Dues & Billing

I. Dues and Billing Overview

Welcome to Dues and Billing!

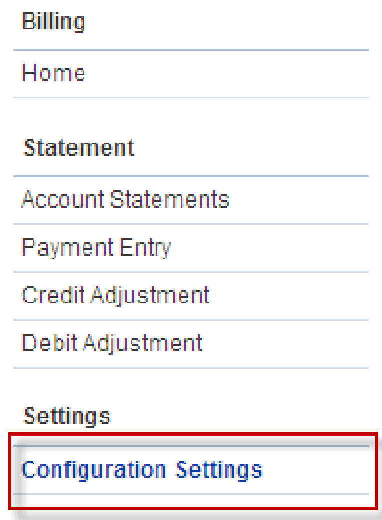
This feature allows you to create batches of invoices and specify members as recipients. The current functionality allows you to generate, view and print a particular member's invoice, email it individually to all or selected members, specify detailed items for charges (and credits), overwrite quantities and amounts by member and be able to track payments and debit/credit adjustments against each member's statement. Each member can login to the site and view their own online billing account statement, showing all invoices and payments, along with their outstanding balance.

This feature is also compatible with our Online Payments module, allowing you to offer online payments for your members. Available through a link in their account statement or invoice, or by logging into the site, members can choose to make a credit card payment for any amount, which will automatically debit their account and update their balance. For more information on the Online Payment module, please contact us at salesinquiry@clubrunner.ca.

To start using the Dues and Billing module, you will need to verify that your configurations are set up properly.

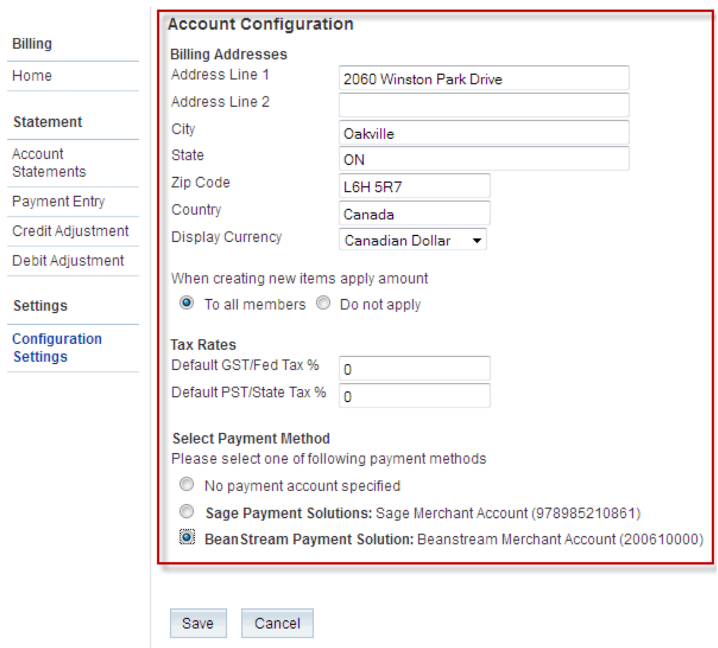
II. Setup

To make sure your club's Dues and Billing Module is setup correctly; you have to update the settings within Configuration Settings. This will allow you to define your club's billing address, define currency, enter tax information, and turn on the Online Payment Module



To update your club's settings:

- From the Admin Page, Click **Dues & Billing** located within the Membership Manager section
- Click **Configurations Settings**
- Enter your club's Billing Information. This will appear on all invoices. If your club does not have a P.O. Box, specify where you wish for checks to be mailed.
- Select type of Currency

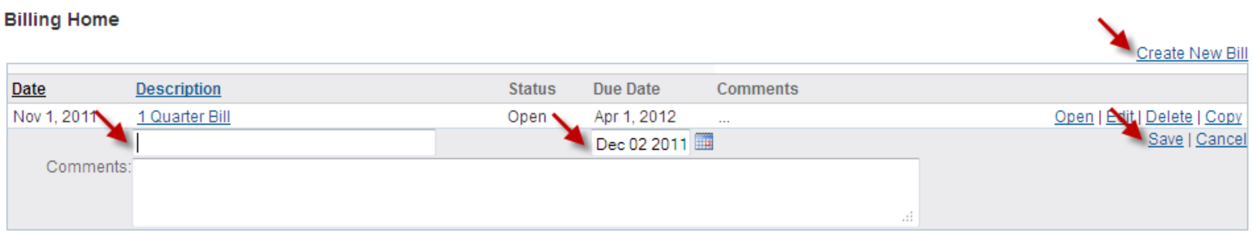


- Next, you can specify the default tax rates for the invoices. You will be able to change the tax rates on a per item basis, however for convenience you can define the default. If most of your invoices will not be subject to taxes, specify 0 for both State and Federal taxes.
- Click **Save** to finish

