

# QUICKBOOKS<sup>®</sup> MADE EASY FOR NONPROFITS<sup>™</sup>

A TRAINING HANDBOOK FOR  
NONPROFIT ORGANIZATIONS  
USING QUICKBOOKS

## ***THE ESSENTIALS***

Online Edition  
HANDBOOK

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## Gregg S. Bossen, CPA

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 100 business clients and over 200 individual clients. Almost all of the businesses are using QuickBooks® and many are in the nonprofit sector.

In 2000, in addition to my practice I began **teaching QuickBooks® seminars** around the country for various training companies including Intuit, the makers of the software. I have taught over **2500 QuickBooks® seminars to over 50,000 students**. I am an Advanced QuickBooks® Pro-Adviser and know the software inside and out. I have taught both business owners as well as other accountants. I choose to teach because I enjoy it. I get a kick out of explaining things and seeing the light bulb turn on in students’ heads. Over the years, I have taught many in the **nonprofit sector** and know the unique issues encountered and how to solve them.

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**Chapter 1**  
**A Lesson in Accounting**  
**QuickBooks® Style**

## A Lesson in Accounting QuickBooks® Style

The entire purpose of accounting is to create two financial statements. You use these two financial statements to analyze your business' profitability and to complete your tax returns.

- I. THE BALANCE SHEET – a snapshot of your business at a point in time
- II. THE PROFIT AND LOSS – a movie of transactions over a period of time

The image displays two side-by-side screenshots of the QuickBooks web interface. The left screenshot shows the 'BALANCE SHEET' for 'Synergy Now 1-2' as of June 30, 2020. The right screenshot shows the 'PROFIT AND LOSS' statement for 'Synergy Now 1-2' for June 2020. Both screenshots include a navigation sidebar on the left with options like Home, Customers, Vendors, Employees, Transactions, Reports, Sales Tax, and Apps. The main content area of each screenshot contains a table with financial data.

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1100 Checking	45,224.09
1110 Savings	5,624.00
Total Bank Accounts	\$50,848.09
Accounts Receivable	
1500 Grants Receivable	15,000.00
Total Accounts Receivable	\$15,000.00
Other current assets	
1800 Prepaid Insurance	1,881.88
Total Other current assets	\$1,881.88
Total Current Assets	\$67,729.97
Fixed Assets	
1900 Furniture	9,870.41
1910 Office Equipment	37,119.59
1950 Accumulated Depreciation	-12,146.79
Total Fixed Assets	\$34,843.21
Other Assets	
1990 Deposit for Rent	1,296.79
Total Other Assets	\$1,296.79
<b>TOTAL ASSETS</b>	<b>\$103,869.97</b>

	TOTAL
<b>Income</b>	
4000 Individual Contributions	1,505.00
4100 Corporate Grants	500.00
4200 Foundation Grants	16,985.00
4300 Government Grants	700.00
4650 Program Fees	175.00
4990 Miscellaneous Income	42.01
Total Income	\$19,907.01
<b>Expenses</b>	
6110 Salary & Wages	6,816.72
6120 Bank Service Charges	35.00
6121 Payroll Tax	545.44
6130 Health Insurance	872.12
6160 Dues and Subscriptions	45.17
6170 Equipment Rental	305.96
6200 Interest Expense	75.51
6230 Licenses and Permits	25.00
6240 Miscellaneous	14.00
6250 Postage and Delivery	125.33
6260 Printing and Reproduction	1,160.82
6270 Professional Fees	
6650 Accounting	275.00
6655 Consulting	1,300.00
Total 6270 Professional Fees	1,575.00

Transactions get there through the chart of accounts:

- 1) The Chart of Accounts is the hub for all accounting activity
- 2) All transactions flow through it and onto the two financial statements
- 3) In other words:

**TRANSACTION → CHART OF ACCOUNT → FINANCIALS**

## A Lesson in Accounting QuickBooks® Style

Financial Statements may be presented in two formats:

- I. ACCRUAL BASIS- Includes outstanding invoices to customers and unpaid bills to vendors (A/R and A/P)
- II. CASH BASIS – Only includes paid invoices and paid bills (Cash in & Cash Out)

Most Nonprofit Organizations use the accrual basis during the year.

QuickBooks® allows you to easily switch back and forth between formats.

The screenshot shows the 'Customize Profit and Loss' window. On the left is a sidebar with categories: General, Rows/Columns, Lists, Numbers, and Header/Footer. The main area is titled 'General' and contains the following settings:

- Transaction Date: Custom
- From: 06/01/2020
- To: 06/30/2020
- Accounting Method:  Cash Basis,  Accrual
- Sub Items:  Collapse,  Expand
- Rows/Columns: Columns: Total Only
- Sort By:  Default,  Total in ascending order,  Total in descending order
- Add Subcolumns for Comparison:
  - Previous Period (PP),  \$ Change,  % Change
  - Previous Year (PY),  \$ Change,  % Change
  - Year-To-Date (YTD),  % of YTD

### The Steps: Changing the Format of Financial Statement

Once a report has been created and is on your computer screen:

- 1) Click the “Customize ” button on the top left of the window
- 2) Select “Accrual” or “Cash” as appropriate in the “Accounting Method” area of the window
- 3) Click “OK” to record the change





**Chapter 2**  
**Your Chart of Accounts**

## Your Chart of Accounts

### The Chart of Account = Financial Statements

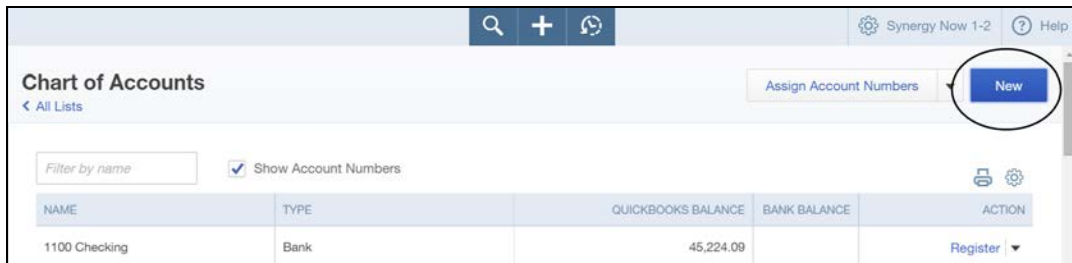
- Nonprofits – Must match with the Audit and 990 Informational Return
- Do **NOT** use the Chart of Accounts to track other things such as
  - Restricted Grants
  - Individual Contributions
  - Programs
- The latter items will be discussed in a following chapters

### Create your accounts so that you will get the two financial statements in the format you desire:

- Balance Sheet Accounts -
  - These are the asset, liability, and equity accounts
  - Keep them general – there should not be more than about 25
  - Get your accountant to tell you what yours are
- Income Accounts-
  - These are the revenue accounts on the P&L
  - One for each major source of revenue - usually just a few (e.g. “Foundation Grants” or “Membership dues”)
- Expense Accounts-
  - “Expenses” are the natural categories of your costs, such as “Rent” and “Office Supplies”

## Your Chart of Accounts

Once you and your accountant have determined what accounts you need to create, you are now ready to set them up.




The 'Account' form is shown with the following fields and options:

- Category Type:** Fixed Assets
- \*Detail Type:** Depletable Assets, Furniture & Fixtures, Intangible Assets, Land, Leasehold Improvements, Machinery & Equipment (selected), Other fixed assets, Vehicles
- \*Name:** Computer Equipment
- Number:** 1915
- Description:** (empty field)
- Is sub-account
- Enter parent account:** (dropdown menu)
- Track depreciation of this asset
- Original cost:** (empty field)
- as of:** (empty field)

At the bottom, there are 'Cancel' and 'Save' buttons. A note at the bottom left explains that 'Machinery & equipment' is used for tracking computer hardware and other non-furniture fixtures, while 'Vehicle accounts' are used for tractors and lawn mowers.

### The Steps: Creating an Account

- 1) Select the Gear Icon  in the upper right corner of the window
- 2) Under "Settings" select "Chart of Accounts"
- 3) Select "New" in the upper right corner of the window
- 4) Pick the appropriate Category Type (ask your accountant) and Detail Type
- 5) Type a name in the "\*Name" field and a number in "Number" if the field appears
- 6) Click "Save" to add the account

## Your Chart of Accounts

If you desire, you may want to use “Subaccounts” as a way of breaking some accounts into more detail on reports.


You do not have to use subaccounts for all account types. Use them only for accounts that you desire details for (e.g. the “utilities” account could have subaccounts for “electricity”, “gas”, and “water”)

### To Create Subaccounts for an Account:

The screenshot shows the 'Account' form with the following details:

- Category Type:** Expenses
- \*Detail Type:** Utilities
- \*Name:** Electricity
- Number:** 6392
- Description:** (empty)
- Is sub-account:**
- Sub-account selection:** 6390 Utilities

### The Steps: Creating Subaccounts

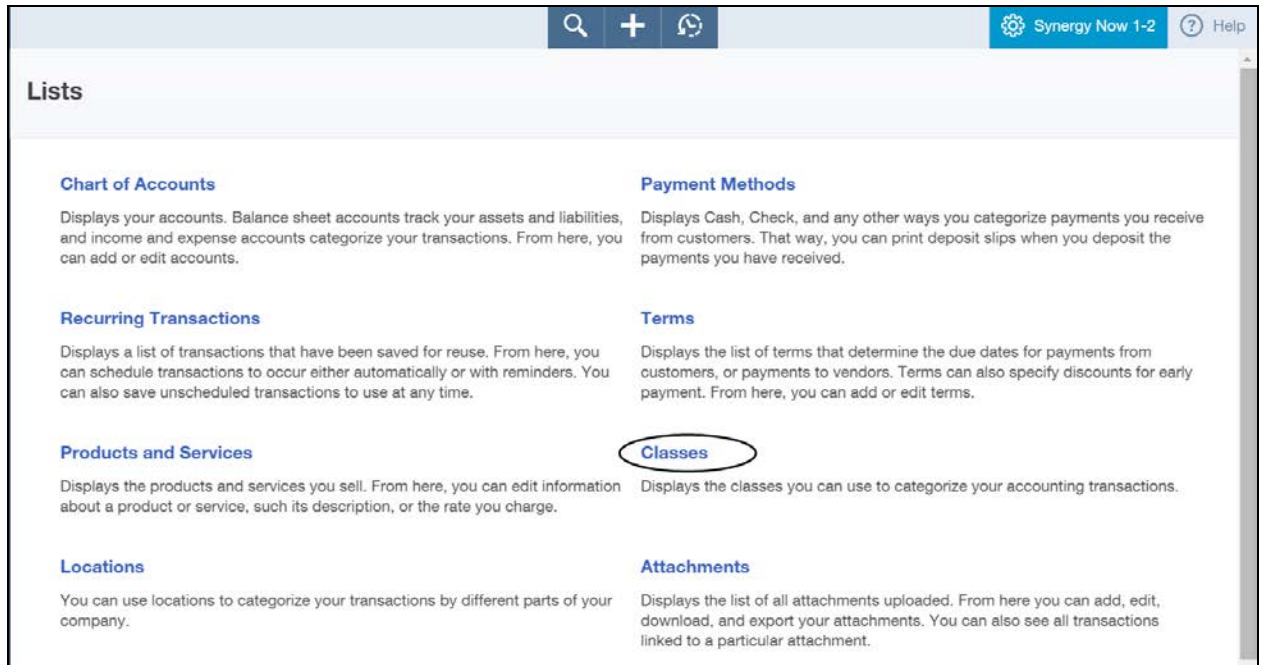
- 1) Select the Gear Icon  in the upper right corner of the window
- 2) Under “Settings” select “Chart of Accounts”
- 3) Select “New” in the upper right corner of the window
- 4) Pick the appropriate Category Type and Detail Type (must be the same types as the account it is going to be a subaccount of)
- 5) Type a name in the “\*Name” field and a number in “Number” if the field appears
- 6) Click the check box to the left of “Is sub-account” line
- 7) Use the drop-down menu to select the account it is a subaccount for
- 8) Click “Save” to add the subaccount

**Note:** To hide the subaccounts on reports click “Collapse” at the top. To view the subaccounts on the P&L report, click “Expand” at the top.


