QuickBooks Online Webinar

NEWH Chapter Training

The Goal of Using QuickBooks Online

- The common usage of the same software by both chapters and NEWH, Inc is expected to yield more consistent, less duplicative, and timelier analysis and reporting of chapter financial information.

The Role of the Chapter Treasurer

DEPOSITS

- The Treasurer shall enter in all deposits into the appropriate bank account on the day that it is made into QuickBooks Online. This includes:
  - providing detail as to who the Payer is
  - identifying the correct account from the chart of accounts
  - descriptive notation in the memo line
  - method of payment
  - amount
- For any chapter that is currently using laser deposit slips, NEWH, Inc. can assist with the printing functionality.

The Role of the Chapter Treasurer, cont.

CHECKS

- The Treasurer shall write out checks from the Administrative account on the day that it is remitted into QuickBooks Online. This includes:
  - providing detail as to who the Payee is
  - identifying the correct account from the chart of accounts
  - check number
  - amount
- The **scholarship** account is to not have checks written out of it. For any chapter that is currently using laser checks, NEWH, Inc. can assist with the printing functionality.

The Role of the Chapter Treasurer, cont.

- Any remittance of funds MUST be accompanied by all receipts/invoices and approved check request forms.
- These expenditures are to be approved by the Board of Directors and are inclusive of two signatures.
- The Treasurer shall generate financial reports from QuickBooks Online and provide to their Board of Directors monthly.

The Role of the Chapter Treasurer, cont.

- The Treasurer shall ensure that all results of activity reports are submitted to this office with the assistance of the chapter's Programming and Fundraising Directors within 45 days of the event.
- The President shall review all financial transactions of their chapter and ensure that their finances are maintained in a timely manner.
- The NEWH, Inc. Vice/President of Finance, Fernando Diaz, will also be assigned a read-only login and password to oversee all chapter activities.

The Role of NEWH, Inc.

NEWH, Inc. will:

- provide all chapter Treasurers with copies of their monthly bank statements.
- oversee all chapter financial activities and make any necessary corrections. Any corrections that are made, shall be relayed to the Treasurer, so that we all have a clear understanding of the ongoing financial activities.
- reconcile all chapter accounts on a monthly basis. From that information, we will generate financial reports from QuickBooks Online and transfer that data into an Excel Profit & Loss statement. This information will be provided to the chapter's Board of Directors monthly.
- confirm all year-end transactions with the acting Treasurer and provide the information to the accountant. NEWH, Inc. will submit the completed tax returns to the IRS.

The Chart of Accounts - INCOME

160 **Scholarship** - Sponsorships obtained for scholarship events

170 **Membership** - Dues received from NEWH, Inc.

180 **Programming** - Receipts or Sponsorships received from CEUs, Sundowners, or Tours. These events are considered educational/networking functions and are not intended to generate revenue for scholarship funds. Please keep in mind that **Community Service** events are not an NEWH derived function and no monies collected are to enter in any NEWH account

190 **Fundraising** - Receipts or Sponsorships received from Bowling, Golfing, or Scholarship Fundraisers. These events are considered to be "fun" events and are intended to generate revenue for scholarship funds. These revenues are inclusive of Silent Auction, Online Auction and Raffle proceeds. Fundraising events are categorized as #1, #2, and #3 for simplicity purposes. The memo lines should be utilized in great detail to differentiate between events

220 **Publications** - Receipts or Sponsorships received from advertising or newsletter publications

240 **Regional Trade Show** - Receipts or sponsorships received for holding an NEWH- Regional Trade Show After Party event

260 **Restricted Donation** - Monies donated to your chapter scholarship account. These funds are to be deposited into the scholarship account and solely used for scholarship grants. Monies collected for this initiative are not included as income from any chapter events

650 **Banking** - Interest earned on chapter accounts

The Chart of Accounts - EXPENSE

1000 **President -** Expenses incurred from the approved budget for awards, board gifts, postage or travel

1100 **Vice Presidents -** Expenses incurred from the approved budget

1200 **Secretary -** Expenses incurred from the approved budget for postage or supplies

1300 **Treasurer -** Expenses incurred from the approved budget for postage

1400 **NEWH, Inc. Delegate -** Expenses incurred from the approved budget for travel to NEWH, Inc. Board of Directors meetings

1600 **Scholarship -** Expenses incurred from the approved budget for scholarship applications, postage, or scholarship grants

1700 **Membership -** Expenses incurred from the approved budget for postage or printing

1800 **Programming -** Expenses incurred from the approved budget for CEUs, Sundowners, or Tours. These expenses include Email resends, Entertainment, F&B, Flowers & Gifts, Insurance, Location/Room Rental, Photography, Postage, Printing, Prizes, Security, Signage, Speaker, or Supplies. Please keep in mind that Community Service events are not an NEWH derived function and no remittances are to be made out of any NEWH account

The Chart of Accounts – EXPENSE, cont.

