GETTING INTO YOUR QB FILE

To log in to the QuickBooks Portal, go to the following link:

RD Web Access (uconn.edu)

Domain\user name will be : Uconn\your NetID (make sure the slash is this direction: \ , and not this direction: /).
Password is your normal password associated with your NetID login.
Once entered, click Sign In

You will then be prompted to verify your by a Duo Mobile pop-up. If you have a default method for Duo Mobile notifications, you will receive it via the same method. If you do not, you can select your method of notification from this screen, so have your phone handy.

Once you have accepted the Duo Mobile notification from your phone, the screen will show your organization's file for the QuickBooks portal. **click on it ONCE.**

This will then open a download at the bottom of the screen. Once it is finished, simply click on the download **ONCE**.

A pop-up window will appear for Enter your credentials: Your user name should already be filled in, UConn\your NetID, and it will prompt you for your password, You will enter in the SAME password as before that is associated with your NetID login.

QuickBooks will then begin to open. **You will most likely get a prompt regarding a new software update for QB, IGNORE THIS, CLICK Install Later. SAIT will handle all updates for QB.**

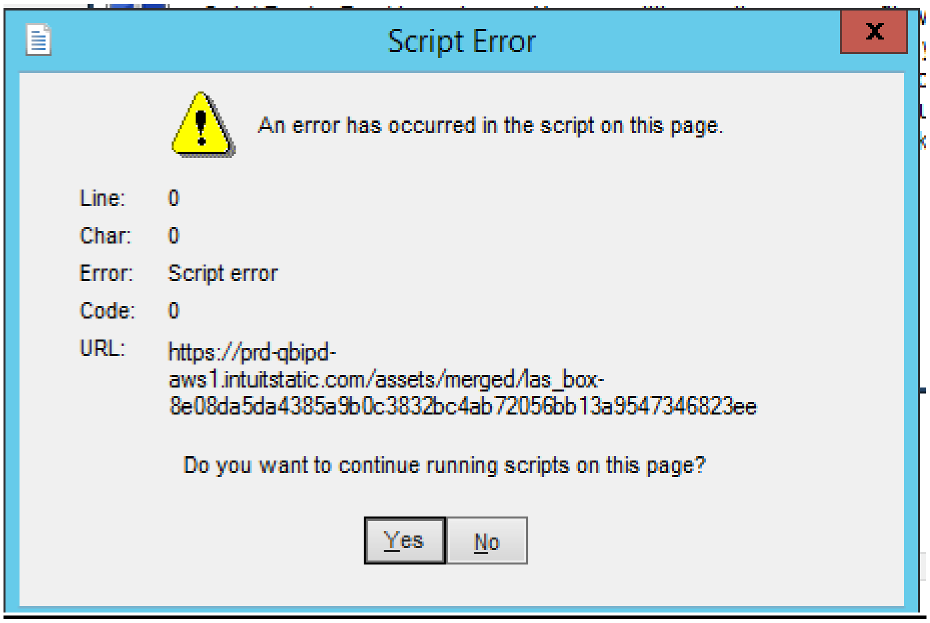
You will now be prompted to log in to the QuickBooks file for your organization. If there is anything in the User Name field other than your NetID, remove that and enter in your NetID.

Then **enter the your NetID again as your Password for your initial login** and select OK.. Once you are logged in, you can change your password to one of your choosing. Once you change your password, this step will stay the same except you will use your new password going forward.

If you receive an error message pop-up about scripts running on this page, just select NO. SAIT is already aware of this issue and is working on it.

There are many ways to navigate through QB from key strokes to pull down menus and picture icons. Please familiarize yourself, just don't hit SAVE or make changes unless you know what you're doing. If anything has been entered wrong, it can be fixed.

