ROYALWISE

QuickBooks Templates: Convenience Stores and Gas Stations

By Alicia Katz Pollock
Royalwise Solutions, Inc.
Intuit® Trainer/Writer Network
Elite QuickBooks® ProAdvisor®

Royalwise.com
503-406-6550

Dedication

I would like to dedicate this book to all of the independent convenience store and gas station operators out there, creating a road to a better life by keeping us on the move with supplies at our fingertips.

You are the people who drive the world, one happy customer at a time.

Table of Contents

Foreword

In January of 2017, my wife and I purchased a convenience store and gas station located on the 101 Coastal Highway in Reedsport, Oregon. Though I had years of experience owning and operating small businesses, as well as some bookkeeping experience, the purchase of Recreation Station highlighted the complexities of bookkeeping in a diverse retail atmosphere.

Frankly, it is amazing how many different products are sold through a modern convenience store & gas station. We purchased the business from a retiring couple that had been in the grocery/gas business for more than twenty years. Though it was obvious they were seasoned operators, many technology and systems had become available that they were not utilizing.

I knew that I needed to connect with someone who could help me learn more about the new technologies that might benefit the day-to-day bookkeeping activities that were happening on-site.   After looking on the internet for a QuickBooks Professional, I came across some great reviews of Royalwise Solutions and Alicia Pollock. Alicia agreed to come to Reedsport from Portland and spend a couple days helping us…this turned into four.

We went through everything. Alicia listened to my current methods for each and every system (the processes left in place by the older retirees), and she helped come up with new tools, mostly utilizing QuickBooks Online.

She created Sales Receipts templates, Clearing Accounts, Charge Accounts, Recurring Transactions, Recurring Journal Entries, etc… Those made it easy to keep up with the books.

Another key implementation was creating limited login accounts for on-site managers, so that they could assist by entering daily sales and expense transactions. Even though they had access to enter this information, they did not have access to see our more private information such as bank balances, credit card balances, and reports.

Now, for the first time since we purchased the business, the managers were essentially keeping up with the books on a daily basis, vs. before, when as an owner, I would have to enter days (and sometimes weeks) worth of sales and expense data to get caught up to date. What a great feeling!

A second major implementation was her recommendation of a new electronic time clock program that would eliminate the hand-filled out timecards (yes, it was that antiquated). Our new T-Sheets iPad timeclock kiosk syncs with QuickBooks Online allowing us to easily do our own payroll each month.

Alicia Pollock has helped bring my vision for a smooth (bookkeeping) operating retail environment to reality. Any monies I have spent for her services were well worth it to the business, as well as for me personally, because she emphasized the learning aspect of her work, to teach me what I needed to know.

While Alicia still suggests that every business has a regularly scheduled bookkeeper to come in to make sense of the day, week, month, quarter, or year…for me, I needed to understand it, be able to do it, and manage it on my own. She taught me how to do the work and keep it up myself, which was exactly what I personally wanted. I'm glad I can turn to Alicia for assistance, for improvement of the system as it evolves, and to double-check my work a couple of times per year (most importantly after year's end).

This QuickBooks Template for Convenience Stores and Gas Stations is an actual copy of the structure of my store's books that we created, just with some of the categories renamed to make them more generic. You will reap the benefits of those four days we spent together, and get your own file started in just a few hours.

If you need additional help and training to implement the system, Alicia is great to work with and a pleasure to be around. You will not regret connecting with this professional to grow your business through bookkeeping and technology.

Thanks, Alicia, for putting this QuickBooks retail system together, and helping my business get off to a great start!!!!

Aaron Young
Owner, Recreation Station LLC

Acknowledgements

Special thanks to Aaron Young of Recreation Station in Oregon, who trusted me to overhaul his entire bookkeeping structure so he could analyze and grow his business. Thanks also to Zaira Papageorgiou of Bizambou, who refined my template for use with a Mobil station in Florida.

I'd like to thank Alison Ball and Donna Ohman from the Intuit Trainer/Writer Network for giving me the opportunity to reach a wider audience for my QuickBooks training and become a true QuickBooks Online Rock Star.

And of course, a shout out to Alex at Imagetrance for book cover design.

About this Template System

This QuickBooks template is based on two real Gas Station and Convenience Stores, Recreation Station on Highway 101 in Reedsport, Oregon; and a Mobil station in Plantation, Florida.

