FS Training
MM & MB Overview

MEMBER MANAGEMENT

Sign on to Officers Online

Reports Online
- Member Management tab (click)

Welcome to Member Management – Council (or Assembly)
- Note that there are sections on this screen with updates, helpful hints and suggestions. Scroll over subject banner to open the respective text

- Proceed (click)

Find a Member Screen
- Overview of Member Management
- On all screens
    - Home
    - Contact Us
    - Logout
    - Print this Screen
    - Find A Member by Last Name
- Top menus
    - Officers Online
        - This will take one back to the Reports Online screen
    - Member Management
        - section to update and maintain information / data for members of your council (assembly)
        - Refer to right menu options (which we'll come back to)
    - Council Administration
        - section to maintain certain council (assembly) information / data, as well as maintain the various drop down lists in the Member Management section
    - Print Center-MM

Searching for a member
- Multiple options
    - Full last name of the member
    - Membership number
    - Additional filters
- Issue – if searching by full last name of the member, must match exactly what is on the data base (McGivney vs' Mc Givney)
    - Suggest – first letter of last name & asterisk (M*)
- Search (click)

Search Results screen
- List of names that matches the search criteria

- Highlights member's age, type, class and city
- Note Type = Blank
    - Data base was loaded in January 2008 from roster feed, which basically does not include former members of the council (deceased, prior, etc.)
    - Members suspended or recorded as deceased will continue to remain, but appear with a Member Type = X or 'blank' on the screens.
    - Goal is to eventually add all former members with a search results default to display only 'active' members.
        - Including these will allow one to generate a Necrology report or a Former Member Report for recruiting purposes.
    - While former members will show in search results and on downloads, they will never be included in mailings, assessments, email messages etc.

Name is a link to the various screens for this member (click on name)

Member screens
- Right menu options
    - General Information (which we are currently one – so highlighted in white)
    - Fraternal Information
    - Personnel Information
    - Member Interests
    - Contact Notes
- Header – same information displays on all screens for a member
    - Member's Name
    - Emblem of the Order – means an active member of the council
    - 4^{th} Degree Logo – means an active member of the assembly
        (No Emblem / logo means that member is a prior / former member)
    - Member Number
    - Date of Birth
    - Home Telephone Number
    - Wife's Name / Marital Status
    - Email this Member
        - This will display only if the member has a Email Address on file
    - Prev & Next buttons
        These will allow you to scroll between all members listed on the Search Results screen

General Information screen
- Name Information
- Address & Contact Information
    - Fraternal Address – used by the Supreme Council
    - Seasonal Address – use by local council
        - College Council (school / main), military, snow birds, etc.

    Note: Postal Code is a required field – if member is living in a country without a zip / postal code, enter "0000"
- Email Information
    - For Local Use Only option

    Note: Only select this option if member actually request that email address only be used by the council/assembly and not by State or Supreme .

Fraternal Information screen

- Status & Degree Information
  - Member Type
    - Associate
    - Insurance
    - Inactive
    - ‘blank’ *(former / deceased)*
  - Member Class
    - Regular
    - Honorary & Honorary Life
    - Currently must send a request to the Supreme Council office to change *(Suggest that an email via “Contact Us” link can be sent with member’s name, membership #, and new status)*

  - 1st Degree Date
    - Cannot change – if incorrect, notify the Supreme Council (Contact Us)
  - 2nd Degree Date
  - 3rd Degree Date
    - Yes Date Unknown check box
    - 4^{th} Degree members with no 2nd or 3rd Degree Dates
      - Supreme only started maintaining these dates in 1995 – and goal is to have FS provide accurate dates, instead of populating all members with “Yes, Date Unknown”
  - 4th Degree Date
    - Cannot change – if incorrect, notify the Supreme Council (Contact Us)

- Proposer Information
  - Must have member’s membership number
    - Does not have to be member of the council
- Officer / Program Position History
  - Currently only records / positions that have been recorded through Member Management
    - Cannot be updated – goal is to have all role history that is recorded at the Supreme Council for this member (including District & State positions)

