

QuickBooks Online
Chapter Student Guide

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Course Design

Welcome to the QuickBooks Online Training. This course has been designed to overview 'how' and 'when' Chapter Treasurers will use QuickBooks Online (QBO) 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 ensure that students are comfortable with software operations.

Practice Scenario Software will be used for student exercises.

Course Goal

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

Course Materials

- Training Workbook
- Training Website

Objectives

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

- Access QuickBooks Online (QBO) and become familiar with basic screens and menu options.
- Access the QBO 'Chart of Accounts' and become familiar with the chart layout, account numbering scheme, and user rules and recommendations.
- Review and example FRU 'Balance Sheet' and 'Profit & Loss Statement' to view the "type" of data that will be generated by an end-of-month report.

Topics

The following topics are covered in this lesson:

- About QBO
- QBO Access
- QBO Dashboard View (Home Page)
- Chart of Accounts (COA)
- Balance Sheet & Profit & Loss Statement Overview

Definition

QuickBooks Online is a cloud-based accounting program that has been selected by Moose International for Lodges, Chapters, and Moose Legions as part of the LCL Web project. QBO 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.

QBO Features

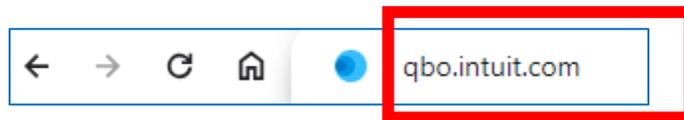
Refer to the table below to learn more about QBO Features:

<p>What is an Accrual System Of Accounting?</p>	<p>In the Accrual method, income & expenses are recorded as they occur, regardless of whether or not cash has actually changed hands.</p> <ul style="list-style-type: none"> ▪ QBO is a double-entry accounting system: Two sides to every transaction – one account is credited, and another account is debited in equal amounts. ▪ Records revenues when sales are made- not when payment is received. In the form of Sales Receipts. ▪ Records expenses when they are incurred – not when payment is issued – in the form of Bills. ▪ Features savings, investments, manual payroll, and important control & reporting capabilities.
<p>How/When Will My Unit Use it?</p>	<p>QBO should be used on a computer using Windows 10 with a 1.5 Mbps internet connection or higher:</p> <ul style="list-style-type: none"> ▪ To track FRU income & expenses ▪ To enter and pay bills ▪ To enter receipts and make deposits ▪ A COA is provided for easy reference and tracking of individual transactions.
<p>Any Other Special Features?</p>	<p>Several levels of payroll accounting services are available directly through Intuit on a subscription basis, and are not required:</p> <ul style="list-style-type: none"> ▪ Payroll Tax Filings & Payments can be scheduled, depending on subscription.

You can access the QBO login window by opening your Internet Browser, clicking on a shortcut, a favorite or by entering the URL (*website address*) in your web browser address bar. Intuit supported browsers are: Google Chrome, Mozilla Firefox and Microsoft Edge.

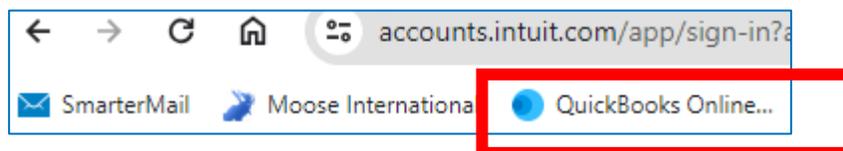
To Access QBO Sign from Web Browser Address Bar:

1. Click inside the address bar, type: **qbo.intuit.com**

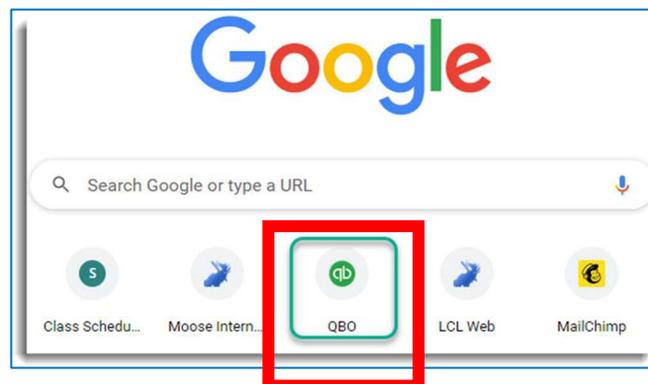


To Access QBO Sign in Screen from a Shortcut or Favorites:

1. Click the QBO Login from the Bookmarks bar:



2. Click the QBO Shortcut from your Google homepage.



The QuickBooks Online Sign In page will appear. After entering your login credentials, you will be routed to the **Select Company** Screen.

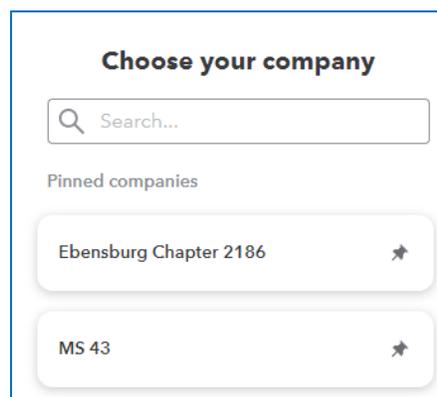
Next Step for Either Method:

1. Enter **User ID** – this is usually your personal email address. Enter your **Password**. Click **Sign-in**.



The screenshot shows the Intuit Sign In page. At the top, the Intuit logo is displayed, along with the QuickBooks and TurboTax logos. Below the logo, the text "Sign In" is centered, followed by the subtext "One account for everything Intuit, including QuickBooks. Learn more". There is a "Sign in with Google" button. Below this, the word "OR" is centered. There are two input fields: "User ID" and "Password". Below the "Password" field, there is a "Remember me" checkbox which is checked. At the bottom, there is a green "Sign In" button.

2. The QBO Choose Company Screen Appears. Choose the appropriate company.



The screenshot shows the "Choose your company" screen. At the top, the title "Choose your company" is centered. Below the title, there is a search bar with a magnifying glass icon and the text "Search...". Below the search bar, the text "Pinned companies" is displayed. There are two pinned company cards: "Ebensburg Chapter 2186" and "MS 43". Each card has a star icon to its right.

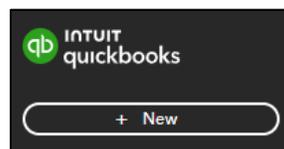
The graphic below identifies the different sections of the QBO Dashboard.

Top Menu Bar



- *Contact Experts* – allows you to chat with Intuit experts for help.
- *Updates button* – shows top updates
- *Help button* – allows you to get help from Intuit Assistant or to Search for an answer
- *Apps button* - allows you to connect your favorite business applications
- *Search button* - allows you to Search for items to help answer questions
- *Notifications* – shows notifications from Intuit
- *Settings button* - allows you to customize your settings for QBO
- *User First Initial* – shows the first initial of the person signed into QBO. (*You can click this to sign out or to manage your Intuit account*).

Add New Button (+NEW)

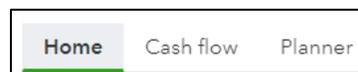


- Start New Transactions here.

Side Menu

- One way to find specific information or go to different processes.

Dashboard View Tabs



- Home – widgets show shortcuts, tasks, banking information
- Cash Flow – Allows you to track how your money is doing
- Planner – a real time view of your business cash flow

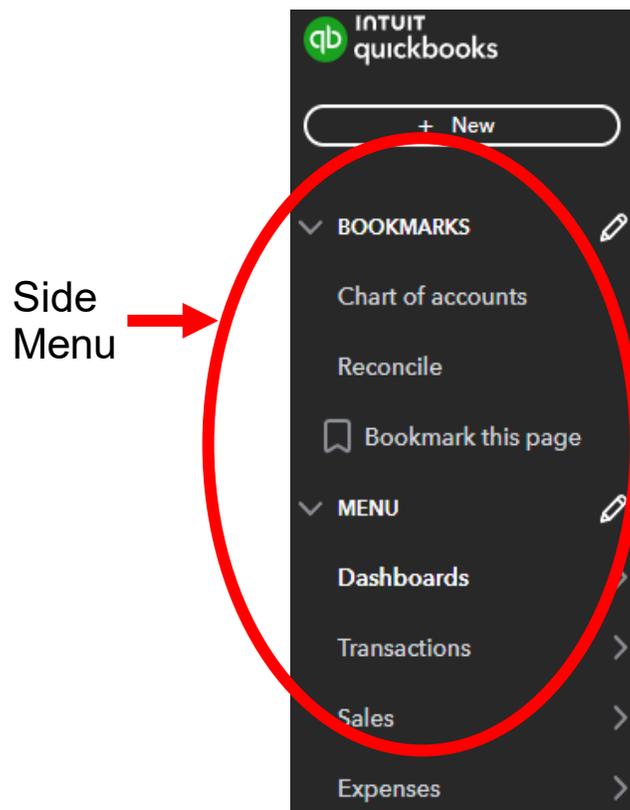
When to Use

If the “*Side Menu*” is the same as that pictured below, this procedure is used to change the “*Side Menu*” back to the standard view used in this training.

To Change the Side Menu:

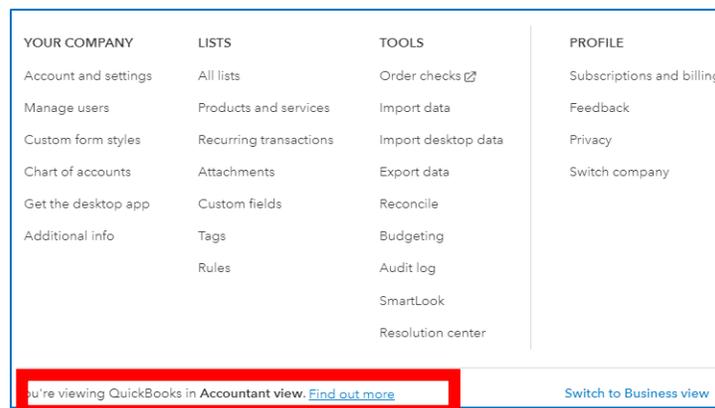
Follow the steps below to change the Side Menu from the alternate view back to the view used in this training.

1. Check whether the **Side Menu** needs to be changed by comparing the Side Menu with that shown below and if it is not the same, use the following procedure to change the Side Menu.



Continue with the steps below to change the Side Menu to the one used in this training.

2. In the top right corner of QBO Homepage, you will see a symbol that looks like a gear shift  . This is your Settings window. Click on it once. The following window will appear.



