

# 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 10<sup>th</sup>: 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**

- PrintScr & email to: [helpdesk@mooseintl.org](mailto:helpdesk@mooseintl.org)



## About this Job Aid:

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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:

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

1. [www.mooseintl.org](http://www.mooseintl.org)
2. Enter the **Members Area**
3. Click the link for **Moose Training**
4. Scroll down to **LOOM – Course Descriptions**
5. Scroll down to **2HOTT – Course Prep**
6. Click **2HOTT QuickBooks Training Job Aid**

## For QuickBooks Technical Assistance:

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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](mailto:helpdesk@mooseintl.org)

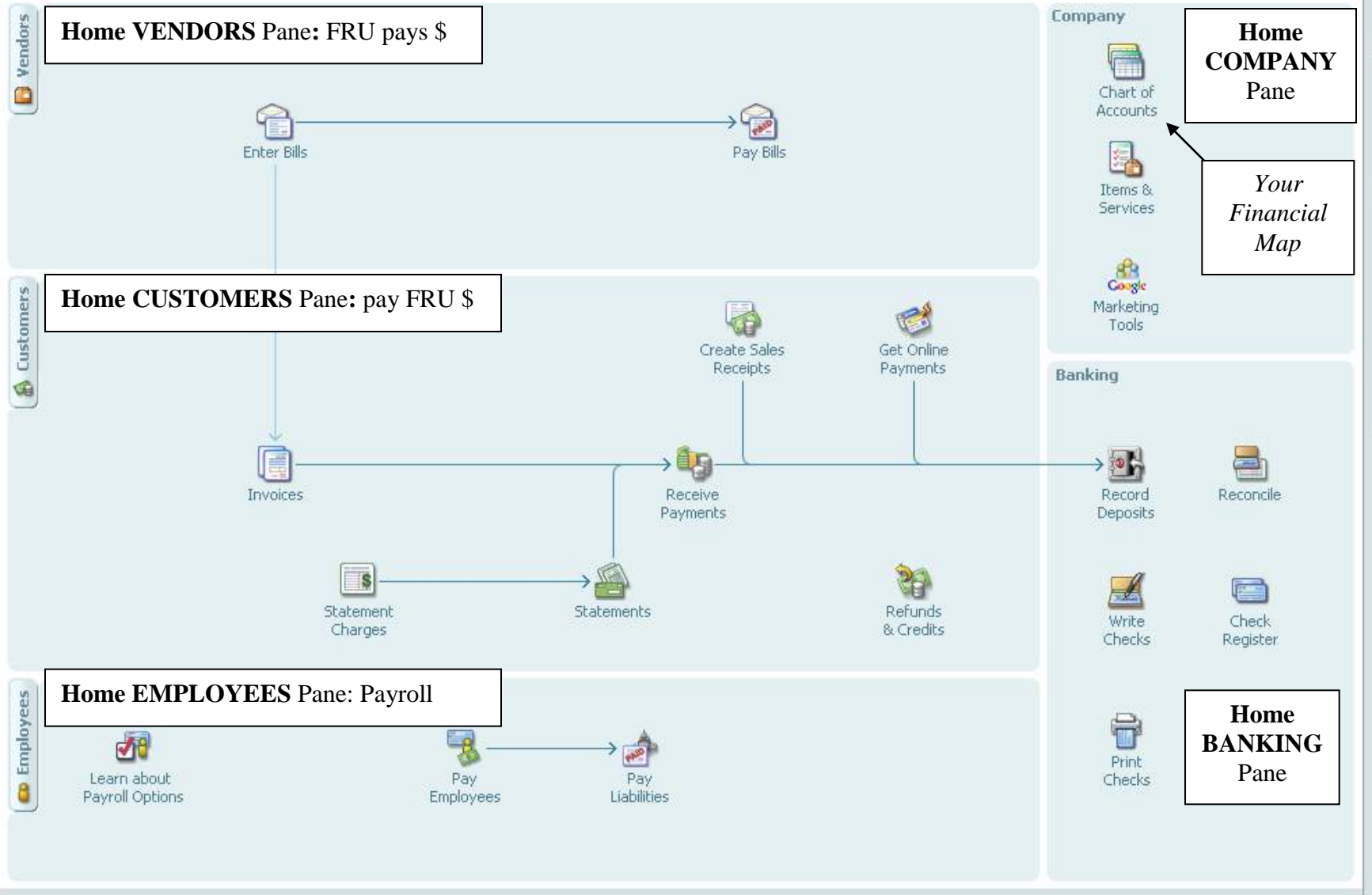
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**MENU Bar**

