



QuickBooks 101

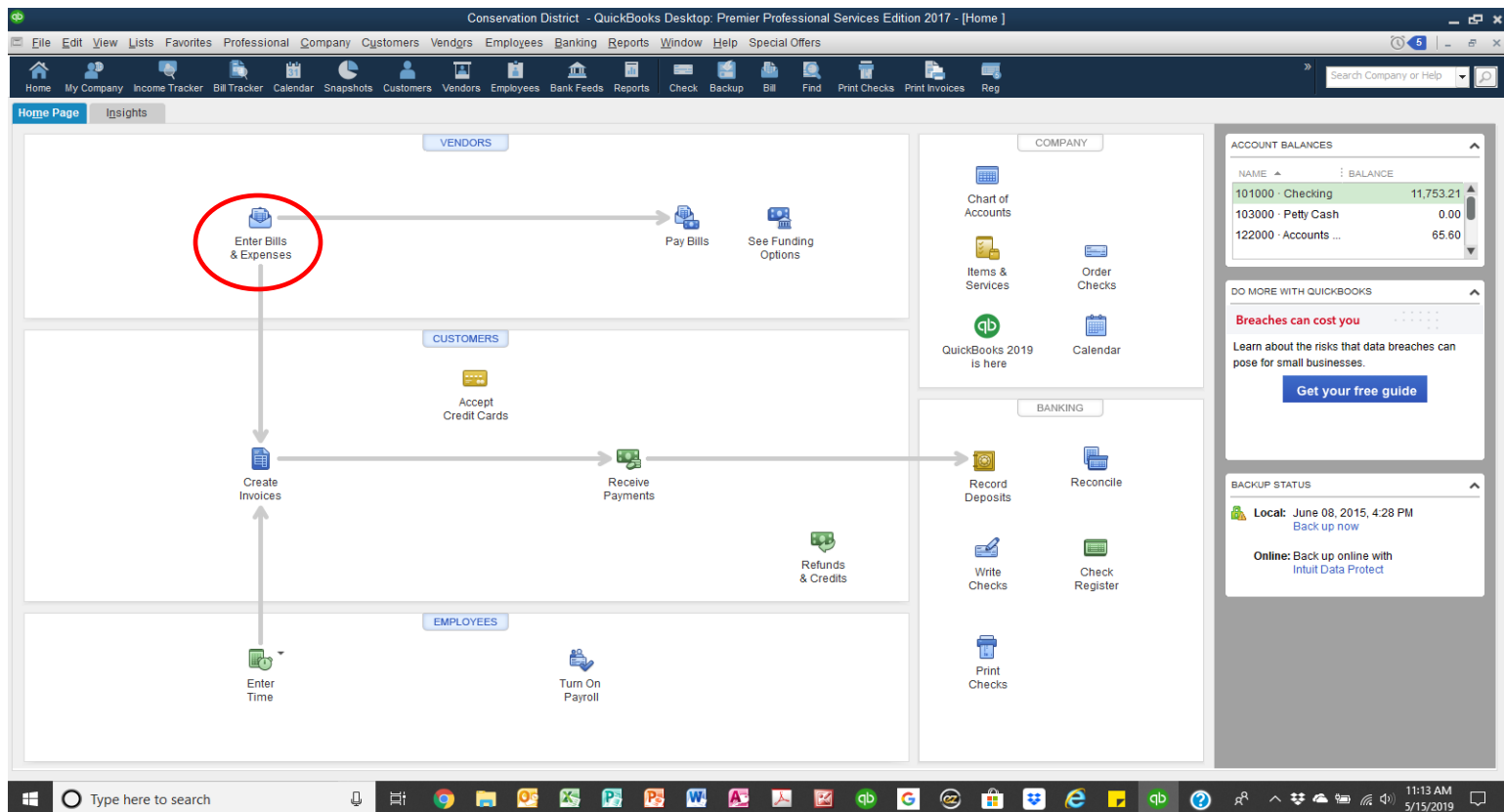
QuickBooks General
Overview

What will be covered. . .

- How to use the bill & making bill payments features
- How to create an invoice template
- How to use the invoice, receiving payments, credit memo's and deposit features
- How to write/ print checks and make deposits
- Reports how to make QuickBooks work for you
 - Treasurer's report
 - AFR Reports
 - Memorizing reports for future use

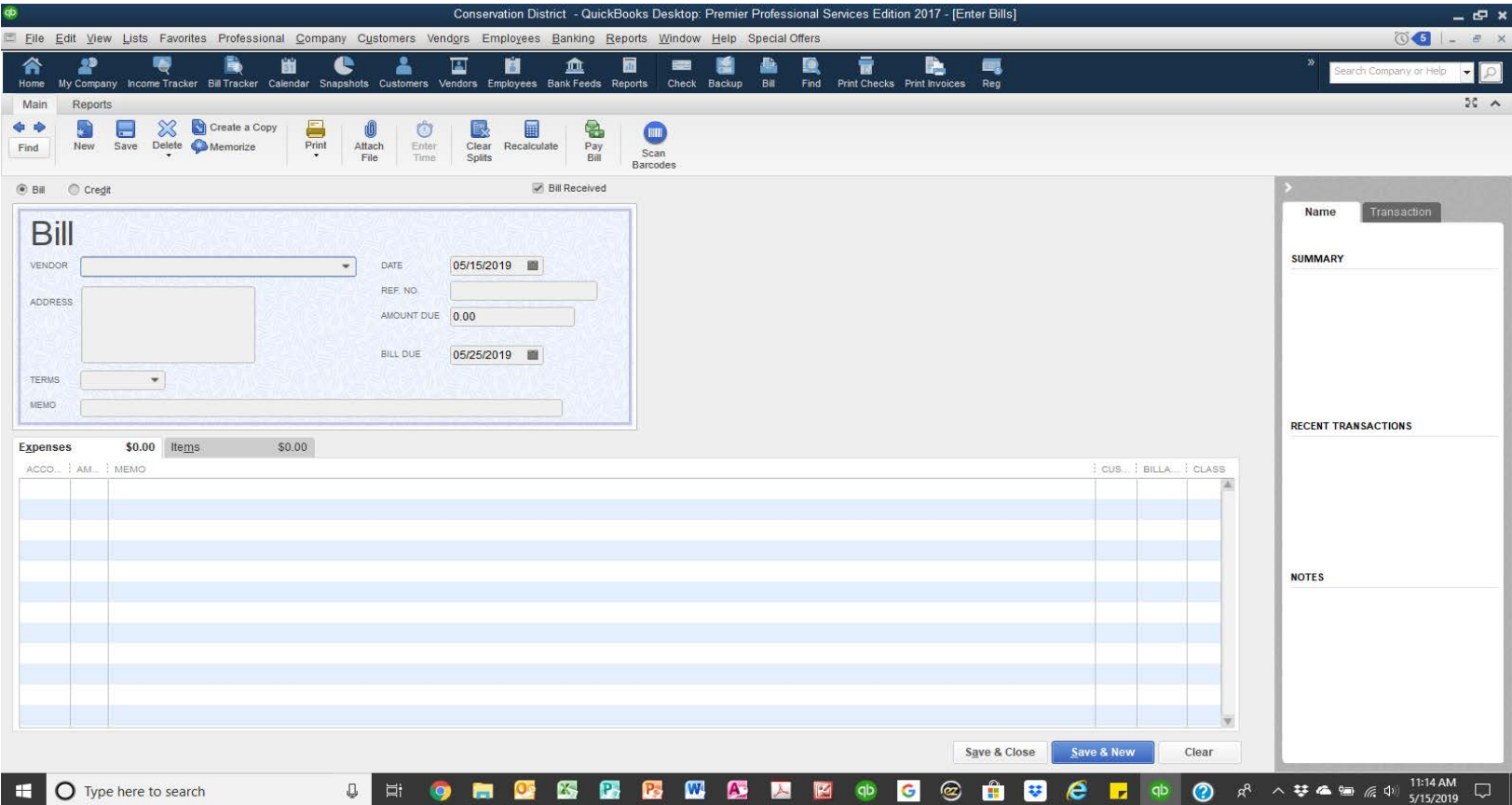
How to use Bill & Bill Payments

- First open up QuickBooks and click on the enter bills and expenses.



QuickBooks 101

You should see this screen.



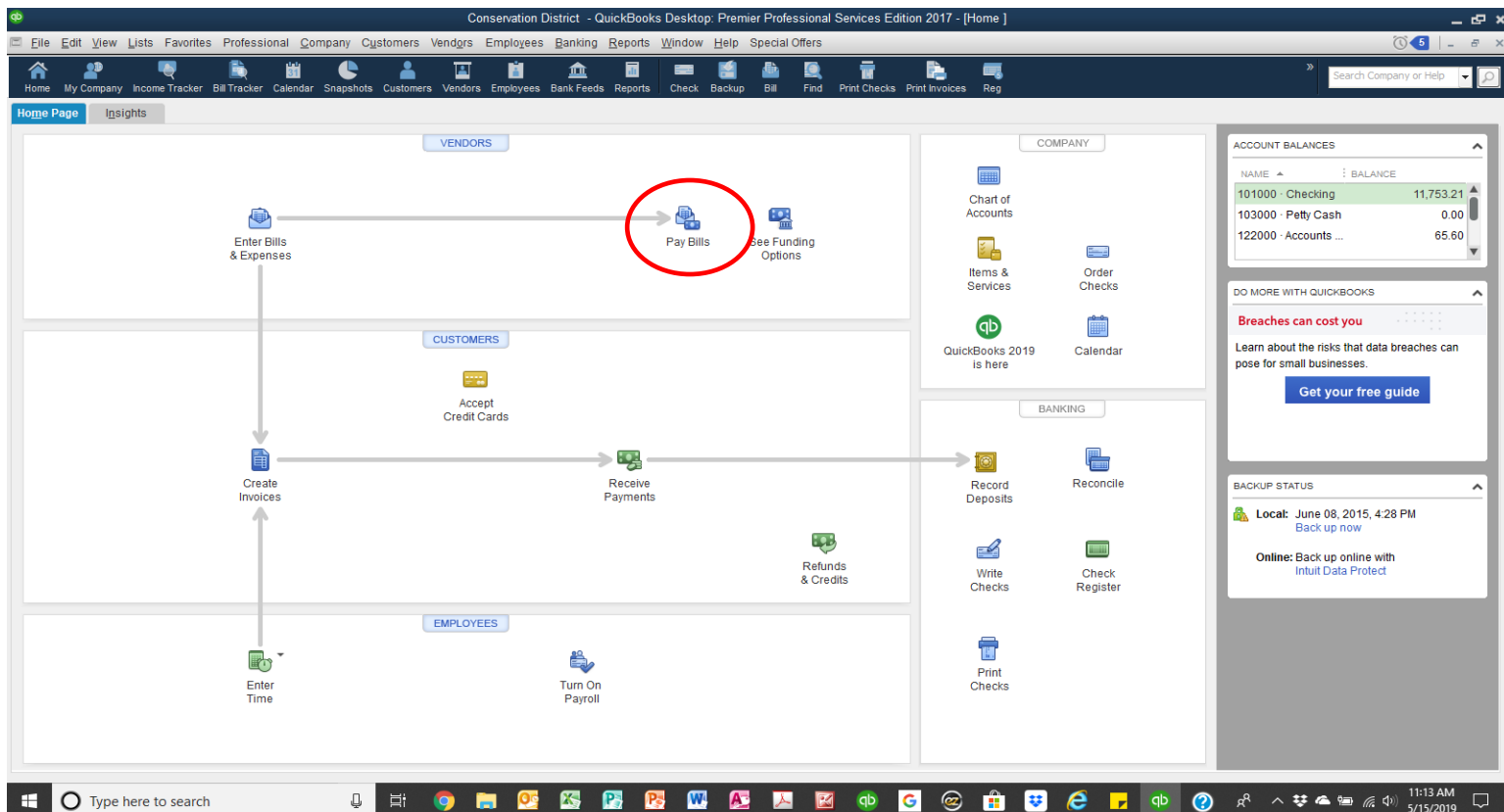
QuickBooks 101

Now enter your information in then click save and close or if you have more bills save and new.

Now enter your information in then click save and close or if you have more bills save and new.

Now click on Pay bills

- Click on Pay bills icon



Now to pay the bill

- Click on the box next to the box or boxes of the bills you want to pay then click pay selected bills.

Conservation District - QuickBooks Desktop: Premier Professional Services Edition 2017 - [Pay Bills]

File Edit View Lists Favorites Professional Company Customers Vendors Employees Banking Reports Window Help Special Offers

Home My Company Income Tracker Bill Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Reports Check Backup Bill Find Print Checks Print Invoices Reg

Search Company or Help

SELECT BILLS TO BE PAID

Show bills: ☐ Due on or before 05/25/2019 ☒ Show all bills

Filter By: [Dropdown] Sort By: Due Date

<input type="checkbox"/>	DATE DUE	VENDOR	REF. NO.	DISC. DATE	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY
<input checked="" type="checkbox"/>	02/10/2018	State Nursery			12.50	0.00	0.00	0.00
<input type="checkbox"/>	05/25/2019	State Nursery			275.00	0.00	0.00	0.00
Totals					287.50	0.00	0.00	0.00

Select All Bills

DISCOUNT & CREDIT INFORMATION FOR HIGHLIGHTED BILL

Vendor: [Dropdown] Terms: [Dropdown] Number of Credits: 0

Bill Ref. No.: [Dropdown] Sugg. Discount: 0.00 Total Credits Available: 0.00

Go to Bill Set Discount Set Credits

PAYMENT

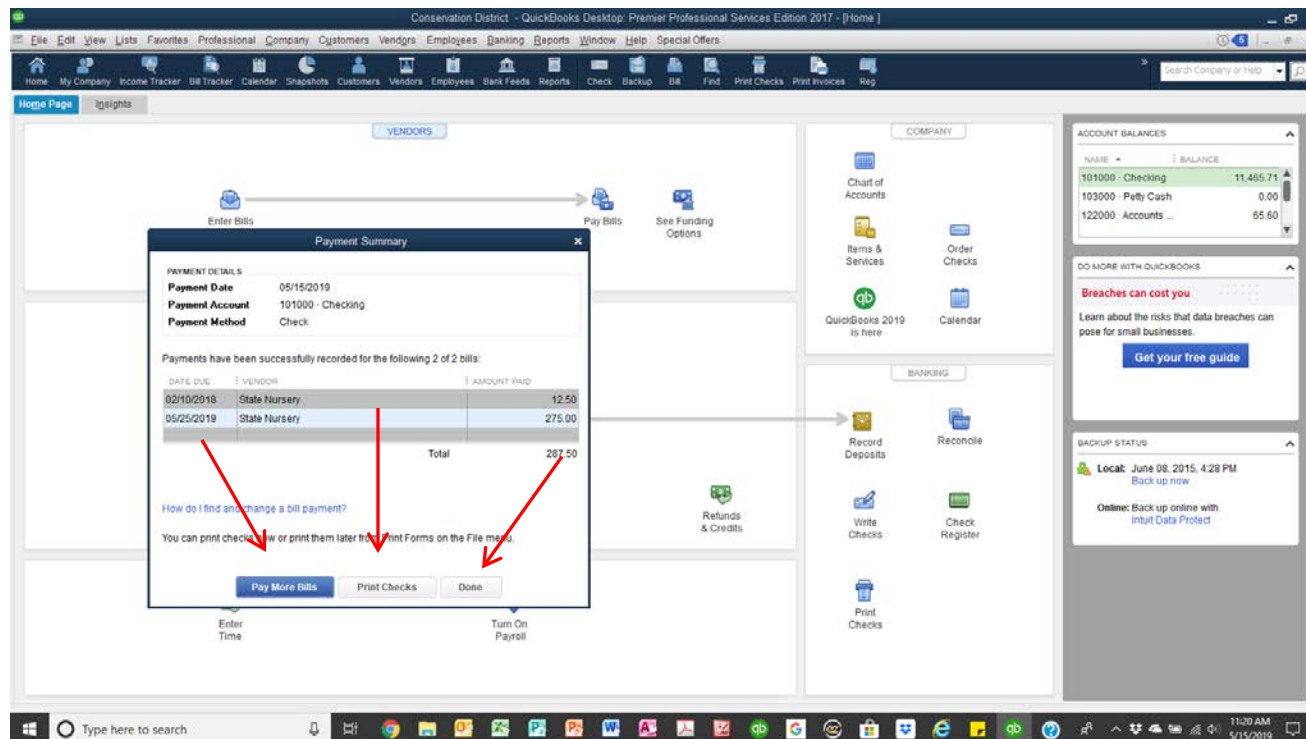
Date: 05/15/2019 Method: Check ☒ To be printed ☐ Assign check number Account: 101000 - Checking

Ending Balance: 11,753.21

Pay Selected Bills Cancel

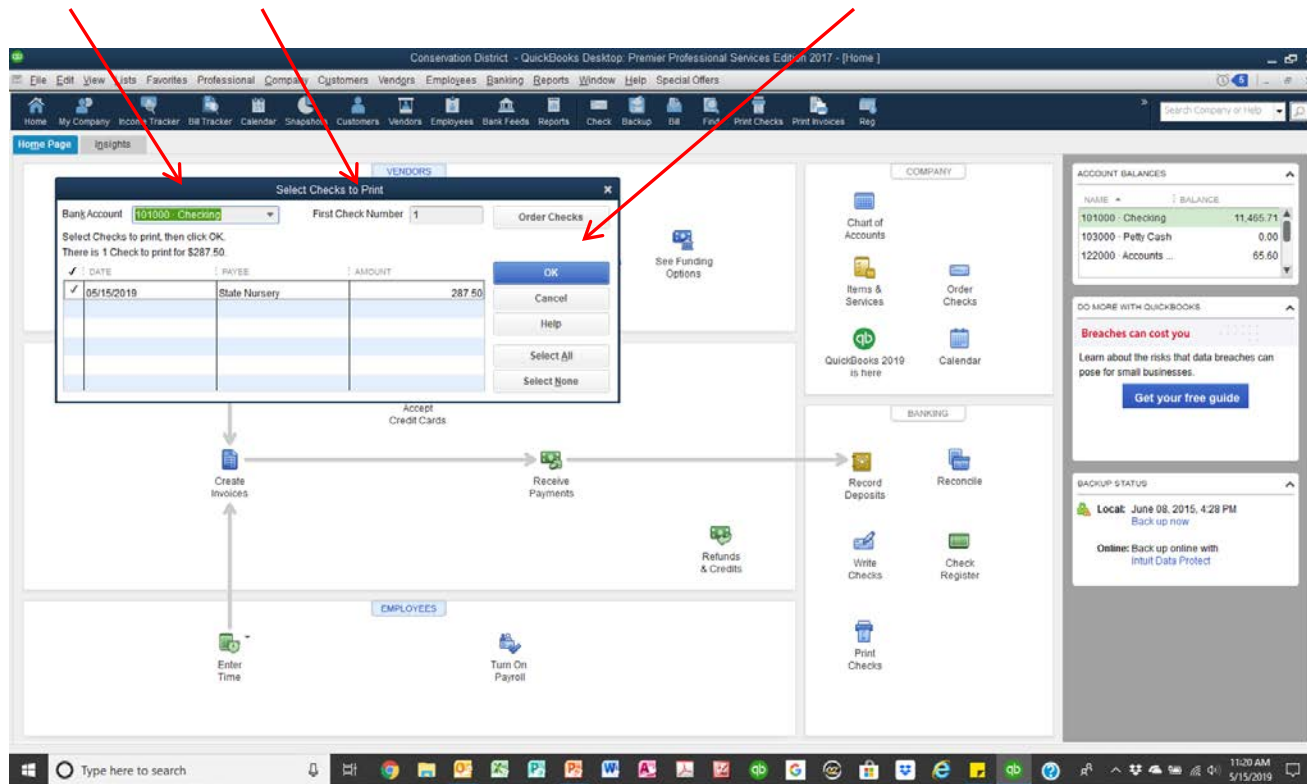
QuickBooks 101

You should get this message box and after making sure the checks are all there click pay more bills if one is missed or click print checks to print. If you hand write your checks click done and write the checks.



QuickBooks 101

When printing the checks in the system, make sure that the account and the starting check number are right then click ok.



