



# ***QuickBooks*** ***for*** ***Windows***

*Designed for the  
Conservation Districts of Kansas*

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# *QuickBooks*

## *For Conservation Districts*

This *Introductory Manual* was developed to use in conjunction with the QuickBooks Training for Conservation Districts. It has been designed to cover the particular aspects of QuickBooks that have been adapted to conservation district accounting. The manual is intended to be a supplement to the *QuickBooks Startup and Quick Reference Guide* (included with software purchase) and QuickBooks Help features K.J.S. Computer & Training Service LLC with the assistance of the State Conservation Commission updated the manual for distribution in Aug. 2015. The instructions are based on the QuickBooks Pro 2015 version. Various reports and lists have been customized for conservation district use to meet statutory requirements. The customized reports and lists are included in the Standard Conservation District Company File to be loaded with the QuickBooks software, which has already been done for most conservation districts.

QuickBooks is a great accounting package for small businesses. Even though you will not use all the features of QuickBooks, it will provide a professional accounting system for your conservation district. Your accounting skills need only be basic because QuickBooks does all the debits and credits behind the scenes for you. You will create claim vouchers, pay bills, receive payments, and make deposits – QuickBooks does the rest for you. You will also have the ability to do payroll and all the accounting procedures that come with running payroll if you choose to do so.

### ➤ *Starting QuickBooks for the First Time*

If you use an USDA computer/internet system, the IT Specialist will need to load the QuickBooks software and the Standard Conservation District Company File for you.

To launch QuickBooks:

1. Click **File**
2. Choose **New Company**.
3. The following screen will appear.

Let's get your business set up quickly!



Answer some basic questions and we'll do the rest. You can always make changes later.  
(Recommended for new users)

Express Start

Control the setup and fine-tune the company file.

Detailed Start

Create a new company file based on an existing one.

Create

Convert data from Quicken or other accounting software.

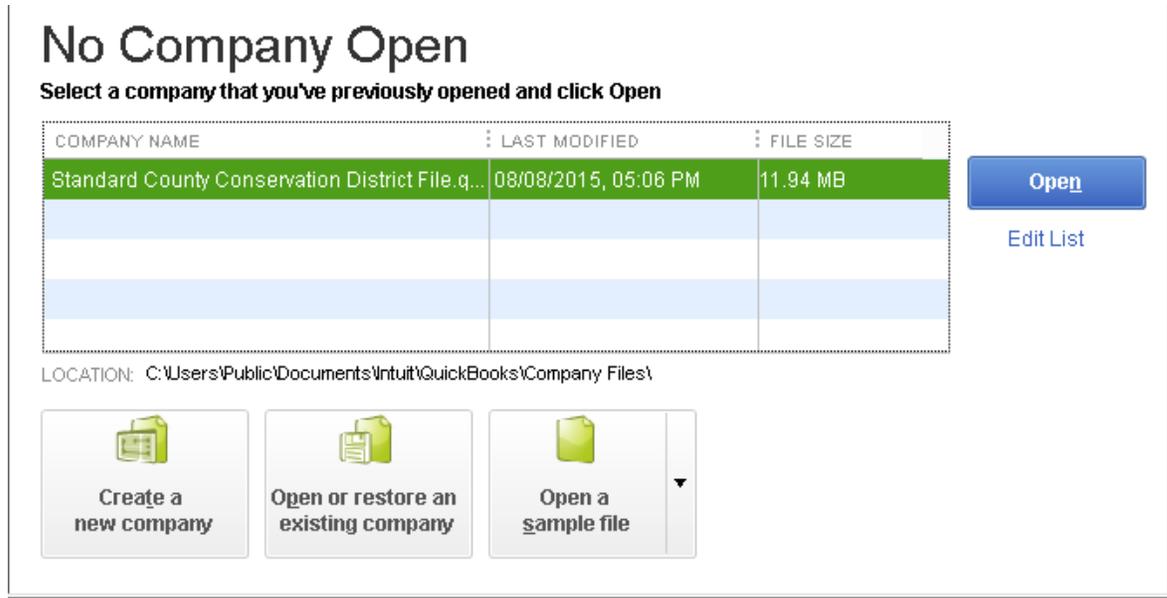
Other Options

For New Company,

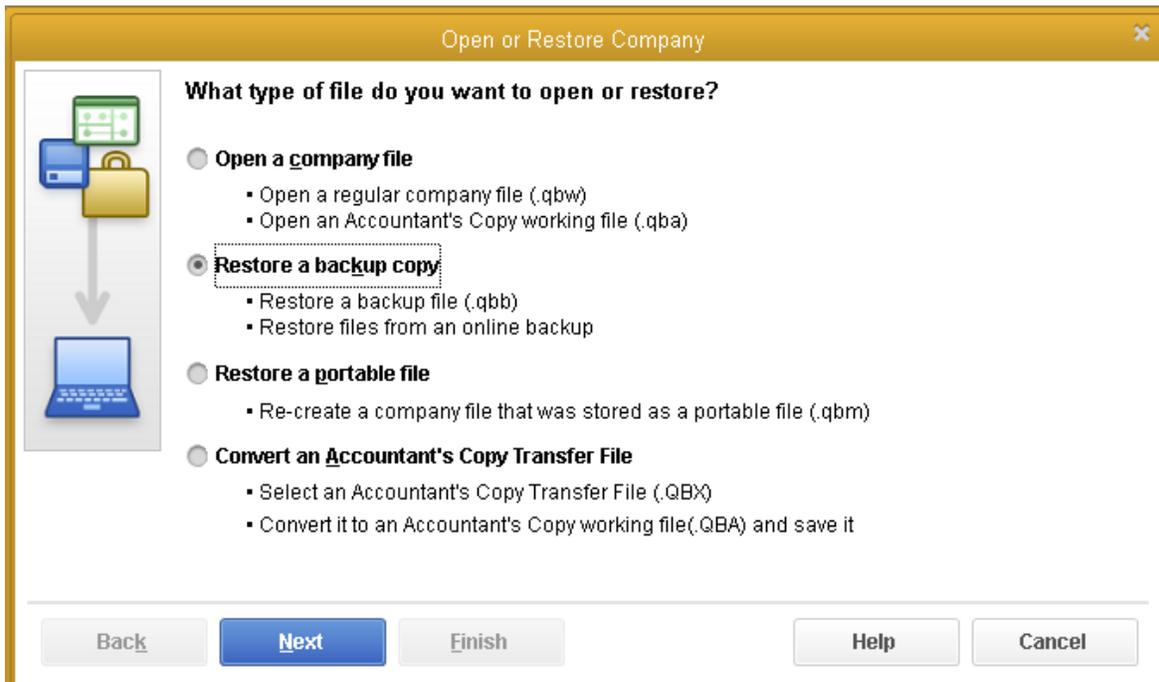
- Click on **Express Start**
  - Work through Wizard
  - Close Wizard

## ➤ *Restoring the Standard Conservation District Company File*

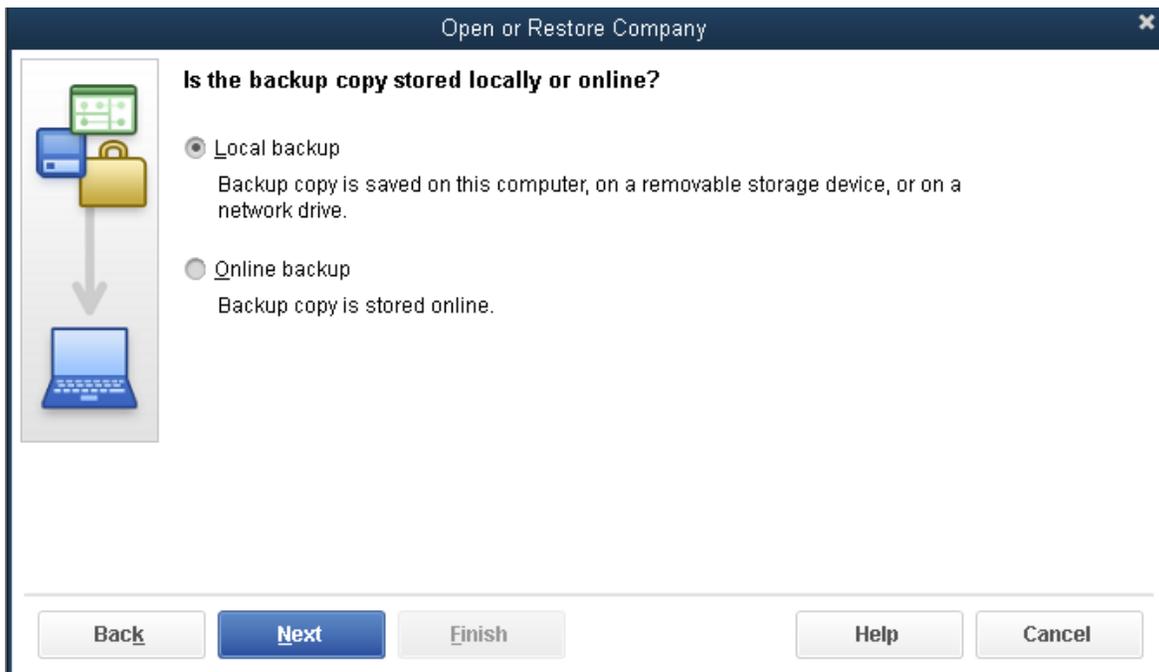
When QuickBooks opens, the window below will appear on your screen.



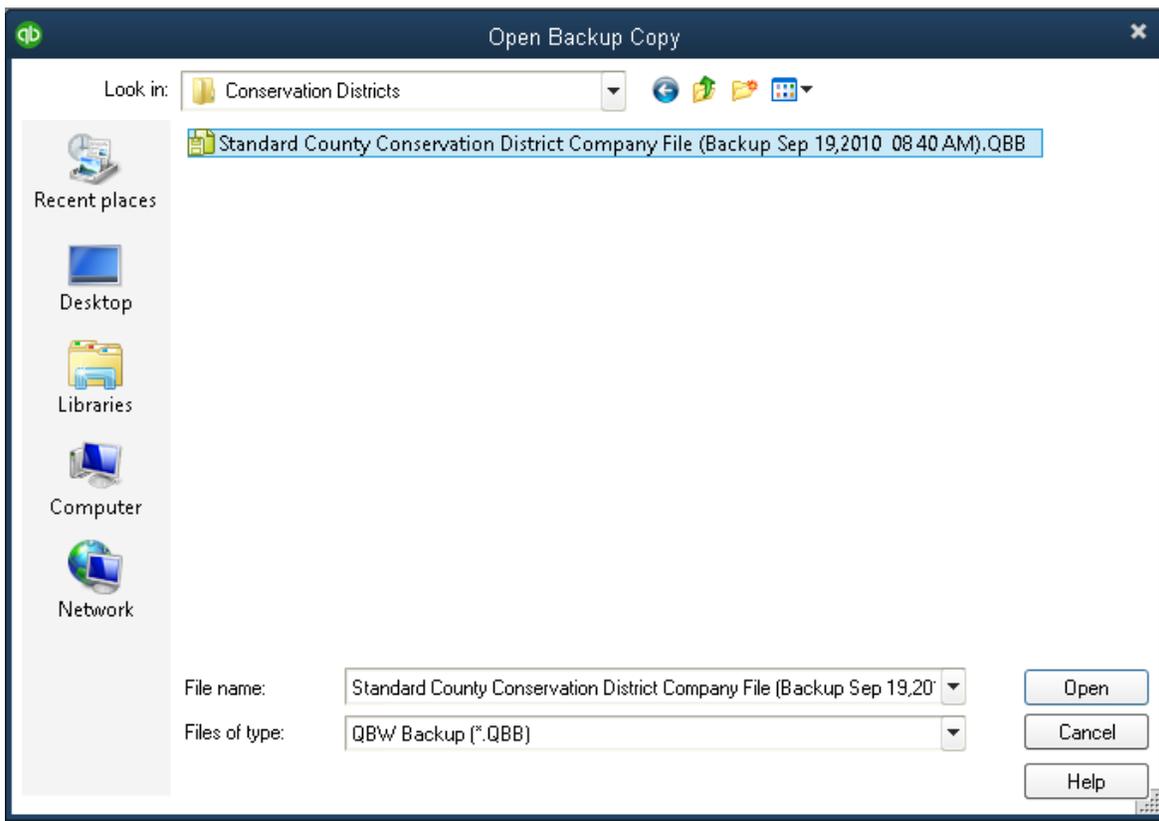
1. You will select the applicable company
2. Click the **Open** button.



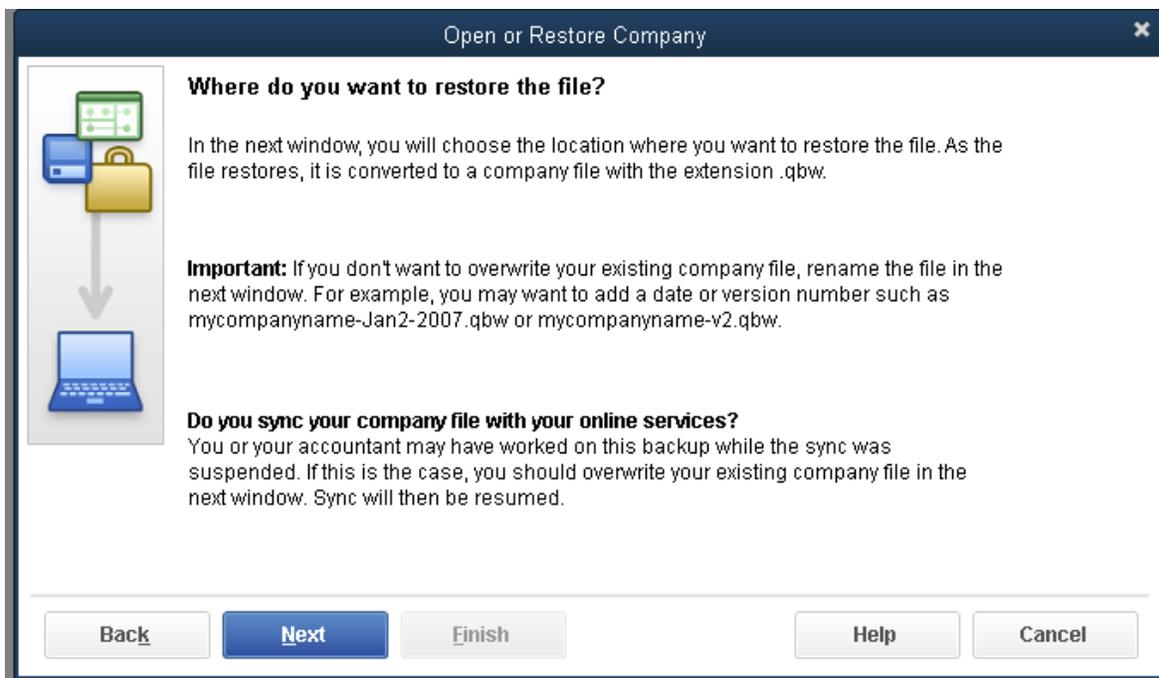
3. Click the **Restore a backup copy** option.
4. Click the **Next** button.



5. Click the **Local backup** option.
6. Click **Next**.

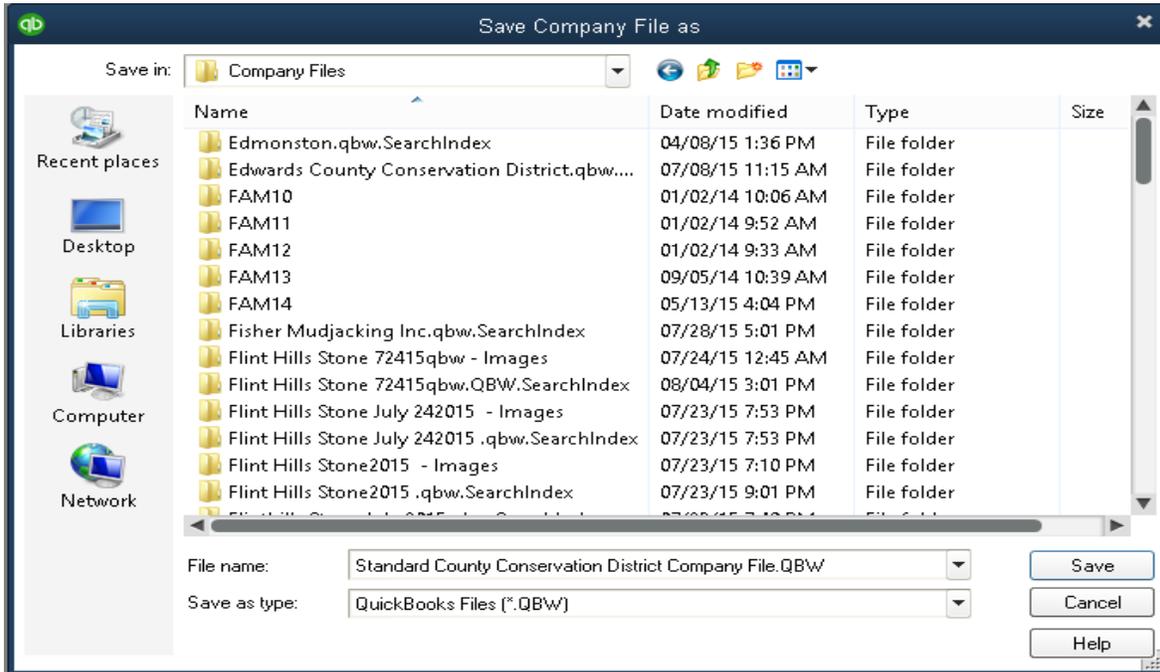


7. Double click on the **Standard County Conservation District Company File**
8. Click **Open**.

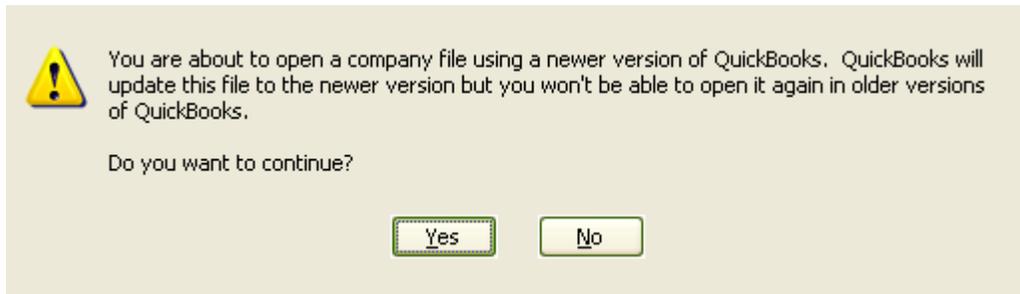


9. In most cases, you will save your company file to your hard drive. However, if you are working in a network environment, you will need to choose a location that can be accessed by all authorized users.
10. At this point, you can also edit the File name so that it reads Standard County Conservation District, where Standard is the name of your county.

11. Click on the **Save** button.



Once the restore process is complete, QuickBooks should open the company file. If, however, you get a message indicating that the data is from a newer version of QuickBooks, you will need to click on ok to update.



- If you are told you need to update your QuickBooks file you will need to type in **“YES”** and click on the **OK** button.
- If you are restoring or opening a company file that has been password protected. You will need to enter a password for restore to work.

## ➤ *Registering Your QuickBooks Software*

Once you have installed your QuickBooks software you will need to register your copy of the software with Intuit, the manufacturers of the QuickBooks series and software. In order to do this, you will need to follow these steps:

1. Go to the **File** menu and choose **Register QuickBooks**.

Register QuickBooks Premier: Accountant Edition 2014



### Register QuickBooks Now

You have **18 days** remaining

Register QuickBooks now to continue using QuickBooks without disruption and receive product updates as they become available. [Learn more](#)

[Begin Registration](#) [Remind Me Later](#)

2. Click on **Begin Registration..**



We just need to verify your identity to activate.

Please select and provide information that you already shared with us when purchasing or previously activating QuickBooks.

