

## Quickbooks Online

*Enter Sales Receipt first to record income*

### Under Customers Go to SALES RECEIPT

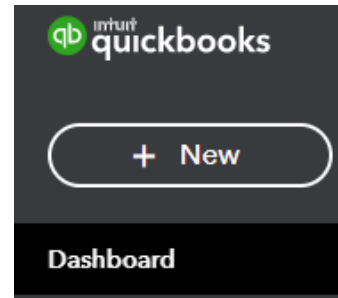
CUSTOMERS

- Invoice
- Receive payment
- Estimate
- Credit memo
- Sales receipt
- Refund receipt
- Delayed credit
- Delayed charge



## Enter Sales Receipt – Make Deposit

### GO TO THE DASHBOARD



Click on "+ New "

Billing address

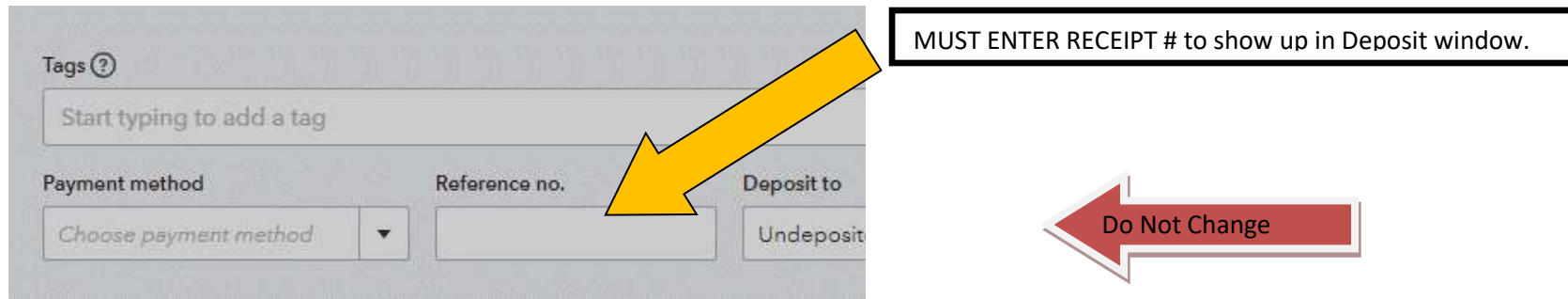
Sales Receipt date

Crew #



**Billing Address** - Generic Name. Such as Lodge, Member or Committee Name.

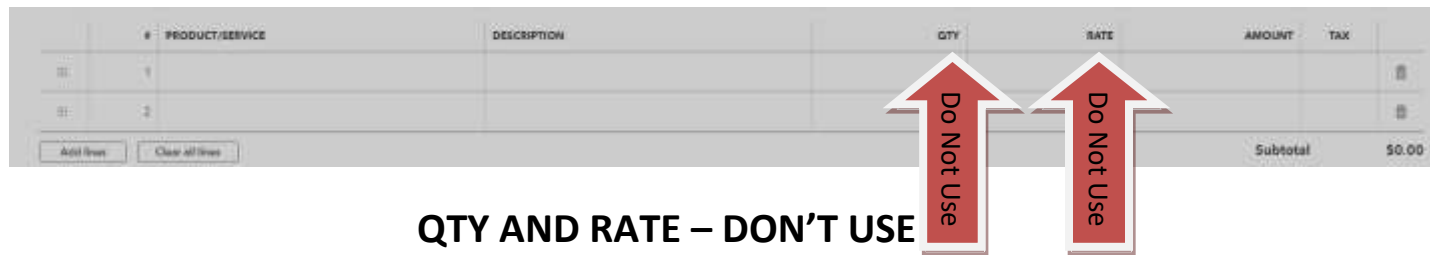
**Sales Receipt Date** – Date received money.



