Fraternal Order of Eagles Version

# QuickBooks Online QuickGuide

10/16/2020

# Table of Contents

# Table of Contents

E P

# Getting Started with QuickBooks Online

Our QuickBooks experts will migrate your desktop data to QuickBooks Online in about 20 minutes, provide access to free training videos, offer free support and email you the QuickBooks Online “QuickGuide” which illustrates essential functions step by step.

Schedule your onboarding appointment today: **Intuit.me/foe**

P

- **QuickBooks Online Plus**
  - Contains all of the Essentials features
  - Allows you to create and track Budgets
  - Track Profit and Loss by Department (Classes)
  - Up to 5 concurrent Users

E

- **QuickBooks Online Essentials**
  - Manage and Pay bills
  - Track income and expenses
  - Up to 3 concurrent Users

# Benefits of QuickBooks Online Plus

**At only $14/month, QuickBooks Online Plus offers great tools for managing your Aerie or Auxiliary!**

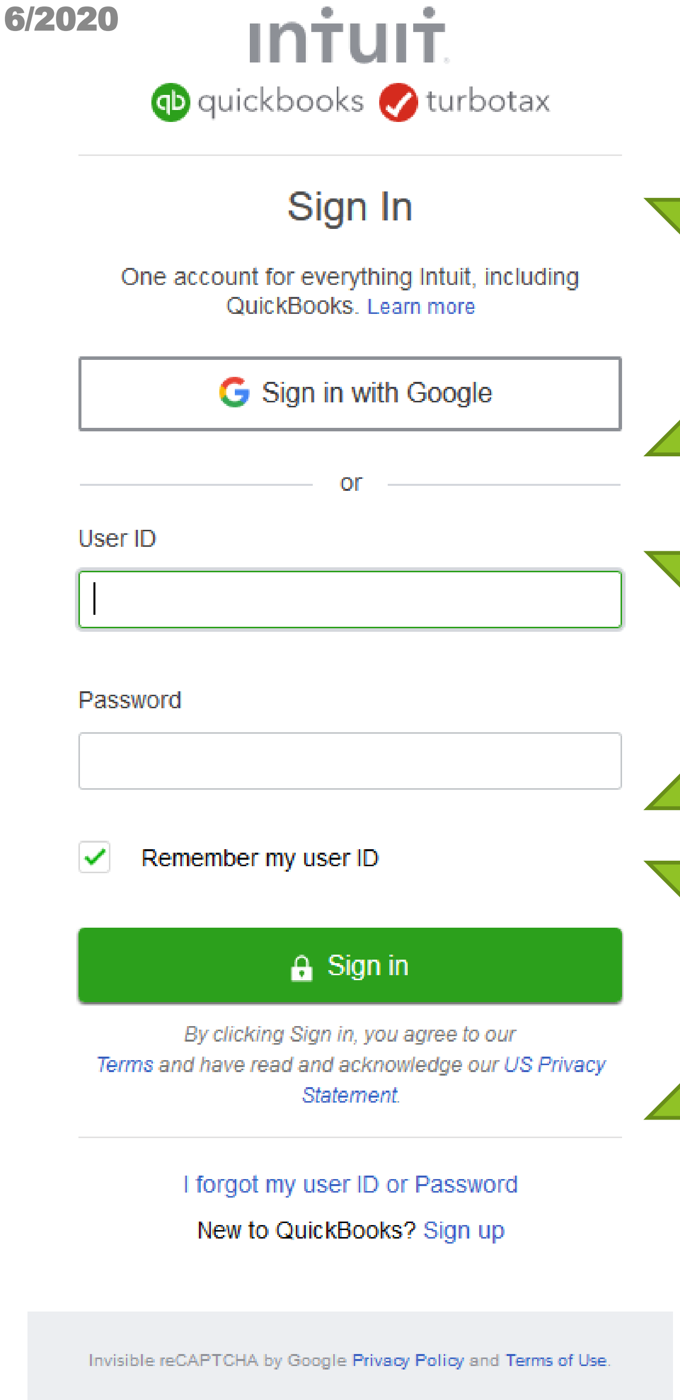
P

- Budgeting Tools: Create – Input – Track
  - Create your Budget – A helpful guide is available on the members only section!
  - Input your Budget into QuickBooks Online Plus
  - Track your Budget progress in the Cash Flow tab with reports and charts

- Class Tracking: Track Profit and Loss by Department
  - Track revenue and expenses with an easy class system
  - Compare activity and profitability from year to year (see example – page 21)

- Additional Users: Online Plus offers two additional users for a total of 5
  - Use dedicated personal log in information for each user
  - QuickBooks Online is accessible from any computer with an internet connection

* Pricing subject to change based on 80% off MSRP for 60 months then converts to regular MSRP




Go to http://qbo.intuit.com

Enter User ID and Password

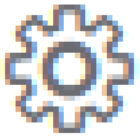
Click “Sign in”

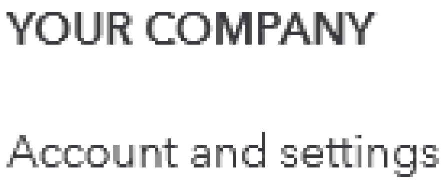
If accessing for the first time or from a new computer, Intuit will send a verification code to confirm your identity

# Settings

In the upper right hand corner you will see these icons


- Choose the **gear** icon



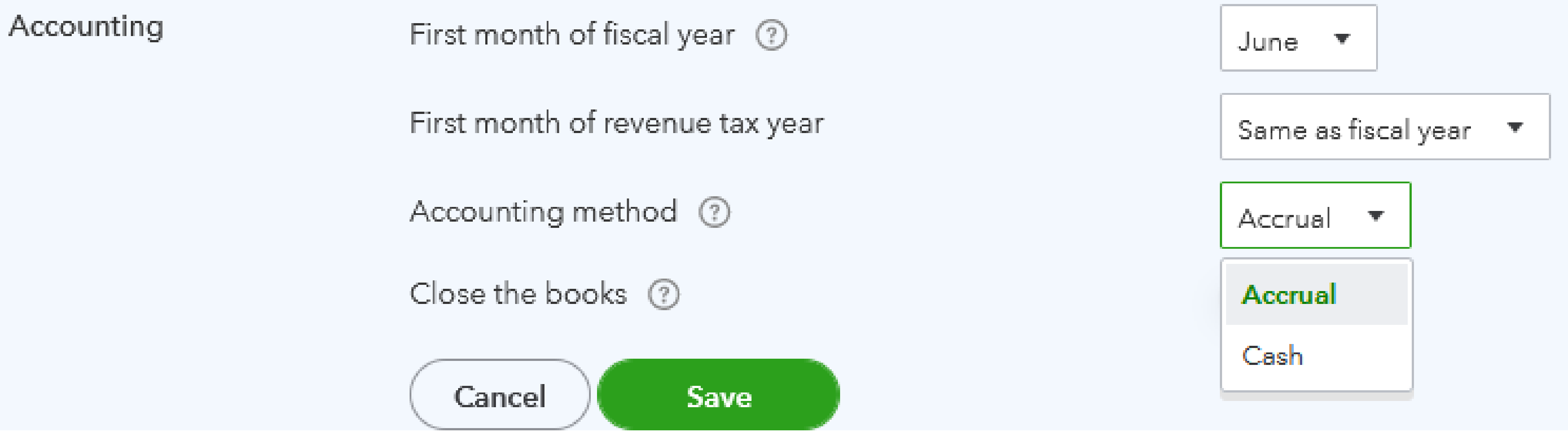



- Choose **Account and settings**

- Choose **Advanced**

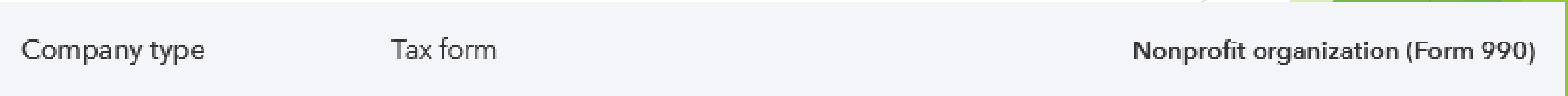
# Settings

➢ The **Accounting** section should have the following information




➢ For Accounting Method: Choose either Accrual or Cash (consult your accountant)

➢ The **Company type** section should have the following information



# Settings

- The **Chart of accounts** section should have the following information (Account numbers, if used, have a maximum of 7 digits allowed


- Use the **Edit** button to make changes

- When all changes are completed, choose **Done**


These are the settings that are required. You may go through all sections and set the remaining preferences to best suit the Aerie/Auxiliary needs.

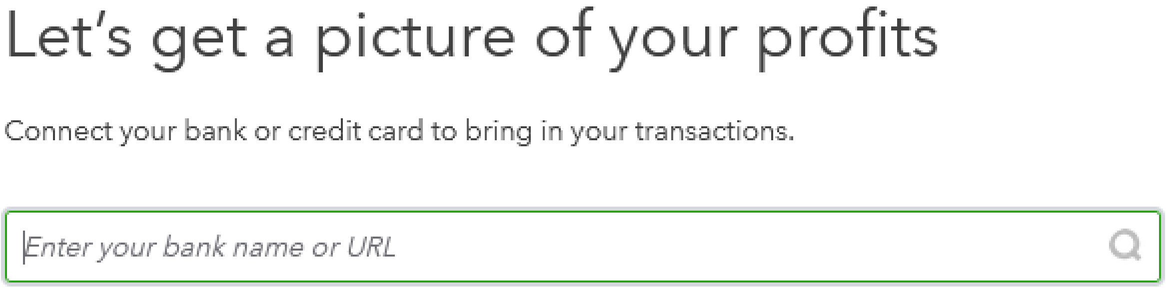
# Link Bank Accounts/Credit Cards

- From the **Dashboard:** choose **Transactions**


- Choose the **Banking**

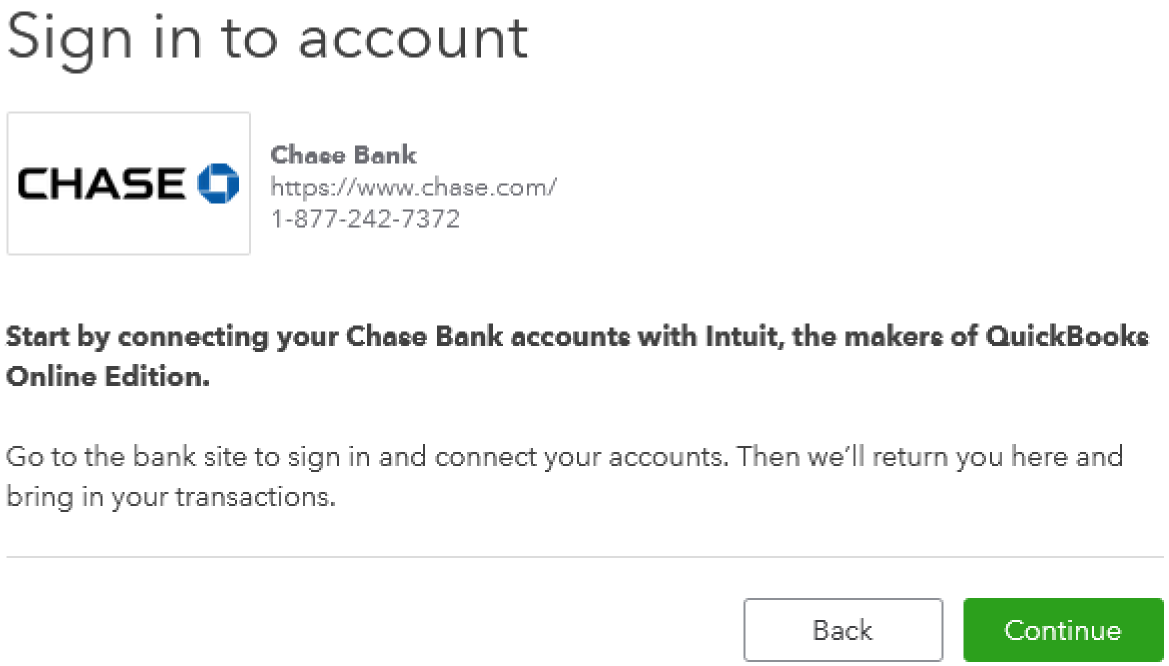

- Choose **Connect account**


- Enter or Choose **Bank**



# Link Bank Accounts/Credit Cards

- Sign in to Bank account




- Choose **Continue**

# Link Bank Accounts/Credit Cards

- Follow your banks instructions on how to link your account to QuickBooks Online

- When you have finished you will return to the QuickBooks Online Screen

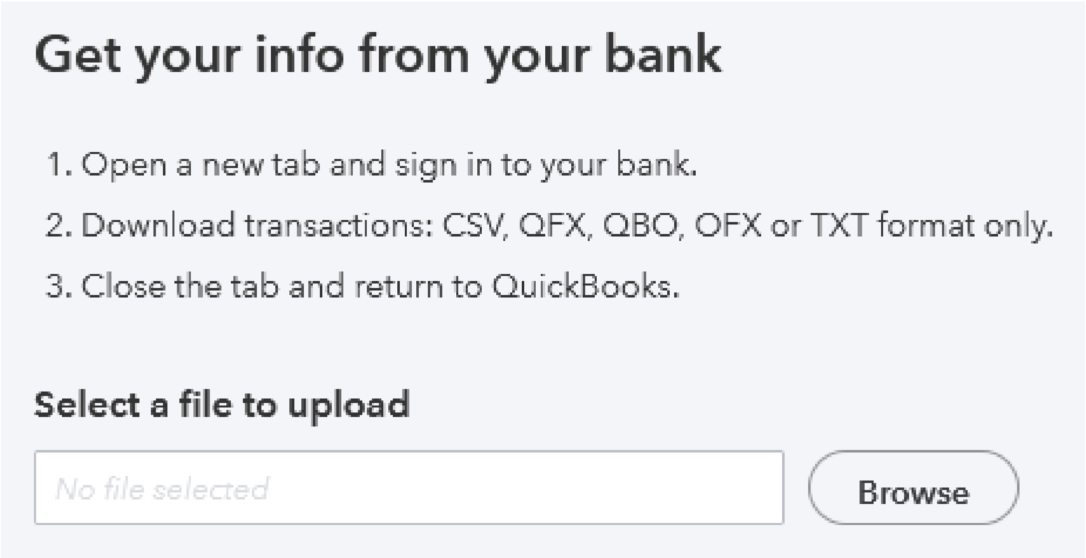
- From the **Dashboard:** choose **Transactions**


