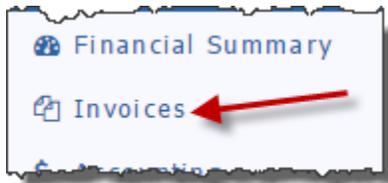


Finance Module - Generating Invoices

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



2. **Add an Invoice Group:** An invoice group must be created each billing cycle.
 - a. Click on the yellow 'Add Invoice Group' button in the upper right corner.

Invoices: Warrenton (Club# 6128) Search...     

The Invoice Group is the electronic equivalent of a manila folder. To start the invoicing process, create an Invoice Group to contain the member invoices. Create Charge Items which represent the business rules of how you will bill your members. Then click on the Invoice Group to enable the Member Tab, where you can select the members to bill and assign charges to their invoice. [Add Invoice Groups](#)

Invoice Groups		Charge Items	Members					
Action	Invoice Grp #	Invoice Date	Due Date	Period	Description	Date Posted	Amount	
<input type="radio"/>	  	INV-33203	Jul 02, 2016	Jul 29, 2016	1Q2016-7	We are using DaCdb now!	Jun 13, 2016	\$2,015.00
<input type="radio"/>	  	INV-32864	May 26, 2016	May 26, 2016	1Q2017		Jun 13, 2016	\$770.00
<input type="radio"/>	  	INV-31927	Apr 09, 2016	Apr 09, 2016	test	test	Apr 09, 2016	\$38.00
<input type="radio"/>	  	INV-27472	Aug 17, 2015	Aug 31, 2015	2nd qtr	2nd Dues	May 26, 2016	\$2,099.50

- b. In the Invoice Group window that opens, fill in the parameters for the invoice group.

Invoice Group

Period: (e.g., 1st Qtr, 1Q2016-17)

* Invoice Date: 

Description:

* Due Date: 

Invoice Message: The message entered below will be included on each invoice:

- i. **Period:** The time frame for the invoice. Very limited character space.
- ii. **Invoice Date:** Generally today's date, but can be adjusted using the Calendar ICON.
- iii. **Description:** Spell out the time frame for the invoice group.
- iv. **Due Date:** Click on the Calendar ICON to adjust it.
- v. **Invoice Message:** Not necessary to write an invoice message. If you do, keep it general, as this will populate on EVERY invoice in the group. If you recall from the Invoice Templates on the Setup hyperlink, this message will populate where the "{%InvoiceMessage%}" is located on the member's invoice.
- vi. **SAVE.**

3. **Select the Invoice Group:** After saving the parameters for the invoice group, you are brought back to the Invoice Groups tab. The invoice group you just created is there. You must now click on the invoice group number to jump to the Members tab where you will apply charges. (Invoice Group Numbers are automatically generated by the system & cannot be adjusted).

a. **Action column:** Please note the functions available for each invoice group.

Invoice Groups		Charge Items	Members					
Action	Invoice Grp #	Invoice Date	Due Date	Period	Description	Date Posted	Amount	
	INV-33298	Jul 01, 2016	Jul 30, 2016	1Q2016	We are using DaCdb now!		\$0.00	
	INV-32864	May 26, 2016	May 26, 2016	1Q2017		Jun 13, 2016	\$770.00	
	INV-32777	Apr 09, 2016	Apr 09, 2016	test	test	Apr 09, 2016	\$38.00	

- i. **Edit (yellow pencil ICON):** Allows you to modify the parameters for the invoice group (as seen in step 2 above).
- ii. **Delete (red 'X' ICON):** Allows you to delete the invoice group. This function is intended to clean up the Invoice groups tab AFTER ALL MONEY HAS BEEN COLLECTED. After all money has been collected (or possibly written off) you should not need to modify any of the invoices in this invoice group. If you make a mistake on an invoice group that you posted, please do not delete it! It is possible to correct an invoice group mistake by unposting the invoice group (see next ICON description).
- iii. **Unpost (orange arrow back ICON):** Allows you to unpost an invoice group. This is a fantastic feature for those of us that are not perfect and make the occasional mistake. After you have applied charges to members and posted the invoice group to Accounting, it is possible to click this ICON to pull all the charges out of the accounting side and make a correction.

4. **Member tab, apply charges:** After creating the invoice group on the Invoice Groups tab and selecting the invoice group number, you will jump to the Members tab where you can select the members to create an invoice for.

