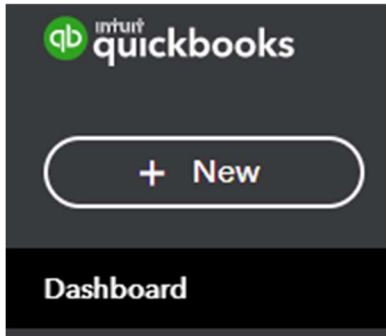


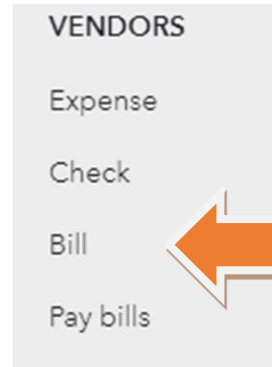
A Bill refers to an item which you need to pay. For Chapters this could be the monthly checks to Moose International or advance for fundraiser project. For a Lodge this could be advance funds for activity or charity donation, etc.

GO TO THE DASHBOARD

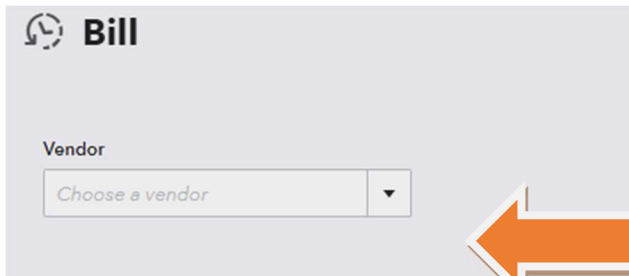


Click on "+ New "

Choose Vendors Column



Go to Bill



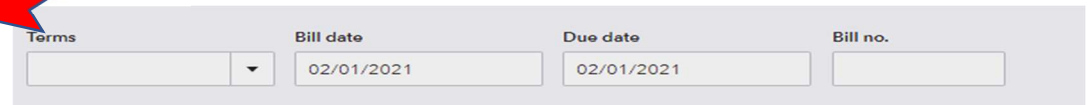
Choose from drop down your Vendor of choice.

Terms – Leave Blank

Bill Date: Is the date of the Bill or Check

Due Date: Leave Blank or default to Bill Date

Bill No. – Is the Check Number



Tags ? Manage tags

Start typing to add a tag

Tags – Committees Just like you did before with Classes (See Tag Listing)

▼ Category details

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER	
1							🗑️
2							🗑️

Add lines Clear all lines

► Item details

Memo

Total \$0.00

Category – Drop down will be the Chart of Accounts (XXXX-00)

1000 Assets 2000 Liabilities 4000 Income 5000 Expenses

Description – Is how you want to describe the Bill – Copy and Paste it into the Memo field as well.

Amount- The Bill Amount for that Category

Memo – Copy and Pasted from Description (see above)

Save and new

Save and close

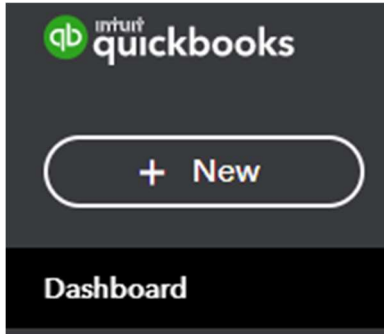
Save Save and schedule payment ▼

Use the Arrow to Save and New or Save and Close

Do not use “Save and schedule payment”.

