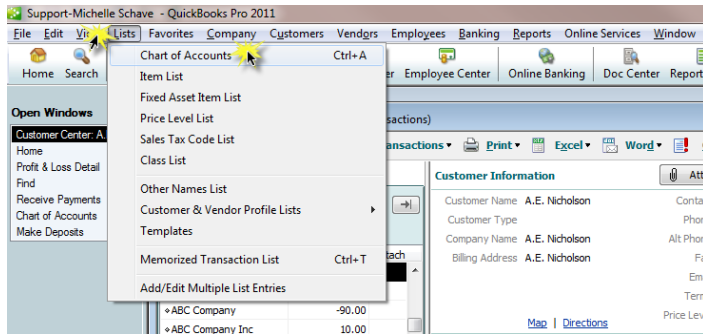# QB TRAINING ITEMS FOR STAFF

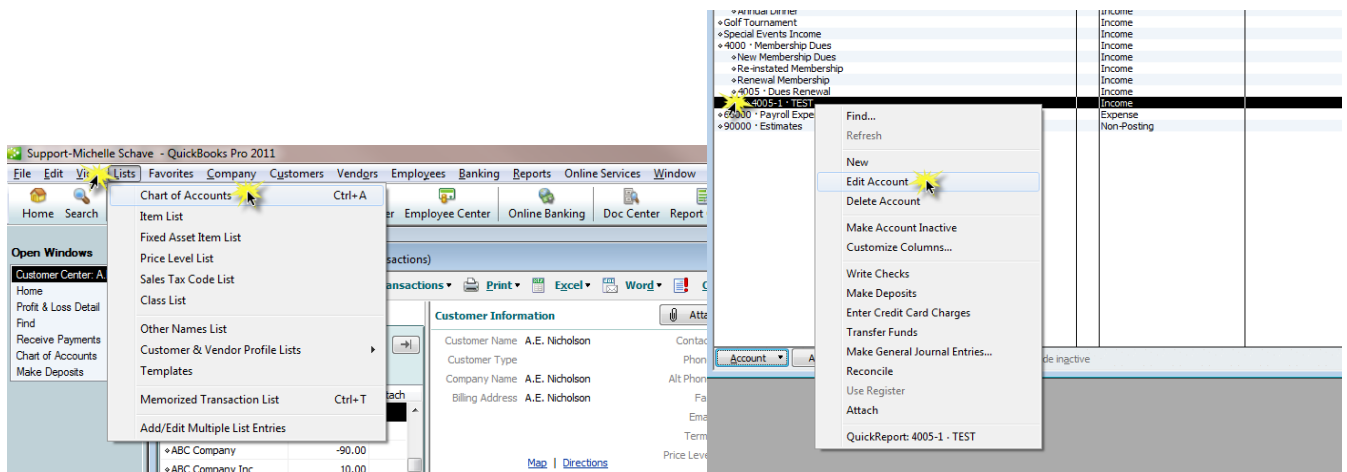How do I find the **Chart of Accounts**?

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

How do I tell if an account number is separate from an account name?
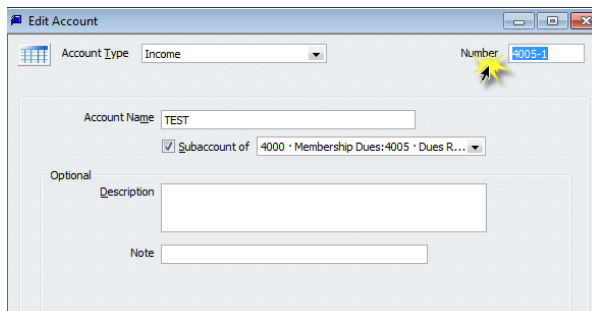
Go to **Lists->Chart of Accounts**
- right-click on account name->**Edit**

If the number appears in the upper right corner then it is NOT part of the account name and should NOT be included when setting up the chart of accounts in CM/MZ.

NOTE: You may wish to use the account number in lieu of the account name, and this is fine, but you CAN'T use both when they are separate fields like this

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

Go to **Lists->Chart of Accounts**
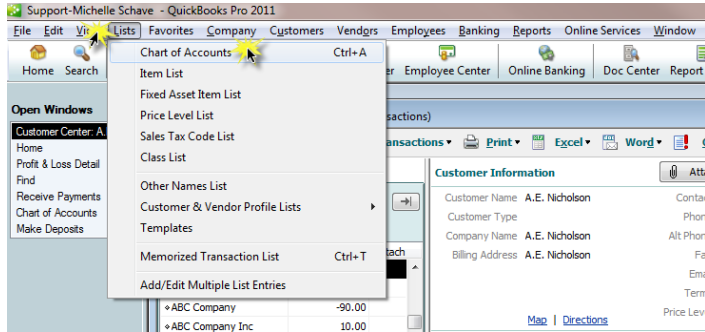
If the account name appears as an 'indented' item underneath another account it is a sub-account. This can go many levels deep.

In this example **TEST** 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 first be determined whether or not an account name or account number (if applicable) will be used.

If the account name is being used then the proper set up of this account would be:

**Membership Dues:Dues Renewal:TEST** (notice that there are no spaces before or after the colon)

NOTE: It is very important that you are aware of what the actual account name is, and if there are any doubts then you should **right-click->Edit** on each of the accounts that make up the sub-account in order to verify what appears in the Account Name field.
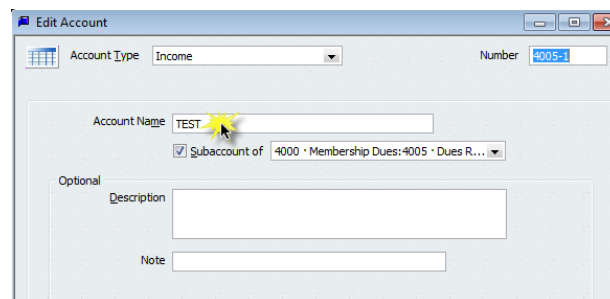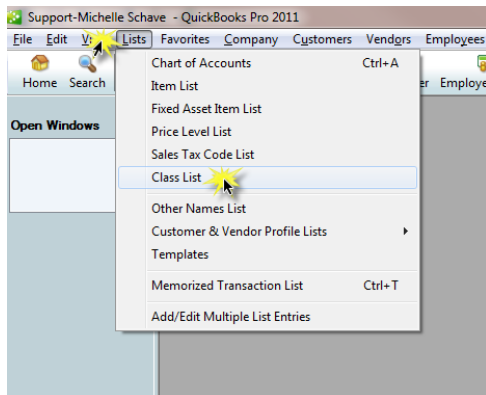
If the account number is being used then the proper set up of this account would be:

4005-1 (notice that the only criteria that is needed when using the account number is the number specific to the final account – none of the preceding account numbers apply)
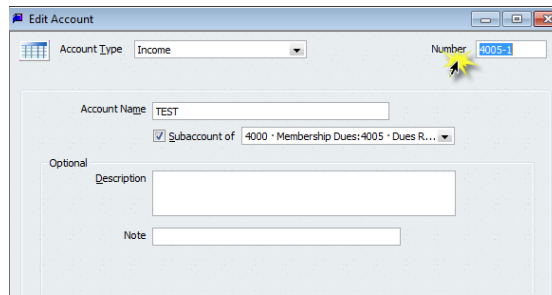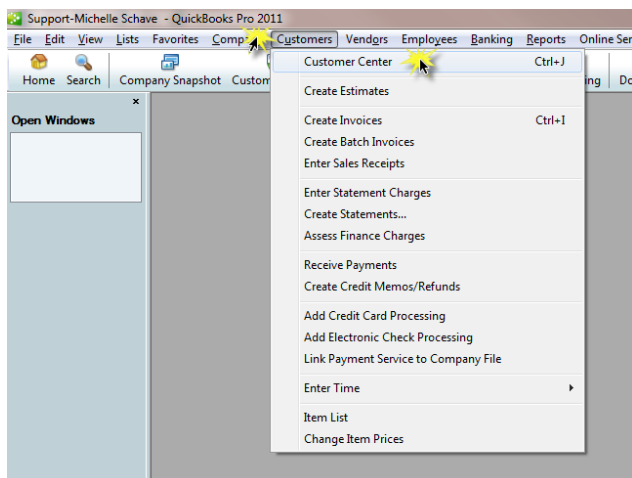