Invoice Groups		Charge Items	Members			
Invoice Group: INV-33298 Period: 1Q2016 Date: July 01, 2016 Due Date: Jul 30, 2016 ClubID: 6128						
Members: <input type="checkbox"/> Include Terminated Members?		Members being invoiced are listed below.		Select to apply from Charge Items below to member invoices:		
<input type="checkbox"/>	Member Name	Member Type	Selected Member	Amount	Charge Item	
<input type="checkbox"/>	Brown, Susan W.	Active	No members are associated with this Invoice Group.		<input type="checkbox"/>	12 Weeks of Meals / \$9
<input type="checkbox"/>	Bugg, Sears	Active	To add members:		<input type="checkbox"/>	13 Weeks of Meals / \$12
<input type="checkbox"/>	Crenshaw, James E Jr.	Active	<ul style="list-style-type: none"> All members - check the checkbox at the top in the blue header 		<input type="checkbox"/>	Club Dues and Meals (Monthly)
<input type="checkbox"/>	Griesinger, Roger A.	Active	<input checked="" type="checkbox"/> Member Name Member Type		<input type="checkbox"/>	District Dues (Jan/Jul)
<input type="checkbox"/>	Hahn, Craig	Active	<ul style="list-style-type: none"> A selected member - check the checkbox at the left of the Member name 		<input type="checkbox"/>	Football Banquet, by Member Type
<input type="checkbox"/>	Hunter, Richard E. Jr.	Active	<input checked="" type="checkbox"/> Member, Name Active		<input type="checkbox"/>	Initiation, by Member Selected
<input type="checkbox"/>	King, William M.	Active-R85			<input type="checkbox"/>	Local Foundation
<input type="checkbox"/>	Koehn, Brian	Active			<input type="checkbox"/>	Makeup Meal Credits

a. **Select members:** Typically all members in your club will receive an invoice. Check the box in the blue title bar to select all members and populate them into the center column.

Invoice Groups | Charge Items | Members

Invoice Group: INV-33298 Period: 1Q2016 Date: July 01, 2016 Due Date: Jul 30, 2016 ClubID: 6128

Members: Include Terminated Members? Members being invoiced are listed below.

Select All Members

check boxes to select charges to apply to this billing cycle

Select to apply from Charge Items below to member invoices:

<input checked="" type="checkbox"/>	Member Name	Member Type	Selected Member	Amount	Charge Item
<input checked="" type="checkbox"/>	Blackman, Ken Ph.D. (Term)	Active	Brown, Susan W.	\$220.00	<input type="checkbox"/> 12 Weeks of Meals / \$9
<input checked="" type="checkbox"/>	Brown, Susan W.	Active	Bugg, Sears	\$220.00	<input checked="" type="checkbox"/> 13 Weeks of Meals / \$12
<input checked="" type="checkbox"/>	Bugg, Sears	Active	Crenshaw, James E Jr.	\$220.00	<input type="checkbox"/> Club Dues and Meals (Monthly)
<input checked="" type="checkbox"/>	Crenshaw, James E Jr.	Active	Hahn, Craig	\$220.00	<input checked="" type="checkbox"/> District Dues (Jan/Jul)
<input checked="" type="checkbox"/>	Hahn, Craig	Active	Hunter, Richard E. Jr.	\$220.00	<input checked="" type="checkbox"/> Football Banquet, by Member Type
<input type="checkbox"/>	Griesinger, Roger A.	Active	King, William M.	\$64.00	<input type="checkbox"/> Initiation, by Member Selected
<input checked="" type="checkbox"/>	Hahn, Craig	Active	Koehn, Brian	\$220.00	<input type="checkbox"/> Local Foundation

unchecked member does not appear in center column

- i. **Unselect members:** It is possible to check all the members, then uncheck one or two who should not receive an invoice (e.g. someone just terminated from the club but their name has not been terminated on the My Club tab yet, so it is on the list here).
 - ii. **Terminated members:** When you check the box to "Include Terminated Members?" ALL members who have ever been terminated from your club will appear. Check the terminated member(s) that you need to create an invoice for, then you can uncheck the "Include Terminated Members?" box so the left column isn't so overwhelming!
- b. **Apply Charges:** In the right column you will see all the charge items you have created on the Charges tab. It is possible to have extra charge items in the right column that do not apply to this invoice. Check only those charges that apply. (Separate documentation is available on the Finance module Help hyperlink to explain creating charge items).
5. **One-off items:** After applying all the charges from the right column, you can click on the Edit (yellow pencil ICON to the left of the member's name) or click on the member's name in the center column to open a member's and modify any of the charges for that member, including adding new charges or deleting a charge completely. These manual adjustments are intended to only be done once for a member. If your adjustments are something that needs to happen permanently, then make the change on the Charges tab.

