

QuickBooks 2007 Procedures for Online Membership Applications Dues & Fees

When a unit receives an online membership application, Moose International will credit the entire transaction (membership dues & application fees) to the Lodge or Chapter A/R account at the end of every month. MI will bill the unit for all fees for applications that have been processed and for all dues portions for new members who have been enrolled within the LCL system. These additions to the A/R Statement will require adjustments to a unit's QB entries. **The three examples below apply to both Lodges and Chapters.**

Example 1:

The following is an example of a Lodge Statement of Account with:

- The monthly Risk Pool Charge,
- The monthly Member Services Fees,
- Charge for two Lodge Membership Dues,
- One Application Fee Charge,
- One credit for an online Application Fee, and
- One credit for an online Application Dues

All of which result in a Balance due to Moose International.

Statement of Account

Moose International
ATTN Finance
155 S International Drive
Mooseheart, IL 60539-1173

Page number 1

Account number: [REDACTED]
Stmnt beg date: 8/1/19
Stmnt end date: 8/31/19
Due date: 9/25/19
Current balance: \$39.32
Amount enclosed _____

To: OFFICE OF ADMINISTRATOR
[REDACTED]

Please detach this portion and return with payment.

Doc date	Doc #	Doc type	Amount
		Balance forward	\$91.32
8/1/19	FIN-1115638	Risk Pool	\$3.32
8/13/19	1948	Payment	\$-91.32
8/31/19	FIN-1118598	Member Services Fees	\$10.00
8/31/19	FIN-1122778	Lodge Membership Dues	\$76.00
8/31/19	FIN-1122779	Lodge Application Fees	\$20.00
8/31/19	FIN-1123160	Online Application Dues	\$-50.00
8/31/19	FIN-1123161	Online Application Fees	\$-20.00

Message from Finance Department
 "IT IS YOUR RESPONSIBILITY TO RETAIN THESE STATEMENTS FOR FUTURE REFERENCE"
 Please be sure the correct Lodge, Chapter, or Moose Legion number is indicated on payments to Moose Int'l

Legion Apps & Dues	Moose Legion	(630) 966 2260
Risk Pool & Bond Premium	Claims&Loss Prevention	(630) 859 6615
Chapter Apps & Dues	Membership	(630) 966 2259
Enrollment Fees Only	Membership	(630) 966 2259
All Other	Finance Department	(630) 966 2202

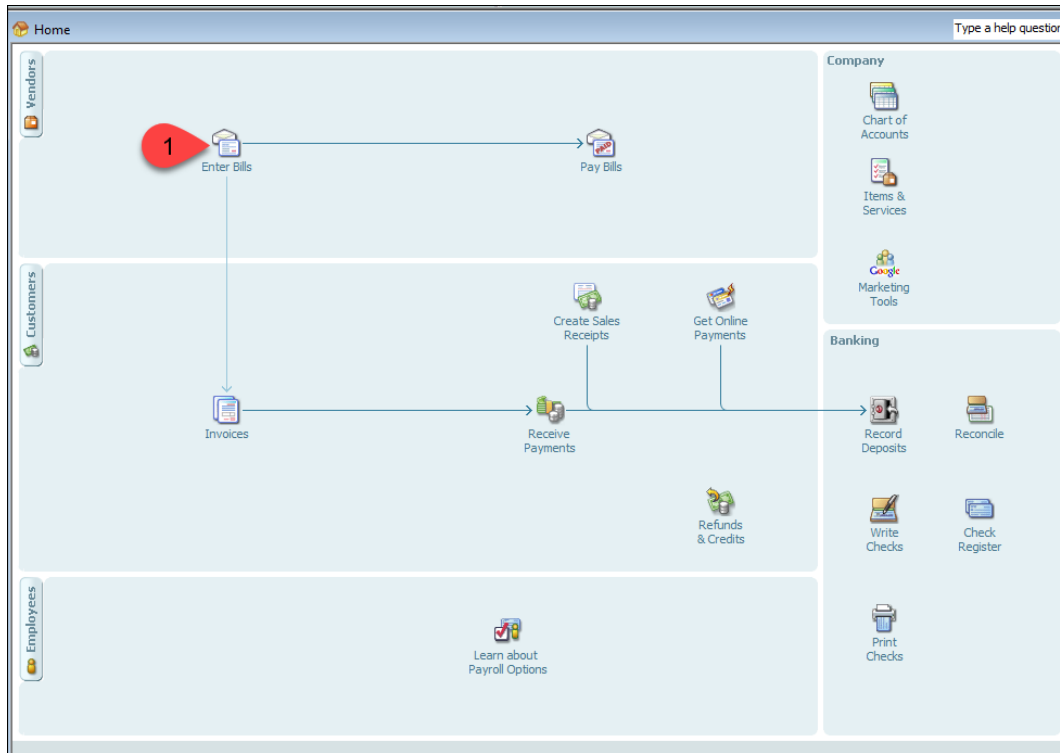
Balance due MI

		Current transactions:		\$-52.00	
		New balance:		\$39.32	
(OPEN) balance	Current	31 - 60 days	61 - 90 days	Over90 days	
0.00	39.32	0.00	0.00	0.00	

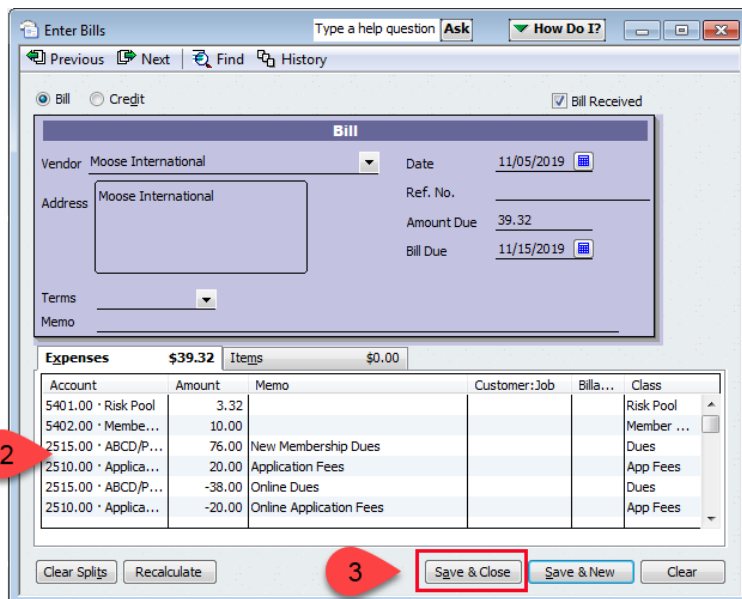
QuickBooks 2007 Procedures for Online Membership Applications Dues & Fees

The following steps should be followed to ensure the proper entries are made in QuickBooks.

1. Upon receipt of the monthly Moose International Statement of Account, a bill must be created. Select Enter Bills



2. Enter the individual line items into the Bill – just as they appear on your statement. The online dues & fees will be entered as a negative (credit) just as shown on the statement. Be sure to add the Lodge's share of the dues.
2510.00 Application Fees: Enter **-20.00** for each one billed for. (If you have two Applications, it will be -\$40.00, etc.) In the Memo field, the description will be Online Application Fees for (*list the names of applicants.*)
2515.00 Online Dues: Enter **-38.00** for each one billed for. (If two applications were received it will be -\$76.00, etc.) In the Memo field, the description will be Online Dues for (*list the names of applicants.*)
4005.00 Lodge share of dues: Enter **-12.00** for each one billed for. (This will be whatever the unit charges over and above the ABCD.) In the Memo field, the description will be online dues for (*list the names of applicants.*)
3. Click Save & Close.



