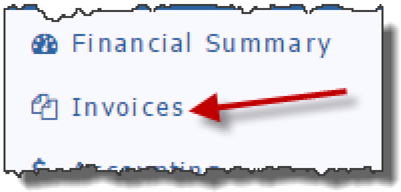
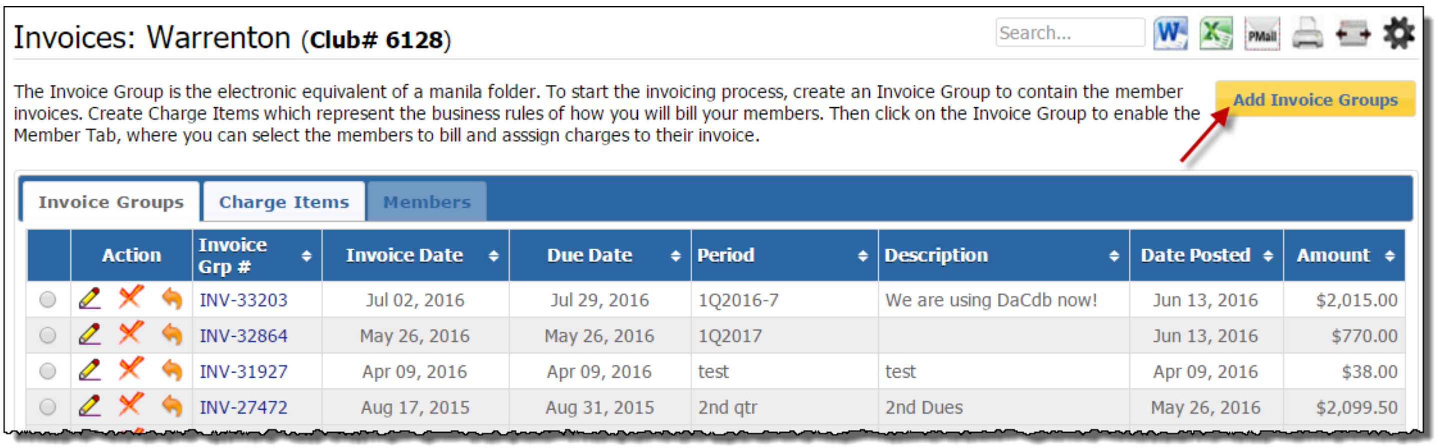
Finance Module - Generating Invoices

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

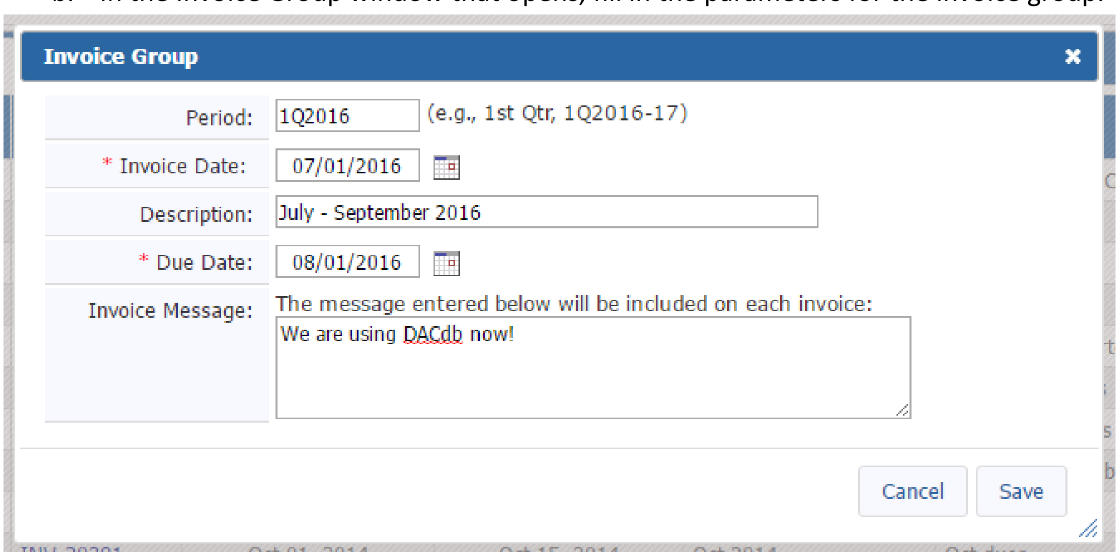


2. **Add an Invoice Group**: An invoice group must be created each billing cycle.
   a. Click on the yellow 'Add Invoice Group' button in the upper right corner.



