

QUICKBOOKS ONLINE TRAINING ITEMS FOR STAFF

How do I find the Chart of Accounts?

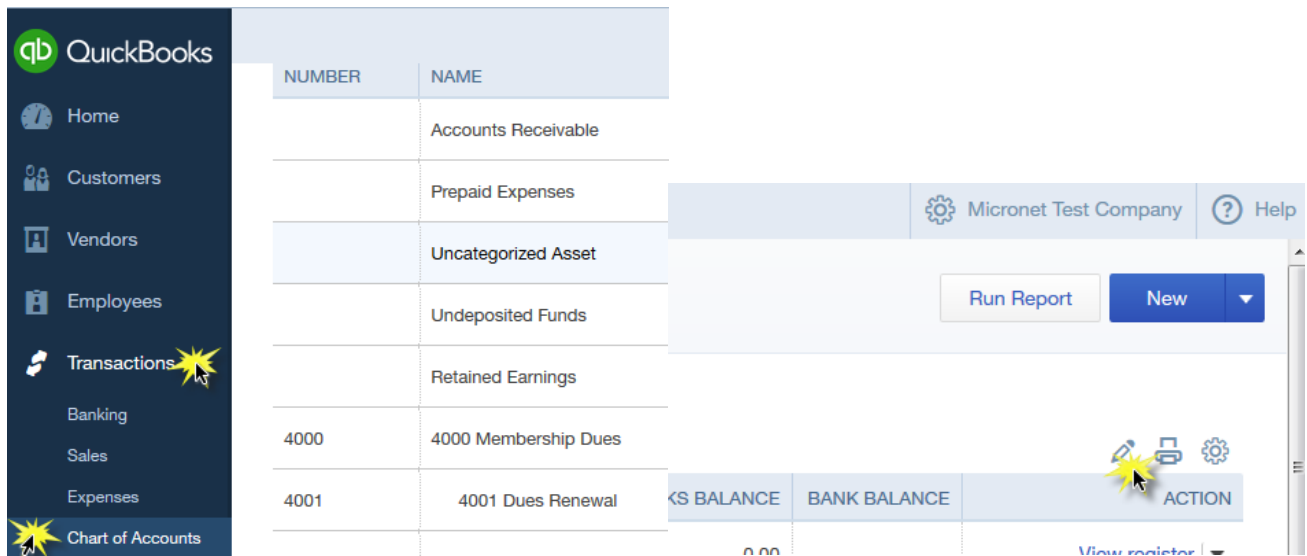
Go to **Transactions->Chart of Accounts**



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	Acc
	Prepaid Expenses	Otr
	Uncategorized Asset	Otr
	Undeposited Funds	Otr
	Retained Earnings	Equ
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.

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

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

	Accounts Receivable
	Prepaid Expenses
	Uncategorized Asset
	Undeposited Funds
	Retained Earnings
4000	4000 Membership Dues
4001	4001 Dues Renewal
4001-1	4001-1 Second Year

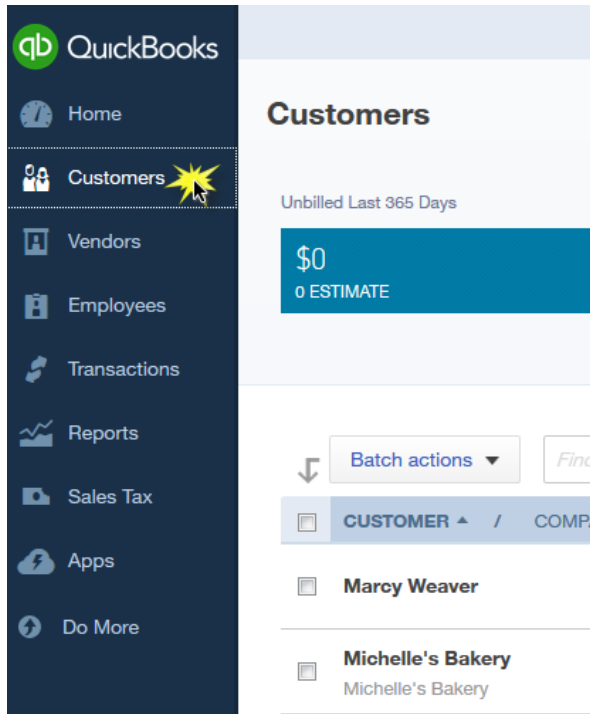
If the account name appears as an 'indented' item underneath another account it is a sub-account. This can go many levels deep.