Proceed to Pay Bills to make payment to Moose International as usual.

QuickBooks 2007 Procedures for Online Membership Applications Dues & Fees

Example 2:

There will be times when a Lodge or Chapter receives a Monthly Statement of Account showing a credit due (a negative number) as the new balance. In those cases, a Credit Memo should be created rather than a Bill.

The following is an example of a Chapter Statement of Account with:

- The monthly Risk Pool Charge,
- The monthly Member Services Fees,
- One credit for an online Application Fee, and
- One credit for online Application Dues

All of which result in a credit to the chapter's account.

Statement of Account

Moose International
ATTN Finance
155 S International Drive
Mooseheart, IL 60539-1173

To: CHAPTER RECORDER

Page number: 1
Account number: [REDACTED]
Stmnt beg date: 8/1/19
Stmnt end date: 8/31/19
Due date: 9/25/19
Current balance: \$-30.82
Amount enclosed: _____

Please detach this portion and return with payment.

Doc date	Doc #	Doc type	Amount
		Balance forward	\$14.18
8/1/19	FIN-1111903	Risk Pool	\$4.18
8/20/19	VS	Payment	-\$14.18
8/31/19	FIN-1116246	Member Services Fees	\$10.00
8/31/19	FIN-1122858	Online Application Dues	-\$25.00
8/31/19	FIN-1122859	Online Application Fees	-\$20.00

Message from Finance Department
 IT IS YOUR RESPONSIBILITY TO RETAIN THESE STATEMENTS FOR FUTURE REFERENCE
 Please be sure the correct Lodge, Chapter, or Moose Legion number is indicated on payments to Moose Int'l

Legion Apps & Dues	Moose Legion	(630) 966 2260
Risk Pool & Bond Premium	Claims&Loss Prevention	(630) 859 6616
Chapter Apps & Dues	Membership	(630) 966 2259
Enrollment Fees Only	Membership	(630) 966 2259
All Other	Finance Department	(630) 966 2202

Current transactions: \$-45.00

New balance: \$-30.82

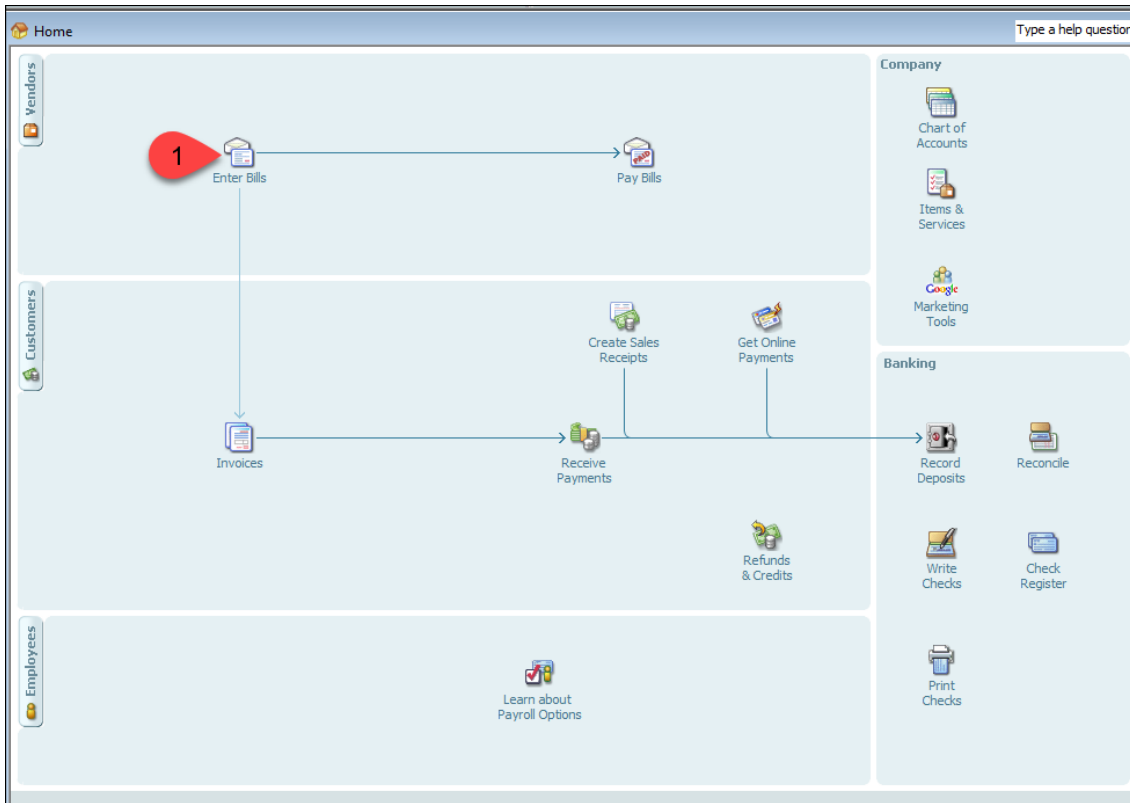
(OPEN) balance	Current	31 - 60 days	61 - 90 days	Over90 days
-30.82	0.00	0.00	0.00	0.00

No balance due,
Credit to Chapter

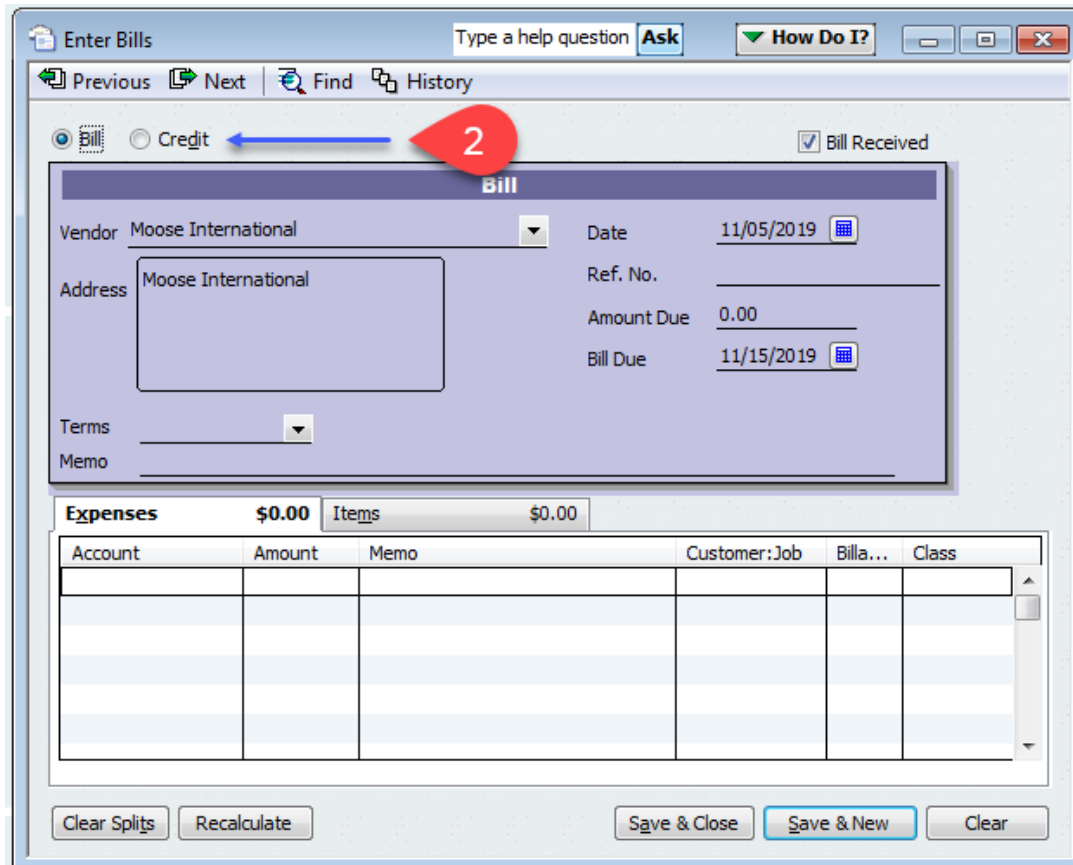
QuickBooks 2007 Procedures for Online Membership Applications Dues & Fees

