Chapter Step by Step Guide for Implementing QuickBooks

It is recommended that before you make any changes to QuickBooks you do a backup so that you have the original copy in case something goes wrong during your setup. This can be done by following the procedures outlined in the QuickBooks 2005 Manual.

Step 1 - To open the LCLChapter Company click on File, Open Company and select LCLChapter from the list. Follow the instructions provided in the QuickBooks manual under Setting up your company to enter your company information. After you complete this the name of the company displayed in the upper left hand corner will change to your Chapter. Remember the Name is the name of your Chapter (i.e., Oxnard, Westchester, etc.) followed by the word Chapter and your chapter number. Example Oxnard Chapter #1464. The Legal name is Women of the Moose Chapter #XXXX where X represents your chapter number. Example Women of the Moose Chapter #1464.

Step 2 – Change the account numbers and descriptions as indicated in the Sample Chapter COA provided on the CA/NV website at www.ca-nvmoose.org. This is done using the following steps: Highlight the desired account, select "Account" from the bottom left hand corner of the screen and select "Edit Account". Or you can highlight the account and right click with your mouse to get a drop down of your options. Select Edit Account. Make the changes and click "SAVE".

Step 3 – Add the accounts as indicated in the Sample Chapter Item Listing. Don't forget to choose the right Account type. Select Account from the bottom left hand corner of the screen, select "New" and enter the information from the spreadsheet. Remember if it is a sub account to click the sub account of box and then enter the primary account.

Step 4 – Update and make additions to the Item Listing to make it match the CA_NV Item Listing spreadsheet. This can be done by following the procedures outlined in the QuickBooks 2005 Manual.

Step 5 – Update and make additions to the Class Listing as indicated in the Sample Chapter Class Listing. Use the same procedures identified above. Select Class, New and populate the screen with the information from the spreadsheet. To remove a class, select Class, Delete and click OK. If you have additional committees that you want to identify add them at this time.
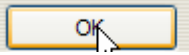
Step 6 - Load the initial balances from the last certified except for the bank balance, **which should come from your bank statement**. This is done by selecting the Chart of Accounts from the Company window.

Highlight the desired account, select "Account" from the bottom left hand corner of the screen and select "Edit". You can also right click with your mouse to get a drop down of your options. Select Edit Account.

This will open the account so that its opening balance and other information (i.e., Description, Account number, etc.) can be entered.

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Enter the description (i.e., bank name), Bank Acct. No., and opening balance for the account. **NOTE:** For the chapter checking account the opening balance will be the **balance per the Bank Statement in section IV – Assets of the Balance Sheet of the Certified Report.**

Next set the date of the opening balance to the first day after the certified report you are using as your baseline. (i.e., if the certified is April 30 use May 1; if the certified is July 31 use August 1).

This can be done by clicking on the [calendar icon] calendar icon next to the date that is displayed in the window. This will cause the drop down calendar to be displayed. Select the date and click the [OK] button to save your data.

Continue this process for each asset account that must have an opening balance entered (i.e., Savings accounts, Bonds/Certificate of Deposit, paraphernalia, etc.). **NOTE:** If you have any **new** paraphernalia purchased during **this** quarter you must enter the amount into the New Paraphernalia Purchased account. Otherwise enter your entire Paraphernalia balance in the Depreciated Paraphernalia account 1810.00.

As the asset balances are entered QBs will automatically populate the Opening Bal Equity account. You are not required to enter anything into this account.
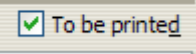
◇3000.00 · Opening Bal Equity	Equity	13,306.12 ‖

This is the Present Net Worth (Net Assets) from your certified report. As you continue the process of entering information from the certified report this account balance is going to match your certified report.

Step 7 – Next enter all outstanding checks from the certified report to bring the chapter checking account balance in line with the Actual Cash Balance on the certified report. Select Banking from the Navigator window to bring up the Banking Navigator.

Select Checks in the Banking Navigator window to enter the outstanding checks.

Follow the instructions in the User's Manual for entering checks. Remember to set the date [Date 01/31/2005] to the date the check was **actually written** and to uncheck the [☑ To be printed] box. If this box is not unchecked QBs will want you to print each check and it will not allow you to enter the proper check number. As directed in the QBs manual, the section entitled "Setting up your company" select 3000.00 Opening Bal Equity as the account under the Expenses tab on the write checks screen.

Step 8 - Enter the liabilities from section V – Liabilities on the certified report by entering opening balances into 2515.00 ABCD/Per Capita due to MI for your Per Capita tax, 2505.00 Endowment for your Endowment Fund, and 2510.00 for your Enrollment Fees. If you pay Recorder Compensation it will be necessary to enter the opening balance into 2205.00 for the Recorder's compensation and into 2210.00 for the payroll tax liability.

Step 9 - By reviewing the Chart of Accounts in the Company Navigator the balances should now match your certified report. If they don't, do not proceed with entering transactions. Call a Moose Trainer for help.

