



QuickBooks Online

How to Record a Credit Invoice from 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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Sign In

User ID

Password

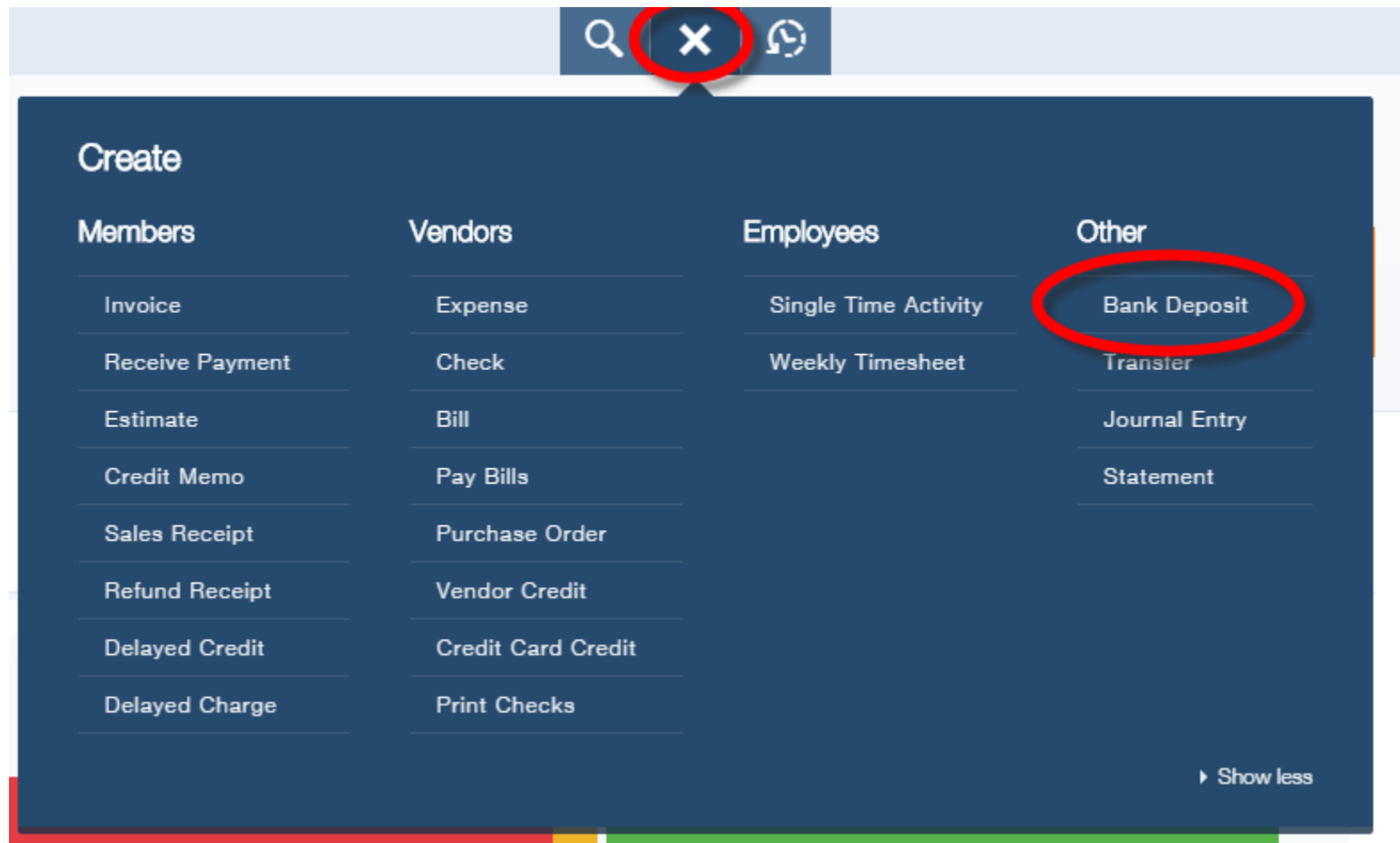
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Sign In [Can't access your account?](#)



2 – Click on

3 – Click on [“Bank Deposit”](#)



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

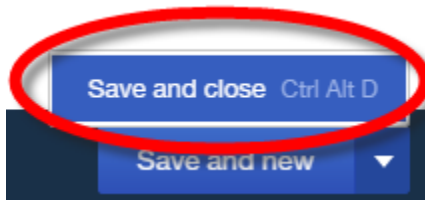
Sample Descriptions:

C100 05/01-04/2012 Income

2012 Right of Way Land, CA Chapter Meeting

Donation from SOS, Inc.

