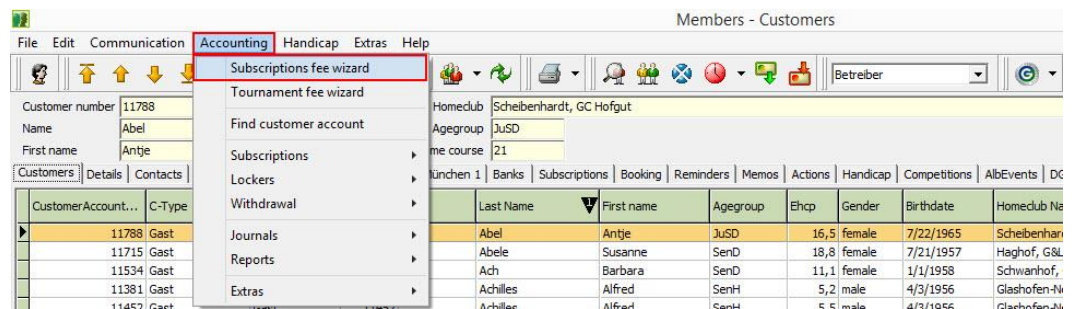


FAQ | Membership Administration

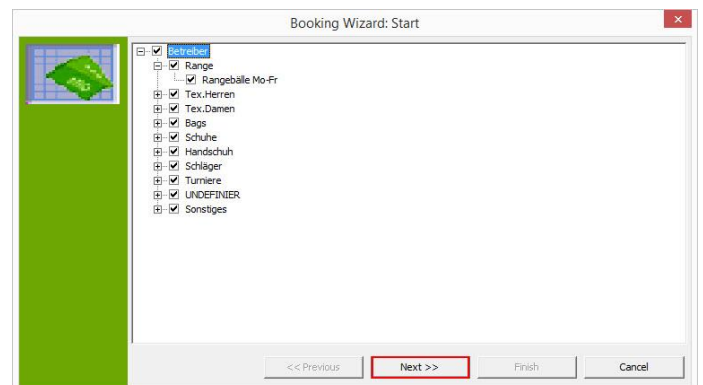
Generate Invoices for All Members

1 [4]

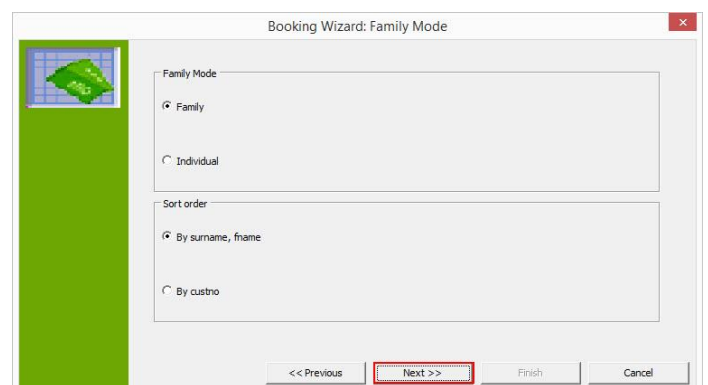
1. In the menu bar, click on “Accounting” and select the “Subscriptions fee wizard” from the list.



2. A new window will appear. You can select for which items / fees you want to generate an invoice. Make your selection and click “Next”.



3. Select “Individual” or “Family” and sort order by name or number, then click “Next”.

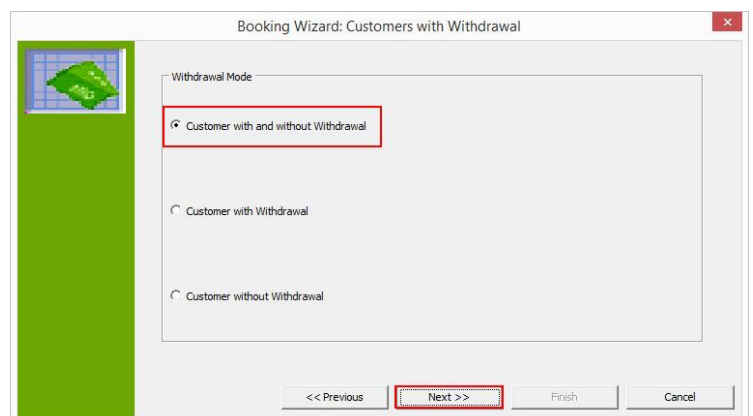


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Generate Invoices for All Members

2 [4]

- Then select "Customer with and without Withdrawal" and click "Next".



Booking Wizard: Customers with Withdrawal

Withdrawal Mode

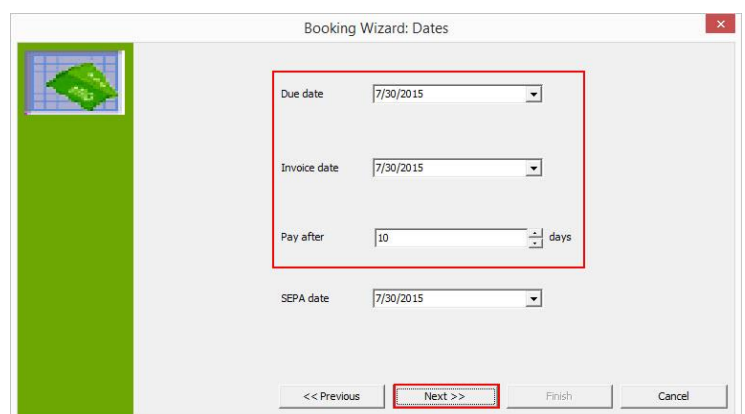
Customer with and without Withdrawal

Customer with Withdrawal

Customer without Withdrawal

<< Previous **Next >>** Finish Cancel

- On the following screen, select the "Due date", "Invoice date", and "Pay after" and click "Next" again.



