



Fraternal Order of Eagles Version

QuickBooks Online QuickGuide

10/16/2020

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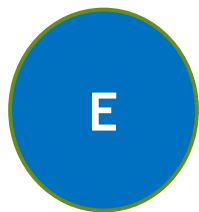
Getting Started with QuickBooks Online

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



- **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



- **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!

- **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

Sign In

One account for everything Intuit, including QuickBooks. [Learn more](#)

Sign in with Google

or

User ID

Password

Remember my user ID

Sign in

By clicking Sign in, you agree to our [Terms](#) and have read and acknowledge our [US Privacy Statement](#).

[I forgot my user ID or Password](#)

New to QuickBooks? [Sign up](#)

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



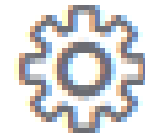
Settings

In the upper right hand corner you will see these icons

- Choose the **gear** icon
- Choose **Account and settings**
- Choose **Advanced**



Help



YOUR COMPANY

Account and settings

Advanced

Settings



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

Accounting	First month of fiscal year [?]	June ▼
	First month of revenue tax year	Same as fiscal year ▼
	Accounting method [?]	Accrual ▼
	Close the books [?]	Accrual Cash
	<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

- For Accounting Method: Choose either Accrual or Cash (consult your accountant)
- The **Company type** section should have the following information

Company type

Tax form

Nonprofit organization (Form 990)

Settings



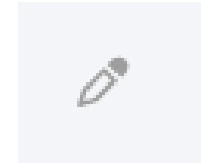
- The **Chart of accounts** section should have the following information
(Account numbers, if used, have a maximum of 7 digits allowed)

Chart of accounts

Enable account numbers

On

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



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

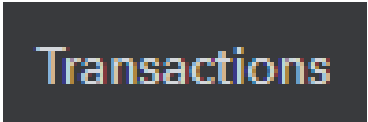


These are the settings that are required. You may go through all sections and set the remaining preferences to best suit the Aerie/Auxiliary needs.

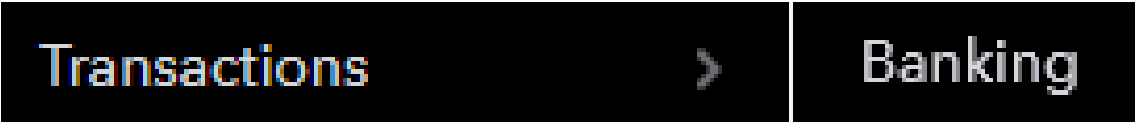


Link Bank Accounts/Credit Cards

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



- Choose the **Banking**



- Choose **Connect account**



Let's get a picture of your profits

Connect your bank or credit card to bring in your transactions.


- Enter or Choose **Bank**



Link Bank Accounts/Credit Cards

- Sign in to Bank account

Sign in to account

 **Chase Bank**
<https://www.chase.com/>
1-877-242-7372

Start by connecting your Chase Bank accounts with Intuit, the makers of QuickBooks Online Edition.

Go to the bank site to sign in and connect your accounts. Then we'll return you here and bring in your transactions.

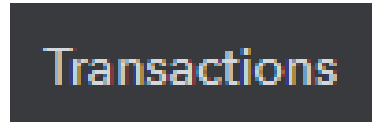
- Choose Continue



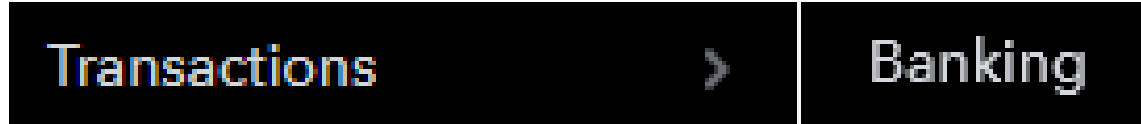
Link Bank Accounts/Credit Cards

- 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

Get your info from your bank

1. Open a new tab and sign in to your bank.
2. Download transactions: CSV, QFX, QBO, OFX or TXT format only.
3. Close the tab and return to QuickBooks.

