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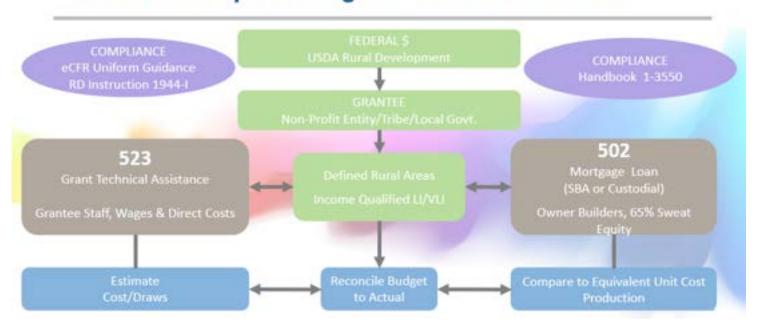
Presented by:

Samantha Bowley Financial Management Specialist Spowley(Greac.org 360-965-5021

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General

Mutual Self Help Housing Financial Connections



General

Simple, but True

Our purpose in accounting is to populate 2 financial statements

- The Balance Sheet
- Profit & Loss

Sample 523 NPE Farm to Table **Balance Sheet** As of August 11, 2021 Aug 1 ASSETS Current Assets TOther Current Assets 1299 · Undeposited Funds 11 **Total Current Assets** TOTAL ASSETS **"LIABILITIES & EQUITY** " Liabilities **▼** Current Liabilities Accounts Payable 2000 · Accounts Payable **Total Accounts Payable Total Liabilities** Net Income 11 **Total Equity** 11 **TOTAL LIABILITIES & EQUITY**

Sample 523 NPE Farm to Table Profit & Loss Budget Overview

October 2020 through September 2021

Ordinary Income/Evnense	Oct '20 - Sep 21
Ordinary Income/Expense Income	
4001 · Grant Funds	1 020 650 00
4002 · Program Fees	1,020,659.00 25,000.00
4003 · Lot Sales	
▼ 4100 · Donations	580,000.00
4101 · Corporate Contributions	E0 000 00
4102 · Individual Contributions	50,000.00
4100 · Donations - Other	10,000.00
Total 4100 · Donations	0.00
V= 35	60,000.00
Total Income	1,685,659.00
Expense	1 011 000 00
5000 · Salary & Wages	1,011,990.00
5010 · Employee Fringe	263,118.00
6210 · Contract Services	9,000,00
6211 · Audit & Accounting Fees	8,000.00
6212 · Architecht Fees	18,000.00
6214 · Legal Fees	10,000.00
Total 6210 · Contract Services	36,000.00
6281 · Office/Storage Space Rental	192,000.00
6282 · Parking	1,200.00
6283 - Property Insurance	13,200.00
6284 · Equip Rental & Maint.	8,675.00 9,000.00
6285 · Computer Supplies	
6289 · Small Tools & Equipment >\$5K 6300 · Utilties	19,000.00
6400 · Permits	42,000.00
Anta Witten	1,200.00
6501 - Books, Subscriptions, Reference	
6502 · Postage, Mailing Service	1,500.00
6503 • Printing and Copying	5,600.00
6504 · Supplies	18,500.00
6505 · Telephone, Telecommunications	9,276.00
6509 · Marketing	6,000.00
6512 · Liability Insurance	14,400.00
6700 · Tax Expense 6830 · Travel and Meetings	1,950.00

General



Transaction



Sample 523 NPE Farm to Table Profit & Loss Budget Overview

October 2020 through September 2021 Oct '20 - Sep 21 4001 - Grant Funds 1,020,659.00 4002 - Program Fees 25,000.00 580,000,00 4003 - Lot Sales 4100 - Donations 50,000.00 4101 - Corporate Contributions 4102 - Individual Contributions 10,000.00 4100 - Donations - Other 0.00 60,000.00 Total 4100 - Donations Total Income 1.685.659.00 Expense 1,011,990.00 5000 - Salary & Wages 5010 - Employee Fringe 263,118.00 6210 - Contract Services 6211 - Audit & Accounting Fees 8.000.00 6212 - Architecht Fees 18,000.00 6214 - Legal Fees 10,000.00 Total 6210 - Contract Services 36,000,00 6281 - Office/Storage Space Renta 192,000.00 6282 - Parking 1,200.00 6283 - Property Insurance 13,200.00 6264 - Equip Rental & Maint. 8,675.00 6285 - Computer Supplies 9,000.00 6289 - Small Tools & Equipment >\$5K 19,000.00 6300 - Utilties 42,000.00 6400 - Permits 1,200.00 6501 - Books, Subscriptions, Reference 1,500.00 6502 - Postage, Mailing Service 1,550,00 6503 - Printing and Copying 5,600.00 6504 - Supplies 18,500.00 6505 - Telephone, Telecommunications 9,276.00 6509 - Marketing 8.000.00 6512 - Liability Insurance 14,400.00 6700 · Tax Expense 1,950.00 * 6830 - Travel and Meetings

When you enter a *Transaction* it hits at least 2 of the accounts on your *Chart of Accounts*, from there those accounts end up on one or on both of the primary reports

The **Balance Sheet** displays a snapshot of your organization's ASSETS, LIABILITIES and the EQUITY

The **Profit & Loss** is the report of your income and expenses during a measured period of time (month, quarter, fiscal year...)

523 Books

Notes	

Awesome Books Pre-Meet Questionnaire

What programs do we offer? What service or product do we provide or produce — what exactly do we do?

What does our chart of accounts currently look like? Issues? Does the chart use account names that are clear, concise, understandable to all readers?

How do we enter invoices from vendors? Is there an approval process? How are the expenses coded with regard to account, program, and funding source?

How is payroll processed? Is there a labor distribution? How is the labor distributed to each account, program, and funding source?

How do we request funding from our funding sources? How are the receivables and the subsequent receipts recorded?

What are our sources of revenue? How is funding requested from our sources? What types of reports are required by our funders?

What is our current budget?

How do we enter invoices from vendors? What is our approval process? How are expenses coded?

What is our current hardware and network set up? Does our system need upgrading?

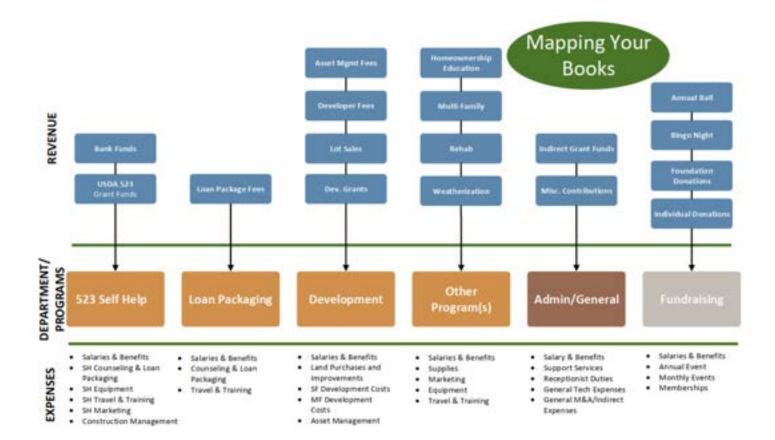
But First a Meeting!

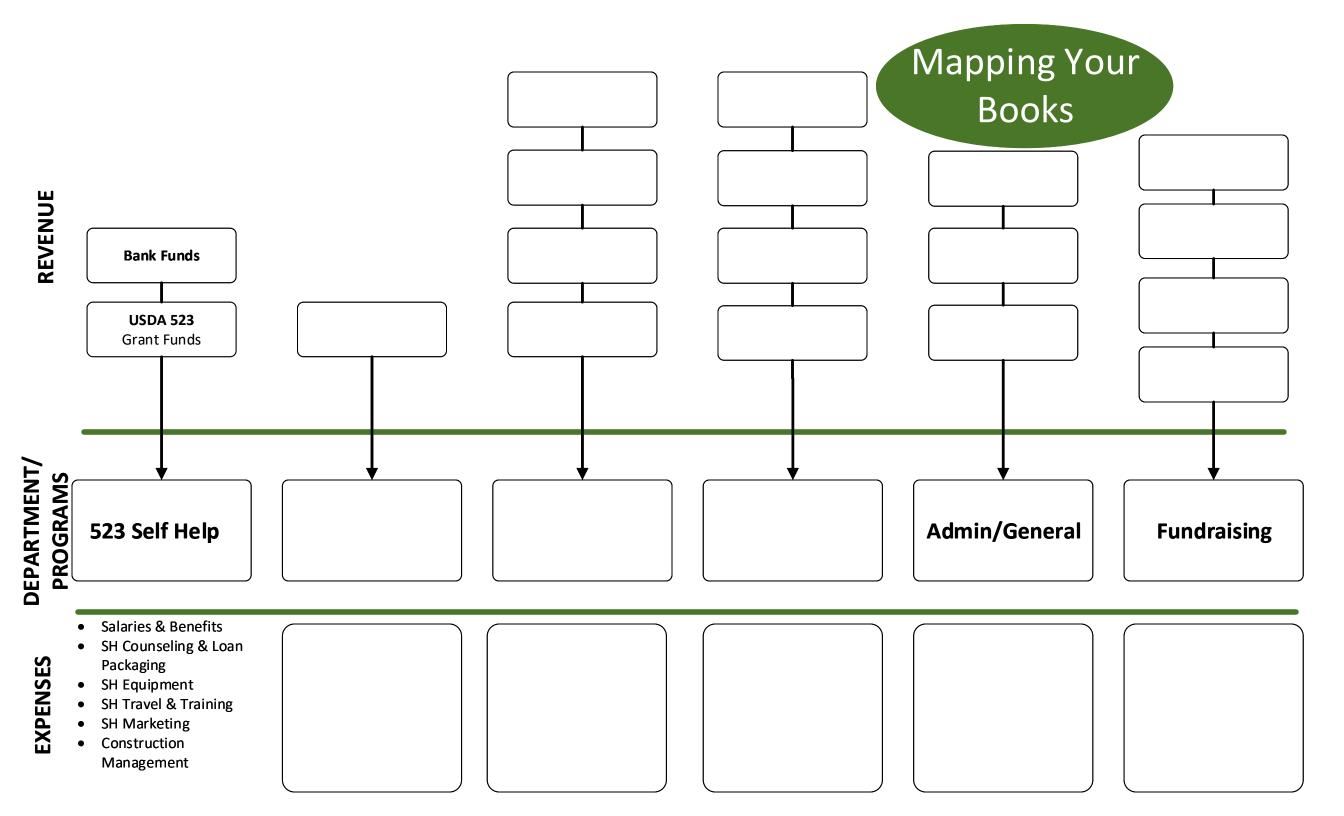


What kind of things should be discussed?

- What are your sources of revenue?
- What types of reports are required?
- What does your current chart of accounts look like?
- What is your current budget?
- How doyou enter invoices from vendors? Is there an approval process? How are expenses coded?
- How is funding requested from your sources?
- What is your current hardware and network set up? Willyour system need upgraded?

Mapping Your Books - Mapping Tool





Sample Non-Profit Chart of Accounts

11:31 AM 08/17/21

Sample 523 NPE Farm to Table Account Listing August 17, 2021

	Account	Type	Note
1000	Checking	Bank	Grassy Meadow's Bank
010	Savings	Bank	Grassy Meadows Bank
020	Petry Cash	Slank.	
200	Accounts Receivable	Accounts Receivable	
210	Allowance for Doubtful Accounts	Accounts Receivable	
299	Undeposited Funds	Other Current Asset	Funds received, but not yet deposited to a bank account
400	Prepaid Expenses	Other Current Asset	
	Capitalized Equipment <\$5K	Fixed Asset	exceeds 1 year use
	Capitalized Equipment <ssk:1501 -="" accumulated="" contra<="" depreciation="" td=""><td>Fixed Asset</td><td>10000000</td></ssk:1501>	Fixed Asset	10000000
	Buildings and Real Estate	Fixed Asset	
	Other Assets	Other Asset	Assets used for program-related purposes other than current or fixed assets.
000	Accounts Payable	Accounts Payable	1356 165
	Corporate Credit Card	Credit Card	
	Payrol Liabilities	Other Current Liability	Unpaid payroll liabilities. Amounts withheld or account, but not yet paid
	Notes Payable	Long Term Liability	
	Opening Balance Equity	Equity	Opening balances during setup post to this account. The balance of this account should be zero after completing your setup
	Unrestricted Net Assets	Equity	Undistributed earnings of the corporation
	Income	Income	- An and Analysis
	Grant Funds	Income	
38	Program Fees	Income	
	Lot Sales	Income	
	Corporate Contributions	Income	Contributions from corporations, sponsorations
	Individual Contributions		Contributions from individuals
		Income	
	Fundraising Event Doublons	Income	Contributions (including the amount of dues greater than the value of benefits received), giffs, donations, grants, bequests, legacies, pledg
	Indirect Offset 10% de minimis	Income	20200
	Satery & Wages	Expense	Payrol expenses
	Payroll Toxes	Expense	
	Health Insurance	Expense	
	Office/Storage Space Rental	Expense	Office and parking space, storage, basic utilities
	Parking	Expense	
583	Property Insurance	Expense	Insurance on property (not investment) owned by the organization
354	Liability Insurance	Expense	Non-employee or property insurance - liability, malpractice, directors
300	Utilies	Expense	
	Small Tools & Equipment >SSK	Expense	
	Equip Rental & Maint.	Expense	Rental and maintenance of office, program, and other equipment
500	Supplies	Expense	Supplies, materials
501	Computer Supplies	Expense	
600	Postage, Mailing Service	Expense	Postage, parcel delivery, local courier, trucking, freight, outside mailing services
601	Printing and Copyling	Expense	Printing, capying, duplicating, recording
602	Books, Subscriptions, Reference	Expense	Books, subscriptions, reference materials, periodicals for use
600	Membership Fees	Expense	
700	Telephone, Telecommunications	Expense	Telephone equipment and service, telegraph, internet access, fax, conference calls
800	Marketing	Expense	
830	Travel and Meetings	Expense	Expenses related to travel, meetings, conferences
830	Travel and Meetings: 6831 - Conference, Convention, Meeting	Expense	Conducting, or sending staff to, program-related meetings, conferences, conventions
800 ·	Travel and Meetings:6832 - Travel	Expense	Hotels, sinfores, local transportation, car rentals, taxis, per diense, meals
830	Trievel and Meetings: 6833 - Gasoline	Expense	
110	Contract Services	Expense	Pees for outside services
910	Contract Services:6911 - Audit & Accounting Fees	Expense	Outside (non-employee) accounting, audit, bookkeeping, tax prep. payroll service, and related consulting
110	Contract Services: 6912 - Architecht Fees	Expense	
	Contract Services: 6914 : Legal Fees	Expense	Outside (hon-employee) legal services
	Contract Services 6915 - Outside Contract Services	Expense	Outside contractors (non-employee) for projects, consulting, short-term assignments for internal organization activities
	Depreciation Expense	Expense	
	Indirect 10% De Minimis	Esperae	
	Internal Income	Other Income	
	Asi My Accountant	Other Expense	Transactions to be discussed with accountant, consultant, or tax preparer

Programs & Funders



Let's Make an Awesome Set of Books! meeting August 11, 2021

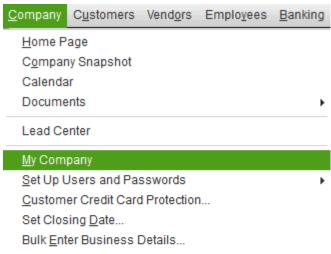
	FARM to TABLE PROGRAMS								
MGMT & GENERAL (ADMIN)	FUNDRAISING	523 SH Housing	ReHab	Land Development	Multi-Family Housing	Single Family Housing			
			ist all Funding Sourc						
V-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	4-0-0-0-0	Not	e (R) for Restricted G						
Unfunded, unrestricted	DONORs	USDA RD (R)	USDA RD (R)	SHOP (R)	HUD (R)	HUD (R)			
	Annual Golf Tourn	SHOP (R)	State (R)						
	Bingo Night	FHLB (R)	County (R)						
2									
					2				
		-			1				

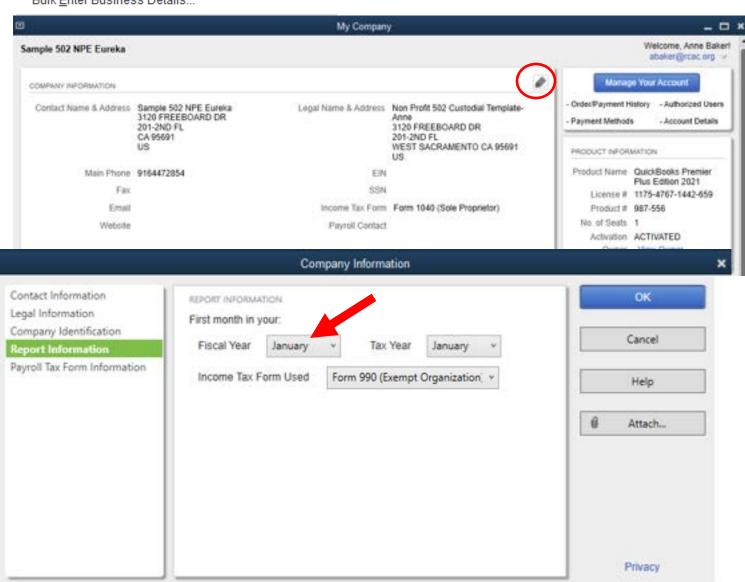
Let's make an awesome set of books!