- Choose the **Banking**


- Choose **Upload transactions**

# Link Bank Accounts/Credit Cards

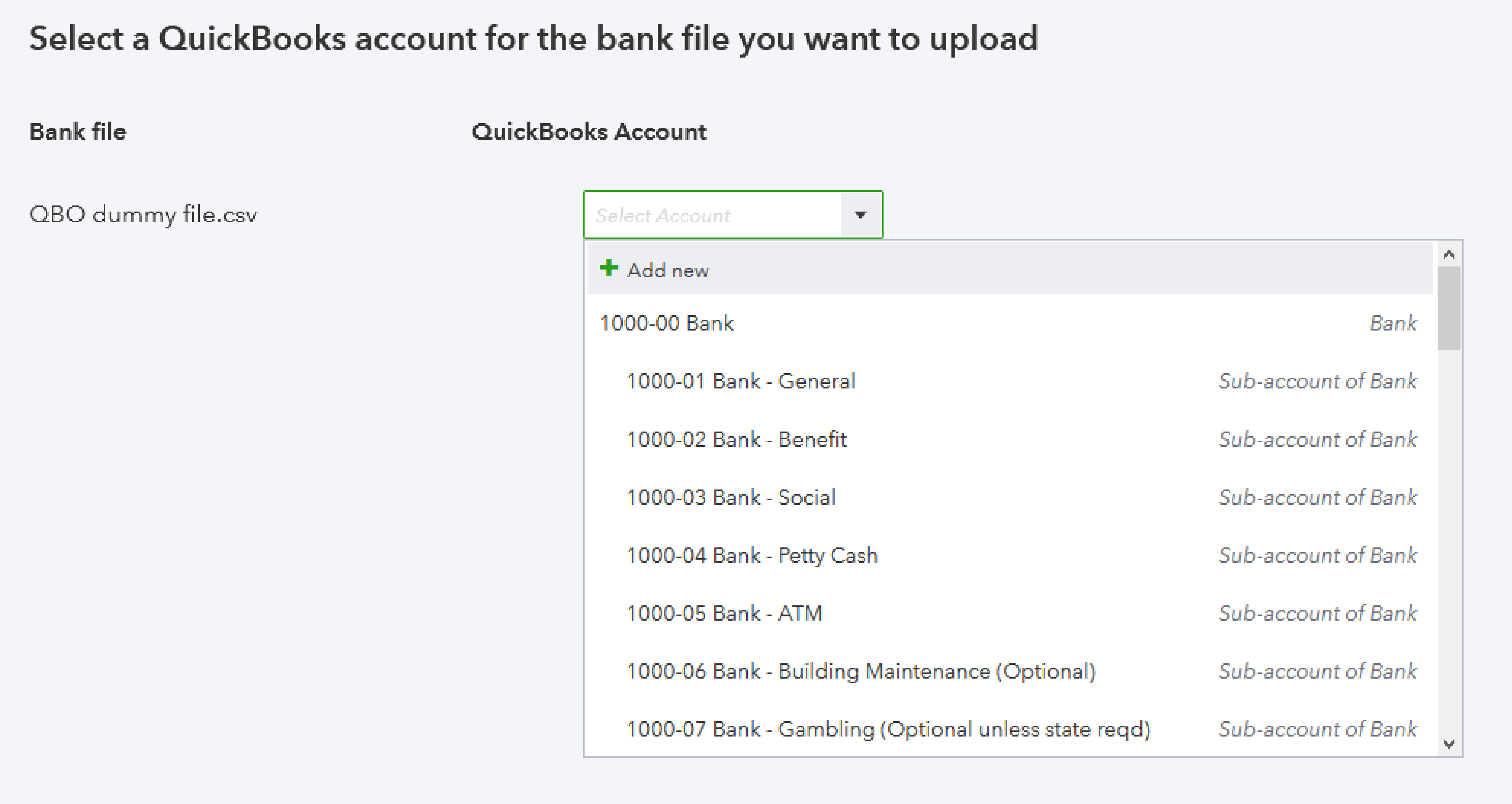
- Choose **Browse** to find the downloaded and saved banking file




- Choose **Next**

# Link Bank Accounts/Credit Cards

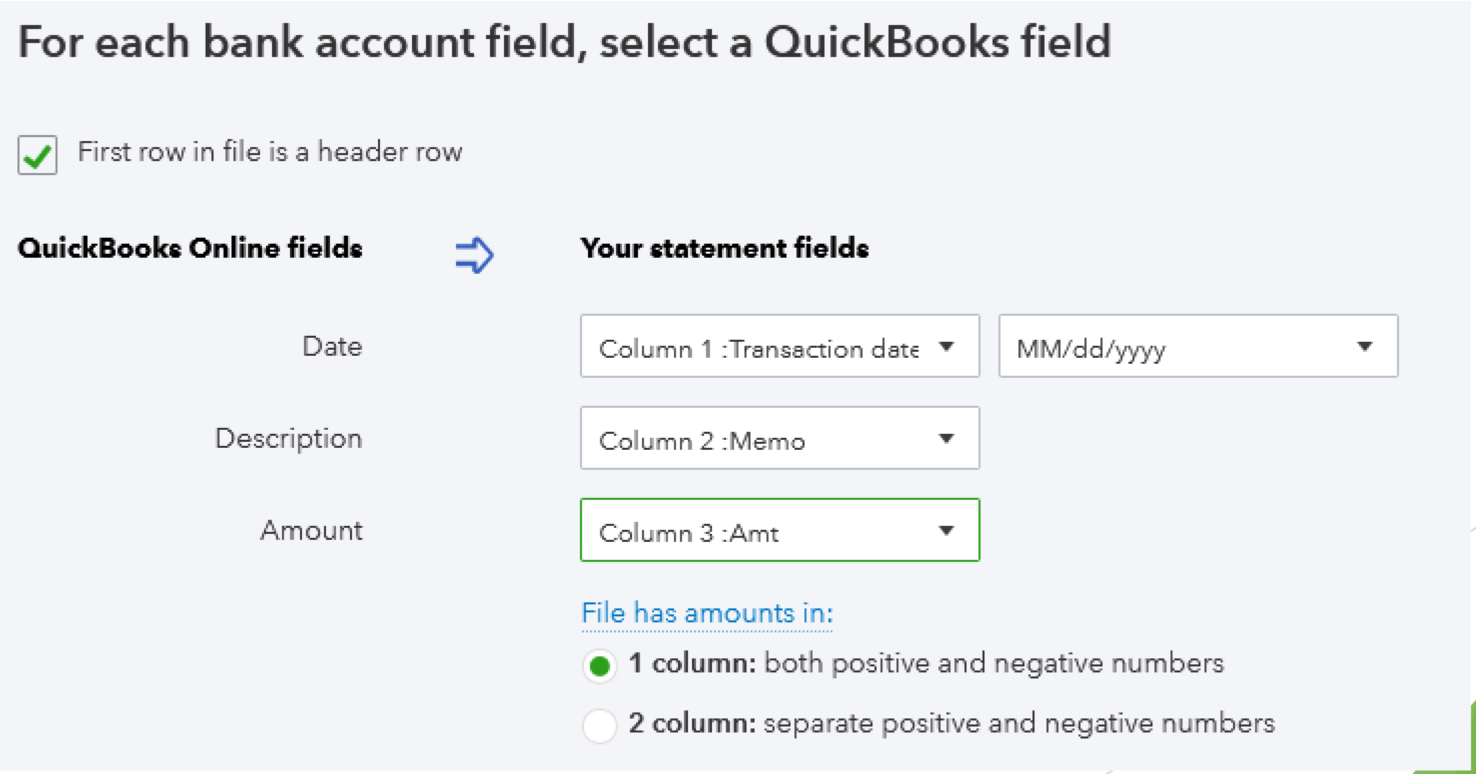
- Choose which account from the COA to which you would like to link your bank account



# Link Bank Accounts/Credit Cards

- Choose **Next**


- In the drop down menus, match selection to the QB Online Field Column



# Link Bank Accounts/Credit Cards

- Choose **Next**


- Select all transactions to import (you will have numerous transactions listed)

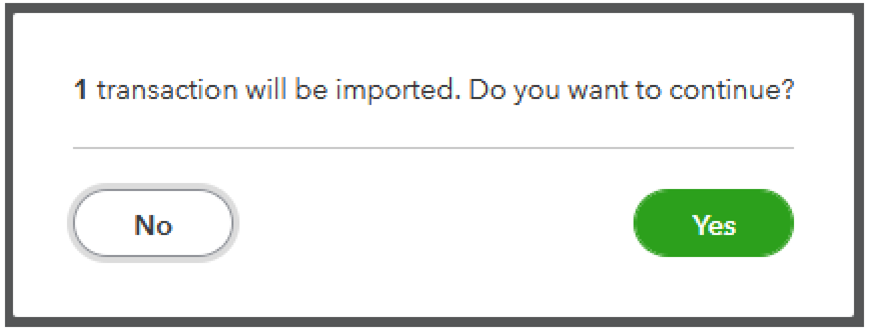
Select the transactions to import

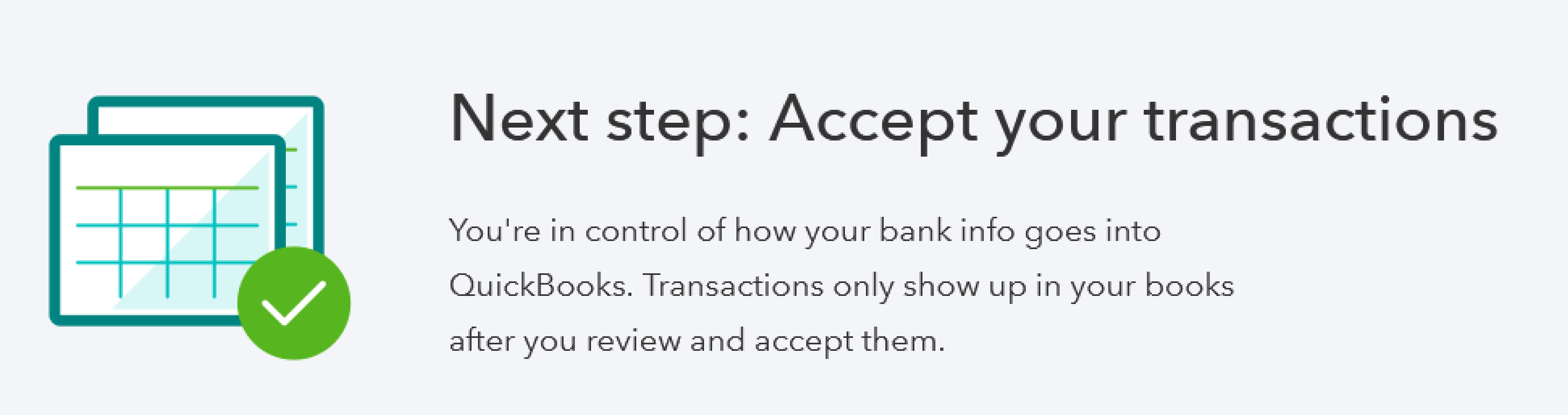
| ☑ | DATE | DESCRIPTION | AMOUNT |
|---|---|---|---|
| ☑ | 10/01/2020 | Test | 100.00 |

- Choose **Next**

# Link Bank Accounts/Credit Cards

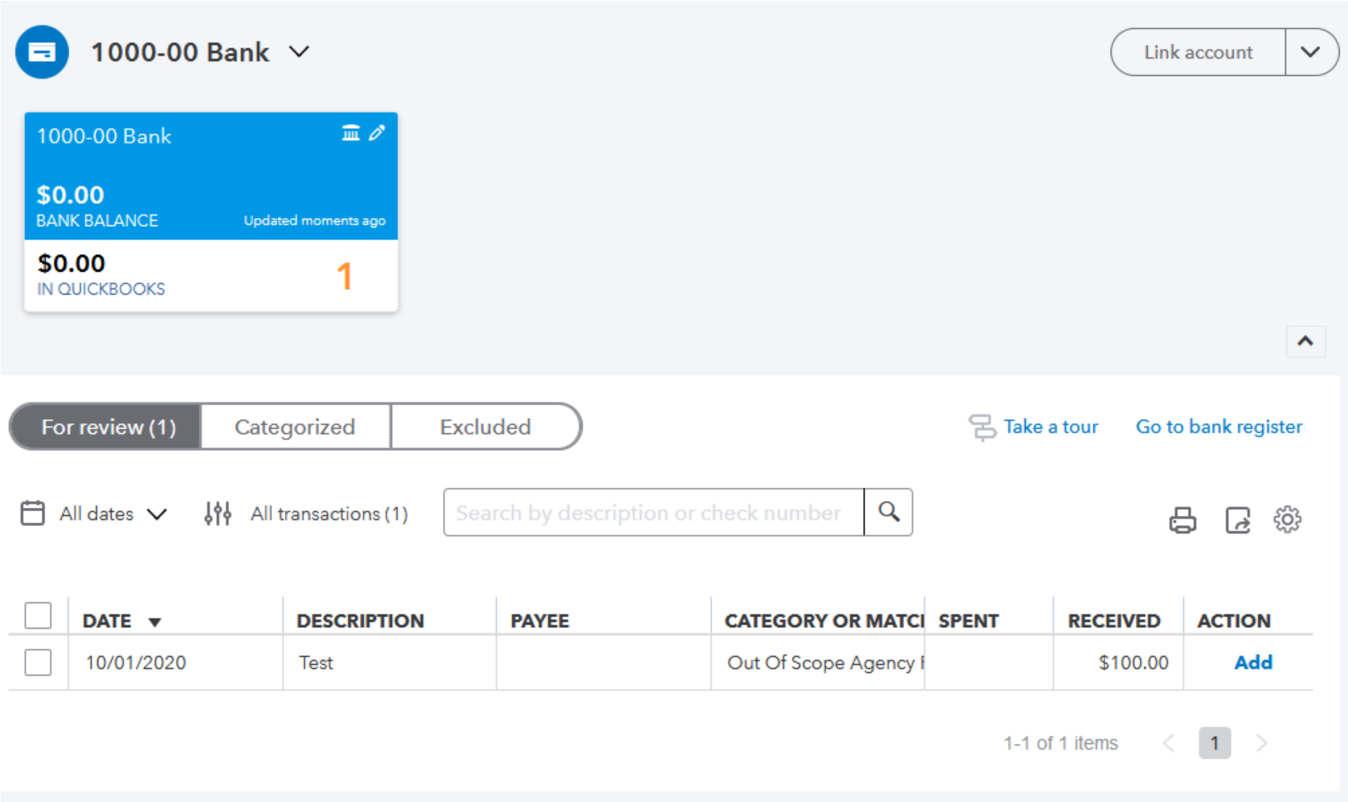
- Choose **Yes** to continue import



# Link Bank Accounts/Credit Cards


- Choose **Let's go!**
- This will bring you to your final upload screen



# Chart of Accounts

E P

- Import your current chart of accounts
- Continue with your current system
- There is a maximum of 250 accounts allowed in the QuickBooks Online version
- Account numbers, if used, have a maximum of 7 digits allowed

