

FAQ | Membership Administration

Generate Invoices and Withdrawals

1 [11]

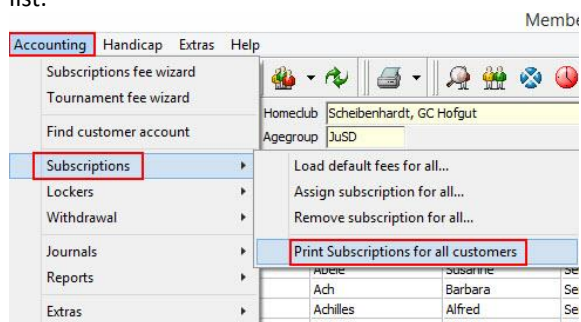
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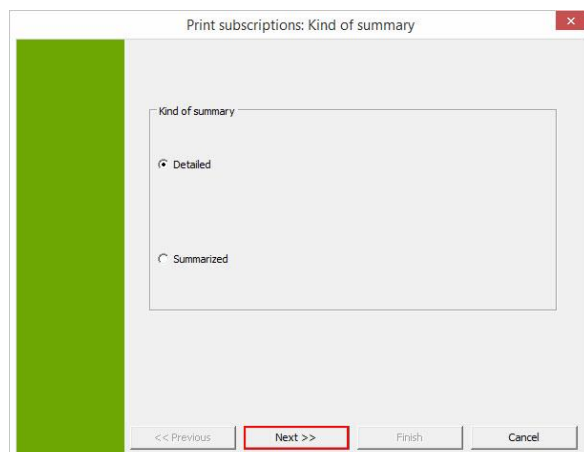
1. Create a Subscription Check List

The subscription check list forms the basis for the following invoice run. It contains all subscriptions and fees that have to be charged.

Choose „Accounting” from the menu bar and select „Subscriptions” and „Print Subscriptions for all customers” from the list.



Choose the relevant kind of summary: A *detailed* list contains all customers and the respective subscriptions and due dates. A *summarized* list contains a summary of the subscriptions and fees. Click “Next”.

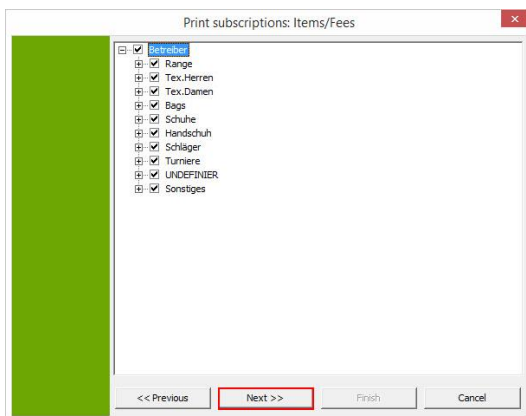


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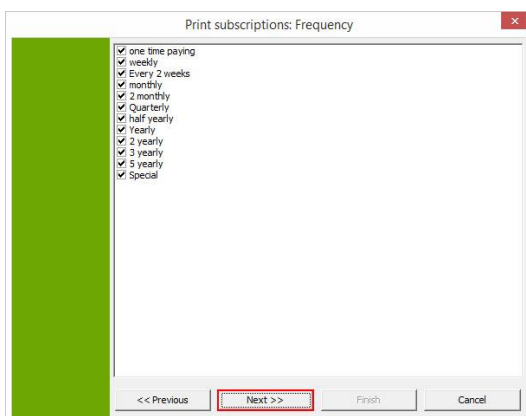
Choose the items / fees you want to charge. Remove the check mark of all items / fees that should not be charged. Click "Next".



The screenshot shows a dialog box titled "Print subscriptions: Items/Fees". It contains a list of items with checkboxes. The "Betreiber" item is selected. The "Next >>" button is highlighted with a red box.