**Chapter 3**  
**Your Programs**

# Your Programs

Programs are entered into QuickBooks® using the “Class” list.



In order to use the class feature you must have purchased the “Plus” version of the On-Line Edition of QuickBooks.

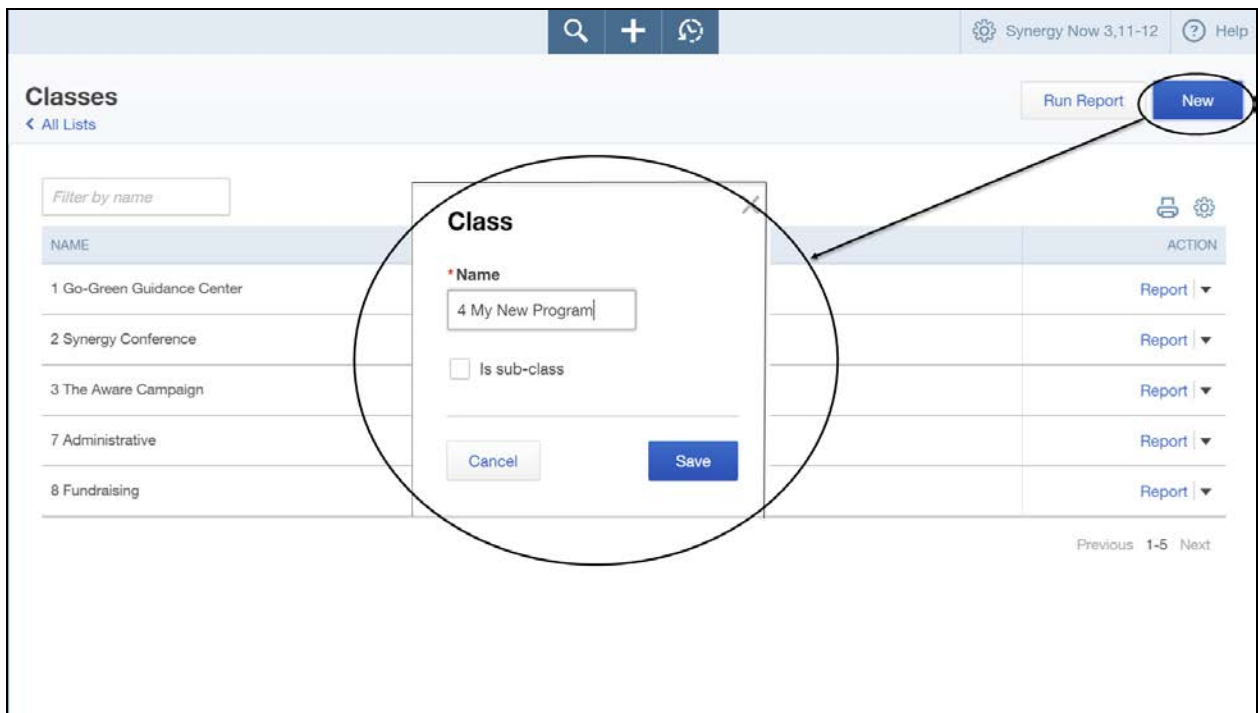
If you have Plus, the lists window (select  and Lists:All Lists) will have the “Classes” choice as shown above. If it is there but has a weird curvy arrow next to it than you will need to upgrade to the Plus version to access the class feature.

# Your Programs


Now that you have the feature turned on it is time to setup your programs.  
If you are not sure what programs to create, talk to your Executive Director.

**Use this table to help you determine your programs list**

	ADMINISTRATIVE
	FUNDRAISING



## The Steps: Creating your classes (Programs)

- 1) Select the Gear Icon  in the upper right corner of the window
- 2) Under "Lists" select "All Lists"
- 3) Select "Classes"
- 4) Select "New" in the top right of the window
- 5) Enter program name in "\*Name" field
- 6) Click "Save" to add the Class





**Chapter 4**  
**Your Donors/Members/Students List**

## Your Donors/Members/Students List

Most not-for-profit organizations need some sort of database from which they can track their donors, members, or students.

If you chose to use QuickBooks® as your database, where do you do it?  
The Answer is: Your customer list.

You are not required to do this, but the advantage of setting up a customer list for your donors, members, or students is that you will be able to track donor contributions, membership dues and student tuitions right from QuickBooks®. It's like one-stop shopping.

**Donor Information**

Title	First name	Middle name	Last name	Suffix	Email
Mr.	Gregg	Steven	Bossen	1st	gregg@quickbooksmadeeasy.com

Company: Quickbooks Made Easy Inc.

Phone	Mobile	Fax
(888) 726-2333	(404) 333-0987	(404) 892-5866

\*Display name as: Bossen, Gregg

Print on check as  Use display name  
Gregg S. Bossen CPA

Other:  Website: quickbooksmadeeasy.com

Is sub-donor:  Enter parent donor:  Bill with parent:

Address: Notes: Tax info: Payment and billing

Billing address map: 1904 Monroe Drive NE, Suite 260, Atlanta, GA

Shipping address map:  Same as billing address

Street:  City/Town:  State:

Cancel Privacy Save

### The Steps: Creating a Customer (Donor/Member/Student)

- 1) Select "Customers" from the navigation bar (left column on your screen)
- 2) Select "New Customer" in the upper right
- 3) Type the name of the Donor/Member/Student (last name, first name) in the "\*Display name as" field
- 4) Complete the other fields as appropriate, including name, address, telephone number, etc.
- 5) Click "Save" to add the customer to the customer list
- 6) Repeat steps 1 through 5 for additional Donors/Members/Students as needed.

**Chapter 5**  
**Your Vendors**

## Your Vendors

Vendors are the businesses and individuals you pay money to for all of your expenses other than payroll.

When it comes to labor costs:

- All independent contractors receiving **1099** forms at year-end **MUST** be included on the vendor list.
- **DO NOT**, repeat, **DO NOT** place any employees (this is anyone receiving a form **W-2** from you at year-end) on the vendor list. These individuals go on the employee list.



## Your Vendors

To Create a Vendor:

### Vendor Information

**Company**  
Dallas Convention Center

**Phone** (214) 276-5343 **Mobile** (214) 276-2656 **Fax** (214) 552-5535

**\*Display name as**  
Dallas Convention Center

**Print on check as**  Use display name  
Dallas Convention Center

**Address** [map](#)  
123 Main Street NE  
Dallas TX  
21102 *Country*

**Notes**

**Other** **Website**

**Billing rate (/hr)** **Terms** Enter Text

**Opening balance** **as of** 01/20/2015

**Account no.** 29846298

**Tax ID**

Track payments for 1099

Cancel Privacy Save

### The Steps: Creating Vendor

- 1) Select "Vendors" from the navigation bar (left column on your screen)
- 2) Select "New Vendor" in the upper right
- 3) Type the name of the Vendor in the "\*Display name as" field
- 4) Complete the other fields as appropriate, including name, address, telephone number, etc.
- 5) Click "Save" to add the customer to the Vendor list
- 6) Repeat steps 2 through 5 for additional Vendors as needed.



**Chapter 6**  
**Your Annual Budget**



## Your Annual Budget

Budgets are not a required part of your accounting. They are however, the best way to:


- Plan for a healthy financial future
- Measure how you are doing compared to the plan

QuickBooks® allows you to enter a budget by year, or by month. Most nonprofit organizations budget by year.

The screenshot shows the 'Budgets' page in QuickBooks. At the top, there are search, add, and refresh icons, and a user profile for 'Synergy Now 3,11-12'. Below the title, there are buttons for 'Rename', 'Delete', and 'New Budget'. The main area displays a table for the budget 'SYNERGY NOW ANNUAL BUDGET - Jul 2019 through Jun 2020 Profit and Loss'. The table has columns for months from July to June and a 'Total' column. The '4040 Government Grants' row is highlighted in yellow, with a callout pointing to the '17,900' value in the July column. Below the table, there are buttons for 'Enter by: Month', 'Copy Across', 'Clear', and 'Revert'. A callout points to the 'Enter here' field in the bottom left corner.

Accounts	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Income</b>													
4010 Individual Contributions	20,000	0	0	0	0	0	0	0	0	0	0	0	20,000
4020 Corporate Grants	30,000	0	0	0	0	0	0	0	0	0	0	0	30,000
4030 Foundation Grants	50,000	0	0	0	0	0	0	0	0	0	0	0	50,000
<b>4040 Government Grants</b>	<b>17,900</b>	0	0	0	0	0	0	0	0	0	0	0	<b>17,900</b>
4050 Membership Dues	850	0	0	0	0	0	0	0	0	0	0	0	850
4150 Miscellaneous Income													
4170 Program Fees	12,750	0	0	0	0	0	0	0	0	0	0	0	12,750
7010 Interest Income	235	0	0	0	0	0	0	0	0	0	0	0	235
Billable Expense Income													
Markup													
Services													
Unapplied Cash Payment Income													
<b>Row Total:</b>	<b>\$ 17,900</b>												

### The Steps: Entering you Organizations' Annual Budget

- 1) Select the Gear Icon  in the upper right corner of the window
- 2) Under "Tools" select "Budgeting"
- 3) If a previously created budget appears select "New Budget" in the top left
- 4) Once the QuickBooks Online Plus Mini Interview appears select "Next"
- 5) Select "No amounts. Create budget from scratch." And select "Next"
- 6) Select "Don't subdivide" and select "Next"
- 7) Select appropriate fiscal year, enter a budget name and Click "Finish"
- 8) Click on account and enter budget for that account in fields below
- 9) Click "Save & Next" to save the budget for that account
- 10) Repeat steps 8 and 9 for each account
- 11) Click "Finished" to save your budget

# Your Annual Budget

Now you will want to verify the budget, by running a simple report.

Synergy Now 3,11-12  
BUDGET OVERVIEW: SYNERGY NOW ANNUAL BUDGET - FY20 P&L  
July 2019 - June 2020

	TOTAL
<b>Income</b>	
4010 Individual Contributions	20,000.00
4020 Corporate Grants	30,000.00
4030 Foundation Grants	50,000.00
4040 Government Grants	17,900.00
4060 Membership Dues	850.00
4170 Program Fees	12,750.00
7010 Interest Income	235.00
<b>Total Income</b>	<b>\$131,735.00</b>
<b>Gross Profit</b>	
	<b>\$131,735.00</b>
<b>Expenses</b>	
6002 Salary & Wages	94,500.00
6003 Payroll Taxes	7,560.00
6040 Health Insurance	6,458.00
6120 Bank Service Charges	375.00
6160 Dues and Subscriptions	635.00
6170 Equipment Rental	2,412.00

## The Steps: Verifying the Budget

- 1.) Select "Reports" from the navigation bar (left column on your screen)
- 2.) Select "All Reports", "Business Overview", "Budget Overview"
- 3.) If the "Customize Budget Overview" window appears, this means there is more than one budget in QuickBooks®. In the "General" section of the window simply select the desired budget in the "Budget" field and click "Run Report"
- 4.) To shorten number of columns, click the "Customize" button in the upper left of the report window. This will open the "Customize Budget Overview" window
- 5.) In the Rows/Columns section of the window select "Accounts vs. Total" in the "Show Grid" field
- 6.) Click "Run Report" to refresh report so that it reflects Total columns only.

