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

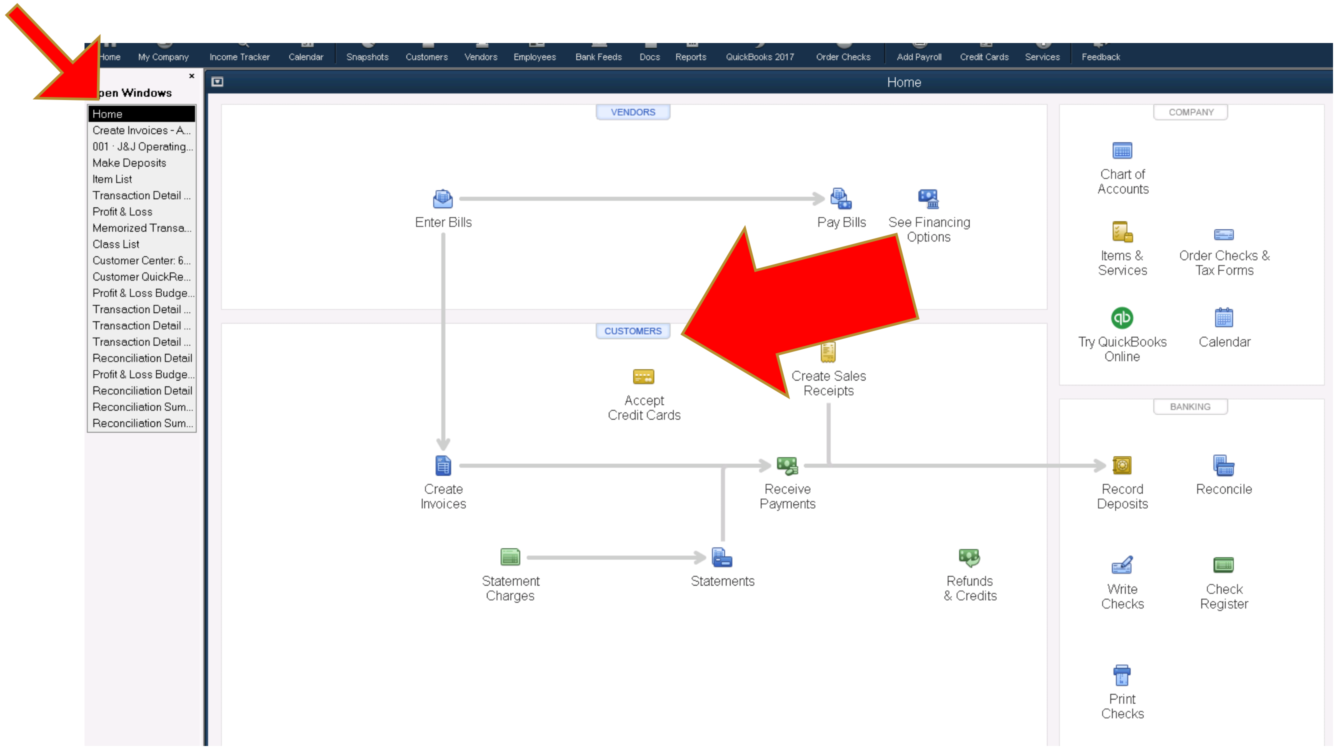
Create Your Customers (Mother Members)

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

How to Create a Customer

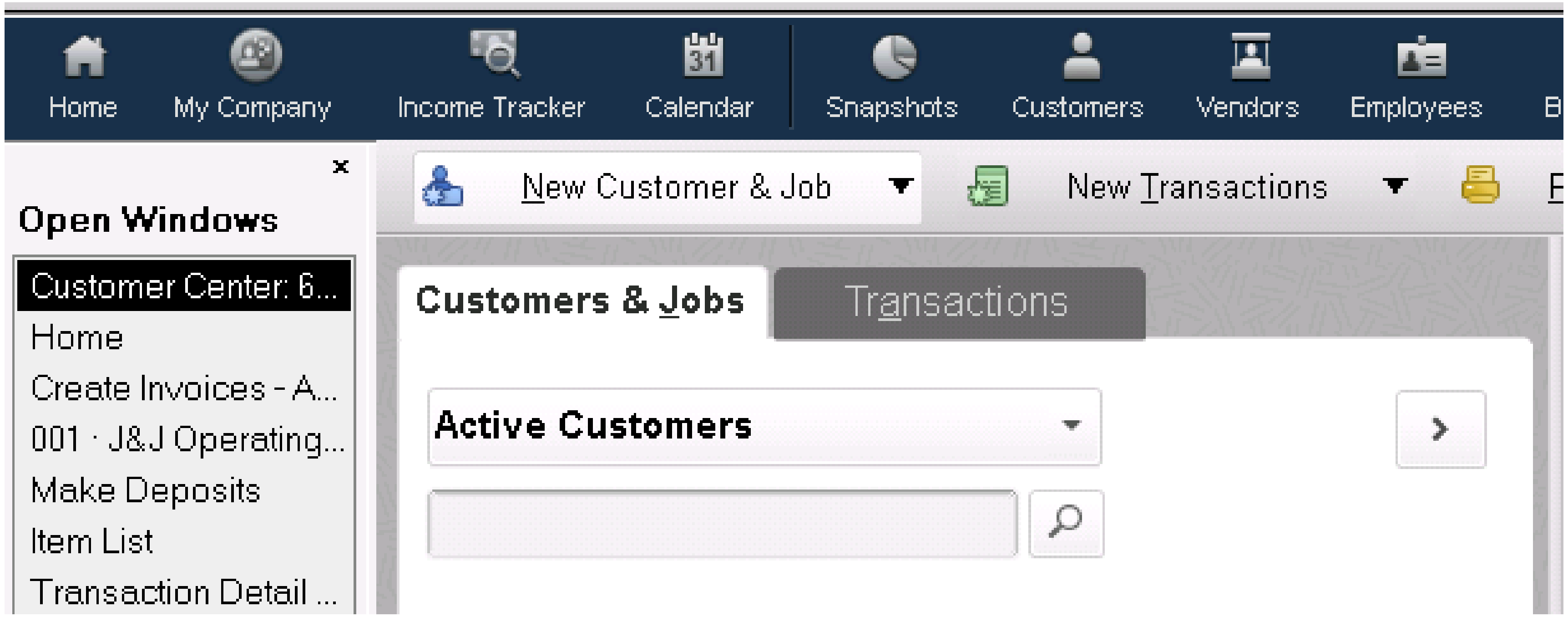
“Customers Give --- Vendors Take Away” – Rhonda Smith

Click on Customers from your Home Screen to set up

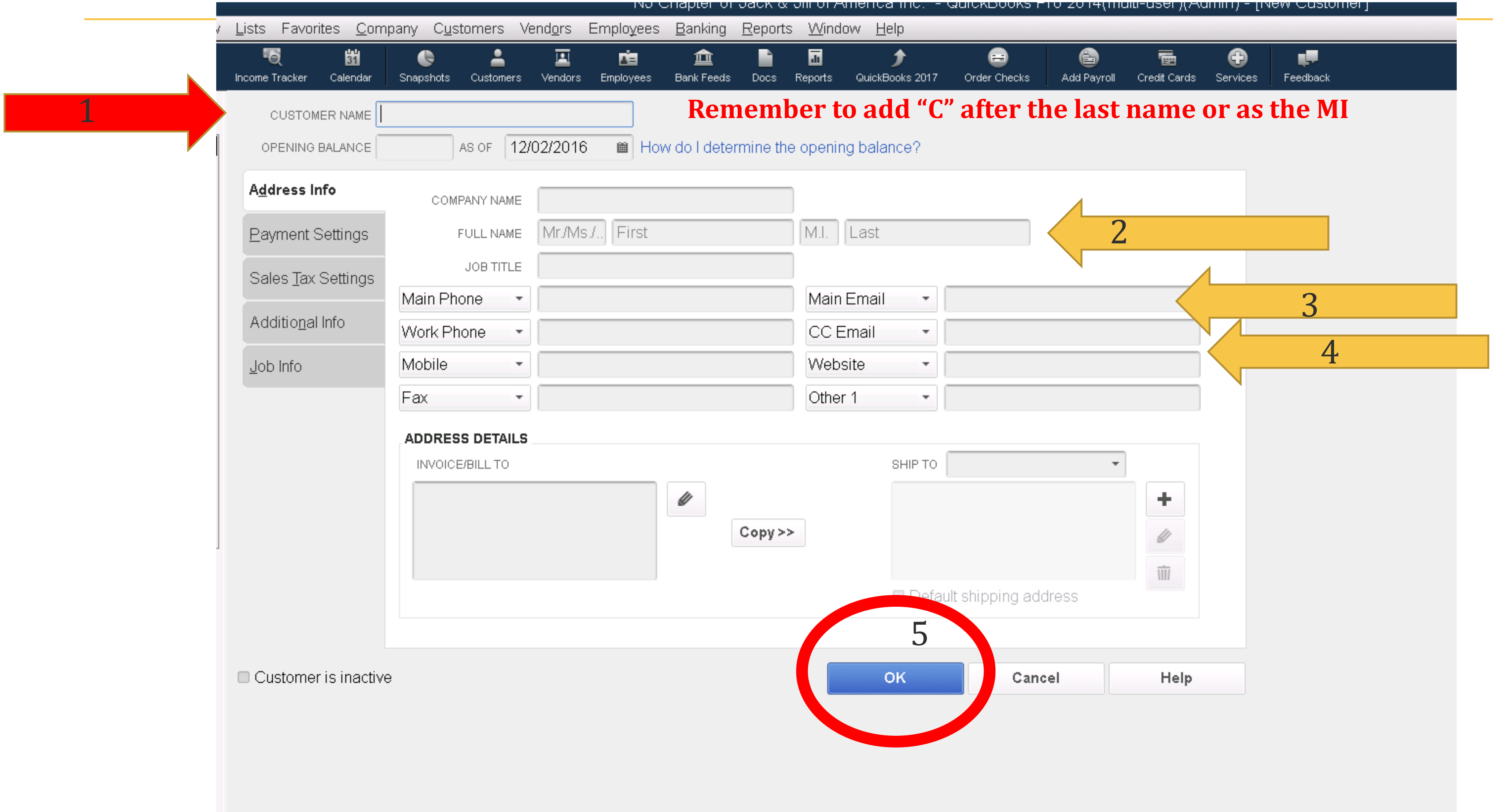


Creating a Customer

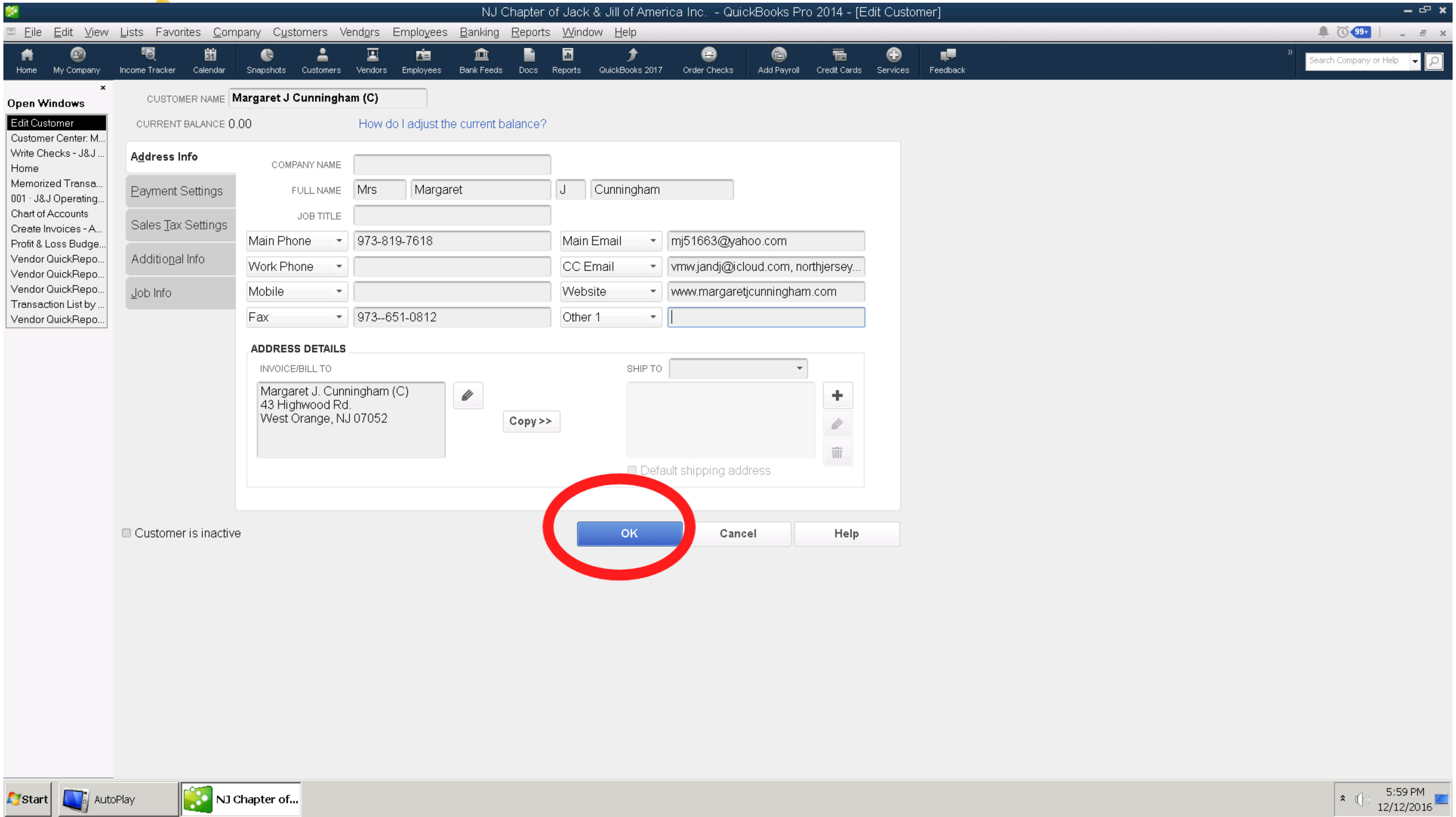
Click on New Customer & Job to get Started



