Helpful Hints

Terminology

Quickbooks Desktop	*Quickbooks Online*
1. Items	1. Product/Service (Always Service TYPE)
2. Class (Committees/Groups)	2. Tags
3. Memorized Transactions	3. Recurring Transactions
4. Memorized Reports	4. Customized Reports
5. Receipt Number	5. Reference Number

Basics

Chapters:

1. Enter Sales Receipts – Make Deposits
2. Enter Bills – Pay Bills
3. Transmit a pdf of the Balance Sheet/Profit & Loss via email
   Report/Subject line in email shall be named as –
   Chapter # State Form Month Year
   (Example: Gardena 430 CA Balance Sheet April

Lodges:

1. May enter Sales Receipts or just Make Deposits.
2. Enter Bills – Pay Bills
3. Balance Sheet/Profit Loss will auto send via email on the 16th

All Units:

1. Shall Reconcile ALL Bank Accounts before the 15th
   (Making sure there are no checks or deposits older than couple months)
2. Do NOT need to fill in or check every box.
3. Run Vendor Detail Aging report for negative/small amounts.
   (When bills do not match check amounts or bill payment is not attached to a bill anymore)
4. Look at Balance Sheet for Negative numbers.

First step is to Download and read "Quickbooks Online Post Migration Settings". So many items are important to do so that your data entry will be much easier for you including recurring transactions.

ACCOUNT SETTINGS CHECKLIST:

From the Gear Icon:

- ☐ Set view to Business View

From Your Company
Account & Settings Company

Print out each of your fraternal unit's General Information screen from LCL Web to verify Company Name & EIN

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

Account & Settings Advanced

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

Your Company Manage Users

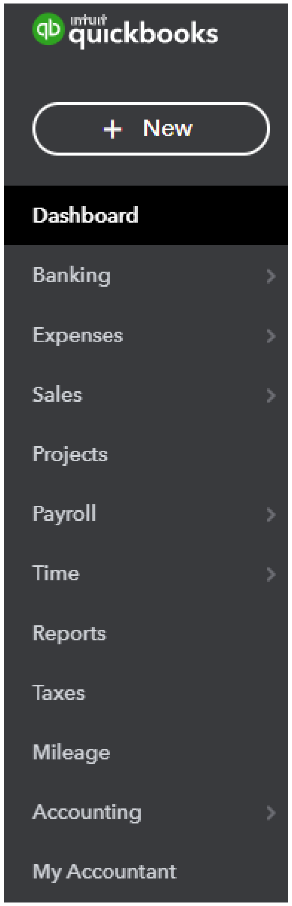
- ☐ Invite the FRU's Administrator, any applicable assistant, or Chapter Recorder or Moose Legion Secretary to be the company admin for this QBO account. Follow instructions provided in the guide.

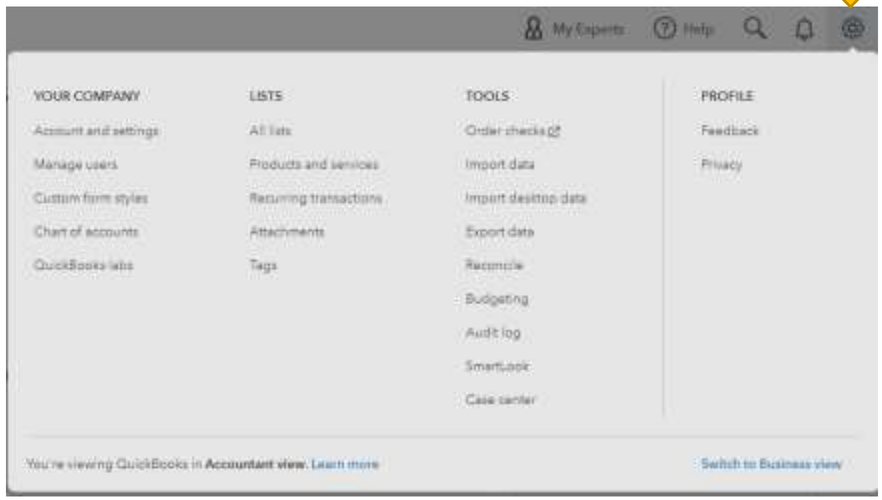
Set up Financial Data Email to Moose International

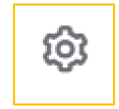
- ☐ Chapter's follow instructions to customize two reports: The Profit and Loss and the Balance Sheet. These customized reports should be set up to email on the 10th of each month to wotmmail@mooseintl.org.