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

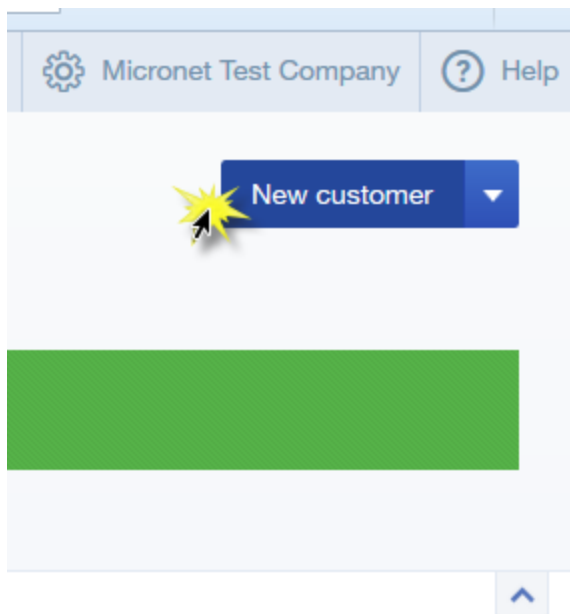
In order to properly set this up in CM/MZ it must be set up like this: **Membership Dues:Dues Renewal:Second Year** (notice that there are no spaces before or after the colon).

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.

The screenshot shows the QuickBooks Member Management interface for 'Michelle's Bakery'. The 'Contact Information' section is active, displaying fields for Company Name, Primary Phone, Alternate Phone, Toll-Free Phone, Cell Phone, Physical Address, Mailing Address, City, Fax, Email, and Website. Below this is the 'Customer Information' section, which includes fields for Title, First name, Middle name, Last name, Suffix, Email, Company, Phone, Mobile, Fax, Other, Website, and checkboxes for 'Use Physical Address as the Mail', 'Is sub-customer', and 'Bill with parent'. The 'Address' section is also visible, with fields for Billing address and Shipping address, including Street, City/Town, State, ZIP, and Country. A 'Save' button is highlighted with a yellow starburst.

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

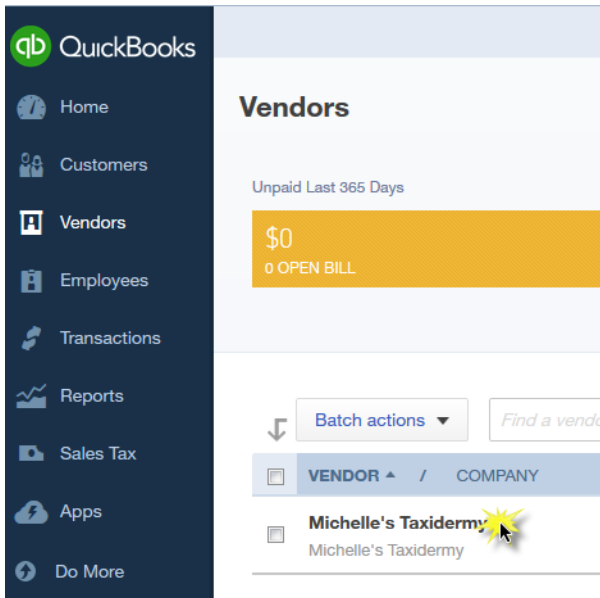
If adding a new customer to QBO results in an error message you will need to locate the existing record and make it unique. Click **Cancel** at the bottom of the screen.

