# Tiuickbooks. CONNECT

Making money in an untapped niche: Advanced QuickBooks for convenience stores and gas stations

Alicia Katz Pollock, MAT



#### **About today's speaker**



Alicia Katz Pollock Royalwise.com

#### Member of:

Intuit Trainer/Writer Network QuickBooks ProAdvisor, Elite Level

#### **Trainer:**

Weekly live classes and webinars on QuickBooks, Excel, and business productivity software

Mentorship Membership<sup>™</sup> program at learn.Royalwise.com

#### Author at amazon.com:

New Book! "QuickBooks Templates: Gas Stations and Convenience Stores"

"Master QuickBooks Online: From Setup to Tax Time"



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There are thousands of convenience stores and gas stations in the US.

They are an untapped niche for you - provided you know how to automate and streamline their complicated retail environment.

# Agenda

#### **The Story**

#### The untapped niche:

**C-stores and gas stations** 

#### **Using QuickBooks**

- Working with POS Systems
- Inventory vs. COGS
- Clearing Accounts
- Daily sales receipt Z-Tape
- Fuel
- Merchandise
- Lottery
- ATM
- Cash drawer & safe
- Incentives
- Employee charge accounts
- House accounts
- Recurring transactions
- Monthly inventory adjustments
- Annual inventory adjustments

#### **Tapping the Niche:**

- The golden goose opportunity
- QuickBooks resources



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In 2017, I set up a gas station/convenience store in QuickBooks Online. What was supposed to be a 2-day implementation took 4 days...and double my estimate!

#### The owner was delighted!

The file was so complex that I saved it as a template, sell it, and use it to set up other companies.



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# The Untapped Niche: Gas Stations & Convenience Stores

# The industry

According to the 2019 NACS/Nielsen convenience industry store count:

- 121,988 Convenience stores sell fuel
- This represents 79.6% of all convenience stores
- C-stores sell approximately 80% of the gas purchased in the United States





## **Bookkeeping options**

Cstorepro.com – industry-specific accounting management solution

Older accounting packages that haven't been updated since 2010

Excel

QuickBooks & QuickBooks Online

**#**QBConnect

QuickBooks® Templates: Convenience Stores and Gas Stations





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# Using QuickBooks in Specialty Retail Environments

# **Working with POS systems**

Don't manage inventory and sales data in two redundant systems

Use the POS system for Inventory

Use QuickBooks for category tracking

Use the POS system's Z-tape or daily sales report to bring in daily sales totals



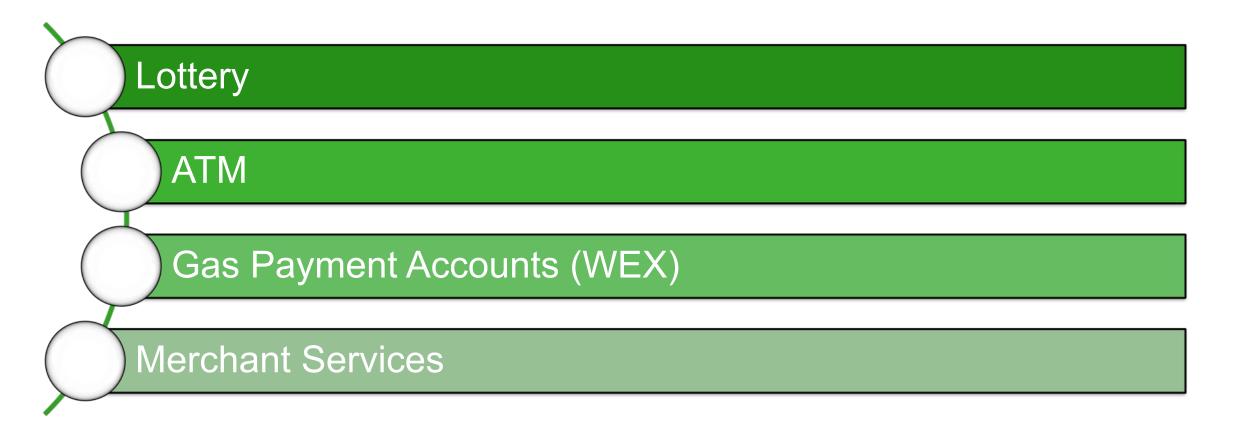
#### **Inventory vs. COGS**

Inventory: Fuel (optional)	Non-inventory: Merchandise
Regular	Departments
Super	Deli
Diesel	Lottery



