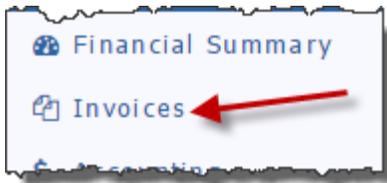
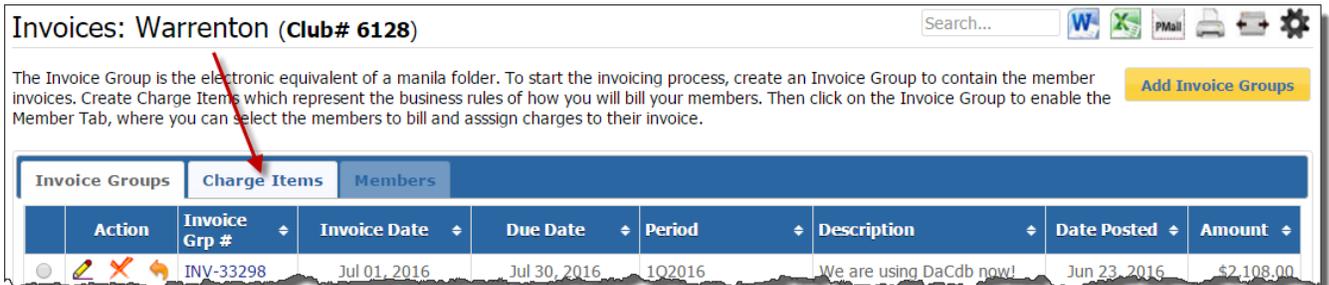


Finance Module – Creating Invoice Charge Items

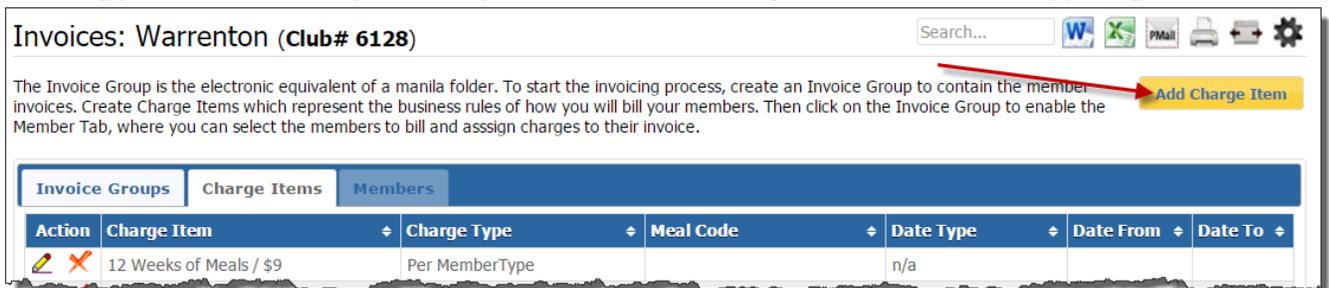
1. **Begin in the Invoices hyperlink:** Found in the left menu column under the Finance tab.



2. **Click on the Charge Items tab**



3. **Adding Charge Items:** When your club begins using the Finance module, the Charge Items tab is completely blank. Each club is very different in how they charge their members. We offer a variety of Charge Items to handle your club's billing. It can be tricky to make sure you are choosing the best Charge Item to meet your club's needs, so take your time to understand your options here. Once set up correctly, this will streamline your invoicing process considerably! First step, click on the 'Add Charge Item' button in the upper right corner.



4. **Important Steps:** There are two parts to all charge items that are important to remember. Attendance-linked charge items have an additional piece to consider.
 - a. **Description:** This is what your members will see on their invoice. Please keep the description fairly general. Do not add specific dates here – e.g. Quarterly Dues, not July 2016 Dues. Dates for the invoice are set on the Invoice Groups tab.
 - b. **GL Account box:** In all available Charge Item options, the most vital step is choosing the correct Account. Keep in mind that you can add new chart of accounts items at any time. (Separate documentation is available on the Finance module Help hyperlink to explain the Chart of Accounts hyperlink) **Note:** Members will not see the GL Account selection on their invoices.