Select a file to upload

No file selected **Browse**

- Choose **Next**





Link Bank Accounts/Credit Cards

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

Select a QuickBooks account for the bank file you want to upload

Bank file

QBO dummy file.csv

QuickBooks Account

Select Account ▼

- + Add new
- 1000-00 Bank Bank
- 1000-01 Bank - General Sub-account of Bank
- 1000-02 Bank - Benefit Sub-account of Bank
- 1000-03 Bank - Social Sub-account of Bank
- 1000-04 Bank - Petty Cash Sub-account of Bank
- 1000-05 Bank - ATM Sub-account of Bank
- 1000-06 Bank - Building Maintenance (Optional) Sub-account of Bank
- 1000-07 Bank - Gambling (Optional unless state reqd) Sub-account of Bank



Link Bank Accounts/Credit Cards

- Choose Next

A green rounded rectangular button with the word "Next" in white text, set against a dark grey background.

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

For each bank account field, select a QuickBooks field

First row in file is a header row

QuickBooks Online fields	⇒	Your statement fields
Date		Column 1 :Transaction date ▼ MM/dd/yyyy ▼
Description		Column 2 :Memo ▼
Amount		Column 3 :Amt ▼

[File has amounts in:](#)

1 column: both positive and negative numbers

2 column: separate positive and negative numbers



Link Bank Accounts/Credit Cards

- Choose Next

A green rounded rectangular button with the word "Next" in white text, set against a dark grey background.

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

Select the transactions to import

<input checked="" type="checkbox"/>	DATE	DESCRIPTION	AMOUNT
<input checked="" type="checkbox"/>	10/01/2020	Test	100.00

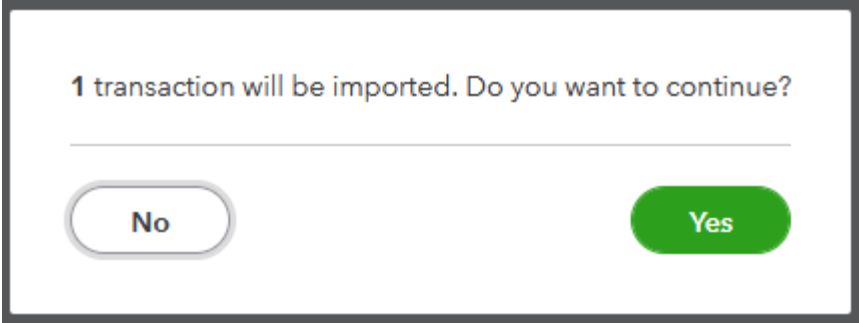
- Choose Next

A green rounded rectangular button with the word "Next" in white text, set against a dark grey background.



Link Bank Accounts/Credit Cards

➤ Choose **Yes** to continue import



Next step: Accept your transactions

You're in control of how your bank info goes into QuickBooks. Transactions only show up in your books after you review and accept them.



Link Bank Accounts/Credit Cards

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



1000-00 Bank Link account

1000-00 Bank \$0.00
BANK BALANCE Updated moments ago

\$0.00
IN QUICKBOOKS 1

For review (1) Categorized Excluded Take a tour Go to bank register

All dates All transactions (1) Print Share Settings

<input type="checkbox"/>	DATE ▼	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
<input type="checkbox"/>	10/01/2020	Test		Out Of Scope Agency		\$100.00	Add

1-1 of 1 items < 1 >

Chart of Accounts



- ▶ 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**
- Choose **Advanced**

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



Account and settings

Advanced

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.

A screenshot of a dropdown menu. The top item is '+ Add new' in a light grey bar. Below it is the text 'Beer/Wine'. The menu is enclosed in a thin grey border.

+ Add new
Beer/Wine

Setting Up and Using Classes


 P

- ❖ 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-Alcoholic Beverages	Total Non-Alcoholic 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									
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



+ New

Enter New Transactions

Dashboard

Dashboard Overview

Transactions >

Expenditures >

Manage Vendors and Bills

Sales >

Customers and Invoices

Cash Flow >

Budgeting

Projects >

Payroll >

Manage Employees

Reports >

Taxes >

Track and Pay Sales Tax

Mileage >

Accounting >

Chart of Accounts

My Accountant >

Apps >

Live Bookkeeping >

Entering New Transactions



CUSTOMERS

- Pledge
- Receive payment
- Estimate
- Credit memo
- Sales receipt
- Refund receipt
- Delayed credit
- Delayed charge

VENDORS

- Expenditure
- Check
- Bill
- Pay bills
- Purchase order
- Vendor credit
- Credit card credit
- Print checks

EMPLOYEES

- Payroll ↗
- Single time activity
- Weekly timesheet

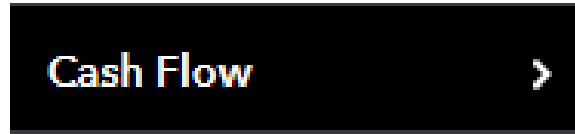
OTHER

- Bank deposit
- Transfer
- Journal entry
- Statement
- Inventory qty adjustment
- Pay down credit card

