

QuickBooks – Training Job Aid



Before You Begin:

Set/Verify Accounting Displays/Defaults

- Default Checking = 1005.00
- Inventory Tracking = OFF
- Display Accounts = Lowest Level

Create Sales Receipts

- Any \$ received
- \$ stored in '1199.00'

Make Deposits

- Never use 'Cash Back'
- \$ out of '1199.00'

Enter/Pay Bills

- Enter when you GET!
- Memorize transaction
- Quick Add

Reconcile Accounts

- Checking, Savings, CDs

Adjust Inventory Balance

- Cost of Goods (COG) Journal Entries

Transmit Monthly Reports

- Before the 10th: LCL & QuickBooks!

On an As-Needed Basis:

Transfer Funds

- Online or Manual

Write Payroll Checks

Backup FRU Database

- To external drive
- Every 3 days

Report an LCL Error to MI

- PrintScrn & email to: helpdesk@mooseintl.org

About this Job Aid:

This job aid has been created for Lodge Administrators, Chapter Recorders, and Moose Legion Secretaries to help recall the concepts and procedures covered in the QuickBooks instructor-led training.

For Additional Copies:

To obtain additional quantities of this job aid, access the Education and Training website at:

1. www.mooseintl.org
2. Sign in to **Members Only**
3. Click the quick link for **Education and Training**
4. Scroll down to **Printable Educational Materials**
5. Click the link to **QuickBooks Pro 2007 Training Aid**

For QuickBooks Technical Assistance:

If you receive a QuickBooks system error and cannot resolve the problem, follow the steps below to contact the Moose International Call Center with the appropriate information:

1. Open **Word** or WordPal
2. Click on **error message** and then **Alt+PrintScrn** keys.
3. Open **Word** doc again and **Paste**
4. **Save** Word doc
5. **Email word doc** to helpdesk@mooseintl.org

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MENU Bar

ICON Bar

Home Type a help

Home VENDORS Pane: FRU pays \$

Enter Bills → Pay Bills

Home CUSTOMERS Pane: pay FRU \$

Invoices → Receive Payments → Create Sales Receipts → Get Online Payments

Statement Charges → Statements → Refunds & Credits

Home EMPLOYEES Pane: Payroll

Learn about Payroll Options → Pay Employees → Pay Liabilities

Company

Chart of Accounts → **Home COMPANY Pane**

Items & Services → *Your Financial Map*

Marketing Tools

Banking


Record Deposits → Reconcile

Write Checks → Check Register

Print Checks → **Home BANKING Pane**

1A – QUICKBOOKS ACCESS

a) From Desktop Icon:

Step	Action	
1	Double-click desktop icon . Most recently-accessed file opens.*	

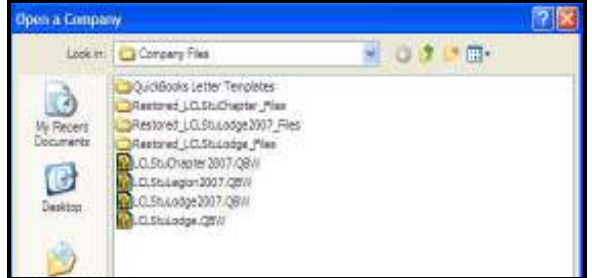
b) From Your Windows Taskbar:

Step	Action
1	Click Start .
2	Drag/Scroll mouse to Programs .
3	Select QuickBooks .
4	Select QuickBooks Pro 2007 .
	Most recently-accessed file opens.*


*If 'No Company Open' appears, go to Procedure c).



c) Open an Existing 'Company' – Your 'FRU':

Step	Action
1	Click Open an Existing Company (or select from File pull-down)
	
3	Click desired company file
4	Click Open

d) View/Change Existing Company:

Step	Action
1	MENU bar
2	Company
3	Company Information
4	Tab to move
	Note: Do not change Report Information data
5	OK

1B –CHART OF ACCOUNTS (COA) REVIEW & RULES

Parent/Sub-Account Display:

1000# Series

- Assets (what FRU owns)
- Cash, building, inventory

2000# Series

- Liabilities (what FRU owe)
- Mortgage, dues, bills, tax

3000# Series

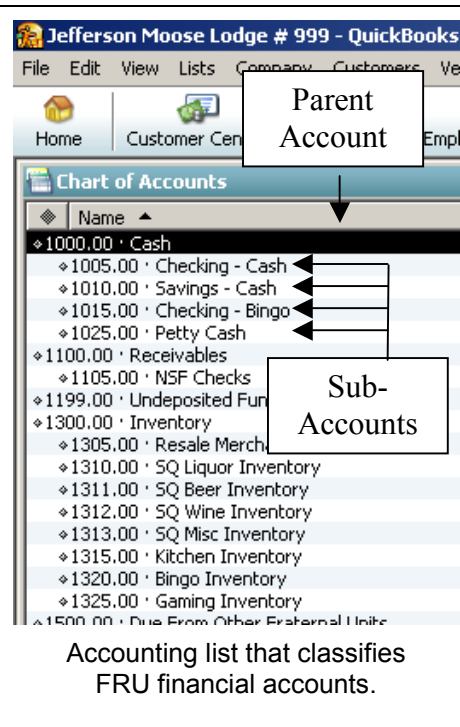
- Equity (FRU net worth)
- What's left after bills

