

Moose International

QBO Post-Migration Settings and Features

WOTM

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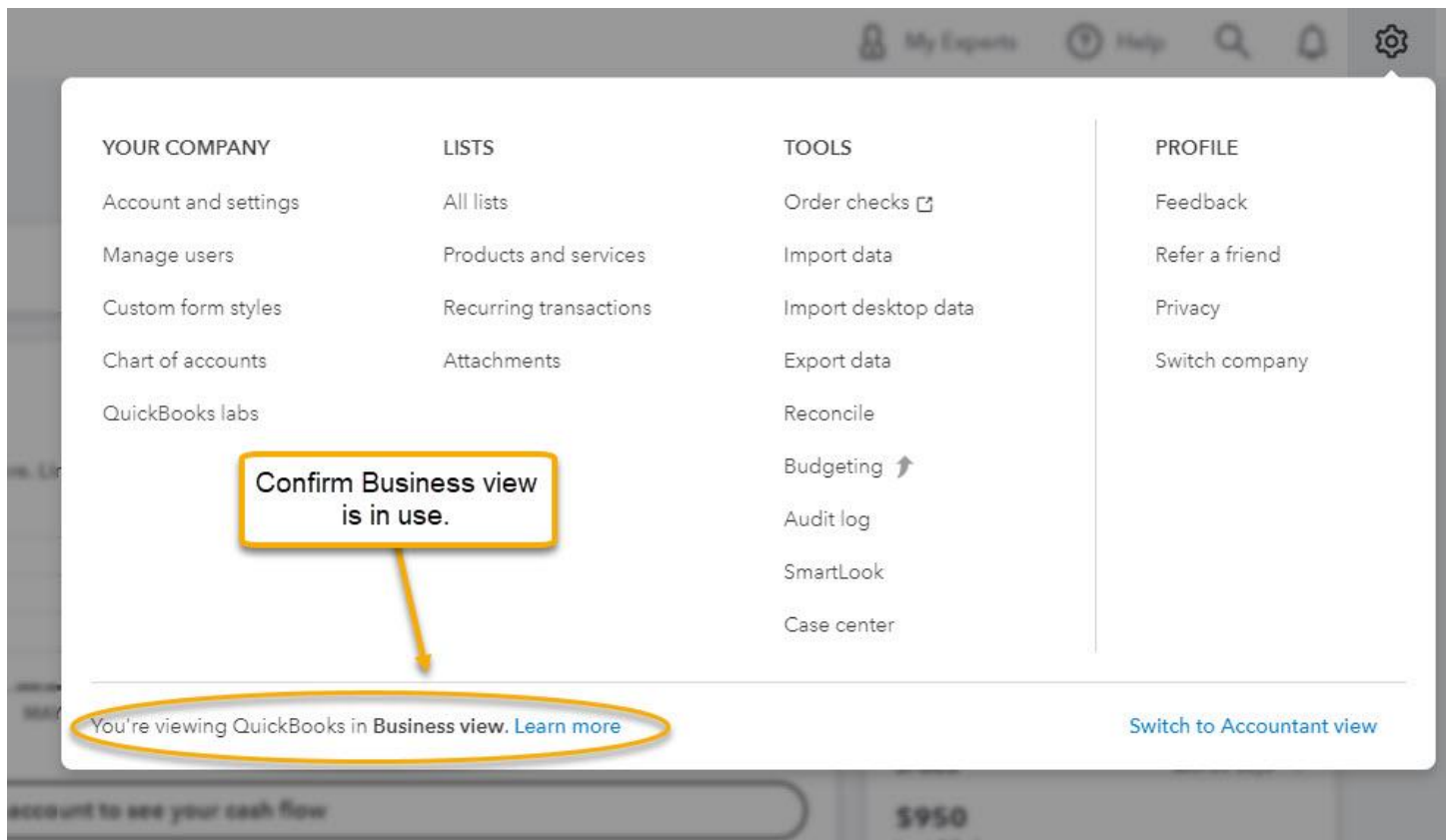
Account Settings Checklist 40

QuickBooks Online – Post Migration Settings & Features

This guide is designed to walk you through all of the necessary post-migration settings as well as to introduce the features found in the gear icon Menu. Please note that there are areas within the menu where no action will be required or a feature does not apply to our units. Please take the time to familiarize yourself with all of the features documented even if they do not require action. Many will be helpful to you and your units. Ok, let's get started!

Once the company file migration has been completed and the financial statements from QBDT and QBO have been verified, it's time to set your chapters up for success! Begin by ensuring the proper view is in use. Click on the gear icon to access the Menu.

Confirm that the view is set to **Business view**. Be sure to convey to Administrators, Recorders and Moose Legion Secretaries the importance of not changing this view to Accountant. Switching views alters the way screens and information are displayed, making it incongruous with what Field Staff members see.

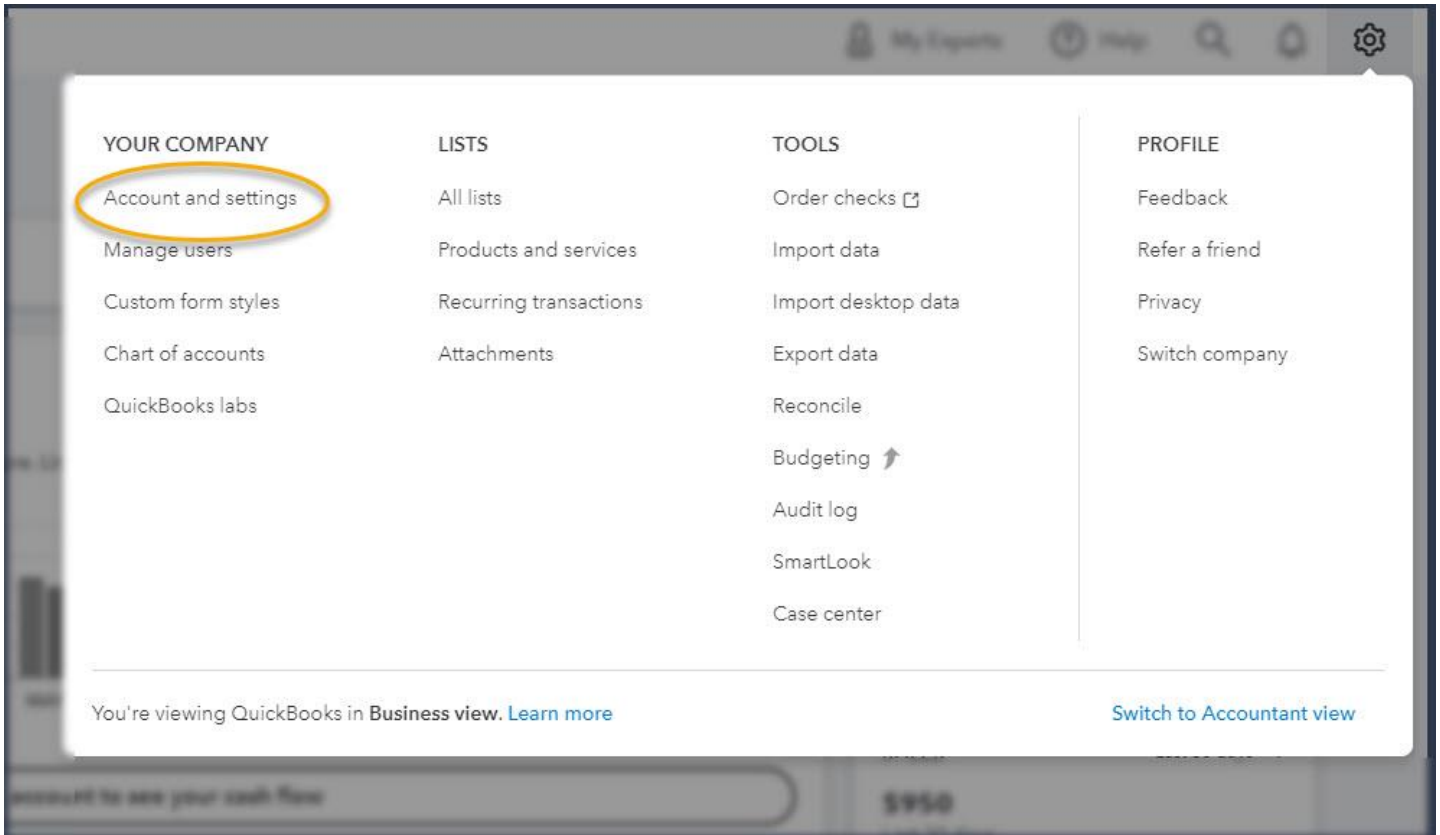


Read on to explore the menu features and establish the proper settings.

Your Company – Account and settings

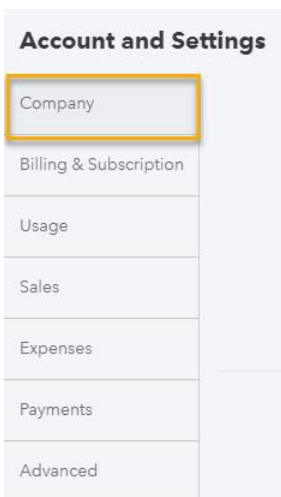
It's critical to establish the correct settings for each unit or company as part of the migration process. This will ensure that the way in which the program and data are displayed is consistent among all units, reducing confusion and errors. Please stress to your Administrators, Recorders and Moose Legion Secretaries the importance of not varying from these settings.

Access the unit's Account and Settings by clicking on the Gear Icon in the upper right-hand corner. From the **Your Company** column, choose **Account and settings**.



There is a side menu found on the left-hand side.

Begin with **Company**.



Company Name

Most of the information found in this section should migrate over from the portable file; however, if edits are required for **Company name**, **Legal name** or **EIN/SSN**, click the pencil to make them. EIN can be verified via MMMs.

Company name	Mount Vernon Moose 497
Legal name	New Lodge Company
EIN/SSN	-

Company type

Please ensure that **Tax form** is listed as *Not sure/Other/None*. Do NOT choose Tax form 990! Industry should be left blank. Click the pencil to edit.

Tax form	Not sure/Other/None
Industry	-

Contact info

Company email should be populated with the unit's mooseunits email address. Set **Customer-facing email** to *Same as company email*. Use the unit phone number for the **Company phone**. **Website** should be left blank.

Company email	lodge497@mooseunits.org
Customer-facing email	Same as company email
Company phone	+1 6309662294
Website	-

Address

The unit's physical address should be used for **Company address**. Use the address where mail is delivered for both **Customer-facing address** and **Legal address**. For those unit's that receive their mail at a PO Box, the PO Box should be entered for both.

Company address	120 Ohio Rd., Mooseheart, IL 60539
Customer-facing address	PO Box 27, Mooseheart, IL 60539
Legal address	PO Box 27, Mooseheart, IL 60539

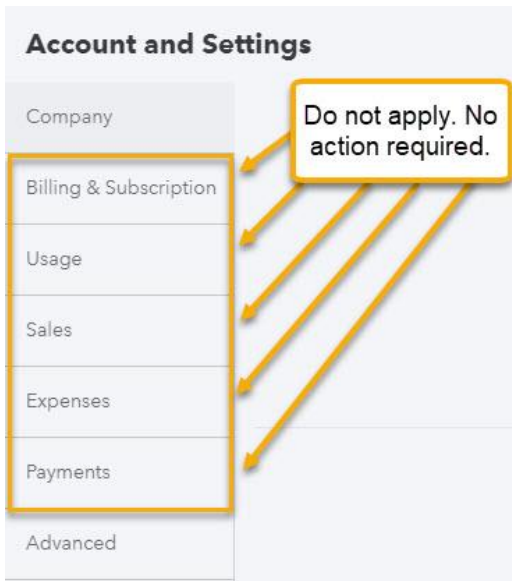
Communications with Intuit

No action is needed; please disregard.

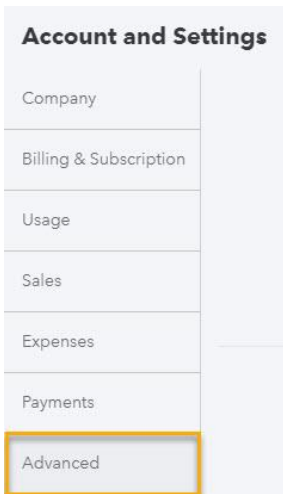
Marketing Preferences

Disregard, no action needed

The next five categories found in Account and Settings, **Billing & Subscription, Usage, Sales, Expenses, and Payments** do not apply to our units. There is no action required and should remain in the default settings.

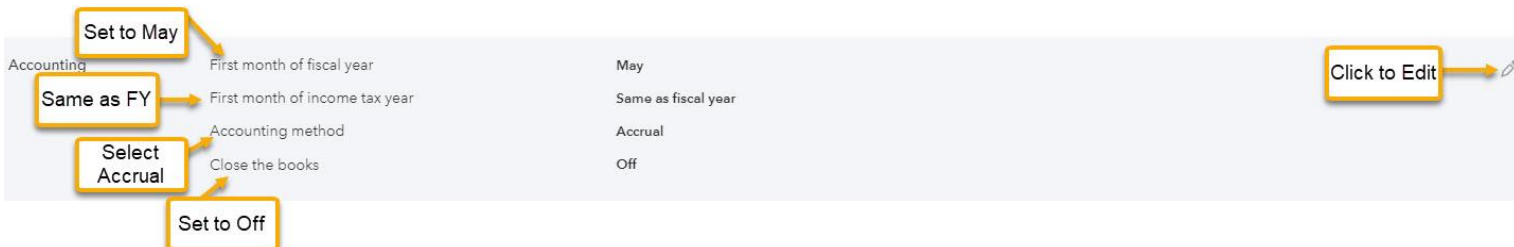


The last category in Account and Settings is **Advanced**.



Accounting

Set the **First month of fiscal year** to **May**. The **First month of income tax year** should read, *Same as fiscal year*. Our units use accrual-based accounting, therefore, choose *Accrual* for **Accounting method**. Select *Off* for **Close the books**.



Company type

Choose *Not Sure/Other/None* for **Tax form**. Do NOT set to Nonprofit Organization!

Company type	Tax form	Select Not sure/Other/None	Not sure/Other/None	Click to Edit
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Chart of accounts

Enable account numbers should be *On*. Please leave **Tips account** blank.

Chart of accounts	Enable account numbers	Set to On	On	Click to Edit
	Tips account	Leave blank		

Automation

Set both **Pre-fill forms with previously entered content** and **Automatically apply credits** to *On*. These are both great time saving settings and will ensure that credits will not go unaccounted for. Set both **Automatically invoice unbilled activity** and **Automatically apply bill payments** to *Off*.

Automation	Pre-fill forms with previously entered content	On	Click to Edit
Set to On	Automatically apply credits	On	
Set to Off	Automatically invoice unbilled activity	Off	
Set to Off	Automatically apply bill payments	Off	

Time tracking

These features are not available with Moose Units' current subscription plan. Leave both **Service field to timesheets** and **Make Single-Time Activity Billable to Customer** to default *Off*.

Time tracking	Add Service field to timesheets	Off	Click to Edit
Do not apply. Set to Off	Make Single-Time Activity Billable to Customer	Off	

Currency

Home Currency should be set to United States Dollar for all US units. Choose Canadian Dollar for all units in Canada. Please leave **Multicurrency** toggled to the Off (grey) setting.