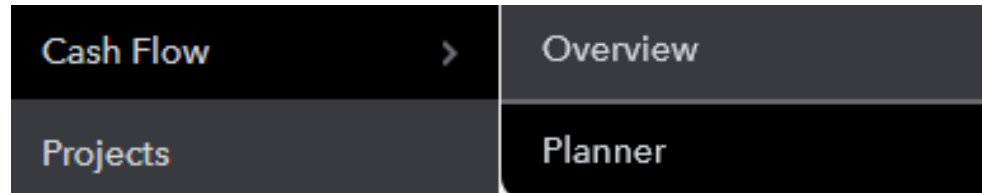
Cash Flow - Budgeting



- Choose Cash Flow



- Choose Planner

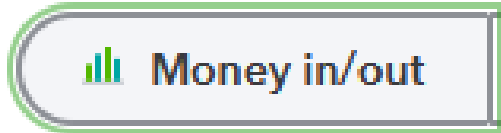


- ❖ Once bank accounts are linked and data has been entered into QuickBooks Online, this page will assist with your projection and budgeting
- ❖ All new transactions entered will automatically flow into the chart

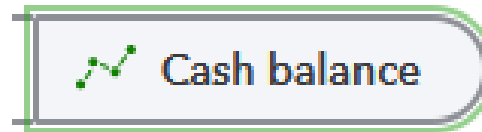
Cash Flow - Budgeting



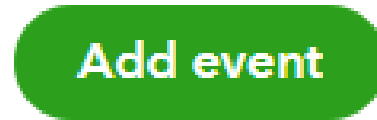
- Choose from two views



OR



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



i 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**

TOOLS

Budgeting

➤ Choose Add budget
(see following
page for budget
chart)

Add your first budget

Budgets make growing your business easier. Just pre-fill with your data, add your targets, and start towards your goal.

Add budget

For additional budgeting support, please reference the FOE Budgeting Guide

On the members' only section of www.foe.com

Cash Flow - Budgeting



New Budget

Name *
Fiscal Year
Interval
Pre-fill data?
Subdivide by

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**

Expenditures

➤ Choose **Vendors**

Expenditures >

Expenditures

Sales >

Vendors

➤ Choose **New vendor**

New vendor



➤ Add Vendor information and choose **Save**

Save

Vendors and Bills

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Vendor Information ✕

Title	First name	Middle name	Last name	Suffix	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Separate multiple emails with commas"/>
Company					Phone
<input type="text"/>					<input type="text"/>
* Display name as					Mobile
<input type="text"/>					<input type="text"/>
Print on check as <input checked="" type="checkbox"/> Use display name					Fax
<input type="text"/>					<input type="text"/>
Address map					Other
<input type="text" value="Street"/>					<input type="text"/>
<input type="text" value="City/Town"/>					Website
<input type="text" value="State/Province"/>					<input type="text"/>
<input type="text" value="ZIP code"/>					Cost rate (/hr)
<input type="text" value="Country"/>					<input type="text"/>
Notes					Billing rate (/hr)
<input type="text"/>					<input type="text"/>
<input type="button" value="Attachments"/> Maximum size: 20MB					Terms
					<input type="text" value="Enter Text"/>
					Opening balance
					<input type="text"/>
					as of
					<input type="text" value="10/02/2020"/>
					Account no.
					<input type="text" value="Appears in the memo of all payments"/>
					Business ID No.
					<input type="text"/>
					<input type="checkbox"/> Track payments for 1099

Privacy

Vendors and Bills

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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.

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.

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 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

- Pledge
- Receive payment
- Estimate
- Credit memo
- Sales receipt
- Refund receipt
- Delayed credit
- Delayed charge

VENDORS

- Expenditure
- Check
- Bill
- Pay bills
- Purchase order
- Vendor credit
- Credit card credit
- Print checks

EMPLOYEES

- Payroll ↗
- Single time activity
- Weekly timesheet

OTHER

- Bank deposit
- Transfer
- Journal entry
- Statement
- Inventory qty adjustment
- Pay down credit card

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

Bill

Vendor

Choose a vendor

Bill date

10/06/2020

Due date

10/06/2020

Bill no.

CATEGORY

AMOUNT

Vendors and Bills



Bill Help X

Choose a vendor ▼ **\$0.00**

Mailing address Terms Bill date Due date Bill no.

