QUICKBOOKS ONLINE TRAINING ITEMS FOR STAFF

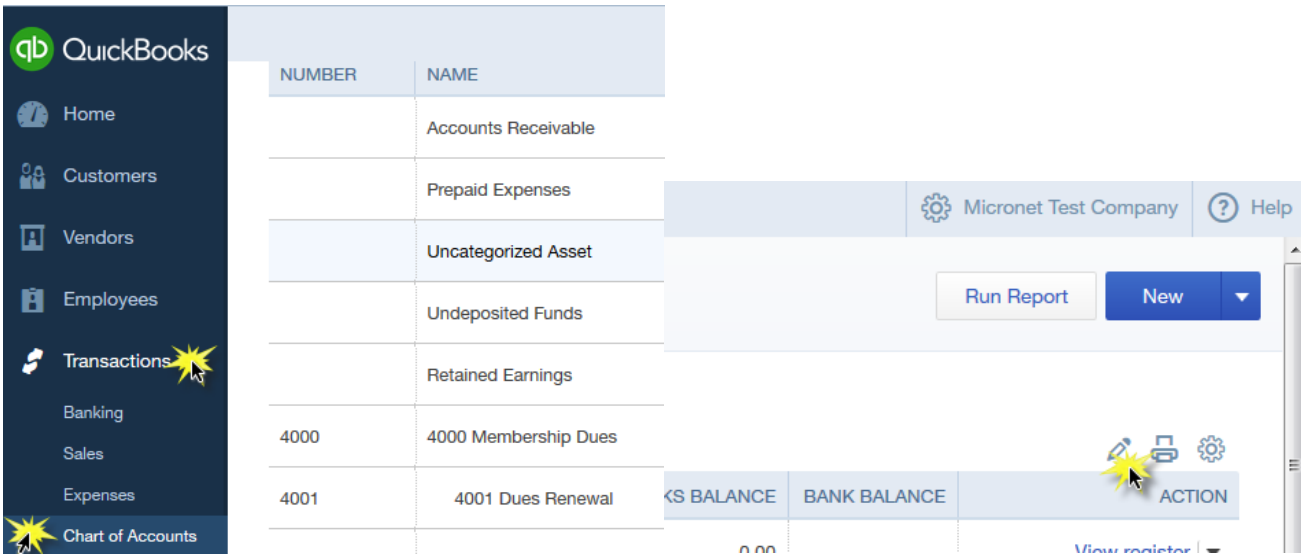
How do I find the **Chart of Accounts**?

Go to **Transactions->Chart of Accounts**

How do I tell if an account number is separate from an account name?

Go to **Transactions->Chart of Accounts**

- Click on the 'Edit' icon in the upper right corner



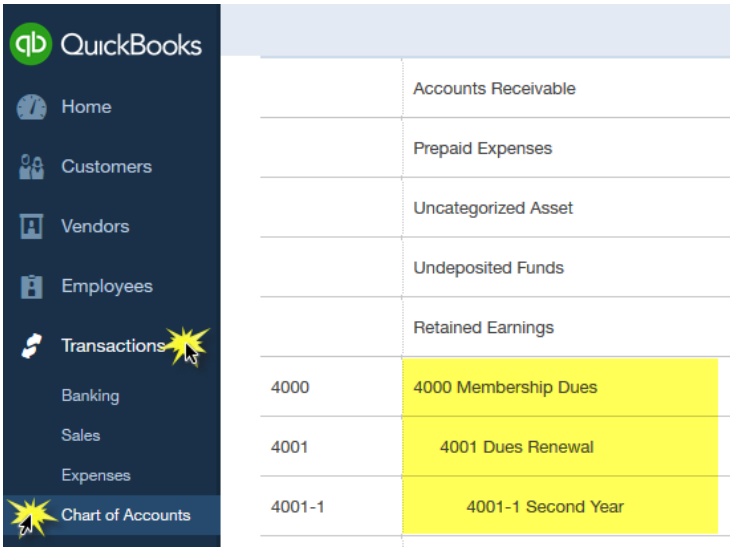
Once the screen reloads you will be able to tell if the account number is part of the name. **ONLY** the account name can be used inside CM/MZ (all subaccounts must be set up with the preceding parent account – subaccounts are indented and fall directly below parent accounts).

NUMBER	NAME	TY
	Accounts Receivable	Ac
	Prepaid Expenses	Oth
	Uncategorized Asset	Oth
	Undeposited Funds	Oth
	Retained Earnings	Eq
4000	Membership Dues	Inc
4001	Dues Renewal	Inc

NOTE: With QBO, a new general ledger account will be created if the name does not match across systems. New accounts will be assigned the same account type as what was assigned in CM/MZ.

<u>How do I tell if an account is a sub-account, and how do I properly set that up in CM/MZ?</u>

Go to **Transactions->Chart of Accounts**



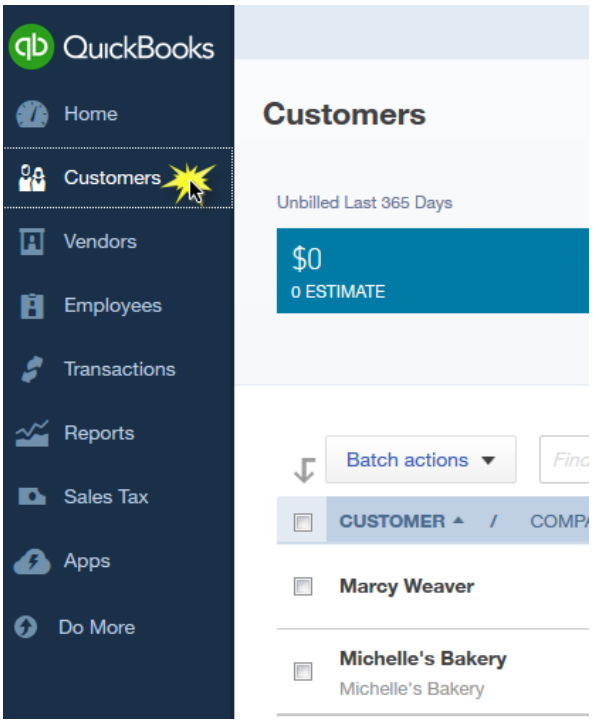
If the account name appears as an 'indented' item underneath another account it is a sub-account. This can go many levels deep.

