRANTS:Villa Foundation 2019/21

Synergy Now Budget Restricted Grants

Name * Synergy Now Budget Restricted | Add subdivided budget for Multiple

Show rows as Accounts for RESTRICTED GR...


Enter Grant here

Enter \$ in 1st month of grant year

ACCOUNTS	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
INCOME							
4005 Foundation Grants	0.00						10,000.00
Total Income	0.00						10,000.00
COST OF GOODS SOLD							
Total Cost of Goods Sold	0.00						0.00
EXPENSES							
6340 Telephone	0.00						1,000.00
6560 Salary & Wages	0.00						5,000.00
Payroll Taxes	0.00						500.00
Total Expenses	0.00						10,000.00
TOTAL NET INCOME	0.00						0.00


Advanced Budgeting

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

Advanced Budgeting

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)

Advanced Budgeting

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:

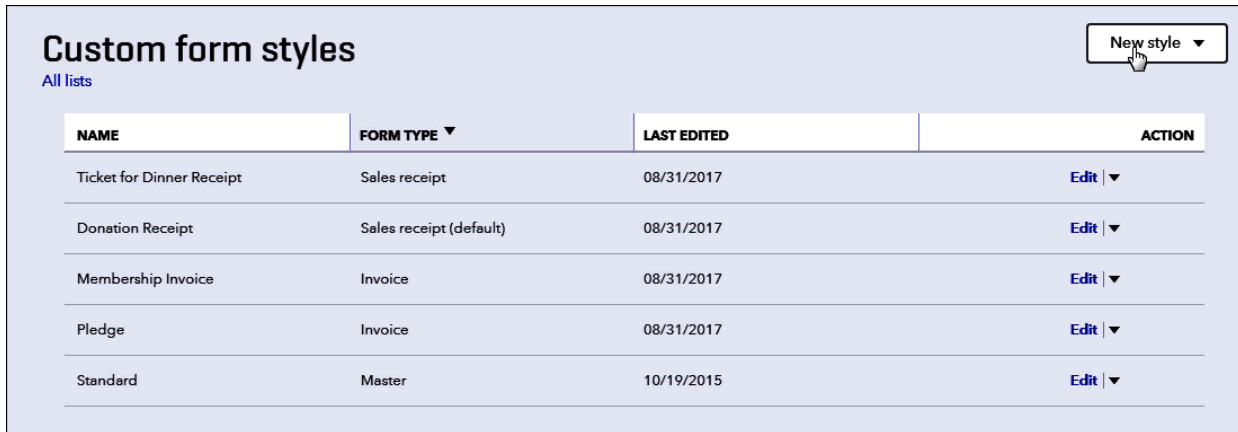
- An Invoice form to invoice for membership dues
 - An Invoice form to send a pledge reminder
 - A Sales Receipt form to send a donation acknowledgement
-
- QuickBooks® allows users some customization of these forms to achieve a more desired appearance. Users can:
 - Choose from a list of Intuit predesigned 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.

Customizing Forms/Donor Thank You

A Donation Receipt (Not a Letter)

➔ Creating your Customized Donation Receipt


Initial Creation of Form



The screenshot shows a web interface titled "Custom form styles" with a "New style" dropdown button in the top right corner. Below the title is a link for "All lists". A table lists five existing form styles with columns for Name, Form Type, Last Edited, and Action.

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 ▼

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...

Customizing Forms/Donor Thank You

Designing the Look

Edit sales receipts that turn heads and open wallets

Design Content Emails Payments

Everything saves automatically

My Cool Thankyou

Change up the template

Make logo edits

Try other colors

ACTIVITY	QTY	RATE	AMOUNT
Item name Description of the item	2	225.00	450.00
Item name Description of the item	1	225.00	225.00

SALES RECEIPT# 12345
DATE 01/12/2016
DUE DATE 02/12/2016
TERMS NET 30

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) If your Logo box is empty, 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...

Customizing Forms/Donor Thank You

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

Everything saves automatically.

Header

Business name
Synergy Now (7 & 8)

Phone
404-555-1234

Email
gregg@greggbossen.com

+ Address
+ Website

Form

Form names
Sales receipt Donation Receipt

Form numbers
 Use custom transaction numbers

What you type here.....

Ends up here

Customizing Forms/Donor Thank You

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 screenshot displays the 'Content' tab of a software interface. On the left, under the 'Table' section, there are three columns listed: 'Date', 'Description', and 'Product/Service'. Each column has a checkbox to its left. The 'Description' checkbox is checked, while the 'Date' and 'Product/Service' checkboxes are unchecked. A callout box with a black border and white background points to the 'Date' checkbox, containing the text 'Un-check to remove specific columns'. Below the 'Description' checkbox, there are two sub-options: 'Include Quantity and Rate' (unchecked) and 'Include description here' (unchecked). On the right, a preview of a 'DONATION RECEIPT' form is shown. The form includes a logo for 'SYNERGY Now' with the address '1025 Monroe Drive NE, Atlanta, GA - 30323' and email 'gregg@greggbossen.com'. Below the logo, the text 'DONATION RECEIPT' is displayed in green. The form also includes a 'BILL TO' section with the address 'Smith Co., 123 Main Street, City, CA 12345' and a 'DONATION RECEIPT#' section with the number '12345'. At the bottom, there is a table with two columns: 'ACTIVITY' and 'AMOUNT'. The table contains two rows of data: 'Description of the item' with an amount of '450.00' and 'Description of the item' with an amount of '225.00'.

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...

Customizing Forms/Donor Thank You

Adjusting the Content – Bottom Section

The screenshot shows a web interface for customizing a donation receipt. On the left, there are several input fields and dropdown menus. A callout box points to the main text area with the text "What you type here....". Another callout points to the footer text area with the text "and this appears on the bottom of form". A third callout points to the preview area with the text "Appears".

Message to customer on
Sales receipts

volunteer opportunities at varies events throughout the city
Yours Truly,
Gregg :)
12pt

Add footer text
No goods or services were exchanged for this donation. FED# 20-16524242
10pt
Centered

DONATION RECEIPT

DONATION RECEIPT# 12345
DATE 01/12/2016
DUE DATE 02/12/2016

	AMOUNT
on of the iterr	450.00
tion of the iterr	225.00

*Thank you so much for your donation!!!
It means so much to the kids. We will be using your dollars to fund much needed research and support for these brave children as they battle for their very lives!!*

SUBTOTAL 675.00
TOTAL \$675.00

Please check out our website

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 thank you 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

Customizing Forms/Donor Thank You

➔ Enter your donation on a Sales Receipt as Normal

➔ Now you can generate your Donation Receipt...

Printing Your Customized Donation Receipt

The screenshot shows the QuickBooks Sales Receipt interface. At the top, there are fields for Payment method (Master Card), Reference no., and Deposit to (Undeposited Funds). Below these is a table with columns: #, PRODUCT/SERVICE, DESCRIPTION, QTY, RATE, AMOUNT, and CLASS. The first row contains: 1, Grants and Contributions:Individual Contributions, Your donation, 1, 175, 175.00, 09 Fundraising. Below the table are buttons for 'Add lines' and 'Clear all lines'. A message box is visible with the text: 'Thank you so much for your donation!!!! It means so much to the kids. We will be using your dollars to fund much needed research and support for these brave children as they battle for their very lives!!'. On the right side, there is a summary section: Total \$175.00, Amount received \$175.00, and Balance due \$0.00. At the bottom, there are buttons for 'Cancel', 'Clear', 'Print or Preview', 'Make recurring', 'Customize', 'Save', and 'Save and send'. A context menu is open over the 'Print or Preview' button, showing options: 'Print later' (checked), 'Print or Preview' (highlighted), and 'Print packing slip'.

