

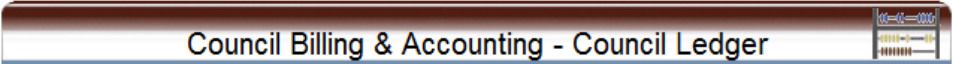



# Knights Of Columbus Billing

Before signing into the Member Billing, you should go to the Member Management and update all information on each member. You will have to manually enter information from the old FSPC to the new Member Management.

>Sign into KC website and Member Billing


>Read new information provided, in any.

> **Select “Proceed”** on the far right.

Officers Online	Member Billing	Print Center-MB																								
																										
<p><b>Council</b></p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  <p><b>SACRED HEART</b></p> <p>Council Location: BROUSSARD District: 036</p> </div> <div style="text-align: right;"> <p><b>Council 7557</b></p> <p>Jurisdiction: LA Date of Institution: 03-06-1980</p> </div> </div>																										
<p><b>View Transactions</b></p> <div style="display: flex; justify-content: space-between;"> <span>By Date</span> <span>By Transaction Type</span> <span>By Income Account</span> <span>By Expense Account</span> <span>By Event</span> </div> <div style="margin-top: 10px;"> <p>Show from: <input type="text"/>  to: <input type="text"/>  <span style="margin-left: 20px;">Search</span></p> <p style="font-size: small; text-align: center;">MM-DD-YYYY                      MM-DD-YYYY</p> </div>																										
<p><b>Council Transactions - Processed</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Transaction Type</th> <th>Batch #</th> <th>Account: Sub Account</th> <th>Event</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			Date	Transaction Type	Batch #	Account: Sub Account	Event	Amount																		
Date	Transaction Type	Batch #	Account: Sub Account	Event	Amount																					
<p><b>Council Transactions - Pending</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th># of Transactions</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td><a href="#">Pending Receipts</a></td> <td style="text-align: center;">0</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td><a href="#">Pending Vouchers</a></td> <td style="text-align: center;">0</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td><a href="#">Pending Assessments</a></td> <td style="text-align: center;">0</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td><a href="#">Pending Adjustments</a></td> <td style="text-align: center;">0</td> <td style="text-align: right;">0.00</td> </tr> </tbody> </table>				# of Transactions	Amount	<a href="#">Pending Receipts</a>	0	0.00	<a href="#">Pending Vouchers</a>	0	0.00	<a href="#">Pending Assessments</a>	0	0.00	<a href="#">Pending Adjustments</a>	0	0.00									
	# of Transactions	Amount																								
<a href="#">Pending Receipts</a>	0	0.00																								
<a href="#">Pending Vouchers</a>	0	0.00																								
<a href="#">Pending Assessments</a>	0	0.00																								
<a href="#">Pending Adjustments</a>	0	0.00																								

Next Step is to select the **Billing Information**. The Council name, number, and district should be correct under the council section.

- Under Billing Setup
  - **Billing Frequency** (set to annual)
  - **Currency Indicator**(set to US Dollars)
  - **Billing schedule** (set to Calendar Jan to Dec)
- Under Billing Address Information
  - **Select** from Billing Address, Mailing Address, or F/S Address
  - Make sure the correct address is shown
  - **Select** “Save”

Officers Online	Member Billing	Print Center-MB
<b>Council Billing &amp; Accounting - Billing Information</b>		
<b>Council</b>		
 <b>SACRED HEART</b>		<b>Council 7557</b>
<b>Council Location:</b> BROUSSARD <b>District:</b> 036		<b>Jurisdiction:</b> LA <b>Date of Institution:</b> 03-06-1980
<b>Billing Setup</b>		
<b>Billing Frequency:</b> Annual	<b>Billing Schedule:</b> Fraternal - Jul to Jun	
<b>Currency Indicator:</b> US Dollar		
<b>Billing Address Information</b>		
<b>Billing/Remittance Address</b>		<input type="radio"/> Use Billing Address <input type="radio"/> Use Mailing Address <input checked="" type="radio"/> Use FS Address
<b>Address Line 1:</b> 106 Bull Run Cir	<b>Address Line 2:</b> 	
<b>City:</b> Broussard	<b>State/Province:</b> Louisiana	
<b>Postal:</b> 70518 - 7427	<b>Country:</b> United States	
<p style="text-align: right;"><input type="button" value="Save"/> <input type="button" value="Reset"/></p>		

- 
-

➤ **Select “Class List”**

- **Enter** dues for regular members & honorary members. Honorary Life members do not pay any dues.

