Guide: Using QuickBooks Online to make DBL actionable

We'll cover four buckets of activities in QuickBooks Online to integrate DBL into your accounting system:

1. Verify that you have the required subscription level in QuickBooks Online
2. Configure lists to enable DBL accounting
3. Categorize transactions
4. Access and configure reports

(I) Verify that you have the required subscription level in QuickBooks Online

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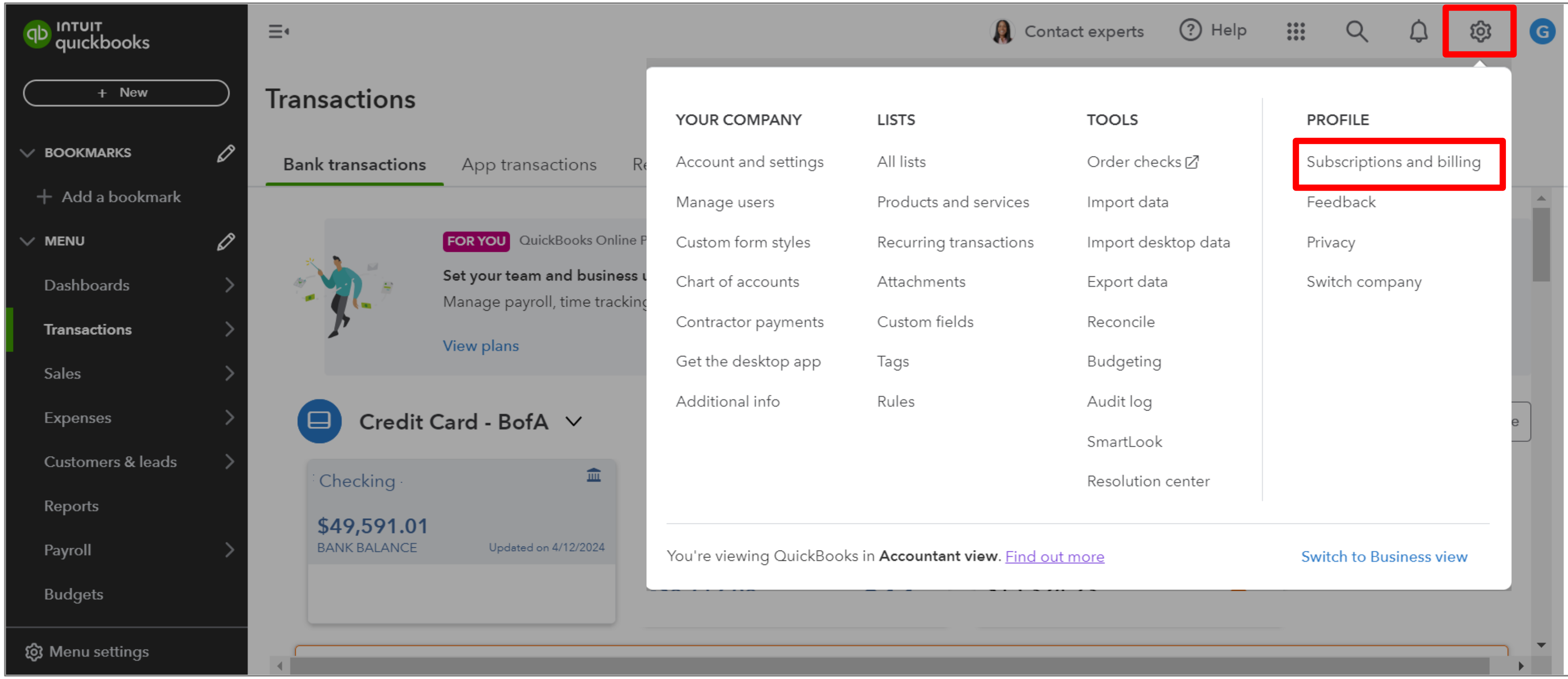
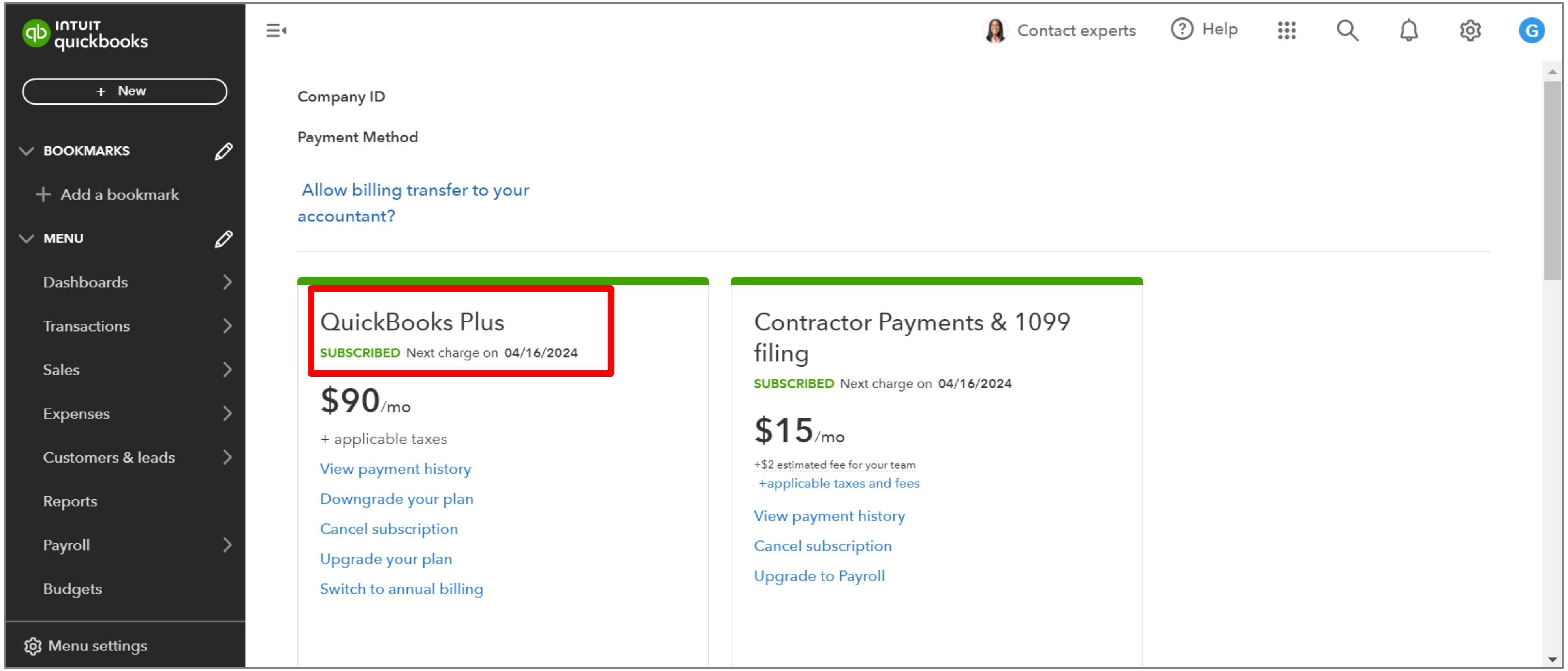
- Select the gear icon in the upper right-hand corner
- Select “Subscriptions and billing”



(I) Verify that you have the required subscription level in QuickBooks Online

- On the next page you will see your organization's subscription level
- This must be either "Plus" or "Advanced" in order for this method to work



