The background of the slide is a golden-yellow color with a dense, repeating pattern of various currency symbols, including the dollar sign (\$), euro (€), pound sterling (£), and yen (¥). The symbols are rendered in a 3D, embossed style, creating a textured effect. The central text is set against a plain white background.

# Setting Up Invoices

---

Keeping Up with your \$\$'s

December 15, 2017

Margaret Cunningham, Treasurer  
North Jersey Chapter

# Why Create Invoices

---

- The Purpose of creating invoices:
- 1) To know who has paid invoices & allow for payment plans
- 2) To know who has outstanding invoices and how much **within** Quickbooks and at any given time
- 3) To show mother's how much they have paid during the year - for Budget planning purposes – do we want to pay one time in dues or pay as you go or a combination



## Why Create Sales Receipts

---

- Sales Receipts track payments / receipts at one time that were not established as an invoice.
- These are used primarily for Activity generated events – at the group level and the chapter level where funds come in and out quickly.



# Components to Creating an Invoice – Financial Secretary

---

1.Create Customers

2.Create an Items List

3.Create the Invoices (Memorized)

\* This assumes you have a chart of accounts already established

A vertical decorative bar on the left side of the slide, featuring a golden-yellow background with various 3D-rendered financial symbols such as the dollar sign (\$), the pound sign (£), the yen sign (¥), and the Euro sign (€).

## Create Your Customers (Mother Members)

---

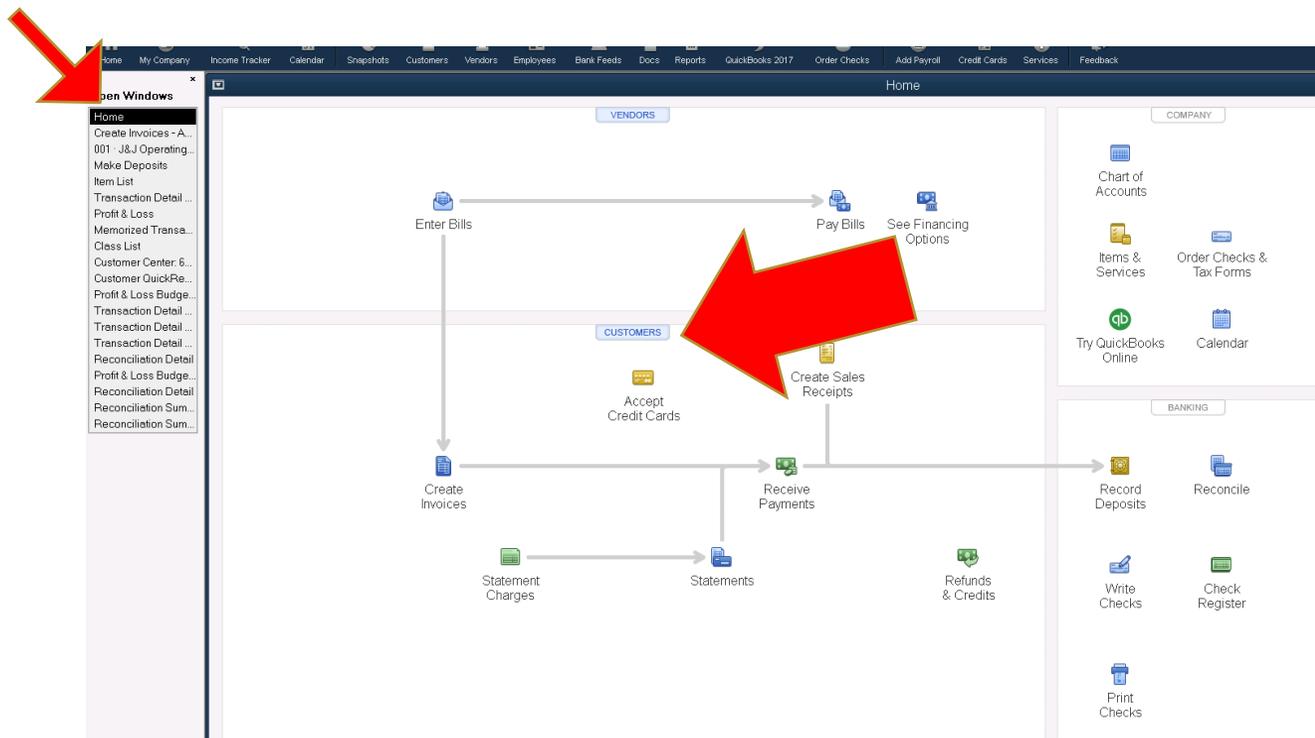
We call our Mothers –Mother Members and in Quickbooks, they are called Customers

# How to Create a Customer

“Customers Give --- Vendors Take Away” -

Rhonda Smith

Click on Customers from your Home Screen to set up



# Creating a Customer

Click on New Customer & Job to get Started

The screenshot shows a software interface with a dark blue navigation bar at the top containing icons and labels for Home, My Company, Income Tracker, Calendar, Snapshots, Customers, Vendors, and Employees. Below this is a window title bar with tabs for 'New Customer & Job' and 'New Transactions'. The main content area has two tabs: 'Customers & Jobs' (active) and 'Transactions'. Under the 'Customers & Jobs' tab, there is a dropdown menu labeled 'Active Customers' with a right-pointing arrow, and a search input field with a magnifying glass icon. On the left side, an 'Open Windows' panel is visible, listing several open windows, with 'Customer Center: 6...' selected.



# Completed Customer & Hit OK

NJ Chapter of Jack & Jill of America Inc. - QuickBooks Pro 2014 - [Edit Customer]

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

Home My Company Income Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Docs Reports QuickBooks 2017 Order Checks Add Payroll Credit Cards Services Feedback

Search Company or Help

**Open Windows**

- Edit Customer
- Customer Center: M...
- Write Checks - J&J ...
- Home
- Memorized Transa...
- 001 - J&J Operating...
- Chart of Accounts
- Create Invoices - A...
- Profit & Loss Budge...
- Vendor QuickRepo...
- Vendor QuickRepo...
- Vendor QuickRepo...
- Transaction List by ...
- Vendor QuickRepo...

CUSTOMER NAME **Margaret J Cunningham (C)**

CURRENT BALANCE 0.00 [How do I adjust the current balance?](#)

**Address Info**

COMPANY NAME

FULL NAME Mrs Margaret J Cunningham

JOB TITLE

Main Phone 973-819-7618 Main Email mj51663@yahoo.com

Work Phone CC Email vmw.jandj@icloud.com, northjersey...

Mobile Website www.margaretjcummingham.com

Fax 973--851-0812 Other 1

**ADDRESS DETAILS**

INVOICE/BILL TO SHIP TO

Margaret J. Cunningham (C)  
43 Highwood Rd.  
West Orange, NJ 07052

Copy >>

Default shipping address

Customer is inactive

**OK** Cancel Help

# Customer Center Information

The screenshot shows the QuickBooks Pro 2014 interface. The 'Customers' menu is circled in red. A red arrow labeled '1' points to the 'Active Customers' list on the left. A red arrow labeled '2' points to the 'Customer Information' tab. A red arrow labeled '3' points to the 'Customer Information' details for Margaret J. Cunningham.

