GrowthZone QBO 101: Setup

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Agenda

- How does it work?
- What to expect with integration
- Best Practice Mode
- Setup and organization
- Next steps

HOW DOES IT WORK?

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In near-real time...

GrowthZone syncs transactions to your QuickBooks Online based on mappings created during setup.

When a transaction happens in GrowthZone it is prepared to send it to QuickBooks Online.

GrowthZone will try to send the data a total of 10 times. It will search for a matching contact or create a new contact in QBO if it cannot find a match.

These transactions are processed alongside other automated processes like generating invoices, sending mass emails, and importing contacts.

If GrowthZone is particularly busy, it may take a bit longer before the transactions sync.

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Example

Synced Through Mappings

A connection is made between your GrowthZone database and your QuickBooks Online account through a series of mappings.

For Example: When you create a fee item in GrowthZone you will map this to the QuickBooks Online Product/Service. When invoices are sent to QBO, the system will translate the fee item to the mapped product/service

Quickbooks Online Fee Item Mappings

Fee Items

Growthzone Fee Item	Quickbooks Online Fee Item
Bad Debt	Bad Debt ▼
Event Registration	Event Registration ▼
Event T-Shirt	Event T-Shirt ▼
Gold Sponsorship	Gold Sponsorship ▼

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Initial Mapping

Initial Mapping is completed when you first implement the QBO Integration.

IMPORTANT! If you add new Fee Items, Accounts, etc. you MUST map those to the proper Product/Service in QBO.

What Is Mapped

- Fee Items > QuickBooks Online Product/Service

- Transaction Classes > QuickBooks Online Transaction Class

- Tax Sets > QuickBooks Online Custom Sales Tax Rate

- Chart of Accounts > QuickBooks Online Account

- Discounts > QuickBooks Online Discount Product/Service

- Payment Gateways > QuickBooks Online Payment Method

- Payment Types > QuickBooks Online Account

- Write-off Account > QuickBooks Online Bad Debt Product/Service

Settings   Logs Last sync 383h 41m 6s ago

QuickBooks Online Setup

Warning: Enabling the integration will instantly start the sync of any new transactions from GrowthZone to QuickBooks Online. To prevent sync errors, please ensure all appropriate fields are mapped before enabling the sync.

☑ Enable QuickBooks Online Integration

DISCONNECT GROWTHZONE   DISCONNECT QUICKBOOKS

GrowthZone Status   QuickBooks Online Status
Connected   Connected

Mappings
Fee Items   Transaction Classes   Tax Sets   Chart of Accounts   Discounts   Payment Gateways   Payment Types   Write Off Accounts

WHAT TO EXPECT WITH INTEGRATION

The goal of the integration will be to save time and create uniformity in your accounting transactions. What you see in GrowthZone becomes mirrored in QuickBooks Online.

There are some changes to operating procedures that may need to occur once QBO is enabled.

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Advantages

Saves time	Creates efficiencies in accounting practices	Creates uniformity in transactions from GrowthZone to QuickBooks Online	Reduces human error
Follows best practices in accounting standards	Enabling Closed Periods prevents changes to previous reporting periods.	All invoices, payments, refunds, and credits that happen in GrowthZone are synced to QuickBooks Online	Contacts created in GrowthZone will be synced to QuickBooks Online. If they don't exist, they'll be created.

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Restrictions/How Does It Work

Cannot be used in two or more companies

Best Practice mode prevents deletions. Mistakes will need to be corrected through a process of void and re-creation.

Closed Periods can be re-opened and changes made but those changes should be journaled in QuickBooks Online as per your accounting practices.

Deferrals will need to be recorded manually in QBO

Deposits will need to be recorded manually in QBO

Invoices and payments are received and recorded in GrowthZone, not QuickBooks

QuickBooks Online is not an up-to-date database of contacts, GrowthZone is the contact database.

Accounting reporting should be done in QBO. Use GrowthZone reports for payment processing data or trouble-shooting.

KB: Best Practice versus Standard Actions on a Transaction: What Can and Cannot Be Done

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BEST PRACTICE MODE

Best Practice Mode

To take advantage of the QBO Online Integration your GrowthZone database is set to Best Practice mode. Best Practice Mode is automatically established when the integration is enabled and cannot be undone.

Best Practice mode adds several protections to GrowthZone to ensure that all transactions are properly tracked and traceable.

KB: Best Practice Mode

Fee Item Protection

Once created Fee Items cannot be changed – be extremely diligent in ensuring your fee items are set up properly the first time.

Good news...You can always make a copy of a fee item to create a new one.