▼

Permit no.

Tags ? Manage tags

Tags are custom labels that track money how you want. Start typing to add a tag.

▼ Category details

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER / PI
⋮	1					
⋮	2					

▶ Item details

Total **\$0.00**

➤ Choose either:

Save and new

OR

Save and close

Save and new

Save and close

Save and schedule payment ▼

Vendors and Bills



Paying Posted Bills

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



VENDORS

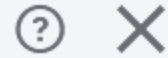
Pay bills

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

Vendors and Bills



Pay Bills



Payment account

Balance \$100.00

Payment date

Starting check no.

Print later

TOTAL PAYMENT AMOUNT

\$0.00

Filter >

Last 365 Days

1 open bill



<input type="checkbox"/>	PAYEE	REF NO.	DUE DATE ▲	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input type="checkbox"/>	Bob's		10/06/2020	\$100.00	Not available	<input type="text"/>	\$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: 10/06/2020

Starting check no.: 1

- Check all boxes for checks to be paid

<input type="checkbox"/>	PAYEE	REF NO.	DUE DATE ▲	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input checked="" type="checkbox"/>	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

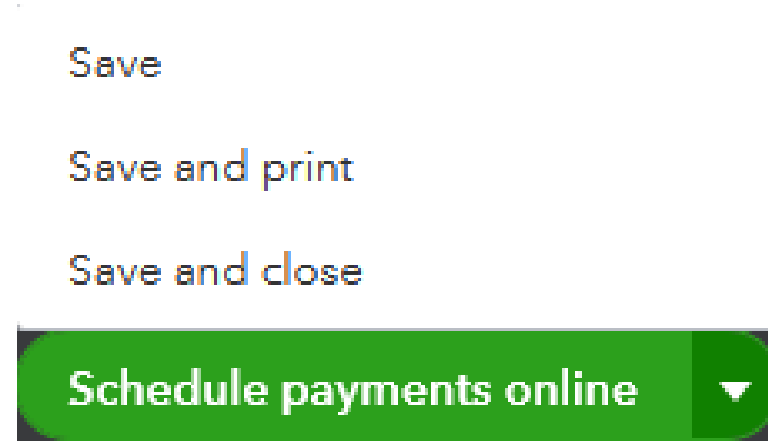


➤ Choose one of the following:

➤ 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

E

P

➤ Save and Print

Print Checks ✕

1000-00 Bank ▼ Balance **\$ -100.00** 1 checks selected \$100.00 Add check

Remove from list
Sort by Date / Order created
Show all checks
Starting check no.
🖨️ ⚙️

<input type="checkbox"/>	DATE	TYPE	PAYEE	AMOUNT
<input checked="" type="checkbox"/>	10/06/2020	Bill Payment (Check)	Bob's	\$100.00

Previous 1-1 Next

➤ Choose Preview and print

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](#)

Date	Type	Reference	Original Amount	Balance Due	Payment
10/01/2020	Bill	Bob's	100.00	100.00	100.00
			Check Amount		100.00

Vendors and Bills



- The next screen will offer a chance to correct mistakes

Did your checks print OK?

- Yes, they all printed correctly
- Some checks need reprinting, starting with check:
- No, keep all checks in the Print Checks list

Don't forget to sign your checks!

Done

Vendors and Bills



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

➤ To enter a check/expense manually choose Expenditures

Expenditures

➤ Choose Expenditures again

Expenditures



Expenditures

➤ Choose Add expense manually

Add expense manually

Vendors and Bills



- Choose Payee (Vendor)

Payee

- Choose Bank account (Benefit, General...)

Payment account ?

- Ensure Payment date is correct

Payment date

Vendors and Bills



- Choose Payment method

Payment method

| *What did you pay with?* ▼

+ Add new

Cash

Check

Credit Card

- Enter Reference/Invoice Number

Ref no.

