

Procedure - Offering Entry (Entering Sales Receipts (Tithes & Offerings) into QuickBooks)

1. Collecting and Preparing the Offering

- The offering is collected by the **ushers and deacons** and placed in the **safe** in the office.
- The **person counting the offering** removes the money from the safe.
- **Separate** the funds into three categories:
 1. **Checks**
 2. **Loose cash**
 3. **Cash in envelopes** with individuals' names on them

2. Entering Sales Receipts (Tithes & Offerings) in QuickBooks

1. **Open QuickBooks-** (At top where it says "go to quickbooks" click on drop down and choose Integrity Church)
2. **Click "New"** (top left corner).
3. Under the **Customers** column (first column on the left), select **Sales Receipt**.

3. Entering Donor Information

1. In the **Customer** field, enter the name of the person making the donation.
2. If the person is new:
 - Enter the **last name first**, followed by the **first name**.
 - A new window will appear to enter the **address**.
 - Click **Save** to add the new donor.

4. Completing the Sales Receipt (Tithes & Offerings)

- **Sales (offering) Receipt Date:** Enter the **Sunday date** when the donation was received.
- **Payment Method:** Choose **Cash** or **Check**.

- **Reference Number:** For checks, enter the **check number**.
- **Deposit To:** Always select **Undeposited Funds**.

5. Recording Donation Details

1. Go to the **Product/Service** dropdown.
2. Select the appropriate fund (e.g., General Fund, Bagels, Missions, etc.).
3. Skip to the **Amount** field and enter the **donation amount**.
4. In the **Class** or **Category** box (if applicable), always select **General**.
5. When finished with each entry, click **Record and New** (at bottom of page) to move on to the next receipt.

6. Verify Totals

1. After entering all sales receipts, **double-check** that your totals match the **counted offering** (checks, loose cash, and envelope cash).

7. Run and Review the Report

1. Click on **Reports**. (Left side column in dark toward bottom).
2. Go to **Custom Reports** on top and click on it then scroll down to **Sales by Payment Method**, click on that.
3. At the top, enter the date range for the day you entered the receipts
 - Example: if you entered receipts on **10/26/25**, use **10/26/25 to 10/26/25**.
4. Click **Run Report**.
5. Compare the total at the bottom of the report with your **manual totals**.
 - Check **cash** and **checks** separately before confirming the **final total**. (Always keep cash and check total separate) then add them together for Total amount of offering.

8. Troubleshooting

- If the totals **do not match**, review each sales receipt to find and correct any errors before finalizing.