OR

- Import the chart of accounts created by the FOE
- Includes 175 pre-set accounts
- Additional accounts may be added – up to 250 total
- Account numbers, if used, have a maximum of 7 digits allowed

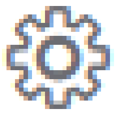
Contact: Intuit.me/foe

# Setting Up and Using Classes

**Classes** are optional and need to be activated to be used.

To activate **Classes:**

- Choose the **gear** icon



- Choose **Account and settings**

Account and settings

- Choose **Advanced**

Advanced

- Under **Categories** ensure **Track classes** is turned **On**

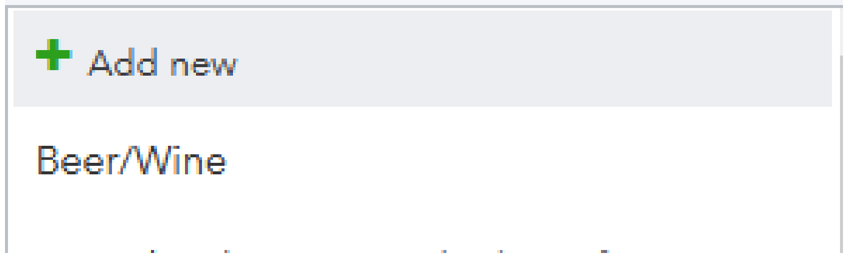
| | | |
|---|---|---|
| Categories | Track classes | On |

# Setting Up and Using Classes

- When entering new revenue and expenditures you will now see a **Class** field has been added.

| CATEGORY | DESCRIPTION | AMOUNT | BILLABLE | TAX | CUSTOMER / PROJECT | CLASS |
|---|---|---|---|---|---|---|
| | | | | | | |

- This is a drop down menu from which you can choose.
- You may also add a new **Class** from this drop down menu when needed.



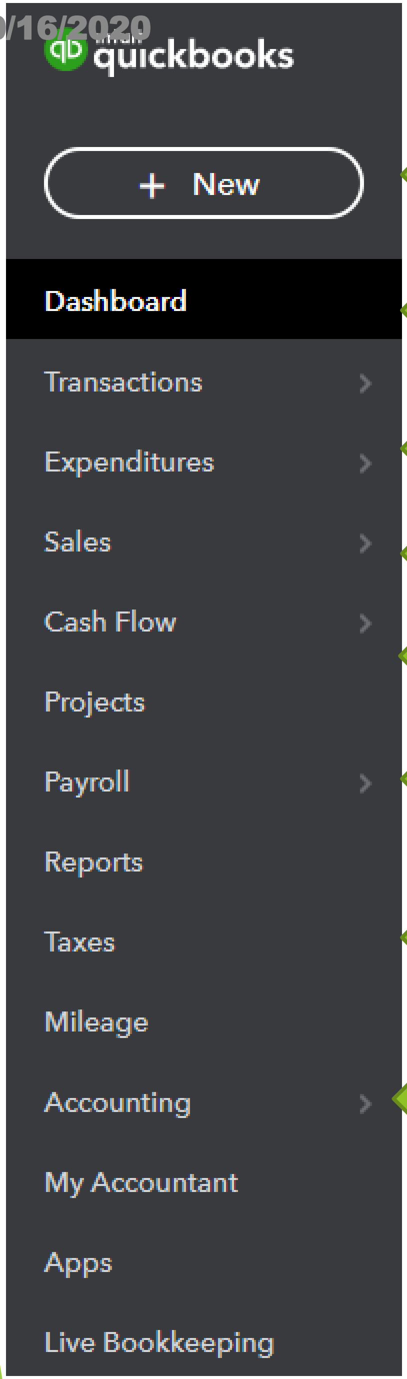
# Setting Up and Using Classes

- ❖ Reports detail each class and their profitability within the chosen date range.

**Statement of Activity by Class**

June 1 - October 13, 2020

| | Total Beer/Wine | Total Clothing | Total Food | Total Liquor | Non-Alchoholic Beverages | Total Non-Alchoholic Beverages | Total Snacks | Not Specified | TOTAL |
|---|---|---|---|---|---|---|---|---|---|
| Revenue | | | | | | | | | |
| 4000-00 Revenue | | | | | | | | | |
| 4100-04 Revenue - Food | 0 | 0 | 1,600 | 0 | | 0 | 0 | | 1,600 |
| Total 4000-00 Revenue | $ 0 | $ 0 | $ 1,600 | $ 0 | $ 0 | $ 0 | $ 0 | $ 0 | $ 1,600 |
| 4100-00 Revenue - Kitchen/Bar | | | | | | | | | |
| 4100-01 Revenue - Beverage - Non Alcoholic | 0 | 0 | 0 | 0 | | 800 | 0 | | 800 |
| 4100-02 Revenue - Beer/Wine | 3,100 | 0 | 0 | 0 | | 0 | 0 | | 3,100 |
| 4100-03 Revenue - Liquor | 0 | 0 | 0 | 1,500 | | 0 | 0 | | 1,500 |
| 4100-05 Revenue - Candy/Chips/Miscellaneous | 0 | 0 | 0 | 0 | | 0 | 800 | | 800 |
| 4100-07 Revenue - Merchandise/Clothing | 0 | 2,075 | 0 | 0 | | 0 | 0 | | 2,075 |
| Total 4100-00 Revenue - Kitchen/Bar | $ 3,100 | $ 2,075 | $ 0 | $ 1,500 | $ 0 | $ 800 | $ 800 | $ 0 | $ 8,275 |
| Sales of Product Revenue | 0 | 150 | 0 | 0 | | 0 | 0 | | 150 |
| Total Revenue | $ 3,100 | $ 2,225 | $ 1,600 | $ 1,500 | $ 0 | $ 800 | $ 800 | $ 0 | $ 10,025 |
| Cost of Goods Sold | | | | | | | | | |
| 5000-00 Cost of Goods Sold | 0 | 150 | 0 | 0 | | 0 | 0 | | 150 |
| 5100-00 Cost of Goods Sold - Kitchen/Bar | 0 | 0 | 0 | 0 | | 0 | 0 | | 0 |
| 5100-02 COGS - Beer/Wine | 2,500 | 0 | 0 | 0 | | 0 | 0 | | 2,500 |
| 5100-04 COGS - Food | 0 | 0 | 225 | 0 | | 0 | 0 | | 225 |
| 5100-03 COGS - Liquor | 0 | 0 | 0 | 1,500 | | 0 | 0 | | 1,500 |
| Total 5100-04 COGS - Food | $ 0 | $ 0 | $ 225 | $ 1,500 | $ 0 | $ 0 | $ 0 | $ 0 | $ 1,725 |
| 5100-05 COGS - Candy/Chips/Miscellaneous | 0 | 0 | 0 | 0 | | 0 | 725 | | 725 |
| 5100-07 COGS - Merchandise/Clothing | 0 | 2,225 | 0 | 0 | | 0 | 0 | | 2,225 |
| Total 5100-00 Cost of Goods Sold - Kitchen/Bar | $ 2,500 | $ 2,225 | $ 225 | $ 1,500 | $ 0 | $ 0 | $ 725 | $ 0 | $ 7,175 |
| Total Cost of Goods Sold | $ 2,500 | $ 2,375 | $ 225 | $ 1,500 | $ 0 | $ 0 | $ 725 | $ 0 | $ 7,325 |
| Gross Profit | $ 600 | -$ 150 | $ 1,375 | $ 0 | $ 0 | $ 800 | $ 75 | $ 0 | $ 2,700 |




Enter New Transactions

Dashboard Overview

Manage Vendors and Bills

Customers and Invoices

Budgeting

Manage Employees

Track and Pay Sales Tax

Chart of Accounts

# Entering New Transactions

| CUSTOMERS | VENDORS | EMPLOYEES | OTHER |
|---|---|---|---|
| Pledge | Expenditure | Payroll | Bank deposit |
| Receive payment | Check | Single time activity | Transfer |
| Estimate | Bill | Weekly timesheet | Journal entry |
| Credit memo | Pay bills | | Statement |
| Sales receipt | Purchase order | | Inventory qty adjustment |
| Refund receipt | Vendor credit | | Pay down credit card |
| Delayed credit | Credit card credit | | |
| Delayed charge | Print checks | | |

# Cash Flow - Budgeting

- Choose **Cash Flow**


- Choose **Planner**


- Once bank accounts are linked and data has been entered into QuickBooks Online, this page will assist with your projection and budgeting

- All new transactions entered will automatically flow into the chart

# Cash Flow - Budgeting

P

- Choose from two views

Money in/out  OR  Cash balance

- Choose **Add event** to see how future revenue or expenditures will affect your budget

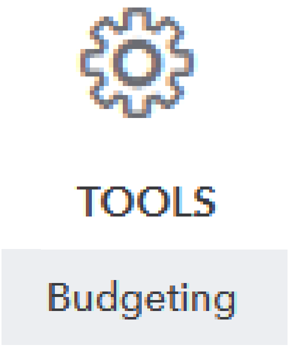
Add event

This is a safe place to play with the numbers. Your planner won't affect the rest of QuickBooks.

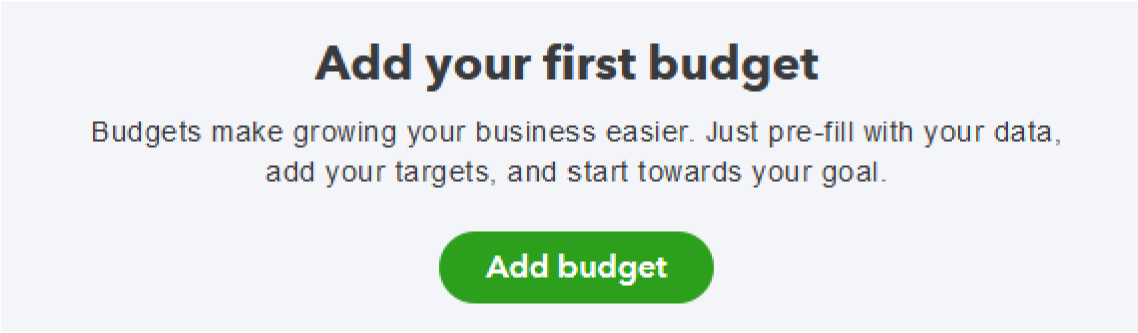
# Cash Flow - Budgeting

❖ To Enter a Budget in the system:

- Choose the **gear** icon
- Under the **TOOLS** menu choose **Budgeting**




- Choose **Add budget (see following page for budget chart)**




For additional budgeting support, please reference the FOE Budgeting Guide
On the members' only section of [www.foe.com](http://www.foe.com)

# Cash Flow - Budgeting

New Budget

Name * : Test

Fiscal Year: FY2021 (Jun 2020 - May 2021)

Interval: Monthly

Pre-fill data?: No

Subdivide by: Don't subdivide

| ACCOUNTS | JUN | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| REVENUE | | | | | | | | | | | | | |
| 4000-00 Revenue | | | | | | | | | | | | | |
| Revenue - Membership Dues | | | | | | | | | | | | | |
| Revenue - Beneficial Membe... | | | | | | | | | | | | | |
| Revenue - Rental | | | | | | | | | | | | | |
| Revenue - Food | | | | | | | | | | | | | |
| Total 4000-00 Revenue | | | | | | | | | | | | | |
| 4100-00 Revenue - Kitchen/Bar | | | | | | | | | | | | | |
| Revenue - Beverage - Non A... | | | | | | | | | | | | | |
| Revenue - Beer/Wine | | | | | | | | | | | | | |
| Revenue - Liquor | | | | | | | | | | | | | |
| Revenue - Candy/Chips/Mis... | | | | | | | | | | | | | |
| Revenue - Tobacco Products | | | | | | | | | | | | | |
| Revenue - Merchandise/Clot... | | | | | | | | | | | | | |
| Total 4100-00 Revenue - Kitc... | | | | | | | | | | | | | |

