

Member Billing and Council Accounting for Financial Secretaries



Member Billing

Welcome and Orientation



- Reports Online
- Officers Desk Reference
- Program Calendar
- Member Management
- Member Billing
- By-Laws Online

Rod Hofschulte, Regional Consultant
 Your last successful login was on 11/29/10 at 12:28 PM EST.

Member Billing Users:

Questions regarding Membership Cards? Refer to the "Membership Cards" tab on the "Welcome to Member Billing" screen first.

NEW - Member Billing Webinars - They are new and segmented so that you can zero in on the task that you are trying to perform. Find them all in the "Webinar Information" tab on the "Welcome to Member Billing" screen..

Reports			
Supreme Office > Nebraska > #32 > #1128 (Chadron)			
Jump to	Council by #	<input type="text"/>	Go
Report Name	Date	PDF	Excel
Membership Roster	10/26		
Membership Roster - January	1/1		
Membership Roster - July	7/1		

Council Membership	
Total Membership 11/26/2010	YTD Change in Membership
112	0

Awards Progress							
	Month to Date				Year to Date		
	Quota	Gain	Loss	Net	Gain	Loss	Net
MBR	7	0	0	0	0	0	0
INS	3	0	0	0	0	0	0



Welcome to Member Billing - Council

[Proceed](#)

Updates - 5/0/2011

The Supreme Council office has automated the processing of Honorary/Honorary Life awards and the issuing of the appropriate cards for council/assembly members. This change includes the new Fourth Degree Honorary distinction. With this, notification to the Supreme Council office requesting these updates is no longer needed.

After the initial run, the cards will be sent to FSs/FCs weekly for presentation at a suitable occasion.

Data Extract Tool

This has been redesigned to allow the ability to get an extract for Active Members, All Records or Former Members. Additionally it has been broken down for Fraternal & Personal Information, Billing Information and Member Interests which improves efficiency when generating extracts.

- General Help
- Email Functionality
- Contact Us
- Emailing Billing Notices
- Membership Cards
- Webinar Information
- Tips for Printing
- Members That Transferred Information
- General Overview and Timing of New Data

[Proceed](#)

Welcome to Member Billing - Council



[Proceed](#)

Updates - 5/0/2011

General Help

Email Functionality

Contact Us

Emailing Billing Notices

Membership Cards

Webinar Information

Recorded Webinars:

The Webinars available provide an overview of certain subjects in Member Billing. Please "Contact Us" at our expertfs@kofc.org e-mail if you require more information.

Use the links below to watch previously recorded webinars.

Click to play: ["First Time Users - Setting Up"](#)

Click to play: ["Setting Up New Members During the Billing Period"](#)

Click to play: ["Generating a Dues Assessment"](#)

Click to play: ["Entering a Check Number on Vouchers"](#)

Click to play: ["Entering Receipts"](#)

Click to play: ["Completing the Account Adjustment for Transfer Form"](#)

FAQ's:

To view the Frequently Asked Questions regarding Member Billing, click on: [FAQs for Member Billing](#)

Tips for Printing

Membership Cards:

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

1. Generate the Adobe file (clicking on the label name will do this).
2. Click on the print icon within the Adobe window.

For Newer Adobe Versions Users

- When the Print window "Dialog Box" opens, the 'Size Option' reference in this window should be set to 'Actual Size', and the 'Orientation' should be set to 'Auto Portrait/Landscape. *None of the other boxes or circles under "Size Options" should be checked off or selected.*
- Print the labels (click on "OK").

For Older Adobe versions

- When the Print window "Dialog Box" opens, the "Page Scaling" reference in this window should be set to 'None.'
- Print the labels (click on "OK").

Reports:

To print reports properly on the paper:

1. Generate the Adobe file (clicking on the report name will do this).
2. Click on the print icon within the Adobe window.
3. When the Print window "Dialog Box" opens, the "Page Scaling" reference in this window should be set to 'Fit to Print.'
4. Print the labels (click on "OK").



Find a Member by Last Name:

Print this screen



Officers Online

Member Billing

Print Center-MB

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

Council Billing & Accounting - Council Ledger

Council



MSGR MICHAEL E DOLAN

Council 1128

Council Location: CHADRON

Jurisdiction: NE

District: 032

Date of Institution: 05-20-1906

View Transactions

By Date

By Transaction Type

By Income Account

By Expense Account

By Event

Show from:



MM-DD-YYYY

to:



MM-DD-YYYY

Council Transactions - Processed

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

Council Transactions - Pending

	# of Transactions	Amount
Pending Receipts	0	0.00
Pending Vouchers	0	0.00
Pending Assessments	0	0.00
Pending Adjustments	0	0.00



Find a Member by Last Name:

Print this screen

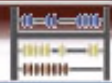
Officers Online

Member Billing

Print Center-MB

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

Council Billing & Accounting - Council Ledger



[Help](#)

Council



MSGR MICHAEL E DOLAN

Council 1128

Council Location: CHADRON

Jurisdiction: NE

District: 032

Date of Institution: 05-20-1906

View Transactions

By Date

By Transaction Type

By

By Event

Show from:

MM-DD-YYYY

Council Transactions - Processed

Date	Transaction Type	Batch #	Account: S	Amount	Event	Amount
2007						
2006						
2005						
2004						
2003						
2002						
2001						
2000						
1999						
1998						
1997						
1996						

? 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						
1999						
1998						
1997						
1996						

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

Find dates an easy way...

Member Billing

Billing Information and
Set-Up

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

US Dollar

Council Billing & Accounting - Billing Information

>> Billing Information updated <<

Council



CHARLES CARROLL OF CARROLLTON

Council 701

Council Location: O NEIL
District: 026

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

Billing Setup

Billing Frequency:

Annual ▼

Billing Schedule:

Calendar - Jan to Dec ▼

Currency Indicator:

US Dollar ▼

Billing Information

Billing Address

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

Address Line 1:

1020 N 1st St

Address Line 2:

City:

Oneill

State/Province:

Nebraska ▼

Postal:

68763 - 1035

Country:

United States ▼

Remittance Name

Display 'Make Checks Payable to:' on Billing Notices as:

O'NEILL KNIGHTS OF COLUMBUS #701

Use Default

Set-up billing information for members and vendors.

Note: Remittance name now changeable



CHARLES CARROLL OF CARROLLTON CO 701
O NEIL, NE

Statement Date: 02-07-2012 Amount Enclosed: _____
Member #: 3618886 Balance Due: 32.00
Billing Period: 01-01-2012 - 12-31-2012

Make Checks Payable to:
O'NEILL KNIGHTS OF COLUMBUS
#701

Robert L Atkeson
1228 N 1st St
Onell, NE 68763-1058

Send Payment to Financial Secretary:
Marvin J Ziska
1020 N 1st St
Onell, NE 68763-1035

Detach and retain for your records



CHARLES CARROLL OF CARROLLTON CO 701
O NEIL, NE

Membership Bill for: Robert L Atkeson
Statement Date: 02-07-2012
Annual Dues: 30.00

Detail of Charges:

Current Assessments:

02-07-2012 Dues Assessment
02-07-2012 Special Assessment

Previous Balance: 0.00
Culture of Life 2.00 *
Total Due: 32.00

* This assessment is not mandatory

Contributions, gifts, and / or membership dues to the Knights of Columbus for unrestricted purposes are not deductible or charitable contributions.

