

# **Tyler Independent School District**

## **Quickbooks Manual**

**September 2000**

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## **SECTION A            OPENING OR CLOSING QUICKBOOKS**

1. To open QuickBooks, place your mouse pointer over the QuickBooks program icon and double click.
  - a. Once the program is open, place the mouse pointer on “File” on the menu bar and click once. A drop-down menu will appear.
  - b. Place the mouse pointer on “Open Company...” and click once. A dialogue box titled “Open a Company” will open.
  - c. In the middle of this box, your QuickBooks file name should be displayed. Place the mouse pointer on the file name and double click. This will open your file.

Note: If your QuickBooks file is not displayed, check the box to the right of “Look in:” at the top of the dialogue box to determine whether the folder containing your file is displayed. If not, select the correct folder to display your file.

- d. When the QuickBooks file opens, a box will pop up asking you to enter the password. Type in “PASSWORD.” Place the mouse pointer on the “OK” button and click once.
  - e. QuickBooks is now ready to add data or access information.
2. To close QuickBooks, press the “Esc” key until all boxes and reports within “QuickBooks” close. (The “Esc” key can be used anytime you wish to close a report or box without closing the program. You should close boxes or reports once you are finished using them. Otherwise, your computer memory will become overloaded.)
  - a. Once all the reports and boxes are closed, place the mouse pointer on “File” on the menu bar and click once.
  - b. A menu will drop down. Either press the “X” key or place the mouse pointer on “Exit” at the very bottom of the drop down menu and click once.

## **SECTION B            ADDING A NEW ACCOUNT**

1. To display the chart of accounts, place the mouse pointer on the “Acctn” button on the iconbar and click once.
2. Click once on the “Account” button at the bottom of the “Chart of Accounts” window. When the drop down menu appears, place the mouse pointer on “New” and click once.
3. If the account number to be added begins with a 865 or 899 fund code, follow the steps under 4. If the account number to be added begins with a 461 fund code, follow the steps under 5.
4. If the account number to be added begins with a 865 or 899 fund code:

- a. In the Type field, press the “O” key three times. “Other Current Liability” will appear as the type. (All 865 or 899 fund codes are the type “Other Current Liability”.) Press TAB once; you should now be in the name field.
  - b. Type in the “Name” field the Object and Sub-Object numbers along with a short description of the account. (EX. Enter 865.7.00.2190.06.001.000 as “2190.06-CHEERLEADERS”.) Press TAB three times; you should now be in the Description field.
  - c. In the “Description” field, type in the complete TISD account number. Always use an “X” in place of the fiscal year number. (EX. 865.00.2190.00.001.X.06.000). To add another 865 or 899 account, place the mouse pointer on the “Next” button, then click once. If you have setup all of the new accounts you need at this time, press TAB four times and ENTER once, or place the mouse pointer on “OK” and click once.
5. If the account number to be added begins with a 461 fund code, it **must** have a control account, revenue subaccount and each type of expenditure subaccount that might be needed. Some 461 accounts will require many different types of expenditure subaccounts, whereas other 461 accounts will only require a few. **Do not** only set up a “Supplies” expenditure subaccount and record food, employee travel, consulting services, fixed assets, employee supplemental pay, and extra curricular travel in the account. **Only** supplies and miscellaneous items should be recorded in the supplies account.
- a. In the Type field, press the “I” key once. “Income” will appear as the type. (All 461 accounts and subaccounts are the type “Income”.) Press TAB once; you should now be in the name field.
  - b. Create the control account by typing in the “Name” field the Program number and “3490” for the fund balance account along with a short description of the account. (EX. Enter 461.00.3490.00.003.X.091 as “091.3490 LIB-CONTROL”). Press TAB three times; you should now be in the Description field.
  - c. In the “Description” field, type in the complete TISD account number. Always use an “X” in place of the fiscal year number. (EX. Enter 461.00.3490.00.003.X.00.091). To start adding the other necessary 461 subaccounts (revenue and expenditures), place the mouse pointer on the “Next” button and click once.
  - d. The following steps are to create the 461 revenue subaccount and the expenditure subaccounts.
    - (1) In the “Type” field, press the “I” key once. “Income” will appear in the field. Press TAB.
    - (2) Type in the “Name” field the Program and Object numbers along with a short description of the account. (EX. Enter 461.00.5755.00.003.X.00.091 as “091.5755 LIB-REVENUE”). Press TAB.
    - (3) Place the mouse pointer on “Subaccount of”, then click once. Press TAB after a checkmark appears in the box by “Subaccount of”.
    - (4) Place the mouse pointer on the down arrow button next to the “Subaccount of” box and click once. Place the mouse pointer on

the proper 461 control account, listed in the drop down menu, for this revenue or expenditure account and click once. When the proper 461 control account appears in the "Subaccount of" box, press TAB.

6. In the "Description" field, type in the complete TISD account number. Always use an "X" in place of the fiscal year number. (EX. Enter 461.36.6412.00.003.X.99.031). To continue adding the other necessary 461 subaccounts (revenue and expenditures), place the mouse pointer on the "Next" button, click once and follow steps 5 through 6 again. If you have set up all required 461 control, revenue and expenditure accounts, press TAB twice and ENTER once, or place the mouse pointer on "OK" and click once.

## **SECTION C            SETTING UP A NEW "VENDOR"**

1. To display the vendor list, place the mouse pointer on the "Vend" button on the iconbar and click once.
2. Place the mouse pointer on the "Vendor" button at the bottom of the "Vendor List" window and click once. When the drop down menu appears, place the mouse pointer on "New", then click once.
3. In the "Vendor" field, type the new person or company name. Press TAB.
4. Make sure you are on the "Address Info" page. Type the person or company name in the "Company Name" field. Press TAB five times until the cursor is in the "Address" box. Or place the mouse pointer at the top of the "Address" box and click once.
5. If a check would normally be mailed or you expect the information may be needed in the future, in the "Address" field type the mailing address of the company. Press TAB.
6. (Optional) In the "Contact" field, enter the name of the individual at the company that handles your account. Press TAB.
7. (Optional) In the "Phone" field, enter the phone number of the company. Press TAB.
8. (Optional) In the "FAX" field, enter the fax number of the company. Press TAB.
9. (Optional) If you wish to enter the company account number, place the mouse pointer on the "Additional Info" tab and click once. Type the company account number in the "Account" field. If you need to add another vendor, place the mouse pointer on the "Next" button and click once. If you are finished entering new vendors, place the mouse pointer on the "OK" button and click once.