4000# Series

- Income (\$ collected)
- Sales, donations, dues

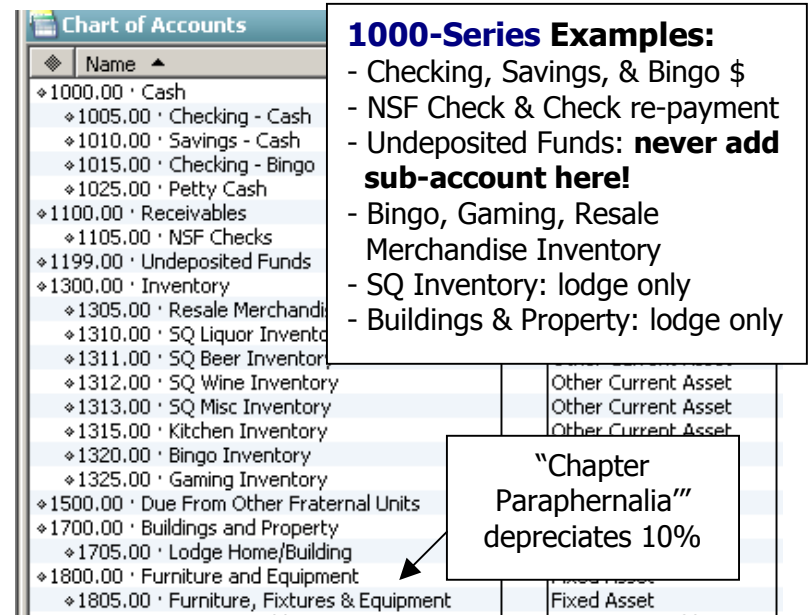
5000# Series

- Expenses (\$ to operate)
- COGs, utilities, supplies



Accounting list that classifies FRU financial accounts.

ASSETS – Things FRU OWNS:



1000-Series Examples:

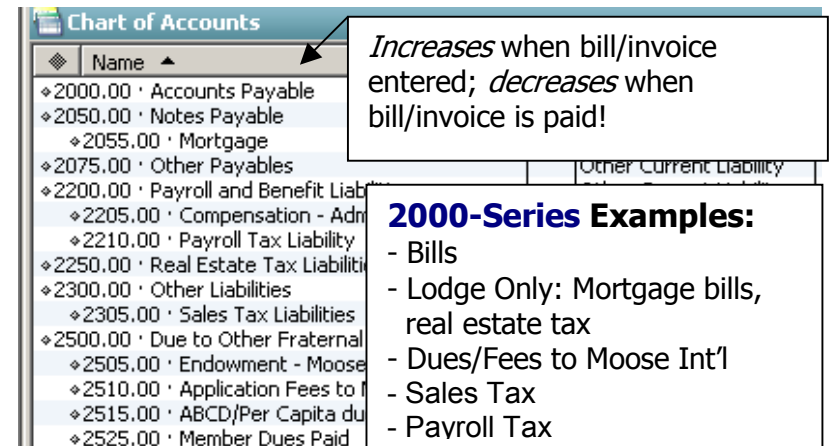
- Checking, Savings, & Bingo \$
- NSF Check & Check re-payment
- Undeposited Funds: **never add sub-account here!**
- Bingo, Gaming, Resale Merchandise Inventory
- SQ Inventory: lodge only
- Buildings & Property: lodge only

"Chapter Paraphernalia" depreciates 10%

Chart of Account Rules:

Rule #	Rule Description
1	Do not change Parent Accounts!
2	If adding a Sub-Account , use proper numbering sequence. Account # always end with .00
3	Never add a sub-account to another sub-account!
4	If unsure about an account #, contact the Call Center!

LIABILITIES – Things FRU OWES:



Increases when bill/invoice entered; decreases when bill/invoice is paid!

2000-Series Examples:

- Bills
- Lodge Only: Mortgage bills, real estate tax
- Dues/Fees to Moose Int'l
- Sales Tax
- Payroll Tax

1B –CHART OF ACCOUNTS (COA) REVIEW & RULES, CONT.