How do I find the **Class List**?
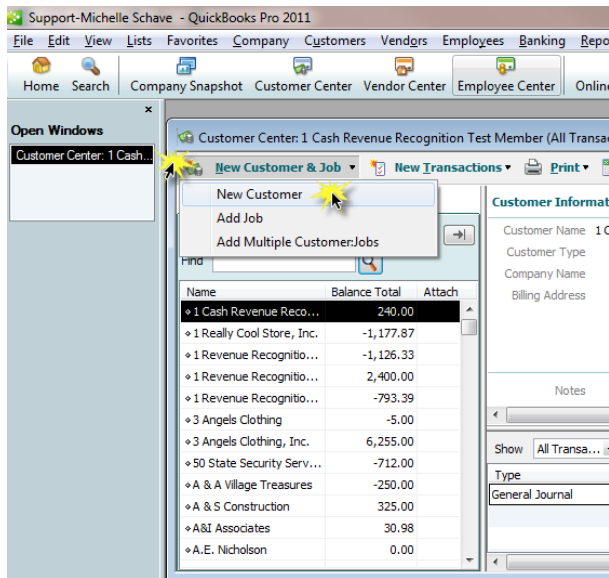
Go to **Lists->Class List**

How do I add a **customer**, and what needs to match CM/MZ?
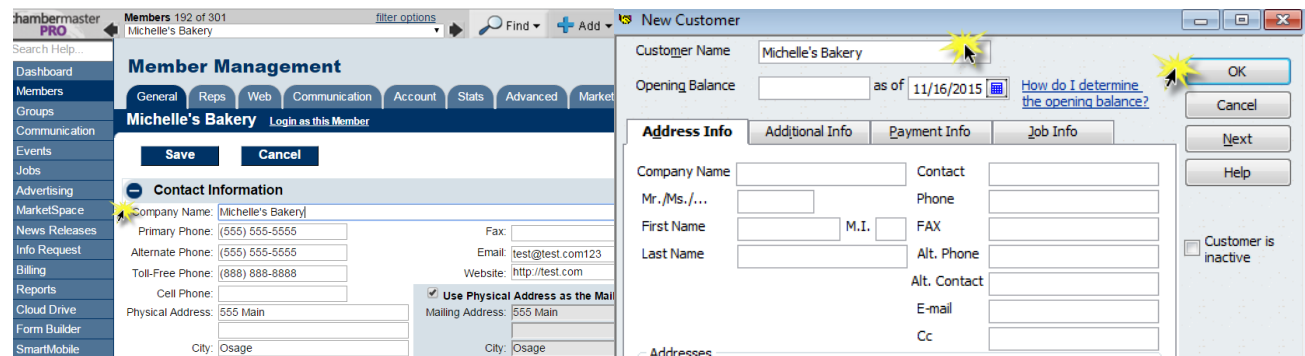
Go to **Customers->Customer Center**

Click **New Customer & Job->New Customer**

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

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

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

If adding a new customer to QB results in an error message then there are a couple of different ways to follow through with things - The error message will let you know where that name already exists.
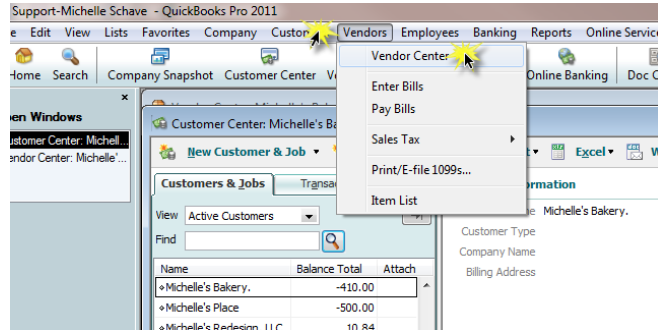
If it displays that it is already on the **Customer:Job List** then simply select 'OK' and then Cancel the addition of the new customer.
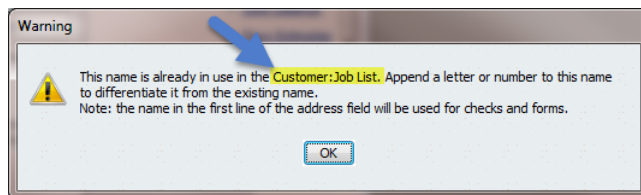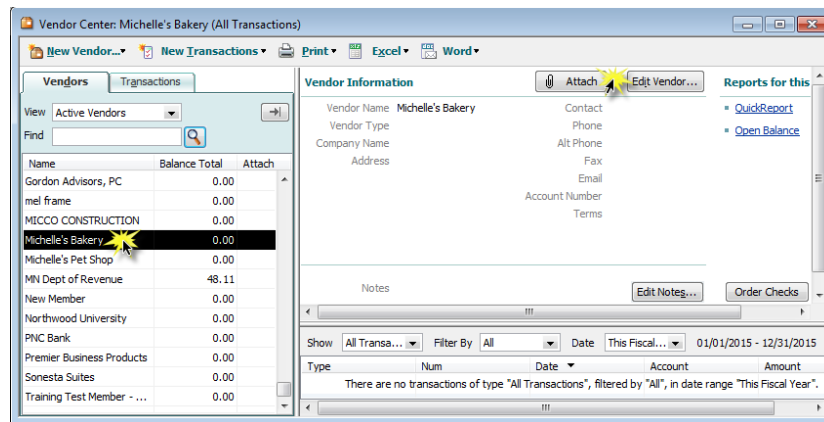
If it displays that the name already exists on the **Vendor List** select 'OK'
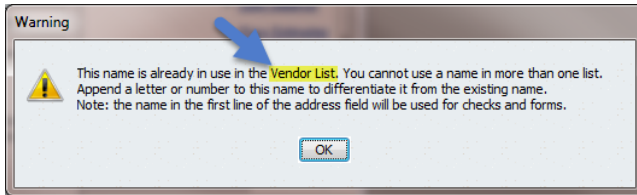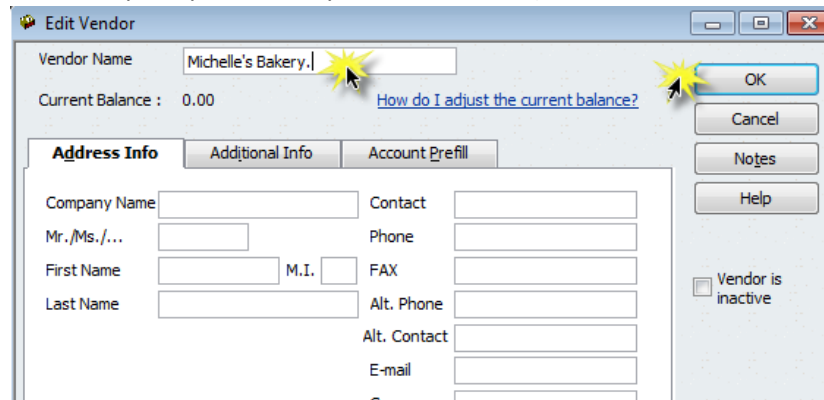