In this example **Second Year** is a sub-account of **Dues Renewal** which is a sub-account of **Membership Dues**.

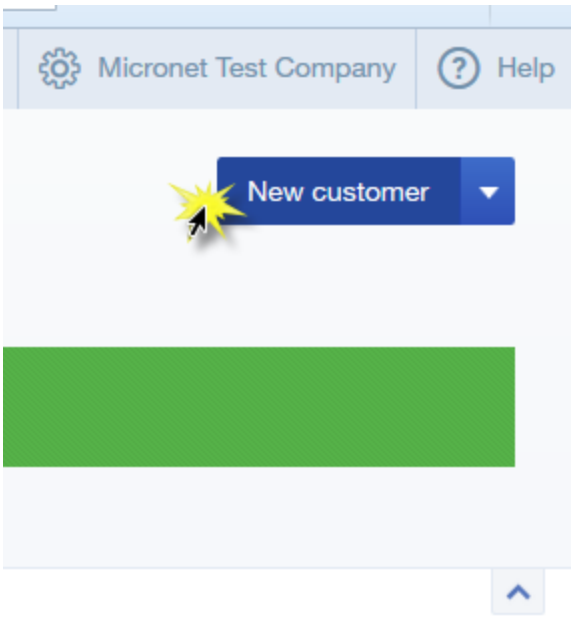
In order to properly set this up in CM/MZ it must be set up like this: **Membership Dues:Dues Renewal:Second Year** (notice that there are no spaces before or after the colon).

How do I add a **customer**, and what needs to match CM/MZ?

Go to **Customers**

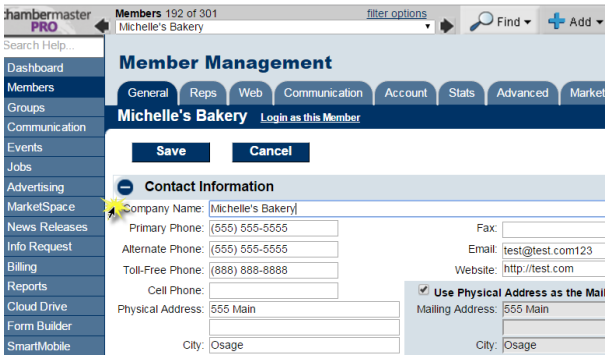


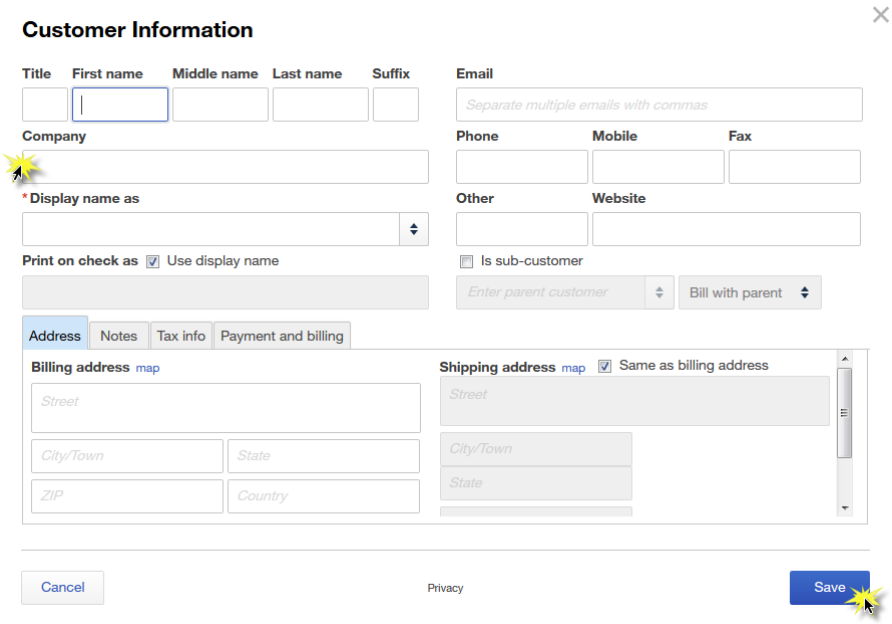
Click **New Customer** in the upper right corner



Enter the **Company Name** that appears on the **General Tab** in CM/MZ into the **Company** field in QuickBooks then click **Save**.

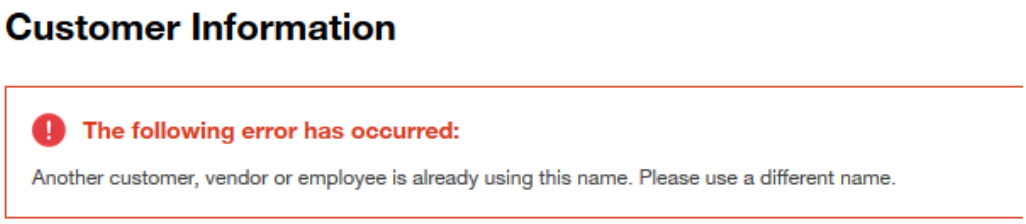
NOTE: This is the only field that needs to be entered into QB and must remain an exact match to CM/MZ.





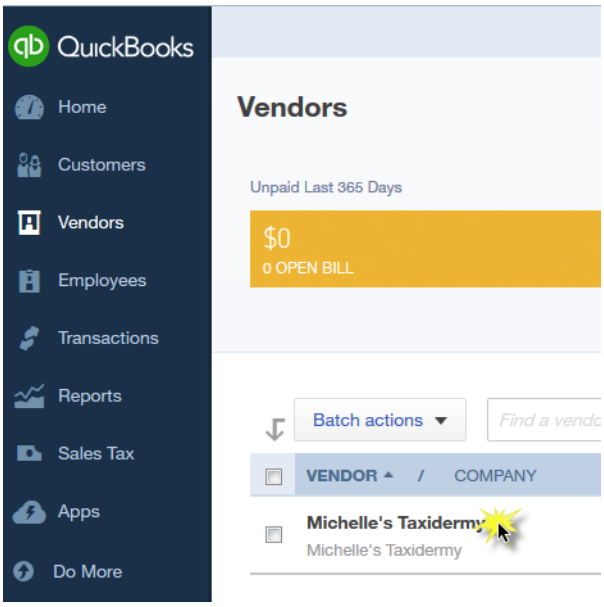
<u>What happens if a Company in CM/MZ is already listed somewhere else within QB?</u>

If adding a new customer to QBO results in an error message you will need to locate the existing record and make it unique. Click **Cancel** at the bottom of the screen.