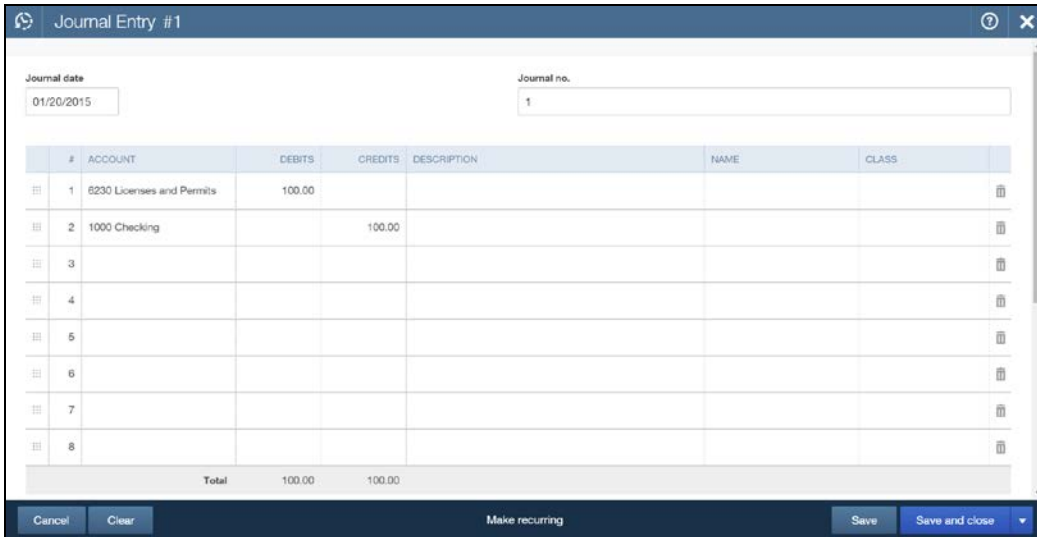


**Chapter 7**  
**Entering Transactions Overview**

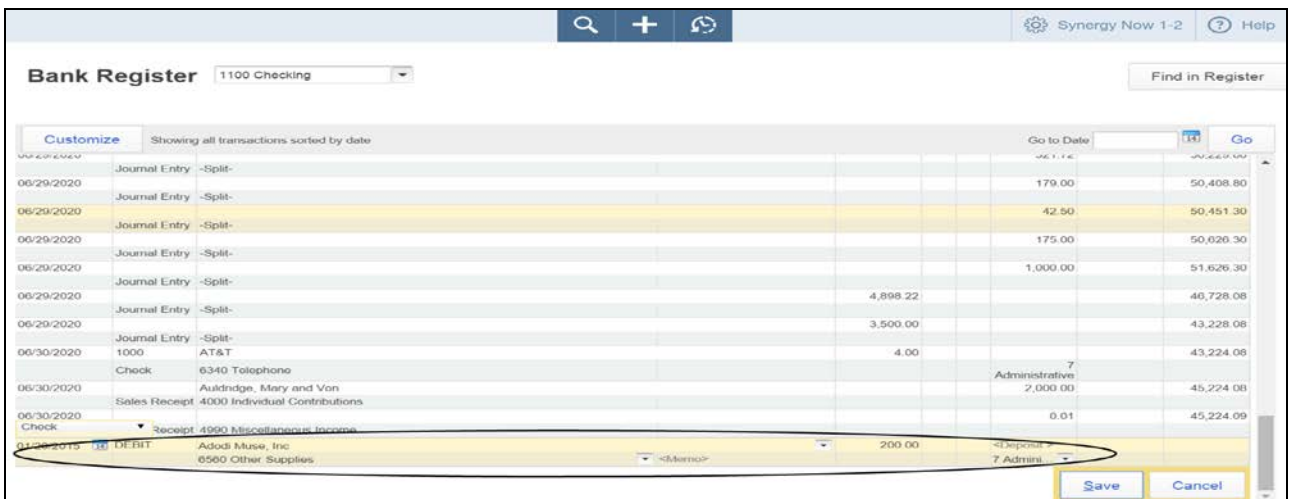
# Entering Transactions Overview

There are three ways to enter transactions in QuickBooks®:  
In most cases: **DO NOT** use these two methods.

A.) **Make a Journal Entry** - Although you could enter every transaction this way, this method is **rarely used** and is primarily reserved for your accountants adjustments (e.g. recording depreciation expense).



B.) **Register Entry** – Some people enter their banking transactions directly into the register. While this can result in correct financials, it greatly limits reports and forms you can get out of the software.



## Entering Transactions Overview

**USE THIS METHOD!!!!!!!!!!!**

C.) **Pretty Pictures** - QuickBooks® has pictures to represent most types of transactions (e.g. check picture, invoice picture, deposit picture, etc.). By completing the lines on a picture and pressing “Save & Close” you record the transaction. This is the easiest and **preferred method for entering transactions**. It allows you to print your forms as well as get more detailed reports later on.

**USE THIS METHOD!!!!!!!!!!!**

Check #1000

AT&T 1100 Checking Balance \$45,224.09

Online payment Get set up

Credit card VISA MasterCard Discover American Express

Bank transfer BANK

AMOUNT \$4.00

Mailing address AT&T P.O. Box 9001309 Louisville, KY 40290-1309

Payment date 06/30/2020

Check no. 1000

Print later

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	TAX	CUSTOMER	CLASS	
1	6340 Telephone		4.00					7 Administrative	
2									

Add lines Clear all lines

► Item details

Total \$4.00

Cancel Print check Order checks Make recurring More Save and new



**Chapter 8**  
**Entering Your Income**



## Entering Your Income

Your Income (Revenue) includes:

- ⊙ Contributions (Donations)
- ⊙ Tuitions
- ⊙ Membership Dues
- ⊙ Other Fees

### Entering Your Income – There are Two Methods

1) **The Total-by-Category Method** - Each deposit is entered in total **by Income account** directly on the **Make Deposit Window – DO NOT** enter individual checks separately.

- Use this if you are keeping your Donors, Members, or Students in a separate database.
- The disadvantages to this method:
  - Hard to trace individual checks being deposited – must look at deposit tickets.
  - Must enter data into two different systems.

2) **The Individual Method** - Each check is entered individually on a QuickBooks® Form.

- There are two places where you can use this method to enter your database
  - The Make Deposit Window – Not so Good
  - The Sales Receipt Form – Now you're talking!
- The Sales Receipt form allows you to get some great reports out of your data.

**Note 1:** There is no place on a sales receipt form to enter an income account. Instead, sales receipts use items that point to income accounts. Therefore, you will need to setup one item for each of your income accounts.\*

**Note 2:** If you want to use QuickBooks as your Donor, Member or Student database then use the Individual Method.

## Entering Your Income

**Deposit**

Date: 06/30/2020

Leave blank when using this method

Always put a class

Add New Deposits

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT	CLASS
1		Membership Dues				475.00	01 Go-Green Guidance C
2		Individual Contributions				2,300.00	08 Fundraising
3		Program Fees				750.00	02 Synergy Conference
4							

Unrestricted contributions to the "Fundraising" class

Identifying number to tie to deposit

Memo: #063020201234

Cash back goes to: Checking

Cash back memo:


Cash back amount:

New Deposits Total: \$3,525.00

Total: \$3,525.00

Buttons: Cancel, Clear, Print, Make recurring, Save and new

### The Steps: Entering a Deposit Using the Total-By-Category Method

- 1) Select the Plus Icon  in the top center of the window
- 2) Under "Other" select "Bank Deposit"
- 3) If you have more than one account, select appropriate bank account at top left
- 4) Enter date deposit is to be made
- 5) In the Add New Deposits section:
- 6) Select the appropriate income account in the "Account" field
- 7) Enter the total dollar amount to be deposited for that account
- 8) Select the appropriate program in the "Class" field
- 9) Repeat steps 6 through 7 for each type of income on the other lines
- 10) If desired, enter an identifying number in the memo field
- 11) Click "Save & New" or "Save & Close" to record your deposit.

## Entering Your Income

The screenshot shows the 'Product or Service Information' form with the following fields and annotations:

- Name:** Individual Contributions
- Is sub-product/service:**
- Enter parent product/service:** (dropdown menu)
- Sales Information:**  I sell this product/service to my customers
- Purchasing Information:**  I purchase this product/service from a vendor
- Description on sales forms:** (empty text area)
- Price/Rate:** (empty text field)
- Income Account:** Individual Contributions
- Is taxable:**

Annotations:

- Callout 1: "Don't enter a default price for contribution entries as they can vary in amount" pointing to the Price/Rate field.
- Callout 2: "Income account the Product or Service points to" pointing to the Income Account dropdown.


The screenshot shows the 'Product or Service Information' form with the following fields and annotations:

- Name:** Regular Membership Dues
- Is sub-product/service:**
- Enter parent product/service:** (dropdown menu)
- Sales Information:**  I sell this product/service to my customers
- Purchasing Information:**  I purchase this product/service from a vendor
- Description on sales forms:** Annual Membership
- Price/Rate:** 65
- Income Account:** Membership Dues
- Is taxable:**

Annotation:

- Callout: "Go ahead and enter a default price for Products or Services that do have a fixed price" pointing to the Price/Rate field.

### 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 window
- 2) Under "Lists" select "Products and Services"
- 3) Select "New" in the top left corner of your screen
- 4) Type the name of the income item in the "\*Name" field
- 5) If appropriate enter a default Description and Price/Rate
- 6) Select corresponding Income account in the "Income Account" field
- 7) Click "Save & New" or "Save & Close" to create your Product/Service

**Now you can enter your income individually by donor, member, student etc...., and get fantastic reports! You should not have to create items in the future unless you create a new income account.**

## Entering Your Income

Adams, Delphine | adhd@yahoo.com | AMOUNT \$100.00

Send later

**Billing address**  
Delphine Adams  
1441 Peachtree Street NE  
Atlanta, GA 30309

**Sales Receipt date**  
06/30/2020

P.O. Number | Sales Rep

**Payment method**  
Check

**Reference no.**  
61251652

**Deposit to**  
Undeposited Funds


Accept payments in QuickBooks

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	CLASS
1		Individual Contributions		1	100	100.00		08 Fundraising
2								

Subtotal \$100.00

Buttons: Cancel, Clear, Print or Preview, Make recurring, Customize, Save, Save and new

### The Steps: Utilizing the Individual Method (Recording the Income)

- 1) Select the Plus Icon  in the top center of the window
- 2) Under “Customers” select “Sales Receipt”
- 3) Enter the name, date, payment method, Reference # (check #) in the appropriate fields
- 4) Select “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).

#### Notes:

- All Unrestricted Grants and Contributions should be put under your Fundraising class (program).
- You select “Undeposited Funds” because at this point you have not yet gone to the bank, and the checks are sitting locked up in your desk drawer. Newer versions may not have this field, which means that the deposit is automatically going into “Undeposited Funds”.

## Entering Your Income

Checking Balance \$87,649.09 AMOUNT \$10,100.00

Date 06/30/2020

Only select items that are being deposited together.

