



## QuickBooks Handbook

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# AMERICAN YOUTH SOCCER ORGANIZATION

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## Gaining Access to QuickBooks

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### Why QuickBooks

QuickBooks Online (QBO) is the number one small business accounting platform.

Additionally, several AYSO Regions use QuickBooks and were able to attest to the functionality for AYSO operations.

QBO offers all of the functionality of Zipbooks, with a similar interface, and additional features NOT offered by Zipbooks like check printing.

### How to get started

Schedule a call with Qvinci using this link:

<https://qvincisupport.as.me/data-migration>

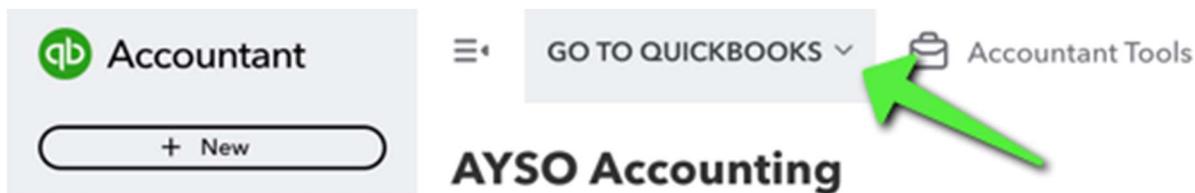
- Appointments are schedule for 15 minutes and generally last 7-10 minutes
- Call is to determine if any data migration will be needed as well as primary user
- They will also provide training on how to use QBO and provide login credentials

### Once you have your credentials:

Bookmark this page to easily access QBO: <https://app.qbo.intuit.com/app/clients>

You have been added to the AYSO Accounting Portal. You should see your region listed as a "Client".

To gain access to QuickBooks directly, Select your Section/Area/Region from the drop down in the upper Left Side of your Screen





## Using QuickBooks Efficiently

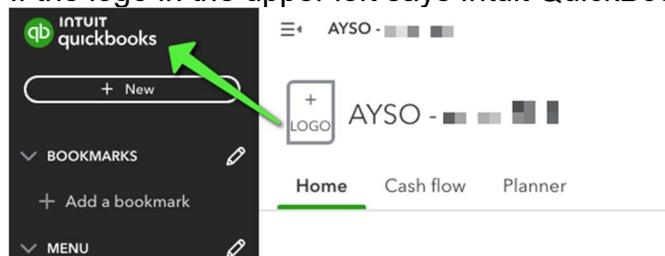
### Connecting your Bank to QuickBooks

When you connect your bank to QBO, the transactions automatically download as they clear your account.

This helps you by automating data entry so that you only need to review the transactions and select the proper categories, instead of creating each transaction manually.

#### 1. Log In to QBO

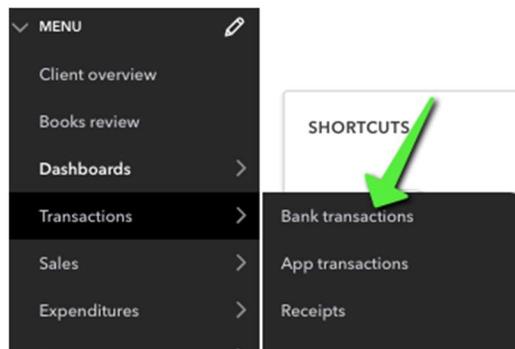
If the logo in the upper left says Intuit QuickBooks, you have direct access to QuickBooks



If you see QB Accountant in the upper left corner, select the Region from the Go To QuickBooks Drop Down



#### 2. Select Transactions -> Bank Transactions from the Left Navigation Bar

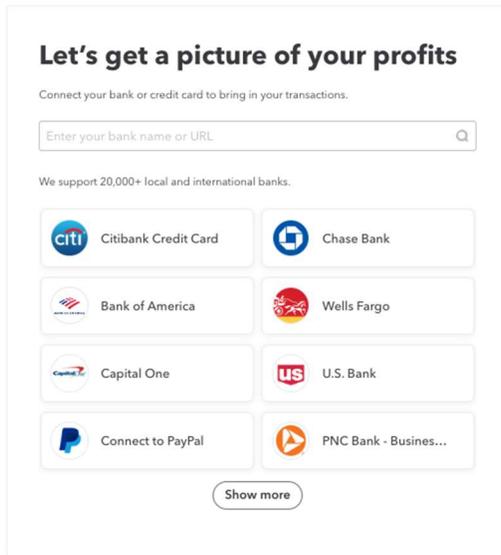




### 3. Select “Link Account” from the right side of your screen



### 4. Search for your bank or the URL you use for online banking

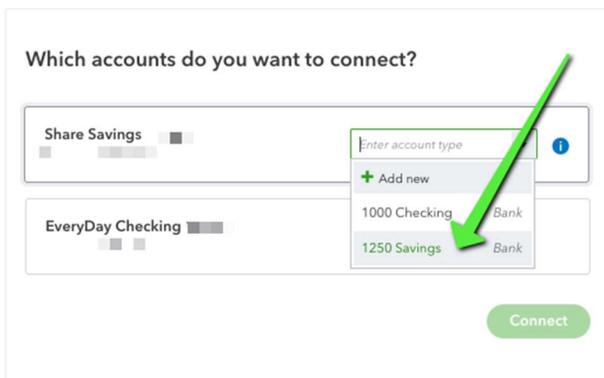


Once your bank has been selected, you will be prompted to enter your banking login credentials.

Each Bank will look different, but you may see your bank asking you which accounts to authorize.

Once confirmed, you'll be directed back to QuickBooks

### 5. For each account you are connecting, you'll need to select the account in QuickBooks to match



At Intuit, the privacy and security of your information are top priorities.