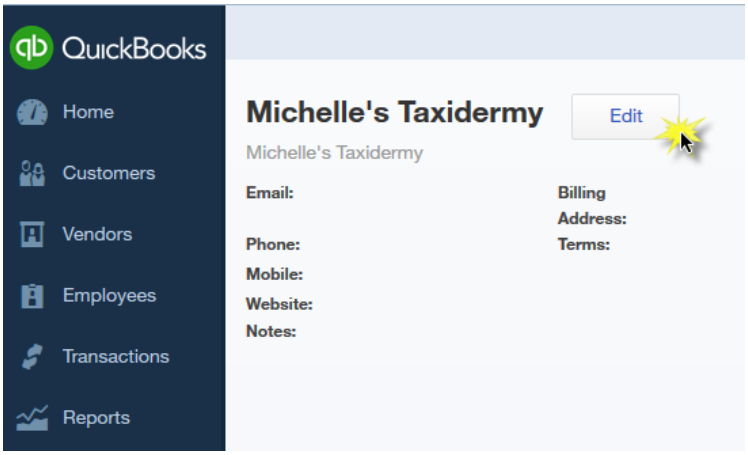


If it is already on the **Customers** list then no further action is needed.

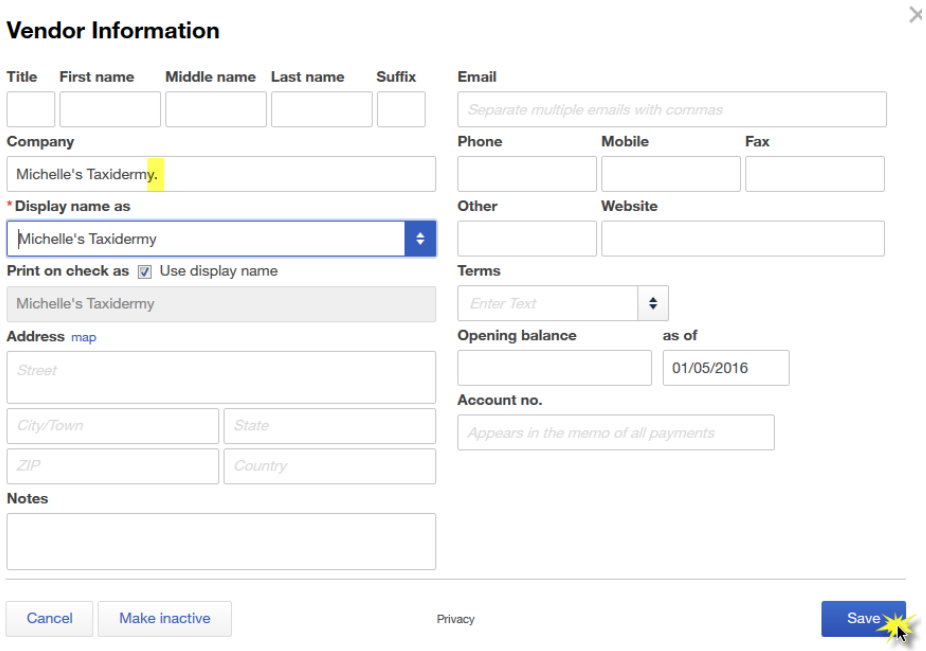
If it exists on the **Vendors** list click on the vendor name



Click **Edit**

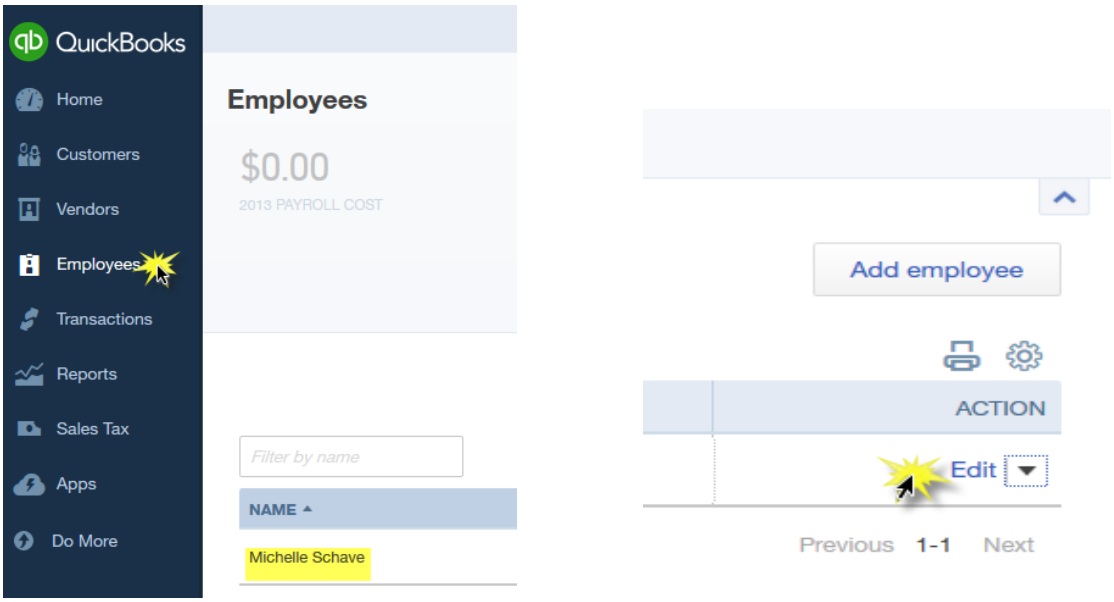


Make the vendor name one character different than what is needed on the Customers list and click **Save**.

