



Grand Lodge Auditing and Accounting Committee

Introduction to Lodge Accounting using QuickBooks

2021 Grand Lodge Convention
Tampa, Florida



Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

Agenda

- Tools
- Backing up QuickBooks
- Chart of Account
- Linking Bank Accounts
- Invoices
- Receiving Payment
- Deposits
- Bills and Vouchers
- Pay Bill
- Checks
- Printing Checks
- Check Register
- General Journal Entries
- Memorized Transaction
 - Daily Deposit
 - Checks and Bills
 - Monthly Deprecation
- Prepaid Dues at the start of the year
- Allocating Overhead
- Customizing Reports
- Year Ending Closing



Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

Login at WWW.ELKS.ORG

A screenshot of the Elks.org Member Center website. The browser address bar shows "https://www.elks.org/members/". The page features a dark header with the Elks logo and the text "The Benevolent and Protective Order of Elks of the United States of America". Below the header is a navigation bar with links like "ELKS HOME", "WHO WE ARE", "OUR PROGRAMS", "ELKS NATIONAL FOUNDATION", and "MEMBERS ONLY". The main content area is titled "Member Center" and includes a welcome message for "Steven!" with his membership number "014345" and lodge "Fort Worth, TX #0124". It also displays "Current Lodge Members: 168" and "Lodge Per Capita: \$7.61". A sidebar on the right lists various resources like "Members Home", "Officers & Committees", "Newsletter", "Reports", "Manuals", "Membership Toolkit", "National Convention", "Elks Magazine Online", "Lodge Accounting", "Extended Access", "Lodge Secretaries", "Message Boards", "Licensed Vendors", "Classifieds", "By-Laws Revision", and "Safety & Insurance". The "Lodge Accounting" link is highlighted with a yellow box. At the bottom, there are promotional banners for "Membership Billing Renewal System", "Financial Reporting System", and "Elks.org Classifieds". The Windows taskbar at the bottom shows the date as 6/26/2021 and the time as 1:30 PM.



Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

A screenshot of a web browser displaying the Elks.org website. The browser's address bar shows "elks.org/grandlodge/auditing/". The website has a red header with the Elks logo and the text "The Benevolent and Protective Order of Elks of the United States of America". Below the header is a navigation menu with links: "ELKS HOME", "WHO WE ARE", "OUR PROGRAMS", "ELKS NATIONAL FOUNDATION", and "MEMBERS ONLY". A left sidebar contains a list of links including "Who We Are", "What We Do", "How To Join", "Grand Lodge", "Convention", "Charitable Giving", "Grand Lodge Resources", "Leadership", "Committees", "Government Relations", "Activities", "Auditing", "Dashboard", "Committee Roster", "Upload IRS Forms", "Manuals", "Lodge Accounting", "Fraternal", "Ritualistic", "Judiciary", "Public Relations", "Elks Magazine", and "Training". The main content area is titled "Lodge Accounting" and contains four boxes: "Accounting" (highlighted with a yellow border), "Financial Reporting", "Q & A", and "Upload IRS Forms". The "Accounting" box contains the text "Information and resources from the Grand Lodge Accounting Committee." The "Financial Reporting" box contains "Learn how to use Elks new Financial Reporting System (FRS)." The "Q & A" box contains "Visit our Q&A System for answers to frequently asked accounting questions, or submit a question of your own." The "Upload IRS Forms" box contains "Upload your IRS Forms 990/990T for review by the Grand Lodge Auditing & Accounting Committee." The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 1:44 PM on 6/26/2021.



Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

Elks.org - Auditing & Accounting x

elks.org/grandlodge/auditing/accounting.cfm

Invite a Friend to Join Explore User Settings Change of Address Extended Access Member Logout

The Benevolent and Protective Order of Elks of the United States of America

ELKS HOME WHO WE ARE OUR PROGRAMS ELKS NATIONAL FOUNDATION MEMBERS ONLY

Who We Are
What We Do
How To Join
Grand Lodge
Convention >
Charitable Giving >
Grand Lodge Resources >
Leadership >
Committees >
Government Relations >
Activities >
Auditing >
Dashboard
Committee Roster
Upload IRS Forms
Manuals
Lodge Accounting >
Fraternal >
Ritualistic >
Judiciary >
Public Relations >
Elks Magazine >
Training

Elks Home > Members Area > Grand Lodge >

Lodge Accounting: Grand Lodge Accounting Committee

Dashboard

Grand Lodge Auditing & Accounting Committee Roster
Names and contact information for the eight members of the **Grand Lodge Auditing & Accounting Committee**.

Manuals & Chart of Accounts
Download manuals from the Accounting Committee in Adobe PDF format.

Committee News
Monthly updates from Auditing & Accounting Committee.

[Back to top](#)

1:46 PM 6/26/2021



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Introduction to Accounting Using QuickBooks

Elks.org :: Auditing & Accounting x +

elks.org/grandlodge/auditing/manuals.cfm

Invite a Friend to Join Explore User Settings Change of Address Extended Access Member Logout

The Benevolent and Protective Order of Elks of the United States of America

ELKS HOME WHO WE ARE OUR PROGRAMS ELKS NATIONAL FOUNDATION MEMBERS ONLY

Who We Are
What We Do
How To Join
Grand Lodge

Convention >
Charitable Giving >
Grand Lodge Resources >
Leadership >
Committees ^
Government Relations >
Activities >
Auditing ^
Dashboard
Committee Roster
Upload IRS Forms
Manuals
Lodge Accounting >
Fraternal >
Ritualistic >
Judiciary >
Public Relations >
Elks Magazine >
Training

Elks Home > Members Area > Grand Lodge >

Lodge Accounting

Accounting Committee

Manuals / Chart of Accounts Data

Manuals

Title	Code	Posted
Auditing and Accounting Manual	10100	03/01/2021 NEW
Financial Reporting System Manual	FRS	07/14/2020

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https://www.elks.org/grandlodge/manuals/downloadPDF.cfm?thePDFID=23

1:51 PM 6/26/2021



Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

AUDITING AND ACCOUNTING MANUAL

**A Guide to Financial Management
and Accounting for Elks Lodges**



BENEVOLENT AND PROTECTIVE
ORDER OF ELKS
OF THE UNITED STATES OF AMERICA



Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

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— APPENDICES —

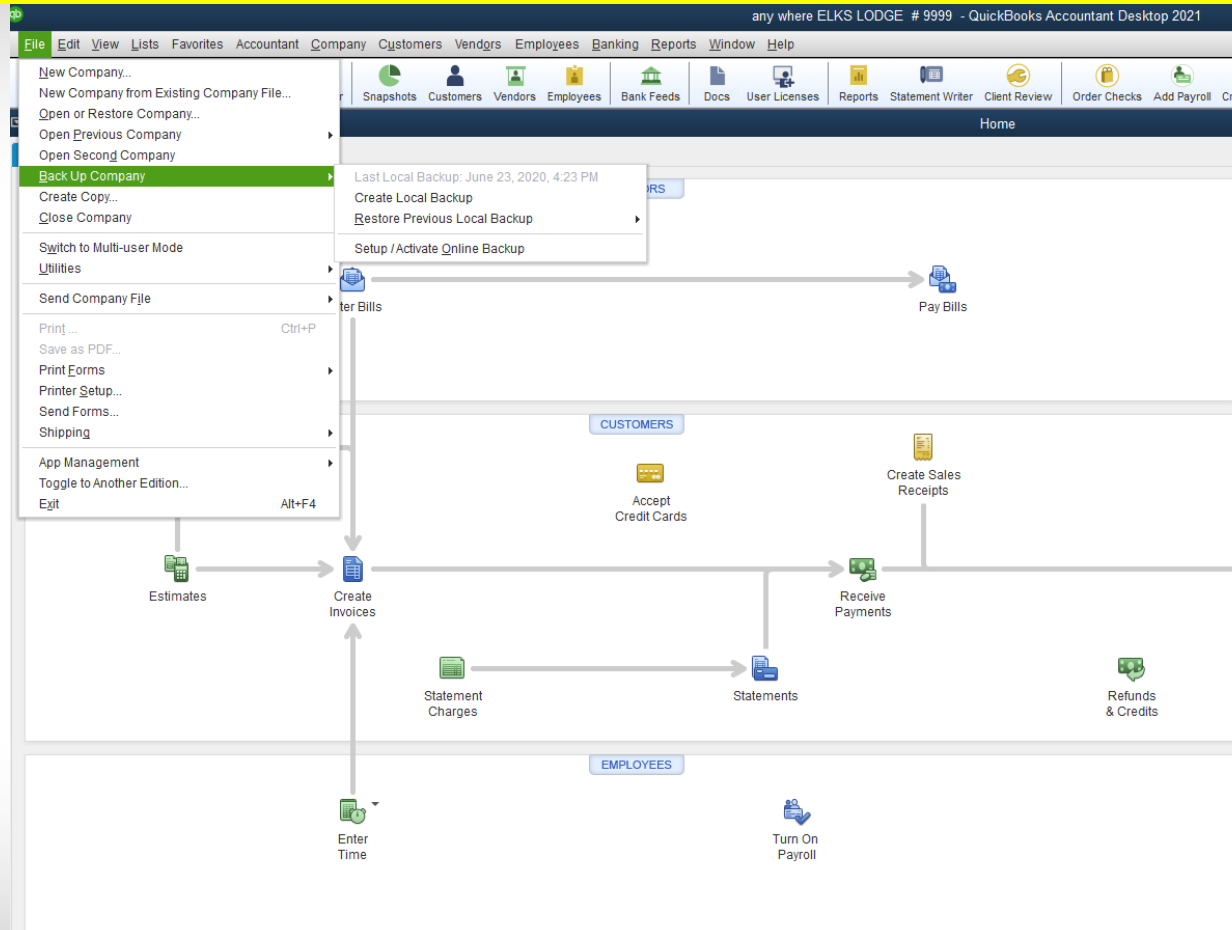
- A. Guide for Reviews by Lodge Auditing & Accounting Committee
- B. Guide for Separate Corporations
- C. Guide for Processing Payroll in QuickBooks Desktop
- D. Sample Agreement for Engagement of Accountant to
- G. Sample Inventory Certificate
- H. Sample Adjusting Journal Entries
- I. Creating General Journal Entries in QuickBooks
- J. Guide to Restricted Fund Accounting
- K. Year End Checklist



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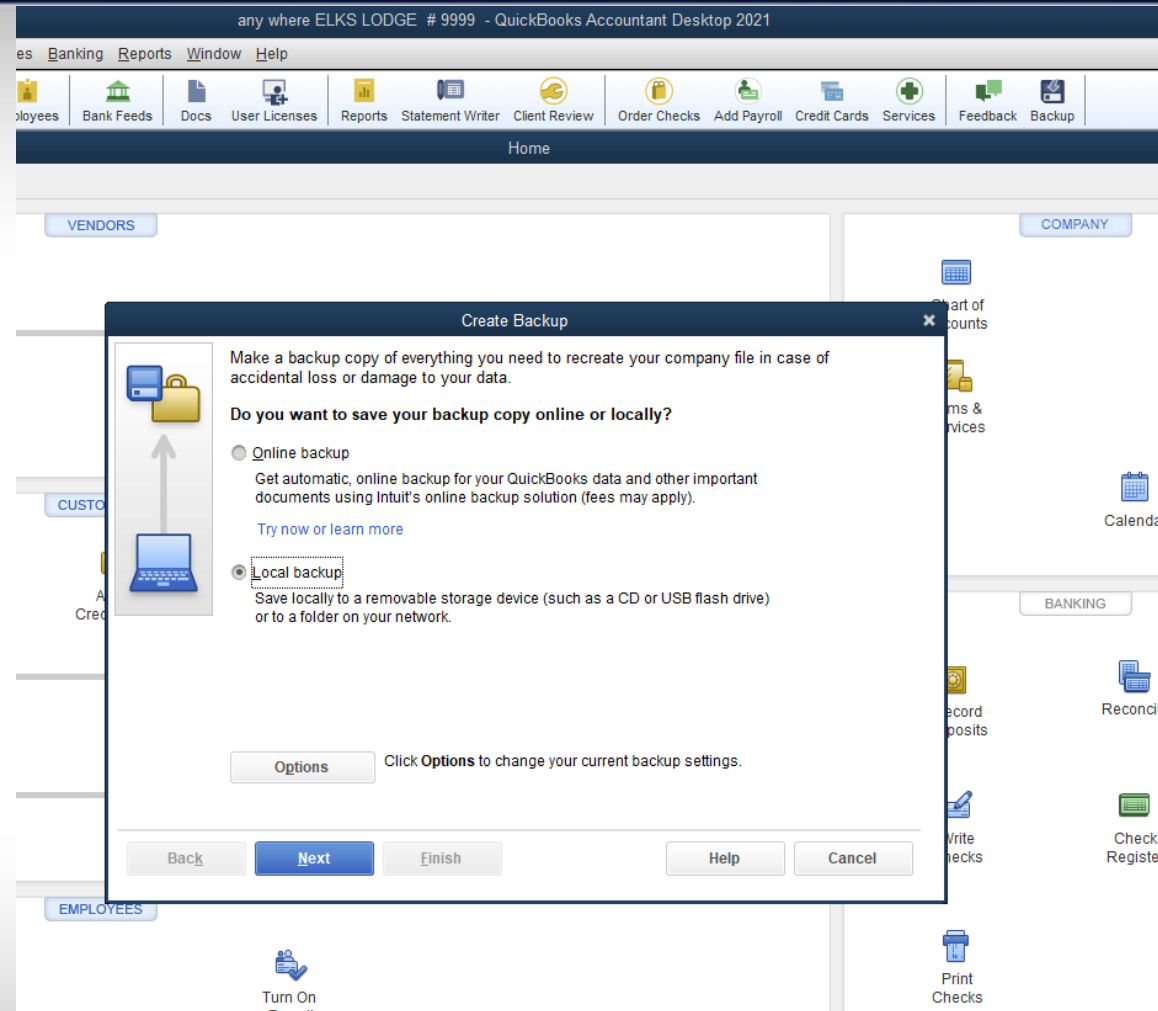
Be sure to do Backup at least Weekly, unless you have QuickBooks online.