**Customer Information**

Company Name: Mrs Margaret J Cunningham  
 Full Name: Mrs Margaret J Cunningham  
 Bill To: Margaret J. Cunningham (C)  
 43 Highwood Rd.  
 West Orange, NJ 07052

Main Phone: 973-819-7618  
 Fax: 973-651-0812  
 Main Email: mj51663@yahoo.com  
 CC Email: vmw.jandj@cloud.com, northjerseytreasurer@gmail.com  
 Website: www.margaretjunningham.com

**Transactions**

TYPE	NUM	DATE	ACCOUNT	AMOUNT
Check	2373	11/03/2016	J&J Operating Account	-90.00
Payment	3127	10/25/2016	Undeposited Funds	200.00
Check	2371	10/21/2016	J&J Operating Account	-720.77
Credit Memo	2017-105	10/11/2016	Accounts Receivable	-75.00
Check	2348	10/11/2016	J&J Operating Account	-75.00
Sales Receipt	35	10/04/2016	Undeposited Funds	20.00
Invoice	2017-18	09/08/2016	Accounts Receivable	300.00
Payment		09/08/2016	Undeposited Funds	100.00
Payment		08/30/2016	Undeposited Funds	10.00
Invoice	2017-16	06/14/2016	Accounts Receivable	10.00
Invoice	2017-1	06/01/2016	Accounts Receivable	539.06
Payment		06/01/2016	Undeposited Funds	539.06



---

# ITEMS

# What is an Item & Why is it needed

---

For Jack and Jill, items are what we use on sales transactions (Activity events and Dues)

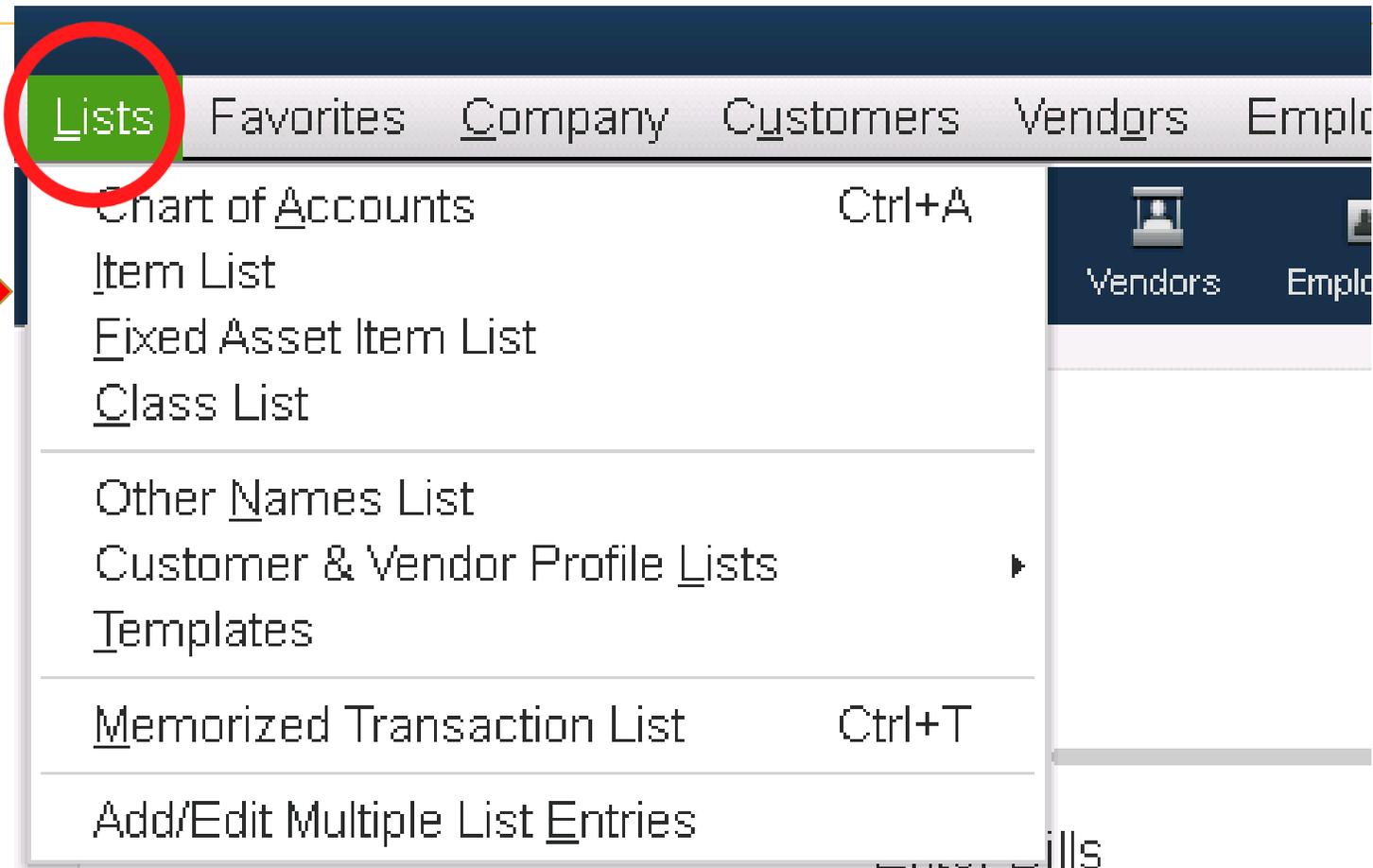
- Items map back to the chart of account – Income account
- For Example:
- Item Name – Children's Christmas Party - \$20.00  
Maps back to **Self-funded income account** on the chart of accounts

You **must** have an item or you cannot create an invoice or sales receipt

# Sample Items to create

NAME	DESCRIPTION	TYPE	ACCOUNT	PRICE
Children's Christmas Party	Fee per Family for Children's Christmas Party	Service	552.1 · Programmig - Chapte...	20.00
COPA	TEEN	Service	575 · COPA-tickets	60.00
COPA-ADULT	Adult ticket cost for copa	Service	575 · COPA-tickets	75.00
COPA BUS/Snacks	Bus costs for Copa as well as snacks	Service	572 · COPA-bus	25.00
Crđ. Memo Child Activity Cr...	Child Activity Credit for 1 child. When used on Credit Memo	Service	401 · Mother's Local Dues- NJ ...	50.00
Fundraising Ticket	Contribution to mother's ticket for upcoming fundraiser	Service	603 · Fundraising Income-Ticke...	0.00
Harlem HD Advertisments	Ad sales for the 5/5/17 Fundraiser	Service	606 · Fundraising -Advertising I...	0.00
Harlem HD Donation	Individual donations for HHD 5/5/17 Fundraiser	Service	502 · Fundraiser Sponsorship ...	0.00
Harlem HD Pledge	Checks written to fulfill pledge not associated with tickets, donations or sponsorship	Service	602 · Fundraising Pledge	0.00
Harlem Hey Day Ticket Sales	Purchased ticket for 5/5/17 Fundraiser	Service	603 · Fundraising Income-Ticke...	100.00
HHD Guest Ticket	When a mother sells guest tickets	Service	603 · Fundraising Income-Ticke...	0.00
JnJ Picnic	Self Funded Payment	Service	552.1 · Programmig - Chapte...	20.00
Lifetime Dues (I)	Life Time Membership Dues	Service	400.2 · Lifetime Membership - ...	450.00
<b>Preset by National</b>				
Mothers Local Dues	Mothers Annual Dues for the Local Chapter	Service	401 · Mother's Local Dues- NJ ...	448.66
National Convention	Each Mother payment towards the National Convention	Service	416 · National Convention Dues	20.00
National Dues	Mothers Dues to National	Service	415 · National Dues	75.00
Regional Assessment	Regional Assessment	Service	422 · Regional Assessment	20.00
Regional Dues	Mother Dues to the Region	Service	420 · Regional Dues	35.00
Regional Teen Community ...	\$5.00 fee collected for each 13 year old - 19 year old for Teen Conference	Service	473 · Teen's Regional Commun...	5.00
Sr. Teen Local Dues	Additional Dues paid by each Sr. Teen to defray the cost of Sr. Teen activities	Service	471 · Teen's Local Dues	165.00
Sr. Teen National Dues	Dues for each Sr. Teen due to National	Service	470 · Teen's Dues	10.00