BUDGET PREVIEW

# Vendors and Bills

❖ Your current Vendor list will transfer with your QuickBooks account

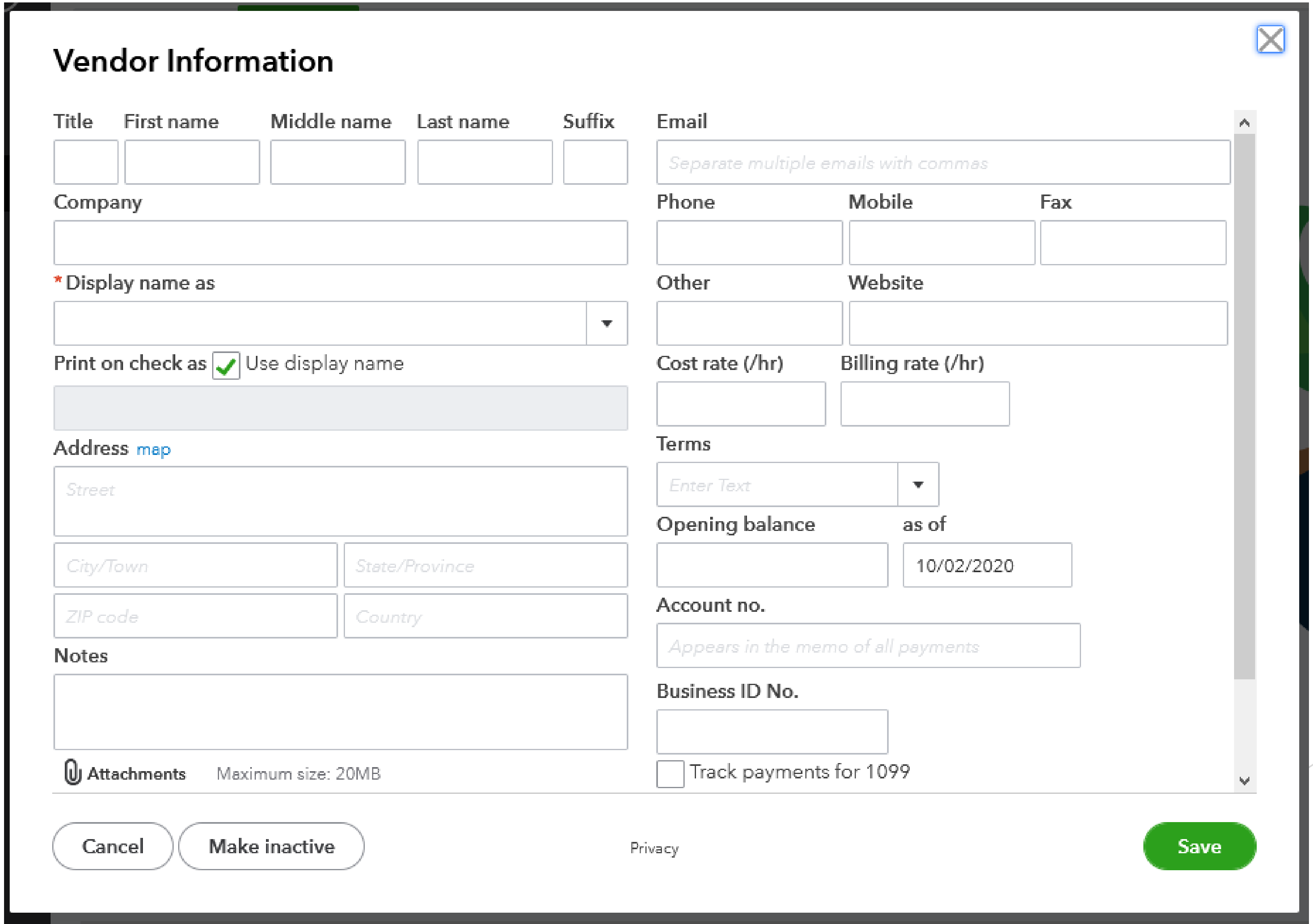
- ➢ To Add a Vendor manually choose **Expenditures**


- ➢ Choose **Vendors**


- ➢ Choose **New vendor**


- ➢ Add Vendor information and choose **Save**

# Vendors and Bills



## Vendor Information

Title | First name | Middle name | Last name | Suffix

Company

* Display name as

Print on check as ☑ Use display name

Address map

Street

City/Town | State/Province

ZIP code | Country

Notes

Attachments Maximum size: 20MB

Email

Separate multiple emails with commas

Phone | Mobile | Fax

Other | Website

Cost rate (/hr) | Billing rate (/hr)

Terms

Enter Text

Opening balance | as of 10/02/2020

Account no.

Appears in the memo of all payments

Business ID No.

☐ Track payments for 1099

Cancel | Make inactive | Privacy | Save

# Vendors and **Bills**

E P

## Posting a Bill vs Writing a Check (Manual Transaction)

### Posting a Bill

When you post a bill – the intention is to record the expense and pay (write the check) for the bill at a later date.

### Writing a Check (Manual Transaction)

Writing a check (entering a manual transaction) records the expense and the check is written on the spot.

### Reasons for Posting a Bill

The bill received is not due for 30 days. *When paying bills or printing checks through QuickBooks, multiple bills can easily be paid at one time.

### Reasons for Writing a Check (Manual Transaction)

An Aerie/Auxiliary officer purchases supplies for the Aerie/Auxiliary and requires reimbursement.

# Vendors and **Bills**

## Posting a Bill

- From the main page, choose **New**


- The following menu will appear:

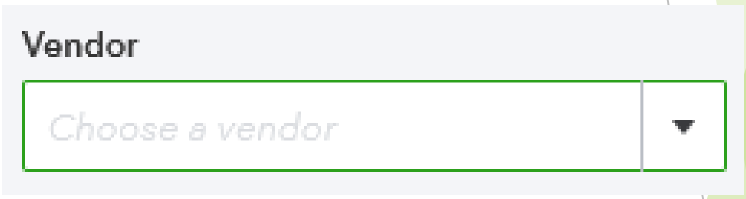
| CUSTOMERS | VENDORS | EMPLOYEES | OTHER |
|---|---|---|---|
| Pledge | Expenditure | Payroll | Bank deposit |
| Receive payment | Check | Single time activity | Transfer |
| Estimate | Bill | Weekly timesheet | Journal entry |
| Credit memo | Pay bills | | Statement |
| Sales receipt | Purchase order | | Inventory qty adjustment |
| Refund receipt | Vendor credit | | Pay down credit card |
| Delayed credit | Credit card credit | | |
| Delayed charge | Print checks | | |

# Vendors and Bills

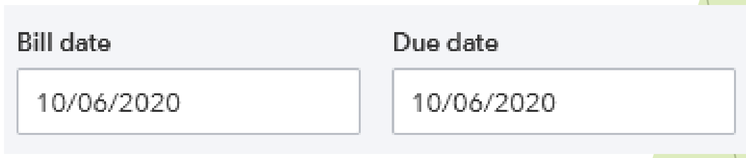
- Under **Vendors** choose **Bill**


- Complete the necessary fields on the following screen

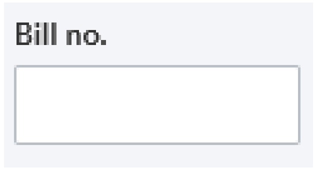
  - Choose a **Vendor**



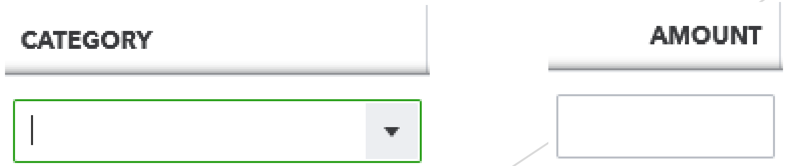

  - Enter the **Bill date** and the **Due date**



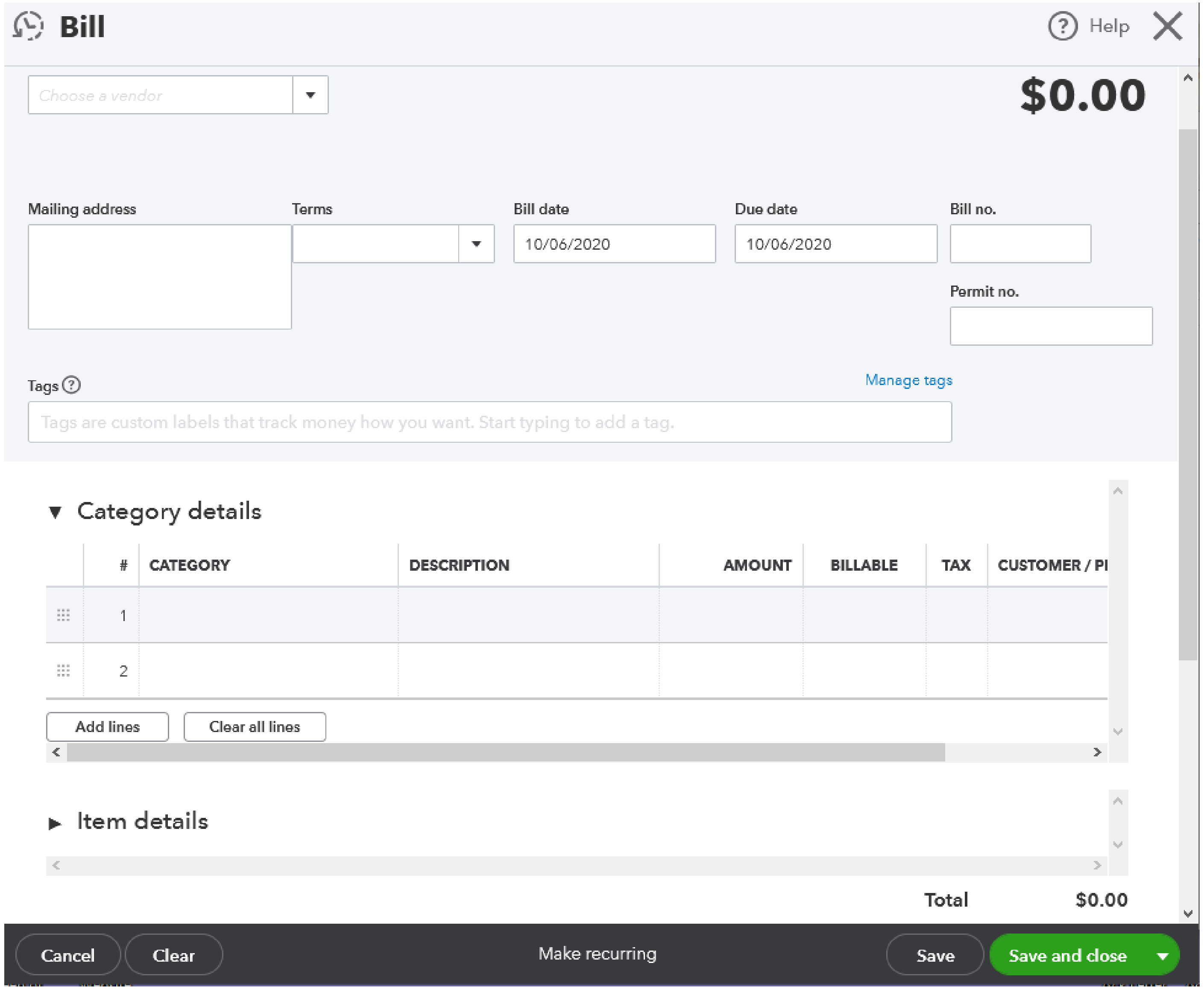

  - Enter the **Bill number (Invoice number)**




  - Choose **Category** (Account) and enter **Amount**



# Vendors and Bills

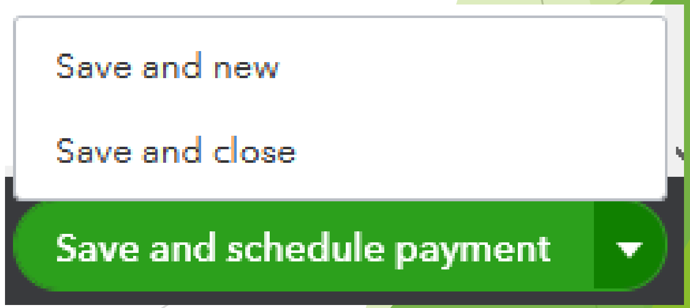



- Choose either:

**Save and new**

OR

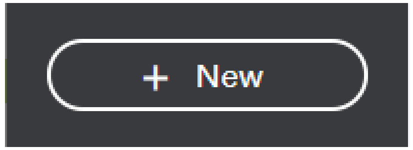
**Save and close**



# Vendors and **Bills**

## Paying Posted Bills

- From the main page, choose **New**





- Under **Vendors** choose **Pay bills**

# Vendors and Bills

E P

## Pay Bills

Payment account: 1000-00 Bank

Balance $100.00

Payment date: 10/06/2020

Starting check no.: 1

Print later

TOTAL PAYMENT AMOUNT

**$0.00**

Filter > Last 365 Days

1 open bill

| | PAYEE | REF NO. | DUE DATE ▲ | OPEN BALANCE | CREDIT APPLIED | PAYMENT | TOTAL AMOUNT |
|---|---|---|---|---|---|---|---|
| | Bob's | | 10/06/2020 | $100.00 | *Not available* | | $0.00 |
| 0 bills selected | | | | $0.00 | $0.00 | $0.00 | $0.00 |

Total payment (USD) 0.00

< First Previous 1-1 of 1 Next Last >

# Vendors and Bills

- Choose which bank account from which to pay bills

Payment account

1000-00 Bank

- Enter **Payment date** and next available check number

| Payment date | Starting check no. |
|---|---|
| 10/06/2020 | 1 |

- Check all boxes for checks to be paid

| | PAYEE | REF NO. | DUE DATE ▲ | OPEN BALANCE | CREDIT APPLIED | PAYMENT | TOTAL AMOUNT |
|---|---|---|---|---|---|---|---|
| ☑ | Bob's | | 10/06/2020 | $100.00 | *Not available* | 100.00 | $100.00 |
| 1 bill selected | | | | $100.00 | $0.00 | $100.00 | $100.00 |

Total payment (USD) 100.00

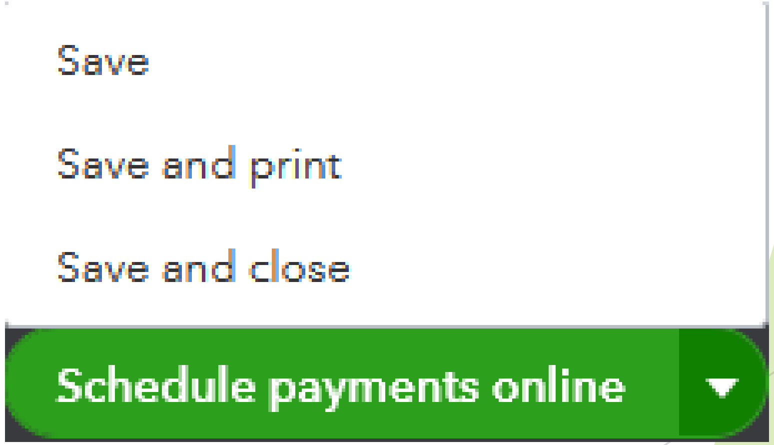
< First Previous 1-1 of 1 Next Last >

| | |
|---|---|
| Current account balance | $100.00 |
| Total payment | -$100.00 |
| **New account balance** | $0.00 |

# Vendors and Bills

- Choose one of the following:

- Save - Only marks the bill as paid. You will need to go back later to print the check

