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QUICKBOOKS PRO 2007

QuickBooks Pro 2007 is the computerized accounting system that has been selected by Moose International for use by Chapters as part of the LCL project. QuickBooks Pro 2007 operates on a personal computer through the Windows XP or Vista operating systems. Because QuickBooks Pro 2007 is a Windows based system, you will use a mouse in moving from one area of the system to another.

QuickBooks Pro 2007 is designed to be easy to use; yet it contains important controls and reporting capabilities. The QuickBooks Pro 2007 system is known as an “integrated accounting package”, that is, you enter Data into the system once and that Data will be saved to all parts of the Accounting System affected by the entry, eliminating repetitive entry of Data. This is just one of the advantages of a Computerized Accounting System.

Also, QuickBooks Pro 2007 has been set up as an accrual accounting system. It records revenues when the sale is made (not when payment is received), and records expenses when they are incurred (not when payment is issued).

QuickBooks Pro 2007 has the capability of sending accounting information electronically to other computer programs. Information will be sent electronically from your QuickBooks Pro 2007 accounting package to LCL.net to prepare the Monthly Reports.

QuickBooks Pro 2007 has been set up to work in conjunction with the LCL.net Membership program.

This system is designed to track income and expenses, write checks, and give totals for all financial transactions. Savings, Investments and Payroll are also part of this financial package. A Chart of Accounts is provided for easy reference and tracking individual transactions.

QuickBooks Pro 2007 uses the term “Company” to refer to the Data File that stores accounting information about an organization. The Company may be an Individual, a Business, a Non-profit Organization, or in this case, a Fraternal Unit.

As in LCL.net, you must use the Tab key to maneuver through the fields in QuickBooks Pro 2007.

The references to “**QuickBooks Pro 2007 Resource Manual**” at the top of some of the Pages in this Manual refer to the Moose International QuickBooks Pro 2007 Resource Manual available for download and printing from the Element K Website.

For the Recorder Audit Session we will be using this **2008 Recorder Audit QuickBooks 2007 Workbook**, but the Moose International QuickBooks Pro 2007 Resource Manual should be used for reference in your daily duties.

ACCESSING AND LOGGING INTO QUICKBOOKS PRO 2007

Refer to the *Getting Started with QuickBooks Pro* chapter of the *Moose International QuickBooks Pro 2007 Resource Manual*.

You can access QuickBooks Pro 2007 from an icon on the desktop or from the Start menu. A student file has been installed so that you can “practice” in QuickBooks Pro 2007 without affecting actual financial data. The Technical Trainer instructing this Session will be using the Student Data Base set up in Her Computer.

The QuickBooks Pro 2007 program can be started using any of the methods commonly used to start other Windows applications.

Double-click on the QuickBooks Pro 2007 icon on the Windows desktop or

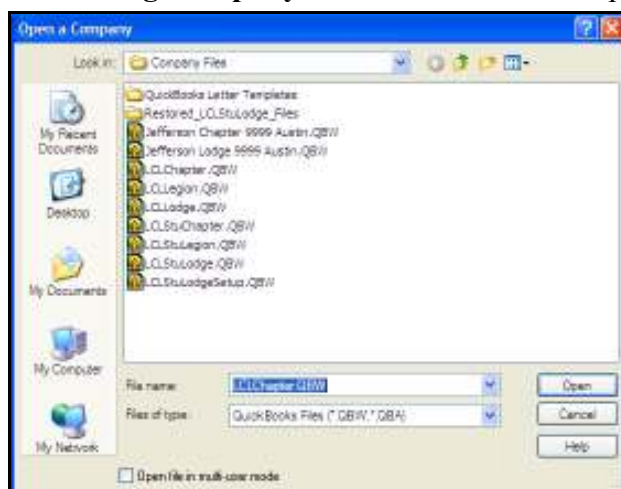
1. Click on the Start button on the Windows taskbar.
2. When Start menu appears select Programs and the Programs Menu appears.
3. Click on QuickBooks and the QuickBooks submenu appears.
4. Choose QuickBooks Pro 2007.

Note: QuickBooks Pro 2007 opens to the most recently used Company file when the program is launched.

If QuickBooks Pro 2007 opens and the **No Company Open** dialog box appears.



You can select a file from the list of previously opened Company files or choose **Open an Existing Company** and select another Company file.



Once you have found the file, click the **Open** button. All data is saved automatically when the Company file is closed.

Remember: Saved does not mean backed up. Backing up is a different function.

Entering and Editing Company Information

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

The screenshot shows a 'Company Information' dialog box with the following sections:

- Contact Information:** Company Name: Jefferson Chapter #9999; Address: P O Box 123, Chicago, IL 60539; Phone #: 630 659-2000; Fax #: 630 659-2001; E-mail: chapter9999@mooseunits.org; Country: US; Web Site: [empty]
- Legal Information (Appears on payroll tax forms):** Legal Name: Women of the Moose #9999; Legal Address: 334 Lakeside Drive; City/State/ZIP: Chicago, IL 60539; Legal Country: US
- Company Identification:** Federal Employer Identification No. (FEIN is required for Payroll): 55-5555555; Social Security Number (SSN is used on 3099s if no FEIN is entered): [empty]
- Payroll Tax Form Information:** Contact: [empty] (Name of person preparing and signing payroll tax forms); Title: [empty]; Phone #: [empty]
- Report Information (highlighted in red):** First month in year: [empty]; Fiscal Year: May; Tax Year: May; Income Tax Form Used: Form 990 (Exempt Organization)

To View Or Change Company Information

1. On the Menu Bar choose **Company**,
2. Choose **Company Information**.
3. Add or modify information, if necessary. Use the **Tab** key to move from one field to another.
4. Click **OK** to save changes and close the window or Click **Cancel** to close the window without saving changes.

Note: DO NOT CHANGE the initial information set up by Moose International in the Report Information section of the Company Information Screen.

Important: The Chapter E-Mail Address must be the Moose Units E-Mail Address
I.e.: chapter9999@mooseunits.org

THE CHART OF ACCOUNTS

Refer to the *Using QuickBooks Pro Accounts* chapter of the *Moose International QuickBooks Pro 2007 Resource Manual*.

The Chart of Accounts is the core of your computerized accounting system and has been pre-entered by Moose International. The Chart of Accounts is already set up in QuickBooks Pro 2007 for Fraternal Units. This well-planned account structure will make your financial reports and statements easier to read and understand. To make working with accounts a little easier, each account is assigned a number.

QuickBooks Pro 2007 allows you and Moose International encourages you to create additional sub-accounts that you need for your operation, which will allow you to customize your financial statements.

IMPORTANT: You shall **NOT** edit any Parent Account provided for you by Moose International and you must **NOT** add or delete any accounts at a Parent Account level. You may add as many sub-accounts to the Parent Accounts as you need.

It is important to understand the account numbering system used by Moose International. These account numbers help to classify Income, Expenses, Liabilities and Assets.

Number	Type	Description
1000 series	Bank	Includes Checking, Savings and Investment accounts.
1000 series	Accounts Receivable	Includes money owed to the Fraternal Unit. The balance changes whenever an Invoice is issued or a Payment is recorded against an Invoice.
1000 series	Assets	Includes things that the organization owns, such as Undeposited Funds, Inventory and Furniture and Fixtures.
2000 series	Accounts Payable	Includes all unpaid Bills. The balance in this account changes whenever new Bills are entered or outstanding Bills are paid.
2000 series	Liability	Includes money that the organization owes, such as unpaid Bills, Payroll Taxes, and amounts due to Moose International.
3000 series	Equity	Bookkeeping accounts that record opening account balances and profits or losses from prior years. These accounts are automatically created and updated by QuickBooks Pro 2007.
4000 series	Income	Records and categorizes money that has been received.
5000 series	Expense	Records and categorizes money that has been spent.

IMPORTANT: The Chart of Accounts is already set up for the Chapters with Parent Accounts and Sub-Accounts. While the Sub-accounts can be added and/or changed, the **Parent Accounts MUST NOT be changed in any way**. If Sub-accounts are used, the "Parent" accounts will not contain any transactions; they will serve only as an account to collect all the transactions from the Sub-accounts. **NEVER Attach A SUB-ACCOUNT TO ANOTHER SUB-ACCOUNT**. Some accounts are set up as Sub-accounts of another main or parent account. Sub-accounts are indented in the Chart of Accounts, in an outline format. If a new Sub-account must be created, it is important that it is in the proper numbering sequence with similar accounts and that it be at the correct level in the outline structure (sub-account). All Sub-accounts must be attached to a Parent account.

CREATING NEW SUB-ACCOUNTS

Refer to the *Using QuickBooks Pro Accounts* chapter of the *Moose International QuickBooks Pro 2007 Resource Manual - Working with Asset and Liability Accounts*.

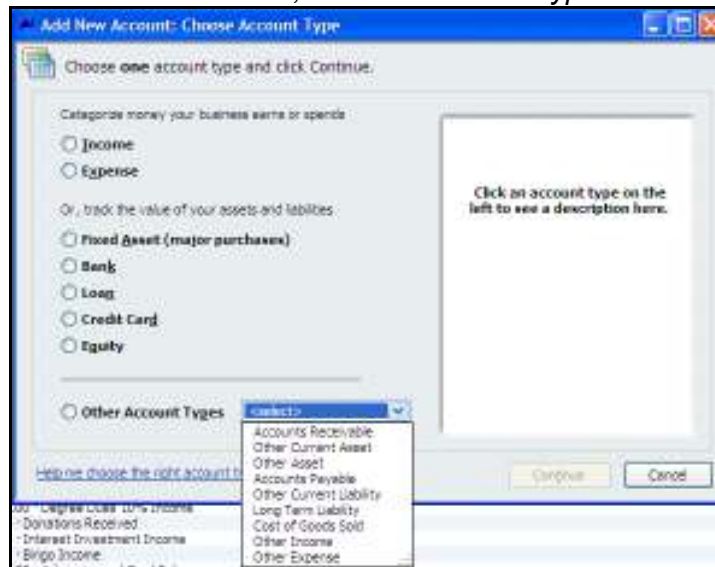
Before setting up any new Sub-accounts, it is important to review the account numbering system used by Moose International. These account numbers help to classify income, expenses, liabilities, and assets.