[Continue](#)

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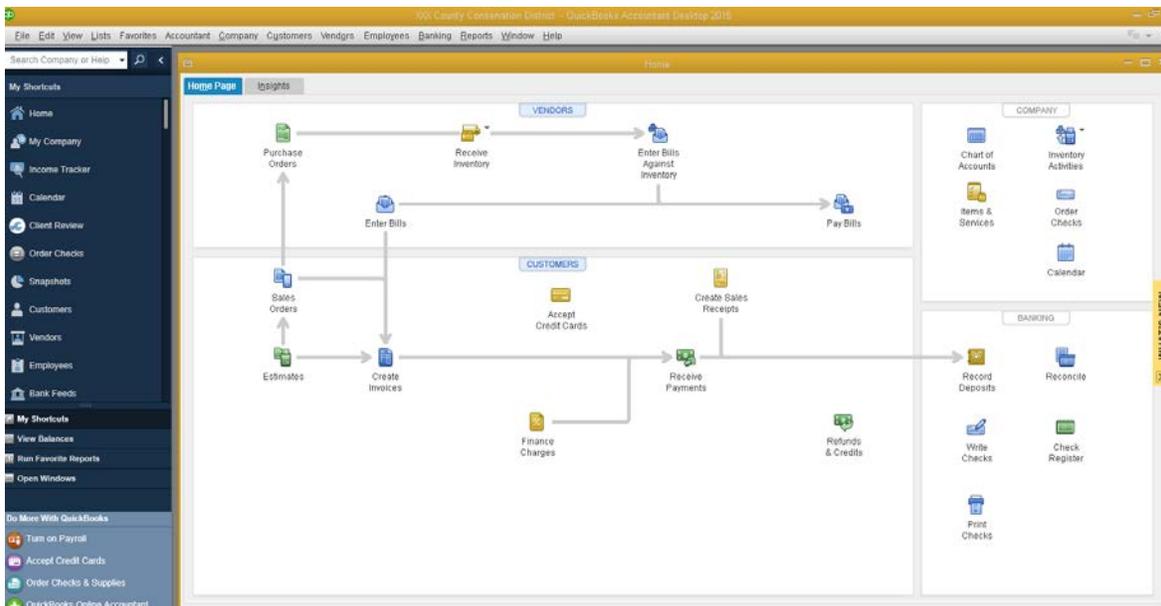
3. Enter your e-mail, or you can register by phone.
4. Type in the registration number they give you. When registration is complete you can print the license and product number in a safe place, in case you ever need to reinstall QuickBooks.

## ➤ *Looking at the Screen*

You will notice that the QuickBooks screen is much the same as any other Windows application. At the top of the screen you will see the file name you are currently using and to the right you will see the minimize screen, maximize screen, and close (exits QuickBooks) buttons. Under the file name is the Menu bar. Under these is the title of the active window with the window close button. The Navigation /Tool Icon Bar opens up on the side of your application.

The Home page is displayed below. It provides a clickable flow chart (click the icon for the task you want to do), shows account balances at a glance, and displays other features.

When you open a window in QuickBooks, it appears in front of other windows that you previously opened. The optional Open Window list keeps track of the windows that are open. Use the Open Window list to switch between windows while you work to show the Open Window List, from the **View** menu, choose **Open Window List**.



QuickBooks provides several ways for you to perform a task by using the Menu bar, Navigation/Icon bar, or the Home page. You choose the method that works best for you.

As you use different windows in QuickBooks it is important to know that clicking the **Next** button will record the entry while keeping the window open so you can enter another transaction. Clicking the **Previous** button will record the entry and display the previous entry in the form. The **OK** button will also record the entry but closes the window. Using the **Cancel** button will close the window without saving the current entry.

## ➤ *Working with Centers*

QuickBooks now puts all your critical business information in easy-to-read, easy-to-access centers. You can quickly analyze the information to make smarter and faster business decisions. You can go to one of the centers by clicking the appropriate button in the Icon bar (on the left side of the toolbar).

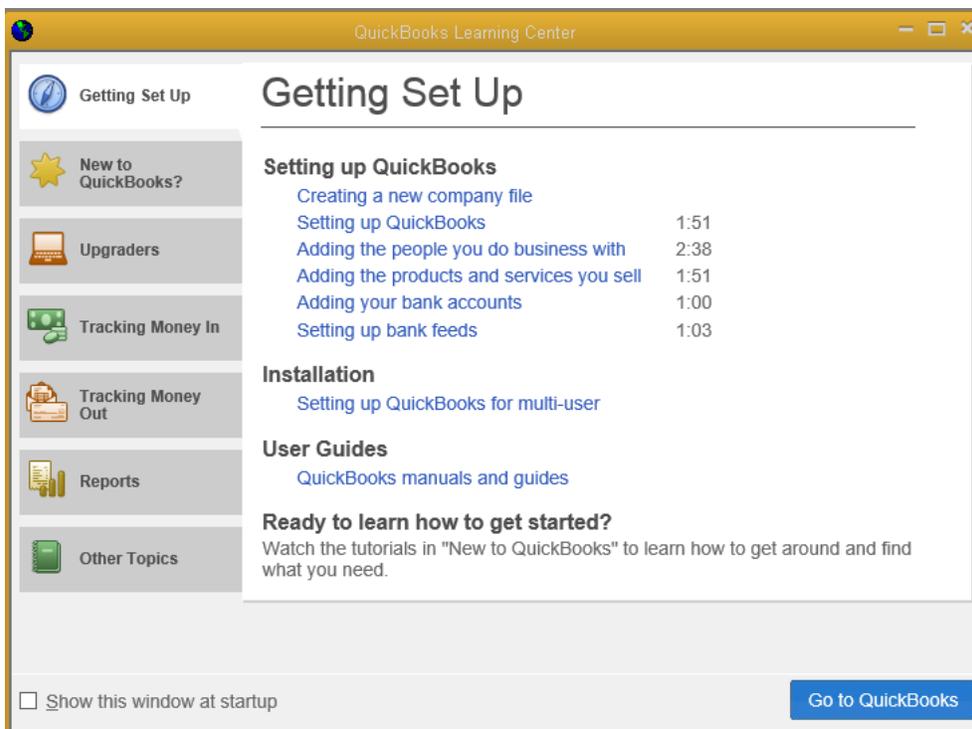
- The **Customer Center** focuses on customers, telling you what they owe, how to contact them, and more. A customer is any one that gives you money.
- The **Vendor Center** focuses on vendors, telling you what you owe, how to contact them, and more. Vendors are any one you pay money to.
- The **Employee Center** is used to manage payroll for those who are signed up for a QuickBooks Payroll Service (fee required), but anyone may use it to record employee contact information.

## ➤ *QuickBooks Help Features*

QuickBooks makes it very easy to get help. You can go to the **Help** menu and click **QuickBooks Help** or press **F1** to bring forth the Help window. You can use the **Index** tab to find topics for a specific term or concept or use the **Search** tab to ask a question.

The **How Do I** feature is located on every window in the program and will give help related just to that particular window and activity. Simply click the **How Do I** button and choose the topic which best meets your need for help.

Another help feature is the *QuickBooks Learning Center*. It offers short tutorials covering QuickBooks basics. When you begin using QuickBooks it will be one of the first things you'll see. To open later, go to the **Help** menu and click **Learning Center Tutorials**.



## ➤ *QuickBooks Updates*

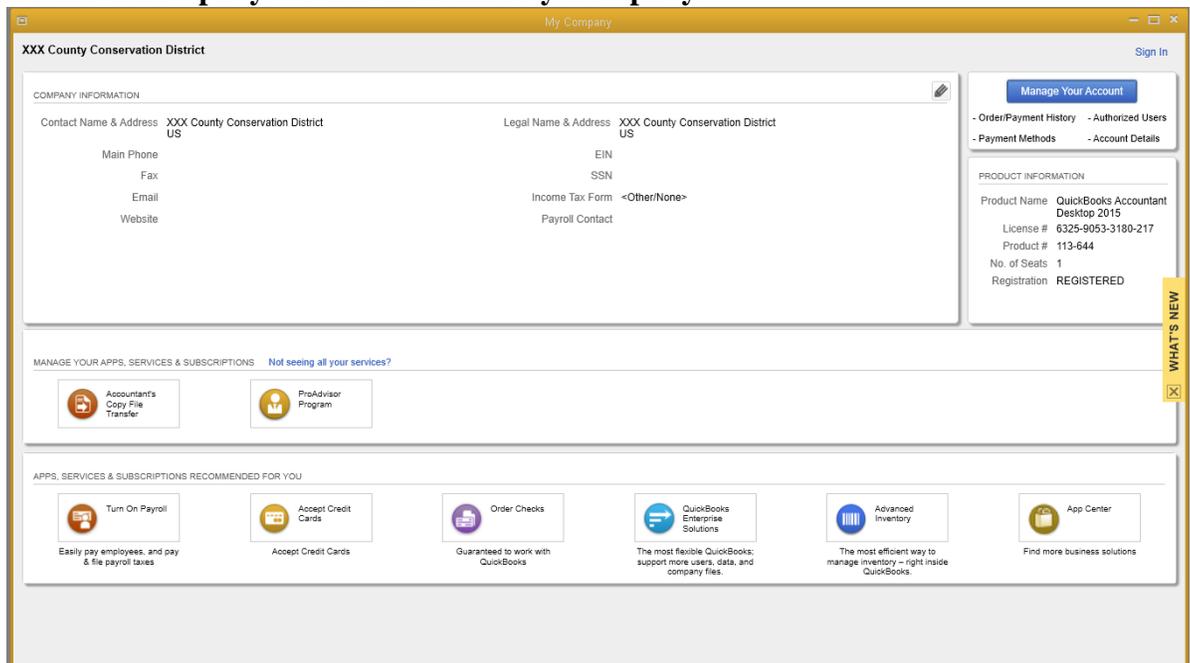
Intuit provides updates to QuickBooks periodically that can be downloaded from the internet. QuickBooks is initially setup to automatically download updates. For those of you using an USDA internet connection, the IT Specialist may need to perform this manually. Please check with the IT Specialist to see if the QuickBooks updates can be manually downloaded by you or if he/she must periodically download the updates for you.

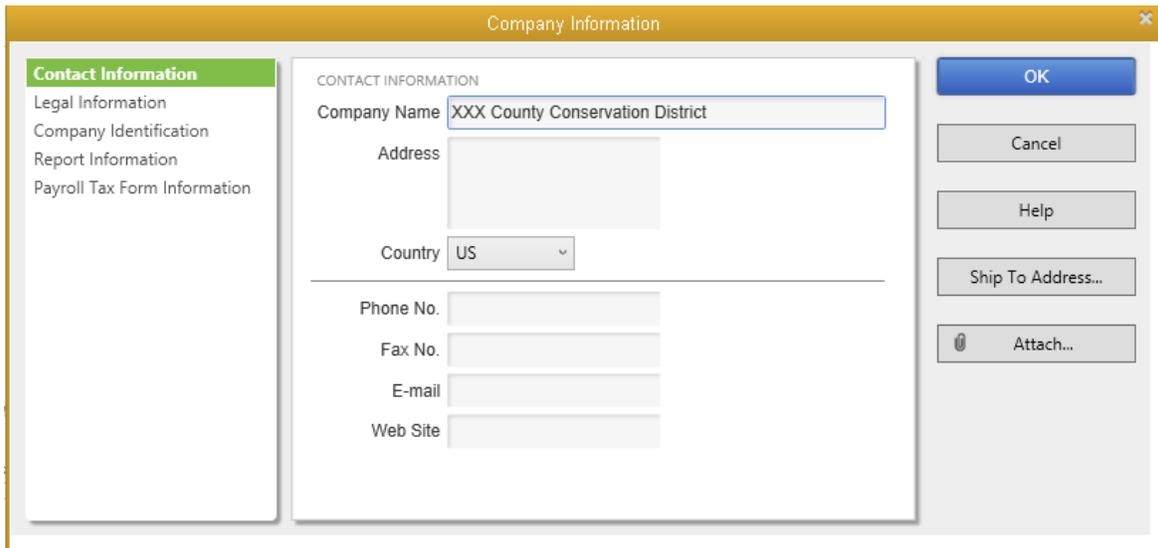
## ➤ *Customizing the Standard Conservation District Company File*

Okay, you have installed and registered the software and successfully restored the Standard Conservation District Company file. Now it is time to CUSTOMIZE.

Let's start by putting in the conservation district name, address, etc. To do this, follow these steps:

1. Go to the **Company** menu and choose **My Company**.



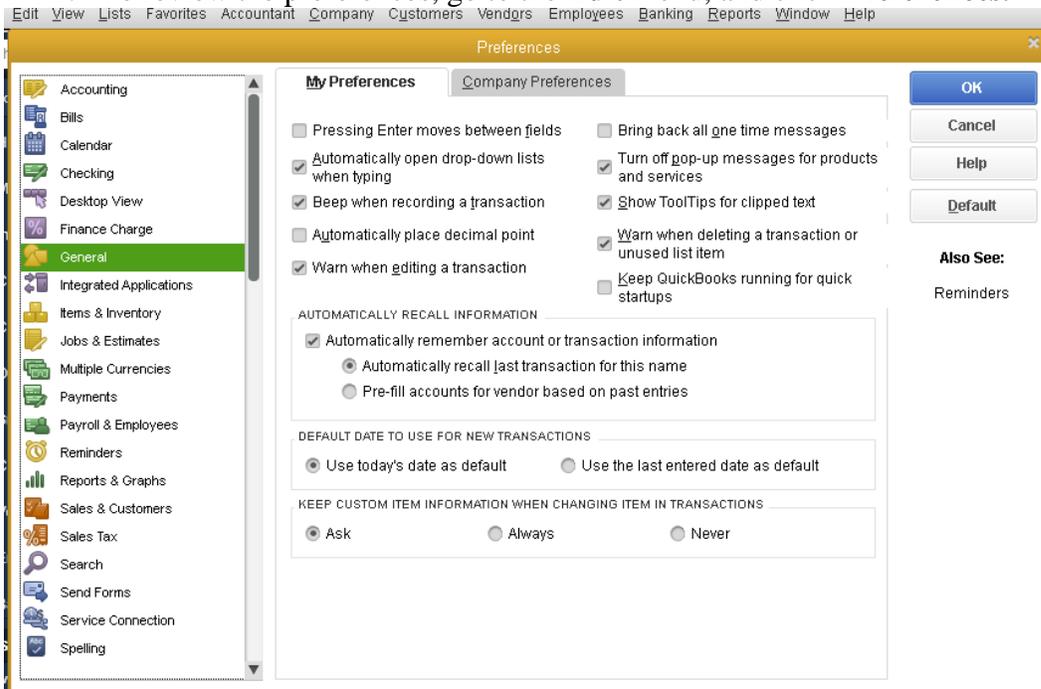


2. Replace the **XXX County Conservation District** with the name of your conservation district.
3. Fill in your **Address – City – State – Zip**.
4. Fill in your **Phone** and **Fax** numbers.
5. Fill in your Federal Employer Identification Number (this is required if you use the QuickBooks Payroll Service).
6. When all fields are completed, click the **OK** button.

## ➤ *Editing the Preferences*

Preferences are settings that can be set for your company file (Company Preferences) as well as preferences that only affect your computer (Personal Preferences).

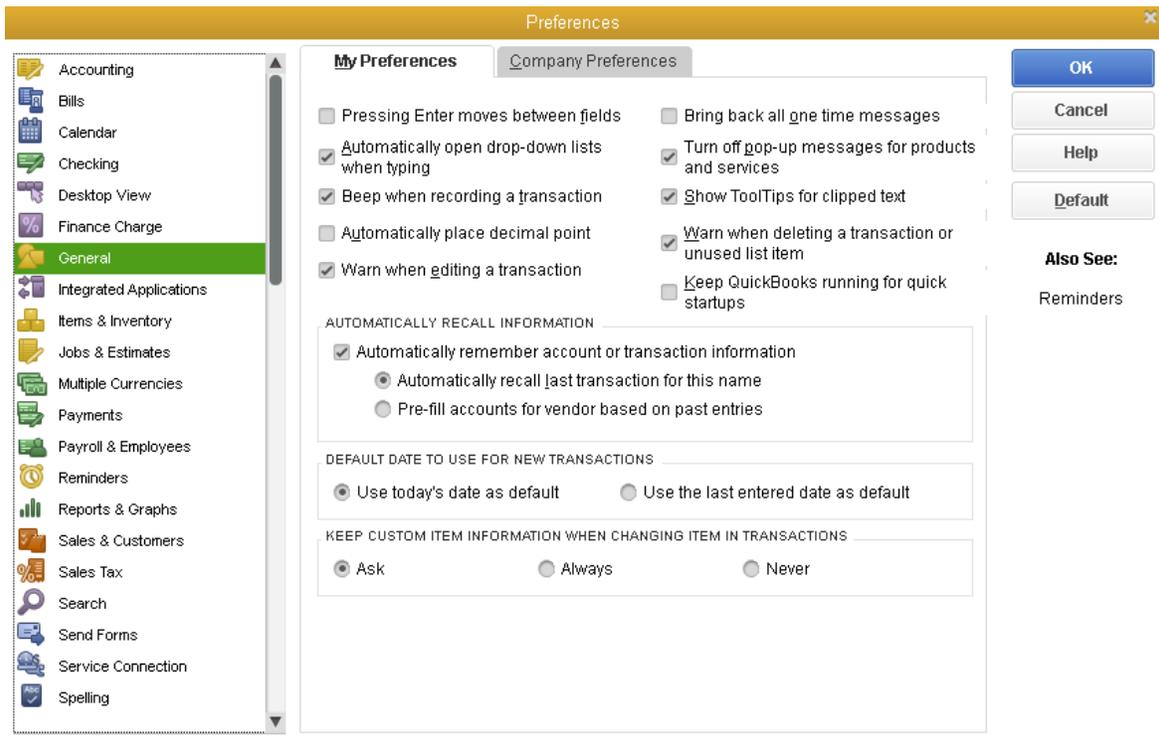
1. To review the preferences, go to the **Edit** menu, and click **Preferences**.



2. When the **Preferences** window opens you will notice that there are two “tabs” in the **Preferences** window: **My Preferences** and **Company Preferences**. Items listed under **My Preferences** affect only your workstation and are designed to customize the software to the user. Whereas, **Company Preferences** affect all users of the QuickBooks file. Most of the **Company Preferences** have already been set for you.

Let’s practice changing one of the personal preferences.

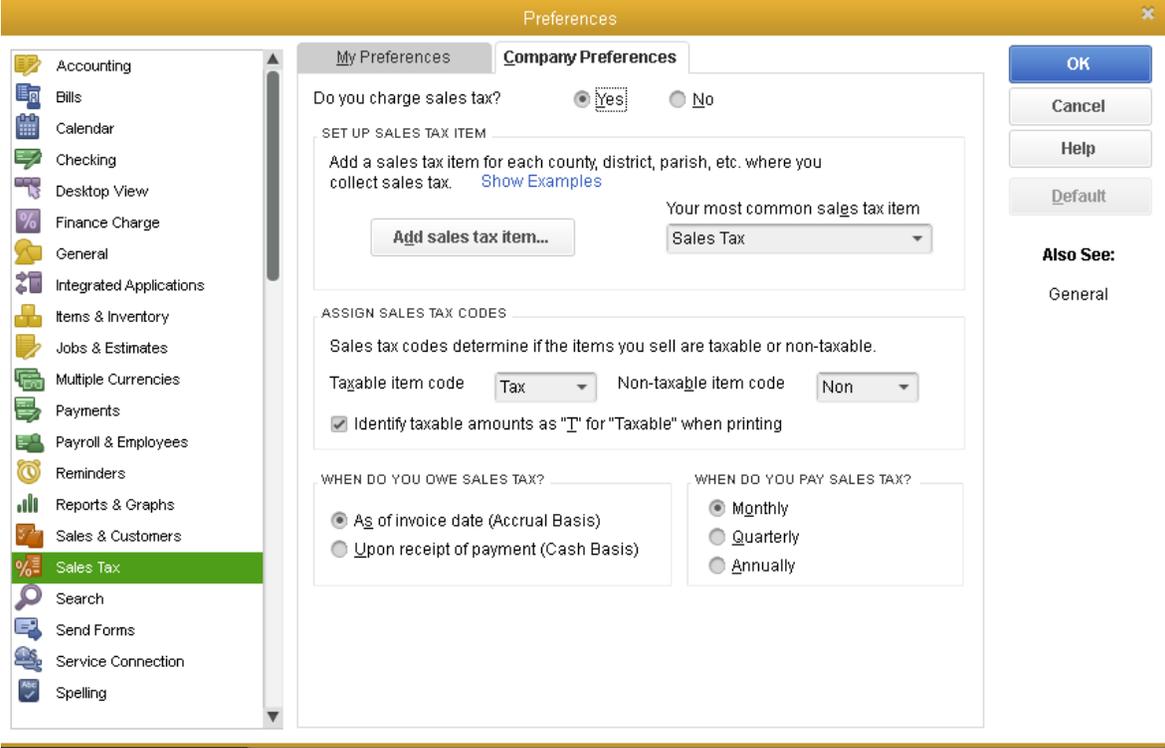
1. Click **General** in the list on the left in the **Preferences** window.
2. Make sure the **My Preferences** tab is active.
3. Click the blank checkbox next to “Pressing Enter moves between fields.”
4. Click the **OK** button to save the changes.



