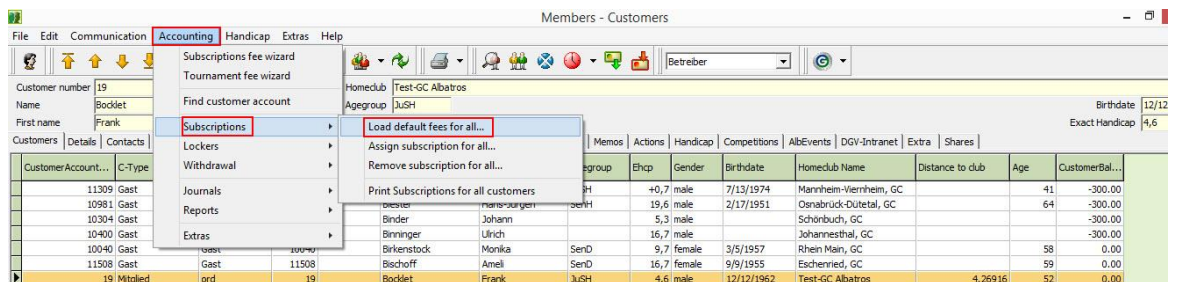


FAQ | Membership Administration

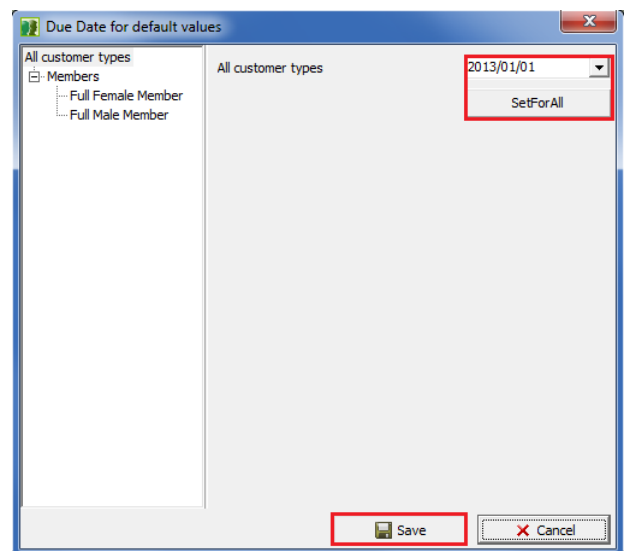
Load Default Fees for All Customers

1 [1]

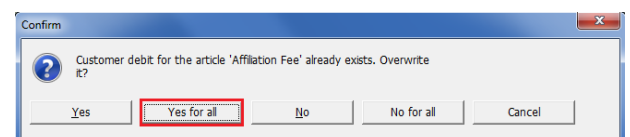
1. In the menu bar, click on “Accounting”, then select “Subscriptions” from the list, and click on “Load default fees for all”.



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”.



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



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.