QuickBooks 101

Now your check register will have the checks listed

Conservation District - QuickBooks Desktop: Premier Professional Services Edition 2017 - [101000 - Checking]

File Edit View Lists Favorites Professional Company Customers Vendors Employees Banking Reports Window Help Special Offers

Home My Company Income Tracker Bill Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Reports Check Backup Bill Find Print Checks Print Invoices Reg

Go to... Print... Edit Transaction QuickReport Setup Bank Feeds

DATE	NUMBER	PAYEE	MEMO	PAYMENT	DEPOSIT	BALANCE
	TYPE	ACCOUNT				
01/15/2018	001	Jane Doe		1,106.52		14,593.54
	CHK	-split-	Pay period 1/1/2018 - 1/15/2018			
01/31/2018					500.00	15,093.54
	DEP	334000 - State Grant Income	Deposit - Grant Reimbursement			
01/31/2018	EFT	US Treasury		333.54		14,760.00
	CHK	201200 - Payroll Liabilities	January 2018			
01/31/2018	EFT	Montana Dept of Revenue		32.00		14,728.00
	CHK	201200 - Payroll Liabilities	January 2018			
01/31/2018	002	State Nursery		37.50		14,690.50
	BILLPMT	2021000 - Accounts Payable				
01/31/2018	003	Jane Doe		874.71		13,815.79
	CHK	-split-	Pay Period 1/16/18-1/31/18			
02/16/2018	004	Jane Doe		874.71		12,941.08
	CHK	-split-	Pay period 2/1/18-2/15/18			
03/01/2018	005	Jane Doe		874.71		12,066.37
	CHK	-split-	Pay Period 2/16/18 - 2/28/18			
03/05/2018	EFT	US Treasury		293.16		11,773.21
	CHK	201200 - Payroll Liabilities				
03/05/2018	EFT	Montana Dept of Revenue		20.00		11,753.21
	CHK	201200 - Payroll Liabilities	February 2018 Withholding Deposit			
05/15/2019	To Print	State Nursery		287.50		11,465.71
	BILLPMT	2021000 - Accounts Payable				
12/2019	Number	Payee	Memo	Payment	Deposit	
		Account				

Split

1-Line

Sort by Date, Type, Number/Ref

ENDING BALANCE **11,465.71**

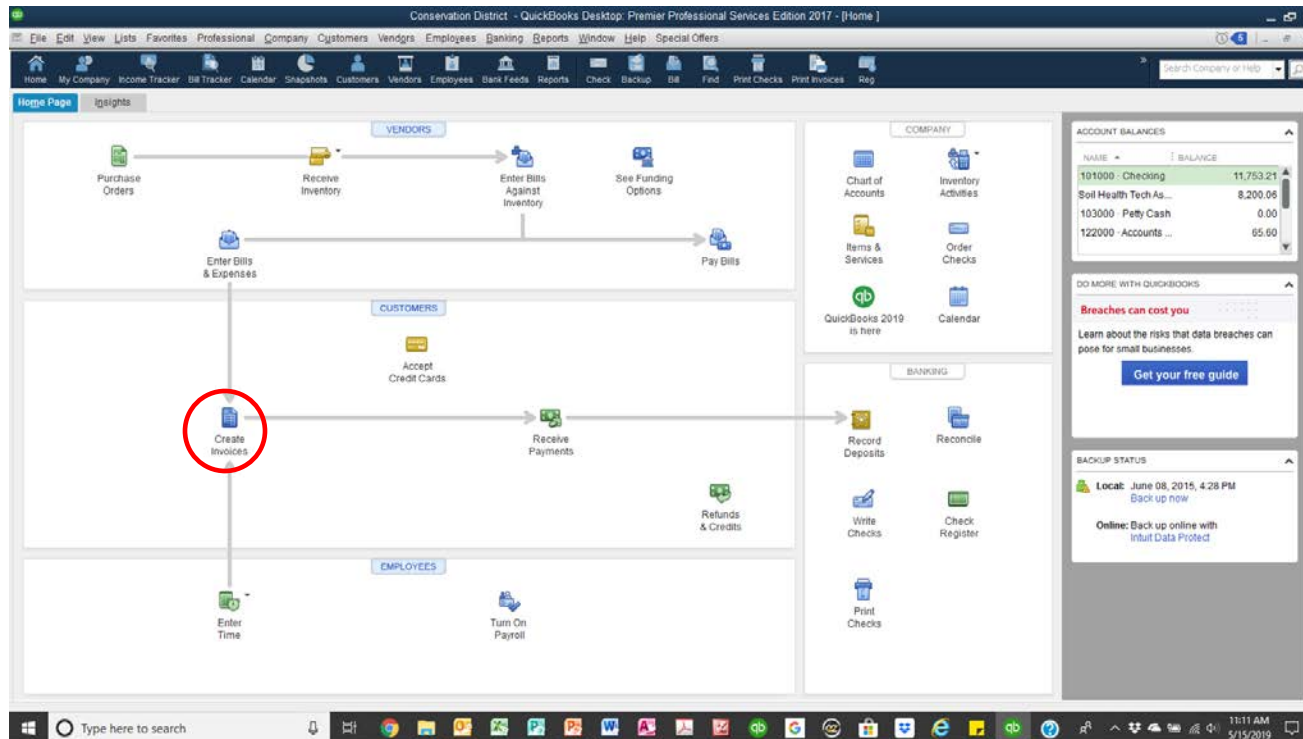
Record Restore

Type here to search

11:41 AM 5/15/2019

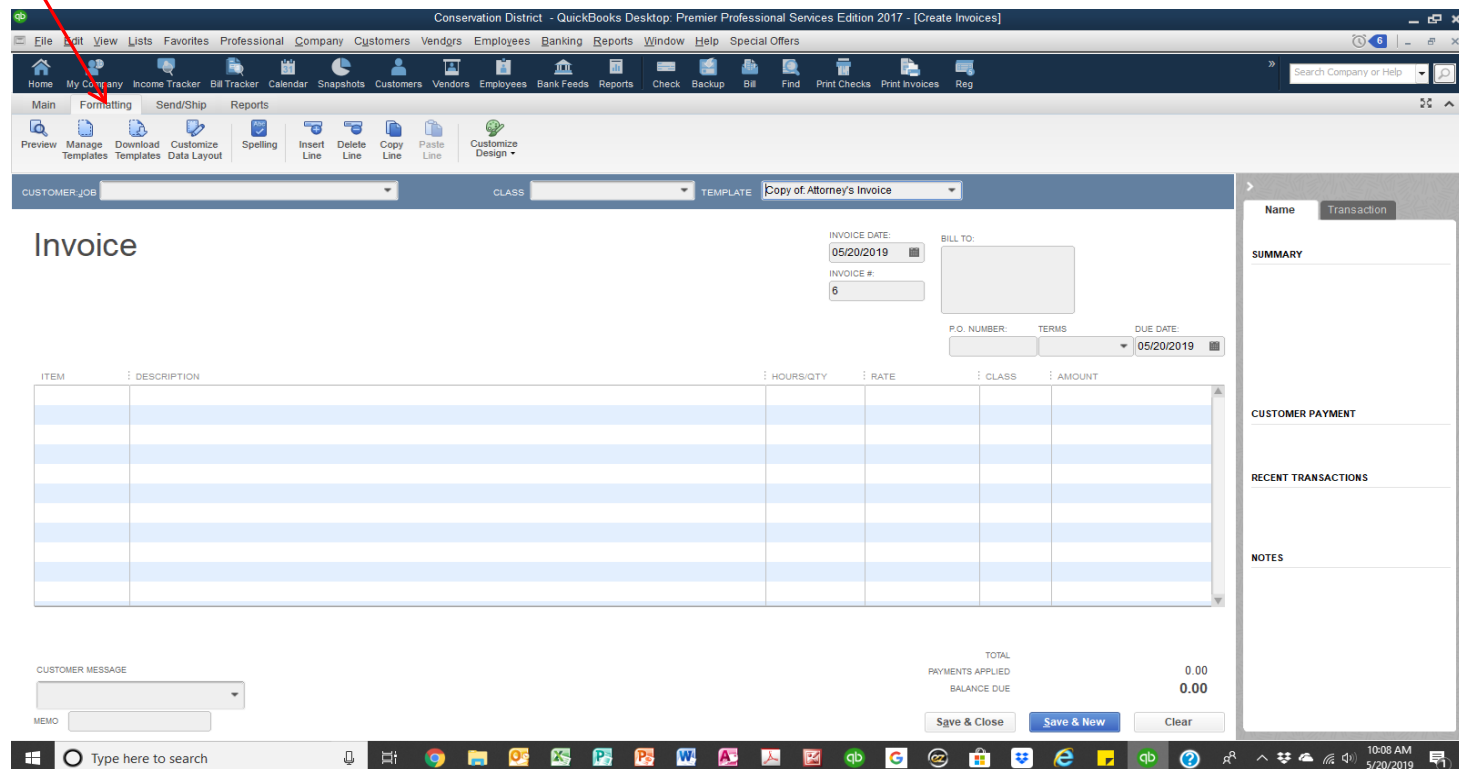
Creating an invoice template in QuickBooks

Click on the create invoice icon



Creating an invoice template in QuickBooks

- Click on the formatting tab at the top of the invoice.



Conservation District - QuickBooks Desktop: Premier Professional Services Edition 2017 - [Create Invoices]

File Edit View Lists Favorites Professional Company Customers Vendors Employees Banking Reports Window Help Special Offers

Home My Company Income Tracker Bill Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Reports Check Backup Bill Find Print Checks Print Invoices Reg

Main **Formatting** Send/Ship Reports

Preview Manage Templates Download Templates Customize Data Layout Spelling Insert Line Delete Line Copy Line Paste Line Customize Design

CUSTOMER_JOB CLASS TEMPLATE Copy of Attorney's Invoice

Invoice

INVOICE DATE: 05/20/2019 INVOICE #: 6

BILL TO:

P.O. NUMBER: TERMS DUE DATE: 05/20/2019

ITEM	DESCRIPTION	HOURS/QT	RATE	CLASS	AMOUNT

CUSTOMER MESSAGE

MEMO

TOTAL PAYMENTS APPLIED 0.00
BALANCE DUE 0.00

Save & Close Save & New Clear

Summary

CUSTOMER PAYMENT

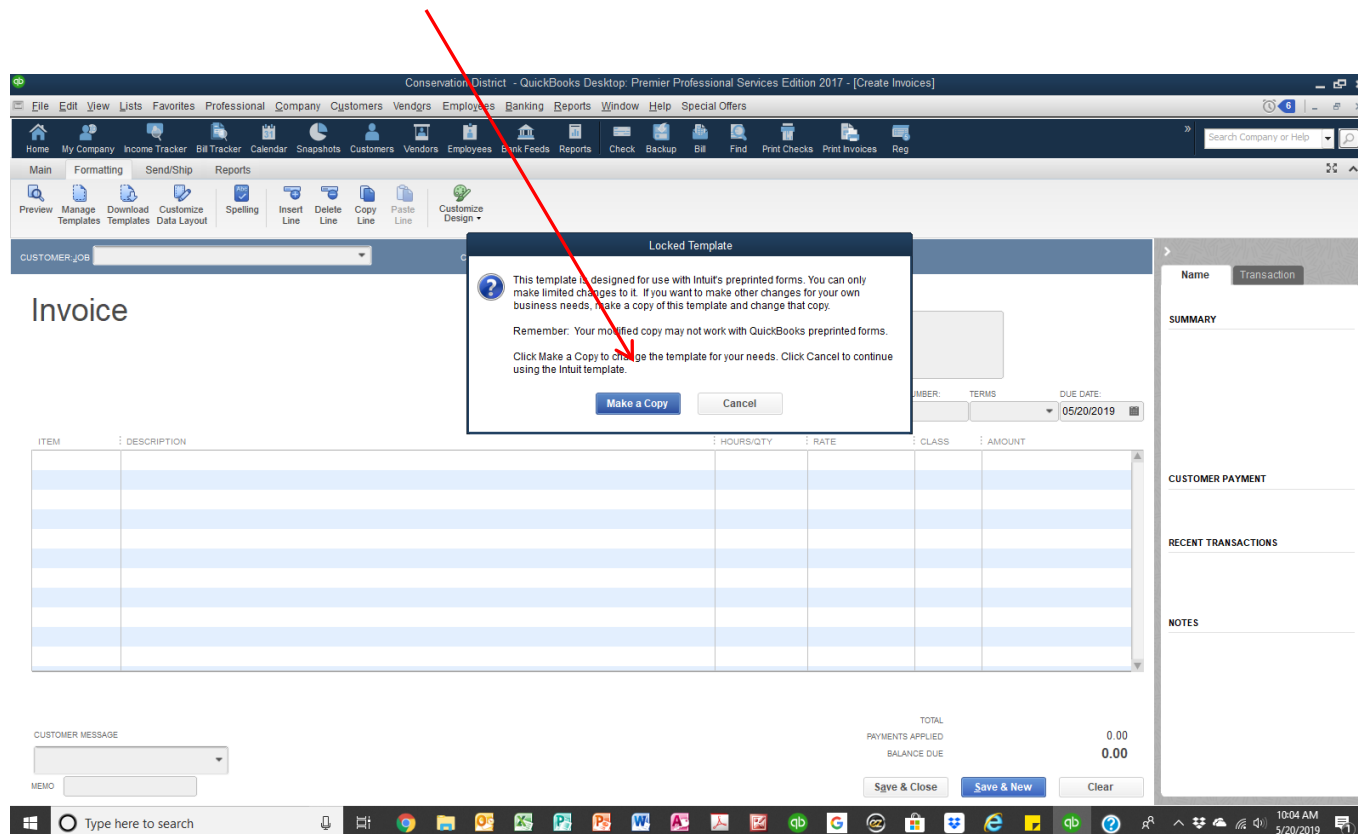
RECENT TRANSACTIONS

NOTES

10:08 AM 5/20/2019

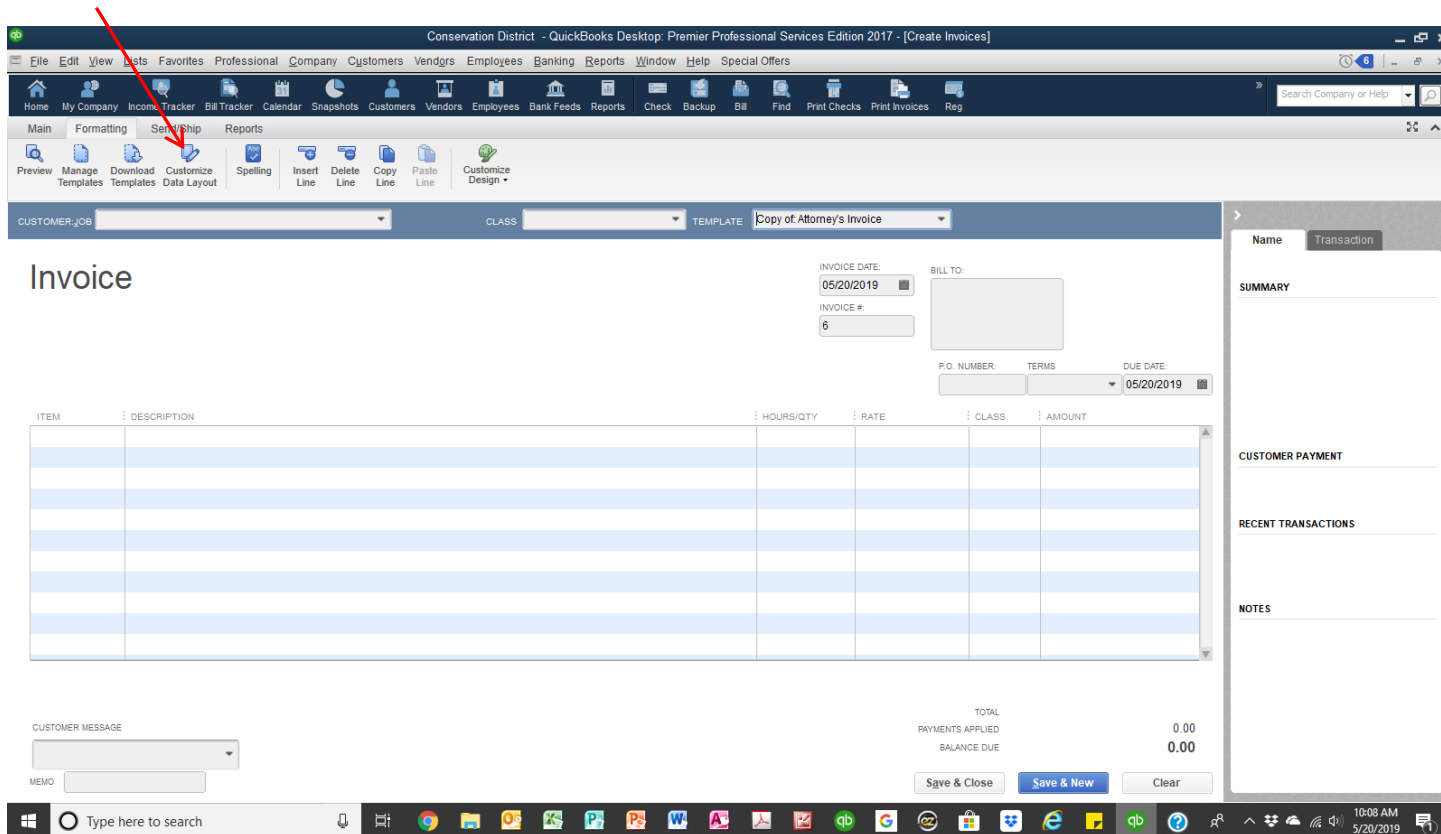
Creating an invoice template in QuickBooks

- Click on make a copy as this allows you to create what you want on the template.



Creating an invoice template in QuickBooks

- Now click on the customize data layout



The screenshot shows the QuickBooks Desktop interface for creating an invoice. The title bar indicates 'Conservation District - QuickBooks Desktop: Premier Professional Services Edition 2017 - [Create Invoices]'. The menu bar includes File, Edit, View, Lists, Favorites, Professional, Company, Customers, Vendors, Employees, Banking, Reports, Window, Help, and Special Offers. The toolbar contains icons for Home, My Company, Income Tracker, Bill Tracker, Calendar, Snapshots, Customers, Vendors, Employees, Bank Feeds, Reports, Check, Backup, Bill, Find, Print Checks, Print Invoices, and Reg. The 'Sendship' menu is open, showing options: Preview, Manage Templates, Download Templates, Customize Data Layout (highlighted with a red arrow), Spelling, Insert Line, Delete Line, Copy Line, Paste Line, and Customize Design. The main window displays an 'Invoice' form for 'Copy of Attorney's Invoice'. The form includes fields for INVOICE DATE (05/20/2019), INVOICE # (6), BILL TO, P.O. NUMBER, TERMS, and DUE DATE (05/20/2019). A table with columns ITEM, DESCRIPTION, HOURS/QTY, RATE, CLASS, and AMOUNT is present. The bottom right shows a summary with TOTAL, PAYMENTS APPLIED, and BALANCE DUE (0.00). The bottom left has fields for CUSTOMER MESSAGE and MEMO. The bottom status bar shows the Windows taskbar with the search bar and various application icons.

Conservation District - QuickBooks Desktop: Premier Professional Services Edition 2017 - [Create Invoices]

File Edit View Lists Favorites Professional Company Customers Vendors Employees Banking Reports Window Help Special Offers

Home My Company Income Tracker Bill Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Reports Check Backup Bill Find Print Checks Print Invoices Reg

Main Formatting Sendship Reports

Preview Manage Templates Download Templates Customize Data Layout Spelling Insert Line Delete Line Copy Line Paste Line Customize Design

CUSTOMER JOB CLASS TEMPLATE Copy of Attorney's Invoice

Invoice

INVOICE DATE: 05/20/2019
INVOICE #: 6
BILL TO:
P.O. NUMBER: TERMS: DUE DATE: 05/20/2019

ITEM	DESCRIPTION	HOURS/QTY	RATE	CLASS	AMOUNT

CUSTOMER MESSAGE
MEMO

TOTAL
PAYMENTS APPLIED 0.00
BALANCE DUE 0.00

Save & Close Save & New Clear

Name Transaction

SUMMARY

CUSTOMER PAYMENT

RECENT TRANSACTIONS

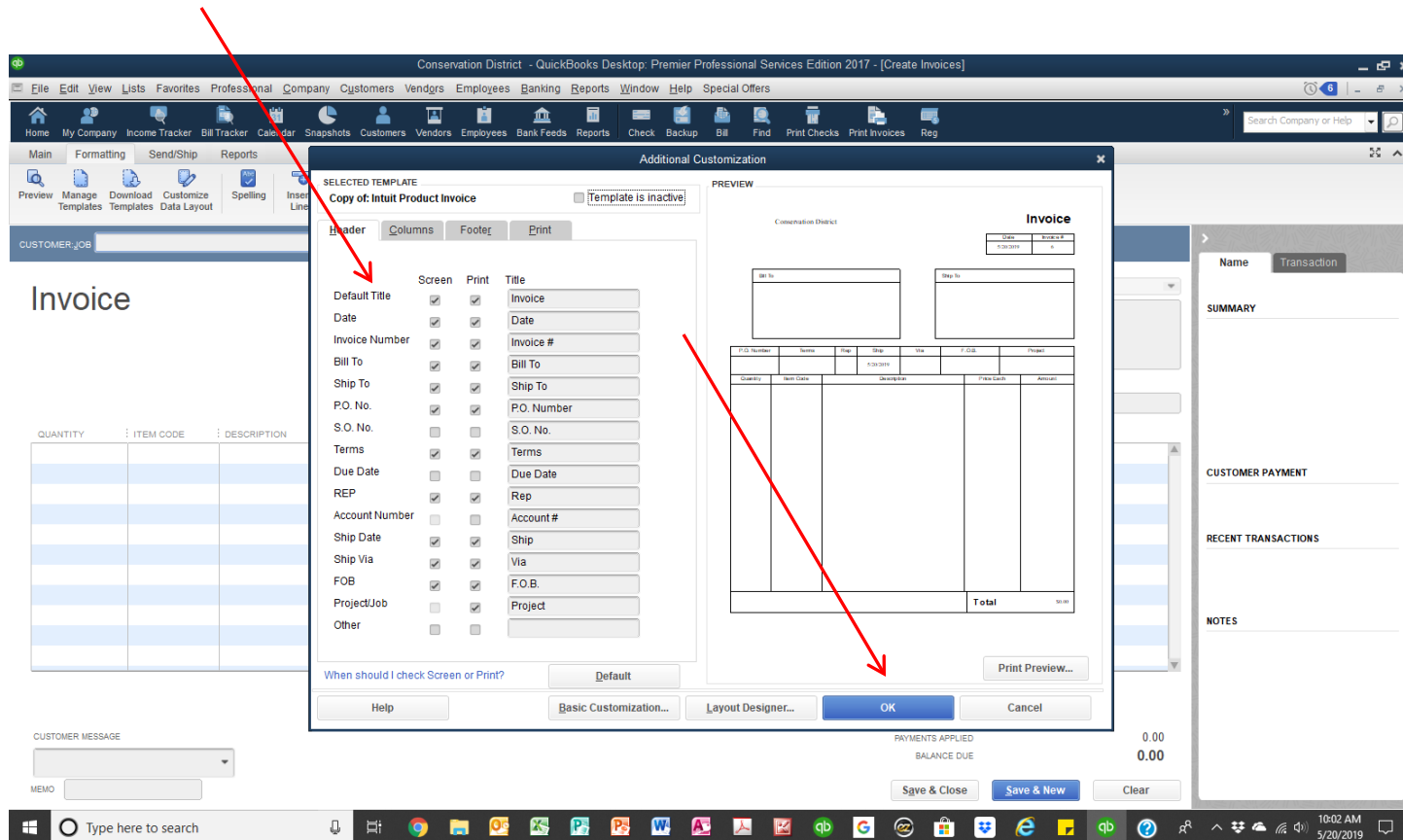
NOTES

Type here to search

10:08 AM 5/20/2019

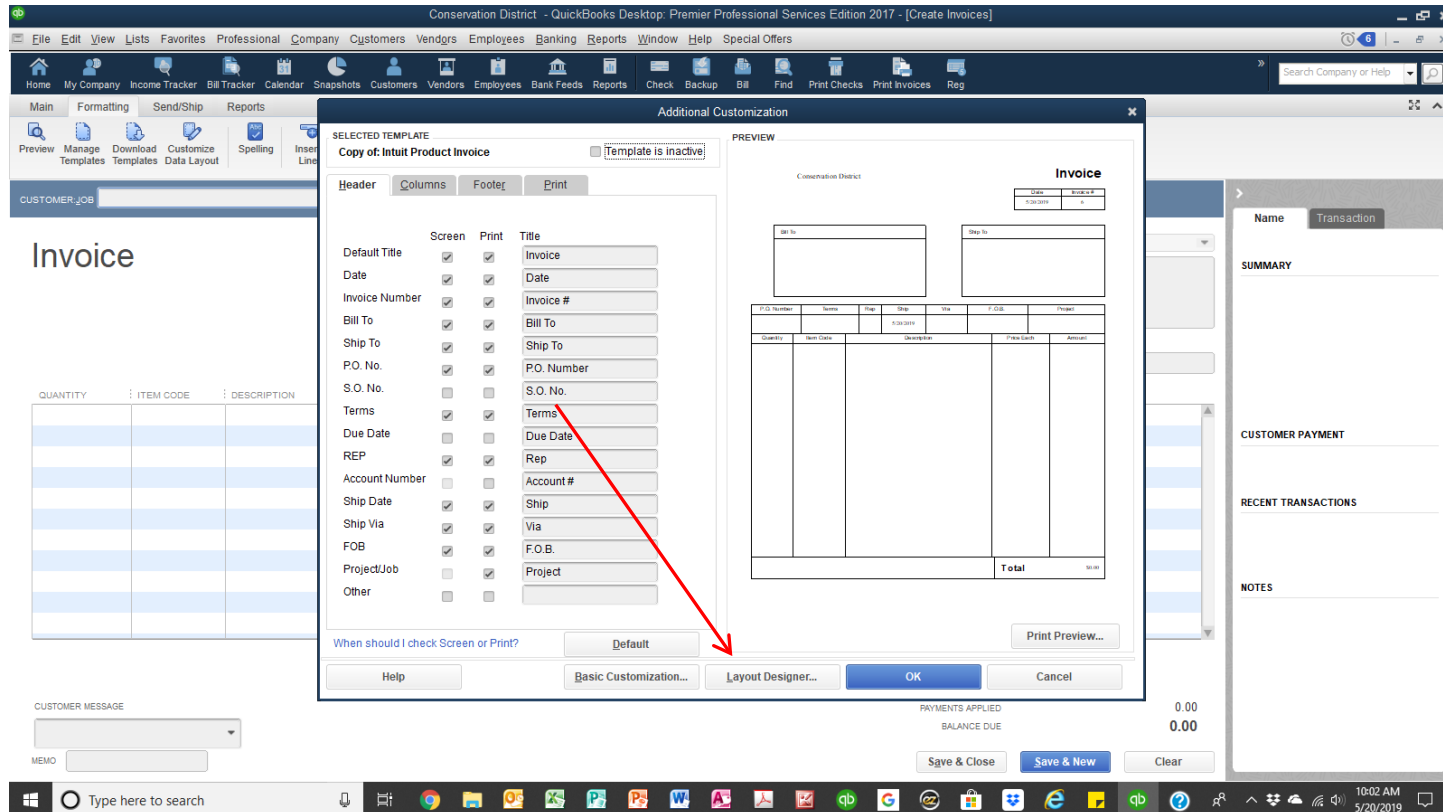
Creating an invoice template in QuickBooks

- Now check the items you want to show on the screen when entering your information and what you want to be on the printed invoice.