## ➤ *Collecting Sales Tax*

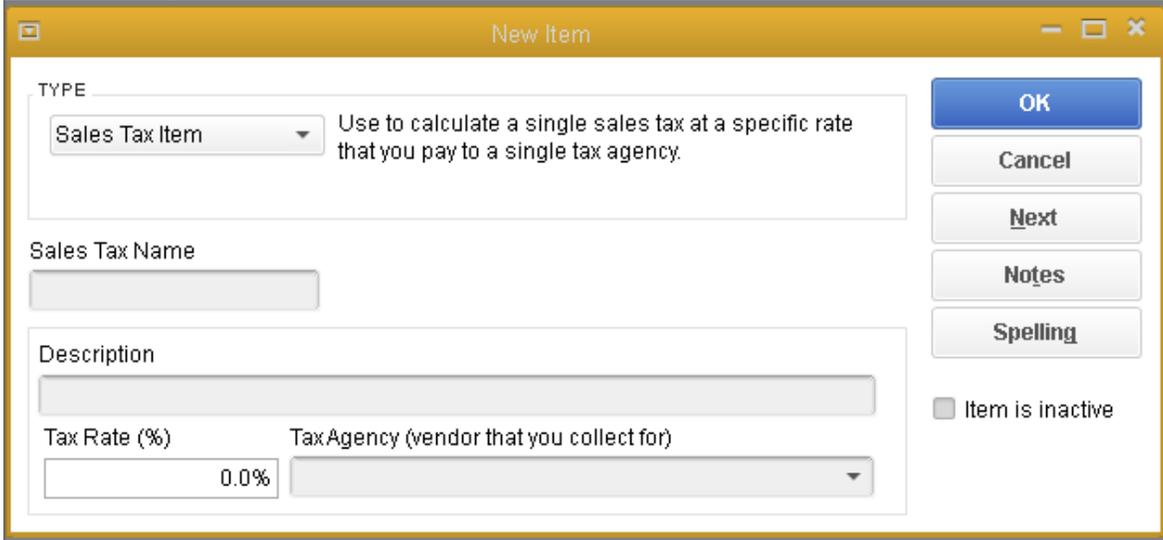
If your district collects Sales Tax you will need to set that up in the **Company Preferences**.

1. Go to the **Edit** menu click **Preferences**.
2. Click **Sales Tax** in the list on the left in the **Preferences** window.
3. Click the **Company Preferences** tab at the top.
4. Select **Yes** to “**Do you charge sales tax?**”
5. Click the **Add sales tax item** button. Sale Tax Items are used to calculate and add sales tax charges when you make a taxable sale.



The screenshot shows the 'Preferences' window with the 'Company Preferences' tab selected. The 'Do you charge sales tax?' option is set to 'Yes'. Under 'SET UP SALES TAX ITEM', the 'Add sales tax item...' button is visible, and the 'Your most common sales tax item' dropdown is set to 'Sales Tax'. The 'ASSIGN SALES TAX CODES' section shows 'Taxable item code' set to 'Tax' and 'Non-taxable item code' set to 'Non'. The 'WHEN DO YOU OWE SALES TAX?' section has 'As of invoice date (Accrual Basis)' selected. The 'WHEN DO YOU PAY SALES TAX?' section has 'Monthly' selected. The left sidebar shows 'Sales Tax' selected under the 'Accounting' category. The right side has buttons for 'OK', 'Cancel', 'Help', 'Default', and 'Also See: General'.

6. From the drop-down list click **Sales Tax Item**.



The screenshot shows the 'New Item' window. The 'TYPE' dropdown is set to 'Sales Tax Item'. The description reads: 'Use to calculate a single sales tax at a specific rate that you pay to a single tax agency.' The 'Sales Tax Name' field is empty. The 'Description' field is empty. The 'Tax Rate (%)' field is set to '0.0%'. The 'Tax Agency (vendor that you collect for)' dropdown is empty. The right side has buttons for 'OK', 'Cancel', 'Next', 'Notes', 'Spelling', and a checkbox for 'Item is inactive'.

7. Enter **Sales Tax** in the Sales Tax Name field.

8. "Sales Tax" will default in the Description field, which is fine. This is what will appear as a line item on your sales form.
9. Enter the applicable sales tax rate.
10. Select the Tax Agency from the drop-down Vendor List. If not listed, select **Add New** and complete the agency information in the New Vendor window.
11. Click **OK** to close the **New Vendor** window.

12. Click **OK** to close the **New Item** window.
13. QuickBooks creates two sales tax codes and these should be all you'll need to use.
14. Select the sales tax item you want to use from the **Your most common sales tax item** drop-down list.
15. Select **Upon receipt of payment** under "When do you owe sales tax?"
16. Choose the applicable response under "When do you pay sales tax?"
17. Click **OK**.
18. If you have already set up your items and customers, you'll be prompted to assign a taxable sales tax code. Click **OK** if most are taxable, if not, clear the checkboxes and click **OK**. (At any time you can edit items and customers to change the Tax Code when needed.)

When the sales tax function is turned on, QuickBooks will create a new account, possibly 2000, "Sales Tax Payable". Every time sales tax is charged when using a sales receipt or invoice, the sales tax will increase the balance in this account. Then when the district pays sales tax from the **Vendor Navigator**, the payment will reduce the balance in this account. The account's main purpose is to keep track of sales tax charged and paid in to the Kansas Department of Revenue.

## ➤ *Entering Opening Balances*

**We recommend entering beginning balances after receiving the bank statement(s). Section A of the following will apply to most Districts.**

At this point you need to make some decisions.

Question #1: What do your financial statements currently show in terms of assets and liabilities? Do you have any assets other than cash? Any liabilities? Receivables? Inventory?

Question #2: Will you be running QUICKBOOKS parallel to your current accounting system?

Question #3: Assuming that you have no assets other than cash and no liabilities, do you want your year-to-date balances to match or do you merely want to compare monthly activity?

Section A: **In the event that you only have cash, you will be running parallel to your current accounting system and the year-to-date balances do not need to match, you can use these simple procedures.**

1. Make a Journal Entry to record the beginning balances in each cash account (Banking>Make Journal Entry.)
  - a. The entry should be dated one day prior to your start date. So if you choose December 1<sup>st</sup> for your start date, the journal entry should be dated November 30.
  - b. Debit each cash account for the bank balance (not the reconciled book balance). If a cash account has as a negative bank balance, you should credit the account, rather than debt it.
  - c. After you have entered a balance for each cash account, you should have a remaining balance (probably a credit), code this balance to account #3900 Retained Earnings.
2. Enter Outstanding Checks and Outstanding Deposits.
  - a. Use the Write Checks and Make Deposits options to key each outstanding check and outstanding deposit.
  - b. You may use the original dates of the transactions or simply date them the same as your journal entry from step 1 (above).

Section B: **If you only have cash, but you want your year-to-date balances to match.**

1. Complete Step 1 from Section A.
2. Complete Step 2 from Section A, but code the checks and deposits to account #3900 Retained Earnings.
3. Make a Journal Entry to key year-to-date income and expenses.
  - a. Again, date the entry one-day prior to your Start Date.
  - b. Each line on the journal entry will represent a year-to-date balance in either an income or an expense account. Generally income accounts carry a credit balance and, therefore, you will enter those balances in the credit column. Similarly, expenses generally carry a debit balance, so you will enter those balances in the debit column.
  - c. When you have finished, the remaining balance should equal your net income or loss for the year. Code this amount to account #3900 Retained Earnings.

Section C: **If you have assets and liabilities other than cash, including inventory.**

1. Complete Step 1 from Section A, but expand the journal entry to include line items for each asset and liability account, except accounts receivable, accounts payable, and inventory.
2. Complete Steps 2 and 3 from Section B.

3. Use Invoice and Bill options to enter outstanding receivables and payables.
  - a. Create an Item for Beginning Balances and have it “point to” account #3900 Retained Earnings.
  - b. Use the Item created in 4a to enter an Invoice or Bill for each outstanding receivable and payable.
4. Enter beginning inventory balances through an inventory adjustment.
  - a. Refer to the QUICKBOOKS help menu for additional instruction on adjusting inventory.
  - b. Adjust the Quantity and Value of each item in inventory. (Most will not use.)
  - c. Date the adjustment one day prior to the Start Date.
  - d. The Adjustment Account should be account #3900 Retained Earnings.

## ➤ *Data Entry Quick Tips*

Now that we have set up your “company,” let’s learn some quick ways to get around in QuickBooks. After we review these quick tips you can continue and add some accounts, items, customers and vendors. Once these are added to our company we can then learn how to generate the reports we need for the conservation district.

<b>EFFECT YOU WANT TO ACCOMPLISH</b>	<b>SHORT KEY</b>
To increase a date or form number	<b>+</b>
To decrease a date or form number	<b>-</b>
To change date to the end of the year	<b>R (yeaR)</b>
To change date to the beginning of the year	<b>Y (Year)</b>
To change date to end of the month	<b>H (monthH)</b>
To change date to beginning of the month	<b>M (Month)</b>
To change date to today's date	<b>T</b>
To move to the next field	<b>Tab</b>
To move to the previous field	<b>Shift + Tab</b>
To cancel a transaction or close a window	<b>Esc</b>
To undo changes made to a field	<b>Ctrl + Z</b>
To move to line above in detail area	<b>Up Arrow</b>
To move to line below in detail area	<b>Down Arrow</b>

You also always have a built in calculator if you are in an amount field, all you need to do is type in the first number and then hit the + (for Addition) – (for Subtraction) / (for Division) or \* (for Multiplication). Just continue with all the numbers and then press Enter for =.

## ➤ *QuickBooks Lists*

QuickBooks lists organize a wide variety of information and it is this information that is used to fill out the forms and reports. The primary lists that conservation districts use are the Chart of Accounts, Items List, Class List, Customer & Job List, Vendor List, and Employee List (primarily for those with a payroll subscription).

## ➤ *Types of Accounts*

There are two main types of accounts in the QuickBooks Chart of Accounts: Balance Sheet Accounts and Income and Expense Accounts.

### **Balance Sheet Accounts**

QuickBooks provides nine types of balance sheet accounts to choose from as you create and add to your Chart of Accounts. The following table describes each type of balance sheet account and the transactions you can use it for.

<b><u>Type of Account</u></b>	<b><u>Transactions you can use it for</u></b>
<b>Bank</b>	Checking, savings, and money market accounts. Add one bank account for every account your company has at a bank or other financial institution. <b>Conservation District use this type for petty cash.</b>
<b>Accounts receivable</b>	(A/R) Transactions related to the customers that owe you money, including invoices, payments, deposits of payments, refunds, credit memos, and statements. Most companies have only one A/R account.
<b>Other current asset (Not Included in Sample Chart of Accounts)</b>	Assets that are likely to be converted to cash or used up within one year notes receivable due within a year, prepaid expenses, and security deposits.
<b>Fixed asset (Not Included in Sample Chart of Accounts)</b>	Depreciable assets your company owns that aren't likely to be converted into cash within a year, such as equipment or furniture.
<b>Other asset (Not Included in Sample Chart of Accounts)</b>	Any asset that is neither a current asset nor a fixed asset, such as long-term notes receivable.
<b>Accounts payable</b>	(A/P) Transactions related to money you owe, including bills, bill payments, and any credit you have with vendors. See also current and long-term liability accounts.
<b>Credit Card- Not Debit Card</b>	Credit card purchases, bills, and payments.
<b>Current liability</b>	Liabilities that are scheduled to be paid within one year, such as sales tax, payroll taxes, accrued or deferred salaries, and short-term loans.
<b>Long-term Liability (Not included in Sample Chart of Accounts)</b>	Liabilities such as loans or mortgages scheduled to be paid over periods longer than one year.
<b>Equity</b>	Owner's equity, including capital investment, drawings, and retained earnings.

## Income & Expense Accounts

<u>Type of Account</u>	<u>Used to track</u>
<b>Income</b>	The main source of money coming into your company.
<b>Other income</b>	Money received for something other than normal business operations, such as interest income.
<b>Expense</b>	Money that's leaving your company.
<b>Other expense</b>	Money spent on something other than normal business operations, such as corporate taxes.
<b>Cost of Goods sold</b>	The cost of goods and materials held in inventory and then sold.

### ➤ *Working With Your Chart of Accounts*

The Chart of Accounts is a complete list of your business accounts and their balances. The Standard Company File has a wide range of accounts currently used by districts across the State using the standard account numbers. It is not intended to be comprehensive, but should include a majority of the general ledger accounts that you will need. You may add or delete accounts as necessary. However, we recommend that you do not delete any for a few months until you have worked with it for a while. That way, you can be sure whether or not you need the accounts.

The Chart of Accounts, a copy of which is located in the Appendix, has been organized in a series of “header” accounts and “subaccounts”. Each header account is designed to be a line item on the conservation district’s year-end Statement of Cash Receipts and Cash Disbursements. Please keep this in mind when you are making changes to the Chart of Accounts.

Account numbers are used to provide a method for classifying accounts. They are also used as a unique identifier to each account so there is no confusion if there are similar accounts in two different sections of the financial section. Account numbers may be turned off in the Preferences, however we recommend using them.

When creating a subaccount you must create two subaccounts. You will no longer code transactions to the main account. Instead, you will code transactions to the subaccounts. The theory is that you are “splitting” the account, and therefore, you will have at least two subaccounts.

### ➤ *Editing Bank Accounts*

There are two methods to choose from when setting up the checking and saving bank accounts in the Chart of Accounts. The method that you choose will be determined by the district’s current accounting procedures.

If two or more funds are tracked within one bank account, you will use the Multiple Fund Method. On the other hand, if each fund has its own bank account, you will use the Single Fund Method.

NAME	TYPE	BALANCE TOTAL	ATTAC
1000* - Checking Account #1 [Name of B	Bank	0.00	
1001 - Operations Fund Checking	Bank	0.00	
1002 - Enterprise Fund Checking	Bank	0.00	
1005 - Checking #2 [Name of Bank]	Bank	0.00	
1006 - Operations Fund Checking	Bank	0.00	
1006.1 - Operations	Bank	0.00	
1006.2* - Non-Point Source	Bank	0.00	
1006.3 - Grants	Bank	0.00	
1007 - Enterprise Fund Checking	Bank	0.00	
1007.1 - Enterprise	Bank	0.00	
1007.2 - Farm Account	Bank	0.00	
1010* - Checking #3 [Name] Operations F	Bank	0.00	
1015* - Checking #3 [Name] Enterprise F	Bank	0.00	
1050 - Savings Account #1	Bank	0.00	
1051 - Operations Fund	Bank	0.00	
1052 - Enterprise Fund	Bank	0.00	
1055 - Savings [Name] #2 _____ Fund	Bank	0.00	
1060 - Savings [Name] #2 _____ Fund	Bank	0.00	
1090 - Petty Cash - Operations Fund	Bank	0.00	
1095* - Petty Cash - Enterprise Fund	Bank	0.00	
99 - Closed Account	Bank	0.00	
1200 - Accounts Receivable	Accounts Receivable	0.00	
1120 - Inventory Asset	Other Current Asset	0.00	
2000 - Accounts Payable	Accounts Payable	0.00	
2100 - Payroll Liabilities	Other Current Liability	0.00	
2105 - Federal Withholding	Other Current Liability	0.00	
2110 - FICA/Medicare	Other Current Liability	0.00	
2115 - State Withholding	Other Current Liability	0.00	
2120 - Federal Unemployment	Other Current Liability	0.00	
2125 - State Unemployment	Other Current Liability	0.00	
2130 - 401(k) Plan Liability	Other Current Liability	0.00	
2140 - KPERS	Other Current Liability	0.00	

The **Multiple Fund Method** is illustrated using Checking Account #1 and Checking Account #2 above. This method uses a “header account” or “title account”. A header or title account is an account to which no transactions will be posted. Rather, the transactions will be posted to the “subaccounts,” which will represent each of the district’s funds. At the end of the banking cycle, when the account is reconciled, it is the header account that will be reconciled. The header account combines the registers of each of the subaccounts, allowing you to reconcile the entire bank account at once rather than trying to reconcile each fund separately.

The **Single Fund Method** is illustrated in the Checking Account #3 and Checking Account #4. This method is best suited to those districts that have a separate bank account for each fund.

Given QuickBooks ability to keep subaccount registers; you may want to consider changing to the **Multiple Fund Method**, particularly if you are incurring bank service charges on each of your checking accounts. The **Multiple Fund Method** will also cut down on administrative time to reconcile the account since you will only need to reconcile one account.

Tip- You can order different colored checks or use a different check numbering sequence for each of the sub-accounts. This allows you to differentiate between the funds without needing separate checking accounts.

Both of these methods were setup in the customized file for conservation districts. The Chart of Accounts must be edited to reflect your district’s bank accounts.

In order to do this, follow these steps:

1. Go to the **Icon** menu and click the **Chart of Accounts** icon (if icon has not been created, go to **List** menu and click **Chart of Accounts**).
2. Click on the line of the bank account that you want to edit.
3. Click the **Account** button (bottom of screen) and then click **Edit Account**.

---

 Account Type  Number

Account Name

Subaccount of

OPTIONAL

Description

BankAcct. No.

Routing Number

[Should I enter an opening balance?](#)

 Remind me to order checks when I reach check number

Order checks I can print from QuickBooks [Learn more](#)

Account is inactive

4. Modify the **Account Name**, enter the Bank Acct. No.
5. Click **Save & Close**.
6. Repeat steps 2-5 for each applicable bank account.
  - If your district has one checking account to manage two funds:
    - Edit the bank account with the number 1000 by entering the name of the bank (i.e. 1<sup>st</sup> State Bank) in the **Account Name** field.
    - Edit 1001 to read “Operations Fund, Checking” and 1002 as the “Enterprise Fund, Checking” or similar wording.
  - If your district has one checking account to manage two funds and sub-funds:
    - Edit the bank account with the number 1005 by entering the name of bank (i.e. 1<sup>st</sup> State Bank) in the **Account Name** field.
    - Edit 1006 to read “Operations Fund Checking” with 1006.1 as “Operations” and 1006.2 can be “NPS” (or whatever).
    - Edit 1007 to read “Enterprise Fund Checking” with 1007.1 as “Enterprise” and 1007.2 be assigned a name to track grant money, for example.
  - If your district has separate checking accounts to manage the Operations and Enterprise Funds:

- Edit the bank account with the number 1010 by entering the name of bank with the fund type (i.e., 1st State Bank-Operations Fund) in the **Account Name** field. There are a limited number of character spaces, so you may need to abbreviate.
- Edit the bank account with the number 1015 by entering the name of bank with the fund type (i.e., Bank of America-Enterprise Fund) in the **Account Name** field.

