

Weekly Envelope with Multiple Tax Instructions

To fill out the Weekly Envelope with Multiple Tax electronic format:

Follow the steps below to fill out the Weekly Envelope with Sales Tax Only electronic format:

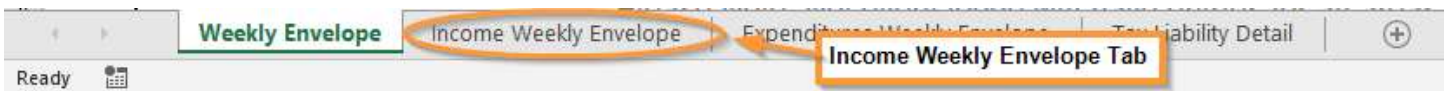
1. Open the Weekly Envelope Multi Tax – Master.xlsx file.
2. First go to the Save As command and save the file in a folder location that you will use for saving all of your electronic weekly envelopes, with an appropriate new unique file name. This filename should have some easily identifiable name with the week ending date at the end of the filename.
 - a. File Name Examples:
 - i. Lodge 1431 Weekly Envelope 06-21-2022.xlsx
 - ii. Taft Moose Lodge Weekly Envelope 06-21-2022.xlsx
 - iii. Taft Moose Weekly Env 06212022.xlsx
3. On the Weekly Envelope tab enter the following:



- a. Lodge Name
- b. Lodge Number
- c. Date Completed – The date that you are working on the Weekly Envelope

A screenshot of the 'Weekly Envelope' form in Excel. The form is a table with columns A through I and rows 1 through 7. The form contains the following text: 'Loyal Order Of Moose - Weekly House Commi' (row 2, column B), 'Lodge No: _____' (row 4, column G), 'Date Completed: _____' (row 5, column C), 'Date Completed: _____' (row 6, column C), 'Tapes & Receipts for Week Ending: 1/0/1900' (row 6, column A), and 'Administrator Signature: _____' (row 6, column G). Three callout boxes with orange borders and arrows point to the 'Lodge Name' (row 2, column B), 'Lodge Number' (row 4, column G), and 'Date Completed' (row 5, column C) fields.

4. To begin entering the income from the daily register receipts click on the Income Weekly Envelope tab at the bottom of the page.



5. Fill in the Week Ending Date, which will automatically fill in the dates for the week, the general Sales Tax Rate, and possibly the Alcohol Tax Rate for your area.
 - a. Make sure to change the cells below the appropriate columns next to the appropriate tax to Yes.

Income Worksheet

Week Ending **6/21/2022** Sunday

Date	Day	Key 1	Key 2	Key 3	Key 4	Key 5	Key 6	Key 7	Credit Card	Daily Total
		Tap Beer	Beer	Liquor	Wine	Kitch Food	Bar Food	Misc.	Negative	
06/15/22	Monday									\$ -
06/16/22	Tuesday									\$ -
06/17/22	Wednesday									\$ -
06/18/22	Thursday									\$ -
06/19/22	Friday									\$ -
06/20/22	Saturday									\$ -
06/21/22	Sunday									\$ -

General Sales Tax **Alcohol Tax** **Appropriate Tax per Column Yes and No**

Tax	Description	Rate	Key 1	Key 2	Key 3	Key 4	Key 5	Key 6	Key 7
Tax 1	Sales Tax	9.250%	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Tax 2	Alcohol Tax	13.500%	Yes	Yes	Yes	Yes	No	No	No
Tax 3	Description	0.000%	No	No	No	No	No	No	No
Tax 4	Description	0.000%	No	No	No	No	No	No	No

6. Fill in the appropriate fields from the daily register reports and the Daily Credit Card Batch Totals.
 - a. The Credit Card Total will be automatically removed from the Daily Cash Total.

Income Worksheet

Week Ending **6/21/2022** Sunday

Date	Day	Key 1	Key 2	Key 3	Key 4	Key 5	Key 6	Key 7	Credit Card	Daily Total
		Tap Beer	Beer	Liquor	Wine	Kitch Food	Bar Food	Misc.	Negative	
06/15/22	Monday	\$ 259.50	\$ 76.25	\$ 263.25	\$ 21.25	\$ 16.00		\$ 5.25	\$ 245.00	\$ 396.50
06/16/22	Tuesday	\$ 324.00	\$ 84.00	\$ 225.00	\$ 32.00	\$ 24.00		\$ 14.00	\$ 321.00	\$ 382.00
06/17/22	Wednesday	\$ 239.50	\$ 68.50	\$ 316.75	\$ 51.50	\$ 24.00		\$ 19.50	\$ 451.00	\$ 268.75
06/18/22	Thursday	\$ 425.00	\$ 94.00	\$ 432.00	\$ 46.00	\$ 225.00		\$ 8.00	\$ 685.00	\$ 545.00
06/19/22	Friday	\$ 157.50	\$ 48.00	\$ 178.75	\$ 15.50	\$ 47.00		\$ 13.25	\$ 232.00	\$ 228.00
06/20/22	Saturday	\$ 362.00	\$ 78.00	\$ 388.00	\$ 36.00	\$ 134.00		\$ 19.50	\$ 588.00	\$ 429.50
06/21/22	Sunday	\$ 168.25	\$ 117.00	\$ 176.50	\$ 32.00	\$ 110.00		\$ 10.50	\$ 256.00	\$ 358.25