1900 **Fundraising** - Expenses incurred from the approved budget for Bowling, Golfing, or Scholarship Fundraisers. These expenses include Audio/Visual, Awards, Decorations, Email Resends, Entertainment, Event Planner, F&B, Flowers & Gifts, Insurance, Judging, Location/Room Rental, NEWH, Inc. Percentage, Online Auction, Photography, Postage, Printing, Prizes, Raffle, Security, Service Charge/ Tax, Silent Auction, Signage, or Supplies. Fundraising events are categorized as #1, #2, and #3 for simplicity purposes. The memo and description lines should be utilized in great detail to differentiate between events

2000 **Hospitality** - Expenses incurred from the approved budget for hospitable intentions due to loss of a board member's immediate family, or birth. These expenses include Flowers & Gifts, Postage, or Supplies

2200 **Publication** - Expenses incurred from the approved budget for Newsletter Graphic Design, Layout, Postage, or Printing

2300 **Public Relations** - Expenses incurred from the approved budget for Advertising, Graphic Design, or Postage

2400 **Regional Trade Show** - Expenses incurred from the approved budget for holding an NEWH- Regional Trade Show After Party event. These expenses include Advertising, Audio/Visual, Booth, Decorations, Entertainment, F&B, Flowers & Gifts, Graphic Design, Locations/Room Rental, Postage, Printing, Prizes, Service Charge/Tax, or Supplies

The Chart of Accounts – EXPENSE, cont.

3400 **Marketing** - Expenses incurred from the approved budget for Postage

3500 **NEWH Conference** - Expenses incurred from the approved budget for Lodging, Registration Fees, or Travel

5500 **Board Meeting** - Expenses incurred from the approved budget for F&B, Printing, Strategic Planning, Supplies, Teleconference, or Training

6000 **Administration** - Expenses incurred from the approved budget for an Email Account, Event Tickets, Insurance, Legal, P.O. Box Rental, Phone/Fax, Postage, Printing, Registered Agent, State Registration, Storage, Supplies, Tax & License, or Tool Kit Order. These are operational expenses for the chapter

6500 **Bank Charges** - Expenses incurred from the approved budget for Checks, or Service Charges

7000 **Credit Card** - Expenses incurred from the approved budget for American Express, or Visa/MasterCard merchant fees

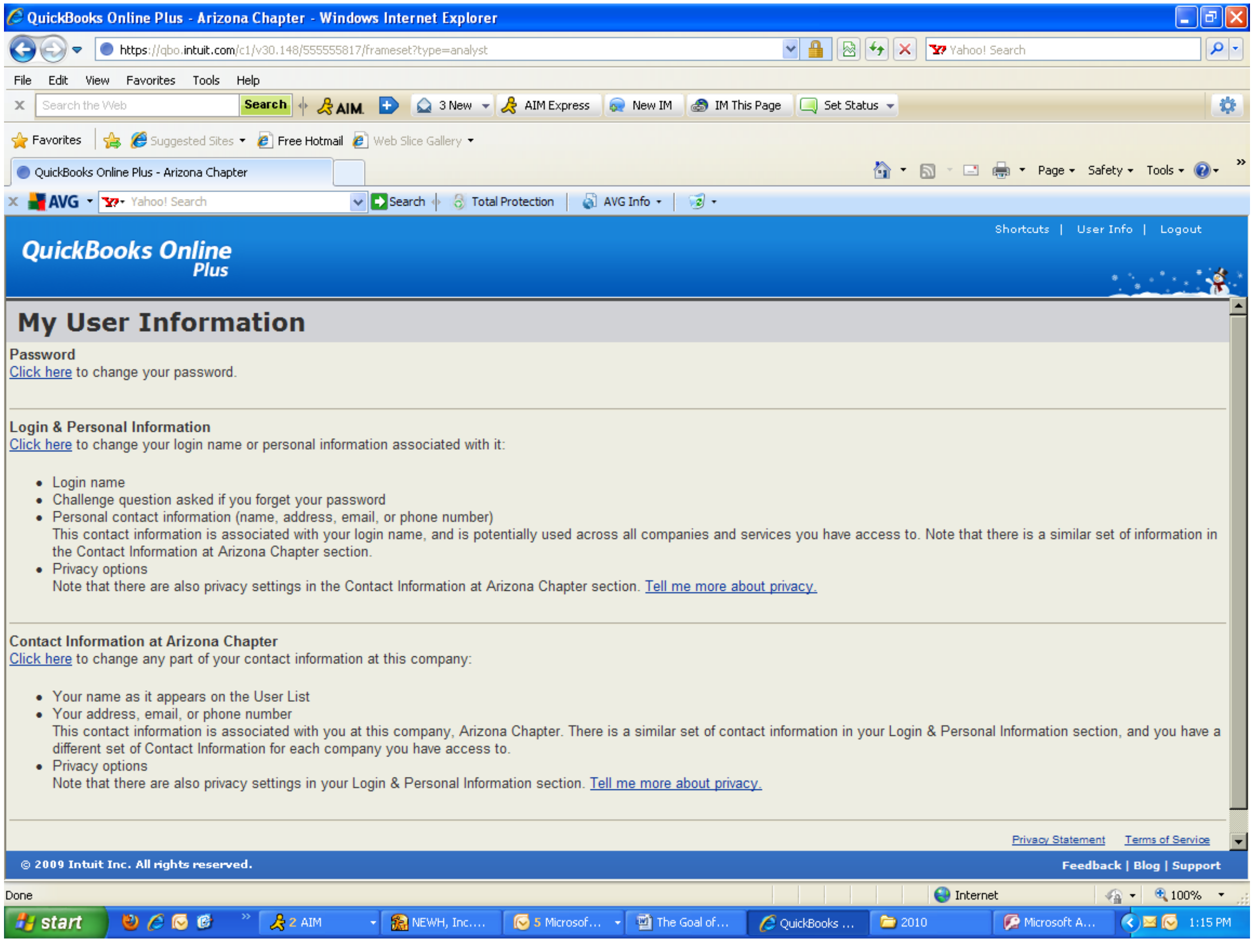
- If your Board feels an additional account is needed, please contact the NEWH, Inc. office and we will perform that task. This office will also enter in all chapter budgets.