Booking Wizard: Dates

Due date 7/30/2015

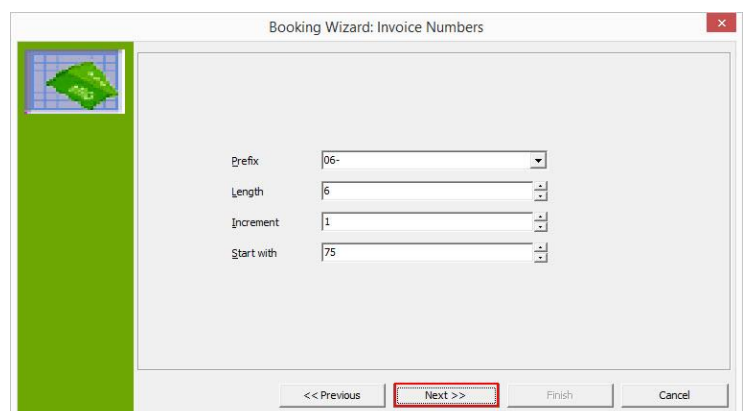
Invoice date 7/30/2015

Pay after 10 days

SEPA date 7/30/2015

<< Previous **Next >>** Finish Cancel

- You might define the invoice number, then click "Next".



Booking Wizard: Invoice Numbers

Prefix 06-

Length 6

Increment 1

Start with 75

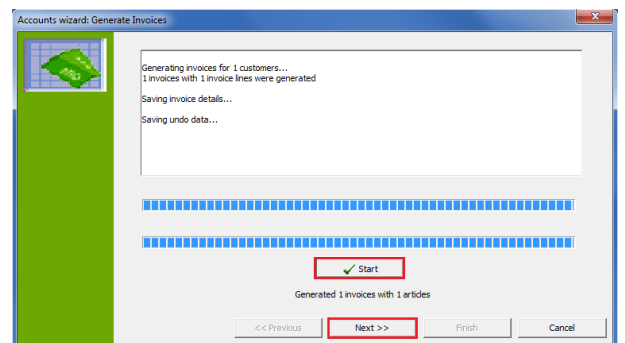
<< Previous **Next >>** Finish Cancel

FAQ | Membership Administration

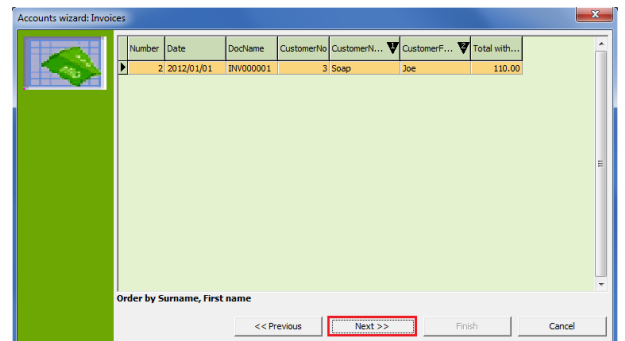
Generate Invoices for All Members

3 [4]

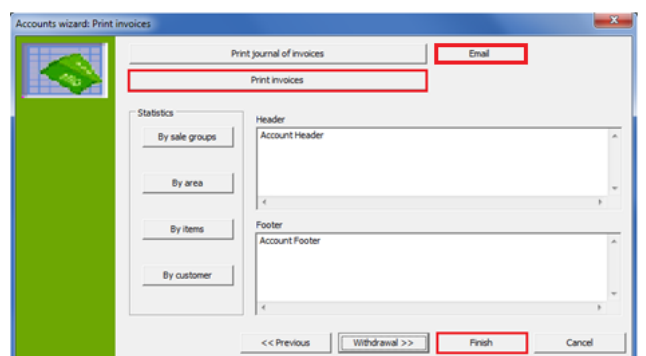
7. You will now see a screen representing the amount of invoices to be generated, click on “Start” to begin the process.



8. Once all invoices have been generated, click on “Next”. You will get a list of all generated invoices. Click “Next” again.



9. Before printing the invoice, you have the possibility to enter a text for header and footer. Moreover, you can print an invoice journal or view statistics. Via “E-mail”, customers receive the invoice per e-mail (in case that an e-mail address has been entered), via “Print invoice”, you generate a print version of the invoice. If you click on “Withdrawal”, you create a debit memo. Click “Finish” to close the window. Attention – if you click “Cancel”, you will be asked whether you want the generated invoices to be transferred to the customer account or not.



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Generate Invoices for All Members

4 [4]

10. You will now see the new invoice at the top of the page – it should be displayed as an open invoice. In the case of a withdrawal, an offsetting entry will be created so that the balance is settled.

➔ See also FAQ 13.