

GRAND VIEW ACCOUNTING SYSTEM

iMember Accounting

1 Navigate to <https://member.freemason.org/>

2 Log into your member account

3 Click on "Lodge" on the top right

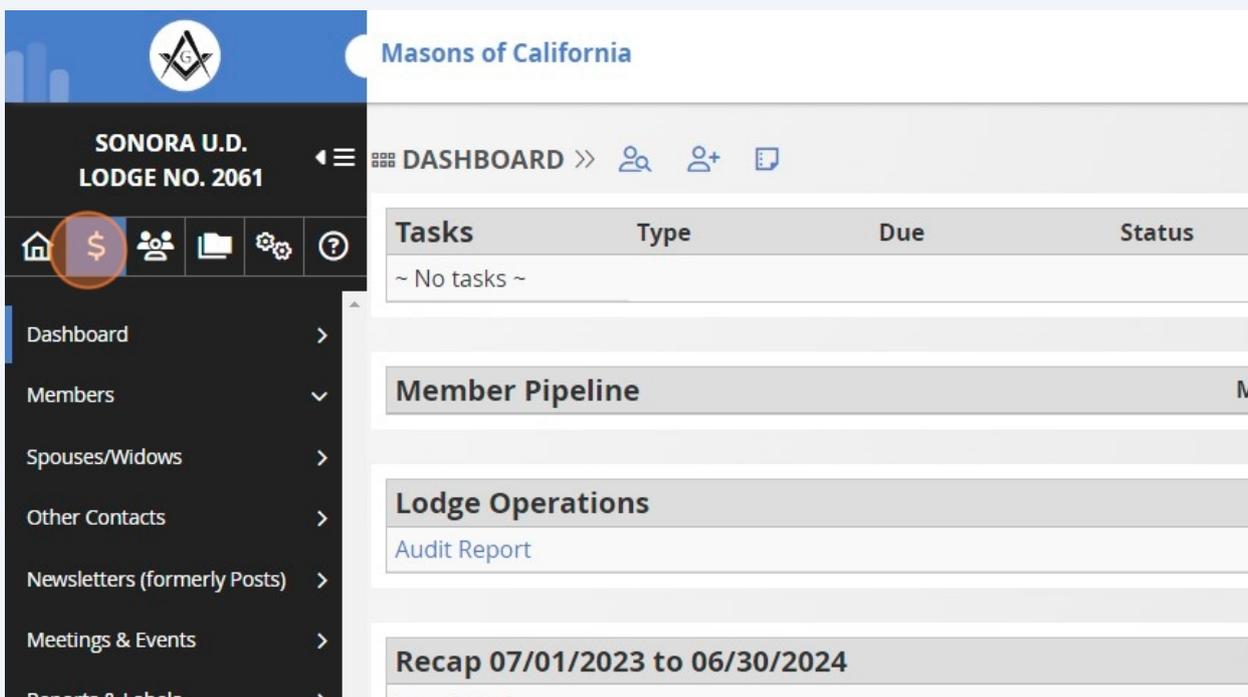
 MASON'S OF CALIFORNIA

 My Portal

District

Lodge (2)

4 Click on the "\$" icon on the left-side menu bar



Masons of California

SONORA U.D.
LODGE NO. 2061

DASHBOARD >>   

Tasks	Type	Due	Status
~ No tasks ~			

Member Pipeline

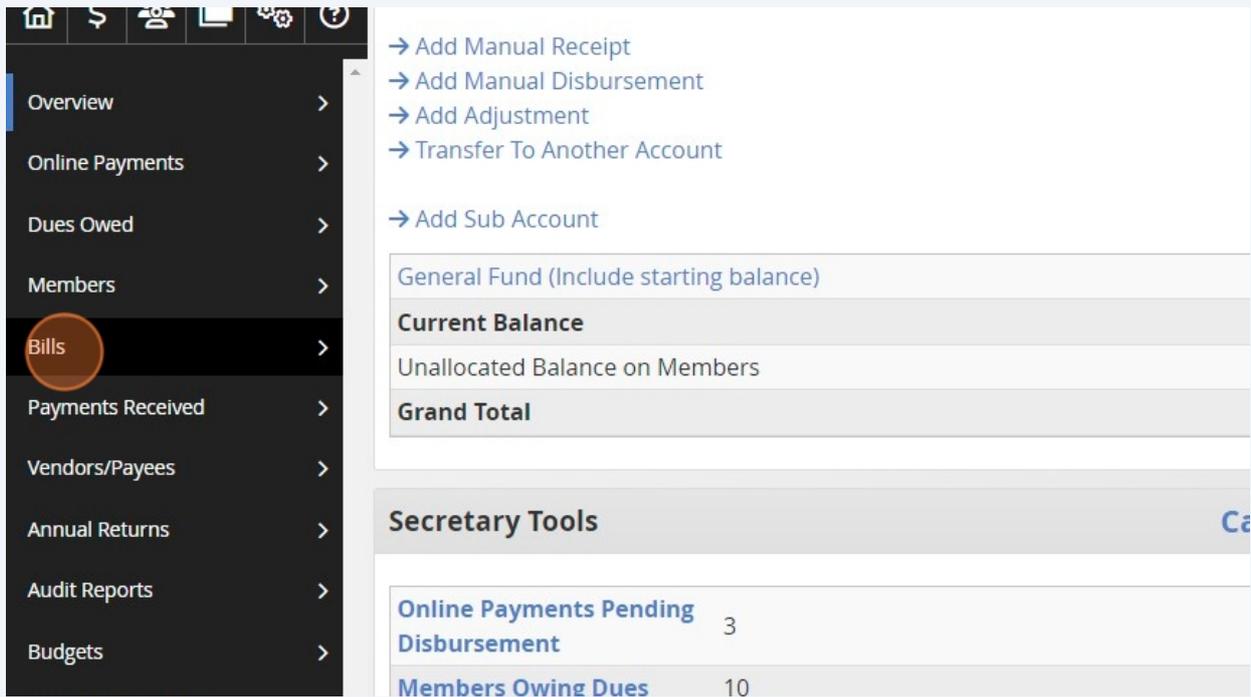
Lodge Operations

Audit Report

Recap 07/01/2023 to 06/30/2024

I. Secretary Creates Bills & Approves Bills

1 Select "Bills" on the left-side menu list



The screenshot shows the Scribe software interface. On the left, a dark sidebar menu lists various options: Overview, Online Payments, Dues Owed, Members, Bills (highlighted with a red circle), Payments Received, Vendors/Payees, Annual Returns, Audit Reports, and Budgets. The main content area on the right displays several sections:

- A list of actions: Add Manual Receipt, Add Manual Disbursement, Add Adjustment, Transfer To Another Account, and Add Sub Account.
- A financial summary table:

General Fund (Include starting balance)	
Current Balance	
Unallocated Balance on Members	
Grand Total	

Below this is a section titled "Secretary Tools" with a "Ca" button on the right. It contains a table with the following data:

Online Payments Pending Disbursement	3
Members Owning Dues	10

2 Click on the "+" sign to add a bill

The screenshot shows the 'Masons of California' accounting dashboard. The header includes the organization name and a navigation menu with options like 'Overview', 'Online Payments', 'Dues Owed', 'Members', 'Bills', and 'Payments Received'. The main content area is titled 'ALL BILLS' and features a table with columns for 'ID', 'Vendor / Type', 'Date Approved', 'Check Date', 'Check #', and 'Status'. A red circle highlights a '+' button next to the 'ALL BILLS' header. The table contains one entry with ID '20' and Vendor 'Grand Lodge of California - to ID Vendor 22 (Cust #0001)'.

