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Technical Document

GC Gold



Billing Training

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(not finished)Billing Manual 2005.doc				Page 1 of 19

Setting Up a New Price Code	Page 4
Setting Up a New Discount	Page 5
Setting Up a New Payment Scheme	Page 6
Fund Account	Page 7
Setting up a New Membership Group	Page 8
Additional Charges	Page 9
Billing Reports (Invoicing)	Page 10
Account Page	Page 12
Paying A Balance	Page 12
Credit an Invoice	Page 13
Applying a Payment Scheme	Page 13
Printing the Invoices	Page 14
Standard Reports	
Invoice Analysis	Page 14
Charge Code Analysis	Page 15
Payment Analysis	Page 15
Aged Balances	Page 16
Fund Payments	Page 16
Swipe Card Levy Transfers	Page 16
Report Generator	Page 17
FAQ - Frequently Asked Questions	Page 17
Appendices	

With GC Gold it is possible to do the invoicing for your club. With this system it is also possible for you to create an invoice for each individual member, which contains all the fees that are applicable to that person. As well as this you can include such things as payment schemes and discounts for your members.

The members are split into individual categories, which are their membership groups. Fees can then be applied to a group as a whole so that every member within this group is charged with a particular fee. However, it is also possible for charges to be applied individually, such as a locker fee, which does not apply to every member within a membership group. Discounts can be applied to individual membership groups. For example, all the 'five day men' could have a discount on their joining fee as a promotion. Or a membership group could be set up called "captain" this would contain only one member and this member would have a 10% discount on everything.

Payment schemes can also be created for such things as direct debit, this is where the fees can be paid over a period, such as monthly or quarterly etc. This can then be applied to the member's accounts through the "auto payment" facility. This applies payments to multiple accounts for quantities calculated by the system.

Setting Up a New Price Code

Options> Administration> Prices tab

PRICE CODE

DETAILS

Rename Code

Invoice Description Itemised Effective Until... Deferred Until...

Analysis 1 Analysis 2 Analysis 3 Nominal Ledger Code

Price Type **Fixed Price** Payment Frequency **Yearly**

REVISION

01/01/2000

Details


Effective From **01 Jan 2000** Comments

Value **Undefined**

Set Value

General Prices Discounts Payment Schemes Fund Accounts Membership Groups Committees User-Defined Fields

Price Code & Description

Once in the *Prices* screen, click in the **Price Code** column on the far left. This column contains all the price codes for all of the prices set up in your system. Click inside this column press the *Insert* key on your keyboard or click on the *New record* icon .

This will have created a field in the *Price Code* column the field will contain an asterisk; enter your new price code in here.

tip: Your Price code should be as short as possible, no longer than six digits. It is recommended that the code reflects the price in question. E.G "Seven day membership" could have "7DAY" as its code.

Invoice Description, Effective Until and Deferred Until.

Now fill the description for the new price in the **Invoice Description** box, this is how the item will show on invoices so use uppercase where applicable and describe the price accurately.

The application of an **Effective Until** date will mean that this new price will only continue to work up to the date applied. After this date the price will no longer work. The application of a **Deferred Until** date will mean that the price will not work until the date applied. These dates can be left blank if not needed. Once this area has been completed, the new data should be saved by clicking on the padlock on the top right hand corner of the page,




Price Type & Payment Frequency

There are three available **Pricing Types**. These are **Fixed Price**, **Variable Monthly Payments** and **Loan Interest Repayment**. One of these must be chosen for your Price; usually it will be **Fixed Price**. Next to the **Payment Types** is the **Payment Frequency** this must also be completed according to your price's requirements.


Applying a Price Revision

In the bottom half of the page on the right hand side is the **Details Area**. To complete your new price you must generate a new **Revision**.

To do this click on the **New Record** icon . The current **Year Start Date** will be entered in the **Effective From** date field. The **Effective From** date can be changed if requires.