III. Create a New Bill

To Create a New Bill, follow the steps below:

- From the Admin page, click **Dues & Billing**
- Click **Create New Bill**
- Enter the Description and select Due Date
- Entering Comments is an option. Comments will display on the invoice
- Click **Save**



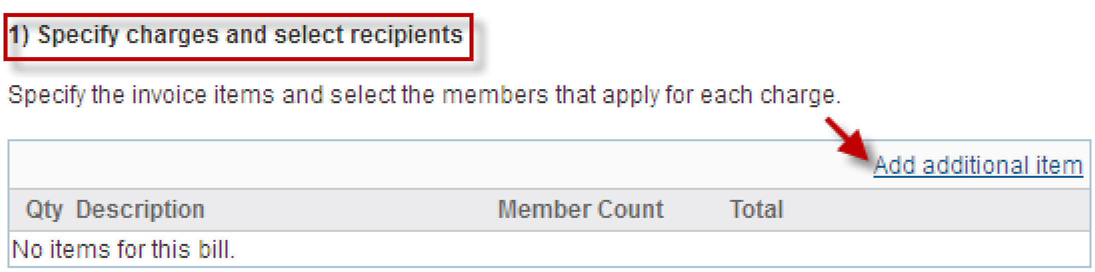
IV. Bill Setup

The setup is organized into 4 steps.

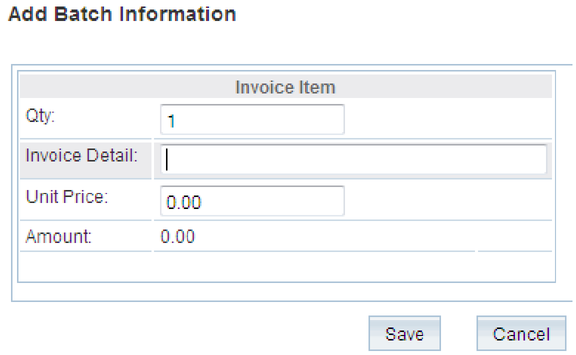
1. Specify charges and select recipients

This is where you will add an item, define a charge, than apply it to the members.

- Click **Add additional item**



- Enter Invoice Detail(ex. Dues)
- Enter Unit Price. Once added, the price will automatically populate within the Unit Price field for each member



- Select the individuals the invoice applies to. Deselect those who are not included within this invoice. You have the option to choose from 3 lists (Active Member, Inactive Members, and Honorary Members)
- Click **Save**

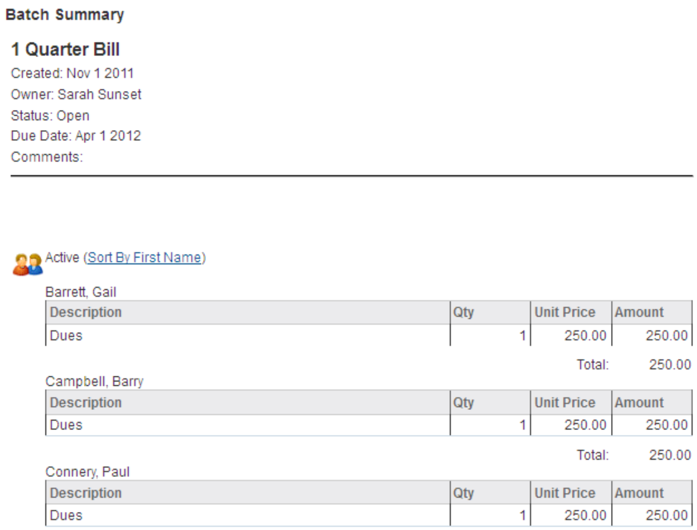

Select Members
Active Select All Active Members

Sort By First Name	Qty	Unit Price	Amount
Barrett, Gail	1	250.00	250.00
Campbell, Barry	1	250.00	250.00
Connery, Paul	1	250.00	250.00
Davidson, Stuart	1	250.00	250.00
Davis, Mark	1	250.00	250.00
Evans, Adrian	1	250.00	250.00
Fagan, Laurie	1	250.00	250.00
Farnsworth, Frank	1	250.00	250.00
Faulkner, Ken	1	250.00	250.00
Ferguson, Sarah	1	250.00	250.00
Fernandes, John	1	250.00	250.00
Fyfe, James	1	250.00	250.00