## SECTION D            ENTERING CHECKS

1. Place your mouse pointer on the “Check” button on the iconbar and click once.
2. When the check window opens, you will see a reproduction of a check (very similar to your personal checks.)
3. The box in the upper left corner will be highlighted and should be “School Name CHECKING ACCOUNT”. If it does not say “School Name CHECKING ACCOUNT”, place the mouse pointer on the down arrow button at the right of the box and click once. When you click on the down arrow button, a drop down list will appear. Move your mouse pointer to the line that has “School Name CHECKING ACCOUNT” and click once.
4. When “School Name CHECKING ACCOUNT” shows in the first box, press the TAB button.
5. If the check is to be printed on the computer printer, make sure that the box located in the upper right hand corner of the screen has a checkmark in it. When the “To be printed” box is checked, instead of a check number appearing in the upper right corner of the check, “To Print” is there. If the check has been manually written, make sure that the “To be printed” box is not checked. Place your mouse pointer over the box and click once to either place a checkmark in the box or to remove the checkmark from the box. When the “To be printed” box is not checked, QuickBooks will automatically number the checks. Make sure that the correct check number appears or change it to the correct check number.
6. If the highlighted date is incorrect, type in the correct date. (EX. 042500 will turn into 04/25/2000 after you press TAB). Press TAB; you should be on the “Pay to the Order of” line.
7. Start typing the name of the person or company on the “Pay to the Order of” line of the check. If the name has been used before, the complete name will appear before you complete typing all of it. Or use the mouse pointer to click on the down arrow button. Scroll down the list until the proper payee name is highlighted, then click once.
  - a. If the name you are entering has not been entered before, when you press the TAB button, a box will pop up on the screen.
  - b. The box will say “Name not Found” and will have three buttons across the bottom.
    - (1) If you incorrectly typed in the name, place the mouse pointer on the third button “Cancel” and click once. Retype the name correctly or place the mouse pointer on the down arrow button located at the end of the “Pay to the Orders of” line and click once. If you click on the down button, scroll down until you find the correct name, then click on it with the mouse pointer.
    - (2) If you wish to include an address along with the name of the person or company, place the mouse pointer on the middle button “Set Up” and click once. A dialogue box named “Select Name Type” will pop up. There will be four types of names to select. “Vendor” should already be selected. If “Vendor” is selected, place the mouse pointer on “OK” and click once. If “Vendor” is not selected, place

- the mouse pointer on "Vendor" and click once. Next, place the mouse pointer on "OK" and click once. (SEE Section C, Setting Up a New "Vendor" in this manual for additional instructions).
- (3) If the name is correct and you do not wish to include an address, place the mouse pointer on the left button "Quick Add" and click once. After clicking on the Quick Add button, a box will appear with four types of names to select. "Vendor" should already be selected on this box. If "Vendor" is not selected, select it. Once "Vendor" is selected, place the mouse pointer on "OK" and click once.
8. Type in the amount of the check. Press TAB. The amount of the check will also be automatically written out on the next line.
  9. In the "Address" box, the name of the payee is displayed along with the address if it has been entered. Only use the TAB or ENTER key now. If you press any other key, the address of the payee will be changed. Press the TAB key, if you do not wish to temporarily change or add an address.
  10. (Optional) On the "Memo" line, type in any information that you wish to appear on the printed check. Press TAB.
  11. In the "Account" column, start typing the name of the account requesting this check. If the account name has been set up, the complete account name will appear before you complete typing all of it. Or use the mouse pointer to click on the down arrow button and scroll down the list until the proper account name is found. After typing in the name or highlighting the name from the drop down list, press TAB.
    - a. If the account name has not been set up, an "Account not found" box will appear.
      - (1) If the account name is correct, place the mouse pointer on the first button "Set Up" and click once. (SEE Section B, "Adding a New Account" in this manual for additional instructions).
      - (2) If the account name is incorrect or you do not wish to set it up for some other reason, click on the "Cancel" button or press the "Esc" key. Type in the correct account name.
  12. The check amount should already match the amount highlighted in the "Amount" column.
    - a. If the check is to be charged to a single account, the amount in this box should match the check amount. If the amounts match, press TAB.
    - b. If the check is to be charged to more than one account, the amount in this box should be changed to the amount to be charged this particular account. After changing the amount, press TAB.
  13. In the "Memo" column, type in a description of the expense. This memo will be included on reports. Invoice numbers will not provide sufficient description. This memo must be entered. After entering a description in the memo column, press TAB.
  14. The "Customer:Job" column is not required. Press TAB.
  15. In the "Class" column, type a "D" for DISBURSEMENT. After "DISBURSEMENT" appears in the column, press TAB.
  16. If this check is to be charged to more than one account, go to Step 11 above for each separate account to be charged. If you need to add another check, place

the mouse pointer on the “Next” button and click once. If you are finished entering checks, place the mouse pointer on the “OK” button and click once.

## **SECTION E            PRINTING CHECKS**

1. Be sure your printer is turned on and is on-line. Also make sure the checks are inserted and aligned correctly in the printer.
2. Place the mouse pointer on “File” and click once. The “File” menu will appear. Place the mouse pointer on “Print Forms”, then “Print Checks” and click once. The “Select Checks to Print” box will appear.
3. The box in the upper left corner will be highlighted and should be “School Name CHECKING ACCOUNT”.
  - a. If it does not say “School Name CHECKING ACCOUNT”, place the mouse pointer on the down arrow button at the right end of the box and click once. When you click on the down arrow button, a drop down list will appear. Move your mouse pointer to the line “School Name CHECKING ACCOUNT” and click once.
4. When “School Name CHECKING ACCOUNT” is displayed, press TAB.
5. Determine that the number in the “First Check Number” field matches the first number of the checks in the printer.
6. A checkmark by a check indicates it has been selected to be printed. If a check that you entered to be printed is not listed, go back to that check and check the “To be printed” box in the upper right part of the check. When that box is marked, the check will appear in the list unless the check has already been printed.
  - a. If you do not want to print a particular check, click its entry in the list. The checkmark next to the check will be removed to indicate that the check will not be printed.
  - b. If you only want to print a few of the checks listed, click the “Select None” button. This will de-select all checks. Then click, individually, on each line of the checks you want to print.
7. When you have finished selecting the checks to be printed, click on the “OK” button. The “Print checks” box will appear.
8. In the upper left of the window that appears, the number of checks to be printed with the total of their amounts is displayed. Run a total from the check requests used as support for these checks to determine that your total matches the total of the checks to be printed. If the totals do not match, press the “Esc” key and review the selected checks to be printed. Make any necessary corrections, then click on the “OK” button.
9. Review the information on the “Settings” tab to determine that the settings are correct. This includes “Printer name”, “Printer type”, “Check style”, and “Number of copies”. Once the settings are determined to be correct, place the mouse pointer on “Print” and click once to print the checks.
10. After the checks have printed, a box will appear asking you “Did checks print OK?”. If the checks printed correctly, click on “OK”. If the checks did not print

