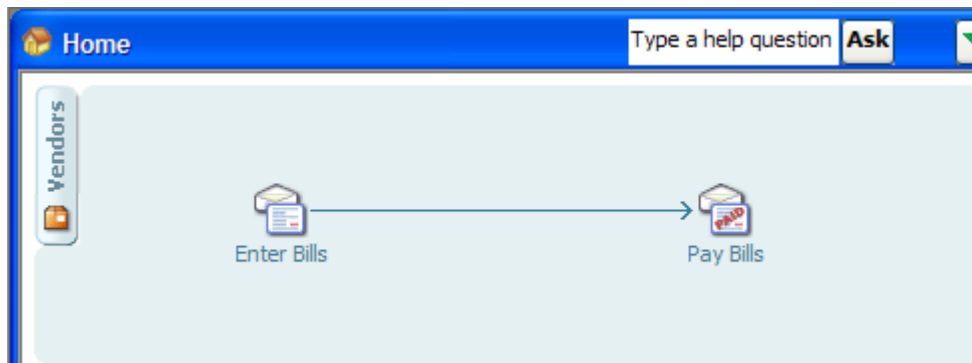


ENTER BILLS/PAY BILLS

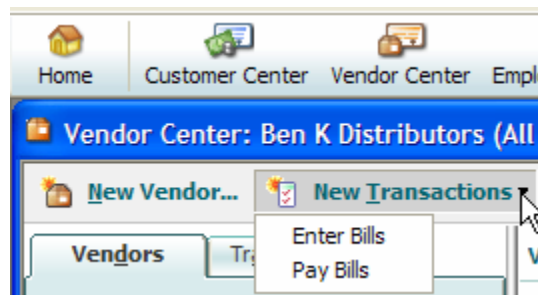
Moose International has provided policy stating that fraternal units are to use the Enter Bills and Pay Bills functions in QuickBooks (QBs) to record checks written by the fraternal unit. When an actual bill is received it should be entered at the time of receipt to record the amount due. This way a fraternal unit can assess what its liabilities are at any given point in time.

The following procedure is provided to assist fraternal units in using the Enter Bills and Pay Bills functions in QBs.

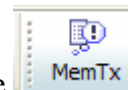
When a fraternal unit receives a bill it should be entered into QBs by selecting the “Enter Bills” Icon from the QBs Home Page.



Another option is to use the “Vendor Center”, click on “New Transactions” and then select “Enter Bills”.



NOTE: If you have created “Memorized Transactions” you would select the




Icon from the QBs Main Page.

This will take you to the “Enter Bills” screen:

This screen is completed with the information from the invoice received from the Vendor or from the actual check written by the fraternal unit.

The Vendor should be the company or person to whom the money is owed. This will be the name that will ultimately be displayed on the check so be sure that the proper vendor is selected. If the vendor does not exist it can be added at this time by selecting



Quick Add when the following pop up window is displayed.

Next you will populate the **Date** 03/30/2008 date of the invoice or if there is no invoice then it will be the date that the check was written. There is a calendar icon that can be used to select the date  or you can simply enter the applicable date.

The **Ref. No.** 122456 field is used to populate the invoice number from the Vendor. This field could also be used to populate the check number if desired.