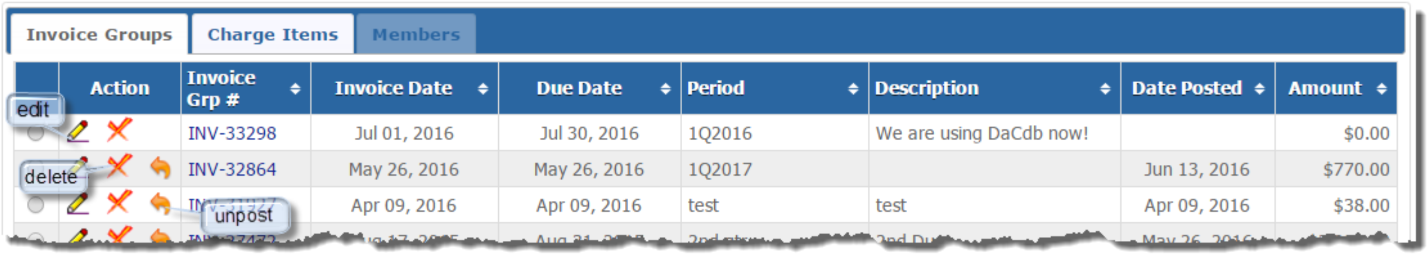
Action	Invoice Grp #	Invoice Date	Due Date	Period	Description	Date Posted	Amount
	INV-33203	Jul 02, 2016	Jul 29, 2016	1Q2016-7	We are using DaCdb now!	Jun 13, 2016	$2,015.00
	INV-32864	May 26, 2016	May 26, 2016	1Q2017		Jun 13, 2016	$770.00
	INV-31927	Apr 09, 2016	Apr 09, 2016	test	test	Apr 09, 2016	$38.00
	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.



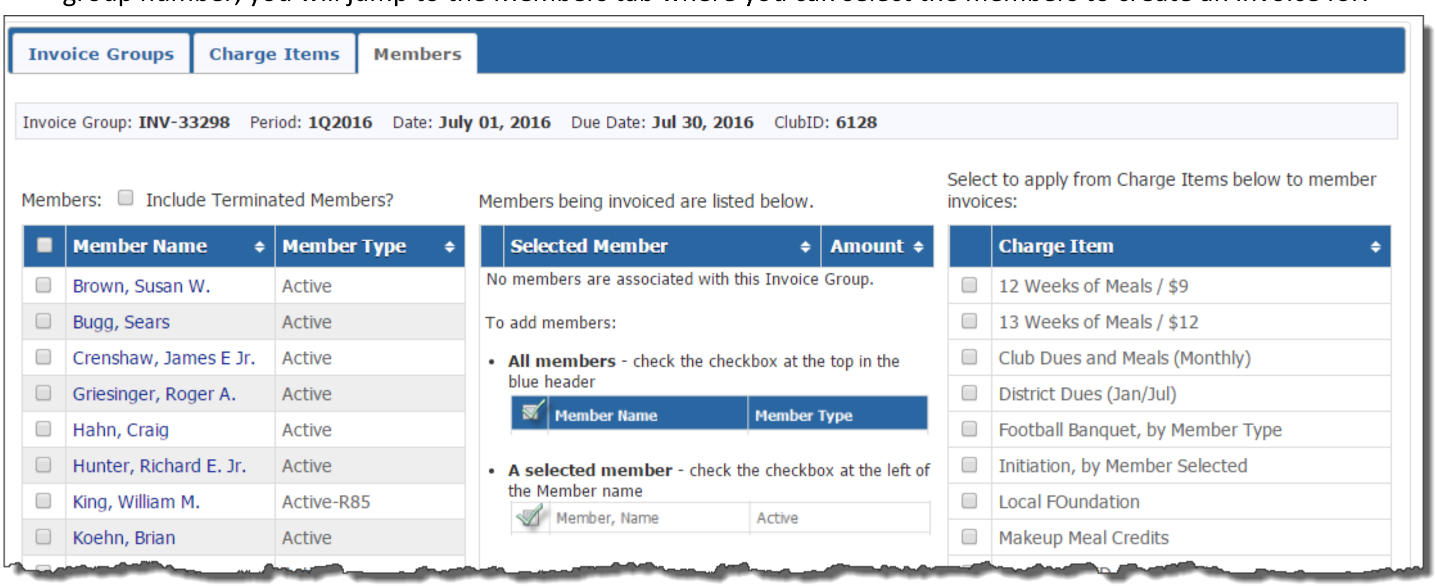
      i. **Period**: The time frame for the invoice. Very limited character space.
      ii. **Invoice Date**: Generally today's date, but can be adjusted using the Calendar ICON.
      iii. **Description**: Spell out the time frame for the invoice group.
      iv. **Due Date**: Click on the Calendar ICON 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.