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”

Customizing Forms/Donor Thank You

E-Mailing Your Customized Donation Receipt

Send email

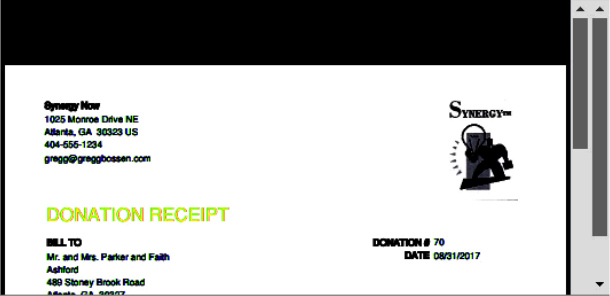
Email
gregg@greggbossen.com

Subject
WE LOVE YOU!!!! from Synergy Now

Body
Dear Mr. and Mrs. Parker and Faith Ashford,
Thanks so much for your donation. The receipt is attached!
Love, Gregg

Cancel

Send and close



The Steps: Emailing your Customized Donation Receipt

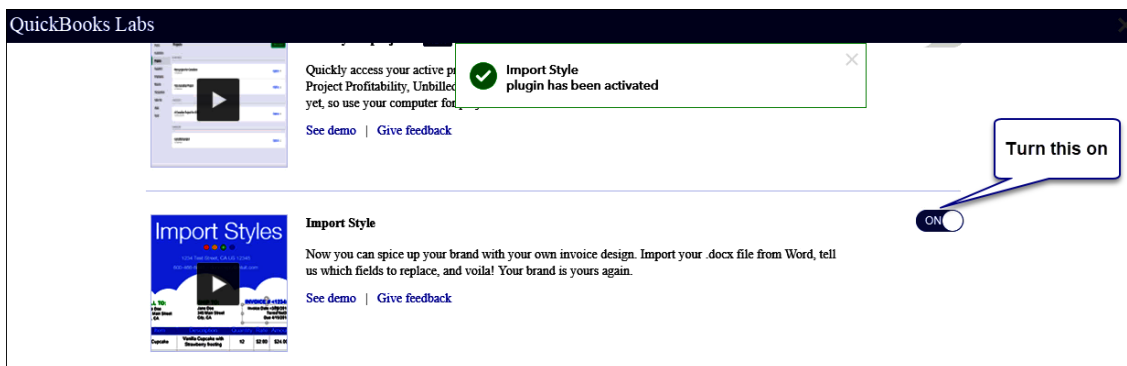
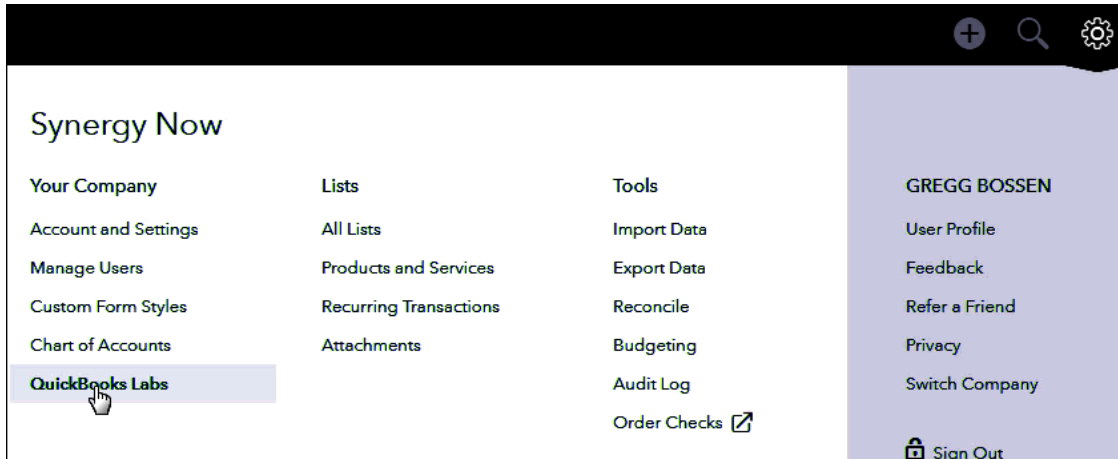
- 1) After completing the entry of the sales receipt, Click the “Customize” option at the bottom of the window and select your customized sales receipt you created
- 2) Select “Save and send” and “Send and Close”

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


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

1 Select a form type. **Choose Invoice**

2 Open your original DOCX file and add angle brackets around the text for QuickBooks to replace. Mark each field. **Review sample to learn correct format of word doc import fields**

3 Save and upload your file. **Put word doc for import here**

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 "Select a form type"
- 5) Click the blue "Download a sample invoice".
- 6) OUTSIDE 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>.

Customizing Forms/Donor Thank You

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

The screenshot displays the QuickBooks Invoice form. At the top, the 'Invoice' title is visible. The 'To' field is set to 'Ashford, Parker and Faith' and the 'Email' field is 'gregg@greggbossen.com'. The 'BALANCE DUE' is shown as '\$1,000.00'. The 'Billing address' is 'Mr. and Mrs. Parker and Faith, Ashford, 489 Stoney Brook Road, Atlanta, GA 30327'. The 'Terms' are 'Net 30', 'Invoice date' is '08/31/2017', and 'Due date' is '09/30/2017'. A table with columns '#', 'PRODUCT/SERVICE', 'DESCRIPTION', 'QTY', 'RATE', 'AMOUNT', and 'CLASS' contains one entry: '1 Grants and Contributions:Indiv Your donation' with a quantity of 1, rate of 1,000, and amount of 1,000.00. A context menu is open over the first row, showing options: 'Print later' (checked), 'Print or Preview', and 'Print packing slip'. At the bottom, there are buttons for 'Cancel', 'Clear', 'Print or Preview', 'Make recurring', 'Customize', 'Save', and 'Save and send'.

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	CLASS
1	Grants and Contributions:Indiv	Your donation	1	1,000	1,000.00	01 Go-Green Guidance C
2						

Customizing Forms/Donor Thank You


➔ 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!!!

PAP

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

Houses of Worship: Specialized Setup

Set Up of Income Accounts

Account

Category Type
Income

*Detail Type
Service/Fee Income

Use **Service/fee income** to track income from services you perform or ordinary usage fees you charge.

For fees customers pay you for late payments or other uncommon situations, use an Other Income account type called **Other miscellaneous income**, instead.