Dues statement now shows the optional dues remittance name.

Council Billing & Accounting - Class List

[Help](#)

>> Class added <<

Council



MSGR MICHAEL E DOLAN

Council 1128

Council Location: CHADRON

Jurisdiction: NE

District: 032

Date of Institution: 05-20-1906

Supreme Defined Classes & Annual Amounts

	Class	Amount	
	Regular	<input type="text" value="30.00"/>	
	Honorary	<input type="text" value="14.25"/>	
	Honorary Life		<input type="text" value="0.00"/>

Determine regular and honorary assessment amounts

Council Defined Classes & Annual Amounts

	Sub Class	Amount	
	College Student		<input type="text" value="10.00"/>
	Deacon		<input type="text" value="10.00"/>

Sub classes and amounts

Add, Edit, Deactivate, or Reactivate Classes

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

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

****.## **Edit Amount:**

Add classes here

Establish the class list and amounts to assess

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

Council



CHARLES CARROLL OF CARROLLTON

Council Location: O NEIL **Jurisdiction:** NE

District: 026 **Date of Institution:** 04-19-1903

Council 701

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 Accounts- Supreme and added Council Accounts

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

Council Billing & Accounting - Add Account

Council



CHARLES CARROLL OF CARROLLTON

Council 701

Council Location: O NEIL
District: 026

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

Account

Type:

Name:

Save Account

Sub Account

Type:

Income
Expenses

Is a Sub Account of:

Activities
Assessments

Suggested Sub Accounts:

-or-

Name:

Supreme Defined Expense Account Only

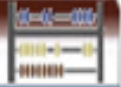
Save Sub Account

Do the same for expense accounts as was done for the income accounts.

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"/>

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

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:

-01-

Name:

Save Sub Account

Reset

Add account and sub account by using this feature.



Find a Member by Last Name:

Print this screen



Officers Online

Member Billing

Print Center-MB

▶ Council Ledger

• Billing Information

▶ Class List

▶ Account List

• Events/Assessments

▶ Payee/Payor List

▶ Member Information

▶ Email

Council Billing & Accounting - Events/Assessments

>> Event deactivated <<

Council



CHARLES CARROLL OF CARROLLTON

Council 701

Council Location: NEIL

Jurisdiction: NE

District: 026

Date of Institution: 04-19-1903

Events/Reason for Assessment

Mother's Day Brunch

Add, Edit, Deactivate, or Reactivate Events

Add Event:

Newsletter |

Edit Event:

Deactivate Event:

Reactivate Event:

Add events and reasons for assessments

Council Billing & Accounting - Payee/Payor List

[Help](#)

Council



MSGR MICHAEL E DOLAN

Council 1128

Council Location: CHADRON

Jurisdiction: NE

District: 032

Date of Institution: 05-20-1906

Payee/Payor List

Display: Active Inactive All

Payee/Payor Name	Create Date	Last Edit Date	Inactive
Bars	02-03-2010		<input type="checkbox"/>
Birthright of Chadron	03-03-2010		<input type="checkbox"/>
Cash	02-03-2010		<input type="checkbox"/>
Chadron High School Prom	06-03-2010		<input type="checkbox"/>
Chadron Wholesale	05-13-2010		<input type="checkbox"/>
Charlies Liquor	02-03-2010		<input type="checkbox"/>
City of Chadron	06-03-2010		<input type="checkbox"/>
Dave Yeradi	02-03-2010		<input type="checkbox"/>
Dennis Staal	03-03-2010		<input type="checkbox"/>
Dollar General	11-04-2010		<input type="checkbox"/>

[Next >>](#)

[Add Payee/Payor](#)

Save

Reset

Council Payee and Payor List

Council Billing & Accounting - Add Payee/Payor

Council



CHARLES CARROLL OF CARROLLTON

Council 701

Council Location: NEIL

Jurisdiction: NE

District: 026

Date of Institution: 04-19-1903

[Name Info](#) | [Address Info](#) | [Contact Info](#) |

Payee/Payor Information

Payee/Payor Name

Name:

Safeway Stores

Account/Reference #:

Payee/Payor Address

Address Line 1:

2009 South 44th St

Address Line 2:

City:

O'Neill

State/Province:

Nebraska

Postal:

65778

Country:

United States

[Name Info](#) | [Address Info](#) | [Contact Info](#) |

Contact Information

Contact Name:

Jery Fick

Day Phone:

308 545 7867

Evening Phone:

Fax Number:

Cell Phone:

To add a Payee / Payor click on the tab Add Payee/Payor Enter name, address and other contact information. Adding an address here will show the address on the voucher form.

Member Billing

Member Information Set-Up
and Contact Record

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

Member Billing & Accounting - Member Ledger



Member



Thomas E Yeradi



Council 1128

Member #: 341546

Phone: 308-432-3569

DOB: 09-24-1942

Wife: (Marital Status Unknown)

<< >>

Billing Status | Member Balances | Member Transactions | Adjustment

Billing Status

Status	As of	Paid through
Dues are Current <input type="button" value="v"/>	01-28-2011 <input type="button" value="calendar"/> <small>MM-DD-YYYY</small>	12-31-2011

Billing Status | Member Balances | Member Transactions | Adjustment

Member Balances

Dues	Initiation Fee	Special	Miscellaneous	Total
0.00	0.00	0.00	0.00	0.00

Billing Status | Member Balances | Member Transactions | Adjustment

Member Transactions

Date	Transaction Type	Tran #	Account: Sub Account	Amount	Void
01-28-2011	Receipt	<u>166</u>	Receivable: Dues	(25.00)	<input type="checkbox"/>
12-29-2010	Assessment	2	Receivable: Dues	25.00	<input type="checkbox"/>
01-16-2010	Receipt	<u>41</u>	Receivable: Dues	(25.00)	<input type="checkbox"/>
12-15-2009	Assessment	1	Receivable: Dues	25.00	<input type="checkbox"/>

Member Information

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

Member



Thomas E Yeradi



Council 1128

Member #: 341546

DOB: 09-24-1942

Phone: 308-432-3569

Wife: (Marital Status Unknown)

<< Prev Next >>

Reset

Billing Setup | Address Info | Email Info

Billing Setup

Class: Honorary

Sub Class:

[Add Sub Class](#)

Disability: No

Do Not Send Bills

Do Not Assess

Delivery Preference:

Mail

Save Setup Info

Billing Setup | Address Info | Email Info

Billing Address Information

Fraternal Address of Record *

Address Line 1:

263 Ann St

Address Line 2:

City:

Chadron

State/Province:

Nebraska

Postal:

69337 - 2437

Country:

United States

Use This Address

Residence Phone:

308-432-3569 Ext.

Business Phone:

Ext.

Cell Phone:

Fax Number 1:

Fax Number 2:

* Changes to the above address will update Supreme Council Records and could affect insurance as well as Fraternal Mailings

Brought forward from MM

Alternative/Seasonal Address

Address Line 1:

423 South 88th St

Address Line 2:

City:

Sedona

State/Province:

Arizona

Postal:

57688 -

Country:

United States

Use This Address

Seasonal Phone:

Ext.