Invoices: Warrenton (Club # 6128)

Member Invoice #1309473

Member: Brown, Susan W. (Active)
206 Carrington Dr.
Littleton NC 27850 USA
H: 804-636-2083
M: 804-636-1778
www.rotary.org

PMail Preview Print

click directly in box to modify the description

click in the rate box to adjust the charged amount

click to add an individual charge item

Del	Item Description	Account	Qty	Rate	Amount
<input checked="" type="checkbox"/>	5 Weeks of Meals / \$12	Club Member Dues and Meals	1	60.00	60.00
<input checked="" type="checkbox"/>	District Dues (Jan/Jul)	Dues Payable to District	1	14.00	14.00
<input checked="" type="checkbox"/>	Football Banquet, by Member Type	Happy Bucks	1	50.00	50.00
TOTAL:					124.00

+ Add New

delete a line item

A message here appears only on this member's invoice

Personal Message To: Brown, Susan W.
Thanks for joining our Rotary club!

Cancel Save

- a. **Modifying a charge:** This is how you can pro-rate charges for new members. On the invoice you can click on the Item Description and the Rate to adjust the charge as is fit for the individual member.
 - b. **Adding a charge:** Click on the 'Add New' button above the Amount column to add a completely new charge. Keep in mind that the new charge should pertain only to this member. If there is a consistent new charge for this member, then it should be added more permanently on the Charges tab.
 - c. **Deleting a charge:** Click on the red 'X' ICON to the left of the Item Description that you need to remove from this member's invoice. If there is a consistent charge that needs to be removed for this member, then it should be deleted more permanently from the Charge Item on the Charges tab.
 - d. **Personal Message:** This is a one-time message that would go only to this member. If you remember from the invoice templates on the Setup hyperlink, this will populate where the "{%MemberMessage%}" is located on the invoice. If it is left blank, then nothing will populate on the member's invoice.
 - e. **Individually Pmail:** On this screen, it is possible to pmail ONLY this member their invoice by clicking on the Pmail button in the upper right corner. You will need to follow the same steps as when you Pmail the entire group (see step 7 below). This is helpful if the member needs another invoice sent to them, e.g. they changed jobs & invoice was sent to wrong email address.
 - f. **Individually Preview:** Using the button in the upper right corner of this screen, you can preview this individual member's invoice. This is helpful if you have charge items linked to the Attendance module and want to check the dates that will populate on the member's invoice.
 - g. **Individually Print:** Using the button in the upper right corner of this screen, you can print this individual member's invoice. This is helpful if the member does not have an email address saved in the system.
6. **Post Invoice Group:** When all the amounts are correct for your members in the center column, the invoice group must be posted to the Accounting hyperlink so the charges are listed under the member's Dues Receivables account and so you can pmail the invoices out.
- a. **Post Invoices:** click on the Post Invoices button in the upper right corner.

Invoices: Warrenton (Club# 6128) Search...      

The Invoice Group is the electronic equivalent of a manila folder. To start the invoicing process, create an Invoice Group to contain the member invoices. Create Charge Items which represent the business rules of how you will bill your members. Then click on the Invoice Group to enable the Member Tab, where you can select the members to bill and assign charges to their invoice.

[Print Invoices](#) [Preview Invoices](#) [Post Invoices](#)

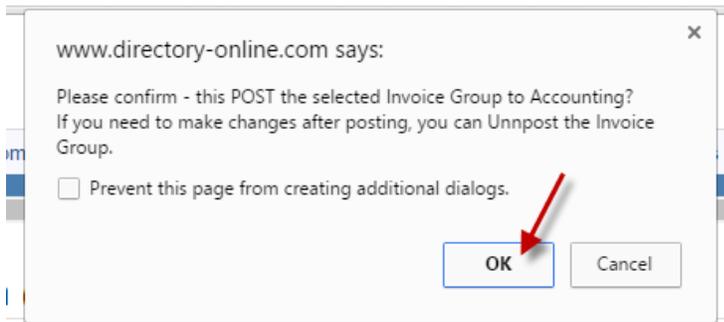
Invoice Groups | **Charge Items** | **Members**

Invoice Group: INV-33298 Period: 1Q2016 Date: July 01, 2016 Due Date: Jul 30, 2016 ClubID: 6128