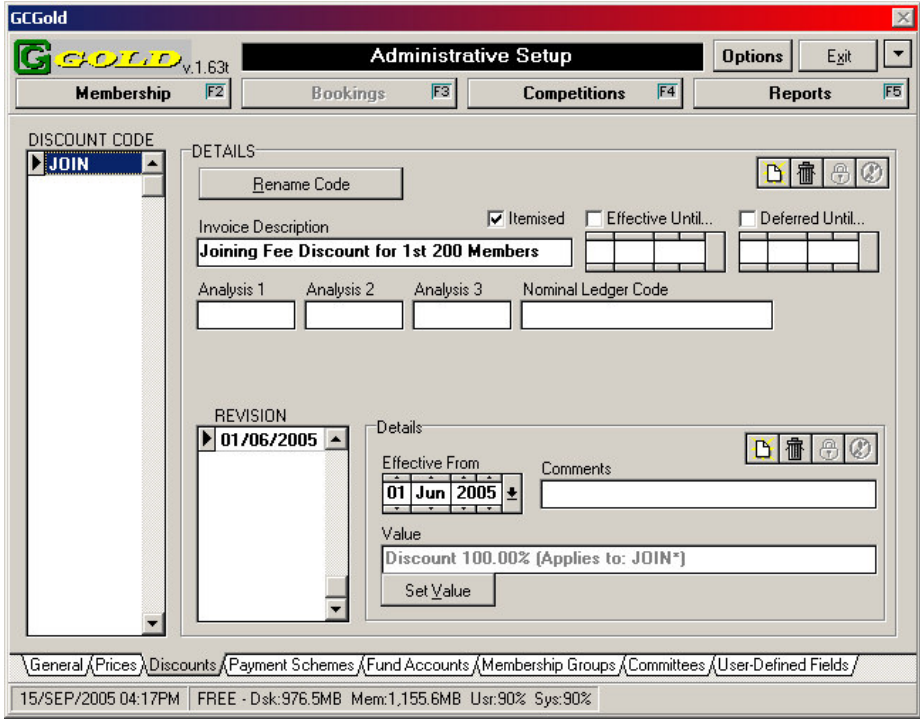
Now press the **Set Value** button. A new window will open headed **Price Specification**. In this window you can set the **VAT rate** for the price and define whether the Vat is included in the price or needs to be applied as an additional amount.

Next enter the **Fixed Price**; this is the price of the item. Also on this page there are two tick boxes, **Payment due at start of period?** And **Disallow payment by scheme?** The **Payment due at start of period?** Means that this price code will need to be paid at the beginning of the financial year. **Disallow payment by scheme?** Means that this price code cannot be paid by any of the GC Gold payment schemes and will therefore need to be paid in full. Once these have (not) been selected, click on the **OK** button at the bottom of the page.

Once all the details have been entered, click on the padlock  icon to save. You have now created the new price.

Setting Up a New Discount

Options >Administration>Discount




The screenshot shows the GCGold v.1.63t Administrative Setup window. The 'DISCOUNT CODE' list on the left contains 'JOIN'. The 'DETAILS' section for 'JOIN' includes:

- Rename Code** button
- Invoice Description**: **Joining Fee Discount for 1st 200 Members**
- Itemised** (checked), **Effective Until...** (unchecked), **Deferred Until...** (unchecked)
- Analysis 1**, **Analysis 2**, **Analysis 3**, and **Nominal Ledger Code** fields
- REVISION** list: **01/06/2005**
- Effective From**: **01 Jun 2005**
- Comments** field
- Value**: **Discount 100.00% [Applies to: JOIN*]**
- Set Value** button

The bottom status bar shows: 15/SEP/2005 04:17PM FREE - Dsk:976.5MB Mem:1,155.6MB Ustr:90% Sys:90%

Discount Code & Description

To set up a discount is very similar to setting up a new price code.

Once in the *Discounts* screen, click in the **Discount Code** column on the far left. This column contains all the price codes for all of the prices set up in your system. Click inside this column press the *Insert* key on your keyboard or click on the *New record* icon .

This will have created a field in the *Discount Code* column the field will contain an asterisk; enter your new price code in here.

tip: Your Discount code should be as short as possible, no longer than six digits. It is recommended that the code reflects the discount in question. E.G “Captains Discount” could have “CAPT” as its code.

Invoice Description, Effective Until and Deferred Until.


Now fill the description for the new price in the **Invoice Description** box, this is how the item will show on invoices so use uppercase where applicable and describe the price accurately.

The application of an **Effective Until** date will mean that this new price will only continue to work up to the date applied. After this date the price will no longer work. The application of a **Deferred Until** date will means that the price will not work until the date applied. These dates can be left blank if not needed. Once this area has been completed, the new data should be saved by clicking on the padlock on the top right hand corner of the page,

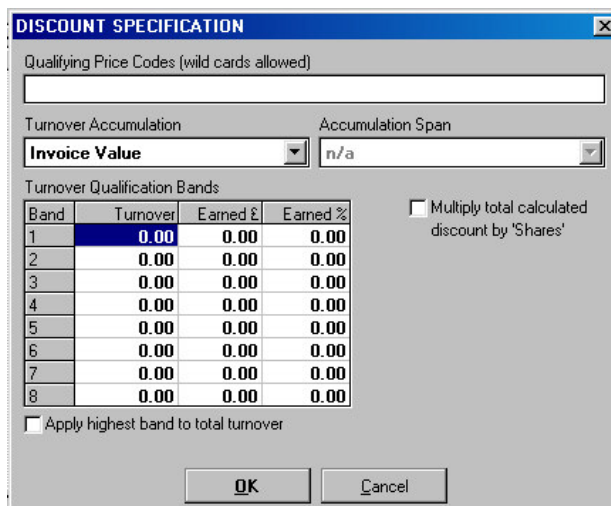


Applying a Discount Revision

In the bottom half of the page on the right hand side is the **Details Area**. To complete your new price you must generate a new **Revision**.