➤ **Select “Update”** to save the information

➤ **Add Council Defined Classes and Annual Amounts**

- This is for special classes such as, Deacons, Students, Military, Etc. .
- To add these Classes you will need to type in the name of the class in the “**Add Class**” box, and then enter the amount of dues into the “**Add Amount**” box. Once you add the amount the “**ADD**” button will un-gray and activate.

○ **Select “ADD”**

○ **Select “Reset”** to save the information

**Council Billing & Accounting - Class List**

**Council**

**SACRED HEART** **Council 7557**

**Council Location:** BROUSSARD **Jurisdiction:** LA  
**District:** 036 **Date of Institution:** 03-06-1980

**Supreme Defined Classes & Annual Amounts**

Class	Amount
Regular	50.00
Honorary	10.00
Honorary Life	0.00

**Council Defined Classes & Annual Amounts**

Sub Class	Amount
Clergy	0.00
Military	0.00
Over 65	25.00
Student	0.00

**Add, Edit, Deactivate, or Reactivate Classes**

**Add Class:**   **Edit Class:**   **Deactivate Class:**

**Add Amount:**  **Edit Text:**  **Reactivate Class:**

####.##

## Next is **Account List**

### ➤ **Select** : Add Accounts


All income and expense accounts are set up here. Without the account setup, you cannot post any income or expense. “Note all the accounts needed to receive dues are already setup in the system.”

▶ Council Ledger

- Billing Information
- ▶ Class List
- Account List
  - ▶ Add Account
- ▶ Events/Assessments
- ▶ Payee/Payor List
- ▶ Member Information
- ▶ Email

### Council Billing & Accounting - Account List

Council

 **SACRED HEART** **Council 7557**

**Council Location:** BROUSSARD **Jurisdiction:** LA  
**District:** 036 **Date of Institution:** 03-06-1980

Account List

Display:  Active  All [Add Account](#)

Assets | Income Accounts | Expense Accounts |

Account Name	Created By	Last Edit Date	Edit	Inactive
Cash	System		Edit	<input type="checkbox"/>
Receivable	System		Edit	<input type="checkbox"/>
Dues	System		Edit	<input type="checkbox"/>
Initiation Fee	System		Edit	<input type="checkbox"/>
Miscellaneous	System		Edit	<input type="checkbox"/>
Special	System		Edit	<input type="checkbox"/>

Assets | Income Accounts | Expense Accounts |


- Add Account screen
- Make sure to **Select "Save Account"** to save the information entered

▶ Council Ledger

- Billing Information
- ▶ Class List
- Account List
  - Add Account
- ▶ Events/Assessments
- ▶ Payee/Payor List
- ▶ Member Information
- ▶ Email

### Council Billing & Accounting - Add Account

**Council**

 **SACRED HEART** **Council 7557**

**Council Location:** BROUSSARD      **Jurisdiction:** LA  
**District:** 036      **Date of Institution:** 03-06-1980

**Account**

**Type:**       **Name:**

**Sub Account**

**Type:**       **Is a Sub Account of:**

**Suggested Sub Accounts:**       *-or-*      **Name:**

Expense Accounts Only

## Next is “Events/Assessments”

This is where you would set up any special assessments, such as YEP or Culture of Life. Only the name is set up here. Later you will set up as mandatory or voluntary.

