

# INTRO TO TREASURER LEADERS

## Table of Contents

<b>Treasurer Transition .....</b>	<b>2</b>
<b>QuickBooks Home Page.....</b>	<b>3</b>
<b>Updating Treasurer’s Name in QuickBooks.....</b>	<b>4</b>
<b>Chart of Accounts .....</b>	<b>5</b>
<b>Examples of Common Transactions.....</b>	<b>6 - 7</b>
<b>Joint Conference Reporting .....</b>	<b>8</b>
Recording Proceeds .....	8
Recording Receivable .....	9
Financial consolidation.....	9 - 10
<b>Resources.....</b>	<b>11</b>

## Treasurer Transition

HFMA Accounting and Finance staff maintains the user list for each chapter by updating the database and deleting inactive users in **QuickBooks**. During the transition, the 990 reporting requirements create a dual incumbency that requires the incoming and outgoing treasurer to work in QuickBooks during the first two months of the fiscal year. In order to accommodate both treasurers and maintain an audit trail of the changes in QuickBooks, each treasurer is issued a unique user ID and password.

To clarify any questions regarding the transition in QuickBooks, **the outgoing treasurer** should implement the following accordingly:

1. Review the user list and notify [Accounting@hfma.org](mailto:Accounting@hfma.org) via email, which users to delete or add.
2. **Outgoing treasurer** must provide HFMA staff with the following information by email to [Accounting@hfma.org](mailto:Accounting@hfma.org)
  - Name and email address of incoming treasurer
  - Name and email address of incoming president
  - Name and email address of outgoing president
3. HFMA staff will send the new users an invitation by email from **Intuit** with the link to create individual user IDs and passwords. This method will enable the user to create an ID and password that will be easy to remember. If you have not received an invitation, please email [Accounting@hfma.org](mailto:Accounting@hfma.org). The invitations are sent directly from service at Intuit, which may result in emails being blocked by your firewall and spam filters.

# Home Page Dashboard

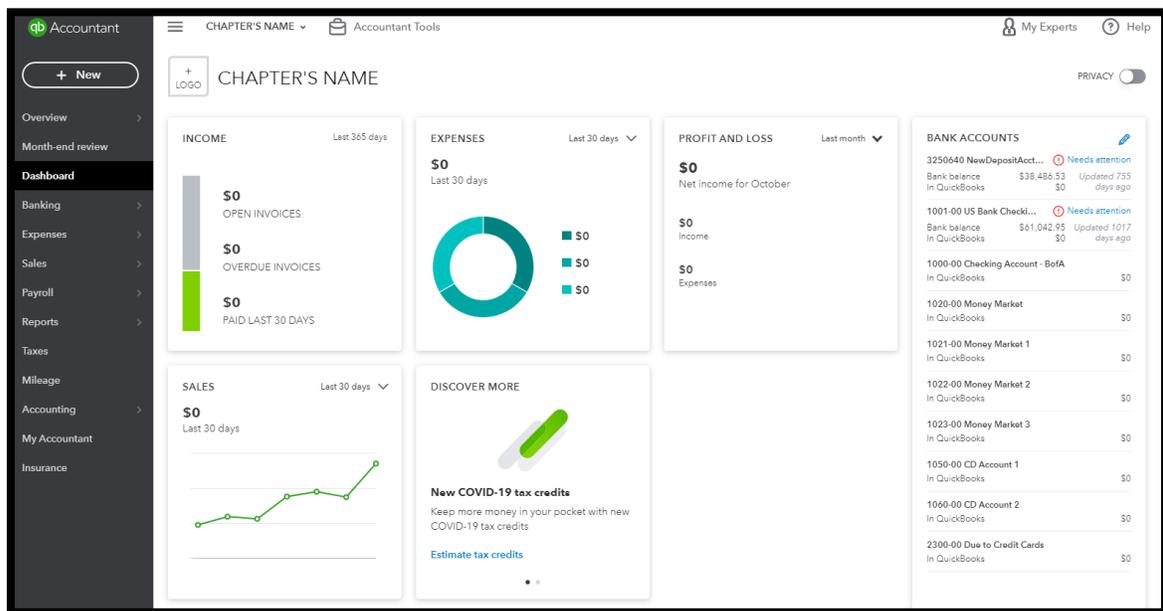
When you first sign into your QuickBooks Online account, you will be directed to the homepage dashboard. On the Home Page, you will see a quick overview of your chapter's income and expenses, bank accounts and more.

From the dashboard, you can use **+ New** to do everyday tasks. If you don't see what you're looking for on the menu, select **Show** to view more options.

