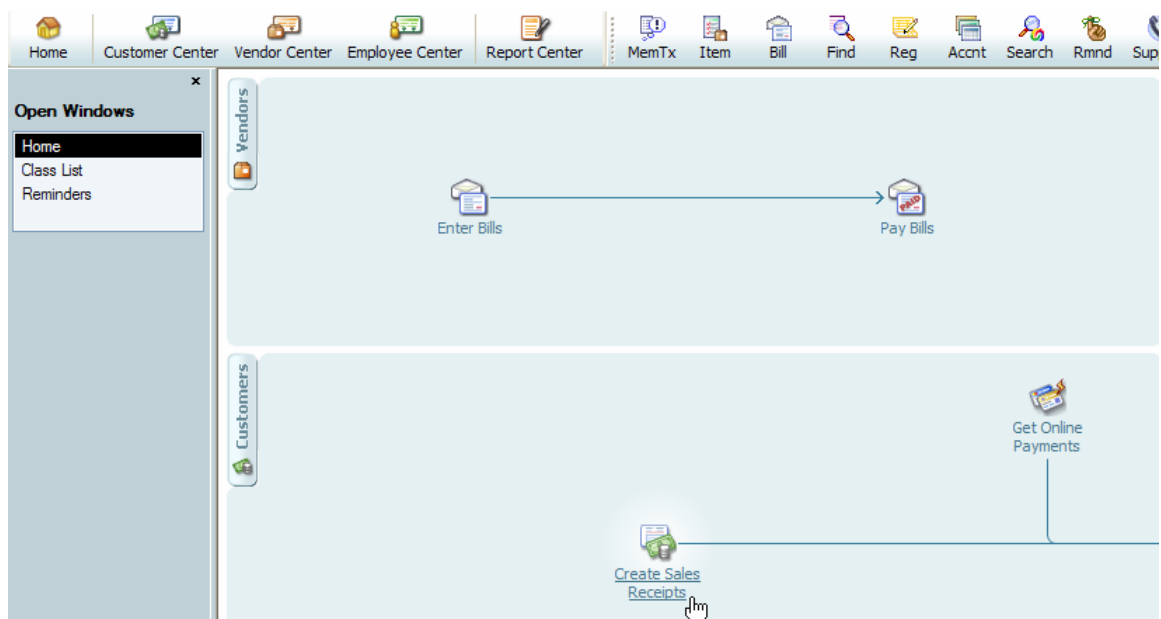


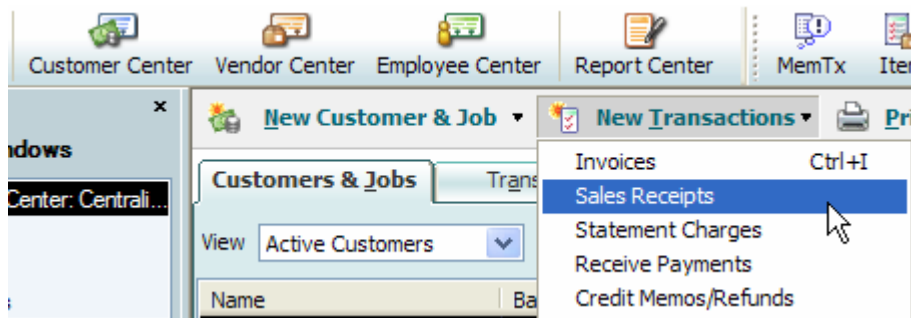
WHAT TO DO WHEN YOU FIND OUT YOU HAVE A CENTRALIZED DUES DEPOSIT

There are two ways that you might receive notification that a centralized dues deposit has been received by a fraternal unit. One is the deposit report in LCL, which can be found on the Go To menu, select Reports and Labels, Deposit. The other is the bank statement from your bank where a deposit has been recorded.

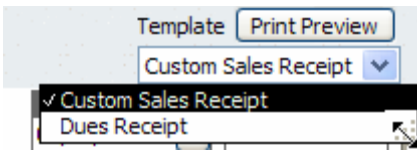
When you get a Centralized Dues deposit from Moose International it will be necessary for you to enter a Sales Receipt in QuickBooks (QBs). The Create Sales Receipts icon can be found on the Home Page, when you click on it you will be taken to the Enter Sales Receipts screen.