Currency	Home Currency	Set to US Dollar for units in US or Canadian Dollar for units in Canada	United States Dollar	Click to Edit
Toggle to Off	Multicurrency		Off	

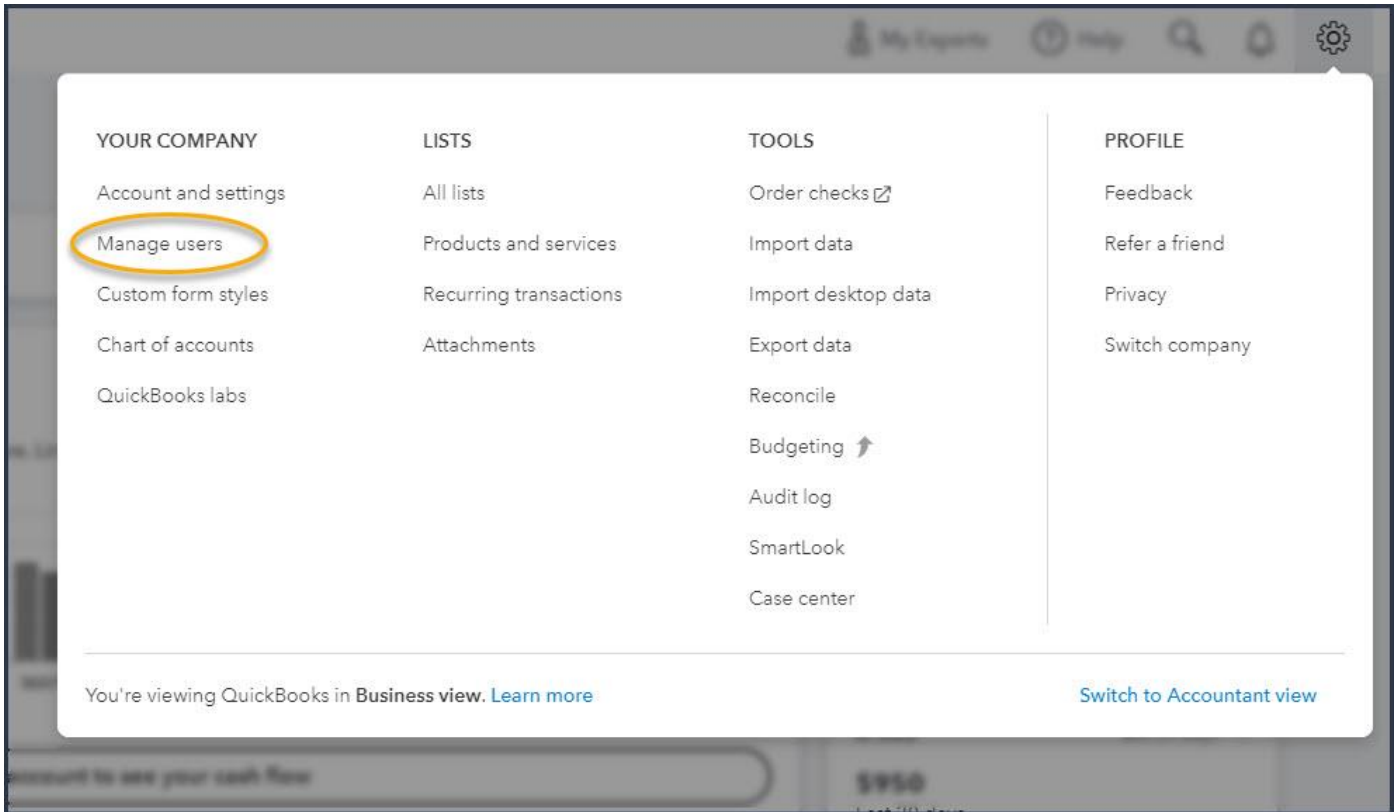
Other preferences

Set **Date format** to U.S. standard, *MM/dd/yyyy*. Use *123,456* (standard two (2) decimal point with commas to separate thousands) for the **Number format**. **Customer label** should be set to *Customers*. Please toggle **Warn if duplicate check number is used**, **Warn if duplicate bill number is used**, and **Warn if duplicate journal number is used** to *On*. In the interest of security, please set **Sign me out if inactive for** to 1 Hour.

Other preferences	Date format	Use US standard	MM/dd/yyyy
	Number format	Set to 2 decimal pts, use 1000 separators	123,456.00
	Customer label	Set to Customer	Customers
	Warn if duplicate check number is used	Toggle to On	On
	Warn if duplicate bill number is used	Toggle to On	On
	Warn if duplicate journal number is used	Toggle to On	On
	Sign me out if inactive for	Set to 1 hour	1 hour

Your Company – Manage users

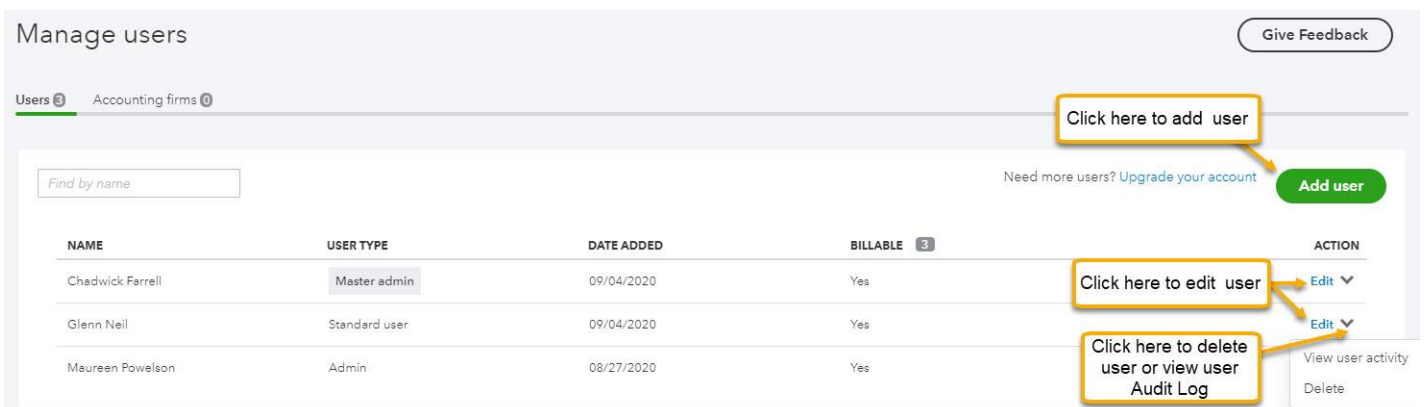
Access the unit's Account and Settings by clicking on the Gear Icon in the upper right-hand corner. From the **Your Company** column, choose **Manage users**. Note: This is where you will add/invite your Administrator, Recorder or ML Secretary as a user to their unit's QBO account.



QuickBooks Essentials allows three (3) users per company. One will always be the Master admin. That position will be held by a Moose International employee at the Supreme Chapter. The second user will be either the Chapter Administrator, Chapter Recorder or the Moose Legion Secretary. The third user may be left unused or filled by those units that employ an assistant for QuickBooks maintenance. Note: *No members of field staff (RM, TM or FRS) will be listed as a user.* Field Staff access their units' accounts from the Moose Management accountant portal.

The *Master admin* will automatically have full admin rights to the account. There is no way to change user type or permissions for the Master admin. It is possible to edit the *Master admin* name and email – but this will not change the login credentials and should **NOT** be done.

Additional users can be added, edited or deleted from this screen



Additionally, an Audit Log listing a user's recent activity in the account can be seen by clicking the down caret next to **Edit** and choosing *View user activity*. See Audit Log example below:

Audit Log

Filter ▾ Maureen Powelson X This month X Clear filter / View All

Sample Audit Log (partial)

DATE CHANGED	USER	EVENT	NAME	DATE	AMOUNT	HISTORY
Sep 4, 2:34 pm Central D...	Maureen Powelson	Edited User: Chadwick Farrell				View
Sep 4, 2:24 pm Central D...	Maureen Powelson	Firm Administration access changed for: Glenn Neil				
Sep 4, 2:24 pm Central D...	Maureen Powelson	Firm Books access changed for: Glenn Neil				
Sep 4, 2:24 pm Central D...	Maureen Powelson	Edited User: Glenn Neil				View
Sep 4, 2:19 pm Central D...	Maureen Powelson	Logged in.				
Sep 4, 2:10 pm Central D...	Maureen Powelson	Edited User: Chadwick Farrell				View
Sep 4, 12:45 pm Central ...	Maureen Powelson	Logged in.				

When adding or editing users, a **User type** –*Company admin* or *Standard User* – will be set. Access to the account is based upon the user type and is somewhat customizable. When choosing *Company Admin* as a user type, full access to the account is granted and cannot be customized. This status should be given to one person within the unit, typically Administrators, Recorders, Moose Legion Secretaries. The permissions of those users who are set up as a *Standard user* are semi-customizable.

Steps for Adding a User

Click Add User

Manage users Give Feedback

Users 3 Accounting firms 0

Find by name

Need more users? Upgrade your account

[Add user](#)

Click here to add user

Select the *user type*. Choose Standard user for those whose access should be limited. These permissions are semi-customizable. All Administrators, Recorders and Moose Legion Secretaries should have Company Admin rights, giving them full access to the QBO account which cannot be customized. Then click Next.

Add a new user

Select user type

These count toward your user limit.

Standard user

You can give them full or limited access, without admin privileges.

Company admin

They can see and do everything. This includes sending money, changing passwords, and adding users. Not everyone should be an admin.

These don't count toward your user limit.

Time tracking only

They can add their own time sheets.

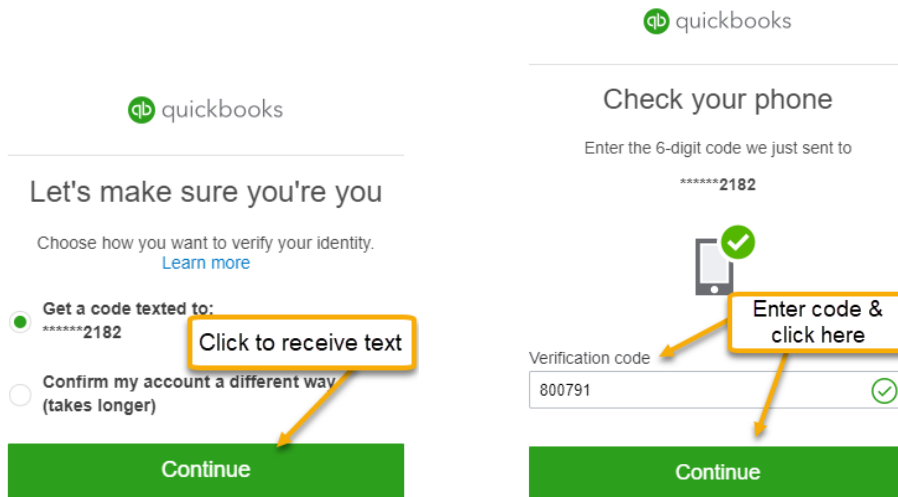
Choose Standard user for those who should not have full access

Choose Company admin for Admins, Recorders & ML Secretaries

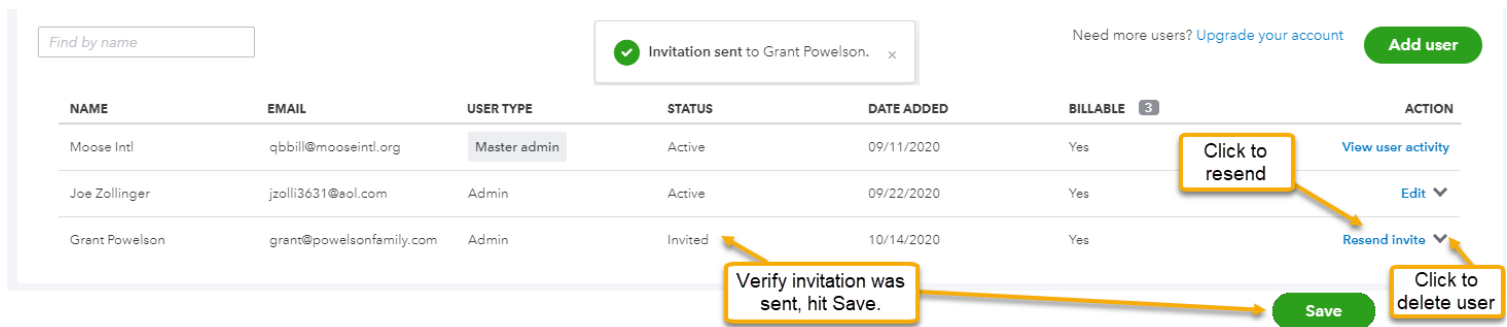
Click here

Next

If Company Admin is chosen, QB will require an authentication code be entered to ensure you have the authority to add this type of user. From the prompt, choose how you would like to receive your authentication code. Cell phone is the quickest method. Click Continue. Upon receipt of the code from QB, enter the six-digit code and hit Continue



Add user *First name*, *Last name* and personal *Email* address. (Please do NOT use the unit email address.) Click **Save**. A brief message will pop up to notify an invitation was sent. Confirm *Status* is "Invited." *Resend invite* can be used when the user did not receive the email, after verifying the email address is correct. Additionally, a user can be deleted before they become active by clicking the down caret next to *Resend invite*. Select *Delete*.



Note: Do NOT send this invite to your user until you have all of the post-migration settings completed. Schedule a time to walk the user through the process of accepting the invitation. At that time, a brief QBO tutorial should be given to the user.

From the same Manage users screen, users can be deleted and their information can be edited, when necessary.

Edit user settings

The screenshot shows the 'Edit user settings' form with the following fields and options:

- First name:** Glenn
- Last name:** Neil
- Email:** gneil@mooseintl.org
- User type:** Standard user
- How much access do you want this user to have?**
 - All
 - None
 - Limited
- Permissions (under Limited access):**
 - Customers
 - Vendors
- Do you want this user to add, edit, and remove users?**
 - Yes
 - No
 - View only
- Do you want this user to edit company info?**
 - Yes
 - No
- Do you want this user to manage subscriptions?**
 - Yes
 - No
 - View only

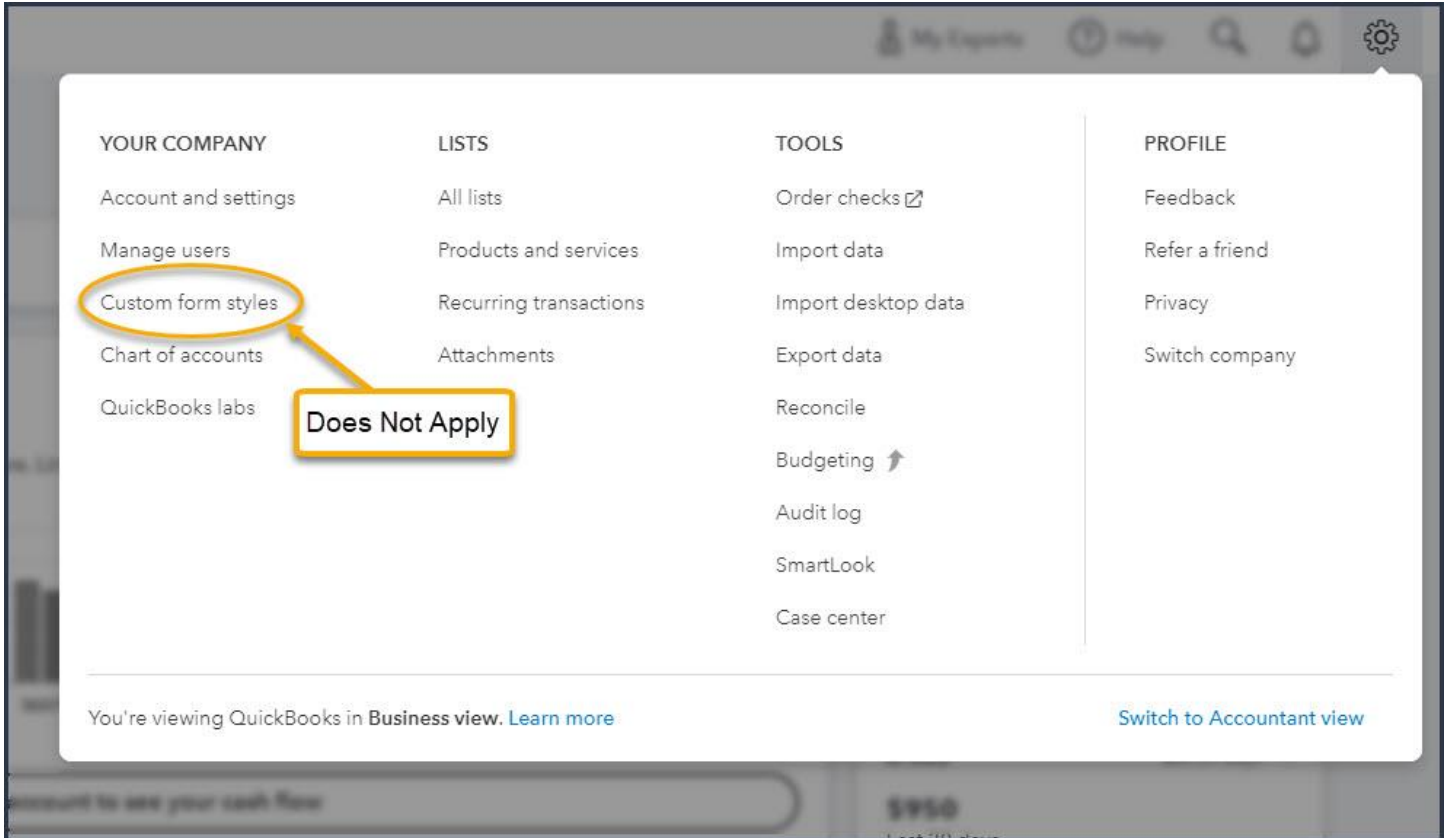
Callout boxes provide additional instructions:

- These fields can be edited, but will not change user ID for login:** Points to the First name, Last name, and Email fields.
- To customize permissions, choose Standard user:** Points to the User type dropdown.
- Choose the level of access for each of the following sections:** Points to the radio button options for access level and the three permission questions.
- Click Save:** Points to the Save button at the bottom right.