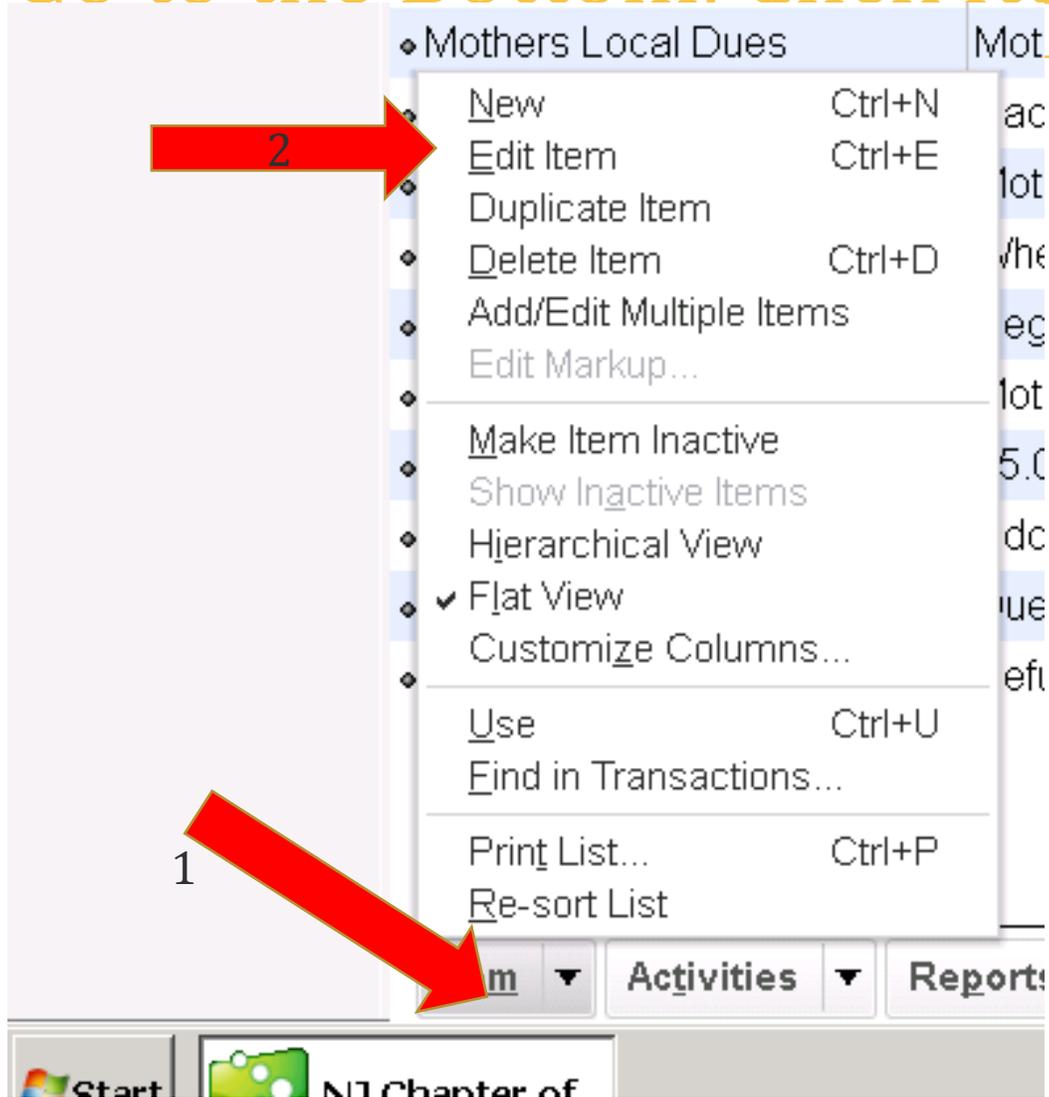
# Adding Items



The screenshot shows a software interface with a menu bar. The 'Lists' menu item is highlighted with a red circle. A red arrow points from the left towards the 'Item List' option in the dropdown menu. The menu items are as follows:

- Chart of Accounts Ctrl+A
- Item List
- Fixed Asset Item List
- Class List
- Other Names List
- Customer & Vendor Profile Lists ▶
- Templates
- Memorized Transaction List Ctrl+T
- Add/Edit Multiple List Entries

# Go to the Bottom. Click Item and then New



# Adding Items



**TYPE**

1 →  Use for services you charge for or purchase, like specialized labor, consulting hours, or professional fees.

2 →   Subitem of

This service is used in assemblies or is performed by a subcontractor or partner

3 →

4 →

5 →

OK

Cancel

6 ← Next

Notes

Custom Fields

Spelling

Item is inactive

Remember to select an INCOME account as this is going on invoices which is linked to INCOME

# When Finished.... Hit OK

Home My Company Income Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Docs Reports QuickBooks 2017 Order Checks

**TYPE**  
Service Use for services you charge for or purchase, like specialized labor, consulting hours, or professional fees.

Item Name/Number  Subitem of  
COPA

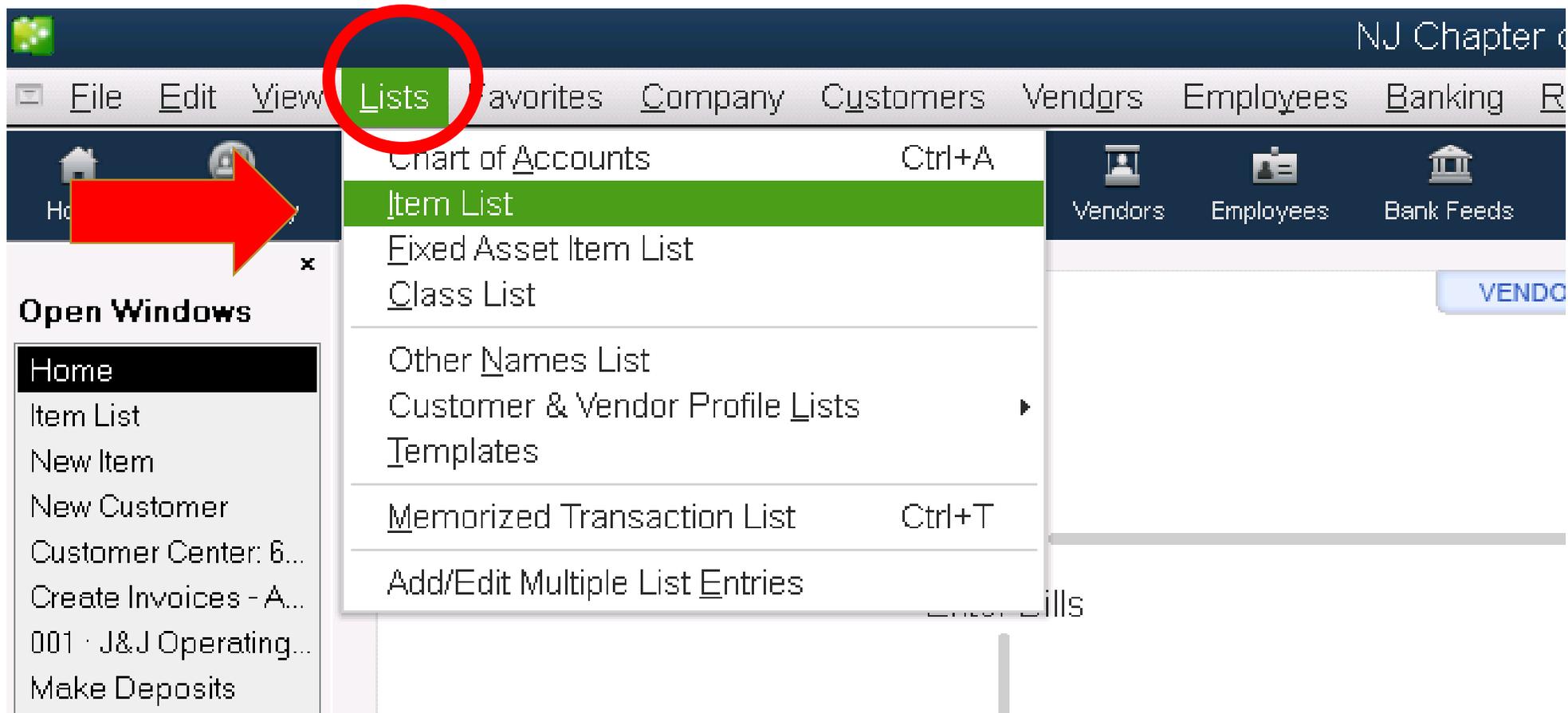
This service is used in assemblies or is performed by a subcontractor or partner

Description  Rate   
Account

Item is inactive

**OK**   
Cancel  
Next  
Notes  
Custom Fields  
Spelling

# Check Your List: List, Item List



# Review Items List

QuickBooks 11.0 2014 (multi-user) (admin) [Item List]

Lists | Items | Company | Customers | Vendors | Employees | Banking | Reports | Window | Help