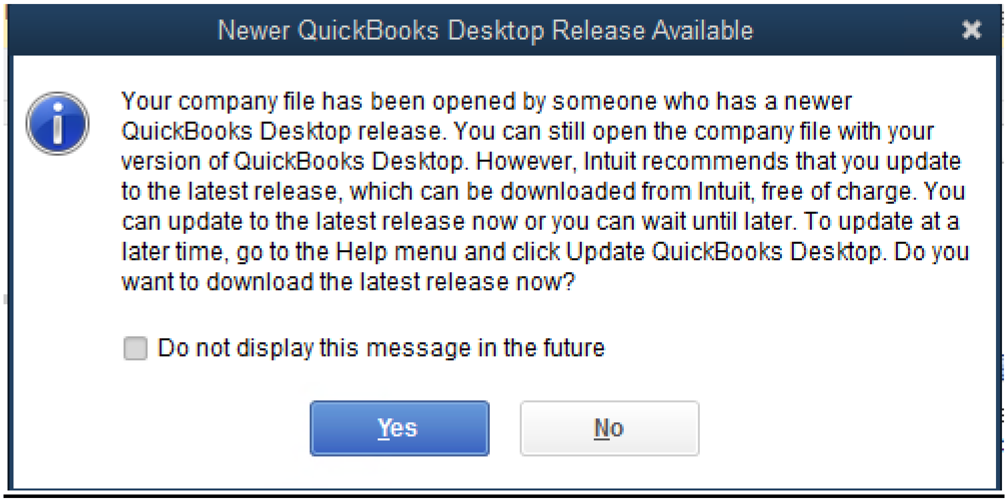
Always answer “No” to the following messages:



An error has occurred in the script on this page.

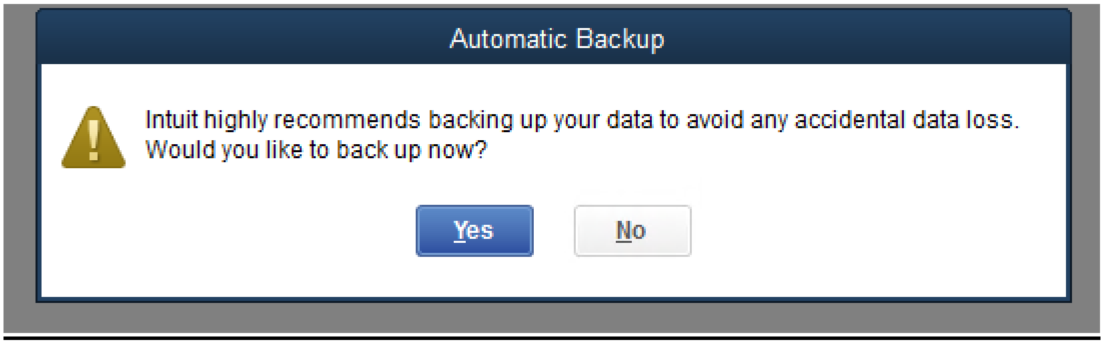
Line: 0
Char: 0
Error: Script error
Code: 0
URL: https://prd-qbipd-aws1.intuitstatic.com/assets/merged/las_box-8e08da5da4385a9b0c3832bc4ab72056bb13a9547346823ee

Do you want to continue running scripts on this page?



Your company file has been opened by someone who has a newer QuickBooks Desktop release. You can still open the company file with your version of QuickBooks Desktop. However, Intuit recommends that you update to the latest release, which can be downloaded from Intuit, free of charge. You can update to the latest release now or you can wait until later. To update at a later time, go to the Help menu and click Update QuickBooks Desktop. Do you want to download the latest release now?

☐ Do not display this message in the future

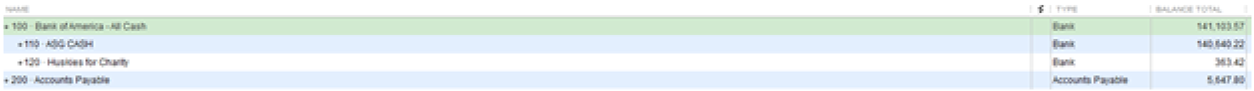


Intuit highly recommends backing up your data to avoid any accidental data loss. Would you like to back up now?

