

## FAQ: Finding a Fundly CRM Transaction in Quick Books

1. Enter a financial transaction (such as a donation, paid membership, or event registration) in Fundly CRM (see our tutorials on recording a donation, recording a membership, or adding an event registration)
2. Be sure that the transaction is linked to a Fund which is associated with proper account (see our tutorial on configuring funds, chart of accounts, and classes: <http://support.fundly.com/hc/en-us/sections/200911917-Financials>)
3. If any Fund or Invoice Item is not associated with chart of account and/or class, you can assign it from the Financials screen
4. Wait for approximately 5-10 minutes (though it can take as long as 30 minutes)
5. Login to your QuickBooks Online account
6. Navigate to “Customers” and search for the contact for whom you have completed a transaction in Step #1 above
7. QuickBooks shows the same invoice number as in Fundly CRM (invoice # is generated by Fundly CRM)
8. Below are the various QuickBooks statuses. Keep in mind, when you receive full payment for donations, event registration, or other financial transactions, that makes the transaction PAID:
  - OPEN = transaction for which payment is **not** received
  - PAID = transaction for which payment is received
  - UNAPPLIED = a payment which is not allocated against any Invoice transaction
  - CLOSED = a payment which is allocated properly with an Invoice
9. Users are able to run a report from QuickBooks by Chart of Accounts. See our FAQ at: <http://support.fundly.com/hc/en-us/articles/225852828-FAQ-Running-a-Report-Of-Synced-Transactions-in-Quick-Books>