Each savings account and Certificates of Deposit can be set up and reconciled in the same manner. These should not be set up as subaccounts if they have their own bank account number.

Even though Petty Cash is a sub-fund of the Operations Fund and/or Enterprise Fund, for reconciliation purposes it would be easier to set this up as a Header Account in your Chart of Accounts.

For the account name be sure to identify the type of fund, i.e. Operations, or Enterprise.

Tip- For Certificates of Deposits you can include the maturity date in account name, i.e. "Ent Fund CD, matures 12/01/2009."

Tip- If savings accounts are set up at more than one bank, the bank name could be included, i.e., "1<sup>st</sup> State Bank, Ent CD 12/15/15." There are a limited number of character spaces, so you may need to abbreviate.

Since transferring of funds must be approved by the board, avoid using the Transfer Funds feature. This will accomplish a transfer of dollars from one bank account to the next, but the transfers will not be reflected for approval on the Unpaid Bills Needing Board Approval Report. To record these transactions, write a "check" from one fund and code it to Account #6600 Transfers to Other Funds (expense). There is no need to assign a check number when you are not writing a check. If you wish, you can key "XFER" into the check number field to designate that transaction as a funds transfer. Then, make a "deposit" into the recipient fund and code it to Account #4080 Transfers from Other Funds (income).

## ➤ *Income and Expense Accounts*

The income and expense accounts in the Chart of Accounts track the sources of your income and the purpose of each expense. When you record transactions in one of your balance sheet accounts, you usually assign the amount of the transaction to one or more income or expense accounts. For example, not only do you record that you took money out of your checking account, but you keep track of what you spent the money on, such as utilities or office supplies.

You can edit the income and expense accounts by following the instructions previously provided on editing the bank accounts. Before you get too carried away on deleting any, you may want to use the "Hide Inactive Accounts" option located in the **Account** drop-down menu for a while.

QuickBooks does not display balances for income and expense accounts in the Chart of Accounts. One way to see these balances is by choosing **Company & Financial** from the **Reports** menu and then click one of the **Profit & Loss** report options. You can also click on the income or expense account in the Chart of Accounts, right click, and choose Quick Report from the menu.

You may want to add subaccounts to your 6000 Cost of Goods Sold Account to track items that you are selling. Use this Cost of Goods Sold Account when you are not tracking inventory in QuickBooks. **(If tracking inventory in QuickBooks, use Chart Account number 5000 \*Cost of Goods sold.)**

Let's say you want to add a subaccount to track Marking Flags. In order to do this, follow these steps:

1. Go to the **Icon** menu and click the **Chart of Accounts** icon.
2. Click the **Account** button (bottom of screen) and then click **New**.
3. Choose **Other Account Types**, select **Cost of Goods Sold**, and then click **Continue**.

Account Type: Cost of Goods Sold

Number: [Empty]

Account Name: [Empty]

Subaccount of [Empty]

OPTIONAL

Description: [Empty]

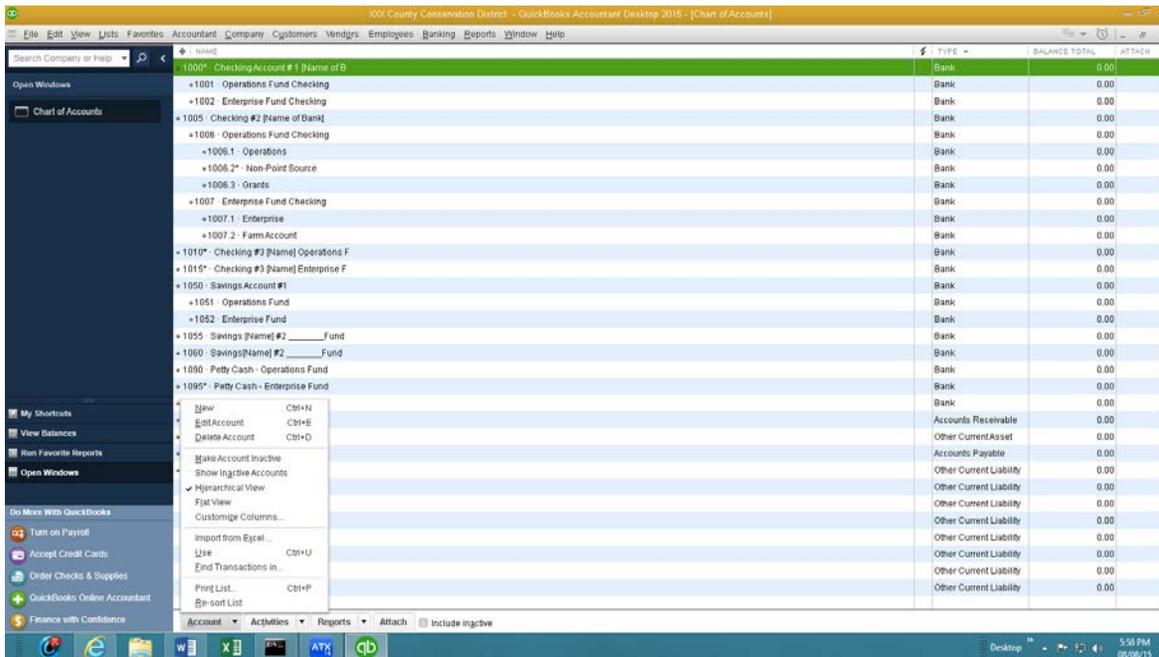
Note: [Empty]

Save & Close Cancel

4. Enter **6005** in the **Number** field.
5. For the **Name** use **Marking Flags Expense**.
6. Select the **Subaccount of** checkbox.
7. From the drop-down list, click **6000 Cost of Goods Sold**.
8. Click **Save & Close**.

## ➤ Adding an Account to the Chart of Accounts

1. Go to the **Icon** menu and click the **Chart of Accounts** icon.



2. Click the **Account** button (bottom of screen) and then click **New**.
3. Choose the type of account you wish to add and then click **Continue**.
4. Fill in the window as needed.
5. Click **Save As** or **Save & New** to add another account.

For products you buy and resale, an account will need to be set up for when you purchase the product as an expense and when you sell the product as an income.

Tip- For easy recognition of an expense account vs. an income account you can name the expense (Grass Seed Expense) distinguishable from the income (Grass Seed Income).

## ➤ Adding Additional Bank Accounts

If you have been using QuickBooks and have decided that you need to setup another bank account you will just add this account like you did the Chart of Accounts earlier. If you are transferring money from another account into the Bank account, you will need to write a check from that account and make a deposit into this new Bank account.

If the bank account is being setup based on grant money you will just setup the new bank account just like the other chart of accounts you added before and then add the opening balance at the time you setup the account. You will not be able to go back and add the opening balance so be sure to add it as you set up the account.

## ➤ *Items and Their Use*

QuickBooks uses Items to prepare Claim Voucher (Purchase Orders), Cash Sales Receipts, and Invoices; in fact, any item on a Claim Voucher, Sales Receipt or Invoice must be entered into an Item List first. An item is anything that your company buys, sells, or resells. Items are your products, services, and things such as postage, discounts, and sales tax. When you create an item you link it to an account in the Chart of Accounts.

The following is a table listing QuickBooks Item Types, Description of those items, and When to Use the items.

<b>Item Type</b>	<b>Description</b>	<b>When to Use</b>
<b>Service</b>	Services rendered to or received from others.	If you buy or sell these services.
<b>Inventory part</b>	Inventory parts you purchase, track as inventory, and then sell.	If you want to track these items in terms of value, quantity, and/or the number you have on order.
<b>Non-inventory Part</b>	Inventory Parts that you do not want to track in terms of quantity.	If you do not track the quantity.
<b>Other Charge</b>	Miscellaneous charges.	This could be freight, handling charges, or delivery charges that you will include on invoices.
<b>Subtotal</b>	Calculates subtotals.	Adds totals before any discounts or sales tax are added.
<b>Group</b>	Allows a group of individual items to be added quickly.	Items grouped together such as Subtotal and Sales Tax. This can also be individual items
<b>Discount</b>	Calculates the amount that is to be subtracted from either the total or the subtotal.	If items receive or give discounts off the selling price.
<b>Payment</b>	Reduces invoice total.	Use when paying or receiving money before the invoice or purchase order is prepared.
<b>Sales Tax Item</b>	Calculates a single sales tax.	Use this for sales tax charged to customers.
<b>Sales Tax Group</b>	Calculates two or more sales taxes grouped on the same sale.	Use if a combination of sales tax rates is required as a one line item on an invoice.

## ➤ Adding an Item to the Item List

1. Go to the **List** menu, Click **Item List** or click on the **Item** icon. You will then be at your Item List. Once again it looks and acts much like the other lists that you have been working with.

Look for  in All fields    Search within results

NAME	DESCRIPTION	TYPE	ACCOUNT	TOTAL
♦ Burn Equip Rental	Burn Equipment Rental	Service	4050 · Equipment Rental:4055 · ...	
♦ Custom Drilling	Custom Drilling	Service	4015 · Retail Sales and Services...	
♦ Grass Drill Rental	Grass Drill Rental	Service	4050 · Equipment Rental:4051 · ...	
♦ Misc. Equipment Rental	Miscellaneous Equipment Rental	Service	4050 · Equipment Rental:4054 · ...	
♦ No-Till Drill Rental	No-Till Drill Rental	Service	4050 · Equipment Rental:4052 · ...	
♦ Scraper Rental	Scraper Rental	Service	4050 · Equipment Rental:4053 · ...	
♦ Weed Barrier Install	Weed Barrier Installation	Service	4015 · Retail Sales and Services...	
♦ Drip Irrigation Supplies	Drip Irrigation Supplies	Inventory Part	4015 · Retail Sales and Services...	
♦ Grass Seed	Grass Seed Purchase	Inventory Part	4015 · Retail Sales and Services...	
♦ Fin Chg	Finance Charges on Overdue Balance	Other Charge	4075 · Miscellaneous	
♦ Health Insurance	Health Insurance payment	Other Charge	2100 · Payroll Liabilities:2145 · H...	
♦ KPERS	KPERS deposit	Other Charge	2100 · Payroll Liabilities:2140 · K...	
♦ One-time Expenditure	One-time or Infrequent Expenditure	Other Charge	Bills to be Coded	
♦ Payroll	Payroll Expense	Other Charge	6050 · Salaries and Wages:6051...	
♦ Payroll Tax Remittance	Payroll Tax Remittance	Other Charge	6050 · Salaries and Wages:6052...	
♦ Payroll Taxes-Employee	Payroll Taxes Withheld from Employee Checks	Other Charge	6050 · Salaries and Wages:6051...	
♦ Payroll Taxes-Empir	Payroll Tax Remittance	Other Charge	6050 · Salaries and Wages:6052...	
♦ Postage	Postage Charges	Other Charge	6100 · Information and Education...	
♦ Telephone	Monthly Telephone Bill	Other Charge	6200 · Other Administrative:6201 ...	
♦ Utilities-G&E	Monthly utility bill - Gas & Electric	Other Charge	6200 · Other Administrative:6201 ...	
♦ Utilities-Water	Monthly utility bill - Water	Other Charge	6200 · Other Administrative:6201 ...	
♦ Utilities - G&E		Other Charge	6200 · Other Administrative:6201 ...	
♦ Sales Tax	Sales Tax	Sales Tax Item	2200 · *Sales Tax Payable	

Item Activities Reports Excel Attach  Include inactive

2. Click on the **Item** button and choose **New** to add items.
3. Once you have added an item you can click **Next** to record the entry and add the next item.
4. Click **OK** to record the entry and close the New Item window.

Tip- For easy recognition of an expense item vs. an income item you can name the expense (Grass Seed Expense) distinguishable from the income (Grass Seed Income).

All items do not need to be setup as you begin to use QuickBooks. You can also add items on an as needed basis (for example, when you are entering a claim voucher or a sales receipt.)

In order to use the Sales Tax section of QuickBooks, you need to be sure the Company Preference for Sales Tax is turned on in the Preference Menu.

In order to use the inventory section of QuickBooks, you need to be sure the Preference for Tracking Inventory is set to YES. **Most conservation districts do not need to track inventory in QuickBooks.**

If your item list is alphabetized in two separate lists that is because they are listed and alphabetized by Type. You cannot change the type of any item except Other Charge. You can change Other Charge items to Service types if you want them all alphabetized in one list. You will not be able to change them back once the change has been made.

You cannot delete any item if it has been used in a transaction. If you do need it deleted, run a QuickReport on that item and change all transactions that it was associated with.

To print your “Item List,” go to the **Lists** menu and click Item List, then click **File** menu and **Print List**. A sample Item List is in the Appendix.

## ➤ *Class Lists*

By using Class Lists this will let you organize funds by classes or in this case by Funds. The Class List should be comprised of the funds that are used in the district. The Standard Conservation District file includes an Operations Fund and an Enterprise Fund. You will note that each of these funds is broken down further into “sub-funds”. Basically, the main funds are made up of smaller funds. Using this methodology, transactions will only be coded to the sub-funds. The balance in the main fund will be the total of all the balances in the sub-funds.

To view the Class List, go to the **Lists** menu and choose **Class List**.

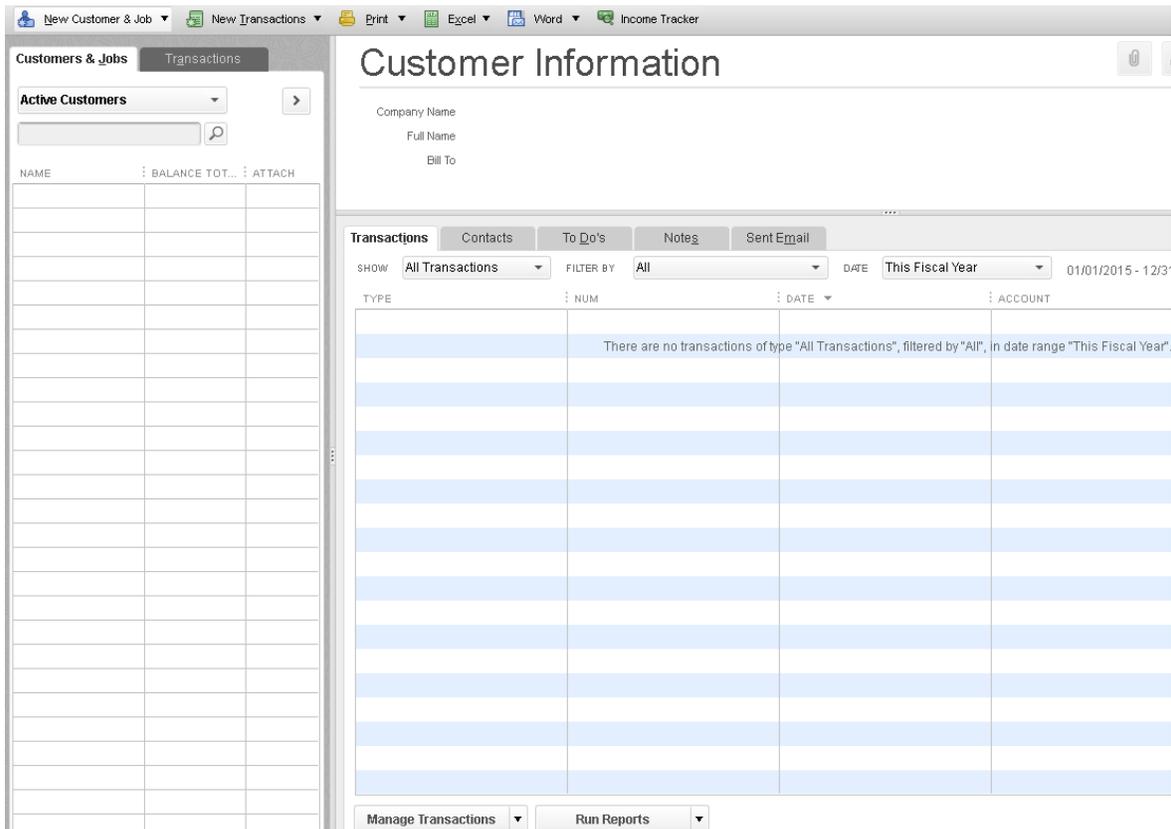
NAME
• Operations Fund
• 1 - Operations
• 2 - Non-Point
• 3 - Grants
• 4 - Petty Cash
• Enterprise Fund
• 5 - Enterprise
• 6 - Farm Account
• 7 - Petty Cash

Class ▾ Reports ▾  Include inactive

## ➤ Adding Customers

To begin let's add a customer to our company.

1. Click on the **Customer Center** located on the Navigator bar. This will take you to a *Customers & Jobs List Window*. At this time you will not see many but we will add more now.
2. Click the **New Customer & Job** button and choose **New Customer** from the sub-menu.



The screenshot displays the QuickBooks software interface. At the top, there is a menu bar with options: 'New Customer & Job', 'New Transactions', 'Print', 'Excel', 'Word', and 'Income Tracker'. Below the menu bar, the 'Customers & Jobs' window is open, showing a search bar for 'Active Customers' and a table with columns for 'NAME', 'BALANCE TOT...', and 'ATTACH'. To the right, the 'Customer Information' window is open, displaying fields for 'Company Name', 'Full Name', and 'Bill To'. Below this, the 'Transactions' window is open, showing a table with columns for 'TYPE', 'NUM', 'DATE', and 'ACCOUNT'. The table is currently empty, with a message stating: 'There are no transactions of type "All Transactions", filtered by "All", in date range "This Fiscal Year"'. At the bottom of the Transactions window, there are buttons for 'Manage Transactions' and 'Run Reports'.

3. Add the following charge customer with their information on the appropriate tabbed pages. All customers are taxable unless they are otherwise noted.

**Customer:** City of Hays  
**Opening Balance:** 0  
**As of:** 09/17/2015

On the *Address Info Tab* type the following:

**Company Name:** City of Hays  
**Mr./Ms./..** Ms.  
**First Name:** Stephanie  
**Last Name:** Little  
**Address:** PO Box 898  
 Hays, KS 67601  
**Contact:** Stephanie Little  
**Phone:** 785-625-4455  
**Fax:** 785-625-4451  
**Ship to:** Click the **Copy** button.

CUSTOMER NAME

OPENING BALANCE  AS OF  [How do I determine the opening balance?](#)

**Address Info**

COMPANY NAME

FULL NAME   M.I.

JOB TITLE

Main Phone  Main Email

Work Phone  CC Email

Mobile  Website

Fax  Other 1

ADDRESS DETAILS

INVOICE/BILL TO

SHIP TO

Default shipping address

Customer is inactive

On the **Additional Info** tab type the following:

**Type:** Business (choose to Quick Add)  
**Representative:** (Leave Blank)

The screenshot shows the 'Additional Info' tab of the QuickBooks Customer Edit window. The customer name is 'City of Hays'. The opening balance is empty, and the date is '08/08/2015'. The customer type is 'Business' and the representative is blank. There is a 'CUSTOM FIELDS' section with a 'Define Fields' button. At the bottom, there is a checkbox for 'Customer is inactive' and buttons for 'OK', 'Cancel', and 'Help'.

CUSTOMER NAME: City of Hays

OPENING BALANCE: [ ] AS OF: 08/08/2015 [How do I determine the opening balance?](#)

Address Info

Payment Settings

Sales Tax Settings

**Additional Info**

Job Info

CUSTOMER TYPE: Business

REP: [ ]

CUSTOM FIELDS

Define Fields

Customer is inactive

OK Cancel Help

On the **Payment Setting** tab type the following:

**Account:** 12-1234  
**Credit Limit:** \$5,000  
**Payment Terms** Net 30  
**Preferred Payment Method:** Check

The screenshot shows the 'Customer Settings' dialog box for a customer named 'City of Hays'. The 'Payment Settings' tab is active. The 'ACCOUNT NO.' is 12-1234, and the 'CREDIT LIMIT' is 5000. The 'PAYMENT TERMS' are set to 'Net 30', and the 'PREFERRED PAYMENT METHOD' is 'Check'. The 'PREFERRED DELIVERY METHOD' is 'None'. There are fields for 'CREDIT CARD INFORMATION' (CREDIT CARD NO., EXP. DATE, NAME ON CARD, ADDRESS, ZIP / POSTAL CODE) and 'ONLINE PAYMENTS' (Credit Card with VISA, MasterCard, American Express icons, and Bank Transfer (ACH) with Bank icon). A checkbox for 'Customer is inactive' is present. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

4. Click **OK** to record this customer.

When you are first setting up QuickBooks you will need to be sure to add any customers that have an opening balance as of your start date.

