



#### TECHSOUP.ORG



Quick Or Advanced, 1-Year Scriptio 25

Online Intimited Intimited



QuickBooks Online Plus, 1-Year Subscription, 5 Users

Online accounting and financial management software for up to



Admin Fee: \$160.00 Admin Fee: \$75.00

#### **MOST POPULAR**

#### Plus

\$80



- ➤ Invoice & accept payments
- ➤ Maximize tax deductions
- ➤ Run comprehensive reports
- ➤ Capture & organize receipts
- ➤ Track miles
- ➤ Manage cash flow
- ➤ Track sales & sales tax
- ▼ Send estimates

#### **Advanced**

\$180

\$90<sub>/mo</sub>

Select

Track income & expenses



- Run most power rep
- ➤ Capture & organize receipts
- ➤ Track miles
- ➤ Manage cash flow
- ➤ Track sales & sales tax
- ▼ Send estimates



Tell us about your business structure. We use this to help categorize your transactions.



Sole proprietor



Partnership



Non-profit organization



S Corp



C Corp



I'm not sure





Skip



## Option #1

hart of accounts Reconcile											
NUMBER	NAME	TYPE •	DETAIL TYPE	QUICKBOOKS BAI							
3100	3100 Donor Restricted Gifts	Equity	Owner's Equity	0.00							
3101	3101 Building Fund	Equity	Owner's Equity	0.00							
3105	3105 Youth Fund	Equity	Owner's Equity	0.00							
3110	3110 Mission of the month	Equity	Owner's Equity	0.00							
3199	3199 Misc Designated Gifts	Equity	Owner's Equity	0.00							

# Option #2a

Chart of accounts Reconcile									
NUMBER	NAME	TYPE 🔺	DETAIL TYPE						
8000	8000 Building Fund	Other Revenue	Other Miscellaneous						
8002	8002 Donations	Other Revenue	Other Miscellaneous						
8003	8003 Expenses	Other Revenue	Other Miscellaneous						
8010	8010 Youth Fund	Other Revenue	Other Miscellaneous						
8012	8012 Donations	Other Revenue	Other Miscellaneous						
8013	8013 Mission Trips	Other Revenue	Other Miscellaneous						
8014	8014 Gatherings	Other Revenue	Other Miscellaneous						
8015	8015 Other Expenses	Other Revenue	Other Miscellaneous						



#### Journal Entry #1

Journal date

01/01/2022

Journal no.

	#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	STATE OF THE PARTY.
:::	1	3101 Donor Restricted Gifts:Buildin	6,250.00		Carryover Balances	SCHOOL ST.
:::	2	3105 Donor Restricted Gifts:Youth F		525.00	Carryover Balances	
:::	3	3110 Donor Restricted Gifts:Missior		729.00	Carryover Balances	
:::	4	Retained Earnings		4,996.00	Carryover Balances	Ale Se

# Option #2b

Chart of accounts Reconcile											
NUMBER	NAME	TYPE 🔺	DETAIL TYPE								
8000	8000 Building Fund	Other Revenue	Other Miscellaneous								
8001	8001 Beginning Balance	Other Revenue	Other Miscellaneous								
8002	8002 Donations	Other Revenue	Other Miscellaneous								
8003	8003 Expenses	Other Revenue	Other Miscellaneous								
8010	8010 Youth Fund	Other Revenue	Other Miscellaneous								
8011	8011 Beginning Balance	Other Revenue	Other Miscellaneous								
8012	8012 Donations	Other Revenue	Other Miscellaneous								
8013	8013 Mission Trips	Other Revenue	Other Miscellaneous								



#### Journal Entry #1

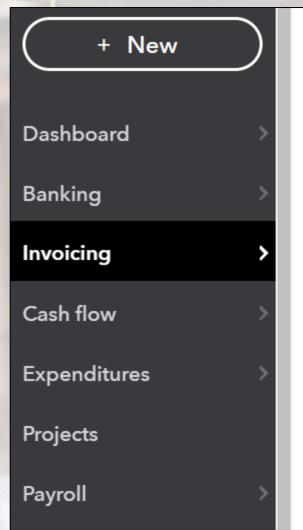
Journal date

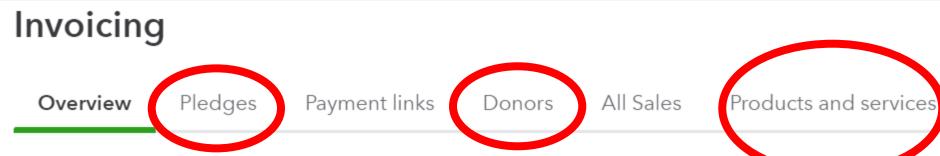
01/01/2022

Journal no.