To do this click on the **New Record** icon . The current **Year Start Date** will be entered in the *Effective From* date field. The *Effective From* date can be changed if requires.

Now press the **Set Value** button. A new window will open headed **Discount Specification**.



Band	Turnover	Earned £	Earned %
1	0.00	0.00	0.00
2	0.00	0.00	0.00
3	0.00	0.00	0.00
4	0.00	0.00	0.00
5	0.00	0.00	0.00
6	0.00	0.00	0.00
7	0.00	0.00	0.00
8	0.00	0.00	0.00

The **Qualifying Price Codes** field needs to contain all the price codes that the new discount applies to. Under **Turnover Accumulation** you have four choices: *Invoice Value*, *Rollover Value*, *Turnover Last Period* and *Year-to-Date Turnover*. This is usual to use *Invoice Value*.

The discount can be made as a percentage of the fee or as a fixed price.

- To create a discount based on a percentage: Under band 1 in the third column, headed **Earned %** you can enter the percentage that would be the discount, such as 5%.
- To create a discount based a fixed fee: Under band 1 in the second column, headed **Earned £**, enter the fixed fee, such as £25.00.
- To create a discount based on shares: If members have shares in the club then it is possible to make a discount on the amount of share the individual holds, by ticking the **Multiply total calculated discount by 'Shares'**.

You can now press the OK button; this will take you back to the previous screen.

Now click on the Padlock  to save the changes.

Setting Up a New Payment Scheme

This is where payments such as direct debts can be set up. The payments can be broken down over the year so that the member can pay monthly or quarterly.

Follow the first steps as you did with discount group and price code, when you go to **set value** you will need to enter the invoice threshold, this is the lowest amount the payment scheme can be applied to. The fixed surcharge can be used if a surcharge is going to be applied to the payment scheme, this will be added in monetary value to the invoiced amount if that payment scheme is chosen. On the left hand side of the screen is the payment schedule, this is where the amount can be split over the year period. This can be done either by percentage or monetary amount. You can choose the amount, which is to be paid, and in which month it is to be paid in. Add the amount or percentage in the months that are appropriate. Once finished the **total** will give the amount or percentage total that has been given for the twelve months.

PAYMENT SCHEME SPECIFICATION

Invoice Threshold (£)

Fixed Surcharge (£)

Request by direct debit

Fractional Denominator
(e.g. 100 for percent, 12 for monthly)

Payment Schedule

Month	% Due	£ Due
1	0.00	0.00
2	0.00	0.00
3	0.00	0.00
4	0.00	0.00
5	0.00	0.00
6	0.00	0.00
7	0.00	0.00
8	0.00	0.00
9	0.00	0.00
10	0.00	0.00
11	0.00	0.00
12	0.00	0.00
TOTAL:	0.00	0.00

OK Cancel

This is now finished click on OK button and save as previous.

Fund Account

This allows the set up for voluntary fund payments such as, staff gratuities. This allows payments to be made to the club by members who wish to contribute to a fund created by the club for a variety of reason, such as improvements etc.

The payment will be above that which is invoiced to the member. The amount is held within staff gratuities etc. This can be obtained by going to the membership page, then the account tab and then the fund button. This will give a members amount given into funds.

CURRENT MEMBER Finding: (No name), Mr

Copy to Clipboard Print Member Details

Filter By Name Members Only

TRANSACTIONS FOR ACCOUNT: Fees & Subscriptions

Date (Due)	Details	Amount
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00

FUND PAYMENT DETAILS

Date: 27 Sep 2000

Payment Amount: 0.00 Fund: sTAFF GRATUITIES

Method: Reference:

OK Cancel

TRANSACTION: View/Terms Credit Payment Funds

Search / Details / Offices / Charges / Finance / Account / Chips / Handicap / Diary / Other

Setting up a New Membership Group

To set up a new membership group go to: -

Option>Administration>Membership Groups

In the left hand side of the screen is the **group code** box, this is where all the membership groups are. To enter a new code click in this box and press insert as done previously. Now add the code for your new membership group, again it should be six digits or less. Now add the rest of the details required, such as the description and whether the member group is for men or women and also any age range that may be applicable.

