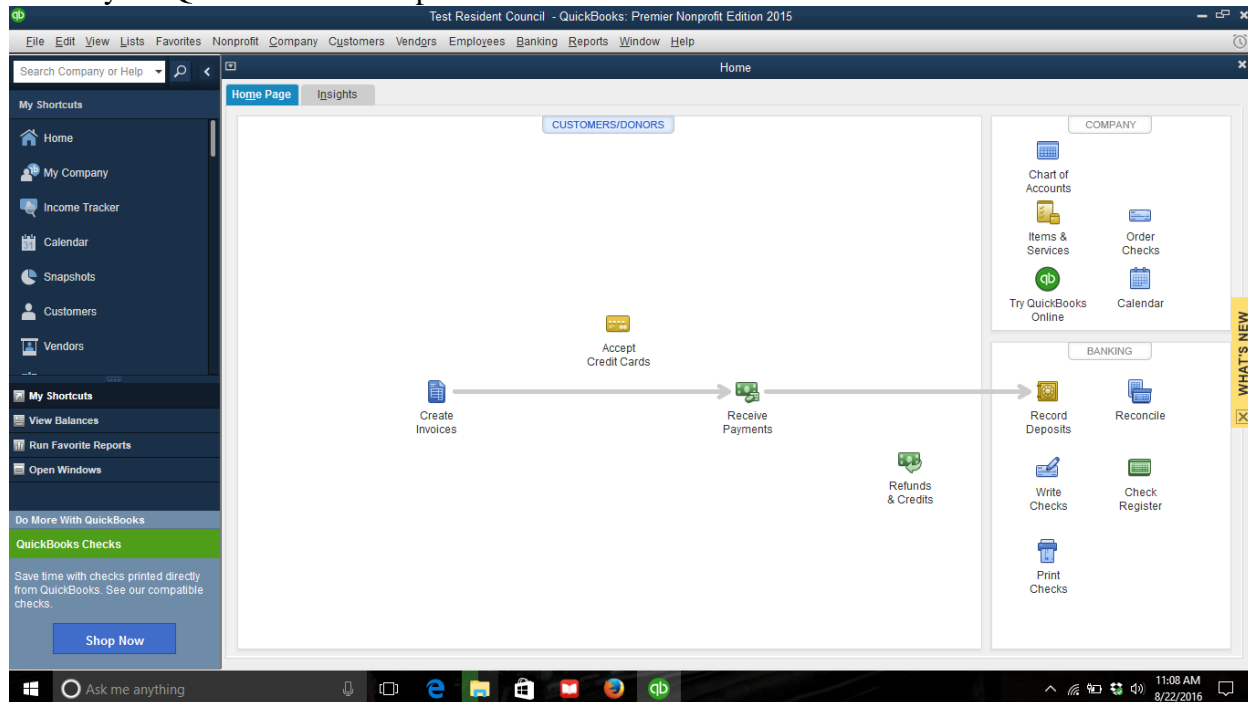


Using Quickbooks

This tutorial will show you how to do the things you will need to in Quickbooks.

We'll start with a brief overview.

This is your Quickbooks desktop.



The screen pictured above is also called the home screen.

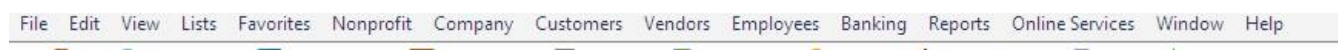
The main window has icons for different things you can do in the program. The far right window shows your account balances and gives backup reminders.

You will mainly be using the 'Banking' section of the program.

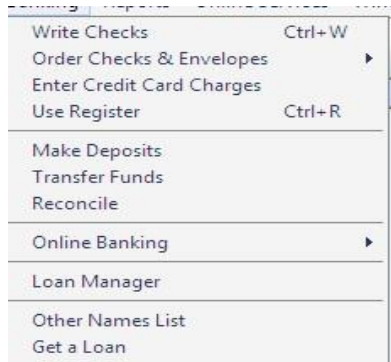
These are the icons there:



You also can access these functions under the banking menu in the top toolbar.



The dropdown menu there looks like this:



You will mainly be entering deposits, writing checks, using the register, and doing reconciliations. (You will also be printing some forms and doing a budget. Those will be covered in another tutorial.