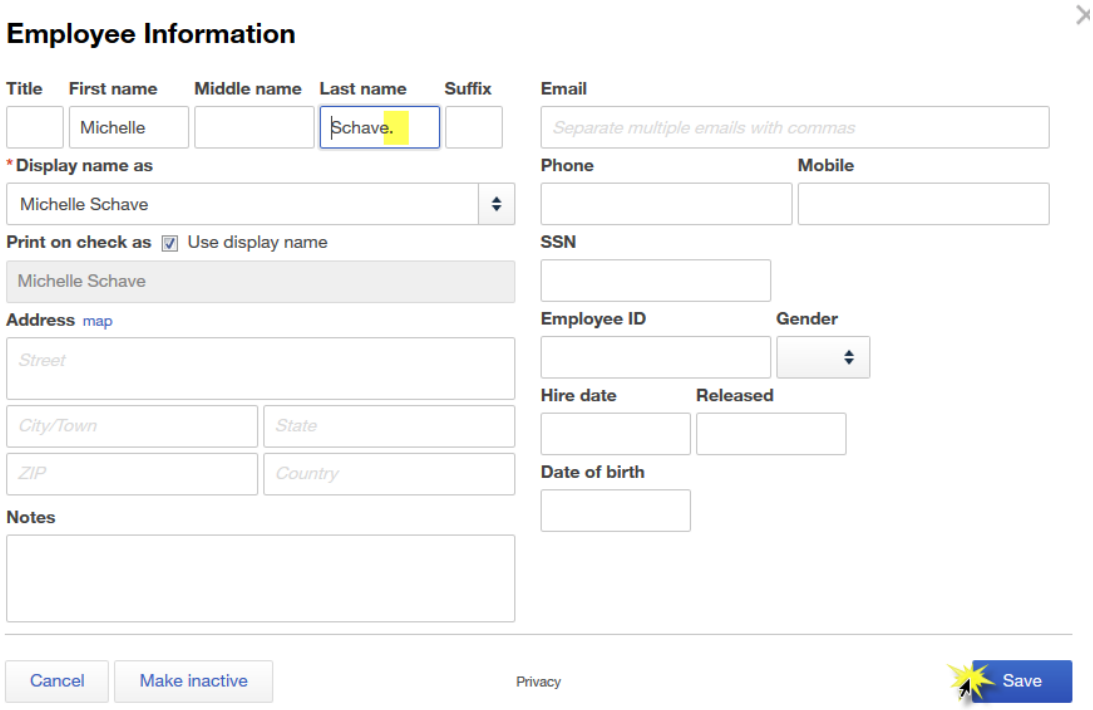


Go back to **Customers** and add the customer.

If it is on the **Employees** list click **Edit** on the right side of the screen.



Make a part of the name unique and click **Save.**

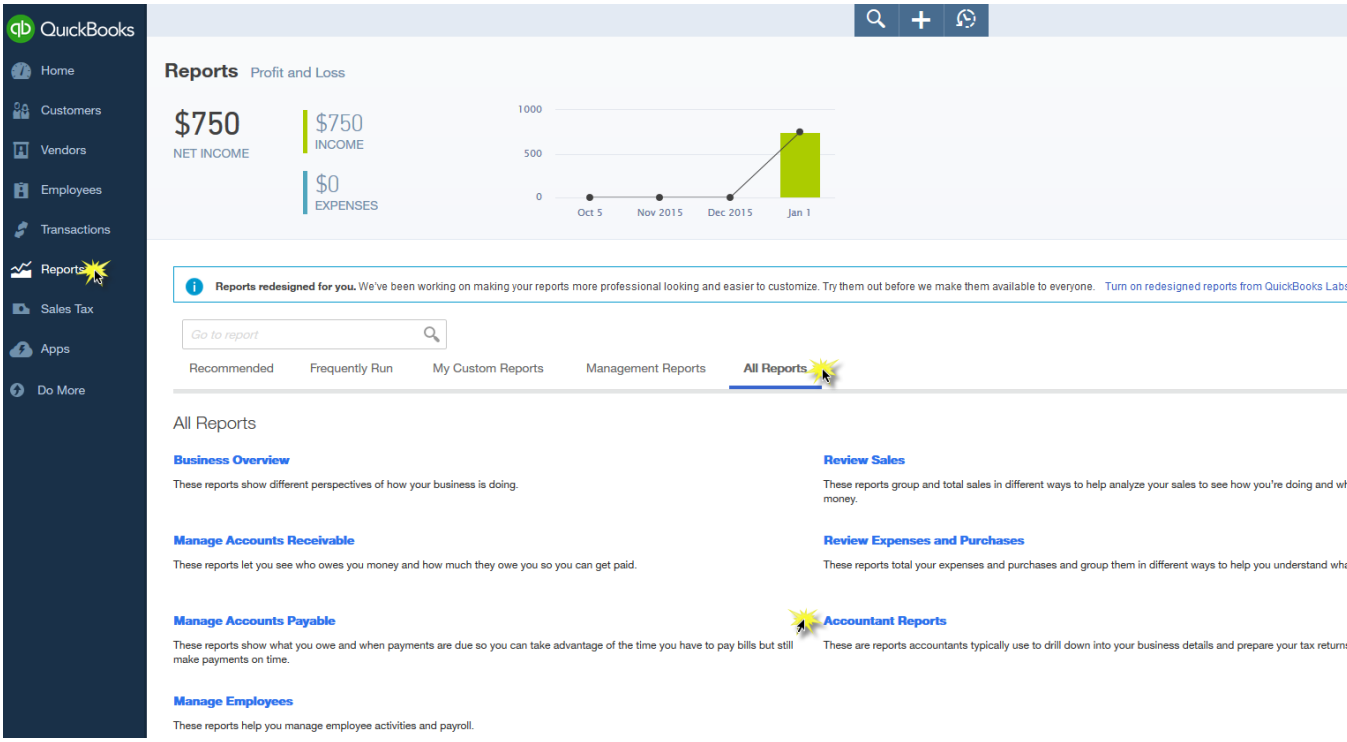


Go back to **Customers** and add the customer.