Use template below as your base

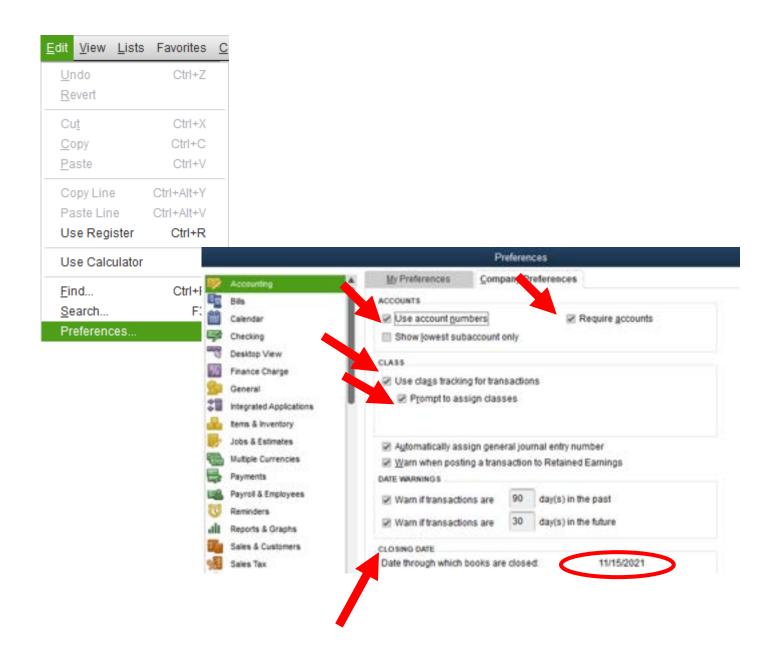
		Your Or	ganization's	Programs	
Ex: Self Help					
	•	Lis	st All Funding Sc	ources	•
			R = Restricte	d	

Setting up 523 Preferences

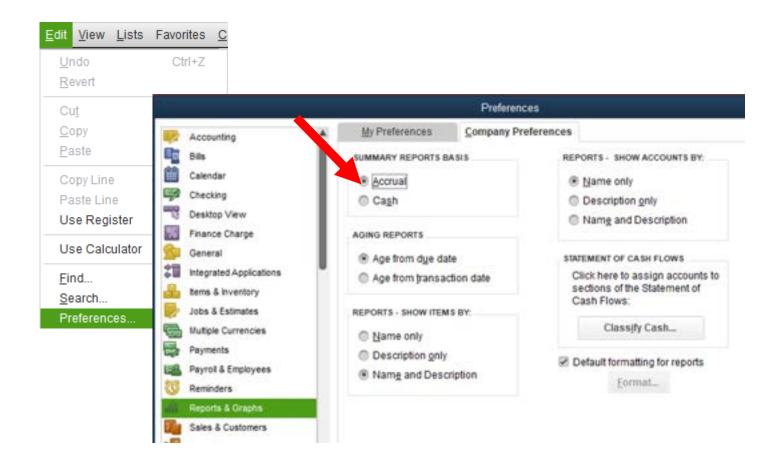




Setting up 523 Preferences



Setting up 523 Preferences



Set Up QB BEFORE Entering Transactions

- Develop your Chart of Accounts
- List of your organization's CLASSES/Programs (What service or product does your organization provide or produce — what does it do?)
- List of your organization's CUSTOMERS:JOBS/Funding Sources:ongoing grants
- Record information on employees in the Employee Center
- Record information on vendors in the Vendor Center
- Set up an Items list that will be used to record receivables for grant revenue, donations, and other fees
- Enter the organization's annual budget to track fiscal year activities and enter the current program budget for USDA RD's 523 Self-Help Housing program (and any other grant funders/restricted funds that you want to track)

1000 Assets (The stuff you own)

1000 – Checking 1011 – Savings 1100 – Invoices Receivable 1200 – Inventory 1300 - Land

2000Liabilities (The money you owe)

2000 – Accounts Payable 2001 – Credit Card Balance 2002 – Property Mortgage 2201 – Vehicle Loan

3000Equity (Your overall worth)

3000 – General Fund 3100 – Grant Funds 3200 – Building Fund

4000

Income (Money you receive)

4000 – Contribution Income 4203 – Grant Income 4005 – Unrestricted Grant Income 4100 – Fee Income

Common Nonprofit Asset Accounts

Cash (checking, savings, and petty cash balances)

Accounts receivable (invoices that you haven't been paid for yet)

Fixed Assets (land, vehicles, property, equipment, etc.)

Other (investments, depreciation, long-term assets, etc.)

Common Non-profit Liability Accounts

Accounts Payable (money you owe vendors or suppliers)

Short-term Debt (credit balances, short-term loan, taxes)

Accrued Liabilities (payroll taxes, wages payable, etc.)

Common Non-profit Equity Accounts

Retained earnings (net income for your organization)

Other equity (owner's equity, stockholders' equity, etc.)

Unrestricted, temporarily restricted, and permanently restricted net assets (nonprofit-specific)

Fund balances (nonprofit-specific)

Common Non-profit Income Accounts

Donations (gifts, special offerings)

Unrestricted Grants (money you've received with limited or no restrictions)

Restricted Grants (money you've received for a specific purpose)

Revenue (received from selling an item or performing a service)

5000+ Expenses (Money you spend)

5000 – Salary & Benefits

5002 – Rent or Mortgage

5100 – Office Supplies

5300 – Fees and Permits 5400 – Marketing

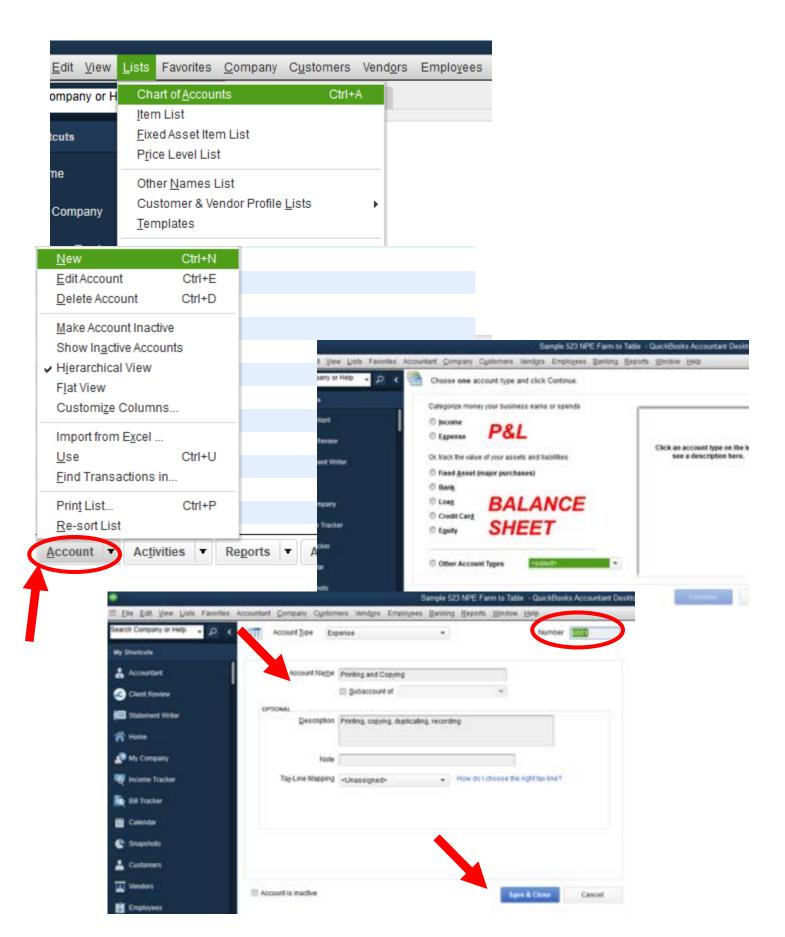
Common Nonprofit Expense Accounts

Everyday expense (office supplies, printing cost, salary, etc.)

Bills (rent, utilities, purchase orders, etc.)

Program expenses (fundraiser supplies, program vendors, etc.)

Other expenses (meals/entertainment, fees, health bills, etc.)





To Subaccount or not to Subaccount?

Critical that you <u>enter data ONLY in the subaccounts</u>; data entered into the primary account reports as "OTHER", essentially making it a *miscellaneous account* on your reports, which is neither clear, nor concise (the opposite of our reporting goal!)

QuickBooks Language Interpretation

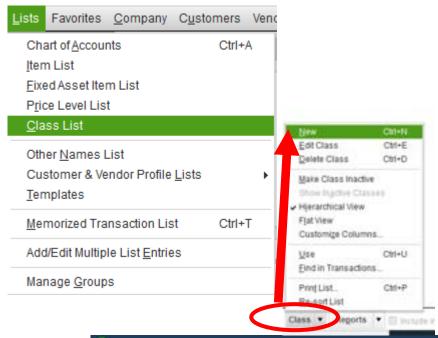
translation [trans lā'ən]

- What we know in "real world" use or terminology
- What we know in accounting, and
- How to tell QB to do that thing we want

REAL NON-PROFIT WORLD	QUICKBOOKS WORLD
PROGRAM	CLASS

Record a **class** for every single transaction to **track your program costs** accurately

Entering Classes





3 report items for IRS form 990

- Management & General
- Fundraising
- Programs

QuickBooks Language Interpretation

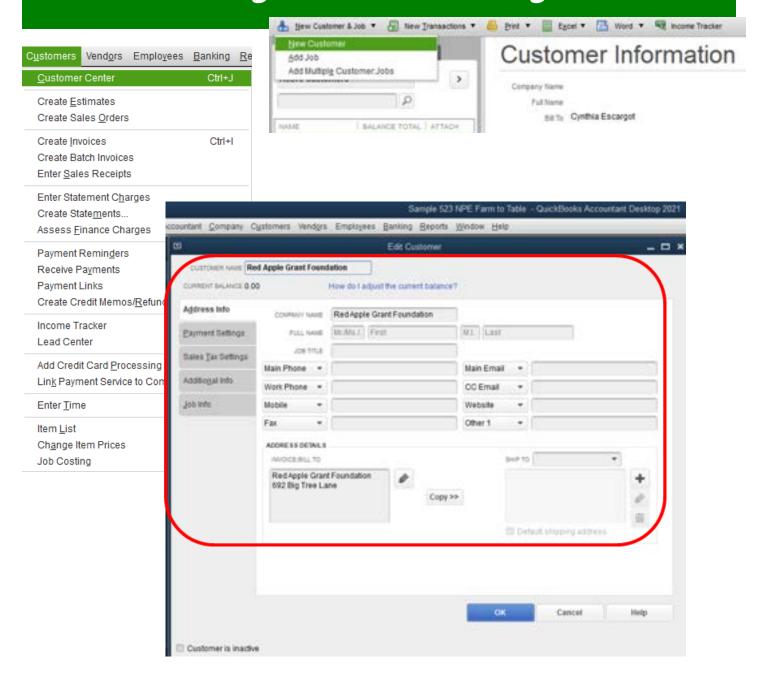
translation [trans lā'ən]

- What we know in "real world" use or terminology
- What we know in accounting, and
- How to tell QB to do that thing we want

REAL NON-PROFIT WORLD	QUICKBOOKS WORLD
GRANT OR FUND SOURCE:	CUSTOMER:
THAT SAME FUNDER ABOVE	JOB

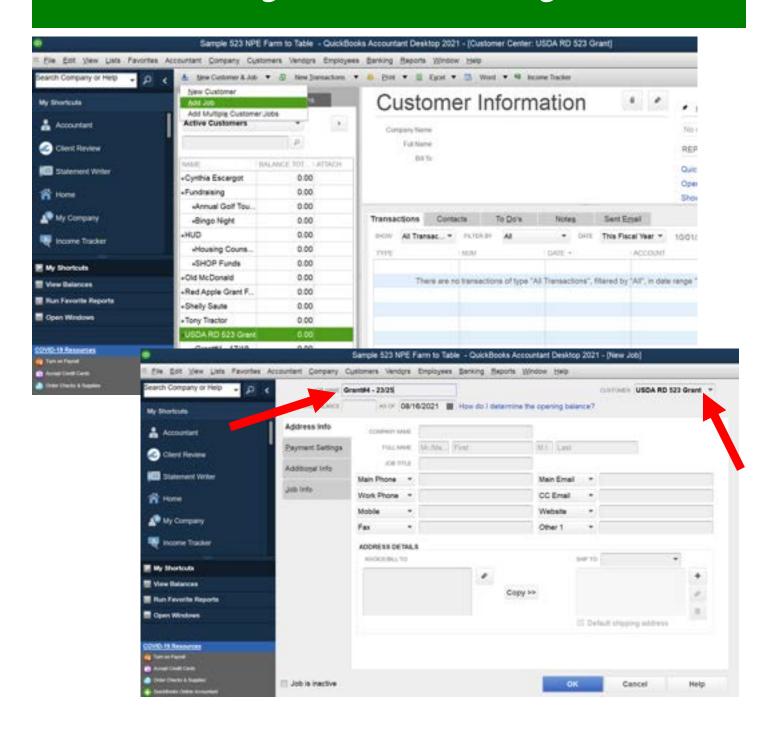
Record a **customer/job** assignment for every **grant funded (or restricted) cost** assignment to **accurately track your grant costs**

Funder Management – Adding Customer

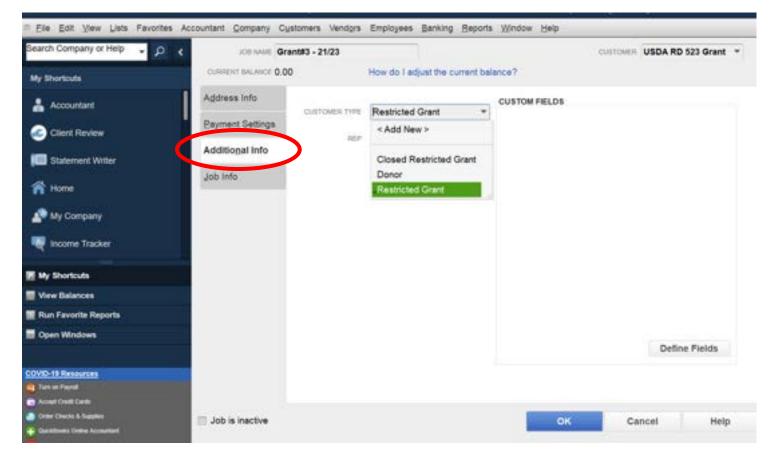


Enter your Grant Funds AND each of your Donors as a Customer and QuickBooks will function as a complete financial database

Funder Management — Adding Jobs



Funder Management — Adding Jobs

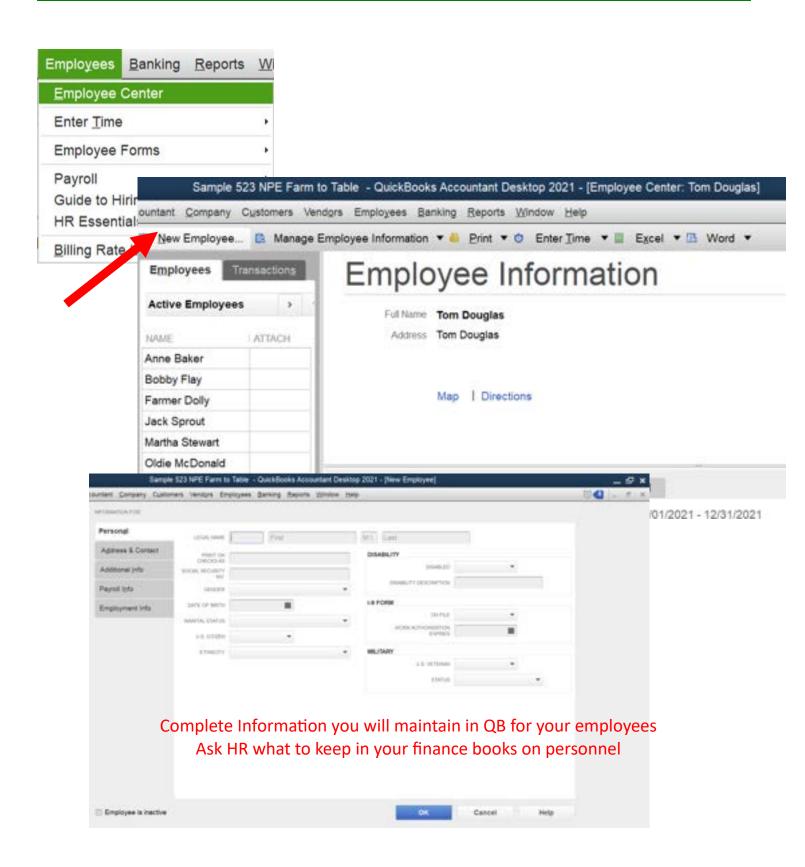


Under the *Additional Info* tab in Customer:Job select CUSTOMER TYPE and create another LIST with these 3 items:

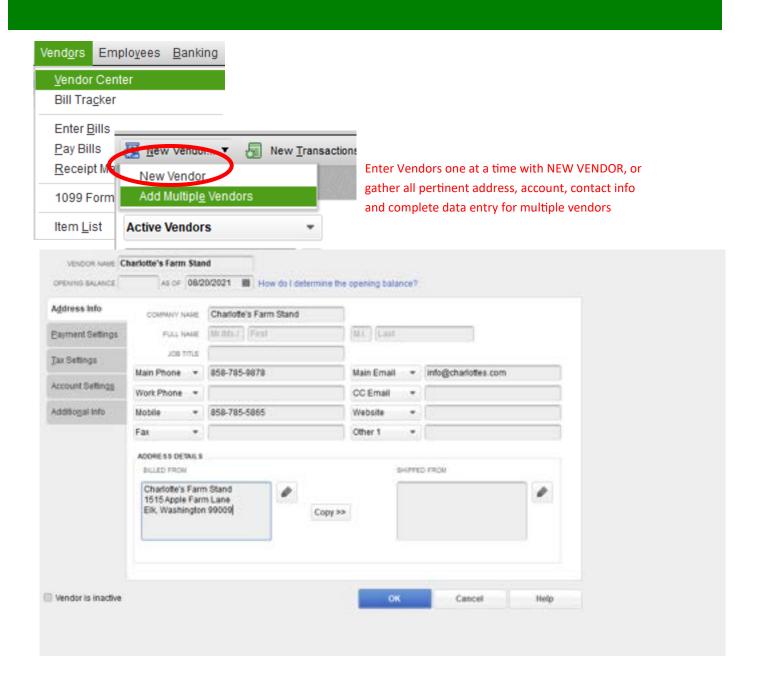
- Restricted Grant
- Closed Restricted Grant
- Donor