Some of the basic tasks you can perform when you select **+New** are:

- Creating invoices
- Adding Expenses
- Journal Entry

**Note:** The dashboard view may vary from one user to another. QuickBooks Online determines what information it displays by each user's access rights.



## Updating Treasurer's Name in QuickBooks

Note: Important section that **must be updated with Incoming Treasurer's contact information.**

HFMA Accounting updates this information on behalf of the chapter.

### Account & Settings | Company Settings

#### Company settings

Account and Settings			
Company	Company name		
Billing & Subscription			
Sales			
Expenses	Company name	Terril's Tech	
Payments	Legal name	Same as company name	Company name: Chapter's name Legal Name & EIN: Chapter's name and the EIN that will appear on forms such as 1099s
Advanced	EIN	94-1121121	
	Company type		
	Tax form	Sole proprietor (Form 1040)	
	Industry		
	Contact info		
	Company email	terri@example.com	Company email <a href="mailto:accounting@hfma.org">accounting@hfma.org</a> Member-facing email & Company phone: Treasurer's email address and phone #. Appears on your invoices.
	Customer-facing email	Same as company email	
	Company phone	650-555-1234	
	Website	territech.com	
	Address		
	Company address	123 Main Street, Anytown, CA 94043	Company address: National's corporate address. Member-facing address: appears on your invoices, should reflect current Treasurer's address. Legal address: appears on forms such as 1099s.
	Customer-facing address	Same as company address	
	Legal address	Same as company address	
	Communications with		
	Setup	Marketing Preferences	

Changing the Treasurer contact information will enable HFMA to contact you directly with any questions and updates.

The information is also reflected on your Chapter's invoice template.



Select the Gear Icon located on the right-hand corner.

Under YOUR COMPANY list of options, select **“Account and Settings”**

Please verify information and contact HFMA Accounting at [accounting@hfma.org](mailto:accounting@hfma.org) with any updates.

## Chart of Accounts

Customizing your chart of accounts:

HMFA accounting only has access rights to add, delete, or update GL accounts.

Please schedule a meeting to review your chart of accounts with [accounting@hfma.org](mailto:accounting@hfma.org)

This opportunity will help define your chapter's sources of revenue and expenses for budget time. The goal is to identify special programs and events held by the chapter throughout the year and properly assign GL accounts or classifications. In addition, due to shared events between chapters and regions we want to make sure the proper contra-accounts are used and communicated.

*For information on joint conferencing, please see page 8.*

Please note, some account names cannot be changed to ensure the 990 rollup is done accurately.

To view your chapter/region's chart of accounts in QuickBooks, please log into

QuickBooks. Go to Settings by selecting the Gear icon  and select Chart of Accounts.

# Example of common Transactions

## Meeting Revenue from HFMA

Check received is for \$950.52, this amount is net. Registration revenue of \$1,150 and HFMA's processing fees of \$199.48 are recorded as gross amounts.

Note: Merchant processing fees are recorded as gross amounts.

Deposit

1000-00 Checking 1 Balance \$ Account Balance Date 02/24/2017

AMOUNT \$950.52

Add New Deposits

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF. NO.	AMOUNT
1	National HFMA-Online Reg	4150-00 Education Income:Spring Institute	Reg process by National	Check	12346	1,150.00
2	National HFMA-Online Reg	7020-00 Credit Cards:Credit Card Merchant Fee	CC processing fees	Check	12346	-199.48
3						

Add lines Clear all lines

New Deposits Total \$950.52

Memo

Cash back goes to 1000-00 Checking 1 Cash back memo Cash back amount

Total \$950.52

Attachments Maximum size: 25MB

Drag/Drop files here or click the icon

## Deferred Sponsorship and Other Revenue

Check received is for next fiscal year.

Scenario: Sponsorship for Annual Meeting and no invoice was created.

Create the deposit to Deferred Revenue account. Include detailed memo information to make sure revenue is recognized in the correct period.

Deposit
AMOUNT  
**\$5,000.00**

1000-00 Checking 1 Balance \$ Account Balance Date 02/24/2017

**Add New Deposits**

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1	GE Healthcare	2100-20 Deferred Revenue-Deferred Sponsorship Income	Fall Conference Sponsor	Check	456478	5,000.00
2						

New Deposits Total **\$5,000.00**

Memo

Cash back goes to  
1000-00 Checking 1

Cash back memo

Cash back amount

Total **\$5,000.00**

Attachments Maximum size: 25MB

Drag/Drop files here or click the icon  
Show existing

Check received is for an open Sponsorship invoiced to GE Healthcare for \$5,000.00.