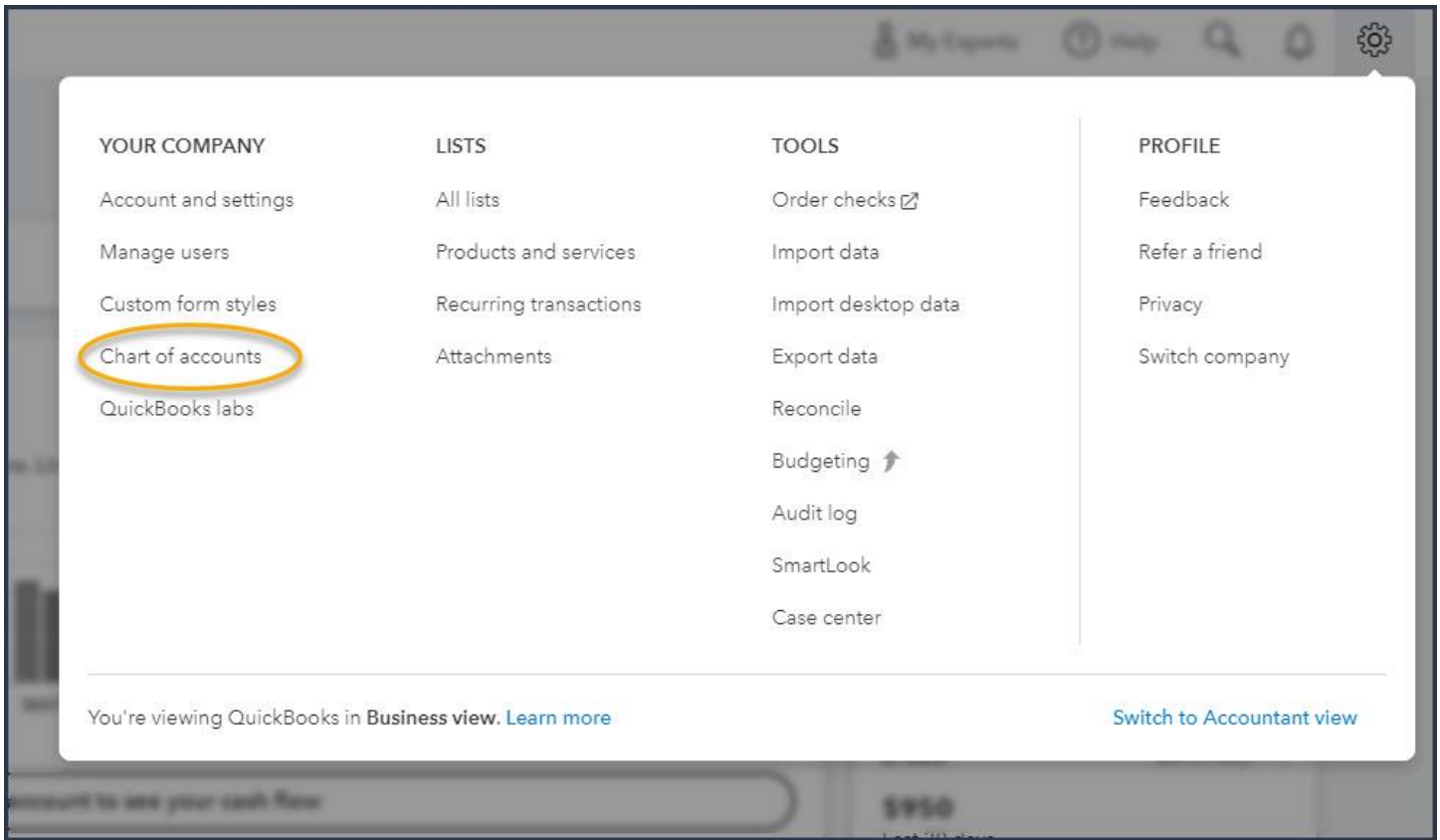
Note: Editing the email from this screen will not change the login information for any user type.

Your Company – Custom form styles

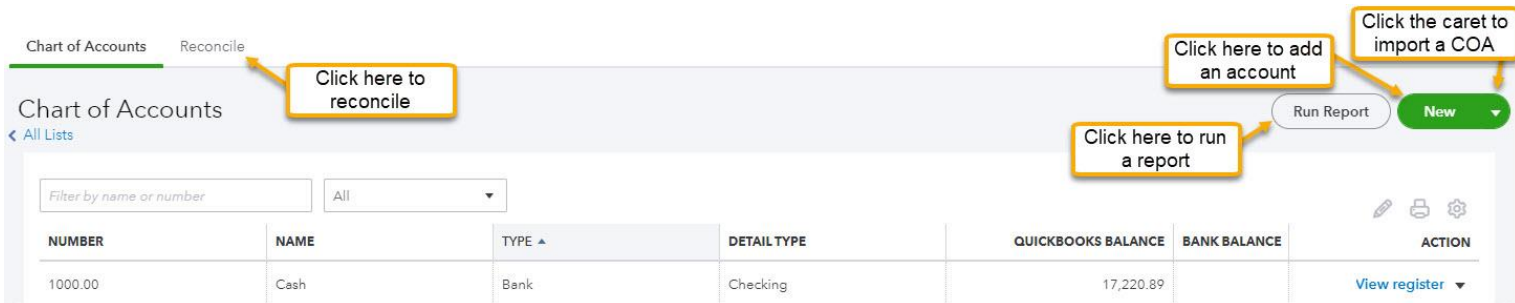
This does not apply to our units. No action needed.



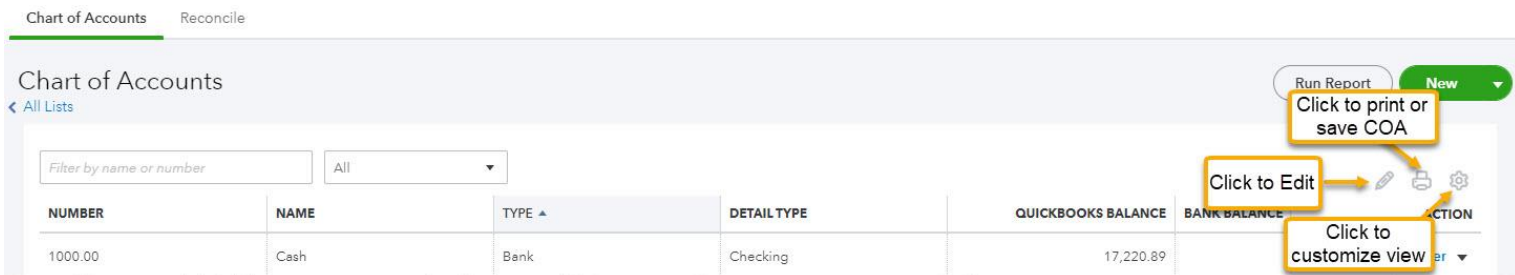
Your Company – Chart of accounts



This is one way to access a unit's COA. There are many convenient features to QBO's COA page. Starting from the top, an Administrator can choose to toggle over to **Reconcile** to begin a reconciliation; **Run a report** of the Chart of Accounts, or add a new account by clicking on **New** or even import a COA by clicking the down caret next to **New**.



Click on the pencil to edit accounts; the printer to print or save a version of your COA; and click on the gear icon to customize the format in which the COA is displayed.



More features can be accessed on the far-right side of each account listing. Click on **View register** to see that particular account details or click on the down caret to connect the account to the unit's bank, to edit the account details, to inactivate the account or to run a report.

Chart of Accounts Reconcile

Chart of Accounts Run Report

< All Lists

Filter by name or number All

NUMBER	NAME	TYPE ▲	DETAIL TYPE	QUICKBOOKS BALANCE	BAN	ACTION
1000.00	Cash	Bank	Checking	17,220.89		View register ▼
1005.00	General Checking 0595	Bank	Checking	13,831.84		Connect bank Edit Make inactive (won't reduce usage) Run report
1006.00	Gaming Checking 0606	Bank	Checking	2,240.25		
1025.00	Petty Cash	Bank	Checking	1,600.00		

Click to see register

Click to connect, edit, make inactive or run report

Your Company – QuickBooks labs

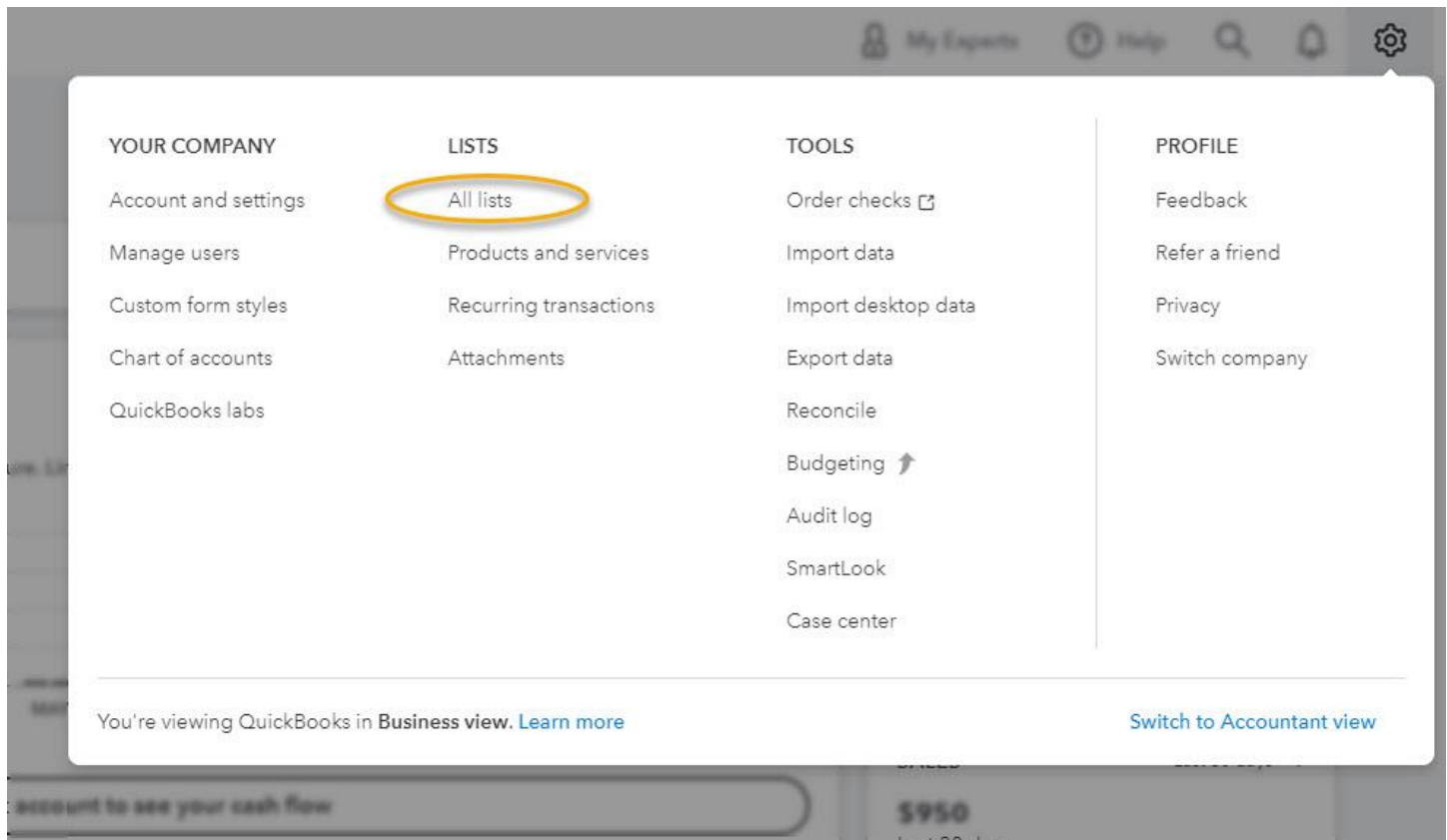
Available plug-ins. No action needed.

The screenshot shows the QuickBooks Labs menu with the following items:

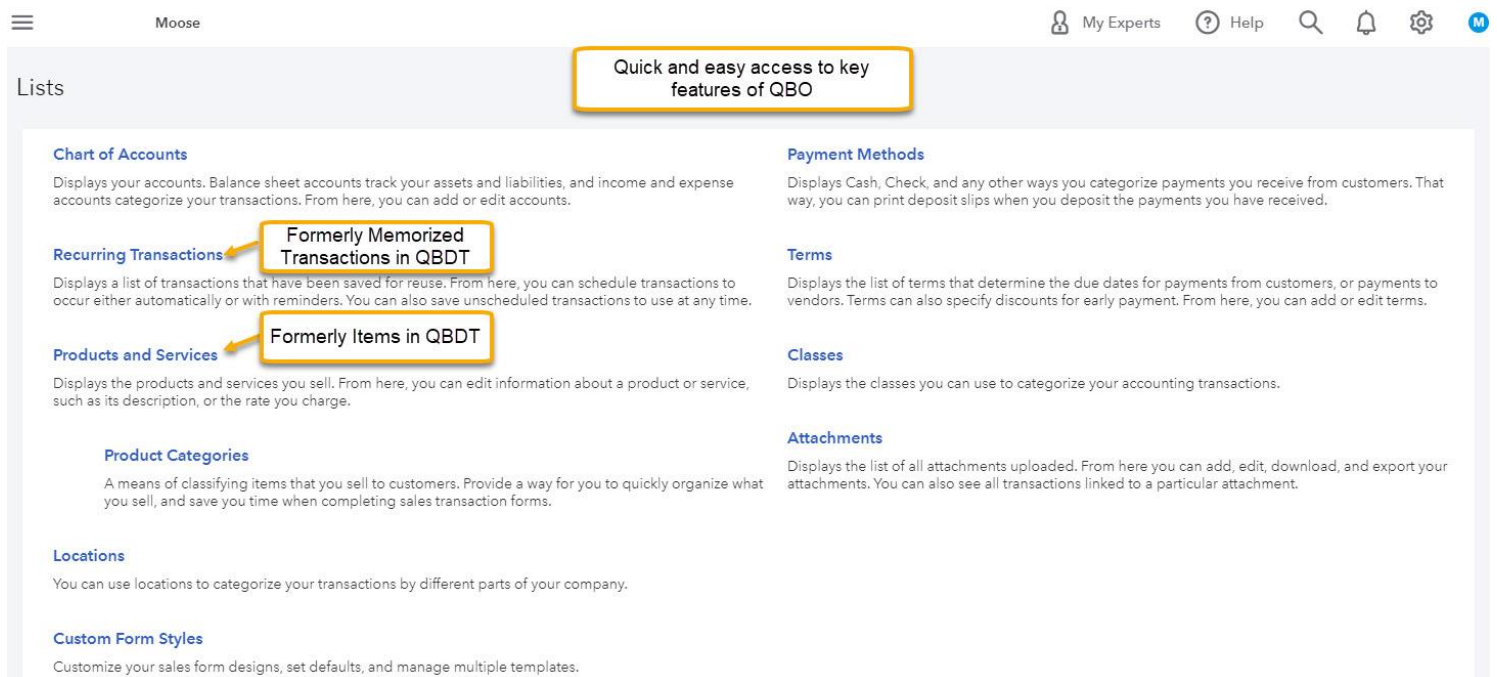
- YOUR COMPANY**
 - Account and settings
 - Manage users
 - Custom form styles
 - Chart of accounts
 - QuickBooks labs
- LISTS**
 - All lists
 - Products and services
 - Recurring transactions
 - Attachments
- TOOLS**
 - Order checks
 - Import data
 - Import desktop data
 - Export data
 - Reconcile
 - Budgeting
 - Audit log
 - SmartLook
 - Case center
- PROFILE**
 - Feedback
 - Refer a friend
 - Privacy
 - Switch company

At the bottom of the menu, there is a status bar with the text: "You're viewing QuickBooks in Business view. [Learn more](#)" and a button labeled "Switch to Accountant view".