If the customer is paying cash/check, you will not need to set them up. However, if they are a recurring customer, it would be best to set them up and enter the Opening Balance as zero. Address information is optional and no need to add the other non-applicable information.

A customer can be added when entering a sales receipt or invoice by clicking on **Add New** in the **Customer:Job** drop-down list.

## ➤ *Notes for Customers*

As you have been setting up your customers, you may have noticed an **Edit Notes** button over on the right side of your window. This is so that you can add notes on your customers. When you add a note to a customer, you will see a note icon next to their name in the list of customers. This is handy when there might be special arrangements to be made with a customer.

The screenshot displays the 'Customer Information' window for 'City of Hays'. The window is divided into several sections. On the left, there is a 'Company Name' field with 'City of Hays' and a 'Main Phone' field with '785-625-4455'. Below this, the 'Full Name' is 'MS Stephanie Little' and the 'Fax' is '785-625-4451'. The 'Bill To' section lists 'City of Hays', 'Stephanie Little', 'P O Box 898', and 'Hays, KS 6761'. There are 'Map' and 'Directions' links. On the right, there is a 'NOTE' icon and a text input field. Below this, there is a section for 'REPORTS FOR THIS CUSTOMER' with links for 'QuickReport', 'Open Balance', 'Show Estimates', and 'Customer Snapshot'. The 'Notes' tab is selected, and a 'Notepad - City of Hays' dialog box is open. The dialog box contains the text 'NOTES FOR CUSTOMER:JOB CITY OF HAYS', 'Company: City of Hays', 'Contact: Stephanie Little', and 'Phone: 785-625-4455'. There is a date and time stamp '08/08/15 6:13:28 PM:' and a 'Pinned Note' checkbox. The dialog box has buttons for 'OK', 'Cancel', 'Help', 'Date/Time Stamp', 'New To Do...', and 'Print...'. The background window shows a table with columns for 'DATE' and 'NOTES'.

## ➤ *Editing an Existing Customer*

There are times when you are working with QuickBooks that you will need to edit your customer's information. For example, they have a change of address or contact person.

1. From the **Customer** list, click **Edit** (or simply double click the customer to edit).
2. Make any changes that are needed.
3. Click on the **OK** button.

## ➤ *Entering Sales Receipts – Cash Customers*

If you are selling to a customer and they are paying for it that day, you will enter it as a sales receipt. A receipt should be created for all money received by the district except payment received for an existing QuickBooks invoice.

Tip– In order to speed up your process of a computer generated Sales Receipt; you can open the sales receipt window on your computer and just minimize it so it is always ready for use.

To create a Sales Receipts:

1. Go to the **Customers** menu and click **Enter Sales Receipts**.

ITEM	DESCRIPTION	QTY	CLASS	RATE	AMOUNT	TAX

2. Enter or choose the customer from the **Customer:Job** drop-down list. If your customer is not listed, choose **Add New** and complete the Customer Name. You may wish to complete some of the other information.
3. Click in the Item column, and select the Item from the drop-down list (what the customer purchased), then complete the Description, the Quantity (if applicable), the Rate (if applicable), the Class, the Amount if the Rate was not completed, and Tax (if you have the sales tax options setup. (When you fill in the Sales Receipt the money goes to the income account from the Chart of Accounts you chose when setting up the Item.)

4. Fill in check number and payment method.
5. Complete the Memo field (lower right side of screen).
6. Make sure funds are going to appropriate bank account in the **Deposit to** window.
7. Click **Print** on the toolbar to print the invoice now. You can change the number of copies to 2 so there is one for the customer and one for you.
8. Click **Save & Close** after printing.

When you receive payments from customers, you can either deposit each payment directly into a QuickBooks bank account like we just illustrated, or you can group payments together to be moved to that account later by using the Undeposited Funds as the default Deposit To account. If you choose this option, QuickBooks holds the payment in another current asset account called Undeposited Funds until you make a deposit (in QuickBooks- using the Make Deposits window and the bank). The latter option may reflect the bank deposit slip/bank statement to make it easier for you to reconcile your bank accounts. To set this Sales & Customers Preference, select Company Preferences tab and then click the blank checkbox next to User Undeposited Funds as a default deposit to account. If you use this option you will have to print a **Deposit Detail** report to go along with your **Treasurer's Reports**. Note: The Deposit To drop-down list will not be displayed on the Sales Receipt.

**Reminder** – Always fill in the **Memo** field because this is what prints on your reports.

If using Sales Receipts outside of QuickBooks (manually), there is no need to create a Sales Receipt in QuickBooks. Instead you will need to go to the Banking, click on the **Make Deposits**, and enter your sales and other deposit information. You will need complete this process for each bank account. Be sure to enter your receipt number in the Memo field so it coincides with your hard copy receipt.

## ➤ *Creating Invoices – Charge Customers*

Once you have setup your Customers and setup your Items you can now start Creating Invoices. You will only use Invoices when you are wanting to **BILL** or **CHARGE** a customer. If they are paying cash/check, you will use a Sales Receipt.

To create an Invoice:

1. Go to the **Customers** menu and click **Create Invoices**.
2. Enter or choose the customer from the **Customer:Job** drop-down list. If your customer is not listed, choose **Add New** and complete applicable information.

ITEM	QUANTITY	DESCRIPTION	CLASS	RATE	AMOUNT	TAX

3. Click in the **Item** column, and select the Item from the drop-down list, then complete the **Quantity** (if applicable), the **Description**, the **Rate** (if applicable), the **Class**, and the **Amount** if the Rate was not completed.
4. Complete the **Memo** field (lower right side of screen).
5. Click **Print** on the toolbar to print the invoice now or select the **To be printed** checkbox to print later.
6. Click **Save & Close** if done creating invoices or **Save & New** to create another invoice.

## ➤ *Creating Statements*

At the end of each month or whenever you choose to print these, you can print statements. This will give your customers the balance forward from the last month and the additional charges, if any, for this month. All unpaid invoices for the current period would be listed.

To create Statements:

1. Go to the **Customers** menu and click **Create Statements**.

SELECT STATEMENT OPTIONS

Statement Date: 08/08/2015

Statement Period From: 07/09/2015 To: 08/08/2015

All open transactions as of Statement Date

Include only transactions over 30 days past due date

SELECT CUSTOMERS

All Customers

Multiple Customers

One Customer

Customers of Type

Preferred Send Method

View Selected Customers...

SELECT ADDITIONAL OPTIONS

Template: Intuit Standard Statement [Customize]

Create One Statement: Per Customer

Show invoice item details on statements

Print statements by billing address zip code

Print due date on transactions

Do not create statements:

with a zero balance

with a balance less than 0.00

with no account activity

for inactive customers

Assess Finance Charges...

Preview Print E-mail Close Help

2. If a choice of account is displayed, choose the A/R account for the statements you want to print.
3. The Statement Date will be today's date. If you change the date, you are also changing the date due for statement charges.
4. Choose to create statements for transactions within the Statement Period fields. You have the option to create statements for all open transactions as of the statement date.
5. Select Customers for whom you want to print statements, normally **All Customers**.
6. Under "Do not create statements:" click the blank checkbox **with a zero balance**.
7. If applicable, click **Assess Finance Charges** to add finance charges to the statements.
8. Click **Preview** to review the information that will appear on the statements.
9. If they look okay, click **Print** to print your statements.

## ➤ *Receiving Payments for an Existing Invoice*

To record a payment you've received for an invoice follow these steps:

1. Go to **Customer** menu and click **Receive Payments**.
2. Select the customer from the **Received From** drop-down list. The date and amount of all open invoices for this customer will appear.

**Customer Payment** CUSTOMER BALANCE 0.00

RECEIVED FROM: City of Hays  
PAYMENT AMOUNT: 0.00  
DATE: 08/08/2015  
CHECK #:  
DEPOSIT TO: 1000\* - Chec...  
PMT. METHOD: CHECK

DATE	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
There are no unpaid invoices for this customer				
Totals			0.00	0.00

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE	0.00
APPLIED	0.00
DISCOUNT AND CREDITS APPLIED	0.00

MEMO:

Save & Close Save & New Clear

3. In the **Amount** field, enter the payment amount.
4. In the **Date** field, today's date appears, but you can enter a different date if necessary.
5. From the **Pmt. Method** drop-down list select the method the customer used to pay this invoice.
6. In the **Check #** field, if the customer paid by check, enter the number.
7. Complete the **Memo** field. This is what will show up on the reports.
8. Make sure funds are going to appropriate bank account in the **Deposit to** window.
9. You will notice the check mark in front of the invoice it is going to apply to.
10. Click **Save & Close** to record the payment.

If you use the Undeposited Funds option, you will need to make a Deposit in QuickBooks and empty the Undeposited Funds Account.

**Reminder** – Always fill in the **Memo** field because this is what prints on your reports.

## ➤ *Creating a Claim Voucher*

Claim Vouchers are an essential element in the internal control system of the conservation district. Printed Claim Vouchers (with supporting documents) are reviewed by the Treasurer and certified as being a valid claim. In the customized version of QuickBooks for Conservation Districts, the Purchase Order template was modified to a Claim Voucher. The data used to create the Unpaid Bills Needing Board Approval Report comes from the Claim Vouchers.

To create a Claim Voucher:

1. Either click on **Claim Voucher** in the **Icon** bar or choose **Purchase Orders** from the **Vendors** menu. (If the claim voucher template does not appear, go to Customizing the Purchase Order to a Claim Voucher discussed later in the manual.)

The screenshot shows the QuickBooks interface for creating a Claim Voucher. At the top, there are menu options: Main, Formatting, and Reports. Below that is a toolbar with icons for Find, New, Save, Delete, Memorize, Mark As Closed, Print, Email, Email Later, Attach File, Create Item Receipts, and Select Items Receipt. The main form area is titled "Claim Voucher" and includes several input fields: VENDOR (a dropdown menu), CLASS (a dropdown menu), DROP SHIP TO (a dropdown menu), and TEMPLATE (set to "Claim Voucher"). The DATE field is set to 08/08/2015, and the CLAIM VOUCHER # field is set to 31. The DUE DATE field is also set to 08/08/2015. Below these fields is a table with the following columns: ITEM, DESCRIPTION, QTY, RATE, FUND, and AMOUNT. The table is currently empty. At the bottom of the form, there is a MEMO field and three buttons: Save & Close, Save & New, and Clear. On the right side of the form, there is a sidebar with sections for Name, Transaction, SUMMARY, RECENT TRANSACTIONS, and NOTES. A vertical yellow bar on the right edge of the sidebar says "WHAT'S NEW".

2. Complete the following:
  - **Vendor:** Either use the pull-down menu to choose an existing vendor or **Add New** to add a new vendor. The Vendor is the company, individual, or organization to whom a check will be written. If you are paying an employee mileage or expense reimbursements, you will need to set them up as a Vendor. Use a **middle initial or something that is different than how they are set up in the employee list (for payroll purposes)**.
  - **Class:** Use the drop-down menu to choose the appropriate fund. The entry in this field should match the entry in "Fund," which is discussed later.
  - **Date:** You should enter the date the check will be issued. In most cases, this will be the date of the District's board meeting.
  - **Claim Voucher #:** The Claim Voucher # will increase incrementally each time a Claim Voucher is entered into QuickBooks. Input in this field will

only be necessary if you want to override the number that QuickBooks assigns. **You can enter the check number if not using computer generated checks.**

- **Due Date:** Should match the Date field and should be the same as the check date.
  - **Item:** Use the pull-down menu to choose the appropriate Item. In this case, it is the Utilities – G&E item that was created earlier.
  - **Description:** If you wish, you can change or add to the description. You will recall that we entered a description when the Item was created. That description now shows up on the Claim Voucher.
  - **Quantity:** The quantity field is not necessary unless you are purchasing a quantity of inventory items that will be tracked in QuickBooks.
  - **Rate:** Enter the amount of the expenditure associated with this line item, if applicable or just complete the Amount field.
  - **Fund:** Use pull-down menu to choose the appropriate fund. In this case, we have chosen the Operations Fund.
  - **Amount:** QuickBooks will calculate based on input in the Quantity and Rate fields, if applicable or you can enter the total.
3. **To be Printed:** If you wish to print several Claim Vouchers in a batch, make sure this box is checked. You will then be able to print all the Claim Vouchers at one time by going to the **File** menu, choose **Print Forms**, and then choose **Purchase Orders**. On the other hand, if you prefer to print the Claim Vouchers one at a time, simply click on the print button at the top of the screen before saving the claim voucher.

Tip- It may be easiest to print your Claim Vouchers in a batch prior to the District's board meeting. That way you can immediately follow up by printing the Unpaid Bills Needing Board Approval Report.

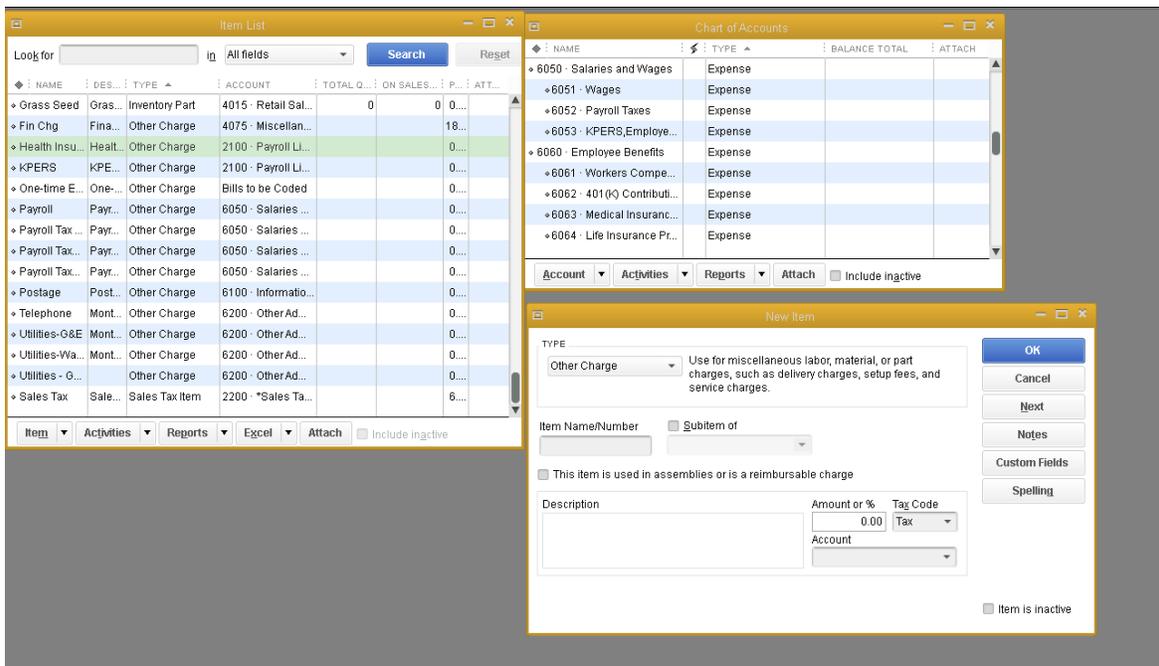
4. **Memo:** Enter a short description of the expenditure.
5. **Click on Save & Close** to save the transaction and close the Claim Voucher window or **click on Save & New** to save the current Claim Voucher and enter another.

**Reminder** – Always fill in the **Memo** field because this is what prints on your reports.

Do not convert any Claim Vouchers into bills until after you print the Unpaid Bills Needing Board Approval Report (see instructions on “Preparing the Treasurer’s Report”).

## ➤ Payroll and Payroll Taxes (Not Using QuickBooks Payroll Features)

You will need to create Items to use for payroll, payroll taxes, and other payroll related payments. Please refer to the previous instructions on Adding an Item to the Item List. Examples of items for Payroll and Payroll Taxes are pictured below.



The Chart of Account numbers 6050 through 6064 are used when doing payroll without the QuickBooks payroll service subscription.

If you have KPERs you will need to add account number 6053 KPERs – Employee Contribution as a subaccount of 6050 – Salaries and Wages. Add account number 6065 KPERs – Employer Contribution as a subaccount of 6060 – Employee Benefits.

There is a subscription charge to use the Payroll Feature in QuickBooks. The instructions are not included in this manual. Please refer to the *Startup and Quick Reference Guide* that was included with your QuickBooks software purchase or other information provided by Intuit.

Account numbers 2100 through 2145 are set up to be used in the QuickBooks Basic Payroll (subscription required).

## ➤ *Preparing a Payroll Claim Voucher*

If you are not using QuickBooks to process payroll and are instead keeping external payroll records, you need to prepare separate claim vouchers for each check to be issued. In that case, you would have a separate claim voucher for each employee paycheck and tax remittance. The reason for this is that it will simplify the process of converting claim vouchers into bills, which is discussed later in the manual.

Here is an example of how a Payroll Claim Voucher may be completed:

The screenshot shows the 'Claim Voucher' form in QuickBooks. The vendor is 'Ima Good' and the class is 'Operations Fund:1 - O...'. The date is 08/08/2015 and the claim voucher number is 31. The due date is also 08/08/2015. The form includes a table with the following data:

ITEM	DESCRIPTION	QTY	RATE	FUND	AMOUNT
Payroll	Payroll Expense		962.13	Operation...	962.13
	Gross Pay - 1200.00		0.00	Operation...	0.00
	Fed WH - 50.00				
	SS & MC - 91.80				
	State WH - 35.00				
	KPERS - 61.07				

The total amount is 962.13. The form also includes a 'MEMO' field and buttons for 'Save & Close', 'Save & New', and 'Clear'. On the right side, there is a sidebar with 'Vendor' and 'Transaction' tabs, a 'SUMMARY' section showing 'Open balance 0.00' and 'Pos to be received 1', and a 'RECENT TRANSACTION' section. A 'WHAT'S NEW' button is also visible on the right edge.