	#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	10 Carlot 10 Car
:::	1	8001 Building Fund:Beginning Bala		15,000.00	Beginning Balances	The Same
:::	2	8011 Youth Fund:Beginning Balanc		1,298.56	Beginning Balances	
:::	3	8021 Mission of the Month:Beginni		729.00	Beginning Balances	
	4	Retained Earnings	17,027.56		Beginning Balances	The Break





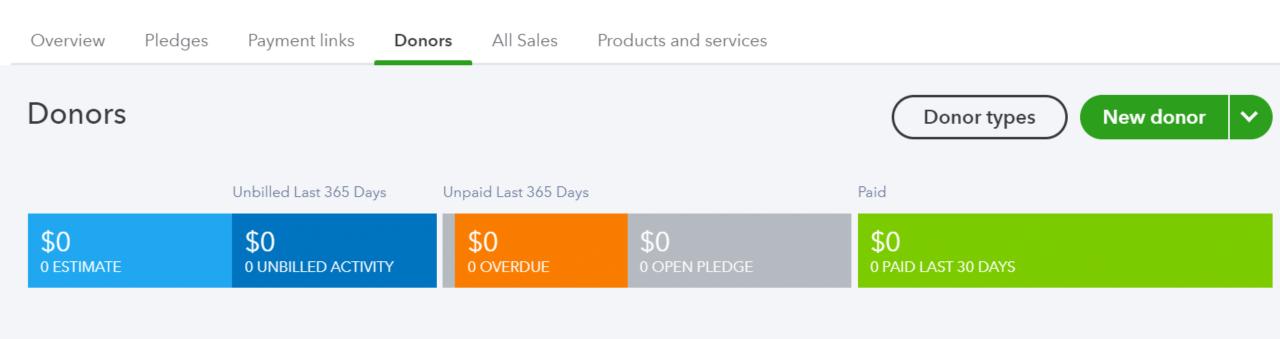


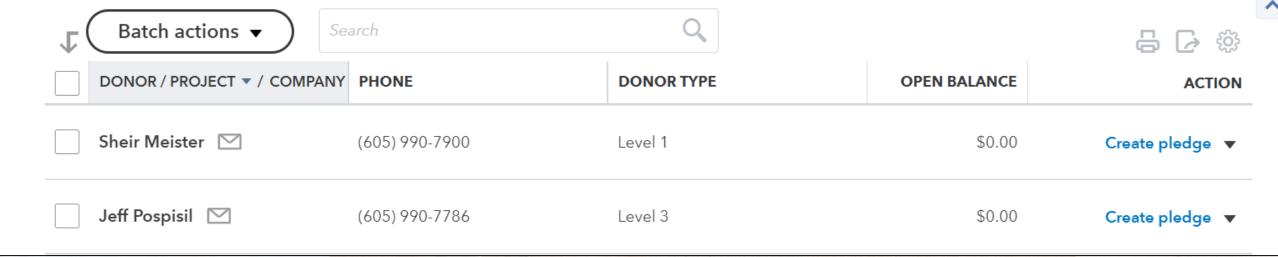
#### Get ready to get paid

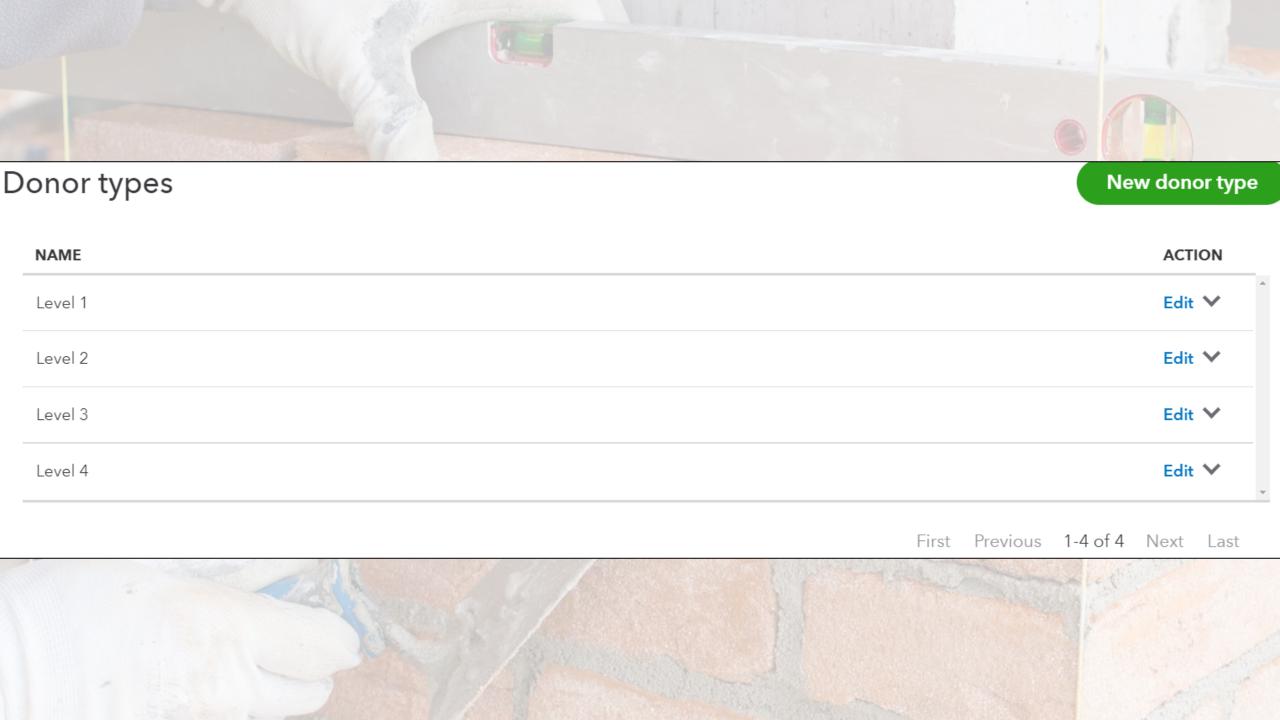
When it's all in QuickBooks, it's easy to see how much you're making and when it's in the bank.