Start Mail Date:

01-12-2011

MM-DD-YYYY

Stop Mail Date:

04-12-2011

MM-DD-YYYY

* **Local Use Only - Supreme will not be updated if Alternative address is used. Supreme mailings will continue to go to the Fraternal Address of Record**

Delete Alternative/Seasonal Address

Save Address Info

Billing Setup | Address Info | Email Info

Email Information

Primary Email:

bigbear@msn.com

name@example.com

Secondary Email:

Tertiary Email:

For Local Use Only

Bottom portion of member ledger

Save Email Info

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

Member Billing & Accounting - Contact Notes

Member



Thomas E Yeradi



Council 1128

Member #: 341546

Phone: 308-432-3569

DOB: 09-24-1942

Wife: (Marital Status Unknown)

<< >>

Contact History and Notes

Date	Method		Notes / Subject
------	--------	--	-----------------

>> No Notes Found for Member <<

Add Note

Email

Tom: Can we get together for a short meeting on our upcoming activities. Is Wednesday evening at 7:00 PM OK with you? Rod

256 character limit

Member record of emails and add notes

Email a member and show history of emails sent.

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

Member Billing & Accounting - Contact Notes



>> **Member Note Added**

Member



Thomas E Yeradi



Council 1128

Member #: 341546

Phone: 308-432-3569

DOB: 09-24-1942

Wife: (Marital Status Unknown)

<< >>

Contact History and Notes

	Date	Method	Notes / Subject
<input type="button" value="Del"/>	12-01-2010	Email	Tom, Can we get together for a short meeting on upcoming activities. Will Wednesday at 7PM work for you? Rod

[Display All >>](#)

Add Note

Email

256 character limit

Establish record of correspondence



Find a Member by Last Name:

Print this screen



- Officers Online
- Member Billing
- Print Center-MB

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

Council 1128 - 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 - 1

Transferred Members

Transfer Date	Member Name	Member #	Outstanding Balance
11-17-2009	Reiners, John M	2902933	0.00

Reconcile transferred members balance due



Member Billing

Email Communication Tool
and Contact History



Find a Member by Last Name:

Print this screen



	Officers Online	Member Billing	Print Center-MB
--	-----------------	----------------	-----------------

- ▶ Council Ledger
- ▶ Billing Information
- ▶ Member Information
- Email
 - Email Tool
- ▶ Email History

Email Tool

Select the group(s) and/or role(s) to which you wish to send an Email:

Email Members

All Members

Email by Member Type:

Associate Members Insured Members

Email by Member Class:

Regular Members Honorary Life Members

Honorary Members

Email by Degree Status:

1st Degree Members 3rd Degree Members

2nd Degree Members

Email by Council Officers:

All Council Officers Advocate

Grand Knight Lecturer

Chaplain Warden

Deputy Grand Knight Inside Guard

Financial Secretary Outside Guard

Chancellor One Year Trustee

Recorder Two Year Trustee

Treasurer Three Year Trustee

Email by Program Personnel - Supreme:

All Program Personnel - Supreme Family Director

Program Director Youth Director

Email by Program Personnel - Council:

All Program Personnel - Council

Email by State & District Personnel:

State Deputy

District Grand Knights

District Deputy

From: Roderick J Hofschulte <RHOFSCHULT@MSN.COM>

CC:

Subject:

Empty text area for email content with a vertical scrollbar on the right side.

*** Click Browse to attach a file. You can attach files up to a total message size of 6.5 MB:**

File 1

File 2

File 3

Public Relations

Insurance Promotion

Email by Program Personnel - Council:

All Program Personnel - Council

From: Robert A. Goossens <bob.goossens@kofc.org>

CC:

Subject: Second and Third Degrees being held on January 16th at St Wenceslaus

We hope that you will make time to attend these degrees being held right here at our parish. Second will be at 1:00 PM and third follows. Should be done around 4:00PM Thanks

* Click Browse to attach a file. You can attach files up to a total message size of 10MB:

File 1

Browse...

File 2

Browse...

File 3

Browse...

Generate Email(s)

Reset

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WEB2

Typical email message to all first degree Knights in the council



Find a Member by Last Name:

Print this screen

Officers Online

Member Billing

Print Center-MB

- ▶ Council Ledger
- ▶ Billing Information
- ▶ Member Information
- Email
 - ▶ Email Tool
 - Email History

Email History

[Help](#)

Sent Email History

Date Sent	Sent by	Sent To	Subject
12-01-2010	Goossens, R	View	Second and Third Degrees being held on January 16th at St Wenceslaus

Record of previously sent email message

Member Billing

Council Ledger-Receipts

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

Council Billing & Accounting - Council Ledger

[Help](#)

Council

MSGR MICHAEL E DOLAN
Council 1128

Council Location: CHADRON **Jurisdiction:** NE
District: 032 **Date of Institution:** 05-20-1906

View Transactions

By Date
By Transaction Type
By Income Account
By Expense Account
By Event

Show from:

MM-DD-YYYY

to:

MM-DD-YYYY

Council Transactions - Processed

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

Council Transactions - Pending

	# of Transactions	Amount
Pending Receipts	0	0.00
Pending Vouchers	0	0.00
Pending Assessments	0	0.00
Pending Adjustments	0	0.00

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

Council



MSGR MICHAEL E DOLAN
Council 1128
Council Location: CHADRON **Jurisdiction:** NE
District: 032 **Date of Institution:** 05-20-1906

Search by Member/Payor

Search Criteria:

Search Results:

Enter Receipts

Date	Member/Payor	Check #	Receipt Amount
<input type="text"/>  <small>MM-DD-YYYY</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account: Sub Account	Amount	Event	Description
<input type="text"/> ▼	<input type="text"/>	<input type="text"/> ▼	<input type="text"/>

####.##

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

Council



MSGR MICHAEL E DOLAN

Council 1128

Council Location: CHADRON

Jurisdiction: NE

District: 032

Date of Institution: 05-20-1906

Search by Member/Payor

Member

Payor

Search Criteria:

y*

Search Results:

- Yantzi, William E
- Yeradi, David J
- Yeradi, Larry P
- Yeradi, Thomas E

Record receipts from a member.

