

DUES RECEIVED AT THE FRATERNAL UNIT THAT MUST BE FORWARDED TO MOOSE INTERNATIONAL

When you receive dues from members (*not dues received from an applicant*) whose dues should be forwarded directly Moose International using the following procedures.

If they provide a check and it is made out to Moose International (MI), annotate the member's MID number on the check, put "**DUES**" on the top of the check, put the fraternal unit's name and number somewhere on the check, and mail it directly to the lockbox address provided below.

**DUES PROCESSING CENTER
MOOSE INTERNATIONAL
PO BOX 88065
Chicago, IL 60680-1065**

If they provide a check made out to the fraternal unit or if they provide cash then write a manual receipt for the money collected (i.e., receipt for Lodge or Moose Legion members, or official business receipt for Chapter members) and deposit it into the fraternal unit account using standard operating procedures.

Create a sub-account in QuickBooks Online (QBOs) entitled *Remit to Lockbox – Member Dues* under account 2500.00. This account may already be in your Chart of Accounts.

Chart of accounts		Reconcile	
NUMBER	NAME	TYPE ▲	DETAIL TYPE
2500.00	2500.00 Due Other Fraternal Units	Other Current Liabilities	Other Current Liabilities
2505.00	2505.00 Endowment - Moose Charities	Other Current Liabilities	Other Current Liabilities
2510.00	2510.00 Application Fees to MI	Other Current Liabilities	Other Current Liabilities
2515.00	2515.00 ABCD/Per Capita Due MI	Other Current Liabilities	Other Current Liabilities
2516.00	2516.00 Remit to Lockbox - Member dues	Other Current Liabilities	Other Current Liabilities
2520.00	2520.00 Life Membership Dues to MI	Other Current Liabilities	Other Current Liabilities



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In this case we are establishing a new **“Other Current Liability”** account so we must select the **“Other Account Types”** drop down and find **“Other Current Liabilities.”**

From the Dashboard select **“Accounting”** which will provide a popup window for Chart of account.

The image shows two parts of the QuickBooks Online interface. The top part is a screenshot of the 'Chart of Accounts' page. It features a sidebar on the left with navigation options: Overview, Month-end review, Dashboard, Banking, Sales, Cash flow, Expenses, Payroll, Time, Reports, Taxes, Mileage, Accounting, and My accountant. The main content area is titled 'Chart of Accounts' and includes a search filter, a table of accounts, and a 'New' button. A yellow arrow points to the 'New' button. The table has columns for NUMBER, NAME, TYPE, DETAIL TYPE, QUICKBOOKS, BANK BALANCE, and ACTION. One row is visible with NUMBER 1000.00, NAME 1000.00 Cash, TYPE Bank, DETAIL TYPE Cash on hand, QUICKBOOKS, BANK BALANCE 15.00, and ACTION View register. The bottom part of the image shows a close-up of the 'Accounting' menu in the sidebar, with a yellow arrow pointing to the 'Chart of accounts' option.

NUMBER	NAME	TYPE	DETAIL TYPE	QUICKBOOKS	BANK BALANCE	ACTION
1000.00	1000.00 Cash	Bank	Cash on hand		15.00	View register

Select the **“New”** button and the Add new account window will appear.

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Defaults are already populated. These defaults must be Changed.

We must populate the
“**Account Type**”
“**Account Name**”
“**Number**”
“**Subaccount of**” fields.

Account

Account Type: Bank

* Detail Type: Cash on hand

* Name: Cash on hand

Number: [Empty]

Description: [Empty]

Is sub-account

Enter parent account: [Empty]

When do you want to start tracking your finances from this account in QuickBooks?
More info on opening balances

Choose one

Cancel Save and Close

“**Account Type**” field has a drop-down list of choices.

“**Number**” field is always formatted as xxxx.xx.

“**Account Name**” should be populated in ALL CAPS to identify that the account has been added to the original accounts provided by MI. Moose International has set policy that a fraternal unit is *not allowed* to establish “Parent Accounts,” therefore the “**Subaccount of**” box should always be checked, and the applicable Parent account selected which in this case is 2500.00.

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Account

Account Type
Other Current Liabilities

* Name
Remit to Lockbox - Member dues

* Detail Type
Other Current Liabilities

Number
2516.00

Description
Remit to Lockbox - Member dues

Is sub-account

2500.00 Due Other Fr

When do you want to start tracking your finances from this account in QuickBooks?
[More info on opening balances](#)

Choose one

Cancel Save and Close

Account Name: Remit to Lockbox – Member Dues

Account Type: Other Current Liabilities

Detail Type: Other Current Liabilities

Is Sub-Account: 2500.00 Due Other Fraternal Unit

Click to save this new account

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Next step is to add a Product/Service item. Start by clicking on the “Gear” Icon in the top right-hand side of screen.

Choose “Product and services”

NAME	SKU	TYPE	SALES DESCRIPTION
1025 - Petty Cash		Service	
2505 - Endowment		Service	Endowment to Moose
2510 - Application Fee		Service	Membership Applicati
2515 - ABCD		Service	ABCD - Per Capita
2516 - Remit to Lockbox		Service	Remit to Lockbox

Those units that already have a Product/Service 25xx.00 – Remit to Lock box can skip this procedure.