Members: Include Terminated Members? Members being invoiced are listed below. Select to apply from Charge Items below to member invoices:

<input type="checkbox"/>	Member Name	Member Type	 Selected Member	Amount	<input type="checkbox"/>	Charge Item
<input checked="" type="checkbox"/>	Brown, Susan W.	Active	 Brown, Susan W.	\$220.00	<input type="checkbox"/>	12 Weeks of Meals / \$9
<input checked="" type="checkbox"/>	Bugg, Sears	Active	 Bugg, Sears	\$220.00	<input checked="" type="checkbox"/>	13 Weeks of Meals / \$12

- b. **Confirm posting to Accounting:** This is a necessary step for charges to appear on the member's Dues Receivables accounts, as well as on Statements.



- c. **Posted Invoices:** This screen is your confirmation of all the amounts posted to the member's accounts. It is recommended to print this page for your records.

Post Invoices PMail  

Un-posting invoices will delete the records posted into the accounting system.
NOTE: Un-Posting the invoices will not delete entries made in an account(e.g., payments, checks written)

Invoice: INV-25474 Invoice Date: 06/01/2015 Period: test Due Date: 06/15/2015

#	Invoice No	Member Name	Member Type	Amount	Comment
1	962807	Burke, David	Honorary	0.00	Not Posted - No invoiced items
2	962808	Brown, Susan W	Active	124.50	Posted
3	962809	Bugg, Sean	Active	127.00	Posted
4	962810	Burton, Jennifer	Active	102.00	Posted
5	962811	Crandall, James E Jr.	Active	202.00	Posted
6	962812	Granger, Roger A.	Active	102.00	Posted
7	962813	Haight, Will	Active	127.00	Posted
8	962814	Hunter, Richard E. Jr.	Active	127.00	Posted
9	962815	King, William M.	Active-R85	52.00	Posted
10	962816	Koehn, Brian	Active	102.00	Posted
11	962817	Mohrman, Mary Tasha	Honorary	0.00	Not Posted - No invoiced items
12	962818	Moak, Ruth	Active	127.00	Posted
13	962819	Rafford, William Patrick Jr.	Active	127.00	Posted
14	962820	Scott, Spencer	Active-R85	77.00	Posted
15	962821	St. Louis, Roger	Active	102.00	Posted
16	962822	Thacker, Michael W	Active-R85	136.00	Posted
17	962823	Weddington, George	Active-R85	52.00	Posted

TOTAL AMOUNT: 1,686.50 Posted

Please print this page for your records.

7. **Pmail Invoices:** Two locations exist where you can mail invoices to your members. It is absolutely imperative for you to initiate pmail from either of these locations so the system knows which invoices you want to send to your members.

- a. After printing the Posted Invoices screen, click on the Pmail ICON to the left of the printer ICON.

Post Invoices PMail  

Un-posting invoices will delete the records posted into the accounting system.

- b. Or, after closing the Posted Invoices screen, go back to the Invoices hyperlink. Select the Invoice Group you need to pmail and go to the Members tab.

Invoices: Warrenton (club# 6128) Search...     

The Invoice Group is the electronic equivalent of a manila folder. To start the invoicing process, create an Invoice Group to contain the member invoices. Create Charge Items which represent the business rules of how you will bill your members. Then click on the Invoice Group to enable the Member Tab, where you can select the members to bill and assign charges to their invoice.

Print Invoices Preview Invoices **PMail Invoices**

Invoice Groups Charge Items **Members**

Invoice Group: INV-33298 Period: 1Q2016 Date: July 01, 2016 Due Date: Jul 30, 2016 ClubID: 6128  Read Only

Members: Include Terminated Members? Members being invoiced are listed below. Select to apply from Charge Items below to member invoices:

Member Name	Member Type	Selected Member	Amount	Charge Item
<input checked="" type="checkbox"/> Bagshaw, Nick (Term)	Active-LOA	 Bagshaw, Nick (Term)	\$0.00	<input type="checkbox"/> 12 Weeks of Meals / \$9

8. **Pmail:** In pmail, click on the Select Template button in the upper right corner.

Personalized Mail v3 (ClubDues)

PMail lets you send personalized messages to members.

[Schedule Delivery](#) [Select Group](#) [Select Template](#) [Send](#)

Change delivery time and date: Click the **Schedule Delivery** button (upper right)
Select a group of recipients: Click the **Select Group** button (upper right)
Change the template: Click the **Select Template** button (upper right)

To save your template: click the **Save** button in the upper left of the Editor.