Entering Deposits:

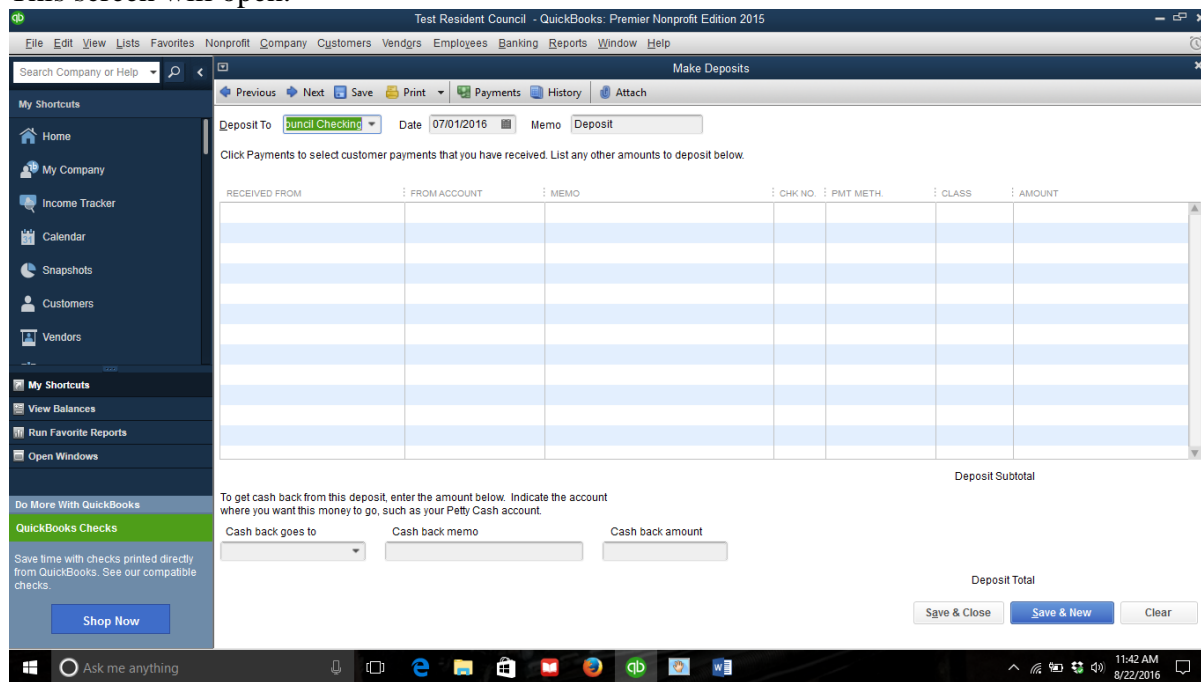
The first lesson is how to enter deposits.

For the purposes of this tutorial I will be using the icons on the main screen to access each function.

You can also use the banking menu if you prefer.

Click on the 'Record Deposits' icon.

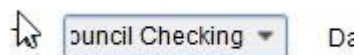
This screen will open.



The first thing you need to do is check that you are depositing into the correct fund.

You can do that by clicking on the arrow near 'Deposit To'.

You will be depositing to “Council Checking”



The next thing to look at is the date.

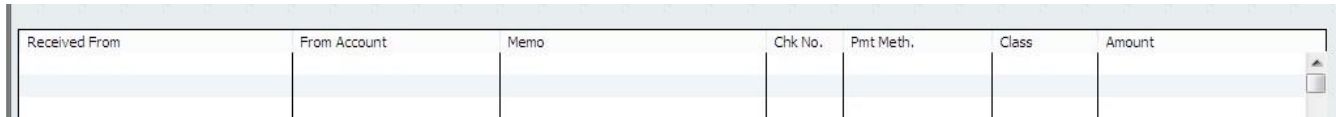
The program will show today's date when you open it. Click on the little calendar icon to change to a different date.

The window looks like this:



Use the arrows to navigate the months and click on the day you want on the calendar.

We now move to the lower box.

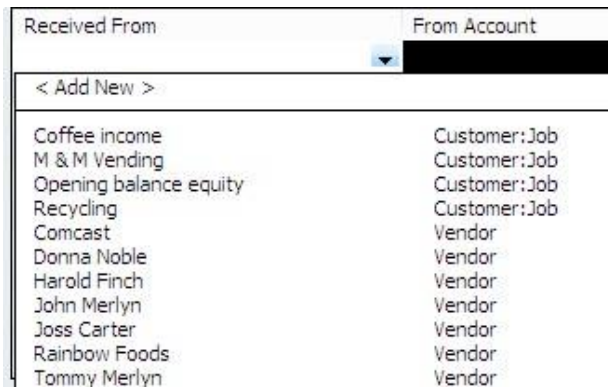


The first thing to enter is who the money being deposited was received from.

Click in the box below 'Received From' to move the cursor there.