Income | Calendar | Snapshots | Customers | Vendors | Employees | Bank Feeds | Docs | Reports | QuickBooks 2017 | Order Checks | Add Payroll | Credit Cards | Services | Feedback

Look in:     Search within results

NAME	DESCRIPTION	TYPE	ACCOUNT	PRICE	ATTN
Crd. Memo Child Activity Cr...	Child Activity Credit for 1 child. When used on Credit Memo	Service	401 · Mother's Local Dues- NJ ...	50.00	
Fundraising Ticket	Contribution to mother's ticket for upcoming fundraiser	Service	603 · Fundraising Income-Tick...	0.00	
Harlem HD Advertisements	Ad sales for the 5/5/17 Fundraiser	Service	606 · Fundraising -Advertising I...	0.00	
Harlem HD Donation	Individual donations for HHD 5/5/17 Fundraiser	Service	502 · Fundraiser Sponsorship ...	0.00	
Harlem HD Pledge	Checks written to fulfill pledge not associated with tickets, donations or sponsorship	Service	602 · Fundraising Pledge	0.00	
Harlem Hey Day Ticket Sales	Purchased ticket for 5/5/17 Fundraiser	Service	603 · Fundraising Income-Tick...	100.00	
HHD Guest Ticket	When a mother sells guest tickets	Service	603 · Fundraising Income-Tick...	0.00	
JnJ Picnic	Self Funded Payment	Service	552.1 · Programmimg - Chapt...	20.00	
Lifetime Dues (I)	Life Time Membership Dues	Service	400.2 · Lifetime Membership - ...	450.00	
LOA Credit		Service	403 · Leave of Absence Mothe...	-65.00	
LOA Credit 2015-2016	Credit for 2015-2016 LOA paid but never sent to National or Regional	Service	403 · Leave of Absence Mothe...	-65.00	
Mothers Local Dues	Mothers Annual Dues for the Local Chapter	Service	401 · Mother's Local Dues- NJ ...	448.66	
National Convention	Each Mother payment towards the National Convention	Service	416 · National Convention Dues	20.00	
National Dues	Mothers Dues to National	Service	415 · National Dues	75.00	
Refund went LOA	When a mother pays her dues and then decides to go on LOA she receives a refund	Service	401 · Mother's Local Dues- NJ ...	0.00	
Regional Assessment	Regional Assessment	Service	422 · Regional Assessment	20.00	
Regional Dues	Mother Dues to the Region	Service	420 · Regional Dues	35.00	
Regional Teen Community ...	\$5.00 fee collected for each 13 year old - 19 year old for Teen Conference	Service	473 · Teen's Regional Commu...	5.00	
Sr. Teen Local Dues	Additional Dues paid by each Sr. Teen to defray the cost of Sr. Teen activities	Service	471 · Teen's Local Dues	165.00	
Sr. Teen National Dues	Dues for each Sr. Teen due to National	Service	470 · Teen's Dues	10.00	
Sr. Teen T-Shirt Refund	Refund due mother's because of return of funds from Amex for 2016 Teen Conf t-shirts	Service	579 · Teen Conference Income	0.00	

# INVOICES

---

- Customers + Items = Invoice

# Go Home & Select Create Invoice

NJ Chapter of Jack & Jill of America Inc. - QuickBooks Pro 2014(multi-user)(Admin)

Lists Favorites Company Customers Vendors Employees Banking Reports Window Help

Income Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Docs Reports QuickBooks 2017 Order Checks Add Payroll Credit Cards Services Feedback

Home

**VENDORS**

- Enter Bills
- Pay Bills
- See Financing Options

**CUSTOMERS**

- Accept Credit Cards
- Create Sales Receipts
- Receive Payments
- Refunds & Credits
- Statement Charges
- Statements

**COMPANY**

- Chart of Accounts
- Items & Services
- Order Checks & Tax Forms
- Try QuickBooks Online
- Calendar

**BANKING**

- Record Deposits
- Reconcile
- Write Checks
- Check Register
- Print Checks

The screenshot shows the QuickBooks Pro 2014 Home dashboard. A large red arrow points from the 'Enter Bills' icon in the Vendors section down to the 'Create Invoices' icon in the Customers section. The dashboard is organized into three main sections: Vendors, Customers, and Banking. The Vendors section includes 'Enter Bills', 'Pay Bills', and 'See Financing Options'. The Customers section includes 'Accept Credit Cards', 'Create Sales Receipts', 'Receive Payments', 'Refunds & Credits', 'Statement Charges', and 'Statements'. The Banking section includes 'Record Deposits', 'Reconcile', 'Write Checks', 'Check Register', and 'Print Checks'. The right sidebar contains 'COMPANY' tools like 'Chart of Accounts', 'Items & Services', 'Order Checks & Tax Forms', 'Try QuickBooks Online', and 'Calendar', and 'BANKING' tools like 'Record Deposits', 'Reconcile', 'Write Checks', 'Check Register', and 'Print Checks'.

# 1. Create Your Invoice – One Mother Member

The screenshot shows the 'Create Invoices - Accounts Receivable (Editing Transaction...)' window in QuickBooks. The interface includes a top navigation bar with various tools like Home, My Company, Income Tracker, Calendar, Snapshots, Customers, Vendors, Employees, Bank Feeds, Docs, Reports, QuickBooks 2017, Order Checks, Add Payroll, Credit Cards, Services, and Feedback. Below this is a ribbon with tabs for Main, Formatting, Send/Ship, and Reports. The ribbon contains various action buttons such as Find, New, Save, Delete, Memorize, Mark As Pending, Print, Email, Print Later, Email Later, Attach File, Add Time/Costs, Apply Credits, Receive Payments, Refund Credit, and Create a Batch. The main form area includes fields for CUSTOMER, CLASS, ACCOUNT (11000), and TEMPLATE (Intuit Service In). The invoice title is 'Invoice 2', the date is '12/15/2016', and the invoice number is '2017-166'. The BILL TO field is empty. There are fields for P.O. NO. and TERMS. A table with columns ITEM, QUANT., DESCRIPTION, RATE, and AMOUNT is present. The CUSTOMER MESSAGE and MEMO fields are at the bottom left. The bottom right shows summary fields: TOTAL PAYMENTS APPLIED (0.00) and BALANCE DUE (0.00). At the bottom, there are buttons for 'Save & Close', 'Save & New', and 'Clear'. Four red circles highlight specific elements: 1. The 'Intuit Service In' template dropdown, 2. The 'Invoice 2' title, 3. The empty item table, and 4. The 'Save & New' button.

