

Generate Invoices for All Members

1	
	1.1

1. In the menu bar, click on "Accounting" and select the "Subscriptions fee wizard" from the list.

1			Members - Customers									
File Edit Cor	mmunio	ation A	ccounting Handicap Extras	Help	p							
🔮 		L 1	Subscriptions fee wizard		- 🍪	N	🔎 🏭 🐼	🕡 - 🖳	4	Betreiber	-	1 0 -
Customer numbe	er 11788	3	Tournament fee wizard		-	Scheibenhardt, GC			<u> </u>			. 🕿
Name	Abel		Find customer account		Agegroup	JuSD						
First name	Antje		Subscriptions	•	me course	21						
Customers Deta	ails Cor	ntacts	Lockers		lünchen 1	Banks Subscription	ns Booking Rei	minders Memos	Actions	Handicap	Competitions	AlbEvents D
CustomerAccou	unt	C-Type	Withdrawal	•	L	ast Name 🛛 🛡	First name	Agegroup	Ehcp	Gender	Birthdate	Homeclub N
	11788 0	Gast	Journals		A	bel	Antje	JuSD	16,5	female	7/22/1965	Scheibenhar
-	11715 0	Gast	Reports		A	bele	Susanne	SenD	18,8	female	7/21/1957	Haghof, G&
	11534 0	Gast	Reports		A	ch	Barbara	SenD	11,1	female	1/1/1958	Schwanhof,
	11381 0	Gast	Extras		A	chilles	Alfred	SenH	5,2	male	4/3/1956	Glashofen-N
	11452 0	Gast	15451 1147			chilles	Alfred	SenH	5 5	male	4/3/1956	Glashofen-N

2. A new window will appear. You can select for which items / fees you want to generate an invoice. Make your selection and click "Next".

Booking Wizard: Start)
⊡···Ø Range □···Ø Rangeballe Mo-Fr ⊡···Ø TextHerren ⊡···Ø TextNerren ⊡···Ø Sonoren ⊡···Ø Sonoren	
<< Previous Next >> Finish	Cancel

3. Select "Individual" or "Family" and sort order by name or number, then click "Next".

 Booking Wizard: Family Mode	
- Family Mode	
C Individual	
Sort order	
C By custrio	
<< Previous Next >> Finish	Cancel



Generate Invoices for All Members

4. Then select "Customer with and without Withdrawal" and click "Next".

Booking Wizard: Customers with Withdrawal	×
- Withdrawal Mode	
 Customer with and without Withdrawal	
C Customer with Withdrawal	
C Customer without Withdrawal	
<< Previous Finish Cancel	

5. On the following screen, select the "Due date", "Invoice date", and "Pay after" and click "Next" again.

in the second	Booking	Wizard: Dates		×
	Due date	7/30/2015	-	
	Invoice date	7/30/2015	•	
	Pay after	10	는 days	
	SEPA date	7/30/2015	•	
	<< Previou	s Next>>	Finish	Cancel

6. You might define the invoice number, then click "Next".

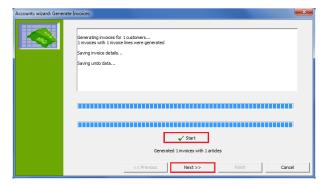
DOOR	ing Wizard: Invoice Numbe	15	
Prefix	06-	•	
<u>L</u> ength	6	년 년	
<u>S</u> tart with	75		
	<< Previous Next >>	Finish	Cancel



Generate Invoices for All Members

1.1

7. You will now see a screen representing the amount of invoices to be generated, click on "Start" to begin the process.



8. Once all invoices have been generated, click on "Next". You will get a list of all generated invoices. Click "Next" again.

Accounts wizard: Invoice	es								X
HEAN		Number	Date	DocName	CustomerNo	CustomerN 🛡	CustomerF 💙	Total with	
	Þ	2	2012/01/01	INV000001	3	Soap	Joe	110.00	
a	Dn	der by S	urname, First	name					
				<< Pr	evious	Next >>	Eint	sh	Cancel

9. Before printing the invoice, you have the possibility to enter a text for header and footer. Moreover, you can print an invoice journal or view statistics. Via "E-mail", customers receive the invoice per e-mail (in case that an e-mail address has been entered), via "Print invoice", you generate a print version of the invoice. If you click on "Withdrawal", you create a debit memo. Click "Finish" to close the window. Attention – if you click "Cancel", you will be asked whether you want the generated invoices to be transferred to the customer account or not.

Accounts wizard: Print in	woices		×						
HANK	P	rint journal of invoices Email							
		Print invoices							
	Statistics Header								
	By sale groups	Account Header	*						
	By area		w						
	By items	< Footer Account Footer	,						
	By customer								
		τ.	•						
		<< Previous Withdrawal >> Finish	Cancel						



Generate Invoices for All Members

10. You will now see the new invoice at the top of the page – it should be displayed as an open invoice. In the case of a withdrawal, an offsetting entry will be created so that the balance is settled.

→ See also FAQ 13.

4 [4]