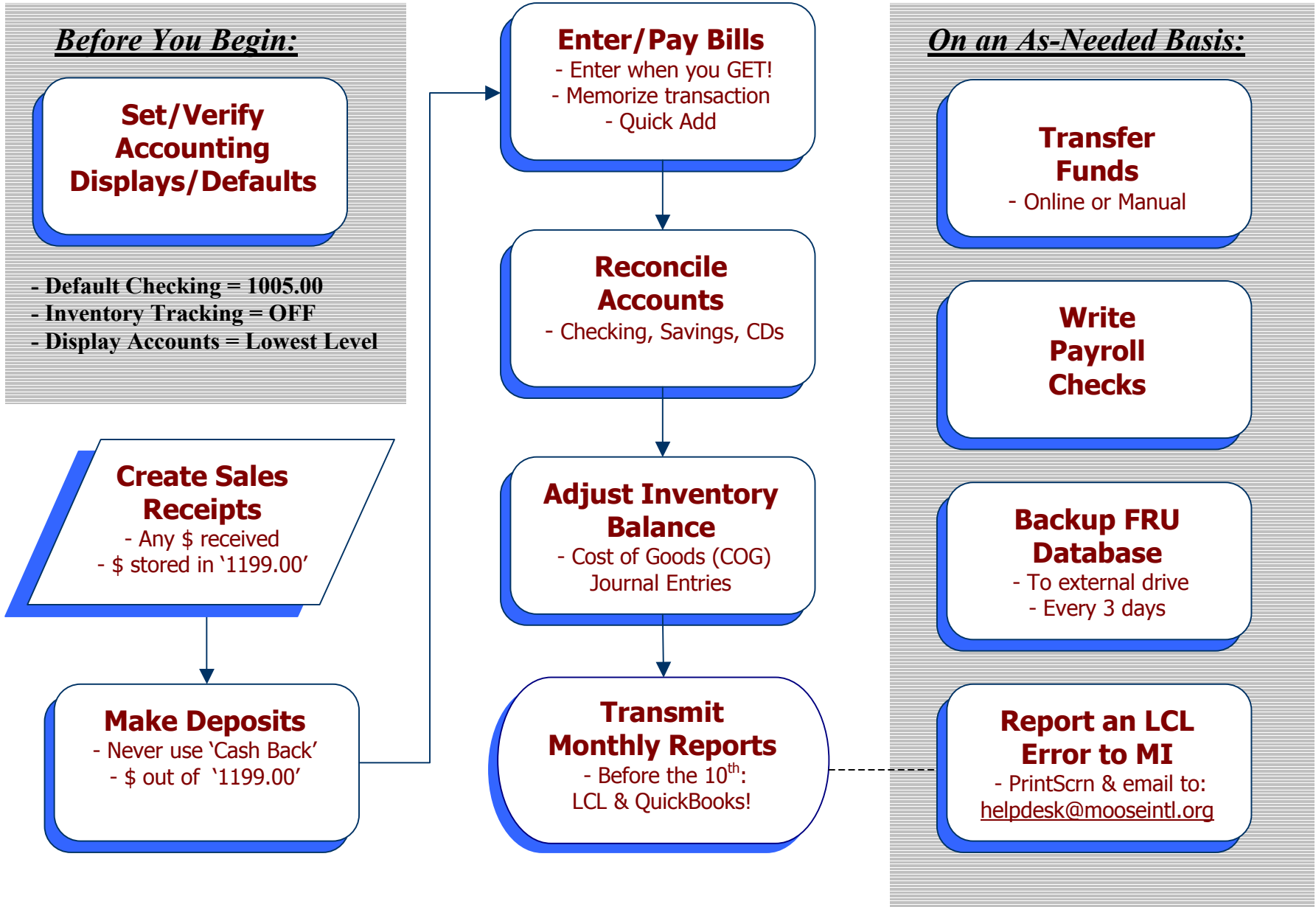


QuickBooks – Training Job Aid



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.* |  |

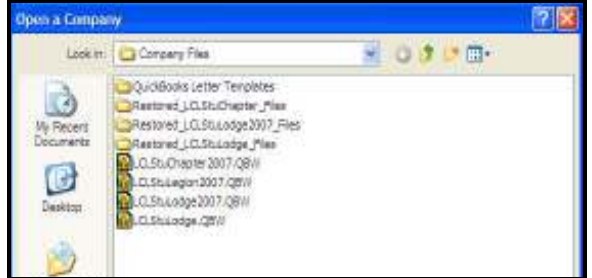
b) From Your Windows Taskbar:

| 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

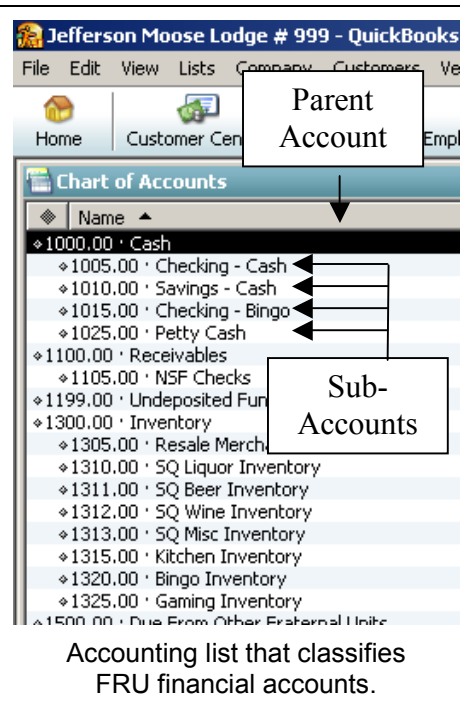