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## 6. Next Select The Date Range for the Transactions to Import. Some banks let you download the last 90 days of transactions. Others can go back as far as 24 months.

- If you migrated from Zipbooks, Qvinci should be able to tell you what custom date to use
- If you did NOT migrate from Zipbooks, consider bringing in the current fiscal year

Which accounts do you want to connect?

Share Savings  1250 Savings ✓

EveryDay Checking  1000 Checking ✓

We will pull transactions from the selected accounts from 01/01/2024. Or you can select a different date to pull transactions from. Some bank limitations may apply.

This year (01/01/2024) ▼

- Today (05/09/2024)
- This month (05/01/2024)
- This year (01/01/2024)
- Last year (01/01/2023)
- Custom...

Connect

Privacy

Once Connected, you are ready to start categorizing transactions and recording them in our register.

## Additional Notes on Bank Connections

- Your bank feed should update each night with the latest cleared transactions.
- Periodically, your bank may require you to re-authorize the connection to QuickBooks. This is absolutely normal and expected.
- If your bank is not listed or able to connect directly, you can manually import transactions
- The connection and automatic feed does not eliminate the need for monthly bank reconciliations

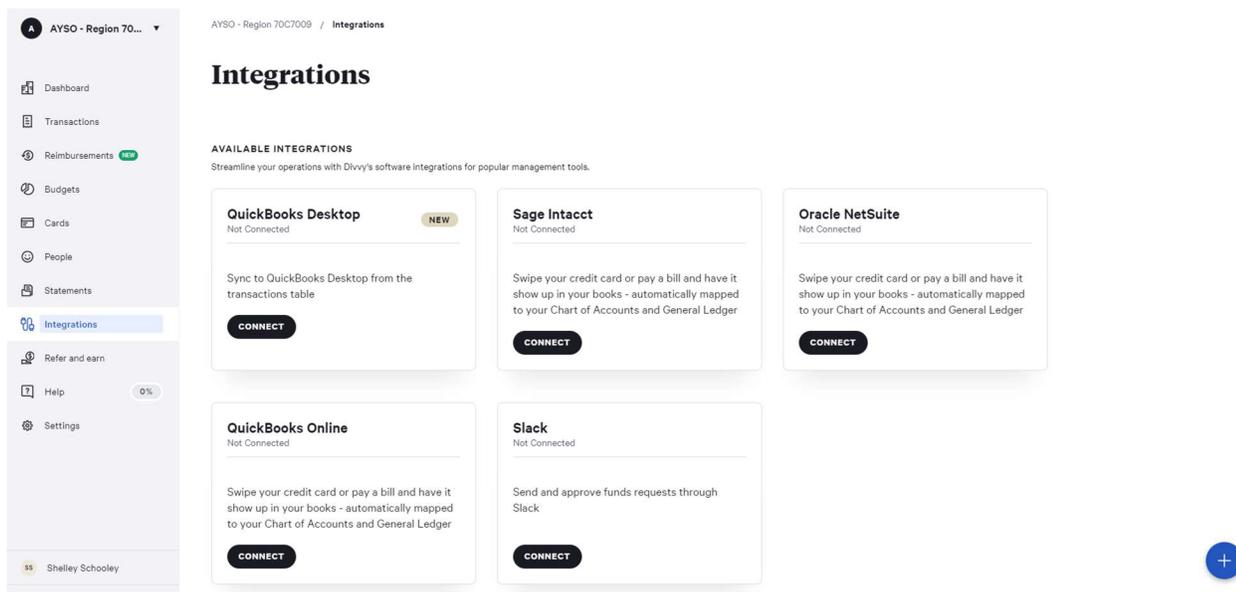


## Connecting Bill Spend & Expense to QuickBooks

Connecting Bill Spend & Expense to QuickBooks allows you to recognize your expenses each time the charge card is used, eliminating the need to split the payment into categories at the end of the month.

1. Log in to Bill Spend & Expense (Formerly Known As Divvy) and select Integrations from the Left Navigation bar.

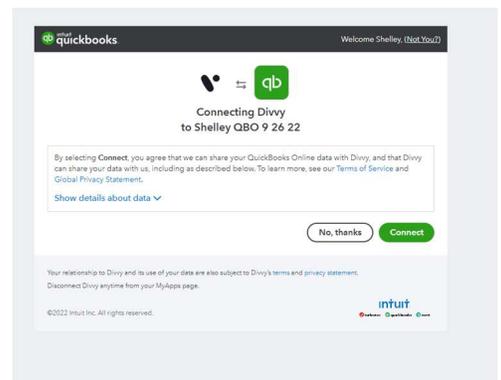
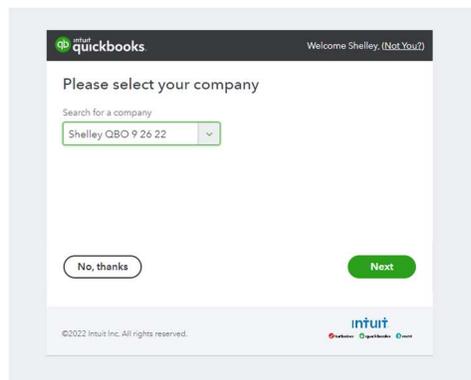
**NOTE: Only the Admin will see this option in Bill Spend & Expense**



2. Click the "Connect" Button for QBO. A window may pop up prompting you to log into your QuickBooks Account and choose your company.

QuickBooks Online Integration

**First, let's get Divvy connected to QuickBooks Online**





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3. Once connected, you'll be redirected back to the divvy dashboard where you will again select Integrations
4. Now, when you select Integrations, you will see that QuickBooks is connected and you are ready to click the "Configure" button

AYSO - Region 70... |< AYSO - Region 70C7009 / Integrations

## Integrations

ACTIVE INTEGRATIONS

**QuickBooks** REMOVE

Connected

---

SYNC STATUS  
Ready to sync

Save hours of manual work by mapping your accounting codes directly to the Divvy platform.

