QuickBooks Pro 2007
Hands-On Technical Training
Participant Workbook

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Course Introduction

Course Design

Welcome to the QuickBooks Pro 2007 Hands-On Technical Training. This course has been designed to overview 'how' and 'when' Lodge Administrators, Chapter Recorders, and/or Moose Legion Secretaries will use QuickBooks to track and record their FRU's financial data.

This course will be presented via a combination of Instructor lecture and demonstration. Practice activities are included after each demonstration to assure that students are comfortable with software operations. A training database will be used for student exercises.

Course Goal

At the end of this course, you should be able to access QuickBooks to enter, maintain, and report financial data associated with Fraternal Unit business operations.

Course Materials

In addition to the QuickBooks Workbook and the supplemental QuickBooks Pro 2007 Training Job Aid, the following materials may be referenced throughout this course. These additional resources can be accessed and downloaded from the Education and Training website.

- Moose International QuickBooks Resource Manual
- QuickBooks Accounting Equation
- Chart of Accounts (COA)
- Assign Tax Lines
- Sales Tax Deduction
- Sales Tax Procedure
- Export to Excel
- Voiding Checks

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Icon Definition

The following icons will appear throughout this manual:

ICON	PURPOSE
	IMPORTANT INFORMATION
	STEP-BY-STEP COMPUTER PROCEDURE
	SUPPLEMENTAL RESOURCE(S)
	TRAINING EXERCISE for Lodges (or scaled back for Moose Legions)
	TRAINING EXERCISE for Chapter

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1 – QuickBooks Introduction

Objectives

At the end of this lesson, you will be able to:

- Identify how QuickBooks works with LCL to track and report FRU financial data.
- Access QuickBooks and become familiar with basic screens and menu options.
- Access the QuickBooks 'Chart of Accounts' and become familiar with the chart layout, account numbering scheme, and user rules and recommendations.
- Review an example FRU 'Balance Sheet' and 'Profit & Loss Statement' to view the "type" of data that will be generated by an end-of-month report.
- Recognize how to set your QuickBooks account defaults and displays.

Topics

The following topics are covered in this lesson:

- About QuickBooks
- QuickBooks Access
- QuickBooks Home View
- Company Information
- Chart of Accounts (COA)
- Balance Sheet/Profit & Loss Statement Overview
- Setting Preferences In QuickBooks
    - Set Primary Cash Account Default
    - Set Accounting View
    - Turn off Inventory Tracking

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About QuickBooks

Definition

QuickBooks is a computerized accounting system that has been selected by Moose International for Lodges, Chapters, and Moose Legions as part of the LCL project. QuickBooks is an easy-to-use "integrated accounting package" that will enable FRUs to enter financial information into the system once, and then save that information to all parts of the accounting system affected by the entry. This will eliminate the need for repetitive data entry.

QuickBooks Features & Installation

Refer to the table below to learn more about QuickBooks features:

How Does It Work With LCL?	Information is sent from your QuickBooks accounting package to LCL.net to prepare the Monthly Balance Sheet and Profit and Loss Statement - both of which are required by Moose International on a monthly basis. ▪ QuickBooks is a double-entry accounting system: 2 sides to every transaction – one *account is credited* and *another account debited* in equal amounts. ▪ **Records revenues when sales are made** - not when payment is received! ▪ **Records expenses when they are incurred** - not when payment is issued! ▪ Features savings, investments, manual payroll, and important control & reporting capabilities
How/When Will My Unit Use it?	Running on either Windows XP Pro or Vista, QuickBooks will be used: ▪ To track FRU income & expenses ▪ To enter and pay bills ▪ To enter receipts and make deposits ▪ To report monthly financial data for Moose International
Any Other Special Features?	Several levels of payroll accounting services are available directly through *Intuit* on a subscription basis: ▪ Tax Rate & Tax Form updates on a regular basis depending on the package purchased. ▪ A Chart of Accounts is provided for easy reference and tracking of individual transactions.

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QuickBooks Access

You can access QuickBooks from an Icon on your desktop or from the Start menu. A QuickBooks training file is being used in class to simulate real data. **If you want to "practice" QuickBooks at your FRU, please make sure that you are using the QuickBooks training file** as well. If you do not, you may unintentionally corrupt your FRU's financial data.

To Access QuickBooks From Your Desktop Icon:

1. Double-click **QuickBooks icon**.

To Access QuickBooks From Your Windows Taskbar:

1. Click **Start** on the Windows taskbar.
2. Drag/Scroll mouse to **Programs**.
3. Select **QuickBooks**.
4. Select **QuickBooks Pro 2007**

Next Step For Either Method:

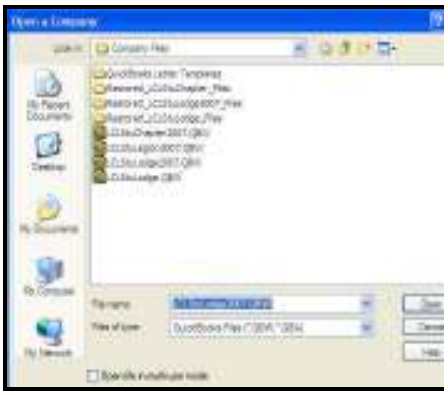
QuickBooks opens the most recently used Company* file when the program is launched. If, however, the **No Company Open** dialog appears, complete one of the steps below:

1a. Select a file from the list of previously-opened files, OR

1b. Choose **Open an Existing Company** and select another file from the Open a Company screen.

- Highlight the correct Company and click Open. All data is automatically saved (not backed up) when the Company file is closed.

***Note:** 'Company' refers to the data file that stores accounting information specific to a Fraternal Unit.



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QuickBooks Home View

The graphic below identifies the different sections of the QuickBooks Home page.

Menu Bars:

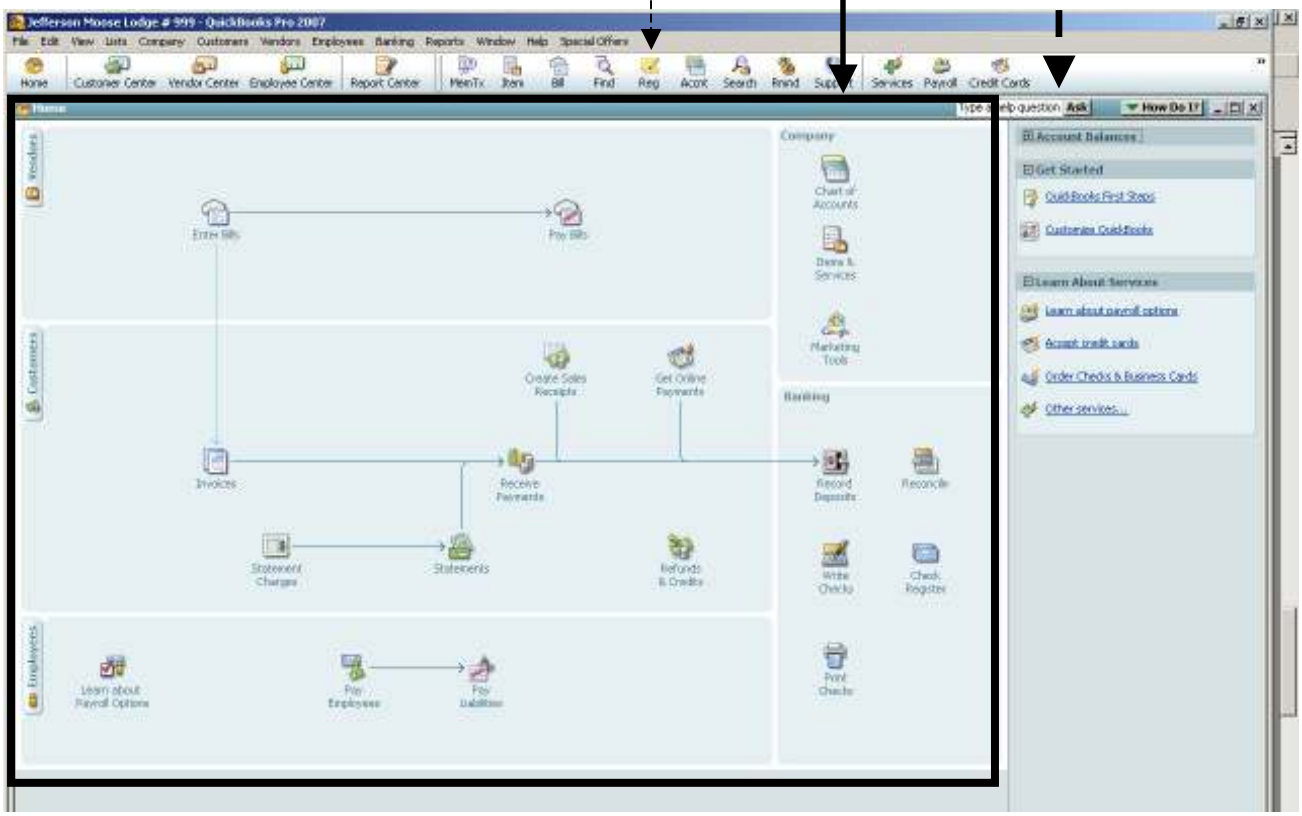
- Top Menu Bar
- Home Icon Bar

5 Major Panes:

- Employee
- Customer
- Vendor
- Company
- Banking

Help

- Ask; How Do I?
- Account Balance; Get Started; Learn About Services



NOTE: *Depending upon the financial data entered in your QuickBooks system, you may see a "Reminders" window on top of the Home view. The 'Reminders' window simply alerts you of upcoming transactions. If necessary, close the 'Reminders' window to see the QuickBooks Home view.*

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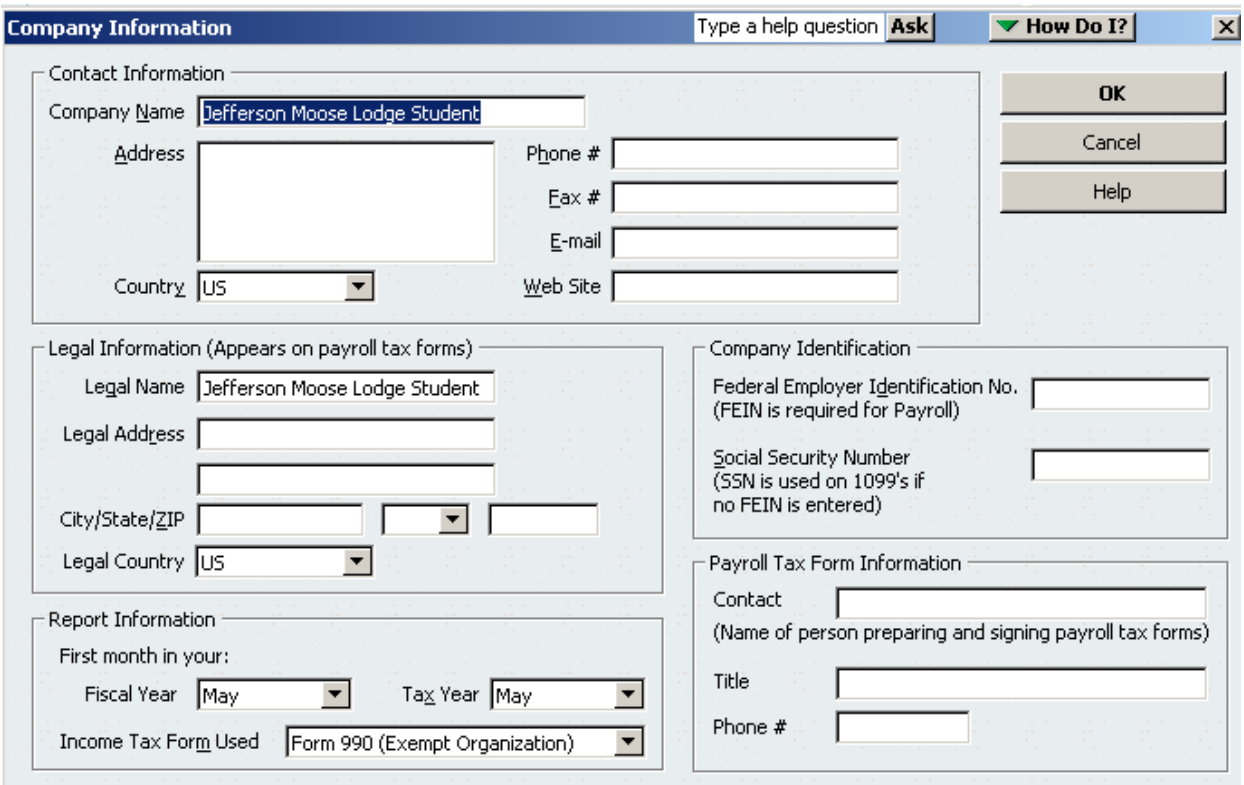
Company information

Enter and Edit Company Information

Company information for your FRU can be viewed and modified whenever necessary.



To View or Change Company information

Follow the steps below to view or edit Company, or FRU information.

1. From the **Menu** bar, choose **Company**.
2. Choose **Company Information.**
3. Add/modify information if necessary. **Tab** to move to next field.
4. Click **OK** to save changes and close the window.
   - Cancel to close the window without saving changes.

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Edit Company Information – Lodge

Instructions: Use the data below to edit previously entered Lodge (Company) information in QuickBooks.

- Jefferson Moose Lodge #9999
- 123 Main Street
- Jefferson IL 60539
- Phone #630-859-2000
- Fax #630-859-2001
- E-mail lodge9999@mooseunits.org
- ID# 39-2563901

Edit Company Information – Chapter

Instructions: Use the data below to edit previously entered Chapter (Company) information in QuickBooks.

- Jefferson Chapter #9999
- P.O. Box 12345
- Jefferson IL 60539
- Phone #630-859-2000
- Fax #630-859-2001
- E-mail **chapter9999@mooseunits.org**
- ID# 39-2563902

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Chart of Accounts (COA)

Chart of Accounts

Things you Own
Cash, Inventory
Building, property

1000 account #'s

Assets

Things you Owe
Mortgage, bills,
dues/fees to MI,
Sales Tax, Payroll tax

2000 account #'s

Liabilities

Net Value of Unit
What's left after
paying bills

3000 account #'s
Equity

Money you collect that belongs to you
Sales, Dues, donations
to the unit

4000 account #'s

Income

Money you spend to operate your unit
COGS, utilities, supplies,
postage, printing

5000 account #'s

Expense

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Chart of Accounts (COA)

Purpose

The **Chart of Accounts** is the core of your computerized accounting system.

- The Chart of Account accounting system consists of **Parent Accounts** and **Sub-Accounts**.
  - Parent Accounts are at the left
  - Sub-Accounts are indented under a Parent Account
- This account structure will make your financial reports and statements easier to read and understand
- Chart of Accounts numbering scheme helps classify FRU Income, Expenses, Liabilities and Assets. Parent Accounts are described in the graphic on the next page.

NOTE: All account numbers must end with **.00**

- Moose International has already pre-configured the QuickBooks Chart of Accounts for use in your FRU.

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More About Sub Accounts

Though Moose International has already pre-configured the Chart of Accounts for FRU operations, it is possible to add or modify sub-accounts to help customize your financial statements. Before you add or modify sub-accounts, please be aware of the following:

- Sub-accounts are attached to Parent Accounts.*
- Sub accounts are indented in the Chart of Accounts
- If a new Sub-Account needs to be created, it is important that the Sub-Account:
  - Is in the proper numbering sequence (with similar sub-accounts)
  - Is at the correct sub-account level in the Chart of Accounts outline

***NOTE:** The Parent Account will not contain any transactions – the Parent Account collects, or rolls up, transactions from all associated sub-accounts.*

Chart of Account Rules:

Follow the rules below when working with QuickBook's Chart of Accounts:

	Rule #	Rule
	1	**DO NOT change Parent Accounts!** They are pre-set by Moose International
	2	**NEVER add a sub-account to another sub-account.**
	3	Sub-accounts are used to record transaction details. You CAN add or modify a sub-account. If you add or modify a sub account, be sure that it follows the proper numbering sequence.

NOTE: If you are adding a new sub-account and have questions about the numbering scheme, please contact the Moose International Call Center for assistance.

- MI QuickBooks Resource Manual – Working With Asset & Liability Accounts
- QuickBooks Training Job Aid, Pages 6 & 7

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Balance Sheet & Profit & Loss (P&L) Statement Overview

QuickBooks generates a 'Balance Sheet' and 'Profit & Loss Statement' to summarize FRU financial data for both the FRU and Moose International. Both 'Parent' and 'Sub-Account' numbers can appear on these reports. Key areas and important totals are briefly identified on the example Balance Sheets and P&L Statements on the following pages.

Balance Sheet

Lodge

Things you Own

Things you Owe

Net Value

	April 30, 08
ASSETS	
Checking/Savings	
1000.00 · Cash	
1005.00 · Checking - Cash	10,000.00
1010.00 · Savings - Cash	18,000.00
1025.00 · Petty Cash	1,200.00
Total 1000.00 · Cash	29,200.00
Total Checking/Savings	29,200.00
Other Current Assets	
1300.00 · Inventory	
1305.00 · Beer	4,300.00
1310.00 · Liquor	5,700.00
1315.00 · Wine	2,800.00
Total 1300.00 · Inventory	12,800.00
Total Other Current Assets	12,800.00
Total Current Assets	42,000.00
Fixed Assets	
1700.00 · Buildings and Property	
1705.00 · Lodge Home/Building	750,000.00
Total 1700.00 · Buildings and Property	750,000.00
1800.00 · Furniture and Equipment	
1805.00 · Furniture, Fixtures & Equipment	185,000.00
Total 1800.00 · Furniture and Equipment	185,000.00
Total Fixed Assets	935,000.00
TOTAL ASSETS	977,000.00
Liabilities	
Current Liabilities	
Accounts Payable	
2000.00 · Accounts Payable	1,250.00
Total Accounts Payable	1,250.00
Other Current Liabilities	
2200.00 · Payroll and Benefit Liabilities	1,950.00
2500.00 · Due to Other Fraternal Units	
2505.00 · Endowment-MooseCharities	45.00
2510.00 · Application Fees to MI	40.00
2515.00 · ABCD/Per Capita due to MI	56.00
Total 2500.00 · Due to Other Fraternal Units	141.00
Total Other Current Liabilities	3,341.00
Total Current Liabilities	3,341.00
Long Term Liabilities	
2050.00 · Notes Payable	
2055.00 · Mortgage	230,000.00
Total Long Term Liabilities	230,000.00
Total Liabilities	233,341.00
Equity	
3000.00 · Opening Bal Equity	605,061.00
3900.00 · Retained Earnings	139,598.00
Total Equity	743,659.00
TOTAL LIABILITIES & EQUITY	977,000.00

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Balance Sheet

Chapter

Things you Own

Things you Owe

Net Value

	Apr 30, 08
ASSETS	
Current Assets	
Checking/Savings	
1000.00 · Cash	
1005.00 · Checking	736.82
1010.00 · Savings	2,509.70
Total 1000.00 · Cash	3,246.52
Total Checking/Savings	3,246.52
Other Current Assets	
1199.00 · Undeposited Funds	7.00
Total Other Current Assets	7.00
Total Current Assets	3,253.52
Fixed Assets	
1800.00 · Furniture and Equipment	
1815.00 · ACCUMULATED DEPRECIATION	-1,049.87
1810.00 · Paraphernalia Depreciated	4,151.32
1805.00 · New Paraphernalia Purchased	140.00
Total 1800.00 · Furniture and Equipment	3,241.45
Total Fixed Assets	3,241.45
TOTAL ASSETS	**6,494.97**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2300.00 · Other Liabilities	
2305.00 · Sales Tax Liabilities	27.52
Total 2300.00 · Other Liabilities	27.52
2500.00 · Due to Other Fraternal Units	
2510.00 · Application Fees to MI	40.00
2515.00 · ABCD/Per Capita due to MI	28.00
Total 2500.00 · Due to Other Fraternal Units	68.00
Total Other Current Liabilities	95.52
Total Current Liabilities	95.52
Total Liabilities	95.52
Equity	
3000.00 · Opening Bal Equity	8,311.23
3900.00 · Retained Earnings	-924.76
Net Income	-987.02
Total Equity	6,399.45
TOTAL LIABILITIES & EQUITY	**6,494.97**

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Profit & Loss

Lodge

Money You Collect

Money You Spend

	May '07 - Apr '08
Income	
4000.00 · Dues and Fees Income	
4005.00 · Membership Dues	9,750.00
4010.00 · Application Fees	250.00
4015.00 · Life Membership	900.00
Total 4000.00 · Dues and Fees Income	10,900.00
4225.00 · Social Quarters Sales	
4230.00 · Beer Sales	125,000.00
4235.00 · Liquor Sales	174,750.00
4240.00 · Wine Sales	108,600.00
Total 4225.00 · Social Quarters Sales	408,350.00
4300.00 · Donations Received	
4310.00 · Lodge Donations	235.00
4400.00 · Interest Investment Income	
4410.00 · Savings	63.00
Total Income	419,548.00
5000.00 · Cost of Goods Sold	
5025.00 · Social Quarters Cost/Goods Sold	
5030.00 · Beer	54,300.00
5035.00 · Liquor	67,800.00
5040.00 · Wine	31,800.00
Total 5000.00 · COGS	153,900.00
Gross Profit	265,648.00
Expense	
5100.00 · Payroll & Benefit	
5110.00 · Payroll	35,530.00
5115.00 · Payroll Taxes	4,520.00
Total 5100.00 · Payroll & Benefits	40,050.00
5200.00 · Supplies and Misc	
5220.00 · Misc Lodge	1,250.00
5215.00 · Lodge Supplies	775.00
Total 5200.00 · Supplies and Misc	2,025.00
5225.00 · Social Quarters Supplies and Expense	7,850.00
5300.00 · Donation Expense	280.00
5400.00 · General Administration Exp	
5435.00 · COMPUTER SUPPORT	480.00
5430.00 · REPAIR & MAINT	6,750.00
5420.00 · Postage	520.00
5410.00 · Printing	1,800.00
5415.00 · Licenses and Permits	3,560.00
Total 5400.00 · General Administration Exp	13,110.00
5600.00 · Occupancy Expense	
5605.00 · Gas	3,850.00
5610.00 · Electric	25,875.00
5615.00 · Water & Sewer	2,250.00
5620. · Phone	10,560.00
5630.00 · Mortgage	21,600.00
Total 5600.00 · Occupancy Expense	63,735.00
Total Expense	127,050.00
Net Income	138,598.00

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Profit & Loss

Chapter

Money You Collect

Money You Spend

	May '07 - Apr '08
Income	
4000.00 · Dues and Fees Income	
4005.00 · Membership Dues	2,168.00
4025.00 · Transfer Fees	5.00
Total 4000.00 · Dues and Fees Income	2,173.00
4400.00 · Interest Investment Income	4.84
4700.00 · Special Proj & Committee Income	4,670.08
Total Income	6,847.92
Gross Profit	6,847.92
Expense	
5300.00 · Donation Expense	
5307.00 · ASSOCIATION DONATION	50.00
5303.00 · Community Service	240.00
5306.00 · Sunshine Child/Grandparent	150.00
5302.00 · Mooseheart/Moosehaven Spec Proj	638.00
5301.00 · Scholarship & Maintenance	260.00
Total 5300.00 · Donation Expense	1,338.00
5400.00 · General Admin Exp (Incidentals)	
5499.00 · Depreciation Expense	344.61
5450.00 · Misc Expense	1,115.79
5445.00 · Computer Support	120.00
5440.00 · Chapter Supplies	448.65
5430.00 · Risk Pool/Bond Premium	197.16
5425.00 · Postage	1,234.35
5405.00 · Bank Charges	144.00
Total 5400.00 · General Admin Exp (Incidentals)	3,604.56
5700.00 · Special Project & Committee Exp	2,777.38
5800.00 · Travel and Rep Expense	
5805.00 · Matriculant Expense	115.00
Total 5800.00 · Travel and Rep Expense	115.00
Total Expense	7,834.94
Net Income	-987.02

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Set Preferences in QuickBooks

Purpose

The following procedures should be followed to set preferences on how to display account numbers in the QuickBooks views. Setting preferences will help minimize entries to wrong account numbers, as well as, minimize negative balances in the inventory accounts.

To Set Primary Cash Account Default

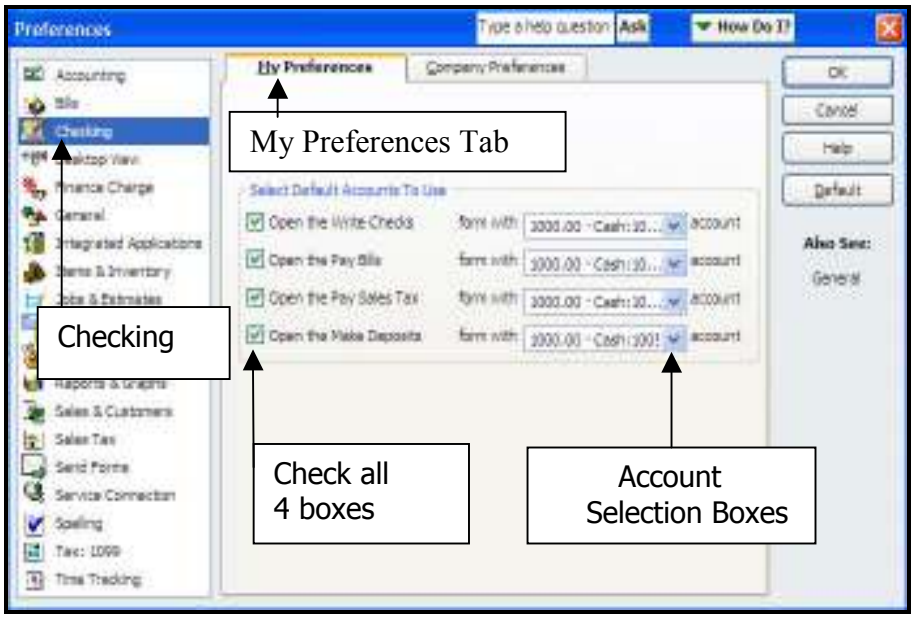
Follow the procedure below to set the default cash account to the primary checking account **1005.00 – General Checking**. This will help decrease wrong entries to the '1000.00 Cash' Parent account numbers when: paying bills, paying tax, making deposits, etc.

1. From the **Menu** bar, select **Edit** and then drop down to **Preferences**.
2. Click **Checking** (at the left).
3. Click **My Preferences** tab.

   NOTE: At times, a Cash account other than 1005.00 – General Checking may be used (i.e. 1006.00 – Bingo Checking). If this is the case, you must manually change the account # in QuickBooks.

4. **Check** all 4 boxes in the 'Select Default Accounts to Use' area; select **1005.00 – General Checking** in each associated 'form with' drop down.

