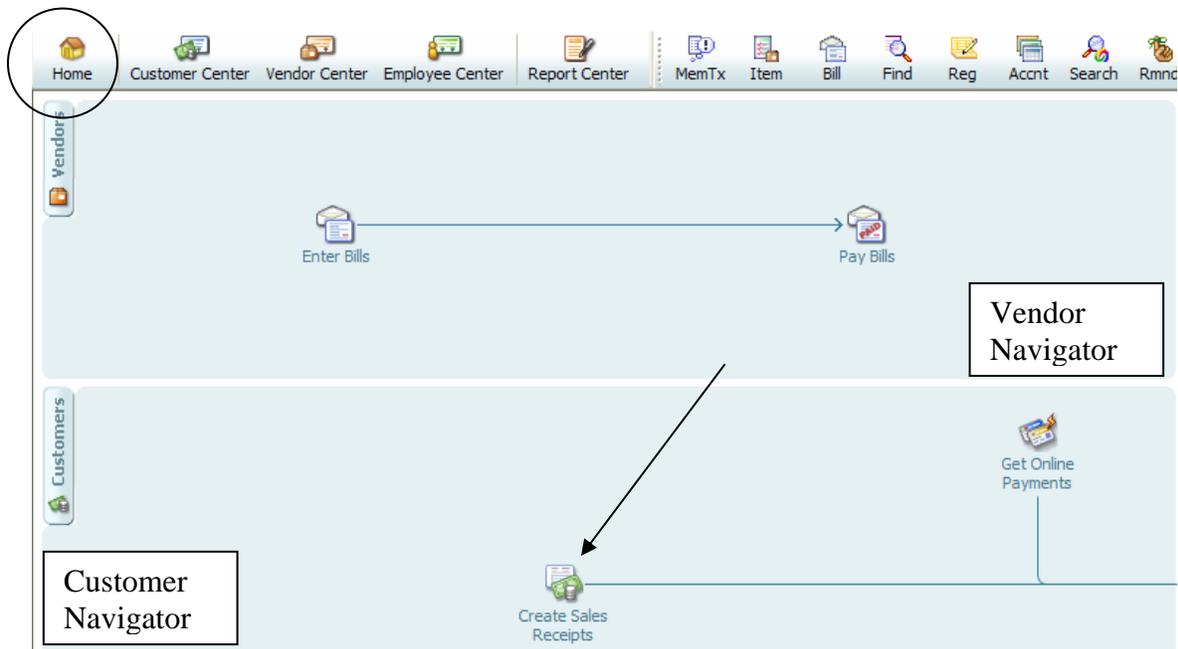


ENTER RECEIPTS/MAKE DEPOSITS

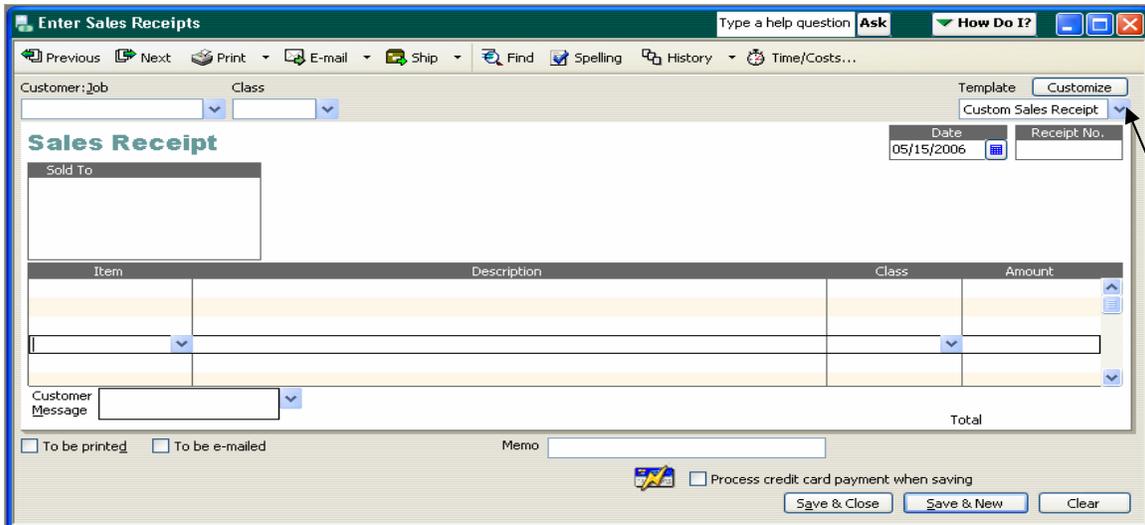
When the fraternal unit collects receipts they must be entered into QuickBooks (QBs) as **Sales Receipts**. Sales Receipts are then selected for deposit using the **Make Deposits** transaction in QBs.