- Equity (FRU net worth)
- What's left after bills

4000# Series

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

5000# Series

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

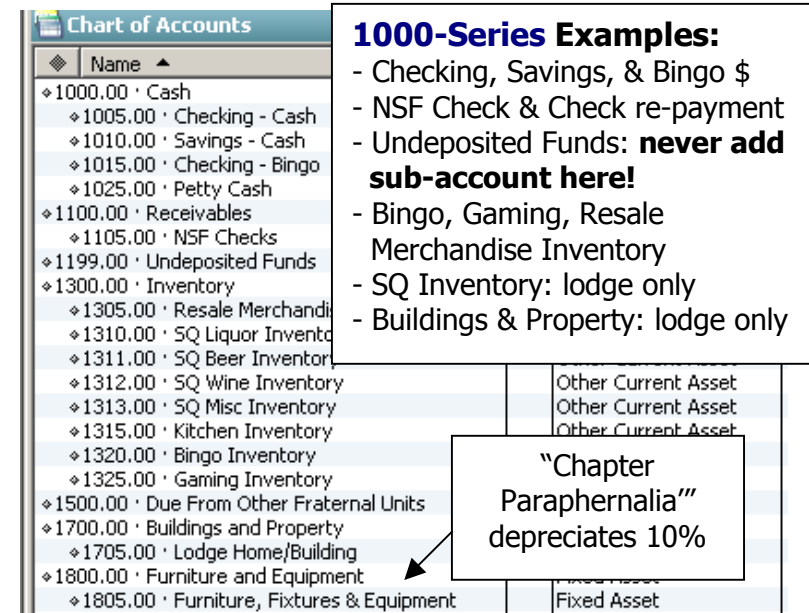


Accounting list that classifies FRU financial accounts.