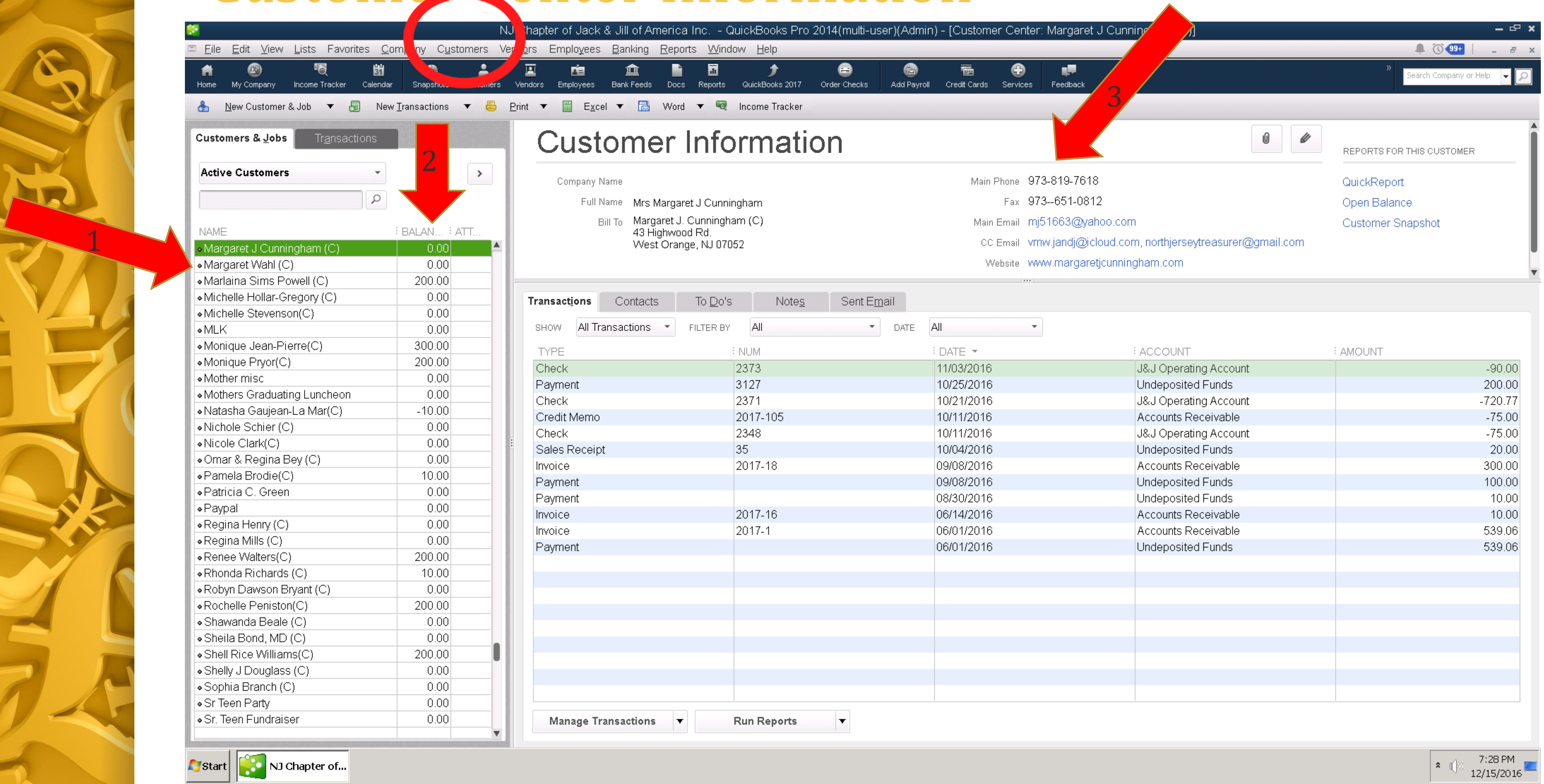
Adding Customers



Completed Customer & Hit OK



Customer Center Information



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

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

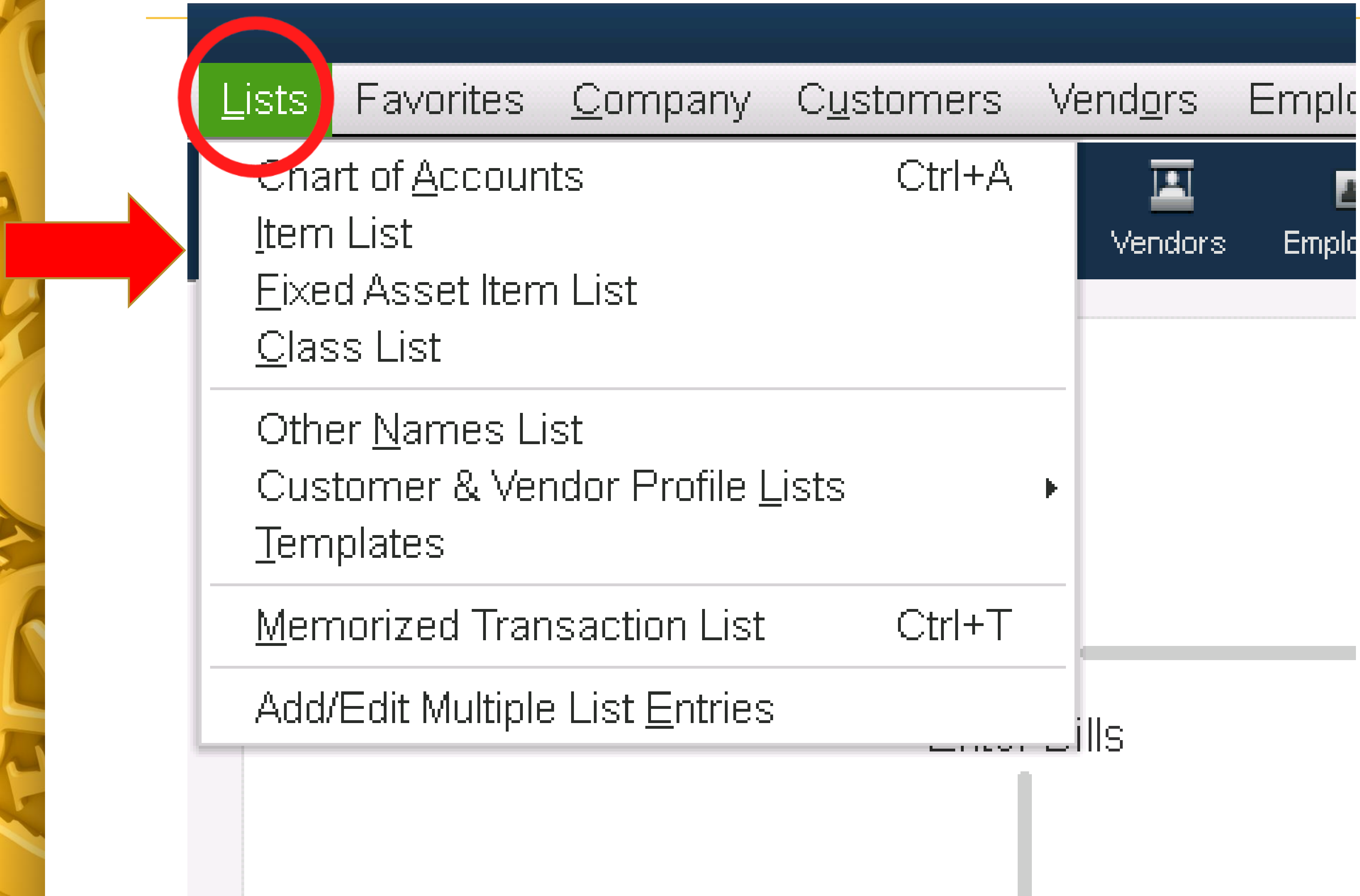
Look for [ ] in All fields Search Reset Search within results

NAME	DESCRIPTION	TYPE	ACCOUNT	PRICE
Children's Christmas Party	Fee per Family for Children's Christmas Party	Service	552.1 · Programmimg - 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
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-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 · Programmimg - Chapte...	20.00
Lifetime Dues (!)	Life Time Membership Dues	Service	400.2 · Lifetime Membership - ...	450.00

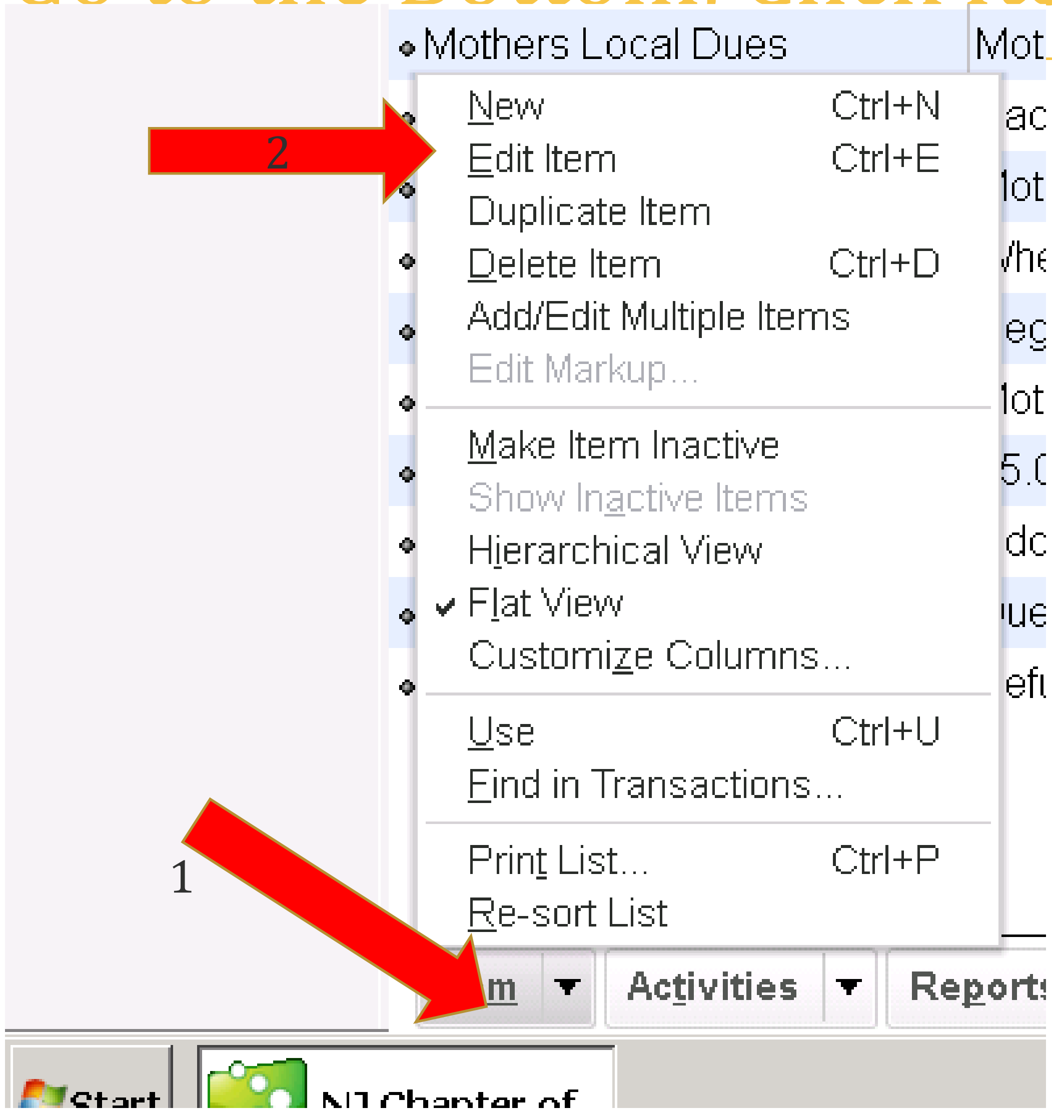
Preset by National

NAME	DESCRIPTION	TYPE	ACCOUNT	PRICE
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