>Enter the name of the Event into the “**Add Event**” box, once you enter the name the **Add** button will activate

Select “**Reset**” to save the information

The screenshot shows a web application interface for managing council events and assessments. On the left is a blue sidebar with navigation links: Council Ledger, Billing Information, Class List, Account List, Events/Assessments (selected), Payee/Payor List, Member Information, and Email. The main content area has a header bar with the title "Council Billing & Accounting - Events/Assessments" and a status message ">> Event added <<". Below this is a section for "Council" information, including the council name "SACRED HEART" with a logo, "Council 7557", "Council Location: BROUSSARD", "District: 036", "Jurisdiction: LA", and "Date of Institution: 03-06-1980". The next section is "Events/Reason for Assessment" with the entry "YEP". The final section is "Add, Edit, Deactivate, or Reactivate Events", which contains three columns of controls: "Add Event:" with a text input and an "Add" button; "Edit Event:" with a dropdown menu and a "Save" button; and "Deactivate Event:" with a dropdown menu and a "Deactivate" button. Below these are "Reactivate Event:" with a dropdown menu and a "Reactivate" button, and a "Reset" button at the bottom right.

# To Assess Dues

- **Select** “Council Ledger”
- **Select** “Assessments”
  - Billing Period should be correct. Enter the as of Date (usually December 15 of the current year.)
- **Select** “Assess Dues “


Council Ledger

- ▶ Receipts
- ▶ Vouchers
- Assessments
  - Enter Assessments
    - ▶ Assess Dues
    - ▶ Update Status
    - ▶ Assess Other
  - ▶ Pending Assessments
  - ▶ Assessment History
- ▶ Adjustments
- Billing Information
- Member Information
- Email

**Council Billing & Accounting - Enter Dues Assessment**

---

**Council**



**SACRED HEART**

**Council Location:** BROUSSARD  
**District:** 036

**Council 7557**

**Jurisdiction:** LA  
**Date of Institution:** 03-06-1980

---

**Billing Cycle**

**Billing Period:**

**Billing Status:**

1st Notice

**As of Date:**

MM-DD-YYYY

[Current Billing Cycle Schedule](#)

---

**Amounts to be Assessed**

**Dues Amounts for Billing Period - Supreme**

Class	Amount to Apply
Regular	50.00
Honorary	10.00
Honorary Life	0.00

**Dues Amounts for Billing Period - Council**

Sub Class	Amount to Apply
Clergy	0.00
Military	0.00
Over 65	25.00
Student	0.00

[Class List](#)

- **Select “Pending Assessments”** to verify that the amount is correct. There is no print out of the assessments by members. If incorrect, you will have to adjust each member later.
- If the assessments are correct, **Select “Process Assessments”**, or delete the assessment and start the assessment process over.


A pop of box will appear asking if you want to proceed or not.

- Council Ledger
- ▶ Receipts
- ▶ Vouchers
- Assessments
  - ▶ Enter Assessments
  - Pending Assessments
  - ▶ Assessment History
  - ▶ Adjustments
- ▶ Billing Information
- ▶ Member Information
- ▶ Email

Council Billing & Accounting - Pending Assessments

There are currently no pending assessments

Council



SACRED HEART

Council Location: BROUSSARD

District: 036

Council 7557

Jurisdiction: LA

Date of Institution: 03-06-1980

Pending Assessments - Dues and Other

Date to Apply	Assessment Type	Reason for	Total Adjustments	Total Billed	Voluntary	Delete
<input type="button" value="Process Assessments"/>						


## Go back to “Enter Assessments”

- **“Asses Other”** – Here you will set up the assessments on the other items. Each assessment must be setup separately along with the dollar amount. **Select** which group of **members are to be assessed**. **Indicate whether** it is **Special or Misc**. **Select the reason for the assessment** and setup the **dollar amount** for each. Indicate whether it is **voluntary or mandatory**.
- If it is Voluntary enter a **“Valid thru date”**, after this date you will be able to adjust member’s ledgers who have not paid these assessments.
- **Select “Asses Other”** to assess these assessments.
- **Check “Pending Assessments”** to verify that the correct amount has been assessed.

Council Billing & Accounting - Enter Other Assessment

---

**Council**

 **SACRED HEART** Council 7557

Council Location: BROUSSARD      Jurisdiction: LA  
District: 036      Date of Institution: 03-06-1980

---

**Other Assessment**

**Date to Apply:** 07-03-2011

MM-DD-YYYY

**Charge to:** All Billable

**Type:**  Special  Miscellaneous

**Assessment Indicator:**  Voluntary  Mandatory

**Amount:** 10.00

**Valid thru Date:** 09-30-2011

MM-DD-YYYY

**Reason for Assessment:** YEP

**Description:**

128 character limit

---

[Add Reason for Assessment](#)

# Information on Deleting Voluntary Assessments

A Voluntary Assessment is a Special or Miscellaneous Assessment that is not mandatory for a member to pay, When entering a Voluntary Assessment, you will need to enter a Valid Through Date; after this date the Forgive process can be accomplished, which will provide a credit transaction for any member that has not paid this assessment.