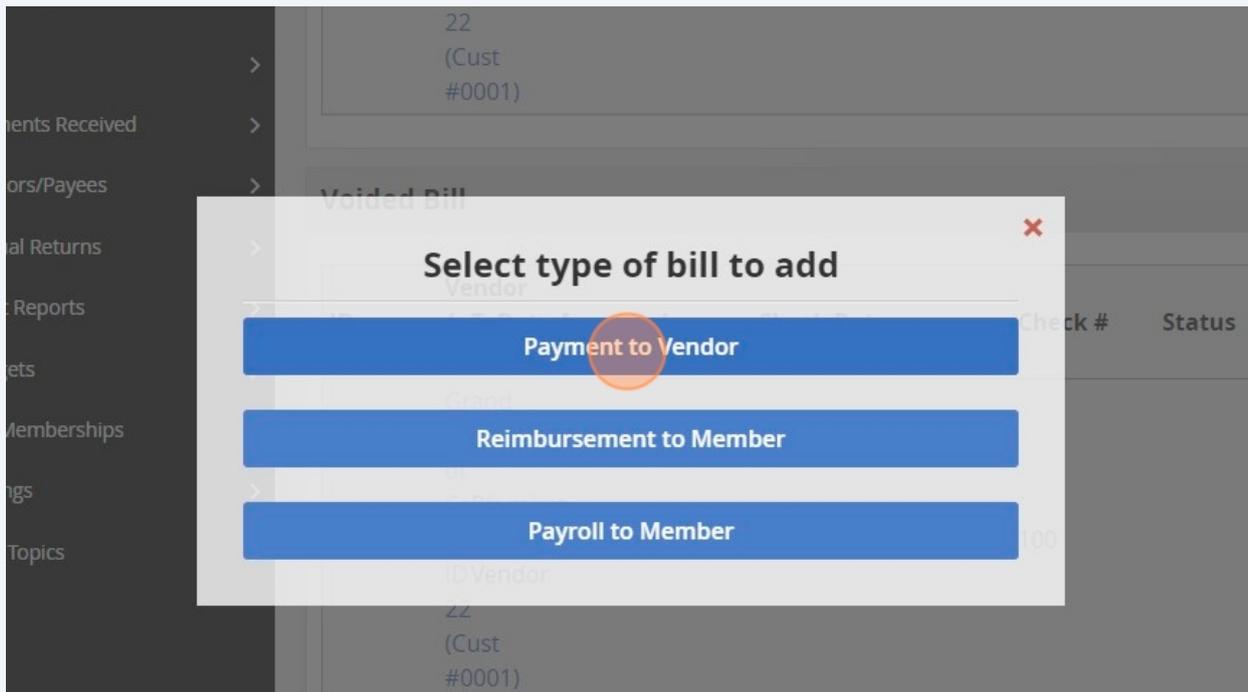
ID	Vendor / Type	Date Approved	Check Date	Check #	Status
20	Grand Lodge of California - to ID Vendor 22 (Cust #0001)				N

3 Select a type of bill

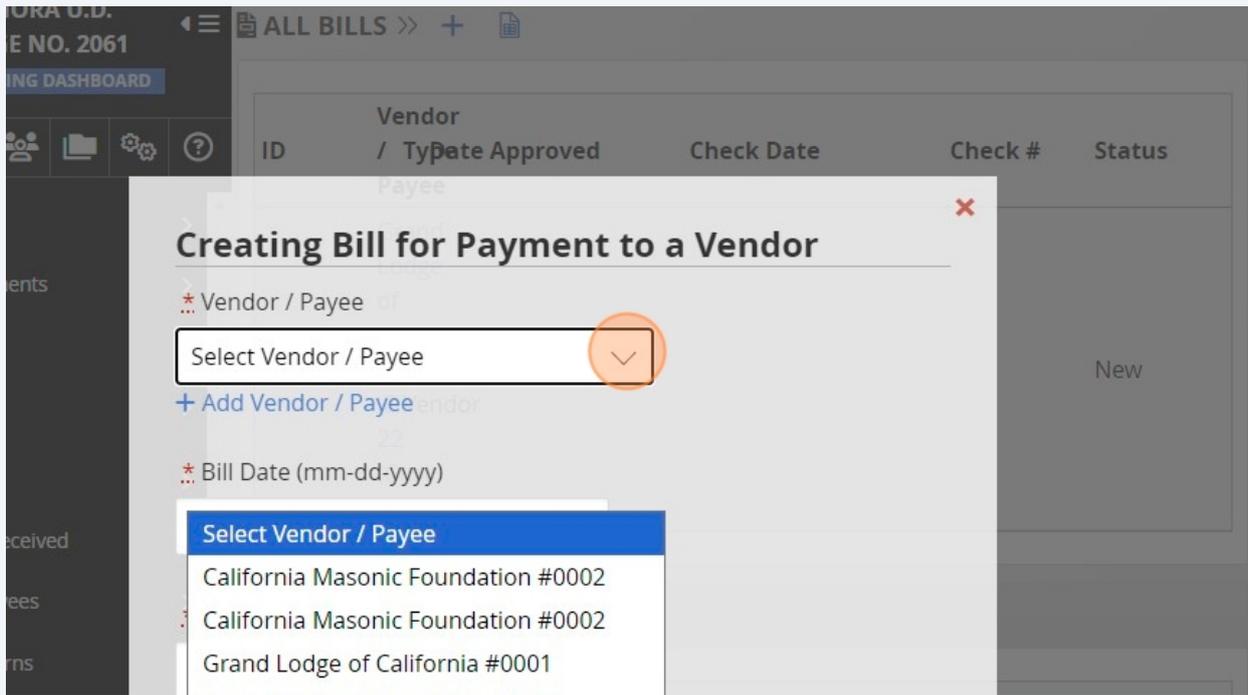
The screenshot shows a dialog box titled 'Select type of bill to add' with a close button (X) in the top right corner. The dialog box contains three blue buttons: 'Payment to Vendor', 'Reimbursement to Member', and 'Payroll to Member'. A red circle highlights the 'Payment to Vendor' button. The background shows a blurred view of the 'ALL BILLS' table from the previous screenshot.

1. Payment to Vendor Bill

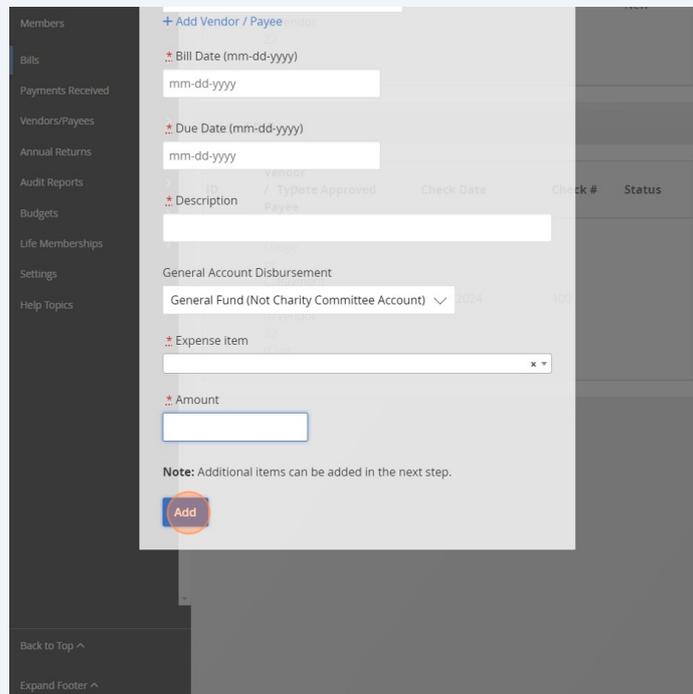
5 Select "Payment to Vendor" option if the payment is for non-member



6 Click on the down-arrow to select a vendor



7 Fill out the required fields (Bill Date, Due Date, Description, Expense Items, Amount) and click "Add"



8 Click "Approve Bill"

The screenshot shows a web application interface for managing bills. The breadcrumb navigation at the top reads "BILLS >> BILL #20". The main content area is divided into two sections: "Details" and "Items".

Details

- Status: New
- Vendor / Payee: Grand Lodge of California - ID 22 (Cust. #: 0001)
- Bill Date: 09/20/2024
- Due Date: 09/20/2024

Items

Description	Sub-Account	Type	Amount	
Test	General Fund	7010 - Per Capita/Degree Fees/Return Dues & Fees	\$1,000.00	 
Total			\$1,000.00	

Below the items table is an "Attachments" section with an "Upload" button.

On the right side, there is an "Actions" panel with four buttons: "Edit Details", "Add Item to Bill", "Approve Bill", and "Void". The "Approve Bill" button is highlighted with a red circle.