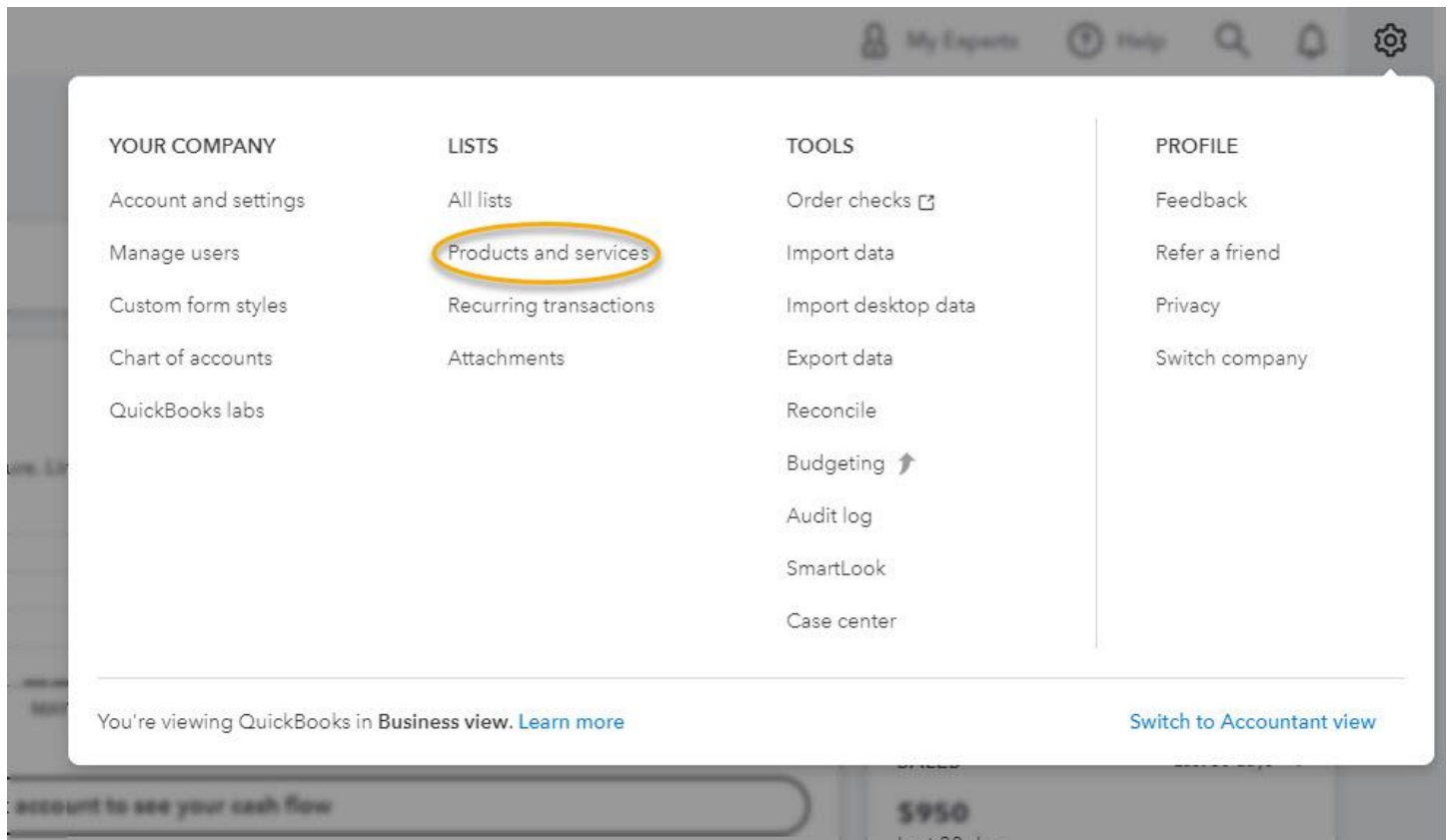
Lists – All lists



This area provides at your fingertips access to many features of QuickBooks. There is no action for set-up required here.

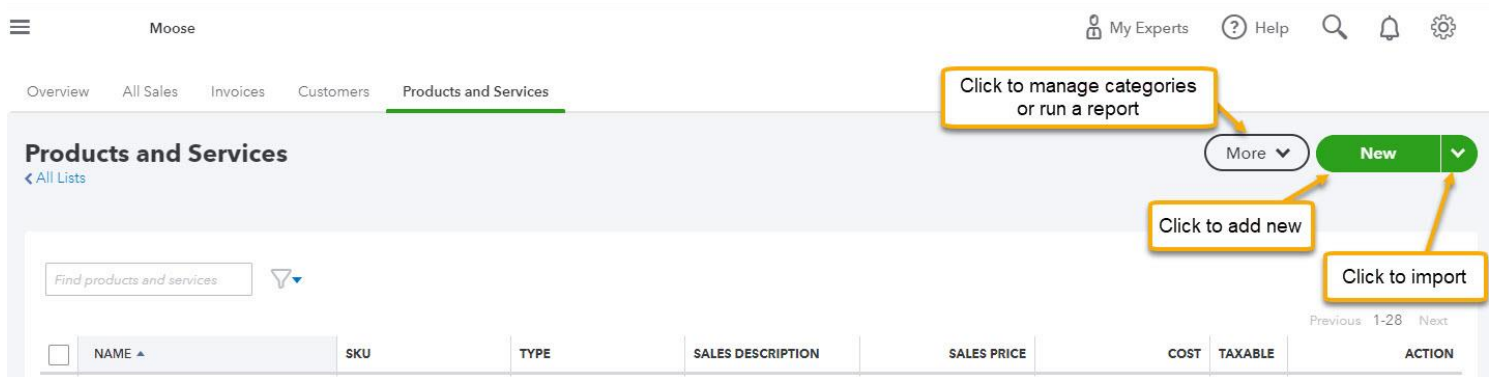


Lists – Products and Services



There is no action for set-up required here.

However, it is another way to access a unit's list of Products and Services, known as Items in QBDT. There are many convenient features to QBOs Products & Services page. Starting from the top, an Administrator can choose to click **More** to manage categories (if used) or run a report; add a new product or service by clicking on **New**, or even import a products and services file by clicking the down caret next to **New**.



The list can be filtered by clicking on the Filter icon or products and services can be searched for by entering key words into the find field. Click on the printer to print or save a version of the list of Products and Services; click on the export symbol to export the list to Excel; and click on the gear icon to customize the format in which the Products and Services list is displayed.

This screenshot shows the 'Products and Services' interface with several callouts highlighting key features:

- Search or filter:** A callout box points to the search input field labeled 'Find products and services' and the filter icon.
- Click to print or save:** A callout box points to the printer and save icons.
- Click to export:** A callout box points to the export icon.
- Click to customize view:** A callout box points to the gear icon.

NAME	SKU	TYPE	SALES DESCRIPTION	SALES PRICE	COST	TAX	ACTION
<input type="checkbox"/> 1025 - Petty Cash		Service	Petty Cash	0			Edit <input type="checkbox"/>

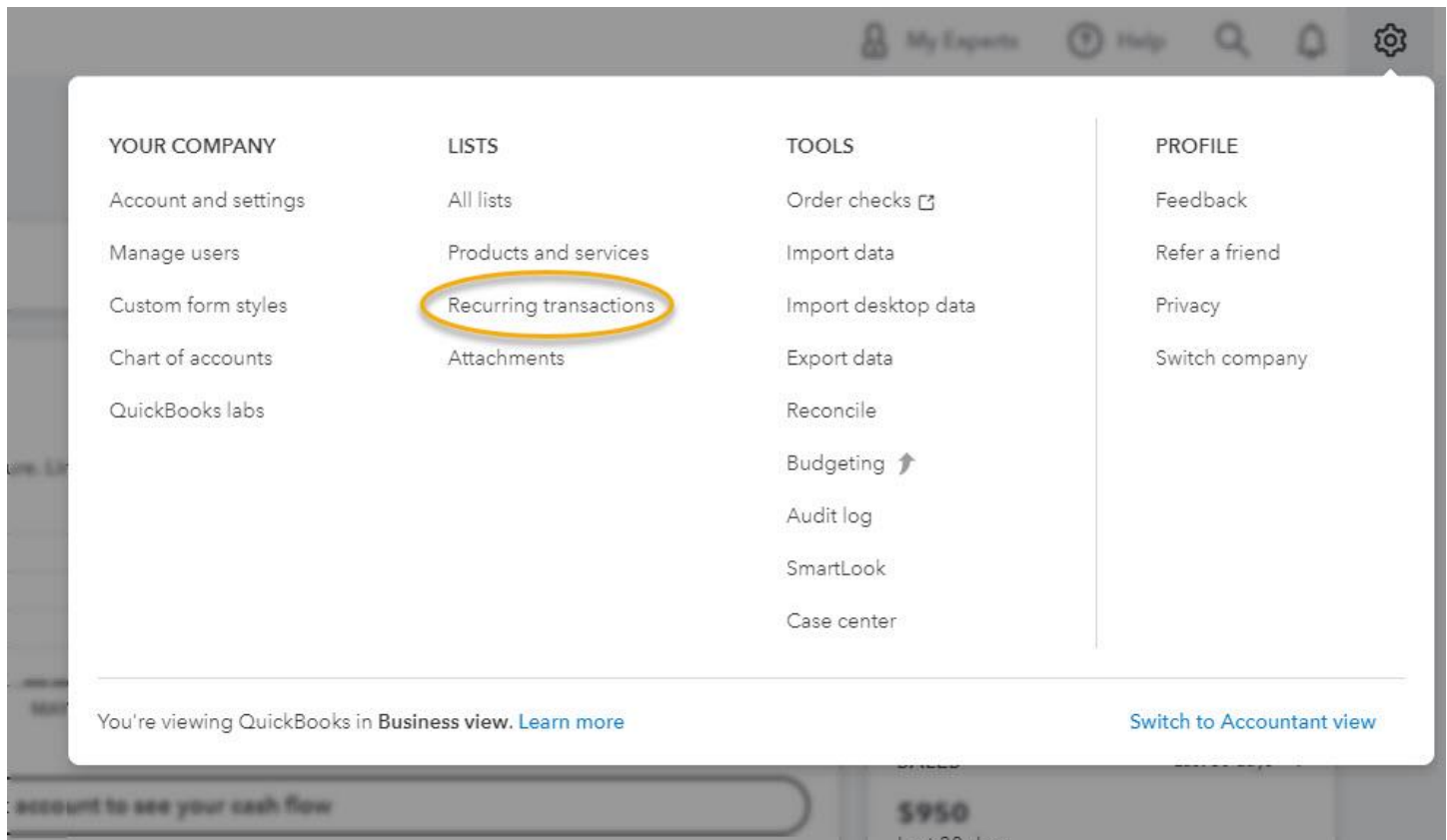
More features can be accessed on the far-right side of each product and service listed. Click on **Edit** to change information about the Product/Service or click on the down caret to make a Product/Service inactive, to run a report, or make a duplicate.

This screenshot shows the 'Products and Services' interface with a callout highlighting the 'Edit' dropdown menu:

- Click to make inactive, Run a report or Duplicate:** A callout box points to the dropdown menu that appears when the 'Edit' button is clicked, showing options: 'Make inactive', 'Run report', and 'Duplicate'.

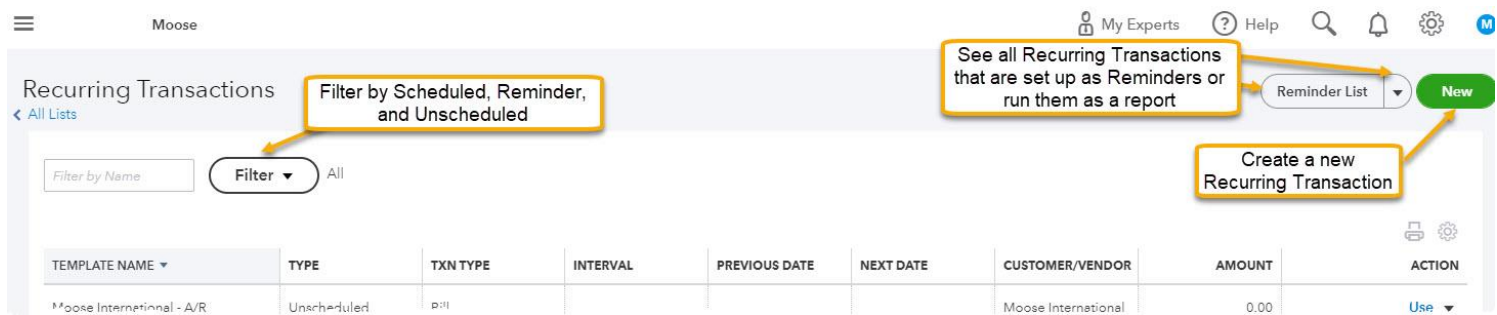
NAME	SKU	TYPE	SALES DESCRIPTION	SALES PRICE	COST	TAX	ACTION
<input type="checkbox"/> 1025 - Petty Cash		Service	Petty Cash	0			Edit <input type="checkbox"/>
<input type="checkbox"/> 1040 - CC Clearing		Service				✓	Edit <input type="checkbox"/>

Lists – Recurring Transactions



There is no action for set-up required here.

This is another way to access a unit's list of Recurring Transactions, known as Memorized Transactions (MemTx) in QBDT. Recurring Transactions can be created for anything an Administrator, Recorder or Moose Legion Secretary does regularly, such as payments to Moose International. Those units that use the reminder feature can click on the Reminder List to see all Recurring Transactions that are set up as such or generate a report by clicking the down caret to the right. A new Recurring Transaction can be created by clicking on **New**.



Please note: Memorized transactions from QBDT will NOT migrate. They will need to be added as a Recurring Transaction.

The list can be printed or saved by clicking on the printer icon. The list display can be edited by clicking on the gear icon. Click on **Use** to the far right of the Recurring Transaction needed. It can also be edited by clicking on the down caret.

