

Sample Chapter Item Listing

Item	Description	Type	Account
2505 - Endowment	Endowment to Moose Charities	Service	2505.00 · Endowment - Moose Charities
2510 - Application Fee to MI	Membership Application Fee to MI	Service	2510.00 · Application Fees to MI
2515 - Per Capita	Per Capita Tax	Service	2515.00 · Per Capita due to MI
2516 - Remit to Lockbox	Remit to Lockbox - Member Dues	Service	2516.00 · Remit to Lockbox - Member Dues
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
4300 - Donations	Donations Received	Service	4300.00 · Donations Received
4700 - Spec Proj & Comm Income	Spec Proj & Comm Income	Service	4700.00 · Special Proj & Committee Income
NOTE: SOME ITEMS WERE ERRONEOUSLY ESTABLISHED (SEE BOLDED ITEMS) WHERE THE ITEM (COLUMN A) DID NOT MATCH THE ACCOUNT NUMBERING STRUCTURE - THESE ITEMS SHOULD BE CHECKED TO ENSURE THEY MATCH THE ITEM AND ACCOUNT LISTED ABOVE.			
THESE NEED TO BE MOVED TO INACTIVE			
2520 - Degree Dues to MI	Degree Dues Payable to MI	Service	2520.00 · Degree Dues due to MI
2554 - Home Chapter	Home Chapter due to MI	Service	2554.00 · Home Chapter
4010 - Application Fee*	Application Fee	Service	4010.00 · Application Fee
4030 - Degree Dues (10%)	Degree Dues Income	Service	4030.00 · Degree Dues (10%)
4050 - Home Chapter Fees	Home Chapter Enroll Fees	Service	4050.00 · Home Chapter Dues and Fees
Membership Dues	This receipt qualifies the member stated above, admission to any Moose Home for a period of 30 days from the above issuance date.	Other Charge	**This item is no longer required since membership cards are available from catalog sales
<p>These accounts are no longer needed. To move to inactive click on the Item Icon on the QuickBooks menu bar. Right click with your mouse on one of these items and select "Make Item Inactive". This will cause the item to disappear from the list. The Item cannot be removed because it should have transactions posted to it which prevents it from being deleted. If you wish to view the inactive items you can click in the box next to "Include inactive" and it will allow you to see that these items still exist in QuickBooks.</p>			
<p>*If your chapter has an application (enrollment) fee greater than \$20 this account would be used to post the additional fee so it should be in the active versus the inactive</p>			
<p>**If you followed the instructions in the "PREFERENCES IN QUICKBOOKS" procedure your "Account" field will not display both the parent and child accounts</p>			
<p>If your Account field shows more information refer to this procedure to find instructions on how to only show the lowest subaccount within this window</p>			