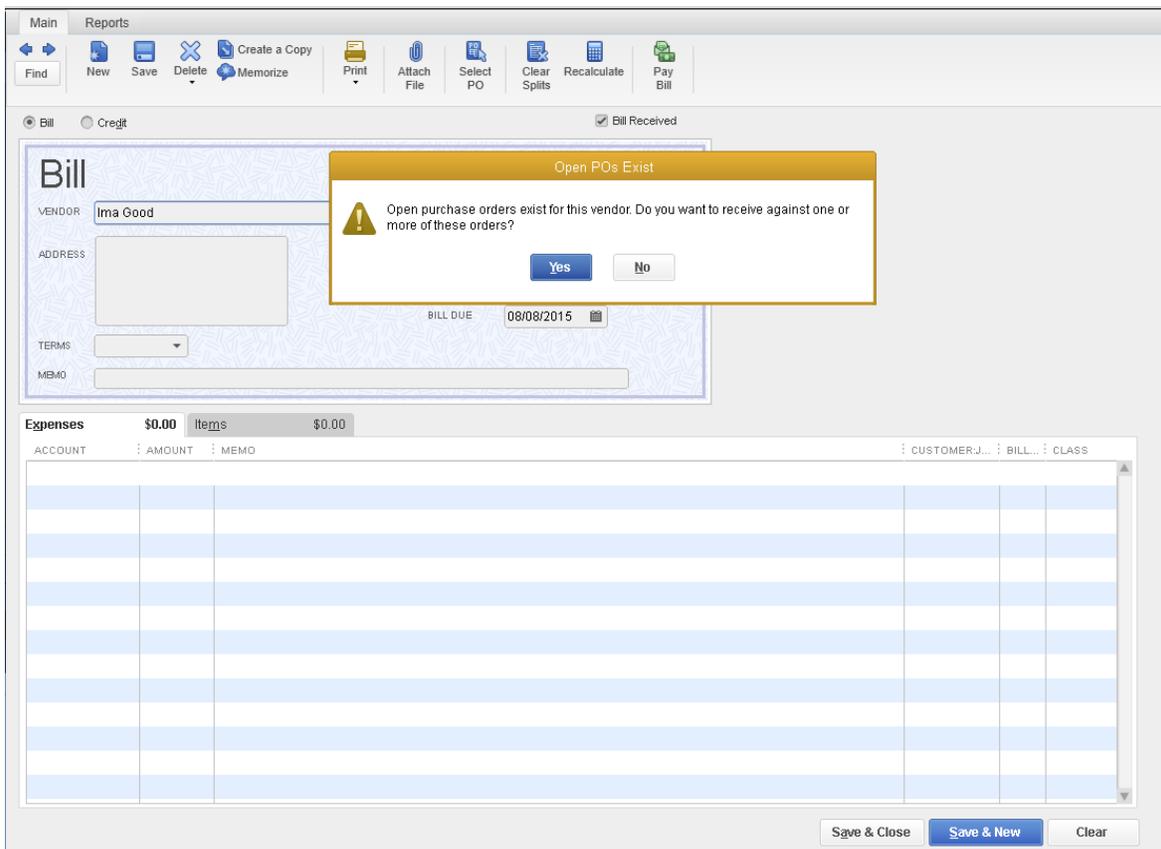
## ➤ *Converting Claim Vouchers into Bills for Payment*

Did you print the Unpaid Bills Needing Board Approval Report? If not, stop now and print the report before proceeding to the next step. For the instructions on this report please refer to *Preparing the Treasurer's Report* covered later in this manual

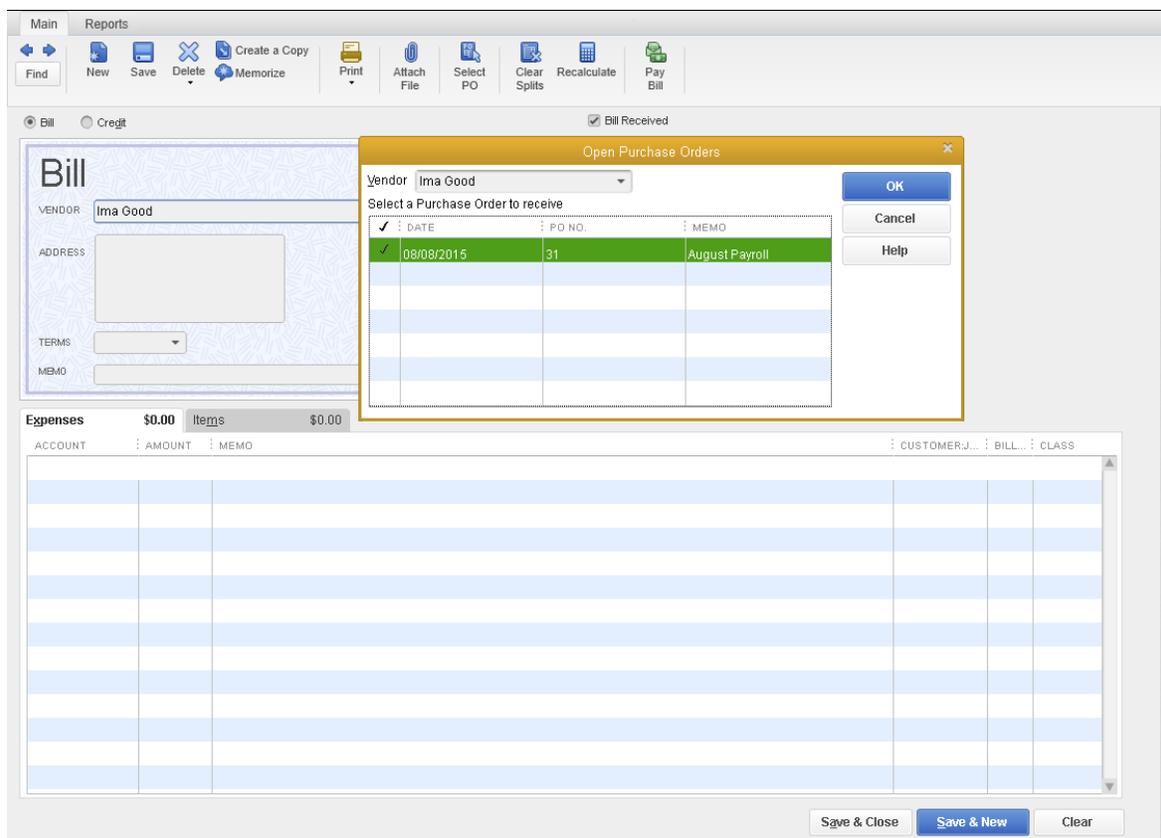
Entering bills in QuickBooks enables you to not only track information about your purchases, but also to pay these bills. Since Claim Vouchers (Purchase Orders) have been created in QuickBooks you will be prompted to receive against them.

To convert claim vouchers into bill, complete these steps:

1. Click the **Bill** icon. The Enter Bills screen will appear.
2. Use the pull-down menu in the **Vendor** field to choose the first vendor to be paid. QuickBooks will check to see if there are any open Claim Vouchers for the vendor and if there are, the following message will be displayed:



3. In the **Open POs Exist** window, click **Yes**. QuickBooks will then display a list of the Open Claim Vouchers for this Vendor.



4. To choose a Claim Voucher for payment, simply use your mouse to click in the checkmark field next to the Claim Voucher that you wish to process for payment. A checkmark should appear in the column.
5. Then click **OK**. QuickBooks will pull the information from the Claim Voucher into the Enter Bills.
6. Verify the information on the screen. Date and bill due date is date of upcoming board meeting unless it qualifies as an interim disbursement, then use date it is to be paid.
7. Complete the **Memo** field.
8. Enter the check number if it is available in the Reference No. field.
9. Click **Save & Close** or **Save & New**.

**Reminder** – Always fill in the **Memo** field because this is what prints on your reports.

Some Claim Vouchers may keep appearing as being Open even after payment. Complete the following steps to close.

1. Go to the **Reports** menu and choose **Purchases**, and then click **Open Purchase Orders**. This will display those Claim Vouchers that have been paid and their status needs to be changed to reflect “Closed.”
2. Double click on the line to pull up the Claim Voucher.
3. Click the blank checkbox next to **Closed**.
4. Click **Save & Close**.
5. The Recording Transaction window appears. Click **Yes** to record.

## ➤ Paying Bills

Okay, let's recap our progress so far. We have created Items (when necessary), prepared Claim Vouchers to be presented to the Treasurer to be reviewed/signed, and we have converted those Claim Vouchers to Bills. Now, we're ready to pay the bills!

To pay bills:

1. Go to the **Vendors** menu and click **Pay Bills**. The Pay Bills screen will appear.

<input checked="" type="checkbox"/>	DATE DUE	VENDOR	REF. NO.	DISC. DATE	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY
<input type="checkbox"/>	08/08/2015	Ima Good			962.13	0.00	0.00	0.00
<input type="checkbox"/>	08/08/2015	U. S. Treasury			233.20	0.00	0.00	0.00
<input type="checkbox"/>	08/08/2015	Westar			75.00	0.00	0.00	0.00
Totals					1,270.33	0.00	0.00	0.00

To view only the bills that are due to be approved and paid at the current month's board meeting, you will click in the circle next to the **Due on or before** and supply the date of the board meeting in the **Date Field**. You can also choose to sort the bills to be paid in a variety of sequences including vendor name, due date, discount date, and amount due. To sort the bills according to your preference, use the pull-down menu in the **Sort Bills By** field to choose the preferred sort method. The bills meeting the date specification will then appear as separate line items on the screen in the order specified.

2. Select the bills that you are going to pay.
  - To pay all of the bills at one time, click on the **Select All Bills** button. Only do this if all the bills will be paid from the same checking account and fund.
  - If you only want to pay a few of the bills and/or you need to pay bills out of two separate account, use your mouse to click in the checkmark column next to the bills to be paid out of the same account.
3. Using the **Payment Account** drop-down list select the correct checking account.
4. Complete **Payment Method** information. If you are not using computer generated checks, you will want to choose the **Assign check no.** box in order to enter your check numbers.

5. Make adjustment to the **Payment Date**. **The check date should be the same as the date of the District's board meeting. The only exception should be interim transactions that are authorized pursuant to KSA 12-10b & 75-4315.**
6. Click **Pay Selected Bills** button.
7. Complete the **Assign Check Numbers** window. If you have ordered QuickBooks compatible checks for your printer, you will choose the circle next to "To Be Printed". On the other hand, if you are using hand-written or manually prepared checks, you will choose to "Assign Check No." and enter the check numbers.
8. Click **OK**.
9. **Payment Summary** window appears.
  - If you need to pay more bills from a different account and/or if you have two bills to the same vendor and want two separate checks (otherwise QuickBooks combines in one check) click **Pay More Bills**.
  - If finished paying bills click **Done**.
  - If you had "To Be Printed" selected (step 7), you will also have **Print Checks** as an option.

If you have two bills to the same vendor and you select them both, they will be combined in one check. If you want two separate checks you will have to select them one at a time and then finish paying and go back and select the other bill and pay it.

Always be sure you are paying this from the correct checking account. If you need to pay bills out of two separate accounts (i.e., some from the Operations Fund and some from the Enterprise Fund) you will need to do the Pay Bills option for each account you wish to pay out of.

You must use the Pay Bills window for your bill payments. Do not use the Write Checks window to pay the bills that you entered in the Pay Bills window.

## ➤ *Pay Sales Tax*

If you have Sales Tax turned on in preferences you must process the payment different than what was previously discussed in Paying Bills. Failure to do this will result in your balance sheet reflecting an incorrect sales tax liability.

To pay sales tax:

1. Go to the **Vendors** menu, choose **Sales Tax** and click **Pay Sales Tax**. The **Pay Sales Tax** window appears.
2. Select the proper checking account in the **Pay From Account** drop-down list.
3. Make adjustment to the **Check Date**.
4. Make adjustment to the **Show sales tax due through**.
5. Enter/verify the check number in the **Starting Check No.** field.
6. Use your mouse to click in the checkmark column next to the bills to be paid.
7. If you are going to print the check, click in the **To be printed** checkbox.
8. Click **OK**.

## ➤ *Printing Checks*

If you want to order checks to be used with QuickBooks, Intuit offers multiple check styles in a variety of colors and designs. It is recommended to use the Voucher Check Style.

For those with QuickBooks compatible checks if you did not choose **Print Checks** from the **Payment Summary** window then below are the steps to print the checks.

To print checks:

1. Go to the **File** menu, choose **Print Forms** and click **Print Checks**. The **Select Checks to Print** screen appears.

✓	DATE	PAYEE	AMOUNT
✓	08/08/2015	Ima Good	962.13
✓	08/08/2015	U. S. Treasury	233.20
✓	08/08/2015	Westar	75.00

2. Select the appropriate bank account from the **Bank Account** drop-down list.
3. Then supply the first check number to be printed, which should match the check number on your preprinted check stock. Notice that the line above the Date column indicates both the number of checks to be printed and the total amount of the cash disbursements from that account.
4. Select the checks to print.
  - Click beside the appropriate check(s).
  - Click **Select All** if you want to print all of them and they are being paid out of the same account.
5. Click **OK**.
6. Choose your printer from the drop-down list.
7. Select your Check Style (Voucher, Standard, or Wallet).
8. Click **Print**.
9. If you have written checks from both the **Operations** and the **Enterprise** accounts, you will need to return to the **Select Checks to Print** window to print checks from the second account.

If you share a printer, notify coworkers when you have checks loaded and not to use the printer until you are done.

## ➤ *Required Reports*

A number of customized reports have been designed specifically for conservation districts including the Treasurer's Reports and Income & Expense Reports. Many of these have been saved in the Memorized Reports (click on the **Reports** menu).

The following are the reports that QuickBooks is capable of generating that meet statute requirements:

1. **Treasurer's Report-Transaction Detail by Account** is presented at each board meeting & a copy submitted to SCC with Minutes.
2. **Unpaid Bills Needing Board Approval** is presented at each board meeting & a copy submitted to SCC with Minutes.
3. **Reconciliation Detail Report** should be printed each month for each bank account after you successfully reconcile each account. This report does not need to be submitted to SCC. It is to verify accurate entries in you bank accounts.
4. **Deposit Detail** report (when using the Undeposited Funds option) should be presented at each board meeting, however does not need to be submitted to SCC.

Do not memorize each monthly report. These are templates and you just need to change the dates to get the report for the given period you want.

## ➤ *Optional Reports*

There are numerous other reports available within QuickBooks that have not been customized and not all are discussed in this manual. Feel free to take a look at **Report Center** (located in the Navigation bar) to view other options that you may want to use.

1. The **Profit and Loss by Class** report (before the Treasurer's Report-Transaction Detail by Account is printed) should be viewed/printed monthly to make sure entries have been posted to the correct account and none show up as "Unclassified". This report is found in the Reports menu-Company & Financial.
2. **QuickReports** are an excellent fast source of information. QuickReports are predesigned reports that give you information about the items you're currently viewing onscreen. You can right click on a name when you are in the Customer Center, Vendor Center, or Chart of Accounts and click **QuickReport** from the menu.
3. **Cash Balances After Bills Approved** report can be created to give cash balances after the board approves the payment of bills (assuming all bills presented are approved). Start with the "Treasurer's Report-Transaction Detail by Account". Change both the To and From dates to be the date of the board meeting (which should be the date of the current batch of checks). Then click on Modify Report and go to the Header/Footer tab. Change the report title to "**Cash Balances After Bills Approved**" and delete the information in the subtitle line. Click **OK**. When you have the report, as you want it, click on **Memorize** and save the report in the Treasurer's Report group. Since this is a template, you will only memorize this report one time (not each month).
4. If applicable, a list of **Open Invoices** showing those charge customers who owe the conservation district. This report is found in **the Reports menu-Customers & Receivables**.

## ➤ *Preparing the Treasurer's Report*

The Treasurer's Report consists of two reports, the **Transaction Detail by Account** and the **Unpaid Bills Needing Board Approval**. These reports are grouped together as the **Treasurer's Report** in the **Memorized Report List**.

### **Treasurer's Report - Transaction Detail by Account**

To prepare this report follow these steps:

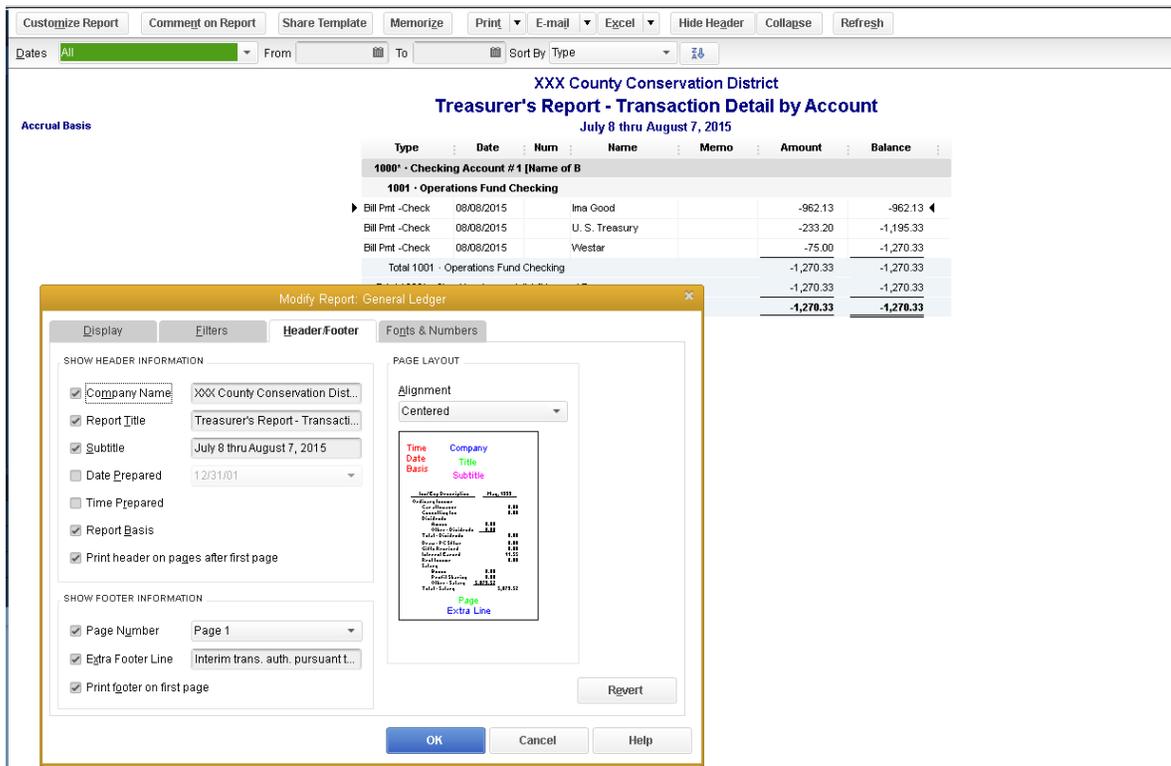
1. Click on the Transaction Detail by Account Report (**TD by A Rpt**) icon, if the icon has not been created then:
  - a. Go to the **Reports** menu.
  - b. Choose **Memorized Reports**.
  - c. Choose **Treasurer's Report**.
  - d. Click **Treasurer's-Transaction Detail by Account**.
2. The **Treasurer's Report - Transaction Detail Account** will appear on the screen with the **Modify Report** window. (If the window isn't open, click the **Modify Report** button in the upper, left side of the report.)

The screenshot shows the 'Treasurer's Report - Transaction Detail by Account' for 'XXX County Conservation District' covering the period 'July 8 thru August 7, 2015'. The report is based on 'Accrual Basis'. The table below shows the transaction details:

Type	Date	Num	Name	Memo	Amount	Balance
<b>1000 - Checking Account # 1 [Name of B</b>						
<b>1001 - Operations Fund Checking</b>						
Bill Pmt -Check	08/08/2015		Ima Good		-962.13	-962.13
Bill Pmt -Check	08/08/2015		U. S. Treasury		-233.20	-1,195.33
Bill Pmt -Check	08/08/2015		Westar		-75.00	-1,270.33
Total 1001 - Operations Fund Checking					-1,270.33	-1,270.33
					-1,270.33	-1,270.33
					<b>-1,270.33</b>	<b>-1,270.33</b>

The 'Modify Report: General Ledger' dialog box is open, showing the 'Display' tab. The 'REPORT DATE RANGE' section has 'Dates' set to 'All' and 'From' and 'To' fields. The 'REPORT BASIS' section has 'Accrual' selected. The 'COLUMNS' section shows a list of columns with 'Type', 'Entered/Last Modified', 'Last modified by', and 'Date' checked. The 'Sort by' dropdown is set to 'Type' and 'Sort in' is set to 'Descending order'.

3. You will need to set the **From** and **To** dates for the current reporting period. You can do this by manually typing in the dates or using the calendar icons. The report period may run from the first of the month to the last day of the month (prior to the upcoming meeting date), or the day of the last board meeting to the day before the upcoming board meeting.
4. You will need to modify the report header to print the same reporting period dates as the From and To dates. To change the header, click on the **Header/Footer** tab and change the date in the **Subtitle** field so it reflects the report period dates.



5. Click **OK**.
6. The report appears on the screen. Click on the **Print** button, make any necessary changes in the **Print Reports** window.
7. Click **Print**.

