

ATM Process – Lodge owns / operates the ATM.

Let's take a look at what happens with the money, where it actually is, and what the Administrator has to do to keep QuickBooks matching reality.

When the Lodge owns the ATM and puts money into it, they have cash tied up in the machine. When someone withdraws money from the Lodge's ATM, that cash is subtracted from the total, so there is less money in the machine.

When the member's bank repays the withdrawal, they direct deposit the money into the Lodge Checking Account.

We need a way to show that the money is no longer in the ATM, and then show the money has gone into our checking account without being treated as new income.

Processing the Withdrawal from the machine and the Deposit into Checking

You should create several new accounts:

- 1030.00 – ATM Cash

(Sub-Account of 1000.00 CASH)

The amount in the ATM Machine.

The screenshot shows the 'Add New Account' window in QuickBooks. The 'Account Type' is set to 'Bank' and the 'Number' is '1030.00'. The 'Account Name' is 'ATM Cash' and it is a 'Subaccount of' '1000.00 · Cash'. The 'Description' is 'ATM Cash'. There are buttons for 'Enter Opening Balance...', 'Save & Close', 'Save & New', and 'Cancel'. There are also links for 'How do I choose the right tax line?' and 'Should I enter an opening balance?'.

- 1130.00 – ATM Receivables

(Sub-Account of 1100.00 Receivables)

The Amount the Credit/Debit Card companies owe us.

The screenshot shows a software window titled "Add New Account". At the top, there is a "Account Type" dropdown menu set to "Accounts Receivable" and a "Number" text box containing "1130.00". Below this, the "Account Name" field is filled with "ATM Receivables". A checked checkbox labeled "Subaccount of" is followed by a dropdown menu showing "1100.00 · Receivables". An "Optional" section contains a "Description" field with the text "Track money from Debit Card Companies", an empty "Note" field, and a "Tax-Line Mapping" dropdown menu set to "<Unassigned>". A blue hyperlink "How do I choose the right tax line?" is located to the right of the dropdown. At the bottom right, there are three buttons: "Save & Close", "Save & New", and "Cancel".

- 4630.00 – ATM Fees

(Sub-Account of 4600.00 Other Income)

The amount we charge for using our ATM/Cash.

The screenshot shows a software window titled "Add New Account". At the top, there is a "Account Type" dropdown menu set to "Income" and a "Number" text box containing "4630.00". Below this, the "Account Name" field is filled with "ATM Fees". A checked checkbox labeled "Subaccount of" is followed by a dropdown menu showing "4600.00 · Other Income". An "Optional" section contains a "Description" field with the text "Fees We charge to use our ATM", an empty "Note" field, and a "Tax-Line Mapping" dropdown menu set to "<Unassigned>". A blue hyperlink "How do I choose the right tax line?" is located to the right of the dropdown. At the bottom right, there are three buttons: "Save & Close", "Save & New", and "Cancel".

You'll also need to create new Items;

- 1130 ATM Receivables
(Other Charge; Tied to 1030.00 so \$ are deducted from ATM Cash)

The screenshot shows the 'New Item' dialog box with the following fields and values:

- Type:** Other Charge (dropdown menu)
- Item Name/Number:** 1030 ATM Cash
- Subitem of:** (empty dropdown menu)
- Description:** ATM Cash and Receivables
- Amount or %:** 0.00
- Account:** 1030.00 · ATM Cash (dropdown menu)
- Item is inactive:** (unchecked checkbox)

Buttons on the right: OK, Cancel, Next, Custom Fields, Spelling.

- 4630 ATM Fees
(Other Charge; Tied to 4630.00 so fees are entered as income)

The screenshot shows the 'New Item' dialog box with the following fields and values:

- Type:** Other Charge (dropdown menu)
- Item Name/Number:** 4630 ATM Fees
- Subitem of:** (empty dropdown menu)
- Description:** Fees we charge to use our ATM
- Amount or %:** 0.00
- Account:** 4630.00 · ATM Fees (dropdown menu)
- Item is inactive:** (unchecked checkbox)

Buttons on the right: OK, Cancel, Next, Custom Fields, Spelling.

Example Scenario

The Lodge ATM holds \$3000 Cash all in \$20.00 bills.