Customer Information

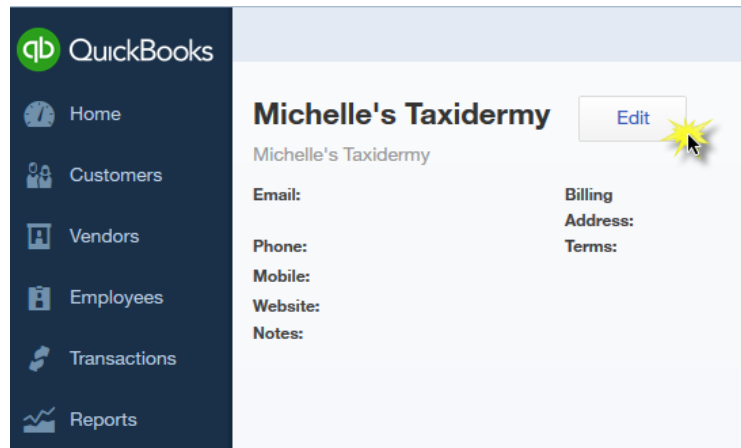
! **The following error has occurred:**
Another customer, vendor or employee is already using this name. Please use a different name.

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**.

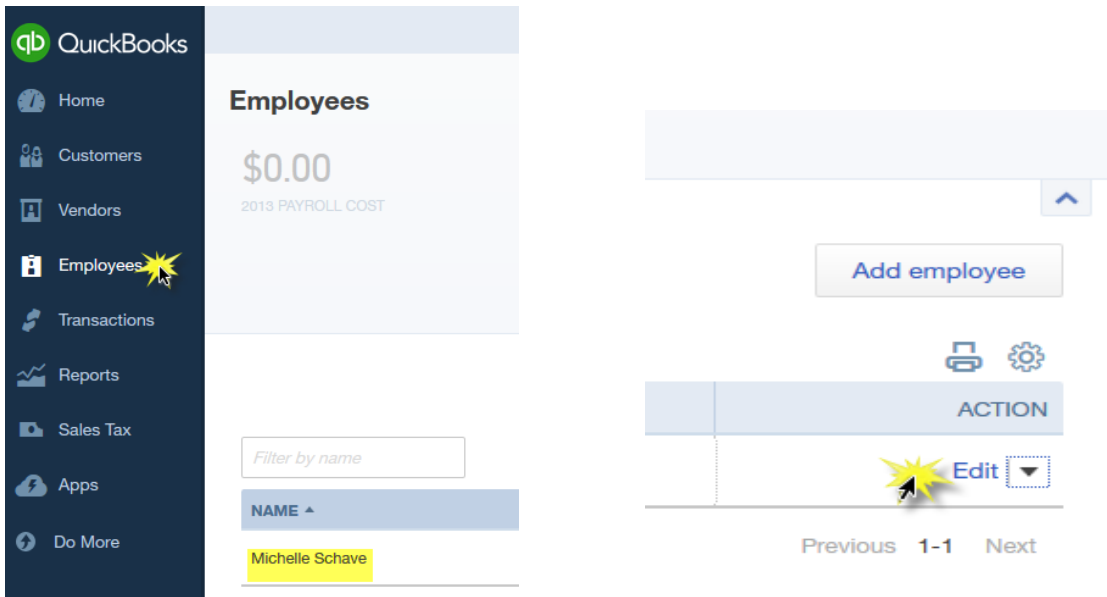
Vendor Information ✕

Title	First name	Middle name	Last name	Suffix	Email		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Separate multiple emails with commas"/>		
Company					Phone	Mobile	Fax
<input type="text" value="Michelle's Taxidermy."/>					<input type="text"/>	<input type="text"/>	<input type="text"/>
* Display name as					Other	Website	
<input type="text" value="Michelle's Taxidermy"/>					<input type="text"/>	<input type="text"/>	
Print on check as <input checked="" type="checkbox"/> Use display name					Terms		
<input type="text" value="Michelle's Taxidermy"/>					<input type="text" value="Enter Text"/>		
Address map					Opening balance	as of	
<input type="text" value="Street"/>					<input type="text"/>	<input type="text" value="01/05/2016"/>	
<input type="text" value="City/Town"/>			<input type="text" value="State"/>		Account no.		
<input type="text" value="ZIP"/>			<input type="text" value="Country"/>		<input type="text" value="Appears in the memo of all payments"/>		
Notes							
<input type="text"/>							

Privacy ✕

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**.