Cancel the addition of the new customer then Go To **Vendors->Vendor Center**

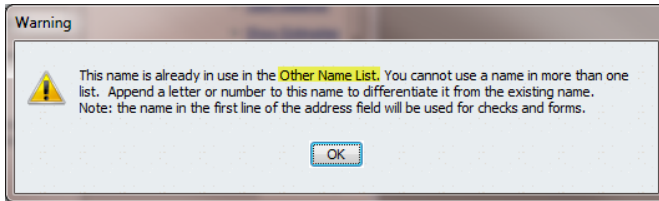Locate the Vendor, Select **Edit Vendor**

Place a character at the end of the Vendor Name so that it is at least one character different (in this example a period was placed at the end), then click 'OK'
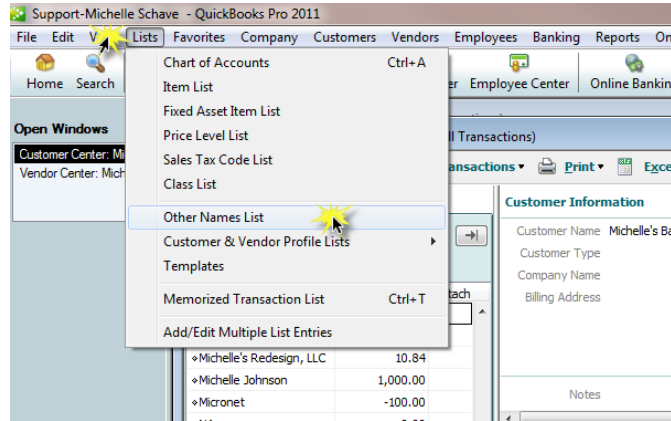

Once this has been completed return to the **Customer:Job List** and add the new customer.
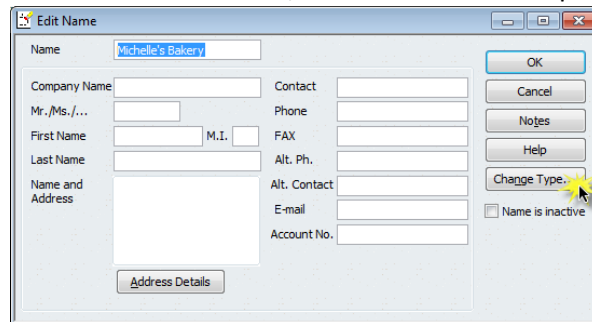
If it displays that the name already exists on the **Other Name List** select 'OK'
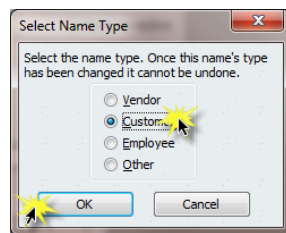

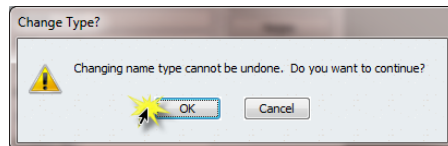Cancel the addition of the new customer then go to **Lists->Other Names List**

Locate the Other Name, double click on it to open the Edit Name window, select **'Change Type'**

Change the selection to **Customer**, select 'OK'

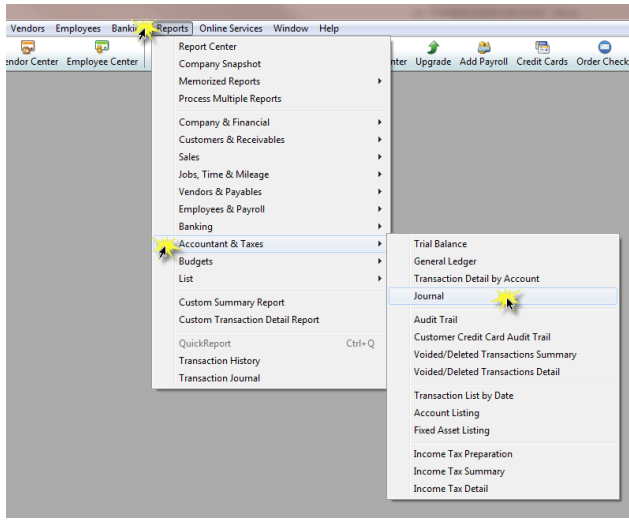Select 'OK' at the **Change Type?** Confirmation message

Your customer has now been moved to the **Customer:Job List**
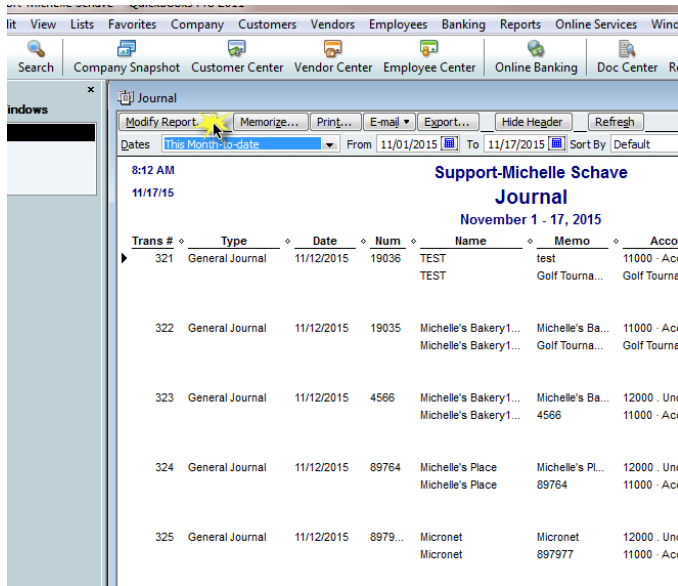
How do I run a Journal Report in QB to compare to my CM/MZ data?
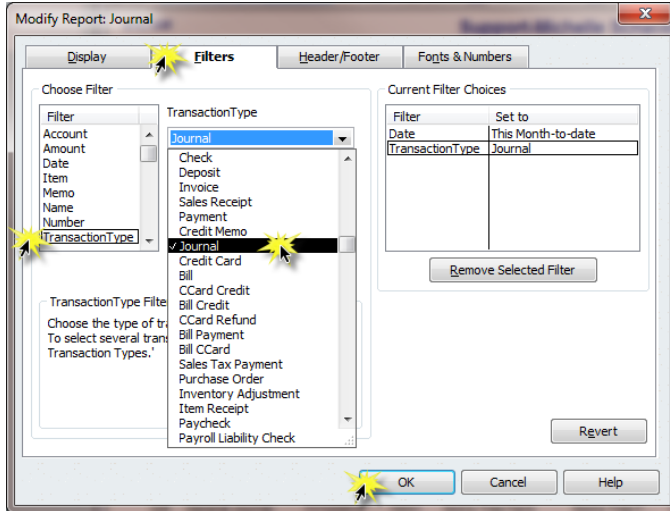
In QuickBooks

### Go to **Reports->Accountant & Taxes->Journal**

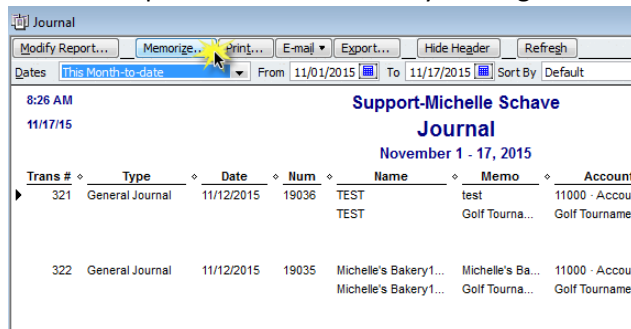Select **'Modify Report'** (This may be titled Customize Report depending on the version of QB)

Choose the **'Filters'** tab, under Choose Filter select **Transaction Type**, under the Transaction Type dropdown select **Journal**, Click 'OK'
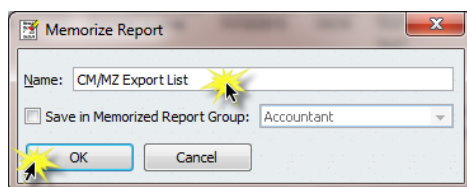

