Portal Prodigy™
Membership Billing Features in Detail

Chapter Excerpt from Software User & Administration Guide
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www.portalprodigy.com

1.1 Introduction

This chapter describes how to invoice and post orders for membership dues. This includes initiation fees, recurring dues, renewals, and other charges. Membership Billing provides the option of creating and sending electronic invoices by email or printing the invoices and sending by postal mail or some other method. When payment is required at the time of membership application, an invoice is automatically created by the system. The Membership Billing Feature tracks the periods that have been invoiced and will not create new invoices for previously billed periods. It will however, allow re-printing of previously printed invoices. See the chapter titled *Membership Features in Detail* for additional information.

The Membership Billing feature benefits include:

- Automated creation of invoices for selected period.

- Ability to create Electronic invoices and email them directly to customers.

- Ability to create Printed invoices for postal mailing or sending by other means.

- User definable criteria for selecting customers to print invoices for.

- Ability to reprint invoices for prior periods.

- Automatically tracks last invoiced date.

- Automatically updates customer accounts and tracks receivables.

- Automated creation of GL Entries.

- Ability to reprint previously printed and posted invoices.

- Assignment to batches for future posting or printing.

- Detail and Summary Accounting Reports

Some of the components, fields and settings of the Statements feature, discussed in detail in this chapter, are:

Create Membership Invoices
Create and Process Invoices option
Month and Year to Bill
Prompt to Print Invoices
Prompt to send Emailed Invoices

Print Membership Invoices:

Batch #

Month
Contact ID
Last Name
First Name
Company ID
Company Name
Include Previously Printed/

Financial Status

- All

- Approved
- Declined
- Pending
- Not Completed

Invoice Batch #

Invoice Date

Contact ID

Last, First Name

Company ID

Company Name

Include Previously Printed Invoice?

Include Previously Posted Invoices

Search Options:

- Search
- Clear
- Print
- Main Menu

Email Membership Invoices
Batch #
Month
Contact ID

Last Name
First Name
Company ID
Company Name
Include Previously Printed/

Financial Status

- All
- Approved
- Declined
- Pending
- Not Completed

Invoice Batch #

Invoice Date

Contact ID

Last, First Name

Company ID

Company Name

Include Previously Printed Invoice?

Include Previously Posted Invoices

Search Options:

- Search
- Clear
- Print
- Main Menu

Print Membership Reports
Membership Renewal Report
Membership Record Report
Order Items Report

1.2 The Visitor Experience

Customers can receive invoices for their membership dues either in printed or email form.

1.3 Components

1.3.1 Membership Billing:

This feature is used to select membership billing options.

- **Create Membership Invoices** – used to select memberships to be invoiced and to create the invoices. Also includes options to print and email invoices.

- **Print Membership Invoices** – used to print membership invoices that have already been created. Can be used to reprint previously printed or emailed invoices.

- **Email Membership Invoices** – used to email membership invoices that have already been created. Can be used to resend previously emailed invoices.

- **Print Membership Reports** – used to access the Reports Selection to print Membership Reports.

1.3.2 Create Membership Invoices:

This feature is used to create membership invoices.

Create Membership Invoices

Invoices shall be assigned to Batch # 3

Options	
Month and Year to Bill:	`-- ▼` `2004`
	Create & Process Invoices

[Clear] [Print] [Close]

- **Batch #** - automatically assigned by PortalProdigy. Can be used later to reprint invoices or resend invoices by email. Can also be used to print reports.

- **Month and Year to Bill** – used to specify the period to create invoices for. PortalProdigy will automatically create membership invoices for all prior periods up to and including the month and year specified.

- **Create & Process Invoices** - used to initiate the invoicing process for the selected memberships.
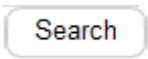
Other Options:

Clear	Clears the search criteria.
Print	Prints the website page to the user's local printer.
Close	Closes the page and returns to the Membership Billing options page.

Membership Billing

Search Criteria			
Billing Type:	Invoice ▼	Invoice By:	All / Email Only / Postal Mail Only
Membership Type:	All / Expert / Premier Membership for Employers	Fee Type:	All / Initial / Recurring
Interval:	All / Days / Monthly	Days:	
Due Date:	___ to ___	Days to bill from today:	
Batch Number:	Select batch ▼		
Contact ID:	___ 🔍	Last, First Name:	___ ___
Company ID:	___ 🔍	Company Name:	___
			Search

- **Billing Type** – defaults to *Invoice*. Select *Re-Invoice* to reprint invoices for previously billed membership dues.

- **Invoice By** – defaults to *All*. You may select to invoice by email or using printed invoice.