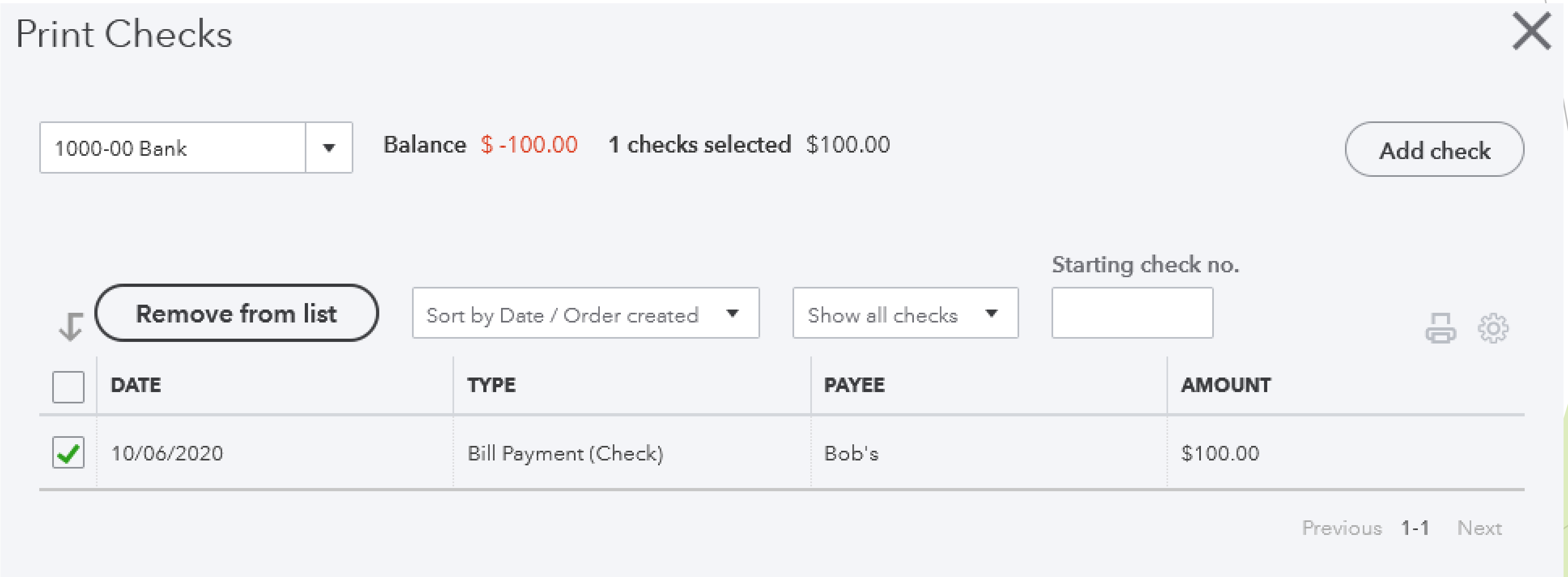



- Save and print – (see next page for instructions)

- Save and close - Only marks the bill as paid. You will need to go back later to print the check

# Vendors and Bills

- Save and Print



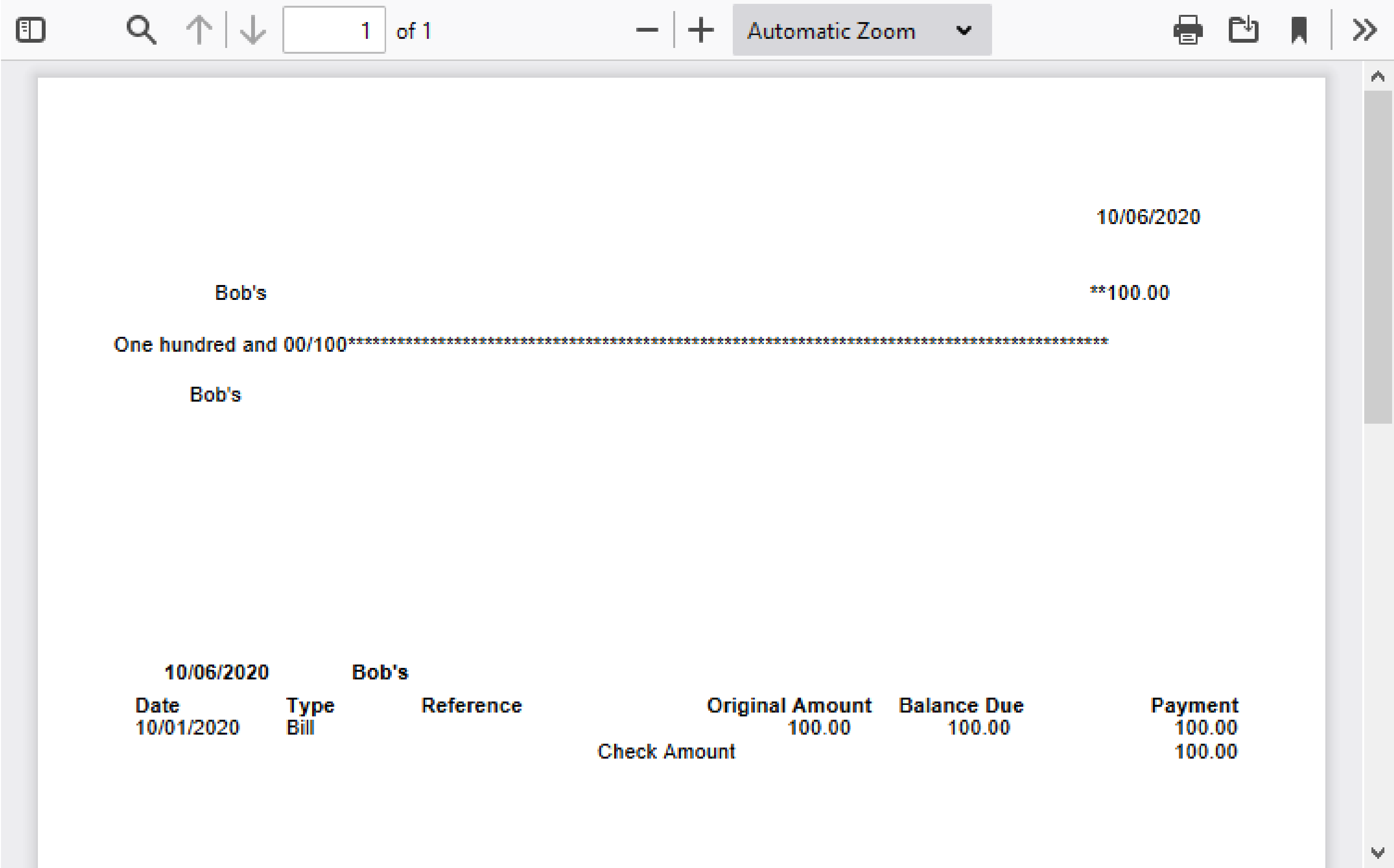

- Choose Preview and print

# Vendors and Bills

## Print preview

To print, right-click the preview and select **Print**. Or, click the **Print** icon if you see one below.

[Click here to download the PDF if you are unable to view it below]


1 of 1

Automatic Zoom

10/06/2020

Bob's **100.00

One hundred and 00/100*********************************************************************************************************

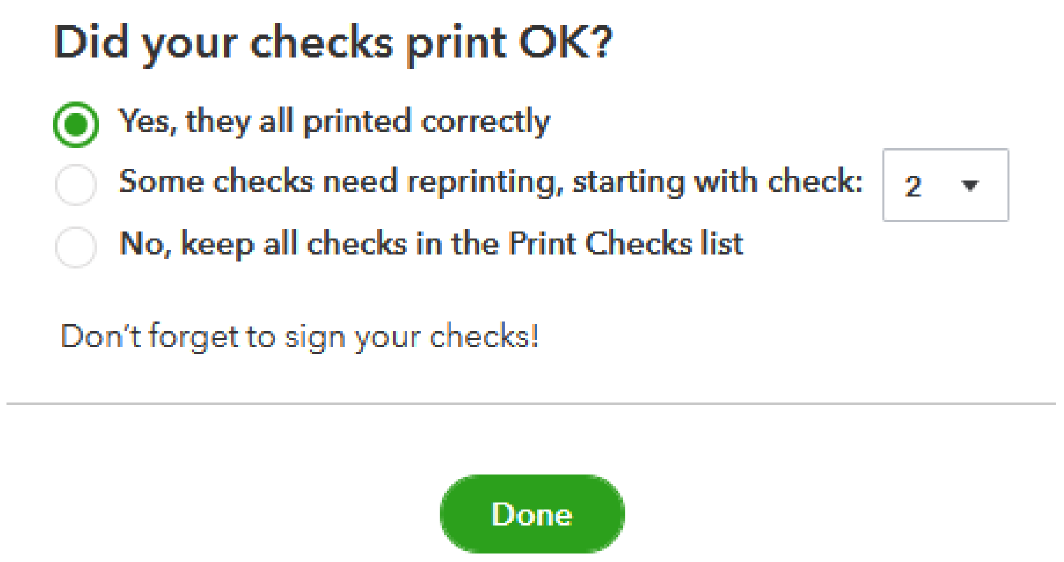
Bob's

10/06/2020 Bob's

| Date | Type | Reference | Original Amount | Balance Due | Payment |
|---|---|---|---|---|---|
| 10/01/2020 | Bill | | 100.00 | 100.00 | 100.00 |
| | | Check Amount | | | 100.00 |

# Vendors and Bills

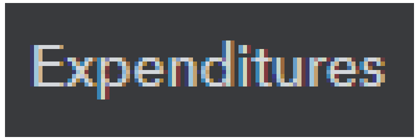
- The next screen will offer a chance to correct mistakes



# Vendors and Bills

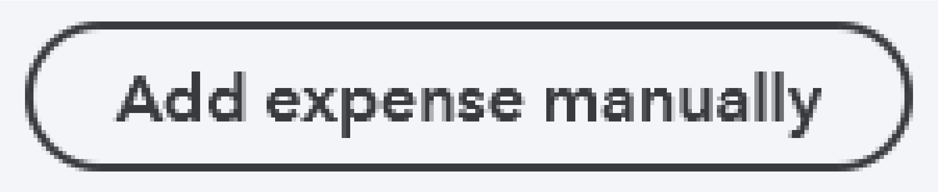
❖ **All transactions, posted through your LINKED bank accounts will automatically record**

➢ To enter a check/expense manually choose **Expenditures**



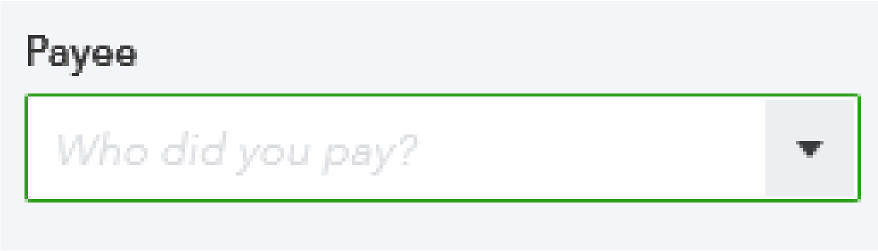

➢ Choose **Expenditures** again


➢ Choose **Add expense manually**

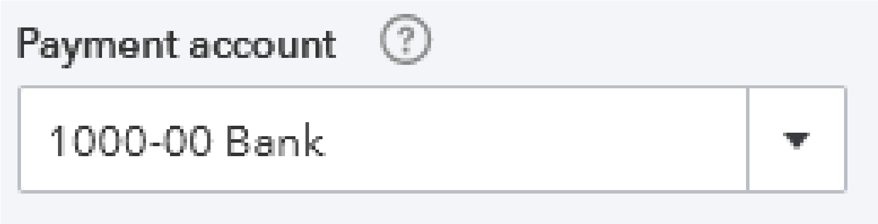


# Vendors and **Bills**

- Choose **Payee (Vendor)**



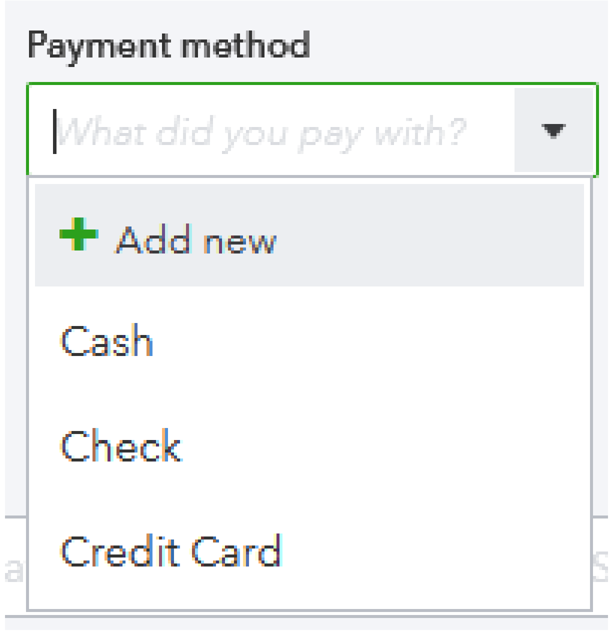

- Choose **Bank account (Benefit, General…)**



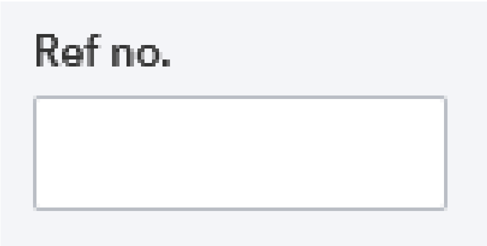

- Ensure **Payment date** is correct

# Vendors and **Bills**

- Choose **Payment method**




- Enter **Reference/Invoice** Number



# Vendors and **Bills**

E P

▼ Category details

| | # | CATEGORY ? | DESCRIPTION | AMOUNT |
|---|---|---|---|---|
| | 1 | What tax category fits? | What did you pay for? | |

- Enter **Category/Expenditure account** from your Chart of Accounts
- Enter **Description** of expenditure paid
- Enter **Amount** of expenditure paid
- Choose either **Save and close** or **Save and new** (from drop down menu)