Item	Checked
Betreiber	<input checked="" type="checkbox"/>
Range	<input checked="" type="checkbox"/>
Tex.Herren	<input checked="" type="checkbox"/>
Tex.Damen	<input checked="" type="checkbox"/>
Bags	<input checked="" type="checkbox"/>
Schuhe	<input checked="" type="checkbox"/>
Handschuh	<input checked="" type="checkbox"/>
Schläger	<input checked="" type="checkbox"/>
Turniere	<input checked="" type="checkbox"/>
UNDEFINIER	<input checked="" type="checkbox"/>
Sonstiges	<input checked="" type="checkbox"/>

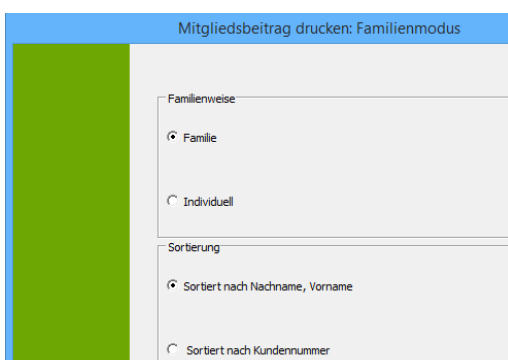
By setting the frequency, the check list can be further limited. Click on "Next".



The screenshot shows a dialog box titled "Print subscriptions: Frequency". It contains a list of frequency options with checkboxes. The "Next >>" button is highlighted with a red box.

Frequency	Checked
one time paying	<input checked="" type="checkbox"/>
weekly	<input checked="" type="checkbox"/>
Every 2 weeks	<input checked="" type="checkbox"/>
monthly	<input checked="" type="checkbox"/>
2 monthly	<input checked="" type="checkbox"/>
Quarterly	<input checked="" type="checkbox"/>
half yearly	<input checked="" type="checkbox"/>
yearly	<input checked="" type="checkbox"/>
2 yearly	<input checked="" type="checkbox"/>
3 yearly	<input checked="" type="checkbox"/>
5 yearly	<input checked="" type="checkbox"/>
Special	<input checked="" type="checkbox"/>

The subscription check list can be generated in a "Family" or "Individual" mode. Choose the desired mode and click "Next".



The screenshot shows a dialog box titled "Mitgliedsbeitrag drucken: Familienmodus". It contains two sections: "Familienweise" and "Sortierung". The "Familie" radio button is selected in the "Familienweise" section, and the "Sortiert nach Nachname, Vorname" radio button is selected in the "Sortierung" section.

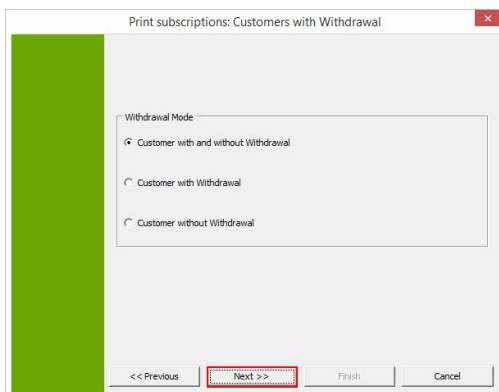
Section	Option	Selected
Familienweise	Familie	<input checked="" type="radio"/>
	Individuell	<input type="radio"/>
Sortierung	Sortiert nach Nachname, Vorname	<input checked="" type="radio"/>
	Sortiert nach Kundennummer	<input type="radio"/>

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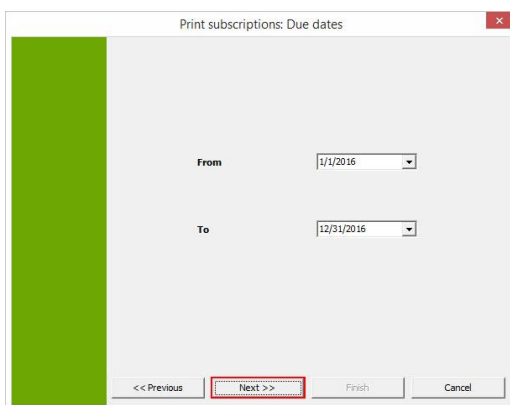
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Choose the “Withdrawal Mode” and click “Next”.