- **Membership Type** – defaults to *All*. To select specific Membership Types to bill, depress the control key and click on the Membership Type. Using the control key you can select additional values. PORTALPRODIGY supports an unlimited number of Membership Types. Membership Types are created using Membership Types Management.

- **Fee Type** – defaults to *All*. To select specific Fee Types to bill, depress the control key and click on the Fee Type. Using the control key you can select additional values. The other values include:
    - **Initial**
    - **Recurring**
    - **Renewal**

- **Interval** – defaults to *All*. To select specific membership billing Intervals to bill, depress the control key and click on the Interval type. Using the control key you can select additional values. The other values include:
    - **Days**
    - **Monthly**
    - **Quarterly**
    - **Annual Calendar**
    - **Annual Fiscal**

- **Days** – If you selected Days as an Interval to bill, enter the Days type to bill in Days field.

- **Due Date range** – used to specify the range of memberships to bill based on membership due date.

- **Days to bill from today** – used to specify a range of days from the current date to bill.

- **Batch Number** – used to retrieve previously selected billings.

- **Contact ID** – used to create a bill for a specific member.

- **Last & First Name** – used to create a bill for a specific member.

- **Company ID** – used to create a bill for a specific member.

- **Company Name** – used to create a bill for a specific member.

- Search - click search to find all members that match your search criteria.

Found Memberships section:

Contains the following columns:

- **Select** - used to check all Memberships to include in billing batch or for printing of invoices.

- **Mship #** – this is the Membership # which assigned by the system when the order is created.

- **Membership Type** -

- **Contact** – the member's name.

- **Order Date** - this is the date the order was created.

- **Order Status** - designates the processing status of the order.

- **Company Name** – when the order is for a company, the company's name is listed; otherwise it is left blank.

- **Invoice #** – this is the same as the Order #.

Options:

Select/Unselect All	Toggles between Selecting all Orders in Found Orders grid and unselecting all Orders.
Assign to Batch	Assigns all selected Orders to a Batch for Posting.
Print Invoices	Prints all selected Orders.
Cancel	Returns to Search for Orders page without taking further action on Found Orders page.
Main Menu	Closes the page and display the site administration menu.
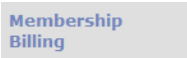
1.4 Feature Administration

Membership Billing is used to create invoices for membership dues. The Membership Billing feature allows Permitted administrators to select who to bill and whether to print their bills or to send as email.

Membership Billing provides a search page to match memberships to be billed based on input criteria. The matching results can be individually selected or deselected for billing. The matches can be assigned to a batch and saved for later billing and posting.

1.5 Tutorials
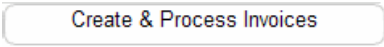
1.5.1 How to Create Membership Invoices

▪ From the Site Administration Menu click on the **Membership Billing** 🔍 browse icon to access the Membership Billing options.

▪ Click on the Create Membership Invoices 🖊 option.

▪ Select the Month to invoice using the list box.

▪ The year defaults to the current year. Change if applicable.

▪ Click on **Create & Process Invoices** button.

- If you are prepared to print invoices, confirm by clicking *Yes* when prompted; otherwise you can print the invoices at a later time using the Print Invoices option available on the Membership Billing options page.
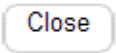
- The invoices appear as shown below:

- You will be prompted with your Internet Browser's Print Dialog box where you will need to select a printer and select your print option. The actual print options are dependent on the version of the Windows operating system on your computer.

- After the invoices are sent to your printer you will be prompted as shown below:

- Verify that the invoices were printed correctly. If they were printed correctly confirm to post the invoices by clicking *Yes* when prompted; otherwise you can reprint and post the invoices at a later time using the Print Invoices option available on the Membership Billing options page.
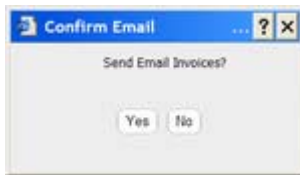
- If you are prepared to email invoices, confirm by clicking *Yes* when prompted; otherwise you can email the invoices at a later time using the Email Invoices option available on the Membership Billing options page.

- Each Membership invoiced is listed as shown below.

- Click ⬚ Close button to return to the Membership Billing options page.

- You are finished.

1.5.2   How to Print Membership Invoices

- From the Site Administration Menu click on the **Membership Billing** 🔍 browse icon to access the Membership Billing options page.

- Click on the Print Membership Invoices 🖊 option.

- The first step is to enter search criteria for the Membership Types you want to bill. To bill a single member you may use the Contact and Company search fields.