KB: Copy a Fee Item

Invoice Protection

Once an invoice is created you will not be able to simply make changes to that invoice. You will need to edit the invoice which will result in the initial invoice being credited and the creation of a new invoice denoted by a -c.

KB: Edit an Invoice

Transaction Protection

You will not be able to delete transactions. The only option available will be void.

KB: Best Practice versus Standard Actions on a Transaction: What Can and Cannot Be Done

SETUP
&
ORGANIZATION

Review General Ledger Accounts

Ensure all necessary Chart of Accounts are listed under
Setup > Finance > Chart of Accounts.

This includes **income accounts, undeposited funds, accounts receivable**, and any other accounts you may need.

*Undeposited Funds must the general ledger deposit account.

**Deferred accounts cannot be integrated. All deferrals must be managed on the QBO side.

Number	Name	Description	Type	Is Active	Actions
MEM-REV	System Default Income Account		Revenue	Yes	✕
DEP-CASH	System Default Deposit Account		Current Asset	Yes	✕
ACCT-RECV	System Default Accounts Receivable Account		Current Asset	Yes	✕
DEF-MEM-REV	System Default Deferred Revenue Account		Current Liability	Yes	✕
DEF-DIS	System Default Discount Account		Revenue	Yes	✕
DEF-DEF-DIS	System Default Deferred Discount Account		Current Liability	Yes	✕
DEF-GEN-TAX	System Default General Tax		Current Liability	Yes	✕
10-7654	Membership Dues		Revenue	Yes	✕
30-8765	Undeposited Funds		Current Asset	Yes	✕
	New Member Discount Account		Revenue	Yes	✕
123456	Membership Dues Revenue		Revenue	Yes	✕
123459	Voluntary Revenue		Revenue	Yes	✕
	QB Accounts Receivables		Current Asset	Yes	✕
31233	My Deposit Account		Current Asset	Yes	✕
76543	Fundraising Account		Revenue	Yes	✕
87-9654	Documentation Revenue		Revenue	Yes	

1 - 26   TOTAL: **26**

KB: Setup Your Chart of Accounts
KB: Add New Account to Your Chart of Accounts

Review Fee Items and Products/Services

- Review each Fee item for setup accuracy
- Clean up obsolete Products/Services

- Undeposited Funds must be the deposit account
- Cash or Fully on Invoice Date as the revenue recognition type

- Deactivate Fee Items in GrowthZone only if they are not tied to an open invoice

KB: Setup Your Chart of Accounts
KB: Add New Account to Your Chart of Accounts

Details

Note: Changes made to the details of a Fee Item will impact new transactions going forward and will not change existing transactions. Some reports could be impacted as well. Please make a new Fee Item rather than changing these details.

Default Price* 100
Default Quantity* 1
Accounting Type* Accrual

Income Account* SAMPLE Miscellaneous Income (MEM-REV) - Reven
Deposit Account SAMPLE Undeposited Funds/Deposit Account (DEP

Receivables Account* SAMPLE Accounts Receivable Account (ACCT-RECV)
Product Tax Category
Tax Set

Settings

☑ Is Recurring Fee ⓘ   ☐ Voluntary ⓘ

Revenue Recognition ⓘ

Revenue Recognition Type* Fully on Invoice Date

Membership Types

Name

General Membership

Edit Fee Item   ◄ 3 of 26 ► 🖨 ✕

Note: Changes made to a Fee Item will take effect on new transactions going forward and do not affect any existing transactions.

→ DEACTIVATE FEE ITEM

Name* General Membership
Fee Item Type* Membership dues

Product Category* Membership

Description* General Membership

Review Fee Items and Products/Services

The **Transactions by Contact report** can search for open invoices
- Include a Sale Date Range
- Apply Additional Criteria/Filters > Paid Satisfied Date, Is Empty
- Summarize By Fee Item

If there are no open invoices: Deactivate fee item. Create new fee item.

If open invoices: Mark the old fee item as "OLD" or "DO NOT USE" and add a date if you choose. Create a new Fee Item.

KB: Fee Items FAQ & Use Cases

Create Payment Methods in QBO

QuickBooks Online will need to match payments used in GrowthZone. Set up the following payment methods in QBO.

Cash

Check

Credit Card

ACH

Other Considerations before Mapping

- Disable Custom Transaction Numbers

- Only configure Transaction Classes in QuickBooks

- Discounts will appear in QuickBooks as a negative line item. These must be created in QBO before integration.

- Taxes (if applicable) will need to sync to Custom Tax Rates in QBO. These need to be created in QBO prior to integration.

- Create a write-off account in QBO called Bad Debt.