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Product/Service information

Service [Change type](#)

Name*
2516 - Remit to Lockbox - Member Dues

SKU

Category
Choose a category

Description
 I sell this product/service to my customers.
Member Dues Owed to MI

Sales price/rate: 0.00
Income account: 2516.00 Due Other Fraternal Units:Rt

Purchasing information
 I purchase this product/service from a vendor.

[Save and close](#)

Keep the Product/Service Type as “**Service**”

Create a new Item entitled ***Remit to Lockbox – Member Dues*** using the same first 4 digits as the sub-account you established above as the “**Item Name/Number**”.

Be sure and enter the new account in the “**Account**” field of the “**New Item**” screen as shown below to ensure that the Item is properly attached to the new sub-account you established.

Once this step is complete it is available in “Sales Receipt” and “Make Deposit.”

Enter the receipt into the “**Enter Sales Receipts**” screen using the “**Item Number**” you created above.

Chapter or Moose Legion Example:

For the Chapter example the “**Customer**” should be something generic such as ***Membership*** rather than entering each individual member. This will reduce the number of customers in the fraternal unit’s QBs Company.

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Lodge Example:

The receipted dues can be added to the weekly receipts of a lodge as a Sales Receipt or as a Deposit, based on the operating procedures of the lodge. Sample is for a Bank Deposit for the Weekly Receipts.

Bank Deposit
Help

Account: 1005.00 Cash:General Checking -

Balance \$15.00

Date: 09/16/2021

AMOUNT
\$0.00

Tags Ⓜ Manage tags

Start typing to add a tag

▼ Add funds to this deposit

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT	
1		4230.00 Social Quarters Sales:Beer Sales					🗑
2		4235.00 Social Quarters Sales:Liquor Sales					🗑
3		4245.00 Social Quarters Sales:Miscellaneous Merchandise Sales					🗑
4		2305.00 Other Liabilities:Sales Tax Liabilities					🗑
5		4305.00 Donations Received:Misc Donations					🗑
6		4255.00 Kitchen Sales:Food Sales					🗑
7		2305.00 Other Liabilities:Sales Tax Liabilities					🗑
8		4605.00 Other Income:Vending					🗑
9		2510.00 Due Other Fraternal Units:Application Fees to MI					🗑
10		2515.00 Due Other Fraternal Units:ABCD/Per Capita Due MI					🗑
11		2516.00 Due Other Fraternal Units:Remit to Lockbox - Member dues	John J Davis				🗑

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Chapter Example:

To be entered as a separate Sales Receipt, as identified in the Chapter example below

Sales Receipt #1003 AMOUNT
\$30.00

Customer: Membership
Email: Email (Separate emails with a comma)
Billing address: Membership
Sales Receipt date: 09/16/2021
Sales Receipt no.: 1003
Payment method: Choose payment method
Reference no.: 12453
Deposit to: 11900 Undeposited Funds

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
1	2516 - Remit to Lockbox Moose Int'l	Member Dues Owed to MI Jennifer Smith	1	30.00	30.00
2					

Message displayed on sales receipt: Jennifer Smith

Message displayed on statement:

Total \$30.00
Amount received \$30.00
Balance due \$0.00

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If the fraternal unit prints checks from QBs then follow the “**Enter Pay Bill Print Check**” procedure on the CNMA website. Remember to use account 2516.00 Remit to Lockbox – Member Dues (or the account already setup in your Quickbooks Online).

Bill #12532
⚙️ ? Help

Vendor
Moose International - Remit to Lockbox

Mailing address
Moose International - Remit to Lockbox

Terms
Due on receipt

Bill date
09/16/2021

Due date
10/01/2021

Bill no.
12532

Tags
Start typing to add a tag

BALANCE DUE
\$50.00

	#	CATEGORY	DESCRIPTION	AMOUNT	
⋮	1	2516.00 Due to Other Fraternal Units:Remit to Lockbox-Membership Due	John J Davis	50.00	🗑️
+	2				🗑️
⋮	3				🗑️
				Total	\$50.00

Memo
John J Davis

Since this account was used to enter both the receipt and to pay the bill, this account should always have a balance of \$0. If there is a balance in this account, then the fraternal unit has neglected to forward the dues to the lockbox as required (or neglected to properly post it in QBs). If there is a negative balance in this account, it would indicate that an incorrect posting may have been made to this account. Contact a Moose Trainer for assistance.

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NOTE:

Fraternal units have been asked to encourage its members to remit their dues directly to the lockbox. Remember forwarding it for the member costs the fraternal unit for the postage, envelope, etc., and adds additional QBOs transactional burden on the Administrator (Administrator's assistant), Recorder or Moose Legion Secretary. Encouraging the member to pay through the lockbox or on-line will result in the member receiving their updated membership card in a timely manner.

In addition, it should be noted that forwarding of centralized dues directly to the lockbox *without* a coupon creates a dues exception record that must be cleared manually by MI personnel which may delay the receipt of the member's membership card and receipt of the updated information into the fraternal unit's LCL database. Therefore, encourage all members to include their name, MI #, Lodge #, Lodge name and number of years for which they are paying.

NOTE:

This procedure is consistent with the Moose International procedure entitled "**QuickBooks Dues Procedure**" found on the MI website.