**ICON Bar**



## 1A – QUICKBOOKS ACCESS

### a) From Desktop Icon:

Step	Action	
1	Double-click desktop <b>icon</b> .  Most recently-accessed file opens.*	

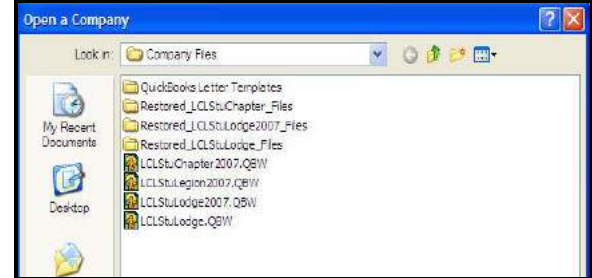
### b) From Your Windows Taskbar:

Step	Action
1	Click <b>Start</b> .
2	Drag/Scroll mouse to <b>Programs</b> .
3	Select <b>QuickBooks</b> .
4	Select <b>QuickBooks Pro 2007</b> .
	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 <b>Open an Existing Company</b> (or select from File pull-down)
	
3	<b>Click</b> desired company <b>file</b>
4	Click <b>Open</b>

### d) View/Change Existing Company:

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

# 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:

## Chart of Account Rules:

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

## LIABILITIES – Things FRU OWES:

# 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 Est
5620.00	Gas
5625.00	Phone
5630.00	Cable
5635.00	Water/S
5640.00	Garbage
5645.00	Mortgag
5646.00	Mortgag
5700.00	Special Proj
5800.00	Travel and
5805.00	Matricula
5810.00	Green C
5815.00	Presiden
5820.00	Secretary travel Expenses

**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

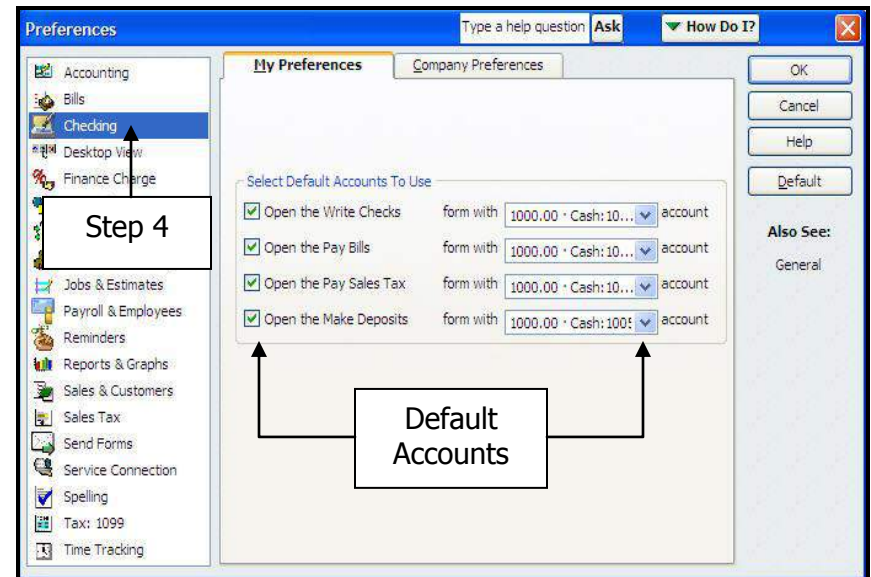
Do this...	To avoid...	BY these steps...
Set lowest level account view	Confusion if only 'Parent Account' #'s display.	<b>1. MENU</b> bar
		<b>2. Edit</b>
		<b>3. Preferences</b>
		<b>4. Accounting</b>
		<b>5. Company Preferences</b> tab
		<b>6. ✓ Show lowest sub-account only</b>
		<b>7. OK</b>

## 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	<b>1. MENU</b> bar
		<b>2. Edit</b>
		<b>3. Preferences</b>
		<b>4. Checking</b>
		<b>5. My Preferences</b> tab
		<b>6. ✓ all 4 Default Account To Use.</b>
		<b>7. 1005.00</b> – General Checking in all 'form with' drop-downs
		<b>8. OK</b>

## 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.	<b>1. MENU</b> bar
		<b>2. Edit</b>
		<b>3. Preferences</b>
		<b>4. Items &amp; Inventory</b>
		<b>5. Company Preferences</b> tab
		<b>6. Purchase Order and Inventory:</b> uncheck all boxes from bottom up).
		<b>7. OK</b>





## 2 – CREATE SALES RECEIPTS

### a) General 'Sales Receipt'

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

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

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

The screenshot shows the 'Enter Sales Receipts' application window. At the top right, a callout box labeled 'Step 4 (Template Options)' points to the 'Template' dropdown menu, which is set to 'Custom Sales Receipt'. Below this, another callout box labeled 'Steps 6 & 7' points to the 'Date' (02/02/2009) and 'Sale No.' (68) fields. A third callout box labeled 'Step 8: Account where item will be charged' points to the 'Item' dropdown menu in the table, which is set to '#505 - Admissic'. A fourth callout box labeled 'Step 12' points to the 'Memo' text area at the bottom of the form. The table below shows one item: '#505 - Admissic' with description 'Admission & Cards sales', class 'Admission & Cards sales', and amount '0.00'. At the bottom, there are checkboxes for 'To be printed' (checked) and 'To be e-mailed', and buttons for 'Add Time/Costs...', 'Process credit card payment when saving', 'Save & Close', 'Save & New', and 'Clear'.

## 2 – CREATE SALES RECEIPT, CONT.

### b) For Member Dues & Fees Receipts:

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

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

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

### 3 – MAKE DEPOSITS

#### a) View 'Undeposited Funds':

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

"Virtual Safe"

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

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

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

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### a) Enter Bills – WHEN RECEIVED!

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

### b) Pay Bills



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

## 4 – ENTER & PAY BILLS, CONT.

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### c) Memorize a Transaction

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


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

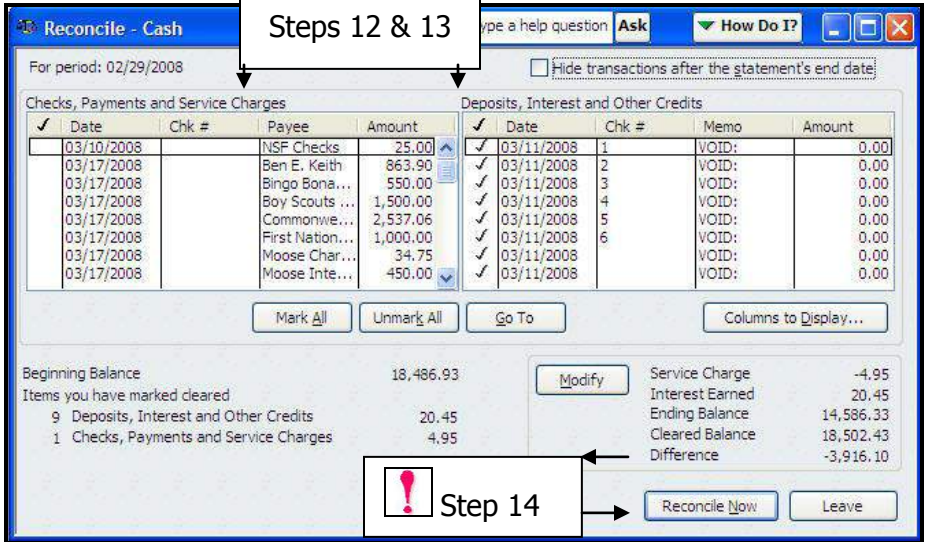


## 5 – PREPARE & TRANSMIT MONTHLY REPORTS

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

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

12	✓ <b>all checks, payments and service charges</b> (that match bank statement)
13	✓ <b>all deposits, interest, and other credits</b> (that match bank statement)
14	 <b>ONLY if Difference amount = '0.00'</b> click <b>Reconcile Now.</b> If not: click <b>'Leave,'</b> find and fix error, and start over with <b>Step 1.</b>
15	<b>Select Reconciliation Report:</b> Detail (and <b>OK</b> if dialog box appears)
16	Top right of Report Window: <b>Print</b>
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: 20.45  
 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	<b>Locate physical inventory data compiled by Trustee.</b>
1	<b>HOME</b>
2	<b>Company</b> section
3	<b>Chart of Accounts</b> icon
4	<b>Inventory Sub-Account</b> where \$ will be adjusted
5	In Journal Entry: Inventory <b>Date</b> (last day of the current month.
6	<b>Tab; Decrease:</b> \$ amount to lower inventory \$, <b>Tab; Increase:</b> \$ amount to raise inventory \$
7	<b>Tab; Account:</b> select <b>Cost of Goods Account #</b>
8	<b>Memo:</b> type ' <b>Monthly Inventory Adjustment</b> '
9	Repeat Steps 4-7 for additional adjustments on this sub-account if necessary.
10	<b>Record</b>
11	<b>Balance Column:</b> verify adjust value appears

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

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

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### a) Write Checks

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

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

### b) Transfer Funds

– Online Procedure

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




## 6 – MISCELLANEOUS PROCEDURES, CONT.

### c) Back Up (Copy) Your FRU Database

- Recommend Weekly Backup to Thumb Drive

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

### d) Restore Your FRU Database


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

## 6 – MISCELLANEOUS PROCEDURES, CONT.

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### e) Add a New VENDOR (Prior to Transaction)

- & With More than Just Vendor Name

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

### f) Add a New CUSTOMER (Prior to Transaction)

- & With More than Just Customer Name

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

## 6 – MISCELLANEOUS PROCEDURES, CONT.

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

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

The screenshot shows the 'Add New Account' dialog box. At the top, there is a search bar with 'Type a help question' and 'Ask' buttons, and a 'How Do I' dropdown. Below this, the 'Account Type' dropdown is set to 'Income'. To the right of this dropdown is a 'Number' field. Below the 'Account Type' dropdown is the 'Account Name' text box. Underneath that is a checkbox labeled 'Subaccount of' followed by another dropdown menu. Below the 'Subaccount of' section is an 'Optional' section with a 'Description' text box. At the bottom is a 'Note' text box. An arrow from the table points to the 'Account Type' dropdown.

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

The screenshot shows the 'Account Type' dropdown menu. The menu is open, displaying a list of account types. The selected item is 'Expense', which is highlighted with a checkmark. The list includes: Bank, Accounts Receivable, Other Current Asset, Fixed Asset, Other Asset, Accounts Payable, Credit Card, Other Current Liability, Long Term Liability, Equity, Income, Cost of Goods Sold, Expense (checked), Other Income, and Other Expense.

## 6 – MISCELLANEOUS PROCEDURES, CONT.

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

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

The screenshot shows the 'New Item' dialog box. The 'Type' dropdown is set to 'Service'. A callout box with the text 'Do not use!' points to the 'Subitem of' dropdown. The 'Rate' field is set to 0.00. The 'Account' field is empty. The 'Item is inactive' checkbox is unchecked.

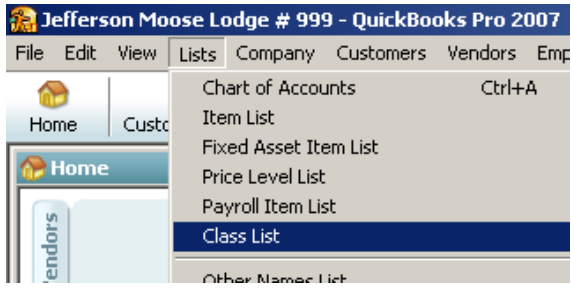
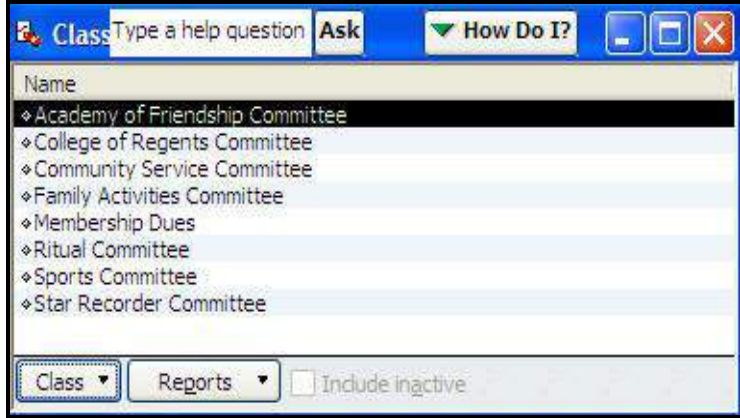
Item Types - typically 'Service' or 'Other':


The screenshot shows the 'New Item' dialog box with the 'Type' dropdown menu open. The menu items are: Service (checked), Non-inventory Part, Other Charge, Subtotal, Group, Discount, and Payment.

## 6 – MISCELLANEOUS PROCEDURES, CONT.

### i) Add a New Class

- Track income & expenses per type of FRU operation.

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

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

## 6 – MISCELLANEOUS PROCEDURES, CONT.

### j) Post NSF Check Amount

- Write a check (remove NSF \$ amount from checking)

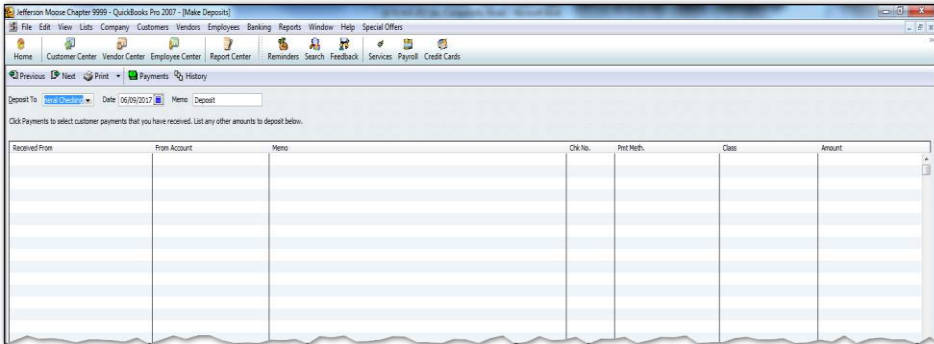
Step	Action
1	<b>HOME</b>
2	<b>Customers</b> pane
3	<b>Write Checks</b> icon
4	In the <b>Bank Account</b> field, drop down to <b>1005.00 General Checking</b>
5	In the check <b>No.</b> field, enter " <b>NSF</b> "
6	In the <b>Date</b> field, enter the Date the <b>NSF Check was</b>

	<b>charged</b> to your checking account by your financial institution.
7	In the <b>Pay to the Order of</b> field, enter " <b>NSF Check</b> "
8	In the <b>Amount</b> field, enter the <i>total</i> amount of the <b>NSF Check AND the Bank Charge</b>
9	<b>Amount</b> of NSF Check.
10	In the <b>Memo</b> field, enter the <b>name of the member</b> who wrote the NSF Check.
11	In the <b>Expenses</b> tab, create a split to the amounts for each account.
12	Click the first line under <b>Account</b> , drop down to <b>1105.00 NSF Checks</b>
13	In the <b>Amount</b> field, enter the amount of the <b>NSF Check</b> only.
14	In the <b>Customer:Job</b> field, drop down to the name of the member who wrote the NSF Check
15	In the <b>Class</b> field, drop down to <b>NSF Check</b>
16	On the next line, in the <b>Account</b> field, drop down to <b>5405.00 Bank Charges</b>
17	The <b>Amount Field</b> , should auto-fill with the amount of the Bank Charge
18	In the <b>Class</b> field, drop down to <b>Bank Charge</b> .
19	Click " <b>Save &amp; Close.</b> "

## 6 – MISCELLANEOUS PROCEDURES, CONT.

### k) Create Deposit for NSF Check Repayment

- Create a deposit for repayment of NSF check amount, bank fees and “FRU inconvenience fees,” if applicable.



Step	Action
1	<b>HOME</b>
2	<b>Company</b> pane
3	<b>Record Deposits</b> icon
4	In <b>Deposit To</b> field, drop down to <b>1005.00 General Checking</b>
5	In <b>Date</b> field, enter the date you made the deposit at the bank.
6	In <b>Received From</b> field, drop down to <b>Member Name</b> who wrote NSF Check

7	In <b>From Account</b> Field, drop down to 1105.00 NSF Checks
8	In <b>Class</b> Field, drop down to NSF Checks
9	In <b>Amount</b> field, enter amount of NSF Check only
10	On next line, in <b>Received From</b> field, drop down to <b>Member Name</b> who wrote NSF Check
11	In <b>From Account</b> field, drop down to 5405.00 Bank Charge
12	In <b>Class</b> Field, drop down to Bank Charge
13	In <b>Amount</b> field, enter the amount of the Bank Charge for the NSF Check
14	On next line, in <b>Received From</b> field, drop down to <b>Member Name</b> who wrote NSF Check
15	In <b>From Account</b> field, drop down to 4615.00 NSF Fees
16	In <b>Class</b> Field, drop down to NSF Fees
17	In <b>Amount</b> field, enter the amount of the Lodge inconvenience fee for the NSF Check, if issued
18	Click " <b>Save &amp; Close.</b> "