Tax	Description	Rate	Key 1	Key 2	Key 3	Key 4	Key 5	Key 6	Key 7
Tax 1	Sales Tax	9.250%	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Tax 2	Alcohol Tax	13.500%	Yes	Yes	Yes	Yes	No	No	No
Tax 3	Description	0.000%	No	No	No	No	No	No	No
Tax 4	Description	0.000%	No	No	No	No	No	No	No

Register Total	\$1,935.75	\$565.75	\$1,980.25	\$234.25	\$580.00	\$0.00	\$90.00	\$2,778.00	\$ 2,608.00
Tax Liability	\$394.14	\$115.19	\$403.20	\$47.69	\$49.11	\$0.00	\$7.62	N/A	\$ 1,016.95
QB Account Income	\$1,541.61	\$450.56	\$1,577.05	\$186.56	\$530.89	\$0.00	\$82.38	N/A	\$ 4,369.05
QB Account Numbers		4230.00	4235.00	4240.00	4255.00	4246.00	4245.00		

Other Income

7. Now Enter the Other Income Totals including the Other Income that needs a description.

Other Income	
Register Overage/Shortager	(1.00)
Donation	56.00
Raffle Income	-
Vending Machines	-
Endowment	-
Other Income 1 <i>New Member John Smith</i>	80.00
Other Income 2 <i>Describe</i>	-
Total Other Receipts	\$ 135.00

8. Next enter any expenditures using petty cash by clicking on the Expenditures Weekly Envelope tab at the bottom of the page.



9. Enter the amounts of any expenditures in the appropriate row or for things that do not previously exist, type the description in one of the Other Cash Payout Enter Description Here fields and enter the amount in the amount column of the same row.

Cash Expenditures	
Draft Beer	-
Beer Can/Bottle	-
Liquor	-
Wine	-
Miscellaneous	-
Food	147.00
Complimentary Beverages	-
Complimentary Food	-
Repairs	-
Laundry	-
Bar Supplies	45.00
Kitchen Supplies	-
Raffle Payouts	-
Vending Machine	-
Cleaning Fees	-
Cash Back	-
Entertainment	-
Increase Petty Cash	
Other Cash Payout <i>Enter Description Here</i>	
Other Cash Payout <i>Enter Description Here</i>	
Other Cash Payout <i>Enter Description Here</i>	
Other Cash Payout <i>Enter Description Here</i>	
Other Cash Payout <i>Enter Description Here</i>	
Other Cash Payout <i>Enter Description Here</i>	
TOTAL	\$ 192.00

10. Go to the Weekly Envelope tab and you will see the totals that will be entered into QuickBooks Online.

Loyal Order Of Moose -Weekly House Committee Envelope					
Lodge Name: _____			Lodge No: _____		
Date Completed: _____			Administrator Signature: _____		
Tapes & Receipts for Week Ending: <u>6/21/2022</u>					
FOOD & BEVERAGE (F&B) RECEIPTS		Credit Card Daily (Enter Deposit Daily)		CASH PAYOUTS (NOT Checks)	
Beer-Draft	1,541.61	D1	\$ 245.00	Beer -Draft	\$ -
Beer Bottle Can	450.56	D2	\$ 321.00	Beer -Bottle - Can	\$ -
Liquor	1,577.05	D3	\$ 451.00	Liquor	\$ -
Wine	186.56	D4	\$ 685.00	Wine	\$ -
Miscellaneous	82.38	D5	\$ 232.00	Miscellaneous	\$ -
Food - Bar	-	D6	\$ 588.00	Food	\$ 147.00
Food - Kitchen	530.89	D7	\$ 256.00	Complimentary Food	\$ -
Food & Bev. Sub Total	4,369.05	Total	-2,778.00	Complimentary Beverages	\$ -
Sales Tax (This is a Liability)	1,016.95				
Register Reading	5,386.00				
Register Overage or Shortage	(1.00)				
Total Food & Bev. +/- Over/Short	5,385.00		\$5,385.00		
Endowment	-				
Other Income 1 & 2 Total	80.00	<i>Describe Other Income 1 & 2</i>			
Donations	56.00				
Raffle Income	-			Repairs	\$ -
Vending Machines	-	Total Gaming	\$ 56.00	Laundry	\$ -
				Bar Supplies	\$ 45.00
Total Deposits (To All Accounts)			\$ 5,521.00	Kitchen Supplies	\$ -
Credit Card Total (Negative)			\$ (2,778.00)	Other Cash Payouts	\$ -
Total Deposits (To All Accounts)			\$ 2,743.00	Raffle Payouts	\$ -
Total Deposits (Minus Payouts)			\$ 2,551.00	TOTAL CASH PAYOUTS	\$ 192.00
				Reimbursement Check#	

11. When entering the final totals in QuickBooks Online, please make sure to go to the Income Weekly Envelope tab (to figure out which Product Services/Account Codes to use for the Other Income), the Expenditures Weekly Envelope tab (to figure out which Product Services/Account Codes to use for the Expenses from Petty Cash), and the Tax Liability tab if each tax needs to be entered separately into QuickBooks Online (dependent upon the needs per local regulations).
- a. Anything in Other Income that appears as a negative will need to be entered in QuickBooks Online as a negative value.
 - b. Anything in Expenditures that shows as positive will need to be entered as a negative value in QuickBooks Online.
12. When entry is completed in QuickBooks Online, double check that the appropriate Total Deposits from the electronic Weekly Envelope matches the total of the Sales Receipt in QuickBooks Online.