



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

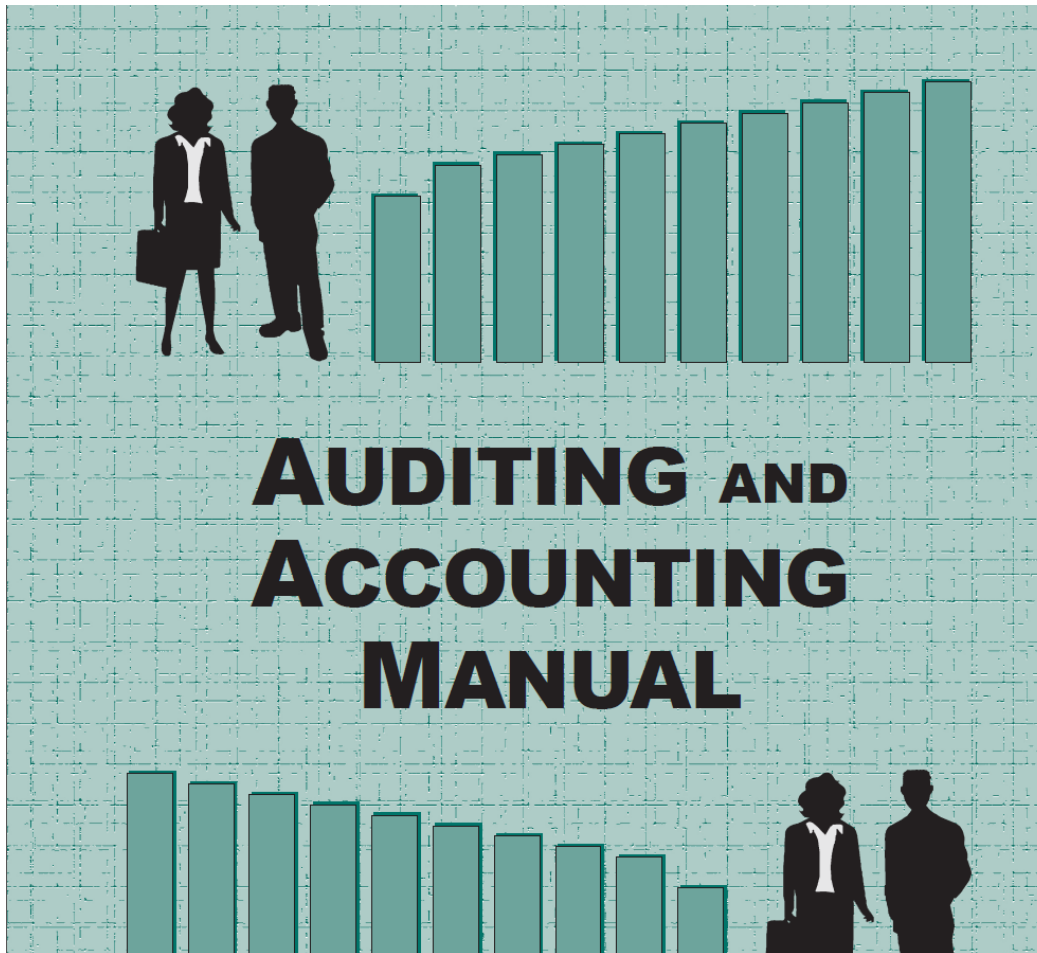


CHEA Accounting/Bookkeeping

Chart of Accounts

Change Over

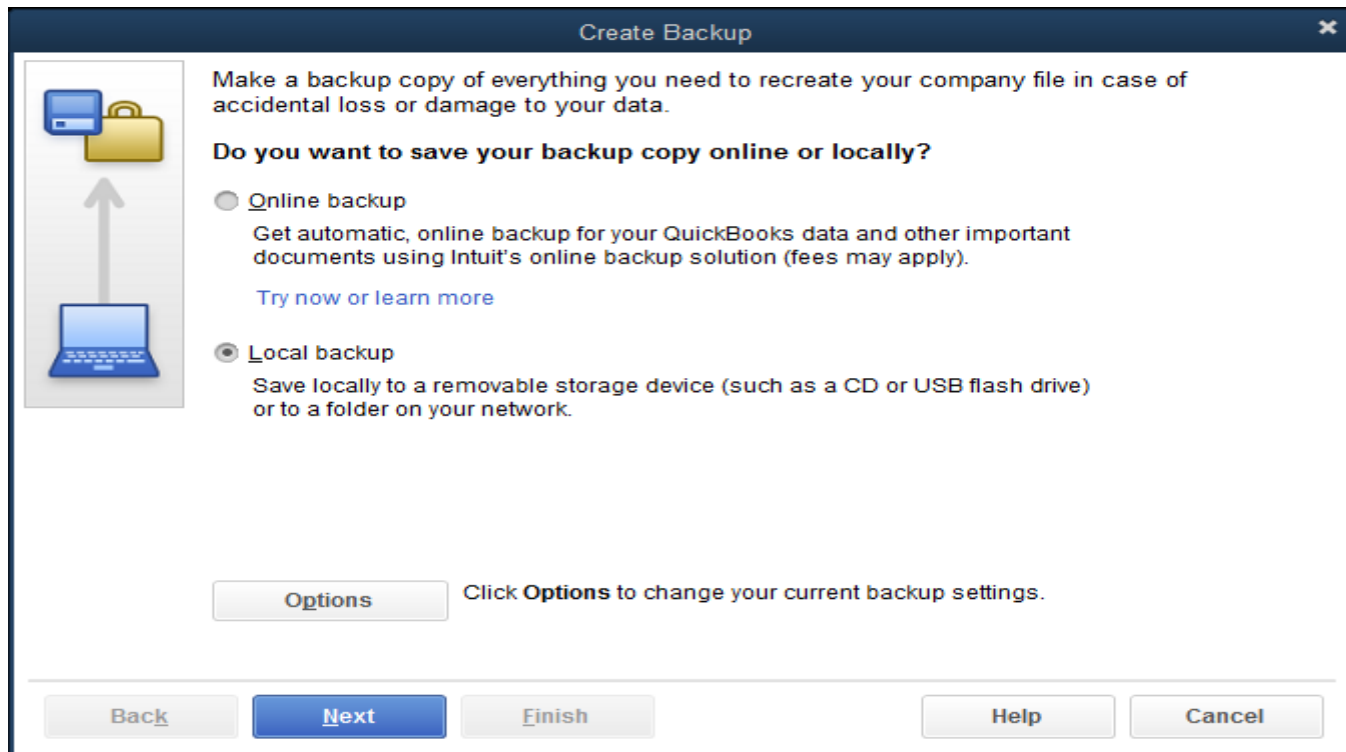
Go to the Grand Lodge Website (www.Elks.org) and download or print the Audit and Accounting manual posted on 05/18/15



QUICKBOOKS

for this presentation I used version 2015

