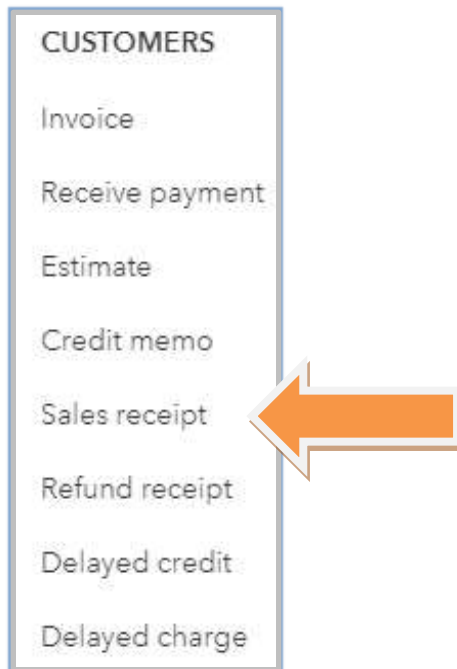


Quickbooks Online

Enter Sales Receipt first to record income

Under Customers Go to SALES RECEIPT

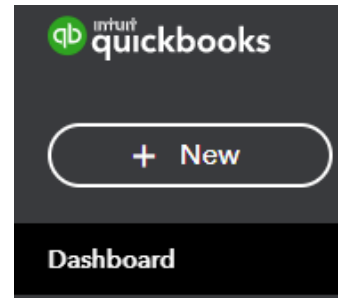


CUSTOMERS

- Invoice
- Receive payment
- Estimate
- Credit memo
- Sales receipt**
- Refund receipt
- Delayed credit
- Delayed charge

Enter Sales Receipt – Make Deposit

GO TO THE DASHBOARD



Click on "+ New "



Billing address

Sales Receipt date

02/04/2021

Crew #

IGNORE

Billing Address - Generic Name. Such as Lodge, Member or Committee Name.

Sales Receipt Date – Date received money.

Tags ?

Start typing to add a tag

Payment method: Choose payment method

Reference no. []

Deposit to: Undeposited

MUST ENTER RECEIPT # to show up in Deposit window.

Do Not Change

Tags - Is the Group (similar to old Classes) Check **out the new TAG LIST.**

Payment Method – Check or Cash (Entering method will make the payment show at the end)

Reference No – Receipt Number in the Official Receipt Book for Chapters/Legions. (CD for Moose International Centralized Dues)

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1						
2						
Subtotal					\$0.00	

Do Not Use (pointing to QTY)

Do Not Use (pointing to RATE)

QTY AND RATE – DON'T USE

Product Service is the old Item List. Example “1005 – Checking” or “4005 – Dues” Placing your curser into the box will bring up a list to choose from

Description – You can enter any information you need on Committee or event

Example: Mary Jane New Member or Hawaiian Dinner

ENTER THE AMOUNT

TAX – If Taxable check the box – (Must already be using Quickbooks for Sales Tax Calculations and payments).

REPEAT PRODUCT SERVICE LINE IF NEEDED. Can add more lines if needed.

Subtotal	\$0.00
Taxable subtotal	
<input type="text" value="Select a sales tax rate"/>	<input type="text"/>
Discount percent	\$0.00
Total	\$0.00



SUBTOTAL – This total automatically calculates with each line entered.

SELECT A SALES TAX RATE – If you have been using Quickbooks to calculate your sales tax then you would need to choose your already existing sales tax rate from the drop down.

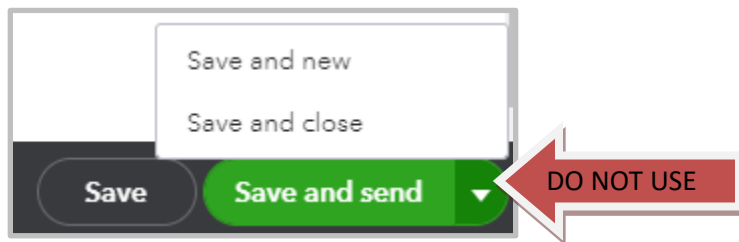
DISCOUNT PERCENT – DO NOT USE

Total	\$0.00
Amount received	\$0.00
Balance due	\$0.00

TOTAL – Quickbooks will automatically total. This amount should match your Official Moose Receipt.