**CONFIGURE**

5. In the Configuration Screen, there are a few areas that need to be reviewed.
  - Sync Merchant – Must be enabled if you want the transactions to come over to QBO
  - Divvy Credit Card Account – This MUST be your Divvy Credit Card Account in QuickBooks – NOT YOUR BANK ACCOUNT
  - Auto Sync – This will automatically sync Completed Transactions within a 7 day window



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## 6. Mapping – Select Configure next to Chart of Accounts

### QuickBooks Online

#### QuickBooks Online account setup

##### Sync merchant

Appends merchant information to synced transactions.



##### Divvy credit card account

Select the credit card account in which you want transactions to sync from.

Divvy ▼

##### Auto sync

Automatically syncs completed transactions every 24 hours. Auto sync will look back 7 days to sync transactions that have not been previously synced.



##### Sync older transactions

Sync unsynced transactions older than 60 days. Changes made within QuickBooks Online to transactions may be overwritten.



##### Enable Billing For Projects

Must have billable enabled



#### Mapping

##### Chart Of Accounts

3 fields mapped

CONFIGURE

## 7. You will select NAP Codes from the drop down to map to your chart of accounts.

### Map Chart of Accounts

Map your chart of accounts below

Select or create a Divvy field name to begin mapping.

Q Select a Divvy field ▲  
NAP CODES

#### Map Chart of Accounts

Map your chart of accounts below

Q Search + ADD FILTER 103 of 103 fields mapped

CHART OF ACCOUNTS	ACCOUNT NUMBER	DIVVY MAPPING (NAP CODES)	STATUS
<input type="checkbox"/> Accounts Payable	2000	▼	✓
<input type="checkbox"/> Accounts Receivable	1300	▼	✓
<input type="checkbox"/> Ads/Social Media/Newsletter/Yearbook/Pictures	5000	▼	✓
<input type="checkbox"/> Assets (over \$1000)	5000	▼	✓
<input type="checkbox"/> Awards & Trophies NO TAX PAID	5000	▼	✓
<input type="checkbox"/> Awards & Trophies TAX PAID	5000	▼	✓
<input type="checkbox"/> Bank and Credit Card Fees	5000	▼	✓
<input type="checkbox"/> Billable Expense Income		▼	✓
<input type="checkbox"/> Checking	1000	▼	✓
<input type="checkbox"/> Clinic Training Expenses - Coaches	5430	▼	✓
<input type="checkbox"/> Clinic Training Expenses - Other	5434	▼	✓

**Your accounts have been automatically mapped!**

Divvy automatically mapped your account names in QuickBooks to account names in Divvy to save you time. Feel free to edit the accounts to better match your workflow if needed.

**GET IT**

## 8. Bill Spend & Expense will bring in your categories from QuickBooks and create new NAP codes to use in Bill Spend & Expense. This is how Bill Spend & Expense knows how to categorize your expenses.

Not all of the categories need to be used with your Bill Spend & Expense card so we will remove some in the next step.



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**9. In the Left Column, you have your categories from QuickBooks. On the right side, you have the Nap Codes that will be added to Bill Spend & Expense**

## Map Chart of Accounts

Map your chart of accounts below

CHART OF ACCOUNTS ▼	ACCOUNT NUMBER	DIVVY MAPPING (NAP CODES)	STATUS
<input type="checkbox"/> Ads/Social Media/Newsletter/Yearbook/Pictures	5255	(select) ▼	-
<input type="checkbox"/> Assets (over \$1,000)	5801	(select) ▼	-
<input type="checkbox"/> Awards & Trophies NO TAX PAID	5273	(select) ▼	-
<input type="checkbox"/> Awards & Trophies TAX PAID	5272	(select) ▼	-
<input type="checkbox"/> Bank and Credit Card Fees	8305	(select) ▲	-
<input type="checkbox"/> Clinic Training Expenses - Coaches	5432	Airfare	-
<input type="checkbox"/> Clinic Training Expenses - Other	5434	Apparel	-
<input type="checkbox"/> Clinic Training Expenses - Player	5431	Awards and Gifts	-
<input type="checkbox"/> Clinic Training Expenses - Referees	5433	Background Check Fees	-
<input type="checkbox"/> Computer Software	7610	Banks Fees	-
<input type="checkbox"/> Concession Expenses	5225	Banners, signs, Billboards	-

To remove accounts, you will begin putting a checkbox next to any account that you do not need in Bill Spend & Expense for expense categorization. These include:

- Any Account without an account number
- Any Account with an \* in the account number
- Any Bank Accounts
- Retained Earnings
- Opening Balance Equity
- Bill Spend & Expense Credit Card Payable
- Any of the “Uncategorized” (Uncategorized Income, Uncategorized Expense, Etc.)
- Any Income Accounts (Account Numbers starting with 4000) (Optional)

Once you have a check next to all of the accounts you don't need in Bill Spend & Expense, you'll see a button on the bottom to “Un-map XXX Accounts”