# Customers and Invoices

❖ Manage **Customers**

➢ Choose **Sales**

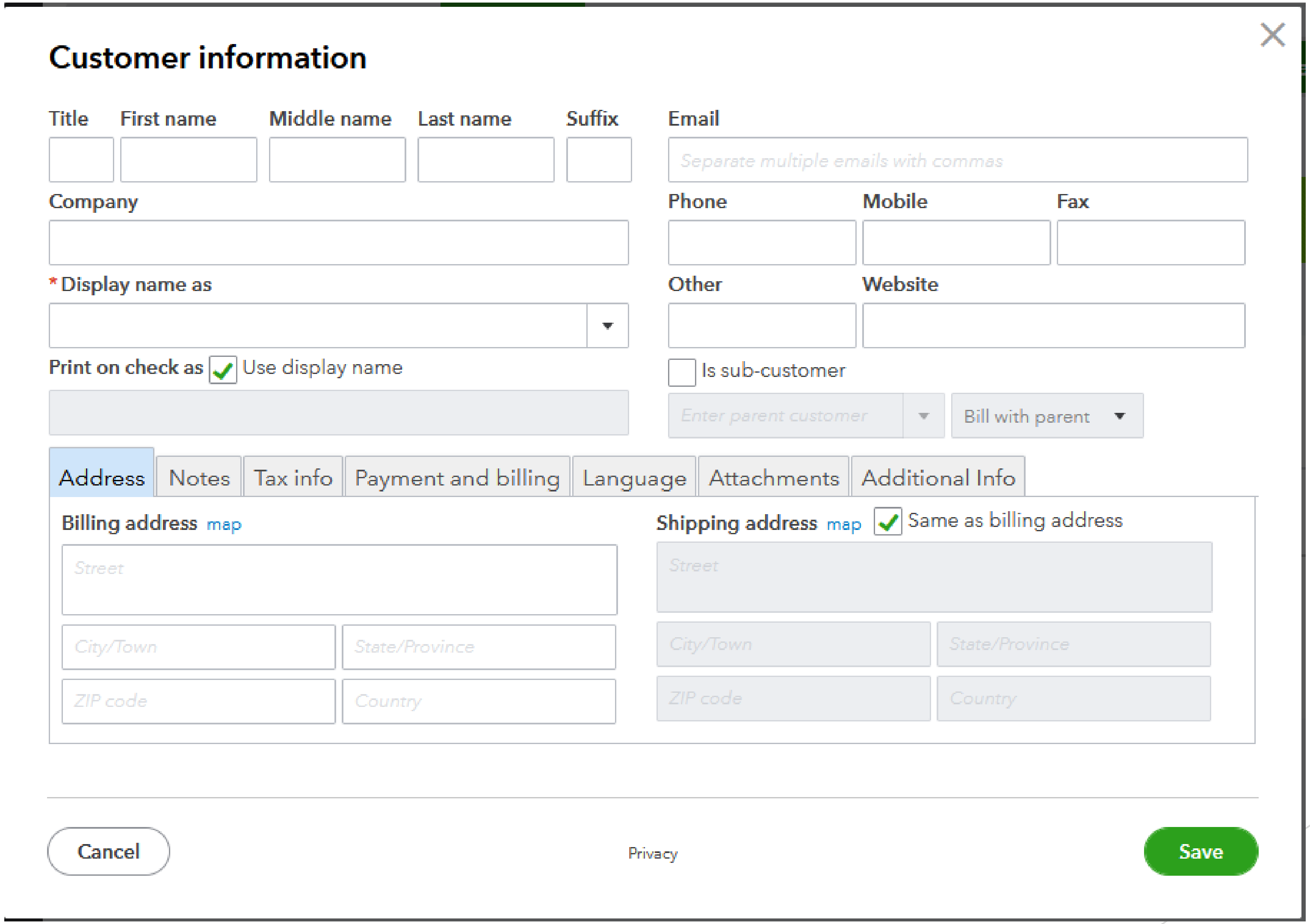

➢ Choose **Customers**


❖ Your current **Customers** list will transfer with your current QuickBooks File

❖ If you need to create a new **Customer** profile choose **New customer**

# Customers and Invoices

E P

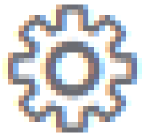


# Customers and Invoices

❖ Create **Invoice** template

<u>In the upper right hand corner you will see these icons</u>

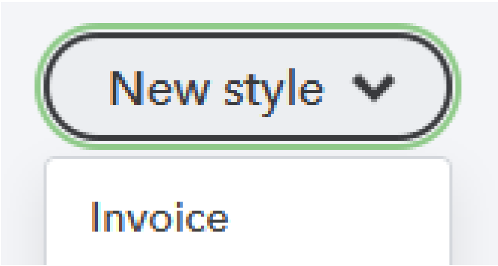

➢ Choose the **gear** icon



➢ Choose **Custom form styles**

# Customers and Invoices

- Click on the **New style** drop down menu and choose Invoice




**OR**

- Click on the **Edit** button to revise the **Master** invoice


- You will be brought to a page with these buttons in the upper left hand corner

# Customers and Invoices

- Choose each of the 3 available buttons to customize your invoice

Design — **Logos** available on foe.com

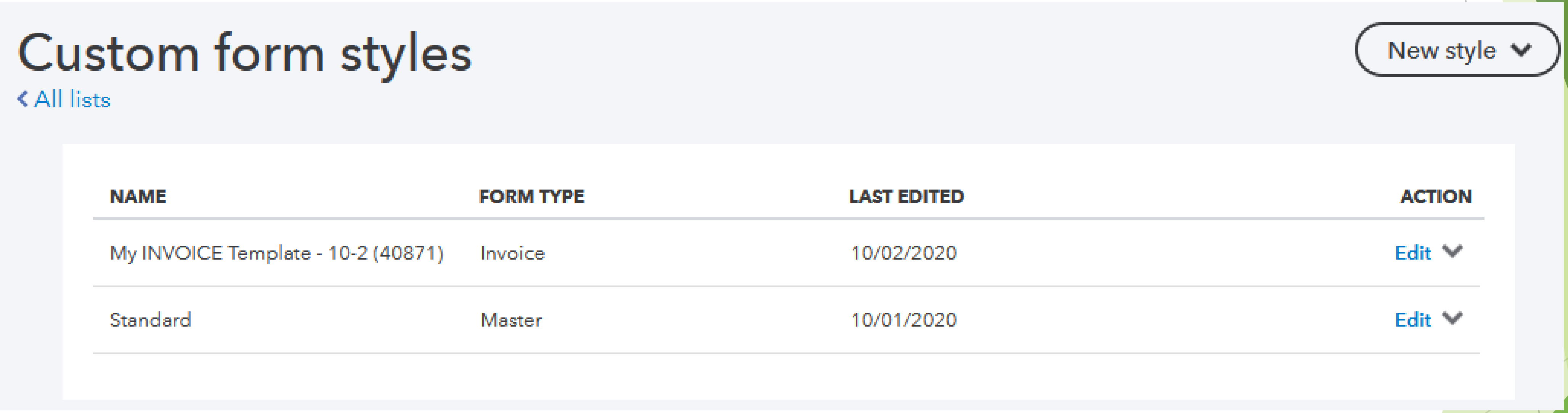
Content — Use the **Edit** button to change each section

Emails — Change the **Subject** line to meet your needs

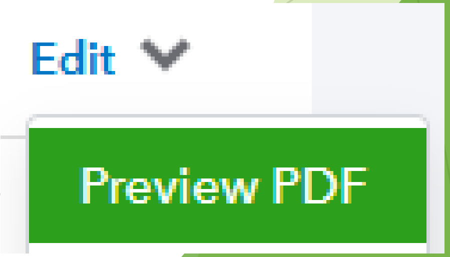
- Once you have completed all 3 areas choose Done

# Customers and Invoices

❖ Choosing **Done** will bring you to a list of all your created templates




❖ Choosing the **Edit** button to **Preview** what your customers will see



# Customers and Invoices

❖ **Invoice** a customer

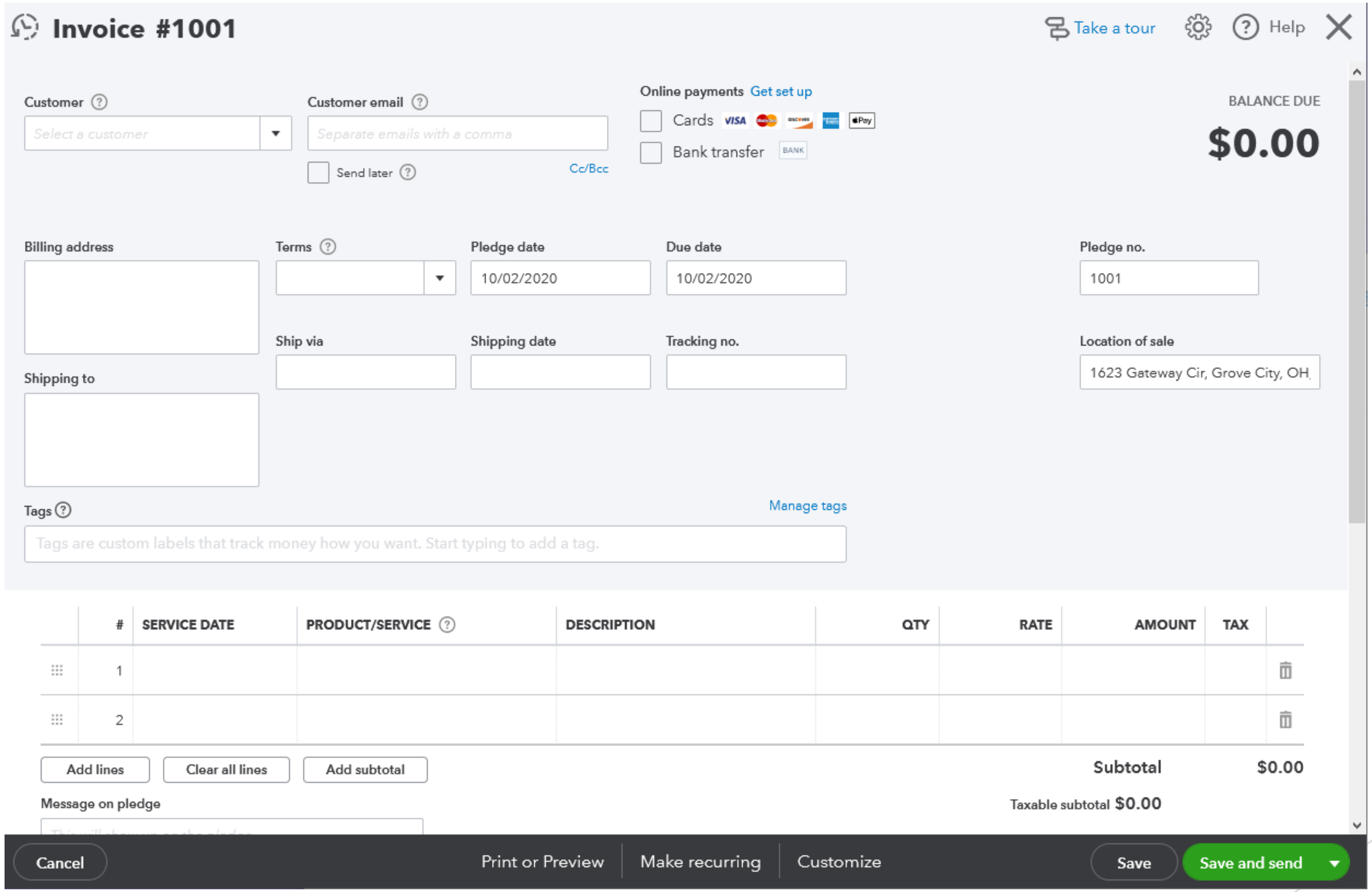
- Choose **Sales**


- Choose **Invoices**


- Choose **Create invoice**


- Once the fields are completed, choose **Save** or **Save and send** (if emailing)


# Customers and Invoices



# Receiving Payments

E P

## Sales Receipt vs Receiving Payment for an Invoice

### Sales Receipt

Created when product is sold and paid for at the same time and the customer requests a receipt

### Receiving Payment for an Invoice

When you have previously created an invoice for a customer and need to record the payment for the amount due.

### Reasons for Creating a Sales Receipt

An Aerie/Auxiliary member purchases a T-shirt while at the club and requests a receipt for their purchase.

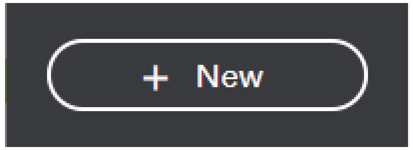
### Reasons for Creating an Invoice

An Aerie/Auxiliary member wants to purchase several T-shirts for an event and wishes to pay after the event takes place.