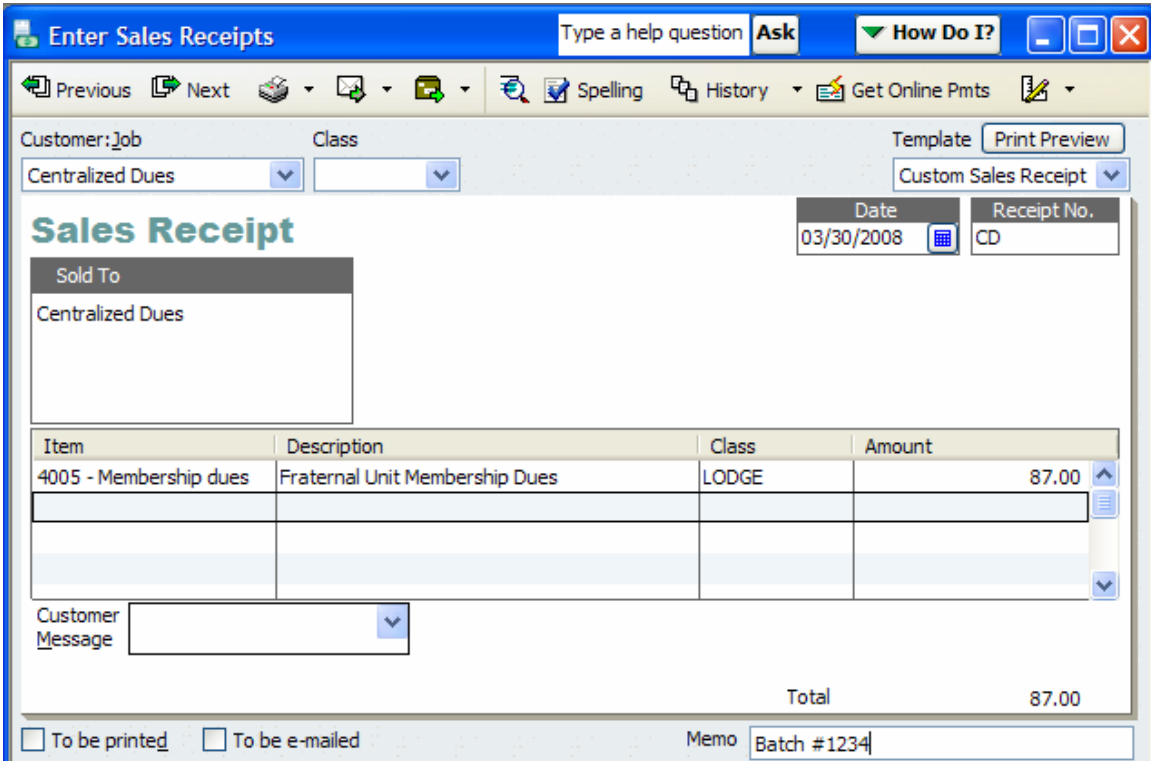
Another way to find the Enter Sales Receipts screen is to use the Customer Center, then select the New Transactions drop down and select Sales Receipts.



There are two templates that were created by Moose International, the Custom Sales Receipt and the Dues Receipt, as shown below.



