

CA_NV CHAPTER ACCOUNT LISTING (recommended)			
The X in Column A indicates that the account should be made inactive. After you do your first one, you can check the "Include inactive" box and click in front of all of the other accounts that you want to make inactive without doing the edit step for each. If you mark a main account, all of the subaccounts will become inactive also.			
	Account	Type	
	1000.00 . Cash	Bank	ROLL UP ACCOUNT - DO NOT USE
	1005.00 . ENTER YOUR BANK NAME	Bank	*Good idea to enter your bank name
Up to Chapter	1010.00 . Savings - Cash	Bank	
IF YOU HAVE MORE THAN ONE SAVINGS ACCOUNT OR CD CREATE SEPARATE ACCOUNTS			
	1020.00 . CDs - Cash	Bank	
X	1025.00 . Petty Cash	Bank	NOT APPLICABLE TO CHAPTERS
	1100.00 . Receivables	Accounts Receivable	ROLL UP ACCOUNT - DO NOT USE
	1105.00 . NSF Checks	Accounts Receivable	*Needs to be added if applicable
	1199.00 . Undeposited Funds	Other Current Asset	
X	1300.00 . Inventory	Other Current Asset	ROLL UP ACCOUNT - DO NOT USE
X	1305.00 . Resale Merchandise - Frat Unit	Other Current Asset	NOT APPLICABLE TO CHAPTERS
X	1310.00 . Social Quarters Inventory	Other Current Asset	NOT APPLICABLE TO CHAPTERS
X	1315.00 . Kitchen Inventory	Other Current Asset	NOT APPLICABLE TO CHAPTERS
X	1320.00 . Bingo Inventory	Other Current Asset	NOT APPLICABLE TO MOST CHAPTERS
X	1325.00 . Gaming Inventory	Other Current Asset	NOT APPLICABLE TO MOST CHAPTERS
X	1500.00 . Due From Other Fraternal Units	Other Current Asset	NOT APPLICABLE TO MOST CHAPTERS
X	1700.00 . Buildings and Property	Fixed Asset	ROLL UP ACCOUNT - DO NOT USE
X	1705.00 . Lodge Home/Building	Fixed Asset	NOT APPLICABLE TO CHAPTERS
X	1710.00 . Other Property	Fixed Asset	NOT APPLICABLE TO CHAPTERS
X	1715.00 . Building Lease and Improvements	Fixed Asset	NOT APPLICABLE TO CHAPTERS
	1800.00 . Furniture and Equipment	Fixed Asset	ROLL UP ACCOUNT - DO NOT USE
	1805.00 . New Paraphernalia Purchased	Fixed Asset	*Need to change description
	1810.00 . Paraphernalia Depreciated	Fixed Asset	*Needs to be added
	1815.00 . Accumulated Depreciation	Fixed Asset	*Needs to be added
	2000.00 . Accounts Payable	Accounts Payable	Never select this account - Entered Bills will automatically post here
X	2050.00 . Notes Payable	Other Current Liability	ROLL UP ACCOUNT - DO NOT USE
X	2055.00 . Mortgage	Other Current Liability	NOT APPLICABLE TO CHAPTERS
X	2075.00 . Other Payables	Other Current Liability	NOT APPLICABLE TO MOST CHAPTERS
X	2200.00 . Payroll and Benefit Liabilities	Other Current Liability	ROLL UP ACCOUNT - DO NOT USE
X	2205.00 . Compensation - Admin, Rec & Sec	Other Current Liability	ONLY USED TO CREATE A LIABILITY - AMOUNT
X	2210.00 . Payroll Tax Liability	Other Current Liability	DUE - NOT TO SHOW AMOUNTS PAID
X	2230.00 . Bingo Payroll & Benefits	Other Current Liability	ONLY USED TO CREATE A LIABILITY - AMOUNT
X	2235.00 . Gaming Payroll & Benefits	Other Current Liability	DUE - NOT TO SHOW AMOUNTS PAID
X	2250.00 . Real Estate Tax Liabilities	Other Current Liability	NOT APPLICABLE TO CHAPTERS
X	2300.00 . Other Liabilities	Other Current Liability	ONLY USED TO CREATE A LIABILITY - AMOUNT
X	2305.00 . Sales Tax Liabilities	Other Current Liability	DUE - NOT TO SHOW AMOUNTS PAID