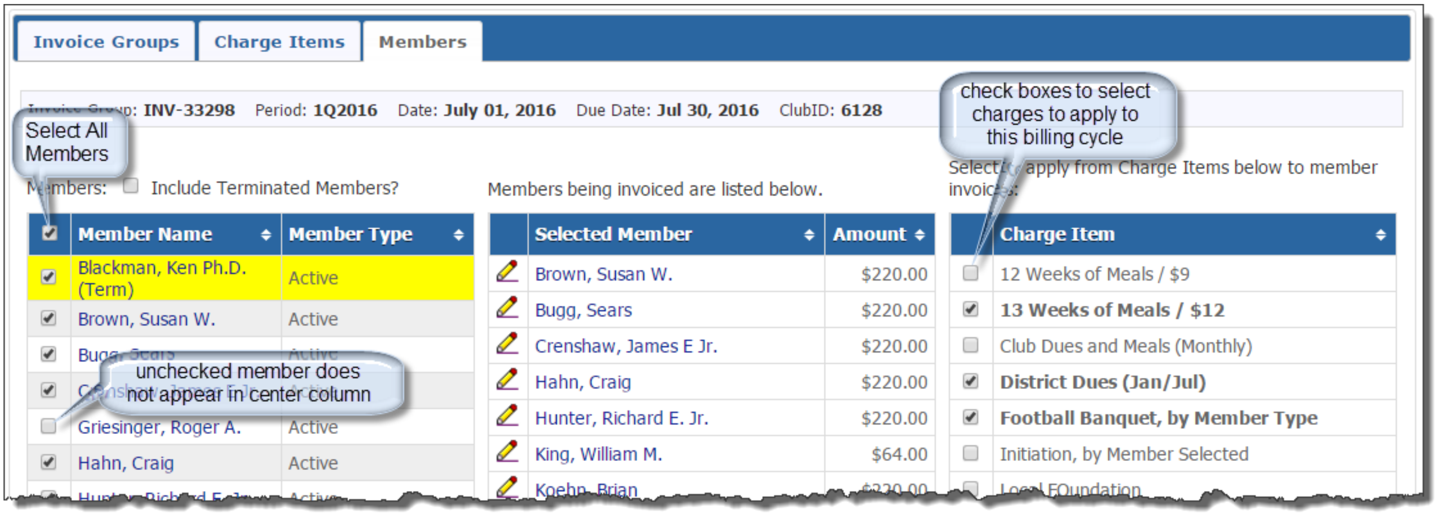


        i. **Edit (yellow pencil ICON)**: Allows you to modify the parameters for the invoice group (as seen in step 2 above).
        ii. **Delete (red 'X' ICON):** Allows you to delete the invoice group. This function is intended to clean up the Invoice groups tab AFTER ALL MONEY HAS BEEN COLLECTED. After 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.



    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.