correctly, type the number of the first incorrectly printed check in the box and then click "OK". You will then need to reprint the checks following the steps above.

## **SECTION F                    RECORDING A REPLENISHMENT FROM ACCOUNTING**

1. Place your mouse pointer on the "RepDep" button on the iconbar and click once.
2. When the deposit window opens, the box in the upper left corner will be highlighted and "School Name CHECKING ACCOUNT" should be selected in the "Deposit to" box.
  - a. If "School Name CHECKING ACCOUNT" is not selected, place the mouse pointer on the down arrow button at the right end of the box and click once. When you click on the down arrow button, a drop down list will appear. Move your mouse pointer to the line "School Name CHECKING ACCOUNT" and click once to select it.
3. When "School Name CHECKING ACCOUNT" is selected in the "Deposit to" box, press TAB.
4. If the highlighted date is incorrect, type in the correct date (EX. 042500 will turn into 04/25/2000 after you press TAB). Press TAB.
5. The "Memo" box should read "Deposit". If it does not, type "Deposit" in this box. When the Memo box reads Deposit, press TAB.
6. In the "Received From" column, start typing "ACCOUNTING". The complete name will appear before you complete typing all of it. Or select the source by using the mouse pointer to click on the down arrow button. Scroll down the list until "ACCOUNTING" is highlighted. Press TAB.
7. In the "From Account" column, start typing "DEPOSIT ACCOUNT". The complete account name will appear before you complete typing all of it. Or use the mouse pointer to click on the down arrow button and scroll down the list until the "DEPOSIT ACCOUNT" is highlighted. After typing in the account name or highlighting the name of the account from the drop down list, press TAB. The "From Account" should always be "DEPOSIT ACCOUNT" when recording a replenishment from accounting.
8. In the "Memo" column, type in "REPLENISHMENT" as a description of the funds received. This memo will be included on reports. After entering a description in the "Memo" column, press TAB.
9. In the "Chk No." column, type in the TISD receipt number, then press TAB.
10. The "Pmt Meth." column is **not** required. Press TAB.
11. In the "Class" column, type an "A" for Accounting. After "ACCOUNTING" appears in the column, press TAB.
12. In the "Amount" column, type the amount received for the replenishment. Press TAB.
13. The "Deposit Total" box in the lower right corner of the deposit screen **must** equal the total of the replenishment from accounting. If it does not, check and correct any entry to ensure that the deposit screen matches the actual replenishment. If you need to record another replenishment, place the mouse pointer on the "Next" button and click once. If you are finished entering deposits, place the mouse pointer on the "OK" button and click once.

## SECTION G            RECORDING A DEPOSIT TO THE TRUST & AGENCY ACCOUNT

1. Place your mouse pointer on the “AcqDep” button on the iconbar and click once.
2. When the deposit window opens, the box in the upper left corner will be highlighted. “DEPOSIT ACCOUNT” should be selected in the “Deposit to” box.
  - a. If “DEPOSIT ACCOUNT” is not selected, place the mouse pointer on the down arrow button at the right end of the box and click once. When you click on the down arrow button, a drop down list will appear. Move your mouse pointer to the line that has “DEPOSIT ACCOUNT” and click once to select it.
3. When “DEPOSIT ACCOUNT” is selected in the “Deposit to” box, press TAB.
4. If the highlighted date is incorrect, type in the correct date (EX. 042500 will turn into 04/25/2000 after you press TAB). Press TAB.
5. The “Memo” box should read “Deposit”. If it does not, type “Deposit” in this box. When the Memo box reads “Deposit”, press TAB.
6. In the “Received From” column, start typing “ACCOUNTING”. The complete name will appear before you complete typing all of it. Or select the source by using the mouse pointer to click on the down arrow button. Scroll down the list until “ACCOUNTING” is located and click on it once to select it. Press TAB.
7. In the “From Account” column, start typing the name of the account to be credited. If the account name has already been set up, the complete account name will appear before you complete typing all of it. Or use the mouse pointer to click on the down arrow button and scroll down the list until the proper account name is highlighted. After typing in the account name or highlighting the name of the account from the drop down list, press TAB.
  - a. If the account name has not been set up, the “Account not found” box will appear.
    - (1) If the account name is correct, place the mouse pointer on the first button “Set Up” and click once. (See Section B, Setting Up a New Account in this manual for additional information).
    - (2) If the account name is incorrect or you do not wish to set it up for some other reason, click on the “Cancel” button or press the “Esc” key. Type in the correct account name.
8. In the “Memo” column, type a description of the funds received. This memo will be included on reports. After entering a description in the “Memo” column, press TAB.
9. In the “Chk No.” column, type in the TISD receipt number, then press TAB.
10. The “Pmt Meth.” column is **not** required. Press TAB.
11. In the “Class” column, type an “R” for Revenue. After “REVENUE” appears in the column, press TAB.
12. In the “Amount” column, type the amount received for the account specified in the “From Account” column. Press TAB.
13. If this deposit is for more than one account, go to Step 6 above for each separate account to be credited.

14. The “Deposit Total” box in the lower right corner of the deposit screen **must** equal the total of the deposit from accounting. If it does not, check and correct any entry to ensure that the deposit screen matches the actual deposit. If you need to record another deposit, place the mouse pointer on the “Next” button and click once. If you are finished entering deposits, place the mouse pointer on the “OK” button and click once.