5. Click **OK.**



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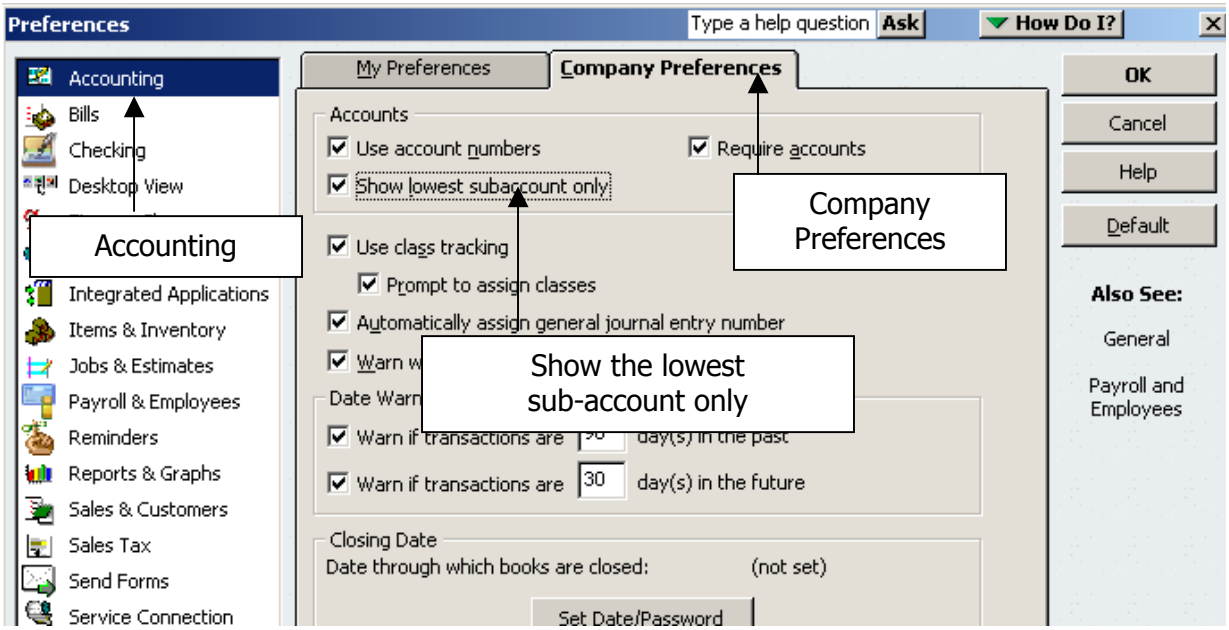
To Set the Accounting View

When entering the account numbers on the QuickBooks function screens, the default is set to display 'Parent Accounts' – and not 'Sub-Accounts.'

Follow the step s below to display both parent and sub-account numbers in your QuickBooks views.

1. From the **Menu** bar, select **Edit** and then drop down to **Preferences**.
2. From the icon list at the left, click **Accounting**.
3. Click the **Company Preferences** tab.
4. ✓ Show the lowest sub-account only.
5. Click **OK**.

NOTE: If a FRU account # is not set up properly (e.g., missing the complete ####.## numbering structure), QuickBooks will not let you save the Accounting preference. If this is the case, you will need to fix the error first, and then try to set the preference to the lowest sub-account only.



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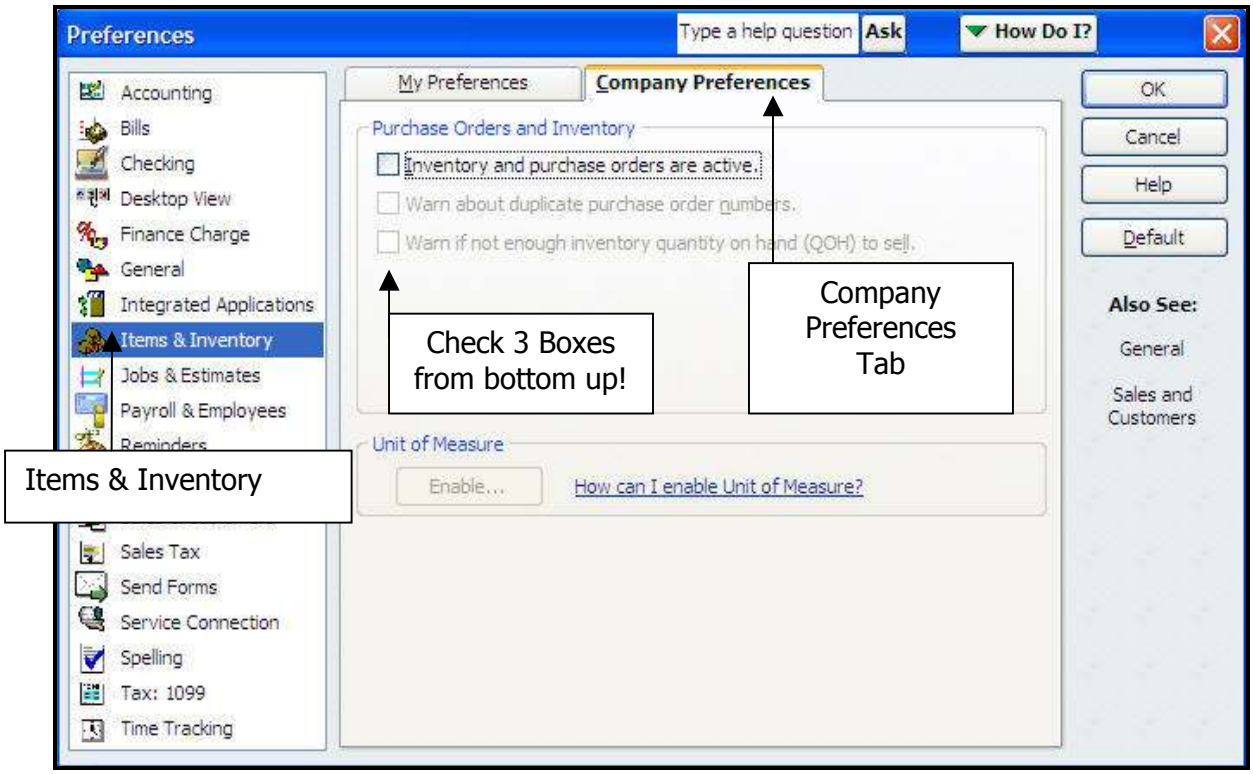
To Turn Off the Inventory Tracking Options

UNLESS you are using computerized cash registers routed to QuickBooks, the 'Inventory Tracking Options' in QuickBooks should be turned off. If this is not done, QuickBooks will create negative account balances in the Inventory accounts that will show on the Balance Sheet.

Follow the step s below to turn off inventory tracking.

1. From the **Menu** bar, select **Edit** and then drop down to **Preferences**.
2. From the icon list at the left, click **Items & Inventory**.
3. Click the **Company Preferences** tab.
4. **Uncheck** any checked box in the **Purchase Order and Inventory** area**.** (Click to uncheck)
5. Click **OK**.



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2 – Create New Sub-Accounts, Items, & Classes

Objectives

At the end of this lesson, you will be able to:

- Create new 'sub-accounts' that follow the proper numbering scheme of the QuickBooks Chart of Accounts.
- Create new sub-account 'items' that will be used to record sales receipts or bills in QuickBooks.
- Classify financial transactions by assigning 'classes.'

Topics

The following topics are covered in this lesson:

- Create a New Sub-Account
- Create a New Item Number
- Class Tracking

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Create a New Sub-Account

Purpose

Before setting up any new sub-accounts, it is important to review the account numbering system used by Moose International. Remember - these account numbers help to classify income, expenses, liabilities and assets.

Sub-Account Rules

If a new sub-account is created, it is important that the following rules are followed:

!	1.	**DO NOT duplicate** an existing sub-account #.
	2.	**Make sure new sub-account # is sequenced** (or grouped) properly: ▪ New sub-account # is at the correct level in the Chart of Accounts outline ▪ The sub-account number ends with **.00**
	3.	**NEVER add a sub-account to another sub-account!**

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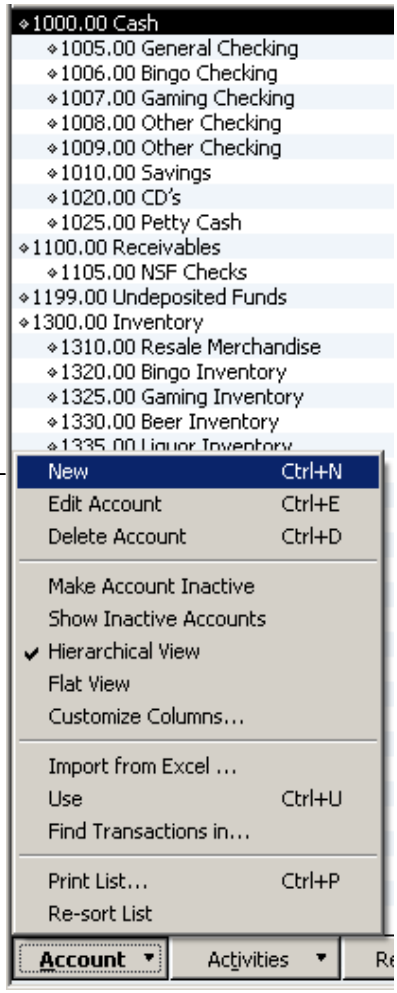
To Add a New Sub-Account

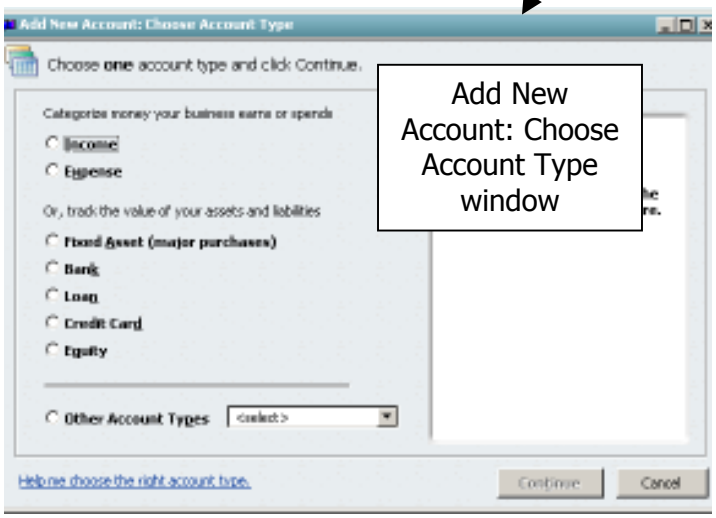
Follow the steps below to add a new sub-account to an already existing parent account.

1. From the **Home** page **Company** section, click the **Chart of Accounts** icon.

2. In the lower left corner, select **Account**; **New.**



3. From the **Account Type** Window: choose an account from either:
   a. Displayed list
   b. Choose Other Account Type dropdown.



4. Click **Continue** (the 'Add New Account' window appears)

(procedure continued on the next page)

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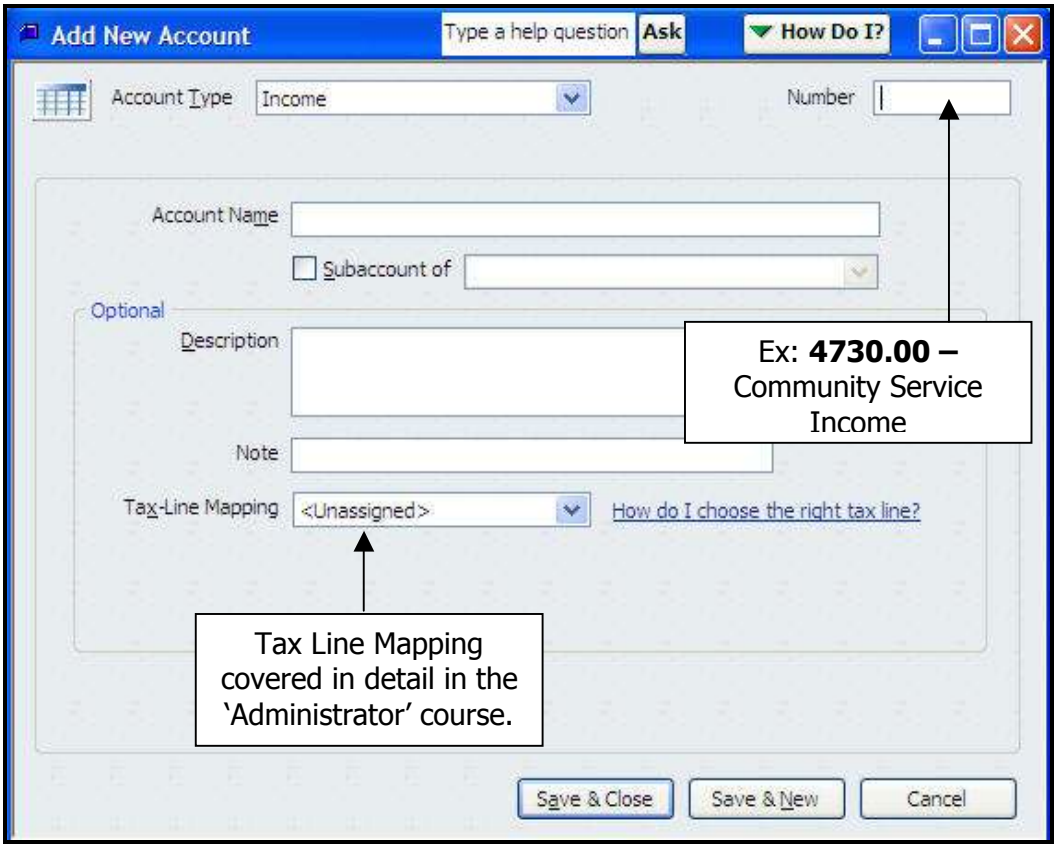
To Add a New Sub-Account

Continue with the steps below to add a new sub-account.

5. Enter **new account number** with **.00** at end



6. **Account Name**

7. ✓ **Subaccount of** (drop down to associate Parent Account)

8. If desired, enter an **Optional Description** and **Note**.

9. **Save** and **Close** to save new sub-account and close Add New Account window.
   - Save and New to save the new sub-account and then add another.

- MI QuickBooks Resource Manual – Working With Asset & Liability Accounts

- QuickBooks Training Job Aid, Page 21

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Add New Sub-Accounts (Lodge)

Instructions: Refer to the table below to enter **new sub-accounts** that will be used to enter bills later on in this class.

Note: Parent Accounts have been included in the table to help clarify where your new sub-account will appear in the Chart of Accounts.

Associated Parent Account # and Title	New Sub-Account #	Sub-Account Type	Sub-Account Name
4600.00 Other Income	4620.00	Income	Misc SQ Income
4700.00 Special Proj and Committees	**4715.00**	**Income**	**Lodge Sports Comm**
2300.00 Other Liabilities	2305.00	Other Current Liability	Sales Tax Liability
2500.00 Due to Other FRU	**2505.00**	**Other Current Liability**	**Endowment Fund**
5400.00 General Administration	5481.00	Expense	Support Services & Fees

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Add New Sub-Accounts (Chapter)

Instructions: Refer to the table below to enter new sub-accounts that will be used to enter bills later on in this class.

Note: *Parent Accounts have been included in the table to help clarify where your new sub-account will appear in the Chart of Accounts.*

Associated Parent Account # and Title	New Sub-Account #	Sub-Account Type	Sub-Account Name
4700.00 Special Proj and Committees	4725.00	Income	Chapter PEP Comm
4700.00 Special Proj and Committees	**4732.00**	**Income**	**Chapter Star Recorder Comm**
2300.00 Other Liabilities	2305.00	Other Current Liability	Sales Tax Liability
2500.00 Due to Other FRU	**2505.00**	**Other Current Liability**	**Endowment Fund**
5400.00 General Administration	5481.00	Expense	Support Svcs & Fees

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Create a New Item Number

Purpose

- *When a sales receipt is recorded* in QuickBooks, part of the information on the receipt or bill is the *item* for which the receipt or bill is being written.

- *When a new Sub-account* is added to the QuickBooks Chart of Accounts (COA), a corresponding Item must also be added to the Item list. While providing a quick way to enter data, an Item also handles behind-the-scenes accounting because it is linked to a specific account in the Chart of Accounts.

To Add a New Item

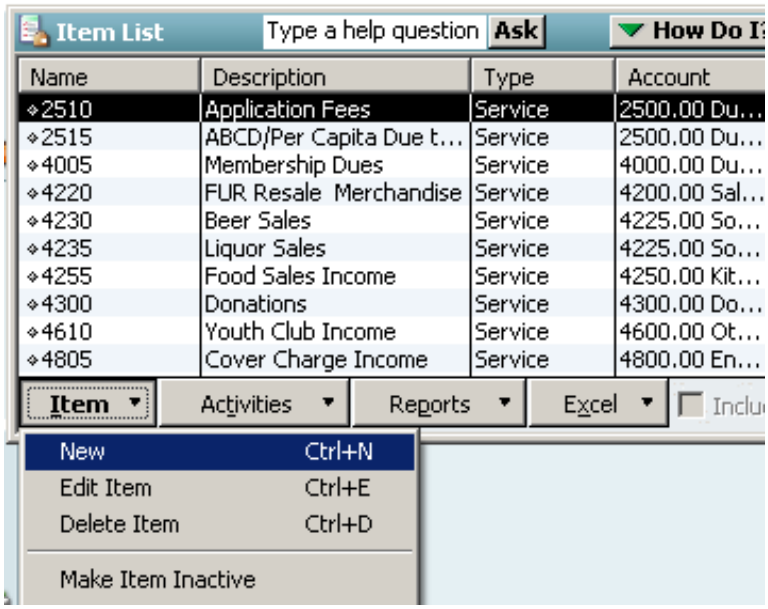
Follow the steps below to make sure an item appears when a sales receipt is recorded in a QuickBooks Item or Expense Account.

1. **Select** or create the **Chart of Accounts sub-account** so it is visible before entering an Item Name/Number and Description for a new item.

   Example: 4730.00 Community Service Income

2. From the **Home** page, click the **Item icon**.

3. From lower left **Item**, drop down to **New.**



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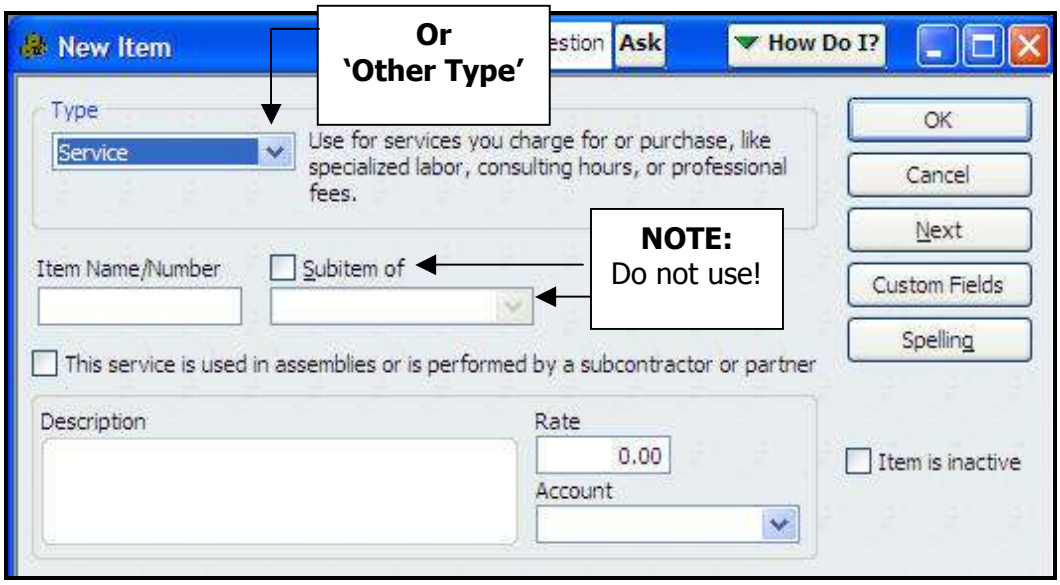
Create a New Item Number, cont.

Continue with the steps below to add a new sub-account:

4. At the **Type** drop-down**,** choose **Service.**

   NOTE: Choose 'Other Type' only if working with NSF Checks. The NSF process and procedures is described in Appendix A of your training manual.



5. At Item Name/Number: **enter first four #s of the sub-account number**, followed by the sub-account name (e.g., 4730 Community Service Income).

   NOTE: This Item Name/Numbering convention is a standard Moose International practice! Following this practice will help to select the correct Item when recording a sales receipt or a bill!

6. In the **Description** field, enter the name of the Item's corresponding sub-account (e.g., Community Service Income).

7. In the **Account drop-down** list, select the corresponding sub-account (e.g., 4730.00)

8. Choose **OK** to save the New Item and close the New Item screen

   - Or, choose **Next** to save the New Item and enter another.

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Create New Item Numbers (Lodge)

Instructions: Refer to the table below to enter new Item Numbers that will be used to enter receipts later on in this class.

Associated Sub-Account # and Title	New Item #	Item Type	Item Name
4620.00 Misc SQ Income	4620	Service	Misc. SQ Income
4715.00 Lodge Sports Comm	**4715**	**Service**	**Lodge Sports Comm**
2305.00 Sales Tax Liability	2305	Service	Sales Tax Liability
2505.00 Endowment Fund	**2505**	**Service**	**Endowment Fund**
5481.00 Support Svcs & Fees	5481	Service	Support Svcs & Fees

Create New Item Numbers (Chapter)

Instructions: Refer to the table below to enter new Item Numbers that will be used to enter receipts later on in this class.

Associated Sub-Account # and Title	New Item #	Item Type	Item Name
4732.00 Chapter Star Recorder Comm	4732	Service	Chapter Star Recorder Comm
4725.00 Chapter PEP Comm	**4725**	**Service**	**Chapter PEP Comm**
2305.00 Sales Tax Liability	2305	Service	Sales Tax Liability
2505.00 Endowment Fund	**2505**	**Service**	**Endowment Fund**
5481.00 Support Svcs & Fees	5481	Service	Support Svcs & Fees

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Class Tracking

Purpose

QuickBooks provides a feature called *Class Tracking* that allows you to:

- Group transactions to match your reporting needs
- Classify and track income and expenses as they pertain to a specific business function
- Generate Profit/Loss Reports that will give you a better snapshot of the breakdown of monies received and spent in each area of the FRU operations

NOTE: *All transaction windows include a field for entering a class.*

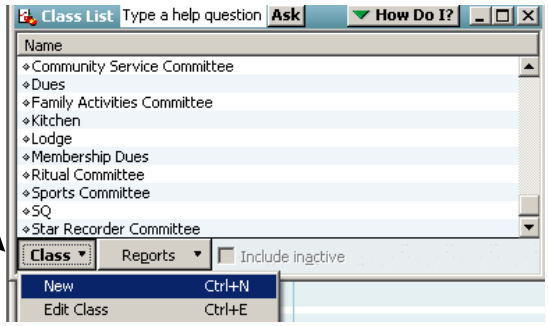
To Add a Class

Follow the steps below to enter a new class name.

1. From the top **Menu** bar, select **Lists.**

2. A current class list appears.

   From the **Class** drop down, select **New**.



3. Enter a **Class Name**

4. Select **OK** to save the new Class Name and exit the New Class screen.

   - Or, choose **Next** to save the New Class and enter another.

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Add New Classes (Lodge)

Instructions: Refer to the table below to enter the new Classes that will be used in this training session to "classify" Chart of Account items for easier report interpretation.

Class Name
Sports
Endowment

Add New Classes (Chapter)

Instructions: Refer to the table below to enter the new Classes that will be used in this training session to "classify" Chart of Account items for easier report interpretation.

Class Name
PEP
Membership Retention
General Fund

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3 – Enter Vendors & Customers

Objectives:

At the end of this lesson, you will be able to:

- Differentiate between a 'Vendor' and a 'Customer' – from a QuickBook's perspective.
- Add a 'New Vendor' to your QuickBooks database to simplify your FRU's accounts payable operations.
- Add a 'New Customer' to your QuickBooks database to simplify your FRU's accounts receivable operations.

Topics

The following topics are covered in this lesson:

- Add a New Vendor
- Add a New Customer

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Add a New Vendor

Definitions

QuickBooks defines a 'Vendor' as **anyone (other than employees) that you pay money TO**. Examples of FRU Vendors include:

- AT&T
- ComEd
- Moose International
- Moose Charities
- Post Office

When to Use

New Vendor contact information can be recorded in QuickBooks in two ways: 1) in advance of the 'Enter Bills' transaction, or 2) *during* the 'Enter Bills' transaction. You may want to follow the procedure below if you find that a given Vendor does not typically include self-addressed payment envelopes with their bill.

To Add a New Vendor

Follow the steps below to add a New Vendor to your QuickBooks database.

1. From the **Home** page, click **Vendors** section.

2. Click **New Vendor.**

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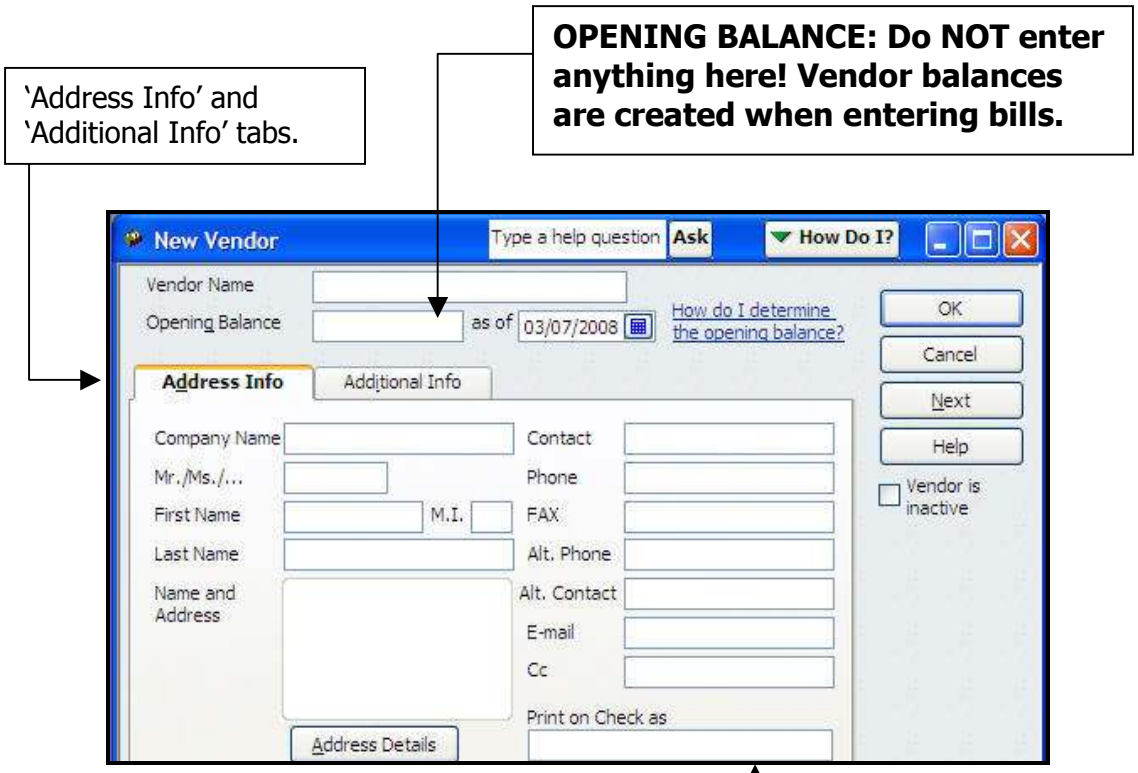
Add a New Vendor, cont.

Continue with the steps below to add a new vendor:

3. Click the **Address Info** tab.



4. Enter the Vendor's name in the **Company Name** field and then **tab.**

   NOTE: The Company Name will automatically appear in the 'Print on Check as' field

5. Enter the Vendor's **Name and Address**.
6. Enter the Vendor's **Contact information** (phone, fax, email, etc.) on the right side of the screen.
7. Click the **Additional Info** tab.