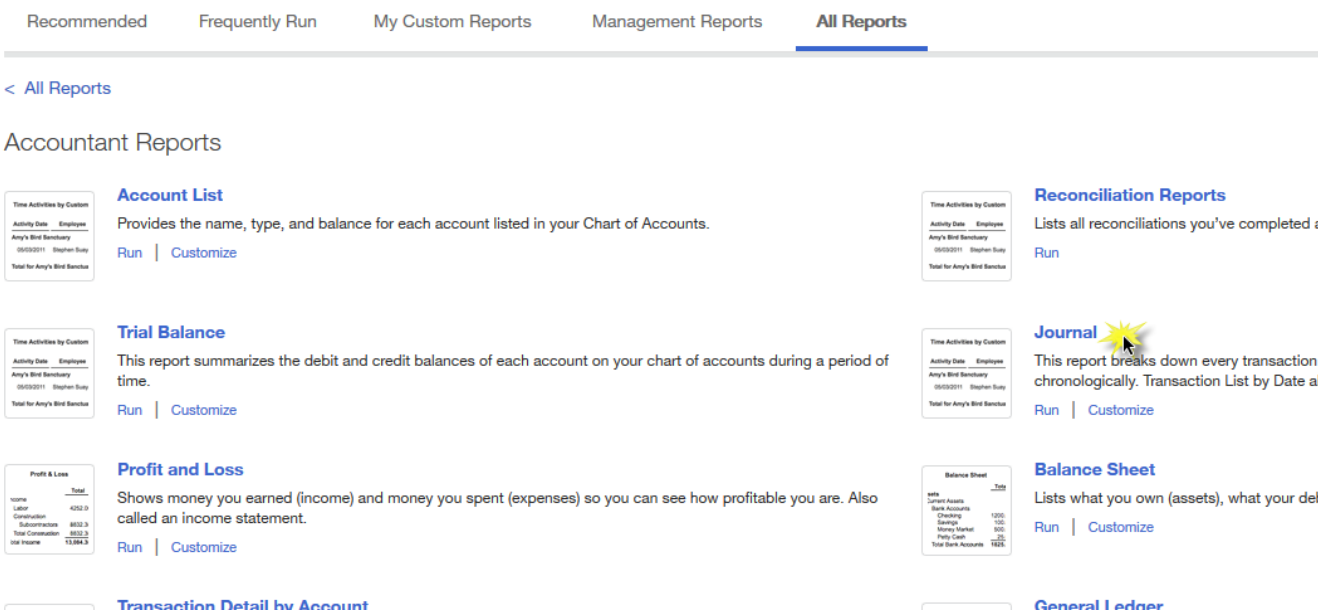
<u>How do I run a Journal Report in QBO to compare to my CM/MZ data?</u>

In QBO

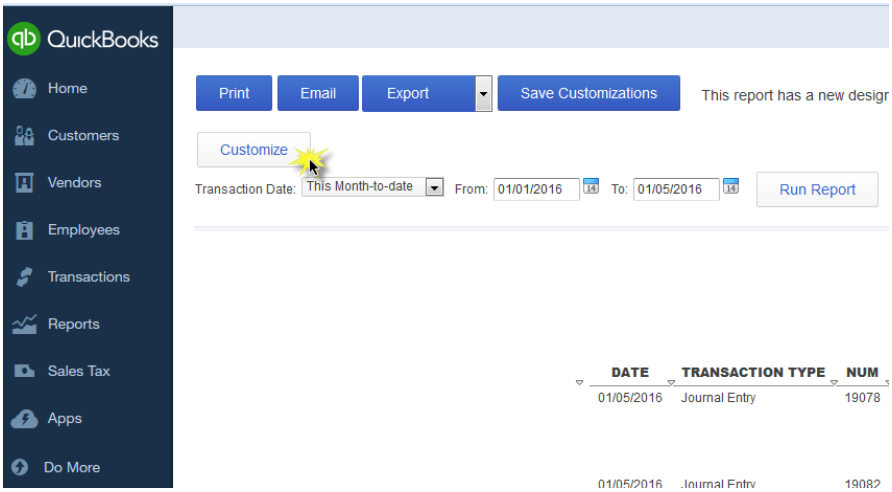
Go to **Reports->All Reports->Accountant Reports**