Employee Information

Title	First name	Middle name	Last name	Suffix	Email
	Michelle		Schave.		<i>Separate multiple emails with commas</i>
*Display name as					
Michelle Schave					
Print on check as <input checked="" type="checkbox"/> Use display name					
Michelle Schave					
Address map					
Street					
City/Town		State			
ZIP		Country			
Notes					
					Email
					<i>Separate multiple emails with commas</i>
*Display name as			Phone		
Michelle Schave					
			Mobile		
SSN					
Employee ID			Gender		
Hire date		Released			
Date of birth					

Privacy

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

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

In QBO

Go to Reports->All Reports->Accountant Reports

QuickBooks

- Home
- Customers
- Vendors
- Employees
- Transactions
- Reports**
- Sales Tax
- Apps
- Do More

Reports Profit and Loss

\$750
NET INCOME

\$750
INCOME

\$0
EXPENSES

Reports redesigned for you. We've been working on making your reports more professional looking and easier to customize. Try them out before we make them available to everyone. [Turn on redesigned reports from QuickBooks Labs](#)

Go to report

Recommended Frequently Run My Custom Reports Management Reports **All Reports**

All Reports

Business Overview

These reports show different perspectives of how your business is doing.

Manage Accounts Receivable

These reports let you see who owes you money and how much they owe you so you can get paid.

Manage Accounts Payable

These reports show what you owe and when payments are due so you can take advantage of the time you have to pay bills but still make payments on time.

Manage Employees

These reports help you manage employee activities and payroll.

Review Sales

These reports group and total sales in different ways to help analyze your sales to see how you're doing and how much money.

Review Expenses and Purchases

These reports total your expenses and purchases and group them in different ways to help you understand what you're spending.

Accountant Reports

These are reports accountants typically use to drill down into your business details and prepare your tax returns.

Select Journal

Recommended
Frequently Run
My Custom Reports
Management Reports
All Reports

[< All Reports](#)

Accountant Reports

Account List

Provides the name, type, and balance for each account listed in your Chart of Accounts.

[Run](#) | [Customize](#)

Reconciliation Reports

Lists all reconciliations you've completed.

[Run](#)

Trial Balance

This report summarizes the debit and credit balances of each account on your chart of accounts during a period of time.

[Run](#) | [Customize](#)

Journal

This report breaks down every transaction chronologically. Transaction List by Date

[Run](#) | [Customize](#)

Profit and Loss

Shows money you earned (income) and money you spent (expenses) so you can see how profitable you are. Also called an income statement.

[Run](#) | [Customize](#)

Balance Sheet

Lists what you own (assets), what you owe (liabilities), and your net worth.

[Run](#) | [Customize](#)

Transaction Detail by Account

General Ledger

Click Customize

QuickBooks

Home Customers Vendors Employees Transactions Reports Sales Tax Apps Do More

Print Email Export Save Customizations This report has a new design

Customize

Transaction Date: This Month-to-date From: 01/01/2016 To: 01/05/2016 Run Report

DATE	TRANSACTION TYPE	NUM
01/05/2016	Journal Entry	19078
01/05/2016	Journal Entry	19082

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

Customize Journal

General

Transaction Date: This Month-to-date

From: 01/01/2016 To: 01/05/2016

Rows/Columns

Change Columns

Sort By: Default

Sort In: Ascending order Descending order

Lists

Transaction Type: Journal Entry

Account: All

Name: All

Status

Check Printed: All

Match

Num:

Run Report Email Export Cancel

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

qb QuickBooks

Home Customers Vendors Employees Transactions Reports Sales Tax Apps Do More

Print Email Export Save Customizations This report has a new design

Customize

Transaction Date: This Month-to-date From: 01/01/2016 To: 01/05/2016 Run Report

DATE	TRANSACTION TYPE	NUM
01/05/2016	Journal Entry	19078
01/05/2016	Journal Entry	19082

Save Report Customizations

Name of custom report

CM Comparison Journal

- Add this report to a group
A group lets you email multiple reports at the same time. [Learn more](#)
- Share this report with all company users
Let every company user view this report from their own memorized report list.
(Users need proper access to run report.)