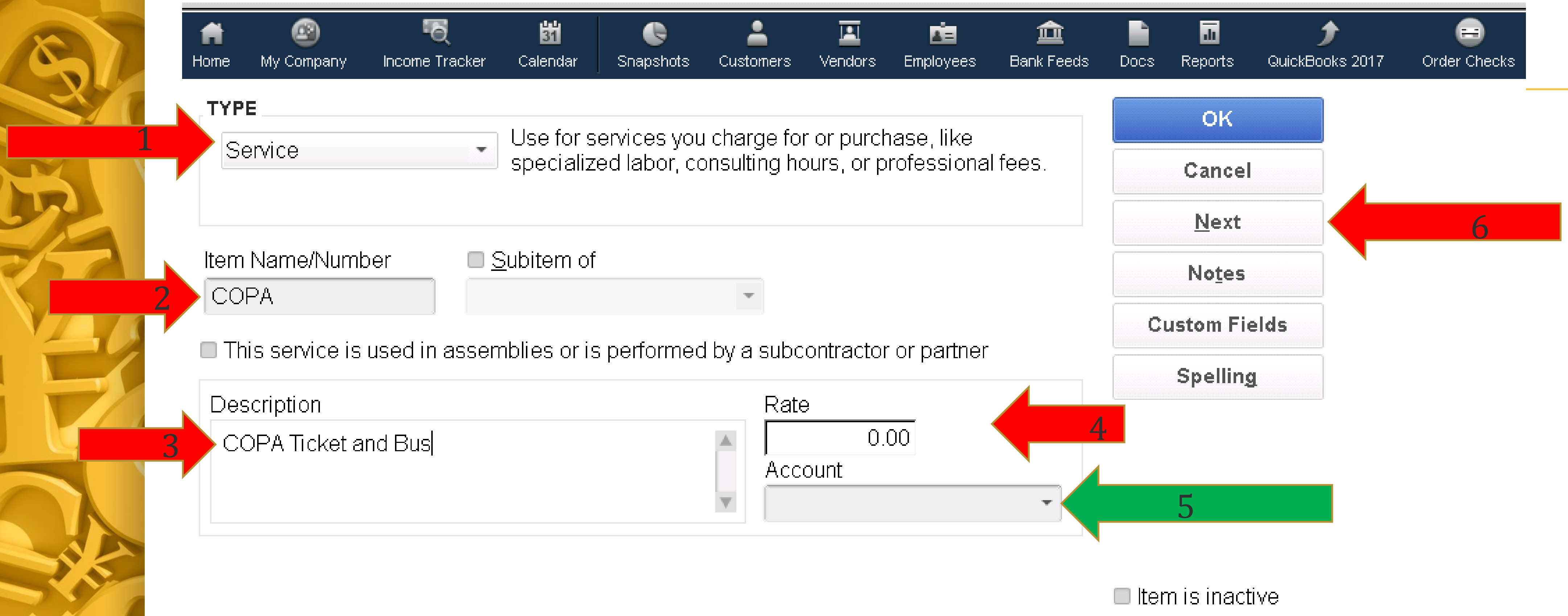
Adding Items



Go to the Bottom. Click Item and then New

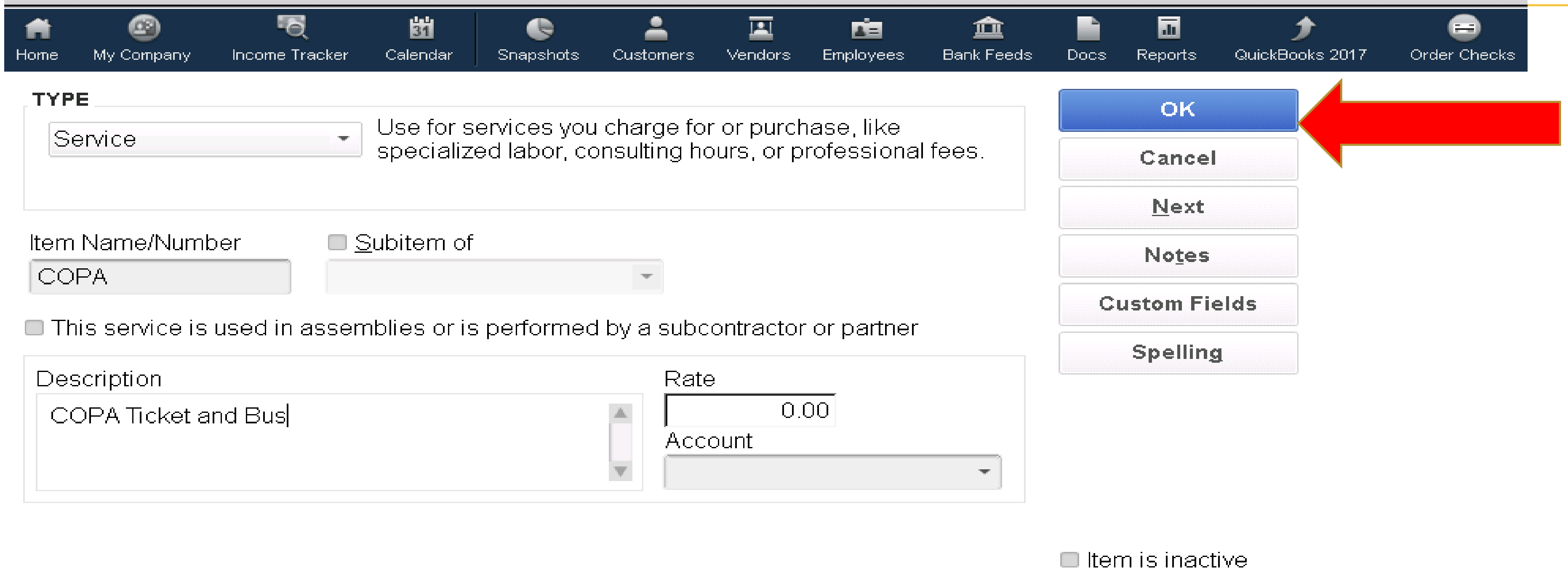


Adding Items

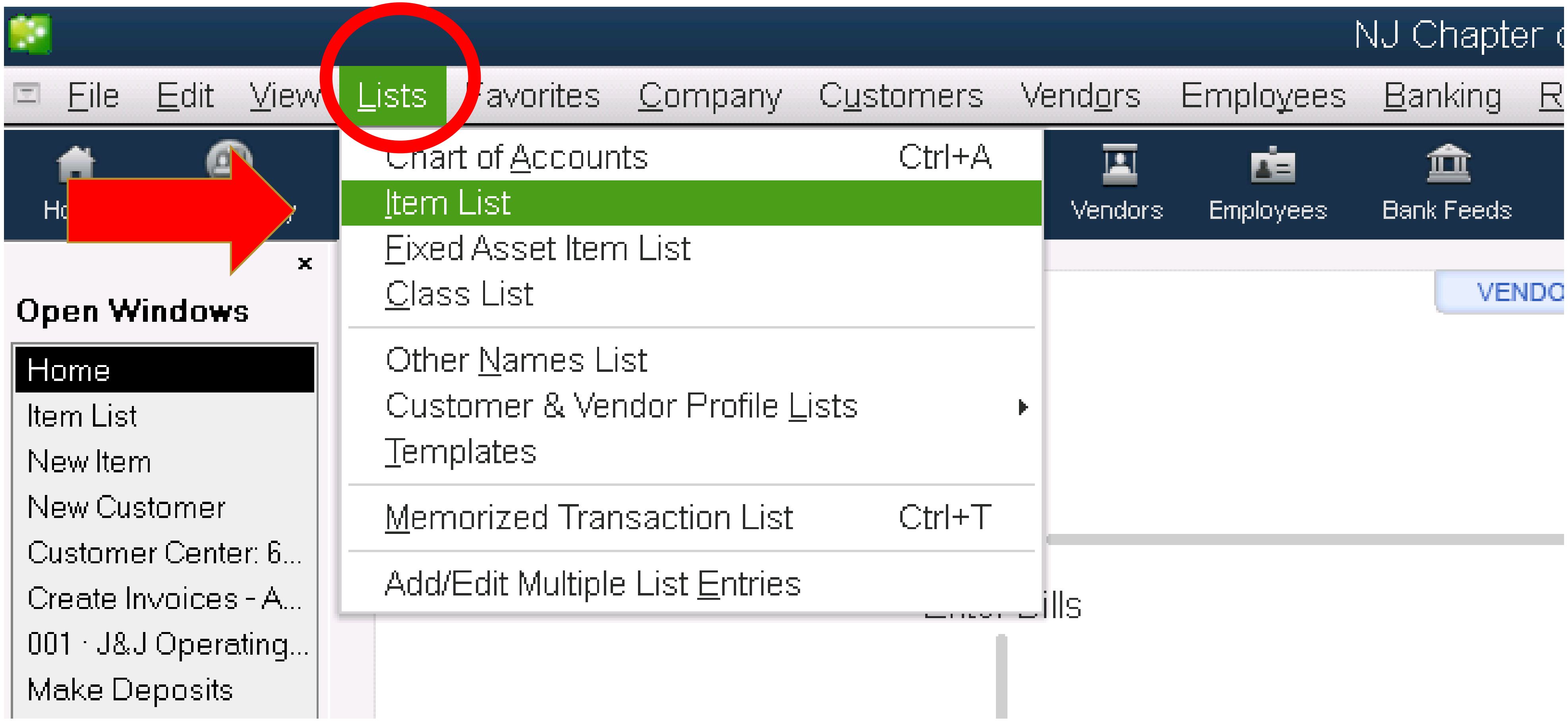


Remember to select an INCOME account as this is going on invoices which is linked to INCOME

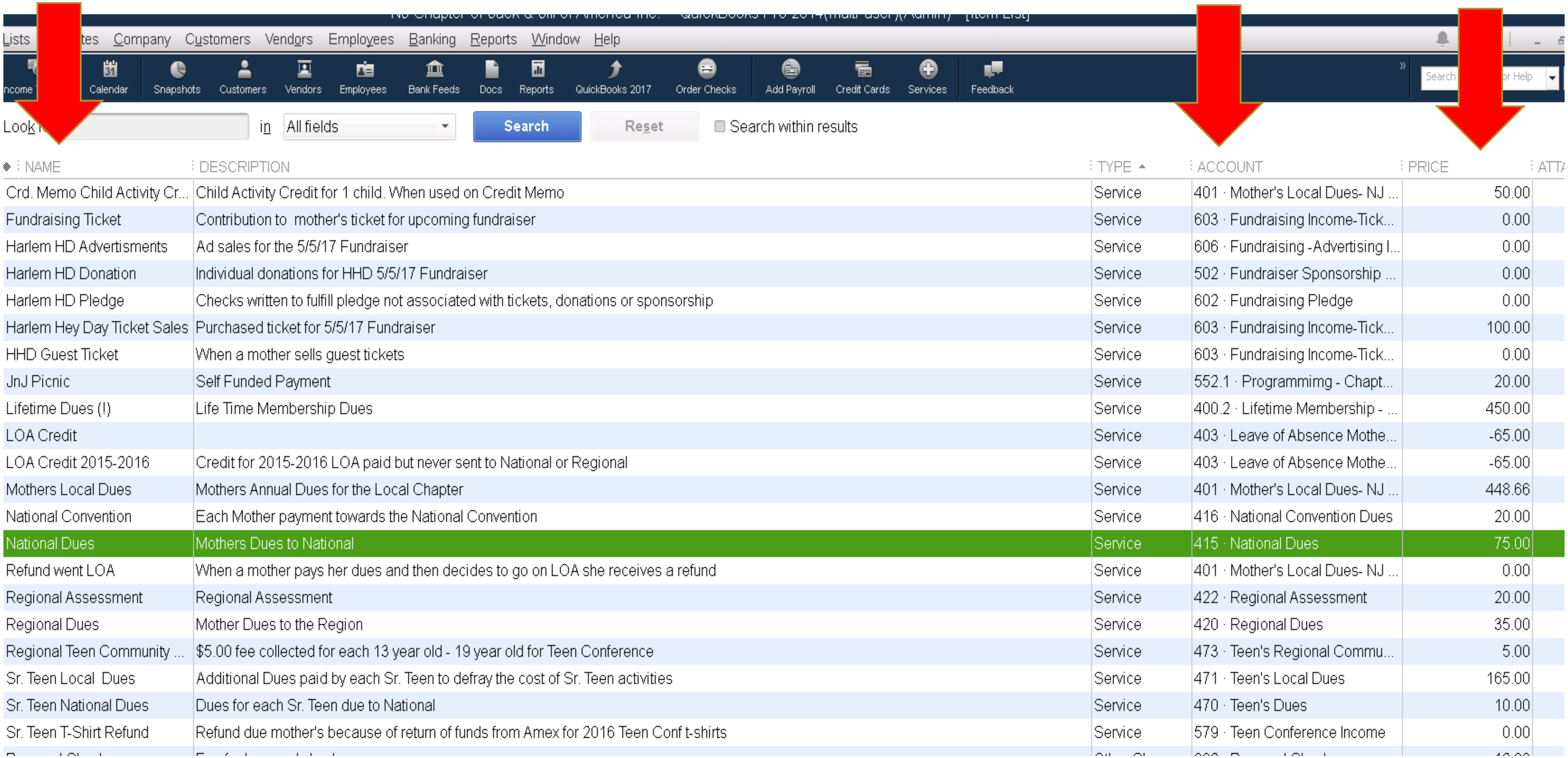
When Finished…. Hit OK



Check Your List: List, Item List



Review Items List

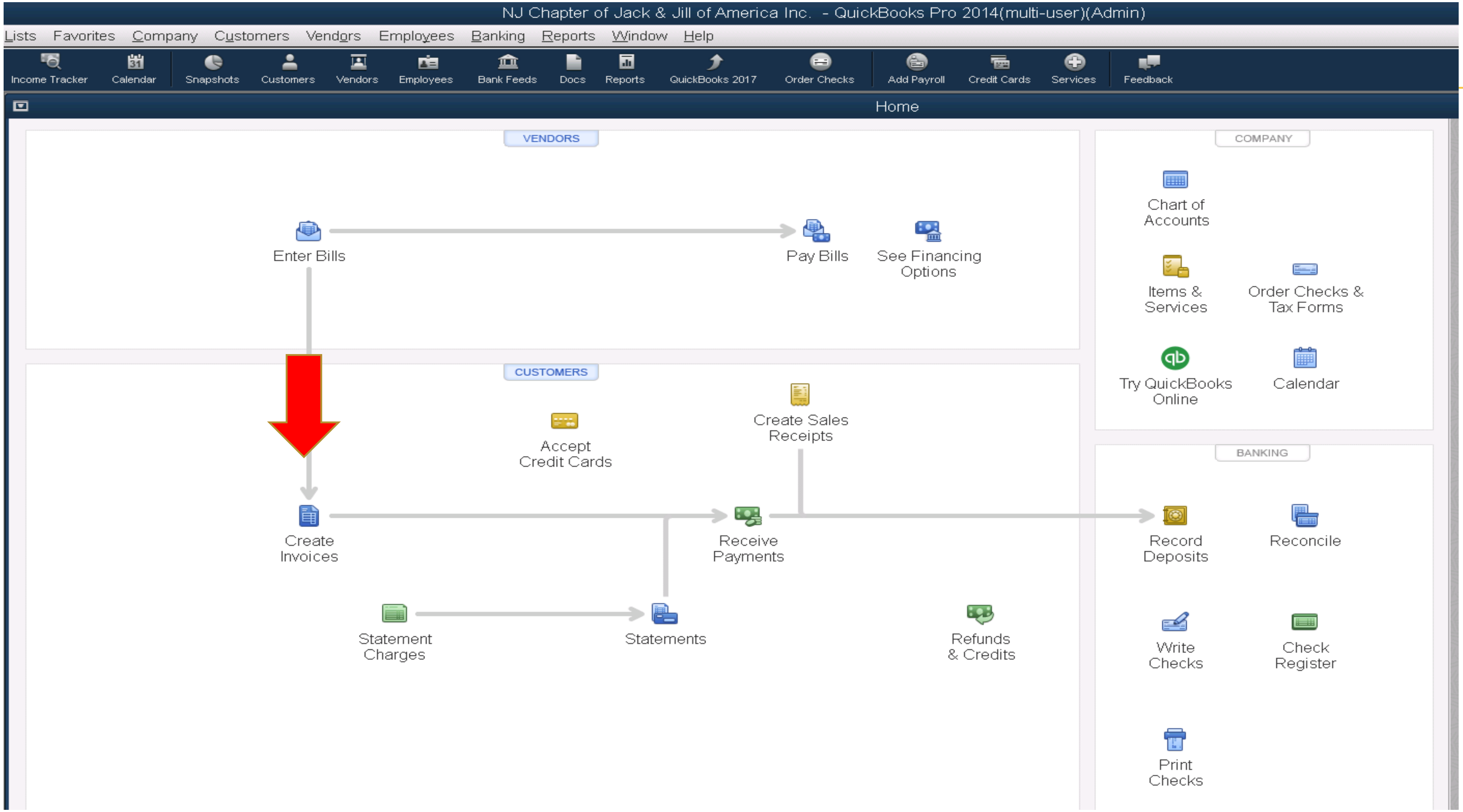


NAME	DESCRIPTION	TYPE	ACCOUNT	PRICE
Crd. Memo Child Activity Cr...	Child Activity Credit for 1 child. When used on Credit Memo	Service	401 · Mother's Local Dues- NJ ...	50.00
Fundraising Ticket	Contribution to mother's ticket for upcoming fundraiser	Service	603 · Fundraising Income-Tick...	0.00
Harlem HD 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-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 (!)	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

