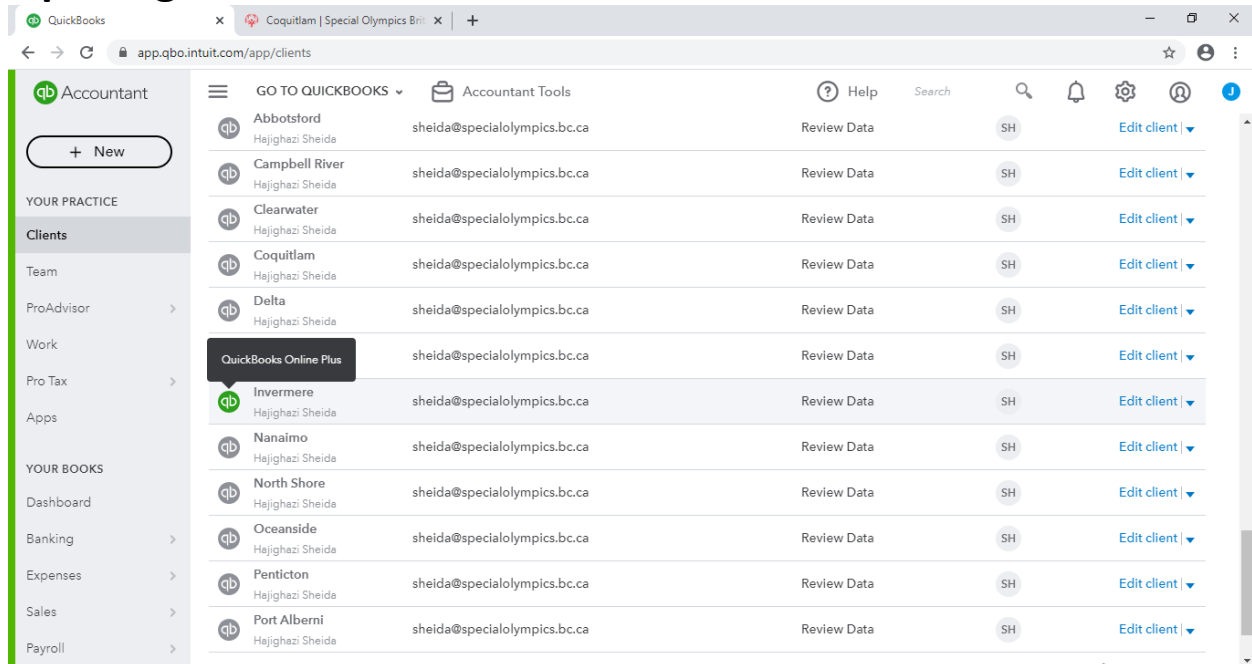


# QuickBooks Online Training

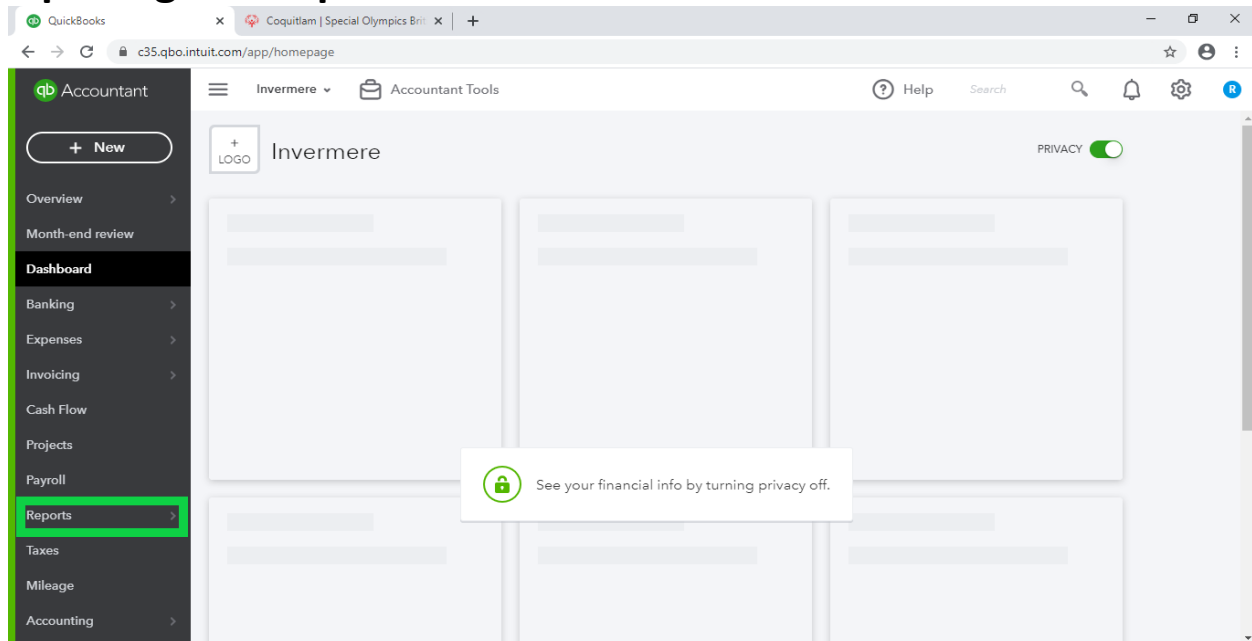
## Expenses and Deposits Method

### Opening Your Account

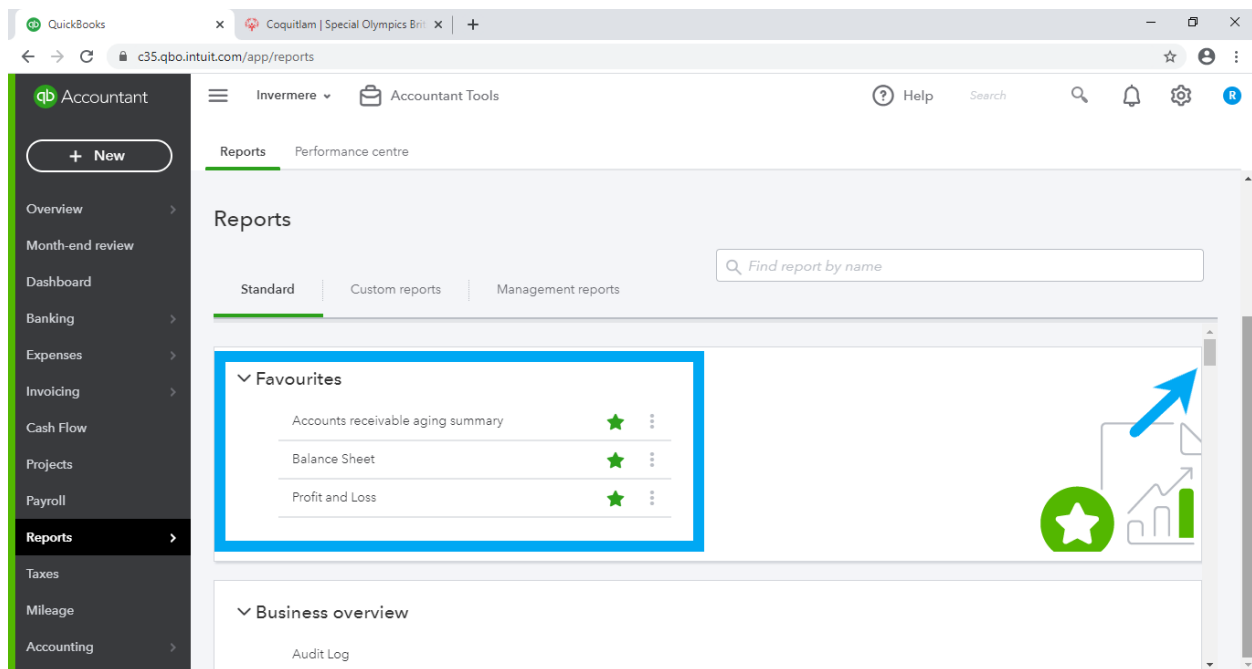


- To open your account click the hover over the qb button click it when it turns green to open your account dashboard

# Opening the Reports Function



- To view different reports, hover over “Reports” along the left gray ribbon and click on “Reports” again.



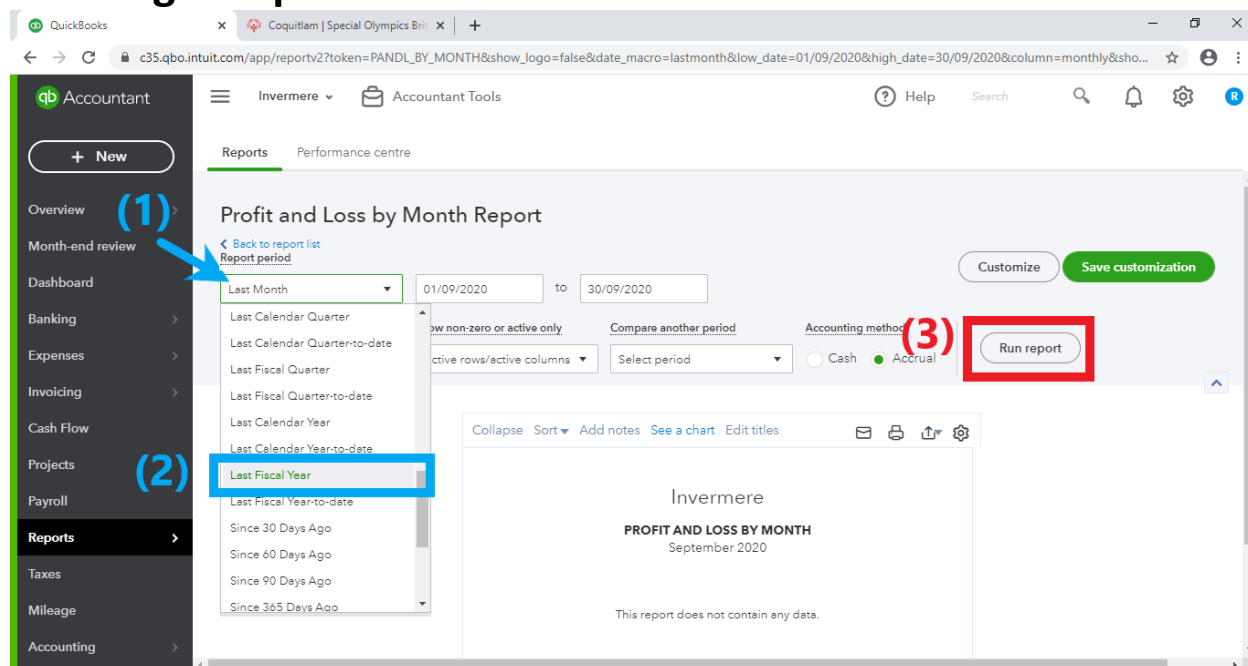
- Within the Reports tab, there are some pre-set “Favourites” at the top of the page with green stars beside them (blue box).
- You can also use the scrolling function on the right side of the screen to view more Report functions (blue arrow).

The screenshot shows the QuickBooks Accountant interface. The left sidebar contains navigation links: Overview, Month-end review, Dashboard, Banking, Expenses, Invoicing, Cash Flow, Projects, Payroll, Reports (highlighted), Taxes, Mileage, and Accounting. The main content area is titled 'Reports' and has tabs for Standard, Custom reports, and Management reports. A search bar at the top right says 'Find report by name'. A list of reports is displayed under the 'Standard' tab:

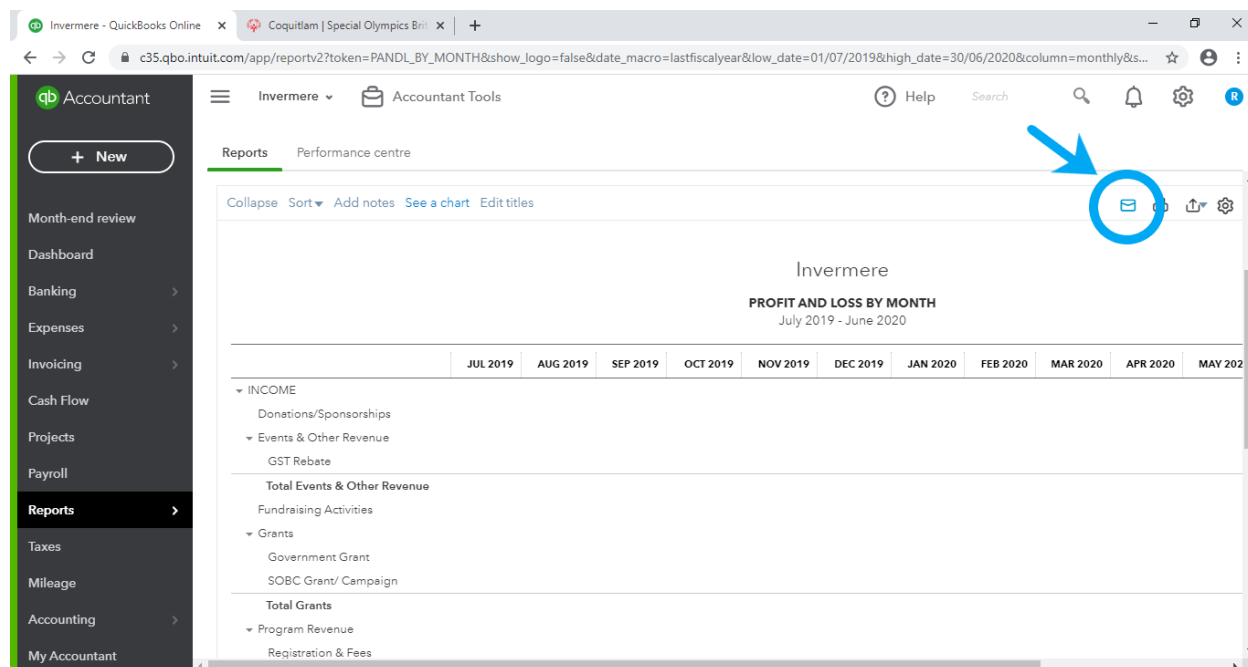
Report Name	Star Icon	More Icon
Profit and Loss Detail	☆	⋮
Profit and Loss year-to-date comparison	☆	⋮
Profit and Loss by Class	☆	⋮
Profit and Loss by Customer	☆	⋮
<b>Profit and Loss by Month ⓘ</b>	☆	⋮
Profit and Loss	★	⋮
Quarterly Profit and Loss Summary	☆	⋮
Statement of Cash Flows	☆	⋮
Statement of Changes in Equity	☆	⋮

- For example, Profit & Loss by Month is a useful Report function after you have inputted a few months of data (blue box)