The following steps should be followed to ensure the proper entries are made in QuickBooks.

1. Select Enter Bills



2. Change the Bill to a Credit by clicking the Radio button.



QuickBooks 2007 Procedures for Online Membership Applications Dues & Fees

3. Enter each line item from the Statement of Account with *one very important change: Enter all positive numbers as negative and all negatives as positive.*

The online dues & fees will be entered as a positive (credit) the opposite as shown on the statement. Be sure to add the Lodge's share of the dues.

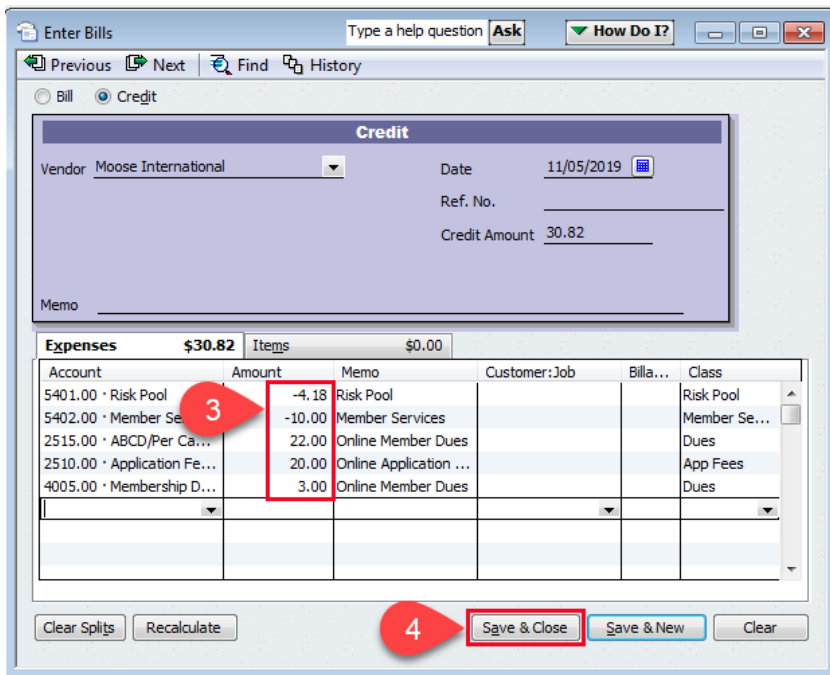
2510.00 Online Application Fees: Enter **20.00** for each one billed. (If you have two Applications, it will be \$40.00, etc.) In the Memo field, the description will be Online Application Fees for (*list the names of applicants.*)

2515.00 Online Dues: Enter **22.00** for each one billed. (If two applications were received it will be \$44.00, etc.) In the Memo field, the description will be Online Dues for (*list the names of applicants.*)

4005.00 Lodge share of dues: Enter **3.00** for each one billed. (This will be whatever the unit charges over and above the ABCD.) In the Memo field, the description will be online dues for (*list the names of applicants.*)

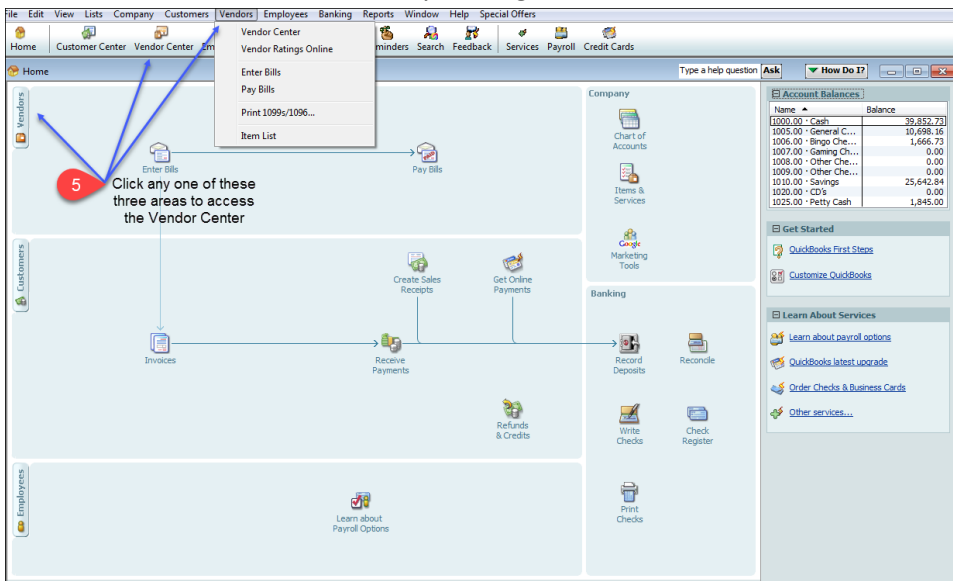
The Risk Pool and Member Services Fee will be entered as a negative, the opposite as shown on the statement.

4. Click Save and Close



This will create a credit amount to the Vendor, Moose International, which can then be applied to another Moose International Statement of Account that has been or will be entered into QB.

5. The credit can be viewed by clicking on Vendors from the Home screen or from the Menu Bar.



QuickBooks 2007 Procedures for Online Membership Applications Dues & Fees

6. Choose Moose International from the Vendors tab on the far left side. The credit is shown in Transactions.

Vendor Information

Vendor Name: Moose International
 *Rate This Vendor Online

Vendor Type: [Blank]
 Company Name: [Blank]
 Address: Moose International

Contact: [Blank]
 Phone: [Blank]
 Alt Phone: [Blank]
 Fax: [Blank]
 Email: [Blank]
 Account Number: [Blank]
 Terms: [Blank]

Transactions

Type	Num	Date	Account	Amount
Bill		11/05/2019	Accounts Payable	-39.32
Bill Pmt -Check		11/05/2019	General Checking	-39.32
Credit		11/05/2019	Accounts Payable	30.82

The credit can be applied to the next month's Moose International Statement of Account shown below:

Statement of Account

Moose International
 ATTN: Finance
 155 S International Drive
 Mooseheart, IL 60539-1173

Page number: 1

Account number: [Redacted]

Stmnt beg date: 9/1/19
 Stmnt end date: 9/30/19
 Due date: 10/25/19
 Current balance: \$3.36
 Amount enclosed: _____

To: CHAPTER RECORDER
 [Redacted]

Please detach this portion and return with payment.