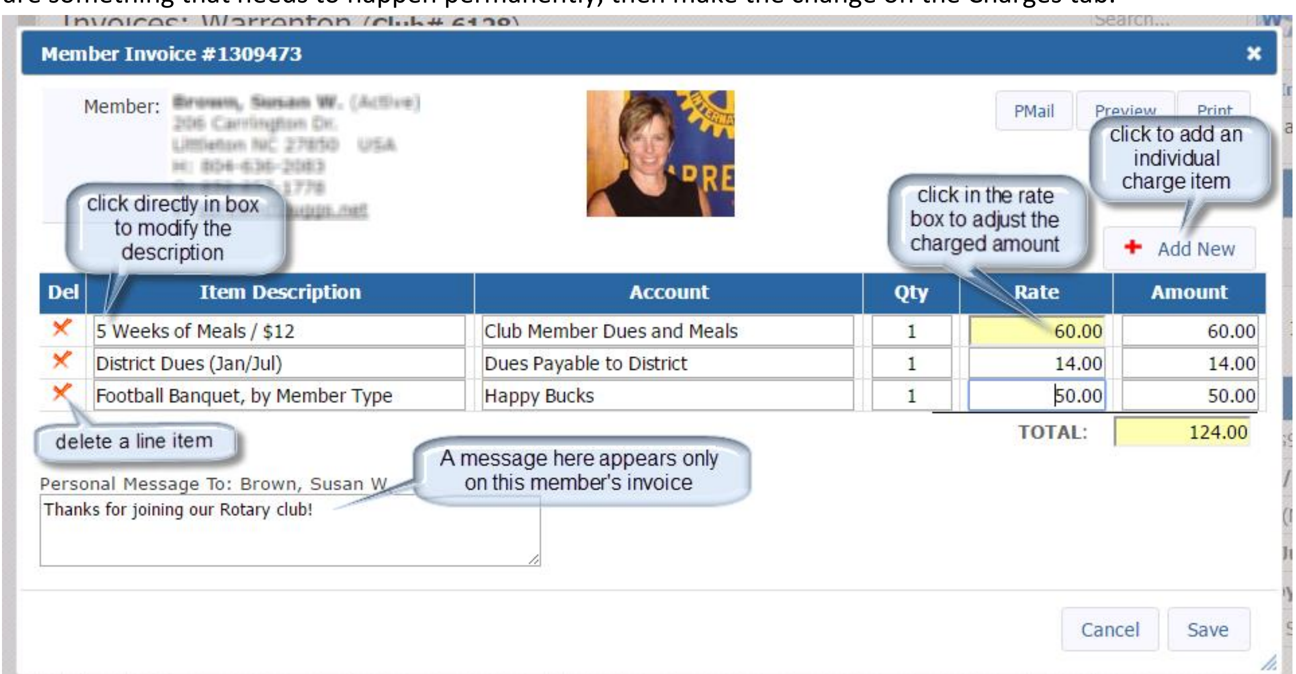


i. **Unselect members**: It is possible to check all the members, then uncheck one or two who should not receive an invoice (e.g. someone just terminated from the club but their name has not been terminated on the My Club tab yet, so it is on the list here).

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!