Next enter the amount from the invoice in the “**Amount Due**” field

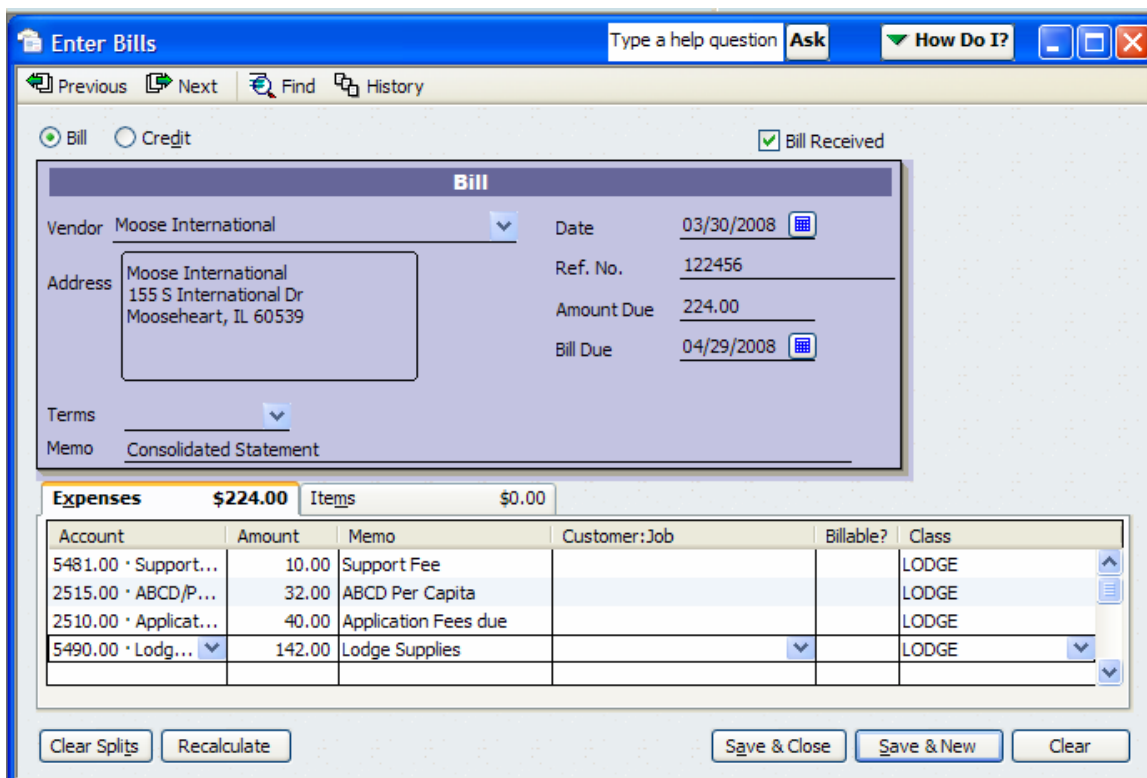
Amount Due 200.00. For those items that you do not have an invoice for you would enter the amount paid on the check written by the fraternal unit. **NOTE:** When entering the amounts into the bottom of the Enter Bills screen it will automatically calculate this field and provide a total so it is not necessary to populate it here.

The **Bill Due** 04/29/2008  Bill Due date will automatically populate based on the preferences set within the company. It can be set to a specific number of days by following the directions in the “Preferences in QuickBooks” procedure. The default in QBs is 10 days. You can change it by using the  drop down calendar.

The Memo field should be used to identify what specifically the bill is for

Memo Consolidated Statement

Next populate the “**Expenses**” tab will need to be populated with the specific expense accounts that should be recorded for this specific transaction. **NOTE:** Do NOT use the “Items” tab. The following example is provided for the Consolidated Statement received from Moose International:



Enter Bills Type a help question Ask How Do I?

Previous Next Find History

Bill Credit Bill Received

Bill

Vendor Moose International Date 03/30/2008

Address Moose International
155 S International Dr
Mooseheart, IL 60539 Ref. No. 122456

Amount Due 224.00

Bill Due 04/29/2008

Terms

Memo Consolidated Statement

Expenses **\$224.00** Items **\$0.00**

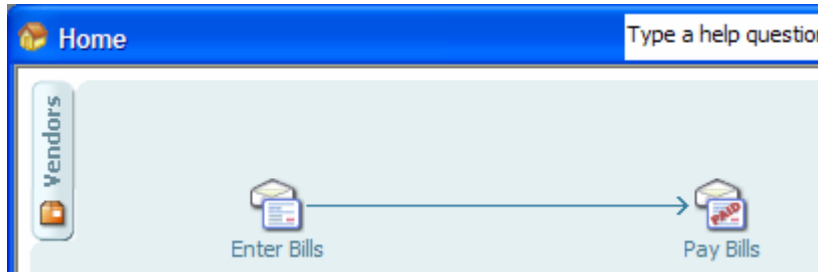
Account	Amount	Memo	Customer:Job	Billable?	Class
5481.00 · Support...	10.00	Support Fee			LODGE
2515.00 · ABCD/P...	32.00	ABCD Per Capita			LODGE
2510.00 · Applicat...	40.00	Application Fees due			LODGE
5490.00 · Lodg...	142.00	Lodge Supplies			LODGE

