



Overview

A typical month of processing involves doing certain functions, in somewhat the same order. There are Help documents for most of these functions. Use the Index or Table of Contents to find the appropriate page.

Basic Functions

Charge the members dues #503

- Use <<AR, Scheduled Fees>>
- The dues amount and schedule is established in the FEE profile.

Receive the member payments #508

- Use <<AR, Member Receipt>>

Record the bank deposits #508

- Use <<GL, Deposit Receipts>>

Write checks for recurring invoices #515

- They are established in the ASSOCIATION profile, Recurring Checks tab.
- Use <<AP, Scheduled Payables, Recurring Checks>>

Write checks to vendors for invoices #516

- Enter invoices using <<AP, Invoices>>
- Write the checks using <<AP, Scheduled Payables, Invoices>>

Print association reports

- Use <<Reports, GL Reports or Association Reports>>

Other monthly functions

Charge late fees #504

- Use <<AR, Scheduled Receivables, Late Fees>>

Reconciling the bank account #511

- Use <<GL, Bank Reconciliation>>

Sending Late Notices

- Use <<Mailings, Notices>>
- Letters are created in <<Mailings, Edit Letters>>