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! |

ASSETS – Things FRU OWNS:

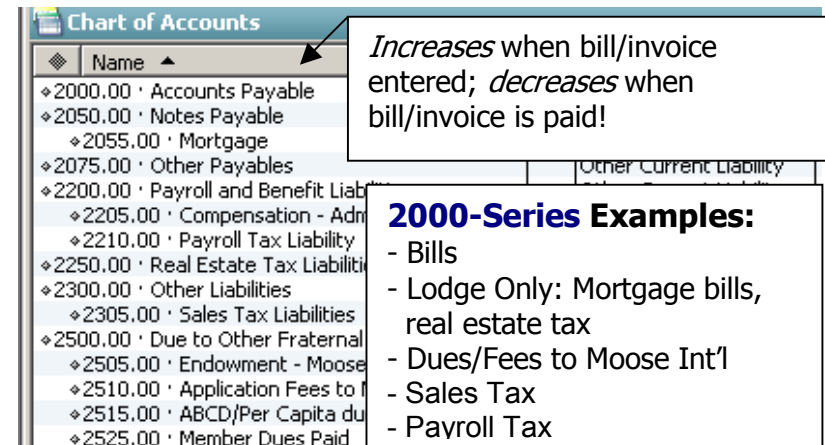


1000-Series Examples:

- 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%

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

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

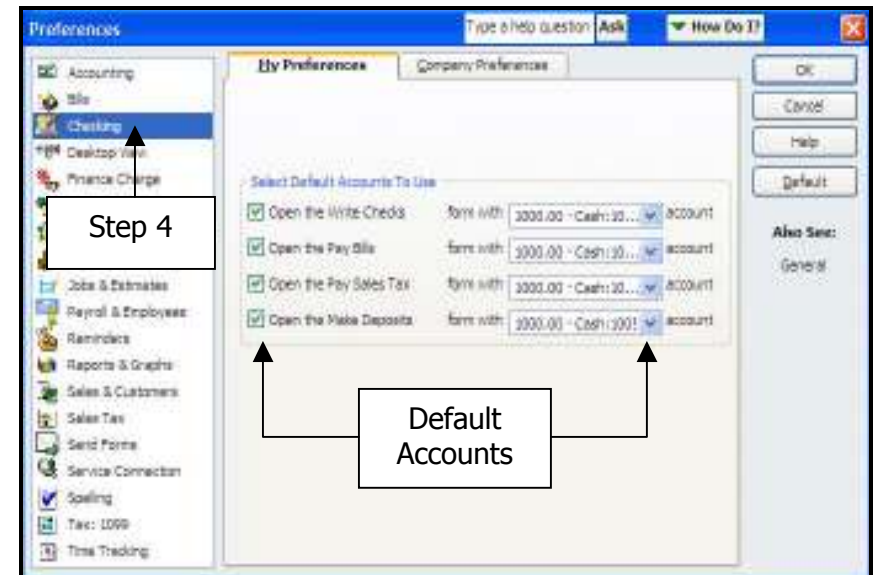
| Do this... | To avoid... | BY these steps... |
|-------------------------------|---|--|
| Set lowest level account view | Confusion if only 'Parent Account' #'s display. | 1. MENU bar |
| | | 2. Edit |
| | | 3. Preferences |
| | | 4. Accounting |
| | | 5. Company Preferences tab |
| | | 6. ✓ Show lowest 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 points to the 'Template' dropdown menu, which is set to 'Custom Sales Receipt'. Below this, a 'Date' field is set to '02/02/2009' and a 'Sale No.' field is set to '68'. A callout box labeled 'Steps 6 & 7' points to these two fields. In the main table, the first item is '#505 - Admissic' with a description of 'Admission & Cards sales'. A callout box labeled 'Step 8: Account where item will be charged' points to the 'Item' dropdown menu. At the bottom, a 'Memo' field is visible, and a callout box labeled 'Step 12' points to it. The 'Total' amount is shown as '0.00'.