## SECTION H            RETURNED CHECKS, RE-DEPOSITS AND UNCOLLECTED CHECKS

1. Place your mouse pointer on the “Trnsfrs” button on the iconbar and click once.
2. The window will have a bar at the top labeled “General Journal Entry”. When the window opens, the box in the upper left corner will be highlighted. If the highlighted date is incorrect, type the correct date (EX. 042500 will turn into 04/25/2000 after you press TAB). Press TAB.
3. In the “Entry No.” box, type whichever of the following is appropriate for the situation “RET'D CK” or “RE-DEPOSIT”, then press TAB.
4. In the “Account” column, start typing in the name of the activity fund account on which the check was returned. If the account name has been set up, the complete account name will appear before you complete typing all of it. Or use the mouse pointer to click on the down arrow button and scroll down the list until the proper name is highlighted and click on it once to select it. After typing the name or selecting the name of the account from the drop down list, press TAB.
  - a. If the account name has not been set up, an “Account not found” box will appear.
    - (1) If the account name is correct, place the mouse pointer on the first button “Set Up” and click once. (SEE Section B, Setting Up a New Account in this manual for additional instructions).
    - (2) If the account name is incorrect or you do not wish to set it up for some other reason, click on the “Cancel” button or the “Esc” key. Type in the correct account name.
5. If you are posting a returned check, enter the amount in the “Debit” column. If you are posting a re-deposit of a returned check or the cash collected, enter the amount in the “Credit” column. After entering the amount in the correct column, press TAB until you are in the “Memo” column.
6. In the “Memo” column, type in a description of the returned check or re-deposit. This memo will be included on reports. This description should include whether it is a returned check or re-deposit along with the name on the check. This memo **must** be entered. After entering a description in the memo column, press TAB.
7. The “Name” column is **not** required. Press TAB.
8. In the “Class” column, type a “C” for Correction. After “CORRECTION” appears in the column, press TAB.
9. To make the offsetting entry, go to Step 4 above. The account name for the off-setting entry will be to the “DEPOSIT ACCOUNT”.

10. If you need to add another returned check or re-deposit, place the mouse pointer on the “Next” button and click once. If you are finished entering returned checks or re-deposits, place the mouse pointer on the “OK” button and click once.

## **SECTION I            BANK RECONCILIATION**

1. To reconcile your monthly bank statement, place the mouse pointer on the “Bnk Rec” button on the iconbar and click once.
2. When the reconcile window opens, the box in the upper left corner, the “Account to Reconcile” box, will be highlighted and should be “School Name CHECKING ACCOUNT”.
  - a. If it does not say “School Name CHECKING ACCOUNT”, place the mouse pointer on the down arrow button at the right end of the box and click once. When you click on the down arrow button, a drop down list will appear; move your mouse pointer to the line “School Name CHECKING ACCOUNT” and click once to select it.
3. When “School Name CHECKING ACCOUNT” is shown in the “Account to Reconcile” box, press TAB.
4. If this is the first time to reconcile on QuickBooks, the Opening Balance will be blank. Otherwise, compare the opening balance amount shown on your monthly bank statement with the amount shown in the Opening Balance field in the Reconcile window. These should be the same amounts.
  - a. If this is the first time to reconcile on QuickBooks, enter the opening balance from the bank statement.
  - b. If QuickBooks’ opening balance differs from the opening balance of the monthly bank statement and you have been reconciling regularly, it means either than (1) you mistakenly cleared a transaction in the current period, or (2) a previously cleared transaction, dated before the current period, has been changed or deleted between today and the last time you reconciled.
    - (1) **Stop the reconciliation process** and locate and correct the error. (The previous bank reconciliation report will assist in identifying any changes made to previously cleared transactions.)
    - (2) If Step (1) did not identify the error, place the mouse pointer on the “Accnt” button on the iconbar and click once. When the Chart of Accounts window opens, double click on the “School Name CHECKING ACCOUNT”. Scroll up the “School Name CHECKING ACCOUNT” register checking to ensure that none of the entries dated during the month of the bank statement have a checkmark in the fifth column from the left. If a checkmark is located by an entry within the period of the bank statement, place the mouse pointer on the checkmark and click three times to remove the checkmark.

Next, place the mouse pointer on the “Record” button and click once. A box will appear asking if you want to record your changes. Place the mouse pointer on “Yes” and click once.

- c. Once the error has been located and corrected, the QuickBooks opening balance will be the same as the opening balance of the monthly bank statement. When the balances match, press TAB.
5. Find the ending balance on your bank statement and enter it in the “Ending Balance” field.
6. (Optional) Complete the “Transactions to be added” section of the Reconcile window, only when necessary:
  - a. If the bank statement shows a service charge or check order that you have not yet entered into your QuickBooks records or there was a bank error, enter those amounts individually into the “Transactions to be added” field as a “Service Charge”.
    - (1) Enter the amount being charged by the bank in the first window and press TAB.
    - (2) Enter the ending date of the month being reconciled and press TAB.
    - (3) In the “Account” field, enter the campus’ general fund account (EX. General Fund – Misc Operating Expenditures) to be charged and press TAB.
  - b. If an entry was entered in the “Transactions to be added” section of the Reconcile window, the Accounting Coordinator should have been contacted as described in Section 3.3 Bank Reconciliation of this manual.
    - (1) The next month’s bank statement should reflect an adjustment. This adjustment will need to be entered in QuickBooks before you can reconcile that bank statement.
7. Check off each deposit listed on the bank statement. As you locate it in the Reconcile window, place your mouse pointer on the line of the deposit and click once. A checkmark will appear on that line in the first column. If you accidentally click on the wrong line, remove the checkmark by placing your mouse pointer on the line and clicking once.
8. Check off each check and payment listed on the bank statement by following the procedure described in Step 7 above.
9. For each transaction you mark, verify that its amount matches the amount listed on the bank statement.
10. If some amounts do not match, or if you find transactions that contain other errors, determine if the bank statement or the QuickBooks entry is correct. Then correct the deposit or check.
11. If you find a deposit or check listed on your bank statement that is not shown in QuickBooks’ list of uncleared transactions, make sure that the bank has not made an error. Enter the missing check or deposit using the original date for the transaction or the last day of the month being reconciled.
12. When you have finished marking the transactions, look at the “Difference” amount in the bottom right corner of the Reconcile window.
  - a. If the amount is not zero, your account does not balance for the period of time covered by the bank statement. You will need to correct the difference.
    - (1) Count the number of transactions on your bank statement and compare that against the number of transactions you marked as

cleared in the Reconcile window. This information is shown in the bottom left corner.