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Open Invoices

Important: Once enabled, the sync begins immediately. If there is not a matching invoice between GrowthZone and QBO an error will result. It is best to make sure there are no open invoices before enabling the integration.
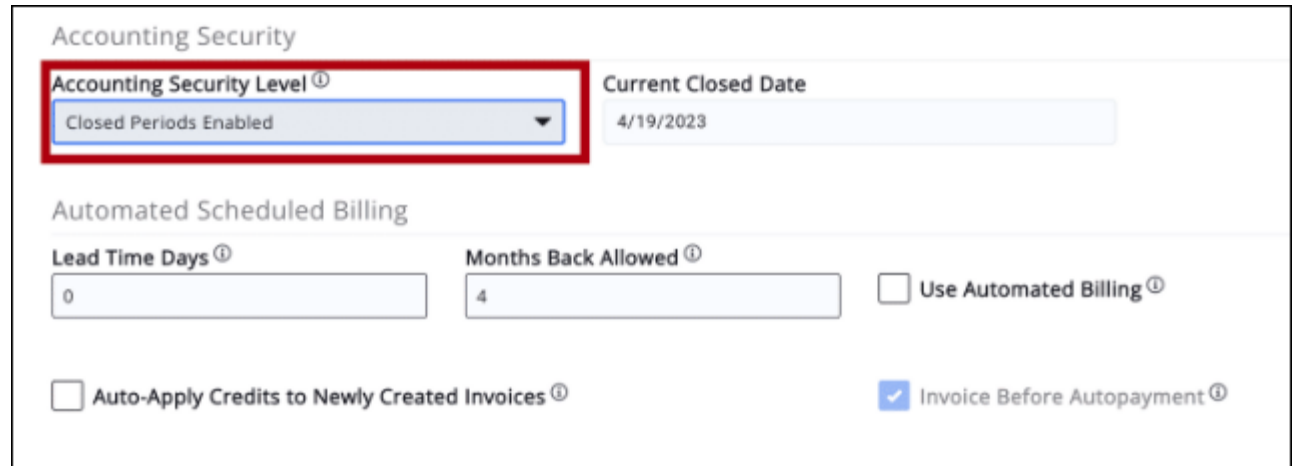
Options:

1. Close all open invoices before enabling the sync. *(Recommended if open invoices are not tied to membership.)*

2. Void the open invoices in GrowthZone, complete the sync to QBO; then re-create those open invoices.

3. Import invoices to QuickBooks Online and enter reversing journal entries. (See GZU Course Setup, Managing Open Invoices for more details)

Set Closed Period

It's important to set an initial closed period that matches the date range that your accountant has currently reconciled.
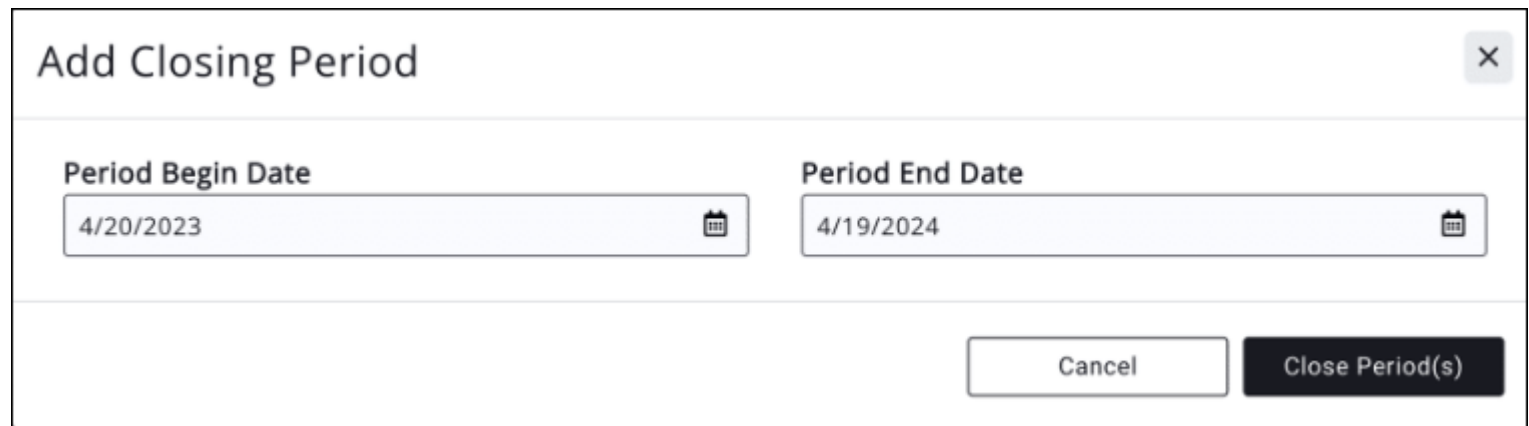
- Finance > General Settings