Adding New Sub-accounts

To Add a Sub-account:

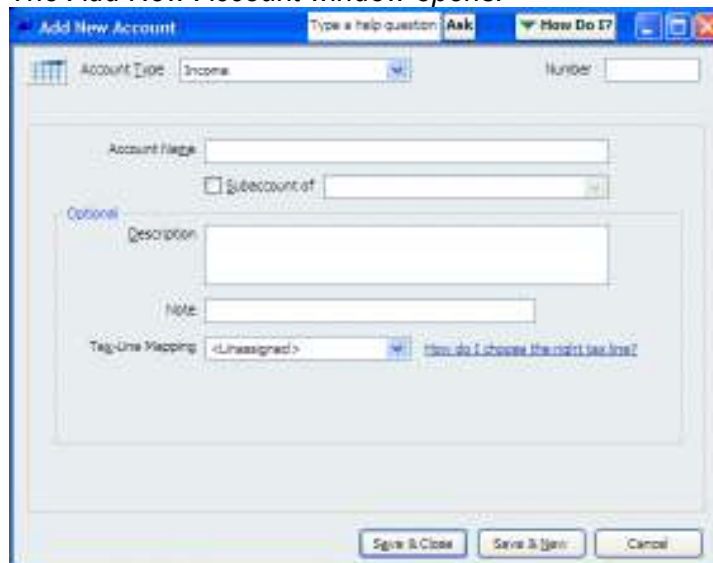
1. Choose the **Chart of Accounts** icon in the Company Section of the Home Page.
2. In the lower left corner of the window, choose **Account, New**.

The Add New Account; Choose Account Type window opens.



3. Select the Account Type from those listed or select from the Other Account Types dropdown menu.
4. Click Continue

The Add New Account window opens.



5. Enter a Sub-account number that does not duplicate an existing number, but is in the proper numbering sequence group.
6. Enter the **Name** of the Sub-account.
7. Click in the box next to **Sub account of**
8. Use the **Sub account of** drop-down list to select the "Parent" account.
9. Enter a brief description if needed.
10. Choose **Save & Close** to save the new Sub-account and close the Add New Account window.

- or -

Choose **Save & New** to save the new Sub-account and open a blank Add New Account window to add another Sub-account.

- or -

Choose **Cancel** to close the Add New Account window without saving the new Sub-account.

Adding Items for Income Accounts

Refer to the *Using QuickBooks Pro Accounts* chapter of the *Moose International QuickBooks Pro 2007 Resource Manual - Working with Income and Expense Accounts*.

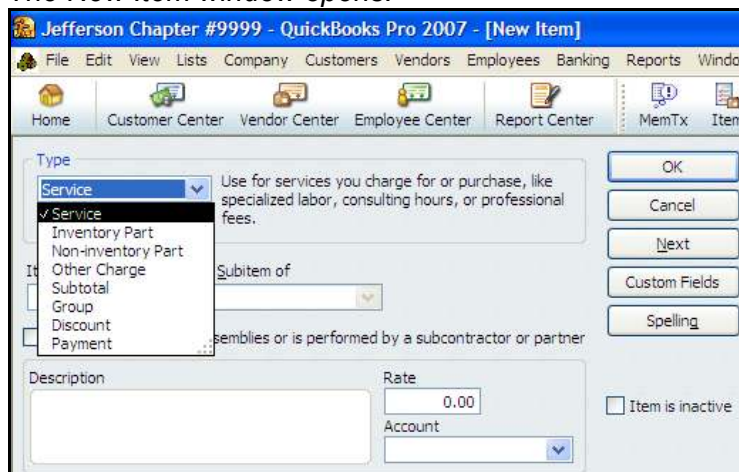
When a Sales Receipt is recorded in QuickBooks Pro 2007, part of the information on the Receipt is the item for which the Receipt is being written. When a new Income Sub-account is added to the QuickBooks Pro 2007 Chart of Accounts (COA), a corresponding *Item* must also be added to the Item list. While 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.

Note: Standard Moose International practice is to use the first four digits of the COA account number and title as the Item Number/Name for the corresponding Item, and the Name of the COA account as the Description of the corresponding Item. This facilitates selecting the correct item when recording a Sales Receipt.

To Add an Item for an Income Account:

1. Click the **Item Icon** in the Icon Bar.
2. Click the **Item** button in the lower left corner of the Item List screen.

The New Item window opens.



3. Choose the **Type** in the **Type** drop-down list. Typically, the Types used in Fraternal Units will be Service or Other Charge.
4. Enter the first four digits of the corresponding COA Income account number and the name in the Item Name/Number field.
5. If this item is a Sub-item of another Item currently on the Item list, place a check in the checkbox next to **Sub-item of** and enter the first four digits of the parent Item and the name of the parent item in the field below **Sub-item of**.
6. Enter the name of the corresponding COA Income account in the Description field.
7. Select the corresponding COA Income account in the Account drop-down list.
8. Choose **OK**.

Hint: It is helpful to select the COA Income account first so that this information is visible before entering an Item Name/Number and Description for the new Item.

WORKING WITH CLASSES

Refer to the *Using QuickBooks Pro Accounts* chapter of the *Moose International QuickBooks Pro 2007 Resource Manual - Working with Classes*.

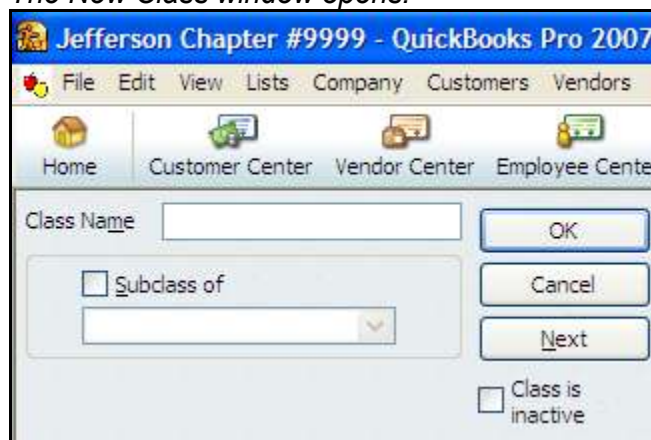
QuickBooks Pro 2007 provides a feature called Class Tracking that permits you to group items and transactions in a way that matches the type of reporting you want to perform. This gives you an additional method to classify business transactions in addition to assigning an Income or Expense account. This allows the Fraternal Units to track income and expenses for separate parts of the organization.

When entering transactions, each transaction window provides a field for entering a Class. This allows you to generate a report on all transactions pertaining to a particular Class, or generate a Report showing all Classes and the breakdown of transactions applied to each class. Classes allow the user to generate Profit / Loss Reports divided by Class to get a better snapshot of the breakdown of monies received and paid in each area of the Chapter operations.

To add a New Class:

1. Choose **Lists** on the Menu Bar.
2. Choose **Class List** in the dropdown menu.
3. Click the **Class** button in the lower left corner of the Class List screen.
4. Click New in the Popup window.

The New Class window opens.



5. Enter a **Class Name** for the new Class.
6. If it will be a Sub-class click in the **Sub-class of** check box.
7. Enter the Name of the Class the new Class is a Sub-class of.
8. Click **OK** to save the new Class and close the New Class window.

- or -

Click **Next** to save the new Class and open a blank New Class window to add another new Class.

- or -

Click **Cancel** to close the New Class window without saving the new Class.

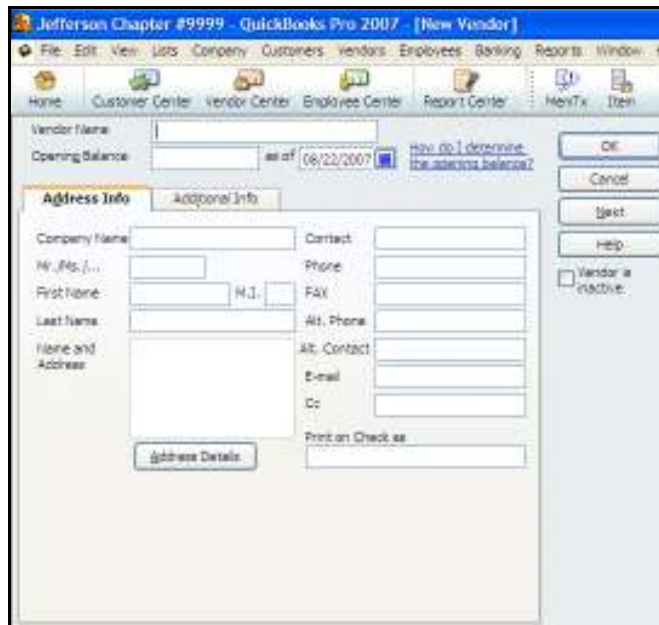
ENTERING VENDORS

Refer to the *Working with Vendors* chapter of the *Moose International QuickBooks Pro 2007 Resource Manual*

QuickBooks Pro 2007 defines a Vendor as anyone, other than employees, to whom money is paid. Chapters may have a variety of Vendors with whom they do business. A Vendor record for Moose International has already been set up for Fraternal Units.