3. Verify you are in Accountant View. If not, click on *Switch to Accountant View at the bottom of the screen.*
4. *Briefly go over the items in the settings window.*
5. *Close the Window.*

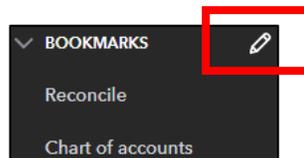
Bookmarks

You can add your bookmarks for items that you use all the time (e.g., Chart of Accounts, Reports, Reconcile, etc.)

- On the side menu, click the **+Add a bookmark**
- **Click** on all items that you want to see in the bookmarks area
- Click **Save** – these items will now be listed under the Bookmarks

To Add or Remove Bookmarks

- To edit Bookmarks, **click** the pencil on the right side



- Make the changes you want, click **Save**.

Chart of Accounts (COA)

<p>Balance Sheet Accounts</p> 	<p>1000 Accounts Assets Things or Money that the FRU owns – building, property, inventory, bank accounts, petty cash.</p> <p>2000 Accounts Liabilities Money that is collected for another entity Endowment, Sales Tax, Member Dues</p> <p>Money that is owed on a long-term or short-term basis until paid off Mortgage, Loans, Bills, Contract obligations</p> <p>3000 Accounts Equity Financial Value of the Unit on a long-term basis This is the total of what is left over at the end of each fiscal year, added together Over the lifetime of the FRU</p> <p>DO NOT USE THESE ACCOUNTS</p>
<p>Profit and Loss Report Accounts</p> 	<p>4000 Accounts Income Money collected by the FRU for the unit’s sales, donations, rentals, gaming, other income.</p> <p>5000 Accounts Money spent by the FRU – SQ items, donations, supplies, utilities, salaries.</p>

The **Chart of Accounts** is the core of your computerized accounting system.

The **Chart of Accounts** consists of Parent/Primary Accounts and Subaccounts.

- Parent/Primary accounts are at the left
- Subaccounts are indented under a Parent/Primary account.

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

Chart of Account numbering scheme helps classify FRU Income, Expenses, Liabilities and Assets. Parent/Primary accounts are described in graphic on next page.

NOTE: if your COA is not structured like the chart to the right click on the word “Type: at the top of the column and it should re-sort correctly – you may need to click on the word “Type” twice to get the desired sort.

Moose Int'l has already pre-configured the QBO COA for use in your FRU.

Purpose

Chart of Accounts			
Number	Name		Detail Type
1000.00	1000.00 Cash		Checking
1005.00	1005.00 General Checking	Bank	Checking
1006.00	1006.00 Bingo Checking	Bank	Checking
1007.00	1007.00 Gaming Checking	Bank	Checking
1008.00	1008.00 Other Checking 1		Checking
1009.00	1009.00 Other Checking 2		Checking
1010.00	1010.00 Savings		Checking
1020.00	1020.00 CDs		Checking
1025.00	1025.00 Petty Cash		Checking
1100.00	1100.00 Receivables	Accounts receivable (A/R)	Accounts Receivable (A/R)
1105.00	1105.00 NSF Checks	Accounts receivable (A/R)	Accounts Receivable (A/R)
1199.00	1199.00 Undeposited Funds	Other Current Assets	Undeposited Funds
1300.00	1300.00 Inventory	Other Current Assets	Other Current Assets
1310.00	1310.00 Resale Merchandise	Other Current Assets	Other Current Assets
1320.00	1320.00 Bingo Inventory	Other Current Assets	Other Current Assets
1325.00	1325.00 Gaming Inventory	Other Current Assets	Other Current Assets
1330.00	1330.00 Beer Inventory	Other Current Assets	Other Current Assets
1335.00	1335.00 Liquor Inventory	Other Current Assets	Other Current Assets
1340.00	1340.00 Wine Inventory	Other Current Assets	Other Current Assets
1345.00	1345.00 Misc. Bar Merchandise	Other Current Assets	Other Current Assets
1350.00	1350.00 Kitchen Inventory	Other Current Assets	Other Current Assets
1500.00	1500.00 Due From other FR Unit	Other Current Assets	Other Current Assets
1505.00	1505.00 Due from other FRU	Other Current Assets	Other Current Assets
	Inventory Asset	Other Current Assets	Inventory
	Uncategorized Asset	Other Current Assets	Other Current Assets
1700.00	1700.00 Building and Property	Fixed Assets	Other fixed assets
1705.00	1705.00 Lodge Home/Building	Fixed Assets	Other fixed assets
1710.00	1710.00 Other Property	Fixed Assets	Other fixed assets
1715.00	1715.00 Bldng Lease/ Imprvmnts	Fixed Assets	Other fixed assets
1800.00	1800.00 Furniture and Equipment	Fixed Assets	Other fixed assets
1805.00	1805.00 Furn, Fixt and Equip	Fixed Assets	Other fixed assets
1810.00	1810.00 Accum Depreciation	Fixed Assets	Other fixed assets
2000.00	2000.00 Accounts Payable	Accounts payable (A/P)	Accounts Payable (A/P)
2075.00	2075.00 Other Payables	Other Current Liabilities	Other Current Liabilities
2200.00	2200.00 Payroll and Benefit	Other Current Liabilities	Other Current Liabilities
2205.00	2205.00 Compensation	Other Current Liabilities	Other Current Liabilities
2210.00	2210.00 Payroll Tax Liabilities	Other Current Liabilities	Other Current Liabilities

Parent/Primary Account (All end with .00)

Subaccounts are indented (all end with .00)

NOTE: There will be some accounts created by Intuit without account numbers. **DO NOT TOUCH** these accounts.

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/Primary 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/Primary Account must not contain any transactions – the Parent/Primary Account collects, or rolls up, transactions from all associated Sub-Accounts.*

Chart of Account Rules:

Follow the rules below when working with the QBO Chart of Accounts:

Rule #	Rule
1	Do not change Parent/Primary Accounts. They are pre-set by Moose Int'l.
2	NEVER add a sub-account to another sub-account.
3	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.

NOTE: *If you are adding a new sub-account and have questions about the numbering scheme, please contact your Chapter Advocate for Assistance.*

Objective

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.
-

Topics

The following topic is covered in this lesson:

- 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

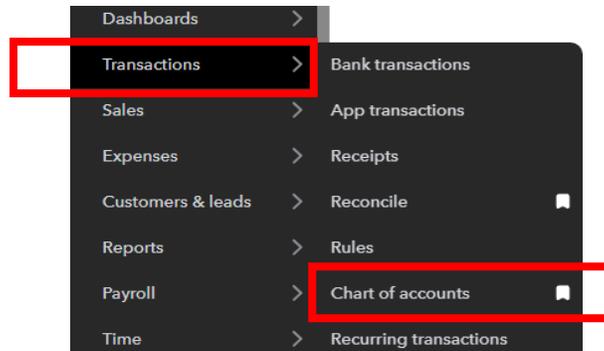
If a new sub-account is created, it is important that the following rules are followed:

- **DO NOT DUPLICATE** an existing sub-account number
- Make sure the new sub-account number is sequenced (or grouped) properly:
- New Sub-account number is at the correct level in the Chart of Accounts outline.
- The sub-account number ends in .00
- *NEVER* add a sub-account to another sub-account!

To Add a New Sub-Account

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

1. Open the Chart of Accounts. On the Side Menu, hover your mouse on Transactions, click on Chart of Accounts.



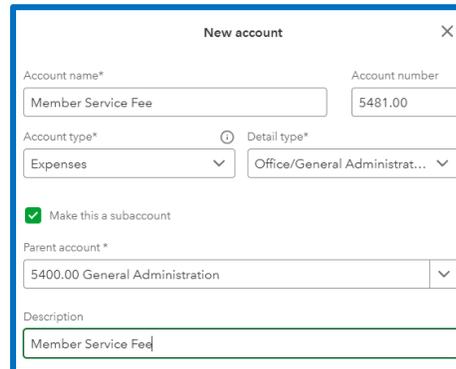
2. Check the next available Account Number, the Account Type and the Detail Type to be used for the Sub-Account.

NUMBER ↕	NAME ↕	ACCOUNT TYPE ↕	DETAIL TYPE ↕
5205.00	5205.00 Celebration Expense	Expenses	Other Miscellaneous Service Cost
5210.00	5210.00 AOC Expense	Expenses	Other Miscellaneous Service Cost
5215.00	5215.00 Merchandise purchased from SD	Expenses	Other Miscellaneous Service Cost
5300.00	5300.00 Donation Expense	Expenses	Other Miscellaneous Service Cost
5301.00	5301.00 DIABETES ASSOCIATION	Expenses	Other Miscellaneous Service Cost
5305.00	5305.00 Scholarship and Maintenance	Expenses	Other Miscellaneous Service Cost
5310.00	5310.00 Mooseheart	Expenses	Other Miscellaneous Service Cost

3. In the top right corner, click the green New button.



1. The following “New Account” screen appears:



The screenshot shows a "New account" dialog box with the following fields and values:

- Account name*: Member Service Fee
- Account number: 5481.00
- Account type*: Expenses
- Detail type*: Office/General Administrat...
- Make this a subaccount
- Parent account*: 5400.00 General Administration
- Description: Member Service Fee

- In the Account Name box, enter *Member Service Fee*.
- In the Account Number box, enter *5481.00*.
- In the Account Type box, select *Expenses*.
- In the Detail Type box, select *Office/General Administrative Expenses*.
- Place a checkmark in the box – *Make this a Sub-Account*.
- In the Parent Account, select *5400.00 General Administration*.
- In the Description box, enter *Member Service Fee*.
- Click the *Save* box in the lower right corner of the screen.

Instructions: Refer to the table below to enter new sub-accounts.

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

New Sub-Account Number	Sub-Account Type	Sub-Account Name	Parent Account Number & Title
2305.00	Other Current Liabilities	Sales Tax Liability	2300.00 Other Current Liabilities
2505.00	Other Current Liabilities	Endowment Fund	2500.00 Other Current Liabilities
4705.00	Income	Pizza/Sub Fundraiser	4700.00 Special Proj & Cmte
5301.00	Expenses	Scholarship & Maintenance	5300.00 Donation Expense
5302.00	Expenses	Special Project	5300.00 Donation Expense
5303.00	Expenses	Endowment	5300.00 Donation Expense

Purpose

- When a Sales Receipt is recorded in QBO, part of the information on the receipt or bill is the Product and Service Number 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 Product and Service Number must also be added to the Product and Service List. While providing a quick way to enter data, a Product and Service number also handles behind the scenes accounting because it is linked to a specific account in the Chart of Accounts.
-

To Add a New Product and Service Number

Follow the steps below to make sure a *Product and Service* Number appears when a sales receipt is recorded.