*Name
Pledged Contributions

Number
4100

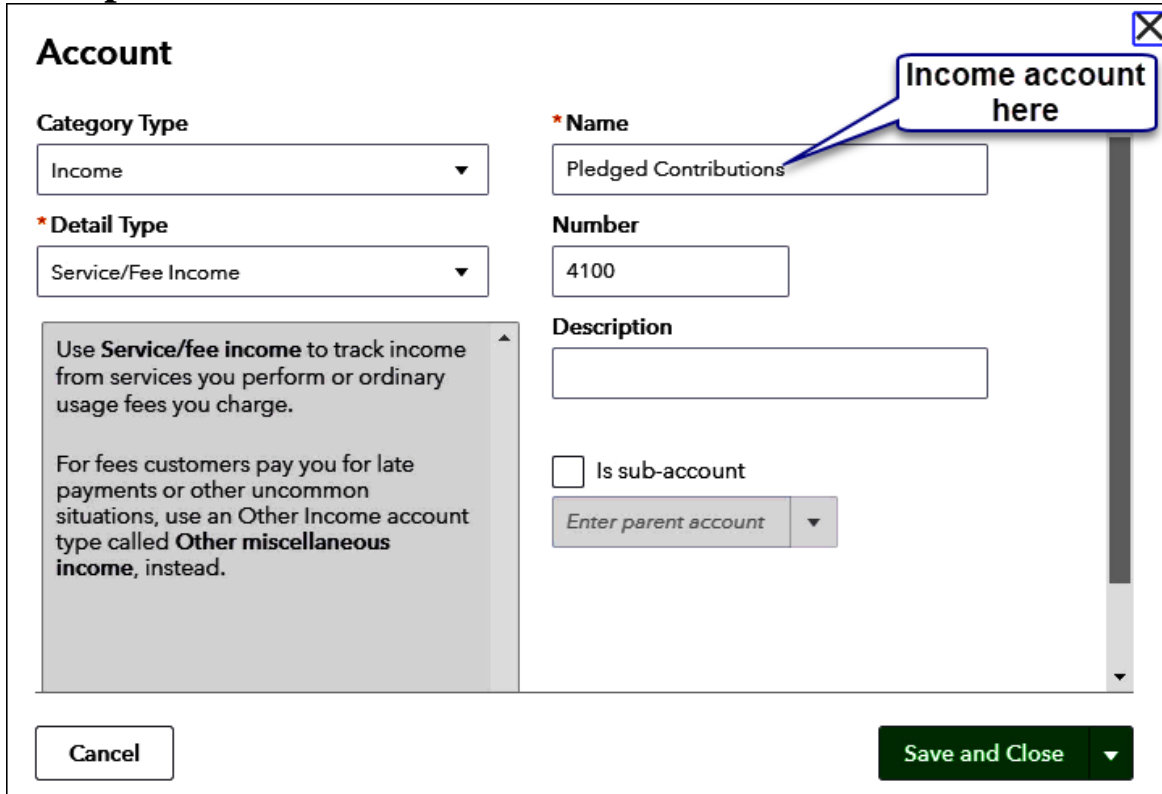
Description

Is sub-account


Enter parent account

Cancel

Save and Close



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"

Houses of Worship: Specialized Setup

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

Houses of Worship: Specialized Setup

Set Up your Committees/Ministries as Accounts

Account

Category Type
Expenses

* Detail Type
Other Miscellaneous Service Cost

Use **Other miscellaneous service cost** to track costs related to providing services that don't fall into another Expense type.

This account is also available as a Cost of Goods Sold (COGS) account.

* Name
YOUTH COMMITTEE

Number
640000

Description

Is sub-account


Enter parent account

Committee/Ministry name here

Cancel

Save and Close

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"


Houses of Worship: Specialized Setup

Set Up Expense Accounts as Subaccounts

The screenshot shows a web form titled "Account" with a close button (X) in the top right corner. The form is divided into several sections:

- Category Type:** A dropdown menu with "Expenses" selected.
- *Detail Type:** A dropdown menu with "Other Miscellaneous Service Cost" selected.
- *Name:** A text input field containing "Youth Supplies". A blue callout box with a pointer to this field contains the text "Expense account here".
- Number:** A text input field containing "650030".
- Description:** An empty text input field. A blue callout box with a pointer to this field contains the text "Committee/Ministry here".
- Is sub-account:** A checked checkbox.
- Parent Account:** A dropdown menu with "640000 YOUTH COM" selected.
- Help Text:** A grey box on the left contains the text: "Use **Other miscellaneous service cost** to track costs related to providing services that don't fall into another Expense type. This account is also available as a Cost of Goods Sold (COGS) account."
- Buttons:** "Cancel" and "Save and New" (with a dropdown arrow) are at the bottom.

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"

Houses of Worship: Specialized Setup

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	FEB	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	0.00	0.00	0.00	0.00
Devotional Literature	1,000.00	0.00	0.00	0.00	0.00
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"

Houses of Worship: Specialized Setup

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 %
60172 Utilities Allowance	1,000.00	1,000.00	0.00	100.00 %

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) 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

Houses of Worship: Specialized Setup

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

➔ Tracking Volunteers

Entering Volunteers Using the Vendor List

The screenshot shows a 'Vendor Information' form with the following fields and callouts:

- Title**: [Empty]
- First name**: Michael
- Middle name**: J.
- Last name**: Foglio
- Suffix**: [Empty]
- Email**: MJ@aol.com
- Company**: [Empty]
- Mobile**: [Empty]
- Fax**: [Empty]
- * Display name**: ZZVOL - Foglio, Michael (Callout: "Put something in front of 'Display name as' to distinguish it from true vendors (e.g. ZZVOL)...")
- Website**: [Empty]
- Print on check as**: Use display name
- Billing rate (/hr)**: [Empty]
- Terms**: Volunteer (Callout: "Create a term called 'Volunteer'")
- Address**: 1726 Howell Mill Rd. (Callout: "...Don't worry, this is what will print")
- Opening balance**: [Empty]
- as of**: 12/07/2017
- Account no.**: Plumber (Callout: "Use this account to track another piece of info you wish to track")
- Business ID N**: [Empty]
- Notes**: 2 children. Bennie and Sarah. (Callout: "Notes go here")
- Attachments**: Maximum size: 25MB
- Track payments for**:
- Buttons**: 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.

Tracking Volunteers

Reports: Your Volunteers

Use "Sort" to organize list making it easier to find specific volunteers

Sort by: Account #

Sort in: Ascending order, Descending order

Synergy Now - Volunteers

VOLUNTEER CONTACT LIST

	PHONE NUMBERS	EMAIL	FULL NAME	ADDRESS	ACCOUNT #
	Phone: (404) 990-8654	Duffisus@yahoo.com	Mrs Jennifer S. Duffus	99287 15th Avenue NE Apt. ...	Doctor
ZZVOL - Foglio, Michael	Phone: (404) 892-9513	MJ@aol.com	Michael J. Foglio	1726 Howell Mill Rd. Atlanta ...	Plumber
ZZVOL - Thomas, Alex	Phone: (678) 998-5641	Alex@gmail.com	Alex Thomas	9378 Avery way Atlanta GA 3...	Plumber
ZZVOL - Wells, Scott	Phone: (470) 995-3652	cutiesc@gmail.com	Scott Wayne Wells	1827 North Pelham Road Sav...	Trainer
ZZVOL- Acknowledes, Ethan	Phone: (404) 892-9513 Mobil...	Ethan@gmail.com	Ethan Acknowledes	1772 Peachtree Street NE Atl...	Lawyer

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

➔ Tracking Volunteers Time

Turning on the Time Preference

Time tracking

Add Service field to timesheets ?

Make Single-Time Activity Billable to Customer ?

On


Off

Cancel Save

Check this box to track differant types of work

Turn Timesheet feature on


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"

Tracking Volunteers

Creating and Organizing Items for Tracking Kinds of Work

Product/Service information

 Service [Change type](#)

Name* Put type of Volunteer Work Here

Guidance Center Tours

SKU

Category

Volunteer Activities

Class

Go-Green Guidance Center

Sales information

I sell this product/service to my customers

Description on sales forms



Sales price/rate

0

Income account


Should Be Zero

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

Volunteer Activities						
<input type="checkbox"/>		Admin Support	Service			Edit ▼
<input type="checkbox"/>		Guidance Center Tours	Service			Edit ▼

Tracking Volunteers

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

Weekly Timesheet		SUN 19	MON 20	TUE 21	WED 22	THU 23	FRI 24	SAT 25	TOTAL
1	Customer name: Volunteer Activities:Guidance Cen								
	01 Go-Green Guidance Description:		4:00				4:00		8:00
2	Customer name: Volunteer Activities:Admin Suppor								
	08 Administrative Description:			2:00					2:00

Type of work Volunteer goes here

Hours here and don't need to be exact day

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”

Tracking Volunteers

Reports: Volunteer Hours by Volunteer (Detailed)

