

**MEMBER BILLING
FOR
FINANCIAL SECRETARIES/
FAITHFUL COMPTROLLERS**

Introduction

◎ Your Trainer

- Pete Karculias, FDD, PGK, PFN
- Former Supreme Trainer
- FS & FC since 2010
- Email: SKPETER@COX.NET

◎ Class Introductions

- Name, Council/Assembly
- Experience
- Expectations

Objectives

- ◎ Present basics of Member Billings
 - Member Billings
 - Processing Assessments
 - Council Accounting
 - Receipts, Vouchers, Adjustments

Training Goals

- At completion you will be able to
 - Manage a member's ledger
 - Process Dues Assessments
 - Process other assessments
 - Generate dues invoices
 - Process general receipts
 - Process vouchers
 - Make adjustments
 - Print reports

MEMBER BILLING

Internet Access and
Help Modules



Sign In

AGENT | OFFICERS

Click to log in



About Us

What We Do

Become a
Knight

Insurance

Publications &
Resources

News

Donate

Know Your Faith

Public Policy
Issues

Media Center

Search Site

GO

E-mail Updates

SUBMIT

KNIGHTSGEAR ONLINE STORE
LOOKING GOOD WHILE DOING GOOD.



English | Español | Français | Polski

Activities

For Officers

For Chaplains

For Members

Find an agent

Find a Council/Assembly



Our Founder

Venerable
Michael McGivney



Internet

Knights of Columbus Web Page

- Officers Log-in Here
- Search for Specific Information
- Open Knights Gear Site
- Activity information for Leaders and search sites
- Information on Our Founder, Insurance programs and more...



Login

Please enter your username and password and click on the "Login" button to log in. Fields marked with an asterisk (*) are required.

This section requires user registration.

Username: *

Password: *

Remember my username

[Change password](#)

Login

Protection of Personal Data

- ◎ Council leadership shall take precautions to protect all council financial records and member information. Only members with a need to know shall have access to confidential data and reports.
- ◎ See Officer's Desk Reference – Protection of Membership and Financial Information .
- ◎ Also see Financial Issues for Best Practices in Handling and Collecting Funds.



Officers Online

Hi Peter Karculias | Last Login: 11/19/2018 at 11:27 pm

Financial Secretary

Urgent Messages

The Report of the Committee on Laws and Resolutions to the 136th Supreme Com... 2018, are located [here](#).

Order supplies online:

Click on the green icon below to order your supplies and print items online. [Click here](#) for answers to frequently asked questions.

Fraternal Training Portal:

If the Fraternal Training button is not appearing, we suggest that you request your grand knight or financial secretary update your record with a primary email address. If this is not the issue, feel free to contact 203-752-4270, selecting option 3 for assistance; or email FraternalTraining@KofC.org.

The Fraternal Training Portal is open to all officers and members by going to the Open Enrollment site at KofC.org/trainingmicrosite, and choose 'Sign Up' to complete the one-time registration process.

First Degree Ceremonial Production

The First Degree Ceremonial production is designed to aid any council lacking a degree team, or for those times when special circumstances prevent the candidate from attending a First Degree Ceremonial. While the preferred exemplification of the First Degree is to be conducted by a skilled council team, this video production offers every council an option. [Play Video](#) | To download this video, right-click [here](#) and click on Save Link As or Save Target As.

First Degree Ceremonial Instructions: [View](#) | [Download](#) | [Order](#)

Arizona

5

#10762 (Tucson)

Supporting Applications



Officers Desk Reference



Fraternal Training



Office Of Youth Protection



Home Corporations



Member Management



Member Billing



By Laws Online



Knights Gear



Supplies Online

Language Setting
Change
Password, Logout,
and FAQs

Supporting Applications



Officers Desk Reference



Fraternal Training



Office Of Youth Protection



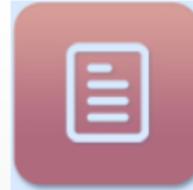
Home Corporations



Member Management



Member Billing



By Laws Online



Knights Gear



Supplies Online

Member Billing



Membership

Reports

Forms

Publications

Prospect

See Membership Reports
Activity Reports
Forms
Publications

Awards Progress								
	Quota	Month to Date			Year to Date			%
		Gain	Loss	Net	Gain	Loss	Net	
MBR	12	2	0	2	2	2	0	
INS	4	0	0	0	2	0	2	50

Council Membership	
Total Membership 11/22/2018	YTD Change in Membership
172	-2



This new Officers Online allows you to access both 'Live' and 'Training' applications. Click the button on the bottom of this window to access the appropriate application.

Note: 'Training' will allow you to enter various data or transactions, without actually updating records.

Due to 'Industry Standards' the Supreme Council recently changed the email process to use the 'No Reply' address as the From email address. If a member does decide to reply to this email, the response will be sent to the sender's Primary Email Address on file in Member Management.

For assistance with Member Management or Member Billing, please contact our support group at 203-800-4955 or email at ExpertFS@KofC.org

LIVE

TRAINING

Select Live Module or Training Module



Find a Member by Last Name:

Go



TRAINING APPLICATION

Officers Online

Member Billing

Print Center-MB

Council Billing & Accounting - Council Ledger

Council



ST PIUS X

Council 10762

Council Location: TUCSON

Jurisdiction: AZ

District: 005

Date of Institution: 12-01-1991

View Transactions

By Date

By Transaction Type

By Income Account

By Expense Account

By Event

Show from:

MM-DD-YYYY

to:

MM-DD-YYYY

Search

Council Transactions - Processed

Date	Transaction Type	Batch #	Account: Sub Account	Event	Amount
------	------------------	---------	----------------------	-------	--------

Council Transactions - Pending

--	--	--	--	--	--

[Pending Receipts](#)

[Pending Vouchers](#)

[Pending Assessments](#)

[Pending Adjustments](#)

- Council Ledger
 - ▶ Receipts
 - ▶ Vouchers
 - ▶ Assessments
 - ▶ Adjustments
 - ▶ Billing Information
 - ▶ Member Information
 - ▶ Email

Click the "Expert" Icon to access Help module



Video Tutorials are here

Recent Updates:

Video Tutorial:

[Click here to view Video Tutorials](#)

Data Extract Tool:

The issues with generating an extract using the Data Extract Tool has been corrected in Member Management.

This issue continues when attempting to generate an extract using the Data Extract Tool, if your version of Excel is earlier than 2007, in Member Billing. We are working to correct these issues with Member Billing application.

Account List:

The Supreme Council has added a System defined expense Account: Sub Account for Councils named Per Capita: Culture of Life.

If you have a Council defined

[Getting Started / Initial Set-Up](#)

[Generating an Assessment](#)

[Dues Assessment](#)

[Special / Miscellaneous Assessment](#)

[How to Add the Reason for Assessment](#)

[What is a Voluntary Assessment?](#)

[Updating Members Billing Status](#)

[Assessing New Members](#)

[Entering Receipts/Payments](#)

[Entering Vouchers](#)

[Printing](#)

[Email Functionality](#)

[General Information](#)

Help Modules Place cursor on the gray bar to access information.

Select your video:



["First Time Users - Setting Up"](#)

Please click on the thumbnail image to launch related video.



["Setting Up New Members During the Billing Period"](#)

Please click on the thumbnail image to launch related video.



["Generating a Dues Assessment"](#)

Please click on the thumbnail image to launch related video.



["Entering a Check Number on Vouchers"](#)

Please click on the thumbnail image to launch related video.



["Entering Receipts"](#)

Please click on the thumbnail image to launch related video.



["Completing the Account Adjustment for Transfer Form"](#)

Please click on the thumbnail image to launch related video.