Doc date	Doc #	Doc type	Amount
		Balance forward	\$-30.82
9/1/19	FIN-1124696	Risk Pool	\$4.18
9/30/19	FIN-1128929	Member Services Fees	\$10.00
9/30/19	FIN-1132028	Chapter Application Fees	\$20.00

Hint: If you have a credit as a balance forward, that's your cue to apply credits when paying bills

Message from Finance Department

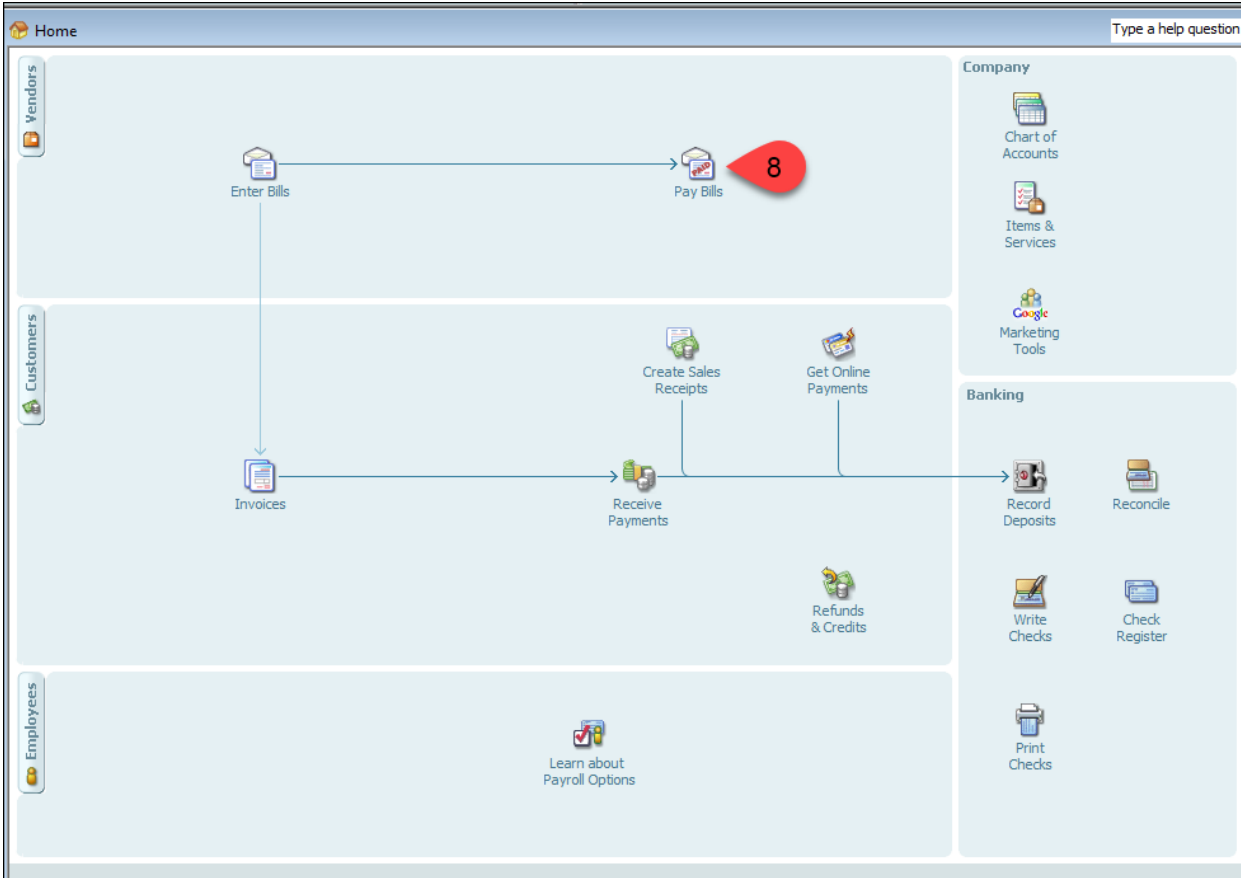
IT IS YOUR RESPONSIBILITY TO RETAIN THESE STATEMENTS FOR FUTURE REFERENCE
 Please be sure the correct Lodge, Chapter, or Moose Legion number is indicated on payments to Moose Int'l

Legion Apps & Dues	Moose Legion	(630) 966 2260
Risk Pool & Bond Premium	Claims&Loss Prevention	(630) 859 6615
Chapter Apps & Dues	Membership	(630) 966 2259
Enrollment Fees Only	Membership	(630) 966 2259
All Other	Finance Department	(630) 966 2202

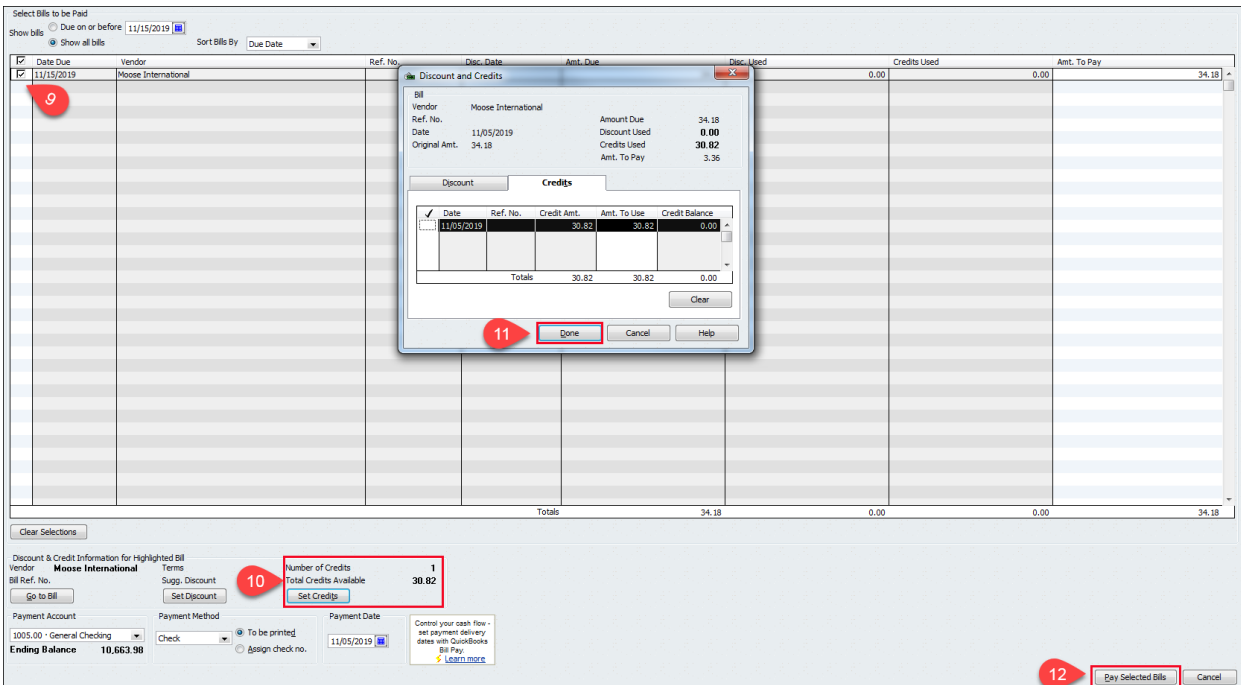
Current transactions:		\$34.18	
New balance:		\$3.36	
(OPEN) balance	Current	31 - 60 days	61 - 90 days
0.00	3.36	0.00	0.00
		Over90 days	0.00

QuickBooks 2007 Procedures for Online Membership Applications Dues & Fees

7. Create a bill for the statement above.
8. go to Pay Bills:



9. Click on the Moose International bill for which the credits are to be applied
10. Click Set Credits
11. After which, a Discount and Credits pop-up box appears. Click Done.
12. Click Pay Selected Bills.