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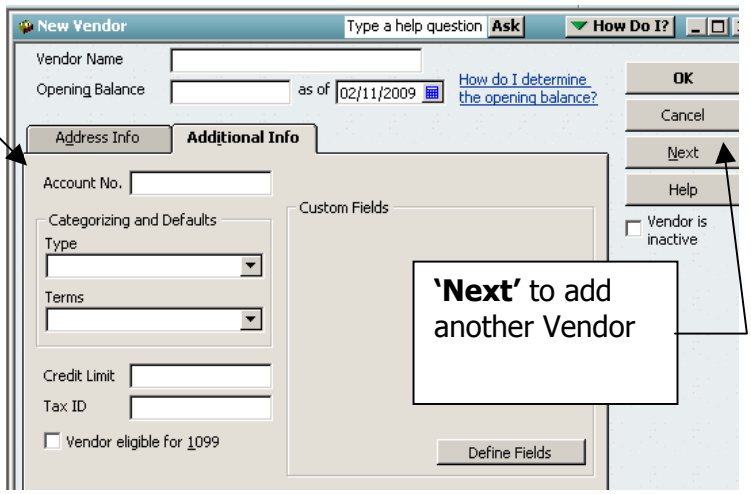
Add a New Vendor, cont.

Continue with the steps below to add a new vendor:

8. Enter the Vendor's **Account No.**

9. Click **OK** to save the Vendor information and close the screen.

   - Or, click 'Next' to add another Vendor.



- *MI QuickBooks Resource Manual –Working with Vendors*
- *QuickBooks Training Job Aid, Page 20*

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Add a New Vendor (Lodge)

Instructions: Refer to the tables below to enter information about new vendors that our training FRU will have to pay money to.

1) Enter the following *Vendors* using the New Vendor screen.

New Vendor	Vendor Details
ComEd	Address: P.O. Box 18075, Chicago, IL 60680 Phone: 1.800.Edison1 Fax: 1.800.334.7662 Email: www.comed.com
Ben E. Keith Distrib	**Address: 12345 Main St., Jefferson, IL 60539** **Contact: Ben Keith** **Phone: 1.630.337.7661** **Email: bkdistrib@att.net**
Moose Charities	Address: 155 South International Drive, Mooseheart, IL 60539-1100 Phone: 630-966-2200 Fax: 630-966-2248 E-Mail: www.moosecharities.org
First National Bank	**Address: 446 Webster, Jefferson, IL 60539** **Phone: 1.630.337.5553** **Email: www.firstnationalbank.com**

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Add a New Vendor (Chapter)

Instructions: Refer to the tables below to enter information about new vendors that our training FRU will have to pay money to.

1) Enter the following *Vendors* using the New Vendor screen.

New Vendor	Vendor Details
Moose Charities	Address: 155 South International Drive, Mooseheart, IL, 60539-1100 Phone: 630-966-2200 Fax: 630-966-2248 E-Mail: www.moosecharities.org
Mike's Equipment Repair	**Address: 310 Hill St., Jefferson, IL 60539** **Phone: 630-337.7070** **Fax: 630-337.7071** **E-Mail: www.mikesrepair.com**
Boy Scouts of America	Address: 123 Main St., Jefferson, IL 60539 Phone: 630-859.2000 E-Mail: www.bsatroop800.org

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Add a New Customer

Definition

QuickBooks defines a 'Customer' as **anyone that you receive money FROM**. Examples of FRU Customers include: Member Dues and Fees, Kitchen, or Social Quarters.

NOTE: *Money received from Endowment Fund, Committees, Bingo, etc., will also need to be entered directly into QuickBooks.* Similar to the New Vendor procedure, New Customer information can be recorded prior to a business transaction (e.g., recording a receipt for a committee) or via the Quick Add procedure.

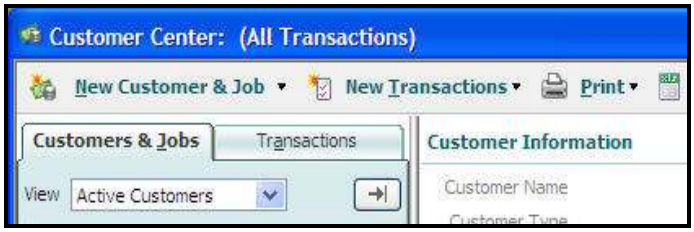
When to Use

You may want to follow the procedure below if you prefer to enter the new customer 'Bill To' and 'Ship To' information in QuickBooks prior to completing a business transaction with that Customer.

To Add a New Customer

Follow the steps below to add a New Customer to your QuickBooks database.

1. From the **Home** view, click the **Customer Center icon**.
   The following screen appears:



2. From the **New Customer & Job** drop-down, select **New**.
   The New Customer screen appears:

(procedure continued on the next page)

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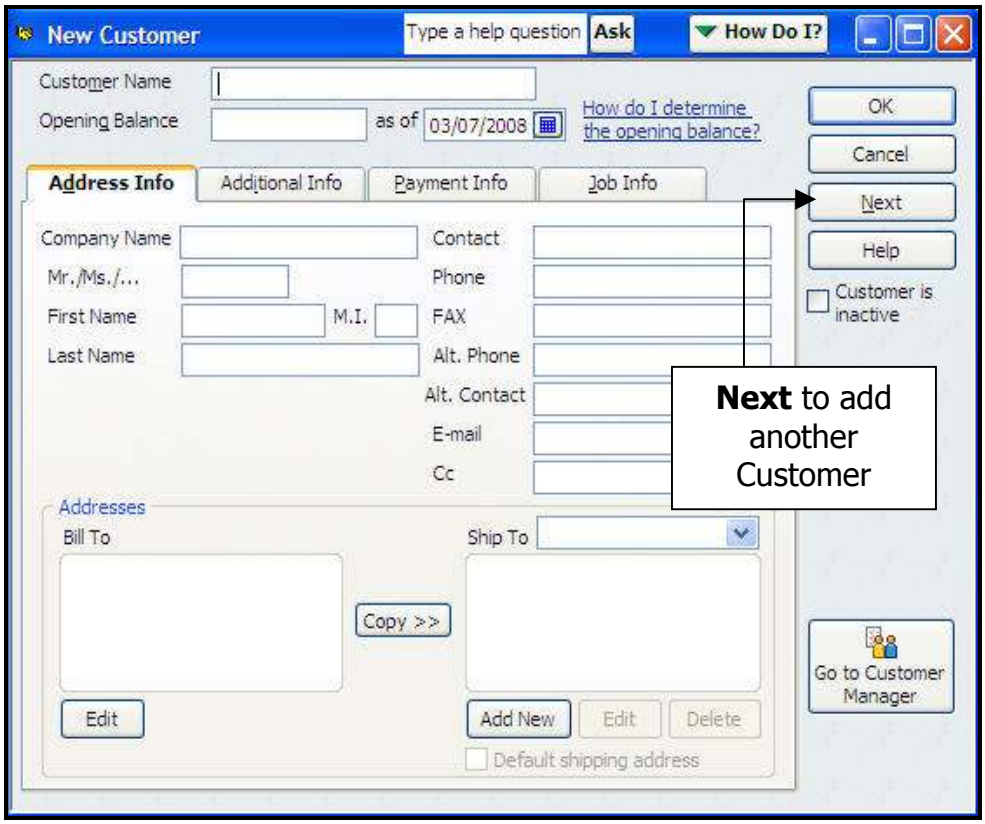
Add a New Customer, cont.

Continue with the steps below to add a New Customer to your QuickBooks database.

3. Click the **Address Info tab.**



4. Enter the **Customer Name** (or the Individual's Name).
5. Enter the **Bill To** Address.
6. Choose **Copy** to duplicate the address information into the Ship To field (if necessary).
7. Enter the Customer **contact information** (right side of screen).
8. Click **OK** to save the new customer information.
   - Or, click the Next button to ad another Customer.
   - 'Additional Info, Payment Info, and Job Info' tabs do not contain information useful to a Fraternal Unit.

- MI QuickBooks Resource Manual –Working with Customers

- QuickBooks Training Job Aid, Page 20

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Add a New Customer (Lodge)

Instructions: Refer to the table below to enter information about new Customers that our training FRU 'will receive money from.'

New Customer
Youth Club Chairman
Entertainment Chairman
Lodge

Add a New Customer (Chapter)

Instructions: Refer to the table below to enter information about new Customers that our training FRU 'will receive money from.'

New Customer
PEP Chairman
Endowment Fund
Star Recorder Chairman

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4 – Enter Receipts & Deposits

Objectives

At the end of this lesson, you will be able to:

- Enter a 'Sales Receipt' to record money received for anything other than member dues and fees
- Refer to a Deposit History Report to enter a 'Dues & Fees' Receipt
- 'Memorize' a commonly-used transaction for future use
- Record and View Deposits

Topics

The following topics are covered in this lesson:

- Create a Sales Receipt
- Memorize a Transaction
- Create a Dues & Fees Receipt
- Make Deposits

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Create a Sales Receipt

When to Use

All monies/receipts collected by a FRU need to be must be matched up with a QuickBooks sales receipts. These receipts will be selected later on when deposits are made in QuickBooks.

When a Sales Receipt is created, two things are happening. The receipt amount is 1) applied to the proper QuickBooks account, and 2) recorded in the QuickBooks '1199.00 – Undeposited Funds' account.

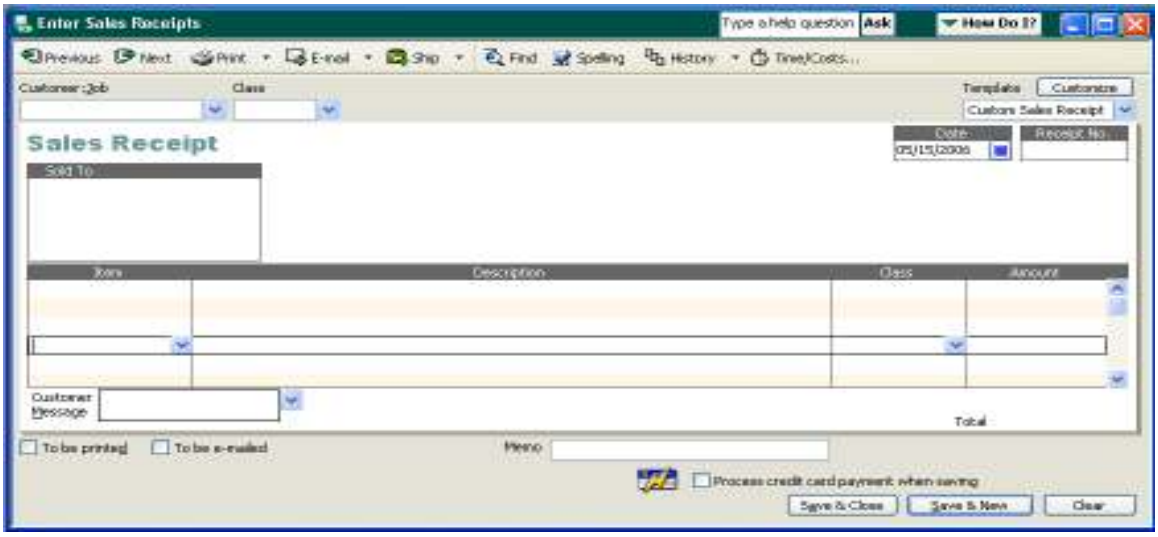
- The 1199.00 Undeposited Funds account serves as a 'virtual safe' (holds money until deposits are made in QuickBooks).

- After deposits are entered into your Checking Account:
  - Account 1199.00 will show a zero balance
  - Actual deposit amount will appear in your Checking Account

To Enter a Sales Receipt:

Follow the steps below to enter a sales receipt for money collected from a bake sale, an endowment fund collection, etc.

1. From the **Home** view **Customer** section, click the **Create Sales Receipt icon**.



(procedure continued on the next page)

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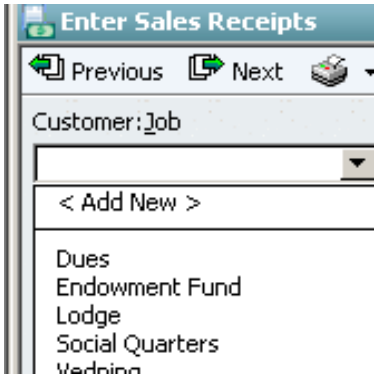
Create a Sales Receipt, cont.

Continue with the steps below to finish entering the sales receipt.



2. In **the Customer:Job** field, identify where the funds were received from (e.g., Weekly Receipts, Star Recorder Chairman, Membership, Endowment).

   a. Type in desired the Customer: Job, and hit TAB to see a pop-up list of available options.

   b. Select the Customer from the list.

   Note: 'QuickAdd' or 'Set Up' if your choice does not appear in the list.

3. In the **Issue Date** field, drop-down to enter the Date the funds were received.

   - Date on official business receipt, or end of the week for the weekly Lodge receipts.

   - **NOTE:** QuickBooks automatically assigns a Sales Receipt Number. If necessary, change the auto-generated receipt no to match your manual receipt.

4. In the **Receipt No**. field:

   a. Accept the auto-generated QuickBooks number, or
   b. Manually change it to match your official business receipt

5. In the **Item** field, type or drop-down to select the first item on the receipt.

6. Enter the **Class** to help filter or sort report data later on.

7. In the **Amount** column, enter the amount collected.

8. **Repeat Steps 5-7 for any additional items** associated with this receipt.

9. Enter information in the **Memo** field if desired.

10. Choose **Save & Close** to save the Sales Receipt and close the window.

- MI QuickBooks Resource Manual – Working With Bank Accounts, Issuing Receipts
- QuickBooks Training Job Aid: Page 9

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Weekly Lodge Receipt Example:

Enter Sales Receipts

Type a help question | Ask | How Do I?

Previous | Next | Spelling | History | Get Online Pmts

Customer:Job: SQ

Class: SQ

Template: Custom Sales Receipt | Print Preview

Sales Receipt

Date: 04/22/2009

Sale No.: 3

Sold To: SQ

Item	Description	Class	Qty	Rate	Amount
4230	Beer Sales	SQ		180.00	180.00
4235	Liquor Sales	SQ		175.00	175.00
4255	Food Sales	Kitchen		148.50	148.50

Customer Message

Total 503.50

☑ To be printed ☐ To be e-mailed

Memo

Add Time/Costs...

☐ Process credit card payment when saving

Save & Close | Save & New | Revert

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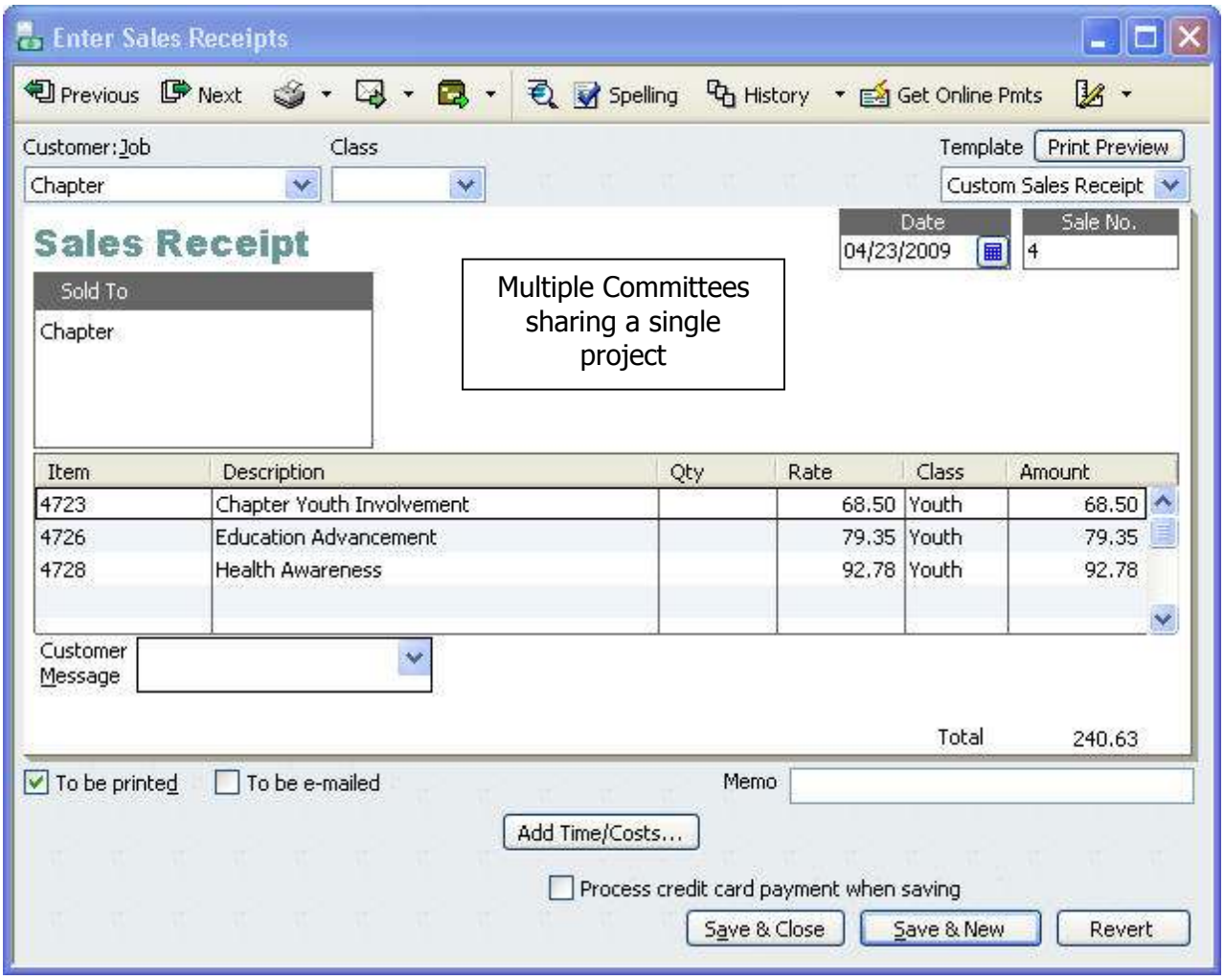
Chapter Fund Raising Example:



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Memorize a Transaction

When to Use

Repetitive entries like 'Create a Sales Receipts, Enter Bills,' or 'Create Journal Entries' can be *memorized* so they do not have to be created over and over. Once memorized, these transactions can be selected at any time and will only require a minimal amount of data to be entered (e.g., 'date' and '$ amount').

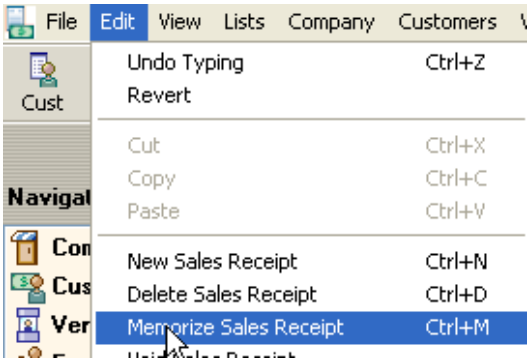
To Memorize a Transaction

Follow the steps below to 'memorize a transaction' for future use:

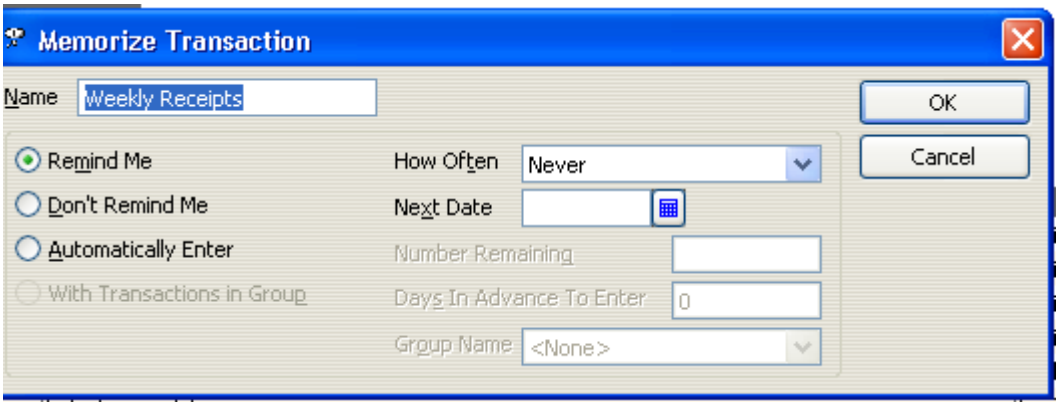
1. **Enter a QuickBooks transaction** (e.g., Sales Receipt) as you normally would.
   - Enter Customer:Job, Item, Description, Class, and description (optional).
   - NOTE: DO NOT enter Date or any Dollar Amount!

2. Once the transaction is created, click **Edit** from the Menu bar and then Select **Memorize Sales Receipt**.

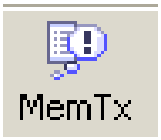
   - The Memorize Transaction window will appear.



3. **Name** the memorized transaction as desired and click **OK**.
   - NOTE: Do not select the 'Remind Me' or the 'How Often' buttons



4 When ready to use this transaction again, click **MemTX** on the Icon Bar to display the list of Memorized Transactions, and then select the one that you want to use.



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Enter Sales Receipts – (Lodge)

Instructions: enter Receipts #10-#12 below. Pay careful attention to the Item #s on the receipts.

Receipt #10

Memorize this receipt!

(City and State) , (Date)

OFFICIAL RECEIPT
Loyal Order of Moose
Except for Dues and Fees

Received of YOUTH CLUB $ 178.00
ONE HUNDRED SEVENTY EIGHT AND 00/100 Dollars
Same being for BAKE SALE
(SEAL) Lodge No
ITEM # 4610 By J.D. Administrator

Receipt #11

(City and State) , (Date)

OFFICIAL RECEIPT
Loyal Order of Moose
Except for Dues and Fees

Received of PETE SPACE- **Entertainment Chairman** $ 2500.00
TWENTY FIVE HUNDRED DOLLARS Dollars
Same being for STEAK DINNER
ITEM # 4255 FOOD $2000 Lodge No
ITEM # 4805 ENTERTAINMENT $500 By J.D. Administrator

Receipt #12

(City and State) , (Date)

OFFICIAL RECEIPT
Loyal Order of Moose
Except for Dues and Fees

Received of PETE BECKER $ 34.75
THIRTY FOUR DOLLARS AND 75/100 Dollars
Same being for ENDOWMENT - LODGE MEETING
(SEAL) CREATE INVOICE Lodge No
ITEM # 2505 By J.D. Administrator

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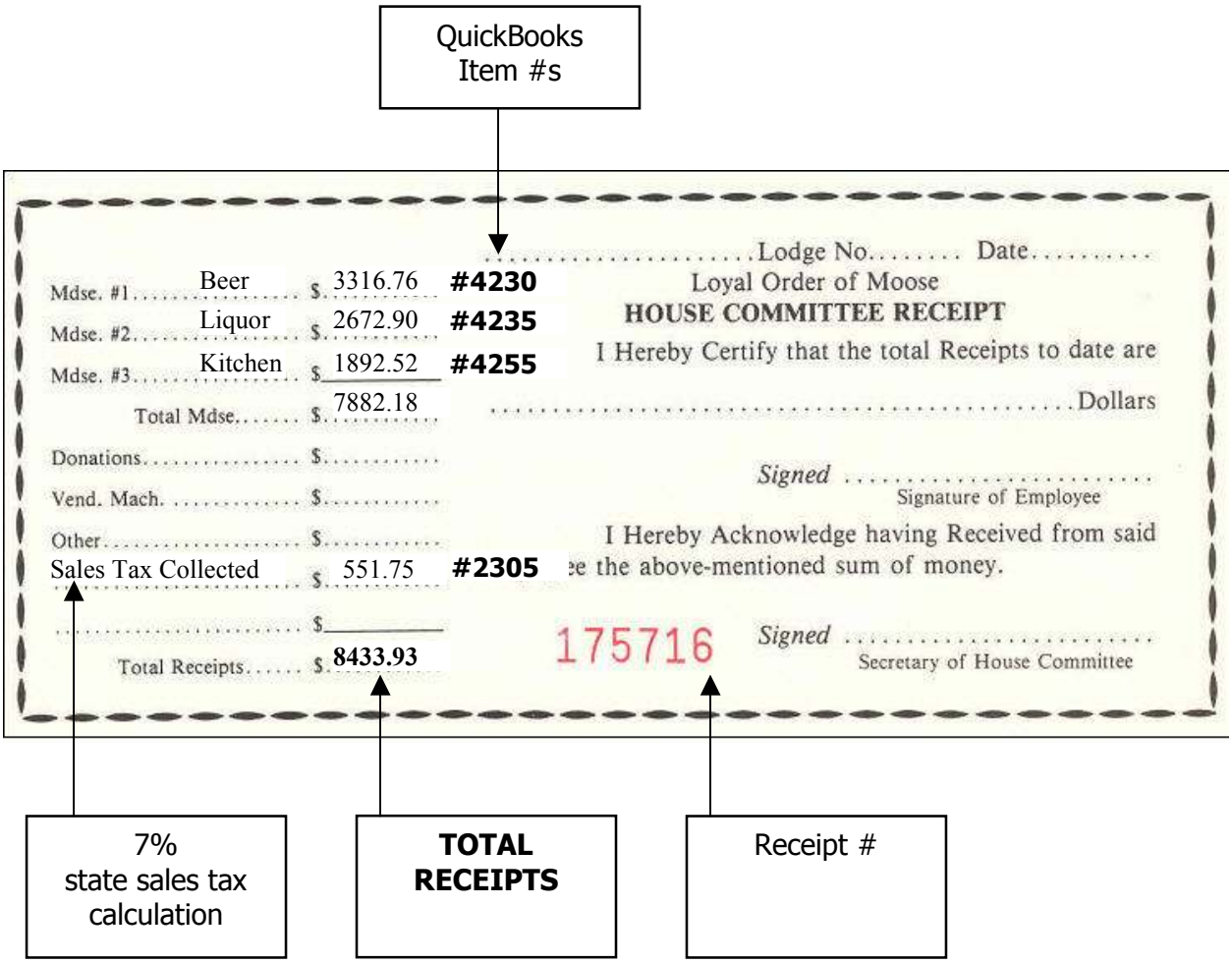
Enter Sales Receipts – (Lodge), cont.

Instructions: Review the following manual House Committee receipt and then enter it into QuickBooks. Pay careful attention to the following:

1) QuickBooks Item #s
2) Total sales tax collected that needs to be entered and deposited to Account #**2305.00 – Sales Tax Liabilities**
3) Total Receipts



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Enter Sales Receipts (Chapter)

Instructions: enter Receipts #10-#12 below into QuickBooks. Pay careful attention to the Item #s on the receipts.

Memorize this receipt!

Receipt #10

OFFIC EIPT
Women of the Moose

Jefferson, IL (City and State) _____ (Date) 20 ___ No. 1

Received of Endowment Fund 34.75 Dollars

Thirty-four dollars and 75/100

Same being for Chapter Dev. Committee Meeting

(SEAL) Item 2505 Jefferson Chapter No. ????

By JD Recorder

Receipt #11

OFFICIAL BUSINESS RECEIPT
Women of the Moose

Jefferson, IL (City and State) _____ (Date) 20 ___ No. 2

Received of PEP Committee 178.0 Dollars

One-hundred seventy-eight dollars and 0/00

Same being for Bake Sale

(SEAL) Item 4725 Jefferson Chapter No. ????

By JD Recorder

Receipt #12

OFFICIAL BUSINESS RECEIPT
Women of the Moose

Jefferson, IL (City and State) _____ (Date) 20 ___ No. 3

Received of Star Recorder Committee 318.00 Dollars

Three-hundred and eighteen

Same being for Breakfast Receipts

(SEAL) Item 4732 Jefferson Chapter No. ????

By JD Recorder

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Create a Dues & Fees Receipt

When to Use

Dues will be manually entered into QuickBooks.

- Entries will be made from the Deposit History Report obtained from LCL.net
- Entries are for the direct deposit of dues made by Moose International into the Fraternal Units checking account for dues paid through the lockbox.
- Entries will use the Customer Name of 'Membership Dues and Fees'
- Dues and Fees collected from applicants will also be entered into QuickBooks.

