

**Council Accounting
for
Financial Secretaries/
Faithful Comptrollers**

Council Accounting

Internet Access and
Help Modules

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.

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. [Right-click here](#) and click on Save Link As or Save Target As.

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

Member Billing

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

See Membership Reports
Activity Reports
Forms
Publications



Supplies Online

- Membership
- Reports
- Forms
- Publications
- Prospect

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 11/26/2018	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 decided to reply to this email, the respond will be sent to the senders 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**

[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

Member Billing

[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](#)

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

Recent Updates:

Video Tutorial:

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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 LAWF

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

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.

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

Council Billing & Accounting - Council Ledger

Council


MSGR MICHAEL E DOLAN
Cou
Council Location: CHADRON **Jurisdiction:** NE
District: 032 **Date of Institution:** 05-20-1906

View Transactions

Show from:

MM-DD-YYYY

? x

December, 2008

«
<
Today
>
»

2007	Sun	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			
2000	rev. year (hold for menu)					

Council Transactions - Processed

Date	Transaction Type	Batch #	Account: S
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

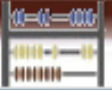
Council Accounting

**Set-up Accounts for
Income and Expense**

Chart of Accounts

- Be cautious about adding accounts = “spaghetti bowl danger”
- Try working with the basics provided by Supreme first
- Prefer to add sub-accounts
 - Can be made inactive
 - Not show up in reports if no data
 - Main accounts always show up even inactive
 - Only 1 level of subaccount
- Use “Events” (or reason for Assessment to ID income or expenses)

Council Billing & Accounting - Add Account



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

Council



CHARLES CARROLL OF CARROLLTON

Council 701

Council Location: O NEIL

Jurisdiction: NE

District: 026

Date of Institution: 04-19-1903

Account

Type:

Income ▼

Income Expenses

Name:

Activities Assessments

Save Account

Sub Account

Type:

Income ▼

Is a Sub Account of:

Activities ▼

Suggested Sub Accounts:

-or-

Name:

Supreme Defined Expense Account Only

Save Sub Account

Add Income Sub-Account for Activity - Breakfasts

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

Council



CHARLES CARROLL OF CARROLLTON

Council 701

Council Location: NEIL
 District: 026

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

Account List

Display: Active All

[Add Account](#)

Income Accounts | Expense Accounts |

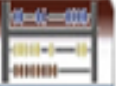
Income Accounts

Account Name	Created By	Last Edit Date	Edit	Inactive
Activities	System		Edit	<input type="checkbox"/>
Breakfasts	Council		Edit	<input type="checkbox"/>
Coupon Book Sales	Council		Edit	<input type="checkbox"/>
Lenten Dinners	Council		Edit	<input type="checkbox"/>
Assessments	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"/>

Income- Sub Account for Activities- Breakfasts now added

Income Accounts- Supreme and added Council Accounts

Council Billing & Accounting - Add Account



Council



CHARLES CARROLL OF CARROLLTON

Council 701

Council Location: NEIL

Jurisdiction: NE

District: 026

Date of Institution: 04-19-1903

Account

Type:

Name:

Save Account

Sub Account

Type:

Is a Sub Account of:

Suggested Sub Accounts:

-or-

Name:

Supreme Defined Expense Account Only

Save Sub Account

Reset

Add account and sub account by using this feature.

Expense Accounts

Account Name	Created By	Last Edit Date	Edit	Inactive
Activities	System		Edit	<input type="checkbox"/>
Church Activities	System		Edit	<input type="checkbox"/>
Priest Support	Council		Edit	<input type="checkbox"/>
Spiritual Materials Books etc	Council		Edit	<input type="checkbox"/>
Community Activities	System		Edit	<input type="checkbox"/>
Playground and Sports Equipment	Council		Edit	<input type="checkbox"/>
Tootsie Rolls and Giveaways	Council		Edit	<input type="checkbox"/>
Council Activities	Council		Edit	<input type="checkbox"/>
Awards and Incentives	Council		Edit	<input type="checkbox"/>
Food Items and Services	Council		Edit	<input type="checkbox"/>
Postage and Mailing	Council		Edit	<input type="checkbox"/>
Printing and copies	Council		Edit	<input type="checkbox"/>
Per Capita	System		Edit	<input type="checkbox"/>
Catholic Advertising	System		Edit	<input type="checkbox"/>
Culture of Life	System		Edit	<input type="checkbox"/>
State Council	System		Edit	<input type="checkbox"/>
Supreme Council	System		Edit	<input type="checkbox"/>
Supplies	System		Edit	<input type="checkbox"/>
Miscellaneous	System		Edit	<input type="checkbox"/>
Supreme Council	System		Edit	<input type="checkbox"/>
Youth Activities	System		Edit	<input type="checkbox"/>
Youth Free Throw	Council	01-25-2012	Edit	<input type="checkbox"/>

Printing and
Copies now
added to
Exp Accounts

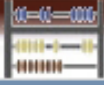
Council Accounting

Keep Revenue and
Expense Records for
Council Events

Transaction Process

- All transactions, receipts, vouchers, assessments and adjustments use a two-step process
- When entered, they are in “Pending” status. The transaction may be deleted or edited
 - Exception: Dues receipts entered with the Dues Collection Tool may not be edited, only deleted.
- The next step is to Post the Transactions. They now update the member and/or council general ledgers. They can no longer be edited or deleted – only voided.

Council Billing & Accounting - Events/Assessments



>> Event deactivated <<

Council



CHARLES CARROLL OF CARROLLTON

Council 701

Council Location: O NEIL

Jurisdiction: NE

District: 026

Date of Institution: 04-19-1903

Events/Reason for Assessment

Mother's Day Brunch

Spring Craft Fair

Add, Edit, Deactivate, or Reactivate Events

Add Event:

40 character limit

Edit Event:

40 character limit

Deactivate Event:

Reactivate Event:

Add events or reasons for assessments
 Required for special or miscellaneous assessments

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

Council Billing & Accounting - Enter Receipts

Council


CHARLES CARROLL OF CARROLLTON Council 701
 Council Location: O NEIL Jurisdiction: NE
 District: 026 Date of Institution: 04-19-1903

Search by Member/Payor

Member

Payor

Search Criteria:

Search Tips

Search Results:

Enter Receipts

Date	Member/Payor	Check #	Receipt Amount	
<input style="width: 80%;" type="text"/> <input type="button" value="Calendar"/>	<input style="width: 95%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	
<small>MM-DD-YYYY</small>			<small>####.##</small>	
Account: Sub Account	Amount	Event	Description	Split
<input style="width: 95%;" type="text"/> <input type="button" value="v"/>	<input style="width: 80%;" type="text"/>	<input style="width: 95%;" type="text"/> <input type="button" value="v"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>
		Mother's Day Brunch		
		Spring Craft Fair		
<input type="button" value="Save"/>				

Pre-assigned list of council events now available for quick entry and tracking

Council Accounting

Add Payee/Payors

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



Council Location: O NEIL
District: 026

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

Name Info | Address Info | Contact Info |

Payee/Payor Information

Payee/Payor Name

Name: Safeway Stores
Account/Reference #: #189777

Payee/Payor Address

Address Line 1: 2344 South 49th St
Address Line 2:
City: O'Neil
State/Province: Nebraska
Postal: 67999
Country: United States

Name Info | Address Info | Contact Info |

Contact Information

Contact Name: Jon Johnson

Day Phone: 402 555- 4900
Evening Phone:

Fax Number:
Cell Phone: 402 555- 5444

Primary Email: Director@Safeway.org
Website:

Secondary Email:

Add Payee/Payor Information.
 Enter complete address.
 Will show on Expense Voucher

Save



Find a Member by Last Name:



TRAINING APPLICATION

Officers Online

Member Billing

Print Center-MB

Council Billing & Accounting - Payee/Payor List

Council



ST PIUS X

Council 10762

Council Location: TUCSON

Jurisdiction: AZ

District: 005

Date of Institution: 12-01-1991

Payee/Payor List

Display: Active Inactive All

[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](#)

Payee/Payor Name	Create Date	Last Edit Date	Inactive
------------------	-------------	----------------	----------

[Add Payee/Payor](#)

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

Member Billing

Council Ledger –
Enter Receipts



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](#)

Lead page. Check for pending

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

Council



MSGR MICHAEL E DOLAN

Council Location: CHADRON
District: 032

Council 1128

Jurisdiction: NE
Date of Institution: 05-20-1906

Search by Member/Payor

Member
Payor

Search Criteria:

Search Results:

Enter Receipts

Date	Member/Payor	Check #	Receipt Amount	
<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	
<small>MM-DD-YYYY</small>			<small>####.##</small>	
Account: Sub Account	Amount	Event	Description	Split
<input style="width: 100%; height: 25px;" type="text"/> <div style="text-align: right;"></div>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/> <div style="text-align: right;"></div>	<input style="width: 100%; height: 25px;" type="text"/>	<input type="checkbox"/>

Blank Page -
Enter receipts
from members
or from a Payor

Council



CHARLES CARROLL OF CARROLLTON

Council 701

Council Location: O NEIL

Jurisdiction: NE

District: 026

Date of Institution: 04-19-1903

Search by Member/Payor

Member

Payor

Search Criteria:

h

Search

Search Tips

Search Results:

- Hamik, Patrick J
- Harvey, John O
- Hawk, Leo J
- Heese, Gary L
- Heese, Wayne L
- Hering, Richard K

Select

Enter Receipts

Date	Member/Payor	Check #	Receipt Amount	
11-10-2014	Hamik, Patrick J	Cash	655.50	
<small>MM-DD-YYYY</small>			<small>####.##</small>	
Account: Sub Account	Amount	Event	Description	Split
Activities	550.50	Mother's Day Brunch		<input checked="" type="checkbox"/>
Activities	105.00		Raffle Proceeds	<input type="checkbox"/>

Find the member

Enter receipts
Example: Split account Entry

Be Sure to

Save

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

Council Billing & Accounting - Enter Receipts

Council



CHARLES CARROLL OF CARROLLTON

Council 701

Council Location: O NEIL

Jurisdiction: NE

District: 026

Date of Institution: 04-19-1903

Search by Member/Payor

Member

Payor

Search Criteria:

Search

Search Results:

- Safeway Stores
- St Mary's Parish
- State Council
- Supreme Council

Select

Enter Receipts

Date	Member/Payor	Check #	Receipt Amount
11-10-2014	Safeway Stores	Cash	50.00

MM-DD-YYYY

####.##

Account: Sub Account	Amount	Event	Description	Split
Activities <input type="button" value="v"/>	50.00	<input type="button" value="v"/>	Candy Drive	<input type="checkbox"/>

Save

Simple entry to account for money collected during the Council 's fund drive for mentally challenged persons



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 dues received from members



Find a Member by Last Name:



TRAINING APPLICATION

Officers Online

Member Billing

Print Center-MB

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

Council Billing & Accounting - Pending Receipts

Council



CHARLES CARROLL OF CARROLLTON

Council 701

Council Location: O NEIL

Jurisdiction: NE

District: 026

Date of Institution: 04-19-1903

Pending Receipts - Summary

# of Transactions	Total Amount
2	705.50

Pending Receipts - Details

Date	Member/Payor	Check #	Total Amount	Split	Edit	Delete
11-10-2014	Patrick J Hamik	Cash	655.50	<input checked="" type="checkbox"/>	Edit	<input type="button" value="Delete"/>
11-10-2014	Safeway Stores	Cash	50.00	<input type="checkbox"/>	Edit	<input type="button" value="Delete"/>

List of Pending Receipts



Find a Member by Last Name:



TRAINING APPLICATION

Officers Online

Member Billing

Print Center-MB

• Council Ledger

• Receipts

▸ Enter Receipts

▸ Dues Collection Tool

• Pending Receipts

▸ Receipt History

▸ Vouchers

▸ Assessments

▸ Adjustments

▸ Billing Information

▸ Member Information

▸ Email

Council Billing & Accounting - Pending Receipts

Process Complete.

Transaction(s) processed.

Ok

Council 701

n: 04-19-1903

ount

Pending Receipts - Details

Date	Member/Payor	Check #	Total Amount	Split	Edit	Delete
------	--------------	---------	--------------	-------	------	--------

Process Receipts

Receive this message after processing



Find a Member by Last Name:



TRAINING APPLICATION

Officers Online

Member Billing

Print Center-MB

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

Council Billing & Accounting - Receipt History

Council



CHARLES CARROLL OF CARROLLTON

Council 701

Council Location: NEIL

Jurisdiction: NE

District: 026

Date of Institution: 04-19-1903

View History

By Date

By Batch #

By Receipt #

By Member

By Payor

Show from:

11-07-2014



MM-DD-YYYY

to:

11-10-2014



MM-DD-YYYY

Receipt History

Date	Batch #	Receipt #	Member/Payor	Account: Sub Account	Amount
11-10-2014	1	2	Patrick J Hamik	Split	655.50
11-10-2014	1	1	Safeway Stores	Activities	50.00

Receipt entries now processed

- Council Ledger
- Receipts
 - Enter Receipts
 - Dues Collection Tool
 - Pending Receipts
- Receipt History
- Vouchers
- Assessments
- Adjustments
- Billing Information
- Member Information
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Council Billing & Accounting - Receipt Details

Council



CHARLES CARROLL OF CARROLLTON

Council 701

Council Location: O NEIL

Jurisdiction: NE

District: 026

Date of Institution: 04-19-1903

Receipt Details

Date	Member/Payor	Receipt #	Check #	Receipt Amount
11-10-2014	Patrick J Hamik	2	Cash	655.50

Account: Sub Account	Amount	Event	Description	Split
Activities	550.50	Mother's Day Brunch		<input checked="" type="checkbox"/>
Activities	105.00		Raffle Proceeds	

Date Transaction Voided:

Void

Reason For Void:

Save Void

Reset

[← Back](#)

Click on Split (previous slide) to see the detail of the split entry. May also void the transaction here



Report of Receipts - Transaction Details

Receipt #	Member/Payor	Event	Description	Amount
Check #	Account: Sub Account			
Receipt Date				
Batch: 1	Date Processed: 11-10-2014			
1 Cash	11-10-2014 Safeway Stores Activities		Candy Drive	50.00
2 Cash	11-10-2014 Patrick J Hamik Activities	Mother's Day Brunch	Raffle Proceeds	550.50 105.00
			Batch 1 Total:	705.50

Grand Total of Report of Receipts: 705.50

Respectfully submitted,

Douglas G Steffen
Financial Secretary

Received by:

Richard F Mlnarik
Treasurer

Member Billing

Council Ledger –
Enter Vouchers and
Print Reports

Council Billing & Accounting - Enter Vouchers



- Council Ledger
 - Receipts
- Vouchers
 - Enter Vouchers
 - Pending Vouchers
 - Voucher History
 - Assessments
 - 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

Search by Member/Payee

Member

Payee

Search Criteria:

Search

Search Tips

Search Results:

Select

Enter Vouchers


Date	Member/Payee	Voucher Amount		
<input type="text"/> <small>MM-DD-YYYY</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Account: Sub Account</small>	<small>Amount</small>	<small>Event</small>	<small>Description</small>	<small>Split</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Save

Page used to Enter a Council Expense and create a Voucher

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

Council



ST WENCESLAUS

Council Location: OMAHA
District: 035

Council 10909

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

Search by Member/Payee

Member

Payee

Search Criteria:

Search Tips

Search Results:

Dalton, David W

Daly Iv, James J

Daly, Robert P

Davidson, John W

Davis, Daniel J

Davis, Steven L

Enter Vouchers

Date	Member/Payee	Voucher Amount		
<input style="width: 90%;" type="text" value="09-30-2014"/> <input style="width: 5%; text-align: center; font-size: 0.8em;" type="button" value="📅"/>	<input style="width: 95%;" type="text" value="Dalton, David W"/>	<input style="width: 90%;" type="text" value="35.00"/>		
MM-DD-YYYY		*****		
Account: Sub Account	Amount	Event	Description	Split
<input style="width: 95%; border: none;" type="text" value="Church Activities"/> <input style="width: 2%; border: none; text-align: center; font-size: 0.8em;" type="button" value="▼"/>	<input style="width: 95%;" type="text" value="35.00"/>	<input style="width: 95%; border: none;" type="text" value=""/>	<input style="width: 95%; border: none;" type="text" value="Copies"/> <input style="width: 2%; border: none; text-align: center; font-size: 0.8em;" type="button" value="▼"/>	<input type="checkbox"/>

To enter a voucher use this feature. Find Member or Payee and enter the amount, account or subaccount and SAVE.

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

Council



ST WENCESLAUS

Council Location: OMAHA
District: 035

Council 10909

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

Search by Member/Payee

Member **Payee**

Search Criteria:

Search Results:

Holy Name Church

Holy Name School Calendar Club


Hope Connecting Hearts Nigeria

Human Needs

Hummel Mary Kate

Hy Vee

Enter Vouchers

Date	Member/Payee	Voucher Amount		
<input type="text" value="09-30-2014"/>  <small>MM-DD-YYYY</small>	<input type="text" value="Hy Vee"/>	<input type="text" value="762.02"/>		
		<small>*****</small>		
Account: Sub Account	Amount	Event	Description	Split
<input type="text" value="Activities"/> <input type="button" value="v"/>	<input type="text" value="762.02"/>	<input type="text" value="Golf Toumamnet"/> <input type="button" value="v"/>	<input type="text" value="Food"/>	<input type="checkbox"/>

Save

Expense to Payee:
Enter amount, Account, Event and/or Description and Save





Officers Online

Member Billing

Print Center-MB

Council Billing & Accounting - Pending Vouchers

Council



ST WENCESLAUS

Council 10909

Council Location: OMAHA

Jurisdiction: NE

District: 035

Date of Institution: 06-01-1992

Pending Vouchers - Summary

# of Transactions	Total Amount
2	797.02

Pending Vouchers - Details

Date	Member/Payee	Total Amount	Split	Edit	Delete
09-30-2014	David W Dalton	35.00	<input type="checkbox"/>	Edit	<input type="button" value="Delete"/>
09-30-2014	Hy Vee	762.02	<input type="checkbox"/>	Edit	<input type="button" value="Delete"/>

Slide shows a record of the two pending vouchers not yet processed

Council Billing & Accounting - Voucher History

Council


ST WENCESLAUS
Council 10909
Council Location: OMAHA

Jurisdiction: NE

District: 035

Date of Institution: 06-01-1992

View History

Show from:



MM-DD-YYYY

to:



MM-DD-YYYY

Voucher History

Date	Batch #	Voucher #	Member/Payee	Account: Sub Account	Amount
09-30-2014	162	557	Hy Vee	Activities	762.02
09-30-2014	162	556	David W Dalton	Church Activities	35.00

Now processed – Voucher History

- Council Ledger

- ▶ Receipts

- Vouchers

- ▶ Enter Vouchers

- ▶ Pending Vouchers

- Voucher History

- ▶ Assessments

- ▶ Adjustments

- ▶ Billing Information


- ▶ Member Information

- ▶ Email



Find a Member by Last Name:

Go

Print this screen 



Officers Online

Member Billing

Print Center-MB

• Treasurer Reports

▶ Receipt Reports

• Voucher Reports

▶ Billing

▶ Membership Cards

▶ Retention

▶ Journals & Ledger

▶ Data Extract Tool

▶ Email

Print Center - Treasurer Reports

Treasurer - Voucher Reports

1. Report of Vouchers
2. Report of Pending Vouchers

Go to Print Center-MB and click on voucher reports, Treasurer – Voucher Reports and Tab 2 Report of Pending Vouchers to see any vouchers pending and produce a report for the council business meeting.



Report of Pending Vouchers

Voucher Date	Member/Payee / Address Account: Sub Account	Event	Description	Amount
01-25-2012	Safeway Stores 2009 South 44th St / O'Neill, NE 68778 Council Activities: Food Items and Services	Mother's Day Brunch		123.46
01-25-2012	Richard W Martin 7236 Shamrock Ct / Lincoln, NE 68506-2967 Council Activities: Printing and copies	Newsletter		34.50
			Total Pending Vouchers:	157.96

This report shows two pending vouchers to be read and approved at the regular business meeting.

ST WENCESLAUS CO 10909
OMAHA, NE



Report of Vouchers

Voucher # Check #	Voucher Date	Member/Payee / Address Account: Sub Account	Event	Description	Amount
Batch: 162		Date Processed: 09-30-2014			
558	09-30-2014	David W Dalton 7311 Parker St Apt 1 / Omaha, NE 68114-1848 Church Activities		Copies	35.00
557	09-30-2014	Hy Vee Activities	Golf Toumarnet	Food	762.02
Batch 162 Total:					797.02

Grand Total of Report of Vouchers: 797.02

Respectfully submitted,

Received by:

Eugene J Walker Jr
Financial Secretary

Brent J Kollars
Grand Knight

Joseph A Meyers
Treasurer





Find a Member by Last Name:

Go

Print this screen



Officers Online

Member Billing

Print Center-MB

Print Center - Treasurer Reports



Treasurer - Report of Vouchers

Additional Options / Requirements

Posted by Date

Posted by Batch

Show from:

01-24-2012



MM-DD-YYYY

to:

01-25-2012



MM-DD-YYYY

Run Report

[Back](#)

Voucher reports can be generated by date range and by batch number.

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

Income & Expense Report

From: 09-28-2014 To: 09-30-2014

Income Accounts

Activities	1,846.50	
Total Activities:		1,846.50

Assessments

Dues	119.00	
Special	24.00	
Total Assessments:		143.00

Chastity Speaker Donations

Total Chastity Speaker Donations:		0.00
--	--	-------------

Donation

Total Donation:		0.00
------------------------	--	-------------

Good of the Order

Total Good of the Order:		0.00
---------------------------------	--	-------------

PayPal

Total PayPal:		0.00
----------------------	--	-------------

Total Income:		1,989.50
----------------------	--	-----------------



Tools

Sign

Commen

ST WENCESLAUS CO 10909
OMAHA, NE

Income & Expense Report

Page 2 of 2

September 30, 2014

From: 09-28-2014 To: 09-30-2014

Expense Accounts

Activities	-762.02	
Total Activities:		-762.02
Church Activities	-35.00	
Total Church Activities:		-35.00
Community Activities		
Total Community Activities:		0.00
Courier		
Total Courier:		0.00
Donation		
Total Donation:		0.00
FS Reimbursement		
Total FS Reimbursement:		0.00
Insurance		
Total Insurance:		0.00
Major Exemplification		

Member Billing

Council Ledger-Vouchers
and Reports
Enter Check Numbers

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 Voucher #

By Member

By Payee

Show from:

09-28-2014



MM-DD-YYYY

to:

09-30-2014



MM-DD-YYYY

Search

Voucher History

Date	Batch #	Voucher #	Member/Payee	Account: Sub Account	Amount
09-30-2014	162	557	Hy Vee	Activities	762.02
09-30-2014	162	556	David W Dalton	Church Activities	35.00

Click On

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

To Enter check number for voucher #557

- ▶ Enter Vouchers
- ▶ Pending Vouchers
- Voucher History

▶ 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

Voucher Details

Date	Member/Payee	Voucher #	Voucher Amount
09-30-2014	Hy Vee	557	762.02

Account: Sub Account	Amount	Event	Description	Split
Activities	762.02	Golf Tournamnet	Food	<input type="checkbox"/>

Check Number:

Date Transaction Voided:

Void

Reason For Void:

<< Back

Enter check # and save



Report of Vouchers

Voucher #	Member/Payee / Address	Event	Description	Amount
Check #	Account: Sub Account			
Batch: 162	Date Processed: 09-30-2014			
558	09-30-2014	David W Dalton 7311 Parker St Apt 1 / Omaha, NE 68114-1848 Church Activities	Copies	35.00
557	09-30-2014	Hy Vee		
2135	Activities	Golf Tourmamnet	Food	762.02
			Batch 162 Total:	797.02

Check #

Grand Total of Report of Vouchers: 797.02

Respectfully submitted,

Received by:

Eugene J Walker Jr
Financial Secretary

Brent J Kollars
Grand Knight

Joseph A Meyers
Treasurer



Member Billing

Council Ledger-
Enter Account Adjustments

Adjustments

- Used to move an amount of money
 - From one account:subaccount to another
 - From one event to another or
 - To add or remove an event from an amount of money
- Adjustments do NOT alter an existing transaction
- If you need to do that, void the original transaction and reenter it.



Find a Member by Last Name:



TRAINING APPLICATION

Officers Online

Member Billing

Print Center-MB

• Council Ledger

▸ Receipts

▸ Vouchers

▸ Assessments

• Adjustments

• Enter Adjustments

▸ Pending Adjustments

▸ Adjustment History

▸ Billing Information

▸ Member Information

▸ Email

Council Billing & Accounting - Enter Adjustments

Council



ST WENCESLAUS

Council 10909

Council Location: OMAHA

Jurisdiction: NE

District: 035

Date of Institution: 06-01-1992

Enter Adjustments

Date	Adjustment Amount	Description
09-30-2014	50.00	Move income from Miscellaneous to Special Assessments

MM-DD-YYYY ####.## 128 character limit

From Account: Sub Account

From Event

Income Expense

Assessments: Miscellaneous

Buck-A-Month Club

To Account: Sub Account

To Event

Income Expense

Assessments: Special

Buck-A-Month Club

Accounting adjustment to reflect transfer of funds between income accounts

Save



**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

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

Council Billing & Accounting - Pending Adjustments



Council



ST WENCESLAUS

Council 10909

Council Location: OMAHA

Jurisdiction: NE

District: 035

Date of Institution: 06-01-1992

Pending Adjustments

Date	Account Type	From Account: Sub Account	To Account: Sub Account	Amount	Edit	Delete
09-30-2014	Income	Assessments: Miscellaneous	Assessments: Special	50.00	Edit	<input type="button" value="Delete"/>

Pending adjustment from previous page



Find a Member by Last Name:



TRAINING APPLICATION

Officers Online

Member Billing

Print Center-MB

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

Council Billing & Accounting - Adjustment 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 Income Account

By Expense Account

Show from:

09-28-2014

MM-DD-YYYY

to:

09-30-2014

MM-DD-YYYY

Search

Adjustment History

Date	Batch #	Account Type	From Account: Sub Account	To Account: Sub Account	Amount
09-30-2014	2	Income	Assessments: Miscellaneous	Assessments : Special	50.00
09-30-2014	1	Income	Activities	Activities	50.00

Sort in several formats

Adjustment history

**Member Billing –
Print Center Reports
for
Financial Secretaries**



**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



Report of Receipts

Date Range: 09-17-2014 - 09-30-2014

Batch Range: 323 - 324

Rcpt #: 1485 - 1489

# of Trans	Account: Sub Account	Event	Amount
1	Activities	Lenten Dinner	1,446.50
1	Activities	TV Raffle	400.00
4	Assessments: Dues		119.00
2	Assessments: Special	Buck-A-Month Club	24.00

Treasurer's Report of Receipts Top of page

Grand Total of Report of Receipts: 1,989.50

Respectfully submitted,

Eugene J Walker Jr
Financial Secretary

Received by:

Joseph A Meyers
Treasurer



Receipt #	Member/Payor				
Check #	Receipt Date	Account: Sub Account	Event	Description	Amount
53 3669	02-03-2010	Randy S Bauer Assessments: Dues			25.00
54 2158	02-03-2010	Joseph P Rischling Assessments: Dues			50.00
55 3326	02-03-2010	Gerald J Crews Activities: Donations			15.00
Batch 4 Total:					365.00
Batch: 5		Date Processed: 02-03-2010			
56	01-11-2010	Bars Activities	Bars	chamber	251.50
57	01-04-2010	Bars Activities	Bars	Pelton	1433.26
Batch 5 Total:					1,684.7
Batch: 6		Date Processed: 02-03-2010			
58	01-31-2010	First National Bank Interest			0.19
Batch 6 Total:					0.19
Batch: 7		Date Processed: 02-07-2010			
59 1338	02-07-2010	James M Manternach Assessments: Dues			25.00
60 1934	02-07-2010	Charles R Kuskie Assessments: Dues			25.00



Report of Vouchers

Voucher #	Member/Payee / Address	Event	Description	Amount
Check #	Account: Sub Account			
Voucher Date				
Batch: 29		Date Processed: 11-01-2011		
166	11-01-2011	Safeway		
		230 Morehead Drive / Chadron, NE 69337-2325		
		Activities: Bars	Bars	Refreshments
				129.34
Batch 29 Total:				129.34

Grand Total of Report of Vouchers: 129.34

Respectfully submitted,

Received by:

Dennis R Staal
Financial Secretary

Gerald J Crews
Grand Knight

Russell A Bohnenkamp
Treasurer

Go



Officers Online

Member Management

Member Billing

Print Center-MB

▶ Purser 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

Income and Expense Reports

Income & Expense Report

From: 09-15-2014 To: 09-30-2014

Income Accounts

Activities	1,846.50	
Total Activities:		1,846.50

Assessments

Dues	119.00	
Miscellaneous	-50.00	
Special	74.00	
Total Assessments:		143.00

Chastity Speaker Donations

Total Chastity Speaker Donations:		0.00
--	--	-------------

Donation

Total Donation:		0.00
------------------------	--	-------------

Good of the Order

Total Good of the Order:		0.00
---------------------------------	--	-------------

PayPal

Total PayPal:		
----------------------	--	--

Income and Expense Report – Income only

Total Income:

1,989.50

Training

Income & Expense Report

ST WENCESLAUS CO 10909

OMAHA, NE

From: 11-01-2014 To: 12-04-2014

Income Accounts

Activities 6,631.35

Assessments 0.00

Assessments: Dues 135.52

Chastity Speaker Donations 0.00

Good of the Order 0.00

PayPal 0.00

Expense Accounts

Activities -77.20

Church Activities -1,004.93

Community Activities -75.54

Courier 0.00

Donation -500.00

FS Reimbursement 0.00

Insurance 0.00

Major Exemplification 0.00

Officers Meeting 0.00

Per Capita 0.00

Pro-Life Activities 0.00

Supplies 0.00

Supplies: Supreme Council -32.75

Youth Activities

Income and Expense Report – Excel Format



Find a Member by Last Name:

Search input field with a 'Go' button

Print this screen



Officers Online

Member Management

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



Income & Expense Report - By Event

Additional Options / Requirements

Event:

Installation of Officers

- Convention
- Corporate Communion and Meal
- Council Christmas Social
- Culture of Life Fund
- Deacon Anniversary
- Donations
- Donuts
- Easter Fiesta
- Fish Fry Workers Appreciation
- Fish Frys
- Flea Market
- Food For Families
- Food Pantry
- Golf Tournament
- Installation of Officers**
- KCIC
- Ladies Appreciation
- Membership Growth Events
- Memorial for Deceased Members
- Newsletter

Show from:

09-01-2014

MM-DD-YYYY

to:

10-02-2014

MM-DD-YYYY

in the Following Format:

- PDF
- Excel

Run Report

Back

By Event



Income & Expense Report - By Event

Installation of Officers

From: 09-01-2014 To: 10-02-2014

Income Accounts		Member/Payee			
Council Activities					
Officer Installation	09-22-2014	Rec 1365	Emmanuel M Steenbakker	390.00	
Sub Total Officer Installation					390.00
Total Council Activities:					390.00
Total Income: Installation of Officers					390.00

Income by Event

Installation of Officers

From: 09-01-2014 To: 10-02-2014

Expense Accounts				Member/Payor			
Activities							
Food and Refreshments	09-25-2014	Vch	507	Emmanuel M Steenbakker			-56.70
Food and Refreshments	09-17-2014	Vch	503	El Molonito			-516.05
Sub Total Food and Refreshments							-572.75
Miscellaneous	09-25-2014	Vch	507	Emmanuel M Steenbakker			-83.66
Sub Total Miscellaneous							-83.66
Total Activities:							

Total Expenses: Installation of Officers

Net Income: Installation of Officers

Expense and Net Income By Event



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
- ▶ Labels
- Miscellaneous Reports
- ▶ Data Extract Tool
- ▶ Email

Print Center - Miscellaneous Reports

Miscellaneous Reports

1. Account: Sub-Account List
2. Payee / Payor List

Click to add notes

ST WENCESLAUS CO 10909
OMAHA, NE

Account: Sub-Account List
Page 2 of 2
February 18, 2013

	Created By	Last Edit Date	Status
Expense Accounts			
Activities	Supreme		Active
Church Activities	Supreme		Active
Community Activities	Supreme		Active
Courier	Council		Active
Donation	Council		Active
FS Reimbursement	Council		Active
Insurance	Council		Active
Major Exemplification	Council		Active
Officers Meeting	Council		Active
Per Capita	Supreme		Active
Catholic Advertising	Supreme		Active
Culture of Life	Supreme		Active



SJV Priesthood Cards
4816 S. 13th. t.
Omaha, NE 68107

Melia Vankat

402-738-8288 (B)

Skutt Catholic High School
3131 South 156th St.
Omaha, NE 68130

402-333-0818 (B)

Spring Boutique
15353 Pacific St.
omaha, NE 68154

St Benedict Center
PO Box 528
1126 Road I
Schuyler, NE 68661-0528

St Wenceslaus Home and
15353 Pacific St
Omaha, NE 68154

St Wenceslaus Youth Ministry Cheryl Poulin
15353 Pacific St
Omaha, NE 68154

Additional reports will display
in Member Management,
Member Billing - Billing and
the Communications Module

Thanks for all you do.

We appreciate it...