	2500.00 . Due to Other Fraternal Units	Other Current Liability	ROLL UP ACCOUNT - DO NOT USE
	2505.00 . Endowment - Moose Charities	Other Current Liability	
	2510.00 . Application Fees to MI	Other Current Liability	
	2515.00 . ABCD/Per Capita due to MI	Other Current Liability	
	2516.00 . Remit to Lockbox - Member Dues	Other Current Liability	*Needs to be added
X	2520.00 . Degree Dues due to MI	Other Current Liability	NO LONGER REQUIRED
X	2554.00 . Home Chapter	Other Current Liability	NO LONGER REQUIRED
	3000.00 . Opening Bal Equity	Equity	
	3900.00 . Retained Earnings	Equity	
	4000.00 . Dues and Fees Income	Income	ROLL UP ACCOUNT - DO NOT USE
	4005.00 . Membership Dues	Income	
X	4010.00 . Application Fee	Income	NO LONGER REQUIRED
	4015.00 . Life Membership	Income	
	4020.00 . Acceptance Fee	Income	
	4025.00 . Transfer Fees	Income	
X	4030.00 . Degree Dues (10%) Income	Income	NO LONGER REQUIRED
X	4050.00 . Home Chapter Dues and Fees	Income	NO LONGER REQUIRED
X	4200.00 . Sales Income	Income	NOT APPLICABLE TO CHAPTERS
X	4205.00 . Resale Merchandise	Income	NOT APPLICABLE TO CHAPTERS
X	4225.00 . Social Quarters Sales	Income	NOT APPLICABLE TO CHAPTERS
X	4230.00 . Beer Sales	Income	NOT APPLICABLE TO CHAPTERS
X	4235.00 . Liquor Sales	Income	NOT APPLICABLE TO CHAPTERS
X	4240.00 . Wine Sales	Income	NOT APPLICABLE TO CHAPTERS
X	4245.00 . Miscellaneous Merchandise Sales	Income	NOT APPLICABLE TO CHAPTERS
X	4250.00 . Kitchen Sales	Income	NOT APPLICABLE TO CHAPTERS
X	4255.00 . Food Sales	Income	NOT APPLICABLE TO CHAPTERS
X	4260.00 . Celebration Meals	Income	NOT APPLICABLE TO CHAPTERS

	Account	Type	
	4300.00 . Donations Received	Income	
	4400.00 . Interest Investment Income	Income	
X	4500.00 . Bingo Income	Income	ROLL UP ACCOUNT - DO NOT USE
X	4505.00 . Admission and Card Sales	Income	NOT APPLICABLE TO MOST CHAPTERS
X	4510.00 . Bingo Merchandise Sales	Income	NOT APPLICABLE TO MOST CHAPTERS
X	4515.00 . Bingo Concession Receipts/Sales	Income	NOT APPLICABLE TO MOST CHAPTERS
X	4550.00 . Gaming Income	Income	NOT APPLICABLE TO MOST CHAPTERS
	4600.00 . Other Income	Income	ROLL UP ACCOUNT - DO NOT USE
	4600.00 is the section you will use for your misc incomes. Create your own subaccounts: 4601.00 etc		
X	4605.00 . Other Income: Vending	Income	NOT APPLICABLE TO CHAPTERS
X	4610.00 . Other Income: Youth Club Receipts	Income	NOT APPLICABLE TO CHAPTERS
	4700.00 . Special Proj & Committee Income	Income	Classes are used to identify the committee
X	4800.00 . Entertainment Income	Income	NOT APPLICABLE TO CHAPTERS
Up to Chapter	4900.00 . Sales Tax Receipts	Income	Only used at time of receipt
X	5000.00 . Cost of Goods Sold	Cost of Goods Sold	NOT APPLICABLE TO CHAPTERS
X	5025.00 . Social Quarters Cost/Goods Sold	Cost of Goods Sold	NOT APPLICABLE TO CHAPTERS
X	5030.00 . Beer - Cost of Goods Sold	Cost of Goods Sold	NOT APPLICABLE TO CHAPTERS
X	5035.00 . Liquor - Cost of Goods Sold	Cost of Goods Sold	NOT APPLICABLE TO CHAPTERS
X	5040.00 . Wine - Cost of Goods Sold	Cost of Goods Sold	NOT APPLICABLE TO CHAPTERS
X	5045.00 . Misc Merch - Cost of Goods Sold	Cost of Goods Sold	NOT APPLICABLE TO CHAPTERS