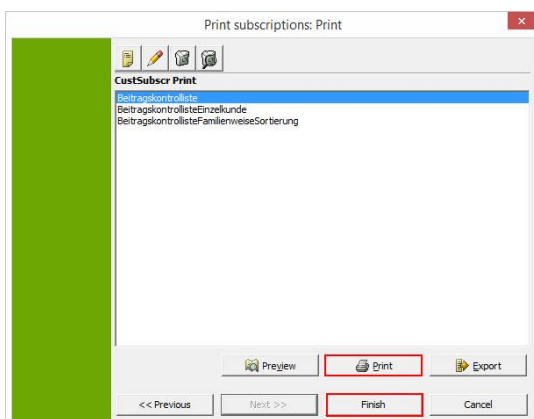
The screenshot shows a dialog box titled "Print subscriptions: Customers with Withdrawal". It features a "Withdrawal Mode" section with three radio button options: "Customer with and without Withdrawal" (which is selected), "Customer with Withdrawal", and "Customer without Withdrawal". At the bottom of the dialog, there are four buttons: "<< Previous", "Next >>" (highlighted with a red box), "Finish", and "Cancel".

Every item is provided with a due date (usually the 1st of January for the annual subscription). Set a due date and click “Next”.



The screenshot shows a dialog box titled "Print subscriptions: Due dates". It has two date selection fields: "From" with a dropdown menu showing "1/1/2016" and "To" with a dropdown menu showing "12/31/2016". At the bottom, there are four buttons: "<< Previous", "Next >>" (highlighted with a red box), "Finish", and "Cancel".

Print or save the subscription check list and click “Finish”.



The screenshot shows a dialog box titled "Print subscriptions: Print". It has a toolbar with icons for Print, Export, and Refresh. Below the toolbar, there is a list of subscription types: "CustSubscr Print", "Beitragskontrolliste", "BeitragskontrollisteEinzelkunde", and "BeitragskontrollisteFamilienweiseSorberung". At the bottom, there are four buttons: "<< Previous", "Next >>", "Finish" (highlighted with a red box), and "Cancel".

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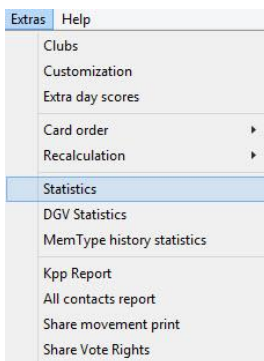
2. Control via Statistics

A comparison between the summarized subscription check list and the statistics regarding member types helps to detect errors. Possible errors might concern differences in the number of subscriptions and in the number of members of a subtype who have to pay the subscription.

Preselect which member types' subscriptions you want to charge.

Club												
Beiträge												
1	Jahre beitragsord	20001	1200	25	16	9	30.000,00	19.200,00	10.800,00	0,00	0,00	0,00
Gesamt für Beiträge				25	16	9	30.000,00	19.200,00	10.800,00	0,00	0,00	0,00
Gesamt für Club				25	16	9	30.000,00	19.200,00	10.800,00	0,00	0,00	0,00
Gesamt				25	16	9	30.000,00	19.200,00	10.800,00	0,00	0,00	0,00

Choose "Extras" from the menu bar and select "Statistics" from the list.



Choose the relevant member type and click "Calculate".

The image shows a window titled 'Statistics' with a tabbed interface. The 'Member Types' tab is active and highlighted with a red box. The table below shows the distribution of member types across different genders and categories.