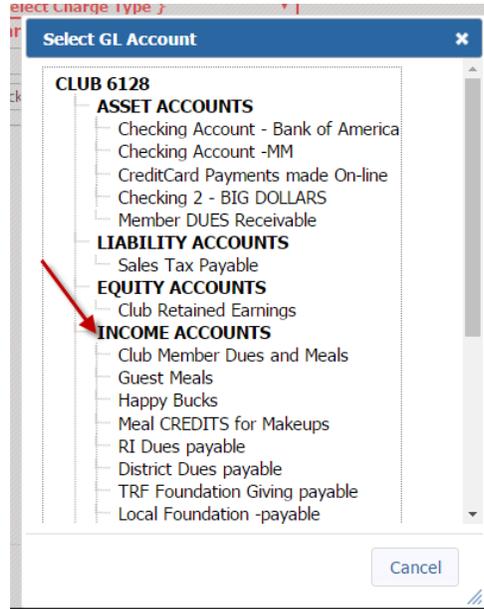
Charge Item

Charge Type: { Select Charge Type }
Charge Type is required

Description:

GL Account:

- i. **Selecting an Account:** When you click in the GL Account box, your club’s chart of accounts appears. Typically, you will choose an account within the Income Accounts for invoice charge items to be offset to.



Warning: DO NOT choose the Member Dues Receivables account!!! On the Setup hyperlink, it is configured to automatically offset to the Member Dues Receivables. Offsetting a Charge Item to the Member Dues Receivables account will cause both a Debit and a Credit to appear in each member’s account, effectively cancelling the charge.

- c. **Meeting Dates:** On all charge items that link to the Attendance module, a variety of options exist to automatically adjust the dates for you – further expediting your invoicing process.



- i. **Custom Date:** This is the only option that will not automatically adjust for you. It is not recommended for frequently invoiced items (e.g. guest meals). This option is handy if you want to utilize the Attendance module for a special event & charge your members a special fee for only the event on this date.
- ii. **Past Periods (Last Month, Last Quarter, Last Half Year and Last Year):** These dates automatically adjust for you. Perfect to use if your club waits until the quarter (for example) has ended before billing your members.
- iii. **...To Date (Year to Date, Quarter to Date and Month to Date):** These date options would be utilized if your club generates invoices before the quarter (for example) has ended.
- iv. **...Future Dates (Next Quarter, Next Half and Next Year):** For these date ranges to work, make sure you already have meetings created in the Attendance module.

- 5. **Charge Item Options:** Please read all options below carefully to make the best choice to handle each charge for your club. Many charge items can link to the Attendance module. All Attendance-linked charge items will populate the date the charge (or credit) applies on the member’s invoice.
 - a. **Per Membertype:** This charge item allows you to differentiate charges based on membertype (assigned on the My Club tab). It is typically used for Dues charges (e.g. Club, District, RI). Setting up charges as “Per Membertype” is helpful when a new member joins; the new member will automatically be charged the items applied to that membertype.

Charge Item

Charge Type: Per MemberType (2)

Description: Quarterly Dues

GL Account: Club Member Dues and Meals

Member Type	Amount
Active	120.00
Active-LOA	60.00
Active-R85	60.00
Active-CC	0.00
Active-Corporate	240.00
Active-Associate	0.00
Honorary	0.00
Alumni-Verified	0.00
Alumni	0.00
Guest-Rotarian	0.00
Alumni-RYE	0.00

Cancel Save

- b. **Per Member Recurring:** Don't let 'recurring' fool you. No charge items will apply without your desire. This charge item allows you to apply a different charge to each individual member.
- i. **Note:** 'Clear All' at the top of the Amount column.