Enter the date range of the transactions that you would like to compare, and be sure to leave the **'Sort By'** at **Default**.
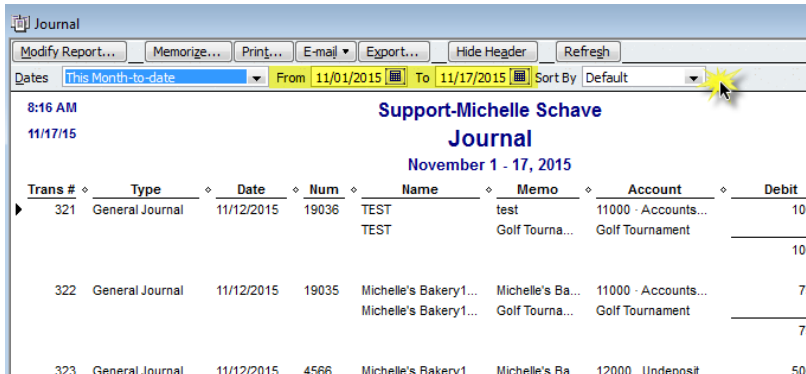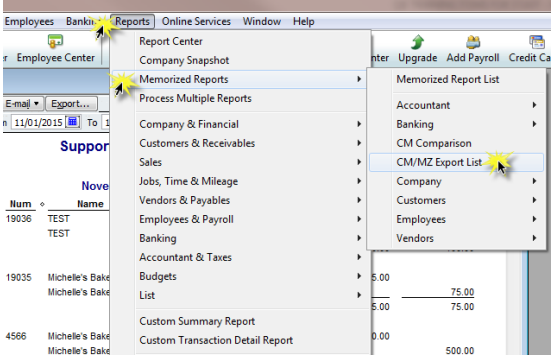

Save this report for future access by clicking **'Memorize'** at the top of the report

Name the report however you would like and select 'OK'

This report can then be found by going to **Reports->Memorized 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.

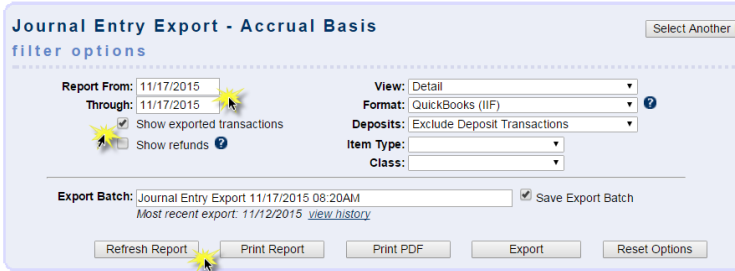In CM/MZ

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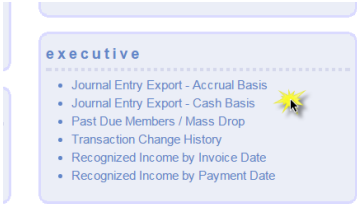

Enter the same date range that was used in QB, place a checkmark next to **Show exported transactions**, **Refresh Report**


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.
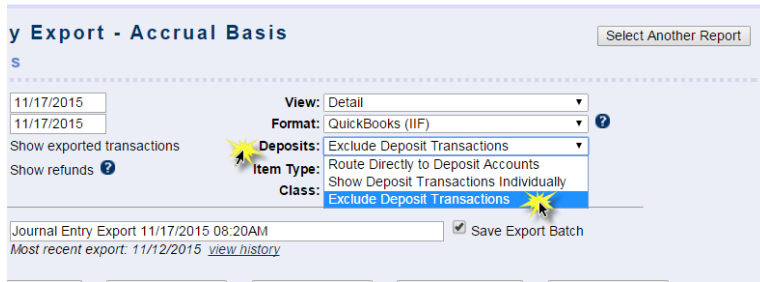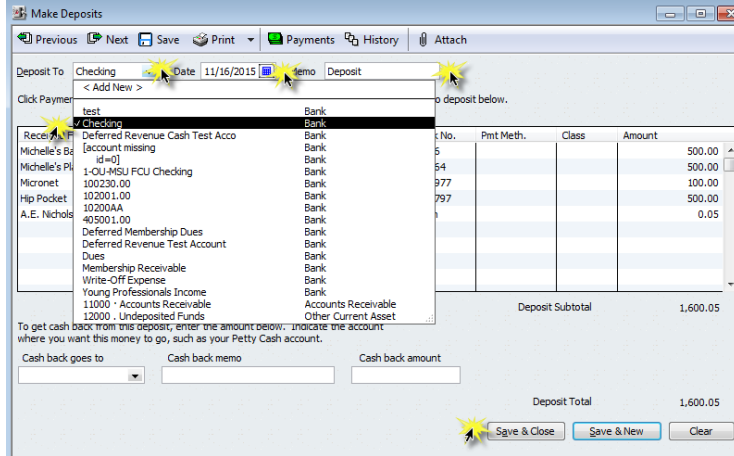

Once the journal entry export has been imported into QB, and you are ready to record a deposit, go to **Banking->Make Deposits**
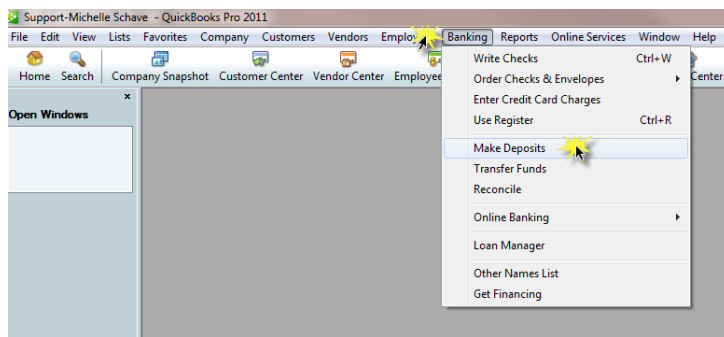
On the **Payments to Deposit** screen select all of the items that make up your deposit and verify the total. Select 'OK'
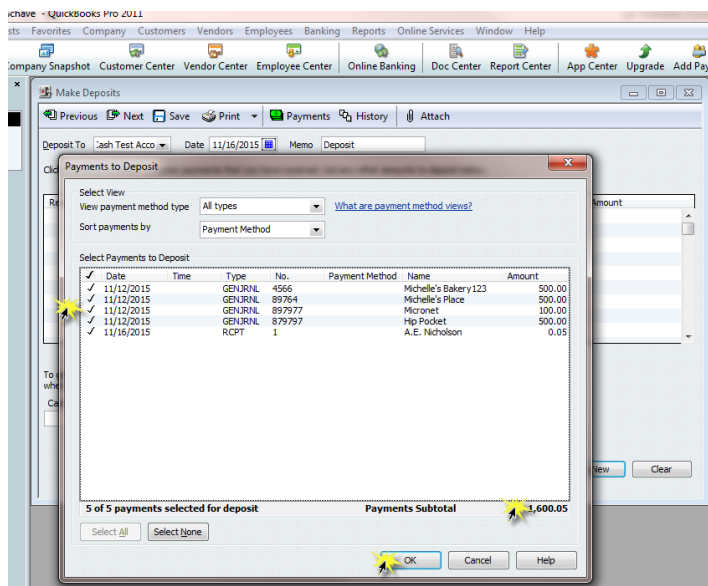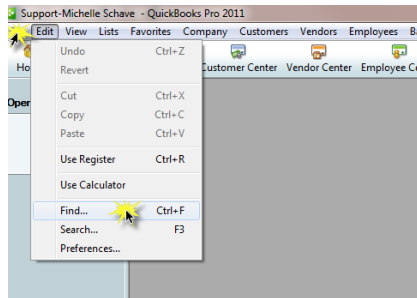
At the next screen choose the Deposit To account, enter the deposit date, add any needed Memo, select Save & Close.
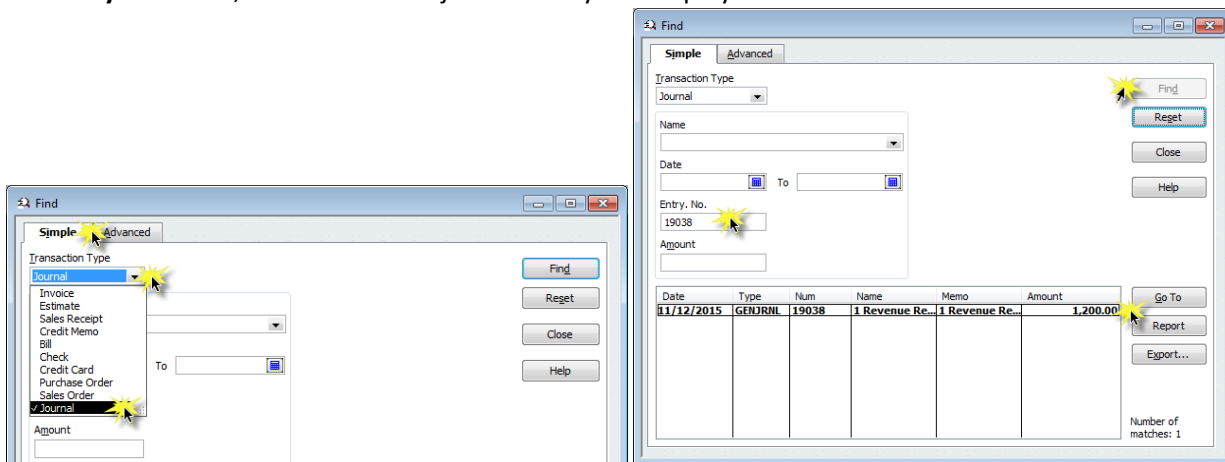