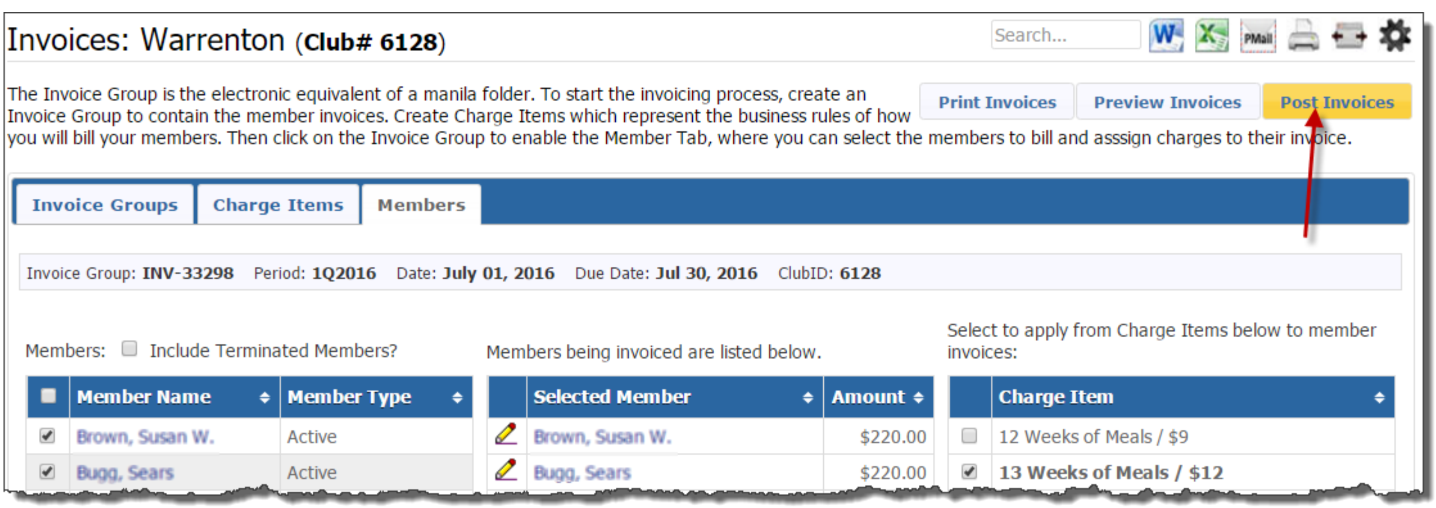
b. **Apply Charges**: In the right column you will see all the charge items you have created on the Charges tab. It is possible to have extra charge items in the right column that do not apply to this invoice. Check only those charges that apply. (Separate documentation is available on the Finance module 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.

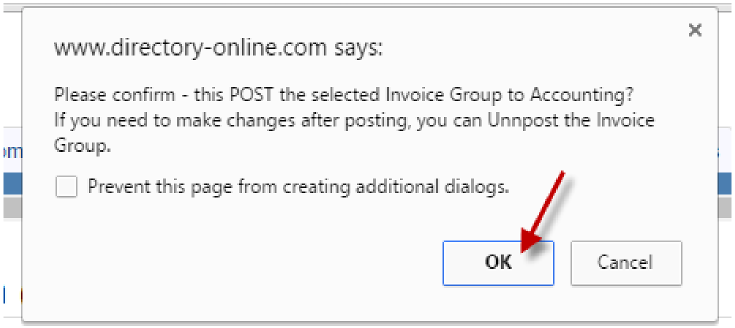


a. **Modifying a charge:** This is how you can pro-rate charges for new members. On the invoice you can click on the Item Description and the Rate to adjust the charge as is fit for the individual member.
b. **Adding a charge:** Click on the 'Add New' button above the Amount column to add a completely 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.