Charge Item

Charge Type: Per Member Recurring (5)

Description: Rotary Apparel

GL Account: Rotary Apparel

Member	Member Type	Amount (Clear ALL)
Brown, Susan W.	Active	20.00
Bugg, Sears	Active	10.00
Crenshaw, James E Jr.	Active	40.00
Griesinger, Roger A.	Active	15.00
Hahn, Craig	Active	0.00
Hunter, Richard E. Jr.	Active	66.00
King, William H.	Active-R85	0.00
Koehn, Brian	Active	0.00
Little, Chuck	Active	0.00
McAulian, Mary Tasker	Honorary	13.00
Neek, Butch	Active	0.00

Cancel Save

- c. **Per Member Selected:** This charge item saves a flat rate amount that will be charged to all members selected on this screen to receive the charge. Commonly used for Initiation Fees or a golf tournament.

- i. **Note:** Ability to check or uncheck all members at the top of the selection column. If you click to check all members, you can then uncheck selected names that should not be charged.

The screenshot shows a 'Charge Item' form with the following details:

- Charge Type: Per Member Selected (10)
- Amount: 100.00
- Description: Golf Tournament
- GL Account: Local Foundation -payable

Below the form is a table with columns 'Member' and 'Member Type'. A callout box points to a checkbox at the top of the 'Member' column with the text 'check or uncheck ALL'.

Member	Member Type
<input type="checkbox"/> Brown, Steve	Active
<input type="checkbox"/> Bugg, Sears	Active
<input checked="" type="checkbox"/> Crenshaw, James E Jr.	Active
<input checked="" type="checkbox"/> Griesinger, Roger A.	Active
<input type="checkbox"/> Hahn, Craig	Active
<input checked="" type="checkbox"/> Hunter, Richard E. Jr.	Active
<input type="checkbox"/> King, William M.	Active-R85
<input checked="" type="checkbox"/> Koehn, Brian	Active
<input checked="" type="checkbox"/> Little, Chuck	Active

Buttons: Cancel, Save

- d. **Per Meeting Attended:** This charge item links to the Attendance module. It is intended to charge each member who is checked as being in attendance (regardless of membertype) for every meeting they attend within the Meeting Date range selected. For this charge item to work, the member's name must be checked in the Attendance module indicating a member attended the meeting. This charge item is beneficial if, for example, all meal charges are billed in arrears.

The screenshot shows a 'Charge Item' form with the following details:

- Charge Type: Per Meeting Attended (3)
- Amount: 10.00
- Description: Meal Charge
- GL Account: Club Member Dues and Meals

Meeting Date: From: 1/1/2016 To: 3/31/2016 Last Quarter

- e. **Per Make-Up Meeting:** This charge item links to the Attendance module. It is intended to charge each member who has an applied make-up within the Meeting Date range selected. For this charge item to work, the secretary must go through the process of entering a make-up for a member and applying the makeup to a specific meeting the member missed. When looking at an attendance page, the member will have an 'M' next to their name instead of a checkbox.

The screenshot shows a 'Charge Item' form with the following details:

- Charge Type: Per Make-Up Meeting (6)
- Amount: -12.00
- Description: Make-Up Meeting Credit
- GL Account: Club Member Dues and Meals

Meeting Date: From: 1/1/2016 To: 3/31/2016 Last Quarter

- f. **Per Meeting Missed:** This charge item links to the Attendance module. It is intended to charge each member who is not checked as being in attendance (regardless of membertype) for EVERY meeting they missed within the Meeting Date range selected. For this charge item to work, the member's name must not be checked in the Attendance module indicating a member did not attend the meeting.

The screenshot shows a 'Charge Item' form with the following fields:

- Charge Type: Per Meeting Missed (4)
- Amount: 5.00
- Description: Missed Meeting Charge
- GL Account: Club Member Dues and Meals
- Meeting Date: From: 1/1/2016 To: 3/31/2016 Last Quarter

- g. **Per Mtg Missed (MemberType):** This charge item links to the Attendance module. It is intended to charge each member who is not checked as being in attendance for every meeting they missed within the Meeting Date range selected. For this charge item to work, the member's name must not be checked in the Attendance module indicating a member did not attend the meeting. This charge item is similar to item 5.f above, although you are able to charge only specific membetypes that miss a meeting.