- Create a backup before changing the numbers in case you encounter any problems and you need to start over.



EXPORT QUICKBOOKS CHART OF ACCOUNTS TO EXCEL

- Click on the Tool bar “LIST”
- Choose “CHART OF ACCOUNTS”

CREA ELKS LODGE SAMPLE - OLD - QuickBooks: Premier Manufacturing and Wholesale Edition 2015

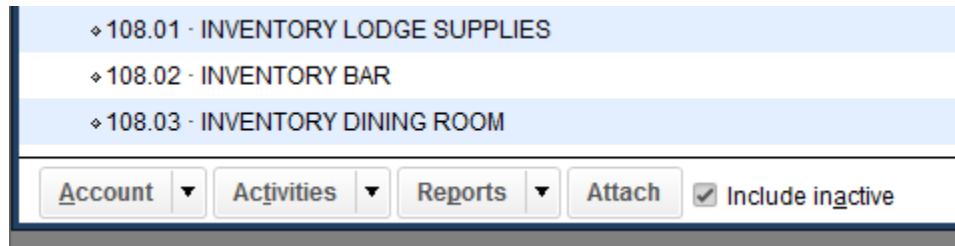
File Edit View Lists Favorites Mfg & Whse Company Customers Vendors Employees Banking Reports Window Help Special Offers