How do I find a Journal Entry?

Go to **Edit->Find**

On the **Simple tab** choose **Journal** from the **Transaction Type** drop down menu, place the **reference number** in the **Entry. No.** field, select **Find**. The journal entry will display .

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


NOTE: If a payment is entered and the refernce number field is left blank then the journal entry will display in this way. When the import is done into QB, QB will assign its own journal entry number based on the last entry number used. Ex: If invoice 19038 was the previous entry then this payment entry will be numbered 19039.
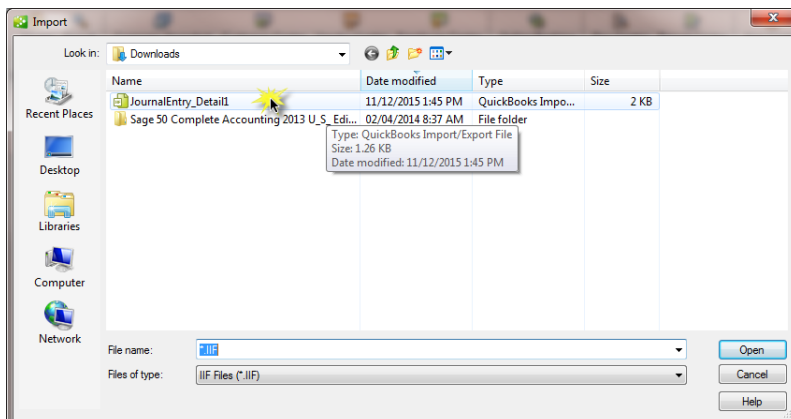

How do I do an import into QB?

Once the export has been downloaded out of CM/MZ go to **File->Utilities->Import->IIF Files**
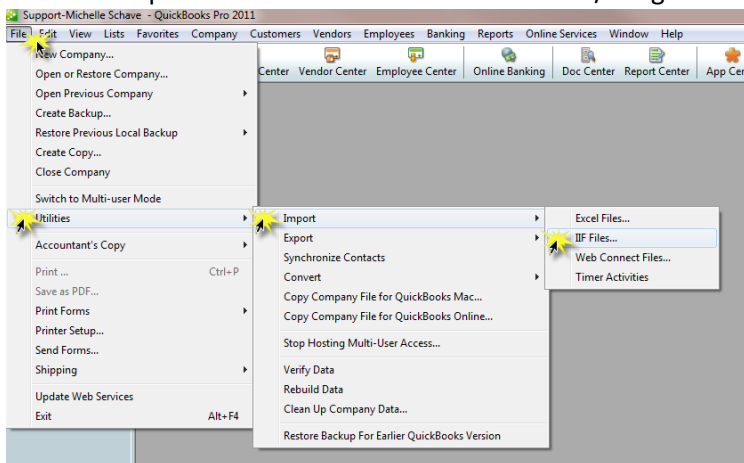

Locate the file to be imported and double-click to start the import.

(NOTE: It is very important that the correct file is selected. If there are multiple files on the list make sure to verify the one that is being selected. It is a good practice to get into to DELETE any downloads once an import has been completed in order to prevent importing a file a second time – right-click on file and choose Delete)
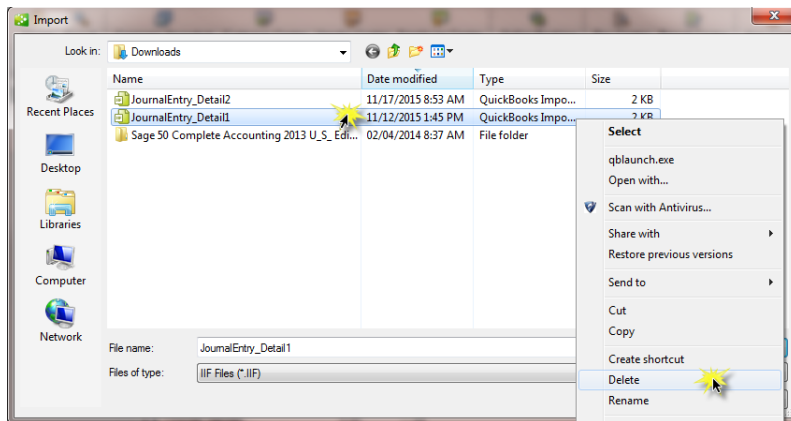
If there are no errors with the import you will receive this message, select 'OK'
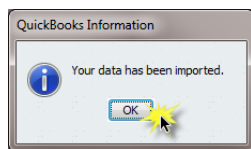
If there are errors with the import, regardless of the reason displaying in the warning message, click 'OK' on the first window
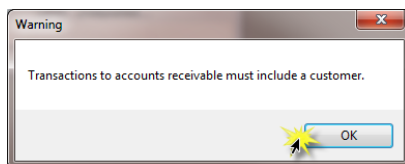
Click 'Cancel' at the second message. This stops the import at the failed transaction making it easier to locate the bad entry and re-export once corrected.

Select 'OK' at the next screen
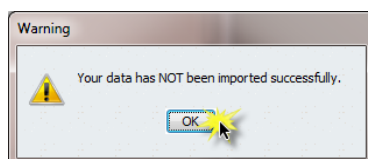
How do I figure out which transaction failed?
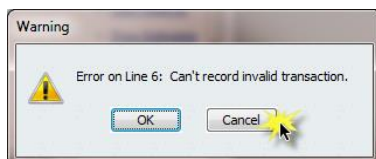
In QuickBooks

Go to **Reports->Accountant & Taxes->Journal** (If you have already memorized this report access it through **Reports->Memorized Reports** and set your date range – continue on with the CM/MZ next step.)