This list will ensure category specific information for your reports

Employees



Vendors

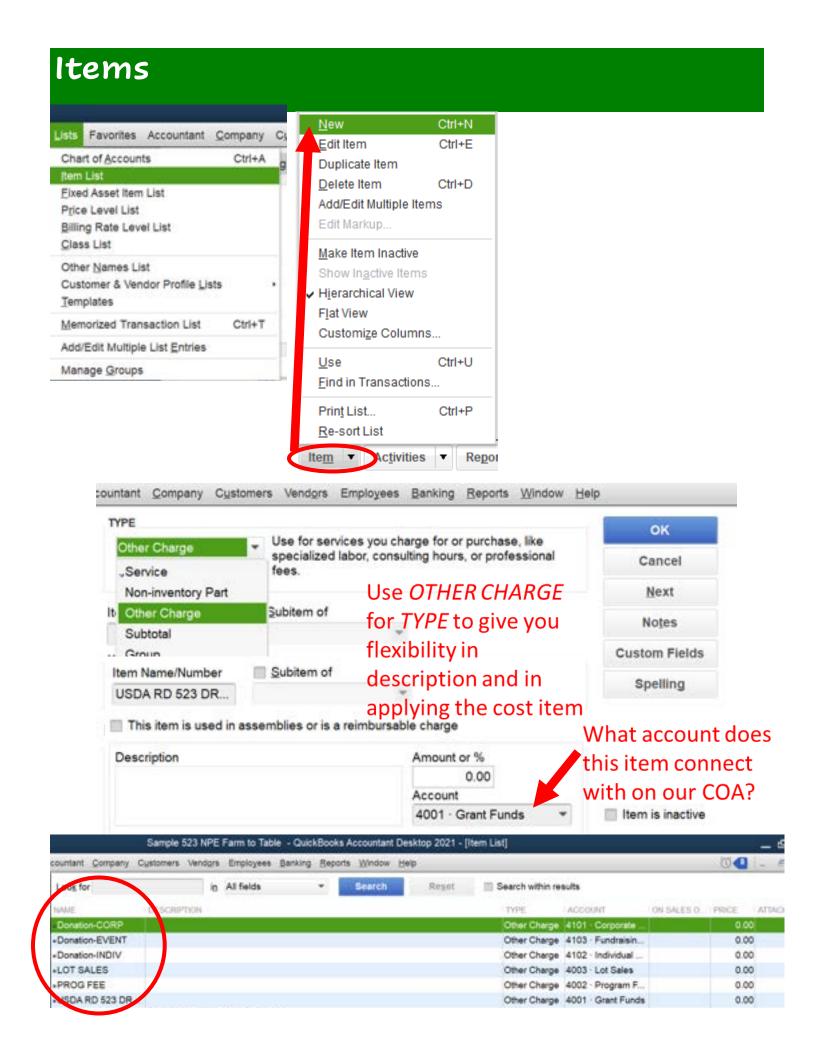


QuickBooks Language Interpretation

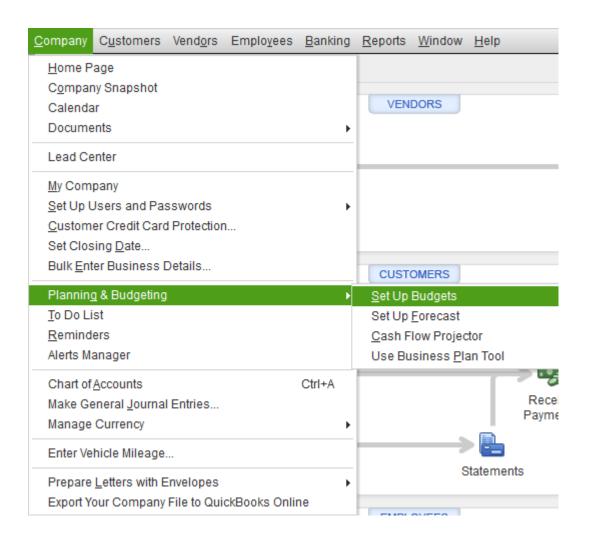
translation [trans lā'ən]

- What we know in "real world" use or terminology
- What we know in accounting, and
- How to tell QB to do that thing we want

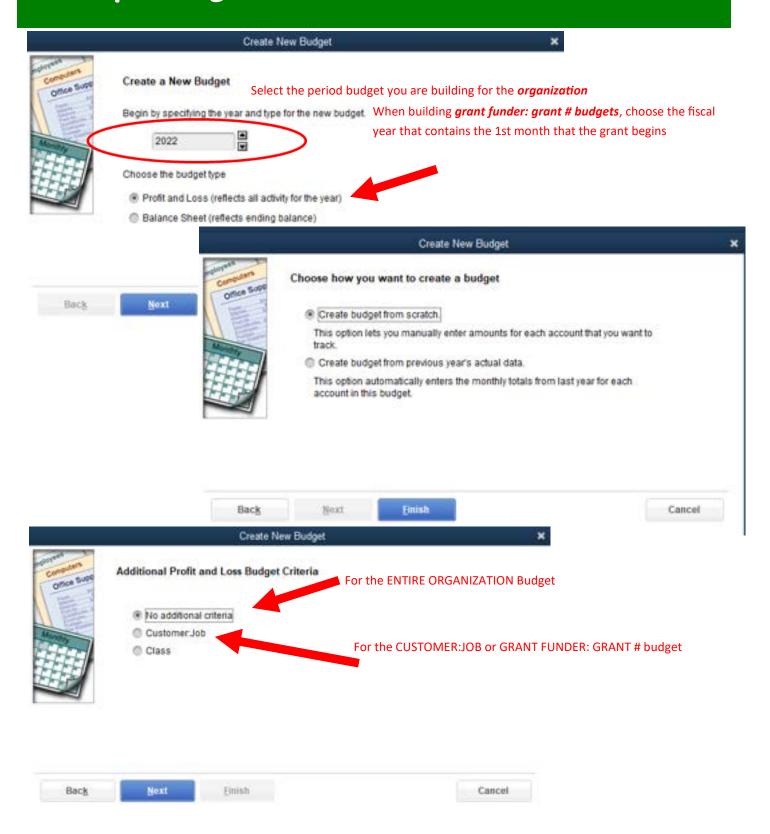
REAL NON-PROFIT WORLD	QUICKBOOKS WORLD
RECEIVABLE	ITEM



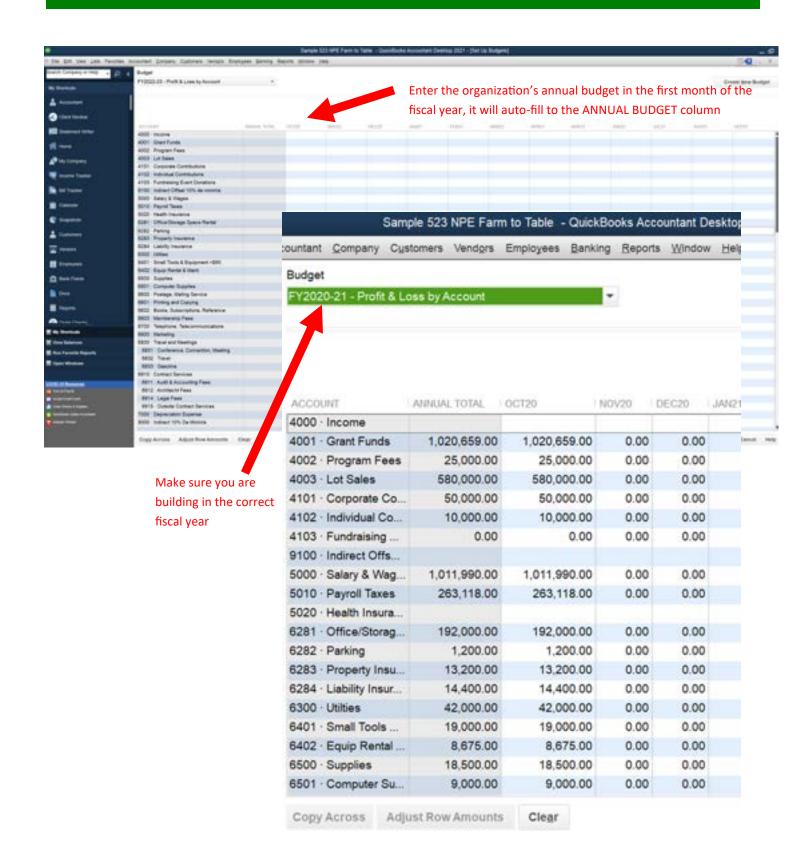
Set Up Budgets



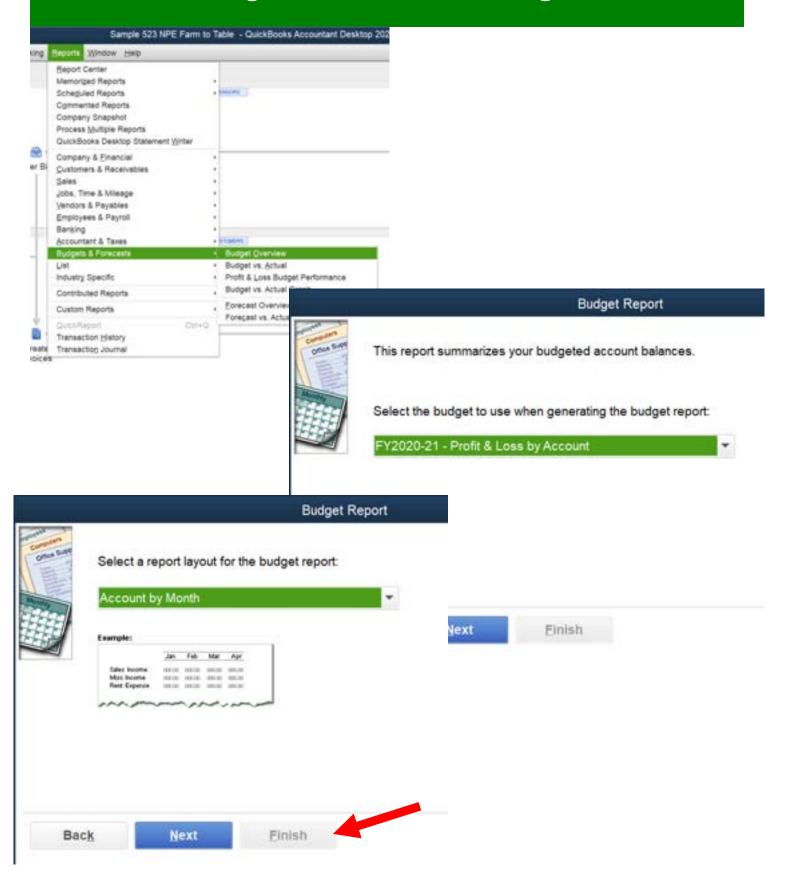
Set Up Budgets



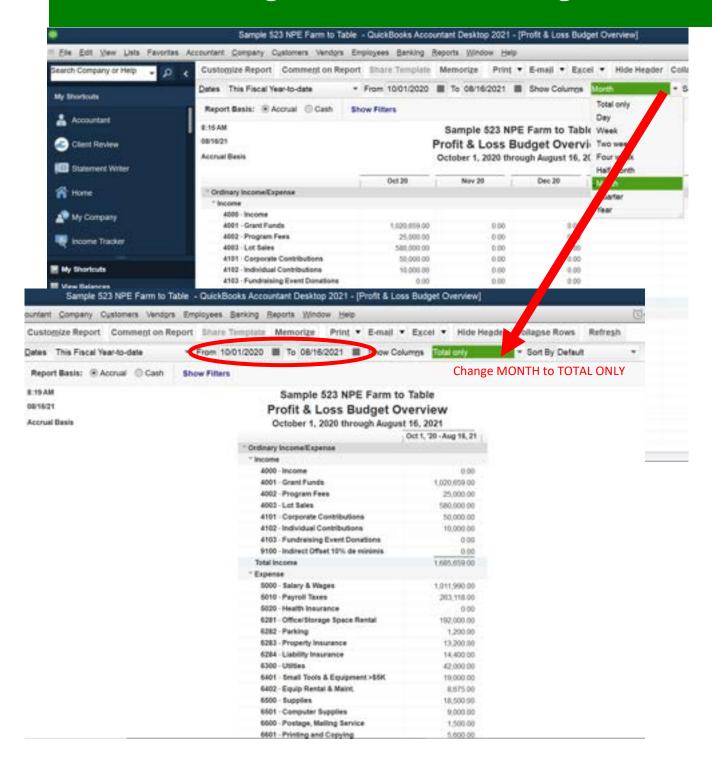
Set Up Budgets—Organization



Run the Budget Overview—Organization



Run the Budget Overview—Organization

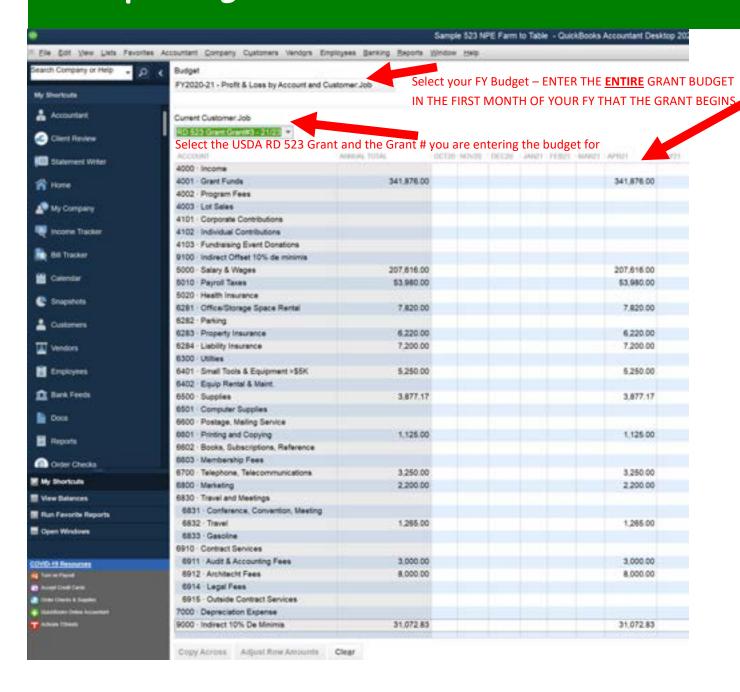


Set Up Budgets—523 Grant

A	A	8	C	D	E	F)	G H	21	J	К.	
				523 SA	MPIF	BUDGET					
				323 JA	IVIII EE I	DODGE					
1		Annual		YR 1 Grant			YR 2 Grant			TOTAL DOOR	
		Gross Wage	N ere	Labor	YR 1 Fringe	YR1 TOTAL	Labor	YR 2 Fringe	YR2 TOTAL	TOTAL PROG COSTS	
	Project Manager	\$50,000.00		\$37,500,00	\$9,750.00	\$47,250.00	\$38,625,00	\$10,042.50	and the second second		
,	Construction Project Manager	\$73,000.00		\$58,400.00	\$15,184.00	\$73,584.00	\$60,152.00	\$15,639.52	At the plant, I want to the part of the last	the same of the last of the la	
	Loan Packager/Housing Counselor	\$45,000.00		\$36,000.00	\$9,360.00	\$45,360.00	\$37,080.00	\$9,640.80			
	Senior Accountant	\$62,000.00		\$46,500.00	\$12,090.00	\$58,590.00	\$47,895.00				
	Admin Assistant	\$53,040.00	The State of the	\$21,216.00	\$5,516.16	\$26,732.16	\$21,852.48	\$5,681.64			
0	Home Solutions Director	\$80,000.00		\$8,000.00	\$2,080.00	\$10,080.00	\$8,240.00	\$2,142.40			
1		X2.31.		2007110.00							
2									Total Wage	\$421,460.48	
3									Total Fringe	\$109,579.72	
4		\$363,040.00		\$207,616.00	\$53,980.16	\$261,596.16	\$213,844.48	\$55,599.56	\$269,444.04	\$531,040.20	
5				3000	10 10	17		Track and		2000	
6	SF424A - 2 YR GRANT TOTAL BUDGE	Γ.									
7	Personnel	\$421,460.48								TOTAL PROG	
8	Fringe	\$109,579.72						YR1	YR2	COSTS	
9	Travel	\$2,530.00	-				Travel	\$1,265.00	\$1,265.00	\$2,530.00	
0	Equipment	\$10,500.00	no copie	alized equipment			Equipment	\$5,250.00	\$5,250.00	\$10,500.00	
1	Supplies	\$7,754.34					Supplies	\$3,877.17	\$3,877.17	\$7,754.34	
2	Contractual	\$8,000.00				Contractua	d (Architecht)	\$8,000.00	And the second s	The second second second	
3	Other	\$61,630.00					Rent/Utilities	\$7,800.00	Della control	- F. C.	
4	5 330 5						Marketing	\$2,200.00			
5	Total Direct Costs						Insurance	\$13,440.00	The state of the state of		
6	less capitalized equipment	\$0.00		YR1			Audit	\$3,000.00		3 3 3 3 3 3 3 3 4 1 3 4 7 E	
7	Modified Total Direct Costs	\$621,454.54		\$341,876.06		Cor	mmunications	\$3,250.00		C. C	
8		20200000	QTR				Printing	\$1,125.00			
9	10% de minimis Indirect	\$62,145.45	-	YR 2				\$49,207.17	\$41,207.17	\$90,414.34	
0	Total Program Costs	5683,600.00	100	\$341,723.94							
1					Hee	your 523 BU	DCET from	vour appli	cation to a	ator ling itor	~

into QuickBooks budgets, leave any account blank that is not in your budget (do not enter zeros)