■ EQUITY – What's left after bills; FRU's NET WORTH

Chart of Accounts	
Name	
3000.00	Opening Bal Equity
3900.00	Retained Earnings

3000-Series
- Leave as is!

■ INCOME – \$ COLLECTED from sales, donations, dues, etc.

Chart of Accounts	
Name	
4000.00	Dues and Fees Income
4005.00	Membership Income
4010.00	Application Fee Income
4015.00	Life Members Income
4020.00	Acceptance Fee Income
4025.00	Transfer Fee Income
4200.00	Sales Income
4205.00	Resale Merchandise Income
4225.00	Social Quarters Income
4230.00	Beer Sales Income
4235.00	Liquor Sales Income
4240.00	Wine Sales Income
4245.00	Miscellaneous Merchandise Sales Income
4250.00	Kitchen Sales Income
4255.00	Food Sales Income
4260.00	Celebration Meals Income
4300.00	Donations Received Income
4400.00	Interest Investment Income
4500.00	Bingo Income
4505.00	Admission and Card Sales Income
4510.00	Bingo Merchandise Sales Income
4515.00	Bingo Concession Receipts Income
4550.00	Vending Income
4600.00	Other Income
4605.00	Vending Income
4610.00	Youth Club Receipts Income
4700.00	Special Proj & Committee Income
4800.00	Entertainment Income
4900.00	Sales Tax Receipts

4000-Series Examples:

- Dues & Fees
- Donations
- Banking Interest
- Bingo, Gaming, & Committees
- Entertainment
- Sales Income: Social Quarters, Kitchen, Resale Merchandise
- Lodge Only: Social Quarters.

For all bank accounts

Vending, Youth Club, & Moose Legion: Lodge only
PEP: Chapter only

Make inactive: sales tax is 'liability (#2305.00)' not 'income'.

■ EXPENSES – Cost to OPERATE Your FRU

Chart of Accounts	
Name	
5000.00	Cost of Goods Sold
5025.00	Social Quarters Cost/Goods Sold
5030.00	Beer - Cost of Goods Sold
5035.00	Liquor - Cost of Goods Sold
5040.00	Wine - Cost of Goods Sold
5045.00	Misc Merch - Cost of Goods Sold
5050.00	Kitchen Cost of Goods Sold
5100.00	Payroll & Benefit Expenses
5105.00	Admin, Rec & Sec Compensation
5110.00	Salary Expense - Fraternal Unit
5115.00	Payroll Tax Expense - Frat Unit
5125.00	Social Qtrs Payroll & Bene Exp
5130.00	Social Qtrs Salary Expense
5135.00	Social Qtrs Payroll Taxes
5150.00	Kitchen Payroll & Benefit Exp
5160.00	Kitchen Salary Expense
5165.00	Kitchen Payroll Taxes
5200.00	Supplies & Misc Expense
5205.00	Celebration Expense
5210.00	AOC Expense
5225.00	Social Qtrs Supplies & Misc Exp
5250.00	Kitchen Supplies & Misc Exp
5300.00	Donation Expense
5400.00	General Administration Exp
5405.00	Bank Charges
5415.00	Licenses and Permits
5425.00	Sales Taxes
5481	Support Services and Fees
5500.00	Bingo Expense
5550.00	Gaming Expense
5600.00	Occupancy Expense
5605.00	Electricity
5610.00	Real Estate
5620.00	Gas
5625.00	Phone
5630.00	Cable
5635.00	Water/Septic
5640.00	Garbage
5645.00	Mortgage
5646.00	Mortgage
5700.00	Special Projects
5800.00	Travel and Entertainment
5805.00	Matriculation
5810.00	Green Card
5815.00	President
5820.00	Secretary

5000-Series Examples:

- Cost of Goods Sold: resale merchandise & kitchen, SQ and Kitchen Supplies
- Payroll & Benefits
- General Administration
- Bingo Prizes, Jackpots, Supplies
- Gaming Supplies
- Special Projects/Committees interest
- Risk Pool (Insurance)