(2) Configure lists to enable DBL accounting

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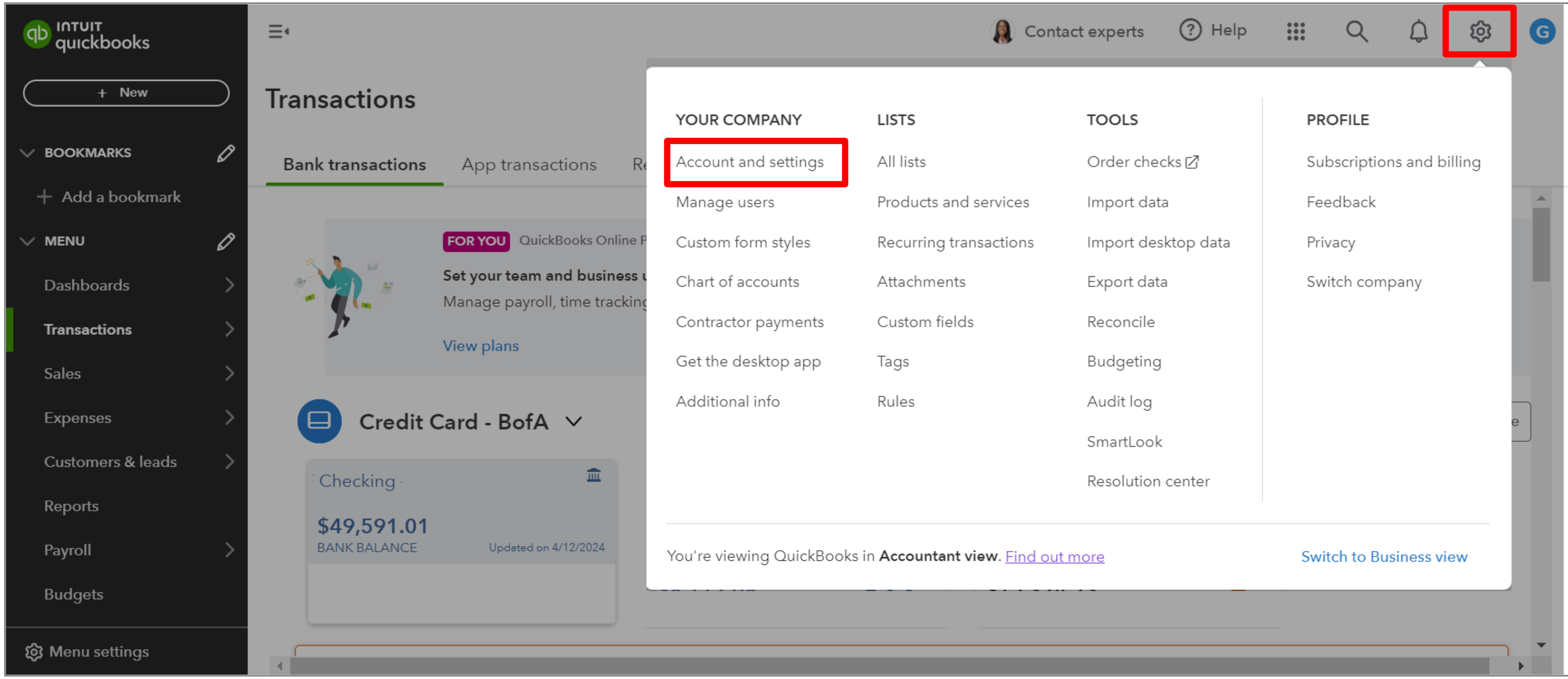
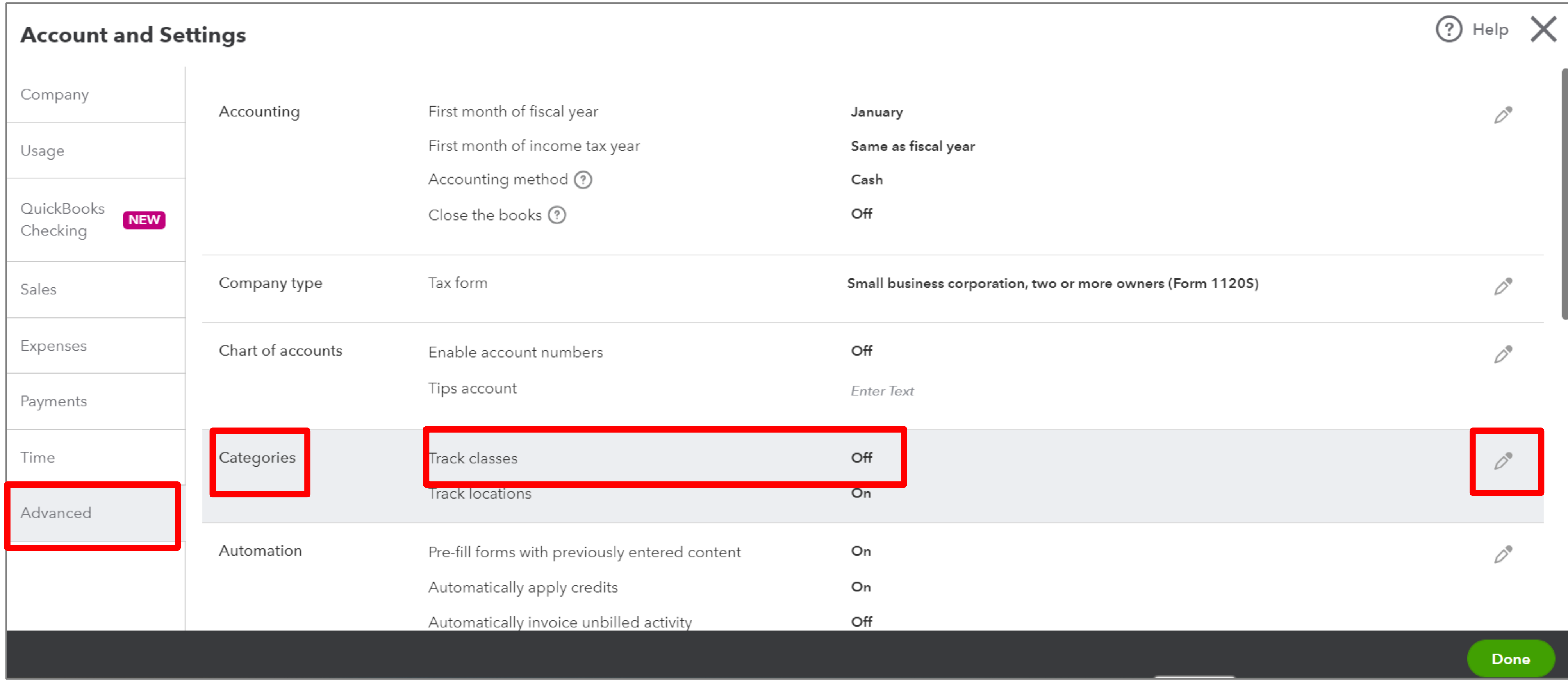
- Select the gear icon in the upper right-hand corner
- Select “Account and settings”



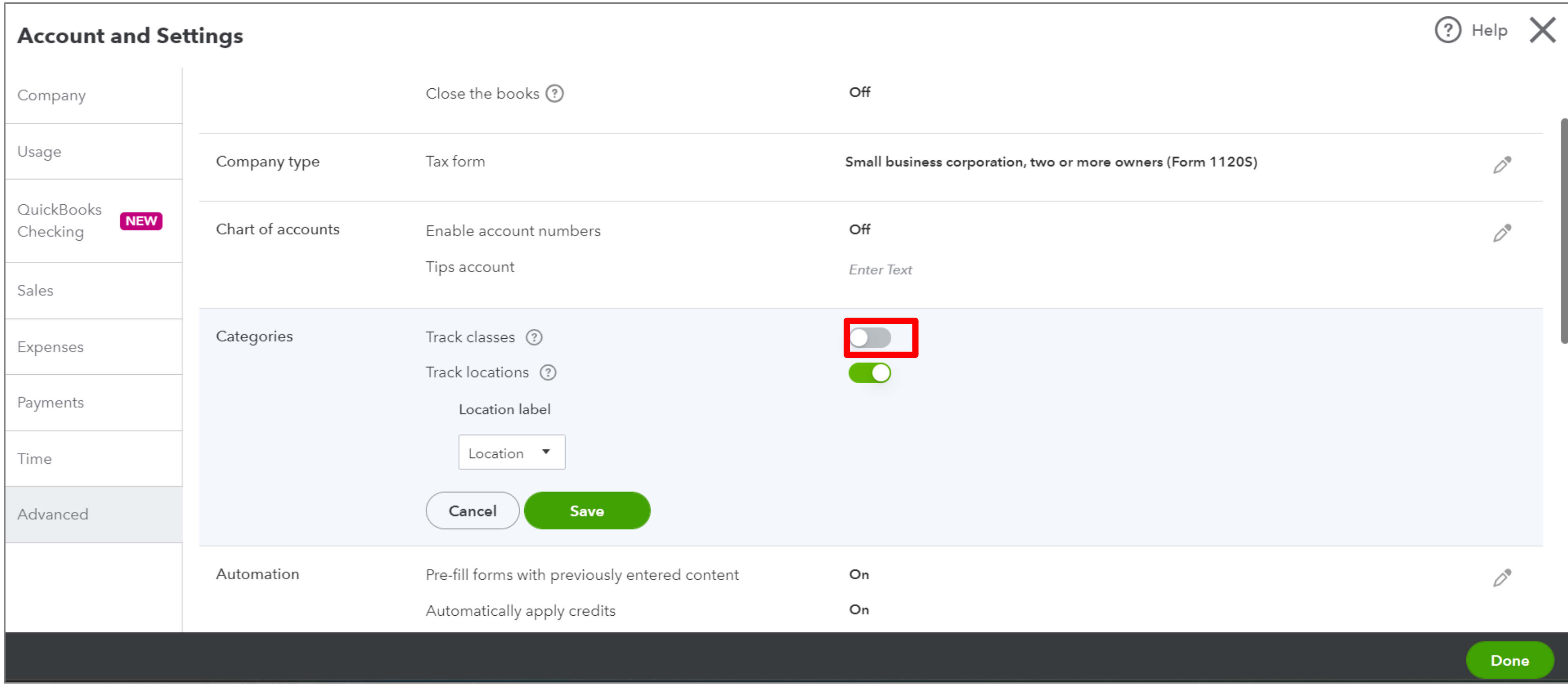
(2) Configure lists to enable DBL accounting

- Along the left-hand side of the screen, click "Advanced"
- In the "Categories" section, find "Track Classes." Click the pen or edit icon on the right-hand side of the screen