Synergy Now - Volunteers				
TIME ACTIVITIES BY EMPLOYEE DETAIL				
Activity: All Dates				
ACTIVITY DATE	CUSTOMER	PRODUCT/SERVICE	MEMO/DESCRIPTION	DURATION
▼ ZZVOL - Duffus, Jennifer				
08/28/2017		Volunteer Activities:Guidance...		26:00
08/30/2017		Volunteer Activities:Admin Su...		12:00
Total for ZZVOL - Duffus, Jennifer				38:00
▼ ZZVOL - Foglio, Michael				
08/20/2018		Volunteer Activities:Guidance...		4:00
08/21/2018		Volunteer Activities:Admin Su...		2:00
08/24/2018		Volunteer Activities:Guidance...		4:00
08/31/2018		Volunteer Activities:Guidance...		97:00
08/31/2018		Volunteer Activities:Registrati...		8:00
Total for ZZVOL - Foglio, Michael				115:00
▼ ZZVOL - Thomas, Alex				
08/22/2018		Volunteer Activities:Admin Su...		5:00
08/23/2018		Volunteer Activities:Guidance...		72:00

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)

Synergy Now - Volunteers				
TIME ACTIVITIES BY EMPLOYEE DETAIL				
Activity: All Dates				
ACTIVITY DATE	CUSTOMER	PRODUCT/SERVICE	MEMO/DESCRIPTION	DURATION
▶ ZZVOL - Duffus, Jennifer				38:00
▶ ZZVOL - Foglio, Michael				115:00
▶ ZZVOL - Thomas, Alex				77:00
▶ ZZVOL - Wells, Scott				191:00
▶ ZZVOL- Acknowledes, Ethan				25:00

Tracking Volunteers

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

➔ 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.


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”

Tracking Volunteers

Reports: Entering Volunteers Time

Help 4 U Grants Foundation	▼	Volunteer Activities:Guidance Cen	That amount will appear on Timesheet here		
01 Go-Green Guidance	▼				30:00
Description	<input checked="" type="checkbox"/> Billable	12.00 /hr			

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"

Tracking Volunteers

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 nonprofessional volunteer who
 - Stuffs envelopes for a mailing
 - Files papers in the office
 - Greets and signs-in people at a conference (*if the person actually performs this service for a living than it may be booked*)

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

In-Kind Contributions

Setting Up Income Accounts

Account

Category Type
Income ▼

***Detail Type**
Non-Profit Income ▼

Use **Non-profit income** to track money coming in if you are a non-profit organization.

***Name**
In-Kind Contributions Income

Number
4999


Description

Is sub-account

Enter parent account ▼

Cancel Save and Close ▼

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"

In-Kind Contribution

Entering a Donated Service or Product

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		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

#	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"

In-Kind Contributions

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"

In-Kind Contributions

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	577.88		
4999 In-Kind Contributions In...	800.00	50.00	
Total Income	\$105,961.77	\$5,050.00	\$55,065.00
GROSS PROFIT	\$105,961.77	\$5,050.00	\$55,065.00
▼ EXPENSES			
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"

In-Kind Contribution

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

In-Kind Contributions

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

Capital Campaign

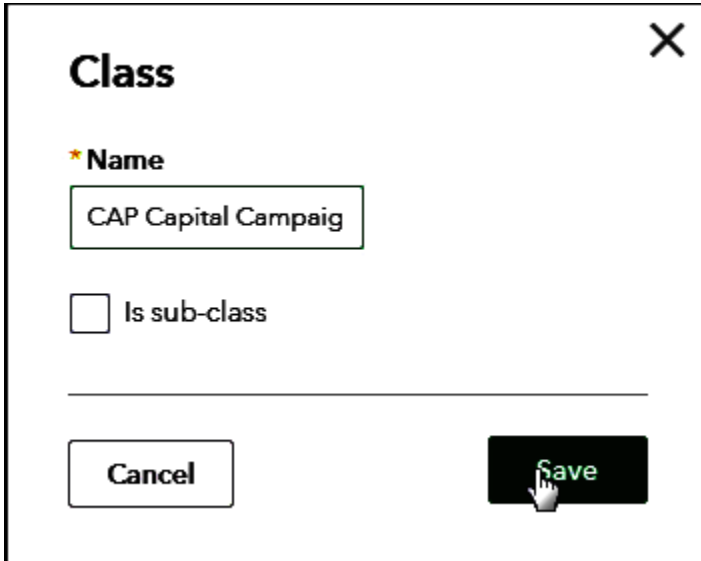
- Most Nonprofit Organizations undergo a major **Capital Campaign** to raise funds for, and then to complete, some sort of large improvement to an existing capital asset or to purchase a new capital asset.

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.

Capital Campaign

Creating a Class for your Capital Campaign




Class [X]

* 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"

Capital Campaign

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

Capital Campaign

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"

Capital Campaign

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... Income Type	-160,000.00
Total Other Income	140,000.00

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

Capital Campaign

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”

Capital Campaign

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

Capital Campaign

Name * Capital Campaign

Add subdivided budget for CAP Capital Campaign


Show rows as for CAP Capital Ca...

ACCOUNTS JUL CAP Capital Campaign

ACCOUNTS		
▼ 8100 Capital Campaign Income		
Individual Donations	100,000.00	0.00
Grants	200,000.00	0.00
Total 8100 Capital Campaign...	300,000.00	0.00
▼ 8200 Capital Campaign Expenses		
Fundraising Consultant		
Architect Fees	-10,000.00	0.00
Building Purchase	-100,000.00	0.00
Demolition	-30,000.00	0.00
Improvements	-160,000.00	0.00
Building Cost Removal		
Total 8200 Capital Campaign...	-300,000.00	0.00
Total Other Income	0.00	0.00

Enter total budget for ENTIRE Capital Project in this 2nd Budget Window

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

Capital Campaign

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"


Capital Campaign

➔ Record Deposits using your preferred method

Recording Deposits Method 1: Make Deposits Window

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT	CLASS
1		8110 Capital Campaign Income:Individual Donations				35,000.00	CAP Capital Camp
2		8120 Capital Campaign Income:Grants				50,000.00	CAP Capital Camp
3							

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

Product/Service information

Service [Change type](#)

Name*
CAP Grants

SKU

Category
Capital Campaign


Sales information
 I sell this product/service to my customers.
Description on sales forms

Sales price/rate: 0.00
Income account: 8120 Capital Campaign Income:(

Is taxable

Purchasing information
 I purchase this product/service from a vendor.

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

Capital Campaign

Then Use a Sales Receipt

Sales Receipt

P.O. Number: Sales Rep:

Payment method: Reference no.: Deposit to:

[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

Capital Campaign

➔ Record Expenses using Capital Campaign Accounts

Entering Expenses

Bill #32461 ?

We Blow Things Up Inc. BALANCE DUE
\$28,500.00


Mailing address: We Blow Things Up Inc.
1777 Boom Boom Lane
Atlanta, GA 30306

Terms: Net 10 Bill date: 06/30/2020 Due date: 07/10/2020 Bill no.: 32461

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	TAX	CUSTOMER	CLASS	
1	8225 Capital Campaign Expen		28,500.00					CAP Capital Campaign	🗑️

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”

Capital Campaign

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) 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

Capital Campaign

- ➔ At the End of each Fiscal year a Journal Entry will need to be made to move the costs onto the Balance Sheet
- ➔ 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	* Name	New Building Costs
* Detail Type	Buildings	Number	1840
<p>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.</p> <p>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 of the property tax.</p>		Description	
		<input type="checkbox"/> Is sub-account	Enter parent account
		<input type="checkbox"/> 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”

Capital Campaign

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

Account

Category Type
Other Income

*Detail Type
Other Miscellaneous Income

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

*Name
Building Cost Removal

Number


Description

Is sub-account

8200 Capital Campaig

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"

Capital Campaign

➡ Now you can make your Annual Adjusting Entry


Make Annual Adjusting Entry

Journal Entry #1

Journal date: 06/30/2020 Journal no.: 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"

Capital Campaign

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

Capital Campaign

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"

Capital Campaign

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

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 every transaction to a Class**
- Organizations Tracking Funds will need **reports** that:
 - Show **Fund Activity** over a period of time (P & L by Class)
 - Show the **Balance in each Fund** at a point in time
 - This report will need to be created manually and memorized
 - 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.