Set Up Budgets-523 Grant



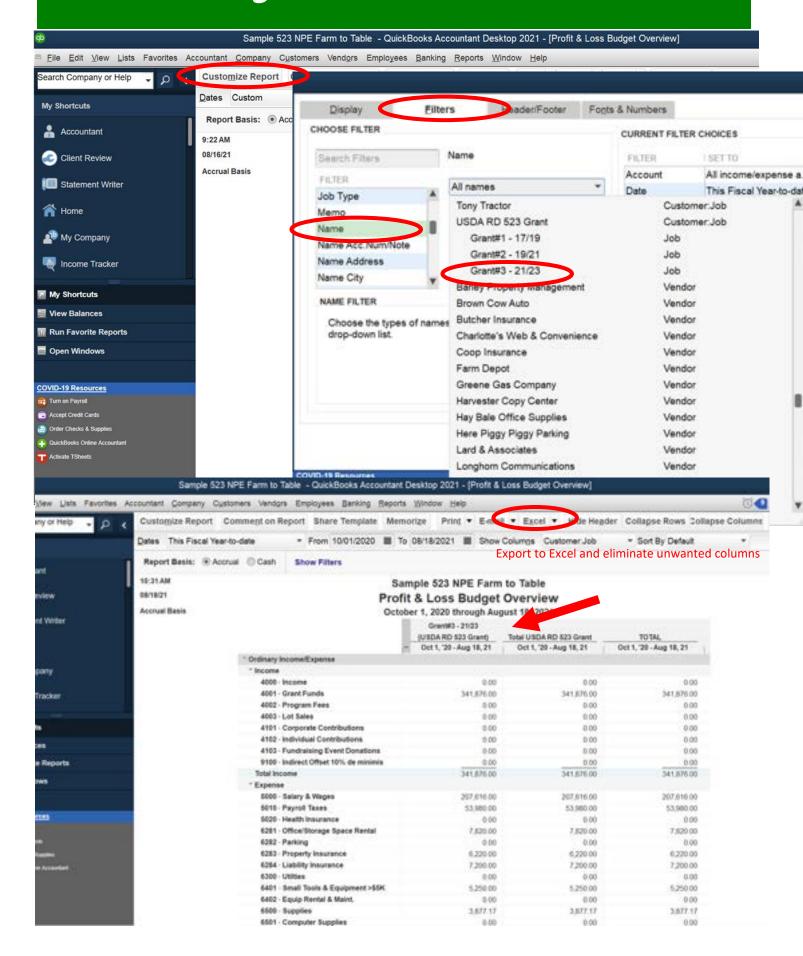
Run the Budget Overview-523 Grant Sample 523 NPE Farm to Table - QuickBooks Accountant Desktop 202 sing Reports Window Help Report Center Memoriped Reports · Decem Scheguled Reports Commented Reports Company Snapshot Process Multiple Reports QuickBooks Desktop Statement Writer Company & Financial er Bi Qustomers & Receivables Sales Jobs, Time & Mileage Vendors & Payables Employees & Payroll Banking Accountant & Taxes Budget vs. Actual Profit & Loss Budget **Budget Report** Budget vs. Actual Gra Contributed Reports **Ecrecast Overview Custom Reports** Forecast vs. Actual This report summarizes your budgeted account balances. Transaction History Transaction Journal Select the budget to use when generating the budget report: Budg FY2020-21 - Profit & Loss by Account and Customer. Job Office Supp Select a report layout for the budget rep Account by Customer.Job Example: Cust 1 Cust 2 Cust 3 Sales Income Misc Income 00000 000.00 0000.001 Rent Expense 2000.000 mm 1000.00 Back Next Finish

Next

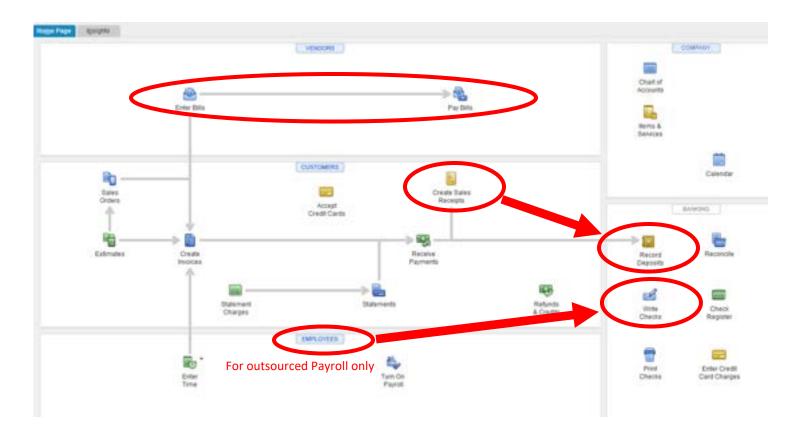
Back

Einish

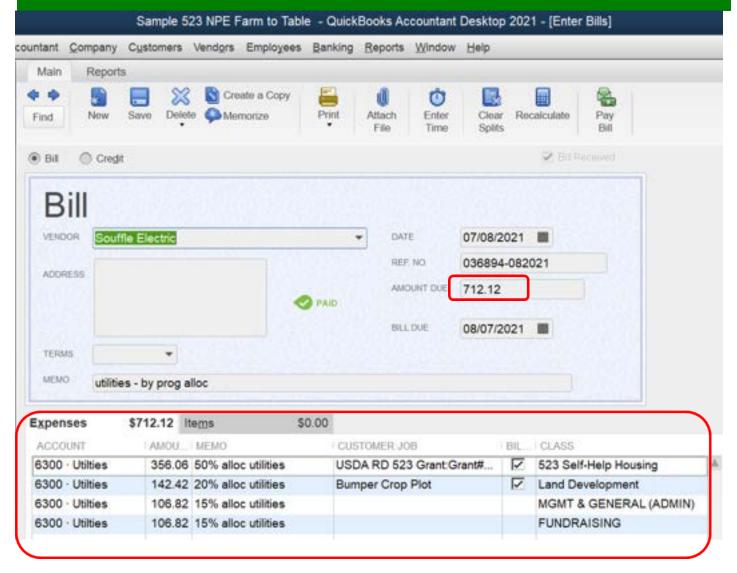
Run the Budget Overview-523 Grant



Study the QB Map, Then Enter Transactions



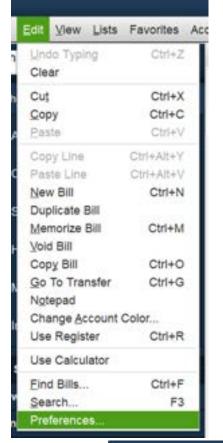
Paying Vendors



Allocate and record CLASS or PROGRAM for every entry; record CUSTOMER:JOB for every restricted FUND SOURCE:GRANT# that you are charging to

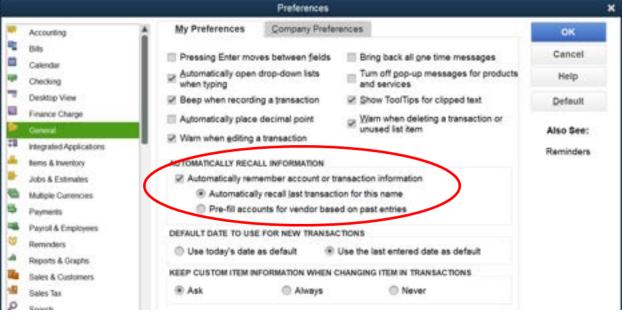


Paying Vendors



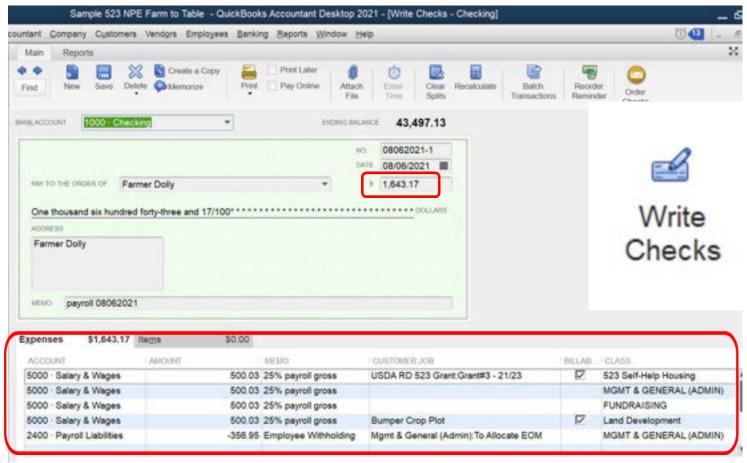


Set this preference to duplicate or recall the last transaction (record your allocations in the memo field)

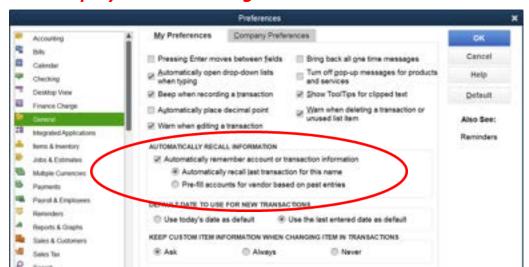


Paying Employees

This method is for OUTSOURCED PAYROLL for which you receive a report of employee gross and withholdings; record the details in QB by creating a "CHECK"

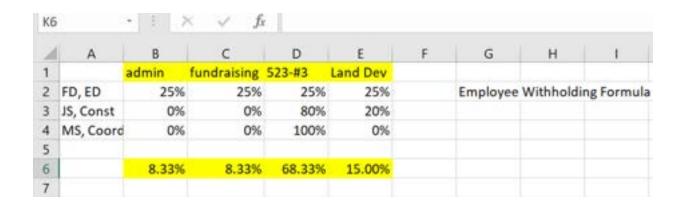


Record the *Gross Pay* and allocate that to the CLASS or PROGRAM for every payroll entry; record CUSTOMER:JOB for every restricted FUND SOURCE:GRANT# that the payroll is charged to; and create a CUSTOMER:JOB temporary placeholder account called ADMIN:To Allocate @ EOM and assign all *Employee Withholding* to that CUSTOMER:JOB.



Set the Automatic Recall preference for payroll too; note allocations in the memo area for future checks

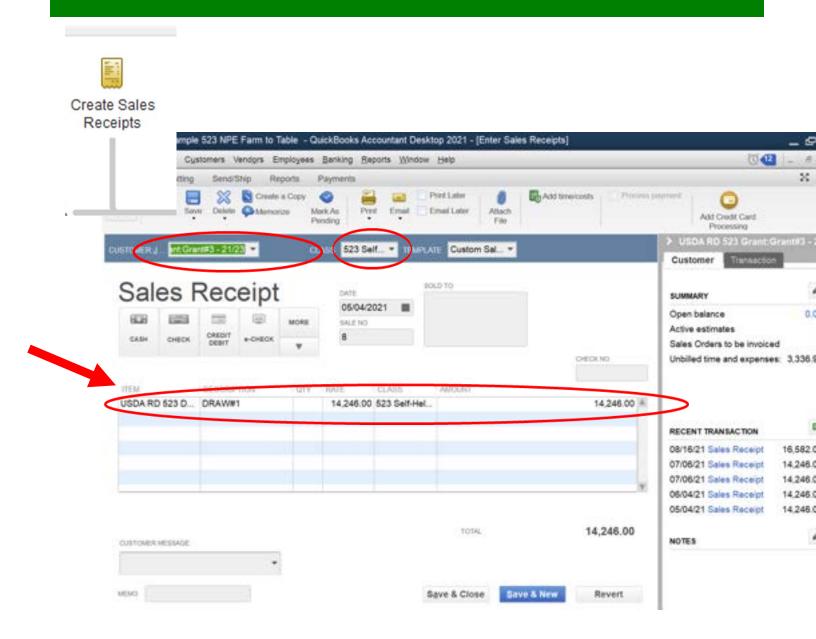
Paying Employees



While wrapping up your monthly books, review the reserved placeholder account ADMIN:To Allocate @ EOM; prepare a single check for "all employee allocation" to assign the appropriate % to the entire liability amount for employee withholding by CLASS and CUSTOMER:JOB

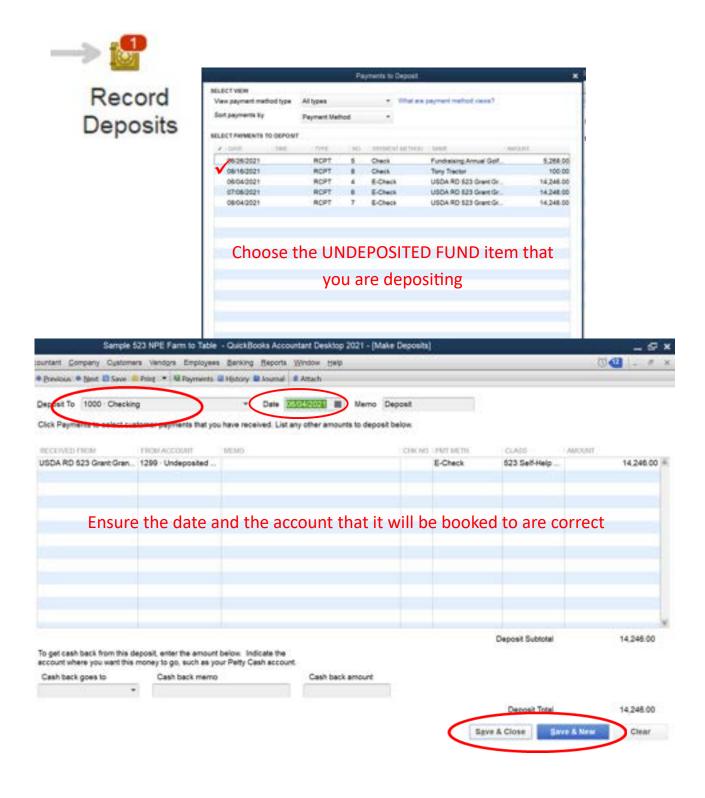


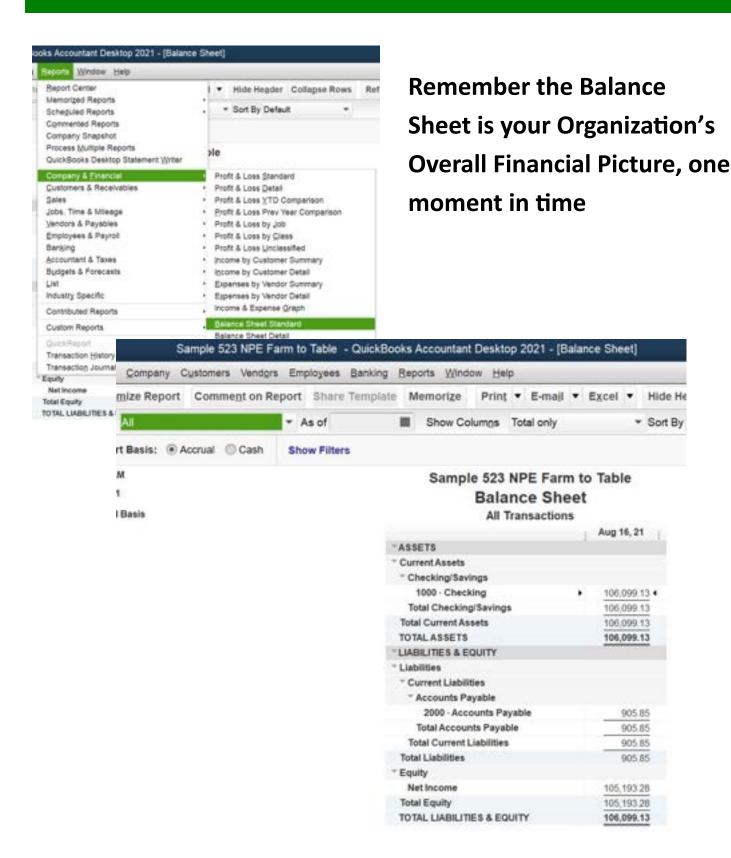
Cost Reimbursement Draws

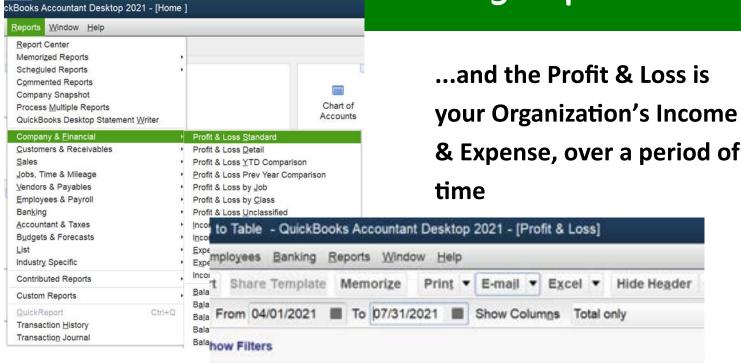


In the Sales Receipt, record the CLASS and the CUSTOMER:JOB assignment for the revenue you are "billing"; choose the ITEM you created to point the receivable revenue to in your Chart of Accounts