How to Use

In Lodges:
1. Create manual receipts.
2. Add receipts to weekly envelope.
3. Enter as a single QuickBooks Dues Receipt for the entire envelope.
4. Attach Deposit History Report to Dues Receipt for audit purposes.

In Chapters:
1. Enter as a single QuickBooks Dues Receipt all Members on the Deposit History Report.
2. Attach Deposit History Report to Dues Receipt for audit purposes

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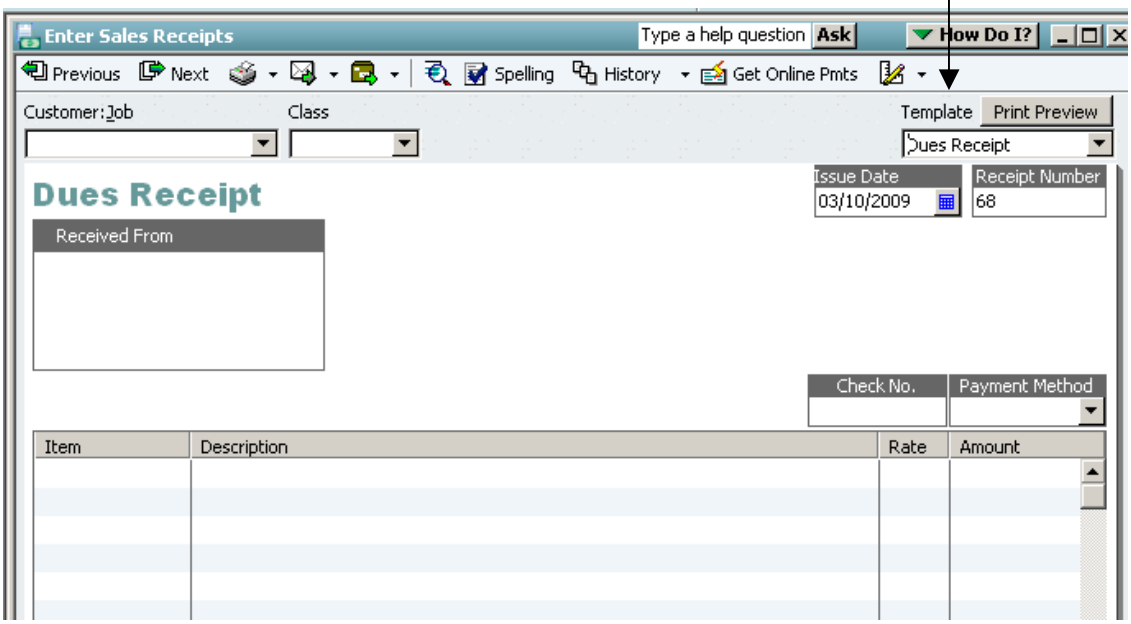
To Enter Dues & Fees – From Deposit History Report:

Follow the steps below to enter dues from a deposit history report,

1. From the **Home** view **Customer** section, click the **Create Sales Receipt icon**.
2. In the Template drop-down, choose **Dues Receipt**.



3. In the **Customer; Job** field, drop down to select **Member Dues and Fees.**
4. Select the appropriate **Class** for Member Dues and fees.
5. Enter the **Date** of the **Dues Deposit** from the Deposit History Report.
6. Select the **Item** for **Membership Dues** (e.g., 4005) from the drop down list.
   - 4005 for membership dues
   - 4020 for Acceptance Fee
   - 4025 for Transfer fee
   - 2515 for ABCD/Per Capita (MI)
   - 2510 for Application Fee (MI)
7. Enter the **Amount** of the **Deposit**.
8. Enter the **Batch** number of the Deposit History Report on the **Memo** line.
9. Attach the Deposit History Report to the printed receipt.

- MI QuickBooks Resource Manual -Working With Bank Account; Entry of Dues & Fees
- QuickBooks Training Job Aid, Page 10

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Enter Dues & Fees Receipt #1 EXERCISE
– From Deposit History Report

Instructions:.

1. Review the example Deposit History Report below.
2. Create a receipt for the deposit amount to put the money into account 1199.00 Undeposited Funds. **Note:** You will make the actual deposit to Checking Account 1005.00 later on in the training.

Exercise Note:
Let QuickBooks create the 'Receipt Number'

Print FRU Payout 510454

Print Close

Payout ID: 510454

Charge Type: Membership Dues

Amount: $198.00

Payee: Jefferson

Paid Date: 03/23/2009

Void Date:

Bill To	Member ID	Charge	Amount
Ned Avery	012345678	Dues 04/01/2009 through 03/31/2010	$22.00
Ben Belser	002179561	Dues 04/01/2009 through 03/31/2010	$22.00
Jake Bova	001606006	Dues 04/01/2009 through 03/31/2010	$22.00
Donnie Cowean	002137698	Dues 04/01/2009 through 03/31/2010	$22.00
Ron Ferreli	008284757	Dues 04/01/2009 through 03/31/2010	$22.00
Will Hacker	002285142	Dues 04/01/2009 through 03/31/2010	$22.00
George Hagie	001786132	Dues 04/01/2009 through 03/31/2010	$22.00
Randy Kattz	012345681	Dues 04/01/2009 through 03/31/2010	$22.00
Tad Kull	001895381	Dues 04/01/2009 through 03/31/2010	$22.00

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Enter Dues & Fees Receipt #1 EXERCISE
– From Deposit History Report

Instructions:

1. Review the example Deposit History Report below.
2. Create a receipt for the deposit amount to put the money into account 1199.00 Undeposited Funds. **Note:** You will make the actual deposit to Checking Account 1005.00 later on in the training.

Exercise Note:
Let QuickBooks create the 'Receipt Number'

Print FRU Payout 510453

Print Close

Payout ID: 5104543

Charge Type: Membership Dues

Amount: $45.00

Payee: Jefferson

Paid Date: 03/23/2009

Void Date:

Bill To	Member ID	Charge	Amount
Anita Bryant	012568475	Dues 04/01/2009 through 03/31/2010	$5.00
Elizabeth Burton	009121812	Dues 04/01/2009 through 03/31/2010	$5.00
Joanna Carson	009244672	Dues 04/01/2009 through 03/31/2010	$5.00
Dianne Comber	005708604	Dues 04/01/2009 through 03/31/2010	$5.00
Diane Conner	013492397	Dues 04/01/2009 through 03/31/2010	$5.00
Pam Dillon	013763022	Dues 04/01/2009 through 03/31/2010	$5.00
Susan Emmerson	005621460	Dues 04/01/2009 through 03/31/2010	$5.00
Nancy Gage	002261157	Dues 04/01/2009 through 03/31/2010	$5.00
Melissa Grant	002260785	Dues 04/01/2009 through 03/31/2010	$5.00

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Enter Dues & Fees Receipt #2 EXERCISE
– New Member Application

Instructions: Assume that the example check shown below was written at a Moose Lodge. The $80 total amount has been written to cover the potential Member's Application Fee, the ABCD, and the Membership Dues. Refer to the Dues & Fees Breakdown table below to enter the Dues Receipt for this New Member. Pay careful attention to the account #s identified for each of the fund types.

Example Check:

Pat Smith
1234 Main Street
Anytown, IL 12345

Favorite Bank
Jefferson, IL 12345

April 13, 2009

Pay to the Order of Moose International $ 80.00

Eighty dollars and 0/100 *Dollars*

Memo New Member App & 1st year dues *Pat Smith*

Dues & Fees Breakdown:

Total Check Amount:	Membership Dues Amount (Lodge Funds)	ABCD Amount (MI Funds)	Application Fee Amount (MI Funds)
80.00	$22.00 Lodge Income Account # 4005.00	$28.00 Pay into and from Account # 2515.00	$30.00 Pay into and from Account # 2510.00

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Enter Dues & Fees Receipt #2 EXERCISE
– New Member Application

Instructions: Assume that the example check shown below was brought to a Chapter meeting on behalf of a potential New Member. The $45 total amount has been written to cover the Application Fee, the Per Capita, and the Membership Dues. Refer to the Dues & Fees Breakdown table below to enter the Dues Receipt for this New Member. Pay careful attention to the account #s identified for each of the fund types.

Example Check:

Pat Smith
1234 Main Street
Anytown, IL 12345

Favorite Bank
Jefferson, IL 12345

April 13, 2009

Pay to the Order of Moose International $ 45.00

Forty-five dollars and 0/100 *Dollars*

Memo New Member App & 1st year dues

Pat Smith

Dues & Fees Breakdown:

Total Check Amount:	Membership Dues Amount (Chapter Funds)	Per Capita Amount (MI Funds)	Application Fee Amount (MI Funds)
45.00	$5.00 Chapter Income Account # 4005.00	$20.00 Pay into and from Account # 2515.00	$20.00 Pay into and from Account # 2510.00*

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Make Deposits

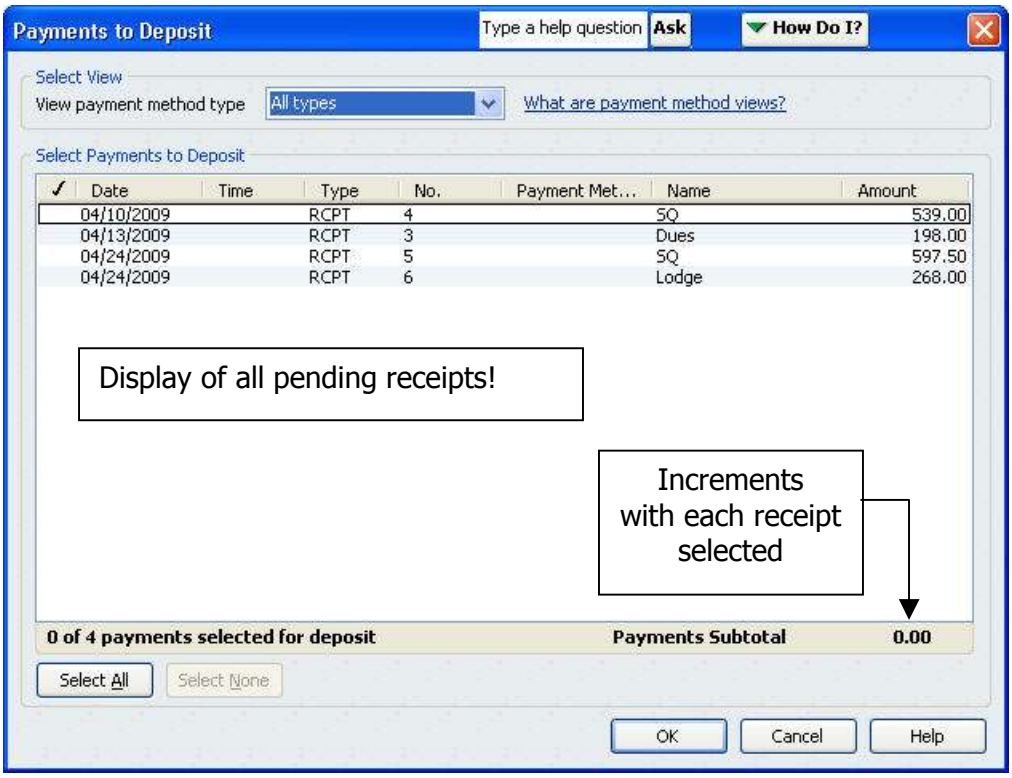
When to Use

After you've created receipts for money received, you will then need to make deposits in QuickBooks to match those receipts. All deposits are calculated and saved in the 1199.00 - Undeposited Funds account until actual deposits are made in QuickBooks. Once the deposit is made in QuickBooks, the amount will be removed from the 1199.00 account and deposited to the appropriate cash account (e.g., 1005.00 Checking – Cash or 1006.00 Bingo).

To Make Deposits

Follow the steps below to make an actual deposit in QuickBooks.

1. From **Home** view **Banking** section: click **Record Deposits Icon.**
   - All pending receipts will appear in the 'Payment to Deposit' window.



2. In the 'Select Payments to Deposit' area: **click to place a checkmark next to any receipt(s) associated with the deposit** that you want to record.

   - Click Select All if all receipts shown apply to your deposit.
   - Note how the Payments Subtotal increments with your selections.

3. Click **OK.**

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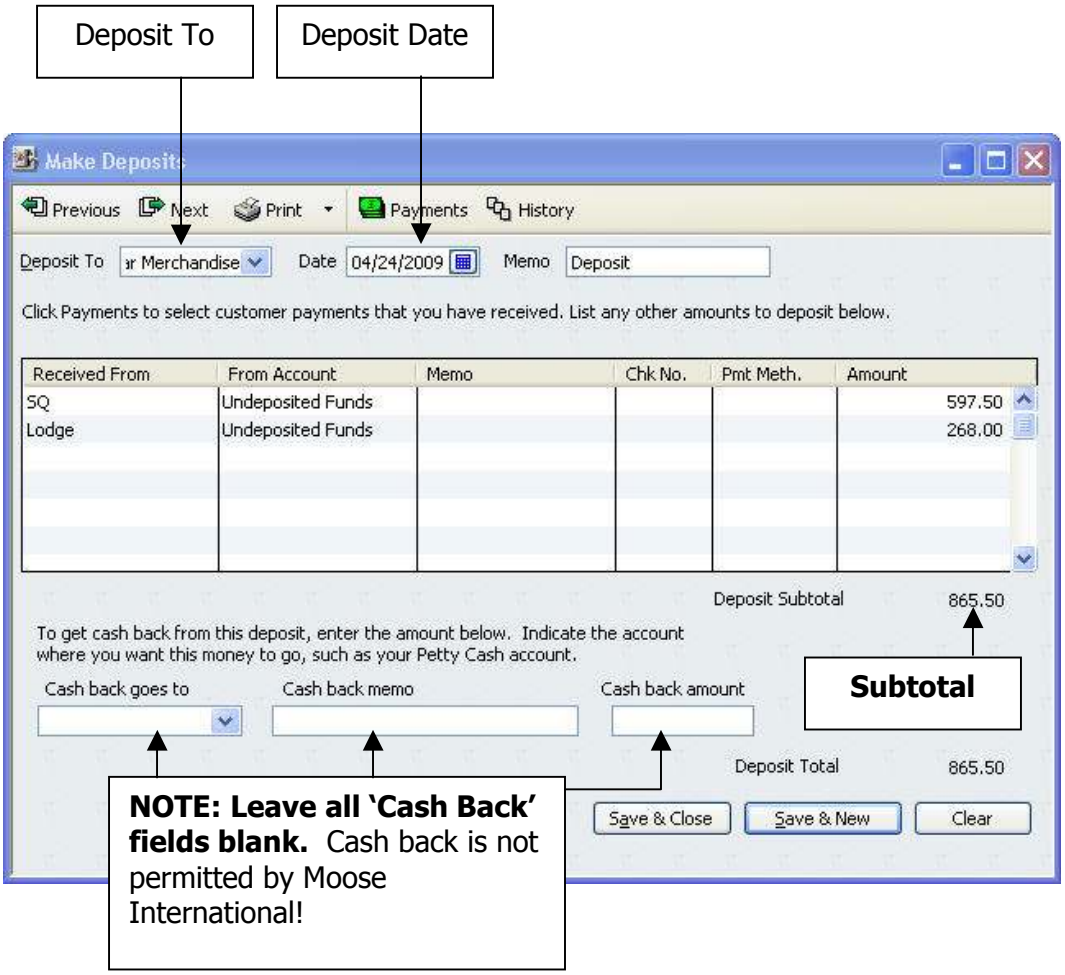
To Make Deposits, cont.

Continue with the steps below to record a deposit.

4. In the **Deposit To** field**:** select the account where the deposit is to be made.
5. Enter **Date** of the deposit.
6. In the Memo field: enter a **description** (if desired).
7. Verify **deposit subtotal.**
8. **Save & Close** to record the deposit.



- *MI QuickBooks Resource Manual – Working With Bank Accounts; Preparing and Recording Deposits*
- *QuickBooks Training Job Aid, Page 13*

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Make Deposits

Instructions: Make two QuickBooks **deposits** for the receipts that you created in the previous exercise – one for the general sales receipts, and one for the direct deposit of the membership dues (as identified earlier on your Deposit History Report). Once you've made the deposits, the receipt amounts will move from the '1199.00 Undeposited Funds' account to the '1005.00 General Checking' account.

Deposit # 1:

1. Access the 'Payments to Deposit' window (similar to the one shown below) to **locate, and select,** the sales receipts that you entered in a previous exercise. Be sure to read the Deposit # 1 Note below.

DEPOSIT # 1 Note – Look for the following receipts in your 'Select Payments to Deposit' field when making this deposit:

- $178.00 Youth Club RCPT for a bake sale.
- $2500.00 RCPT for a steak dinner event.
- $34.75 RCPT for a contribution to the Endowment Fund.
- $8433.93 RCPT for House Committee beer, liquor, and kitchen merchandise.
- $80.00 RCPT for Path Smith's new member application and 1'st year's dues.

DEPOSIT # 2 Note – Look for the following receipt in your 'Select Payments to Deposit' field when making this deposit:

- $198.00 RCPT for membership dues identified on a Deposit History Report (#510454)

2. Access the 'Make Deposit' window to *make* your deposits.
3. Verify that the total deposit was made to your '1005.00 Checking account.
4. Verify that the total deposit amount from Step 3 was removed from your '1199.00 Undeposited Funds' account

Deposit #2:

1. Repeat Steps 1 – 4 above to make your second deposit. Pay careful attention to the 'Deposit #2 Note shown above.

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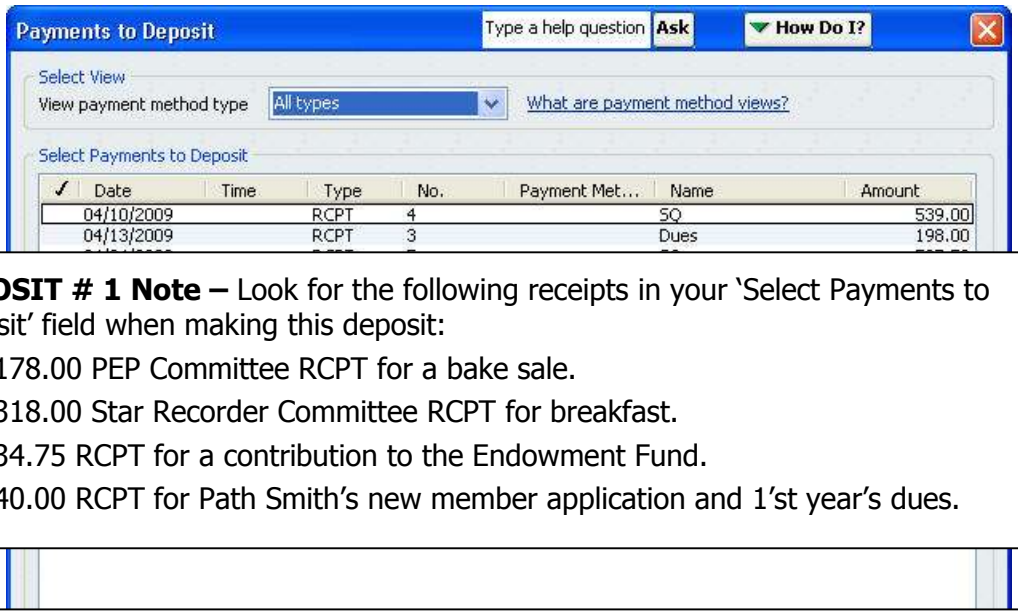
Make Deposits

Instructions: Make two QuickBooks **deposits** for the receipts that you created in the previous exercise – one for the general sales receipts, and one for the direct deposit of the membership dues (as identified earlier on your Deposit History Report). Once you've made the deposits, the receipt amounts will move from the '1199.00 Undeposited Funds' account to the '1005.00 General Checking' account.

Deposit # 1:

1. Access the 'Payments to Deposit' window (similar to the one shown below) to **locate, and select,** the sales receipts that you entered in a previous exercise. Be sure to read the Deposit # 1 Note below.



DEPOSIT # 1 Note – Look for the following receipts in your 'Select Payments to Deposit' field when making this deposit:

- $178.00 PEP Committee RCPT for a bake sale.
- $318.00 Star Recorder Committee RCPT for breakfast.
- $34.75 RCPT for a contribution to the Endowment Fund.
- $40.00 RCPT for Path Smith's new member application and 1'st year's dues.

DEPOSIT # 2 Note – Look for the following receipt in your 'Select Payments to Deposit' field when making this deposit:

- $45.00 RCPT for membership dues identified on a Deposit History Report (#510453)

2. Access the 'Make Deposit' window to *make* your deposits.
3. Verify that the total deposit was made to your '1005.00 Checking account.
4. Verify that the total deposit amount from Step 3 was removed from your '1199.00 Undeposited Funds' account

Deposit #2:

5. Repeat Steps 1 – 4 above to make your second deposit. Pay careful attention to the 'Deposit #2 Note shown above.

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5 – Enter & Pay Bills

Objectives:

At the end of this lesson, you will be able to:

- Enter bills in QuickBooks to track and automate outstanding payments
- Pay bills
- Transfer account funds properly to maintain accurate Profit & Loss Statement data

Topics

The following topics are covered in this lesson:

- Enter Bills
- Pay Bills
- Transfer Funds

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Enter Bills

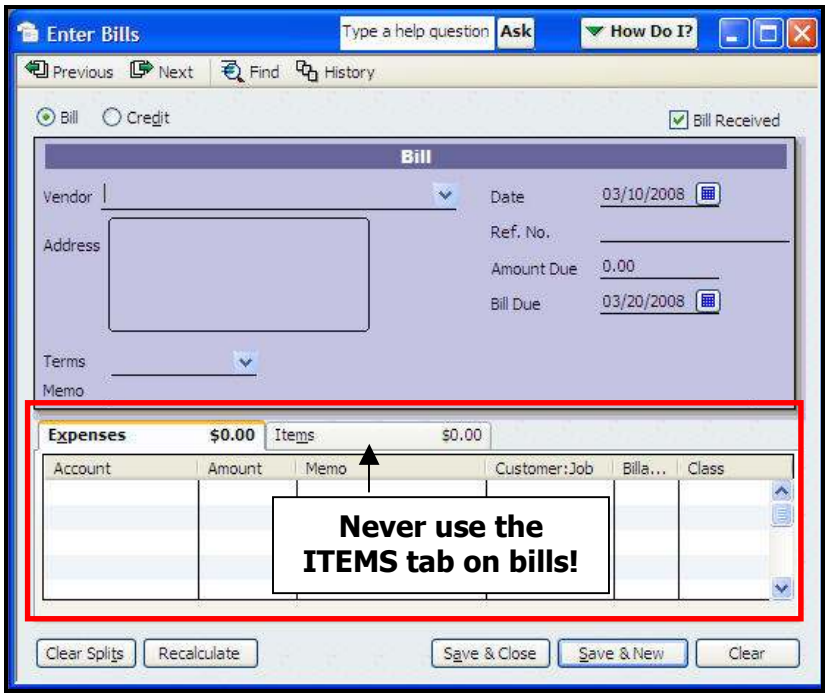
When to Use

A Fraternal Unit is obligated to pay all bills received. QuickBooks uses an Accounts Payable balance sheet account to temporarily record these obligations until the bills are paid. Moose International recommends that Fraternal Units enter bills into QuickBooks as they are received (e.g., Enter Bill/Pay Bill method) so QuickBooks can automatically track due dates and provide payment.

To Enter Bills:

Follow the steps below to enter bills:

1. From **Home** view **Vendor** section: click **Enter Bills.**
2. Enter the **Amount Due** (total bill amount).
3. Drop-down to choose the **Vendor Name**.
4. Enter the **Date** the bill was issued.
5. Enter the **Bill Due** date.
6. Drop down to enter discount **Terms** (if applicable).
7. In the **Ref. No.,** enter the invoice #.
8. Enter a **Memo.**



8. In **Expenses** Tab **Account** column: select account where 1st item will be charged.
9. In **Expenses** Tab **Amount** column: enter the amount of the 1st item.
10. Enter **a Class** for the 1st item.
11. Repeat Steps 8-10 for all other items on the bill (if applicable).
12. **Save** & **Close**

- MI QuickBooks Resource Manual – Working With Vendor; Entering Bills
- QuickBooks Training Job Aid: Enter Bills (Page 14); Memorize a Transaction (Page 15)

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Enter Bills (Lodge) EXERCISE

Instructions:

1. **Refer to Table 1 below and then enter the unpaid Lodge bills.**

Table 1: Lodge Bills:

Vendor (Bill Description)	**Invoice #**	**Bill Amount**	**Bill Account #**	**Associated Class**
Ben E. Keith Dist. (Beer)	12	$ 863.90	5030.00 - COGS Beer	Social Quarters
ComEd (Electric Bill)	1234	$2537.06	5610.00 - Electric Bill	Lodge
First National Bank (Mortgage Payment)	2098	$1000.00 $ 738.62 $ 261.38	2055.00 - Mortgage Principal 5630.00 - Mortgage Interest	Lodge
Moose Charities (Endowment Fund)	10	$ 34.75	2505.00 – Endowment Fund	Endowment
Moose International (New Member Application with 1st year dues receipt)	---	$ 30.00 $ 28.00	2510.00 - App Fee to MI 2515.00 - ABCD to MI	Dues

2. **Refer to Table 2 below to enter Officer's Bond and Call Center Fees payable to Moose International.**

Table 2: Moose International (MI) Consolidated Statement: 2006-01:

MI (Officers Bond)	$ 415.00	5485.00 - Officers Bond Exp.	Lodge
MI (Call Center Services)	$ 10.00	5481.00 - Support Svcs & Fees	Lodge

Total: $ 425.00

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Enter Bills (Chapter) EXERCISE

Instructions:

1. **Refer to Table 1 below and then enter the unpaid Chapter bills.**

Table 1: Chapter Bills:

Vendor (Bill Description)	**Invoice #**	**Bill Amount**	**Bill Account #**	**Associated Class**
Mike's Equipment Repair (Copy Machine)	16	$ 75.00	5440.00 - Office Equipment Repair	General Fund
Boy Scouts of America (Donation)	20	$ 100.00	5315.00 - Boy Scouts of America	General Fund
Moose Charities (Endowment Fund)	10	$ 34.75	2505.00 – Endowment Fund	Endowment
Moose International (New Member Application with 1st year dues receipt)	----	$ 20.00 $ 20.00	2510.00 - App Fee to MI 2515.00 – Per Capita to MI	Dues

2. **Refer to Table 2 below to enter Officer's Bond and Call Center Fees payable to Moose International.**

Table 2: Moose International (MI) Consolidated Statement: 2006-02

MI (Officers Bond)	$ 415.00	5485.00 - Officers Bond Exp.	General Fund
MI (Call Center Services)	$ 10.00	5481.00 - Support Svcs & Fees	General Fund

Total: $ 425.00

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Pay Bills

When to Use

The **Pay Bills** window must be used to assure that accurate records are kept for the bill payment process, AND to assure that the Accounts Payable balance is realistic at any given time. Use the Pay Bills window:

- Even if your FRU plans to hand-write checks – the bill payment MUST be recorded in QuickBooks for accurate record keeping!
- To ensure that bills are paid on a regular basis and that all available discounts have been applied

About the 'Pay Bills' Window

The following information boxes are displayed in the Pay Bills window.

Pay Bills Area	Functional Description
Select Bills to be Paid:	Identifies which bills to display and how to sort them. Contains a list of Bills that can be selected.
Discount & Credit Information:	Provides details about discounts and credits available for a selected bill. You can apply the suggested discount to the bill.
Payment Account:	Allows you to select the Bank Account from which the Bill will be paid.
Payment Method:	Allows you to specify the form of payment and whether checks will be computer-printed or hand-written.
Payment Date:	Indicates the date that payment will be posted in QuickBooks.