Select **'Modify Report'** (This may be titled Customize Report depending on the version of QB)

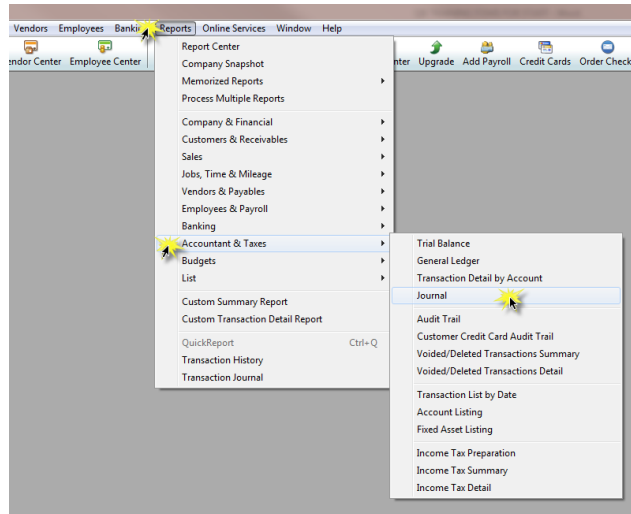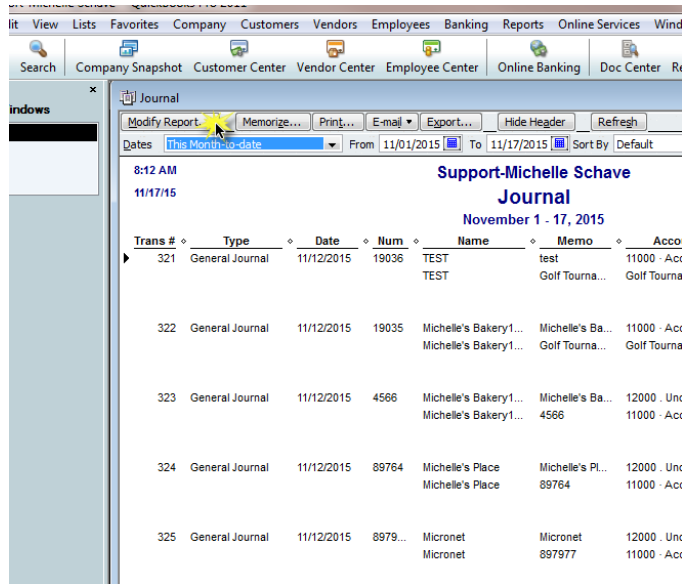Choose the **'Filters'** tab, under Choose Filter select **Transaction Type**, under the
Transaction Type dropdown select **Journal**, Click 'OK'
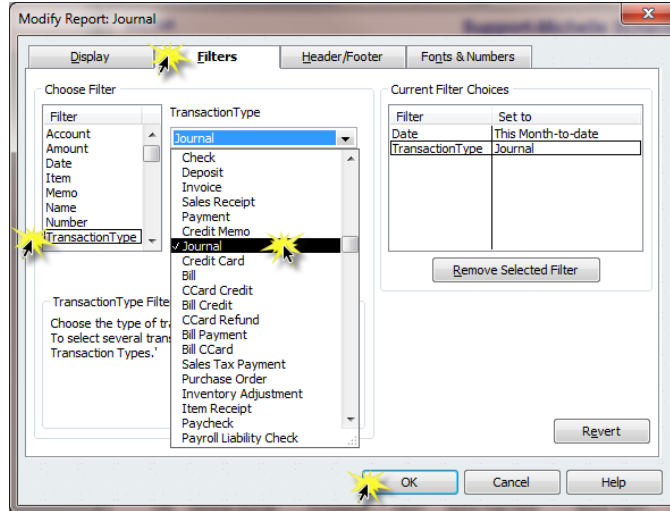
Enter the date range for the export that was just done, and be sure to leave the **'Sort
By'** at **Default**.
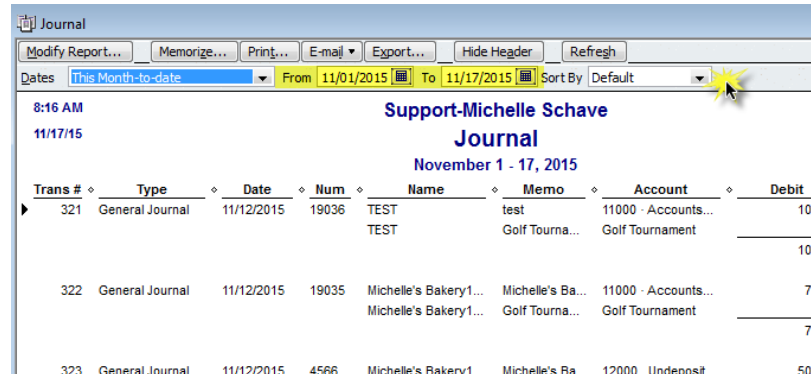
Save this report for future access by clicking **'Memorize'** at the top of the report

Name the report however you would like and select 'OK'

This report can then be found by going to **Reports->Memorized 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

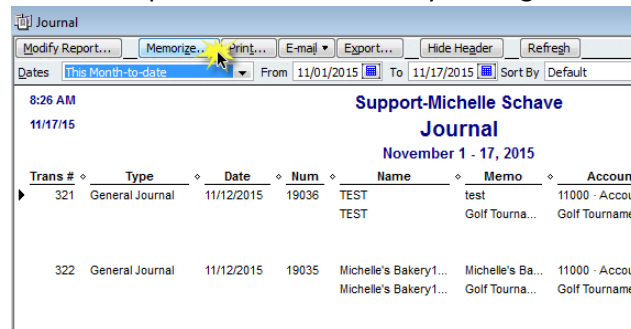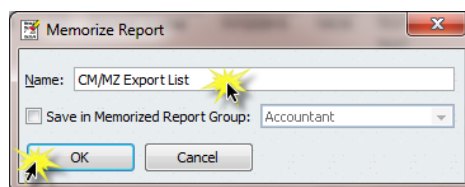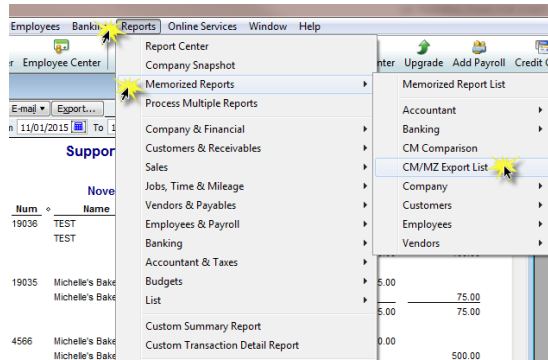Go to **Billing->Reports->Executive->Journal Entry Export** (Accrual or Cash, depending on which export you normally do)

Make sure the date range entered is the date range of the export that was just completed, place checkmark in **Show exported transactions**, click Refresh Report (If you aren't sure about the date range, or if you did multiple exports for the same date range, click '**view history**' to view the downloaded export).
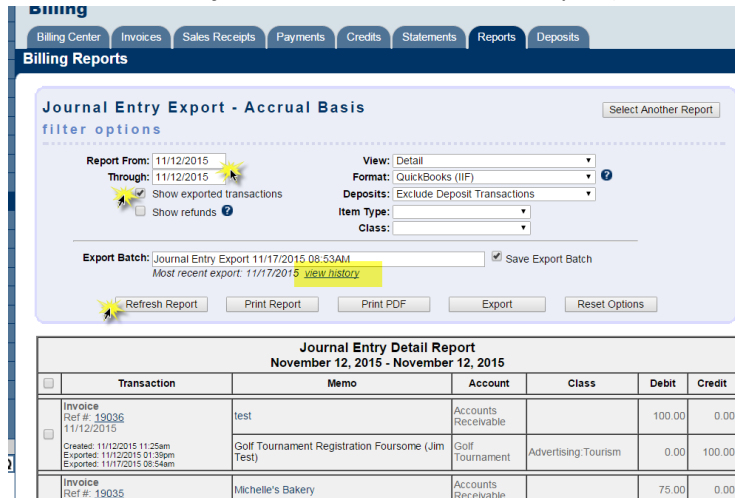
Compare these transactions to what the QB report shows. When you locate a transaction on the CM/MZ report that is not on the QB report that is the failed transaction that needs to be corrected.