Mount Vernon Moose 497 My Experts Help Search Notifications Settings Profile

Recurring Transactions

Reminder List New

Filter by Name Filter All

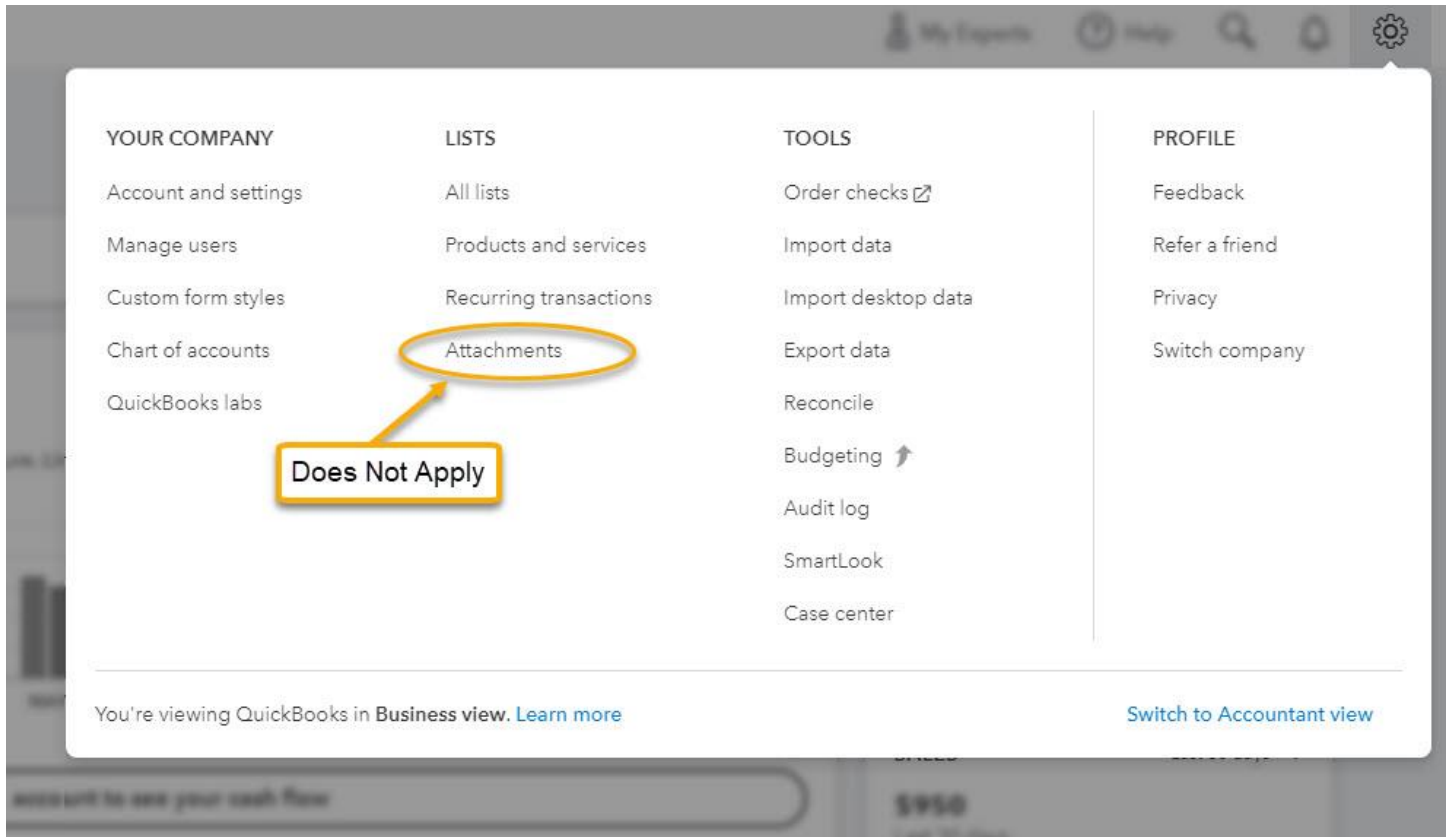
TEMPLATE NAME	TYPE	TXN TYPE	INTERVAL	PREVIOUS DATE	NEXT DATE	CUSTOMER/VENDOR	AMOUNT	ACTION
Moose International - A/R	Unscheduled	Bill				Moose International	0.00	Use
Moose International	Unscheduled	Vendor Credit				Moose International	0.00	Use

Annotations:

- Click to print or save (points to printer icon)
- Click to customize view (points to gear icon)
- Click to use (points to Use button)
- Click to Edit, Duplicate or Delete (points to dropdown menu)

Lists – Attachments

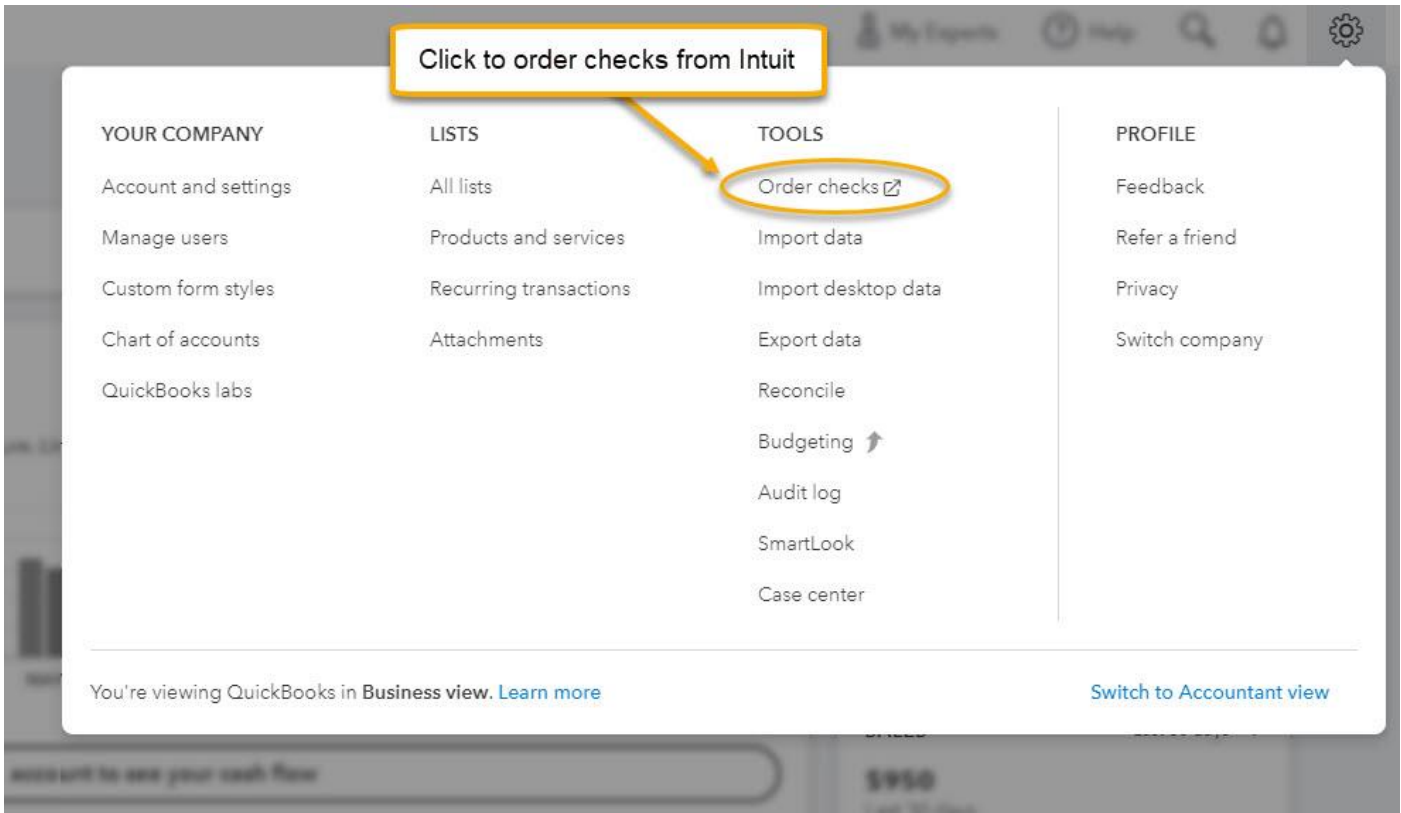
This does not apply. No action needed.



Tools – Order Checks

There is no action for set-up required here.

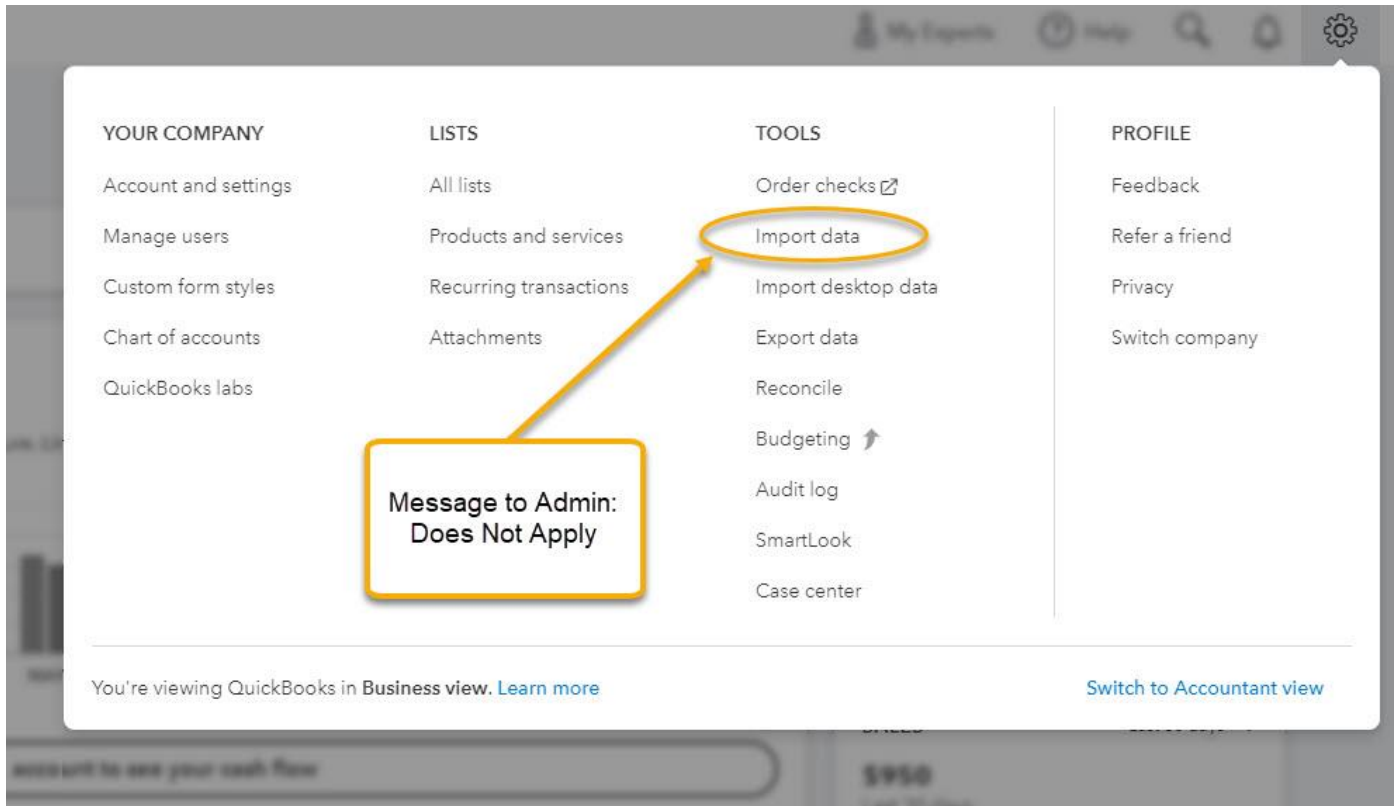
Click here to order checks from Intuit's QuickBooks Checks & Supplies website page.



Tools – Import Data

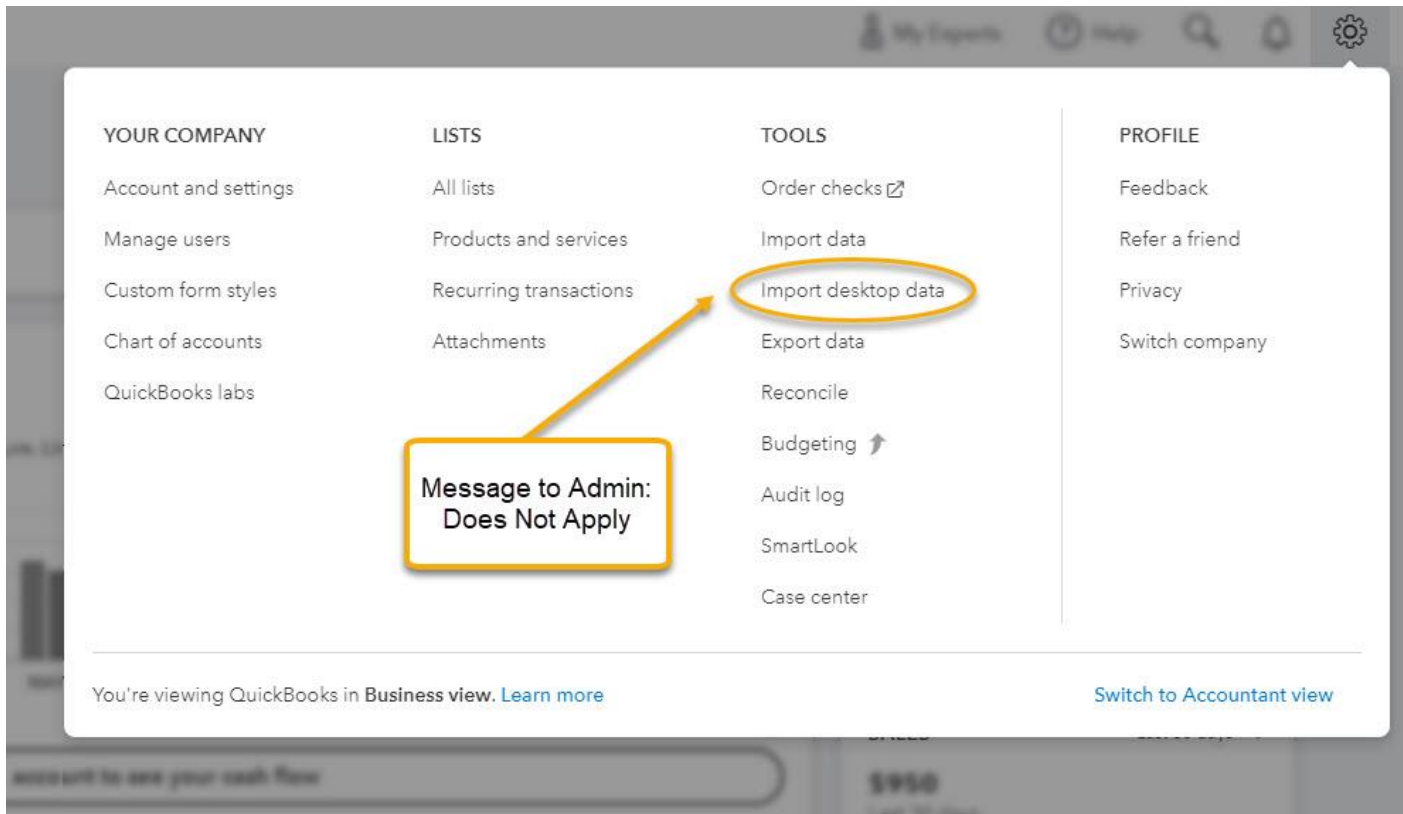
There is no action for set-up required here.

However, the message conveyed to Administrators, Recorders and Moose Legion Secretaries should be: Does Not Apply



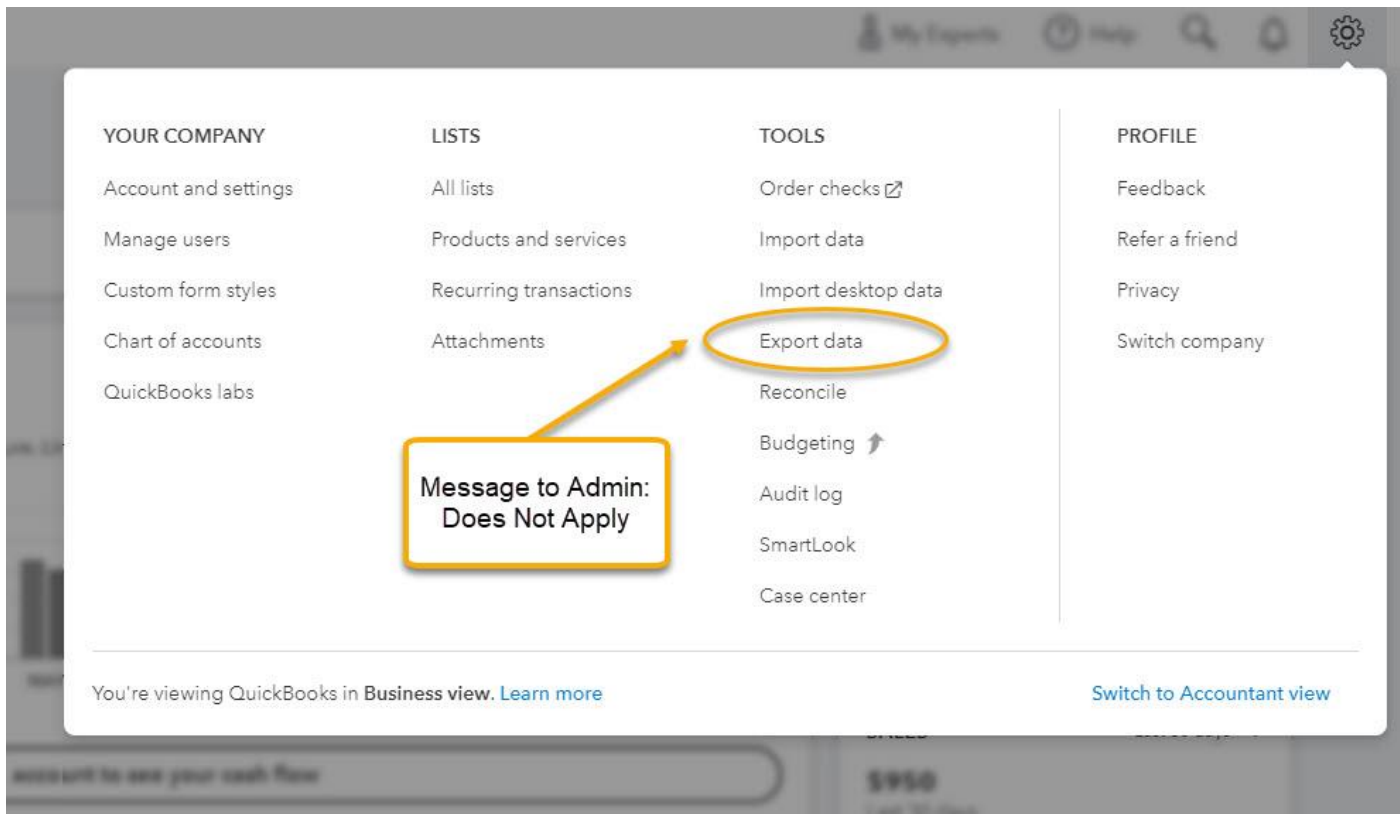
Tools – Import Desktop Data

This will be done as part of the migration process and our Administrators will not need any assistance with this. Additionally, once data has been imported or migrated, it cannot be done again after 60 days – and should not! If, for any reason, there is a need to re-migrate data, please contact Moose Training.