- (2) If the number of transactions you marked is different than the number of transactions on your statement, look for the source of the discrepancy.
- (3) If you have determined that you marked the transactions correctly, check the amounts shown in the Reconcile window against the amounts on your statement. If an amount does not match, determine if the bank statement or the QuickBooks entry is correct. If the bank statement is correct, then correct the deposit or check as entered in QuickBooks. Otherwise, go to step 6 above for bank error instructions.
- (4) If you cannot find any error or omissions in your QuickBooks records, the problem may be the result of a bank error.
  - A. In the “Transactions to be added” section, make the necessary bank error entry only if you determine that the bank did err & they will correct the error in the next month. See 6 above for instructions.
- b. If the “Difference” amount is 0.00, you have reconciled the account with the statement. Place the mouse pointer on the “Done” button and click once. At this point, you can print the reconciliation report.

If for some reason the account is not reconciled after following the above procedures, place the mouse pointer on the “Leave” button and click once. You should then seek assistance to reconcile the account.

13. Printing the reconciliation report
  - a. After reconciling the account and clicking “Done”, the “Reconciliation Complete” box will appear.
  - b. Select “Full” as the level of detail you want in the bank reconciliation report. Press TAB.
  - c. In the “Statement Closing Date” field, **enter the closing date shown on your bank statement.** Place the mouse pointer on the “OK” button and click once.
  - d. Ensure that your printer is turned on and that the paper is properly aligned.
  - e. In the Print window, ensure that the correct printer is selected, that the orientation is “Portrait”, that page range is “All”, and that the number of copies is correct.
  - f. Place the mouse pointer on the “Print” button and click once to print the report.
  - g. Keep the bank reconciliation report for each month with the campus activity fund records. Send a copy of the complete bank reconciliation report to the Accounting Coordinator each by the 15<sup>th</sup> of the following month.

## SECTION J                    RECORDING PURCHASE ORDERS, SHORT PURCHASE ORDERS, TRAVEL VOUCHERS, OR TRANSPORTATION CHARGES

1. Place your mouse pointer on the “PO/ENC” button on the iconbar and click once.
2. The window that opens will be named “General Journal Entry”. The box in the upper left corner will be highlighted. If the highlighted date is incorrect, type in the correct date. (EX. 042500 will turn into 04/25/2000 after you press TAB). Press TAB.
3. In the “Entry Number” box, type one of the following:
  - a. When entering a purchase order, the number should be “PO” followed by the actual purchase order number. (EX. “PO38138”) Press TAB.
  - b. When entering a short purchase order, the number should be “SPO” followed by the actual purchase order number. (EX. “SPO79091”) Press TAB.
  - c. If entering from a Sales Tax Collection Report, the number should be “ST” followed by the quarter and the year. (EX. “ST0499” for the Sales Tax Collection Report for the 4<sup>th</sup> quarter of 1999). Press TAB.
4. In the “Account” column, start typing in the name of the account being charged for the purchase order, short purchase order, or sales tax collection report. If the account name has been set up, the complete account name will appear before you complete typing all of it. Or use the mouse pointer to click on the down arrow button and scroll down the list until the proper account name is highlighted and selected by clicking once on it. After typing or selecting the account name from the drop down list, press TAB.
  - a. If the account name has not been set up, the “Account not found” box will appear.
    - (1) If the account name is correct, place the mouse pointer on the first button “Set Up” and click once. (SEE Section B, Setting Up a New Account in this manual).
    - (2) If the account name is incorrect or you do not wish to set it up for some other reason, click on the “Cancel” button or press the “Esc” key. Type in the correct account name.
5. Enter the amount to be charged to the selected account in the “Debit” column. Press TAB twice.
6. In the “Memo” column, type a description for the purchase order, short purchase order, or sales tax collection report. This memo will be included on reports. Order or invoice number will not provide sufficient description. Therefore, the description should be informative of the transaction. This memo **must** be entered. After entering a description in the “Memo” column, press TAB.
7. In the “Name” column, start typing the vendor or other name. If the name has been used before, the complete name will appear before you complete typing all of it. Or use the mouse pointer to click on the down arrow button. Scroll down the list until the proper name is highlighted, then click once. Press TAB.
  - a. If the name you are entering has not been entered before, when you press the TAB button, a box will pop up on the screen.

- b. The box will say "Name not Found" and will have three buttons across the bottom.
  - (1) If you incorrectly typed in the name, place the mouse pointer on the third button "Cancel" and click once. Retype the name correctly or place the mouse pointer on the down arrow button and click once. If you click on the down button, scroll down until you find the correct name, then click on it with the mouse pointer.
  - (2) If you wish to include an address along with the name of the person or company, place the mouse pointer on the middle button "Set Up" and click once. A dialogue box named "Select Name Type" will pop up. There will be four types of names to select. "Vendor" should be selected. If "Vendor" is selected, place the mouse pointer on "OK" and click once. If "Vendor" is not selected, place the mouse pointer on "Vendor" and click once. Next, place the mouse pointer on "OK" and click once. (SEE Section C, Setting Up a New "Vendor" in this manual for additional instructions).
  - (3) If the name is correct and you do not wish to include an address, place the mouse pointer on the left button "Quick Add" and click once. After clicking on the Quick Add button, a box will appear with four types of names to select. "Vendor" should be selected on this box. If "Vendor" is not selected, select it. Once "Vendor" is selected, place the mouse pointer on "OK" and click once.
8. In the "Class" column, type an "E" for Encumbrance, since this is a check issued by Accounting. After "ENCUMBRANCE" appears in the column, press TAB.
9. If this item is to be charged to more than one account, go to Step 4 above for each separate account to be charged.
10. After all accounts to be charged and the amounts for each have been entered, select "DEPOSIT ACCOUNT" in the "ACCOUNT" column. Press TAB twice.
11. The total amount of the purchase order, short purchase order, or sales tax collection report is entered in the "CREDIT" column. After entering the total in the "Credit" column, press TAB once.
12. Repeat steps 6, 7, and 8 to complete entries for the "Memo", "Name", and "Class" columns.
13. If you need to add another purchase order, short purchase order or warehouse requisition, place the mouse pointer on the "Next" button and click once. If you are finished entering them, click the mouse pointer on the "OK" button.