Clear Splits Recalculate Save & Close Save & New Clear

Next click **“Save & New”** if you want to save this transaction and leave the Enter Bills screen open for another transaction or **“Save & Close”** to save this transaction and not create another one. When using **“Memorized Transactions”** always select **“Save & Close”**.

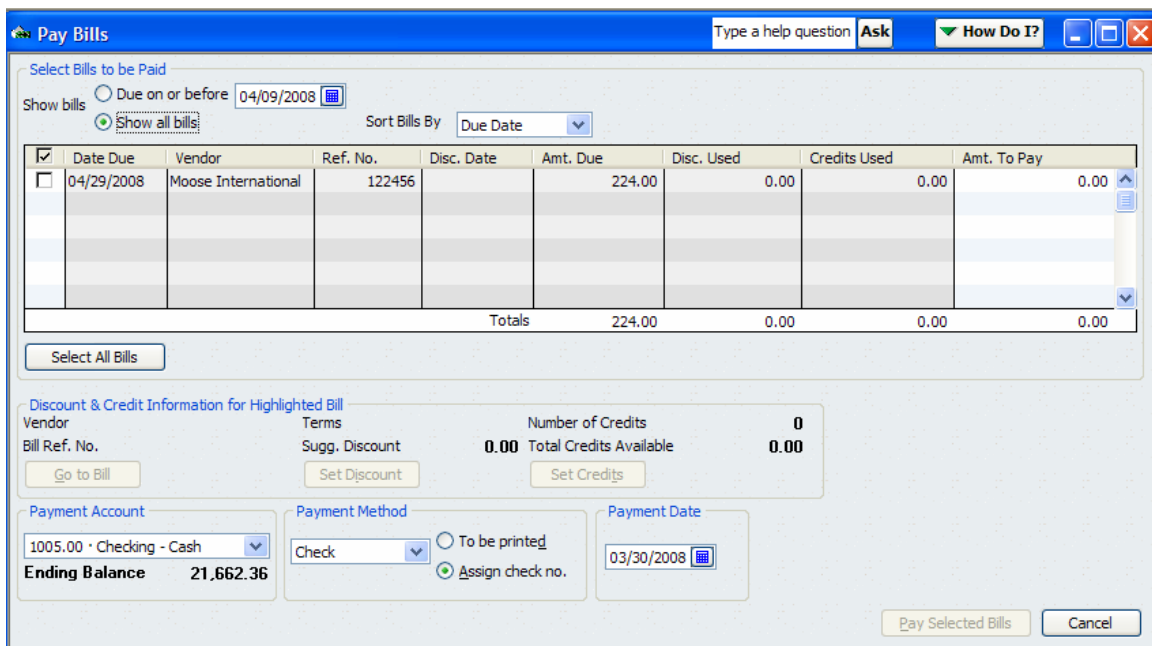
NOTE: When the bill is saved in QBs it is posted as a liability to the 2000.00 Accounts Payable account. Using the **“Pay Bills”** function clears the outstanding liability posted in 2000.00 Accounts Payable. **Never post directly to the 2000.00 Accounts Payable account.**

Next you will need to pay the bill using the **“Pay Bills”** icon on the QBs Home Page. Remember that using the **“Pay Bills”** function in QBs results in QBs creating a check. So it is VERY important that you match each bill to the check that was written to pay that bill.