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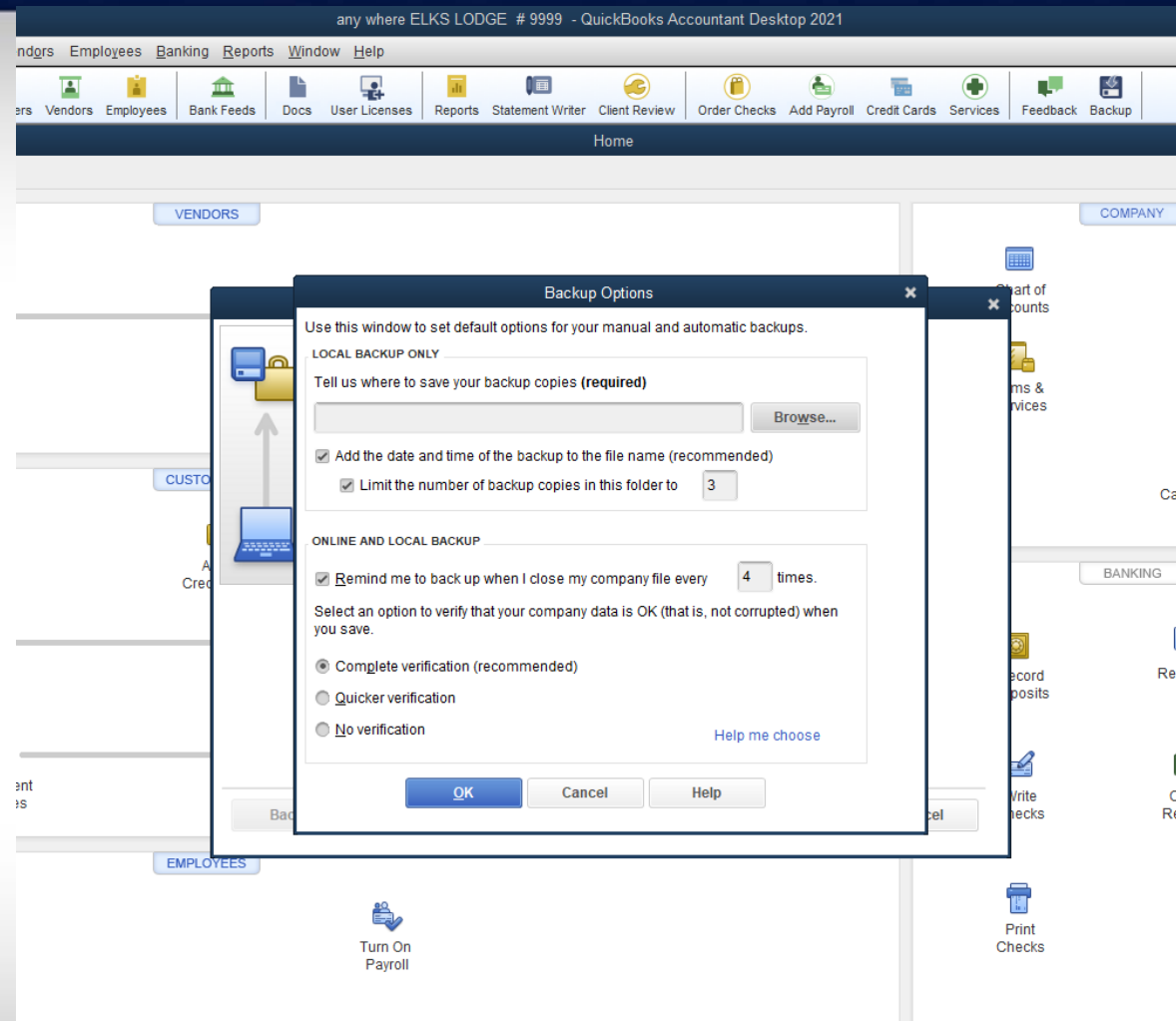
Introduction to Accounting Using QuickBooks





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Introduction to Accounting Using QuickBooks

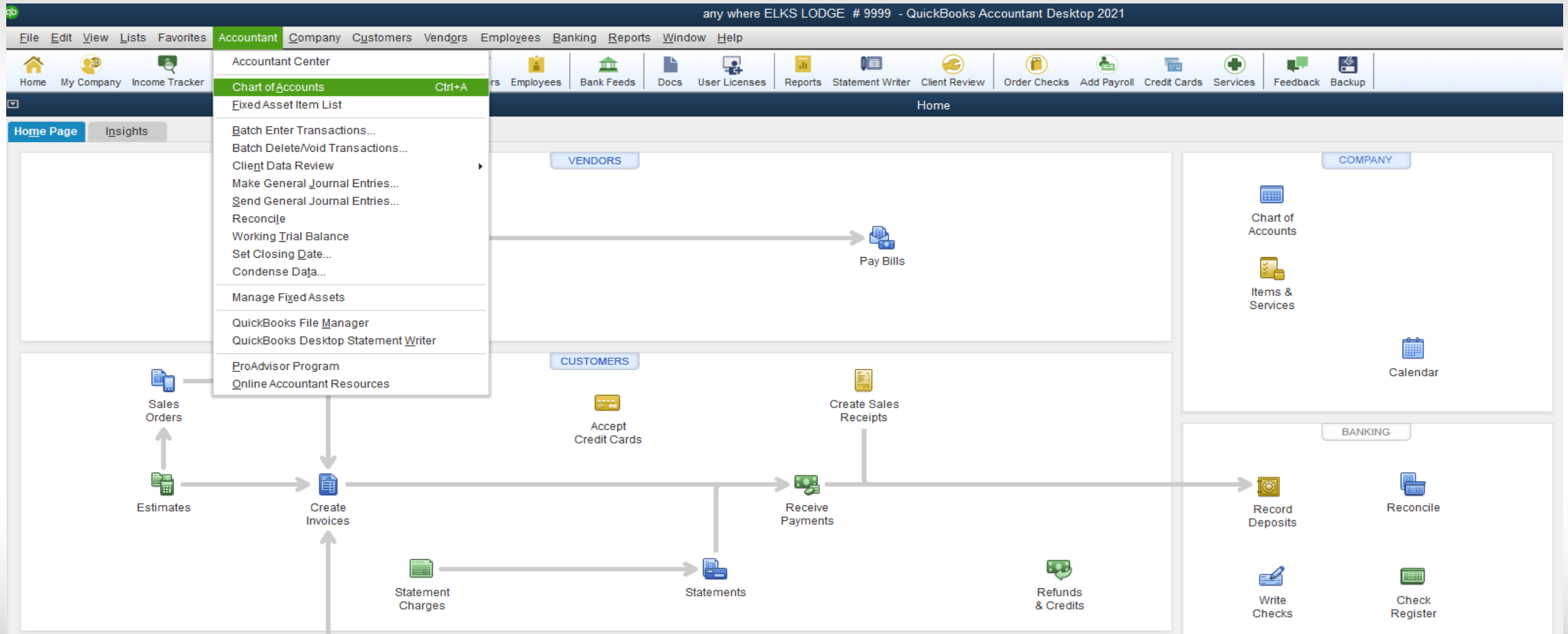




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CHART OF ACCOUNTS





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Introduction to Accounting Using QuickBooks

any where ELKS LODGE # 9999 - QuickBooks Accountant Desktop 2021

File Edit View Lists Favorites Accountant Company Customers Vendors Employees Banking Reports Window Help

Home My Company Income Tracker Bill Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Docs User Licenses Reports Statement Writer Client Review Order Checks Add Payroll Credit Cards Services Feedback Backup

Search Company or Help

Chart of Accounts

Look for account name or number

Search Reset

NAME	TYPE	BALANCE TOTAL	ATTACH
10200 - 10200 CHECKING LODGE GENERAL	Bank	10,306.71	
10201 - 10201 First Community Bank	Bank	10,306.71	
11002 - Accounts Receivable	Accounts Receivable	165.00	
10901 - 10901 PREPAID EXPENSES	Other Current Asset	0.00	
11000 - 11000 Deposits Receivable	Other Current Asset	0.00	
11001 - 11001 PUB acct deposit	Other Current Asset	0.00	
12000 - Undeposited Funds	Other Current Asset	0.00	
12100 - Inventory Asset	Other Current Asset	0.00	
15001 - Land	Fixed Asset	30,000.00	
15100 - Building	Fixed Asset	200,000.00	
15200 - Accum Depr - Building	Fixed Asset	-101,666.68	
20000 - 20000 ACCOUNTS PAYABLE	Accounts Payable	0.00	
21000 - 21000 ACCRUED WAGES	Other Current Liability	0.00	
21200 - 21200 OTHER CURRENT LIABILITY	Other Current Liability	0.00	
21600 - 21600 PAYROLL TAX LIABILITIES	Other Current Liability	0.00	
21800 - 21800 PREPAID MEMBERS DUES	Other Current Liability	155.00	
24000 - 21600 Payroll Liabilities	Other Current Liability	0.00	
28000 - 28000 DEF OTHER INC LONG TERM	Long Term Liability	10,000.00	
29013 - 29013 ELKS NATL FOUNDATION	Long Term Liability	41.00	
29014 - ENF GRANTS TEMP RESTRICTE	Long Term Liability	0.00	
29015 - 29015 STATE MAJOR PROJECT	Long Term Liability	463.00	
2901501 - 29015 SWEETHEART FUND	Long Term Liability	443.00	
29020 - 29020 LODGE DESIGNATED RESTRICT	Long Term Liability	714.66	
29900 - 29900 UNRESTRICTED FUNDS	Equity		
30000 - Opening Balance Equity	Equity	130,000.00	
30100 - 30010 MEMBER'S DUES	Income		
30102 - 30035 INITIATION FEES	Income		
30103 - 30040 TRANSFER / DEMITS	Income		
30104 - 30045 REINSTATEMENTS	Income		
30111 - 30050 OTHER MEMBERS FEES	Income		
30406 - 30180 LODGE FUND RAISERS	Income		
3018041 - 3018041 BBQ PLATE FUNDRAISER	Income		
3018051 - 3018051 LOTERIA	Income		
304061 - 3018001 50/50 RaffleS	Income		

Account Activities Reports Attach Include inactive

2:26 PM 6/26/2021



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any where ELKS LODGE # 9999 - QuickBooks Accountant Desktop 2021

File Edit View Lists Favorites Accountant Company Customers Vendors Employees Banking Reports Window Help

Home My Company Income Tracker Bill Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Docs User Licenses Reports Statement Writer Client Review Order Checks Add Payroll Credit Cards Services Feedback Backup

Search Company or Help

Chart of Accounts

Look for account name or number

Search Reset

NAME

TYPE

BALANCE TOTAL

ATTACH

Right Click on the account needed

10200 - 10200 CHECKING LODGE GENERAL	Bank	10,306.71	
10201 - 10201 First Community Bank	Bank	10,306.71	
11002 - Accounts Receivable	Accounts Receivable	165.00	
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15001 - Land	Fixed Asset	30,000.00	
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20000 - 20000 ACCOUNTS PAYABLE	Accounts Payable	0.00	
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21600 - 21600 PAYROLL TAX LIABILITIES	Other Current Liability	0.00	
21800 - 21800 PREPAID MEMBERS DUES	Other Current Liability	155.00	
24000 - 21600 Payroll Liabilities	Other Current Liability	0.00	
28000 - 28000 DEF OTHER INC LONG TERM	Long Term Liability	10,000.00	
29013 - 29013 ELKS NATL FOUNDATION	Long Term Liability	41.00	
29014 - ENF GRANTS TEMP RESTRICTE	Long Term Liability	0.00	
29015 - 29015 STATE MAJOR PROJECT	Long Term Liability	463.00	
2901501 - 29015 SWEETHEART FUND	Long Term Liability	443.00	
29020 - 29020 LODGE DESIGNATED RESTRIC	Long Term Liability	714.66	
29900 - 29900 UNRESTRICTED FUNDS	Equity		

Find...
Refresh

New
Edit Account
Delete Account

Make Account Inactive
Customize Columns...