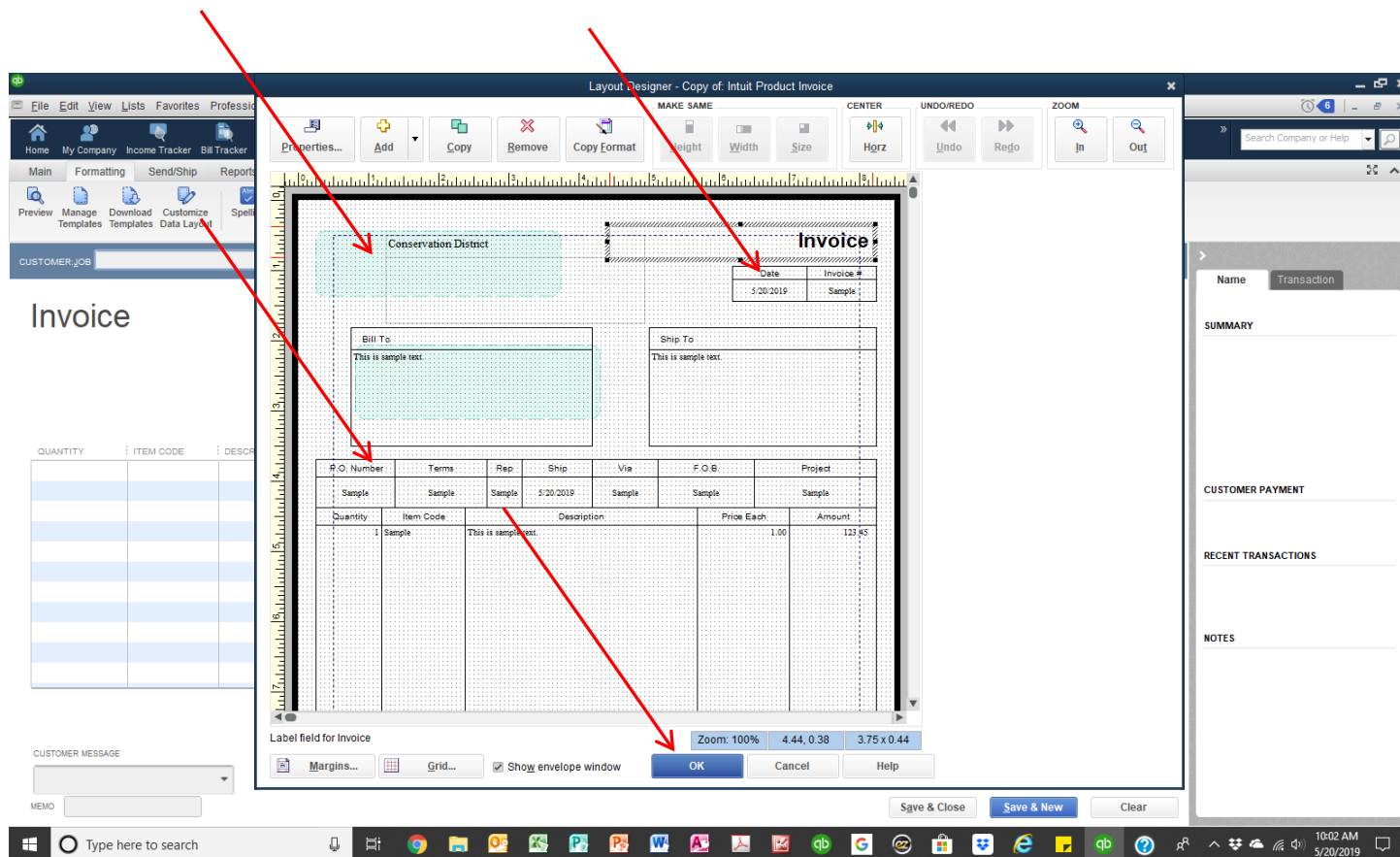
Creating an invoice template in QuickBooks

- Now click on layout designer



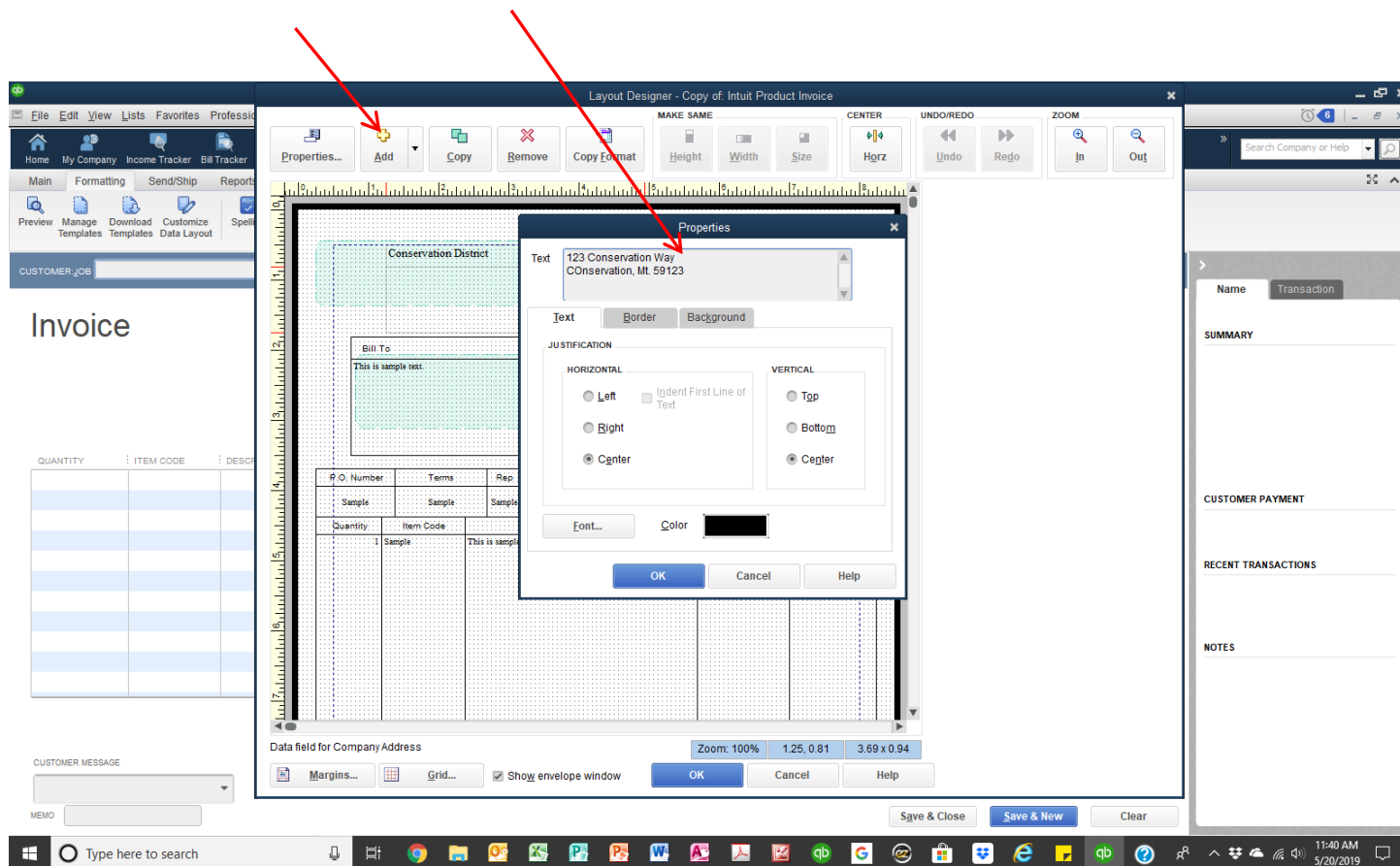
Creating an invoice template in QuickBooks

- Change the template to show what areas you want on it and here you can add your logo and address to the template. Once done click ok.



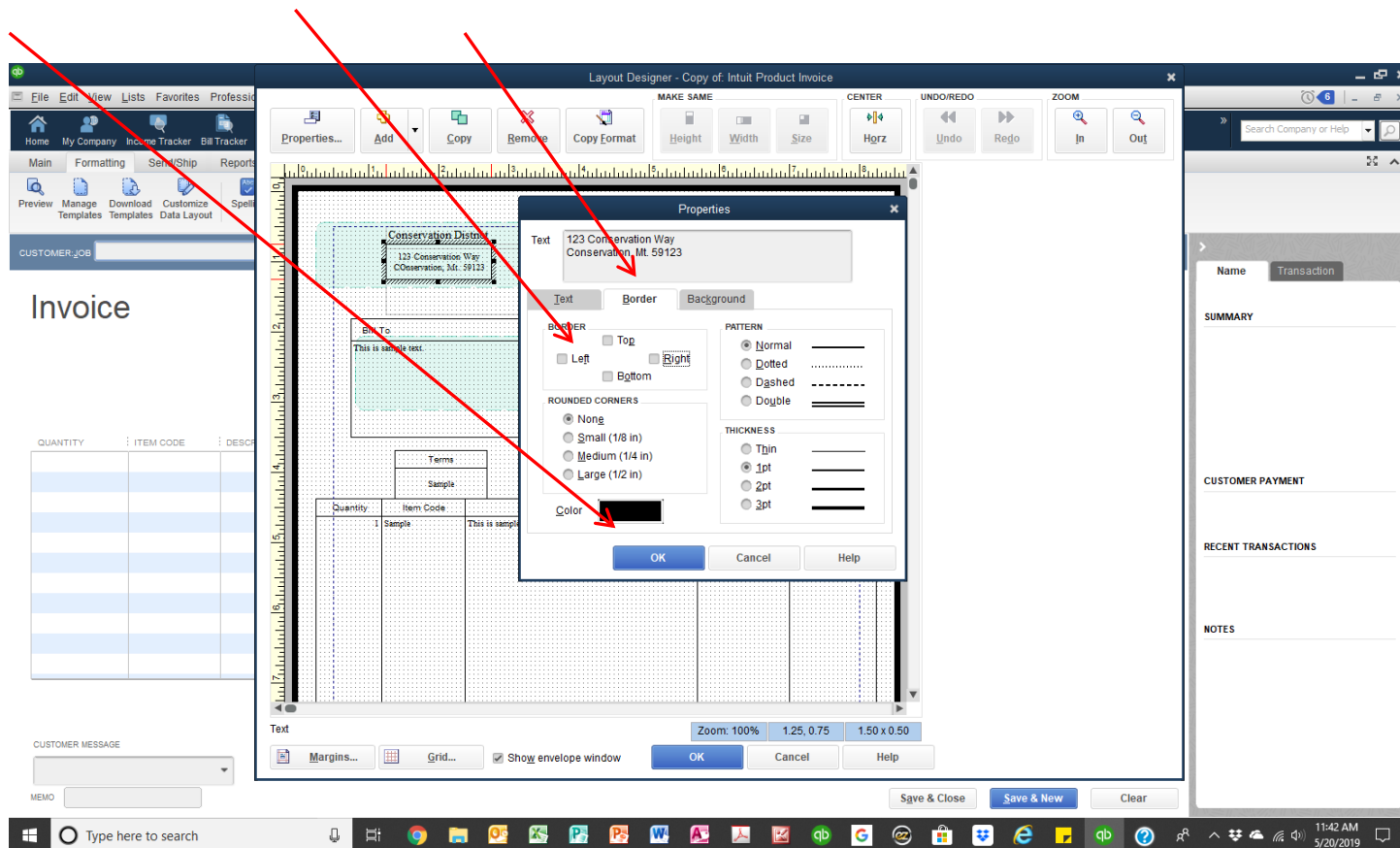
Creating an invoice template in QuickBooks

- To add a text box click on add then highlight text box the message screen will come up then type what you want into the box and click ok.



Creating an invoice template in QuickBooks

- If you don't want the box to have a border click on the border tab and click off the check marks at the top. Then click ok.



Creating an invoice template in QuickBooks

- Here is an example.



Conservation District

123 Conservation Way
Conservation, Mt 59123

Invoice

Date	Invoice #
5/20/2019	6

Bill To

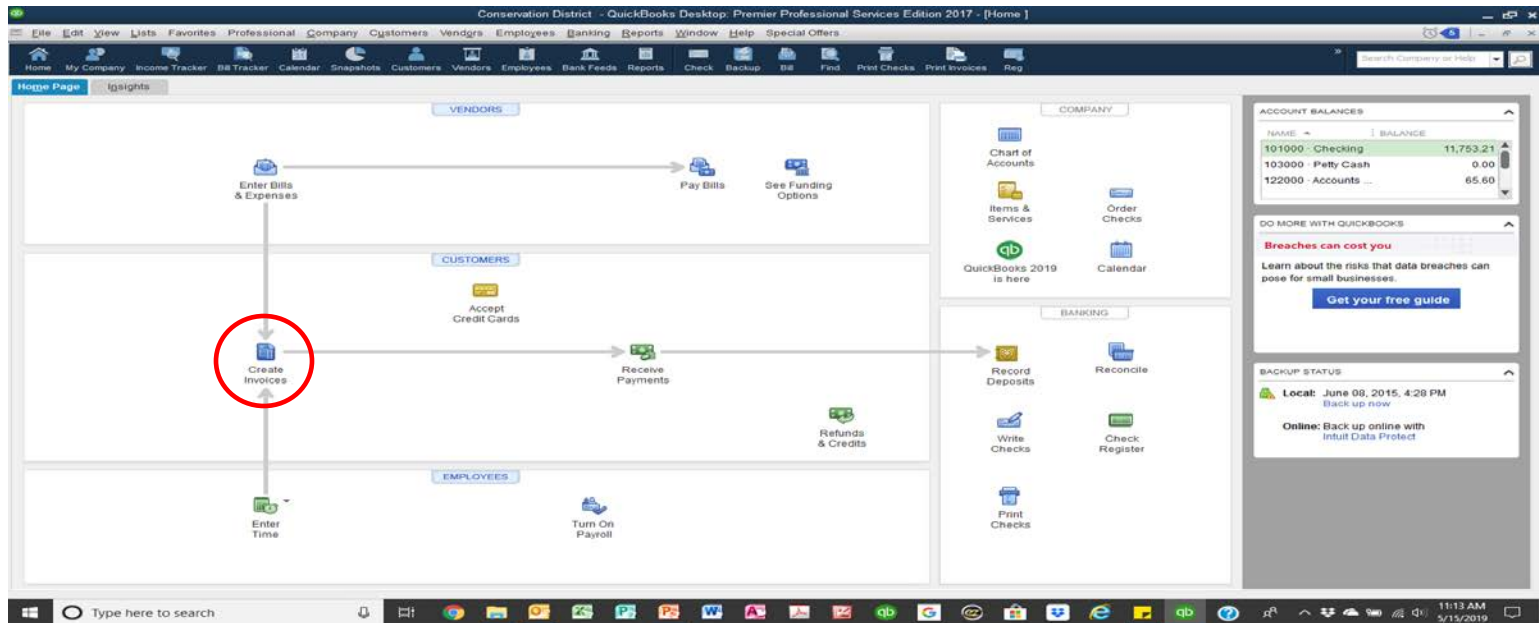
Ship To

Terms

Quantity	Item Code	Description	Price Each	Amount
			Total	\$0.00

Using the invoicing and payments

- Starting from the home screen click on create invoice



Using the invoicing and payments

- Enter in your information and once complete click save and close or save and new if you have more invoices to make.

The screenshot displays the 'Create Invoices' interface in QuickBooks Desktop. The window title is 'Conservation District - QuickBooks Desktop: Premier Professional Services Edition 2017 - [Create Invoices]'. The top menu bar includes File, Edit, View, Lists, Favorites, Professional, Company, Customers, Vendors, Employees, Banking, Reports, Window, Help, and Special Offers. Below the menu is a toolbar with icons for Home, My Company, Income Tracker, Bill Tracker, Calendar, Snapshots, Customers, Vendors, Employees, Bank Feeds, Reports, Check, Backup, Bill, Find, Print Checks, Print Invoices, and Reg.

The main area contains several sections:

- Customer Information:** Includes dropdowns for CUSTOMER/JOB, CLASS, and TEMPLATE. The template is set to 'Inuit Product Invoice'.
- Invoice Details:** Includes fields for DATE (05/15/2019), INVOICE # (5), BILL TO, SHIP TO, P.O. NUMBER, TERMS, REP, SHIP, VIA, F.O.B., and a large table for items with columns for QUANTITY, ITEM CODE, DESCRIPTION, PRICE/EACH, CLASS, and AMOUNT.
- Summary Section:** Located on the right side, it includes tabs for Name and Transaction, and sections for SUMMARY, CUSTOMER PAYMENT, RECENT TRANSACTIONS, and NOTES.
- Footer:** Includes a CUSTOMER MESSAGE field, a MEMO field, and buttons for Save & Close, Save & New, and Clear.

Red arrows indicate the following mappings:

- CUSTOMER/JOB
- CLASS
- DATE
- INVOICE #
- SHIP TO
- SAVE & NEW

Using the invoicing and payments

- Once your customer has sent you payment
Click on the receive payments

The screenshot displays the QuickBooks Desktop interface for 'Conservation District - QuickBooks Desktop: Premier Professional Services Edition 2017 - [Home]'. The main dashboard is divided into three primary sections: VENDORS, CUSTOMERS, and EMPLOYEES. A red arrow points to the 'Receive Payments' button in the CUSTOMERS section. The interface includes a top menu bar with options like File, Edit, View, Lists, Favorites, Professional, Company, Customers, Vendors, Employees, Banking, Reports, Window, Help, and Special Offers. The right sidebar contains several panels: ACCOUNT BALANCES (showing a list of accounts with balances), DO MORE WITH QUICKBOOKS (with a link to 'Get your free guide'), and BACKUP STATUS (showing local and online backup information). The bottom taskbar shows various application icons and the system clock indicating 11:11 AM on 5/15/2019.

Using the invoicing and payments

- Enter in the customers name, enter the payment amount, date, and check number on the top. The system will select the invoice or invoices it deems should be paid based on the amount entered so check to make sure that the correct boxes are checked. Now click save and close if you have no more payment or click save and new to add more payments into the system.

Conservation District - QuickBooks Desktop: Premier Professional Services Edition 2017 - [Receive Payments]

File Edit View Lists Favorites Professional Company Customers Vendors Employees Banking Reports Window Help Special Offers

Home My Company Income Tracker Bill Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Reports Check Backup Bill Find Print Checks Print Invoices Reg

Main Reports Payments

Find New Delete Print Email Attach File Look up Customer/Invoice Un-Apply Payment Discounts And Credits Record Bounced Check Process payment Add Credit Card Processing

Customer Payment

CUSTOMER BALANCE 78.10

RECEIVED FROM: John Doe

PAYMENT AMOUNT: 12.50

DATE: 05/15/2019

CHECK #: 123

CASH CHECK CREDIT DEBIT e-CHECK MORE

Where does this payment go?