Quick Access to Basic Data

To view your Chart of Accounts:

Hold CTRL and hit A



NAME	$	TYPE	BALANCE TOTAL
+ 100 · Bank of America - All Cash		Bank	141,103.57
+ 110 · ASG CASH		Bank	140,640.22
+ 120 · Huskies for Charity		Bank	363.42
+ 200 · Accounts Payable		Accounts Payable	5,647.80

Note you'll see your bank account as BOA-ALL CASH which is split into ASG Cash and your charity cash followed by Accounts Payable which is your ProCard and Husky Buy transactions awaiting a monthly bill.

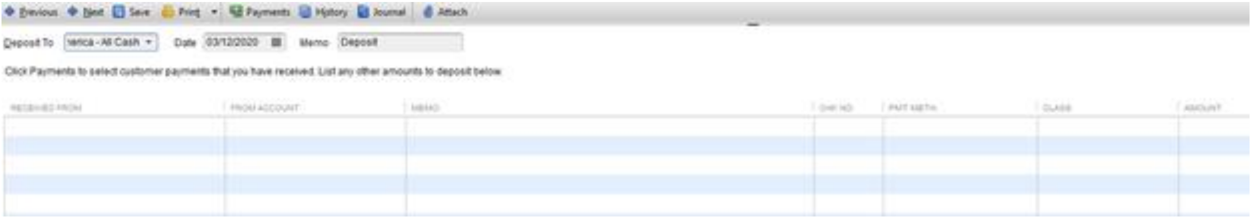
View your Class List:

Choose Lists from drop down menu and Class List

- This is a list of your organization's "tags" for transactions
- Reports can be run on class

MAKE A DEPOSIT

With the transaction in front of you, choose Banking from pull down menu and Make Deposit


Previous
Next
Save
Print
Payments
History
Journal
Attach
RECEIVED FROM
FROM ACCOUNT
MEMO
CHK NO.
PMT METH.
CLASS
AMOUNT

Deposit To: erica - All Cash
Date: 03/12/2020
Memo: Deposit

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

In the Deposit To box, ensure it is either ASG Cash or Huskies for Charity, not the summary account.

Date = Date of Deposit

Memo = Choose a memo that helps your org explain the deposit. If it's only one below, the memos should be the same. If not, each line in the bottom section can represent something different. For example, you had a MarketPlace deposit that represented four different sales.

Received From gives you the ability to further document the deposit. For Student Fees, we chose that it came from the University.

From Account – this is your income code

Pmt Method – Choose from the drop down

Class – this is a transaction tag allowing you to choose among the ASG tags or the T2 groups, etc

Amount = amount

SAVE AND CLOSE unless you have another deposit and then choose SAVE AND NEW

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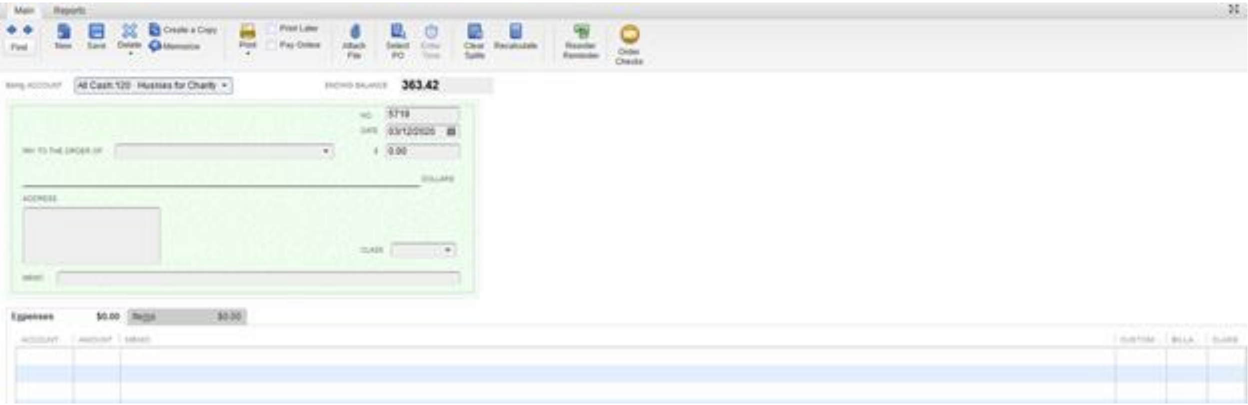
WRITE A CHECK

At some point, orgs could print from QuickBooks but we'll assume for now you are writing by hand and recording in the system.