Cost Reimbursement Draws



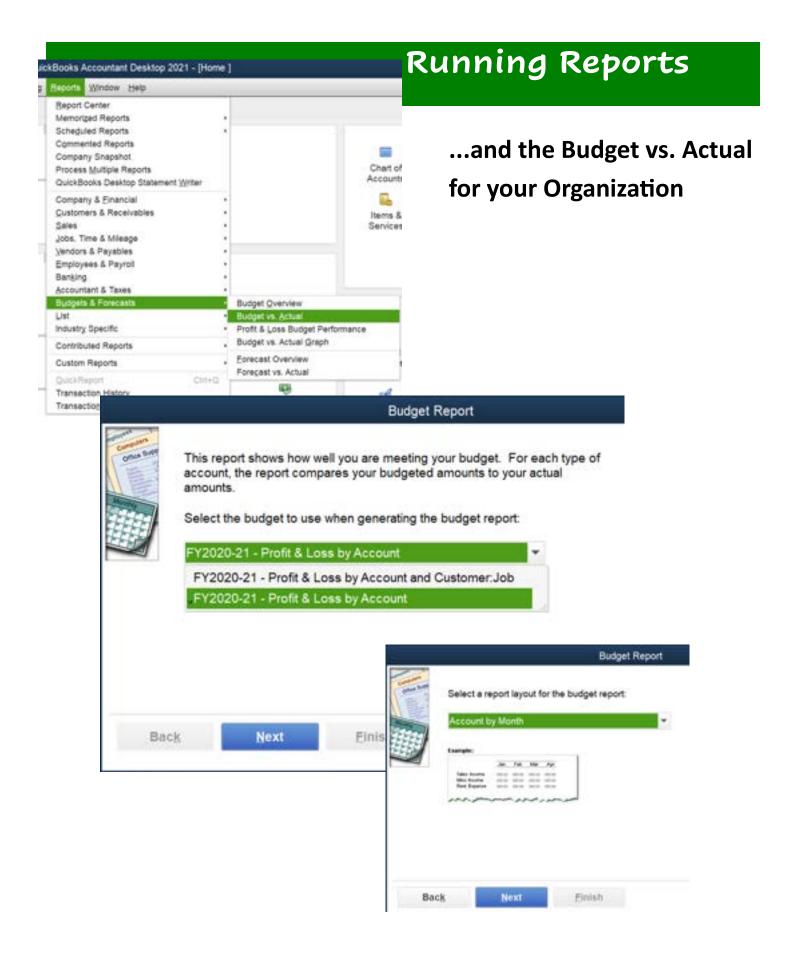




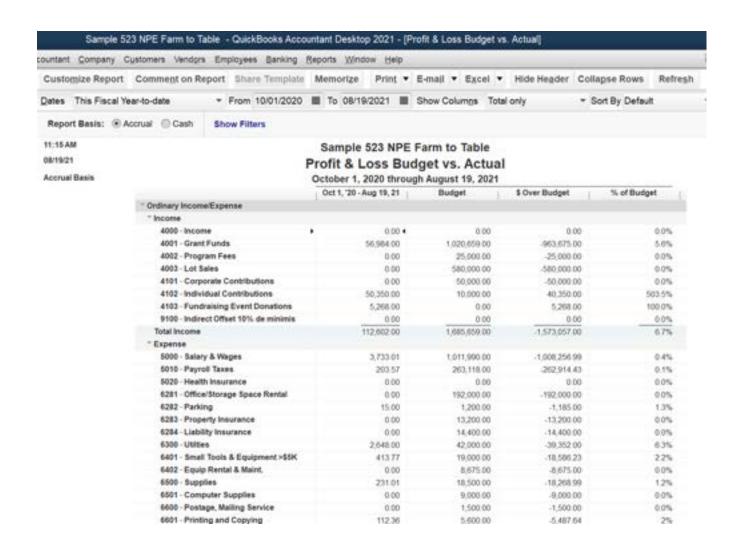
Sample 523 NPE Farm to Table Profit & Loss

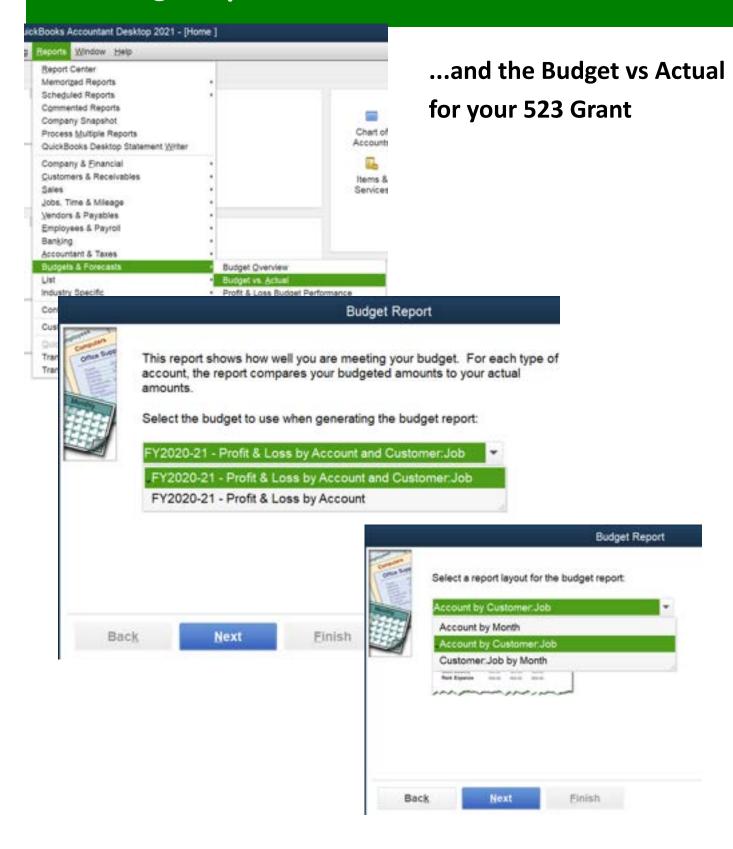
April through July 2021



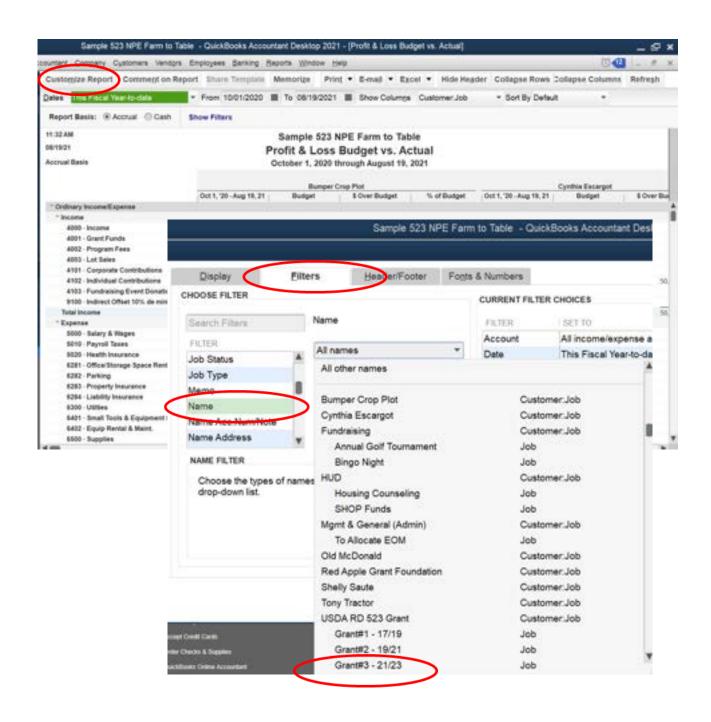


...and the Budget vs. Actual for your Organization



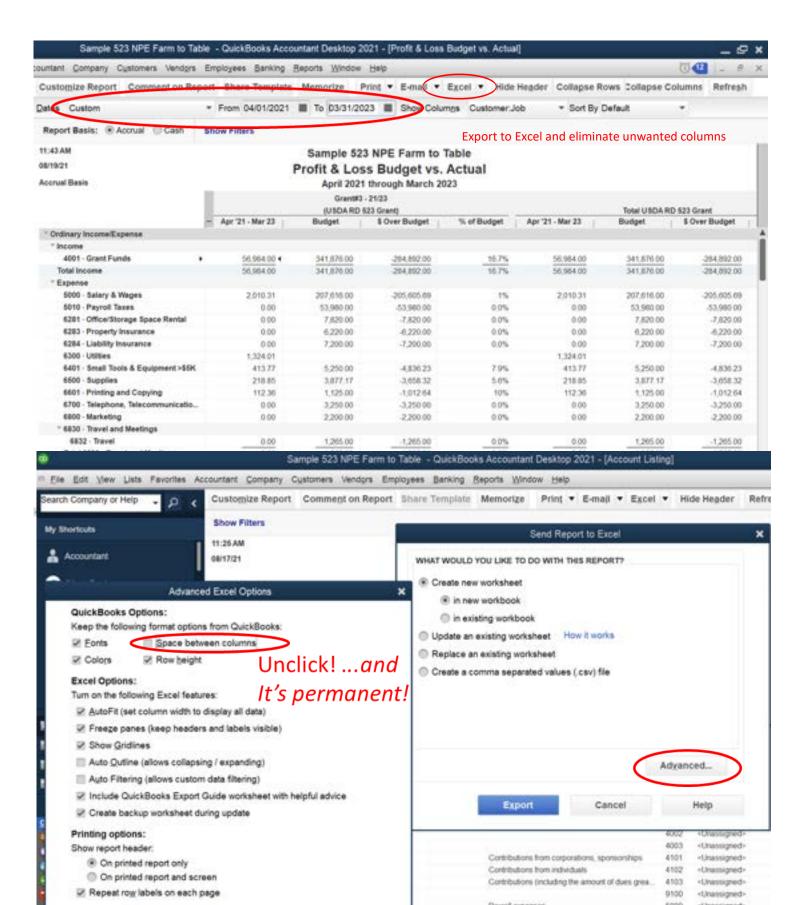


...almost there... Budget vs Actual 523 Grant



Running Reports THE BVA

...customize the date to the full range of grant



502 Books

Notes	

Gathering Documents & Meeting with Team





Master Jedi Tip:

Order the 502 Family Checks in different starting check numbers to make sure each family's information is distinct and easy to research and find.

Reminder:

Don't forget to order checks!

What should you gather?

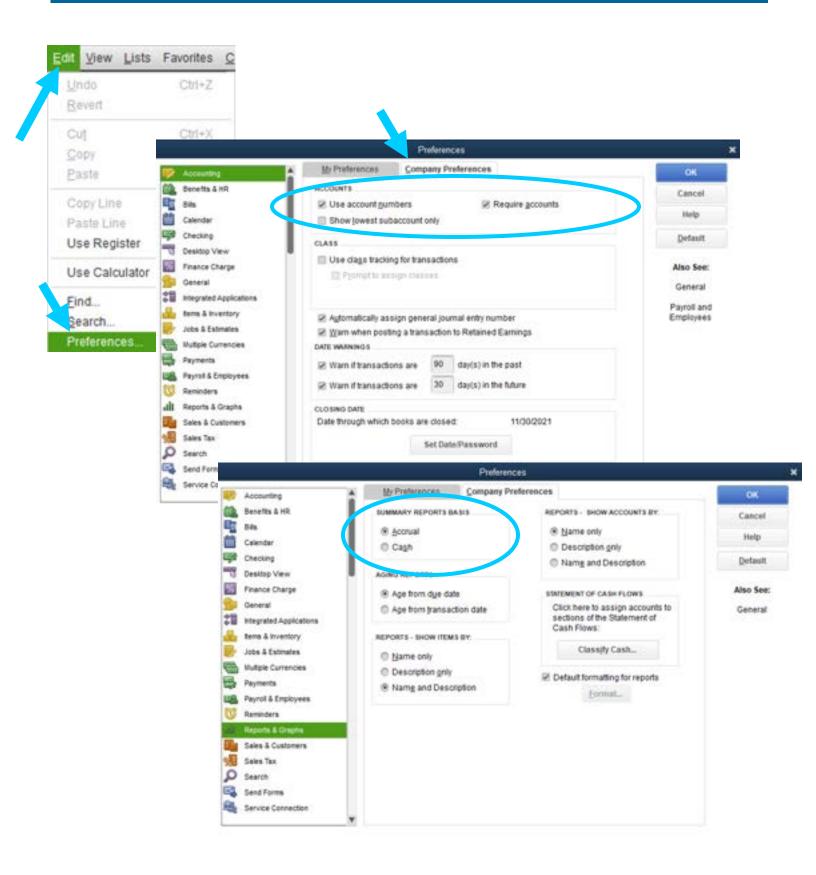
- Family Construction Budgets
- Family Closing Documents
- Vendor List with contact info and Tax ID numbers

Team Questionnaire and Discussion Topics:

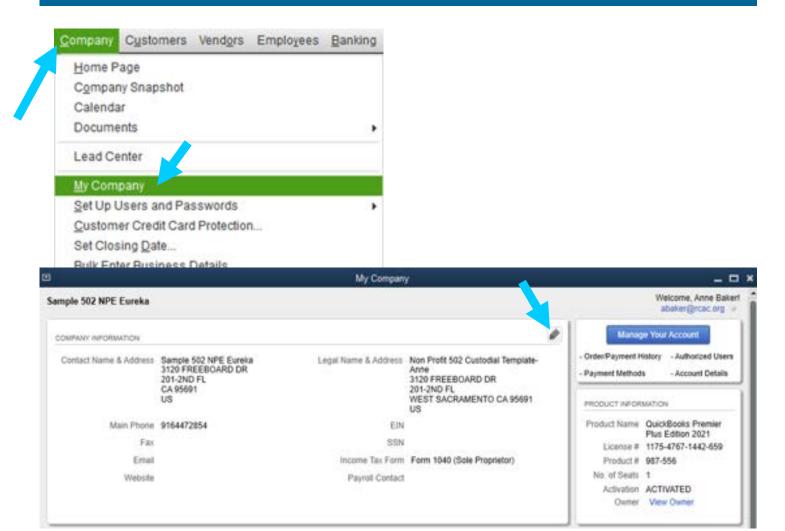
- Will you be using POs?
- Will you be using a specific naming
- What do you want your Memo lines to include?
- What are you going to use for Reference Numbers?
- Are there additional vendors that might need to be used that aren't listed on the Family Construction Budgets?

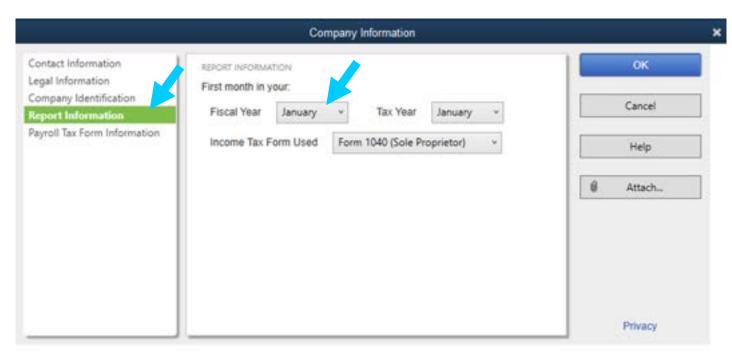
Can you think of other discussion topics that would be helpful?

Setting 502 Preferences

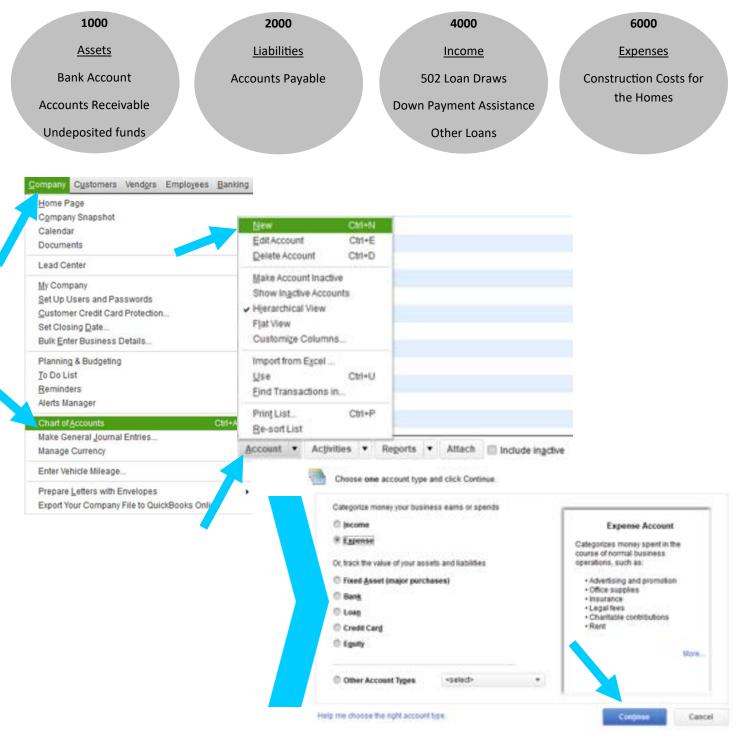


Setting 502 Preferences



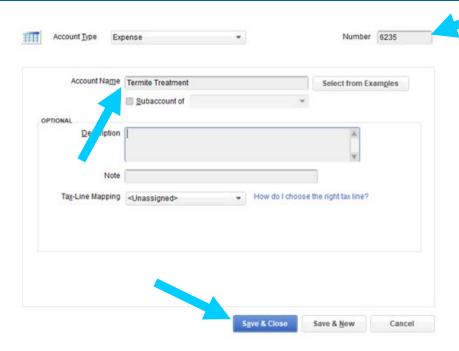


Setting up the 502 Chart of Accounts



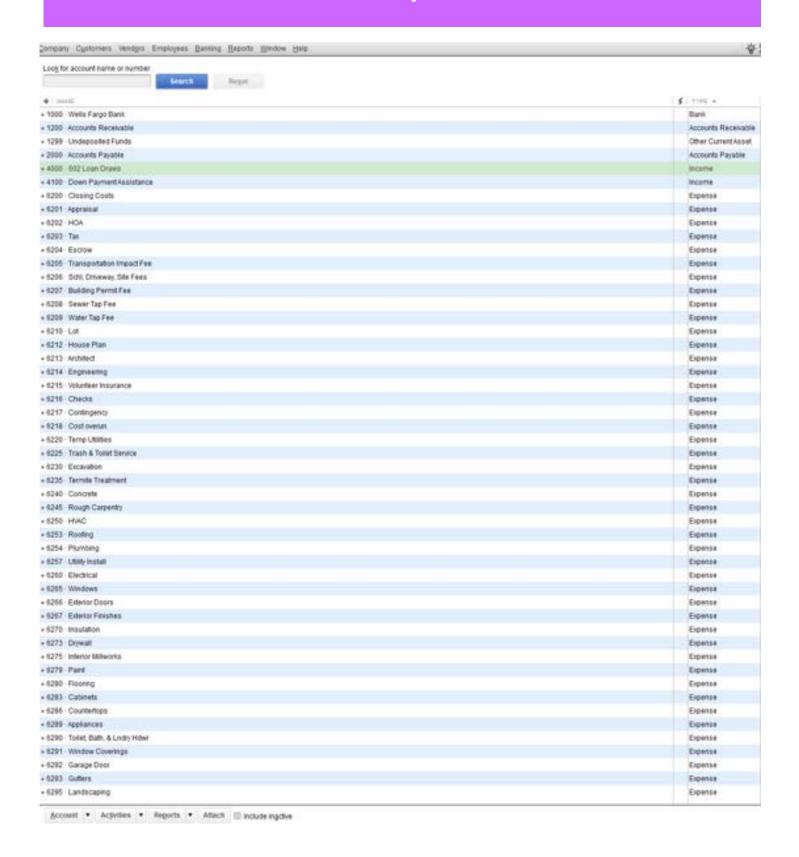
Choose the appropriate Category for your line item