## How to Adjust off a Voluntary Assessment

The process to adjust off a Voluntary Assessment for those members that did not pay the assessment is called Forgiving an Assessment:

- - Under the Council/Assembly Ledger section, click on Assessment link on the left menu.
- - Click on Assessment History link under the Assessment section.
- - Search by either date range or the type of the assessment. Once the search criteria has been entered, click the Search button.
  - + Click on either the date in the Valid thru Date column or the assessment type in the Assessment Type column to go to the Assessment Details screen.
  - + On the Assessment Details Screen, clicking the Forgive check box will populate the Date Forgiven field with the current date. Clicking the Save button will generate a credit adjustment transaction for all members that were assessed this voluntary assessment but had not paid the assessment.
    - **Note:** A voluntary Assessment cannot e Forgiven until after the Valid Thru Date entered on the Assessment. Once a voluntary assessment is ‘Forgiven’ it cannot be deleted.
    -

## To Print Billing Notices:

- Go to **Print Center-MB**
  - **Select** “Billing”
  - **Then** “First Notice”
  - **Add Message** to print on billing statement
- **Select** “Generate Notice”
- A pop up will appear “Do you want to Open or Save this file ? **Select**” **Open**”


The screenshot shows the 'Print Center - Billing' web interface. The top navigation bar includes 'Officers Online', 'Member Billing', and 'Print Center-MB'. The left sidebar lists various reports: 'Treasurer Reports', 'Billing', 'Membership Cards', 'Retention', 'Journals & Ledger', 'Data Extract Tool', and 'Email'. The main content area is titled 'Print Center - Billing' and includes a printer icon. Below this, there are sections for 'Billing - 1st Notice' and 'Additional Options / Requirements'. A text area labeled 'Addendum Message:' is present, with a character count of '0 of 1000 characters used.' Below the text area, there is a 'Select Delivery Preference:' section with three radio button options: 'Email', 'Mail', and 'Create File Copy'. A 'Generate Notice' button is located at the bottom right of the interface.


The 'File Download' dialog box is open, asking 'Do you want to open or save this file?'. It displays the following information: Name: report.pdf, Type: Adobe Acrobat Document, and From: www.kofc.org. The dialog has three buttons: 'Open', 'Save', and 'Cancel'. At the bottom, there is a warning message: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)'

>New screen will come up with the bill for each member. Select print and it will print on regular 8X11 papers. There is no need for special billing forms.

# Printing Membership Cards

- Go to **Print Center-MB**
  - **Select** “Membership Cards”
  - **Select** “By Member Type”
  - **Select** “Print Cards”
  - You will need membership card stock Form #4817 from supreme.

	Officers Online	Member Billing	Print Center-MB
▶ Treasurer Reports ▶ Billing • Membership Cards ▶ Retention ▶ Journals & Ledger ▶ Data Extract Tool ▶ Email	<b>Print Center - Membership Cards</b> 		
	<b>Membership Cards</b>		
	1. By Member Type		
	2. All Members whose Dues are Current		
	3. Blank Membership Card Template		
	4. Back of Card		

	Officers Online	Member Billing	Print Center-MB
▶ Treasurer Reports ▶ Billing • Membership Cards ▶ Retention ▶ Journals & Ledger ▶ Data Extract Tool ▶ Email	<b>Print Center - Membership Cards</b> 		
	<b>Membership Cards - By Member Type</b>		
	Additional Options / Requirements		
	<b>Select Member Type:</b>		
	<input checked="" type="radio"/> All Billable <input type="radio"/> All Members <input type="radio"/> Regular <input type="radio"/> Honorary <input type="radio"/> Honorary Life <input type="radio"/> Members on Disability		
	<input type="button" value="Print Cards"/>		

[Back](#)