Getting Started

- Each chapter treasurer will be assigned an administrative login and password.
- Each chapter president will be assigned a read-only login and password.
- NEWH, Inc. will assign each individual's username. You will initially receive a temporary password. When accessing the QuickBooks Online for the first time, you will be able to reassign your password. Please keep that information in a safe place.

Getting Started

- Please click User Info at the top of the screen to change your password. The following screen will appear:

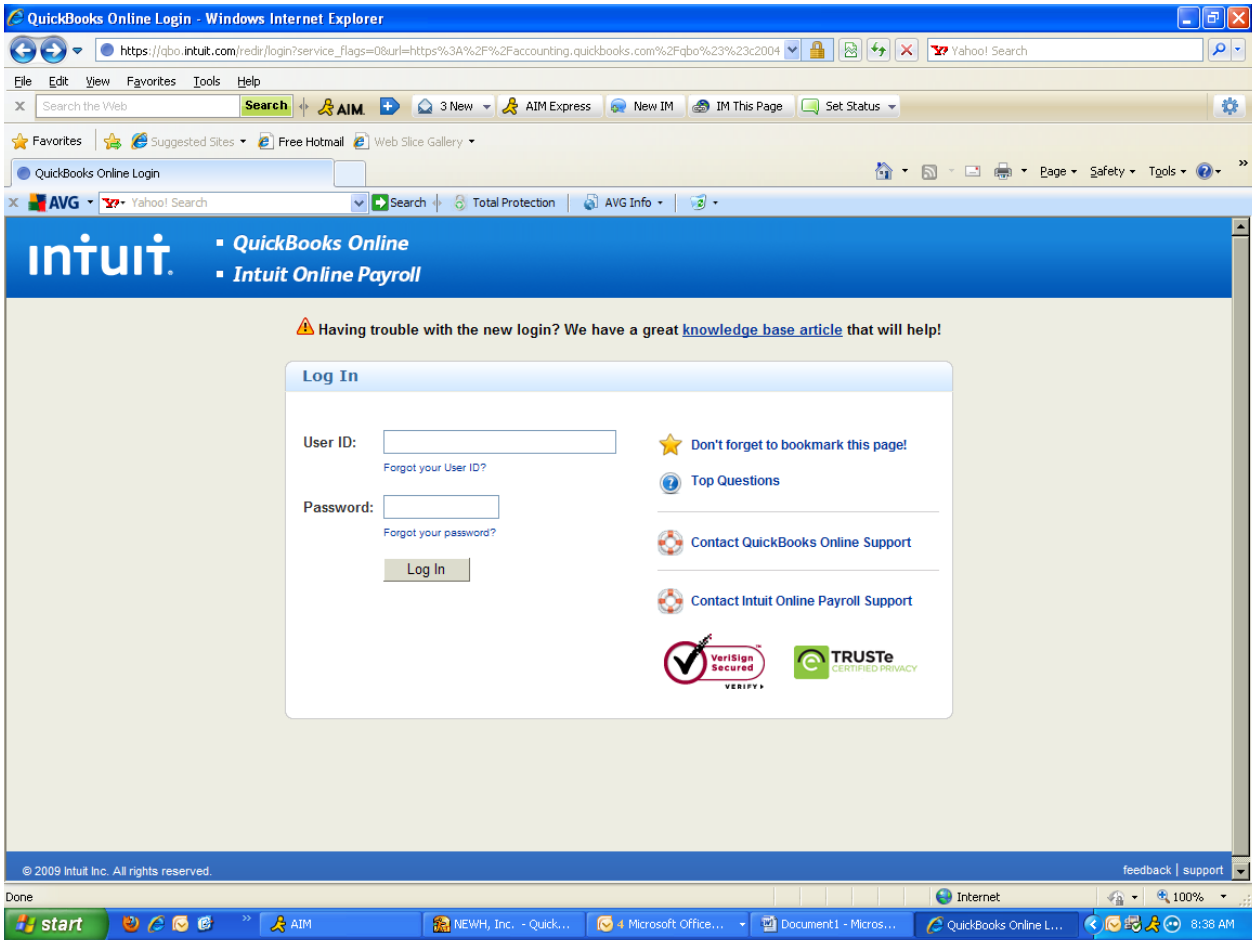


Getting Started

- The administrative login will allow for deposits to be made, checks to be written, and generate financial reports. Changes can only be made to transactions with this login.
- The read-only login will only allow generating reports on the accounts. No transaction changes can be made.