Find a Member by Last Name:

Go



TRAINING APPLICATION

Officers Online

Member Billing

Print Center-MB

• Council Ledger

▶ Receipts

▶ Vouchers

▶ Assessments

▶ Adjustments

▶ Billing Information

▶ Member Information

▶ Email

Council Billing & Accounting - Council Ledger

Council



ST PIUS X

Council 10762

Council Location: TUCSON

Jurisdiction: AZ

District: 005

Date of Institution: 12-01-1991

View Transactions

By Date

By Transaction Type

By Income Account

By Expense Account

By Event

Show from:

MM-DD-YYYY



to:

MM-DD-YYYY



Search

Council Transactions - Processed

Date	Transaction Type	Batch #	Account: Sub Account	Event	Amount
------	------------------	---------	----------------------	-------	--------

Council Transactions - Pending

[Pending Receipts](#)[Pending Vouchers](#)[Pending Assessments](#)[Pending Adjustments](#)

- Council Ledger

- ▶ Receipts

- ▶ Vouchers

- ▶ Assessments

- ▶ Adjustments

- ▶ Billing Information

- ▶ Member Information

- ▶ Email

Council Billing & Accounting - Council Ledger

Council



MSGR MICHAEL E DOLAN

Council Location: CHADRON

District: 032

Jurisdiction: NE

Date of Institution: 05-20-1906

View Transactions

By Date

By Transaction Type

By

Show from:

MM-DD-YYYY

Council Transactions - Processed

Date	Transaction Type	Batch #	Account: S
------	------------------	---------	------------

? December, 2008 x

<< < Today > >>

2007	Mon	Tue	Wed	Thu	Fri	Sat
2006	1	2	3	4	5	6
2005	8	9	10	11	12	13
2004	5	16	17	18	19	20
2003	22	23	24	25	26	27
2002	29	30	31			
2001						
2000	prev. year (hold for menu)					
1999						
1998						
1997						
1996						

Calendar Features

Click on one carat-go back one month, click on two carats-go back one year. Hold on box & slide down for previous years. Right carats to go forward

MEMBER BILLING

Billing Information and
Set-Up

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

Council Billing & Accounting - Billing Information

Council

 **ST WENCE SLAUS**
Council 10909

Council Location: OMAHA **Jurisdiction:** NE
District: 035 **Date of Institution:** 05-01-1992

Billing Setup

Billing Frequency: Annual
Billing Schedule: Calendar - Jan to Dec

Currency Indicator:
 US Dollar
 US Dollar
 Canadian Dollar
 Mexican Peso
 Philippine Peso
 Polish Zloty
 Dominican Republic Peso

- Use Billing Address
- Use Mailing Address
- Use FS Address

See next slide for settings

Address Line 1: 18612 Frederick Cir
Address Line 2:
City: Omaha
State / Province: Nebraska
Postal: 68130 - 2038
Country: United States

Remittance Name

Display 'Make Checks Payable to:' on Billing Notices as:
 ST WENCESLAUS CO 10909

Set-up member billing information

Note: Remittance name can be changed.



Find a Member by Last Name:



TRAINING APPLICATION

- Officers Online
- Member Management
- Council Administration
- Print Center-MM

- Council Administration
- Council Information
- ▶ Council Officers Current & Next
- ▶ Service Program Personnel Current & Next
- ▶ Additional Positions
- ▶ Member Interests
- ▶ Parish List
- ▶ Title List
- ▶ Download Tools

Council Administration - Council Information

Council

 **ST WENCESLAUS** Council 10909

Council Location: OMAHA **Jurisdiction:** NE

District: 035 **Date of Institution:** 06-01-1992

[Key Contacts](#) | [Detail Info](#) | [Address Info](#) | [Meeting Info](#) |

Key Contacts

Title	Name	Telephone #'s	
Financial Secretary	Eugene J Walker, Jr	402-933-0017 (R)	<input type="button" value="✉"/>
Knights	Brent J Kollars	402-827-0777 (R)	<input type="button" value="✉"/>

[Key Contacts](#) | [Detail Info](#) | [Address Info](#) | [Meeting Info](#) |

Detail Information

Set-up Address Info
In Member Management
Go to Address
Information Section

Address Information

Council Meeting Address

Address Line 1:

St Wenceslaus Church

City:

Omaha

Postal:

68154 -

Address Line 2:

15353 Pacific St

State/Province:

Nebraska

Country:

United States

Mailing Address

Address Line 1:

St Wenceslaus Church

City:

Omaha

Postal:

68154 -

Use Mailing Address

Use Meeting Address

Address Line 2:

15353 Pacific St

State/Province:

Nebraska

Country:

United States

Billing/Remittance Address

Address Line 1:

16612 Frederick Cir

City:

Omaha

Postal:

68130 - 2038

Use Billing Address

Use Meeting Address

Use Mailing Address

Use FS Address

Address Line 2:

State/Province:

Nebraska

Country:

United States

Save Address Info

In Member Management Input address information to provide options in MB for remittance of dues.

Most councils will use the FS Address for Billing and Remittance

CLASS LIST SET-UP

Establish a separate class for members that your council wishes to exempt from a dues assessment or reduce the amount of the assessment.

Examples: Deacons, students, military personnel or seminarians

MEMBER BILLING

SET-UP CLASS LIST



Find a Member by Last Name:



- Officers Online
- Member Billing
- Print Center-MB

- Council Ledger
 - Receipts
 - Vouchers
 - Assessments
 - Adjustments
 - Billing Information
 - Member Information
 - Email

Go to

Council Billing & Accounting - Council Ledger

Council

 **ST WENCESLAUS** Council 10909

Council Location: OMAHA **Jurisdiction:** NE

District: 035 **Date of Institution:** 06-01-1992

View Transactions

Show from: **to:**

MM-DD-YYYY MM-DD-YYYY

Council Transactions - Processed

Date	Transaction Type	Batch #	Account: Sub Account	Event	Amount
------	------------------	---------	----------------------	-------	--------

Council Transactions - Pending

- [Pending Receipts](#)
- [Pending Vouchers](#)
- [Pending Assessments](#)
- [Pending Adjustments](#)

Council Billing & Accounting - Class List

>> Class updated <<

Council



ST WENCESLAUS

Council 10909

Council Location: OMAHA

Jurisdiction: NE

District: 035

Date of Institution: 06-01-1992

Supreme Defined Classes & Annual Amounts

	Class	Amount	
	Regular	27.00	
	Honorary	12.25	
	Honorary Life		0.00

Update

Council Defined Classes & Annual Amounts

	Sub Class	Amount	
	Deacon		10.00
	Seminarian		0.00
	Student		7.50

Add, Edit, Deactivate, or Reactivate Classes

Add Class:
Active Military

Edit Class:

Deactivate Class:

Add Amount:
0.00
####.##

Edit Text:

Edit Amount:

Reactivate Class:

Click here

Set Dues

Classes Now Set

Add & Edit Classes

• Class List

▶ Account List

▶ Events/Assessments

▶ Payee/Payor List

▶ Member Information

▶ Email

Council



ST WENCESLAUS

Council 10909

Council Location: OMAHA

Jurisdiction: NE

District: 035

Date of Institution: 06-01-1992

Supreme Defined Classes & Annual Amounts

	Class	Amount
	Regular	<input type="text" value="27.00"/>
	Honorary	<input type="text" value="12.25"/>
	Honorary Life	0.00

Update

Determine regular and honorary assessment amounts

Council Defined Classes & Annual Amounts

	Sub Class	Amount
	Deacon	0.00

Sub classes and amounts

Add, Edit, Deactivate, or Reactivate Classes

Add Class:

Add

Edit Class:

▼

Save

Deactivate Class:

▼

Deactivate

Reactivate Class:

▼

Reactivate

Add Amount:

Edit Text:

====.

Edit Amount:

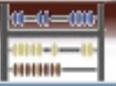
Add classes here

Establish the class list and amounts to assess

Reset

- ▶ Council Ledger
- ▶ Billing Information
- Member Information
 - ▶ Find a Member
 - ▶ Search Results
 - ▶ Member Ledger
- Billing Information
 - ▶ Contact Notes
 - ▶ Transfers
 - ▶ Email

Member Billing & Accounting - Billing Information



Member

Dan E Hatz



Council 10909

Member #: 3881557

Phone:

DOB: 06-06-1983

Wife: (Marital Status Unknown)

<< >>

[Email Member](#)

[Billing Setup](#) | [Address Info](#) | [Email Info](#)

Billing Setup

Class: Regular

Sub Class:

Disability: No

Do Not Send Bills

Language Preference:

Delivery Preference:

Do Not Assess

Set-up: Sub-class and delivery preference for individual members.