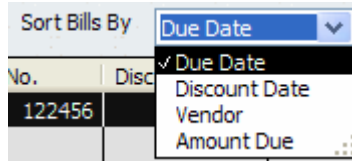


It is highly recommended that until you become familiar with this functionality that you enter a bill and then pay the bill so that you correctly match each bill to the subsequent check written by the fraternal unit.

When you click the **“Pay Bills”** icon the following screen will appear with all outstanding bills.



The screen defaults to sort by “**Due Date**”. You can change the default to another selection by clicking on the drop down and making another selection.

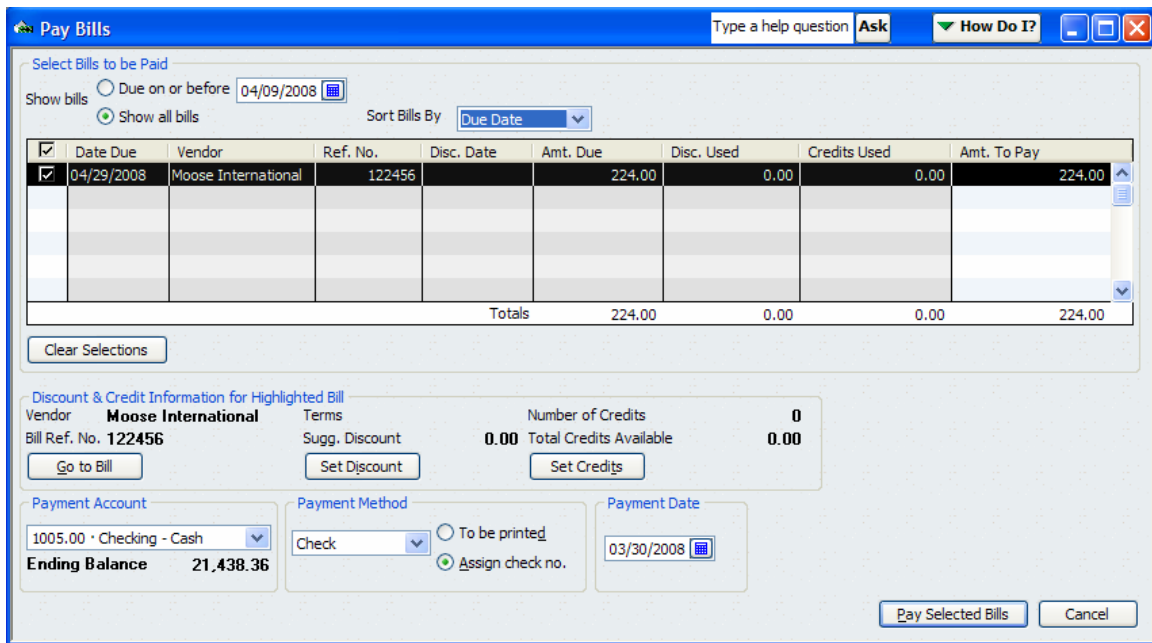


To select the bill you wish to pay it is recommended that you use your mouse to go to the

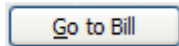


checkmark column. Notice that your mouse will turn into a ✓ checkmark so you can check the specific bill you wish to pay.

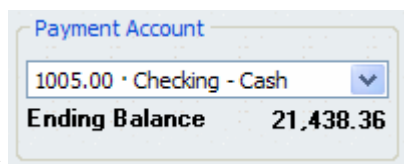
If you select multiple bills for a single vendor QBs is going to assume that you want to write only ONE check to pay all the bills. For the WOTM it is recommended that you select our monthly “checks” one at a time in order to ensure that QBs does not lump them into a single check.



While in the “**Pay Bills**” screen you can go and review the bill by selecting the




button.

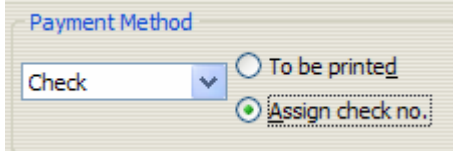


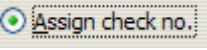
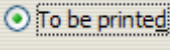
Next it is important

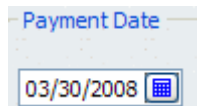
to review the Payment Account to


ensure that it is set on the proper checking account. If you used the “**Preferences in QuickBooks**” procedure to default the account used most often then it should be set on the proper account. If it is another account that you wish to select use the  drop down to select the desired account.