Select Existing Payments

RECEIVED FROM	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input checked="" type="checkbox"/> Adams, Delphine	06/30/2020	Sales Receipt	Check		61251652	100.00
<input checked="" type="checkbox"/> Help 4 U Grants Foundation	06/30/2020	Sales Receipt	Check		44411	10000.00
<input type="checkbox"/> Bona, Chery	06/30/2020	Sales Receipt	American Ex			250.00

Select all Clear all


Not selected here because credit cards are separately deposited

Total 10350.00  
Selected Payments Total 10100.00

Add New Deposits

Cancel Clear Print Make recurring Save and new

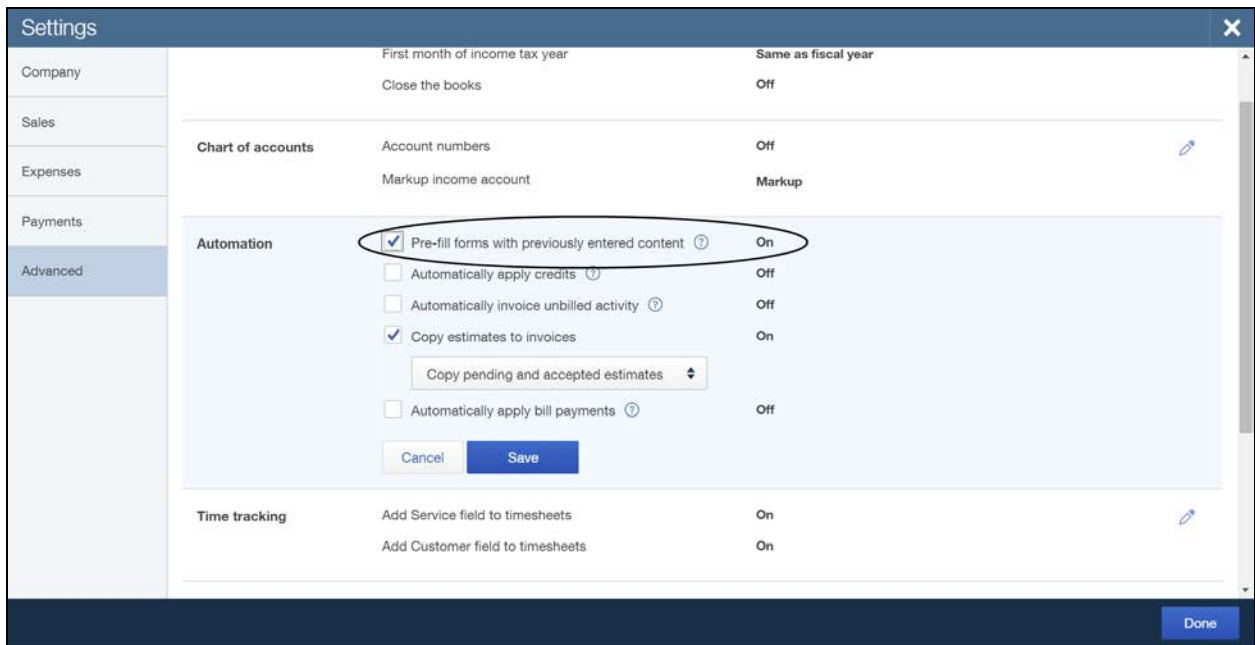
### The Steps: Utilizing the Individual Method - Continued (Going to the Bank)

- 1) Select the Plus Icon  in the top center of the window
- 2) Under "Other" select "Bank Deposit"
- 3) If you have more than one account, select appropriate bank account at top left
- 4) Enter date deposit is to be made
- 5) In the Select Existing Payments section:
- 6) Select the transactions to be deposited by checking the box to the left of each one
- 7) If the deposit represents merchant deposits (credit cards, Squared, PayPal etc...) and a merchant fee needs to be entered, in the Add New Deposits section:
- 8) Enter the appropriate expense account for the fee in the "Account" field
- 9) Enter the amount **as a negative number** in the "Amount" field
- 10) Enter the appropriate class in the "Class" field. (Usually "Admin")
- 11) Click "Save & New" or "Save & Close" to record your deposit.


**Chapter 9**  
**Entering Your Expenses**

## Entering Your Expenses

Before entering expenses in QuickBooks® it is a good idea to turn on the **Auto Recall** feature. This feature enables QuickBooks® to remember information entered on previous checks/bills for vendors, and automatically fills it in later when you create new checks/bills for the same vendor. This helps ensure all like transactions are coded the same.



### The Steps: Turning on the Auto Recall Feature

- 1) Select the Gear Icon  in the upper right corner of the window
- 2) Under "Settings" select "Company Settings"
- 3) Select "Advanced" from the tab list on the left
- 4) In the "Automation" section click over "Pre-fill forms with previously entered content" and make sure the box is checked to the left of the preference
- 5) Click "Save" and look to make sure the feature is "On"
- 6) Click "Done" to exit the Settings window

## Entering Your Expenses


Now that you have got the recall feature turned on, there are two methods for entering expenses:

- 1) **“Enter a Bill”** when you receive it and then **“Pay Bills”** when it is time to pay (Accrual Method).
  - Use the “Enter Bills” method for most of your bills.
- 2) Only record the payment by using the **“Write Checks”** feature (Cash Method).
  - Use the “Write Checks” method if you are paying the bill as soon as you get it.

### Method One: Enter Bills/Pay Bills:

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	TAX	CUSTOMER	CLASS
1	Utilities Electricity		900.00					01 Go-Green Guidance Cr
2	Utilities Electricity		100.00					07 Administrative
3								

### The Steps: Entering a bill when it's received

- 1) Select the Plus Icon  in the top center of the window
- 2) Under “Vendor” select “Bill”
- 3) Select the appropriate Vendor in the “Choose a Vendor” field in the top left
- 4) Enter the appropriate Terms, Bill date, Due Date and Bill no.
- 5) In the Account details section:
- 6) Enter the appropriate expense “Account”, “Amount”, and “Class” in the appropriate fields and repeat on separate lines for each additional account or class as needed
- 7) Click “Save & Close” (or “Save & New” to enter more bills).



## Entering Your Expenses

After you have entered the bills and time has passed, you will want to pay them.

Payment Account: Checking Balance: \$28,432.01

Show bills due on or before:  Show all bills

Sort bills by: Due Date

PAY	DUE DATE	VENDOR	REF NO.	BILL AMT	AMT DUE	CREDITS	AMT TO PAY
<input type="checkbox"/>	07/09/2020	Wackenhut Security	2423	\$50,245.00	\$44,245.00		
<input checked="" type="checkbox"/>	07/10/2020	Office Depot	5325	\$496.00	\$496.00		496.00
<input type="checkbox"/>	07/10/2020	Real World Communications	24214	\$340.00	\$340.00		
<input type="checkbox"/>	07/10/2020	CL Safeco Electronic Security	35235	\$36.00	\$35.00		
<input checked="" type="checkbox"/>	07/10/2020	TOPA Computers	198	\$3,434.00	\$3,434.00		3434.00
<input checked="" type="checkbox"/>	07/10/2020	TOPA Computers	290	\$200.00	\$200.00		200.00
<input checked="" type="checkbox"/>	07/10/2020	Dallas Convention Center	2345	\$20,000.00	\$20,000.00		2000.00
<input checked="" type="checkbox"/>	07/10/2020	Georgia Power	14232	\$1,000.00	\$1,000.00		1000.00
Totals				\$75,751.00	\$51,750.00		7130.00

Payment Date: 06/30/2020

Payment Method:  Printed check  Hand-written check

Starting Check No.: To print

Buttons: Pay Bills, Pay and Print, Cancel

Checking Balance: \$21,302.01 4 checks selected \$7,130.00


Remove from list Sort by Date / Order created Show all checks

Starting check no. 10024

DATE	TYPE	PAYEE	AMOUNT
06/30/2020	Bill Payment (Check)	Office Depot	\$496.00
06/30/2020	Bill Payment (Check)	TOPA Computers	\$3,634.00
06/30/2020	Bill Payment (Check)	Dallas Convention Center	\$2,000.00
06/30/2020	Bill Payment (Check)	Georgia Power	\$1,000.00

Buttons: Cancel, Print setup, Order checks, Preview and print

### The Steps: Paying the Bills When Due

1. Select the Plus Icon  in the top center of the window
2. Under "Vendors" select "Pay Bills"
3. Choose the bank account you are paying from in the top left field
4. Put a checkmark in the left column next to the bills you would like to pay
5. Select appropriate Payment Date and Payment Method
6. If a printed check is not required Click "Save and Close" or "Pay Bills"
7. If printing: select "Save and Print" or "Pay and Print", make sure "Starting check no." is correct, select "Preview and Print", and finally "Print" to print your checks

## Entering Your Expenses

**To See A Report of Your Outstanding Vendor Bills Payable:**

The screenshot shows a software interface for generating reports. At the top, there are navigation icons (search, plus, refresh) and a user profile 'Synergy Now 9-10' with a help icon. Below this are buttons for 'Print', 'Email', 'Excel', and 'Save Customizations'. A 'Customize' button is also present. The main area has a 'Transaction Date' dropdown set to 'All Dates', an 'As of' input field, and a 'Run Report' button. A 'Reset Column Widths' button is located on the left side of the report area.

**Synergy Now 9-10**  
**UNPAID BILLS**  
All Dates

DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
<b>CL Safeco Electronic Security</b>						
06/30/2020	Bill	35235	07/10/2020	-1985	36.00	35.00
<b>Total for CL Safeco Electronic Security</b>					<b>\$36.00</b>	<b>\$35.00</b>
<b>Dallas Convention Center (214) 939-2700</b>						
06/30/2020	Bill	2345	07/10/2020	-1985	20,000.00	18,000.00
<b>Total for Dallas Convention Center</b>					<b>\$20,000.00</b>	<b>\$18,000.00</b>
<b>Real World Communications</b>						
06/30/2020	Bill	24214	07/10/2020	-1985	340.00	340.00
<b>Total for Real World Communications</b>					<b>\$340.00</b>	<b>\$340.00</b>
<b>Wackenhut Security</b>						
05/30/2020	Bill	2423	06/09/2020	-1954	50,245.00	44,245.00
<b>Total for Wackenhut Security</b>					<b>\$50,245.00</b>	<b>\$44,245.00</b>
<b>TOTAL</b>					<b>\$70,621.00</b>	<b>\$62,620.00</b>

### The Steps: Creating the Vendor Payables Report

1. Select "Reports" from the navigation bar (left column on your screen)
2. Select "All Reports", "Manage Accounts Payable", "Unpaid Bills"


## Entering Your Expenses

Now the other method

### Method Two: Write Checks/Debit:


#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARUP %	TAX	CUSTOMER	CLASS
1	Office Supplies		1,000.00					02 Synergy Conference
2								

### The Steps: Write a Check When Due

1. Select the Plus Icon  in the top center of the window
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
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"

### The Steps: Entering a Debit Card payment

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARUP %	TAX	CUSTOMER	CLASS
1	Dues and Subscriptions		100.00					07 Administrative
2								

1. Select the Plus Icon  in the top center of the window
2. Under "Vendors" select "Expense"
3. Choose vendor, bank acct. Pay date and payment meth.
4. Enter data as you would for a check in the "Account Details" section
5. Select "Save and Close" or "Save and New"

**Chapter 10**  
**Payroll Expenses**

## Payroll Expenses

**Before we begin:** There are two basic methods for handling payroll: you can either use the QuickBooks® payroll service, or an **outside payroll company**. We will be covering the latter. Since setting up and using the QuickBooks® Payroll service is a bit more labor intensive than can be covered in this training, it is not included in this text.

**Before any payroll can be entered, employees should be added to the “Employee List”**

The screenshot shows the 'Employee Information' form in QuickBooks. The form is titled 'Employee Information' and has a close button (X) in the top right corner. It is divided into several sections:

- Name Fields:** Title, First name (Gregg), Middle name (S), Last name (Bossen), Suffix.
- Email:** A text field with the placeholder 'Separate multiple emails with commas'.
- Display Name:** A dropdown menu showing 'Gregg S Bossen'.
- Print on check as:** A checkbox labeled 'Use display name' which is checked, and a text field showing 'Gregg S Bossen'.
- Address:** Fields for Street, City/Town, State, ZIP, and Country.
- Notes:** A large text area for additional information.
- Phone and Mobile:** Two text fields.
- Billing rate (/hr):** A text field and a checkbox labeled 'Employee's time is billable by default'.
- SSN:** A text field.
- Employee ID and Gender:** A text field and a dropdown menu.
- Hire date and Released:** Two text fields.
- Date of birth:** A text field.

At the bottom of the form, there are buttons for 'Cancel', 'Make inactive', 'Privacy', and 'Save'.