Setting up the 502 Chart of Accounts

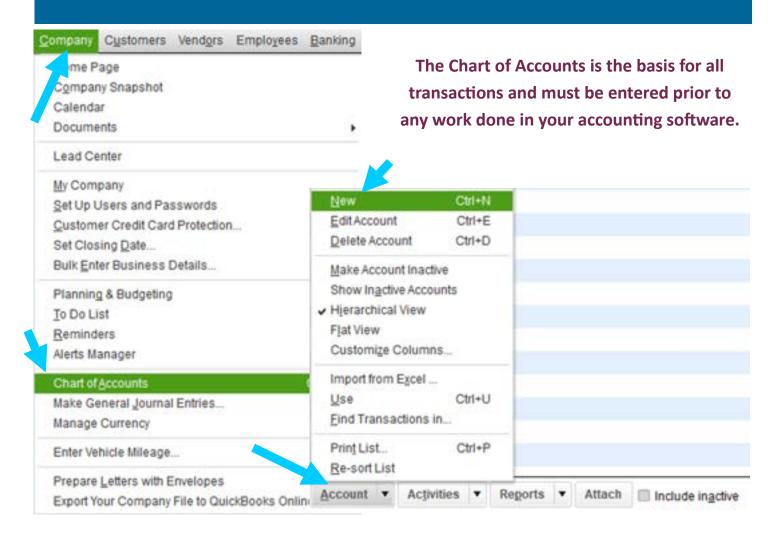


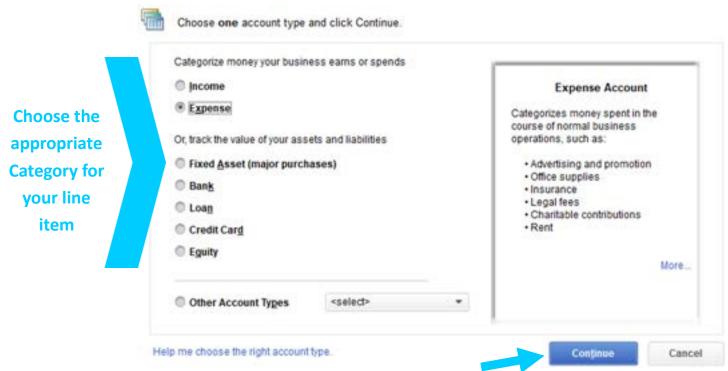
Don't forget to enter a line item for everything on your family budget (Expenses), as well as your Income(s), Liabilities and Assets.

Chart of Accounts Sample

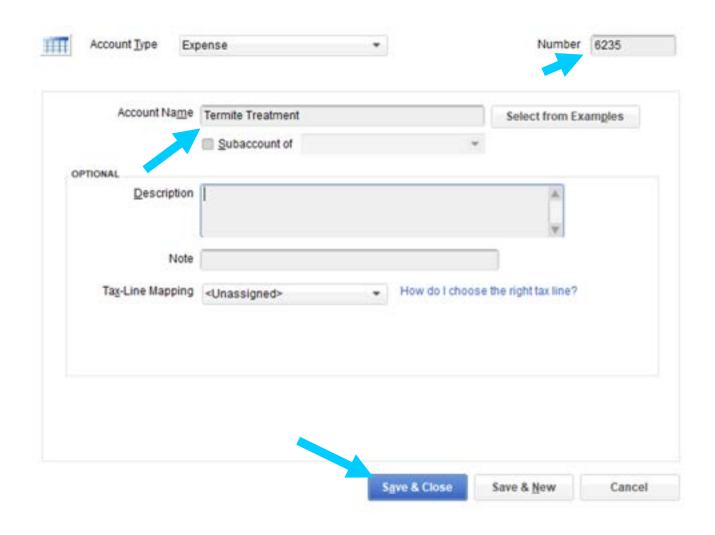


Setting up the 502 Chart of Accounts





Setting up the 502 Chart of Accounts



Don't forget to enter a line item for everything on your family budget (Expenses), as well as your Income(s), Liabilities and Assets.

Customers & Jobs-Definition for 502

Group =

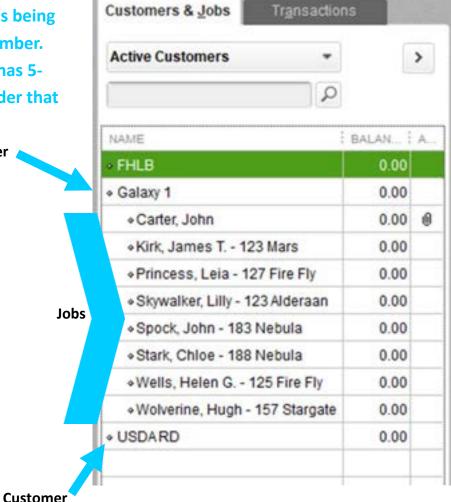
Funding Source =

Family/Home =

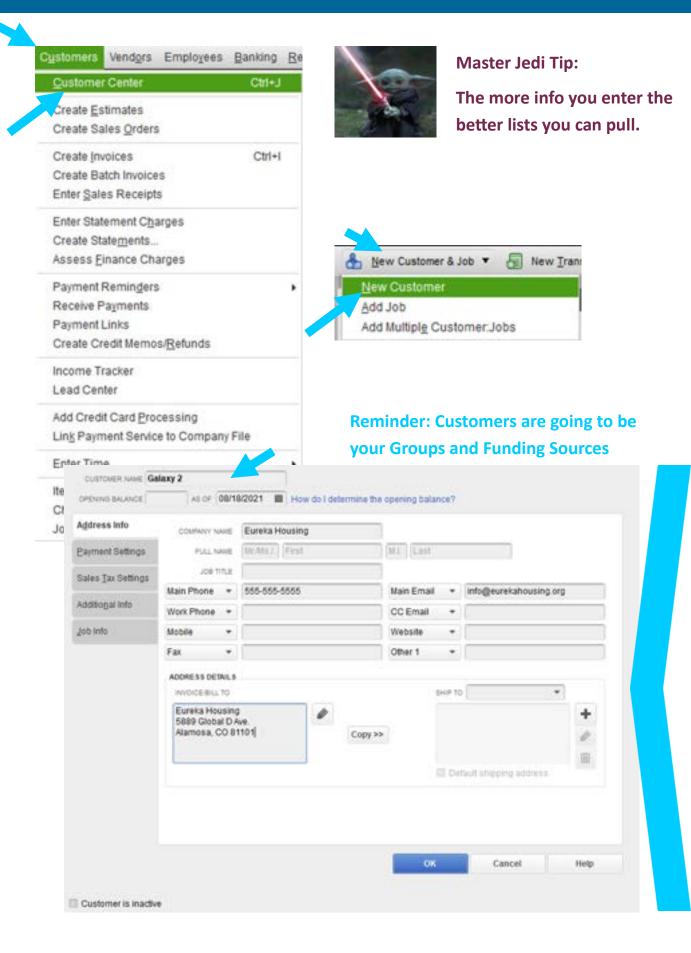
Example:

Each build group has 5-10 homes being built under one group name/number.
That is equal to each Customer has 5-10 homes/families within or under that build group.

Customer



Setting up 502 Customers



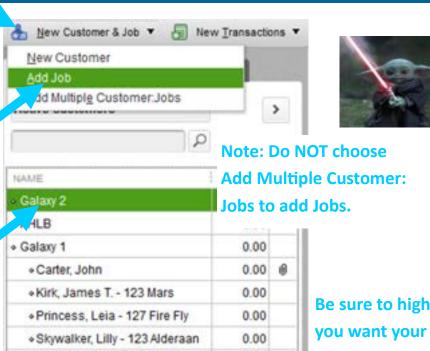
Setting up 502 Jobs

. Spock, John - 183 Nebula

. Stark, Chloe - 188 Nebula

+Wells, Helen G. - 125 Fire Fly

. Wolverine, Hugh - 157 Stargate



0.00

0.00

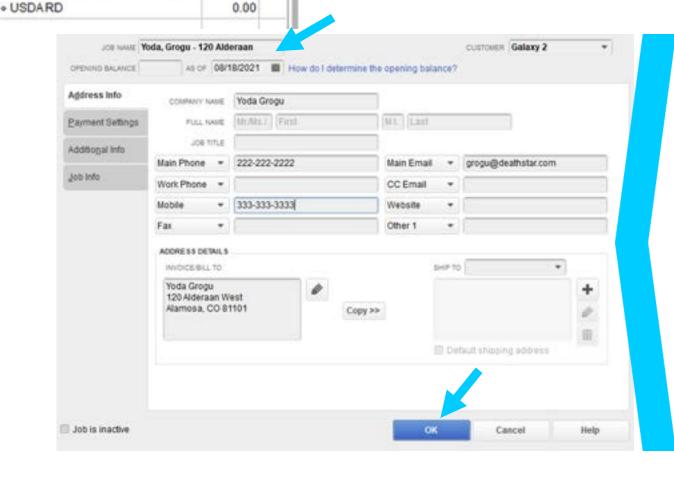
0.00

0.00

Master Jedi Tips:

- The more info you enter the better lists you can pull.
- Including the name and maybe the address in the Job Name can make it easier to reference the job.

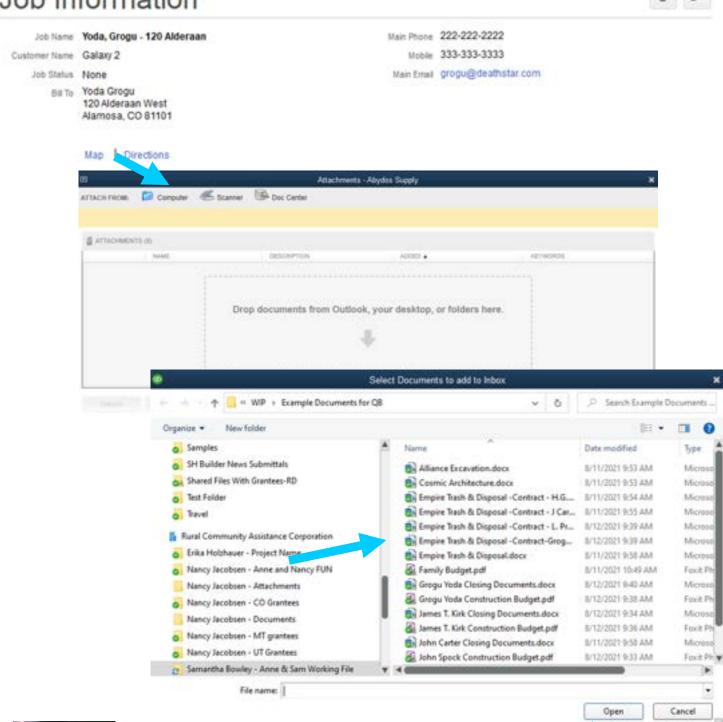
Be sure to highlight the Customer that you want your Job to be created under before adding the Job.



Attaching Documents to Jobs

Job Information







Master Jedi Tip:

Attach contracts and any other vendor documentation for ease of access.

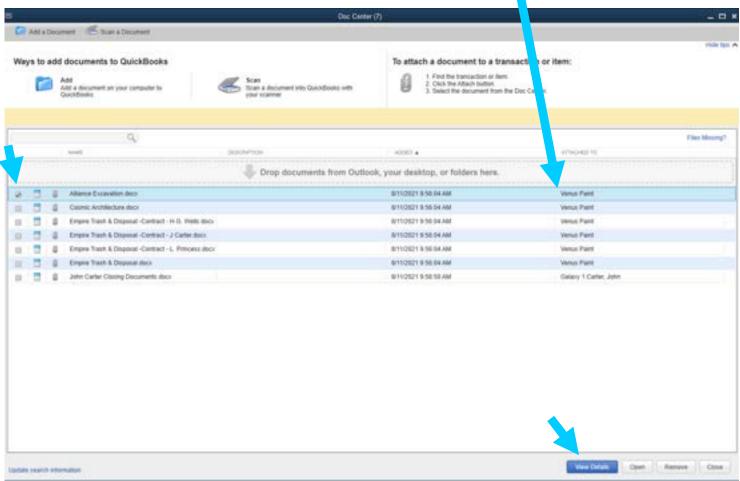
Viewing All Documents



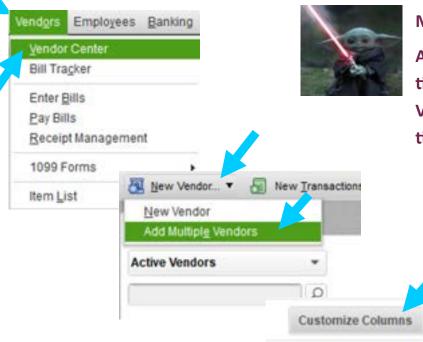


Master Jedi Class

Where the document is attached



Setting Up Vendors

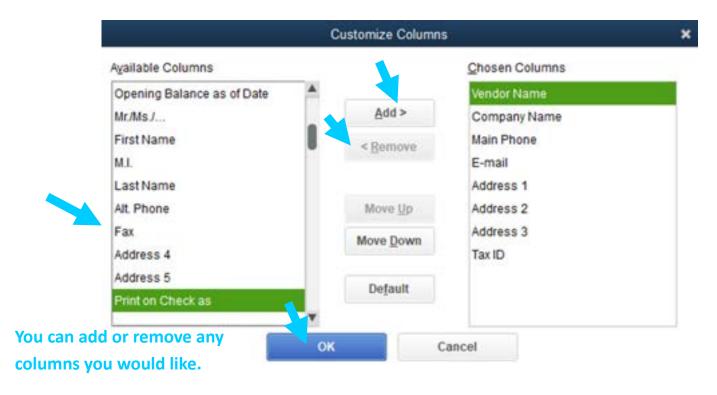


Master Jedi Tip:

Add all Vendors at the same time by choosing Add Multiple Vendors to save data entry time.

Customize the columns to only show the columns you need to enter information into. Pay attention to the information that comes up in the Address 1, 2 & 3 and make sure you have the ones you need in the columns.





Setting Up Vendors



Master Jedi Tip:

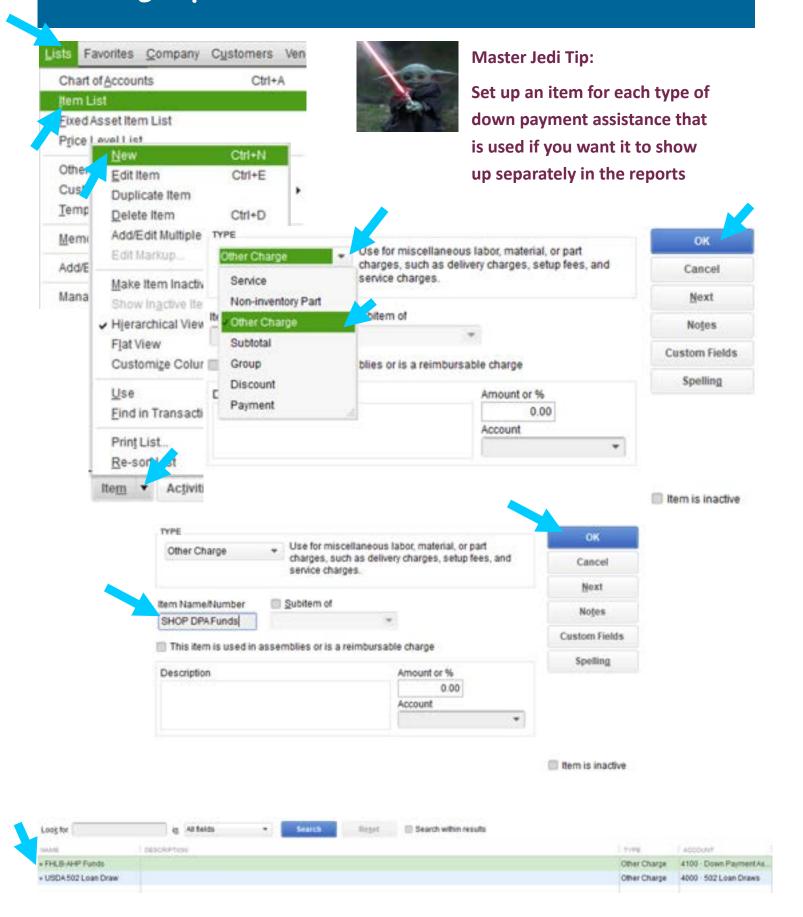
Tab through each field to enter your data for each Vendor to save data entry time.



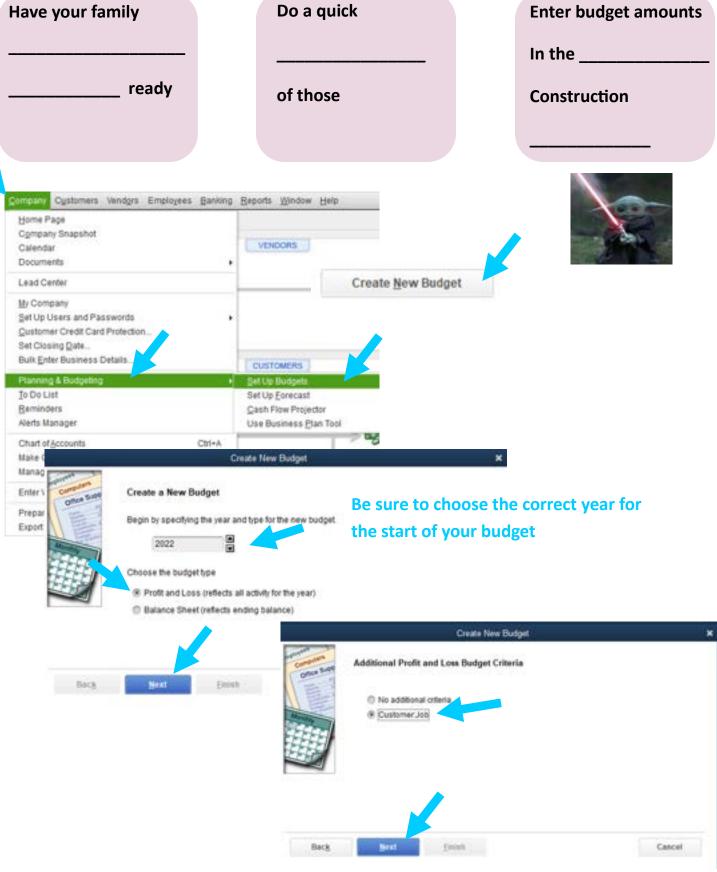


Tab through each field from line to line to quickly enter all information in for each vendor.