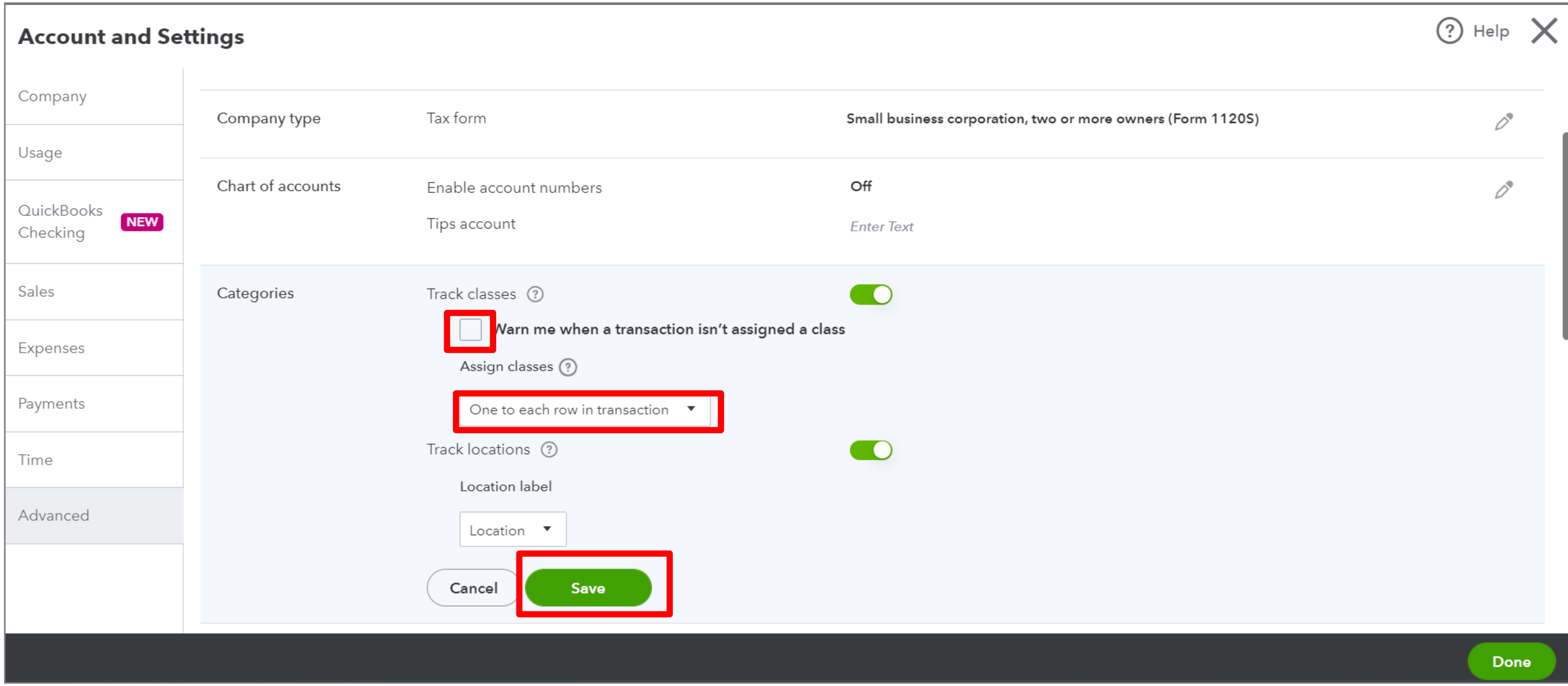
(2) Configure lists to enable DBL accounting

- When the section expands, toggle the button next to “Track Classes” so that it is turned to the “On” position (you can tell it is “On” when the button turns Green)



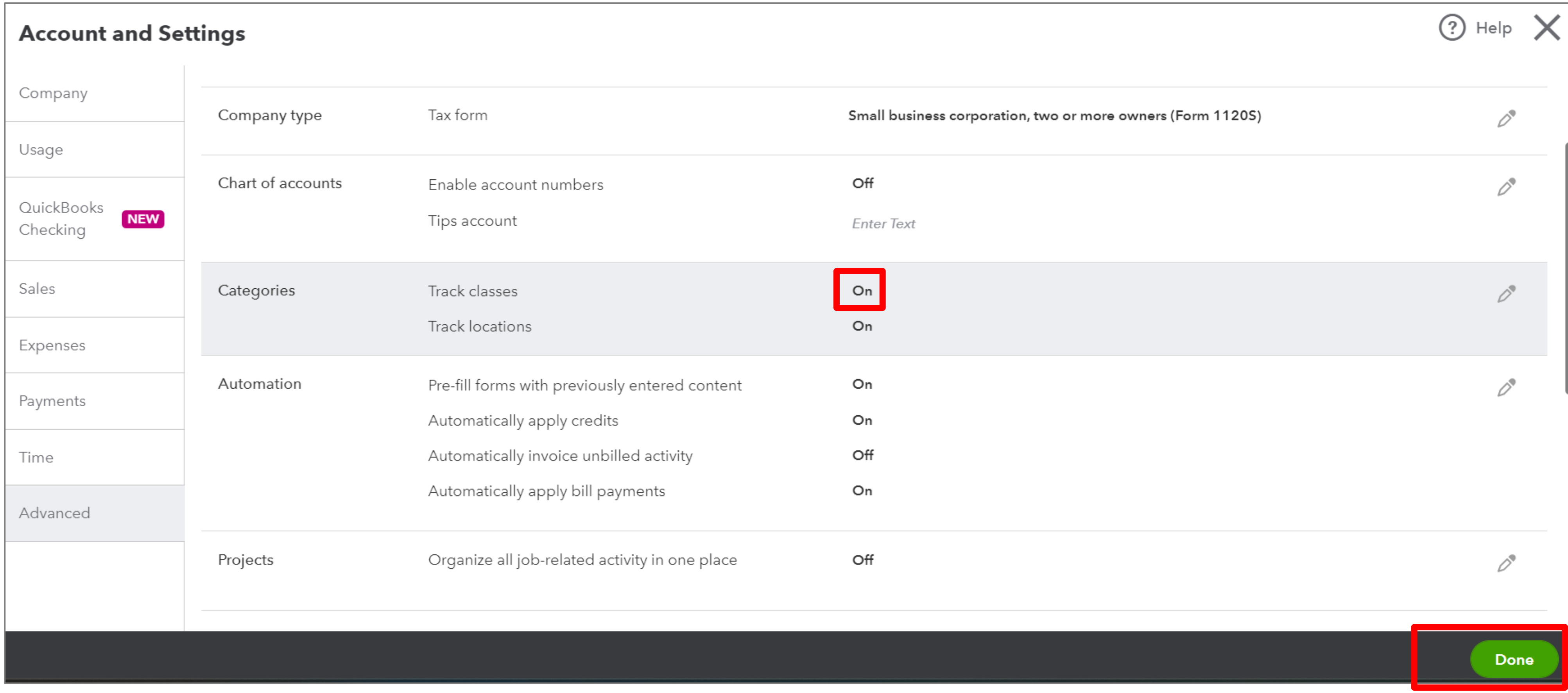
(2) Configure lists to enable DBL accounting

- You'll see additional options appear. We recommend the below selections:
- Leave the "Warn me when a transaction isn't assigned a class" box blank
- Under "Assign classes," select "One to each row in transaction"
- Click "Save"



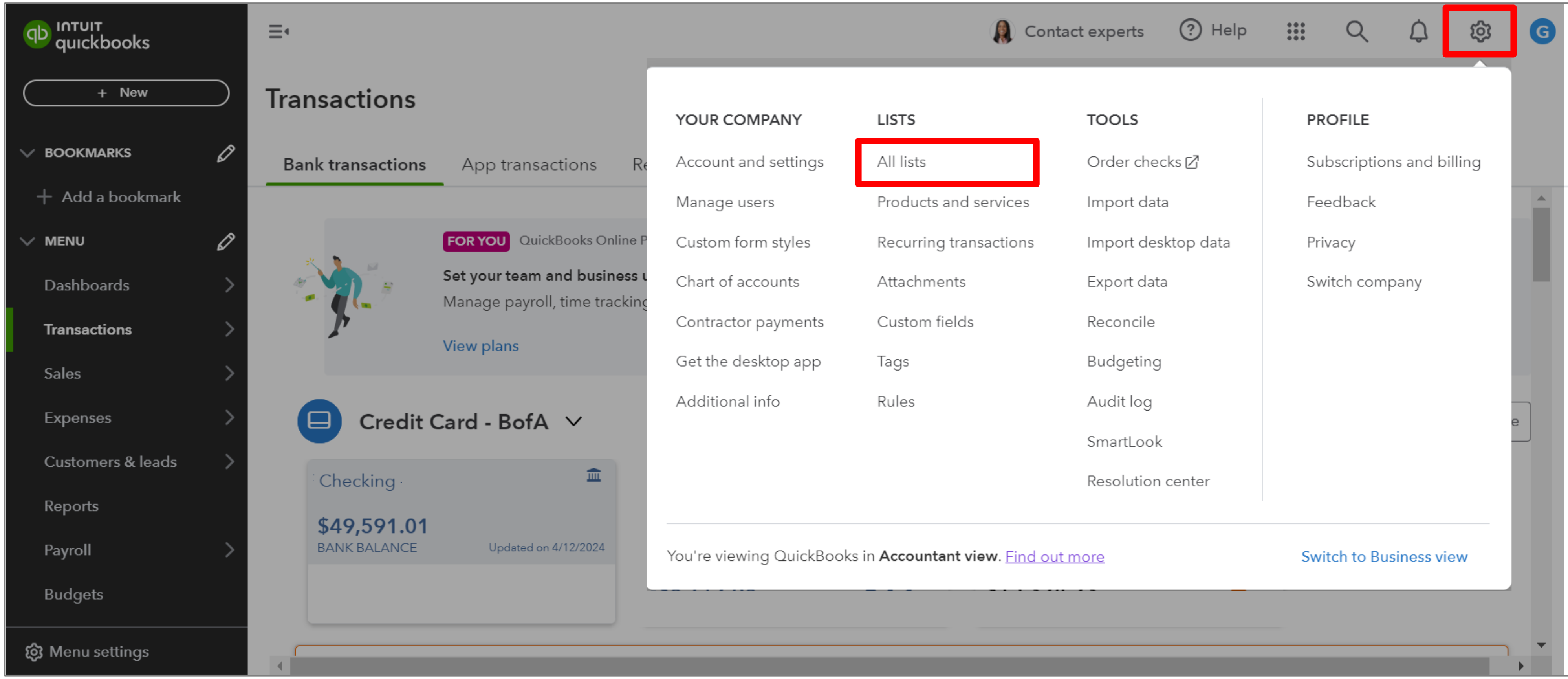
(2) Configure lists to enable DBL accounting

