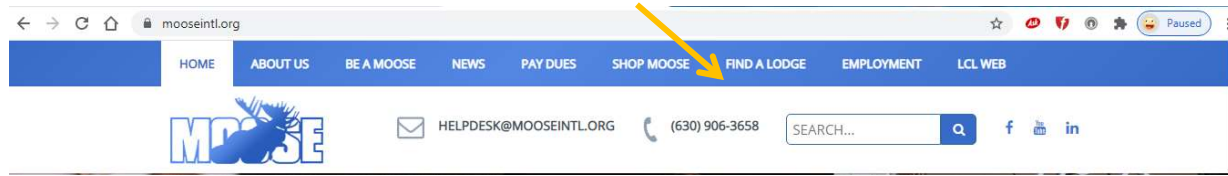


## Recording Centralized Dues Deposits in QuickBooks Online (QBO)

Moose International Dues Processing Department does an electronic deposit into each unit's checking account every week when any of their members have paid their dues. You can find out the amount of the deposit by going to the Moose International web site ([www.mooseintl.org](http://www.mooseintl.org)), click on LCL WEB in the blue bar. This will take you to a sign in screen. This accesses the MI Live Data Base and it is imperative you do not share your password/passcode. In order to keep your QuickBooks' information current it is important that you record your Centralized Dues Deposits weekly.



**LCL Web Sign In**

Member ID:

Last name:

Fraternal unit type:

FRU number:

Fraternal unit passcode:

Be sure to use your personal Member ID, Last Name

Select which Fraternal unit type

Enter your Fraternal unit number

Enter your Fraternal unit passcode



Once you are on the Web page go to Reports in the blue bar. A menu will pop down and you will select Deposits.

A screen displaying the last 20 Membership Dues Pay Outs will be shown. Additionally, earlier deposits can be viewed by clicking on the page numbers at the bottom.

This list shows all the deposit for your unit including from previous years. Click on select to see the details of that deposit.

SEE BELOW: Once the current Deposit List Detail is open you can see who has paid, their new expiration date, and the total amount of your deposit. There is also a **Payout ID number** that can be used as a receipt number or in the memo to identify it. There is a Printer Friendly version that can be printed.

Deposit List

Click to see Deposit details

[Printer Friendly Version](#)

Details	Payout ID	Charge Type	Amount	Paid Date	Void Date
Select	1956830	Membership Dues	\$308.00	10/19/2020	
Select	1954734	Membership Dues	\$440.00	10/13/2020	
Select	1952415	Membership Dues	\$484.00	10/05/2020	
Select	1950094	Membership Dues	\$516.00	09/28/2020	
Select	1947772	Membership Dues	\$484.00	09/21/2020	
Select	1945411	Membership Dues	\$594.00	09/14/2020	
Select	1943012	Membership Dues	\$990.00	09/09/2020	
Select	1940685	Membership Dues	\$330.00	08/31/2020	
Select	1938709	Membership Dues	\$110.00	08/24/2020	
Select	1936830	Membership Dues	\$286.00	08/17/2020	

Deposit List Details

Click to print

[Printer Friendly Version](#)

**Payout ID:** 1956830  
**Charge Type:** Membership Dues  
**Payee:** [Redacted]  
**Amount:** \$308.00  
**Paid Date:** 10-19-2020  
**Void Date:**

Bill To	Member ID	Charge	Amount
[Redacted]	[Redacted]	Dues 11/01/2020 Through 10/31/2021	\$22.00
[Redacted]	[Redacted]	Dues 10/01/2020 Through 09/30/2021	\$22.00
[Redacted]	[Redacted]	Dues 11/01/2020 Through 10/31/2021	\$22.00
[Redacted]	[Redacted]	Dues 11/01/2020 Through 10/31/2021	\$22.00
[Redacted]	[Redacted]	Dues 11/01/2020 Through 10/31/2021	\$22.00
[Redacted]	[Redacted]	Dues 11/01/2020 Through 10/31/2021	\$22.00
[Redacted]	[Redacted]	Dues 11/01/2020 Through 10/31/2021	\$22.00
[Redacted]	[Redacted]	Dues 11/01/2020 Through 10/31/2021	\$22.00
[Redacted]	[Redacted]	Dues 09/01/2020 Through 08/31/2021	\$22.00
[Redacted]	[Redacted]	Dues 11/01/2020 Through 10/31/2021	\$22.00

Now you are ready to record the deposit into your QBO.

**Chapters** will need to enter a sales receipt and **Lodges** have the option of recording it directly onto the deposit screen.