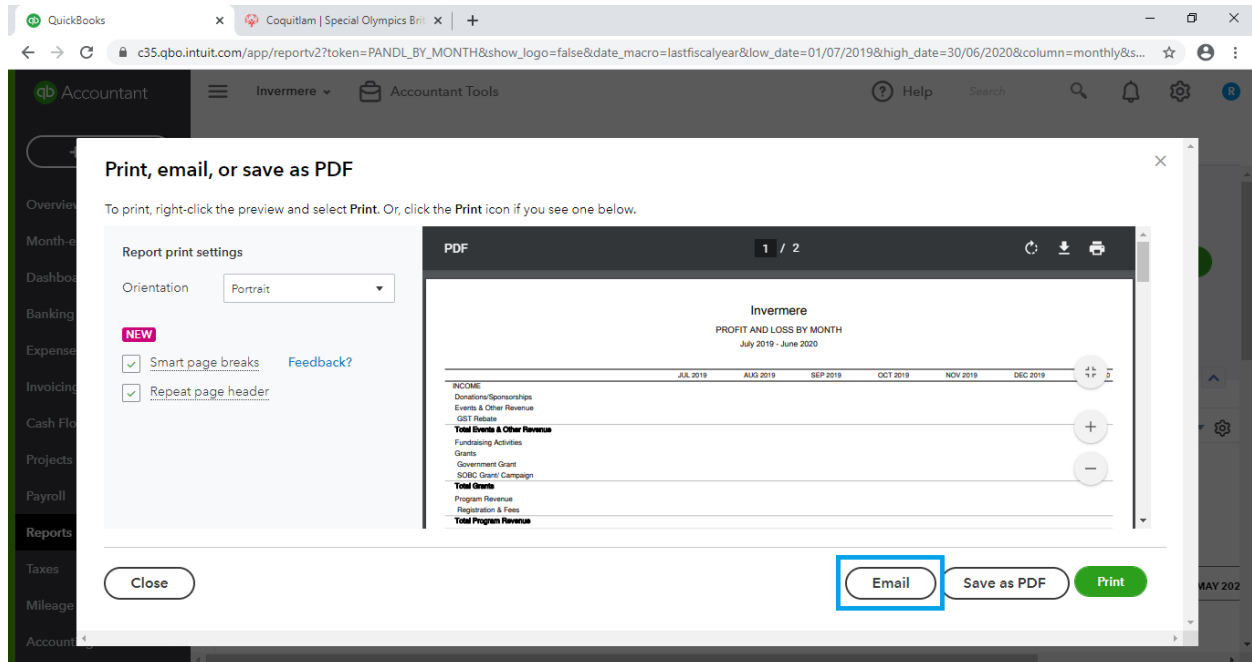
# Running a Report



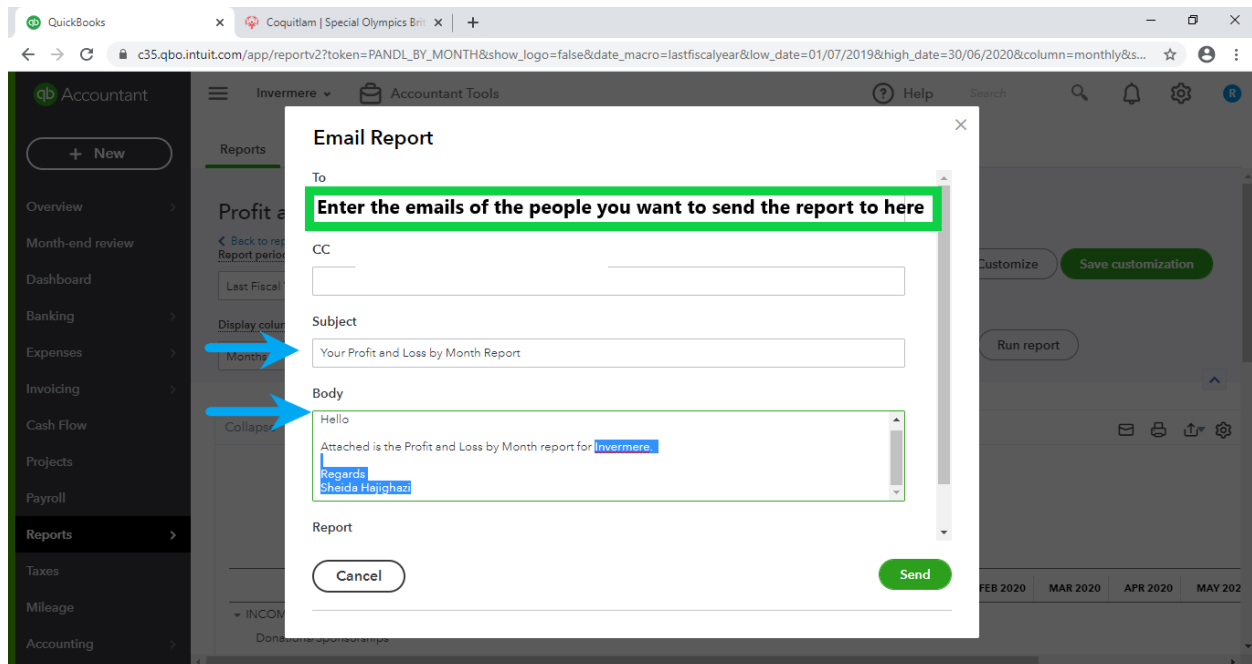
1. Click on the drop down menu, which allows you to choose the report period (blue arrow)
2. Select the desired report period, which in this case is "Last Fiscal Year" (blue box)
3. Click "Run report" (red box). This will generate a report, which breaks down profit and loss for each account month by month.



- Note: all values are zero for the Last Fiscal Year (July 1, 2019-June 30, 2020) because the accounts for the last fiscal year were migrated to QuickBooks Online as of June 30, 2020
- Clicking the small letter button (in the blue circle) will pull up the following menu, which allows you to send a copy of the Report to members of your Local Committee

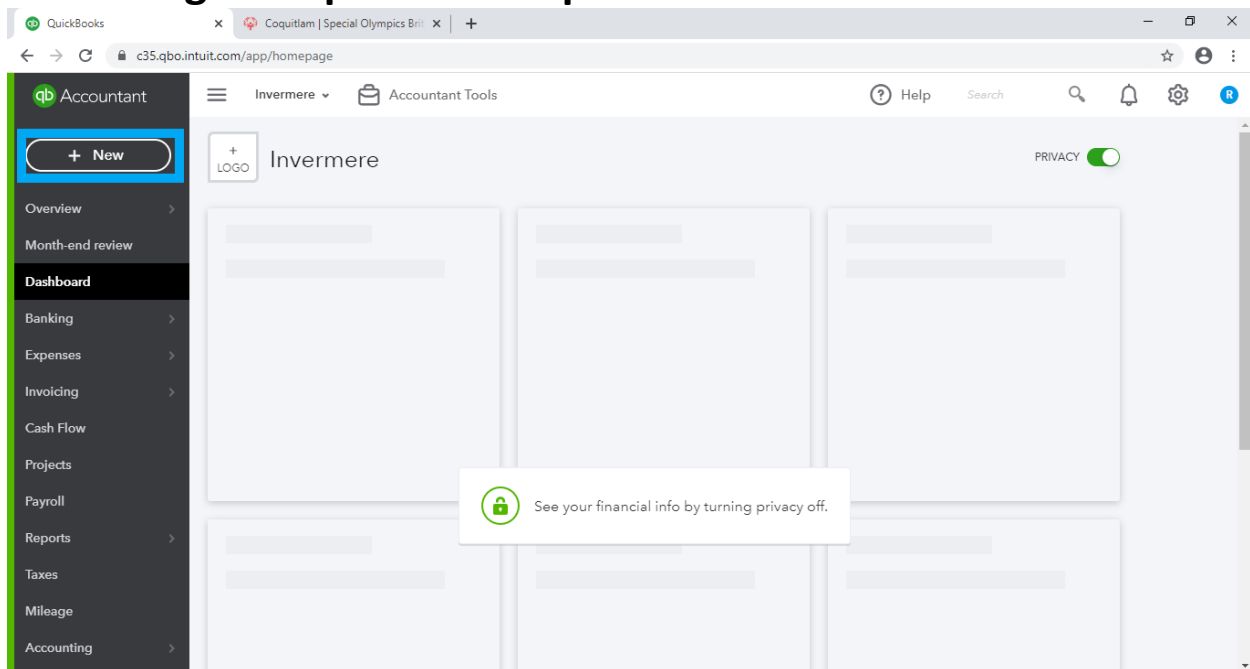


- Click email (blue box) to pull up a field that will let you edit and send an email to the people you want to