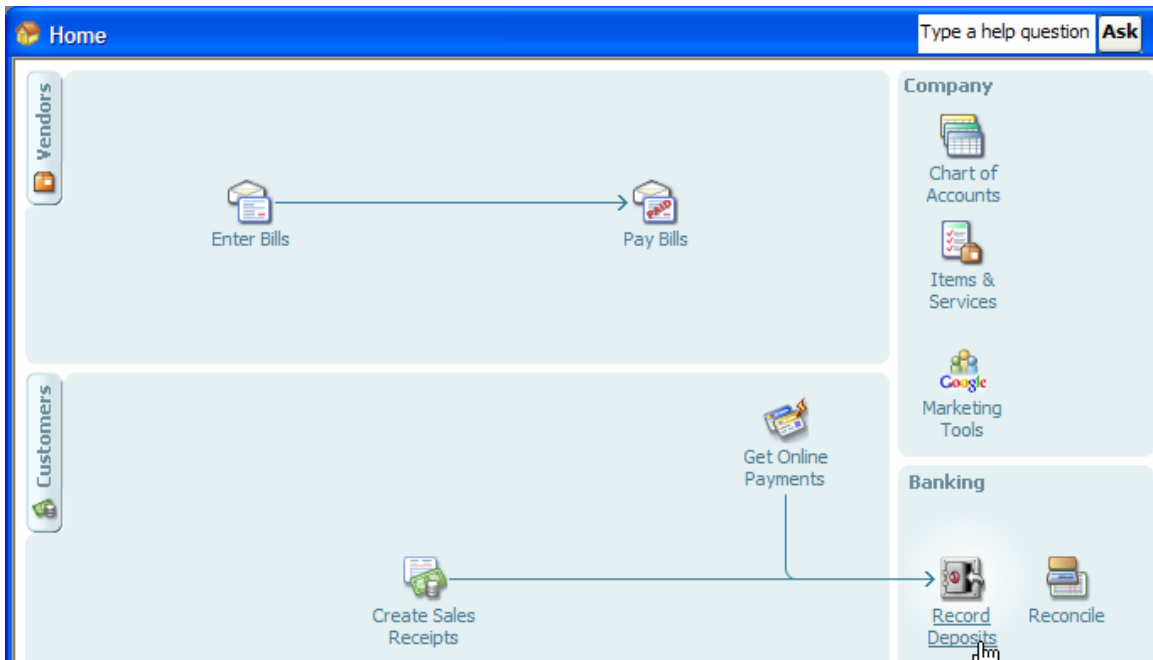
It is recommended that you use the Custom Sales Receipt for all QBs transactions. If you would prefer to only have one template, refer to the Customize Sales Receipt procedure to find out how to delete a template.



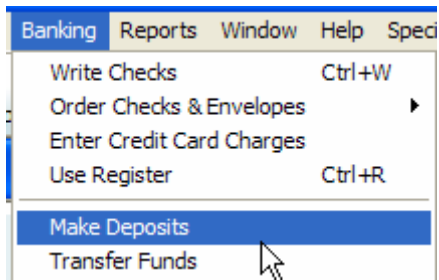
Enter the Customer as Centralized Dues (or some other generic name like Member Dues and Fees, Membership) to indicate it is dues received from Members through Centralized Dues. It is also a good idea to have a unique numbering structure for the Receipt Number to remind the fraternal unit that it is Membership dues (i.e., CD) being received from Centralized Dues. This will also assist the user when entering deposits as the distinct numbering structure will be displayed within the window.

You will receipt the money under item 4005 (account number 4005.00) because it is for Membership Dues Income for the fraternal unit. (i.e., the portion of the dues that is returned to the fraternal unit after it is processed by Centralized Dues). The date should reflect the date of the deposit.

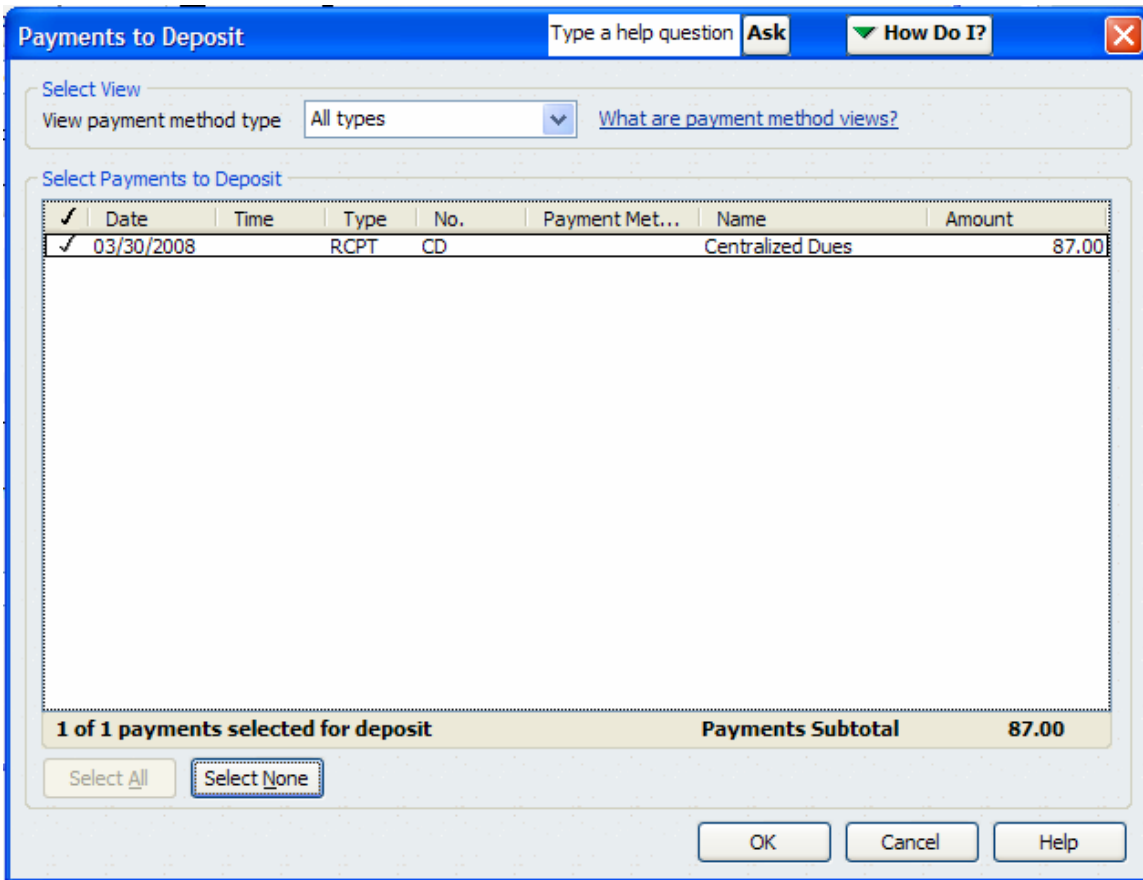
Next make the deposit by selecting the Record Deposits icon on the QBs Home Page.