- Verify that “Track classes” is now in the “On” position
- Select the “Done” button at the bottom of the screen



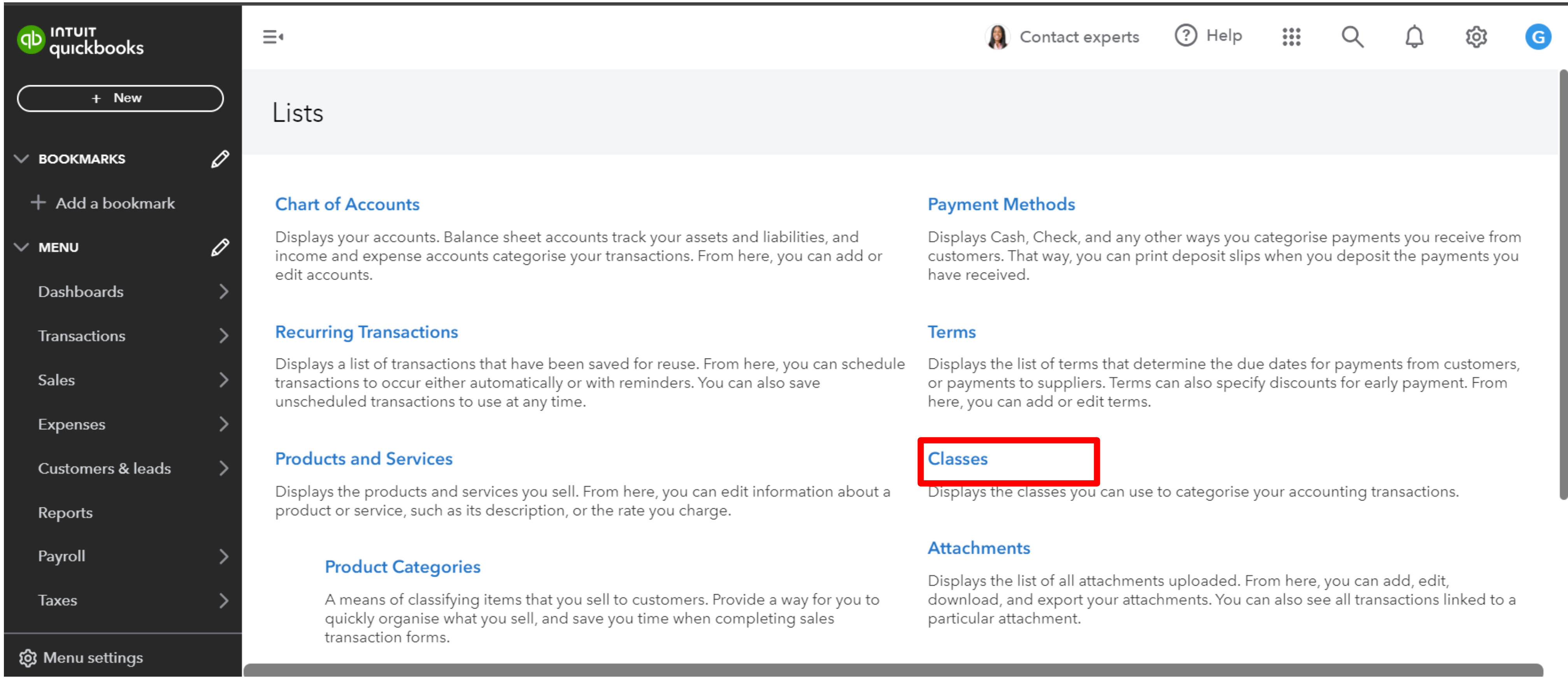
(2) Configure lists to enable DBL accounting

- Once again click on the gear icon
- Click on "All lists"



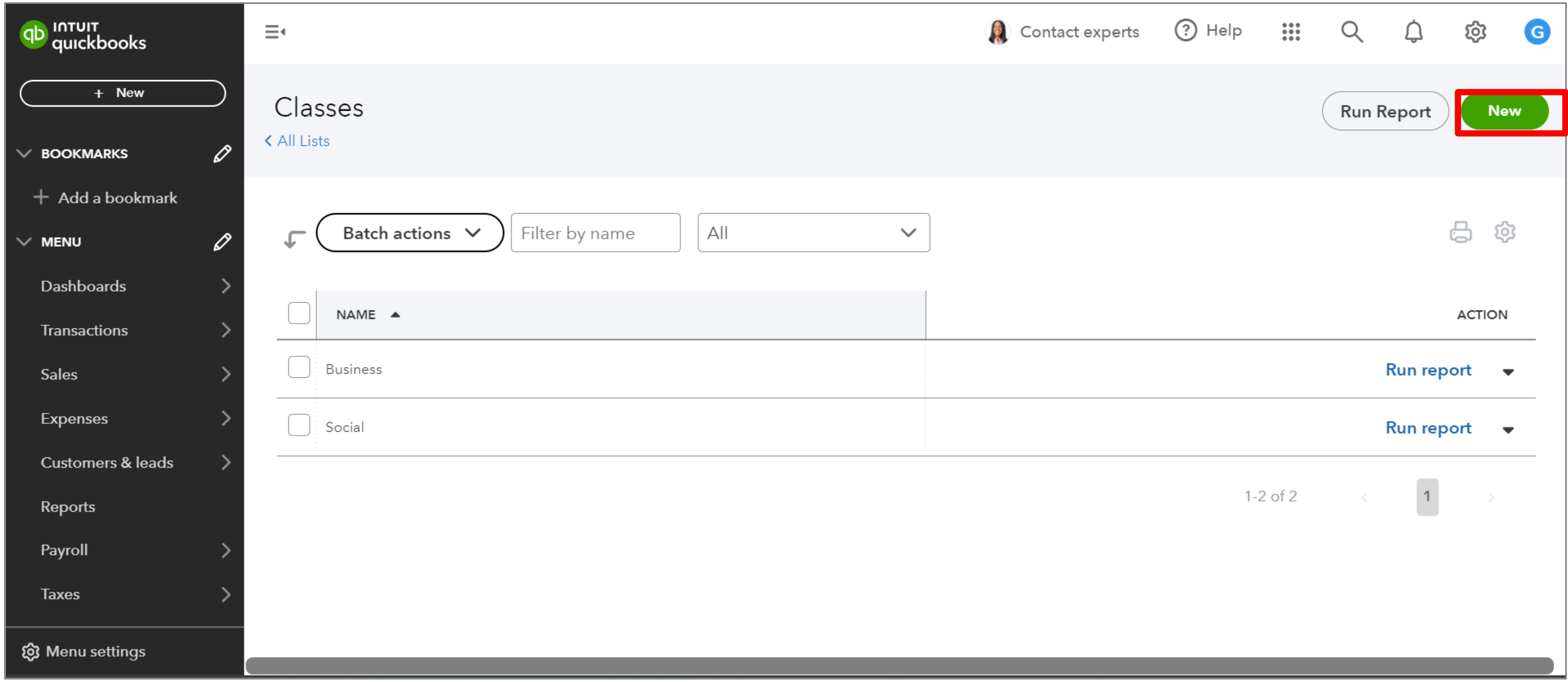
(2) Configure lists to enable DBL accounting

- Select “Classes”



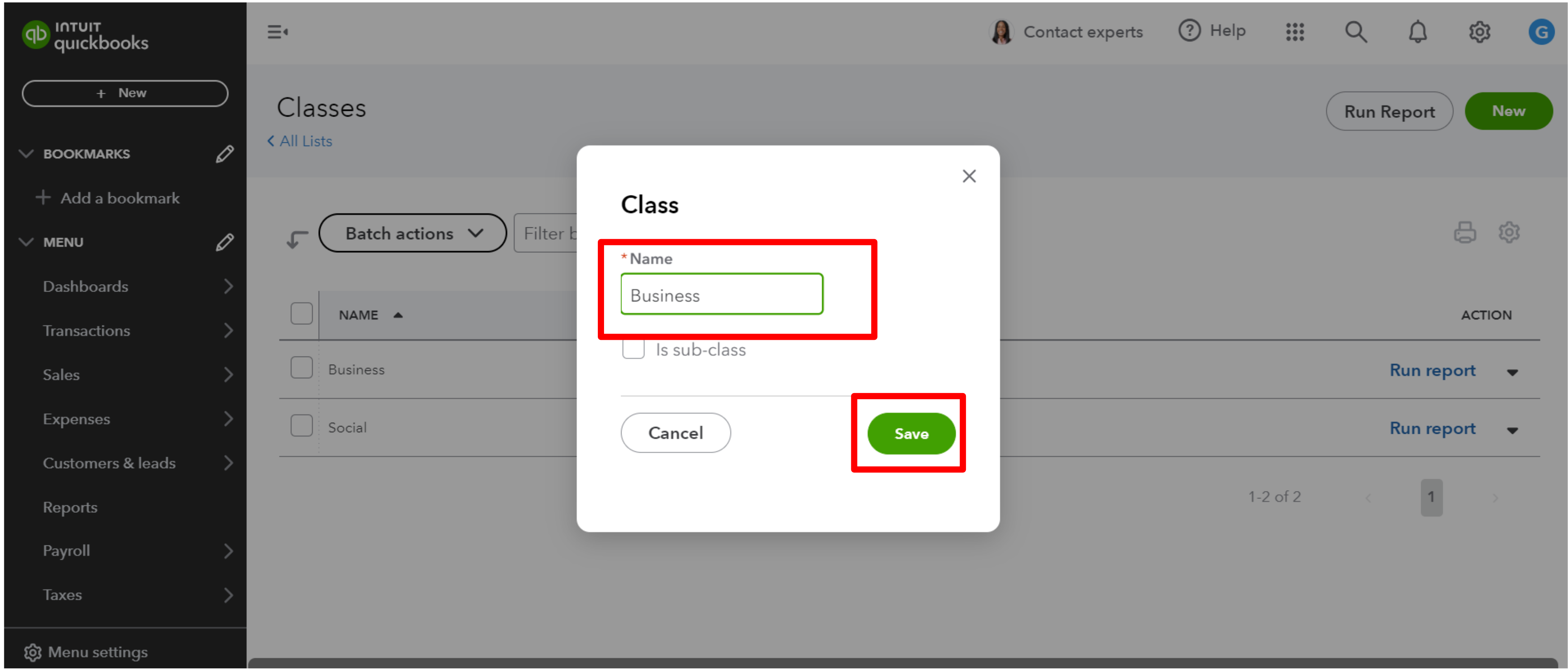
(2) Configure lists to enable DBL accounting