2. Reimbursement to Member Bill

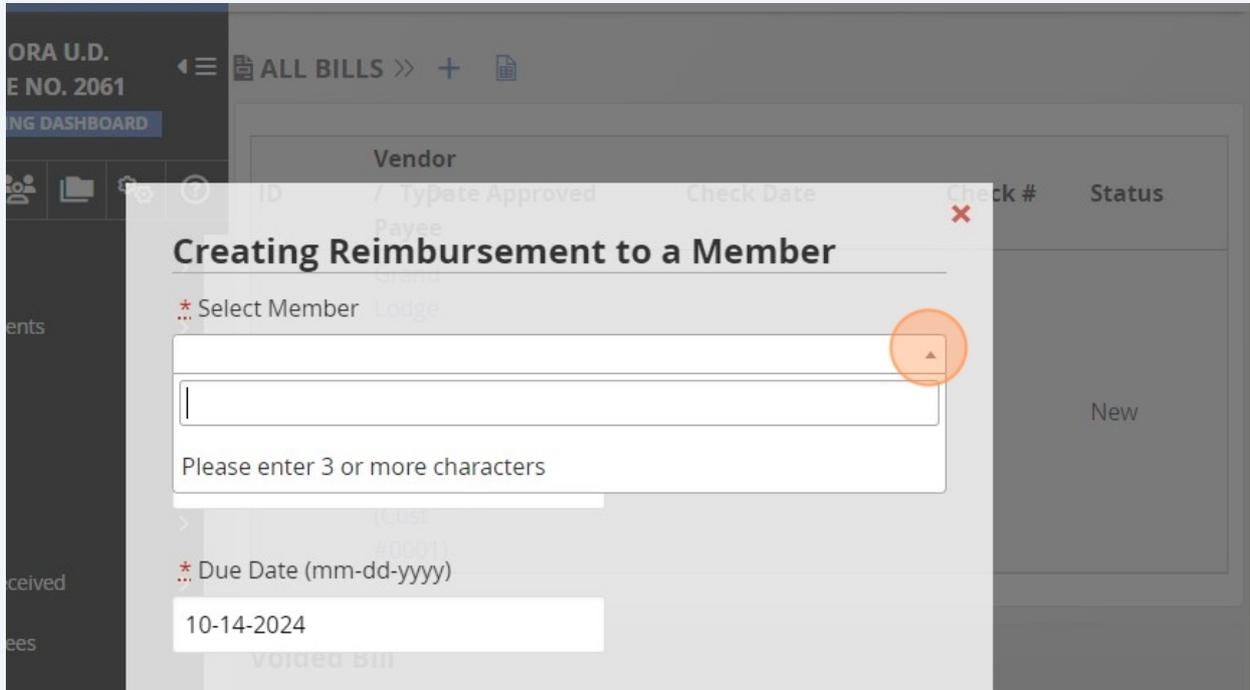
9 Select "Reimbursement to Member" option if the payment is for a member

The screenshot shows a modal dialog box titled "Select type of bill to add" with a close button (X) in the top right corner. The dialog contains three blue buttons:

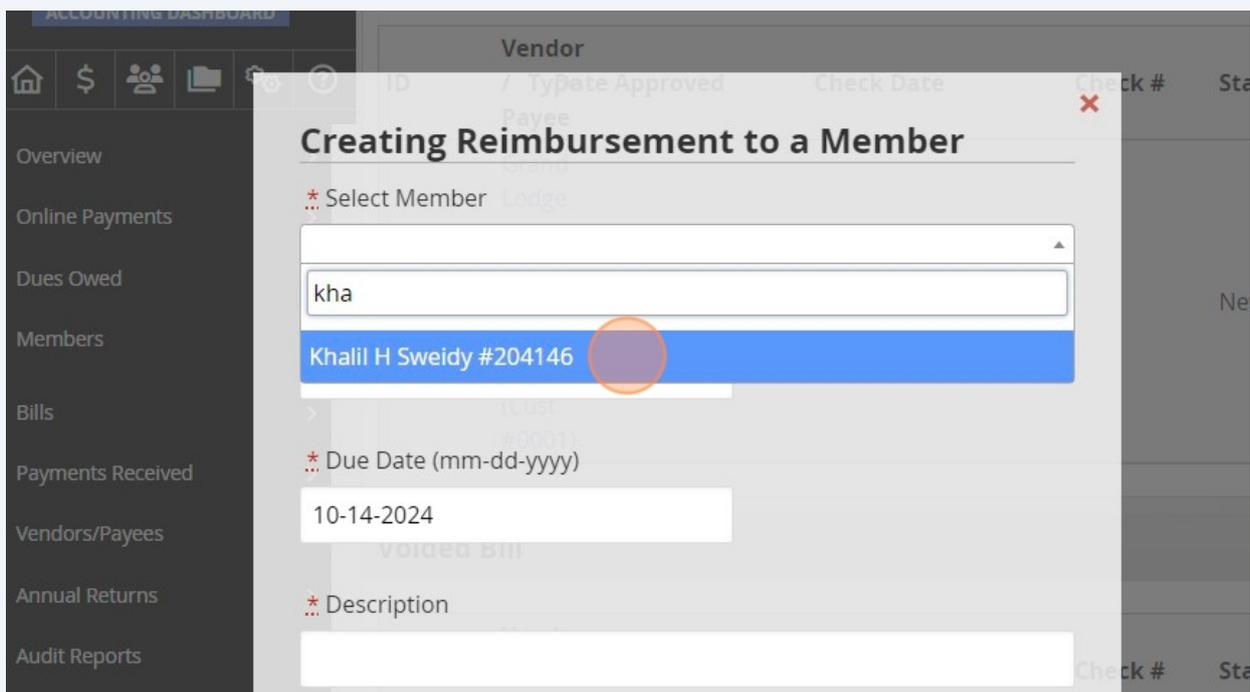
- Payment to Vendor
- Reimbursement to Member (highlighted with a red circle)
- Payroll to Member

The background shows a blurred view of a bill management interface with a table containing columns for "Check #" and "Status".

10 Click on the down-arrow



11 Type member's name in the search bar and click on the name



12

Fill out the required fields (Bill Date, Due Date, Description, Expense Items, Amount) and click "Add"

The screenshot shows a web application interface for adding a bill. On the left is a dark sidebar with navigation options: Members, Bills, Payments Received, Vendors/Payees, Annual Returns, Audit Reports, Budgets, Life Memberships, Settings, and Help Topics. The main content area is a light gray form with the following fields: Bill Date (mm-dd-yyyy) with value 10-14-2024; Due Date (mm-dd-yyyy) with value 10-14-2024; Description with value Lodge Supplies; General Account Disbursement dropdown menu with value General Fund (Not Charity Committee Account); Expense Item dropdown menu; Amount input field; and a Comments text area. At the bottom of the form is a blue 'Add' button. A 'Back to Top' link and an 'Expand Footer' link are visible at the bottom of the page.

13

Click "Approve Bill"

BILLS >> **BILL #62**

Details

Status: New
Vendor / Payee: Khalil H Sweidy #204146
Bill Date: 10/14/2024
Due Date: 10/14/2024

Items

Description	Sub-Account	Type	Amount	
Lodge Supplies	General Fund	6520 - Lodge Supplies and Regalia	\$50.00	
Total			\$50.00	