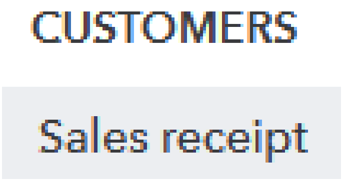
# Receiving Payments

❖ **Sales Receipt**

➢ From the main page choose **New**

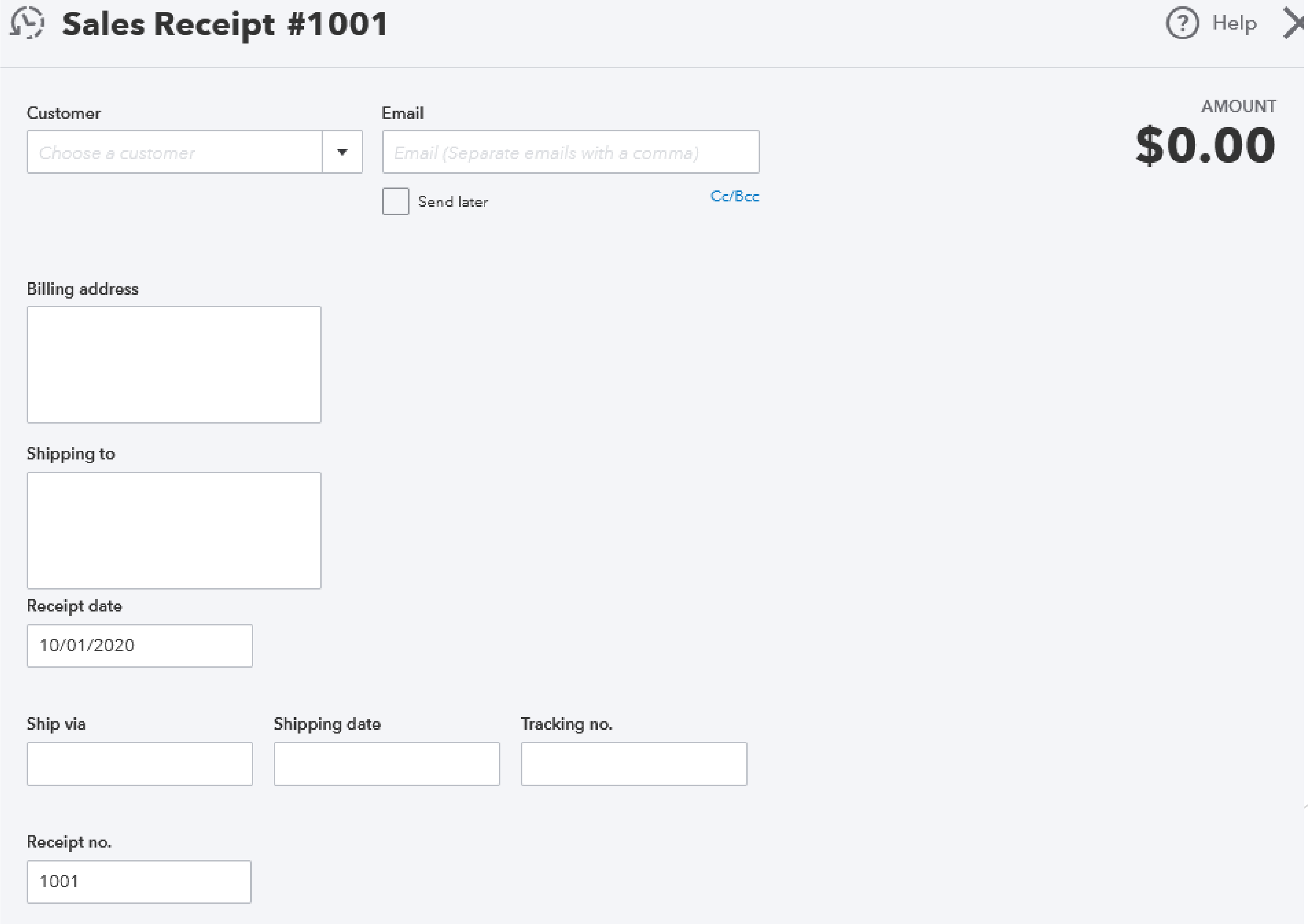



➢ Under **Customers** choose **Sales receipt**




❖ The next screen shows the top of the Sales receipt where the customer's information is entered

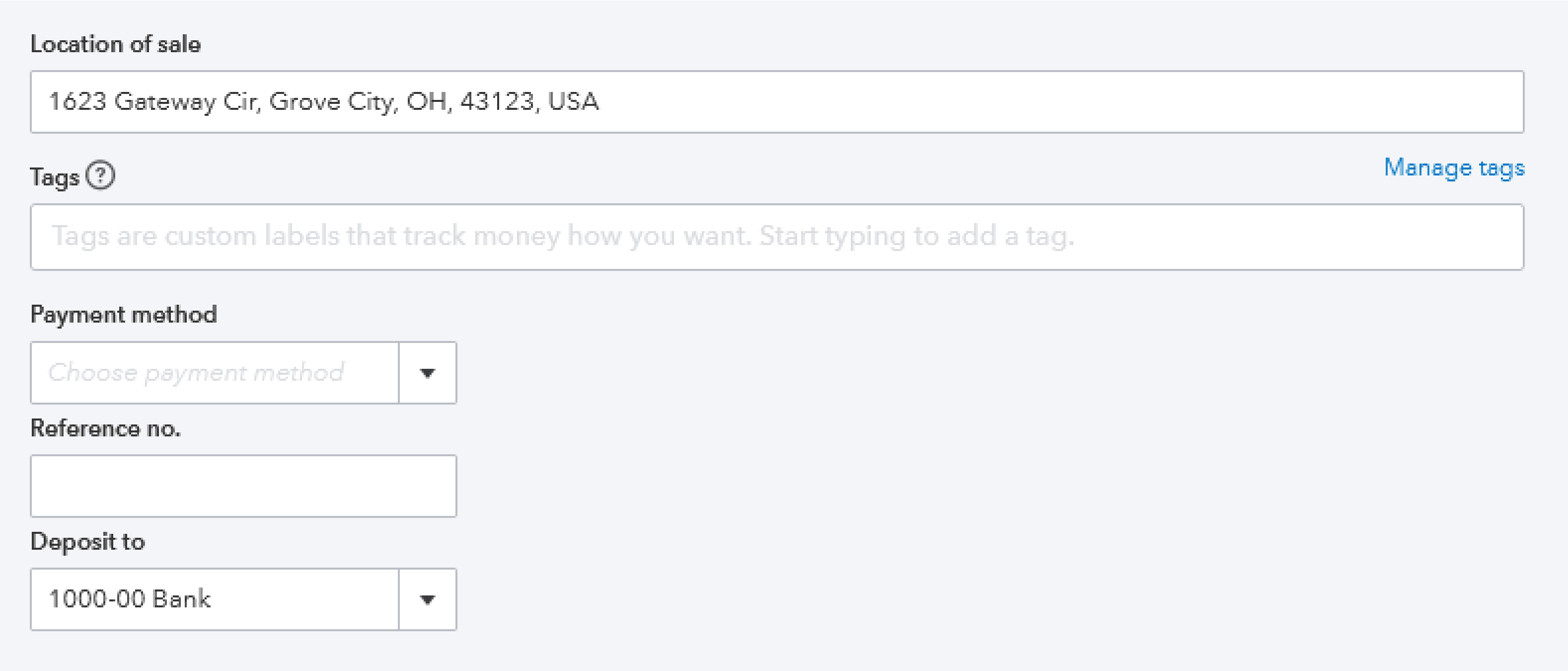
# Receiving Payments



# Receiving Payments

E P

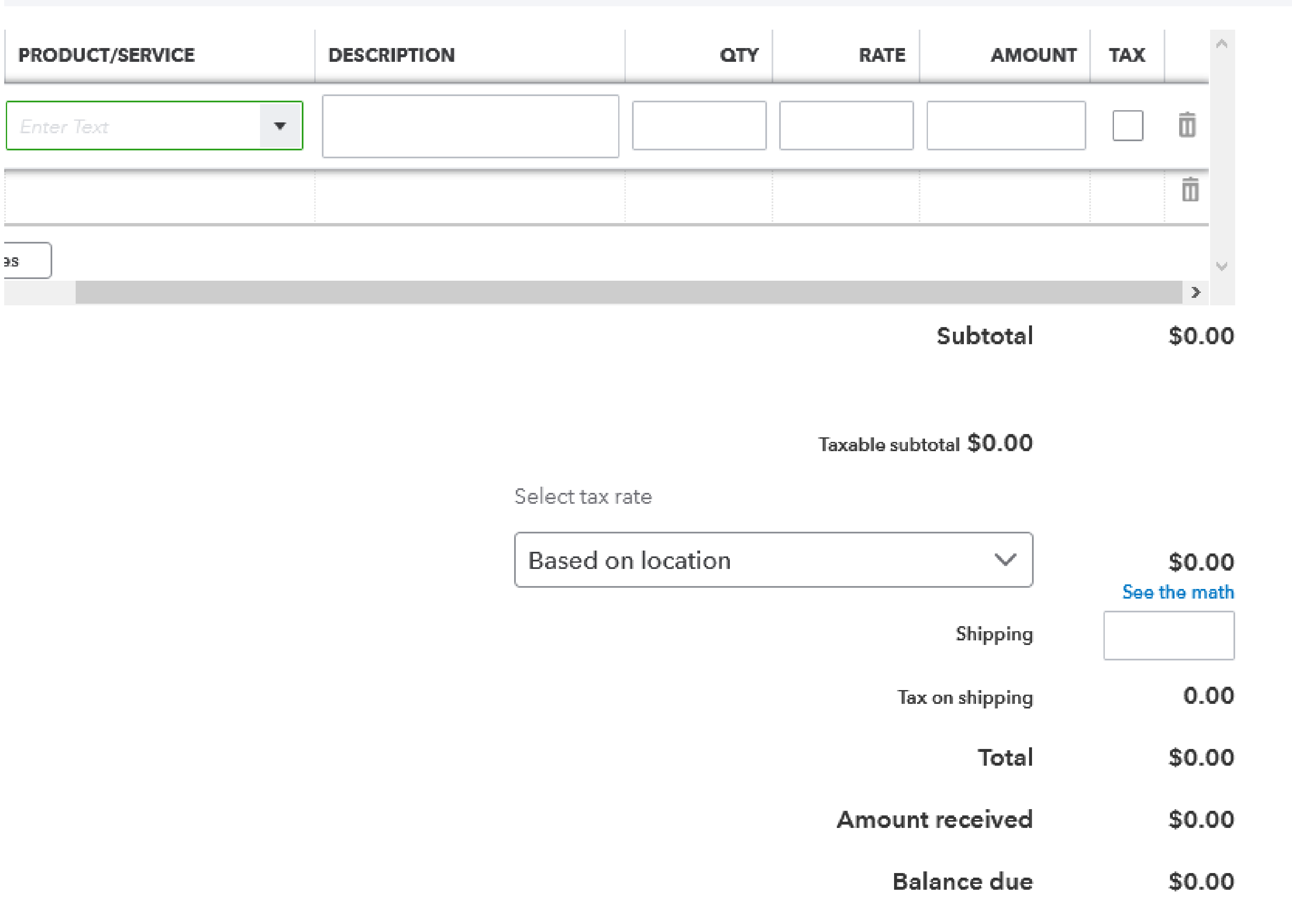
❖ In the middle of the Sales receipt choose the payment method (how they are paying for the product) and to which bank account it should be deposited.



# Receiving Payments

- At the bottom of the Sales Receipt
  - Choose product purchased
  - Choose Quantity purchased
  - Rate is the price per product
  - Choose whether the product is taxable
  - Choose the tax rate based on the location

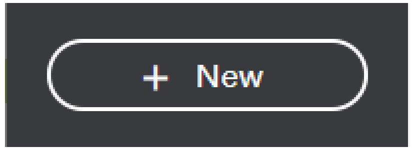
- Choose Save or Save and send

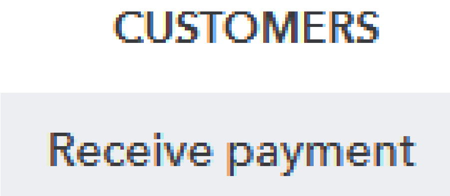
# Receiving Payments

❖ **Receiving Payment for an Invoice**

➢ From the main page choose **New**

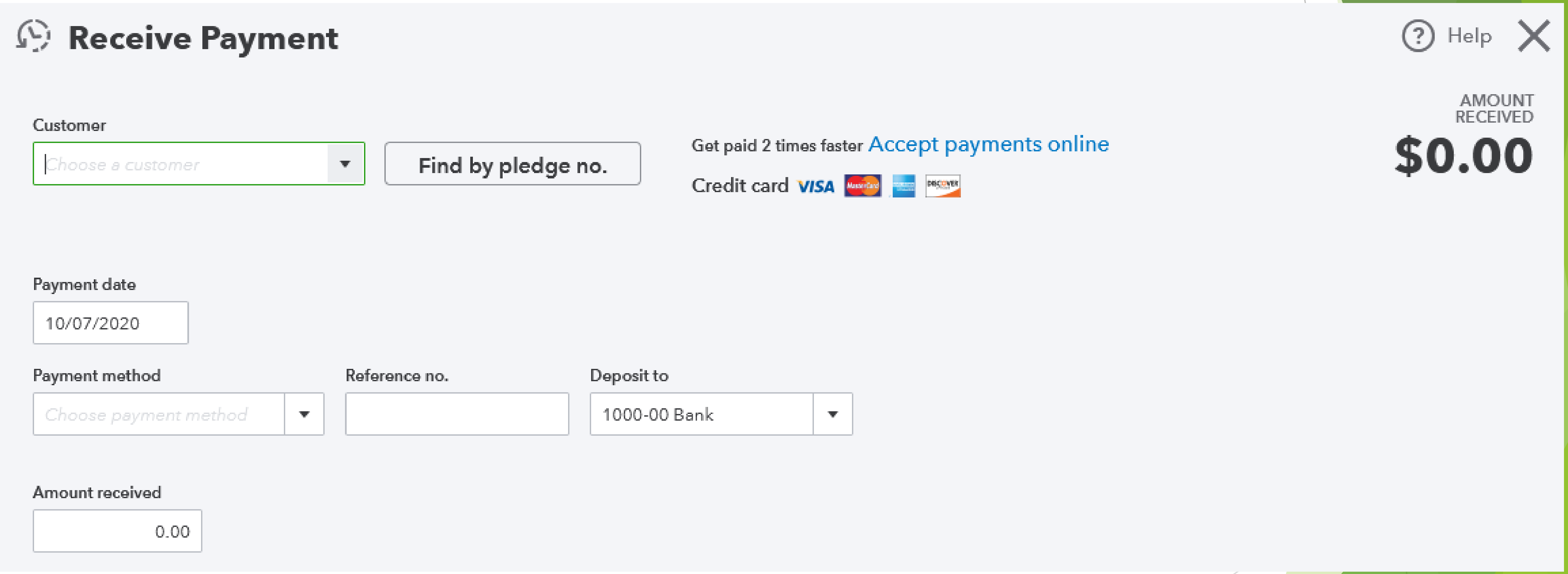



➢ Under **Customers** choose **Receive payment**




❖ The next screen shows Receive payment screen where you can choose the <u>customer</u>, choose the <u>payment method</u>, choose the bank account to which it should be deposited and the <u>payment amount</u>.