### The Steps: Setting up your Employees

- 1) Select “Employees” from the navigation bar (left column on your screen)
- 2) Select “Add Employee” in the upper right of the screen
- 3) Type the name of the employee in the “\*Display name as” field (Last Name, First)
- 4) Complete the other fields as appropriate, including name, address, telephone number, etc.
- 5) Click “Save” to add the employee to the Employee list
- 6) Repeat steps 2 through 5 for additional Employees as needed.

**ALTERNATIVELY: Create only one generic employee “All Employees P/R Draft” in lieu of separate entries for each employee. This is recommended if ALL employees are contained in a single draft out of your bank account.**

## Payroll Expenses


Now that your employees are all set up, it is time to enter your Payroll Check Draft.

The screenshot shows the 'Expense #p/r draft' form with the following fields and callouts:

- Vendor:** All Employees P/R Draft (Callout: Create a generic vendor to represent ALL employees)
- Bank Account:** Checking
- Balance:** \$2,259.01
- Online payment:** Get set up (Options: Credit card VISA, Mastercard, American Express; Bank transfer)
- AMOUNT:** \$5,044.00
- Payment date:** 06/30/2020
- Payment method:** p/r draft
- Ref no.:** p/r draft (Callout: Break Gross pay up between classes based on time spent)
- Account details table:**

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	TAX	CUSTOMER	CLASS
1	Salary & Wages	GROSS CHECK	5,260.00					01 Go-Green Guidance Cr
2	Salary & Wages	GROSS CHECK	1,200.00					02 Synergy Conference
3	Salary & Wages	GROSS CHECK	509.00					07 Administrative
4	Payroll Liabilities		-1,025.00					
5								
- Callouts for table:**
  - Gross check amounts go to Salaries and Wages (points to rows 1-3)
  - This amount represents the withholdings and points to Payroll Liabilities (points to row 4)
  - No class needed here (points to row 5)

### The Steps: Enter Paychecks

- 1) Retrieve your paycheck report from your outside payroll company
- 2) Select the Plus Icon  in the top center of the window
- 3) Under "Vendors" select "Expense"
- 4) Choose the appropriate name and bank account the draft is coming out of
- 5) Enter the appropriate payment date and enter "p/r draft" in the "Payment method" and again in the "Ref no." fields
- 6) In the "Account details" section:
- 7) Select "Salary & Wages" in the "Account" field
- 8) Enter the gross salary for a specific program in the "Amount" field (from the outside payroll companies p/r report)
- 9) Enter the corresponding program in the "Class" field
- 10) Repeat steps 7 through 9 for each needed "Class"
- 11) Select "Payroll Liabilities" in the "Account" field on another line
- 12) Enter the total deductions (as a negative number) in the "Amount" field
- 13) Click "Save and New" or "Save and Close" to record the draft

# Payroll Expenses

Now it is time to enter your Payroll Tax Draft.

Expense #p/r draft

Payroll Tax Draft | Checking | Balance \$5,624.00 | AMOUNT \$2,800.00

Payment date: 07/14/2020 | Payment method: p/r draft | Ref no.: p/r draft


▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	TAX	CUSTOMER	CLASS
1	Payroll Liabilities	Employees Withholdings	1,925.00					
2	Payroll Tax	Employer Matching Share + other taxes	525.00					01 Go-Green Guidance C
3	Payroll Tax	Employer Matching Share + other taxes	125.00					02 Synergy Conference
4	Payroll Tax	Employer Matching Share + other taxes	225.00					07 Administrative
5								

Callouts:  
- Again, no class needed for Balance Sheet accounts (pointing to line 1)  
- Employer matching share of taxes gets split between classes in the same ratio as the gross pay (pointing to lines 2, 3, and 4)

Buttons: Cancel, Make recurring, More, Save, Save and new

## The Steps: Enter Payroll Tax Draft

- 1) Retrieve your paycheck report from your outside payroll company
- 2) Select the Plus Icon  in the top center of the window
- 3) Under "Vendors" select "Expense"
- 4) Choose the appropriate name and bank account the draft is coming out of
- 5) Enter the appropriate payment date and enter "p/r draft" in the "Payment method" and again in the "Ref no." fields
- 6) In the "Account Details" section:
- 7) Select "Payroll Liabilities" in the "Account" field
- 8) Enter the employees share of the payroll liabilities in the "Amount" field
- 9) On the second line select "Payroll Tax" in the "Account" field
- 10) Enter the employers share of the payroll liabilities for a specific program in the "Amount" field (from the outside payroll companies p/r report)
- 11) Enter the corresponding program in the "Class" field
- 12) Repeat steps 9 through 11 for each needed "Class"
- 13) Click "Save and New" or "Save and Close" to record the draft

**Chapter 11**  
**Reports for the Board  
& Your Accountant**



# Reports for the Board & Your Accountant

## Generate the Balance Sheet

Periodically your accountant, as well as your board of directors, are going to want to see your balance sheet.

	TOTAL
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1000 Checking	41,440.26
1020 Savings	5,624.00
<b>Total Bank Accounts</b>	<b>\$47,064.26</b>
<b>Accounts Receivable</b>	
1250 Grants Receivable	15,000.00
<b>Total Accounts Receivable</b>	<b>\$15,000.00</b>
<b>Other current assets</b>	
1030 Undeposited Funds	0.00
1500 Prepaid Insurance	1,881.88
<b>Total Other current assets</b>	<b>\$1,881.88</b>
<b>Total Current Assets</b>	<b>\$63,946.14</b>
<b>Fixed Assets</b>	
1800 Furniture	19,740.82
1850 Office Equipment	74,239.18
1870 Accumulated Depreciation	-24,293.58
<b>Total Fixed Assets</b>	<b>\$69,686.42</b>
<b>Other Assets</b>	
1900 Deposit for Rent	2,593.58

## The Steps: Generating the Balance Sheet

1. Select "Reports" from the navigation bar (left column on your screen)
2. Select "All Reports", "Business Overview", "Balance Sheet"
3. Select desired date in the "Transaction Date" fields
4. Click "Run Report" to refresh report so that it reflects the desired dates chosen

## Reports for the Board & Your Accountant

Accrual Basis

**Synergy Now 3,11-12**  
**BUDGET VS. ACTUALS: SYNERGY NOW ANNUAL BUDGET - FY20 P&L**  
 July 2019 - June 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
4010 Individual Contributions	60,653.62	55,000.00	5,653.62	110.28 %
4020 Corporate Grants	35,590.00	18,000.00	17,590.00	197.72 %
4030 Foundation Grants	132,330.00	89,000.00	43,330.00	148.69 %
4040 Government Grants	18,900.00	17,900.00	1,000.00	105.59 %
4060 Membership Dues	577.88	850.00	-272.12	67.99 %
4150 Miscellaneous Income	558.01		558.01	
4170 Program Fees	16,968.88	12,750.00	4,218.88	133.09 %
7010 Interest Income	231.00	235.00	-4.00	98.30 %
<b>Total Income</b>	<b>\$265,809.39</b>	<b>\$193,735.00</b>	<b>\$72,074.39</b>	<b>137.20 %</b>
<b>Gross Profit</b>				
	<b>\$265,809.39</b>	<b>\$193,735.00</b>	<b>\$72,074.39</b>	<b>137.20 %</b>
<b>Expenses</b>				
6002 Salary & Wages	96,795.47	94,500.00	2,295.47	102.43 %
6003 Payroll Taxes	8,228.53	7,560.00	668.53	108.84 %
6040 Health Insurance	7,094.12	6,458.00	636.12	109.85 %
6120 Bank Service Charges	360.00	375.00	-15.00	96.00 %
6160 Dues and Subscriptions	670.85	635.00	35.85	105.65 %
6170 Equipment Rental	5,911.96	2,412.00	3,499.96	245.11 %
6200 Interest Expense	1,083.57	1,320.00	-236.43	82.09 %
6230 Licenses and Permits	335.00	295.00	40.00	113.56 %
6240 Miscellaneous	197.42	175.00	22.42	112.81 %

### Profit and Loss Statement Compared to Budget

Most boards want a one-page **Profit & Loss (P & L)** statement compared to the budget

#### The Steps: Generating a P & L Compared to the Budget

1. Select "Reports" from the navigation bar (left column on your screen)
2. Select "All Reports", "Business Overview", "Budget vs. Actuals"
3. If the "Customize Budget vs. Actuals" window appears, this means there is more than one budget in QuickBooks®. In the "General" section of the window simply select the desired budget in the "Budget" field and click "Run Report"
4. To shorten number of columns, click the "Customize" button in the upper left of the report window. This will open the "Customize Budget vs. Actuals" window
5. In the Rows/Columns section of the window select "Accounts vs. Total" in the "Show Grid" field
6. Click "Run Report" to refresh report so that it reflects Total columns only.

## Reports for the Board & Your Accountant

### You can also:

Create a P & L for an individual program

Accrual Basis

Synergy Now 3,11-12  
GO-GREEN GUIDENCE CENTER PROFIT AND LOSS  
July 2019 - June 2020

	TOTAL
Income	
4010 Individual Contributions	250.00
4020 Corporate Grants	15,000.00
4030 Foundation Grants	56,330.00
4040 Government Grants	18,900.00
4060 Membership Dues	577.88
4150 Miscellaneous Income	0.01
4170 Program Fees	14,103.88
Total Income	\$105,161.77
Gross Profit	\$105,161.77
Expenses	
6002 Salary & Wages	53,726.22
6003 Payroll Taxes	4,959.32
6040 Health Insurance	195.00
6170 Equipment Rental	36.00
6260 Printing and Reproduction	340.00
6270 Professional Fees	
6650 Accounting	0.00
6655 Consulting	19,900.00
Total 6270 Professional Fees	19,900.00
6290 Rent	25,150.00

### The Steps: Generating a P & L for an Individual Program

- 1) Select "Reports" from the navigation bar (left column on your screen)
- 2) Select "All Reports", "Business Overview", "Profit and Loss"
- 3) Click "Customize Report" button at the top left of the report. This will open the "Customize Profit and Loss" window
- 4) In the "General" section select desired date range using the "Transaction Date" fields
- 5) Click on "Lists" from the choices on the left of the window
- 6) In the "Lists" section, in the "Class" field, select the desired program
- 7) Click on "Header/Footer" from the choices on the left
- 8) Add the programs name to the report title in the "Report Title" field
- 9) Click "Run Report"

## Reports for the Board & Your Accountant

### Or you can:

Create a P & L for all programs

Synergy Now 3,11-12 PROFIT AND LOSS July 2019 - June 2020						Accrual
	1 GO-GREEN GUIDANCE CENTER	2 SYNERGY CONFERENCE	3 THE AWARE CAMPAIGN	7 ADMINISTRATIVE	8 FUNDRAISING	TOTAL
<b>Income</b>						
4010 Individual Contributions	250.00	17,000.00	5,000.00	0.00	38,403.62	\$60,653
4020 Corporate Grants	15,000.00	19,200.00		0.00	1,390.00	\$35,590
4030 Foundation Grants	56,330.00	16,000.00		0.00	60,000.00	\$132,330
4040 Government Grants	18,900.00					\$18,900
4060 Membership Dues	577.88					\$577
4150 Miscellaneous Income	0.01			558.00		\$558
4170 Program Fees	14,103.88	2,865.00				\$16,968
7010 Interest Income				231.00		\$231
<b>Total Income</b>	<b>\$105,161.77</b>	<b>\$55,065.00</b>	<b>\$5,000.00</b>	<b>\$789.00</b>	<b>\$99,793.62</b>	<b>\$265,809</b>
<b>Gross Profit</b>	<b>\$105,161.77</b>	<b>\$55,065.00</b>	<b>\$5,000.00</b>	<b>\$789.00</b>	<b>\$99,793.62</b>	<b>\$265,809</b>
<b>Expenses</b>						
6002 Salary & Wages	53,726.22	11,642.50	4,885.02	13,682.98	12,856.75	\$96,795
6003 Payroll Taxes	4,959.32	989.61	785.03	401.58	1,092.99	\$8,228
6040 Health Insurance	195.00	38.00	213.54	6,507.58	140.00	\$7,094
6120 Bank Service Charges				360.00		\$360
6160 Dues and Subscriptions				670.85		\$670
6170 Equipment Rental	36.00	5,875.00		0.96		\$5,911
6200 Interest Expense				1,083.57		\$1,083
6230 Licenses and Permits				335.00		\$335
6240 Miscellaneous				197.42		\$197