Item	Type	Code	Description
1	FEE	GREFEE	Green Fee
2	FEE	YEAR	

You can also add those fees that apply to the whole of the membership group, such as the yearly joining fee. Do this by clicking on the **add tab** above the **default fees, subscriptions and discounts** box. This will then take you to the screen below that holds the list of all the prices. It is here that you can also add the discounts that will apply to this member group as well. By choosing from the two radio boxes at the top, show prices and show discounts, you can then bring up a list of all the discounts, as well as, the list of prices, and therefore chose which prices and discounts that are to be applied to the membership group.

Item	Description
APP	Application Fee
GREFEE	Green Fee
YEAR	

Additional Charges

Before the invoicing can take place the additional charges must be entered into the charges page. These are charges for things such as lockers that are not applicable to every member within a membership group. To do this you must go to the charges page, within membership go to: -

Membership>Charges

CURRENT MEMBER Finding: JONES, Mrs Mary

Copy to Clipboard Print Member Details

Filter By Name Members Only

Group charges and discounts Additional/amended charges

Item	Type	Code	Description	Billed To	Item	Type	Code

(None)

Description Last billed up to: Effective from... Effective until... Deferred until...

Value Refer to price list

Search Details Offices Charges Finance Account ID Card Handicap Diary Other

The extra charges must be put in the **additional/amended charged** box, if you click under code so that it goes blue, as it has done above. You can then press insert on your keyboard.

PRICE LIST

Find: Show Prices Show Discounts

Item	Description
APP	Application Fee
GREFEE	Green Fee
LOCK	Locker fee
YEAR	

OK Cancel

This will bring up the screen with all the charges you can then enter the fee, for example the locker fee. To do this, click on the locker key and then press the OK button.

Additional/amended charges		
Item	Type	Code
1	FEE	LOCK

This charge will then appear in the additional/amended charges box.

Once the above has been completed then you can go on to do all the billing.

This is done under reports go to: -

Reports>Billing

Billing Reports (Invoicing)

This is where the invoices for the members are created. Once the invoices are completed they are then posted to the member's individual accounts. The invoices are created in batches, the batches can contain all the membership groups and therefore invoice all the members at once, or can invoice certain membership groups, an individual membership group or even an individual member. Creating the batches per membership group or for a few membership groups is best and safest way of creating the invoices. This is so, that if a mistake has occurred in one of the membership groups it has not affected the whole of the invoice procedure, only a small part of it.

PROCESS AND REPORTING MODULES...

Standard Reports	Report Generator	BILLING	Statistics
------------------	------------------	----------------	------------

Current Invoice Batch: **00001** Tax Point: **09 Jul 2000** Payment Due Date: **08 Aug 2000**

Batch Reference:

Include Group Codes (and/or #Member No.)...:

Include Charge Codes...:

Include Discount Codes...:

Current Batch / View and Print / Export / Budget Planner

Once you have decided which of the membership codes are going to be invoiced you can then start to create the invoices. Enter the batch reference and delete the star in the group code box and enter the code or codes for the membership groups. Enter any charge codes and discount codes in the boxes below. Once this has been done then click on the generate invoices button. When the invoices are create you can then got to the view and print tab at the bottom of the screen to check the invoices that have been created.

PROCESS AND REPORTING MODULES...

Standard Reports Report Generator **BILLING** Statistics

Edit Batch Details Print Bills Print Labels

Batch/Doc.No	Description	Value	Discount	VAT
BATCH: 00001**	09/07/2000	£ 414.00	0.00	69.82

** = Current Unposted Batch, * = To be deleted on posting

Current Batch View and Print Export Budget Planner

The screen above is the **view and print** screen, this shows the batches that have been created. The batches will follow in number and so the above batch is the first batch to be created. If there are two asterisks next to the reports number, this means that the report is unposted, and has not yet be placed in the members' accounts. To check that the invoices are correct you can double click on the batch, it will then give you a list of all the members that will be invoices. If you then double click on an individuals name it will show you what makes up that individuals bill, you can do this for several individuals. You can then double click on the batch again to get back to the list of batches. When the invoices have been checked then the invoices can be posted.

PROCESS AND REPORTING MODULES...