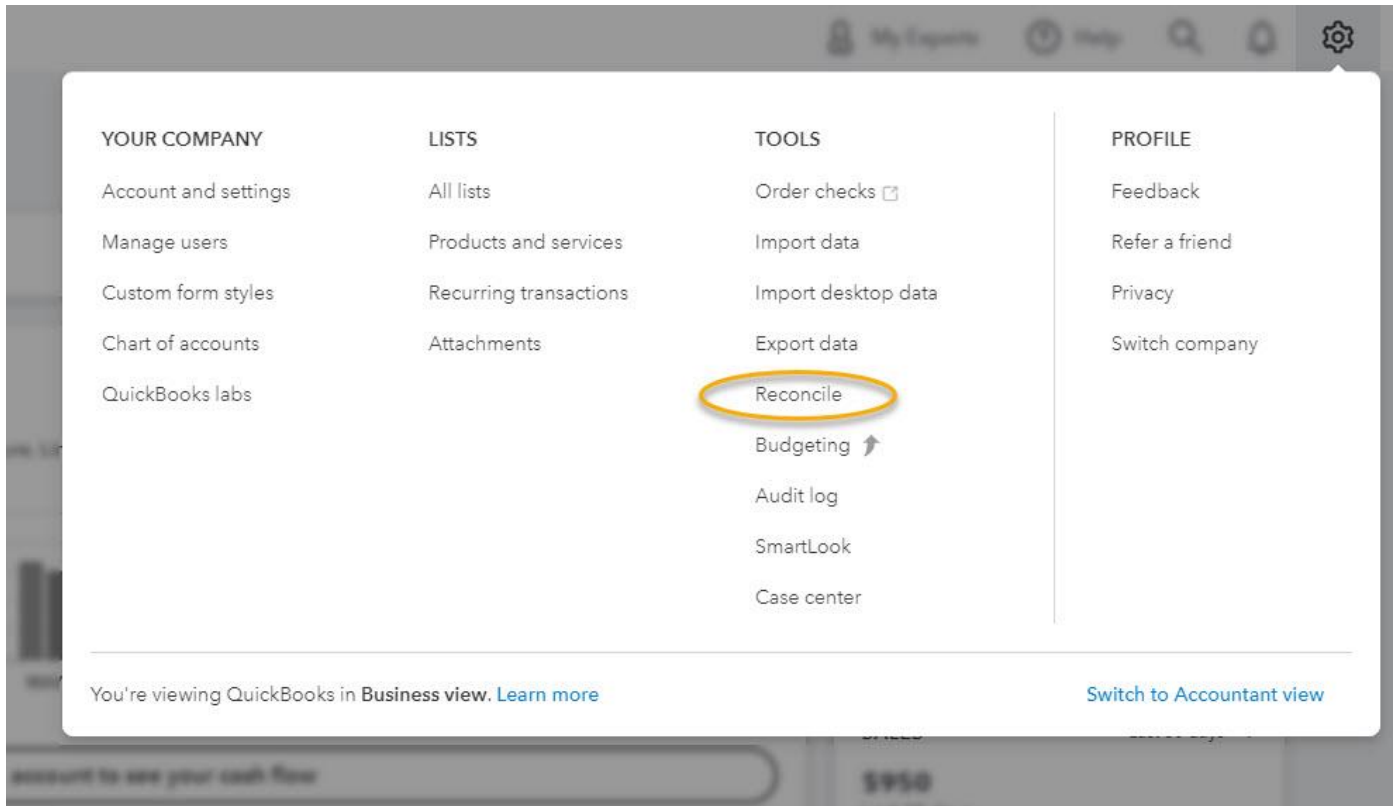
Tools – Export Data

There is no action for set-up required here. Please convey the message to Administrators, Recorders and Moose Legion Secretaries: Does Not Apply



Tools – Reconcile

There is no action for set-up required here. However, this is another way to access the Reconciliation tool in QBO.



Reconcile as normal.

1. Choose the account to be reconciled
2. Enter statement information – Ending balance and date
3. Enter any applicable service charge or interest earned
4. Start reconciling

Reconcile an account

Open your statement and let's get started.

Which account do you want to reconcile? **1**

Account

1005.00 Cash:General Checking 0595

2 Add the following information

Beginning balance	Ending balance *	Ending date *
11,721.64	<input type="text"/>	<input type="text"/>

Enter the service charge or interest earned, if necessary **3**

Date	Service charge	Expense account
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="Account"/>

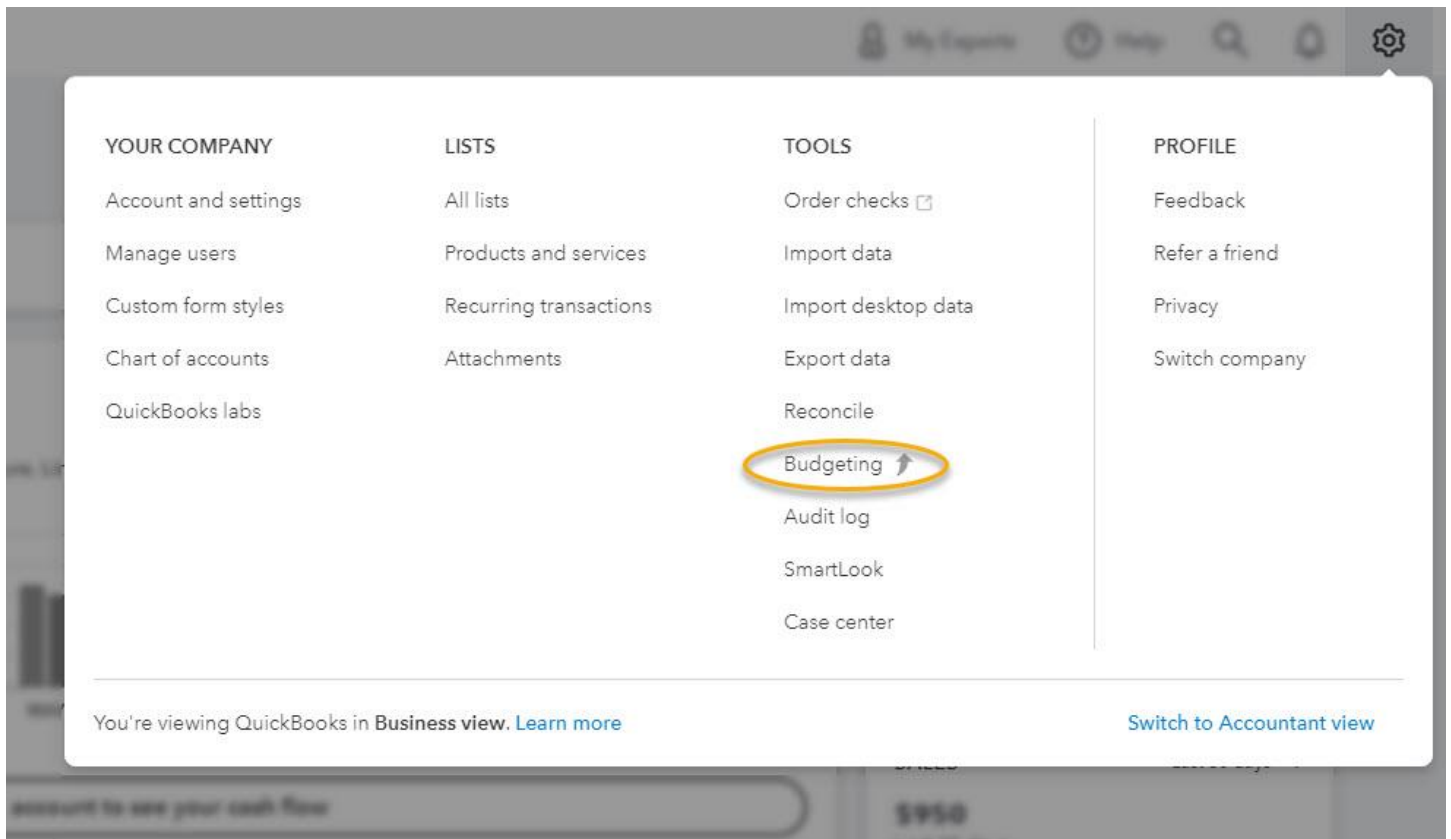
Date	Interest earned	Income account
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="Account"/>

4

Start reconciling

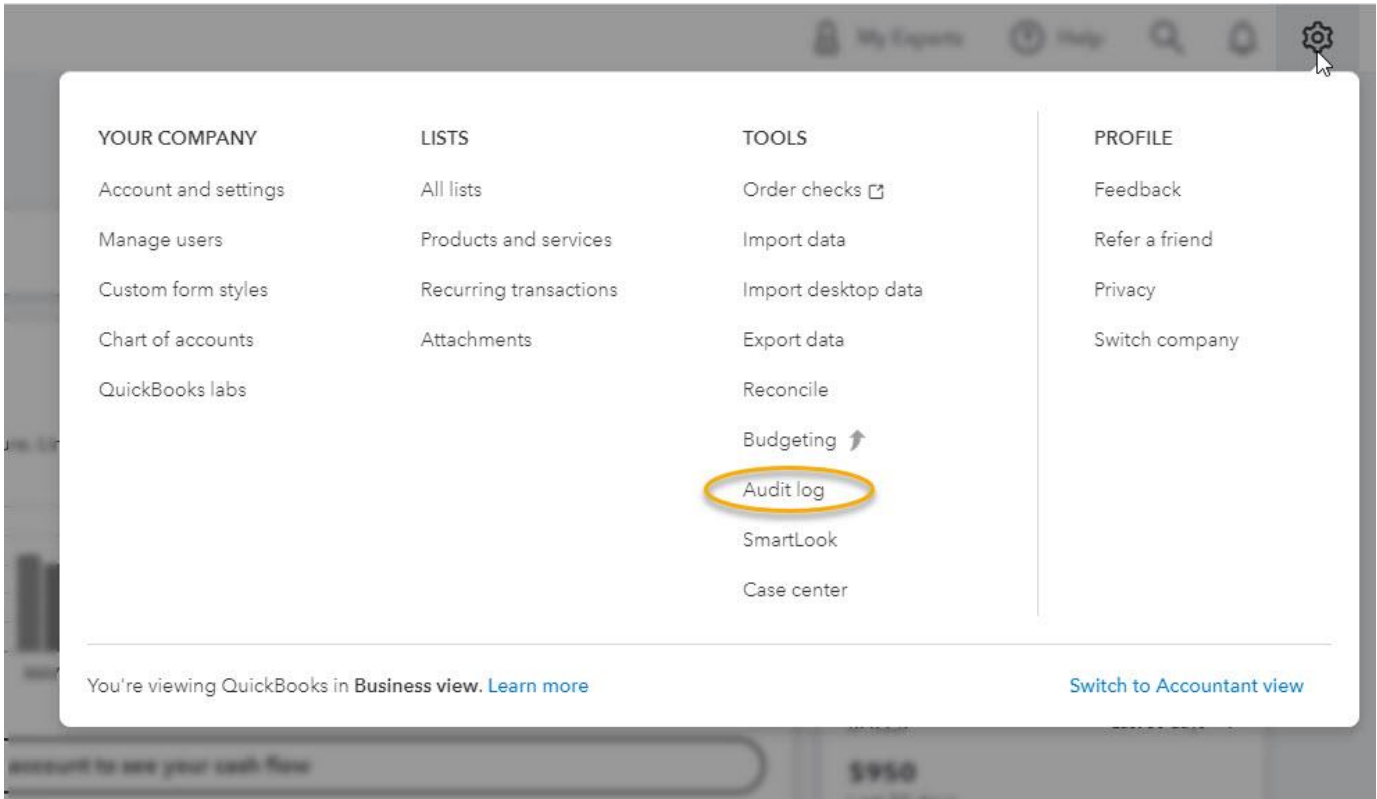
Tools – Budgeting

Does Not Apply – this is an upgrade to an account.

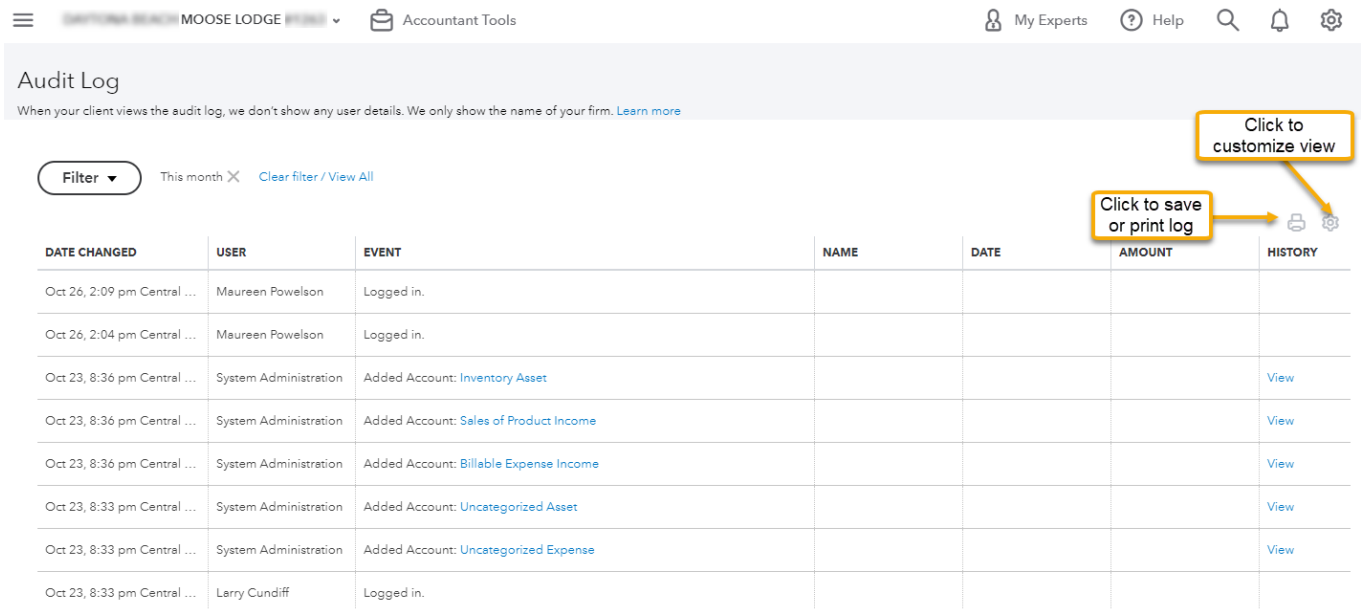


Tools – Audit Log

No action for set-up required here. *This is a fantastic tool!* It logs every action taken and cannot be disabled or deleted.