## 10. Click the Unmap XXX Accounts at the bottom and then Save.

### Map Chart of Accounts

Map your chart of accounts below



Search + ADD FILTER 103 of 103 fields mapped NAP CODES

<input checked="" type="checkbox"/>	CHART OF ACCOUNTS	ACCOUNT NUMBER	DIVVY MAPPING (NAP CODES)	STATUS
<input checked="" type="checkbox"/>	Accounts Payable	2010	Accounts Payable (new)	✓
<input checked="" type="checkbox"/>	Accounts Receivable	1300	Accounts Receivable (new)	✓
<input checked="" type="checkbox"/>	Ads/Social Media/Newsletter/Yearbook/Pictures	5255	Ads/Social Media/Newsletter/Yearbook/Pictures (new)	✓
<input checked="" type="checkbox"/>	Assets (over \$1,000)	5801	Assets (over \$1,000) (new)	✓
<input checked="" type="checkbox"/>	Awards & Trophies NO TAX PAID	5273	Awards & Trophies NO TAX PAID (new)	✓
<input checked="" type="checkbox"/>	Awards & Trophies TAX PAID	5272	Awards & Trophies TAX PAID (new)	✓
<input checked="" type="checkbox"/>	Bank and Credit Card Fees	8305	Bank and Credit Card Fees (new)	✓
<input checked="" type="checkbox"/>	Billable Expense Income		Billable Expense Income (new)	✓
<input checked="" type="checkbox"/>	Checking	1000	Checking (new)	✓
<input checked="" type="checkbox"/>	Clinic Training Expenses - Coaches	5432	Clinic Training Expenses - Coaches (new)	✓
<input checked="" type="checkbox"/>	Clinic Training Expenses - Other	5434	Clinic Training Expenses - Other (new)	✓

UN-MAP (103) ACCOUNTS SAVE

You will get boxes asking you to confirm unmapped accounts.

## 11. Next, you'll need to go into your Settings and select Custom Fields

- Refer and earn
- Help 0%
- Settings
- Bank Accounts
- Company Information
- Custom Fields

Field Name	Description	Field Type	Budgets
NAP CODES		Custom List	All Budgets
Notes		Note	All Budgets

## 12. Click NAP Codes to open the Edit Tab on the Right. Select Edit Options



## Custom Fields

Search

Field Name Description

NAP CODES

Notes

\* Name

NAP CODES

Description

Enter description for the field

Option type

Custom List

Created by



\* Option settings

[Edit options](#)

67

### 13. Click Reset

[← Edit field options](#)

[Reset](#)

Field options

[Bulk add](#)

Enter or search field options



5701 -Payments to AYSO - Inter-regional

This should remove any NAP Codes that are not connected to your QuickBooks Chart of Accounts. If not, be sure to click the X next to which ever Nap Codes have an X, leaving only those with the lock icon.

Unfortunately, if an old NAP code was used, these expenses will come over as Uncategorized, but moving forward all expenses will come over completely mapped to QuickBooks.

**If you have any issues or don't see your categories in your Bill Spend & Expense, please email [Finance@AYSO.org](mailto:Finance@AYSO.org) for additional assistance.**



## Categorize and Confirm Bank Transactions

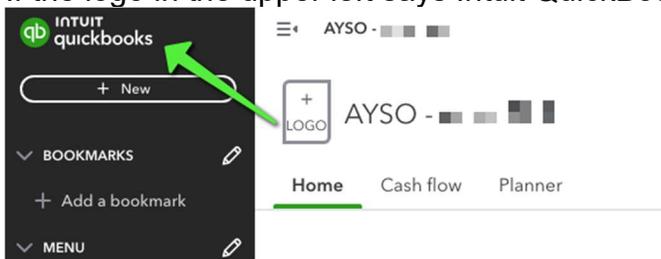
Your bank doesn't know where the transactions it has downloaded are for – only that they have cleared your account. You will need to select the appropriate category and approve the transaction before it is entered in your register.

QuickBooks will make suggestions. Assume that these are wrong 100% of the time. The more you use QuickBooks, the more accurate the guesses will be, but you still want eyes on every transaction before confirming the transaction. This is also a great time to add in your backup invoices and receipts.

If you manually enter transactions when they happen – i.e. you wrote a check and recorded it in QuickBooks before it is cashed – you have the option to match the transaction instead of recording a duplicate.

### 1. Log in to QBO

If the logo in the upper left says Intuit QuickBooks, you have direct access to QuickBooks



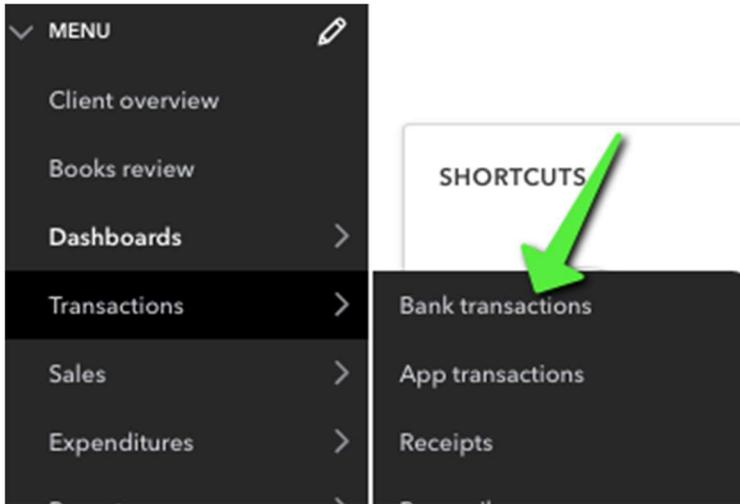
If you see QB Accountant in the upper left corner, select the Region from the Go To QuickBooks Drop Down



