



CLOSING YOUR BOOKS WITH QUICKBOOKS ONLINE

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The month-end close is a process to verify and adjust account balances at the end of any to produce reports of your chapter's true financial position for your stakeholders. I believe the process is pretty similar whether you do cash based or accrual accounting. There should also not be a lot of difference from country to country. The Texas Hill Country Chapter is cash based.

To close your books at the end of the month (or to end the year for tax purposes)

- Look at all account balances - checking, savings, investments, credit cards...
- Correct any errors.
- Enter any outstanding invoices, expenses and payments.
- Reconcile each account and make sure you're in agreement with the banks.

Once you're satisfied that everything is correct, you can produce your reports in QuickBooks Online. I provide at least 5 reports for our Board each month:

YTD P&L

Balance Sheet

Monthly P&L

Budget v. Actual YTD

P&L by Class

Also the updated Cashflow Analysis Tool

We may also run event specific reports, such as our annual educational conference.

All of these reports are templates in QuickBooks Online, but you can also customize reports and save them for easy creation in the future. Additionally, you can set up reports to be shared, if you have Board members who want to log into QBO when they need to in order to get real time reports on their schedule.

We save reports for the Board as PDFs (but you can also save to Excel) and put them in the Board meeting folder in our Google Drive, and also attach at least the P&L and Balance Sheet to Global and the leadership team. I try to have all of this done around



the tenth of the month, and the deadline is the 15th. You're also ready for ProfitKeeper at this point.

If you wish, you can Close the Books in QuickBooks online. I think most organizations may use this for year end, rather than monthly, but you can do month to month if you like. If you are the sole person in your chapters QBO account, you're probably pretty safe not going through the process monthly.

When you're ready to close out, close your books to prevent unwanted changes before filing your taxes. This locks your books so no one can edit your accounting data before the closing date.

Go to the Gear in the upper right hand corner. Click Account and Settings, then Advanced. The first category there is Accounting, and you'll see "Close the books" - defaults to off. If you edit that section to turn Close the books on, it asks you to enter a closing date, probably end of the month. You can select "Allow changes after viewing a warning and entering a password" to be extra safe.

That's the overview, let me know if you have any questions. You can email me at admin@mpithcc.org anytime.