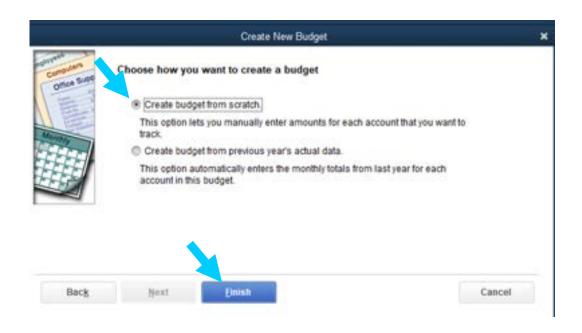
Setting Up Item(s)

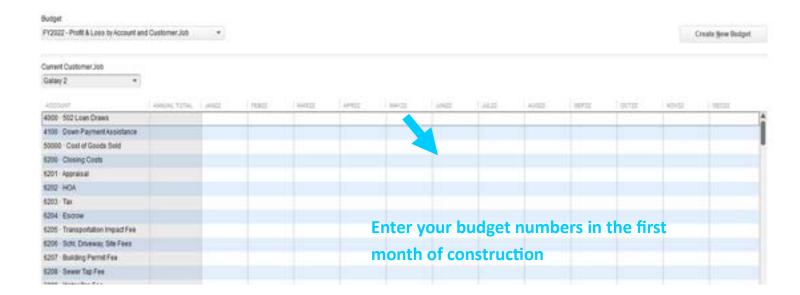


Entering Budgets



Entering Budgets





Family Construction Budget Sample Page 1

House Plan: SQ Ft:

Bedrooms: Bathrooms:

Bearoon	edrooms: Bathrooms:								
G/L Code	Construction Category	Est. C	ost	Vendor/Contractor	Description/Notes				
	•								
	Pre-Construction & Admin Ex	nence							
	Tre-construction & Admin Ex	penses							
	Loan Expenses								
	Closing Costs	\$ 1.	500.00						
	Appraisa I		200.00						
	HOA		230.04						
	Tax	\$	108.00						
	Escrow	\$ 1,	,299.96						
	Permitting Fees		DDD DD						
	Transportation Impact Fee			Town of Galaxy					
	School Land Dedication Fe Driveway Permit Fee			Town of Galaxy Town of Galaxy					
	Site Plan Review Fee			Town of Galaxy					
	Building Permit Fee			Town of Galaxy					
	Sewer Tap Fee			Town of Galaxy					
	Water Tap Fee	\$ 7.	500.00	Town of Galaxy					
				,					
	Lot Purchase Price			Organization					
	House Plan	\$	650.04	Organization					
	Architect Expenses			Engineer/Architect					
	Engineering Expenses			Engineer/Architect					
	Volunteer Insurance	\$		Organization					
	Computer Checks	\$		Organization					
	Contingency Cost Overrun		000.000						
	Cost Overrun	Φ 2,	000.00						
	Ctti								
	Construction Expenses								
	Temporary Utilities								
	Electricity & Gas	\$ 1.	400.00	Vulcan Electric					
	Water			Town of Galaxy					
	Sewer			Town of Galaxy					
		*		Territor Colony					
	Trash & Toilet Service								
	Trash Service	\$	400.20	Empire Trash & Disposal					
	Toilet Service	\$	400.20	Empire Trash & Disposal					
	Excavation								
	Excavation			Alliance Excavation Services					
	Trenching	\$		Alliance Excavation Services					
	Compection	\$		Alliance Excavation Services					
	Backfill Final Grade	\$ \$ 2,		Alliance Excavation Services Alliance Excavation Services					
	Other			Chulak Earthworks Supply					
	31121	* -	,000.00	анали саннисть варру					
	Termite Treatment	\$	499.92	Jedi Pest Control					
	Concrete								
	Footing	\$	-						
	Foundation			Alliance Excavation Services					
	Garage	\$ 3,		Alliance Excavation Services					
	Driveway			Alliance Excavation Services					
	Flatwork			Alliance Excavation Services					
	Other	\$	-						
	Rough Carpentry								
	Framing Labor	\$ 7.	200.00	Eureka Housing Development					
	Floor	\$	-	Later the assing beveropment					
	Walls		200.00	Abydos Supply					
	Roof			Abydos Supply					
	Soffit & Fascia			Abydos Supply					
	Other	\$	-						
	HVAC								
	HVAC			Baars HVAC					
	Other	\$	-						

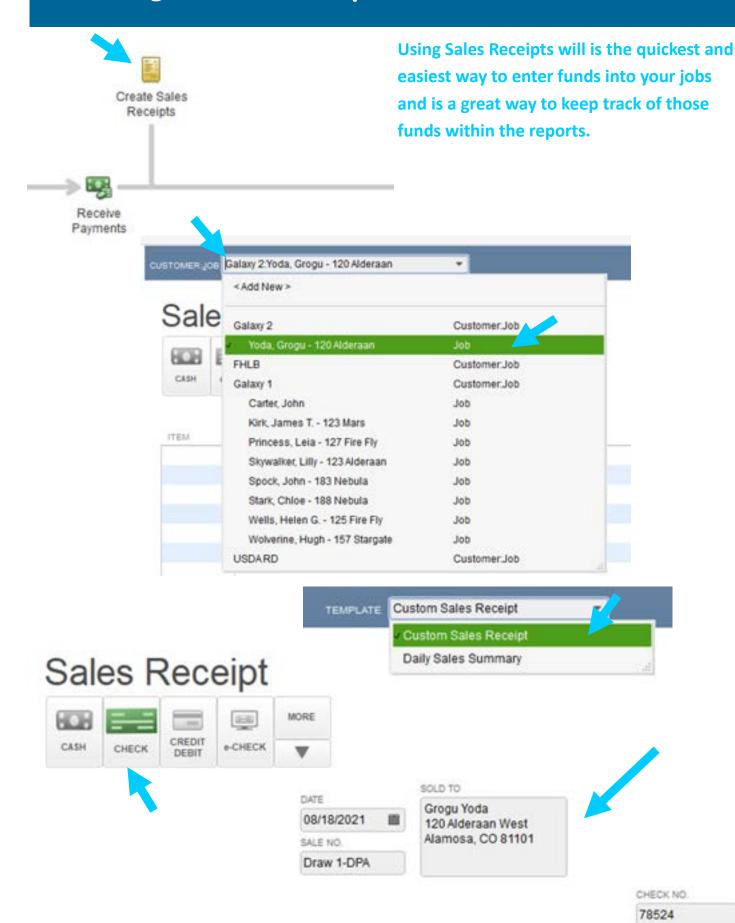
Family Construction Budget Sample Page 2

House Plan: SQ Ft:

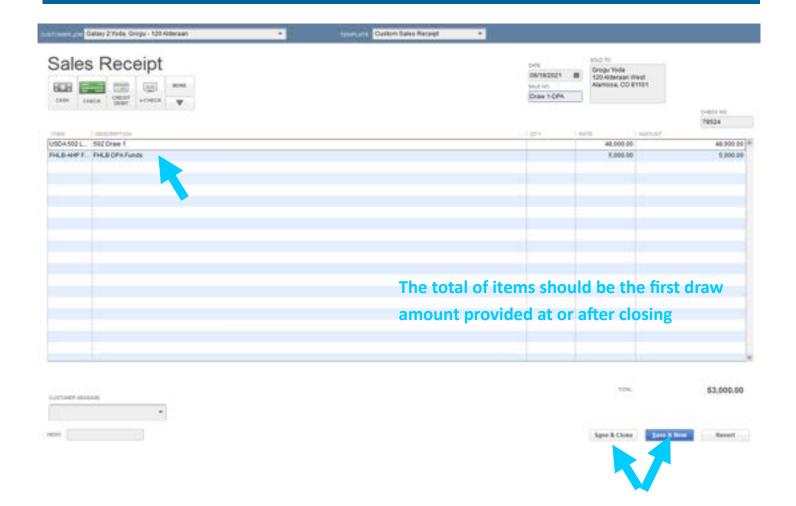
Bedrooms: Bathrooms:

	ns: Bathrooms	•			
Code	Construction Category	Est.	Cost	Vendor/Contractor	Description/Notes
	Plumbing	_	0.000.00		
	Plumbing	\$		Eureka Plumbing	
	Plumbing Fixtures Water & Sewer Laterals	\$		Eureka Plumbing Eureka Plumbing	
	Other	\$	-	Edieka Fidilibilig	
	Other	Ψ			
	Utility Install				
	Gas Lateral	\$	716.00	Vulcan Energy & Gas	
	Electrical Lateral	\$		Vulcan Energy & Gas	
	Other	\$	-	,	
	Electrical				
	Electrical	\$		Jupitor Electrical	
	Lighting Fixtures	\$	1,200.00	TBD	
	Other	\$	-		
	Roofing				
	Roofing	\$		Mars Roofing	
	Other	\$	-		
		_		=: "	
	Windows	\$	1,555.26	Firefly Windows	
	Exterior Dance	·	747 54	Dispet Winds 2 Page	
	Exterior Doors	\$	747.04	Planet Windo & Door	
	Exterior Finishes	3	2 E00 74	A hardne Sun ob	
	CALECTOR FITTISTIES	T.	4,066.74	Abydos Supply	
	Insulation				
	Foundation	\$		Abydos Supply	
	Walls	\$		Enterprise Insulation	
	Ceiling	\$		Enterprise Insulation	
	Other	\$		Enterprise Insulation	
	Other	\$		Abydos Supply	
	Other	35	350.00		
		<u> </u>			
	Drywall				
	Drywall	\$	2,000.00	Klingon Drywall	
	Drywall Finishing Labor	\$		Klingon Drywall	
	Other	\$	-	-	
	Interior Millworks				
	Interior Doors	\$		Abydos Supply	
	Interior Trim	\$		Abydos Supply	
	Interior Hardware	\$		Abydos Supply	
	Other	\$	-		
	D=:-4	-	1.000.00	Abode Boet	
	Paint	\$	1,000.00	Abydos Supply	
		_			
	Flooring Flooring Materials	\$	2.258.00	Floor Planet	
	Flooring Install Labor	\$		Floor Planet	
	Flooring Materials	\$	1,903.50	I DOI FIGURE	
	Flooring Install Labor	\$			
	Other	\$			
	Service 1	<u> * </u>			
	Cabinets				
	Cabinets	\$	3,830.46	Kitchen World	
	Cabinet Install	\$	575.00	Kitchen World	
	Countertops				
	Countertops	\$	1,440.74	Kitchen World	
	Countertop Install	\$	-	Kitchen World	
	Appliances	\$		Fuchsbau Home & Supply	
	Toilet, Bath, & Laundry Hdwr			Fuchsbau Home & Supply	
	Window Coverings	\$		Resistance Window Decore & N	Nore
	Garage Door (Overhead)	\$		Planet Window & Door	
	Gutters	\$		Morak Gutter	
	Landscaping	\$	2,000.00	IRD	
	Dudget Tetel	B = -	M 674 65		
	Budget Total	\$ 20	1,671.62		
-				ı	1

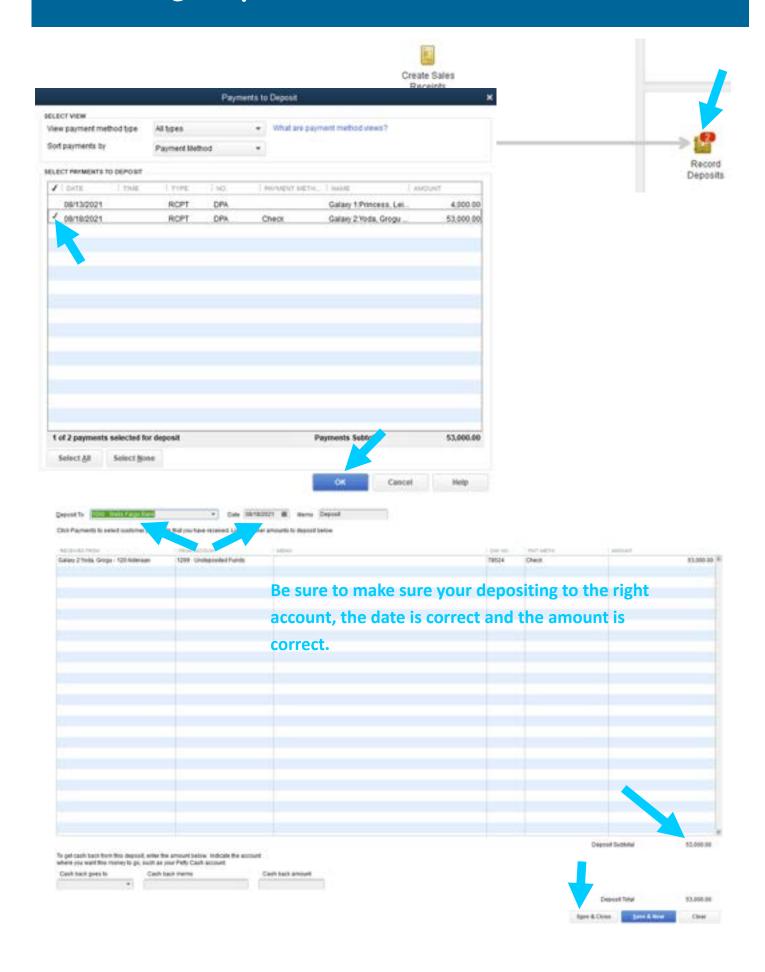
Entering Sales Reciepts



Entering Sales Receipts



Recording Deposits

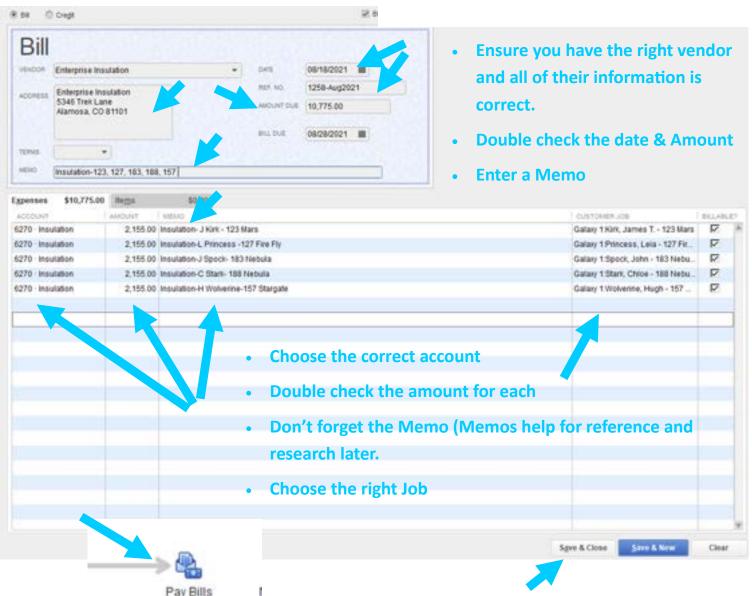


Entering Bills

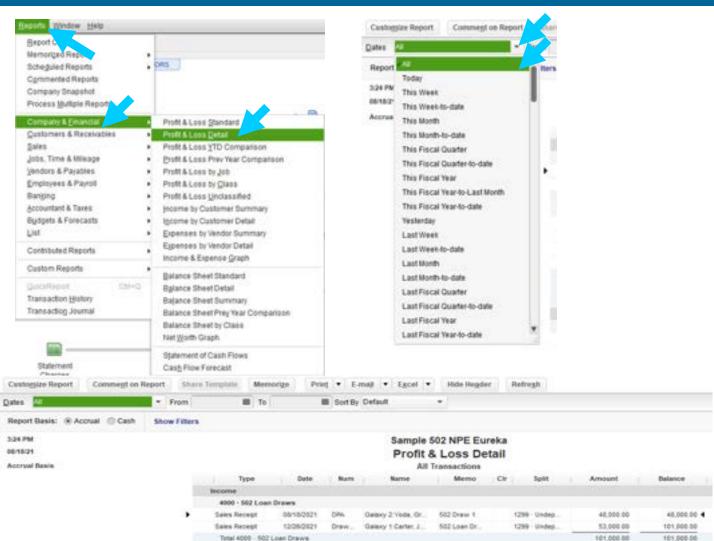


Master Jedi Tips:

- Use Invoice Number and Month and Year for Ref. No.
- Add reason for purchase, address number or family names to Memo to ensure timely deposit by vendor.
- Copy Expense Memo CTRL + C and Paste in other Memo Lines then change just name