MEMBER BILLING

Council Ledger-
Enter Assessments

- 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



ST WENCESLAUS

Council 10909

Council Location: OMAHA
District: 035

Jurisdiction: NE
Date of Institution: 06-01-1992

Billing Cycle

Billing Period:

Jan 01, 2014 - Dec 31, 2014

Billing period

Billing Status:
1st Notice

As of Date:

12-15-2014



MM-DD-YYYY

Billing effective date

[Current Billing Cycle Schedule](#)

Assess Dues

Amounts to be Assessed

Dues Amounts for Billing Period - Supreme

Class	Amount to Apply
Regular	27.00
Honorary	12.25
Honorary Life	0.00

Dues Amounts for Billing Period - Council

Shows billing amounts to be assessed – See class list for input options

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



CHARLES CARROLL OF CARROLLTON

Council 701

Council Location: O NEIL
District: 026

Jurisdiction: NE
Date of Institution: 04-19-1903

Reset

Billing Cycle

Billing Period:
 Jan 01, 2015 - Dec 31, 2015

Billing Status:
 1st Notice

As of Date:
 12-15-2014
 MM-DD-YYYY

Click to Assess dues. Assessment will be in pending status

[Current Billing Cycle](#)

Assess Dues

Amounts to be Assessed

Dues Amounts for Billing Period - Supreme

Class	Amount to Apply
Regular	26.00
Honorary	13.25
Honorary Life	0.00

Dues Amounts for Billing Period - Council

Sub Class	Amount to Apply
-----------	-----------------

May Print Dues Statements 60 days prior to the end of the billing period. Change Billing period and set As of Date to 12/15



Find a Member by Last Name:

Go



TRAINING APPLICATION

Officers Online

Member Billing

Print Center-MB

Council Billing & Accounting - Enter Dues Assessment

Council



ST PIUS X

Council 10762

Council Location: TUCSON

Jurisdiction: AZ

District: 005

Date of Institution: 12-01-1991

Reset

Billing Cycle

Pending Dues Assessment Added ✕

Billing Period

Jan 01, 2018 -

Go to the Pending Assessments screen to process this Dues Assessment.

As of Date:



MM-DD-YYYY

Current Billing Cy

Ok

Assess Dues

Amounts to be Assessed

Assessment is pending – click OK to process (Post)

Dues Assessment

- ◎ After you click on Assess Dues
 - Assessment is in Pending Status
 - Go to Pending Assessments
 - Click on Process Assessments
 - Now individual member ledgers are updated
 - ALL members billing status is set to First Notice
 - Manually change individual billing status if needed
- ◎ Assessment can be deleted IF no receipts have been processed from the

Processing Receipts & Update Status

- ⦿ Process dues receipts
 - Use Dues Collection Tool if amount received is same as amount billed
 - Use General Receipt method if not
- ⦿ When it is time to generate Second Notice, use Update Status

▸ Vouchers

• Assessments

• Enter Assessments

▸ Assess Dues

• Update Status

▸ Assess Other

▸ Pending Assessments

▸ Assessment History

▸ Adjustments

▸ Billing Information

▸ Member Information

▸ Email

Council



CHARLES CARROLL OF CARROLLTON

Council 701

Council Location: O NEIL

Jurisdiction: NE

District: 026

Date of Institution: 04-19-1903

Reset

Billing Cycle Schedule

Billing Status	Suggested Process Date	As of Date
1st Notice	12-15-2014	12-15-2014
2nd Notice	01-14-2015	
Knight Alert	02-13-2015	
Intent to Suspend	02-28-2015	

[Billing Cycle Schedule History](#)

Update Billing Status

Billing Period:
01-01-2015 - 12-31-2015

Billing Status:
2nd Notice

As of Date:

MM-DD-YYYY

Update Billing Status

Reset

Internet

Billing cycle and Update options



Find a Member by Last Name:



TRAINING APPLICATION

Officers Online

Member Management

Member Billing

Print Center-MB

- 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 Other Assessment

Council

 **ST WENCESLAUS** Council 10909

Council Location: OMAHA **Jurisdiction:** NE

District: 035 **Date of Institution:** 06-01-1992

Other Assessment

Date to Apply: 
MM-DD-YYYY

Charge to: 

Type: Special Miscellaneous

Assessment Indicator: Voluntary Mandatory

Amount:
****.##

Valid thru Date: 
MM-DD-YYYY

Reason for Assessment: 

Description:
128 character limit

May void all unpaid assessment s after this date

Special assessments. Example: Culture of Life

Assess Other

[Add Reason for Assessment](#)

Reset



Find a Member by Last Name:



TRAINING APPLICATION

- Officers Online
- Member Billing
- Print Center-MB

- 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 Other Assessment

Council

ST PIUS X **Council 10762**

Council Location: TUCSON **Jurisdiction:** AZ

District: 005 **Date of Institution:** 12-01-1991

Other Assessment

Date to Apply:

MM-DD-YYYY

Type: Special Miscellaneous

Amount:

####.#

Reason:

Charge to:

- All Billable
- All Members
- Regular
- Honorary
- Honorary Life

Indicator:

MM-DD-YYYY

Description:

128 character limit

Other Assessments can apply to any member class

Special vs Misc Assessments

- History (old FS Handbook #1410 Dec '03
 - Special usually referred to recurring Supreme, State or Council levies
 - Miscellaneous usually referred to non-recurring charges such as Initiation Fees, member purchase through the council account, etc.
 - Billings itself attaches no significance to Special or Misc. assessments

History from Financial Secretary Handbook #1410, Dec 2003:

Recurring Supreme and state council levies are normally included in council dues. Councils that bill for these levies separately can use the “Special” [assessment] fields for that purpose. These fields can also be utilized for special assessments that may be made from time to time at the Supreme, state or council level.

Miscellaneous charges such as initiation fees or member purchases made through the council’s account, should be identified and listed under “Misc”.

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

Council Billing & Accounting - Pending Assessments



[Help](#)

Council



MSGR MICHAEL E DOLAN

Council 1128

Council Location: CHADRON

Jurisdiction: NE

District: 032

Date of Institution: 05-20-1906

Pending Assessments - Dues and Other

Date to Apply	Assessment Type	Reason for	Total Adjustments	Total Billed	Voluntary	Delete
11-30-2010	Special Assessment	Culture of Life	0.00	194.00		Delete

Pending assessments. Culture of Life

Council Billing & Accounting - Pending Assessments



[Help](#)

Council



MSGR MICHAEL E DOLAN

Council 1128

Council Location: CHADRON

Jurisdiction: NE

District: 032

Date of Institution: 05-20-1906

Pending Asse

Assessment Process Complete ✕

Assessments have been posted.

Go to Print Center - MB to generate appropriate notice.

Ok

Date to Apply

ments Total Billed Voluntary Delete

Process Assessments

Screen after processing assessments

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

Council

**ST WENCESLAUS****Council 10909****Council Location:** OMAHA**Jurisdiction:** NE**District:** 035**Date of Institution:** 06-01-1992

View History

By Date

By Assessment Type

Show from:

12-04-2012



MM-DD-YYYY

to:

01-04-2013



MM-DD-YYYY

Search

Assessment History

Date Applied	Assessment Type	Reason for	Valid thru Date	Total Adjustments	Total Billed
12-19-2012	Dues Assessment	Annual Dues		0.00	9,619.25
12-19-2012	Special Assessment	Buck-A-Month Club	04-15-2013	0.00	4,308.00

To see Special Assessment detail and to forgive assessment click on Assessment type.

Council Billing & Accounting - Assessment Details

Council



ST WENCESLAUS

Council 10909

Council Location: OMAHA

Jurisdiction: NE

District: 035

Date of Institution: 06-01-1992

Assessment Details

Date Applied: 12-19-2012	Charge to: All Billable
Type: Special	Assessment Indicator: Voluntary
Assessed Amount: 12.00	Valid thru Date: 04-15-2013
Total Adjustment: 0.00	Reason for Assessment: Buck-A-Month Club
Total Billed: 4,308.00	Description:

Date Forgiven:

Forgive

Save

Delete

Delete

Enter date forgiven

<< Back

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

MEMBER BILLING

Preparing the Billing
Notices

Delivery Preference Suggestions

- ⦿ Using the email preference will provide for a cost-efficient and expedited method for delivery of billing statements when the member has email and the delivery preference is set to email or both. However, this method can also be less effective in the overall dues collection results. At times the billing notice message will be diverted to the junk or spam file, action can easily be postponed and then forgotten.
- ⦿ At least the first or second notice should be **mailed** to the member to achieve better collection result.



Find a Member by Last Name:



**TRAINING
APPLICATION**

Officers Online

Member Billing

Print Center-MB

- ▶ Treasurer Reports
- Billing
- ▶ Membership Cards
- ▶ Retention
- ▶ Journals & Ledger
- ▶ Labels
- ▶ Miscellaneous Reports
- ▶ Data Extract Tool
- ▶ Email

Print Center - Billing Notices



Billing Notices

1. First Notice
2. Second Notice
3. Knight Alert
4. Intent to Suspend



Find a Member by Last Name:



TRAINING APPLICATION

Officers Online

Member Management

Member Billing

Print Center-MB

▶ Treasurer Reports

• Billing

▶ Membership Cards

▶ Retention

▶ Journals & Ledger

▶ Labels

▶ Miscellaneous Reports

▶ Data Extract Tool

▶ Email

Note: Using Email functionality in Training will generate a record as if the Email was actually sent but will not actually generate and send Emails to individuals.