ITEM	QUANT...	DESCRIPTION	RATE	AMOUNT

TOTAL PAYMENTS APPLIED	0.00
BALANCE DUE	0.00

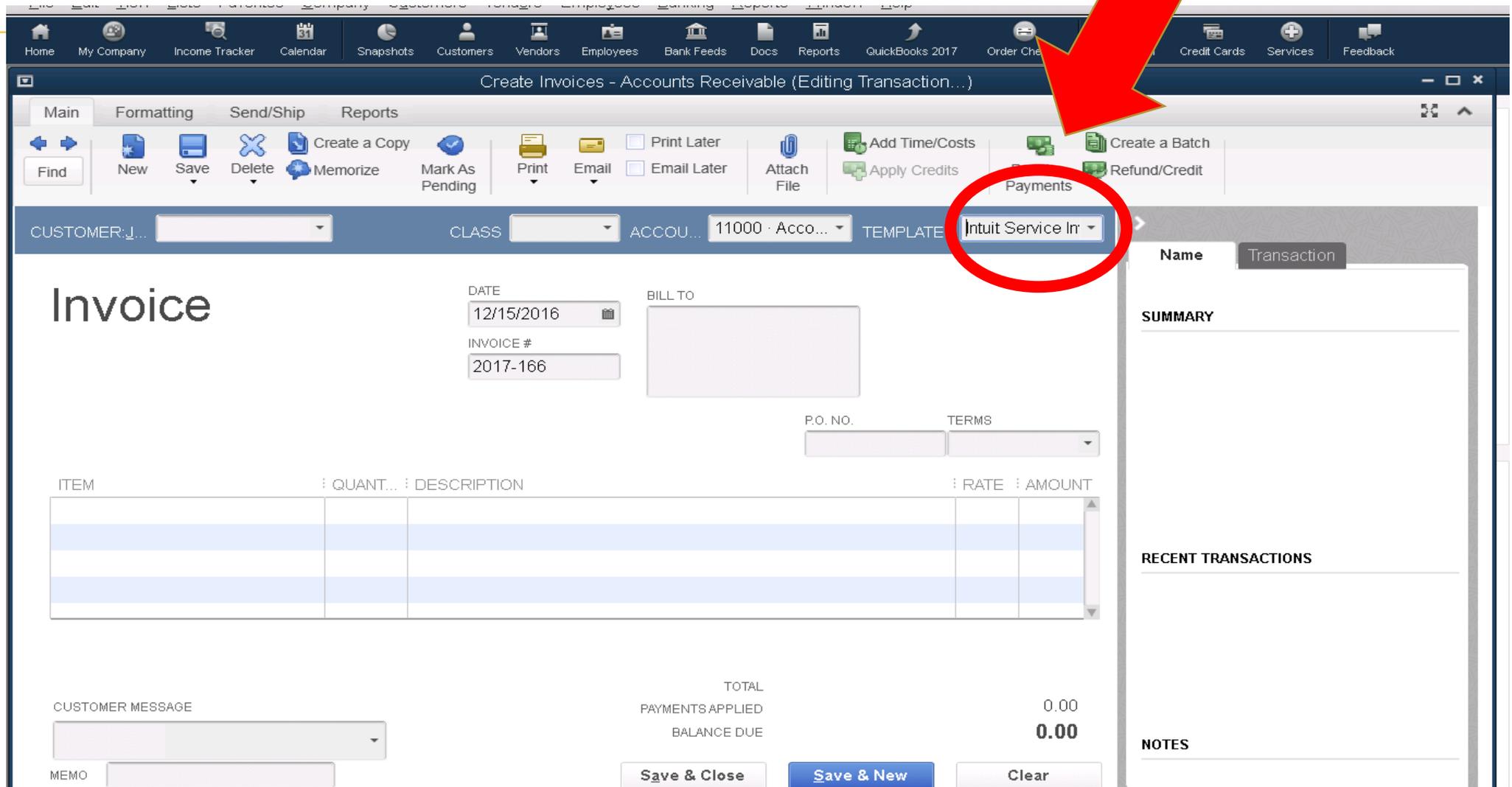


# Ways to Streamline Process

---

- 1. Create Invoice / Sales Receipt
- 2. Choose Items
- 3 Memorize Invoices / Sales Receipt

# Select Intuit Service Invoice -



The screenshot shows the QuickBooks interface for creating an invoice. The 'TEMPLATE' dropdown menu is highlighted with a red circle, and a red arrow points to the 'Intuit Service Invoice' option. The interface includes a top navigation bar with various icons, a ribbon with tabs for Main, Formatting, Send/Ship, and Reports, and a toolbar with various actions like New, Save, Delete, and Print. The main area displays the 'Invoice' form with fields for DATE (12/15/2016), INVOICE # (2017-166), and a table for items. The right sidebar contains sections for SUMMARY, RECENT TRANSACTIONS, and NOTES. The bottom right corner shows the total balance due as 0.00 and buttons for Save & Close, Save & New, and Clear.

Home My Company Income Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Docs Reports QuickBooks 2017 Order Che... Credit Cards Services Feedback

Create Invoices - Accounts Receivable (Editing Transaction...)

Main Formatting Send/Ship Reports

Find New Save Delete Create a Copy Memorize Mark As Pending Print Email Print Later Email Later Attach File Add Time/Costs Apply Credits Payments Create a Batch Refund/Credit

CUSTOMER: J... CLASS ACCOU... 11000 · Acco... TEMPLATE Intuit Service In

## Invoice

DATE: 12/15/2016  
INVOICE #: 2017-166

BILL TO

P.O. NO. TERMS

ITEM	QUANT...	DESCRIPTION	RATE	AMOUNT

CUSTOMER MESSAGE

MEMO

TOTAL PAYMENTS APPLIED: 0.00  
BALANCE DUE: 0.00

Save & Close Save & New Clear

Summary: SUMMARY, RECENT TRANSACTIONS, NOTES

# Add Items & Click to Memorize

The screenshot displays the QuickBooks Pro 2014 interface for creating an invoice. The window title is "NJ Chapter of Jack & Jill of America Inc. - QuickBooks Pro 2014(multi-user)(Admin)". The main window is titled "Create Invoices - Accounts Receivable (Editing Transaction...)".

The toolbar includes buttons for "New", "Save", "Delete", "Memorize", "Mark As Pending", "Print", "Email", "Email Later", "Attach File", "Add Time/Costs", "Apply Credits", "Receive Payments", "Create a Batch", and "Refund/Credit". The "Memorize" button is circled in red with the number "2".

The invoice form shows the following details:

- Customer: J...
- CLASS: ...
- ACCOU: 11000 - Acco...
- TEMPLATE: Mothers Dues
- DATE: 12/08/2016
- MOTHER: [Empty]
- INVOICE#: 2017-166

The item table has the following columns: ITEM, DESCRIPTION, CLASS, AMOUNT. The first row is circled in red with the number "1".

The summary section shows:

- TOTAL PAYMENTS APPLIED: 0.00
- BALANCE DUE: 0.00

The "Save & New" button is highlighted in blue. The "Print Checks" button is visible at the bottom right.

The right sidebar contains sections for "ACCOUNT BALANCES", "DO MORE WITH QUICKBOOKS" (Cyber Monday Sale), "BACKUP STATUS" (Local: November 01, 2016, 11:42 AM; Online: Back up online with Intuit Data Protect), and "RECENT TRANSACTIONS".

The Windows taskbar at the bottom shows the Start button, "NJ Chapter of...", and the system tray with the time 4:54 PM and date 12/8/2016.

# Create Memorized Invoice – To Easily Repeat

The screenshot displays the QuickBooks interface for creating an invoice. The 'Memorize Transaction' dialog box is open, allowing users to save a transaction as a template for future use. The 'Name' field is highlighted with a red circle and a '1', indicating the first step in the process. The 'OK' button is also highlighted with a red circle and a '2', indicating the second step. The dialog box includes options to add the transaction to a reminders list, set a frequency, and specify a next date. The main window shows the 'Create Invoices - Accounts Receivable' window with various tabs and buttons. The 'CUSTOMER: J...' dropdown is visible, and the 'CLASS' and 'ACCOU...' dropdowns are also present. The 'Intuit Profess...' dropdown is visible in the top right corner. The 'SUMMARY' section is visible on the right side of the window, and the 'RECENT TRANSACTIONS' section is visible below it. The 'NOTES' section is visible at the bottom right. The 'TOTAL' section shows 'TOTAL PAYMENTS APPLIED' as 0.00 and 'BALANCE DUE' as 0.00. The 'Save & Close', 'Save & New', and 'Clear' buttons are visible at the bottom of the dialog box.

Open Windows

- Create Invoices - A...
- Home

Home My Company Income Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Docs Reports QuickBooks 2017 Order Checks Add Payroll Credit Cards Services Feedback

Create Invoices - Accounts Receivable

Main Formatting Send/Ship Reports

Find New Save Delete Create a Copy Memorize Mark As Pending Print Email Email Later Attach File Add Time/Costs Apply Credits Create a Batch Receive Payments Refund/Credit

CUSTOMER: J... CLASS... ACCOU... 11000 · Acco... INTUIT TEMPLATE Intuit Profess...

Memorize Transaction

Name  1

Add to my Reminders List How Often Never

Do Not Remind Me Next Date

Automate Transaction Entry Number Remaining

Add to Group Days In Advance To Enter 0

Group Name <None>

OK 2

Cancel

TERMS

RATE AMOUNT

RATE	AMOUNT

CUSTOMER MESSAGE

MEMO

TOTAL PAYMENTS APPLIED 0.00

BALANCE DUE 0.00

Save & Close Save & New Clear

Summary

RECENT TRANSACTIONS

NOTES

# Open your Memorized Invoice

The screenshot shows the QuickBooks Pro 2014 interface. The 'Lists' menu is open, and 'Memorized Transaction List' is highlighted. The main window is titled 'Create Invoices - Accounts Receivable'. The invoice form shows the date '12/02/2016' and invoice number '2017-166'. The 'TOTAL' is 0.00, and the 'BALANCE DUE' is 0.00. The 'Save & Close' button is highlighted.