- MI QuickBooks Resource Manual - Working With Vendors; Paying Bills
- QuickBooks Training Job Aid, Page 14

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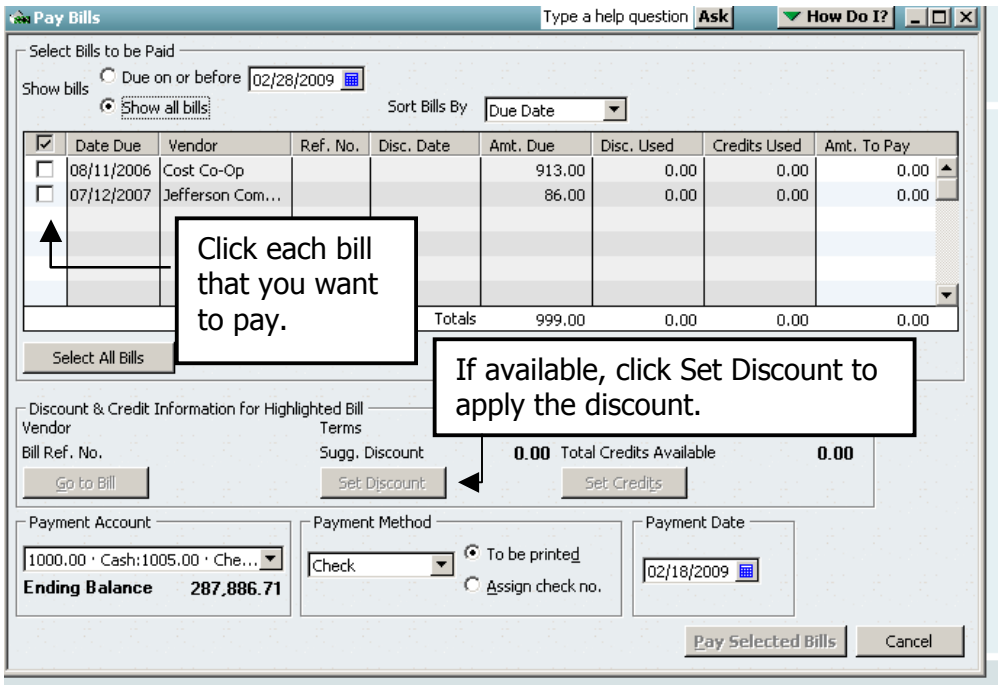
To Pay a Bill:

1. From **Home** view **Vendors** section: click **Pay Bills.**
   The following Pay Bills screen appears:



2. In the **Due on or Before** field, enter the date, or select **Show all Bills.**
3. Select the **Sort Bills By** method to determine the order that the bills will appear.
   NOTE: Bills do NOT appear in the order they were entered!
4. In the lower part of the screen, enter the payment **date** (or the date when the check is issued).
5. Click in the boxes in the far left hand column to **check each bill to be paid**.
   a. Click again to remove a check mark if necessary.
   b. Use the arrow keys to move to the first bill to be paid.
6. If discount terms are available, choose **Set Discount** to apply the discount.
   a. Confirm or adjust the discount amount.
   b. Confirm the balance sheet discount account that will contain the offsetting entry for the discount.
7. If necessary, repeat Step 6 to set the discounts for all bills to be paid.

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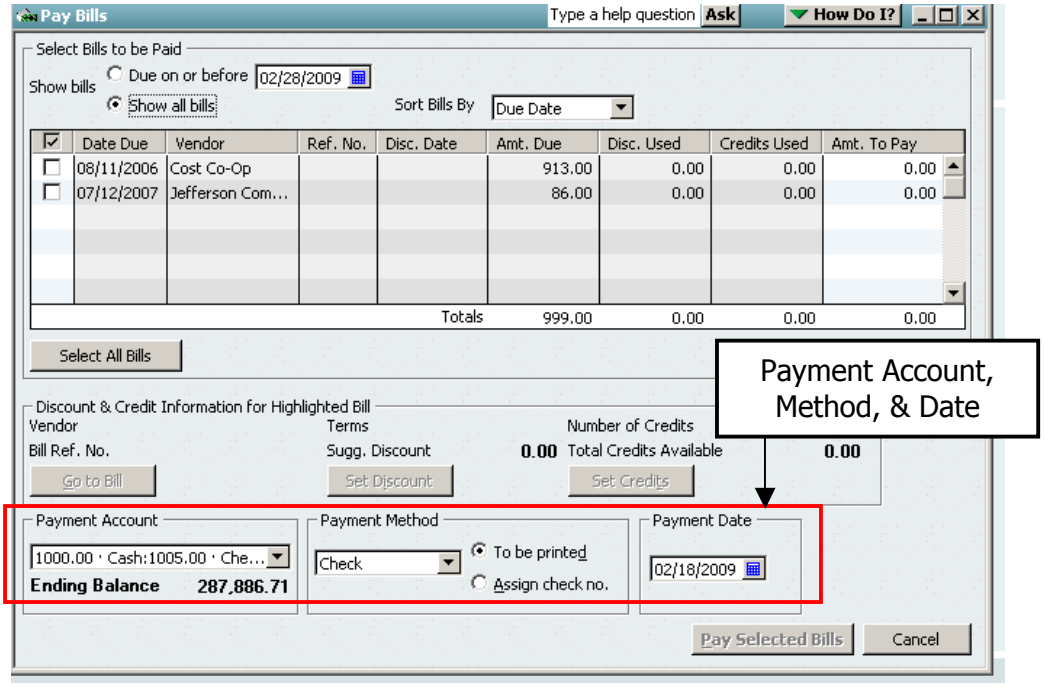
To Pay a Bill, cont.

Continue with the steps below to record bill payments.

8. In the lower left corner of the window, drop down to select the **Bank Account** from which the **Bill will be paid**.



9. In the **Payment Method** drop down list, select **Check.**

10. In the Payment Method, select one of the following:

    - If the check will be computer printed, choose **To be Printed***
    - If the check has been hand-written, choose Assign check no

11. Choose **Pay & Close** to record the payment and exit the window.

***NOTE**: Even though your FRU uses Computer Printed Checks, you might have to hand write checks at times. Lodges, for example, may have to hand-write a check to pay a Beer Vendor at the time of delivery. A hand-written check must be signed by the Governor. Since you may not know the check amount when you obtain the Governor's signature, you need to: hand write a check and then enter/pay the bill when the beer is received.

- If you use hand-written checks: make sure you choose "Assign check no." and enter the number printed on the check into the box when prompted.

- If you use Computer Printed checks: make sure you choose "To Be Printed".

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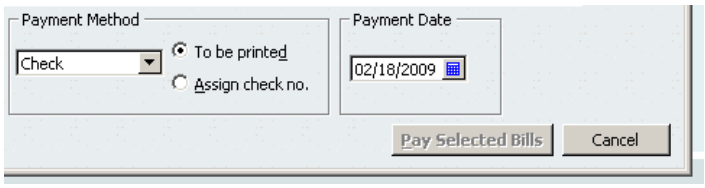
Printing Checks

When to Use

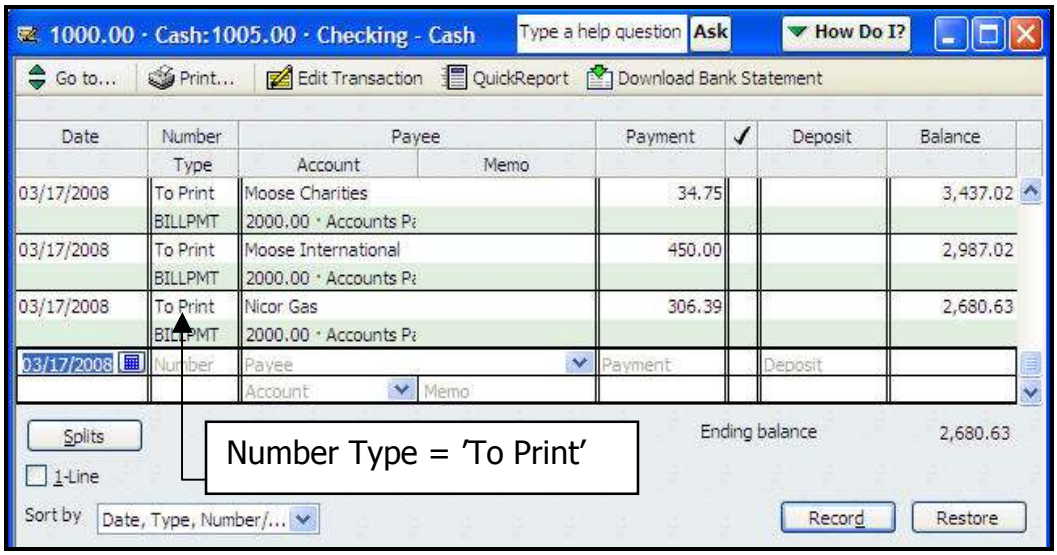
If you selected the "Check' as your bill payment method, you made a decision to print a computer generated check (To be Printed) or manually write a check (Assign Check No.). To print a computer check, you need to access the checking account register and then choose the check that you wish to print.



To Print a Check

Follow the steps below to print a computer-generated check.

1. From **Home** view **Company** section, click **Chart of Accounts.**
2. Double-click the **account that you wish to write the checks from**, or:
   a. Highlight the desired account and choose Activities, Use Register, or
   b. Right-click the desired account and choose 'Use Register' from the pop up.



NOTE: Entered bills appear in the 1005.00 Checking – Cash journal entry with the check number identified as 'To Print' This check number will be assigned when the check is printed.

3. **Double-click on the first check** to print.

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Printing Checks, cont.

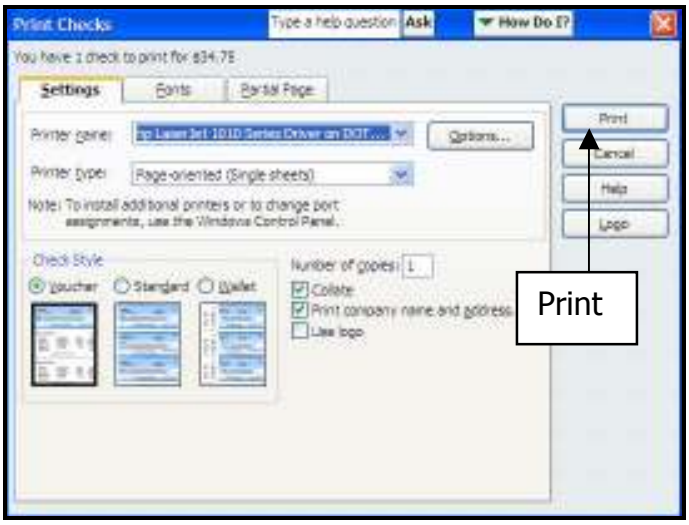
Continue with the steps below to print a computer-generated check.

4. Select **Print.**

   NOTE: If the Printed Check Number is incorrect, correct it to match the Check Number being used.

5. Click **OK.**

6. Review print settings for accuracy and then click **Print.**



7a. If the check did NOT print properly, click in the left hand column to place a check next to the check and then click OK.

The check view will appear again – allowing you to print it again.

7b. If the check printed properly, click **OK**.

8. Click **Save & Close** to record the check and close the window.

- MI QuickBooks Resource Manual - Working With Vendors; Pay Bills by Printed Checks

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Pay Bills (Lodge)

Instructions:

1. Refer to Table 1 below to pay the bills that you entered previously in the 'Enter Bills' exercise.

Table 1: Pay the following bills from the GENERAL CHECKING Account (#1005.00):

Check #	Vendor Name	Ref. No. (Invoice #)	Payment Description	Bill Amount	Payment Account #
5	ComEd	1234	Electric Bill	$2537.06	1005.00 General Checking
6	**Moose Charities**	**10**	**Endowment Fund**	**$ 34.75**	**1005.00 General Checking**
7	First National Bank	2098	Mortgage Principal & Int	$1000.00	1005.00 General Checking
8	**Ben E. Keith Distrib**	**12**	**Beer**	**$ 863.90**	**1005.00 General Checking**
9	Moose International	2006-01	Consolidated Statement	$ 425.00	1005.00 General Checking
10	**Moose International**	**-----**	**New Member Application (App & ABCD Fees)**	**$ 58.00**	**1005.00 General Checking**
TOTAL Bills Paid:				$4918.71	

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Pay Bills (Chapter)

Instructions: Refer to Table 1 below to pay the bills that you entered previously in the 'Enter Bills' exercise.

Table 1: Pay Bills using the GENERAL CHECKING Account (#1005.00).

Check #	Vendor Name	Ref. No. (Invoice #)	Payment Description	Bill Amount	Payment Account #
6	Mike's Equipment Repair	16	Copy Machine Repair	$ 75.00	1005.00 General Checking
7	**Boy Scouts of America**	**20**	**Donation**	**$ 100.00**	**1005.00 General Checking**
8	Moose Charities	10	Endowment Fund	$ 34.75	1005.00 General Checking
9	**Moose International**	**2006-02**	**Consolidated Statement**	**$ 425.00**	**1005.00 General Checking**
10	Moose International	-----	New Member Application (App & Per Capita Fees)	$ 40.00	1005.00 General Checking
TOTAL Bills Paid:				$ 674.75	

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Transfer Funds

When to Use

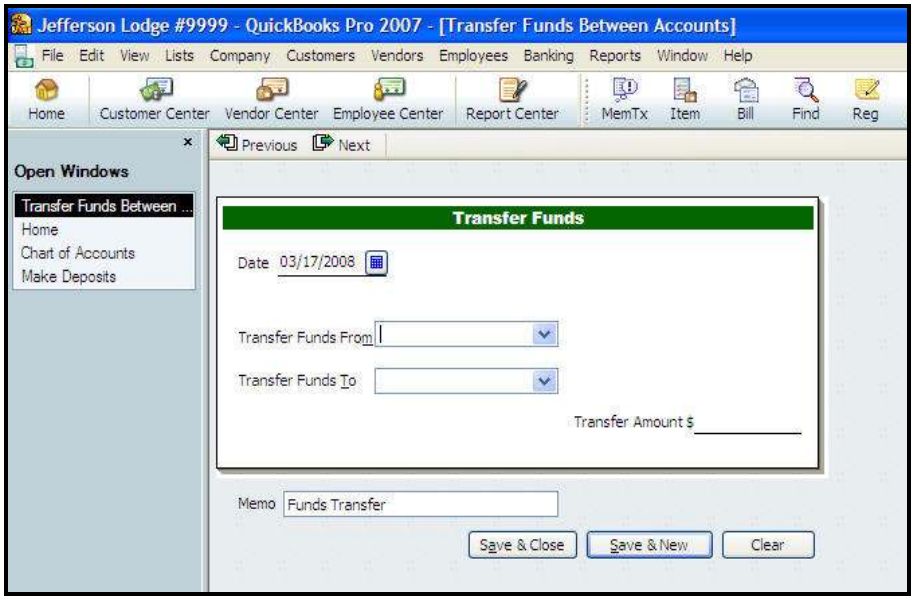
Transferring funds from one account to another requires special dispensation from the General Governor. If this dispensation has been granted, funds can be transferred online or manually (by writing a check and making a trip to the bank. The *transfer method* used in QuickBooks depends upon whether or not you are using online banking at your FRU.

Transferring funds from a checking account to a savings account (or vice versa) should be performed in a manner that will not inflate the income and expense account figures on the FRU's Profit & Loss Statements.

To Transfer Funds – Using Online Banking:

Follow the steps below if your FRU uses online banking:

1. Connect to your **financial institution's website** and **complete the Transfer of Funds** in your Banking Accounts.
2. From QuickBooks Menu bar, select **Banking**.
3. In the drop down, click **Transfer Funds.** The following screen appears:
   The following screen appears:



4. Click the Date **Calendar** and click on the date for the funds transfer.

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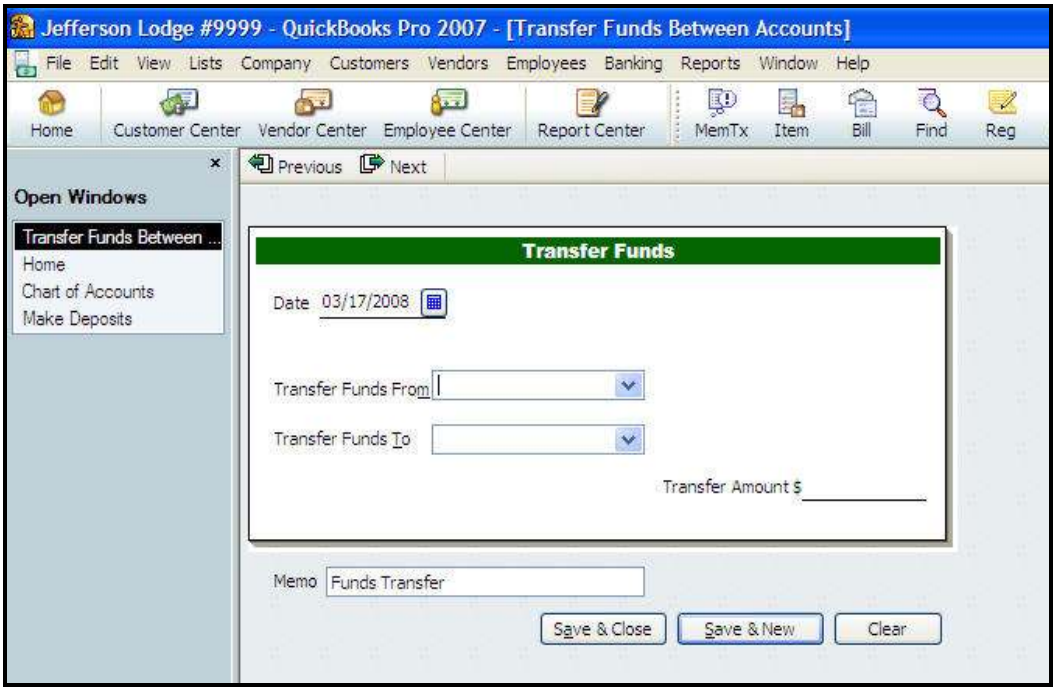
To Transfer Funds – Using Online Banking, cont.

Continue with the steps below to complete your online transfer:

5. From the **Transfer Funds From** field, drop down to select the Account number that you wish to transfer the funds OUT of.

   NOTE: Account Balance will appear to the right of the From Account number field.

6. From the **Transfer Funds To** field, drop down to select the Account number that you wish to transfer the funds TO.



7. In the **Transfer Amount** field, enter the **dollar amount of the transfer**.
8. In the **Memo** field, enter a **message about the transfer** (if desired).
9. Click **Save & Close**, or:

   a. Click **Save & New** to enter the transaction into QuickBooks and enter another Transfer Funds transaction

   b. Click **Close** to close the window without recording the transaction into QuickBooks

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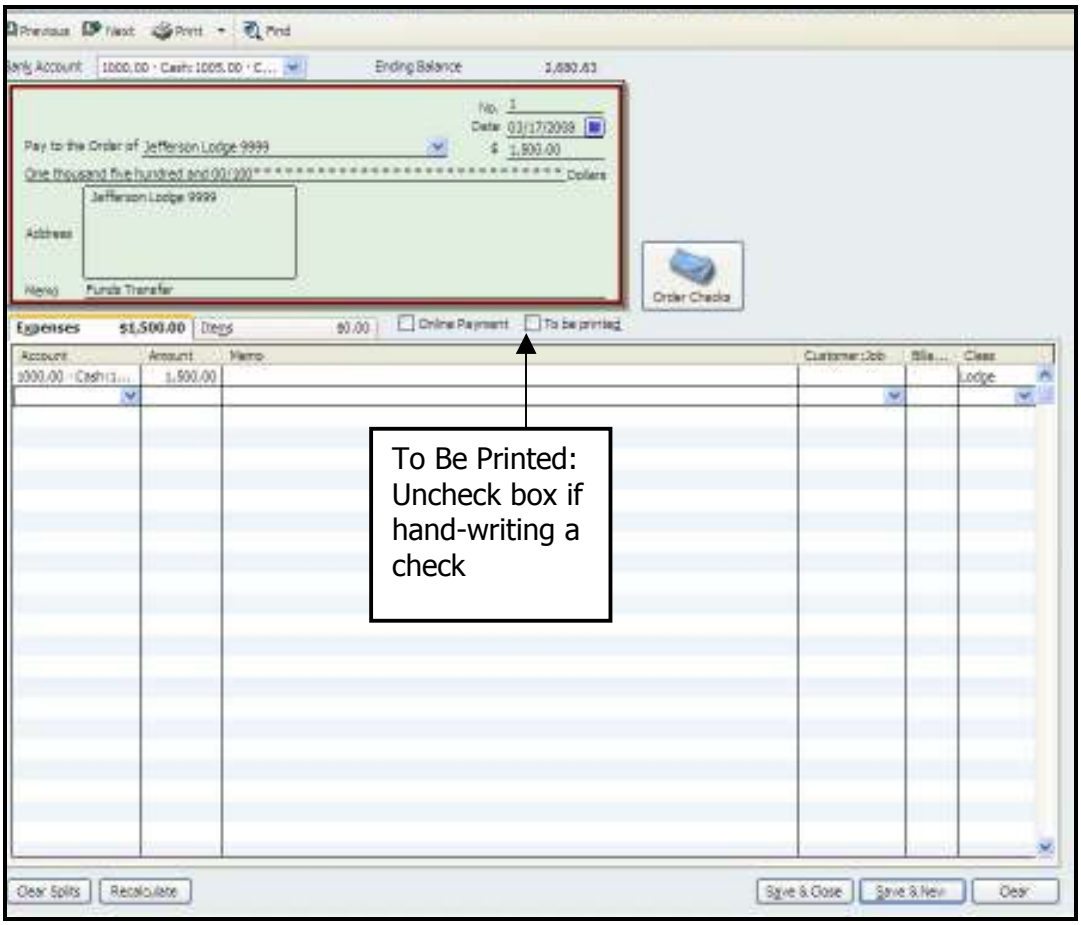
To Transfer Funds – at the Financial Institution

Follow the steps below if you need to transfer funds and you do not use online banking:

1. From the **Home** view **Banking** section, click the **Write Checks** icon.
   The following screen appears:

2. 

3. If you want to hand write your check, make sure **To Be Printed** box is unchecked.
   Note: If you want to print your check, make sure 'To Be Printed' box is checked.

4. Make sure the **Bank Account** field shows the account number of the Account you are transferring the Funds **From.**

5. Click in the **No.** field and enter the check number.
   NOTE: If you Print your Checks, the system will assign the Check Number.

6. In the Pay to the Order of field, enter the **Lodge Name**

7. To the right of the (**$**) sign**, enter the amount you are transferring**
   NOTE: The Dollar Amount automatically populates the written amount field.

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To Transfer Funds – at the Financial Institution, cont

Continue with the steps below to complete a manual funds transfer.

8. On the **Memo** line, enter **Funds Transfer.**
9. In the **Account** column, select the Account you are **transferring the Funds To.**
10. If desired, enter a **Memo** and a **Class.**
11. **Save & Close** to enter the transaction and close the Write Checks Screen, or:
    a. Click **Save & New** to enter the transaction and enter another Write Checks transaction.
    b. Click **Close** to close Write Checks without entering the transaction.
12. **Endorse the Check** and **take it to the Bank** to complete the Funds Transfer

Note: Remember to reconcile all Bank Accounts including Checking, Savings, CD's, Etc. The Transfer amount will show on each Bank Account during the reconciliation process in QuickBooks and should appear on the Bank Statements.

- QuickBooks Training Job Aid, Page 18

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Transfer Funds

Instructions: Refer to the table below and then transfer the funds via the QuickBooks online procedure.

Transfer Amount	Transfer FROM Account	Transfer TO Account
$1500.00	1005.00 – General Checking	1010.00 – Savings

Transfer Funds

Instructions: Refer to the table below and then transfer the funds via the QuickBooks online procedure.

Transfer Amount	Transfer FROM Account	Transfer TO Account
$500.00	1005.00 – General Checking	1010.00 – Savings

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6 – Reports & Backups

Objectives:

At the end of this lesson, you will be able to:

- Differentiate between an optional QuickBooks report and a required Moose International report
- Reconcile a bank account prior to transmitting a monthly report to Moose International
- Balance physical Cost of Goods (COGs) inventory with QuickBooks COG inventory
- Create monthly reports – Balance Sheet and Profit & Loss Statements – for transmission to Moose International.
- Back up FRU financial data prior to transmitting a monthly report to Moose International
- Recognize how LCL and QuickBooks work together to transmit a monthly report to Moose International
- Recognize how the optional QuickBooks reports can used to simplify financial reporting and analysis at your FRU

Topics

The following topics are covered in this lesson:

- Reports Overview
- Reconcile Bank Statements
- Adjust Cost of Goods (COGs) Inventory Balance
- Back up FRU Financial Data
- Create/Transmit Monthly Reports
- Optional QuickBooks Reports

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Reports Overview

Report Types

Several types of reports can be created to help analyze financial operations and/or trends at your FRU. Some reports are required by Moose International, some are not. Some reports MUST work in conjunction with LCL, and some can be generated without LCL.

Procedures for generating *required reports* will be presented first; procedures for optional reports will follow.

Required Moose International Reports

All FRUs are required to send a monthly report, or a Profit & Loss (P&L) Statement, to Moose International before the 10th of every month for financial analysis. Since QuickBooks *cannot transmit* to Moose International, and LCL can, the two applications MUST work together to successfully generate and transmit the financial data.

In other words, P&L reports will be generated and transmitted as follows:

- You will work in LCL to create the report
- LCL will retrieve data from QuickBooks – and compile the report for you
- You will transmit the compiled report from LCL via a TRANSMIT button

NOTE: *You will be able to create, view, or update a P&L report anytime during the month;* ***however, once you transmit, updates are not longer allowed for that month.***

Preparing for Monthly Reports

Prior to creating and transmitting a monthly report, it is critical that you complete the following tasks:

- Reconcile all bank accounts
- Adjust Cost of Goods (COGs) Inventory Balance – match physical inventory with the QuickBooks inventory

Additionally, it is highly recommended that you 'back up' your financial data prior to transmitting a report.

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Reconcile a Bank Account

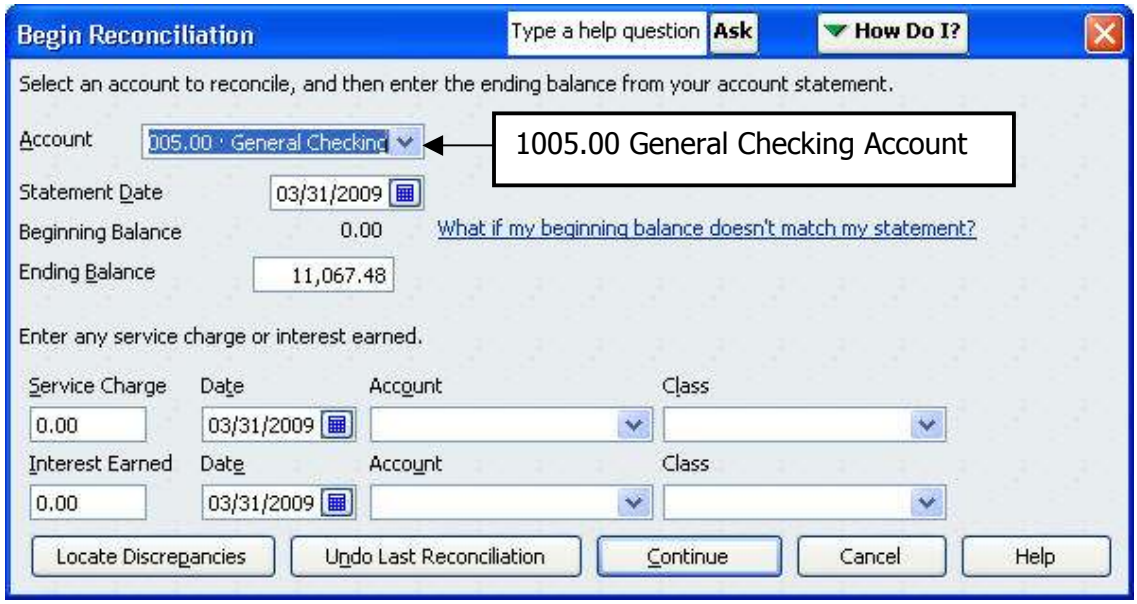
When to Use

All cash accounts (e.g., Checking, Bingo Checking, Savings) need to be reconciled prior to creating and transmitting monthly reports. QuickBooks provides a simple way to reconcile accounts to assure that your reports are accurate.