### The Steps: Generating a P & L for All Programs

- 1) Select "Reports" from the navigation bar (left column on your screen)
- 2) Select "All Reports", "Business Overview", "Profit and Loss by Class"
- 3) Scroll to the right or to the left to view all of your programs as well as admin and fundraising columns

**SAVING YOUR CUSTOMIZED REPORTS:** To avoid having to recreate custom reports over and over again, Click the "Save Customizations" button at the top of a report once you have customized the report to your liking. This will open the "Save Report Customizations" window where you can name your customized report. Click "OK" and the report will be saved in "My Custom Reports". To access the same report in the future simply:

- 1) Select "Reports" from the navigation bar (left column on your screen)
- 2) Select "My Custom Reports"
- 3) Click on the custom report you wish to see



**Chapter 12**  
**Tracking Your Restricted Grants**

## Tracking Your Restricted Grants

### Your Restricted Grants are:

- **Restricted Grants** are contributions given to an organization that are restricted in terms of how they can be used. They are only meant to be spent for specific purposes or to be spent over a specific period of time in the future.
- They can be from Foundations, Corporations, Governmental Agencies or Individuals.

### To Track the use of Restricted Grants:

- Use the “**Customer: Job**” field on checks, bills and paychecks to point expenses to a particular grant.
- This way you can easily generate reports of how a specific grant was spent for the final report.

## Tracking Your Restricted Grants

**Customer Information** [Close]

Separate multiple emails with commas

Company: [Text Field]

Phone: [Text Field] Mobile: [Text Field] Fax: [Text Field]

\*Display name as: Help 4 U Grants Foundation [Dropdown]

Other: [Text Field] Website: [Text Field]

Print on check as  Use display name

Help 4 U Grants Foundation [Text Field]

Is sub-customer

\*RESTRICTED GRANTS [Dropdown] Bill with parent [Dropdown]

Address | Notes | Tax info | Payment and billing

**Billing address** map

564 Military Trail [Text Field]

Atlanta GA [Text Field]

30362 [Text Field] Country [Text Field]

**Shipping address** map  Same as billing address

Street [Text Field]

City/Town [Text Field] State [Text Field]

ZIP [Text Field] Country [Text Field]

Cancel Make inactive Privacy Save

**Callout:** Create a generic "\*RESTRICTED GRANTS" customer and make all restricted grants sub-customers of this generic customer

### The Steps: Adding a Restricted Grant to the Customer: Job List

- 1) Select "Customers" from the navigation bar (left column on your screen)
- 2) Select "New Customer" in the upper right
- 3) Type "\*RESTRICTED GRANTS" in the "\*Display name as" field
- 4) Click "Save".
- 5) Select "New Customer" in the upper right
- 6) Type the name of the specific restricted grant in the "\*Display name as" field. Different grants from the same grantor should be entered separately.
- 7) Check the box to the left of "Is sub-customer"
- 8) Select the "\*RESTRICTED GRANTS" customer underneath the "Is sub-customer" field
- 9) Click "Save" to add the grant to the customer list




## Tracking Your Restricted Grants

### Entering Restricted Grant Income

The screenshot shows the 'Sales Receipt' window in QuickBooks. At the top, there is a dropdown menu for '\*RESTRICTED GRANTS:Help' and an email field with the placeholder 'Email (Separate emails with a comma)'. The total amount is displayed as '\$5,000.00' with 'AMOUNT' written above it. Below this, there are fields for 'Billing address' (Grants R Us Foundation 19-20), 'Sales Receipt date' (06/30/2020), 'P.O. Number', and 'Sales Rep'. The 'Payment method' is set to 'Check', 'Reference no.' is 1331, and 'Deposit to' is 1030 Undeposited Fund. A link 'Accept payments in QuickBooks' is visible. At the bottom, there is a table with columns: #, PRODUCT/SERVICE, DESCRIPTION, QTY, RATE, AMOUNT, TAX, and CLASS. The first row contains: 1, Foundation Grants, (blank), 1, 5,000, 5,000.00, (blank), and 01 Go-Green Guidance Cx.

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	CLASS
1	Foundation Grants		1	5,000	5,000.00		01 Go-Green Guidance Cx
2							
3							

### The Steps: Entering a Deposit If Utilizing the Individual Method

- 1) Select the Plus Icon  in the top center of the window
- 2) Under "Customers" select "Sales Receipt"
- 3) Enter the grant name in the "Choose a customer" field
- 4) Enter the date, payment method, Reference # (check #) in the appropriate fields
- 5) Select "Undeposited Funds" in the "Deposit to" field
- 6) Select the appropriate Product/Service item in the "Product/Service" field
- 7) Enter the amount for that item in the "Amount" field
- 8) Enter appropriate class in the "Class" field
- 9) If needed, repeat steps 6 through 8 on additional lines to split grant up between programs
- 10) Click "Save & Close" (or "Save & New" to enter more transactions)
- 11) Record Deposit using the Steps outlined on page 32

## Tracking Your Restricted Grants

Deposit

Checking Balance \$2,988.29

AMOUNT \$5,425.00

Date 06/30/2020

Must enter Grant here

Add New Deposits

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT	CLASS
1	RESTRICTED GRANTS.Grants f	Foundation Grants				5,000.00	01 Go-Green Guidance C
2		Individual Contributions				425.00	08 Fundraising
3							
4							


Add lines Clear all lines Track returns for customers

New Deposits Total \$5,425.00

Memo Cash back goes to Cash back memo Cash back amount

Cancel Clear Print Make recurring Save and close

### The Steps: Entering a Deposit Using the Total-By-Category Method

- 1) Select the Plus Icon  in the top center of the window
- 2) Under "Other" select "Bank Deposit"
- 3) If you have more than one account, select appropriate bank account at top left
- 4) Enter date deposit is to be made
- 5) In the Add New Deposits section:
- 6) Enter the name of the Grant in the "Received From" field
- 7) Select the appropriate income account in the "Account" field
- 8) Enter the total dollar amount to be deposited for that account
- 9) Select the appropriate program in the "Class" field
- 10) Complete additional lines as necessary if depositing this grant along with other items (group other deposit items as shown in Chapter 8)
- 11) If desired, enter an identifying number in the memo field
- 12) Click "Save & New" or "Save & Close" to record your deposit.

## Tracking Your Restricted Grants

### Entering Restricted Grant Related Expenses:

- If Writing the Check to Pay When Due (or debit card payment)

Check #To print

Barneys Drywall Services | Checking | Balance \$8,413.09 | Online payment Get set up

Credit card VISA | Bank transfer

AMOUNT \$750.00

Mailing address: Barneys Drywall Services | Payment date: 06/30/2020 | Check no.: To print |  Print later

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLAE	MARKUP %	TAX	CUSTOMER	CLASS
1	Repairs and Maintenance:Build		750.00				RESTRICTED GRANTS:Grants R Us	01 Go-Green Guidance Center
2								


Add lines | Clear all lines

► Item details

Total \$750.00

Cancel | Print check | Order checks | Make recurring | More | Save and new

### The Steps: Write a Check When Due (or debit card payment)

1. Select the Plus Icon  in the top center of the window
2. Under "Vendors" select "Check" (or "Expense" if debit card payment)
3. Choose the appropriate vendor and bank account you are paying from
4. Enter the appropriate payment date and enter Check no., debit, or mark to Print later
5. In the Account details section:
6. Enter the appropriate Expense "Account", "Amount", and "Class" in the appropriate fields
7. Select the appropriate restricted grant from the "Customer" field
8. If needed, enter additional lines to split expense between accounts, grants, and/or classes
9. Click "Print check", "Save and new" or "Save and close" as appropriate

## Tracking Your Restricted Grants

### Entering Restricted Grant Related Expenses:

#### ➤ If Entering the Bill to Pay Later

Landlord Inc. Online payment [Get set up](#)

Credit card  Bank transfer BANK

[Make payment](#) BALANCE DUE \$1,000.00

Mailing address: Landlord Inc. Terms: Net 10 Bill date: 06/30/2020 Due date: 07/10/2020 Bill no.:


▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARKU	TAX	CUSTOMER	CLASS
1	Rent	30%	300.00				Unfunded	01 Go-Green Guidance
2	Rent	20%	200.00				Unfunded	07 Administrative
3	Rent	50%	500.00				RESTRICTED GRANTS:Grants R Us Foundation 19-20	01 Go-Green Guidance
4								

Callouts:  
- "Create an 'Unfunded' customer and point expenses not paid for out of a restricted grant to that 'Unfunded' customer"  
- "Don't forget to also break out expenses by class"  
- "50% of this bill is to paid for out of the grant"

Buttons: Add lines, Clear all lines, Cancel, Make recurring, More, Save and new

### The Steps: Entering a bill when it is received

1. Select the Plus Icon  in the top center of the window
2. Under "Vendors" select "Bill"
3. Choose the appropriate vendor in the "Choose a vendor" field
4. Enter the appropriate Terms, Bill date, Due Date and Bill no.
5. In the Account details section:
6. Enter the appropriate Expense "Account", "Amount", and "Class" in the appropriate fields
7. Select the appropriate restricted grant from the "Customer" field
8. If needed, enter additional lines to split expense between accounts, grants, and/or class
9. Click "Save and new" or "Save and close" as appropriate

## Tracking Your Restricted Grants

### Seeing how you did with the grant

Go to report

Transaction Date: All Dates From: To: Run Report

Synergy Now  
PROFIT AND LOSS - ALL RESTRICTED GRANTS  
All Dates

\*RESTRICTED GRANTS DAVID WEBB FOUNDATION GRANTS R US FOUNDATION 19-20 VILLA FOUNDATION 2018/20 TOTAL \*RESTRICTED GRANTS

Income					
Foundation Grants		10,000.00	5,000.00	120,000.00	135,000.00
Total Income	\$0.00	\$10,000.00	\$5,000.00	\$120,000.00	\$135,000.00
Expenses					
Equipment Rental				5,364.00	5,364.00
Health Insurance				1,500.00	1,500.00
Office Supplies				8,209.00	8,209.00
Payroll Taxes		480.00		6,408.00	6,888.00
Printing and Reproduction				10,323.00	10,323.00
Professional Fees				38,220.00	38,220.00
Rent			500.00	7,000.00	7,500.00
Repairs and Maintenance			750.00		750.00
Salary & Wages		4,800.00		26,477.00	31,277.00
Travel		2,850.00		5,421.00	8,271.00
Total Expenses	\$0.00	\$8,130.00	\$1,250.00	\$108,922.00	\$118,302.00
Net Income	\$0.00	\$1,870.00	\$3,750.00	\$11,078.00	\$16,698.00