- Click “New” in the upper right-hand corner



(2) Configure lists to enable DBL accounting

- Under "Name" enter "Business" and hit "Save"
- Repeat the steps on the previous slide and this slide but for "Name" enter "Social"



(3) Categorize transactions

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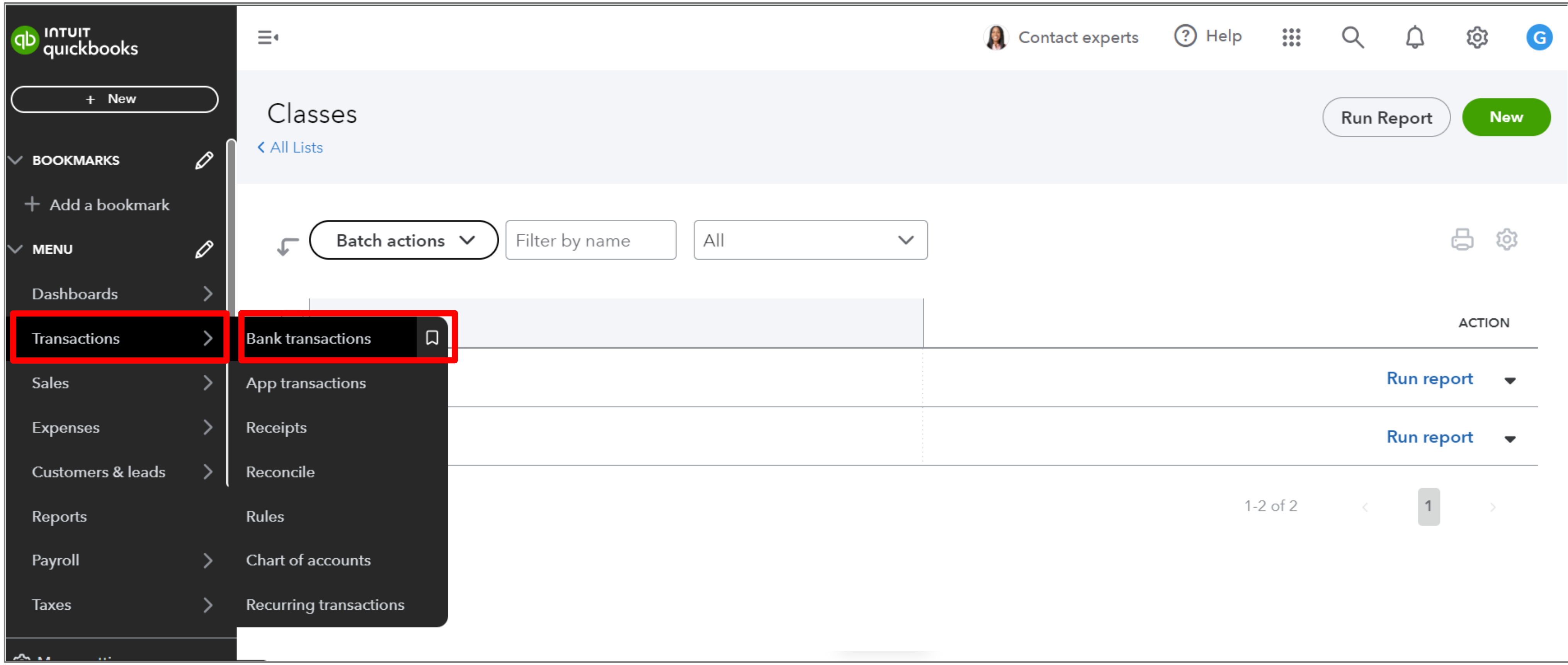
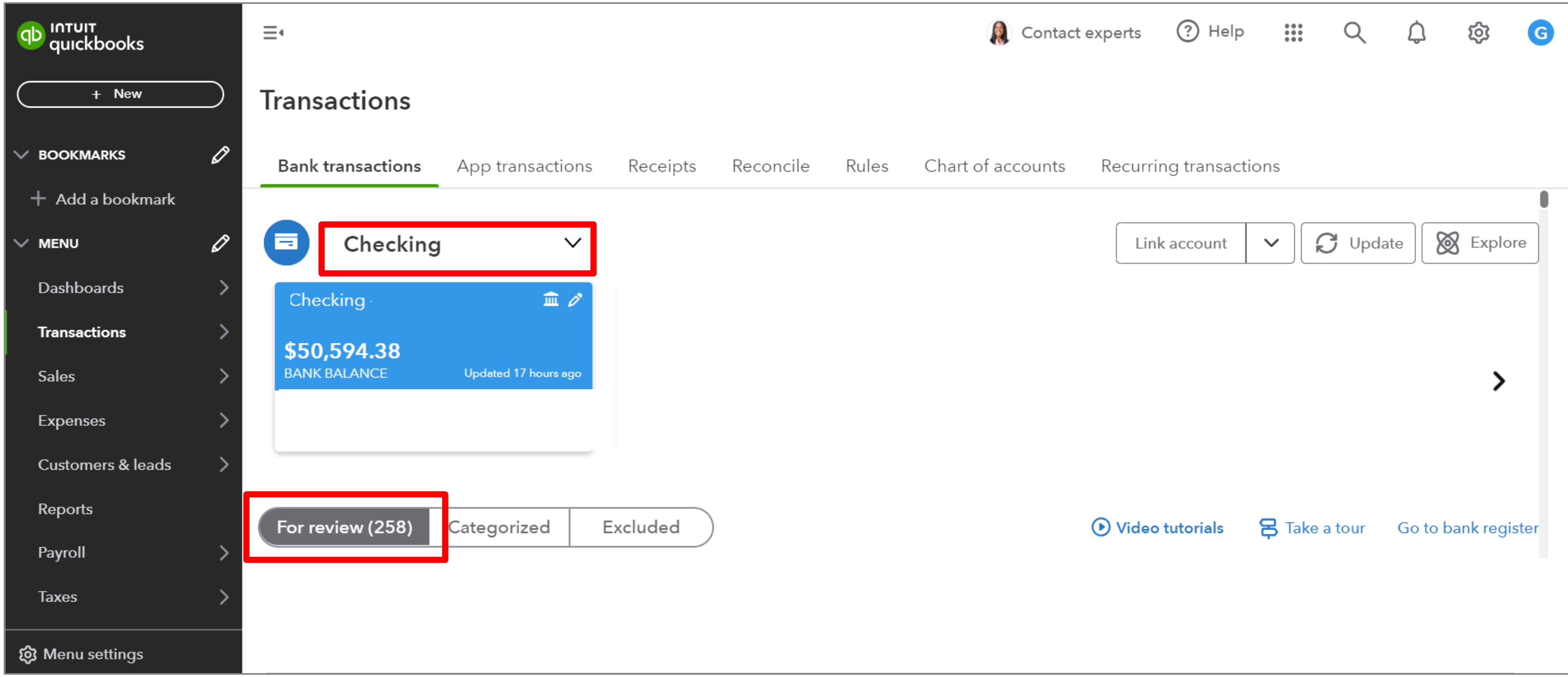
- From the QuickBooks account home page, select “Transactions” along the left-hand side and click “Bank transactions”