# **Clearing accounts**

Track reimbursements in and out





# **Daily sales receipt Z-Tape**

Create daily sales Z-Tape from POS system

Use a \$0 Sales Receipt to manually enter into QuickBooks Online

Use all sales departments you want to track

Subtract payment methods

Save as a recurring template

Sales F	10 W #000 (MD7	Dent Daty Dates	
1000	past access 6		tout be an
738	00000700	QTF AVE ANDAH	
<b>Bales Grocery Bales</b>	Grocery Sales	0.00	44
<b>Bales Alsohol Sales</b>	Alcohol Sales	0.00	
Sales XTV Permits		0.00	64
Bales Deli Sales		0.00	0.0
Sales Gas Sales	Gas Sales	0.00	
Bales Oroa/er Sales		0.00	44
<b>Bales Lottery Bales</b>		0.00	-0.0
Bales Non-Food E		0.00	
Sales OFW Sales		0.90	
	Reoring Goods Salas	0.00	64
Sales Tobacco Sal.		0.00	-00
Payment Methods	Dely Credit Card Batch, no Wex	-0.01	44
		-01	41
	Charge Account for Local business #1 Charge Account for Local Business #2	-0.9	41
	Owner's Fuel purchases	414	-01
	Owner's Employee Charges	411	41
	Anna's Employee Charges	- 40	44
	Bett/s Employee Charges	491	44
	Cody's Employee Charges	40	41
	David's Employee Charges	.0.21	40
	Frank's Employee Charges	-011	-0.5
	George's Employee Charges	-011	
	Heather's Employee Charges	40	44
	har's Employee Charges	-0.01	
	Jernfer's Employee Charges	0.01	
Employee Charge	Ivan's Englique Charges	401	44
Employee Charge	Jennifer's Employee Charges	421	-00
	Local store supply purchases from Cash Draver	-6.01	-4.0
Payouts Bottle Rat	Botte Returna	4.01	-40
Payouts Charitabi	Fundhaiser, raffe, durations from Cash Dawer	441	40
Papouls Grocery P.	Local Vendors part out of cash drawer for Grocery Items	401	40
Papoula Dell Pizyo	Local Verdors paid out of cash drawer for Deb items	-001	-80
Payouts Growler P.	Kagietuna	-0.01	-60
Payouts Non-Food	Local Vendors paid out of cash drawer for Non-Food items	-8.91	-0.0
Payouts Tohacco	Local Vendors paid out of cash drawer for Tobacco Purchases	-6.01	40
	Local Vendors paid out of cash drawer for Sporting Goods Items like Nightcreakers and Balt	491	4.0
	Local Vendors paid out of cash drawer for Repairs and Maintenance	401	40
	Erber description here	401	.60
Payouts Listery Pa.		431	4.0
Payment Methods		4.0	-40
	Deposit made to checking account (cash and checks)	441	40
	GR certificates (positive if purchased, negative if redeemed)	401	40
Payment Methods	Cash Overfibhort (positive for overs, negative for shorts)	4.01	40
DATIMET MERINA		106	-0.3
	*		
Daty Dates 1	an	Bare & Close	Loss & Row Court



### Fuel

Can be inventory or non-inventory

If inventory, sales receipt moves costs from inventory asset to COGS

"Special Grades" are mixture of regular and super, so they aren't inventoried

Periodically do inventory quantity adjustments to accommodate

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		Adjust Fuel Inventory			Reference on
1	PRODUCT	DELCHIPTION	OTY ON HAAD	NEW GTV	CHARGE IN GTV
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	Salas Salas Part Sugar Part	-per faat	11,555,254	102303.57	PT.250.334



#### Merchandise

Create Income accounts and non-inventory Items (products & services) to match departments in POS System.

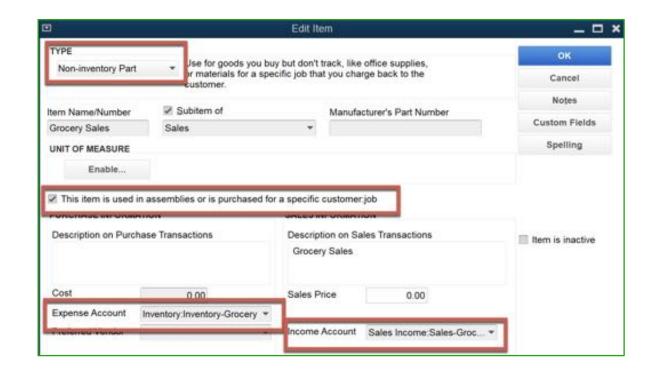
All purchases coded to inventory asset, even though inventory is not used for this