The owner of Recreation Station had recently bought the company, and wanted a brand-new QuickBooks file structure that allowed him to monitor not just sales and inventory, but also to make sure he was receiving proper payouts from other convenience store activities including the onsite ATM, WEX gas card payments, the Oregon Lottery, sales of Oregon Department of Fish and Wildlife permit sales, and bottle recycling returns.

He also maintained Charge Accounts for his employees who bought food and gas, as well as local businesses who only wanted to pay monthly.

This system includes a Chart of Accounts, Items Lists, Memorized Transactions, and the Memorized Reports needed for day-to-day operations.

It is designed to coordinate with your existing Point-of-Sale (POS) System. At the end of the day, run your POS System's Daily Sales Report or Z-Tape so that you have the numbers you need for sales departments and payment methods.

You or your managers enter that information into QuickBooks as a daily Sales Receipt. QuickBooks then runs sales reports, tracks inventory values, monitors Charge Accounts, and ensures you are getting reimbursed fairly by the lottery, ATM, and permit agencies.

If you have any questions about the setup or use of this system, please contact Alicia at http://www.royalwise.com, 503-406-6550. She is available to assist with implementation.

If you're interested in learning more about how a real convenience store and gas station successfully uses this QuickBooks template to manage its daily and monthly bookkeeping, please call business owner Aaron Young of Recreation Station in Reedsport, OR at (541) 706-1198.

> Alicia also has a video course explaining how to set up your Gas Station and Convenience Store in QuickBooks Online. Check it out at http://royl.ws/QuickBooks-training-videos.

Buy the Ready-Made File

This book contains the setup information you need to create a QuickBooks file for your Convenience Store and Gas Station business.

You must have QuickBooks and bookkeeping experience to follow these instructions, as this book is not a tutorial on how to use QuickBooks or how to do bookkeeping. While we explain how to set up your file, we don't step you through click-by-click.

Even after implementing the instructions on these pages, it will take several hours to set up your QuickBooks file. If you would rather just open up your QuickBooks and be ready to go, a pre-made QuickBooks Desktop file is available for purchase from http://royl.ws/convenience-store-gas-station-template.

To use it, you will need a copy of QuickBooks Desktop 2019 or later.

If you would like to use the template with QuickBooks Online (QBO), you will need a subscription to QuickBooks Online Essentials or Plus. In order to upload the ready-made file into QuickBooks Online, you will also need a copy of QuickBooks Desktop for this one-time conversion. We suggest finding a trial copy, or asking a colleague who has QuickBooks Desktop to help you. Alicia can also provide this service! Book an appointment with her at http://royl.ws/schedule-with-Alicia.

Note that if you import the ready-made file into QuickBooks Online, you will need to recreate the Custom Reports by hand, as they do not import.

> If you would like to purchase our ready-made QuickBooks Desktop file
> to save you from having to set one up from scratch,
> visit http://royl.ws/convenience-store-gas-station-template.

QBDT and QBO Terminology

This book has been written in terms of QuickBooks Premier or Pro for Desktop (QBDT), but there is no reason not to use the QuickBooks Online (QBO) version. In fact, we prefer it!

While most of the screen shots in this book come directly from our QuickBooks Template, the ones that demonstrate real data were taken from real Gas Station C-stores using QuickBooks Online. Hopefully, comparing the QBO screenshots to the Template's format won't be too confusing!

Here is a list of QuickBooks features mentioned in this book, and their corresponding terminology in both versions:

Desktop (Premier, Pro, Enterprise):	Online (Essentials or Plus):
Items	Products and Services
Memorized Transactions	Recurring Transactions
Memorized Reports	Custom Reports
Bill: Expenses tab (left)	Bill: Categories grid (top)
Bill: Items tab (right)	Bill: Items grid (bottom)

Case Study: Recreation Station

The Original QuickBooks Clean Up

I recently did a 50-hour project setting up QBO for a convenience store and gas station in Reedsport, OR. The owner, Aaron Young, had bought the business on the side of Hwy 101 on the Oregon Coast, and needed to set up his books. We took the previous owner's existing QB Desktop file and imported it into QBO. We cleaned up his structure and his numbers, reorganized the Chart of Accounts to reflect what he wanted to track, and customized Sales Receipts for steps he wanted his managers to perform.