During a day's business, members use their cards to withdraw money, to a total of \$1220.00. When a member swipes his card and withdraws money, the ATM sends a message to that member's bank that they need to remit that cash amount plus our fee to the Lodge's Checking Account.

When the Administrator pulls the ATM report it says there were ten withdrawals = \$1220.00 and that \$1780.00 remains in the ATM.

Jefferson Lodge 9999 ATM Report 1/18/11

Date	Card	WDW	Fees	Total
1/15/11	1 st Bank Visa	120.00	1.00	121.00
1/15/11	3 rd Bank MC	80.00	1.00	81.00
1/15/11	2 nd Bank MC	140.00	1.00	141.00
1/15/11	AMEX	80.00	1.00	81.00
1/15/11	1 st Bank Visa	60.00	1.00	61.00
1/16/11	Discover	200.00	1.00	201.00
1/16/11	2 nd Bank MC	100.00	1.00	101.00
1/16/11	3 rd Bank Visa	140.00	1.00	141.00
1/17/11	AMEX	200.00	1.00	201.00
1/17/11	Discover	100.00	1.00	101.00
		1,220.00	10.00	1,230.00

The Admin creates an Invoice for the \$1220.00, using the Item 1030, plus the \$1 fee we charge for each transaction the use of the ATM using Item 4630. In this case there were 10 transactions so we would invoice the total of \$1230.00.

Create Invoices - ATM Receivables

Customer: Job: ATM | Class: SQ | Account: 1130.00 · ATM Rec... | Template: Intuit Service Invoice | Date: 01/18/2011 | Invoice #: 1

Invoice

Bill To: ATM

Item	Quantity	Description	Rate	Amount
1030 ATM Cash		ATM Cash and Receivables	1,220.00	1,220.00
4630 ATM Fees		Fees we charge to use our ATM	10.00	10.00
			Total	1,230.00

Customer Message: [Empty]

To be printed
 To be e-mailed

Add Time/Costs... | Apply Credits... | Payments Applied: 0.00 | Balance Due: 1,230.00

Memo: [Empty]

[Let QuickBooks help you get your Invoice paid online by credit card.](#) | Save & Close | Save & New | Revert

The ATM balance 1030.00 now shows \$1780, and AR 1130.00 shows that we are owed \$1230. Balance Sheet has not changed.

Balance Sheet Detail ATM

8:45 AM
01/24/11
Jefferson Lodge 9999
Balance Sheet Detail
As of January 24, 2011

Type	Date	Num	Name	Memo	Class	Amount	Balance	
ASSETS							291,833.71	
Current Assets							291,833.71	
Checking/Savings							291,833.71	
1000.00 - Cash							291,833.71	
1030.00 - ATM Cash							3,000.00	
Invoice	01/18/2011	1	ATM	ATM Cash and Receivables	SQ	-1,220.00	1,780.00	
Total 1030.00 - ATM Cash							-1,220.00	1,780.00
1005.00 - Checking - Cash							288,833.71	
Deposit	01/05/2011			Deposit		48.00	288,861.71	
Total 1005.00 - Checking - Cash							48.00	288,861.71
Total 1000.00 - Cash							-1,172.00	290,661.71
Total Checking/Savings							-1,172.00	290,661.71
Accounts Receivable							0.00	
1100.00 - Receivables							0.00	
1130.00 - ATM Receivables							0.00	
Invoice	01/18/2011	1	ATM		SQ	1,230.00	1,230.00	
Total 1130.00 - ATM Receivables							1,230.00	1,230.00
Total 1100.00 - Receivables							1,230.00	1,230.00
Total Accounts Receivable							1,230.00	1,230.00
Other Current Assets							0.00	
1199.00 - Undeposited Funds							0.00	
Sales Receipt	01/04/2011	68	Social Quarters		SQ	250.00	250.00	
Payment	01/05/2011		Credit Cards			48.00	298.00	
Deposit	01/05/2011		Credit Cards	Deposit	SQ	-48.00	250.00	
Total 1199.00 - Undeposited Funds							250.00	250.00
Total Other Current Assets							250.00	250.00
Total Current Assets							308.00	292,141.71
TOTAL ASSETS							308.00	292,141.71
LIABILITIES & EQUITY							0.00	
TOTAL LIABILITIES & EQUITY							0.00	

The P&L will reflect a fee amount of \$10 in account 4630.00.