Helpful Hints

All items start at the Dashboard OR the Gear







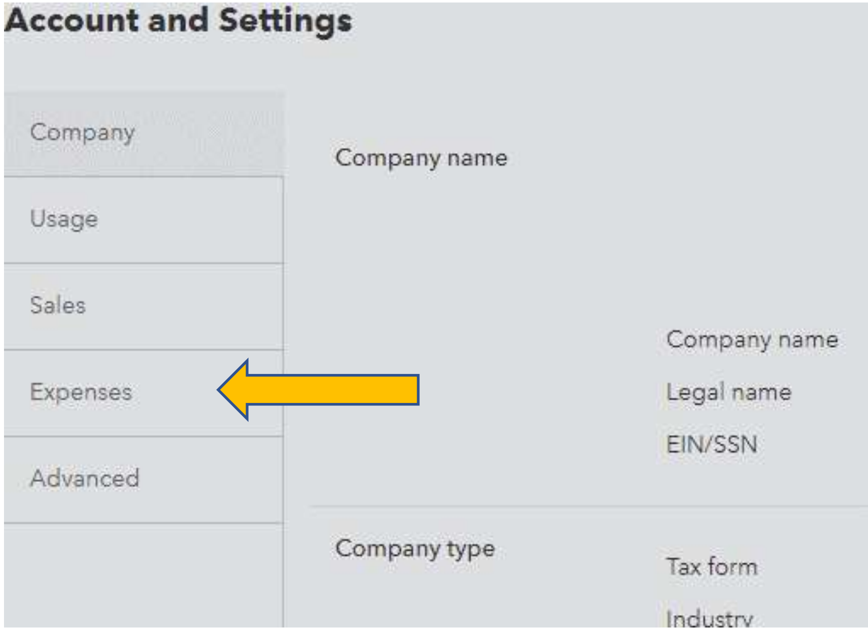
Dashboard leads to "+ New" Menu options

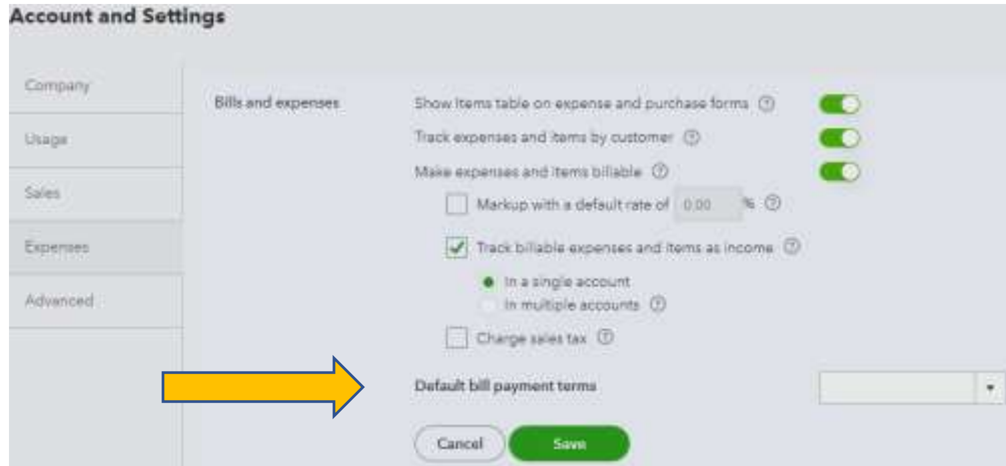
To add or manage a user:

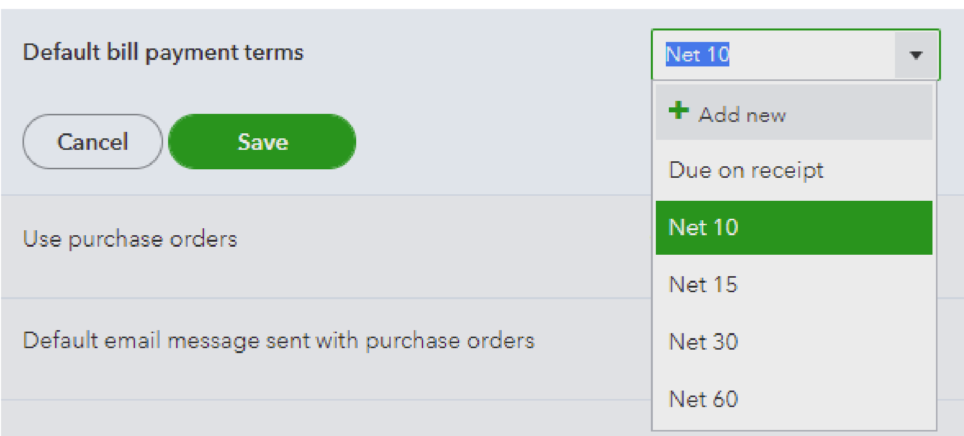
use the GEAR – YOUR COMPANY – MANAGE USERS

Helpful Hints

To Change Default Bill Payment Terms: Use the GEAR – YOUR COMPANY – ACCOUNT SETTINGS - EXPENSES