Customer Type	Gender	Unknown	male	female	Total
Mitglied - ord	1		16	13	29
Mitglied - Jugend	2		3	1	4
Mitglied - passiv	3		1	2	3
Mitglied - Jugend	4		1		1
Mitglied - Ehrenm	5		8		8
Mitglied - OM4	6		1		1
Mitglied - Angelo	7				
Mitglied - Le Meri	8				
Gast - Gast	9	1	140	41	182
Gast - Gast-Nach	10		3	3	6
Interessent - int	11		1	1	2
Ehemalige - ehen	12		1		1
Golf de France - I	13				
Unspecified	14				
Total	15	1	175	61	237

At the bottom of the window, there are buttons for 'Calculate', 'Print', and 'Close'.

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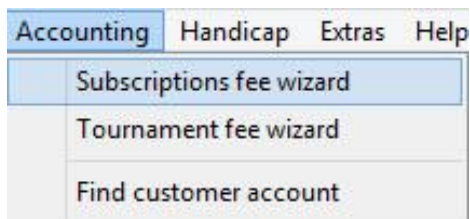
Generate Invoices and Withdrawals

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Data sets with missing or incorrect assignments can then be filtered in the Membership Administration by selecting the fields “sub type” and “fees assigned”.

3. Posting Run

Start the posting run by choosing “Accounting” and the “Subscriptions fee wizard” from the menu bar. The first steps are the same as for the generation of the subscription check list and serve to set parameters such as article, withdrawal, and family mode.



The “Prefix” is placed in front of the automatically generated invoice number.

The “Length” sets the number of digits of the invoice number.

The “Increment” sets the algorithm of the number assignment.

The system automatically suggests the next number. There is a number range for every prefix.

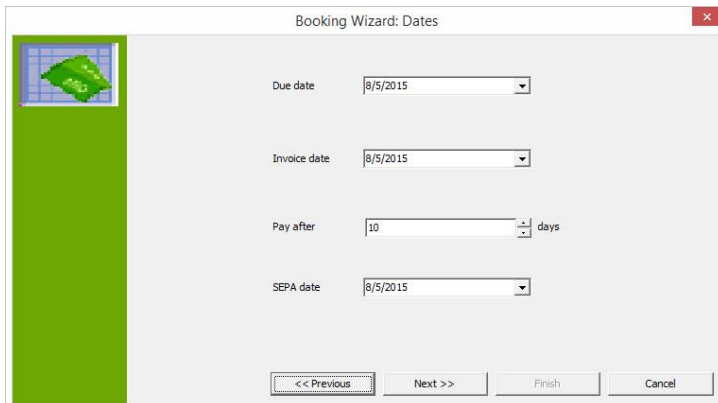
 A screenshot of a dialog box titled 'Booking Wizard: Invoice Numbers'. It contains four input fields: 'Prefix' with the value '06-', 'Length' with the value '6', 'Increment' with the value '1', and 'Start with' with the value '75'. Each field has a small arrow icon to its right. At the bottom of the dialog, there are four buttons: '<< Previous', 'Next >>', 'Finish', and 'Cancel'.

In the field “Due date”, enter the due date of the invoice. In the field “SEPA date”, enter the date on which the withdrawal is to be debited by the bank. Please take SEPA specific requirements into consideration (banks’ processing times and consequently the actual withdrawal date).

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Booking Wizard: Dates

Due date: 8/5/2015

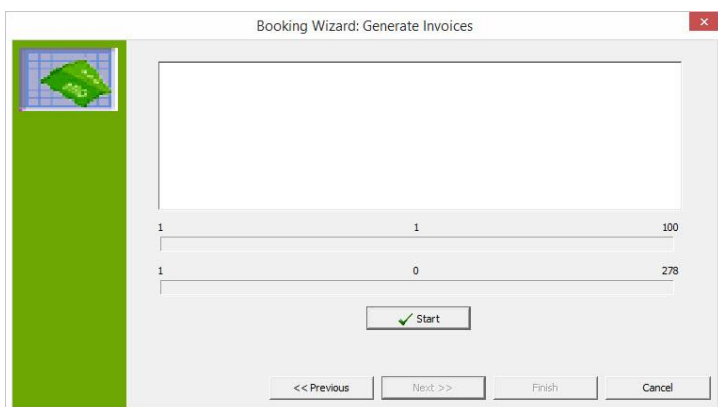
Invoice date: 8/5/2015

Pay after: 10 days

SEPA date: 8/5/2015

<< Previous Next >> Finish Cancel

Generate the invoice by clicking “Start”.