Tracking Funds

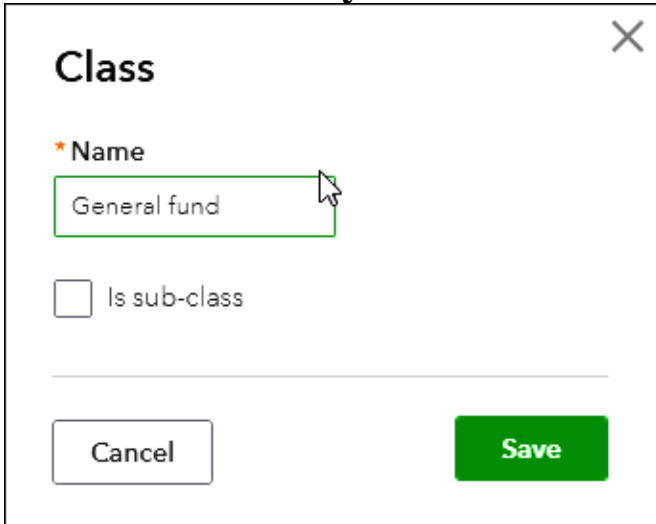
- ➔ **Your Class setup will depend on whether or not you are already using Classes for something else.**

<p>If you are NOT using Classes to track something else, use this setup... <i>(usually Houses of Worship)</i></p>	<p>If you ARE using Classes to track something else like your Programs, use this setup... <i>(usually Charities)</i></p>
<p>Classes ← All Lists</p> <p><input type="text" value="Filter by name"/></p> <p>NAME ▲</p> <ul style="list-style-type: none">General FundRestricted FundsBuilding and Grounds FundOutreach FundPastoral FundWorship FundYouth Fund <p><i>Always have a General Fund ... for Nonspecific Fund Activities</i></p>	<p>Classes ← All Lists</p> <p><input type="text" value="Filter by name"/></p> <p>NAME ▲</p> <ul style="list-style-type: none">01 Go-Green Guidance Center02 Synergy Conference03 The Aware Campaign09 Administrative10 Fundraising90 Restricted Funds92 Tornado Fund <p></p>

Tracking Funds


- ➔ The below are the steps for Class set up for those NOT using classes for anything else....

Create a Class for your General Fund



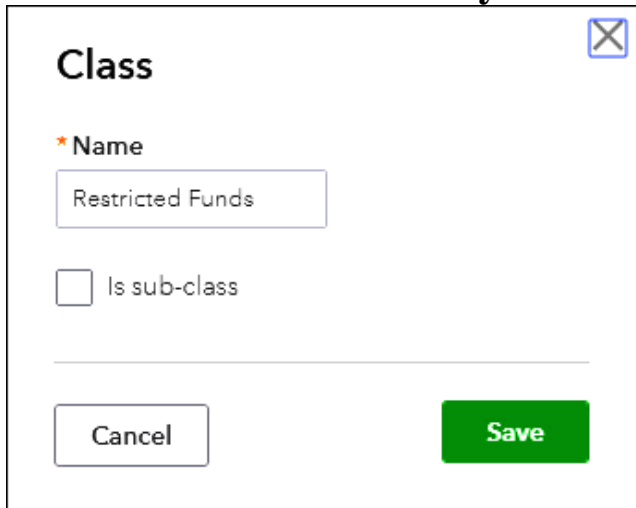
The screenshot shows a dialog box titled "Class" with a close button (X) in the top right corner. Below the title, there is a field labeled "* Name" with a red asterisk. The text "General fund" is entered in this field. Below the name field is a checkbox labeled "Is sub-class" which is currently unchecked. At the bottom of the dialog, there are two buttons: "Cancel" on the left and "Save" on the right, which is highlighted in green.

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"

Tracking Funds

Create a Parent Class for your Restricted Funds




Class

* Name
Restricted Funds

Is sub-class

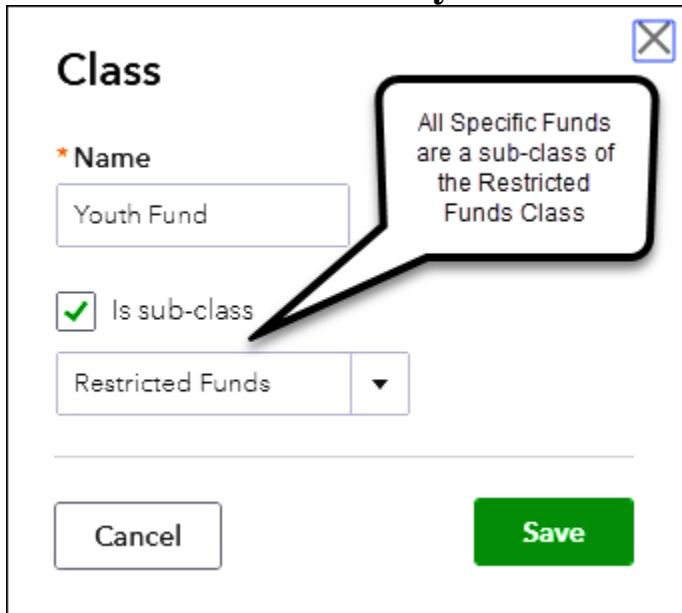
Cancel Save

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"

Tracking Funds

Create Sub-Classes for your Restricted Funds



Class ✕

* Name
Youth Fund


Is sub-class

Restricted Funds ▼

Cancel Save

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

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

Tracking Funds


➔ Record Deposits using your preferred method

Recording Deposits Method 1: Make Deposits Window

Add New Deposits							
#	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

Enter Funds Here

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”

Tracking Funds

Recording Deposits Method 2: Sales Receipts

Sales Receipt #1001

P.O. Number Sales Rep

Payment method Reference no. Deposit to


Check 32423 1499 Undeposited Fu

[View payments in QuickBooks](#)

Or here.....

#	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

Tracking Funds

➔ Record Expenses using Classes to Assign the Fund

Point Bills to Funds using the Class column

Bill

Callenwolde Fine Arts Center
980 Briarcliff Road, N.E.
Atlanta, GA 30306

06/30/2020 07/10/2020

And here...

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	TAX	CUSTOMER	CLASS
1	63020 PROPERTY COMMITTEE		2,000.00					Restricted Funds:Outreach Fund

Point Checks to Funds using the Class column

Check #82783

Alfredo Torres Bank Account 1000 Checking Balance \$27,159.41

AMOUNT **\$1,500.00**

Mailing address: Alfredo Torres Payment date: 09/11/2017 Check no.: 82783

Print later

And here

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	TAX	CUSTOMER	CLASS
1	69400 ADMINISTRATIVE COM		1,000.00					Restricted Funds:Building
2	69400 ADMINISTRATIVE COM		500.00					General Fund

Tracking Funds

Point Debit and Credit Cards to Funds using the Class column

Expense #Debit

Bank/Credit account: 1000 Checking Balance \$27,159.41

AMOUNT: \$250.00


Payment date: 12/18/2017 Payment method: Debit Ref no.: Debit

Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	TAX	CUSTY	CLASS
1	61030 WORSHIP COMMITTEE:Devotional Literature		250.00					Restricted Funds:Worship Fund

And here...