Menu items in the 'Lists' menu:

- Chart of Accounts (Ctrl+A)
- Item List
- Fixed Asset Item List
- Class List
- Other Names List
- Customer & Vendor Profile Lists
- Memorized Transaction List (Ctrl+T)**
- Add/Edit Multiple List Entries

Toolbar items:

- Mark As Pending
- Print
- Email
- Email Later
- Attach File
- Add Time/Costs
- Apply Credits
- Receive Payments
- Create a Batch
- Refund/Credit

Invoice Form Fields:

- DATE: 12/02/2016
- INVOICE #: 2017-166
- TERMS: [Dropdown]
- ITEM: [Table with columns: ITEM, DESCRIPTION, QTY, RATE, AMOUNT]
- CUSTOMER MESSAGE: [Text Area]
- MEMO: [Text Area]
- TOTAL: 0.00
- PAYMENTS APPLIED: 0.00
- BALANCE DUE: 0.00

Buttons:

- Save & Close
- Save & New
- Clear

# Select Memorized Invoice

NJ Chapter of Jack & Jill of America Inc. - QuickBooks Pro 2014(multi-user)(Admin)

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

Home My Company Income Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Docs Reports QuickBooks 2017 Order Checks Add Payroll Credit Cards Services Feedback

Memorized Transaction List

TRANSACTION N...	TYPE	S...	A...	F...	AUTO	N...
Harlem Hey Day	Invoice	11...	30...	Ne...		
Harlem Hey Day ...	Sales Receipt	12...	10...	Ne...		
JnJ Picnic - Self ...	Sales Receipt	12...	20...	Ne...		
Mothers Dues Inv...	Invoice	11...	70...	Ne...		
National Conven...	Invoice	11...	10...	Ne...		
Non Teen Invoice	Invoice	11...	53...	Ne...		
Teen Dues Invoice	Invoice	11...	70...	Ne...		

ACCOUNTS RECEIVABLE (Editing Transaction...)

11000 - Acco... TEMPLATE Harlem Hey ...

2017-166

ITEM	DESCRIPTION	CLASS	AMOUNT
Harlem Hey Day Ticket Sales	Purchased ticket for 5/5/17 Fundraiser	Fundrai...	0.00
Harlem HD Advertisments	Ad sales for the 5/5/17 Fundraiser	Fundrai...	0.00
Harlem HD Donation	Individual donations for HHD 5/5/17 Fundraiser	Fundrai...	0.00
Harlem HD Pledge	Mother Pledge Outstanding	Fundrai...	300.00

TOTAL 300.00  
 PAYMENTS APPLIED 0.00  
 BALANCE DUE 300.00

Save & Close Save & New Clear

Print Checks

ACCOUNT BALANCES

DO MORE WITH QUICKBOOKS

Cyber Monday Sale

Save up to 45% off NEW QuickBooks 2017. Offer ends 12/1.

Act Now

BACKUP STATUS

Local: November 01, 2016, 11:42 AM Back up now

Online: Back up online with Intuit Data Protect

Start NJ Chapter of... 5:00 PM 12/8/2016

# Sample Memorized Invoice

NJ Chapter of Jack & Jill of America Inc. - QuickBooks Pro 2014(multi-user)(Admin)

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

Home My Company Income Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Docs Reports QuickBooks 2017 Order Checks Add Payroll Credit Cards Services Feedback

Open Windows

- Create Invoices - A...
- Memorized Transa...
- Home
- Profit & Loss Budge...
- Write Checks - J&J...
- Item List
- Enter Sales Receipts
- 001 - J&J Operating...
- Vendor QuickReport
- Vendor QuickReport
- Vendor QuickReport
- Transaction List by ...
- Vendor QuickReport
- Customer Center: 6...

Create Invoices - Accounts Receivable (Editing Transaction...)

Main Formatting Send/Ship Reports

Find New Save Delete Create a Copy Memorize Mark As Pending Print Email Email Later Attach File Add Time/Costs Apply Credits Receive Payments Create a Batch Refund/Credit

CUSTOMER: J... CLASS Fundrais... ACCOU... 11000 - Acco... TEMPLATE Harlem Hey ...

Harlem Hey Da... DATE 12/08/2016 MOTHER INVOICE# 2017-166

ITEM	DESCRIPTION	CLASS	AMOUNT
Harlem Hey Day Ticket Sales	Purchased ticket for 5/5/17 Fundraiser	Fundrai...	0.00
Harlem HD Advertisements	ad sales for the 5/5/17 Fundraiser	Fundrai...	0.00
Harlem HD Donation	individual donations for HHD 5/5/17 Fundraiser	Fundrai...	0.00
Harlem HD Pledge	Mother Pledge Outstanding	Fundrai...	300.00

TOTAL 300.00  
PAYMENTS APPLIED 0.00  
BALANCE DUE 300.00

DONOR MESSAGE  
MEMO

Save & Close Save & New Clear

Print Checks

ACCOUNT BALANCES

DO MORE WITH QUICKBOOKS

Cyber Monday Sale

Save up to 45% off NEW QuickBooks 2017. Offer ends 12/1.

Act Now

BACKUP STATUS

Local: November 01, 2016, 11:42 AM  
Back up now

Online: Back up online with Intuit Data Protect

Start NJ Chapter of... 4:57 PM 12/8/2016

# Add Your Customer and input

The screenshot displays the QuickBooks Pro 2014 interface. The main window is titled "Create Invoices - Accounts Receivable (Editing Transaction...)" and shows the process of creating an invoice for a customer named "Harlem Hey Day". A red circle highlights the "CUSTOMER" dropdown menu, which is currently selected with "Harlem Hey Day".

The invoice details include:

- DATE: 12/08/2016
- INVOICE#: 2017-166
- MOTHER: [Empty field]

The invoice items are listed in a table:

ITEM	DESCRIPTION	CLASS	AMOUNT
Harlem Hey Day Ticket Sales	Purchased ticket for 5/5/17 Fundraiser	Fundrai...	0.00
Harlem HD Advertisements	Ad sales for the 5/5/17 Fundraiser	Fundrai...	0.00
Harlem HD Donation	Individual donations for HHD 5/5/17 Fundraiser	Fundrai...	0.00
Harlem HD Pledge	Mother Pledge Outstanding	Fundrai...	300.00

The summary section shows:

- TOTAL: 300.00
- PAYMENTS APPLIED: 0.00
- BALANCE DUE: 300.00

Buttons at the bottom include "Save & Close", "Save & New", and "Clear".

On the right side of the interface, there are several panels:

- ACCOUNT BALANCES**: A dropdown menu.
- DO MORE WITH QUICKBOOKS**: A promotional banner for a "Cyber Monday Sale" offering up to 45% off on NEW QuickBooks 2017, with an "Act Now" button.
- BACKUP STATUS**: Shows the local backup status as "November 01, 2016, 11:42 AM" with a "Back up now" link, and the online backup status as "Back up online with Intuit Data Protect".
- RECENT TRANSACTIONS**: A section for viewing recent transactions.
- NOTES**: A section for adding notes to the invoice.

At the bottom right, there is a "Print Checks" button.