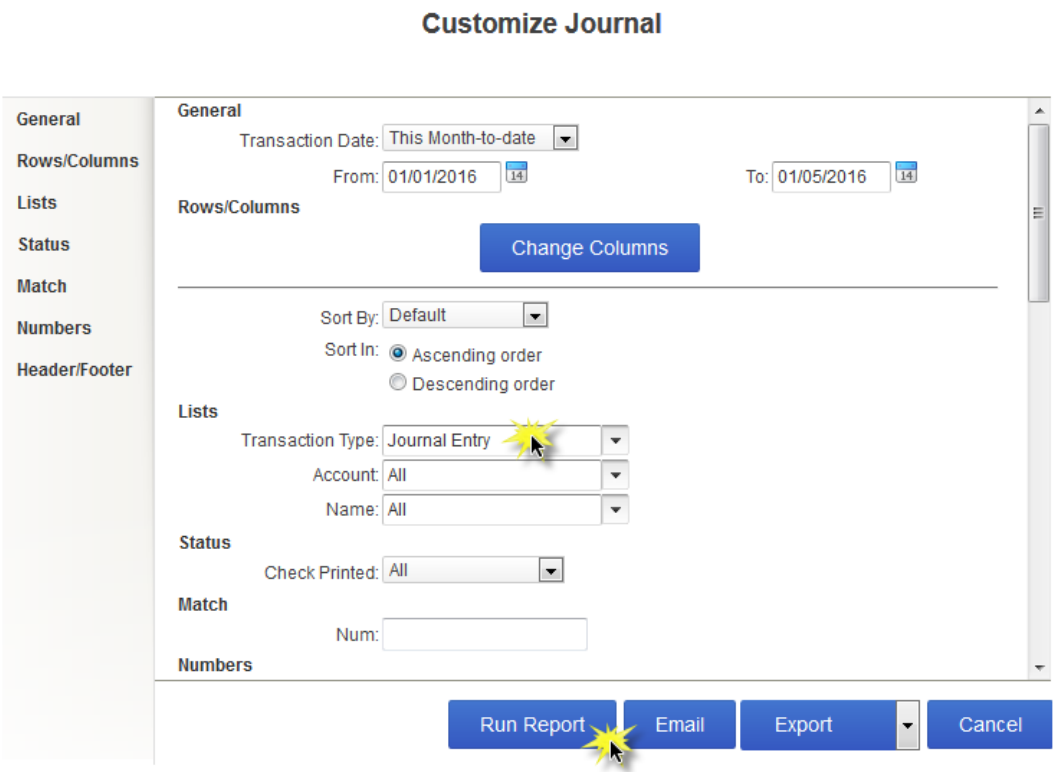
Select **Journal**



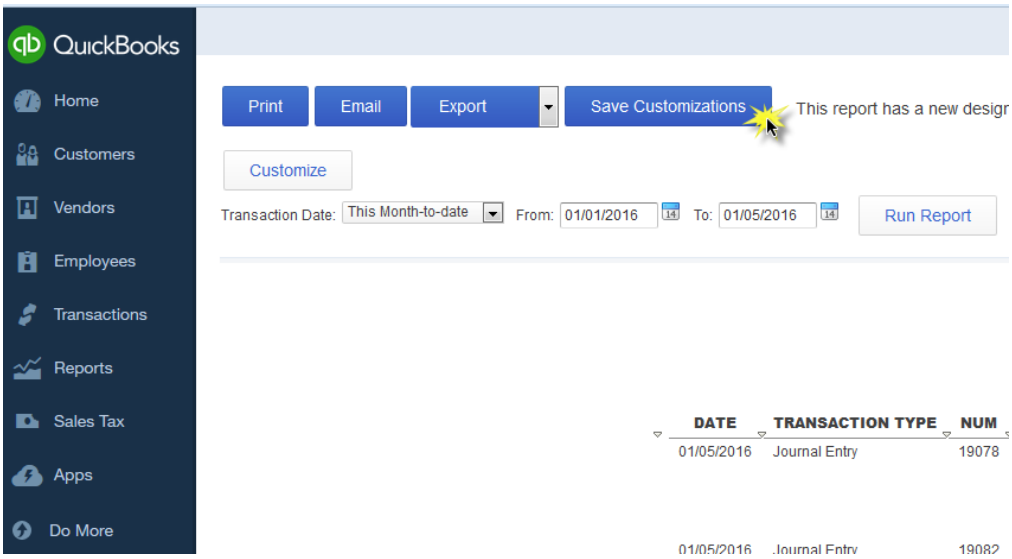
Click **Customize**

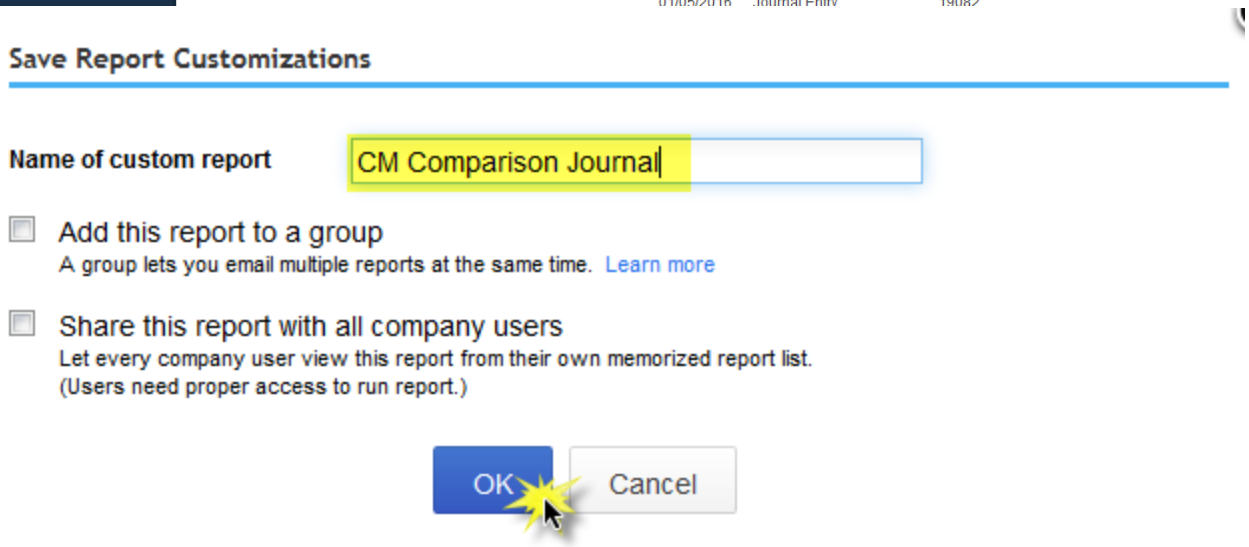


Change the **Transaction Type** to Journal Entry and click **Run Report**

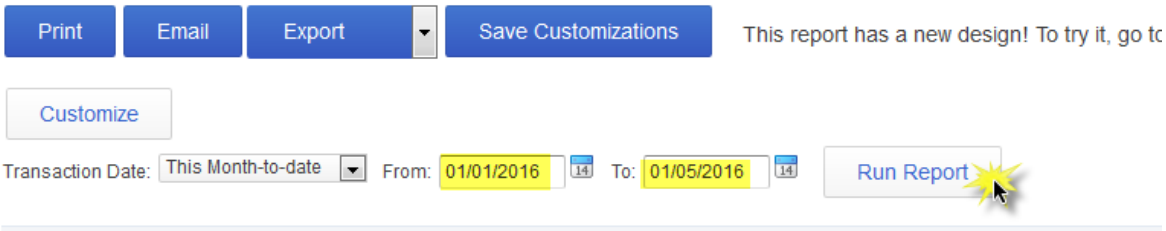


Click **Save Customizations**, name the report, and click **OK**

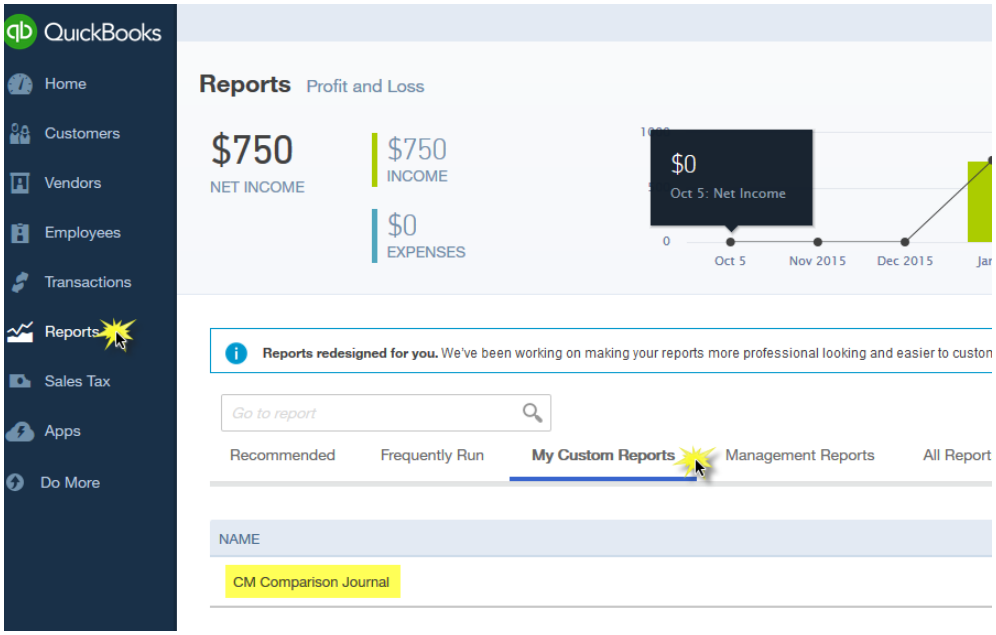




Enter the date range of the transactions that you are looking to compare and click **Run Report**



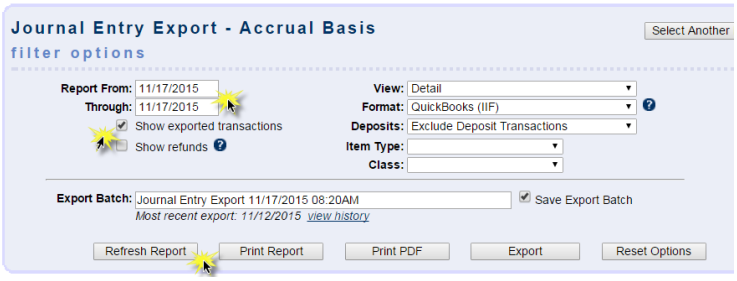
