




# QUICKBOOKS AND YOUR CHURCH

## FINANCIAL FOUNDATIONS

 **Dakotas Conference**  
The United Methodist Church

 Grow. Reach. Heal.

 **Dakotas & Minnesota**  
METHODIST FOUNDATIONS





**Jeff Pospisil**  
Conference/Foundation Treasurer



**Sheri Meister**  
Foundation President/CEO






# QUICKBOOKS AND YOUR CHURCH

## FINANCIAL FOUNDATIONS

 **Dakotas Conference**  
The United Methodist Church

 Grow. Reach. Heal.

 **Dakotas & Minnesota**  
METHODIST FOUNDATIONS





# AGENDA

- Acquisition & Settings
- Donors & Donations
- Budgets & Reports





# ACQUISITION & SETTINGS

# TECHSOUP.ORG



QuickBooks Online Advanced, 1-Year Subscription, 5 Users

Online accounting and financial management software with advanced features for up to 5 users

Admin Fee: **\$160.00**



QuickBooks Online Plus, 1-Year Subscription, 5 Users

Online accounting and financial management software for up to 5 users

Admin Fee: **\$75.00**

## MOST POPULAR

### Plus

\$80

~~\$140~~  
**\$80**

- ✓ Track income & expenses
- ✓ 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/mo**

Select

- ✓ Track income & expenses
- ✓ Invoice & accept payments
- ✓ Maximize tax deductions
- ✓ Run most powerful reports
- ✓ Capture & organize receipts
- ✓ Track miles
- ✓ Manage cash flow
- ✓ Track sales & sales tax
- ✓ Send estimates

**\$80/month**



# What kind of business is this?

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

Back

Next

Skip



VIDEO SHOWN



# HANDLING DESIGNATED GIFTS

## Option #1

Chart of accounts

Reconcile

NUMBER	NAME	TYPE ▲	DETAIL TYPE	QUICKBOOKS BAL
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



# HANDLING DESIGNATED GIFTS

## 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 ...



# HANDLING DESIGNATED GIFTS

## Journal Entry #1

Journal date

01/01/2022

Journal no.

1

	#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION
⋮	1	3101 Donor Restricted Gifts:Buildin	6,250.00		Carryover Balances
⋮	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



# HANDLING DESIGNATED GIFTS

## 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 ...

# HANDLING DESIGNATED GIFTS

## Journal Entry #1

Journal date

01/01/2022

Journal no.

1

	#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION
⋮	1	8001 Building Fund:Beginning Bala		15,000.00	Beginning Balances
⋮	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





# DONORS & DONATIONS

+ New

Dashboard >

Banking >

**Invoicing** >

Cash flow >

Expenditures >

Projects >

Payroll >

## Invoicing

Overview

Pledges

Payment links

Donors

All Sales

Products and services

### 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.





VIDEO SHOWN

# Invoicing

Overview Pledges Payment links **Donors** All Sales Products and services

## Donors

Donor types

New donor

Unbilled Last 365 Days

Unpaid Last 365 Days

Paid

\$0

0 ESTIMATE

\$0

0 UNBILLED ACTIVITY

\$0

0 OVERDUE

\$0

0 OPEN PLEDGE

\$0

0 PAID LAST 30 DAYS



Batch actions

Search



<input type="checkbox"/>	DONOR / PROJECT / COMPANY	PHONE	DONOR TYPE	OPEN BALANCE	ACTION
<input type="checkbox"/>	Sheir Meister	(605) 990-7900	Level 1	\$0.00	Create pledge
<input type="checkbox"/>	Jeff Pospisil	(605) 990-7786	Level 3	\$0.00	Create pledge



# Donor types

New donor type

NAME	ACTION
Level 1	<a href="#">Edit</a> ▼
Level 2	<a href="#">Edit</a> ▼
Level 3	<a href="#">Edit</a> ▼
Level 4	<a href="#">Edit</a> ▼



VIDEO SHOWN



# Invoice #1001







Donor <sup>?</sup>

Donor email <sup>?</sup>

Cc/Bcc

 Send later <sup>?</sup>

Online payments [Get set up](#)

 Cards       
 Bank transfer 

BALANCE DUE

# \$12,000.00

Billing address

Terms <sup>?</sup>

Pledge date

Due date

Pledge no.

[Create recurring invoice](#)

Tags <sup>?</sup>

[Manage tags](#)

#	PRODUCT/SERVICE <sup>?</sup>	DESCRIPTION	QTY	RATE	AMOUNT	CLASS
	1	Pledges <input type="text"/>	1	12,000	12,000.00	<input type="text" value="Enter Text"/>

# Invoicing

Overview Pledges Payment links Donors **All Sales** Products and services

## Sales Transactions

New transaction ▼

Unbilled Last 365 Days

Unpaid Last 365 Days

Paid

\$0  
0 ESTIMATE

\$0  
0 UNBILLED ACTIVITY

\$0  
0 OVERDUE

\$12,000  
1 OPEN PLEDGE

\$0  
0 PAID LAST 30 DAYS

Filter ▼

Last 365 Days

Batch actions ▼



< First Previous 1-1 of 1 Next Last >

<input type="checkbox"/>	DATE ▼	TYPE	NO.	DONOR	MEMO	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
<input type="checkbox"/>	01/01/2021	Pledge	1001	Sheir Mei...		12/31/2021	\$12,000.00	\$12,000.00	Open (Remin	Receive payment ▼



# Receive Payment

Help

Donor

Sheir Meister

Find by pledge no.