To enter a Sales Receipt in Receipts under CUSTOMERS. New, select & click on Bank

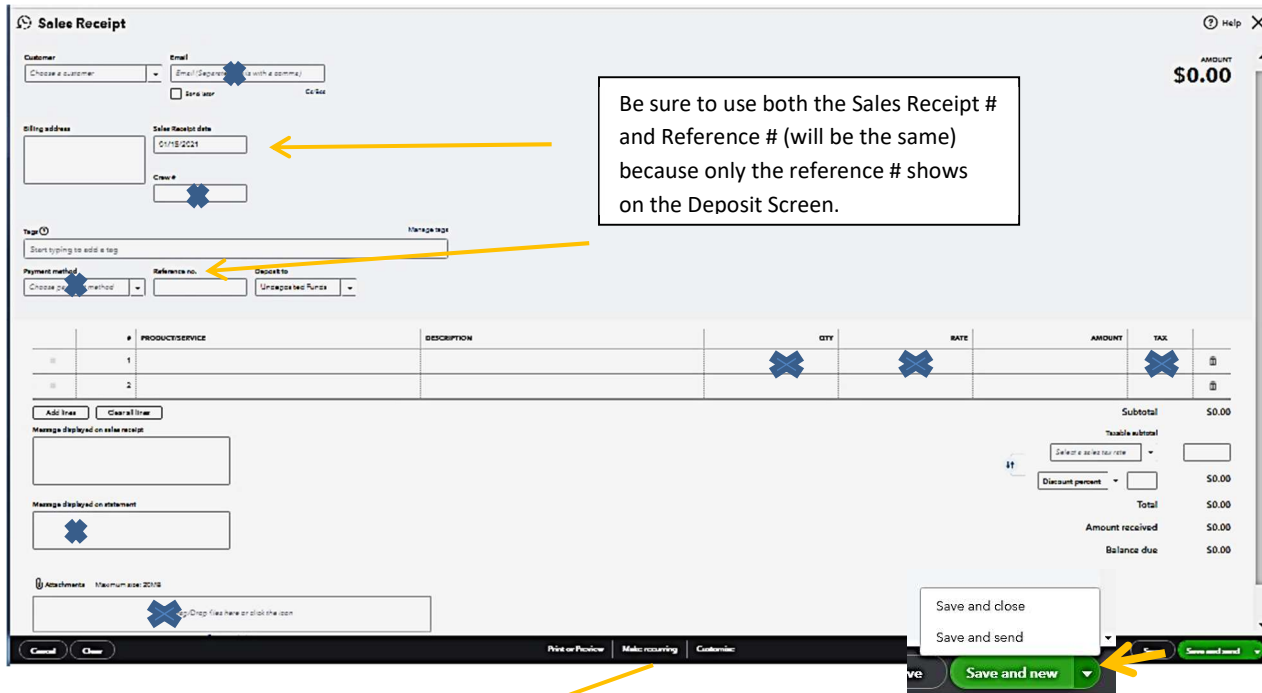
Click on + New then click on Sales Receipt

OR Lodge go to Bank Deposit

The screenshot shows the 'New' menu in QuickBooks Online. It is divided into four columns: CUSTOMERS, VENDORS, EMPLOYEES, and OTHER. Under CUSTOMERS, there are options like Invoice, Receive payment, Estimate, Credit memo, Sales receipt, Refund receipt, Delayed credit, and Delayed charge. Under VENDORS, there are Expense, Check, Bill, Pay bills, Purchase order, Vendor credit, Credit card credit, and Print checks. Under EMPLOYEES, there are Payroll and Time entry. Under OTHER, there are Bank deposit, Transfer, Journal entry, Statement, Inventory qty adjustment, and Pay down credit card. A yellow arrow points from the text 'OR Lodge go to Bank Deposit' to the 'Bank deposit' option in the OTHER column.

QBO click on + **New**, select & click on Sales To enter a Bank Deposit in QBO click on + Deposit under OTHER.

When you select **Sales Receipt**, the following screen will be displayed. Select customer of Centralized Dues / Membership Dues. Enter the correct deposit date. Enter a unique Reference number (Payout ID Number), ensure Deposit to: says **Undeposited Funds**, Product/Services (Item) will be 4005 – Membership Dues and/or 4015 – Lifetime Membership Dues, Description will be Fraternal Unit Membership or Fraternal Unit Lifetime Membership Dues, and total amount of deposit.



We will not be using the following boxes: Email, Tags (At least for now), Payment method, Qty, Tax, Message Display on Statement, or Attachments.