Profit & Loss Detail

8:57 AM
01/24/11
Jefferson Lodge 9999
Profit & Loss Detail
May 1, 2010 through January 24, 2011

Type	Date	Num	Name	Memo	Class	Amount	Balance	
Income								
4225.00 - Social Quarters Sales								
4230.00 - Beer Sales								
Sales Receipt	01/04/2011	68	Social Quarters	Beer sales	SQ	278.42	278.42	
Total 4230.00 - Beer Sales							278.42	278.42
Total 4225.00 - Social Quarters Sales							278.42	278.42
4600.00 - Other Income								
4630.00 - ATM Fees								
Invoice	01/18/2011	1	ATM	Fees we charge to use our ATM	SQ	10.00	10.00	
Total 4630.00 - ATM Fees							10.00	10.00
Total 4600.00 - Other Income							10.00	10.00
Total Income							288.42	288.42
Cost of Goods Sold								
5025.00 - Social Quarters Cost/Goods Sold								
5030.00 - Beer - Cost of Goods Sold								
Sales Receipt	01/04/2011	68	Social Quarters	Beer sales	SQ	0.00	0.00	
Total 5030.00 - Beer - Cost of Goods Sold							0.00	0.00
Total 5025.00 - Social Quarters Cost/Goods Sold							0.00	0.00
Total COGS							0.00	0.00
Gross Profit							288.42	288.42
Expense								
5400.00 - General Administration Exp								
5440.00 - Credit Card Fees								
Invoice	01/04/2011	1	Credit Cards	Fees for accepting CC purchases	SQ	2.00	2.00	
Total 5440.00 - Credit Card Fees							2.00	2.00
Total 5400.00 - General Administration Exp							2.00	2.00
Total Expense							2.00	2.00
Net Income							286.42	286.42

Entering the payments

When the member's banks transfer the \$1230 into our checking account, we have the money in our bank, but we still need to get it into the proper QuickBooks account.

First Bank of Jefferson
Jefferson Lodge 9999 Account # 987654321

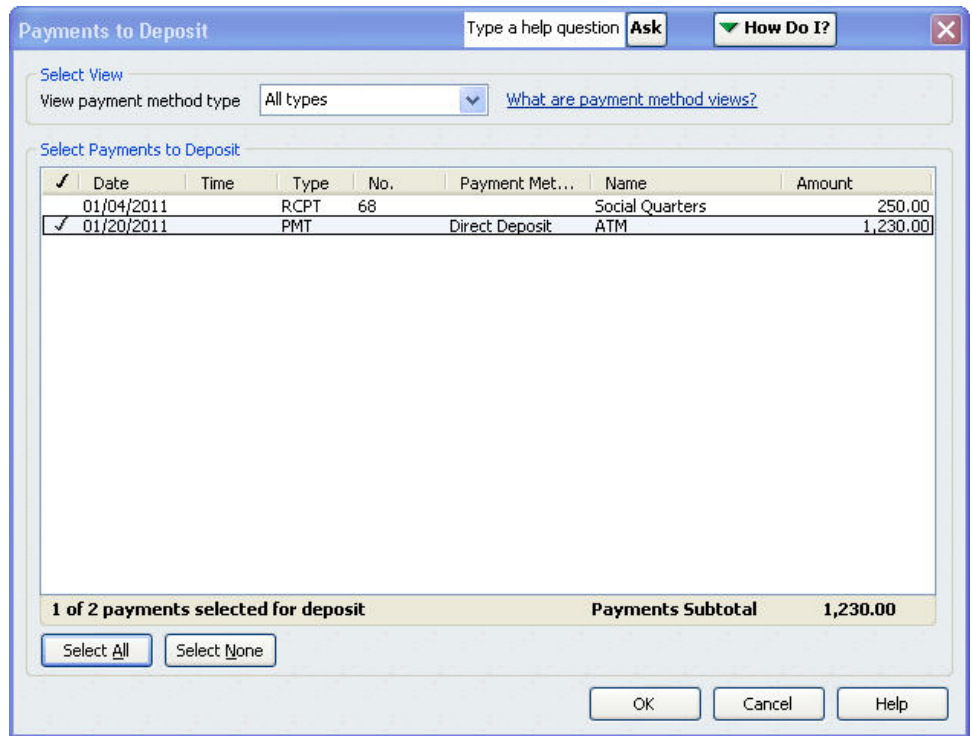
Date	Card	Debits	Credits
1/16/11	1 st Bank Visa		121.00
1/16/11	3 rd Bank MC		81.00
1/16/11	2 nd Bank MC		141.00
1/16/11	AMEX		81.00
1/16/11	1 st Bank Visa		61.00
1/17/11	Discover		201.00
1/17/11	2 nd Bank MC		101.00
1/17/11	3 rd Bank Visa		141.00
1/18/11	AMEX		201.00
1/18/11	Discover		101.00
			\$1,230.00