Standard Reports Report Generator **BILLING** Statistics

Edit Batch Details Print Bills Print Labels

Batch/Doc.No	Description	Value	Discount	VAT
BATCH: 00001	09/07/2000	£ 414.00	0.00	69.82
BATCH: 00002	26/09/2000	£ 729.00	0.00	69.82
IN:100536	JONES Mary	£ 729.00	0.00	69.82
FEE Application Fee	26/09/2000-31/12/2000£	300.00	0.00	0.00
FEE Green Fee	26/09/2000-31/12/2000£	15.00	0.00	0.00
FEE	26/09/2000-31/12/2000£	399.00	0.00	69.82
FEE Locker fee	26/09/2000-31/12/2000£	15.00	0.00	0.00
BATCH: 00003**	26/09/2000	£ 0.00	0.00	0.00

** = Current Unposted Batch, * = To be deleted on posting

Current Batch View and Print Export Budget Planner

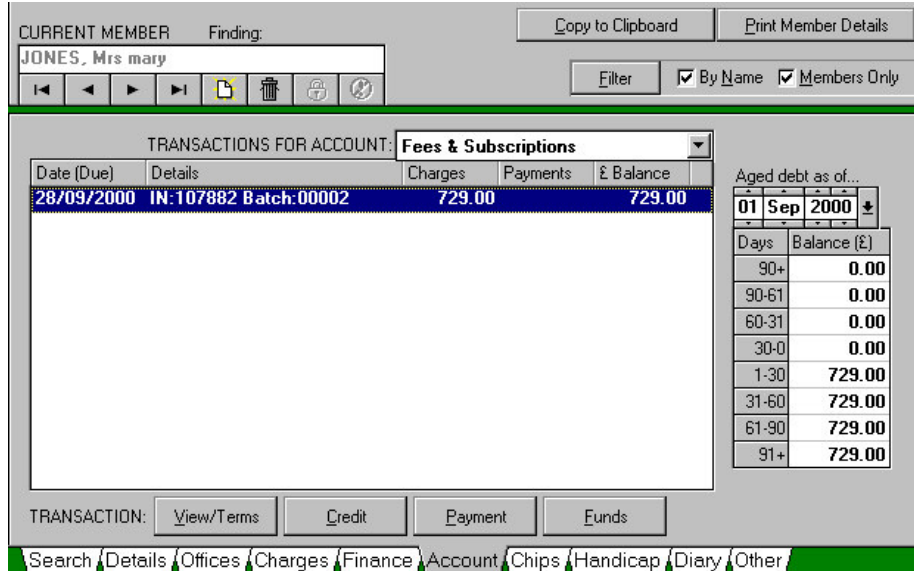
To post the invoices you need to go back to the previous screen, do this by clicking on the **current batch** tab. Now click on the **post current batch** button on the top left hand side of the screen. This will then give you two error messages; you can click OK to both of these. Once the members invoices have been posted they can then been seen in charges in the membership page.

This has now created the invoices for a membership group; you can now repeat the above until you have created all the invoices for all the membership groups.

Once the invoices have been posted you will then be able to see what each individual has to pay by looking in their account page, go to: -

Membership>Accounts

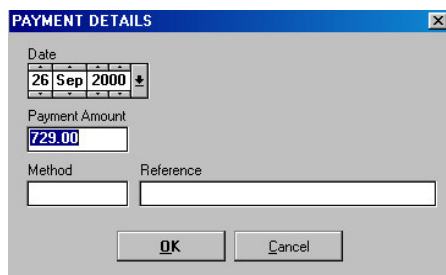
This will show all the details of the batch and it will show you the amount that a particular person owes.



This is where the balance can be paid, credited and a payment scheme placed on to the payment. To be able to view what make up this amount, click on the **view/terms** button which will show you a 'break down' of all the charges.