Chart of Accounts

NAME	TYPE	BALANCE TOTAL	ATTACH
101.00 - CASH ON HAND	Bank	3,000.00	
101.01 - ATM MACHINE	Bank	1,180.00	
102.00 - RIVER CITY BANK CHECKING	Bank	4,973.39	
102.01 - CENTENNIAL SAVING	Bank	0.00	
103.00 - GEN SAVINGS-RIVER CITY	Bank	14,751.89	
103.01 - RIVER CITY SAV-DUES 15/16	Bank	0.00	
103.02 - SAVINGS-REPAIRS FOR RENTAL	Bank	0.00	
103.03 - BAR REMODEL	Bank	4,268.00	
103.04 - GREY COAT FUND	Bank	1,363.10	
103.05 - EASTER GRANT MONEY	Bank	0.00	
10400 - BUIDLING IMPRV.118-275635	Bank	2,742.57	
10401 - TILE ROOF 118-275635	Bank	0.00	
104.02 - EQUIP REPLACEMENT-118-290691	Bank	8,269.07	
104.04 - BUILDING RESTORATION 118-289958	Bank	11,307.64	
104.041 - BUILDING RESTORATION-CD ACCT	Bank	0.00	
104.05 - GOLF FUND 118-302074-CLOSED	Bank	0.00	
104.06 - WHEELCHAIR LIFT CLOSED	Bank	0.00	
104.08 - TRAILER RAFFLE CLOSED	Bank	0.00	
105.001 - *Accounts Receivable	Accounts Receivable	0.00	
105.00 - ACCOUNTS RECEIVABLE	Other Current Asset	0.00	
102.04 - PAYROLL CLEARING	Other Current Asset	0.00	
108.01 - INVENTORY LODGE SUPPLIES	Other Current Asset	0.00	
108.02 - INVENTORY BAR	Other Current Asset	10,721.84	
108.03 - INVENTORY DINING ROOM	Other Current Asset	4,174.67	

Account Activities Reports Attach Include inactive

From the menu on the bottom of the screen click on
“REPORTS”
on the drop down menu click on
“ACCOUNT LISTING”



Now the Account Listing will appear on the screen

9:41 PM
11/04/15

CHEA ELKS LODGE SAMPLE - OLD - QuickBooks: Premier Manufacturing and Wholesale Edition 2015

File Edit View Lists Favorites Mfg & Whsle Company Customers Vendors Employees Banking Reports Window Help Special Offers

Account Listing

Customize Report Comment on Report Share Template Memorize Print ▼ E-mail ▼ Excel ▼ Hide Header Refresh Default ▼

CHEA ELKS LODGE SAMPLE - OLD
Account Listing
November 4, 2015

Account	Type	Balance Total	Description	Accn...	Tax Line
101.00 - CASH ON HAND	Bank	3,000.00		101.00	<Unassigned>
101.01 - ATM MACHINE	Bank	1,180.00		101.01	<Unassigned>
102.00 - RIVER CITY BANK CH...	Bank	4,973.39		102.00	<Unassigned>
102.00 - RIVER CITY BANK CH...	Bank	0.00		102.01	<Unassigned>
103.00 - GEN SAVINGS-RIVER...	Bank	14,751.89		103.00	<Unassigned>
103.00 - GEN SAVINGS-RIVER...	Bank	0.00		103.01	<Unassigned>
103.00 - GEN SAVINGS-RIVER...	Bank	0.00		103.02	<Unassigned>