1C. SET LOWEST LEVEL ACCOUNTING VIEW

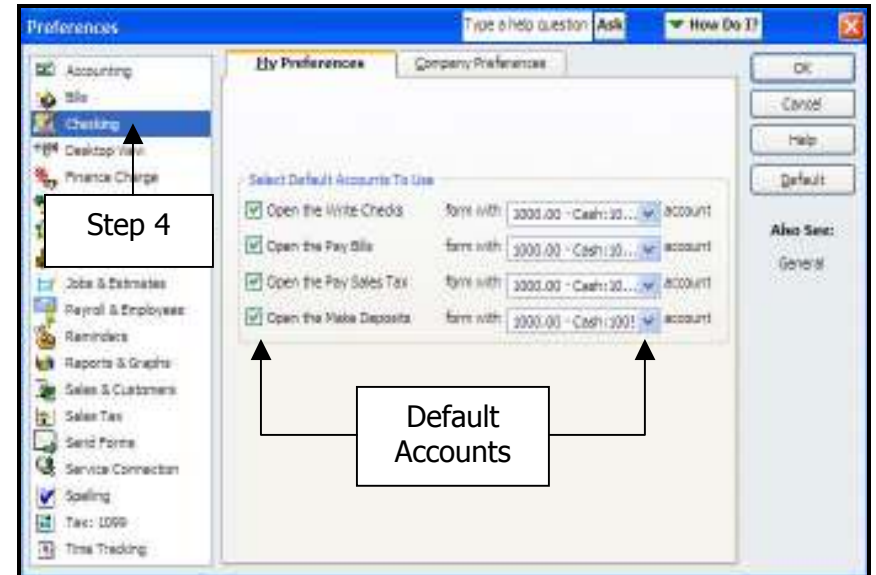
Do this...	To avoid...	BY these steps...
Set lowest level account view	Confusion if only 'Parent Account' #'s display.	1. MENU bar
		2. Edit
		3. Preferences
		4. Accounting
		5. Company Preferences tab
		6. ✓ Show lowest sub-account only
		7. OK

1E- SET DEFAULT 'CHECKING' ACCOUNT

Do this...	To avoid...	By these steps...
SET DEFAULT CASH ACCOUNT for: - Paying Bills - Paying Sales Tax - Making Deposits - Writing Checks	Entries to wrong account numbers Avoid negative Balances in Inventory Accounts	1. MENU bar
		2. Edit
		3. Preferences
		4. Checking
		5. My Preferences tab
		6. ✓ all 4 Default Account To Use.
		7. 1005.00 – General Checking in all 'form with' drop-downs
		8. OK

1D. TURN OFF INVENTORY TRACKING

Do this...	To avoid...	BY these steps...
TURN OFF INVENTORY TRACKING	Inaccurate account balances, or financial data about 'on-hand' physical inventory.	1. MENU bar
		2. Edit
		3. Preferences
		4. Items & Inventory
		5. Company Preferences tab
		6. Purchase Order and Inventory: uncheck all boxes from bottom up).
		7. OK



2 – CREATE SALES RECEIPTS

a) General 'Sales Receipt'

- For Any Funds Received (SQ, Vending, etc)

Step	Action
1	HOME
2	Customers pane
3	Create Sales Receipt icon
4	Template (top right): Custom Sales Receipt
5	Customer:Job : type, select from list, or QuickAdd where funds were received
6	Date : when received or end of week for weekly lodge receipts. Auto-assigns receipt #.
7	Receipt No : accept the receipt # or change to match official business receipt
8	1 st Item : type or select (e.g., 4300 donations received)
9	1 st Item's Class
10	1 st Item's \$ Amount collected
11	Repeat Steps 8-10 for any other receipt items
12	Memo
13	Save & Close

Step 4 (Template Options)
 - Custom Sales Receipt
 - Dues Receipt

The screenshot shows the 'Enter Sales Receipts' window. At the top right, a callout box labeled 'Step 4 (Template Options)' points to the 'Custom Sales Receipt' template selection. Below the 'Sales Receipt' header, a callout box labeled 'Steps 6 & 7' points to the 'Date' (02/02/2009) and 'Sale No.' (68) fields. In the item list, a callout box labeled 'Step 8: Account where item will be charged' points to the 'Class' dropdown for the first item. At the bottom, a callout box labeled 'Step 12' points to the 'Memo' text area. The interface includes a 'Customer:Job' dropdown, a 'Class' dropdown, a 'Sold To' text area, a table with columns 'Item', 'Description', 'Class', and 'Amount', and buttons for 'Save & Close', 'Save & New', and 'Clear'.

2 – CREATE SALES RECEIPT, CONT.

b) For Member Dues & Fees Receipts:

Step	Action
1	HOME
2	Customers pane
3	Create Sales Receipt icon
4	Template (top right): ' Dues Receipt '
5	Customer:Job: Member Dues & Fees
6	Class (for dues & fees)
7	Date: - dues deposit date from Deposit History Report
8	Item: 4005 for membership dues <ul style="list-style-type: none"> ▪ 2515 for ABCD/Per Capita (MI) ▪ 2510 for Fees (MI) ▪ 4020 for Acceptance Fee ▪ 4025 for Transfer fee
9	Deposit Amount: - total \$ from Deposit History Report
10	In Memo: Batch # from Deposit History Report
11	Save & Close
12	Attach Deposit History Report to printed receipt!

c) For Bingo Admission, Sales, Prizes, etc:

Step	Action
1	HOME
2	Customers pane
2	Create Sales Receipts icon
3	Item: Admissions and Card Sales
4	Amount column: total \$ collected for admissions and card sales.
5	Item: Bingo Concessions or Food Sales.
6	Amount column: total \$ collected for concessions and food sales
7	Item: Sales Tax Collected (if applicable)
8	Amount column: total \$ collected for sales tax collected (if applicable)
9	Item drop down: Prizes and Jackpots.
10	Amount column: total \$ paid out for of prizes and jackpots paid out as a (-) amount.
11	Save & Close

2 – CREATE SALES RECEIPT, CONT.