DATE	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
01/31/2018	3	5.00	5.00	0.00
05/01/2018	4	60.60	60.60	0.00
05/15/2019	5	12.50	12.50	12.50
Totals		78.10	78.10	12.50

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE	12.50
APPLIED	12.50
DISCOUNT AND CREDITS	0.00

MEMO

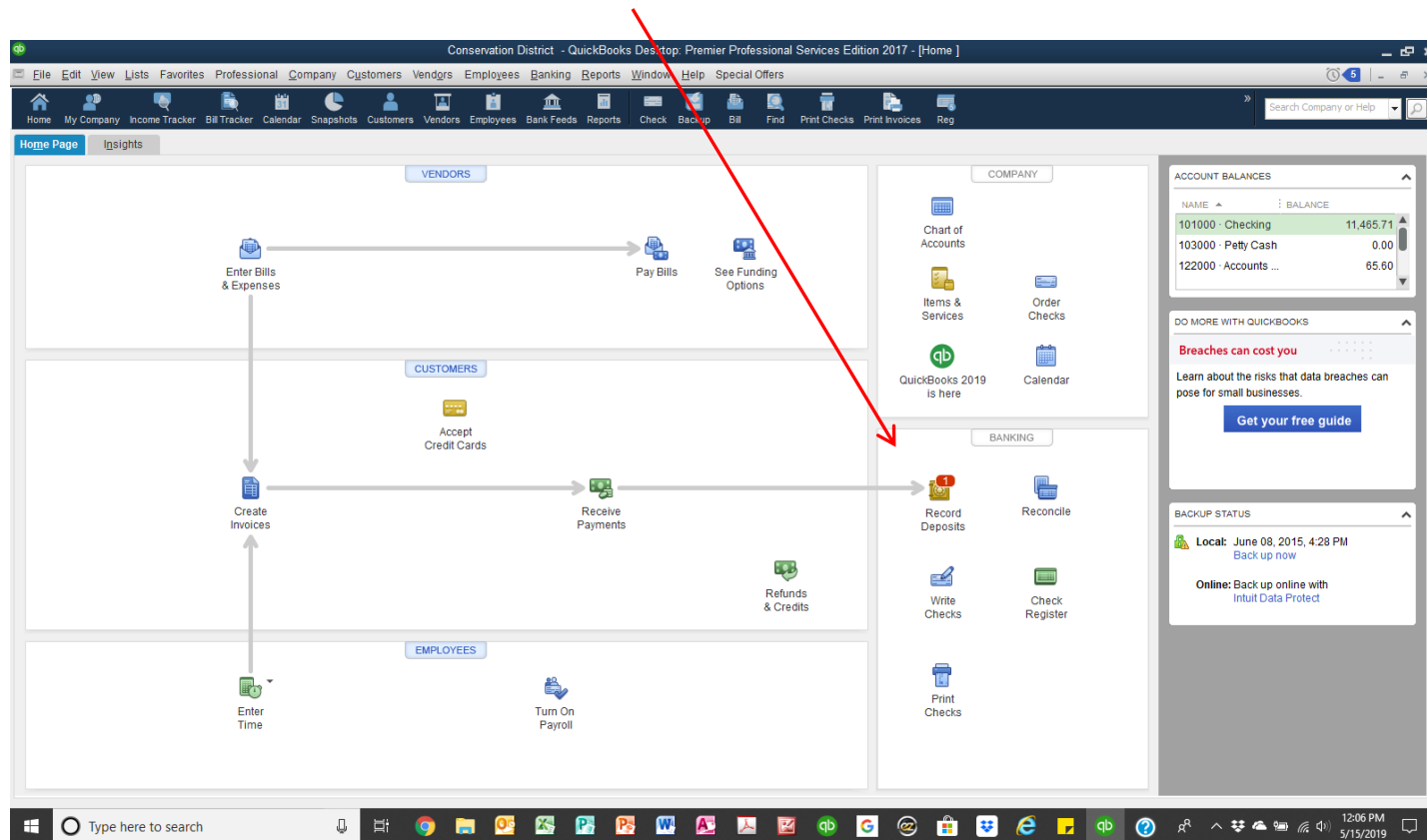
Save & Close Save & New Clear

Type here to search

12:06 PM 5/15/2019

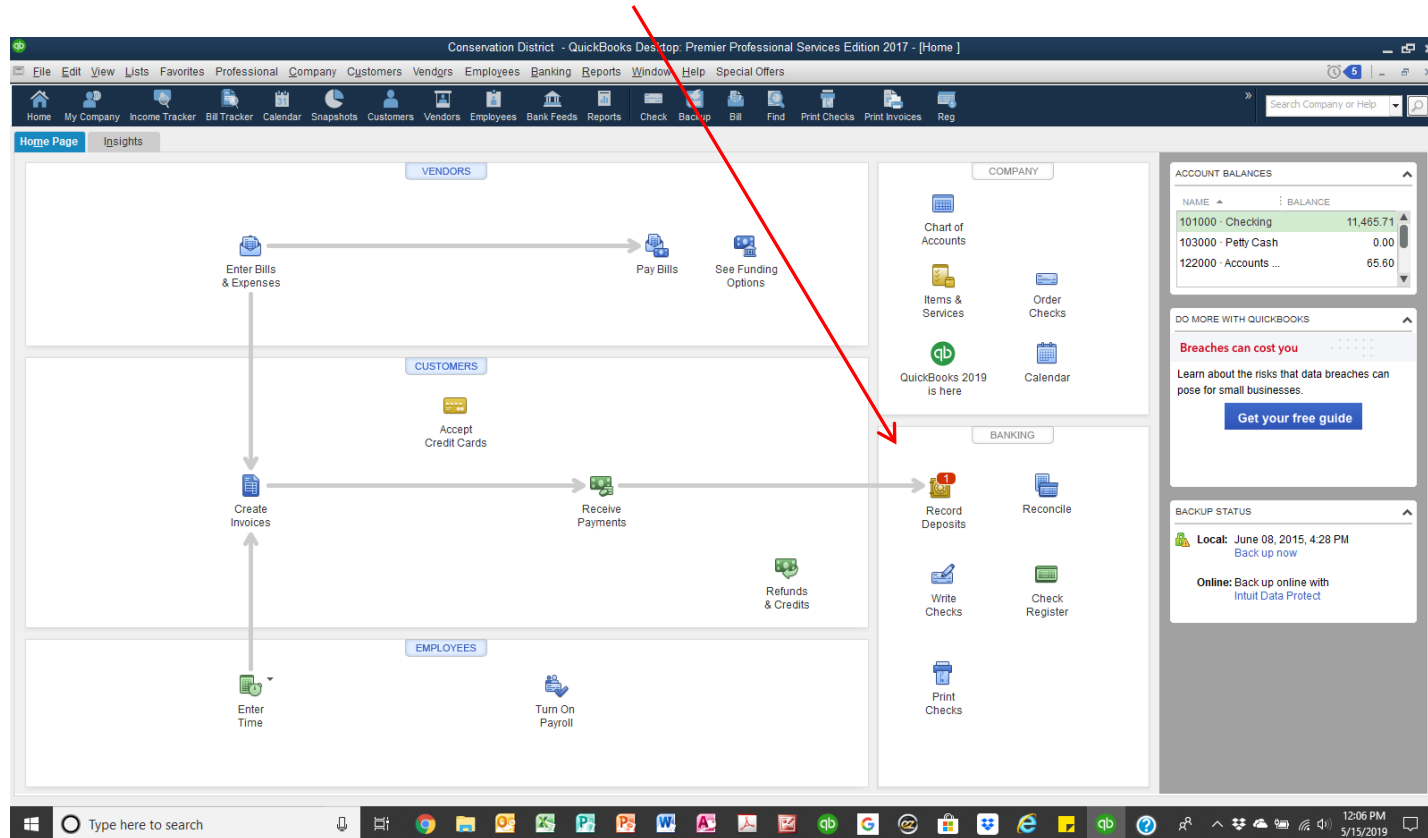
Using the invoicing and payments

- Now you will see a red box over the record deposits icon.



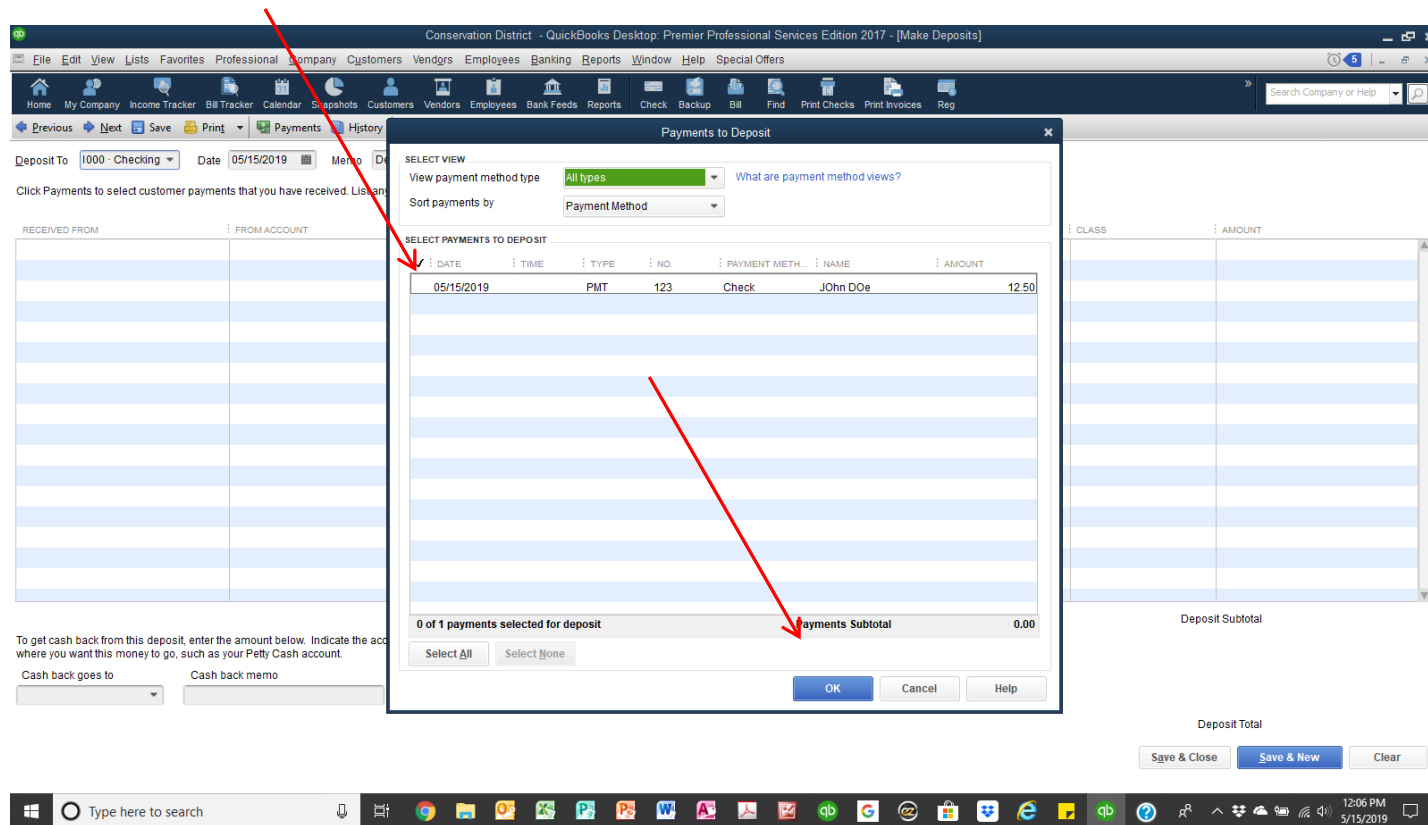
Using the invoicing and payments

- Now click on the record deposits icon to make your deposit



Using the invoicing and payments

- A message box pop up with all of the payments that you entered. Click on the ones that you want deposited in that particular deposit then click ok



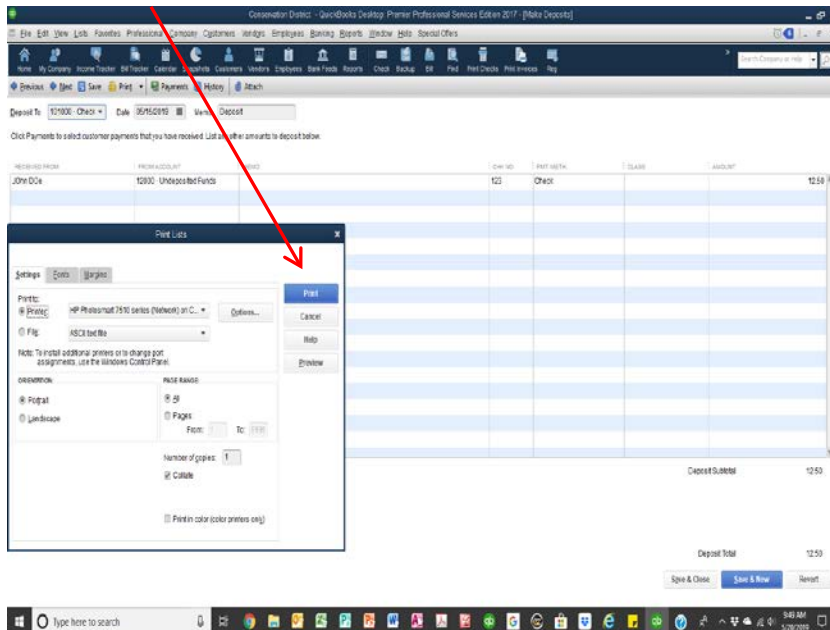
Using the invoicing and payments

- The system will enter the information into the deposit screen. Enter a memo and make sure the class is entered. Then click print and highlight print summary.

[illegible]

Using the invoicing and payments

- Print summary for your records.



Deposit Summary					5/20/2019 9:49 AM
Conservation District					
Summary of Deposits to 101000 - Checkdate on 05/15/2019					
Chk No	Pay Method	Ref From	Memo	Amount	
179	Check	101000		12.50	
Less Cash Back					
Deposit Total:				12.50	

Using the invoicing and payments

- Now you can click save and close or save and new if you have more deposits to make.

[illegible]

Using the invoicing and payments

- The system will record the deposit in your register for you.

Conservation District - QuickBooks Desktop: Premier Professional Services Edition 2017 - [101000 - Checking]

File Edit View Lists Favorites Professional Company Customers Vendors Employees Banking Reports Window Help Special Offers

Home My Company Income Tracker Bill Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Reports Check Backup Bill Find Print Checks Print Invoices Reg

Go to... Print... Edit Transaction QuickReport Setup Bank Feeds

DATE	NUMBER	ACCOUNT	PAYEE	MEMO	PAYMENT	DEPOSIT	BALANCE
01/31/2018						500.00	15,093.54
	DEP	334000 - State Grant Income		Deposit - Grant Reimbursement			
01/31/2018	EFT	US Treasury			333.54		14,760.00
	CHK	201200 - Payroll Liabilities		January 2018			
01/31/2018	EFT	Montana Dept of Revenue			32.00		14,728.00
	CHK	201200 - Payroll Liabilities		January 2018			
01/31/2018	002	State Nursery			37.50		14,690.50
	BILLPMT	2021000 - Accounts Payable					
01/31/2018	003	Jane Doe			874.71		13,815.79
	CHK	-split-		Pay Period 1/16/18-1/31/18			
02/16/2018	004	Jane Doe			874.71		12,941.08
	CHK	-split-		Pay period 2/1/18-2/15/18			
03/01/2018	005	Jane Doe			874.71		12,066.37
	CHK	-split-		Pay Period 2/16/18 - 2/28/18			
03/05/2018	EFT	US Treasury			293.16		11,773.21
	CHK	201200 - Payroll Liabilities					
03/05/2018	EFT	Montana Dept of Revenue			20.00		11,753.21
	CHK	201200 - Payroll Liabilities		February 2018 Withholding Deposit			
05/15/2019						12.50	11,765.71
	DEP	12000 - Undeposited Funds		Deposit			
05/15/2019	To Print	State Nursery			287.50		11,478.21
	BILLPMT	2021000 - Accounts Payable					
202019	Number	Payee			Payment	Deposit	
	Account			Memo			

Spits

1-Line

Sort by Date, Type, Number/Ref

ENDING BALANCE 11,478.21

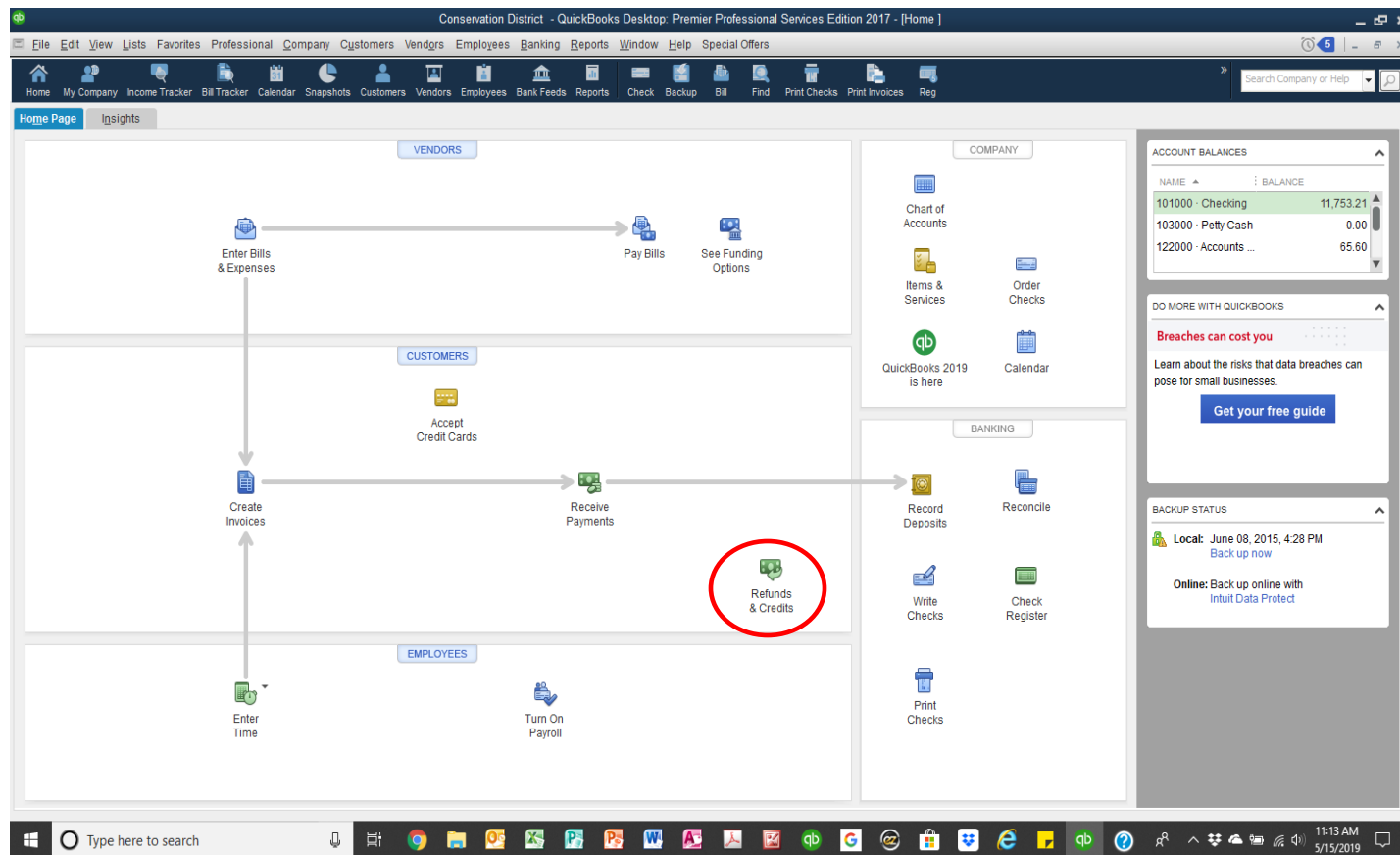
Record Restore

Type here to search

9:58 AM 5/20/2019

Credit Memo's

- There will be cases where you will use the credit memo feature so in this scenario John Doe had some trees that came in from the nursery and were not viable. We are going to use the credit memo feature.



Credit Memo's

- So we are going to put in all of the information on the memo then click save and close.

The screenshot shows the QuickBooks Desktop interface for creating a Credit Memo. The window title is "Conservation District - QuickBooks Desktop: Premier Professional Services Edition 2017 - [Create Credit Memos/Refunds]". The menu bar includes File, Edit, View, Lists, Favorites, Professional, Company, Customers, Vendors, Employees, Banking, Reports, Window, Help, and Special Offers. The toolbar contains icons for Home, My Company, Income Tracker, Bill Tracker, Calendar, Snapshots, Customers, Vendors, Employees, Bank Feeds, Reports, Check, Backup, Bill, Find, Print Checks, Print Invoices, and Reg. The main area is titled "Credit Memo" and shows the following information:

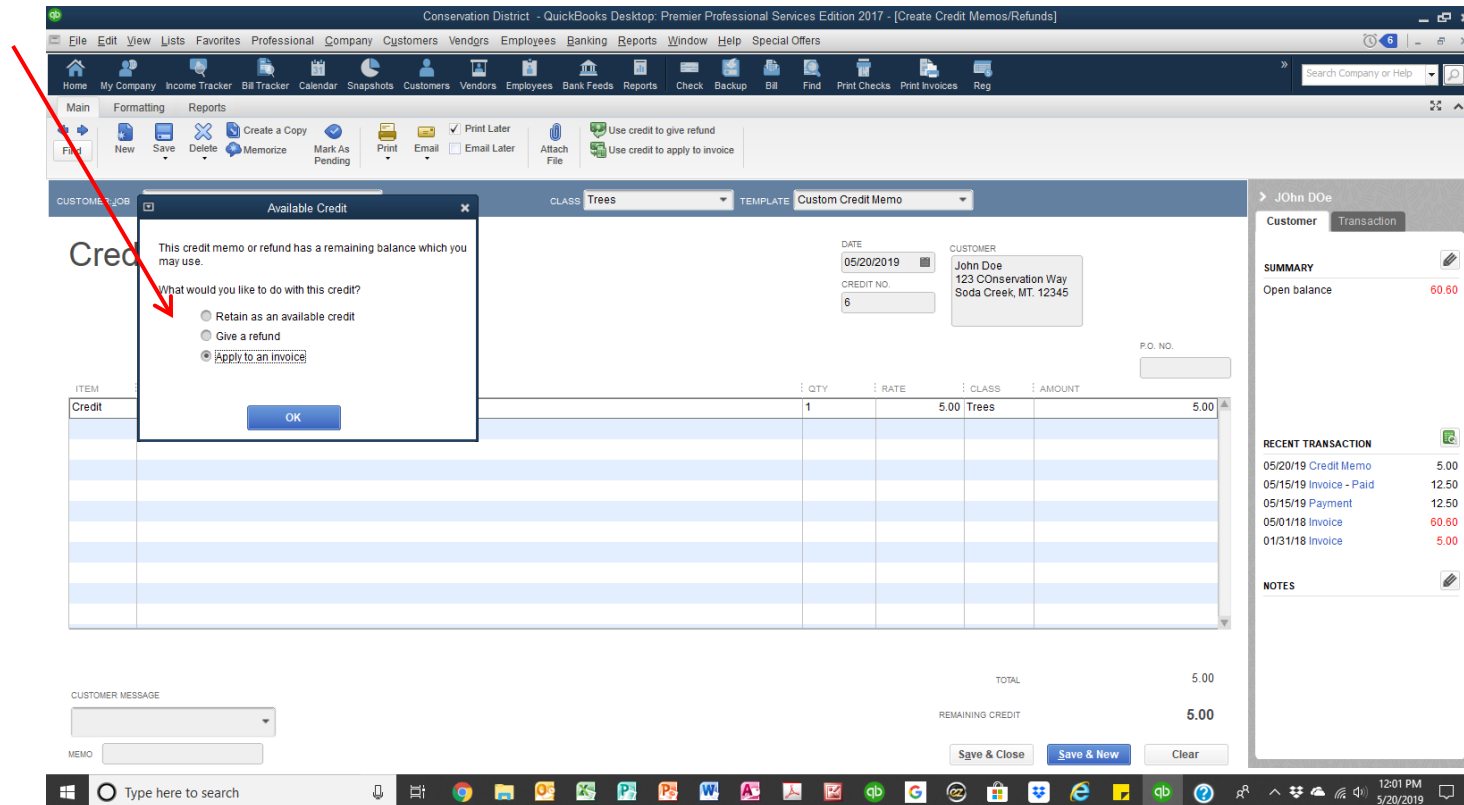
- CUSTOMER:** John Doe
- CLASS:** Trees
- TEMPLATE:** Custom Credit Memo
- DATE:** 05/20/2019
- CREDIT NO.:** 6
- CUSTOMER ADDRESS:** John Doe, 123 Conservation Way, Soda Creek, MT, 12345
- P.O. NO.:** (empty)

ITEM	DESCRIPTION	QTY	RATE	CLASS	AMOUNT
Credit	Credit of 5.00 for trees that were not viable from the Nursery	1	5.00	Trees	5.00

At the bottom right, the **TOTAL** is 5.00 and the **REMAINING CREDIT** is 5.00. The bottom of the form includes a **CUSTOMER MESSAGE** dropdown, a **MEMO** text field, and buttons for **Save & Close**, **Save & New**, and **Clear**. The Windows taskbar at the bottom shows the search bar and various application icons.