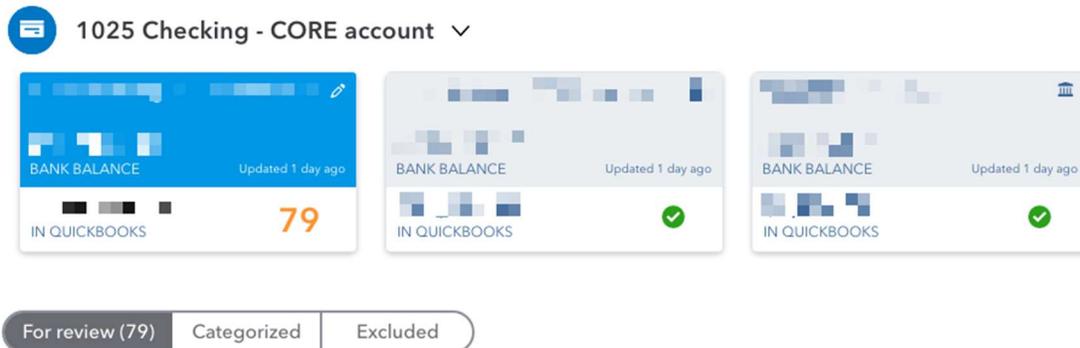
### 2. Select Transaction -> Bank Transactions from the Left Navigation Bar



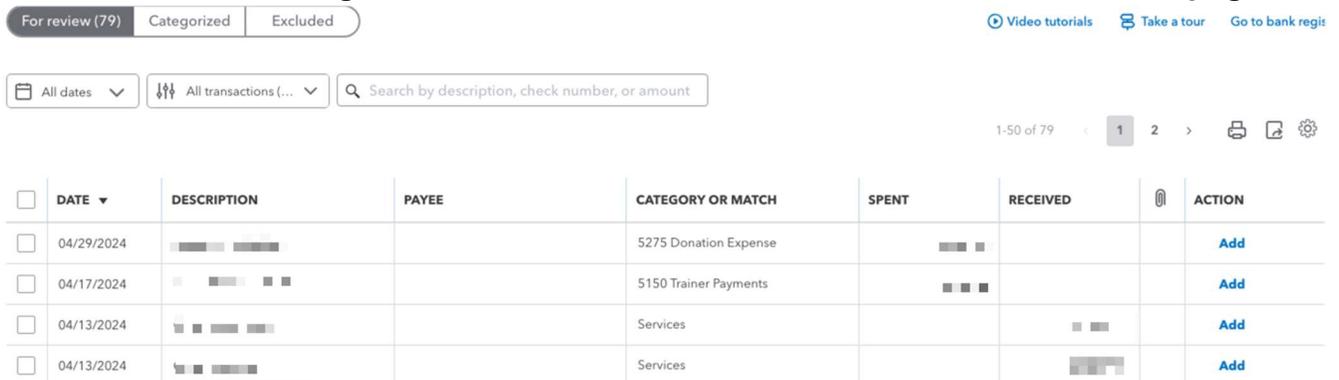
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3. If you have multiple accounts, you should see them all across the top of the page along with the number of transactions to review.



4. In the example above, we have 3 Bank Accounts connected, and one has 79 transactions waiting for review. You'll see these listed at the bottom of the page.



5. QuickBooks tries to be helpful by suggesting categories for you. Assume that 100% of these are incorrect. Let's take a look at the edit options for the transactions in



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**your For Review Tab. Click on the Category for one of the transactions in your For Review Tab.**

Bank transactions   App transactions   Receipts   Reconcile   Rules   Chart of accounts   Recurring transactions

<input type="checkbox"/>	DATE ▼	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED		ACTION
<input type="checkbox"/>	04/29/2024	CHECK # 2500 2500		5275 Donation Expense	\$581.20			<a href="#">Add</a>

**A**  Categorize    Match    Record as transfer    Record as credit card payment

**B** Vendor/Customer: Select payee ▼   **C** Account\*: 5275 Donation Expense ▼

Tags [Manage tags](#)  
Start typing to add a tag

Memo  
CHECK # 2500

**D** BANK DETAIL CHECK # 2500  
[Add attachment](#)   [Create a rule](#)   [Exclude](#)   [Split](#)   [Add](#)

**A. How to treat the transaction**

- Categorize** – This is used to add a new transaction to QuickBooks
- Match** – This is used when you have already added the transaction to QuickBooks and it has now cleared the bank
- Record as a Transfer** – This is only used if you transferred money between two connected banks in QuickBooks.

**B. Vendor/Customer** - Select the vendor paid. This is especially important for any of your 1099 vendors to capture payments made.

**C. Account** – This is where you will select the correct category for the transaction. You can scroll or type the number or name of the account. As you type, if you select to do so, the list will begin to show matching options for you to select from.

**D. Under the Bank Detail** you have the option to add your documentation, invoice or receipt.

**6. Once you have completed the above section, you are now ready to Add the transaction to the register. Some users may see a green “Confirm” button in place of the “Add” button.**

Complete these steps until all transactions have been reviewed.



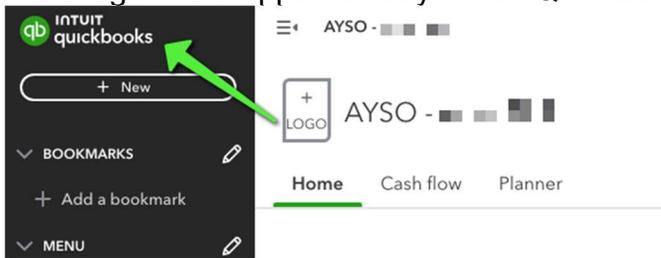
## How to Reconcile your Bank Account(s)

Just like balancing your checkbooks, you need to review your accounts in QuickBooks to make sure that they match your bank statement.

In order to complete this step, you will need your monthly statement from your bank – either on screen or a printed copy.