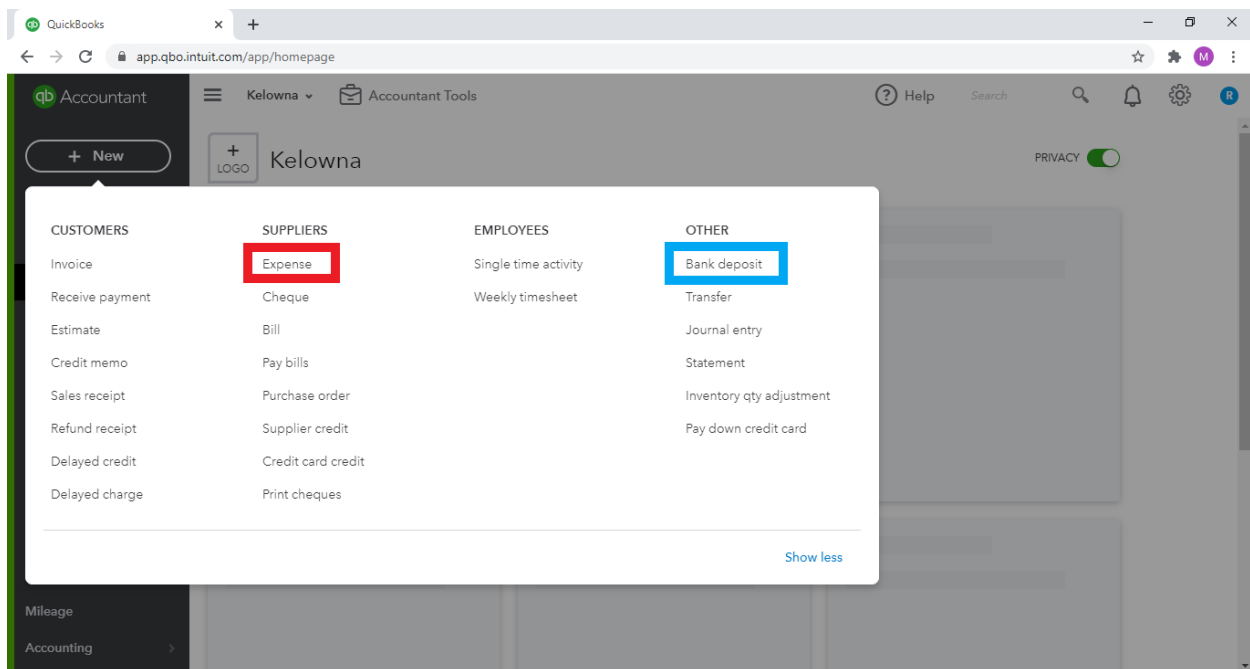


- Enter the emails of the people you want to send the report to under "To" (green box)
- Edit the "Subject" and "Body" of the email to personalize the email (blue arrows)
- Suggestion: CC yourself on the email so that you also get a copy

# Recording an Expense or Deposit



- Click on “+ New”



- Select “Expense” under SUPPLIERS (red) or “Bank deposit” under OTHER (blue)

# Completing an Expense Entry

The screenshot shows the 'Expense' entry form in the Intuit QuickBooks Online (QBO) mobile app. The form is titled 'Expense' and has a 'Payee' field (crossed out in red), a 'Payment account' dropdown menu (set to 'General Bank Account'), and a 'Balance' field. The 'Amount' is displayed as '\$0.00'. Below these are fields for 'Payment date' (27/11/2020), 'Payment method' (What did you pay with?), and 'Ref no.'. A table with 5 columns (ID, CATEGORY, DESCRIPTION, AMOUNT, CLASS) is shown, with rows for adding or editing expense entries. The bottom of the form has a 'Memo' field, a 'Total' of '\$0.00', and buttons for 'Cancel', 'Clear', 'Print', 'Make recurring', 'Save', and 'Save and new'.

**(1)** Reverse arrow icon (blue circle) to pull up previous expense entries.

**(2)** Payment account dropdown menu (General Bank Account).

**(3)** Payment date (27/11/2020) and Payment method (What did you pay with?).

**(4)** Ref no. field.

**(5)** Expense entry table with columns: #, CATEGORY, DESCRIPTION, AMOUNT, CLASS.

#	CATEGORY	DESCRIPTION	AMOUNT	CLASS
1	Enter the appropriate expense account here.	Include a detailed description of what the expense was for/ who was paid.	Enter the \$ amount here.	This field will only show up if your are set up to track classes
2				
3				

Buttons: Add lines, Clear all lines, Memo, Total, \$0.00, Cancel, Clear, Print, Make recurring, Save, Save and new.

1. **Reverse arrow** (blue circle): click this to pull up previous expense entries.
  2. **Payment account**: select the appropriate account, which will be used to pay the expense from the dropdown menu (General or Gaming Bank Account)
  3. **Payment date**: autopopulates to today's date. You can change the date of the entry by clicking the calendar icon and selecting the appropriate date.  
**Payment method**: Select the appropriate payment method. Note: for cheques, the payment date should be for the date the cheque was WRITTEN (NOT the date the cheque cleared).
  4. **Ref no.**: Enter the relevant cheque number here.
  5. Fill in each section using the Local Accounts document.
- NOTE: Ignore the Payee field, which is crossed out in red. Please put any relevant information in the Description field instead.

## Example Expense Entry

The screenshot shows the 'Expense no.111' entry form in the Intuit QBO app. The form includes fields for Payee, Payment account, Payment date, Payment method, Ref no., and a table for line items. A purple arrow points to the Ref no. field, and a purple box highlights the category dropdown menu.

**Annotations:**

- (1) Points to the **Payment account** dropdown menu.
- (2) Points to the **Payment date** and **Payment method** fields.
- (3) Points to the **Ref no.** field.
- (4) Points to the **Category** dropdown menu.

**Category Dropdown Menu:**

- + Add Fac
- Meeting Facility Rent Sub-account of Operati...
- Facility Rent Sub-account of Program...

**Form Fields:**

- Payee:** (Crossed out in red)
- Payment account:** General Bank Account
- Balance:** \$120,380.33
- AMOUNT:** \$0.00
- Payment date:** 27/11/2020
- Payment method:** Cheque
- Ref no.:** 111

**Table:**

#	CATEGORY	DESCRIPTION	AMOUNT	CLASS
1	Fac	What did you pay for?		Enter Text
2				

**Total:** \$0.00

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

NOTE: Ignore the Payee field, which is crossed out in red. Please put any relevant information in the Description field instead.

1. Select the appropriate account, which was used to pay the expense.
2. Select the appropriate payment date and method.
3. Under Ref No. input the cheque number
4. Use the Local Accounts document to determine the appropriate expense account to charge. In this case we are paying for Facility Rent, which is a sub account of Programs. Begin typing the account name, then select the appropriate one from the popup menu.



Expense no.111

Payee: Who did you pay? Payment account: General Bank Account Balance \$120,380.33

Payment date: 27/11/2020 Payment method: Cheque Ref no.: 111

AMOUNT \$500.00

#	CATEGORY	DESCRIPTION	AMOUNT
1	Program Expenses:Facility Rent	Cheq# 111 paid swimming pool for facility rental	500.00
2			

Add lines Clear all lines

Memo

Total \$500.00

Cancel Clear Print Make recurring Save Save and new

5. Include a detailed description, which includes the cheq#, what the expense was for, and who the payment was made to.
6. Enter the \$ amount.

Expense no.111

#	CATEGORY	DESCRIPTION	AMOUNT
1	Program Expenses:Facility Rent	Cheq# 111 paid swimming pool for facility rental	500.00
2	GST Incurred	Cheq# 111 paid swimming pool for facility rental	25.00
3			

Add lines Clear all lines

Memo

Total \$525.00

Attachments Maximum size: 20MB  
Drag/Drop files here or click the icon  
Show existing

Privacy

Cancel Clear Print Make recurring Save Save and new

7. You can do a multiple-line entry if more the payment needs to be split between more than one account. In this example, the second account charged was GST Incurred. Note: the total should equal the total amount that the cheque was for.
8. Attach any relevant invoices by dragging and dropping the document to the outline box or clicking "Attachments" to choose the document to upload.
9. Click "Save and new." This saves and closes the Expense Entry and pulls up a new Expense Entry.

