

LCL & QUICKBOOKS PROCEDURES

Daily procedures - LCL

- Enter any new applications received. Select the “**Applications**” tab in LCL. Next select the “**NEW APPLICATION**” button and complete the LCL screen in accordance with the applicable procedures for entering applications.
- Enter and Transmit applications using the “**Application Transmit**” function in LCL. This is done by going to the top of the LCL screen and selecting **Go To, Application Transmit**.
NOTE: If there are applications to be transmitted it is important to remember to click the **Select All** button at the bottom of the screen to ensure that each applicant has a checkmark in the box next to their name. Click the “**TRANSMIT**” button to send and/or receive data from Moose International (MI). **NOTE:** An “**Application Transmit**” must be done before selecting the “**Daily Transmit**” each day. If you try to select the “**Daily Transmit**” first you will get a warning that you must first perform the “**Application Transmit**”. After performing the “**Application Transmit**” the system will automatically take you to the “**Daily Transmit**”. Say “**OK**” to the message and then click on the “**Connect to Moose International**” button to send/receive information to/from MI.
NOTE: Each of these transmits must be done every 24 hours to maximize the updates to your computer’s LCL database. As a **minimum** the transmit functions should be performed every week.

Weekly procedures – LCL Net

- Update in LCL the candidates enrolled immediately after they have been voted on (assuming that they paid the required dues). Locate the applicant in the “**Accepted**” tab under the **Applications** tab in LCL and double click to open the applicant record. Click the “**Edit**” button and enter the “**Enroll Date**”; *WOTM must also enter a ballot date*, verify that the “**Dues Paid**” button is also checked; and click “**SAVE**”. A message will appear stating that the applicant is eligible to be enrolled. Answer “**YES**” and the applicant will move to the members tab in LCL.

Weekly procedures – QuickBooks (QBs)

- Enter Receipts – Use the **Enter Sales Receipts** icon on the QBs 2007 Home Page. See the “**Receipts/Deposits**” procedure. Sales Receipts are used for all funds collected by the fraternal unit
 - ❖ **Lodges** can create a single sales receipt to match the weekly envelopes
- After entering all receipts for a single deposit, the deposit must be entered into QBs using the **Record Deposits** icon that is found the QBs 2007 Home Page
- Enter Centralized Dues Deposits into QBs individually so they can be cleared during the monthly reconcile of the checking account. See the “**Centralized Dues Deposit**” procedure
- Enter Checks Written - Use the **Enter Bills** and **Pay Bills** icons on the QBs 2007 Home Page
 - ❖ Fraternal units should enter all bills even if they are not being paid in order to ensure that the true liabilities of the fraternal unit are posted in QBs and reflected in the balance sheet

Monthly – QBs and LCL

- Reconcile all Checking accounts (Regular/Bingo)
- Reconcile all Savings accounts (each account must be set up separately in QBs) multiple accounts **should not** be entered under one account number in QBs or they will not be able to be properly reconciled.
- Reconcile any other fraternal unit sub-accounts established under Cash

TRANSMIT THE MONTHLY REPORTS BY THE 10TH OF THE NEXT MONTH (i.e., *January 10* for December, *February 10* for January, etc.). This is done **ONLY** after all transactions for the entire month have been entered into QBs and all accounts have been reconciled.