## ➤ *Voiding a Check entry off the Treasurer's Report (check has been issued)*

We recommend **not** to follow the QuickBooks instructions on voiding a check, because your balances will change in QuickBooks as of the date the check first issued. If a check has been lost or for some other reason must be voided, follow these steps:

1. Make a deposit in QuickBooks for the check amount that needs to be voided to offset it in the system.
2. In the description and memo indicate the check number and reason it needs to be voided.
3. Enter the replacement check's information in QuickBooks, making notations and cross referencing the voided check number.

A special Item and account in the Chart of Accounts needs to be added and used for this second check in order to keep your totals correct for your year-end reports.

# Unpaid Bills Needing Board Approval Report

The information printed on this report is data from the Claim Vouchers so that is why this report must be printed prior to the conversion of Claim Vouchers into bills.

To prepare this report, follow these steps:

1. Click on the Unpaid Bills Needing Board Report (**Unpd Bills Rpt**) icon. If icon has not been created then:
  - a. Go to the **Reports** menu.
  - b. Choose **Memorized Reports**.
  - c. Choose **Treasurer's Report**.
  - d. Click **Unpaid Bills Needing Board Approval**.
2. The **Unpaid Bills Needing Board Approval** will appear on the screen with the **Modify Report** window. (If the window isn't open, click the **Modify Report** button in the upper, left side of the report.)

The screenshot shows the 'Unpaid Bills Detail' report for the 'XXX County Conservation District'. The report is titled 'All Transactions' and displays a table of bills. The 'Modify Report: Unpaid Bills Detail' window is open, showing the 'Display' tab. The 'REPORT DATE RANGE' section has 'Dates' set to 'All' and 'All dates in your company file'. The 'COLUMNS' section shows a list of columns with checkmarks next to them: (left margin), Trans #, Type, Entered/Last Modified, Last modified by, Date, and Num. The 'Sort by' is set to 'Default' and 'Sort in' is set to 'Ascending order'. The 'Advanced...' and 'Revert' buttons are visible in the window.

Type	Date	Num	Due Date	Aging	Open Balance
<b>Ima Good</b>					
Bill	08/08/2015		08/08/2015		962.13
Total Ima Good					962.13
<b>U. S. Treasury</b>					
Bill	08/08/2015		08/08/2015		233.20
Total U. S. Treasury					233.20
					75.00
					75.00
					<b>1,270.33</b>

3. You will need to set the **From** and **To** dates to the day of your upcoming board meeting. You can do this by manually typing in the dates or using the calendar icons. Both dates should be set to the date of the upcoming board meeting. This report is designed to summarize the current bills that the board will be approving for payment.
4. Click **OK**.

5. The report appears on the screen. Click on the **Print** button, make any necessary changes in the **Print Reports** window.
6. Click **Print**.

**If you would like this report split out by Funds, you can do this by using the QuickBooks Filter option.**

1. When the report is showing on the screen, click on the **Modify Report** button in the upper, left side of the report.
2. Click on the **Filters** tab across the top.
3. Under the Filter box and click on **Class**.
4. In the **Class** box choose the Header Account for the Fund you wish to see, **i.e. Operations Fund or Enterprise Fund**.
5. Click **OK**.
6. The report appears on the screen. Print this report then repeat the above steps for the other fund.

Since transferring of funds must be approved by the board, avoid using the Transfer Funds Feature. This will accomplish a transfer of dollars from one bank account to the next, but the transfers **will not be reflected for approval on the Unpaid Bills Needing Board Approval report**. To record these transactions, write a “check” from one fund and code it to Account #6600 Transfers to Other Funds (expense). There is no need to assign a check number when you are not writing a check. If you wish, you can key “XFER” into the check number field to designate that transaction as a funds transfer. Then, make a “deposit” into the recipient fund and code it to Account #4080 Transfers from Other Funds (income).

## ➤ *Deleting an Entry on the Unpaid Bills Needing Board Approval Report*

### **Check has not been written:**

If you print your **Unpaid Bills Needing Board Approval** report and then find out that you need to void one of the **Claim Vouchers** on this report you will need to follow these steps:

1. Display the Unpaid Bills Needing Board Approval report.
2. **Double-Click** on the line with the bill you need to delete. The Claim Voucher will appear.
3. From the **Edit** menu choose **Delete Purchase Order (Claim Voucher)**.
4. You will be asked “**Are you sure you want to delete this Transaction?**” Choose **OK**.

### **Check has been written, but not issued:**

If you print your **Unpaid Bills Needing Board Approval** report and then find out that you need to delete (basically void) a bill on this report you will need to follow these steps:

1. Display the Unpaid Bills Needing Board Approval report.
2. **Double-Click** on the line with the bill you need to delete. The Claim Voucher will appear.
3. **Change** the amount to **0**.
4. **Click Save & Close**.

## ➤ *Bank Reconciliation*

Reconcile all bank accounts every month in QuickBooks! The Reconciliation Report should be presented and reviewed by the Treasurer every month. You can print the report after reconciling.

To reconcile complete the following steps:

1. Go to the **Banking** menu and click **Reconcile** to open the **Begin Reconciliation** window.
2. Choose the account you want to reconcile from the **Account** drop-down list.
3. In the **Statement Date** field, enter the date of the bank statement you are trying to reconcile.
4. Compare the amount in the **Beginning Balance** field to the opening balance amount shown on your statement. (The first time the “Opening Balance” will be 0.00 and after that it must (or an error occurred) match the beginning balance on the bank statement.)
5. In the **Ending Balance** field, enter the statement ending balance. (You must enter a ending balance if you only want to view you can enter 0 and then click continue. You can click on “Leave” at anytime without losing the work you have done in the reconciliation window.)
6. Enter any service charges or interest earned that you have not already entered as QuickBooks transactions. Complete all of the associated fields.
  - The date should be the date it occurred.
  - The account is the name of the expense or income account that you use to track these. (Must be setup in the Chart of Accounts, “Service Charge” and “Interest Earned”.)
7. Click **Continue** to open the Reconcile window for the account you’ve chosen.
8. Click the transactions that match the transactions on the statement.
9. If the **Difference** is **0.00** (bottom right corner of the **Reconcile** window), click on **Reconcile Now**. (If the amount is not zero, click on **Leave**; you **MUST** find the error and correct it before completing the reconciliation.)
10. In the **Select Reconciliation Report** window, select **Detail** and then click **Print**.
11. In the **Print Lists** window, choose **Print this report to your Printer**, and then click **Print**.

## ➤ *Deposit Detail Report*

This report shows details about the deposits you've made. If you use the Undeposited Funds option in QuickBooks, you must print this report every month.

To prepare this report following these steps:

1. Go to the **Reports** menu, choose **Banking**, and then click **Deposit Detail**.
2. The **Deposit Detail** will appear on the screen with the **Modify Report** window. (If the window isn't open, click the **Modify Report** button in the upper, left side of the report.)
3. You will need to set the **From** and **To** dates for the current reporting period. You can do this by manually typing in the dates or using the calendar icons. The report period must match the report period of the Treasurer's Report – Transaction by Detail.
4. Click **OK**.
5. The report appears on the screen. Click on the **Print** button, make any necessary changes in the **Print Reports** window.
6. Click **Print**.

## ➤ *Adding and Removing Columns from a Report*

On the Deposit Detail Report you will notice that there is not a column for the Memo field. This is very important in order to see the detail information we need. In order to add this column to the report, you will need to follow these steps:

1. Display the Deposit Detail Report.
2. Click the **Modify Report** button.
3. Make sure you are on the **Display** tab.
4. In the **Columns** box, choose **Memo**.
5. Click **OK** in the **Modify Report** window.
6. Memorize the report for reuse.

To remove columns from a report, in Step 4 above- instead click on the name to remove the checkmark so the column will not show up on the report. **Be careful not to remove a column that is essential to the report in order to meet statutory requirements.**

## ➤ *Changing the Scope of a Report (Filtering)*

Filters let you change the scope of a report. When you apply a filter, you choose how you want QuickBooks to restrict the report. You can apply filters either one at a time or in combination with each other.

Let's say you want to track the income and expense on Grass Seed. If you set up an Income Account for Grass Seed and an Expense Account for Grass Seed and then two items, one being Grass Seed Income (posts to income account) and one being Grass Seed Expense (posts to expense account) you will be able to generate a Profit and Loss Report based on these items.

1. From the reports menu choose **Company & Financial, Profit & Loss Standard**.
2. Click on the **Modify Report** button.
3. Click on the **Filters** tab.
4. In the **Choose Filter** box click **Account**.
5. In the **Account** box drop-down list, scroll to the top and choose **Multiple Accounts**.
6. In the list choose **Grass Seed Income** and **Grass Seed Expense**.
7. Click **OK**.
8. Click **OK** in the **Modify Report** window.

Remember you can modify the dates to get the date range you are wanting.

## ➤ *Changing the Font*

You can change the font type, style and size on your reports. For example, if you would like the totals to be bold on this report, you will need to follow these steps:

1. With the report showing on the screen, click the **Modify Report** button.
2. Click on the **Fonts & Numbers** tab.
3. In the **Change Font For** box, choose **Report Data**.
4. Click on the **Change Font** button.
5. Change the Font Style to **Bold**.
6. Click **OK** in the Report Data window.
7. You will be asked, “**Change all related fonts?**” Choose **No**.
8. Click **OK**.

Your totals should now be Bold. If you wish to keep these changes for each month you will need to memorize the report. You can also change how numbers appear on your report.

## ➤ *Removing the Date Prepared, Time Prepared, and/or Report Bases from Report*

If your report has some information appearing at the top of your report that you do not wish to have displayed, you can easily remove it by following these steps:

1. With the report showing on the screen, click the **Modify Report** button.
2. Click on the **Header/Footer** tab.
3. Select (removes checkmark) anything you do not wish to have printed on this report.
4. Click **OK**.

You must memorize the report to save your changes.

## ➤ *Memorizing a Report for Reuse*

If you change the settings of a report and want to save the new settings, follow these steps:

1. Open the report
2. After you customize the report, click on the **Memorize** button at the top of the report.
3. If you have changed an existing memorized report, indicate whether you want to replace the earlier report with the same name or create a new memorized report with a new name.
4. In the **Memorize Report** window, enter a title for the report.
5. If you want to save the report to a memorized report group, choose **Save in Memorized Report Group** and choose the group from the drop-down list.
6. Click **OK**.

Whenever you have an icon that links back to a memorized report, anytime you make changes to the report these changes **WILL NOT** be reflected on the one associated with the icon. You will need to memorize the report you wish to use and delete the current icon and set up a new one.

You do not want to memorize a bunch of the same report such as a January Treasurer's Report, February Treasurer's Report and so on. You will just need one and then change the dates for the range you are wanting.

## ➤ *Managing Memorized Reports*

### **Moving**

To move a report from one group to another, you need to position your cursor on the diamond to the left of the report title. When you get the 4 headed arrow, click and drag it to the location you want it to be moved.

### **Deleting**

In order to delete a memorized report:

1. Go to the **Reports** menu, choose **Memorized Reports**, and then click **Memorized Report List**.
2. Select the report you want to delete.
3. Click **Memorized Report** at the bottom of the list and choose **Delete Memorized Report** from the menu.
4. Click **OK**.

### **Creating New Groups**

You can customize the Memorized Report List by creating your own groupings:

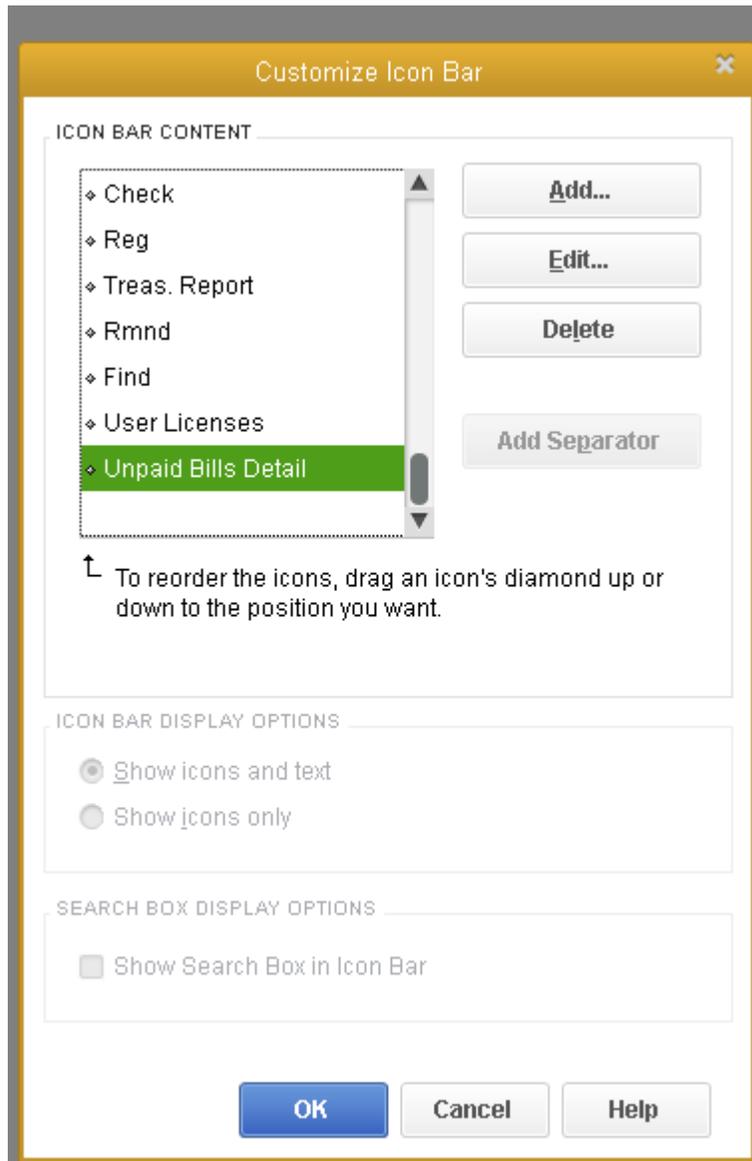
1. Go to the **Reports** menu, choose **Memorized Reports**, and then click **Memorized Report List**.
2. Click **Memorized Report** at the bottom of the list and choose **New Group** from the menu.
3. Enter a name for the memorized report group.
4. Click **OK**.

## ➤ *Customizing the Icon Bar*

You can add icons, delete icons, and change the appearance of the Icon bar.

**To add an icon** for a form or a report that you use often:

1. Display the form/report on the screen.
2. Go to the **View** menu, choose **Customize Icon Bar**.



3. Click **Add**.
4. Choose an **icon** for the customized report. QuickBooks selects one, but you can select a different one.
5. Enter information in the **Label** and **Description** fields.
6. Click **OK**

**To delete an existing icon:**

1. Display the form/report on the screen.

2. Go to the **View** menu, choose **Customize Icon Bar**.
3. Click **Delete**.
4. Click **OK**.

## ➤ *Problems with Reports*

There are several things that can cause your reports to not print correctly or to not show the correct information. The following are answers to some common problems.

### **Memo field is blank on my report.**

When you print reports you need to always make sure the Memo field is populated. If you did not fill out the memo field on each transaction, you will have a blank on the report itself. Double click that entry on the report and edit the memo field on the transaction.

### **Why do I have an Unclassified group on my report?**

If you ever have Unclassified on a report you need to double click the entry on the report and edit the transaction. You will need to add a class to the transaction. Save and Close the transaction and Refresh the report.

### **Why do I have an Other group on my report?**

If you ever have a category that ends with Other, you have posted something to a header account instead of a sub-account. Double click the entry on the report and edit the transaction. Save and Close the transaction and Refresh the report.

### **Report not fitting on one page.**

If you are having problems getting your report to print on one page, you can try the “Fit to Page” feature within QuickBooks.

1. With the report displayed, click on the **Print** button to print the report.
2. In the **Print Reports Dialog** box, you will see the option at the bottom of the screen that will allow you to place a checkmark in the **Fit to \_\_\_ Pages Wide** box. Then you can tell it how many pages wide you would like it to be.
3. Click **Print**.

### **Report columns are not wide enough to print the information entered.**

You may need to adjust the width of your columns in order to display more of the information. In the open report move the mouse pointer to the diamond between the column header and drag it to make the column the width you want. Be careful not to increase the width too much where it causes your report not to print correctly.

## ➤ *Deleting a Company*

If for some reason you have decided that you need to delete a company that is on your machine, you can do this very easily by following these steps. Just remember, if you delete it, the company will be gone.

1. **Close** any company that you have open.
2. From the **File** menu choose **Open Company**.
3. You will see a list of company files.

4. **Click** the file you want to delete.
5. Click the **delete key** on your **keyboard**.

## ➤ *Backing Up Your Data*

You should save backup copies of your files to protect against accidental data loss. You should backup when you close your file. At the end of each month the entire file should be backed up and that file should be kept off-site. Even though your QuickBooks files may be backed up by NRCS, it is best you keep your own set of backup files.

To back up you data files simply:

1. Click the **Backup** icon from the icon bar.
2. Click **Next**
3. Select the drive you wish to save to – usually a CD Drive or USB Flash drive.
4. Click **Save**.
5. When you see a window that says “Your data has been backed up successfully,” Click **OK**.

As a safety protection, you could use a 5 disk rotation. You have a Monday disk, a Tuesday disk, a Wednesday, a Thursday disk and a Friday disk. Then you will always have a week of backups to use if needed.

## ➤ *Year-End Reports*

The following reports may be helpful as you prepare the year-end report:

1. **Income & Expenses YTD by Fund.** This report is found in the Reports menu – Memorized Reports – Income & Expense Reports. The report can also be “collapsed” so that only “header” accounts appear. Click on the **Collapse** button at the top of the report. Now the report even more closely resembles the State of Cash Receipts and Disbursements report that is prepared annually by your auditor.
2. **Transaction Detail by Account.** This report is found in the Reports menu-Accountant & Taxes.
3. **Sales Tax Liability.** This report is found in the Reports menu-Vendors & Payables.
4. **Bank Interest Earning.** Go to the Lists menu-Chart of Accounts-right click the Interest Income (in the 9000s) –QuickReport.
5. Various payroll-type reports can be found in the Reports menu-Employees & Payroll. You must pay the payroll subscription to use this feature.

## ➤ *Auditor Reports*

Provide similar information as in past as well as additional QuickBooks reports to your auditor. The following QuickBooks forms and reports will assist your auditor in addition to the ones you prepared at the year end.

1. **Claim Vouchers.**
2. Monthly **Treasurer's Reports** including Unpaid Bills Needing Board Approval Reports.
3. **Income & Expenses YTD by Fund** using the Cash Basis. This report is found in the Reports menu-Memorized Reports-Income & Expense Reports. To change to cash basis click **Modify Report** in the report widow, select **Cash** as the report basis, and click **OK**.
4. **General Ledger.** This report is found in the Reports menu-Accountant & Taxes.
5. **Balance Sheet Previous Year Comparison.** This report is found in the Reports menu-Company & Financial.
6. **A/R Aging Detail.** This report is found in the Reports menu-Customers & Receivables.
7. **Unpaid Bills Detail.** This report is found in the Reports menu-Vendors & Payables.

Your auditor may request you create an **Accountant's Copy**. To do this, click on File menu-Accountant's Copy-Client Activity-Create an Accountant's copy.

## ➤ *Closing the Books*

You can choose whether to close your books at the "end of the year" or not. If you decide to close your books do not do it until **after the audit has been completed**.

Complete the following steps to close your books:

1. Go to the **Edit** menu click **Preferences**.
2. Click **Accounting** in the list on the left in the **Preferences** window.
3. Click the **Company Preferences** tab at the top.
4. Click the **Set Date/Password** button.
5. Complete the information in the **Set Closing Date and Password** window.
6. Click **OK**.

## ➤ *Creating a Claim Vouchers from Scratch*

You will only use this option if you have somehow deleted the existing Claim Voucher off your machine or if you did not use the Standard Conservation District file to start with.