To enter a vendor in QuickBooks Pro 2007:

1. Click the **Vendor Center** Icon in the Navigation Bar on the Home Page.
2. Click **New Vendor** in the upper left corner of the Vendor Center screen.
The New Vendor screen appears.



3. Enter the **Company Name** in the appropriate field on the Address Info Tab..
4. Enter the salutation, the first name, middle initial, and last name for the contact person, if applicable.
5. Enter the Address.
Note that the Contact name has been automatically added to the Address and Contact fields.
6. Enter the phone, fax, and e-mail. **DO NOT** enter a balance in the Opening Balance field.
The Balance will be created by Entering Bills.
7. Choose the **Additional Info** tab and enter the account number.
8. Choose **OK** to enter the Vendor onto the Vendor List and exit the New Vendor screen.
- or -
Choose **Next** to enter the Vendor onto the Vendor List and enter another New Vendor.
- or -
Choose **Cancel** to close the New Vendor screen without saving the New Vendor.

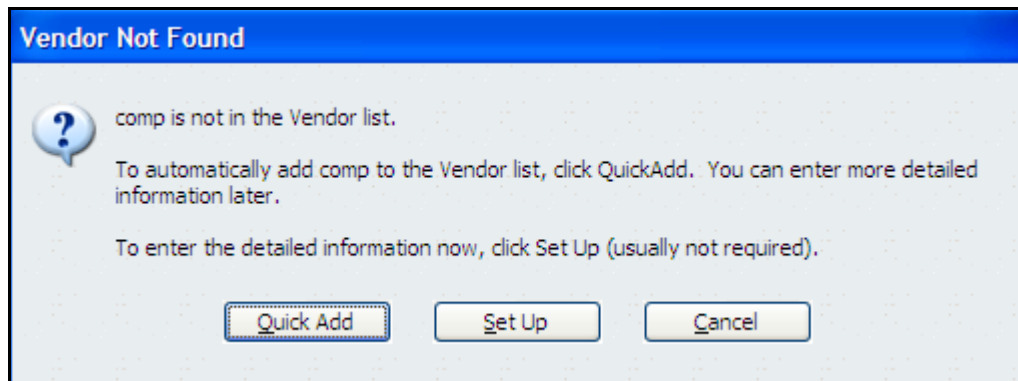
Using Quick Add

If a Vendor has not been entered in advance, the information can be added at the time of a specific transaction, using the Quick Add process.

To Use Quick Add to Add a Vendor:

1. Select the appropriate Icon in the Vendors Section of the Home Page.
2. Enter the **Vendor's Name** in the Vendor field.
3. Press **Enter** or **Tab**.

The Vendor Not Found dialog box appears.



4. Click the **Quick Add** button.
The Vendor is added to the Vendor list.
5. Complete the current transaction.

ENTERING CUSTOMERS

Refer to the *Working With Customers* chapter of the *Moose International QuickBooks Pro 2007 Resource Manual - Entering Customers*

QuickBooks Pro 2007 defines a Customer as anyone from whom money is received. For Chapters, most Customers will be members of their Chapter. However, money received from sources, such as Endowment, Committees, Member Dues & Fees and similar activities, will also need to be entered directly into QuickBooks Pro 2007.

To Add a Customer Using the New Customer Screen:

1. Click the **Customer Center** Icon on the Navigation Bar.
2. Click **New Customer & Job** in the upper left corner of the Customer Center screen.
3. Click **New Customer** in the dropdown menu.

The New Customer window opens.

4. Enter the **Company Name** on the Address Info Tab.
5. Enter the salutation, first name, middle initial, and last name.
6. Enter the **Bill To** address. You must press Enter to change lines in the Address field. Note that the contact information has been automatically added to the Customer Name, Contact, and Bill To fields.
7. Choose the **Copy** button to copy the **Bill To** information into the **Ship To** box, if needed.
8. Enter phone, fax, and e-mail.

NOTE: Customer opening balances are not entered. Customer balances are created by entering Sales or Dues Receipts.

9. The remaining tabs (Additional Info, Payment Info, and Job Info) do not contain information that would be useful to a Fraternal Unit.
10. Click **OK** to save the Customer on the Customer List and exit the New Customer screen.
- or -
Click **Next** to save the Customer on the Customer List and enter another New Customer.
- or -
Click **Cancel** to close the New Customer screen without saving the New Customer.

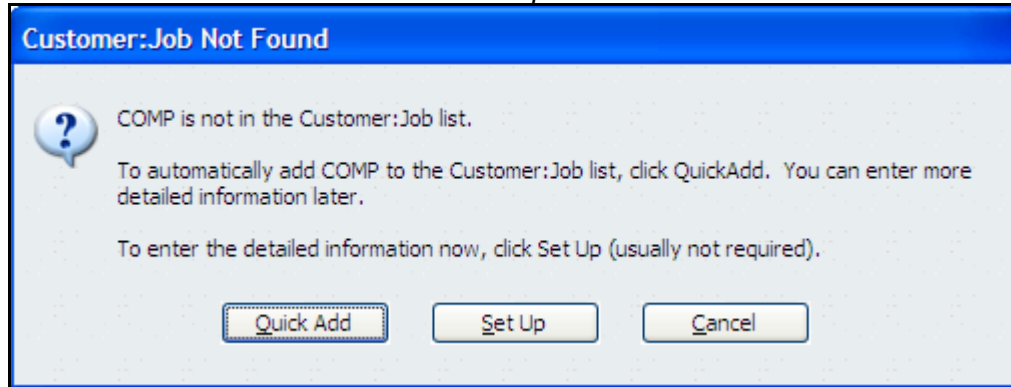
Using Quick Add

If a Customer has not been entered in advance, information can be added at the time of a specific transaction (such as recording a member turning in raffle money, or the like), using the Quick Add process.

To Use Quick Add to Add a Customer:

1. Select the appropriate Icon in the **Customer Section** of the Home Page.
2. Enter the **Customer's Name** in the Customer Job field.
3. Press **Enter** or **Tab**.

The Customer: Job Not Found window opens



4. Click on the **Quick Add** button. The Customer is added to the **Customer Job** list.
5. Complete the current transaction.

Note: An Assigning Numbers to Journal Entries message may appear. Choose OK to close the message. Check the “Do not display this message in the future” box if desired.

3. Enter the **Date** of the Journal Entry.
4. In the Account column, use the drop-down list to select the Account to adjust.
5. Enter the amount of the adjustment in the Debit column or the Credit column.
6. Enter a comment in the **Memo** column, to document the reason for the adjustment.
7. Repeat Steps 4-6 on subsequent rows for each additional account to be adjusted.
8. Be sure to make offsetting entries, so that the Debit and Credit columns have equal totals.
9. Choose **Save & Close** to post the Journal Entry and close the window.
 - or -
 - Choose **Save & New** to post the Journal Entry and open another blank General Journal Entry window.
 - or -
 - Choose **Clear** to clear the screen to start over.

Note: If you are adjusting a balance, enter only the amount of the adjustment, not the resulting balance.

Depreciation Procedure

Create an Account (1810.00) attached to Parent Account #1800.00 called Accumulated Depreciation and marked as a Sub-Account of Account #1800.00.

Create an Account (5420.00) attached to Parent Account #5400.00 called Depreciation Expense and marked as a Sub-Account of Account #5400.00.

Click Company in the Menu Bar.

Click “Make General Journal Entries” in the dropdown menu.

Enter the correct Date for the Depreciation.

Tab to the Account Box in the First Line of the Make General Journal Entries screen.

Enter the Sub-Account number of the Account you created under 5400.00

Tab to the Debit Box and enter the Dollar amount of the Depreciation.

Make any note applicable to this General Journal Entry in the “Memo” Box

You may use a Class if you wish in the “Name” Box

Tab to the Account Box in the Second line Of the Make General Journal Entries Screen.

Enter the Sub-Account number of the Account you created under 1800.00

Tab to the Credit Box and enter the Dollar Amount of the Depreciation.

Enter Memo and/or Class on this Line if desired.

Click “Save and Close”.

This will enter the Depreciation Expense in the Sub-Account you created under 5400.00, the Accumulated Depreciation Amount in the Sub-Account you created under 1800.00 and subtract the Depreciation Amount from the total in Account #1800.00.

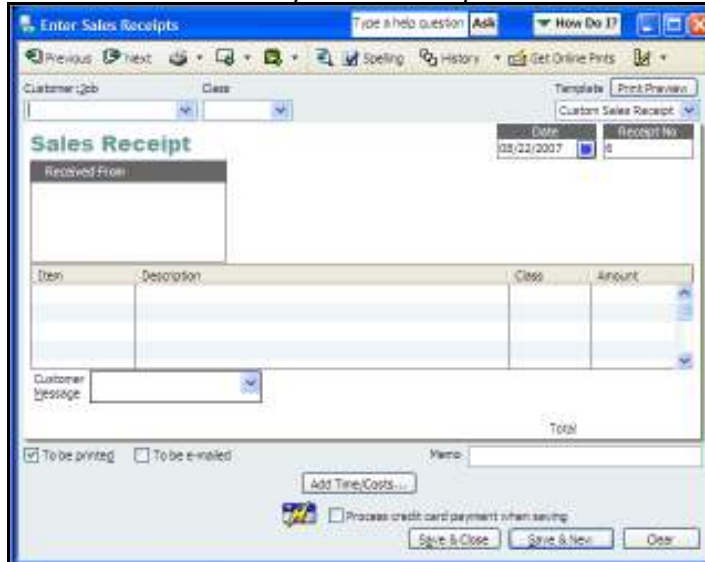
ISSUING RECEIPTS

Refer to the *Working with Bank Accounts* chapter of the **Moose International QuickBooks Pro 2007 Resource Manual - Issuing Receipts (Managing Bank Accounts)**

When money is received a Sales Receipt or Dues Receipt must be generated for the funds. Issuing a Receipt will apply the value to the proper Income account and will record the entry in the 1199.00 - Undeposited Funds account.