X	5050.00 . Kitchen Cost of Goods Sold	Cost of Goods Sold	NOT APPLICABLE TO CHAPTERS
X	5100.00 . Payroll & Benefit Expenses	Expense	ROLL UP ACCOUNT - DO NOT USE
Up to Chapter	5105.00 . Admin, Rec & Sec Compensation	Expense	
X	5110.00 . Salary Expense - Fraternal Unit	Expense	NOT APPLICABLE TO CHAPTERS
Up to Chapter	5115.00 . Payroll Tax Expense - Frat Unit	Expense	
X	5125.00 . Social Qtrs Payroll & Bene Exp	Expense	NOT APPLICABLE TO CHAPTERS
X	5130.00 . Social Qtrs Salary Expense	Expense	NOT APPLICABLE TO CHAPTERS
X	5135.00 . Social Qtrs Payroll Taxes	Expense	NOT APPLICABLE TO CHAPTERS
X	5150.00 . Kitchen Payroll & Benefit Exp	Expense	NOT APPLICABLE TO CHAPTERS
X	5160.00 . Kitchen Salary Expense	Expense	NOT APPLICABLE TO CHAPTERS
X	5165.00 . Kitchen Payroll Taxes	Expense	NOT APPLICABLE TO CHAPTERS
X	5200.00 . Supplies & Misc Expense	Expense	NOT APPLICABLE TO CHAPTERS
X	5205.00 . Celebration Expense	Expense	NOT APPLICABLE TO CHAPTERS
X	5210.00 . AOC Expense	Expense	NOT APPLICABLE TO CHAPTERS
X	5225.00 . Social Qtrs Supplies & Misc Exp	Expense	NOT APPLICABLE TO CHAPTERS
X	5250.00 . Kitchen Supplies & Misc Exp	Expense	NOT APPLICABLE TO CHAPTERS
	5300.00 . Donation Expense	Expense	ROLL UP ACCOUNT - DO NOT USE
	5301.00 . Scholarship and Maintenance	Expense	*Needs to be added
	5302.00 . Mooseheart/Moosehaven Spec Proj	Expense	*Needs to be added
	5303.00 . Community Service	Expense	*Needs to be added
	5304.00 . Moose Charities	Expense	*Needs to be added
	5305.00 . Lodge	Expense	*Needs to be added if applicable
	5306.00 . Sunshine Child/Grandparent	Expense	*Needs to be added if applicable
	5307.00 . Katherine Smith Center	Expense	*Needs to be added for reporting purposes
	5400.00 . General Admin Exp (Incidentals)	Expense	ROLL UP ACCOUNT - DO NOT USE
	You would enter your individual incidentals as subaccounts under 5400.00		
	5405.00 . Bank Charges	Expense	
	5410.00 . Printing	Expense	
	5415.00 . Licenses and Permits	Expense	
	5420.00 . Computer Fee to MI	Expense	
	5425.00 . Sales Tax Paid	Expense	*Needs to be added if applicable
	5430.00 . Membership Promotion	Expense	*Needs to be added if applicable
	5490.00 . Risk Pool Ins/Bond Premium	Expense	*Needs to be added
	5499.00 . Depreciation Expense	Expense	*Needs to be added
X	5500.00 . Bingo Expense	Expense	NOT APPLICABLE TO MOST CHAPTERS
X	5550.00 . Gaming Expense	Expense	NOT APPLICABLE TO MOST CHAPTERS
X	5600.00 . Occupancy Expense	Expense	NOT APPLICABLE TO CHAPTERS
X	5605.00 . Utilities	Expense	NOT APPLICABLE TO CHAPTERS
X	5610.00 . Real Estate Tax Expense	Expense	NOT APPLICABLE TO CHAPTERS
	5700.00 . Special Project & Committee Exp	Expense	Classes are used to identify the committee
	5800.00 . Travel and Rep Expense	Expense	ROLL UP ACCOUNT - DO NOT USE
	5805.00 . Matriculant Expense	Expense	
	5810.00 . Green Cap Expenses	Expense	
X	5815.00 . President Expenses	Expense	NOT APPLICABLE TO CHAPTERS
X	5820.00 . Secretary Travel Expenses	Expense	NOT APPLICABLE TO CHAPTERS
	5825.00 . Chapter Representative	Expense	*Needs to be added
	NOTE: Travel that counts toward your financial standing goes in the 5800.00 area		
	Other travel should go in the incidentals or a committee such as ritual committee, bowling committee		