**Tags** - Is the Group (similar to old Classes) Check **out the new TAG LIST.**

**Payment Method** – Check or Cash (Entering method will make the payment show at the end)

**Reference No** – Receipt Number in the Official Receipt Book for Chapters/Legions. (CD for Moose International Centralized Dues)



**Product Service** is the old Item List. Example “1005 – Checking” or “4005 – Dues” Placing your curser into the box will bring up a list to choose from

**Description** – You can enter any information you need on Committee or event


**Example:** Mary Jane New Member or Hawaiian Dinner

**ENTER THE AMOUNT**

**TAX** – If Taxable check the box – (Must already be using Quickbooks for Sales Tax Calculations and payments).

**REPEAT PRODUCT SERVICE LINE IF NEEDED.** Can add more lines if needed.

Subtotal	\$0.00
Taxable subtotal	
Select a sales tax rate ▼	
Discount percent ▼	\$0.00
Total	\$0.00



**SUBTOTAL** – This total automatically calculates with each line entered.

**SELECT A SALES TAX RATE** – If you have been using Quickbooks to calculate your sales tax then you would need to choose your already existing sales tax rate from the drop down.

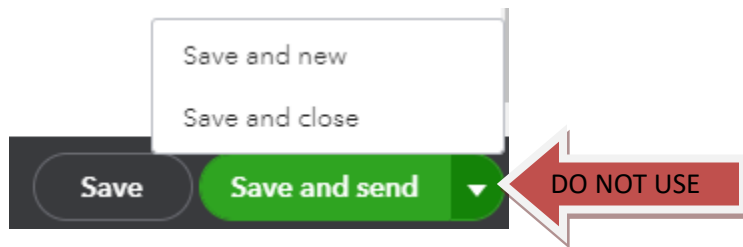
**DISCOUNT PERCENT – DO NOT USE**

Total	\$0.00
Amount received	\$0.00
Balance due	\$0.00

**TOTAL** – Quickbooks will automatically total. This amount should match your Official Moose Receipt.

**Amount received** – Automatically entered by Quickbooks (based on Cash or Check)

**Balance due** – Automatically entered by Quickbooks but should always be Zero



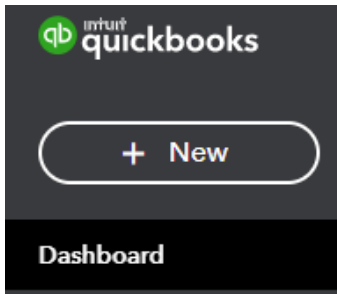
**Save and New** - There are more receipts to enter

**Save and Close** – There are no more receipts to enter

**Save and Send – DO NOT USE**

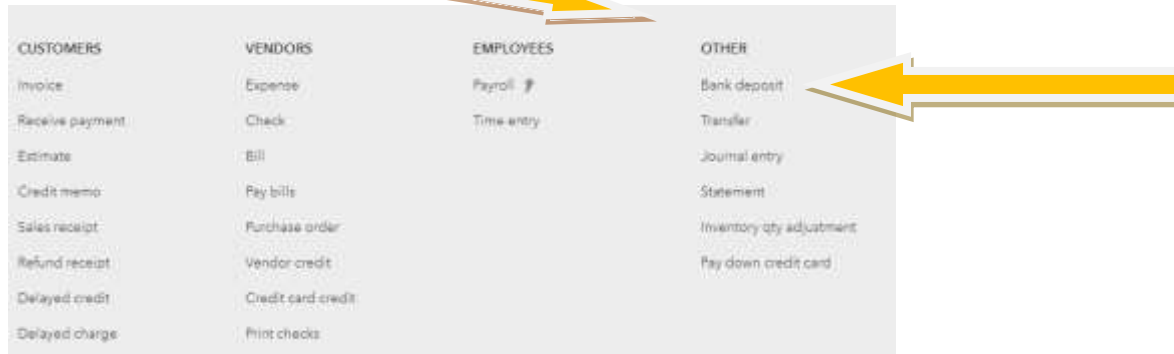
*Make a deposit after entering the necessary receipts.*

**GO TO THE DASHBOARD**



**Click on “+ New “**

**Under “OTHER” on the right of the menu**



**Choose Bank Deposit**

**Bank Deposit**
Help ✕

Account

Checking

Balance \$1,201.00

Date

02/11/2021

AMOUNT

**\$0.00**

Tags ? Manage tags

Start typing to add a tag

Select the payments included in this deposit

<input type="checkbox"/>	RECEIVED FROM ▲	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input type="checkbox"/>	Cool Cars	01/16/2021	Payment	Enter Text ▼	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	1,675.52
<input type="checkbox"/>	Freeman Sporting Goods:0969 Ocean View Road	01/16/2021	Payment	Enter Text ▼	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	387.00

1 - 2 of 2 results « 1 »

Select all
Clear all

Total 2062.52

Selected Payments Total 0.00

Don't see the payments you want to deposit?