To Issue a Sales Receipt in QuickBooks Pro 2007:

1. Click **Create Sales Receipts** in the Customers Section of the Home Page.
The Enter Sales Receipts window opens.



2. If the Merchant Account Service message window appears, click the **No** button to indicate that your Fraternal Unit does not accept credit cards.
3. Use the **Customer: Job** drop-down list to select the name of the customer or begin typing the name in the **Customer: Job** field until the proper name appears.
4. You may use **Quick Add** to add a new name.
5. Enter the appropriate **Class**.
6. Enter the **Date** of the transaction.
QuickBooks will automatically assign the Sales Receipt number.
7. In the **Item** column, use the drop-down list to select the desired income Item number.
8. If the income will be applied to multiple Items: Select additional Items on subsequent lines and divide the total amount between the Items.
9. Enter the amount for each Item in the **Amount** column.
10. Enter information on the **Memo** line if desired.
11. Choose **Save & Close** to save the Receipt.
 - or -
 - Choose **Save & New** to save the Receipt enter another Receipt.
 - or -
 - Choose **Clear** to remove all entries made without saving the Receipt.

Entering Dues and Fees

Refer to the *Working with Bank Accounts* chapter of the **Moose International QuickBooks Pro 2007 Resource Manual – Entry of Dues and Fees (Managing Bank Accounts)**

Dues must be manually entered into QuickBooks Pro 2007. Entries will be made from the Deposit Report obtained from LCL.net for the Direct Deposit of Dues made by Moose International into the Chapter's checking account for the Chapter portion of Dues paid through the Lockbox. A Customer by the name of **Member Dues and Fees** can be created for use on all Receipts of Dues and Fees.

Dues and Fees collected from Applicants must also be entered into QuickBooks Pro 2007 on a Dues Receipt.

It is possible that you may receive Dues monies from your members from time to time and those entries must also be entered into QuickBooks Pro 2007. A deposit of those monies will be made into the Chapter's checking account and a Chapter check will then be written on behalf of the member, including her MID#, Name and Chapter Name/Number on the Memo line of the check, and mailed to the Dues Processing Center.

Direct Deposit Dues Received from Moose International

Once you have received and printed a Deposit Report from Moose International you can enter those Dues into QuickBooks Pro 2007. The Direct Deposit amount will contain the Chapter's portion of the Member Dues that have been paid through the Lockbox. That amount must be entered on a Dues Receipt and credited to Item 4005 – Membership Dues. The Members listed on the Deposit Report can be entered on the Dues Receipt for tracking the Dues payments to individual deposits.

To Enter Dues from the Deposit Report

1. Click **Create Sales Receipts** in the Customers Section of the Home Page.
The Enter Sales Receipt window opens

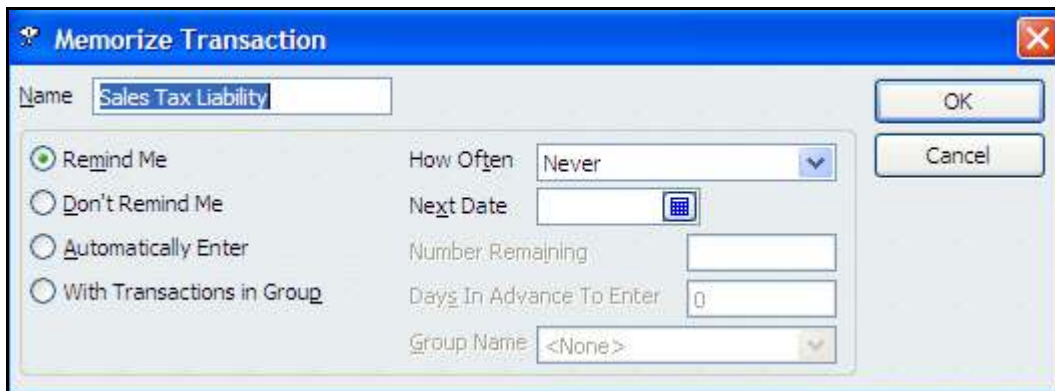
Item	Description	Class	Amount
4005 - Member...	Pratamal Unit Membership Dues		240.00

2. Select **Dues Receipt** from the Template dropdown in the upper right corner.
3. Click the dropdown for the Customer: Job and 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 Report.
6. Select **Item #4005 - Membership Dues** from the dropdown Item list.
7. Enter the **Amount** of the Dues Deposit.
8. Enter the names of the Members appearing on the Deposit Report on the Dues Receipt. The names can be entered in the description area of the Dues Receipt.
9. Enter the **Batch Number** of the Deposit Report on the Memo Line.

Memorizing Transactions

Some transactions that are entered on a repetitive basis can be memorized so they don't have to be created again and again. Once memorized these transactions can be selected at any time and the only entry that will need to be made will be the date and the amounts.

1. Enter the transaction as you normally would, whether it is a Sales Receipt, Dues Receipt, Entering a Bill, Paying a Bill or any other type of transaction. Do not enter the date and the dollar amounts.
2. Once the transaction is created, Right Click the mouse in the body of the transaction screen.
3. In the Popup, select Memorize Sale Receipt (or Bill, etc). The Memorize Transaction Box will appear. The name of the transaction will default to the name of the Customer entered.

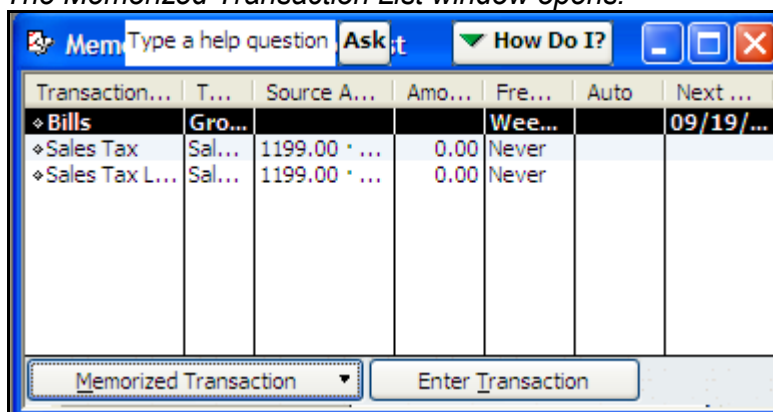


4. Select whether you want to be reminded of the transaction.
5. Select the frequency of the reminder of you choose to be reminded.
6. Click OK.

To open a Memorized Transaction Form

1. Click **MemTX** on the Icon Bar.

The Memorized Transaction List window opens.



Transaction...	T...	Source A...	Amo...	Fre...	Auto	Next ...
◆ Bills	Gro...			Wee...		09/19/...
◆ Sales Tax	Sal...	1199.00 * ...	0.00	Never		
◆ Sales Tax L...	Sal...	1199.00 * ...	0.00	Never		

2. Highlight the Memorized Transaction you want to use.
3. Click **Enter Transaction**.
4. The Transaction Form opens with the pre-entered and memorized data already on the Form.

ENTERING BINGO RECEIPTS

When entering Bingo Receipts, it is necessary to enter the transactions in order to show all monies received and paid out. This requires entering the actual amount of monies received from Admissions and Card sales even if this is not the amount of money that will be deposited.

To enter a Sales Receipt for Bingo:

1. Click **Create Sales Receipts** in the Customers Section of the Home Page.

The Enter Sales Receipts window opens

Item	Description	Qty	Rate	Amount
4505 - Admission & Cards sales	Admission & Cards sales		5,000.00	5,000.00
4515 - Bingo Concessions	Bingo Concessions (Receipt Sales)		300.00	300.00
2305 - Sales Tax Collected	Sales Tax Collected		75.00	75.00
5505 - Prizes & Jackpots	Prizes & Jackpots		-2,125.00	-2,125.00
Total				3,250.00

2. In the **Item** column, select the item for Admissions and Card sales.
3. Enter the total amount of money collected in the **Amount** column.
4. In the **Item** column select the item for Bingo Concessions or Food Sales
5. Enter the total amount of money collected in the **Amount** column.
6. In the **Item** column, select the item for the Sales Tax Collected, if required by your state.
7. Enter the total amount of money collected for Sales Tax Collected in the **Amount** column.
8. In the **Item** column, select the Item for Prizes and Jackpots.
9. In the **Amount** column, enter the amount paid as a (-) minus.