The screenshot shows a 'Charge Item' form with the following fields:

- Charge Type: Per Mtg Missed (MemberType) (11)
- Description: Missed Meeting Charge
- GL Account: Club Member Dues and Meals
- Meeting Date: From: 1/1/2016 To: 3/31/2016 Last Quarter

Below the form is a table with the following data:

Member Type	Amount
Active	2.00
Active-LOA	0.00
Active-R85	0.00

- h. **Per Mtg Excused:** This charge item links to the Attendance module. It is intended to charge each member who is excused from attendance (regardless of membertype) for every meeting they have an applied Excused status within the Meeting Date range selected. For this charge item to work, the secretary must excuse the member from the meeting(s). This is different than LOA status.

The screenshot shows a 'Charge Item' form with the following fields:

- Charge Type: Per Mtg Excused (12)
- Amount: -4.00
- Description: Excused Meeting Credit
- GL Account: Club Member Dues and Meals
- Meeting Date: From: 1/1/2016 To: 3/31/2016 Last Quarter

- i. **Per Meeting:** This charge item links to the Attendance module. It is intended to charge each member (regardless of membertype) for every meeting created in the Attendance module within the Meeting

Date range selected. For this charge item to work, meetings must be created in Attendance. Excluded meetings will not count towards this charge.

Charge Item

Charge Type: Per Meeting (13) Amount: 12.00

Description: Meeting Charge

GL Account: Club Member Dues and Meals

Meeting Date: From: 1/1/2016 To: 3/31/2016 Last Quarter

- j. **Per Mtg Attended (MemberType):** This charge item links to the Attendance module. It is similar to item 5.d above, although this particular charge item allows you to distinguish a charge for specific membertype statuses. It will only charge members of the membertype with an amount listed next to their name on the charge that is checked as being in attendance for every meeting they attend within the Meeting Date range selected. For this charge item to work, the member's name must be checked in the Attendance module indicating a member attended the meeting. This is a popular method to charge Active-R85 members who are only charged for their meals when they attend a meeting.

Charge Item

Charge Type: Per Mtg Attended (MemberType) (7)

Description: Active-R85 Meals

GL Account: Club Member Dues and Meals

Meeting Date: From: 1/1/2016 To: 3/31/2016 Last Quarter

Member Type	Amount
Active	0.00
Active-LOA	0.00
Active-R85	11.00
Active-CC	0.00

- k. **Per MealCode – Coded:** This charge item links to the Attendance module and is the preferred method for charging members for guest meals. The system reads through the Attendance module and will charge all members with the chosen mealcode selected next to their name. For this charge item to work specifically for guest meals, the person taking attendance must click on the Add Guest button to enter the guest's name and apply the desired mealcode to the guest's name. A wonderful perk to this charge is the date as well as the guest's name as it was entered in Attendance will populate on the member's invoice.

Charge Item

Charge Type: Per MealCode - Coded (8) Amount: 13.00

Description: Guest Meals Meal Codes: Guest Meal

GL Account: Guest Meals

Meeting Date: From: 1/1/2016 To: 3/31/2016 Last Quarter

- l. **ALL Members:** Please note it truly is a rare scenario that you might use this charge item. It is intended to charge ALL members of the club the same flat rate, regardless of membertype status.

Charge Item [X]

Charge Type: ALL Members (1) Amount: 3.00

Description: Dictionary Collection

GL Account: Dictionaries

- m. **Per Meeting (MemberType)**: This charge item links to the Attendance module and is similar to 5.i above. It is intended to charge members with amounts next to their membertype for every meeting created in the Attendance module within the Meeting Date range selected. For this charge item to work, meetings must be created in Attendance. Excluded meetings will not count towards this charge.

Charge Item [X]

Charge Type: Per Meeting (MemberType) (14)

Description: Active Member Meals

GL Account: Club Member Dues and Meals

Meeting Date: From: 1/1/2016 To: 3/31/2016 Last Quarter

Member Type	Amount
Active	12.00
Active-LOA	0.00
Active-R85	0.00

- n. **Per Club Type**: This charge items is available for use only at the District level. It allows the District Treasurer to charge clubs based on their Clubtype status.

If you have any questions, please contact support.