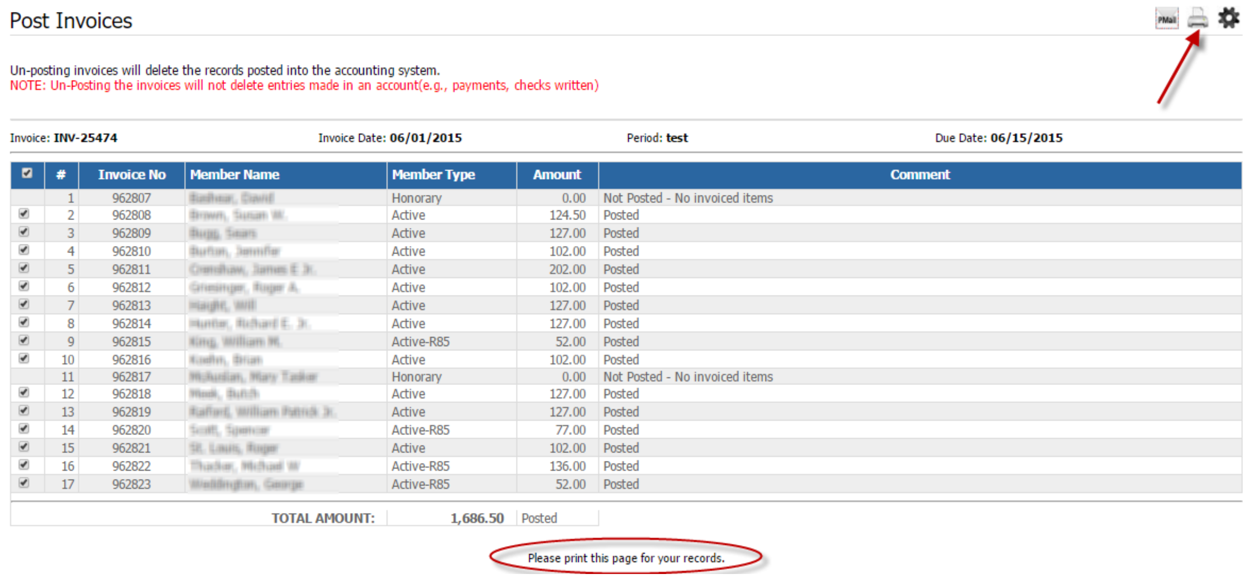
6. **Post Invoice Group**: When all the amounts are correct for your members in the center column, the invoice group must be posted to the Accounting hyperlink so the charges are listed under the member's Dues Receivables account and so you can pmail the invoices out.
   a. **Post Invoices**: click on the Post Invoices button in the upper right corner.



   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

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)

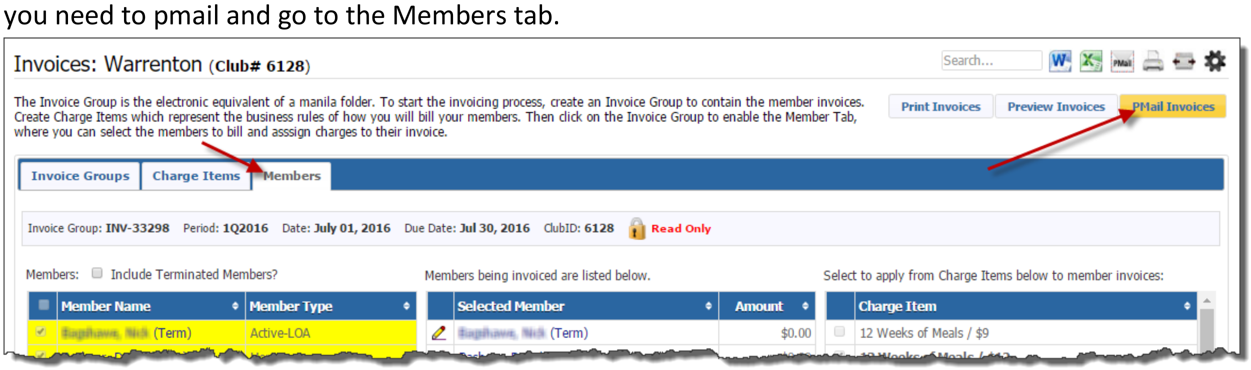
Invoice: **INV-25474** Invoice Date: **06/01/2015** Period: **test** Due Date: **06/15/2015**

☑	#	Invoice No	Member Name	Member Type	Amount	Comment
	1	962807	[illegible]	Honorary	0.00	Not Posted - No invoiced items
☑	2	962808	[illegible]	Active	124.50	Posted
☑	3	962809	[illegible]	Active	127.00	Posted
☑	4	962810	[illegible]	Active	102.00	Posted
☑	5	962811	[illegible]	Active	202.00	Posted
☑	6	962812	[illegible]	Active	102.00	Posted
☑	7	962813	[illegible]	Active	127.00	Posted
☑	8	962814	[illegible]	Active	127.00	Posted
☑	9	962815	[illegible]	Active-R85	52.00	Posted
☑	10	962816	[illegible]	Active	102.00	Posted
	11	962817	[illegible]	Honorary	0.00	Not Posted - No invoiced items
☑	12	962818	[illegible]	Active	127.00	Posted
☑	13	962819	[illegible]	Active	127.00	Posted
☑	14	962820	[illegible]	Active-R85	77.00	Posted
☑	15	962821	[illegible]	Active	102.00	Posted
☑	16	962822	[illegible]	Active-R85	136.00	Posted
☑	17	962823	[illegible]	Active-R85	52.00	Posted
			TOTAL AMOUNT:		1,686.50	Posted