Print Center - Billing Notices



Billing - 1st Notice

Additional Options / Requirements

Addendum Message:

Culture of Life assessment supports organizations in Nebraska that provide support and aid to pro-life needs. Your donation is greatly appreciated.

May you and your family have a wonderful Christmas!!

200 of 1000 characters used.

Select Delivery Preference:

- Email
- Mail
- Create File Copy

Generate Notice

Addendum message on the billing statement..
Select the Delivery Preference before Generating Notice



MSGR MICHAEL E DOLAN CO 1128
N/A
Chadron, NE 69337

Statement Date: 12-15-2010
Member #: 341548

Amount Enclosed: _____
Balance Due: 32.00

Make Check Payable to:
MSGR MICHAEL E DOLAN CO 1128

Denny L Bartlett
1620 Lee St
Lakewood, CO 80215-2825

Send Payment to Financial Secretary:
Dennis R Staal
PO Box 1110
Chadron, NE 69337

Detach and retain for your records



MSGR MICHAEL E DOLAN CO 1128
N/A
Chadron, NE 69337

Membership Bill for: Denny L Bartlett
Statement Date: 12-15-2010
Annual Dues: 30.00

Detail of Charges:

Previous Balance: 0.00

Current Assessments:

11-30-2010	Special Assessment	Culture of Life	2.00
12-15-2010	Dues Assessment		30.00
Total Due:			32.00

Note:

Here is your 2011 dues statement.
Hope this Holiday Season is a Joyous time for you and your family.

Thanks for being a faithful member. Dennis Stahl Financial Secretary

Member dues statement



ST WENCESLAUS CO 10909
OMAHA, NE

****SECOND NOTICE****

Statement Date:	01-15-2014	Amount Enclosed:	_____	Make Checks Payable to:
Member #:	3838036	Balance Due:	37.00	ST WENCESLAUS CO 10909
Billing Period:	01-01-2014 - 12-31-2014			

Matthew A Edstrand
17630 Shirley St
Omaha, NE 68130-4647

Send Payment to Financial Secretary:
Eugene J Walker Jr
16612 Frederick Cir
Omaha, NE 68130-2038

Detach and retain for your records



ST WENCESLAUS CO 10909
OMAHA, NE

****SECOND NOTICE****

Membership Bill for: Matthew A Edstrand
Statement Date: 01-15-2014

Annual Dues: 27.00

Detail of Charges:

Previous Balance: 0.00

Current Assessments:

12-05-2013	Special Assessment- Forgiven	Buck-A-Month Club	(2.00) *
12-19-2013	Dues Assessment		27.00
12-19-2013	Special Assessment	Buck-A-Month Club	12.00 *
		Total Due:	37.00

* This assessment is not mandatory



Find a Member by Last Name:



TRAINING APPLICATION

Officers Online

Member Billing

Print Center-MB

- 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 - Update Billing Status

Council



ST PIUS X

Council 10762

Council Location: TUCSON
District: 005

Jurisdiction: AZ
Date of Institution: 12-01-1991

Billing Cycle Schedule

Billing Status	Suggested Process Date	As of Date
1st Notice	12-15-2017	12-15-2017
2nd Notice	01-14-2018	01-15-2018
Knight Alert	02-14-2018	02-19-2018
Intent to Retain	03-06-2018	

[Billing Cycle Schedule History](#)

Update Billing Status

Billing Period:
01-01-2018 - 12-

Billing Status:

As of Date:

MM-DD-YYYY

Example shows ready to move from Knight Alert to Intent to Retain



ST PIUS X CO 10762

TUCSON, AZ

****KNIGHT ALERT****

March 02, 2016

Ruben G Alderete
5508 E North Wilshire Dr
Tucson, AZ 85711-4526

Dear Brother Alderete:

Our council's retention committee has advised me that they have contacted you to discuss your outstanding dues in the amount of \$44.00, which are 30 days or more in arrears.

You are a valued member of our council, and your continued support of our organization is of great importance to us. We are confident that your membership in the Knights of Columbus is meaningful to you as well. Certainly, our Catholic faith is among our most cherished gifts, and membership in the Order affords each of us an excellent opportunity to further serve the Church as well as our community through support of family life in today's society. Additionally, the Knights of Columbus offers many opportunities for fraternal and family-oriented social activities.

I am confident that you will take a moment today to send your dues payment to Peter N Karculias, Financial Secretary at: 9115 E Canyon Terrace Dr, Tucson, AZ 85715-6500, and remain an important part of our organization as a Knight in "good standing". If there are any questions, feel free to contact me at the telephone number listed below.

Fraternally,

Emmanuel M Steenbakker, Grand Knight
520-760-0786

****NOTICE OF INTENT TO RETAIN****

March 02, 2016

Ruben G Alderete
5508 E North Wilshire Dr
Tucson, AZ 85711-4526

Member #: 3754624
Telephone #:

Dear Brother Alderete:

Our records indicate that you were recently contacted by our council's Retention Committee regarding your Knights of Columbus membership. As of this date, we have not yet heard from you relative to the matter of your delinquency as itemized below:

Date	Assessment Type	Description	Amount
07-01-2015	Dues Adjustment		18.00
07-01-2015	Initiation Adjustment		7.50
10-08-2015	Dues Receipt		(18.00)
10-08-2015	Initiation Receipt		(7.50)
12-15-2015	Dues Assessment		36.00
12-15-2015	Special Assessment	Culture of Life	2.00 *
12-15-2015	Special Assessment	Raul Navarrete Vocations Fund	4.00 *
12-15-2015	Special Assessment	St. Joseph Youth Camp	2.00 *
		Total Due:	44.00

* This assessment is not mandatory

We ask that you please forward the payment to the financial secretary as soon as possible. Checks should be made payable to ST PIUS X CO 10762 and sent to: 9115 E Canyon Terrace Dr, Tucson, AZ 85715-6500. If payment is not received within the next 60 days, our council must proceed to change your "good standing" status to avoid financial loss from Supreme and state assessments. If you are an insurance member, although suspended, you will remain on record in an "inactive" status, as required by insurance regulations. If an associate member, our council will have no other alternative than to suspend you from membership.

However, it's still not too late to avoid a status change! Timely payment will assure your remaining a member in good standing. If you have any questions or comments, please do not hesitate to contact the grand knight.

MEMBER BILLING

Printing the
Membership Card

[UPDATES](#)[MEMBER MANAGEMENT](#)[MEMBER BILLING](#)[BY-LAWS](#)[FS / FC SUPPORT](#)[CONTACT US](#)

Recent Updates:

Video Tutorial:

[Click here to view Video Tutorials](#)

Data Extract Tool:

The issues with generating an extract using the Data Extract Tool has been corrected in Member Management.

This issue continues when attempting to generate an extract using the Data Extract Tool, if your version of Excel is earlier than 2007, in Member Billing. We are working to correct these issues with Member Billing application.

Account List:

The Supreme Council has added a System defined expense Account: Sub Account for Councils named Per Capita: Culture of Life.

If you have a Council defined expense account with the exact same name, we suggest that you

Member Billing

[Getting Started / Initial Set-Up](#)[Generating an Assessment](#)[Entering Receipts/Payments](#)[Entering Vouchers](#)[Printing](#)

Membership Cards

[Tips for Printing](#)[Tips for Printing](#)[Email Functionality](#)[General Information](#)



UPDATES

MEMBER MANAGEMENT

MEMBER BILLING

BY LAWS

FEES & SUPPORT

CONTACT

Tips for Printing

Membership Cards:

To print Membership Cards properly on the respective Membership Card paper (Council - #4817; Assembly #4818):

- Generate the Adobe file (clicking on the label name will do this).
- Click on the print icon within the Adobe window.
- When the Print window "Dialog Box" opens, the "Page Scaling" reference in this window should be set to 'None.' and the "Auto-Rotate and Center" option should be selected.
- Print the labels (click on "OK").

Reports:

To print reports properly on the paper:

- Generate the Adobe file (clicking on the report name will do this).
- Click on the print icon within the Adobe window.
- When the Print window "Dialog Box" opens, the "Page Scaling" reference in this window should be set to 'None.' and the "Auto-Rotate and Center" option should be selected.

Print the labels (click on "OK").



ACCOUNT LIST:

The Supreme Council has added a System defined expense Account: Sub Account for Councils named Per Capita: Culture of Life.

If you have a Council defined

Computer and Print Settings to print Membership Cards and Reports



Printer: HP LaserJet M1530 MFP Series PCL 6

Properties

Advanced

Help ?

