



Dues received at FRU – QuickBooks Procedure

This procedure is for the handling of Dues received from a current Member, who prefers to pay at the Lodge instead of mailing in their Dues Payment.

This procedure “**DOES NOT APPLY TO DUES RECEIVED FROM AN APPLICANT**” either with the Application or at the time of Enrollment.

1. Issue a **Written Dues Receipt** for the Dues money received.
2. Create a Sub-account named, **Remit to Lockbox – Member Dues**
Attach this Sub-account to 2500.00 – Due other Fraternal Units.
3. Create a corresponding Item number named – **Remit to Lockbox – Member Dues.**
4. Create a **Dues Receipt** in the Customer Navigator using the Item Number you created.
5. Deposit the Funds to the Fraternal Unit General Checking Account.
6. Issue a Check from the Fraternal Unit General Checking Account to **Moose International** for the **Entire Dues Amount.**
The Lodge portion of the Dues Payment will be Direct Deposited back to the FRU General Checking Account after processing.
7. Write the **Members Name, Member ID #** and the **FRU Number** on the Memo Line of the Check.
8. Enter a Bill into QuickBooks using the **Enter Bills** option on the Vendor Navigator screen for the Dues Amount using the Sub-account Number you created for Remit to Lockbox – Member Dues.
9. Pay the Bill in QuickBooks using the **Pay Bills** option on the Vendor Navigator from the Fraternal Unit General Checking Account.
10. Mail the Check and Dues Coupon, if available to the Lockbox.

Dues Processing Center – Moose International
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