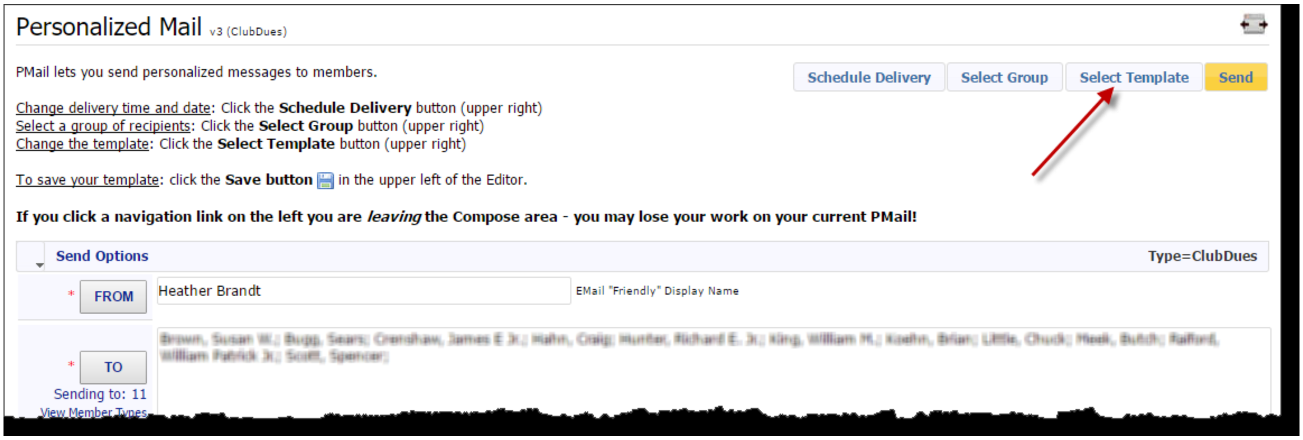
Please print this page for your records.

7. **Pmail Invoices**: Two locations exist where you can pmail 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.