Sales Receipts for Daily Sales

I created Sales Receipts for Z-Tapes at the end of the day instead of Journal Entries so that his shift managers could fill them in with their Customer and Sales-restricted User Accounts. To do this I created Products and Services that pointed to the income and expense areas of the Chart of Accounts. I customized a Recurring Daily Sale Receipt so that it was user-friendly for the managers, with instructions and explanations in the Descriptions.

A bonus to taking this approach is that Aaron could now run Product Sales Summary reports, and analyze how well each of his departments was doing.

Fuel Cost of Sales

His fuel costs were interesting. I discovered that the previous owner had been posting the state fuel tax into Inventory-Gas instead of COGS-Gas. After I reclassified them, the Inventory-Gas account periodically ran negative through the month, which wasn't right because they never ran out of gas in the tanks. To solve this, I had him find out as of 12/31 what the actual gallons were in the tanks on that day, and we researched the average price of December's deliveries. That told us how much Fuel Inventory he actually had.

To correct it, I transferred the difference from COGS back into Inventory. Now his Inventory-Gas account was exact. His COGS-Gas account was more accurate than the last owner's records. This reclassification caused his income and profit to go up $100,000!

ATM

Recreation Station has an ATM in the store. Aaron wanted to make sure the money declared by the bank actually matched the amount the machine gave out. Money from the cash drawer was transferred into the ATM, dispensed, and then reimbursed by the bank. I made an ATM Clearing Account to track the money in and out of the machine. By reconciling the account to zero every week, he could verify that he was being repaid accurately.

WEX Payments

I made a similar Clearing Account for his WEX payments. WEX is a gas card that corporate fleet drivers use as payment, and then WEX reimburses the money a few days later. This Clearing Account reassured Aaron that he was getting reimbursed for his sales. We made a Product & Service in QBO to serve as a Payment Method in the Daily Sales Z-Tape, which puts money in the Clearing Account, and when the money hits the bank it's transferred out of the Clearing Account. But WEX is a little difficult to reconcile. Sometimes the daily WEX payment matched the sales receipts, but on weekends, the company batched the three payments together.

Because reconciling WEX was a little more complex, we made an instructional video about how to manage WEX in QuickBooks Online (visit http://royl.ws/WEX). The steps shown in the video would also work for any payment method Clearing Account.

Oregon Lottery

We also created a similar Clearing Account for the OR Lottery, using a weekly Journal Entry to distribute the income, payouts, and state contributions.

Owner's Comp Gift Certificates

I set up an Owner's Comp system. For example, an employee accidentally broke the glass in a motorist's mirror. Aaron comped the driver $75 by giving him a redeemable gift certificate. I created a JE that moved the money from

Discount/Refunds Given to a Gift Certificate Liability. Every time the driver's Gift Certificate was redeemed, the Daily Sales Receipt reduced his $75 in the Liability account until it was gone.

Cash Drawer

The owner paid some small bills out of the till. Local hummus, firewood, night crawlers, and linen laundry were all paid in cash. The previous owner's system only reported that some cash was spent, but not for what. The new system pushed each product category to the proper COGS or Expense account.

Recurring Transactions Templates

As I created each data entry step, I saved the procedure's form as a Recurring Transaction. I named them Daily:, Weekly:, and Monthly:, with the reason for the transaction as the name. This way he could see what tasks needed to be done with what frequency.

As an added bonus, I also duplicated each one and appended "Backup" to the name. Because many of the transactions require small alterations when used, QuickBooks always asks if you want to save those changes to the Recurring Transaction template. If they accidentally clicked "Yes," they would lose the system we set up. As a safeguard, if that mistake was made, they could replace the bad template with the backup.

Delegate!

By crafting the gas station and convenience store's transaction structure so that as many transactions as possible could be done by managers with limited User Accounts (by making them Sales Receipts instead of Journal entries), Aaron could delegate many of his daily tasks, saving him time every day.

Setting Up QuickBooks

Chart of Accounts

The first step in getting up and running is to create your Chart of Accounts (COA). When you open up QuickBooks, it comes with a standard COA for you to modify.

Some of the categories are already be there waiting for you—these can be renamed to your liking. Some categories need to be added. Some you won't need, and they can be deleted.

Start by renaming existing accounts or adding new ones to match the screenshots below. Then delete any accounts that you're not using.