Personal Information screen

Member Information section

  - Parish of member
    - Update Parish link
      - Takes one to the Parish List screen under Council Administration
    - Only council can update member’s parish (view only for assembly)
  - Occupation
  - Marital Status
    - Updating this (without a Spouse’s name) will display status in the Member Information / header section.
  - Clergy Status

- Note: Clergy edit has been removed (April 2010) from assigning Chaplain / Friar on Council / Assembly Officer screens.
- Deceased Date

Spouse Information
- First Name
- Last Name
    - Both required
    - Use Member's Last Name function
    - When added, and Marital Status is set, name will appear in the Member Information / header section

Next of Kin Information
- Needed for entering the Deceased Date of a member
- Basic data
    - Use member's address feature

Member Interests screen
- Church
- Community
- Council
- Family
- Pro-Life
- Youth
- Other

- All
    - General Category included, so matches new Form 100
    - Supreme Defined are based on Admission Committee Questionnaire / Member Interest Survey
- No "reporting" is available at this time.

Contact Notes screen
- Notes can be entered manually as needed
- Ability to delete any notes
- Email history if using Email Member link at top of screen

Note: When a member transfers to another council, all data maintained in Member Management for this member will transfer to the new council, EXCEPT information on the Contact Notes screen

<u>Council Administration</u>

Council screens
- Left menu options
    - Council Information (which we are currently one – so highlighted in white)
    - Council Officers Current & Next
    - Service Program Personnel Current & Next
    - Additional Program Positions

- Member Interests
- Parish Lists
- Title Lists
- Tools

- Header – same information displays on all screens for the council
    - Council Name
    - Council's District Number
        Note: assembly has 4th Degree District & Province names
    - Location
    - Jurisdiction
    - Date of Institution

Council Information

Key Contacts
- Highlights Grand Knight & Financial Secretary
    - Telephone numbers displayed if updated in Member Management
    - Names are links that will take you to the Search Results screen

Detail Information
- Website Address
    - This will notify the Supreme Council office and update the Find A Council feature on the Order's web site
- Email Addresses
    - This should be used ONLY if there is a general email address for the council/assembly. At this time, this email field is not being used, but the intention is to use this address for Find a Council inquiries.

Address Information
- Meeting Address
- Mailing Address
- Billing / Remittance Address
    Note: Options to use prior section addresses

Meeting Information
- Business
- Officers
- Social

Council Officers Current & Next

Current Year
- Clicking on link bring you to Current Year screen
- Update / Assign Officer
- Officers Section
    - GK & FS (FN & FSC) are only positions that currently have access to Officers Online, so we are able to identify their positions and highlight here.
    - If only these two names appear, it does not mean that they have not already been reported to the Supreme Council. However, it doesn't hurt to add officers for the existing fraternal year.

- Add a member to a role
    - Select Role
    - Search for member (use first letter of last name an asterisks – M*)
        - Click search
    - Select member to assign (click on name)
    - Enter 'As of' date
        - As noted, default is the actual day
        - Date must be in this fraternal year (not prior to July 1, or after June 30)
    - Assign (click)

    Note: if other members in the Search Results box are officers, simply change the Role, enter As of Date, click Assign button.
- Submit Member
    - Assigning member does not submit to the Supreme Council
    - Submit button on the lower right hand side of the screen will send changes to the Supreme Council for immediate updates

Next Year screen

- Copy Current Year button, will copy the current year officers in the Next Year screen – with the ability to still change members in respective roles, prior to submitting.
- "Start date" – this is automatically set for July 1 of the next fraternal year.

Note: The Next Year screens are only available from April 1 thru June 30. After June 30, they should use the Current Year screens.

Service Program Personnel Current & Next

Same process as the Officer screens
- Select Role
- Search fro Member
- Enter Start Date
- Assign members
- Submit the appointments

Supreme Defined Positions
- These are positions based on the Form 365, and will be recorded at the Supreme Council office.

Council Defined Positions
- Councils can add positions for based on their activities and programs, and then assign member to these positions. These will not be recorded at the Supreme Council office.