Recall that you must "Post" the NSF Check Amount and related NSF Fees before you can create the sales receipt for the repaid NSF amounts.

- NSF "Posting" procedures are recalled for you below.
- See Page 12 for recall on Creating the Sales Receipt for NSF Repayment

a) Post NSF Check Amount

- Creates invoice (remove NSF \$ amount from checking)

Step	Action
1	HOME
2	Customers pane
3	Invoices icon
4	Customer:Job: NSF Checks.
5	Class: select NSF Checks .
6	Account: 1105.00 NSF Checks
7*	Date NSF Check charged to your account
8	Item: 1005 – NSF Checks
9	Amount of NSF Check.
10	Customer Message: name of person who wrote NSF check.
11	Save & Close

b) Post NSF Fees

- Bank Fees & FRU Inconvenience Fee

Step	Action
1	HOME
2	Customers pane
3	Chart of Accounts; 1005.00–Checking–Cash
4	1st available line: Date bank charged NSF Check to your account
5	Number Type: type Bank Charge
6	Payee: type NSF Checks
7	Payment: amount bank charged as NSF fee
8	Account: 5405.00 – Bank Charges
9	Memo: name of person who wrote NSF check
10	Tab (charge deducts from the Balance amount)
11	Record

Date	Number	Type	Payee	Account	Memo	Payment
06/27/2006		DEP		3000.00	Opening Bal E Account Opening Balanc	
03/10/2008		CHK	Bank C...	NSF Checks		10.00
03/10/2008				5400.00	Gener... Thoma A. Badcheck	

2 – Create Sales Receipt, cont.

c) Record Re-Payment of NSF Check Amount

Step	Action
1	HOME
2	Customers pane
3	Receive Payments
4	Received From: NSF Checks
5	A/R: 1105.00 – NSF Checks
6	Amount: <i>check amount</i> being repaid
7	Date: date check repayment was made
8	Pmt Method: drop to method type
9	Reference #: enter a # for tracking purposes - automatically ✓'s the entry to the left of the date
10	Save & Close

Receive Payments

Customer Payment

Received From: NSF Checks

Amount: 25.00

Pmt. Method: Cash

Memo: Pat Morris NSF Re-payment

A/R Account: 1105.00 NSF Checks

Customer Balance: 25.00

Date: 03/10/2008

Reference #: 1

✓	Date	Number	Orig. Amt.	Amt. Due	Payment
✓	03/10/2008	1		25.00	25.00

d) Record Repayment of NSF Fees

Step	Action
1	HOME
2	Customers pane
3	Create Sales Receipt
4	Customer:Job: NSF Checks
5	Date: when fee repayment was received
6	Item (Income): 4620 – NSF Check Fee
7	Amount: check fee amount repaid
8	Item (Expense): 5405 – Bank Charge
9	Message: name of person who wrote NSF check.
10	Save & Close

Enter Sales Receipts

Customer:Job: NSF Checks

Date: 03/10/2008

Sale No.: 2

Sold To: NSF Checks

Item	Description	Qty	Rate	Amount
4620 - NSF Che...	NSF Check Fee		10.00	10.00
5405 - Bank Ch...	Bank Charges		10.00	10.00

3 – MAKE DEPOSITS

a) View 'Undeposited Funds':

Step	Action
1	HOME
2	Company pane
3	Chart of Accounts
4	Double-click 1199.00 – Undeposited Funds
5	Examine entries as needed
6	Close

"Virtual Safe"

Shows all \$ received from sales receipt entries - not real deposits yet

Date	Ref	Payee	Decrease	✓	Increase
Type	Account	Memo			
03/12/2008	7	Endowment Fund			34.75
	RCPT	2500.00 · Due to Othi			
03/12/2008	8	Ritual Committee			318.00
	RCPT	4700.00 · Special Proj			
03/12/2008	9	SQ			9,599.50
	RCPT	-split-			
03/12/2008	10	Bingo			3,250.00
	RCPT	-split-			