As monies are collected by the fraternal units manual receipts are generated. For example register receipts are generated for sales made in the social quarters or kitchen, the Recorder creates official business receipts when monies are collected, or a Legion Secretary generates a receipt for monies collected. All receipts collected by a fraternal unit must then be entered as a **Sales Receipt** in QBs.

The **Sales Receipts** screen can be found on the Home Page, select the **Create Sales Receipts** icon located in the Customer Navigator section of the Home Page screen.

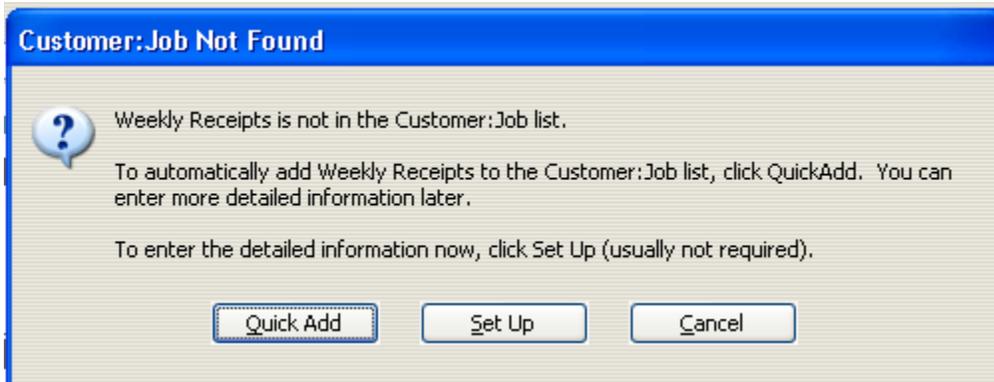


This is the **Enter Sales Receipts** screen with the Custom Sales Receipt template. It has been altered from the standard QBs “**Enter Sales Receipts**” screen using the procedure entitled “**Modify a Sales Receipt**” that can be found on the CNMA website.



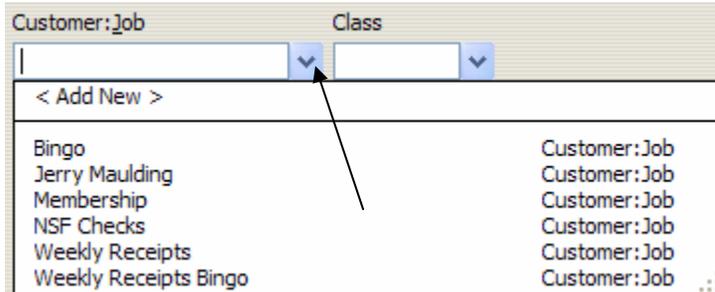
The **Customer:Job** field is the first field that should be populated. This field should be used to identify where the funds were “received from”. It is best to think in terms of a “Job or Chair” in lieu of an individual in order to minimize the number of Customers in the Customers list in QBs. For example for a lodge who enters their receipts weekly they could use a “**Customer: Job:**” of “**Weekly Receipts**”; for a chapter committee receipt the “**Customer: Job:**” could be the committee name such as “**Star Recorder Chairman**”; for any fraternal unit instead of putting individual member names you could enter “**Membership**” as the “**Customer: Job:**” and put the individual member’s name elsewhere on the Sales Receipt; “**Endowment**” for all endowment fund collections would be a good “**Customer: Job:**”; etc.