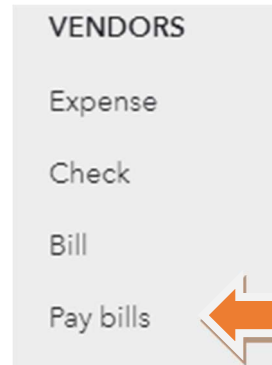
GO TO THE DASHBOARD

GO TO THE DASHBOARD

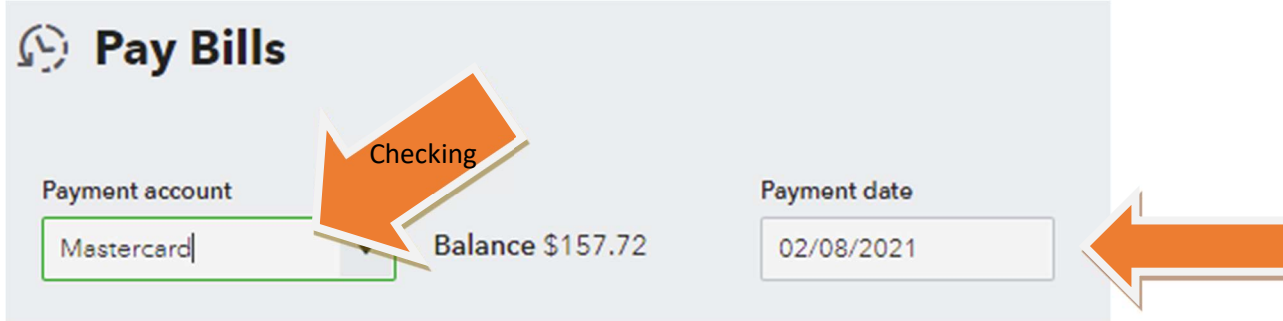


Click on "+ New "

Choose Vendors Column



Go to Pay Bills



PAYMENT ACCOUNT: Make sure it is on the Checking Account. Use the drop down to change account.

PAYMENT DATE: Make sure you **Change** the **Date** of the check. It may default to the current date.

Pay Bills

Payment account: Checking, Balance \$1,201.00, Payment date: 02/08/2021, Starting check no.: 71, Print later

TOTAL PAYMENT AMOUNT: \$86.44

Filter: Last 365 Days

PAYEE	REF NO.	DUE DATE	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input checked="" type="checkbox"/> PG&E		12/29/2020	\$86.44	Not available	86.44	\$86.44

STARTING CHECK #: Make sure you change the **Check Number** to your next check number to use. It will **Default** to the next number that Quickbooks thinks it is. For example, you would use **Centralized Dues – CD or Electronic Fund Transfer – EFT or ACH or Debit when** needed.

(This box will only be available if the Print Later Box is NOT checked).

Pay Bills

Payment account: Checking, Balance \$1,201.00, Payment date: 02/08/2021, Starting check no.: To print, Print later

STARTING CHECK#: Box will say “To Print” and grey itself out when the “Print Later” box is checked. Those Units who print their checks on their computer printer would check this box. Those Units who would like to add a memo on their printed check would also need to make sure the “Print Later” is checked.

Pay Bills
? X

Payment account

Checking

Balance \$1,201.00

Payment date

02/08/2021

Starting check no.

71

TOTAL PAYMENT AMOUNT

\$0.00

Filter > Last 365 Days 5 open bills, 4 overdue ! ⚙

	PAYEE	REF NO.	DUE DATE ▲	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input type="checkbox"/>	PG&E		12/29/2020 !	\$86.44	Not available		\$0.00
<input type="checkbox"/>	Norton Lumber and Building Mat...		01/13/2021 !	\$205.00	Not available		\$0.00
<input type="checkbox"/>	Robertson & Associates		01/13/2021 !	\$315.00	Not available		\$0.00
<input type="checkbox"/>	Brosnahan Insurance Agency		01/16/2021 !	\$241.23	Not available		\$0.00
<input type="checkbox"/>	Diego's Road Warrior Bodyshop		02/10/2021	\$755.00	Not available		\$0.00
0 bills selected				\$0.00	\$0.00	\$0.00	\$0.00

Total payment (USD) 0.00 < First Previous 1-5 of 5 Next Last >

Cancel
Schedule payments online ▼

PAYEE: Select the box next to the Payee of the Bill you want pay.

REF. NO: Is the reference number you used when entering the bill.

DUE DATE: Generated by Quickbooks using the Vendor settings. Chapters should be the same date as the bill.

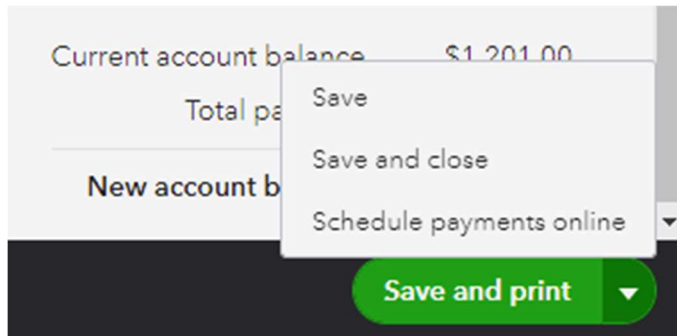
OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
\$86.44	Not available	86.44	\$86.44

OPEN BALANCE: Is the amount still due on the Bill.