This report can then be found by going to **Reports->My Custom Reports**. Once the report has been opened the only criteria that would need to be changed is the date range – other filters will already be set.



In CM/MZ

Go to **Billing->Reports->Executive->Journal Entry Export** (Accrual or Cash, depending on which export you normally do)

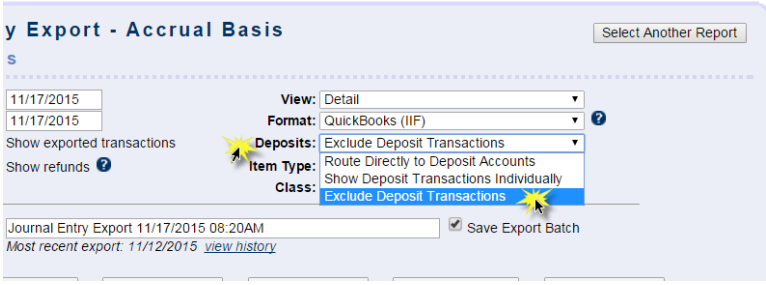
Enter the same date range that was used in QB, place a checkmark next to **Show exported transactions**, **Refresh Report**



Once the report loads compare the transactions to the QB Journal report to make sure that all of the transactions are there and a match.

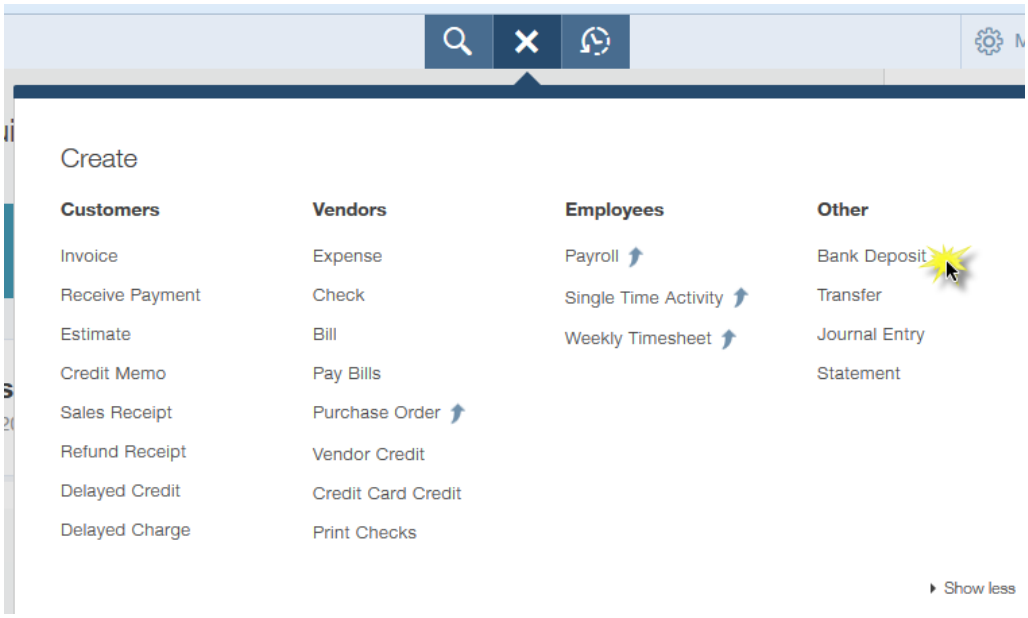
How should I handle my **deposits**?