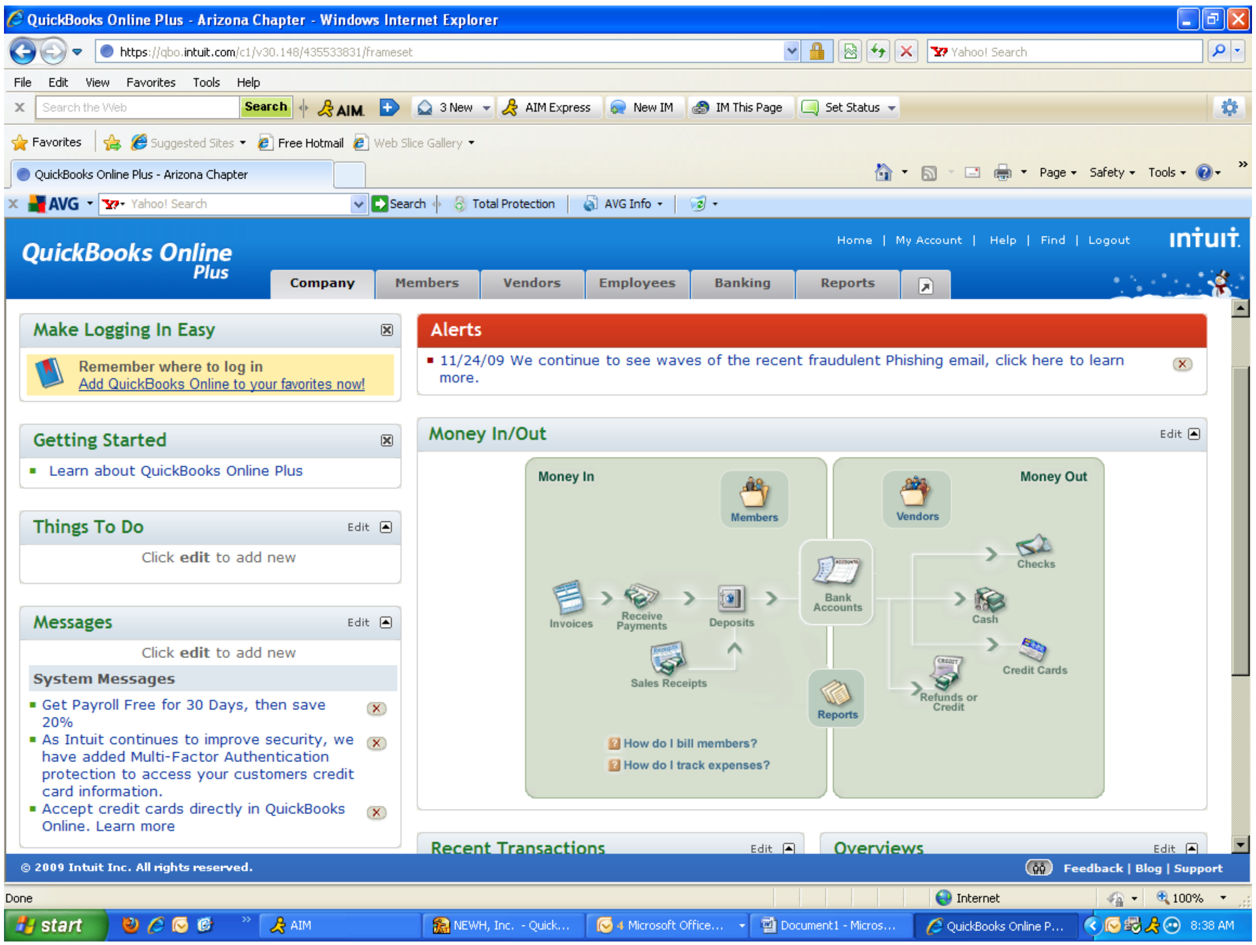
Getting Started - Login

- Log in using Internet Explorer with allowing pop-ups - www.accounting.quickbooks.com



Getting Started - Login

- Once logged in, this home page will appear:



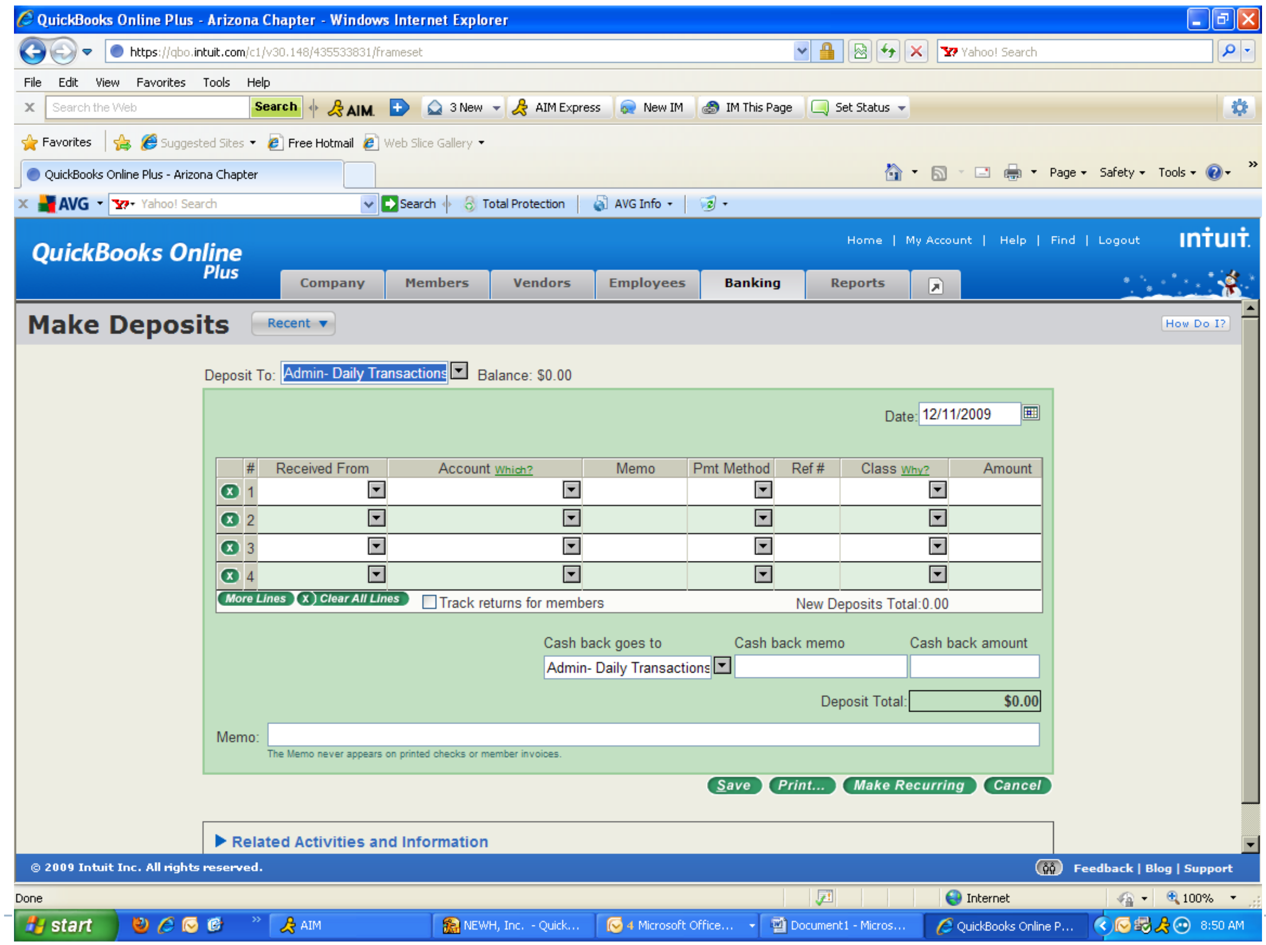
QuickBooks Online - Navigation

- Please view the link below on how to navigate QuickBooks Online:

  https://oe.quickbooks.com/see_get_around.shtml

Make a Deposit

- To make deposits, click on the deposits icon on the home page. This screen will appear:



Make a Deposit

- Identify on the top of the screen to which bank account the funds are being deposited.
  - Enter in the Received From box - the payee name must be detailed.
  - Select the account from the drop down menu.
  - Enter in detail what event the funds were derived from in both memo sections.
  - Select the payment method from the drop down menu.
  - Enter in the dollar value in the amount section.
  - Once entered, save the transaction.

- Please note: When credit card deposits are entered, please separate American Express from Visa/MasterCard. When the credit card transactions are settled through your merchant services provider, they are posted separately on the bank statement.