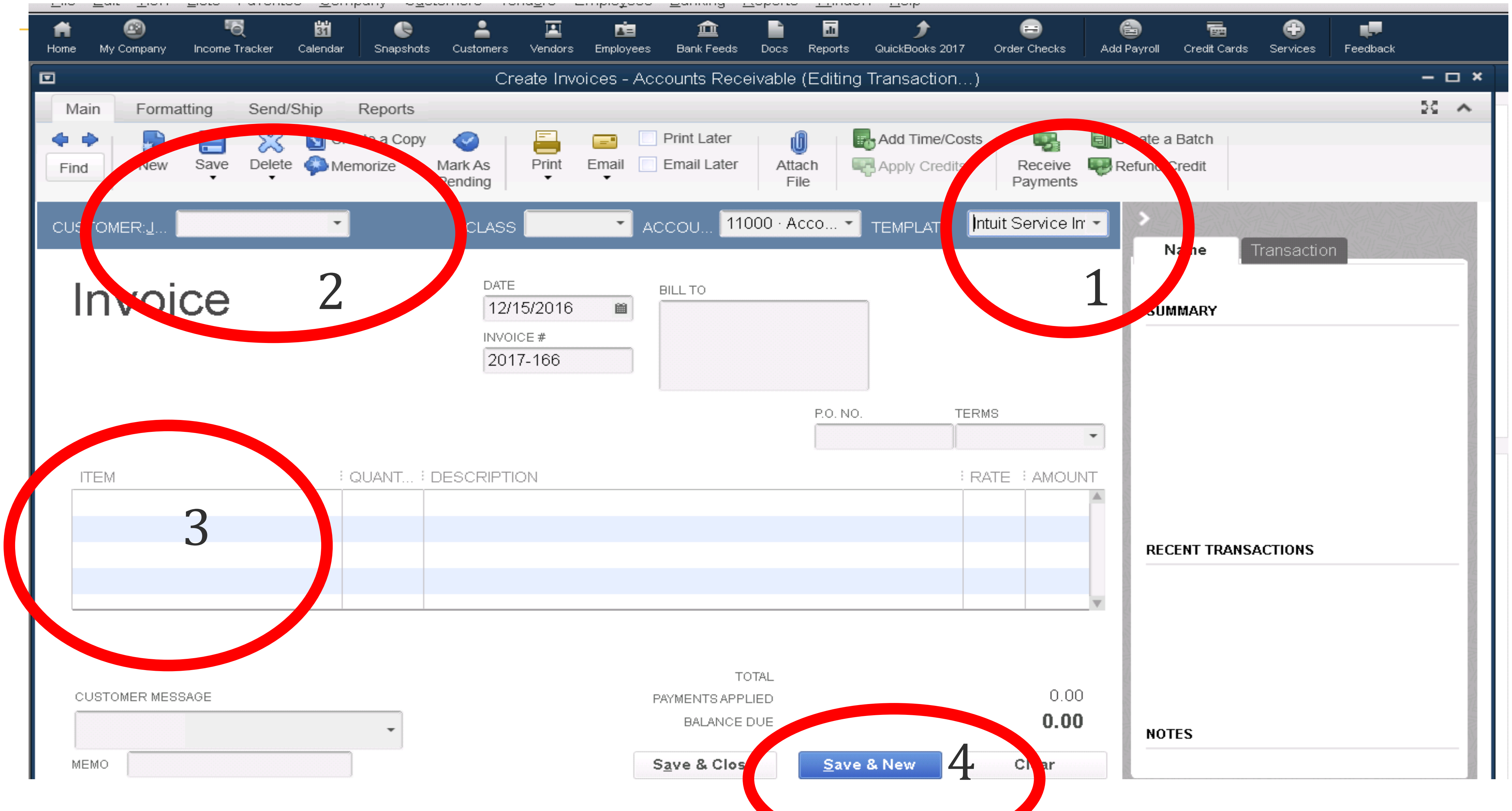
INVOICES

- Customers + Items = Invoice

Go Home & Select Create Invoice



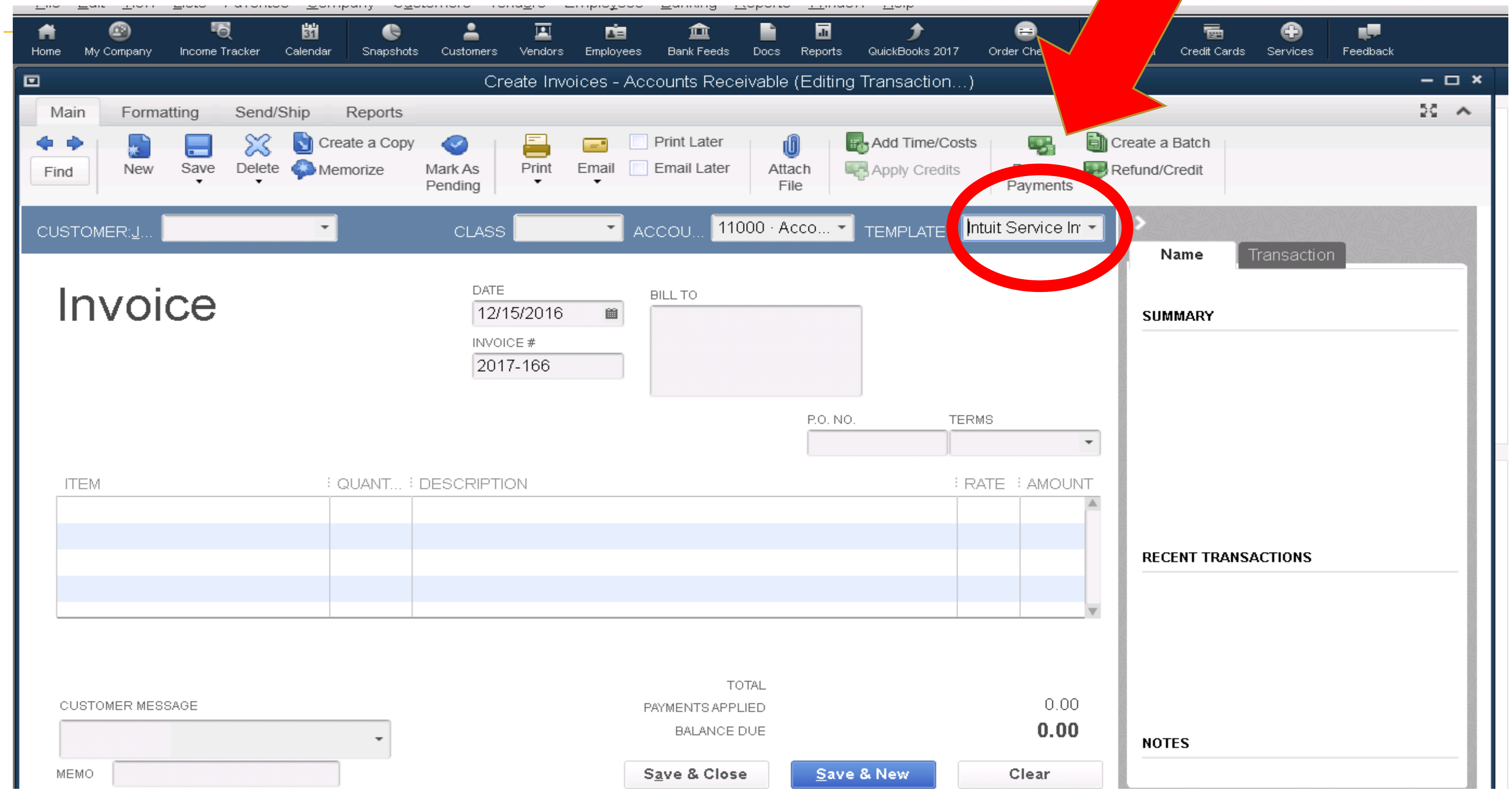
1. Create Your Invoice – One Mother Member