We go to Receive Payments in the Customer window, and find the matching invoice, and mark it paid, by entering the Paid Amount. Make sure the proper AR Account is selected, 1130.00. It will default to 1100.00, the parent account.

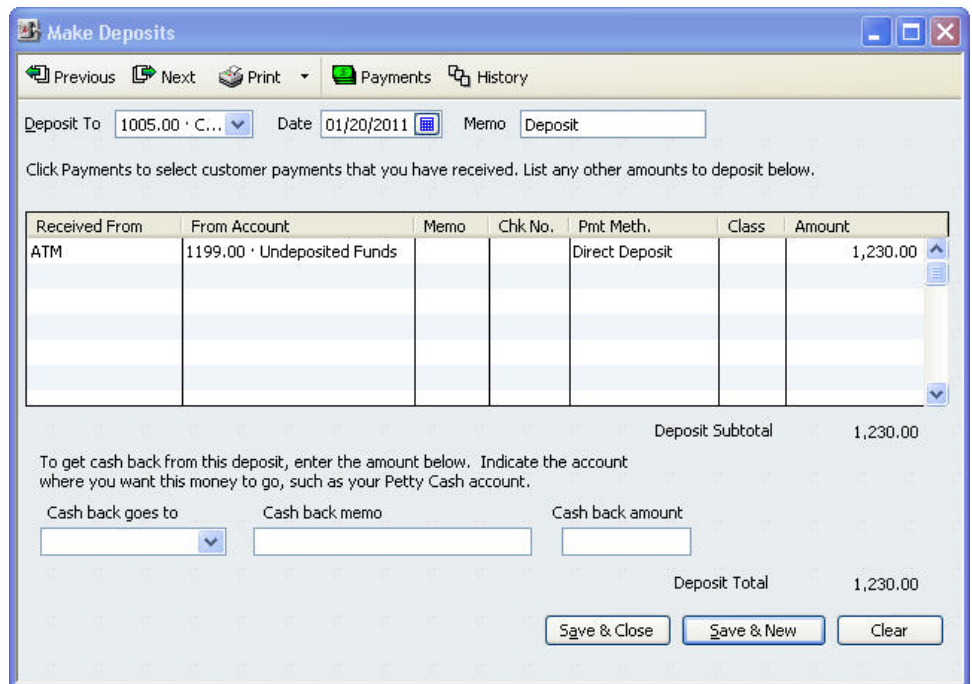
This will create an entry into 1199.00 – Undeposited Funds, for the amount you enter in the Amount box of the Payment Form.

1199.00 - Undeposited Funds						0.00
Sales Receipt	01/04/2011	68	Social Quarters	SQ	250.00	250.00
Payment	01/05/2011		Credit Cards		48.00	298.00
Deposit	01/05/2011		Credit Cards	Deposit	-48.00	250.00
Payment	01/20/2011		ATM		1,230.00	1,480.00
Total 1199.00 - Undeposited Funds					1,480.00	1,480.00

Since the money is already in the bank, we need to show that it is there in QuickBooks also. Select Record Deposits, and make the deposit into the Checking Account 1005.00. There may be deposits waiting if you have Social Quarters deposits that have not been taken to the bank yet. Make sure you only select the deposits that have been direct deposited into your bank account.



Make sure the Date and the Deposit To account are correct and click Save & Close.



Our Balance Sheet shows only \$1220.00 has been withdrawn from the ATM Cash, leaving a balance of \$1780.00.

The ATM Receivables was \$1230.00, which included the money withdrawn and the \$10.00 in fees we charge for using the machine. That full amount shows as having been paid.