Amount received – Automatically entered by Quickbooks (based on Cash or Check)

Balance due – Automatically entered by Quickbooks but should always be Zero



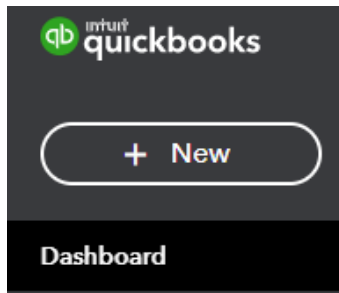
Save and New - There are more receipts to enter

Save and Close – There are no more receipts to enter

Save and Send – DO NOT USE

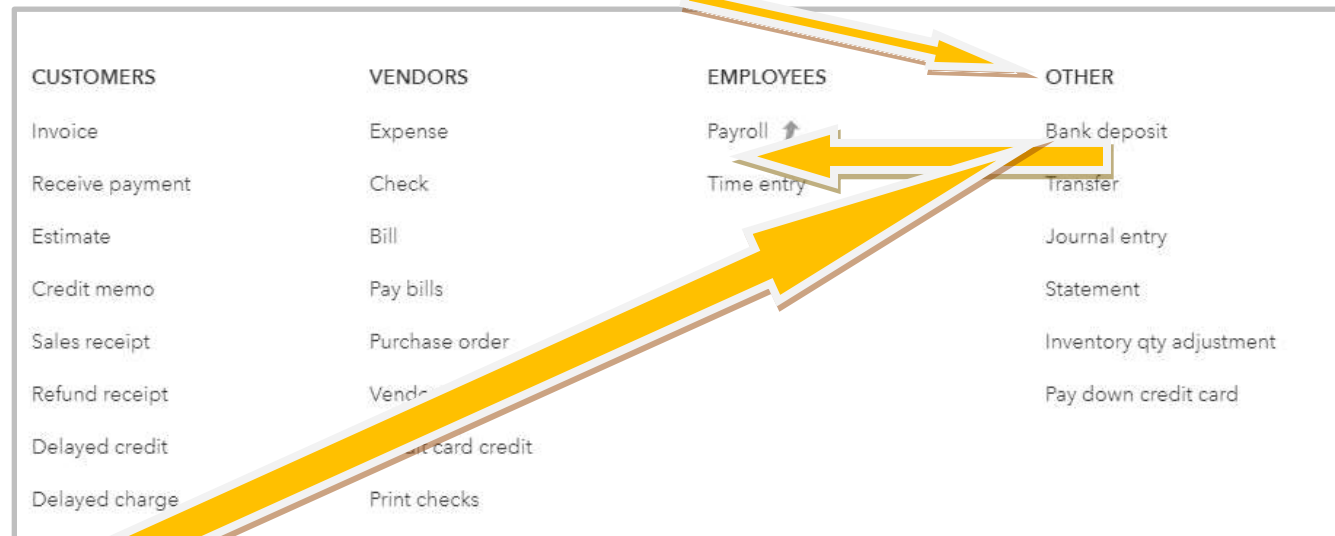
Make a deposit after entering the necessary receipts.

GO TO THE DASHBOARD



Click on “+ New “

Under “OTHER” on the right of the menu



Choose Bank Deposit

Bank Deposit
Help ✕

Account: Checking Balance \$1,201.00

Date: 02/11/2021

AMOUNT

\$0.00

Tags Manage tags

Start typing to add a tag

Select the payments included in this deposit

<input type="checkbox"/>	RECEIVED FROM ▲	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input type="checkbox"/>	Cool Cars	01/16/2021	Payment	Enter Text ▼	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	1,675.52
<input type="checkbox"/>	Freeman Sporting Goods 09A9 Ocean View Road	01/16/2021	Payment	Enter Text ▼	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	387.00

1 - 2 of 2 results ◀ ▶ ⌂

Total 2062.52
Selected Payments Total 0.00

Don't see the payments you want to deposit?