QuickBooks 2007 Procedures for Online Membership Applications Dues & Fees

A payment summary box will appear with options to print the check or pay more bills.

Payment Summary

Payment Details

Payment Date 11/05/2019
Payment Account 1005.00 · General Checking
Payment Method Check

Payment has been successfully recorded for the following bill:

Date Due	Vendor	Amount Paid
11/15/2019	Moose International	3.36
Total		3.36

[How do I find and change a bill payment?](#)

You can print checks now, or print them later from Print Forms on the File menu.

Pay More Bills Print Checks Done

QuickBooks 2007 Procedures for Online Membership Applications Dues & Fees

Example 3:

Occasionally, units will receive a Statement of Account where there is a balance due to MI but creating a bill will not work and a credit is actually needed. This is usually due to an outstanding balance.

The following is an example of a Chapter Statement of Account with:

- An outstanding balance,
- The monthly Risk Pool Charge
- A Member Services Fees,
- Fees for one Application,
- One credit for online Application Dues, and
- One credit for an online Application Fee

All of which result in a balance due, *but*, a credit will be needed since the balance forward is not included in the bill entry.

Statement of Account

Moose International
ATTN Finance
155 S International Drive
Mooseheart, IL 60539-1173

To: CHAPTER RECORDER

Page number: 1

Account number: [REDACTED]

Stmnt beg date: 8/1/19

Stmnt end date: 8/31/19

Due date: 9/25/19

Current balance: \$92.94

Amount enclosed: _____

Please detach this portion and return with payment.

Doc date	Doc #	Doc type	Amount
		Balance forward	\$100.97
8/1/19	FIN-1111580	Risk Pool	\$6.97
8/31/19	FIN-1115923	Member Services Fees	\$10.00
8/31/19	FIN-1118794	Chapter Application Fees	\$20.00
8/31/19	FIN-1122814	Online Application Dues	\$-25.00
8/31/19	FIN-1122815	Online Application Fees	\$-20.00

Message from Finance Department
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 Please be sure the correct Lodge, Chapter, or Moose Legion number is indicated on payments to Moose Int'l

Legion Apps & Dues	Moose Legion	(630) 966 2260
Risk Pool & Bond Premium	Claims&Loss Prevention	(630) 859 6615
Chapter Apps & Dues	Membership	(630) 966 2259
Enrollment Fees Only	Membership	(630) 966 2259
All Other	Finance Department	(630) 966 2202

Balance due MI

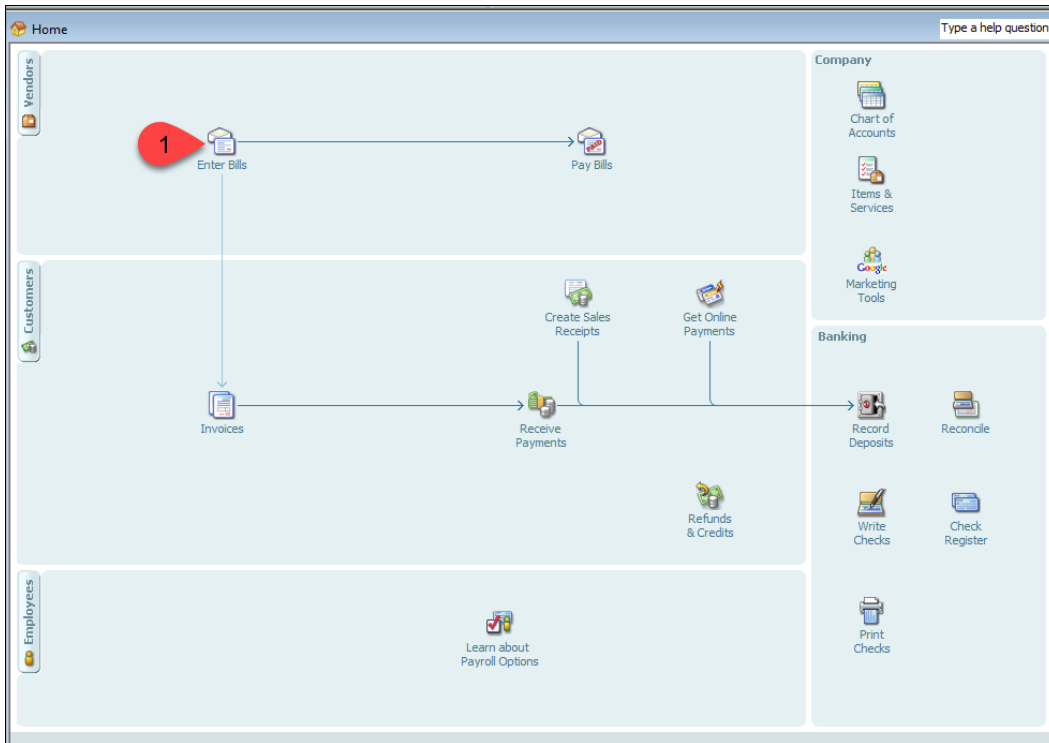
Current transactions: \$-8.03

New balance: \$92.94

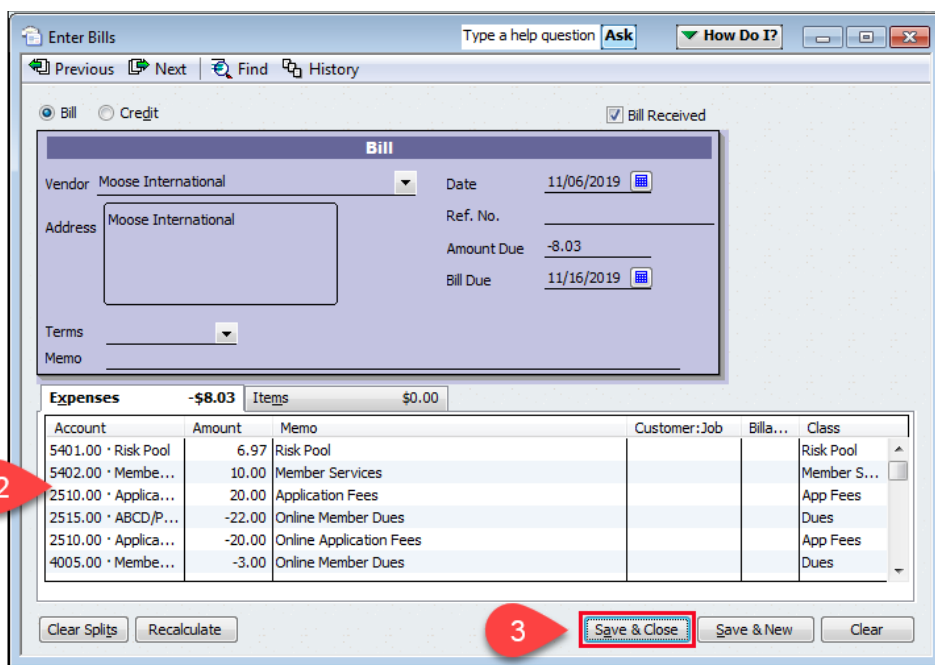
(OPEN) balance	Current	31 - 60 days	61 - 90 days	Over90 days
0.00	16.97	69.00	6.97	0.00