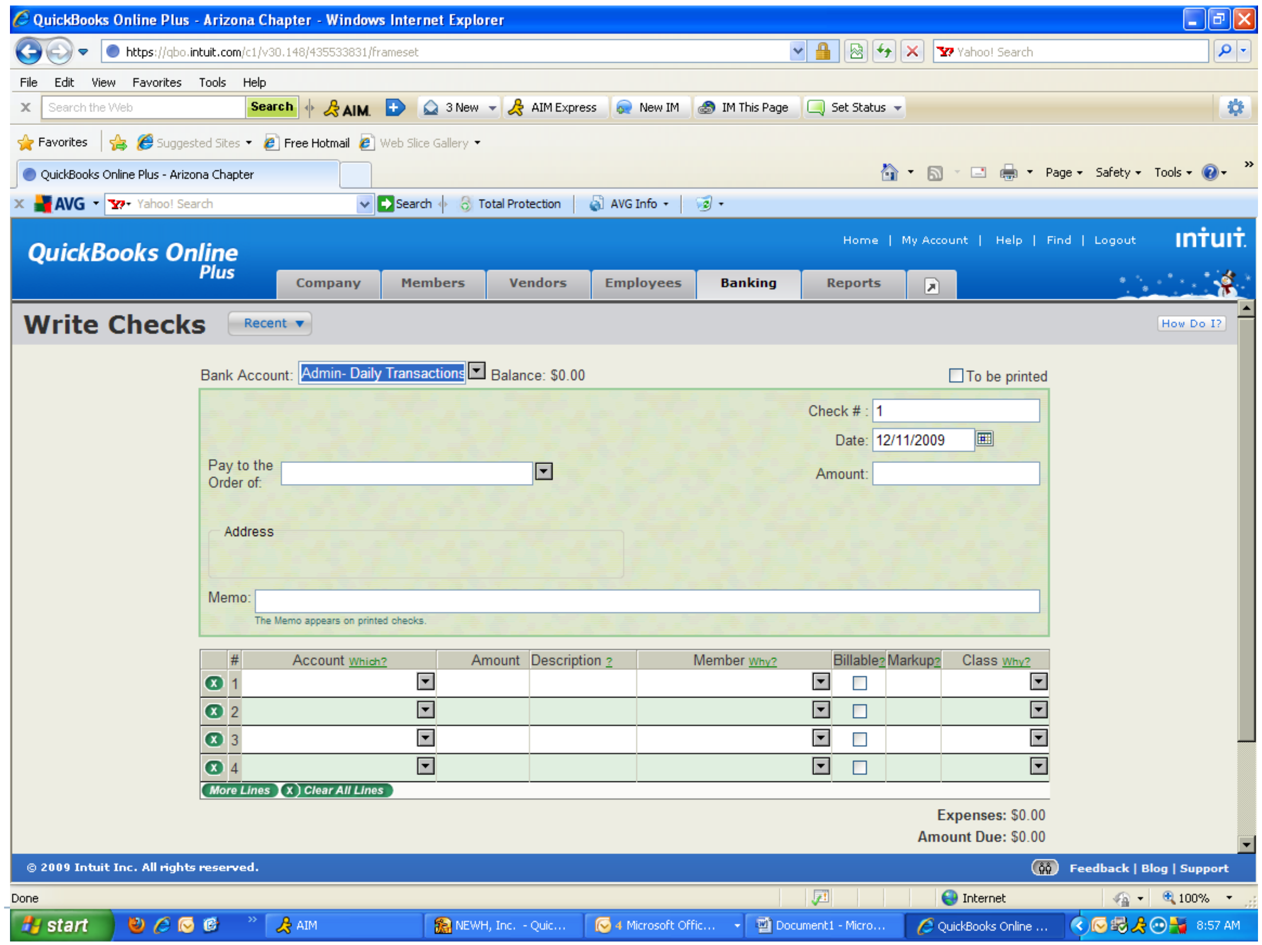
QuickBooks Online - Deposits

- Please view the following link below for the QuickBooks Online tutorial on how to make a deposit:

  https://oe.quickbooks.com/see_make_a_deposit.shtml

Writing Checks

- To write out a check, click on the checks icon on the home page. This screen will appear:



Writing Checks

- Make sure that the bank account is identified as the Admin - Daily transactions.
  - Fill in the Pay to the Order of - the vendor information must be detailed.
  - Fill in the correct number, date of the transaction, and the amount.
  - Complete the memo section and description in detail as to what the disbursement is for.
  - Select the account from the drop down menu and the amount.
  - Once entered, save the transaction.