▼ Add funds to this deposit

	#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
≡	1						<input style="width: 100%;" type="text"/>
≡	2						<input style="width: 100%;" type="text"/>

Other funds total
\$0.00

Track returns for customers

Cancel
Print
Make recurring
Save and new ▼

Make Deposit window – FULL SCREEN

Bank Deposit

Account: Balance \$1,201.00

Date:

AMOUNT: **\$0.00**

Tags: Manage tags

Account: Make sure you are on the General Checking account 1005.00 (Not the Cash account).

Deposit Date – Date you made the deposit at the bank.

Tags - *Committees* for Chapters. Lodge, Social Quarters, Kitchen, etc. for Lodges.

Select the payments included in this deposit

	RECEIVED FROM ▲	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input checked="" type="checkbox"/>	Cool Cars	01/27/2021	Payment	Enter Tax ▼		1123	1,675.52
<input type="checkbox"/>	Sporting Goods:0969 Ocean View	01/27/2021	Payment	Enter Tax ▼		1124	387.00
Total							2,062.52
Selected Payments Total							1,675.52

1/2 of 2

Select all

Those units who entered Sales Receipts will check the box's one by one for the Receipts that make up the deposit. Or Select **All** below the receipts.

Bank Deposit ? Help

Account: Balance \$1,201.00 Date: AMOUNT
\$1,675.52

Tags ⓘ Manage tags

Select the payments included in this deposit

<input type="checkbox"/>	RECEIVED FROM	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input checked="" type="checkbox"/>	Cool Cars	01/16/2021	Payment	<input type="text" value="Enter Text"/>	<input type="text"/>	<input type="text"/>	1,675.52
<input type="checkbox"/>	Freeman Sporting Goods: 8969 Queen View Road	01/16/2021	Payment	<input type="text" value="Enter Text"/>	<input type="text"/>	<input type="text"/>	387.00

1 - 2 of 2 results ⌂ | 1 | ⌂

Total 2062.52
Selected Payments Total 1675.52

Amount – On the right top of the screen the amount will change with each receipt chosen. This total will eventually match your actual deposit.

Lodge ONLY

▼ Add funds to this deposit

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1						<input type="text"/>
2						<input type="text"/>

Track returns for customers

Other funds total **50.00**

Add Funds to this deposit – Women of the Moose DO NOT USE.

Add Funds to this deposit – Example of Lodge Deposit.

▼ Add funds to this deposit

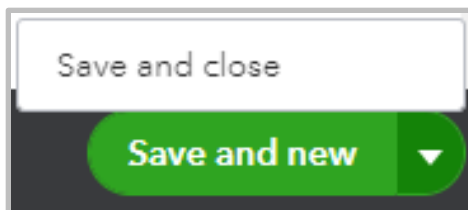
#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1	MOOSE INTL	4000.00 Dues and Fees Income	Credits from Moose International	Moose Credit to bank		91.00
2	B OF A	1010.00 Cash:Bank of America Savings	Transfer from Savings to Checking	transfer from B of A		5,000.00
3	social quarter	4230.00 Social Quarters Sales: Beer Sales	Beer sales	Cash		190.00
4	Allen Carrasco	4310.00 Donations Received: Member Rental Income	Rental of office space	Check		1,575.00
5	liquor	4235.00 Social Quarters Sales: Liquor Sales	Liquor sales	Cash		1,475.00
6	Beer and Wine	4230.00 Social Quarters Sales: Beer Sales	beer sales	Cash		1,071.00
7						

Other funds total **\$9,402.00**

Track returns for customers
 Other funds total **\$0.00**



Add Lines or Clear all Lines – if you need to make corrections or additions.



Save and New – if you have more than one deposit to do (i.e., Centralized Dues or Receipts).

Save and Close – if you are done entering Deposits.