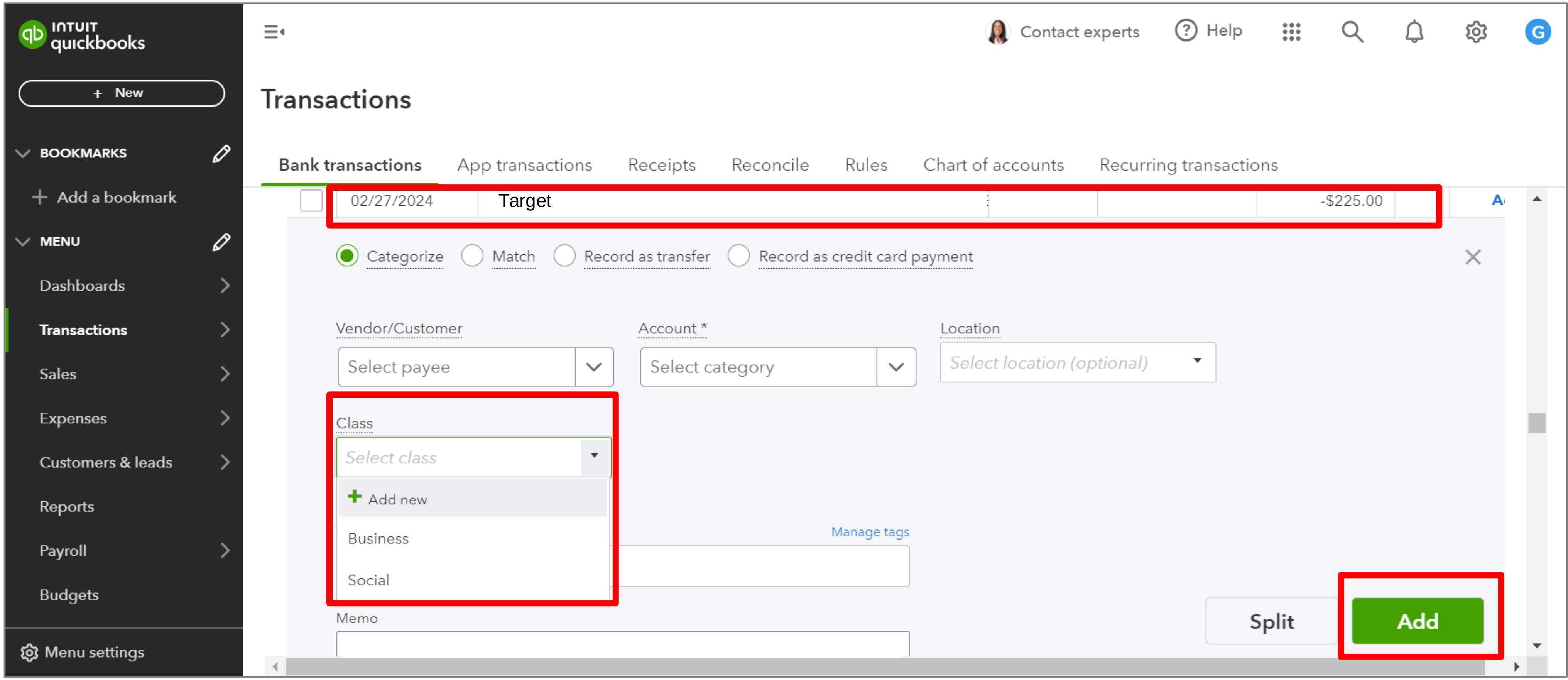
(3) Categorize transactions

- Use the drop-down to select the account whose transactions you would like to review
- Select "For review" to see the transactions in the register that have not yet been categorized



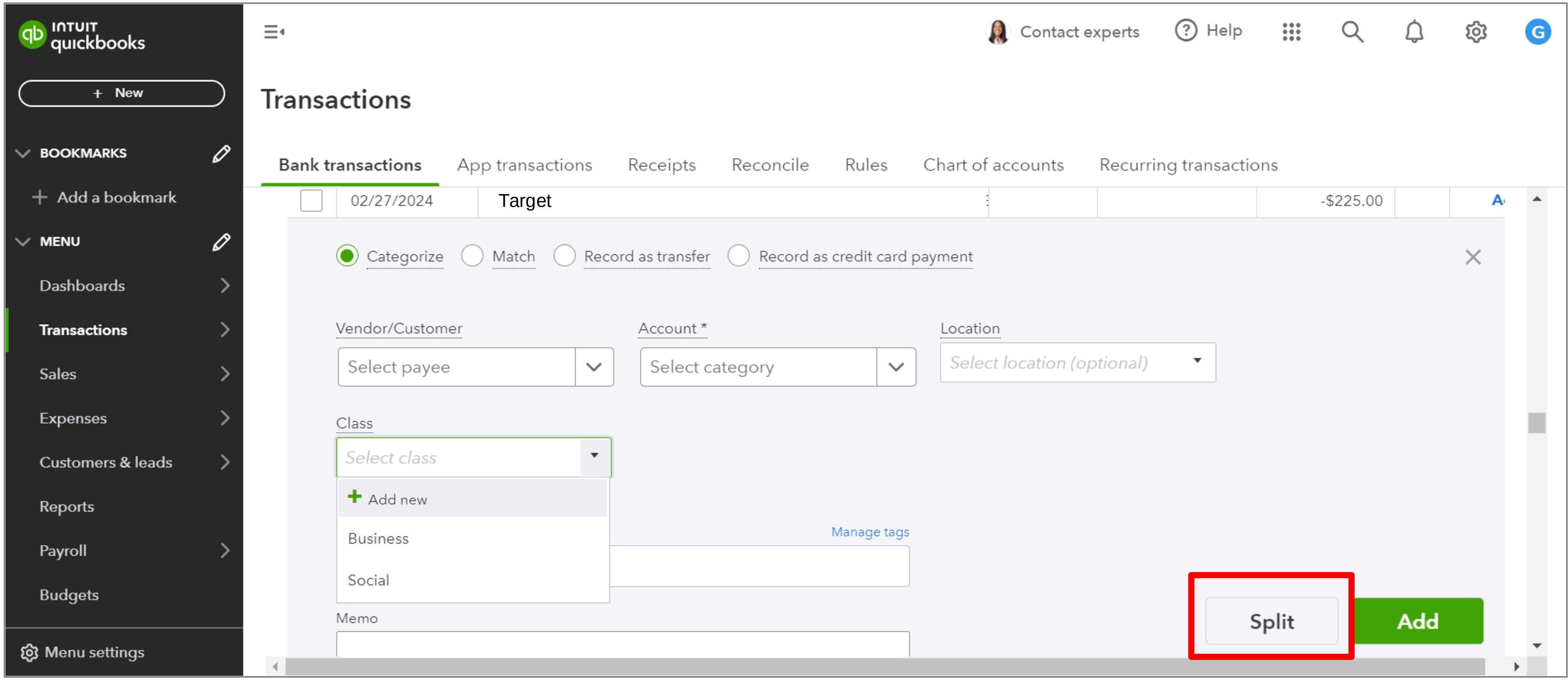
(3) Categorize transactions

- Select a transaction to review (in this case we've selected a purchase at Target for $225)
- In addition to your usual accounting procedures to categorize the transaction, select "Class" and select whether this was a "Social" or "Business" transaction
- Scroll down and click "Add" when complete



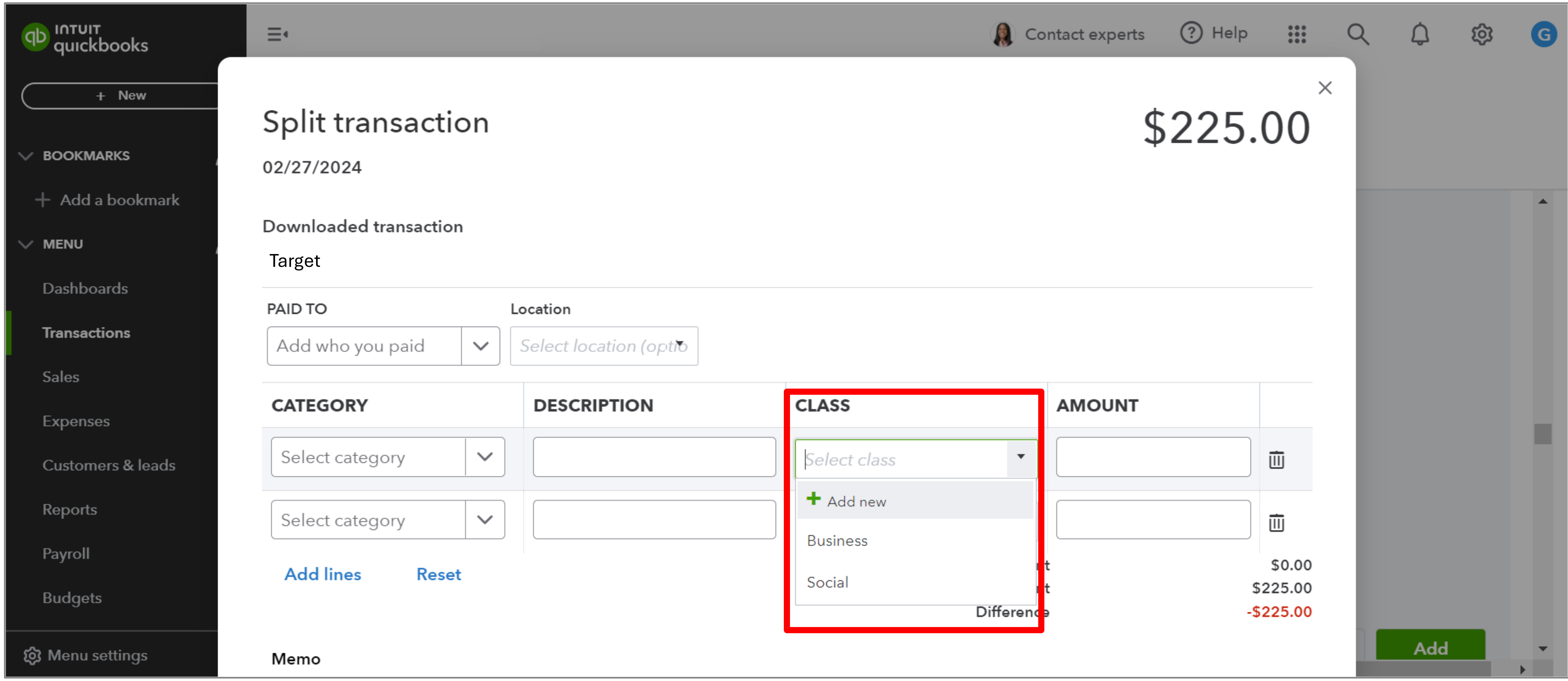
(3) Categorize transactions

- If a single transaction has a portion that is "Social" and a portion that is "Business" you can also split the transaction
- In order to do this, click "Split"