To Reconcile a Cash Account

Follow the steps below to reconcile a bank statement in QuickBooks:

1. From the **Home** view **Banking** section, click the **Reconcile** icon.
   The Begin Reconciliation window appears:



2. In the **Account** field, drop down to select the Account to be reconciled (e.g., 1005.00 General Checking).

   NOTE: The beginning balance displays automatically. It should match the Beginning Balance on the bank statement. If necessary, click the "What if my beginning balance doesn't match my statement?" link for troubleshooting tips.

3. Enter the **Statement Date**.

(continued on the next page)

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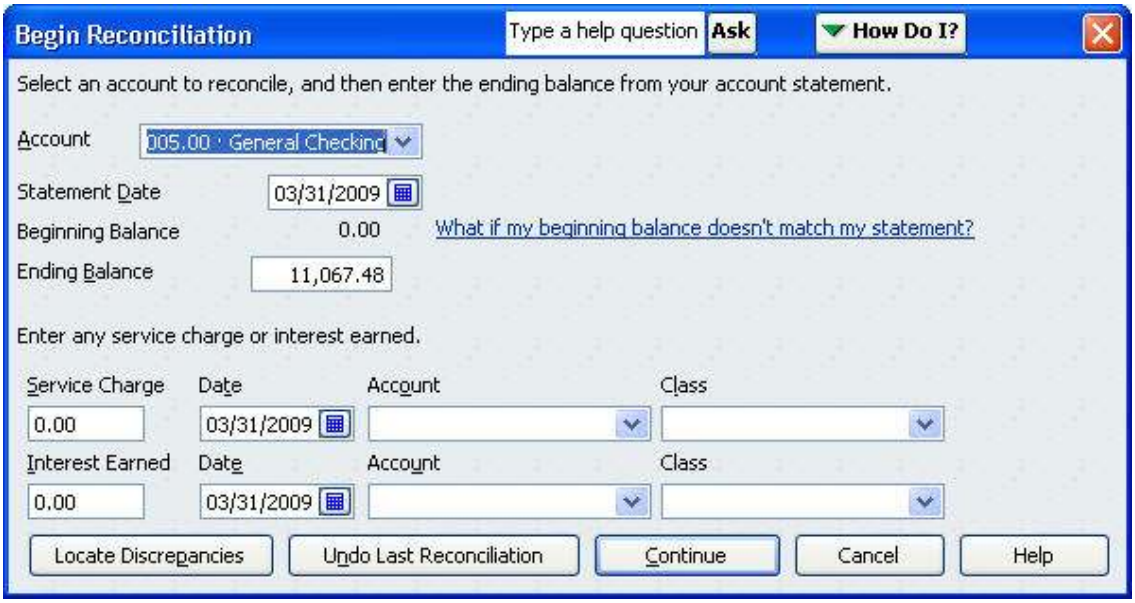
Continue with the steps below to reconcile a bank account:

4. Enter the **Ending Balance** from the Bank Statement.



5. If applicable**, enter** the following '**Service Charge'** details:
   a. Service Charge: amount of the charge
   b. Date: date charge was applied to the account
   c. Account: balance sheet expense account that will record the charge (Acct# 5405.00)
   d. Class: class that the service charge will be charged to

6. **If interest is earned** on the account, enter the following relevant information:
   a. Interest Earned: amount of interest applied to the account
   b. Date: date the interest was applied to the account
   c. Account: balance sheet income account that will record the interest (Account #4400.00)
   d. Class: class that the interest income will be posted to

7. Choose **Continue.**
   The Reconcile window appears.

(continued on the next page)

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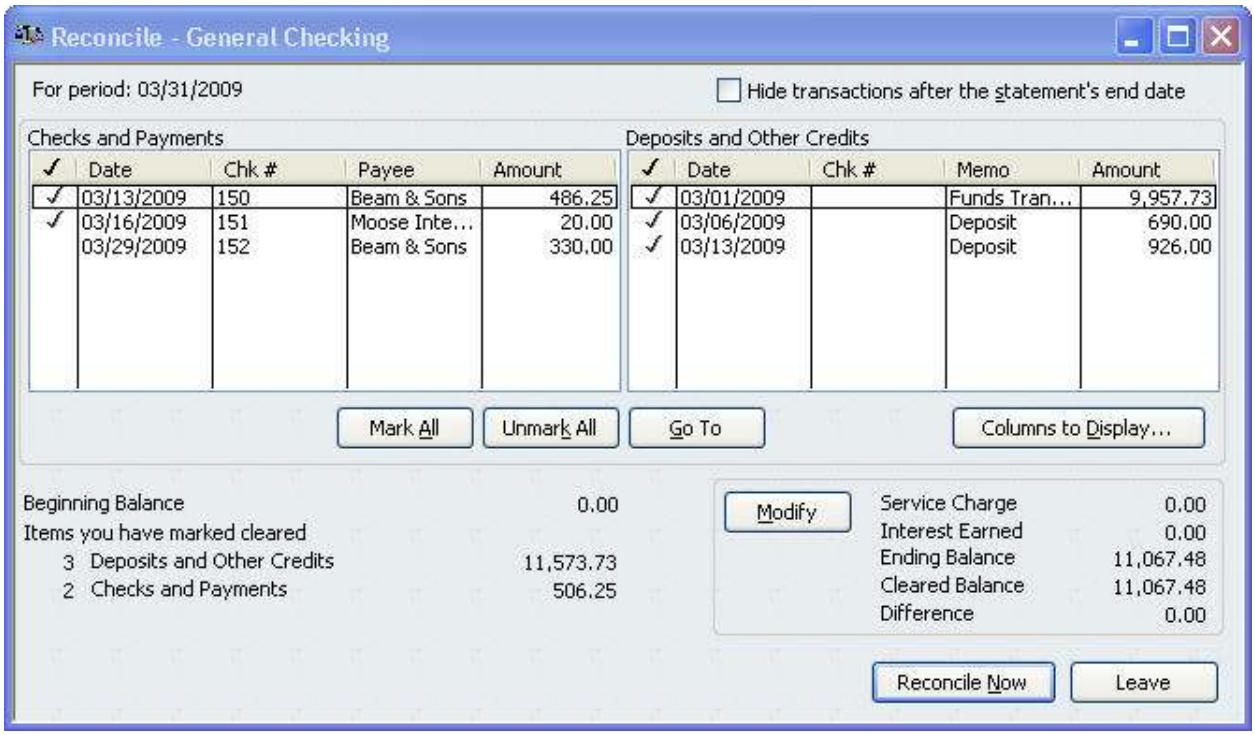
✍, Continue with the steps below to reconcile a bank account:



8. Under the '**Checks and Payments**,' click to place a check mark in front of each/any check or payment listed on the bank statement.

9. Under the '**Deposits and Other Credits,'** click to place a check mark in front of each/any deposit or other credit listed on the bank statement.

10. Verify that the Difference Amount in the lower right corner is (0.00).

- **If, and only if,** the' Difference' amount is '0.00, click the RECONCILE NOW button and continue with Step 11.

- **If the Difference amount is not '0.00, click the 'Leave' button, find your error, fix the error, and then start this procedure over (Step 1).** Make sure you have entered all receipts, deposits, transfers, charges and fees properly.

- **NOTE**: **If the Difference is not '0.00' and you click the Reconcile Now button, the system will try to figure out the problem and put an entry into QuickBooks to fix it. This will cause problems on subsequent reconciliations!**

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Continue with the steps below to choose the reconciliation report type.

11. Choose **Detail** or Summary, as desired.

    - 'Detail' is recommended.

12. If a Reconciliation Dialog box appears, click OK.

13. To view the report on the screen, choose **Display.**

    a. To print the report without viewing it, click **Print.**

    b. To print a displayed report, click Print (top right of the pop-up Report window).

- *MI QuickBooks Resource Manual -Working With Bank Accounts – Reconciling Bank Statements*
- *QuickBooks Training Job Aid, Page 16*

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Example Reconciliation Report (Lodge):

Reconciliation Detail

Modify Report... | Memorize... | Print... | E-mail | Export... | Hide Header | Refresh

3:05 PM
03/17/08

Jefferson Lodge #9999

Reconciliation Detail

1005.00 General Checking, Period Ending 02/29/2008

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						18,486.93
Cleared Transactions						
Checks and Payments - 5 items						
Check	02/29/2008			✓	-7.15	-7.15
Bill Pmt -Check	03/17/2008		Boy Scouts of Am...	✓	-1,500.00	-1,507.15
Bill Pmt -Check	03/17/2008		First National Bank	✓	-1,000.00	-2,507.15
Bill Pmt -Check	03/17/2008		Ben E. Keith	✓	-863.90	-3,371.05
Bill Pmt -Check	03/17/2008		Bingo Bonanza	✓	-550.00	-3,921.05
Total Checks and Payments					-3,921.05	-3,921.05
Deposits and Credits - 9 items						
Deposit	02/29/2008			✓	20.45	20.45
Bill Pmt -Check	03/11/2008	6	Moose Charities	✓	0.00	20.45
Bill Pmt -Check	03/11/2008		Nicor Gas	✓	0.00	20.45
Bill Pmt -Check	03/11/2008	1	Ben E. Keith	✓	0.00	20.45
Bill Pmt -Check	03/11/2008	2	Bingo Bonanza	✓	0.00	20.45
Bill Pmt -Check	03/11/2008	3	Boy Scouts of Am...	✓	0.00	20.45
Bill Pmt -Check	03/11/2008	4	Commonwealth Ed...	✓	0.00	20.45
Bill Pmt -Check	03/11/2008	5	First National Bank	✓	0.00	20.45
Bill Pmt -Check	03/11/2008		Moose International	✓	0.00	20.45
Total Deposits and Credits					20.45	20.45
Total Cleared Transactions					-3,900.60	-3,900.60
Cleared Balance					-3,900.60	14,586.33
Register Balance as of 02/29/2008					-3,900.60	14,586.33
New Transactions						
Checks and Payments - 6 items						
Invoice	03/10/2008	1	NSF Checks		-25.00	-25.00
Check	03/10/2008	Bank...	NSF Checks		-10.00	-35.00
Bill Pmt -Check	03/17/2008		Commonwealth Ed...		-2,537.06	-2,572.06
Bill Pmt -Check	03/17/2008		Moose International		-450.00	-3,022.06
Bill Pmt -Check	03/17/2008		Nicor Gas		-306.39	-3,328.45

Note: Remember, you must reconcile each of your Bank Accounts including Checking, Savings, CDs, Money Market, Etc.

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Example Reconciliation Report (Chapter):

Reconciliation Detail

Type a help question | Ask | How Do I?

Modify Report... | Memorize... | Print... | E-mail | Export... | Hide Header | Refresh

8:31 AM
08/19/08

Jefferson Chapter 9999

Reconciliation Detail

1005.00 General Checking, Period Ending 07/31/2008

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						9,957.73
Cleared Transactions						
Checks and Payments - 9 items						
Transfer	08/18/2008			✓	-1,500.00	-1,500.00
Bill Pmt -Check	08/18/2008	4	Bingo Bonanza	✓	-250.00	-1,750.00
Check	08/18/2008	5	Donna Clark	✓	-238.12	-1,988.12
Bill Pmt -Check	08/18/2008	7	Mike's Equipment R...	✓	-75.00	-2,063.12
Bill Pmt -Check	08/18/2008	6	Moose Charities	✓	-34.75	-2,097.87
Invoice	08/18/2008	1	NSF Checks	✓	-30.00	-2,127.87
Invoice	08/18/2008	2	NSF Checks	✓	-30.00	-2,157.87
Check	08/18/2008	NSF ...	Jefferson Bank	✓	-10.00	-2,167.87
Check	08/18/2008	NSF ...	Jefferson Bank	✓	-10.00	-2,177.87
Total Checks and Payments					-2,177.87	-2,177.87
Deposits and Credits - 3 items						
Deposit	08/18/2008			✓	34.75	34.75
Deposit	08/18/2008			✓	555.00	589.75
Deposit	08/18/2008			✓	756.00	1,345.75
Total Deposits and Credits					1,345.75	1,345.75
Total Cleared Transactions					-832.12	-832.12
Cleared Balance					-832.12	9,125.61
Register Balance as of 07/31/2008					-832.12	9,125.61
Ending Balance					**-832.12**	**9,125.61**

Note: Remember, you must reconcile each of your Bank Accounts including Checking, Savings, CDs, Money Market, Etc.

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Reconcile a GENERAL CHECKING Account (Lodge) EXERCISE

Instructions: Review the Checking Account Bank Statement below and then reconcile the account per the statement transactions.

NOTE:
Set
'Statement Date'
to 3/31/09

1ST National Bank of Jefferson

Checking

Account # 23566988987

Jefferson Moose Lodge 9999

Checking Summary

Beginning Balance	**$9957.73**
Deposits & Additions	1616.00
Check Paid	506.25
Other Withdrawals, Fees & Charges	0
Ending Balance	**$11067.48**

Deposits & Additions

Date	Description	Amount
3/06/2009	Deposit	$690.00
3/13/2009	Deposit	926.00
Total Deposits and Additions		**$1616.00**

Checks Paid

Check Number	Date Paid	Amount
150	3/18	486.25
151	3/24	20.00
Total Checks Paid		**$506.25**

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Reconcile a GENERAL CHECKING Account (Chapter) EXERCISE

Instructions: Review the Checking Account Bank Statement below and then reconcile the account per the statement transactions.

NOTE:
Set
'Statement Date'
to 3/31/09

1ST National Bank of Jefferson

Checking

Account # 23566988988

Jefferson Moose Chapter 9999

Checking Summary

Beginning Balance	**$1736.82**
Deposits & Additions	119.50
Check Paid	36.80
Other Withdrawals, Fees & Charges	0
Ending Balance	**$1856.32**

Deposits & Additions

Date	Description	Amount
3/03/2009	Deposit	$89.50
3/17/2009	Deposit	30.00
Total Deposits and Additions		**$119.50**

Checks Paid

Check Number	Date Paid	Amount
150	3/18	16.80
151	3/24	20.00
Total Checks Paid		**$36.80**

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Adjust Inventory Balances

When to Use

Prior to creating and transmitting monthly reports, a FRU's inventory balance (e.g., social quarters, bingo, and resale merchandise inventory) must be:

- Physically recorded by the Trustees and delivered to the Administrator
- Adjusted in QuickBooks to reflect the end of the month physical inventory. Inventory Balance adjustments are made in the account general ledger (journal entries).
- $ difference between the inventory account balance and physical inventory $ amount.

More About Inventory Accounts

The table below identifies the account number association between inventory accounts and Cost of Goods Sold accounts.

Inventory Account #	Cost of Goods Sold (COGS) Account #
Lodge Only:	
Social Quarters Inventory #1330.00 Beer Inventory #1335.00 Liquor Inventory #1340.00 Wine Inventory #1345.00 Misc. Bar Merchandise	**Social Quarters COGs**: # 5030.00 COGS – Beer # 5035.00 COGS – Liquor # 5040.00 COGS – Wine # 5045.00 COGS – Misc. Merchandise
#1350.00 Kitchen Inventory	**# 5050.00 Kitchen COGS**
#1325.00 Gaming Inventory	**# 5555.00 Gaming Supply Expense**
Lodge & Chapter:	
Resale Merchandise Inventory #1310.00 Resale Merchandise	**Cost of Goods Sold – Resale Merchandise** # 5005.00 COGS - Hats # 5010.00 COGS - Shirts # 5015.00 COGS - Coats # 5020.00 COGS - Miscellaneous

Using 'Journal Entries'

Journal Entries are used primarily to adjust an inventory balance. Recall that journal entries are made only if:

- Initial account balance was entered incorrectly
- Transaction was incorrectly charged to the wrong Chart of Account and a monthly reporting period has passed

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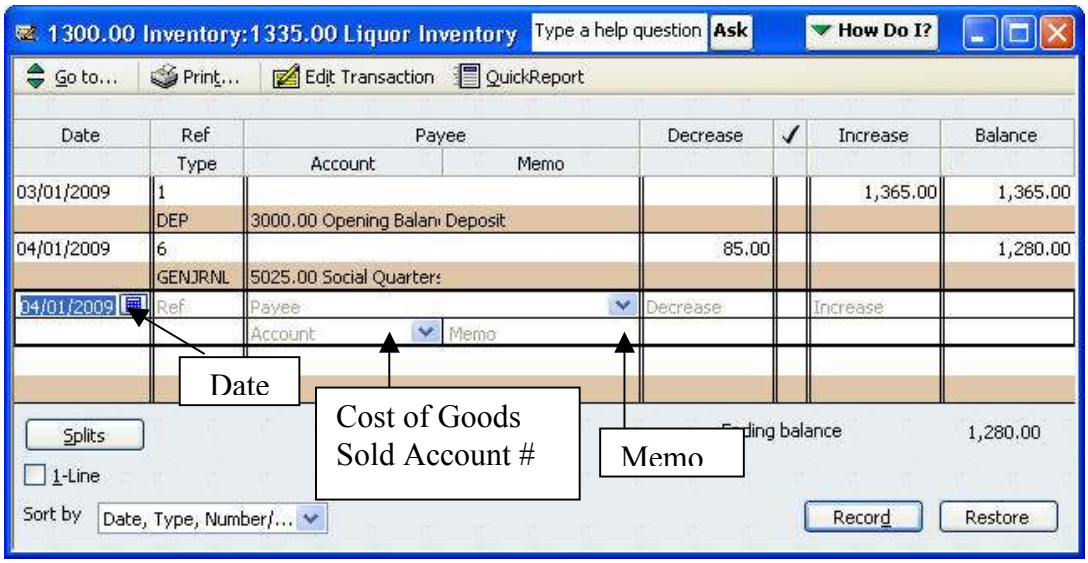
Adjust Inventory Balances

To Adjust an Inventory Balance

1. In the **Home** view **Company** section, click the **Chart of Accounts** icon.
2. Double-click the Inventory **Sub-account** number you wish to adjust the Dollar value of (e.g., 5050.00 Kitchen Cost of Goods Sold). *The General Ledger Account screen for the selected Inventory account opens.*



3. In the **Date** field, click the **Calendar** Icon and select the Inventory Date (or manually enter the Inventory Date).

   NOTE: Date should be the last day in the month of the current monthly reports, or the date the physical inventory was taken.

4. Tab to the **Decrease** Column and enter the Dollar amount by which you wish to *lower* the Inventory Dollar Value, OR
   a. Tab to the **Increase** Column and enter the Dollar amount by which you wish *to raise* the Inventory Dollar Value.
5. Tab to the **Account** field.
6. Enter the corresponding **Cost of Goods Sold** account number in the **Account** field
7. Enter the words **"Monthly Inventory Adjustment"** in the Memo field.
8. Click the **Record** button. **NOTE:** The adjusted balance value will appear in the Balance column and the active field moves to the next available General Ledger line

- MI QuickBooks Resource Manual - Using QuickBooks Accounts; Working with Journal Entries
- QuickBooks Training Job Aid, Page 17

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Adjust Inventory Balance

Instructions: Assume inventory has been physically compiled to prepare for a monthly report transmit. Assume, also, that some inventory adjustments need to be made in the QuickBooks Chart of Accounts before the monthly transmit can occur.

1. Refer to the Inventory Adjustment data below. Access the appropriate sub-account and its related ledger. Make the journal entry to reflect the inventory adjustment shown in the box below. Use the last day of the current Monthly Report as the Inventory Date.

Social Quarters Inventory Adjustment (Lodge Only)

Enter the following monthly inventory adjustments

#1340.00 Wine Inventory

General Ledger Shows =	$432.50
Physical inventory Shows =	$400.00
Decrease Account 1340.00 Dollar Value by =	$ 32.50

(#5040.00 – COGS Wine Account)

Resale Merchandise Inventory Adjustment (Lodge *AND* Chapter)

Enter the following monthly inventory adjustments.

#1310.00 Resale Merchandise Inventory

General Ledger Shows =	$ 153.18
Physical Inventory Shows =	$ 126.18
Decrease Account 1310.00 Dollar Value by =	$ 27.00

(#5020.00 COGS - Miscellaneous Account)

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Back Up FRU Financial Data

When to Use

The **Save, Copy, or Backup** function in QuickBooks is used to make a copy of your Fraternal Unit Financial information. This copy should be made to an external device so that it can be removed and stored away from the computer in the event that something should happen to your computer. Storing a backup copy on a CD, thumb drive or flash drive will enable you to install the backup copy to a new or different computer in an emergency situation. The Backup function in QuickBooks does not allow you to Backup to a Tape Drive.

Note: *Each time you exit QuickBooks, you will be asked if you would like to backup the data. If you opt to perform a software backup, you will not be asked again until three (3) days have passed.*

To Back Up your Financial Data

Follow the steps below to backup FRU financial information.

1 From File, select **Save Copy or Backup.**
The 'Save File:Type' window appears.

2 a. Select **Backup Copy**.

b. Click **Next.**

(continued on the next page)

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Continue with the steps below to choose your backup method and timeframe.

3. From the 'Save Backup: Method' window:
   a. Select **Local Backup**.
   b. Select **Options** to change the location for the Backup File.
   c. Click **Next**.

4. From the 'Save Backup: When' window:
   a. Select **Save right now**.
   b. Click **Next**.

(continued on next page)

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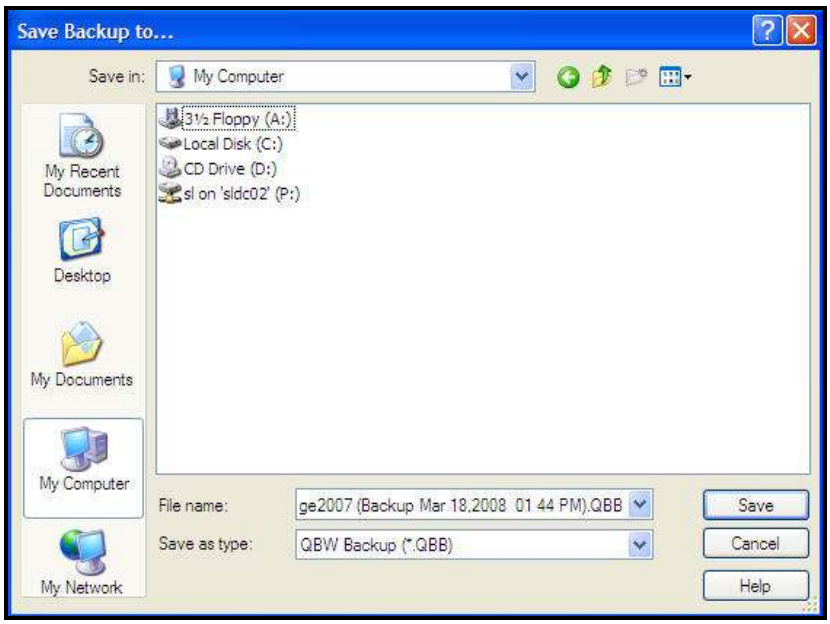
Continue with the steps below to choose your backup location and backup file name.

5. From the 'Save Backup to…' window:

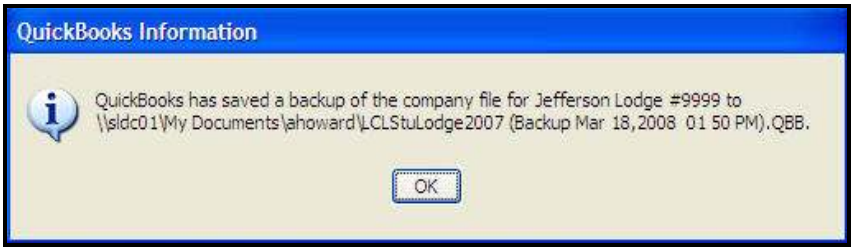
   a. Note the predefined File Name (includes date & time of backup).

   b. Click **Save**.



NOTE: Use the predefined File Name.
It will give you a good reference for locating the latest backup file in the event that you need to restore the database.

6. When the Backup Information prompt appears, click **OK** to return to QuickBooks.



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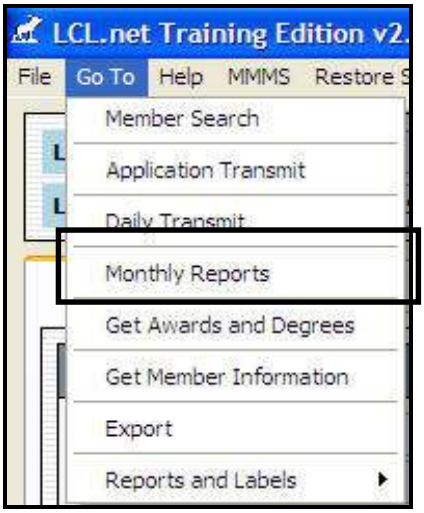
Create/Transmit Monthly Report

To Transmit a Required Report

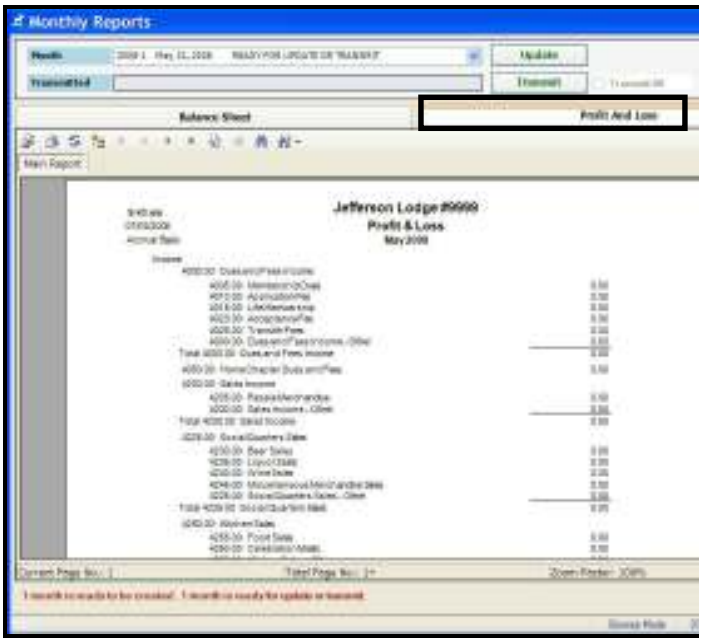
Follow the steps below to access monthly reports to view and update a P&L statement data.

1. Open **LCL.netV2.0.**
2. In the **Menu bar,** click **Go To** and drop down to **Monthly Reports.**



3. *Balance Sheet* and *Profit and Loss* reports appear.
   a. Click **Profit And Loss tab** to view statement.
   b. Click **Create** to connect to QuickBooks and retrieve the Accounting Data for the Month.

      NOTE: Refer to the *First Time Transmit* procedure in Appendix A of this manual if the *QuickBooks – Application with No Certification* window appears
   c. Click **Update** anytime before the Reports have been transmitted to QB & update the Accounting Data for that Month.