OK

Cancel

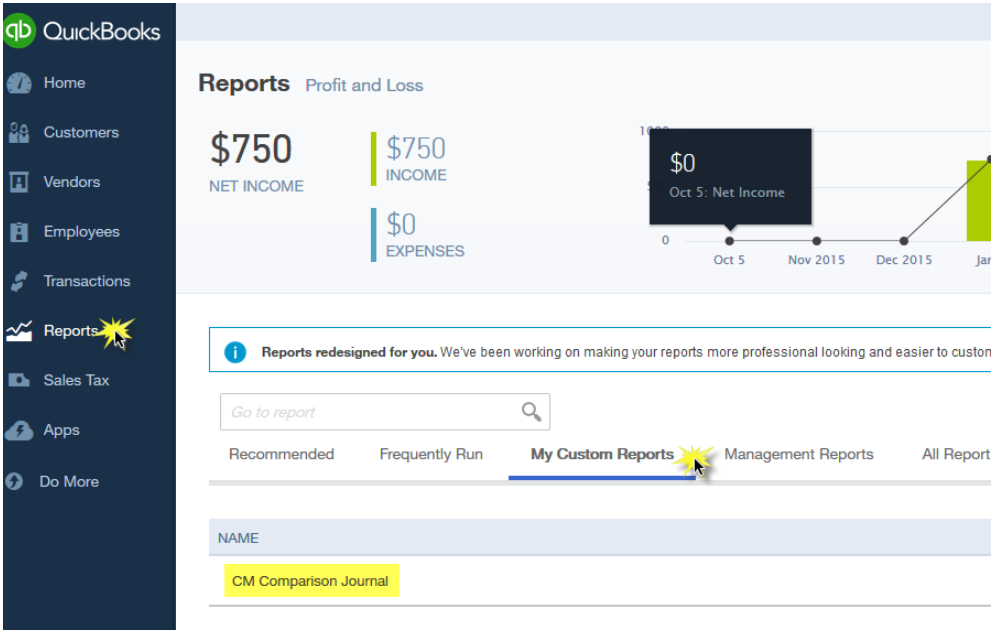
Enter the date range of the transactions that you are looking to compare and click **Run Report**

Print Email Export Save Customizations This report has a new design! To try it, go to

Customize

Transaction Date: This Month-to-date From: 01/01/2016 To: 01/05/2016 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.

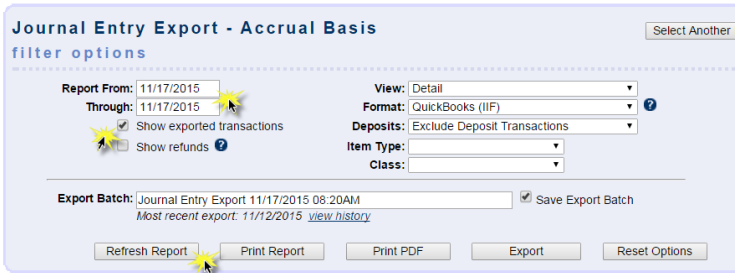


In CM/MZ

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



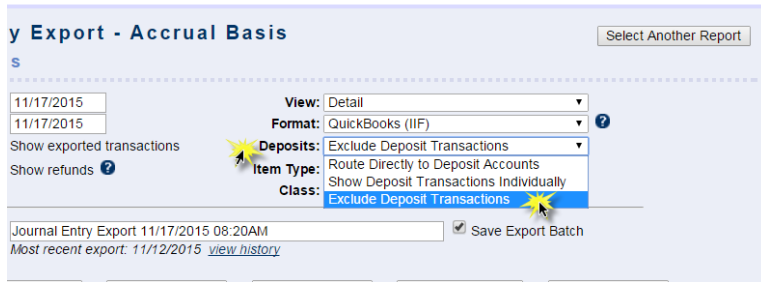
Enter the same date range that was used in QB, place a checkmark next to **Show exported transactions**, **Refresh Report**