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”

Tracking Funds

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 Maintenance					
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	\$ -11,071.16	\$6,709.89	\$ -5,708.01	\$62,237.88



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"

Tracking Funds

- ➔ 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


View budget for

ACCOUNTS

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
INCOME										
4100 Pledged Contributions										
4200 Loose Offering										
4300 Unexpected Contributions										
4890 Miscellaneous Income										
4990 Interest Income										

Annotations:
- Callout 1: Create Budget as a Tool to get the Fund Balance Report (points to Name field)
- Callout 2: No need to put Dollar Amounts in as the only reason we are doing this is so that we can get (points to the budget grid)

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”

Tracking Funds

- ➔ **Creating the Report on Fund Balances: Creating this report requires many steps. Use the next few screenshots as a guide as you watch your DVD.**

Report on Fund Balances

Budgets Add budget

<input type="checkbox"/>	BUDGETS	PERIOD	CREATED ON	LAST UPDATED	ACTION
<input type="checkbox"/>	Fund Balance Budget Tool	Jan 2019 - Dec 2019	2017-09-11	2017-09-11	Edit
<input type="checkbox"/>	My Budget 2019	Jan 2019 - Dec 2019	2017-08-31	2017-08-31	Copy Delete Run Budgets vs. Actuals report Run Budget Overview report
<input type="checkbox"/>	Synergy Budget	Jul 2017 - Jun 2018	2017-02-14	2017-02-14	
<input type="checkbox"/>	My Budget	Jul 2016 - Jun 2017	2017-01-16	2017-02-14	

Note: A callout bubble points to the 'Fund Balance Budget Tool' row with the text: 'Start by selecting your Fund Balance Tool Budget'.

[Back to report list](#)
Report period

Custom to

Budget **Period to compare**

Note: A callout bubble points to the start date '01/01/1998' with the text: 'Make a really old date here so that all past transactions are included'.

Note: A callout bubble points to the end date '12/31/2019' with the text: 'Make this the date you would like to see the Fund Balance Report as of'.

[Collapse](#) [Sort](#) [Add notes](#) [Edit header](#)

Tracking Funds

▼ Rows/Columns

Show Grid

Classes vs. Total

Only accounts with budgeted amounts

In "Customize" window change grid to be "Classes vs. Total"

The First Church


BUDGET VS. ACTUALS: FUND BALANCE BUDGET TO
January 1998 - December 2019

Send to Excel to remove Unwanted Budget Columns and to adjust for any Balance Sheet transactions

	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
GENERAL FUND	21,084.84		21,084.84	
▼ RESTRICTED FUNDS				
Building and Grounds Fund	21,423.00		21,423.00	
Outreach Fund	7,061.09		7,061.09	
Pastoral Fund	-2,633.00		-2,633.00	
Worship Fund	25,318.87		25,318.87	
Youth Fund	10,836.13		10,836.13	
TOTAL RESTRICTED FUNDS	62,006.09		62,006.09	
NOT SPECIFIED	0.00		0.00	
TOTAL	\$83,090.93	\$0.00	\$83,090.93	0.00%

Tracking Funds

The Steps: Fund Balance 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 "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"

Tracking Funds

- ➔ **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

Journal Entry #8

Journal date

Journal no.

	# ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME	CLASS
⋮	1 4890 Miscellaneous Income		10,500.00	To adjust Fund Balances		Restricted Funds:Youth Fund
⋮	2 4890 Miscellaneous Income	10,000.00		To adjust Fund Balances		General Fund
⋮	3 4890 Miscellaneous Income	500.00		To adjust Fund Balances		

Debit and Credit a single P & L account. Doesn't matter which one.


Debits will decrease Fund Balance

Credits will increase Fund Balance

Leaving Class blank will adjust row "Unspecified" row on the Fund Balance Report

Tracking Funds

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.

Bank Reconciliation Outages

- ➔ 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...

GO PAPERLESS. SIGN UP FOR ESTATEMENTS TODAY

TOTALLY FREE BUSINESS CHECKING		Account #: 29177	From Bank Statement
PREVIOUS BALANCE	5-31-20	19,835.78	
+DEPOSITS/CREDITS		9,847.74	
-CHECKS/DEBITS	5	15,417.89	
-SERVICE CHARGE			
CURRENT BALANCE		14,265.63	

Reconcile Checking		Statement ending date: June 30, 2020	
	\$14,265.63		\$17,950.83
	STATEMENT ENDING BALANCE		CLEARED BALANCE
6-05			
6-06	\$19,835.78	\$6,179.44	\$4,294.49
	BEGINNING BALANCE	2 PAYMENTS	DEPOSIT

Note: Callouts in the image indicate that the 'From Bank Statement' current balance (14,265.63) and the 'Reconcile Checking' statement ending balance (14,265.63) should be equal.

...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 ...

GO PAPERLESS. SIGN UP FOR ESTATEMENTS TODAY

TOTALLY FREE BUSINESS CHECKING		Account #: 29177	From Bank Statement
PREVIOUS BALANCE	5-31-20	19,835.78	
+DEPOSITS/CREDITS		9,847.74	
-CHECKS/DEBITS	5	15,417.89	
-SERVICE CHARGE			
CURRENT BALANCE		14,265.63	

Reconcile Checking		Statement ending date: June 30, 2020	
	\$17,950.83		\$17,950.83
	STATEMENT ENDING BALANCE		CLEARED BALANCE
6-01			
6-05			
6-06	\$19,835.78	\$6,179.44	\$4,294.49
	BEGINNING BALANCE	2 PAYMENTS	DEPOSIT

Note: Callouts in the image indicate that the 'From Bank Statement' current balance (14,265.63) and the 'Reconcile Checking' statement ending balance (17,950.83) should be equal. Another callout points to the cleared balance of 17,950.83, stating that the total of cleared transactions should equal this amount.

Bank Reconciliation Outages

...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...

GO PAPERLESS. SIGN UP FOR ESTATEMENTS TODAY

TOTALLY FREE BUSINESS CHECKING

Account #: 29177

PREVIOUS BALANCE	5-31-20	19,835.78
+DEPOSITS/CREDITS	3	0,847.71
-CHECKS/DEBITS	5	15,417.89
-SERVICE CHARGE		.00
CURRENT BALANCE		14,265.63

From Bank Statement

Reconcile Checking
statement ending date: June 30, 2020

QuickBooks Computed Amount	\$14,265.83	STATEMENT ENDING BALANCE	-	\$17,950.83	CLEARED BALANCE
6-05					
6-06	\$19,835.78	BEGINNING BALANCE	-	\$6,179.44	2 PAYMENTS
				+	\$4,294.49
					DEPOSIT

These 2 amounts should Equal

➡ 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


Bank Reconciliation Outages

➔ To Find the Error:

Generate a Report identifying Changed/Deleted Previously Cleared Transactions

The screenshot shows a web interface for bank reconciliation. At the top, a yellow box contains a message: "Hold on! Your account isn't ready to reconcile yet. Your beginning balance is off by \$-10,000.00. [We can help you fix it.](#)" A callout bubble points to the link with the text "Click this....". Below this, the "Reconciliation Discrepancy Report" is displayed for "We Love Clothing Center 1000 Checking". A callout bubble points to the account name with the text "To get this....". The "TOTAL DISCREPANCY DIFFERENCE" is shown as "\$-10,000.00" with a "Show me around" link. A blue box contains a message: "This Report Shows any items that were changed or deleted AFTER they were cleared in a prior month's Bank Reconciliation. If the total discrepancy difference equals \$0.00, if a transaction was deleted or if it was reconciled or unreconciled in the register, there are some special steps you need to take." Below this is a table with columns: TYPE, DATE, RECONCILED, REF NO., PAYEE, RECONCILED AMT, AMOUNT, DIFFERENCE, CHANGE TYPE, and HISTORY. A row is visible with the following data: Check, 05/30/2020, 12/19/2017, draft, Alex Thomas, 2,043.22, 12,043.22, -10,000.00, R, Amount changed, and a "View" link.