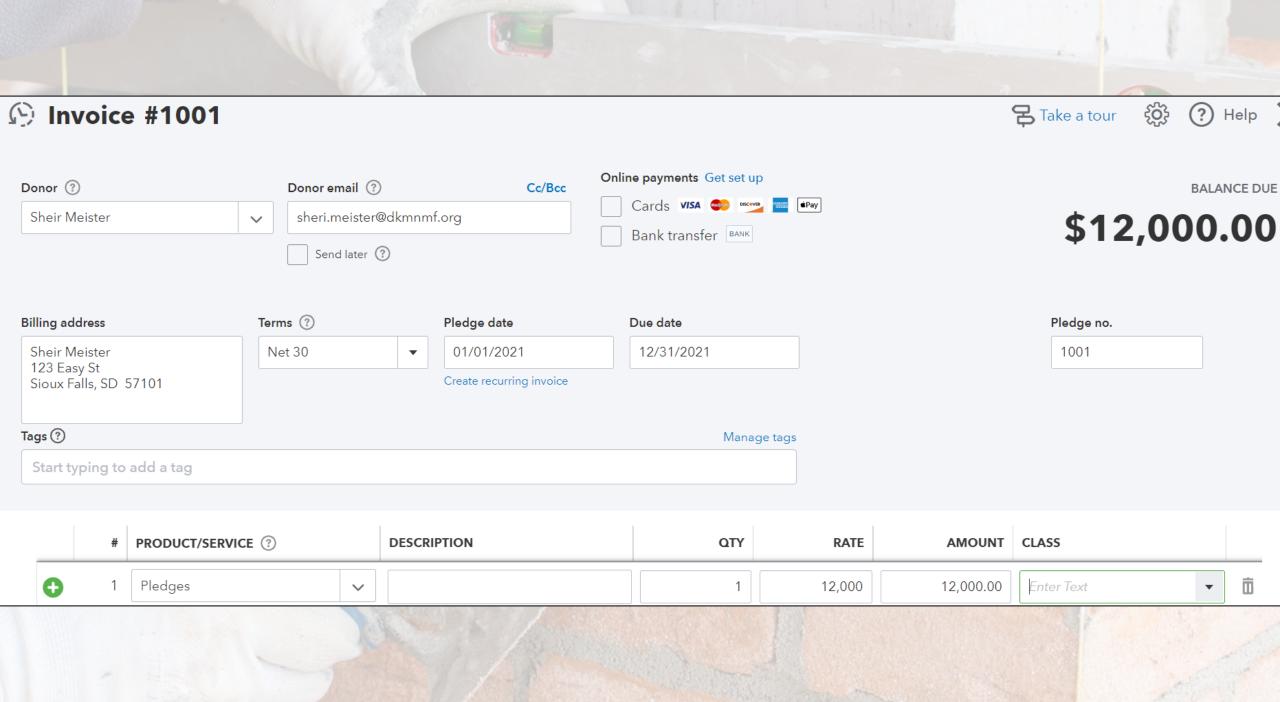
#### Invoicing





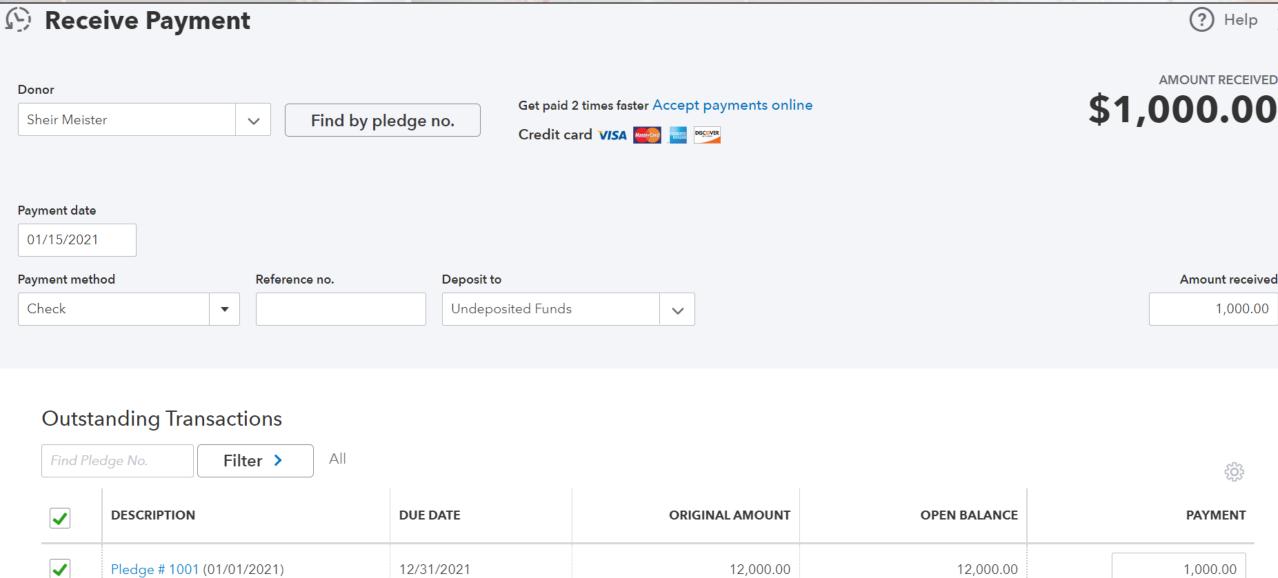






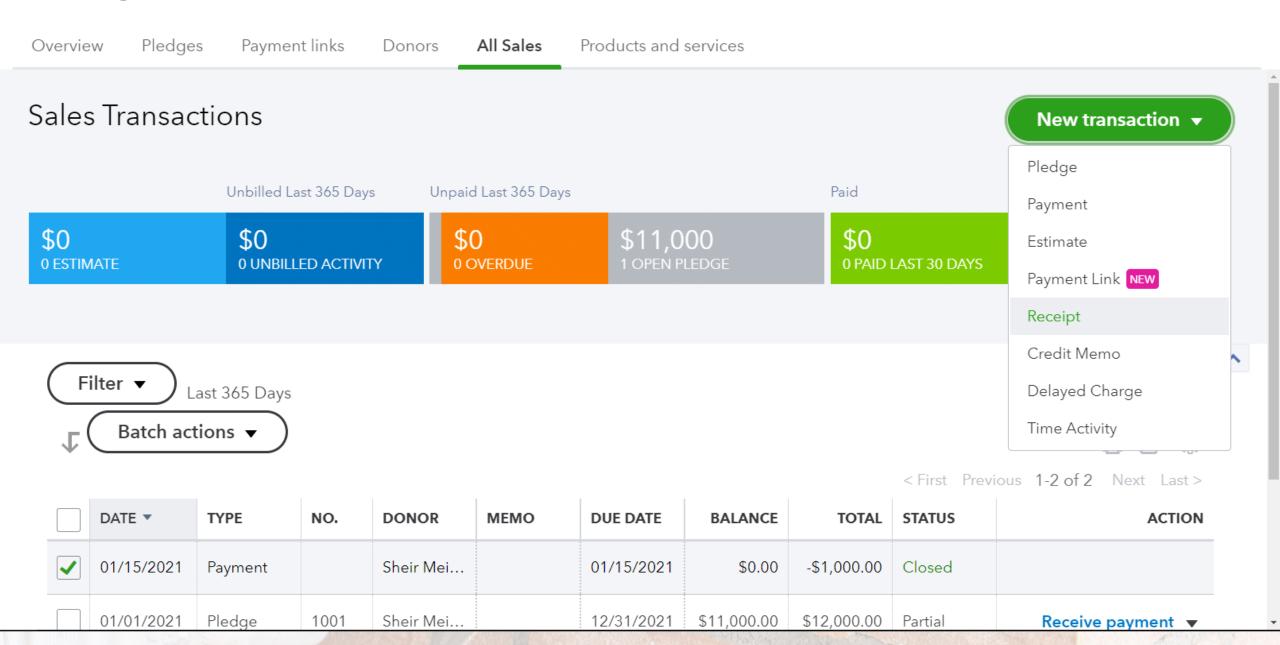
#### Invoicing

Pledges Payment links Donors All Sales Products and services Overview Sales Transactions New transaction ▼ Unbilled Last 365 Days Unpaid Last 365 Days Paid \$0 \$0 \$0 \$12,000 \$0 0 ESTIMATE **0 UNBILLED ACTIVITY** 0 OVERDUE 0 PAID LAST 30 DAYS Filter ▼ Last 365 Days Batch actions ▼ < First Previous 1-1 of 1 Next Last > DATE **▼** TYPE NO. **DUE DATE DONOR** MEMO **BALANCE** TOTAL **STATUS ACTION** 01/01/2021 Sheir Mei... 12/31/2021 Open (Remin Pledge 1001 \$12,000.00 \$12,000.00 Receive payment ▼



Help

#### Invoicing



# Sales Receipt #1002 Billing address Jeff Pospisil 416 S Minnesota St Mitchell, SD 57301 United States Tags ③ Start typing to add a tag

Reference no.

 $\blacksquare$ 

Payment method

Cash

Receipt no.

1002

Deposit to		
Undeposited Funds	~	

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	CLASS
::: 1	General Fund Donation		1	10	10.00	
::: 2	Mission of the Month		1	10	10.00	

Manage tags

d								
	DATE ▼	TYPE	DONOR	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
	01/15/2021	Receipt	Sheir Meister		\$0.00	\$50.00	Paid	Print ▼
	01/15/2021	Receipt	Kelsey Morgan		\$0.00	\$50.00	Paid	Print ▼
	01/15/2021	Receipt	Jeff Pospisil		\$0.00	\$20.00	Paid	Print ▼
	01/15/2021	Payment	Sheir Meister	01/15/2021	\$0.00	-\$1,000.00	Closed	
	01/01/2021	Pledge	Sheir Meister	12/31/2021	\$11,000.00	\$12,000.00	Partial	Receive payment ▼
4						The same		
			AUGUSTA	1000				