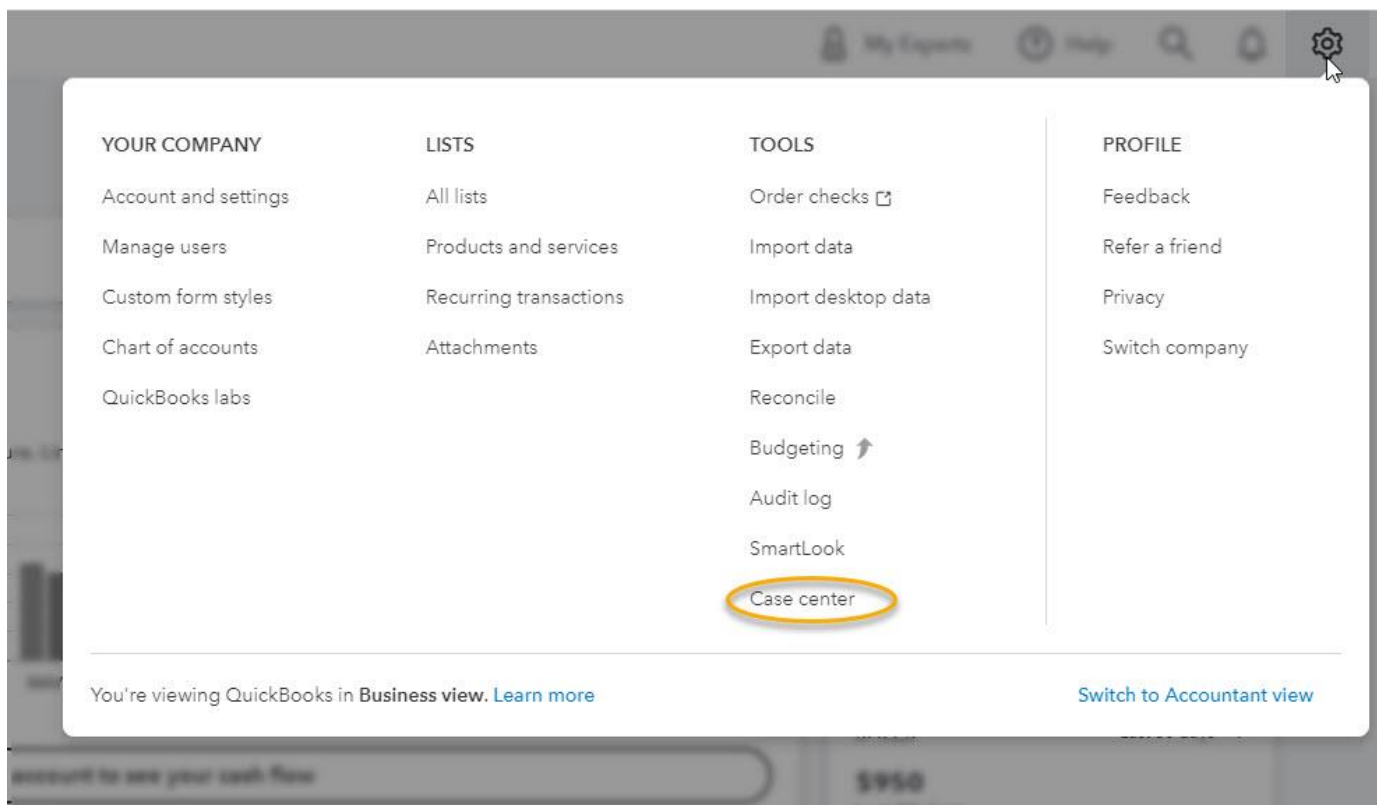


The way in which the information is displayed can be customized by clicking the gear icon.



Tools – Case center

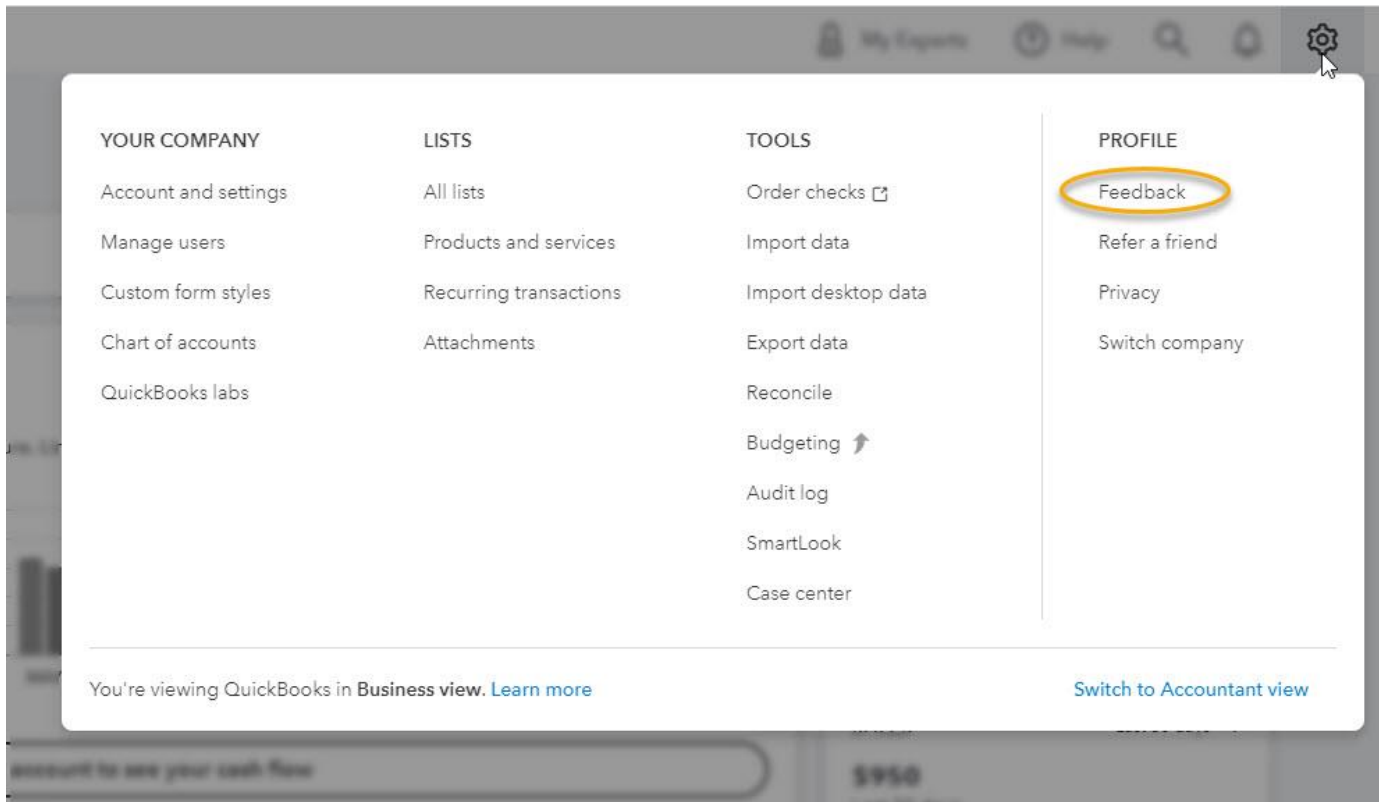
There is no action for set-up required here. This area is used to check on the status of requests for assistance sent to Intuit.



Profile – Feedback

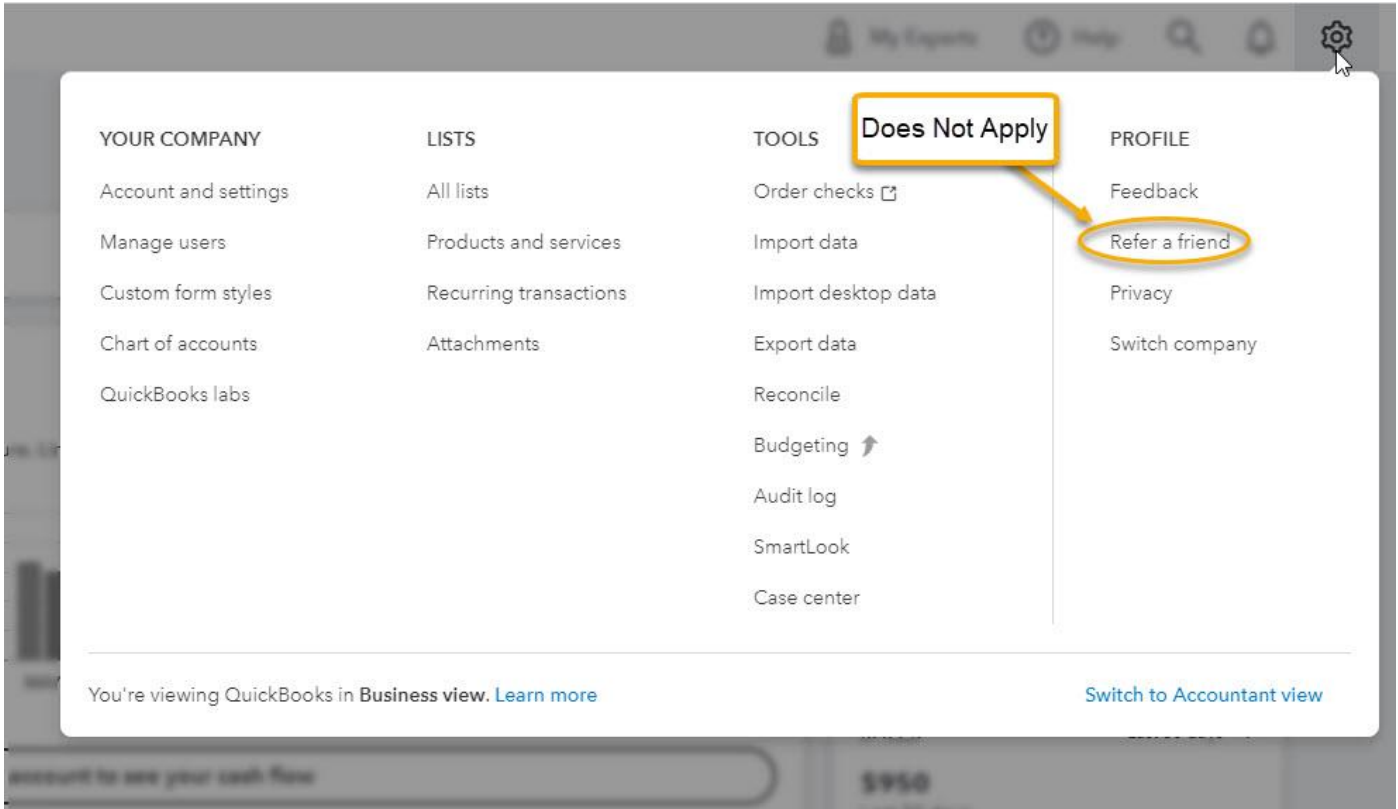
There is no action for set-up required here.

This is an area with a chat box where the user can share feedback and images with Inuit.



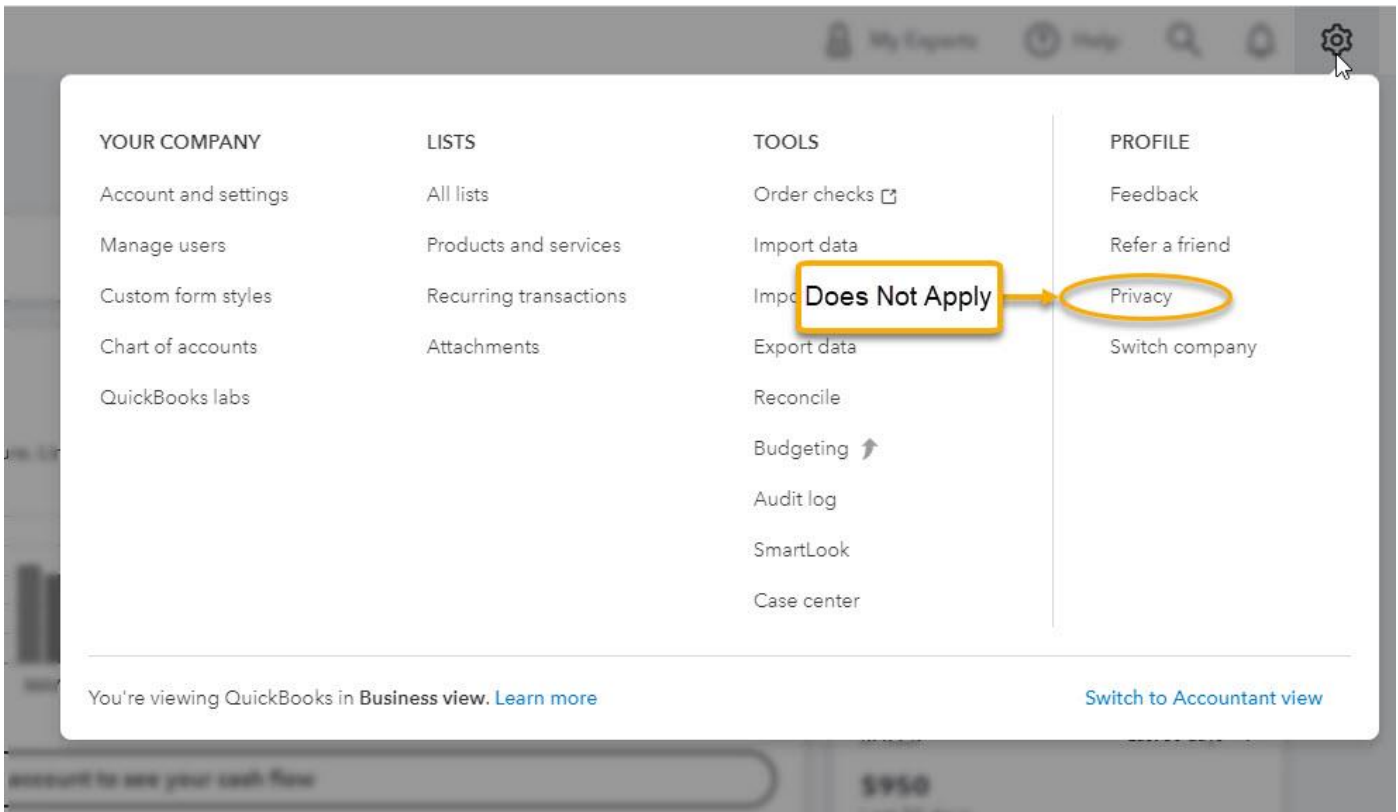
Profile – Refer a Friend

This is marketing for Intuit and does not apply to our Units.