NOTE: Another way to find the Make Deposits transaction is to Select Banking, Make Deposits from the top of the QBs main page.

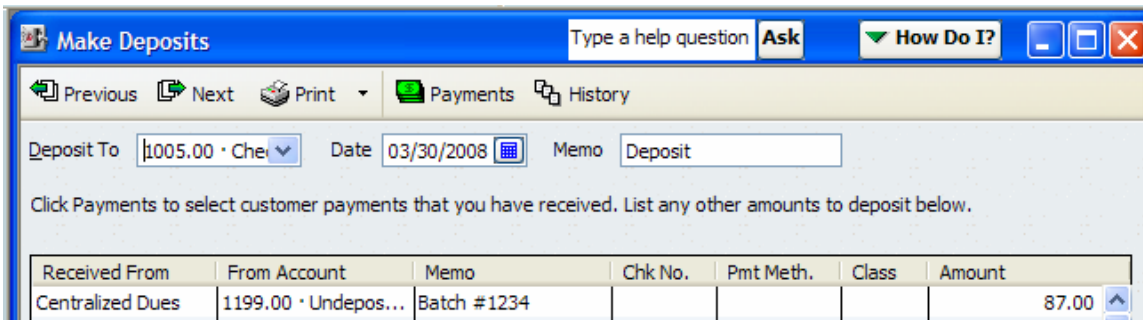


The Make Deposits screen will appear showing the receipt that was just created. Select it by clicking in the checkmark column next to the receipt. Next select "OK". Each deposit should be made separately since it was recorded separately on the bank statement.




NOTE: It is recommended that you do not lump multiple centralized dues deposits together as reconciliation of the account may be more difficult. Since they were deposited separately by MI they should be entered separately in QBs.

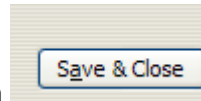
Always verify the “Deposit to” account and the Date, which should be the date the deposit was made directly to your account.

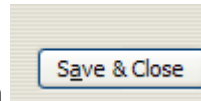


NOTE: The full account number may not appear within the “Deposit to” window when you are viewing it on the screen. To see if the right account number has been selected drag your mouse over to the field and a “balloon” will show you the entire account number selected. You can also use the drop down arrow to see what account is selected. The ✓ will be displayed next to the account that is selected.

Deposit To	1005.00 · Cher ▾	Date	03/30/2008 	Memo	Deposit
Click Paymer	< Add New >				
	1000.00 · Cash			Bank	
	✓ 1005.00 · Checking - Cash			Bank	

NOTE: Preferences can be set in QBs so that the account number will be displayed at the lowest level. See the “Preferences” procedure for instructions.



Next make the deposit by clicking on  in the lower right hand corner of the screen.