Monthly JE based on profit margin % to move to COGS

Do periodic manual counts to square up real inventory asset numbers

#QBConnect





### **Departments that go straight to COGS**

Some departments aren't worth tracking inventory asset:

- Carwash
- bakery & deli
- Coffee
- ATV, DFW, & other permits

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• Bottle refunds

Sales Income	Income
Sales-Alcohol	Income
«Sales-ATV Permits	Income
waice-Dottice Neturne	income
Sales-Carwash	Income
Salas Deli	Incomo
₀Sales-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
*Cost of Goods Sold	Cost of Goods Sold
Cost of Goods Sold	Cost of Goods Sold
Cash Drawer Payment to cla	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-Carwash Supplies	Cost of Goods Sold
.0000 Dali	Cost of Coods Cold
₄COGS-DFW	Cost of Goods Sold
₀COGS-Fuel	Cost of Goods Sold
«COGS-Grocery	Cost of Goods Sold
COGS-Growlers	Cost of Goods Sold



# Lottery

#### Lotto and scratch-it sales

You buy packets

Winning tickets are cash register payouts pointed at Lottery Clearing account

State reimburses winning tickets using Clearing account

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May be line or utility fees

		Make General J	ournal Entries	
Man Reports	-			
Pind New Save Detvice O Mercorize	Reverse	Atlach Hode Serve File List GJE	È.	
DATE 07/06/2018	21	ADJUSTING ENTRY		
ACCOUNT DE	BIT CREE	MENO		NA
Checking - 1234		1.00 TOTAL DUE To/From I	Lottery (debit - they pay us, credit - we pay them)	
Sales Income Sales-Lottery	1.00	Lotto Total Sales (deb	t - we pay them)	
Sales Income Sales-Lottery		1.00 Lotto Cancels (credit -	they pay us)	
Fee Income Lottery Fee Income		1.00 Lotto Sales Comm (cr	edit - they pay us)	
Clearing Accounts Lottery Clearing		1.00 Lotto Pays (credit - the	iy pay us)	
Fee Income Lottery Fee Income		1.00 Lotto Cashing Commi	ssion (credit - they pay us)	
Cost of Goods Sold COG8-Lottery	10.00	Lotto Svc Charges (de	bit - we pay them, but may need to switch to bal.	4
Fee Income Lottery Fee Income		1.00 Lotto Adjustment (cree	St - they pay us, debit - we pay them)	
Cost of Goods Sold COGS-Lottery	1.00	Scratch-it Settled - pa	ckets paid for (debit - we pay them)	
Fee Income Lottery Fee Income		1.00 Scratch-it Commissio	ns (credit - they pay us)	
Clearing Accounts Lottery Clearing		1.00 Scratch-it Pay (credit	they pay us)	
Fee Income Lottery Fee Income		1.00 Scratch-it Cashing Co	mmission (credit - they pay us)	
Fee Income Lottery Fee Income		3.00 Scratch-it Adjustment	s (debit - they pay us, credit - we pay them)	
*				



## ATM

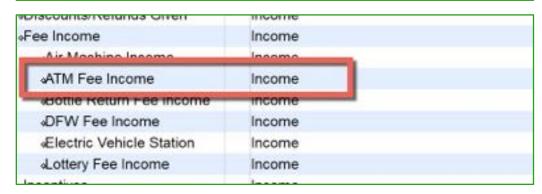
- 1. Fill ATM as cash drawer payout on Daily Sales Receipt
- 2. Use ATM's Daily Dispensed report to create an ATM Sales Receipt.
  - This points to ATM Clearing Account
  - When bank reimburses you, the Income is recorded as transfer from ATM Clearing to Checking
  - Reconcile Clearing to \$0 every month

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- 3. Every month you receive a cut of the fees charged by the ATM when customers make withdrawals.
  - Create a Fee Income account in the Chart of Accounts.