Ending balance

b) Make Deposits

When done, will remove \$ from 1199.00 Undeposited Funds; deposited \$ will then show up in 1005.00 Checking

Step	Action
1	HOME
2	Banking pane
3	Record Deposits icon
4	Select Payment to Deposit: ✓ all receipts to deposit, OR 'Select All' button
5	Examine entries as needed
6	OK
7	Deposit To: select Account where deposit made
8	Date: of deposit
9	Memo: deposit description (optional)
10	Verify deposit subtotal
	NOTE: Leave all 'Cash Back' fields blank!
11	Save & close to record the deposit

Make Deposits

Deposit To: **ngo Inventory** Date: 03/12/2008 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.	Pmt Meth.	Class	Amount
Member Dues & F...	1199.00 · Undepos...				Dues ...	240.00
Member Dues & F...	1199.00 · Undepos...				Dues ...	175.00
Youth Club	1199.00 · Undepos...				YC	178.00
Fellowship	1199.00 · Undepos...				FC	2,500.00

4 – ENTER & PAY BILLS

a) Enter Bills – WHEN RECEIVED!

Step	Action
1	HOME
2	Vendors pane
3	Enter Bills icon
4	Amount Due: total bill amount
5	Vendor: choose Vendor Name, or Quick Add button if Vendor not found
6	Date: date bill was issued
7	Bill Due: Date
8	Discount Terms (if applicable)
9	Ref. No: invoice number
10	Expense Tab
11	Account #: where 1 st bill item will be charged
12	Amount: amount of 1 st bill item
13	Class: for 1 st item
14	Repeat Steps 11-13 for other items on bill
15	Save & Close



b) Pay Bills

Step	Action
1	HOME
2	Vendors pane
3	Pay Bills icon
4	Due on or Before: Date or 'Show All Bills'
5	Sort Bills By: select method
6	Payment Date (lower right): date when check is issued
7	Left of Date Due: <input checked="" type="checkbox"/> boxes to show bills to be paid
8	Terms; Set Discount: select to apply or adjust if applicable
9	Repeat Step 7 to set discounts for other bills
10	Payment Account (lower left): select account where bill will be paid from (e.g., 1005.00 Checking)
11	Payment Method: Check - Assign Check No (for handwritten check) - To be Printed (for computer-printed check)
12	Pay & Close

4 – ENTER & PAY BILLS, CONT.

c) Memorize a Transaction

- For following transactions: Create Sales Receipts, Enter Bills, and Create Journal Entries.


Step	Action
1 	Begin entering a transaction (eg., Create Sales Receipt). – DO NOT enter date or \$ amount!
2	MENU bar
3	Edit; Memorize Sales Receipt
4	Memorize Sales Receipt
5 	Name the transaction. – DO NOT select 'Remind Me' or 'How Often'
6	OK
7	Next time you enter the transaction: - ICON bar - MemTX - Select transaction from list

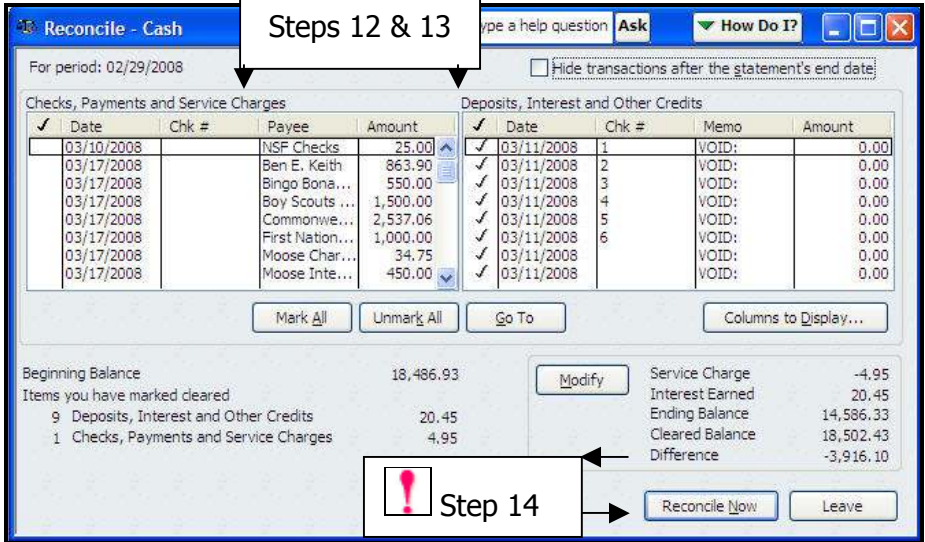


5 – PREPARE & TRANSMIT MONTHLY REPORTS

a) Reconcile Bank Accounts (Checking, Savings, etc)