With the documentation in front of you, choose Banking from pull down menu and Write Check


Main
Reports
Find
New
Save
Delete
Create a Copy
Memorize
Print
Print Later
Pay Online
Attach File
Select PO
Clear Splits
Recalculate
Reorder Reminder
Order Checks
Expenses
Items

All Cash:120 · Huskies for Charity
363.42
5719
03/12/2020
0.00
$0.00
$0.00

In the Bank Account box, ensure it is either ASG Cash or Huskies for Charity when paying out a FR but not the summary account.

NO = Check #

Date = Date check is written

Pay to the Order =Payee

If a reimbursement, use EMPLOYEE

If a payment to a vendor, use VENDOR

If a group or the university, use OTHER
Amount of the check in numbers

Address should fill if you have the info, okay to leave if you don't

CLASS = tag of what the check is for, make sure class on bottom lines matches

Memo = info for the check, also make sure it matches memo on the bottom

eg. Reimb. Refreshments ASG Meeting of 11/7

Memo = Choose a memo that helps your org explain the expense. If it’s only one below, the memos should be the same. If not, each line in the bottom section can represent something different. For example, you had a MarketPlace deposit that represented four different sales.

On Bottom:

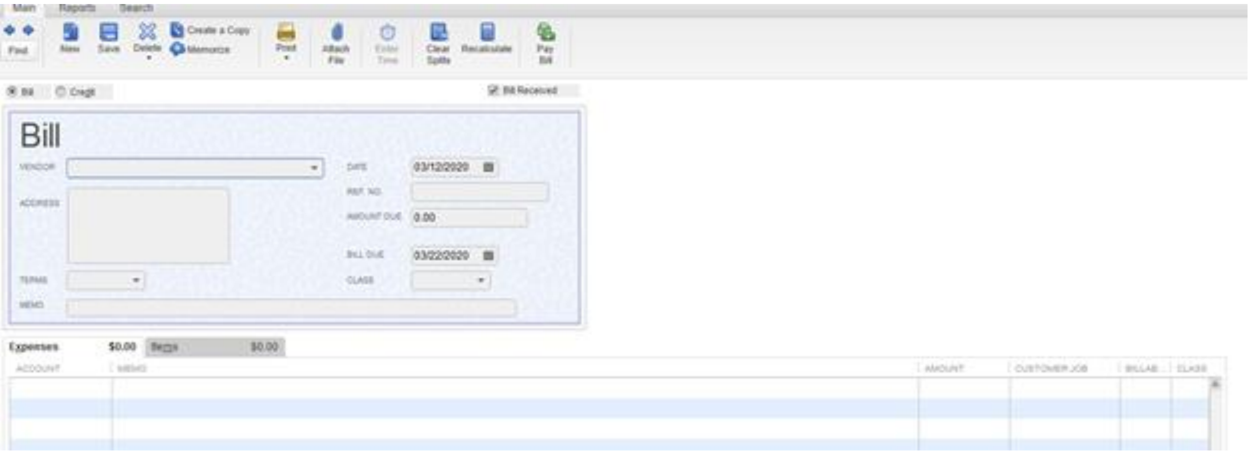
Account is your expense code eg. 608.1

Amount=Amount, memo and Class Duplicated on bottom.