Total left to spend

### The Steps: Generating a report to analyze your grants

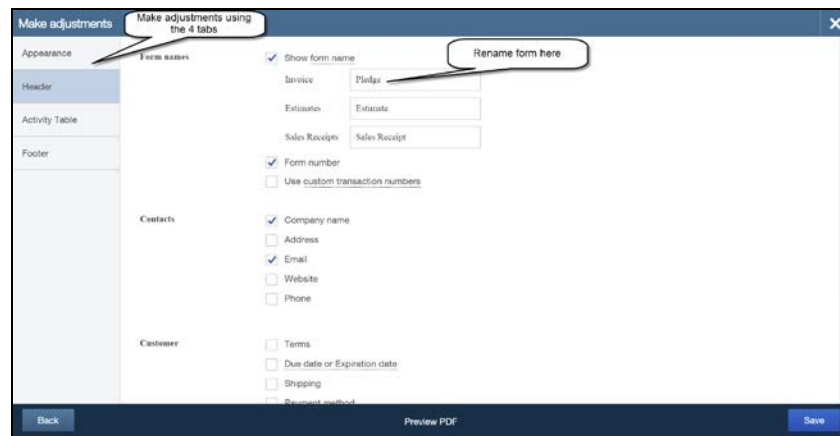
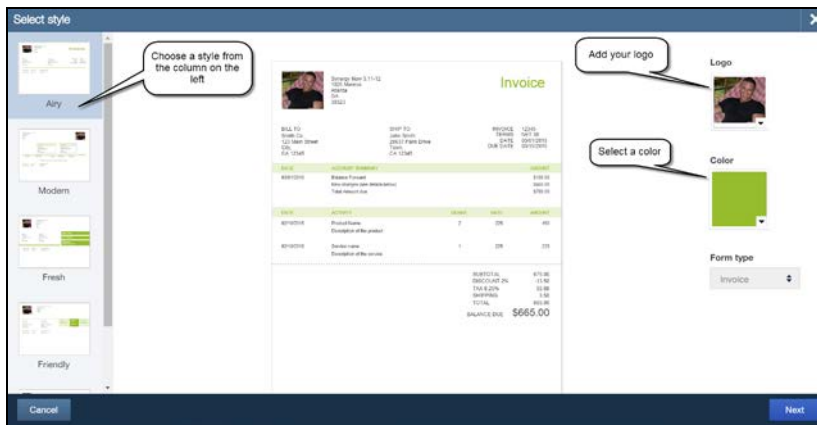
- 1) Select "Reports" from the navigation bar (left column on your screen)
- 2) Select "All Reports", "Recommended Reports", "Profit and Loss"
- 3) Click "Customize Report" button at the top left of the report. This will open the "Customize Profit and Loss" window
- 4) In the "General" section select "All Dates" in the "Transaction Date" field
- 5) In the "Rows/Columns" section select "Customers" in the "Columns" field
- 6) Click on "Lists" from the choices on the left of the window
- 7) In the "Lists" section, in the "Customer" field, select "Select Multiple.."
- 8) In the "Select Customers to Include in Report" window, select a restricted grant from the list on the left and click "Add>" to add the grant to the "Customer Filter List" on the right. Repeat this for each restricted grant. Click "OK" when done
- 9) Click on "Header/Footer" from the choices on the left
- 10) Add "All Restricted Grants" to the report title in the "Report Title" field
- 11) Click "Run Report" (Consider saving your customized report – see page 47)

**Chapter 13**  
**Tracking Your Pledges**


## Tracking Your Pledges

- A **Pledge** is a promise to make a contribution to your organization at some point in the future.
  - Use the **Invoice** form to record and track your pledges.
  - You will need to create items, one for each income account, as shown in the “**Entering Your Income**” chapter.
  - To track pledges using invoices three things must be done first:
    - If you have not already added this contributor to the customer list as outlined in Chapter 4, go back and set them up.
    - If you have not already setup your “Items” as outlined in chapter 8, go back and set them up.
    - Create a Pledge Form template using the Invoice form.
  - If you do not wish to show outstanding pledges as income for the board you may:
    - Switch to **Cash Basis** before printing (payables won’t show as well).
- ~Or~
- Record a **Manual Adjusting Journal Entry** to remove outstanding pledges at month end before printing the Financials for the board.

## Tracking Your Pledges



### The Steps: Creating your Pledge Form

- 1) Select the Gear Icon  in the upper right corner of the window
- 2) Under "Settings" select "Custom Form Styles"
- 3) Select "New Style" on the top left of the window
- 4) Select desired style from the list of style choices on the left
- 5) Click the "Logo" Box on the left
- 6) Browse your computer and locate your desired logo and click "Open" to upload your organization's logo
- 7) Click the "Color" box to select a desired color for your form
- 8) Select "Invoice" in the "Form type" field and then click "Save"
- 9) Type a form name in the "Name as" field and click "Save" again to save your new form
- 10) Click "Header" from the list on the left
- 11) In the "Form names" section, type the name you wish to appear on your form (i.e. "Pledge Form") in the "Invoice" field
- 12) Click "Footer" from the list on the left
- 13) In the "Message to customer" type a desired message to the donor
- 14) Click "Save" to record changes made to your new Pledge Form



## Tracking Your Pledges

Invoice #12

Bona, Chery

Email (Separate emails with a comma)

Send later

Online payment [Get set up](#)

Credit card \$1,000.00 BALANCE DUE

Bank transfer

Billing address: Chery Bona, 8965 Westward Ave, Atlanta, GA 30328

Terms: Net 30

Invoice date: 12/31/2019

Due date: 12/31/2020

P.O. Number

Sales Rep


Select your Pledge Form using the "Customize" button

- Pledge Form
- Membership Dues
- Standard

#	PRODUCT/SERVICE	DESCRIPTION	UNT	TAX	CLASS
---	-----------------	-------------	-----	-----	-------

Cancel Print or Preview Make recurring Customize More Save Save and new

### The Steps: Using the Invoice to Record Pledges

- 1) Select the Plus Icon  in the top center of the window
- 2) Under "Customers" select "Invoice"
- 3) Enter the donor in the "Choose a customer" field
- 4) Enter appropriate Terms, Invoice date, and Due date
- 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 above on other lines if needed
- 9) Click "Customize" and click on your newly created "Pledge Form" from the list
- 10) Click "Save & Close", "Save & New" to enter other pledges, "Save and send" to email to donor or "Print or Preview" to print your Pledge form for mailing

# Tracking Your Pledges

Viewing Outstanding Pledges on a simple report

**Synergy Now 3,11-12**  
**CUSTOMER BALANCE DETAIL**  
All Dates

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT	OPEN BALANCE	BALANCE
<b>Bona, Chery</b>						
12/31/2019	Invoice	12	12/31/2020	1,000.00	1,000.00	1,000.00
<b>Total for Bona, Chery</b>				<b>\$1,000.00</b>	<b>\$1,000.00</b>	
<b>Bowey, David</b>						
06/30/2014	Invoice	5	12/31/2014	500.00	500.00	500.00
<b>Total for Bowey, David</b>				<b>\$500.00</b>	<b>\$500.00</b>	
<b>Confrancesco, Dave</b>						
12/31/2014	Invoice	10	01/30/2015	15,000.00	13,000.00	13,000.00
<b>Total for Confrancesco, Dave</b>				<b>\$15,000.00</b>	<b>\$13,000.00</b>	
<b>Donofrio, Jessica</b>						
12/31/2014	Invoice	7	01/30/2015	900.00	900.00	900.00
<b>Total for Donofrio, Jessica</b>				<b>\$900.00</b>	<b>\$900.00</b>	
<b>Grelli, H Gordon</b>						
12/31/2014	Invoice	6	01/30/2015	750.00	750.00	750.00
<b>Total for Grelli, H Gordon</b>				<b>\$750.00</b>	<b>\$750.00</b>	
<b>Inman, Pat and Chase</b>						
12/31/2014	Invoice	8	01/30/2015	20,000.00	20,000.00	20,000.00
<b>Total for Inman, Pat and Chase</b>				<b>\$20,000.00</b>	<b>\$20,000.00</b>	
<b>LaPointe, Irene</b>						
12/31/2019	Invoice	13	12/31/2020	5,000.00	5,000.00	5,000.00
12/31/2019	Invoice	14	12/31/2021	5,000.00	5,000.00	10,000.00
<b>Total for LaPointe, Irene</b>				<b>\$10,000.00</b>	<b>\$10,000.00</b>	

## The Steps: Generate a Report of Your Outstanding Pledges

- 1) Select "Reports" from the navigation bar (left column on your screen)
- 2) Select "All Reports", "Manage Accounts Receivable", "Customer Balance Detail"

## Tracking Your Pledges

Eventually you will receive your pledges. You will want to record that!

Receive Payment

Bona, Chery Find by invoice no. AMOUNT RECEIVED \$400.00

Payment date 12/31/2019

Payment method Check Reference no. 1323 Deposit to Undeposited Funds Amount received 400.00

Accept payments in QuickBooks

Outstanding Transactions


DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
Invoice # 12 (12/31/2019)	12/31/2020	1,000.00	1,000.00	400.00

Amount to Apply \$400.00  
Amount to Credit \$0.00

Clear Payment

Cancel Clear Save and close

### The Steps: Record Receipt of Payment on Outstanding Pledges

- 1) Select the Plus Icon  in the top center of the window
- 2) Under "Customers" select "Receive Payment"
- 3) Enter the donor in the "Choose a customer" field
- 4) Enter the appropriate Payment date, Payment method, and Ref. no.
- 5) Select "Undeposited Funds" in the "Deposit to" field
- 6) In the "Outstanding Transactions" section, apply amount to correct pledge by checking the box to left of the pledge
- 7) Click "Save & Close" or "Save & New" if entering more receipts

**(OPTIONAL) If your board does not want outstanding pledges included in the Profit and Loss given to the board, reverse the pledges out with a Journal Entry**

Journal Entry #5

Online payment Get set up  
Credit card VISA Bank transfer

Journal date 05/30/2020 Journal no. 5

1 payment received on 06/30/2020

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME	NUMBER
1	Grants Receivable		64,250.00	reverse outstanding pledges for board report	Pledge A/R Removal	
2	Individual Contributions	64,250.00		reverse outstanding pledges for board report	Pledge A/R Removal	8 Fundraising

Create generic "Pledge A/R Removal" account to reverse pledges in bulk

### The Steps: Reversing out unpaid pledges for board report

- 1) Select the Plus Icon  in the top center of the window
- 2) Under "Other" select "Journal Entry" and enter as above

**Chapter 14**  
**Tracking Donors and Year-End  
Acknowledgements**

## Tracking Donors and Year-End Acknowledgements

Most Nonprofit organizations need some sort of **Database** from which they **track** their **Donors**.