Balance Sheet Detail ATM

Jefferson Lodge 9999
Balance Sheet Detail
As of January 24, 2011

Accrual Basis

Type	Date	Num	Name	Memo	Class	Amount	Balance	
ASSETS							291,833.71	
Current Assets							291,833.71	
Checking/Savings							291,833.71	
1000.00 - Cash							291,833.71	
1030.00 - ATM Cash							3,000.00	
Invoice	01/18/2011	1	ATM	ATM Cash and Receivables	SQ	-1,220.00	1,780.00	
Total 1030.00 - ATM Cash							-1,220.00	1,780.00
1005.00 - Checking - Cash							288,833.71	
Deposit	01/05/2011			Deposit		48.00	288,881.71	
Total 1005.00 - Checking - Cash							48.00	288,881.71
Total 1000.00 - Cash							-1,172.00	290,661.71
Total Checking/Savings							-1,172.00	290,661.71
Accounts Receivable							0.00	
1100.00 - Receivables							0.00	
1130.00 - ATM Receivables							0.00	
Invoice	01/18/2011	1	ATM		SQ	1,230.00	1,230.00	
Payment	01/20/2011		ATM			-1,230.00	0.00	
Total 1130.00 - ATM Receivables							0.00	0.00
Total 1100.00 - Receivables							0.00	0.00
Total Accounts Receivable							0.00	0.00
Other Current Assets							0.00	
1199.00 - Undeposited Funds							0.00	
Sales Receipt	01/04/2011	68	Social Quarters		SQ	250.00	250.00	
Payment	01/05/2011		Credit Cards			-48.00	298.00	
Deposit	01/05/2011		Credit Cards	Deposit	SQ	-48.00	250.00	
Payment	01/20/2011		ATM			1,230.00	1,480.00	
Total 1199.00 - Undeposited Funds							1,480.00	1,480.00
Total Other Current Assets							1,480.00	1,480.00
Total Current Assets							308.00	292,141.71
TOTAL ASSETS							308.00	292,141.71
LIABILITIES & EQUITY							0.00	

And our P&L shows the \$10.00 in fees we collected from ATM users.

Jefferson Lodge 9999
Profit & Loss Detail
May 1, 2010 through January 24, 2011

Accrual Basis

Type	Date	Num	Name	Memo	Class	Amount	Balance	
Income								
4225.00 - Social Quarters Sales								
4230.00 - Beer Sales								
Sales Receipt	01/04/2011	68	Social Quarters	Beer sales	SQ	278.42	278.42	
Total 4230.00 - Beer Sales							278.42	278.42
Total 4225.00 - Social Quarters Sales							278.42	278.42
4600.00 - Other Income								
4630.00 - ATM Fees								
Invoice	01/18/2011	1	ATM	Fees we charge to use our ATM	SQ	10.00	10.00	
Total 4630.00 - ATM Fees							10.00	10.00
Total 4600.00 - Other Income							10.00	10.00
Total Income							288.42	288.42
Cost of Goods Sold								
5025.00 - Social Quarters Cost/Goods Sold								
5030.00 - Beer - Cost of Goods Sold								
Sales Receipt	01/04/2011	68	Social Quarters	Beer sales	SQ	0.00	0.00	
Total 5030.00 - Beer - Cost of Goods Sold							0.00	0.00
Total 5025.00 - Social Quarters Cost/Goods Sold							0.00	0.00
Total COGS							0.00	0.00
Gross Profit							288.42	288.42

Partial Payments

If you check your bank account and find that not all of the invoiced amount has been posted into your bank, you can make a partial payment. Say only 8 of the withdrawals and fees have been repaid to your account.

You can “Receive Payment for less than the full amount. You will have \$928 in your bank that needs to be entered in QuickBooks as being in the checking account. In the Amount window enter the \$928.00. A notice will appear in the lower left of the Receive Payments Window that asks what you want to do with the underpayment. Check the button that says “Leave this as an underpayment” and you can come back to this when the payments do post in your bank account.

Not all of our members use the same bank or card to access the ATM, so we are expecting the money to come from several different sources, and it might not all get to our bank on the same day. Banks have up to 3 days to process most of these transactions.