Step 10 - If everything is in balance then make another backup of your QuickBooks database by following the instructions in the QuickBooks 2005 Manual or using the Back-Up procedure on the CA/NV website at www.ca-nvmoose.org.

Step 11 – You are now ready to enter your receipts collected from the beginning of the period (i.e., May 1 if using the April 30th certified, or August 1 if using the July 31st certified).

Enter a Sales Receipt for each receipt recorded in the Recorder's Record Book into QBs. Select Customers from the Navigators window. Select Sales Receipts on the Customers Navigator.

Using the instructions provided in the User's manual complete the Sales Receipts screen for each receipt. **NOTE**: Don't forget to change the Receipt No to match your official business receipt and to uncheck the "To be printed" box. If you leave this box checked QB Pro will want you to print each receipt.

NOTE: There is **no** programming from the LCL portion of the program over to QBs like there was in CIS so you will need to enter the dues collected that you have logged in your Chapter Receipt log and create a Dues Receipt for the dues collected. It will contain the totals collected for membership dues, fees, and any degree dues (AF, CR, SR). You will need to separate the portion that will be due to Moose International versus the portion that will remain in the chapter because you will be billed. This is why there are two sets of accounts for Membership Dues, Application Fees, degree dues, etc. See the Dues & Fees Postings procedure on the CA/NV website for instructions on How to Record Dues and Fees in QuickBooks 2005.

The receipts will show in the Undeposited Funds account. This is a good place to check that the amount to be deposited matches the Recorder's Record Book for each deposit period. When the proper total has been posted the deposit can be posted in QBs.

Step 12 – To enter the deposit for each period. Select Banking on the Navigators window.
Click on Deposit. Click on each item that should be included in the deposit by clicking the line in the ✓ column. If all the line items add up to the total for the deposit you can use the Select All selection in the screen. Click "OK". The Make Deposits screen will appear.

Validate that the amount to be deposited matches the amount in the Recorder's Record Book. If it does not, go back and check to make sure that you entered each receipt.

If it balances click Save & Close to save the deposit.

Step 13 – Enter each check written for each deposit period to bring it to the current date. This is done by entering bills and paying bills from the Vendors Navigator. Moose International has issued policy that we must enter bills and pay bills.

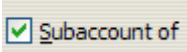Select Enter Bills. It is necessary to enter a bill for each check written.

Do this for each expenditure entry within the deposit period.

There are a limited number of "Incidental Expense accounts" (now populated under 5400.00 General Admin Exp (Incidentals)) that have been pre-populated in QBs by Moose International. It will be necessary to establish additional accounts during the update process.

To create a new account open the Company Navigator and select Chart of Accounts to display the current Chart of Accounts for the your Company. Scroll down to display the list of 5400.00 General Admin Exp (Incidentals) accounts. Click on "Account" in the lower left hand corner and choose "New".

Click on the "Type" to select the type of account that is to be created. Incidentals are an Expense account so select Expense.

The next field to be populated is the "Number" field. This is where the account number you wish to assign is created. You will assign the next number in the numbering sequence. (i.e., 5420.00 because the last number in the assignments is 5415.00, which is for Licenses & Permits).

Enter the Name that you wish to be displayed in the Chart of Accounts. Since this is a sub account of the 5400.00 account we must select the ☑ Subaccount of radio button and select the appropriate account by using the drop down. You will select 5400.00.
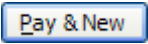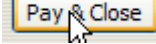
And then click the [OK] "OK" button to save the new account.

This account will now be an available option for us to select when entering the bills.

Step 14 – Pay each bill to record the checks written. Select Pay Bills.

The Pay Bills window will be displayed.

Select each bill to be paid by clicking in the ☑ field. In the Payment Method field check the Assign check no. radio button to ensure that the proper check number can be entered for each bill.

Click on the [Pay & New] button if you have additional bills to pay or the [Pay & Close] button to close the window when you are finished.

The Assign Check Numbers dialog box will appear to allow you to enter the check number for each bill you are paying. Complete this box for each bill to be recorded during the deposit period. **NOTE:** Be careful not to select two or more bills for the same vendor or it will assume you want to only write one check for all the bills. It is best to click them one at a time and assign the check numbers individually.

At any time during the update process you can validate your checking account balance against your Recorder Record Book since the balance in the Chart of Accounts will change with each check that is posted and with each deposit that is made.

Step 15 – Balance each period until the books are brought current in QBs with the manual books (Recorder Record Book and Chapter Receipt Log).

Step 16 - It will be necessary to do a reconciliation of the checking account for the end of each month that you are bringing current. Using the instructions provided in the User's manual reconcile the checking account using the bank statement provided by the bank. Interest earned on your checking and savings accounts can be entered when reconciling these accounts at the end of the month when you receive your bank statement.