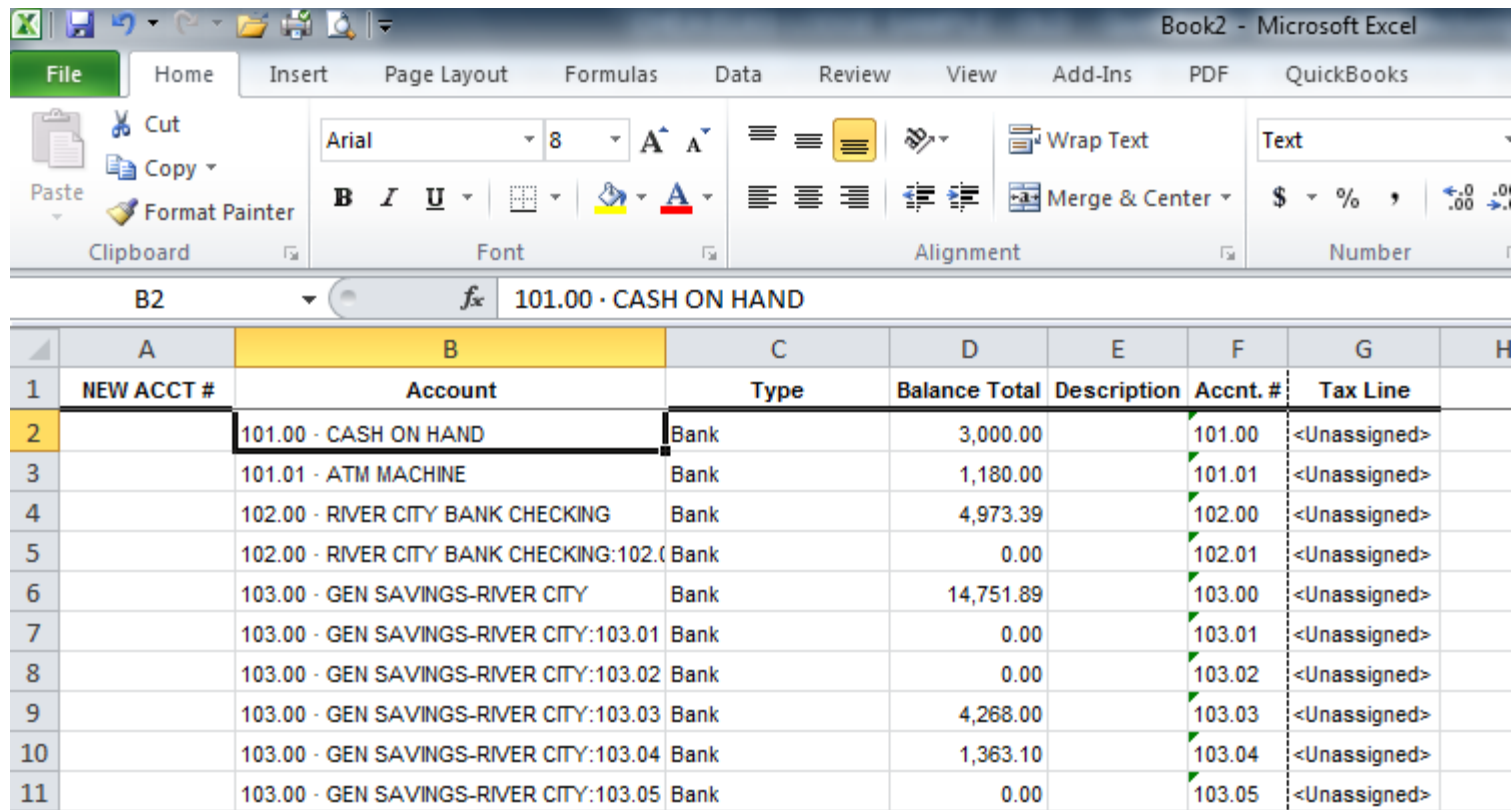
The screenshot shows the top portion of a web application window. At the top, there is a dark blue header with the text "Account Listing". Below this header is a row of buttons: "Customize Report", "Comment on Report", "Share Template", "Memorize", "Print" (with a dropdown arrow), "E-mail" (with a dropdown arrow), "Excel" (with a dropdown arrow), "Hide Header", and "Refresh". Below the buttons, the main content area displays the report title "CHEA ELKS LODGE SAMPLE - OLD" in large blue font, followed by "Account Listing" in a slightly smaller blue font, and the date "November 4, 2015" in a smaller black font. On the left side of the main content area, there is a vertical sidebar with the time "9:41 PM" and the date "11/04/15".

- At top of report click on “EXCEL”
- Drop down click on
- “CREATE NEW
- WORKSHEET”
- Click on “EXPORT”

The screenshot shows a dialog box titled "Send Report to Excel" with a close button (X) in the top right corner. The main content of the dialog is a form with the heading "WHAT WOULD YOU LIKE TO DO WITH THIS REPORT?". There are five radio button options: "Create new worksheet" (which is selected and has a dotted border around it), "in new workbook", "in existing workbook", "Update an existing worksheet" (with a blue link "How it works" next to it), "Replace an existing worksheet", and "Create a comma separated values (.csv) file". At the bottom right of the form area is a button labeled "Advanced...". Below the dialog box, there are three buttons: "Export" (highlighted in blue), "Cancel", and "Help".