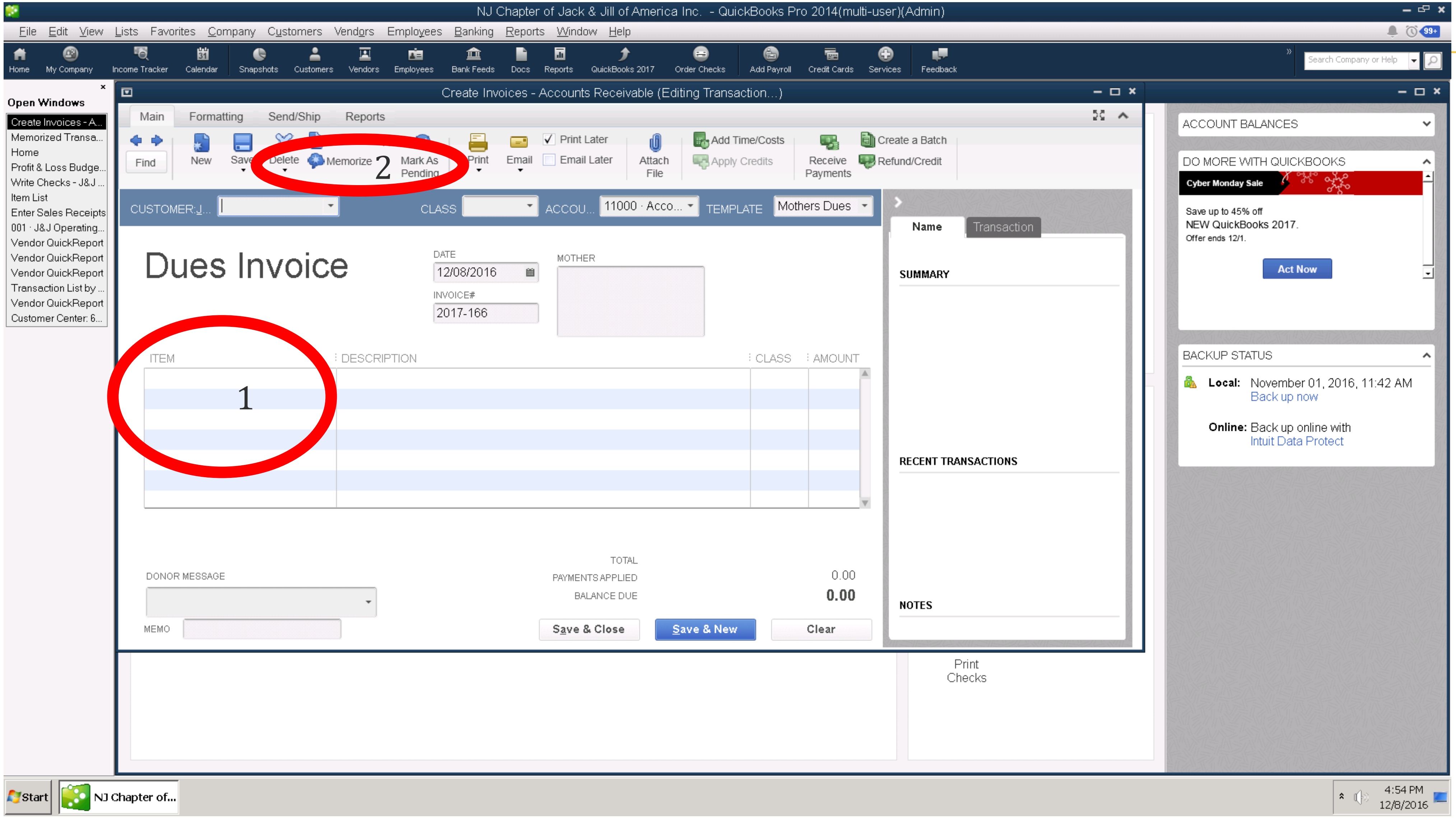
Ways to Streamline Process

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

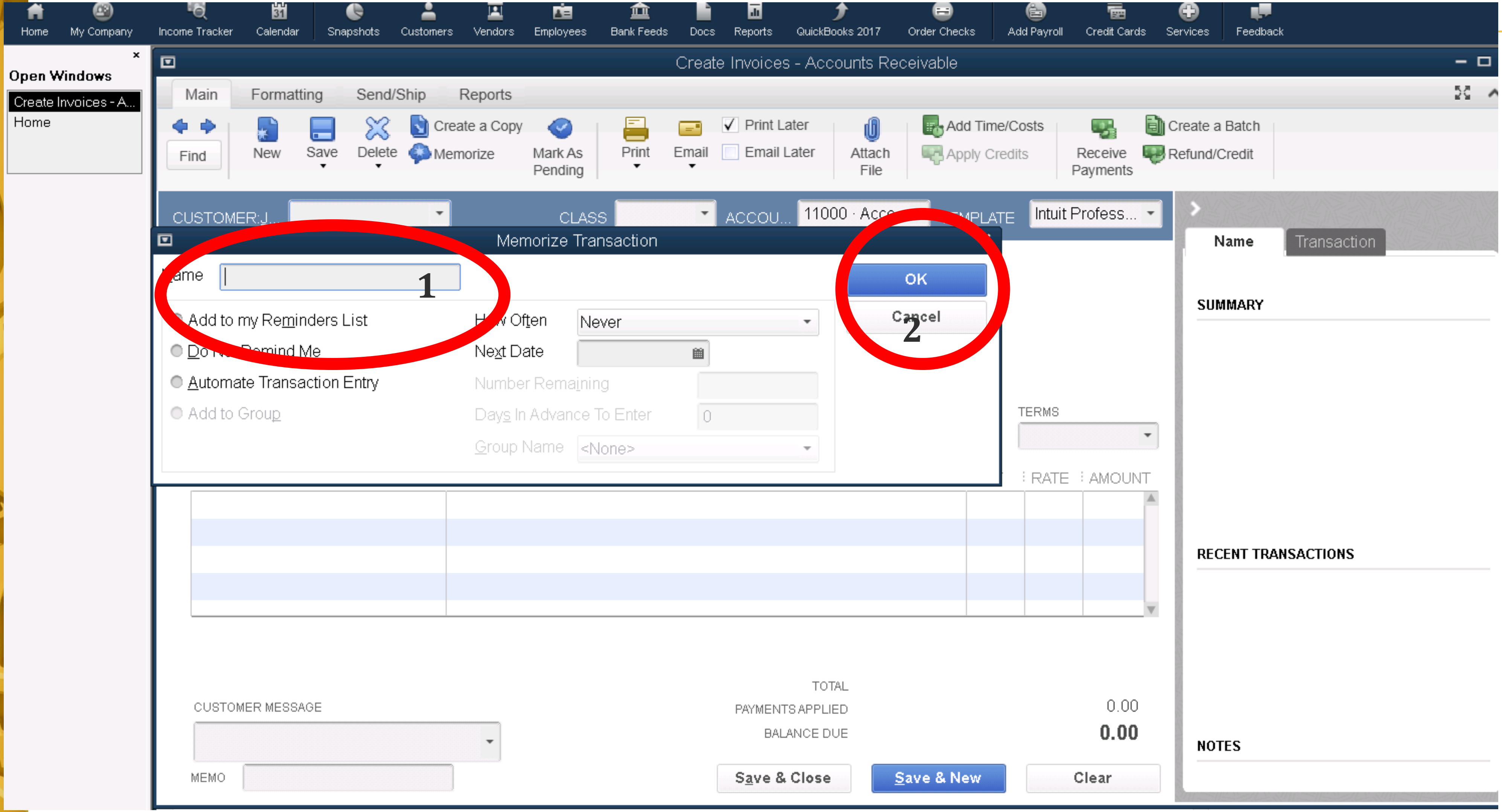
Select Intuit Service Invoice -



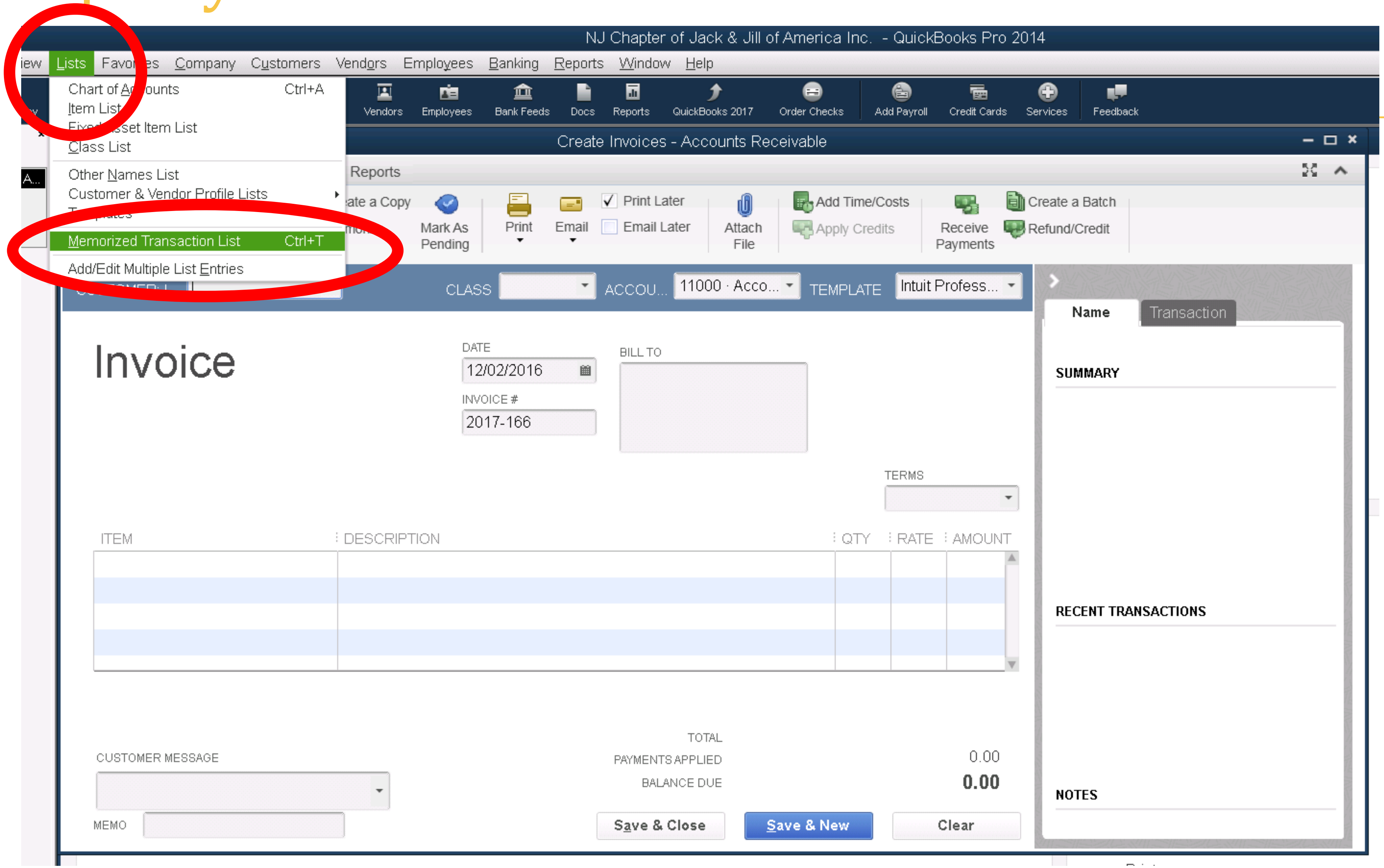
Add Items & Click to Memorize



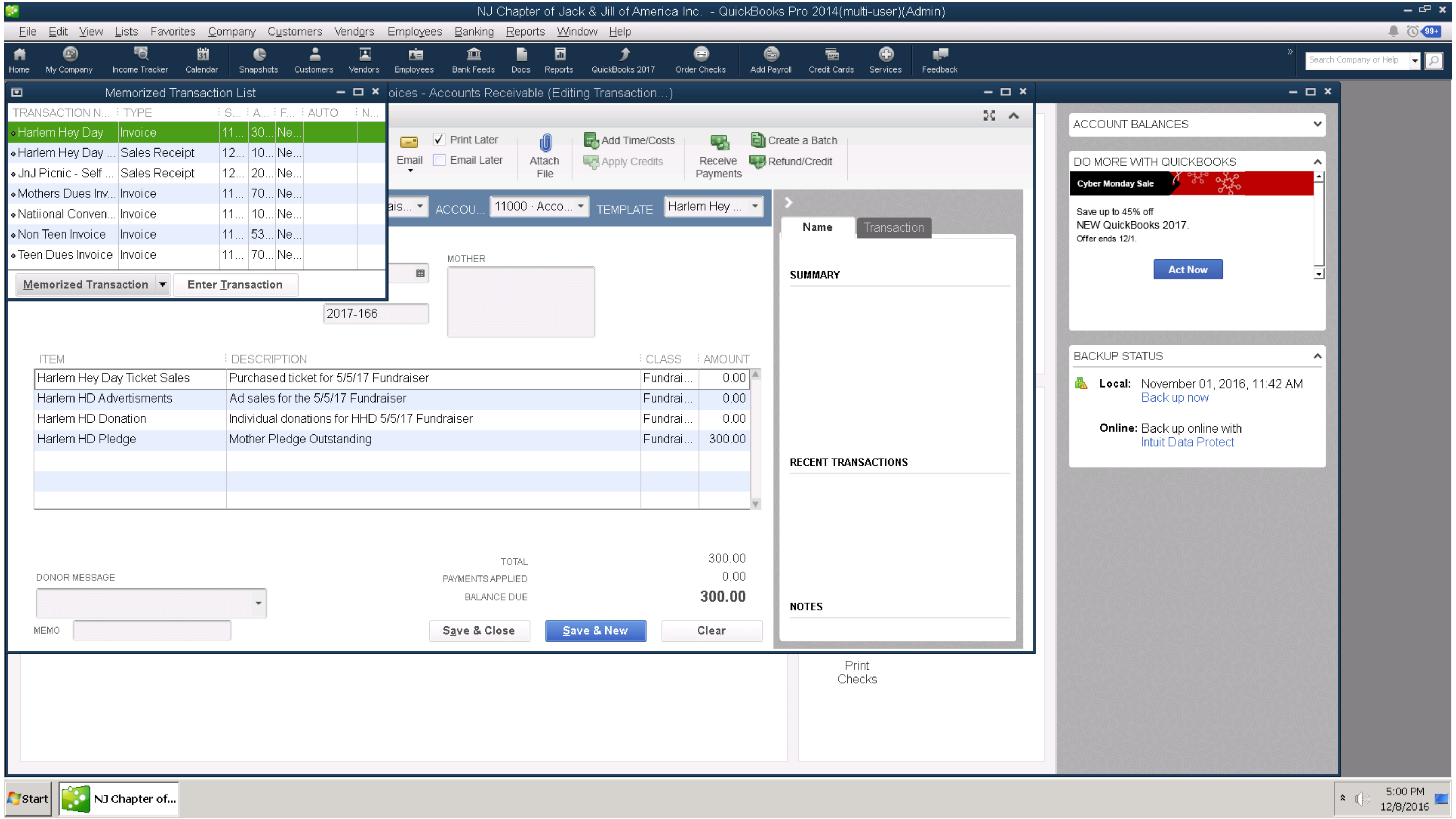
Create Memorized Invoice – To Easily Repeat