QuickBooks 2007 Procedures for Online Membership Applications Dues & Fees

1. Select Enter Bills (This is the best way to begin since you may not realize a credit is needed.)



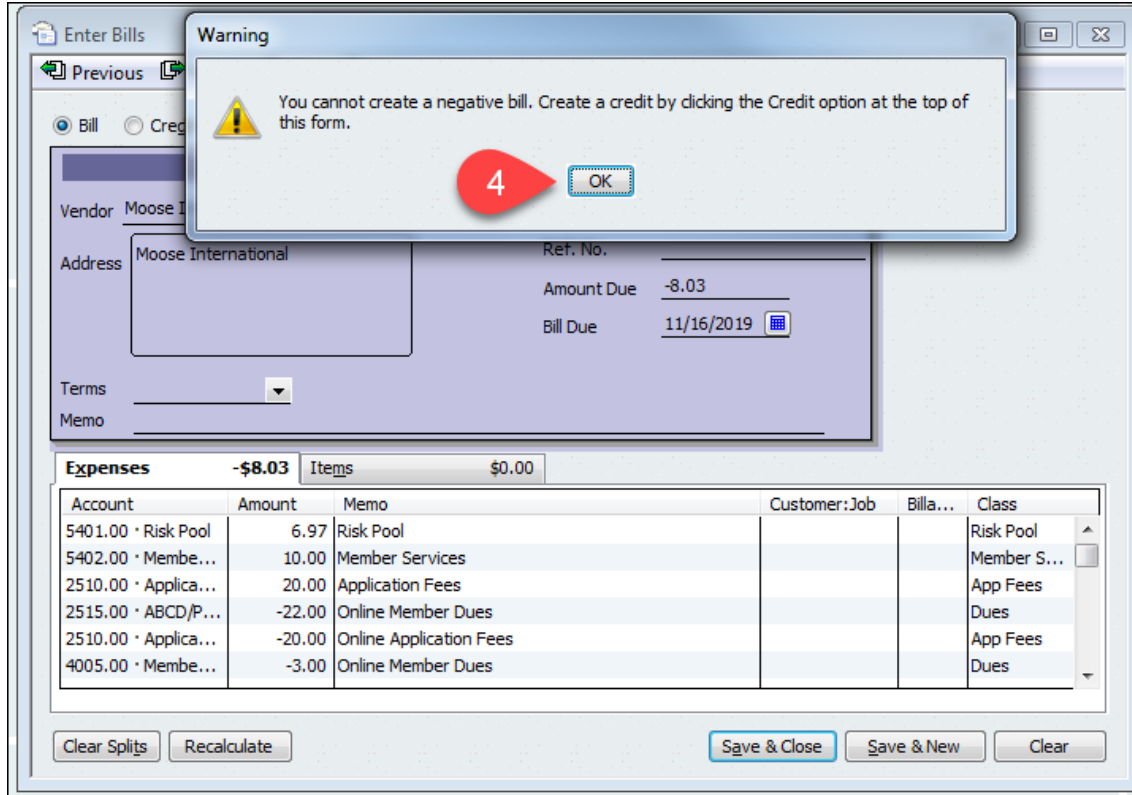
2. Enter each line item from the Statement of Account, with the exception of the Balance Forward.
Enter the individual line items into the Bill – just as they appear on your statement. The online dues & fees will be entered as a negative (credit) just as shown on the statement. Be sure to add the Lodge's share of the dues.
2510.00 Online Application Fees: Enter **-20.00** for each one billed. (If you have two Applications, it will be -\$40.00, etc.) In the Memo field, the description will be Online Application Fees for (*list the names of applicants.*)
2515.00 Online Dues: Enter **-22.00** for each one billed. (If two applications were received it will be -\$44.00, etc.) In the Memo field, the description will be Online Dues for (*list the names of applicants.*)
4005.00 Lodge share of dues: Enter **-3.00** for each one billed. (This will be whatever the unit charges over and above the ABCD.) In the Memo field, the description will be online dues for (*list the names of applicants.*)
3. Click Save & Close



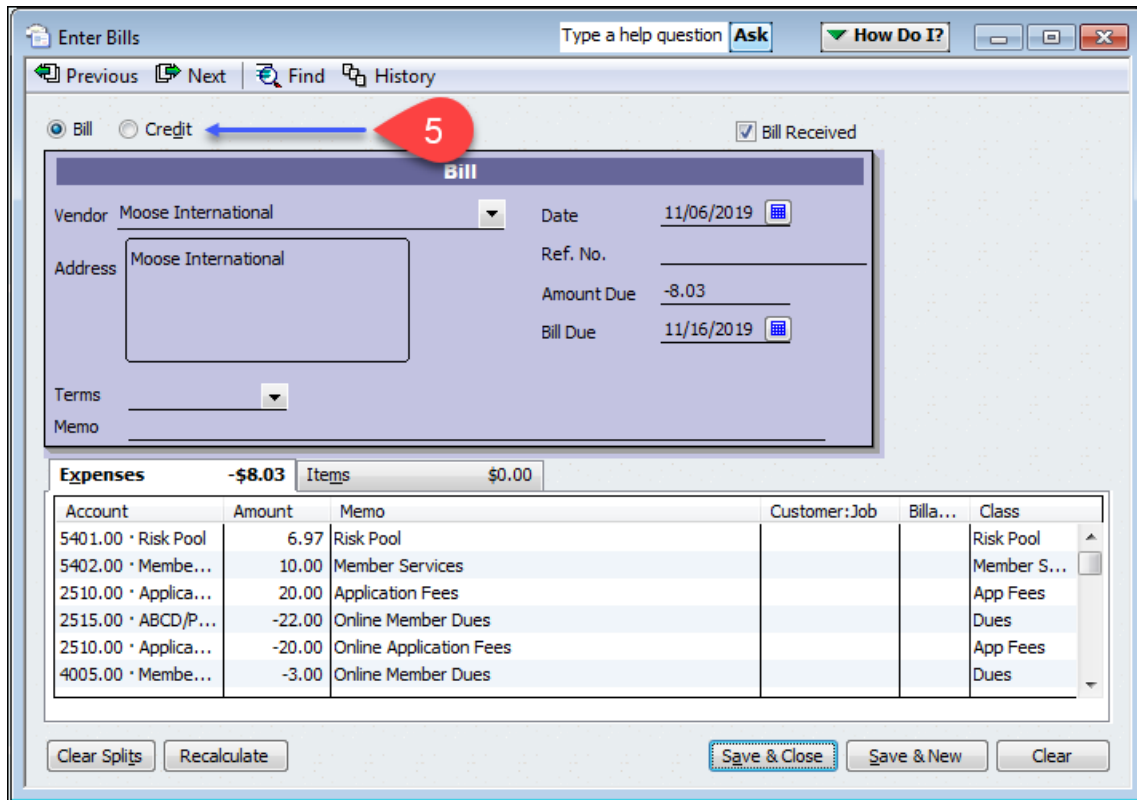
QuickBooks 2007 Procedures for Online Membership Applications Dues & Fees

Upon clicking Close & Save, a warning box will appear stating that you cannot create a negative bill.