PREPARING AND RECORDING DEPOSITS

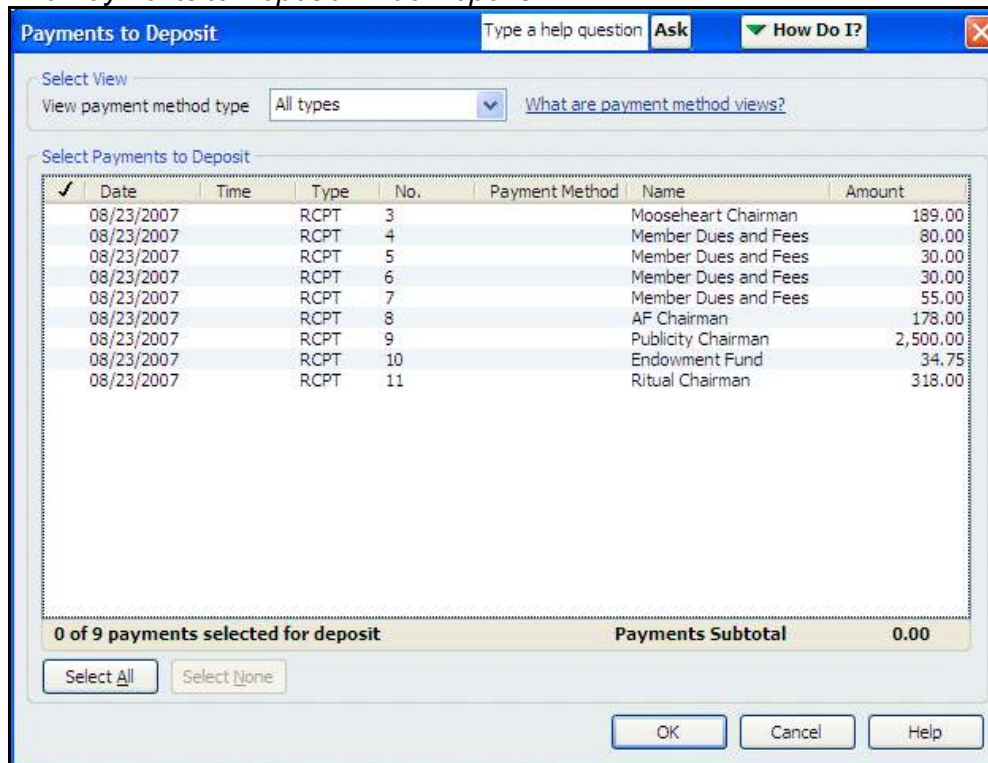
Refer to the *Working with Bank Accounts* chapter of the *Moose International QuickBooks Pro 2007 Resource Manual - Preparing and Recording Deposits (Managing Bank Accounts)*

Before funds are deposited, the Receipt amounts are held in the 1199.00 - Undeposited Funds account. When a Bank Deposit is made, that Deposit must be recorded in QuickBooks Pro 2007.

NOTE: When making deposits to two separate accounts (such as General Checking, or Bingo Checking), each Deposit should be processed separately.

To Prepare and Record a Deposit:

1. Select the **Record Deposits** Icon in the Banking Section of the Home Page. *The Payments to Deposit window opens.*



2. Click in the left column to select individual entries to include in the Deposit.

Note: If depositing all funds choose **Select All** to include all Undeposited funds in the Deposit. To remove all Undeposited funds from this deposit choose **Select None**.

3. Choose **OK**.

The Make Deposits screen opens

Jefferson Chapter 9999 - QuickBooks Pro 2007 - [Make Deposits]

File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help

Home Customer Center Vendor Center Employee Center Report Center Merge Item Bill Find Reg Acct Search Reprint Support Services Payroll Credit Cards

Previous First Print Payments History

Deposit To: First Fund Date: 03/21/2007 Memo: Deposit

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

Received From	From Account	Memo	Chk. No.	Post. Meth.	Class	Amount
Endowment Fund	1199.00 - Undeposited Funds					34.75

Deposit Subtotal 34.75

To get cash back from this deposit, enter the amount below. Indicate the account where you want the money to go, such as your Petty Cash account.

Cash back goes to: Cash back memo: Cash back amount:

Deposit Total 34.75

Sign & Close Save & New Clear

4. Select the account to which funds will be deposited in the **Deposit to** field.
 5. Enter the **Date** of the Deposit.
 6. Enter a brief description in the **Memo** field, if desired.
 7. Verify the **Deposit Subtotal** against the actual cash and checks to be deposited.
 8. Cash back is not permitted by Moose International; those fields should be left blank.
 9. Enter the **Class** that the deposit will be charged to in the Class field.
 10. Choose **Save & Close** to record the deposit and close the window.
- or -
- Choose **Save & New** to record the Deposit and open a new Deposit window.
- or -
- Choose Clear and then Close to close the window without recording the Deposit.

ENTERING BILLS

Refer to the *Working With Vendors* chapter of the *Moose International QuickBooks Pro 2007 Resource Manual - Entering Bills*

When a Bill is received, the Chapter has an obligation to pay that Bill. The accounting term for this obligation is Accounts Payable. QuickBooks Pro 2007 uses an Accounts Payable balance sheet account to temporarily record these obligations until the Bills are paid.

Moose International recommends that the Chapters enter Bills into QuickBooks Pro 2007 as they are received. That will allow QuickBooks Pro 2007 to track the Due Dates and provide reminders of upcoming payments.

To Enter a Bill:

1. Choose the **Enter Bills** icon in the Vendors Section of the Home Page.

The Enter Bills window opens.

Account	Amount	Memo	Customer/Job	Bill...	Class
---------	--------	------	--------------	---------	-------

2. Enter the **Vendor Name** in the **Vendor** field.
3. Enter the **Date** the Bill was issued.
4. Enter the **Invoice Number** in the Reference Number field.
5. Enter the total amount of the Bill in the **Amount Due** field.
6. Enter the **Due Date**.
7. If the vendor offers discount terms, select the terms from the drop-down list or set up terms for this Bill in the **Terms** field.

8. Enter a brief description in the **Memo** field, if desired.
9. Select the first line in the **Account** column.
10. Use the drop-down list on the far right side of the column to choose the account to which the Bill will be charged.

Note: If the Bill will be charged to more than one account: Enter additional accounts on subsequent lines and enter the appropriate Dollar amount for each account.

11. Enter a brief comment in the **Memo** column, if desired.
12. Enter information about **Class**.
13. Choose **Save & Close** to save the Bill and close the Enter Bills window.
- or -
Choose **Save & New** to save the Bill and enter another.

PAYING BILLS

Refer to the *Working with Vendors* chapter of the **Moose International QuickBooks Pro 2007 Resource Manual - Paying Bills (Entering and Paying Bills)**

QuickBooks Pro 2007 provides a Pay Bills window that incorporates all the steps involved in paying Bills. Even if the Chapter ultimately hand-writes its Checks, Bill payments must be recorded in QuickBooks Pro 2007 for accurate record keeping.

Note: It is important to use the Pay Bills window for all Bills that have been previously entered. If the payment is recorded in another way, the Accounts Payable balance will not be credited correctly.

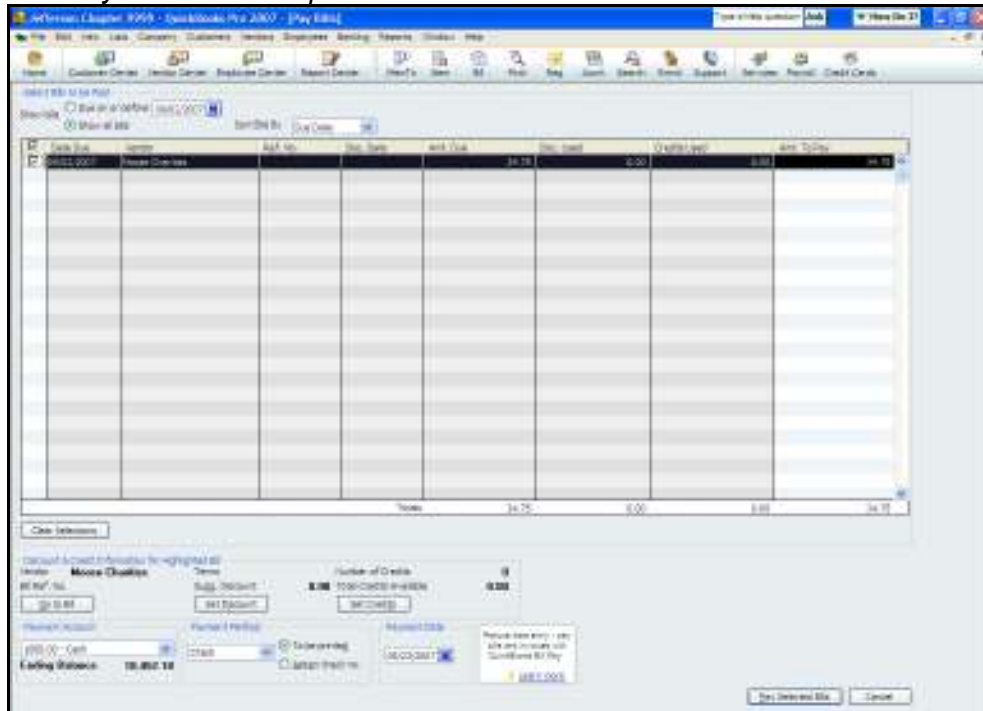
The following information boxes are displayed in the Pay Bills window.

Area	Description
Select Bills to be Paid	Identifies which Bills to display and how they are sorted. Contains list of Bills that can be selected.
Discount & Credit Information	Provides details about discounts and credits available for the Bill that is highlighted in the listing. 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	You can specify the form of payment and whether checks will be computer-printed or handwritten.
Payment Date	Indicates the date on which the payment will be posted in QuickBooks Pro.

The Bill payment process should be completed regularly to ensure that all available discounts are taken.

To Record Bill Payments:

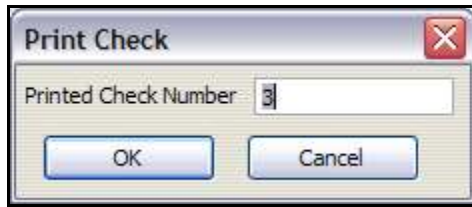
1. Choose the **Pay Bills** icon in the Vendors Section of the Home Page
The Pay Bills window opens



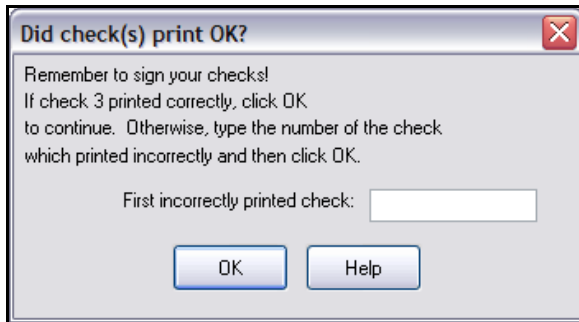
2. Enter a date in the **Due on or before** field or select **Show all bills**
3. Select the **Sort Bills by** method to determine the order in which Bills will appear.