- You will have the option to either Edit or Delete this item. However, once the invoices are generated in step 3, these options will no longer be available
- You will also have the option to continue to add additional items within Step 1

2. Review

This is where you'll be able to preview the individual invoices by clicking Billing Roster. Step 2 will allow you to review the invoices before they are generated. If a change needs to be made, you can go back and edit an item in Step 1



Batch Summary

1 Quarter Bill
Created: Nov 1 2011
Owner: Sarah Sunset
Status: Open
Due Date: Apr 1 2012
Comments:

Active (Sort By First Name)

Barrett, Gail

Description	Qty	Unit Price	Amount
Dues	1	250.00	250.00

Total: 250.00

Campbell, Barry

Description	Qty	Unit Price	Amount
Dues	1	250.00	250.00

Total: 250.00

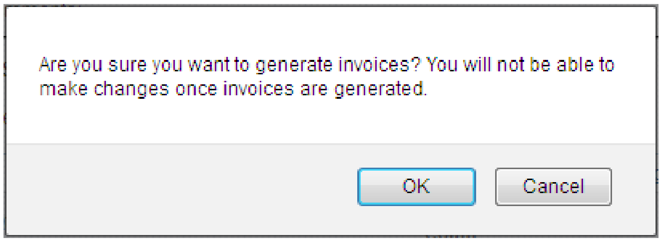
Connery, Paul

Description	Qty	Unit Price	Amount
Dues	1	250.00	250.00

3. Generate Invoices

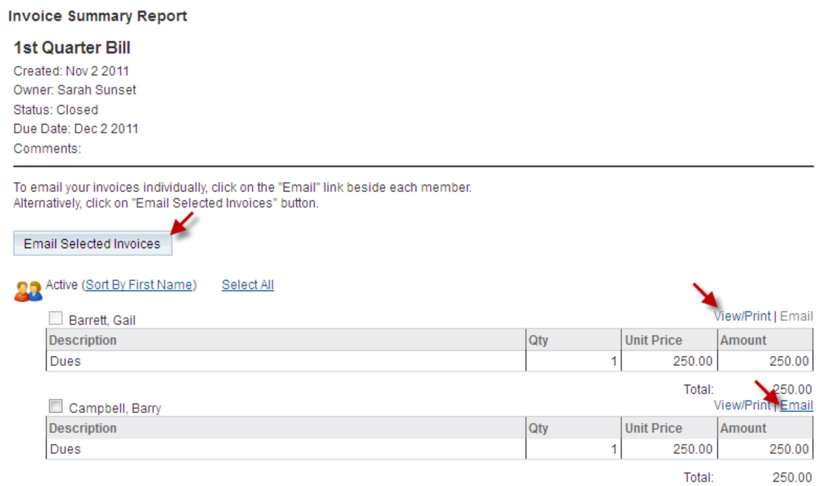
- Click Generate Invoices. This will generate the invoices which will allow you to either print or email them to your club. Please note that once you generate the invoices, you will NOT be able to modify the invoices.

- Click **OK**



4. Print/Email Invoice

- Once the invoices have been generated, click View Individual Invoices
- Click **View/Print** to the right of the members name to either View or Print the invoice. Once opened, the invoice can be printed by using your web browser

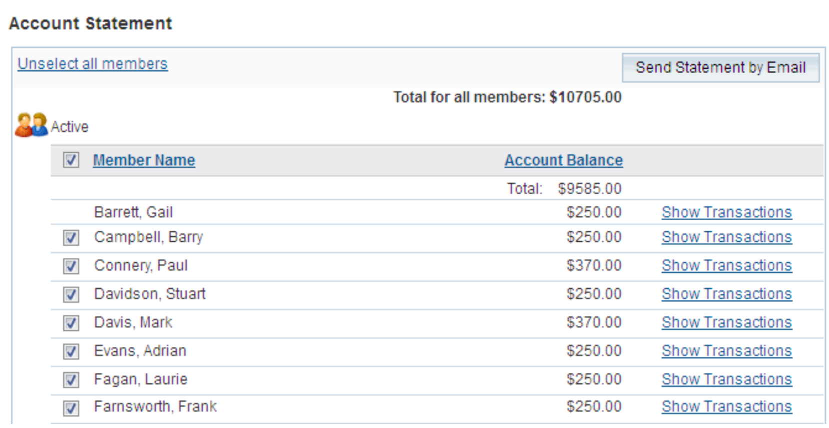


- To email an invoice, click **Select All** than **Email Selected Invoices**
- To email an individual invoice, click **Email** located to the right of the members name