SAVE AND CLOSE unless you have another check to write and then choose SAVE AND NEW

ENTER CHARGES THAT WILL BE ON YOUR MONTHLY BILL

With the documentation of the transaction in front of you, choose Vendors from pull down menu and Enter Bills


Main
Reports
Search
Find
New
Save
Delete
Create a Copy
Memorize
Print
Attach File
Enter Time
Clear Splits
Recalculate
Pay Bill
Bill
Credit
Bill Received
Bill
VENDOR
ADDRESS
TERMS
MEMO
REF. NO.
CLASS
Expenses
Items
ACCOUNT
MEMO
AMOUNT
CUSTOMER:JOB
BILLAB...
CLASS

● Bill ○ Credit

☑ Bill Received

DATE 03/12/2020

AMOUNT DUE 0.00

BILL DUE 03/22/2020

Expenses $0.00 Items $0.00

Radio dial button should indicate “Bill”

The A/P Account will always be Accounts Payable

Choose Vendor as University of Connecticut right now. (we may move to entering vendors but for now, simply indicate you owe the University)

Leave Address blank or as is.

The date should be the date of the expenditures:

1) ProCard – when the purchase is made

2) HuskyBuy - Purchase or entry into HB

Ref. No. should be whatever number or coding will help you match to your monthly bill. When we were entering past data, we entered the edoc number because we had it at hand.

Amount of the check in numbers

Bill Due Date may be autofilled based on preferences or can choose.

CLASS = tag of what the check is for, make sure class on bottom lines matches

Memo = Start with how this charge will show on your monthly bill whether ProCard, HuskyBuy, Payroll or Service Billing, then indicate the actual vendor, short description and event date, if applicable. (Copy Memo down to bottom section)

PREQ Party People Bounce House WOW 8/27

Memo = Choose a memo that helps your org explain the deposit. If it's only one below, the memos should be the same. If not, each line in the bottom section can represent something different. For example, you had a MarketPlace deposit that represented four different sales.

On Bottom:

Account is your expense code eg. 608.1

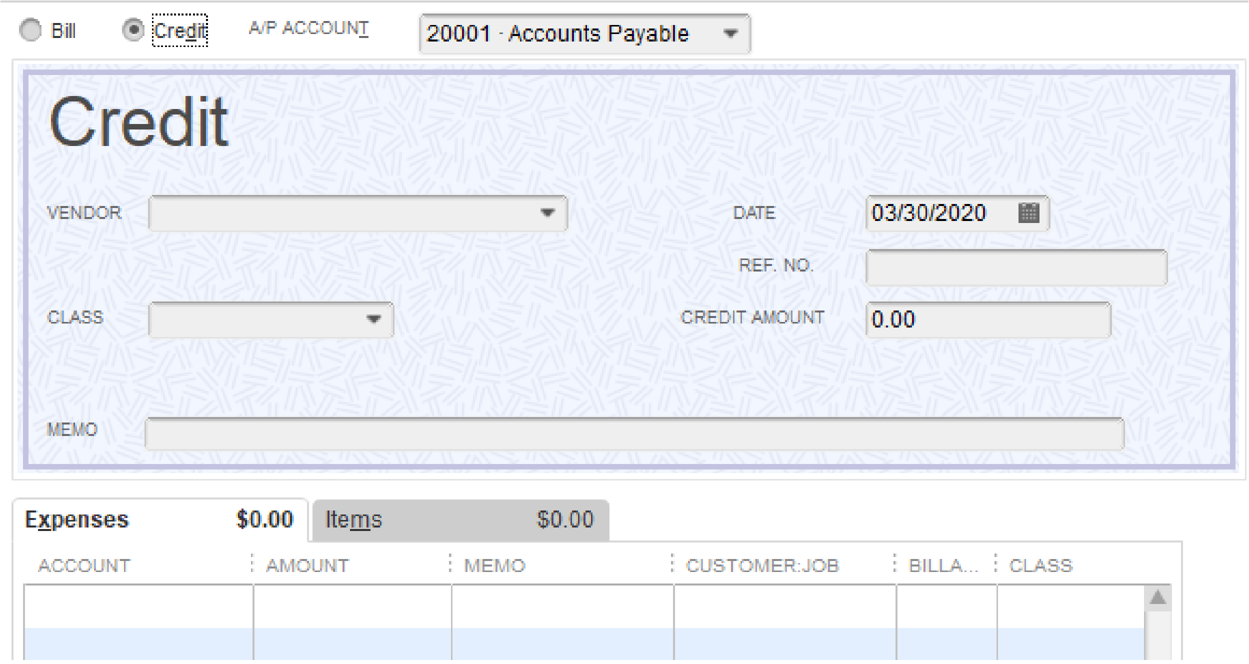
Memo and Class should be duplicated on bottom

