

ENF Electronic Remittance Instructions

Use for Donations with Dues Only

Submit donor information to the ENF electronically via a CLMS Remittance Sheet for faster processing time! **This process may only be used for transmitting donations given with dues payments.** Other donations collected throughout the year should be sent using separate ENF reports or by providing a list of donors with their member numbers or addresses. Visit www.elks.org/enf/chairmen/remittance.cfm to access the online remittance form for non-dues donations.

To transmit information about ENF donations given with dues payments, sign into CLMS2 and follow these instructions.

Set Up Your CLMS Account to Accept Donations with Dues Payments

If you don't have the option to enter donations to the ENF with dues payments, follow these instructions. If your CLMS account is already set up to accept ENF donations, scroll to page 3: **Send Donations to the ENF.**

1. Select **Options** tab from the CLMS Main Menu. Check the **Enable Expert Mode** checkbox and click the **Submit** button.

CLMS2Web: Options

Home Roster Reports Settings Officers/Committees Accounting Options Staff Messaging (1) Support Help

Options

Advanced Editing Options

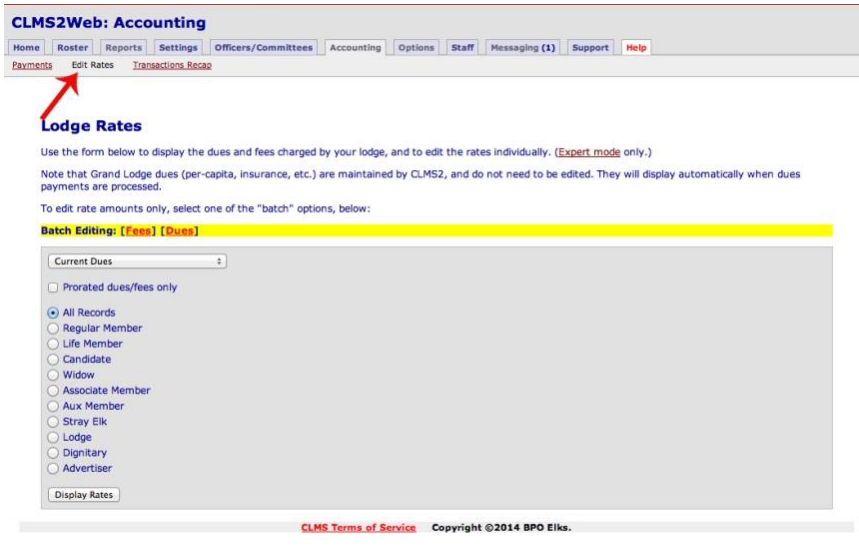
Enable expert mode. (Enables editing of readonly records and sensitive data, and the permanent deletion of records; this session only.)

Enable ADMIN expert mode. (Defaults expert mode to TRUE for all lodges. Admins only.)

Submit

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2. Select the **Accounting** tab from the CLMS Main Menu.
3. Click the link labeled **Edit Rates**.



- From the drop down menu, select the option labeled, **Optional Dues, Fees and Donations**. Click the button labeled, **Display Rates**.



- Click the link for the first available **TranCodeID** that lists the Amount at 0.00.

CLMS2Web: Accounting

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Payments | Edit Rates | Transactions Recap

Lodge Rates

Use the form below to display the dues and fees charged by your lodge, and to edit the rates individually. (Expert mode only.)

Note that Grand Lodge dues (per-capita, insurance, etc.) are maintained by CLMS2, and do not need to be edited. They will display automatically when dues payments are processed.

To edit rate amounts only, select one of the "batch" options, below:

Batch Editing: [Fees] [Dues]

Search Again

Optional Dues, Fees, and Donations; ALL RECORDS.
Records found: 116

TranCodeID	TranType	Rate Code	Description	Amount	Debit Acct.	Credit Acct.	Start Date	End Date
253533	OD		[51] Donation Optional 1	0.00	101-01			
253534	OD		[52] Donation Optional 2	0.00	101-01			
253535	OD		[53] Donation Optional 3	0.00	101-01			
253536	OD		[54] Donation Optional 4	0.00	101-01			
253537	OD		[55] Donation Optional 5	0.00	101-01			
253538	OD		[56] Donation Optional 6	0.00	101-01			
253539	OD		[57] Donation Optional 7	0.00	101-01			
253540	OD		[58] Donation Optional 8	0.00	101-01			
253541	OD		[59] Donation Optional 9	0.00	101-01			
253542	OD		[60] Donation Optional 10	0.00	101-01			
253543	OD		[61] Donation Optional 11	0.00	101-01			

- On the **Description** line, enter a description to remind you that this field is for ENF donations, such as "ENF Donation." On the **Amount** line, enter an amount greater than zero to display on the dues payment form. This will be the default amount that is displayed on the form, so choose the most common donation amount. Lodge Secretaries can adjust this amount on individuals' Dues Payment screens. Leave the Minimum Amount at \$0.00. Update the **Account** to match the Account you've set up to receive ENF donation. See **First Time Transmission** information on page 4 for details on setting up this account.

CLMS2Web: Accounting

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Edit Rates

(Return to All Rates)

Edit Payment Rates

Type:

Code:

Description: ← **Update to ENF Donation**

Amount: ← **Update to default donation amount**

Minimum Amount:

Credit Account:

Debit Account: Debit Account Suffix:

Start Date:

End Date:

Administrators Only

Rate Code:

Effective Date:

Flags:

- Prorated
- Prorate Suppress
- Life
- Regular
- Candidate
- Associate
- Widow
- Auxiliary
- Stray Elk
- Lodge
- Dignitary
- Advertiser

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7. Click the **Update** button.

Your ENF Donation prompt will now be included on your Dues Payment screen, and on the Optional Payments Wizard.

Send Donations to the ENF

Once you've entered donations through your Dues Payment screen or Optional Payments Wizard, follow the steps below to remit them to the ENF.

For First Time Transmission

1. If this is your first Electronic Remittance, you must select an account for ENF donations before generating the report.
 - a. From the CLMS Menu options, select **Settings**.
 - b. Click on the **Other** tab.
 - c. Under **ENF Account Settings**, use the drop-down menu to select the account from which to draw ENF donations. Note: This account will be saved for future remittances. To select a different account in the future, repeat this step.
 - d. Proceed to Step 2.

For First Time and Subsequent Transmissions

2. From the CLMS Menu options, select **Reports**.
3. Click on the **ENF** tab.
4. Under ENF Reports, choose **ENF Remittance Sheet**.
 - a. Input the date range for the transactions you'd like to include in your remittance, or you may select a Lodge year from the drop down menu to include all donations for a given year. Click the **Display Payments** button.
(Be sure you only include donations that have not already been transmitted to the ENF).
 - b. Once you've confirmed the accuracy and total of the donations displayed, click the button labeled **Transmit Data to ENF**.
 - c. After transmitting your data, your Remittance Sheet will be displayed with a special Batch ID. Print this Remittance Sheet for verification.
5. So the ENF can verify these donations, and to launch the import process on our end, the printed CLMS Remittance Sheet with Batch ID **must be** mailed with a check to cover the amount to the Elks National Foundation.
 - a. If the check does not exactly equal the amount listed on the accompanying CLMS Remittance sheet, please indicate how the additional funds should be credited.

Thank you for your role in building stronger communities!