Actions

Edit Details

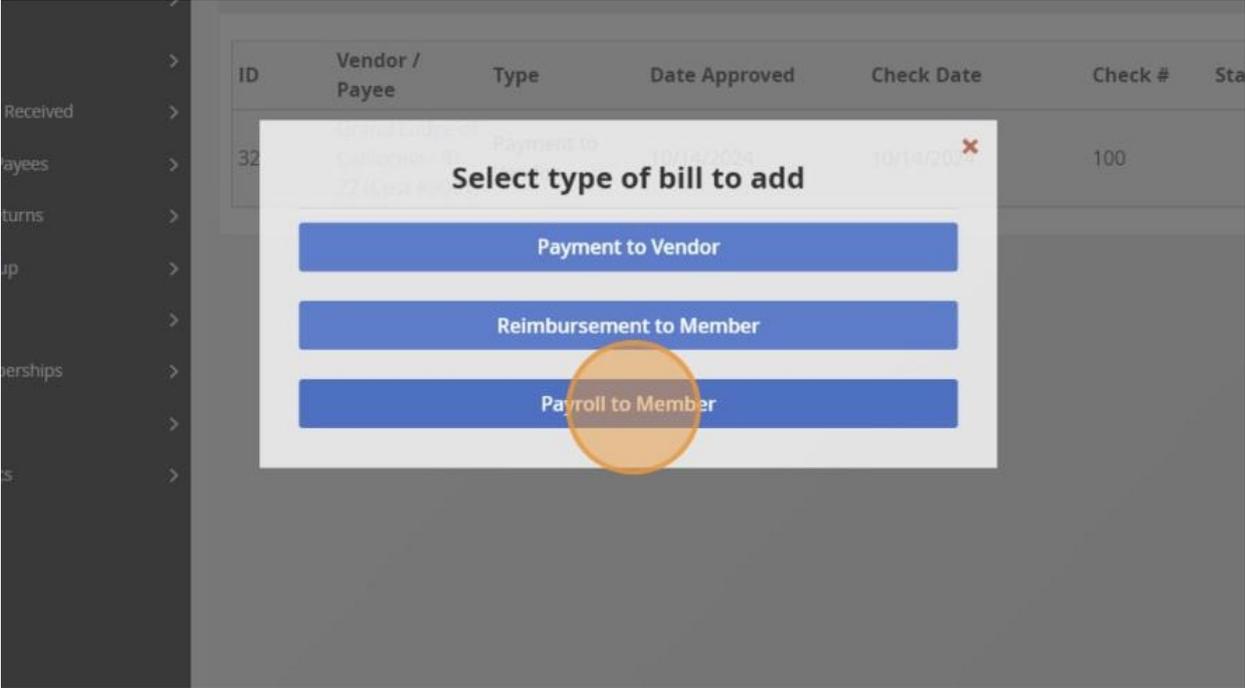
Add Item to Bill

Approve Bill

Void

3. Payroll to Member

15 Select "Payroll to Member" option if the payment is for an officer's salary



16

Enter Member, Position, Pay period, Bill Date, Due Date, Payroll Amount, and click "Add"

Notes: If the Lodge uses Paychex, please refer to the Payroll Journal for the employment tax amount.

- Wages and Salary: Enter Gross Salary
- Employment Taxes: Enter the total of Social Security, Medicare, CA Disability, Federal Income Tax (if any), and/or CA Income Tax Withholdings (if any).
- Other Employment Taxes: Enter other employee's deductions, such as retirement plan contributions (if any).

Creating Payroll to a Member

Select Member
Michael Evan Roberts #218196 - Home Lodge: Acalanes Fellowshi...

Position
Secretary

Pay Period

From (mm-dd-yyyy)
10-01-2024

To (mm-dd-yyyy)
10-31-2024

Bill Date (mm-dd-yyyy)
10-14-2024

Due Date (mm-dd-yyyy)
10-14-2024

Payroll is disbursed from General Account (Not Charity Committee Account)

Payroll Amount (All fields are required, enter 0 if not applied)

Wages and Salaries	750
Employment Taxes	78.87
Other Employment Taxes	0

Comments

Add

17 Click "Approve Bill"

Masons of California

← ≡ **BILLS** >> BILL #65

Details

Status: New
Vendor / Payee: Michael Evan Roberts, PM #218196 - Secretary
Bill Date: 10/14/2024
Due Date: 10/14/2024

Items

Description	Sub-Account	Type	Amount	
Wages and Salaries	General Fund		\$750.00	 
Employment Taxes	General Fund		-\$78.87	 
Other Employment Taxes	General Fund		\$0.00	 
Total			\$671.13	

Actions

[Edit Details](#)

[Approve Bill](#)

[Void](#)

II. Treasurer Pays Bills

22 Select the bill show under "Bills to be paid" on the Treasurer Tools

The screenshot displays a financial management interface with a sidebar on the left and a main content area on the right. The sidebar contains a navigation menu with items like Overview, Online Payments, Dues Owed, Members, Bills, Payments Received, Vendors/Payees, Annual Returns, Audit Reports, Budgets, Life Memberships, Settings, and Help Topics. The main content area is divided into several sections:

- General Fund (Include starting balance)**: A summary table showing a Current Balance of \$1,561.33, Unallocated Balance on Members of \$0.00, and a Grand Total of \$1,561.33. Action links include Add Manual Receipt, Add Manual Disbursement, Add Adjustment, Transfer To Another Account, and Add Sub Account.
- Secretary Tools**: A section with a Cashbook icon, showing Online Payments Pending Disbursement (3, \$216.60) and Members Owing Dues (10, \$1,774.50).
- Bills to be Approved**: A table with columns ID, Vendor / Payee, Type, and Amount, showing a Total of \$0.00.
- Treasurer Tools**: A section with a Cashbook icon, containing a **Bills to be Paid** table. This table has columns ID, Vendor / Payee, Type, and Amount. The first row is highlighted with a red circle: ID 20, Vendor / Payee Grand Lodge of California - ID 22 (Cust #0001), Type Payment to Vendor, and Amount \$1,000.00. The Total is \$1,000.00.
- Open Pay Overs**: A section at the bottom of the Treasurer Tools area.

1. Print Check with Pre-printed Check Stock

27

Click "Print Check" if have pre-printed check stock and would like to print check from iMember

 **BILLS** >> **BILL #20**

Details

Status: Approved
Vendor / Payee: Grand Lodge of California - ID 22 (Cust. #: 0001)
Bill Date: 09/20/2024
Due Date: 09/20/2024

Items

Description	Account / Sub-Account	Type	Amount	
Test	Operating / General Fund	7010 - Per Capita/Degree Fees/Return Dues & Fees	\$1,000.00	 
Total			\$1,000.00	

Actions

- Edit Details
- Mark Bill as Paid
- Print Blank Check
- Print Check**
- Unapprove
- Void

28

Select a layout to print check

Select Layout to Print

- Standard (3-up)
- Voucher (1-up)**

2. Print Check with Blank Check Stock

30

Click "Print Blank Check" if have blank check stock and would like to print check from iMember

 **BILLS** >> **BILL #20**

Details

Status: Approved

Vendor / Payee: Grand Lodge of California - ID 22 (Cust. #: 0001)

Bill Date: 09/20/2024

Due Date: 09/20/2024

Items

Description	Account / Sub-Account	Type	Amount	
Test	Operating / General Fund	7010 - Per Capita/Degree Fees/Return Dues & Fees	\$1,000.00	 
Total			\$1,000.00	

Actions

Edit Details

Mark Bill as Paid

Print **Blank Check**

Print Check

Unapprove

Void

31 Enter Check Number, Check Date, and click "Print Blank Check"

* Check number

1111

* Check Date (mm-dd-yyyy)

mm-dd-yyyy

Print Blank Check

3. Pay Bill

32 Click "Mark Bill as Paid" after printing check or when making payment with a hand-written check or electronic funds transfer

BILLS >> **BILL #20**

Details

Status: Approved
Vendor / Payee: Grand Lodge of California - ID 22 (Cust. #: 0001)
Bill Date: 09/20/2024
Due Date: 09/20/2024

Items

Description	Account / Sub-Account	Type	Amount	
Test	Operating / General Fund	7010 - Per Capita/Degree Fees/Return Dues & Fees	\$1,000.00	
Total			\$1,000.00	

Actions

- Edit Details
- Mark Bill as Paid
- Print Blank Check
- Print Check
- Unapprove
- Void

33

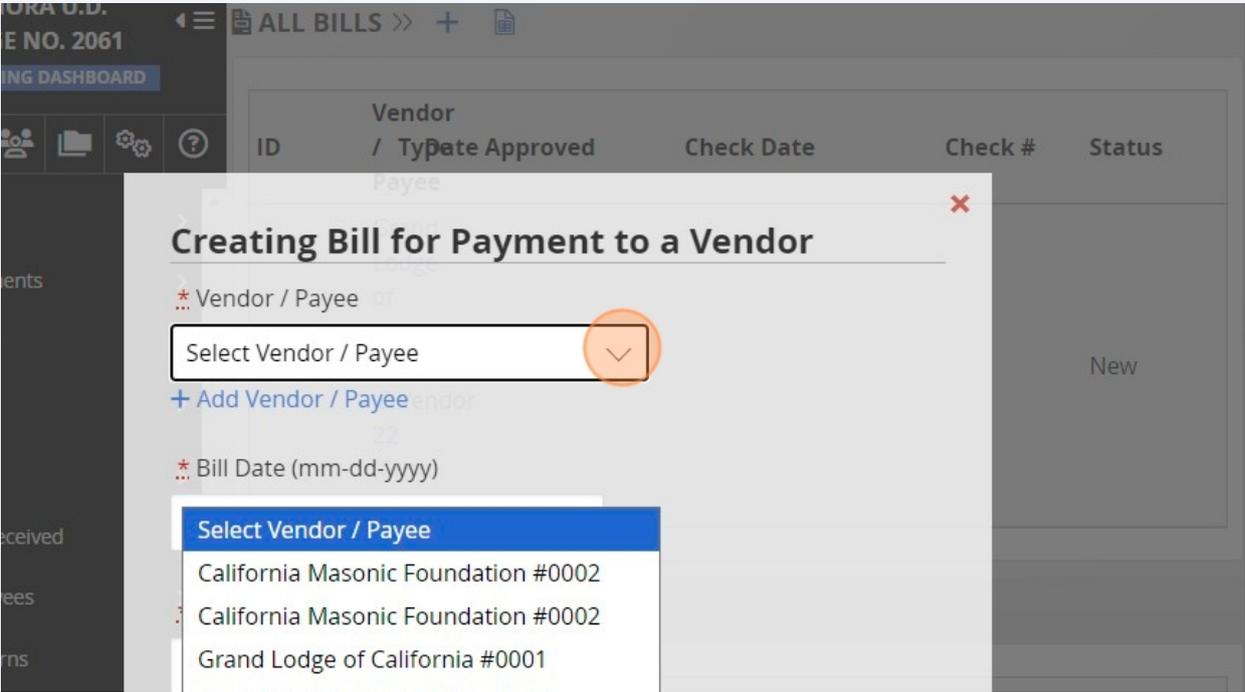
Enter Check/Payment Date, Check no. , and click "Mark Bill as Paid"