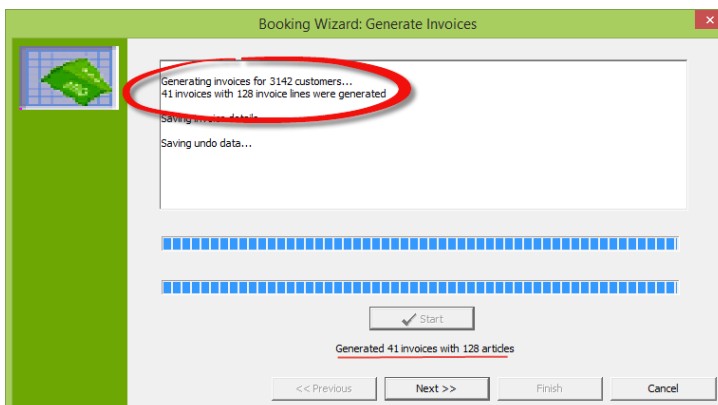
Booking Wizard: Generate Invoices

1	1	100
1	0	278

Start

<< Previous Next >> Finish Cancel

The interpretation is as follows: From the selection of 3142 customers, 41 invoices with 128 items were generated. Click “Next”.



Booking Wizard: Generate Invoices

Generating invoices for 3142 customers...
41 invoices with 128 invoice lines were generated

Saving invoice details...
Saving undo data...

Generated 41 invoices with 128 articles

Start

<< Previous Next >> Finish Cancel

You will get an overview of the postings. Click “Next”.

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Booking Wizard: Invoices

Number	Date	DocName	CustomerNo	CustomerName	CustomerFName	Total with...	VAT	Send invi...
2541	23.08...	TEST-000...	10471	Albert	Christina	35,00	0,00	<input type="checkbox"/>
2542	23.08...	TEST-000...	10565	Ammering	Francoise	35,00	0,00	<input type="checkbox"/>
2543	23.08...	TEST-000...	11354	Antonik	Douglas	35,00	0,00	<input type="checkbox"/>
2544	23.08...	TEST-000...	11425	Antonik	Douglas	35,00	0,00	<input type="checkbox"/>
2545	23.08...	TEST-000...	99	Beckenbauer	Dolly	1.347,00	41,38	<input checked="" type="checkbox"/>
2546	23.08...	TEST-000...	185	Bienmüller	Vincent	1.200,00	191,60	<input type="checkbox"/>
2547	23.08...	TEST-000...	50010	Desgranges	Christian	330,00	0,00	<input checked="" type="checkbox"/>
2548	23.08...	TEST-000...	50017	Diemer	Dagmar	1.000,00	0,00	<input type="checkbox"/>
2549	23.08...	TEST-000...	181	Goetz	Jürgen	1.000,00	0,00	<input type="checkbox"/>
2550	23.08...	TEST-000...	143	Grädig	Lars	1.047,00	0,00	<input type="checkbox"/>
2551	23.08...	TEST-000...	21	Gringo	Karl-Peter	1.047,00	0,00	<input type="checkbox"/>
2552	23.08...	TEST-000...	98	Harter	Stefan	1.025,00	0,00	<input type="checkbox"/>
2553	23.08...	TEST-000...	149	Henning	Peter	1.047,00	0,00	<input type="checkbox"/>
2554	23.08...	TEST-000...	162	Hirsch	Armin	1.047,00	0,00	<input type="checkbox"/>
2555	23.08...	TEST-000...	116	Jordan	Kai	1.047,00	0,00	<input type="checkbox"/>
2556	23.08...	TEST-000...	160	Kallweit	Andreas	1.047,00	0,00	<input checked="" type="checkbox"/>

Order by FamilyHeadName, FamilyHeadName, FamilyID, FamilyStatus

<< Previous Next >> Finish Cancel

Once the invoices have been generated, the journal as well as different statistics can be printed. Via “e-mail”, all customers who have selected “Send invoices by e-mail” receive their invoices by e-mail. The fields “Header” and “Footer” serve to edit the text for the respective invoice form. Click “Print invoices”.