1. Select the Settings button (Top Right Corner of screen)
2. In the Lists column, select Products and Services. (The product and services listing will appear)
3. Click on the Green 'New' Button and select Service from the drop-down menu.
4. The 'Add a new service' box will appear.
5. In the Name field, enter Member Service Fee.
6. Item Type should already be Service, if not select it now from the drop-down menu.

1. Under **Sales in the Description** box, enter *Member Service Fee*. In the **Price/Rate** box enter *10.00* (Only use this if it is the same amount every time.)
2. In the **Income** account box, enter *5481.00*. (This is the number of the Sub-Account that was created – the two accounts will now be linked to the same information).
3. **Click** the Green '*Save and Close*' Button.

Add a new service

Member Service Fee

Item type
Service

SKU

Category

Sales

Description
Member Service Fee

Price/rate
10.00

Income account*
5481.00 General Administration Exp

Purchasing

I purchase this service from a vendor

Cancel Save and new Save and close

Instructions

Refer to the table below to enter new *Product and Services Numbers* that will be used to enter receipts later on in the class.

New Product & Service Number	Product & Service Type	Product & Service Name	Associated Sub-Account Number & Title
2305	Service	Sales Tax Liability	2305.00 Sales Tax Liability
2505	Service	Endowment Fund	2505.00 Endowment Fund
4705	Service	Pizza/Sub Fundraiser	4705.00 Pizza/Sub Fundraiser
5301	Service	Scholarship & Maintenance	5301.00 Scholarship & Maintenance
5302	Service	Special Project	5302.00 Special Project
5303	Service	Endowment	5303.00 Endowment

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000.00 Cash	
1005.00 General Checking	28,324.34
1010.00 Savings	2,509.70
1040.00 Credit Card Clearing	-1,859.50
Total 1000.00 Cash	28,974.54
Total Bank Accounts	\$28,974.54
Other Current Assets	
1199.00 Undeposited Funds	0.00
1300.00 Inventory	
1310.00 Resale Merchandise	153.18
Total 1300.00 Inventory	153.18
Total Other Current Assets	\$153.18
Total Current Assets	\$29,127.72
Fixed Assets	
1800.00 Furniture Fixtures & Equipment	
1805.00 Paraphernalia	4,151.32
1810.00 Accum Depreciation	-1,049.87
Total 1800.00 Furniture Fixtures & Equipment	3,101.45
Total Fixed Assets	\$3,101.45
TOTAL ASSETS	\$32,229.17
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000.00 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
2300.00 Other Liabilities	
2305.00 Sales Tax Liabilities	1,938.25
Total 2300.00 Other Liabilities	1,938.25
2500.00 Due to Other FRU	
2505.00 Endowment	470.00
2510.00 Application Fees to MI	20.00
2515.00 ABCD/Per Capita to MI	356.00
2520.00 Dues to be Paid at Lock Box	30.00
Total 2500.00 Due to Other FRU	876.00
Total Other Current Liabilities	\$2,814.25
Total Current Liabilities	\$2,814.25
Total Liabilities	\$2,814.25
Equity	
3000.00 Opening Balance Equity	7,481.15
3900.00 Retained Earnings	14,535.09
Retained Earnings-1	875.21
Net Income	6,523.47
Total Equity	\$29,414.92
TOTAL LIABILITIES AND EQUITY	\$32,229.17

Things the
 FRU
 Owns

Money
 Collected for
 or Owed to
 Others

FRU
 Financial
 Value

▼ Income		
▼ 4000.00 Dues and Fees Income		
4005.00 Membership Dues		95.00
Total 4000.00 Dues and Fees Income		95.00
▼ 4700.00 Special Proj & Committee Income		
4711.00 LOTTERY BASKET		1,002.00
4715.00 BINGO FUNDRAISER		1,841.00
Total 4700.00 Special Proj & Committee Income		2,843.00
Total Income		\$2,938.00
GROSS PROFIT		\$2,938.00
▼ Expenses		
▼ 5200.00 Supplies & Misc Expense		
5201.00 CATALOG SALES		45.00
5206.00 MISC EXPENSE		384.04
5211.00 REIMBURSEMENT EXPENSE		1,816.76
Total 5200.00 Supplies & Misc Expense		2,245.80
▼ 5300.00 Donation Expense		
5301.00 SCHOLARSHIP & MAINTENANCE		200.00
5302.00 MONTHLY PROJECT		320.00
5320.00 ENDOWMENT DONATION		265.00
5322.00 Dauntless Fire Company		100.00
5324.00 Mooseheart Child		200.00
5325.00 MISC DONATIONS		500.00
5326.00 Chapter Rally Day		50.00
Total 5300.00 Donation Expense		2,017.50
▼ 5400.00 General Administration Exp		
5402.00 RISK POOL		82.06
5403.00 OFFICER BOND		18.00
5406.00 MEMBER SERVICE FEE		100.00
5408.00 QBO Monthly Fee		80.00
Total 5400.00 General Administration Exp		280.06
▼ 5800.00 Travel and Rep Expense		
5813.00 STATE CONFERENCE EXPENSE		50.00
Total 5800.00 Travel and Rep Expense		50.00
Total Expenses		\$4,593.36
NET OPERATING INCOME		\$ -1,655.36
NET INCOME		\$ -1,655.36

Where Money Comes from to the FRU

Where the FRU Spends Money

Objectives

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

- Enter a '*Sales Receipt*' to record money received
 - Refer to an LCL Web '*Deposit List*' Report to enter a '*Dues & Fees*' Receipt
 - *Record and View* Deposits
-

Topics

The following topics are covered in this lesson:

- Create a Sales Receipt
- Create a Dues & Fees Receipt
- Make Deposits

Objectives

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

- Differentiate between a 'Vendor' and a 'Customer'.
 - 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

Definitions

QuickBooks defines a ‘*Vendor*’ as anyone (*other than employees*) that you pay money to,

Examples of FRU Vendors include:

- AT&T
- Moose International
- Moose Charities
- United States Postal Service (USPS)

When to Use

New Vendor contact information can be recorded in QuickBooks two ways:

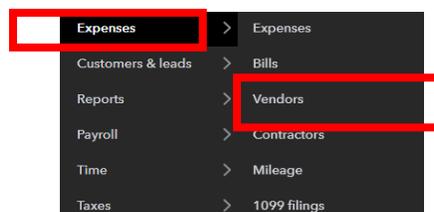
- In advance of the ‘*Enter Bills*’ transaction
- During the ‘*Enter Bills*’ transactions

Follow the procedure below to add a New Vendor

To Add a New Vendor

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

1. From the **Side Menu**, click on **Expenses** and choose **Vendors** from the sub-menu.



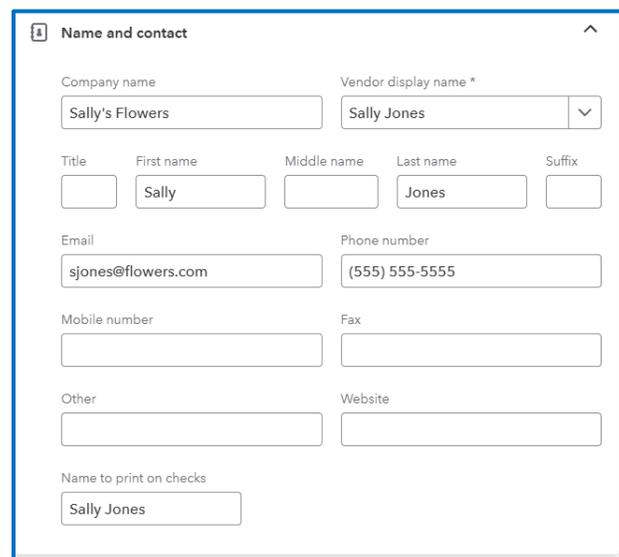
Continue with the Steps below to add a 'New Vendor'.

2. Click the Green New Vendor button in the top right corner of the page.



3. Complete the Name and contact details for the new Vendor:

- Company Name – **Sally's Flowers**
- Vendor Display name – should automatically pre-fill
- If you have a specific contact, enter the name of the contact
- Email address – enter the email address for the contact
- Phone number – enter the telephone number for the contact
- Mobile Number – enter the Cell phone number for the contact
- Fax number – enter the Fax number for the contact
- Name to print on checks – Should automatically pre-fill

A screenshot of a web form titled 'Name and contact'. The form contains several input fields and dropdown menus. The 'Company name' field is filled with 'Sally's Flowers'. The 'Vendor display name *' dropdown menu is set to 'Sally Jones'. Below this, there are fields for 'Title', 'First name' (filled with 'Sally'), 'Middle name', 'Last name' (filled with 'Jones'), and 'Suffix'. The 'Email' field is filled with 'sjones@flowers.com' and the 'Phone number' field is filled with '(555) 555-5555'. There are empty fields for 'Mobile number' and 'Fax'. At the bottom, there are empty fields for 'Other' and 'Website', and a 'Name to print on checks' field filled with 'Sally Jones'.

4. Complete the Address Section for the new Vendor:
 - a. Street Address – *Enter the physical address for the Vendor*
 - b. City – Enter the City for the Vendor
 - c. State – Enter the State for the Vendor
 - d. Zip Code – *Enter the Zip Code for the Vendor*
 - e. Country – *If Country is the United States, leave blank*

NOTE: The remaining fields will be blank.

5. Click **Save** to record your New Vendor.

Instructions

Refer to the table below to enter information about new vendors that we will have to pay money to.

Enter the following Vendors using the New Vendor screen.

Moose Charities	155 S International Dr Mooseheart, IL 60539 PHONE: (630) 966-2200 FAX: (630) 966-2248 EMAIL: www.moosecharities.org
Mike's Equipment Repair	310 Hill St Jefferson, IL 60539
WalMart	325 Jefferson Ave Jefferson, IL 60539
Arthritis Foundation	908 S Center Street Jefferson, IL 60539

Definition

QuickBooks defines a '*Customer*' as anyone that you receive money from. Examples of FRU Customers include: *Member Dues and Fees, Endowment Fund, All Committees, etc.*

NOTE: Similar to the New Vendor procedure, New Customer information can be recorded prior to a business transaction or via the Quick Add procedure.