### 1. Log in to QBO

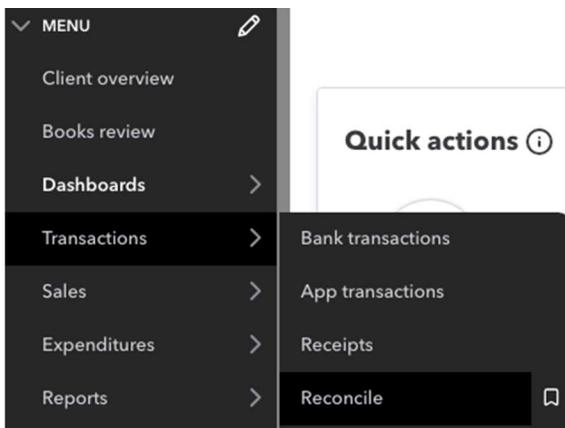
If the logo in the upper left says Intuit QuickBooks, you have direct access to QuickBooks



If you see QB Accountant in the upper left corner, select the Region from the Go To QuickBooks Drop Down



### 2. Select Transactions -> Reconcile



It's also a tab when reviewing transaction.



## Transactions

[Bank transactions](#) [App transactions](#) [Receipts](#) **[Reconcile](#)** [Rules](#) [Chart of accounts](#) [Recurring transactions](#)

### 3. Complete the Reconcile Screen information as needed

#### A. Select the bank account you need to reconcile

[Bank transactions](#) [App transactions](#) [Receipts](#) **[Reconcile](#)** [Rules](#) [Chart of acc](#)

[Chart of accounts](#) > [Bank register](#) > Reconcile

### Reconcile

Which account do you want to reconcile?

Account

1000 Cash



#### B. Check your Beginning Balance and make sure it matches the beginning balance on the bank statement. Then enter your Ending Balance and the Date of the Statement.

[Bank transactions](#) [App transactions](#) [Receipts](#) **[Reconcile](#)** [Rules](#) [Chart of acc](#)

[Chart of accounts](#) > [Bank register](#) > Reconcile

### Reconcile

Add the following information

Beginning balance	Ending balance*	Ending date*
0.00	<input type="text"/>	<input type="text"/>





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C. Enter any Service Charges or Interest Earned if appropriate and click the “Start Reconciling” button

Enter the service charge or interest earned, if necessary

Date	Service charge	Expense account
<input type="text"/>	<input type="text" value="0.00"/>	8305 Bank and Cred... <input type="text"/>
Date	Interest earned	Income account
<input type="text"/>	<input type="text" value="0.00"/>	Account <input type="text"/>

**Start reconciling**

4. Validate that all items on your bank statement are marked as cleared in QuickBooks. If you see a green check and \$0.00 Difference, you are ready to click the “Finish Now” button

AYSO - Region 2B249 Accountant Tools My experts Help

Chart of accounts > Bank register > Reconcile

Reconcile

Statement ending

DATE	CLEARED DATE	TYPE	REF NO.	ACCOUNT	PAYEE	MEMO	PAYMENT (USD)	DEPOSIT (USD)
02/16/2023	02/16/2023	Deposit				DEPOSIT ID NUMBE...		

**Finish now** ✓ **\$0.00 DIFFERENCE**



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## 5. If you don't have a \$0.00 Difference, here are some steps to take:

### A. Uncheck all of the marked transactions by clearing the top checked circle

AYSO - Region 2B249 Accountant Tools My experts Help

Chart of accounts > Bank register > Reconcile

Reconcile [ ] [ ] [ ] Checking

Statement ending date: February 28, 2023

STATEMENT ENDING BALANCE	-	\$0.00	CLEARED BALANCE	
\$0.00	-	\$0.00	+	\$0.00
BEGINNING BALANCE		0 PAYMENTS		0 DEPOSITS

DIFFERENCE

Payments Deposits All

DATE	CLEARED DATE	TYPE	REF NO.	ACCOUNT	PAYEE	MEMO	PAYMENT (USD)	DEPOSIT (USD)	
		Deposit		Uncategorized Income		DEPOSIT ID NUM...			<input checked="" type="checkbox"/>

### B. Review each transaction on your bank statement and check each transaction in QuickBooks.

AYSO - Region 2B249 Accountant Tools My experts Help

Chart of accounts > Bank register > Reconcile

Reconcile [ ] [ ] [ ] Checking

Statement ending date: February 28, 2023

STATEMENT ENDING BALANCE	-	\$0.00	CLEARED BALANCE	
\$0.00	-	\$0.00	+	\$0.00
BEGINNING BALANCE		0 PAYMENTS		0 DEPOSITS

DIFFERENCE

Payments Deposits All

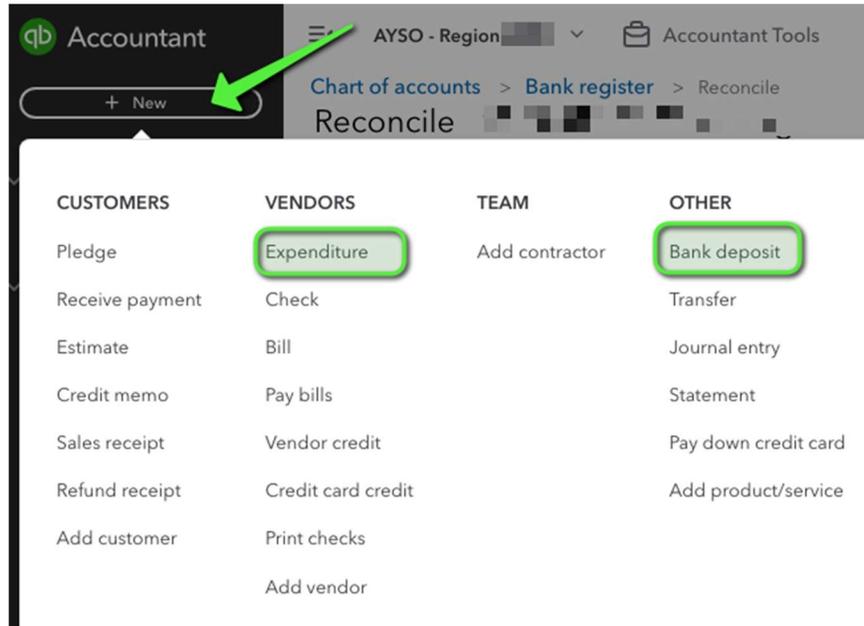
DATE	CLEARED DATE	TYPE	REF NO.	ACCOUNT	PAYEE	MEMO	PAYMENT (USD)	DEPOSIT (USD)	
		Deposit		Uncategorized Income		DEPOSIT ID NUM...			<input type="checkbox"/>

### C. If you find a transaction on your Statement that is NOT in your QuickBooks, it must be added.

- **Do you have any transactions in your “For Review” tab?** All transactions must be reviewed in order to have accurate bookkeeping.
- **If you need to add a new transaction,** Click on the “+ New” Button in the top left of your screen and choose the new item you need to create – i.e. Expense, Deposit, etc.