Note: The Bills **DO NOT** appear in the order they were entered.

4. In the bottom center portion of the screen, enter the date on which Bills will be paid.
5. Click in the Selection column to select one or more Bills for payment.
6. If a check has been entered incorrectly, click in the Selection column again to deselect it.
7. Use the arrow keys to move to the first Bill to be paid.
8. If discount terms are available, choose **Set Discount** to apply the discount.
9. Confirm or adjust the Amount of the discount. Confirm the balance sheet Discount Account that will contain the offsetting entry for the discount.
10. If necessary, repeat steps 7-8 to set discounts for all Bills to be paid.
11. In the lower left part of the window, use the drop-down list to select the bank account from which the Bill will be paid.
12. Select **Check** in the **Payment Method** drop-down list.
13. Choose **Assign check no.** If the Check has been written by hand. If the Check will be computer-printed, choose **To be printed**.
14. Choose **Pay Selected Bills** to record the payments and close the window.



5. Ensure that the number shown in the **Print Check** window matches the Check that you are actually printing. If the numbers do not match, change the number in the Check Number field to match the Check.
6. Click **OK**.
7. After ensuring that your printing options are correct from your printer's dialogue box that appears, select the **Print** button to print the Check.
8. After selecting print, the following dialogue box will appear.



9. If the Check did not print ok, enter the Check number in the box. If the Check printed ok, enter nothing in the box and click **OK**.
10. This will return you to the Check to print it again. If the Check printed ok, the actual check number used will be entered in the **Check No.** field. If you need to print the Check again, no number will be assigned to check number. Remember to ensure that your check number matches your Check if you have to reprint.
11. Choose **Save & Close** to record the Check and close the window.
- or -
Choose **Save & New** to record the Check and move to the next check to be paid as shown in the register.

Entering Journal Entries for Recorders Compensation

Calculating Recorder Compensation

You will calculate the Recorder's Compensation by adding together the dollar amounts of the Direct Deposits received from Moose International for the Chapter portion of the Dues Payments and the Application Fees and Dues Payments submitted with Applications to the Chapter. Multiply that number by 10%. The 10% Dollar Amount obtained from this method is then entered as the Recorder's Compensation for that Month.

Entering Recorder Compensation in QuickBooks

A Journal Entry will be made in QuickBooks Pro 2007 to enter the Recorder Compensation Due the Recorder.

- Click **Company** on the Menu Bar.
- Click **Make General Journal Entries** in the dropdown menu.
- Enter the Journal Entry **Date**
- Enter the Journal Entry Data using the following format.

Recorder's Compensation	Acct.# 5105.00	(debit) \$ Amount
Compensation - Recorder	Acct.# 2205.00	(credit) \$ Amount

- Click **Save and Close**.

Entering Unemployment Taxes in QuickBooks

You would calculate these figures on the form you receive from your state. They have to be entered into QuickBooks Pro 2007 as a Journal Entry for proper distribution to the different departments on the Income Statement as an Expense. They are also posted to the Balance Sheet as a Liability to the State. These amounts are the Chapter's responsibility and are not deducted from the Employees paychecks. The Liability and Expense for these amounts must be established by a General Journal Entry and payment will be made later from the Liability Account 2210.00. If the liability is not established when payment is made, a negative balance will appear on the Chart of Accounts.

A journal Entry will be made in QuickBooks to enter the Unemployment Taxes Due the State.

- Click **Company** in the Menu Bar.
- Click **Make General Journal Entries** dropdown menu.
- Enter the Journal Entry **Date**.
- Enter the Journal Entry Data using the following Format.

Payroll Taxes Chapter	Acct # 5110.00	(debit) \$ Amount
Payroll Tax Liability	Acct # 2210.00	(credit) \$ Amount

-
- Click **Save and Close**.

Writing Checks in QuickBooks Pro 2007

Writing Checks in QuickBooks Pro 2007 should only be used to enter One Time Payments, Manual Payroll and Tax Payment or Online Payments. All other Bills should be paid using the Enter Bills / Pay Bills functions in the Vendors Section of the Home Page.

To Write a Check:

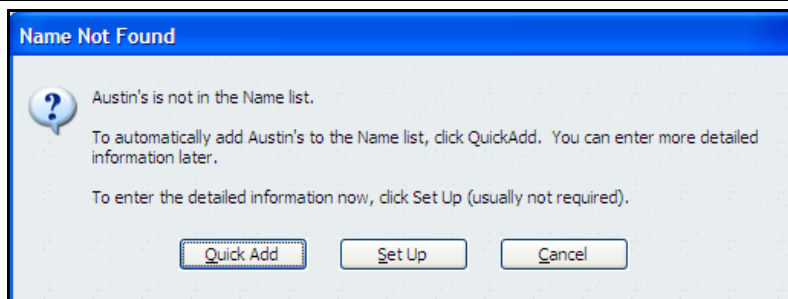
1. Choose the **Write Checks** icon in the Banking Section of the Home Page

The Write Checks window opens



2. Select the **Bank Account** from which the Check will be written.
3. Correct the **Check number**, if necessary. For Internet Service Provider direct charge to the Chapter Checking account or for Check order charges this field would be left blank.
4. Type the **Date** of the Check in the Date field or use the Calendar button to select the date from a monthly Calendar.
5. Select the **Payee** from the drop-down list in the Pay to the Order of field or begin typing the payee's name. QuickBooks Pro 2007 automatically completes the name if it has been entered previously.

Note Any name that is entered in the Payee field must be entered into the QuickBooks Pro 2007 database. If the name is not in the database, the following message will appear:



Note: You may use Quick Add to add a new name if it is not found.

Note: Designate if the Payee is a Vendor, Customer, Employee or Other.



6. Enter the **amount** of the check. Note that the payee information has been automatically added to the Address field.

Note: You must press Enter to change lines in the Address field. Note that the amount has been written out on the Dollars line above.

7. Enter a brief description in the **Memo** field.
8. If the check will be computer-printed, select the "**To be printed**" check box.
9. Select the first line in the Account column and use the drop-down list on the far right side of the column to choose the account to which the check will be charged.

Note: If the check will be charged to multiple accounts: Select additional accounts on subsequent lines. Divide the total amount of the check between the accounts.

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

- or -

Choose **Save & New** to record the check and begin another.

Note: If you are interested in Printing Checks on the Computer Refer to the Working with Bank Accounts Chapter in the QuickBooks Pro Resource Manual under Writing Checks

RECONCILING BANK STATEMENTS

Refer to the *Working with Bank Accounts* chapter of the *Moose International QuickBooks Pro 2007 Resource Manual - Reconciling Bank Statements (Managing Bank Statements)*

When a Bank Statement is received, it is important to reconcile the transactions on the Bank Statement with the transactions recorded in QuickBooks Pro 2007. If it were done manually, this could be a time-consuming process. Fortunately, QuickBooks Pro 2007 provides a simple method to reconcile Bank Statements.

To Reconcile a Bank Statement:

1. Choose the **Reconcile** icon in the Banking Section of the Home Page.

The Begin Reconciliation window opens

The screenshot shows the 'Begin Reconciliation' dialog box. The 'Account' dropdown is set to '1000.00 - Cash'. The 'Statement Date' is 07/31/2007. The 'Beginning Balance' is 18,486.93. The 'Ending Balance' field is empty. There are two rows for 'Service Charge' and 'Interest Earned', both with a value of 0.00 and a date of 07/31/2007. The 'Account' and 'Class' dropdowns for these rows are also empty. At the bottom, there are buttons for 'Locate Discrepancies', 'Undo Last Reconciliation', 'Continue', 'Cancel', and 'Help'.

2. Select the **Account** to be reconciled from the drop-down list.

Note: The Beginning Balance is displayed automatically. This should match the beginning balance on the Bank Statement. The “What if my beginning balance doesn’t match my Statement?” link offers troubleshooting tips.

3. Enter the **Statement Date** in the corresponding field.
4. Enter the **Ending Balance** from the Bank Statement.
5. If a **Service Charge** is applied to the account, enter the relevant information:
 - Service Charge – the amount of the charge
 - Date – the date the charge was applied to the account
 - Account – expense account that will record the charge; Acct# 5405.00.
6. If **Interest** is earned on the account, enter the relevant information:
 - Interest Earned – the amount of the Interest.
 - Date – the date the Interest was applied to the account.
 - Account – the Income account that will record the Interest; Acct# 4400.00

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



8. Compare the Checks and Payments listed on the Bank Statement to the items in the left portion of the window.
9. Click in the left column to place a check mark beside each item that appears on the Bank Statement.
10. Compare the Deposits and Credits listed on the Bank Statement to the items in the right portion of the window.
11. Click in the left column to place a check mark beside each item that appears on the Bank Statement.
12. Examine the Difference amount in the lower right corner of the window. The Difference should be zero (0.00)
13. If the difference is not zero, follow the trouble-shooting tips listed below.
14. When the Difference is zero, choose **Reconcile Now**.

NOTE: In the event that your Reconciliation does not zero out and you show a balance in the Difference area, and you click Reconcile Now, DO NOT click on Enter Adjustment on the Reconcile Adjustment screen.