***Transactions fail primarily because the name that was used on the journal entry was not a match to the Customer:Job List. The name already exists on one of the other lists in QB (Vendor or Other Names). Make needed correction to QB

so that you can add the Customer to the Customer:Job List. Once the customer has been added the export can be redone.

Once the necessary corrections have been made to the failed transaction go back into CM/MZ and rerun the export for the transactions that did not make their way into QB. Then import into QB.

***It is necessary to place checkmarks next to each journal entry that did not import so that the export will include a previously exported item.

Why do I have new Bank accounts showing up in QB?

If, when setting up your Chart of Accounts in CM/MZ, you do not put them in as an exact match, or if you forget to assign an account to a fee item, QB will create a new account on the Account List and assign it as a 'Bank' type. It is a good idea to keep an eye on the QB Chart of Accounts for instances of this each time you do an import. If a new 'Bank' account is created it is necessary to correct the journal entries as well as the Account name in CM/MZ.

In QB go to **Lists->Chart of Accounts** to look for any new **Bank** accounts
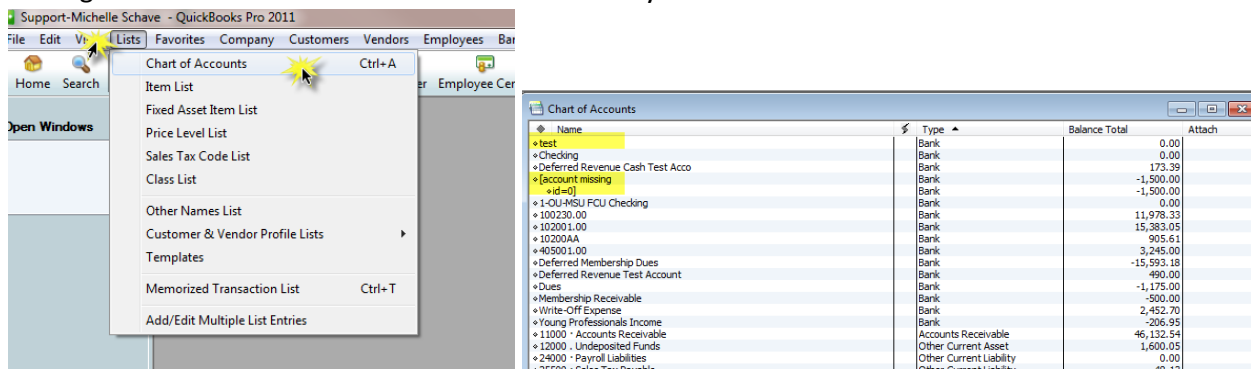
If any new Bank accounts are showing you will first need to figure out what the account name **should** be and make the correction in CM/MZ.

In the top example, 'test' should actually be a sub-account of my Dues Renewal account as shown here. The proper setup in CM/MZ should have been **Membership Dues:Dues Renewal:Test**, but it was simly created as **test**. Once this is corrected in CM/MZ it will be ok going forward.

In the bottom example, **'[account missing'** and **'id=0]'** means that the fee item that had been used on the transaction was not assigned to an account. To correct this go to **Setup->Billing->Fee Items List** in CM/MZ, select the fee item and assign an income account. Once this is corrected in CM/MZ it will be ok going forward.
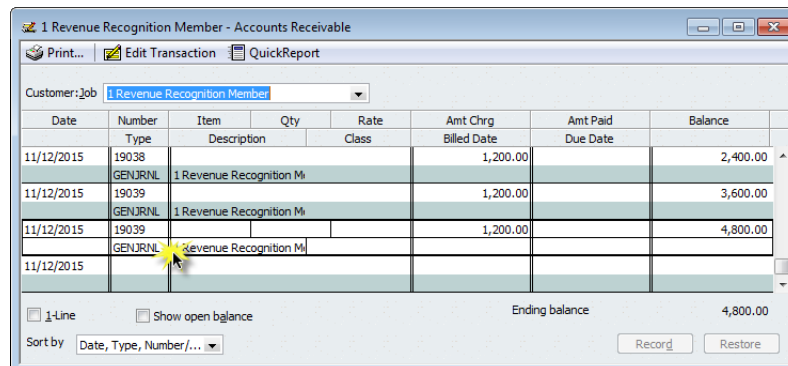
NOTE: Any fee items that display **'Income'** under the account column should be corrected. This is an indicator of a missing account.

|							
NONDUES	CASH	Non-Dues	$0.00 Edit Pricing		Membership Dues:Re-instated Membership	7 Members	x
EVENT	CASH	Non-Member Event Registrations	$0.00 Edit Pricing	Registration for non members	Income	0 Events	x
EVENT	CASH	Non-Member Golf Tournament Registration	$100.00 Edit Pricing	Non-Member Golf Tournament Registration	Golf Tournament	0 Events	x
DUES	CASH	number test for QB	$0.00 Edit Pricing		Income	0 Members	x

Once the corrections have been made in CM/MZ, to prevent this from happening in the future, go back to the QB Chart of Accounts. **Right-click** on the bad 'Bank' account and select **QuickReport**. The report will show all of the journal entries that used this bad account.
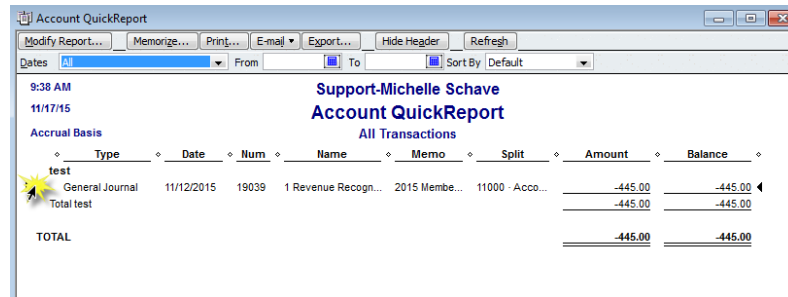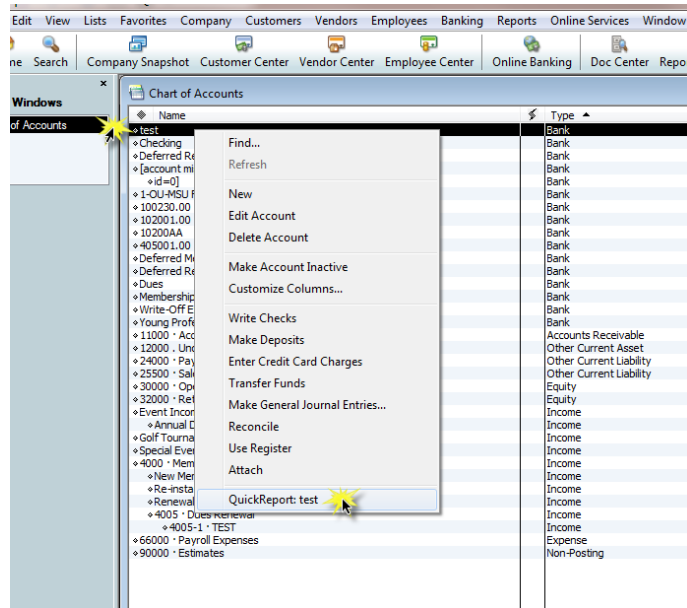

Double-click on the entry to open the account register (the transaction will be the one displaying as selected, but verify that the entry number is the one you are needing to modify), then double-click on that entry to open the **Make General Journal Entries** window.

Locate the line item of the journal entry that has the bad account and select it so that the dropdown option displays

From the dropdown menu choose the account that it should have gone into and then click Save & Close.