4. Click OK

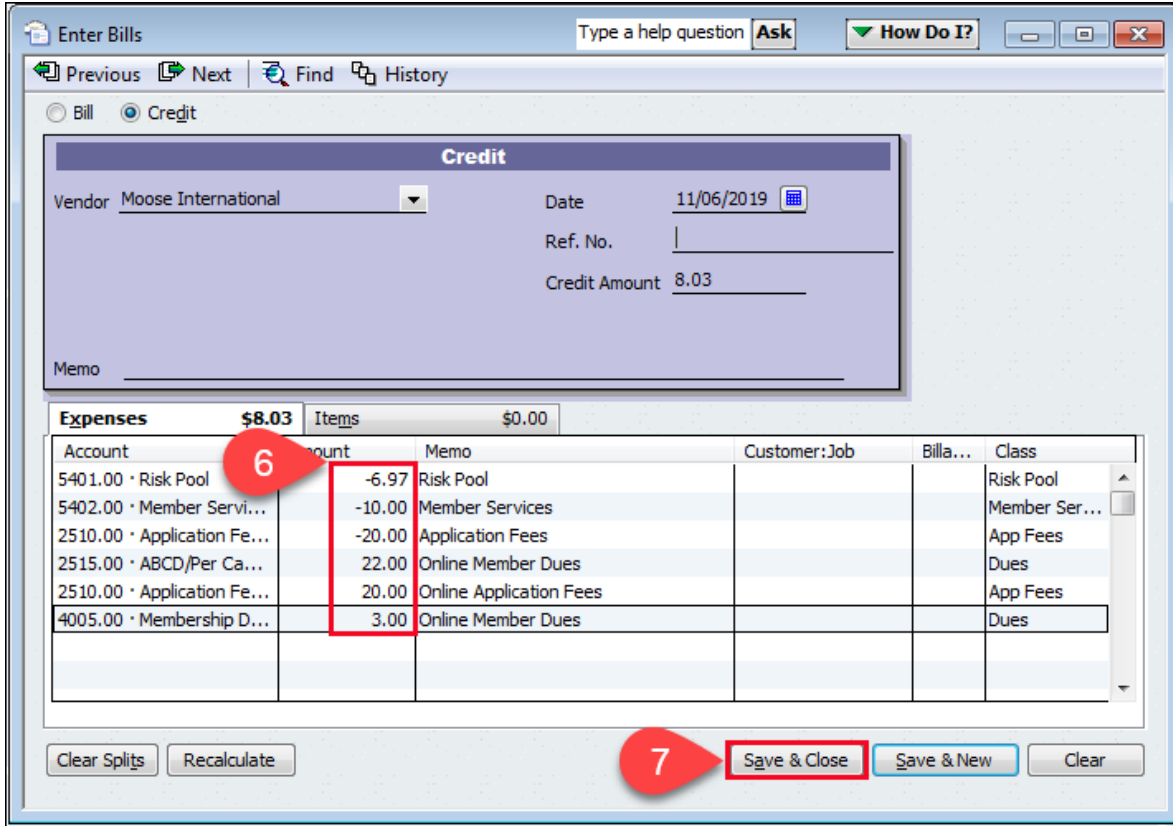


5. Change the radio button to change the entry to a credit.



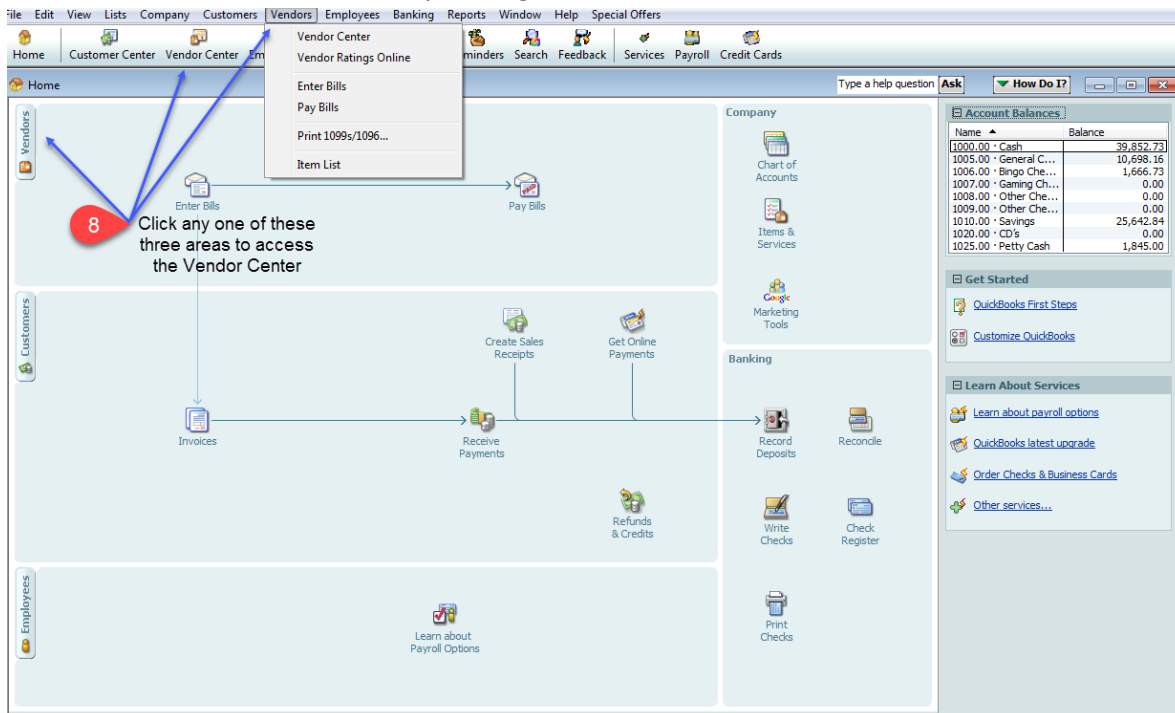
QuickBooks 2007 Procedures for Online Membership Applications Dues & Fees

6. All number signs must be reversed. All positives become negative and all negatives become positive.
7. Click Save & Close