Credit Memo's

- So the message box will pop up asking how you want to apply the credit.
 - Retain it for future use
 - Give as a refund
 - Apply to an invoice



Credit Memo's

We are going to apply to one of his invoices, so we selected the invoice and the clicked done the system will credit the invoice.

Conservation District - QuickBooks Desktop: Premier Professional Services Edition 2017 - [Create Credit Memos/Refunds]

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Home My Company Income Tracker Bill Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Reports Check Backup Bill Find Print Checks Print Invoices Reg

Main Formatting Reports

Find New Save Delete Create a Copy Memorize Mark As Pending Print Email Email Later Attach File Use credit to give refund Use credit to apply to invoice

CUSTOMER JOB John Doe

Credit Memo

ITEM DESCRIPTION

ITEM	DESCRIPTION
Credit	tree order credit

CUSTOMER MESSAGE

MEMO

Apply Credit to Invoices

CREDIT MEMO

Customer Job John Doe

Ref. No. 7

Original Amt. 5.00

Date 05/20/2019

Remaining Credit 0.00

DATE	JOB	NUMBER	ORIG. AMT.	AMT. DUE	AMT. APPLIED
05/01/2018	4		60.60	60.60	5.00
Totals			60.60	0.00	5.00

Clear Selections

Done Cancel

Customer Job John Doe

Customer Transaction

SUMMARY

Open balance 55.60

RECENT TRANSACTION

DATE	DESCRIPTION	AMOUNT
05/20/19	Credit Memo	5.00
05/20/19	Credit Memo	5.00
05/15/19	Invoice - Paid	12.50
05/15/19	Payment	12.50
05/01/18	Invoice	60.60

NOTES

TOTAL 5.00

REMAINING CREDIT 5.00

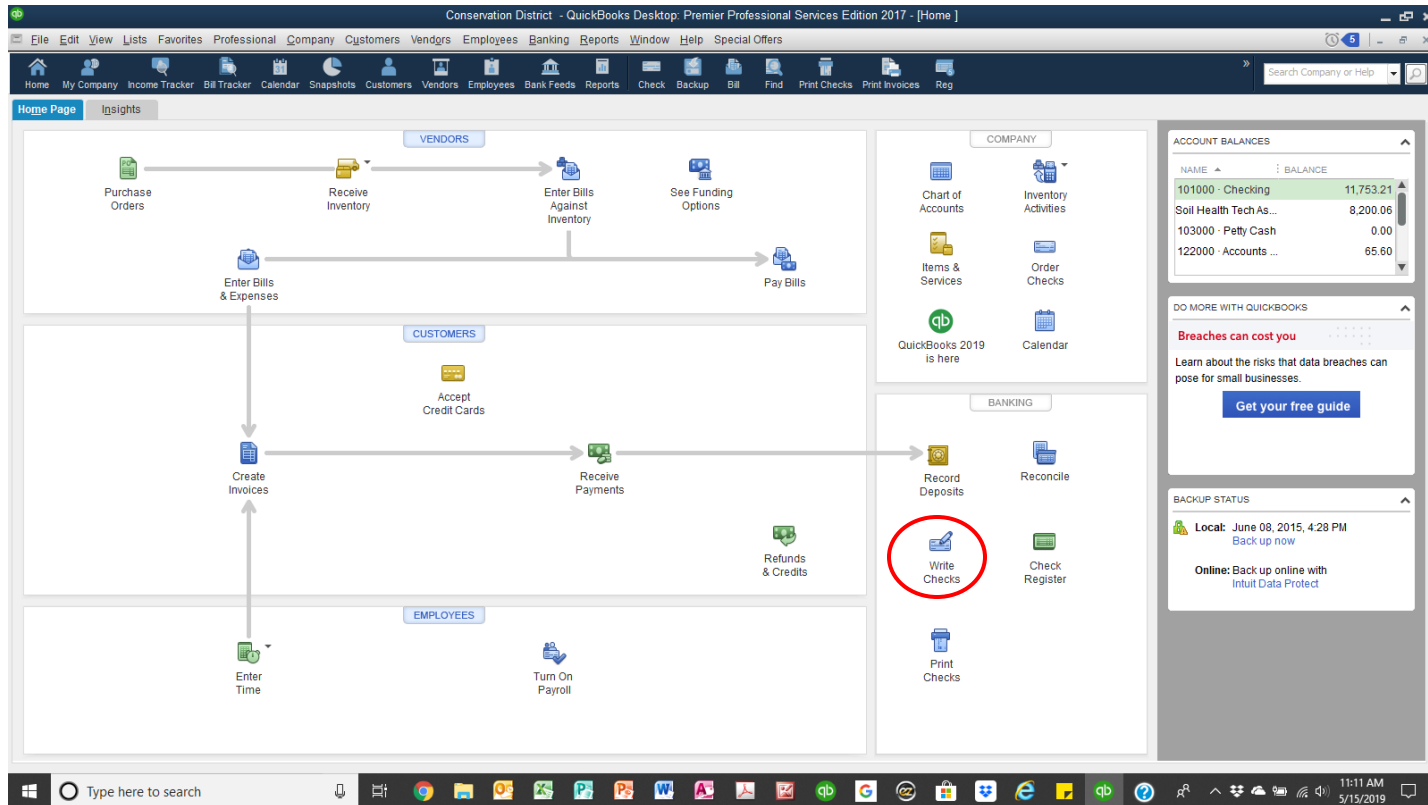
Save & Close Save & Now Revert

Type here to search

12:36 PM 5/20/2019

Writing and printing checks without bill payment

If you need to just write a check outside of the bill payment feature click on write check (you don't have to use the register)



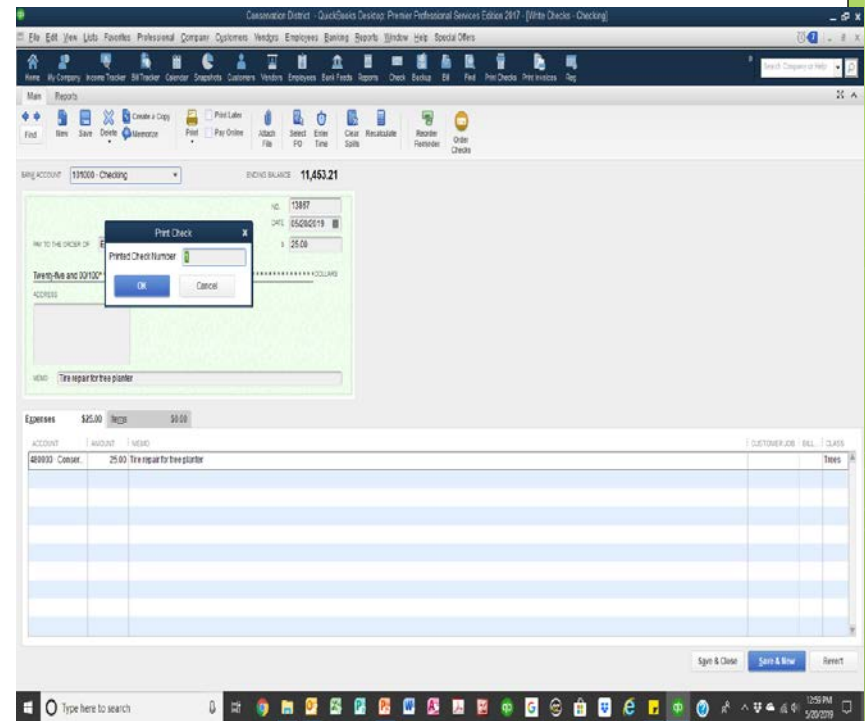
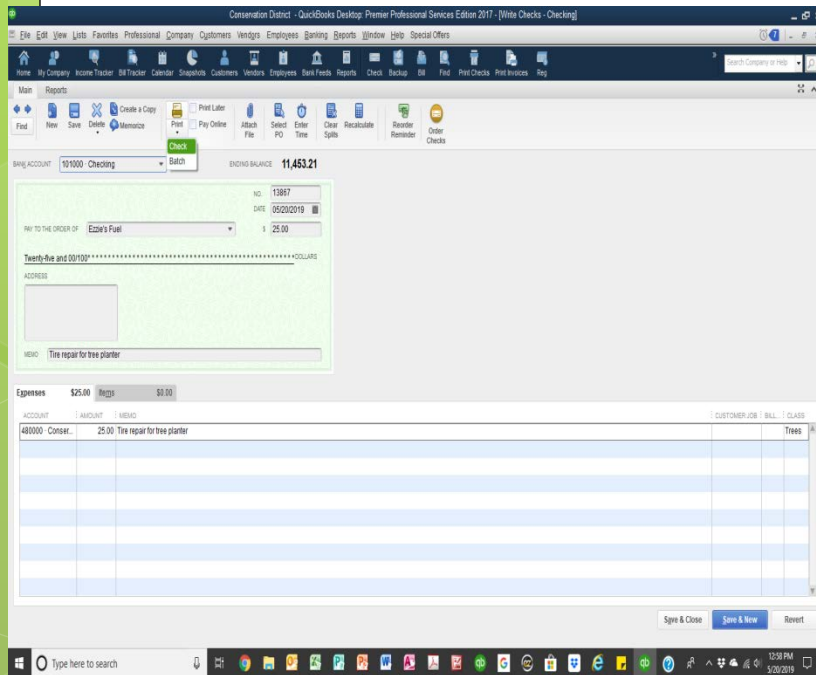
Writing and printing checks without bill payment

Fill in the information in and if you want to print the check click on the print icon.

[illegible]

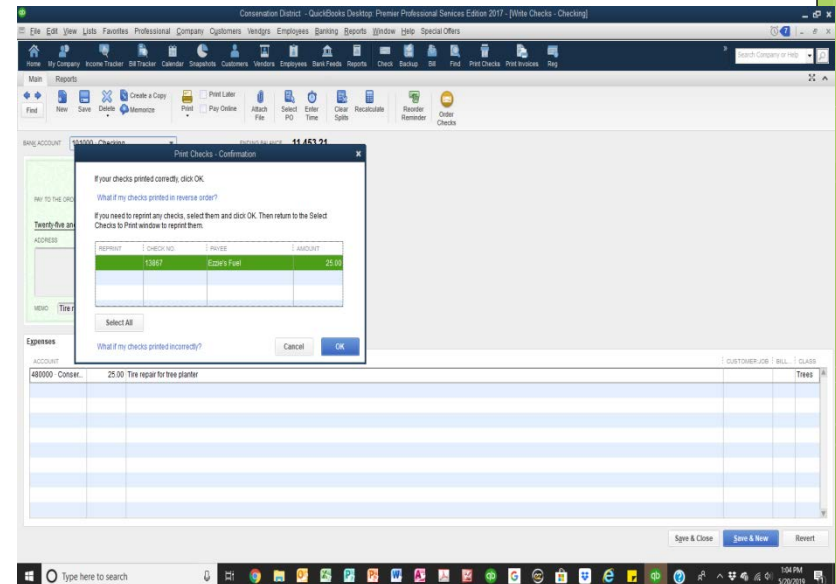
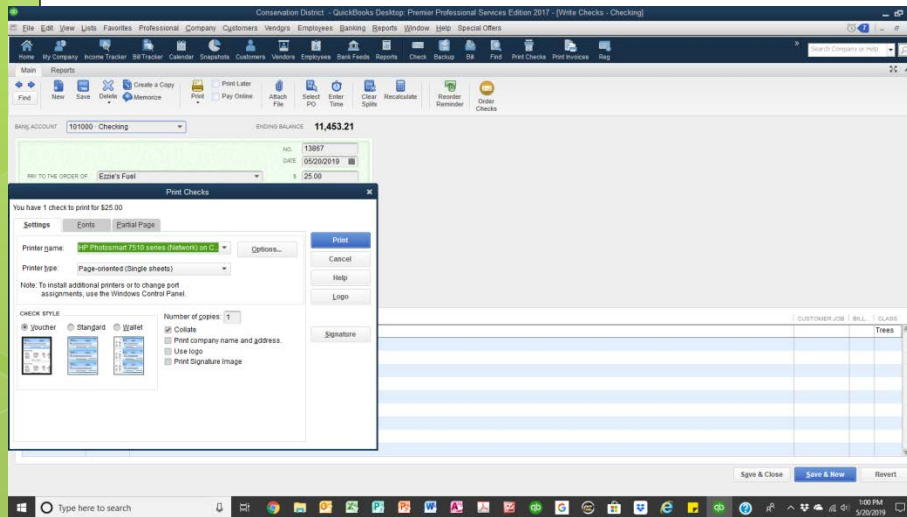
Writing and printing checks without bill payment

Click on check in the drop down menu, enter the check number, and then ok.



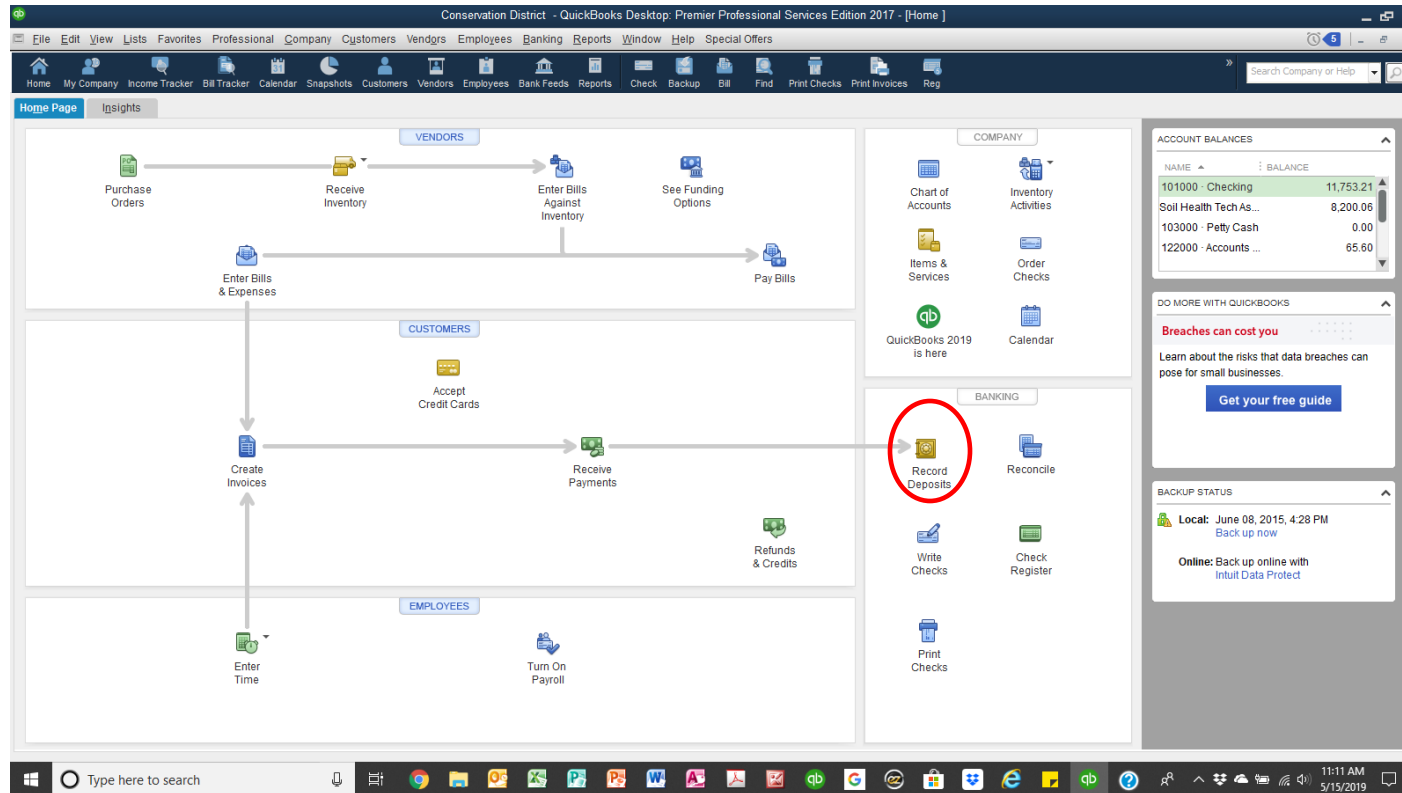
Writing and printing checks without bill payment

Make sure the printer information is right and then click print. Once the check is printed click ok on the confirmation message box then click save and close or save and new.



Making Deposits without using the receiving payments

Click on record Deposits



Making Deposits without using the receiving payments

Now you can fill in the information needed for the deposit.

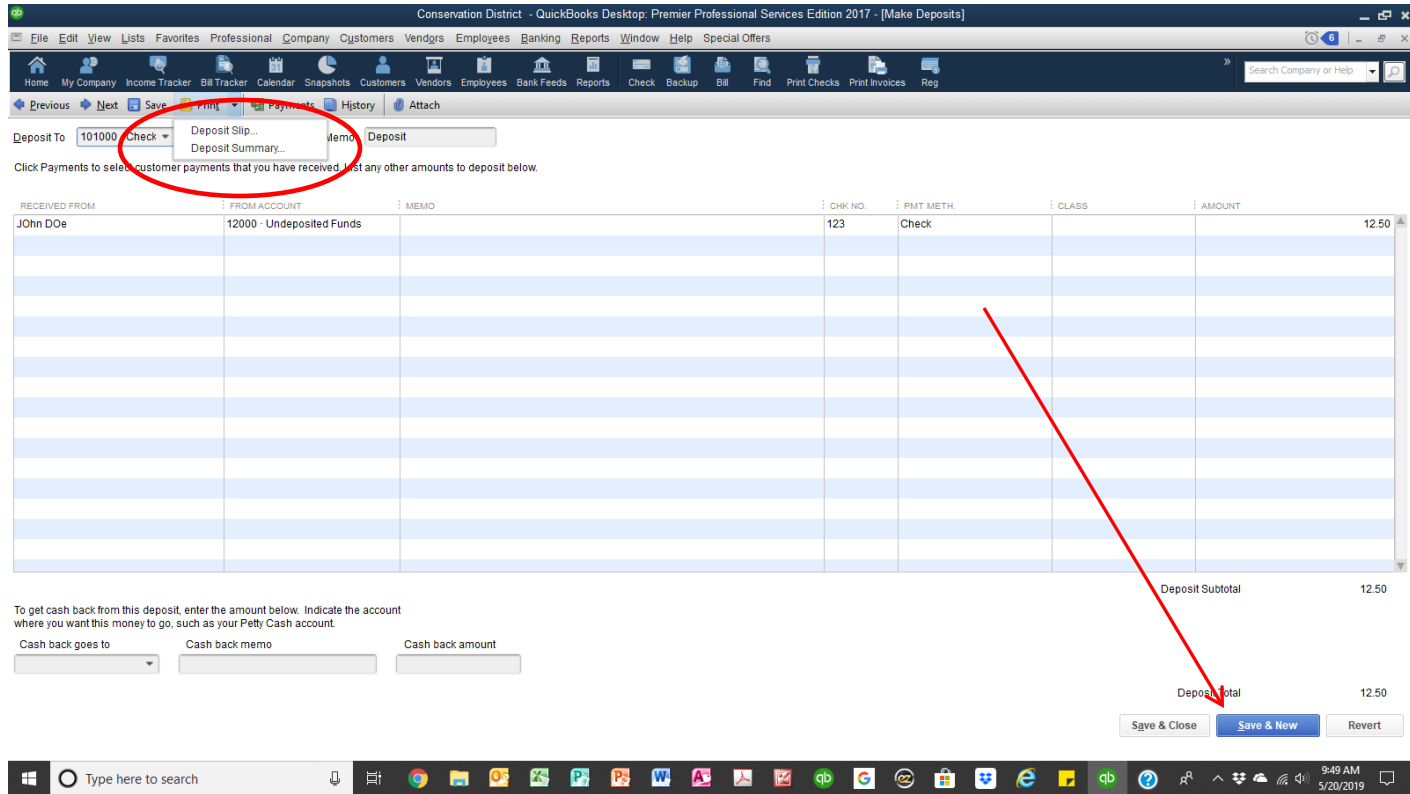
The screenshot shows the 'Make Deposits' window in QuickBooks Desktop. Red arrows point to the following fields:

- Deposits To:** 1000 - Checking
- Date:** 05/15/2019
- Memo:** Deposit
- Click Payments to select customer payments that you have received. List any other amounts to deposit below.**
- RECEIVED FROM:** John Doe
- FROM ACCOUNT:** 12000 - Undeposited Funds
- CHK NO.:** 123
- PMT METH.:** Check
- CLASS:**
- AMOUNT:** 12.50
- Deposit Subtotal:** 12.50
- Deposit Total:** 12.50
- Cash back goes to:**
- Cash back memo:**
- Cash back amount:**
- Buttons:** Save & Close, Save & New, Clear

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

Making Deposits without using the receiving payments

Click on the print drop down menu and then click on deposit summary, print this for your records then click save and close or save and new to make another deposit.