Write Checks
Make Deposits
Enter Credit Card Charges
Transfer Funds
Make General Journal Entries...
Reconcile
Use Register
Working Trial Balance
Attach

QuickReport: 12000 - Undeposited Funds



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Change Account 12000 to 1100001

A screenshot of the QuickBooks Account Setup window. The window title is "any where ELKS LO". The menu bar includes File, Edit, View, Lists, Favorites, Accountant, Company, Customers, Vendors, Employees, Banking, Reports, Window, and Help. The toolbar contains icons for Home, My Company, Income Tracker, Bill Tracker, Calendar, Snapshots, Customers, Vendors, Employees, Bank Feeds, Docs, User Licenses, and Reports. The "Account Type" dropdown is set to "Other Current Asset". The "Number" field is "12000" and is underlined with an orange line. The "Account Name" field contains "Undeposited Funds". There is a checkbox for "Subaccount of" which is unchecked. The "OPTIONAL" section includes a "Description" field with "Funds received, but not yet deposited to a bank account", an "Account No." field, and a "Tag-Line Mapping" dropdown set to "<Unassigned>". A link "How do I choose the right tax line?" is next to the Tag-Line Mapping dropdown. At the bottom, there is a checkbox for "Account is inactive" which is unchecked, and two buttons: "Save & Close" and "Cancel".

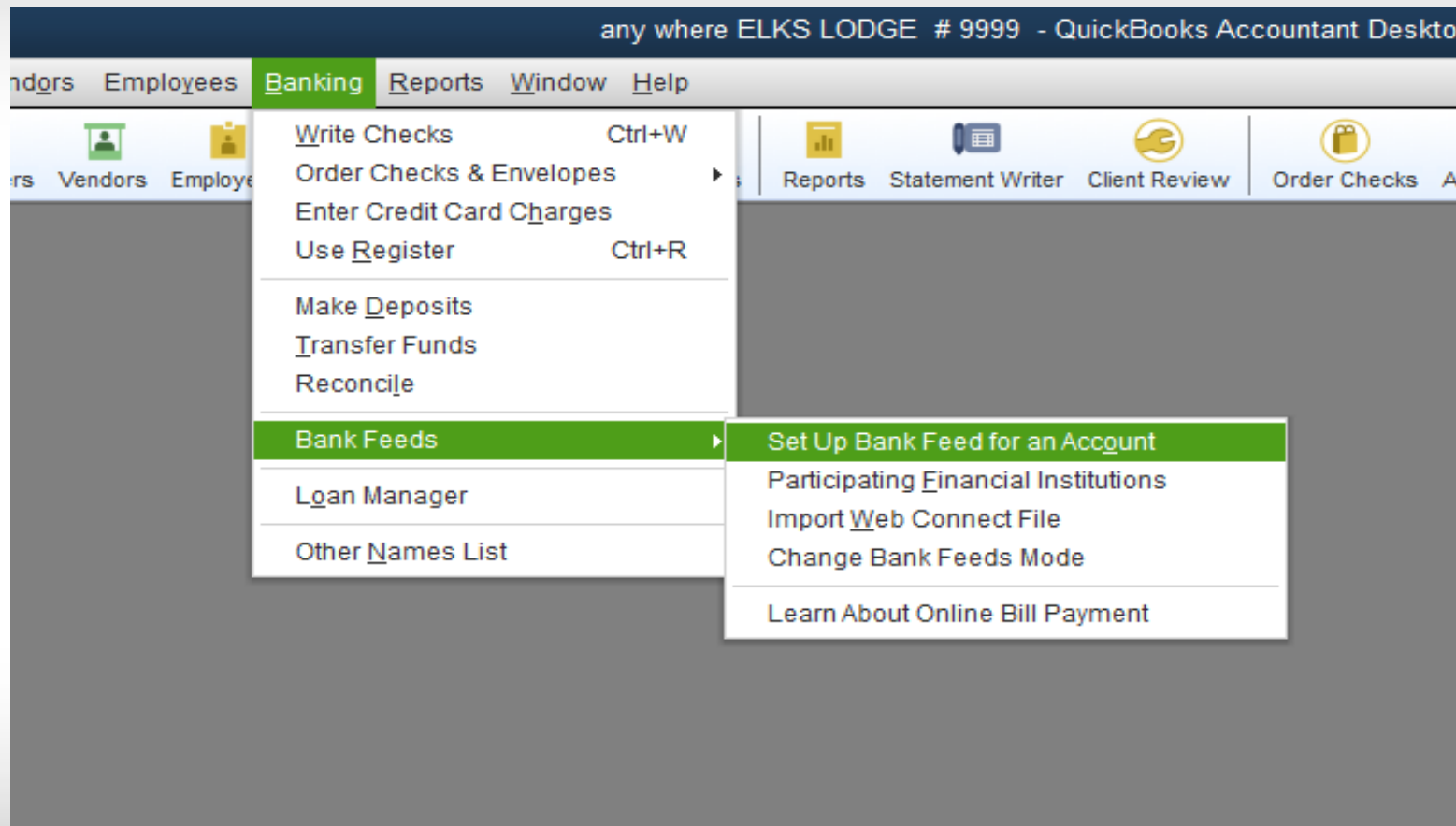
When you change this number, it changes the history.



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Linking Bank Accounts for Desktop.





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Bank Feed Setup

Step 1: Find your bank

1 FIND 2 CONNECT 3 LINK 4 DONE

Enter your bank's name

Examples: Bank of America, Citibank, American Express.

Or choose from these popular banks

- Bank of America-All Other States
- Chase
- Fidelity Bank
- U.S. Bank - PFM Direct Connect
- JPMorgan Chase Bank
- Wells Fargo Bank
- Capital One Card Services
- Citi Cards
- Discover Card Express Web
- American Express



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Bank Feed Setup

Enroll in Direct Connect

Your bank's Direct Connect service connects your bank accounts to QuickBooks

You're just a few steps away from getting your bank transactions into QuickBooks.

But first, take a minute to make sure you're enrolled in Chase's Direct Connect service.*

Ready to enroll? Think you might have enrolled already?
Call Chase at 1-877-242-7372, or visit their [enrollment site](#).

Enrolled and ready to connect?
Click continue to log in and connect to your accounts.

Don't want to use this service?
No problem! You can always manually import your transactions into QuickBooks.
[Here's how.](#)

*You may be charged a fee for this service.

QuickBooks

Service provided by
<https://www.chase.com>
1-877-242-7372

How does QuickBooks protect my financial information?

Back Continue

Progress: 1. FIND (checked), 2. CONNECT (active), 3. LINK, 4. DONE

Follow the steps per the information needed for your bank. Bank will help in more cases to get this setup.



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QuickBooks Accountant Desktop 2020

File Edit View Lists Accountant Company Customers Vendors Employees Banking Reports Window Help

Search Company or Help

My Shortcuts

- Home
- My Company
- Customers
- Vendors
- Merchant Service Center
- Invoice
- Chart of Account
- User Licenses

[Customize Shortcuts](#)

View Balances

Home Page Insights VENDORS

Bank Feeds

Add Account Rules

BANK ACCOUNTS

Chase Web Download	\$25,673.12
Account ending in [REDACTED]	1 week(s) ago
In QuickBooks	
Checking at Chase Web Download	\$25,683.07

Account Information LAST UPDATE: 1 week(s) ago

Chase Web Download	In QuickBooks
ACCOUNT ENDING IN [REDACTED]	ENDING BALANCE Checking at Chase Web Download
\$25,673.12	\$25,683.07

1 transaction is waiting to be added to QuickBooks. [Transaction List](#)

[Learn how to manually download transactions.](#)

Manage your account

- [Disable bank feeds](#)
- [Manually import statements](#)
- [Edit account settings](#)



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Introduction to Accounting Using QuickBooks

QuickBooks Accountant Desktop 2021

File Edit View Lists Accountant Company Customers Vendors Employees Banking Reports Window Help

Search Company or Help

My Shortcuts

- Home
- My Company
- Customers
- Vendors
- Merchant Service Center
- Invoice
- Chart of Account
- User Licenses

Customize Shortcuts

My Shortcuts

- View Balances
- Run Favorite Reports
- Open Windows

Home Page Insights VENDORS

Transactions List

Finish Later Rules

1 Transaction

Checking at Chase Web Download

NEW TO QUICKBOOKS

1 CHANGED BY RULES

Tell QuickBooks how to handle these bank transactions

Service provided by CHASE

STATUS All TYPE All types FROM 6/3/2021 TO 6/3/2021 Show Bank Memo

STATUS	TYPE	DATE	NO.	DOWNLOADED AS	PAYEE	ACCOUNT	PAYMENT	DEPOSIT	ACTION
<input checked="" type="checkbox"/>	Cha	CHK	6/3/2021	ORIG CO NAME:...	Intuit	60400 Bank Service	9.95		Select

Batch Actions



Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

Linking QuickBooks online with your Bank

A screenshot of the QuickBooks online application interface. The browser tabs show "quickbooks online - Yahoo Search" and "QuickBooks". The address bar displays "app.qbo.intuit.com/app/homepage". The main header shows the "intuit quickbooks" logo and a menu icon. Below the logo is a "+ New" button. The left sidebar contains a navigation menu with items: Overview, Dashboard, Performance, Tasks, Transactions, Sales, Cash Flow, Expenses, Workflows, and Projects. The "Transactions" item is selected, and a sub-menu is open showing options: Banking, App transactions, Rules, Tags, and Receipts. The main content area displays the business name "any where ELKS LODGE # 9999" and a "CASH FLOW" section with a "SAMPLE" button. Below this, it says "Track how your money is doing" and "Seeing how money flows over time can help you plan for the future. Link your bank account". A timeline at the bottom shows months from SEP to DEC. At the very bottom, a button says "Link a bank account to s".



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Introduction to Accounting Using QuickBooks

The screenshot shows the QuickBooks Online Banking interface in a web browser. The browser's address bar displays "app.qbo.intuit.com/app/banking". The page header includes the QuickBooks logo and the company name "any where ELKS LODGE # 9999". A navigation menu on the left lists various accounting functions, with "Transactions" currently selected. The main content area is titled "Automate income and expense tracking" and provides a step-by-step guide for connecting a bank account. The steps are: 1. Connect a bank or credit card to get started, 2. Review and add your transactions, and 3. See how your business is doing. Below the steps are two buttons: "Connect account" (highlighted in green) and "Upload transactions". A link for "Manage connections" is located at the bottom of the main content area.

quickbooks online - Yahoo Search x Bank transactions x +

app.qbo.intuit.com/app/banking

intuit quickbooks

+ New

Overview

Dashboard

Performance

Tasks

Transactions >

Sales >

Cash Flow >

Expenses >

Workflows >

Projects

Payroll >

Time >

Reports >

Taxes

Mileage

any where ELKS LODGE # 9999

Banking App transactions Rules Tags Receipts

Automate income and expense tracking

Save hours of work by tracking finances automatically

[See how it works](#) (3:10)

- 1 Connect a bank or credit card to get started
- 2 Review and add your transactions
- 3 See how your business is doing

[Connect account](#) [Upload transactions](#)

[Manage connections](#)



Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

quickbooks online - Yahoo Search x Bank transactions x +

app.qbo.intuit.com/app/banking

Accountant Tools

Banking App transactions Rules Tags Receipts

Cash In Bank - Unrestricted:...