The screenshot shows a 'Mark as Paid' dialog box overlaid on a blurred background. The dialog box has a title bar with the text 'Mark as Paid' and a close button on the right. Below the title bar, there are two input fields. The first field is labeled '* Check Date / Payment Order Date (mm-dd-yyyy)' and contains the text '10-14-2024'. The second field is labeled '* Check # / Payment Order #' and is currently empty. Below the input fields is a blue button with the text 'Mark Bill as Paid'. An orange circle highlights the right side of the second input field. In the background, a 'Total' field shows '\$1,000.00' and an 'Attachments' section is visible.

III. Add Vendor/Payee

39 Go to "Bills" > click on the "+" sign > select "Payment to Vendor"

40 Click on "Add Vendor/Payee"



41

Enter Vender name, address, contact information, customer number, and click on "Add Vendor"

The screenshot shows a web application interface with a dark sidebar on the left containing navigation items: Members, Bills, Payments Received, Vendors/Payees, Annual Returns, Audit Reports, Budgets, Life Memberships, Settings, and Help Topics. The main content area is a light gray form titled "Active" with a dropdown arrow. The form contains the following fields and elements:

- Address Section:**
 - Street Address (text input)
 - Suite/Apt # (text input)
 - City (text input)
 - Select State (leave blank if does not apply) (dropdown menu)
 - Zip (text input)
- Contact Information:**
 - Phone Number (text input)
 - Email (text input)
 - Contact Name (text input)
- Customer Number:** (text input)
- Action:** A blue button labeled "Add Vendor" with a red circle highlighting it.

At the bottom left of the sidebar, there are links for "Back to Top ^" and "Expand Footer ^".

How to Add Manual Receipt/Record Members' Dues Payment

Secretary Records Dues and Other Receipts

Add Manual Receipt

- 1 Click "Overview" on the left-side menu list

The screenshot displays the 'Masons of California' Accounting Dashboard for 'SONORA U.D. LODGE NO. 2061'. The left sidebar menu is open, with 'Overview' highlighted. The main content area shows the 'ACCOUNT OVERVIEW' section, which includes a table for the 'Operating Bank Account' and a 'Secretary Tools' section with a summary table.

Operating Bank Account	
General Fund (Include starting balance)	
Current Balance	
Unallocated Balance on Members	
Grand Total	

Secretary Tools	
Online Payments Pending Disbursement	3
Members Owing Dues	10

2 Click "Add Manual Receipt" on the right-hand side

\$1,561.33	→ Add Manual Receipt
\$1,561.33	→ Add Manual Disbursement
\$0.00	→ Add Adjustment
\$1,561.33	→ Transfer To Another Account
	→ Add Sub Account

3 Enter Transaction Date, account to Deposit into, Income Category, Amount and click "Save Deposit"

The screenshot shows a financial management interface. In the background, there is a summary table with the following data:

General Fund (Include starting balance)	\$1,561.33	→ Add Manual Receipt
Current Balance	\$1,561.33	→ Add Manual Disbursement
Unallocated Balance on Members	\$0.00	→ Add Adjustment
Grand Total	\$1,561.33	→ Transfer To Another Account
		→ Add Sub Account

Overlaid on this is a 'Manual Receipt' modal form with the following fields:

- Transaction Date (mm-dd-yyyy):
- Deposit into: Type:
- Income Category:
- Amount:
- Comments:
- Buttons:

Record Member's Dues Payment

4

Under Secretary Tools, click on "Members Owing Dues"

- view >
- Payments >
- Owed >
- Members >
- >
- Payments Received >
- Members/Payees >
- Financial Returns >
- Reports >
- Assets >
- Memberships >
- Assets >

Current Balance

Unallocated Balance on Members

Grand Total

Secretary Tools

Online Payments Pending Disbursement	3
Members Owing Dues	10

Bills to be Approved

ID	Vendor / Payee	Type
Total		

Treasurer Tools

5 Click on "View Members Who Owe Dues"

Dues Cards

[Print 2024 Dues Cards \(All Members\)](#)

Dues Collections

[Dues Notice Configuration](#)
[Dues Verification](#)

10 Member(s) Owing Dues -\$1,774.50 (Reports: [PDF](#) | [XLSX](#))

Printing/Report Options

- > [Member Statements \(PDF\)](#)
- > [Outstanding Labels \(PDF\)](#)
- > [Transactions Report \(PDF\)](#)

Email Options

- > [Send Dues Notice Email](#)
- > [Dues Notice Email Results](#)

[View Members Who Owe Dues](#)

6 Find the member who pays dues and click "Add Payment"

[PDF](#)
[PDF](#)
[PDF](#)

- > [Send Dues Notice Email](#)
- > [Dues Notice Email Results](#)

Outstanding Balances

name, member id or amount owned...

	Member #	Amount Owed	
y	212835	\$180.50	Add Payment
	347283	\$180.50	Add Payment
artin	325961	\$180.50	Add Payment
npton	198031	\$180.50	Add Payment
	198224	\$150.00	Add Payment
	220605	\$180.50	Add Payment
	204146	\$180.50	Add Payment
	345332	\$180.50	Add Payment

7

Enter Payment Received Date, Payment Type, Check Number (if applicable), Total Amount Received, and click "Submit Payment"

Current Account Balance: \$180.50

Payment Received Date (mm-dd-yyyy)	<input type="text" value="12-12-2024"/>
Payment Type	<input type="text" value="Check"/>
Check Number	<input type="text" value="1212"/>
Total Amount Received	<input type="text" value="180.50"/>
Comments	<input type="text"/>

Current Balance Owed	\$180.50
----------------------	----------

Ending Balance	\$0.00
----------------	--------

Submit Payment

8 Under Secretary Tools, select "Payments to be Paid Over for Operating Account"

Current Balance

Unallocated Balance on Members
Grand Total

Secretary Tools

Online Payments Pending Disbursement	3
Members Owing Dues	10
Payments to be Paid Over for Operating Account	2

Bills to be Approved

ID	Vendor / Payee	Type
Total		

Treasurer Tools

Bills to be Paid

9 Select items to pay over to the Treasure to deposit

Masons of California

SONORA U.D. LODGE NO. 2061
ACCOUNTING DASHBOARD

PAYMENTS RECEIVED

Receipts with Secretary

Type	Account / Sub-Account
<input checked="" type="checkbox"/> Select / Clear All	
<input checked="" type="checkbox"/> Manual Receipt	Operating / General Fund
<input checked="" type="checkbox"/> Manual Receipt	Operating / General Fund

Pay selected receipts over to Treasurer

Receipts Paid over to Treasurer

10 Click "Pay selected receipts over to Treasurer"

The screenshot shows a web application interface with a dark sidebar on the left containing navigation icons and arrows. The main content area is titled "Receipts with Secretary" and contains a table with two columns: "Type" and "Account / Sub-Account". The table has three rows: a header row, a row with a checked checkbox and the text "Select / Clear All", and two rows with checked checkboxes and the text "Manual Receipt" and "Operating / General Fund". Below the table is a blue button with the text "Pay selected receipts over to Treasurer" highlighted by an orange circle. Below the button is a section titled "Receipts Paid over to Treasurer" containing a table with two columns: "Pay-over #" and "Date - Account". The table has one row with the text "Total".