Type in the desired **Customer:Job** into the **Customer:Job** field and hit the TAB key. When this is done and the **Customer:Job** does not exist in the list a pop-up screen will be displayed asking you if you wish to Quick Add or Set Up the new **Customer:Job**. Refer to the Create a Customer or Vendor procedure for additional information on establishing Customers.



Click **Quick Add** to quickly add this **Customer:Job**.

If the **Customer** already exists it may be selected from the list by selecting the drop down.



The next field to be populated should be the date. This field automatically defaults to the current date. It should be changed to the actual date that the funds were received (the actual date on the official business receipt or the end of the week for the weekly lodge receipts). This field can be populated by entering the date or by using the drop down 



to display a calendar.

The **Receipt No** field (originally entitled Sale No.) is the field that must be populated with the receipt number from your official business receipt or in the case of the lodge it can be populated automatically by QBs. When QBs automatically populates the field it will sequentially number them.

The next field that should be populated is the **Item** field. This field has a drop down arrow  that can be used to display all Items in the list. This drop down list is the **Item Listing** that is found in QBs and was preloaded by Moose International. If a desired **Item** is not in the list it will need to be added. Refer to the QBs resource manual.

Name	Description	Type	Account
2305 - Sales Tax Liabilities	Sales Tax Liabilities	Service	2305.00 · Sales Tax Liabilities
2505 - Endowment	Endowment to Moose Charities	Service	2505.00 · Endowment - Moose Charities
2510 - Application Fees	Application Fees to MI	Service	2510.00 · Application Fees to MI
2515 - ABCD	ABCD/Per Capita due to MI	Service	2515.00 · ABCD/Per Capita due to MI
2520 - Life Member Fee to MI	Life Member Fee to MI	Service	2520.00 · Life Member Fee to MI
4005 - Membership dues	Fraternal Unit Membership Dues	Service	4005.00 · Membership Dues
4015 - Life Membership	Life Membership Purchased	Service	4015.00 · Life Membership
4020 - Acceptance Fee	Life Acceptance Fees	Service	4020.00 · Acceptance Fee
4025 - Transfer Fees	Transfer Fees	Service	4025.00 · Transfer Fees
4205 - Mdse resale	Mdse resale sales	Inventory Part	4205.00 · Resale Merchandise
4230 - Beer	Beer sales	Inventory Part	4230.00 · Beer Sales
4235 - Liquor	Liquor sales	Inventory Part	4235.00 · Liquor Sales
4240 - Wine	Wine sales	Inventory Part	4240.00 · Wine Sales
4245 - Misc merchandise	Misc merchandise sales	Inventory Part	4245.00 · Miscellaneous Merchandise Sales
4245 - Misc Merchandise Sales	Miscellaneous Merchandise Sales	Service	4245.00 · Miscellaneous Merchandise Sales
4255 - Food	Food sales	Inventory Part	4255.00 · Food Sales
4300 - Donations	Donations Received	Service	4300.00 · Donations Received
4505 - Admission & Cards	Admission & Cards sales	Inventory Part	4505.00 · Admission and Card Sales

Select the appropriate item for the receipt. When the item is selected it will populate the item number and name in the Item field and populate the Description in the **Description** field. Additional information can be added to the **Description** field or the user can change it.

The **Class** is the next field that should be populated. This field is used by the chapters to identify committees and for the lodges it should be used to separate the segments of the lodge (i.e., Lodge, Social Quarters, Kitchen, Bingo, Gaming). This can be a very useful field when creating reports.

The **Amount** field should be populated next with the amount collected.

The bottom portion of the **Enter Sales Receipts** screen can be split with multiple items. In the following example the Lodge Weekly Receipts can be split into the various sources of income for the lodge.

This type of transaction can also be created as a **Memorized Transaction** so that future transactions can be created using a template and only minimal changes are necessary. See the **Memorized Transactions** procedure on the CNMA website for specifics on how to create a **Memorized Transaction**.

