

LCL INFORMATION

If you get a message back saying that the applicant has been rejected when you transmit it through the "Application Transmit" you can double click on the applicant from the Applications list which will take you to the applicant record. Look in the lower left hand corner of the screen and click on the "NOTES" tab. There is supposed to be a message that explains why it was rejected. It is possible that the message does not make sense to you if you don't understand the message contact a Moose Trainer for assistance. Refer to the Resource Manuals for additional information on the procedures for transfers and reinstatements to ensure that they will process correctly.

It is important to do the Application Transmit and the Daily Transmit function as often as possible since you are not only sending information to Moose International but they are sending information to you. By doing the Daily Transmit function you are able to receive the information that MI is updating. It has been recommended that we transmit only **once** during a 24 hour period.

ADDITIONAL QUICKBOOKS INFORMATION

Classes are wonderful for tracking your committees so the chapters can create a profit and loss statement that gives them the figures they need for the 166's. By entering a class on your receipts (Enter Sales Receipts icon on the QBs 2007 Home Page) and expenditures (Enter Bills icon on the QBs 2007 Home Page) you will be able to use this report for each of your committees.

Lodges should consider using the classes for tracking the components of their lodge (i.e., Lodge, Social Quarters, Kitchen, Bingo, Gaming). These were previously identified in the chart of accounts as xxxx.01, xxxx.02, xxxx.03, xxxx.04, xxxx.05). Again you can use these classes to run a profit and loss statement for each component of your lodge.

For Chapters remember that General Admin Exp is our "Incidentals" or Code 7 account.

If you pay Recorder or Administrator Compensation and taxes you will want to use 5105.00 for the Compensation and 5115.00 for the payroll taxes to show the expense when it is created and then paid. Do not use the 2000.00 series accounts because these are to show liabilities (bills NOT paid) not for expenses (which are items paid). **NOTE:** If you use the payroll portion of QBs2007 it will post the payroll transactions properly.

For chapters who previously had Code 8 Miscellaneous Income items on the certified reports you should be recording these receipts under 4600.00 "Other Income". I suggest you add 4615.00 for Misc Income and use the memo field to identify specifically what it is for. If you want to set up separate account numbers to track the different types of Misc Income that is okay also. It is up to you.