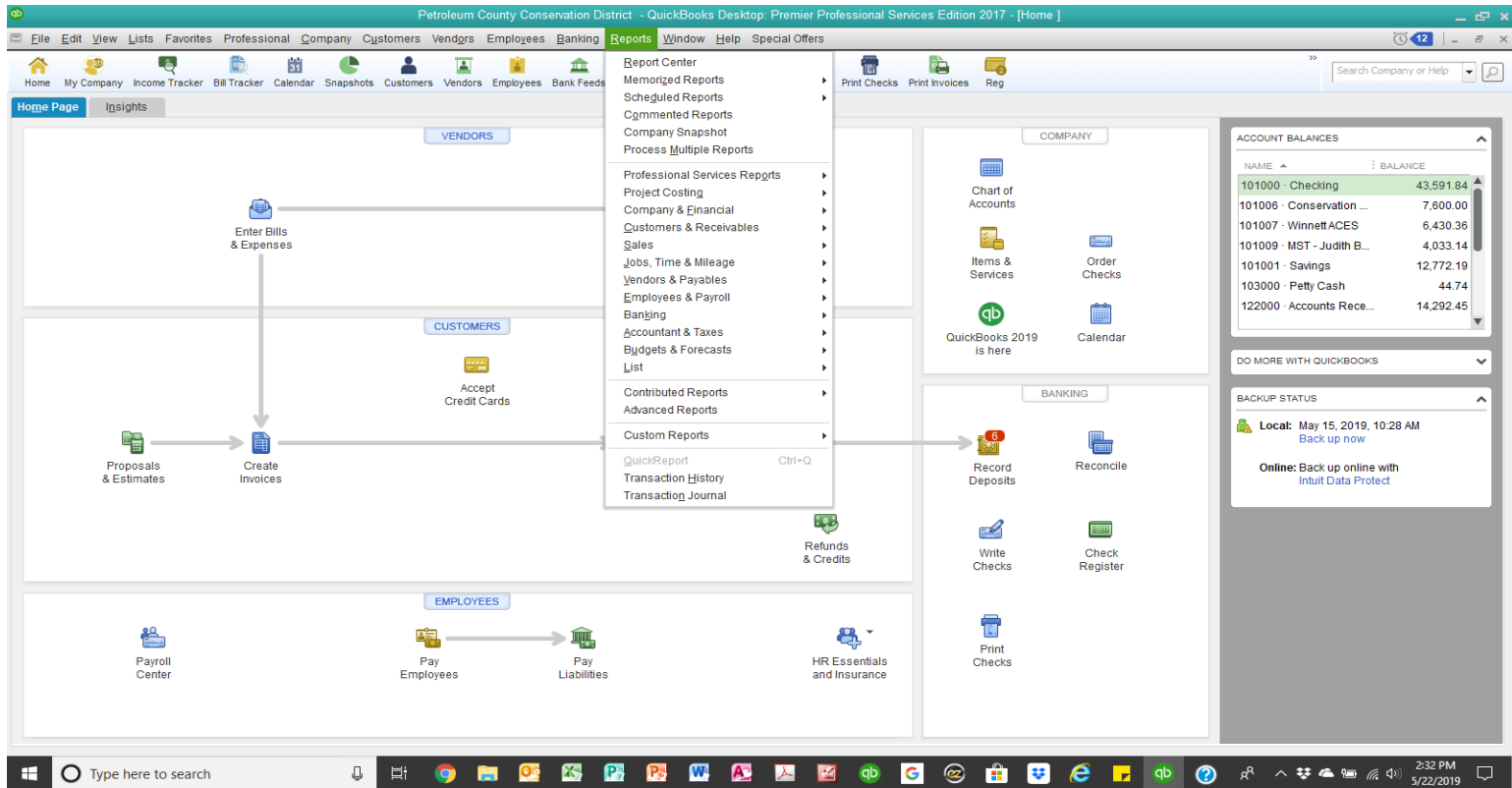


Creating reports that work for you

- With QuickBooks you can create custom reports that are detailed for your district's needs then you can memorize them so that they are just a click away when you need them.
- Now we will work through creating some basic reports that districts use
- You will learn how to create a memorized report list and how to put reports into those lists.
- Lastly we will go over how to process more than one report at a time which will save you a lot of time on reports that you do monthly for board meetings.

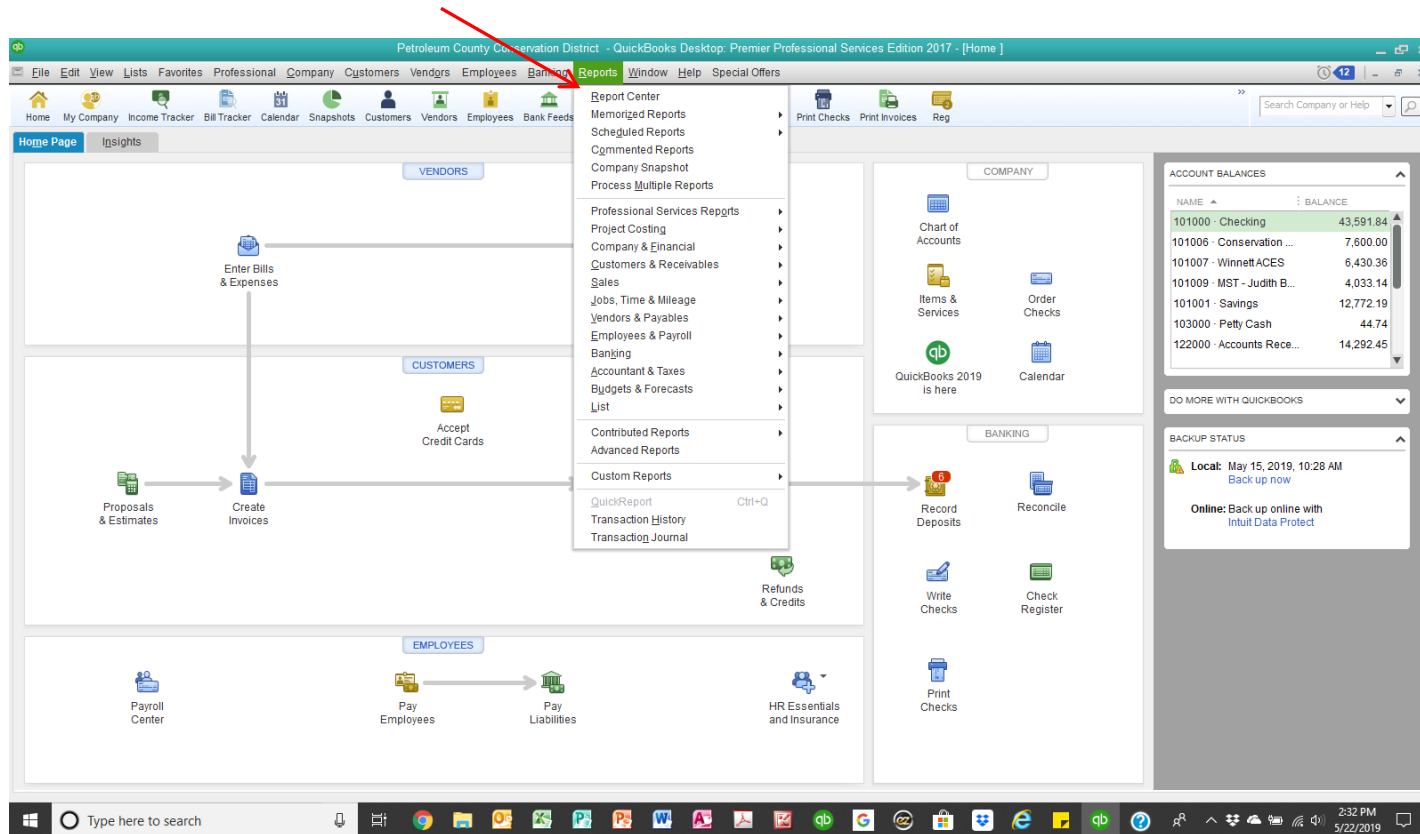
Creating reports that work for you

- From the home screen click on the reports tab at the top of the task bar.



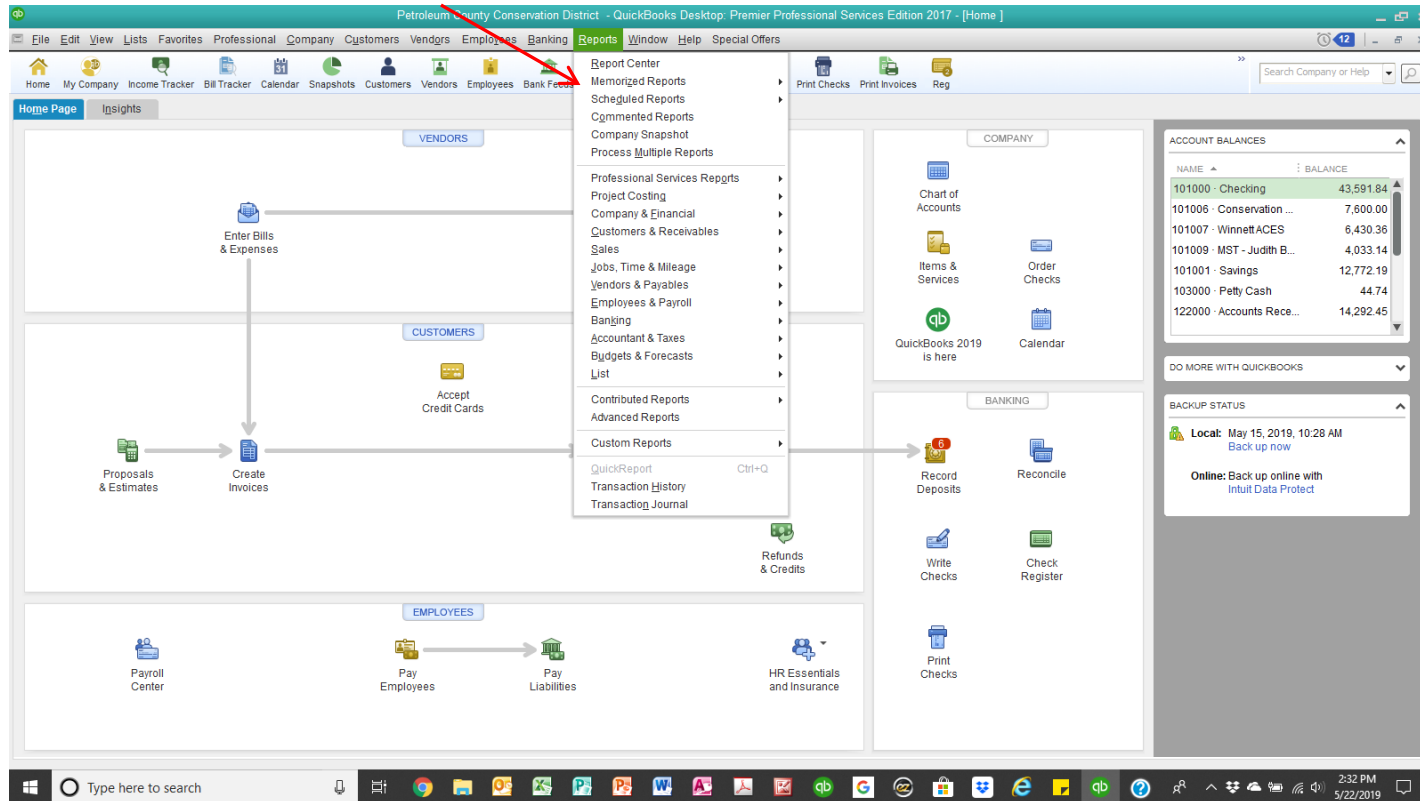
Creating reports that work for you

- Now click on the report center to get a list of the most common reports QuickBooks has



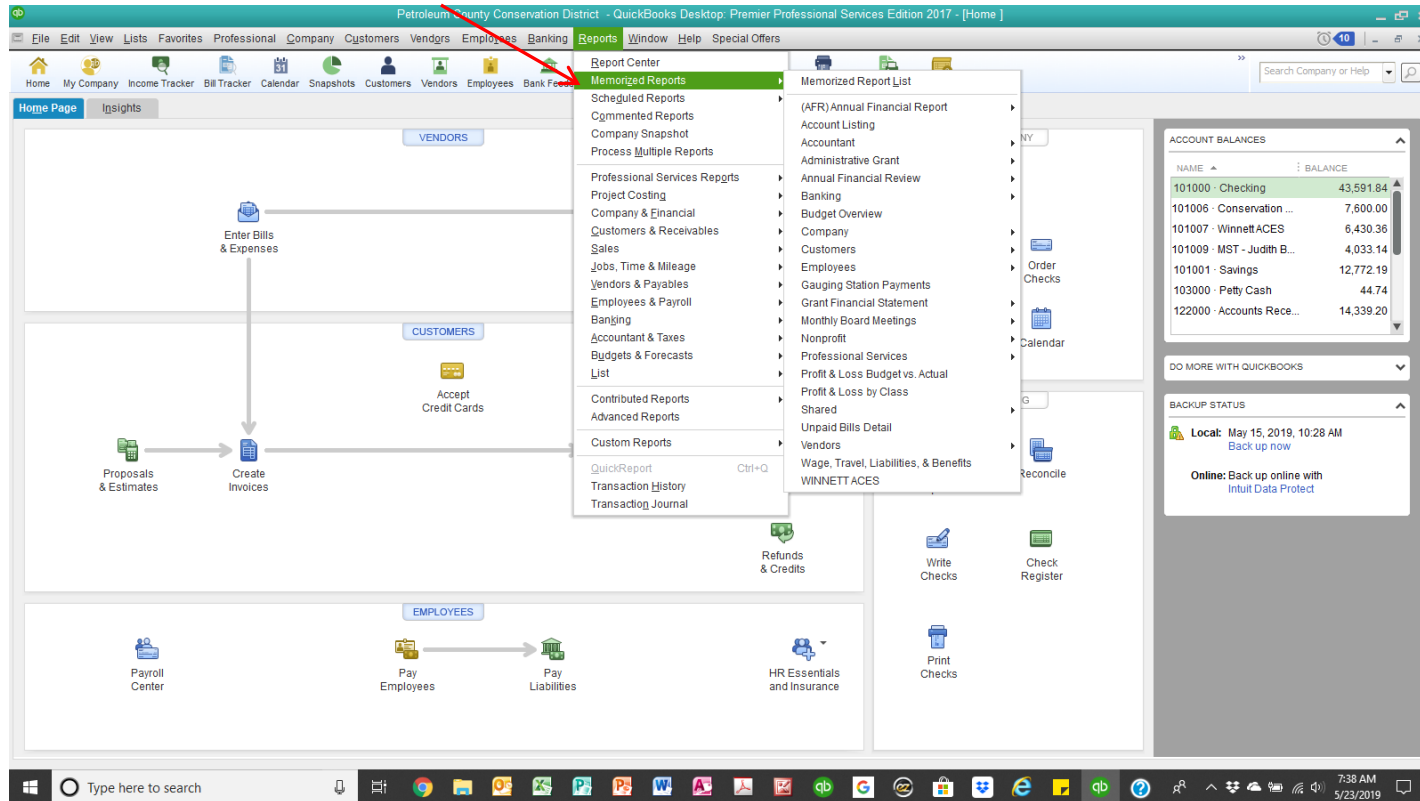
Creating reports that work for you

- Let's create a memorized report list for your district, under reports click on memorized reports



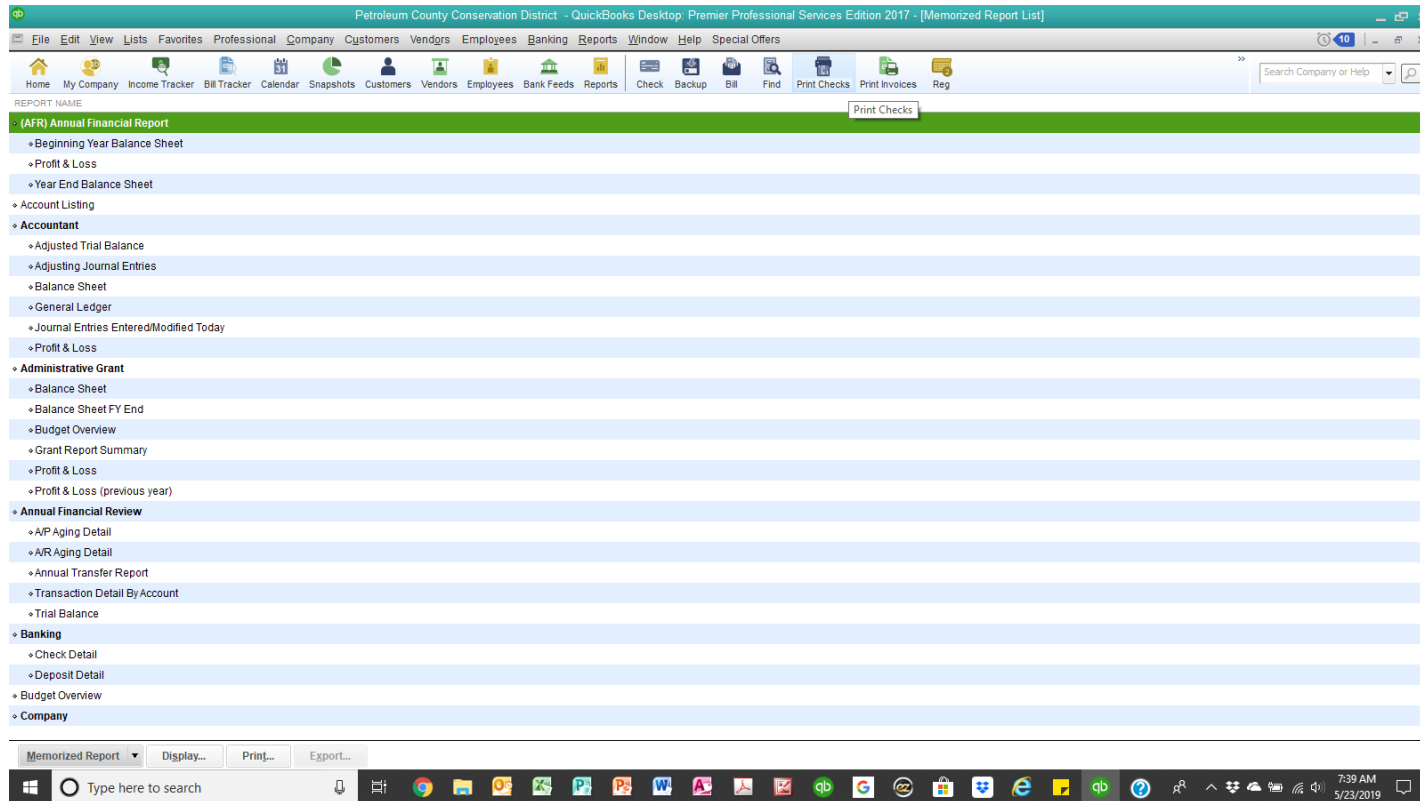
Creating reports that work for you

- Now click on memorized report list



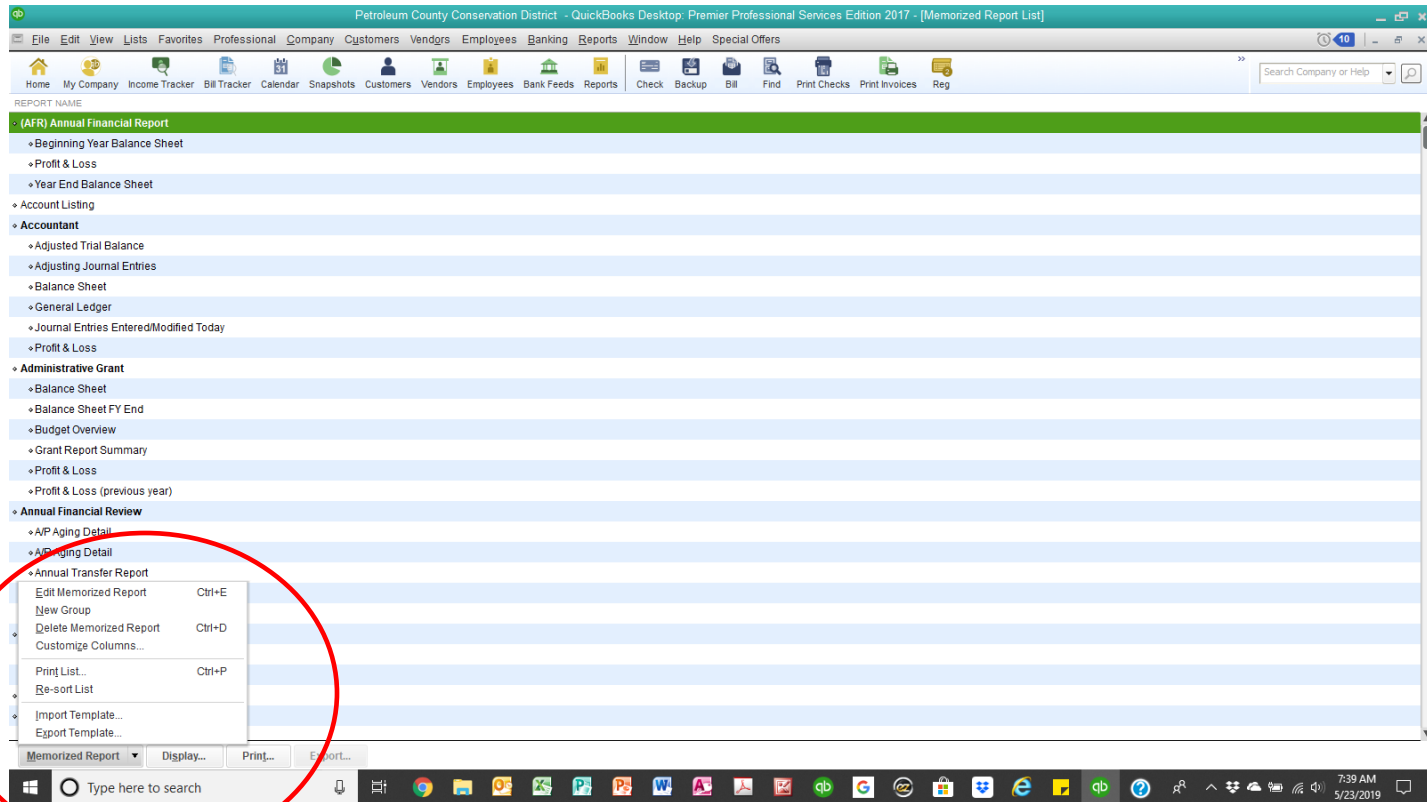
Creating reports that work for you

- This is the screen that will show



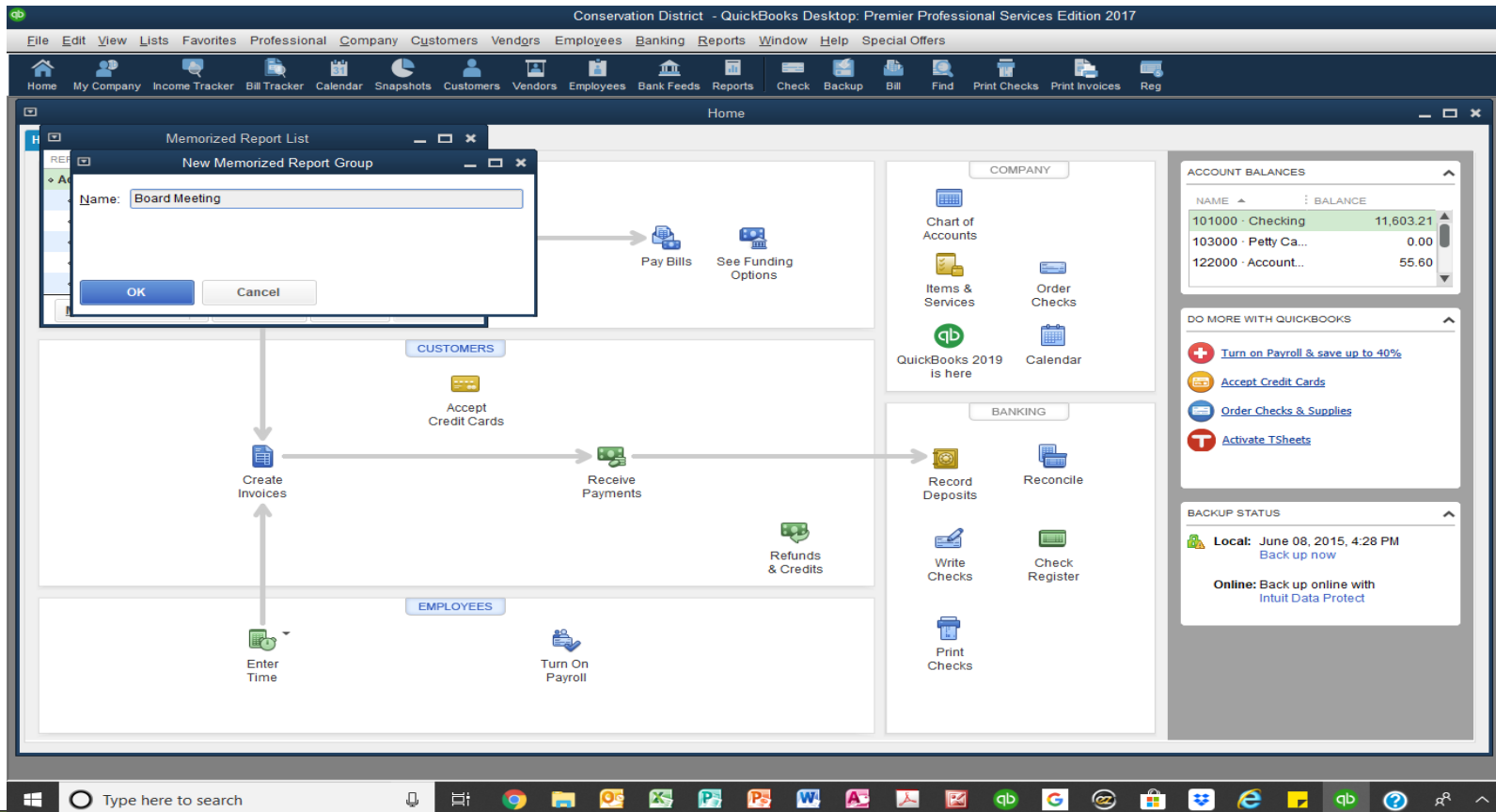
Creating reports that work for you

- Now click on memorized reports at the bottom of the screen then click new group from the drop down menu.