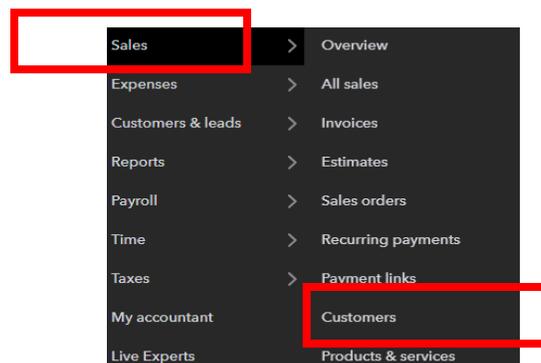
When to Use

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 **Side Menu**, click on **Sales** and choose **Customers** from the sub-menu.



Continue with the Steps below to add a 'New Vendor'.

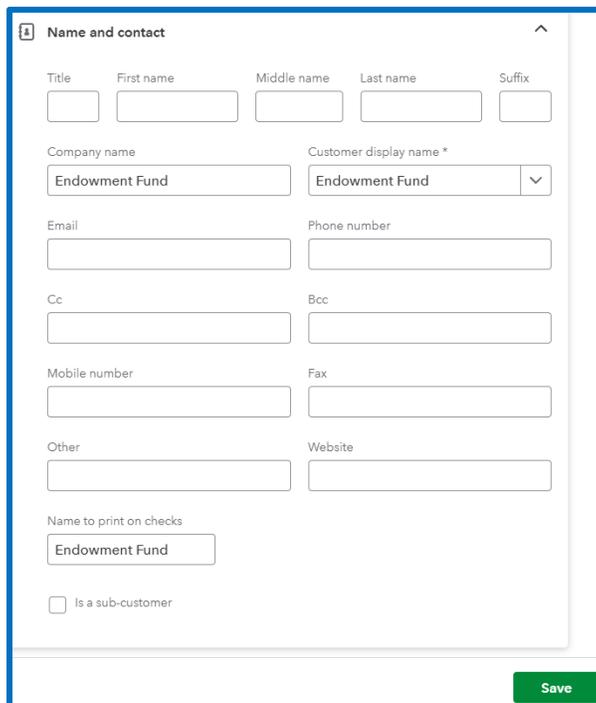
2. Click the Green New Customer button in the top right corner of the page.



3. Complete the Name and Contact details for the new Customers:
 - Company Name – *Endowment Fund*
 - Customer Display name – *should automatically pre-fill*
 - Name to print on checks – *Should automatically pre-fill*
4. Click **Save**.

NOTE: All other information in the Name and Contact box is not needed unless it is from a source outside of the FRU.

NEVER place a checkmark in the “*Is a sub-customer*” box.



Instructions

Refer to the table below to enter information about *New Customers* that we will receive money from.

Enter the following *Customers* using the New Customer screen.

New Customer
Membership Chairman
Higher Degree Chairman
Mooseheart/Moosehaven Chairman
Golden Gavel Chairman

When to Use

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

When a Sales Receipt is created, two things happen. The receipt amount is:

- Applied to the proper QBO account
- Recorded in the QBO '1199.00 – Undeposited Funds' account.
- The 1199.00 Undeposited Funds account serves as a 'virtual safe' (holds money until deposits are made in QBO).
 - After deposits are entered into your Checking Account:
 - Account 1199.00 will show a zero balance
 - 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. Click on the **+New** button and under the *Customers* section, click on **Sales Receipt**.

The screenshot shows the 'Sales Receipt # 72' form in QuickBooks. The form is partially filled out. The 'Customer' field is set to 'Choose a customer'. The 'Email' field is 'Email (Separate emails with a comma)'. The 'Co/Bo' field is empty. The 'Billing Address' field is empty. The 'Sales Receipt Date' is '01/23/2025'. The 'P.O. Number' and 'Sales Rep' fields are empty. The 'Sales Receipt no.' is '72'. The 'Amount' is '\$0.00'. The 'Payment method' is 'Choose payment method'. The 'Reference no.' is empty. The 'Deposit To' is '1199.00 Undeposited Funds'. The form has a table with columns: #, PRODUCT/SERVICE, DESCRIPTION, QTY, RATE, AMOUNT. The table has two rows, both empty. The form has buttons for 'Cancel', 'Print or Preview', 'Make recurring', 'Customize', 'Save', and 'Save and close'.

Overview of Sales Receipt

The screenshot shows the 'Sales Receipt # 62' form. At the top, there's a 'Type' dropdown set to 'Starting to add a new'. Below that are fields for 'Payment method', 'Reference no.', and 'Deposit to' (set to '1199.00 Undeposited Funds'). A link for 'Assign payments to QuickBooks' is present. A table with columns 'PRODUCT/SERVICE', 'DESCRIPTION', 'QTY', 'RATE', and 'AMOUNT' contains one row: '4301 - Fundraiser', 'Pledge Sales', '1', '\$50', '\$50.00'. Below the table are 'Add item' and 'Clear all items' buttons. The summary section on the right shows: Subtotal \$50.00, Total \$50.00, Amount realized \$50.00, and Balance due \$0.00. There are also fields for 'Message displayed on sales receipt' and 'Message displayed on statement', and an 'Add attachment' button.

- **Customer** – Enter who you received the monies from
- **Email** – Enter email if customer wants a copy
- **Billing Address** – Should automatically fill in. If not, enter an address if needed in the box
- **Sales Receipt Date** – Enter the date you received the monies
- **Payment Method** – Choose the form of the monies received (*e.g., cash, check, etc*)
- **Reference no.** – Enter the number of the check received, if applicable.
- **Deposit to** – This should be at 1199.00 Undeposited Funds (*holding account for all sales receipts until they are deposited*)
- **Sales Receipt no.** – Automatically fills in the QBO receipt number shown, or you can enter your own receipt number.
- **Product/Service** – Enter the proper Chart of Account number for the monies received.
- **Description** – Enter a description of what the money received was for – Dues, Fundraisers, etc.

- **QTY** – How many received. (*optional*)
- **Rate** – The cost of one of the items received (*optional*)
- **Amount** – Total amount of money for that line item.
 - **Subtotal** – Will add all lines together as you enter each line.
 - **Total** – Total amount of the receipt automatically completes as items are added.
 - **Add Sales Tax link** – If you need to add sales tax to the receipt, click this link and set up the sales tax. (*This may be necessary for fundraisers that require you to collect sales tax.*)
 - **Amount Received** – Automatically completes as you enter line items to the receipt.
 - **Message displayed on sales receipt** – You can add a message to place on your receipt. (*If you are not printing sales receipt, you do not need to enter anything here*)
 - **Message displayed on Statement** – If you are printing a Statement for your customer, you can add a message to the statement.
 - **Green Save Button bottom right corner** – You can choose Save and New, Save and Send (*only if email address is completed*) or Save and Close.

Enter a Sales Receipt for a *Pizza Fundraiser*:

1. **Enter a Customer.** Click the Drop down field (*or just begin typing in the box*) choose or add **Fundraiser**. If the field is not available, click on **+ Add new** to add the new customer. Enter the customer information in the Customer Box as needed.
2. **Enter Sales Receipt Date** – Enter Today's date.
3. **Payment Method** – Click the drop down and choose Cash.
4. **Reference No.** – Enter the payout ID if available (*optional*)
5. **Deposit To** – Choose 1199.00 Undeposited Funds. Once chosen this will remain in the field.
6. **Sales Receipt No.** Leave as the number QBO created.
7. **Product/Service** – Choose 4601 Fundraiser from the drop-down or type the number into the box.
8. **Description** – Enter What fundraiser you collected the money for – be specific so if information is needed in the future. Enter **Pizza Sales**
9. **QTY** – Leave Blank.
10. **Rate** – Leave Blank
11. **Amount** – Enter 650.00
12. **Subtotal, Total , and Amount Received** – Verify it is \$650.00 in each field.
13. **Click Save and New** to create a new Sales Receipt.

Enter Receipts #1 - #3 below. Pay careful attention to the P/S numbers on the receipts.
Enter each receipt separately.

Receipt #1

Jefferson, IL (City and State)	20 (Date)	No. 1005
	OFFICIAL RECEIPT Moose Fraternity Except for Dues and Fees	
Received of Membership Committee		\$ 236.52
Two Hundred Thirty Six Dollars and 52/100		Dollars
Same being for Bake Sale		
Jefferson		Chapter No. 9999
P/S #4615	By Sally Jones	

Receipt #2

Jefferson, IL (City and State)	20 (Date)	No. 1006
	OFFICIAL RECEIPT Moose Fraternity Except for Dues and Fees	
Received of Higher Degree Committee		\$ 3,500.00
Three Thousand Five Hundred Dollars and 00/100		Dollars
Same being for Steak Dinner/Entertainment		
P/S #4255 Food \$2,800	Jefferson	Chapter No. 9999
P/S # 4805 Entertainment \$700	By Sally Jones	

Receipt #3

Jefferson, IL (City and State)	20 (Date)	No. 1007
	OFFICIAL RECEIPT Moose Fraternity Except for Dues and Fees	
Received of Endowment		\$ 21.00
Twenty One Dollars and 00/100		Dollars
Same being for Endowment 1/15/2025 Meeting		
Jefferson		Chapter No. 9999
P/S #2505	By Sally Jones	

When to Use

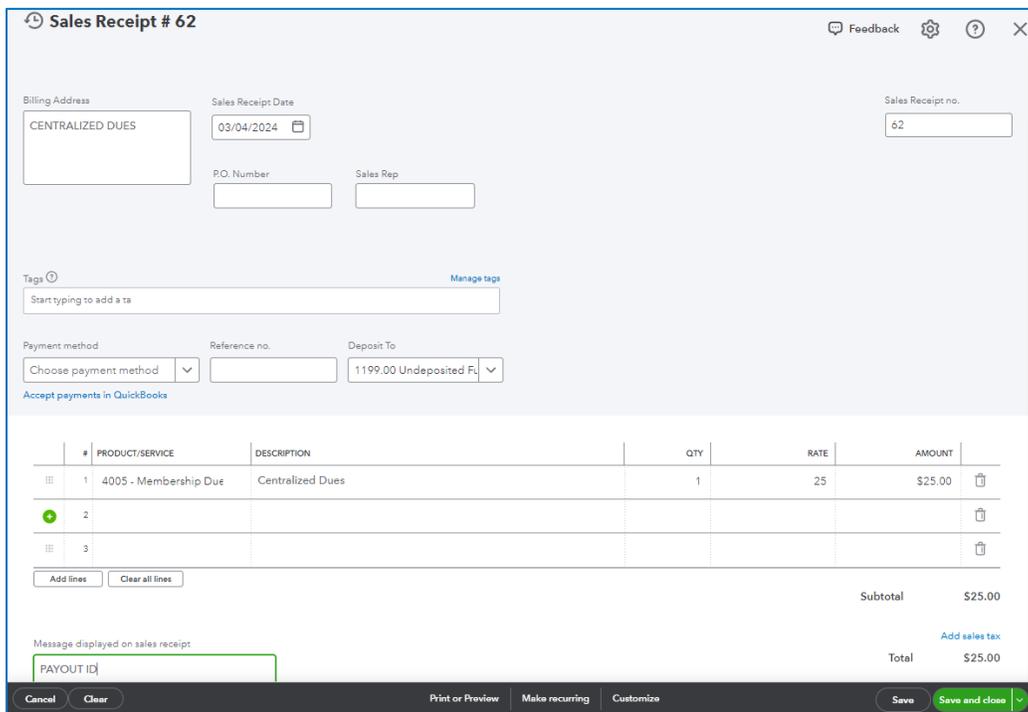
Dues will be manually entered into QBO in the following situations:

- Entries will be made from the Deposit List obtained from LCL Web (Renewals paid online). Entries are for the direct deposit of dues made by Moose International into the Fraternal Units checking account for dues paid through the lockbox.
- Dues and Fees collected from New Member applicants will also be entered into QBO.
- Dues for a member's renewal, if paid to the Chapter Treasurer.