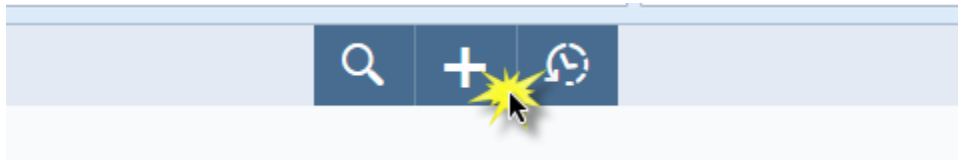
Once the report loads compare the transactions to the QB Journal report to make sure that all of the transactions are there and a match.

How should I handle my **deposits**?

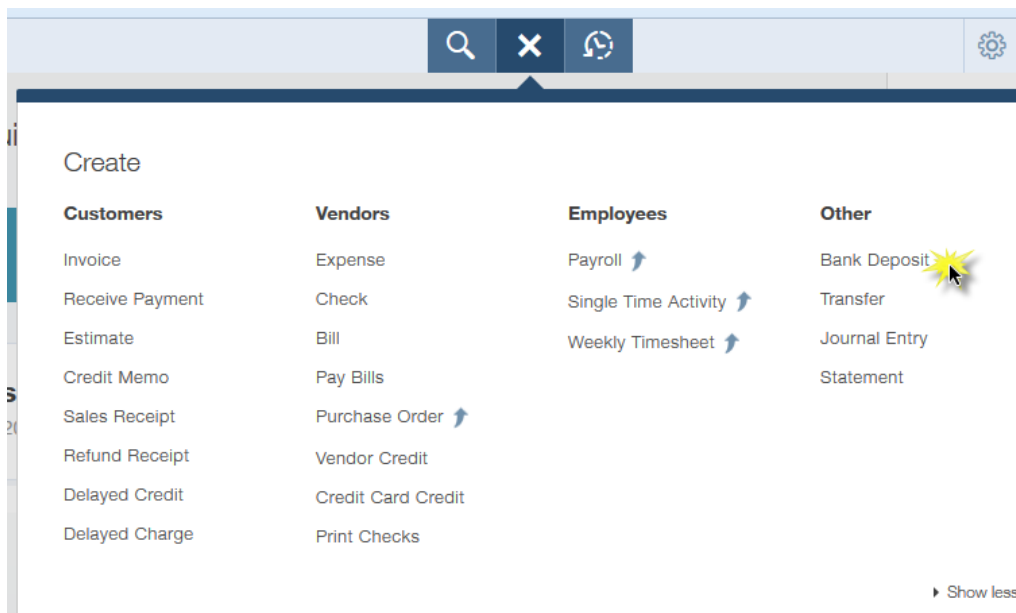
When exporting transactions out of CM/MZ be sure to select **Exclude Deposit Transactions** from the Deposits dropdown. This will allow for the deposit tracking to be done inside QB.



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**.

Deposit

Checking Balance \$0.00 Date 01/05/2016 AMOUNT \$250.00

Select Existing Payments

<input checked="" type="checkbox"/>	RECEIVED FROM	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input checked="" type="checkbox"/>	Michelle's Bakery	01/05/2016	Journal Entry	Enter Text	Michelle's Bakery	123456	250.00

1-1 of 1

Select all Clear all

Total 250.00
Selected Payments Total 250.00

Add New Deposits

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1						
2						

Cancel Clear Print Make recurring Save and new

How do I find a Journal Entry?

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

Search Transactions

19078

Advanced Search

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.

Exported: 11/12/2015 01:39pm			
<input type="checkbox"/>	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