First Bank of Jefferson
Jefferson Lodge 9999 Account # 987654321

Date	Card		Debits	Credits
1/16/11	1 st Bank Visa			121.00
1/16/11	3 rd Bank MC			81.00
1/16/11	2 nd Bank MC			141.00
1/16/11	AMEX			81.00
1/16/11	1 st Bank Visa			61.00
1/17/11	2 nd Bank MC			101.00
1/17/11	3 rd Bank Visa			141.00
1/18/11	AMEX			201.00
				\$ 928.00

Receive Payments Type a help question **Ask** **How Do I?**

Previous Next History Get Online Pmts

Customer Payment A/R Account 1130.00 · ATM Recei...
 Received From ATM Customer Balance 1,230.00
 Amount 928.00 Date 01/20/2011
 Pmt. Method Direct Deposit Reference #
 Memo Where does this payment go?
 Card No. Exp. Date / /
 Process credit card payment when saving Find a Customer/Invoice...

✓	Date	Number	Orig. Amt.	Amt. Due	Payment
✓	01/18/2011	1	1,230.00	1,230.00	928.00
Totals			1,230.00	1,230.00	928.00

Underpayment \$302.00. When you finish, do you want to:
 Leave this as an underpayment
 Write off the extra amount

Un-Apply Payment Discount & Credits...
 View Customer Contact Information Save & Close Save & New Clear

Amounts for Selected Invoices
 Amount Due 1,230.00
 Applied 928.00
 Discount and Credits Applied 0.00

When the remaining amount of the cash is deposited into your account, use the Receive Payments window to find the correct amount, enter the correct amount of the payment in the “Amount” window and make sure the correct payment is checked.

Make sure you Record Deposit after each of these partial payments to show the money is in your account.

Customer Payment

Received From: ATM
 Amount: 302.00
 Pmt. Method: Direct Deposit
 Date: 01/21/2011
 Customer Balance: 302.00
 A/R Account: 1130.00 · ATM Recei...
 Reference #:
 Exp. Date: / /
 Process credit card payment when saving

✓	Date	Number	Orig. Amt.	Amt. Due	Payment
✓	01/18/2011	1	1,230.00	302.00	302.00
			Totals	1,230.00	302.00

Amounts for Selected Invoices

Amount Due	302.00
Applied	302.00
Discount and Credits Applied	0.00

Buttons: Un-Apply Payment, Discount & Credits..., Save & Close, Save & New, Clear

Replenishing the ATM Cash

Write a check to replenish the cash in the ATM.

Go to the Banking menu and click Write Checks.

In the "Pay to the Order" of field, Write the Lodge's name and number.

In the Expenses Tab enter the ATM account 1030.00 and the dollar amount that you are replenishing.

In the memo field enter "Replenish ATM".

Bank Account: 1005.00 - Checking - Cash Ending Balance: 288,891.71

Print As: Jefferson Lodge 999 No. 1
 Date: 01/25/2011

Pay to the Order of: Jefferson Lodge 9999 \$ 1,220.00

One thousand two hundred twenty and 00/100* ***** Dollars

Address: Jefferson Lodge 999

Memo: Replenish ATM

Expenses: \$1,220.00 Items: \$0.00 To be printed:

Account	Amount	Memo	Customer:Job	Billa...	Class
1030.00 - ATM Cash	1,220.00		ATM		SQ

Buttons: Clear Splits, Recalculate, Save & Close, Save & New, Revert

Cash the check at the bank, making sure you ask for the denominations you use in the ATM.

Back at the lodge, put the cash into the ATM machine using the procedures for your particular model.

Now the Balance Sheet shows that the ATM once again has \$3000.

Jefferson Lodge 9999
Balance Sheet Detail
 As of January 25, 2011

Type	Date	Num	Name	Memo	Class	Amount	Balance
ASSETS							
Current Assets							
Checking/Savings							
1000.00 - Cash							
1030.00 - ATM Cash							
Invoice	01/18/2011	1	ATM	ATM Cash and Receivables	SQ	-1,220.00	1,780.00
Check	01/25/2011	1	ATM	Replenish ATM	SQ	1,220.00	3,000.00
Total 1030.00 - ATM Cash						0.00	3,000.00
1005.00 - Checking - Cash							
Deposit	01/05/2011			Deposit		48.00	288,881.71
Deposit	01/20/2011			Deposit		1,230.00	290,111.71
Check	01/25/2011	1	Jefferson Lodge 9...	Replenish ATM		-1,220.00	288,891.71
Total 1005.00 - Checking - Cash						58.00	288,891.71
Total 1000.00 - Cash						58.00	291,891.71
Total Checking/Savings						58.00	291,891.71