

Simple List to get your QuickBooks Online Account up and running

Before you start you need the following materials:

- Current budget
- Most recent bank statement and reconciliation
- Check register
- Term report (President will receive Spring '05 Term Report in early January or you can use F '04 info)
- Current list of accounts receivable
- Current list of accounts payable
- Confirm your computer meets minimal requirement to run software
- List of current vendors including addresses
- FarmHouse dues info (International Dues - \$100 per member, holdover or pledge per semester, initiation fee \$90 per man plus \$30 if plaque is needed. Int'l Dues are due 30 days after start of semester, initiation fees are to be paid to the chapter before initiation takes place).

Setting up account and beginning

- Log on to <http://www.qboe.com> .. Click Buy It Now.
- Step 1 - You will need to create a new log-in – entering your email address, user name and password.
- Step 2 – You'll need to customize company – we'd suggest:
 - 1. List as Religious, Grant-Making, Non-Profit, etc. (under that click Other Non-Profit or Exempt)
 - 2. As chapter treasurer, select CFO
 - 3. List as members
- Step 3 – Import Data.
- If you currently use a version of Quickbooks (99-2005) and want to import your previous data, you'll need to make sure you're on the computer where that desktop version is installed and data recorded.
- If your books were on another program or done out of a box, click no and you'll build your company from this day forward.
 - Click create accounts based on industry
 - Business Name – (school name) Chapter of FarmHouse Fraternity
- Step 4 - Enter Referral Code – VOL-TWF-FIF – this enables us save more than 30 percent off the normal subscription price. We should be charged approximately \$161.60. You'll need to pay this with a credit card and print a receipt – and complete the Quickbooks Online reimbursement form in your Treasurers Binder. We will only reimburse for \$161.60 for the 12 months. We'll reimburse you within 2 weeks of receipt of your request.
- Follow prompts – setting up chart of accounts (see sample provided) and user list. You're allowed 3 users, plus an accountant for the base fee (\$161.60). We recommend:
 - User 1 – be the Chapter Treasurer, set up as a master administrator with all rights and access;
 - User 2 - be the Assistant Treasurer;
 - User 3 – be the chapter financial advisor (a current advisor, association board officer or an alumnus willing to serve in an oversight role);
 - User 4 – Accountant who helps handle payroll, taxes, etc.Chapter should determine who has full rights and who has limited rights.

Entering data

- Set up banking account and beginning balance (balance from previous month's bank reconciliation)
- Set up budget for the current year (use old budget as a template) (company – budgets)
- Fill out mini interview when creating a new budget. Unless you are importing data from a budget you already have in QuickBooks Online, you will build one from scratch. Do not sub divide, select fiscal year (fall semester, spring semester), Name budget i.e. Academic Year 2004-2005 (use the appropriate fall and spring years). Begin filling out budget.
- Set up members list (use term report to fill out members list, use member's permanent home address as their address). (members – member list – new)
- If members have outstanding balances, include this balance as "opening balance" when you establish each member.
- Enter existing vendors. (vendors – vendors list – new)
- Establish opening balance (use most recent bank statement) (banking – make journal entry)

Daily or Monthly activities

- Invoice members, must invoice members to reflect A/R (members – create invoice)
- Create statements for chapter meetings and/or display of A/R (members – create statement)
- Write checks (banking – write check)
- Pay bills 5-7 days before they are due (allow for mailing time)
- Reconcile bank statement

Resources

- Online support; Intuit support is excellent. They are open from 6 am – 6 pm PST and will usually return your call or email during normal business hours within 20 minutes.