1. Go to **Lists** menu and click **Templates**.
2. Click **Custom Purchase Order**.
3. From the **Templates** menu (lower, left side), select **Duplicate**.
4. With **Purchase Order** selected, click **OK**.
5. With the copy of the Purchase Order line highlighted, from the **Templates** menu, select **Edit Template**.
6. Click on the **Manage Templates** button in the **Basic Customization** window.
7. In the **Template Name** field, type in **Claim Voucher**.
8. Click **OK**.
9. Click the **Additional Customization** button (along bottom of window).
10. Enter the information as illustrated in the screen captures below.

**Additional Customization**

SELECTED TEMPLATE: **Claim Voucher**  Template is inactive

**Header** Columns Footer Print

	Screen	Print	Title
Default Title	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Claim Voucher
Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Date
P.O. No.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Claim Voucher #
Vendor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Vendor
Ship To	<input type="checkbox"/>	<input type="checkbox"/>	District
Other1	<input type="checkbox"/>	<input type="checkbox"/>	
Terms	<input type="checkbox"/>	<input type="checkbox"/>	Terms
Due Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Due Date
Account Number	<input type="checkbox"/>	<input type="checkbox"/>	Account #
Expected	<input type="checkbox"/>	<input type="checkbox"/>	Expected
Ship Via	<input type="checkbox"/>	<input type="checkbox"/>	Ship Via
FOB	<input type="checkbox"/>	<input type="checkbox"/>	FOB
Other2	<input type="checkbox"/>	<input type="checkbox"/>	

When should I check Screen or Print? **Default**

**PREVIEW**

XXX County Conservation District

**Claim Voucher**

Date	Claim Voucher #
------	-----------------

Vendor

Due Date

Description	Fund	Qty	Rate	Amount

I hereby certify that the foregoing amounts are correct in amount, correct, and accurate due and unpaid.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

District Treasurer \_\_\_\_\_ Date: \_\_\_\_\_

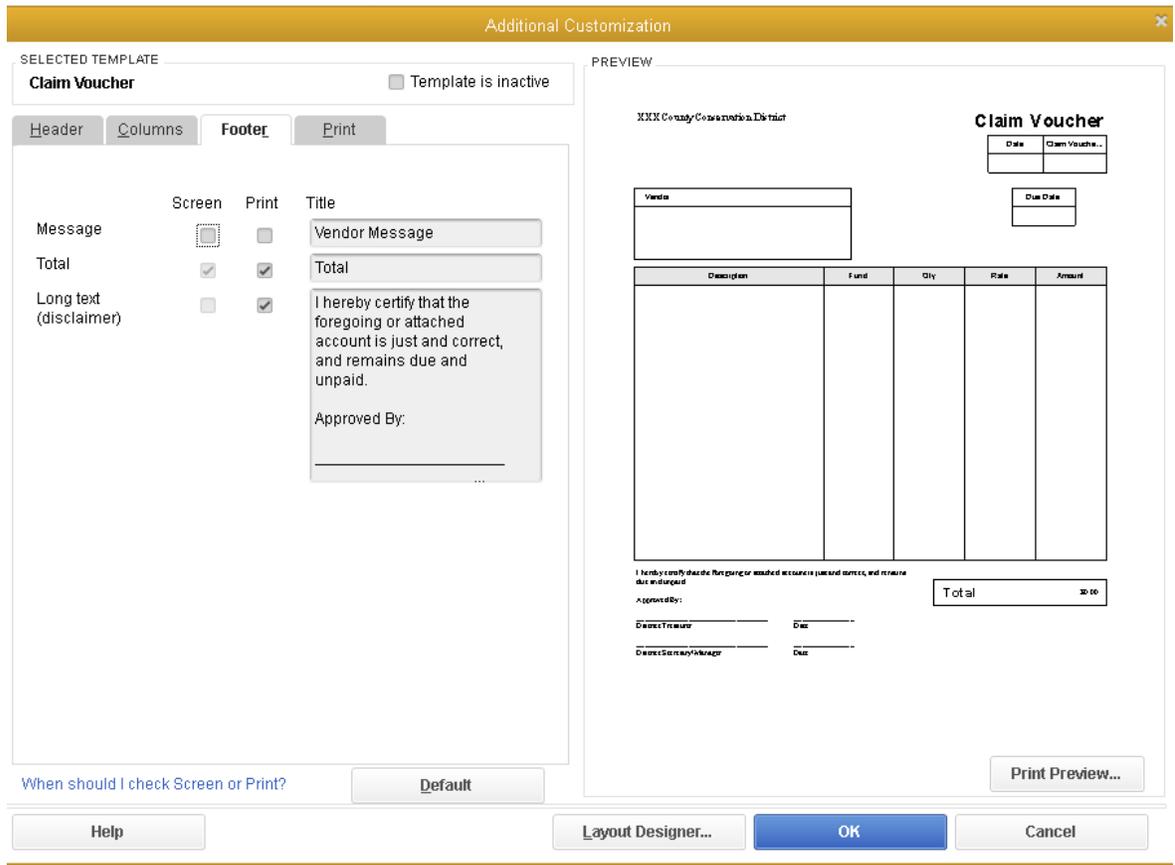
District Service Manager \_\_\_\_\_ Date: \_\_\_\_\_

Total 20.00

Print Preview...

Help Layout Designer... **OK** Cancel

Templates ▾ Open Form  Include inactive



Please refer to the Sample Claim Voucher in the Appendix for the complete wording to enter in the **Long text** window.

11. Click **OK** in the **Additional Customization** window.

## ➤ *Creating a Treasurer's Report from Scratch*

You will only use this option if you have somehow deleted the existing off your machine or if you did not use the Standard Conservation District file to start with.

### **Treasurer's Report – Transaction Detail by Account:**

1. From the **Report** menu choose **Accountant & Taxes – General Ledger**.
2. Click on the **Modify Report** button.
3. On the **Display** tab you will need to make sure only these columns are selected:  
**Type – Date - Num – Memo – Amount – Balance.**
4. In the **Dates** box choose **All**.
5. In the **Sort By** box choose **Type**
6. Make sure to select **Descending Order**.
7. Click the **Advanced** button in the lower right corner.
8. Choose **In Use** and also choose **Current**.
9. On the **Filters** tab in the Account Box choose **All Bank Accounts**.
10. On the **Header & Footer** tab change the Report Title to **Treasurer's Report – Transaction Detail by Account**.
11. For the **Subtitle** – Change the date, i.e. July 8 thru Aug 7, 2007.
12. In the **Extra Footer Line** type – **Interim trans Auth. Pursuant to KSA 12-105b & KSA 75-4315.**
13. Click **OK**.
14. Then Click the **Memorize** button and memorize the report. Go ahead and group in the **Treasurer's Report Group**.

### **Unpaid Bills Needing Board Approval Report:**

1. From the **Report** menu choose **Purchases – Open Purchase Orders**.
2. Click on the **Modified Report** button.
3. On the **Display** Tab you will need to make sure only these columns are selected:  
**Type – Num – Memo – Class – Amount.**
4. In the **Dates** box choose **Today**.
5. In the **Sort By** box choose **Class**.
6. Make sure to select **Descending Order**.
7. Click the **Advanced** button in the lower right corner.
8. Choose **In Use** and also choose **Current**.
9. On the **Filters** tab everything should be the same.
10. On the **Header & Footers** tab change the Report Title to **Unpaid Bills Needing Board Approval**.
11. Click **OK**.
12. Then Click the **Memorize** button and memorize the report. Go ahead and group it in the **Treasurer's Report Group**.

## ➤ *Summary of Steps in Preparing Board Meeting Financial Reports*

The following are the basic QuickBooks steps to perform in preparation for an upcoming conservation district board meeting. (These steps do not include optional reports or interim disbursements.)

**Enter Sales & Deposits** throughout the month.

Basic Options:

- A. Cash Customers (pay in full when receive product or service).
  1. Enter Sales Receipt.
  2. Print (2) Sales Receipts.
  3. Make Deposits.
- B. Charge Customers (don't pay in full when receive product or service or when pay in advance)
  1. Create Invoice.
  2. Print Invoices.
  3. Receive Payments.
  4. Make Deposit.
- C. Cash Customer and Bank Interests using a receipt book outside of QuickBooks.
  1. Complete Receipt (hard copy).
  2. Make Deposit.

**Enter Claim Vouchers and Print. You must print unpaid bills before converting claim vouchers to bills.**

**Print Treasurer's Reports:**

- Treasurer's Report – Transaction Detail By Account. (Normally dated day of last board meeting to the day before upcoming meeting.)
- Unpaid Bills Needing Board Approval. (Should be dated the day of upcoming board meeting.) Look this over carefully making sure it is correct before completing next step.

**Convert Claim Vouchers into Bills.** (Use the *Unpaid Bills needing Board Approval* report as reference.)

**Pay Bills.** (Use the *Unpaid Bills needing Board Approval* report as reference.) Do **not** use the Write Checks window to pay a bill.

**Print Checks** (if have computer generated checks).

**What needs stent to the State Office?**

1. **Treasure's Report**
2. **Unpaid Bills Report**
3. **Minutes**

# *Appendix*

## ➤ *Sample Chart of Accounts*

Account	Type
1000 Checking #1 [Name of Bank]	
1001 Operations Fund Checking	Bank
1002 Enterprise Fund Checking	Bank
1005 Checking #2 [Name of Bank]	Bank
1006 Operations Fund Checking	Bank
1006.1 Operations	Bank
1006.2 Non-Point Source	Bank
1006.3 Grants	Bank
1007 Enterprise Fund Checking	Bank
1007.1 Enterprise	Bank
1007.2 Farm Account	Bank
1010 Checking #3 [Name] Operations Fund	Bank
1015 Checking #3 [Name] Enterprise Fund	Bank
1050 Savings Account #1 [Name of Bank]	Bank
1051 Operations Fund	Bank
1052 Enterprise Fund	Bank
1055 Savings [Name] #2 _____ Fund	Bank
1060 Savings [Name] #2 _____ Fund	Bank
1090 Petty Cash – Operations	Bank
1095 Petty Cash – Enterprise	Bank
1200 Accounts Receivable	Accounts Receivable
1120 Inventory Asset Other Current Asset	
2000 Accounts Payable	Accounts Payable
2100 Payroll Liabilities	Other Current Liability
2105 Federal Withholding	Other Current Liability
2110 FICA/Medicare	Other Current Liability
2115 State Withholding	Other Current Liability
2120 Federal Unemployment	Other Current Liability
2125 State Unemployment	Other Current Liability
2130 Deferred Comp. Plan	Other Current Liability
2140 KPERS	Other Current Liability
2145 Health Insurance Payable	Other Current Liability
2200 Sales Tax Payable	Other Current Liability
3000 Opening Balance Equity	Equity
3900 Retained Earnings	Equity
4005 Appropriations – State	Income
4010 Appropriations – County	Income
4015 Retail Sales and Services	Income
4016 Grass Seed Income	Income
4017 Marking Flags Income	Income
4018 Trees Income	Income
4019 Weed Barrier Fabric	Income
4020 Pipe	Income
Account	Type

For one checking acct. with both Operations & Enterprise Funds

For one checking account with both Operations & Enterprise Funds and subaccounts of each

For two checking accts., one for Operations & one for Enterprise

For one savings/CD acct. with both Operations & Enterprise Funds

For two savings/CD acct. with Operations and/or Enterprise Funds

Use only with QuickBooks Payroll Service

4021	Tree Planting	Income	
4022	Deer Repellent	Income	
4023	Protective Tree Netting	Income	
4024	Root Slurry	Income	
4026	Drip Irrigation Supplies	Income	
4027	Custom Drilling	Income	
4050	Equipment Rental	Income	
4051	Grass Drill Rental	Income	
4052	No-Till Drill Rental	Income	
4053	Scraper Rental	Income	
4054	Miscellaneous Equipment Rental	Income	
4055	Burn Equipment Rental	Income	
4060	Building Rent	Income	
4065	Newsletter Advertising	Income	
4075	Miscellaneous	Income	
4080	Transfers from Other Funds	Income	
4085	Commissions	Income	
4090	Non-Point Source Revenue	Income	
4091	TA	Income	
4092	Information & Education	Income	
5000	*Cost of Goods Sold	Cost of Goods Sold	Use only use if tracking inventory
6000	Cost of Goods Sold	Cost of Goods Sold	
6001	Marking Flags Expense	Cost of Goods Sold	Use if not tracking inventory in QuickBooks
6002	Grass Seed Expense	Cost of Goods Sold	
6003	Livestock Tanks Expense	Cost of Goods Sold	
6004	Trees Expense	Cost of Goods Sold	
6005	Other Goods Expense	Cost of Goods Sold	
6050	Salaries and Wages	Expense	
6051	Wages	Expense	
6052	Payroll Taxes	Expense	
6053	KPERS, Employee Portion	Expense	
6060	Employee Benefits	Expense	
6061	Workers Compensation Insurance	Expense	
6062	401(k) Contributions	Expense	
6063	Medical Insurance Premiums	Expense	
6064	Life Insurance Premiums	Expense	
6065	SS & Medicare	Expense	
6066	KPERS, Employer Portion	Expense	
6069	Business Related Expenses	Expense	
6070	Supervisor	Expense	
6071	Mileage	Expense	
6072	Meals	Expense	
6073	Lodging	Expense	
6074	Registration Fees	Expense	
6080	Employee	Expense	
6081	Mileage	Expense	
6082	Meals	Expense	
6083	Lodging	Expense	
6084	Registration Fees	Expense	
Account		Type	

6090	Associate Supervisor/Advisor	Expense
	6091 Mileage	Expense
	6092 Meals	Expense
	6093 Lodging	Expense
	6094 Registration Fees	Expense
6100	Information and Education	Expense
	6101 Newsletter, Brochure, Pamphlet	Expense
	6102 Postage and Delivery	Expense
	6103 Printing and Reproduction	Expense
	6104 Supplies	Expense
6105	Advertising	Expense
6110	Education	Expense
	6111 Tour/Field Days	Expense
	6112 Booklets, Games, Etc.	Expense
	6113 Donations	Expense
	6114 Prizes	Expense
	6115 Scholarships	Expense
	6116 Supplies	Expense
	6117 Educational Tools	Expense
6120	Programs and Projects	Expense
6125	Sponsorships	Expense
6130	Promotional Activities	Expense
6200	Other Administrative	Expense
	6201 Office	Expense
	6202 Computer Software	Expense
	6203 Fidelity Bond	Expense
	6204 Licenses and Permits	Expense
	6205 Postage and Delivery	Expense
	6206 Printing and Reproduction	Expense
	6207 Professional Fees	Expense
	6208 Accounting	Expense
	6209 Legal Fees	Expense
	6210 Subscriptions	Expense
	6211 Supplies	Expense
	6212 Marketing	Expense
	6213 Office	Expense
	6214 Telephone	Expense
	6215 Bank Service Charge	Expense
	6216 Depreciation Expense	Expense
	6217 Freight	Expense
	6218 Expense Reimbursements	Expense
	6219 Storage	Expense
	6220 Utilities	Expense
	6221 Gas and Electric	Expense
	6222 Water	Expense
	6224 Cash Discounts	Expense
	6225 Contributions	Expense
6230	Annual Meeting	Expense
	6231 Door Prizes	Expense
Account		Type

	6232	Advertisement	Expense
	6233	Building or Room Rent	Expense
	6234	Decorations	Expense
	6235	Entertainment	Expense
	6236	Janitorial	Expense
	6237	Legal Notice	Expense
	6238	Meals	Expense
	6239	Supplies	Expense
6250		Dues and Fees	Expense
	6251	Association Dues	Expense
	6252	Filing Fees	Expense
	6253	Franchise Fees	Expense
	6270	Rentals	Expense
	6271	Equipment Rental	Expense
	6272	Building Rental	Expense
	6273	Vehicle Rental	Expense
6280		Insurance	Expense
	6281	Disability Insurance	Expense
	6282	Liability Insurance	Expense
6290		Interest	Expense
	6291	Finance Charge	Expense
	6292	Loan Interest	Expense
	6293	Mortgage Interest	Expense
6300		Equipment and Building	Expense
6301		Repairs	Expense
	6302	Building Repairs	Expense
	6303	Computer Repairs	Expense
	6304	Equipment Repairs	Expense
	6310	Small Equipment Purchases	Expense
	6315	Automobile Expense	Expense
	6320	Equipment Expense	Expense
6400		Miscellaneous Expense	Expense
6500		Taxes	Expense
	6501	Federal Taxes	Expense
	6502	Local Taxes	Expense
	6503	Property Taxes	Expense
	6504	State Taxes	Expense
6600		Transfers to Other Funds	Expense
9000		Interest Income	Other Income
	9001	Checking Account	Other Income
	9002	Savings Account	Other Income
	9003	Certificate of Deposit	Other Income
	9004	Other Investments	Other Income
9010		Donations	Other Income
9020		Other Income	Other Income
9050		Other Expenses	Other Expense
		Bills to Be Coded	Other Expense
		2 . Purchase Orders	Non-Posting

These are <u>not</u> Payroll or Sales Tax Accounts
--

# Sample Sales Receipt

XXX County Conservation District

## Sales Receipt

Date	Sale No.
08/13/2015	4

Sold To
Fred Farmer 201 N 56 Highway Gladville, KS 61234

Check No.	Payment Method	Project
5123	Check	

Description	Qty	Rate	Amount
Grass Seed - 250 PL 5 lbs. Native Mi 2		2,500.00	2,500.00
Sales Tax		6.40%	0.00
		<b>Total</b>	\$2,500.00

# ➤ *Sample Claim Voucher*

XXX County Conservation District

## Claim Voucher

Date	Claim Vouche...
08/13/2015	

Vendor
Smith Brothers Seed

Due Date
08/13/2015

Description	Fund	Qty	Rate	Amount
Grass Seed Purchased for Resale	5 - Enterprise		5,200.00	5,200.00

I hereby certify that the foregoing or attached account is just and correct, and remains due and unpaid.

Approved By:

<b>Total</b>	\$5,200.00
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\_\_\_\_\_  
District Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Secretary/Manager

\_\_\_\_\_  
Date

# ➤ *Sample Treasurer's Report – Transaction Detail by Account*

[Last board meeting was Aug. 8 and upcoming meeting is Sept 7, 2015]

XXX County Conservation District						
Treasurer's Report - Transaction Detail by Account						
August 8 thru Sept. 7, 2015						
Accrual Basis						
Type	Date	Num	Name	Memo	Amount	Balance
1000* - Checking Account # 1 [Name of B						10,000.00
1001 - Operations Fund Checking						10,000.00
Bill Pmt -Check	08/07/2015	1019	Kansas Withholding...		-35.00	9,965.00
Bill Pmt -Check	08/07/2015	1018	KPERS		-182.14	9,782.86
Bill Pmt -Check	08/07/2015	1017	U. S. Treasury		-233.20	9,549.66
Bill Pmt -Check	08/07/2015	1999	Smith Brothers Seed		-5,200.00	4,349.66
Total 1001 - Operations Fund Checking					-5,650.34	4,349.66
1002 - Enterprise Fund Checking						0.00
Sales Receipt	08/13/2015	4	Fred Farmer	Grass Seed -...	2,500.00	2,500.00
Total 1002 - Enterprise Fund Checking					2,500.00	2,500.00
Total 1000* - Checking Account # 1 [Name of B					-3,150.34	6,849.66
<b>TOTAL</b>					<b>-3,150.34</b>	<b>6,849.66</b>

# ➤ *Sample Unpaid Bills Needing Board Approval Report*

[Board meeting is Sept 7, 2015.]

**XXX County Conservation District  
Unpaid Bills Needing Board Approval Report  
As of September 7, 2015**

Type	Date	Num	Memo	Class	Amount
Ima Good Bill	09/07/2015				962.13
Total Ima Good					962.13
Smith Brothers Seed Bill	09/07/2015				5,200.00
Total Smith Brothers Seed					5,200.00
Westar Bill	09/07/2015				75.00
Total Westar					75.00
<b>TOTAL</b>					<b>6,237.13</b>

As Treasurer, I certify these are correct, due, and unpaid:

Page 1

*Sign & Date*