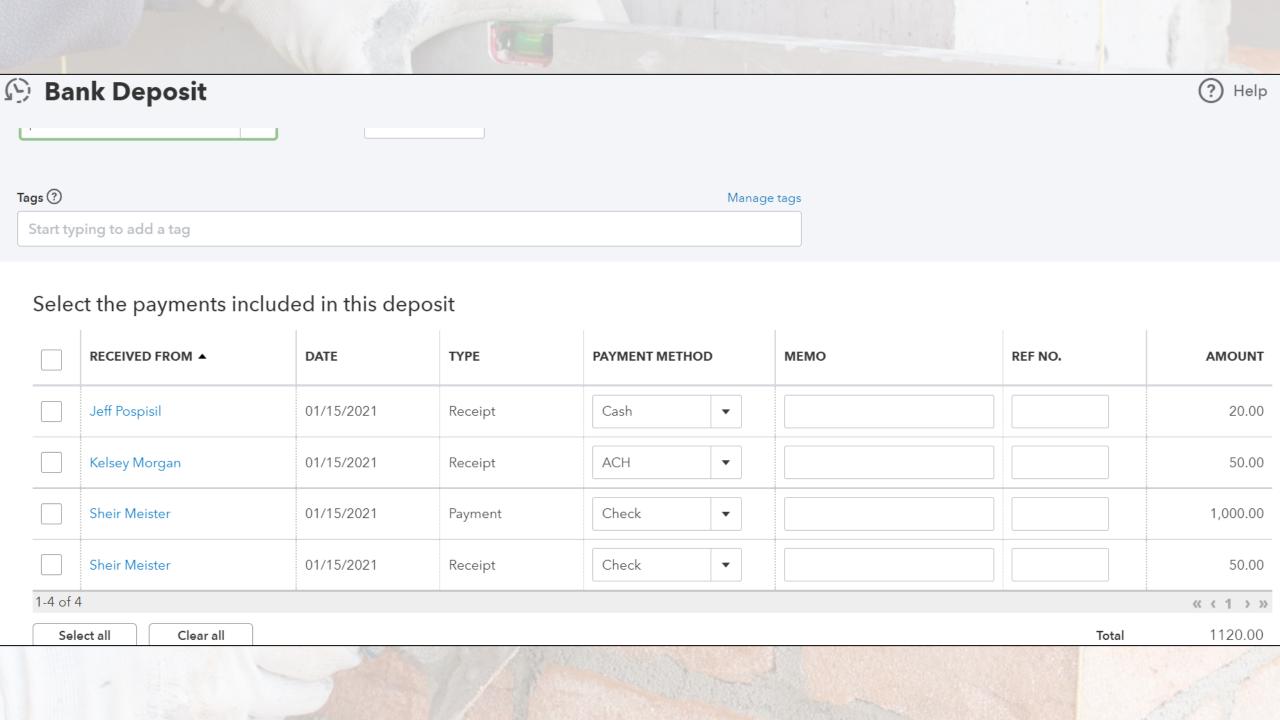
Show less

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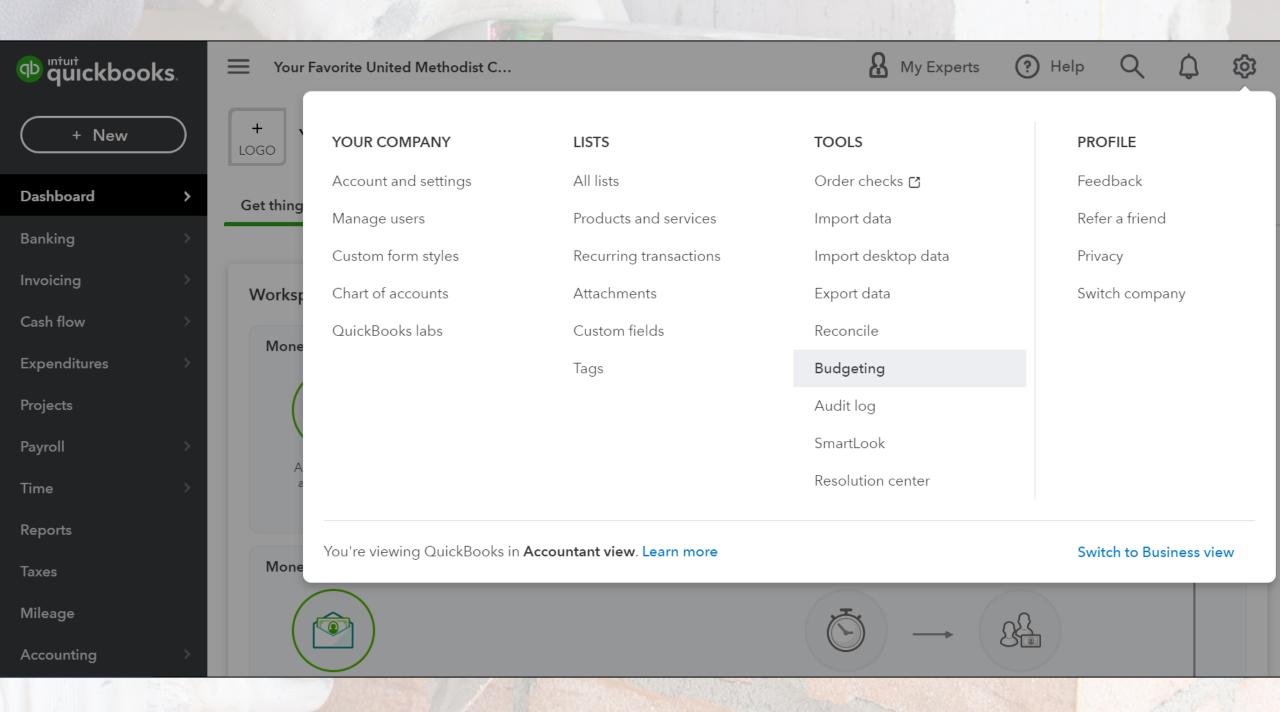