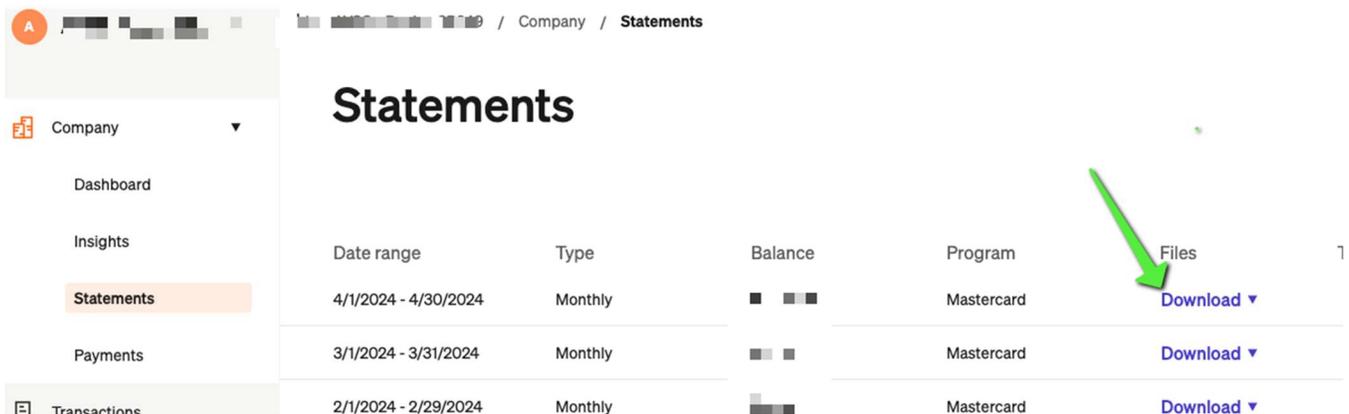
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- D. If there are transactions in QuickBooks that are not on your Statement, these have not yet cleared and need to be unchecked.
- E. If you still can't find your discrepancy, feel free to email [Finance@Ayso.org](mailto:Finance@Ayso.org) and the team can help you out.

## How to Reconcile your Bill Spend & Expense Account

### 1. Download the statement from your Bill Spend & Expense Account



### 2. Log in to your QuickBooks and Navigate to Reconcile as done with your Bank Statement.



### 3. Select your 2150 Divvy Credit Card Payable Account from the Drop Down

[Chart of accounts](#) > [Credit card register](#) > Reconcile

[Summary](#) | [History by account](#)

#### Reconcile

Which account do you want to reconcile?

Account

2150 Divvy Credit Card Payable

Add the following information

Beginning balance

0.00

Ending balance\*

Ending date\*

Enter the finance charge, if necessary

Date

Finance charge

0.00

Expense account

Account

[Start reconciling](#)

4. Enter your Statement Ending Balance and Ending Date before selecting the “Start Reconciling” Button
5. Similar to your Bank Reconciliation, you will simply mark each transaction as cleared using the radio buttons on the Right side of the screen for the transactions listed on your statement.
6. If you are missing transactions in QuickBooks that are listed on your Bill Spend & Expense Statement:
  - A. Only Transactions that are marked as complete within 7 days of the transaction date will automatically sync with QuickBooks
  - B. You can Manually Sync Missing Transactions from your Bill Spend & Expense Account
  - C. Be careful not to re-sync any transactions that have already been entered as duplicates are possible.



## FAQs

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### **How do I manually import bank transactions if I can't connect to online banking?**

Instead of connecting your bank and credit card accounts to QuickBooks, you can upload them manually. You usually download this file from your bank. Before you can upload it, you need to make sure the data is in the correct format.

Each bank formats CSV files differently. This means you may not be able to import CSVs from certain banks since files don't have the format QuickBooks needs. If your bank offers a QBO Format (QBO) this is generally the best option.

Follow the Step by Step Guidance on how to [Manually Upload Transactions into QBO](#).

### **What do I do if I used the wrong category?**

You can edit transactions from your Account Register to update the category selected

### **Rules and How to Use them**

Rules can be useful for transactions that happen often. By setting a rule, you are helping tell QuickBooks how to categorize the future transactions.

What you do not want; however, is for QuickBooks to automatically enter transactions before you've had a chance to review. For this reason, the "Auto-Add" option should always be turned off when creating rules.

You can view your Rules by Navigating to Transactions -> Rules

More information on [Setting up Rules can also be found here](#).

### **How do I upload Bank or Bill Spend & Expense Statements if I need Help?**

Different than attaching your Bank Statements to your reconciliations, you can also add your statements to QuickBooks when you need additional help with reconciling.

Navigate to My Accountant in the Black Navigation of QBO.  
There are two tabs – Requests & Shared Documents

When you select Shared Documents, you'll have the option to upload documents from your computer.