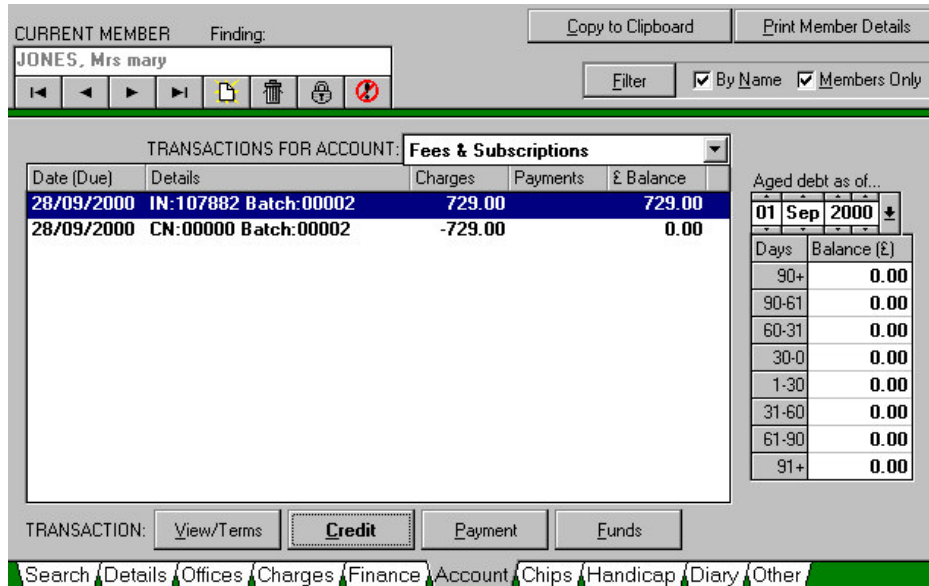
Paying A Balance

To pay a balance you need to be in the account page, see page 12. Highlight the batch that you are paying so that it is blue and then click on the payment button. This will lead to the screen below. As default, it will put in today's date although this can be changed if necessary. The payment amount comes up as the whole amount from the invoice as default. However, if the member is not paying the amount in full this can then be removed and the amount that the member is paying can be entered in its place.



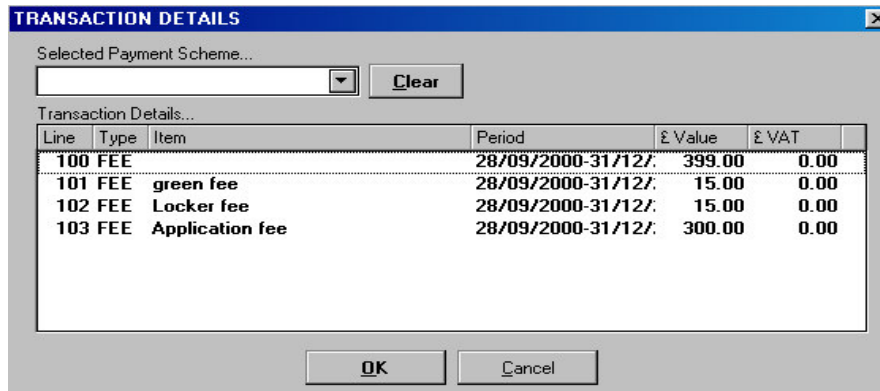
The method of payment can also be entered as well as a reference to the payment.

To credit a payment you again need to be in the account page, see page 12. Highlight the batch that you would like to credit in blue and then click on the credit button, as you can see from below it has credited the account with the invoiced amount. Although it credited this account, it will be only this accounted, and not everybody's within the batch.



Applying a Payment Scheme

To apply a payment scheme you must be in the accounts page, see page 17. Once in the accounts page highlight the unpaid batch so that it goes blue, and then click on the **view/terms** button, this will bring up the screen below.



In the top left hand of the screen you can find the **select payments** box, if you click on the arrow at the end of the box it will bring up a drop down list of all the payment schemes that are available. Click on the one that is wanted, this will put the required payment scheme into the box. Then click on the OK button. This will then apply the payment scheme and any surcharges to the balance see below.

To print a batch of invoices, highlight the batch you would like to print and then click on the **print bills** button. This will allow you to print an invoice for every member within that batch. This will then lead you to the screen below, which gives you several options about how the invoice will print. A payment scheme can be chosen from the **select payment schemes to offer** box, this box will contain all the payment schemes available, in this case green fee scheme. If you would like to choose a payment scheme, click on it so that it is highlighted and then click on the **print button**. This will put the details of the payment scheme onto the invoice, see Appendix A.

INVOICE PRINT SETUP

SELECT DOCUMENTS TO PRINT...
BATCH: 00002 1 document

SELECT PAYMENT SCHEMES TO OFFER...
GREFEE : Green Fee

MESSAGE
 Center justified Bordered by asterisks

FORMAT
Document Status: Pro-Forma VAT
 Produce cover letter mail-merge data file?
 Append payment slip?
 Show pre-payment balance?
 Show line dates?
Member Details Check: Append Collate

Quick print (no graphics) **Print** Print Setup Cancel Extended Setup

A message can also be placed on the invoice. The message can be typed in the message box and there are also two options about the appearance of the message. The message can appear in the centre of the invoice or not. It can also appear with a border of asterisks, or not, see Appendix B. There are also several choices about the format of the invoice in the format box. **Append payment slip**, will put a remittance advice on the bottom of the invoice see Appendix C. If you take the tick out of **show line dates**, this takes the dates away the batches, see Appendix D. If you chose to tick append or collate it will print out the members details so that the member can check them, see Appendix E.

Standard Reports

There are several standard reports that are already set up for your convenience. Go to: -

Reports>Standard reports>Financial

Within these, are five different reports covering the different types section of invoicing, these are invoice analysis, charge code analysis, payment analysis, aged balances and fund payments.

Invoice Analysis

This is a report on the analysis of the invoices and can be analysed under different types, such as, the batch and membership group, as shown in the analyse box. It can also be done within a set date range.