# How to Back Up Your Work? Online in RightNetworks

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- Right Networks automatically backs up our work for 90 days.
  - So for FS – No need to back up

# Time For Questions



# Components to Applying Funds Collected (Payments) & Making Deposits

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- 1. Receive & Record Funds Collected (Financial Secretary)
- 2. Record Deposit (Treasurer)
- 3. Verify on Check Register & Collections Report (Treasurer)

# New Method

## Invoice Method: Receive Payments & Record Deposits

NJ Chapter of Jack & Jill of America Inc. - QuickBooks Pro 2014(multi-user)(Admin)

Lists Favorites Company Customers Vendors Employees Banking Reports Window Help

Income Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Docs Reports QuickBooks 2017 Order Checks Add Payroll Credit Cards Services Feedback

Home

**VENDORS**

- Enter Bills
- Pay Bills
- See Financing Options

**CUSTOMERS**

- Accept Credit Cards
- Create Sales Receipts
- Receive Payments
- Refunds & Credits
- Statement Charges
- Statements

**COMPANY**

- Chart of Accounts
- Items & Services
- Order Checks & Tax Forms
- Try QuickBooks Online
- Calendar

**BANKING**

- Record Deposits
- Reconcile
- Write Checks
- Check Register
- Print Checks

# Select Mother Member



NJ Chapter of Jack & Jill o join.me/961-992-645 free [Receive Payments]

File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Window

Home My Company Income Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Docs Reports QuickBooks 2017 Order Checks Add Payroll Credit Cards Services Feedback

Open Windows  
Receive Payments  
Home

Main Reports Payments

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

## Customer Payment

CUSTOMER BALANCE 0.00

RECEIVED FROM: [Dropdown]  
PAYMENT AMOUNT: 0.00  
DATE: 12/02/2016  
REFERENCE #: [Field] [Where does this payment go?](#)

A/R ACCOUNT: 11000 - Accounts Receivable

CASH CHECK CREDIT DEBIT e-CHECK Other

DATE	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
Select the customer or job in the Received From field				
Totals			0.00	0.00

MEMO: [Field]

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE	0.00
APPLIED	0.00
DISCOUNT AND CREDITS APPLIED	0.00

Save & Close Save & New Clear

Ask me anything 4:06 PM 12/8/2016

# Apply The Payment to Open Invoice

**Customer Payment** CUSTOMER BALANCE 200.00

RECEIVED FROM: **Marlaina Sims Powell** A/R ACCOUNT: **11000 - Accounts Receivable**

AMOUNT: **0.00** DATE: **12/02/2016**

Where does this payment go?

DATE	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
11/01/2016	2017-129		300.00	200.00
Totals			300.00	200.00

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE	0.00
APPLIED	0.00
DISCOUNT AND CREDITS APPLIED	0.00

Save & Close Save & New Clear

# Applying Payments

The screenshot shows the 'Customer Payment' form in QuickBooks Online. The browser title is 'NJ Chapter of Jack & Jill o' and the page title is 'Receive Payments'. The 'RECEIVED FROM' field is set to 'Marlaina Sims Powell' and the 'PAYMENT AMOUNT' is 200.00. The 'DATE' is 12/02/2016. The 'ARACCOUNT' is '11000 - Accounts Rece...'. The 'Other' payment type is selected. A table below shows the application of the payment to an invoice dated 11/01/2016 with amount 300.00. A summary table shows 'AMOUNTS FOR SELECTED INVOICES' with 'AMOUNT DUE' of 200.00 and 'APPLIED' of 200.00. The 'Save & New' button is circled in red.

**Customer Payment**

RECEIVED FROM: Marlaina Sims Powell  
PAYMENT AMOUNT: 200.00  
DATE: 12/02/2016  
REFERENCE #:   
Where does this payment go?

ARACCOUNT: 11000 - Accounts Rece...

DATE	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
11/01/2016	2017-129		300.00	200.00
Totals			300.00	200.00

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE	200.00
APPLIED	200.00
DISCOUNT APPLIED	0.00

Save & New

# Record Deposits (Treasurer)

NJ Chapter of Jack & Jill of America Inc. - QuickBooks Pro 2014(multi-user)(Admin)

Lists Favorites Company Customers Vendors Employees Banking Reports Window Help

Income Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Docs Reports QuickBooks 2017 Order Checks Add Payroll Credit Cards Services Feedback

Home

**VENDORS**

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**CUSTOMERS**

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- Refunds & Credits

**COMPANY**

- Chart of Accounts
- Items & Services
- Order Checks & Tax Forms
- Try QuickBooks Online
- Calendar

**BANKING**

- Record Deposits
- Reconcile
- Write Checks
- Check Register
- Print Checks

The screenshot displays the QuickBooks Pro 2014 interface for a multi-user administrator. The top navigation bar includes 'Lists', 'Favorites', 'Company', 'Customers', 'Vendors', 'Employees', 'Banking', 'Reports', 'Window', and 'Help'. Below this is a secondary toolbar with icons for 'Income Tracker', 'Calendar', 'Snapshots', 'Customers', 'Vendors', 'Employees', 'Bank Feeds', 'Docs', 'Reports', 'QuickBooks 2017', 'Order Checks', 'Add Payroll', 'Credit Cards', 'Services', and 'Feedback'. The main workspace is titled 'Home' and is divided into three sections: 'VENDORS', 'CUSTOMERS', and 'BANKING'. The 'VENDORS' section contains 'Enter Bills', 'Pay Bills', and 'See Financing Options'. The 'CUSTOMERS' section contains 'Accept Credit Cards', 'Create Sales Receipts', 'Create Invoices', 'Receive Payments', 'Statement Charges', 'Statements', and 'Refunds & Credits'. The 'BANKING' section contains 'Record Deposits', 'Reconcile', 'Write Checks', 'Check Register', and 'Print Checks'. A red arrow points to the 'Record Deposits' icon in the 'BANKING' section. Additionally, a 'COMPANY' section is visible on the right side of the workspace, containing 'Chart of Accounts', 'Items & Services', 'Order Checks & Tax Forms', 'Try QuickBooks Online', and 'Calendar'.

# Select Payments To Deposit (Invoice & Sales Receipts)

**Payments to Deposit**

SELECT VIEW  
View payment method type: All types  
Sort payments by: Payment Method

SELECT PAYMENTS TO DEPOSIT

DATE	TIME	TYPE	NO.	PAYMENT METHOD	NAME	AMOUNT
10/23/2016		RCPT	57		Karan Davidson (C)	100.00
09/02/2016		PMT		Cash	Rochelle Peniston(C)	10.00
09/22/2016		PMT		Cash	Erica McDay(C)	14.33
11/17/2016		PMT		Cash	Valerie Morrison (C)	100.00
11/23/2016		PMT		Cash	Alison Scott Williams (C)	100.00
11/17/2016		PMT	4145	Check	Brett Simon(C)	280.00
11/17/2016		PMT	41451	Check	Brett Simon(C)	100.00
11/17/2016		PMT	675	Check	Darlene Winkler(C)	100.00
11/17/2016		PMT	3071	Check	Karma Warren, MD	100.00
11/17/2016		PMT	1364	Check	Ebonee Lewis (C)	100.00
11/17/2016		PMT	101	Check	Robyn Dawson Bryant	300.00
11/17/2016		PMT	3304	Check	Tiffany Dupree-Atwell(C)	100.00
11/17/2016		PMT	2058	Check	Karan Davidson (C)	300.00

0 of 30 payments selected for deposit

Payments Subtotal: 0.00

Buttons: Select All, Select None, OK, Cancel, Help

Cash back goes to: [dropdown]  
Cash back memo: [text box]  
Cash back amount: [text box]

Deposit Subtotal: [text box]  
Deposit Total: [text box]

Buttons: Save & Close, Save & New, Clear

**Remember to match the mother's you are checking off with your deposit. You cannot mix your operating account deposits with your fundraising accounts. You can only do one account at a time.**



# Confirming Deposit in Check Register

NJ Chapter of Jack & Jill of Ame join.me/961-992-645 free J&J Operating Account]

File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Window

Home My Company Income Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Docs Reports QuickBooks 2017 Order Checks Add Payroll Credit Cards Services Feedback