Examples:
- Creating an Associate Chaplain so a deacon can be assigned
- Council that have multiple Inside / Outside Guards

The following screens allow the council to update or maintain areas of Member Management (drop down lists)

Additional Program Positions screen

- Ability to Add, Edit or Delete programs / interest by council.
- Once added or changed, this will be reflected on the Service Program Personnel screen under the Council Defined tab

Member Interests screen

- Church
- Community
- Council
- Family
- Pro-Life
- Youth
- Other

- Ability to Add, Edit or Delete programs / interest by council.
- Once added or changed, this will be reflected on the Member Interest Screen for the member

Note: On the member's screen, Supreme Defined and Council Defined programs are intermingled, and listed in alphabetical order.

Parish List screen

Note: This is available in Council only – not Assembly.

Parishes Served

- These are parishes that are 'officially' assigned to the council (the council is actually serving these councils

    (These are parishes on the list that DOFS maintains)

Additional Parishes

- Ability to add parishes for a member that does not belong to one of the parishes listed under the Parishes Served section.
- Enter the City (of the parish)
- Select the Jurisdiction
    - Click Search – this should refresh the screen, and then include all parishes that are listed for the respective city
- Select the Parish
- Diocese will display
- Add Parish – clicking will update the Additional Parishes list

Note: On the member's Personal Information screen, Supreme Defined and Council Defined parishes are listed in alphabetical order in the drop down list.

- To update or change one of these parishes, a request must be sent to the Supreme Council, using the Contact Us link

Title List screen

- Prefix
- Suffix
- Salutation

- Ability to Add, Edit or Delete titles by council.
- Once added or changed, this will be reflected in the respective drop down lists on the General Information screen for the member

Note: Add a Suffix (either OP or OSB), and eventually go back to member's screen to display.

Download Tools

- These are available links to download these applications, in case the user currently does not have on his computer.

<u>Print Center-MM</u>

Left menu options

- Reports
- Labels
- Letter Templates
- Data Extract Tool
- Email Tool

- When you click on Print Center-MM, you come to the Reports screen.
- *Print Center-MM is very straight forward; however, point out a couple features, etc.*

Reports

- Council / Assembly Officers reports
  - Currently the State deputy, District deputy, Vice Supreme Master, and District Master do not have access to the data in Member Management.
  - recommend that the file be either printed and mailed; or saved locally and sent as an attachment to an email.
  - Make sure that the contact information for these members is updated, prior to generating and sending report

  Note: Highlight the remaining reports

Labels

- Sort Options
  - By Postal code
  - By Member's Last Name
- Select Member type
  - All Members
  - All Billable
  - Regular
  - Honorary
  - Honorary Life
- MM supports these three labels – I user wishes to use different version, we recommend using the Date Extract Tool and creating a mail merged document for that format.

Letters

- These are templates that can be used in creating a mail merged document with the data from the Data Extract Tool.

Note: We suggest not going through the process of 'How to Generate a mail merge document' since versions of Word have different processes.

Data Extract Tool

- A 'dump' of selected data in the Member Management database, which can be used to generate your own reports through the use of merged documents
- Following information is included on all extracts:
    - Member's First Name
    - Member's Middle Name
    - Member's Last Name
    - Member's Membership Number
    - Member's Member Type (A, I, N, D, or X)
    - Member's Member Class (Reg, Hon, HL)
- Former members will be included in the download, so you will need to sort them out (if needed) before using the data.

Email Tool

- Ability to email All Members, or a select group of members, that have an email address on file.

Note: The user must have a Primary Email Address on file to use this functionality.

Highlight the ability to:

- Add addresses in the CC field
- Subject line
- Are to enter message
- Attach up to three files
- Undelivered mail goes back to the users mailbox, allowing for clean-up of addresses.

(Feel free to send an email, if you wish to)

Email History Screen

Highlight the various columns:

- Date Sent
- Sent By (either FS or GK's name)
- Sent to
    - Clicking on View will display the list of members and the email addresses that message was sent to.
- Subject
    - Clicking on subject matter will take you to the text of the email.

      Note:
        - Attachments are not saved, however file name is referenced
        - List of recipients can also be viewed from this screen

---- End of Member Management ----

MEMBER BILLING

Click on Officers Online to go back to Reports Online screen (may need to re-enter council number).