CREDIT APPLIED: If you have a credit it can be used. “Not Available” means there are not credits to apply.

PAYMENT: Enter the amount to be paid.

TOTAL AMOUNT: Should match the amount to be paid after credits are applied.



SAVE AND PRINT:

MAKE SURE YOU USE THE DROP-DOWN ARROW TO

SAVE AND CLOSE, SAVE AND PRINT or Save

DO NOT USE

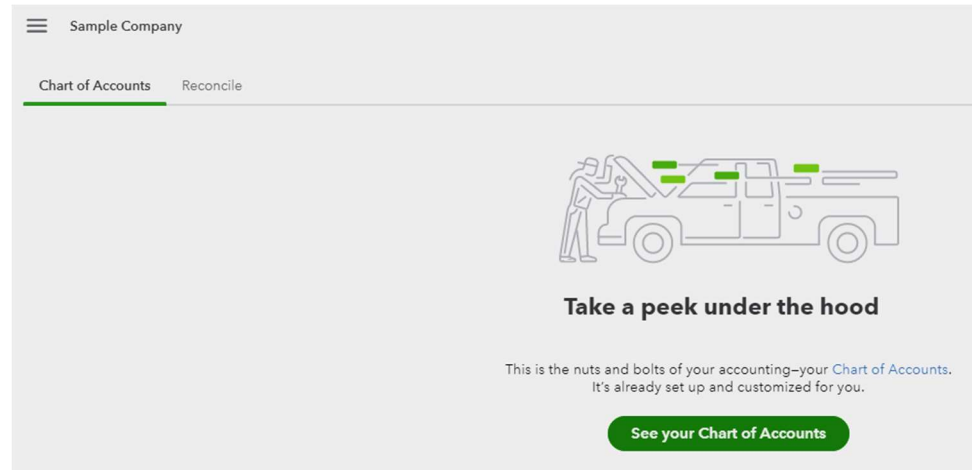
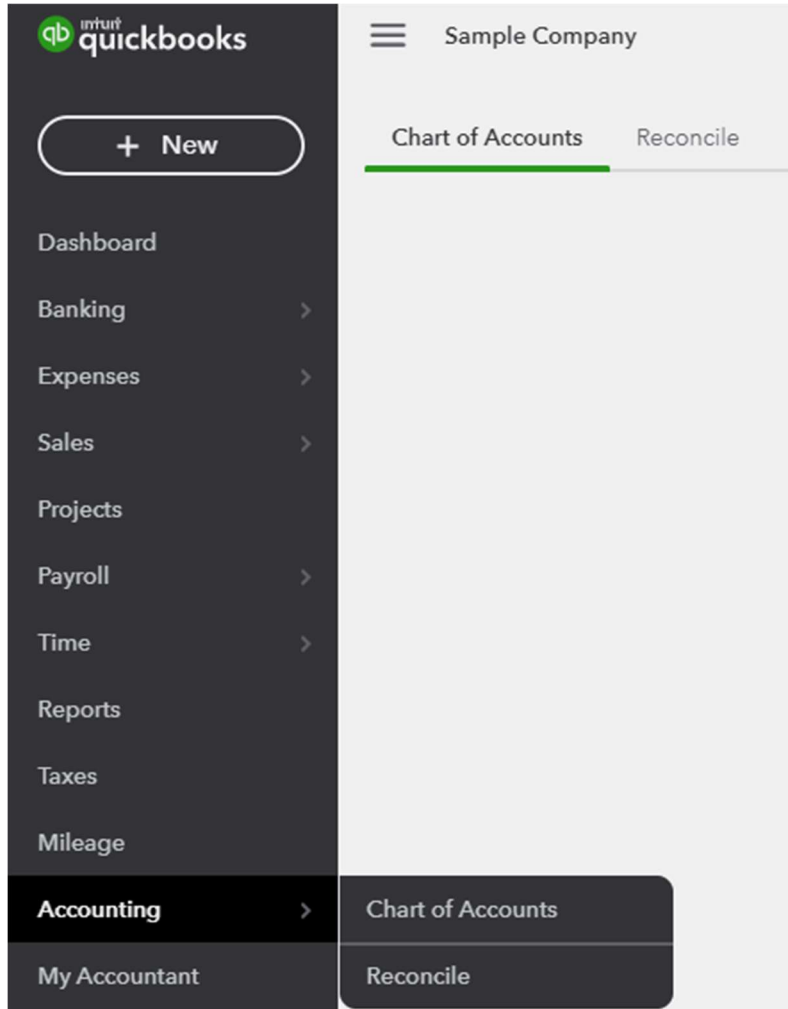
In the lower right-hand corner