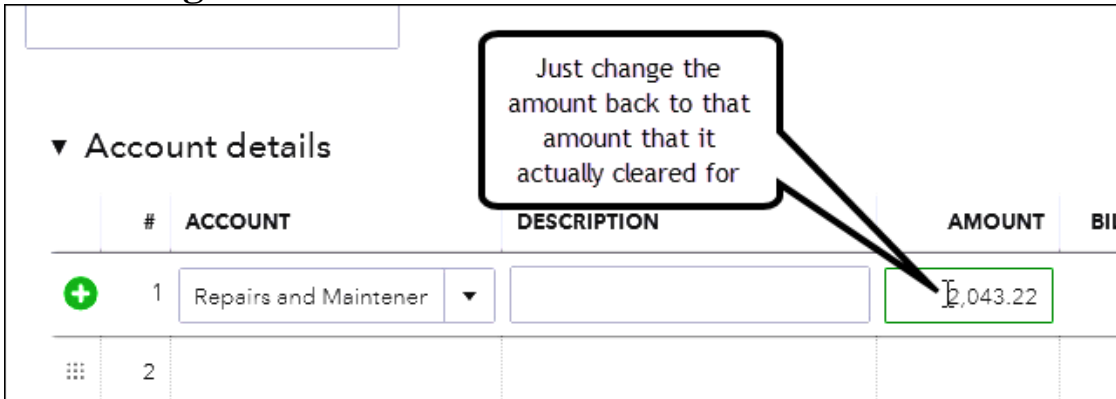
The Steps: Generate Report Identifying Changed or Deleted Previously Cleared Transactions

- 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.

Bank Reconciliation Outages

➔ 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.



Just change the amount back to that amount that it actually cleared for

#	ACCOUNT	DESCRIPTION	AMOUNT	BIL
1	Repairs and Maintener		2,043.22	
2				

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

Reconciliation Discrepancy Report

Synergy Now Bank Rec Outages Checking

i There's a discrepancy because at least one transaction was changed or deleted after it was reconciled. Look at each transaction to see what happened. Fix each one until the total discrepancy difference equals \$0.00. If a transaction was deleted or if it was reconciled or unreconciled, special steps you need to take. [Learn more about fixing a beginning balance discrepancy.](#)

TYPE	DATE	LAST CHANGE	REF NO.	PAYEE	RECONCILED AMT	AMOUNT	DIFFERENCE	✓	CHANGE T
Expense		--			2,043.22		2,043.22		Deleted

Bank Reconciliation Outages

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

Reconcile

Account: Checking

Enter the ending date *

Beginning balance: 21,879.00

Ending balance *: 19,835.78

Ending date *: 05/31/2020

Last statement ending date 05/31/2020

...and enter correct beginning balance here

After Re-Entering the transaction, perform a new Bank Reconciliation selecting the date of the last completed bank reconciliation here...

Reconcile Checking

Statement ending date: May 31, 2020

Statement ending balance: \$19,835.78

Cleared balance: \$19,835.78

Difference: \$0.00

Beginning balance: \$21,879.00

1 Payment: \$2,043.22

0 Deposits: \$0.00


You did it! The difference is \$0.00. Your account's ready to reconcile.

Then clear just the one re-entered transaction here and click "Finish Now"

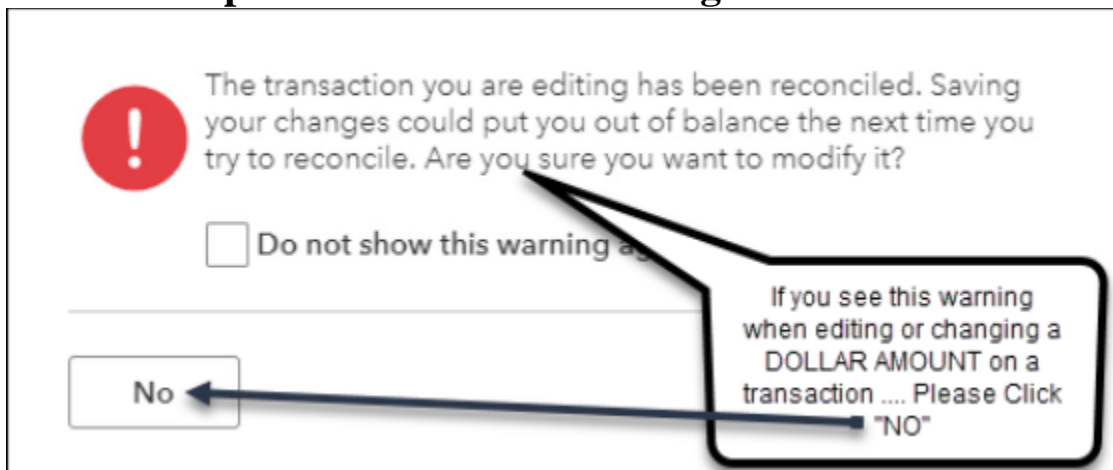
DATE	TYPE	REF NO.	ACCOUNT	PAYEE	MEMO	AMOUNT	STATUS
05/30/2020	Bill Paym...	draft	Accounts Payable	Alex Thomas		2,043.22	✓

Bank Reconciliation Outages

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...



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.

Entering Recurring Member Dues

Creating your own Customized Membership Dues Invoice

The screenshot shows the 'Edit invoices that turn heads and open wallets' interface. It includes a text input field for the template name, a 'Change up the template' button, a 'Show logo' button, a 'Try other colors' button, and a preview of the invoice. The preview shows the following details:

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

Callouts in the image point to the following elements:

- Membership Renewal Notice** (text input field)
- Name your Template here** (callout pointing to the text input field)
- Change up the template** (button)
- Click to change the look of it** (callout pointing to the 'Change up the template' button)
- Show logo** (button)
- Add your Logo here** (callout pointing to the 'Show logo' button)
- Try other colors** (button)
- Change the color here** (callout pointing to the 'Try other colors' button)

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...

Entering Recurring Member Dues

Setting up an Invoice/Invoices to automatically Recur

Invoice

#	PRODUCT/SERVICE	DESCRIPTION	QTY
1	Membership Dues: General Me	General Membership	1
2			

Buttons: Add lines, Clear all lines, Add subtotal

Message displayed on invoice

Statement memo

Click here to Make Recurring

Buttons: Cancel, Clear, Print or Preview, Make recurring, Customize

Recurring Invoice

Template name: Ashford, Parker and Faith

Type: **Reminder** (circled) Remind days before the transaction date

Customer: Ashford, Parker and Faith


Email: Gregg@greggbossen.com

Options:
 Automatically send emails
 Print later
 Include unbilled charges


Online payments: [Get set up](#)
 Cards
 Free bank transfer

Interval: Yearly every September 27th Start date: 09/27/2017 End: None

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

Entering Recurring Member Dues

- 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 ...