Sales Income, Inventory Assets, Cost of Goods, and your Items list are set up with a parallel structure. Every department in your C-store has income, inventory, cost of goods, and a product that's sold. This means that you'll see the same names repeatedly, but they all work together.

Use subcategory names that mirror the departments you have set up in your Point-of-Sale System.

Bank Accounts

Use the account type "Bank" for Checking, Savings, Tills, ATM, and Safe. Change the 4-digit number placeholders to the last 4 digits of your bank accounts to identify them easily.

Create Clearing Accounts for ATM, Lottery, and WEX Payments. A "Clearing Account" is used to track

NAME	TYPE
Cash on Hand	Bank
Cash in ATM	Bank
Cash in Tills	Bank
Safe Change Account	Bank
Checking - 1234	Bank
Clearing Accounts	Bank
ATM Clearing	Bank
Lottery Clearing	Bank
Wex Clearing	Bank
Savings - 5678	Bank

money that goes in and out, equaling $0. It's used for money you outlay that will be later reimbursed by an outside agency. For example, your ATM dispenses $20, and the Vendor reimburses that $20. Clearing Accounts ensure you're getting back your outlay in full, minus any fees withheld.

Inventory

While technically you won't use QuickBooks' Inventory tools, all your purchases are Inventory Assets on your Balance Sheet as long as they're on your shelves waiting to be sold. Because Inventory is tracked by your POS system, there's no need to create a redundant log in QuickBooks. Instead of turning on the Inventory feature, simply record purchases to Inventory Assets, and manually make periodic Journal Entries (JE) to move your costs to Cost of Goods Sold (COGS) on your Profit & Loss Statement as merchandise sells.

Add your Inventory department categories as the type "Other Current Asset." This means the value there ebbs and flows frequently.

Inventory	Other Current Asset
Inventory-Alcohol	Other Current Asset
Inventory-Deli	Other Current Asset
Inventory-DFW	Other Current Asset
Inventory-Fuel	Other Current Asset
Inventory-Grocery	Other Current Asset
Inventory-Growlers	Other Current Asset
Inventory-Lottery	Other Current Asset
Inventory-Non Food	Other Current Asset
Inventory-Sporting Goods	Other Current Asset
Inventory-Store Supplies	Other Current Asset
Inventory-Tobacco	Other Current Asset

Be sure to buy ITEMS (QB) or PRODUCTS & SERVICES (QB Online) when you make bills, checks, and credit card charges for your purchases. Do NOT code the expenses directly to the Inventory or COGS account categories. Using the Items will put the value into Inventory.

Every month, use the Memorized Journal Entry to transfer the cost of sales to the COGS categories, based on your margin percentage (see page 54). This is just an estimate based on your margin, and is accurate enough as long as your retail prices match the percentages.

Periodically (at least annually, if not quarterly or monthly), also do a hand count of your inventory, and make an Inventory Adjustment to true up your actual Inventory Current Asset of products in stock. Base this adjustment on your cost, NOT your sales price. This adjusts any margin discrepancies, as well as account for shrinkage.

Income Categories

Discounts/Refunds Given	Income
Fee Income	Income
Air Machine Income	Income
ATM Fee Income	Income
Bottle Return Fee Income	Income
DFW Fee Income	Income
Electric Vehicle Station	Income
Lottery Fee Income	Income
Incentives	Income
Grocery Incentives	Income
Tobacco Incentives	Income
Markup	Income
Miscellaneous Income	Income
Sales Income	Income
Sales-Alcohol	Income
Sales-ATV Permits	Income
Sales-Bottles Returns	Income
Sales-Deli	Income
Sales-DFW	Income
Sales-Fuel	Income
Sales-Grocery	Income
Sales-Growlers	Income
Sales-Lottery	Income
Sales-Non Food	Income
Sales-Sporting Goods	Income
Sales-Tobacco	Income
Sales of Product Income	Income
Unapplied Cash Payment Income	Income
Uncategorized Income	Income

Income is divided into categories for Fees, Incentives, and Sales Departments.

"Fee Income" is for all the money you are paid by the agencies who share with you a portion of their revenue.

"Incentives" are the money given to you by distributors for carrying or featuring certain products.

"Sales Income" are your C-store's departments, to track how much revenue you are making from your various product lines. Set these up to match your Point-of-Sale system.