# Receiving Payments




- Choose Save and close

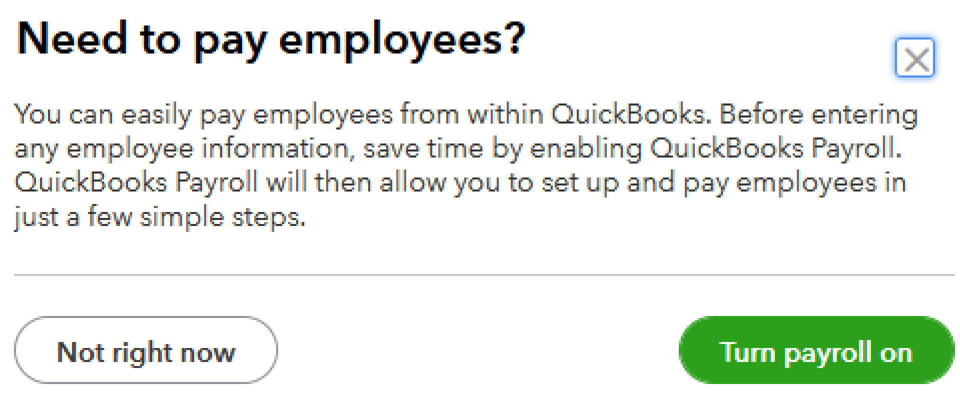
# Manage Employees

- Choose **Payroll**


- Choose **Employees**

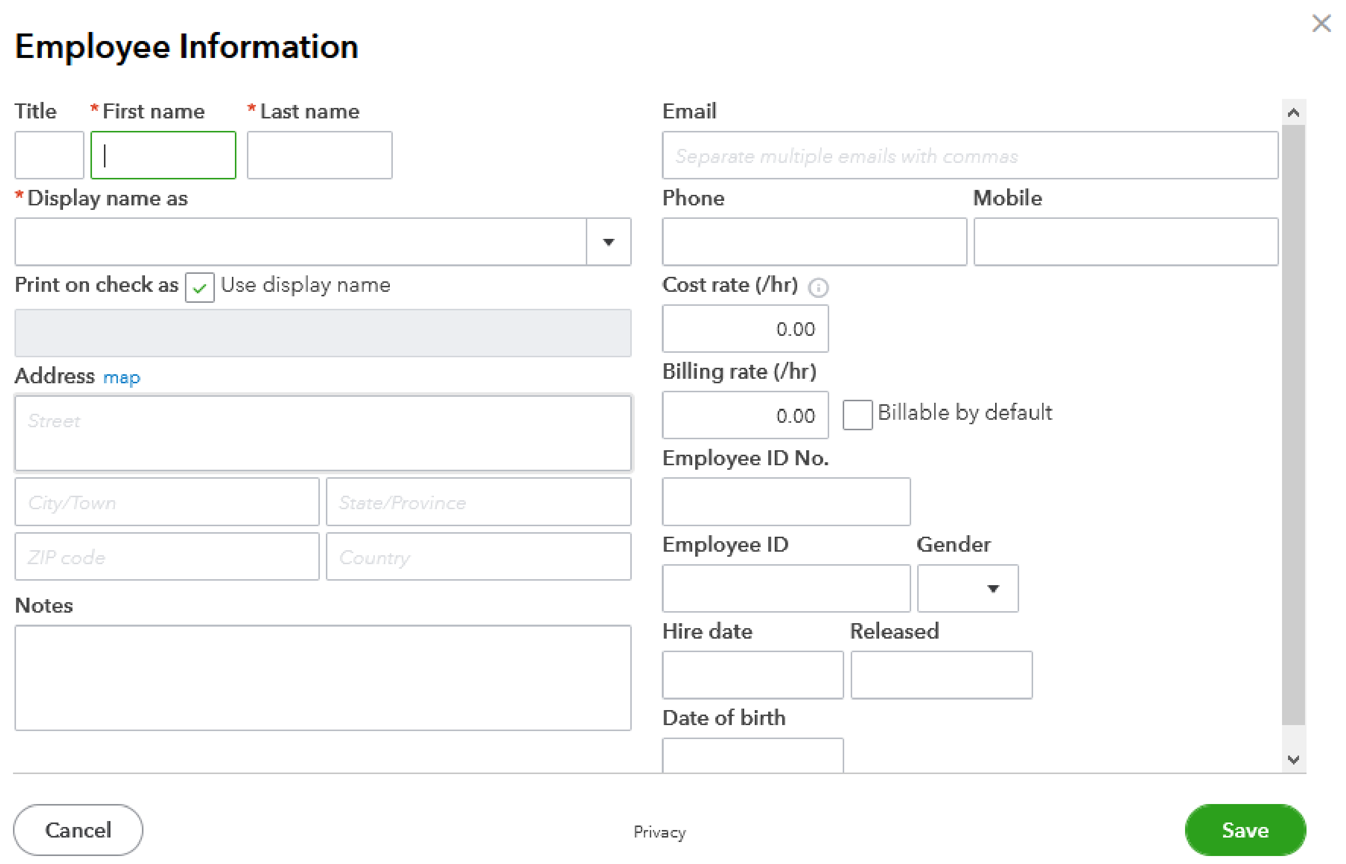

- Choose **Add an employee**


- Choose either **Not right now** or **Turn payroll on**




- Choosing **Turn payroll on** will take you to a page which walks you through this process

# Manage Employees




- ➢ Complete all fields and choose **Save**

# Track and Pay Sales Tax

- Choose **Taxes**

Taxes

- Choose **Sales tax settings** (Upper right hand corner)

Sales tax settings

- Here you can **Add** an **agency** to which the sales tax will be paid or **Add** a new tax **rate**

**(See next page)**

Add agency

Add rate

# Track and Pay Sales Tax

## Edit settings

Turn off sales tax

### Tax agencies

Add agency

| AGENCY | FILING FREQUENCY | START OF TAX PERIOD | START DATE | ACTION |
|---|---|---|---|---|
| Ohio Department of Taxati… | Monthly | January | 01/01/2012 | Edit |

< First Previous 1-1 of 1 Next Last >

### Custom rates

Add rate

| NAME | AGENCY | RATE | ACTION |
|---|---|---|---|

Nothing to see here yet. Add a rate to get this party started.

# Track and Pay Sales Tax

E P

Add agency

Add rate

**Add a custom sales tax rate**

Single

Combined

Name

Agency

Select one

Rate

%

**Add agency**

Agency

Select an agency

Filing frequency

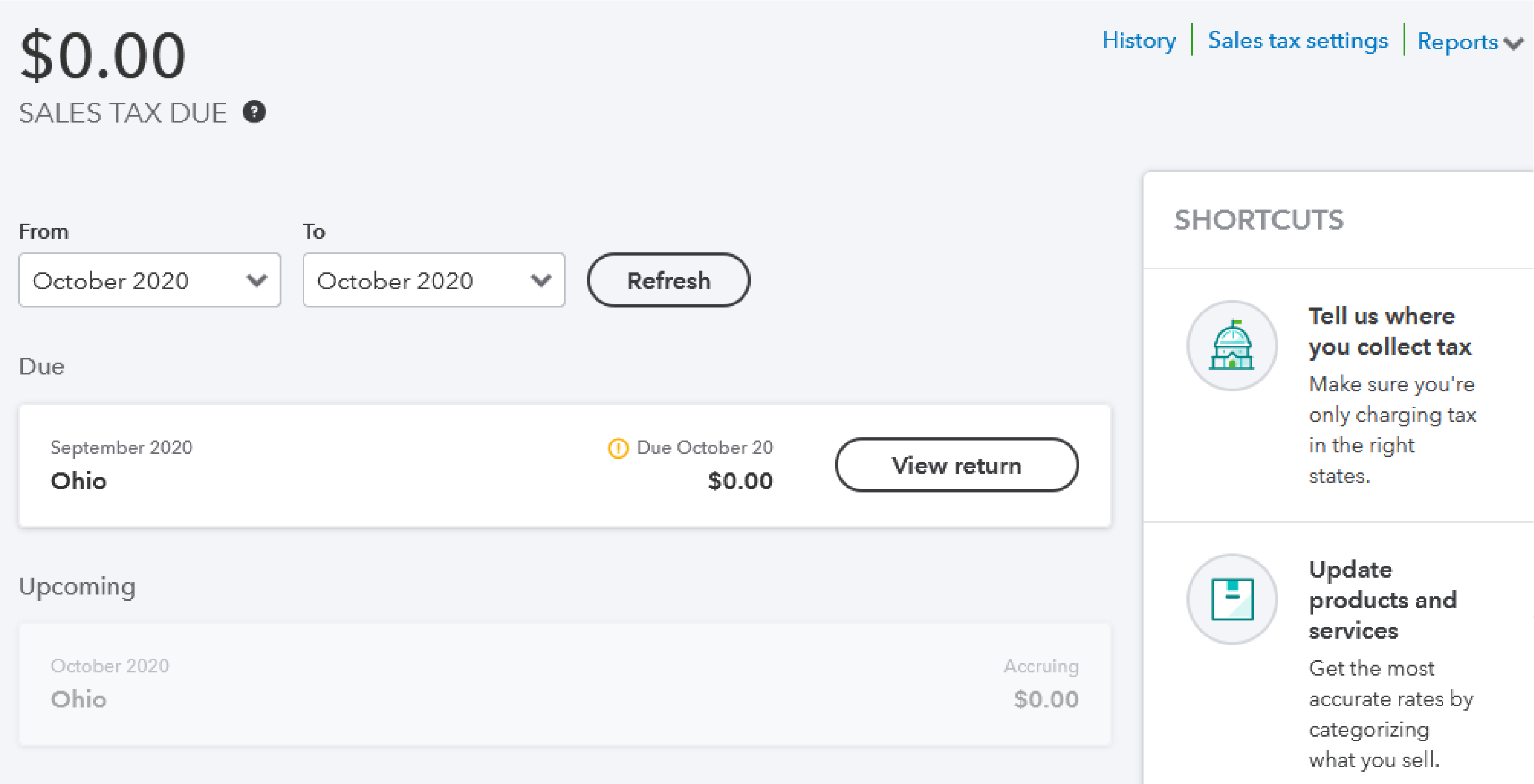
Choose a frequency

Start date

MM/DD/YYYY

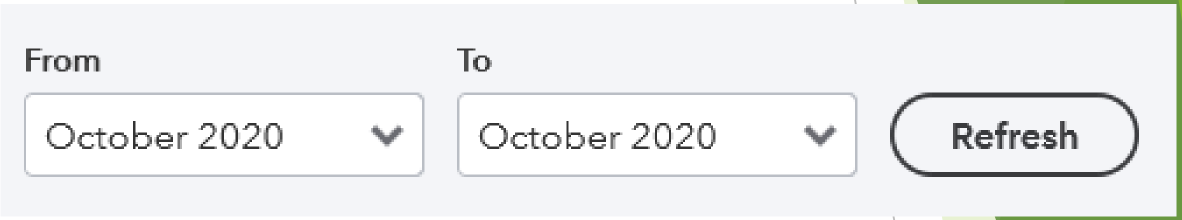
# Track and Pay Sales Tax

- Return to **sales tax center**

# Track and Pay Sales Tax

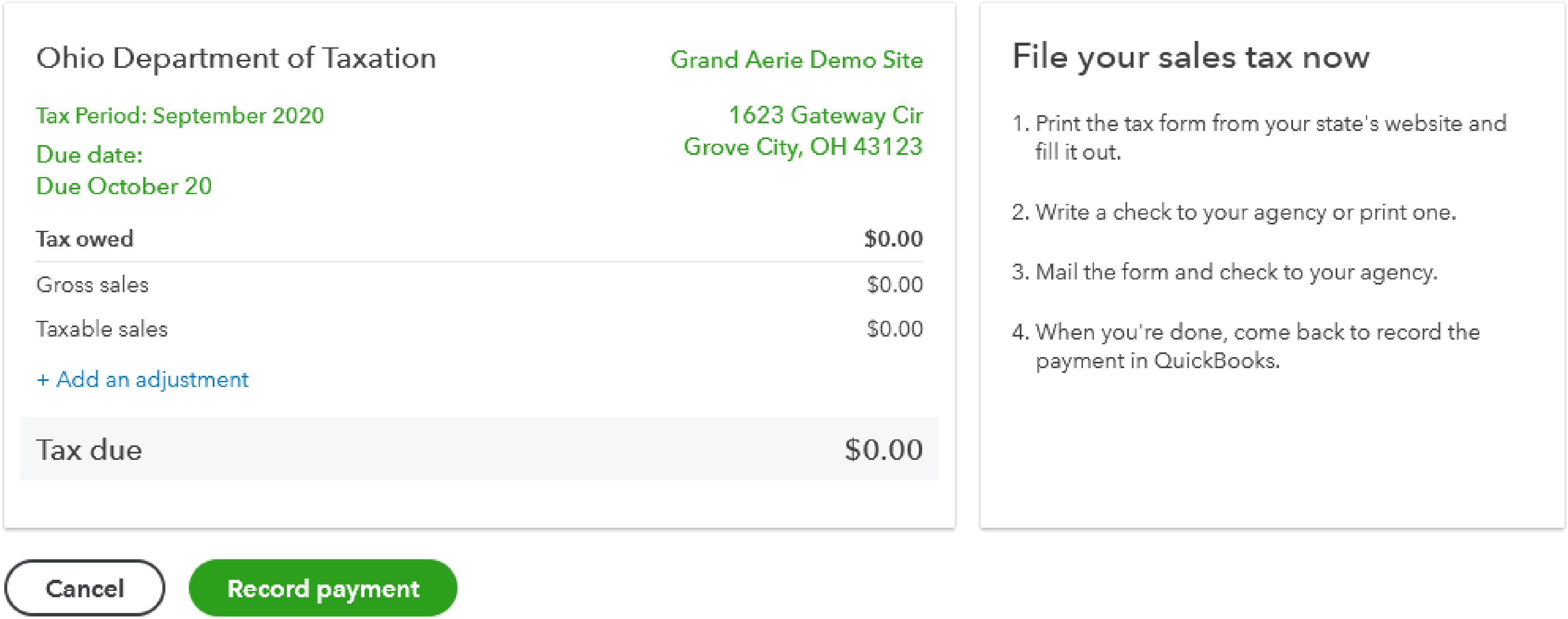
- Change date to current tax period due




- Choose **Refresh**


- Choose **View return**

# Track and Pay Sales Tax




- Review information and choose **Record payment**

# References

E P

## Visit www.foe.com for helpful resources

- FOE QuickBooks Online QuickGuide – Access this guide for additional copies to share
- FOE Budgeting guide – Get started on better financial health with a strong budget
- FOE Bookkeeping guide – Ideas and practices for improved financial organization
- Discounted offer on QuickBooks compatible checks