To Enter Dues & Fees – From Deposit List:

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

1. **Print** the **Deposit** List from LCL Web. (Notice the different dates on each Deposit List – Each is a separate entry in QBO.)
2. In QBO, click the **+New button** under the Customers section, choose **Sales Receipt**.
3. In the **Customer** field, drop-down to select **Centralized Dues**.
4. Enter the **Date** of the Dues Deposit from the Deposit List.
5. In the **Product/Service** Field, click the drop-down (or type) the account number for **Membership Dues (4005.00)**.
6. In the **Description** field, enter **Centralized Dues**.
7. In the **Amount** field, enter the total amount from the Deposit List.
8. **Optional** – Enter the Payout ID from the Deposit List in the Message displayed on Sales receipt box.
9. **Optional** – Attach the Deposit List to the printed receipt. A pdf of the list may also be uploaded to the sales receipt in the Attachment section.



Exercise #1

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.

Deposit List Details

[Printer Friendly Version](#)

Payout ID: 2201903
Charge Type: Membership Dues
Payee: Jeffer
Amount: \$15.00
Paid Date: 01-13-2025
Void Date:

Bill To	Member ID	Charge	Amount
Avery, Wanda	13577742	Dues 10/01/2024 Through 09/30/2025	\$5.00
Howard, Judy	17753339	Dues 07/01/2025 Through 06/30/2026	\$5.00
Bova, Susan	13577827	Dues 10/01/2026 Through 09/30/2027	\$5.00

[Return To Deposit List](#)

NOTE: Let QBO create the 'Receipt Number'

Exercise #2

INSTRUCTIONS:

The \$15 total amount has been written to cover the *Chapter’s ABCD/Per Capita – 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 Numbers identified for each of the fund types.

Example Check:

Pat Smith 1234 Main Street Anytown, IL 12345	Favorite Bank Jefferson, IL 12345	Today's Date _____
Pay to the Order of WOTM Chapter 9999		\$ <u>15.00</u>
Fifteen and 00/100		<i>Dollars</i>
Memo New Member		<i>Pat Smith</i> _____

Dues Breakdown:

Total Check Amount	ABCD Amount (MI Funds)	Membership Dues Amount (Chapter Funds)
\$15.00	\$10.00 <i>Pay into and from Account 2515.00</i>	\$5.00 <i>Chapter Income Account 4005.00</i>

When to Use

After you've created *Sales Receipts*, you will then need to make *Deposits* in QBO to match those receipts. All Deposits are calculated and saved in the *1199.00 Undeposited Funds* account until actual Deposits are made. Once the Deposit is made in QBO, the amount will be removed from the 1199.00 account and deposited into the appropriate cash account.

To Make Deposits

Follow the steps below to make an actual deposit in QBO

1. From the **+New button** Other section, choose **Bank Deposit**.
2. In the **Account** field, select the bank account from the drop-down list where the Deposit is to be made.
3. Enter the **Date** of the physical deposit.

The screenshot shows the 'Bank Deposit' form in QBO. At the top, the 'Account' is set to '1005.00 Cash:General Check' and the 'Date' is '01/23/2025'. Below this is a table of pending receipts. A callout box points to the table with the text 'Display of all pending receipts!'. Another callout box points to the 'Selected Payments Total' field with the text 'Increments with each receipt selected'. The table has columns for 'TYPE', 'PAYMENT METHOD', 'MEMO', 'REF. NO.', and 'AMOUNT'. The receipts listed are:

TYPE	PAYMENT METHOD	MEMO	REF. NO.	AMOUNT
Membership Committee	Cash			\$236.52
Degree Committee	Cash			\$3,500.00
Endowment	Cash			\$21.00
CENTRALIZED DUES				\$15.00
Dues				\$15.00

At the bottom of the table, there is a 'Total' of 3787.52 and a 'Selected Payments Total' of 0.00. Below the table is a section for 'Add funds to this deposit' with columns for '# RECEIVED FROM', 'ACCOUNT', 'DESCRIPTION', 'PAYMENT METHOD', 'REF. NO.', and 'AMOUNT'.

4. All pending receipts will appear under '**Select the payments included in this deposit**' area: Click to place a checkmark next to any receipt(s) associated with the deposit that you want to record.
 - a. Click the box to the left of '*Received From*' if all receipts shown apply to your deposit.
 - b. Note how the Payments Subtotal increments with your selections.
5. Verify **Total**
6. Click **Save and Close**.

Instructions:

Make two QBO Bank 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. Once you've made the Deposits, the receipts amounts will move from the '1199.00 Undeposited Funds' account to the '1005.00 General Checking' account.

Deposit #1:

1. From the **Bank Deposit Window**, access the 'Select the Payments included in this deposit' area (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.

Bank Deposit

Account: 1005.00 Cash:General Checking | Balance \$10,737.48 | Date: 08/02/2021 | AMOUNT: \$0.00

Tags: Start typing to add a tag | Manage tags

Select the payments included in this deposit

RECEIVED FROM	DATE	TYPE	PAYMENT METHOD	MEMO	REF. NO.	AMOUNT
<input type="checkbox"/> Dues	08/02/2021	Sales Receipt	Enter Text			198.00

DEPOSIT 1 NOTE: Look for the following receipts in your 'Select the payments included in this deposit' area when making this deposit:

- \$3500.00 receipt for a steak dinner event
- \$236.52 Membership Cmte Receipt for a Bake Sales

Deposit 2 NOTE: Look for the following receipt n you 'Select the payments included in this deposit' area when making this deposit:

- \$21.00 receipt for a contribution to the Endowment Fund.

2. **Verify** that the total deposit was made to your '1005.00 Checking' account.

DEPOSIT #2

1. **Repeat** Steps 1-2 above to make your second deposit. Pay careful attention to the 'Deposit 2 Note' shown above.

Objectives:

- At the end of this lesson, you will be able to:
 - Enter bills in QBO to track and automate outstanding payments
 - Pay Bills
 - Transfer bank 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

When to Use

A Fraternal Unit is obligated to pay all bills received. QBO uses an Accounts Payable balance sheet account to temporarily record these obligations until the bills are paid. Moose Int'l recommends that Fraternal Units enter bills into QBO as they are received so QBO can automatically track due dates and provide payment.

To Enter Bills:

Follow the Steps below to enter bills:

1. From the **+New** button in the **Vendors** section, choose **Bill**

The screenshot shows the 'Bill' entry form in QBO. At the top right, it says 'BALANCE DUE \$0.00'. The form has several sections: 'Vendor' with a dropdown 'Choose a vendor'; 'Mailing address' with a text box; 'Terms' with a dropdown 'Net 10'; 'Bill date' with a date picker '03/15/2024'; 'Due date' with a date picker '03/25/2024'; and 'Bill no.' with a text box. Below this is a 'Tags' section with a search box and a 'Manage tags' link. A table with columns '#', 'CATEGORY', 'DESCRIPTION', and 'AMOUNT' is shown with two rows. At the bottom right of the table, it says 'Total \$0.00'. There are buttons for 'Add lines' and 'Clear all lines'. Below the table is a 'Memo' text box and an 'Attachments' section with a dashed box containing 'Add attachment', 'Max file size: 20 MB', and 'Show existing'. At the very bottom are buttons for 'Cancel', 'Clear', 'Make recurring', 'Save', and 'Save and new'.

2. In the **Vendor Field**, enter the **Vendor Name**

- If the Vendor does not appear in the list, click the **+ Add New** link
- Enter information (*address etc.*) for the Vendor
- Click **Save** to add vendor to the Vendor List.

Name and contact

Company name Vendor display name *

Title First name Middle name Last name Suffix

Email Phone number

Mobile number Fax

Other Website

Name to print on checks

Address

Street address 1 Street address 2

Save

3. **Discount terms** may or may not apply to your bill
4. **Due Date** – take directly from Invoice received
5. **Bill No.** Enter the Invoice number in this field or enter Check number if handwriting check.
6. **Category** – Choose the proper account number to be used for each line item on the Bill
7. **Description** – Enter a description of the Item purchased
8. **Enter** the amount for each line item separately.
9. **Repeat** for every item on the Bill
10. **Verify** Total is the same as the Invoice amount.
11. **Memo** box is used if using Computer Checks. This will be printed on the check in the memo field. (*Enter Invoice Number*)
12. Choose **Save and Close** or **Save and New** (*if entering more bills*)

Instructions:

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

Vendor (Bill Description)	Invoice #	Bill Amount	Bill Account #
Mike's Equipment Repair (copy machine)	16	\$ 75.00	5440.00 – Office Equipment Repair
Office Supply Chain	20	\$ 95.86	5420.00 – Office Supply Expense
Moose Charities	10	\$ 21.00	2505.00 – Endowment Fund

2. Refer to Table 2 below to enter the Monthly Statement of Account payable to Moose International.

Table 2: Moose International Consolidated Statement: 2025-05

MI Risk Pool	\$ 7.46	5425.00 – Risk Pool
Member Service Fee	\$ 10.00	5445.00 – Member Service Fee
QuickBooks Fee	\$ 8.00	5490.00 – QBO Fee
New Member Dues	\$ 30.00	2515.00 – ABCD/Per Capita

TOTAL: \$ 55.46

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 QBO for accurate record keeping!
- To ensure that bills are paid on a regular basis and that all available discounts have been applied.