SAVE AND CLOSE unless you have another check to write and then choose SAVE AND NEW

If you need to enter a credit.

With the documentation of the transaction in front of you, choose Vendors from pull down menu and Enter Bills

Be sure radio dial button says "Credit"



○ Bill ● Credit

A/P ACCOUNT: 20001 · Accounts Payable

Credit

DATE: 03/30/2020

CREDIT AMOUNT: 0.00

Expenses $0.00 | Items $0.00

The A/P Account will always be Accounts Payable

Choose Vendor as University of Connecticut right now. (we may move to entering vendors but for now, simply indicate you owe the University)

The date should be the date of the credit

Ref. No. should be the same as the original bill that was credited with a “C” after it.

Amount of the credit

CLASS = tag should match that of original expense

Memo = Start with how this credit will show on your monthly bill whether ProCard, HuskyBuy, Payroll or Service Billing, then indicate the actual vendor, short description and event date plus noting REFUND, etc. (Copy Memo down to bottom section)

PREQ Party People Bounce House WOW 8/27 Cancellation Refund

On Bottom:

Account is your expense code eg. 608.1 and should match the original expense

Memo and Class should be duplicated on bottom and match the original expense with the exception of language like Refund, Credit, etc on Memo

SAVE AND CLOSE unless you have another credit to enter and then choose SAVE AND NEW

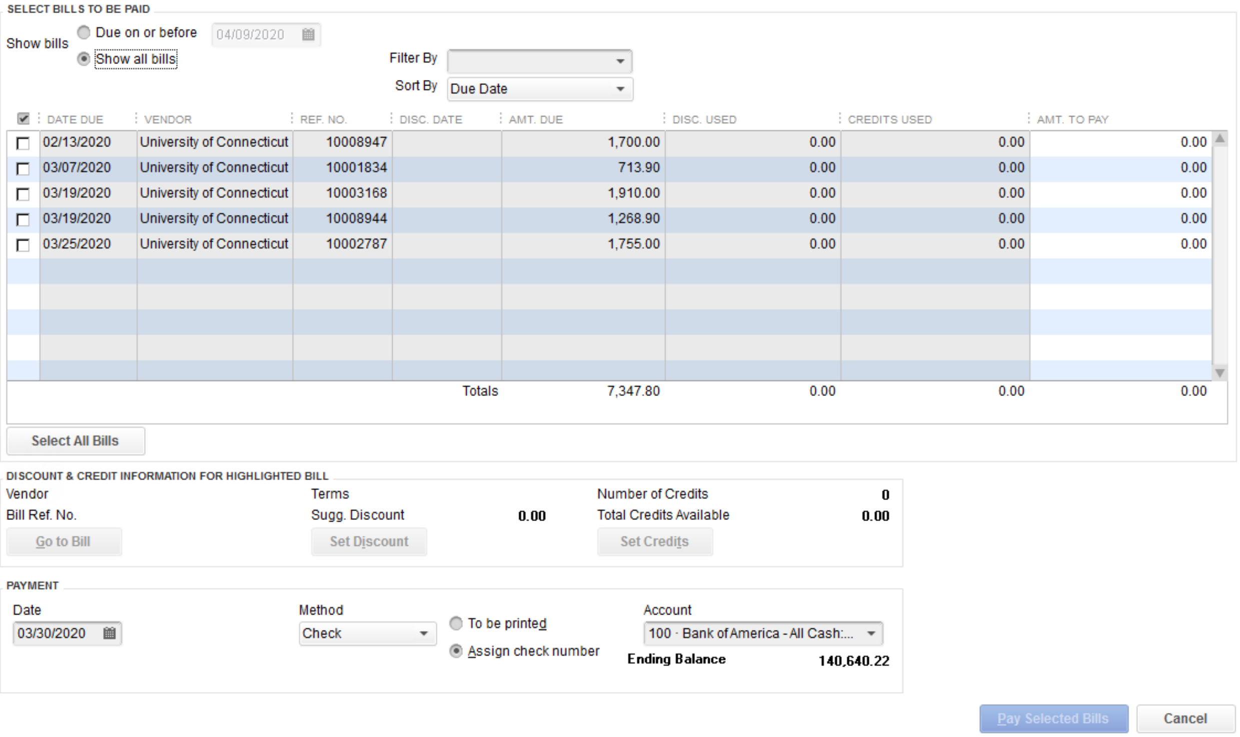
Choose Vendor as University of Connecticut right now. (we may move to entering vendors but for now, simply indicate you owe the University)