## **SECTION K            RECORDING TRANSFERS BETWEEN ACCOUNTS**

1. Place your mouse pointer on the "Trnsfrs" button on the iconbar and click once.
2. The transfer window will have a bar at the top with "General Journal Entry" on it. When the transfer window opens, the box in the upper left corner will be highlighted. If the highlighted date is incorrect, type in the correct date (EX. 042500 will turn into 04/25/2000 after you press TAB again). Press TAB.
3. In the "Entry No." box, type "TRANSFER". Then press TAB.

4. In the “Account” column, start typing the name of one of the accounts involved in the transfer. If the account name has been set up, the complete account name will appear before you complete typing all of it. Or use the mouse pointer to click on the down arrow button and scroll down the list until the proper name is highlighted and click on it to select it. After typing the name or selecting the name of the account from the drop down list, press TAB.
  - a. If the account name has not been set up, an “Account not found” box will appear.
    - (1) If the account name is correct, place the mouse pointer on the first button “Set Up” and click once. (SEE Section B, Setting Up a New Account in this manual for additional instructions).
    - (2) If the account name is incorrect or you do not wish to set it up for some other reason, click on the “Cancel” button or press the “Esc” key. Type in the correct account name.
5. When an account is transferring from their account to another, enter the amount in the “Debit” column. When an account is receiving from another, TAB over and enter the amount in the “Credit” column. After entering the amount in the correct column, press TAB until the cursor is in the “Memo” column.
6. In the “Memo” column, type a description of the transfer. This memo will be included on reports. Therefore, the description should be informative of the transaction. This memo **must** be entered. After entering a description in the memo column, press TAB.
7. The “Name” column is **not** required. Press TAB.
8. In the “Class” column, type a “T” for Transfers. After “Transfers” appears in the column, press TAB.
9. Go to Step 4 above for each separate account involved in the transfer. If you need to add another transfer, place the mouse pointer on the “Next” button and click once. If you are finished entering transfers, place the mouse pointer on the “OK” button and click once.

Note: The amounts in the “Debit” and “Credit” columns must equal. **Also, be sure to give Accounting a “Transfer of Funds Journal Entry” (pink form) so that a corresponding entry can be made in the AS400.**

## SECTION L VOIDING OR DELETING A TRANSACTION

If you need to cancel a transaction, you have two choices: you can void the transaction or delete it. Voiding a transaction changes the amount of the transaction to zero, but keeps a record of the transaction in QuickBooks. Deleting removes the transaction altogether from QuickBooks. Every check **must** be entered into QuickBooks, whether processed or voided. **Never** delete a check that was voided.

1. To delete a transaction before it has been printed:
  - a. Display the transaction you want to delete, or select it in the register where it was recorded.
  - b. From the “Edit” menu, choose “Delete”.
  - c. Click “OK” to confirm that you want to delete the transaction.

2. To void a check that has not been included in a replenishment request:
  - a. Place the mouse pointer on the “Check” button on the iconbar and click once. Place the mouse pointer on the “Prev” button and click on it until the correct check appears.

As an alternative, place the mouse pointer on the “Find” button on the iconbar and click once.

- (1) Highlight “Number” in the “filter” box by clicking on it. Press TAB.
  - (2) Type the check number that you want to void. Press TAB twice.
  - (3) Click on the “Find” button in the upper right hand corner.
  - (4) The details on the desired check will appear in the box across the bottom of the screen. Place the mouse pointer on any part of the line detailing the check and double click. The check to be voided will appear on the screen.
- b. Place the mouse pointer on “Edit” on the menu bar and click once. The “Edit” menu will appear. Place the mouse pointer on “Void Check” and click once.
  - c. The check amount will change to 0.00.
  - d. If you immediately discover that you voided the wrong check, place the mouse pointer on “Edit” on the menu bar and click once. When the “Edit” menu drops down, click on “Revert”. This will only work when no other actions have been taken after voiding of the check.
  - e. When the correct check has been voided, click on “OK” to record the voided check.

3. **To void a check that has been included in a replenishment request:**

**EITHER:**

You can use the instructions above in #2. Just be sure to manually subtract the amount of the check on the next replenishment request. Simply write “Void Ck #XXXX, Acct Code XXX.XX.XXXX.XX.XXX.X.XX.XXX <\$Amount>”. Subtract the voided check amount from the total and put an adjusted total for your replenishment request.

**OR:**

- a. Place your mouse pointer on the “Deposit” button on the iconbar and click once.
- b. When the deposit window opens, the box in the upper left corner will be highlighted and should be “School Name CHECKING ACCOUNT”.
  - (1) If it does not say “School Name CHECKING ACCOUNT”, place the mouse pointer on the down arrow button at the right end of the box and click once. When you click on the down arrow button, a drop down list will appear. Move your mouse pointer to the line “School Name CHECKING ACCOUNT” and click once to select it.
- c. When “School Name CHECKING ACCOUNT” shows in the box, press TAB twice.
- d. The date should be the date the check is being voided. If the highlighted date is incorrect, type in the correct date (EX. 042500 will turn into 04/25/2000 after you press TAB). Press TAB.

- e. In the "Received From" box, type "VOIDED CHECK", or select it from the drop down menu. Press TAB.
- f. Start typing the name of the account that requested the original check. The account name will appear before you complete typing all of it. Or use the mouse pointer to click on the down arrow button and scroll down the list until the proper account name is highlighted and click on it. After typing the account name or selecting the name of the account from the drop down list, press TAB.
- g. In the "Memo" column, type in the reason for voiding the check. This memo will be included on reports. This memo **must** be entered. After entering a description in the "Memo" column, press TAB.
- h. In the "Chk No." column, type in the voided check number and "VOID" without a space between the check number and "VOID" (EX. 1111VOID). Press TAB.
- i. The "Pmt Meth." column is **not** required. Press TAB.
- j. In the "Class" column, type a "D" for DISBURSEMENT. After "DISBURSEMENT" appears in the column, press TAB.
- k. If the check being voided was charged to a single account, the account selected in the "From Account" column, type in the total amount of the check being voided. If the check being voided was charged to more than one account, type the amount charged to the account selected in the "From Account" column. Press TAB.
- l. If the check being voided was charged to more than one account, go to Steps e – k above for each separate account to be credited.
- m. When all information has been entered, the "Deposit Total" at the bottom of the box must agree to the total of the check to be voided. If it does not agree, review the amounts entered and make necessary corrections.
- n. If you need to void another check after it had been included in a replenishment request, place the mouse pointer on the "Next" button and click once. If you are finished voiding checks, place the mouse pointer on the "OK" button and click once.
- o. Be sure to mark both the check and matching deposit for the void as being cleared items on your next bank reconciliation.