To Pay a Bill:

1. From the +New button Vendors section, choose Pay Bills.



2. Use the **Payment account**, drop-down to choose the account from which the bill is to be paid.
3. Enter the date the check was written in **Payment date**. (*Use Today's Date*)
4. Enter first check number in **Starting check no.** or click to ✓ **Print later** box.
NOTE: Make sure that the Starting check number is correct as the system will auto populate this field with the next check number.
5. **Click** on any column header to sort the way the bills are listed.
6. To the left of **Payee**, ✓ bills to be paid.
If credits are available, they will show in **the Credit applied** field. Zero out if no credit should be applied.
The **Payment** will auto-populate with amount due, however, any amount may be entered.
7. **Verify** Total
8. **Save and Print** for checks to be printed immediately, **Save** or **Save and Close** for all others.

NOTE: Although your FRU uses computer printed checks, writing checks by hand may be necessary at times. For example, a vendor may ask for payment on delivery, requiring a hand-written check. Since the check amount is unknown when you obtain the Senior Regent's signature, you must hand-write it upon delivery. After which, be sure to enter/pay the bill. Make sure to enter the check number and click **Save and Close**.

When to Use

If you selected “*Print later*” and “*Save*” or “*Save and Close*” during bill payment, you decided to print the computer-generated check at a later time. When ready, the “*Print checks*” feature will enable you to print the desired checks.

The screenshot shows the 'Pay Bills' interface. It includes a 'Payment account' dropdown menu set to '1005.00 Cash:General Checking', a 'Balance' of '\$10,737.48', a 'Payment date' of '08/04/2021', and a 'Starting check no.' of '1'. There is a 'Print later' checkbox and a green 'Save and close' button.

To Print a Check

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

1. From **+New** button **Vendors** section, choose **Print Checks**
2. **Enter** the starting check number – the first check in sequence.
3. **Click** the box to the left of the check or checks you wish to print.

The screenshot shows the 'Print Checks' interface. It includes an 'Account' dropdown menu set to '1005.00 Cash:General' with a 'Balance' of '\$41,962.28'. There is a 'Create check' button. Below this, there are dropdown menus for 'Transaction type' (set to 'All'), 'Sort by' (set to 'Date, then Order cre...'), and a 'Starting check number *' field (set to '1378'). A summary bar shows '3 checks: \$216.32' and a 'Remove' button. A table lists the checks to be printed:

DATE	TYPE	PAYEE	AMOUNT
01/23/2025	Bill Payment (Check)	Mikes Equipment Repair	\$75.00
01/23/2025	Bill Payment (Check)	Moose International	\$45.46
01/23/2025	Bill Payment (Check)	Office Supply Chain	\$95.86

At the bottom, there are buttons for 'Cancel', 'Print setup', 'Order checks', and 'Preview and print'.

4. Click **Preview and Print**.

If a **Memo** needs to be printed on a check, go back to Pay Bills, click on the **PAYEE(s)** name, which will bring up the Bill Payment.

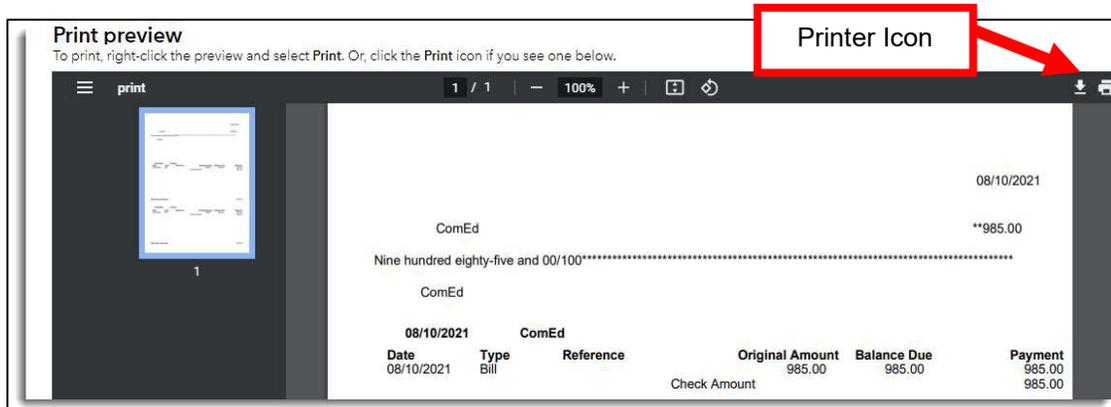
1. In the bottom left corner of the Bill Payment, you will find the **Memo Box**.
2. **Enter** the appropriate Memo information (Invoice #), then click on **Save and Close**.
3. Go back to **Step 1** of the Print checks process.

The screenshot displays the 'Bill' payment interface. At the top, there is a header with 'Bill', 'Give feedback', settings, and help icons. Below the header, the payee address is shown: '155 S. International Drive, Mooseheart, IL 60539'. A 'Tags' section with a search input and 'Manage tags' link is present. A table lists bill items with columns for '#', 'CATEGORY', 'DESCRIPTION', and 'AMOUNT'. The first item is '2505.00 Due to Other FRU:Endow; Endowment' for \$21.00. Below the table are 'Add lines' and 'Clear all lines' buttons. The 'Memo' field is a large text area, highlighted with a red circle and labeled 'Memo Field'. To its right is an 'Attachments' section with 'Add attachment' (Max file size: 20 MB) and 'Show existing' links. At the bottom, there are 'Cancel', 'Print', 'Make recurring', 'More', 'Save', and 'Save and close' buttons.

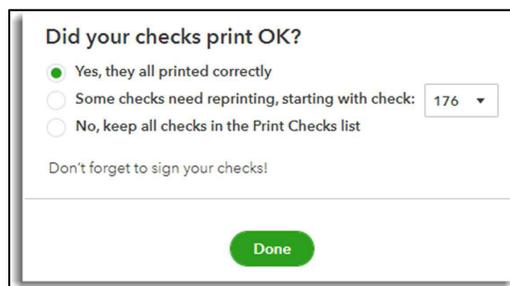
#	CATEGORY	DESCRIPTION	AMOUNT
1	2505.00	Due to Other FRU:Endow; Endowment	\$21.00
2			\$21.00

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

4. *Review* for accuracy and click on the printer icon or Print



5. After printing, **CLOSE** the print screen. The ‘*Did your checks print OK*’ window will appear.



a. If the check **DID NOT** print properly, choose from ‘Some checks need reprinting starting with check number ___’ or ‘No keep all checks in the Print Checks list.’

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

b. If all checks printed correctly, leave the default ‘*Yes, they all printed correctly,*’ click **Done**.

INSTRUCTION:

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)

Check #	Vendor Name	Ref. No. (Invoice #)	Payment Description	Bill Amount	Payment Account #
1233	Mikes Equipment Repair	16	Copy Machine Repair	\$ 75.00	1005.00
1234	Office Supply Chain	20	Office Supplies	\$ 95.86	1005.00
1235	Moose Charities	10	Endowment Fund	\$ 21.00	1005.00
1236	Moose Int'l	2025-05	Statement of Account	\$ 55.46	1005.00
TOTAL Bills Paid:				\$ 247.32	

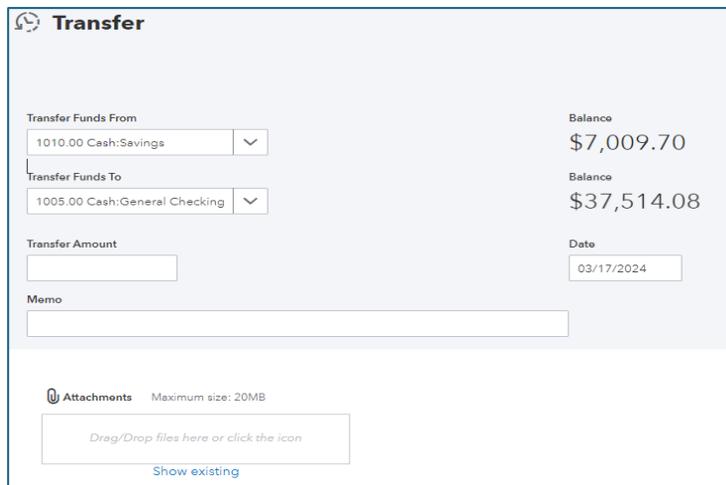
When to Use

When you move money from one account to another, you'll need to record the transaction as a transfer in QuickBooks. To keep your books in good shape, you should enter the transfer as a single transaction that affects both accounts.

Transferring funds from **Savings** or **Investment** FRU account to another account, requires **special dispensation** from the Chief Compliance Officer.

Record a money transfer:

1. Select **+ New** button **Other** section, choose **Transfer**.



The screenshot shows the 'Transfer' form in QuickBooks. It includes the following fields and information:

- Transfer Funds From:** 1010.00 Cash:Savings (dropdown menu)
- Balance:** \$7,009.70
- Transfer Funds To:** 1005.00 Cash:General Checking (dropdown menu)
- Balance:** \$37,514.08
- Transfer Amount:** (empty text field)
- Date:** 03/17/2024
- Memo:** (empty text field)
- Attachments:** Maximum size: 20MB. Below this is a box with the text 'Drag/Drop files here or click the icon' and a link 'Show existing'.

2. From the **Transfer Funds** drop-down list, select the bank account that the money is coming from.
3. From the **Transfer Funds To** drop-down list, select the bank account that the money is going to.
4. In the **Transfer Amount** field, enter the amount being transferred.
5. Edit the **Date** field.
6. Enter a description of the transfer in the **Memo** field.
7. Select **Save and close** or **Save and new** to complete the transfer.

Record a Transfer by Check:

If you used a physical check to transfer funds, here's how to record the transfer and the check number:

1. Select **+ New**.
2. Select **Check**.

The screenshot shows the 'Check #152' entry form in QuickBooks Online. The form includes fields for 'Payee', 'Bank Account', 'Mailing address', 'Payment date', 'Check no.', and 'Tags'. The 'Bank Account' dropdown is set to '1005.00 Cash:General Checking' and the 'Category' dropdown is set to '1'. The amount is \$0.00 and the check number is 152. The 'Total' is \$0.00.

#	CATEGORY	DESCRIPTION
1		

3. Enter the check as you normally would, including the check number.
4. From the **Bank Account** field, select the account the funds are coming out of.
5. From the **Category** column, select the account the funds are going into.
6. Select **Save and new** or **Save and close** to record the check.

Instructions

Refer to the table below and then Record the Transfer of Funds. For purposes of this exercise, dispensation has been received.