SAVE: For those who hand write their checks and have more to do.

SAVE AND CLOSE: For those who hand write their checks and do not have more to do.

SAVE AND PRINT: For those who print checks on their printer.

To get a memo on your printed check you need to these steps first before printing your check. (All all others can skip this section and go to page 10.)



If this window appears just click on “See your Chart of Accounts”

On the

Sample Company My Experts Help Search Notifications Settings

Chart of Accounts Reconcile

Chart of Accounts Run Report New

[All Lists](#)

Filter by name: All Edit Print Settings

NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Checking	Bank	Checking	1,201.00	-3,621.93	View register

Bank Account which the check to be printed is being paid with, click on “View Register”

Sample Company My Experts Help Search Notifications Settings

Chart of Accounts Reconcile

[Back to Chart of Accounts](#)

Bank Register Bank Balance: -\$3,621.93 ENDING BALANCE \$1,201.00 [Reconcile](#)

Go to: 1 of 1 < First Previous 1-44 of 44 Next Last >

Filter: All Print Upload Settings

DATE	REF NO. TYPE	PAYEE ACCOUNT	MEMO	PAYMENT	DEPOSIT	BALANCE
02/14/2021				\$900.00		\$1,201.00
	CC-Credit	Mastercard				
02/03/2021		Tania's Nursery		\$23.50		\$2,101.00
	Cash Purch	Job Expenses:Job Materials:Plants and Soil				
01/31/2021	76	Pam Seitz		\$75.00		\$2,124.50
	Expense	Legal & Professional Fees				

Click on the “Payee” of the check you would like to add a memo to.

Sample Company My Experts Help

Chart of Accounts Reconcile

[Back to Chart of Accounts](#) ENDING BALANCE **\$1,201.00** Reconcile

Bank Register Bank Balance -\$3,621.93

Go to: 1 of 1 < First Previous 1-44 of 44 Next Last >

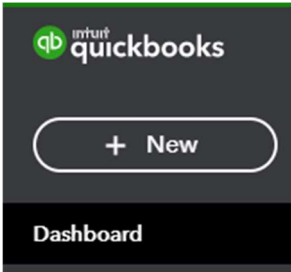
DATE	REF NO. TYPE	PAYEE ACCOUNT	MEMO	PAYMENT	DEPOSIT	BALANCE
02/14/2021				\$900.00		\$1,201.00
	CC-Credit	Mastercard				
02/03/2021		Tania's Nursery		\$23.50		\$2,101.00
	Cash Purch	Job Expenses:Job Materials:Plants and Soil				
01/31/2021	76	<input type="text" value="Pam Seitz"/>	Memo	75.00	Deposit	2,124.50
	Expense	Legal & Professional Fees				

Delete Edit Cancel Save

The "Memo" field is now available.

Add your Memo then "Save"