Booking Wizard: Print invoices

Print journal of invoices: 41

Send invoices by e-mail: 3

Print invoices: 38

Statistics

- By sale groups
- By area
- By articles
- By customer

Header

Free text

Footer

Free text

<< Previous Withdrawal >> Finish Cancel

To print invoices, choose the right form.

Please note: The preview contains the first invoice only.

Click “Print”. For all customers who chose withdrawal as a payment option, the posting run is finished now.

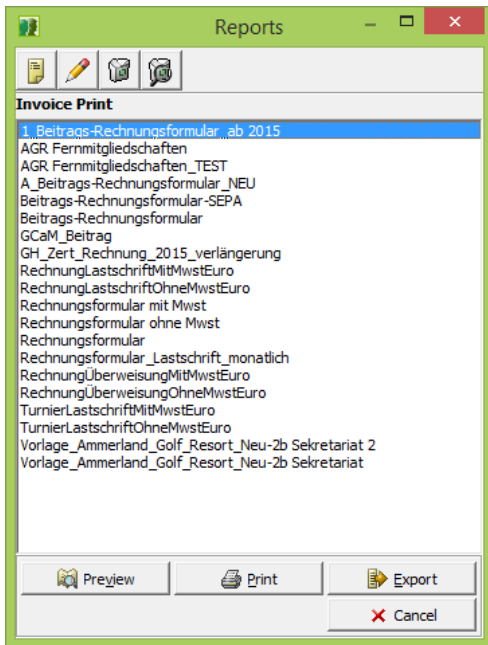
Please note: We recommend you to carry out separate posting runs for customers with and without withdrawal as a payment option.

Click “Withdrawal” to generate the withdrawal.

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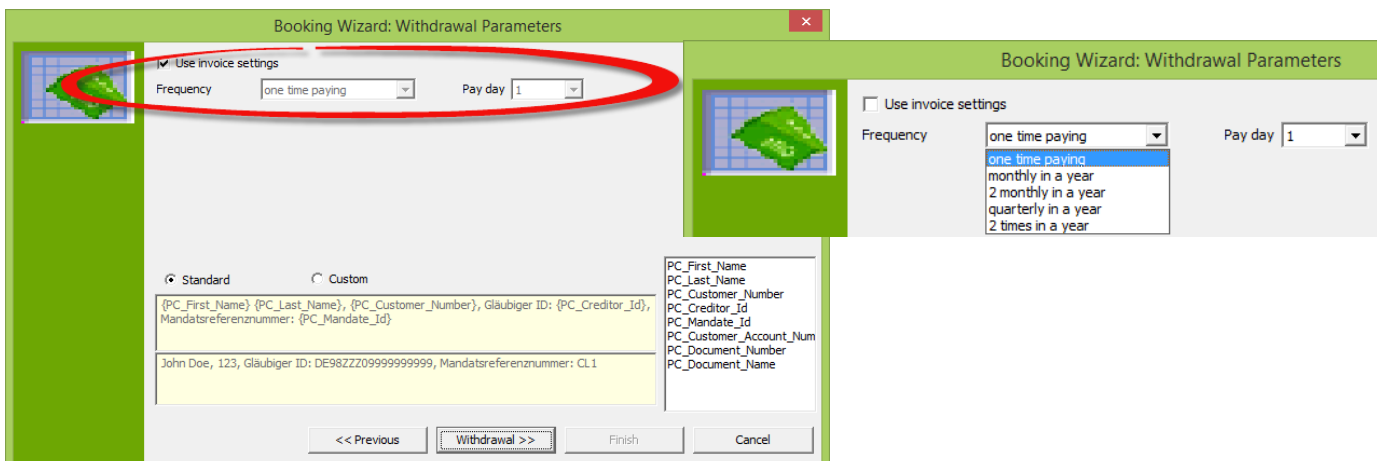
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The following function “Withdrawal” either generates a SEPA-file or the withdrawal data is queued (check mark set) and thus stored for further processing.