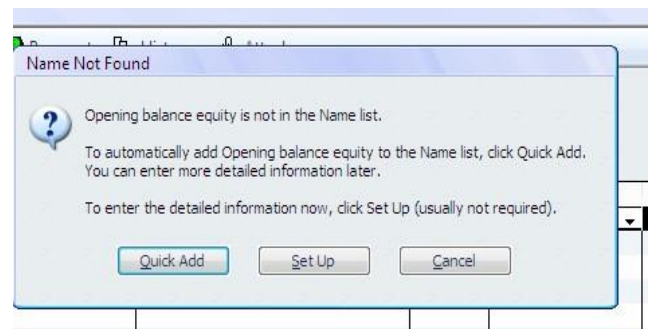


You can type the name or use the dropdown menu. Once you enter a name it will be saved and you can select it from the menu the next time you need to use it.



If a name is not on the list you will see this box:

Click on 'Quick Add'.



You will then see this:



Click on Vendor and then click OK.

You will always use vendor when adding names for deposits or checks. (We don't have customers or employees.)

The name will be added to the list.

Next thing to choose is the account. This is not the fund the money is going into. It is a way to categorize the deposit. (For example, recycling or vending income.)

The majority of categories you need should already be there. You can add additional ones in the same way you add new names.

This is part of the category list.

< Add New >	
Bank - Checking Combined	Bank
Checking - Flower	Bank
Checking - Hi-Rise	Bank
Checking - PHA	Bank
Checking - Picnic	Bank
Checking - RPC	Bank
Bank - Savings	Bank
Opening Balance Equity	Equity
Unrestricted Net Assets	Equity
Direct Public Support (Hi-Rise)	Income
Corporate Contributions	Income
Gifts in Kind - Goods	Income
Individual Contributions	Income
Fundraising Income (Hi-Rise)	Income
Coffee/Snacks	Income
Grant Income	Income
Flower Grant Income	Income
PHA Grant Income	Income

Be sure you only choose things from the income categories for deposits. Equity is used for entering opening balance amounts. You generally won't be using the bank categories.

Now move your mouse to the 'Memo' field.

Here you will type in a brief description of the deposit. (Such as coffee income or recycling.)

You can ignore the check number field. If you have a check number and want to enter it you certainly can though.

Payment method will be either cash or check. (It will likely be the latter except for things like coffee income and income from events.)

Choose the correct one from the dropdown menu.

Now we come to class.

This is used to help organize the account data and allow for printing reports by fund.

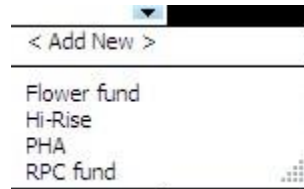
The classes you will be using are the names of the five funds: PHA, RPC, Hi-Rise, Flower, and Picnic.

If you have been doing this already those names can be selected from the dropdown menu.

If you haven't then you can type the name you need in the box.

You add those names the same way you did before.

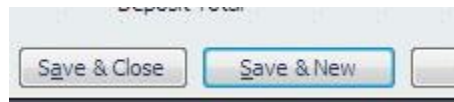
The list should look something like this:



The final field is amount. Enter the amount of the deposit.

Double check to be sure you have the correct date and are in the right fund.

Now move to the boxes at the bottom of the screen.



Click on 'Save & Close' if you are not entering any more deposits. Click on 'Save & New' if you have more to enter.

Reminders:

Remember to check the date and fund for each new deposit you enter.

Remember to assign a class to each deposit.

If you have multiple checks on one deposit document they should be entered as separate deposits. (So if you have a deposit of coffee money and a vending check each one should be entered on it's own. This is especially important if you have deposits that go in different funds.)

Writing Checks:

Besides entering deposits this is the thing you will be doing most often in Quickbooks.

Checks are entered using the 'Write Checks' window.

They can also be entered directly in the check register. It is not recommended that you do this because of the need to switch funds and assign classes.

Start by clicking on 'Write Checks'.

This window will open:

As mentioned in the deposits tutorial you will be writing checks in “Council Checking

Make sure you have the correct check number entered.

Change the date by clicking on the calendar. As mentioned before the screen will show today's date when you open it.

Enter the amount of the check.

Now you will look at the Pay to the Order of field.
You can type in the name or choose it from the list.

The address box and the full written out amount will be filled in automatically when you enter the name and amount above. (The address line will only have the individual's name unless you add more information when you add them to the list. That really isn't necessary to do.)

The final field is the memo.

Type in what the check is for. (Stipend, Internet service, etc.)

We now move to the lower boxes.

The first thing to click on is 'Account'.



Choose whatever that check is for from the expense categories.

This is a partial list.

You can also add a category if you can't find one that fits. (Most of what you'll need should be there though.)

Click on the category you want.