Transfer Amount	Transfer FROM Account	Transfer TO Account
\$ 500.00	1005.00 – General Checking	1010.00 - Savings

Objectives

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

- Reconcile bank accounts prior to the 15th of every month
 - Balance physical inventory value with QBO inventory value
 - Create monthly reports – Balance Sheet, Profit & Loss Statements, Check Detail, and Deposit Detail for Officer meetings
 - Recognize how QBO reports can be used to simplify financial reporting and analysis at your FRU
-

Topics

The following topics are covered in this lesson:

- Reports Overview
- Reconcile Bank Statements
- Create Monthly Reports
- Optional QuickBooks Online Reports

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.

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

Required Moose International Reports

All FRUs' are required to generate two monthly reports, a *Profit & Loss (P&L) Statement* and a *Balance Sheet*.

Preparing for Monthly Reports

Prior to the 15th of each month, it is critical that you complete the following tasks:

- Reconcile all bank accounts

NOTE: You will be able to create, view, or update a P&L and/or Balance Sheet anytime during the month.

When to Use

All cash accounts (e.g., *Checking, Bingo Checking, Savings*) need to be reconciled prior to the 15th of each month. QBO provides a simple way to reconcile accounts to ensure that your reports are accurate.

NOTE: Make sure to use the statement from the FRU's financial institution.

Reconcile a Cash Account

Follow the steps below to reconcile a bank statement in QBO.

1. From the **Side Menu** choose **Transactions**, choose **Reconcile**. The Reconcile an account window appears:

Reconcile an account
Open your statement and let's get started.
Which account do you want to reconcile?
Account
1005.00 Cash:General Checking
Add the following information
Last statement ending date 06/30/2021
Beginning balance 4,770.13 Ending balance * Ending date *
Enter the service charge or interest earned, if necessary
Date Service charge 0.00 Expense account Account
Date Interest earned 0.00 Income account Account
Start reconciling

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.

3. Enter the **Ending balance** from the statement.
4. Enter **Ending date**.

5. If applicable, enter the following **Service Charge** details:
 - Date: date charge was applied to the account
 - Service Charge: amount of the charge
 - Expense Account: balance sheet expense account that will record the charge (Acct# 5405.00)

6. **If interest is earned** on the account, enter the following relevant information:
 - Date: date the interest was applied to the account
 - Interest Earned: amount of interest applied to the account
 - Income Account: balance sheet income account that will record the interest (Acct# 4400.00)

7. Click **Start Reconciling**. The Reconcile screen appears.

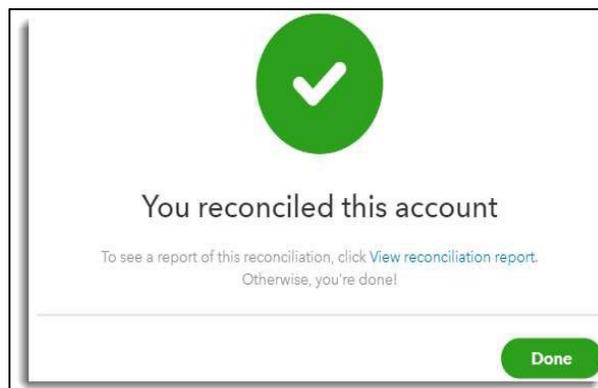
DATE	REF NO.	PAYEE	MEMO	PAYMENT (USD)	DEPOSIT (USD)	
03/01/2009			Funds Transfer		9,957.73	✓
03/06/2009		SQ	Deposit		690.00	✓
03/13/2009		SQ	Deposit		926.00	✓
03/13/2009	150	Beam & Sons		486.25		✓
03/16/2009	151	Moose International		20.00		✓
03/29/2009	152	Beam & Sons		330.00		✓

Continue with the steps below to reconcile a bank account:

8. The transaction type pill button allows you to clear, or mark, transactions by type.
 - Choose Payments, to clear checks and payments appearing on your bank statement.
 - Click Deposits to clear deposits found on the bank statement
 - Choose ALL to clear all transactions – payments, checks and deposits – found on the bank statement.
9. **Verify** that the Difference is equal to \$0.00.
 - If and only if, the *Difference* is \$0.00, click the **Finish Now** button and continue with the next step.
 - If the *Difference* amount is not \$0.00, and you want to leave the Reconciliation screen, you may click on a menu button on the right side of the screen and the system will automatically save your progress.

NOTE: **Never** force a reconciliation, the system will try to figure out the problem and put an entry into QBO to fix it. This will cause problems for subsequent reconciliations!

10. A *reconcile completion dialogue box* will appear.
 - Click Done, or to see a report
 - Click the blue View Reconciliation Report link



Example Reconciliation Report:



Jefferson Moose Lodge 9999				
1005.00 General Checking, Period Ending 06/30/21				
RECONCILIATION REPORT				
Reconciled on: 08/11/2021				
Reconciled by: Maureen Powelson				
Any changes made to transactions after this date aren't included in this report.				
Summary				USD
Statement beginning balance.....				10,099.95
Checks and payments cleared (74).....				-13,694.02
Deposits and other credits cleared (7).....				11,297.50
Statement ending balance.....				7,703.43
Register balance as of 06/30/2021.....				7,703.43
Details				
Checks and payments cleared (74)				
DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/14/2021	Bill Payment	029158		-168.00
06/14/2021	Bill Payment	029190		-105.00
06/14/2021	Bill Payment	029160		-294.24
06/14/2021	Bill Payment	029161		-88.20
06/29/2021	Bill Payment	29218		-46.53
06/30/2021	Bill Payment	29222		-237.02
06/30/2021	Bill Payment	29224		-674.95
06/30/2021	Bill Payment	29224		-51.99
06/30/2021	Bill Payment	29225		-129.66
06/30/2021	Bill Payment	29226		-100.00
06/30/2021	Bill Payment	29227		-303.99
06/30/2021	Bill Payment	0052		-659.80
06/30/2021	Bill Payment	0053		-774.26
06/30/2021	Bill Payment	0054		-78.92
Total				-13,694.02
Deposits and other credits cleared (7)				
DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/01/2021	Deposit			1,492.26
06/07/2021	Deposit			1,442.49
06/15/2021	Deposit			2,035.83
06/22/2021	Deposit			1,777.63
06/28/2021	Deposit			1,677.99
06/30/2021	Deposit			2,199.30
06/30/2021	Deposit			672.00
Total				11,297.50

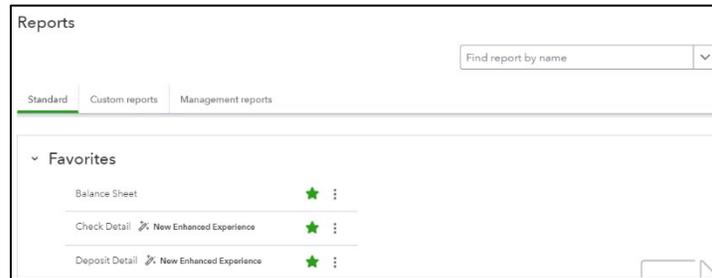
Instructions: Review the Checking Account Bank Statement below and then reconcile the account per the statement transactions.

First National Bank of Jefferson		NOTE: Set 'Statement Date' to 01/31/2025
Checking <i>Jefferson Moose 9999</i>	Account #23455988987	
Checking Summary		
Beginning Balance		\$ 9,957.73
Deposits & Additions		\$ 3,787.52
Check Paid		\$ 237.32
Other Withdrawals, Fees & Charges		\$ 0.00
Ending Balance		\$13,507.93
Deposits & Additions		
Date	Description	Amount
01/25/2025	Membership Committee	236.52
01/25/2025	Higher Degree Committee	3,500.00
01/25/2025	Endowment	21.00
01/25/2025	Centralized Dues	15.00
01/25/2025	Pat Smith Check	15.00
Total Deposits and Additions		3,787.52
Checks Paid		
Check Number	Date Paid	Amount
1378	01/25/2025	75.00
1379	01/25/2025	45.46
1380	01/25/2025	95.86
1381	01/25/2025	21.00
Total Checks Paid		237.32

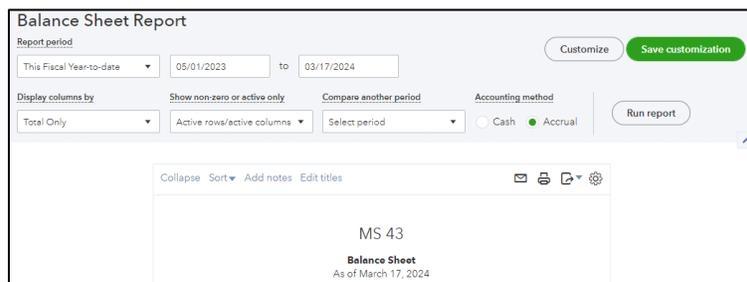
To Run a Required Report

Follow the steps below to access financial reports to view, email, print or export.

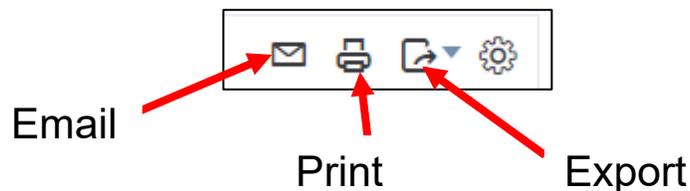
1. From the *Side Menu*, click on **Reports**



2. From the *Favorites* section, click the desired report. The report runs with the previous month's data and appears. (If the report is not listed, scroll down the screen to find it).



3. Click the icons shown below to print, email or export the report to Excel or PDF.



4. Scroll up to change the reporting parameters, including *Report period* or the display. Click *Run report* to see results with the new parameters.

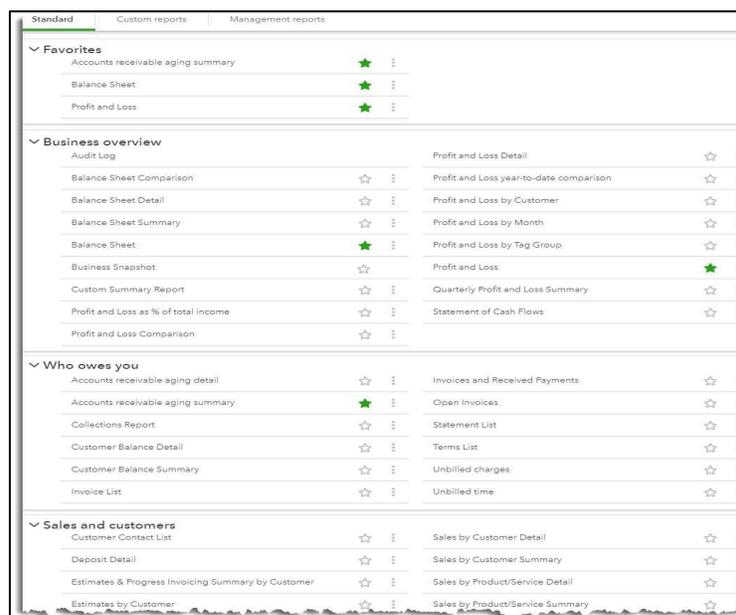
Definition

QBO 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 but can help to simplify FRU tasks or operations. *Examples: Deposit Detail, Check Detail, Balance Sheet, Profit & Loss.*

To Create and View Reports:

Follow the steps below to create or view reports using the QBO reporting templates.