Here is an example of a Lodge weekly receipt:

Enter Sales Receipts | Type a help question | Ask | How Do I? | [Print] [Close]

Customer: Job | Class | Template: Customize | Custom Sales Receipt

Date: 03/08/2006 | Receipt No.: 120

Sales Receipt

Sold To: Weekly Receipts

Item	Description	Class	Amount
4230 - Beer	Beer sales	Social Quarters	516.20
4235 - Liquor	Liquor sales	Social Quarters	343.75
4240 - Wine	Wine sales	Social Quarters	12.25
4245 - Misc Mdse Sales	Miscellaneous Merchandise Sales	Social Quarters	30.25
4255 - Food	Food sales	Kitchen	333.50
4300 - Donations	Donations Received	Lodge	650.00
4800 - Entertainment	Entertainment Income	Social Quarters	0.00
4605 - Vending	Vending	Social Quarters	3.00
4625 - Misc Income	Misc Income	Lodge	15.00
4625 - Misc Income	Misc Income NSF Reimb	Lodge	295.00
4620 - Trans from Bingo	Transfer from Bingo for Utilities	Lodge	30.50
2510 - Application Fee	Membership Application Fee	Lodge	20.00
Total			2,249.45

To be printed | To be e-mailed | Memo: W/E 03-05-06

Here is an example of a Chapter QBs Sales Receipt for multiple committees sharing a single fund raising project:

Enter Sales Receipts | Type a help question | Ask | How Do I? | [Print] [Close]

Customer: Job | Class | Template: Print Preview | Custom Sales Receipt

Date: 08/10/2008 | Receipt No.: 80

Sales Receipt

Sold To: Committees

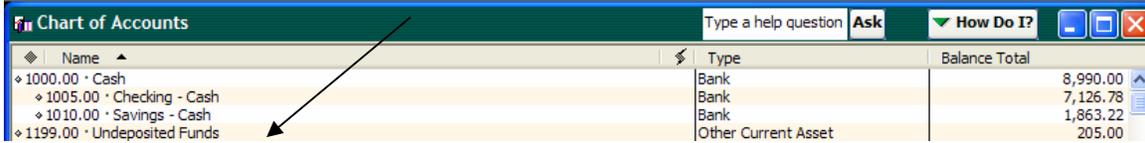
Item	Description	Class	Amount
4700 - Spec Proj & Comm Income	Special Proj & comm income	College of Regents Committee	100.00
4700 - Spec Proj & Comm Income	Special Proj & comm income	Family Involvement Committee	100.00
4700 - Spec Proj & Comm Income	Special Proj & comm income	Star Recorder Committee	100.00
Total			300.00

Customer Message: [Dropdown]

To be printed | To be e-mailed | Memo: Taco Tuesday | Add Time/Costs...

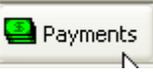
Process credit card payment when saving | Save & Close | Save & New | Clear