You may choose to add additional detail. For example, you could break Alcohol into Beer & Wine, or separate your Grocery into detailed categories. Just be sure to create the necessary Income, Inventory Asset, and COGS categories for each one. See Appendix 3 on page 65.

Cost of Goods Sold

Merchandise
Cost of Goods Sold (COGS) is the actual cost of the merchandise that has gone out the door, based on the price you paid to acquire it.

Cost of Goods Sold	Cost of Goods Sold
Cash Drawer Payment to classify	Cost of Goods Sold
COGS-Alcohol	Cost of Goods Sold
COGS-ATV Permits	Cost of Goods Sold
COGS-Bottle Refunds	Cost of Goods Sold
COGS-Deli	Cost of Goods Sold
COGS-DFW	Cost of Goods Sold
COGS-Fuel	Cost of Goods Sold
COGS-Grocery	Cost of Goods Sold
COGS-Growlers	Cost of Goods Sold
COGS-Lottery	Cost of Goods Sold
COGS-Non Food	Cost of Goods Sold
COGS-Sporting Goods	Cost of Goods Sold
COGS-Tobacco	Cost of Goods Sold

As described in Inventory above, use the Monthly Memorized Transaction to transfer Inventory Assets to COGS (see page 54).

Some purchases, like permits and Carwash, don't have any inventory, so you can code those expenses straight to COGs.

Fuel
Set up a separate section for costs associated with Fuel delivery:

NAME		TYPE
Fuel Costs		Cost of Goods Sold
Fuel Delivery Charges		Cost of Goods Sold
Fuel Taxes		Cost of Goods Sold
Fuel Utility Costs		Cost of Goods Sold

Expenses

Standard business overhead expenses. You are welcome to rename the categories as you see fit.

Advertising and Promotion	Expense
Automobile Expense	Expense
Bank Charges	Expense
Bank Service Fees	Expense
Merchant Service Fees	Expense
Wex Fees	Expense
Business Licenses and Permits	Expense
Cash Over and Short	Expense
Charitable Contributions	Expense
Computer & Technology	Expense
Depreciation Expense	Expense
Dues & subscriptions	Expense
Guaranteed Payments	Expense
Guaranteed Payments Member #1	Expense
Guaranteed Payments Member #2	Expense
Interest Expense	Expense
Liability Insurance	Expense
Life Insurance Exp	Expense
Meals and Entertainment	Expense
Miscellaneous Expense	Expense
Office Supplies	Expense
Other Miscellaneous Service Cos	Expense
Payroll Expenses	Expense
Payroll Fees	Expense
Payroll Taxes	Expense
Wages	Expense
Postage	Expense
Professional Fees	Expense
Rent Expense	Expense
Repairs and Maintenance	Expense
Store Supplies	Expense
Taxes and Licenses	Expense
Travel	Expense
Unapplied Cash Bill Payment Exp	Expense
Uncategorized Expense	Expense
Utilities	Expense
Workers Compensation Ins.	Expense

Items List

Items are all used in the Memorized Transactions that are run daily, monthly, and annually. Even though they look very much like the categories in the Chart of Accounts, they are necessary so that you can use QuickBooks's forms in your daily workflow to buy and sell actual products.

When you create these items, point their Income accounts to the Income categories on the Chart of Accounts. Point their Expense to the proper Inventory Asset or Cost of Goods account.

Sales

Sales by Department, used on the Daily Sales Z-Tape and on purchase expenses. Name your categories to match your Point-of-Sale System.

Point each Item's Income Account to the appropriate Sales Income department.

For purchases of tangible goods, point the COGS Account category to the corresponding Inventory Asset account.

If the products are not physical items, like permits and carwash supplies, point them directly to Cost of Goods.