Step	Action
1	Have Paper or Online Monthly Statement from the bank visible.
2	HOME
3	Banking section
4	Reconcile icon
5	Account: that you want to reconcile (e.g., 1005.00 Checking)
6	Compare QuickBooks and Bank Statement 'Beginning Balance' (should match).
7	Statement Date
8	Ending Balance: from bank statement
9	Service Charge (if applicable): - Amount and Date applied to the account - expense Account: #5405.00 - Class: that service charge will be charged to
10	Interest details (if applicable): - Interest Earned and Date applied to the account - income Account#: #4400.00 - Class
11	Continue

12	✓ all checks, payments and service charges (that match bank statement)
13	✓ all deposits, interest, and other credits (that match bank statement)
14	 ONLY if Difference amount = '0.00' click Reconcile Now. If not: click 'Leave,' find and fix error, and start over with Step 1.
15	Select Reconciliation Report: Detail (and OK if dialog box appears)
16	Top right of Report Window: Print
17	Staple printed report to Bank Statement and file.



Steps 12 & 13

For period: 02/29/2008

Checks, Payments and Service Charges				Deposits, Interest and Other Credits					
✓	Date	Chk #	Payee	Amount	✓	Date	Chk #	Memo	Amount
	03/10/2008		NSF Checks	25.00	✓	03/11/2008	1	VOID:	0.00
	03/17/2008		Ben E. Keith	863.90	✓	03/11/2008	2	VOID:	0.00
	03/17/2008		Bingo Bona...	550.00	✓	03/11/2008	3	VOID:	0.00
	03/17/2008		Boy Scouts ...	1,500.00	✓	03/11/2008	4	VOID:	0.00
	03/17/2008		Commonwe...	2,537.06	✓	03/11/2008	5	VOID:	0.00
	03/17/2008		First Nation...	1,000.00	✓	03/11/2008	6	VOID:	0.00
	03/17/2008		Moose Char...	34.75	✓	03/11/2008		VOID:	0.00
	03/17/2008		Moose Inte...	450.00	✓	03/11/2008		VOID:	0.00

Beginning Balance: 18,486.93

Items you have marked cleared:

9	Deposits, Interest and Other Credits	20.45
1	Checks, Payments and Service Charges	4.95

Service Charge: -4.95
Interest Earned: 20.45
Ending Balance: 14,586.33
Cleared Balance: 18,502.43
Difference: -3,916.10

Step 14

5 – PREPARE & TRANSMIT MONTHLY REPORTS, CONT.

b) Adjust Inventory Balance (Cost of Goods) - For SQ Inventory or Resale Merchandise

Step	Action
1	Locate physical inventory data compiled by Trustee.
1	HOME
2	Company section
3	Chart of Accounts icon
4	Inventory Sub-Account where \$ will be adjusted
5	In Journal Entry: Inventory Date (last day of the current month.
6	Tab; Decrease: \$ amount to lower inventory \$, Tab; Increase: \$ amount to raise inventory \$
7	Tab; Account: select Cost of Goods Account #
8	Memo: type ' Monthly Inventory Adjustment '
9	Repeat Steps 4-7 for additional adjustments on this sub-account if necessary.
10	Record
11	Balance Column: verify adjust value appears

c) Transmit Balance Sheet & Profit & Loss Statement - Complete between the 1st and 10th of every month!

Step	Action
1	Make sure QuickBooks is open.
2	Open LCL.net
3	LCL MENU bar: Go To; Monthly Reports
4	Profit and Loss tab
5	Create (to connect to QuickBooks)* - or Update anytime before a transmit
6	Transmit (to Moose International)



- * If *QuickBooks – Application with No Certification* appears:
- Click 'Yes, always allow...
 - Click "Allow this application to access personal..."
 - Continue
 - Yes
 - Done
 - Continue with Step 6 above.

6 – MISCELLANEOUS PROCEDURES

a) Write Checks

- Or, to Make an Electronic, or One-Time Payment

Step	Action
1	HOME
2	Banking section
3	Write Checks icon
4	Bank Account (e.g., 1005.00 Checking)
4	Verify or correct Check #
5	Date of check
6	Payee Name (drop down, type or QuickAdd).
7	OK
8	Check Amount
9	Memo: brief description.
10	✓ 'To be Printed' (for computer printed checks)
11	Expenses Column; Account: where payment will come from
12	Save & Close

b) Transfer Funds

– Online Procedure

Step	Action
1	Connect to your Bank's website.
2	Complete the online transfer.
3	In QuickBooks: MENU bar
4	Banking
5	Transfer Funds
6	Funds Transfer Date
7	Transfer Funds FROM Account: take \$ out of
8	Transfer Funds TO Account: put \$ into
9	Transfer Amount
10	Memo: message about the transfer
11	Save & Close