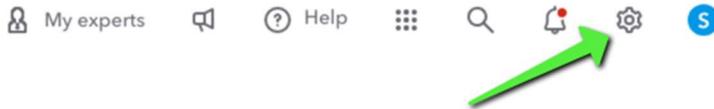


# AMERICAN YOUTH SOCCER ORGANIZATION

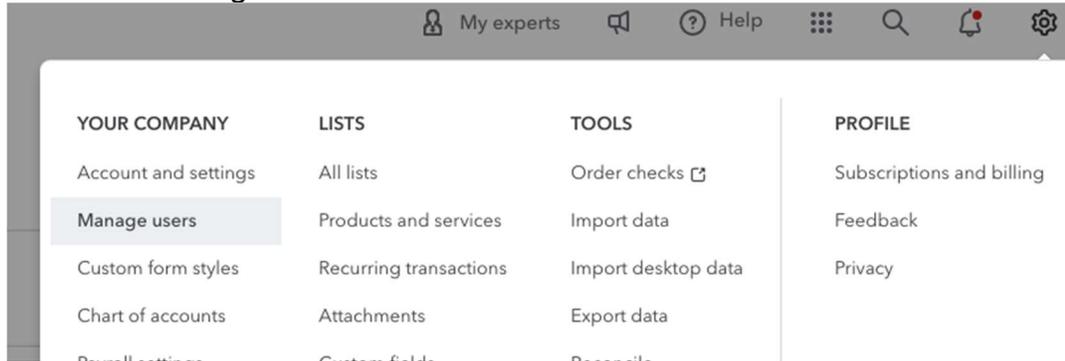
## What do I do if I already have my own QuickBooks?

If you have **QBO**, please add [QuickBooks@AYSO.Org](mailto:QuickBooks@AYSO.Org) as an Accountant user to your account.

1. Log in to QuickBooks and click on the gear icon in the upper left corner



2. Select "Manage Users"



3. On the Accountants tab, select Invite

### Manage users

Users Accountants

1 of 2 accounting firms added

NAME	EMAIL	FIRM	STATUS	DATE ADDED	ACTION
AYSO Finance - QBO	Quickbooks@ayso.org	AYSO Accounting	Active	11/2/2022	

If you have **QuickBooks Desktop**, you can convert to QBO with the help of the Qvinci team. Please [Schedule a call with the Qvinci Team](#) so that they can set up your account and walk you through next steps.



## QuickBooks Checklist – New User

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### Users and Access:

- Has The Association Platform been updated to reflect the current Board?
- Do All members have current Background Checks?
- Has [Finance@AYSO.org](mailto:Finance@AYSO.org) been notified of
  - All Members who require access to QuickBooks
  - All Members who no longer require access to QuickBooks

### Bank Transactions:

- Are all Banks for the region Connected and currently syncing?
- Are all transactions currently Categorized?
- Do All transactions have attached documentation (Receipts, etc.)

### Divvy Transactions:

- Is Divvy Connected to QuickBooks?

### Reconcile:

- When was the last bank reconciliation done for each bank account?
- When was Bill Spend & Expense last reconciled?
- Are there Changes or Auto Adjustments on past Bank Reconciliations?
- Are Statements Uploaded to QuickBooks?

### 1099 Vendors:

- Are the Independent Contractors marked as eligible to receive 1099s?
- Do All Independent Contractors have an approved Paid Services Agreement in place and current W9 on file?

### Rules:

- Is the S/A/R using “Auto-Add” for Rules?

### Chart of Accounts:

- Are all Banks in QuickBooks still active for the S/A/R?
- Do any Bank Accounts reflect a negative bank balance?
- Is Bill Spend & Expense connected (view Register)?
  - Are Expenses coming over from Bill Spend & Expense?
  - Are CC Payments being applied correctly to 2150?
- Do they have prior year Deferred Revenue that needs to be recognized?
- Do they have any accounts with a “\*” that needs to be merged or made inactive?
- Do they have any “Payroll” Accounts that need to be made inactive?



## QuickBooks Checklist – Weekly

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### Bank Transactions:

- Is Bank Connection valid and syncing regularly?
- Are all Transactions Categorized?
- Do All Transactions have the appropriate documentation attached?

### Bill Spend & Expense:

- Are Bill Spend & Expense Expenses coming over categorized?
- Are any Bill Spend & Expense expenses incomplete?

### Bookkeeping:

- Review and pay unpaid bills from Vendors
- Record Checks in QuickBooks if applicable



## QuickBooks Checklist – Monthly

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### Bank Transactions:

- Are all Banks for the region Connected and currently syncing?
- Are all transactions currently Categorized?
- Do All Transactions have documentation attached?

### Reconcile:

- Reconcile each QuickBooks Bank Account to the Statements received from the Bank.
  - Attach Bank Statement to the Reconciliation and/or save in the “My Accountant -> Shared Documents” section
- Reconcile Bill Spend & Expense to the Statement received.
  - Attach Bill Spend & Expense Statement to the Reconciliation and/or save in the “My Accountant -> Shared Documents” section

### Vendors:

- Are all 1099 vendors set up in QuickBooks with W-9s?
- Have you saved all W-9s in the “My Accountant -> Shared Documents” section?
- Do you have approved Paid Services Agreements for all 1099 Vendors for the current Calendar Year with updated Certificates of Insurance?

### Financial Reporting:

Refer to your Section Director, Area Director and/or Board for more instruction on what reports are needed. At a minimum, we recommend reviewing the following:

- Statement of Activity
  - Do you have any income or expenses categorized to Accounts without Account Numbers?
  - Do you show any Reconciliation Discrepancies?
- Statement of Financial Position
  - Do any accounts show up in the Bank Section that are not Banks?
  - Are all Bank Accounts reflected in QuickBooks?
  - Does your Divvy Credit Card Account reflect your current balance owed?