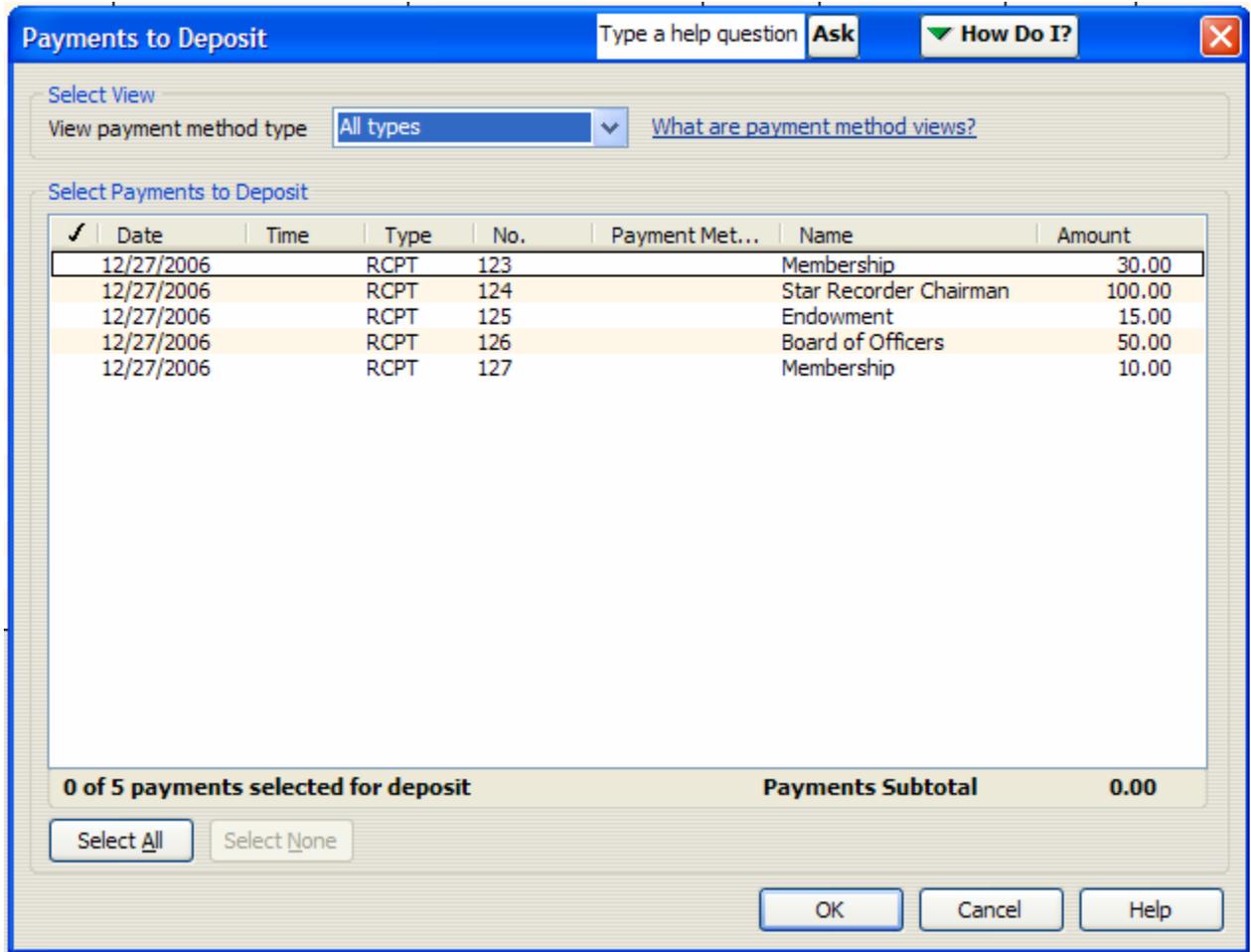
All receipts saved in QBs will be calculated and saved in the account entitled “**Undeposited Funds**” which is account 1199.00, until the actual deposit is made in QBs. So if there is a balance in this account it means that receipts have been entered but not yet deposited.

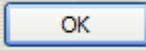


To make a deposit in QBs you can go to the **Home Page** and select the **Deposits** Icon or you can go to the top of QBs and select **Banking** then slide down to **Make Deposits**.

When you select this icon all pending receipts will be displayed in a window entitled **Payments to Deposit** in front of the **Make Deposits** screen. **NOTE:** If the receipts do

not display in a separate window select the  icon at the top of the **Make Deposits** screen and all pending receipts will be displayed.