Receive Payment
AMOUNT RECEIVED  
**\$5,000.00**

GE Healthcare Find by invoice no.

Payment date: 02/24/2017

Payment method: Enter text Reference no. Deposit to: 1005-00 B of A Amount received: 5,000.00

**Outstanding Transactions**

Find Invoice No. Filter All

DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input type="checkbox"/> invoice # 1487 (06/27/2016)	06/27/2016	5,000.00	5,000.00	5,000.00

< First Previous 1-1 of 1 Next Last >

Amount to Apply **\$5,000.00**

Amount to Credit **\$0.00**

Clear Payment

## Joint Conference Reporting

Joint conference reporting requires detailed intercompany transactions between the chapters and regions. Importantly, regions may have a seed-money fund that is funded by the various chapters for joint conferences. In most cases, the seed money is not returned to the chapter because this funding is used year after year. When recording joint conference proceeds there are various factors to consider when creating the accounting transactions, such as the following:

1. Seed-money tracking
2. Prepaid Expenses
3. Deferred Revenue
4. Gross Revenue Proceeds
5. Gross Expenses on Joint Conference

### Recording Proceeds/Expenses – Region (or Entity in Charge)

The region responsible for the event, should record all revenue and expenses as they are incurred at the Gross Amount using the standard revenue and expense accounts used for Meeting Income or Meetings.

Income	
Meeting	\$6,926.95
Sponsorship	\$1,701.35
Interest	\$49.98
Total Income	<u>\$8,678.29</u>
Expenses	
Meeting	\$6,208.35
Board	\$22.24
Committee	\$135.85
IT	\$14.35
Office	\$40.38
Merchant Fee	\$163.11
Total	<u>\$6,584.29</u>
Expenses	<u>\$6,584.29</u>
Net	
Income/Loss	\$2,094.00

The Profit & Loss by Class Statement should show gross revenue and expenses for the Event

### Recording Distribution to Chapters – Region (or Entity in Charge)

Once the Event is complete, and all revenue and expenses have been recorded, the Region must maintain an allocation worksheet that shows the Gross revenue and expenses allocated back to each Chapter included in the Joint Event.

First, the regions will also need to determine the revenue and expense allocation for all Chapters involved. Is everyone getting 20% across the board? Maybe a % allocation based on chapter size (i.e. member count).

Next, run the Profit & Loss by class Statement. This will give you the Gross revenues and expenses for the Event.

Next determine the check amount due to each Chapter for their participation in the Event. There are specific contra revenue and expense GL accounts that may need to be created if not already implemented in order to account for these special joint events.

When cutting the checks for each Chapter, use the special GL accounts assigned for these joint events as listed above. The total entry should net to the check amount being printed.

Finally, mail the check along with each chapter's allocation to the Chapter Treasurer. The Chapter Treasurer will need a copy of the allocation to record the Chapter's portion of the Event's revenue and expenses.

### **Recording Proceeds – Chapters**

Armed with the printout of the detailed distribution of the proceeds provided by the Region, each chapter will enter the gross revenue and gross expenses accordingly.

Enter your information using a deposit with gross revenue and reducing the deposit with the expense by entering a negative number. If you have already entered the deposit as a net amount, please enter a journal entry to correct the allocation to the appropriate accounts.

Please note, you will record all revenue and expenses at the Gross Amount using the standard revenue and expense accounts that the Chapter used for recording this event.

### **Recording Receivable**

If the region notifies the chapter that the joint conference proceeds will be issued in the next fiscal year, then during the financial consolidation process a receivable will need to be recorded to comply with the accrual basis. If you have any questions, please call HFMA staff.

### **Financial consolidation**

During the financial consolidation process, HFMA staff has had to back out the net income recognition transactions at the chapter level and region level and

adjust the revenue and expense transaction to a gross basis because revenue was being overstated and expenses were being understated. In order to comply with the IRS reporting and accurately reflect the consolidation on the 990 Tax Return, please take the time to record the joint conference proceeds accurately, if you have any questions, please call HFMA staff.

## Resources

Please direct all inquiries to [accounting@hfma.org](mailto:accounting@hfma.org)

- Include the Chapter's name in the **subject line** please.

Feel free to call HFMA staff at (800) 252-4362

Perla Gallegos, Chapter Accounting, ext. 316 (preferably)

### **Other resources available:**

Past Chapter/Region Treasurer and President

Chapter Resource Center

QuickBooks Online Support <https://quickbooks.intuit.com/learn-support/>

QuickBooks Tutorials <https://quickbooks.intuit.com/learn-support/en-ca/webinars-video-tutorials/product-tutorials/01/535733>