Reports Online
- Member Management tab (click)

Welcome to Member Billing – Council (or Assembly)
- Note that there are sections on this screen with updates, helpful hints and suggestions. Scroll over subject banner to open the respective text

- Proceed (click)

Council Ledger screen
- Overview of Member Billing
- On all screens (same as Member Management)
    - Home
    - Contact Us
    - Logout
    - Print this Screen
    - Find A Member by Last Name
- Top menus – you will note, that it is only the two sections
    - Member Billing
        - Four sections
            - Council Ledger
            - Billing Information (council)
            - Member Information
            - Email
    - Print Center-MB

<u>Setting up for an Assessment</u>:

Billing Information (council) screen

Billing Setup
- Billing Frequency
    - Annual or Semi-Annual
- Billing Schedule
    - Calendar or Fraternal
- Currency Indicator

Billing Address Information
- Use Billing Address
- Use Mailing Address
- Use FS Address
    (Based on information in Member Management)

Class List screen

Supreme Defined Classes
- Update Regular for the council
- Honorary & Honorary Life cannot be changed

Council Defined Classes (aka Sub Class)

- Ability to Add, Edit, Deactivate or Reactive Classes
    - This is for members that have reduced dues (for example, college students, deacons, etc.)

  Note: Member will get full assessment, then a credit so that assessment will equal amount associated with the Sub Class.

- Once Sub Classes are added, members will need to be assigned to the respective Sub Class

Events / Assessment screen

Note: This is used for both Events and Reason for Assessments (which we'll get into further). When generating a Special or Miscellaneous Assessment – the Reason for Assessment is mandatory.

- The ability to Add, Edit, Deactivate or Reactive Events
    - Add event – *Pennies for Seminarians*

-- ***While in Billing Information, review the Account List and Payee / Payor List screens***

Account List screen

- Display options
    - Active Accounts only
    - Inactive Accounts only
    - All accounts (default)

- Assets

  Note: these accounts cannot be made inactive, or edited.

- Income Expense Accounts
    - Main Account, then Sub Accounts
    - Created By date
    - Last Edit Date
    - Edit

      Note: 'System" Accounts are not editable
    - Inactive button

      Note: 'System" Accounts are not able to become inactive

Add Account screen

Account section

- Ability to add main accounts – Income or Expense Accounts
    - Select Type (Income or Expense
    - Enter main account name
    - Click Save Account

Sub Account Section

- Ability to add a Sub Account to an existing main account
    - Select Type (Income or Expense
    - Is a Sub Account of – select main Account
    - Suggested Sub Account

Note: These are for Expense Account only, and are based on the Annual Survey of Fraternal Activity

- Name – Enter Sub Account Name, or edit one of the selected Suggested Sub Accounts
- Click Save Sub Account

Note: We suggest that the account list be established by the FS and Treasurer – one paper – prior to generating Accounts: Sub Accounts in Member Billing.

Payee / Payor List

This is where you would maintain the list of individuals / organizations / companies that the council receives receipts or prepares vouchers for, that are not member of the council (for example: the State Council and Supreme Council.

- This screen displays the list of Payee / Payor that have been entered on the Add Payee / Payor screen
- Once a Payee / Payor has been added, clicking on the Name will take you to the Edit Payee / Payor screen.

Add Payee / Payor screen

- Name (this is the only required field on this screen)
- Account / Reference #
    - This is the council's account number with a specific company
- Payee / Payor Address
    - If added, this will appear on the Report of Vouchers, when a voucher is prepared for this Payee / Payor
- Contact Information
    - This is a reference area for who the council would deal with at that organization (For example: Supreme Council – maybe the manager of General Office?)
- Clicking Save will update the Payee / Payor List

<u>Now that Council information for Setup is complete – need to update Member 's Information</u>

Member Information – clicking on this option on the left menu, takes one to:

Find a Member Screen

Searching for a member

- Multiple options
    - Full last name of the member
    - Membership number
    - Additional filters
- Issue – if searching by full last name of the member, must match exactly what is on the data base (McGivney vs' Mc Givney)
- Suggest – first letter of last name & asterisk (M*)
- Search (click)

Search Results screen

- List of names that matches the search criteria
    - Highlights member's class, Dues Paid Through, Billing Status, Total Balance Due

- Note Dues Paid Through = Blank
    - This will be populated after the assessment is generated, and payment is received
- Note: Billing Status
    - All at Unknown, until assessment is generated. If member remains at Unknown, these are members that did not receive an assessment – Honorary Life members, or former members.