Type	Account / Sub-Account
<input checked="" type="checkbox"/> Select / Clear All	
<input checked="" type="checkbox"/> Manual Receipt	Operating / General Fund
<input checked="" type="checkbox"/> Manual Receipt	Operating / General Fund

Pay selected receipts over to Treasurer

Pay-over #	Date - Account
Total	

11 Click "Create Payover Receipt for Treasurer"

The screenshot shows a web application interface with a dark sidebar on the left containing navigation icons and arrows. The main content area contains a table with two columns: "Receipt Type" and "Member Name / Comments". The table has three rows: a header row, a row with the text "4310-01 - Stated Meeting Income/Receipt", and a row with the text "4020-02 - Application for Affiliation Fees". Below the table is a blue button with the text "Create Payover Receipt for Treasurer" highlighted by an orange circle. Below the button is a row with the text "Total amount for this payover".

Receipt Type	Member Name / Comments
4310-01 - Stated Meeting Income/Receipt	
4020-02 - Application for Affiliation Fees	
Total amount for this payover	

Create Payover Receipt for Treasurer

Treasurer Creates Deposits

12 Under Treasurer Tools, click on the transaction date

The screenshot shows a sidebar menu on the left with the following items: Life Memberships, Settings, Help Topics, and Back to Top. The main content area is titled "Treasurer Tools" and contains two tables. The first table, "Bills to be Paid", has columns for ID, Vendor / Payee, and Type. The second table, "Open Pay Overs", has columns for Date and Status. An orange circle highlights the date "10/15/2024" in the "Open Pay Overs" table.

Bills to be Paid		
ID	Vendor / Payee	Type
20	Grand Lodge of California - ID 22 (Cust #0001)	Payment to Vendor
Total		

Open Pay Overs	
Date	Status
10/15/2024	Undeposited
Total	

13 Click on "Mark Payover as Deposited"

The screenshot shows a table of received amounts on the left and an actions panel on the right. The table has columns for Date Received, Date Recorded, and Amount. The actions panel includes a Date Created field, a Deposit Account field, and three buttons: Print Receipt, Mark Payover as Deposited (highlighted with an orange circle), and Void Payover. Below the actions panel is an Attachments section with an "Add Attachment" link and the text "- No Attachments -".

Date Received	Date Recorded	Amount
10/15/2024	10/15/2024	\$300.00
10/15/2024	10/15/2024	\$180.50
		\$480.50
		Total Paid
		\$0.00
		\$0.00
		\$480.50

Actions

Date Created: 10/15/2024
Deposit Account: Operating Account

[Print Receipt](#)

[Mark Payover as Deposited](#)

[Void Payover](#)

Attachments [Add Attachment](#)

- No Attachments -

14

Enter Deposit Date, upload deposit slip (if needed), and click "Confirm and Submit"

✕

Marking Payover as Deposited

* Deposit Date (mm-dd-yyyy)

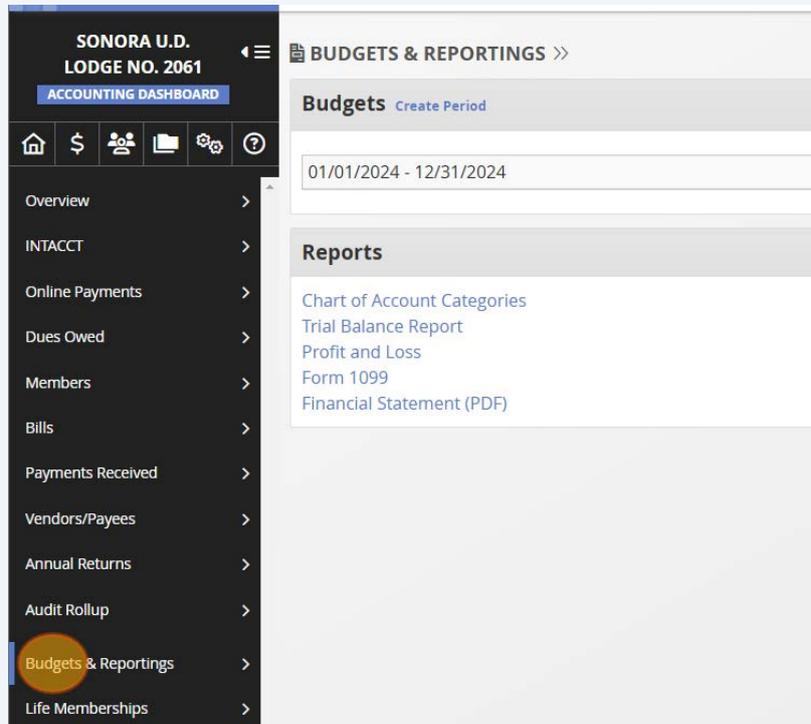
Upload Deposit Receipt

Display Name of File

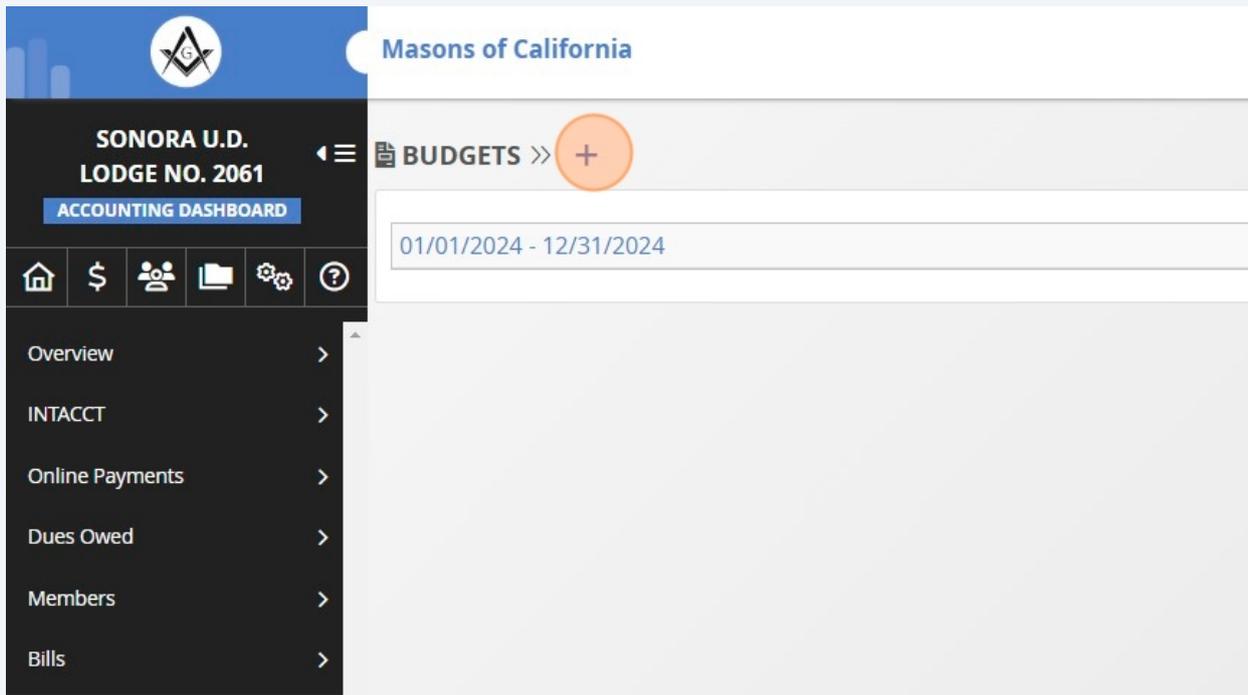
No file chosen

How to Enter Budget

1 On the left-side menu list, click on Click "Budgets & Reportings"



2 Click on the "+" sign



3

Enter Accounting Period Start and End date

Add Accounting Period ✕

* Period Start (mm-dd-yyyy)

* Period End (mm-dd-yyyy)

December 2025

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 Click "Add"

Add Accounting Period

* Period Start (mm-dd-yyyy)
01-01-2025

* Period End (mm-dd-yyyy)
12-31-2025

Add

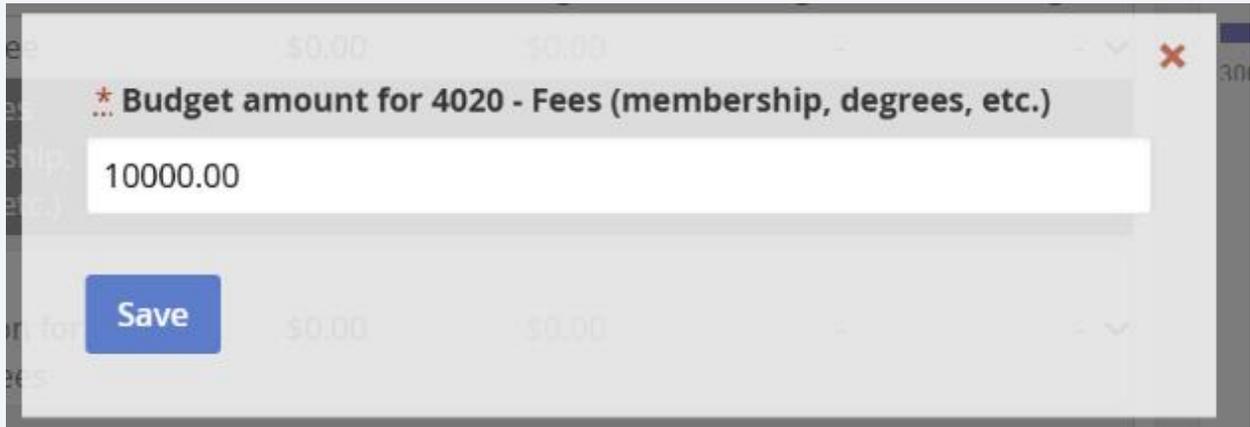
5 Click on the budget amount to edit.