#### Invoicing

CUSTOMERS	VENDORS	EMPLOYEES	OTHER		
Pledge	Expenditure	Payroll 🎓	Bank deposit		
Payment link	Check	Time entry	Transfer		
Receive payment	Bill		Journal entry		
Estimate	Pay bills		Statement		
Credit memo	Purchase order		Inventory qty adjustment		
Sales receipt	Vendor credit		Pay down credit card		
Refund receipt	Credit card credit				
Delayed credit	Print checks				
Delayed charge					







#### New Budget

Name \* Fiscal Year Interval Pre-fill data? Subdivide by

2021 Budget FY2021 (Jan 2021 - Dec 2021) Wonthly No Don't subdivide W

ACCOUNTS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC	TOTAL
▼ REVENUE													
4000 General Fund Donations													
4100 Facility Use Fees													
4200 Unapplied Cash Paymen													
4999 Miscellaneous Income													
Billable Expenditure Revenue													
Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

			387									, 6	
ACCOUNTS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC	TOTA
▼ REVENUE													
4000 General Fund Donations	4,000.00	6,000.00	7,000.00	12,000.00	7,000.00	4,500.00	3,500.00	4,000.00	8,000.00	10,000.00	12,000.00	22,000.00	100,00
4100 Facility Use Fees	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
4200 Unapplied Cash Paymen													
4999 Miscellaneous Income	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	240.00
Billable Expenditure Revenue													
Total Revenue	4,120.00	6,120.00	7,120.00	12,120.00	7,120.00	4,620.00	3,620.00	4,120.00	8,120.00	10,120.00	12,120.00	22,120.00	101,44
▼ EXPENDITURES													
▼ 5000 Staff/Pastor Relations Co													
▼ Pastor													
Salary	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	48,000.00
HealthFlex Direct Bill	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	14,400.00
Pension Direct Bill	950.00	950.00	950.00	950.00	950.00	950.00	950.00	950.00	950.00	950.00	950.00	950.00	11,400.00
Total Pastor	6,150.00	6,150.00	6,150.00	6,150.00	6,150.00	6,150.00	6,150.00	6,150.00	6,150.00	6,150.00	6,150.00	6,150.00	73,800.00
▼ Secretary													
Wages	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
Hoolth Incurance Stinand	200 00	200 00	200.00	200.00	200.00	200.00	200.00	200 00	200.00	200 00	200.00	200.00	2 400 00
												0.00	



#### DONOR REPORTS

#### Who owes you

Accounts receivable aging detail

Accounts receivable aging summary

Collections Report

Donor Balance Detail

Donor Balance Summary

Open Pledges

Pledge List

Pledges and Received Payments

#### Sales and customers

Deposit Detail

Donor Contact List

Estimates & Progress Invoicing Summary by Donor

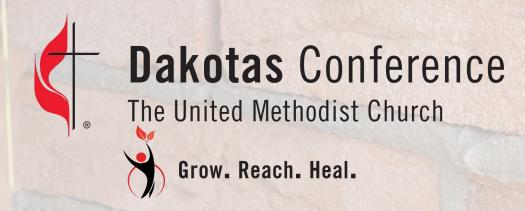
Estimates by Donor

Payment Method List

Product/Service List

Revenue by Donor Summary





www.dakotasumc.org



www.dakotasumf.org www.mnumf.org