1. From the **Side Menu** choose **Reports**.
2. **Choose** a report category widget.
3. **View** a report by clicking once on the name
4. If desired, scroll up to adjust the report time period, display, etc. Click *Run report*.
5. **Choose** to *Print, Email* or *Export* the report.



Contents

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

Use this procedure...	To...
Create Vendor Credit	Create a vendor credit for the Monthly Statement of Accounts (A/R billing) that include credits for online applications and fees if the total month's amount is negative or a credit to the FRU. - NOTE: Includes practice exercises
NSF (Non-Sufficient Funds or Bad Check Accepted) Process & Procedures	- Enter NSF check amount and related fees. - Record repayment of NSF check amount and fees. - NOTE: Includes practice exercises

When to Use

Vendor Credits are needed when a Vendor gives Credit towards purchases from the same Vendor at a later date or when the Moose International Statement balance for the month becomes a negative amount, so that the excess credit can be applied to a future Statement or Bill.

To Create Vendor Credit:

Follow the steps below to create Vendor Credit.

1. From **+New** button **Vendors** Section, Choose *Vendor Credit*.

#	CATEGORY	DESCRIPTION	AMOUNT
1	2515.00 Due to Other Fraternal Units/ABCD/Per Capite due to MI	Online Member Dues	22.00
2	2510.00 Due to Other Fraternal Units/Application Fees to MI	Online Application Fees	20.00
3	4000.00 Dues and Fees Income/Membership Dues	Online Member Dues	3.00
4			

Total: \$45.00

2. Drop-down to choose a **Vendor**.
3. Enter the date the vendor credit was issued in the **Payment date** field.
4. Enter the invoice number in **Ref No**.
5. In the **Category** field, select the account where the first credit item will be charged.
6. Add **Description**, if desired.
7. Enter the **Amount** of the first credit item.
8. Repeat steps 5-7 for all other items on the vendor credit (if applicable).
9. Verify Total.
10. **Save & Close**, or drop-down to **Save & New** if entering more vendor credits.

Instructions:

- 1. Refer to Table 1 below to enter Risk Pool (Officer’s Bond) and Member Services Fees payable to Moose International.

Table 1: Moose International (MI) Consolidated Statement: 9999-03-21

MI Risk Pool	\$7.47	5485.00 – Risk Pool.
Member Service Fee	\$10.00	5445.00 – Member Service Fee
Online Application Dues	-\$15.00	Split 2515.00 – ABCD/Per Capita to MI 4005.00 – Membership Dues

Total: \$2.47

Procedure Overview

If you receive notice from your Bank that a check has been returned due to non-sufficient funds (NSF), 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.

Entering NSF Checks

There may be times when a check that was deposited will not clear the bank due to insufficient funds. We must first create the proper receivable and income sub-accounts.

NOTE: These accounts will only need to be created the first time you enter an NSF check.

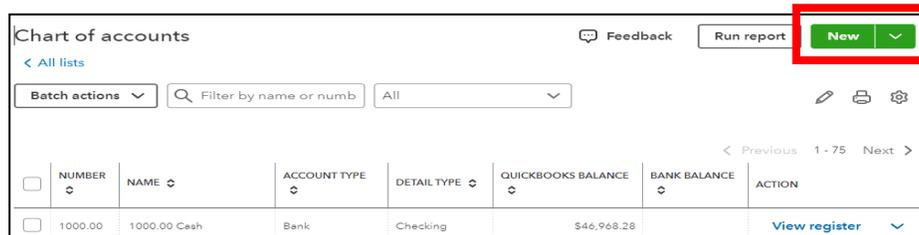
Creating the NSF receivable sub-account

1. Open the *Chart of Accounts*.
2. **Verify** if you have the following accounts:
 - a. 1105.00 NSF Check
 - b. 46xx NSF Check Income
3. If you do not have these accounts, follow the directions to add them. If you only need to create one of the accounts, follow the directions to add that particular account.

To Add Account 1105.00

NOTE: *This account should already be created in your Chart of Accounts – only enter if it is not listed.*

1. Click on the **New** Button in the top right corner



2. A New Account box will appear.

3. Choose what type of account you want to create. Click on **Assets**.
4. In the *Save account under* box, click the drop down arrow and choose **Other Current Assets**.
5. In the *Tax form section* box, choose **Other Current Assets**.
6. Enter **NSF Check** in the Account name box.
7. Enter **1105.00** in the Account Number box.
8. In the Description box, enter **NSF Check**.
9. Click **Save**.

New account

Income Expenses Banks **Assets** Credit cards Liabilities

Equity

Save account under *

Other Current Assets

Tax form section * ⓘ

Other Current Assets

Account name * Account number

NSF Check 1105.00

Description

NSF Check

▶ Starting date and opening balance

Balance Sheet [NEW ACCOUNT PREVIEW](#)

Balance as of 03/18/2024

Accounts receivable

Cancel Save

To Add Account 46xx.00

NOTE: Scroll down to the 4600.00 account numbers area and verify what the next number available to use is. *In this example, use 4625.00 if available.*

1. Click on the **New** Button in the top right corner
2. In the *Type of account* box, choose **Income**.
3. Choose **Income**, in the *Save account under* box.
4. In the Tax form section, choose **Service/Fee Income**.
5. Enter **NSF Income** in the *Account name* box.

6. In the *Account number* box, enter **4625.00**.
7. In the *Description* box, enter **NSF Income**.
8. Click **Save**

The screenshot shows the 'New account' dialog box with the following details:

- Category:** Income (selected)
- Save account under *:** Income
- Tax form section *:** Select...
- Account name *:** NSF Check Income
- Account number:** 4625.00
- Description:** NSF Income
- Profit & Loss:** Balance as of 03/18/2024
- Buttons:** Cancel, Save, NEW ACCOUNT PREVIEW

9. **Verify** the account was created. (*You may have to leave the COA screen and come back in to see it*).

<input type="checkbox"/>	4625.00	4625.00 NSF Check Income	Income	Service/Fee Income		Run report ▼
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Entering NSF Checks**Scenario:**

If you received a returned check in the amount of \$50.00 and the Bank charged a \$15.00 NSF fee. The total amount due is \$65.00. The process to enter the check and fee involves three entries as follows:

1. Click the **+New** button, choose **Journal Entry (JE)** in the *Other* column. The JE box appears.

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME
1					
2					

2. In the *Journal Date* box, choose the date of the NSF check.
3. In the *Journal Number* box, leave the number QBO has assigned.
4. In the *Account* box, enter **1005.00 Checking Cash**.
5. In the *Credits* box, enter **65** (*The total amount – the check plus bank fees*)
6. In the *Description* box, enter **NSF Check Returned**.
7. In the *Name* box, enter the name of the person whose check was returned. Enter **Jane Doe** for this example.

NOTE: If the name is not in the system, click on the **+Add New Jane Doe** button that appears. Enter the information (address, etc.) for Jane Doe, click **Save**

8. On the second line in the *Account* field, enter **1105.00 NSF Checks**.
9. The *Debits* box should automatically populate with the amount of 65. Change this amount to **50**.
10. The *Description* box should automatically populate with **NSF Check Returned**.
11. In the *Name* field, enter **Jane Doe**.
12. In the third line in the *Account* box, enter **4625.00**.
13. The *debit* column should automatically populate with the **\$15** service fee from the Bank.
14. The *Description* field should automatically populate with **NSF Check Returned**.
15. In the *Name* field, enter **Jane Doe**.

NOTE: *The debits column and the credit column must equal each other. The total box at the bottom of the screen will show the amount of each column.*

16. Choose **Save and Close** at the bottom of the screen.

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME
1	1005.00 Cash:General Checking		65.00	NSF Check Returned	Jane Doe
2	1105.00 NSF Check	50.00		NSF Check Returned	Jane Doe
3	4625.00 NSF Check Income	15.00		NSF Check Returned	Jane Doe

Repayment of Returned Check.

When an NSF check and charges are repaid, you will make the following Journal Entries to record the repayment:

1. Click the **+New** button, choose **Journal Entry (JE)** in the *Other* column. The JE box appears
2. In the *Journal Date* box, choose the date the monies were paid back.
3. In the *Journal Number* box, leave the number QBO has assigned.
4. In the *Account* box, enter **1005.00 Checking Cash**.
5. In the *Debits* box, enter **65** (*The total amount – the check plus bank fees*)
6. In the *Description* box, enter **Refund of NSF Check**.
7. In the *Name* box, enter the name of the person whose check was returned. Enter **Jane Doe** for this example.

NOTE: If the name is not in the system, click on the **+Add New Jane Doe** button that appears. Enter the information (address, etc.) for Jane Doe, click **Save**

8. On the second line in the *Account* field, enter **1105.00 NSF Checks**.
9. The *Credits* box should automatically populate with the amount of 65. Change this amount to **50**.
10. The *Description* box should automatically populate with **Refund of NSF Check**.
11. In the *Name* field, enter **Jane Doe**.
12. In the third line in the *Account* box, enter **4625.00**.

13. The *Credit* column should automatically populate with the **\$15** service fee from the Bank.
14. The *Description* field should automatically populate with **Refund of NSF Check**.
15. In the *Name* field, enter **Jane Doe**.

NOTE: *The debits column and the credit column must equal each other. The total box at the bottom of the screen will show the amount of each column.*

16. Choose **Save and Close** at the bottom of the screen.

Journal Entry #11

Journal date: 03/18/2024 Journal no.: 11

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME
1	1005.00 Cash:General Checking	65.00		Refund of NSF Check	Jane Doe
2	1005.00 Cash:General Checking		50.00	Refund of NSF Check	Jane Doe
3	4625.00 NSF Check Income		15.00	Refund of NSF Check	Jane Doe

