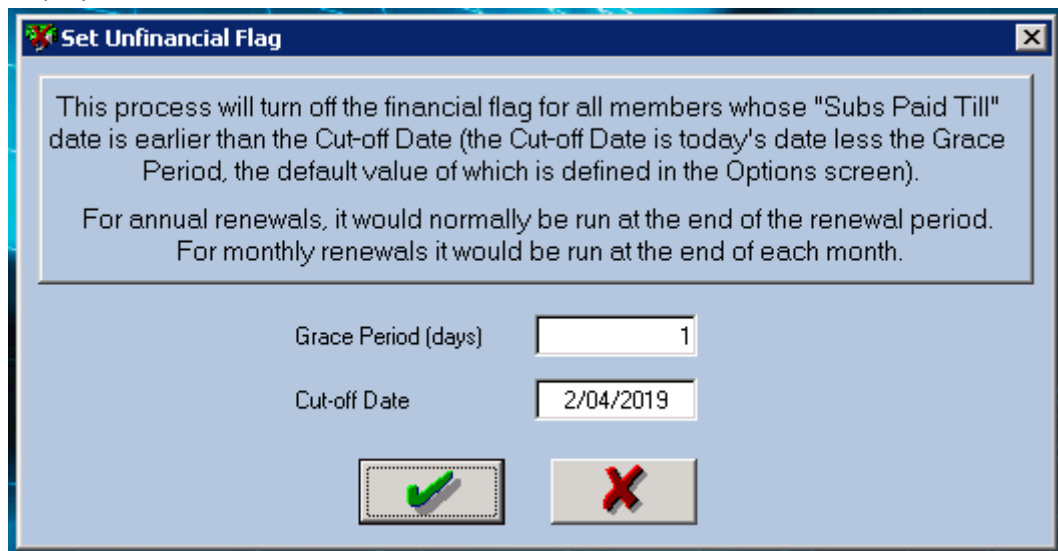# DELETING UNFINANCIAL MEMBERS

SET UNFINANCIAL FLAG

The Set Unfinancial Flag screen enables you to make all members unfinancial where their Subs Paid Till date is earlier than that defined for the Cut-off Date.

The Grace Period is set in the Setup > Options > Process screen and will automatically be entered into the Set Unfinancial Flag screen.

Procedure

1 From the **Process** menu select the **Set Unfinancial Flag** option. The Set Unfinancial Flag screen will be displayed.

2 In the **Grace Period (days)** field enter the number of days for which the membership can be left unfinancial.

3 In the **Cut-Off Date** field today's date will be displayed. If a grace period is being used then the date will be today's date minus the number or days for the grace period.

4 Select the button. A confirmation message will be displayed.

5 Select **OK**.

DELETING UNFINANCIAL MEMBERS
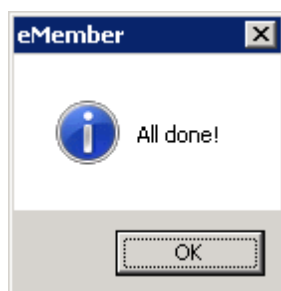
DELETE UNFINANCIAL MEMBER

The Delete Unfinancial Member screen enables you to remove member records that have not been renewed after the renewal period has ended. The member records are not completely deleted from the system and once processed can be viewed via the Deleted Members function.

Procedure

1 From the **Process** menu select the **Delete Unfinancial Member** option. The Delete Unfinancial Member screen will be displayed.

2 In the **Members with subs paid up until** field enter the date for which members who have not paid their renewals by this date will be deleted.

3 To delete member records from only selected rates click on each rate until there is a **Yes** in the **Process** column.

4 Select the to delete records that match the entered criteria. The Process Rates message will be displayed for each rate being processed.

5 Select **Yes**. Once the records are processed they will only be available for viewing via the Deleted Members function.