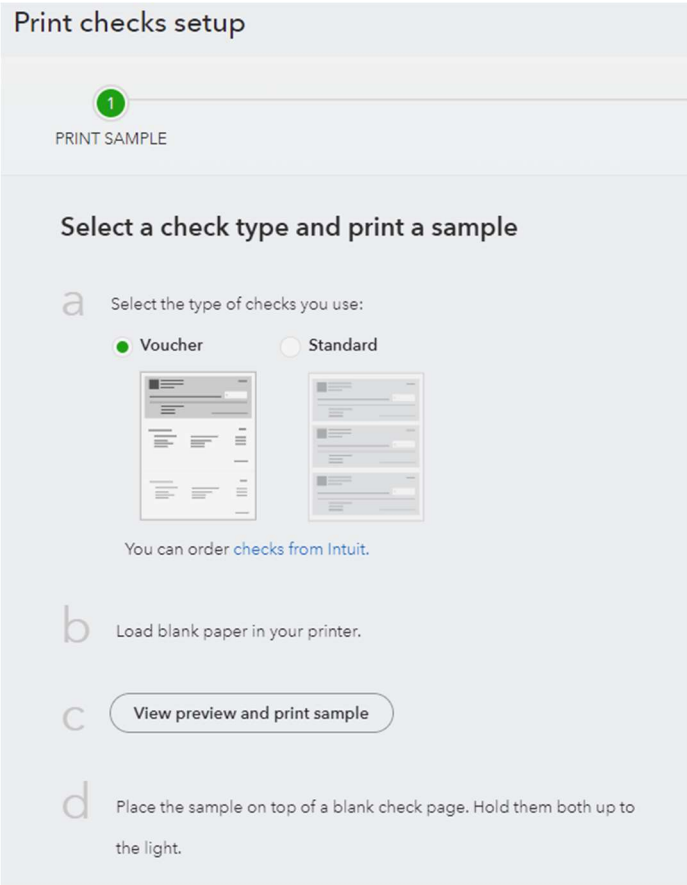
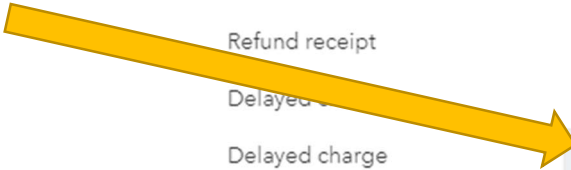
Printing Checks:



Go to Dashboard “+ New”

CUSTOMERS	VENDORS
Invoice	Expense
Receive payment	Check
Estimate	Bill
Credit memo	Pay bills
Sales receipt	Purchase order
Refund receipt	Vendor credit
Delayed charge	Credit card credit
	Print checks

Under Vendors select “Print Checks”



The First Time you go to print checks the “PRINT CHECKS SETUP” screen will appear. If this screen does not appear, then go to page 11.

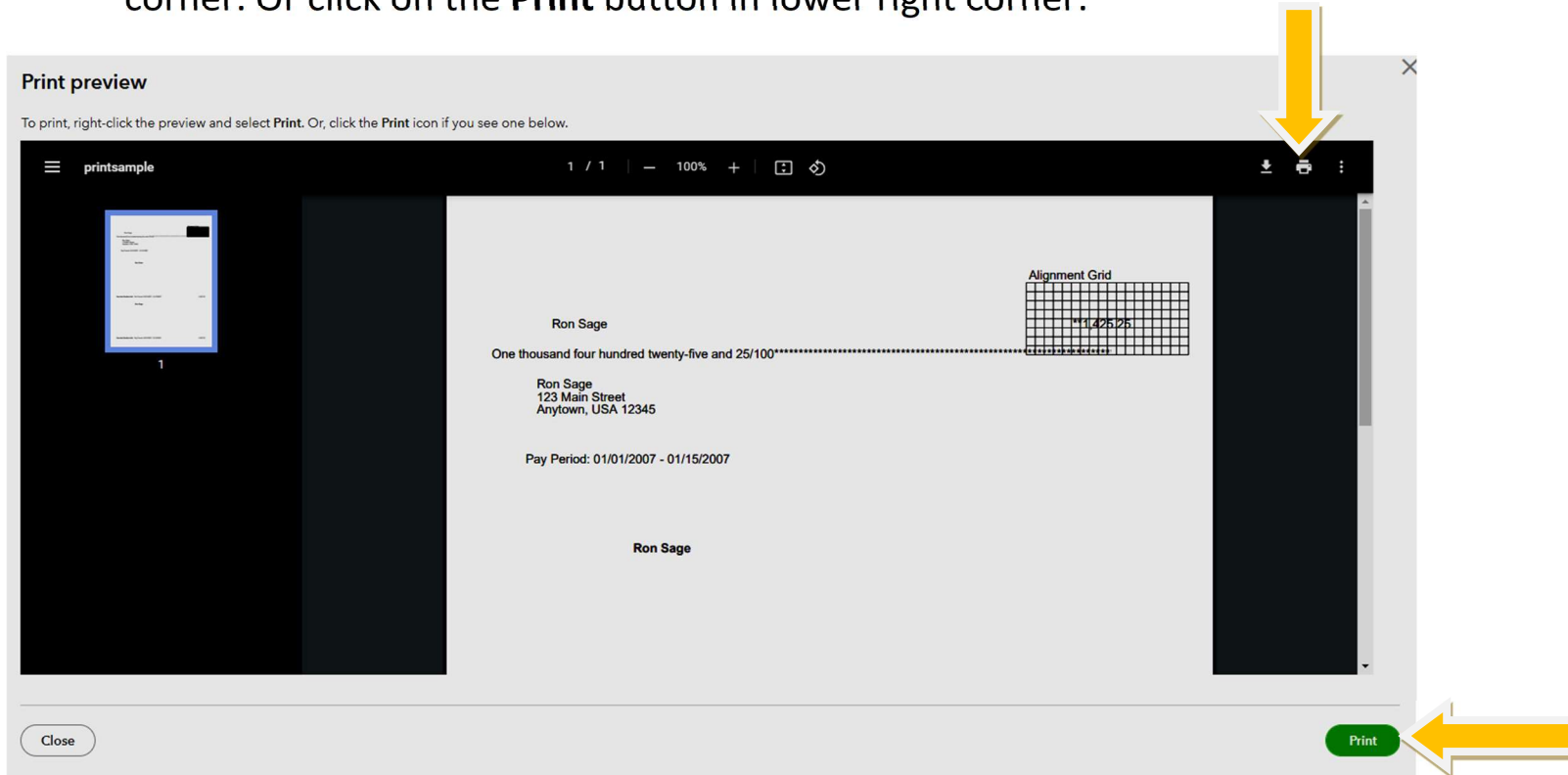
Follow the directions on the left of the screen.

