How to use Auto-Billing in Member Tracking

Auto-Billing in Member Tracking System is a way to charge your members based on a custom fee or a flat fee for each member. You can use this tool to bill weekly, monthly or any other combination of time frame.

SETUP CUSTOM FIELDS – if members charge amount is not all the same then you would create and fill in a Custom Field for the amount that each member should be charged
1. Click on Organization Information/Standards from the Main Menu
2. Fill in your name and click I Understand
3. Click on the Custom Fields tab
4. Create a new Custom Field named Weekly Fee
   a. The Form Caption and Report Caption should both be the same as the Custom Field Name
   b. NOTE: The Data Type for this MUST be Currency
   c. Fill in Width and Justify
   d. Select Members for the Used by field
   e. Check the Active box
   f. Check the Required box if you want this field to be required when entering a new member
   g. Check the Show box if you want this field to be visible by not required when entering a new member
   h. Optionally you can also create Custom Fields for: Daily Fee, Full Day Fee, Part Day Fee, Monthly Fee, Summer Fee, etc.
5. Close Organization Information to create the new fields for the members, click OK and OK to verify that the fields were created

POPULATE CUSTOM FIELDS
6. Go to the Members form and click on the Custom tab and begin filling in the $ amount for each member that you want to bill on a regular basis
OR
7. Click on Procedures from the Main Menu
8. Click on the Financials tab
9. Click on the *Add/Update Custom Currency Fields for Auto-Billing* button
10. Select the members from the Universal Selection Engine to fill in a Custom Field and click Continue
11. Click on the Currency Field(s) dropdown and choose the Custom Field for the data that you want to enter and click the Display Results button
12. Fill in an amount for each member in the list
13. After all members rates have been filled in then you can begin billing based on that rate you assigned to each child
14. Click Close on the *Add/Update Custom Currency Fields* form
15. Click Close on the Universal Selection Engine

CREATE BILLING SCENARIOS
16. Click on Procedures from the Main Menu
17. Click on the Financials tab
18. Click on the Auto-Billing button
19. Choose the members from the Universal Selection Engine that you want to charge
    a. EXAMPLE: Groups – Summer Camp 20xx
    b. EXAMPLE: Time Frame – Attended at least one day between __/__/____ and __/__/____
20. Click on Continue at the bottom of the Universal Selection Engine
21. To create a Billing Scenario, click on the New Scenario button on the bottom left
22. In the Description box name the scenario Weekly Billing or whatever you like
23. Fill in Instructions to your staff for upcoming billing
24. Choose the Account you want to bill the Members for – these are the Accounts that are created in Organization Information
25. Fill in a Charge Comment
    EXAMPLE: Charge for Week of mm/dd/yyyy
    NOTE: this will change for each week or day or month
26. Choose Whom to bill – The Everyone option will bill all members that were chosen from the Universal Selection Engine based on their Custom Field or a Flat Fee
    a. Choose From Custom Field dropdown Weekly Fee if everyone has their own weekly rate - this option will bill each member the amount that was filled in for their Weekly Fee Custom Field
    b. Choose the Flat Fee if everyone is to be charged the same amount
27. Choose Whom to bill Based on daily attendance option will bill all members that were chosen from the Universal Selection Engine based on the Activity and the date range that you choose
    a. Choose from the Activity dropdown General Attendance
    b. Fill in the Attended date range EXAMPLE: mm/dd/yy to mm/dd/yy
    c. Turn on or off the Active checks for
        i. ½ Day Fee (x in Attendance Calendar)
        ii. Full Day Fee (X in Attendance Calendar)
        iii. Max Fee (maximum amount to charge)
        iv. Min Fee (minimum amount to charge)
    d. For each of the above 4 choices choose From Custom Fee or Flat Fee
28. Choose Whom to bill Based on hourly attendance option will bill all the members that were chosen from the Universal Selection Engine based on the Activity and date range that you choose
    a. Choose from the Activity dropdown General Attendance
    b. Fill in the Attended date range EXAMPLE: mm/dd/yy to mm/dd/yy
    c. Turn on or off the Active checks for
        i. Hourly Fee
        ii. Min # of Minutes billed as an hour
        iii. Max Fee (maximum amount to charge)
    d. For Hourly Fee or Max. Fee choose From Custom Fee or Flat Fee
    e. For Min. # of Minutes billed as an hour fill in the number of minutes that would count in an hour to bill the member
29. Choose Whom to bill Based on half-hour attendance option will bill all the members that were chosen from the Universal Selection Engine based on the Activity and date range that you choose
    a. Choose from the Activity dropdown General Attendance
    b. Fill in the Attended date range EXAMPLE: mm/dd/yy to mm/dd/yy
    c. Turn on or off the Active checks for
        i. Half-Hour Fee
        ii. Min # of Minutes billed as an hour