Link account Update Explore BETA

Cash In Bank - Unres... \$13,621.85 BANK BALANCE Updated 8 hours ago \$12,136.29 IN QUICKBOOKS 9

Checking Restricted... \$39,563.21 BANK BALANCE Updated 8 hours ago \$41,410.97 IN QUICKBOOKS 1

Checking Restricted... \$8,000.96 BANK BALANCE Updated 8 hours ago \$5,180.96 IN QUICKBOOKS 1

Checking Restricted... \$100.00 BANK BALANCE Updated 8 hours ago \$100.00 IN QUICKBOOKS

Checking Restricted... \$3,226.59 BANK BALANCE Updated 8 hours ago \$726.59 IN QUICKBOOKS 1

For review (9) Categorized Excluded

All dates All transactions (9) Search by description or check number

	DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
<input type="checkbox"/>	06/25/2021	Deposit Serial	Daily Bar Receipts	4013008 Uncategorized Income		\$215.00	Add
<input type="checkbox"/>	06/25/2021	Deposit Serial	Daily Bar Receipts	4013008 Uncategorized Income		\$61.00	Add
<input type="checkbox"/>	06/25/2021	Bkcd Stlmmts Transfirst	Credit Cards	4013009 Other Income		\$783.00	Add
<input type="checkbox"/>	06/25/2021	Deposit Serial		2 records found		\$143.00	View
<input type="checkbox"/>	06/24/2021	Check 24127	Nicholas Nix	1 record found Check 24118 06/22/2021 -\$264.89 Nicholas Nix	\$264.89		Match
<input type="checkbox"/>	06/24/2021	Abby P Ref	Abby's Pest and Termite	1 record found Check Debit Card 06/07/2021 -\$60.00 Abby's Pest and Termite	\$60.00		Match

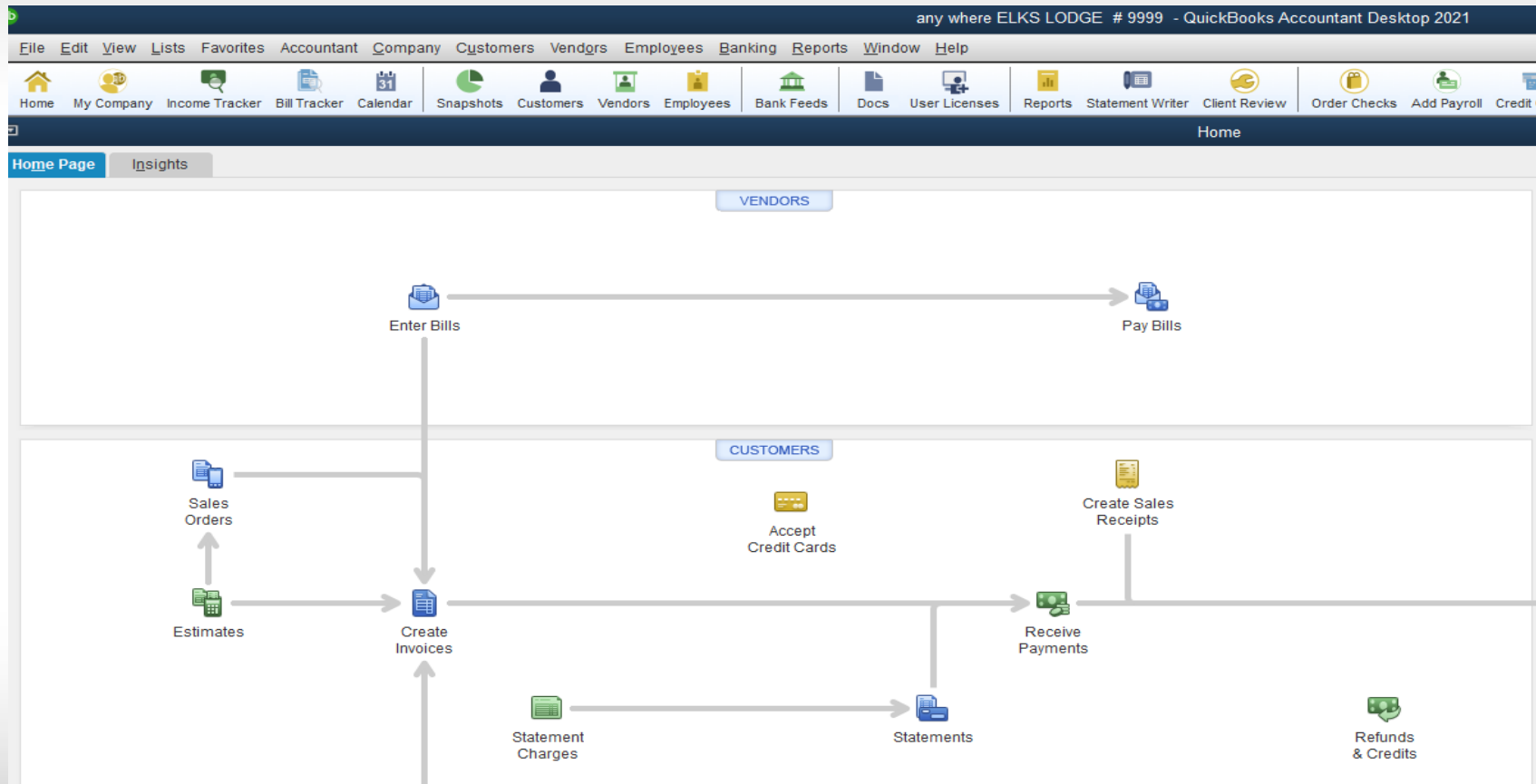
12:06 PM 6/27/2021



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Invoices







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Customer:Job Not Found



John Doe is not in the Customer:Job list.

To automatically add John Doe to the Customer:Job list, click Quick Add.
You can enter more detailed information later.

To enter the detailed information now, click Set Up (usually not required).

Quick Add

Set Up

Cancel



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New Customer

CUSTOMER NAME

OPENING BALANCE AS OF [How do I determine the opening balance?](#)

Address Info

COMPANY NAME

FULL NAME

JOB TITLE

Main Phone Main Email

Work Phone CC Email

Mobile Website

Fax Other 1

ADDRESS DETAILS

INVOICE/BILL TO

SHIP TO

☐ Default shipping address

☐ Customer is inactive

New Customer

CUSTOMER NAME

OPENING BALANCE AS OF [How do I determine the opening balance?](#)

Address Info

ACCOUNT NO. CREDIT LIMIT

Payment Settings

PAYMENT TERMS PRICE LEVEL

Sales Tax Settings

PREFERRED DELIVERY METHOD

Additional Info

PREFERRED PAYMENT METHOD

Job Info

CREDIT CARD INFORMATION

CREDIT CARD NO.

EXP. DATE /

NAME ON CARD

ADDRESS

ZIP / POSTAL CODE

ONLINE PAYMENTS

Let this customer pay you by:

☐ Credit Card

☐ Bank Transfer (ACH)

☐ Customer is inactive



Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

Main Formatting Send/Ship Reports

Find New Save Delete Create a Copy Memorize Mark As Pending Print Email Print Later Email Later Attach File Add Time/Costs Apply Credits

CUSTOMER:JOB John Doe

Invoice

ITEM	QUANTITY	DESCRIPTION
Life Member		
< Add New >		
ENF	Other Charge	Elks National Foundation
INITIATION FEES	Other Charge	New Member
Membership Dues	Other Charge	Dues
PrePaid Bues	Other Charge	Prepaid Dues

Item Not Found



QuickBooks did not find 'Life Member' in your list of products and services.

Would you like to add it now? If not, go back and select an existing product or service.

Yes

No



Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

New Item

TYPE

Service Use for services you charge for or purchase, like specialized labor, consulting hours, or professional fees.

Non-inventory Part Subitem of

Fixed Asset

Other Charge

Subtotal

Group

Discount

Payment Assemblies or is performed by a subcontractor or partner

Description Rate 0.00

Account

☐ Item is inactive

OK

Cancel

Notes

Custom Fields

Spelling

[How can I set rates by customers or employees?](#)

New Item

TYPE

Other Charge Use for miscellaneous labor, material, or part charges, such as delivery charges, setup fees, and service charges.

Item Name/Number Subitem of

Life Member

☐ This item is used in assemblies or is a reimbursable charge

Description Amount or %

Life Membership 50.00

Account 30011 - 30011 Membe...

☐ Item is inactive

OK

Cancel

Notes

Custom Fields

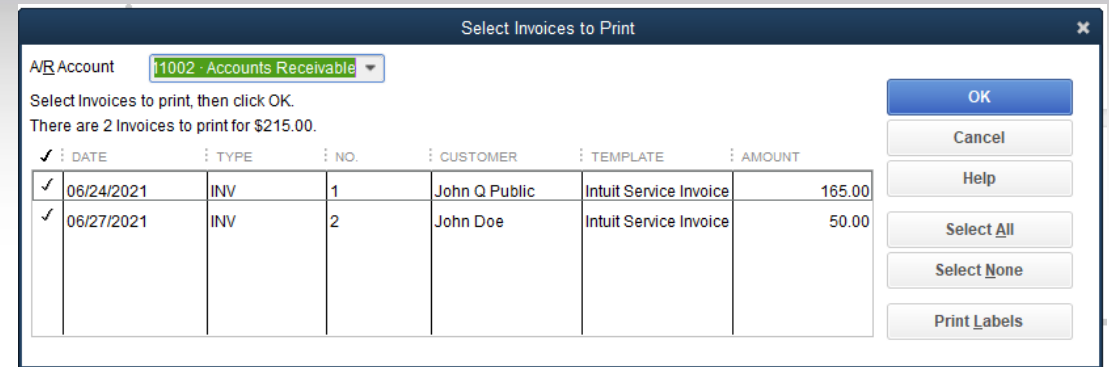
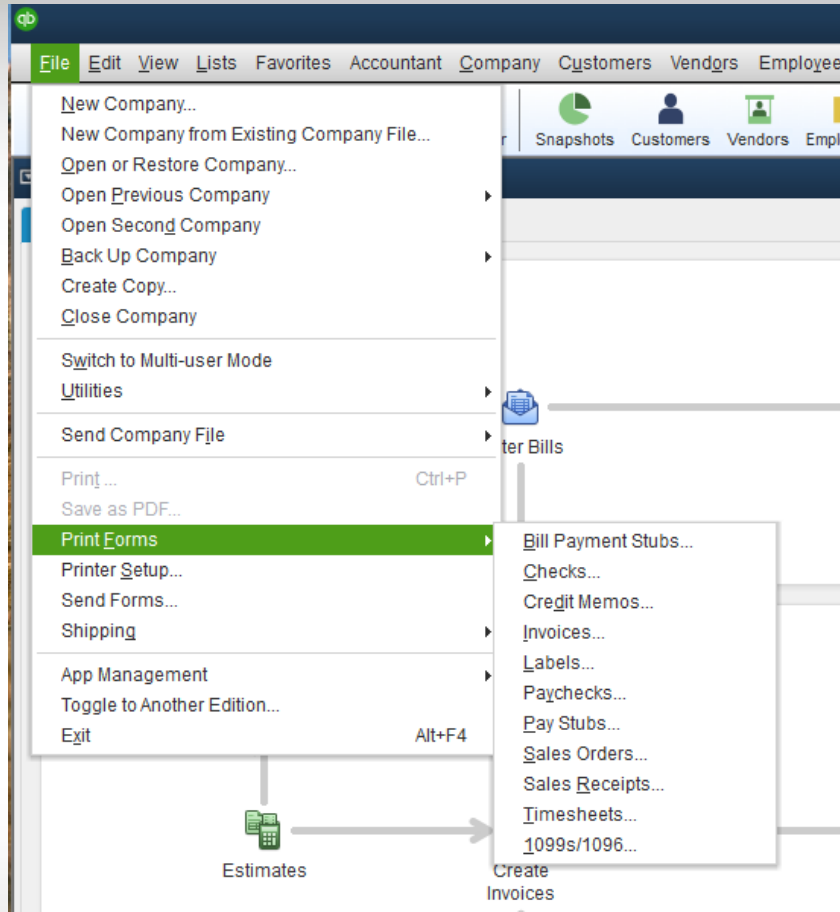
Spelling

[illegible]



Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

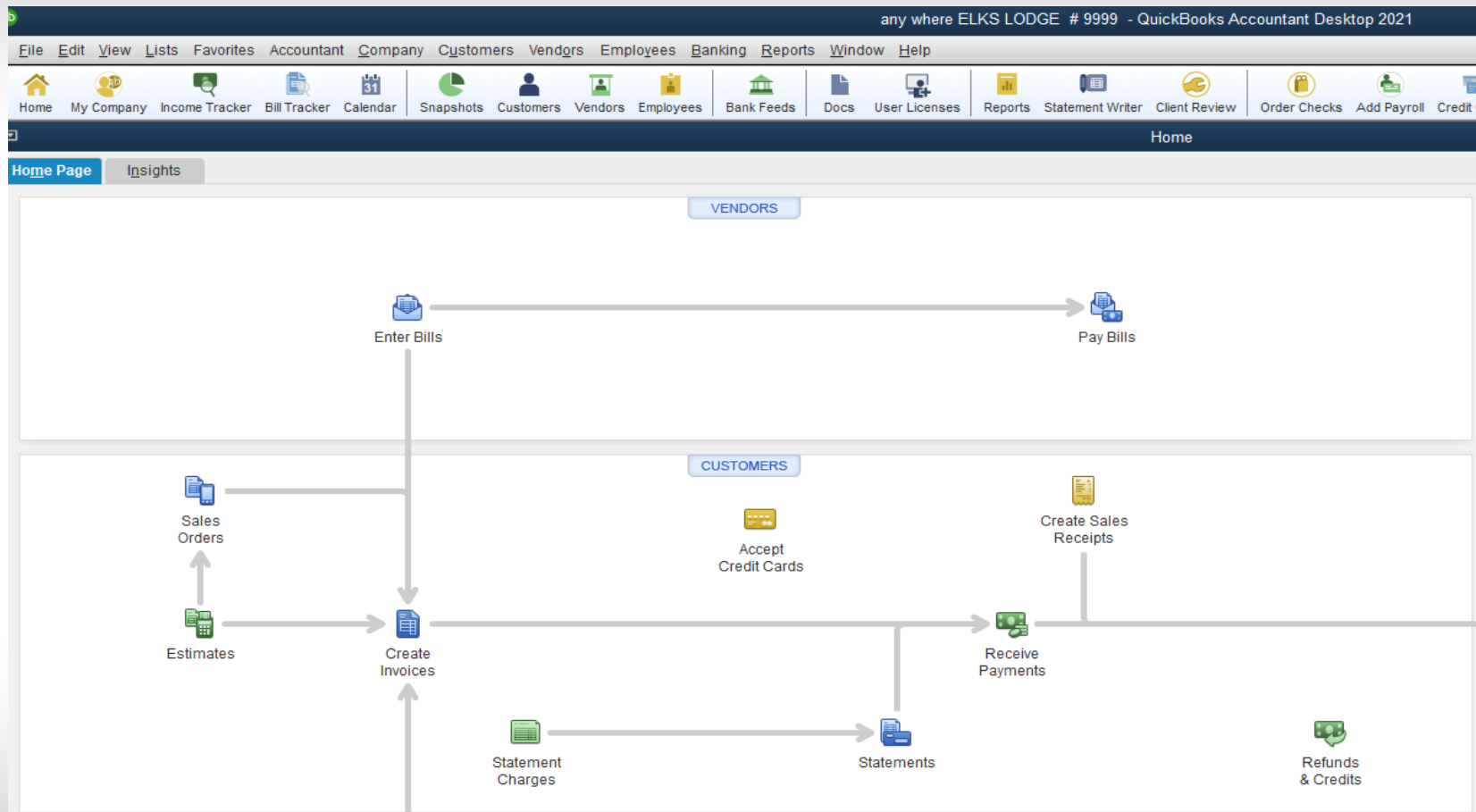




Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

Receiving Payments



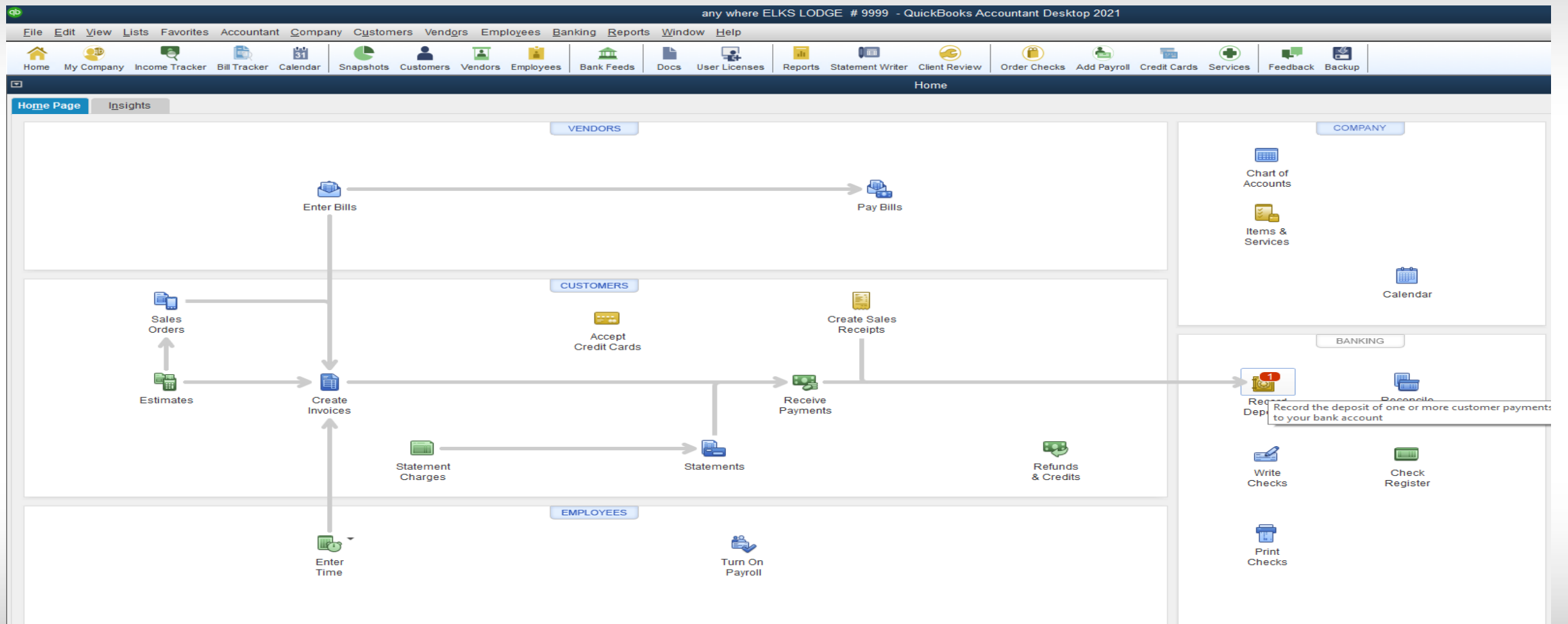




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Introduction to Accounting Using QuickBooks

Deposits





Windows taskbar showing icons for Start, Search, Task View, File Explorer, Edge, Mail, OneDrive, Outlook, Word, PowerPoint, Teams, and a custom icon labeled 'qb'. The system clock shows 8:55 PM on 6/27/2022.



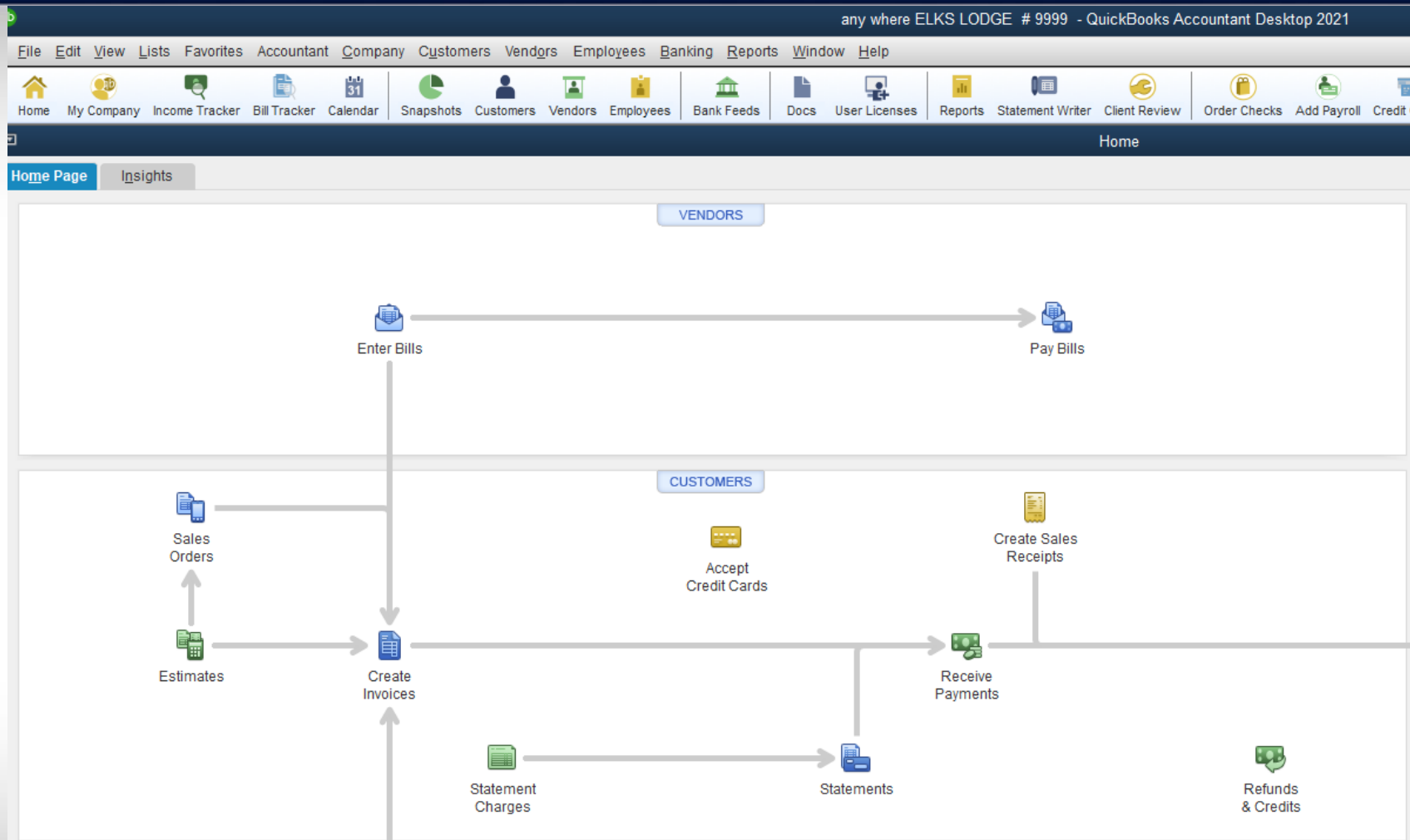
Windows taskbar showing icons for Start, Search, Task View, File Explorer, Edge, OneDrive, Outlook, Chrome, Word, Excel, PowerPoint, Teams, and a custom icon labeled 'qb'. The system clock shows 9:06 PM on 6/27/2022.



Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

Bill or
Voucher





Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

Bills or Voucher

any where ELKS LODGE # 9999 - QuickBooks Accountant Desktop 2021

File Edit View Lists Favorites Accountant Company Customers Vendors Employees Banking Reports Window Help

Home My Company Income Tracker Bill Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Docs User Licenses Reports Statement Writer Client Review Order Checks Add Payroll Credit Cards Services Feedback Backup

Enter Bills

Main Reports

Find New Save Delete Create a Copy Memorize Print Attach File Enter Time Clear Splits Recalculate Pay Bill

Bill Credit ☒ Bill Received

Bill

VENDOR: BPOE of the USA DATE: 06/28/2021

< Add New >

ADDRESS:

TERMS:

MEMO:

Expenses

ACCOUNT:

CUSTOMER: JOB:

BILLABLE?

Save & Close Save & New Clear

BPOE of the USA

Vendor Transaction

SUMMARY

Open balance 0.00

RECENT TRANSACTION

04/15/20	Check	222.69
09/11/19	Check	41.04
05/23/19	Check	760.50
07/12/18	Check	183.95
04/11/18	Check	17.60

NOTES

12:03 PM 6/28/2021







Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

Payment Summary

PAYMENT DETAILS

Payment Date

06/28/2021

Payment Account

10200 - 10200 CHECKING LODGE GE...

Payment Method

Check

Payment has been successfully recorded for the following bill:

DATE DUE	VENDOR	AMOUNT PAID
07/08/2021	BPOE of the USA	224.00
Total		224.00

[How do I find and change a bill payment?](#)

You can print checks now or print them later from Print Forms on the File menu.

