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## FAQ | Membership Administration

## **Load Default Fees for All Customers**

1. In the menu bar, click on "Accounting", then select "Subscriptions" from the list, and click on "Load default fees for all".

File Edit C	ommunication	Accounting Handica	n Extras He	-In		embers - C							
2	1 4 4	Subscriptions fee Tournament fee	wizard	🍓 - 🍫 🧉	- 🛛 🖗 🗞	🐠 - 🖣		Betreiber		. 0 .			
Customer number 19 Name Boddet Find customer account			Homedub Test-GC Albatros Agegroup JuSH Birthdate										
First name	Frank	Subscriptions	,	Load default fees f	or all								Exact Handica
Customers Details Contacts		Lockers +		Assign subscription for all									
CustomerAcc	count C-Type	Withdrawal	,	Remove subscript	on for all	egroup	Ehcp	Gender	Birthdate	Homeclub Name	Distance to dub	Age	CustomerBal
11309 Gast 10981 Gast		Journals +		Print Subscription	for all customers	H	+0,	7 male	7/13/1974	Mannheim-Viernheim, GC		41	-300.00
		Reports +		Diester nans-jurgen		Hree	19,	5 male	2/17/1951	Osnabrück-Dütetal, GC		64	-300.00
	10304 Gast	nepoits		Binder	Johann		5,	3 male		Schönbuch, GC			-300.00
	10400 Gast	Extras	,	Binninger	Ulrich		16,	7 male		Johannesthal, GC			-300.00
	10040 Gast	UdSt	100-40	Birkenstock	Monika	SenD	9,	7 female	3/5/1957	Rhein Main, GC		58	0.00
	11508 Gast	Gast	11508	Bischoff	Ameli	SenD	16,	7 female	9/9/1955	Eschenried, GC		59	0.00
	19 Mitglied	ord	19	Bocklet	Frank	JuSH	4	5 male	12/12/1962	Test-GC Albatros	4.26916	52	0.00

2. A new window will appear. Next to a list of all customer types, you can set the default date, click on the button "SetForAll" and click "Save".

💓 Due Date for default valu	ies	×
All customer types	All customer types	2013/01/01 🗨
Full Female Member Full Male Member		SetForAll
r di Male Hender		
	🕌 Save	× Cancel

3. Answer the question "Customer debit for the article XXXXX already exists. Overwrite it?" with "Yes for all".

Confirm		×						
Q Customer debit for the article 'Affilation Fee' already exists. Overwrite								
	Yes Yes for all No for all	Cancel						

4. The loading process will then commence. It might take a few minutes – depending on the amount of existing customers. Throughout the process, a window will indicate the member fees that are being loaded. Once the process is complete, the window will close.