When exporting transactions out of CM/MZ be sure to select **Exclude Deposit Transactions** from the Deposits dropdown. This will allow for the deposit tracking to be done inside QB.

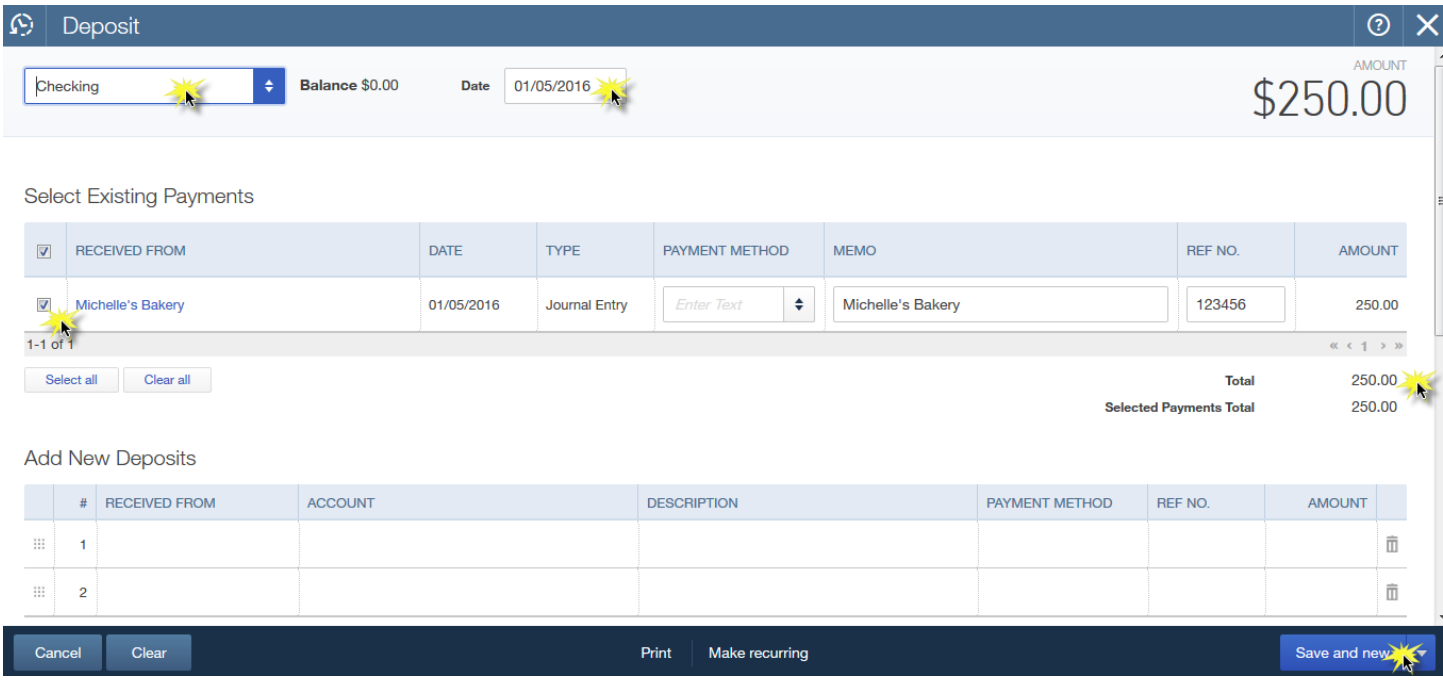


Once the journal entry export has been imported into QBO, and you are ready to record a deposit, click on the **'Plus'** symbol at the top center of the screen.

Select **Bank Deposit** under the **Other** column.

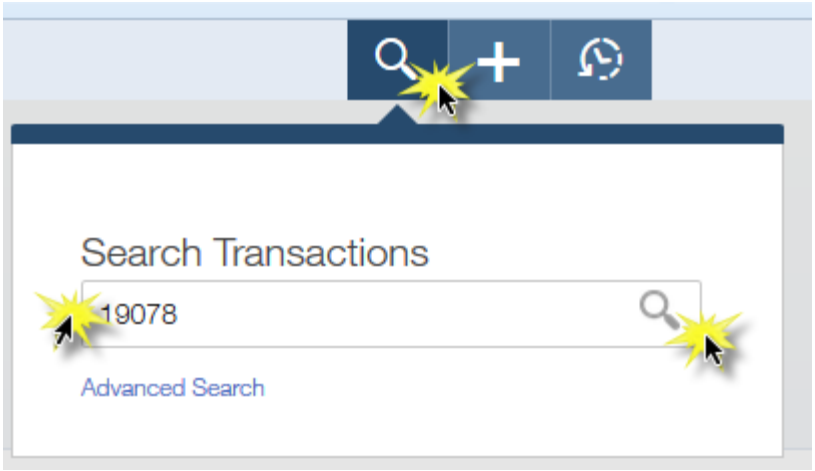


Select the account that the deposit will go into, assign the deposit date, select the items that are part of the deposit, verify the total, click **Save and New.**



<u>How do I find a Journal Entry?</u>

Click on the **Magnifying Glass** icon at the top center, enter the reference number, and click on the magnifying glass.



The entry number to use will be the reference number used in CM/MZ (invoice #, payment reference #, sales receipt #, etc.)

Exported Transactions			
Transaction	**Memo**	**Account**	**Class**
Invoice Ref #: 19038 11/12/2015 Created: 11/12/2015 12:18pm	1 Revenue Recognition Member	Accounts Receivable	
	2015 Membership Annual Investment	4005	
	Annual Dinner	Event Income:Annual Dinner	
	Golf Tournament	Golf Tournament	
	Bundle Discount	Membership Dues	

NOTE: If a payment is entered and the reference number field is left blank then the journal entry will display in this way. When the import is done into QBO, QBO will use that exact refernce number as the entry number.

	Payment Ref #: [id #428] 11/12/2015 Created: 11/12/2015 11:30am Exported: 11/12/2015 01:39pm	Michelle's Bakery	Undeposited Funds	
			Accounts Receivable	