- You may change the Billing Method option which defaults to "Print and Mail Invoices".

- If you are reprinting previously printed invoices, set the Include option to "Previously Printed".

- When finished with criteria click the **Search** button.

- The invoices appear as shown below:

- You will be prompted with your Internet Browser's Print Dialog box where you will need to select a printer and select your print option. The actual print options are dependent on the version of the Windows operating system on your computer.

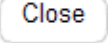- After the invoices are sent to your printer you will be prompted as shown below:

- If you are reprinting invoices that were previously posted, click *No*; otherwise, verify that the invoices were printed correctly. If they were printed correctly confirm to post the invoices by clicking *Yes* when prompted.

- PORTALPRODIGY will find and display all memberships matching your search criteria, as shown below.

- Click [Close] button to return to the Membership Billing options page.

- You are finished.

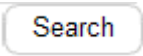## 1.5.3   How to Email Membership Invoices

This process is very similar to printing Membership Invoices.

- Click on the Email Membership Invoices 🖊 option.

- The first step is to enter search criteria for the Membership Types you want to bill. To bill a single member you may use the Contact and Company search fields.

- You may change the Billing Method option which defaults to "Email Invoices".

- If you are resending previously emailed invoices, set the Include option to "Previously Emailed".

- When finished with criteria click the [Search] button.

- PortalProdigy automatically creates and sends the emails matching the specified criteria. The invoice received by members appears as follows:

	Invoice #51		
	Brolin Corp. **17 Hammond, Suite 406** **Irvine, CA 92618**		

We accept the following payment types by Mail:

American Express	Cash
Check	Master Card
Visa	

Please mail your check payable to:
Brolin Corp.
17 Hammond, Suite 406
Irvine, CA 92618
Be sure to include your confirmation number with your payment.

Bill To:

		Ship To:	
Name:	Brolin Miller		
Attn:	Brolin Miller	Brolin Miller	
Address 1:	17 Hammond, Suite 406		
Address 2:			
C.S.Z.:	Irvine CA, 92618	CA	
Country:	USA	USA	
Phone:	949.595.8300 x 180	x	
Fax:	949.595.7820		
Email:	brolin@brolin.net		
Status:	Completed	Ref. Order#:	Sales Person:
Terms:	Due 08/11/2004	P.O#:	Contact ID: 43

Qty	Part#	Item	Unit Price	Extended Price
1		IBCA - Monthly Dues for August 2004	$10.00	$10.00

Allow Partial Shipment:	Yes	Sub-Total:	$10.00
Shipping Carrier:	-	Shipping Charges:	$0.00
Shipping Method:	-	Tax:	$0.00
		Total:	$10.00
Previous Balance:	-$20.00	Payments:	$0.00
Current Balance:	-$40.00		
Special Instructions:			

- PORTALPRODIGY lists all memberships that it emailed an invoice to, as shown below.

Found Memberships

Mship #	Membership Type	Contact	Fee Type	Bill Date	Bill Amount	Order #	Invoice #
5	Premier Membership for Employers	Linda Miller		09/01/2003	$50.00	8	8
5	Premier Membership for Employers	Linda Miller		10/01/2003	$129.00	8	8
5	Premier Membership for Employers	Linda Miller		10/01/2003	$50.00	8	8
5	Premier Membership for Employers	Linda Miller		11/01/2003	$50.00	8	8
5	Premier Membership for Employers	Linda Miller		12/01/2003	$50.00	8	8
5	Premier Membership for Employers	Linda Miller		01/01/2004	$129.00	8	8
5	Premier Membership for Employers	Linda Miller		01/01/2004	$50.00	8	8
5	Premier Membership for Employers	Linda Miller		02/01/2004	$50.00	8	8
5	Premier Membership for Employers	Linda Miller		03/01/2004	$50.00	8	8
5	Premier Membership for Employers	Linda Miller		04/01/2004	$50.00	8	8
1	Premier Membership for Employers	Brock Miller		04/01/2004	$129.00	7	
5	Premier Membership for Employers	Linda Miller		04/01/2004	$129.00	8	8
5	Premier Membership for Employers	Linda Miller		05/01/2004	$50.00	8	8
1	Premier Membership for Employers	Brock Miller		05/01/2004	$50.00	7	
13	IBCA	Brock Miller		07/01/2004	$10.00	26	26
13	IBCA	Brock Miller		08/01/2004	$10.00	26	26
13	IBCA	Brock Miller		08/11/2004	$10.00	52	52

Page 1 of 1 — Total matches: 17

Close

▪ Click Close button to return to the Membership Billing options page.

▪ You are finished.