Click on the **amount** to edit.

Receipts/Income	Actual	Budget	Over Budget	Percentage
Starting Balance	\$2,041.83			
Petition Fee	\$0.00	\$0.00	-	-
4020 - Fees (membership, degrees, etc.)	\$0.00	\$0.00	-	-
4020-01 - Application for Degree Fees	\$0.00	\$0.00	-	-
4020-02 - Application for Affiliation Fees	\$0.00	\$0.00	-	-
5300 - Interest Income	\$0.00	\$0.00	-	-

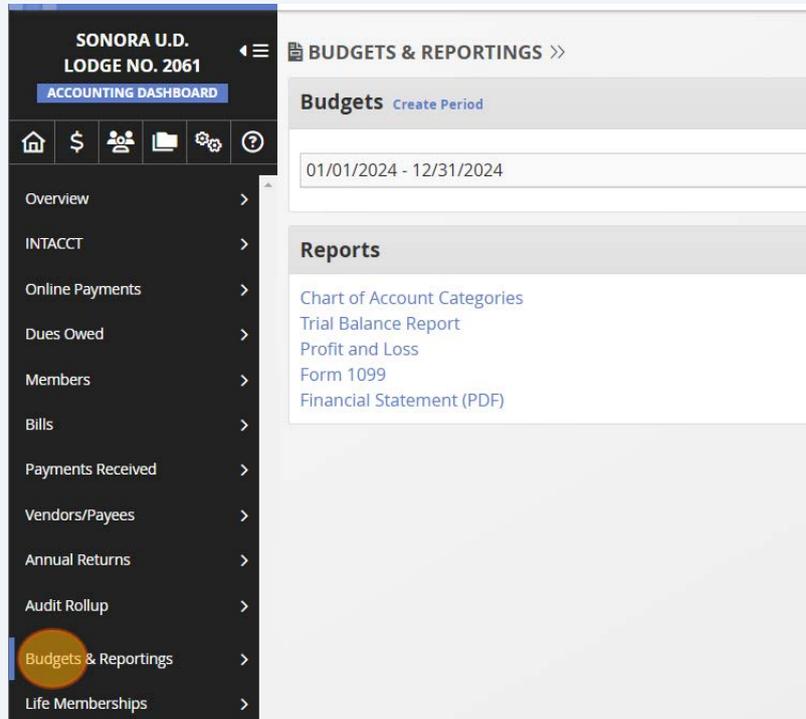
6

For instance, click on the Fees (membership, degrees, etc.) budget amount to edit, enter the amount, and click "Save"