Name is a link to the various screens for this member (click on name)

First scenario – member owes past dues:

Member Ledger

- Member section
    - Same as in MM
- Billing Status section
- Member Balances
- Member Transactions
- Adjustment
    - An adjustment for past dues will need to be generated
    - Select Charge
    - Date – default is the current day, however can be back dated if desired
    - Adjustment Type (select one)
        - Dues Assessment
        - Initiation Fee
        - Special Assessment
        - Miscellaneous Assessment
    - Adjustment Amount (amount past due)
    - Description
        - Free form (maybe Past Dues, 2009, 2008)
        - Reason for Adjustment
            - This is the same list for Events and Reason for Assessment
    - Save Adjustment
        - This will place the transaction in the Member Transaction section, and update the balance in the Member Balance section.

Second scenario – member is part of a Sub Class:

Click back on Search results, and select another member

After searching for a member, and clicking on his name, in the left menu list click on Billing Information (link under Member Ledger).

Billing Information screen (member)

(Point out the possible confusion of the two labels "Billing information" in the left nav)

Billing Setup section

- Class – this is based on Supreme Council Records
- Sub Class – select the Sub Class that member is to be assigned to

    Note: Member will get full assessment, then a credit so that assessment will equal amount associated with the Sub Class.

- Click Save Setup Info button.

Other areas of section:
- Disability
  This is per the Supreme Council records. If Yes, he will not be assessed
- Do Not Send Bills
  Member is away when you are doing billing notices, and asks that the bill be held until he returns
- Do Not Assess
  Member maybe on a hardship and you wish to just not assess him at this time.
- Delivery Preference
  Three options
  - Mail (default for all members)
  - Email (member must have at least one Email Address on file

- Both (Email & Mail notices will be generated)

Billing Address section
- Information can be updated here, as well as in Member Management

Email Address information
- Information can be updated here, as well as in Member Management

<u>Generating an Assessment</u>

Council Ledger – clicking on this option on the left menu, you will see the sub sections of Council Ledger
- Receipts
- Vouchers
- Assessments
- Adjustments

Click on Assessments, to come to the Enter Dues Assessment screen

Enter Dues Assessment screen

Note: An assessment can be generated 60-days prior to the beginning of the Billing Period

Billing Cycle section
- Billing Period
  - Display the Billing Period for the period of the current day
  - Also displays the next Billing Period
- Billing Status
  - Always 1st Notice
- As of Date
  - This cannot be more than 15 days before the beginning of the Billing Period (December 15, or June 15)

Amounts to be Assessed section
- This highlights the amount that each member will be assessed – based on Class and Sub Class.

Note: If the Billing Period was semi-annual, these amounts would be half of the amount.

Click Assess Dues button

Enter Other Assessment screen

This screen allow you to assess Special or Miscellaneous Assessments to your members.

Other Assessment section

- Date to Apply
  - Cannot be back dated
- Charge to:
  - All Billable (Regular & Honorary members)
  - All Members (Regular, Honorary & Honorary Life members)
  - Regular members
  - Honorary members
  - Honorary Life members
- Type
- Assessment Indicator
  - Voluntary
    - If selected, after the Valid thru date, the assessment can be 'Forgiven' and a credit transaction will be processed for all members that did not pay this assessment
  - Mandatory
- Amount
- Valid Thru Date
  - Only valid for a Voluntary Assessment
- Reason for Assessment
  - This is a required field
- Description
- Click Assess Other button

Pending Assessment screen

Note: All assessments are placed in a pending status for verification

Pending Assessments – Dues and Other

- Highlights the highlevel details of the assessments
  - Date to Apply
  - Assessment Type
  - Reason for Assessments
  - Total Adjusted (these are the Sub Class adjustments)
  - Total Billed
  - Voluntary
  - Delete
    - If the assessment doesn't look accurate, you are able to delete the ending Assessment and start over.

