

Accounting Procedures

Entering Bills

1. Click +New – select Bill from dropdown
2. Select Vendor – If not in system – go to “Add Vendor” guide
 - a. Select Terms if not default on Vendor
3. Enter Bill date – this is the date on the invoice from the vendor
4. Enter Bill no. – this is typically the invoice number on the bill
5. Enter Item category section
6. Upload attachment digital copy of the Bill
7. Click “Save and Close”
8. If payment has already been made – check for Match in bank feed

Entering Expenses or Check

1. Click +New – select Expense (for debit/cc txn) or Check (if check) from dropdown
2. Select Vendor/Payee – If not in system – go to “Add Vendor” guide
 - a. Select Terms if not default on Vendor
3. Select payment account which expense was paid from
4. Payment Date (debit/credit card or check)
5. Payment Method accordingly
6. Ref no. – Not required and can be left blank
7. Enter check number if paid by check
8. Select category
9. Upload attachment digital copy of the receipt
10. Click “Save and Close”
11. If payment has already been made – check for Match in bank feed

Creating a Customer Invoice

1. Click +New
2. Click Invoice
3. Select the customer
4. Invoice date
5. Invoice number will pre-populate unless you want to change it for some reason.
6. Select the product/service for what you are billing them for
7. Description to give more detail on the billing.
8. Amount
9. Save and send or save and close depending on what you need to do with the invoice.

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Receiving Payment from an Invoice

1. Click +New
2. Click Receive Payment
3. Select the customer.
4. Date
5. Payment method
6. Reference number should be check number if they are paying via check
7. Deposit to – **Undeposited Funds**
8. Amount being received – should then be tied to an open invoice.
9. If they are making a partial payment of an invoice, you can change the amount next to the checked invoice.
10. If paying more than one invoice, you can select multiple invoices for the payment to apply to.
11. Save and close.

Bank Deposit From Received Payments toward Invoices or a Sales Receipt

1. Click +New – Bank deposit
2. Bank account you are depositing to
3. Date of deposit
4. Click the checkboxes next to the items included in the deposit
5. Save and Close.

Entering Deposit of Income without an invoice

1. Click +New-Select Sales Receipt from dropdown
2. Customer
3. Date-Date money received
4. Payment Method
5. Deposit to-**Undeposited funds**
6. Product/Service-what is the income for?
7. Description-more information on what the income is for.
8. Amount-Amount of deposit
9. Save & close.

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Creating Bank Deposit

1. Click +New – Bank deposit
2. Bank account you are depositing to
3. Date of deposit
4. Enter who payment was received from if a customer or vendor. Can be left blank and info can be put in the description line item as well.
5. Enter and income category of what the income is for
6. Enter more details in the description box
7. Enter info of what the payment source was (cash, check, EFT)
8. Enter the amount
9. Save and Close.

Transferring Money

1. Move money from one bank account to another, including bank account to petty cash and back.
2. Click +New-select Transfer from dropdown
3. Select the “from” bank account
4. Select the “To” bank account
5. Amount transferred
6. Date of transfer
7. Memo-Transfer Income

Add New Vendor

1. Hover Expenses on left column-click on vendors
2. Select New Vendor in upper right corner
3. Enter all available information
4. REQUEST W9 for 1099

Paying Vendors with a bill

1. After Bills have been entered
2. Click +New – select Pay Bills
3. Select the correct bank account
4. Select the date
5. Enter starting check number
6. Check the bills you would like to pay
7. Save and close if hand writing checks.
8. Save and print if printing checks.

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Paying Vendors without a bill

1. Click +New-Select Check
2. Select Payee
3. Select correct bank account payment is coming out of
4. Payment date-date check is written
5. Check number
6. Category-What is the expense categorized as
7. Description-always put more details about what the expense is for
8. Amount
9. Save and close