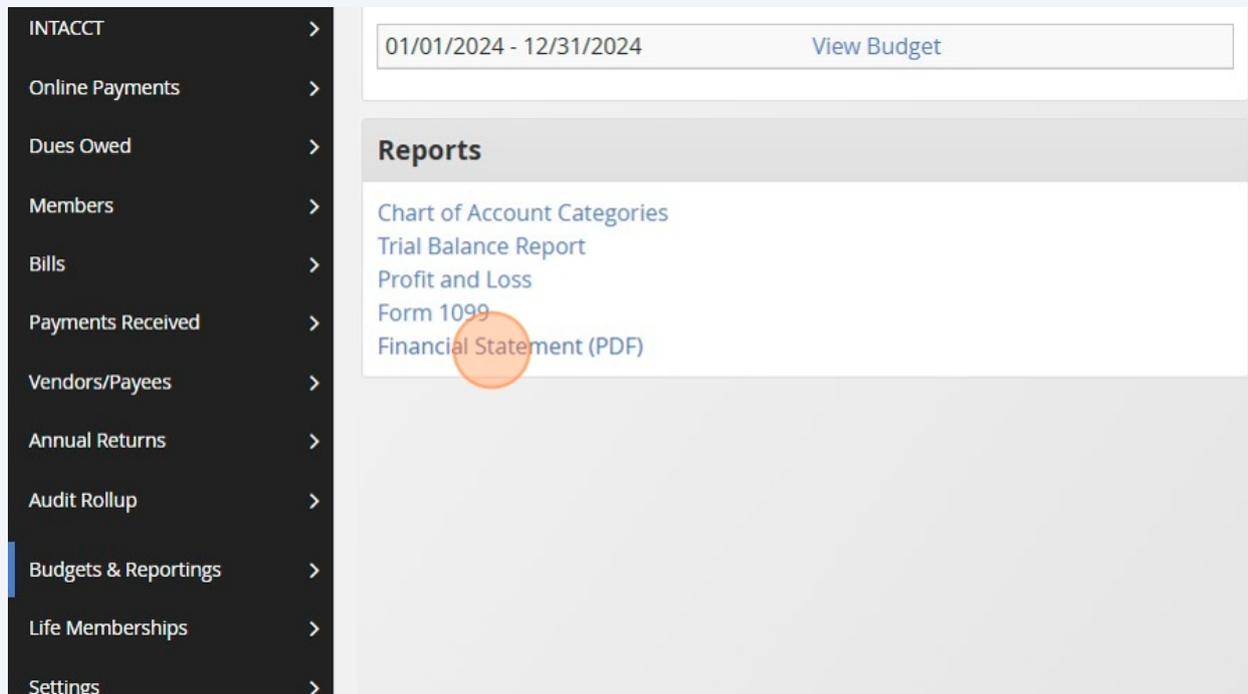
Generating a Financial Report

1 On the left-side menu list, click on "Budgets & Reportings"



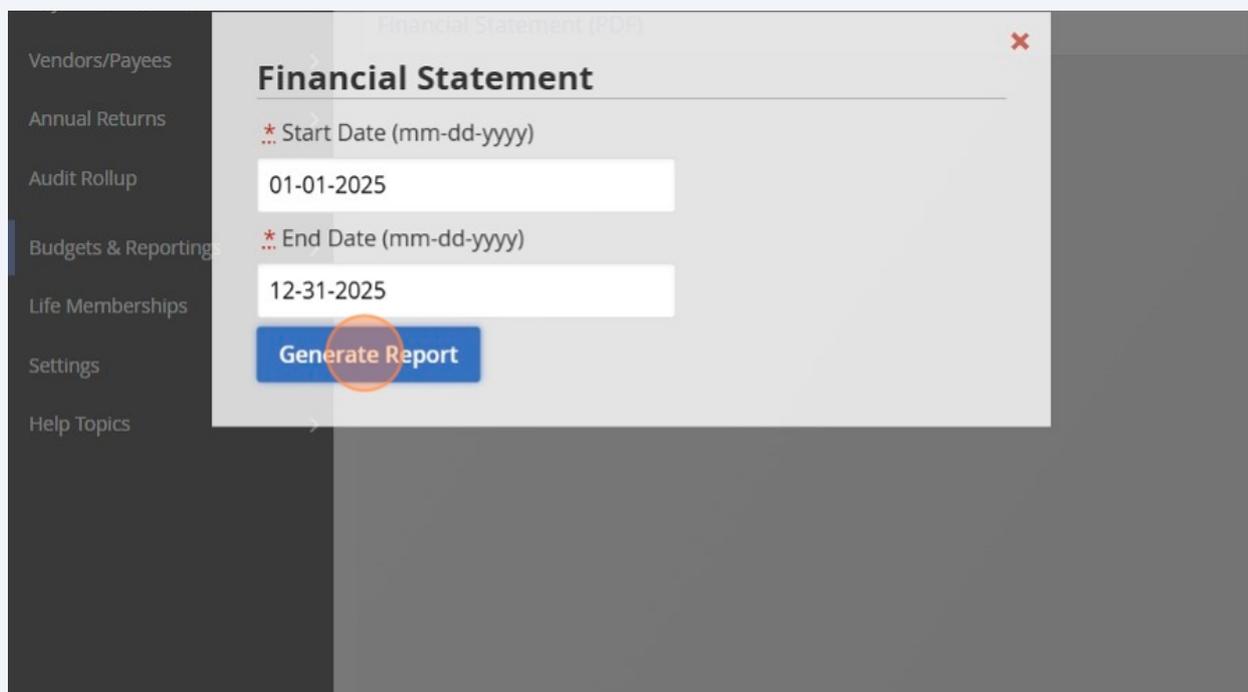
2 Click on a report name

For example: Financial Statement



The screenshot shows a software interface with a dark sidebar menu on the left and a main content area on the right. The sidebar menu includes the following items: INTACCT, Online Payments, Dues Owed, Members, Bills, Payments Received, Vendors/Payees, Annual Returns, Audit Rollup, Budgets & Reportings (highlighted with a blue bar), Life Memberships, and Settings. The main content area has a date range selector at the top showing '01/01/2024 - 12/31/2024' and a 'View Budget' link. Below this is a 'Reports' section with a list of report names: Chart of Account Categories, Trial Balance Report, Profit and Loss, Form 1099, and Financial Statement (PDF). An orange circle highlights the 'Financial Statement (PDF)' link.

3 Enter report start date, end date, and click "Generate Report"



The screenshot shows a 'Financial Statement (PDF)' dialog box overlaid on the software interface. The dialog box has a title bar with a red 'X' close button. It contains the following fields and buttons: a title 'Financial Statement', a label '* Start Date (mm-dd-yyyy)' with a text input field containing '01-01-2025', a label '* End Date (mm-dd-yyyy)' with a text input field containing '12-31-2025', and a blue 'Generate Report' button. An orange circle highlights the 'Generate Report' button. The background shows a partial view of the sidebar menu with 'Budgets & Reportings' highlighted.

Reconcile a Bank Account in Cashbook

1 On the left-side menu list, click "Overview"

The screenshot shows the 'Masons of California' accounting dashboard. The left sidebar menu has 'Overview' highlighted with a red circle. The main content area displays the 'ACCOUNT OVERVIEW' page, which includes sections for 'Operating Bank Account', 'Other Bank Accounts (Not Trustee Accounts)', and 'Secretary Tools'.

Operating Bank Account

General Fund (Include starting balance)
Current Balance
Unallocated Balance on Members
Grand Total

Other Bank Accounts (Not Trustee Accounts)

Account Name	Account Type
Fidelity	Investment
BofA Savings	Savings Account
BofA Savings Program account	Savings Account

Secretary Tools

Online Payments Pending Disbursement	3
Members Owning Dues	7

2 Click "Cashbook" at Treasurer Tools

The screenshot displays the Cashbook interface. At the top, there are two tabs: "Secretary Tools" and "Cashbook". The "Cashbook" tab is active and highlighted with a blue circle. Below the tabs, there are two main sections: "Secretary Tools" and "Treasurer Tools".

Secretary Tools

Item	Count	Amount
Online Payments Pending Disbursement	3	\$216.60
Members Owing Dues	7	\$1,263.50

Bills to be Approved

ID	Vendor / Payee	Type	Amount
78	John Smith - ID 47 (Cust #00062)	Payment to Vendor	\$150.00
Total			\$150.00

Treasurer Tools

Bills to be Paid

ID	Vendor / Payee	Type	Amount
79	John Smith - ID 47 (Cust #00062)	Payment to Vendor	\$150.00
74	California Masonic Foundation - ID 29 (Cust #0002)	Payment to Vendor	\$1,000.00
20	Grand Lodge of California - ID 22 (Cust #0001)	Payment to Vendor	\$1,000.00
Total			\$2,150.00

3 Select an account to reconcile

The screenshot shows a dialog box titled "Select Account To View Treasurer Cashbook" with a close button (X) in the top right corner. The dialog box is overlaid on a background of account information. The dialog box contains a list of accounts with expandable arrows:

- > Operating Account
- > Fidelity
- > BofA Savings
- > BofA Savings Program account

The "BofA Savings" option is highlighted with a blue circle. In the background, the "Other Bank Accounts (Not Trustee Accounts)" section is visible, showing a table with columns for Account Name, Account Type, and Starting Balance:

Account Name	Account Type	Starting Balance
Fidelity	Investment	\$10,000.0
BofA Savings	Savings Account	\$1,500.0
BofA Savings Program account	Savings Account	\$0.0

4 Enter a date range and click "Filter by Selected Date Range"

Masons of California

ACCOUNTING >> TREASURER CASHBOOK

BofA Savings Program account

* Start Date (mm-dd-yyyy) End Date (mm-dd-yyyy)

05-01-2024 12-31-2025

Filter by Selected Date Range Reset Date Range

Download report of these transactions: EXCEL | PDF

Date	Type	Category
05/23/2025	Manual Disbursement	8030-02 - Junior Warden Refr
03/18/2025	Deposit #48 - Receipts Paid Over to Treasurer	
03/17/2025	Deposit #45 - Receipts Paid Over to Treasurer	
05/01/2024	Deposit #53 - Receipts Paid Over to Treasurer	
Starting Balance on 05/01/2024		

5 Click "Reconcile Cashbook"

ACCOUNTING >> TREASURER CASHBOOK

BofA Savings Program account

Reconcile Cashbook

* Start Date (mm-dd-yyyy) End Date (mm-dd-yyyy)

05-01-2024 12-31-2025

Filter by Selected Date Range Reset Date Range

Download report of these transactions: EXCEL | PDF

Date	Type	Category	Amount	Balance
05/23/2025	Manual Disbursement	8030-02 - Junior Warden Refreshment Fund Expense	-\$100.00	\$2,440.00
	Deposit #48 - Receipts Paid Over to			

6 Enter Statement ending date and Ending balance

Date	Type	Category
05/23/2025	Manual Disbursement	8030-02 - Junior Warden Refreshment Fund Expense
03/18/2025	Deposit #48 - Receipts Paid Over to Treasurer	
03/17/2025	Deposit #45 - Receipts Paid Over to Treasurer	
05/01/2024	Deposit #53 - Receipts Paid Over to Treasurer	
Starting Balance on 05/01/2024		

* Statement Date (mm-dd-yyyy)

05-31-2024

* Ending balance on bank statement

1900

[Start Reconciling Cashbook](#)

7 Check mark a transaction that matches your bank statement

ACCOUNTING >> RECONCILING BOFA SAVINGS PROGRAM ACCOUNT

Started on: 03/28/2025 @ 10:07PM - Status: Draft
 Statement ending date: May 31, 2024

[Finish Now](#) [Save Draft](#)

\$1,900.00	-	\$2,000.00	
STATEMENT ENDING BALANCE		CLEARED BALANCE	
\$1,900.00	-	\$2,000.00	
BEGINNING BALANCE		0 PAYMENTS + 1 DEPOSITS	

-\$100.00
DIFFERENCE

Date	Type (links open in new tab)	Payment/Deposit Method	Payment	Deposit
05/01/2024	Deposit #53 - Receipts Paid Over to Treasurer			\$2,000.00 <input checked="" type="checkbox"/>

8

If the difference amount becomes "0", click "Finish Now". Otherwise, click "Save Draft" and go back to record any missing transaction.

ACCOUNTING >> RECONCILING BOFA SAVINGS PROGRAM ACCOUNT

Started on: 03/28/2025 @ 10:07PM - Status: Draft
Statement ending date: May 31, 2024

Finish Now **Save Draft**

\$1,900.00 STATEMENT ENDING BALANCE	-	\$2,000.00 CLEARED BALANCE	
\$1,900.00 BEGINNING BALANCE	-	-\$0.00 0 PAYMENTS	+ \$2,000.00 1 DEPOSITS

-\$100.00
DIFFERENCE

Date	Type (links open in new tab)	Payment/Deposit Method	Payment	Deposit
05/01/2024	Deposit #53 - Receipts Paid Over to Treasurer			\$2,000.00 <input checked="" type="checkbox"/>