A. Select the type of checks you use. Most Units use “Voucher”.

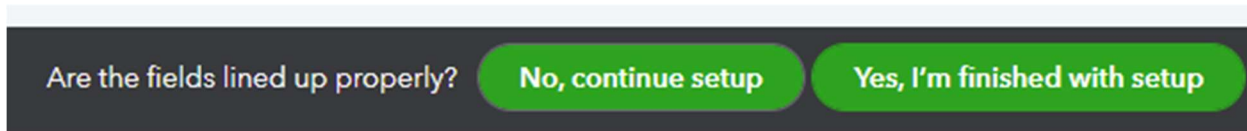
B. Load blank paper in your printer. (This will be a test of how the check will print later)

C. View Preview and print sample.

D. To print, right click the preview and select PRINT or click the **Printer** icon if you see one at the top right corner. Or click on the **Print** button in lower right corner.



E. Place the sample print of the check on top of a blank check page. Hold them both up to the light.



When everything prints correctly select “Yes, I’m finished with setup”.

When you need to try again select “No, continue setup”.

If your answer was “Yes, I’m finished with setup”. Print Checks window will open.

Print Checks

Checking Balance \$1,114.56 1 checks selected \$86.44 Add check

Remove from list Sort by Date / Order created Show all checks Starting check no.

DATE	TYPE	PAYEE	AMOUNT
02/17/2021	Bill Payment (Check)	PG&E	\$86.44

Previous 1-1 Next

Cancel Print setup Order checks Preview and print

Starting check no. – Enter the starting check no.

Preview and Print – click on the box.

Print preview

To print, right-click the preview and select **Print**. Or, click the **Print** icon if you see one below.

02/08/2021

PG&E **86.44

Eighty-six and 44/100*****

PG&E
4 Main St.
Palo Alto, CA 94303

00649587213

Date	Type	Reference	Original Amount	Balance Due	Payment
11/29/2020	Bill		86.44	86.44	86.44
			Check Amount		86.44

Close Print

To print, right click the preview and select **PRINT** or click the **Printer** icon if you see one at the top right corner or click on the **Print** button in lower right corner. Your windows printer selections will now come up for you to choose which printer.

Did your checks print OK?

Yes, they all printed correctly

Some checks need reprinting, starting with check: 111

No, keep all checks in the Print Checks list

Don't forget to sign your checks!

Done

Select Done