Membership Association

Synergy Now Membership Association

Your Company	Lists	Tools	Profile
Account and Settings	All Lists	Import Data	User Profile
Manage Users	Products and Services	Import Desktop Data	Feedback
Custom Form Styles	Recurring Transactions	Export Data	Refer a Friend
Chart of Accounts	Attachments	Reconcile	Privacy
QuickBooks Labs		Budgeting	Switch Company

And you will see your list

Recurring Transactions

All Lists

Reminder List ▼ New

Template Type Transaction Type

TEMPLATE NAME ▼	TYPE	TXN TYPE	INTERVAL	PREVIOUS D/	NEXT DATE	CUSTOMER/A	AMOUNT	ACTION
Bona, Cherry	Reminder	Invoice	Every Year		09/27/20...	Bona, Ch...	125.00	Edit ▼
Ashford, Parker and Faith	Reminder	Invoice	Every Year		09/27/20...	Ashford, ...	125.00	Edit ▼

Entering Recurring Member Dues

- ➔ 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

The screenshot shows the QuickBooks Online interface for 'Synergy Now Membership Association'. At the top, there's a 'Resume setup' link. Below that, a 'Tasks' section contains the text 'Respond to your recurring template reminders. [View reminders](#)'. A callout box points to this link with the text: 'When opening your data file you will see this reminder. Click here to get to Invoices'. Below the tasks section is the 'Reminders List' window. It has a search bar for 'Find by name' and a 'Transaction' dropdown. A 'Batch actions' dropdown menu is open, showing options like 'Create' and 'Skip'. A callout box points to the 'Create' option with the text: 'Use Batch actions button to Create and Send multiple Member Invoices'. The main table has columns for 'TXN TYPE', 'INTERVAL', 'TXN DATE', 'AMOUNT', 'CUSTOMER/VENDOR', and 'ACTION'. Two rows are visible, both for 'Invoice' type with an interval of 'Every Year' and a date of '09/27/2017'. The first row is for 'Ashford, Parker ...' and the second for 'Bona, Chery'. Each row has an 'Edit and Create' link.

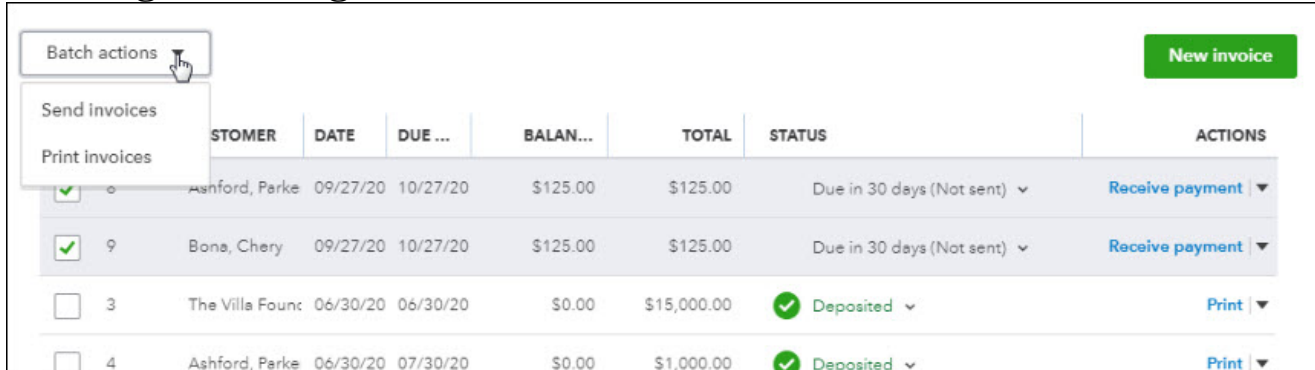
The Steps: Generating Recurring Member Invoices once setup Using Reminders

- 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”

Entering Recurring Member Dues

➔ **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

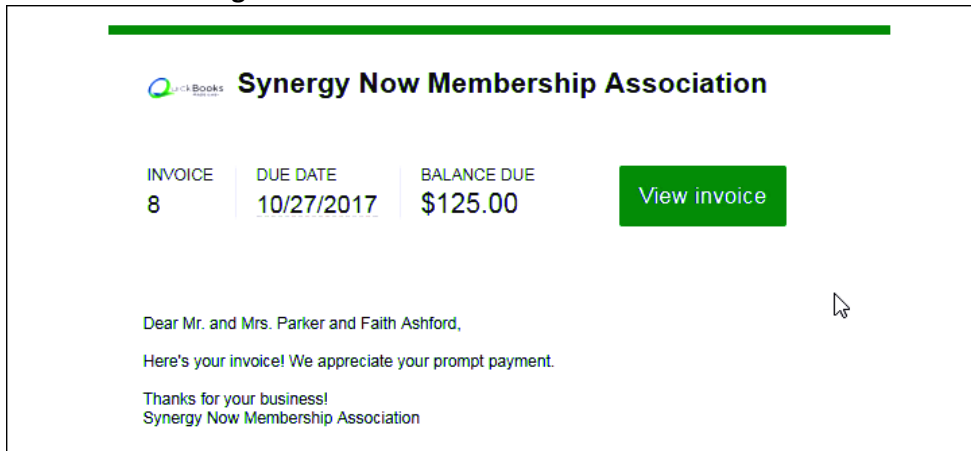


	CUSTOMER	DATE	DUE ...	BALAN...	TOTAL	STATUS	ACTIONS
<input checked="" type="checkbox"/>	Ashford, Perke	09/27/20	10/27/20	\$125.00	\$125.00	Due in 30 days (Not sent) ▾	Receive payment ▾
<input checked="" type="checkbox"/>	Bona, Chery	09/27/20	10/27/20	\$125.00	\$125.00	Due in 30 days (Not sent) ▾	Receive payment ▾
<input type="checkbox"/>	The Villa Founc	06/30/20	06/30/20	\$0.00	\$15,000.00	✓ Deposited ▾	Print ▾
<input type="checkbox"/>	Ashford, Perke	06/30/20	07/30/20	\$0.00	\$1,000.00	✓ Deposited ▾	Print ▾

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 ...



Synergy Now Membership Association

INVOICE	DUE DATE	BALANCE DUE	View invoice
8	10/27/2017	\$125.00	

Dear Mr. and Mrs. Parker and Faith Ashford,
Here's your invoice! We appreciate your prompt payment.
Thanks for your business!
Synergy Now Membership Association

Entering Recurring Member Due

➔ **Receive Payments (shown here) and Make Deposits as normal...**

Receive Payment

payment method: reference no.: deposit to: amount received:

Outstanding Transactions

All

<input type="checkbox"/>	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input type="checkbox"/>	Invoice # 8 (09/27/2017)	10/27/2017	125.00	125.00	<input type="text" value="Type Payment S Here"/>

Entering Recurring Member Due


➔ Delete Members that will not be renewing

Deleting a Recurring Invoice for Non-renewing Members

The screenshot shows the 'Recurring Transactions' interface. At the top right, there is a 'Reminder List' dropdown and a green 'New' button. Below this, there are filters for 'Template Type' and 'Transaction Type', both set to 'All'. A 'Filter by Name' input field is also present. The main area contains a table with columns: TEMPLATE NAME, TYPE, TXN TYPE, INTERVAL, PREVIOUS D, NEXT DATE, CUSTOMER, AMOUNT, and ACTION. Two rows are visible: one for 'Bone, Cherry' and one for 'Ashford, Parker and Faith'. The 'ACTION' column for the second row has a dropdown menu open, showing options: Use, Duplicate, Pause, Skip to date, and Delete. A black arrow points from the 'Delete' option to the 'Edit' dropdown button.

TEMPLATE NAME	TYPE	TXN TYPE	INTERVAL	PREVIOUS D	NEXT DATE	CUSTOMER	AMOUNT	ACTION
Bone, Cherry	Reminder	Invoice	Every Year	09/27/20...	09/27/2018	Bona, C...	125.00	Edit
Ashford, Parker and Faith	Reminder	Invoice	Every Year	09/27/20...	09/27/2018	Ashford...	125.00	Use Duplicate Pause Skip to date Delete

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:
