QuickBooks Pro 2007
Hands-On Technical Training
Participant Workbook
Course Introduction

Course Design

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

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

Course Goal

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

Course Materials

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

- QuickBooks Accounting Equation
- Chart of Accounts (COA)
- Sales Tax Deduction
- Sales Tax Procedure
- Export to Excel
- Voiding Checks
Course Introduction, cont.

**Icon Definition**

The following icons will appear throughout this manual:

<table>
<thead>
<tr>
<th>ICON</th>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>!</td>
<td>IMPORTANT INFORMATION</td>
</tr>
<tr>
<td></td>
<td>STEP-BY-STEP COMPUTER PROCEDURE</td>
</tr>
<tr>
<td></td>
<td>SUPPLEMENTAL RESOURCE(S)</td>
</tr>
<tr>
<td></td>
<td>TRAINING EXERCISE for Lodges (or scaled back for Moose Legions)</td>
</tr>
<tr>
<td></td>
<td>TRAINING EXERCISE for Chapter</td>
</tr>
</tbody>
</table>
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1 – QuickBooks Introduction

Objectives

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

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

Topics

The following topics are covered in this lesson:

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

**Definition**

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

**QuickBooks Features & Installation**

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

<table>
<thead>
<tr>
<th>How Does It Work With LCL?</th>
<th>Information is sent from your QuickBooks accounting package to LCL.net to prepare the Monthly Balance Sheet and Profit and Loss Statement - both of which are required by Moose International on a monthly basis.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>▪ QuickBooks is a double-entry accounting system: 2 sides to every transaction – one account is credited and another account debited in equal amounts.</td>
</tr>
<tr>
<td></td>
<td>▪ <strong>Records revenues when sales are made</strong> - not when payment is received!</td>
</tr>
<tr>
<td></td>
<td>▪ <strong>Records expenses when they are incurred</strong> - not when payment is issued!</td>
</tr>
<tr>
<td></td>
<td>▪ Features savings, investments, manual payroll, and important control &amp; reporting capabilities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How/When Will My Unit Use it?</th>
<th>Running on Windows 7 or newer, QuickBooks will be used:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>▪ To track FRU income &amp; expenses</td>
</tr>
<tr>
<td></td>
<td>▪ To enter and pay bills</td>
</tr>
<tr>
<td></td>
<td>▪ To enter receipts and make deposits</td>
</tr>
<tr>
<td></td>
<td>▪ To report monthly financial data for Moose International</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Any Other Special Features?</th>
<th>Several levels of payroll accounting services are available directly through <em>Intuit</em> on a subscription basis:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>▪ Tax Rate &amp; Tax Form updates on a regular basis depending on the package purchased.</td>
</tr>
<tr>
<td></td>
<td>▪ A Chart of Accounts is provided for easy reference and tracking of individual transactions.</td>
</tr>
</tbody>
</table>
QuickBooks Access

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

❖ To Access QuickBooks From Your Desktop Icon:

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

❖ To Access QuickBooks From Your Windows Taskbar:

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

❖ Next Step For Either Method:

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

1a. Select a file from the list of previously-opened files, OR
1b. Choose **Open an Existing Company** and select another file from the Open a Company screen.

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

*Note: ‘Company’ refers to the data file that stores accounting information specific to a Fraternal Unit.
QuickBooks Home View

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

Menu Bars:
- Top Menu Bar
- Home Icon Bar

5 Major Panes:
- Employee
- Customer
- Vendor
- Company
- Banking

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

NOTE: Depending upon the financial data entered in your QuickBooks system, you may see a “Reminders” window on top of the Home view. The ‘Reminders’ window simply alerts you of upcoming transactions. If necessary, close the ‘Reminders’ window to see the QuickBooks Home view.
Company information

Enter and Edit Company Information

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

To View or Change Company Information

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

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

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

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

**Edit Company Information – Chapter**

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

- Jefferson Chapter #9999
- P.O. Box 12345
- Jefferson IL 60539
- Phone #630-859-2000
- Fax #630-859-2001
- E-mail chapter9999@mooseunits.org
- ID# 39-2563902
Chart of Accounts (COA)

- Things you Own
  
  Cash, Inventory
  Building, property

  1000 account #'s
  Assets

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

  2000 account #'s
  Liabilities

- Net Value of Unit
  
  What’s left after
  paying bills

  3000 account #'s
  Equity

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

  4000 account #'s
  Income

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

  5000 account #'s
  Expense
The Chart of Accounts is the core of your computerized accounting system.

- The Chart of Account accounting system consists of Parent Accounts and Sub-Accounts.
  - Parent Accounts are at the left
  - Sub-Accounts are indented under a Parent Account

- This account structure will make your financial reports and statements easier to read and understand.

- Chart of Accounts numbering scheme helps classify FRU Income, Expenses, Liabilities and Assets. Parent Accounts are described in the graphic on the next page.

![Chart of Accounts](image)

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

- Moose International has already pre-configured the QuickBooks Chart of Accounts for use in your FRU.
**Chart of Accounts (COA), cont.**

**More About Sub-Accounts**

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

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

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

**Chart of Account Rules:**

Follow the rules below when working with QuickBooks’ Chart of Accounts:

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

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

- *QuickBooks Training Job Aid, Pages 6 & 7*
Balance Sheet & Profit & Loss (P&L) Statement Overview

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

**Chapter**

<table>
<thead>
<tr>
<th>ASSETS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Assets</td>
<td></td>
</tr>
<tr>
<td>Checking/Savings</td>
<td></td>
</tr>
<tr>
<td>1000.00 · Cash</td>
<td>736.82</td>
</tr>
<tr>
<td>1005.00 · Checking</td>
<td></td>
</tr>
<tr>
<td>1010.00 · Savings</td>
<td>2,509.70</td>
</tr>
<tr>
<td>Total 1000.00 · Cash</td>
<td>3,246.52</td>
</tr>
<tr>
<td>Total Checking/Savings</td>
<td>3,246.52</td>
</tr>
<tr>
<td>Other Current Assets</td>
<td></td>
</tr>
<tr>
<td>1199.00 · Undeposited Funds</td>
<td>7.00</td>
</tr>
<tr>
<td>Total Other Current Assets</td>
<td>7.00</td>
</tr>
<tr>
<td>Total Current Assets</td>
<td>3,253.52</td>
</tr>
<tr>
<td>Fixed Assets</td>
<td></td>
</tr>
<tr>
<td>1800.00 · Furniture and Equipment</td>
<td></td>
</tr>
<tr>
<td>1815.00 · ACCUMULATED DEPRECIATION</td>
<td>-1,049.87</td>
</tr>
<tr>
<td>1810.00 · Paraphernalia Depreciated</td>
<td>4,151.32</td>
</tr>
<tr>
<td>1805.00 · New Paraphernalia Purchased</td>
<td>140.00</td>
</tr>
<tr>
<td>Total 1800.00 · Furniture and Equipment</td>
<td>3,241.45</td>
</tr>
<tr>
<td>Total Fixed Assets</td>
<td>3,241.45</td>
</tr>
<tr>
<td>TOTAL ASSETS</td>
<td>6,494.97</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIABILITIES &amp; EQUITY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Liabilities</td>
<td></td>
</tr>
<tr>
<td>Other Current Liabilities</td>
<td></td>
</tr>
<tr>
<td>2300.00 · Other Liabilities</td>
<td></td>
</tr>
<tr>
<td>2305.00 · Sales Tax Liabilities</td>
<td>27.52</td>
</tr>
<tr>
<td>Total 2300.00 · Other Liabilities</td>
<td>27.52</td>
</tr>
<tr>
<td>2500.00 · Due to Other Fraternal Units</td>
<td></td>
</tr>
<tr>
<td>2510.00 · Application Fees to MI</td>
<td>40.00</td>
</tr>
<tr>
<td>2515.00 · ABCD/Per Capita due to MI</td>
<td>28.00</td>
</tr>
<tr>
<td>Total 2500.00 · Due to Other Fraternal Units</td>
<td>68.00</td>
</tr>
<tr>
<td>Total Other Current Liabilities</td>
<td>95.52</td>
</tr>
<tr>
<td>Total Current Liabilities</td>
<td>95.52</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>95.52</td>
</tr>
<tr>
<td>Equity</td>
<td></td>
</tr>
<tr>
<td>3000.00 · Opening Bal Equity</td>
<td>8,311.23</td>
</tr>
<tr>
<td>3900.00 · Retained Earnings</td>
<td>-924.76</td>
</tr>
<tr>
<td>Net Income</td>
<td>-987.02</td>
</tr>
<tr>
<td>Total Equity</td>
<td>6,399.45</td>
</tr>
<tr>
<td>TOTAL LIABILITIES &amp; EQUITY</td>
<td>6,494.97</td>
</tr>
</tbody>
</table>
**Profit & Loss (P&L) Statement Overview**

## Lodge

### Income

<table>
<thead>
<tr>
<th>Description</th>
<th>May '07 - Apr '08</th>
</tr>
</thead>
<tbody>
<tr>
<td>4000.00 · Dues and Fees Income</td>
<td>9,750.00</td>
</tr>
<tr>
<td>4005.00 · Membership Dues</td>
<td></td>
</tr>
<tr>
<td>4010.00 · Application Fees</td>
<td>250.00</td>
</tr>
<tr>
<td>4015.00 · Life Membership</td>
<td>900.00</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>10,000.00</strong></td>
</tr>
<tr>
<td>4225.00 · Social Quarters Sales</td>
<td></td>
</tr>
<tr>
<td>4230.00 · Beer Sales</td>
<td>125,000.00</td>
</tr>
<tr>
<td>4235.00 · Liquor Sales</td>
<td>174,750.00</td>
</tr>
<tr>
<td>4240.00 · Wine Sales</td>
<td>108,000.00</td>
</tr>
<tr>
<td><strong>Total Social Quarters Sales</strong></td>
<td><strong>408,050.00</strong></td>
</tr>
<tr>
<td>4300.00 · Donations Received</td>
<td>235.00</td>
</tr>
<tr>
<td>4310.00 · Lodge Donations</td>
<td></td>
</tr>
<tr>
<td>4400.00 · Interest Investment Income</td>
<td></td>
</tr>
<tr>
<td>4410.00 · Savings</td>
<td>53.00</td>
</tr>
</tbody>
</table>

**Total Income**

5000.00 · Cost of Goods Sold

5025.00 · Social Quarters Cost/Good Sold

5030.00 · Beer

5035.00 · Liquor

5040.00 · Wine

**Total 5000.00 · COGS**

**Gross Profit**

5100.00 · Payroll & Benefits

5110.00 · Payroll

5115.00 · Payroll Taxes

**Total 5100.00 · Payroll & Benefits**

5200.00 · Supplies and Misc

5220.00 · Misc Lodge

5250.00 · Lodge Supplies

**Total 5200.00 · Supplies and Misc**

5225.00 · Social Quarters Supplies and Expense

5300.00 · Donation Expense

5400.00 · General Administration Exp

5435.00 · COMPUTER SUPPORT

5430.00 · REPAIR & MAINT

5420.00 · Postage

5410.00 · Printing

5415.00 · Licenses and Permits

**Total 5400.00 · General Administration Exp**

5600.00 · Occupancy Expense

5605.00 · Gas

5610.00 · Electric

5615.00 · Water & Sewer

5620.00 · Phone

5630.00 · Mortgage

**Total 5600.00 · Occupancy Expense**

**Total Expense**

**Net Income**
## Profit & Loss Statement Overview

### Money You Collect

- 4000.00 · Dues and Fees Income
- 4005.00 · Membership Dues
- 4025.00 · Transfer Fees
- Total 4000.00 · Dues and Fees Income
- 4400.00 · Interest Investment Income
- 4700.00 · Special Project & Committee Income
- Total Income
- Gross Profit

### Money You Spend

- 5300.00 · Donation Expense
- 5307.00 · ASSOCIATION DONATION
- 5303.00 · Community Service
- 5306.00 · Sunshine Child/Grandparent
- 5302.00 · Mooseheart/Moosehaven Spec Proj
- 5301.00 · Scholarship & Maintenance
- Total 5300.00 · Donation Expense
- 5400.00 · General Admin Exp (Incidentals)
- 5499.00 · Depreciation Expense
- 5450.00 · Misc Expense
- 5445.00 · Computer Support
- 5440.00 · Chapter Supplies
- 5430.00 · Risk Pool/Bond Premium
- 5425.00 · Postage
- 5405.00 · Bank Charges
- Total 5400.00 · General Admin Exp (Incidentals)
- 5700.00 · Special Project & Committee Exp
- 5800.00 · Travel and Rep Expense
- 5605.00 · Matriculant Expense
- Total 5800.00 · Travel and Rep Expense

### Net Income
- May 07 - Apr '08
- Income: 6,847.92
- Expense: 1,338.00
- Net Income: 5,509.92
Set Preferences in QuickBooks

Purpose

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

To Set Primary Cash Account Default

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

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

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

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

5. Click OK.
Set Preferences in QuickBooks, cont.

To Set the Accounting View

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

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

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

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

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

Follow the steps below to turn off inventory tracking.

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

Objectives

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

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

Topics

The following topics are covered in this lesson:

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

Purpose

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

Sub-Account Rules

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>DO NOT duplicate</strong> an existing sub-account #.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Make sure new sub-account # is sequenced</strong> (or grouped) properly:</td>
</tr>
<tr>
<td></td>
<td>- New sub-account # is at the correct level in the Chart of Accounts outline</td>
</tr>
<tr>
<td></td>
<td>- The sub-account number ends with .00</td>
</tr>
<tr>
<td>3</td>
<td><strong>NEVER add a sub-account to another sub-account!</strong></td>
</tr>
</tbody>
</table>
To Add a New Sub-Account

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

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

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

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

4. Click Continue (the ‘Add New Account’ window appears)

*(procedure continued on the next page)*
Create a New Sub-Account, cont.

To Add a New Sub-Account

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

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

6. **Account Name**

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

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

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

---

**Ex:** 4730.00 – Community Service Income

- QuickBooks Training Job Aid, Page 19
Add New Sub-Accounts (Lodge)

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

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

<table>
<thead>
<tr>
<th>Associated Parent Account # and Title</th>
<th>New Sub-Account #</th>
<th>Sub-Account Type</th>
<th>Sub-Account Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>4600.00 Other Income</td>
<td>4620.00</td>
<td>Income</td>
<td>Misc SQ Income</td>
</tr>
<tr>
<td>4700.00 Special Proj and Committees</td>
<td>4715.00</td>
<td>Income</td>
<td>Lodge Sports Comm</td>
</tr>
<tr>
<td>2300.00 Other Liabilities</td>
<td>2305.00</td>
<td>Other Current Liability</td>
<td>Sales Tax Liability</td>
</tr>
<tr>
<td>2500.00 Due to Other FRU</td>
<td>2505.00</td>
<td>Other Current Liability</td>
<td>Endowment Fund</td>
</tr>
<tr>
<td>5400.00 General Administration</td>
<td>5481.00</td>
<td>Expense</td>
<td>Support Services &amp; Fees</td>
</tr>
</tbody>
</table>
**Add New Sub-Accounts (Chapter)**

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

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

<table>
<thead>
<tr>
<th>Associated Parent Account # and Title</th>
<th>New Sub-Account #</th>
<th>Sub-Account Type</th>
<th>Sub-Account Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>4700.00 Special Proj and Committees</td>
<td>4725.00</td>
<td>Income</td>
<td>Chapter PEP Comm</td>
</tr>
<tr>
<td>4700.00 Special Proj and Committees</td>
<td>4732.00</td>
<td>Income</td>
<td>Chapter Star Recorder Comm</td>
</tr>
<tr>
<td>2300.00 Other Liabilities</td>
<td>2305.00</td>
<td>Other Current Liability</td>
<td>Sales Tax Liability</td>
</tr>
<tr>
<td>2500.00 Due to Other FRU</td>
<td>2505.00</td>
<td>Other Current Liability</td>
<td>Endowment Fund</td>
</tr>
<tr>
<td>5400.00 General Administration</td>
<td>5481.00</td>
<td>Expense</td>
<td>Support Svcs &amp; Fees</td>
</tr>
</tbody>
</table>
Create a New Item Number

Purpose

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

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

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To Add a New Item

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

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

   Example: 4730.00 Community Service Income

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

3. From lower left Item, drop down to New.
Create a New Item Number, cont.

Continue with the steps below to add a new item:

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

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

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

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

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

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

8. Choose **OK** to save the New Item and close the New Item screen
   - Or, choose **Next** to save the New Item and enter another.
Create New Item Numbers (Lodge)

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

<table>
<thead>
<tr>
<th>Associated Sub-Account # and Title</th>
<th>New Item #</th>
<th>Item Type</th>
<th>Item Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>4620.00 Misc SQ Income</td>
<td>4620</td>
<td>Service</td>
<td>Misc. SQ Income</td>
</tr>
<tr>
<td>4715.00 Lodge Sports Comm</td>
<td>4715</td>
<td>Service</td>
<td>Lodge Sports Comm</td>
</tr>
<tr>
<td>2305.00 Sales Tax Liability</td>
<td>2305</td>
<td>Service</td>
<td>Sales Tax Liability</td>
</tr>
<tr>
<td>2505.00 Endowment Fund</td>
<td>2505</td>
<td>Service</td>
<td>Endowment Fund</td>
</tr>
<tr>
<td>5481.00 Support Svcs &amp; Fees</td>
<td>5481</td>
<td>Service</td>
<td>Support Svcs &amp; Fees</td>
</tr>
</tbody>
</table>

Create New Item Numbers (Chapter)

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

<table>
<thead>
<tr>
<th>Associated Sub-Account # and Title</th>
<th>New Item #</th>
<th>Item Type</th>
<th>Item Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>4732.00 Chapter Star Recorder Comm</td>
<td>4732</td>
<td>Service</td>
<td>Chapter Star Recorder Comm</td>
</tr>
<tr>
<td>4725.00 Chapter PEP Comm</td>
<td>4725</td>
<td>Service</td>
<td>Chapter PEP Comm</td>
</tr>
<tr>
<td>2305.00 Sales Tax Liability</td>
<td>2305</td>
<td>Service</td>
<td>Sales Tax Liability</td>
</tr>
<tr>
<td>2505.00 Endowment Fund</td>
<td>2505</td>
<td>Service</td>
<td>Endowment Fund</td>
</tr>
<tr>
<td>5481.00 Support Svcs &amp; Fees</td>
<td>5481</td>
<td>Service</td>
<td>Support Svcs &amp; Fees</td>
</tr>
</tbody>
</table>
Class Tracking

Purpose

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

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

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

To Add a Class

Follow the steps below to enter a new class name.

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

2. A current class list appears. From the **Class** drop down, select **New**.

3. Enter a **Class Name**

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

   - Or, choose **Next** to save the New Class and enter another.
Add New Classes (Lodge)

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

<table>
<thead>
<tr>
<th>Class Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports</td>
</tr>
<tr>
<td>Endowment</td>
</tr>
</tbody>
</table>

Add New Classes (Chapter)

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

<table>
<thead>
<tr>
<th>Class Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEP</td>
</tr>
<tr>
<td>Membership Retention</td>
</tr>
<tr>
<td>General Fund</td>
</tr>
</tbody>
</table>
3 – Enter Vendors & Customers

**Objectives:**

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

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

**Topics**

The following topics are covered in this lesson:

- Add a New Vendor
- Add a New Customer
Add a New Vendor

Definitions

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

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

When to Use

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

❖ To Add a New Vendor

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

1. From the Home page, click Vendors section.

2. Click New Vendor.
Add a New Vendor, cont.

Continue with the steps below to add a new vendor:

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

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

   **NOTE:** The Company Name will automatically appear in the ‘Print on Check as’ field

5. Enter the Vendor’s **Name and Address**.

6. Enter the Vendor’s **Contact information** (phone, fax, email, etc.) on the right side of the screen.

7. Click the **Additional Info** tab.
Add a New Vendor, cont.

Continue with the steps below to add a new vendor:

8. Enter the Vendor’s **Account No.**

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

- Or, click ‘Next’ to add another Vendor.
Add a New Vendor (Lodge)

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

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

<table>
<thead>
<tr>
<th>New Vendor</th>
<th>Vendor Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>ComEd</td>
<td>Address: P.O. Box 18075, Chicago, IL 60680</td>
</tr>
<tr>
<td></td>
<td>Phone: 1.800.Edison1</td>
</tr>
<tr>
<td></td>
<td>Fax: 1.800.334.7662</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="#">www.comed.com</a></td>
</tr>
<tr>
<td>Ben E. Keith Distrib</td>
<td>Address: 12345 Main St., Jefferson, IL 60539</td>
</tr>
<tr>
<td></td>
<td>Contact: Ben Keith</td>
</tr>
<tr>
<td></td>
<td>Phone: 1.630.337.7661</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="#">bkdistrib@att.net</a></td>
</tr>
<tr>
<td>Moose Charities</td>
<td>Address: 155 South International Drive, Mooseheart, IL 60539-1100</td>
</tr>
<tr>
<td></td>
<td>Phone: 630-966-2200</td>
</tr>
<tr>
<td></td>
<td>Fax: 630-966-2248</td>
</tr>
<tr>
<td></td>
<td>E-Mail: <a href="#">www.moosecharities.org</a></td>
</tr>
<tr>
<td>First National Bank</td>
<td>Address: 446 Webster, Jefferson, IL 60539</td>
</tr>
<tr>
<td></td>
<td>Phone: 1.630.337.5553</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="#">www.firstnationalbank.com</a></td>
</tr>
</tbody>
</table>
**Instructions:** Refer to the tables below to enter information about new vendors that our training FRU will have to pay money to.

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

<table>
<thead>
<tr>
<th>New Vendor</th>
<th>Vendor Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moose Charities</td>
<td>Address: 155 South International Drive, Mooseheart, IL, 60539-1100</td>
</tr>
<tr>
<td></td>
<td>Phone: 630-966-2200</td>
</tr>
<tr>
<td></td>
<td>Fax: 630-966-2248</td>
</tr>
<tr>
<td></td>
<td>E-Mail: <a href="http://www.moosecharities.org">www.moosecharities.org</a></td>
</tr>
<tr>
<td>Mike’s Equipment Repair</td>
<td>Address: 310 Hill St., Jefferson, IL 60539</td>
</tr>
<tr>
<td></td>
<td>Phone: 630-337.7070</td>
</tr>
<tr>
<td></td>
<td>Fax: 630-337.7071</td>
</tr>
<tr>
<td></td>
<td>E-Mail: <a href="http://www.mikesrepair.com">www.mikesrepair.com</a></td>
</tr>
<tr>
<td>Boy Scouts of America</td>
<td>Address: 123 Main St., Jefferson, IL 60539</td>
</tr>
<tr>
<td></td>
<td>Phone: 630-859.2000</td>
</tr>
<tr>
<td></td>
<td>E-Mail: <a href="http://www.bsatroop800.org">www.bsatroop800.org</a></td>
</tr>
</tbody>
</table>
Add a New Customer

Definition

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

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

When to Use

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

▷ To Add a New Customer

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

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

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

*(procedure continued on the next page)*
Add a New Customer, cont.

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

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

4. Enter the **Customer Name** (or the Individual's Name).

5. Enter the **Bill To** Address.

6. Choose **Copy** to duplicate the address information into the Ship To field (if necessary).

7. Enter the Customer **contact information** (right side of screen).

8. Click **OK** to save the new customer information. 
   - Or, click the Next button to add another Customer.
   - 'Additional Info, Payment Info, and Job Info' tabs do not contain information useful to a Fraternal Unit.

- *MI QuickBooks Resource Manual – Working with Customers*
- *QuickBooks Training Job Aid, Page 18*
Add a New Customer (Lodge)

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

<table>
<thead>
<tr>
<th>New Customer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Club Chairman</td>
</tr>
<tr>
<td>Entertainment Chairman</td>
</tr>
<tr>
<td>Lodge</td>
</tr>
</tbody>
</table>

Add a New Customer (Chapter)

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

<table>
<thead>
<tr>
<th>New Customer</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEP Chairman</td>
</tr>
<tr>
<td>Endowment Fund</td>
</tr>
<tr>
<td>Star Recorder Chairman</td>
</tr>
</tbody>
</table>
4 – Enter Receipts & Deposits

Objectives

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

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

Topics

The following topics are covered in this lesson:

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

When to Use

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

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

- The 1199.00 Undeposited Funds account serves as a ‘virtual safe’ (holds money until deposits are made in QuickBooks).
- After deposits are entered into your Checking Account:
  o Account 1199.00 will show a zero balance
  o Actual deposit amount will appear in your Checking Account

🔗 To Enter a Sales Receipt:

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

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

(procedure continued on the next page)
Create a Sales Receipt, cont.

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

2. In the Customer:Job field, identify where the funds were received from (e.g., Weekly Receipts, Star Recorder Chairman, Membership, Endowment).
   
a. Type in desired the Customer: Job, or click the down arrow to see a pop-up list of options.
   
b. Select the Customer from the list.

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

3. In the Issue Date field, drop-down to enter the Date the funds were received.
   
   - Date on official business receipt, or end of the week for the weekly Lodge receipts.
   
   - **NOTE:** QuickBooks automatically assigns a Sales Receipt Number. If necessary, change the auto-generated receipt number to match your manual receipt.

4. In the Receipt No. field:
   
a. Accept the auto-generated QuickBooks number, or
   
b. Manually change it to match your official business receipt

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

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

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

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

9. Enter information in the Memo field if desired.

10. Choose Save & Close to save the Sales Receipt and close the window.
Weekly Lodge Receipt Example:

![Sales Receipt](image-url)
Chapter Fund Raising Example:

Multiple Committees sharing a single project

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>Rate</th>
<th>Class</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4723</td>
<td>Chapter Youth Involvement</td>
<td></td>
<td>68.50</td>
<td>Youth</td>
<td>68.50</td>
</tr>
<tr>
<td>4726</td>
<td>Education Advancement</td>
<td></td>
<td>79.35</td>
<td>Youth</td>
<td>79.35</td>
</tr>
<tr>
<td>4728</td>
<td>Health Awareness</td>
<td></td>
<td>92.78</td>
<td>Youth</td>
<td>92.78</td>
</tr>
</tbody>
</table>

Total 240.63
Memorize a Transaction

When to Use

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

To Memorize a Transaction

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

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

2. Once the transaction is created, click Edit from the Menu bar and then Select Memorize Sales Receipt.
   - The Memorize Transaction window will appear.

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

4. When ready to use this transaction again, click MemTX on the Icon Bar to display the list of Memorized Transactions, and then select the one that you want to use.
Enter Sales Receipts – (Lodge)

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

Memorize this receipt!

Receipt #10

Receipt #11

Receipt #12
Instructions: Review the following manual House Committee receipt and then enter it into QuickBooks. Pay careful attention to the following:

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

QuickBooks Item #s

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beer</td>
<td>3316.76</td>
<td>$</td>
</tr>
<tr>
<td>Liquor</td>
<td>2672.90</td>
<td>$</td>
</tr>
<tr>
<td>Kitchen</td>
<td>1892.52</td>
<td>$</td>
</tr>
<tr>
<td>Total Sales Tax Collected</td>
<td>$7882.18</td>
<td>$</td>
</tr>
</tbody>
</table>

7% state sales tax calculation

Total Receipts $8433.93

7% state sales tax calculation

TOTAL RECEIPTS

Receipt #
**Enter Sales Receipts (Chapter)**

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

1. **Receipt #10**
   - **Endowment Fund**
   - **Chapter Dev. Committee Meeting**
   - Item 2505

2. **Receipt #11**
   - **Membership Committee**
   - **Bake Sale**
   - Item 4725

3. **Receipt #12**
   - **Higher Degrees Committee**
   - **Breakfast Receipts**
   - Item 4732
Create a Dues & Fees Receipt

When to Use

Dues will be manually entered into QuickBooks.

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

How to Use

<table>
<thead>
<tr>
<th>In Lodges:</th>
<th>In Chapters:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Create manual receipts.</td>
<td>1. Enter, as a single QuickBooks Dues Receipt, all Members on the Deposit List.</td>
</tr>
<tr>
<td>2. Add receipts to weekly envelope.</td>
<td>2. Attach Deposit List to Dues Receipt for audit purposes</td>
</tr>
<tr>
<td>3. Enter as a single QuickBooks Dues Receipt for the entire envelope.</td>
<td></td>
</tr>
<tr>
<td>4. Attach Deposit List to Dues Receipt for audit purposes.</td>
<td></td>
</tr>
</tbody>
</table>
Create a Dues & Fees Receipt, cont.

To Enter Dues & Fees – From Deposit List:

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

1. From the Home view Customer section, click the Create Sales Receipt icon.
2. In the Template drop-down, choose Dues Receipt.
3. In the Customer; Job field, drop down to select Member Dues and Fees.
4. Select the appropriate Class for Member Dues and fees.
5. Enter the Date of the Dues Deposit from the Deposit List.
6. Select the Item for Membership Dues (e.g., 4005) from the drop down list.
   - 4005 for membership dues
7. Enter the Amount of the Deposit.
8. Enter the Payout ID number of the Deposit List on the Memo line.
9. Attach the Deposit List to the printed receipt.
Enter Dues & Fees Receipt #1 EXERCISE
– From Deposit List

Instructions:

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

Print FRU Payout 510454

Exercise Note:
Let QuickBooks create the ‘Receipt Number’

Payout ID: 510454
Charge Type: Membership Dues
Amount: $198.00
Payee: Jefferson
Paid Date: 03/23/2009
Void Date:

<table>
<thead>
<tr>
<th>Bill To</th>
<th>Member ID</th>
<th>Charge</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ned Avery</td>
<td>012345678</td>
<td>Dues 04/01/2009 through 03/31/2010</td>
<td>$22.00</td>
</tr>
<tr>
<td>Ben Belser</td>
<td>002179561</td>
<td>Dues 04/01/2009 through 03/31/2010</td>
<td>$22.00</td>
</tr>
<tr>
<td>Jake Bova</td>
<td>001606006</td>
<td>Dues 04/01/2009 through 03/31/2010</td>
<td>$22.00</td>
</tr>
<tr>
<td>Donnie Cowean</td>
<td>002137698</td>
<td>Dues 04/01/2009 through 03/31/2010</td>
<td>$22.00</td>
</tr>
<tr>
<td>Ron Ferrei</td>
<td>008284757</td>
<td>Dues 04/01/2009 through 03/31/2010</td>
<td>$22.00</td>
</tr>
<tr>
<td>Will Hacker</td>
<td>002285142</td>
<td>Dues 04/01/2009 through 03/31/2010</td>
<td>$22.00</td>
</tr>
<tr>
<td>George Hagie</td>
<td>001786132</td>
<td>Dues 04/01/2009 through 03/31/2010</td>
<td>$22.00</td>
</tr>
<tr>
<td>Randy Kattz</td>
<td>012345681</td>
<td>Dues 04/01/2009 through 03/31/2010</td>
<td>$22.00</td>
</tr>
<tr>
<td>Tad Kull</td>
<td>001895381</td>
<td>Dues 04/01/2009 through 03/31/2010</td>
<td>$22.00</td>
</tr>
</tbody>
</table>
Enter Dues & Fees Receipt #1 EXERCISE
– From Deposit List

Instructions:

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

---

### Print FRU Payout 5104543

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

---

**Exercise Note:**
Let QuickBooks create the 'Receipt Number'
Enter Dues & Fees Receipt #2 EXERCISE
– New Member Application

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

Example Check:

Pat Smith
1234 Main Street
Anytown, IL 12345
Pay to the Order of Jefferson Lodge 9999 $78.00
Seventy-eight dollars and 0/100 Dollars
Memo New Member App & 1st year dues

Dues & Fees Breakdown:

<table>
<thead>
<tr>
<th>Total Check Amount:</th>
<th>Membership Dues Amount (Lodge Funds)</th>
<th>ABCD Amount (MI Funds)</th>
<th>Application Fee Amount (MI Funds)</th>
</tr>
</thead>
<tbody>
<tr>
<td>78.00</td>
<td>$22.00</td>
<td>$36.00</td>
<td>$20.00</td>
</tr>
<tr>
<td></td>
<td>Lodge Income</td>
<td>Pay into and from</td>
<td>Pay into and from</td>
</tr>
<tr>
<td></td>
<td>Account # 4005.00</td>
<td>Account # 2515.00</td>
<td>Account # 2510.00</td>
</tr>
</tbody>
</table>
Enter Dues & Fees Receipt #2 EXERCISE  
– New Member Application

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

**Example Check:**

<table>
<thead>
<tr>
<th>Pay to the Order of</th>
<th>Jefferson WOTM Chapter 9999</th>
<th>$47.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay into and from</td>
<td>Chapter Income Account # 4005.00</td>
<td>Pay into and from Account # 2515.00</td>
</tr>
<tr>
<td>Pay into and from</td>
<td>Pay into and from Account # 2510.00*</td>
<td></td>
</tr>
<tr>
<td>Pat Smith</td>
<td>New Member App &amp; 1st year dues</td>
<td></td>
</tr>
</tbody>
</table>

**Dues & Fees Breakdown:**

<table>
<thead>
<tr>
<th>Total Check Amount: (Chapter Funds)</th>
<th>Membership Dues Amount (Chapter Funds)</th>
<th>Per Capita Amount (MI Funds)</th>
<th>Application Fee Amount (MI Funds)</th>
</tr>
</thead>
<tbody>
<tr>
<td>47.00</td>
<td>$5.00</td>
<td>$22.00</td>
<td>$20.00</td>
</tr>
<tr>
<td></td>
<td>Chapter Income Account # 4005.00</td>
<td>Pay into and from Account # 2515.00</td>
<td>Pay into and from Account # 2510.00*</td>
</tr>
</tbody>
</table>
Make Deposits

When to Use

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

To Make Deposits

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

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

2. In the 'Select Payments to Deposit' area: **click to place a checkmark next to any receipt(s) associated with the deposit** that you want to record.
   - Click Select All if all receipts shown apply to your deposit.
   - Note how the Payments Subtotal increments with your selections.

3. Click OK.
To Make Deposits, cont.

Continue with the steps below to record a deposit.

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

**NOTE:** Leave all 'Cash Back' fields blank. Cash back is not permitted by Moose International!
**Make Deposits**

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

**Deposit # 1:**

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

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

**DEPOSIT # 1 Note** – Look for the following receipts in your ‘Select Payments to Deposit’ field when making this deposit:
- $178.00 Youth Club RCPT for a bake sale.
- $2500.00 RCPT for a steak dinner event.
- $34.75 RCPT for a contribution to the Endowment Fund.
- $8433.93 RCPT for House Committee beer, liquor, and kitchen merchandise.
- $78.00 RCPT for Pat Smith’s new member application and 1st year’s dues.

**DEPOSIT # 2 Note** – Look for the following receipt in your ‘Select Payments to Deposit’ field when making this deposit:
- $198.00 RCPT for membership dues identified on a Deposit List (#510454)

**Deposit #2:**

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

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

**Deposit # 1:**

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

![Payments to Deposit window](image)

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

- **$178.00 Membership Committee RCPT** for a bake sale.
- **$318.00 Higher Degrees Committee RCPT** for breakfast.
- **$34.75 RCPT** for a contribution to the Endowment Fund.
- **$47.00 RCPT** for Pat Smith’s new member application and 1st year’s dues.

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

**Deposit #2:**

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

Objectives:

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

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

Topics

The following topics are covered in this lesson:

- Enter Bills
- Pay Bills
- Transfer Funds
Enter Bills

When to Use

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

To Enter Bills:

Follow the steps below to enter bills:

1. From Home view Vendor section: click Enter Bills.
2. Enter the Amount Due (total bill amount).
3. Drop-down to choose the Vendor Name.
4. Enter the Date the bill was issued.
5. Enter the Bill Due date.
6. Drop down to enter discount Terms (if applicable).
7. In the Ref. No., enter the invoice #.
8. Enter a Memo.
9. In Expenses Tab Account column: select account where 1st item will be charged.
10. In Expenses Tab Amount column: enter the amount of the 1st item.
11. Enter a Class for the 1st item.
12. Save & Close

- MI QuickBooks Resource Manual – Working With Vendor; Entering Bills
- QuickBooks Training Job Aid: Enter Bills (Page 12); Memorize a Transaction (Page 13)
Enter Bills (Lodge) EXERCISE

Instructions:

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

   Table 1: Lodge Bills:

<table>
<thead>
<tr>
<th>Vendor (Bill Description)</th>
<th>Invoice #</th>
<th>Bill Amount</th>
<th>Bill Account #</th>
<th>Associated Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ben E. Keith Dist. (Beer)</td>
<td>12</td>
<td>$ 863.90</td>
<td>5030.00 - COGS Beer</td>
<td>Social Quarters</td>
</tr>
<tr>
<td>ComEd (Electric Bill)</td>
<td>1234</td>
<td>$2537.06</td>
<td>5610.00 - Electric Bill</td>
<td>Lodge</td>
</tr>
<tr>
<td>First National Bank</td>
<td>2098</td>
<td>$1000.00</td>
<td>2055.00 - Mortgage Principal 5630.00 - Mortgage Interest</td>
<td>Lodge</td>
</tr>
<tr>
<td>(Mortgage Payment)</td>
<td></td>
<td>$ 738.62</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ 261.38</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moose Charities (Endowment Fund)</td>
<td>10</td>
<td>$ 34.75</td>
<td>2505.00 – Endowment Fund</td>
<td>Endowment</td>
</tr>
<tr>
<td>Moose International (New Member Application with 1st year dues receipt)</td>
<td>---</td>
<td>$ 20.00</td>
<td>2510.00 - App Fee to MI</td>
<td>Dues</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ 36.00</td>
<td>2515.00 - ABCD to MI</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>MI (Officers Bond)</th>
<th>$ 415.00</th>
<th>5485.00 - Officers Bond Exp.</th>
<th>Lodge</th>
</tr>
</thead>
<tbody>
<tr>
<td>MI (Call Center Services)</td>
<td>$ 10.00</td>
<td>5481.00 - Support Svcs &amp; Fees</td>
<td>Lodge</td>
</tr>
</tbody>
</table>

   Total: $ 425.00
Enter Bills (Chapter) EXERCISE

Instructions:

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

Table 1: Chapter Bills:

<table>
<thead>
<tr>
<th>Vendor (Bill Description)</th>
<th>Invoice #</th>
<th>Bill Amount</th>
<th>Bill Account #</th>
<th>Associated Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike’s Equipment Repair (Copy Machine)</td>
<td>16</td>
<td>$ 75.00</td>
<td>5440.00 - Office Equipment Repair</td>
<td>General Fund</td>
</tr>
<tr>
<td>Boy Scouts of America (Donation)</td>
<td>20</td>
<td>$ 100.00</td>
<td>5315.00 - Boy Scouts of America</td>
<td>General Fund</td>
</tr>
<tr>
<td>Moose Charities (Endowment Fund)</td>
<td>10</td>
<td>$ 34.75</td>
<td>2505.00 – Endowment Fund</td>
<td>Endowment</td>
</tr>
<tr>
<td>Moose International (New Member Application with 1st year dues receipt)</td>
<td>----</td>
<td>$ 20.00</td>
<td>$ 22.00</td>
<td>2510.00 - App Fee to MI 2515.00 – Per Capita to MI</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>MI (Officers Bond)</th>
<th>$ 415.00</th>
<th>5485.00 - Officers Bond Exp.</th>
<th>General Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>MI (Call Center Services)</td>
<td>$ 10.00</td>
<td>5481.00 - Support Srvcs &amp; Fees</td>
<td>General Fund</td>
</tr>
</tbody>
</table>

Total: $ 425.00
**Pay Bills**

**When to Use**

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

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

**About the ‘Pay Bills’ Window**

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

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

To Pay a Bill:

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

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

Continue with the steps below to record bill payments.

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

![Select Bank Account](image)

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

10. In the Payment Method, select one of the following:
    - If the check will be computer printed, choose To be Printed*
    - If the check has been hand-written, choose Assign check no

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

---

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

- If you use hand-written checks: make sure you choose “Assign check no.” and enter the number printed on the check into the box when prompted.
- If you use Computer Printed checks: make sure you choose “To Be Printed”.

---
Printing Checks

When to Use

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

To Print a Check

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

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

   ![Chart of Accounts]

   Number Type = ‘To Print’

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

3. Double-click on the first check to print.
Print Check, cont.

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

4. Select **Print**.

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

5. Click **OK**.

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

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

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

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

8. Click **Save & Close** to record the check and close the window.
### Pay Bills (Lodge)

**Instructions:**

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

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

<table>
<thead>
<tr>
<th>Check #</th>
<th>Vendor Name</th>
<th>Ref. No. (Invoice #)</th>
<th>Payment Description</th>
<th>Bill Amount</th>
<th>Payment Account #</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>ComEd</td>
<td>1234</td>
<td>Electric Bill</td>
<td>$2537.06</td>
<td>1005.00 General Checking</td>
</tr>
<tr>
<td>6</td>
<td>Moose Charities</td>
<td>10</td>
<td>Endowment Fund</td>
<td>$34.75</td>
<td>1005.00 General Checking</td>
</tr>
<tr>
<td>7</td>
<td>First National Bank</td>
<td>2098</td>
<td>Mortgage Principal &amp; Int</td>
<td>$1000.00</td>
<td>1005.00 General Checking</td>
</tr>
<tr>
<td>8</td>
<td>Ben E. Keith Distrib</td>
<td>12</td>
<td>Beer</td>
<td>$863.90</td>
<td>1005.00 General Checking</td>
</tr>
<tr>
<td>9</td>
<td>Moose International</td>
<td>2006-01</td>
<td>Consolidated Statement</td>
<td>$425.00</td>
<td>1005.00 General Checking</td>
</tr>
<tr>
<td>10</td>
<td>Moose International</td>
<td>-----</td>
<td>New Member Application (App &amp; ABCD Fees)</td>
<td>$56.00</td>
<td>1005.00 General Checking</td>
</tr>
</tbody>
</table>

**TOTAL Bills Paid:** $4916.71
**Instructions:** Refer to Table 1 below to pay the bills that you entered previously in the ‘Enter Bills’ exercise.

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

<table>
<thead>
<tr>
<th>Check #</th>
<th>Vendor Name</th>
<th>Ref. No. (Invoice #)</th>
<th>Payment Description</th>
<th>Bill Amount</th>
<th>Payment Account #</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Mike’s Equipment Repair</td>
<td>16</td>
<td>Copy Machine Repair</td>
<td>$ 75.00</td>
<td>1005.00 General Checking</td>
</tr>
<tr>
<td>7</td>
<td>Boy Scouts of America</td>
<td>20</td>
<td>Donation</td>
<td>$ 100.00</td>
<td>1005.00 General Checking</td>
</tr>
<tr>
<td>8</td>
<td>Moose Charities</td>
<td>10</td>
<td>Endowment Fund</td>
<td>$ 34.75</td>
<td>1005.00 General Checking</td>
</tr>
<tr>
<td>9</td>
<td>Moose International</td>
<td>2006-02</td>
<td>Consolidated Statement</td>
<td>$ 425.00</td>
<td>1005.00 General Checking</td>
</tr>
<tr>
<td>10</td>
<td>Moose International</td>
<td>-----</td>
<td>New Member Application (App &amp; Per Capita Fees)</td>
<td>$ 42.00</td>
<td>1005.00 General Checking</td>
</tr>
</tbody>
</table>

**TOTAL Bills Paid:** $ 676.75
Transfer Funds

When to Use

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

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

❖ To Transfer Funds – Using Online Banking:

Follow the steps below, if your FRU uses online banking:

1. Connect to your financial institution’s website and complete the Transfer of Funds in your Banking Accounts.
2. From QuickBooks Menu bar, select Banking.
3. In the drop down, click Transfer Funds. The following screen appears:
4. Click the Date Calendar and click on the date for the funds transfer.
To Transfer Funds – Using Online Banking, cont.

Continue with the steps below to complete your online transfer:

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

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

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

   ![Transfer Funds Screen](image)

7. In the **Transfer Amount** field, enter the **dollar amount of the transfer**.

8. In the **Memo** field, enter a **message about the transfer** (if desired).

9. Click **Save & Close**, or:

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

   b. Click **Close** to close the window without recording the transaction into QuickBooks
To Transfer Funds – at the Financial Institution

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

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

2. If you want to hand write your check, make sure To Be Printed box is unchecked.

   Note: If you want to print your check, make sure ‘To Be Printed’ box is checked.

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

4. Click in the No. field and enter the check number.

   Note: If you Print your Checks, the system will assign the Check Number.

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

6. To the right of the ($) sign, enter the amount you are transferring

   Note: The Dollar Amount automatically populates the written amount field.
To Transfer Funds – at the Financial Institution, cont

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

8. On the Memo line, enter Funds Transfer.

9. In the Account column, select the Account you are transferring the Funds To.

10. If desired, enter a Memo and a Class.

11. Save & Close to enter the transaction and close the Write Checks Screen, or:
   a. Click Save & New to enter the transaction and enter another Write Checks transaction.
   b. Click Close to close Write Checks without entering the transaction.

12. Endorse the Check and take it to the Bank to complete the Funds Transfer.

Note: Remember to reconcile all Bank Accounts including Checking, Savings, CD’s, Etc. The Transfer amount will show on each Bank Account during the reconciliation process in QuickBooks and should appear on the Bank Statements.
**Instructions:** Refer to the table below and then transfer the funds via the QuickBooks online procedure.

<table>
<thead>
<tr>
<th>Transfer Amount</th>
<th>Transfer FROM Account</th>
<th>Transfer TO Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1500.00</td>
<td>1005.00 – General Checking</td>
<td>1010.00 – Savings</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Transfer Amount</th>
<th>Transfer FROM Account</th>
<th>Transfer TO Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>$500.00</td>
<td>1005.00 – General Checking</td>
<td>1010.00 – Savings</td>
</tr>
</tbody>
</table>
6 – Reports & Backups

Objectives:

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

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

Topics

The following topics are covered in this lesson:

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

**Report Types**

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

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

**Required Moose International Reports**

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

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

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

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

**Preparing for Monthly Reports**

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

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

Additionally, it is highly recommended that you ‘back up’ your financial data prior to transmitting a report.
Reconcile a Bank Account

When to Use

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

To Reconcile a Cash Account

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

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

   ![Begin Reconciliation Window]

   - Account: 1005.00 General Checking Account
   - Statement Date: 03/31/2009
   - Beginning Balance: 0.00
   - Ending Balance: 11,057.48

   Enter any service charge or interest earned:
   - Service Charge: 0.00 Date: 03/31/2009 Account: Class:
   - Interest Earned: 0.00 Date: 03/31/2009 Account: Class:

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

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

3. Enter the Statement Date.

   (continued on the next page)
Continue with the steps below to reconcile a bank account:

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

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

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

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

   (continued on the next page)
Reconcile a Bank Account, cont.

Continue with the steps below to reconcile a bank account:

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

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

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

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

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

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

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

11. Choose **Detail** or **Summary**, as desired.
   - **Detail** is recommended.

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

13. To view the report on the screen, choose **Display**.
   
   a. To print the report without viewing it, click **Print**.
   
   b. To print a displayed report, click **Print** (top right of the pop-up Report window).
Reconcile a Bank Account, cont.

Example Reconciliation Report (Lodge):

![Reconciliation Detail](image)

---

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

Example Reconciliation Report (Chapter):

![Reconciliation Report](image-url)

**Note:** Remember, you must reconcile each of your Bank Accounts including Checking, Savings, CDs, Money Market, Etc.
### Reconcile a GENERAL CHECKING Account (Lodge) EXERCISE

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

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

---

#### 1ST National Bank of Jefferson

**Checking**

Jefferson Moose Lodge 9999

**Account #** 23566988987

---

**Checking Summary**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Balance</strong></td>
<td>$9957.73</td>
</tr>
<tr>
<td>Deposits &amp; Additions</td>
<td>1616.00</td>
</tr>
<tr>
<td>Check Paid</td>
<td>506.25</td>
</tr>
<tr>
<td>Other Withdrawals, Fees &amp; Charges</td>
<td>0</td>
</tr>
<tr>
<td><strong>Ending Balance</strong></td>
<td>$11067.48</td>
</tr>
</tbody>
</table>

#### Deposits & Additions

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/06/2009</td>
<td>Deposit</td>
<td>$690.00</td>
</tr>
<tr>
<td>3/13/2009</td>
<td>Deposit</td>
<td>926.00</td>
</tr>
<tr>
<td><strong>Total Deposits and Additions</strong></td>
<td>$1616.00</td>
<td></td>
</tr>
</tbody>
</table>

#### Checks Paid

<table>
<thead>
<tr>
<th>Check Number</th>
<th>Date Paid</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>150</td>
<td>3/18</td>
<td>486.25</td>
</tr>
<tr>
<td>151</td>
<td>3/24</td>
<td>20.00</td>
</tr>
<tr>
<td><strong>Total Checks Paid</strong></td>
<td>$506.25</td>
<td></td>
</tr>
</tbody>
</table>
Reconcile a GENERAL CHECKING Account
(Chapter) EXERCISE

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

1ST National Bank of Jefferson

Checking
Jefferson Moose Chapter 9999

Account # 2356988988

Checking Summary

$1736.82

<table>
<thead>
<tr>
<th>Beginning Balance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposits &amp; Additions</td>
<td>119.50</td>
</tr>
<tr>
<td>Check Paid</td>
<td>36.80</td>
</tr>
<tr>
<td>Other Withdrawals, Fees &amp; Charges</td>
<td>0</td>
</tr>
</tbody>
</table>

$1856.32

<table>
<thead>
<tr>
<th>Ending Balance</th>
<th></th>
</tr>
</thead>
</table>

Deposits & Additions

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/03/09</td>
<td>Deposit</td>
<td>$89.50</td>
</tr>
<tr>
<td>3/17/09</td>
<td>Deposit</td>
<td>30.00</td>
</tr>
</tbody>
</table>

Total Deposits and Additions $119.50

Checks Paid

<table>
<thead>
<tr>
<th>Check Number</th>
<th>Date Paid</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>150</td>
<td>3/18</td>
<td>16.80</td>
</tr>
<tr>
<td>151</td>
<td>3/24</td>
<td>20.00</td>
</tr>
</tbody>
</table>

Total Checks Paid $36.80

NOTE:
Set ‘Statement Date’ to 3/31/09
Adjust Inventory Balances

When to Use

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

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

More About Inventory Accounts

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

<table>
<thead>
<tr>
<th>Inventory Account #</th>
<th>Cost of Goods Sold (COGS) Account #</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lodge Only:</strong></td>
<td></td>
</tr>
<tr>
<td>Social Quarters Inventory</td>
<td>Social Quarters COGs:</td>
</tr>
<tr>
<td>#1330.00 Beer Inventory</td>
<td># 5030.00 COGS – Beer</td>
</tr>
<tr>
<td>#1335.00 Liquor Inventory</td>
<td># 5035.00 COGS – Liquor</td>
</tr>
<tr>
<td>#1340.00 Wine Inventory</td>
<td># 5040.00 COGS – Wine</td>
</tr>
<tr>
<td>#1345.00 Misc. Bar Merchandise</td>
<td># 5045.00 COGS – Misc. Merchandise</td>
</tr>
<tr>
<td>#1350.00 Kitchen Inventory</td>
<td># 5050.00 Kitchen COGS</td>
</tr>
<tr>
<td>#1325.00 Gaming Inventory</td>
<td># 5555.00 Gaming Supply Expense</td>
</tr>
</tbody>
</table>

| **Lodge & Chapter:** |                                     |
| Resale Merchandise Inventory | Cost of Goods Sold – Resale Merchandise |
| #1310.00 Resale Merchandise | # 5005.00 COGS - Hats            |
|                           | # 5010.00 COGS - Shirts          |
|                           | # 5015.00 COGS - Coats          |
|                           | # 5020.00 COGS - Miscellaneous   |

Using Journal Entries

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

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

## To Adjust an Inventory Balance

1. In the **Home** view **Company** section, click the **Chart of Accounts** icon.

2. Double-click the Inventory **Sub-account** number you wish to adjust the Dollar value of (e.g., 1335.00 Liquor Inventory). The **General Ledger Account** screen for the selected Inventory account opens.

3. In the **Date** field, click the **Calendar** Icon and select the Inventory Date (or manually enter the Inventory Date). **NOTE:** Date should be the last day in the month of the current monthly reports, or the date the physical inventory was taken.

4. Tab to the **Decrease** Column and enter the Dollar amount by which you wish to **lower** the Inventory Dollar Value, OR
   a. Tab to the **Increase** Column and enter the Dollar amount by which you wish **to raise** the Inventory Dollar Value.

5. Tab to the **Account** field.

6. Enter the corresponding **Cost of Goods Sold** account number in the **Account** field.

7. Enter the words **“Monthly Inventory Adjustment”** in the **Memo** field.

8. Click the **Record** button. **NOTE:** The adjusted balance value will appear in the Balance column and the active field moves to the next available General Ledger line.

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- **QuickBooks Training Job Aid, Page 15**
Adjust Inventory Balance

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

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

---

**Social Quarters Inventory Adjustment (Lodge Only)**

Enter the following monthly inventory adjustments

<table>
<thead>
<tr>
<th>#1340.00 Wine Inventory</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Ledger Shows = $432.50</td>
</tr>
<tr>
<td>Physical inventory Shows = $400.00</td>
</tr>
<tr>
<td>Decrease Account 1340.00 Dollar Value by = $ 32.50</td>
</tr>
<tr>
<td>(#5040.00 – COGS Wine Account)</td>
</tr>
</tbody>
</table>

**Resale Merchandise Inventory Adjustment (Lodge AND Chapter)**

Enter the following monthly inventory adjustments.

<table>
<thead>
<tr>
<th>#1310.00 Resale Merchandise Inventory</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Ledger Shows = $153.18</td>
</tr>
<tr>
<td>Physical Inventory Shows = $126.18</td>
</tr>
<tr>
<td>Decrease Account 1310.00 Dollar Value by = $ 27.00</td>
</tr>
<tr>
<td>(#5020.00 COGS - Miscellaneous Account)</td>
</tr>
</tbody>
</table>
**Back Up FRU Financial Data**

**When to Use**

The **Save, Copy, or Backup** function in QuickBooks is used to make a copy of your Fraternal Unit Financial information. This copy should be made to an external device so that it can be removed and stored away from the computer in the event that something should happen to your computer. Storing a backup copy on a thumb drive or flash drive will enable you to install the backup copy to a new or different computer in an emergency situation.

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

**느 To Back Up your Financial Data**

Follow the steps below to backup FRU financial information.

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

2. a. Select **Backup Copy**.

   b. Click **Next**.

   ![Save File: Type](image)

   *(continued on the next page)*
Continue with the steps below to choose your backup method and timeframe.

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

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

(continued on next page)
**Back Up FRU Financial Data, cont.**

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

5. From the ‘Save Backup to...’ window:
   a. Note the predefined File Name (includes date & time of backup).
   b. Click **Save**.

![Image of Save Backup to... window](image)

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

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

![Image of QuickBooks Information](image)
Create/Transmit Monthly Report

 يونורה: To Transmit a Required Report

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

1. Open LCL.netV2.2.

2. In the Menu bar, click Go To and drop down to Monthly Reports.

   a. Click Profit And Loss tab to view statement.
   b. Click Create to connect to QuickBooks and retrieve the Accounting Data for the Month.

   **NOTE:** Refer to the First Time Transmit procedure in Appendix A of this manual if the QuickBooks – Application with No Certification window appears.

   c. Click Update anytime before the Reports have been transmitted to MI & update the Accounting Data for that Month.

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

   **NOTE:** Cannot be performed until after the last day of the month to be transmitted.
Optional QuickBooks Reports

Definition

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

To Create and View Reports:

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

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

2. Choose a report category (note the report descriptions at the right).

3. Select a report by clicking once on the name.

4. If desired, adjust the report time period (e.g., Date Range drop down list or From and To date entry).

5. Choose Print.
Appendix A – Additional Processes & Procedures

Contents

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

<table>
<thead>
<tr>
<th>Use this procedure…</th>
<th>To…</th>
</tr>
</thead>
<tbody>
<tr>
<td>'Quick Add’ a New Vendor</td>
<td>Add a new Vendor while completing a business transaction</td>
</tr>
<tr>
<td>'Quick Add’ a New Customer</td>
<td>Add new Customer while completing a business transaction</td>
</tr>
</tbody>
</table>
| Write Checks | Create manual checks.  
NOTE: Otherwise follow 'Enter Bill / Pay Bill' procedures covered in Section 5 of this manual |
| Work with Journal Entries | Adjust Inventory Balance ($ Amounts) if necessary |
| Create Unemployment Tax Liability | Create Unemployment Tax Liability  
- NOTE: Includes practice exercises |
| Report LCL Errors | Report a pop-up error message to Moose International for troubleshooting assistance |
| Restore QuickBooks Database | Restore a corrupted QuickBooks database to an earlier/saved database |
| First Time Transmit Procedure | Understand how QuickBooks works with LCL to transmit monthly reports. |

Refer to this process … To…

| Bingo Process & Procedures | - Add sub-accounts, items, classes for Bingo  
- Create Bingo Sales Receipts & Make Deposits  
- Enter & Pay Bingo Bills  
- NOTE: Includes practice exercises |
| NSF Process & Procedures | - Enter NSF check amount and related fees  
- Record repayment of NSF check amount and fees  
- NOTE: Includes practice exercises |
‘Quick Add’ a New Vendor

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

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

![Vendor Not Found Window](image)

NOTE¹: The Vendor is added to the Vendor list. You will not see the Vendor list at this time.

NOTE²: Selecting the ‘Set Up’ button will take you to the New Vendor Screen described in Lesson 3 of this manual.
‘Quick Add’ a New Customer

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

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

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

**NOTE**²: Selecting the ‘Set Up’ button will take you to the New Customer Screen described in Lesson 3 of this manual.
Write Checks

When to Use

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

❖ To Write a Manual Payroll Check

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

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

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

Payee Notes:

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

(continued on next page)
Write Checks, cont.

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

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

5. Enter the **check amount**.

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

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

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

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

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

9. Choose **Save & Close** to record the check and close the window.
**Working with Journal Entries**

**When to Use**

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

**Guidelines**

<table>
<thead>
<tr>
<th>TO...</th>
<th>ENTER the adjustment in...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase Asset Account Balance (including Bank Accounts)</td>
<td>INCREASE or DEPOSIT column (depends upon the type of account being adjusted)</td>
</tr>
<tr>
<td>Decrease Asset Account Balance (including Bank Accounts)</td>
<td>DECREASE or PAYMENT column (depends upon the type of account being adjusted)</td>
</tr>
<tr>
<td>Increase Equity Account Balance (e.g., Opening Balance Equity)</td>
<td>INCREASE column</td>
</tr>
<tr>
<td>Decrease Equity Account Balance (e.g., Opening Balance Equity)</td>
<td>DECREASE column</td>
</tr>
</tbody>
</table>

**CASH Account Headings are:**

- Payment
- Deposit
Create Unemployment Tax Liabilities

When to Use

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

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

Create a Journal Entry for Unemployment Taxes

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

<table>
<thead>
<tr>
<th>Payroll Taxes-Lodge</th>
<th>Account #5115.00</th>
<th>(Debit) $ 63.50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Taxes-SQ</td>
<td>Account #5135.00</td>
<td>(Debit) $200.00</td>
</tr>
<tr>
<td>Payroll Tax Liability</td>
<td>Account #2210.00</td>
<td>(Credit) $263.50</td>
</tr>
</tbody>
</table>

Create a Journal Entry for Unemployment Taxes

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

<table>
<thead>
<tr>
<th>Payroll Taxes-Chapter</th>
<th>Account #5115.00</th>
<th>(Debit) $23.50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Tax Liability</td>
<td>Account #2210.00</td>
<td>(Credit) $23.50</td>
</tr>
</tbody>
</table>
Report LCL Errors

When to Use

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

To Report an LCL Error

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

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

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

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

**When to Use**

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

<table>
<thead>
<tr>
<th>![Warning]</th>
<th><strong>DO NOT use the Restore function before calling the Moose International Call Center!</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Performing a restore will overwrite all program data and return the records to the restore point (date) selected. All financial data entered AFTER the restore date will be lost!</td>
</tr>
</tbody>
</table>
Follow the steps below if you are:

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

STEP 1: Click Yes always; allow access even if QuickBooks is not running

STEP 2: Click Allow this Application to access personal data such as Social Security Numbers and customer credit information

STEP 3: Click Continue (and then Yes and Done when prompted)

LCL.Net Resource Manual, Chapter 6; LCL.net V2.0, Go To menu, Monthly Reports
# BINGO – Process & Procedures

## Procedure Overview

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

**Note:** Procedure 6 ‘Create a Bingo Receipt’ follows the table.

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

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

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

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

Admissions & Card Sales shown – also need to enter for: Bingo Concessions/Food Sales, Sales Tax (if applicable), and Prizes & Jackpots
**Enter a Bingo Receipt (Lodge)**

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

<table>
<thead>
<tr>
<th>Customer</th>
<th>Description</th>
<th>Item #</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bingo</td>
<td>Admissions and Card Sales</td>
<td>4505</td>
<td>5000.00</td>
</tr>
<tr>
<td></td>
<td>Concessions and Food Sales</td>
<td>4515</td>
<td>300.00</td>
</tr>
<tr>
<td></td>
<td>Sales Tax Collected</td>
<td>2320</td>
<td>75.00</td>
</tr>
<tr>
<td></td>
<td>Prizes and Jackpots</td>
<td>5505</td>
<td>-2125.00</td>
</tr>
<tr>
<td></td>
<td><strong>Receipt Total</strong></td>
<td></td>
<td>3250.00</td>
</tr>
</tbody>
</table>

Enter Prizes and Jackpots as a Negative (-) Number
NSF Process & Procedures

Procedure Overview

If you receive notice from your Bank that a check has been returned due to insufficient funds, you will need to post monies associated with the NSF activity. After the NSF funds have been collected (check amount and associated fees), you will then need to record those repayment transactions.

1) Write NSF Check to post monies associated with the NSF activity (NSF check amount & bank fee)

2) Create Sales Receipt upon Repayment of NSF Check and all fees

3) Create Deposit for the monies collected
The table below identifies all of the QuickBooks procedures associated with a FRU’s NSF process. Examples and notes are included for each procedure. If you need to recall “how” to complete one of these procedures, refer back to the training manual lesson identified under each procedure name.

**Note:** Procedures 5-7 are specific to the NSF process and are described in detail after this table.

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Examples</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Add NSF Sub-Accounts</td>
<td>Enter these sub-accounts:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 1105.00 NSF Checks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 4615.00 NSF Fee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 5405.00 Bank Charges</td>
</tr>
<tr>
<td></td>
<td><strong>See Lesson 2</strong></td>
<td>Under these Parent Accounts:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 1100.00 Receivables</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 4600.00 Other Income</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 5400.00 General Admin Exp</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Add NSF Items</td>
<td>Enter these items:</td>
</tr>
<tr>
<td></td>
<td><strong>See Lesson 2</strong></td>
<td>• 1105 NSF Checks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 4615 NSF Fees</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 5405 NSF Bank Charges</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For these Sub-Accounts:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 1005.00 Checking - Cash</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 4615.00 NSF Fee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 5405.00 Bank Charges</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Add NSF Class</td>
<td>• NSF Checks</td>
</tr>
<tr>
<td></td>
<td><strong>See Lesson 2</strong></td>
<td>• Bank Charge</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To classify transactions associated with NSF checks, fees and repaid dollar amounts.</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>Add NSF Customer</td>
<td>• NSF Checks</td>
</tr>
<tr>
<td></td>
<td><strong>See Lesson 3</strong></td>
<td>• Thomas Badcheck</td>
</tr>
<tr>
<td></td>
<td></td>
<td>General Customer for all NSF Checks</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>Write a check for the NSF Check Amount and associated Bank fees</td>
<td>Removes insufficient funds from Checking Account,</td>
</tr>
<tr>
<td></td>
<td><strong>See ‘To Post an NSF Check’ Procedure that follows</strong></td>
<td>Create splits in the check to account for check amount and bank charge</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 1005.00 Checking – Cash</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 1105.00 NSF Checks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 4615.00 NSF Fees</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td>Create receipt for repayment of NSF Check Amount and fees</td>
<td>‘Create Receipt’ for repaid check amount, bank fees and any inconvenience fee charged</td>
</tr>
<tr>
<td></td>
<td><strong>See ‘To Create Receipt for Repayment of NSF Check Amount and Fees’</strong></td>
<td>Matches the 1105.00 NSF Check Amount, the 5405.00 Bank Fees.</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>Enter repayment of NSF Check Amount and fees by Making NSF Deposit</td>
<td>‘Create Deposit’ for repaid check amount, bank fees and any inconvenience fee charged</td>
</tr>
<tr>
<td></td>
<td><strong>See ‘To Enter Repayment of NSF Check Amount and Fees’</strong></td>
<td>Matches the receipt created. Additionally, reports the inconvenience fee, when charged and paid, to 4615.00 NSF Fee</td>
</tr>
</tbody>
</table>
To Post an NSF Check

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

1. From Home view Customer section, click Write Checks.

2. In the Bank Account field, drop down to 1005.00 General Checking.

3. In the check No. field, enter “NSF”

4. In the Date field, enter the Date the NSF Check was charged to your checking account by your financial institution.

5. In the Pay to the Order of field, enter “NSF Check”

6. In the Amount field, enter the total amount of the NSF Check AND the Bank Charge

7. In the Memo field, enter the name of the member who wrote the NSF Check.
8. In the Expenses tab, create a split to the amounts for each account.
9. Click the first line under Account, drop down to 1105.00 NSF Checks
10. In the Amount field, enter the amount of the NSF Check only.
11. In the Customer:Job field, drop down to the name of the member who wrote the NSF Check.
12. In the Class field, drop down to NSF Check.
13. On the next line, in the Account field, drop down to 5405.00 Bank Charges.
14. The Amount Field, should auto-fill with the amount of the Bank Charge.
15. In the Class field, drop down to Bank Charge.
16. Click “Save & Close.”
NSF Process & Procedures, cont.

❖ To Create a Sales Receipt for NSF Check Repayment

1. From Home view Company pane, click Create Sales Receipt

2. In Customer Job field, drop down to NSF Check

3. In Date field, enter the date you received repayment.

4. In Sold To field, type Member Name — NSF Repayment

5. In Amount Field, Type the amount of the NSF Check

6. In a second Item Field, drop down to 4615 NSF Bank Fees

7. In Amount field, enter amount of Bank fees and any inconvenience fee recovered

8. Click ‘Save & Close’
To Create a Deposit for an NSF Check Repayment

Follow the steps below to create a deposit for repayment of an NSF check amount, bank fees and ‘FRU inconvenience fees,’ if applicable to your FRU.

1. From Home view Company pane, click Record Deposits

2. In Deposit To field, drop down to 1005.00 General Checking

3. In Date field, enter the date you made the deposit at the bank.

4. In Received From field, drop down to Member Name who wrote NSF Check

5. In From Account Field, drop down to 1105.00 NSF Checks

6. In Class Field, drop down to NSF Checks

7. In Amount field, enter amount of NSF Check

8. On next line, in Received From field, drop down to Member Name who wrote NSF Check

9. In From Account field, drop down to 5405.00 Bank Charge

10. In Class Field, drop down to Bank Charge

11. In Amount field, enter the amount of the Bank Charge for the NSF Check

12. On next line, in Received From field, drop down to Member Name who wrote NSF Check

13. In From Account field, drop down to 4615.00 NSF Fees

14. In Class Field, drop down to NSF Fees

15. In Amount field, enter the amount of the Lodge inconvenience fee for the NSF Check, if issued

16. Click ‘Save & Close’
Enter NSF Checks & Bank Charges (Lodge)

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

<table>
<thead>
<tr>
<th>Payee Name</th>
<th>Check Amount</th>
<th>Bank Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darrell Baker</td>
<td>$50.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>James Thomas</td>
<td>$75.00</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

Enter NSF Checks & Bank Charges (Chapter)

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

<table>
<thead>
<tr>
<th>Payee Name</th>
<th>Check Amount</th>
<th>Bank Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pat Morris</td>
<td>$30.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Molly Brown</td>
<td>$30.00</td>
<td>$10.00</td>
</tr>
</tbody>
</table>
**Enter Repayment of NSF Checks (Lodge)**

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

<table>
<thead>
<tr>
<th>Payee Name</th>
<th>Re-Paid NSF Check Amount</th>
<th>Re-Paid Bank Charge</th>
<th>Lodge Inconvenience Fee Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darrell Baker</td>
<td>$50.00</td>
<td>10.00</td>
<td>10.00</td>
</tr>
<tr>
<td>James Thomas</td>
<td>$75.00</td>
<td>10.00</td>
<td>10.00</td>
</tr>
</tbody>
</table>

**Enter Repayment of NSF Checks (Chapter)**

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

<table>
<thead>
<tr>
<th>Payee Name</th>
<th>Re-Paid NSF Check Amount</th>
<th>Re-Paid Bank Charge</th>
<th>Lodge Inconvenience Fee Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pat Morris</td>
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<tr>
<td>Molly Brown</td>
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</tbody>
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