

How do I run the monthly reports to see what payments I have received and what is owed to my State and National Association ?

There are a series of reports already set in the system to allow you to print a report showing what has been paid to you over a given period and also what is owing from your Club to the State and National bodies.

Go to “**Subscriptions**” on the top menu in the blue, then click on “**Transactions**” on the left hand menu and then “**Payments Received**”.

Click on the yellow filter symbol located on the right hand side of the screen alongside of the binoculars symbol and enter the dates that you want the reports to include.

Then click on “display” to see the transactions.

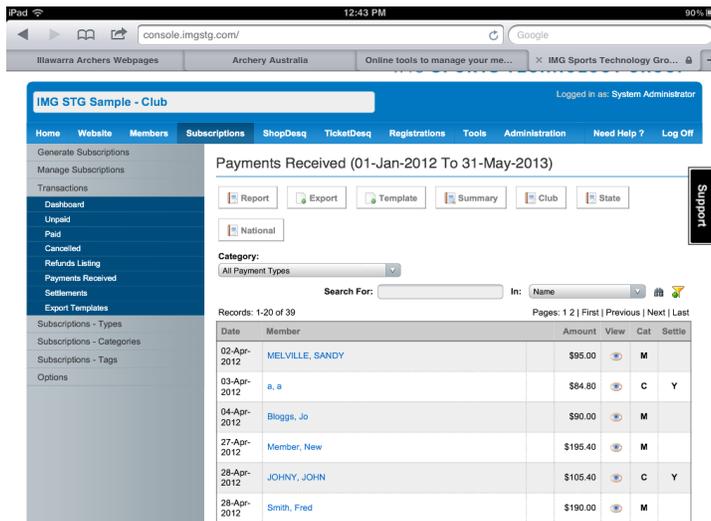
If preparing the reports on monies owed to State / National then click on the “**categories**” heading and select “**Manual Payments**” (this will include only the cash / cheque / direct deposit payments and exclude the online credit card payments – they will have already been paid to your State and AA)

You can then click on the “**State**” and “**National**” report buttons to obtain a pdf report showing the individual transactions and the total amount owing for the period.

Refer to your state as to the method they are using to either invoice the club or to have the club pass the monies owed up to it for the State and AA monies collected.

Below are some screen shots showing the area that these reports are located in.

Should you have any problems with generating these reports then please contact the System Administrator to have him show you.



IMG STG Sample - Club

Payments Received (01-Jan-2012 To 31-May-2013)

Category: All Payment Types

Search For: In: Name

Date	Member	Amount	View	Cat	Settle
02-Apr-2012	MELVILLE, SANDY	\$95.00		M	
03-Apr-2012	a, a	\$84.80		C	Y
04-Apr-2012	Bloggs, Jo	\$90.00		M	
27-Apr-2012	Member, New	\$195.40		M	
28-Apr-2012	JOHNY, JOHN	\$105.40		C	Y
28-Apr-2012	Smith, Fred	\$190.00		M	

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Logged in as: System Administrator

IMG STG Sample - Club

Home Website Members **Subscriptions** ShopDesq TicketDesq Registrations Tools Administration Need Help ? Log Off

- Generate Subscriptions
- Manage Subscriptions
- Transactions
 - Dashboard
 - Unpaid
 - Paid
 - Cancelled
 - Refunds Listing
 - Payments Received
 - Settlements
 - Export Templates
- Subscriptions - Types
- Subscriptions - Categories
- Subscriptions - Tags
- Options

Payments Received - Filter Selection

Payment Date: 01-Jul-2012 To 31-Jul-2012

Username: All Users

Display Clear Filter Cancel

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Home Website Members **Subscriptions** ShopDesq TicketDesq Registrations Tools Administration Need Help ? Log Off

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- Options

Payments Received - Filtered

Report Export Template Summary Club State

National Rollover

Category: All Payment Types

Records: 1-5 of 5

Date	Member	Amount	View	Cat	Settle
02-Jul-2012	Appleby, Bert	\$105.90		M	
02-Jul-2012	Appleby, Bert	\$105.90		M	
19-Jul-2012	Hanson, Paul	\$159.00		C	N
21-Jul-2012	Armstrong, Lance	\$196.00		M	
22-Jul-2012	Bloggs, William	\$196.00		M	

Records: 1-5 of 5

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IMG STG Sample - Club 25 July 2012

Payments Received

Reference	Date	Member	Title	Payment Date	Amount
6170203	02-Jul-2012	Appleby, Bert	Senior Membership 2012-13	02-Jul-2012	90.00
6170368	02-Jul-2012	Appleby, Bert	Senior Membership 2012-13	02-Jul-2012	90.00
6268040	19-Jul-2012	Hanson, Paul	Master	19-Jul-2012	84.80
6276066	21-Jul-2012	Armstrong, Lance	Open	21-Jul-2012	90.00
6280267	22-Jul-2012	Bloggs, William	Open	22-Jul-2012	90.00
					444.80

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Creation Date: 25/07/12.