## SECTION M PRINTING REPORTS

To open one of the following reports, place the mouse pointer on the proper button and click once. Every time you click your mouse button on an iconbar button, a report will appear. Therefore, if you click twice, duplicate reports will be opened. Press the “Esc” key to close a report that should not be opened. The following are the most commonly printed reports along with their corresponding buttons on the iconbar. (SEE Section 2.9 for more information on when to use the following reports. Sample reports are located in the Appendix.) Since the “Quick Report” is not on the iconbar, separate instructions on it will follow the instructions for the following listed reports that have iconbar buttons.

1. 

REPORT NAME	ICONBAR BUTTON
Replenishment Request By Account	“Request”
Replenishment Request Itemization	“Chk List”
Activity Fund Deposit Report	“Dep Rpt”
Petty Cash Replenishment	“PCshRpt”
Transfer Report	“Trnfr Rpt”
Detailed Transaction Report	“Details”
Detail by Class	“DetCl”
Account 461 Balances	“461”
Account 865/899 Balances	“865/899”
  
2. To print reports:
  - a. You should not print reports to be submitted to Accounting until you have finished printing checks or entering transactions for the day.
  - b. Be sure your printer is turned on and is on-line. Also make sure the paper is inserted and aligned correctly in the printer.
  - c. Place the mouse pointer on the proper icon button for the desired report, then click once to select it.
  - d. Select the appropriate date(s) for the report.
    - (1) Use the drop down box for the “Dates” field, or
    - (2) Select the dates by typing or selecting the appropriate dates in the “From” and “To” fields for the report.
    - (3) Once the dates are correct, press TAB.
  - e. Place the mouse pointer on the “Print” button and click once.
  - f. In the “Print Reports” box, ensure that the “Settings” tab is selected. Determine that the settings for “Print to:”, “Orientation”, “Page Breaks:”, “Page Width”, “Page Range” and “Number of Copies” are correct.
  - g. Place the mouse pointer on the “Print” button and click once to print the report.
  
3. The “Detail” and DetCl” reports require special consideration. The “DetCl” report contains supporting detail information for the “Detail” report. Generally, these two reports should be used together. The reports can be used by a sponsor to track their activity fund transaction information, can be used to ensure your records match the monthly reports received from the Accounting Department, and as the annual report that sponsors will be required to sign at year end.

- a. To print these reports, the account filter must be selected (in addition to the "Dates").
- b. After selecting the appropriate "Dates", to select the account filter:
  - (1) Place the mouse pointer on the "Filters..." button and click once.
  - (2) In the filter box on the left hand side, ensure that "Account" is highlighted. If it is not highlighted, locate "Account" on the list, place your mouse pointer on it and click once to select it.
  - (3) In the center of the "Report Filters" box, there should be a field for "Account" that displays "Selected Accounts..". Place the mouse pointer on the drop down arrow button at the end of the field that has "Selected Accounts.." displayed and click once.
  - (4) A drop down menu will appear with "Selected Accounts.." highlighted. Place the mouse pointer on the highlighted line and click once.
  - (5) A box will appear titled "Selected Accounts". Scroll down the list until the proper account is found. Place the mouse pointer on the account line and click once to select it. A checkmark will appear by the selected account.
    - A. Generally, only one account should be selected. To deselect an account, place the mouse pointer on the account and click once. The checkmark to the left of the account will be removed.
  - (6) When the proper account or accounts are selected, place the mouse pointer on the "OK" button and click once.
  - (7) Place the mouse pointer on the "OK" button in the "Report Filters" box and click one.
  - (8) To print the report, place the mouse pointer on the "Print..." button and click once. Follow the steps beginning at 2.d. above to complete printing.
4. To print a "Quick Report" is very similar to the above except for the following:
  - a. Be sure your printer is turned on and is on-line. Also make sure the paper is inserted and aligned correctly in the printer.
  - b. Place the mouse pointer on the "Acct" button on the iconbar and click once.
  - c. Scroll down the "Chart of Accounts" until the proper account is located (Be sure to select the Control account for the 461 accounts). Place the mouse pointer on the account and click once to select it.
  - d. Place the mouse pointer on the "Reports" button and click once.
  - e. A drop down menu will appear. Place the mouse pointer on the line "Quick Report..." and click once to select it.
  - f. Select the proper dates and print following steps outlined above.

## SECTION N                    RECORDING PETTY CASH EXPENDITURES

1. Place the mouse pointer on the “PettyCsh” button on the iconbar and click once.
2. When the petty cash receipt window opens, the box in the upper left corner will be highlighted and should be “PETTY CASH”.
  - a. If it does not say “PETTY CASH”, place the mouse pointer on the down arrow button at the right end of the box and click once. When you click on the down arrow button, a drop down list will appear. Move the mouse pointer to the line that has “PETTY CASH” and click once to select it.
3. When “PETTY CASH” shows in the box, press TAB.
4. Start typing the name of the person or company on the “Purchased From” line of the petty cash receipt. If the name has been used before, the complete name will appear before you have completed typing all of it. Or use the mouse pointer to click on the down arrow button and scroll down the list until the proper payee name is highlighted and click once to select it. When the proper name is typed or selected, press TAB.
  - a. If the name has not been entered into the computer before, after you complete the typing of the name and press TAB, a box will pop up on the screen.
  - b. The box will say “Name not Found” and will have three buttons across the bottom.
    - (1) If you incorrectly typed the name, place the mouse pointer on the third button “Cancel” and click once or press the “Esc” key. Retype the name correctly or click on the down arrow button located at the end of the “Purchased From” line with the mouse pointer. If you click on the down button, scroll down until you find the correct name and click on it to select it. Press TAB.
    - (2) If you wish to include an address along with the name of the person or company, place the mouse pointer on the middle button “Set Up” and click once. A dialogue box named “Select Name Type” will pop up. There will be four types of names to select. “Vendor” should already be selected. If “Vendor” is selected, place the mouse pointer on “OK” and click once. If “Vendor” is not selected, place the mouse pointer on “Vendor” and click once. Next, place the mouse pointer on “OK” and click once. (SEE Section C, Setting Up a New “Vendor” in this manual for additional instructions).
    - (3) If the name is correct and you do not wish to include an address, place the mouse pointer on the first button “Quick Add” and click once. After clicking on the “Quick Add” button, a box will appear with four types of names to select. “Vendor” should already be selected. If “Vendor” is already selected, click once on the “OK” button. Press TAB.
5. A “Ref No.” is **not** required. Press TAB.
6. If the circle by Charge is darkened, then press TAB twice. Otherwise, place the mouse pointer on the circle by Charge and click once. Press TAB twice.