4- Select proper checking or saving **“Bank Account”, “Date”, “Received From”, “Account”, “Description”, “Amount”** and click on



Sample Invoice: Issued by IRWA HQs



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

**Sample
Invoice**

INVOICE

IRWA HQ
IRWA Chapter # 00
19210 s Vermont Ave Bldg A Ste 100
Gardena CA 90248

September 30, 2012
CG20120930Ch00

CAN \$ (339.94)

		GST	Price per unit		
Chapter Charges	27	\$ 292.95	217.00	\$	5,859.00
Exam Fees	27	\$ -	100.00	\$	2,700.00
Instructor Fees	1	\$ -	1,500.00	\$	1,500.00
Student Materials	1	\$ 1.25	25.00	\$	25.00
Crestec Fees	1	\$ 15.00	300.00	\$	300.00
Rush Deliver Charge	1	\$ 5.00	100.00	\$	100.00
GST/HST	5% 1			\$	(216.19)
Local Printing	1	\$ (10.00)	(200.00)	\$	(200.00)
Exam Fees	1	\$ (40.00)	(800.00)	\$	(800.00)
Course Coordinator Credit	1	\$ (10.85)	(217.00)	\$	(217.00)
Payments Received in HQ	1	\$(469.54)	(9,390.75)	\$	(9,390.75)

Total Due to IRWA


CAN \$ (339.94)

CSRWA
September 1, 2012
Torrance CA
Course Coordinator : Rakhshan Mazarei
Facilitator : Fred Nasri

Remit payment to:

International Right of Way Association
19210 S. Vermont Avenue Bldg A Ste 100
Gardena CA 90248

5 - Select proper **"Bank Account"** and **"Date"**. Then enter or select **"Received From"** in this case IRWA, **"Account"**, enter **"Memo"**, and **"Amount"**. Enter Positive Amount for Income and Negative Amount for Expense, and click on **"Save and Close"**.

 Deposit

1002 CASH & BANK:Checking Balance \$10,444.13



Date

03/16/2015

Add New Deposits

	#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NC	AMOUNT	CL
	1	IRWA HQ	5070 COURSE EXPENSES:SR/WA Expenses	SRWA Chapter Charges			-5,859.00	
	2		5070 COURSE EXPENSES:SR/WA Expenses	SRWA Exam Fee			-2,700.00	
	3		5070 COURSE EXPENSES:SR/WA Expenses	SRWA Instructor Fee			-1,500.00	
	4		5070 COURSE EXPENSES:SR/WA Expenses	SRWA Student Material			-25.00	
	5		5070 COURSE EXPENSES:SR/WA Expenses	SRWA Rush Delivery			-100.00	
	6		5070 COURSE EXPENSES:SR/WA Expenses	SRWA Additional Material			-300.00	
	7		2770 GST/HST	SRWA GST/HST			216.19	
	8		4985 COURSE INCOME:SR/WA Revenue	SRWA Local Printing			200.00	
	9		4985 COURSE INCOME:SR/WA Revenue	SRWA Exam Fee			800.00	
	10		4985 COURSE INCOME:SR/WA Revenue	SRWA Course Coordinator Credit			217.00	
	11		4985 COURSE INCOME:SR/WA Revenue	SRWA Payments to HQ			9,390.75	
	12							

NOTE: Your **"New Deposit Total"** should match your invoice total.

	
	
<hr/>	
New Deposits Total	\$339.94

emo

Cash back amount

Total

\$339.94

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