Enter Receipts

Date	Member/Payor	Check #	Receipt Amount
11-30-2010 <input type="button" value="Calendar"/>	Yeradi, Thomas E	Cash	150.00
<small>MM-DD-YYYY</small>		<small>*****</small>	

Account: Sub Account	Amount	Event	Description	Split
Activities: Bars <input type="button" value="v"/>	110.00	Bars <input type="button" value="v"/>	<input type="text"/>	<input checked="" type="checkbox"/>
Activities: Donations <input type="button" value="v"/>	40.00	Member donations <input type="button" value="v"/>	<input type="text"/>	<input type="checkbox"/>

Be sure to



Find a Member by Last Name:

Print this screen

- 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 - Dues Collection Tool

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Outstanding Balances

Name	Member #	Billing Status	Outstanding Balance	Amount Received	Paid	Check #
Vapenik, Seth J	4230642	1st Notice	80.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Varn, Michael T	2302703	1st Notice	30.00	30.00	<input checked="" type="checkbox"/>	15467
Vyain, David A	2724521	1st Notice	30.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Use dues collection tool if remittance matches amount due



Find a Member by Last Name:

Print this screen

- 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

[Help](#)

Council

MSGR MICHAEL E DOLAN
Council 1128

Council Location: CHADRON **Jurisdiction:** NE
District: 032 **Date of Institution:** 05-20-1906

Pending Receipts - Summary

# of Transactions	Total Amount
2	180.00

Pending Receipts - Details

Date	Member/Payor	Check #	Total Receipt Amount	Split	Edit	Delete
11-30-2010	Thomas E Yeradi	cash	150.00	<input checked="" type="checkbox"/>	Edit	<input type="button" value="Delete"/>
11-30-2010	Michael T Varn	15467	30.00	<input type="checkbox"/>	View	<input type="button" value="Delete"/>

Council Billing & Accounting - Enter Receipts

Council



MSGR MICHAEL E DOLAN

Council 1128

Council Location: CHADRON

Jurisdiction: NE

District: 032

Date of Institution: 05-20-1906

Search by Member/Payor

Member

Payor

Search Criteria:

r*

Search

Search Results:

Reeves, Rick E
 Reitcheck, Mike P
 Rischling, Joseph P
 Robinson, Thomas J
 Roes, James A
 Rotherham, Terrence L

Select

Enter Receipts

Date	Member/Payor	Check #	Receipt Amount	
06-08-2011	Reeves, Rick E	4565	50.00	
MM-DD-YYYY			****.##	
Account: Sub Account	Amount	Event	Description	Split
Assessments: Dues	25.00		Annual Dues	<input checked="" type="checkbox"/>
Assessments: Special	2.00		Culture of Life	<input type="checkbox"/>
Activities: Donations	23.00		Donation	<input type="checkbox"/>

Next

Delete

Delete

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



Find a Member by Last Name:

Print this screen



Officers Online

Member Billing

Print Center-MB

Council Billing & Accounting - Enter Receipts

Council



MSGR MICHAEL E DOLAN

Council 1128

Council Location: CHADRON

Jurisdiction: NE

District: 032

Date of Institution: 05-20-1906

Search by Member/Payor

Member

Payor

Search Criteria:

Search Results:

- Reeves, Rick E
- Reitcheck, Mike P
- Rischling, Joseph P
- Robinson, Thomas J
- Roes, James A
- Rotherham, Terrence L

Enter Receipts

Date	Member/Payor	Check #	Receipt Amount
03-30-2011	Reeves, Rick E	34555	35.00

MM-DD-YYYY

####.##

Account: Sub Account	Amount	Event	Description	Split
Assessments: Dues <input type="button" value="v"/>	30.00	<input type="button" value="v"/>	Dues	<input checked="" type="checkbox"/>
Assessments: Special <input type="button" value="v"/>	2.00	<input type="button" value="v"/>	Culture of Life	<input type="button" value="Delete"/>
Assessments: Miscellaneous <input type="button" value="v"/>	3.00	<input type="button" value="v"/>	Vocations Fund	<input type="button" value="Delete"/>

Example of dues amount \$35.00

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

[help](#)

Council

 **MSGR MICHAEL E DOLAN** **Council 1128**
Council Location: CHADRON **Jurisdiction:** NE
District: 032 **Date of Institution:** 05-20-1906

Search by Member/Payor


Member **Payor**

Search Criteria:

Search Results:

- Safeway
- St Patricks Church
- State Council
- Supreme Council

Enter Receipts

Date	Member/Payor	Check #	Receipt Amount	
<input type="text" value="11-30-2010"/> 	<input type="text" value="Safeway"/>	<input type="text" value="34555"/>	<input type="text" value="25.00"/>	
<small>MM-DD-YYYY</small>			<small>####.##</small>	
Account: Sub Account	Amount	Event	Description	Split
Activities: Tootsie Rolls <input type="button" value="v"/>	<input type="text" value="25.00"/>	<input type="button" value="v"/>	<input type="text" value="Donation"/>	<input type="checkbox"/>

[Dues Collection Tool](#) | [Add Payee/Payor](#) | [Add Account](#) | [Add Event](#)

Enter receipts from a Payor or Vendor



Find a Member by Last Name:

Print this screen

Officers Online

Member Billing

Print Center-MB

- Council Ledger
- Receipts
 - ▶ Enter Receipts
- Dues Collection Tool
 - ▶ Pending Receipts
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Council Billing & Accounting - Dues Collection Tool

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Outstanding Balances

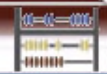
Name	Member #	Billing Status	Outstanding Balance	Amount Received	Paid	Check #
Vapenik, Seth J	4230642	1st Notice	80.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Varn, Michael T	2302703	1st Notice	30.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Vyain, David A	2724521	1st Notice	30.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Notice that Seth owes \$80.00; \$50.00 arrearage and \$30.00 new annual dues amount

First notice for members with last name starting with letter V

- 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



[Help](#)

Council



MSGR MICHAEL E DOLAN

Council 1128

Council Location: CHADRON
District: 032

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

View History

Sort Options

Show from:

10-30-2010



MM-DD-YYYY

to:

11-30-2010



MM-DD-YYYY

Receipt History

Date	Batch #	Receipt #	Member/Payor	Account: Sub Account	Amount
11-30-2010	30	119	Thomas E Yeradi	Split	150.00
11-30-2010	30	118	Michael T Varn	Assessments: Dues	30.00
11-29-2010	29	117	Thomas E Yeradi	Assessments: Dues	25.00
11-04-2010	28	116	Safeway	Activities: Bars	5.00
11-04-2010	27	115	Tom Yeradi	Activities: Council meals	183.00
11-04-2010	27	114	Tom Yeradi	Activities: Council meals	52.91
11-04-2010	27	113	First National Bank	Interest	0.27

Member Billing

Council Ledger-Vouchers

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

Council



CHARLES CARROLL OF CARROLLTON

Council 701

Council Location: ○ NEIL
District: 026

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

Search by Member/Payee

Member

Payee

Search Criteria:

m*

Search Tips

Search Results:

- Martin, Richard W
- Mc Clanahan, Ira M
- Mc Donald, Stuart J
- Mc Lain, Richard F
- Mccarville, James P
- Mejstrik, Ronald L

Select

Enter Vouchers

Date	Member/Payee	Voucher Amount
01-25-2012 <input type="button" value="Calendar"/>	Martin, Richard W	34.50
MM-DD-YYYY		****.##

Account: Sub Account	Amount	Event	Description	Split
Council Activities: Printing and co	34.50	Newsletter		<input type="checkbox"/>

Save

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

Reset

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

- ▶ Voucher History
- ▶ Assessments
- ▶ 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

Search by Member/Payee

Member

Payee

Search Criteria:

Search Results:

- Safeway Stores

Enter Vouchers

Date	Member/Payee	Voucher Amount
01-25-2012 <input type="button" value="Calendar"/>	Safeway Stores	123.46

MM-DD-YYYY *****

Account: Sub Account	Amount	Event	Description	Split
Council Activities: Food Items anc	123.46	Mother's Day Brunch		<input type="checkbox"/>