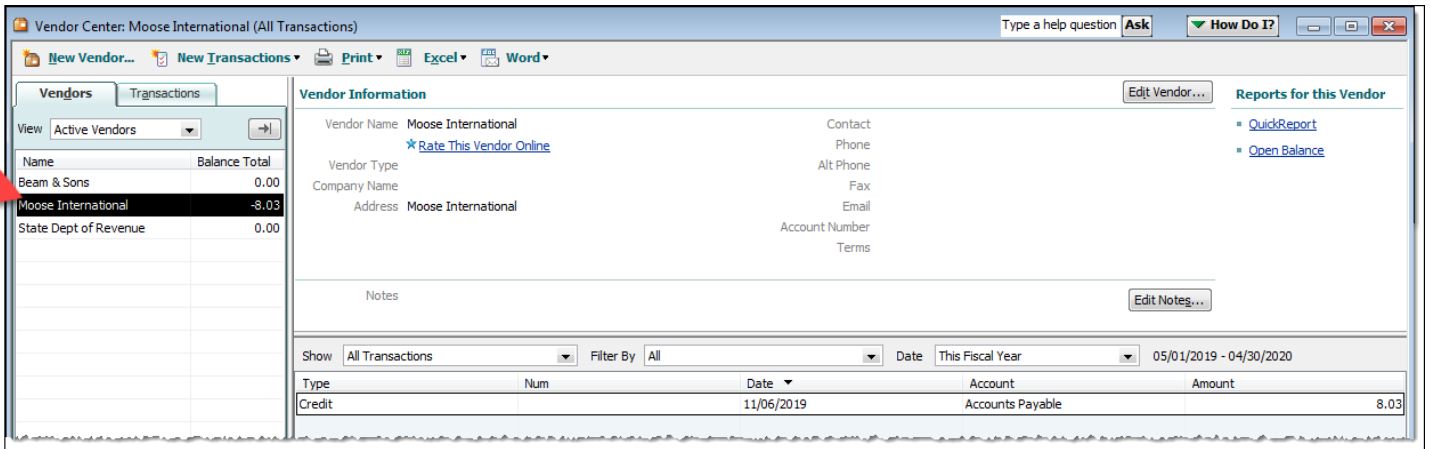
This will create a credit amount to the Vendor, Moose International, which can then be applied to another Moose International Statement of Account that has been or will be entered into QB.

8. The credit can be viewed by clicking on Vendors from the Home screen or from the Menu Bar.

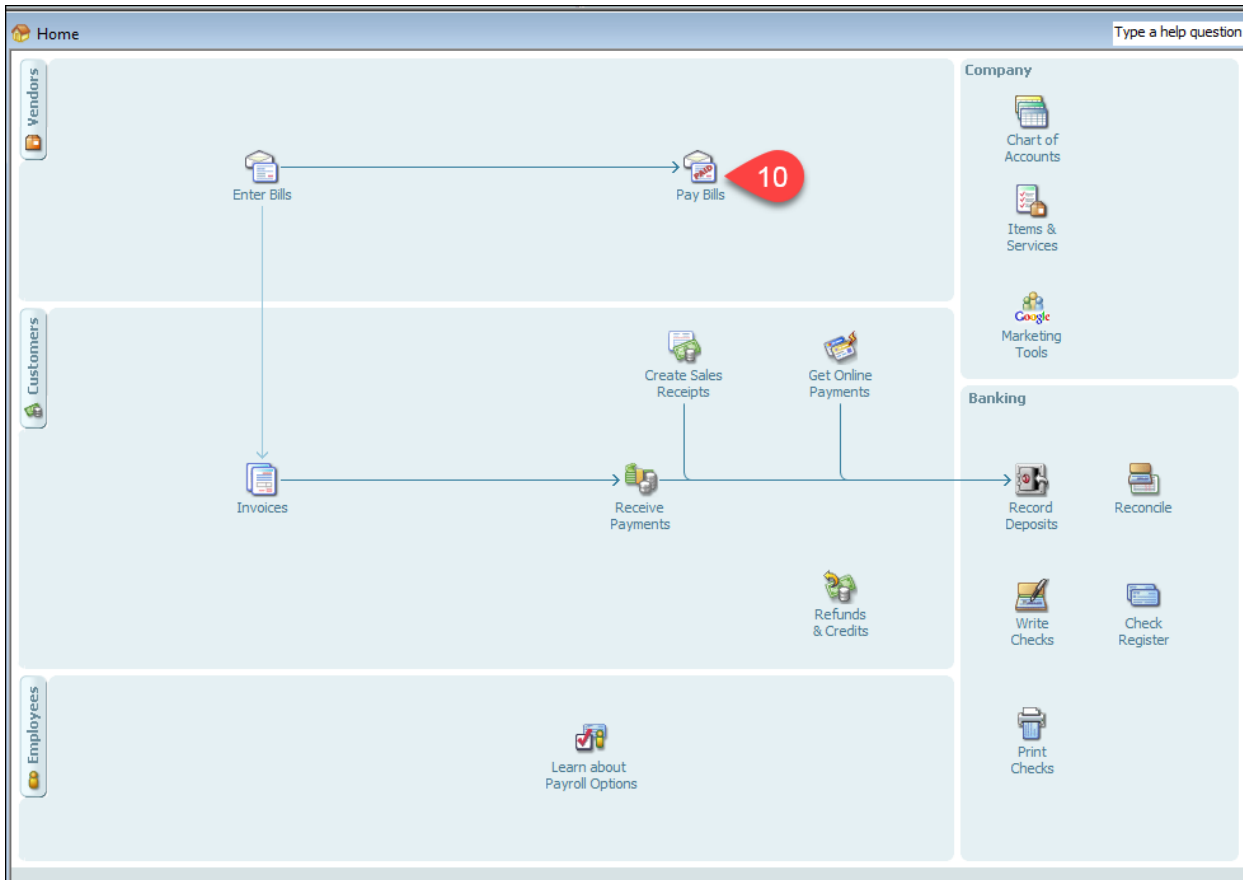


QuickBooks 2007 Procedures for Online Membership Applications Dues & Fees

9. Next choose Moose International from the Vendors tab on the far left side. The credit is shown in Transactions.



10. Go to Pay Bills to apply this credit to the outstanding balance shown on the Monthly Statement of Account.



QuickBooks 2007 Procedures for Online Membership Applications Dues & Fees

11. Click on the Moose International bill for which the credits are to be applied
12. Click Set Credits
13. After which, a Discount and Credits pop-up box appears. Click Done.
14. Click Pay Selected Bills.

The screenshot shows the QuickBooks interface with a 'Discount and Credits' dialog box open. The dialog box has two tabs: 'Discount' and 'Credits'. The 'Credits' tab is active, showing a table with columns: Date, Ref. No., Credit Amt., Amt. To Use, and Credit Balance. A single row is visible with the date 11/05/2019, a credit amount of 8.03, and an amount to use of 8.03. Below the table, the totals are 8.03 for both Credit Amt. and Amt. To Use, and 0.00 for Credit Balance. A red circle with the number 13 points to the 'Done' button in the dialog box. In the background, a table of bills is visible, with a red circle and the number 7 pointing to a bill from Moose International dated 10/11/2019. At the bottom of the interface, a 'Pay Selected Bills' button is highlighted with a red circle and the number 14. Another red circle with the number 12 points to the 'Set Credits' button in the 'Discount and Credit Information for Highlighted Bill' section.

A payment summary box will appear with options to print the check or pay more bills.

The 'Payment Summary' dialog box displays the following information:

Payment Details
Payment Date 10/01/2019
Payment Account 1005.00 · General Checking
Payment Method Check

Payment has been successfully recorded for the following bill:

Date Due	Vendor	Amount Paid
10/11/2019	Moose International	92.94
Total		92.94

[How do I find and change a bill payment?](#)

You can print checks now, or print them later from Print Forms on the File menu.

Buttons: Pay More Bills, Print Checks, Done