Sales Receipt	540	BOLD TO Daily Sales	
40 40 TO 10 and	04/IT2018		
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and the second se			040446
75# 0210M704	079	AND	
Hales Grocery Sales Grocery Sales		0.00	-0.00
Sales Assolut Sales Atobul Sales		0.00	0.00
Sales ATV Parmits ATV Parmits		0.00	0.00
Sales Cell Sales Del Sales		0.00	0.00
Bales Cas Sales Gas Sales		0.00	0.00
Rates Growter Rates Occuriter Rates		5.90	0.00
Bales Lottery Sales Lottery Bales		0.00	0.00
Bales Nen-Food S. Non-Food Sales		0.00	6.00
Bates DFW Balas DFW Permit Sales		0.00	0.00
Kales Sporting Go., Sporting Gor" 8 -		4.10	0.00 p.m/
Raies Sporting Gau, Reporting Gaurin & + Hisports Spuring – Local vendors pied od in tauli a deur dri aydning Goosan and an aynaweens and aast Teppats Mantena – Local Vendors pied od of cash drawe for Repairs and Mantenance		+ 40	0.00
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CASH	CHECK	DEBIT	+-CHECK		1				CHECK NO
ITEM			DESCR	PTION		QTY	RATE	AMOUNT	
Payouts A	TM Dispens	ed	Money (	dispensed today from ATM			520	0.00	520.00
			*						2000





## **Cash drawer & safe**

Keep bank accounts for register tills and safe

Reconcile cash in tills daily

Reconcile safe account monthly

NAME	* TYPE -
₀Cash on Hand	Bank
₀Cash in ATM	Bank
₀Cash in Tills	Bank
Safe Change Account	Bank
Checking - 1234	Bank
Clearing Accounts	Bank
ATM Clearing	Bank
Lottery Clearing	Bank
Wex Clearing	Bank
₀Savings - 5678	Bank



## Fee income and incentives

**Fee Income** is the revenue you make from Air Machines, Bottle Returns, Electric Vehicle Stations, and any other machines or reimbursements.

**Incentives** are the bonuses paid to you by Grocery and Tobacco distributors for carrying their projects.

	moorno
•Fee Income	Income
«Air Machine Income	Income
	Income
Bottle Return Fee Income	Income
OFW Fee Income	Income
Electric Vehicle Station	Income
Lottery Fee Income	Income
Incentives	Income
«Grocery Incentives	Income
	Income
Markup	Incomo



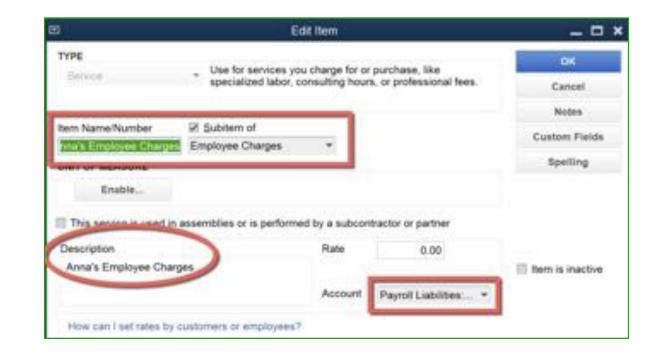
### **Employee charge accounts**

Extend store credit to employees

Track it as payouts using your POS

Deduct from payroll

One owner jokes that it reduces turnover. Some employees can't afford to quit because they'll owe him money.





### **House accounts**

Extend credit to local businesses, who pay one total invoice at the end of month.

Their charge account is a payment method pointing to an other current asset

Create a monthly report to know what to invoice the business.





## Monthly non-inventory adjustment

Because Inventory isn't tracked, make a Journal Entry moving department Inventory Asset to COGS = Monthly Sales \* 1-Margin

• In other words, if the margin is 25%, multiply monthly sales times 75% to move cost