NOTE: *Monthly Reports can be created* ***any time after*** *the previous months reports have been transmitted.*

4. Click **Transmit** to send the Monthly Reports to Moose International.

NOTE: *Cannot be performed until after the last day of the month to be transmitted*

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Optional QuickBooks Reports

Definition

QuickBooks has a reporting function (and a series of default templates) that can, and should, be used for FRU operations. These reports are NOT required by Moose International, they do NOT work in conjunction with LCL, but can help to simplify FRU tasks or operations.

To Create and View Reports:

Follow the steps below to create or view reports using the QuickBooks reporting templates:

1. From the **Home** page, click the **Report Center** icon. The Report Center window appears:

2. Choose a **report category** (note the report descriptions at the right).
3. **Select a report** by clicking once on the name.
4. If desired, adjust the report time period (e.g., Date Range drop down list or From and To date entry).
5. Choose **Print**.

MI QuickBooks Resource Manual - Working With Reports

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Appendix A – Additional Processes & Procedures

Contents

Appendix A contains additional processes and procedures that you may have occassion to use when working with QuickBooks at your FRU.

Use this procedure…	**To…**
'Quick Add' a New Vendor	Add a new Vendor while completing a business transaction
'Quick Add' a New Customer	Add new Customer while completing a business transaction
Depreciate Chapter Paraphernalia	Assure Chapter paraphernalia has been depreciated prior to submitting year-end reports
Write Checks	Create manual checks. NOTE: Otherwise follow 'Enter Bill / Pay Bill' procedures covered in Section 5 of this manual
Work with Journal Entries	Adjust Inventory Balance ($ Amounts) if necessary
Create Unemployment Tax Liability	Create Unemployment Tax Liability - NOTE: Includes practice exercises
Report LCL Errors	Report a pop-up error message to Moose International for troubleshooting assistance
Restore QuickBooks Database	Restore a corrupted QuickBooks database to an earlier/saved database
First Time Transmit Procedure	Understand how QuickBooks works with LCL to transmit monthly reports.
Refer to this process …	**To…**
Bingo Process & Procedures	- Add sub-accounts, items, classes for Bingo - Create Bingo Sales Receipts & Make Deposits - Enter & Pay Bingo Bills - NOTE: Includes practice exercises
NSF Process & Procedures	- Enter NSF check amount and related fees - Record repayment of NSF check amount and fees - NOTE: Includes practice exercises

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'Quick Add' a New Vendor

Follow the steps below to add a New Vendor using the QuickBooks 'Quick Add' feature.

1. From the **Home** view, click **Vendor** section.
2. Access the **desired transaction** (e.g., Enter Bills Icon).
3. In the Vendor field, enter the **Vendor Name.**
4. In the Vendor Not Found window, click the **Quick Add** button.

NOTE[1]: The Vendor is added to the **Vendor** list. You will not see the Vendor list at this time.

NOTE[2]: Selecting the 'Set Up' button will take you to the New Vendor Screen described in Lesson 3 of this manual.

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'Quick Add' a New Customer

Follow the steps below to add a New Customer using the QuickBooks 'Quick Add' feature.

1. From the **Home** view, click **Customer** section
2. Access the **desired transaction** (e.g., Create Sales Receipt Icon)
3. In the Customer: Job field, enter the **Customer Name**
4. Press **Tab**.
5. In the Customer:Job Not Found window, clidk the **QuickAdd** button.

NOTE[1]: The Customer is added to the **Customer: Job** list. You will not see the Customer Job list at this time.

NOTE[2]: Selecting the 'Set Up' button will take you to the New Customer Screen described in Lesson 3 of this manual.

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Depreciate Chapter Paraphernalia

When to Use

Prior to submitting the April 30th Year-End Monthly Report, Chapters are required to depreciate the value of their paraphernalia.

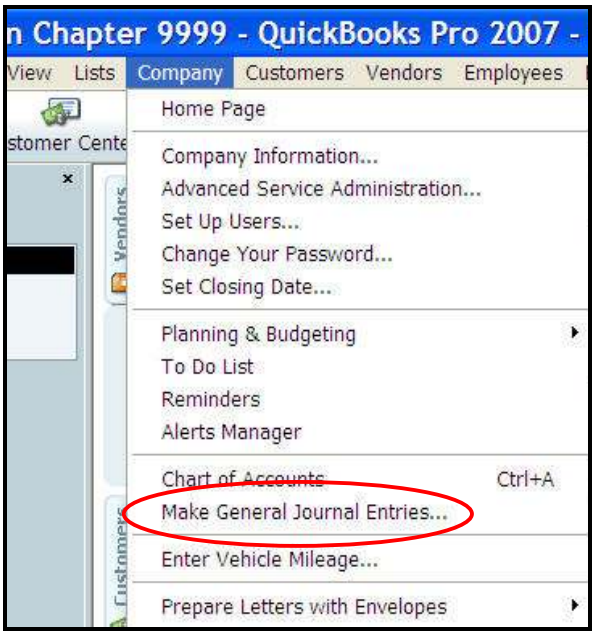
- Depreciation is entered into QuickBooks via File / Company / Make General Journal Entries'
- If sub-account **# 1810.00 – Accumulated Depreciation** does not exist in your Chart of Accounts under the parent account # *1800.00 – Chapter Paraphernalia*, you will need to create the sub-account before starting the procedure below.
- If sub-account **# 54__.00 – Depreciation Expense** does not exist in your Chart of Accounts under the parent account # *5400.00 – General Administration Expense*, you will need to create the sub-account before starting the procedure below.

To Make General Journal Entries

Follow the steps below to depreciate Chapter paraphernalia:

1. From the **Menu** bar, select **Company.**

   The 'Make General Journal Entries' window appears.



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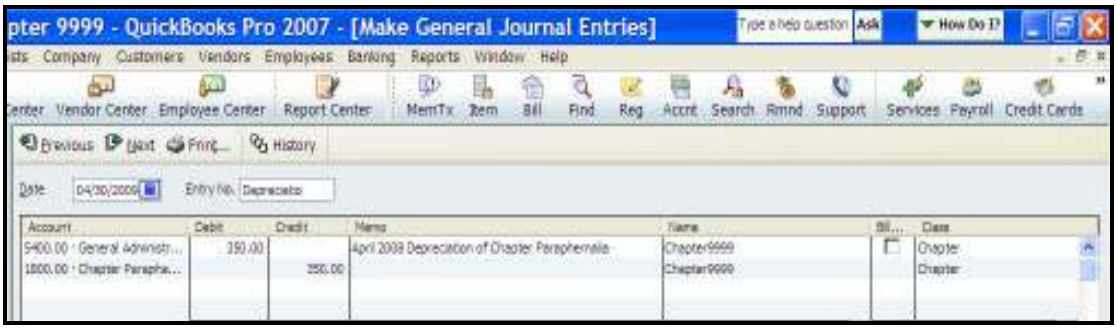
Continue with the steps below to depreciate Chapter paraphernalia

2. Enter the correct **April Date** (Moose year end) for the depreciation).



3. On the first available line in the Account column, enter # **54__.00** - Depreciation Expense Sub-account number you created for your COA.

   a) Tab to enter the depreciation amount in the Debit column (e.g., $350.00)*
   b) Tab to the Memo and Class columns and enter text if desired.
   c) Tab to move to the next entry line in the Account column

   NOTE: *Refer to the Depreciation of Chapter Paraphernalia section of the Recorders Handbook to figure the yearly depreciation amount.*

4. On the second line in the Account column, enter **# 1810.00** – Accumulated Depreciation.
   a) The depreciation $ amount should automatically appear in the Credit column (e.g., $350.00); if not, enter it.
   b) Tab to the Memo and Class columns and enter text if desired.
   c) Tab to move to the next entry line in the Account column

5. Click **Save and Close**. The depreciation $ amount will be:
   - Added to Account #1810 – Accumulated Depreciation
   - Added to Account # 54__.00 – Depreciation Expense
   - Deducted from Account # 1800.00 – Chapter Paraphernalia.

Example Results for $350 Depreciation:

Current value of all paraphernailia after depreciation deducted

Original $ amount of all paraphernalia

Depreciation $ amount

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Write Checks

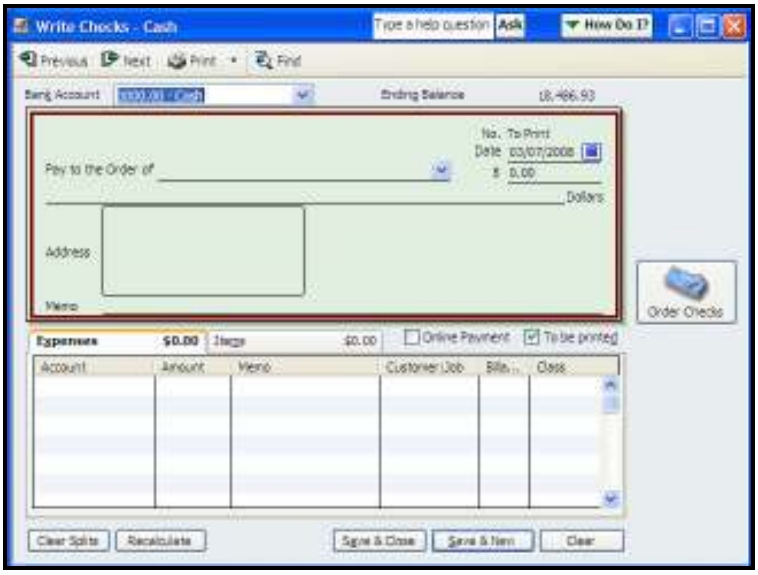
When to Use

There may be situations in which a check must be written without having a formal bill entered in advance. Some occasions for writing checks, instead of Enter Bill – Pay Bill, might include manual payroll processing or a one time only payment. Even if the check is hand written, it must be recorded in QuickBooks.

To Write a Manual Payroll Check

1. From the **Home** view **Banking** section, click the **Write Checks icon**.

2. a. Select the **Bank Account** (from which check will be written).
   b. Correct the **Check Number** if necessary
   c. Enter the **date** of the check.
   d. At Pay to the Order of, drop down to select the **Payee,** or type Payee's name.



3 If Payee's name is not found, use Quick Add to enter the Payee's name.

Payee Notes:

1. Any name entered here MUST be entered in QuickBooks database.
2. Use **Quick Add** to add Payee name if not found in database.
3. **Identify Payee** as: Vendor, Customer, Employer, or Other.

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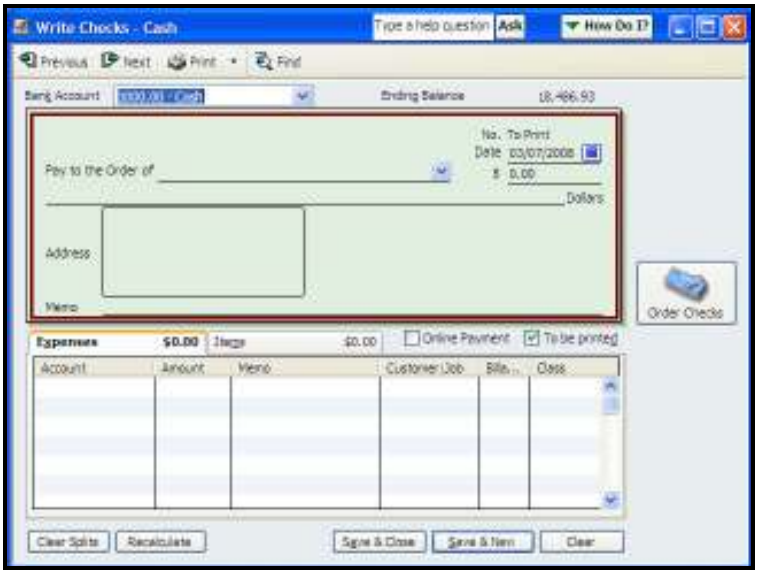
Continue with the steps below to finish writing a manual payroll check:

4 Click **OK** to return Write Checks screen.



5 Enter the **check amount**.

NOTES:

1. Payee information automatically entered in address field.
   Press Enter to change lines in the Address Field.
2. Check amount automatically written on the Dollars Line.

6 Enter a brief description in the **Memo** field.

7 If the check is to be computer printed, check the **"To Be Printed"** box.

8 Select the first line in the Account column and use the drop down list to **choose the balance sheet account** from which the check will be paid.

NOTE: If the check will be charged to multiple accounts:

1. Select additional accounts on subsequent lines.
2. Divide the total amount of the check between the accounts.

9 Choose **Save & Close** to record the check and close the window.

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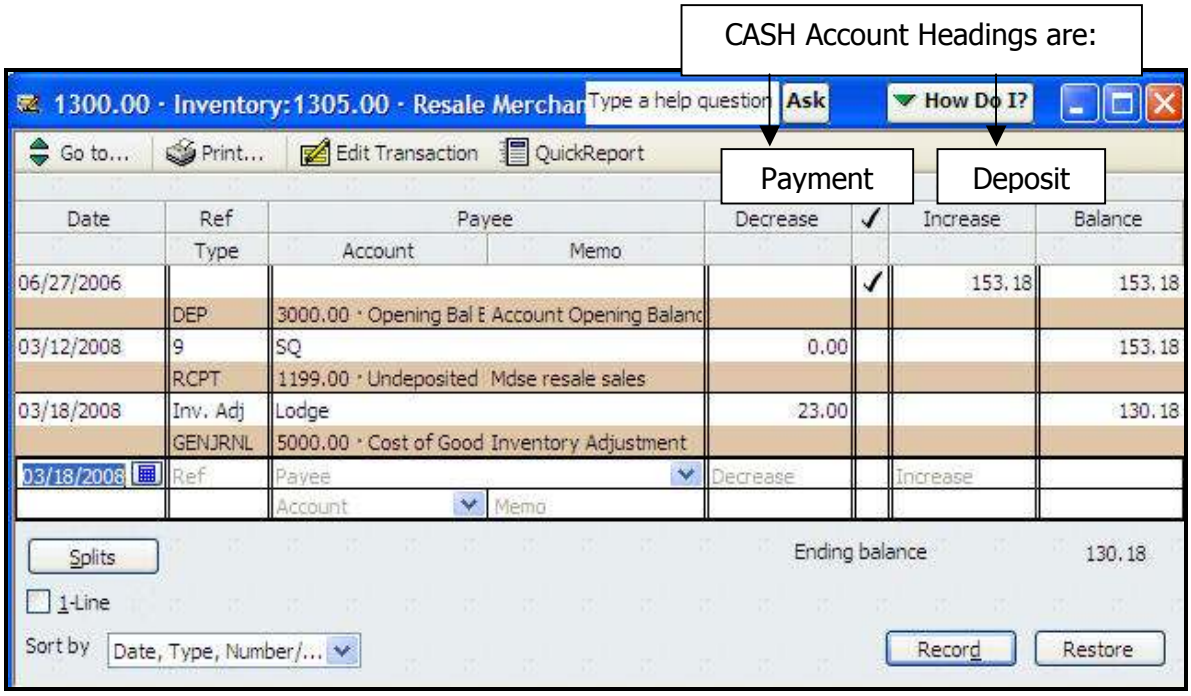
Working with Journal Entries

When to Use

Though journal entries are primarily made at the end of the month to balance a monthly statement, they are also used to offset debits and credits associated with an NSF transaction. Journal entries need to be planned carefully – and entered with the following guidelines in mind. If necessary, contact Moose International for assistance

Guidelines

TO…	ENTER the adjustment in…
Increase Asset Account Balance (including Bank Accounts)	INCREASE or DEPOSIT column (depends upon the type of account being adjusted)
Decrease Asset Account Balance (including Bank Accounts)	DECREASE or PAYMENT column (depends upon the type of account being adjusted)
Increase Equity Account Balance (e.g., Opening Balance Equity)	INCREASE column
Decrease Equity Account Balance (e.g., Opening Balance Equity)	DECREASE column



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Create Unemployment Tax Liabilities

When to Use

Unemployment tax liabilities are calculated on the form received from your state. These figures must be entered into QuickBooks as a Journal Entry for proper distribution to the Chart of Accounts and to show as an expense on the Income Statement.

- Unemployment taxes post to the Balance Sheet as a liability.
- Unemployment tax amounts are the FRU's responsibility; they are not deducted from the employees' paychecks.
- The liability and expense for the unemployment tax is established by a Journal entry; payment is made from the Liability Account 2210.00.
- If the Liability is not established prior to making payment, a negative balance will appear in the COA and on the Balance Sheet.

Create a Journal Entry for Unemployment Taxes

Instructions: Refer to the table below to create a journal entry for unemployment taxes:

Payroll Taxes-Lodge	Account #5115.00	(Debit) $ 63.50
Payroll Taxes-SQ	**Account #5135.00**	**(Debit) $200.00**
Payroll Tax Liability	Account #2210.00	(Credit) $263.50

Create a Journal Entry for Unemployment Taxes

Instructions: Refer to the table below to create a journal entry for unemployment taxes:

Payroll Taxes-Chapter	Account #5115.00	(Debit) $23.50
Payroll Tax Liability	**Account #2210.00**	**(Credit) $23.50**

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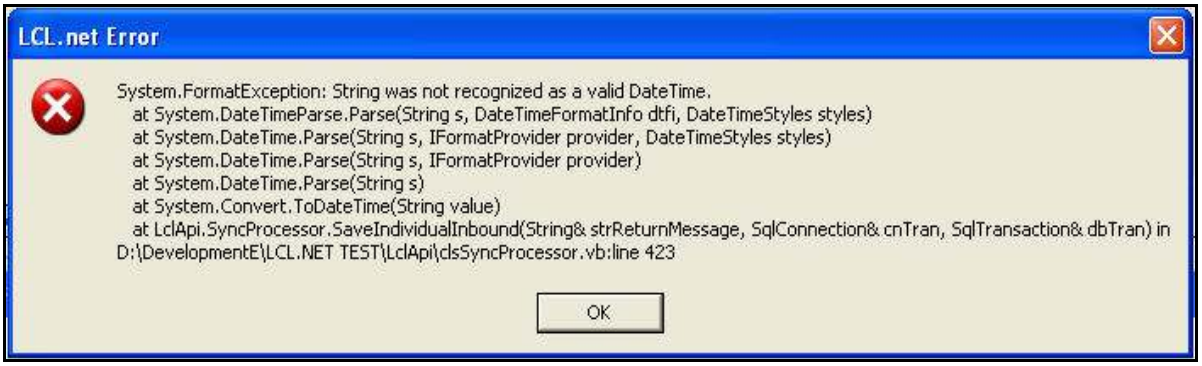
Report LCL Errors

When to Use

You may, on occasion, encounter a transmission error when attempting to transfer a file to Moose International. A window similar to the one displayed below will alert you that an error has occurred. If you receive a system error, do not close the window, you will need to copy the error message content and send it to Moose International for troubleshooting purposes (see the procedure below).



To Report an LCL Error

Follow the steps below to report a system error to the Moose International Call Center.

1. **Open up Word** or WordPal.
2. Click somewhere in the error message and press the **Alt+PrtScrn** keys.

   NOTE: This will copy the error screen and provide troubleshooting details for Moose International.

3. **Open your Word document** and click **Edit** on the Menu bar. Scroll down to select **Paste.**
4. Save/Name the Word document.
5. Email the Word document to helpdesk@mosseintl.org

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When to Use

The 'Restore' function allows you to restore your FRU financial information (QuickBooks Files) using the backup file saved on your computer or removable storage device. This provides you with the ability to retrieve your FRU financial data in the event you have computer or software problems.

!	**DO NOT use the Restore function before calling the Moose International Call Center!** Performing a restore will overwrite all program data and return the records to the restore point (date) selected. All financial data entered AFTER the restore date will be lost!

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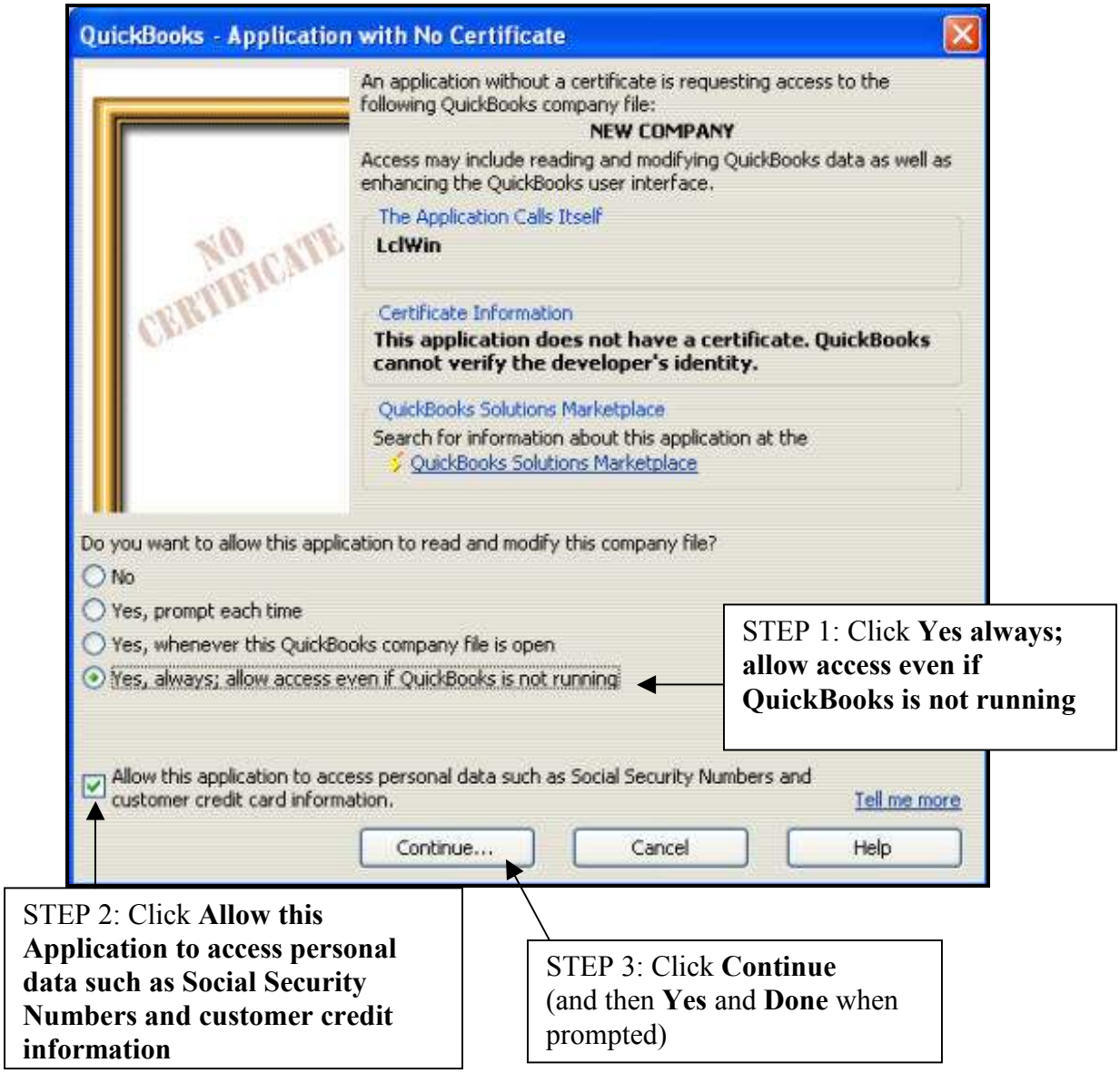
Monthly Reports – 1st Time Transmits

Follow the steps below if you are:

- Transmitting a monthly report for the first time, or
- Attempting to connect to QuickBooks to retrieve the accounting data AND the '*QuickBooks – Application with No Certificat*e' appeared (alerting you that QuickBooks is NOT open).



LCL.Net Resource Manual, Chapter 6; *LCL.net V2.0, Go To menu, Monthly Reports*

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BINGO – Process & Procedures

Procedure Overview

The table below identifies all of the QuickBooks procedures associated with the FRU Bingo 'process.' Examples and notes are included for each procedure. If you need to recall "how" to complete one of these procedures, refer back to the training manual lesson identified under each procedure name.

Note: Procedure 6 'Create a Bingo Receipt' follows the table.

Procedure		Examples	Notes
1	**Add Bingo Sub-Accounts** *See Lesson 2*	Enter these sub-accounts: ▪ **1006.00 Bingo Checking** ▪ 2320.00 Bingo Sales Tax Liability (if required by your state) ▪ 4505.00 Bingo Admissions & Card Sales ▪ 4515.00 Bingo Concessions or Food Sales ▪ 5505.00 Bingo Prizes & Jackpots Expense ▪ 5510.00 Bingo Supply Expense ▪ 5515.00 Bingo Donations ▪ 5520.00 Bingo Utility Expense (Lodges)	Under these Parent Accounts: ▪ **1000.00 Cash** ▪ 2300.00 Other Liabilities ▪ 4500.00 Bingo Income ▪ 4500.00 Bingo Income ▪ 5500.00 Bingo Expense ▪ 5500.00 Bingo Expense ▪ 5500.00 Bingo Expense ▪ 5500.00 Bingo Expense
2	**Add Bingo Items** *See Lesson 2*	Enter these items: ▪ 2320 Bingo Sales Tax Liability ▪ 4505 Bingo Admissions and Card Sales ▪ 4515 Bingo Concessions or Food Sales ▪ 5505 Bingo Prizes & Jackpots ▪ 5510 Bingo Supplies ▪ 5515 Bingo Donations ▪ 5520 Bingo Utilities (Lodges)	For these Sub-Accounts: ▪ 2300.00 Other Liabilities ▪ 4505.00 Bingo Income ▪ 4515.00 Bingo Income ▪ 5505.00 Bingo Expense ▪ 5510.00 Bingo Expense ▪ 5515.00 Bingo Donations ▪ 5520.00 Bingo Utility Expense (Lodges)
3	**Add Bingo Class** *See Lesson 2*	▪ Bingo	To classify transactions associated with Bingo.

(continued on the next page)

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BINGO – Process & Procedures, cont.

Procedure Overview, cont.