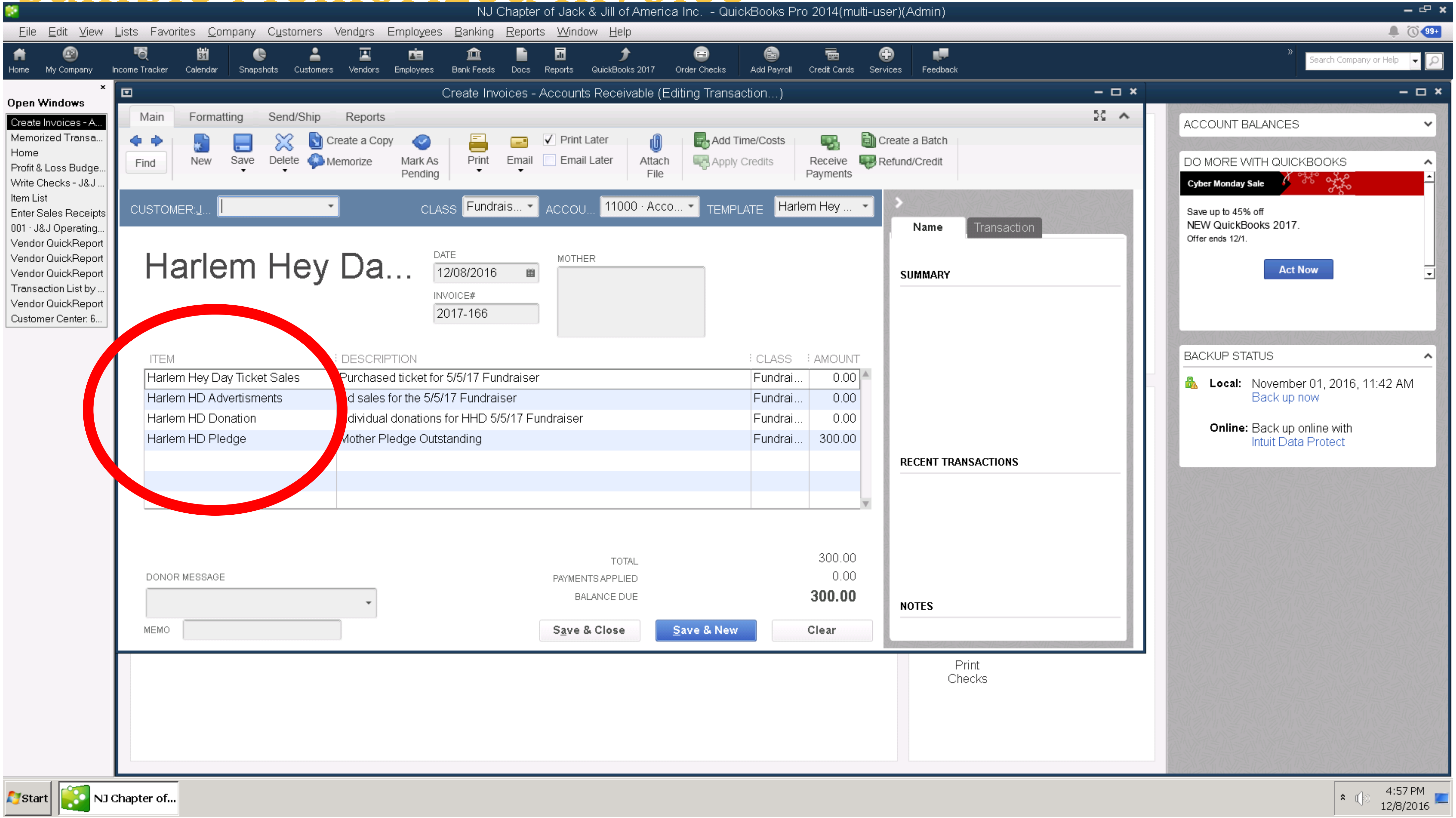
Open your Memorized Invoice



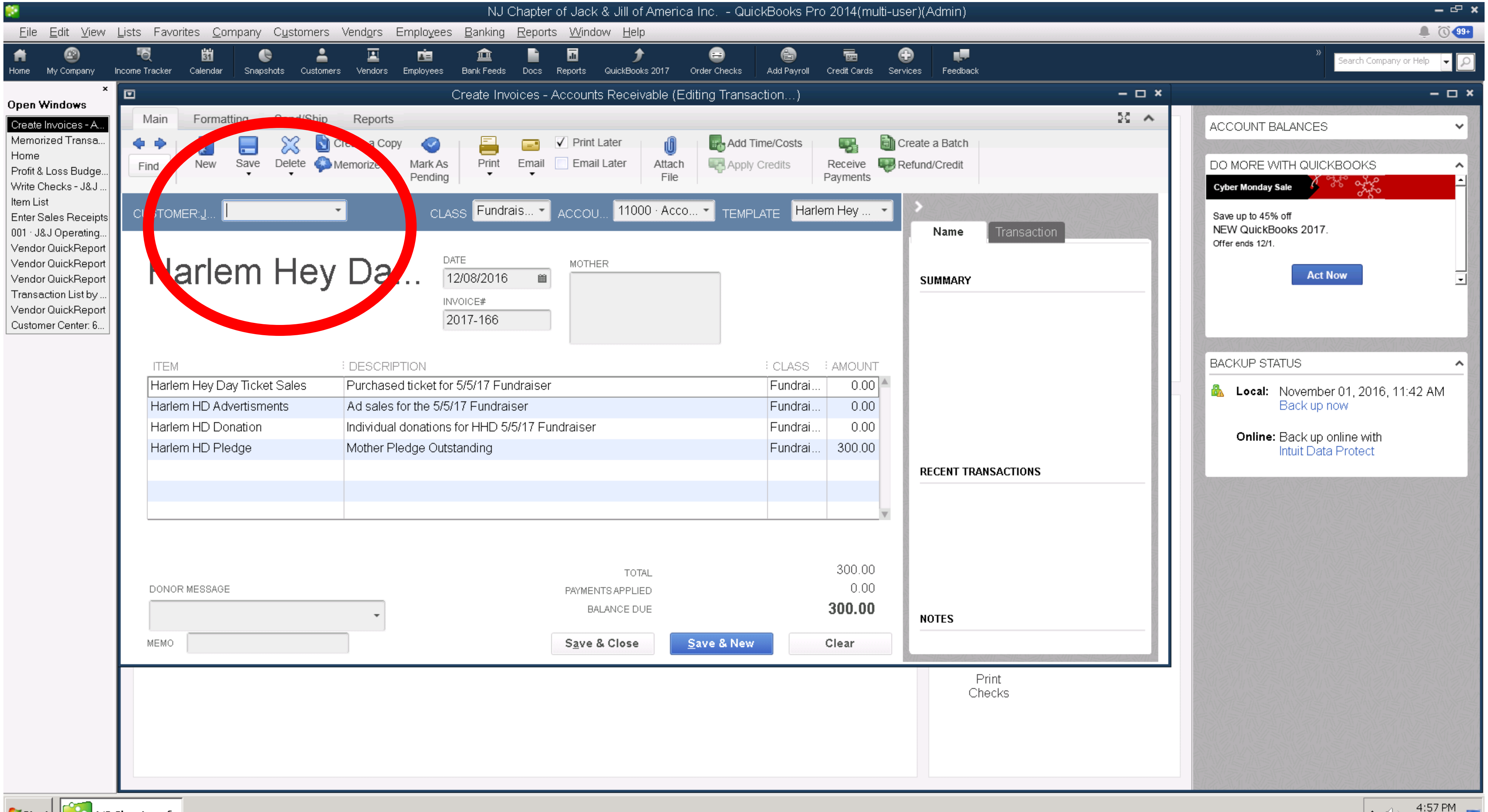
Select Memorized Invoice



Sample Memorized Invoice



Add Your Customer and input



How to Back Up Your Work?
Online in RightNetworks

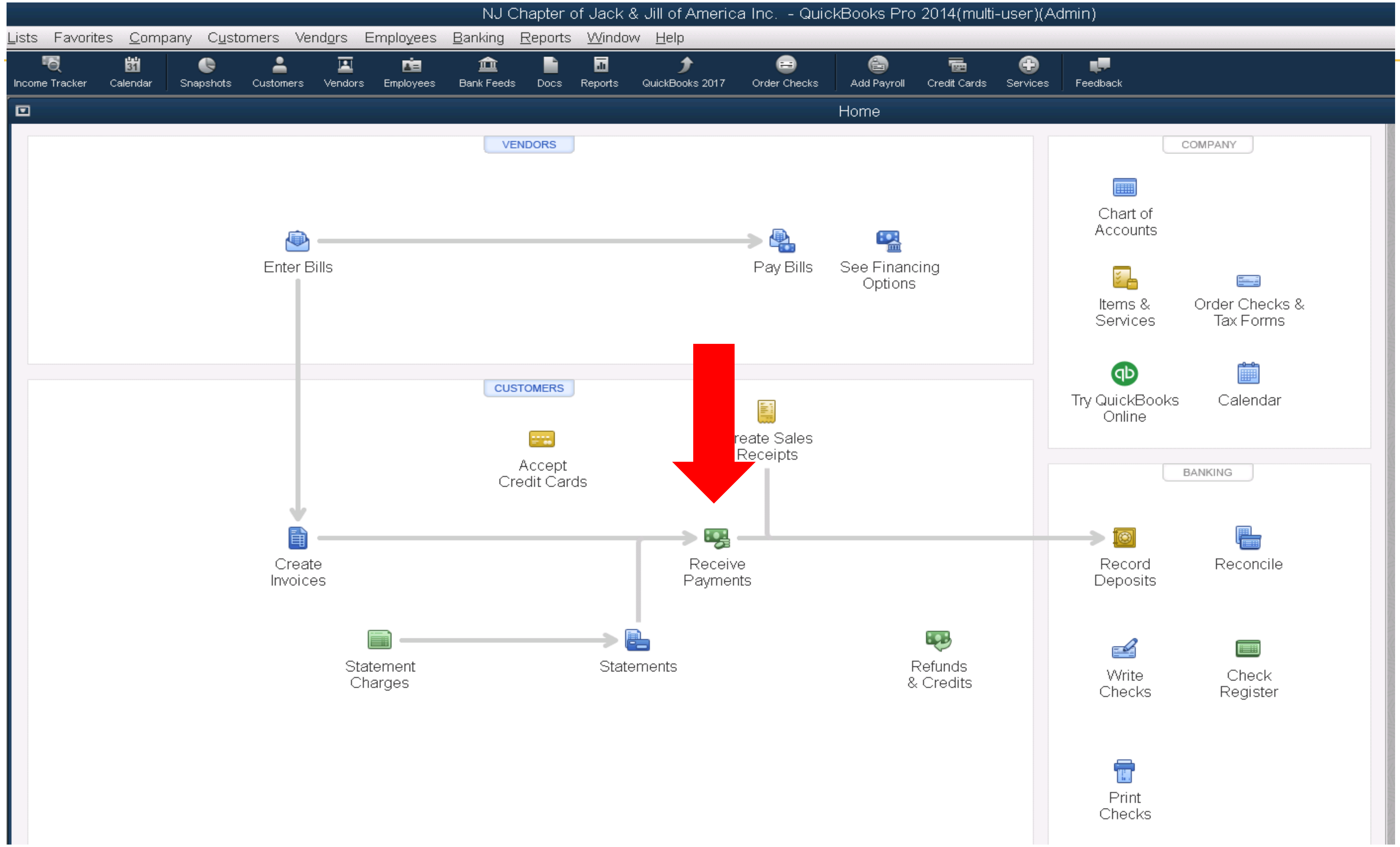
- Right Networks automatically backs up our work for 90 days.
- So for FS – No need to back up

Time For Questions

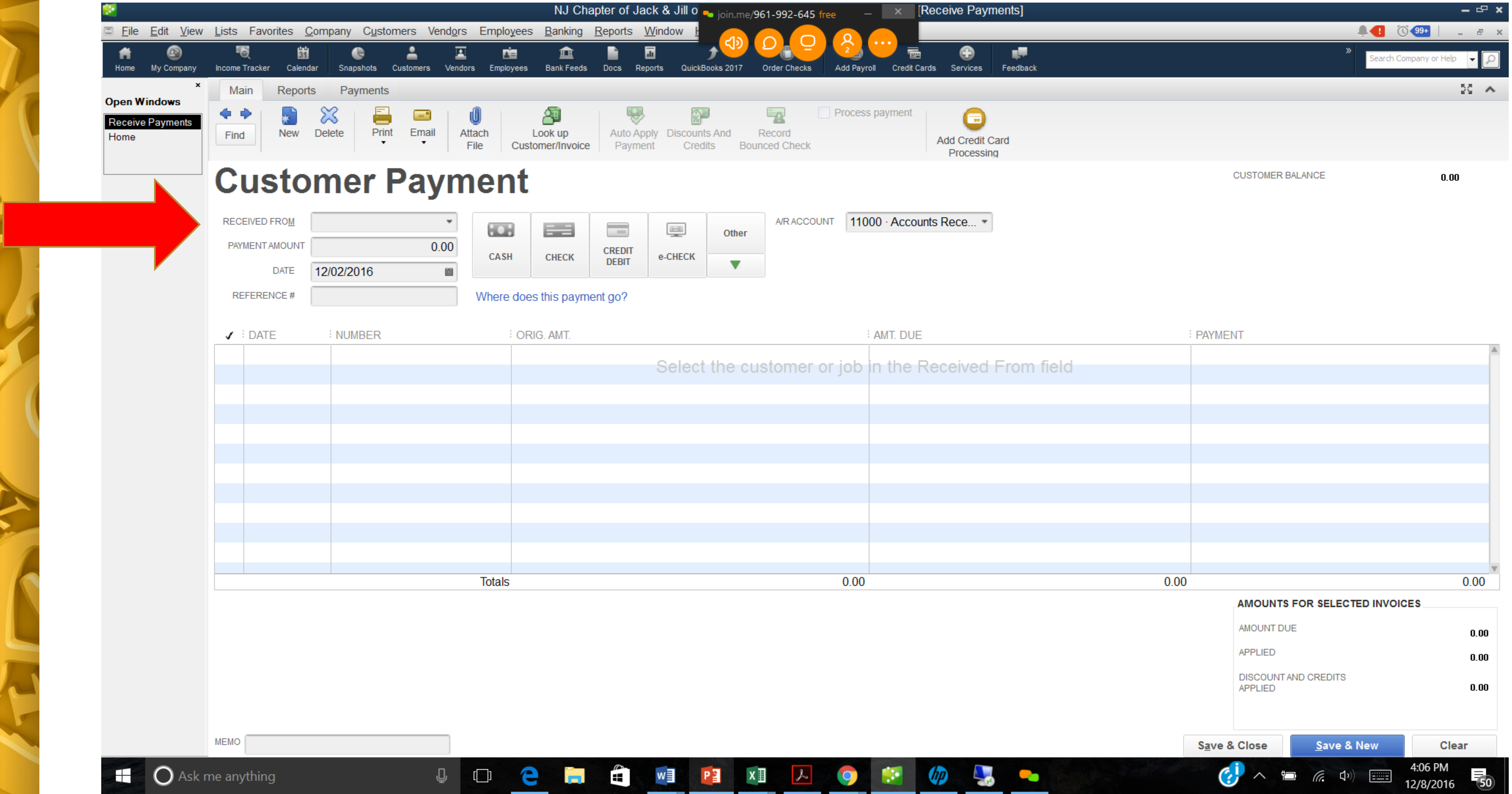
Components to Applying Funds Collected (Payments) & Making Deposits

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

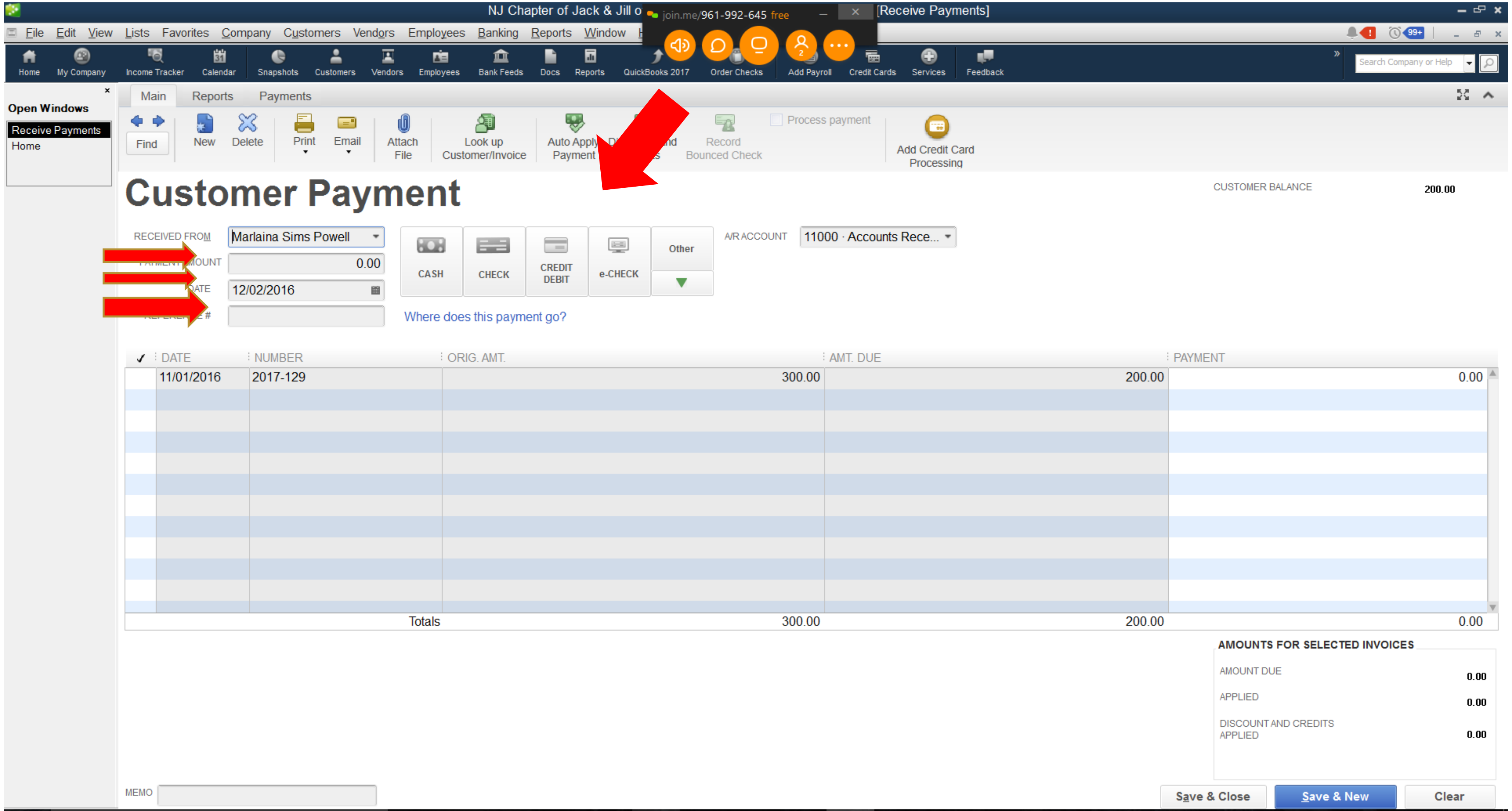
New Method
Invoice Method: Receive Payments & Record Deposits