# Completing an Bank Deposit Entry

The screenshot shows the 'Bank Deposit' form in the app.qbo.intuit.com interface. The form includes the following elements:

- (1)** A blue circle highlights the 'Reverse' arrow icon in the top left corner.
- (2)** A blue box highlights the 'Account' dropdown menu, which currently shows 'General Bank Account'.
- (3)** A green box highlights the 'Date' field, which shows '27/11/2020'.
- (4)** A purple box highlights the 'AMOUNT' field, which shows '\$0.00'.
- (5)** A purple box highlights the 'Add funds to this deposit' section, which contains a table for recording deposits.

The table in section (5) has the following columns: #, RECEIVED FROM, ACCOUNT, DESCRIPTION, PAYMENT METHOD, REF NO., AMOUNT, and CLASS. It contains two rows of data, with the first row having a red highlight on the RECEIVED FROM field.

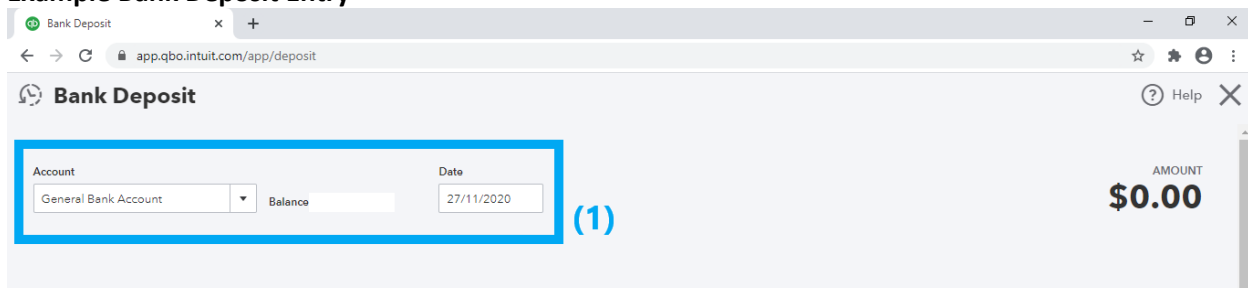
#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT	CLASS
1	Enter the appropriate income account here.		Include a detailed description.	Select: cash, cheque, etc.	Include dep #.	\$ amount	
2							

Below the table, there are buttons for 'Add lines' and 'Clear all lines'. To the right of the table, it says 'Other funds total \$0.00'.

At the bottom of the form, there is a 'Memo' field, a 'Cash back goes to' dropdown (showing 'Gaming Bank Account'), a 'Cash back memo' field, and a 'Cash back amount' field. The bottom bar contains 'Cancel', 'Clear', 'Print', 'Make recurring', and a green 'Save and new' button.

1. Reverse arrow (blue circle): click this to pull up previous expense entries.
  2. Account: select the appropriate account, which the funds were deposited into from the dropdown menu (General or Gaming Bank Account)
  3. Date: autopopulates to today's date. You can change the date of the entry by clicking the calendar icon and selecting the appropriate date.
  4. AMOUNT: this field will show the total amount for the deposit
  5. Fill in each section using the Local Accounts document.
- NOTE: Ignore the RECEIVED FROM field, which is crossed out in red. Please put any relevant information in the DESCRIPTION field instead.

## Example Bank Deposit Entry

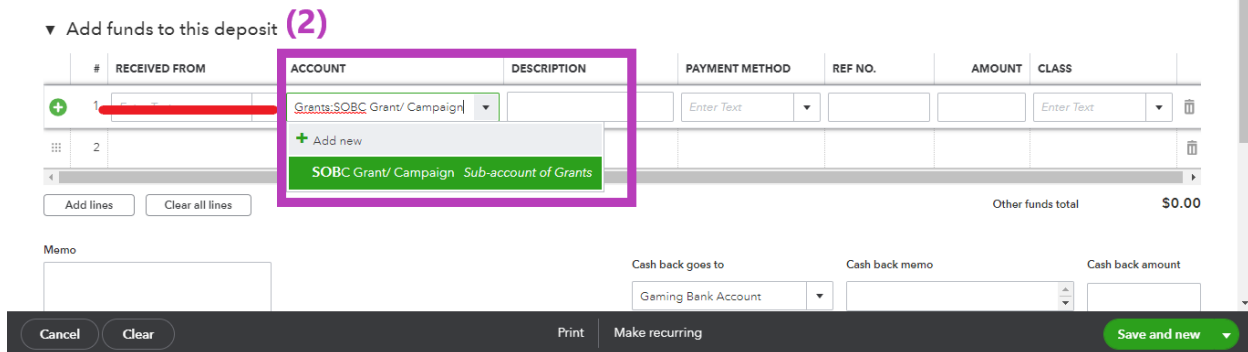


Bank Deposit

Account: General Bank Account Date: 27/11/2020

AMOUNT: \$0.00

(1)