# Front of Membership Cards-

THIS IS TO CERTIFY THAT  
BROTHER Charles W Abell  
MEMBER NO. 4082619 IS A **1st** DEGREE MEMBER OF  
COUNCIL NO. 7557 IN BROUSSARD LA

DUES PAID TO: **June 30, 2012**

\_\_\_\_\_  
G.K.  
\_\_\_\_\_  
F.S.  
\_\_\_\_\_  
MEMBER SIGNATURE

THIS IS TO CERTIFY THAT  
BROTHER Joseph C Anzalone Jr  
MEMBER NO. 3256690 IS A **3rd** DEGREE MEMBER OF  
COUNCIL NO. 7557 IN BROUSSARD LA

DUES PAID TO: **June 30, 2012**

\_\_\_\_\_  
G.K.  
\_\_\_\_\_  
F.S.  
\_\_\_\_\_  
MEMBER SIGNATURE

THIS IS TO CERTIFY THAT  
BROTHER Glenn R Abraham  
MEMBER NO. 1752491 IS A **3rd** DEGREE MEMBER OF  
COUNCIL NO. 7557 IN BROUSSARD LA

DUES PAID TO: **June 30, 2012**

\_\_\_\_\_  
G.K.  
\_\_\_\_\_  
F.S.  
\_\_\_\_\_  
MEMBER SIGNATURE

THIS IS TO CERTIFY THAT  
BROTHER Justin C Anzalone  
MEMBER NO. 3591969 IS A **1st** DEGREE MEMBER OF  
COUNCIL NO. 7557 IN BROUSSARD LA

DUES PAID TO: **June 30, 2012**

\_\_\_\_\_  
G.K.  
\_\_\_\_\_  
F.S.  
\_\_\_\_\_  
MEMBER SIGNATURE

# Back of Membership Cards

**Paul D Gisclair**  
Financial Secretary

106 Bull Run Cir  
Broussard, LA 70518-7427

R: 337-837-8111 C: 337-852-5511

fs7557@cox.net

**Paul D Gisclair**  
Financial Secretary

106 Bull Run Cir  
Broussard, LA 70518-7427

R: 337-837-8111 C: 337-852-5511

fs7557@cox.net

**Paul D Gisclair**  
Financial Secretary

106 Bull Run Cir  
Broussard, LA 70518-7427

R: 337-837-8111 C: 337-852-5511

fs7557@cox.net

**Paul D Gisclair**  
Financial Secretary

106 Bull Run Cir  
Broussard, LA 70518-7427

R: 337-837-8111 C: 337-852-5511

fs7557@cox.net

# Recording Receipts of Dues

- **Member Billing**
- Under-- Council Ledger
- **Receipts**
- **Dues Collection Tool**
  - **Select** the letter of the Members last name in order to access the members information
  - **Select** the member. If the member paid the entire outstanding balance you can **just check the box** and the Amount Received with automatically populate with that amount. Once the amount is entered and you **press enter** (or click on **Save**), the members name will go away.
  - **Select** another member and enter amount paid.

- Council Ledger
- Receipts
  - ▶ Enter Receipts
- Dues Collection Tool
  - ▶ Pending Receipts
  - ▶ Receipt History
- ▶ Vouchers
- ▶ Assessments
- ▶ Adjustments
- ▶ Billing Information
- ▶ Member Information
- ▶ Email

**Council Billing & Accounting - Dues Collection Tool**

>> Pending Transaction(s) Added <<

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Outstanding Balances

Name	Member #	Billing Status	Outstanding Balance	Amount Received	Paid	Check #
<a href="#">Gachassin, Mark</a>	4129271	1st Notice	50.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<a href="#">Garber Jr, Eugene</a>	2853098	1st Notice	50.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<a href="#">Garber, Michael J</a>	3539794	1st Notice	50.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<a href="#">Gary, Justin G</a>	3574471	1st Notice	50.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<a href="#">Gary, Ray A</a>	2529142	1st Notice	50.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<a href="#">Girouard, Glenn R</a>	3989108	1st Notice	25.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<a href="#">Girouard, Kyle A</a>	3989193	1st Notice	50.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<a href="#">Guidry, Alan C</a>	4346833	1st Notice	50.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<a href="#">Guidry, Cliff D</a>	3412599	1st Notice	50.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<a href="#">Guilbeau Jr, Wilfred</a>	3927491	1st Notice	50.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