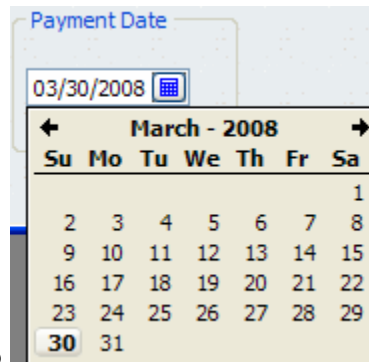
Next it is important to check the Payment Method field to ensure that it is set properly




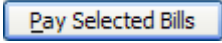
. If you want to assign the check number to match the actual hand written check then the  radio button must be selected. If you wish to print your checks using QBs then the  radio button should be selected.



Next check the Payment Date  to ensure it is the date that the actual check was written. For those fraternal units that wish to print their checks from QBs this would be the date that you want displayed on the check.



Use the drop down calendar icon  to select another date.

Next click the  button. This will cause the following pop up box to appear. Since we selected “**Assign check no.**” QBs is going to ask us to tell it what check number was issued to pay this bill.

Assign Check Numbers

Payment Account **1005.00 - Checking - Cash**

How do you want to assign check numbers?

Let QuickBooks assign check numbers.

Let me assign the check numbers below.

Check No.	Date	Payee	Amount
	03/30/2008	Moose International	224.00

OK Cancel Help

Populate the check number in the "Check No." field with the actual check number from your checkbook and click OK.

Assign Check Numbers

Payment Account **1005.00 - Checking - Cash**

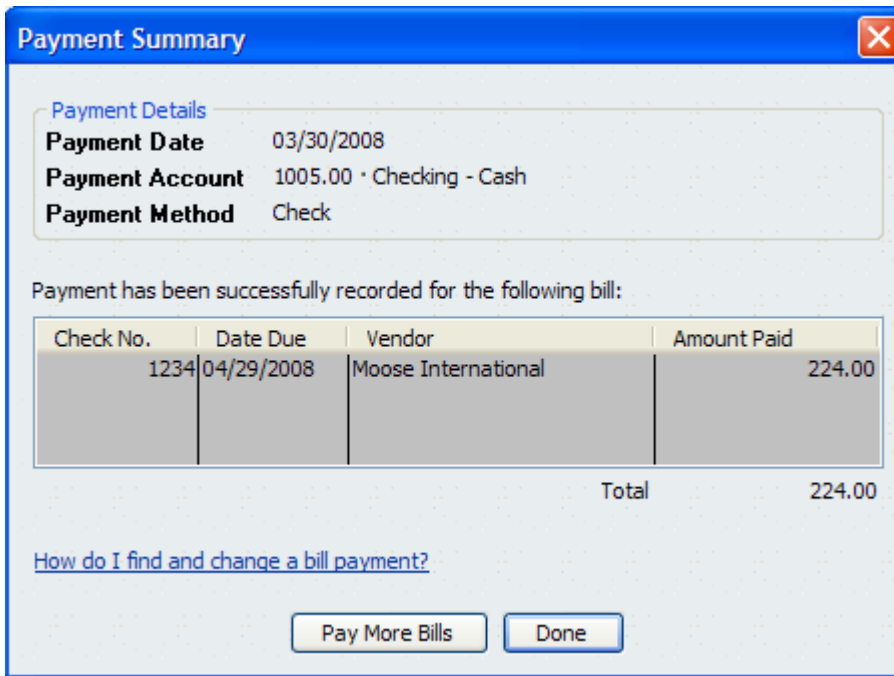
How do you want to assign check numbers?

Let QuickBooks assign check numbers.

Let me assign the check numbers below.

