

How do I enter a dues receipt?

Version 4.0

From the Contacts screen:

1. Click on the Membership tab.
2. Click Enter Dues Receipts.

Date	Amount	Type	Reference	Paid Thru
01/08/2004	200.00	Check	5367	01/07/2005
01/01/2003	200.00	Check	4556	01/01/2004
01/07/2002	200.00	CC-Visa	6765	01/07/2003
01/05/2001	200.00	Check	3456	01/05/2002
01/01/2000	200.00	Check	4345	12/31/2000

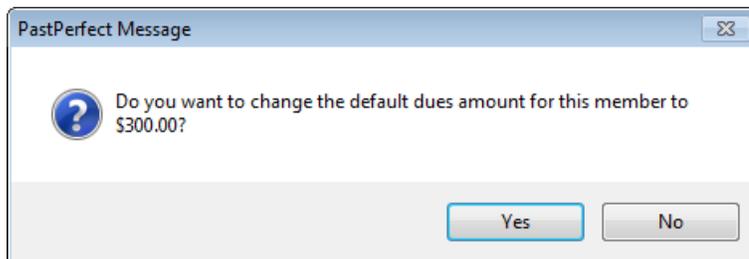
3. Enter any applicable information related to this payment.

Date: 04/17/2013
 Amount: 200.00
 Reference:
 Paid Thru: 01/07/2006
 Tax ded amt: 0.00
 Complimentary:

Buttons: Post, Preview receipt, Print receipt, Exit

4. The Paid Thru date (membership expiration date) will be automatically updated based on the last Paid Thru date and the Payment Interval field. For a new membership you will need to manually enter the date.
5. The Complimentary check box allows you to enter a dues receipt with an amount of \$0.00 and will also place a Complimentary flag on the Membership screen so you know the last dues payment was complimentary.
6. Click Post.

7. If the dues amount you entered was different from the default dues amount, you will be asked if you want to change the default dues amount for this member. Clicking Yes enters the new amount in the Dues Amount field.



8. Once the dues amount is posted, you can preview or print the Dues Receipt.

For more information on contact management, you can review Chapter 16 in your PastPerfect 4.0 User's Guide. If you have any questions, please contact our Support Office at 1-800-562-6080 or email support@museumsoftware.com. Thank you for using PastPerfect!