



## QuickBooks Online

### How to Record an invoice payable to IRWA HQs for a class held by a chapter:

1 – Login to your chapter QuickBooks Online, Enter your User ID & Password

**qb QuickBooks**

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by Paige - Apr 11, 2014  
Is the primary email on your QuickBooks account a Yahoo email address? If so, you might have encountered this issue between 4/6 ...

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**Sign In**

User ID

Password

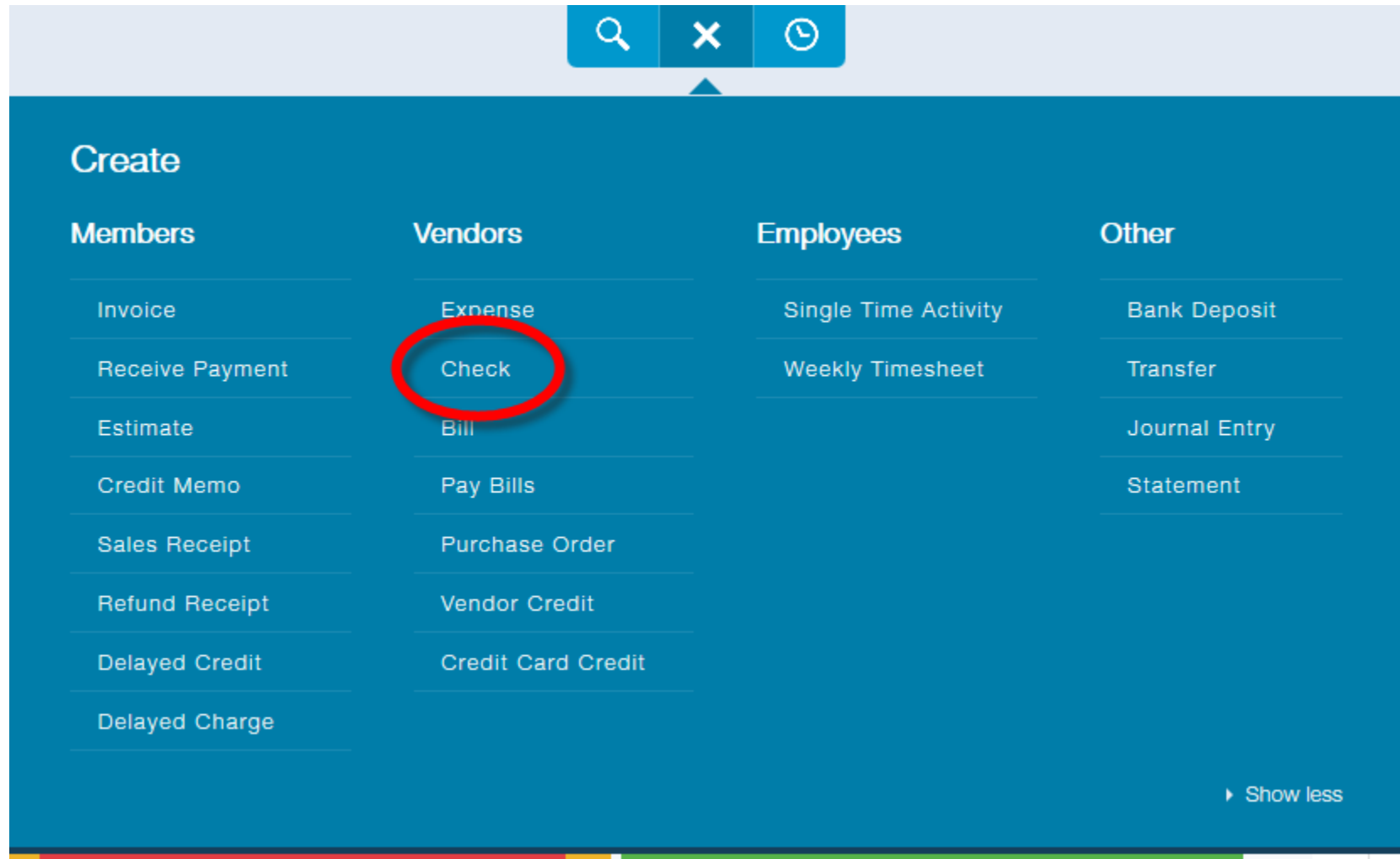
☒ Remember my user ID

**Sign In** [Can't access your account?](#)

2 - Click on



3 - Click on [“Check”](#)



**NOTE: Please make sure you include a proper description for all entries.**

**Sample Invoice: Issued by IRWA HQs**



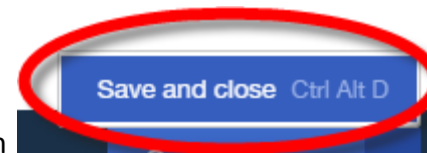
19210 S. Vermont Avenue  
Building A, Suite 100  
Gardena CA 90248  
Tel: (310) 538-0233 X 125

**INVOICE**

IRWA Chapter # 00				July 31, 2014
Mrs. Treasurer				CG20140731Ch03
PO Box 12354				<b>\$ 502.00</b>
New York, NY 00000-0000				
	QuickBooks Acct			
Chapter Charges	5070	7	217.00	\$ 1,519.00
Exam Fee	5070	7	100.00	\$ 700.00
Instructor Fees	5070	1	2,100.00	\$ 2,100.00
Exam Fee	4985	1	(300.00)	\$ (300.00)
Course Coordinator Credit	4985	1	(217.00)	\$ (217.00)
Payments Received in HQ	4985	1	(3,300.00)	\$ (3,300.00)
Total Due to IRWA				<b>\$ 502.00</b>
<b>SRWA</b>				
<b>July 15, 2014</b>				
<b>New York, NY</b>				
<b>Course Coordinator :</b>				
<b>Facilitator :</b>				
Remit payment to:			International Right of Way Association	
			P.O. Box 51716	
			Los Angeles, CA 90051-6016	

NOTE : HQ will issue a check for all payments received after invoice closing date of 08.04.14

3 - Select proper **“Checking Bank Account”**, QBs enters next check number by itself, if not, enter the **“Check #”**, **“Date”** and **“Amount”**, enter or select **“Account”**, **“Description”** and **“Amount”**, Positive Amounts for Expenses and Negative Amounts for



Income. 4 – If the invoice amount and the QBs amount match, click on

Check #1

IRWA HQ 1002 CASH & BANK:Checking Balance \$-502.00

AMOUNT \$502.00

Mailing address IRWA HQ

Payment date 09/15/2014

Check no. 1

☐ Print later

#	ACCOUNT	DESCRIPTION	AMOUNT	CLASS
1	5070 EDUCATIONAL EXP - OT	SRWA - Chapter Charges	1,519.00	
2	5070 EDUCATIONAL EXP - OT	SRWA - Exam Fee	700.00	
3	5070 EDUCATIONAL EXP - OT	SRWA - Instructor Fee	2,100.00	
4	4985 COURSE INCOME:SR/W	SRWA - Exam Fee	-300.00	
5	4985 COURSE INCOME:SR/W	SRWA - Course Coordinator Credit	-217.00	
6	4985 COURSE INCC	SRWA - Payments Received By HQ	-3,300.00	
7				

Add lines Clear all lines

Total \$502.00

**Note: If not sure about which account is the most proper account for your transaction, please call IRWA HQs at 310-527-9387.**