PAYING YOUR MONTHLY BILL

With your monthly bill in front of you, choose Vendors from pull down menu and then Pay Bills

Ensure the radio dial says “Show all bills” - you can filter if that helps you!

Assuming no filter, you should see a list of ALL your outstanding payables



SELECT BILLS TO BE PAID

Show bills ○ Due on or before 04/09/2020
● Show all bills

Filter By
Sort By Due Date

☑	DATE DUE	VENDOR	REF. NO.	DISC. DATE	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY
☐	02/13/2020	University of Connecticut	10008947		1,700.00	0.00	0.00	0.00
☐	03/07/2020	University of Connecticut	10001834		713.90	0.00	0.00	0.00
☐	03/19/2020	University of Connecticut	10003168		1,910.00	0.00	0.00	0.00
☐	03/19/2020	University of Connecticut	10008944		1,268.90	0.00	0.00	0.00
☐	03/25/2020	University of Connecticut	10002787		1,755.00	0.00	0.00	0.00
				Totals	7,347.80	0.00	0.00	0.00

DISCOUNT & CREDIT INFORMATION FOR HIGHLIGHTED BILL

Vendor
Bill Ref. No.
Terms
Sugg. Discount 0.00
Number of Credits 0
Total Credits Available 0.00

PAYMENT

Date 03/30/2020
Method Check
○ To be printed
● Assign check number
Account 100 · Bank of America - All Cash:...
Ending Balance 140,640.22

If you had credits, in the next box down “Discount & Credits”, you will see Number of Credits Available

Click the bill the credit should go against and choose set credit.

Carefully click the box to the left of the bills that relate to each line of your monthly bill

If you had no credits (or negative charges) and/or are done setting your credits, check off the box to the left of each charge on the bill.

When done, total of the bill payments (far right column) should now equal your bill

In the bottom box, “Payment”

Enter Payment Date

Enter Method of Check

Until we are actually printing checks, ensure the radio button is “Assign Check Number”

Ensure you have the correct account chosen should not be overall account but ASG OR FR Account