# Processing Receipts

➤ **Select: “Pending Receipts”**

- Verify that the amounts are correct. If incorrect, edit or delete the incorrect information.
- If you want to print the “Pending Receipts” **Go to: Print Center –MB, Receipt Reports, Report of Pending Receipts - Transaction Details** ( This is not necessary only if you wish to print, you can print after you process the receipts)
- If correct, **Select : “Process Receipts”**
  - Screen will come up requesting if you want to proceed. **Select “OK”**

**Council Billing & Accounting - Pending Receipts**

Council

**SACRED HEART** Council 7557

Council Location: BROUSSARD      Jurisdiction: LA  
 District: 036      Date of Institution: 03-06-1980

**Pending Receipts - Summary**

# of Transactions	Total Amount
1	50.00

**Pending Receipts - Details**

Date	Member/Payor	Check #	Total Receipt Amount	Split	Edit	Delete
07-05-2011	Paul D Gisclair		50.00	<input type="checkbox"/>	<a href="#">View</a>	<input type="button" value="Delete"/>

# Printing Treasurer Reports

- Go to **Print Center-MB**
- **Select:** “Report of Receipts “
- **Select** either:” Report of Receipts” or “Report of Receipts-Transaction Details”
- **Chose** : “Posted By Date “
- **Select:**” Run Report”
- **Select:** “Open”
- Print 2 copies one for you and one for the treasurer. This is your receipt for funds turned over the treasurer.


The screenshot shows the 'Print Center - Treasurer Reports' interface. At the top, there are three tabs: 'Officers Online', 'Member Billing', and 'Print Center-MB'. Below the tabs is a header 'Print Center - Treasurer Reports' with a printer icon. Underneath is a sub-header 'Treasurer - Receipt Reports'. A list of four report options is displayed:


1. Report of Receipts
2. Report of Receipts - Transaction Details
3. Report of Pending Receipts
4. Report of Pending Receipts - Transaction Details

A left-hand navigation menu is visible, containing the following items:

- Treasurer Reports
- Receipt Reports
  - ▶ Voucher Reports
- ▶ Billing
- ▶ Membership Cards
- ▶ Retention
- ▶ Journals & Ledger
- ▶ Data Extract Tool
- ▶ Email

This screenshot shows the 'Additional Options / Requirements' section of the 'Print Center - Treasurer Reports' interface. It features a left-hand navigation menu identical to the previous screenshot. The main content area has a sub-header 'Treasurer - Report of Receipts' and a section titled 'Additional Options / Requirements'. There are two tabs: 'Posted by Date' (selected) and 'Posted by Batch'. Below the tabs, there are two date selection fields:


**Show from:** 07-05-2011   
MM-DD-YYYY

**to:** 07-05-2011   
MM-DD-YYYY

A 'Run Report' button is located at the bottom right of the form area.

## Retention Committee Reports

- To print the retention committee reports
- **Go to: Print Center-MB**
- **Select: “Retention”**
- **Select: “Retention Committee Report”**

	Officers Online	Member Billing	Print Center-MB
▶ Treasurer Reports ▶ Billing ▶ Membership Cards • Retention ▶ Journals & Ledger ▶ Data Extract Tool ▶ Email	Print Center - Retention Reports 		
	Retention Reports		
	<ol style="list-style-type: none"><li>1. <u>Retention Committee Report</u></li><li>2. Outstanding Balance Report</li></ol>		


# Updating Billing Status

- To update the billing status to process 2<sup>nd</sup> notices go to:
- **Council Ledger**
- **Assessments**
- **Update Status**
- **Enter the As of date**
- **Click: Update Billing Status**
  - The same process would be done for Knight Alert and Intent to Suspend Notices

**Council Billing & Accounting - Update Billing Status**

---

**Council**

 **SACRED HEART** **Council 7557**

**Council Location:** BROUSSARD **Jurisdiction:** LA  
**District:** 036 **Date of Institution:** 03-06-1980

---


**Billing Cycle Schedule**

Billing Status	Suggested Process Date	As of Date
1st Notice	06-14-2011	06-15-2011
2nd Notice	07-15-2011	
Knight Alert	08-14-2011	
Intent to Suspend	08-29-2011	