Copies: 1

Print in grayscale (black and white)

Save ink/toner

Pages to Print

All

Current page

Pages 1

More Options

Comments & Forms

Document

Summarize Comments

Scale: 107%

8.5 x 11 Inches

Page Sizing & Handling

Size

Poster

Multiple

Booklet

Fit

Actual size

Shrink oversized pages

Scale: 100 %

paper source by PDF page size

both sides of paper

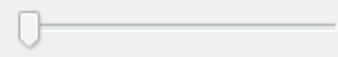
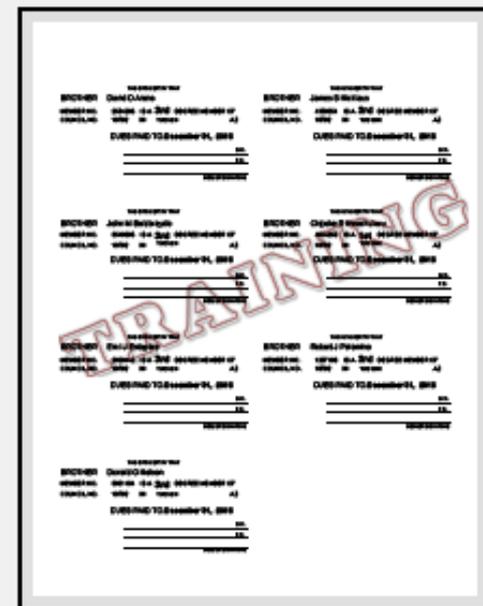
Auto portrait/landscape

Portrait

Landscape

For reports, use "Fit"

For cards and labels, use "Actual Size"



Page 1 of 1

Page Setup...

Print

Cancel

Print Center - Membership Cards

Membership Cards - By Member Type

Additional Options / Requirements

Select Member Type:

- All Billable
- All Members
- Regular
- Honorary
- Honorary Life
- Members on Disability

Print Cards

[Back](#)

Select Member Type to Print Cards

F.S.

F.S.

MEMBER SIGNATURE

MEMBER SIGNATURE

THIS IS TO CERTIFY THAT

THIS IS TO CERTIFY THAT

BROTHER James P Begley

BROTHER Scott A Bennett

MEMBER NO. 3719301 IS A 3rd DEGREE MEMBER OF
COUNCIL NO. 10909 IN OMAHA NE

MEMBER NO. 4282745 IS A 3rd DEGREE MEMBER OF
COUNCIL NO. 10909 IN OMAHA NE

DUES PAID TO: December 31, 2014

DUES PAID TO: December 31, 2014

G.K.

G.K.

F.S.

F.S.

MEMBER SIGNATURE

MEMBER SIGNATURE

THIS IS TO CERTIFY THAT

THIS IS TO CERTIFY THAT

BROTHER Brian J Bellinghausen

BROTHER John W Benson

MEMBER NO. 4389024 IS A 1st DEGREE MEMBER OF
COUNCIL NO. 10909 IN OMAHA NE

MEMBER NO. 4886121 IS A 1st DEGREE MEMBER OF
COUNCIL NO. 10909 IN OMAHA NE

DUES PAID TO: December 31, 2014

DUES PAID TO: December 31, 2014

G.K.

G.K.

F.S.

F.S.

MEMBER SIGNATURE

MEMBER SIGNATURE



Find a Member by Last Name:

Go



TRAINING APPLICATION

Officers Online

Member Management

Member Billing

Print Center-MB

Officers Online

Member Billing

Print Center-MB



Print Center - Membership Cards

Membership Cards

1. By Member Type
2. All Members whose Dues are Current
3. By Degree Date
4. Blank Membership Card Template
5. Back of Card

- ▶ Treasurer Reports
- ▶ Billing
- Membership Cards
- ▶ Retention
- ▶ Journals & Ledger
- ▶ Labels
- ▶ Miscellaneous Reports
- ▶ Data Extract Tool
- ▶ Email

THIS IS TO CERTIFY THAT

BROTHER [REDACTED]

MEMBER NO. [REDACTED] IS A [REDACTED] DEGREE MEMBER OF

COUNCIL NO. 1128 IN CHADRON, NE

DUES PAID TO: [REDACTED]

_____ G.K.

_____ F.S.

_____ MEMBER SIGNATURE

THIS IS TO CERTIFY THAT

BROTHER [REDACTED]

MEMBER NO. [REDACTED] IS A [REDACTED] DEGREE MEMBER OF

COUNCIL NO. 1128 IN CHADRON, NE

DUES PAID TO: [REDACTED]

_____ G.K.

_____ F.S.

_____ MEMBER SIGNATURE

THIS IS TO CERTIFY THAT

BROTHER [REDACTED]

MEMBER NO. [REDACTED] IS A [REDACTED] DEGREE MEMBER OF

COUNCIL NO. 1128 IN CHADRON, NE

DUES PAID TO: [REDACTED]

_____ G.K.

_____ F.S.

_____ MEMBER SIGNATURE

THIS IS TO CERTIFY THAT

BROTHER [REDACTED]

MEMBER NO. [REDACTED] IS A [REDACTED] DEGREE MEMBER OF

COUNCIL NO. 1128 IN CHADRON, NE

DUES PAID TO: [REDACTED]

_____ G.K.

_____ F.S.

_____ MEMBER SIGNATURE

Blank templates available to print separate cards



Find a Member by Last Name:

Go

Print this screen

Officers Online

Member Management

Member Billing

Print Center-MB

▶ Treasurer Reports

▶ Billing

• Membership Cards

▶ Retention

▶ Journals & Ledger

▶ Data Extract Tool

▶ Email

Print Center - Membership Cards

Membership Cards - Print Back of Card

Additional Options / Requirements

Your full name and title will always appear on the back of the Membership Card. Please select one or more of the additional contact options you would like to display:

- Address Information
- Residence Phone
- Business Phone
- Cell Phone
- Primary Email

Print Cards

Back

Select information to print on back of the card

Information printed on the reverse side of each member's card

Dennis R Staal

Financial Secretary

Po Box 1110
Chadron, NE 69337-1110

R: 308-432-3442

dstaal@msn.com

Dennis R Staal

Financial Secretary

Po Box 1110
Chadron, NE 69337-1110

R: 308-432-3442

dstaal@msn.com

Dennis R Staal

Financial Secretary

Po Box 1110
Chadron, NE 69337-1110

R: 308-432-3442

dstaal@msn.com

Dennis R Staal

Financial Secretary

Po Box 1110
Chadron, NE 69337-1110

R: 308-432-3442

dstaal@msn.com

MEMBER BILLING REPORTS

Print Mailing Labels

- ▶ Treasurer Reports
- ▶ Billing
- ▶ Membership Cards
- ▶ Retention
- ▶ Journals & Ledger
- Labels
- ▶ Miscellaneous Reports
- ▶ Data Extract Tool
- ▶ Email

Print Center - Labels

Generate Labels for Members

All Members

By Member Type:

- | | |
|--|--|
| <input type="checkbox"/> Associate Members | <input type="checkbox"/> Insured Members |
| <input type="checkbox"/> Inactive Members | |

By Member Class:

- | | |
|---|--|
| <input type="checkbox"/> Regular Members | <input type="checkbox"/> Honorary Life Members |
| <input type="checkbox"/> Honorary Members | |

By Billing Status:

- | | |
|---|---|
| <input type="checkbox"/> Dues are Current | <input type="checkbox"/> Knight Alert |
| <input type="checkbox"/> First Notice | <input type="checkbox"/> Intent to Suspend |
| <input type="checkbox"/> Second Notice | <input type="checkbox"/> Members with Outstanding Balance |

Additional Options:

- | | |
|--|---|
| <input type="checkbox"/> Add 'Or Current Resident' | <input type="checkbox"/> Members residing within the Jurisdiction |
|--|---|

Sort by:

- | | |
|---|--|
| <input checked="" type="radio"/> Postal | <input type="radio"/> Member Last Name |
|---|--|

Delivery Option:

- | | |
|---|---|
| <input checked="" type="radio"/> All Members Selected | <input type="radio"/> Members without Email Address |
|---|---|

Labels

- Mailing Labels (Avery Model 5261 / 8161) - 1" x 4" - 2 across, 20 labels per sheet
- Mailing Labels (Avery Model 5260 / 8160) - 1" x 2 5/8" - 3 across, 30 labels per sheet
- Mailing Labels - 1 1/2" x 2 13/16" - 3 across, 21 labels per sheet

Generate Labels

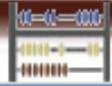
Reset

Label Options

MEMBER BILLING REPORTS

Review Members Ledger
Payment History and Make
Adjustments

Member Billing & Accounting - Member Ledger



Member

Dan E Hatz



Council 10909

Member #: 3881557

Phone:

DOB: 06-06-1983

Wife: (Marital Status Unknown)

[«](#)