V. How can I track payments made by members?

In order to track your payments, follow the steps below:

- Login and go to the Admin page
- Under the Membership Manager section, click **Dues & Billing**
- A new page will open. Please select **Account Statements**

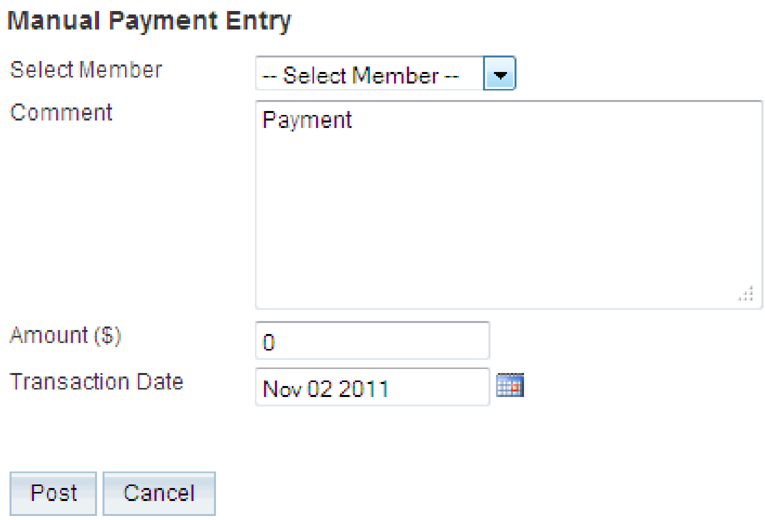


- Once there, you will be able to see the transactions made by your members by selecting the Show Transactions button beside each member.

VI. How do I enter a Payments Entry?

To enter a payment entries follow these steps:

- Login as usual and click **Admin**.
- Click on **Dues & Billing** in the Membership Manager section.
- You will then be brought to the Billing Home screen.
- Click **Payment Entry**



- Select the appropriate member from the drop down menu
- Add a comment in the comment box if appropriate (ex. Invoice number) and enter in the amount.
- Click **Post**.

IV. Credit and Debit Adjustments

In order to correct a member's balance you can either credit or debit their account. To do that:

- Login and go to the Admin page
- Click **Dues & Billing**

- Once there simply select from the left menu bar the adjustment type you would like to complete: **Credit Adjustment** or **Debit Adjustment**
- From the dropdown menu, select the member you want to debit / credit, enter comments if necessary and specify the amount you want to credit / debit
- Once done click on the **Post** button.

8. Online Credit Card Payment Option

You have the option of allowing your members to pay their bills online. Please contact us in order to receive further instructions on the setup.

Once you have set up a merchant account for your club, the bills you will send out by email will contain a link to allow members to pay any amount online, or members can log in anytime and pay online through their billing account statement page.
All payments get deposited directly to your club's bank account, and unique confirmation IDs are tracked on your account history so there is no need to consolidate payments.

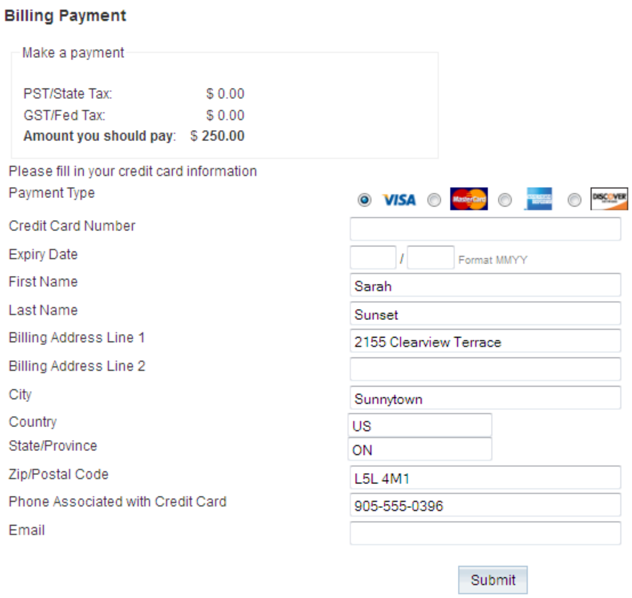
9. My Billing Account Balance

This feature allows a club member to see their individual statement. When **My Billing Account Balance** is clicked, the My Transactions page will open. From there they will be able to see all the invoices that have been applied to their profile and their account balance.

For clubs who have the Online Payment Module, there will be an additional option to pay their dues online. Here are the steps below:

- From the My Transaction page, click Make a Payment

- Enter credit card information



- Click **Submit**