[Billing Cycle Schedule History](#)

---

**Update Billing Status**

**Billing Period:** 07-01-2011 - 06-30-2012 **Billing Status:** 2nd Notice **As of Date:**  

MM-DD-YYYY

---

# Preparing Vouchers

- Under Council Ledger
  - **Select “Vouchers”**
  - **Select “Payee”**
  - **Enter** the name into the Search Criteria Box
  - **Select “Search”**
  - Once you find the Payee, **Press** the “Select” button
  - Then, Enter the **“Voucher Amount”**, the **Account: Sub Account** and a **description.**
  - **Select “Save”**
- **Note you can add Payee/Payor Accounts or Events from Buttons at the bottom of the page.**

The screenshot shows the 'Council Billing & Accounting - Enter Vouchers' web application. On the left is a navigation menu with options like 'Council Ledger', 'Receipts', 'Vouchers', 'Enter Vouchers', 'Pending Vouchers', 'Voucher History', 'Assessments', 'Adjustments', 'Billing Information', 'Member Information', and 'Email'. The main content area is titled 'Council Billing & Accounting - Enter Vouchers' and includes a header for 'Council SACRED HEART Council 7557' with details for 'Council Location: BROUSSARD', 'District: 036', 'Jurisdiction: LA', and 'Date of Institution: 03-06-1980'. Below this is a search section for 'Member/Payee' with tabs for 'Member' and 'Payee'. The search criteria is 'Louisiana State Council' and the search results list 'Louisiana State Council'. A 'Select' button is present. The 'Enter Vouchers' section contains a form with fields for 'Date' (07-06-2011), 'Member/Payee' (Louisiana State Council), and 'Voucher Amount' (900.00). Below this is a table with columns for 'Account: Sub Account', 'Amount', 'Event', 'Description', and 'Split'. The table shows 'Per Capita: State Council' with an amount of 900.00 and a description of 'Per Capita Billing'. A 'Save' button is at the bottom right, and a 'Reset' button is at the bottom center. At the very bottom, there are links for 'Add Payee/Payor', 'Add Account', and 'Add Event'.

Council Billing & Accounting - Enter Vouchers

Council

**SACRED HEART** Council 7557

Council Location: BROUSSARD      Jurisdiction: LA  
District: 036      Date of Institution: 03-06-1980

Search by Member/Payee

Member Payee

Search Criteria: Louisiana State Council    Search

Search Results:  
Louisiana State Council

Select

Enter Vouchers

Date	Member/Payee	Voucher Amount
07-06-2011	Louisiana State Council	900.00

MM-DD-YYYY      ####.##

Account: Sub Account	Amount	Event	Description	Split
Per Capita: State Council	900.00		Per Capita Billing	<input type="checkbox"/>


Save

[Add Payee/Payor](#) | [Add Account](#) | [Add Event](#)      Reset

# Printing Voucher Reports


- Go to Print Center-MB
- **Select** "Voucher Reports "
- **Select** "Report Of Vouchers"

Show from:

06-30-2011 

MM-DD-YYYY

to:

06-30-2011 

MM-DD-YYYY

- **Enter**

Run Report

- **Select**
- **Select** Open when the new box appears
- A PDF will open with the voucher report
- Print 2 copies one for you and one for the treasurer after the signature of the Grand Knight is obtained

SACRED HEART CO 7557  
106 Bull Run Cir  
Broussard, LA 70518-7427



Page 1 of 1  
July 06, 2011

## Report of Vouchers

Voucher # Check #	Voucher Date	Member/Payee / Address Account: Sub Account	Event	Description	Amount
Batch: 2		Date Processed: 06-30-2011			
2	06-30-2011	Louisiana State Council Per Capita: State Council			950.00
Batch 2 Total:					950.00

Grand Total of Report of Vouchers: 950.00

Respectfully submitted,

\_\_\_\_\_  
Paul D Gisclair  
Financial Secretary

\_\_\_\_\_  
Gregory A Theriot  
Grand Knight

Received by:

\_\_\_\_\_  
Michael P Malagarie  
Treasurer