Subtotal by batch will give you a subtotal of all the batches that are within the group that you are analysing, see Appendix F.

Charge Code Analysis

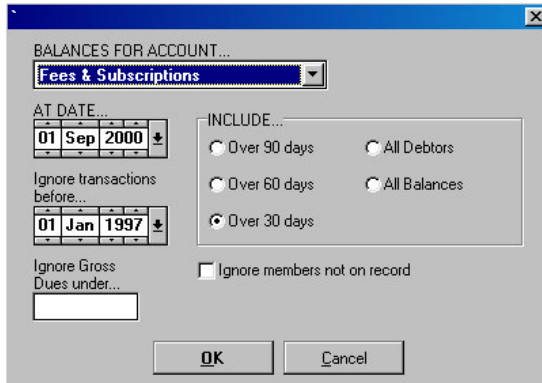
This allows you to make a report on the analysis of the charge codes and discount code, again within a date range, see Appendix G.

Payment Analysis

This is the analysis of all the payments made by the members; again it is within a price range. There is also a subtotal by date, which can be used if wanted, see Appendix H.

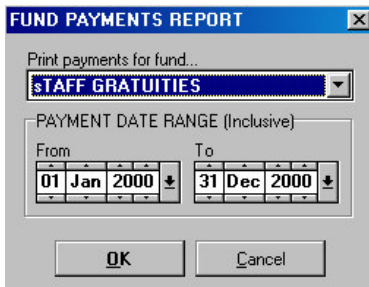
Aged Payments

This gives a payment analysis for aged payments; this can give you this analysis for those who owe over different amount over different periods, see Appendix I.



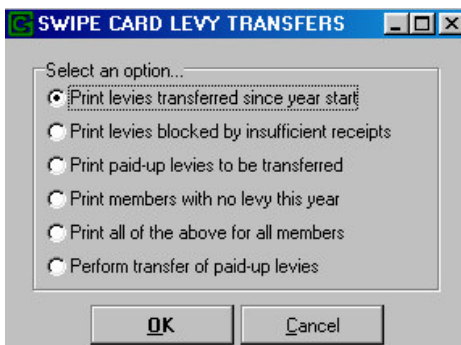
Fund Payment

This will give a report of the fund payments between certain dates, see Appendix J.

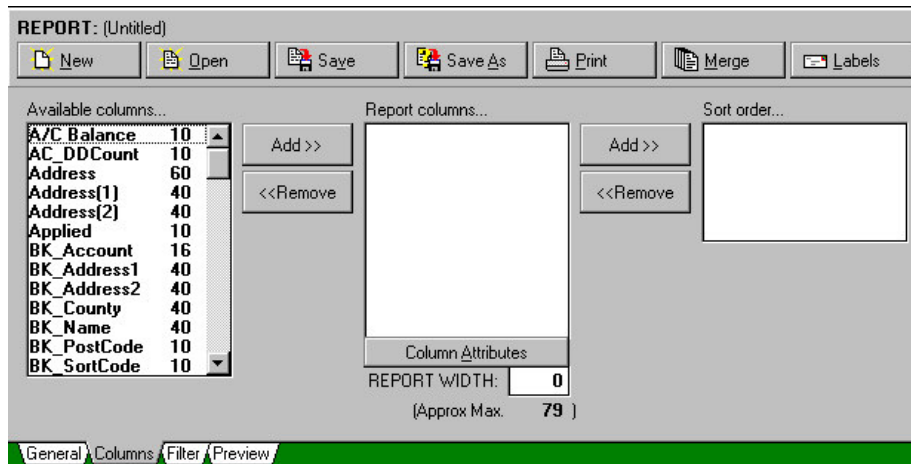


Swipe Card Levy Transfers

This gives several options about the types of levy reports.



This is where the club can create reports of their own. In the **general** tab, under title, give the report a title. You can choose from the choices below as to how you would like the report to appear. Then go to the **columns** tab, this is where the club can choose to include which details of the members that they would like to print.



Highlight which item you would like to appear in the report and then click on the add button, do this for all the details that need to be included in the report.

You can then go to the **filter** page, from here you can choose from the options to make the report more specific to the clubs needs, such as limiting the report to a category, or even an age group. You can then go to **preview** to see what the report will look like and can see the details without printing the report out.