If you click a navigation link on the left you are *leaving* the Compose area - you may lose your work on your current PMail!

Send Options Type=ClubDues

FROM Heather Brandt E-Mail "Friendly" Display Name

TO Brown, Susan W.; Bugg, Sears; Crenshaw, James E Jr.; Hahn, Craig; Hunter, Richard E. Jr.; King, William H.; Koehn, Brian; Little, Chuck; Meek, Butch; Rafford, William Patrick Jr.; Scott, Spencer;

Sending to: 11
View Member Types

a. **Template Type:** This is a drop-down menu. Select 'System.'

Pick Template

Select the Template Type with the drop-down menu.
 Click the name of the template to preview it.
 Select the radio button next to the template you want to use.
 Click the "Use Selected Template" button at the bottom to use the template.

Template Type: 

<input type="radio"/>	10 - Club MISSED YOU AT OUR MEETING.htm	2009-09-01 06:07 PM	1 KB
<input type="radio"/>	11 - Club Proposed NEW Member Notification.htm	2010-06-04 06:50 AM	1 KB
<input type="radio"/>	12 - Club Notification of Approved NEW MEMBER.htm	2009-09-01 06:07 PM	2 KB
<input type="radio"/>	15 - Member Verification - Home and Office fields - White Background.htm	2021-04-21 02:19 AM	43 KB
<input type="radio"/>	15b - Member Verification - Blue Background.htm	2021-04-21 02:21 AM	41 KB
<input type="radio"/>	15w - Member Verification - White Background.htm	2021-04-21 02:20 AM	41 KB
<input checked="" type="radio"/>	16- Dear Rotarian - Invoice for Club Dues attached.htm	2021-04-26 10:14 AM	2 KB
<input type="radio"/>	17- Dear Rotarian - Statement for Club Dues attached.htm	2017-07-26 12:24 AM	1 KB
<input checked="" type="radio"/>	20c- FINANCE - Invoice for Club Dues and PAY via CC.htm	2020-05-13 12:58 AM	2 KB
<input type="radio"/>	21c- FINANCE - STATEMENT for Club Dues and PAY via CC.htm	2019-08-28 12:55 PM	2 KB
<input type="radio"/>	30 - New Member Email.htm	2020-11-13 12:28 PM	2 KB
<input type="radio"/>	35 - Club Committee Sign-Up.htm	2020-11-13 12:30 PM	2 KB
<input type="radio"/>	40 - Spouse Template.htm	2016-09-22 09:14 AM	3 KB
<input type="radio"/>	41 - Cell Phone Carrier Template.htm	2019-05-18 07:19 AM	2 KB
<input type="radio"/>	50 - Pay for Registration after Event close.htm	2018-03-26 06:23 PM	1 KB
<input type="radio"/>	60.1 - RLINEA Facilitator Request.htm	2019-01-07 05:59 PM	2 KB
<input type="radio"/>	70.1 - RLIMidAtlantic Facilitator Request.htm	2019-10-15 10:40 AM	2 KB

[Cancel](#) [Use Selected Template](#) 

- b. Choose pmail template #16 or #20c ('c' stands for credit cards) if your club has a credit card payment gateway setup with DACdb.
- c. Click the "Use Selected Template" button after making your selection.
- d. **Compose:** On the compose screen, all you need to do is fill in the subject (title of the email), it is defaulted with 'Rotary -' and click the 'Send' button in the upper right corner.

Personalized Mail v3 (ClubDues)



PMail lets you send personalized messages to members.

[Schedule Delivery](#)

[Select Group](#)

[Select Template](#)

[Send](#)

Change delivery time and date: Click the **Schedule Delivery** button (upper right)

Select a group of recipients: Click the **Select Group** button (upper right)

Change the template: Click the **Select Template** button (upper right)

To save your template: click the **Save button**  in the upper left of the Editor.

If you click a navigation link on the left you are *leaving* the Compose area - you may lose your work on your current PMail!

Send Options		Type=ClubDues
* FROM	Heather Brandt	E-Mail "Friendly" Display Name
* TO	Brown, Susan W.; Bugg, Sean; Crenshaw, James E Jr.; Hahn, Craig; Hunter, Richard E. Jr.; King, William M.; Koehn, Brian; Little, Chuck; Meek, Butch; Rafford, William Patrick Jr.; Scott, Spencer	
Sending to: 11 View Member Types		
* Subject:	ROTARY - First Quarter Invoice	
Auto Attachments:	Invoice	

All done! You can go relax now.