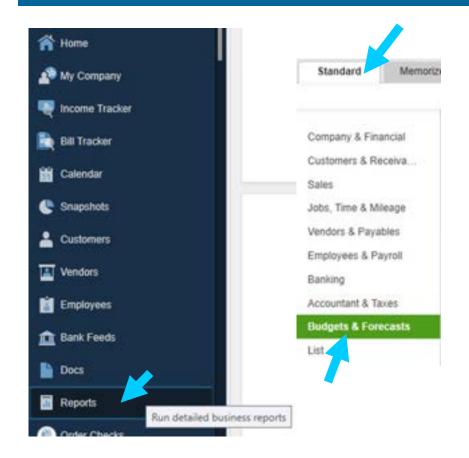
Running your Profit & Loss Report

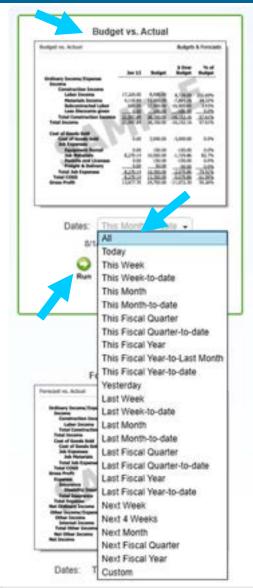


Your report should look like this

	Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance	
	Income									
	4000 - 502 Loan	Draws								
	Sales Recept	08192021	DRA	Galaxy 2 Yoda, Gr	502 Draw 1	1299	- Undep	48,000.00	48,000.00	
	Sales Recept	12090921	Draw.	Galaxy 1 Carter, J	502 Loan Dr.	1299	Undep	53,000.00	101,000.00	
	Total 4000 - 502	Loan Draws						101,000.00	101,000,00	
	4100 - Down Payment Assistance									
	Sales Receipt	00/12/2021	084	Galaxy 1 Carter, J	PHLE-ANP F	1299	Undep	5,000.00	5,000.00	
	Sales Receipt	06/12/2021	DRA	Galaxy 1:Kirk, Jam.	FHLE - AHP.	1299	Undep	6,000.00	11,000.00	
	Sales Receipt	00/13/2021	DPA	Galaxy 1:Princess	FILE-AIP.	1299	Undep	4,000.00	15,000.00	
	Sales Receipt	06/18/2021	DRA	Galaxy 2 Yoda, Gr	FHLB DRAF.	1299	Undep	5,000.00	20,000.00	
	Total 4100 - Dov	vn Payment Assis	tance					29,000.00	20,000.00	
	Total Income							121,000.00	121,000.00	
	Gross Profit							121,000.00	121,000.00	
Expense										
4207 - Building Permit Fee										
	24	06/10/2021	12345	Galaxy 1 Carter, J	Building Ferm	2000	Acces	900.00	900.00	
	54	96/19/2921	12345	Galloxy 1 Kirk, Jam.	Builder Perm	2000	A0000	900.00	1,500.00	
	84	96/10/2021	12347	Galaxy † Princess	Building Perm	2000	Acces	900.00	2,700.00	
	54	00/10/2021	12348	Galaxy 1: Skywalk	Building Perm	2000	Acces	900.00	3,600.00	
	24	06/10/2021	12349	Galaxy † Speck, J.,	Building Ferm	2000	Acces	900.00	4,500.00	
	54	06/10/2021	12341	Galaxy 1 Wells, He	Building Perm.	2000	Acces	900.00	5,400.00	
	24	06/10/2021	12342	Galaxy 1 Walverts	Building Perm.	2000	Acces	900.00	6,300.00	
	Total 6207 - Bulk	ding Permit Fee						6,300.00	6,300.00	
	6210 - Lot									
	24	06/14/2021	1234	Galaxy 1 Carter, J	Lat 1504 Pu	2000	Acces	51,000.00	\$1,000.00	
	24	00/14/2021	1254	Galaxy T Kirk, Jam.	Let 1509 Pv.	2000	Acces	51,000,00	102,000.00	
	24	06/14/2021	1244	Galaxy 1 Princess	Let 1503 Pv.	2000	Acces	51,000.00	153,000.00	
	04	06/14/2021	1264	Galaxy 1 Skywali	Lot 1506 Po.	2000	Acces	51,000.00	294,000.00	
	54	06/14/2021	1274	Galaxy 1 Speck, J.,	Lot 1506 Pv	2000	Acces	51,000.00	255,000.00	
	54	00/14/2021	1284.	Galaxy I Stark, Ch.	Lat 1587 Pv.	2000	Acces	51,000,00	306,000,00	
	58	00/14/2021	1294	Galaxy Littlets, He	Lot 1502 Pu.	2000	Acces	51,000.00	257,000.00	
	04	06/14/2021	1299	Galaxy 1 Wolverin	Lot 1505 Pa	2000	Acces	51,000.00	400,000.00	
	Total 6210 - Lot			ALES AND WATER				406,000.00	406,000.00	
	6212 - House P	lan								
	24	06/14/2021	1200	Galaxy 1 Carter, J	John Carter-	2000	Acces	650.00	650.00	
	24	06/14/2021	1266	Galaxy 1 Kirk, Jam.	John T. Kirk-	2000	Acces	650.00	1,300.00	

Running your Budget vs Actual Report(s)

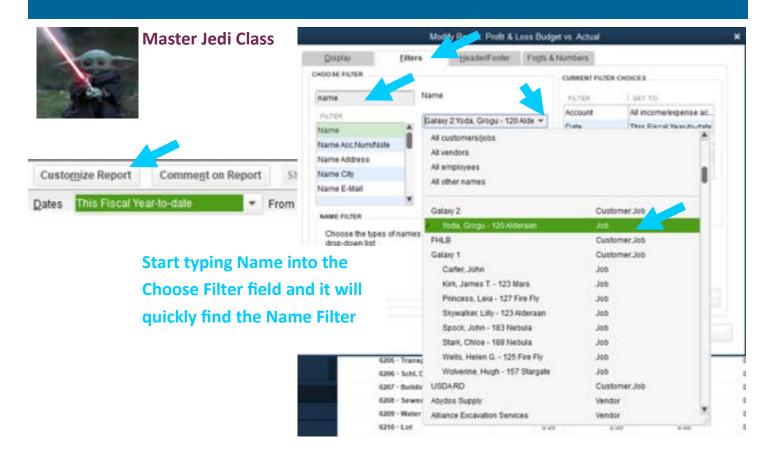


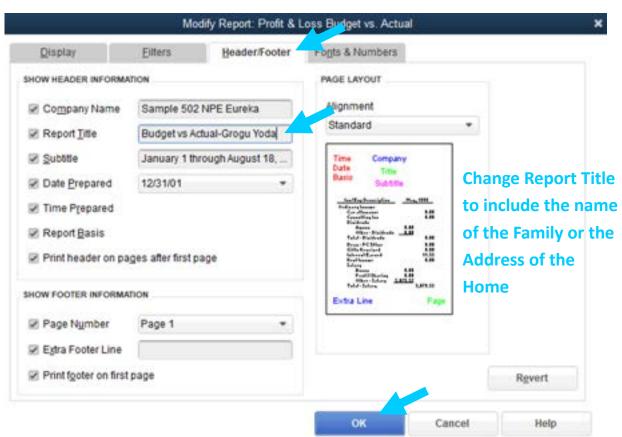


Note: To run individual reports leave this report open and Click Customize. See next page...

422 PM IBYBSH Accrual Basin			Р	rofit & Los	502 NPE Eureka s Budget vs. a brough August 18, 2	Actual		•	should lo e all jobs		this
	Carter, John (Gilany 1)				Kirk, James T 123 Mars				Princess, Lets - 127 fire Ply		
					(Gallary 1)				(Gallery 1)		
	- Jan 1 - Aug.	Budget	\$ Over Bodg	% of Budget	Jan 1 - Aug 18, 25	Budget	5 Over Budget	% of Budget	Jan 1 - Aug 15, 21	Budget	5 Over Budget
* Nome											
4000 - 502 Loen Draws	0.00	8.00	1.00	10%	0.00	0.00	8.90	0.0%	0.00	0.00	3.00
4100 - Down Payment Assista	5,000.00	0.00	5,000.00	100.0%	6,000.00	0.00	6,000.00	100.0%	4,000.00	0.00	4,000.00
4260 - Construction Income	8.00	0.00	0.00	0.0%	0.00	0.00	8.00	11%	8.00	0.00	1:00
5360 - Subcontractors Expense	0.00	0.00	0.00	0.0%	0.00	0.00	8.00	6.0%	0.00	0.00	0.00
Total Income	5,000.00	8.00	5,000.00	100.0%	4,000,00	0.00	6,000.00	100,0%	4,000.00	100	4,000.00
" Cost of Goods Sold											
50666 - Cost of Goods Sold	8.66	0.00	6.00	0.0%	0.00	0.00	8.00	1.0%	5.66	8.00	0.00
Total COGS	5.00	8.00	9.00	0.0%	0.00	0.00	0.00	0.0%	8.00	8.00	6.00
Grows Profit	5,000.00	8.00	5,008.00	100.0%	6,000.00	1.00	8,000.00	100.2%	4,000.00	0.00	4,300.00
" Expense											
Other Construction Costs	100	0.00	0.00	0.0%	0.00	0.00	100	0.0%	1.00	1.00	0.00
6209 - Closing Costs	0.00	15,000.00	-15,000.00	0.0%	0.00	1,600.00	-1,600.00	0.0%	0.00	19,758.00	-13,790.00
6201 - Approinal	0.00	1,200.00	1,200.00	12%	0.00	1,300,00	-1,000.00	12%	0.00	1,500.00	-1,500.00
ACH - SISB	0.00	258.00	-250.00	0.0%	0.00	230.00	-239.90	0.0%	1.00	300.00	-300.00
6203 - Tax	0.00	116.00	-110.00	0.0%	0.00	129.00	-129.00	0.0%	0.00	125.00	-125.00

Running Individual Job Budget vs Actuals



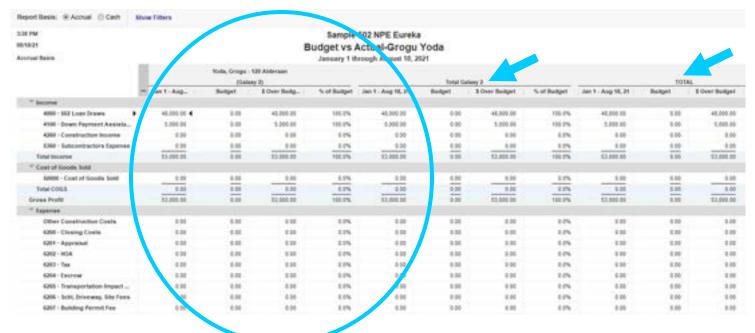


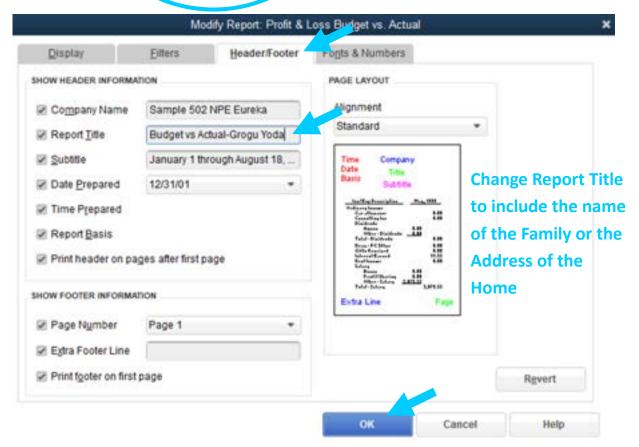
Running Individual Job Budget vs Actuals



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After you run the report you will get a report with three sections. The other two Total sections are not needed and will make the printed report to large. It will need to be exported to Excel to remove the other sections.



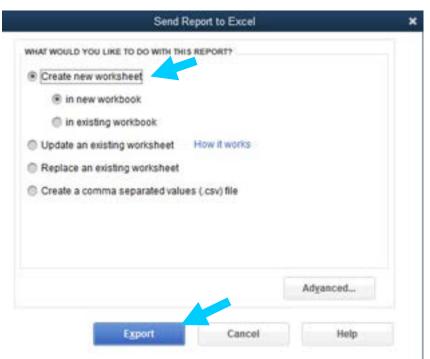


Exporting Reports to Excel



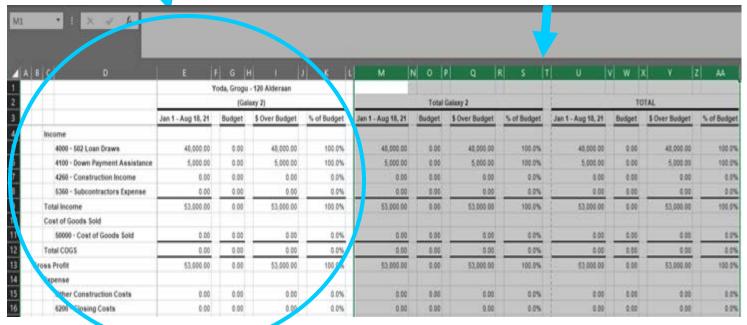
Master Jedi Class



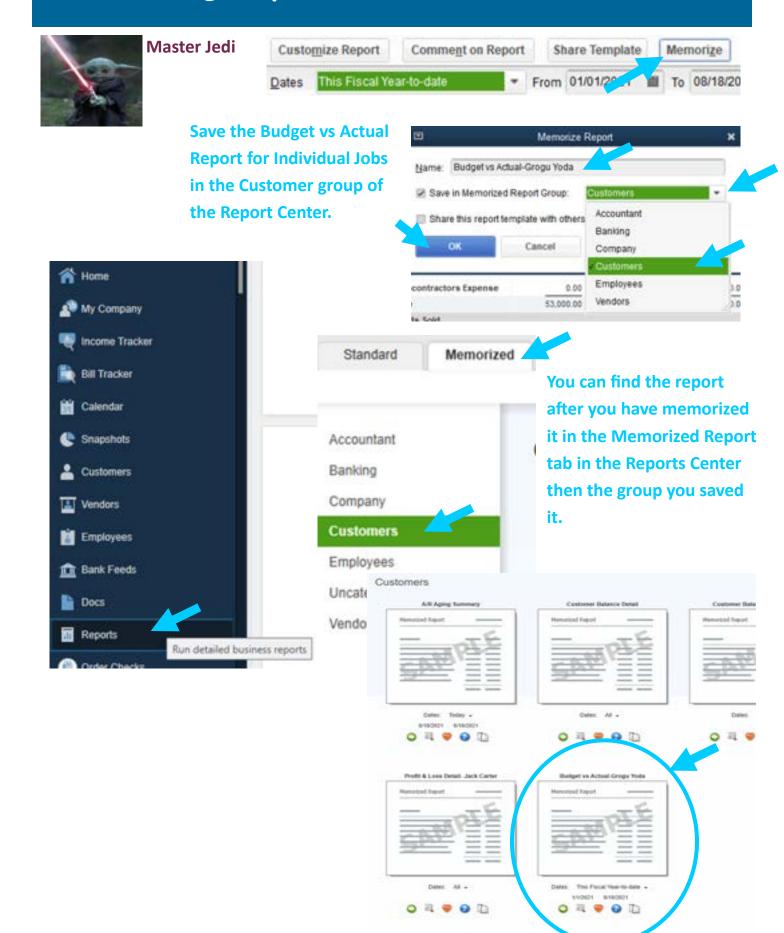


You will only need the columns that go with the Job you are trying to report on.

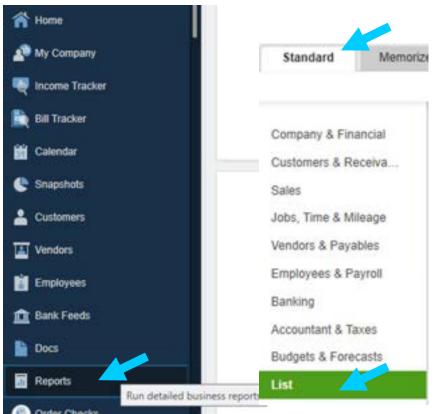
Highlight and delete the extra columns not needed before saving/printing the report.



Memorizing Reports



Lists





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Running lists out of your accounting software is a quick easy way to get a mailing list, email list or phone list together quickly.



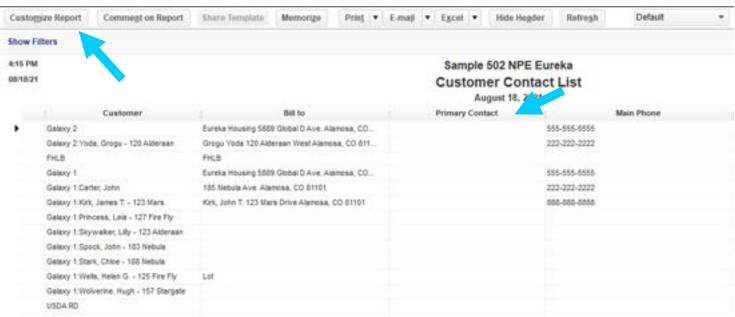


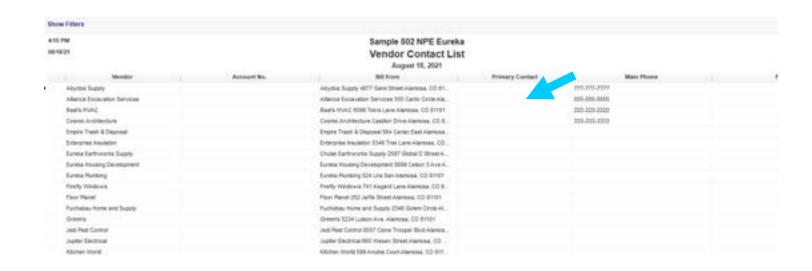
Lists



Master Jedi Class

Notice the blank columns in this report. The more information you input the better your reports can be. If you have empty columns because it's not something you want to keep track of you can customize the columns by customizing the report and memorizing it the same way we customized and memorized the Budget vs Actual report.





TIPS & RESOURCES

https://www.double-entry-bookkeeping.com/nonprofit/non-profit-chart-of-accounts/

COA suggestions that also details where the account will show up on your financial statements

https://www.aplos.com/academy/nonprofit/nonprofit-accounting/lessons/what-is-a-nonprofit-chart-of-accounts/

Good article on overview of COA

https://www.projectedfinancialstatements.com/pages/npchartofaccounts.asp

Sample Chart of Accounts for Non-profit

https://www.accountingcoach.com/chart-of-accounts/explanation/2

Sample Chart of Accounts for a Small Company

https://www.techsoup.org/Support/articles-and-how-tos/quickbooks-for-nonprofits-planning-and-implementation

Good series of articles on establishing your accounting system

https://quickbooks.intuit.com/learn-support/

QuickBooks is always a good place to find articles, videos and instructions.