iii.   Max Fee (maximum amount to charge)
d. For Hourly Fee or Max. Fee choose From Custom Fee or Flat Fee
e. For Min. # of Minutes billed as a half-hour fill in the number of minutes that would count in a half-hour to bill the member
30. Choose Whom to bill <u>Based on 2-activity daily attendance</u> option will bill all the members that were chosen from the Universal Selection Engine based on the Activity and date range that you choose
    a. Choose from the Activity #1 dropdown General Attendance
    b. Choose from the Activity#2 dropdown Lunch
    c. Turn on or off the Active checkboxes for
        i.   Activity#1 Only Fee
        ii. Actviity#2 Only Fee
        iii. Attended Both Fee
        iv. Maximum Fee (maximum amount to charge)
        v.   Minimum Fee (minimum amount to charge)
    d. For each of the above five choices choose From Custom Field or Flat Fee
- If you choose the below scenario and a member attended 3 - ½ days then that person would be charged $36
- If you choose the below scenario and a member attended 3 – ½ days and 1 Full Day then that person would be charged $51
- If you choose the below scenario and a member attended 5 – ½ days then that person would be charged $60

31. Click on Continue to Billing
32. Choose to show or not show members with a $0.00 charge if you are using the Based on daily attendance option NOTE: members would have a $0.00 charge if they did not attend during the chosen time frame or they did not have a $ amount filled in their Daily Fee Custom Field – they will NOT be charged anything unless you change the $ amount in the Charge column or unless you are using a Min Fee
33. If you are billing across Units you can check the Unit Page Break on Report which will page break for each unit

Auto-Billing Processing

Unit	Member	Membership#	Charge	Credits	Selected
01	Aaron, Brandy	1	$63.00	$0.00	☑
01	Aaron, Greg	2	$63.00	$0.00	☑
01	Aaron, Theresa	3	$51.00	$0.00	☑
01	Adams, Barabara	4	$48.00	$0.00	☑
01	Anderson, Eric	71	$51.00	$0.00	☑
01	Archer, Ernie	5	$66.00	$0.00	☑
01	Archer, Stephen	6	$51.00	$0.00	☑
01	Avila, Marcos	7	$54.00	$0.00	☑
01	Bighorn, Jacob	8	$51.00	$0.00	☑
01	Bradley, Jessica	72	$63.00	$0.00	☑
01	Brown, Donna	9	$66.00	$0.00	☑
01	Brown, Jada	10	$51.00	$0.00	☑
01	Brown, John	11	$63.00	$0.00	☑
01	Close, Davie	12	$51.00	$0.00	☑
01	Close, Giddeon	13	$48.00	$0.00	☑
01	Darko, Donny	14	$63.00	$0.00	☑
01	Davis, Luis	15	$39.00	$0.00	☑
01	Davis, Pauline	16	$66.00	$0.00	☑
01	Dixon, Daryl	17	$63.00	$0.00	☑
01	Dixon, Meryl	18	$60.00	$0.00	☑
01	Dorner, Eric	75	$69.00	$0.00	☑
01	Edwards, Christopher	19	$66.00	$0.00	☑

☑ Show members with $0.00 charge
☑ Unit Page Break on Report

Total charges for Selected members: $4,917.00

Billing Date: 06/15/18 ◄ ► | Select All | Unselect All | Unselect Duplicates

Record: ◄ ◄ ► ►► 🏷 No Filter | Search

☑ Auto-apply Credits to Charges | **Bill Now!** | Grouping Tool | Close

34. The Billing Date will default to today – this is the date that will show for the charge in the members records - change it here if necessary