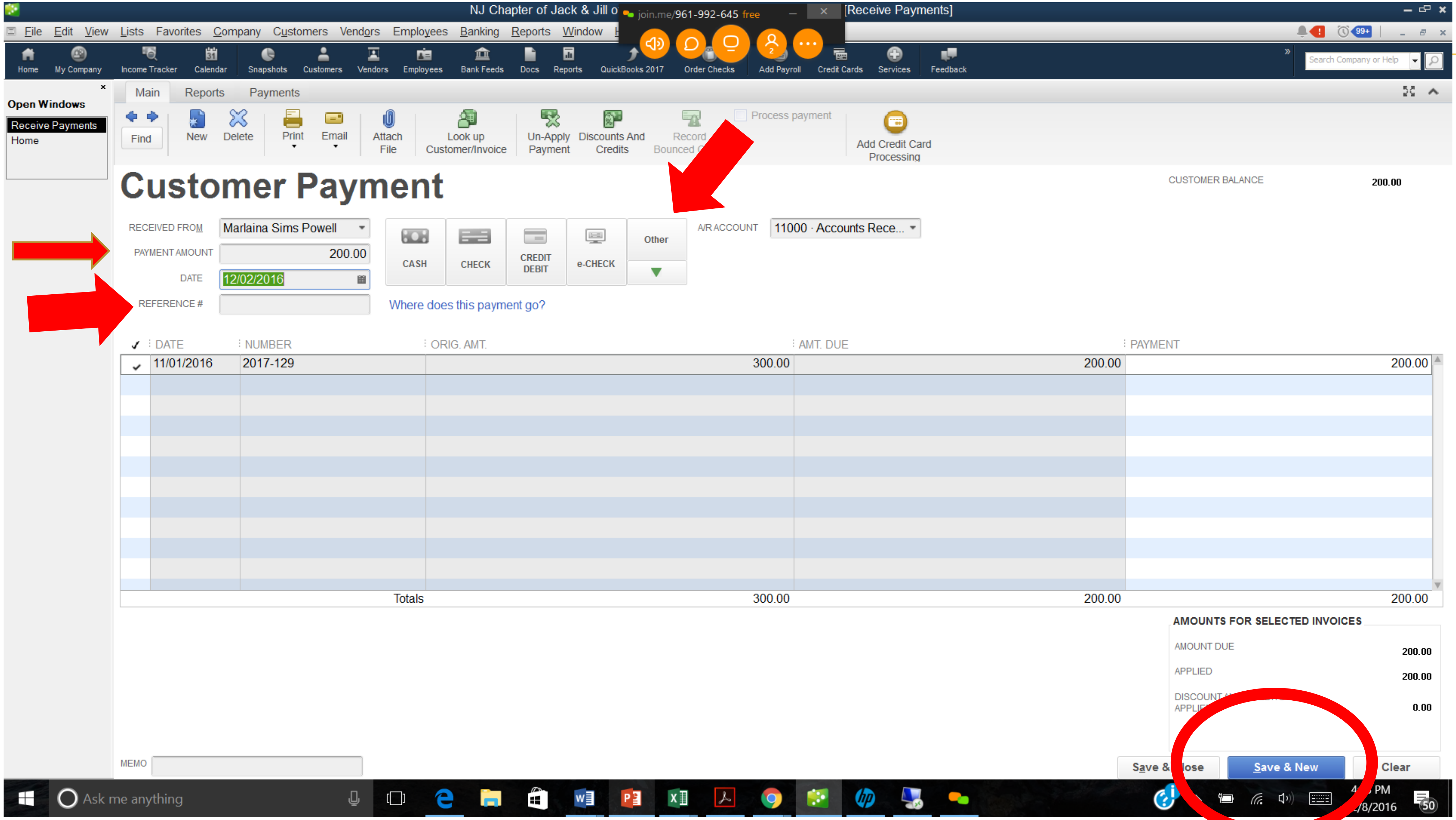
Select Mother Member



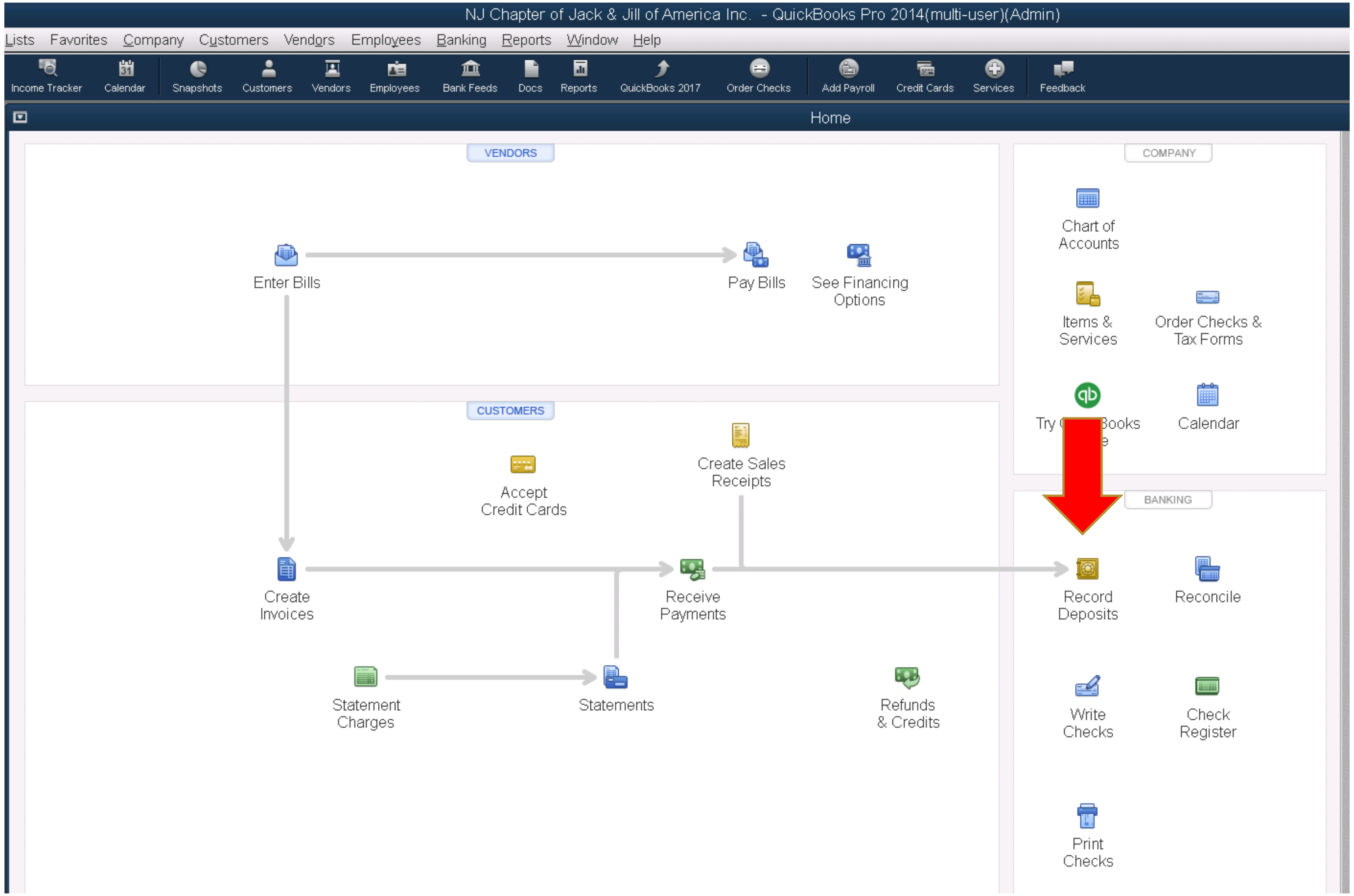
Apply The Payment to Open Invoice



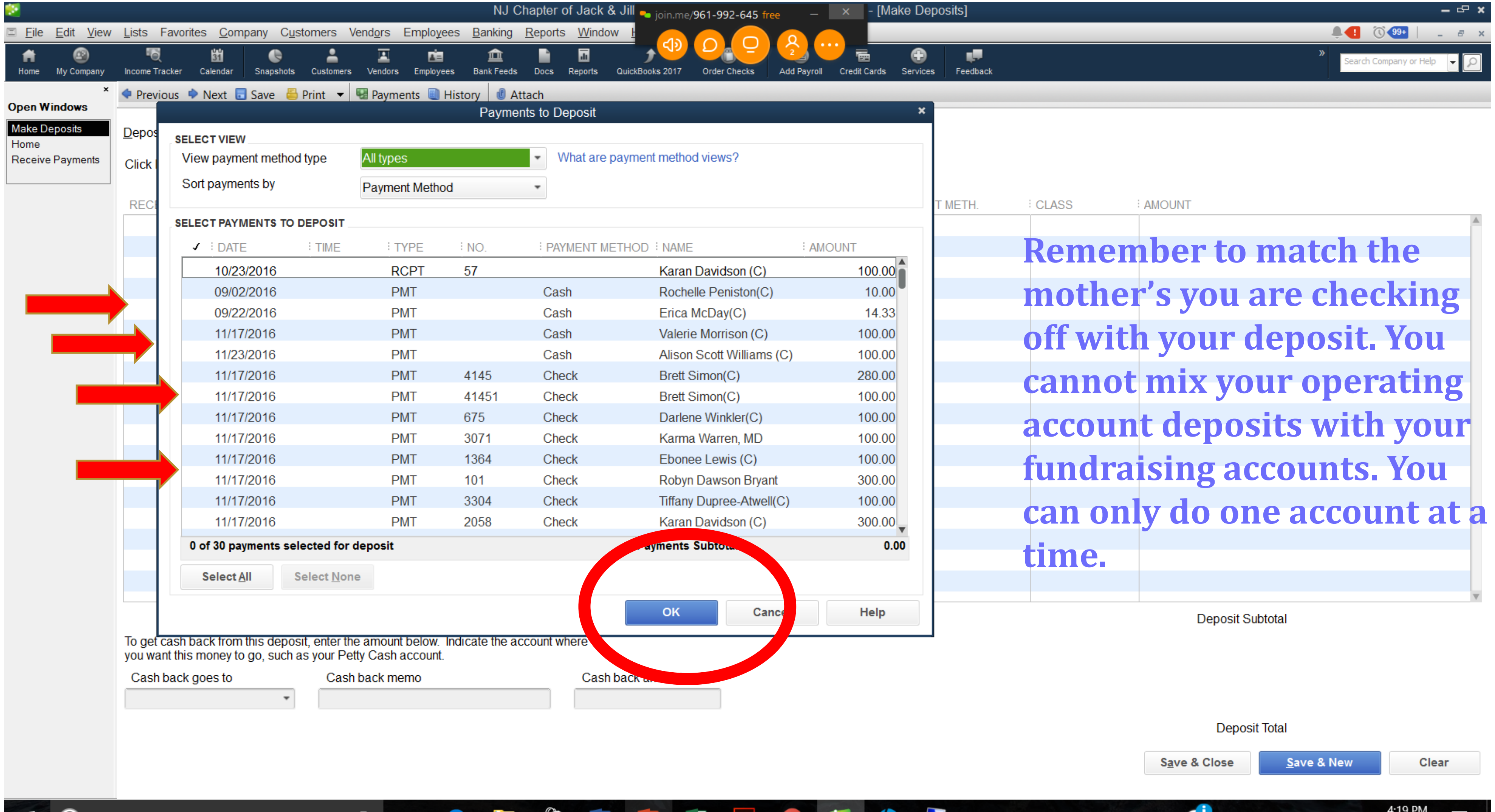
Applying Payments



Record Deposits (Treasurer)