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

Open Windows

- 001 - J&J Operating...
- Make Deposits
- Home
- Receive Payments

DATE	NUMBER	PAYEE	PAYMENT	DEPOSIT	BALANCE
	TYPE	ACCOUNT	MEMO		
10/03/2016	2362	Tiana Evans (C)	50.00		48,221.34
	CHK	11000 · Accounts Receivable			
		Voucher27A-17 Refund Sr. Teen T-shirt			
10/03/2016	2363	Shell Rice Williams(C)	80.00		48,141.34
	CHK	11000 · Accounts Receivable			
		Voucher 27-17 Refund Sr. Teen T-shirt fee			
10/03/2016	2364	Michelle Stevenson(C)	40.00		48,101.34
	CHK	11000 · Accounts Receivable			
		Voucher27A-17 Refund Sr. Teen T-shirt			
10/03/2016	2365	Kim Walker(C)	90.00		48,011.34
	CHK	11000 · Accounts Receivable			
10/03/2016	2366	Lynn Biot Gordon	50.00		47,961.34
	CHK	11000 · Accounts Receivable			
		VOUcher 27A-17 Refund Sr. Teen T-shirts			
10/03/2016	2367	Karma Warren, MD	90.00		47,871.34
	CHK	11000 · Accounts Receivable			
		Voucher27A-17 Refund Sr. Teen T-shirt			
10/03/2016	2368	Valerie Morrison (C)	100.00		47,771.34
	CHK	11000 · Accounts Receivable			
		Voucher27A-17 Refund Sr. Teen T-Shirt			
10/03/2016	2370	Pamela Brodie(C)	85.00		47,686.34
	CHK	11000 · Accounts Receivable			
		VOUcher27A-17 Refund Sr Teen T-shirt			
10/03/2016			480.00		47,206.34
	TRANSFR	002 · J&J Fundraising Account			
		Funds Transfer - Sr Teen Fundraising money went to Operating instead of Fur			
10/04/2016				100.00	47,306.34
	DEP	952-3 · Fundraiser Graphic Artist			
		Deposit			
10/11/2016	2348	Margaret J Cunningham	75.00		47,231.34
	CHK	11000 · Accounts Receivable			
		Voucher 277-17Refund check for sr. teen t-shirt 2016			
10/19/2016				310.00	47,541.34
	DEP	-split-			
		Deposit			

Splits

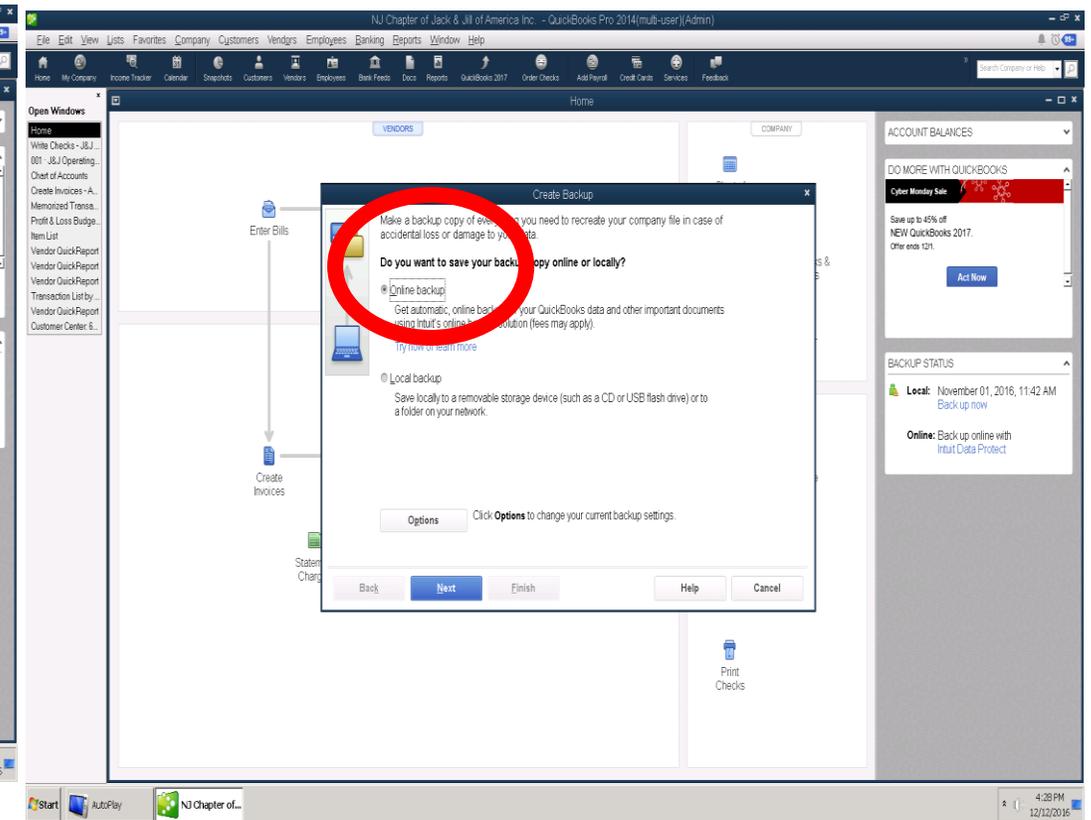
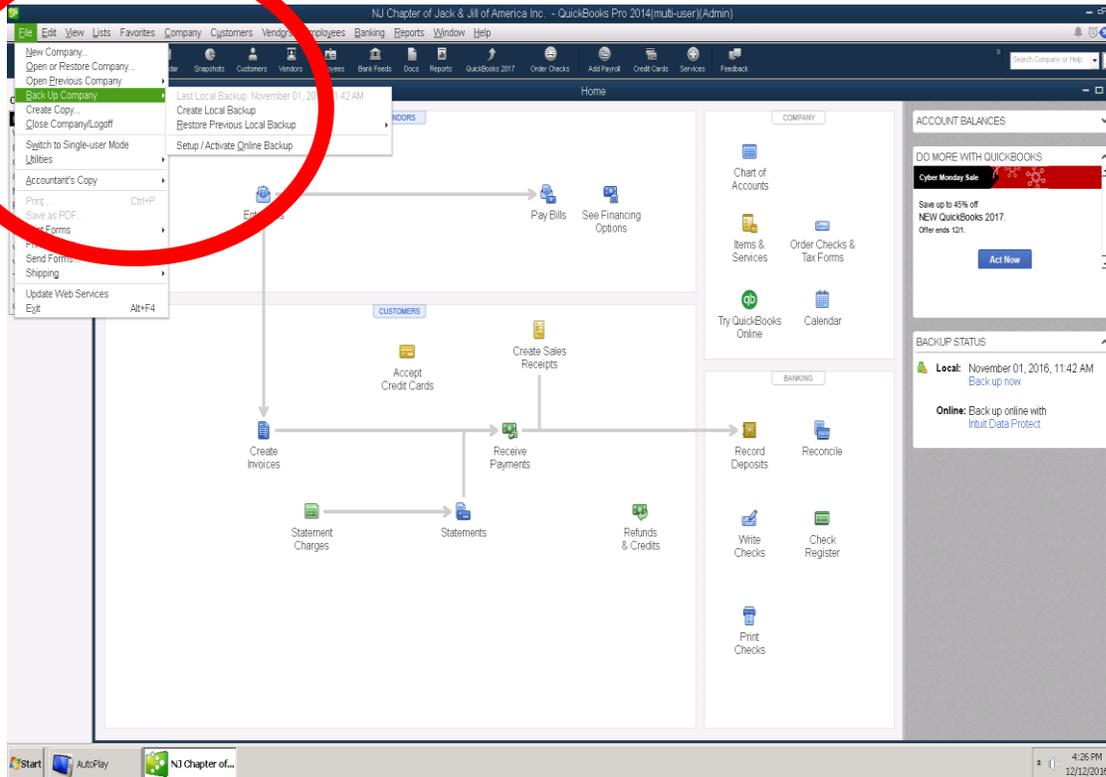
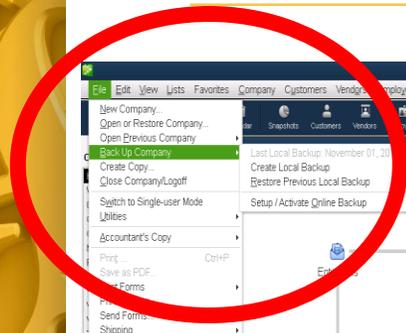
ENDING BALANCE **41,921.21**

Record Restore

Sort by Date, Type, Number/Ref

Windows Taskbar: Ask me anything, 4:33 PM 12/8/2016

# Back Up Your Work – Online in RightNetworks



# Time For Questions



# Key To Success? Working Together -

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Each Role has a key part and TOGETHER we make a whole!