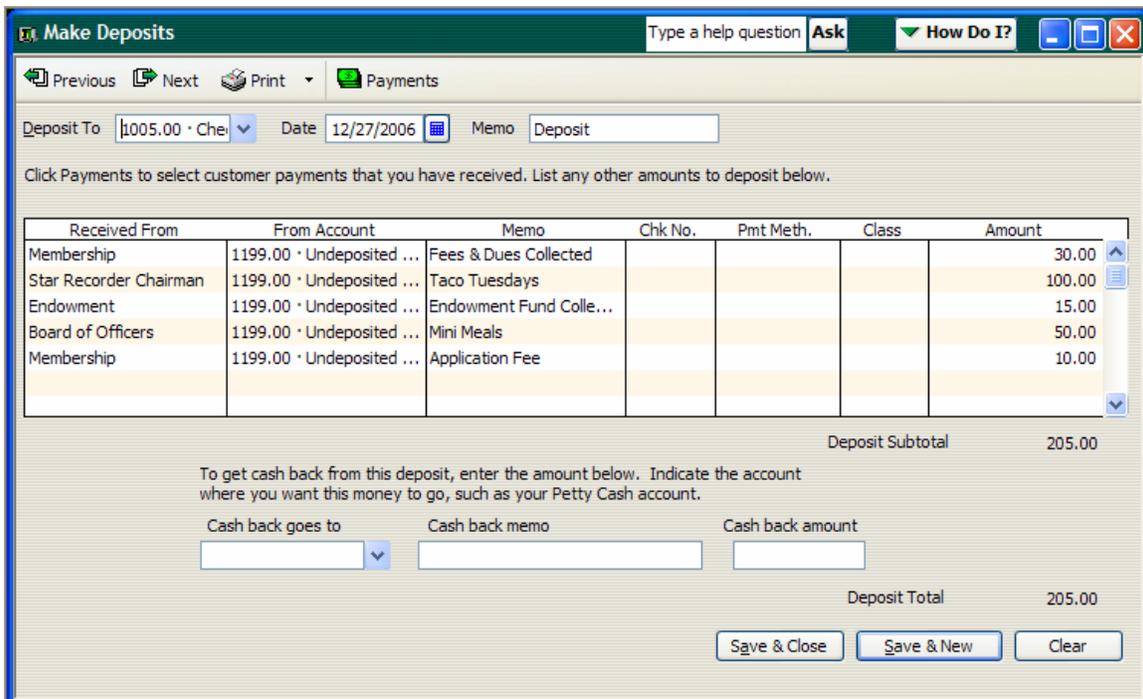
This is what the screen will look like. It is now necessary to identify those receipts that make up the amount of funds for the deposit being entered. If all receipts were made as one deposit then the “**Select All**” button may be clicked so that all items are selected. If only some of the receipts are desired they should be selected individually by clicking in the  **checkmark** column to highlight that particular receipt. You will know if you have correctly identified the necessary receipts when you review the **Payments Subtotal** and it equals the amount of the deposit. If it does not then it is possible that you have forgotten to enter all the receipts or entered the amount incorrectly on the **Enter Sales Receipts** screen. Click the  button when the proper amount is displayed and the proper items selected.

Check the “**Deposit To**” field to ensure that the deposit is going to be made to the proper account. A default account can be set in the Preferences (see the **Preferences** procedure).

Check the “**Date**” field to ensure that it is set for the date of the deposit.

Click **Save & Close** to save the deposit. When the deposit is made in QBs it will take the funds from the **Undeposited Funds** account and move it to the appropriate checking account.

Here is an example of a Chapter Deposit involving many receipts that comprise one deposit.



The screenshot shows the 'Make Deposits' window with the following details:

- Deposit To: 1005.00 · Cheq
- Date: 12/27/2006
- Memo: Deposit

Received From	From Account	Memo	Chk No.	Pmt Meth.	Class	Amount
Membership	1199.00 · Undeposited ...	Fees & Dues Collected				30.00
Star Recorder Chairman	1199.00 · Undeposited ...	Taco Tuesdays				100.00
Endowment	1199.00 · Undeposited ...	Endowment Fund Colle...				15.00
Board of Officers	1199.00 · Undeposited ...	Mini Meals				50.00
Membership	1199.00 · Undeposited ...	Application Fee				10.00
Deposit Subtotal						205.00

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

Cash back goes to: Cash back memo: Cash back amount:

Deposit Total: 205.00

Buttons: Save & Close, Save & New, Clear

Here is a sample Lodge deposit for the Weekly Lodge Receipts:

Make Deposits Type a help question **Ask** **How Do I?**

Deposit To: **SE CHECKING**
 Date: **03/01/2006**
 Memo:

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

Received From	From Account	Memo	Chk No.	Pmt Meth.	Class	Amount
Weekly Receipts	1199.00 · Undeposited Fu...	W/E 02-26-06				1,054.67

Deposit Subtotal 1,054.67

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

Cash back goes to:
 Cash back memo:
 Cash back amount:

Deposit Total 1,054.67