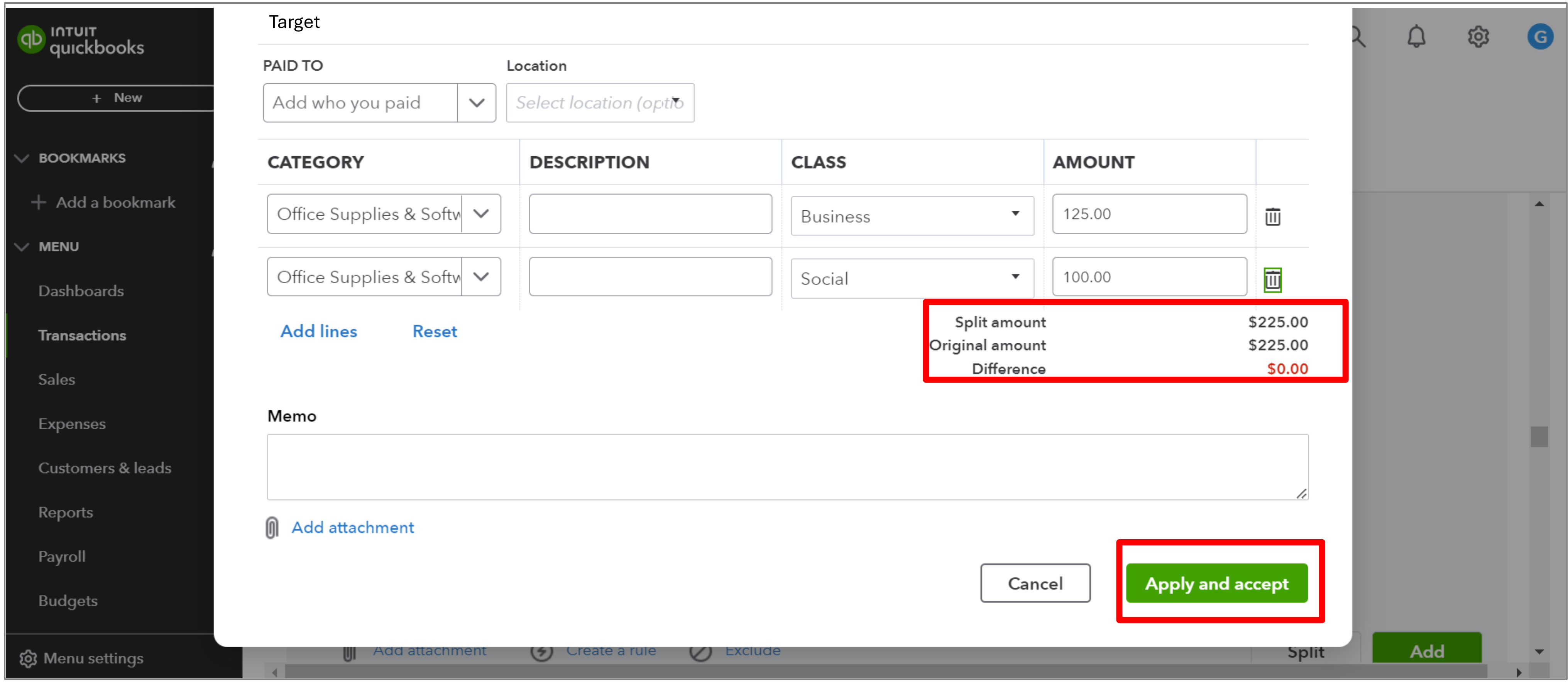
(3) Categorize transactions

- On the next screen you can split the transaction total into different amounts and assign “Social” or “Business” to each total as needed



(3) Categorize transactions

- Verify that the totals of the “Split amount” equal the “Original amount”
- Click “Apply and accept”



(4) Access and configure reports

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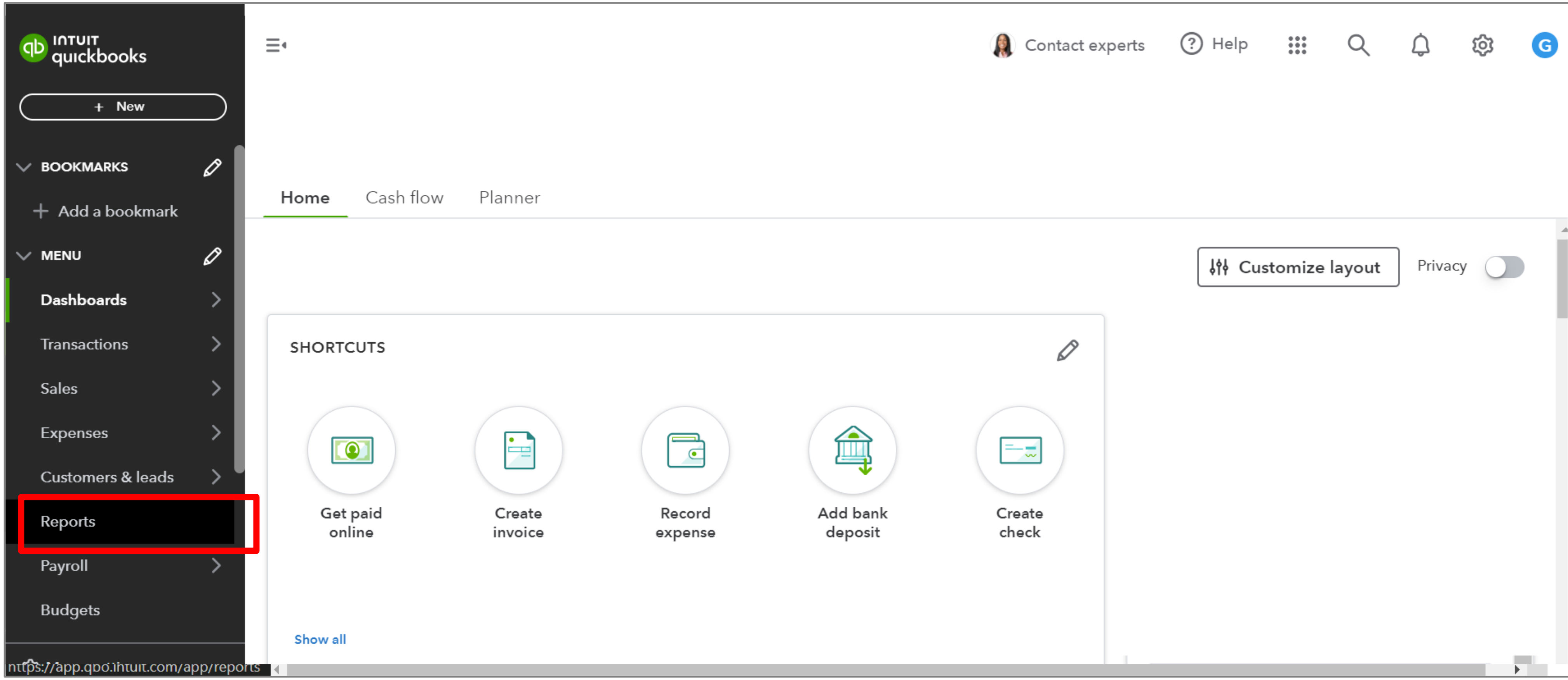
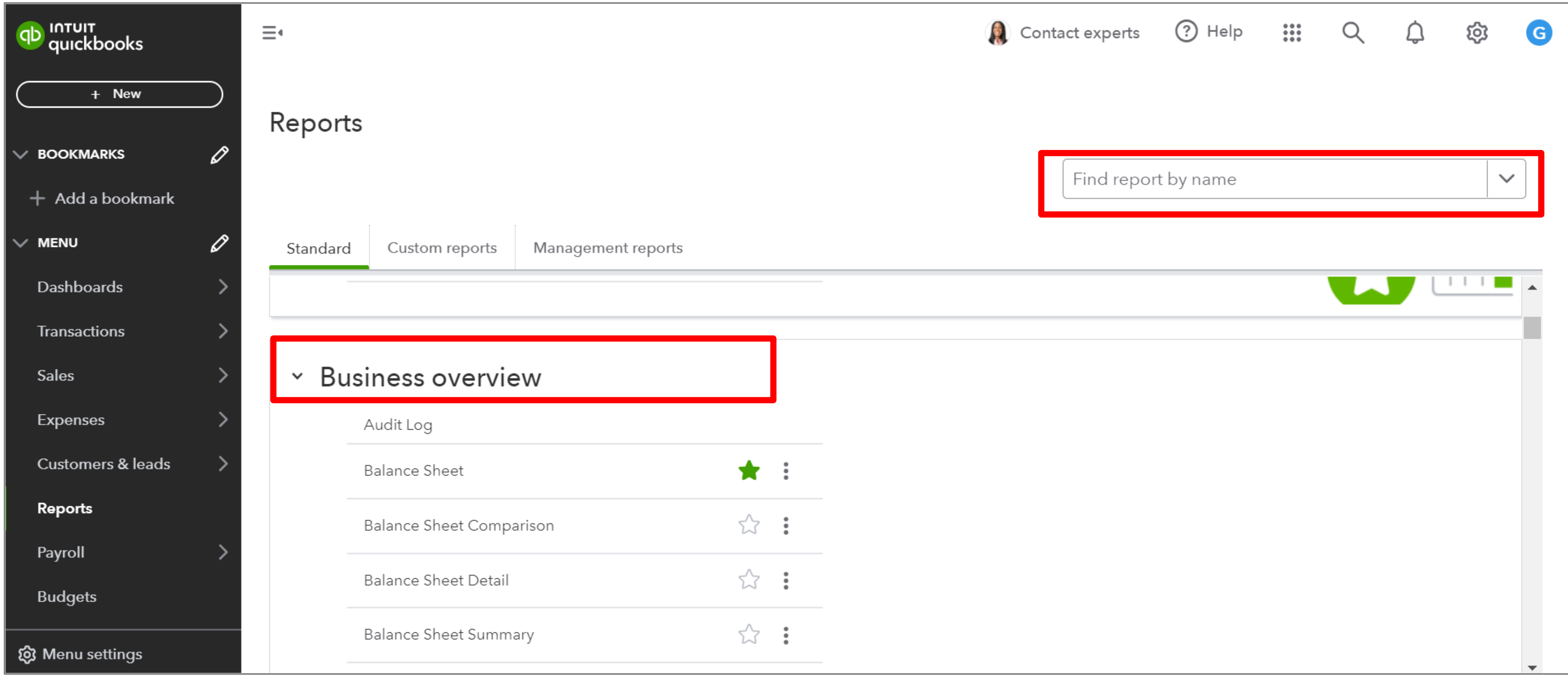
- In order to see the “Social” and “Business” financial performance of your organization, click “Reports” along the left-hand side of the screen