Creating reports that work for you

- Now you will see a section to enter a name here we typed Board meeting enter your group name then click ok.



Creating reports that work for you

- In this section you will see the most common reports and you can use some of those. For a monthly treasurers report we will use the following reports:
 - Budget Overview
 - Profit & Loss
 - Monthly Transaction Detail
 - A/R Report

Company & Financial

Profit & Loss (income statement)

Profit & Loss Standard

Profit & Loss Standard	Company & Financial
Ordinary Income/Expense	
Income	
Construction Income	35,124.18
Construction Expense	0.00
Total Income	35,124.18
Cost of Goods Sold	2,014.85
Cost of Goods Sold	2,014.85
Total COGS	2,014.85
Ordinary Profit	33,109.33
Expenses	
Ordinary Expenses	175.00
Total Expenses	175.00
Net Income	32,934.33

Dates: This Month-to-date - 5/1/2019 5/22/2019

Profit & Loss Detail

Profit & Loss Detail	Company & Financial
Ordinary Income/Expense	
Income	
Construction Income	35,124.18
Construction Expense	0.00
Total Income	35,124.18
Cost of Goods Sold	2,014.85
Cost of Goods Sold	2,014.85
Total COGS	2,014.85
Ordinary Profit	33,109.33
Expenses	
Ordinary Expenses	175.00
Total Expenses	175.00
Net Income	32,934.33

Dates: This Fiscal Year-to-date - 7/1/2018 5/22/2019

Profit & Loss YTD Comparison

Profit & Loss YTD Comparison	Company & Financial
Ordinary Income/Expense	
Income	
Construction Income	35,124.18
Construction Expense	0.00
Total Income	35,124.18
Cost of Goods Sold	2,014.85
Cost of Goods Sold	2,014.85
Total COGS	2,014.85
Ordinary Profit	33,109.33
Expenses	
Ordinary Expenses	175.00
Total Expenses	175.00
Net Income	32,934.33

Dates: This Month-to-date - 5/1/2019 5/22/2019

Profit & Loss Prev Year Comparison

Profit & Loss Prev Year Comparison	Company & Financial
Ordinary Income/Expense	
Income	
Construction Income	35,124.18
Construction Expense	0.00
Total Income	35,124.18
Cost of Goods Sold	2,014.85
Cost of Goods Sold	2,014.85
Total COGS	2,014.85
Ordinary Profit	33,109.33
Expenses	
Ordinary Expenses	175.00
Total Expenses	175.00
Net Income	32,934.33

Dates: This Fiscal Year-to-date - 7/1/2018 5/22/2019

Profit & Loss by Job

Profit & Loss by Job	Company & Financial
Ordinary Income/Expense	
Income	
Construction Income	35,124.18
Construction Expense	0.00
Total Income	35,124.18
Cost of Goods Sold	2,014.85
Cost of Goods Sold	2,014.85
Total COGS	2,014.85
Ordinary Profit	33,109.33
Expenses	
Ordinary Expenses	175.00
Total Expenses	175.00
Net Income	32,934.33

Profit & Loss by Class

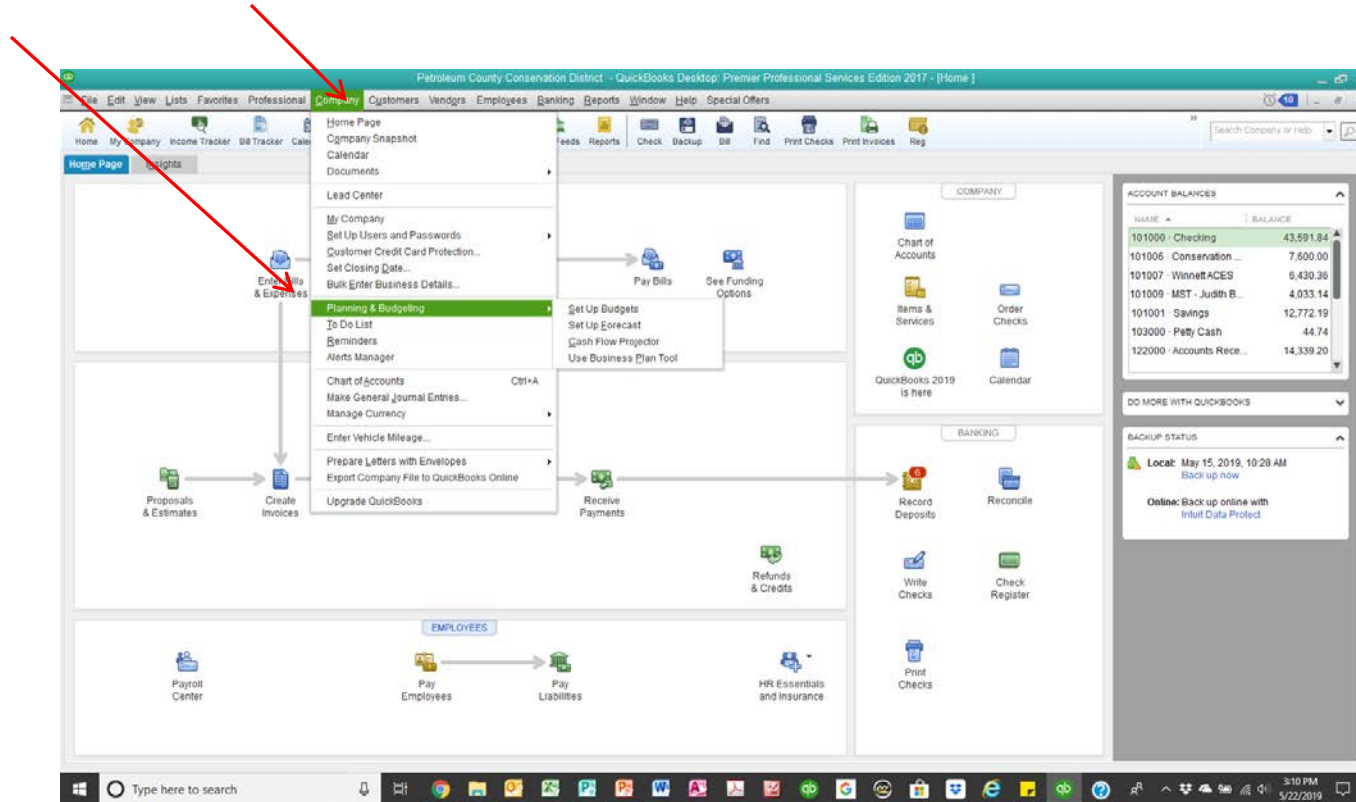
Profit & Loss by Class	Company & Financial
Ordinary Income/Expense	
Income	
Construction Income	35,124.18
Construction Expense	0.00
Total Income	35,124.18
Cost of Goods Sold	2,014.85
Cost of Goods Sold	2,014.85
Total COGS	2,014.85
Ordinary Profit	33,109.33
Expenses	
Ordinary Expenses	175.00
Total Expenses	175.00
Net Income	32,934.33

Profit & Loss Unclassified

Profit & Loss Unclassified	Company & Financial
Ordinary Income/Expense	
Income	
Construction Income	35,124.18
Construction Expense	0.00
Total Income	35,124.18
Cost of Goods Sold	2,014.85
Cost of Goods Sold	2,014.85
Total COGS	2,014.85
Ordinary Profit	33,109.33
Expenses	
Ordinary Expenses	175.00
Total Expenses	175.00
Net Income	32,934.33

Creating reports that work for you

- So first you will need to have entered your annual budget information into QuickBooks, so quick overview on how to do that...
- Click on Company then Planning and Budgeting



Creating reports that work for you

- Enter in your budgetary items on this page then click save and ok. Now we can create the report.

Petroleum County Conservation District - QuickBooks Desktop: Premier Professional Services Edition 2017 - [Set Up Budgets]

File Edit View Lists Favorites Professional Company Customers Vendors Employees Banking Reports Window Help Special Offers

Home My Company Income Tracker Bill Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Reports Check Backup Bill Find Print Checks Print Invoices Reg

Budget

FY2018-19 - Profit & Loss by Account

Create New Budget

ACCOUNT	ANNUAL TOTAL	JUL18	AUG18	SEP18	OCT18	NOV18	DEC18	JAN19	FEB19	MAR19	APR19	MAY19	JUN19
310000 - Tax Revenue/Mill Levy	2,336.00	2,336.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
311000 - Permissive Mill Levy													
331000 - Federal Grant Income	79,000.00	79,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
334000 - State Grant Income													
334121 - DNRC Grants													
334114 - Administrative Grants	28,250.00	28,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3341141 - 310 Admin													
334115 - 223 Grants	3,750.00	3,750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
334116 - Mini Education Grants													
334117 - Planning Grants	5,000.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
334118 - Pass Through Grants	73,429.00	73,429.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
334119 - Watershed Management Grant	5,500.00	5,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
334120 - AIS Grants	28,500.00	28,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
334123 - Irrigation Development Grants	20,000.00	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
334122 - Renewable Resource Grant & Lo...													
334131 - Department of Agriculture Grant													
337000 - Other Inter-gov rev (local)	7,500.00	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
340000 - Charges for Goods and Services													
341429 - Reimbursement Income	11,000.00	11,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
341430 - Administrative Fees Income	10,000.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
341700 - Sale of Merchandise	3,500.00	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
342000 - Rental Equipment Income	100.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00
343000 - Workshop Income	2,500.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Copy Across Adjust Row Amounts Clear

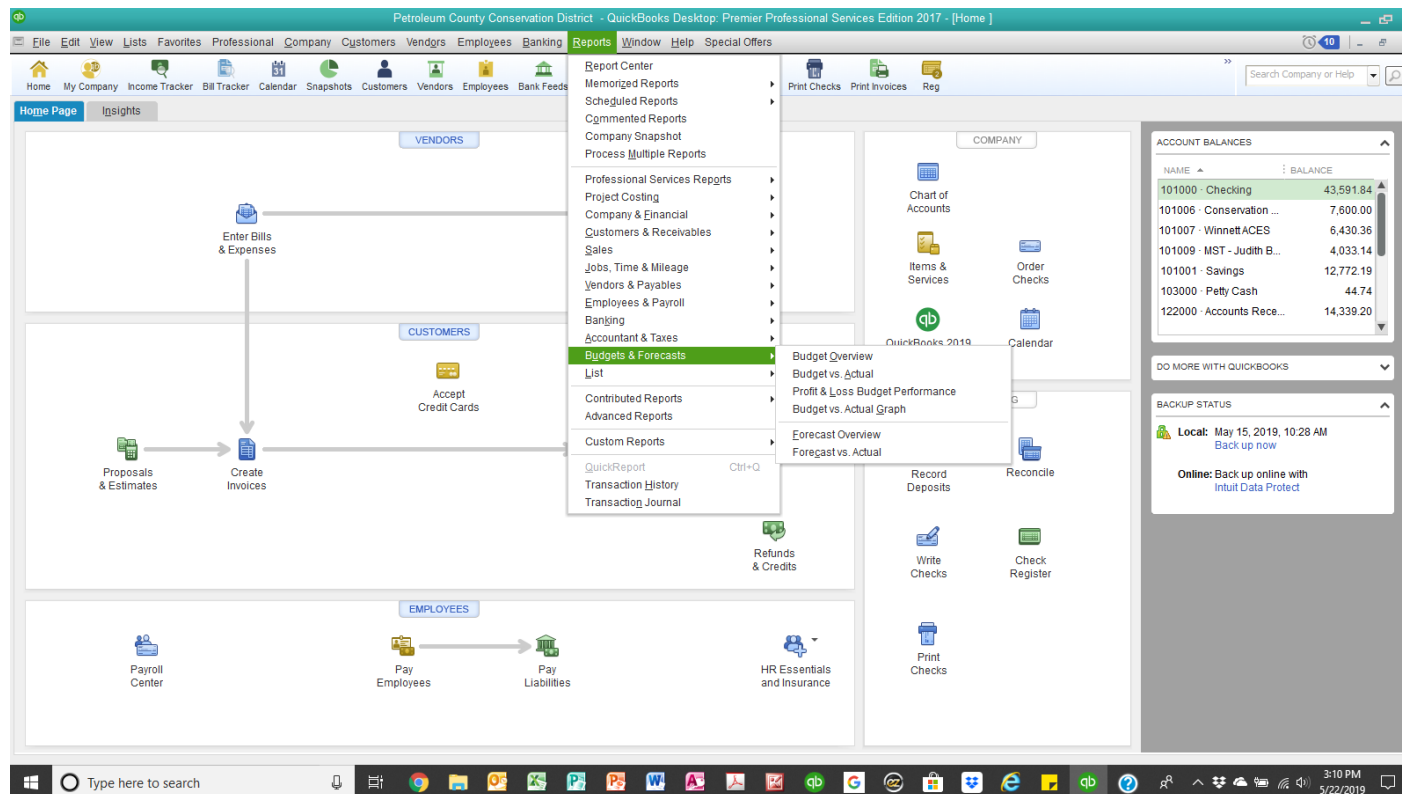
Save OK Cancel Help

Type here to search

3:10 PM 5/22/2019

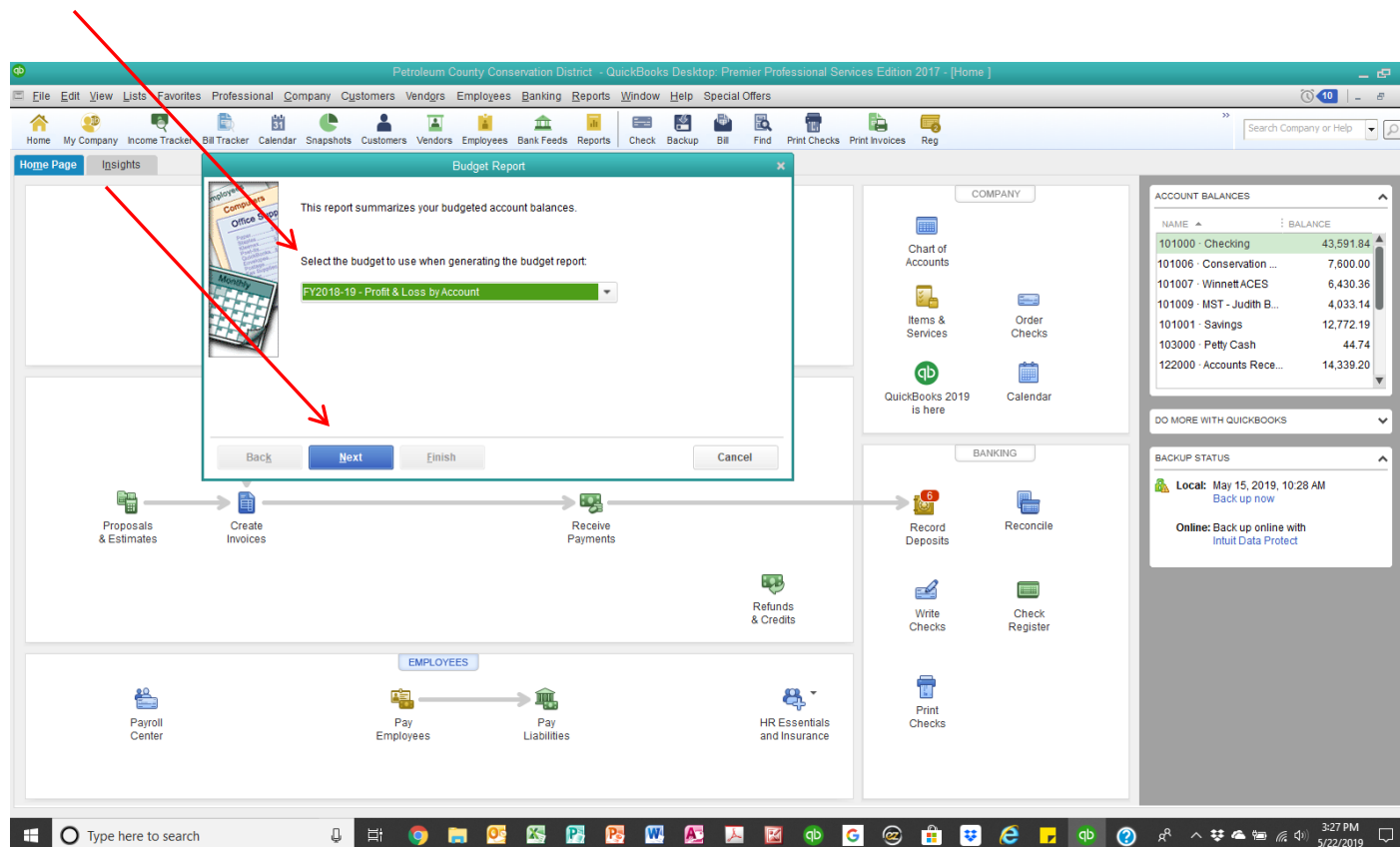
Creating reports that work for you

- Now from the home screen click on reports then Budgets & Forecasts then Budget Overview.