▼ Add funds to this deposit

	#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
<input type="checkbox"/>	1						<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	2						<input style="width: 100%;" type="text"/>

Add lines
Clear all lines

Other funds total **\$0.00**

Track returns for customers

Cancel
Print
Make recurring
Save and new ▼

Make Deposit window – FULL SCREEN

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February 22, 2021

**Bank Deposit**

Account:  Balance \$1,201.00

Date:

AMOUNT: **\$0.00**

Tags:  [Manage tags](#)

**Account:** Make sure you are on the General Checking account 1005.00 (Not the Cash account).

**Deposit Date** – Date you made the deposit at the bank.

**Tags** - *Committees* for Chapters. Lodge, Social Quarters, Kitchen, etc. for Lodges.

Select the payments included in this deposit

<input type="checkbox"/>	RECEIVED FROM	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input checked="" type="checkbox"/>	Cool Cars	01/27/2021	Payment	<input type="text" value="Enter text"/>		1123	1,675.52
<input type="checkbox"/>	Sporting Goods:0969 Ocean View	01/27/2021	Payment	<input type="text" value="Enter text"/>		1124	387.00

1/2 of 2

Total: 2062.52  
Selected Payments Total: 1675.52

Those units who entered Sales Receipts will check the box's one by one for the Receipts that make up the deposit. Or Select **All** below the receipts.

**Bank Deposit** ? Help

Account:  Balance \$1,201.00 Date:  AMOUNT  
**\$1,675.52**

Tags Manage tags

Select the payments included in this deposit

<input type="checkbox"/>	RECEIVED FROM ▲	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input checked="" type="checkbox"/>	Cool Cars	01/16/2021	Payment	<input type="text" value="Enter Text"/>	<input type="text"/>	<input type="text"/>	1,675.52
<input type="checkbox"/>	Freeman Sporting Goods:0969 Ocean View Road	01/16/2021	Payment	<input type="text" value="Enter Text"/>	<input type="text"/>	<input type="text"/>	387.00

1 - 2 of 2 results « ‹ 1 › »

Total 2062.52  
Selected Payments Total 1675.52

**Amount** – On the right top of the screen the amount will change with each receipt chosen. This total will eventually match your actual deposit.

Lodge ONLY

▼ Add funds to this deposit

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1						<input type="text"/>
2						<input type="text"/>

Track returns for customers

Other funds total **\$0.00**

**Add Funds to this deposit** – Women of the Moose DO NOT USE



▼ Add funds to this deposit

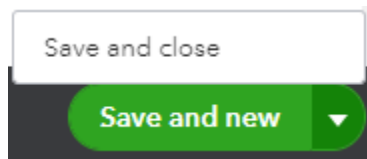
#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1	MOOSE INTL	4000.00 Dues and Fees Income	Credits from Moose International	Moose Credit to bank		91.00
2	B OF A	1010.00 Cash:Bank of America Savings	Transfer from Savings to Checking	transfer from B of A		5,000.00
3	social quarter	4230.00 Social Quarters Sales:Beer Sales	Beer sales	Cash		190.00
4	Allen Carreco	4310.00 Donations Received:Member Rental Income	Rental of office space	Check		1,575.00
5	liquor	4235.00 Social Quarters Sales:Liquor Sales	Liquor sales	Cash		1,475.00
6	Beer and Wine	4230.00 Social Quarters Sales:Beer Sales	beer sales	Cash		1,071.00
7						

Other funds total **\$9,402.00**

**Add Funds to this deposit – Example of Lodge Deposit.**



**Add Lines or Clear all Lines – if you need to make corrections or additions.**



**Save and New – if you have more than one deposit to do (I.e., Centralized Dues or Receipts).**

**Save and Close – if you are done entering Deposits.**