[»](#)
[Email Member](#)

[Billing Status](#) | [Member Balances](#) | [Member Transactions](#) | [Adjustment](#)

Billing Status

Status

As of

Paid through

Knight Alert



07-27-2014



12-31-2013



MM-DD-YYYY

MM-DD-YYYY

[Billing Status](#) | [Member Balances](#) | [Member Transactions](#) | [Adjustment](#)

Find a member

- ▶ Council Ledger
- ▶ Billing Information
- Member Information
 - ▶ Find a Member
 - ▶ Search Results
- Member Ledger
 - ▶ Billing Information
 - ▶ Contact Notes
 - ▶ Transfers
- ▶ Email

Status	As of	Paid through
Knight Alert	07-27-2014	12-31-2013
	MM-DD-YYYY	MM-DD-YYYY

[Save Billing Status](#)

[Billing Status](#) | [Member Balances](#) | [Member Transactions](#) | [Adjustment](#)

Member Balances

Dues	Initiation Fee	Special	Miscellaneous	Total
27.00	0.00	12.00	0.00	39.00

[Billing Status](#) | [Member Balances](#) | [Member Transactions](#) | [Adjustment](#)

Member Transactions

Date	Transaction Type	Tran #	Account: Sub Account	Amount	Void
12-19-2013	Assessment	14	Receivable: Dues	27.00	<input type="checkbox"/>
12-19-2013	Assessment	13	Receivable: Special	12.00	<input type="checkbox"/>
08-01-2013	Receipt	<u>1138</u>	Receivable: Special	(12.00)	<input type="checkbox"/>
08-01-2013	Receipt	<u>1138</u>	Receivable: Dues	(27.00)	<input type="checkbox"/>
12-19-2012	Assessment	12	Receivable: Special	12.00	<input type="checkbox"/>
12-19-2012	Assessment	11	Receivable: Dues	27.00	<input type="checkbox"/>
01-08-2012	Receipt	<u>648</u>	Receivable: Special	(12.00)	<input type="checkbox"/>
01-08-2012	Receipt	<u>648</u>	Receivable: Dues	(27.00)	<input type="checkbox"/>
01-01-2012	Assessment	8	Receivable: Special	12.00	<input type="checkbox"/>
01-01-2012	Assessment	7	Receivable: Dues	27.00	<input type="checkbox"/>

Next >>

[Save Void](#)

Member's Billing and Collection record

Date	Transaction Type	Tran #	Account: Sub Account	Amount	Void
12-19-2013	Assessment	14	Receivable: Dues	27.00	<input type="checkbox"/>
12-19-2013	Assessment	13	Receivable: Special	12.00	<input type="checkbox"/>
08-01-2013	Receipt	<u>1138</u>	Receivable: Special	(12.00)	<input type="checkbox"/>
08-01-2013	Receipt	<u>1138</u>	Receivable: Dues	(27.00)	<input type="checkbox"/>
12-19-2012	Assessment	12	Receivable: Special	12.00	<input type="checkbox"/>
12-19-2012	Assessment	11	Receivable: Dues	27.00	<input type="checkbox"/>
01-08-2012	Receipt	<u>648</u>	Receivable: Special	(12.00)	<input type="checkbox"/>
01-08-2012	Receipt	<u>648</u>	Receivable: Dues	(27.00)	<input type="checkbox"/>
01-01-2012	Assessment	8	Receivable: Special	12.00	<input type="checkbox"/>
01-01-2012	Assessment	7	Receivable: Dues	27.00	<input type="checkbox"/>

Next >>

Save Void

[Billing Status](#) | [Member Balances](#) | [Member Transactions](#) | [Adjustment](#)

Adjustments

Credit Charge

Date	Adjustment Type	Adjustment Amount
09-25-2014 	Dues Assessment <input type="text" value="v"/>	27.00
<small>MM-DD-YYYY</small>		<small>****.##</small>

Description	Reason for Adjustment
Waive this years dues per Grand Knight- Financial Problems	<input type="text" value="v"/>

128 character limit

Save Adjustment

[Enter Dues](#) | [Billing Information](#) | [Add Reason for Adjustment](#)

Reset

Billing adjustments

Billing Status

Status	As of	Paid through
Knight Alert	07-27-2014	12-31-2013
	MM-DD-YYYY	MM-DD-YYYY

Save Billing Status

Billing Status | Member Balances | Member Transactions | Adjustment

Member Balances

Dues	Initiation Fee	Special	Miscellaneous	Total
0.00	0.00	12.00	0.00	12.00

Billing Status | Member Balances | Member Transactions | Adjustment

Member Transactions

Date	Transaction Type	Tran #	Account: Sub Account	Amount	Void
09-25-2014	Adjustment	<u>755</u>	Receivable: Dues	(27.00)	<input type="checkbox"/>
12-19-2013	Assessment	14	Receivable: Dues	27.00	<input type="checkbox"/>
12-19-2013	Assessment	13	Receivable: Special	12.00	<input type="checkbox"/>
08-01-2013	Receipt	<u>1138</u>	Receivable: Special	(12.00)	<input type="checkbox"/>
08-01-2013	Receipt	<u>1138</u>	Receivable: Dues	(27.00)	<input type="checkbox"/>
12-19-2012	Assessment	12	Receivable: Special	12.00	<input type="checkbox"/>
12-19-2012	Assessment	11	Receivable: Dues	27.00	<input type="checkbox"/>
01-08-2012	Receipt	<u>648</u>	Receivable: Special	(12.00)	<input type="checkbox"/>
01-08-2012	Receipt	<u>648</u>	Receivable: Dues	(27.00)	<input type="checkbox"/>
01-01-2012	Assessment	8	Receivable: Special	12.00	<input type="checkbox"/>

Next >>

Save Void

To view details of the transaction click on Trans # 755



Member Billing & Accounting - Adjustment Details



Member

Dan E Hatz



Council 10909

Member #: 3881557

Phone:

DOB: 06-06-1983

Wife: (Marital Status Unknown)

[<< Prev](#)
[Next >>](#)
[Email Member](#)

Adjustment Details

 Credit

 Charge

Date	Adjustment Type	Tran #	Adjustment Amount
09-25-2014	Dues Adjustment	755	(27.00)
Description	Reason for Adjustment		

Waive this years dues per Grand Knight- Financial Problems

[<< Back](#)

View of Trans #755 as adjustment to dues

Billing Status | Member Balances | Member Transactions | Adjustment

Adjustments

Credit Charge

Date	Adjustment Type	Adjustment Amount
<input type="text" value="11-27-2018"/> <small>MM-DD-YYYY</small>	Dues Assessment <small>#####</small>	<input type="text" value="24"/> <small>#####</small>
Description	Dues Assessment	Reason for Adjustment
<input type="text" value="Dues for new member"/> <small>128 character limit</small>	Initiation Fee Special Assessment Misc Assessment	<input type="text"/>

[Enter Dues](#) | [Billing Information](#) | [Add Reason for Adjustment](#)

Use the Charge adjustment to enter charges for an individual member (new member for example)

Can charge

- Dues
- Initiation Fee
- Special Assessment
- Misc Assessment

A Reason for Assessment must exist for Special or Misc. Assessments

MEMBER BILLING REPORTS

Record dues from members and
other financial transactions



Find a Member by Last Name:



TRAINING APPLICATION

Officers Online

Member Billing

Print Center-MB

Council Billing & Accounting - Dues Collection Tool

[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](#)

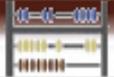
Outstanding Balances

Name	Member #	Billing Status	Outstanding Balance	Amount Received	Paid	Check #
<u>Jahn, Michael P</u>	3755074	Knight Alert	39.00	<input type="text" value="39.00"/>	<input checked="" type="checkbox"/>	Cash
<u>Jones, Clayton L</u>	3369192	Knight Alert	54.00	<input type="text" value="54.00"/>	<input checked="" type="checkbox"/>	12332

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

Use Dues Collection Tool when amount received is same as balance due

Council Billing & Accounting - Pending Receipts



>> Transaction deleted <<

Council

**ST WENCESLAUS****Council 10909****Council Location:** OMAHA**Jurisdiction:** NE**District:** 035**Date of Institution:** 06-01-1992

Pending Receipts - Summary

# of Transactions	Total Amount
3	1939.50

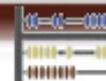
Pending Receipts - Details

Date	Member/Payor	Check #	Total Amount	Split	Edit	Delete
09-30-2014	Mathew V Smith	Cash	1846.50	<input checked="" type="checkbox"/>	Edit	<input type="button" value="Delete"/>
09-30-2014	Michael P Jahn	Cash	39.00	<input checked="" type="checkbox"/>	View	<input type="button" value="Delete"/>
09-30-2014	Clayton L Jones	12332	54.00	<input checked="" type="checkbox"/>	View	<input type="button" value="Delete"/>