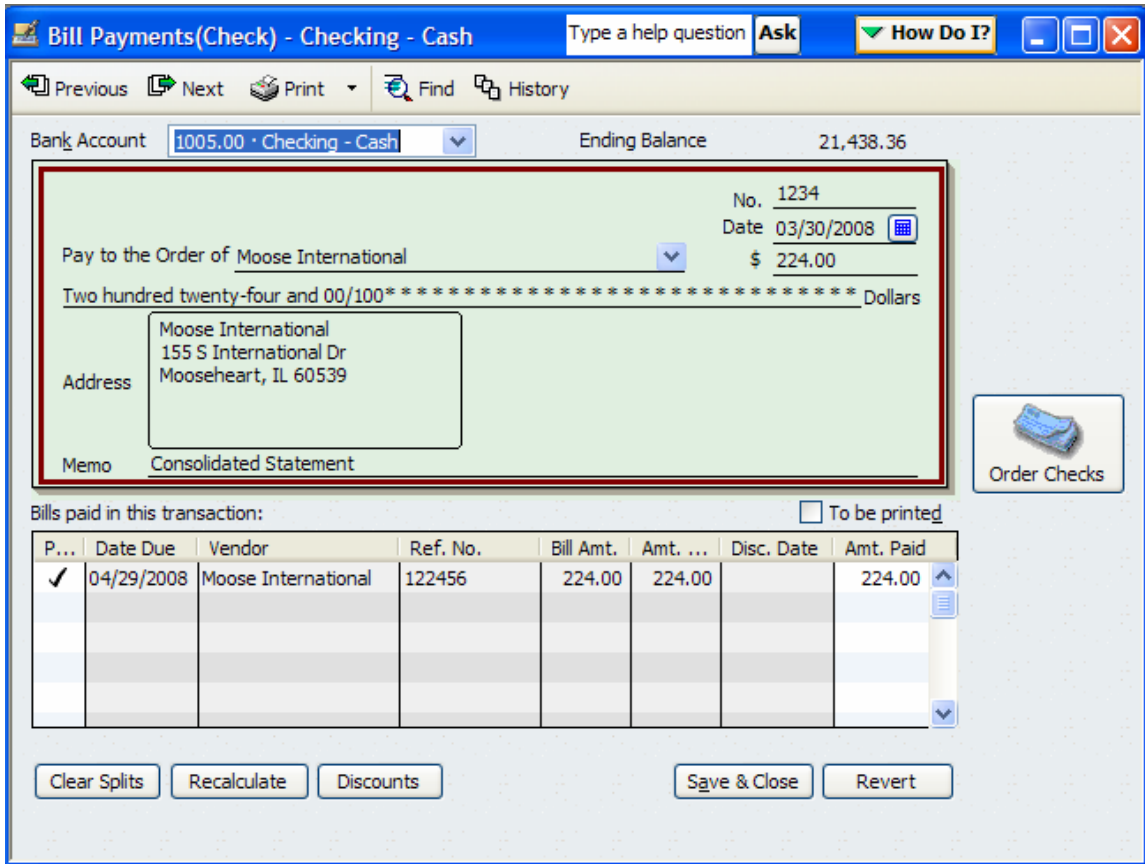
Check No.	Date	Payee	Amount
1234	03/30/2008	Moose International	224.00

OK Cancel Help



The following screen appears asking you if you want to “**Pay More Bills**” or if you are “**Done**” and wish to exit the Pay Bills screen.

When the paying of the bill is completed it results in QBs creating a “**Bill Payment Check**” that matches to the bill entered.



Notice that the bill is displayed in the bottom of the “**Bill Payments(Check)**” screen.

If you discover that there is a discrepancy between the Bill amount and the Bill Payments(Check) amount you must first fix the bill and then fix the Bill Payments(Check). If you do not there is will an out of balance in the Accounts Payable Account.

Errors can be found by running the **Unpaid Bills Detail** report which can be found on the QBs Main Page by selecting Reports, Vendors & Payables, Unpaid Bills Detail.

