

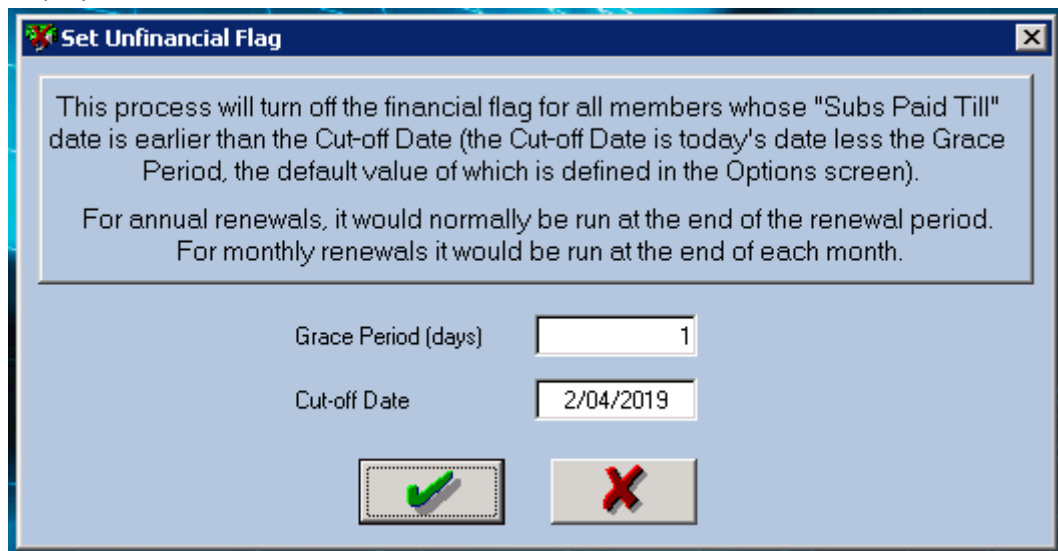
SET UNFINANCIAL FLAG

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

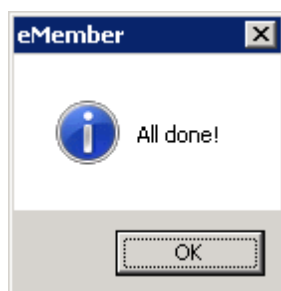
1 From the **Process** menu select the **Set Unfinancial Flag** option. The Set Unfinancial Flag screen will be displayed.



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 of days for the grace period.

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



5 Select **OK**.

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.

Process	Rate	Type	Due	GST	Description
No	1	1YR	\$10.00	\$0.00	1 YEAR SOCIAL MEMBER
No	2	1ASS	\$10.00	\$0.00	1 YEAR ASSOC MEMBER
No	3	2YR	\$12.00	\$0.00	2 YEAR SOCIAL MEMBER
No	4	3YR	\$13.00	\$0.00	3 YEAR SOCIAL MEMBERS
No	5	4YR	\$15.00	\$0.00	4 YEAR SOCIAL MEMBER
No	6	5YR	\$20.00	\$0.00	5 YEAR SOCIAL MEMBERSHIP
No	7	KIDS	\$0.00	\$0.00	KIDS CLUB
No	9	LIFE	\$0.00	\$0.00	LIFE MEMBER
No	10	LSC	\$0.00	\$0.00	LIFE SUBSCRIBER
No	11	HON	\$5.00	\$0.00	HONORARY MEMBER
No	13	ANON	\$0.00	\$0.00	ANONYMOUS
No	14	GF	\$122.00	\$0.00	Golf Fees
No	15	STAF	\$0.00	\$0.00	STAFF

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.

Process Rates

Found 40 unfinancial Members with Rate = 1 and Subscription Paid Till Date <= 31/12/2019
Do you want to Continue?

Click [YES] to process members for this Rate.
Click [No] to skip this Rate and process the next Rate.
Click [Cancel] to stop processing Rates.

Yes No Cancel

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