

Donations/Receipts Entry into QuickBooks

1. Open the QB file and go to the menu on top. Select Customers/Enter Sales Receipts.
2. Start typing in the customer name (in your case, this is usually your donor's name). If the donor name doesn't appear, finish typing it as you would want it saved, in this case, you need to type last name first followed by a comma and then the first name. If there is a married couple, I usually will type in the husband's name. You can go back and add wife's name to the records if you would like. Once you type it in fully, select Quick Add. All of the donors are to be listed as customers for QB.
3. The template should be set to Intuit Standard Donation on the right corner of window.
4. Type in the date of the offering, let QB automatically number the donations (so you want to do these in proper date sequence, if at all possible).
5. Put in the check # and the payment method. You can tab between all of these fields (hitting Enter will save it if possible so wait until you are all done).
6. The Items are the different areas of your giving, from general fund to Faith Promise and your Building funds. If you need more let me know, and I can help you set them up.
7. You do not need to add a description but you could use this field for your information if needed.
8. Don't enter a class. We may decide to use this field but it is currently not active.
9. Put the amount donated to the certain fund in the right column. If a check has multiple designations, then you can break it out on this screen. When your total at the bottom agrees with the check total, you are finished with that check.
10. Hit Save & New or ALT S to go to the next record and start another donation. You will notice that you can look back and forward at what has been entered by using buttons at top left, Previous and Next.
11. Once you have entered all checks then do the cash. Any leftover amounts that were given anonymously can be grouped together under "Cash" and divided among the funds as given.
12. After you have completely entered the offering, go to Banking/Record Deposits. You should see a payments screen appear with all of your entries. Select all, the total should agree to your deposit amount. If it does not, then cancel and review your entries under cash receipts.
13. Make sure on the Record Deposits screen you use the correct date of the Deposit. For example, the offering might be for October 5th, but you won't take it to the bank until October 6th or 7th. QuickBooks is very date sensitive, this has to be correct or you will have trouble reconciling the bank later.
14. You can search for specific donation by going to the first screen "Enter Sales Receipts" and hitting the find button (looks like a moving magnifying glass). This then gives you options to search by customer name, amount, date, etc.
15. Remember to keep each deposit separate just as it goes into the bank. **ALL ENTRIES NEED TO TIE OUT TO THE BANK!!** Enter exactly as they are shown by the bank. If you make two deposits in one week, enter them separately.