Pending Receipts

- 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



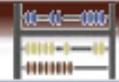
[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Outstanding Balances

Name	Member #	Billing Status	Outstanding Balance	Amount Received	Paid	Check #
Hatz, Dan E	3881557	Dues are Current	12.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Hebenstreit, Joseph O	3334847	Knight Alert	39.00	50.00	<input checked="" type="checkbox"/>	3445
Heinemeyer, Steve W	4634450	Knight Alert	39.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Holloway, Michael E	4607123	Knight Alert	39.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Holmberg, Dr Mark J	3026905	Knight Alert	39.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Honz, James D	2629964	Dues are Current	12.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Howard, Jon H	3706486	Knight Alert	54.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Huben, William P	2763037	Knight Alert	27.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Example of member remitting more than amount due

Council Billing & Accounting - Pending Receipts



Council



ST WENCESLAUS

Council 10909

Council Location: OMAHA

Jurisdiction: NE

District: 035

Date of Institution: 06-01-1992

Pending Receipts - Summary

# of Transactions	Total Amount
1	50.00

Pending Receipts - Details

Date	Member/Payor	Check #	Total Amount	Split	Edit	Delete
09-30-2014	Joseph O Hebenstreit	3445	50.00	<input checked="" type="checkbox"/>	View	<input type="button" value="Delete"/>

Now shows pending amount

- ▶ Find a Member
- ▶ Search Results
- Member Ledger
- ▶ Billing Information
- ▶ Contact Notes
- ▶ Transfers
- ▶ Email

Joseph O Hebenstreit 

Council 10909

Member #: 3334847
 DOB: 03-18-1954

Phone:
 Wife: (Marital Status Unknown)

<< >>

Email Member 

Billing Status | Member Balances | Member Transactions | Adjustment

Billing Status

Status	As of	Paid through
Dues are Current <input type="button" value="v"/>	09-30-2014 	12-31-2014 
	<small>MM-DD-YYYY</small>	<small>MM-DD-YYYY</small>

Billing Status | Member Balances | Member Transactions | Adjustment

Member Balances

Dues	Initiation Fee	Special	Miscellaneous	Total
(11.00)	0.00	0.00	0.00	(11.00)

Billing Status | Member Balances | Member Transactions | Adjustment

Member Transactions

Date	Transaction Type	Tran #	Account: Sub Account	Amount	Void
09-30-2014	Receipt	<u>1469</u>	Receivable: Special	(12.00)	<input type="checkbox"/>
09-30-2014	Receipt	<u>1469</u>	Receivable: Dues	(38.00)	<input type="checkbox"/>
12-19-2013	Assessment	14	Receivable: Dues	27.00	<input type="checkbox"/>
12-19-2013	Assessment	13	Receivable: Special	12.00	<input type="checkbox"/>

Now shows dues are current.
 There is a \$11.00 credit to dues and the special is paid

• Enter Receipts

▶ Dues Collection Tool

▶ Pending Receipts

▶ Receipt History

▶ Vouchers

▶ Assessments

▶ Adjustments

▶ Billing Information

▶ Member Information

▶ Email

Council



ST WENCESLAUS

Council 10909

Council Location: OMAHA

Jurisdiction: NE

District: 035

Date of Institution: 06-01-1992

Search by Member/Payor

Member

Payor

Search Criteria:

h

Search

Search Tips

Search Results:

Hatz, Dan E

Hatz, Stephen J

Heaney, Scott P

Heavican, Cole B

Hebenstreit, Joseph O

Heinemeyer, Steve W

Select

Enter Receipts

Date	Member/Payor	Check #	Receipt Amount
11-03-2014	Hatz, Dan E	2334	100.00

MM-DD-YYYY

****.##

Account: Sub Account	Amount	Event	Description	Split
Assessments: Dues	27.00			<input checked="" type="checkbox"/>
Assessments: Special	12.00	Buck-A-Month Club		<input type="checkbox"/>
Donation	61.00	Seminarians		<input type="checkbox"/>

Save

Member pays more than due and asks that remainder be designated for seminarians

Council Billing & Accounting - Pending Receipts



Council



ST WENCESLAUS

Council 10909

Council Location: OMAHA

Jurisdiction: NE

District: 035

Date of Institution: 06-01-1992

Pending Receipts - Summary

# of Transactions	Total Amount
1	100.00

Pending Receipts - Details

Date	Member/Payor	Check #	Total Amount	Split	Edit	Delete
11-03-2014	Dan E Hatz	2334	100.00	<input checked="" type="checkbox"/>	View	<input type="button" value="Delete"/>

View as a pending transaction

Council Billing & Accounting - Receipt History

Council



ST WENCESLAUS

Council 10909

Council Location: OMAHA

Jurisdiction: NE

District: 035

Date of Institution: 06-01-1992

View History

By Date

By Batch #

By Receipt #

By Member

By Payor

Sort Options

Show from:

11-03-2014



MM-DD-YYYY

to:

11-03-2014



MM-DD-YYYY

Search

Receipt History

Date	Batch #	Receipt #	Member/Payor	Account: Sub Account	Amount
11-03-2014	332	1479	Dan E Hatz	Split	100.00

View Receipt History. Click on Highlights for more detail



Report of Receipts - Transaction Details

Receipt #	Member/Payor	Account: Sub Account	Event	Description	Amount
Check #	Receipt Date	Date Processed: 11-03-2014			
Batch: 332					
1479	11-03-2014	Dan E Hatz	Buck-A-Month Club		12.00
2334		Assessments: Special			27.00
		Assessments: Dues	Seminarians		61.00
		Donation			
Batch 332 Total:					100.00

Go to Print Center for
Report of Receipts

Respectfully submitted,

Eugene J Walker Jr
Financial Secretary

Received by:

Joseph A Meyers
Treasurer

Grand Total of Report of Receipts: 100.00



MEMBER BILLING REPORTS

Retention Committee,
Conservation Reports and
Dues Collection Status Reports



Find a Member by Last Name:

Go

Print this screen 



Officers Online

Member Management

Member Billing

Print Center-MB

▶ Treasurer Reports

▶ Billing

▶ Membership Cards

• Retention

▶ Journals & Ledger

▶ Data Extract Tool

▶ Email

Print Center - Retention Reports

Retention Reports

1. Retention Committee Report
2. Outstanding Balance Report



Report will only print when in
Second Notice, Knight Alert
or Notice of Intent to Retain
Status.

Retention Committee Report

Members in Danger of Being Suspended

Member Information	Contact Notes
Adams Jr, Gerald O 19513 Leavenworth St Elkhorn, NE 68022-4847 Res Phone: 402-315-9882 Cell Phone:	Amount Due: 39.00 Date: ___/___/___ Email: GERALDADAMS@COX.NE Proposer: Tokos Jr, Thomas L Proposer Tel #: 402-333-6217
Begley, Thomas J 2901 Ferry St Omaha, NE 68112-1534 Res Phone: 402-321-4724 Cell Phone:	Amount Due: 78.00 Date: ___/___/___ Email: TBAROMAB@COX.NET Proposer: Miller, Mike Proposer Tel #:
Bellinghausen, Brian J 17718 Dorcas Cir Omaha, NE 68130-2661 Res Phone: 402-321-4724 Cell Phone:	Amount Due: 39.00 Date: ___/___/___ Email: BRIANBELLINGHAUSEN@



Outstanding Balance Report

Member Name	Billing Status	Amount Due
Brickley, David S	2nd Notice	40.00
Connealy, Timothy P	2nd Notice	50.00
Danielson, Casey E	2nd Notice	25.00
Dressel, Nichlas H	2nd Notice	25.00
Hein, Michael E	2nd Notice	50.00
Kaus, William C	2nd Notice	115.00
Mack, Jerry E	2nd Notice	70.00
Mantemach, James C	2nd Notice	75.00
Mc Ginley, Tim J	2nd Notice	50.00
Milburn, Jeffrey D	2nd Notice	50.00
Morgan, Jeffrey P	2nd Notice	75.00
Morris, Tom H	2nd Notice	25.00
O Boyle, William J	2nd Notice	25.00
Simons, Thomas J	2nd Notice	50.00
Vapenik, Seth J	2nd Notice	75.00
Waldo, Jamie S	2nd Notice	25.00
Wellnitz, Michael J	2nd Notice	50.00

Total Members: 17

Total Outstanding: 875.00



Find a Member by Last Name:

Go



TRAINING APPLICATION

Officers Online

Member Billing

Print Center-MB

- ▶ Treasurer Reports
- ▶ Billing
- ▶ Membership Cards
- ▶ Retention
- Journals & Ledger
- ▶ Labels
- ▶ Miscellaneous Reports
- ▶ Data Extract Tool
- ▶ Email

Print Center - Journals & Ledger Reports



Journals & Ledger Reports

1. Income & Expense Report
2. Income & Expense Report - Event Activity
3. Income & Expense Report - Transaction Details
4. Income & Expense Report - By Event

- ▶ Contact Info
- ▶ Frat & Pers'l Info
- Billing Info
- ▶ Member Interests
- ▶ Website Support
- ▶ Email

The following appear on every data extract:

<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Last Name
<input checked="" type="checkbox"/> Middle Name	<input checked="" type="checkbox"/> Membership Number

Contact Information:

General Contacts:

<input type="checkbox"/> Residence Phone	<input type="checkbox"/> Seasonal Phone
<input type="checkbox"/> Residence Phone Ext	<input type="checkbox"/> Seasonal Phone Ext
<input type="checkbox"/> Business Phone	<input type="checkbox"/> Primary Email
<input type="checkbox"/> Business Phone Ext	<input type="checkbox"/> Secondary Email
<input type="checkbox"/> Fax Number	<input type="checkbox"/> Tertiary Email
<input type="checkbox"/> Cell Phone	

Primary Address Information:

<input type="checkbox"/> Address Line 1	<input type="checkbox"/> State/Province
<input type="checkbox"/> Address Line 2	<input type="checkbox"/> Postal Code
<input type="checkbox"/> City	<input type="checkbox"/> Country

Secondary Address Information:

<input type="checkbox"/> Address Line 1 (Secondary)	<input type="checkbox"/> State/Province (Secondary)
<input type="checkbox"/> Address Line 2 (Secondary)	<input type="checkbox"/> Postal Code (Secondary)
<input type="checkbox"/> City (Secondary)	<input type="checkbox"/> Country (Secondary)

Billing Information:

<input type="checkbox"/> Billing Sub Class	<input type="checkbox"/> Dues Paid Through
<input type="checkbox"/> Billing Status	<input type="checkbox"/> Dues Assessment Balance
<input type="checkbox"/> Billing Status Date	<input type="checkbox"/> Initiation Fee Balance
<input type="checkbox"/> Send Bill?	<input type="checkbox"/> Special Assessment Balance
<input type="checkbox"/> Assess?	<input type="checkbox"/> Misc Assessment Balance
<input type="checkbox"/> Member Class	<input type="checkbox"/> Delivery Preference
<input type="checkbox"/> Disability	<input type="checkbox"/> Language Preference
<input type="checkbox"/> Assembly Number	



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Find a Member by Last Name:



**TRAINING
APPLICATION**

Officers Online

Member Billing

Print Center-MB

• Treasurer Reports

• Receipt Reports

▸ Voucher Reports

▸ Billing

▸ Membership Cards

▸ Retention

▸ Journals & Ledger

▸ Labels

▸ Miscellaneous Reports

▸ Data Extract Tool

▸ Email

Print Center - Treasurer Reports



Treasurer - Receipt Reports

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

MEMBER BILLING

Clearing dues payment
record for transferred
members

Account Adjustment for Transfer

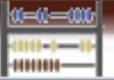
Knights of Columbus		Account Adjustment for Transfer			
1 Columbus Plaza New Haven CT 06510-3326		The transfer for this member has been processed. Please complete this form and return the top two copies to the Department of Membership Records as soon as possible. This will enable us to make the necessary dues adjustment.			
NAME OF TRANSFEREE CORNELIUS F JOHNSON		MEMBERSHIP NUMBER 7879765			
FROM FORMER COUNCIL NUMBER 15999		TO NEW COUNCIL NUMBER 18000		TRANSFER DATE 03/19/1997	
CITY, STATE/PROVINCE WATERBURY CT		CITY, STATE/PROVINCE NEW HAVEN CT		ANNUAL DUES \$24.00	
1ST DEGREE DATE 12/02/1971	2ND DEGREE DATE 12/15/1971	3RD DEGREE DATE 01/12/1972	4TH DEGREE DATE	DUES PAID TO... 12/97 <small>(MO / YR)</small>	
NATHAN A LUCHER 115 RIVER RD WATERBURY CT 06807-5025			ACCOUNT ADJUSTMENT CALCULATED AS OF THE LAST DAY OF THE MONTH OF TRANSFER	CREDIT <input checked="" type="checkbox"/>	BALANCE
				PAST DUE	\$18.00

SUPREME OFFICE COPY

Membership Records mails this form to the member's former council for degree information, dues owed or paid. Supreme will not assess back dues more than one year.

- ▶ Council Ledger
- ▶ Billing Information
- Member Information
 - ▶ Find a Member
 - ▶ Search Results
 - ▶ Member Ledger
 - ▶ Billing Information
 - ▶ Contact Notes
- Transfers
 - ▶ Archived
- ▶ Email

Council 10909 - Transferred Members



This section provides the ability to create an adjustment for those members who have transferred out, thereby maintaining correct accountability in Member Billing.

View Transferred Members

Show from:



MM-DD-YYYY

to:



MM-DD-YYYY

Total Search Results - 3

Transferred Members

Transfer Date	Member Name	Member #	Outstanding Balance
07-08-2014	Merkel, Troy J	4371735	(11.67)
04-15-2014	Lake, Jay D	4369023	39.00
04-01-2014	Dirkschneider, Patrick J	3948439	0.00

Clear balance due for transferred members

- Transfers
 - ▶ Archived
 - ▶ Email

[Member Info](#) | [Archive Member](#) | [Member Balances](#) | [Member Transactions](#)

Member Information

Transfer Date: 04-15-2014 **Annual Dues:** 27.00 **Dues Paid Through:** 12-31-2011

1st Degree Date: 12-07-2009 **2nd Degree Date:** 01-16-2011 **3rd Degree Date:** 01-16-2011 **4th Degree Date:**

[Member Info](#) | [Archive Member](#) | [Member Balances](#) | [Member Transactions](#)

Archive Member Ledger

Archive

Date Archived:

Save

[Member Info](#) | [Archive Member](#) | [Member Balances](#) | [Member Transactions](#)

Member Balances

Dues	Initiation Fee	Special	Miscellaneous	Total
27.00	0.00	12.00	0.00	39.00

Clear Balances

[Member Info](#) | [Archive Member](#) | [Member Balances](#) | [Member Transactions](#)

Member Transactions

Date	Transaction Type	Tran #	Account: Sub Account	Amount	Void
------	------------------	--------	----------------------	--------	------

Find member and clear balance before archiving

MEMBER INFORMATION

Transfer Date:
04-15-2014

Annual Dues:
27.00

Dues Paid Through:
12-31-2011

1st Degree Date:
12-07-2009

2nd Degree Date:
01-16-2011

3rd Degree Date:
01-16-2011

4th Degree Date:

[Member Info](#) | [Archive Member](#) | [Member Balances](#) | [Member Transactions](#)

Archive Member Ledger

Archive

Date Archived:

[Member Info](#) | [Archive Member](#) | [Member Balances](#) | [Member Transactions](#)

Member Balances

Dues	Initiation Fee	Special	Miscellaneous	Total
0.00	0.00	0.00	0.00	0.00

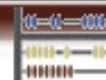
[Member Info](#) | [Archive Member](#) | [Member Balances](#) | [Member Transactions](#)

Member Transactions

Date	Transaction Type	Tran #	Account: Sub Account	Amount	Void
11-04-2014	Adjustment	<u>810</u>	Receivable: Special	(12.00)	<input type="checkbox"/>
11-04-2014	Adjustment	<u>809</u>	Receivable: Dues	(27.00)	<input type="checkbox"/>

Note the cleared balance for this member and action to Archive

Council 10909 - Transferred Members - Archived



View Transferred Members - Archived

By Member

By Date

Show from:



MM-DD-YYYY

to:



MM-DD-YYYY

Search

Total Search Results - 2

Transferred Members

Archived Date	Transfer Date	Member Name	Member #	Outstanding Balance
11-04-2014	04-15-2014	Lake, Jay D	4369023	0.00
11-02-2014	03-08-2011	Haiar, Nicholas J	3891747	0.00

Note members archived with zero balances

- ▶ Council Ledger
- ▶ Billing Information
- Member Information
 - ▶ Find a Member
 - ▶ Search Results
 - ▶ Member Ledger
 - ▶ Billing Information
 - ▶ Contact Notes
- Transfers
 - Archived
- ▶ Email

Thanks for all you do.

We appreciate it...