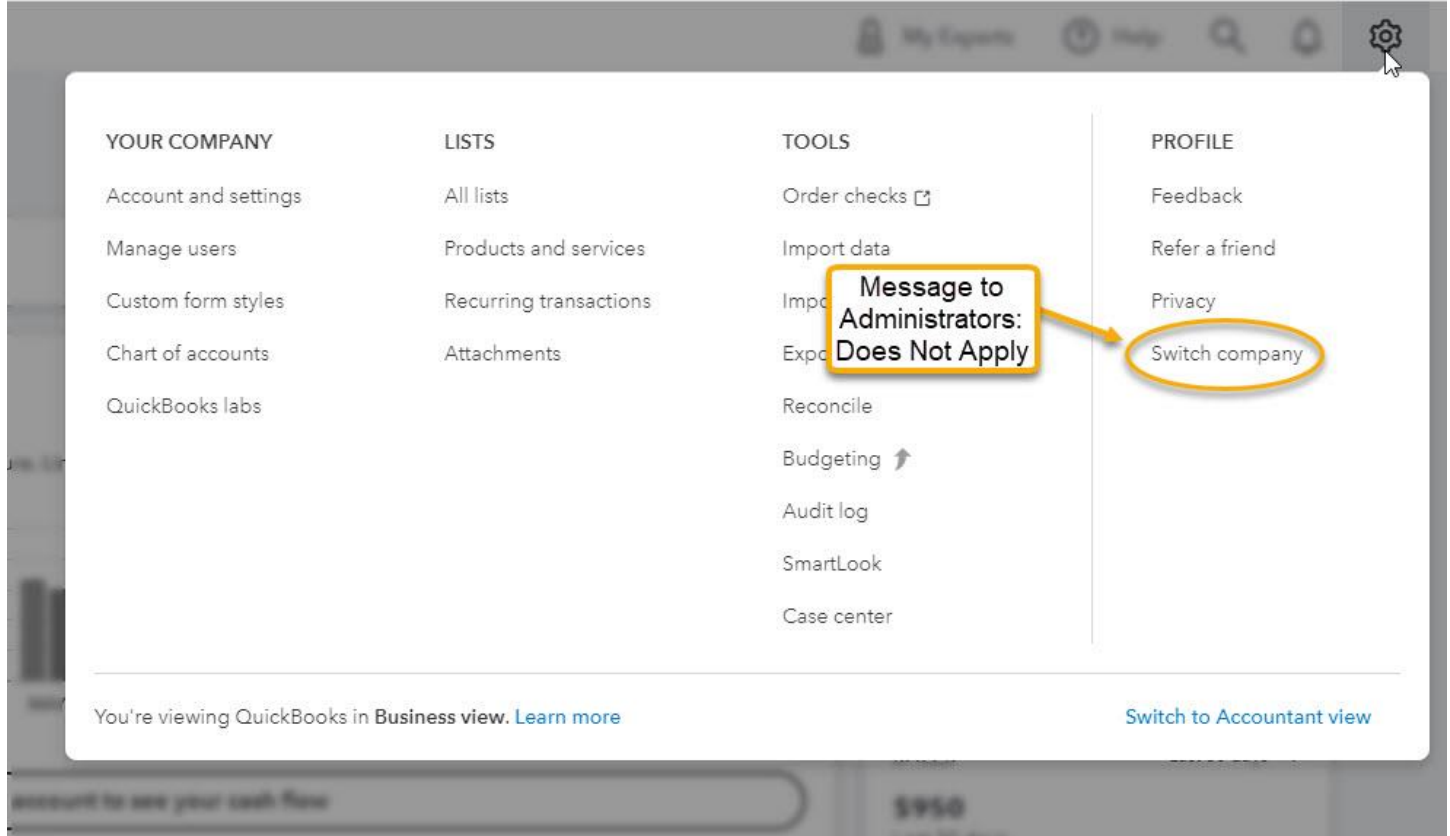
Profile – Privacy

There is information regarding the safeguarding of a unit's data on this page. However, any actions found within that page are not applicable and should not be accessed by an Administrator, Recorder or Moose Legion Secretary.

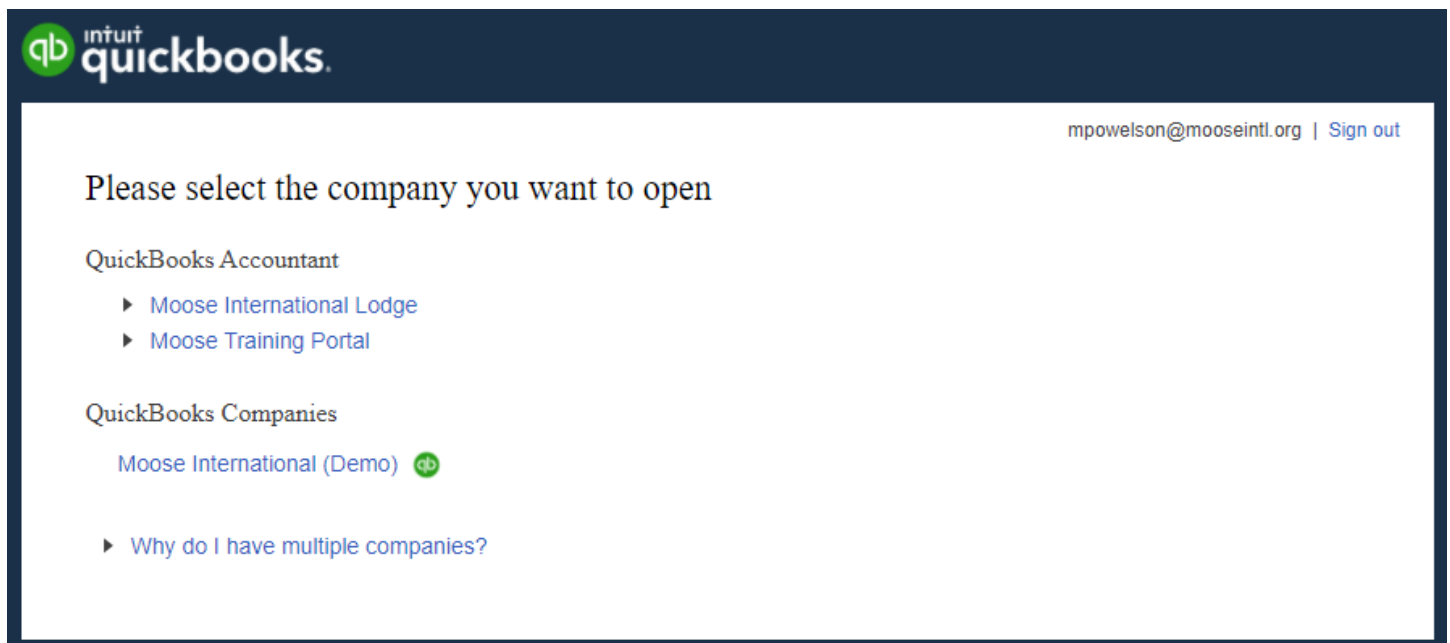


Switch company

This does not apply to our Administrators, Recorders or Moose Legion Secretaries, unless they have more than one QBO account for which they are a user. Some hired assistants may work at more than one unit and would use this feature to move between units.



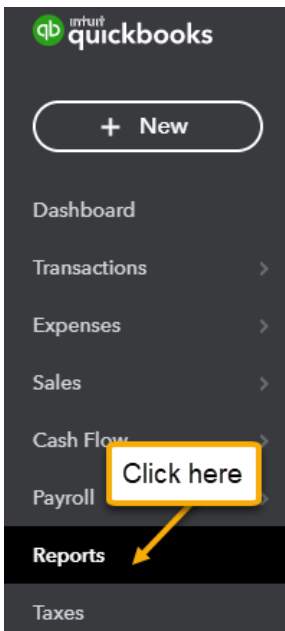
After clicking on Switch company, the screen below will appear. From that screen, the appropriate company should be chosen.



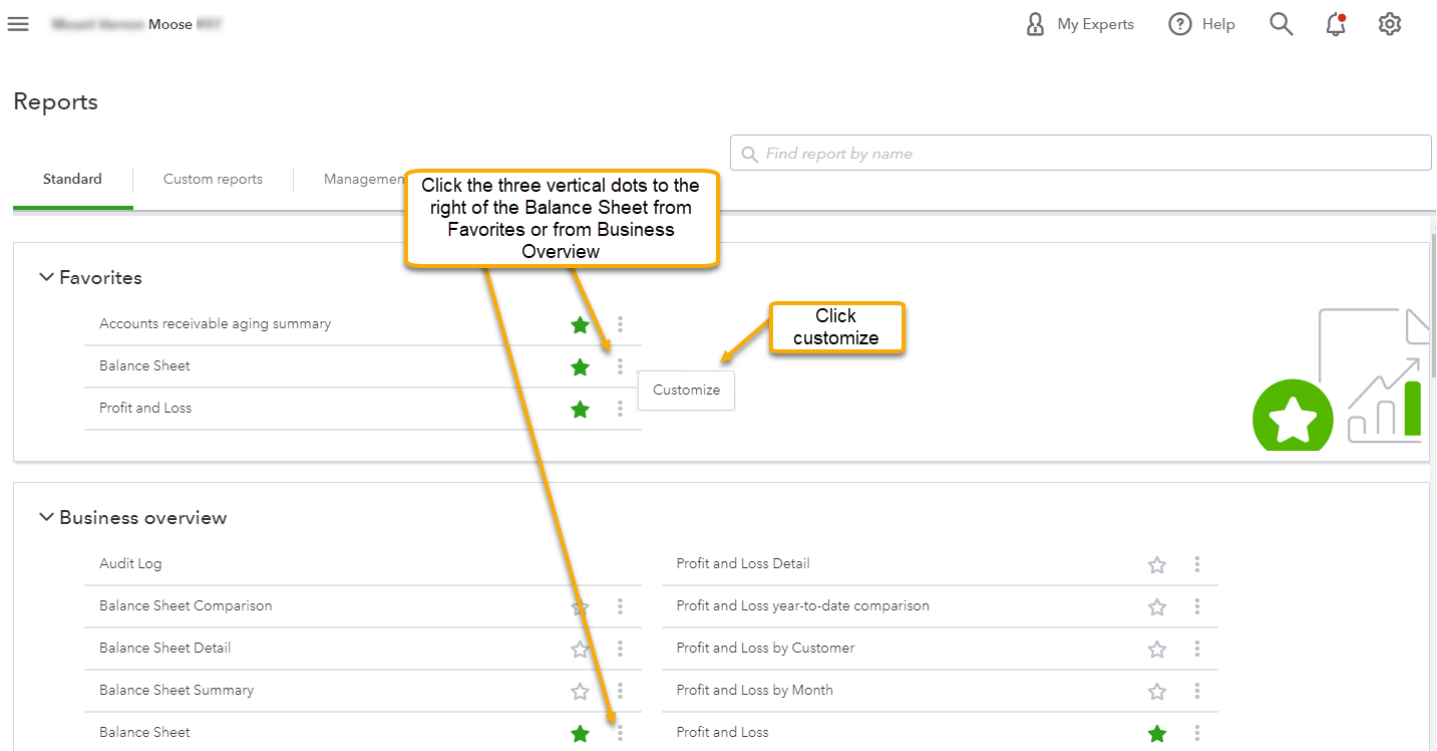
Sending Financial Data to MI

LCL Web will not sync with QuickBooks, meaning that financial data such as the Profit and Loss and the Balance sheet must be sent to Moose International via email. QBO has a feature to automate the creation and sending of the reports each month.

From the Side Menu, Click on **Reports**



You must customize the Balance Sheet and the Profit and Loss in order to set up the auto-generated email. You may work with the Balance Sheet from Favorites or from Business overview. Click on the three vertical dots to the right. Click **Customize**.



Now it's time to customize the report so that it meets the requirements of monthly reporting to Moose International. Click on the **Report Period** drop down. Choose *Last Month*. The dates, for example, should read 11/01/2020 to 11/30/2020. **Accounting Method** should be set to *Accrual*. Check the box in **Number format** for *Except zero amount*. Choose *-100* from the **Negative numbers** drop-down. Next set the **Rows/Columns** to *Total Only* and **Show non-zero or active only** to *Active Rows/Active Columns*. No **Filter** should be applied. Check the *Company Name*, *Report Title* and *Report Period* boxes in **Header/Footer**. Check the *Date prepared*, *Time prepared* and *Report basis* boxes in **Footer**. Alignment should have the **Header** and **Footer** set to *Center*. Click **Run Report**.

The screenshot shows a 'Customize report' dialog box with the following settings:

- General**
 - Report period: Last Month (dropdown), 11/01/2020 to 11/30/2020 (date fields)
 - Accounting method: Accrual (radio buttons)
 - Number format: Divide by 1000, Without cents, Except zero amount
 - Negative numbers: -100 (dropdown), Show in red
- Rows/Columns**
 - Columns: Total Only (dropdown)
 - Show non-zero or active only: Active rows/active columns (dropdown)
- Filter**
 - Customer: All (dropdown)
 - Vendor: All (dropdown)
 - Product/Service: All (dropdown)
- Header/Footer**
 - Header: Company name (Mount Vernon Moose 497), Report title (Balance Sheet)

Annotations:

- A yellow box labeled 'Establish the appropriate settings' points to the 'Report period' and 'Accounting method' sections.
- A yellow box labeled 'Click Run report' points to the 'Run report' button.

Once the report appears, click on **Save customization**. In **Custom Report Name**, the default will be Balance Sheet; give it a name that quickly identifies it as a report that is sent to Moose International. Click **Save**. Return to the report list by clicking **Back to report list** found in blue at the top left corner.

Balance Sheet Report

[Back to report list](#)

Report period: Last Month, 11/01/2020 to 11/30/2020

Display columns by: Total Only

Show non-zero or active only: Active rows/active columns

Compare another period: Select period

Accounting method: Cash, Accrual

Run report

Customize **Save customization**

Custom report name: Monthly Balance Sheet - MI

Add this report to a group: None

Add new group

Share with: None

Share reports with community

* You share only your customized report structure and not your financial data.

Save

Mount Vernon Moose 497

BALANCE SHEET
As of November 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000.00 Cash	-451.20
1005.00 General Checking 0595	13,831.84
1006.00 Gaming Checking 0606	2,240.25

From Custom reports, click **Edit** to the right of the newly customized report.

Reports

Standard **Custom reports** Management reports

Find report by name

NAME	CREATED	DATE RANGE	EMAIL	ACTION
Monthly Balance Sheet - MI	Maureen Powelson	This Fiscal Year-to-date	Unscheduled	Edit

Toggle **Set email schedule** to on.

Custom Report

Report Name: Monthly Balance Sheet - MI

Add this report to group: None

Share with: None

Set email schedule: OFF **Toggle to On**

In *Set Recurrence* section, choose *Monthly* from the **Repeats** drop-down menu. Choose *Day* and *10th* from the **On** drop-down menu. Choose *None* from the **End** drop-down. Enter the WOTM email – wotmmail@mooseintl.org. Choose an appropriate person or use the Chapter name in the closing. Click **Save and close**.

Custom Report

Report Name

Add this report to group

Share with

Set email schedule
 ON

SET RECURRENCE

Repeats: Every: month(s)
 On:
 End:

Next Date: 12/09/2020
 End Date: -

EMAIL INFORMATION

To: Cc

Hello,
 Attached is the set of financial reports for Mount Vernon Moose 497.
 Regards,
 <Recorder|Name>

Attach the report as an Excel file

Choose Monthly, Every 1 Month, on the 10th with End set as None

Enter wotmmail@mooseintl.org

Enter Recorder Name here

Click Save and close

QBO will return to Reports>Custom Reports. Verify that the **Date Range** is *Last Month* and that **Email** reads as *Every Month*.

Reports

Standard **Custom reports** Management reports

NAME	CREATED	DATE RANGE	EMAIL	ACTION
Monthly Balance Sheet - MI	Maureen Powelson	Last Month	Every Month	Edit ▼

Verify

Repeat the procedures to customize and set up auto-email of the Profit and Loss Report.

Account Settings Checklist

From the Gear Icon:

- Set view to Business View

Your Company

Account & Settings – Company

Print out each of your chapter's General Information screen from MMMs to verify Company Name & EIN

- Check Company Name for accuracy and completeness, to include: Company name, Legal name and EIN
- Check Company Type for accuracy and completeness: Tax form = Not sure/Other/None, Industry = Blank
- Check Contact info for accuracy and completeness: Company email = FRU's mooseunits address, Customer-facing email = Same as company email, company phone = FRU phone and website = blank
- Check Address info for accuracy and completeness: Company Address = FRU's physical address, Customer-facing address = mailing address and Legal address = mailing address

Account & Settings – Advanced

- Check Accounting for accuracy and completeness, to include: First month of fiscal year = May, First month of income tax year = Same as fiscal year, Accounting method = Accrual, Close the books = Off
- Check Company Type for accuracy: Company Type = "Not sure/Other/None"
- Check Automation for accuracy and completeness: Pre-fill forms with previously entered content = On, Automatically apply credits = On, Automatically invoice unbilled activity = Off, Automatically apply bill payments = Off
- Check Time Tracking for accuracy and completeness: Set both Add Service field to timesheets and Make Single-Time Activity Billable to Customer = Off.
- Check Currency for accuracy: Home Currency = US Dollar for FRUs in the United States or Canadian Dollar for those units in Canada, Multicurrency = Off
- Check Other preferences for accuracy: Date format = MM/dd/yyyy, Number format = 2 decimal points, use 1000 separators – i.e. 123,456.00, Customer label = Customer, Warn if duplicate bill number is used = On, Warn if duplicate journal number is used = On, Sign me out if inactive for = 1 hour

Your Company – Manage Users

- Invite the Chapter Administrator, any applicable assistant, or Chapter Recorder or Moose Legion Secretary to be the company admin for this QBO account. Follow instructions provided in the guide.

Set up Financial Data Email to Moose International

- Follow instructions to customize two reports: The Profit and Loss and the Balance Sheet. These customized reports should be set up to email on the 10th of each month to wotmmail@mooseintl.org.