### Things Needed

- Collect Basic Information for each donor (Name, Address, Occupation, etc.)
- Donation History
- Generate Year-End Donor Acknowledgements

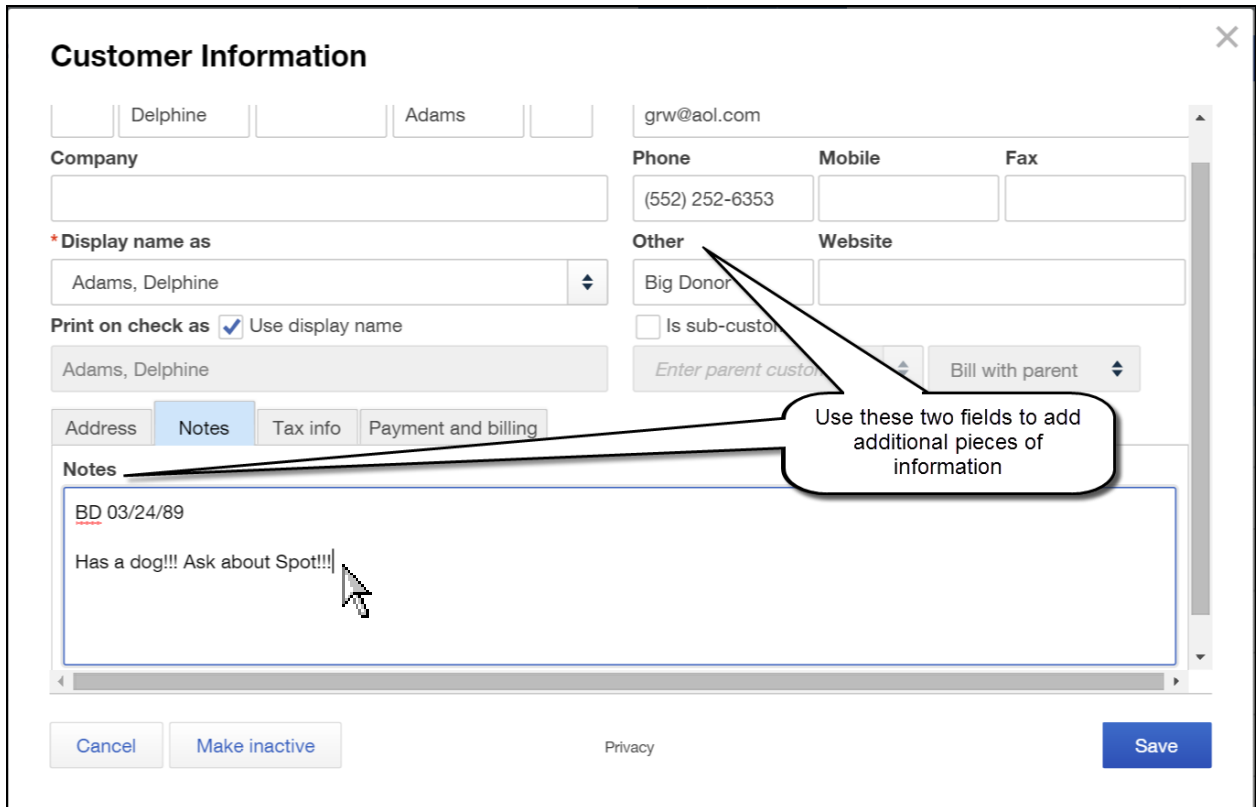
### Database Options

- 1) **Separate Software** that **doesn't** integrate with QuickBooks®
  - ◆ Disadvantage – Requires double entry of donations
- 2) **Add-On Software** that **does** integrate with QuickBooks®
- 3) **Use QuickBooks® on its own** as a database
  - ◆ No extra cost = Good option for smaller organizations
  - ◆ Must use **Invoice & Sales Receipt** to enter individual donations
  - ◆ Must create items to use on the Sales Receipt form

## Tracking Donors and Year-End Acknowledgements

Before you can use QuickBooks® for Donor Tracking there are a few things you will need to setup first.

### Using customer fields to add additional information



The screenshot shows the 'Customer Information' form in QuickBooks. The form is for a customer named 'Delphine Adams' with email 'grw@aol.com'. The 'Other' field is set to 'Big Donor'. The 'Notes' tab is selected, showing a note: 'BD 03/24/89 Has a dog!!! Ask about Spot!!!'. A callout box with a pointer indicates: 'Use these two fields to add additional pieces of information'. At the bottom, there are buttons for 'Cancel', 'Make inactive', 'Privacy', and 'Save'.

### The Steps: Entering additional fields of information

- 1) Select "Customers" from the navigation bar (left column on your screen)
- 2) Click on a Customer, click on "Customer Details" and Click "Edit"
- 3) Enter a Donor Category type of your choosing (e.g. Big Donor, Small Donor ...) in the "Other" field
- 4) Type other information about the donor in the "Notes" tab at the bottom of the window
- 5) Click "Save" to save your changes to the donor record
- 6) Repeat steps 1 through 5 for additional Donors

# Tracking Donors and Year-End Acknowledgements

## Customer Contact Reports

The screenshot shows a web interface for 'Synergy Now 7-8'. At the top, there are navigation icons (search, plus, refresh) and a user profile 'Synergy Now 7-8'. Below the navigation are buttons for 'Print', 'Email', 'Excel', and 'Save Customizations'. A 'Customize' button is highlighted with a callout box that reads: 'Customized to add "OTHER" AND "NOTE" fields as well as to sort by "NOTE" field'. The main content is a table titled 'Synergy Now 7-8 CUSTOMER CONTACT LIST' with columns: CLIENT, OTHER, PHONE NUMBERS, NOTE, EMAIL, FULL NAME, and BILLING ADDRESS. The table lists several donors with their contact information and dates.

CLIENT	OTHER	PHONE NUMBERS	NOTE	EMAIL	FULL NAME	BILLING ADDRESS
Bona, Chery	Small Donor	Phone: (553) 774-3736	BD 02/23/80	bova@ta.com	Chery Bona	8965 Westward Ave Atlanta GA 30328
Adams, Delphine	Big Donor	Phone: (552) 252-6353	BD 03/24/89 Has a dog!!! Ask about Spot!!!	grw@aol.com	Delphine Adams	1441 Peachtree Street NE Atlanta GA 30309
Bowey, David	Small Donor	Phone: (404) 773-2726	BD 06/30/54	majorlonguel@yahoo.com	Mr. David N. Bowey	David N. Bowey 87654 Peachtree NE Atlanta GA 30326
Buckner, Ava	Big Donor	Phone: (404) 339-0987	BD 07/23/69	ava@ttn.org	Ms. Ava Buckner	563 West Ave Atlanta GA 30326
Ashford, Parker and Faith	Big Donor	Phone: (404) 337-3625	BD 08/22/67	park@yahoo.com	Mr. and Mrs. Parker and Faith Ashford	489 Stoney Brook Road Ga. Atlanta GA 30327
Bove, Matthew	Small Donor	Phone: (442) 993-2726	BD 09/13/68	bbb@yyqt.com	Mr. Matthew B. Bove	2356 Deerhurst Rd GA. Atlanta GA 30326
Confrancesco, Dave	Small Donor	Phone: (404) 338-9874	BD 12/24/78	conr@ttn.com	Dave R. Confrancesco	1385 West Brook Dr Atlanta GA 30324

### The Steps: Generating a Donor Contact List

- 1) Select "Reports" from the navigation bar (left column on your screen)
- 2) Select "All Reports", "Review Sales", "Customer Contact List"
- 3) Click on the "Customize" button to customize report to your liking.

## Tracking Donors and Year-End Acknowledgements

Now you are all set to enter transactions and begin tracking your donors

**Sales Receipt**

Adams, Delphine | adhd@yahoo.com | AMOUNT: \$100.00

Send later

**Billing address:** Delphine Adams, 1441 Peachtree Street NE, Atlanta, GA 30309

**Sales Receipt date:** 06/30/2020

**Payment method:** Check | **Reference no.:** 61251652 | **Deposit to:** Undeposited Funds

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	CLASS
1		Individual Contributions		1	100	100.00		08 Fundraising
2								

Subtotal: \$100.00

Buttons: Cancel, Clear, Print or Preview, Make recurring, Customize, Save, Save and new

**Invoice #12**

Bona, Chery | Email: cherybona@gmail.com | BALANCE DUE: \$1,000.00

Send later

**Billing address:** Chery Bona, 8965 Westward Ave, Atlanta, GA 30328

**Terms:** Net 30 | **Invoice date:** 12/31/2019 | **Due date:** 12/31/2020

**Customize** dropdown:  Pledge Form,  Membership Dues,  Standard

Buttons: Cancel, Print or Preview, Make recurring, Customize, More, Save, Save and new

**Note:** Enter income using a "Sales Receipt" as shown in chapter 8 (Entering Your Income), and use invoices to enter pledges as shown in chapter 13 (Tracking Your Pledges).



# Tracking Donors and Year-End Acknowledgements

## Donation History Report

Transaction Date: All Dates From: To: Run Report

Accrual Basis

Synergy Now 7-8  
SALES BY CUSTOMER SUMMARY  
All Dates

	FEB 3 - DEC 31, 2015	JAN - DEC 2016	JAN - DEC 2017	JAN - DEC 2018	JAN - DEC 2019	JAN - JUN, 2020	TOTAL
Adams, Delphine	100.00	2,300.00	2,150.00	2,025.00	3,200.00	1,500.00	\$11,275.00
Ashford, Parker and Faith		2,200.00	1,985.00	2,300.00	5,550.00	785.00	\$12,820.00
Bona, Chery				350.00	1,045.00	565.00	\$1,960.00
Bowey, David		4,000.00	3,200.00	2,375.00	5,050.00		\$14,625.00
Brown, Chad and Marie		1,900.00	1,500.00	1,500.00	1,200.00		\$6,100.00
Buckner, Ava				300.00	7,500.00		\$7,800.00
Donofrio, Jessica		300.00	250.00	325.00	350.00	625.00	\$1,850.00
Eichorst, Joanna and Rob		1,980.00	2,300.00	2,100.00	1,500.00	4,000.00	\$11,880.00
Grelli, H Gordon		1,500.00	2,200.00	2,300.00	2,500.00		\$8,500.00
Greyson, Elliot					500.00	4,000.00	\$4,500.00
Help 4 U Grants Foundation						40,000.00	\$40,000.00
Holden, Jack				625.00	14,000.00		\$14,625.00

### The Steps: Generating a Donation History Report

- 1) Select "Reports" from the navigation bar (left column on your screen)
- 2) Select "All Reports", "Review Sales", "Sales by Customer Summary"
- 3) Select desired date range in the "Transaction Date" field
- 4) Click the "Customize" button and "Lists" from the sections on the left
- 5) Click the drop down arrow in the "Product/Service" field and select either the appropriate donation item you wish to see OR if there are multiple donation items then select "Select Multiple..." and then click the first one you wish to include from the list on the left and click "Add>" to move it to the list on the right. Do this for each "Product/Service" and then click "OK".
- 6) Click the "Columns" drop down arrow in the "Rows/Columns" section on the left
- 7) Select "Calendar Years" from the list of choices in the "Columns" field
- 8) Click "Run Report"

## Tracking Donors and Year-End Acknowledgements

Now let's create a report showing your donors' contribution history by year

Transaction Date: Custom From: 01/01/2019 To: 12/31/2019 Run Report

Customize to change title and remove unneeded columns and other data

Cash Basis

Synergy Now 7-8  
YOUR ANNUAL DONATIONS  
January - December 2019

DATE	AMOUNT
Adams, Delphine	
06/30/2019	3,200.00
<b>Total for Adams, Delphine</b>	<b>\$3,200.00</b>
Ashford, Parker and Faith	
06/30/2019	4,200.00
07/01/2019	675.00
07/01/2019	675.00
<b>Total for Ashford, Parker and Faith</b>	<b>\$5,550.00</b>
Bona, Chery	
07/01/2019	500.00
07/01/2019	500.00
<b>Total for Bona, Chery</b>	<b>\$1,000.00</b>
Bowey, David	
03/26/2019	5,050.00
<b>Total for Bowey, David</b>	<b>\$5,050.00</b>

### The Steps: Generate Donor History Report By Year

- 1) Select "Reports" from the navigation bar (left column on your screen)
- 2) Select "All Reports", "Review Sales", "Sales by Customer Detail"
- 3) Click the "Customize" button
- 4) Select desired date range in the "Transaction Date" field (usually "Last Calendar Year")
- 5) Select "Cash Basis" as the Accounting Method:"
- 6) Click "Lists" from the sections on the left
- 7) Click the drop down arrow in the "Product/Service" field and select either the appropriate donation item you wish to see OR if there are multiple donation items then select "Select Multiple..." and then click the first one you wish to include from the list on the left and click "Add>" to move it to the list on the right. Do this for each "Product/Service" and then click "OK".
- 8) Click "Rows/Columns" from the sections on the left
- 9) Click the "Change Columns" button in the center of the window
- 10) Click on a column you wish to remove from the list on the right and click "<Remove" to remove it from the report.
- 11) Repeat step 10 for each column you wish to remove and click "OK" when done
- 12) Click "Header/Footer" from the list on the left
- 13) Enter appropriate title (e.g. Your Annual Donations) in the "Report Title" field
- 14) Click "Run Report" (send to Excel to add page breaks before printing)