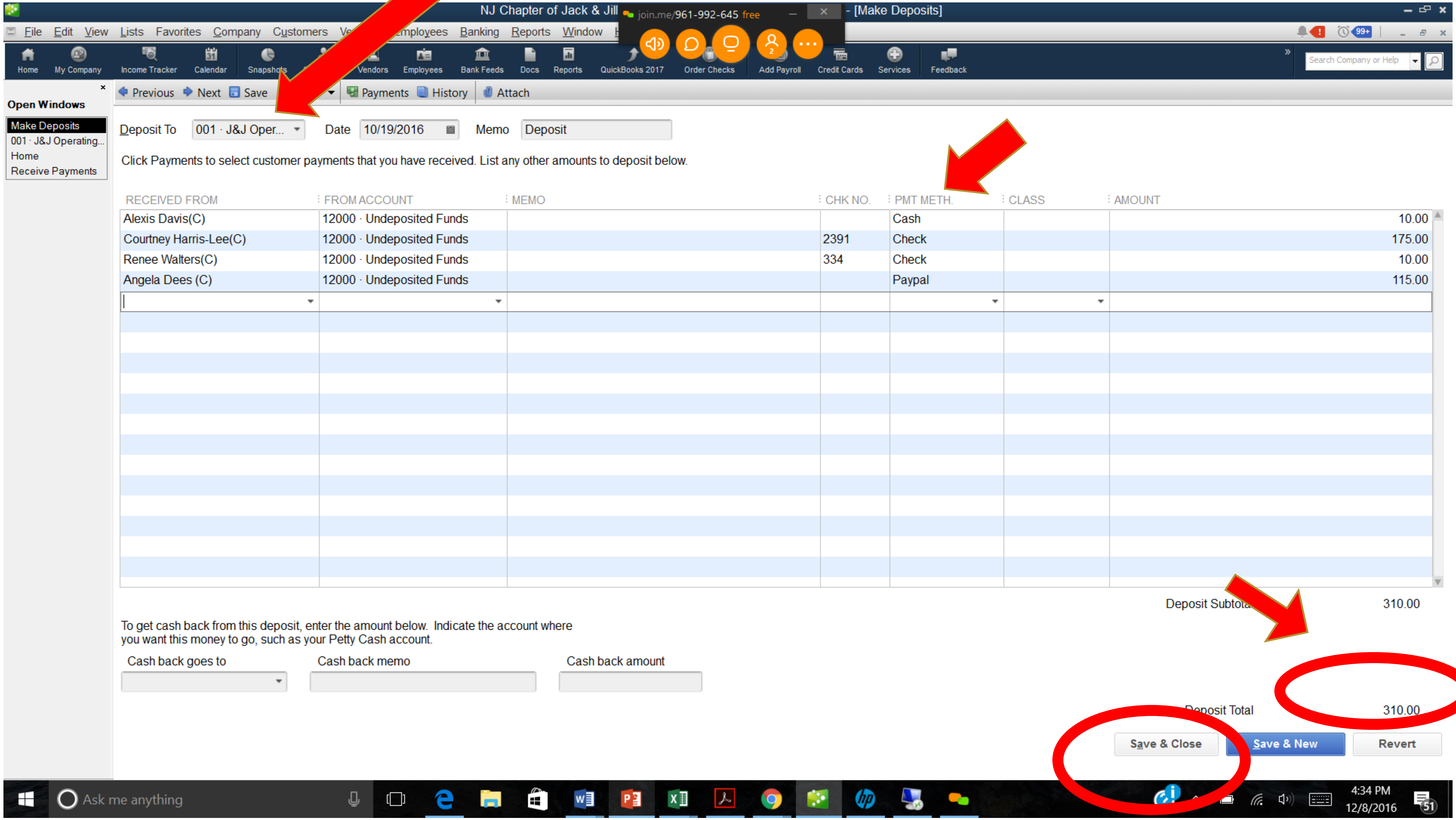


Select Payments To Deposit (Invoice & Sales Receipts)

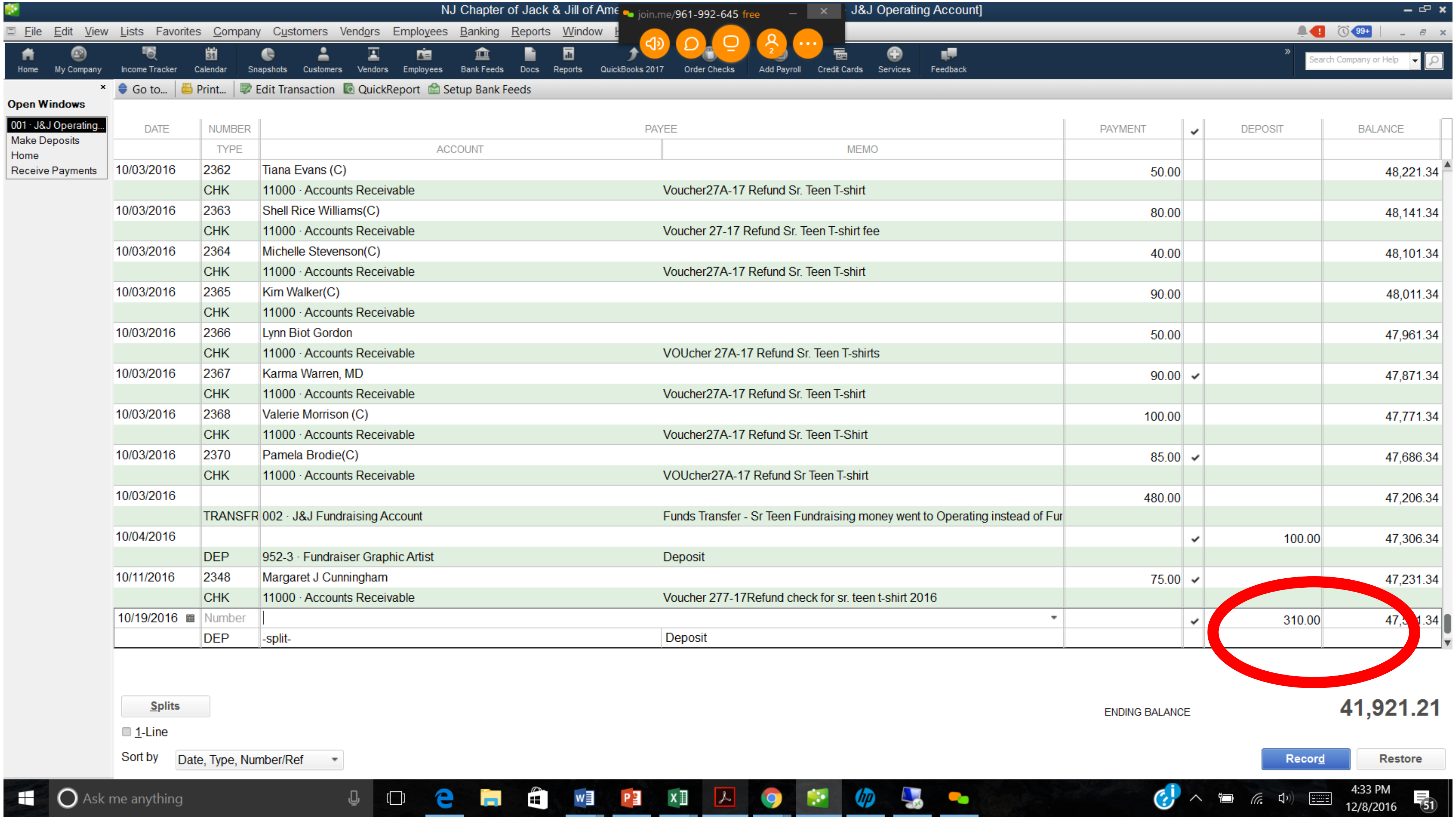


Remember to match the mother's you are checking off with your deposit. You cannot mix your operating account deposits with your fundraising accounts. You can only do one account at a time.

Adding Payments to The Deposit



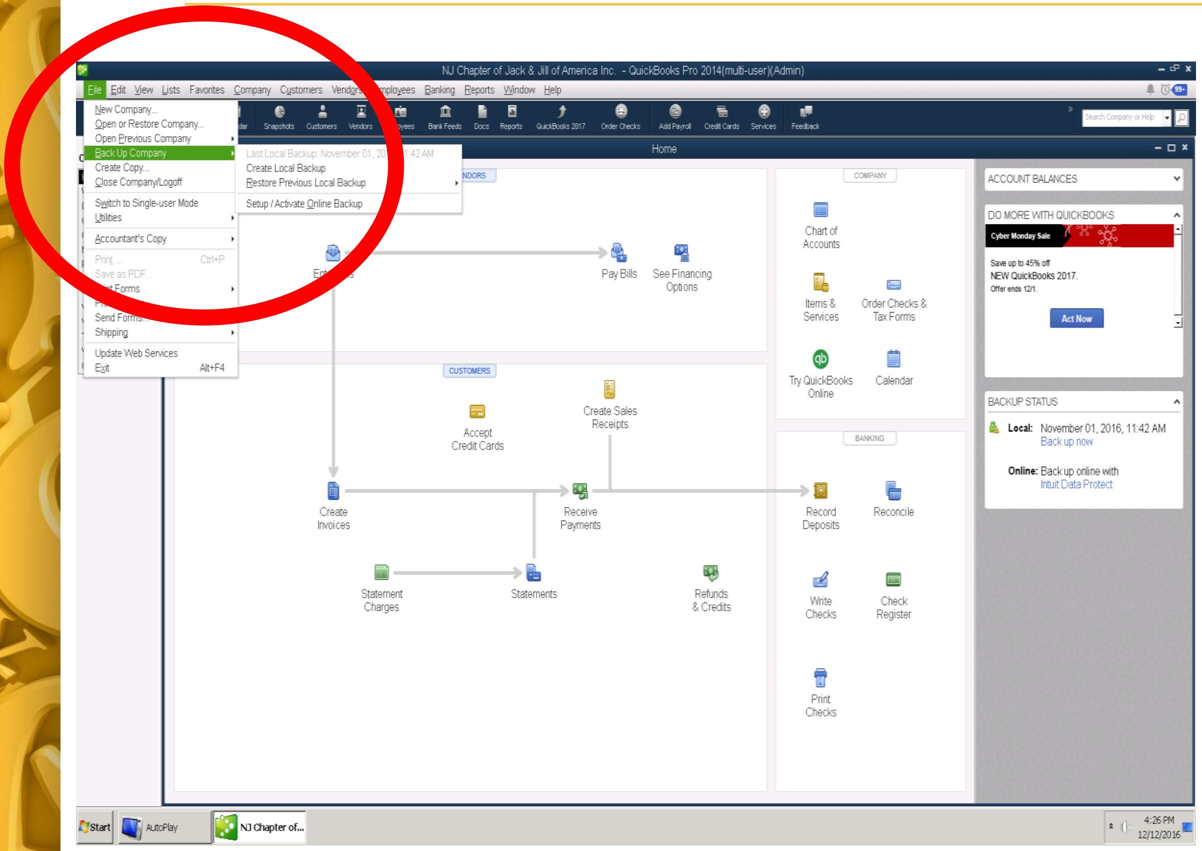
Confirming Deposit in Check Register

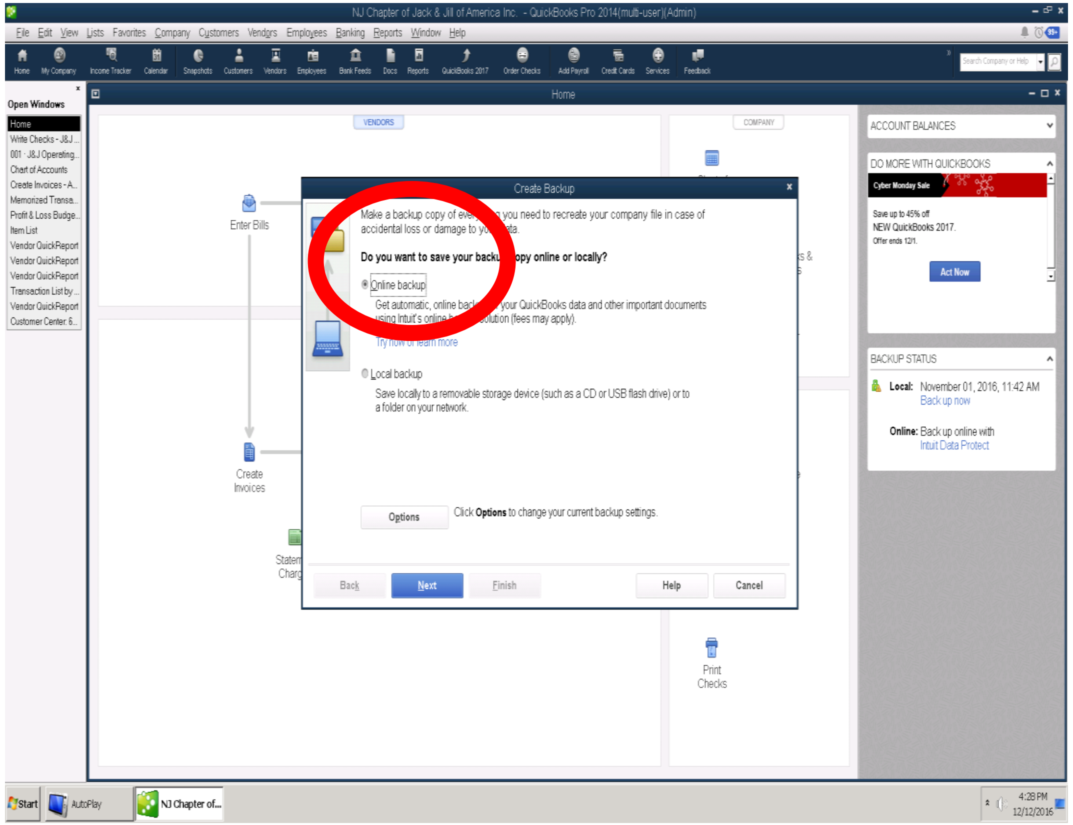


DATE	NUMBER / TYPE	PAYEE / ACCOUNT	MEMO	PAYMENT	✔	DEPOSIT	BALANCE
10/03/2016	2362	Tiana Evans (C)		50.00			48,221.34
	CHK	11000 · Accounts Receivable	Voucher27A-17 Refund Sr. Teen T-shirt				
10/03/2016	2363	Shell Rice Williams(C)		80.00			48,141.34
	CHK	11000 · Accounts Receivable	Voucher 27-17 Refund 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	Number				✔	310.00	47,[illegible]1.34
	DEP	-split-	Deposit				

ENDING BALANCE 41,921.21

Back Up Your Work – Online in RightNetworks





Time For Questions

Key To Success? Working Together -

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