That is considered “force balancing” and QuickBooks will enter an adjustment. However, this adjustment does NOT correct the problem and the problem will re-appear in a later month.

To make certain that your Reconciliation is truly in balance, you MUST locate the discrepancy and make a correction.



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

Note: Printing detail is recommended.

- 16. If a Reconciliation Report dialog box appears, click OK.
- 17. Choose **Display** to view the report on the screen before printing it or choose **Print** to print the report without displaying it.

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						9,957.73
Cleared Transactions						
Checks and Payments - 7 items						
Bill Pmt -Check	07/08/2006	3	Moose Charities	✓	-34.75	-34.75
Bill Pmt -Check	07/08/2006	5	Joe's Office Mach...	✓	-157.30	-192.05
Bill Pmt -Check	07/08/2006	6	SAM MOON	✓	-250.00	-442.05
Bill Pmt -Check	07/08/2006	7	CAREN'S FLOWERS	✓	-75.00	-517.05
Bill Pmt -Check	07/08/2006	8	Moose International	✓	-20.00	-537.05
Bill Pmt -Check	07/08/2006	2	Moose Charities	✓	-100.00	-637.05
Bill Pmt -Check	07/08/2006	4	POSTMASTER	✓	-39.00	-676.05
Total Checks and Payments					-676.05	-676.05
Deposits and Credits - 2 items						
Deposit	07/08/2006			✓	80.00	80.00
Deposit	07/08/2006			✓	3,334.75	3,414.75
Total Deposits and Credits					3,414.75	3,414.75
Total Cleared Transactions					2,738.70	2,738.70
Cleared Balance					2,738.70	12,696.43
Register Balance as of 06/30/2006					2,738.70	12,696.43
Ending Balance					2,738.70	12,696.43

18. If Display is chosen, the report will appear on the screen. Choose the **Print** button at the top of the report window to print the report.

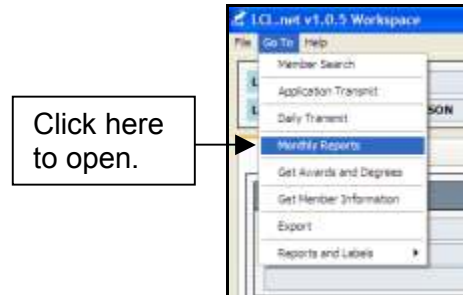
Note: Remember, you must reconcile each of your Bank Accounts including Savings, CDs, Checking, Money Market, Etc.

MONTHLY REPORTS

Refer to Page Chapter 6 of the LCL.Net Resource Manual

The **Monthly Reports** function is located in the dropdown **Go To** menu.

The Monthly Reports window allows you to Create, Update, or Transmit Monthly Reports for your Fraternal Unit. The Monthly Reports window will create a report for the Fraternal Unit's Net accounting activity for a given month. This accounting information is retrieved from your QuickBooks Pro 2007 Accounts.



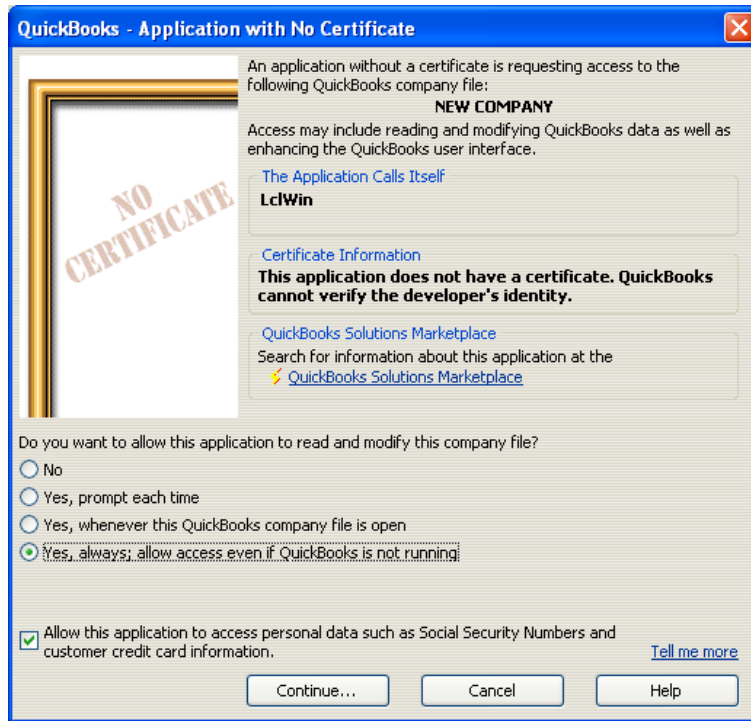
Monthly Reports Window

The Monthly Reports window contains three action buttons that are active depending on the current reporting status:

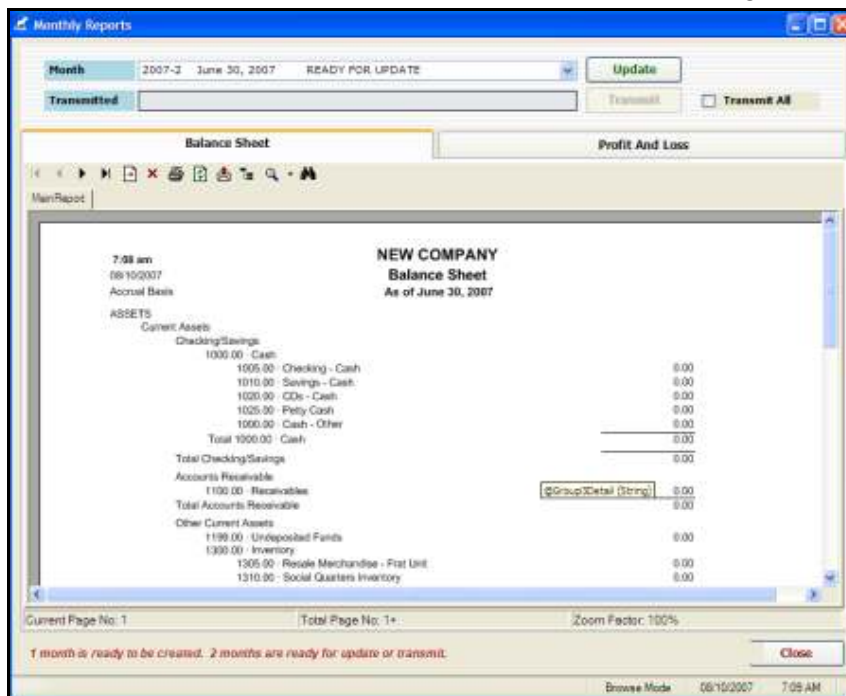
Create - is only active when a NEW month is selected in the drop down menu. This button is used to create Monthly Reports for the current open month by retrieving financial activity data for the month from the QuickBooks Pro 2007 Accounts and recording the information into the LCL database. No information is transmitted to Moose International using this button.

Update - is only active when an OPEN month is selected in the drop down menu. This button is used to update the financial activity data for the month from QuickBooks Pro 2007 and record the information into the LCL database. No information is transmitted to Moose International using this button.

Transmit - is only active when an OPEN month is selected in the drop down menu and when the system date on the computer is past the last day of the open month. For example, if the current month is September, the Transmit button will not be active until October 1st. This button is used to close the open month by retrieving final financial activity data for the month from QuickBooks Pro 2007, recording it into the LCL database, and then transmitting the information to Moose International.



In the event that you have NEVER accessed the Monthly Reports, the first time you click Create, QuickBooks Pro 2007 must be open. When you click the Create button, the screen above **Application With No Certificate** screen will open. It will be necessary to select the radio button that says “Yes, always; allow access even if QuickBooks is not running”. Then put a checkmark in the box next to “Allow this application to access personal data such as Social Security Numbers and customer credit card information”. Once both areas are selected click Continue. You will receive another message that you will need to click Yes, then click Done on the next message.



Updating Monthly Reports

You can make revisions to your information in QuickBooks Pro 2007 and can update the Monthly Reports at any time during the current month as long as the status is still OPEN by clicking the **Update** button.

Transmit Monthly Reports

Click **Transmit** to perform a final update and transmission to Moose International.

Create a New Monthly Reports

After transmitting the Monthly Reports, the Month drop down menu will display the CLOSED report and will also display the current Monthly Reports with a status of NEW.

To Create New Monthly Reports:

1. Select the current month being displayed as **NEW** in the Month drop down menu.
2. Click the **Create** button to open a new accounting month into the system.
The QuickBooks Pro 2007 accounting information for this month will be imported and the status will change from NEW to OPEN.