Fuel = Total Gallons purchased \* Avg burdened gallon cost

DATE	09/17/2019		ENTRY NO.	21		St voluat	THE ENTRY:
ACCO	OUNT				DEBIT	CREDIT	MEMO
Cost	of Goods Sold	COGS-Alc	ahal		1.00	<u> </u>	Monthly sales * .75
Cost	of Goods Sold	COGS-Del	1 · · · · · · · · · · · · · · · · · · ·		1.00	6	Monthly sales * 5
Cost	of Goods Sold:	COGS-Fue	el .		1.00		Total # Gal purchased * Avg cost delivered per gal (AutoSum Avg of rate from vendor website)
Cost	of Goods Sold	COGS-Gr	cery		1.00	R.	Monthly sales * .72
Cost	of Goods Sold	COGS-Gra	owlers		1.00	16	Monthly sales * .67
Cost	of Goods Sold	COGS-No	n Food		1.00	10	Monthly sales * .60
Cost	of Goods Sold	COGS-Spi	orting Goods		1.00	60	Monthly sales * .70
Cost	of Goods Sold	COGS-Tob	9000		1.00	1	Monthly sales * .94
Inven	story Inventory-A	lcohol				1.0	00 Monthly sales * .75
Inven	ntory Inventory-D	ledi :				1.0	00 Monthly sales * .5
Inven	story Inventory-F	uel				1.0	00 Total # Gal purchased * Avg cost delivered per gal (AutoSum Avg of rate from vendor website)
Inven	story inventory-G	irocery				1.0	00 Monthly sales * .72
Inven	ntory.Inventory-G	rowiers				1.0	00 Monthly sales * .67
Inven	ntory Inventory-N	Ion Food				1.0	00 Monthly sales * 60
Inven	story Inventory-S	iporting Ge	ods			1/	00 Monthly sales * .70
Inven	ntory Inventory-T	obacco				1.0	00 Monthly sales * .94

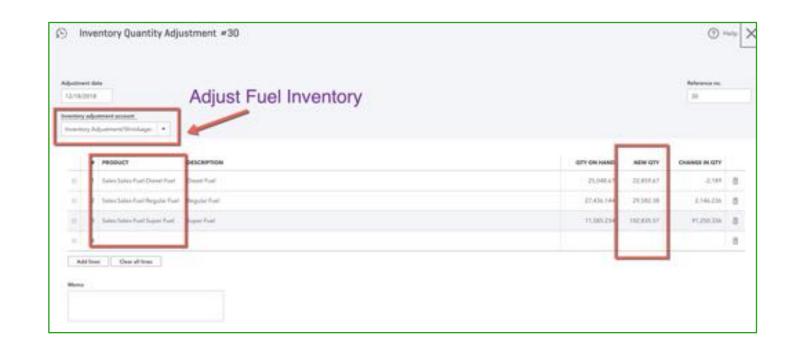


# **Monthly inventory: Inventoried fuel**

If tracking inventory, make inventory quantity adjustment

Compensates for

- Special gas sold (mixed regular & super)
- Shrinkage
- Temperature fluctuations





## **Annual inventory adjustments**

Periodically (once a year at minimum), do a full manual inventory count

make adjustments to inventory shrinkage COGS

Use PURCHASE COST as the basis, not retail value!

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DATE	09/17/2019	-	ENTRY NO.	21		92 A0	DUUSTING ENTRY
Acco	DUNT				DEBIT	CREDIT	r MEMO
Cost	of Goods Sold i	COGS-Alc	shal		1.0	0	Monthly sales * .75
Cost	of Goods Sold (	COGS-Del	E.		1.0	0	Monthly sales * 5
Cost	of Goods Sold	COGS-Fue	1		1.0	0	Total # Gal purchased * Avg cost delivered per gal (AutoSum Avg of rate from vendor website)
Cost	of Goods Sold (	COGS-Gro	oery		1.0	0	Monthly sales * .72
Cost	of Goods Sold (	COGS-Gro	wiers		1.0	0	Monthly sales * .67
Cost	of Goods Sold (	COGS-Nor	Food		1.0	0	Monthly sales * 60
Cost	of Goods Sold I	COGS-Spo	rting Goods		1.0	0	Monthly sales * .70
Cost	of Goods Sold.	COGS-Tob	0000		1.0	0	Monthly sales * 94
Invent	tory Inventory-A	Icohol					1.00 Monthly sales * .75
Invent	tory Inventory-D	eli .					1.00 Monthly sales * .5
Invent	tory Inventory-F	uel					1.00 Total # Gal purchased * Avg cost delivered per gal (AutoSum Avg of rate from vendor website)
Invent	tory inventory-G	rocery					1.00 Monthly sales * .72
Invent	tory Inventory-G	rowiers					1.00 Monthly sales * .67
Invent	tory Inventory-N	on Food					1.00 Monthly sales * 60
Invent	tory Inventory-S	porting Go	ods				1.00 Monthly sales * .70
Invent	tory Inventory-Ti	obacco					1.00 Monthly sales * .94



## **Memorized transactions**

#### Daily:

- Daily Sales Receipt Z-Tape
- ATM Dispensed

Weekly:

• Lottery

Monthly

- House Account Invoices
- Inventory to COGS Adjustment
- WEX Fees

#### Yearly

Annual Inventory Adjustment

#### As Needed

- Owner Comped Gift Cards
- Employee Charge Adjustments

		Memorized	Transaction List		
TRANSACTION NAME	TYPE	SOURCE ACCOUNT	AMOUNT	FREQUENCY	- 54
As Needed	Group			Never	
Employee Charge Adjustments	General Journal	Payroll Liabilities Charges		1.00	
«Owner Comped Gift Certificate	General Journal	Discounts/Refunds Given		1.00	
-Backups	Group			Never	
Daily Sales Receipt Z-Tape	Sales Receipt	Undeposited Funds		0.31	
Monthly Inv to COGS Adjustment	General Journal	Cost of Goods Sold COGS-Alcohy	al la l	1.00	
Weekly Lottery Report	General Journal	Checking - 1234		1.00	
Daily	Group			Never	
ATM Dispensed	Sales Receipt	Undeposited Funds		0.00	
Daily Sales Receipt Z-Tape	Sales Receipt	Undeposited Funds		0.31	
Monthly	Group			Never	
Invoice for Local Business #1	Invoice	Accounts Receivable		0.00	
Invoice for Local Business #2	Invoice	Accounts Receivable		0.00	
Monthly Inv to COGS Adjustment	General Journal	Cost of Goods Sold COGS-Alcohy	a la	1.00	
Wex Fees	General Journal	Clearing Accounts Wex Clearing		1.00	
Weekly	Group	a second designed and the second s		Never	
Weekly Lottery Report	General Journal	Checking - 1234		1.00	
Yearly	Group	Contraction Contraction		Never	
Wearly Inventory Adjustment	General Journal	Inventory Adjustment/Shrinkage		0.00	

Duplicate key transactions and save as "Backups" in case you accidentally overwrite the saved transaction!!



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# Tapping the Niche

#QBConnect | WiFi: QBConnect

# **The Golden Goose opportunity**

#### **150,000 Gas Stations and Convenience Stores...**

Very few bookkeepers specialize in this industry.

Most business owners are not qualified to do this work themselves.

### COULD YOU OWN THIS NICHE??

(Also - I need someone to refer my clients to!)





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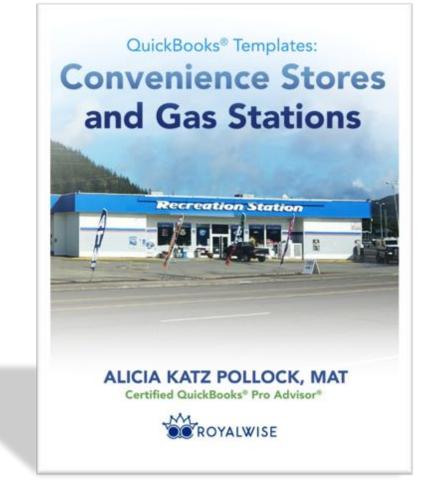
### **QuickBooks resources**

#### **QuickBooks template**

- Complete QuickBooks/QuickBooks Online shell with COA, Items, Memorized Transactions, Reports
- Save hours of setup time, not to mention weeks of figuring it all out

Book available separately on Amazon

#### http://Royl.ws/Gas-Cstore-discount





### **Thank you!**

Alicia Katz Pollock Learn.Royalwise.com 503-406-6550 info@Royalwise.com



Special discount to QBC attendees:



http://Royl.ws/Gas-Cstore-discount



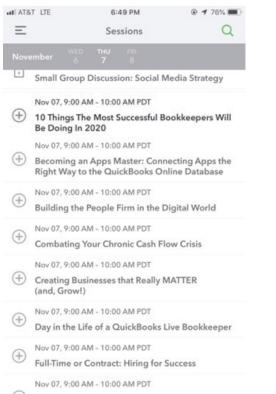
### Rate this Session on the QuickBooks Connect Mobile App

Provide feedback to help us design content for future events

#### 1. Select Sessions

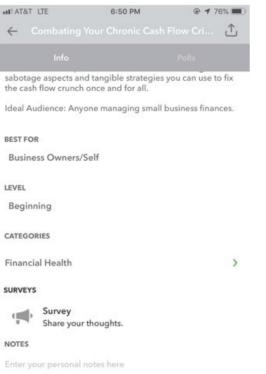
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#### 2. Select Session Title



+ Profit, Pricing & Purpose: The Million

#### 3. Select Survey



#### 4. Add Ratings

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Session Surveys		
How would you	rate this speaker?	
	5	
Poor		Excellent
How would you	rate this Session?	
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