Double check amount to pay in balance with amount of bill and all information

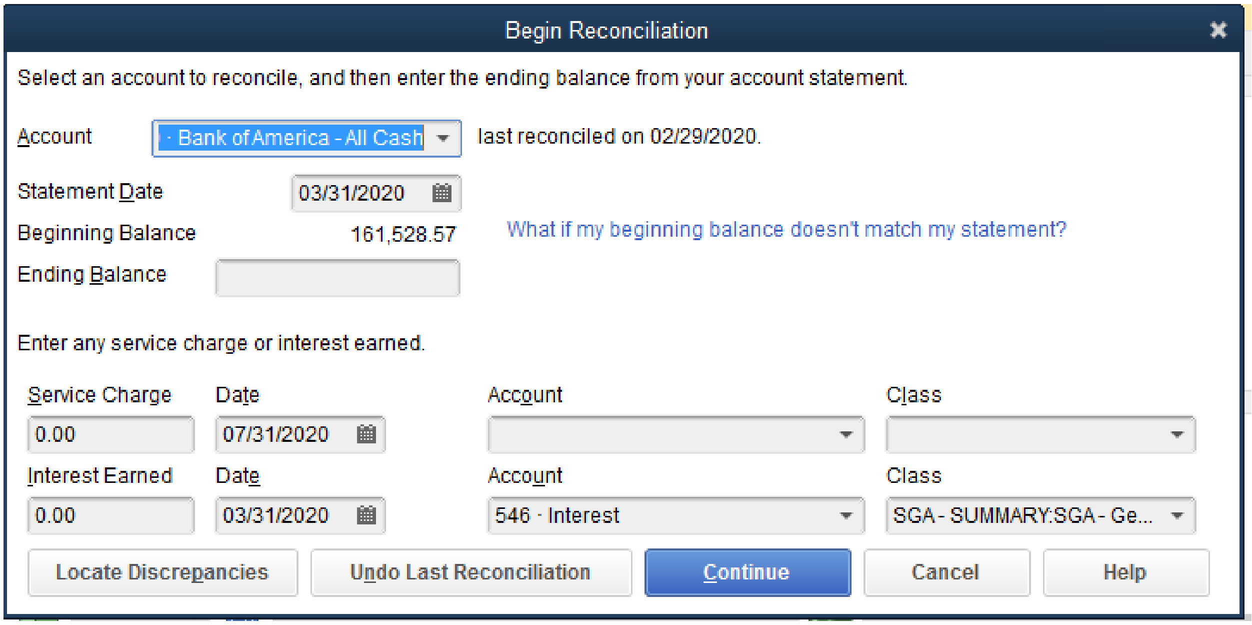
Click Pay Selected Bills

A box will pop up where you can enter the actual check number

RECONCILING YOUR ACCOUNT

With your statement in front of you (for regionals, from the bank, Storrs, from SABS)

Choose Banking from pull down menu and then Reconcile



Select an account to reconcile, and then enter the ending balance from your account statement.

Account: · Bank of America - All Cash — last reconciled on 02/29/2020.

Statement Date: 03/31/2020

Beginning Balance: 161,528.57

Ending Balance:

What if my beginning balance doesn't match my statement?

Enter any service charge or interest earned.

Service Charge	Date	Account	Class
0.00	07/31/2020		
Interest Earned	**Date**	**Account**	**Class**
0.00	03/31/2020	546 · Interest	SGA - SUMMARY:SGA - Ge...

IF you have allocations within a single account and have interest - the interest must be entered first and not through the reconcile box. Check that the Account is the highest account in the hierarchy

IF you have separate accounts/statements, choose individually and feel free to use the reconcile box for the interest entry

Check that the statement date matches the statement date at hand

Enter the ending balance from the bank statement

There should be no service charges (right?)

Enter the Interest Earned, the statement date, the interest account and class

Then click Continue

You will see checks and deposits.

“Check” them off in the order they are on your statement.

The lower right hand area has a “Variance” value

When you are done checking off the transactions on the statement, Variance should be zero

Check Reconcile now, print reports and retain for your records

We recommend electronic files so saving the PDF is recommended over paper files

The other reports that should be run, saved and submitted to TSOS are:

RUNNING REPORTS

Quick Report - list of transactions in chronological order

Ctrl A to get to Chart of accounts

Highlight account, eg. highest bank account in your hierarchy

Choose “QuickReport”
~~~~~
Other Reports, “Reports” and Select
Use upper boxes to choose time frame, target class or modify by account, etc
~~~~~

ATTACHING DOCUMENTS

Getting the Message can’t access as it is in Single User Mode?
Ask other party in the file to choose “File” pull down menu and “Switch to Multi-User Mode”