Pay More Bills

Print Checks

Done

[illegible]



Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

any where ELKS LODGE # 9999 - QuickBooks Accountant Desktop 2021

File Edit View Lists Favorites Accountant Company Customers Vendors Employees Banking Reports Window Help

Home My Company Income Tracker Bill Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Docs User Licenses Reports Statement Writer Client Review Order Checks Add Payroll Credit Cards Services Feedback Backup Search Company or Help

Write Checks - 10201 First Community Bank

Main Reports

Find New Save Delete Create a Copy Memorize Print Pay Online Attach File Enter Time Clear Splits Recalculate Batch Transactions Reorder Reminder Order Checks

BANK ACCOUNT 10200 - 10200 CHECKING LOD... ENDING BALANCE 14,907.71

NO. TO PRINT
DATE 06/28/2021

PAY TO THE ORDER OF City of Brownsville \$ 50.00

Fifty and 00/100* DOLLARS

ADDRESS
City of Brownsville

MEMO

Expenses \$50.00 Items \$0.00

ACCOUNT	AMOUNT	MEMO	CUSTOMER JOB	BILLABLE?
40375 - 40375 Licenses	50.00			

Write Checks -

Main Reports

Find New Save Delete Create a Copy Memorize Print Pay Online Attach File Enter Time Clear Splits Recalculate Batch Transactions Reorder Reminder Order Checks

Save & Close Save & New Clear

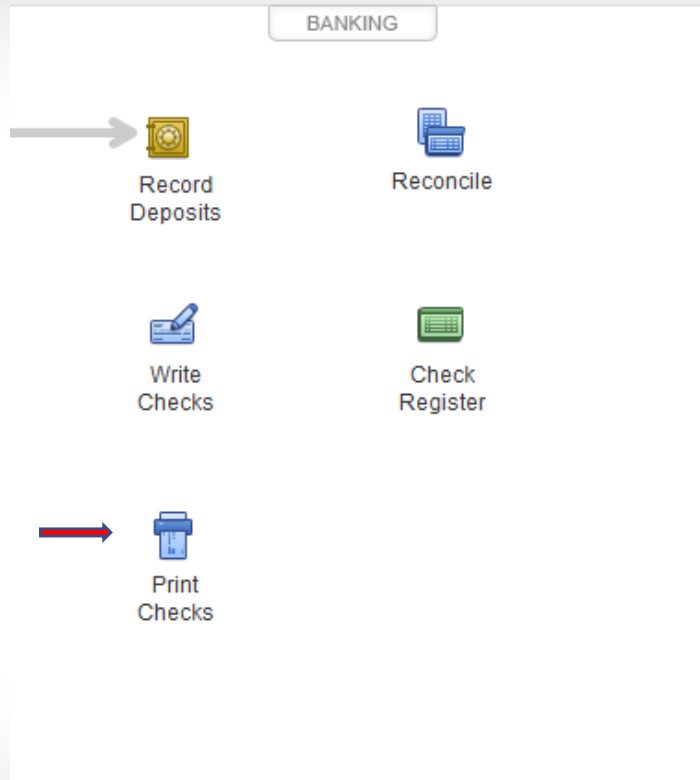
12:53 PM 6/28/2021



Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

Printing Checks



Select Checks to Print

Bank Account: 0201 First Community Bank First Check Number: 1 Order Checks

Select Checks to print, then click OK.
There are 3 Checks to print for \$3,499.00.

✓	DATE	PAYEE	AMOUNT
✓	06/24/2021	Oville Weiss	3,225.00
✓	06/28/2021	BPOE of the USA	224.00
✓	06/28/2021	City of Brownsville	50.00

OK Cancel Help Select All Select None



Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

Print Checks [X]

You have 3 checks to print for \$3,499.00

Settings | Fonts | Partial Page

Printer name: **Microsoft Print to PDF on PORTPROMPT:** [Options...]

Printer type: **Page-oriented (Single sheets)**

Note: To install additional printers or to change port assignments, use the Windows Control Panel.

CHECK STYLE

☒ Voucher ☐ Standard ☐ Wallet

Number of copies: **1**

☒ Collate
☐ Print company name and address.
☐ Use logo
☐ Print Signature Image

Print
Cancel
Help
Logo
Signature

Print Checks - Confirmation [X]

If your checks printed correctly, click OK.

[What if my checks printed in reverse order?](#)

If you need to reprint any checks, select them and click OK. Then return to the Select Checks to Print window to reprint them.

REPRINT	CHECK NO.	PAYEE	AMOUNT
<input checked="" type="checkbox"/>	1	Oville Weiss	3,225.00
<input type="checkbox"/>	2	BPOE of the USA	224.00
<input type="checkbox"/>	3	City of Brownsville	50.00

Select All

[What if my checks printed incorrectly?](#)

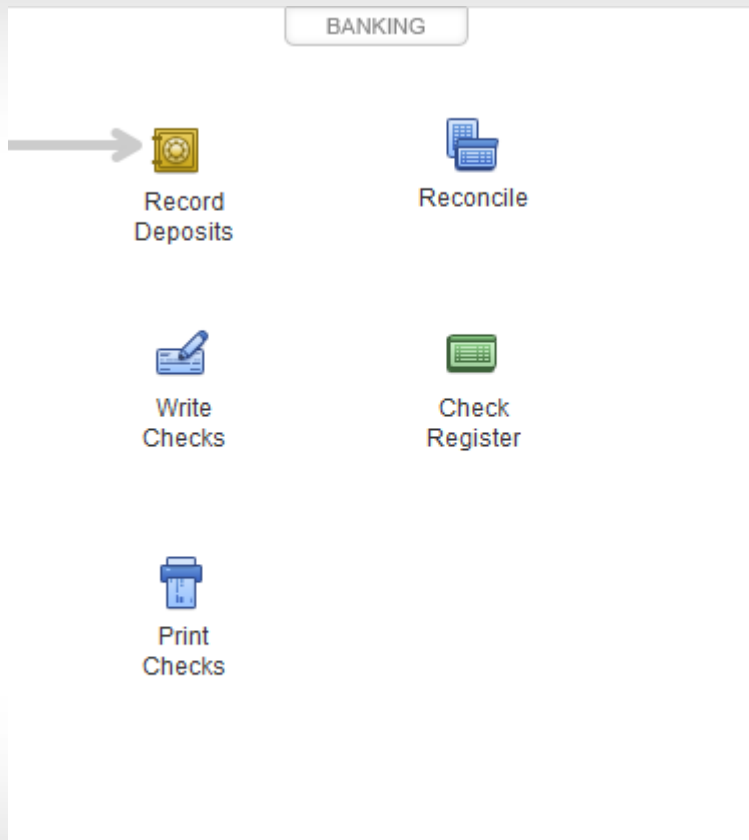
Cancel **OK**



Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

Check Register



Use Register

Select Account: 10200 - 10200 CHECKING LC

OK

10200 - 10200 CHECKING LODGE GENERAL Bank

10201 - 10201 First Community Bank Bank

DATE	NUMBER	TYPE	ACCOUNT	MEMO	PAYMENT	DEPOSIT	BALANCE
03/09/2020		DEP	93214 - 93214 ENF GRANTS RESTRICTED 9321403 - 9321403 Beacon Grant-FeedHome	Deposit		71.58	16,619.56
03/11/2020	1253	CHK	Card Lock Co.		95.34		16,524.22
03/11/2020	1255	CHK	30225 - 30225 KEY CARDS	new entry cards for members			14,457.90
03/11/2020	1256	CHK	93214 - 93214 ENF GRANTS RESTRICTED 9321403 - 9321403 Beacon Grant-FeedHome	Beacon Grant - reimb for purchase of gift cards to be used to buy groceries for Feed the Homeless	2,066.32		12,557.90
03/19/2020	1256	CHK	Matselda Perez		1,900.00		12,557.90
03/25/2020		DEP	93214 - 93214 ENF GRANTS RESTRICTED 9321424 - 9321424 Spotlight Grant/Vets '20	Spotlight Grant - reimb for purchase of gift cards to used to buy food & supplies for Veteran's ac		397.00	12,954.90
03/30/2020	1257	CHK	Ruben Garcia		420.00		12,534.90
04/15/2020	1258	CHK	35401 - 30470 LODGE EXPENSE - OTHER 3047001 - 3047001 STORAGE SPCE RENTAL	payment for rental of storage area for Lodge			12,312.21
04/20/2020	1259	CHK	BPOC of the USA		222.69		12,101.71
05/07/2020	1259	CHK	Ramona Mithaga		210.50		12,101.71
05/07/2020		DEP	30100 - 30010 MEMBER'S DUES	purchase of new jackets for new ER & Past ER			12,946.71
05/28/2020		DEP	30100 - 30010 MEMBER'S DUES			845.00	13,531.71
06/24/2021	To Print	BILLPMT	20000 - 20000 ACCOUNTS PAYABLE		3,225.00		10,306.71
06/27/2021		DEP	Oville Weiss			4,825.00	15,131.71
06/28/2021	To Print	BILLPMT	20000 - 20000 ACCOUNTS PAYABLE		224.00		14,907.71
06/28/2021	To Print	CHK	40375 - 40375 Licenses	Voucher # 21-100	50.00		14,857.71
ENDING BALANCE							14,857.71

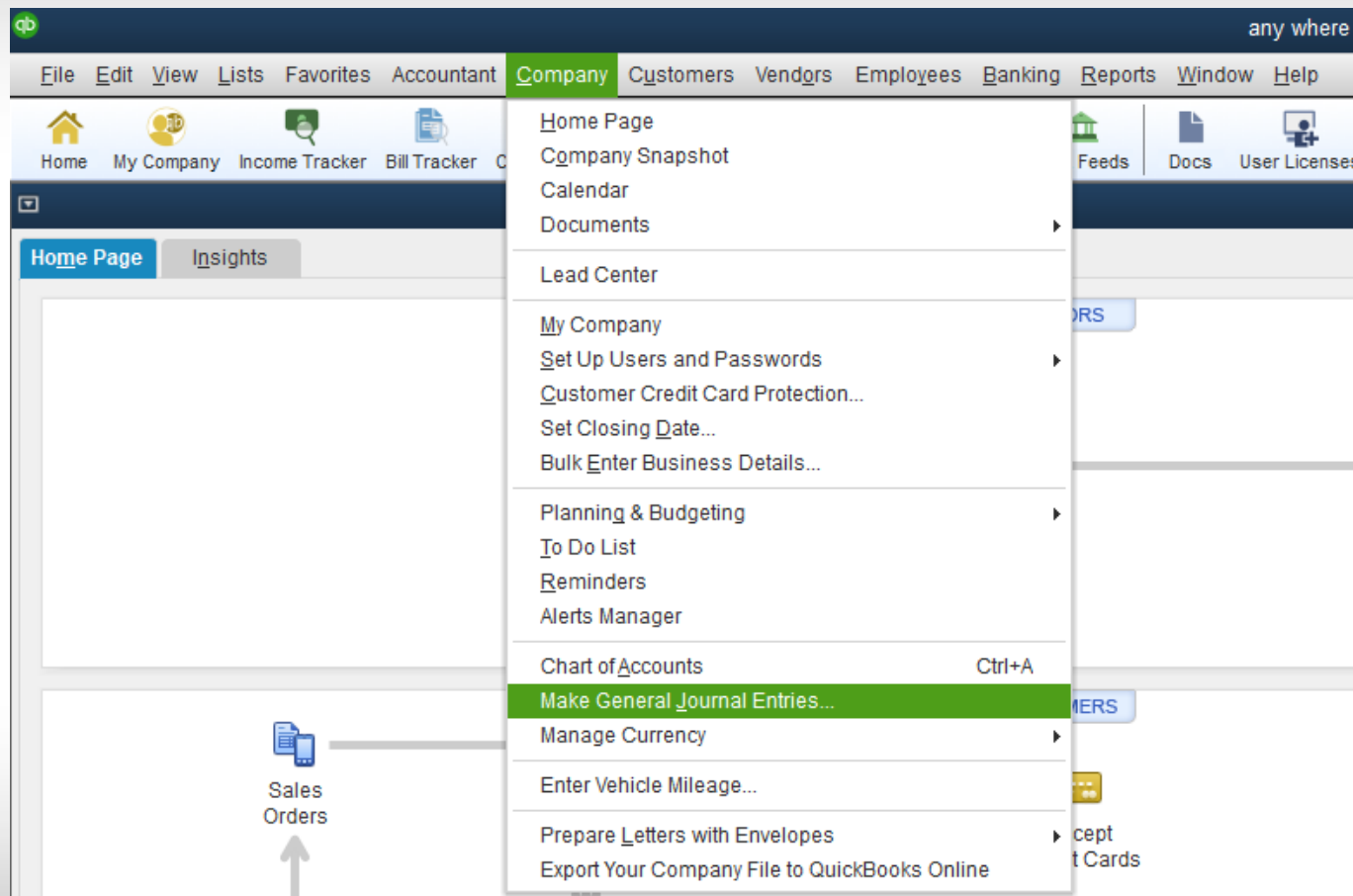
Record Restore



Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

General Journal Entries





- Prepaid Dues
- Deposits
- Prepaid Expenses
- Error Correction
- Allocation of Expenses
- Adjusting entries
- Asset purchases
- Depreciation Expenses
- Interest on loan accounts
- Year End adjustments