If the check mark in the field “Use invoice settings” is removed, the number of withdrawal data which is to be generated for the invoice amount can be set in the menu under “Frequency”. The frequency can be chosen from the abovementioned selection of regularities within a year and from the article’s monthly due dates (on the right side).

The following example consists of variables and text. The text will appear as customers make bookings. Click on “Custom” to draft an individual text.



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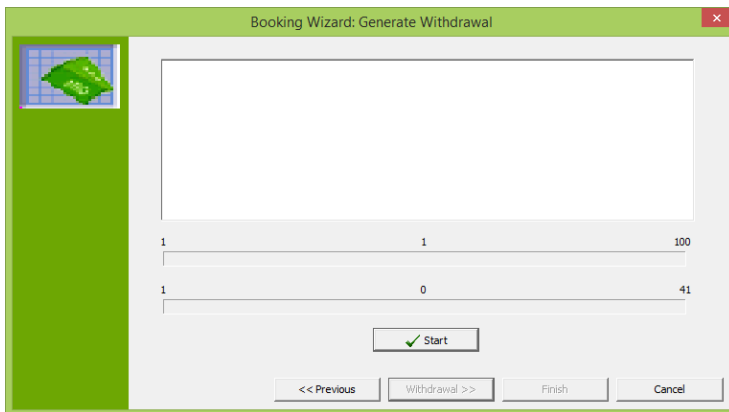
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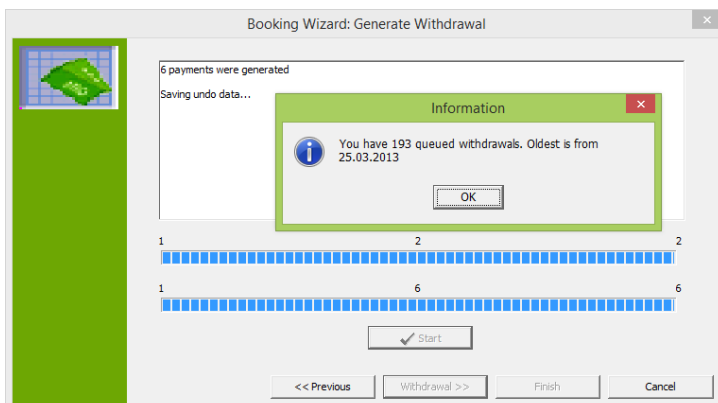
Click “Withdrawal” to proceed with the posting run. You will now see the customers whose bank details are not stored in the system. Click “Withdrawal” to proceed.



Click “Start” to generate the withdrawal.



After the successful generation of your withdrawal, a corresponding notification will appear.



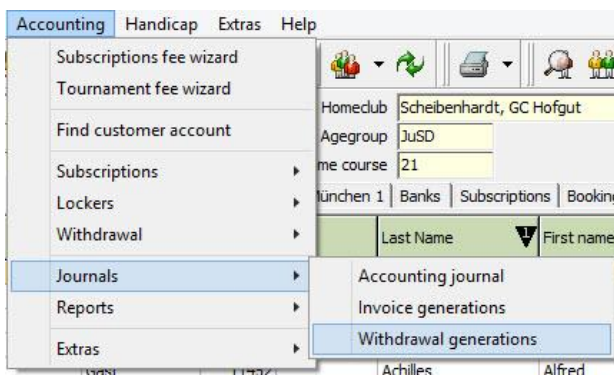
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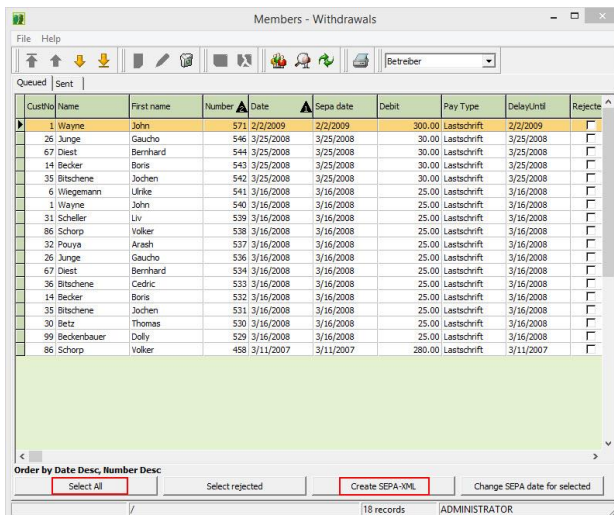
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4. Queue / SEPA-file