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

You may wish to track expenses/revenues by event. Go to add events and add council events. Identify revenue or expense by event pull down. You may add an event by clicking on the add event tab on the bottom of slide



Find a Member by Last Name:

Search input field with a 'Go' button

Print this screen



Officers Online

Member Billing

Print Center-MB

Council Billing & Accounting - Pending Vouchers

Council



CHARLES CARROLL OF CARROLLTON

Council 701

Council Location: NEIL

Jurisdiction: NE

District: 026

Date of Institution: 04-19-1903

Pending Vouchers - Summary

# of Transactions	Total Amount
2	157.96

Pending Vouchers - Details

Date	Member/Payee	Total Voucher Amount	Split	Edit	Delete
01-25-2012	Richard W Martin	34.50	<input type="checkbox"/>	Edit	<input type="button" value="Delete"/>
01-25-2012	Safeway Stores	123.46	<input type="checkbox"/>	Edit	<input type="button" value="Delete"/>

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


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



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

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 65778 Council Activities: Food Items and Services	Mother's Day Brunch		123.48
01-25-2012	Richard W Martin 7236 Shamrock Ct / Lincoln, NE 68508-2967 Council Activities: Printing and copies	Newsletter		34.50
Total Pending Vouchers:				157.96

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



Find a Member by Last Name:

Print this screen



Officers Online

Member Billing

Print Center-MB

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

Council Billing & Accounting - Voucher 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 Voucher #

By Member

By Payee

Show from:

01-24-2012



MM-DD-YYYY

to:

01-25-2012



MM-DD-YYYY

Voucher History

Date	Batch #	Voucher #	Member/Payee	Account: Sub Account	Amount
01-25-2012	1	<u>2</u>	Safeway Stores	Council Activities: Food Items and Services	123.46
01-25-2012	1	<u>1</u>	Richard W Martin	Council Activities: Printing and copies	34.50

Vouchers now processed and are shown in voucher history



Report of Vouchers

Voucher # Check #	Voucher Date	Member/Payee / Address Account: Sub Account	Event	Description	Amount
Batch: 1		Date Processed: 01-25-2012			
1	01-25-2012	Richard W Martin 7236 Shamrock Ct / Lincoln, NE 68508-2967 Council Activities: Printing and copies	Newsletter		34.50
2	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
Batch 1 Total:					157.96

After approval by council membership, vouchers are now ready for signatures of the officers shown below and processing for payment.

Grand Total of Report of Vouchers: 157.96

Respectfully submitted,

Received by:

Marvin J Ziska
Financial Secretary

Douglas G Steffen
Grand Knight

UNASSIGNED
Treasurer



Find a Member by Last Name:



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 - 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.

From: 01-24-2012 To: 01-25-2012

Expense Accounts	Events			
Activities				
Total Activities:				0.00
Church Activities				
Total Church Activities:				0.00
Community Activities				
Total Community Activities:				0.00
Council Activities				
Food Items and Services	Mother's Day Brunch		-123.46	
Sub Total Food Items and Services				-123.46
Printing and copies	Newsletter		-34.50	
Sub Total Printing and copies				-34.50
Total Council Activities:				-157.96
Per Capita				
Total Per Capita:				0.00
Supplies				
Total Supplies:				0.00
Youth Activities				
Total Youth Activities:				0.00
Total Expenses:				-157.96
Net Income:				-157.96

Expense report showing accounts and events information.

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

Council Billing & Accounting - Voucher History

Council



CHARLES CARROLL OF CARROLLTON

Council 701

Council Location: O NEIL

Jurisdiction: NE

District: 026

Date of Institution: 04-19-1903

View History

- By Date
- By Batch #**
- By Voucher #
- By Member
- By Payee

Batch #

Show from:

2

to:

2

Search

Voucher History

Date	Batch #	Voucher #	Member/Payee	Account: Sub Account	Amount
02-07-2012	2	3	Safeway	Supplies: Miscellaneous	34.60

Number is highlighted, therefore voucher detail is viewable and will allow for entering a check number.

Council Billing & Accounting - Voucher Details

>> Transaction(s) updated

Council



CHARLES CARROLL OF CARROLLTON

Council 701

Council Location: NEIL

Jurisdiction: NE

District: 026

Date of Institution: 04-19-1903

Voucher Details

Date	Member/Payee	Voucher #	Voucher Amount
02-07-2012	Safeway	3	34.60

Account: Sub Account	Amount	Event	Description	Split
Supplies: Miscellaneous	34.60	Mother's Day Brunch		<input type="checkbox"/>

Check Number:

Input check number after processed in voucher history

Save it here

Date Transaction Voided:

Void

Reason For Void:

[<< Back](#)



Report of Vouchers

Voucher #	Member/Payee / Address	Event	Description	Amount
Check #	Voucher Date	Account: Sub Account		
Batch: 1		Date Processed: 02-07-2012		
1	02-07-2012	Richard W Martin 7238 Shamrock Ct / Lincoln, NE 68506-2987 Council Activities: Printing and Copies	Newsletter	34.50
2	02-07-2012	Safeway 2209 So. 44th St / O'Neill, NE 67857 Council Activities	Mother's Day Brunch	123.46
			Batch 1 Total:	157.96
Batch: 2		Date Processed: 02-07-2012		
3	02-07-2012	Safeway 2209 So. 44th St / O'Neill, NE 67857		
98999		Supplies: Miscellaneous	Mother's Day Brunch	34.60
			Batch 2 Total:	34.60
			Grand Total of Report of Vouchers:	192.56

Check number

Respectfully submitted,

Marvin J Ziska
Financial Secretary

Douglas G Steffen
Grand Knight

Received by:

UNASSIGNED
Treasurer

Member Billing

Council Ledger-
Enter Assessments

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



MSGR MICHAEL E DOLAN

Council 1128

Council Location: CHADRON

Jurisdiction: NE

District: 032

Date of Institution: 05-20-1906

Billing Cycle

Billing Period:
Jan 01, 2011 - Dec 31, 2011

Billing period

Reset

Billing Status:
1st Notice

As of Date:
12-15-2010

Billing effective date

MM-DD-YYYY

[Current Billing Cycle Schedule](#)

Assess Dues

Amounts to be Assessed

Dues Amounts for Billing Period - Supreme

Class	Amount to Apply
Regular	30.00
Honorary	14.25
Honorary Life	0.00

Dues Amounts for Billing Period - Council

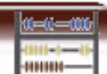
Sub Class	Amount to Apply
College Student	10.00
Deacon	10.00

[Class List](#)

Reset

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

Council Billing & Accounting - Update Billing Status



[Help](#)

Council



MSGR MICHAEL E DOLAN

Council 1128

Council Location: CHADRON

Jurisdiction: NE

District: 032

Date of Institution: 05-20-1906

Reset

Billing Cycle Schedule

Billing Status	Suggested Process Date	As of Date
1st Notice	12-15-2010	12-15-2010
2nd Notice	01-14-2011	
Knight Alert	02-13-2011	
Intent to Suspend	02-28-2011	

[Billing Cycle Schedule History](#)

Update Billing Status

Billing Period:
01-01-2011 - 12-31-2011

Billing Status:
2nd Notice

As of Date:

01-15-2011



MM-DD-YYYY

Update Billing Status

Reset

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

Billing cycle and Update options



Find a Member by Last Name:

Input field for member name with a 'Go' button

Print this screen



Officers Online

Member Billing

Print Center-MB

Council Billing & Accounting - Enter Other Assessment

Council



MSGR MICHAEL E DOLAN

Council 1128

Council Location: CHADRON

Jurisdiction: NE

District: 032

Date of Institution: 05-20-1906

Other Assessment

Date to Apply:

12-15-2010

MM-DD-YYYY

Charge to:

All Billable

Type:

Special Miscellaneous

Assessment Indicator:

Voluntary Mandatory

Amount:

2.00

####.##

Valid thru Date:

06-30-2011

MM-DD-YYYY



Reason for Assessment:

Culture of Life

Description:

Supreme

128 character limit

Special assessments. Example: Culture of Life

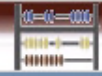
Assess Other

[Add Reason for Assessment](#)

Reset

- 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 - 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

Process Assessments

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

ments Total Billed Voluntary Delete

Process Assessments

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Screen after processing assessments



Find a Member by Last Name:

Go

Print this screen

Officers Online

Member Billing

Print Center-MB

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

Council Billing & Accounting - Assessment History



[Help](#)

Council



MSGR MICHAEL E DOLAN

Council 1128

Council Location: CHADRON

Jurisdiction: NE

District: 032

Date of Institution: 05-20-1906

View History

By Date

By Assessment Type

Show from:

11-30-2009

MM-DD-YYYY

to:

12-15-2010

MM-DD-YYYY

Search

Assessment History

Date Applied	Assessment Type	Reason for	Valid thru Date	Total Adjustments	Total Billed
12-15-2010	Dues Assessment	Annual Dues		0.00	2,910.00
11-30-2010	Special Assessment	Culture of Life		0.00	194.00
12-15-2009	Dues Assessment	Annual Dues		0.00	2,325.00

Assessments from 12/15/09 thru 12/15/10 in total dollars

Member Billing

Council Ledger-
Enter Adjustments

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

Council Billing & Accounting - Enter Adjustments

[Help](#)

Council



MSGR MICHAEL E DOLAN

Council 1128

Council Location: CHADRON

Jurisdiction: NE

District: 032

Date of Institution: 05-20-1906

Enter Adjustments

Date	Adjustment Amount	Description
11-30-2010	101.49	Separate sales tax expense from parish meals

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

<input type="radio"/> Income <input checked="" type="radio"/> Expense	From Account: Sub Account Church Activities: Parish Meals	From Event [Empty]
	To Account: Sub Account Sales Tax	To Event [Empty]

[Add Account](#) | [Add Event](#)

Accounting adjustment to reflect sales tax expense

Council Billing & Accounting - Pending Adjustments

[Help](#)

Council


MSGR MICHAEL E DOLAN
Council 1128
Council Location: CHADRON

Jurisdiction: NE

District: 032

Date of Institution: 05-20-1906

Pending Adjustments

Date	Account Type	From Account: Sub Account	To Account: Sub Account	Amount	Edit	Delete
11-30-2010	Expense	Church Activities: Parish Meals	Sales Tax	101.49	Edit	<input type="button" value="Delete"/>

Pending adjustment from previous page

Council Billing & Accounting - Adjustment History

[Help](#)

Council



MSGR MICHAEL E DOLAN

Council 1128

Council Location: CHADRON

Jurisdiction: NE

District: 032

Date of Institution: 05-20-1906

View History

By Date

By Batch #

By Income Account

By Expense Account

Show from:

11-30-2009



MM-DD-YYYY

to:

11-30-2010



MM-DD-YYYY

Search

Sort in several formats

Adjustment History

Date	Batch #	Account Type	From Account: Sub Account	To Account: Sub Account	Amount
11-30-2010	7	Expense	Church Activities: Parish Meals	Sales Tax	101.49
05-13-2010	6	Expense	Youth Activities	Activities: tootsie Rolls	396.75
04-11-2010	5	Income	Activities: Parish Meals	Activities: One Rose One Life	129.50
04-11-2010	5	Income	Activities: Parish Meals	Activities: One Rose One Life	223.00
04-11-2010	5	Income	Activities: Reimbursements	Activities: One Rose One Life	53.00
02-07-2010	4	Expense	Activities	Activities: Attendance Drawing	30.00
02-03-2010	3	Income	Activities	Activities: Bars	1433.26
02-03-2010	3	Income	Activities	Activities: Bars	251.50
02-03-2010	2	Expense	Activities	Activities: Holiday and Other Parties	88.66

Adjustment history from 11/30/09 to 11/30/10




How do you feel so far ????



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



Find a Member by Last Name:

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 - 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 - Transaction Details

Receipt #	Member/Payor	Account: Sub Account	Event	Description	Amount
Batch: 87	Date Processed: 08-17-2011				
566 1207	Kenneth M Ostdiek	Assessments: Miscellaneous	Buck-A-Month Club		12.00
	Assessments: Dues				15.00
Batch 87 Total:					27.00
Batch: 88	Date Processed: 08-30-2011				
567 cash	Knights of Columbus	Activities		Recruitment	120.00
568 7458	Loren M Steenson	Activities	Shirt	\$25.00 cash	50.00
Batch 88 Total:					170.00
Grand Total of Report of Receipts:					197.00

Respectfully submitted,

Received by:

Eugene J Walker Jr
Financial Secretary

Timothy J Jensen
Treasurer

Receipt # Check #	Receipt Date	Member/Payor 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

MSGR MICHAEL E DOLAN CO 1128
PO Box 1110
Chadron, NE 69337



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



Find a Member by Last Name:

Print this screen



Officers Online

Member Billing

Print Center-MB

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

Print Center - Billing



Billing - 1st Notice

Additional Options / Requirements

Addendum Message:

Have a Joyous and Happy Christmas and May the New Year Bring Peace and Joy to you and your family!!

Thanks for being a faithful member of our Order
Dennis Stahl Financial Secretary

183 of 1000 characters used.

Select Delivery Preference:

- Email
- Mail
- Create File Copy

[Back](#)



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

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



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

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



Find a Member by Last Name:

Print this screen

Officers Online

Member Billing

Print Center-MB

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

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

[Back](#)

Preparing to print membership cards

THIS IS TO CERTIFY THAT

BROTHER **Todd M Auer**
MEMBER NO. 4230645 IS A **1st** DEGREE MEMBER OF
COUNCIL NO. 1128 IN CHADRON NE

DUES PAID TO: **December 31, 2011**

G.K.

F.S.

MEMBER SIGNATURE

THIS IS TO CERTIFY THAT

BROTHER **Robert E Bauerkemper**
MEMBER NO. 1210496 IS A **1st** DEGREE MEMBER OF
COUNCIL NO. 1128 IN CHADRON NE

DUES PAID TO: **December 31, 2011**

G.K.

F.S.

MEMBER SIGNATURE

THIS IS TO CERTIFY THAT

BROTHER **Carl F Baehler**
MEMBER NO. 2798997 IS A **3rd** DEGREE MEMBER OF
COUNCIL NO. 1128 IN CHADRON NE

DUES PAID TO: **December 31, 2011**

G.K.