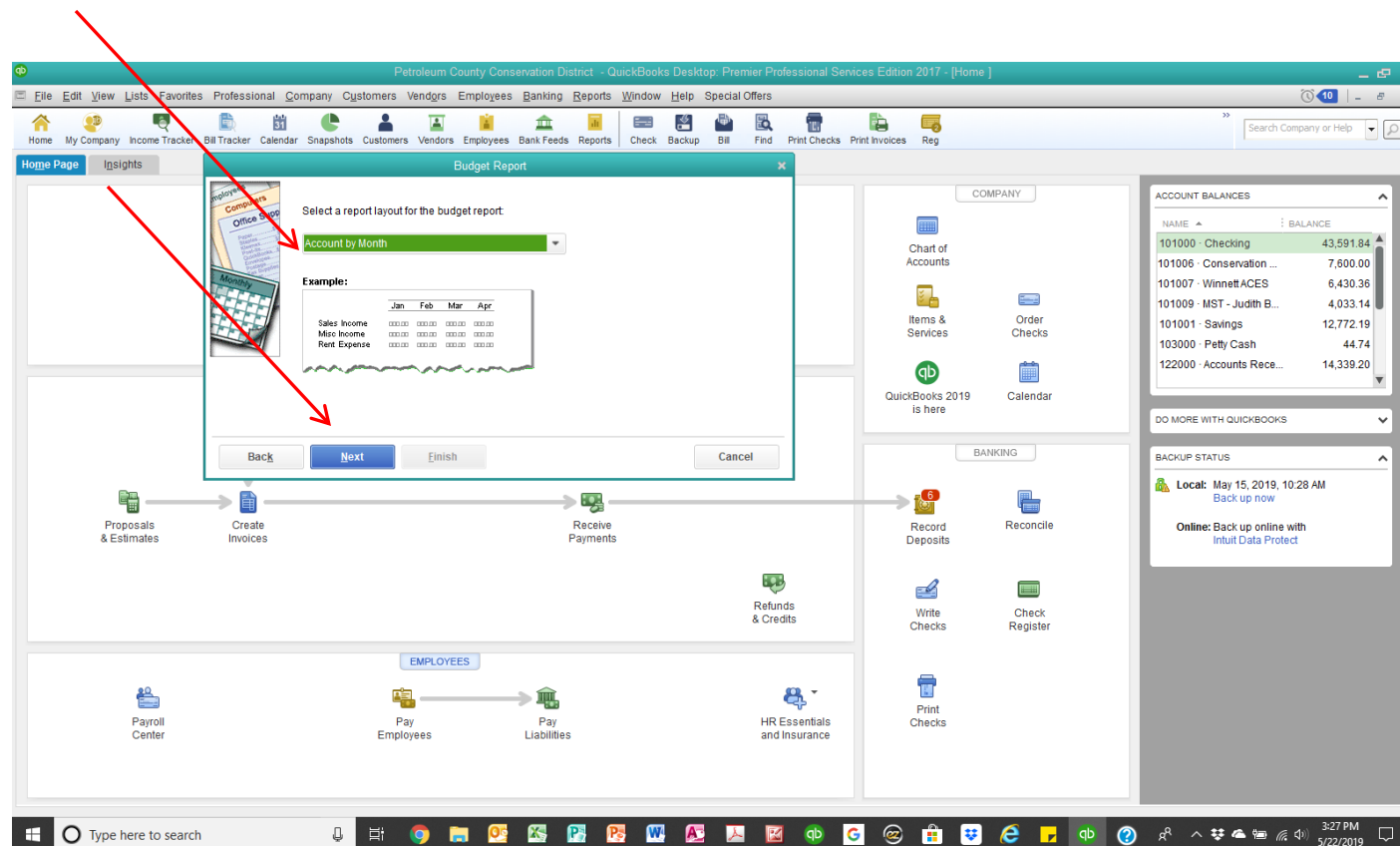
Creating reports that work for you

- Now from the drop down menu select the year for the fiscal year you are in. Then click Next



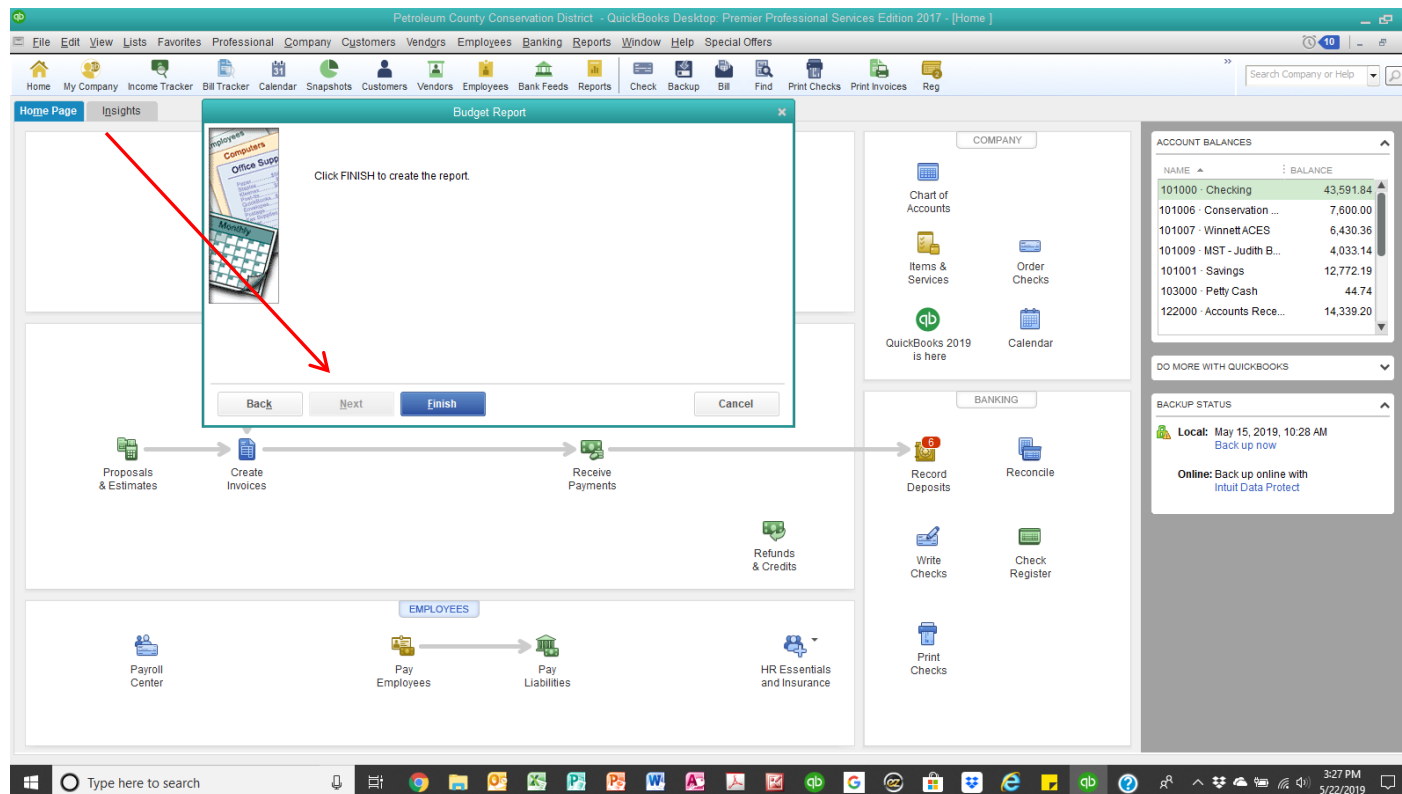
Creating reports that work for you

- Now from the drop down menu select account by month. Then click Next



Creating reports that work for you

- Now click finish



Creating reports that work for you

- Now click on the lines between each column and slide over the message box will pop up and ask if you want all columns the same size click yes.

The screenshot shows the QuickBooks Desktop interface with a Profit & Loss Budget Overview report for the fiscal year-to-date from 07/01/2019 to 05/22/2019. The report is displayed in a multi-column format with columns for Jul 18, Oct 18, Nov 18, and Dec 18. A 'Resize Columns' dialog box is open, asking 'Set all columns to be the same size as this one?' with 'Yes' and 'No' buttons. Red arrows point to the column separator lines between the columns, indicating where to click to resize.

	Jul 18	Oct 18	Nov 18	Dec 18
Income				
310000 - Tax Revenue/Mill Levy				
310000 - Permissive Mill Levy				
310000 - Tax Revenue/Mill Levy - Other	2,336.00	0.00	0.00	0.00
Total 310000 - Tax Revenue/Mill Levy	2,336.00	0.00	0.00	0.00
331000 - Federal Grant Income	79,000.00	0.00	0.00	0.00
334000 - State Grant Income				
334121 - DNRC Grants				
334114 - Administrative Grants				
3341141 - 310 Admin				
334114 - Administrative Grants - Other	28,250.00	0.00	0.00	0.00
Total 334114 - Administrative Grants	28,250.00	0.00	0.00	0.00
334115 - 223 Grants	3,750.00	0.00	0.00	0.00
334116 - Mini Education Grants				
334117 - Planning Grants	5,000.00	0.00	0.00	0.00
334118 - Pass Through Grants	73,429.00	0.00	0.00	0.00
334119 - Watershed Management Grant	5,500.00	0.00	0.00	0.00
334120 - AIS Grants	28,500.00	0.00	0.00	0.00
334123 - Irrigation Development Grants	20,000.00	0.00	0.00	0.00
334121 - DNRC Grants - Other				
Total 334121 - DNRC Grants	164,429.00	0.00	0.00	0.00
334122 - Renewable Resource Grant & Loan				
334131 - Department of Agriculture Grant				
334000 - State Grant Income - Other				
Total 334000 - State Grant Income	164,429.00	0.00	0.00	0.00

Creating reports that work for you

- Now click on the customize report tab at the top

Petroleum County Conservation District - QuickBooks Desktop: Premier Professional Services Edition 2017 - [Profit & Loss Budget Overview]

File Edit View Lists Favorites Professional Company Customers Vendors Employees Banking Reports Window Help Special Offers

Home Company Income Tracker Bill Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Reports Check Backup Bill Find Print Checks Print Invoices Reg

Customize Report Commit on Report Share Template Memorize Print E-mail Excel Hide Header Collapse Refresh

Dates This Fiscal Year-to-date From 07/01/2018 To 05/22/2019 Show Columns Month Sort By Default

Show Applied Filters

3:27 PM
05/22/19
Cash Basis

Income

	Jul 18	Oct 18	Nov 18	Dec 18
310000 - Tax Revenue/Mill Levy				
310000 - Permissive Mill Levy				
310000 - Tax Revenue/Mill Levy - Other	2,336.00	0.00	0.00	0.00
Total 310000 - Tax Revenue/Mill Levy	2,336.00	0.00	0.00	0.00
331000 - Federal Grant Income	79,000.00	0.00	0.00	0.00
334000 - State Grant Income				
334121 - DNRC Grants				
334114 - Administrative Grants				
3341141 - 310 Admin				
334114 - Administrative Grants - Other	28,250.00	0.00	0.00	0.00
Total 334114 - Administrative Grants	28,250.00	0.00	0.00	0.00
334115 - 223 Grants	3,750.00	0.00	0.00	0.00
334116 - Mini Education Grants				
334117 - Planning Grants	5,000.00	0.00	0.00	0.00
334118 - Pass Through Grants	73,429.00	0.00	0.00	0.00
334119 - Watershed Management Grant	5,500.00	0.00	0.00	0.00
334120 - AIS Grants	28,500.00	0.00	0.00	0.00
334123 - Irrigation Development Grants	20,000.00	0.00	0.00	0.00
334121 - DNRC Grants - Other				
Total 334121 - DNRC Grants	164,429.00	0.00	0.00	0.00
334122 - Renewable Resource Grant & Loan				
334131 - Department of Agriculture Grant				
334000 - State Grant Income - Other				
Total 334000 - State Grant Income	164,429.00	0.00	0.00	0.00

Type here to search

3:28 PM
5/22/2019

QuickBooks 101

Creating reports that work for you

- From the drop down menu click on this fiscal year, then click on cash, then change month to year

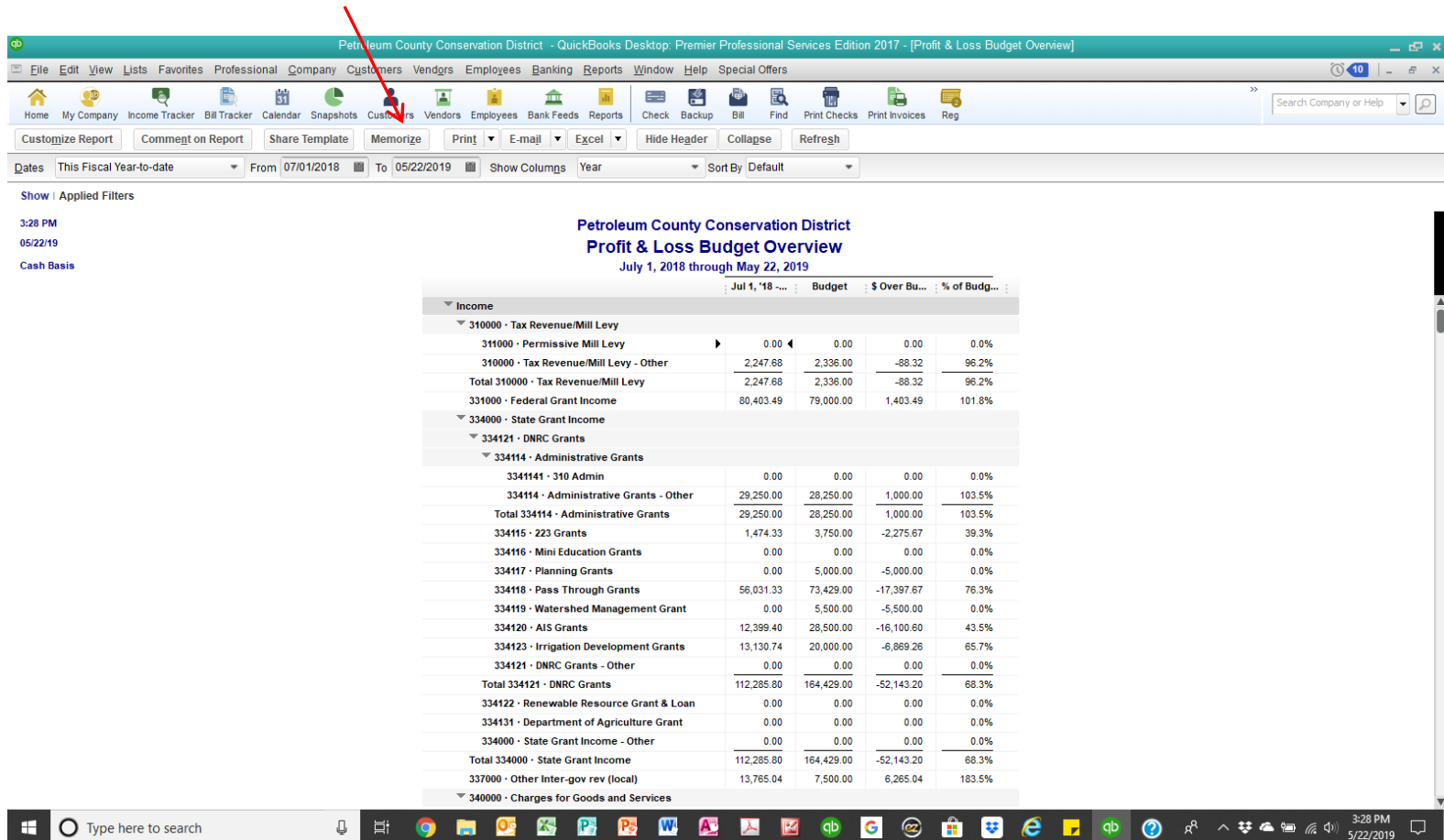
[illegible]

Creating reports that work for you

- No click the check box show actuals then under that check the boxes \$ Difference and % of Budget

Creating reports that work for you

- Now you have created your budget overview report so click on the memorize report tab



The screenshot shows the QuickBooks Desktop interface with the 'Profit & Loss Budget Overview' report for the Petroleum County Conservation District. The report covers the period from July 1, 2018, to May 22, 2019. The 'Memorize' button in the report toolbar is highlighted with a red arrow.

**Petroleum County Conservation District
Profit & Loss Budget Overview
July 1, 2018 through May 22, 2019**

	Jul 1, '18	Budget	\$ Over Bu...	% of Budg...
Income				
▼ 310000 - Tax Revenue/Mill Levy				
310000 - Permissive Mill Levy	0.00	0.00	0.00	0.0%
310000 - Tax Revenue/Mill Levy - Other	2,247.68	2,336.00	-88.32	96.2%
Total 310000 - Tax Revenue/Mill Levy	2,247.68	2,336.00	-88.32	96.2%
331000 - Federal Grant Income	80,403.49	79,000.00	1,403.49	101.8%
▼ 334000 - State Grant Income				
334121 - DNRC Grants				
▼ 334114 - Administrative Grants				
3341141 - 310 Admin	0.00	0.00	0.00	0.0%
334114 - Administrative Grants - Other	29,250.00	28,250.00	1,000.00	103.5%
Total 334114 - Administrative Grants	29,250.00	28,250.00	1,000.00	103.5%
334115 - 223 Grants	1,474.33	3,750.00	-2,275.67	39.3%
334116 - Mini Education Grants	0.00	0.00	0.00	0.0%
334117 - Planning Grants	0.00	5,000.00	-5,000.00	0.0%
334118 - Pass Through Grants	56,031.33	73,429.00	-17,397.67	76.3%
334119 - Watershed Management Grant	0.00	5,500.00	-5,500.00	0.0%
334120 - AIS Grants	12,399.40	28,500.00	-16,100.60	43.5%
334123 - Irrigation Development Grants	13,130.74	20,000.00	-6,869.26	65.7%
334121 - DNRC Grants - Other	0.00	0.00	0.00	0.0%
Total 334121 - DNRC Grants	112,285.80	164,429.00	-52,143.20	68.3%
334122 - Renewable Resource Grant & Loan	0.00	0.00	0.00	0.0%
334131 - Department of Agriculture Grant	0.00	0.00	0.00	0.0%
334000 - State Grant Income - Other	0.00	0.00	0.00	0.0%
Total 334000 - State Grant Income	112,285.80	164,429.00	-52,143.20	68.3%
337000 - Other Inter-gov rev (local)	13,765.04	7,500.00	6,265.04	183.5%
▼ 340000 - Charges for Goods and Services				

Creating reports that work for you

- Enter a name, the check save to memorized report group, then click board meeting and then ok.

The screenshot shows the QuickBooks Desktop interface for 'Petroleum County Conservation District'. A 'Memorize Report' dialog box is open, with the 'Name' field set to 'Budget Overview'. The 'Save in Memorized Report Group' dropdown is set to '(AFR) Annual Financial Rep...'. The 'Share this report template with others' checkbox is unchecked. The 'OK' button is highlighted with a red arrow. In the background, a 'Profit & Loss Budget Overview' report is displayed for the period 'July 2018 through June 2019'. The report shows a comparison between the current period and the budget, with columns for 'Jul '18 - Jun 19', 'Budget', '\$ Over Budget', and '% of Budget'. The report lists various income categories and their corresponding amounts.

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
310000 - Tax revenue/Milli Levy	2,247.68	2,336.00	-88.32	96.2%
331000 - Federal Grant Income	80,403.49	79,000.00	1,403.49	101.8%
334000 - State Grant Income				
334121 - DNRC Grants				
334114 - Administrative Grants	29,250.00	28,250.00	1,000.00	103.5%
334115 - 223 Grants	1,474.33	3,750.00	-2,275.67	39.3%
334117 - Planning Grants	0.00	5,000.00	-5,000.00	0.0%
334118 - Pass Through Grants	56,031.33	73,429.00	-17,397.67	76.3%
334119 - Watershed Management Grant	0.00	5,500.00	-5,500.00	0.0%
334120 - AIS Grants	12,399.40	28,500.00	-16,100.60	43.5%
334123 - Irrigation Development Grants	13,130.74	20,000.00	-6,869.26	65.7%
Total 334121 - DNRC Grants	112,285.80	164,429.00	-52,143.20	68.3%
Total 334000 - State Grant Income	112,285.80	164,429.00	-52,143.20	68.3%
337000 - Other Inter-gov rev (local)	13,765.04	7,500.00	6,265.04	183.5%
340000 - Charges for Goods and Services				
341429 - Reimbursement Income	13,840.43	11,000.00	2,840.43	125.8%
341430 - Administrative Fees Income	8,576.61	10,000.00	-1,423.39	85.8%
341700 - Sale of Merchandise	2,394.00	3,500.00	-1,106.00	68.4%
342000 - Rental Equipment Income	75.00	100.00	-25.00	75.0%
343000 - Workshop Income	1,794.50	2,500.00	-705.50	71.8%
345110 - Soil and Conservation Services	2,620.00	3,000.00	-380.00	87.3%
345111 - Sale of Plant Materials	2,159.00	800.00	1,359.00	269.9%
345119 - Other Conservation Services	6,600.00			
Total 340000 - Charges for Goods and Serv...	38,059.54	30,900.00	7,159.54	123.2%
350000 - Fines and Penalty Income	0.00	0.00	0.00	0.0%
360000 - Other Revenues				

Creating reports that work for you

- Now you will continue this process for the other reports.
 - Profit & Loss can be populated by selecting reports, company & financial the profit and lost standard. The follow the same steps in slides 60-63 to customize and then memorize the report.

The screenshot shows the QuickBooks Desktop interface for 'Conservation District - QuickBooks Desktop: Premier Professional Services Edition 2017 - [Home]'. The 'Reports' menu is open, and the path to 'Profit & Loss Standard' is highlighted: Reports > Company & Financial > Profit & Loss Standard.

The main workspace displays the 'Home Page' with sections for Vendors, Customers, and Employees. The 'Vendors' section includes 'Enter Bills & Expenses' and 'Accept Credit Cards'. The 'Customers' section includes 'Create Invoices'. The 'Employees' section includes 'Enter Time' and 'Turn On Payroll'. A 'Chart of' is visible in the background.

The right sidebar contains several panels:

- ACCOUNT BALANCES:** A table showing balances for various accounts.

NAME	BALANCE
101000 - Checking	11,603.21
103000 - Petty Cash	0.00
122000 - Accounts ...	55.60
- DO MORE WITH QUICKBOOKS:** A section with links to 'Turn on Payroll & save up to 40%', 'Accept Credit Cards', 'Order Checks & Supplies', and 'Activate TSheets'.
- BACKUP STATUS:** A section showing the last local backup on June 08, 2015, at 4:28 PM, and a link to 'Back up now'. It also mentions 'Online: Back up online with Intuit Data Protect'.

The Windows taskbar at the bottom shows the system clock as 7:56 AM on 5/23/2019, along with various application icons.

Creating reports that work for you

- Transaction Detail report can be found by reports, customized reports then transaction detail then follow slides 60-63 to customize and memorize the report.

The screenshot displays the QuickBooks Desktop interface for 'Conservation District - QuickBooks Desktop: Premier Professional Services Edition 2017 - [Home]'. The 'Reports' menu is open, showing the path: Reports > Custom Reports > Transaction Detail. The main workspace shows a workflow diagram with steps: Enter Bills & Expenses, Create Invoices, and Enter Time. The right sidebar contains sections for ACCOUNT BALANCES, DO MORE WITH QUICKBOOKS, and BACKUP STATUS.

ACCOUNT BALANCES

NAME	BALANCE
101000 - Checking	11,603.21
103000 - Petty Cash	0.00
122000 - Accounts ...	55.60

DO MORE WITH QUICKBOOKS

- [Turn on Payroll & save up to 40%](#)
- [Accept Credit Cards](#)
- [Order Checks & Supplies](#)
- [Activate TSheets](#)

BACKUP STATUS

Local: June 08, 2015, 4:28 PM
Back up now

Online: Back up online with Intuit Data Protect

Creating reports that work for you

- A/R Report can be found by reports, Customers & Receivables the A/R Aging Summary again follow the steps on slides 60-63 to customize and memorize the report.

The screenshot displays the QuickBooks Desktop interface for 'Conservation District - QuickBooks Desktop: Premier Professional Services Edition 2017 - [Home]'. The 'Reports' menu is open, showing the path: Reports > Customers & Receivables > A/R Aging Summary. The main workspace shows a central flowchart with icons for 'Enter Bills & Expenses', 'Accept Credit Cards', 'Create Invoices', 'Enter Time', and 'Turn On Payroll'. The right sidebar contains sections for 'ACCOUNT BALANCES', 'DO MORE WITH QUICKBOOKS', and 'BACKUP STATUS'.

ACCOUNT BALANCES

NAME	BALANCE
101000 - Checking	11,603.21
103000 - Petty Cash	0.00
122000 - Accounts ...	55.60

DO MORE WITH QUICKBOOKS

- [Turn on Payroll & save up to 40%](#)
- [Accept Credit Cards](#)
- [Order Checks & Supplies](#)
- [Activate TSheets](#)

BACKUP STATUS

Local: June 08, 2015, 4:28 PM
Back up now

Online: Back up online with Intuit Data Protect

Creating reports that work for you

- So for the Annual Financial Report (AFR) that goes to the Local Government Services here are the reports that you can pull to send to them instead (if you use the BARS) system of the spreadsheet. You will still need to fill out pages 1 & 2 in the spreadsheet as they require signatures.
 - Balance Sheet Previous Fiscal Year
 - Current Fiscal Year Profit & Loss (year you are filling out the report for)
 - Balance Sheet for the Current Fiscal Year
- You should set up a memorized report list for these reports so that they are at your finger tips for the next year.

Creating reports that work for you

- To create the balance sheet go to reports then Company & Financial the Balance Sheet Standard again follow the steps on slides 60-63 to customize and memorize the report.