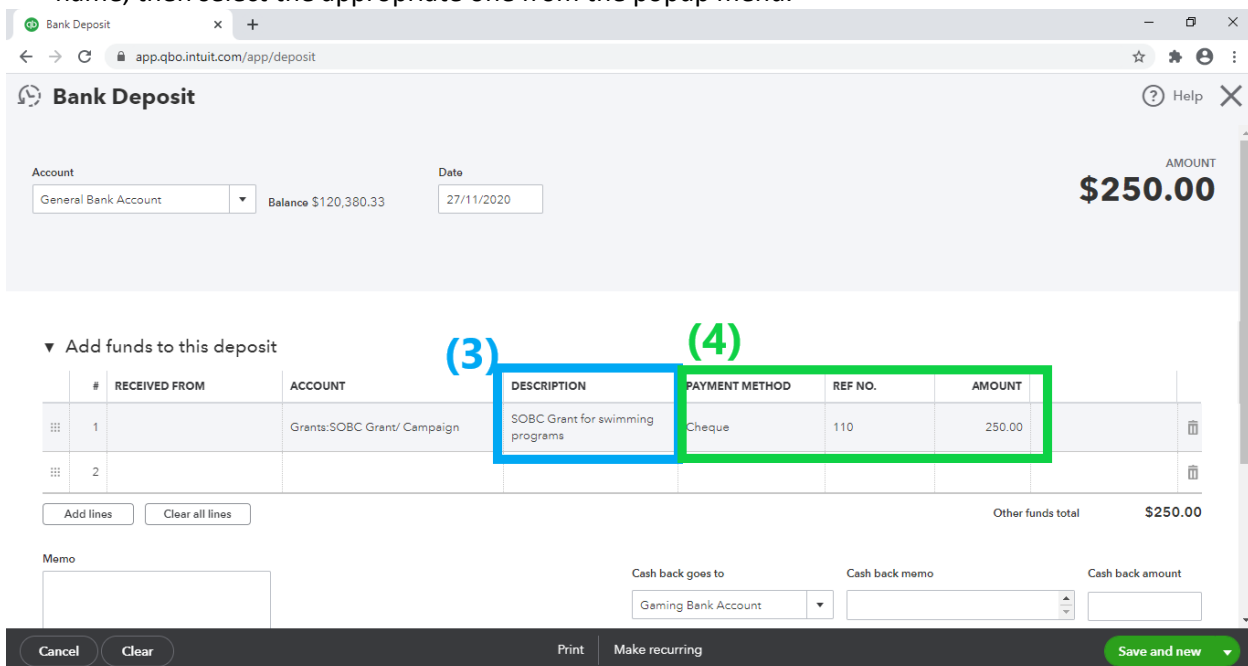
▼ Add funds to this deposit (2)

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT	CLASS
1		Grants:SOBC Grant/ Campaign		Enter Text			Enter Text
2		+ Add new					
		SOBC Grant/ Campaign	Sub-account of Grants				

Other funds total: \$0.00

Cancel Clear Print Make recurring Save and new

1. Select the appropriate account, which the deposit was made to and the date the deposit was made. NOTE: Ignore the RECEIVED FROM, which is crossed out in red. Please put any relevant information in the Description field instead.
2. Use the Local Accounts document to determine the appropriate income account to charge. In this case we are recording an SOBC Grant, which is a sub account of Grants. Begin typing the account name, then select the appropriate one from the popup menu.



Bank Deposit

Account: General Bank Account Balance: \$120,380.33 Date: 27/11/2020

AMOUNT: \$250.00

▼ Add funds to this deposit

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT	CLASS
1		Grants:SOBC Grant/ Campaign	SOBC Grant for swimming programs	Cheque	110	250.00	
2							

Other funds total: \$250.00

Cancel Clear Print Make recurring Save and new

3. Enter a detailed DESCRIPTION including who/where the money came from and what it was for.
4. Select the appropriate payment method and input the amount. You may also include a reference number for the deposit.

Bank Deposit

Account: General Bank Account Balance: \$120,380.33 Date: 27/11/2020

AMOUNT: **\$361.20**

▼ Add funds to this deposit

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT	CLASS
1		Grants:SOBC Grant/ Campaign	SOBC Grant for swimming programs	Cheque	110	250.00	
2		Donations/Sponsorships:Individual Donor	Individual donations from fundraiser	Cash	110	111.20	
3							

Add lines Clear all lines

(5)

(6)