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 Balance | |
| 03/10/2008 | | Bank C... | NSF Checks | | | 10.00 |
| 03/10/2008 | | CHK | 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

Class: 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: ✓ 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 |

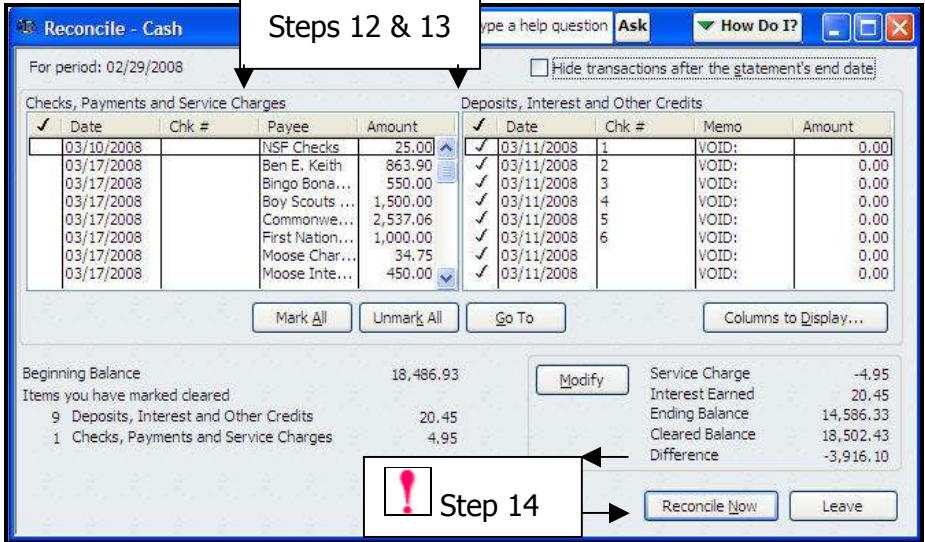


5 – PREPARE & TRANSMIT MONTHLY REPORTS

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) |

New Item Type a help question Ask How Do I?

Type: Service Use for services you charge for or purchase, like specialized labor, consulting hours, or professional fees.

Item Name/Number: Subitem of Do not use!

This service is used in assemblies or is performed by a subcontractor or partner

Description: Rate: 0.00 Account:

Item is inactive

OK Cancel Next Custom Fields Spelling

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

New Item

Type: Service

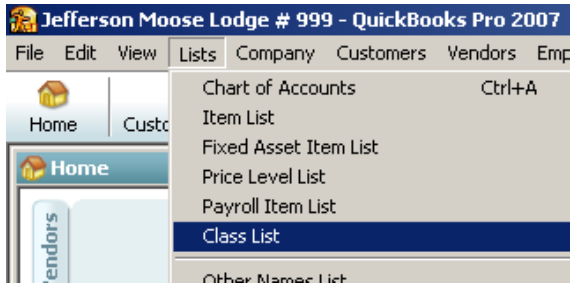
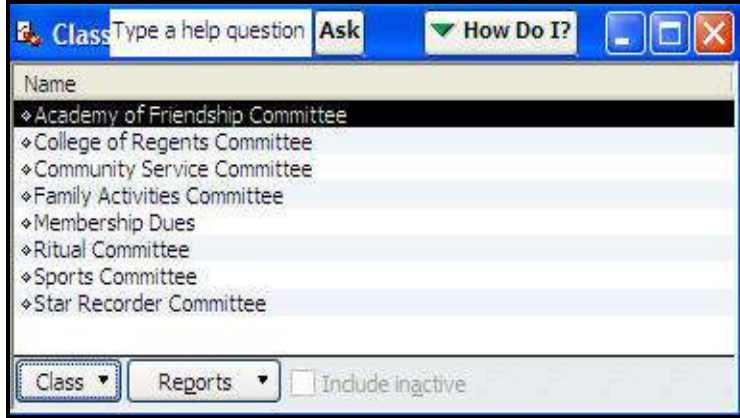
- Service
- Non-inventory Part
- Other Charge
- Subtotal
- Group
- Discount
- Payment


This service is used in assemblies

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) |