Process Assessments button

Clicking this will post the assessments to each of the respective member's Member Ledger

Update Billing Status button

This now becomes active, and clicking this will change the Billing Status for every member assessed to 1st Notice

Generating a Billing Notice

Using the top menu options, click on Print Center-MB, which will take you to the Treasurer (Purser) reports in the Print Center.

Click on Billing on the left menu, which will take you to the Billing Notices screen; click on First Notice.

First Notice screen

Addendum Message

This space allows you to include a message that wil be included on the bottom of each First Notice –whether email notice or printed notice.

Select Delivery Preference

- Email

  Notices will be emailed to all members whose Delivery Preference (located on the member's Billing Information screen) is set to Email or Both
- Mail

  This will generate a PDF / Adobe file of notices for all members whose Delivery Preference is set to Mail or Both
- Create File Copy

  This will generate a PDF / Adobe file of notices for all members regardless of what the Delivery Preference is set to.

Note: since all members are set at First Notice, clicking on any of the additional Billing Notice links will generate a 'No results" message.

Suggestion: Generate an Email notice, to highlight the Email History screen for sent notices.

Email History screen (under Email section of Print Center-MB)

Since covered in Member Management overview – just highlight that history of emailed Billing Notices is located here.

Generating Membership Cards for members:

While in Print Center-MB, click on Membership Cards on the left menu (you may notice that this has recently been moved from Billing Notices, as well as being expanded).

Membership Cards screen

There are four options under the Membership Card section:

- By Member Type
  - This is the most commonly used option
  - Allows you to print cards out for all members (or by specific type), thereby having them ready to present to the member when dues are paid.

- By All Members Whose Dues Are Current
    - Allows you to print membership cards by a date range when members Billing Status changed to Dues Are Current
- Blank Membership Card Template
    - This is an option for printing cards for members that received higher degrees during the year, or for new members that joined after the start of the Billing Period
- Back of Card
    - For those who which to print the reverse side of the Membership Cards from Member Billing.
    - The full name and title of the financial secretary / faithful comptroller will always appear; however there are options to select the following:
        - Address Information
        - Residence Phone
        - Business Phone
        - Cell Phone
        - Primary Email

<u>Recording Payment of Dues / Assessments from Members</u>

Click on Member Billing on the top menu option, to return to the Council Ledger screen. When on the Council Ledger, click on Receipts, which will bring you to the Enter Receipts screen and display additional sub menus under Receipts.

There are two ways to have receipts enter:

For Members that Pay exactly what they owe - Click on Dues Collection Tool

Dues Collection Tool screen

- Selecting a letter of the alphabet, will display the members whose last name begins with that letter that currently has an outstanding balance. Click on M
- The following information is displayed:
    - Member name
        - Which is a link that will allow you to go his Member Ledger or Billing Information screens
    - Membership Number
    - Billing Status
    - Outstanding Balance
- To enter amount received, you can either:
    - Amount received filed – enter the amount (note format is 00.00)
    - Paid field – click on this and application will automatically entered amount owed in Amount Received
    - Check # field – this is optional, and currently must be a number (not 'Cash')
- Clicking Save will place these transactions in a Pending Status, which can be viewed on the Pending receipts screen.

For Members that Pay more or less of what they owe – click on Enter Receipts

Enter Receipts screen

Search by Member / Payor section

Member tab

- This allows you to search for a member of the council

Payor tab

- This allows you to search for non-members of the council, who are listing in the Payor / Payee List, under Billing Information section.

Search Criteria

- Searching for a member
- Multiple options
  - Full last name of the member
  - First letter of last name & asterisk (M*)
- Search (click)

Search Results

- Members based on the Search Criteria will display to the right in the Search results box.
- Click on the required member, so that his name is highlighted in blue
- Click on the Select button

  This will populate the Date and Member / Payor fields in the Enter Receipt section.