Vendors and Bills



▼ 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)

Save and close ▼

Customers and Invoices

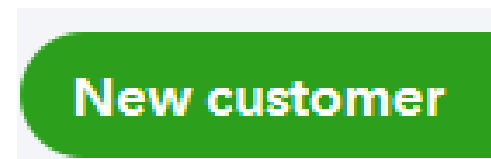


❖ Manage Customers

- 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

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✕

Customer information

Title	First name	Middle name	Last name	Suffix	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Separate multiple emails with commas"/>	
Company			Phone	Mobile	Fax	
<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	
* Display name as					Other	Website
<input type="text"/>					<input type="text"/>	<input type="text"/>
Print on check as <input checked="" type="checkbox"/> Use display name			<input type="checkbox"/> Is sub-customer			
<input type="text"/>			<input type="text" value="Enter parent customer"/> <input type="text" value="Bill with parent"/>			

Address

Notes

Tax info

Payment and billing

Language

Attachments

Additional Info

Billing address map	Shipping address map <input checked="" type="checkbox"/> Same as billing address
<input type="text" value="Street"/>	<input type="text" value="Street"/>
<input type="text" value="City/Town"/>	<input type="text" value="City/Town"/>
<input type="text" value="State/Province"/>	<input type="text" value="State/Province"/>
<input type="text" value="ZIP code"/>	<input type="text" value="ZIP code"/>
<input type="text" value="Country"/>	<input type="text" value="Country"/>

Cancel

[Privacy](#)

Save

Customers and Invoices



❖ Create Invoice template

In the upper right hand corner you will see these icons



➤ Choose the **gear** icon



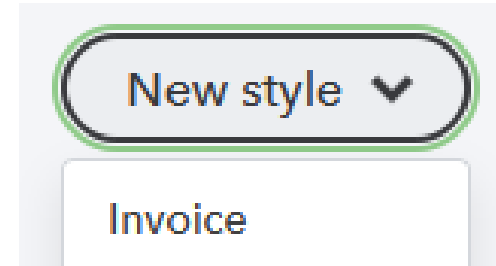
➤ Choose **Custom form styles**

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



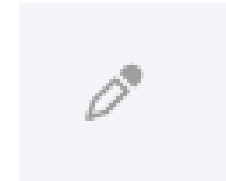
❖ Choose each of the 3 available buttons to customize your invoice

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

E

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

Custom form styles New style ▾

[← All lists](#)

NAME	FORM TYPE	LAST EDITED	ACTION
My INVOICE Template - 10-2 (40871)	Invoice	10/02/2020	Edit ▾
Standard	Master	10/01/2020	Edit ▾

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

[Edit](#) ▾

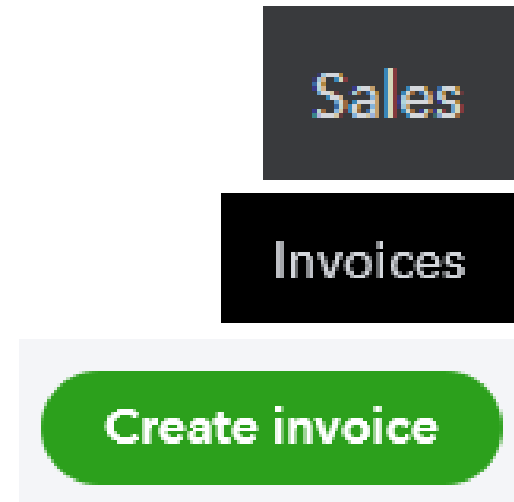
Preview PDF

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



Invoice #1001

[Take a tour](#)
⚙️
? Help
✕

Customer ?

Customer email ?

Send later ? [Cc/Bcc](#)

Online payments [Get set up](#)

Cards

Bank transfer

BALANCE DUE

\$0.00

Billing address

Terms ?

Pledge date **Due date**

Shipping to

Ship via **Shipping date** **Tracking no.**

Tags ? [Manage tags](#)

Pledge no.

Location of sale

#	SERVICE DATE	PRODUCT/SERVICE ?	DESCRIPTION	QTY	RATE	AMOUNT	TAX	
⋮ 1								🗑️
⋮ 2								🗑️

Subtotal \$0.00

Taxable subtotal \$0.00

Receiving Payments



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

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.

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 an Invoice

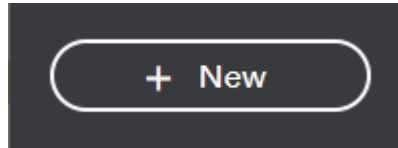
An Aerie/Auxiliary member wants to purchase several T-shirts for an event and wishes to pay after the event takes place.

Receiving Payments



❖ Sales Receipt

➤ From the main page choose **New**



➤ Under **Customers** choose **Sales receipt**

CUSTOMERS

Sales receipt

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

Receiving Payments



Sales Receipt #1001 Help

Customer

Email

 Send later [Cc/Bcc](#)

AMOUNT
\$0.00

Billing address

Shipping to

Receipt date

Ship via **Shipping date** **Tracking no.**

Receipt no.