3:48 PM
6/28/2022

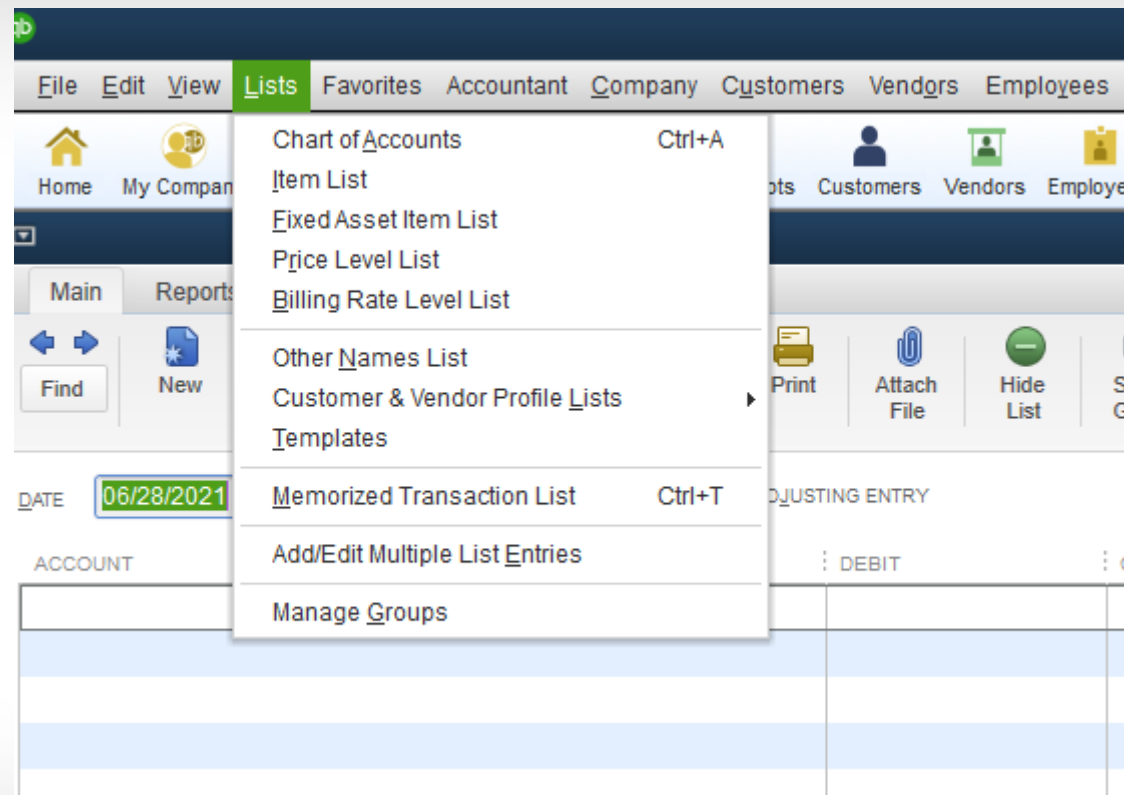




Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

Memorized Transaction





Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

any where ELKS LODGE # 9999 - QuickBooks Accountant Desktop 2021

File Edit View Lists Favorites Accountant Company Customers Vendors Employees Banking Reports Window Help

Home My Company Income Tracker Bill Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Docs Usr

Memorized Transaction List

TRANSACTION NAME	TYPE	SOURCE ACCOUNT	AMOUNT	FREQUENCY	AUTO	NEXT DATE
♦ Daily Deposit	Deposit	10200 - 10200 CHECKING L...		Never		
♦ elect	Bill	20000 - 20000 ACCOUNTS P...	0.00	Never		
♦ elect Check	Check	10200 - 10200 CHECKING L...	0.00	Never		
♦ Monthly	General Journal	3050001 - Depreciation Expe...	833.34	Never		

Memorized Transaction Enter Transaction



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Introduction to Accounting Using QuickBooks

Daily Deposit

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File Edit View Lists Favorites Accountant Company Customers Vendors Employees Banking Reports Window Help

Home My Company Income Tracker Bill Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Docs Use

Make Deposits

Previous Next Save Print Payments History Journal Attach

Deposit To: GENERAL:10201 - 10201 First Community Bank Date: 06/28/2021 Memo: Deposit

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.	AMOUNT
Various Members	40100 - Liquor Sales				
VARIOUS CUSTOMERS	40105 - Beer Sales				
VARIOUS CUSTOMERS	40106 - Wine Sales				
VARIOUS CUSTOMERS	40120 - Rental Income				
VARIOUS CUSTOMERS	40125 - Sales Non-Member URI				
VARIOUS CUSTOMERS	30010 - 30010 MEMBER'S DUES				
VARIOUS CUSTOMERS	30011 - 30011 Member Dues Life				
VARIOUS CUSTOMERS	29013 - 29013 ELKS NAT'L FOU...				



Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

Write a Check

Write Checks - 10201 First Community Bank

Main Reports

Find New Save Delete Create a Copy Memorize Print Pay Online Attach File Enter Time Clear Splits Recalculate Batch Transactions Reorder Reminder Order Checks

BANK ACCOUNT: 01 - 10201 First Community Bank ENDING BALANCE: 14,857.71

NO. TO PRINT
DATE: 06/28/2021

PAY TO THE ORDER OF: elect \$ 0.00

ADDRESS: elect

MEMO:

Expenses \$0.00 Items \$0.00

ACCOUNT	AMOUNT	MEMO	CUSTOMER:JOB	BILLABLE?
30450 - Utilities - Elect Lodge		50%		
40470 - Utilities Elect - Club		50%		

Enter a Bill

Enter Bills

Main Reports

Find New Save Delete Create a Copy Memorize Print Attach File Enter Time Clear Splits Recalculate Pay Bill

Bill Credit Bill Received

Bill

VENDOR: elect DATE: 06/28/2021

ADDRESS: elect REF. NO.:

AMOUNT DUE: 0.00

TERMS: BILL DUE: 07/08/2021

MEMO:

Expenses \$0.00 Items \$0.00

ACCOUNT	AMOUNT	MEMO	CUSTOMER:JOB	BILLABLE?
30450 - Utilities - Elect L...		50% of bill		
40470 - Utilities Elect - C...		50% of bill		



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Introduction to Accounting Using QuickBooks

Monthly Depreciation

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File Edit View Lists Favorites Accountant Company Customers Vendors Employees Banking Reports Window Help

Home My Company Income Tracker Bill Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Docs Use

Make General Journal Entries

Main Reports

Find New Save Delete Create a Copy Memorize Reverse Print Attach File Hide List Send GJEs

DATE: 06/28/2021 ENTRY NO. Monthl Dep ☒ ADJUSTING ENTRY

ACCOUNT	DEBIT	CREDIT	MEMO	NAME	BILLABLE?
3050001 - Depreciation Expe...	833.34		April Depr		
15200 - Accum Depr - Building		833.34	April Depr		



Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

Chart of Accounts
Click on Account
#21800 and this is
only regular
Membership Dues.
You need to Click
on Life Member
Dues to complete
Journal Entry.

any where ELKS LODGE # 9999 - QuickBooks Accountant Desktop 2021

File Edit View Lists Favorites Accountant Company Customers Vendors Employees Banking Reports Window Help

Home My Company Income Tracker Bill Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Docs User Licenses Reports Statement Wri Search Company or Help

21800 - 21800 PREPAID MEMBERS DUES

Go to... Print... Edit Transaction QuickReport

DATE	REF	PAYEE	INCREASE	DECREASE	BALANCE
	TYPE	ACCOUNT			
04/01/2019	8			925.00	0.00
	GENJRN	30100 - 30010 MEMBER'S DUES	to recognize prepaid member's dues as income in curren		
03/25/2020		Various Members	325.00		325.00
	DEP	10200 - 10200 CHECKING LODGE GENERAL-10201 - 1C			
04/01/2020	10			325.00	0.00
	GENJRN	30100 - 30010 MEMBER'S DUES	To adjust prepaid member's dues from Liability to income		
02/01/2021	1	John Q Public	155.00		155.00
	INV	11002 - Accounts Receivable [split]			
02/01/2021	6	Mike Smith	155.00		310.00
	INV	11002 - Accounts Receivable			
03/01/2021	5	John Doe	155.00		465.00
	INV	11002 - Accounts Receivable			
03/03/2021	3	Autumn Leslie	155.00		620.00
	INV	11002 - Accounts Receivable			
03/11/2021	4	Jane Doe	155.00		775.00
	INV	11002 - Accounts Receivable			
03/31/2021		Mike Perez	150.00		925.00
	DEP	10200 - 10200 CHECKING LODGE GENERAL-10201 - 1C			
03/31/2021		Oville Weiss	150.00		1,075.00
	DEP	10200 - 10200 CHECKING LODGE GENERAL-10201 - 1C			
03/31/2021		Patty Wilson	150.00		1,225.00
	DEP	10200 - 10200 CHECKING LODGE GENERAL-10201 - 1C			
03/31/2021		Ramona Mishaga	150.00		1,375.00
	DEP	10200 - 10200 CHECKING LODGE GENERAL-10201 - 1C			
06/28/20	Ref	Payee	Increase	Decrease	
		Account			
ENDING BALANCE					1,375.00

Splits 1-Line

Sort by Date, Type, Number/Ref

Record Restore



Journal Entry to transfer dues to current year.

[illegible]



Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

Properly allocating overhead costs to your various departments or activities allows for a better understanding of the profitability the Lodge.

Examples include but are not limited to:

1. Accounting and Legal Expenses
2. Depreciation
3. Insurance
4. Interest Expense
5. Janitorial Expenses
6. Officer and Clerical Staff Salaries and Wages
7. Repairs and Maintenance Expense for Buildings and Grounds
8. Rent Expense
9. Taxes – both Real and Personal Property
10. Telephone, Internet and other utilities



Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

Customizing QuickBooks Reports

The screenshot displays the QuickBooks Accountant Desktop 2021 interface. The title bar reads "any where ELKS LODGE # 9999 - QuickBooks Accountant Desktop 2021". The menu bar includes File, Edit, View, Lists, Favorites, Accountant, Company, Customers, Vendors, Employees, Banking, Reports, Window, and Help. The toolbar contains icons for Home, My Company, Income Tracker, Bill Tracker, Calendar, Snapshots, Customers, Vendors, Employees, and Banking. The main workspace shows a "Home Page" with "Insights" and a "VENDORS" section. A workflow diagram is visible, showing the process from "Enter Bills" to "Pay Bills", and from "Create Invoices" to "Receive Payments". The "Reports" menu is open, showing a list of reports. The "Company & Financial" section is highlighted, and the "Profit & Loss Standard" report is selected. The "Report Center" menu is also visible, showing options like Memorized Reports, Scheduled Reports, and Commented Reports.

any where ELKS LODGE # 9999 - QuickBooks Accountant Desktop 2021

File Edit View Lists Favorites Accountant Company Customers Vendors Employees Banking Reports Window Help

Home My Company Income Tracker Bill Tracker Calendar Snapshots Customers Vendors Employees Banking

Home Page Insights

VENDORS

Enter Bills Pay Bills

CUSTOMERS

Sales Orders Estimates Create Invoices Accept Credit Cards Create Sales Receipts Receive Payments

Record Deposits Reconcile

Report Center

- Memorized Reports
- Scheduled Reports
- Commented Reports
- Company Snapshot
- Process Multiple Reports
- QuickBooks Desktop Statement Writer

Company & Financial

- Customers & Receivables
- Sales
- Jobs, Time & Mileage
- Vendors & Payables
- Employees & Payroll
- Banking
- Accountant & Taxes
- Budgets & Forecasts
- List
- Industry Specific