Now you are in EXCEL

- Change Column A's width so you can write in new number. Put heading as "NEW ACCT #"



The screenshot shows the Microsoft Excel interface with the following data:

	A	B	C	D	E	F	G	H
1	NEW ACCT #	Account	Type	Balance Total	Description	Acct. #	Tax Line	
2		101.00 · CASH ON HAND	Bank	3,000.00		101.00	<Unassigned>	
3		101.01 · ATM MACHINE	Bank	1,180.00		101.01	<Unassigned>	
4		102.00 · RIVER CITY BANK CHECKING	Bank	4,973.39		102.00	<Unassigned>	
5		102.00 · RIVER CITY BANK CHECKING:102.0	Bank	0.00		102.01	<Unassigned>	
6		103.00 · GEN SAVINGS-RIVER CITY	Bank	14,751.89		103.00	<Unassigned>	
7		103.00 · GEN SAVINGS-RIVER CITY:103.01	Bank	0.00		103.01	<Unassigned>	
8		103.00 · GEN SAVINGS-RIVER CITY:103.02	Bank	0.00		103.02	<Unassigned>	
9		103.00 · GEN SAVINGS-RIVER CITY:103.03	Bank	4,268.00		103.03	<Unassigned>	
10		103.00 · GEN SAVINGS-RIVER CITY:103.04	Bank	1,363.10		103.04	<Unassigned>	
11		103.00 · GEN SAVINGS-RIVER CITY:103.05	Bank	0.00		103.05	<Unassigned>	

Now you are ready to print worksheet.

(Print using Gridlines)

In column “A” pencil in the new numbers from the “Audit and Accounting Manual” pages 27-34.

You will have some accounts without numbers so assign a number as close as you can.

	A	B	C
1	NEW ACCT	Account	Type
2	10101	101.00 - CASH ON HAND	Bank
3	10106	101.01 - ATM MACHINE	Bank
4	10200	102.00 - RIVER CITY BANK CHECKING	Bank
5	10300	103.00 - GEN SAVINGS-RIVER CITY	Bank
6	10300.1	103.00 - GEN SAVINGS-RIVER CITY:103.01 - RIVER CITY SAV-DUES 15/16	Bank
7	10300.2	103.00 - GEN SAVINGS-RIVER CITY:103.02 - SAVINGS-REPAIRS FOR RENTAL	Bank
8	10300.3	103.00 - GEN SAVINGS-RIVER CITY:103.03 - BAR REMODEL	Bank
9	10300.4	103.00 - GEN SAVINGS-RIVER CITY:103.04 - GREY COAT FUND	Bank
10	10400	104.00 - BUIDLING IMPRV.118-275635	Bank
11	10402	104.02 - EQUIP REPLACEMENT-118-290691	Bank
12	10404	104.04 - BUILDING RESTORATION 118-289958	Bank
13	10500	105.00 - ACCOUNTS RECEIVABLE	Other Current Asset
14	10600	102.04 - PAYROLL CLEARING	Other Current Asset
15	10801	108.01 - INVENTORY LODGE SUPPLIES	Other Current Asset

Now you are ready to change QuickBooks accounts

- Go back to the “CHART OF ACCOUNTS” Listing
- Edit each account number and save

Edit Account

Account Type: Bank Number: 10100

Account Name: CASH ON HAND
 Subaccount of

OPTIONAL

Description

BankAcct. No.

Routing Number

Tax-Line Mapping: <Unassigned> [How do I choose the right tax line?](#)

You can change the opening balance in the account register.

Remind me to order checks when I reach check number

Order checks I can print from QuickBooks [Learn more](#)

Account is inactive

When changing this number it will change all reports.
This includes budget reports and any memorized reports you have created and all history.

These instructions are a work in process and we strive to improve them so your input would be appreciated.

Should you have any questions or not sure how to change something in QuickBooks please email your question (DEBRALMELLO@YAHOO.COM)

or

call me on my cell phone (530-219-0030)