Closed Periods can continue to be added

- Finance > Closed Periods
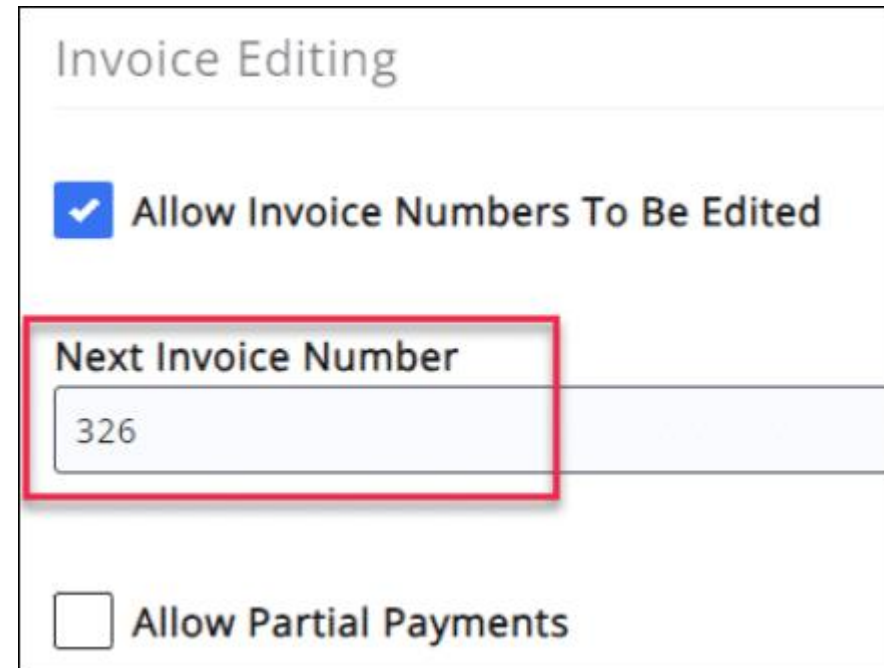
KB: Closed Accounting Periods

Accounting Security

Accounting Security Level ⓘ | Current Closed Date
Closed Periods Enabled | 4/19/2023

Automated Scheduled Billing

Lead Time Days ⓘ | Months Back Allowed ⓘ | ☐ Use Automated Billing ⓘ
0 | 4 |

☐ Auto-Apply Credits to Newly Created Invoices ⓘ | ☑ Invoice Before Autopayment ⓘ

Add Closing Period ✕

Period Begin Date | Period End Date
4/20/2023 | 4/19/2024

Cancel | Close Period(s)

NEXT STEPS

Determine the Next Invoice Number in GrowthZone

We recommend leaving a significant gap between your last QBO Transaction Number and GrowthZone's Next Invoice Number in case you will need to create transactions in QBO that are unrelated to GrowthZone activity.

Final Checklist...Have you completed the following?

- ❏ Ensured accuracy of Chart of Accounts?
- ❏ Ensured accuracy and set all Fee Items to Undeposited Funds?
- ❏ Set Revenue Recognition to cash or Fully on Invoice Date?
- ❏ Created matching QBO Products?
- ❏ Created a Bad Debt account and product in QBO?
- ❏ Made discount products and/or tax sets in QBO as applicable?

Final Checklist...Have you completed the following?

- ❑ Added all payment methods to QBO?
- ❑ Disabled custom transaction numbers?
- ❑ Chosen a large gap between the last transaction number in QBO and the next invoice number in GrowthZone?
- ❑ Established a closed period in QBO & GrowthZone?
- ❑ Created a backup of your QBO?
- ❑ Completed all mappings?

Contact GrowthZone

After mapping, contact Support to have QBO enabled.

This will begin the sync immediately!

After completion, turn on My Notifications for QuickBooks Online

Training and Support

Customer Service Hours:

Phone: 7 a.m. – 5 p.m. CT (Monday, Tuesday, Thursday, and Friday)
        800.825.9171, Option 4, then Option 2

Chat: 7 a.m. – 6:45 p.m. CT (Monday, Tuesday, and Thursday)
        7 a.m. – 4:45 p.m. CT (Friday)

Online Support Documentation: GrowthZone Knowledge Base »

Training Calendar: View Training Event Calendar »

Live Chat: GrowthZone Support Portal (chat on far right) »