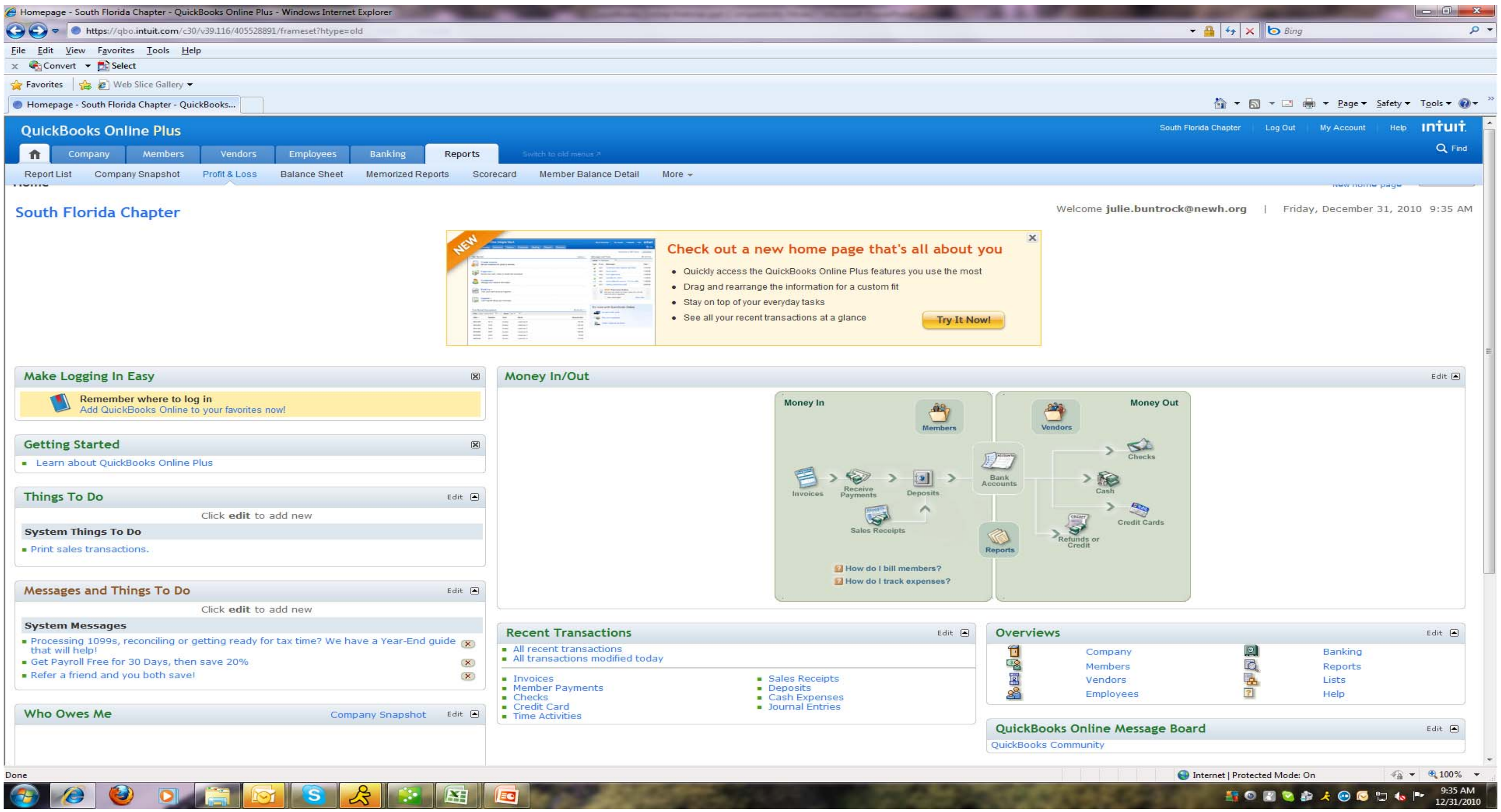
QuickBooks Online – Write a Check

- Please view the following link below for the QuickBooks Online tutorial on how to write out a check:

  https://oe.quickbooks.com/see_write_a_check.shtml

Generating Reports:

Click on the reports tab to select the desired report. The profit and loss report is the most commonly utilized.



Here is a snapshot of what the Profit and Loss statement looks like:

Report

How Do I?

Print... Tips Email... Excel... Memorize...