funds total \$361.20

Memo

Cash back goes to

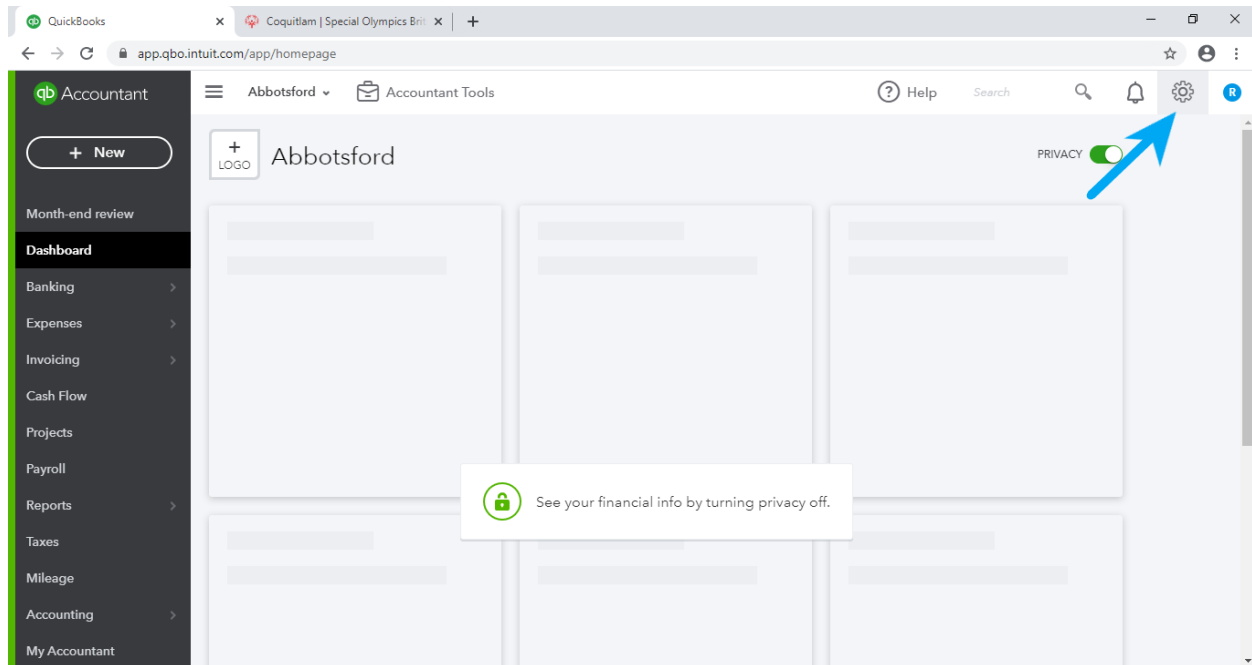
Cash back memo

Cash back amount

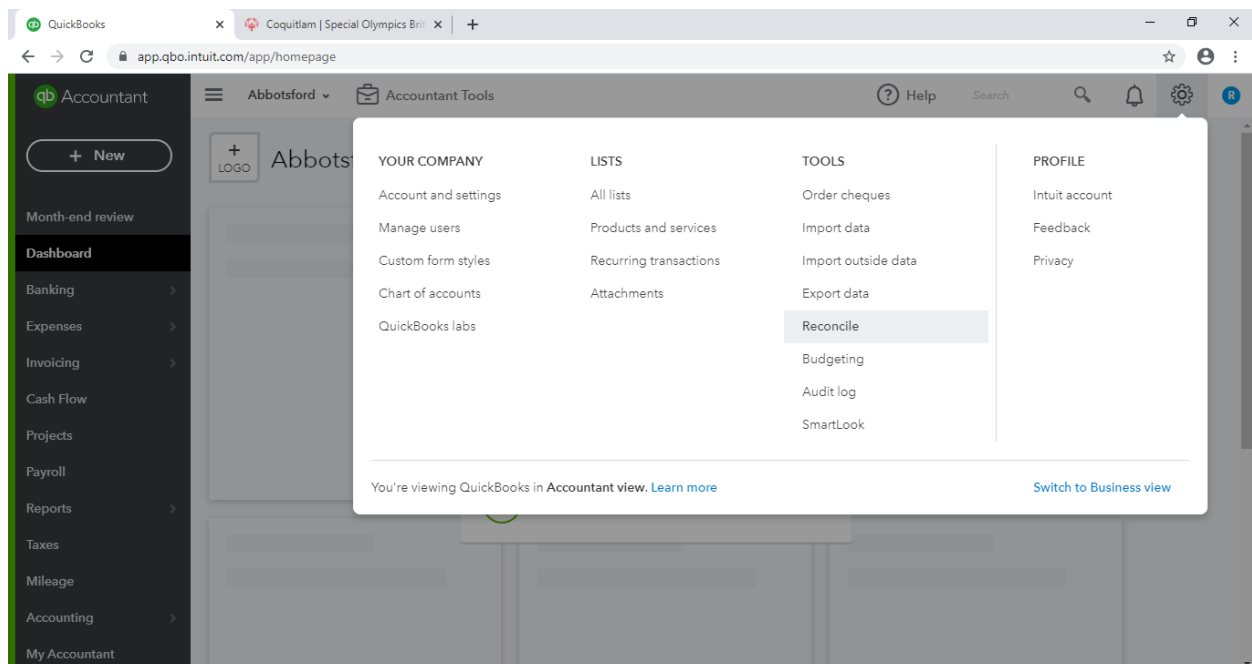
Cancel Clear Print Make recurring Save and new

- If multiple things were included in the deposit, you may complete a multiple line entry. In this case, the second line is used to record individual donations, which were made using cash.
- The AMOUNT should match the total amount of the deposit. Click "Save and new." This saves and closes the Bank Deposit Entry and pulls up a new Bank Deposit Entry.

# Reconciliation



- Click on the gear / wrench icon to open settings



- Under TOOLS select "Reconcile." This pulls up the Reconcile landing page.

The screenshot shows the QuickBooks Reconcile interface. On the left is a dark sidebar with navigation options like 'Month-end review', 'Dashboard', 'Banking', 'Expenses', 'Invoicing', 'Cash Flow', 'Projects', 'Payroll', 'Reports', 'Taxes', 'Mileage', and 'Accounting'. The main area is titled 'Reconcile' and shows a dropdown menu for 'Gaming Bank Account' (annotated with a green arrow and '(1)'). Below this is a message: 'We don't import statements for this account. You need to get it manually.' Further down, there are fields for 'Beginning balance' (annotated with a green box and '(2)'), 'Ending balance \*', and 'Ending date \*' (annotated with a blue box and '(3)'). Below these are sections for 'Service charge' and 'Interest earned', each with 'Date', 'Amount' (pre-filled with 0.00), and 'Expense account' dropdowns. At the bottom, a red box highlights the 'Start reconciling' button (annotated with a red box and '(4)').

1. Select which account you want to reconcile (usually Gaming Bank Account and General Bank Account). Make sure you have your bank statement beside you when you are doing reconciliation.
2. Beginning balance will autopopulate based on last months ending balance
3. Enter in the Ending Balance and Ending Date **from your bank statement**
4. Click "Start reconciling"

QuickBooks Accountant Tools

Chart of accounts > Bank register > Reconcile

Reconcile General Bank Account  
Statement ending date: September 30, 2020

Edit info Save for later

(5) \$- DIFFERENCE

STATEMENT ENDING BALANCE - CLEARED BALANCE

BEGINNING BALANCE - 1 PAYMENT + 0 DEPOSITS

Statement ending date Clear filter / View all Payments Deposits All

DATE	TYPE	REF NO.	ACCOUNT	PAYEE	MEMO	PAYMENT (CA)	DEPOSIT (CA)
26/09/2020	Journal	998	- Split -		Courier & Postage to athletes		
30/09/2020	Journal	8	- Split -		Bank charges		

Show me around

5. Initially, the difference will not show as zero, which will give the yellow error sign
6. With your bank statement, check off every payment and deposit that has cleared the bank account during that month
  - a. If something is outstanding, do not check it off. The outstanding item will carry over to future months and can be checked off when it actually clears.

QuickBooks Accountant Tools

Chart of accounts > Bank register > Reconcile

Reconcile General Bank Account  
Statement ending date: September 30, 2020

Edit info Finish now

(7) \$ CLEARED BALANCE

(8) \$0.00 DIFFERENCE

STATEMENT ENDING BALANCE - CLEARED BALANCE

BEGINNING BALANCE - 2 PAYMENTS + 0 DEPOSITS

Statement ending date Clear filter / View Payments Deposits All

DATE	TYPE	REF NO.	ACCOUNT	PAYEE	MEMO	PAYMENT (CA)	DEPOSIT (CA)
26/09/2020	Journal	998	- Split -		Courier & Postage to athletes		
30/09/2020	Journal	8	- Split -		Bank charges		

Show me around

7. When everything that has cleared is checked off the STATEMENT ENDING BALANCE and CLEARED BALANCE should match
8. Making the difference zero, which gives a green check mark
9. You can now click Finish Now. You will be given the option to attach your bank statement as a PDF if you would like to save it in QuickBooks.
10. Repeat the above steps to reconcile additional accounts.