Enter Receipts section

Check #

- Nota required field, and must be numeric

Receipt Amount

- Enter full amount of the money received

Account: Sub Account

- Select appropriate Account: Sub Account (Assessments: Dues)

  Note: for Dues and Special Assessments, these will need to be entered as separate transactions using the split feature

Amount

- Enter the amount received for this specific Account: Sub Account

Event

- This is required for Special or Miscellaneous Assessments

Description

- Not a required field

Split

- If there are more than one Account: Sub Account associated with this receipt, click on Split to open another row.

Save

- Clicking Save will place these transactions in a Pending Status, which can be viewed on the Pending receipts screen

Note: If the member pays additional money, (for example, makes additional contribution to the fund that the Special assessment is for, this should not be entered to the Assessment: Special account – doing this will cause an overpayment on the Member’s Ledger. It should be entered into a separate account (i.e. Donation or Activities) and the Event should be selected for the appropriate assessment. Doing this will allow you to find all the transactions associated with that Event.

Pending Receipts screen

On the Pending Receipt screen, you have the ability to review the transactions.

To note a couple items:

- Edit
  - Non Dues related receipts can be edited by clicking the Edit link.
  - Dues related receipts cannot be edited, and can only be viewed
- Delete
  - If the receipt is not correct, simply click Delete button, and then re-enter the receipt via the Enter Receipt screen or the Dues Collection Tool screen.

New members added after the start of the Billing Period

Once a new member is added to Member Management / Member Billing he can be assessed and payments recorded. Our suggestion is that recording of payments be held until member is updated in Member Billing.

First, apply the assessments to the receptive Member Ledger, as an adjustment. After searching for a member, click on his name to come to the Member Ledger screen.

Member Ledger screen

- Adjustment section
  - Select Charge
  - Date – default is the current day, however can be back dated if desired
  - Adjustment Type (select one)
    - Dues Assessment
    - Initiation Fee
    - Special Assessment
    - Miscellaneous Assessment
  - Adjustment Amount (amount due)
  - Description
    - Reason for Adjustment
      - This is the same list for Events and Reason for Assessment
  - Save Adjustment
    - This will place the transaction in the Member Transaction section, and update the balance in the Member Balance section.

Second, apply the payment through the Dues Collection Tool or Enter Receipts screen.

Dues Collection Tool screen

- Selecting a letter of the alphabet, will display the members whose last name begins with that letter that currently has an outstanding balance. Click on M
- The following information is displayed:
- To enter amount received, you can either:
  - Amount received filed – enter the amount (note format is 00.00)

- Paid field – click on this and application will automatically entered amount owed in Amount Received
- Check # field – this is optional, and currently must be a number (not 'Cash')

- Clicking Save will place these transactions in a Pending Status, which can be viewed on the Pending receipts screen.

Transferred Members – Completing Account Adjustment for Transfer Form

One the Council Ledger screen, click on Member Information link on the left menu options; this will display additional sub menu options, including Transfers. Click on Transfers

Transferred Members screen

- Search capability By Member or By Date
    - By Member
        - Enter last name or first letter and asterisks (K*)
    - By Date
        - Enter a range of dates
        - *Note: Date in Member Management is the date that the transfer "hit" Member Management – since the 'effective date' by the Supreme Council is not passed to Member Management.*

- Search results will display in the lower section of this screen
    - Click on desired member's name

Transferred Member's Ledger screen

- Member Information section
    - Transfer Date
        - Note: This is the date that the transfer *"hit" Member Management – since the 'effective date' by the Supreme Council is not passed to Member Management.*
    - Annual Dues
        - Based on the Class List in the Billing Information screen
    - Dues Paid Through
    - Degree Dates
        - Note that this information is passed to the new council.
- Archive Member section
    - This section allows you to archive the Transferred Member Ledger, once the Outstanding Balances have been cleared.

- Member Balances section
    - Clear Balance button
        - Once the Dues Adjustment form is completed, clicking the Clear Balance button will generate off setting transactions to bring the balance for Dues, Initiation Fee, Special and / or Miscellaneous Assessments to zero.

Note: Once archived, the Transferred Members can be accessed by clicking on Archive on the left menu, and search the same for this member.