The amount field will be already filled in.

You can ignore the Customer: Job and Billable fields.

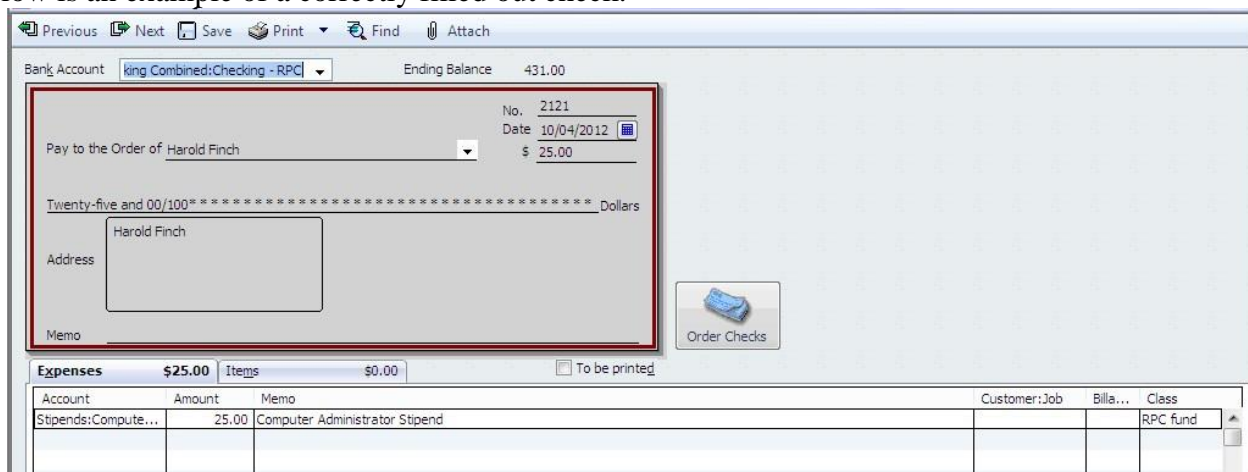
The final thing is to assign a class.

This is done in the same way as with Deposits.

Choose the fund the check is being written in.

Click on 'Save & Close' or 'Save & New' depending on whether or not you are writing more checks.

Below is an example of a correctly filled out check.



Reminders:

Be sure you are in the correct fund.

Always check that you have the correct check number and date.

Don't forget to assign a class.

Editing entries:

This is the same for checks and deposits.

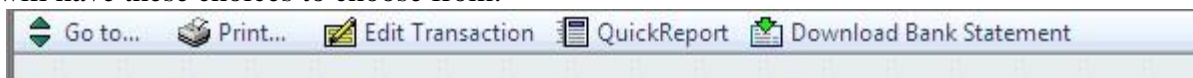
If you are looking at the check register, double click on the entry you want to change and the check window will open.

You also can click once on the entry to highlight it and use the menu at the top of the register.

Here is the highlighted entry:

09/04/2012	2114	Marla P. Finch		25.00		589.00
	CHK	Stipends:Computer Administrator	Computer administrator stipend			
09/04/2012	2115	Donna Noble		25.00	Deposit	564.00
	CHK	Stipends:Secretary	Secretary stipend			
09/06/2012	2116	Comcast		43.00		521.00
	CHK	Internet Service	Internet service			

You will have these choices to choose from:

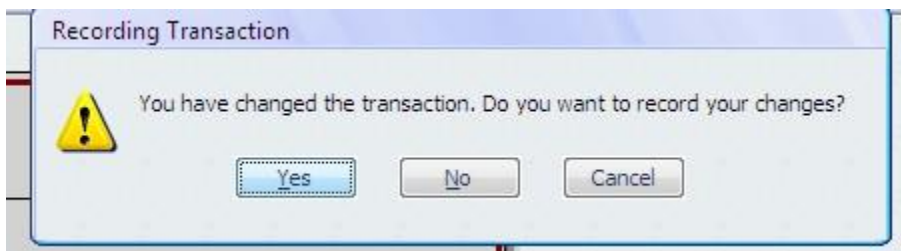


Click on 'Edit Transaction' and the check window will open.

You can now make any needed changes.

Click on 'Save & Close' when you are done.

You will see this box pop up.



Click 'Yes'.

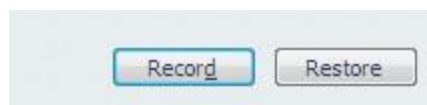
The entry will be saved.

You also can edit directly on the check register.

Click on the entry you want to change.

Make any changes you need to.

Click 'Record' at the bottom of the screen.



You will get the same popup as above.

Click 'Yes'.

Your changes will be saved.