Select **'Yes'**

Close open windows to get you back to the **Account QuickReport**, and once that report no longer has any transactions on it close that as well to get back to the **Chart of Accounts**

Right-click on the account that you have just cleaned up and choose **Delete Account**
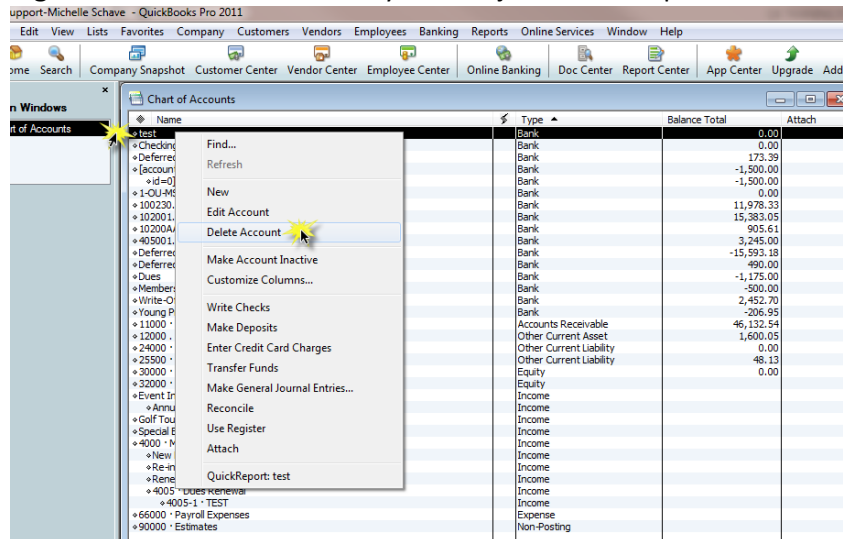
Select **'OK'**
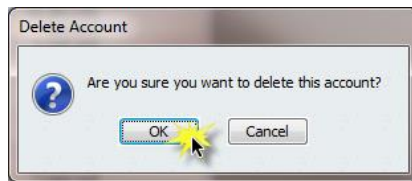
How do I apply a payment journal entry to an invoice journal entry?

Go to **Customers->Customer Center**
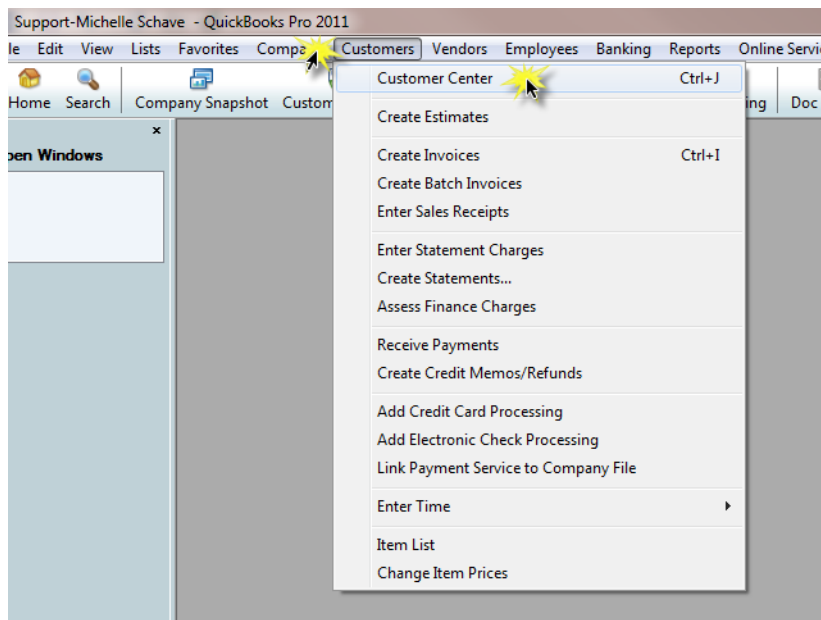
Locate and select the Customer that the transactions are tied to then select **New Transactions->Receive Payments**
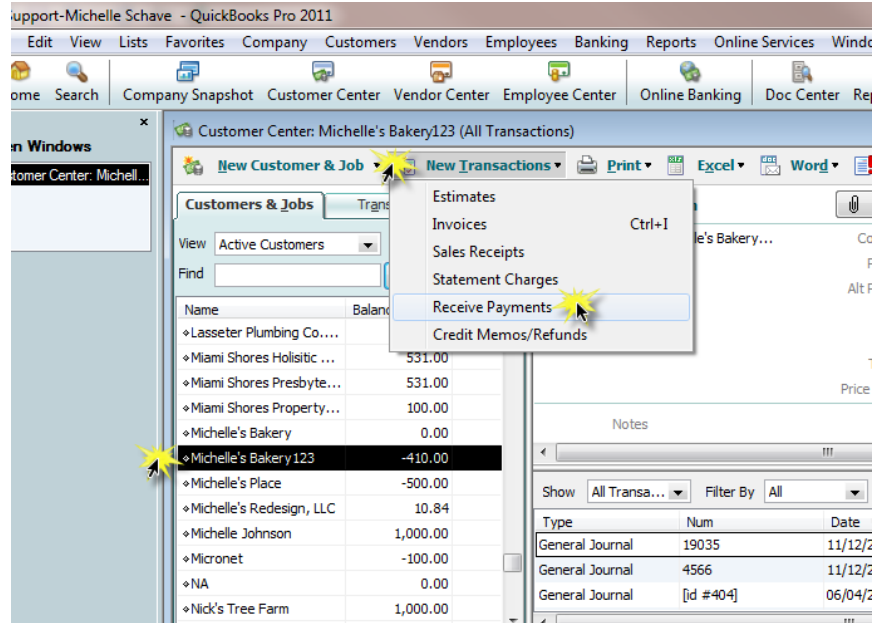
Select the open transaction that needs to have a credit applied and then click **'Discounts & Credits'**

NOTE: It is very important that the correct open entry is selected when applying a credit. If the wrong entry is selected it will affect the financial statements
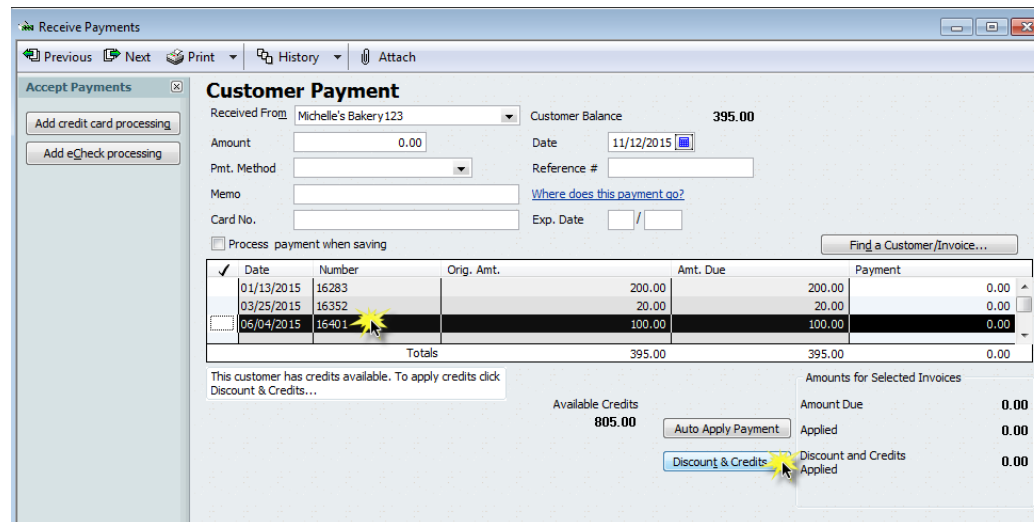
Choose the credit (if not automatically selected) that you wish to apply to the open transaction and then click **'Done'**

Once you are back at the Payment screen, if there are no other transactions that need to be handled, click **'Save & Close'**