Get paid 2 times faster [Accept payments online](#)

Credit card    

AMOUNT RECEIVED

**\$1,000.00**

Payment date

01/15/2021

Payment method

Check

Reference no.

Deposit to

Undeposited Funds

Amount received

1,000.00

## Outstanding Transactions

Find Pledge No.

Filter >

All



<input checked="" type="checkbox"/>	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	<a href="#">Pledge # 1001</a> (01/01/2021)	12/31/2021	12,000.00	12,000.00	1,000.00

# Invoicing

## Sales Transactions

**New transaction** ▼

- Pledge
- Payment
- Estimate
- Payment Link **NEW**
- Receipt**
- Credit Memo
- Delayed Charge
- Time Activity

Unbilled Last 365 Days

Unpaid Last 365 Days

Paid



**Filter** ▼

Last 365 Days

**Batch actions** ▼

< First Previous 1-2 of 2 Next Last >

<input type="checkbox"/>	DATE ▼	TYPE	NO.	DONOR	MEMO	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
<input checked="" type="checkbox"/>	01/15/2021	Payment		Sheir Mei...		01/15/2021	\$0.00	-\$1,000.00	Closed	
<input type="checkbox"/>	01/01/2021	Pledge	1001	Sheir Mei...		12/31/2021	\$11,000.00	\$12,000.00	Partial	<b>Receive payment</b> ▼



# Sales Receipt #1002



### Billing address

Jeff Pospisil  
416 S Minnesota St  
Mitchell, SD 57301  
United States

### Receipt date

01/15/2021

[Create recurring sale](#)

### Receipt no.

1002

### Tags

[Manage tags](#)

Start typing to add a tag

### Payment method

Cash






### Reference no.

### 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	



<input type="checkbox"/>	DATE ▼	TYPE	DONOR	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
<input type="checkbox"/>	01/15/2021	Receipt	Sheir Meister		\$0.00	\$50.00	Paid	<a href="#">Print</a> ▼
<input type="checkbox"/>	01/15/2021	Receipt	Kelsey Morgan		\$0.00	\$50.00	Paid	<a href="#">Print</a> ▼
<input type="checkbox"/>	01/15/2021	Receipt	Jeff Pospisil		\$0.00	\$20.00	Paid	<a href="#">Print</a> ▼
<input type="checkbox"/>	01/15/2021	Payment	Sheir Meister	01/15/2021	\$0.00	-\$1,000.00	Closed	
<input type="checkbox"/>	01/01/2021	Pledge	Sheir Meister	12/31/2021	\$11,000.00	\$12,000.00	Partial	<a href="#">Receive payment</a> ▼



+ New

## Invoicing

### CUSTOMERS

- Pledge
- Payment link
- Receive payment
- Estimate
- Credit memo
- Sales receipt
- Refund receipt
- Delayed credit
- Delayed charge

### VENDORS

- Expenditure
- Check
- Bill
- Pay bills
- Purchase order
- Vendor credit
- Credit card credit
- Print checks

### EMPLOYEES

- Payroll ↗
- Time entry

### OTHER

- Bank deposit
- Transfer
- Journal entry
- Statement
- Inventory qty adjustment
- Pay down credit card

Show less

# Bank Deposit

Help

Tags

[Manage tags](#)

Start typing to add a tag

## Select the payments included in this deposit

<input type="checkbox"/>	RECEIVED FROM ▲	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input type="checkbox"/>	Jeff Pospisil	01/15/2021	Receipt	Cash ▼			20.00
<input type="checkbox"/>	Kelsey Morgan	01/15/2021	Receipt	ACH ▼			50.00
<input type="checkbox"/>	Sheir Meister	01/15/2021	Payment	Check ▼			1,000.00
<input type="checkbox"/>	Sheir Meister	01/15/2021	Receipt	Check ▼			50.00

1-4 of 4

« < 1 > »

Select all

Clear all

Total

1120.00





# BUDGETS & REPORTS

+ New

+  
LOGO

- Dashboard >
- Banking >
- Invoicing >
- Cash flow >
- Expenditures >
- Projects >
- Payroll >
- Time >
- Reports >
- Taxes >
- Mileage >
- Accounting >

Get thing

Worksp

Mone

A

Mone

**YOUR COMPANY**

- Account and settings
- Manage users
- Custom form styles
- Chart of accounts
- QuickBooks labs

**LISTS**

- All lists
- Products and services
- Recurring transactions
- Attachments
- Custom fields
- Tags

**TOOLS**

- Order checks 📄
- Import data
- Import desktop data
- Export data
- Reconcile
- Budgeting**
- Audit log
- SmartLook
- Resolution center

**PROFILE**

- Feedback
- Refer a friend
- Privacy
- Switch company

You're viewing QuickBooks in **Accountant view**. [Learn more](#)

[Switch to Business view](#)













VIDEO SHOWN

# 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





VIDEO SHOWN





**Dakotas Conference**

The United Methodist Church



**Grow. Reach. Heal.**

**[www.dakotasumc.org](http://www.dakotasumc.org)**



**Dakotas &  
Minnesota**

METHODIST FOUNDATIONS

**[www.dakotasumf.org](http://www.dakotasumf.org)**

**[www.mnumf.org](http://www.mnumf.org)**