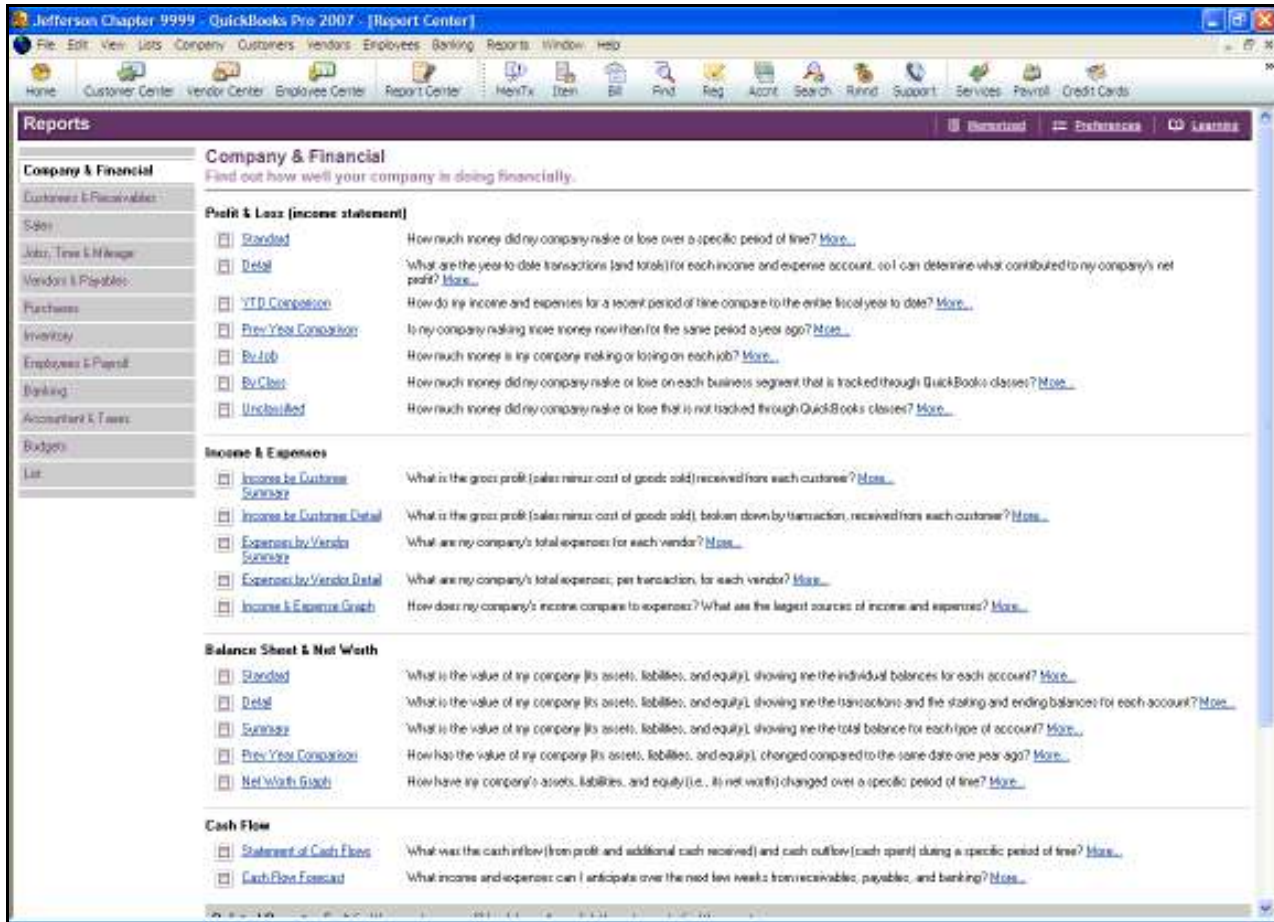
Note: The Account Information area will show all zeros. This is due to no accounting information being entered into QuickBooks Pro 2007 for the current month.

The **Update** button will now be the only active button until the first day of the next month. You can use **Update** at any time to update the information contained in your Monthly Reports.

REPORTS

Refer to the *Working with Reports* chapter of the *Moose International QuickBooks Pro 2007 Resource Manual*

Reports provide essential information about the history and current status of an organization's accounts. They provide summary or detailed information that can incorporate multiple accounts in a snapshot view or over a period of time.



The following table describes the categories of reports available in QuickBooks:

Category	Description
Company & Financial	High-level information about the financial position of the organization includes Incomes Statements and Balance Sheets.
Customers & Receivables	Customer listings and information about outstanding balances.
Sales	Includes information about what has been sold and to whom. (This refers to Cash receipts issued.)
Jobs, Time & Mileage	Includes information about time and cost of jobs.
Vendors & Payables	Includes accounts payable reports about which bills are due, sales tax liability, and current balances with each vendor. Moose International will be one of the vendors.
Purchases	Includes Reports of purchases made by the Chapter.
Inventory	Includes Reports on Inventory Valuation and Stock Status
Employees & Payroll	Includes information about payroll and payroll-related expenses.
Banking	Includes detail about deposits, checks, and reconciliation statements.
Accountant & Taxes	Provides information related to accounting activities and income tax preparation.
Budgets	Compares budgets with actual income and expenses, if budgets have been entered in QuickBooks Pro.
Lists	Produces reports based on any lists used in QuickBooks Pro.

Create and View Reports

To Create and View Reports

1. Click the **Report Center** icon on the Navigation Bar.
2. Choose a **report category** from the list in the upper left of the screen. A list of reports specific for that category will be displayed on the main portion of the screen along with a short description of that report.
3. Select a **report** by clicking once on the name.
4. If desired, adjust the time period by selecting from the Date Range drop-down list in the lower left or just enter specific dates in the From and To fields and the selected report will appear.
5. Choose **Print** to print the report.

BACKUP

The Backup function in QuickBooks Pro 2007 is used to make a back up copy of your Chapter Financial Data. You can save this back up copy to a specific location on your computer, such as a Hard Drive, CD, Stick Drive, Etc.

It is recommended that you Backup your QuickBooks Financial Data to a removable Storage Device such as a Stick Drive or CD that can be stored away from the area your Computer is located in. This will assure that in the case of Fire, Flood, Etc., your Data will not be lost with your Computer.

Note: Automatic backups can be scheduled in QuickBooks Pro 2007 by selecting File, Save Copy and Backup, and then selecting Schedule Backup on the Save Backups When window.

The *Backup* function is located under the **File** menu.

In order to take a look at the Backup window features, we must open the window.

1. Click **File** in the Menu Bar.
Click **Save Copy or Backup** in the dropdown menu.

The Save File; Type window opens



3. Choose **Backup Copy**.
4. Click **Next**.

The Save Backup; Method window opens



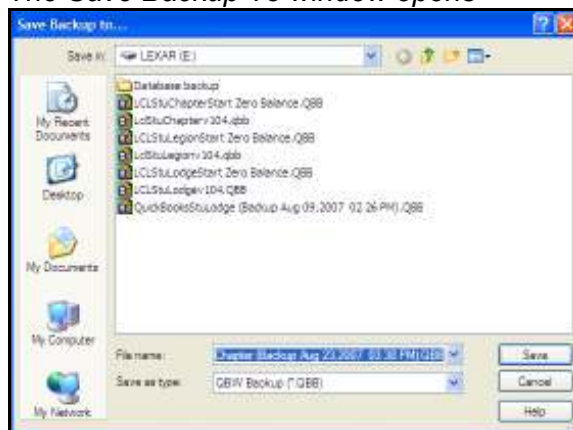
5. Click **Local Backup**.
6. Click **Next**.

The Save Backup; When window opens



7. Click **Save right now**.
8. Click **Next**.

The Save Backup To window opens

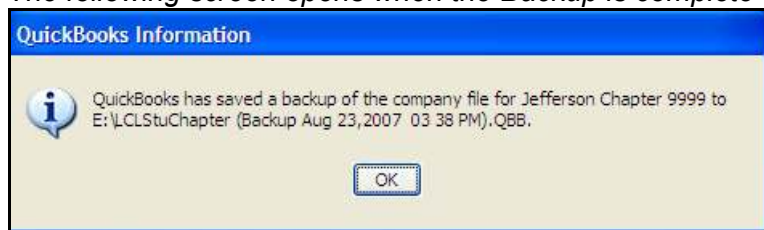


9. Enter the location you want the Backup saved to in the **Save in** field.

Note: QuickBooks Pro 2007 automatically enters a Backup File name containing the Date and Time. Moose International recommends you use this Backup File Name.

10. Click **Save**

The following screen opens when the Backup is complete



11. Click **OK**.

Restore Function

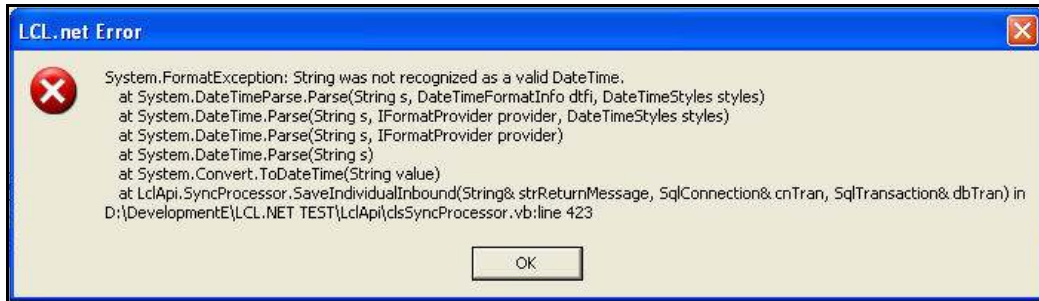
IMPORTANT: Before beginning a Restore of QuickBooks, you should first contact the Help Desk at Moose International to receive step-by-step instructions on restoring of your QuickBooks Pro 2007 Data.

Help Desk E-mail Address: helpdesk@mooseintl.org

Help Desk Phone number: 630-906-3658

REPORTING ERRORS

Occasionally you may encounter an error associated with a file transfer with Moose International. A window similar to the one displayed below will indicate that an error has occurred.



IMPORTANT: Make sure to convey the contents of any error messages to the Moose International call center personnel so they can help you determine what has caused the error.

It is important to document the error by taking a screen capture, or by contacting the Moose International call center. The data contained in this error message will help Moose International determine what type of error occurred.

To get a screen shot,

1. Open up Word or WordPad.
2. Click somewhere in the error message and press the **Alt+PrtScrn** keys.
That will copy the print screen.
3. Go to your open Word document and click **Edit** on the Menu bar, scroll down to and click Paste.
The document will appear on the page.
4. Save the document.

Email to helpdesk@mooseintl.org