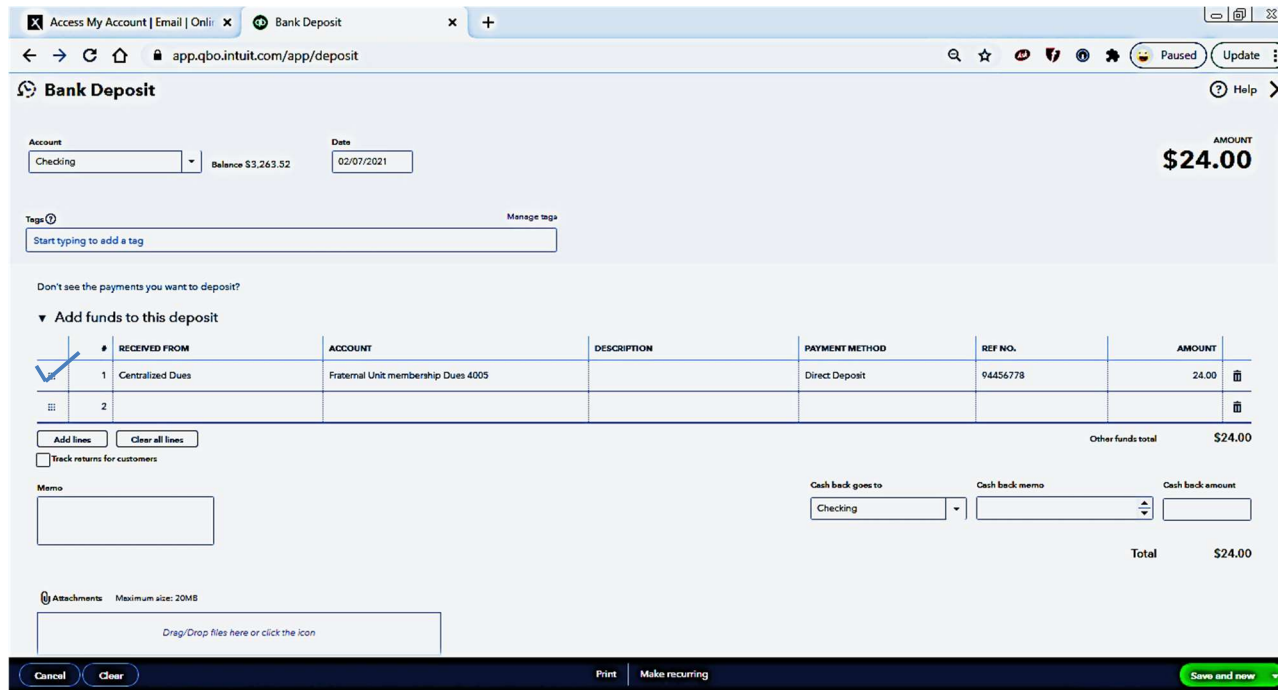
You can also make this a recurring transaction by clicking on **Make Recurring**. (See *Recurring (Memorized) Transactions on QuickBooks Online*)

Here you can Save or click on the caret in the Green oblong block and you can then **Save and New** or **Save and Close**.

Once you have saved the receipt, it will show up on the Deposit Screen. You now need to record the Deposit.

Click on +New and select Bank Deposit under OTHER as shown above.

The following screen will appear.



Here you will see the Sales Receipt you just entered.

First select the correct checking account where it was deposited. Enter the date the deposit was made.

Under Add funds to this Deposit click on small box in front of the Centralized Dues line which puts a check mark in the box. The total will now show at the top and bottom of the page. Verify it is correct. Then click on Save and New or Save and Close in the green button area. See Alternate Procedures below if you have not used a sales receipt.

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 QBO.

## ALTERNATE PROCEDURES:

1. In QBO our old Memorized Transactions are now called **Recurring Transactions**. If you had previously set up a Recurring (Memorized) Sales Receipt Transaction it can now be found by clicking on the “Gear” or settings icon. Under the LIST Category, click on Recurring transactions.

Click on **USE** for the Centralized Dues Sales receipt- enter correct date, amount, and Sales Receipt number and save. Go to Bank Deposit and proceed as indicated above.

2. **Lodges may go directly to Bank Deposit from the + NEW button.** Follow procedure as above regarding correct bank account and date. In the RECEIVED FROM column select Centralized Dues/Membership Dues, ACCOUNT will be 4005 – Membership Dues and/or 4015 – Lifetime Membership Dues, Description will be Fraternal Unit Membership or Fraternal Unit Lifetime Membership, REF NO. can be Payout ID, and total amount of deposit. You do not need to use Payment Method but can select Electronic Deposit. Save and New or Safe and Close.

You can make this Deposit a Recurring Transaction if desired. See *Recurring (Memorized) Transactions on QuickBooks Online* procedure.