NAME	DESCRIPTION	TYPE	ACCOUNT	COGS ACCOUNT	PRICE
Sales		Non-inventory ...	Sales Income:Sales-Tobacco		0.00
Alcohol Sales	Alcohol Sales	Non-inventory ...	Sales Income:Sales-Alcohol	Inventory:Inventory-Alcohol	0.00
ATV Permits	ATV Permits	Non-inventory ...	Sales Income:Sales-ATV Permits	Cost of Goods Sold:COGS-ATV Permits	0.00
Carwash Sales	Carwash Sales	Non-inventory ...	Sales Income:Sales-Carwash	Cost of Goods Sold:COGS-Carwash Supplies	0.00
Deli Sales	Deli Sales	Non-inventory ...	Sales Income:Sales-Deli	Inventory:Inventory-Deli	0.00
DFW Sales	DFW Permit Sales	Non-inventory ...	Sales Income:Sales-DFW	Cost of Goods Sold:COGS-DFW	0.00
Fuel Sales	Fuel Sales	Non-inventory ...	Sales Income:Sales-Fuel	Inventory:Inventory-Fuel	0.00
Grocery Sales	Grocery Sales	Non-inventory ...	Sales Income:Sales-Grocery	Inventory:Inventory-Grocery	0.00
Growler Sales	Growler Sales	Non-inventory ...	Sales Income:Sales-Growlers	Inventory:Inventory-Growlers	0.00
Lottery Sales	Lottery Sales	Non-inventory ...	Sales Income:Sales-Lottery		1.00
Non-Food Sales	Non-Food Sales	Non-inventory ...	Sales Income:Sales-Non Food	Inventory:Inventory-Non Food	0.00
Sporting Goods Sales	Sporting Goods Sales	Non-inventory ...	Sales Income:Sales-Sporting G...	Inventory:Inventory-Sporting Goods	0.00
Tobacco Sales	Tobacco Sales	Non-inventory ...	Sales Income:Sales-Tobacco	Inventory:Inventory-Tobacco	0.00

You may choose to include subcategories for more detailed reporting. See Appendix 3 on page 65 for an example.

Incentives

Incentives		Service	Sales Income:Sales-Tobacco
Bottle Return Inc...	Bottle Return Income	Service	Fee Income:Bottle Return Fee Income
DFW COGS	Department of Fish and Wildlife COGS	Service	Cost of Goods Sold:COGS-ODFW
DFW Fee Income	Department of Fish & Wildlife Fee Income	Service	Fee Income:ODFW Fee Income
Electric Vehicle ...	Electric Vehicle Station	Service	Fee Income:Electric Vehicle Station
Grocery Incentives	Grocery Incentives	Service	Sales Income:Sales-Grocery
Tobacco Incentive	Tobacco Incentives	Service	Sales Income:Sales-Tobacco

Incentives are Service Items used for income and sales from bottle returns, Fish & Wildlife permits, Electric Vehicle Stations (EVS), and retail incentives like Tobacco.

Incentives only use Sales categories, and don't have any associated purchase accounts.

Payment Methods

Payment Methods		Service	Sales Income:Sales-Tobacco
ATM Added Funds	ATM Added Funds	Service	Cash in Tills and ATM
Cash Over and Short	Cash Over/Short (positive for overs, negative for shorts)	Service	Cash Over and Short
Charges Local Store #1	Charge Account for Local business #1	Service	Local Charges:Local Business #1
Charges Local Store #2	Charge Account for Local Business #2	Service	Local Charges:Local Business #2
Gift Certificates Bought & Sold	Gift certificates (positive if purchased, negative if redeemed)	Service	Gift Certificates Outstanding
Wex Payment	Wex Payments	Service	Clearing Accounts:Wex Clearing

Payment Methods are Service Items used as subtractions on the Daily Sales Z-Tape to show how you received payment.

Payment methods only utilize Sales categories, and don't have any associated purchase accounts.

You also need Payment Methods for money going into the Checking Account, and for payments by Credit Card. In our Template these are set up as Payment Methods pointing to Undeposited Funds.

NAME	DESCRIPTION	TYPE	ACCOUNT
Checking Deposit		Payment	Undeposited Funds
Credit Card Total		Payment	Undeposited Funds

If you are using QuickBooks Online, include these as Service sub-items as shown on the list above.

If your Merchant Services is managed by your Fuel Vendor (see page 23), point Credit Card payments to a Clearing Account instead.