F.S.

MEMBER SIGNATURE

THIS IS TO CERTIFY THAT

BROTHER **Donald W Blausey**
MEMBER NO. 3639203 IS A **3rd** DEGREE MEMBER OF
COUNCIL NO. 1128 IN CHADRON NE

DUES PAID TO: **December 31, 2011**

G.K.

F.S.

MEMBER SIGNATURE

Membership cards printed on card stock provided by Supreme



Find a Member by Last Name:

Print this screen



Officers Online

Member Billing

Print Center-MB

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

Print Center - Membership Cards

Membership Cards

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



Please fill out the following form. You cannot save data typed into this form.
Please print your completed form if you would like a copy for your records.



Highlight Fields



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 Billing

Print Center-MB

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

Print Center - Membership Cards



Membership Cards - All Members whose Dues are Current

Additional Options / Requirements

Print Membership Cards for members whose dues became current between the following dates:

Show from:

06-17-2011



MM-DD-YYYY

to:

09-17-2011



MM-DD-YYYY

Print Cards

Back

Wait to print up to 8 at one time by setting date range. Example page follows



THIS IS TO CERTIFY THAT

BROTHER James L Elder
MEMBER NO. 3380979 IS A **3rd** DEGREE MEMBER OF
COUNCIL NO. 1128 IN CHADRON NE

DUES PAID TO: **December 31, 2011**

G.K.

F.S.

MEMBER SIGNATURE

THIS IS TO CERTIFY THAT

BROTHER Corey T Sorenson
MEMBER NO. 4075406 IS A **3rd** DEGREE MEMBER OF
COUNCIL NO. 1128 IN CHADRON NE

DUES PAID TO: **December 31, 2011**

G.K.

F.S.

MEMBER SIGNATURE

THIS IS TO CERTIFY THAT

BROTHER Kenneth T Jenkins
MEMBER NO. 4077789 IS A **1st** DEGREE MEMBER OF
COUNCIL NO. 1128 IN CHADRON NE

DUES PAID TO: **December 31, 2011**

G.K.

F.S.

MEMBER SIGNATURE

THIS IS TO CERTIFY THAT

BROTHER Keith P Kearns
MEMBER NO. 4318159 IS A **1st** DEGREE MEMBER OF
COUNCIL NO. 1128 IN CHADRON NE

DUES PAID TO: **December 31, 2011**

G.K.

F.S.

MEMBER SIGNATURE

Example of four on a page





Find a Member by Last Name:

Go

Print this screen

Officers Online

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 you want printed on the 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



Find a Member by Last Name:

Go

Print this screen 



Officers Online

Member Billing

Print Center-MB

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

Print Center - Retention Reports

Retention Reports

1. Retention Committee Report
2. Outstanding Balance Report



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

Find a Member by Last Name:

Go

Print this screen

Officers Online

Member Billing

Print Center

▶ Treasurer Reports

▶ Billing

▶ Membership Cards

• Retention

▶ Journals & Ledger

▶ Data Extract Tool

▶ Email

Print Center - Billing

Retention Reports - Outstanding Balance Report

Additional Options / Requirements

Select Report Option:

- Members with Outstanding Balances
- All Members

Run Report

Back

MSGR MICHAEL E DOLAN CO 1128
PO Box 1110
Chadron, NE 69337



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

Page 1 of 1
September 17, 2011

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



Income & Expense Report

From: 07-01-2010 To: 12-01-2010

Income Accounts		
Activities	0.00	
Bars	4,143.67	
Council meals	235.91	
Donations	40.00	
One Rose One Life	0.00	
Parish Meals	0.00	
Reimbursements	100.00	
Tootsie Rolls	0.00	
Total Activities:		4,519.58
Activities	0.00	
Total Activities:		0.00
Assessments	0.00	
Dues	80.00	
Initiation Fee	0.00	
Miscellaneous	0.00	
prepaid dues	0.00	
Special	0.00	
Total Assessments:		80.00
Interest	1.90	
Total Interest:		1.90
Total Income:		4,601.48

Income and Expense Report – Income only

Expense Accounts		
Activities	0.00	
Attendance Drawing	0.00	
Bars	-2,825.82	
Holiday and Other Parties	-506.58	
Nebraska Foundation	0.00	
Seminary Support	-125.00	
State Convention	-297.00	
toobie Rolls	-1,774.24	
Xmas Cards	-290.00	
Total Activities:		-5,818.59
Church Activities	-550.00	
Parish Meals	101.49	
Total Church Activities:		-448.51
Community Activities	-100.00	
Birthright	-300.00	
One Rose One Life	0.00	
Total Community Activities:		-400.00
Per Capita	0.00	
Catholic Advertising	0.00	
State Council	-406.35	
Supreme Council	-279.25	
Total Per Capita:		-685.60
Sales Tax	-101.49	
Total Sales Tax:		-101.49
Supplies	0.00	
Miscellaneous	-158.58	
Supreme Council	0.00	
Total Supplies:		-158.58
Youth Activities	-75.10	
Total Youth Activities:		-75.10
Total Expenses:		-7,688.87

Net Income:	-3,087.35
--------------------	------------------

Second page of income and expense report

- ▶ Membership Cards
- ▶ Retention
- ▶ Journals & Ledger
- Data Extract Tool
 - Frat & Pers'I Info
- ▶ Billing Info
- ▶ Member Interests
- ▶ Email

Data Extract for Council:

Select the member records to be extracted:

- Active Members
 All Records
 Former Members

The following appear on every data extract:

- | | |
|---|---|
| <input checked="" type="checkbox"/> First Name | <input checked="" type="checkbox"/> Membership Number |
| <input checked="" type="checkbox"/> Middle Name | <input checked="" type="checkbox"/> Member Type |
| <input checked="" type="checkbox"/> Last Name | <input checked="" type="checkbox"/> Member Class |

Contact Information:

General Contacts:

-
- | | |
|--|---|
| <input type="checkbox"/> Residence Phone | <input type="checkbox"/> Cell Phone |
| <input type="checkbox"/> Residence Phone Ext | <input type="checkbox"/> Seasonal Phone |
| <input type="checkbox"/> Business Phone | <input type="checkbox"/> Seasonal Phone Ext |
| <input type="checkbox"/> Business Phone Ext | <input type="checkbox"/> Primary Email |
| <input type="checkbox"/> Fax Number 1 | <input type="checkbox"/> Secondary Email |
| <input type="checkbox"/> Fax Number 2 | <input type="checkbox"/> Tertiary Email |

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) |

Fraternal & Personal Information:

-
- | | |
|--|---|
| <input type="checkbox"/> 1st Degree Date | <input type="checkbox"/> Spouse First Name |
| <input type="checkbox"/> 2nd Degree Date | <input type="checkbox"/> Spouse Last Name |
| <input type="checkbox"/> 3rd Degree Date | <input type="checkbox"/> Spouse Birth Date |
| <input type="checkbox"/> 4th Degree Date | <input type="checkbox"/> Spouse Date of Death |
| <input type="checkbox"/> Council Re-entry Date | <input type="checkbox"/> Wedding Anniversary Date |
| <input type="checkbox"/> Years of Continuous Service | <input type="checkbox"/> Prefix |
| <input type="checkbox"/> Assembly Number | <input type="checkbox"/> Suffix |
| <input type="checkbox"/> 4th Degree Status | <input type="checkbox"/> Fraternal Suffix |
| <input type="checkbox"/> Proposer Membership Number | <input type="checkbox"/> Letter Salutation |
| <input type="checkbox"/> Proposer Name | <input type="checkbox"/> Parish |
| <input type="checkbox"/> Nickname | <input type="checkbox"/> Ordination Date |
| <input type="checkbox"/> Birth Date | <input type="checkbox"/> Occupation |
| <input type="checkbox"/> Date of Death | <input type="checkbox"/> Employer |
| <input type="checkbox"/> Marital Status | |

Extract[1].csv - Microsoft Excel (Trial)

File Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number Styles Cells Editing

F38 fx R

	A	B	C	D	E	F	G	H	I	J
36	James	J	Tesina	1914086	N	R				
37	Joseph	D	Konrath	1918935	I	R	308-432-2669			
38	Clarence	J	Simones	1963495	A	R	308-432-4660			
39	Randy	S	Bauer	2073830	A	R	308-432-2388		308-430-5955	
40	Richard	A	Koza	2073832	A	R	308-432-3917			
41	Myron	L	Paul	2302697	I	R	308-282-1568			
42	Tom	H	Morris	2302698	A	R	308-282-1406	308-282-1010		
43	Tim	J	Mc Ginley	2302700	A	R	308-282-1452		308-360-0107	
44	Michael	T	Varn	2302703	A	R	308-282-0780			
45	Jon	C	Thomazin	2364965	A	R	308-432-4286			
46	Terrence	F	Brennan	2412130	X	R				
47	Daniel	G	Garrett	2416893	A	R			308-430-3428	
48	Martin	W	Wasserbu	2477099	I	R	605-459-2431			
49	Dennis	R	Staal	2504451	I	R	308-432-3442		308-430-0337	
50	Roger	L	Goffena	2522658	A	R	308-432-5292			

Ready

Extract(1) 100%

Data Extract – Selected member and phone numbers

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

Email Tool

Select the group(s) and/or role(s) to which you wish to send an Email:

Email Members

All Members

Email by Member Type:

Associate Members

Insured Members

Email by Member Class:

Regular Members

Honorary Life Members

Honorary Members

Email by Degree Status:

1st Degree Members

3rd Degree Members

2nd Degree Members

Email by Council Officers:

All Council Officers

Advocate

Grand Knight

Lecturer

Chaplain

Warden

Deputy Grand Knight

Inside Guard

Financial Secretary

Outside Guard

Chancellor

One Year Trustee

Email tool in the print center module

Email Sent to History

Date Sent:	12-01-2010
Sent by:	Goossens, R
Subject:	Second and Third Degrees being held on January 16th at St Wenceslaus

This Email was sent to the group(s) and/or role(s) selected below. To see the actual Email address(es), click on the group or role name.

Email Members

All Members

Email by Member Type:

Associate Members Insured Members

Email by Member Class:

Regular Members Honorary Life Members

Honorary Members

Email by Degree Status:

[1st Degree Members](#) 3rd Degree Members

2nd Degree Members

Email by Council Officers:

All Council Officers Advocate

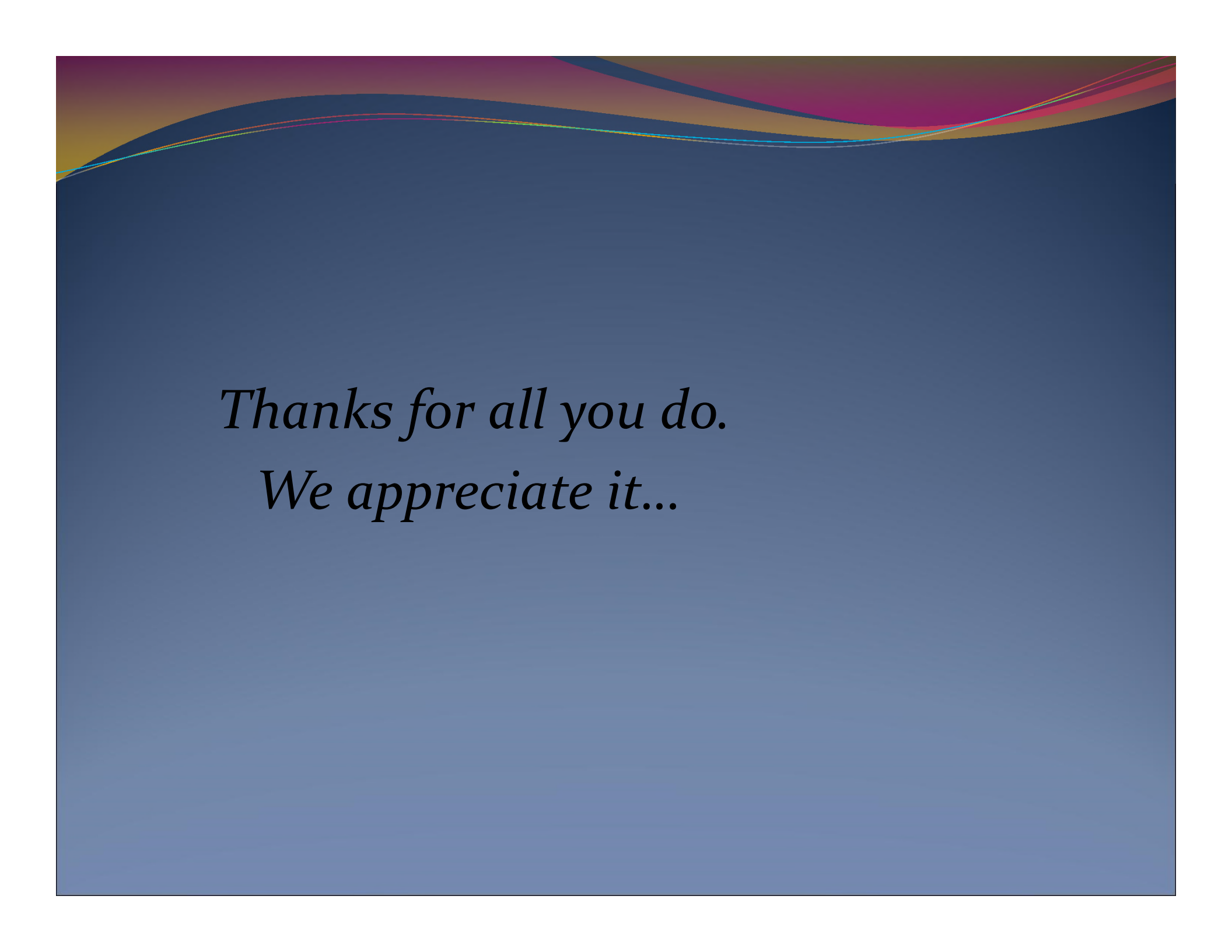
Grand Knight Lecturer

Chaplain Warden

History of email sent – Note email sent to 1st degree members only



Now, do you feel like you are in control??



*Thanks for all you do.
We appreciate it...*