6 – MISCELLANEOUS PROCEDURES, CONT.

c) Back Up (Copy) Your FRU Database

- Recommend Weekly Backup to Thumb Drive


Step	Action
1	Have external/thumb drive available.
2	MENU bar
3	File
4	Save Copy or Backup
5	Backup copy
6	Next
7	Save Backup Method: Local backup - Options: to change backup location.
8	Scroll down to external drive location
9	Next
10	Save Backup When: Save right now
11	Next
12	Save Backup To: leave at system default (with date and time included in backup file name)
13	Save
14	QuickBooks Information prompt: OK

d) Restore Your FRU Database

Step	Action
1	Have external /thumb drive - containing most recent database backup – available.
2	Contact Moose International Call Center! 
3	Follow Call Center steps.

6 – MISCELLANEOUS PROCEDURES, CONT.

e) Add a New VENDOR (Prior to Transaction) - & With More than Just Vendor Name

Step	Action
1	HOME
2	Vendors pane
3	New Vendor (upper left)
4	Address Info tab
5	Opening Balance: DO NOT CHANGE! 
6	Company Name: Vendor's Name
7	Tab
7	Vendor's: Name, Address, Phone, Fax, Email
8	Additional Info tab
9	Vendor's Account No.
10	OK

f) Add a New CUSTOMER (Prior to Transaction) - & With More than Just Customer Name

Step	Action
1	HOME
2	Customers pane
3	New Customer & Job; New (upper left)
4	Address Info tab
5	Customer Name
6	Bill To information
7	Copy address to Ship To
8	Contact Information: Phone, Fax, Email
9	OK

6 – MISCELLANEOUS PROCEDURES, CONT.

g) Add a New SUB-ACCOUNT – only if approved!

Step	Action
1	HOME
2	Company Pane
3	Chart of Accounts Icon
4	Account; New (lower left corner)
5	Account Type (from list)
6	Continue
7	Enter new sub-account # with .00 at end
8	Account Name
9	✓ Sub-Account of: choose Parent Account #
10	Description and Note: optional entries
11	Save & Close

Account Types – typically 'Income' or 'Expense':

6 – MISCELLANEOUS PROCEDURES, CONT.

h) Add a New ITEM for Newly Created Sub-Account: - To appear on a sales receipt

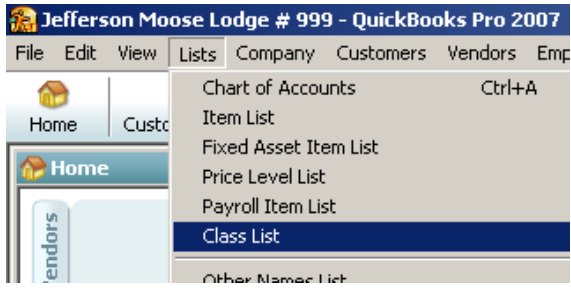
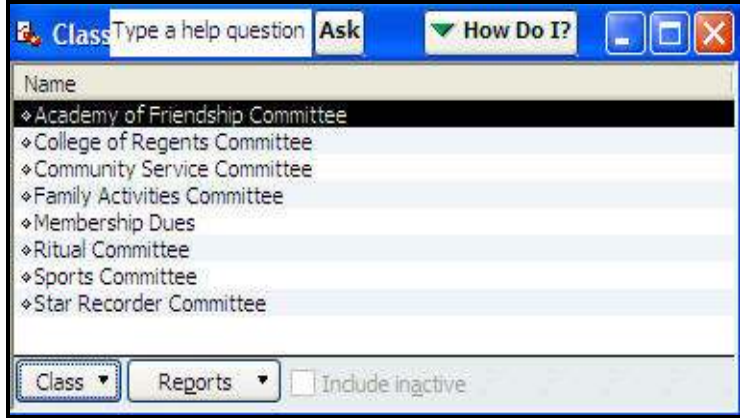
Step	Action
1	ICON bar
2	Item icon
3	At Lower Left: Item; New
4	Type; Service
5	Item Name/Number: first 4 #s of COA# followed by name (e.g., 2305 sales tax liability)
6	Description: sub-account name (e.g., sales tax liability)
7	Account: corresponding sub-account (e.g., 2305.00).
8	OK (or, Next to enter another Item)


Item Types - typically 'Service' or 'Other':

6 – MISCELLANEOUS PROCEDURES, CONT.

i) Add a New Class

- Track income & expenses per type of FRU operation.

Step	Action
1	MENU bar
2	<p>Lists</p> 
3	<p>Class List</p> 
4	Lower left: Class; New

5	<p>Class Name</p> 
6	OK (or Next to add another Class)