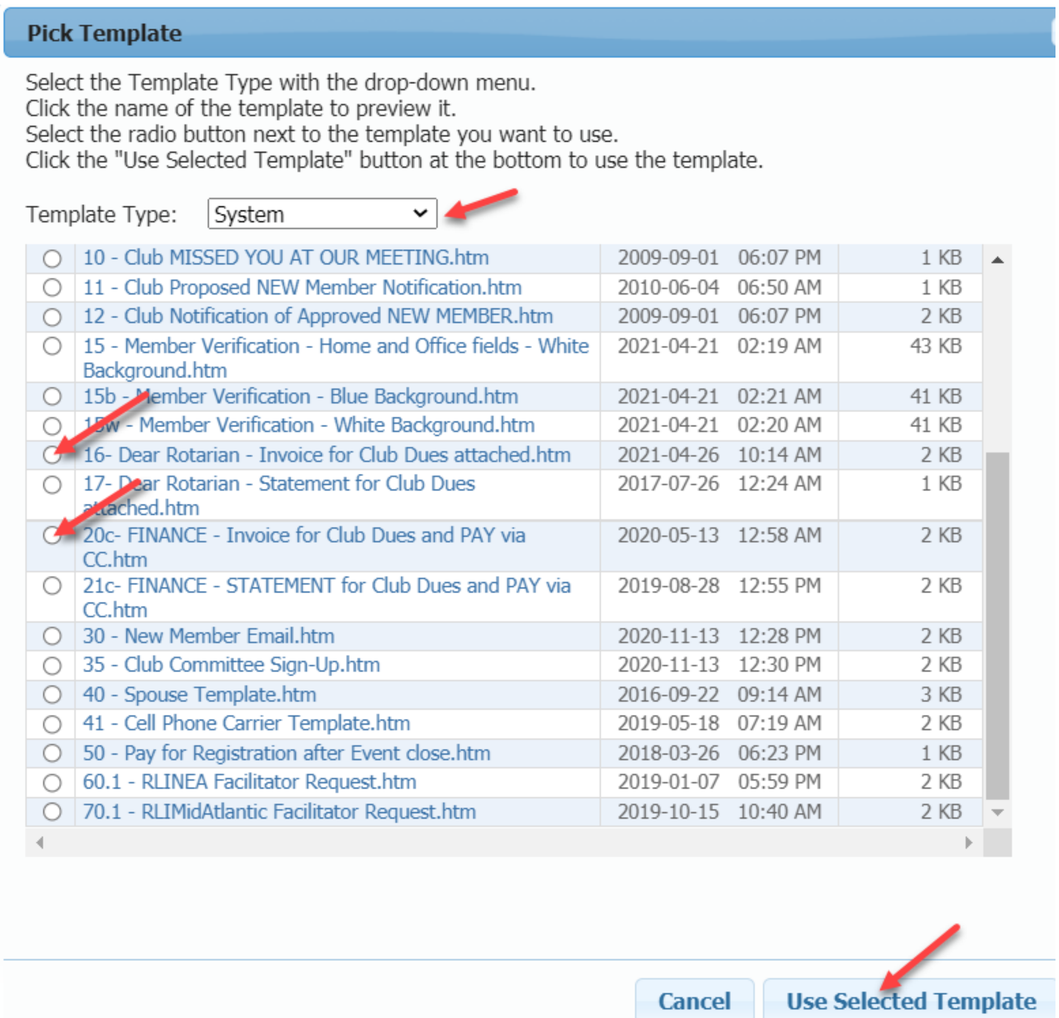
   b. Or, after closing the Posted Invoices screen, go back to the Invoices hyperlink. Select the Invoice Group you need to pmail and go to the Members tab.



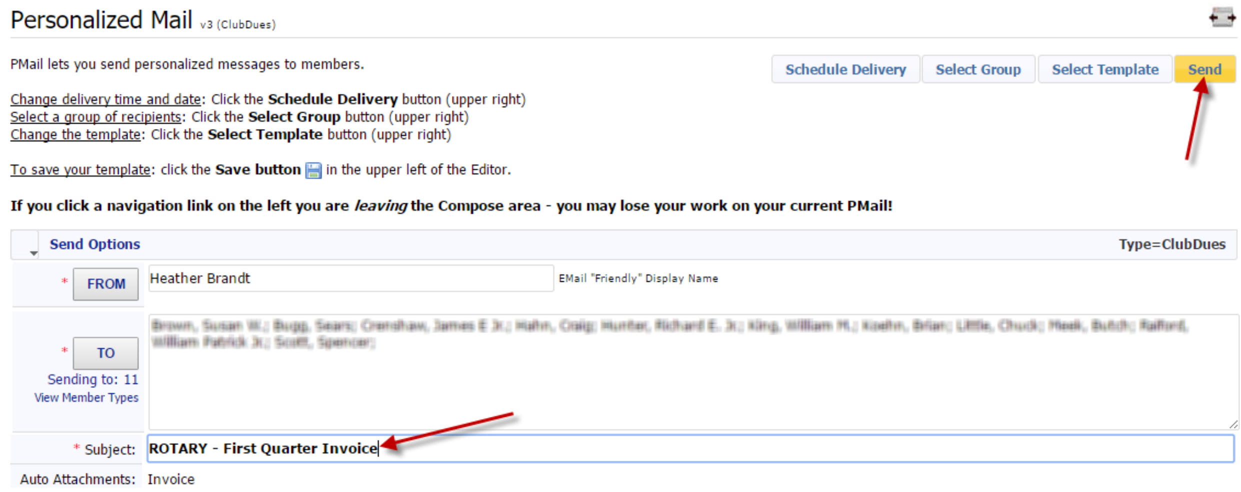
8. **Pmail**: In pmail, click on the Select Template button in the upper right corner.



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



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.



All done! You can go relax now.