35. In the Selected column all members will be selected – if you DON'T want to charge a particular member then uncheck their name

36. There is a check mark on the bottom left that allows you to auto-apply Credits to charges – if a member has a credit balance that credit will be used to pay for the charge you are about to enter – turn it off if you DON'T want to apply credits automatically

37. If any of the members that are about to be billed have a credit balance you will see the credit amount in the Credits column this will be applied to the charge only if the Auto-apply Credits to Charges is turned on in the lower left of the screen

38. Click on the Bill Now! button on the bottom of the screen

39. You will see a message Bill this Now – Yes or No – answer Yes

40. You will see Billing completed! Remember, you must Preview/Print/Export BEFORE Closing! If you want a printed report of the members that you just billed then YOU MUST print it NOW

41. Click the Close button when finished

42. Click on the Close to Main Menu to continue working in the program

We have provided an example here for a fairly simple billing scenario – if you would like assistance with setting up your specific scenarios please feel free to contact us!

RECEIVE PAYMENTS FOR MULTIPLE MEMBERS
43. Click on Procedures from the Main Menu
44. Click on the Financials tab
45. Click Apply Payments to Multiple Members button
46. Choose the Account that you billed for
47. Choose the Charge Date range
48. Choose the Charge Comment
49. Choose the Payment Method
    a. Single Bulk Payment – if you receive money and each members account being paid is the same amount
    b. Individualized Payment Amounts – if each members payment is a different amount
50. Click Show Outstanding Chgs for this Acct-Chg Comment button
51. Click the box to 'Allow Creation of Credits by Overpaying Charges' this field will fill in if your Pending Payment Amount is larger than the Outstanding Charge
52. Fill in the Pending Pay Amount, MOP, Check # (optional)
53. Fill in the Payment Comment individually or fill in the Payment Comment to copy to above and click the 'Copy Comment to All Records Above' in order to have the same Payment Comment for everyone
54. Optionally choose to Print Receipt for each member
55. Click 'Apply Payments to all Members as Shown Above'
56. At the 'Are you sure… message' click Yes
57. Close when finished

Apply Payments to Multiple Members								☒

This feature may be used after charges have been applied using the "Apply Fee" feature in the Groups section or after an Auto Bill.
CLICK ON THE BLUE ? BELOW FOR STEP-BY-STEP INSTRUCTIONS!

Account: Weekly Fees ▽   Charge Dt: 6/15/18 ◄ ► 📅 - 6/15/18 ◄ ► 📅 Chg Cmnt: Week of June 11-15 ▽

Payment Method: Individualized Payment Amounts ▽   Show Outstanding Chgs for this Acct-Chg Comment   ☐ Allow Creation of Credits by Overpaying Charges ❓

Name	Memb #	Outstanding Charge	Pending Pay Amt	MOP	Check #	Payment Comment	Print Receipt?	'Credit' Amt
Aaron, Brandy	1	$63.00	$63.00	Check	458	Week of 6-11 to 6-15	☑	
Aaron, Greg	2	$63.00	$63.00	Check	572	Week of 6-11 to 6-15	☑	
Aaron, Theresa	3	$51.00	$51.00	Cash		Week of 6-11 to 6-15	☑	
Adams, Barabara	4	$48.00	$48.00	Cash		Week of 6-11 to 6-15	☑	
Alexander, John	2	$60.00	$0.00				☐	
Anderson, Eric	71	$51.00	$0.00				☐	
Archer, Ernie	5	$66.00	$0.00				☐	
Archer, Stephen	6	$51.00	$0.00				☐	
Avila, Marcos	7	$54.00	$0.00				☐	
Bighorn, Jacob	8	$51.00	$0.00				☐	
Bradley, Jessica	72	$63.00	$0.00				☐	
		$66.00	$0.00				☐	

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Payment Comment to copy to above: Copy Comment to All Records Above   Total of Outstanding Charges: $4,917.00   Open U.S.E.   Close U.S.E.

Payment Date: 6/18/2018
Total Payment Amt $225.00   Apply Payments to all Members as Shown Above   ❓

                                         Clear Screen   Close   Close to Main Menu