Procedure		Examples	Notes
4	**Add Bingo Vendor** *See Lesson 3*	▪ Bingo Bonanza	Remember: QuickBooks will not allow Vendor and Customer names to be the same!
5	**Add Bingo Customer** *See Lesson 3*	▪ Bingo	
6	**Create a Bingo Receipt** *See 'Enter a Bingo Receipt' procedure on the next page.*	Single receipt for all money collected: ▪ Bingo Admissions and Card Sales ▪ Bingo Concessions or Food Sales ▪ Bingo Sales Tax Collected ▪ Bingo Prizes & Jackpots*	Item #s: ▪ 4505 ▪ 4515 ▪ 2320 ▪ 5505 .
7	**Make Bingo Deposits** *See Lesson 4*	To match Bingo Receipts create in Procedure 6)	
8	**Enter Bingo Bills** *See Lesson 5*	▪ 'Bingo Bonanza' Supplies ▪ *Note: Lodge Utilities and Donations (e.g., Boy Scouts) paid out of '1006.00 Bingo Checking' Account*	▪ 5510.00 Bingo Supplies ▪ *5515.00 Bingo Donation*
9	**Pay Bingo Bills** *See Lesson 5*	▪ 'Bingo Bonanza' Supplies ▪ *Note: Lodge Utilities and Donations (e.g., Boy Scouts) paid out of '1006.00 Bingo Checking' Account*	
10	**Adjust Bingo Inventory (if necessary)** *See Lesson 6*	Bingo Inventory Account ▪ 1320.00	Cost of Good Sold Account ▪ 5510.00 Bingo Supply Expense

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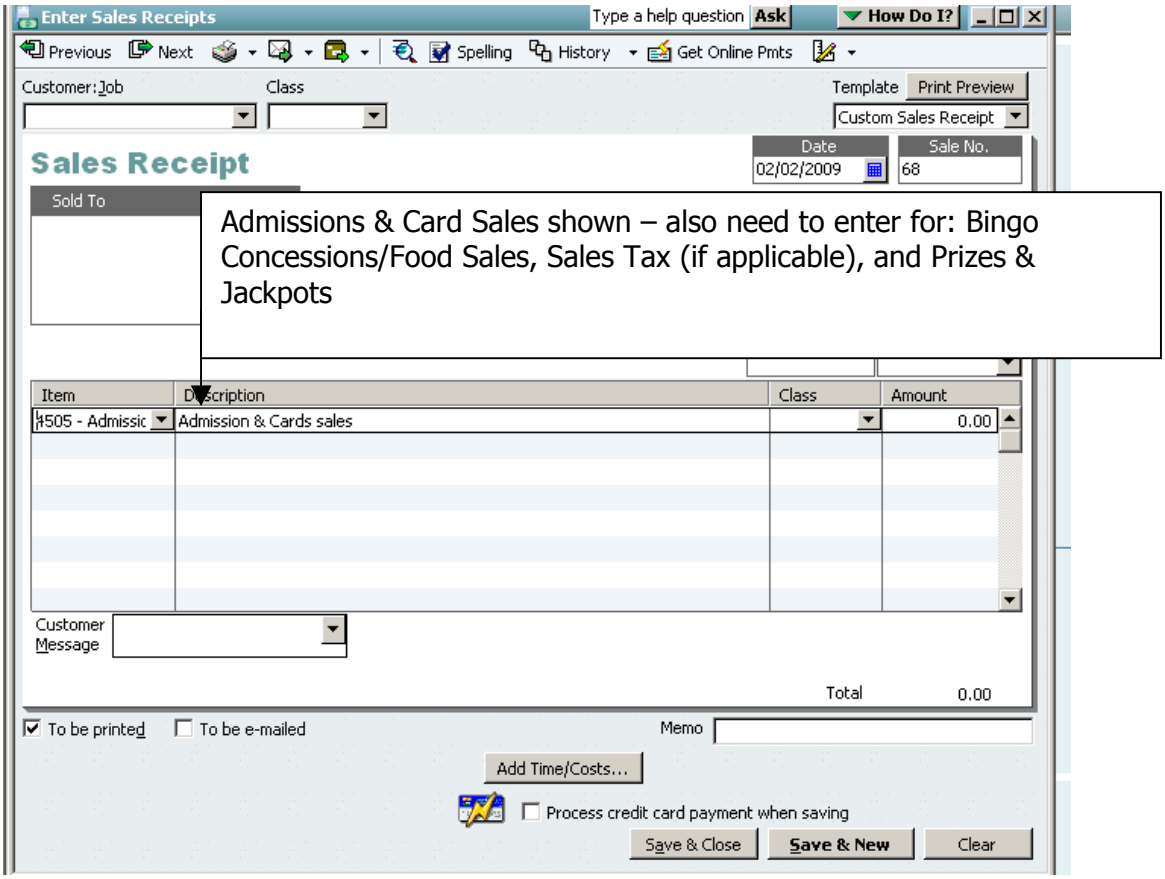
To Create a Bingo Receipt, cont.

Follow the steps below to enter total receipts and payouts associated with Bingo Receipts.

1. From **Home** view, click **Create Sales Receipts**.
2. From the **Item** drop-down, choose **Admissions and Card Sales**.
3. In the **Amount** column, enter total amount of monies collected **for admissions and card sales.**
4. From the **Item** drop-down, choose **Bingo Concessions or Food Sales**.
5. In the **Amount** column, enter total amount of monies collected **for concessions and food sales**.
6. From the **Item** drop-down, select **Sales Tax Collected** (if required by your state).
7. In the **Amount** column, enter total amount of **sales tax collected**.
8. In the **Item** drop down, select **Prizes and Jackpots**.
9. In the **Amount** column, enter total amount **of prizes and jackpots paid out** as a negative (-) amount.



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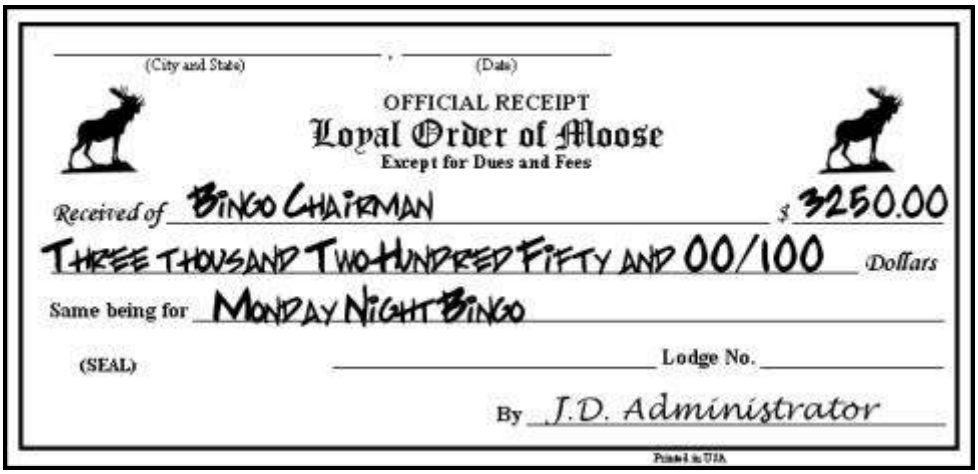
Enter a Bingo Receipt (Lodge)

Instructions: Refer to the data below to enter a Bingo Receipt.


(City and State) , (Date)

OFFICIAL RECEIPT

Loyal Order of Moose

Except for Dues and Fees

Received of BINGO CHAIRMAN $ 3250.00

THREE THOUSAND TWO HUNDRED FIFTY AND 00/100 Dollars

Same being for MONDAY NIGHT BINGO

(SEAL) Lodge No.

By J.D. Administrator

Printed in USA

Customer	Description	Item #	$ Amount
Bingo	Admissions and Card Sales	4505	5000.00
	Concessions and Food Sales	**4515**	**300.00**
	Sales Tax Collected	2320	75.00
	Prizes and Jackpots	**5505**	**- 2125.00**
		Receipt Total	**3250.00**

Enter Prizes and Jackpots as a Negative (-) Minus Number

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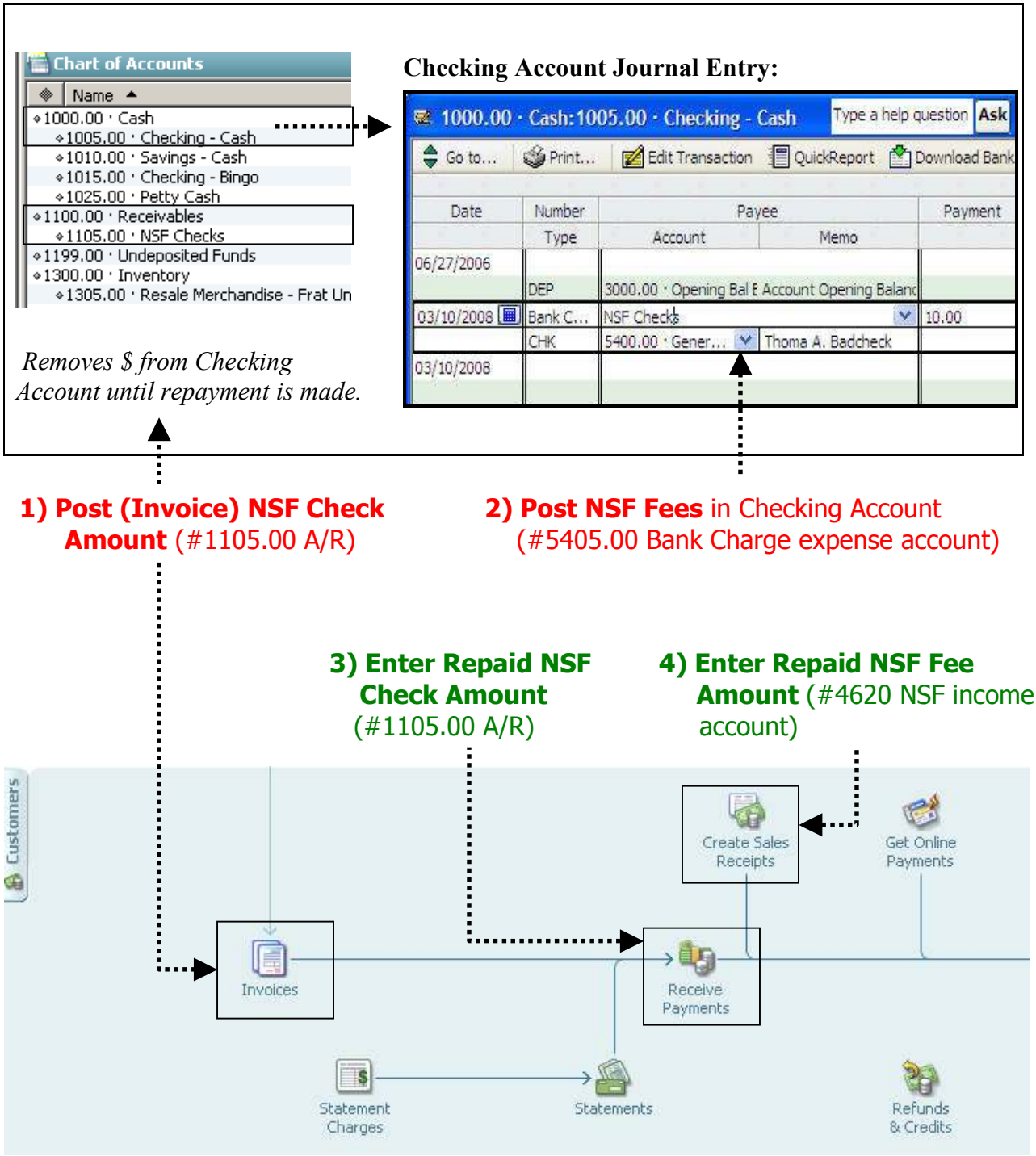
NSF Process & Procedures

Procedure Overview

If you receive notice from your Bank that a check has been returned due to insufficient funds, you will need to post monies associated with the NSF activity. After the NSF funds have been collected (check amount and associated fees), you will then need to record those repayment transactions via journal entries. The graphic below illustrates how NSF transactions are made in QuickBooks



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NSF Process & Procedures, cont.

The table below identifies all of the QuickBooks procedures associated with a FRU's NSF process. Examples and notes are included for each procedure. If you need to recall "how" to complete one of these procedures, refer back to the training manual lesson identified under each procedure name.

Note: Procedures 5-8 are specific to the NSF process and are described in detail after this table.

Procedure		Examples	Notes
1	**Add NSF Sub-Accounts** *See Lesson 2*	Enter these sub-accounts: ▪ 1105.00 NSF Checks ▪ 4615.00 NSF Fee ▪ 5405.00 Bank Charges	Under these Parent Accounts: ▪ 1100.00 Receivables ▪ 4600.00 Other Income ▪ 5400.00 General Admin Exp
2	**Add NSF Items** *See Lesson 2*	Enter these items: ▪ 1105 NSF Checks ▪ 4615 NSF Fees ▪ 5405 NSF Charges	For these Sub-Accounts: ▪ 1005.00 Checking - Cash ▪ 4615.00 NSF Fee ▪ 5405.00 Bank Charges
3	**Add NSF Class** *See Lesson 2*	▪ NSF Checks	To classify transactions associated with NSF checks, fees and repaid dollar amounts.
4	**Add NSF Customer** *See Lesson 3*	▪ NSF Checks	
5	**Create an Invoice for NSF Check Amount** *See 'To Post an NSF Check' Procedure that follows*	▪ Removes insufficient funds from Checking Account, AND ▪ Posts the NSF Check amount to an Accounts Receivable Account	▪ 1005.00 Checking – Cash ▪ 1105.00 NSF Checks Account
6	**Post NSF Fees** *See 'To Post NSF Fees' Procedure that follows*	▪ Journal entry ▪ Records bank fee and FRU inconvenience fee into the checking account.	▪ 1005.00 Checking – Cash ▪ 5405.00 Bank Charge Expense Account

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NSF Process & Procedures, cont.

Procedure		Examples	Notes
7	**Enter Repayment of NSF Check Amount** *See 'To Enter Repayment of NSF Check Amount' Procedure that follows*	'Receive Payment' entry	Matches the 1105.00 NSF Check Amount on the invoice
8	**Enter Repayment of NSF Bank Charges Fees** *See 'To Enter Repayment of NSF Bank Charges & Fees '*	'Create Sales Receipt for repaid fee amount	Matches the 5405.00 Expense account amount
9	**Make NSF Deposits** *See Lesson 4*	▪ NSF Check Amount ▪ NSF Fees & Charges	

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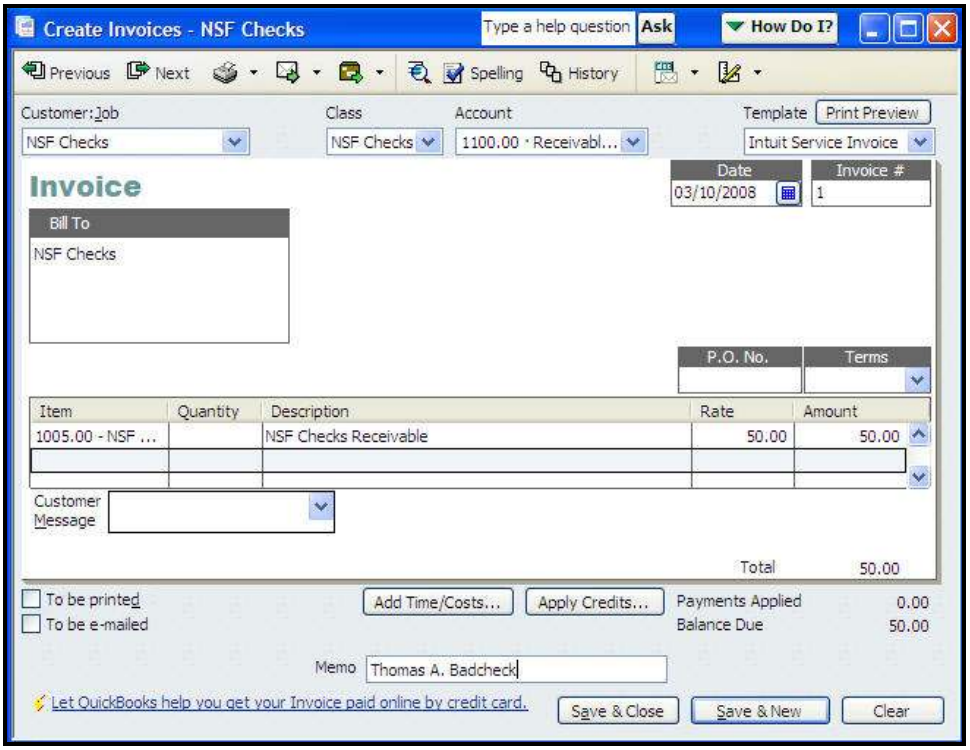
NSF Process & Procedures, cont.

To Post an NSF Check

Follow the steps below to create an invoice for an NSF check (and remove the insufficient fund amount from your checking account).

1. From **Home** view **Customer** section, click **Invoices**.



2. In the **Customer:Job** field, enter **NSF Checks**. The Bill To Box will auto fill with NSF Checks.
3. In the **Class** field, drop down to select **NSF Checks**.
4. In the **Account** field, drop down to select **1105.00 – NSF Checks**.
5. In the **Date** field, enter the Date the **NSF Check was charged** to your checking account by your financial institution.
6. In the **Item** column, drop down to select **Item 1105 – NSF Checks**
7. In the **Amount** field, enter the amount **of the NSF Check**.
8. In the **Customer Message** field, enter **Name of the person** who wrote the NSF check.
9. Click **Save & Close** (or Save & New to create another invoice).

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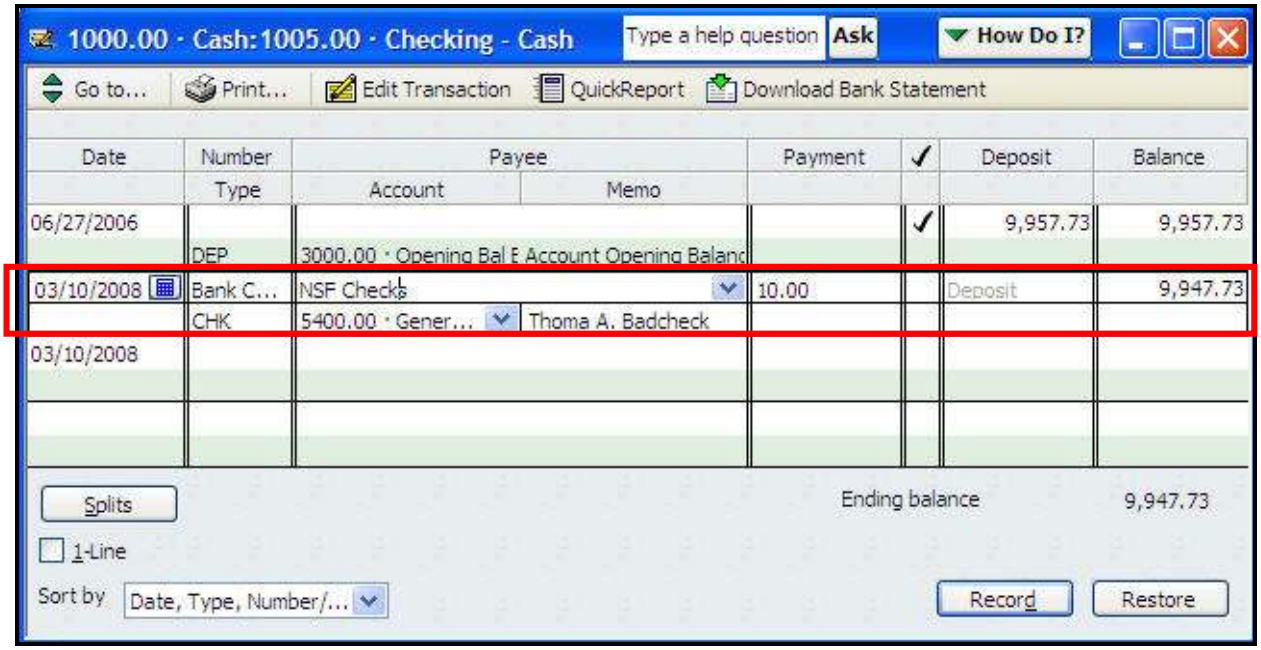
NSF Process & Procedures, cont.

To Post NSF Fees

Follow the steps below to post NSF bank fees and 'FRU inconvenience fees' (if applicable to your FRU.

1. From **Home** view **Company** pane, click **Chart of Accounts**
2. Double-click **1005.00 – Checking – Cash** to open the Account Register
3. On the first available transaction line: enter **Date** bank charged NSF Check to your account
4. In **Number Type** column: enter **Bank Charge**
5. In **Payee** Field: enter **NSF Checks**
6. In **Payment** Column: **amount bank charged as NSF fee**
7. In **Account** field: **5405.00 – Bank Charges**
8. In Memo field: enter **Name** of NSF check writer
9. **Tab** (charge will be deducted from the Balance amount.)
10. Click **Record** to Save.
    Completed transaction should look like the highlighted entry below.



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Enter NSF Checks & Bank Charges (Lodge)

Instructions: Refer to the table below to practice entering NSF Checks and Bank Charges.

Payee Name	Check Amount	Bank Charge
Darrell Baker	$50.00	$10.00
James Thomas	$75.00	$10.00

Enter NSF Checks & Bank Charges (Chapter)

Instructions: Refer to the table below to practice entering NSF Checks and Bank Charges.

Payee Name	Check Amount	Bank Charge
Pat Morris	$30.00	$10.00
Molly Brown	$30.00	$10.00

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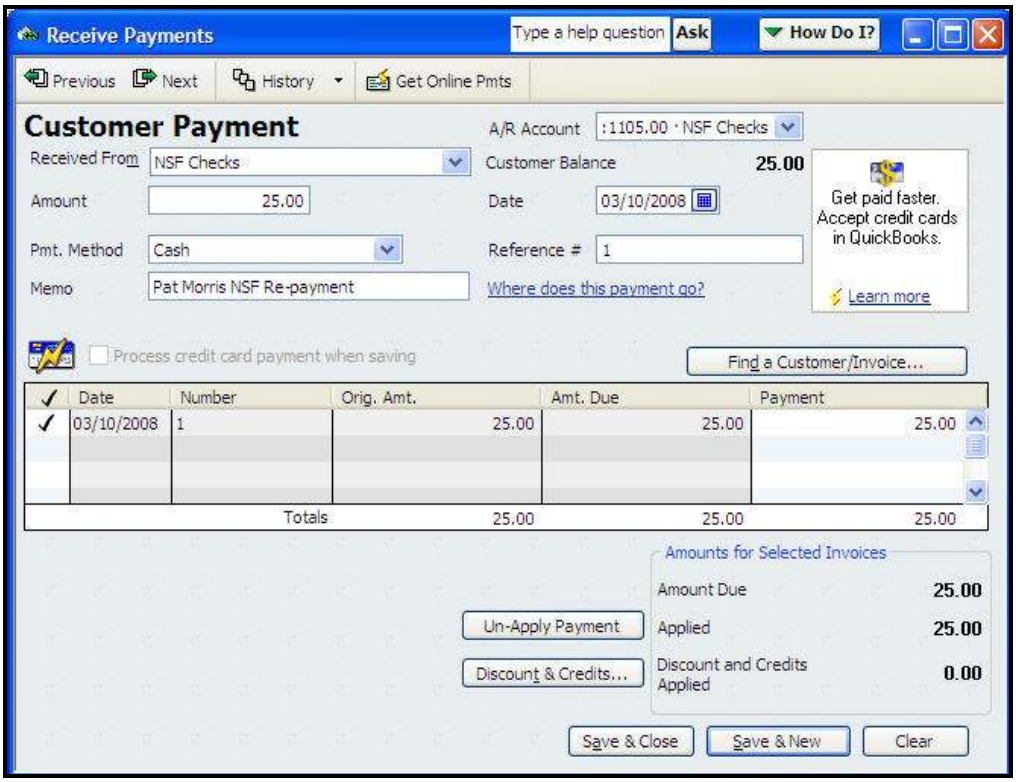
NSF Process & Procedures, cont.

Enter Re-Payment of NSF Check Amount

Follow the steps below to record the NSF check amount that has been repaid:

1. From **Home** view **Customer** section, click **Receive Payments**



2. In the **Received From** field: select the Customer **NSF Checks**
3. In the **A/R Account** field: drop-down to select **1105.00 – NSF Checks**
4. In the **Amount** field: enter the **amount being repaid**.
   NOTE: *Do not include fees or charges!*
5. In the **Date** field: enter the date **of the re-payment.**
6. In the **Payment Method**: drop-down to select how payment was made
7. In the **Reference #** field: enter a reference number **for tracking purposes.**

   NOTE: *QuickBooks automatically looks at the amount entered in step #4 and puts a check mark by the associated date in the table. This check mark may be moved if necessary.*

8. **Save & Close** to complete the transaction.

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Enter Repayment of NSF Checks (Lodge)

Instructions: Refer to the table below to record actual amounts repaid for NSF Checks.

Payee Name	Re-Paid NSF Check Amount
Darrell Baker	$50.00
James Thomas	**$75.00**

Enter Repayment of NSF Checks (Chapter)

Instructions: Refer to the table below to record actual amounts repaid for NSF Checks.

Payee Name	Re-Paid NSF Check Amount
Pat Morris	$30.00
Molly Brown	$30.00

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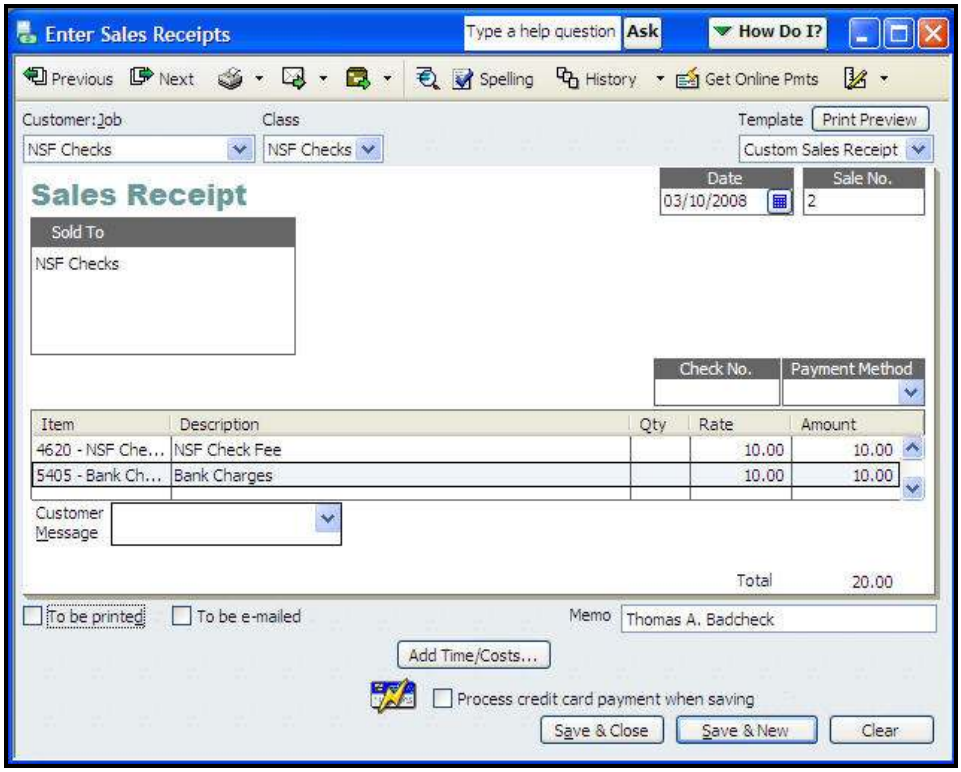
NSF Process & Procedures, cont.

To Enter Re-Payment of NSF Bank Charges and Fees

Follow the steps below after the FRU has been reimbursed for NSF Bank Charges or FRU Inconvenience Fees. Note that the repaid charges/fees are entered into via a Sales Receipt.

1. From **Home** view **Customer** section, click **Create Sales Receipt**



2. In the **Customer:Job** field: drop down to select **NSF Checks**
3. In the **Class** field: drop down to select **NSF Checks**
4. Enter the **Date** when the **funds were received**.
5. In **Item** column: drop down to select **4620 – NSF Check Fee**
6. In the **Amount** column: enter the **NSF Check Fee Amount**: that was repaid
7. In **Item** column: drop down to select **5405 – Bank Charge**
8. In Customer **Message**: NSF **Check writer's name**
9. **Save & Close**

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Enter Repayment of NSF Bank Charges & Fees (Lodge)

Instructions: Refer to the table below to record payments received for NSF Bank Charges and FRU Inconvenience fees.

Name	Repaid Bank Charge	Repaid NSF Fee
Darrell Baker	$10.00	$10.00
James Thomas	**$10.00**	**$10.00**

Enter Repayment of NSF Bank Charges & Fees (Chapter)

Instructions: Refer to the table below to record payments received for NSF Bank Charges and FRU Inconvenience fees.

Name	Repaid Bank Charge	Repaid NSF Fee
Pat Morris	$10.00	$10.00
Molly Brown	**$10.00**	**$10.00**

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