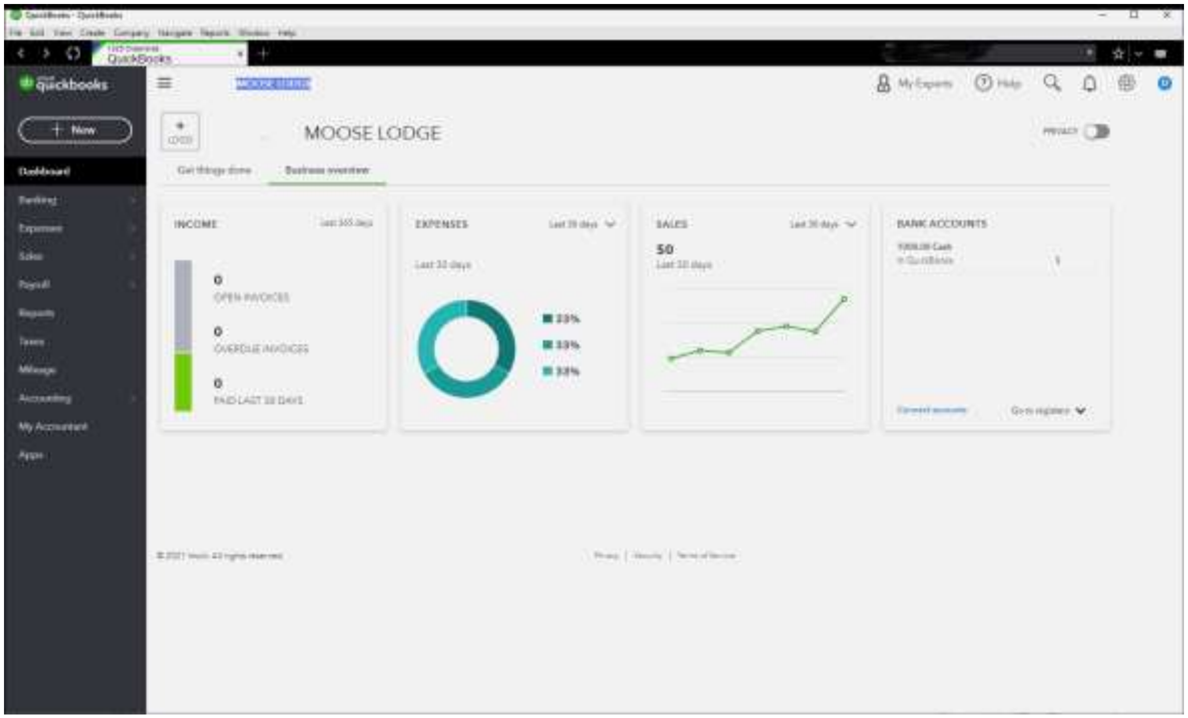
Choose one or +Add new

SAVE

Quickbooks Online has an app for your computer. This is NOT mandatory.

You can download it at:

http://http-download.intuit.com/http.intuit/qbowinclient/download/index.html?cid=ipd_qbo_maya



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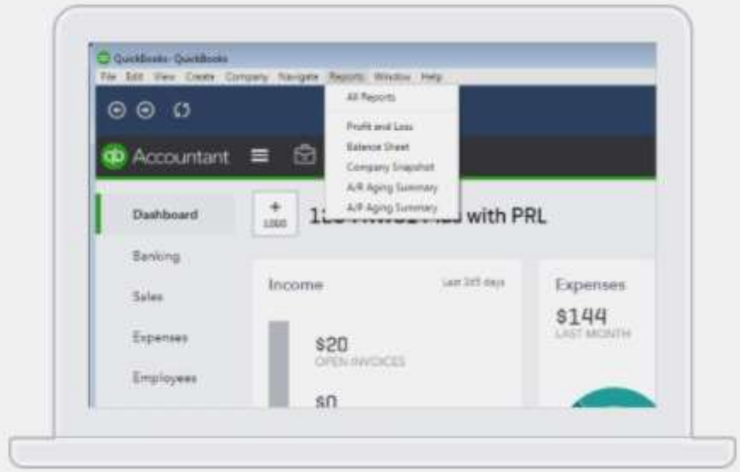
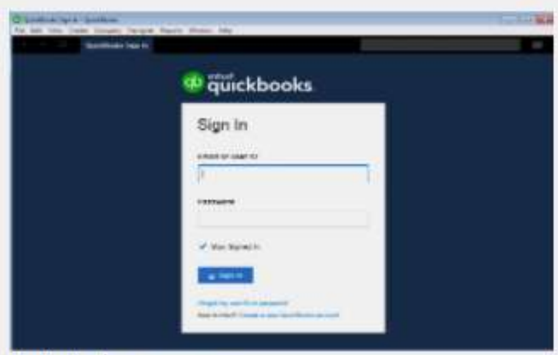


Get started in just two easy steps.

1 Run QuickBooks-Setup.exe



2 To get started, you can...

➤ Sign In - if you have a QuickBooks Online account