7. If the highlighted date is incorrect, type in the correct date (EX. 042599 will turn into 04/25/1999 after you press TAB). Press TAB.
8. Type in the amount of the petty cash expenditure. Press TAB.
9. On the "Memo" line, type in a description of the expense. This description should be similar to the description on the "For" line of the petty cash receipt. This memo will be included on reports. Invoice numbers will not provide sufficient description. This memo **must** be entered. Press TAB.
10. In the "Account" column, start typing the name of the account using petty cash monies. If the account name has been set up, the complete account name will appear before you have completed typing it. Or use the mouse pointer to click on the down arrow button. Scroll down the list until the proper account name is highlighted and click on it once to select it. After typing in the account name or selecting the account name from the drop down list, press TAB.
  - a. If the account name has not been set up, an "Account not Found" Box will appear.
    - (1) If the account name is correct, place the mouse pointer on the first button "Set Up" and click once. (SEE Section B Setting Up a New Account in this manual for additional instructions).
    - (2) If the account name is incorrect or you do not wish to set it up for some other reason, click on the "Cancel" button or press the "Esc" key. Type the correct account name. Press TAB.
11. The petty cash receipt amount should already match the amount highlighted.
  - a. The amount in this box should match the petty cash receipt amount. If the amounts match, press TAB.
  - b. Otherwise the amount in this box should be changed to the amount to be charged to this account. After changing the amount, press TAB.
12. (Optional) In the Memo column, type the name of the individual utilizing the petty cash monies and a description of the expense. After entering the name in the memo column, press TAB.
13. The "Customer:Job" column is **not** required. Press TAB.
14. In the "Class" column, type a "P" for Petty Cash. After "PETTY CASH" appears in the column, press TAB.
15. If you need to add another petty cash receipt, place the mouse pointer on the "Next" button and click once. If you are finished entering petty cash receipts, click the mouse pointer on the "OK" button.
16. A "Petty Cash Replenishment Request" will be required to be reimbursed for the petty cash expenditures.
  - a. To create the "Petty Cash Replenishment Request", place the mouse pointer on the "PCshRpt" button on the iconbar and click one.
  - b. Select the proper date and other settings, following instructions in Section N, Printing Reports, to print the reports.

## SECTION O            **BACKUP QUICKBOOKS DATA**

1. Insert a blank formatted diskette in Drive A on your computer.
2. Place your mouse pointer on the “Backup” button on the iconbar and click once.
3. The “Back Up Company to..” box will appear.

Ensure that the “Save in:” field is 3½ Floppy (A:) or other similar description for Drive A on your computer.

- a. If “A:” is not selected, place the mouse pointer on the down arrow button at the end of that box. When the drop down menu appears, scroll up until “A:” is located. Place the mouse pointer on “A:” and click once to select it.

The “File Name” field will contain the name of your QuickBooks company file. The file name will be highlighted when the “Back Up Company to..” box appears.

Place the mouse pointer on the “Save” button and click once to back up the file.

4. If you have backed up your QuickBooks data on the diskette before, a box will appear telling (cautioning) you that the file already exists. You will also be asked, “Do you want to replace it?”

Place the mouse pointer on the “Yes” button and click once.

Note: By selecting “Yes”, you will overwrite the backup file already on the disk.

5. When QuickBooks has finished the back up process, a box will appear that says, “Your data has been backed up successfully.” If this box does not appear, your data has not been successfully backed up and you will need to repeat the above process again. Place your mouse pointer on the “OK” button and click once.
6. Remove the diskette from your computer for storage in a safe place. Label the diskette with the date of the backup before storage.

## **Section P - Reconciliation Process for Funds 461, 865, & 899**

- 1) Click on the Acct button
- 2) Highlight the 865 or 899 account or the 461 Control account
- 3) Go to "Reports" then go to "Quickreport"
- 4) Specify the date range you wish to reconcile. If you do not print the entire year, be sure to agree your beginning balance to the ending account balance from your prior month's reconciliation.
- 5) Print your "Quickreport"
- 6) First, be sure that any reconciling items from your prior month's reconciliation are recorded correctly. Starting with the items on your Quickbooks reports, check off transactions one by one, agreeing amounts from Quickbooks to the AS400 report
- 7) After you've checked off every item that you can agree between the two reports, highlight those items that do not agree or are not on the other report
- 8) Analyze each item and decide what needs to be done to correct each system. There are many possibilities. You may simply need to correct Quickbooks or add an entry to Quickbooks. You may need to give Accounting a Journal Entry to correct the AS400 accounts.
- 9) Investigate any item that does not seem correct or seems out of the ordinary. Call Accounting or send a request for more information for those items that you cannot identify.
- 10) Leave a tape or a list which "walks" from one ending balance to the other, or "walks" each balance to the same adjusted balance. This will be your starting place next month. See attached example.

TTGU Band Student Activity Account - 865.00.2198.00.005.1.01.000

		04/30/2000		
Date	Reconciling Items	QB Bal	AS400 Bal	Corrective Action Needed
	Ending Balance	6,156.76	4,550.28	
04/25/2000	QB deposit		2,548.12	timing diff
04/26/2000	Ck#1962		(250.00)	timing diff
04/28/2000	Ck#1974		(125.00)	timing diff
04/28/2000	Ck#1975		(144.00)	timing diff
03/30/2000	Void ck to American Band Instrument	200.00		Cr this acct, Dr Deposit acct
04/12/2000	SPO Sav-On	(138.55)		Need to record in QB
04/28/2000	CR#44908 Band Fundraiser	361.19		Need to record in QB
	Adjusted Balance	6,579.40	6,579.40	