Receiving Payments



- ❖ 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.

Location of sale

1623 Gateway Cir, Grove City, OH, 43123, USA

Tags [?] [Manage tags](#)

Tags are custom labels that track money how you want. Start typing to add a tag.

Payment method

Choose payment method ▼

Reference no.

Deposit to

1000-00 Bank ▼

Receiving Payments

E

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- 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

PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
<input type="text" value="Enter Text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
					<input type="checkbox"/>

Subtotal \$0.00

Taxable subtotal \$0.00

Select tax rate

Based on location

\$0.00 [See the math](#)

Shipping

Tax on shipping 0.00

Total \$0.00

Amount received \$0.00

Balance due \$0.00

Save

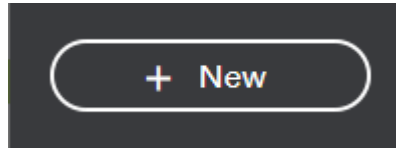
Save and send

Receiving Payments



❖ Receiving Payment for an Invoice

➤ From the main page choose **New**



➤ Under **Customers** choose **Receive payment**

CUSTOMERS

Receive payment

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

Receiving Payments



Receive Payment

Help X

Customer

Get paid 2 times faster [Accept payments online](#)

Credit card    

AMOUNT RECEIVED

\$0.00

Payment date

Payment method

Reference no.

Deposit to

Amount received

➤ Choose Save and close

Manage Employees



- Choose Payroll
- Choose Employees
- Choose Add an employee
- Choose either **Not right now** or **Turn payroll on**

Payroll

Employees

Add an employee

Need to pay employees?



You can easily pay employees from within QuickBooks. Before entering any employee information, save time by enabling QuickBooks Payroll. QuickBooks Payroll will then allow you to set up and pay employees in just a few simple steps.

Not right now

Turn payroll on

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

Manage Employees

E

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Employee Information

Title * First name * Last name

* Display name as

Print on check as Use display name

Address [map](#)

Street

City/Town State/Province

ZIP code Country

Notes

Email Separate multiple emails with commas

Phone Mobile

Cost rate (/hr) 0.00

Billing rate (/hr) 0.00 Billable by default

Employee ID No.

Employee ID Gender

Hire date Released

Date of birth

[Privacy](#)

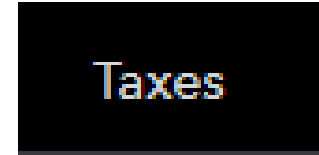
- Complete all fields and choose **Save**

Save

Track and Pay Sales Tax



- Choose Taxes

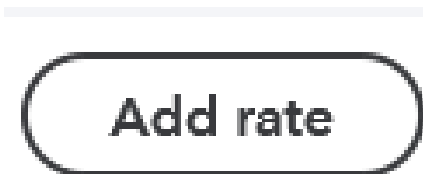


- Choose Sales tax settings (Upper right hand corner)



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

(See next page)



Track and Pay Sales Tax

E

P

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



Add agency

Add rate

Add agency

Agency

Filing frequency

Start date

Add a custom sales tax rate



- Single
- Combined

Name

Agency

Rate

%



Track and Pay Sales Tax

➤ Return to sales tax center

⬅ Back to sales tax center

\$0.00
SALES TAX DUE ⓘ

History | Sales tax settings | Reports ▾

From: To:



Due

September 2020 Ohio	🕒 Due October 20 \$0.00	<input type="button" value="View return"/>
-------------------------------	--	--

Upcoming

October 2020 Ohio	Accruing \$0.00
-----------------------------	---------------------------

SHORTCUTS

-  **Tell us where you collect tax**
Make sure you're only charging tax in the right states.
-  **Update products and services**
Get the most accurate rates by categorizing what you sell.

Track and Pay Sales Tax



- Change date to current tax period due

From To

- Choose Refresh

- Choose View return

Track and Pay Sales Tax

E

P

Ohio Department of Taxation

Grand Aerie Demo Site

Tax Period: September 2020

Due date:

Due October 20

1623 Gateway Cir
Grove City, OH 43123

Tax owed \$0.00

Gross sales \$0.00

Taxable sales \$0.00

[+ Add an adjustment](#)

Tax due \$0.00

File your sales tax now

1. Print the tax form from your state's website and fill it out.
2. Write a check to your agency or print one.
3. Mail the form and check to your agency.
4. When you're done, come back to record the payment in QuickBooks.

Cancel

Record payment

➤ Review information and choose **Record payment**

Record payment

References



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