(4) Access and configure reports

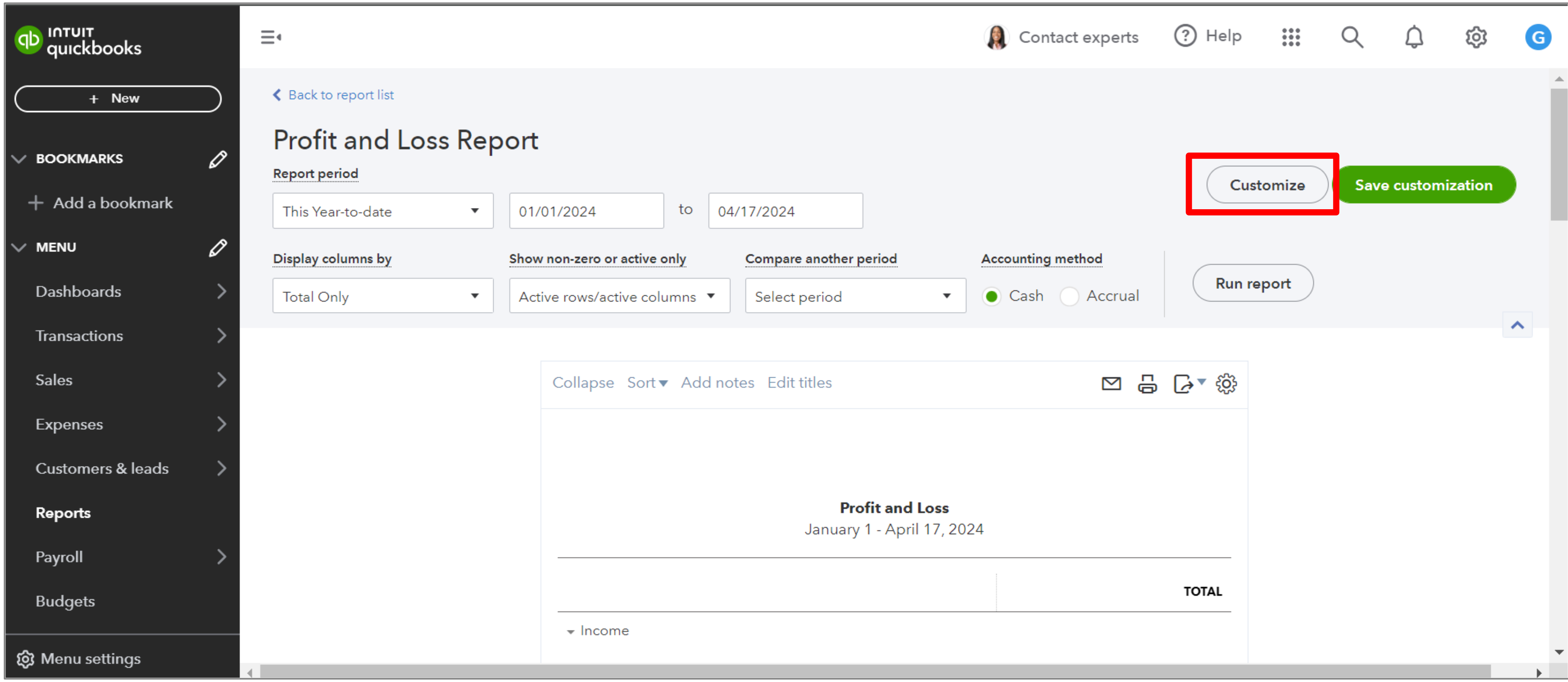
- On your “Reports” dashboard, you can use the “Find report by name” option in the upper right-hand corner or scroll down to “Business overview” to see the typical reports that you would want to review. These include:

  Profit and Loss
  Statement of Cash Flows
  Balance Sheet



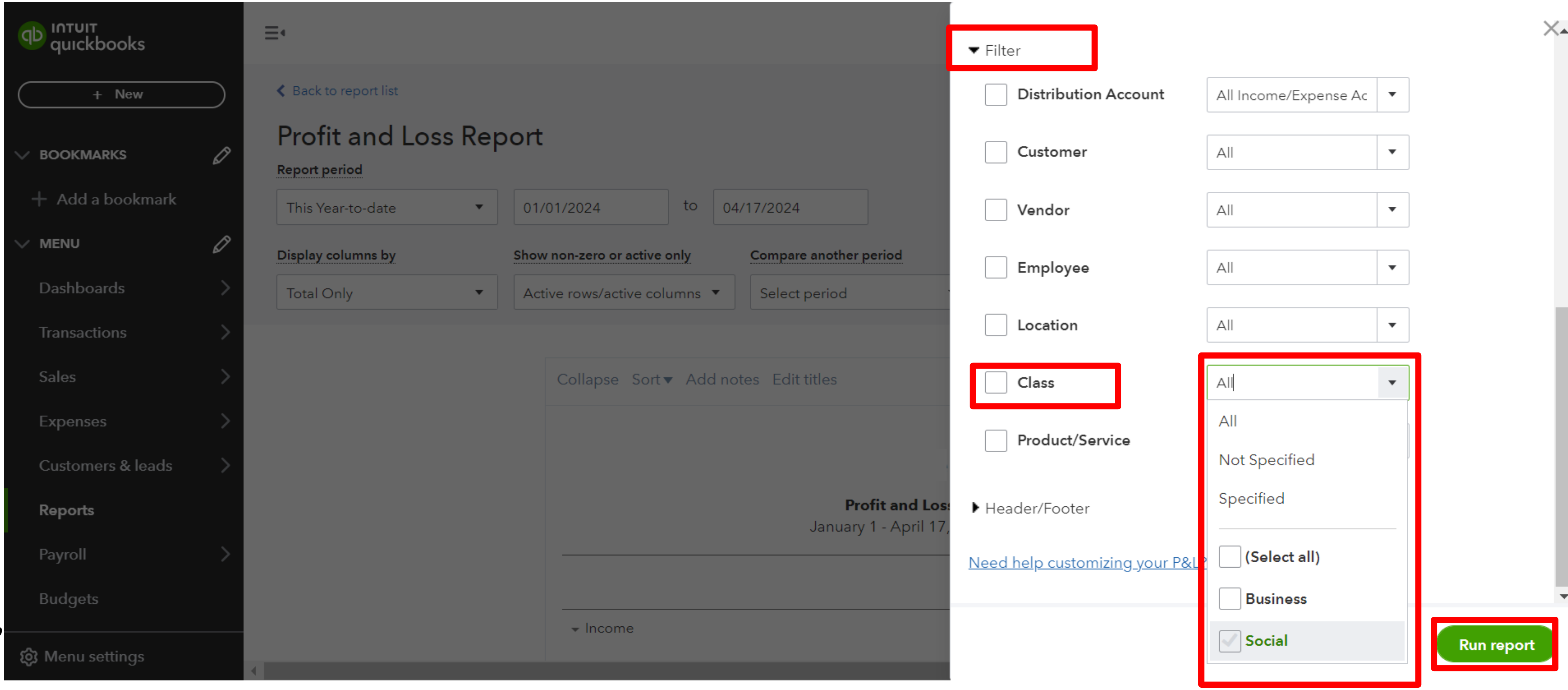
(4) Access and configure reports

- Once you've selected a report to view, click the "Customize" button on the right-hand side



(4) Access and configure reports

- On the next screen, along the right-hand side, scroll down to “Filter”
- Next to “Class” select if you would like the “Social” or “Business” view of the report
- Click “Run Report”



(4) Access and configure reports

- On the next screen, in order to have quick access to this updated report format, click "Save customization"
- Enter a unique report name under "Custom report name"
- Click "Save"
- This report will now be accessible from your Reports dashboard