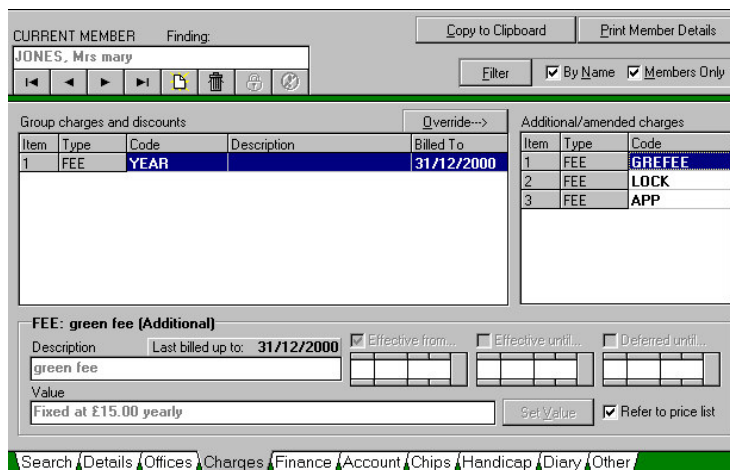
FAQ - Frequently Asked Questions

How to Change a Standard Charge for an Individual Member?

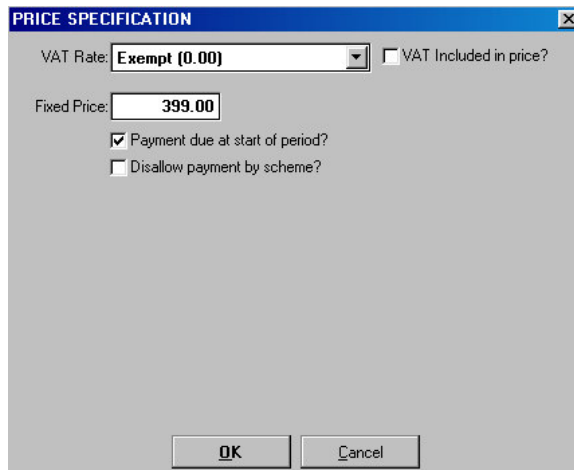
You may need to do this if a member decides to change their membership part way through a year. To do this you will need to override their original charge to do this go to: -

Membership >Charges

On this page is an override button.



This button gives you the option of being able to override a charge, click on the charge you would like to change and then click on the override button. This will activate the Set Value button that will then become black, like the other button.



PRICE SPECIFICATION

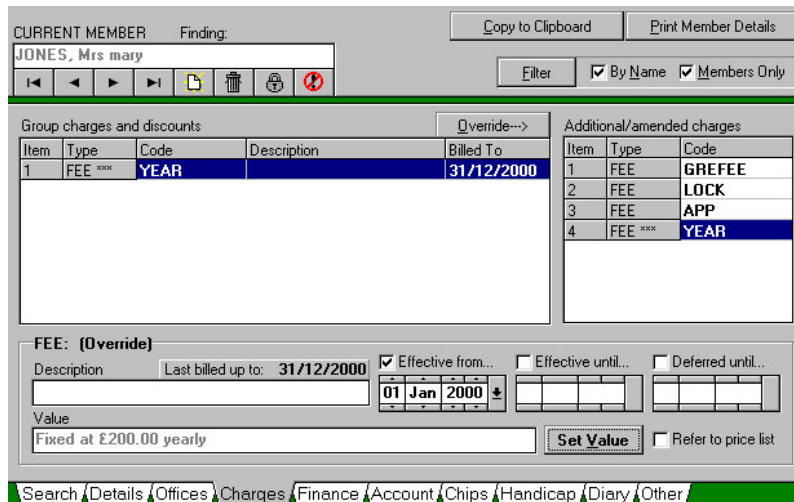
VAT Rate: **Exempt (0.00)** VAT Included in price?

Fixed Price: **399.00**

Payment due at start of period?
 Disallow payment by scheme?

OK **Cancel**

This screen will then appear, you can then put the revised figure for the year in here, for example, £200.00. Then click on the OK button at the bottom of the screen.



CURRENT MEMBER Finding: **JONES, Mrs mary** **Copy to Clipboard** **Print Member Details**

Filter **By Name** **Members Only**

Group charges and discounts					Additional/amended charges		
Item	Type	Code	Description	Billed To	Item	Type	Code
1	FEE ***	YEAR		31/12/2000	1	FEE	GREFEE
					2	FEE	LOCK
					3	FEE	APP
					4	FEE ***	YEAR

FEE: (Override)

Description: Last billed up to: **31/12/2000** Effective from... Effective until... Deferred until...

01 Jan 2000

Value: Fixed at £200.00 yearly **Set Value** Refer to price list

Search **Details** **Offices** **Charges** **Finance** **Account** **Chips** **Handicap** **Diary** **Other**

As you can see the Value has now changed to £200.00

Member would like to change membership group straight after invoice has been sent. How do you re-invoice them?

To do this credit the amount in the members account page, see page 19, credit an invoice, and change the members group, then you can re-bill just that individual. This will then bill the member for their new membership group fee.