In case that you want to queue withdrawals, choose “Accounting” on the menu bar and select “Journals” and “Withdrawal generations” from the list.



Then click “Select All” and “Create SEPA-XML”.



Under “Sent”, you find an overview of the withdrawal files and their respective paths.

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Date	OperationType	RecCount	AmountSum	FileName	PayType	Club Name
3/27/2015	Withdrawal	1	785.00	D:\Albatros\Lastschriften\2015-03-27_CDC_DE18660123\	Lastschrift	Albatros_GC
4/19/2014	Withdrawal	1	1000.00	C:\Albatros\Lastschriften\2014-04-06_CDC_DE18660123\	Lastschrift	Albatros_GC
4/8/2014	Withdrawal	1	1000.00	C:\Albatros\Lastschriften\2014-04-08_CDC_DE18660123\	Lastschrift	Albatros_GC
4/15/2013	Withdrawal	1	131.04	C:\Albatros\Lastschrift\20130325170007\DTAUS1	Lastschrift	Albatros_GC
3/25/2013	Withdrawal	1	100.00	C:\Albatros\Lastschrift\20130325165921\DTAUS1	Lastschrift	Albatros_GC
3/25/2013	Withdrawal	63	12542.56	C:\Albatros\Lastschrift\20130325165937\DTAUS1	Lastschrift	Albatros_GC
10/1/2007	Withdrawal	1	2736.00	C:\Albatros\Lastschrift\20130325165621\DTAUS1	Lastschrift	Albatros_GC
1/30/2006	Withdrawal	9	27800.00	C:\Lastschriften\20060130162306\DTAUS1	Lastschrift	Albatros_GC
11/13/2003	Withdrawal	10	46612.00	C:\Lastschriften\20031113072859\DTAUS1	Lastschrift	Albatros_GC

CustNo	Name	First name	Number	Date	Sepa date	Debit	PaymentType
30	Betz	Thomas	680	3/27/2015	3/27/2015	785.00	Lastschrift

You might now transfer the files to your bank or into a corresponding banking program. Please note that Albatros generates zip files which contain an XML file since most banking programs can only read XML files.

5. Directory of Withdrawals

The path to save the SEPA-file can be set in AlbAdmin under “Club Parameters”, “Withdrawal”.

AlbAdmin - Withdrawal

Withdrawal

Immediate withdrawal

Withdrawal target: SEPA

Withdrawals directory: C:\ (highlighted with a red box)

Withdrawal pay type: Lastschrift

AWS Withdrawal Mandatory: Club

Posloc: MV (1)

SEPA

SEPA preparation finished

Start using SEPA from: 2/1/2014

DirectDebit Version: SEPA_ZKA_FABN_008_003_02

File type: One file One file per combination

Transtake unilauts

Use FRST only for the 1st direct debit (all following are RCLUR)

User may choose FRST or RCLUR after reject

Core type: CORE

Club bank account

Enable withdrawals in this mandatory

Club Name: Albatros_GC

Club Zip:

Club city:

Club street:

Bank number: 66012345

Bank branch number:

Bank account: 12345677