Payouts

Payouts		Service	Sales Income:Sales-Tobacco
ATM Dispensed	ATM Dispensed	Service	Cash in Tills and ATM
Bottle Return Payouts	Bottle Returns	Service	Cost of Goods Sold:COGS-Bottle Refunds
Charitable Donation Payout	Fundraiser, raffle, donations from Cash Drawer	Service	Charitable Contributions
Growler Payouts	Keg returns	Service	Inventory:Inventory-Growlers
Lottery Payouts	Lottery Payouts	Service	Cash in Tills and ATM
Misc Cash Drawer Payout	Enter description here	Service	Cost of Goods Sold:Cash Drawer Payment to clas...
Store Supplies Payouts	Local store supply purchases from Cash Drawer	Service	Store Supplies

Payouts refer to money taken out of the cash register and given to customers for Bottle Returns, Charitable Contributions, and Lottery winnings. It also includes cash paid to local Vendors, like the guy who washes your windows (Repairs and Maintenance).

This section also includes a category for money added to the ATM.

Payouts Service Items subtract money that would have been in the Cash Drawer. They only use Sales categories, and don't have any associated purchase accounts.

Appendices

Appendix 1: Glossary

These terms are used in the Chart of Accounts, Items List, and Memorized Transactions. Edit the names to suit your needs. Delete categories you won't use (after you're sure you don't need them!). Duplicate elements you need more of.

Air Machine
Use to track income from Air & Water machines.

ATM
Includes Bank Account, Fee Income, and Items.
Reconcile ATM Clearing to $0 to confirm money with ATM company.

Bottle Return
If your state has bottle recycling, use these to track returns.

Clearing Account
A Clearing Account is a bank account that doesn't hold money. It's a holding tank, where money goes in, and an equal amount of money goes out.

An example is the ATM. You put money in, and that same money is dispensed.

Periodically reconcile your Clearing Accounts to $0.

COGS
Cost of Goods Sold. In this template, all Item purchases go to Inventory Asset, and you need to use the Monthly Journal Entry to move the cost of items sold into COGS.

Because this template is designed to work with a Point-of-Sale System, use a percentage or spreadsheet to calculate the $ to transfer each month.

The Memorized Transaction memos contain the cost percentages you specify. You should adjust these amounts to your margin. You can, of course, do an actual physical inventory count to move real numbers if you prefer.

The Fuel % should be adjusted based on the average cost of fuel purchased based on the Vendor's reports, Total # Gal purchased * Avg cost delivered per gal.

At the end of the year, there is an Annual Memorized Transaction to correct these estimates based on your actual physical inventory.

Customer Center
Contains placeholder names for common income sources.

All daily income goes to Daily Sales via the Daily Sales Receipt in Memorized Transactions.

Edit or delete these if not needed.

Daily Sales Receipt
Run this Z-Tape every day to replicate your Point-of-Sale System totals. It always equals $0, because the money you make each day is distributed to a variety of bank accounts, Vendors, and Charge Accounts.

DFW
Department of Fish and Wildlife. Use if you sell fishing and access permits.

Employee Charges
When employees charge store purchases and gas to their account, these charges are deducted from Payroll. Change the names to your employees.

There is a Memorized Transaction to use if for some reason the charges didn't hit payroll and you need to write them off.

EVS - Electric Vehicle Station
Use to track income from Electric Vehicle Stations.

Growlers
This store has a department to fill beer growlers. Edit the name if you sell any specialty items, or delete.

House Accounts
If local businesses run a charge account with you, use Local Business #1, Local Business #2, etc. to track their purchases and monthly statements (edit the names to the actual company names).

At the end of the month, run the Memorized Report to see what their balances are.

Then use the Memorized invoice to invoice them for that month's balance.

Incentives

Grocery suppliers and Tobacco companies pay by giving you sales incentives. Includes Income accounts and Items.

Journal Entries

Transactions in QuickBooks used to move money back and forth between Assets, Liabilities, Clearing Accounts, and Expenses.

Lottery

Track Lottery tickets held, sold, and payout redemptions.

Memorized Transaction List

This template relies on a full set of Memorized Transactions that run on a daily, weekly, monthly, and annual basis. In this template, they are not set to pop up Reminders, but I encourage you Edit the Groups to turn on Reminders if it helps you stay up to date.

In QuickBooks Online, Memorized Transactions are called Recurring Transactions.

There is also a set of Backups of key memorized transactions, in case you accidentally overwrite one. Be sure to replace these if you alter any of the main templates.

WEX

Corporate payment system for Gas charges. Includes Clearing Account and Items.

Use Monthly Memorized transaction to deduct both the total WEX % fees, and the per transaction fees.

Reconcile WEX Clearing with WEX's Monthly Statement.

Index