Customize... Collapse Expand

Transaction Date: This Year-to-date From: 01/01/2009 To: 12/11/2009 Run Report

Arizona Chapter
Profit & Loss
January 1 - December 11, 2009

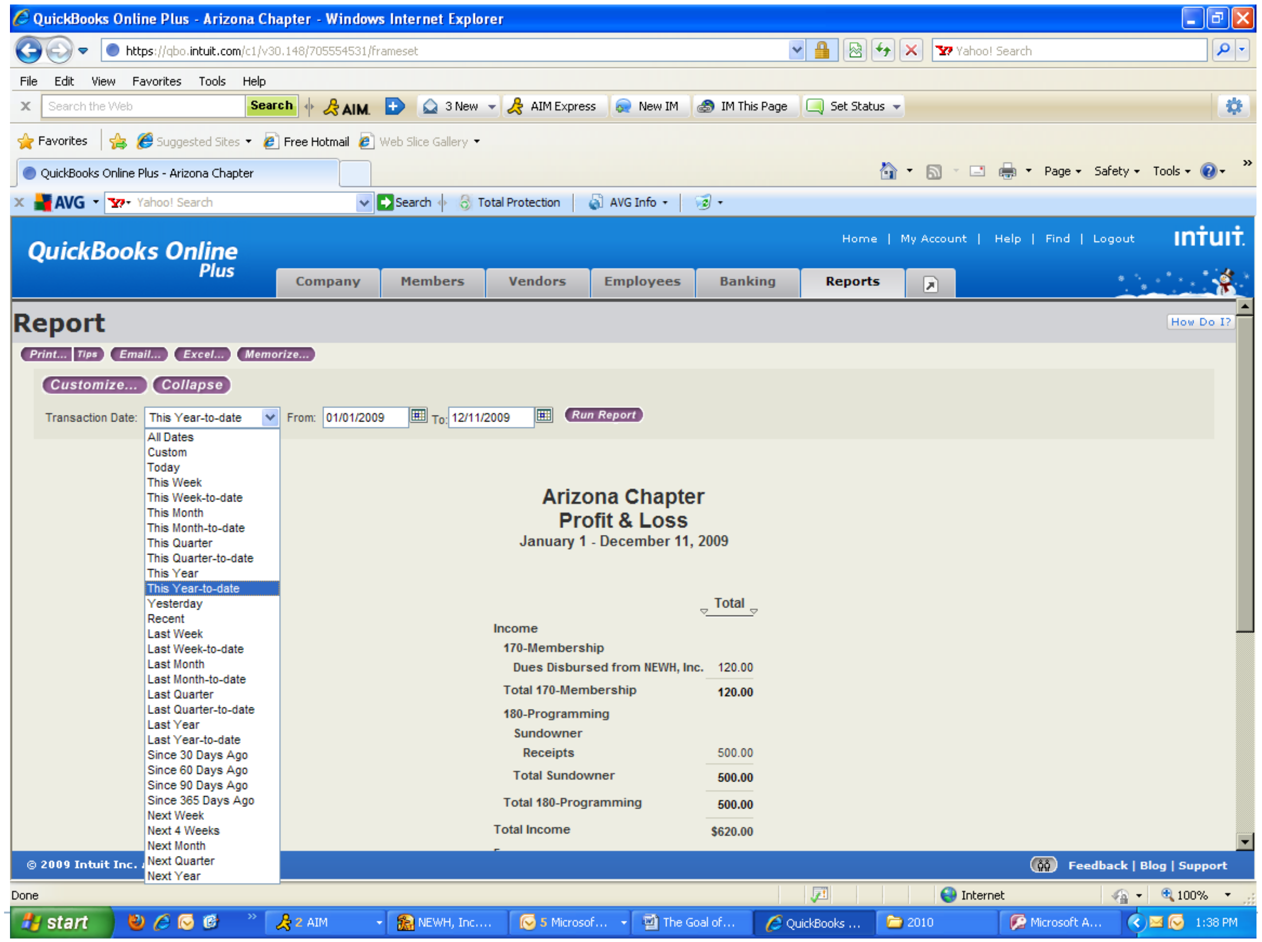
Reset Column Widths

	Total
Income	
170-Membership	
Dues Disbursed from NEWH, Inc.	120.00
Total 170-Membership	120.00
180-Programming	
Sundowner	
Receipts	500.00
Total Sundowner	500.00
Total 180-Programming	500.00
Total Income	$620.00
Expenses	
1800-Programming	
Sundowner	
Email Resend	35.00
Total Sundowner	35.00
Total 1800-Programming	35.00
5500-Board Meeting	
F&B	50.00
Total 5500-Board Meeting	50.00
Total Expenses	$85.00
Net Income	$535.00

Friday, Dec 11, 2009 01:21:30 PM GMT-6 - Cash Basis

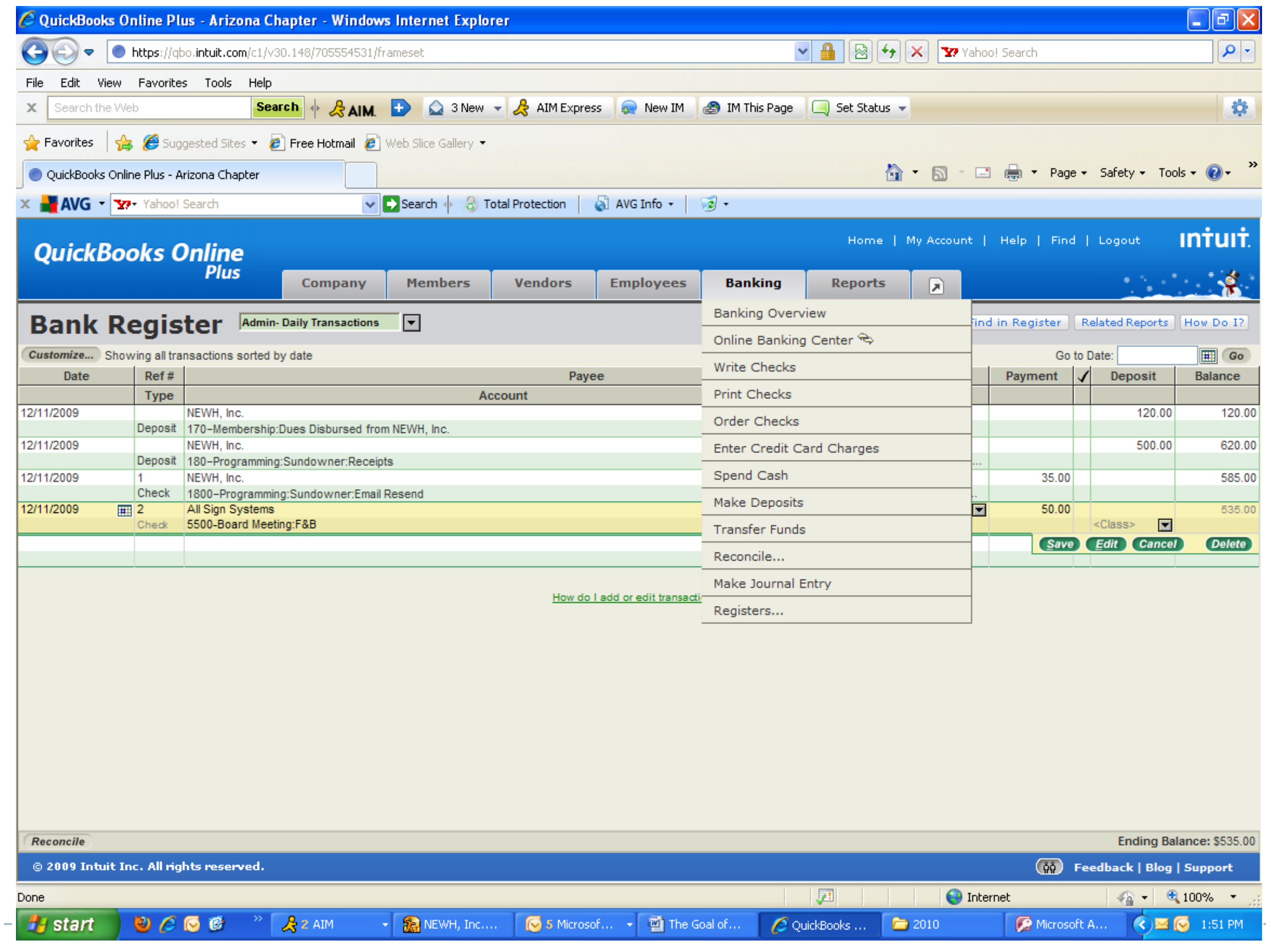
Generating Reports

- Select the appropriate date range within the transaction date fields. The drop down box can also be utilized with these selections:



Access Account Registers

- To access your account registers from the home page, click on banking, then registers from the drop down. Please see the screen below:



Any questions?

If you have any questions, please contact Julie Buntrock in the NEWH, Inc. office

julie.buntrock@newh.org

Phone 800-593-6394

Thank you!