Contributed Reports

Custom Reports

QuickReport Ctrl+Q

Transaction History

Transaction Journal

Profit & Loss Standard

- Profit & Loss Detail
- Profit & Loss YTD Comparison
- Profit & Loss Prev Year Comparison
- Profit & Loss by Job
- Profit & Loss by Class
- Profit & Loss Unclassified
- Income by Customer Summary
- Income by Customer Detail
- Expenses by Vendor Summary
- Expenses by Vendor Detail
- Income & Expense Graph

Balance Sheet Standard

- Balance Sheet Detail
- Balance Sheet Summary
- Balance Sheet Prev Year Comparison
- Balance Sheet by Class
- Net Worth Graph

Statement of Cash Flows

Cash Flow Forecast



Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

Profit & Loss for entire Lodge

any where ELKS LODGE # 9999 - QuickBooks Accountant Desktop 2021

File Edit View Lists Favorites Accountant Company Customers Vendors Employees Banking Reports Window Help

Home My Company Income Tracker Bill Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Docs User Licenses Reports Statement W Search Company or Help

Profit & Loss

Customize Report Comment on Report Share Template Memorize Print E-mail Excel Hide Header Collapse Rows Refresh

Dates This Fiscal Year From 04/01/2021 To 03/31/2022 Show Columns Total only Sort By Default

Report Basis: Accrual Cash Show Filters

6:54 AM
06/29/21
Accrual Basis

any where ELKS LODGE # 9999
Profit & Loss
April 2021 through March 2022

	Apr '21 - Mar 22
Income	
30011 - 30011 Member Dues Life	0.00
30100 - 30010 MEMBER'S DUES	1,375.00
30102 - 30035 INITIATION FEES	0.00
30103 - 30040 TRANSFER / DEMITS	0.00
40100 - Liquor Sales	525.00
40105 - Beer Sales	685.00
40106 - Wine Sales	65.00
40120 - Rental Income	2,000.00
40125 - Sales Non-Member URI	1,500.00
Total Income	6,150.00
Gross Profit	6,150.00
Expense	
30370 - 30370 PER CAPITA GRAND LODGE	224.00
30375 - 30375 PER CAPITA STATE	208.50
40375 - 40375 Licenses	50.00
93215 - 93215 ENF DONATIONS DISBURSED	300.00
Total Expense	782.50
Net Income	5,367.50



Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

Modify Report: Profit & Loss

Display Filters Header/Footer Fonts & Numbers

REPORT DATE RANGE

Dates **This Fiscal Year** From the first day through the last day of the current fiscal year

From 04/01/2021 To 03/31/2022

REPORT BASIS

☒ Accrual ☐ Cash This setting determines how this report calculates income and expenses.

COLUMNS

Display columns by **Total only** across the top. Sort by **Default**

Sort in ☒ Ascending order ☐ Descending order

Add subcolumns for

☐ Previous Period ☐ Previous Year ☐ Year-To-Date ☐ % of Row ☐ % of Column

☐ \$ Change ☐ \$ Change ☐ % of YTD ☐ % of Income ☐ % of Expense

☐ % Change ☐ % Change

Advanced... Revert

OK Cancel Help

Display Filters Header/Footer Fonts & Numbers

CHOOSE FILTER

Search Filters Account

FILTER

Account

Account

Aging

Amount

Billing Status

Class

ACCOUNT FILTER

Choose the types of account drop-down list. Indicate whether to appear in the report (Balance Sheet, Income Statement, etc.)

Account

All income/expense accounts

All accounts

Multiple accounts...

All balance sheet accounts

All assets

All current assets

All bank accounts

All accounts receivable

All other current assets

All fixed assets

All other assets

All liabilities and equity

All liabilities

All current liabilities

All accounts payable

All credit cards

CURRENT FILTER CHOICES

FILTER	SET TO
Account	All income/expense ac...
Date	This Fiscal Year



Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

Check all 30000 Income and Expenses move to the
Heading tab.

The image shows two side-by-side "Select Account" dialog boxes from QuickBooks. Each dialog has a "Search" section with a text input field labeled "Account". Below the search field is a list of accounts, each preceded by a checkmark. At the bottom of each dialog are buttons for "Select All", "Clear All", "OK", and "Cancel".

Left Dialog - Select Account

- ✓ 30111 - 30050 OTHER MEMBERS FEES
- ✓ 30406 - 30180 LODGE FUND RAISERS
 - 3018041 - 3018041 BBQ PLATE FUNDRAISER
 - 3018051 - 3018051 LOTERIA
 - 304061 - 3018001 50/50 RaffleS
 - 304062 - 3018011 Sweetheart Fund
 - 304063 - 3018021 100X20 RAFFLE
 - 304067 - 3018031 Kids Camp Fundraiser
 - 304072 - 3018061 NEGATIVE DRAW RAFFLE

Right Dialog - Select Account

- ✓ 3023004 - 3032004 OFFICE COMP MAINT/SUPP
- ✓ 34901 - 3032001 OFFICE TRAVEL
- ✓ 34902 - 3032002 OFFICE POSTAGE
- ✓ 30365 PER CAPITA DISTRICT
- ✓ 30205 - 30205 ACCOUNTING
- ✓ 30225 - 30225 KEY CARDS
- ✓ 30235 - 30235 CONVENTION - G/L
- ✓ 30240 - 30240 CONVENTION - STATE
- ✓ 30260 - 30260 VIP VISITS



Auditing and Accounting Seminar

Introduction to Accounting Using QuickBooks

Add the Title for the report and click ok.

Modify Report: Profit & Loss

Display Filters Header/Footer Fonts & Numbers

SHOW HEADER INFORMATION

- ☒ Company Name any where ELKS LODGE # 99...
- ☒ Report Title Profit & Loss Lodge
- ☒ Subtitle April 2021 through March 2022
- ☒ Date Prepared 12/31/01
- ☒ Time Prepared
- ☒ Report Basis
- ☒ Print header on pages after first page

SHOW FOOTER INFORMATION

- ☒ Page Number Page 1
- ☒ Extra Footer Line
- ☒ Print footer on first page

PAGE LAYOUT

Alignment

Standard

Time Date Basis Company Title Subtitle

Inst/Exp Description May, 2022

Optical laser	8.00
Car allowance	8.00
Counselling fee	8.00
Dividends	8.00
Other: Dividends	8.00
Total: Dividends	8.00
Draw: P.C. Share	8.00
Gifts Received	16.22
Refundation	8.00
Salaries	8.00
Other: Salaries	8.00
Total: Salaries	16.22
Total	5,875.52

Extra Line Page

Revert

OK Cancel Help

any where ELKS LODGE # 9999 - QuickBooks Accountant Desktop 2021

File Edit View Lists Favorites Accountant Company Customers Vendors Employees Banking Reports Window Help

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Profit & Loss

Customize Report Comment on Report Share Template Memorize Print E-mail Excel Hide Header Collapse Rows Refresh

Dates This Fiscal Year From 04/01/2021 To 03/31/2022 Show Columns Total only Sort By Default

Report Basis: ☒ Accrual ☐ Cash Show Filters

7:17 AM
06/29/21
Accrual Basis

any where ELKS LODGE # 9999
Profit & Loss Lodge
April 2021 through March 2022

	Apr '21 - Mar 22
Income	
30011 · 30011 Member Dues Life	0.00
30100 · 30010 MEMBER'S DUES	1,375.00
30102 · 30035 INITIATION FEES	0.00
30103 · 30040 TRANSFER / DEMITS	0.00
Total Income	1,375.00
Gross Profit	1,375.00
Expense	
30370 · 30370 PER CAPITA GRAND LODGE	224.00
30375 · 30375 PER CAPITA STATE	208.50
Total Expense	432.50
Net Income	942.50



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Click ok and the report will be saved.

A screenshot of the "Memorize Report" dialog box in QuickBooks. The dialog has a title bar with a close button. Inside, there is a text field labeled "Name:" containing the text "Profit & Loss Lodge". Below this is a checkbox labeled "Save in Memorized Report Group:" followed by a dropdown menu showing "RUBEN'S REPORTS". There is another checkbox labeled "Share this report template with others". At the bottom are two buttons: "OK" and "Cancel".

Memorize Report

Name: Profit & Loss Lodge

☐ Save in Memorized Report Group: RUBEN'S REPORTS

☐ Share this report template with others

OK Cancel



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<https://www.elks.org/grandlodge/auditing/documents.cfm>

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FRS Training Material

◀ Financial Reporting System

 [Year End Closing for Restricted Accounts \(xls\)](#)
Excel workbook designed to make the task of closing the 9xxx series of accounts easier for lodges to perform. (Updated 4/9/2021)

 [FRS Due Date Calendar 2021/2022 \(pdf\)](#)



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Microsoft Excel - Copy of YearEndClosingForRestrictedAccounts.xlsx

Elks Year-end Closing for Restricted Accounts

Run the Profit and Loss Report for the entire fiscal year (April 1 through March 31)

Enter the year for the March 31 date here: **2021**

Enter the amount as shown on the Profit and Loss Report for each of the accounts below:
If the amount is shown with a - sign, type the - sign before entering amount below
Be sure to sum any sub-accounts to the base account number
There are 44 accounts in the list; not all accounts may have amounts

Once all amounts are entered below and verified, enter the journal entry information shown to the right (you can print it or save this workbook and attach it in QuickBooks).

Account	Amount
90100 Bingo Sales	
90102 Pull Tab Sales	
90103 Bingo Supplies Sales	
90105 Other Bingo Sales	
90110 Other Gaming Revenues	
90125 Invest IndActual G(L) Restrict	
90126 Unrealized G(L) on Investment	
90201 ENF - Donations Received	
90202 State Major Project Revenues	
90205 Local Charity Revenues	
90214 ENF Grants Received	
90230 Other Charity Revenues	
91000 Permanent Lodge Grants Revenues	
91005 Temporary Restricted ENF Grants	
91050 Temporary Lodge Grants Revenues	
91051 Lodge Trans to Restricted Funds	
92001 Bingo Card Pay Out	
92002 Pull Tab Pay Out	
92003 Bingo Special Pay Out	
92005 Bingo Cash Over/Short	
92006 Bingo Bank Fees/Bad Checks	
92010 Bingo Supplies	
92011 Bingo Advertising	
92012 Bingo Rent	
92015 Bingo Volunteer Expenses	
92020 Bingo Donations to Charities	
92023 Other Gaming Expenses	
92025 Pull Tab Supplies	
93010 Americanism	
93100 Civic Activities	
93101 Dictionary Program	
93102 Distress Members	
93104 Community Activities	
93105 Kids Christmas	
93110 Youth Programs	
93116 Law Enforcement Recognition	
93120 Veterans Activities	
93123 State Major Project Expenses	
93150 Local Charity Expenses	
93214 ENF Grant Expenses	
93215 ENF Member Donations Disbursed	
93220 Gaming Licenses/Fees & Taxes	
95010 Permanent Fund Disbursement	
95020 Temporary Fund Disbursement	

In QuickBooks, click **Company**, then choose **Make General Journal Entries**.
Enter the following information (if an account does not have a debit or credit amount, skip entering the line):

Date: 3/31/2021 Entry No: ECLOSE2021

Account	Debit	Credit	Memo
29010 - Bingo Net Restricted			Restricted Funds Close - FYE 2021
99001 - Temporary Funds Y/E Close Acct			Restricted Funds Close - FYE 2021
29011 - Gaming Net			Restricted Funds Close - FYE 2021
99001 - Temporary Funds Y/E Close Acct			Restricted Funds Close - FYE 2021
29013 - Elks National Foundation			Restricted Funds Close - FYE 2021
99001 - Temporary Funds Y/E Close Acct			Restricted Funds Close - FYE 2021
29014 - ENF Grants Temp Restricted			Restricted Funds Close - FYE 2021
99001 - Temporary Funds Y/E Close Acct			Restricted Funds Close - FYE 2021
29015 - State Major Projects			Restricted Funds Close - FYE 2021
99001 - Temporary Funds Y/E Close Acct			Restricted Funds Close - FYE 2021
29018 - Other Restricted Charities			Restricted Funds Close - FYE 2021
99001 - Temporary Funds Y/E Close Acct			Restricted Funds Close - FYE 2021
29020 - Lodge Designated Restricted			Restricted Funds Close - FYE 2021
99001 - Temporary Funds Y/E Close Acct			Restricted Funds Close - FYE 2021
29110 - Permanently Restricted Funds			Restricted Funds Close - FYE 2021
99002 - Permanent Funds Y/E Close Acct			Restricted Funds Close - FYE 2021

To print the journal entry above, simply click File, then choose Print, and if the correct printer is selected, click the Print icon



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